SPITFIRE SOFTWARE®

sfNews

April 2013
Vol. VI, Issue 4

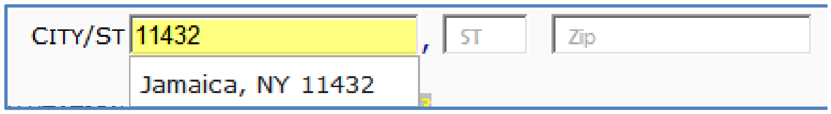
In This Issue

***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?

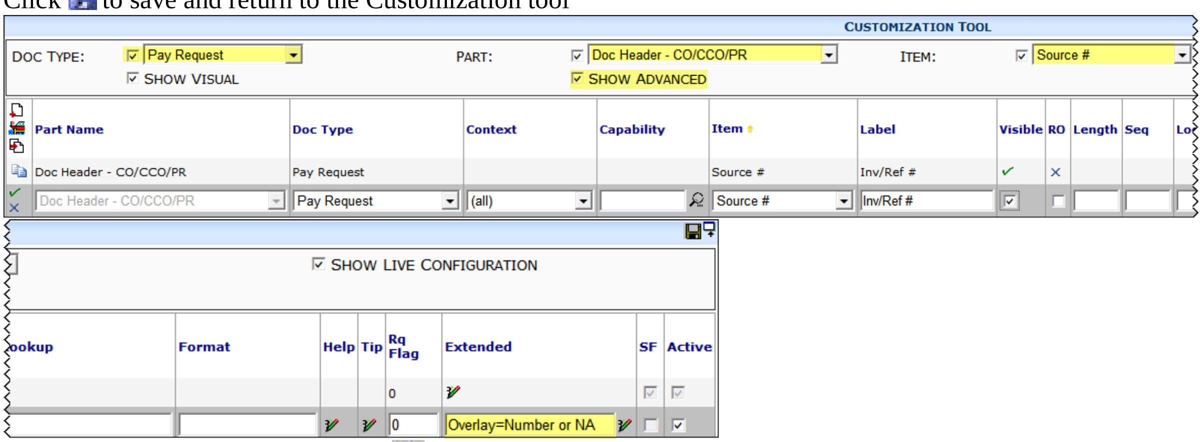
Yes, now the **City** field accepts ZIP codes. When you enter a ZIP code in the City field, sfPMS will offer the City and State. Use the down arrow key then Enter key to select that choice and populate the City, ST and ZIP code fields:



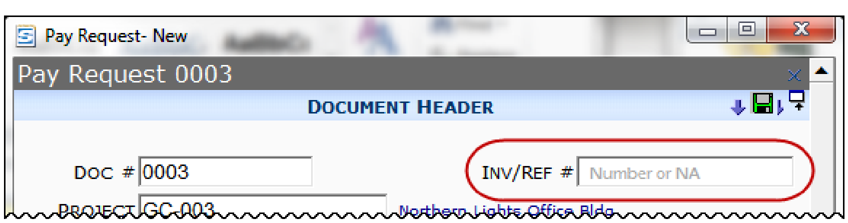
New Customization Option: Overlay Labels

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



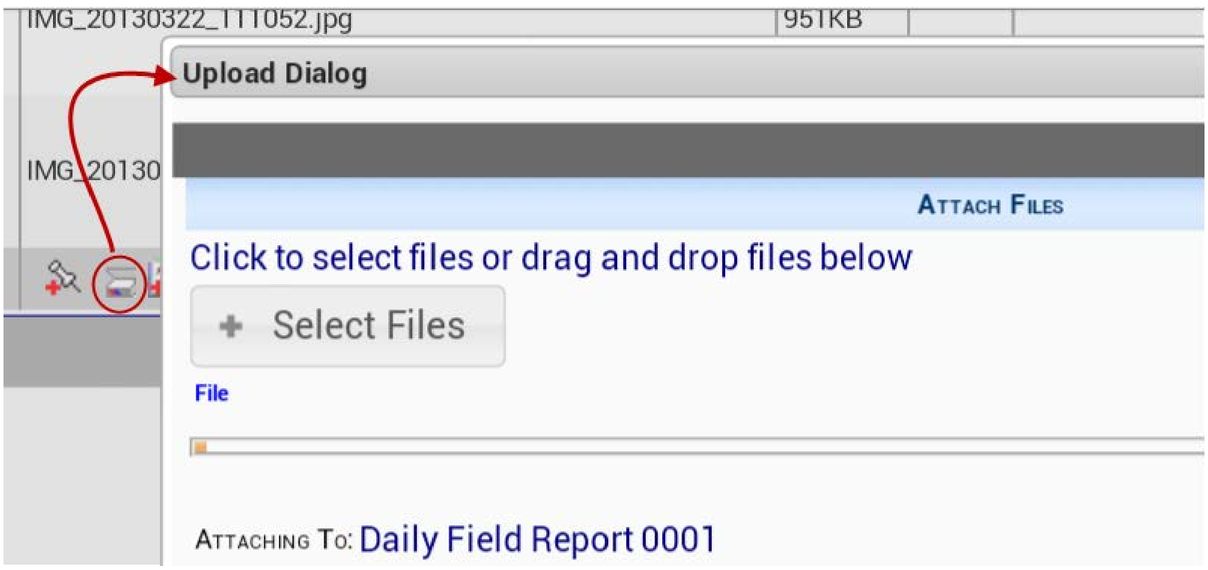
8. Click to accept your changes and to save.



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*

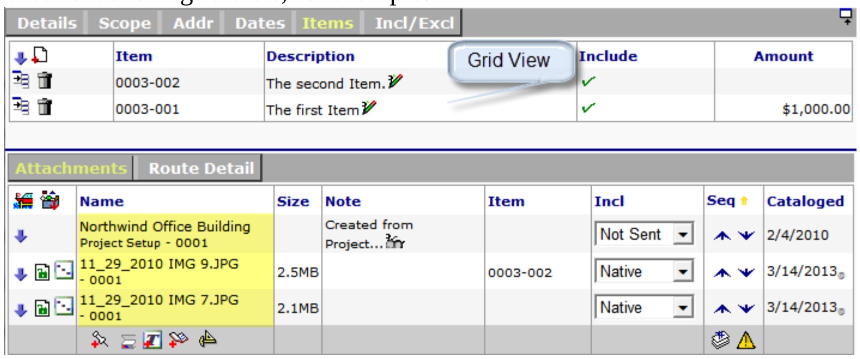
  For example, **GC505 Daily Field Report**

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

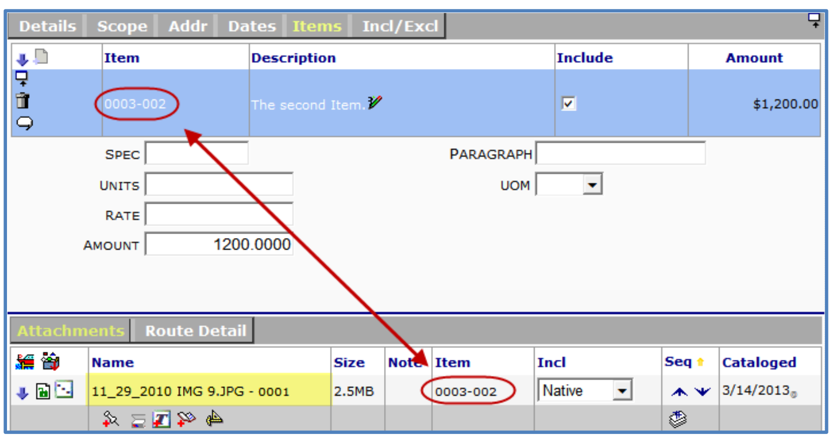
Q: Why do my attachments sometimes seem to disappear from the Attachments tab?

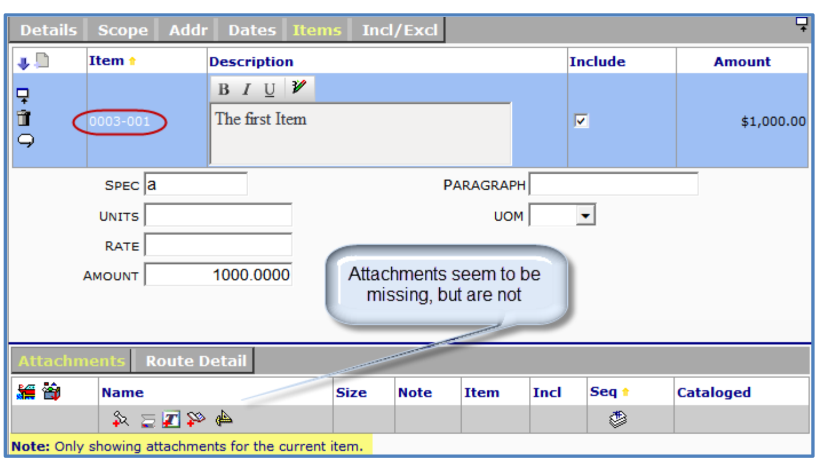
A: Attachments are affected by the Items tab on a document. Assuming you have proper permissions, you will see all Attachments when the Items tab is in grid view, for example:



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.





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

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Support:
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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.