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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.

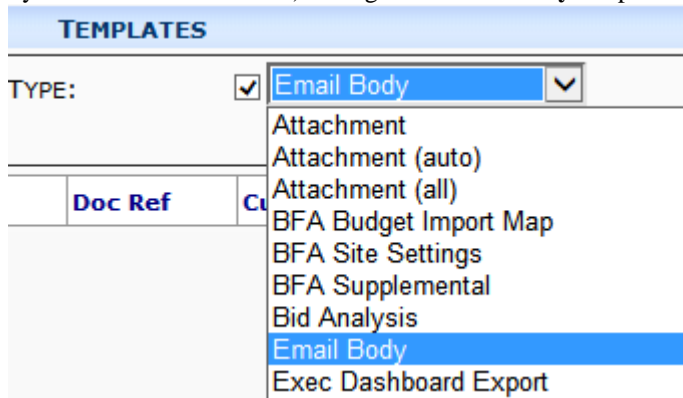


sfPMS V4.3 remains compatible with Microsoft Office 2007 and Microsoft Office 2010.

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 routes). 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.



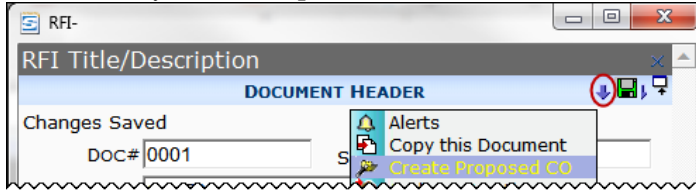
- Email Body templates enter your text right in the body of the email; there is nothing to open, no attachment.
- Since the generated output will be in the email body, the recipient's email will have some role in the display of the template. Most email applications (e.g., Microsoft Outlook) display in 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.

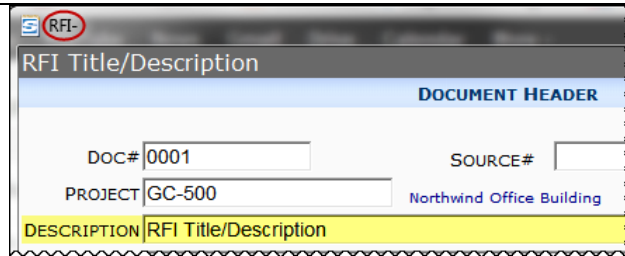
To create a Change Order or Proposed CO from an RFI:

- 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**.

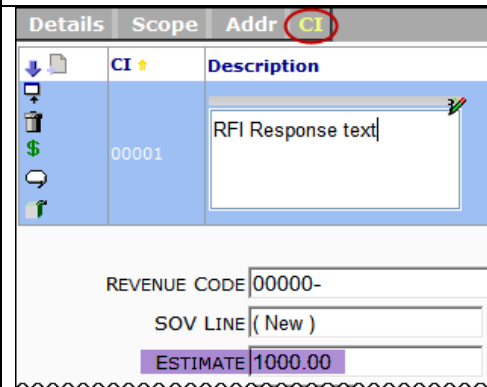
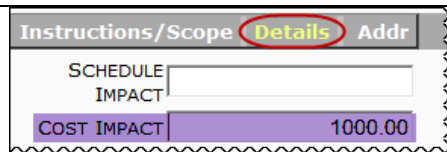
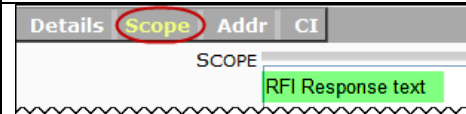
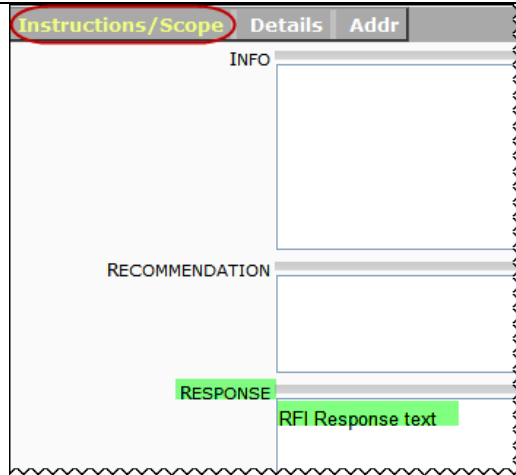
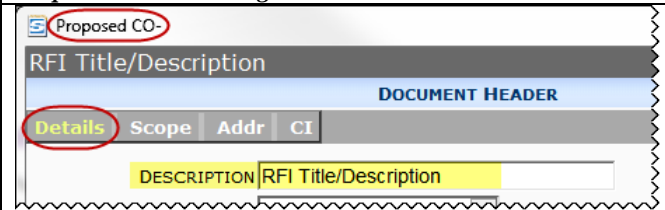


Information that is copied over:

RFI



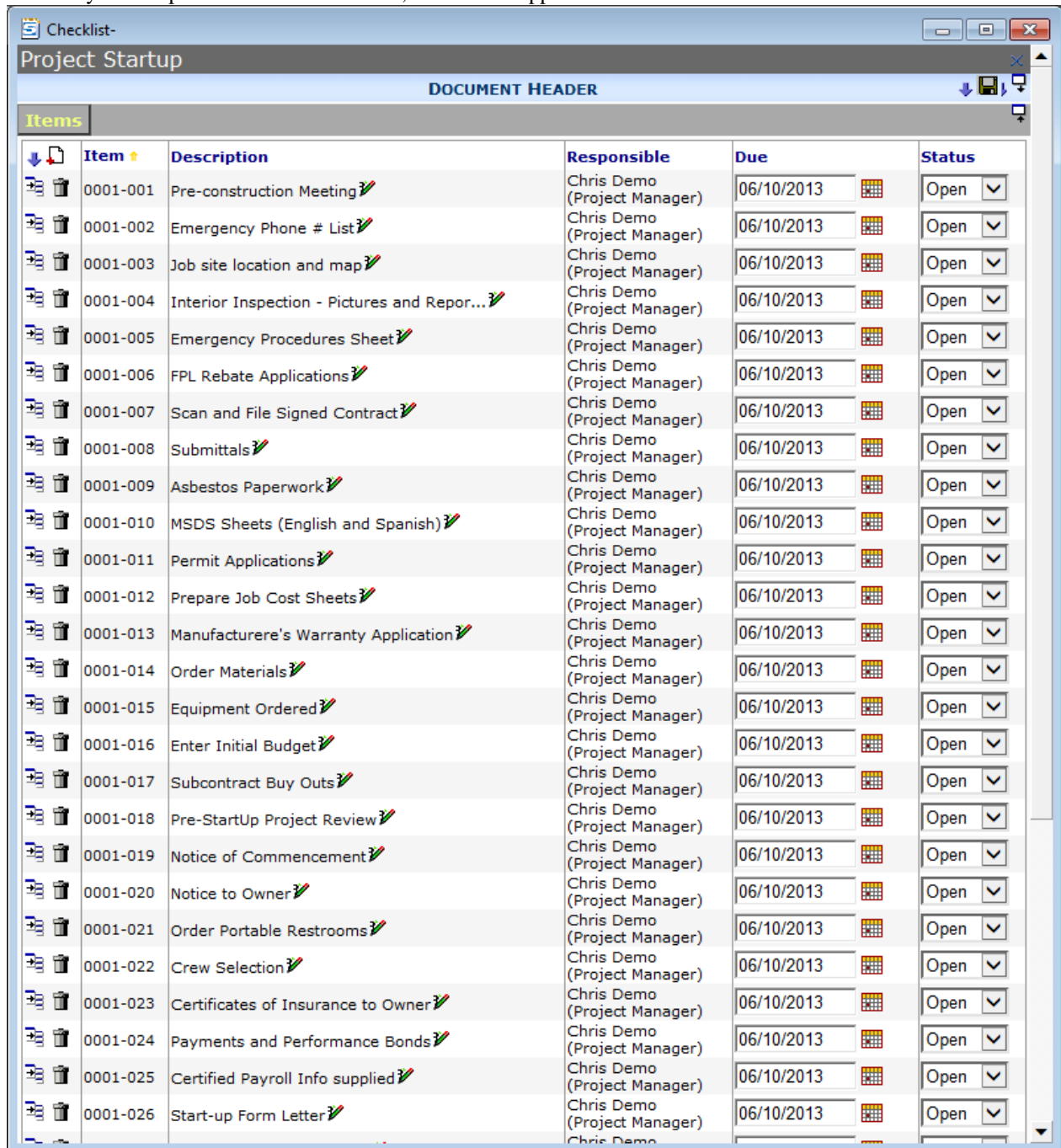
Proposed CO or Change Order



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.



The screenshot shows a software window titled 'Checklist- Project Startup'. Below the title bar is a 'DOCUMENT HEADER' section which is collapsed. Below that is an 'Items' tab. The main area displays a table with 26 rows of items. Each row includes an item ID, a description, a responsible person (Chris Demo), a due date (06/10/2013), and a status (Open). The items are listed as follows:

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 | ItemsPerPage 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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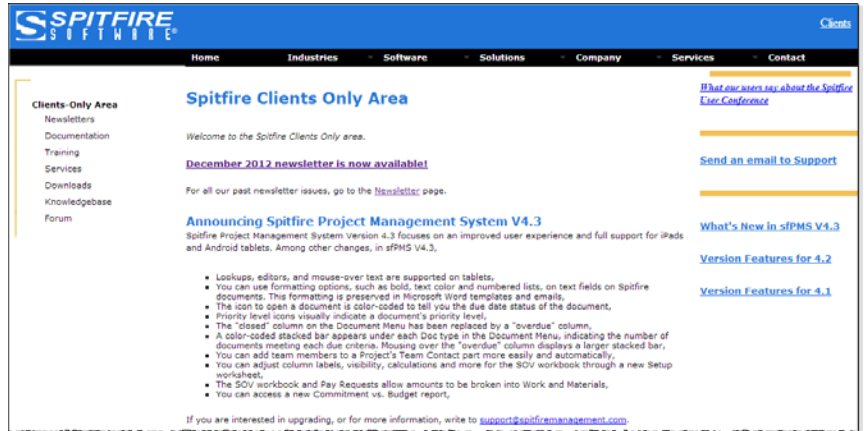
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Your Clients Area



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]