

In This Issue

[Next Client Webinar](#)

[New in V4.5: Icon Sizes Per Device](#)

[Feature Spotlight: Notifications in V4.5](#)

[You Asked For It, You Got It: Selecting Routes by Email](#)

[Have You Read?](#)

[Your Clients Area](#)

[Training Classes](#)

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!

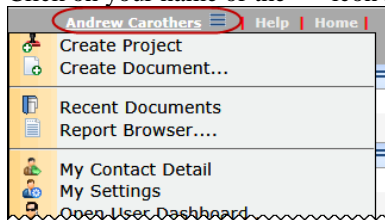
New in V4.5: Icon Sizes Per Device


sfPMS V4.5 has brand new icons (for example, , , , , , ). We created new icons so that we could offer

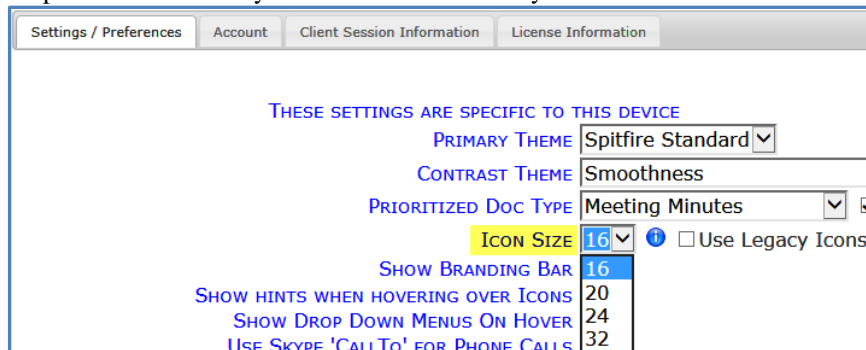
them in different sizes (for example, , , , ). The smallest size (16) is equivalent to what we have offered in prior versions. If you have thought that the icons are too small, you can now choose 20, 24 or 32 instead. What's more, you can choose the icon size for each of your devices. For example, you 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:

| Seq | To | Status | Ins | Rsp | Notes | Due |
|-----|-----------------------------------------------------|---------|-----|-----|-------|-------------------------------------------|
| 1 | Chris Demo (Project Manager) | Pending | | | | Due: Sep 18 08:21 Viewed: Sep 18 08:21 |
| 2 | Andrew Carothers (Project Manager) | Pending | / | | / | Due: Sep 19 |
| 2 | William Flint Spitfire Construction (Project Staff) | Pending | / | | / | Due: Sep 19 |
| 3 | Chris Demo (Project Manager) | Pending | / | | / | Due: Sep 19 |

THIS STAGE CONFIDENTIAL

PRIORITY: High (selected), Urgent, High, Medium, Low, FYI



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.

CONTACT DETAIL: General, Address, Member Of, Connections, **Notification**, Alerts, Comments

INCLUDES: SHOW DEFAULTS, WITH FORWARDING

| Document Type | Send Emails For these Priorities | Forward Inbound Emails* | System Default |
|---------------|----------------------------------|--------------------------|----------------|
| RFI | Medium, High, Urgent | <input type="checkbox"/> | X |

*Inbound: Bid, Bid Package, Bid Package Addendum, Budget, Catalog File Route, CCO, Change Item Register, Change Order, Commitment, Compliance Notification, Open orders

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.

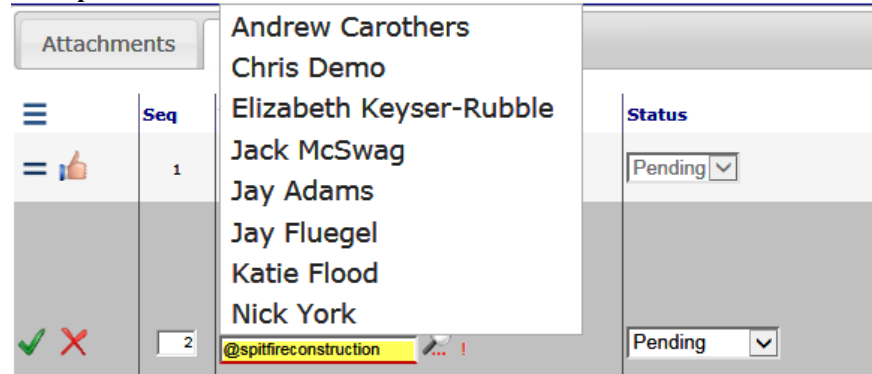
You Asked For It, You Got It: Selecting Routees by Email

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

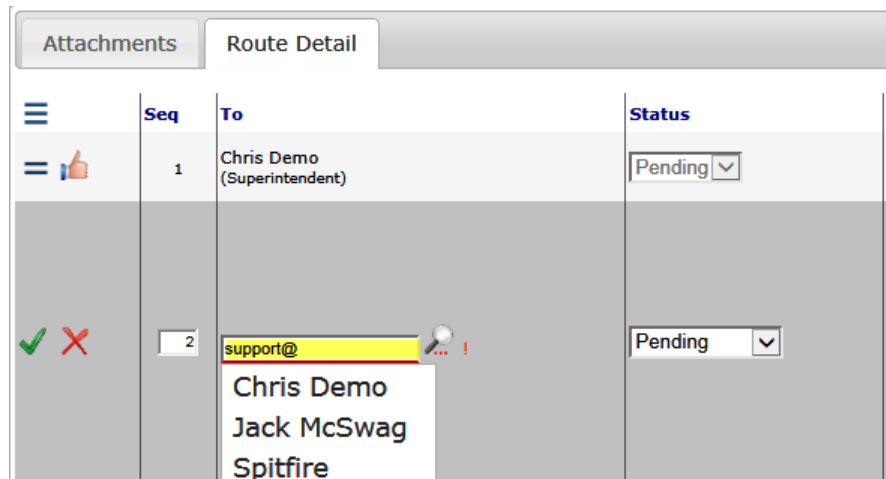
A: Yes! When you choose to **Add a Routee**, you can type all or part of an email address and the field's autocomplete function will show you possible matches. You can then select a match for that field.

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

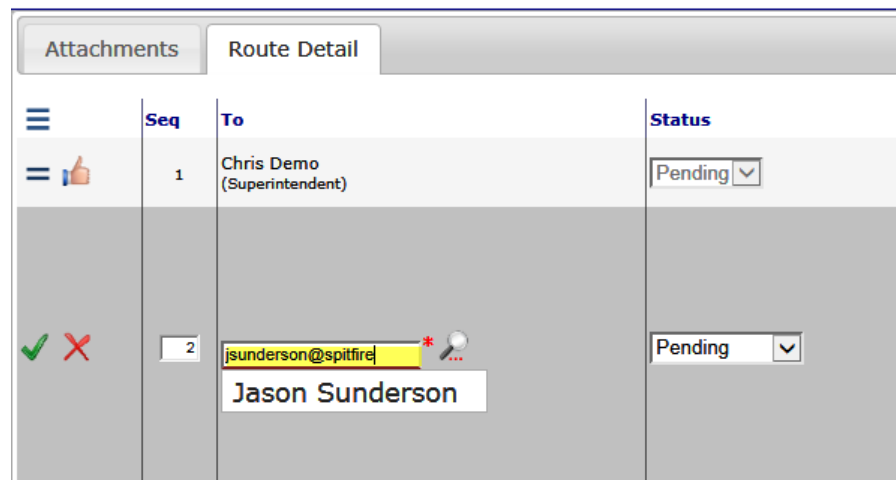
Examples:



This screenshot shows a route list interface. At the top, there are tabs for 'Attachments' and 'Route Detail'. Below the tabs is a table with columns for 'Seq', 'To', and 'Status'. The first row (Seq 1) has 'Chris Demo' in the 'To' column and 'Pending' in the 'Status' column. The second row (Seq 2) has a search input field containing '@spitfireconstruction' and a dropdown menu showing a list of names: Andrew Carothers, Chris Demo, Elizabeth Keyser-Rubble, Jack McSwag, Jay Adams, Jay Fluegel, Katie Flood, and Nick York. The 'Status' column for the second row also shows 'Pending'.



This screenshot shows the same route list interface as the first example. The search input field in the second row now contains 'support@'. The dropdown menu is open, showing a list of names: Chris Demo, Jack McSwag, and Spitfire. The 'Status' column for the second row shows 'Pending'.



This screenshot shows the same route list interface. The search input field in the second row now contains 'jsunderson@spitfire'. The dropdown menu is open, showing a list of names: Jason Sunderson. The 'Status' column for the second row shows 'Pending'.

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 SPRLLineDetailsRow 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

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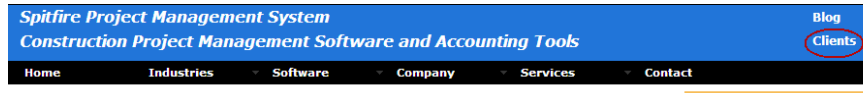
Phone: 888-287-4603
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Support:
support@spitfiremanagement.com

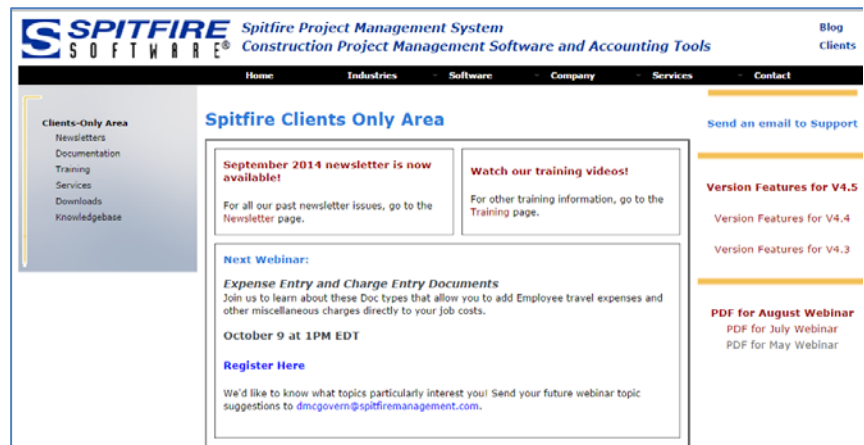
Training:
training@spitfiremanagement.com

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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 [4.3](#), [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.

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]