

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 interface. On the left is a sidebar with navigation options. The main area is titled 'Manage People' and contains a list of names: Aguilar, Baxter, Best, Bond, Bradford, Briggs, Burton, Calderon, and Cameron. A modal window titled 'Manage a Person' 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 active, showing 'Test Expires 6/25/2025'. Below this are sub-tabs for 'DETAILS', 'PROTOCOLS', 'RESPIRATOR', and 'RESULTS'. The 'DETAILS' sub-tab is active, displaying a table of personal and test information. The 'Id Number' field, containing '8677', is highlighted with a red box.

Field	Value	Field	Value
Last Name	Calderon	Test Date	11/30/2024 12:00 AM
First Name	Palmer	Next Test Date	6/25/2025
Id Number	8677	Respirator	Scott AV200 FF SILICONE KEVLAR HARNESS [1000]
Test Operator	dbp	Respirator Size	Medium/Large
Note	-	Company	A PC
		Location	Montana
		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.

The screenshot shows the 'FitPro™ Ultra' interface. At the top right, it says 'Operator: Donald Stager' and 'Active Database: Demo DB'. Below this is a 'Manage Data' section with a 'Database List' table. The table has columns for 'Name', 'Active', and 'Actions'. The 'Actions' column for the 'Sandbox' database has a dropdown menu with 'Export' selected, indicated by a red arrow and the number '1'. A modal dialog titled 'Export (Sandbox)' is open, with a red box around it and a red '2' in the top right corner. The dialog has fields for 'DATABASE TABLE' (Choose One), 'DELIMITER' (Comma), and 'LOCATION' (with a 'BROWSE' button). There are 'CANCEL' and 'EXPORT' buttons at the bottom of the dialog.

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.

The screenshot shows an Excel spreadsheet with a table of records. The table has columns for 'LastName', 'FirstName', 'IdNumber', 'Company', 'Location', 'Note', and several custom fields. A red text overlay reads 'Sort the exported file, remove rows you don't want to edit,'.

AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	
esu Ex.12	FitFa Ex.12	Resu	LastName	FirstName	IdNumber	Company	Location	Note	custom1L	custom1
			Calderon	Palmer	8611	APC	Montana		Department	R&D
			Calderon	Palmer	8611	APC	Montana		Department	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 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

...ata, 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	qItEngine	1
11/30/2024 12:00 AM	6/25/2025 12:00 AM	Medium/Large	dbp	PASS	1	qItEngine	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)	Note		
Email *	vel.lectus@google.couk			



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sales@kenelec.com.au
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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		