SPITFIRE SOFTWARE®
sfNews
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In This Issue

***Note**: features mentioned in this newsletter are available in V4.2.4652*

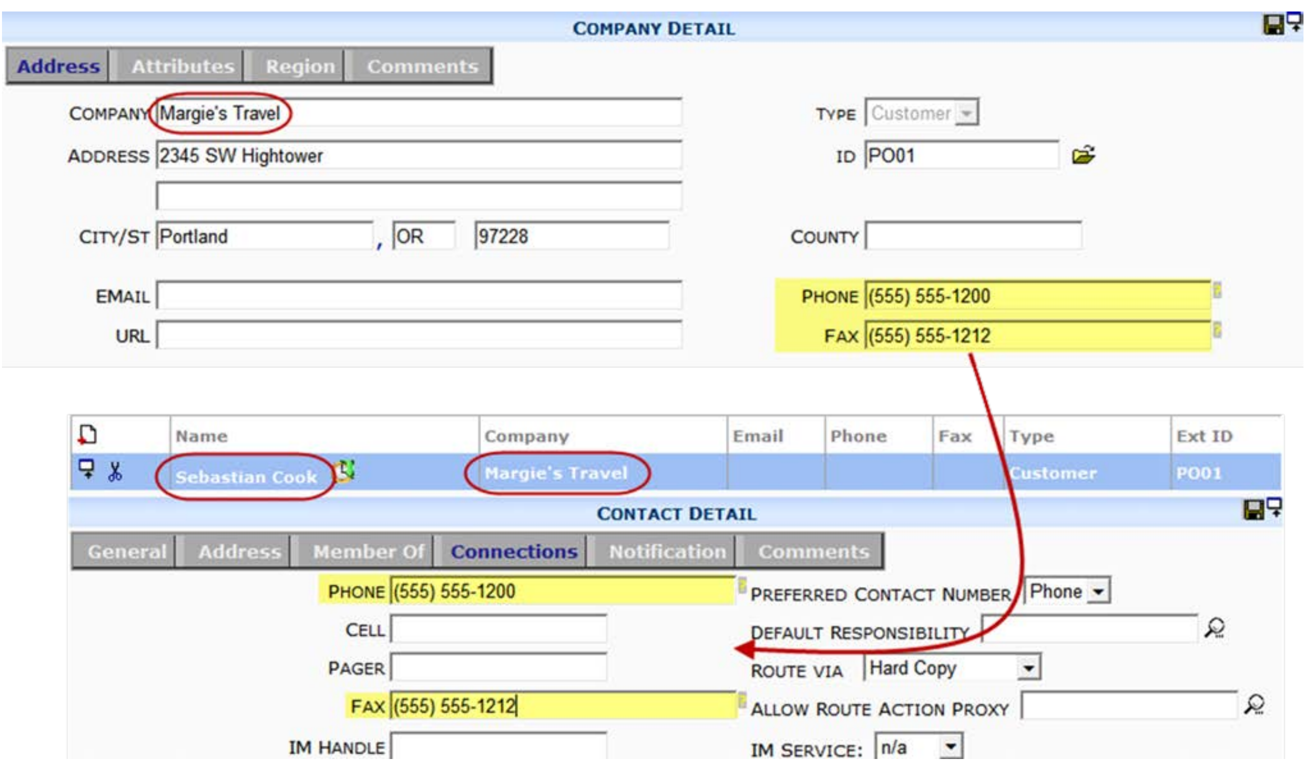
Spitfire at CMAA

Spitfire Management will be exhibiting at the 2012 CMAA National Conference and Trade Show on October 22 and 23 in Chicago. If you are attending this conference, stop by our booth and tell us how things are going!

You Asked For It, You Got It: Company Phone and Fax Numbers

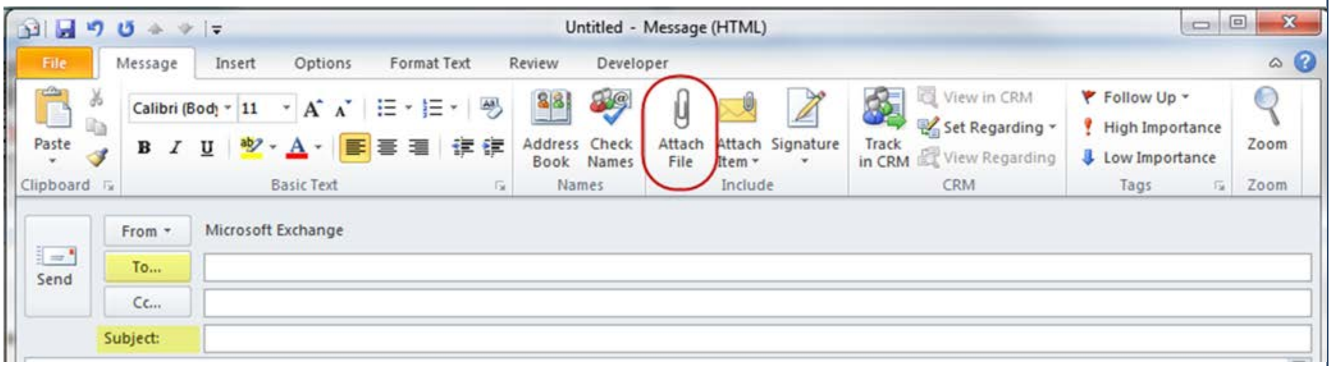
Request: Once a Contact is associated with a Company, could the company phone and fax numbers default to the Contact's Connection tab?

Yes. Now, the phone and fax numbers on a Contact Detail's Connection tab will auto-populate from the associated company information.



Feature Spotlight: Improved Inbound Email

sfPMS has gotten smarter about how to process emails sent from any internal or external project participant. Now all email sent to your site's email address, whether a reply to email sent from Spitfire or not, can be catalogued and routed to the appropriate person, based on some minor setup.



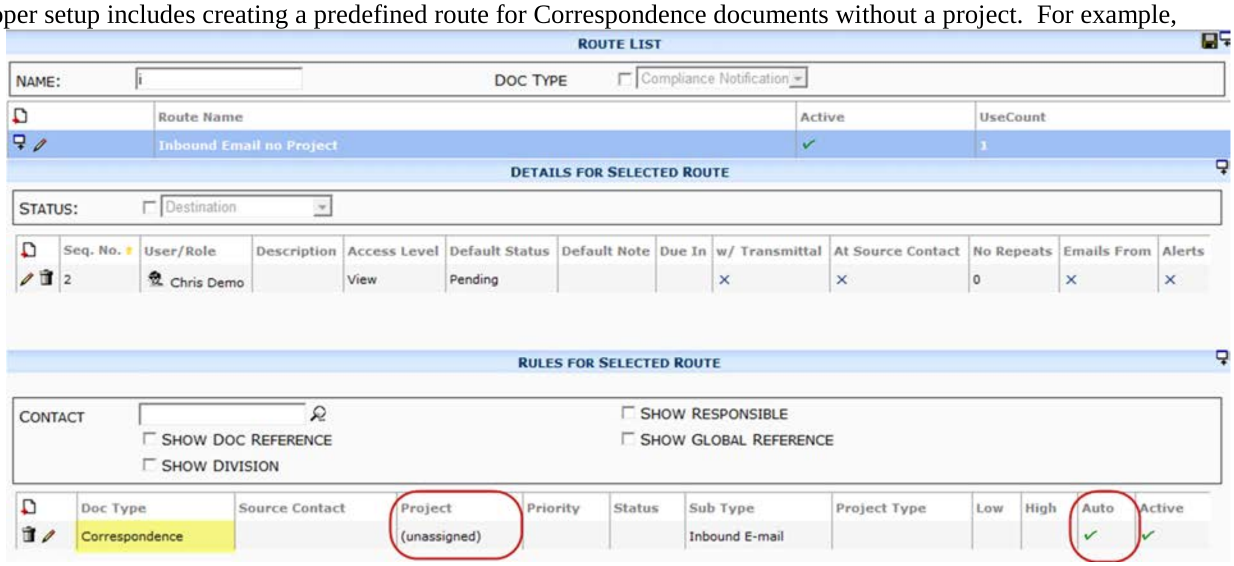
- **To** – Send the email directly to your site's email address, for example, *pmsystem@yourcompany.com*

The email and its attached files are attached to a document in Spitfire, depending on the email's subject line. (For more detailed information, see KBA-01532)

- **Project ID** – if a Project ID is in the subject line or if Spitfire can associate the email with a specific project, Spitfire will attach the email and files to a document in that project. If no Project ID is found (and no specific association can be made), Spitfire will attach the email and files to a Correspondence document without a project. A predefined route for such documents can send the Correspondence document to the correct person.
- **Doc Type** – if a recognizable Doc type follows the Project ID, Spitfire will attach the email and files to that type of document. If no Doc type follows the Project ID, Spitfire will attach the email and files to a Correspondence document.
- **Doc Number** – if a hashtag (#) and Document number follow the Doc Type, Spitfire will attach the email and files to that particular document. If no Document number is included, Spitfire will create a new document of the indicated Doc type and attach the email and files to it.

For example, Subject: GC003 RFI #1002 will tell Spitfire to attach the email and its attached files to the RFI document numbered 1002 in the GC003 project. However, Subject: Here are the files will have Spitfire attach the email and its attached files to a new Correspondence document with no project.

Proper setup includes creating a predefined route for Correspondence documents without a project. For example,



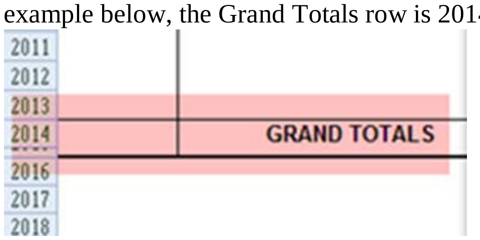
For more information about setup, see KBA-01531.

PAPT Tip: Setting the Correct Print Area Row Range

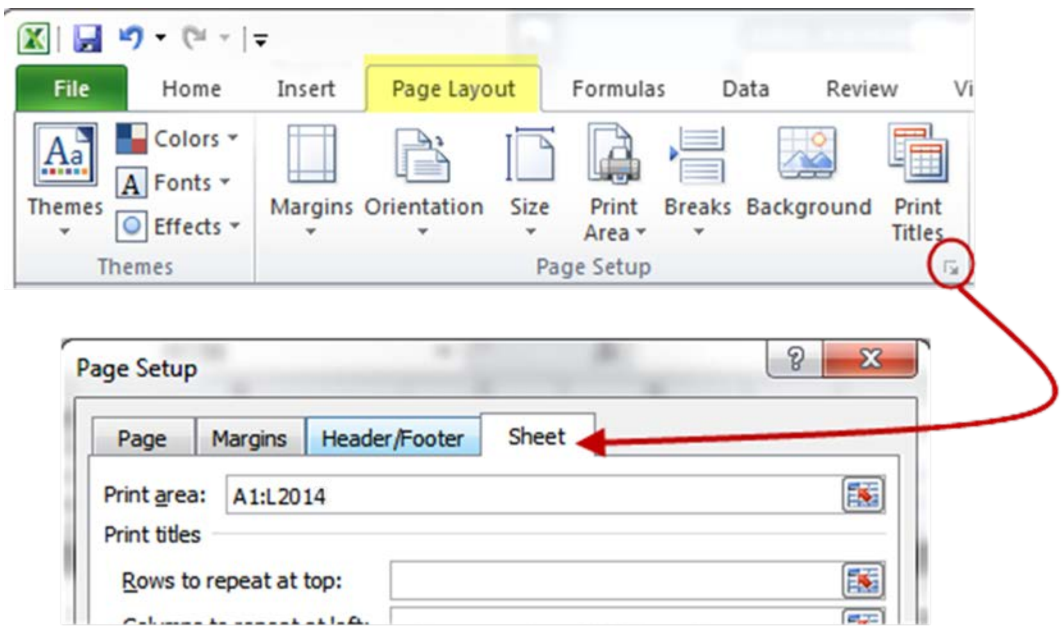
If you use a PAPT (Pay Application Print Template) to print your Schedule of Values, you may find blank pages at the end. If all the data rows from the SOV worksheet have already printed on your Schedule pages and the Grand Totals have printed after the last data row, but the printer continues to print out a few extra pages with column headers and blank rows, the issue can usually be traced back to your print area setting.

To fix the issue on the PAPT:

1. Check the row number for your Grand Totals row. This should be the last row in your Print Area. In the example below, the Grand Totals row is 2014.



2. On the Page Layout ribbon in Microsoft Excel, open the Print Setup dialog box.



3. Go to the Sheet tab.
4. In the Print Area field, change the end row (if necessary) to match your Grand Totals row.

   By correcting this print area range, the blank pages of empty rows will no longer print.

For more information about the Pay Applications and the SOV workbook, see the *Focus on Schedule of Values (SOV) Billings* guide.

For more information about the PAPTs, see the *Pay Application Print Templates (PAPTs)* technical white paper.

Have You Read?

The following articles have recently been added to the Knowledgebase:

KBA-01530 – Overview of the DocCopyConfig Rule Group

KBA-01531 – Setup for Unsolicited Inbound Email

KBA-01532 – Processing Inbound Emails Overview

Do You Know?

You can learn about updates to our focus guides and technical white papers by reading our statuses on Facebook and Google+.

On Facebook, search for **Spitfire Project Management System**, then LIKE us.

On Google+, search for **Spitfire Project Management System**, then add us to a circle.

You can also follow us on Twitter: **@sfPMS.**

Contact Us

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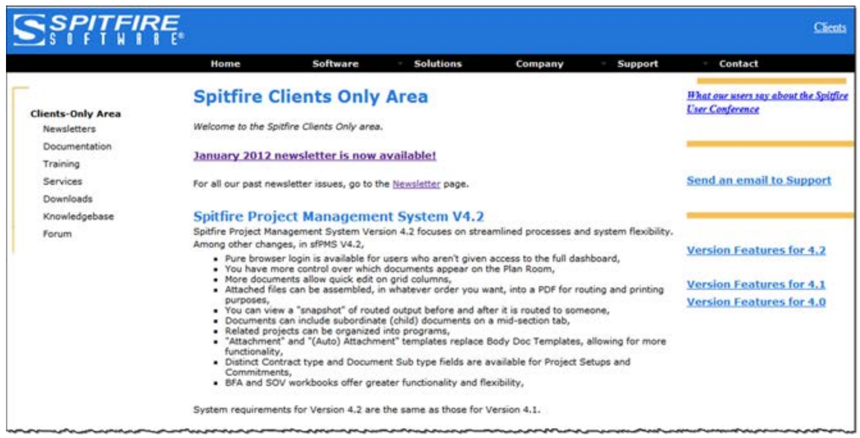
Support:
support@spitfiremanagement.com

Training:
training@spitfiremanagement.com

Your Clients Area

The Clients area on our website includes links to our documentation, our Knowledgebase, our forum, our downloads, and a list of what's new in versions 4.0 , 4.1 and 4.2:



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- Training
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- Downloads
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Spitfire Clients Only Area

Welcome to the Spitfire Clients Only area.

January 2012 newsletter is now available!

For all our past newsletter issues, go to the Newsletter page.

Spitfire Project Management System V4.2

Spitfire Project Management System Version 4.2 focuses on streamlined processes and system flexibility. Among other changes, in sfPMS V4.2,

- Pure browser login is available for users who aren't given access to the full dashboard,
- You have more control over which documents appear on the Plan Room,
- More documents allow quick edit on grid columns,
- Attached files can be assembled, in whatever order you want, into a PDF for routing and printing purposes,
- You can view a "snapshot" of routed output before and after it is routed to someone,
- Documents can include subordinate (child) documents on a mid-section tab,
- Related projects can be organized into programs,
- "Attachment" and "(Auto) Attachment" templates replace Body Doc Templates, allowing for more functionality,
- Distinct Contract type and Document Sub type fields are available for Project Setups and Commitments,
- BFA and SOV workbooks offer greater functionality and flexibility,

System requirements for Version 4.2 are the same as those for Version 4.1.

What our users say about the Spitfire User Conference

Send an email to Support

Version Features for 4.2

Version Features for 4.1

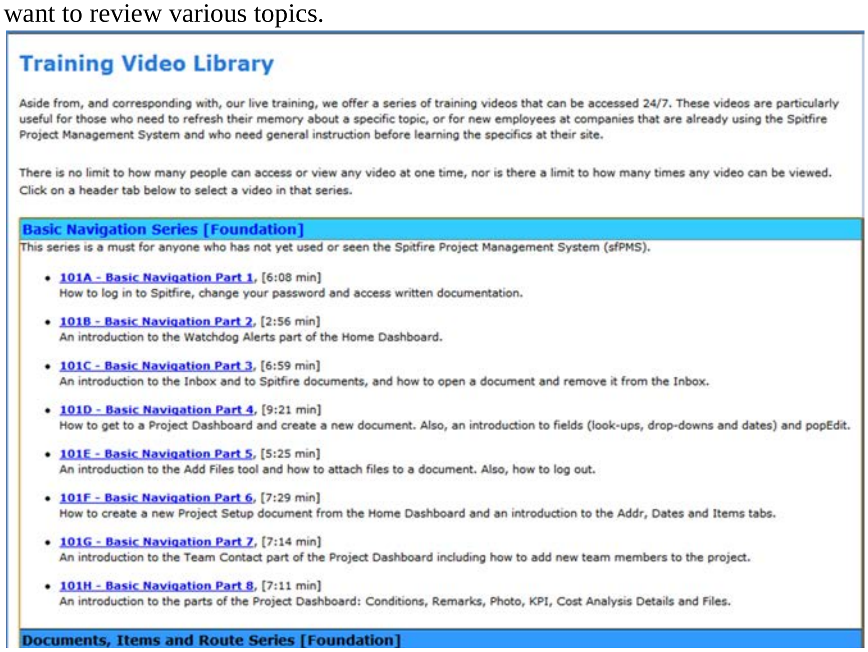
Version Features for 4.0

You will need your login and password to get to the Clients area. If you need or have forgotten your login and password, contact support@spitfiremanagement.com.

Training Classes and Videos

We offer live training classes by appointment for those who request them. Training class descriptions are available from the Clients area of our website.

We also offer training videos from the client area of our website for those who want to review various topics.



Training Video Library

Aside from, and corresponding with, our live training, we offer a series of training videos that can be accessed 24/7. These videos are particularly useful for those who need to refresh their memory about a specific topic, or for new employees at companies that are already using the Spitfire Project Management System and who need general instruction before learning the specifics at their site.

There is no limit to how many people can access or view any video at one time, nor is there a limit to how many times any video can be viewed. Click on a header tab below to select a video in that series.

Basic Navigation Series [Foundation]

This series is a must for anyone who has not yet used or seen the Spitfire Project Management System (sfPMS).

- 101A - Basic Navigation Part 1, [6:08 min]
  How to log in to Spitfire, change your password and access written documentation.
- 101B - Basic Navigation Part 2, [2:56 min]
  An introduction to the Watchdog Alerts part of the Home Dashboard.
- 101C - Basic Navigation Part 3, [6:59 min]
  An introduction to the Inbox and to Spitfire documents, and how to open a document and remove it from the Inbox.
- 101D - Basic Navigation Part 4, [9:21 min]
  How to get to a Project Dashboard and create a new document. Also, an introduction to fields (look-ups, drop-downs and dates) and popEdit.
- 101E - Basic Navigation Part 5, [5:25 min]
  An introduction to the Add Files tool and how to attach files to a document. Also, how to log out.
- 101F - Basic Navigation Part 6, [7:29 min]
  How to create a new Project Setup document from the Home Dashboard and an introduction to the Addr, Dates and Items tabs.
- 101G - Basic Navigation Part 7, [7:14 min]
  An introduction to the Team Contact part of the Project Dashboard including how to add new team members to the project.
- 101H - Basic Navigation Part 8, [7:11 min]
  An introduction to the parts of the Project Dashboard: Conditions, Remarks, Photo, KPI, Cost Analysis Details and Files.

Documents, Items and Route Series [Foundation]