



**RESP-FIT**  
RESPIRATOR FIT TESTING  
TRAINING & ACCREDITATION

# Exporting Annual Data Guide AccuFIT PRO 9000

Guide to exporting fit test data for annual reporting  
from AccuFIT PRO 9000

v1

# RESP-FIT Data Export

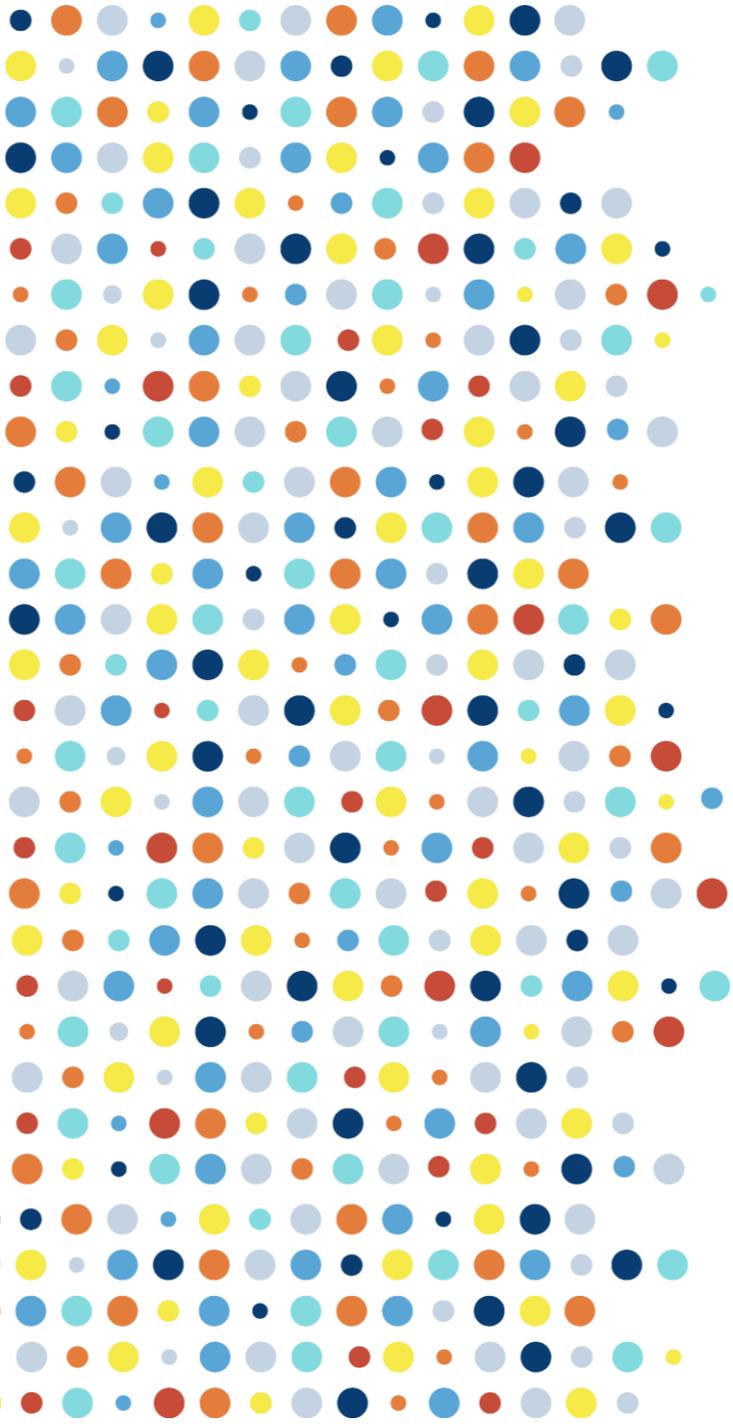
- Due 31st January this data will include all completed fit tests from previous year.
- The first reporting is to be submitted by **31/1/2022** and must include all fit tests completed for each methodology from **1/1/2021-31/12/2021**.
- Data is kept confidential and will be used to inform the development of the Program and promote RESP-FIT.
- If the report is not submitted by the **1st April in the following calendar year**, the individual will forfeit their accreditation. A reminder will be sent in early March
- Reporting data is an annual requirement to maintain your accreditation
- This guide will help assist accredited fit testers determine how many tests have been completed in the year for both the AccuFIT 9000 and AccuFIT PRO 9000.
- It is critical that you ensure data is accurate, and you have counted data from each laptop/database/CNC machine used



# 4 Step Process

1. Recommended Settings
  - Fit Test Software is changed so software settings will make counting data easy (Pages )
2. Exporting Data (Pages 7 – 10)
  - Data is exported from software to a CSV file
3. Data Analysis (Pages 11 – 16)
  - Data report is analysed and counted for the accredited tester
4. Data is reported to RESP-FIT (Pages 17 – 19)
  - Submitting data to RESP-FIT through member log in.





# Step 1: Recommended Settings and Considerations Prior to Data Export AccuFIT PRO 9000

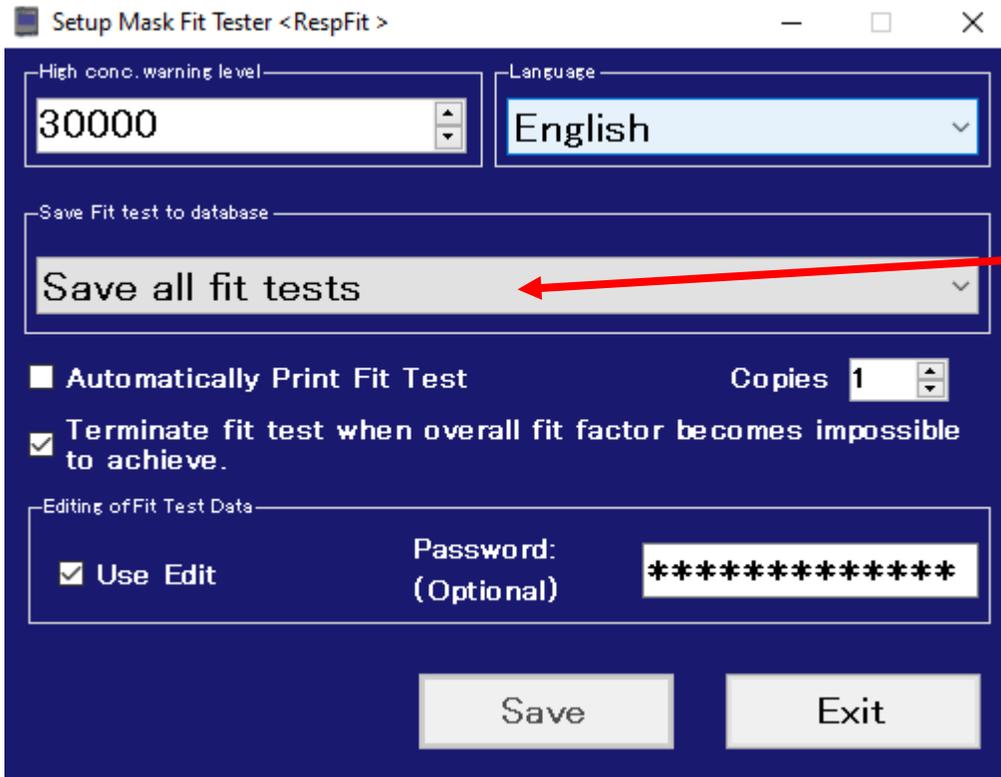
# RESP-FIT Data Export Considerations

- Data can be counted through multiple methods; this guide will show you how to use the software (AccuFIT PRO 9000) to count number of fit tests completed
- Exporting data only needs to be completed for the program you use (AccuFIT PRO 9000)
- RESP-FIT does not recommend any specific software settings, however by setting up software a certain way it will make data export easier
- If you have multiple laptops you will need to export out data from each laptop and count all data, each laptop usually has one database
- If you use multiple laptops you can export out all data from databases and then import all data to one database (so that it is all collated together), this data can then be exported out and can be counted easily. Refer to AccuFIT manufacturers Specifications for guidance on importing data.
- When you assign a fit tester to the test, it is best to be consistent with tester details (ie initials or Full Name), this will make it easier to count data in the future
- Consider creating databases for each Calendar year- this will make exporting out data easier in the future
- Consider validating exported data by checking total number of tests against your accounting software (if applicable)



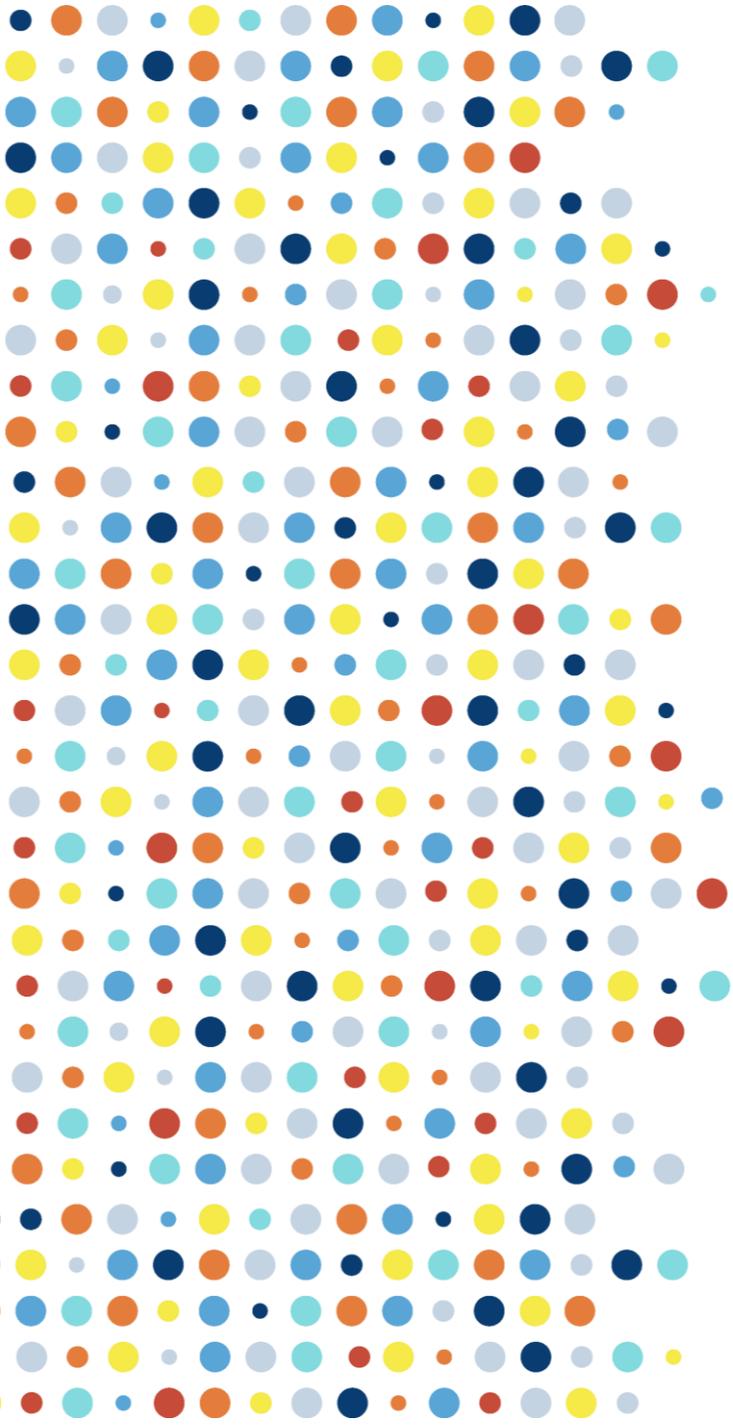
# Recommended Settings- AccuFIT PRO 9000

1. To change settings, click on 'Setup', followed by "Settings'.



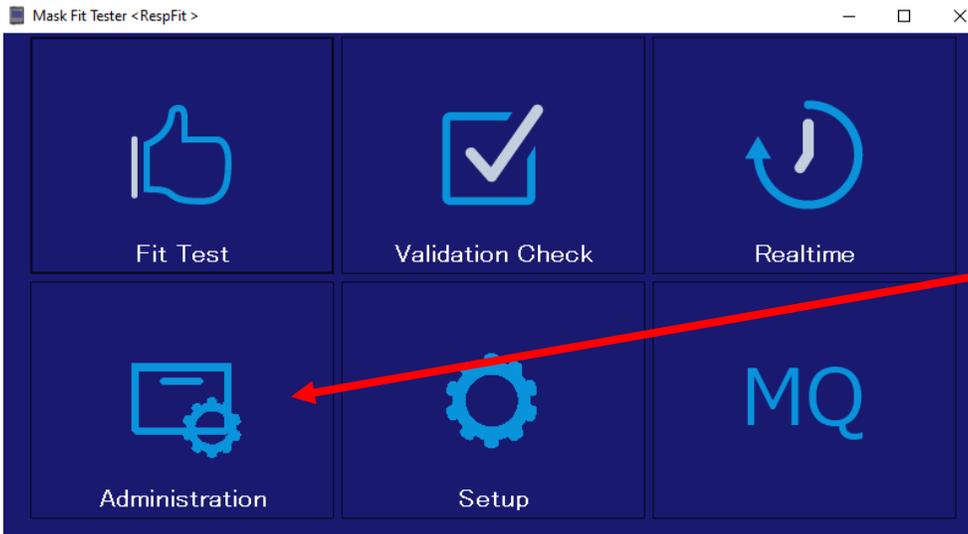
1. If you wish to capture all completed tests (both passed and failed), ensure 'Save all fit tests' is selected.
2. Date format via the AccuFit Pro software (version 1.0.2.0 B) cannot be changed from 'YY/MM/DD'



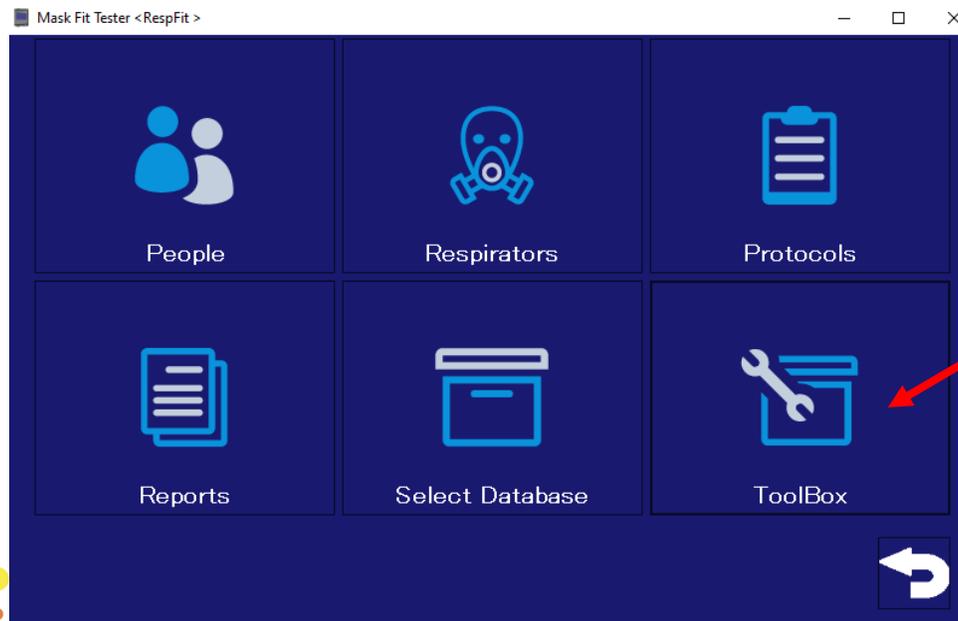


# Step 2a: Exporting Data from AccuFIT PRO 9000

# Open AccuFIT PRO 9000 software and go to 'Administration



1. From home screen, select 'Administration



2. From the sub-menu, select 'ToolBox'

# Choose your Database + Export

Record Source

	Include
People	<input type="checkbox"/>
Respirator	<input type="checkbox"/>
Protocol	<input type="checkbox"/>
Fit Test	<input checked="" type="checkbox"/>
Validation Check	<input type="checkbox"/>

Fit Test

Last Name	First Name	Middle Name	EMP ID	Test Date
-----------	------------	-------------	--------	-----------

Search

Current Database (PC built-in storage device)

RespFit

Load

Record Destination

DATABASE TEXT FILE

Column delimiter

Comma (CSV)

Tab

Custom

Text encoding

UTF-8

ASCII

Export

1. Deselect all record sources except 'Fit Test'.

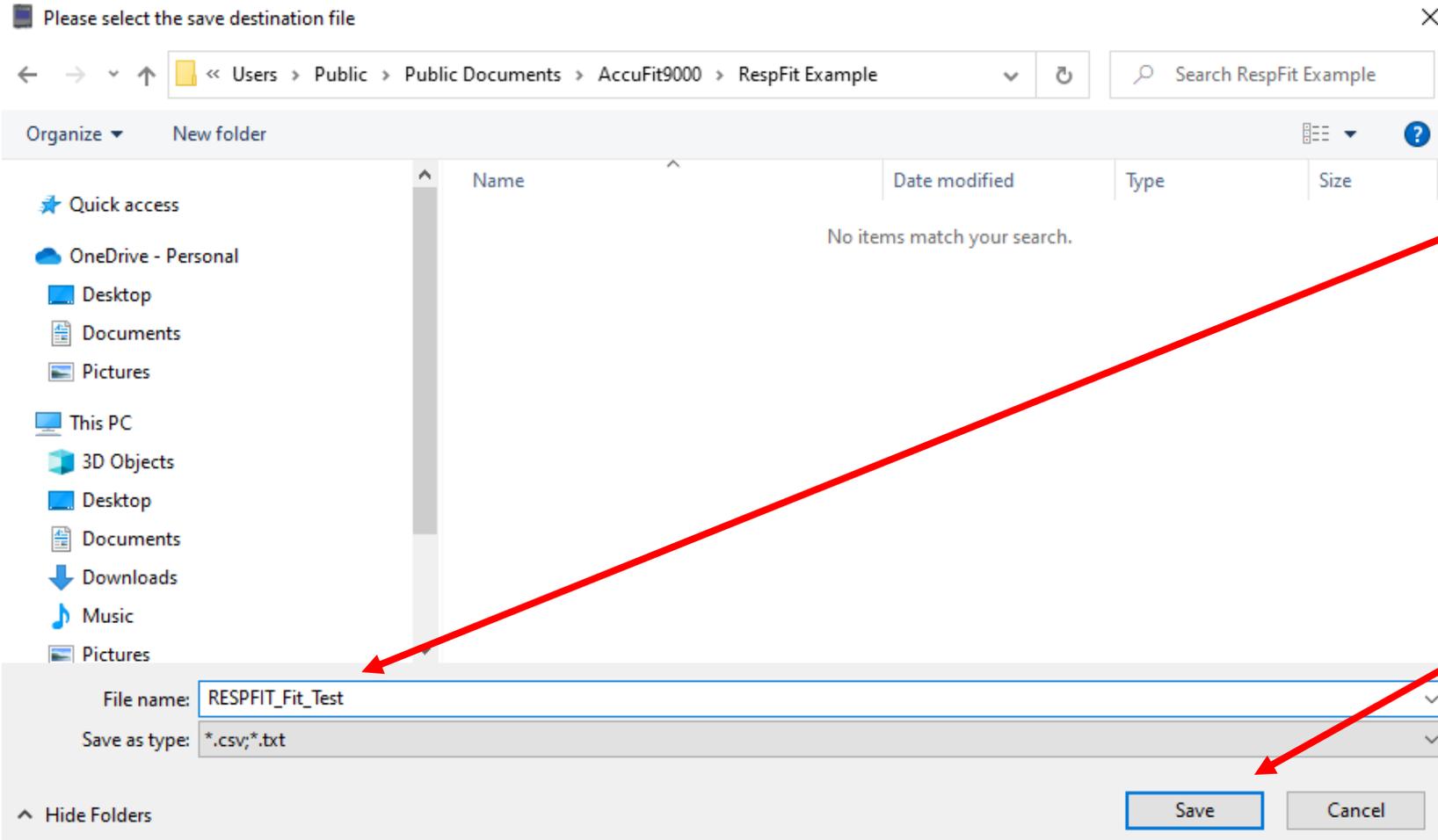
2. Select the correct database from which you wish to export data from the dropdown list. Once selected, click on 'Load'

3. Under 'Record Destination', select the 'TEXT FILE' tab. You may leave the delimiter as Comma (CSV) and the encoding as UTF-8 unless otherwise specified.

4. Select 'Export'



# Choose File Location

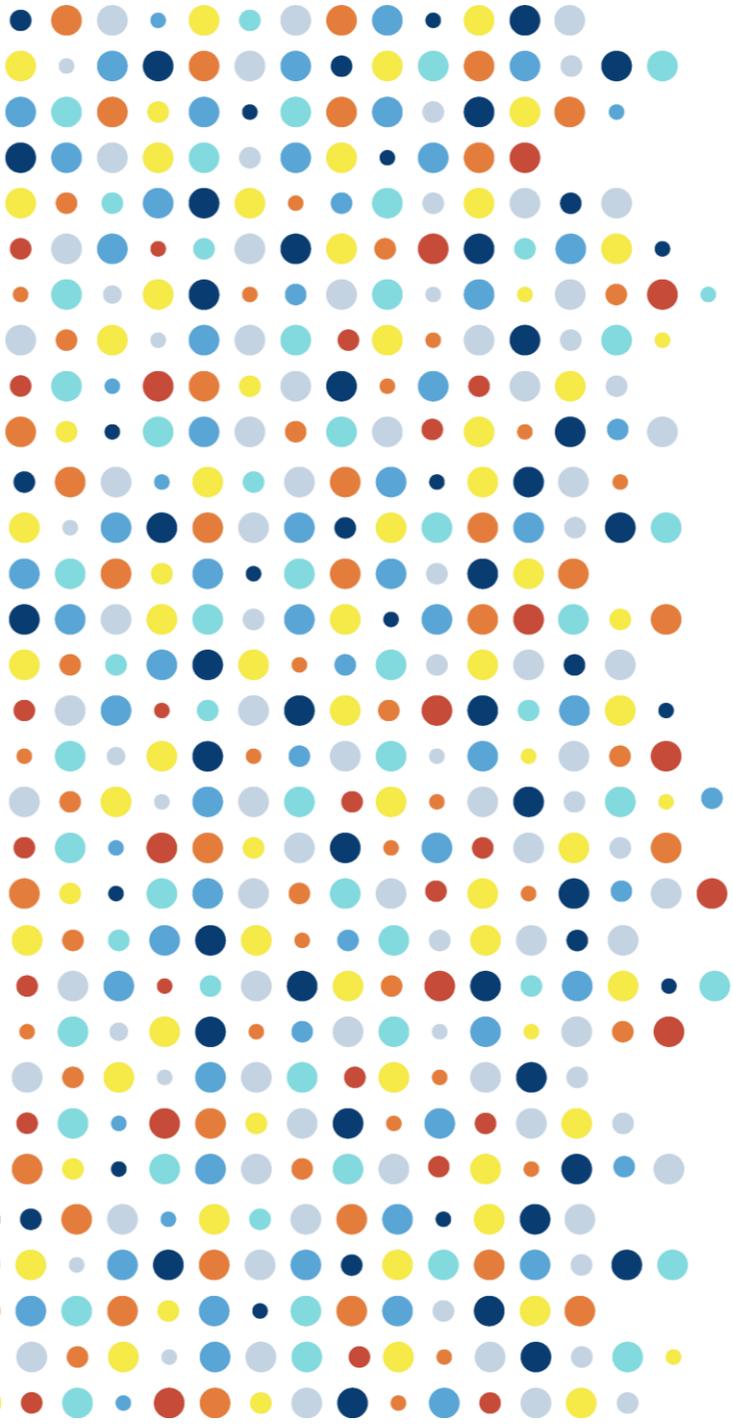


1. Choose file location and file name (ie- Fit Test Data 1), ensure it is saving as a CSV file.

AccuFIT PRO will automatically name the file:  
DATABASE\_Fit\_Test

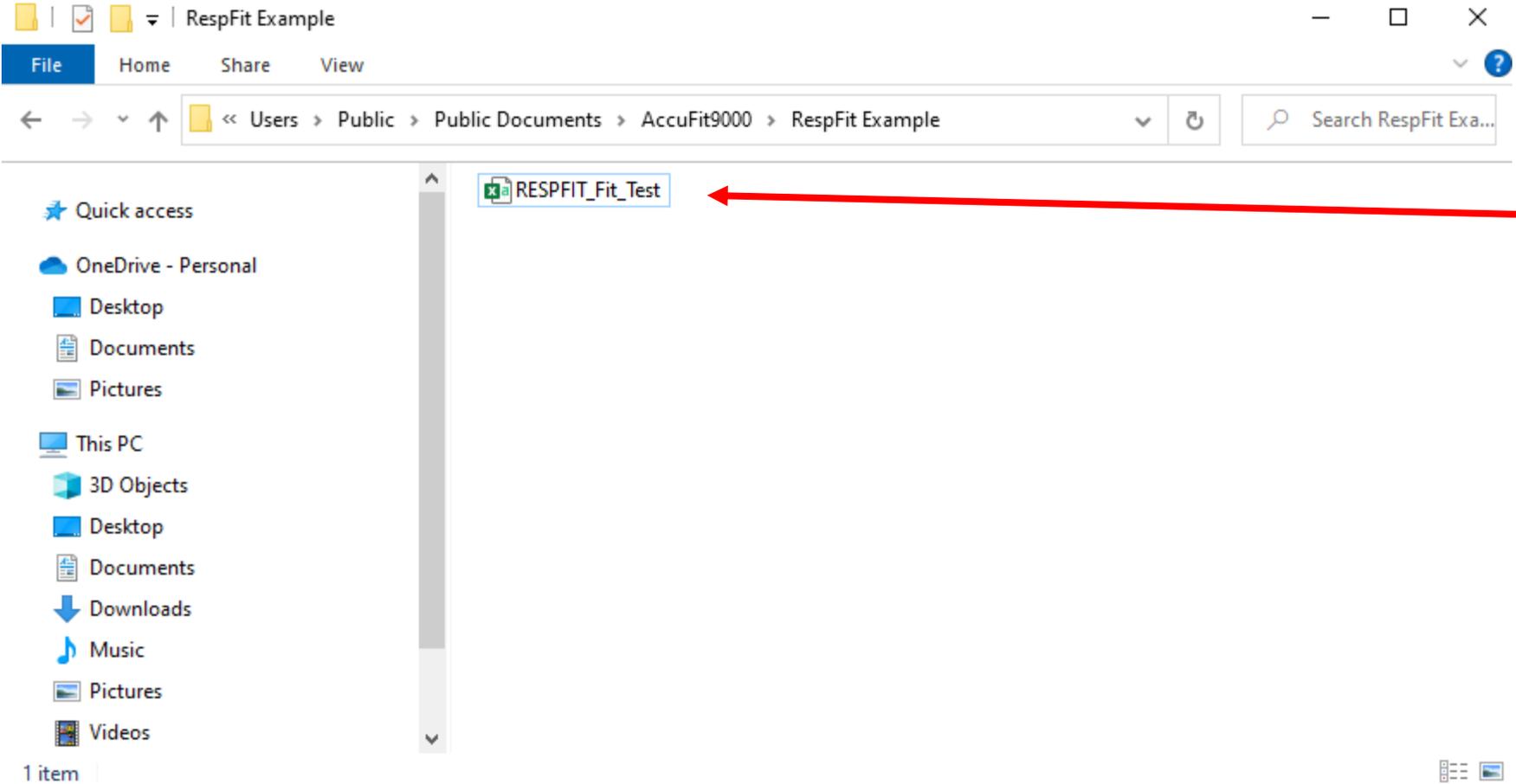
2. Save Data





# Step 3: Analysing Data from AccuFIT 9000 PRO

# Open Exported File



1. Open Exported File in Excel



# Select all Data and Filter

The screenshot shows an Excel spreadsheet with the following data table:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P				
1	Test Date	Due Date	Mask Size	Test Oper Pass	Overall Fit	AccuFIT90	Ex.1 Fit	Fa	Ex.1 Result	Ex.2 Fit	Fa	Ex.2 Result	Ex.3 Fit	Fa	Ex.3 Result	Ex.4 Fit	Fa	Ex.4 Result	Ex.5 Fit	Fa
2	2021-10-11 19:59:351	#####	Medium	ME	TRUE	345.2391	686620	1E+08	TRUE	225.782	TRUE	175.5326	TRUE	797.441	TRUE	0				
3	2021-10-11 20:15:362	#####	Medium	ME	TRUE	225.2001	686620	1240.59	TRUE	708.9084	TRUE	99.04263	FALSE	183.5325	TRUE	0				
4	2021-10-11 20:21:042	#####	Medium	ME	TRUE	357.8914	686620	462.6005	TRUE	925.2011	TRUE	251.8299	TRUE	252.3276	TRUE	0				
5	2021-10-11 20:35:082	#####	Medium	ME	TRUE	172.4579	686620	134.3939	TRUE	285.6554	TRUE	152.3909	TRUE	175.7329	TRUE	0	FALSE	0	FALSE	
6	2021-10-11 20:47:202	#####	Medium	ME	TRUE	132.9946	686620	56.5745	FALSE	380.3088	TRUE	295.6683	TRUE	156.5192	TRUE	0	FALSE	0	FALSE	
7	2021-10-11 20:52:012	#####	Medium	ME	TRUE	1187.507	686620	2471.821	TRUE	411.9701	TRUE	1E+08	TRUE	2471.821	TRUE	0	FALSE	0	FALSE	
8	2021-10-11 21:14:002	#####	Medium	ME	TRUE	177.7006	686620	228.5443	TRUE	480.3031	TRUE	685.9876	TRUE	68.51902	FALSE	0	FALSE	0	FALSE	
9	2021-10-11 21:38:472	#####	Medium	ME	TRUE	144.8321	686620	610.5403	TRUE	534.6891	TRUE	611.4884	TRUE	44.49449	FALSE	0	FALSE	0	FALSE	
10	2021-10-11 21:52:062	#####	Medium	ME	TRUE	5411.984	686620	1473.025	TRUE	1E+08	TRUE	1E+08	TRUE	1E+08	TRUE	0	FALSE	0	FALSE	
11	2021-10-12 07:14:440	#####	Medium	ME	TRUE	318.6007	686620	338.547	TRUE	235.4727	TRUE	300.8739	TRUE	492.4472	TRUE	0	FALSE	0	FALSE	
12	2021-10-12 07:29:380	#####	Medium	ME	TRUE	140.1759	686620	93.4371	FALSE	137.4022	TRUE	334.0872	TRUE	132.2393	TRUE	0	FALSE	0	FALSE	
13	2021-10-12 07:37:110	#####	Medium	ME	TRUE	191.1321	686620	107.8437	TRUE	222.5282	TRUE	374.9717	TRUE	222.4904	TRUE	0	FALSE	0	FALSE	
14	2021-10-12 07:56:390	#####	Medium	ME	TRUE	157.5271	686620	183.5933	TRUE	77.92691	FALSE	334.8929	TRUE	242.3033	TRUE	0	FALSE	0	FALSE	
15	2021-10-12 08:10:060	#####	Medium	ME	TRUE	327.0813	686620	117.7349	TRUE	618.7574	TRUE	1101.134	TRUE	825.4767	TRUE	0	FALSE	0	FALSE	
16	2021-10-12 08:19:560	#####	Medium	ME	TRUE	118.9416	686620	117.7852	TRUE	174.4775	TRUE	127.7386	TRUE	86.35553	FALSE	0	FALSE	0	FALSE	
17	2021-10-12 08:33:190	#####	Medium	ME	TRUE	333.2984	686620	1088.986	TRUE	378.6213	TRUE	424.8154	TRUE	164.2617	TRUE	0	FALSE	0	FALSE	
18	2021-10-12 08:41:100	#####	Medium	ME	TRUE	949.2097	686620	1703.944	TRUE	568.168	TRUE	937.2384	TRUE	1249.764	TRUE	0	FALSE	0	FALSE	
19	2021-10-12 08:55:050	#####	Medium	ME	TRUE	455.4665	686620	427.8306	TRUE	465.4399	TRUE	416.4707	TRUE	527.65	TRUE	0	FALSE	0	FALSE	
20	2021-10-12 09:05:020	#####	Medium	ME	TRUE	2233.604	686620	3722.674	TRUE	1015.275	TRUE	2792.005	TRUE	5584.011	TRUE	0	FALSE	0	FALSE	
21	2021-10-12 09:31:480	#####	Medium	ME	TRUE	2334.747	686620	7007.413	TRUE	1749.476	TRUE	2335.804	TRUE	1751.853	TRUE	0	FALSE	0	FALSE	
22	2021-10-12 09:36:570	#####	Medium	ME	TRUE	332.7113	686620	3249.473	TRUE	928.4208	TRUE	144.1251	TRUE	270.3303	TRUE	0	FALSE	0	FALSE	

1. Ctrl+ A, select all data and then “Sort and Filter”.

2. Select “Custom Sort”



# Finished

The screenshot shows the Microsoft Excel interface with the 'Sort' dialog box open. The dialog box has the following settings:

- Column: Test Date
- Sort On: Cell Values
- Order: A to Z
- My data has headers: checked

Red arrows indicate the steps: 1. Sort by "Test Date". 2. Click "Ok".

1. Sort by "Test Date".

2. Click "Ok"





# Sort and Filter / Finished

The screenshot shows an Excel spreadsheet with a 'Find and Replace' dialog box open. The 'Find what' field contains 'ME'. The 'Look in' dropdown is set to 'Formulas'. The 'Find All' button is highlighted with a red box. Below the dialog box, a status bar indicates '140 cell(s) found'. The spreadsheet data includes columns for Test Date, Due Date, Mask Size, Test Operator, and various test results.

Test Date	Due Date	Mask Size	Test Operator	Pass	Overall Fit	AccuFIT90	Ex.1 Fit	Ex.1 Result	Ex.2 Fit	Ex.2 Result	Ex.3 Fit	Ex.3 Result	Ex.4 Fit	Ex.4 Result	Ex.5 Fit	Ex.5 Result	Ex.6 Fit	Ex.6 Result	
2021-10-11 19:59:351	#####	Medium	ME	TRUE	345.2391	686620	1E+08	TRUE	225.782	TRUE	175.5326	TRUE	797.441	TRUE	0	FALSE	0	FALSE	
2021-10-11 20:15:362	#####	Medium	ME	TRUE									FALSE	183.5325	TRUE	0	FALSE	0	FALSE
2021-10-11 20:21:042	#####	Medium	ME	TRUE									TRUE	252.3276	TRUE	0	FALSE	0	FALSE
2021-10-11 20:35:082	#####	Medium	ME	TRUE									TRUE	175.7329	TRUE	0	FALSE	0	FALSE
2021-10-11 20:47:202	#####	Medium	ME	TRUE									TRUE	156.5192	TRUE	0	FALSE	0	FALSE
2021-10-11 20:52:012	#####	Medium	ME	TRUE									TRUE	2471.821	TRUE	0	FALSE	0	FALSE
2021-10-11 21:14:002	#####	Medium	ME	TRUE									TRUE	68.51902	FALSE	0	FALSE	0	FALSE
2021-10-11 21:38:472	#####	Medium	ME	TRUE									TRUE	44.49449	FALSE	0	FALSE	0	FALSE
2021-10-11 21:52:062	#####	Medium	ME	TRUE									TRUE	1E+08	TRUE	0	FALSE	0	FALSE
2021-10-12 07:14:440	#####	Medium	ME	TRUE									TRUE	492.4472	TRUE	0	FALSE	0	FALSE
2021-10-12 07:29:380	#####	Medium	ME	TRUE									TRUE	132.2393	TRUE	0	FALSE	0	FALSE
2021-10-12 07:37:110	#####	Medium	ME	TRUE									TRUE	222.4904	TRUE	0	FALSE	0	FALSE
2021-10-12 07:56:390	#####	Medium	ME	TRUE									TRUE	812.2022	TRUE	0	FALSE	0	FALSE
2021-10-12 08:10:060	#####	Medium	ME	TRUE									TRUE	825.4767	TRUE	0	FALSE	0	FALSE
2021-10-12 08:19:560	#####	Medium	ME	TRUE									TRUE	86.35553	FALSE	0	FALSE	0	FALSE
2021-10-12 08:33:190	#####	Medium	ME	TRUE									TRUE	164.2617	TRUE	0	FALSE	0	FALSE
2021-10-12 08:41:100	#####	Medium	ME	TRUE									TRUE	1249.764	TRUE	0	FALSE	0	FALSE
2021-10-12 08:55:050	#####	Medium	ME	TRUE									TRUE	527.65	TRUE	0	FALSE	0	FALSE
2021-10-12 09:05:020	#####	Medium	ME	TRUE	2233.604	686620	3722.674	TRUE	1015.275	TRUE	2792.005	TRUE	5584.011	TRUE	0	FALSE	0	FALSE	
2021-10-12 09:31:480	#####	Medium	ME	TRUE	2334.747	686620	7007.413	TRUE	1749.476	TRUE	2335.804	TRUE	1751.853	TRUE	0	FALSE	0	FALSE	
2021-10-12 09:36:570	#####	Medium	ME	TRUE	332.7113	686620	3249.473	TRUE	928.4208	TRUE	144.1251	TRUE	270.3303	TRUE	0	FALSE	0	FALSE	
2021-10-12 09:42:160	#####	Medium	ME	TRUE	2888.13	686620	5848.238	TRUE	2528.114	TRUE	2528.114	TRUE	2528.114	TRUE	0	FALSE	0	FALSE	

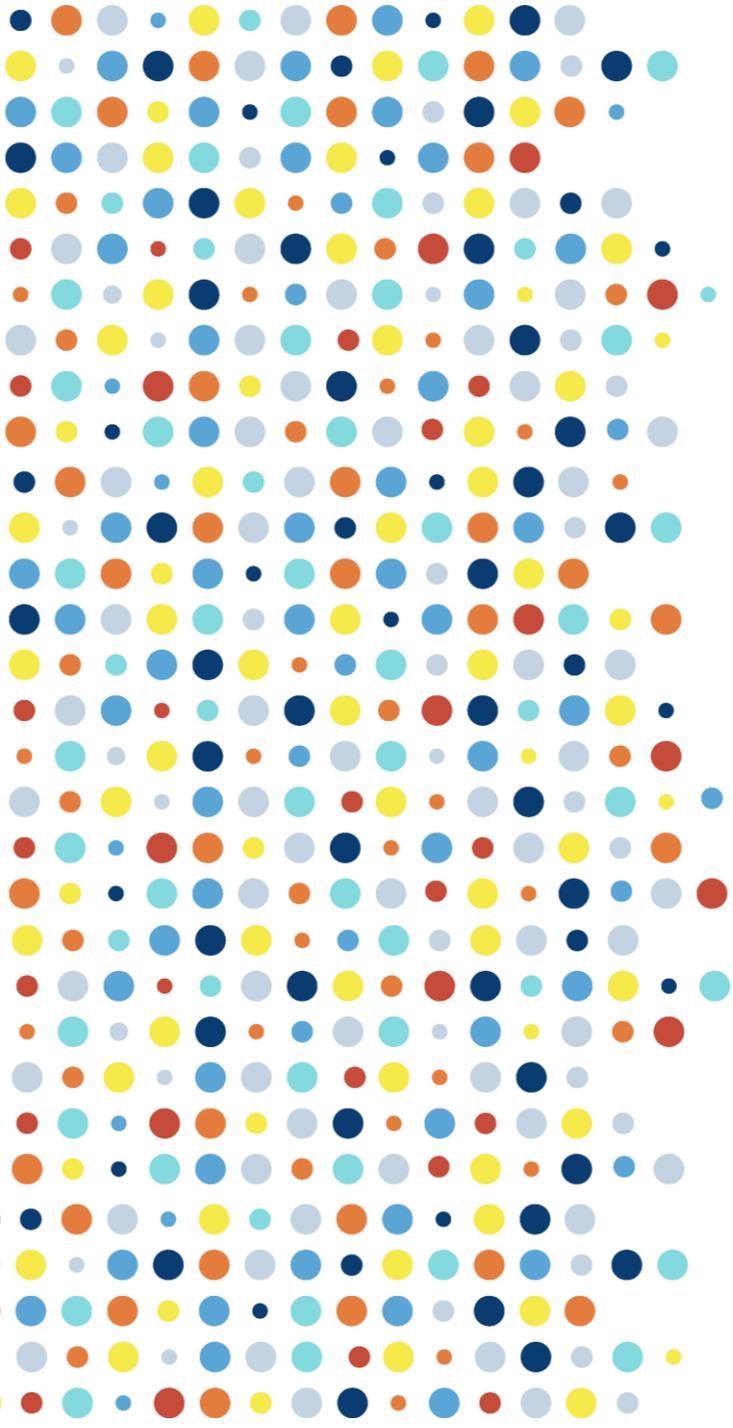
1. Click Test Operator Tab, Within "TestOperator" Tab, Ctrl + f.

2. Search for Operator Name/Initials (whatever is used to log in, ie ME/Full Name)

3. Find All

4. Total Number of tests completed by operator (140) within date range





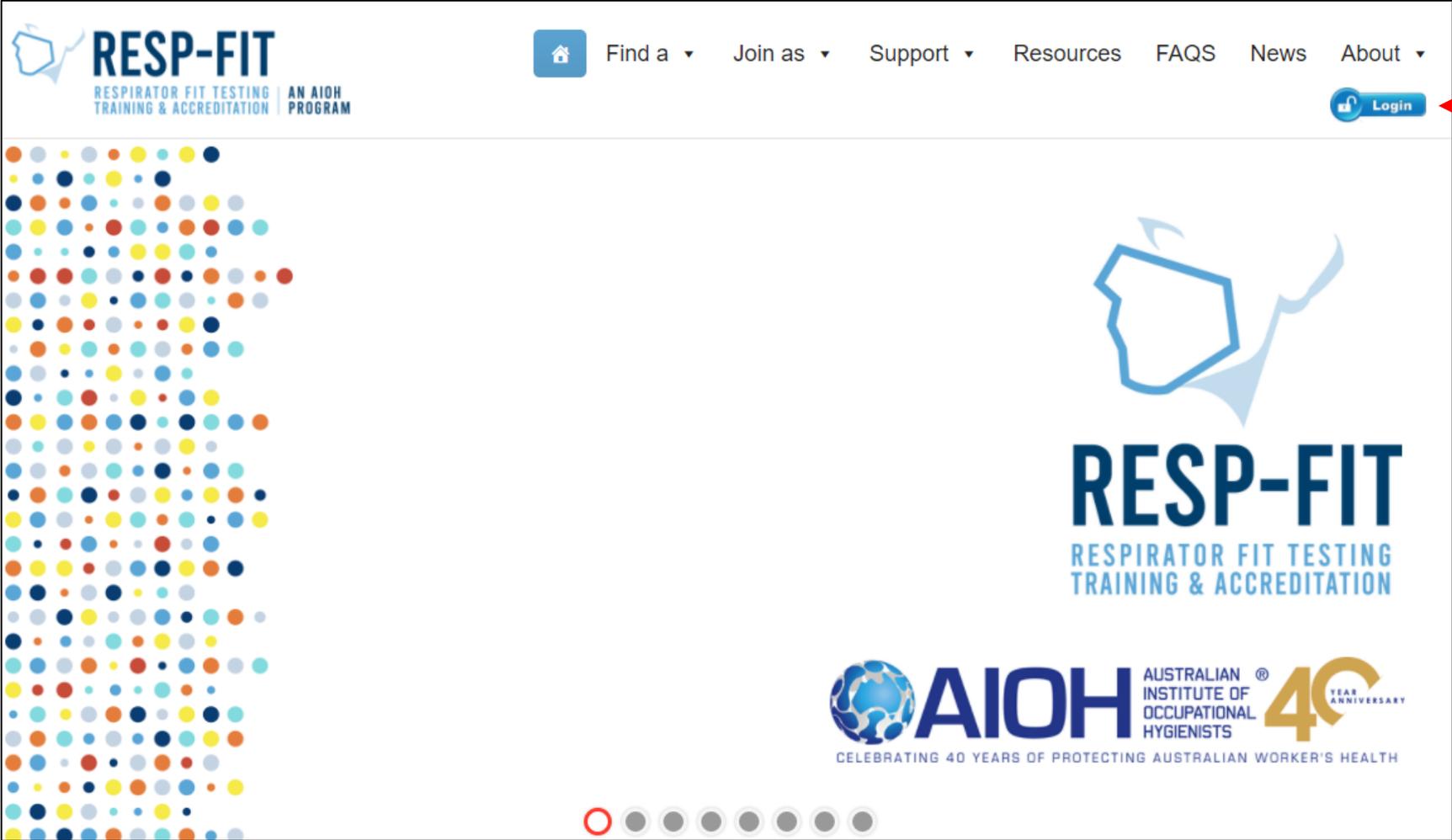
## Step 4 Reporting to RESP-FIT

# RESP-FIT Annual Reporting Requirement

- It is a mandatory requirement for all RESP-FIT Accredited fit testers and Approved training providers to annually provide data around the number of people they have fit tested and trained per methodology.
- It is a requirement to maintain accreditation that annual reporting is submitted.
- The objective in collecting this data is to inform the development of the program and market RESP-FIT in the future. We hope over time with the increase of accredited fit testers and fit testing being performed in workplaces we can quantitatively show this increase with this self reported data. Data is kept confidential
- This submitting of data is done via your RESP-FIT member log in page which this guide will take you through how to do.
- The reporting window to submit data is from 1<sup>st</sup> January to 31<sup>st</sup> January.
- Data provided is all for fit tests a Accredited fit tester performed in the previous year per methodology accredited for. For Approved training providers it is the number of people who went through their approved training courses per methodology they are approved for.
- Accuracy of submitted data – We understand this is self reported data, hence need it to be as accurate as possible based on your fit test records or training records. We want as a reliable picture as possible to the activity going on in industry. Please do not overestimate or inflate your number.
- We are not tracking which fit testers did the most fit tests in the previous year or anything like that but collectively getting a picture of our impact.



Visit respfit.org.au to login



# Logging In

2. Enter your email address and password

3. Select "I'm not a robot" unless you are a robot

4. Login

The screenshot shows the RESP-FIT login interface. At the top left is a decorative pattern of colored dots. The RESP-FIT logo is at the top center, with the text 'RESPIRATOR FIT TESTING | AN AIOH TRAINING & ACCREDITATION PROGRAM'. Below the logo is the heading 'Sign into your account'. The form contains a dropdown menu labeled 'Choose account type -->', an 'Email address' input field, a password input field with masked characters, a checkbox labeled 'I'm not a robot' next to a reCAPTCHA icon, and a black 'Login' button. At the bottom, there are links for 'Forgot password?', 'Return to RESP-FIT Home', and 'Having troubles? Contact us'. Red arrows from the text on the left point to the dropdown menu, the email field, the password field, the checkbox, and the Login button.

1. There are 2 types of account types, Individual and Organisation

- Individuals are Accredited fit testers and Approved trainers
- Organisations are Approved training providers, Fit Tester service Providers, Partners and Supporters

When logging in for the first time or you have forgotten your password, click on "Forgot password"



# Services

The screenshot shows the RESP-FIT website interface for a member. At the top left is the RESP-FIT logo with the tagline 'RESPIRATOR FIT TESTING | AN AIOH TRAINING & ACCREDITATION PROGRAM'. To the right is a navigation menu with links for Home, Find a, Join as, Support, Resources, FAQs, News, and About. A Login button is also present. Below the navigation is a blue header with the text 'Member – Welcome'. A secondary navigation bar contains links for Home, Update Details, Certificates & Badges, Services, Forum, and LOGOUT. A red arrow points from the text 'Go to Services' to the 'Services' link. The main content area features the heading 'Welcome to RESP-FIT membership services' and 'Step 1' instructions: 'If this is your first time to our online member services, the first task is for you to update your details on our database. These details appear on our online search directory, so it is important for you to keep your record up-to-date.' A dark button labeled 'Update your Details Now' is positioned at the bottom of the content area.

Go to Services



# Annual Report Submission

## Member – Additional Services

[Home](#) [Update Details](#) [Certificates & Badges](#) [Services](#) [Forum](#) [LOGOUT](#)

▼ [Apply for Additional Methodologies](#)

▼ [Card Replacement](#)

▼ [Annual Report Submission](#)

Select Annual Report Submission 



# Accredited Fit Testers – Submission

Enter number of people you fit tested  
in the previous year for the method/s  
you are accredited in



## Annual Report Submission

Due 31st January of the year for the previous years, which reports on the number of fit tests for each methodology conducted in the previous year. This deidentified data will be utilised to inform the development of the Program and promote RESP-FIT. If the report is not submitted by the 1st April in the following calendar year, the individual will forfeit their accreditation.

This is an annual requirement to maintain accreditation.

### Annual Report Due

#### Reporting Year

Please enter the number of people you have fit tested for the previous year. If there were no people fit tested, enter zero.

A numeric value is required for each Fit Test Methodology you are accredited in.

#### Qualitative Fit Test (QLFT) – Aerosol taste test (ATT) \*

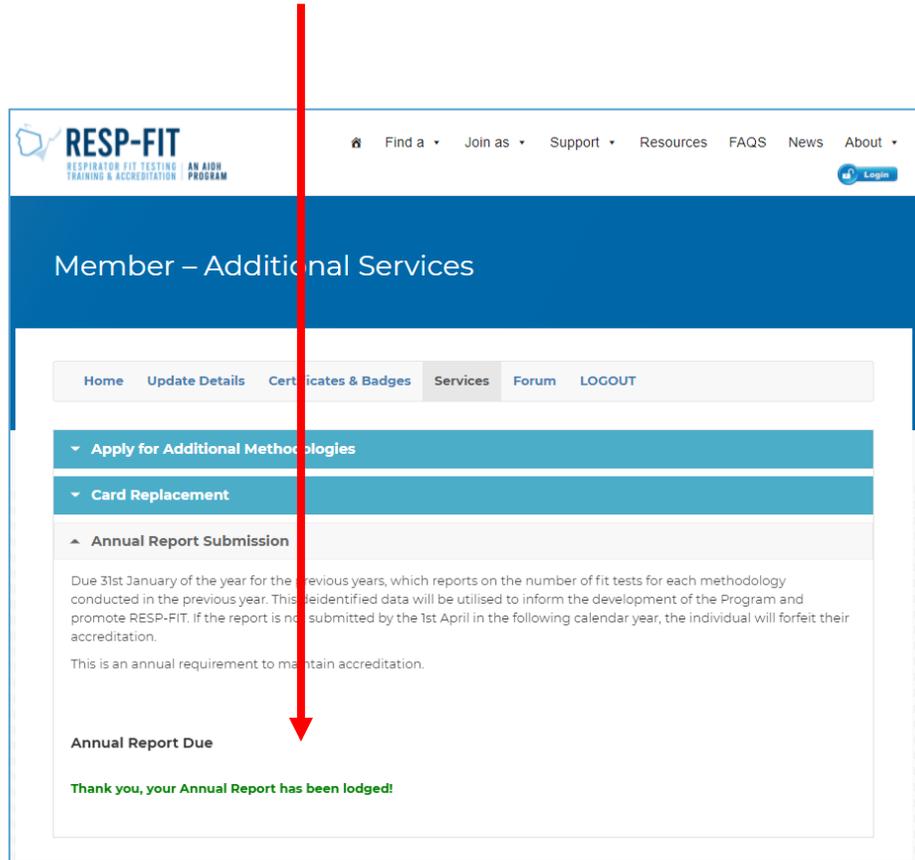
#### Quantitative Fit Test (QNFT) – Ambient aerosol condensation Nuclei Counting (CNC) \*

#### Quantitative Fit Test (QNFT) – Controlled Negative Pressure (CNP) \*



# Accredited Fit Testers – Lodged Report

You will see the following screen to confirm annual report has been lodged



The screenshot shows the RESP-FIT member portal. At the top, there is a navigation bar with the RESP-FIT logo and menu items: Home, Update Details, Certificates & Badges, Services, Forum, and LOGOUT. Below this, there are sections for 'Apply for Additional Methodologies', 'Card Replacement', and 'Annual Report Submission'. The 'Annual Report Submission' section contains the following text:

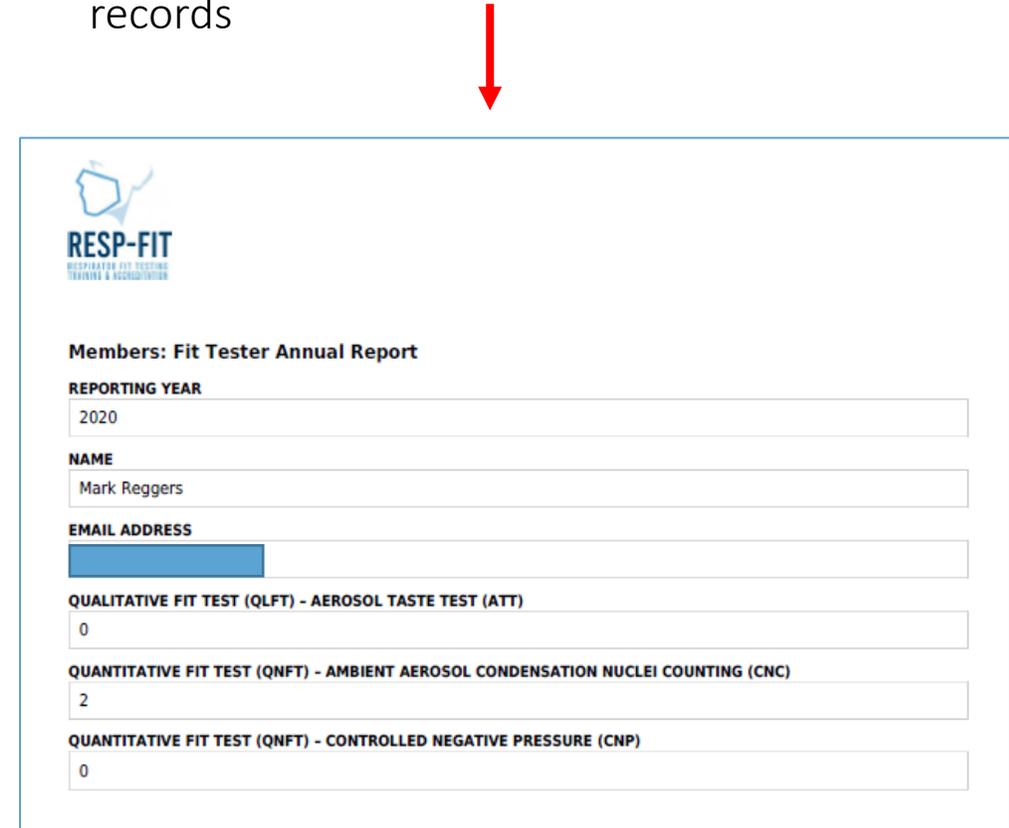
Due 31st January of the year for the previous years, which reports on the number of fit tests for each methodology conducted in the previous year. This identified data will be utilised to inform the development of the Program and promote RESP-FIT. If the report is not submitted by the 1st April in the following calendar year, the individual will forfeit their accreditation.

This is an annual requirement to maintain accreditation.

**Annual Report Due**

**Thank you, your Annual Report has been lodged!**

You will also be sent a confirmation email with a pdf report for your submission to keep for your records



The screenshot shows the 'Members: Fit Tester Annual Report' form. It includes the RESP-FIT logo and the following fields:

**Members: Fit Tester Annual Report**

**REPORTING YEAR**  
2020

**NAME**  
Mark Reggers

**EMAIL ADDRESS**  
[Redacted]

**QUALITATIVE FIT TEST (QLFT) - AEROSOL TASTE TEST (ATT)**  
0

**QUANTITATIVE FIT TEST (QNFT) - AMBIENT AEROSOL CONDENSATION NUCLEI COUNTING (CNC)**  
2

**QUANTITATIVE FIT TEST (QNFT) - CONTROLLED NEGATIVE PRESSURE (CNP)**  
0



# Approved Training Providers – Submission

Provide additional details regarding any course changes made during the year and any attended feedback and resolution (if required)



Enter number of people you trained in the previous year for the method/s you are accredited in



# Approved Training Providers– Lodged Report

You will see the following screen to confirm annual report has been lodged

RESP-FIT  
RESPIRATOR FIT TESTING  
TRAINING & ACCREDITATION  
AN AIOH PROGRAM

Find a | Join as | Support | Resources | FAQs | News | About | Login

## Member – Additional Services

Home | Update Details | Certificates & Badges | **Services** | Forum | LOGOUT

- Apply for Additional Methodologies
- Card Replacement
- Annual Report Submission**

Due 31st January of the year for the previous years, which reports on the number of fit tests for each methodology conducted in the previous year. This identified data will be utilised to inform the development of the Program and promote RESP-FIT. If the report is not submitted by the 1st April in the following calendar year, the individual will forfeit their accreditation.

This is an annual requirement to maintain accreditation.

**Annual Report Due**

**Thank you, your Annual Report has been lodged!**

You will also be sent a confirmation email with a pdf report for your submission to keep for your records

RESP-FIT  
RESPIRATOR FIT TESTING  
TRAINING & ACCREDITATION

### Members: Annual Report for Organisations

**REPORTING YEAR**  
2020

**COMPANY**  
AB Respiratory Test Service

**EMAIL ADDRESS**  
[Redacted]

**Student Numbers**

**QUALITATIVE FIT TEST (QLFT) - AEROSOL TASTE TEST (ATT)**  
1

**QUANTITATIVE FIT TEST (QNFT) - AMBIENT AEROSOL CONDENSATION NUCLEI COUNTING (CNC)**  
2

**QUANTITATIVE FIT TEST (QNFT) - CONTROLLED NEGATIVE PRESSURE (CNP)**  
3

**Changes**

**CHANGES TO FACILITATORS**  
 True

**CHANGES TO COURSE**  
 True

**MAJOR CHANGES TO ASSESSMENT**  
 True

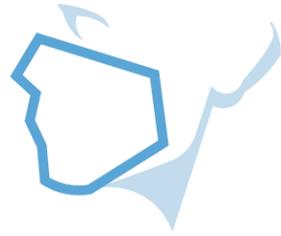
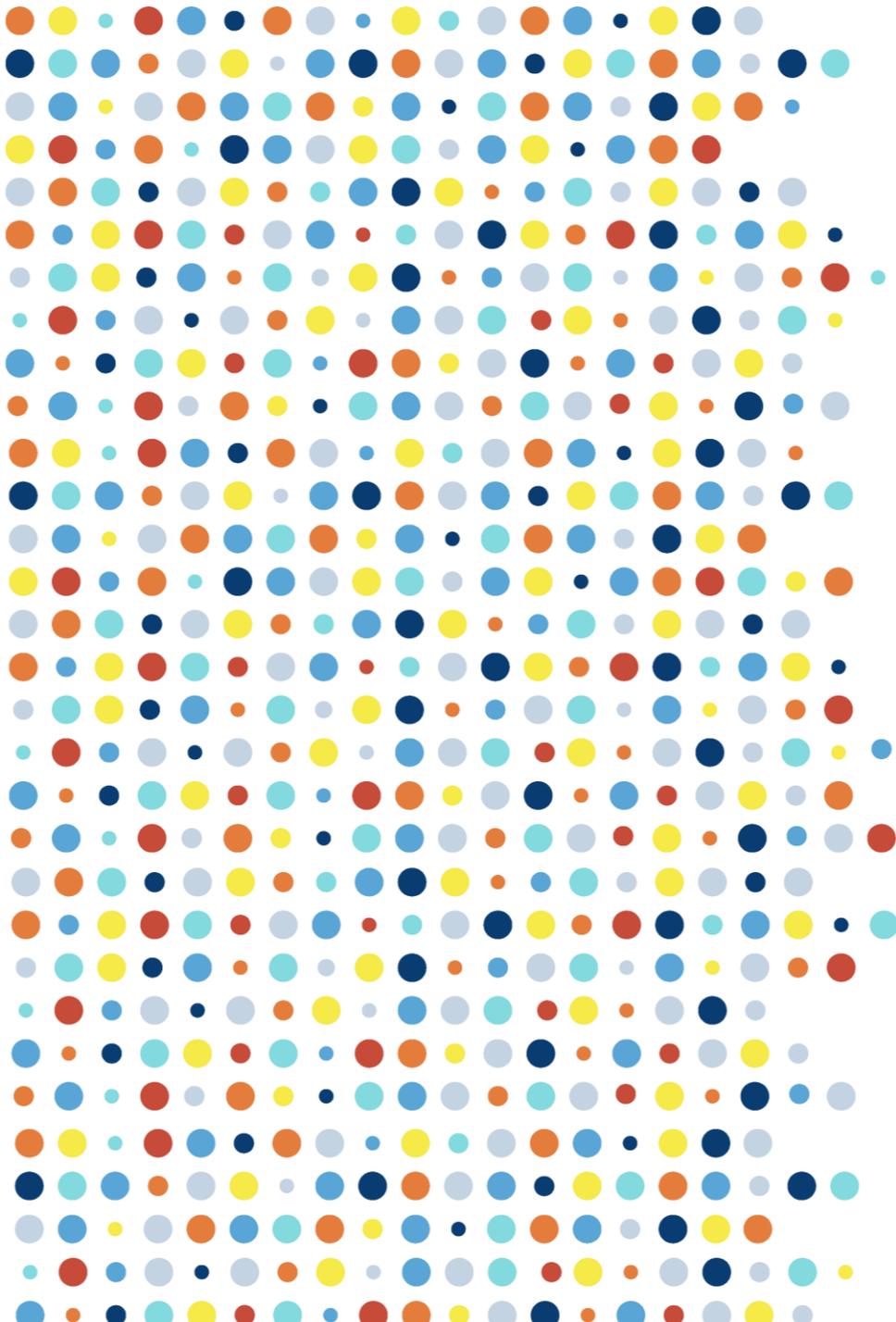
**MAJOR CHANGES TO PRACTICAL COMPONENT**  
 True

**DO YOU HAVE ANY COMMENT REGARDING THE CHANGES MADE?**  
Comments

**Attendee Feedback**

**FEEDBACK**  
Feedback





**RESP-FIT**  
RESPIRATOR FIT TESTING  
TRAINING & ACCREDITATION



Thank you

For more information visit [www.respfit.org.au](http://www.respfit.org.au)

or email [respfit@aioh.org.au](mailto:respfit@aioh.org.au)

