SPITFIRE SOFTWARE®

sfNews

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In This Issue

***Note**: where applicable, features mentioned in this newsletter are available in the newly released V4.4 of sfPMS.*

Tis the Season!

Happy Holidays from all of us at Spitfire Management to all of you!

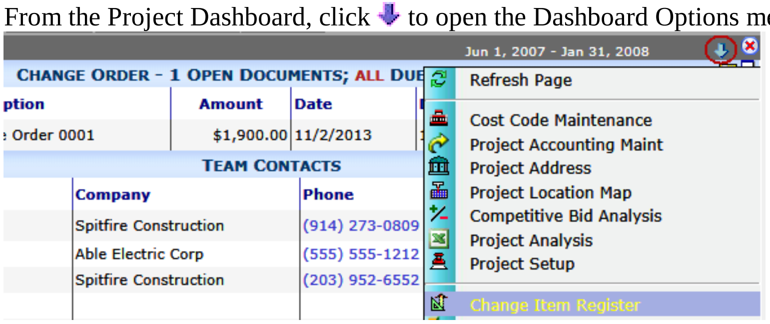
All offices will be closed on December 25 and January 1

Spitfire Q & A: Removing Change Items

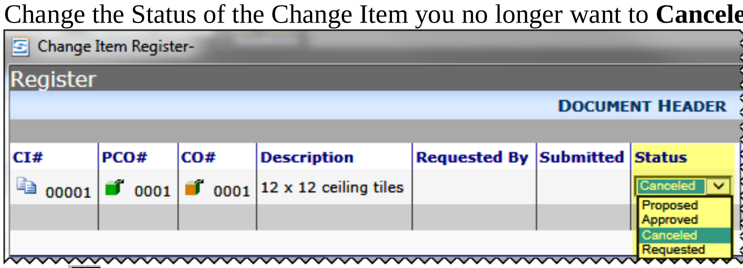
Q: How can I get rid of a Change Item if I no longer want it? If I delete it from a Change Order document, it still remains in the Change Item Register and appears on lookups.

A: If you delete a Change Item from the Change Order (or Proposed CO) document, the Item itself remains on the Change Item Register. This is as designed, because you might want to add that Item to a different Change Order. If you want to indicate that the Change Item should no longer be available for inclusion on a Change Order, you can change its status on the Change Item Register.

1. From the Project Dashboard, click to open the Dashboard Options menu and select **Change Item Register**.



2. Change the Status of the Change Item you no longer want to **Canceled**.



3. Click to save your change. While the Change Item will continue to appear on the Change Item Register, the system will know it is canceled and will not include it in any "Get Item" lookup or report.

Note: changing the status of a Change Item to **Canceled** does not remove it from any Change Order document. You can remove canceled Change Items by moving them to another (special purpose) Change Order document. Also, canceling a Change Item that has had its revenue or expenses posted does not reverse the posting of these amounts in the budget.

You Asked For It, You Got It: Latest Budget Info

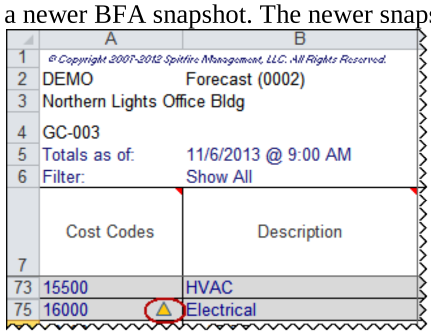
Request: Sometimes we have two people working on the same budget and one of them ends up looking at old data when needing to approve a budget change. Is there a way to be warned if more current data exists?

A: Yes, this feature has been added to V4.4. Because BFA snapshots show data at one point in time, it is possible to be looking at, and making decisions based upon, a snapshot that no longer reflects the most current information. In order to improve transparency in these situations, sfPMS will now warn you if you are not looking at the most current financial information in this BFA snapshot.

How It Works

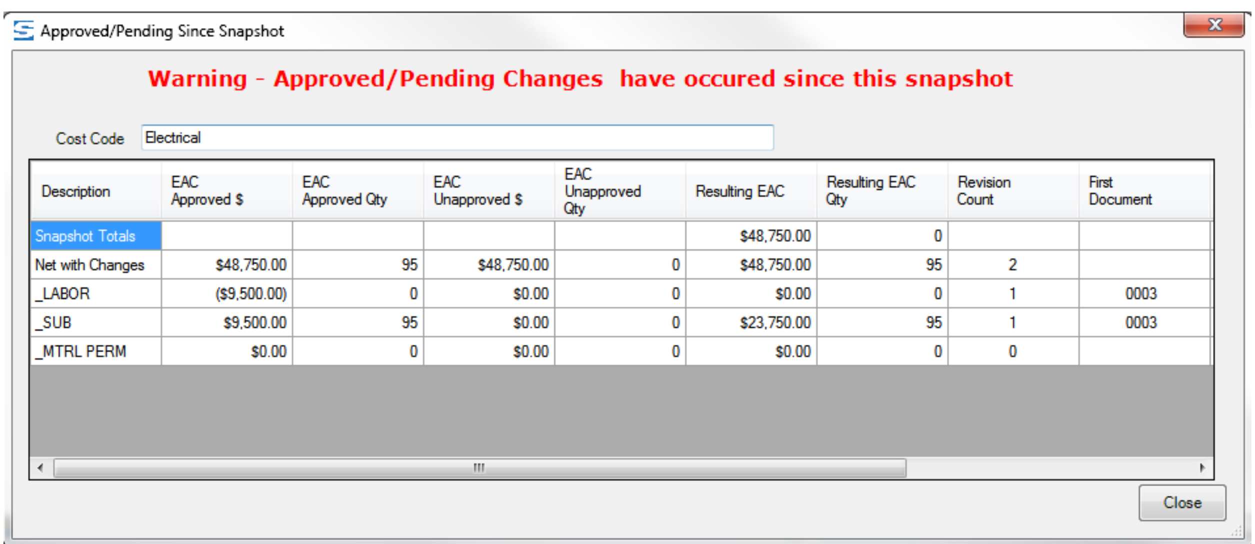
When you open the BFA workbook, if a Cost Code has been changed since that workbook's snapshot, a symbol will appear at the Cost Code row. This symbol indicates that the Cost Code data has been changed since the snapshot.

- If you see this symbol, we recommend you close the BFA workbook and either look for a more current version (for example, if there is a newer Budget or Forecast document) or create a new Budget or Forecast document, which will automatically create a newer BFA snapshot. The newer snapshot will have the up-to-date data.



If you don't notice the symbol and try to enter new data in an editable column for that row, a pop-up window will appear. This window will indicate what changes have been approved or are pending for that Cost Code.

- In Budget view, the pop-up window will appear if you try to type in the Manual EAC Change Type or Manual EAC Change Amount cell.
- In Forecast view, the pop-up window will appear if you try to type in the Working FTC, Working FAC, Working Forecast Revenue, or Working Units cell.



Description	EAC Approved $	EAC Approved Qty	EAC Unapproved $	EAC Unapproved Qty	Resulting EAC	Resulting EAC Qty	Revision Count	First Document
Snapshot Totals					$48,750.00	0		
Net with Changes	$48,750.00	95	$48,750.00	0	$48,750.00	95	2	
_LABOR	($9,500.00)	0	$0.00	0	$0.00	0	1	0003
_SUB	$9,500.00	95	$0.00	0	$23,750.00	95	1	0003
_MTRL PERM	$0.00	0	$0.00	0	$0.00	0	0	

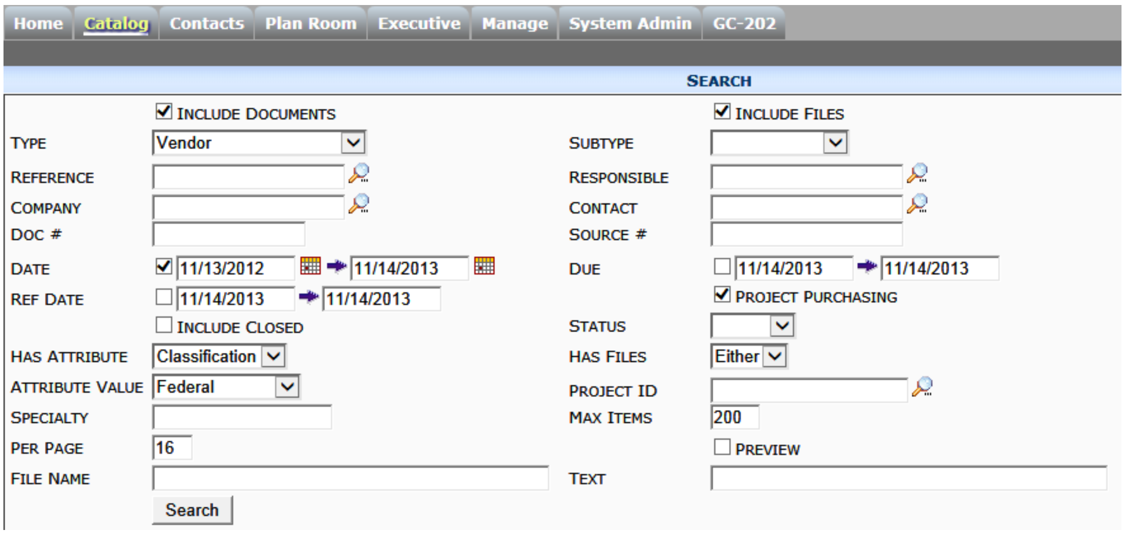
Note: The symbol does not appear in Project Analysis view because the BFA workbook in Analysis view always presents the latest snapshot of data.

Announcement: Microsoft Internet Explorer 11

Microsoft has announced the availability of Internet Explorer 11 (IE11) and will be automatically updating Windows 7 customers to IE11 during these weeks. According to their announcement, "with Windows 8.1, IE11 delivers the best experience of your sites and apps together."

We have tested sfPMS V4.4 with IE11 and they are compatible. Also, we agree that IE11 improves performance noticeably for both Windows 7 and 8.x-based users. We recommend you try IE11.

Feature Focus: Catalog Filters



The Catalog Dashboard offers many filters to help you find just the document(s) and file(s) you want. Here are some tips you may not know that can help you use just the right filters:

- The **Company** and **Contact** filters cannot be used at the same time. If you are using one of those filters and want to use the other, you must first blank out the first one.
- When using either the **Company** or **Contact** filter, the **Scope** and **Company Wide** filters appear. Scope can further limit your search results, while Company Wide can increase the results.
- If you select a **Type**, the **Has Attribute** filter appears.
- If you select a **Has Attribute** filter, an **Attribute Value** filter appears.
- If you select **Vendor** as your Type, the **Project Purchasing** filter (checkbox) appears.
- If you check the **Project Purchasing** filter, a **Specialty** filter appears.
- You can type the full ID in the **Project ID** filter, but if your ID uses a mask, you should not include the hyphens. (In sfPMS V4.4, you can also look up the Project ID.)
- If you enter a Project ID, the **Commitment** and **Cost Code** filters appear.
- If you enter a Doc number in the **Commitment** filter, all documents that are related to that Commitment (such as CCOs, Pay Requests, and Submittals) will be listed in the search results.
- The **Commitment**, **Doc #**, **File Name** and **Project ID** filters accept the wildcard **%** and logical operators. For example, if used in the Project ID filter:
  - **GC%** returns all projects beginning with **GC**
  - **%123%** returns all projects with **123** anywhere in the Project ID
  - **__123%** returns all projects with **123** starting in position three
  - **%001** returns all projects that end with **001**
  - **[cg]%** returns all projects that begin with either **c** or **g**
  - See KBA-01044 for more information.
- The **Text** filter accepts logical operators. For example:
  - **Hammer AND nail** returns documents and files that contain the word **hammer** and the word **nail**.
  - **"parking lot" OR "underground garage"** returns documents and files that contain the phrase **parking lot** or the phrase **underground garage.**

We Moved!

The corporate office has moved to Hawthorne, NY.

7 Skyline Drive, Suite 350
Hawthorne, NY 10532

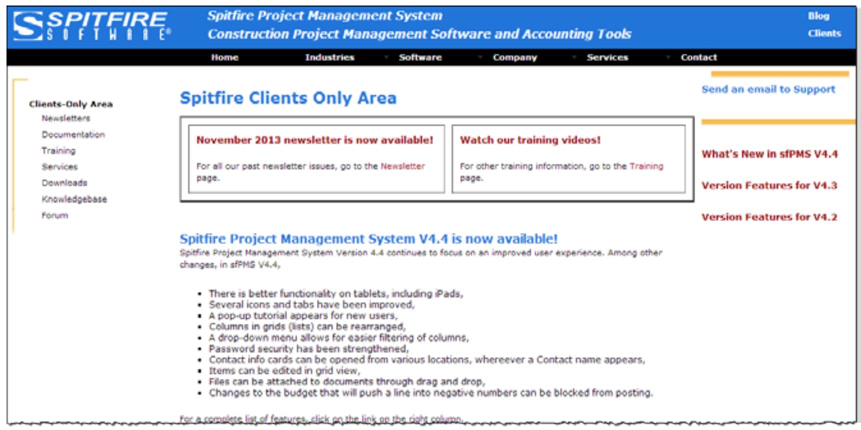
Have You Seen?

We have overhauled some of the pages of our **website** to provide a more thorough overview of what the Spitfire Project Management System offers. To see these new pages, select **Software** from any page or go directly to

http://www.spitfiremanagement.com/software/swo_overview.htm

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 4.2, 4.3 and 4.4.

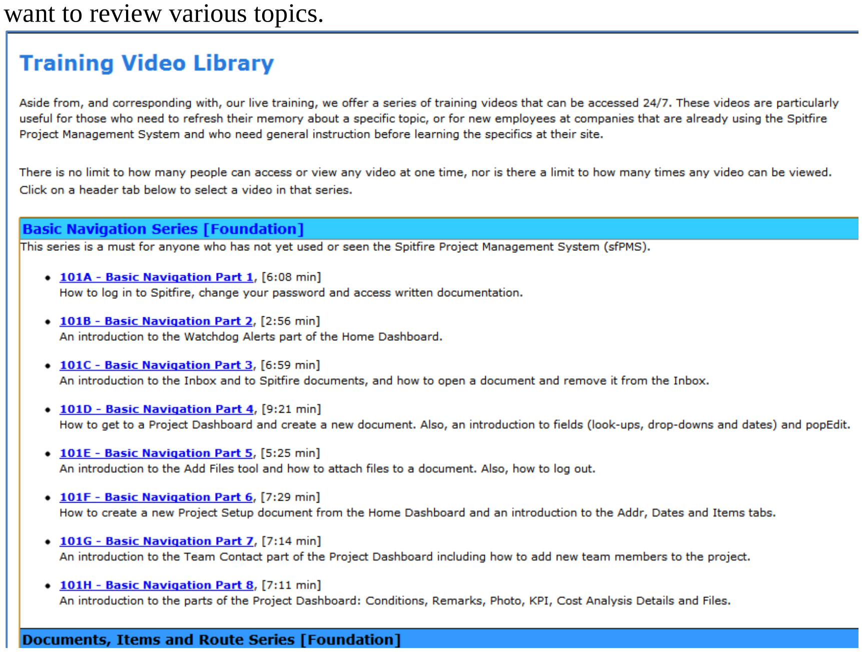


You will need your login and password to get to the Clients area. If you need or have forgotten your login and password, contact support@spitfiremanagement.com.

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]

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