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

New Client Webinar Series in 2014!

We are kicking off the new year with webinars just for you—our clients. We have some topics in mind but would like to know what topics you'd like. Suggest a topic at support@spitfiremanagement.com. First up:



January 16, 1 PM EST

Track and Monitor Your Project before It's Too Late

Learn about, or review, BFA Alerts, Transaction Detail Filters, Alerts on Overdue Documents/Items/Routes, and Compliance Items.

To register, go to <https://www.eventbrite.com/e/client-webinar-track-and-monitor-your-project-before-its-too-late-registration-9953680727>

President's Message: Looking Back... With an Eye to the Future

A lot has changed since the founding of Spitfire Management in 2003.

While not all change is good, it is always important to remember how to make lemonade when you have a basket full of lemons. The economy's five-year recession caused havoc in every business sector, forcing companies into a mode where contraction, spending freezes and self-preservation were the popular mantra. With signs of recovery comes the opportunity to satisfy the repressed demand for goods and services.

Mother Nature dealt her share of horrific disasters worldwide in 2013. Earthquakes, hurricanes, tornadoes, cyclones, tidal waves, forest fires and even meteors with sonic booms killed thousands, displaced millions and caused trillions in property damages. Human nature dictates that recovery and rebuilding is fundamental to the healing process. Rebuilding spurs economic development and the demand for goods and services.

The passing of family, friends, world leaders and co-workers invoke change and cause for mourning and reflection. While the world misses great leaders like Nelson Mandela, we at Spitfire miss Jon Taffler.

2014 is just around the corner...and change is afoot.

An optimist by nature, I see a world of change as endless possibilities. I plan to leverage change, wherever possible, to strengthen and expand Spitfire, to deliver more to our clients while reducing their costs of operations, and to cultivate new clients, new partnerships and new distribution channels.

I'm very proud of the Spitfire team. Since Jon's passing, they have consolidated resources, refocused their energy and gone the extra mile for both clients and the company. Without each of them, none of this would be possible.

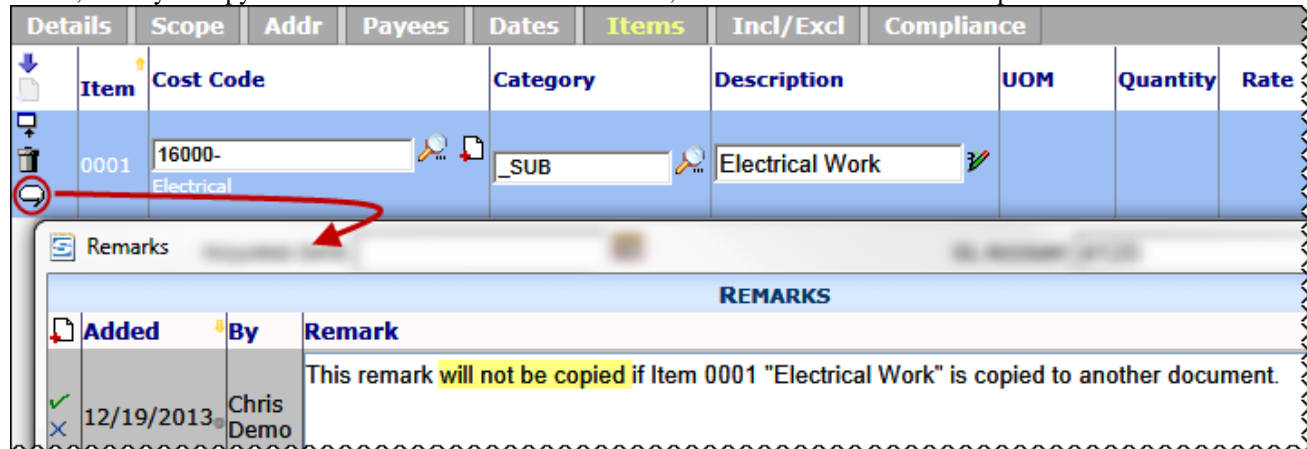
Spitfire has faced some not-so-good changes in the past 10 years, but we have a big batch of lemonade prepared for the coming year. We look forward to sharing our future success with you—our clients.

—Dennis Stroud

Spitfire Q&A: Remarks on an Item

Q: Do remarks on an Item get copied when the Item is copied to a new document?

A: No, when you copy an Item from one document to another, remarks/comments are not copied.



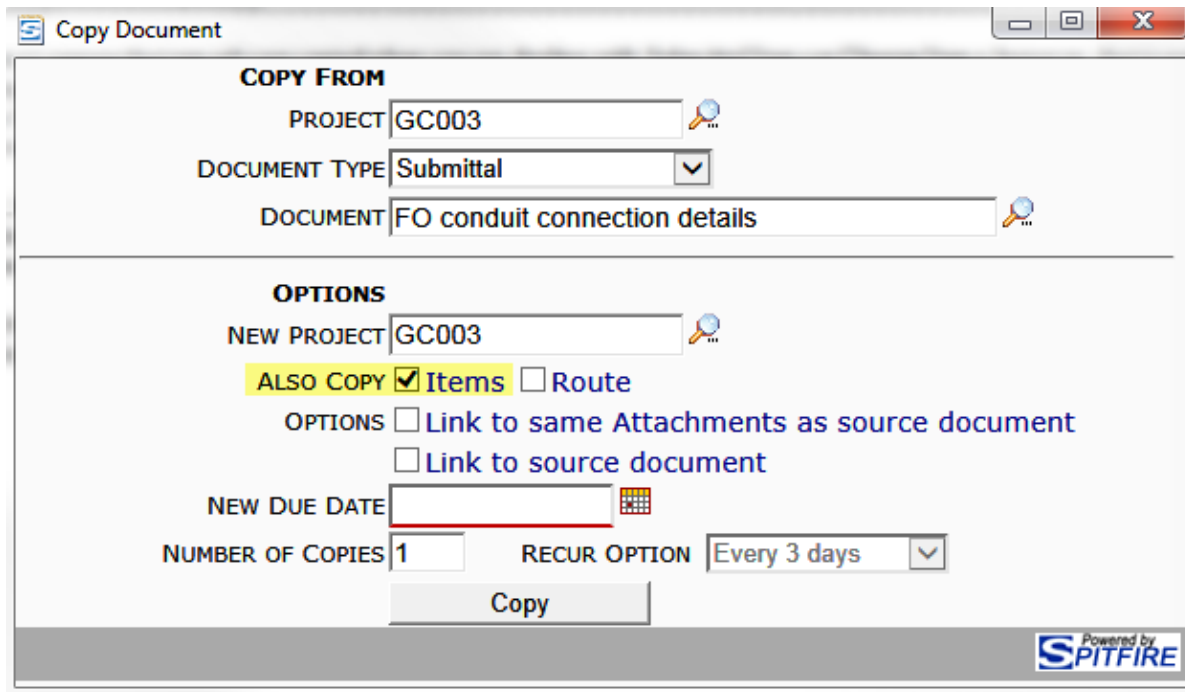
Details	Scope	Addr	Payees	Dates	Items	Incl/Excl	Compliance				
					Item	Cost Code	Category	Description	UOM	Quantity	Rate
					0001	16000- Electrical	_SUB	Electrical Work			

REMARKS		
Added	By	Remark
12/19/2013	Chris Demo	This remark will not be copied if Item 0001 "Electrical Work" is copied to another document.

It may appear that remarks are copied when you are dealing with Submittal Items or Change Items; however, that is not actually the case. The same Submittal Item can appear on a Submittal, a Submittal Package and on the Submittal Item Register. Since it is the same Item that appears in these documents, you can read the Item's remarks from all these documents.

In the same way, the same Change Item can appear on a Change Order, a Proposed Change Order, and on the Change Item Register. Again, since it is the same Item that appears in these documents, the Item's remarks can be read from all these documents.

If you were to actually copy a Submittal Item from one Submittal document to another (for example, by copying the document and choosing to copy Items), then the original statement applies: the Item's remarks will not be copied.



COPY FROM

PROJECT: GC003

DOCUMENT TYPE: Submittal

DOCUMENT: FO conduit connection details

OPTIONS

NEW PROJECT: GC003

ALSO COPY: Items Route

OPTIONS: Link to same Attachments as source document
 Link to source document

NEW DUE DATE: [Calendar Icon]

NUMBER OF COPIES: 1 RECUR OPTION: Every 3 days

Copy

Powered by SPITFIRE

For ways to copy Items, see [KBA-01062](#).

You Asked For It, You Got It: Copying More Document Info

Request: When I copy a document, I have the option of copying the document's Items and Route. Is there a way I can also copy rows from the Addr and Incl/Excl tabs?



Yes, in sfPMS V4.4, you can choose to copy all or some of the addresses on the Addr tab, and all or some of the inclusions, exclusions, legal attachments, and other clauses on the Incl/Excl tab. You can do this, system-wide, through two new **DocCopyConfig** rules.

AddrFilter indicates if you want rows from the Addr tab to be copied to a new document. The default is **FALSE**, which means that no address rows will be copied.

- Use **TRUE** if you want all address rows to be copied, for example:

Rule Group	Filter Info	Type	Description
DocCopyConfig	DocTypeKey	String	Allows customization

RULE ENTRIES

RULE NAME: DOC TYPE:

SITE ONLY

Rule	Filter Value	Result Value
AddrFilter	Bid Package	TRUE

IXFilter indicates if you want rows from the Incl/Excl tab to be copied to a new document. The default is **FALSE**, which means that no rows from that tab will be copied.

- Use **TRUE** if you want all inclusions, exclusions, legal attachment and other clauses rows to be copied, for example,

Rule	Filter Value	Result Value
IXFilter	Bid Package	TRUE

The **AddrFilter** and **IXFilter** rules also accept Boolean expressions that reference fields in the xsfDocAddr and xsfInclusion tables.

Examples:

To copy only Site addresses (which are identified through the code **S**):

Rule	Filter Value	Result Value
AddrFilter	Bid Package	AddrType = 'S'

To copy only exclusions and legal attachments (which are identified through the codes **E** and **A**):

Rule	Filter Value	Result Value
IXFilter	Bid Package	ItemType in ('E', 'A')

Happy 2014!



**Best wishes for
a prosperous
New Year!**

Office Closed

In 2014, the Spitfire offices will be closed on the following days:

Jan. 1 – New Year's Day
May 26 – Memorial Day
July 4 – Independence Day
Sep. 1 – Labor Day
Nov. 27 – Thanksgiving Day
Nov. 28 – Day after Thanksgiving
Dec. 25 – Christmas Day

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Your Clients Area

Spitfire Project Management System
Construction Project Management Software and Accounting Tools

Blog
Clients

Home Industries Software Company Services Contact

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]