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

## Next Client Webinar!



**April 10, 1 PM EDT**

### *Better Email Routing with Spitfire*

Join us to learn how you can take advantage of Spitfire's integration with email! Registration is free! To register, go to

<https://www.eventbrite.com/event/10893766549>

*Register soon; tickets are limited!*

## Spitfire Q & A: Maximum File Size?

**Q: We deal with files of rather large size. What is the maximum size of files that can be routed or uploaded to the Spitfire Catalog?**

A: Theoretically, the maximum file size is over 1GB and sfPMS can easily work with files in the 500MB range. Such large files can be uploaded into the Catalog through drag-and-drop or the Add Files tool. However, your site may have been configured to limit the maximum file size to 80MB or some other number as a matter of policy. In addition, hardware resources might limit the maximum file size.

As far as routing is concerned, the following rules establish maximum files sizes used in assembled PDFs and outbound email:

- **RouteConfig | MaxAssembledKB**—the maximum file size of an assembled PDF.
- **RouteConfig | MaxAssembledFileKB**—the maximum files size to be included in an assembled PDF.
- **RouteConfig | MaxSendKB**—the maximum outbound email size.

In addition, it is common for mail gateways to reject attachments over 16MB. Some will even reject 8MB or less. That is why sfPMS includes a link to a download wizard when attached files are larger than 8MB (or whatever has been configured for your site).

ATC: sf\_50c6f173-8caa-4238-a916-4498019d61a2\_id\_c732c37-f0d8-46d6-a4bf-e0b7465546a6;

Download the 12 files, approximately 26.8MB [using this link](#).

Do you want to open or save Files for Phil Sunderson from GC500 Correspondence 0002-Mar-20.zip (4.77 MB) from sfqa7.armonk.spitfiremanagement.com?

Open



Save

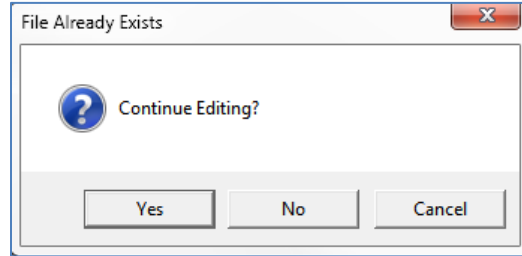
Cancel

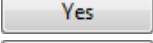
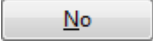
By default, the download wizard is accessible to anyone with the encoded link. In fact, the download wizard has advantages over email: since each routed person on each document sequence gets his or her own private link, the system can record the date and time that the files were downloaded by each party.

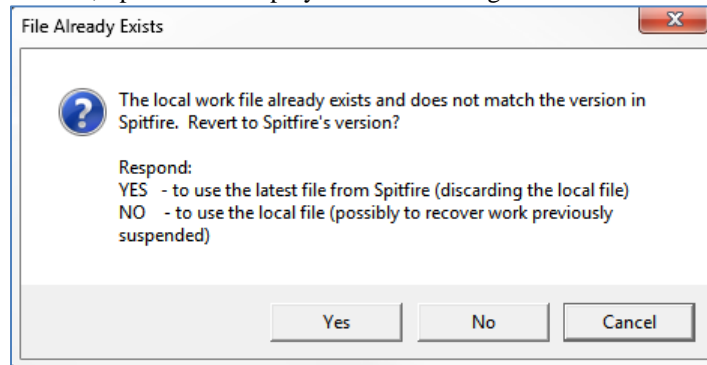
## Spitfire Q&A: Did I Just Lose My Word/Excel File?

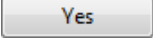
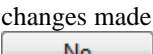
**Q: Can I recover Microsoft Word and Excel files being edited through Spitfire if my computer crashes or suddenly shuts down?**

A: Yes. If you were not able to save your Word or Excel file because of computer issues, Spitfire will detect that and, the next time you click  or  to edit the file, will ask you:



- If you click , Spitfire will recover the file you were previously editing and open that file.
- If you click , Spitfire will display a second message:

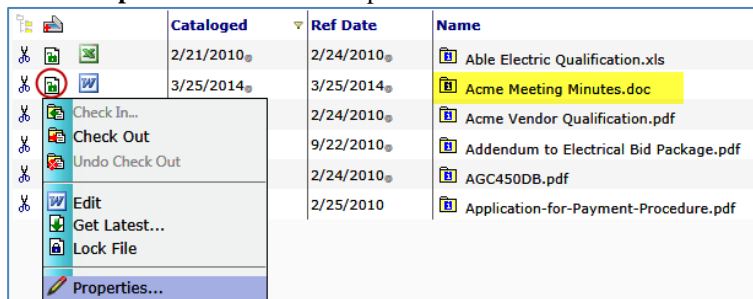






- If you click , Spitfire will open the latest version of the file from the Catalog, which might not have all the changes made on your local system.
- If you click , Spitfire will open the local copy of the file.

In case you don't notice something right away, you can also open the local copy of the file directly. Look for the file at **My Documents\Spitfire Catalog\Backups**. Backups are kept about a week.

Remember that if your Word or Excel file becomes corrupted, you can go back to a previous version yourself and start with that older version. To do so:


1. Select **Properties** from the File Options menu:



2. At the File Version tab, click  to unapprove the latest (corrupt) version of the file then click  to save.
3. Click  to delete the corrupt version then click  to save.

You cannot edit a file from the File Version list, but the now latest approved version can be edited from elsewhere (such as the Catalog).

# Feature Spotlight: Repeating Items on a Document


A new feature in sfPMS V4.4 copies the first (or other) Item on a document when you click the  icon to Add Item. This feature is helpful for documents whose Items include much of the same information.

## If set up to copy the first Item:

1. Add the first Item on a document as you would normally.

Item	Cost Code	Category	Description	UOM	Quantity	Rate	Original
0001	16000- Electrical	_SUB	Electrical				\$1,587.35

REQUIRED DATE: 03/24/2014  
 ITEM ID:   
 ORIGINAL UNITS:   
 RATE:   
 ORIGINAL AMOUNT: 1587.35   
 RETENTION METHOD: None   
 UNITS \_ APPROVED: 0.00  
 AMOUNT \_ APPROVED: 0.00  
 GL ACCOUNT: 4220  
 SUB ACCOUNT: 00  
 LABOR CLASS:   
 COMMITTED UNITS: 0.00  
 UOM:   
 COMMITTED AMT: 0.00  
 PERCENT: 0  
 PENDING CCO UNITS: 0.00  
 PENDING CCO AMT: 0.00

2. Back in grid view, click  to add a second Item. Depending on configuration, all or some the fields of the first Item will be copied to the second Item. The Item number will, of course, be different.

Item	Cost Code	Category	Description	UOM	Quantity	Rate	Original
0002	16000- Electrical	_SUB	Electrical				\$1,587.35

REQUIRED DATE: 03/24/2014  
 ITEM ID:   
 ORIGINAL UNITS:   
 RATE:   
 ORIGINAL AMOUNT: 1587.35   
 RETENTION METHOD: None   
 UNITS \_ APPROVED:   
 AMOUNT \_ APPROVED:   
 GL ACCOUNT: 4220  
 SUB ACCOUNT: 00  
 LABOR CLASS:   
 COMMITTED UNITS:   
 UOM:   
 COMMITTED AMT:   
 PERCENT: 0  
 PENDING CCO UNITS:   
 PENDING CCO AMT:

3. Change necessary fields and save.

## Setup

The **DocItemConfig | NewItemsLike** rule allows you to disable/enable this feature for specific Doc types as well as to indicate if the first or last Item should be copied, or if the user can select the Item to copy from the Items Options menu:

Item	Cost Code	Category	Desc
		_SUB	Elect
		_SUB	Elect

Menu options: Add New, Get Existing, Add Freight, Renumber, Clear Clipboard, **New Item(s) Like...**, Via Excel

By default, all fields on the Item are copied. You can use the **DocItemConfig | AutoCopyResetFields:xx** rule to indicate fields to be blanked out when the Item is copied. See [KBA-01158](#) for more information.

## Have You Read?

The following focus guides and technical white papers have been written for V4.4 since February 1:

[Focus on Files, Attachments and the Catalog Dashboard](#)

The following articles have been added to the Knowledgebase:

[KBA-01571](#): Bookmark Prefix to ignore HTML code in Text Editor

[KBA-01572](#): Value Amount Column in Project Dashboard Doc List

*Happy Spring!!!*



## Contact Us

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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](#).

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Spitfire Clients Only Area

Send an email to Support

November 2013 newsletter is now available!  
For all our past newsletter issues, go to the Newsletter page.

Watch our training videos!  
For other training information, go to the Training page.

What's New in sPMS V4.4  
Version Features for V4.3  
Version Features for V4.2

Spitfire Project Management System V4.4 is now available!  
Spitfire Project Management System Version 4.4 continues to focus on an improved user experience. Among other changes, in sPMS V4.4,

- There is better functionality on tablets, including iPads.
- Several icons and tabs have been improved.
- A pop-up tutorial appears for new users.
- Columns in grids (lists) can be rearranged.
- A drop-down menu allows for easier filtering of columns.
- Password security has been strengthened.
- Contact info cards can be opened from various locations, wherever a Contact name appears.
- Items can be edited in grid view.
- Files can be attached to documents through drag and drop.
- Changes to the budget that will push a line into negative numbers can be blocked from posting.

For a complete list of features, click on the link on the right column.

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 (sPMS).

- [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]