

# How to update an old fit test record in TSI Link™ for Respiratory Protection



Application Note ABC-000 (US)

## Background/Example

A person's ID number changed, and the old test records need to be updated. An update to the person's ID number will naturally flow to new fit test records, but for the old fit test records, the data would need to be updated by exporting the old data, making the specific update, then reimporting that information so that it overwrites the old records that you want to update.

## Steps

### Step 1 - Identify the adjustments to be made.

In this example we want to update an ID number for a Fit Test.

The screenshot shows the TSI Link Respiratory Protection software interface. The main header is 'LINK Respiratory Protection'. The left sidebar contains navigation options: 'Program Status', 'Scheduler', 'Manage People', 'Settings', and 'Help'. The 'Manage People' section is active, displaying a list of people with columns for 'Last Name' and 'First Name'. The list includes: Aguilar, Baxter, Best, Bond, Bradford, Briggs, Burton, Calderon, and Cameron. The 'Manage a Person' modal is open for 'Palmer Calderon (8677)'. The modal has tabs for 'INFO', 'FIT TEST', 'MEDICAL CLEARANCE', 'RESPIRATOR TRAINING', and 'APPOINTMENTS'. The 'FIT TEST' tab is selected, showing 'Test Expires 6/25/2025'. Below this, there are sub-tabs: 'DETAILS', 'PROTOCOLS', 'RESPIRATOR', and 'RESULTS'. The 'DETAILS' sub-tab is active, displaying a form with the following fields: Last Name (Calderon), First Name (Palmer), Id Number (8677, highlighted with a red box), Test Operator (dbp), Note (-), Test Date (11/30/2024 12:00 AM), Next Test Date (6/25/2025), Respirator (Scott AV200 FF SILICONE KEVLAR HARNESS [1000]), Respirator Size (Medium/Large), Company (A PC), Location (Montana), and Department (-).

## Step 2 - Export records from FitPro Ultra.

You will need to be signed into TSI Link™. Exporting enables makes formatting easier and enables you keep the fields in the fit test record that will not change, while editing the field you want to change.

Manage Data

Database List FILTER NEW

Name Active Actions

Default

Sandbox

MB Test

Greg's DB

Janina's DB

Export (Sandbox) 2

DATABASE TABLE Choose One

DELIMITER Comma

LOCATION BROWSE

CANCEL EXPORT

Details 1

Export

Custom Fields

Protocols

## Step 3 - Create file for reimporting.

Sort the exported file, delete the rows you don't want to edit, edit the fields you want to change, save this focused file for importing. Be sure to only include the records you want to update / overwrite.

Example - Fixing Palmer Calderon Fit Test.csv - Excel

File Home Insert View Page Layout Formulas Data Review Developer Help Power Pivot Transform etc

AG1

Sort the exported file, remove rows you don't want to edit,

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51																																																	

## Step 4 - Import the file with the records that you want to overwrite.

**Settings**

ACCOUNT ADMIN DATASETS CUSTOM FIELDS RESPIRATORS PORTACOUNTS **IMPORT** EMAIL TEMPLATES

1 Select Table 2 Select File

Select the table you wish to import your data into.

Table

2

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

data, including the template formats, click [here](#).

Continue to follow the import wizard process and make sure to choose to overwrite existing records, since you are trying to update / edit.

Select Table Select File Preview File Submit

**Table: Fit Tests**

Please review the file records below. You can re-map or skip columns if you wish.


INSERT **OVERWRITE** Overwrite duplicate records in the selected table with updated information.

Test Date	Next Test Date	Respirator Size	Test Operator	Overall Pass	Overall Fit Factor	PortaCount Serial Nu...	E
9/4/2024 12:00 AM	6/29/2025 12:00 AM	Medium/Large	dbp	PASS	1	qHtEngine	1
11/30/2024 12:00 AM	6/25/2025 12:00 AM	Medium/Large	dbp	PASS	1	qHtEngine	1

Items per page: 10 1-2 of 2 < > >>

PREVIOUS NEXT

## Step 5 - Check and verify that the fields are updated as desired.

 **Manage a Person**  
Palmer Calderon (8611)

INFO

FIT TEST

MEDICAL CLEARANCE

RESPIRATOR TRAINING

APPOINTMENTS

First Name \*

Palmer

Last Name \*

Calderon

Id Number \*

8611

Supervisor

(not assigned)

Email \*

vel.lectus@google.couk

Company

Semper Nam Corp.

Location

Montana

Department

R&D

☒ Active

☒ Respirator Required

☐ Is a Supervisor?

Note

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



**Knowledge Beyond Measure.**

**TSI Incorporated** – Visit our website [www.tsi.com](http://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