sfNews

October 2014
Vol. VII, Issue 10

In This Issue

***Note**: Features mentioned in this newsletter are available in V4.4 unless V4.5 is indicated.*

Next Client Webinar!

October 9, 1 PM EDT

Expense Entry & Charge Entry Documents

Join us to learn all about the Expense Entry and Charge Entry Doc types—documents that allow you to add Employee travel expenses and other miscellaneous charges directly to your job costs.

[Register at Eventbrite](#).

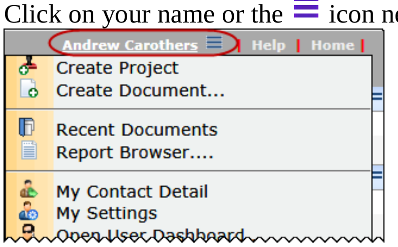
Register soon—it's free and tickets are limited!

New in V4.5: Icon Sizes Per Device

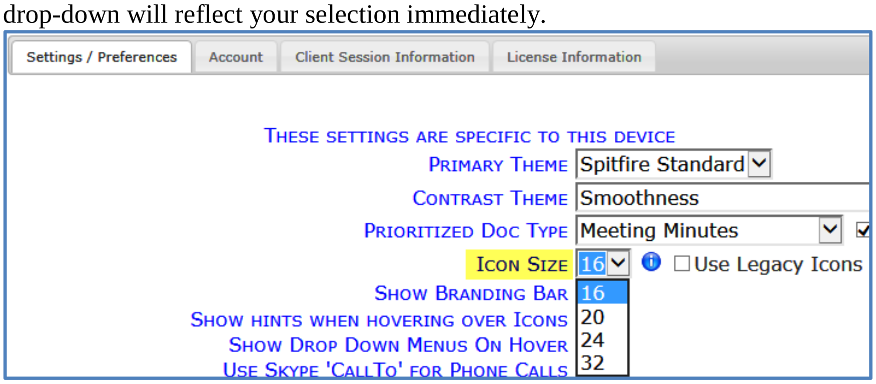
sfPMS V4.5 has brand new icons (for example, , , , , ,). We created new icons so that we could offer them in different sizes (for example, , , , , ,) . The smallest size (16) is equivalent to what we have offered in prior versions. If you have thought that the icons are too small, you can now choose 20, 24 or 32 instead. What's more, you can choose the icon size for each of your devices. For example, you might decide that your desktop computer should have size-20 icons, but your tablet should have size-32 icons so you can tap them more easily.

To select your icon size:

1. Click on your name or the ☰ icon next to it. Both will open a drop-down menu.



2. Select **My Settings** to get to the User Preferences page.
3. Select the icon size you want for your current device from the **Icon Size** drop-down. The icon next to the drop-down will reflect your selection immediately.



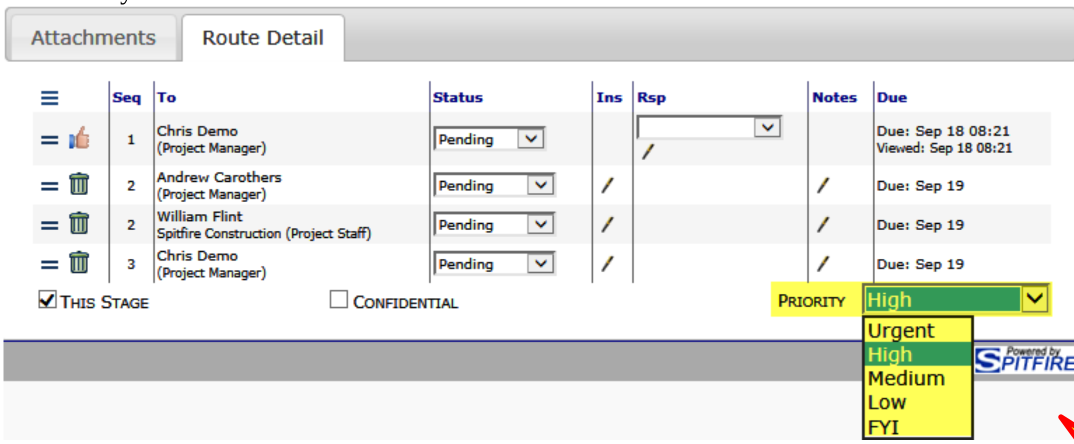
Note: if you want to keep the icons the same as before, select **16** and click the **Use Legacy Icons** checkbox. Legacy icons will be supported through V4.5 only.

Feature Spotlight: Notifications in V4.5

sfPMS has long allowed email notifications to be sent to you when documents of a high enough priority appear in your Spitfire Inbox. V4.5 has improved this feature.

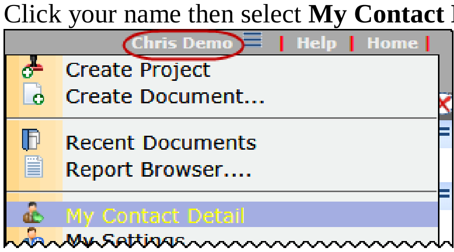
Document Priority Levels:

The Priority level for a document is set on each individual document on the Route Detail tab:

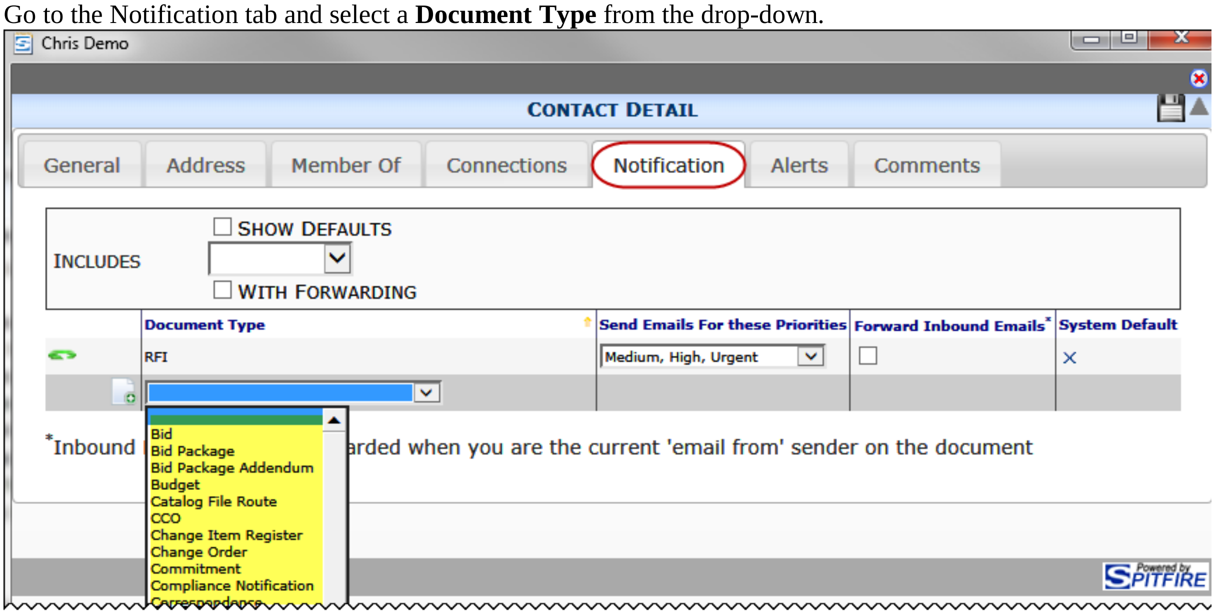


Set Up Your Notifications:

1. Click your name then select **My Contact Detail**.



2. Go to the Notification tab and select a **Document Type** from the drop-down.



A new row will appear.

3. From the **Send Emails for these Priorities** drop-down, select when you want to receive email notifications.
4. If you want emails pertaining to that Doc type to be forwarded to your email (in addition to being attached to the document), click the **Forward Inbound Emails** checkbox. **Note**: inbound emails are forwarded only when you are the current "Email From" routee on the document.
5. Remember to click to save your changes.

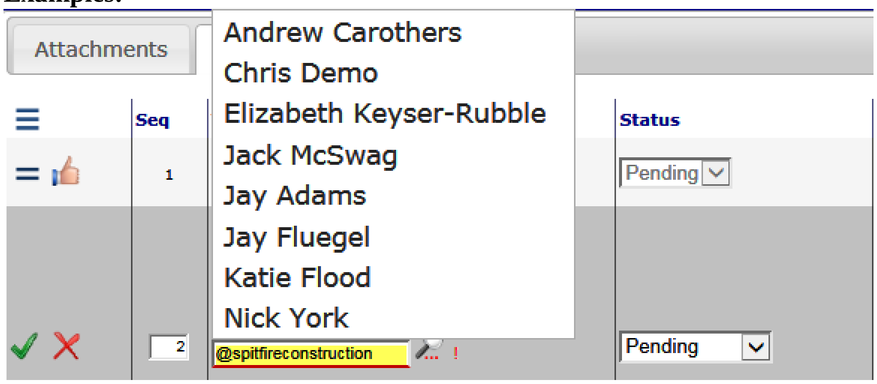
You Asked For It, You Got It: Selecting Routees by Email

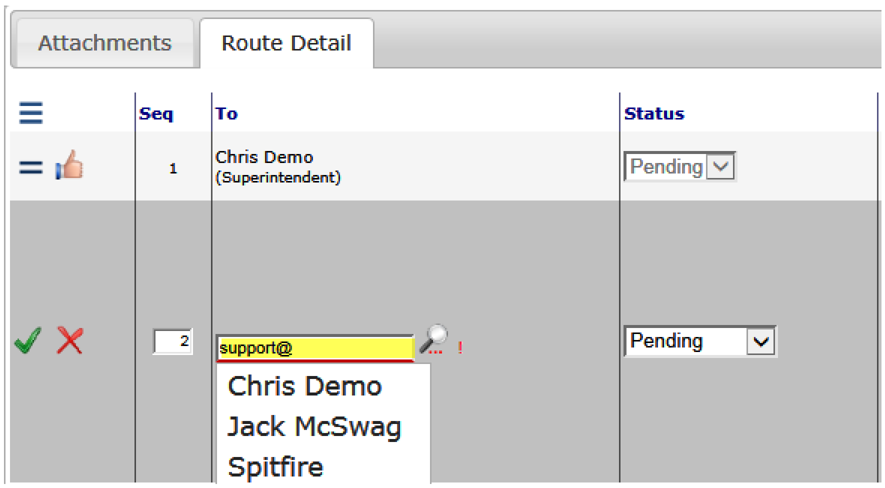
Request: I'd like to be able to look up people for my route list by email. Can that be possible?

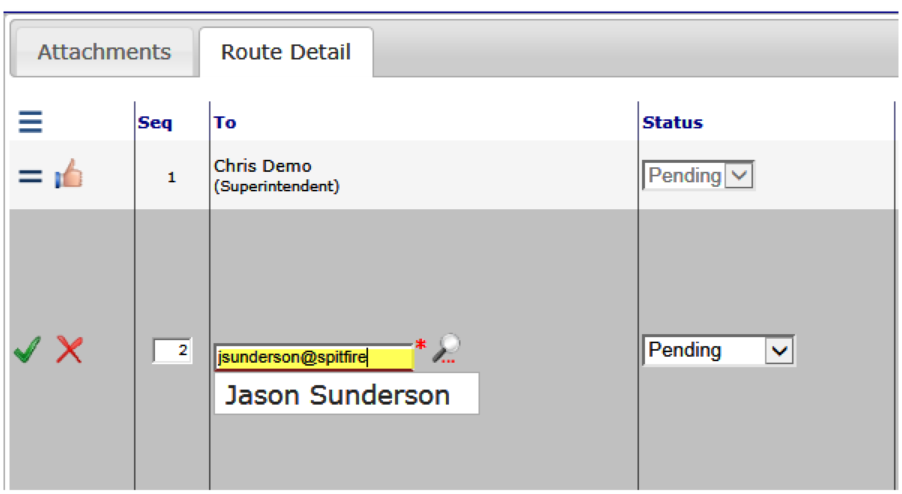
A: Yes! When you choose to **Add a Routee**, you can type all or part of an email address and the field's autocomplete function will show you possible matches. You can then select a match for that field.

Note: the person's name, not email address, will appear in the **To** column after you make your selection.

Examples:







Have You Read?

The following focus guides and technical white papers have been reviewed and updated, if necessary, for V4.5 since September 1:

Overview Guide [new info]

Focus on Files, Attachments and the Catalog Dashboard [some new info]

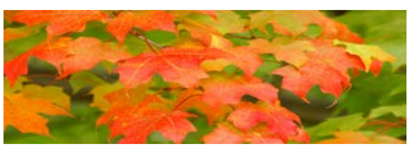
The following articles have been added to the Knowledgebase:

KBA-01579: How SPRLineDetailsRow is filled from the BFA workbook

KBA-01580: Installing on a Terminal Server/Citrix Server

KBA-01581: Can I set up Spitfire as a published application on my Citrix/Terminal Server?

KBA-01582: Password Expiration and Requiring a New Password



Contact Us

7 Skyline Drive, Suite 350
Hawthorne, NY 10532

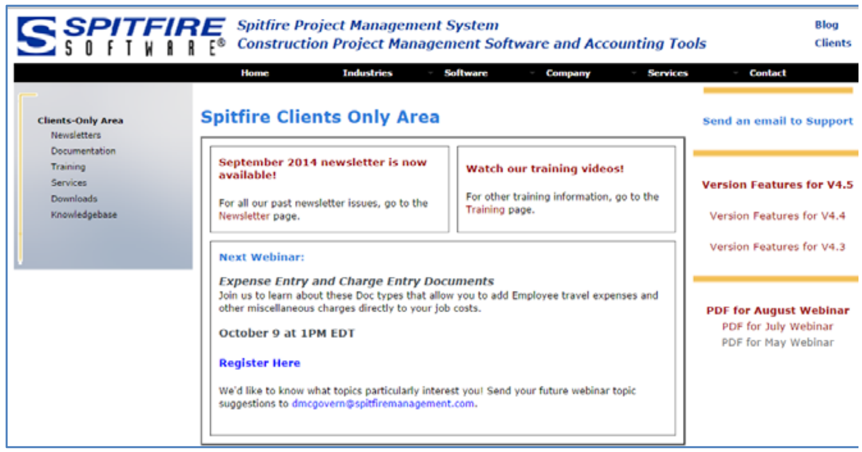
Phone: 888-287-4603
Fax: 888-287-4603

Support:
support@spitfiremanagement.com

Training:
training@spitfiremanagement.com

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 4.3, 4.4 and 4.5.



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.