TSI Qualitative Fit Testing with FitPro Ultra Fit Test Software User Guide

TSI Qualitative Fit Testing with FitPro Ultra Fit Test Software

FitPro™ Ultra Fit Test Software is capable of conducting both quantitative and qualitative fit tests. This guide describes the operation and menus of the Qualitative Respirator Fit Testing option.
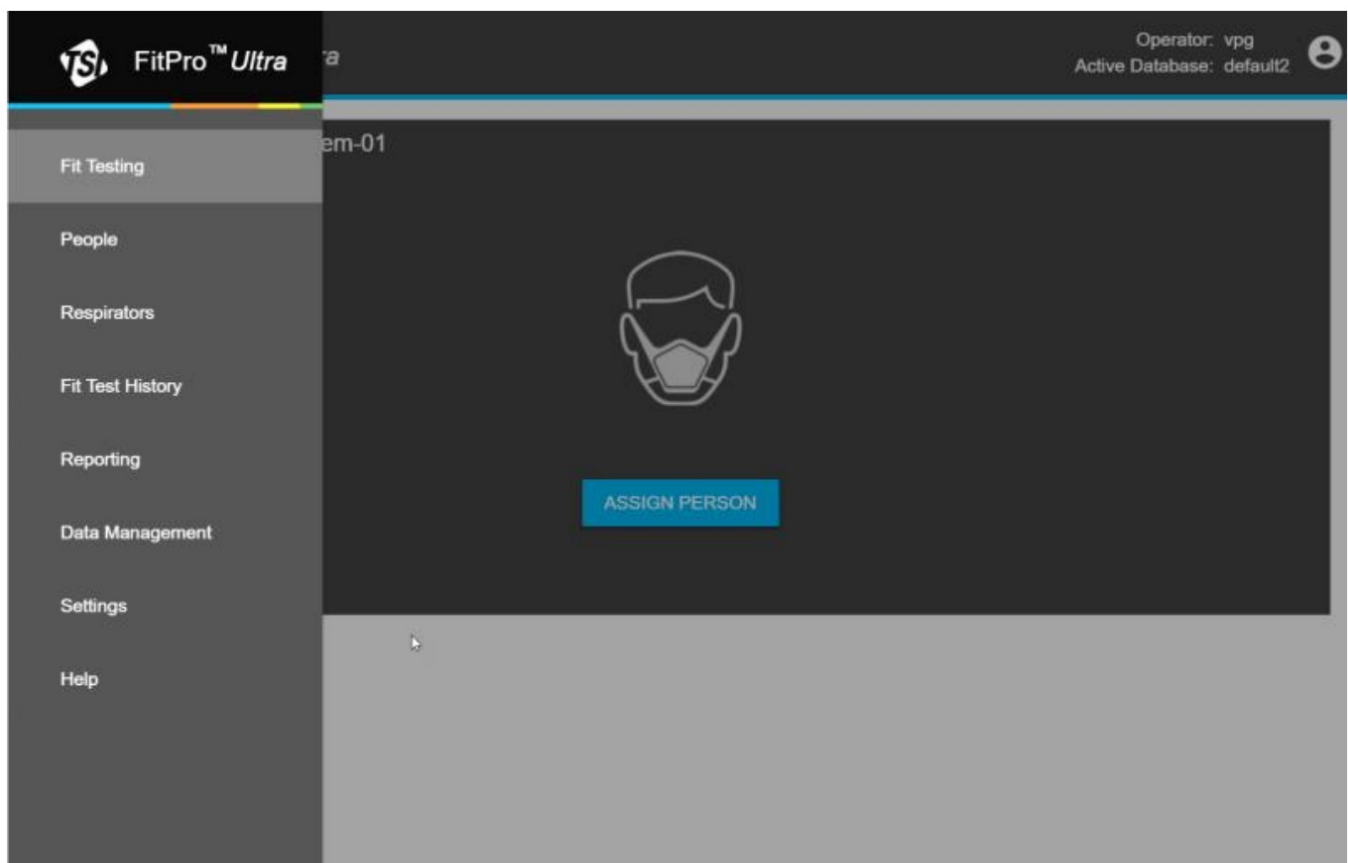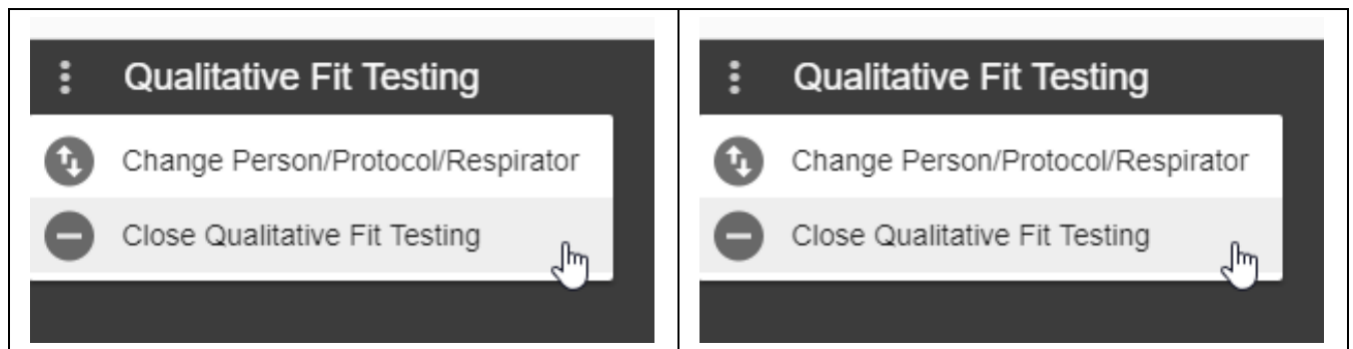
Contents

The Main Menu

From any screen, select the menu icon to display the main menu. A description of each menu item follows.

Fit Testing

Select Fit Testing option from the main menu to initiate a Fit Test. You will then be prompted to Assign a Person and configure a fit test. You can close Qualitative Fit Test any time by clicking the Qualitative Fit Tester menu icon

People

Select People from the Main Menu to view the list of fit test subjects that are stored in the program. People are listed alphabetically. You can sort them by ID number if desired, or use a filter such as first or last name, company, location, etc.

From this screen you can also delete a person , edit information about the person , or display the information already collected about the person . By selecting , a person info screen is shown. Click Active to make a person active or inactive. If a person is inactive they are excluded from selection during fit testing. Inactive people are still included in reports of historical fit tests.

To add a person, click NEW and fill in the required and optional information.

Respirators

Select Respirators from the Main Menu to view the list of respirators that are stored in the program. Respirators are listed alphabetically. You can sort the respirators by model if desired or use a filter such as manufacturer, style, etc.

From this screen you can also delete a respirator , edit information about the respirator , or display the information already collected about the respirator .

To add a respirator, click NEW and fill in the required and optional information.

Select N95 if this is a respirator with <99% efficient filter media. Select Use Auto Description if you want FitPro™ Ultra Fit Test Software for Qualitative Fit Testing to automatically create a description for the respirator. The description appears on the fit test report.

Reporting

Select Reporting from the Main Menu to view a list of basic report types.

Basic Report types include:

People	Report of people listed in database for fit testing.
Respirator	Report of respirators listed in database for fit testing.
Next Due	Report of people due for fit testing.
Past Due	Report of people past due for fit testing.
Daily Checks	Report of logged Daily Checks.
Fit Test	Report of completed fit tests.

Example People Report

Create people report for people with last names between "Aaberg" and "Byse".

1. Click on New and choose People.

2. Fill out the report details:

3. Click on the three-dot menu for this newly created "People Report" then click Configure.

4. Select RANGE as the filter.

5. As an example in the "FROM" input box for "Last Name," Type "A" and click on Aaberg.

6. As an example in the "THROUGH" input box for "Last Name," type "By" and then click on Byse.

7. Click Save.

8. To view or print the report: Click [⋮] for this newly created "People Report" and click View/Print.

9. FitPro™ Ultra Fit Test Software for Qualitative Respirator Fit Testing will build the report for viewing or printing.

Aaberg Through Byse

2549 Records

⤓ 🖨

People Report for Last Names Aaberg Through Byse   10/01/2018

Last Name	First Name	ID	Company	Location
Aaberg	Ollie	67016	Ideal	Brooklyn
Aagaard	Beatrice	18625	Mattel	Hawthorne
Aaland	Sid	23092	Wham-O	San Gabriel
Aalbers	Robin	38482	Wham-O	San Gabriel
Aaron	Clint	51292	Hasbro	Pawtucket
Aarsvold	Cory	92190	Lionel	New York
Abair	Carolann	75656	Hasbro	Pawtucket
Abasta	Letha	82961	Marx	New York
Abbassi	Nelia	45532	Lionel	New York
Abbott	Claud	35650	Marx	New York
Abdalla	Abigail	85467	Hasbro	Pawtucket
Abdalla	Sandee	29929	Mattel	Hawthorne

DONE

Creating New Reports

1. Click the NEW button

2. A dialog with basic report descriptions is shown.

3. From the REPORT TYPE drop-down select the type of report you want to create.

4. Enter a report name.

5. Enter a report title.

6. Optionally enter a report description.

7. Click the NEXT button.

8. Configuration options are now shown for your new report.

9. To go back and change the type, name, title or description, click the BACK button.

10. Reports support a maximum of 6 columns.

11. From the Columns drop-down in each row of the displayed table select what data you would like to show. To omit a column and have fewer than 6, select Hide Column. The order that columns are selected in the table is how they will appear in the report (if the first row has last name the first column of the report will be last name).

12. Select how you would like to filter a particular column. This is done by selecting a value for a row in the Filter Column.

Options are:

ALL	Shows all values for column.
RANGE	Shows a range of values.
FILTER	Shows a custom filter.

For N95-Companion™ options are ALL N95 or N99.

a. RANGE filter will give you a form and through field to input. Enter the range of values you want in your report. If you want first names from A through B, you would enter A, the range would go through to the letter C.

b. FILTER gives you an input to enter what you would like to filter on. Drop-down suggestions are shown to help with this. For example, If you only want people with the first name Joe, you would enter Joe into that field.

13. . The first column of the table shown is Sort By. Select the row you would like your report to be sorted by. Secondary and tertiary sorting is done by the order of the columns. So if you sort by ID and the 2nd and 3rd row is company and first name, the report will be sorted by ID then company then first name. The arrows next to the radio button allow you to select sorting by ascending or descending.

14. As the report is configured a counter in the top right of the dialog displays the number of records that will be shown in the report as currently configured.

15. Click SAVE. The main report page is now shown with your new report in the table.

Fit Test History Feature and Multi-Respirator Fit Test Card Feature

A fit test history feature was added to provide a quick method for viewing fit test records. A "Multi-Respirator Fit Test Card" feature was added that gives fit test operators the ability to print multiple respirators on one fit test card.

1. Navigate to Fit Test History.
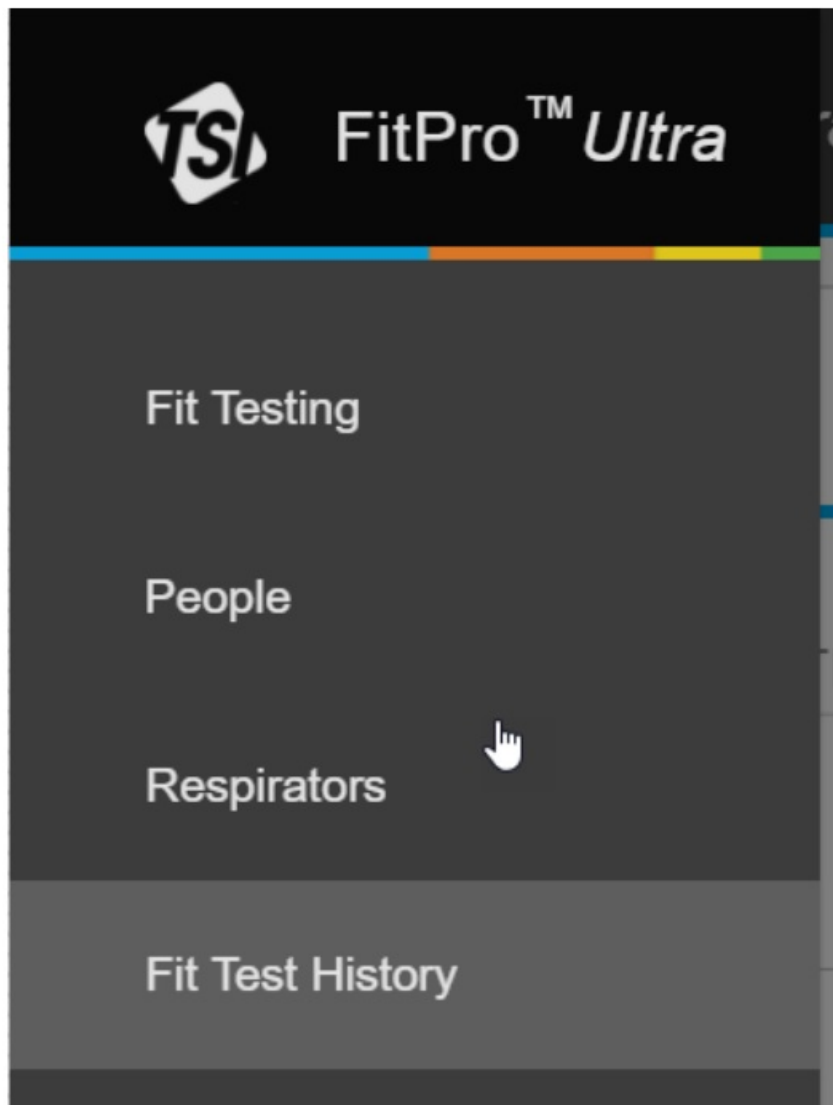
2. Click on CREATE MULTI-RESPIRATOR FIT TEST CARD

3. Begin typing a last name or ID in

4. Select the person to print a fit test card for.

5. Select up to five fit tests to include on the printed card and click **PRINT**

6. Example card:

Global Settings

Select Global Settings from the Main Menu to view settings which apply when conducting fit tests, daily checks, or printing. Press EDIT to modify these screens and press SAVE to confirm your changes.

General

Field or Button	Description

Automatically Save	Select which fit test data is saved. There are two options:
	
	• **All Fit Tests**
	  Saves all fit test results whether the test passed or failed.
	• **Passed Fit Tests Only**
	  The default choice. Saves only passing fit test records.

Automatically Print Fit Test Reports	Automatically prints one fit test report at the end of each fit test. This is useful if you plan to give test subjects a copy of the test results or if you save hard-copy test records. The report is sent to the default Windows® printer.

Automatically Print Fit Test Reports (cont.)	You have two options: • Saved Fit Tests Only Prints a report for every saved fit test. You can change the number of fit test reports to print by selecting EDIT and changing the number of copies. • Do Not Print This is the default choice. Use this if no printer is available during fit testing. The report can be printed later. **NOTICE** The printer must be set up before automatic reports are generated at the end of a fit test. FitPro™ Ultra Fit Test Software will use the default printer on your computer or tablet.
Show Card on Fit Test Report	Select whether to "Show Card on Fit Test Report." Select EDIT to enter company name if this option is turned on.
Show Signature Lines on Fit Test Report	Select whether to show signature lines on the fit test report.
Default Protocol	Use the drop-down box to select the default protocol used for fit testing. You can still select a different protocol before actually starting a fit test.

Help

Select Help from the Main Menu to access help topics. You can also view the current version of FitPro™ Ultra Fit Test Software for Qualitative Respirator Fit Testing. If you are online you can update your version of software if a new version is available.

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Customer Support

TSI Incorporated – Visit our website **www.tsi.com** for more information.

USA Tel: +1 800 680 1220
UK Tel: +44 149 4 459200
France Tel: +33 1 41 19 21 99

Germany Tel: +49 241 523030
India Tel: +91 80 67877200
China Tel: +86 10 8219 7688
Singapore Tel: +65 6595 6388

Documents / Resources

	TSI Qualitative Fit Testing with FitPro Ultra Fit Test Software [pdf] User Guide
	Qualitative Fit Testing with FitPro Ultra Fit Test Software, Qualitative Fit Testing, Fit Testing with FitPro Ultra Fit Test Software, Fit Testing

References

- **User Manual**