TSI Link™ for Respiratory Protection

User Manual (US)

P/N 6018525, Revision A
May 2025

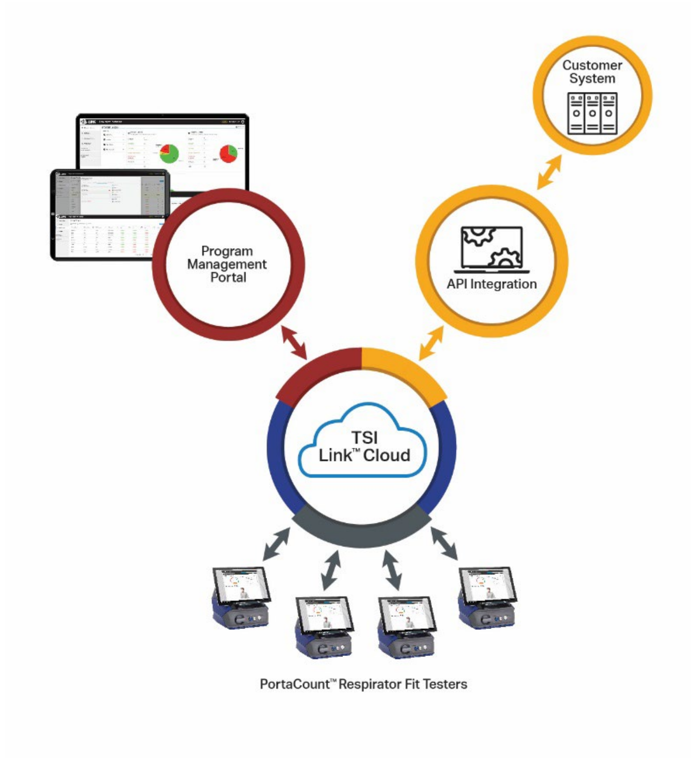
Contents

Overview

The TSI Link™ for Respiratory Protection application serves as a centralized platform for managing your organization's fit testing data, scheduling, medical clearance, and respirator training needs. Integrating directly with your FitPro™ Ultra software and centralizing PortaCount™ data, it helps to save time and improve coordination.

When a subscription to TSI Link™ for Respiratory Protection is enabled, FitPro™ Ultra and TSI Link™ share a cloud database. However, many functionalities are now controlled in TSI Link™ such as creating cloud datasets, adding respirators, and configuring custom fields.

This user manual will provide an overview of the key features and functionality for the TSI Link™ for Respiratory Protection application.



Onboarding

All users of TSI Link™ for Respiratory Protection will need to register for a TSI® online account. This can be done at [TSI.com/Register]() It only takes a couple minutes to fill out the form. Verification typically takes less than one business day. Detailed instructions and a video are on the site.

Next contact your local TSI® representative. You can also request a quote at tsi.com/TSILink-ResPro. This product page also has more information on this SaaS solution.

Once you have placed an order, you will receive a welcome email with an activation code. Login to TSI® Link for Respiratory Protection with the TSI online account, enter your Activation Code and click Activate. Now you have access to the system and are ready to set it up.

The first person on an account to login in is a program manager, they can invite other team members to set up TSI online account and be Program Administrators add other team members.

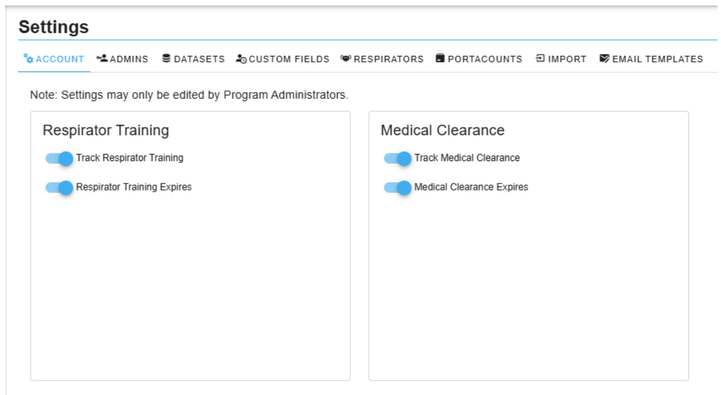
Settings

The **Settings** section allows you to configure core aspects of the application. From here, you can manage account preferences, administrator permissions, datasets, custom fields, respirators, PortaCount™ devices, imports, and email templates.

Account

Under the **ACCOUNT** tab, you can:

- Toggle Tracking for **Respirator Training** and **Medical Clearance: If Tracking is disabled, all data and tracking functionality related to that status will be disabled across the system**
- Toggle whether **Respirator Training** and **Medical Clearance** expirations should be monitored: if Tracking is enabled but Expires is disabled, data will be tracked but statuses will be either Compliant if they have ever completed the task or No Record if they have not.



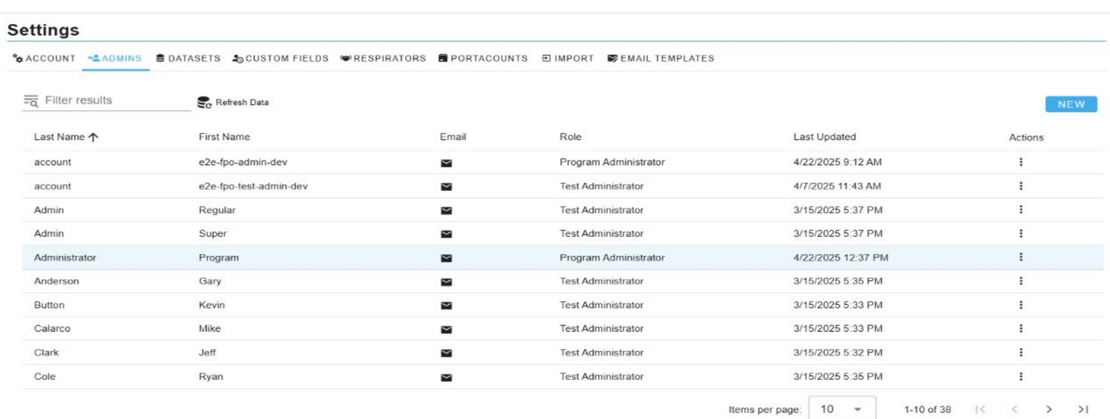
These tracking options impact what you see and are able to interact with in **Program Status**, **Manage People**, and the **Scheduler pages**.

Admins

The **ADMINS** tab lists all **Program Administrators** and **Test Administrators**. From here you can add, view and manage all users with administrator capabilities, and view any appointments assigned to specific admins.

The first person to login in is granted Program Administrator access. They can then invite other team members to set up a TSI® online account and start using the application. Let these new Program Administrators and Test Administrators know to

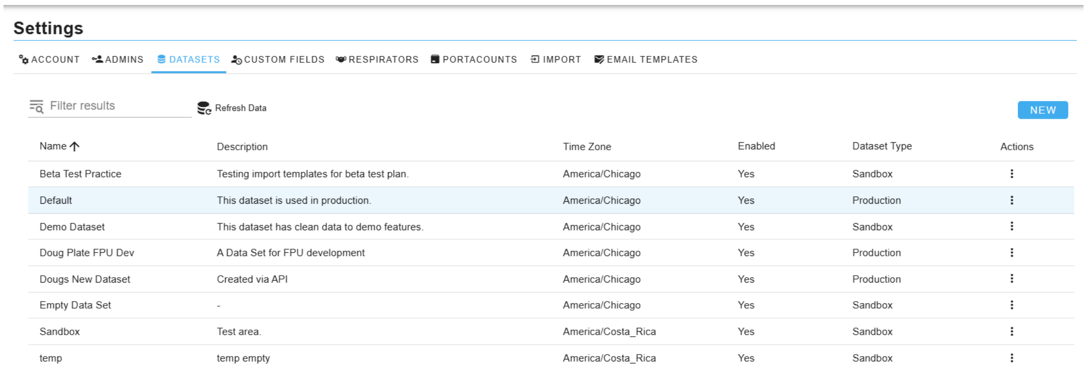
1. Go to the [TSI Website] and request a subscription
2. Access the application by logging onto [TSI Link™ for Respiratory Protection]
3. Access additional information on the product page: [tsi.com/TSILink-ResPro]



Functionality	Program Admins	Test Admins
View and filter on the Program Status page	✓	✓
View records within the Settings tabs	✓	✓
Edit, create, and delete records within the Settings tabs	✓	X
Import data in the Settings Import tab	✓	X
View, edit, create, and delete employees from the Manage People page	✓	✓
View fit test records	✓	✓
Edit aspects of fit test records (Notes, Next Test Date, Respirator Size)	✓	X
View, edit, create, and delete appointments in the Scheduler	✓	✓
Create and clear open appointment slots	✓	✓

Datasets

Clicking the **DATASETS** tab displays all of your TSI Link datasets. The active dataset is highlighted in blue. From here, you can:


Settings

ACCOUNT ADMINS DATASETS CUSTOM FIELDS RESPIRATORS PORTACOUNTS IMPORT EMAIL TEMPLATES

Filter results Refresh Data NEW

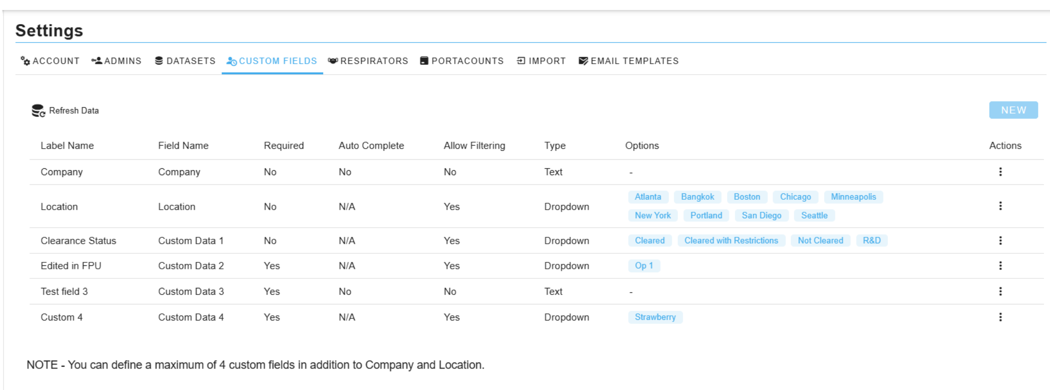
Name	Description	Time Zone	Enabled	Dataset Type	Actions
Beta Test Practice	Testing import templates for beta test plan.	America/Chicago	Yes	Sandbox	⋮
Default	This dataset is used in production.	America/Chicago	Yes	Production	⋮
Demo Dataset	This dataset has clean data to demo features.	America/Chicago	Yes	Sandbox	⋮
Doug Plate FPU Dev	A Data Set for FPU development	America/Chicago	Yes	Production	⋮
Dougs New Dataset	Created via API	America/Chicago	Yes	Production	⋮
Empty Data Set	-	America/Chicago	Yes	Sandbox	⋮
Sandbox	Test area.	America/Costa_Rica	Yes	Sandbox	⋮
temp	temp empty	America/Costa_Rica	Yes	Sandbox	⋮

- Create New datasets
- Edit dataset names, time zones, enable/disable statuses and descriptions, and delete unused datasets
- Filter datasets
- Switch current Active Dataset you are working in using the Active Dataset dropdown on the left menu bar

Note: You must always have at least one dataset available for the application to function.

Custom Fields

Within the **CUSTOM FIELDS** tab, you can manage additional data columns:


Settings

ACCOUNT ADMINS DATASETS CUSTOM FIELDS RESPIRATORS PORTACOUNTS IMPORT EMAIL TEMPLATES

Refresh Data NEW

Label Name	Field Name	Required	Auto Complete	Allow Filtering	Type	Options	Actions
Company	Company	No	No	No	Text	-	⋮
Location	Location	No	N/A	Yes	Dropdown	Atlanta Bangkok Boston Chicago Minneapolis New York Portland San Diego Seattle	⋮
Clearance Status	Custom Data 1	No	N/A	Yes	Dropdown	Cleared Cleared with Restrictions Not Cleared R&D	⋮
Edited in FPU	Custom Data 2	Yes	N/A	Yes	Dropdown	Op 1	⋮
Test field 3	Custom Data 3	Yes	No	No	Text	-	⋮
Custom 4	Custom Data 4	Yes	N/A	Yes	Dropdown	Strawberry	⋮

NOTE - You can define a maximum of 4 custom fields in addition to Company and Location.

- Default fields include **Company** and **Location**, which cannot be deleted, but can be customized.
- You can add up to four more custom fields, configuring the required/optional status, program status filtering, label name, field type, and field options for dropdown fields
- **Note:** The Auto Complete toggle that appears for Text Fields, when enabled, will display all matching entries as they are typed and add them to a list
- **Note:** The Allow Program Status Filtering toggle, when enabled, indicates that this field will appear in the Program Status menu as a Filterable field

These fields are integrated into employee records and can be used in filters on the **Program Status** page.

Respirators

The **RESPIRATORS** tab provides a complete list of all respirators in your system. This section allows you to view, edit, create, or delete any respirators from your database. Clicking the dropdown arrow on the right gives you a quick view of the respirator description, approval, and form factor.

Filter results   Refresh Data   NEW

Manufacturer	Model	Style	N95	Pass Level	Actions
Breathrite	B100	FFP	Yes	120	⋮
Cardinal Health	APZ	Super	Yes	432	⋮
Honeywell	R-20	Red	Yes	233	⋮
Description: Honeywell R-20 Red [233]		**Approval:** Two		**Form Factor:** Elastomeric	
Honeywell	ABCD	EFG	Yes	100	⋮
MSA	FireGrid	LMN	No	500	⋮
QNAP	5150	VH	No	1000	⋮
Scott	AV3000	AV3000	No	500	⋮
Scott	AV-3000	FULL FACE	No	500	⋮
Scott	AV 3000	OPQ	No	500	⋮

Items per page: 10   11-19 of 19

PortaCounts

The **PORTACOUNTS** tab shows PortaCount™ Respirator Fit Testers, their calibration and service plan statuses (Compliant, Due Soon, or Overdue), and key background information. When adding a new PortaCount™ device, or editing an existing one, you can upload calibration certificates and include multi-year service plan information, if applicable.

Settings

ACCOUNT   ADMINS   DATASETS   CUSTOM FIELDS   RESPIRATORS   PORTACOUNTS   IMPORT   EMAIL TEMPLATES

Filter results   Refresh Data   NEW

Name	Serial Number	Model	Location	Calibration Status	Plan Status	Certificate	Plan Information	Actions
Giant Porta	0000	000011	Minneapolis	No Record	No Record		-	⋮
Medium Porta	0987651	0987	Testing	Compliant	No Record			⋮
111111	2222222	333333		No Record	No Record		-	⋮
Fourth Porta	42424242	4242	Room 1A	Overdue	Due Soon			⋮
Third Porta	4324234234	4324	Room 1B	Compliant	Compliant		-	⋮
Test Porta	432432432	4324	Room 1311	Due Soon	Compliant		-	⋮
Final Porta	5754353455	5754	Room 1322	Compliant	Compliant		-	⋮
Giant Porta	647583	6475		No Record	No Record		-	⋮
My PortaCount	8030134304	8030	Room 201	Compliant	Compliant		-	⋮
PC 1	8048874632	8048	Room 101	Compliant	Overdue			⋮

Items per page: 10   1-10 of 30

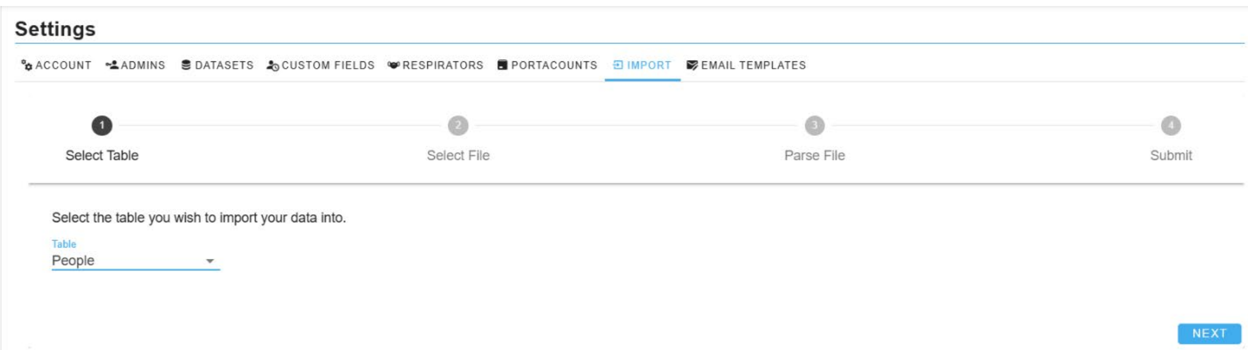
Import

Use the **IMPORT** tab to bulk upload data such as:

- Custom Fields
- People
- Fit Tests
- Medical Clearance
- Respirators
- PortaCounts
- Daily Checks

This is done using a structured csv template and four-step process to ensure smooth data integration.

Step 1: Select which type of data table you will import
Step 2: Select the csv file you will import
Step 3: Select if you will Insert or Overwrite records and map or skip the columns as appropriate
Step 4: Confirm settings and Import

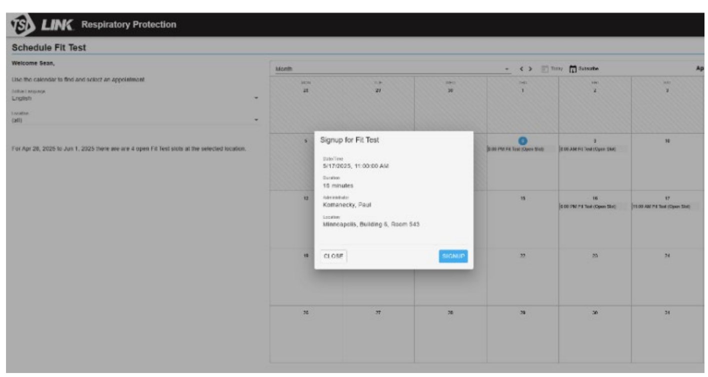


Email Templates

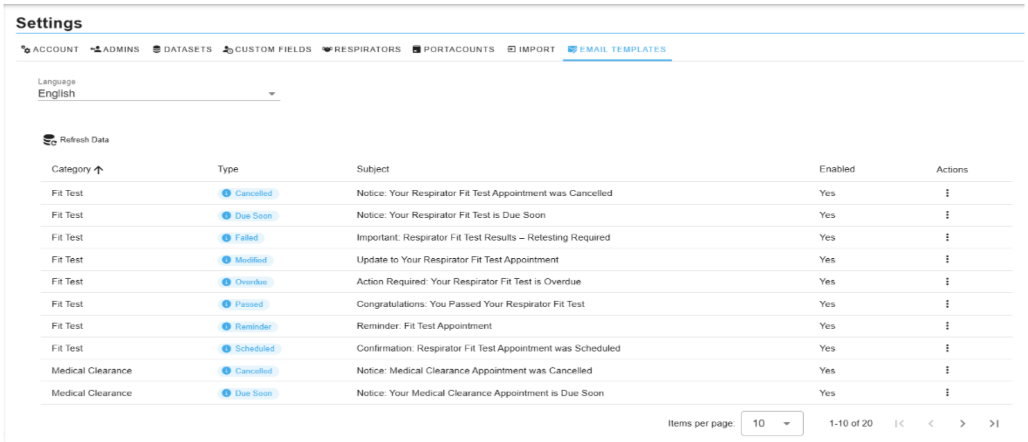
The **EMAIL TEMPLATES** tab lets you manage and customize up to **20 types of automated emails that notify employees** about events such as upcoming appointments, cancellations, or overdue requirements. These can be enabled, disabled, or customized by a Program Admin to match your organization's communication preferences.

Examples include:

- **Due Soon**: Sent 30 days before expiration, includes expiration date and self-scheduling link. The self-scheduling page allows you to select open appointment times that work with your schedule. Choose specific days and locations based upon your preference and availability.
- **Overdue**: Sent to both employee and supervisor one and seven days after expiration date.



- **Reminder**: Sent 7 and 1 days before a scheduled appointment, including appointment details and link to update your appointment.

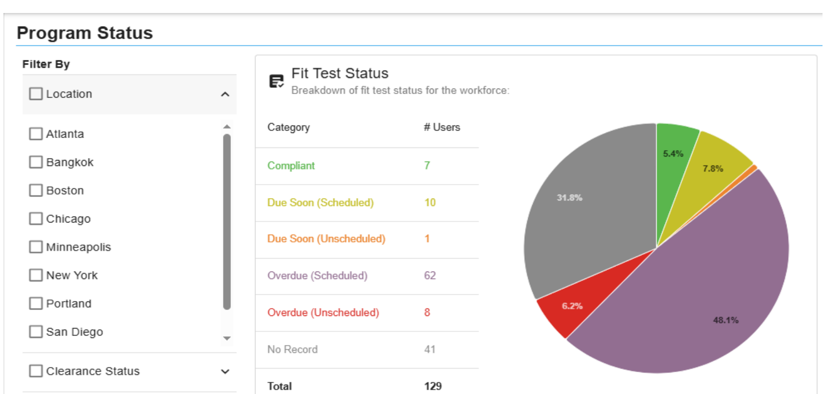


Program Status

To view a comprehensive breakdown of your workforce's compliance status, navigate to **Program Status** from the side menu. This page displays real-time data on fit tests, training, and medical clearance across your organization. You can customize your view by expanding the **Filter By** options and selecting checkboxes to refine your parameters. The dashboard automatically updates the charts and user counts when filters are applied.

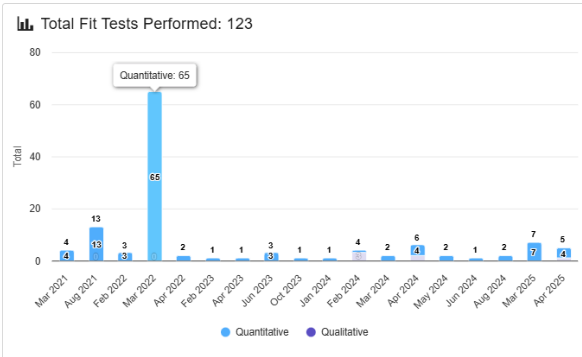
The compliance status is categorized under three main areas — **Fit Test Status**, **Training Status**, and **Medical Clearance Status**. Each of these areas breaks employees into the following categories:

1. **Compliant** – Employees with more than 30 days remaining before their next fit test, respirator training, or medical clearance is due.
2. **Due Soon (Scheduled)** – Employees with fewer than 30 days remaining who already have an appointment scheduled.
3. **Due Soon (Unscheduled)** – Employees with fewer than 30 days remaining and no upcoming appointment.
4. **Overdue (Scheduled)** – Employees past their expiration date by 1 day or more, but who have a scheduled appointment.
5. **Overdue (Unscheduled)** – Employees past their expiration date by 1 day or more with no appointment scheduled.
6. **No Record** – Employees who do not have any records for fit testing, respirator training, or medical clearance.
7. **Total** – A count of all employees falling into the categories above.



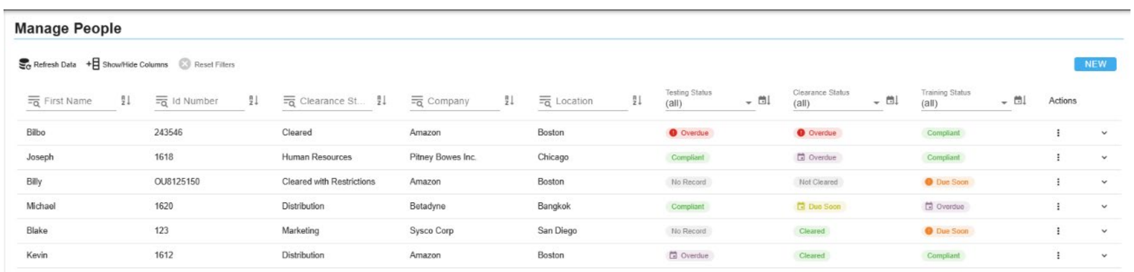
Additional visualizations include:

- **Total Fit Tests Performed**: Displays the number of fit tests conducted over the past five years in which testing was conducted. Quantitative tests are shown in blue, while Qualitative tests appear in purple.
- Hovering over individual chart sections reveals precise counts for better insight.



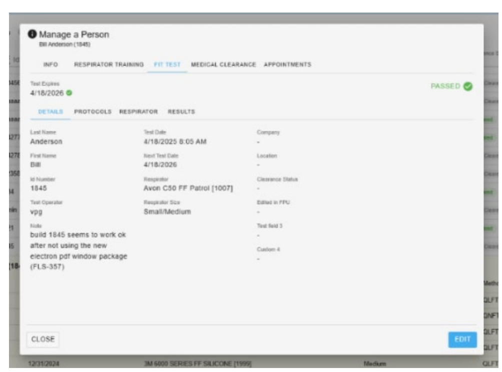
Manage People

The **Manage People** page gives you an overview of all employees in the system. You can tailor the view by selecting or hiding columns using the **Show/Hide Columns** option, filtering and sorting columns, and adjusting the Items per page.



Each row includes an **Actions** menu that lets you:

- View an individual's demographic info, fit test, respirator training, and medical clearance details
- See upcoming appointments



The drop-down carrot reveals a detailed history of their fit tests. From this view, you can also access test protocols, respirators used, and past results.

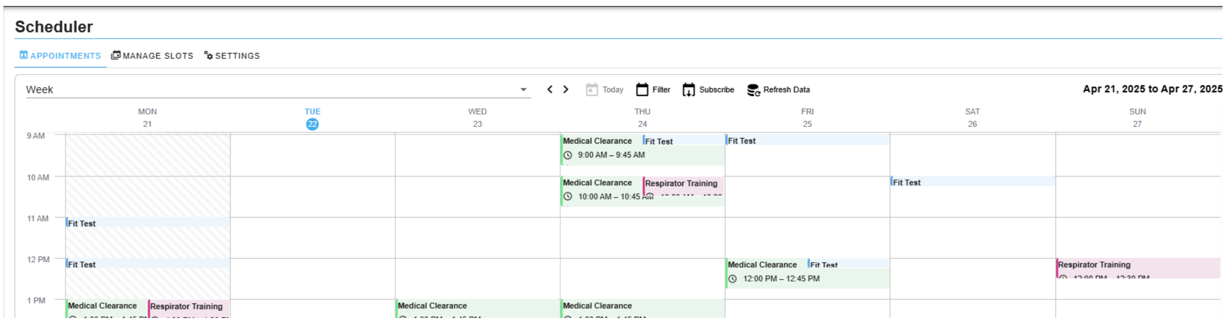
Scheduler

The **Scheduler** page is your hub for managing appointments. It includes three sections:

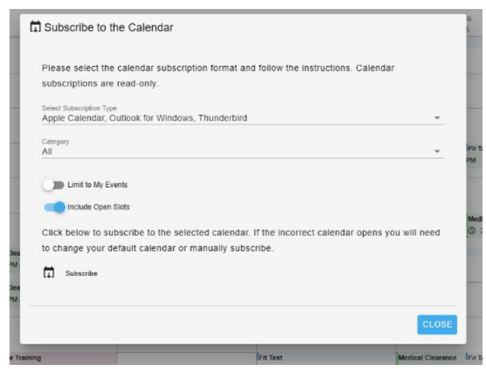
Appointments

This calendar-style view displays all scheduled appointments and open slots. You can toggle between **Day**, **Week**, **Month**, or **Agenda** views. **Agenda** view will show a list of all scheduled appointments, and open slots for a given day. Use the **Filter** option to show specific event types like Fit Tests, Medical Clearance, or Respirator Training. You can also limit results to only scheduled events or only your events.

To schedule an appointment, an Admin can select an open slot and assign an Attendee, or the Admin can select any time on the calendar to create a new slot and assign an Attendee.



With the **Subscribe** button, you can sync your appointments with your personal calendar. Select the type of calendar (Google®, Microsoft® Outlook®, etc.), choose the types of events, and whether to include only your events and open slots. Then click **Subscribe** to integrate the schedule.



Manage Slots

Create and manage appointment availability directly from this tab.

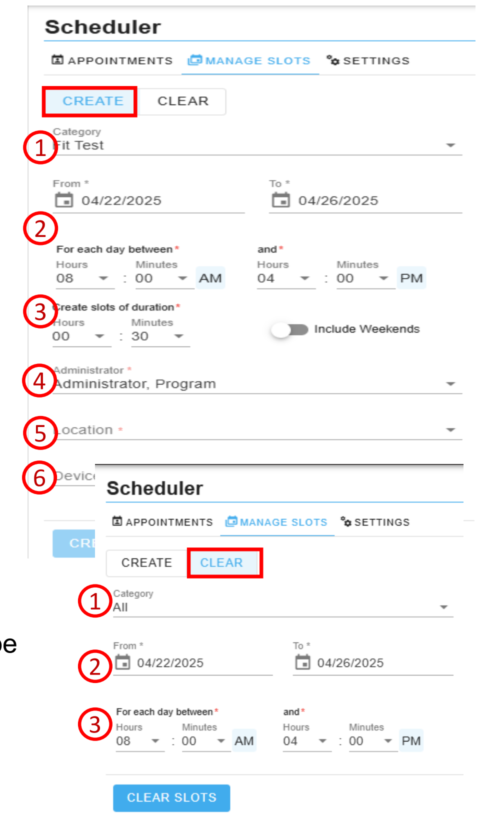
To **create slots**:

1. Select a Category (Fit Test, Medical Clearance, or Respirator Training)
2. Choose the dates and times
3. Set the duration
4. Assign an Admin
5. Set the Location
6. For fit tests, select a PortaCount™ (not required for respirator training or medical clearance)

To **clear slots**:

1. Choose a Category
2. Select the date range
3. Specify the time window

The open slots are what will appear as available appointment times when a user opens a Self-Scheduling link, which would be sent via an automated email.

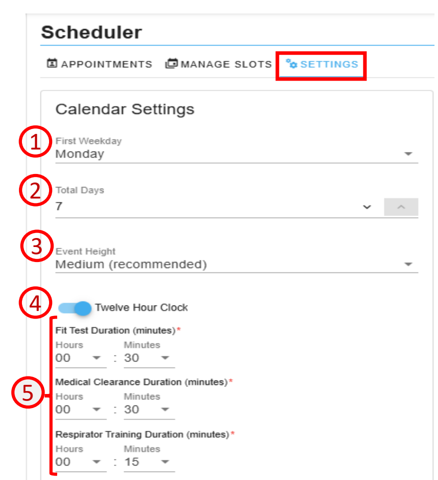


Scheduler Settings

Customize how your Scheduler page looks and behaves:

1. Set the start day of the week
2. Choose how many days are shown
3. Define the size of each calendar event
4. Select between 12-hour or 24-hour clock format
5. Set the default duration for each appointment category

This flexible scheduling system helps you manage resources efficiently and ensure every employee remains compliant with minimal administrative effort.



Appendix A – Link to Key Sites

Sight	Purpose and notes
Registration	To enable secure, password protected access to private TSI® customer sites
TSI Link for Respiratory Protection Program Management Portal	Main Site for operations. ■ Accounts first User Needs Activation Code from Welcome email ■ Requires login obtained from Registration Site
TSI Link for Respiratory Protection Developers Portal	Detailed API specifications, and ability to set up secure access to your data via API. Requires TSI® login
Tsi.com/TSILink-ResPro	TSI Link™ for Respiratory Protection Product page for information, videos, technical documents, videos and other resources
Tsi.com/products/respirator-fit-testers	Product Category Page for TSI® Respirator Fit Testers. A portal to a lot of great information.
TSI Link for Respiratory Protection Manual	Latest version of this manual
TSI Link Terms of Use	Legal information
tsi.com/contact-us.	Contact information for customer support

Appendix B – Email Templates

Below is a list of the customizable email templates and when they are sent

Category	Type	Subject	Sent When
Fit Test	**Scheduled**	**Confirmation:** Respirator Fit Test Appointment has been Scheduled	Sent when appointment is scheduled
Fit Test	**Reminder**	**Reminder:** Upcoming Respirator Fit Test Appointment	Sent 1 and 7 days prior to appointment
Fit Test	**Passed**	**Congratulations:** You Passed Your Respirator Fit Test	Sent after Passed Fit Test
Fit Test	**Overdue**	**Action Required:** Your Respirator Fit Test is Overdue	Sent 1 and 7 days overdue, supervisors will be copied
Fit Test	**Modified**	Update to Your Respirator Fit Test Appointment	Sent when an appointment is modified
Fit Test	**Failed**	**Important:** Respirator Fit Test Results – Retesting Required	Sent After Failed Fit Test
Fit Test	**Due Soon**	**Notice:** Your Respirator Fit Test is Due Soon	30 days prior to expiration
Fit Test	**Cancelled**	**Notice:** Your Respirator Fit Test Appointment has been Canceled	Sent when an appointment is cancelled
Medical Clearance	**Scheduled**	**Confirmation:** Medical Clearance Appointment has been Scheduled	Sent when appointment is scheduled
Medical Clearance	**Reminder**	**Reminder:** Upcoming Medical Clearance Appointment	Sent 1 and 7 days prior to appointment
Medical Clearance	**Overdue**	**Action Required:** Your Medical Clearance is Overdue	Sent 1 and 7 days overdue, supervisors will be copied
Medical Clearance	**Modified**	Update to Your Medical Clearance Appointment	Sent when an appointment is modified
Medical Clearance	**Due Soon**	**Notice:** Your Medical Clearance Appointment is Due Soon	Sent 30 days prior to expiration
Medical Clearance	**Cancelled**	**Notice:** Your Medical Clearance Appointment has been Canceled	Sent when an appointment is cancelled
Respirator Training	**Scheduled**	**Confirmation:** Respirator Training has been Scheduled	Sent when appointment is scheduled
Respirator Training	**Reminder**	**Reminder:** Upcoming Respirator Training Appointment	Sent 1 and 7 days prior to appointment
Respirator Training	**Overdue**	**Action Required:** Your Respirator Training is Overdue	Sent 1 and 7 days overdue, supervisors will be copied
Respirator Training	**Modified**	Update to Your Respirator Training Appointment	Sent when an appointment is modified
Respirator Training	**Due Soon**	**Notice:** Your Respirator Training is Due Soon	Sent 30 days prior to expiration
Respirator Training	**Cancelled**	**Notice:** Respirator Training Appointment has been Canceled	Sent when an appointment is cancelled

Knowledge Beyond Measure.

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