SPITFIRE SOFTWARE®

sfNews

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In This Issue

***Note**: where applicable features mentioned in this newsletter are available in 4.3.4925.*

Announcement: Microsoft Office 2013

Microsoft Office 2013 is now available.

Spitfire Project Management System V4.3 supports any 32-bit locally installed addition of Office 2013.

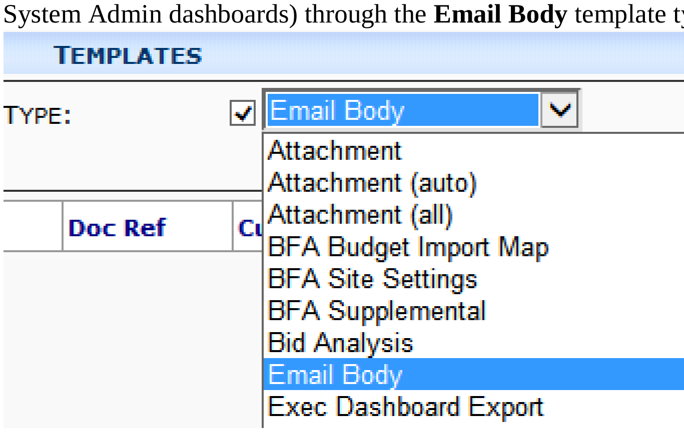
Office

sfPMS V4.3 remains compatible with Microsoft Office 2007 and Microsoft Office 2010.

Tips on the Email Body Template:

The Email Body template type is used to format text in the body of outgoing email (i.e., email sent to Via Email routees). Email Body templates are created in Microsoft Word and can include bookmarks to merge data from Spitfire (just like Attachment type templates). Here are some tips to help you when creating Email Body templates:

- Email Body templates are identified as such in the Template library (the Templates tool on the Manage and System Admin dashboards) through the **Email Body** template type.



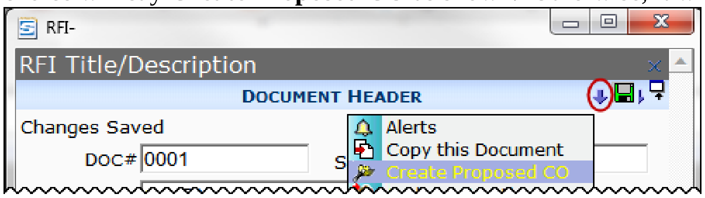
- Email Body templates enter your text right in the body of the email; there is nothing to open , no attachment.
- Since the generated output will be in the email body, the recipient's email will have some role in the display of the template. Most email applications (e.g., Microsoft Outlook) display in plain text, rich text or HTML. Outlook even offers a "Display in Word" option, so be sure to keep that in mind while designing your template.
- Do not use Headers and Footers.
- Do not use Page Numbers.
- Do not use positioning for objects or logos.
- Keep in mind that HTML displays (in Outlook, Gmail, Yahoo, etc.) do not respect some formatting choices. For example,
  - Multiple spaces may be reduced to one space.
  - Some characters have a special meaning in HTML. We recommend you check your template in an HTML-based email reader before finalizing your template.
- Do use tables; they are a good way to organize your data for the email body.

Improvement to RFI – CO Workflow

When you create a Change Order (or Proposed CO) document from an RFI document, certain information from the RFI is passed along to the Change Order. The **Cost Impact** field on the RFI is the latest addition to the data fields that pass information along.

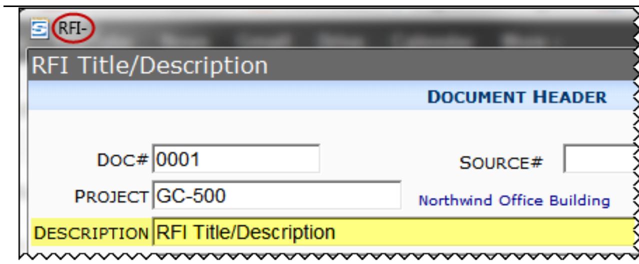
To create a Change Order or Proposed CO from an RFI:

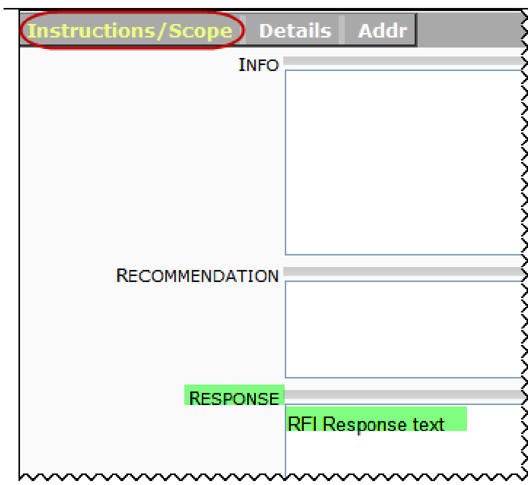
- Select **Create *document*** from the RFI's Options menu. If the Proposed CO Doc type is active at your site, the choice will say **Create Proposed CO** as shown. Otherwise, it will say **Create Change Order**.

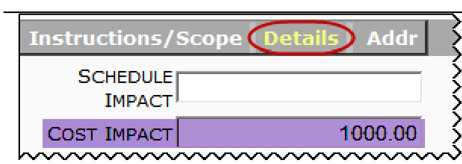


Information that is copied over:

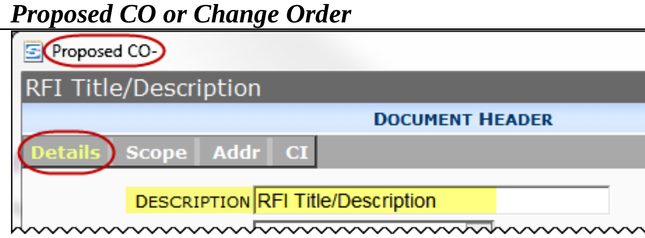
RFI

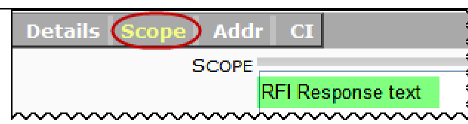


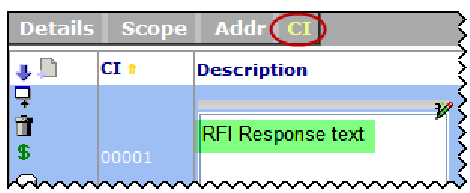


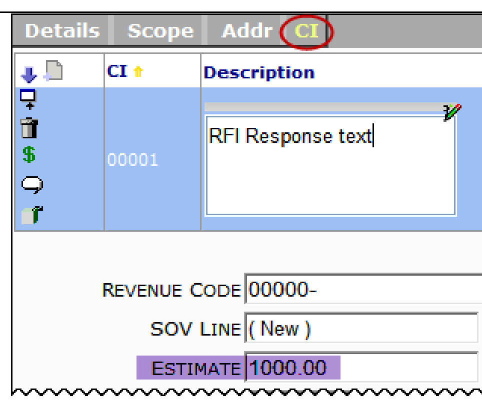


Proposed CO or Change Order





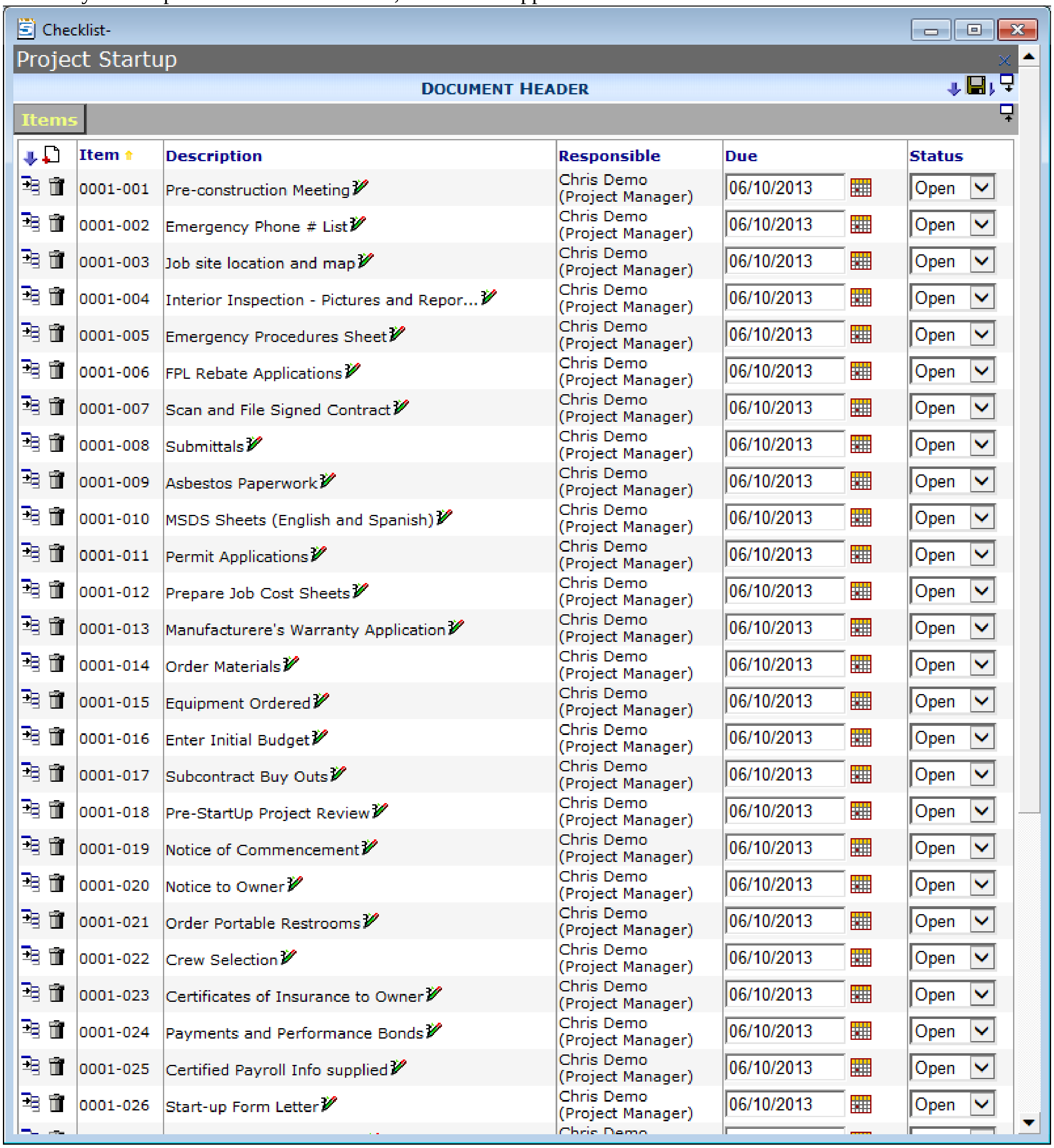




Spitfire Q&A: Length of Item List

Q: Is there a way to see more than 6 items at a time on a document?

A: Yes. If you collapse the Document Header, more items appear.



Checklist-

Project Startup

DOCUMENT HEADER

Items

Item	Description	Responsible	Due	Status
0001-001	Pre-construction Meeting	Chris Demo (Project Manager)	06/10/2013	Open
0001-002	Emergency Phone # List	Chris Demo (Project Manager)	06/10/2013	Open
0001-003	Job site location and map	Chris Demo (Project Manager)	06/10/2013	Open
0001-004	Interior Inspection - Pictures and Repor...	Chris Demo (Project Manager)	06/10/2013	Open
0001-005	Emergency Procedures Sheet	Chris Demo (Project Manager)	06/10/2013	Open
0001-006	FPL Rebate Applications	Chris Demo (Project Manager)	06/10/2013	Open
0001-007	Scan and File Signed Contract	Chris Demo (Project Manager)	06/10/2013	Open
0001-008	Submittals	Chris Demo (Project Manager)	06/10/2013	Open
0001-009	Asbestos Paperwork	Chris Demo (Project Manager)	06/10/2013	Open
0001-010	MSDS Sheets (English and Spanish)	Chris Demo (Project Manager)	06/10/2013	Open
0001-011	Permit Applications	Chris Demo (Project Manager)	06/10/2013	Open
0001-012	Prepare Job Cost Sheets	Chris Demo (Project Manager)	06/10/2013	Open
0001-013	Manufacturere's Warranty Application	Chris Demo (Project Manager)	06/10/2013	Open
0001-014	Order Materials	Chris Demo (Project Manager)	06/10/2013	Open
0001-015	Equipment Ordered	Chris Demo (Project Manager)	06/10/2013	Open
0001-016	Enter Initial Budget	Chris Demo (Project Manager)	06/10/2013	Open
0001-017	Subcontract Buy Outs	Chris Demo (Project Manager)	06/10/2013	Open
0001-018	Pre-StartUp Project Review	Chris Demo (Project Manager)	06/10/2013	Open
0001-019	Notice of Commencement	Chris Demo (Project Manager)	06/10/2013	Open
0001-020	Notice to Owner	Chris Demo (Project Manager)	06/10/2013	Open
0001-021	Order Portable Restrooms	Chris Demo (Project Manager)	06/10/2013	Open
0001-022	Crew Selection	Chris Demo (Project Manager)	06/10/2013	Open
0001-023	Certificates of Insurance to Owner	Chris Demo (Project Manager)	06/10/2013	Open
0001-024	Payments and Performance Bonds	Chris Demo (Project Manager)	06/10/2013	Open
0001-025	Certified Payroll Info supplied	Chris Demo (Project Manager)	06/10/2013	Open
0001-026	Start-up Form Letter	Chris Demo (Project Manager)	06/10/2013	Open

Also, two rules affect the number of Items that appear on the Items tab.

DocTypeConfig | Items PerPage specifies the number of items per page in regular grid view. The default is **6**.

DocTypeConfig | ItemsPerPageExtended specifies the number of Items in grid view when the Document Header is collapsed (as shown above). The default is **18**.

The maximum for both rules is 32760, which is to say “more than you would want.”

Have You Read?

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

TWP: *Supplemental Workbooks*

In addition, the following articles have been added to the Knowledgebase:

KBA-01549: Client Side Calculations for Custom Document

Happy Fourth of July to All

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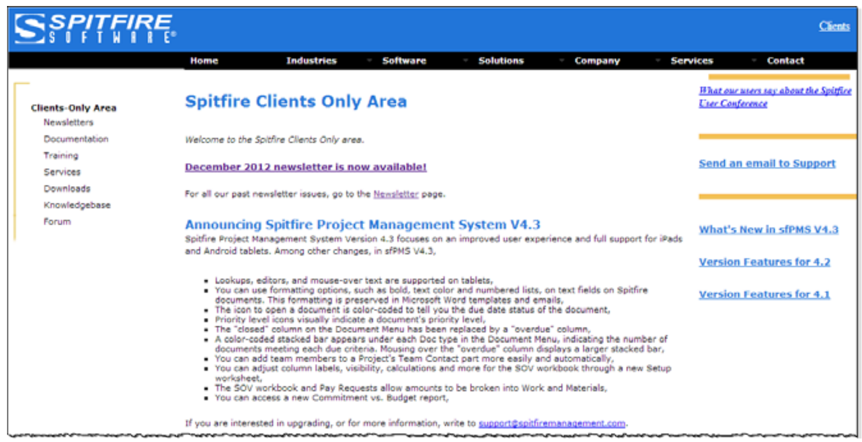
Your Clients Area

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.