Creating and Sharing a Respirator Definition File for FitPro™ Ultra Software

Summary

This describes the steps needed to export, distribute and import a standardized list of respirator records to all instances of FitPro™ Ultra running on separate computers across your organization when a shared database is not in place. If instances of FitPro™ Ultra are connected to a centralized Microsoft® SQL Server® database, this will happen automatically through the shared database and these steps are not necessary.

Creating the Respirator Definition List

If you already have a computer with all supported respirators entered into its local FitPro Ultra database, then no further preparation is needed; the respirator records from that computer can be used for the standard respirator definition file. Otherwise, create a set of respirator records in FitPro Ultra that represents the standard list of respirators that will be tested by your organization. Adding a respirator can be done by using the hamburger menu to go to the **Respirators** menu and select **New** to add a new respirator.

All respirator records from the computer performing the export will be included in exported CSV file so you may want to cull out any extraneous respirator records while editing the list.

NOTICE
In recent versions of FitPro Ultra software a field has been added to the respirator record related to the form factor of the respirator. This can be set to either "Elastomeric Facepiece" that applies to full and half face elastomeric respirators, or "Filtering Facepiece" most commonly used in health care.
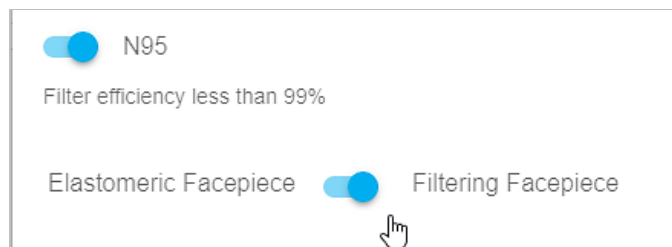
If/when your organization uses the OSHA Fast fit testing protocols, having this field configured correctly will help guide fit test operators to select the correct version of the protocol to use for the respirator being fit tested, "OSHA FAST-Filtering Face" for a "Filtering Facepiece" or "OSHA FAST-Full/HALF FACE" for an "Elastomeric Facepiece":
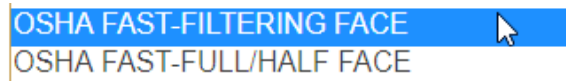

Review each of the respirators before exporting the records to ensure that they are configured correctly.

Export Respirator Records to a CSV Text File

Once the respirator definitions are created and properly configured, you will export them to a CSV (Comma Separated Value) text file that can then be imported into other computers running FitPro™ Ultra software.
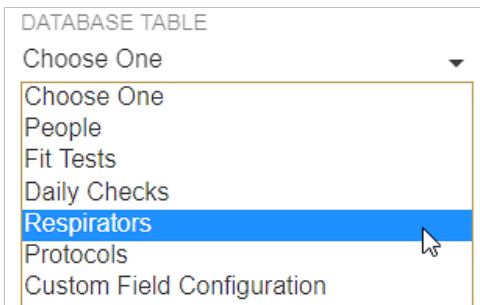
1. Select **Data Management** from the main menu.
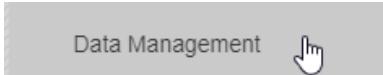
2. Click the 3-dot menu for the database that you want to export respirator records from and select **Export**.
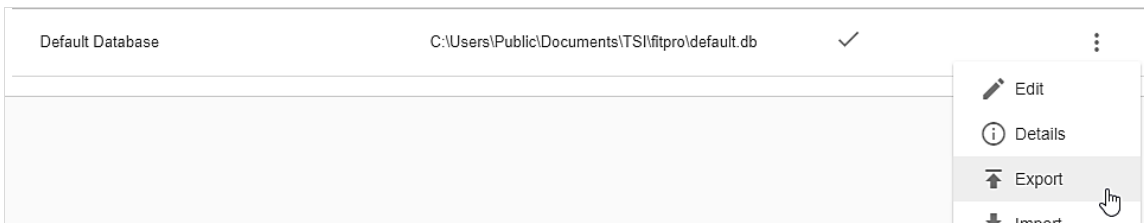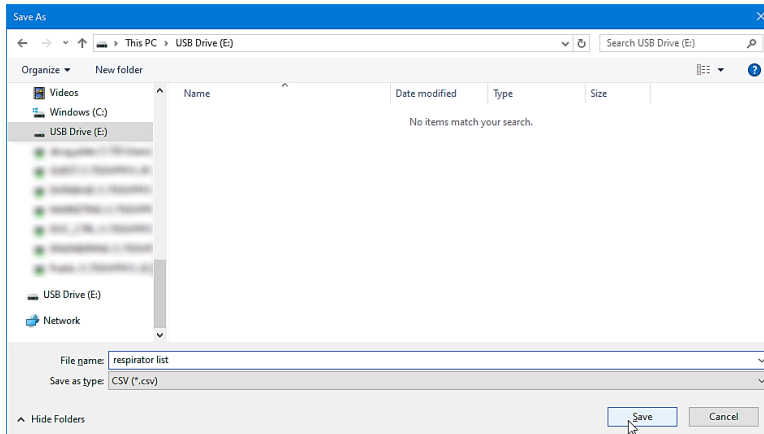

3. The Export dialog will appear. Under **Database Table** select **Respirators**.
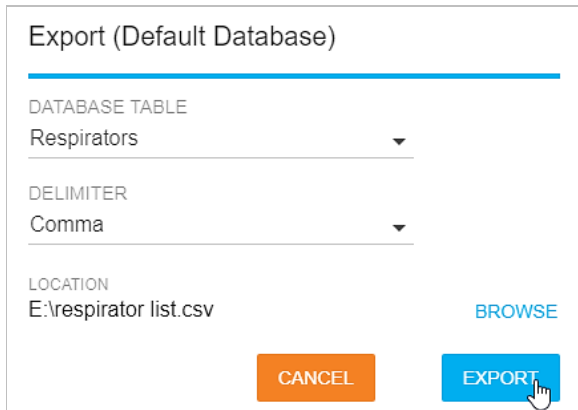

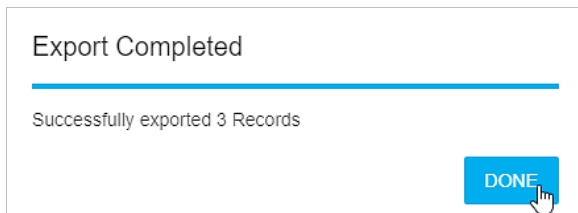4. To set the file location and name, select **Browse**.

5. A file selection dialog will open. Browse to the folder where you want to save the file, enter a name for the file, and click **Save***.*

6. The chosen path will appear in on the **Export** Dialog. Click **Export**.

7. Once the export operation is complete, click **Done***.*

Sharing the Respirator Definition File

The next step is to distribute the exported Respirator file to other FitPro™ Ultra computers within your organization. That can be done using whatever file sharing tools you have including via email attachment, shared network folders, thumb drive, etc.

Preparing the Receiving Computer for the Respirator Import

It is likely that the computer that will be importing the respirator list already has respirators defined in its database. If those definitions are similar but not identical to the records to be imported, it can cause confusion when both the old and new definitions appear in the respirator selection list – operators might have a hard time determining which to select. For this reason, it is a best practice to delete existing respirator records from the receiving computer before importing from the respirator definition file created in earlier steps. There is some risk that must be considered before deleting any respirator records – if the receiving computer has respirator definitions that are unique to it that were not present on the computer that was used to export the respirator list file, those could be lost. If there is such a risk, take it into consideration before deleting respirator records from the importing computer.
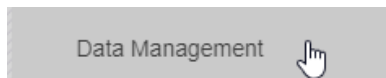
| NOTICE |
| --- |
| This export/import procedure can also be used to make a backup copy of the importing computer's respirator definitions before deleting any of them. |

Importing the Respirator Definition File

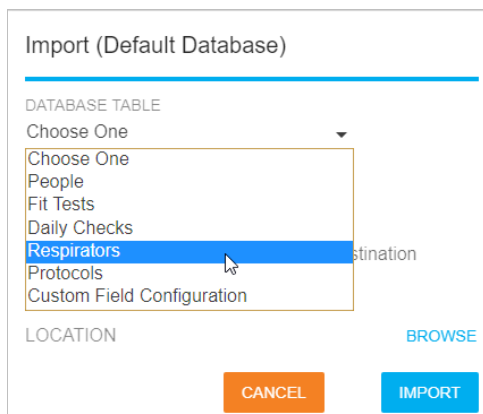The process for importing is very similar to the process used for export.

1. Select **Data Management** from the main menu.

2. Click the 3-dot menu for the database you want to import the respirator definitions into and select **Import**.
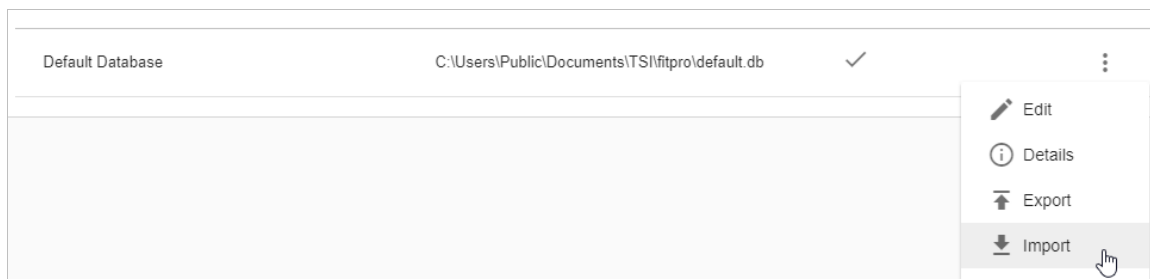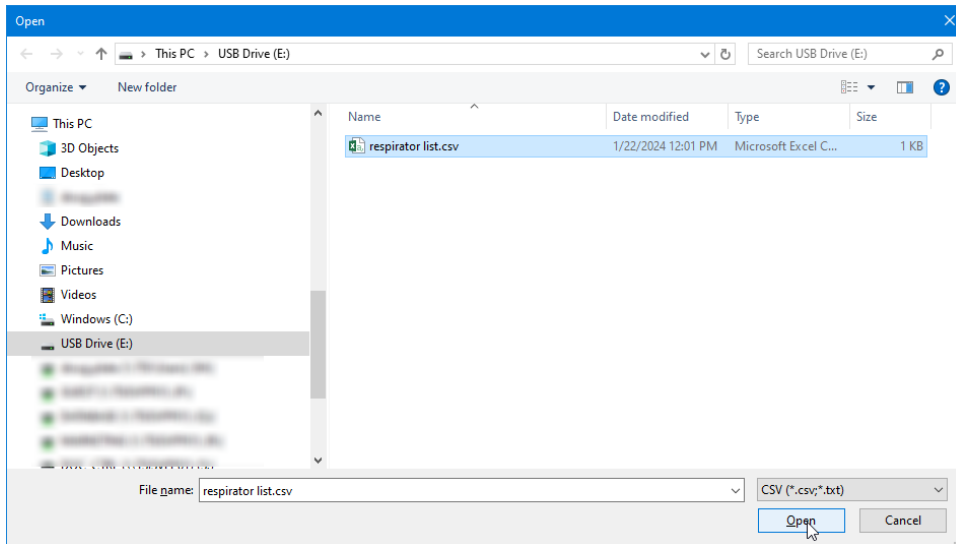

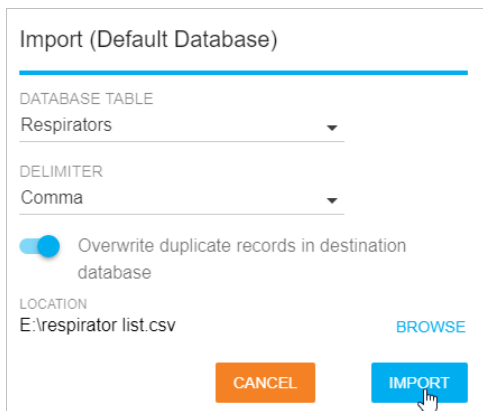3. On the Import dialog, for **Database Table**, select **Respirators**.

4. To select the file to import, select **Browse**.

BROWSE

5. In the file open dialog, browse to respirator list file exported in the previous steps, select it and click **Open**.
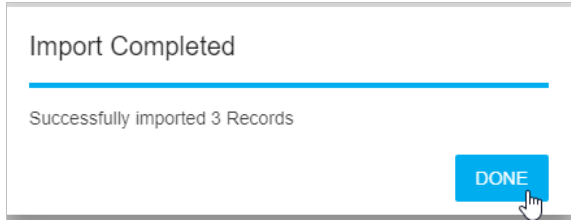

6. On the **Import** dialog, click **Import** to begin the import process.

7. A confirmation prompt will appear reminding that some respirator records may be overwritten by duplicate records from the imported file. Click **Confirm**.
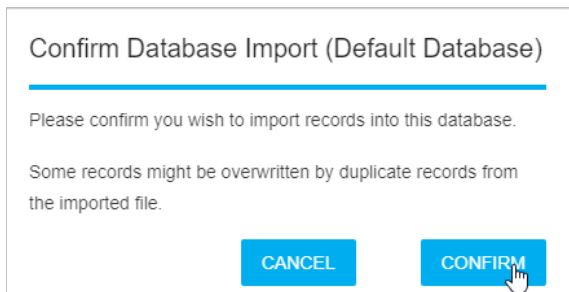
8. When the import is complete, click **Done**.

Import Completed

Successfully imported 3 Records

DONE

9. The imported respirator definitions should now be available for use on the importing computer.

Knowledge Beyond Measure.