

# 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.

A screenshot of the TSI Link Respiratory Protection software. The interface has a dark header with the 'LINK Respiratory Protection' logo. On the left, there is a vertical sidebar with menu items like 'Program Status', 'Scheduler', 'Manage People', and 'Settings'. The main content area is titled 'Manage People'. In the center, there is a sub-section titled 'Manage a Person' for 'Palmer Calderon (8677)'. This sub-section includes tabs for 'INFO', 'FIT TEST' (which is selected), 'MEDICAL CLEARANCE', 'RESPIRATOR TRAINING', and 'APPOINTMENTS'. Under the 'FIT TEST' tab, there are sections for 'Test Expires' (set to 6/25/2025), 'DETAILS', 'PROTOCOLS', 'RESPIRATOR', and 'RESULTS'. The 'DETAILS' section shows fields for 'Last Name' (Calderon), 'First Name' (Palmer), and 'Id Number' (8677). The 'Id Number' field is highlighted with a red box. The 'RESPIRATOR' section shows 'Respirator' (Scott AV200 FF SILICONE KEVLAR HARNESS [1000]), 'Respirator Size' (Medium/Large), and 'Test Operator' (dbp). The 'RESULTS' section is currently empty. On the left side of the main content area, there is a list of names: Aguilar, Baxter, Best, Bond, Bradford, Briggs, Burton, Calderon, and Cameron.

## Step 2 - Export records from FitPro Ultra.

You will need to be signed into TSI Link™. Exporting makes formatting easier and enables you to 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

Default

Sandbox

MB Test

Greg's DB

Janina's DB

Active

Actions

2

1

Export

Details

Custom Fields

Protocols

TSI Link

TSI LINK

## 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

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

	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	
1	LastName	FirstName	IdNumber	Company	Location	Note	custom1L1	custom1D	custom2L1	custom2D	custom3L1	custom3D	custom4L1	custom4D	Personnel	Manufactu	MaskMode	Style	Approval	PassLevel	MaskDesc	MaskN95	AutoDesc	Pr
2	Sexton	Donovan	62	Sem Ut Asz	Ohio		Departmer R&D								FALSE	Avon	C50	FF Patrol		1007	Avon C50 F	FALSE	FALSE	Q1
3	Sexton	Donovan	62	Sem Ut Asz	Ohio		Departmer R&D								FALSE	Avon	C50	FF Patrol		1007	Avon C50 F	FALSE	FALSE	Q1
4	Sexton	Donovan	62	Sem Ut Asz	Ohio		Departmer R&D								FALSE	Avon	C50	FF Patrol		1007	Avon C50 F	FALSE	FALSE	Q1
5	Colon	Philip	138	Aliquet	Fus	Pennsylvani	Departmer Communications								FALSE	Avon	C50	FF Patrol		1007	Avon C50 F	FALSE	FALSE	Q1
6	Colon	Philip	138	Aliquet	Fus	Pennsylvani	Departmer Communications								FALSE	Avon	C50			1007	Avon C50 F	FALSE	FALSE	Q1
7	Colon	Philip	138	Aliquet	Fus	Pennsylvani	Departmer Communications								FALSE	Avon	C50	FF Patrol		1007	Avon C50 F	FALSE	FALSE	Q1
8	Finch	Maggie	160	Portitor	Vi	Alabama	Departmer Accounting								FALSE	8040	Resp	M8040		1000	8040 does	FALSE	FALSE	O3
9	Finch	Maggie	160	Neque	Ver	Alabama									FALSE	8040	Resp	M8040		1000	8040 does	FALSE	FALSE	O3
10	Finch	Maggie	160	Portitor	Vi	Alabama	Departmer Accounting								FALSE	8040	Resp	M8040		1000	8040 does	FALSE	FALSE	O3
11	Heath	Reed	396	Egestas	All	Colorado	Departmer Engineering								FALSE	MSA		Advantage FF Silicone		1000	MSA Advar	FALSE	FALSE	Q1
12	Heath	Reed	396	Egestas	All	Colorado	Departmer Engineering								FALSE	MSA		Advantage FF Silicone		1000	MSA Advar	FALSE	FALSE	Q1

AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
Jesus Ex.12 FitFa	Ex.12 Resu	LastN	FirstName	IdNumber	Company	Location	Note	custom1L1	custom1D
		Calderon	Palmer	8611	APC	Montana		Departmer R&D	
		Calderon	Palmer	8611	APC	Montana		Departmer R&D	

Edits the fields you want to change, save the file for importing back into TSI Link

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

**Settings**

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

1    2

Select Table    Select File

Select the table you wish to import your data into.

Table

2

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

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	qlfEngine	1
11/30/2024 12:00 AM	6/25/2025 12:00 AM	Medium/Large	dbp	PASS	1	qlfEngine	1

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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	Company Semper Nam Corp.	<input checked="" type="checkbox"/> Active
Last Name *	Calderon	Location Montana	<input checked="" type="checkbox"/> Respirator Required
Id Number *	8611	Department R&D	<input type="checkbox"/> Is a Supervisor?
Supervisor (not assigned)			
Email *	vel.lectus@google.co.uk	Note	

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