


Qualitative Fit Testing with FitPro™ Ultra Fit Test Software

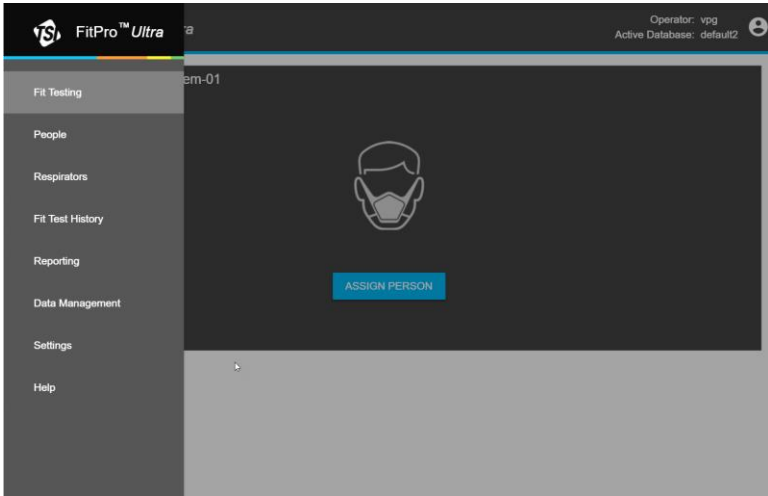


Quick Start Guide


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.

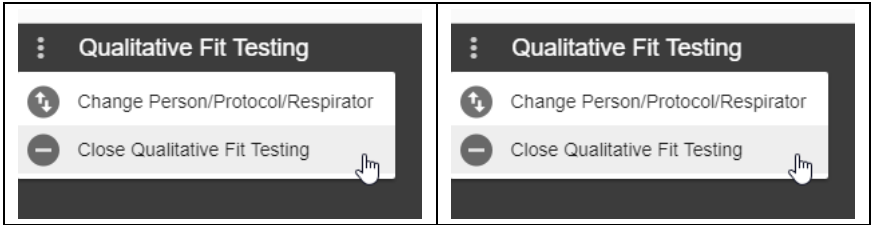
The Main Menu

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



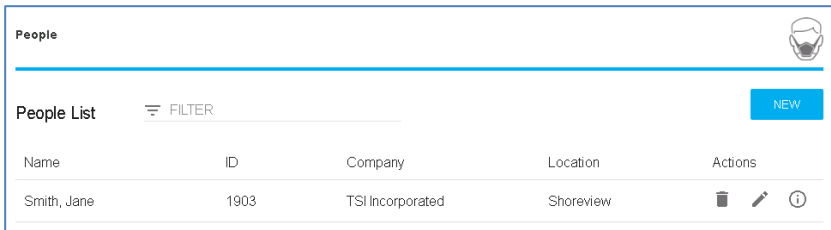
Fit Testing





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.

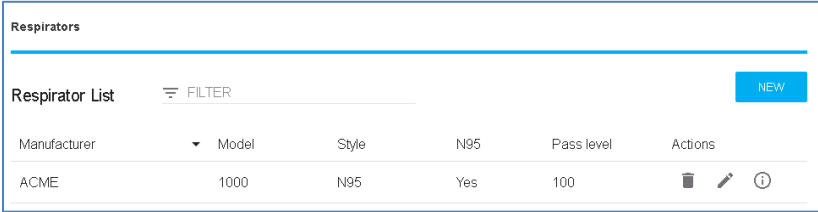





From this screen you can also delete a person , edit information about the person , or display the information already collected about the person . By selecting , a person info screen is shown. Click **Active** to make a person active or inactive. If a person is inactive they are excluded from selection 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.



Manufacturer	Model	Style	N95	Pass level	Actions
ACME	1000	N95	Yes	100	  

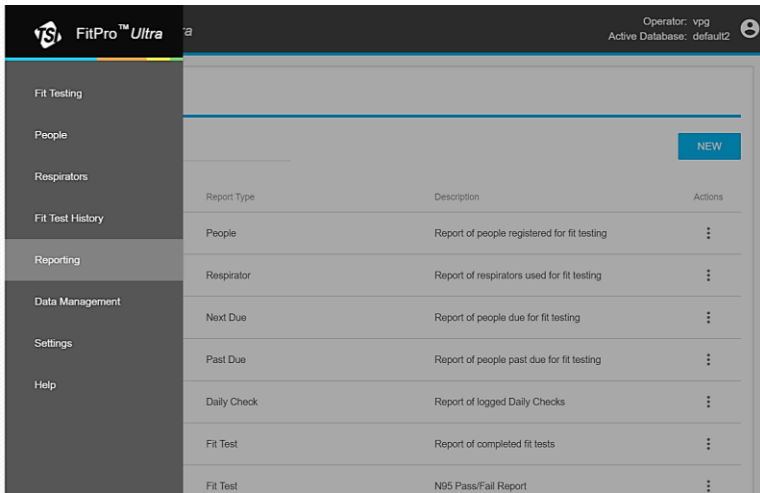
From this screen you can also delete a respirator  , edit information about the respirator  , or display the information already collected about the respirator  .

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.



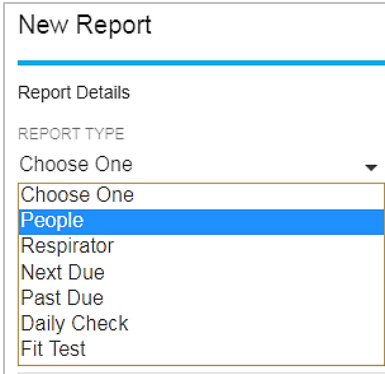
Basic Report types include:

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

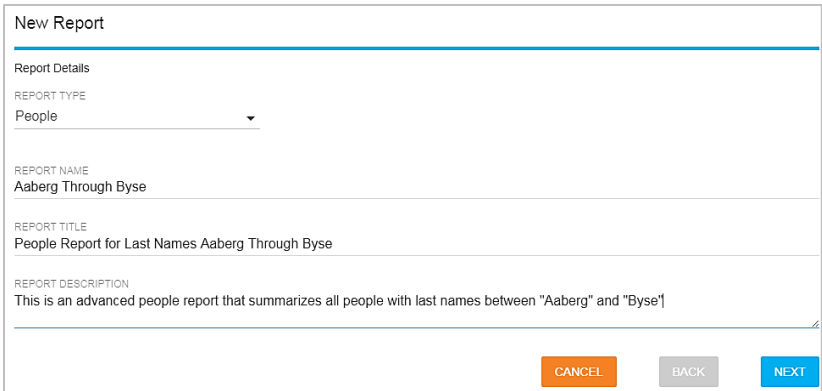
Create people report for people with last names between “Aaberg” and “Byse”.

1. Click on **New** and choose **People**.



The screenshot shows a form titled "New Report". Under the "Report Details" section, there is a "REPORT TYPE" dropdown menu. The menu is open, showing a list of options: "Choose One", "People", "Respirator", "Next Due", "Past Due", "Daily Check", and "Fit Test". The "People" option is highlighted in blue.

2. Fill out the report details:

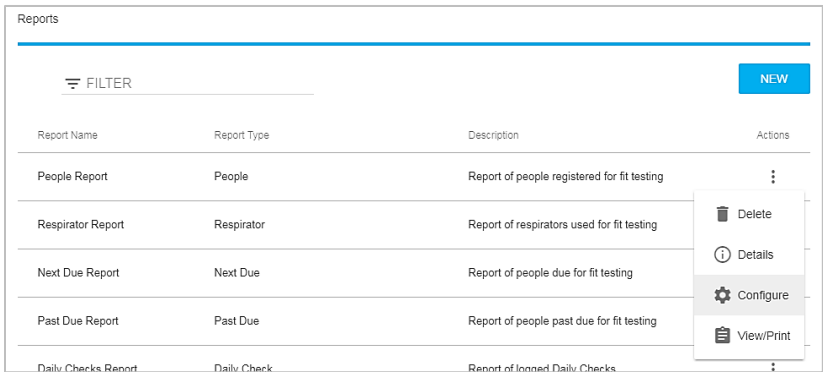


The screenshot shows the "New Report" form with the following details filled out:

- REPORT TYPE:** People
- REPORT NAME:** Aaberg Through Byse
- REPORT TITLE:** People Report for Last Names Aaberg Through Byse
- REPORT DESCRIPTION:** This is an advanced people report that summarizes all people with last names between "Aaberg" and "Byse"]

At the bottom right of the form, there are three buttons: "CANCEL" (orange), "BACK" (grey), and "NEXT" (blue).

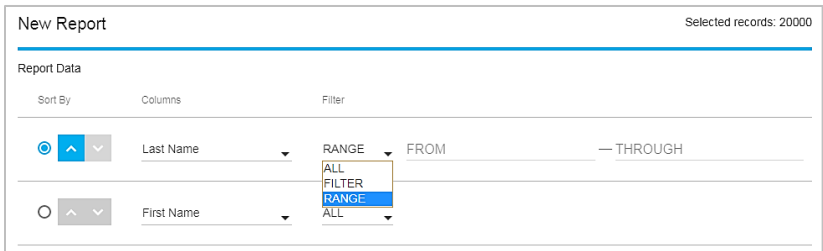
3. Click on the three-dot menu for this newly created “People Report” then click **Configure**.



The screenshot shows a table titled "Reports" with columns: Report Name, Report Type, Description, and Actions. A context menu is open for the "People Report" row, showing options: Delete, Details, Configure, and View/Print. A "NEW" button is visible in the top right corner of the table area.

Report Name	Report Type	Description	Actions
People Report	People	Report of people registered for fit testing	⋮
Respirator Report	Respirator	Report of respirators used for fit testing	🗑️ Delete
Next Due Report	Next Due	Report of people due for fit testing	🕒 Details
Past Due Report	Past Due	Report of people past due for fit testing	⚙️ Configure
			🖨️ View/Print

4. Select **RANGE** as the filter.



The screenshot shows the "New Report" configuration screen. The "Filter" dropdown menu is open, showing options: ALL, FILTER, RANGE, and ALL. The "RANGE" option is selected. The "FROM" input box is empty, and the "THROUGH" input box is also empty.

Selected records: 20000

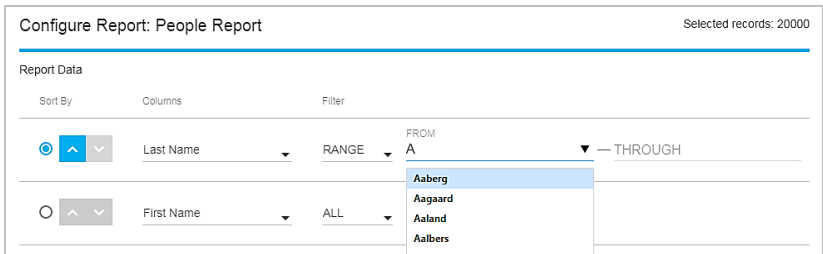
Report Data

Sort By Columns Filter

Last Name RANGE FROM — THROUGH

First Name ALL

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



The screenshot shows the "Configure Report: People Report" configuration screen. The "Filter" dropdown menu is open, showing options: ALL, FILTER, RANGE, and ALL. The "RANGE" option is selected. The "FROM" input box contains the letter "A", and the "THROUGH" input box is empty. The dropdown menu is open, showing a list of names: Aaberg, Aagaard, Aaland, and Aalbers. The "Aaberg" option is selected.

Selected records: 20000

Configure Report: People Report

Report Data

Sort By Columns Filter

Last Name RANGE FROM A — THROUGH

First Name ALL

Aaberg

Aagaard

Aaland

Aalbers


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

Configure Report: People Report Selected records: 2538

Report Data

Sort By	Columns	Filter	FROM	THROUGH
<input checked="" type="radio"/> ^ v	Last Name	RANGE	A	By
<input type="radio"/> ^ v	First Name	ALL		
<input type="radio"/> ^ v	ID	ALL		
<input type="radio"/> ^ v	Company	ALL		

- Byard
- Byse**
- Byerley
- Byers
- Byler
- Bynum
- Byram
- Byrne
- Byrnes
- Byse

7. Click **Save**.
8. To view or print the report: Click  for this newly created “People Report” and click **View/Print**.



Aaberg Through Byse People This is an advanced people report that summ... ⋮

- Delete
- Details
- Configure
- 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

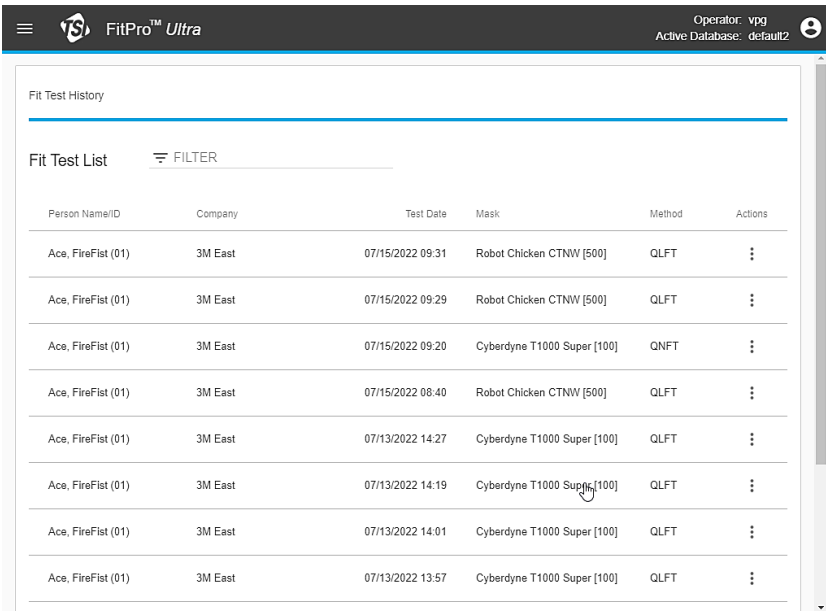
Last Name	First Name	ID	Company	Location
Aaberg	Ollie	67016	Ideal	Brooklyn
Aagaard	Beatrice	18625	Mattel	Hawthorne
Aaland	Sid	23092	Wham-O	San Gabriel
Aalbers	Robin	38482	Wham-O	San Gabriel
Aaron	Clint	51292	Hasbro	Pawtucket
Aarsvold	Cory	92190	Lionel	New York
Abair	Carolann	75656	Hasbro	Pawtucket
Abesta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

DONE

8 Qualitative Fit Testing with FitPro™ Ultra Fit Test Software

Creating New Reports

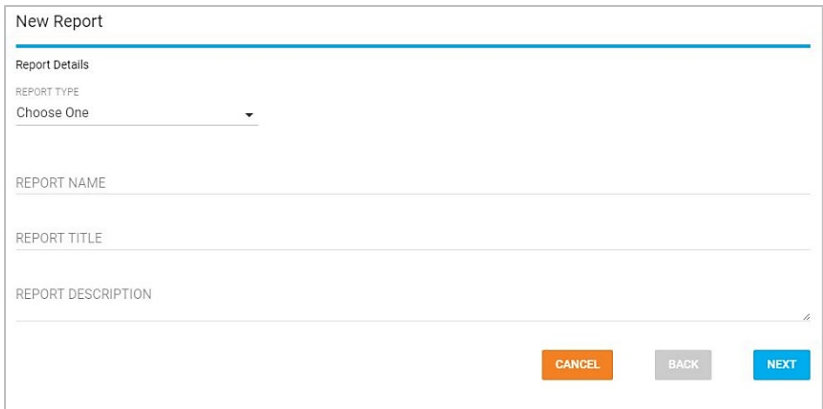
1. Click the **NEW** button.



The screenshot shows the FitPro™ Ultra software interface. At the top, there is a header with the FitPro™ Ultra logo on the left and user information on the right: "Operator: vpg" and "Active Database: default2". Below the header is a "Fit Test History" section with a "Fit Test List" and a "FILTER" button. The main content is a table with the following columns: Person Name/ID, Company, Test Date, Mask, Method, and Actions. The table contains eight rows of test data.

Person Name/ID	Company	Test Date	Mask	Method	Actions
Ace, FireFist (01)	3M East	07/15/2022 09:31	Robot Chicken CTNW [500]	QLFT	⋮
Ace, FireFist (01)	3M East	07/15/2022 09:29	Robot Chicken CTNW [500]	QLFT	⋮
Ace, FireFist (01)	3M East	07/15/2022 09:20	Cyberdyne T1000 Super [100]	QNFT	⋮
Ace, FireFist (01)	3M East	07/15/2022 08:40	Robot Chicken CTNW [500]	QLFT	⋮
Ace, FireFist (01)	3M East	07/13/2022 14:27	Cyberdyne T1000 Super [100]	QLFT	⋮
Ace, FireFist (01)	3M East	07/13/2022 14:19	Cyberdyne T1000 Super [100]	QLFT	⋮
Ace, FireFist (01)	3M East	07/13/2022 14:01	Cyberdyne T1000 Super [100]	QLFT	⋮
Ace, FireFist (01)	3M East	07/13/2022 13:57	Cyberdyne T1000 Super [100]	QLFT	⋮

2. A dialog with basic report descriptions is shown.



The screenshot shows a "New Report" dialog box. It has a title bar "New Report" and a section "Report Details". Under "Report Details", there is a "REPORT TYPE" label and a drop-down menu with the text "Choose One". Below the drop-down are three text input fields: "REPORT NAME", "REPORT TITLE", and "REPORT DESCRIPTION". At the bottom right of the dialog are three buttons: "CANCEL" (orange), "BACK" (grey), and "NEXT" (blue).

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.

New Report
Selected records: 2

Report Data

Sort By	Columns	Filter
<input checked="" type="radio"/> ^ v	Last Name v	ALL v
<input type="radio"/> ^ v	First Name v	ALL v
<input type="radio"/> ^ v	ID v	ALL v
<input type="radio"/> ^ v	Hide Column v	ALL v
<input type="radio"/> ^ v	Test Date v	ALL v
<input type="radio"/> ^ v	Respirator Description v	ALL v

CANCEL
BACK
SAVE

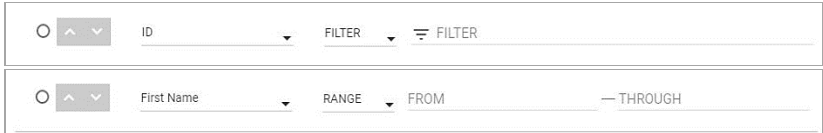
9. To go back and change the type, name, title or description, click the **BACK** button.
10. Reports support a maximum of 6 columns.
11. From the **Columns** drop-down in each row of the displayed table select what data you would like to show. To omit a column and have fewer than 6, select **Hide Column**. 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.



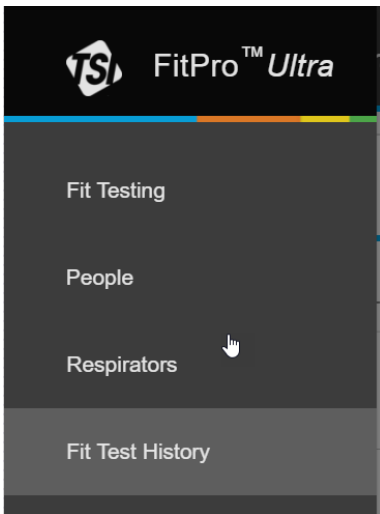
The image shows two rows of a configuration interface. The first row has a radio button, a dropdown arrow, the text 'ID', another dropdown arrow, the text 'FILTER', a third dropdown arrow, and the text 'FILTER'. The second row has a radio button, a dropdown arrow, the text 'First Name', another dropdown arrow, the text 'RANGE', a dropdown arrow, the text 'FROM', a text input field, the text '— THROUGH', and another text input 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 .
The image shows a search input field with the placeholder text 'BEGIN TYPING LAST NAME, FIRST NAME, OR ID TO SEARCH'. The text 'Select a Person' is visible in the input field, and a dropdown arrow is on the right side.
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:

Respirator Fit Test Card						
Praveen Anasuri 4034						
EXP	MFG	MODEL	TYPE	SIZE	FF	
09/26/2023	3W	GMA47	FFP	Extra Small	-	
09/23/2023	3M	6000 SERIES	FF SILICONE	Large	-	
09/23/2023	MSA	Advantage 3000	FF Silicone	Small/Medium	-	
09/23/2023	MSA	Advantage 3000	FF Silicone	Small/Medium	-	
Protocol: QLFT 1 and done						
Method: Nebulizer (Qualitative)						

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: <ul style="list-style-type: none">• 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.

(continued on next page)

<p>Automatically Print Fit Test Reports <i>(cont.)</i></p>	<p>You have two options:</p> <ul style="list-style-type: none"> • 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. <div data-bbox="350 451 912 630" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #0056b3; color: white; margin: 0;">NOTICE</p> <p>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.</p> </div>
<p>Show Card on Fit Test Report</p>	<p>Select whether to “Show Card on Fit Test Report.” Select EDIT to enter company name if this option is turned on.</p>
<p>Show Signature Lines on Fit Test Report</p>	<p>Select whether to show signature lines on the fit test report.</p>
<p>Default Protocol</p>	<p>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.</p>

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.

(This page intentionally left blank)

TSI, TSI logo, and PortaCount are registered trademarks of TSI Incorporated in the United States and may be protected under other country's trademark registrations. FitPro is a trademark of TSI Incorporated.



Knowledge Beyond Measure.

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

USA	Tel: +1 800 680 1220	India	Tel: +91 80 67877200
UK	Tel: +44 149 4 459200	China	Tel: +86 10 8219 7688
France	Tel: +33 1 41 19 21 99	Singapore	Tel: +65 6595 6388
Germany	Tel: +49 241 523030		

P/N 6016832 Rev. A (US)

©2022 TSI Incorporated

Printed in U.S.A.

