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*Note: where applicable features mentioned in this newsletter are available in V4.2.4700*

## Happy Holidays!



*Best wishes from all of us at  
Spitfire Management!*



## Announcing sfPMS V4.3

Spitfire Project Management System V4.3 will be available on January 1, 2013.

Home Catalog Contacts Plan Room Executive Manage System Admin GC-003

**INBOX**

Description	DocNo	Type	Project	Due	Status	Company	Priority
Initial Budget	0001	Budget	GC-010		Approved	Spitfire Construction	High
Adjustments from Paving and Asphalt	0002	Budget	GC-005		In Process	Spitfire Construction	High
Adjustments from Electrical Work	0003	Budget	GC-005		In Process	Spitfire Construction	High
Initial Budget	0001	Budget	GC-500		Approved	Spitfire Construction	High
Adjustments from 32 Ton Chiller/Evaporator	0001	Budget	GC-005		In Process	Spitfire Construction	High
FO conduit connection details	12345	Submittal	GC-003	11/27/2012	Open	Able Electric	Low
Forecast 0001	0001	Forecast	GC-003	11/27/2012	In Process	Spitfire Construction	Medium
Pay Request 0001 for Paving and Asphalt	0001	Pay Request	GC-003	11/28/2012	Pending	Coho Asphalt and Concrete	Low
16000 Electrical Bids	0001	Bid Package	GC-500	11/28/2012	In Process	Spitfire Construction	Medium
Submittal 0001	0001	Submittal	GC-202	11/28/2012	Open	Ferguson Enterprises	Medium
Electrical Work	0001	Commitment	GC-005	11/28/2012	Committed	Able Electric	Medium

Home Catalog Contacts Plan Room Executive Manage System Admin **GC-003**

GC-003 - Northern Lights Office Bldg Jun 1, 2007 - Jan 31, 2008

**DOCUMENTS** COMMITMENT - 3 OPEN DOCUMENTS; 1 OVERDUE; 1 DUE THIS WEEK

Type	Count	Doc No	Type	Description	Date	Due	Company	Status	Priority
Bid Package	3	0003	Purchase Order	32 Ton Chiller/Evaporator	11/26/2012	11/30/2012	Universal HVAC Specialities	Committed	Medium
Budget	0	0002		Paving and Asphalt	2/2/2010	2/6/2013	Coho Asphalt and Concrete	Committed	Low
CCO	1	0001		Electrical Work	2/2/2010	2/3/2010	Able Electric	Committed	Medium

**TEAM CONTACTS**

Name	Company	Phone	Role	Contact's Project
Jon Taffler	Spitfire Construction	(914) 273-0809	Project Manager	

A number of visual and functional improvements designed to improve the user experience, including use of tablets such as the iPad, are offered in V4.3. See the article on page 2 for more information.





A "Preview of V4.3" webinar will be offered on December 20, at 1 PM (EST).

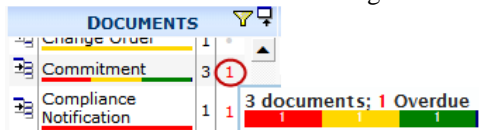
# A First Look at Some Changes in sfPMS V4.3






A peek at what's new in V4.3:

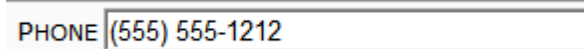
- **Tablets are now fully supported!** sfPMS is as easy to use on an iPad or Android tablet as on your desktop.
- **Full text formatting** now allows you to use bold, italics, text color, bulleted lists and numbered lists on Spitfire documents. Best of all, this formatting is preserved in Microsoft Word templates and emails.



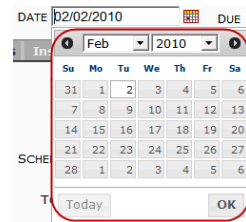
- The icon to open documents tells you, at-a-glance, the **due date status** of the document:
  - Blue  indicates that the document is closed or has no due date.
  - Red  indicates that the document is overdue.
  - Yellow  indicates that the document is due this week (through the next Sunday)
  - Green  indicates that the document is open and due in the future
- The **Document Menu** also indicates the **due date status** of all the documents of each Doc type. Mousing over the “overdue” column shows a larger stacked bar.



- **Priority icons** appear on the Inbox and Project Dashboard
  - FYI , Low , Medium , High  or Urgent 
- **Phone/Fax fields** automatically add parentheses and hyphens as you type numbers:







- The **calendar** for date fields has been improved and works on tablets:



For a more complete list of changes to V4.3, see the [What's New in sfPMS V4.3](#) document, available from the client area of our website.


## Spitfire Q&A: Notes on the Attachment Tab


















**Q: How do you change the note that appears on a row on the Attachments tab? I tried editing the row, but that won't let me edit the Note.**

Attachments		Route Detail		
	Name	Size	Note	Item
   	SwitchDiagram.pdf - 0001	193KB	same as Hess project	

**A:** True, editing the row won't allow you to edit the Note on the row. That is because the note for a file is saved with the file information, so that the note appears whenever and wherever the file is attached to a document.

### To add or edit a file note:

1. Click  to open the Attachments Options menu.
2. Select **Properties**.
3. Find the **Note** field on the File Property Editor window that appears. What is typed here is what appears on the Note field on the Attachments tab.

Attachments		Route Detail		
	Name	Size	Note	Item
   	SwitchDiagram.pdf - 0001	193KB	same as Hess project	
   		67KB		
   		89KB		
   		121KB		
 Properties...				

File Property Editor -- Webpage Dialog

FILE

File Properties | File Version

SOURCE DOCUMENT

NAME SwitchDiagram.pdf


DOC # 0001

LATEST REV #

BATCH #

TYPE Drawings

NOTE same as Hess project

4. After you add or edit the note, click  to save the note, then close the File Property Editor window.

### Notes:

- You can also indicate a note for a file through the Add Files tool's General tab, when you first upload the file to the Catalog.

Add Files

General | File | Preview | Summary

Source Document

Name: ( setting default values )

Doc # 0001

Rev #

Batch #

Type Drawings

Note this is the file's note

- You must have the proper permission in order to add or edit notes to files:  
**DOC | Maintain a Catalogued Item(RU)** to use the Properties option  
**PAGE | Add Files (RI)** to access the Add Files tool.

## Have You Read?

The following guides and white papers have been updated for sfPMS V4.2 since November 1:

[Focus on Schedule of Values \(SOV\) Billing](#)

The following articles have recently been added to the Knowledgebase:

[KBA-01533](#) – Processing Inbound Emails Overview

[KBA-01534](#) – Implications of Custom Internal Staff Capability

[KBA-01535](#) – Using Customization to make a standard field into a lookup.

## Reminder



The Spitfire offices  
(including Support) will be  
closed on  
December 25 and January 1.

## Contact Us

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Armonk, NY, 10504

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Fax: 888-287-4603

Support:  
[support@spitfiremanagement.com](mailto:support@spitfiremanagement.com)

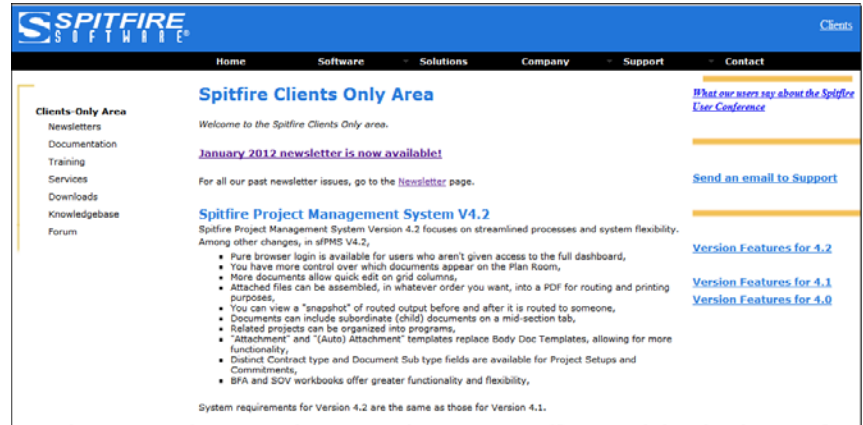
Training:  
[training@spitfiremanagement.com](mailto:training@spitfiremanagement.com)

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## 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](#):



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](mailto: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]