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Note: where applicable features mentioned in this newsletter are available in V4.3.4832.

You Asked For It, You Got It

Request: Can Address fields be smarter so I can just enter a ZIP code instead of City and State?

Yes, now the **City** field accepts ZIP codes. When you enter a ZIP code in the City field, sFPMS will offer the City and State. Use the down arrow key then Enter key to select that choice and populate the City, ST and ZIP code fields:

New Customization Option: Overlay Labels


You can use the Customization tool (on the System Admin Dashboard) to add overlay labels to text fields.

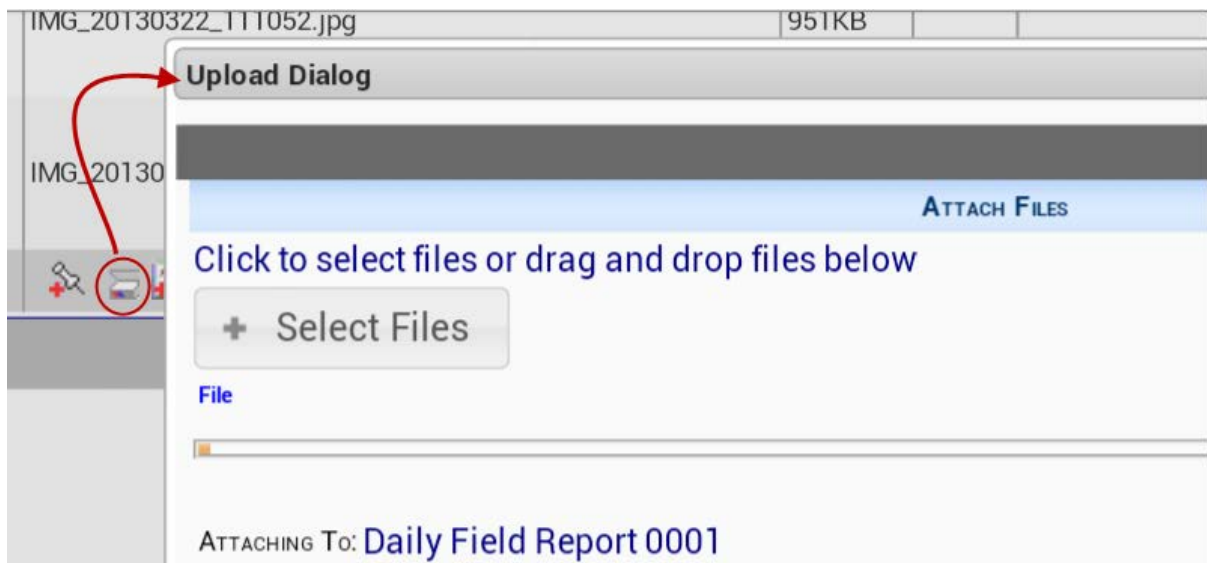
1. Find the field you want to customize by selecting the correct Part and Item. For example, if you wanted to add a label to the Inv/Ref # field on a Pay Request, you would select **Part** = Doc Header – CO/CCO/PR and **Item** = Source #.
2. Select a **Doc Type** if the overlay is only for the field on a certain Doc type.
3. Select the **Show Advanced** option.
4. Either copy or add a new customization row.
5. Get to the Extended field and click .
6. In the Field Zoom window, type *Overlay=label*, for example, **Overlay=Number or NA**.
7. Click to save and return to the Customization tool

8. Click to accept your changes and to save.

Mobile Device Tip: Uploading Photos to a Project

There are several ways that users out in the field can upload their project photos to specific projects. One workflow, which we recommend, starts with the user being routed a Daily Field Report (or other such suitable document) for each project. These documents could be routed as usual either by a person or by automatic workflow. The user could then do the following:

1. Take the photos.
2. Open Chrome on the phone or tablet.
3. Open your Spitfire site. (Use a bookmark to avoid typing the URL.)
4. Log in to Spitfire as you would normally.
5. Find the Daily Field Report document for a specific project in your Inbox.
Note: as an alternative, you could create any document in your project instead.
6. Tap  on the document's Attachment tab. An Upload Dialog box will appear.



7. Tap the **Select Files** button.
8. Navigate on your phone to get to the photo you want to upload.
9. Tap the photo. You will return to the Upload Dialog.
10. Tap the **Select Files** button again if you want to select another photo to be attached to this same document. You need not wait for the first photo to finish processing.
11. When your photos are finished uploading (when the status says done), close the dialog box. The photos will be attached to your document.

Another way to upload photos (especially if you do not have documents waiting for them) is to email them as you would email any other photo:

- Send the email directly to your site's email address, for example, pmsystem@yourcompanyname.com.
- Use the following as the subject line:

Project ID (space) DocTypeName

For example, **GC505 Daily Field Report**

sfPMS will create the new document on the specified project and attach all the photos in the email to that document. If no Doc type is specified, sfPMS will create a new Correspondence document and attach the photos to that document. For this reason, we recommend that there be a predefined route established for Correspondence documents.

Spitfire Q&A: Hidden Attachments

Q: Why do my attachments sometimes seem to disappear from the Attachments tab?

A: Attachments are affected by the Items tab on a document. Assuming you have proper permissions, you will see all Attachments when the Items tab is in grid view, for example:

Item	Description	Include	Amount
0003-002	The second Item	✓	
0003-001	The first Item	✓	\$1,000.00

Name	Size	Note	Item	Incl	Seq	Cataloged
Northwind Office Building Project Setup - 0001		Created from Project...		Not Sent	2/4/2010	
11_29_2010 IMG 9.JPG - 0001	2.5MB		0003-002	Native	3/14/2013	
11_29_2010 IMG 7.JPG - 0001	2.1MB			Native	3/14/2013	

Starting with V4.3.4827, the visibility of Attachments is affected by the **DocTypeConfig | ItemAttachments** rule. If the rule = **0** (the default for most Doc types), Item Attachments, as well as non-Item specific Attachments, will be visible regardless of whether Items are expanded or not. If the rule = **1**, the behavior is as follows. (Prior to V4.3.4827.28416, the behavior was always as follows.)

If you expand an Item, only those Attachments that are attached to that Item are listed (even if you go to another tab while the Item is expanded). If no Attachments have been linked specifically to that Item, all Attachments are filtered/hidden and seem to “disappear” (even if you leave the tab). Going back to grid view on the Items tab will show all Attachments.

Item	Description	Include	Amount
0003-002	The second Item	✓	\$1,200.00

Name	Size	Note	Item	Incl	Seq	Cataloged
11_29_2010 IMG 9.JPG - 0001	2.5MB		0003-002	Native	3/14/2013	

Item	Description	Include	Amount
0003-001	The first Item	✓	\$1,000.00

Name	Size	Note	Item	Incl	Seq	Cataloged

Note: Only showing attachments for the current item.

Note: if the **Incl** flag for an Attachment is set to “Not Sent” and the current user is not an internal staff member, that user usually does not have permission to see the Attachment. In addition, if you view a previous revision of a document, the Attachments tab will list only Attachments that existed at or before that revision.

Have You Read?

The following guides and other documentation has been updated for sfPMS V4.3 since March 1:

[Focus on Contacts](#)

[Focus on Alerts and Compliance](#)

[Focus on the Manage Dashboard](#)

[Focus on Files, Attachments and the Catalog Dashboard](#)

[Focus on Routes](#)

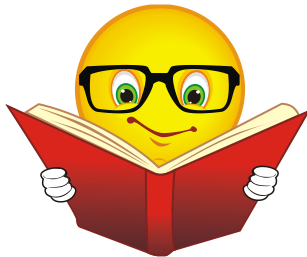
TWP: [Spitfire Item Templates \(for Via Excel\)](#)

TWP: [ATC Scripts and Automatic Workflow](#)

The following articles have recently been added to the Knowledgebase.

[KBA-01541](#) – fakeClick Script Error

[KBA-01542](#) – jQuery is Undefined



Contact Us

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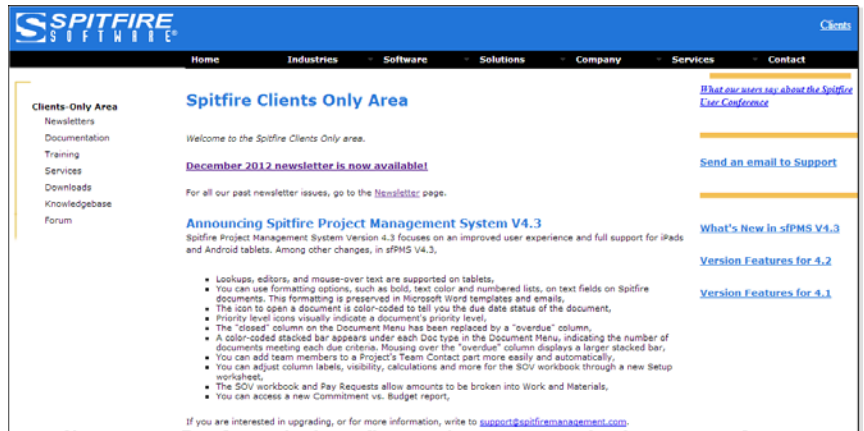
training@spitfiremanagement.com

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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 [4.1](#), [4.2](#) and [4.3](#).



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]