

## In This Issue

[Announcing sfPMS V4.4!](#)

[Feature Spotlight: Using the Plan Room](#)

[Spitfire Q&A: Documents Attached to Documents](#)

[Have You Read?](#)

[Your Clients Area](#)

[Training Classes](#)

[Contact Us](#)

*Note: where applicable features mentioned in this newsletter are available in 4.3.4953.*

## Preview of sfPMS V4.4 Webinar

See the new features in sfPMS V4.4 during one of our live webinars on



**Wednesday, October 2, or  
Thursday, October 3, at 2 PM EDT.**

Each webinar will present the same information for about 30 minutes and then allow time for questions.

Go to Eventbrite to sign up for one of the two webinars!

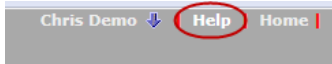
<http://www.eventbrite.com/event/8041041973>

<http://www.eventbrite.com/event/8057479137>

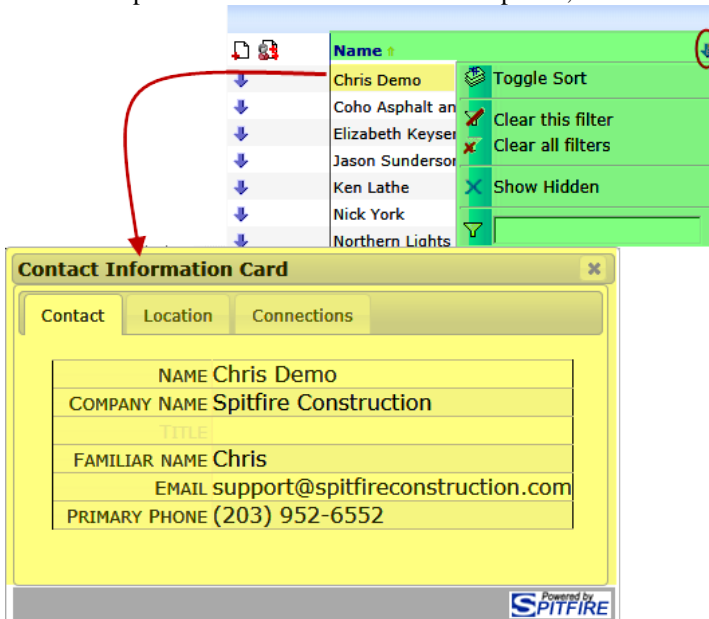
## On the Horizon: Spitfire Project Management System V4.4

Development has been hard at work and is pleased to announce a new version of the Spitfire Project Management System. With a focus on the user experience, V4.4, available on November 4, will include the following features:

- A **pop-up tutorial** to help get new users started,
- Customization options to **reorder columns in Grid view**,
- The option to make many **grid column editable**,
- A **Help menu** that is more easily accessible to Chrome and tablet users,













- Pop-up **contact info** “cards” from logical access points,
- Column drop-down menus that include filter options,



- Improved **password handling** with controlled expiration and a dedicated Change Password dialog box,
- A new way to **catalog and attach emails** to documents,
- And more!

# Feature Spotlight: Using the Plan Room


The Plan Room was overhauled in sfPMS V4.3 to be easier-to-use and more visually informative.

PROJECTS							
Select	Project Name	Location	Description	Start	Completion	Status	Schedule
	City Hall Renovation GC-006 	121 N La Salle St Chicago, IL 60602 <a href="#">(map)</a>	This set of existing buildings was renovated including seismic, mechanical, electrical and code up-grades including a new computer center building complete with a new emergency power service. Our services included hiring the architect and other design services, procuring permits and getting approval for all changes to the	4/10/2012	11/30/2012	Completion	On Schedule
	Fabrikam Manufacturing Facility GC-005 	3500 Lemp Avenue St. Louis, MO 63118 <a href="#">(map)</a>	Acme completed the build out of 32,000 SF of space containing 20,000 SF of raised floor with technology in floor and full height demountable partitions designed for 45 PSF. Full UPS and generator back-up as well as heating and cooling of one zone for every two individuals.	4/9/2012	2/25/2013	Buildout	Ahead of Schedule
	Western Plaza GC-004 	400 Pine Street Seattle, WA 98101 <a href="#">(map)</a>	Acme recently completed the approximately 608,403 SF three level, Western Plaza mixed use project. Located between Disney's front gate at the Magic Kingdom, the new California Avenue and Disney's newly announced Third Park, it is hailed as "Orange County's newest lifestyle shopping center". Buildings include a	2/7/2012	1/15/2013	Awarded	On Schedule
	Palms Shopping Center GC-007 	3300 E Expressway 83 McAllen, TX 78501 <a href="#">(map)</a>	This multiple phased project expanded the existing mall from 1 million SF to 1.3 million SF while in operation, including new floor tile, new ceiling treatments and the addition of a new mall entry. There also is a 220,000 SF village addition, consisting of an outdoor retail and entertainment center, a new theater and two new 1,100	1/11/2012	12/19/2012	Punchlisting	Minor Delay
	Northern Lights Plaza GC-003 	84 Business Park Drive Armonk, NY 10504 <a href="#">(map)</a>	This \$274 million mixed use plaza will contain retail shopping, office space, and food service establishments. REIT funding was completed and commercial leases are now completed for 60% of available space	6/1/2007	1/31/2008	Concrete Work	On Schedule



Anyone who accesses the Plan Room will see a list of public or appropriate projects, with optional photo and project descriptions.

## To see a project's documents and files in the Plan Room:












- Click on the project photo or project name.

**Note:**  opens the Project Dashboard and appears only to those who have permission to access that Project Dashboard.


When you select a project, the view changes:


PROJECTS							
Site Photo	Project Name	Location	Description	Start	Completion	Status	Schedule
	Northern Lights Plaza GC-003 	84 Business Park Drive Armonk, NY 10504 <a href="#">(map)</a>	This \$274 million mixed use plaza will contain retail shopping, office space, and food service establishments. REIT funding was completed and commercial leases are now completed for 60% of available space	6/1/2007	1/31/2008	Concrete Work	On Schedule

AVAILABLE DOCUMENTS							
Date	Due	Title	Type	DocNo	Project	Project Name	Status
 8/7/2013	11/7/2013 	Drawings Electrical	Drawings	0002	GC-003	Northern Lights Plaza	Published
 8/13/2013	9/13/2013	Trane CGACD104 100 Ton 460V Chiller	Bid Package	0327	GC-003	Northern Lights Plaza	Accepting Bids
 8/22/2013	8/23/2013 	16000 Electrical - Addendum	Bid Package Addendum	0001	GC-003	Northern Lights Plaza	Published
 8/13/2013	9/13/2013 	16000 Electrical	Bid Package	0329	GC-003	Northern Lights Plaza	Accepting Bids
 8/22/2013	8/22/2013 	Drawings Architectural	Drawings	0003	GC-003	Northern Lights Plaza	Published
 8/13/2013	9/13/2013 	Drywall & Finishes	Bid Package	0328	GC-003	Northern Lights Plaza	Accepting Bids

## To download the files attached to a document:

- Click  then click  at the dialog box that appears.

**Note:**  opens the actual document and appears only to those who have permission to access that specific document.

## To return to the project list:


- Click  (right below the Site Photo label)

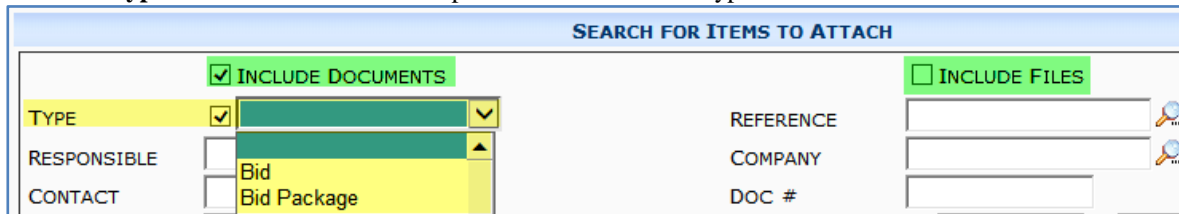
# Spitfire Q&A: Documents Attached to Documents

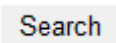

## Q: Is it possible to connect one document to another in a project?


A: Yes, if by “connect” you mean attach one document to another. While many users know that a document’s Attachment tab is where you can attach any number of files (like .PDF, .JPG, .DOCX and .XLSX files), and where automatically linked documents appear, users may not know or remember that you can also manually attach any document to another document.

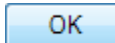
### To attach document B to document A:

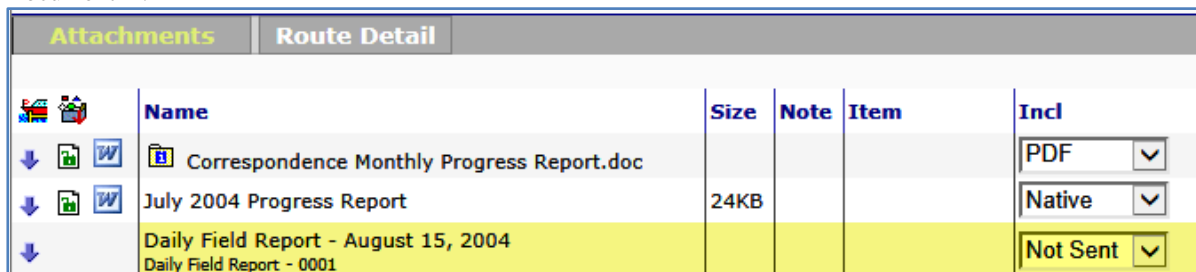
1. Go to the bottom of document A’s Attachment tab.
2. Click  to open the DocAttach window. This window includes a set of filters on top, similar to the filters found on the Catalog Dashboard.
3. Since **Include Files** is checked by default, click the checkbox to uncheck it and click **Include Documents** to check it.
4. Click the **Type** checkbox then use the drop-down to find the Doc type of document B.









5. Click the  button to list all project documents of that Doc type.
6. Click  to select the actual document (document B).

	Date	Title	Type
	8/20/2013	Daily Field Report - August 15, 2004	Daily Field Report


7. At the top of the Doc Attach window, click . Document B will now appear on the Attachment tab of Document A.

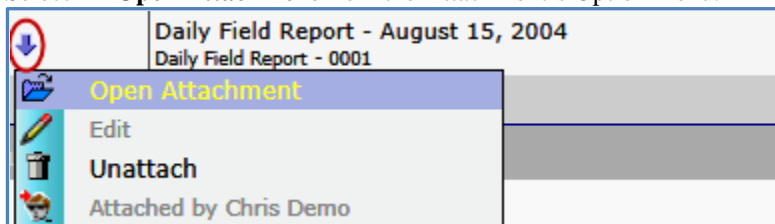


	Name	Size	Note	Item	Incl
	 Correspondence Monthly Progress Report.doc				PDF
	 July 2004 Progress Report	24KB			Native
	 Daily Field Report - August 15, 2004 Daily Field Report - 0001				Not Sent

**Note:** attached documents are not included when a document is routed via email.

### To open an attached document:

- Select  **Open Attachment** from the Attachment’s Option menu.



## Have You Read?

The following technical white paper has been written for V4.3 since August 1:

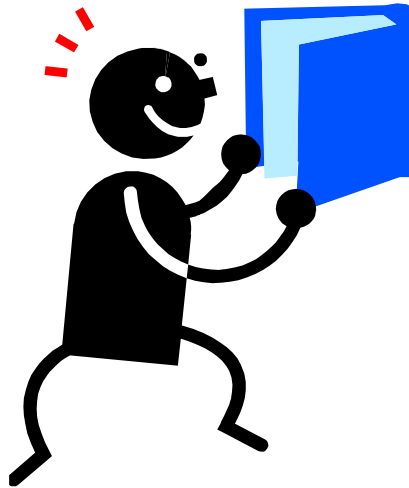
TWP: [Rules and Rule Values](#)

TWP: [Hard Copies of Spitfire Documents and Attachments](#)

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

[KBA-01552](#): Attachment Sequence

[KBA-01553](#): Sequencing Attachments on a Closed Document



## Contact Us

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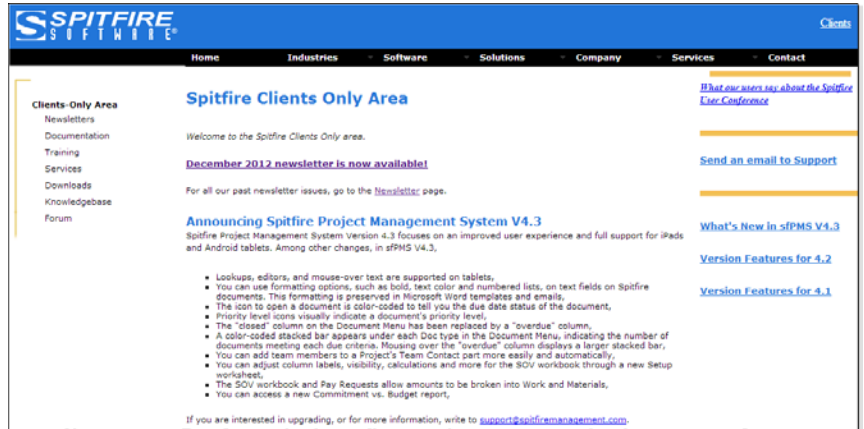
Training:  
[training@spitfiremanagement.com](mailto:training@spitfiremanagement.com)

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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 [4.1](#), [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](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]