

# Exporting Annual Data Guide TSI Portacount

Guide to exporting fit test data for annual reporting  
from TSI Portacount Respirator Fit Tester 8038 & 8048

v1

# RESP-FIT Data Export

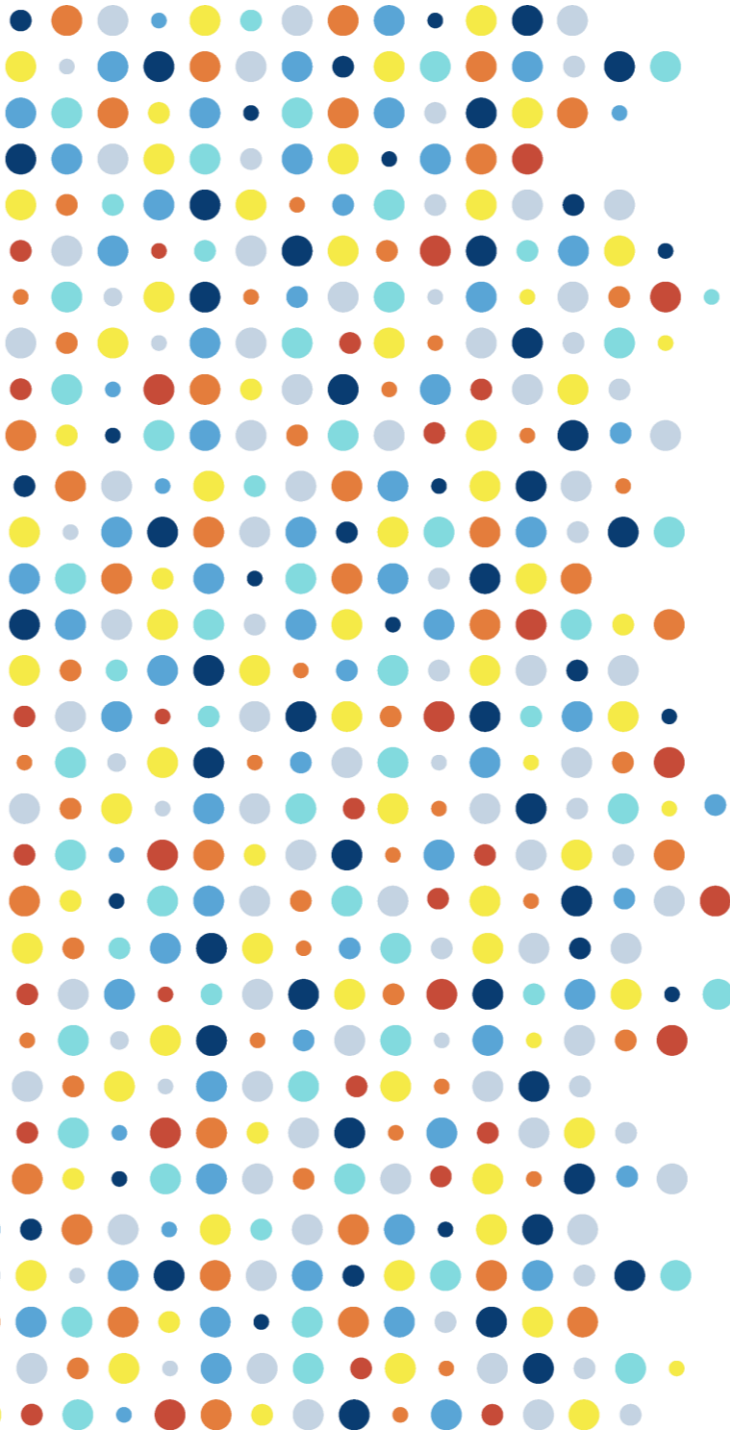
- Due 31st January this data will include all completed fit tests from previous year.
- The first reporting is to be submitted by 31/1/2022 and must include all fit tests completed for each methodology from 1/1/2021-31/12/2021.
- Data is kept confidential and will be used to inform the development of 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 TSI Portacount Respirator Fit Tester 8038 and 8048
- 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 4 – 7)
2. Exporting Data (Pages 8 – 14)
  - Data is exported from software to a CSV file
  - Step 2a 8048
  - Step 2b 8038
3. Data Analysis (Pages 15 – 21)
  - Data report is analysed and counted for the accredited tester
4. Data is reported to RESP-FIT (Pages 21 – 22)
  - Submitting data to RESP-FIT through member log in.





## Step 1: Recommended Settings and Considerations Prior to Data Export (8038 and 8048)

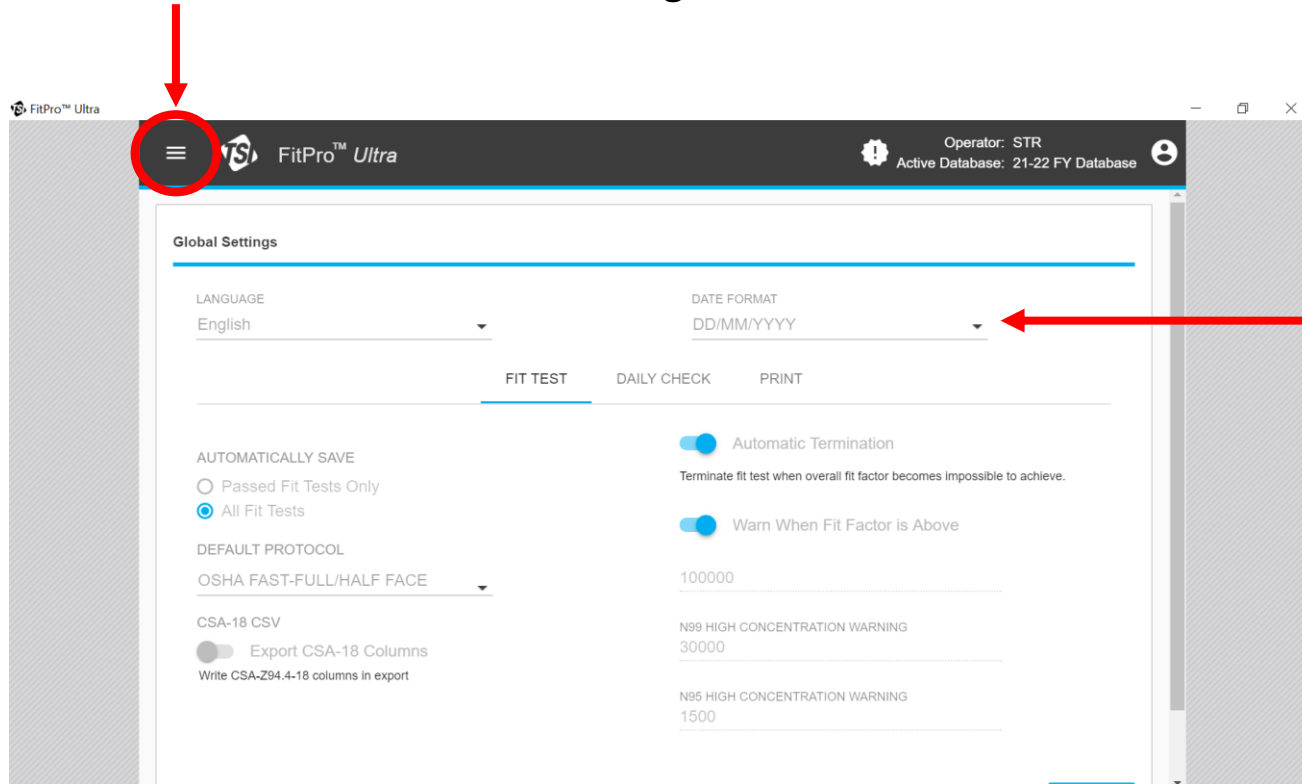
# RESP-FIT Data Export Considerations

- Data can be counted through multiple methods; this guide will show you how to use the software (Fit Pro + and Fit Pro Ultra) to count number of fit tests completed
- Exporting data only needs to be completed for the program you use (Fit Pro +/- Fit Pro Ultra/ Both Programs)
- 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 PortaCount Manufacturers Specifications for guidance on importing data.
- When you “login” to Fit Pro + or Fit Pro Ultra it is best to be consistent with login 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- 8048/Fit Pro Ultra

1. To change Global Settings go to the “Hamburger Bar” and choose “Global Settings”

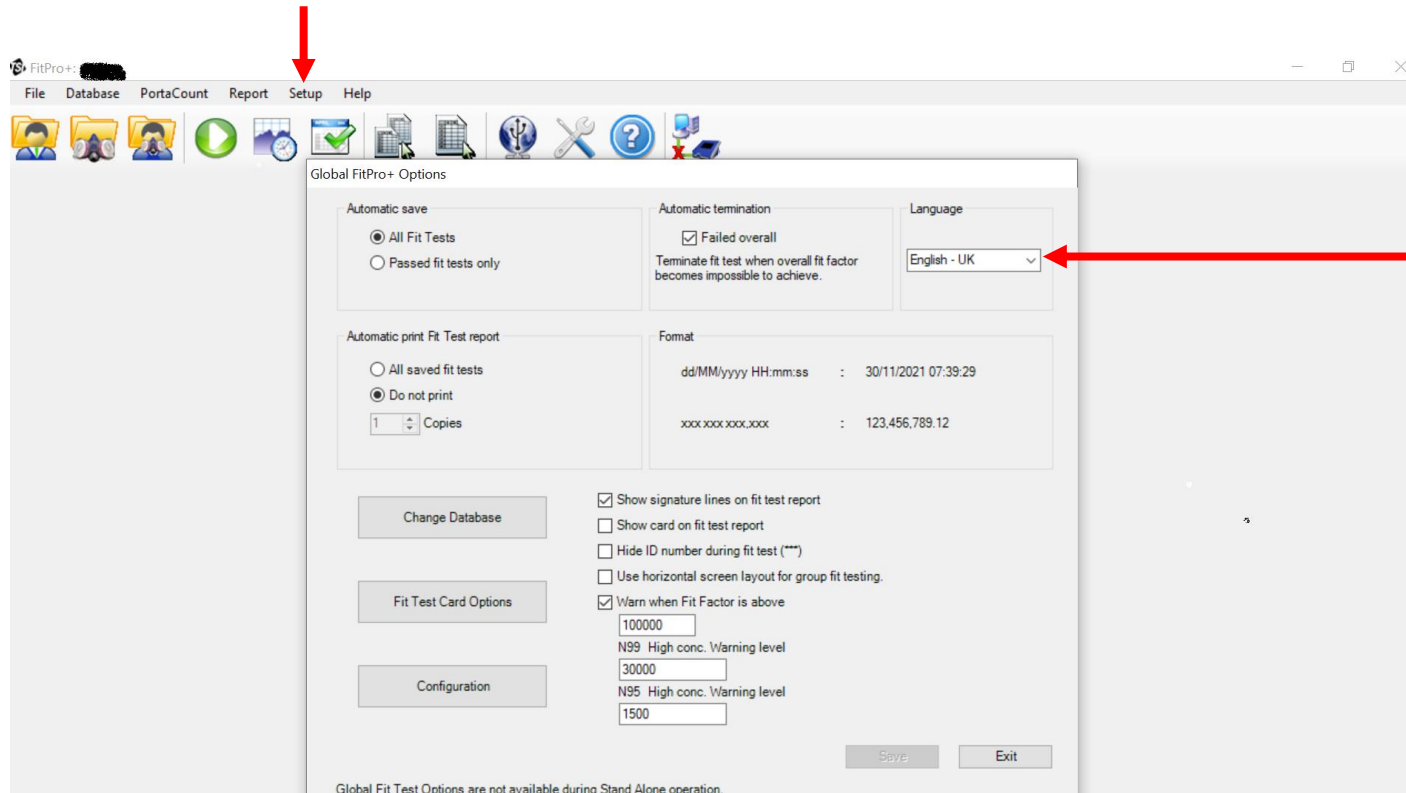


1. Change date format to “DD/MM/YYYY” - this will mean that data is exported with the AUS date format



# Recommended Settings- 8038/ Fit Pro +

1. To change Global Fit Pro Options go to the “Setup” and choose “Global Fit Pro Options”



1. Change language to “English- UK”, this will change date format to dd/MM/yyyy

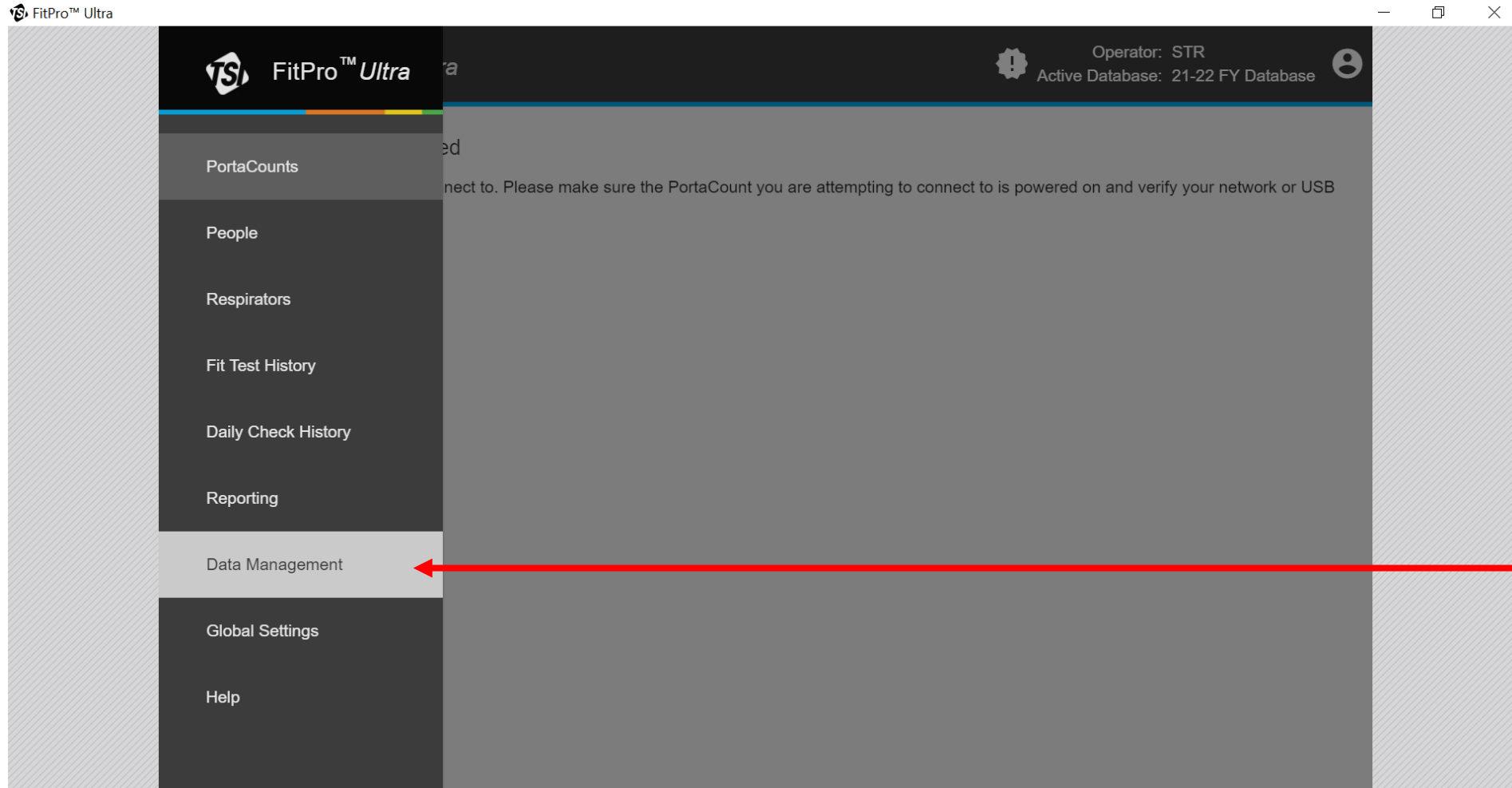




## Step 2a: Exporting Data from PortaCount 8048/ Fit Pro Ultra Software



# Open Fit Pro Ultra and go to “Data Management”



1. Open “Hamburger Bar” and select “Data Management”



# Choose your Database + Export

FitPro™ Ultra

FitPro™ Ultra

Operator: STR

Active Database: 21-22 FY Database

Manage Data

Database List

FILTER

FY

NEW

Name	Location	Active	Actions
21-22 FY Database	C:\Users\Public\Documents\TSI\fitpro\21-22 FY D...	✓	<div>⋮</div> <div><div>Edit</div><div>Details</div><div>Export</div><div>Import</div><div>Custom Fields</div><div>Protocols</div><div>Delete</div><div>Set Active</div></div>

1. Find the database that you use for testing- click 3 dots.

2. Choose Export



# Choose Data Type

FitPro™ Ultra

Operator: STR  
Active Database: 21-22 FY Database

Manage Data

Database List

Filter

FY

Name	Actions
21-22 FY Database	

Export (21-22 FY Database)

DATABASE TABLE

Fit Tests

DELIMITER

Comma

LOCATION

BROWSE

CANCEL

EXPORT

1. For Database Table, choose “Fit Tests”

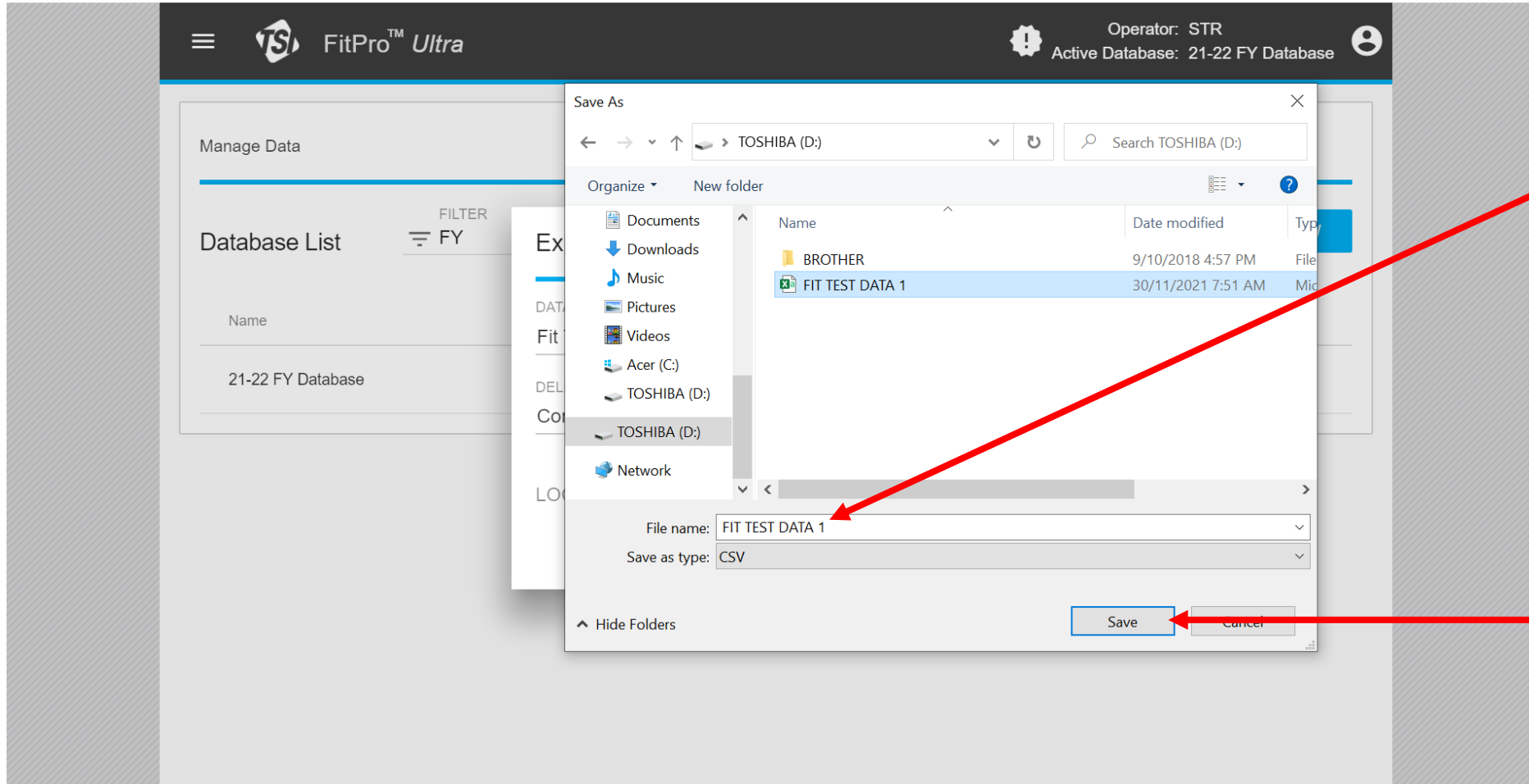
2. Ensure “Comma” is selected

3. Click “Browse” and select file location



# Choose File Location

FitPro™ Ultra



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

2. Save Data



# Export Data

FitPro™ Ultra

TS

FitPro™ Ultra

Operator: STR

Active Database: 21-22 FY Database

Manage Data

Database List

FILTER

FY

Name

21-22 FY Database

NEW

Export (21-22 FY Database)

DATABASE TABLE

Fit Tests

DELIMITER

Comma

LOCATION

D:\FIT TEST DATA 1.csv

BROWSE

CANCEL

EXPORT

1. Click “Export”



# Data Export Now Finished

FitPro™ Ultra

FitPro™ Ultra

Operator: STR

Active Database: 21-22 FY Database

Manage Data

Database List

FILTER

FY

NEW

Name	Active	Actions
21-22 FY Database	<input checked="" type="checkbox"/>	<div></div>

Export Completed

Successfully exported 12602 Records

DONE

1. Fit Test Data has now exported to a CSV file and can be opened and analysed in Excel.

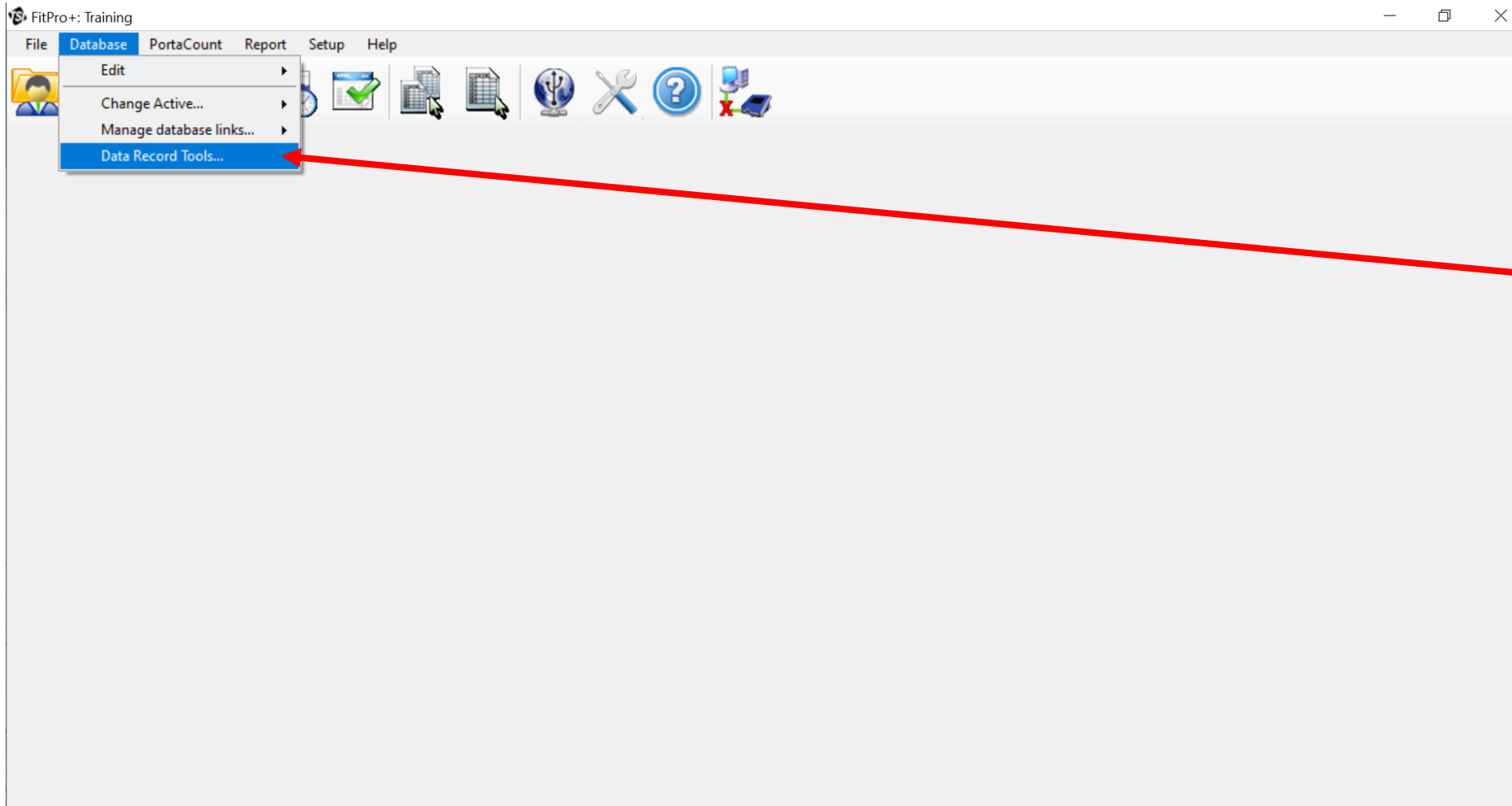
2. Click “Done”





## Step 2b: Exporting Data from PortaCount 8038/ Fit Pro + Software

# Open Fit Pro +and go to “Data Record Tools”



1. Open  
“Database”  
and select  
“Data Record  
Tools”





# Choose your Database

The screenshot shows the 'Data Record Tools' window in FitPro+ Training. The 'Record Source' tab is active, with 'Database' selected. The 'Source database' is 'Training (Access Database)'. Under 'Records to include', 'Fit Test' and 'User Configuration' are checked. A 'Fit Test' section shows 'Saved selection filters' as 'All records' and a table of records. The 'Record Destination' tab is also visible, with 'Text File' selected. The 'Destination File' is 'D:\Training\_Fit\_Test.csv', and 'Record type to export' is 'Fit Test'. The 'Export' button is at the bottom right.

Last Name	First Name	Test Date	Due Date
[REDACTED]	[REDACTED]	03/10/2019 11:18	03/10/2020
[REDACTED]	[REDACTED]	03/10/2019 11:26	03/10/2020
RASCHE	SEBASTIAN	03/10/2019 13:06	03/10/2020

10 Fit test records selected

1. Click "Database".

2. Select "Database" you wish to export.

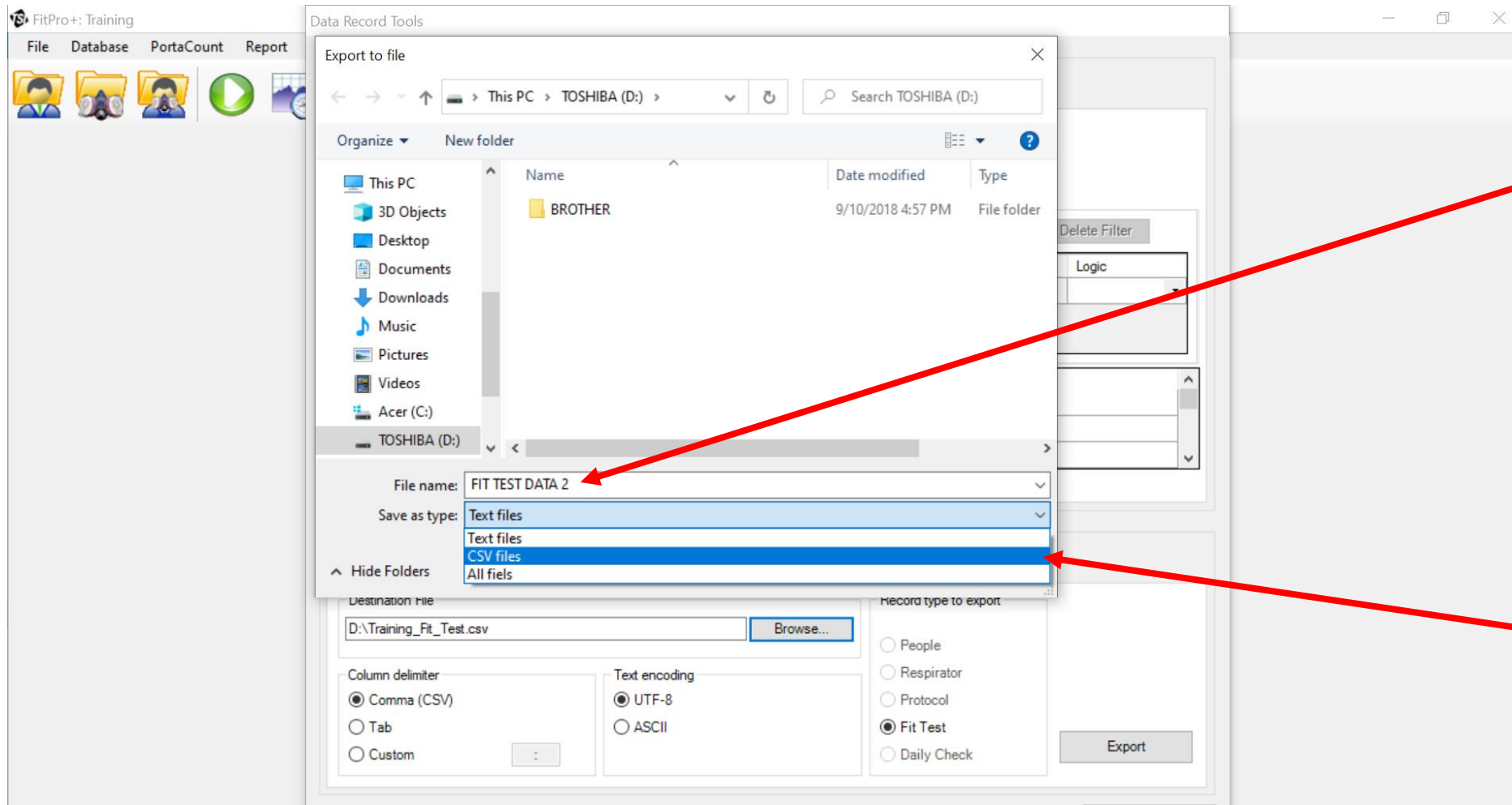
3. Select "Fit Test".

4. Select "Text File".

5. Select "Browse".



# Save Database File

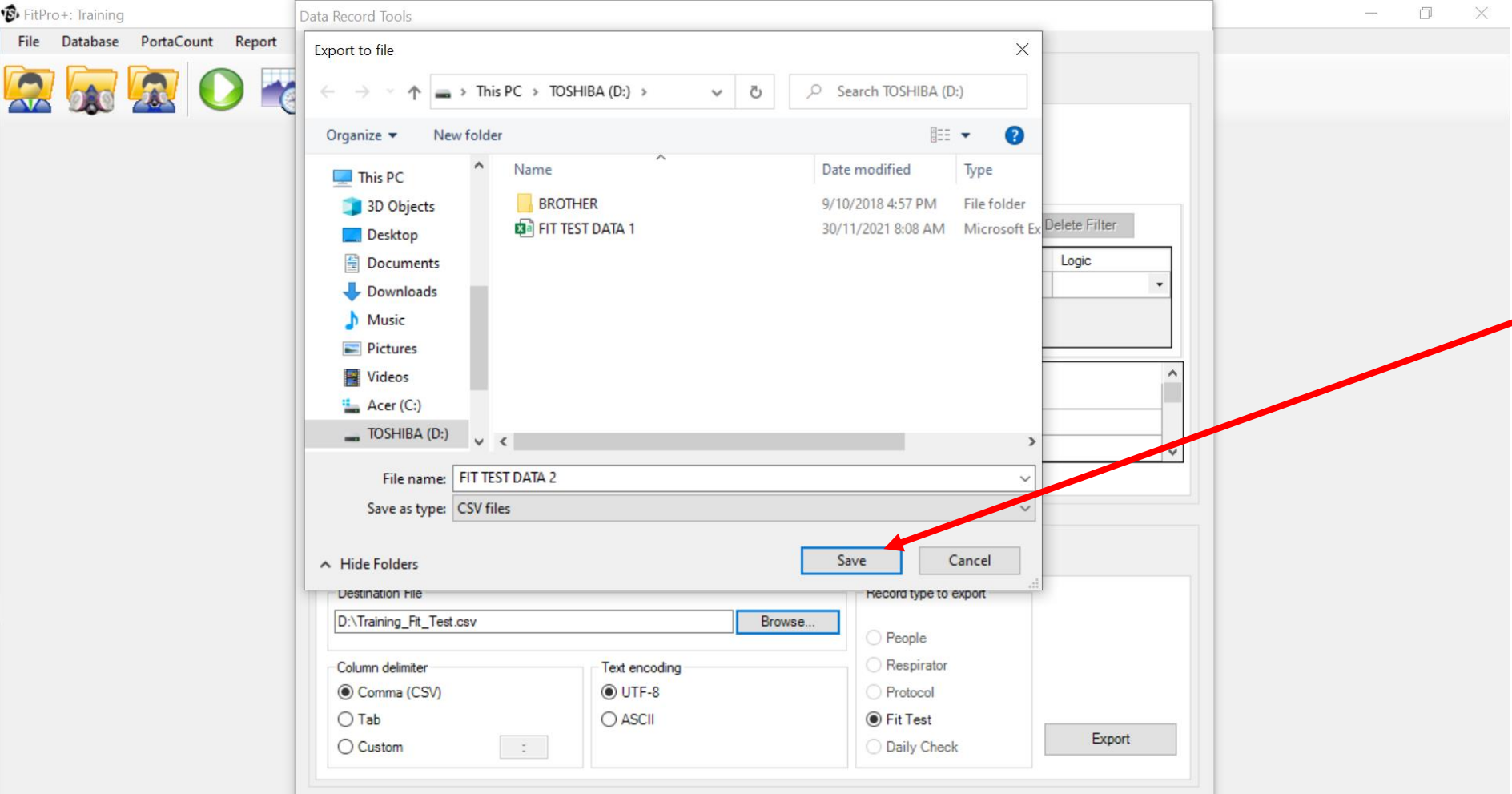


1. Choose file location and file name (ie- Fit Test Data 2), ensure it is saving as a CSV file

2. Ensure file type is changed from text file (stock) to CSV file



# Choose File Location



1. Save Data.



# Export Data

FitPro+: Training

File Database PortaCount Report

Data Record Tools

Record Source

Database Flash Drive

Source database: Training (Access Database)

Records to include:

- ☐ People
- ☐ Respirator
- ☐ Protocol
- ☒ Fit Test
- ☐ Daily Check
- ☒ User Configuration

Preview Selection

☒ Automatic

10 Fit test records selected

Saved selection filters: All records

Field	Comparison	Value	Logic
*			

Last Name	First Name	Test Date	Due Date
[REDACTED]	[REDACTED]	03/10/2019 11:18	03/10/2020
[REDACTED]	[REDACTED]	03/10/2019 11:26	03/10/2020
RASCHE	SEBASTIAN	03/10/2019 13:06	03/10/2020

Record Destination

Database Text File Flash Drive Delete

Destination File: D:\FIT TEST DATA 2.csv

Column delimiter: ☒ Comma (CSV) ☐ Tab ☐ Custom

Text encoding: ☒ UTF-8 ☐ ASCII

Record type to export:

- ☐ People
- ☐ Respirator
- ☐ Protocol
- ☒ Fit Test
- ☐ Daily Check

Export

1. Check all selected settings

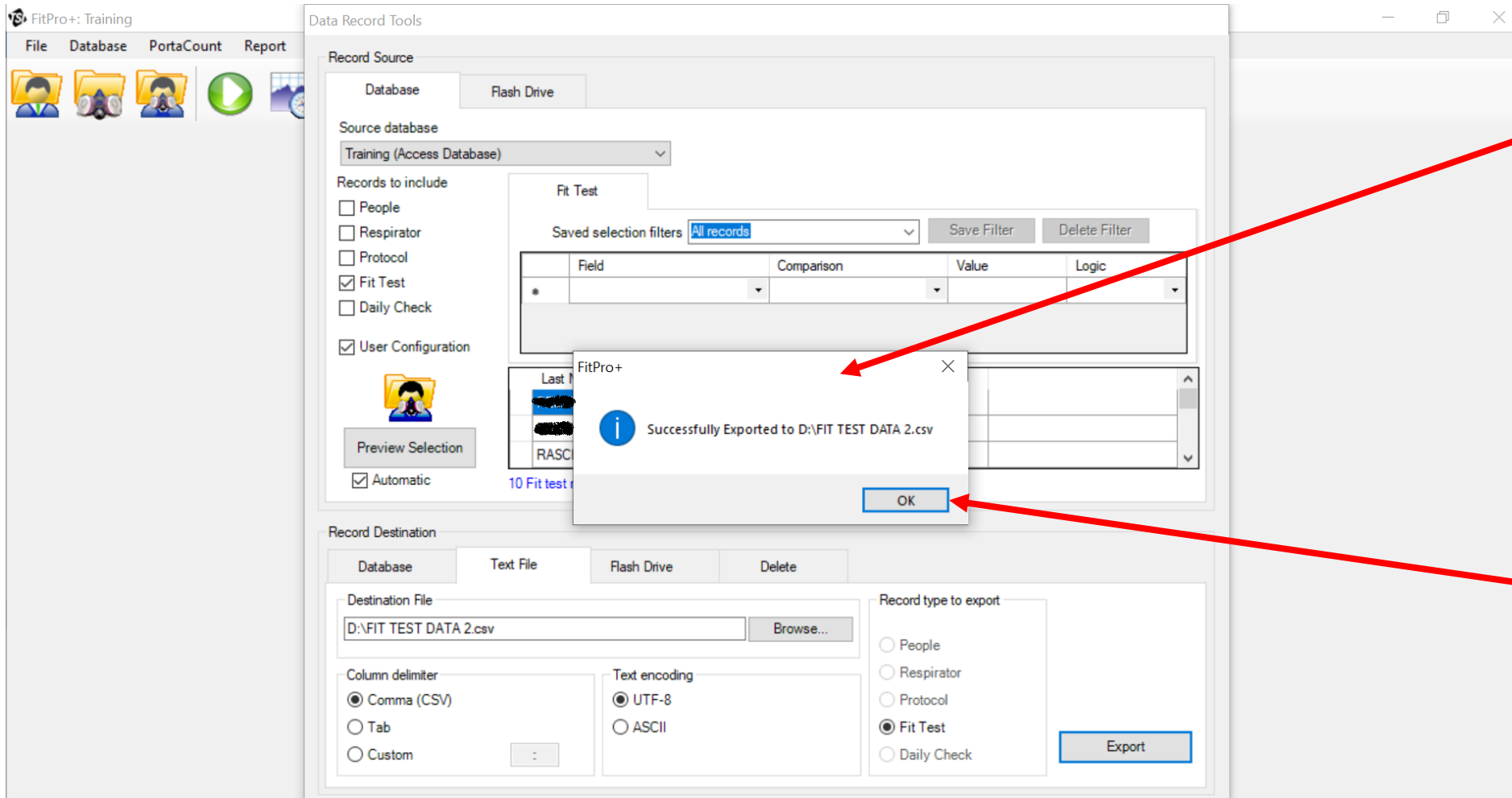
2. Click "Export"



# Data Export Now Finished

1. Fit Test Data has now exported to a CSV file and can be opened and analysed in Excel.

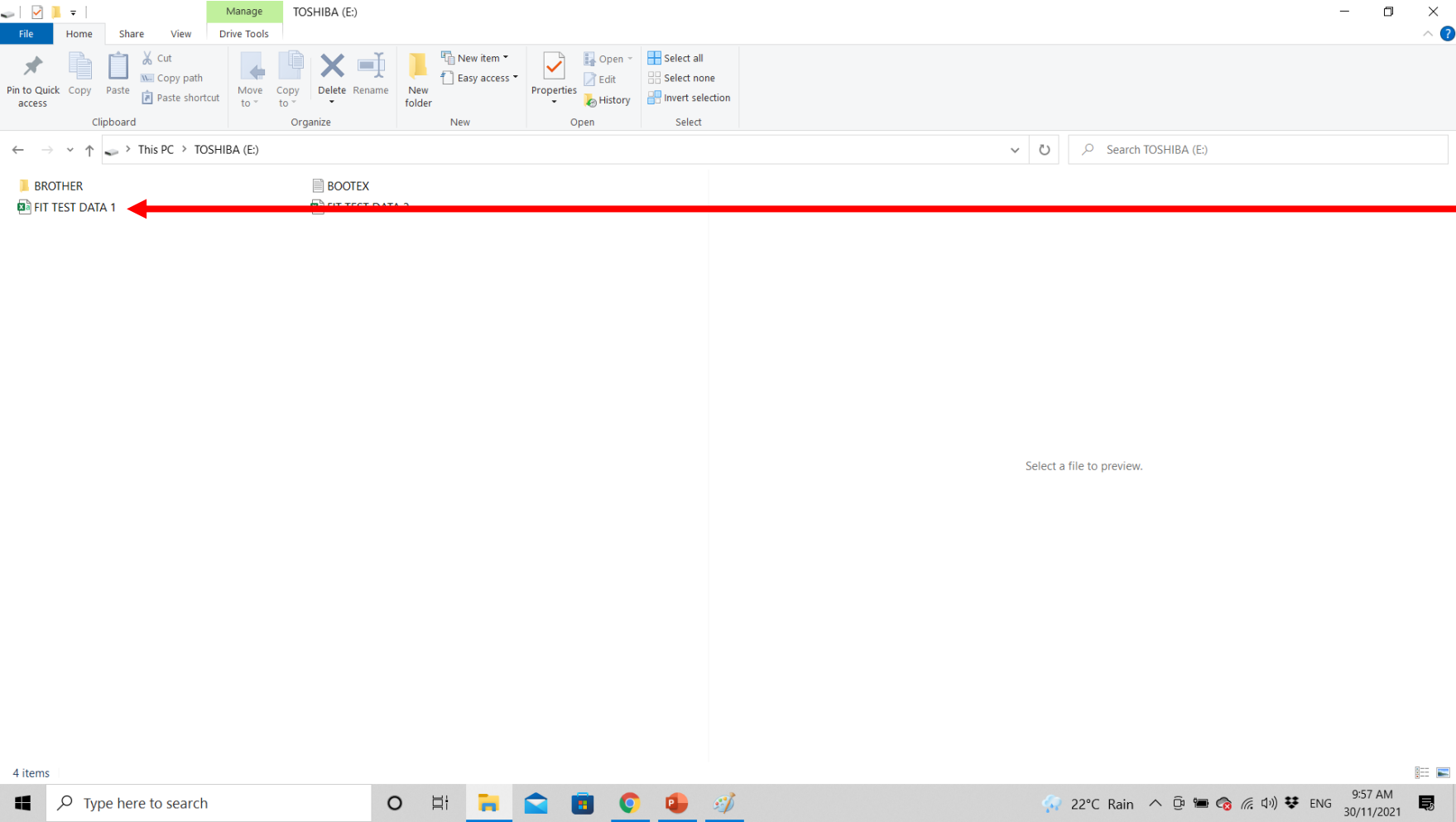
2. Click "Ok"





## Step 3: Analysing Data in Fit Pro +/- Fit Pro Ultra

# Open Exported File



1. Open Exported File  
in Excel





# Select all Data and Filter

AutoSave Off | FIT TEST DATA 1 | Search (Alt+Q) | Sebastian Rasche

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Clipboard Font Alignment Number Styles Cells

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

Sort & Filter | Find & Select | Analyze Data

Sort A to Z | Sort Z to A | Custom Sort... | Filter | Clear | Reapply

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	TestDateT	DueDate	MaskSize	TestOpera	Pass	OverallFit	PortaCoun	Ex.1 FitFac	Ex.1 Result	Ex.2 FitFac	Ex.2 Result	Ex.3 FitFac	Ex.3 Result	Ex.4 FitFac	Ex.4 Result	Ex.5 FitFac	Ex.5 Result	Ex.6 FitFac	Ex.6 Result
2	2021-09-1	2022-09-1	Medium	JAMES NO	PASS	159292	8.05E+09	105414	PASS	149336	PASS	144519	PASS	497789	PASS				
3	2021-09-1	2022-09-1	Medium	JAMES NO	PASS	347	8.05E+09	18542	PASS	998	PASS	120	PASS	468	PASS				
4	2021-09-1	2022-09-1	Medium	JAMES NO	PASS	399	8.05E+09	1154	PASS	191	PASS	401	PASS	700	PASS				
5	2021-09-1	2022-09-1	Large	JAMES NO	PASS	44661	8.05E+09	31864	PASS	79661	PASS	36985	PASS	53797	PASS				
6	2021-09-1	2022-09-1	Medium	JAMES NO	PASS	45917	8.05E+09	31497	PASS	24909	PASS	108890	PASS	165702	PASS				
7	2021-09-1	2022-09-1	Large	JAMES NO	PASS	25874	8.05E+09	9023	PASS	43508	PASS	84993	PASS	110748	PASS				
8	2021-09-1	2022-09-1	Large	JAMES NO	PASS	22453	8.05E+09	14990	PASS	12062	PASS	83658	PASS	60312	PASS				
9	2021-09-1	2022-09-1	Medium	JAMES NO	PASS	25996	8.05E+09	14728	PASS	24644	PASS	37714	PASS	52960	PASS				
10	2021-09-1	2022-09-1	Medium	JAMES NO	PASS	681	8.05E+09	755	PASS	1788	PASS	266	PASS	4266	PASS				
11	2021-09-1	2022-09-1	Medium	JAMES NO	PASS	44447	8.05E+09	24221	PASS	41456	PASS	65324	PASS	107786	PASS				
12	2021-09-1	2022-09-1	Medium	JAMES NO	PASS	2802	8.05E+09	3349	PASS	2363	PASS	3783	PASS	2264	PASS				
13	2021-09-1	2022-09-1	Large	JAMES NO	PASS	13592	8.05E+09	4671	PASS	31837	PASS	42233	PASS	39797	PASS				
14	2021-09-1	2022-09-1	OneSize	JAMES NO	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS				
15	2021-09-1	2022-09-1	Medium	JAMES NO	FAIL	4	8.05E+09	541	PASS	35	FAIL	1	FAIL	0	FAIL				
16	2021-09-1	2022-09-1	Large	JAMES NO	PASS	22924	8.05E+09	12403	PASS	29679	PASS	25182	PASS	48883	PASS				
17	2021-09-1	2022-09-1	Medium/L	JAMES NO	PASS	14515	8.05E+09	5702	PASS	25345	PASS	24565	PASS	49898	PASS				
18	2021-09-1	2022-09-1	Medium/L	JAMES NO	PASS	5443	8.05E+09	15740	PASS	19322	PASS	18981	PASS	1764	PASS				
19	2021-09-1	2022-09-1	OneSize	JAMES NO	FAIL	16	8.05E+09	16	FAIL	0	FAIL	0	FAIL	0	FAIL				
20	2021-09-1	2022-09-1	OneSize	JAMES NO	FAIL	58	8.05E+09	54	FAIL	63	FAIL	0	FAIL	0	FAIL				
21	2021-09-1	2022-09-1	OneSize	JAMES NO	FAIL	73	8.05E+09	77	FAIL	79	FAIL	65	FAIL	0	FAIL				
22	2021-09-1	2022-09-1	OneSize	JAMES NO	FAIL	5	8.05E+09	5	FAIL	0	FAIL	0	FAIL	0	FAIL				
23	2021-09-1	2022-09-1	OneSize	JAMES NO	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS				
24	2021-09-1	2022-09-1	OneSize	JAMES NO	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS				
25	2021-09-1	2022-09-1	Small	JAMES NO	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS				
26	2021-09-1	2022-09-1	OneSize	JAMES NO	FAIL	71	8.05E+09	108	PASS	157	PASS	56	FAIL	44	FAIL				
27	2021-09-1	2022-09-1	OneSize	JAMES NO	PASS	197	8.05E+09	201	PASS	201	PASS	189	PASS	201	PASS				

Ready | Average: 387332688.3 | Count: 766247 | Sum: 1.06197E+14 | 100%

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

2. Select “Custom Sort”





# Finished

AutoSave OFF

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Clipboard Font Alignment Number Styles Cells Editing Analysis

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

Sort

Column Sort by TestDateTime Sort On Cell Values Order A to Z

OK Cancel

TestDate	DueDate	MaskSize	TestOpera	Pass	OverallFit	PortaCoun	Ex.1 FitFac	Ex.1
2021-09-1	2022-09-1	Medium	JAMES NO PASS	159292	8.05E+09	105414	PASS	
2021-09-1	2022-09-1	Medium	JAMES NO PASS	347	8.05E+09	18542	PASS	
2021-09-1	2022-09-1	Medium	JAMES NO PASS	399	8.05E+09	1154	PASS	
2021-09-1	2022-09-1	Large	JAMES NO PASS	44661	8.05E+09	31864	PASS	
2021-09-1	2022-09-1	Medium	JAMES NO PASS	45917	8.05E+09	31497	PASS	
2021-09-1	2022-09-1	Large	JAMES NO PASS	25874	8.05E+09	9023	PASS	
2021-09-1	2022-09-1	Large	JAMES NO PASS	22453	8.05E+09	14990	PASS	
2021-09-1	2022-09-1	Medium	JAMES NO PASS	25996	8.05E+09	14728	PASS	
2021-09-1	2022-09-1	Medium	JAMES NO PASS	681	8.05E+09	755	PASS	
2021-09-1	2022-09-1	Medium	JAMES NO PASS	44447	8.05E+09	24221	PASS	
2021-09-1	2022-09-1	Medium	JAMES NO PASS	2802	8.05E+09	3349	PASS	
2021-09-1	2022-09-1	Large	JAMES NO PASS	13592	8.05E+09	4671	PASS	
2021-09-1	2022-09-1	OneSize	JAMES NO PASS	201	8.05E+09	201	PASS	
2021-09-1	2022-09-1	Medium	JAMES NO FAIL	4	8.05E+09	541	PASS	
2021-09-1	2022-09-1	Large	JAMES NO PASS	22924	8.05E+09	12403	PASS	
2021-09-1	2022-09-1	Medium/L	JAMES NO PASS	14515	8.05E+09	5702	PASS	
2021-09-1	2022-09-1	Medium/L	JAMES NO PASS	5443	8.05E+09	15740	PASS	
2021-09-1	2022-09-1	OneSize	JAMES NO FAIL	16	8.05E+09	16	FAIL	
2021-09-1	2022-09-1	OneSize	JAMES NO FAIL	58	8.05E+09	54	FAIL	
2021-09-1	2022-09-1	OneSize	JAMES NO FAIL	73	8.05E+09	77	FAIL	
2021-09-1	2022-09-1	OneSize	JAMES NO FAIL	5	8.05E+09	5	FAIL	
2021-09-1	2022-09-1	OneSize	JAMES NO PASS	201	8.05E+09	201	PASS	
2021-09-1	2022-09-1	OneSize	JAMES NO PASS	201	8.05E+09	201	PASS	
2021-09-1	2022-09-1	Small	JAMES NO PASS	201	8.05E+09	201	PASS	
2021-09-1	2022-09-1	OneSize	JAMES NO FAIL	71	8.05E+09	108	PASS	
2021-09-1	2022-09-1	OneSize	JAMES NO PASS	197	8.05E+09	201	PASS	

Ready Average: 387332688.3 Count: 766247 Sum: 1.06197E+14

1. Sort by  
“TestDateTime”.

2. Click “Ok”



# Select Data within Time Range

AutoSave Off | FIT TEST DATA 1 | Search (Alt+Q) | Sebastian Rasche

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Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Date, Time, Text, Fraction, Scientific

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analyze Data

Share, Comments

Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

2021-01-04T21:27:56.829Z

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
12	-2	Medium	JN	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS							
12	-2	Medium	MY	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS							
12	-2	Medium	MY	FAIL	31	8.05E+09	31	FAIL	0	FAIL	0	FAIL	0	FAIL							
12	-2	Medium	MY	PASS	184	8.05E+09	173	PASS	201	PASS	191	PASS	173	PASS							
12	-2	Medium	MY	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS							
12	-2	Medium	JN	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS							
12	-2	Medium	MY	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS							
12	-2	Medium	JN	PASS	199	8.05E+09	201	PASS	201	PASS	201	PASS	196	PASS							
12	-2	Medium	MY	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS							
12	-2	Medium	MY	PASS	120	8.05E+09	201	PASS	201	PASS	137	PASS	62	PASS							
12	-2	Medium	MY	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS							
12	-2	Medium	MY	PASS	168	8.05E+09	201	PASS	185	PASS	151	PASS	146	PASS							
12	-2	Medium	JN	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS							
12	-2	OneSize	STR	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS							
12	-2	OneSize	STR	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS							
12	-2	OneSize	STR	PASS	26317	8.05E+09	15385	PASS	32260	PASS	34485	PASS	37040	PASS							
12	-2	OneSize	STR	PASS	8057	8.05E+09	13494	PASS	2932	PASS	17430	PASS	41833	PASS							
12	-2	OneSize	STR	PASS	18021	8.05E+09	8324	PASS	13657	PASS	54628	PASS	97116	PASS							
12597	2021-11-2	2022-11-2	Medium	STR	PASS	12862	8.05E+09	14266	PASS	5115	PASS	32674	PASS	67528	PASS						
12598	2021-11-2	2022-11-2	OneSize	STR	PASS	122	8.05E+09	115	PASS	131	PASS	123	PASS	121	PASS						
12599	2021-11-2	2022-11-2	OneSize	STR	PASS	201	8.05E+09	201	PASS	201	PASS	201	PASS	201	PASS						
12600	2021-11-2	2022-11-2	Medium/L	STR	PASS	1294	8.05E+09	1117	PASS	1423	PASS	1225	PASS	1474	PASS						
12601	2021-11-2	2022-11-2	Medium	STR	PASS	283	8.05E+09	310	PASS	252	PASS	236	PASS	367	PASS						
12602	2021-11-2	2022-11-2	Large	STR	PASS	13998	8.05E+09	8614	PASS	14931	PASS	18664	PASS	20361	PASS						
12603	2021-11-2	2022-11-2	Medium/L	JN	PASS	1123	8.05E+09	1562	PASS	596	PASS	1254	PASS	2240	PASS						
12604																					
12605																					
12606																					

Ready | FIT TEST DATA 1 | Average: 488989486.7 | Count: 222142 | Sum: 3.74004E+13 | 100%

1. Select all data within time range (ie 1/1/2021-31/12/2021). Dates of test are in the TestDateTime Column

2. Copy and paste 2021 data to another sheet.



# Sort and Filter / Finished

The screenshot shows an Excel spreadsheet titled 'FIT TEST DATA 1'. The data table has columns A through W. Column A contains dates (2021-01-0), column B contains dates (2022-01-0), column C contains sizes (Large, Medium, OneSize), column D contains names (Nathan Ge), column E contains test results (PASS, FAIL), and columns F through W contain numerical values and test results. A 'Find and Replace' dialog box is open, showing the 'Find' tab. The 'Find what' field contains 'STR'. The 'Within' dropdown is set to 'Sheet', and the 'Search' dropdown is set to 'By Rows'. The 'Look in' dropdown is set to 'Formulas'. The 'Find All' button is highlighted, and a red circle is drawn around the text '1220 cell(s) found' in the dialog box. Red arrows point from the text instructions to the 'Test Operator' tab, the 'STR' field, the 'Find All' button, and the '1220 cell(s) found' text.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	2021-01-0	2022-01-0	Large	Nathan Ge	PASS	11458	8.05E+09	5592	PASS	16939	PASS	15794	PASS	20871	PASS								
2	2021-01-0	2022-01-0	Large	Nathan Ge	PASS	2418	8.05E+09	3468	PASS														
3	2021-01-0	2022-01-0	Large	Nathan Ge	FAIL	1	8.05E+09	1	FAIL														
4	2021-01-0	2022-01-0	Large	Nathan Ge	PASS	122	8.05E+09	203	PASS														
5	2021-01-0	2022-01-0	Medium	Nathan Ge	PASS	1077	8.05E+09	37973	PASS														
6	2021-01-0	2022-01-0	Large	Nathan Ge	PASS	134	8.05E+09	267	PASS														
7	2021-01-0	2022-01-0	Large	Nathan Ge	PASS	9969	8.05E+09	7427	PASS														
8	2021-01-0	2022-01-0	Medium	Nathan Ge	PASS	4289	8.05E+09	4126	PASS														
9	2021-01-0	2022-01-0	Medium	Nathan Ge	PASS	6655	8.05E+09	6581	PASS														
10	2021-01-0	2022-01-0	Large	Nathan Ge	PASS	1127	8.05E+09	3616	PASS														
11	2021-01-0	2022-01-0	Medium/L	STR	PASS	4224	8.05E+09	17450	PASS														
12	2021-01-0	2022-01-0	Medium/L	STR	PASS	2734	8.05E+09	16705	PASS														
13	2021-01-0	2022-01-0	Medium/L	STR	PASS	10730	8.05E+09	22842	PASS														
14	2021-01-0	2022-01-0	Medium	STR	PASS	15453	8.05E+09	22106	PASS														
15	2021-01-0	2022-01-0	Large	STR	PASS	11733	8.05E+09	9359	PASS														
16	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	201	8.05E+09	201	PASS														
17	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	201	8.05E+09	201	PASS														
18	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	201	8.05E+09	201	PASS														
19	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	201	8.05E+09	201	PASS														
20	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	201	8.05E+09	201	PASS														
21	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	201	8.05E+09	201	PASS														
22	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	201	8.05E+09	201	PASS														
23	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	201	8.05E+09	201	PASS														
24	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	142	8.05E+09	201	PASS														
25	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	201	8.05E+09	201	PASS														
26	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	201	8.05E+09	201	PASS														
27	2021-01-0	2022-01-0	OneSize	Nathan Ge	PASS	177	8.05E+09	132	PASS														
28	2021-01-0	2022-01-0	Medium	Nathan Ge	PASS	138	8.05E+09	24363	PASS														

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

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

3. Find All

4. Total Number of tests completed by operator (1220) within date range





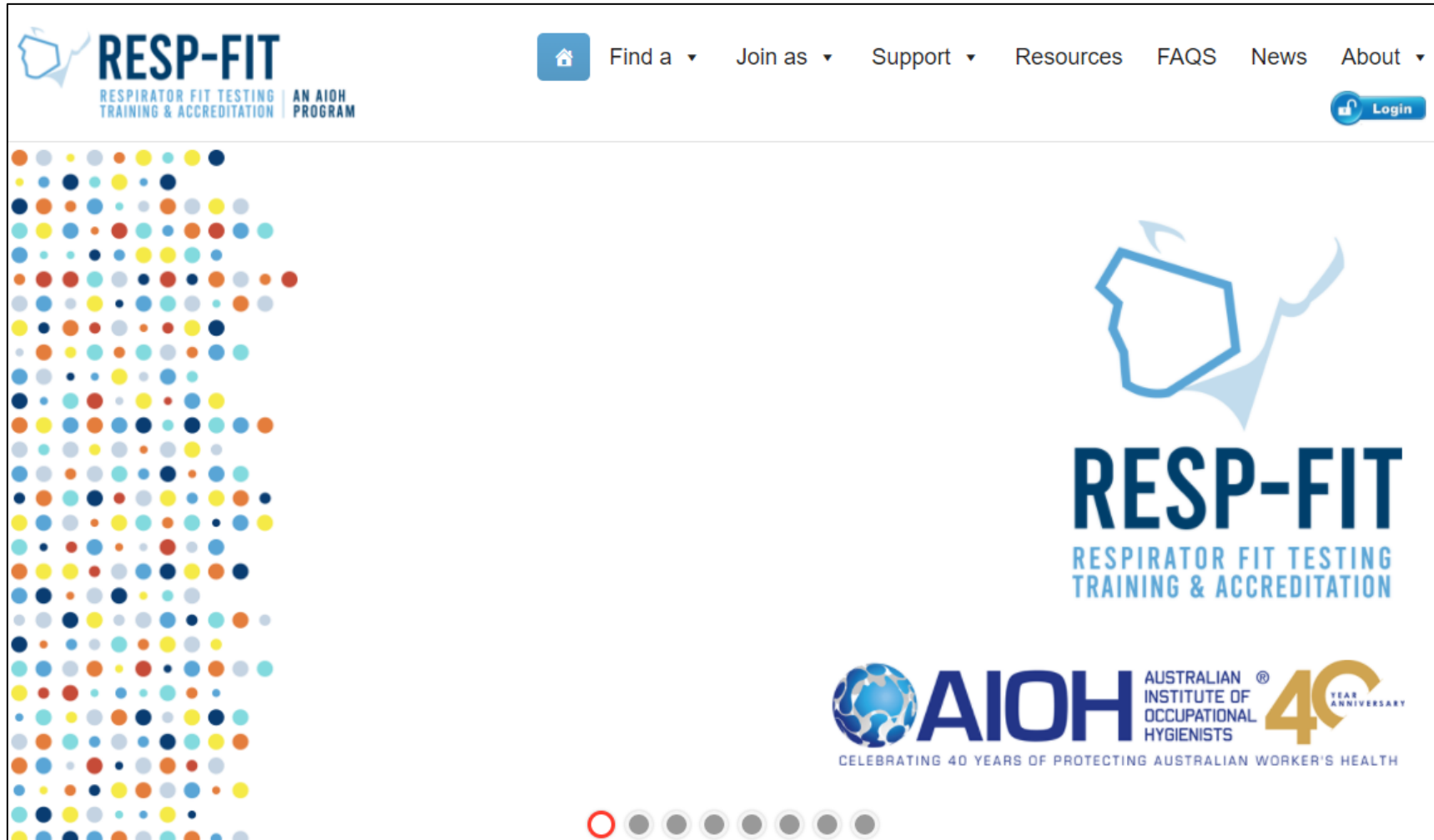
## Step 4 Reporting to RESP-FIT

# 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



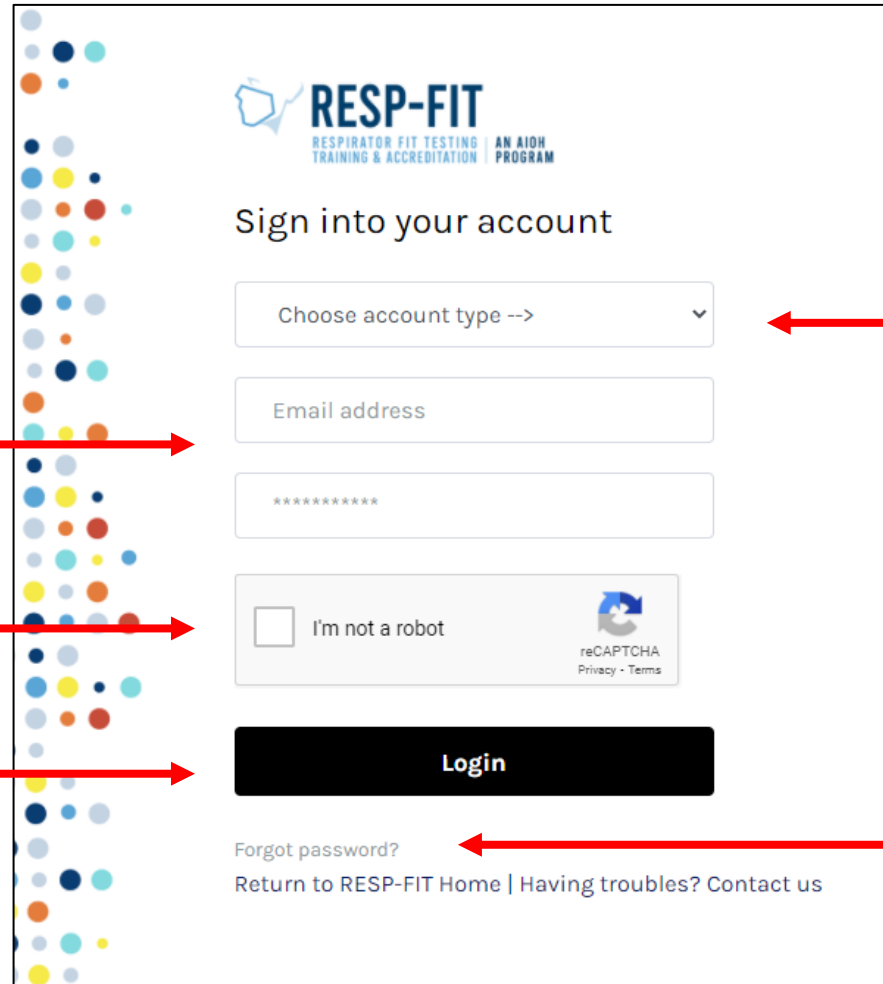


# Logging In

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 is the RESP-FIT logo with the text 'RESPIRATOR FIT TESTING | AN AIOH PROGRAM | TRAINING & ACCREDITATION'. Below the logo is the heading 'Sign into your account'. There are four main input areas: a dropdown menu labeled 'Choose account type -->', an 'Email address' field, a password field with masked characters '\*\*\*\*\*', and a reCAPTCHA area with a checkbox labeled 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. Below these is a black 'Login' button. At the bottom, there is a 'Forgot password?' link and a footer link 'Return to RESP-FIT Home | Having troubles? Contact us'. Red arrows point from the left-side instructions to the account type dropdown, the email and password fields, the 'I'm not a robot' checkbox, the 'Login' button, and the 'Forgot password?' link.

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

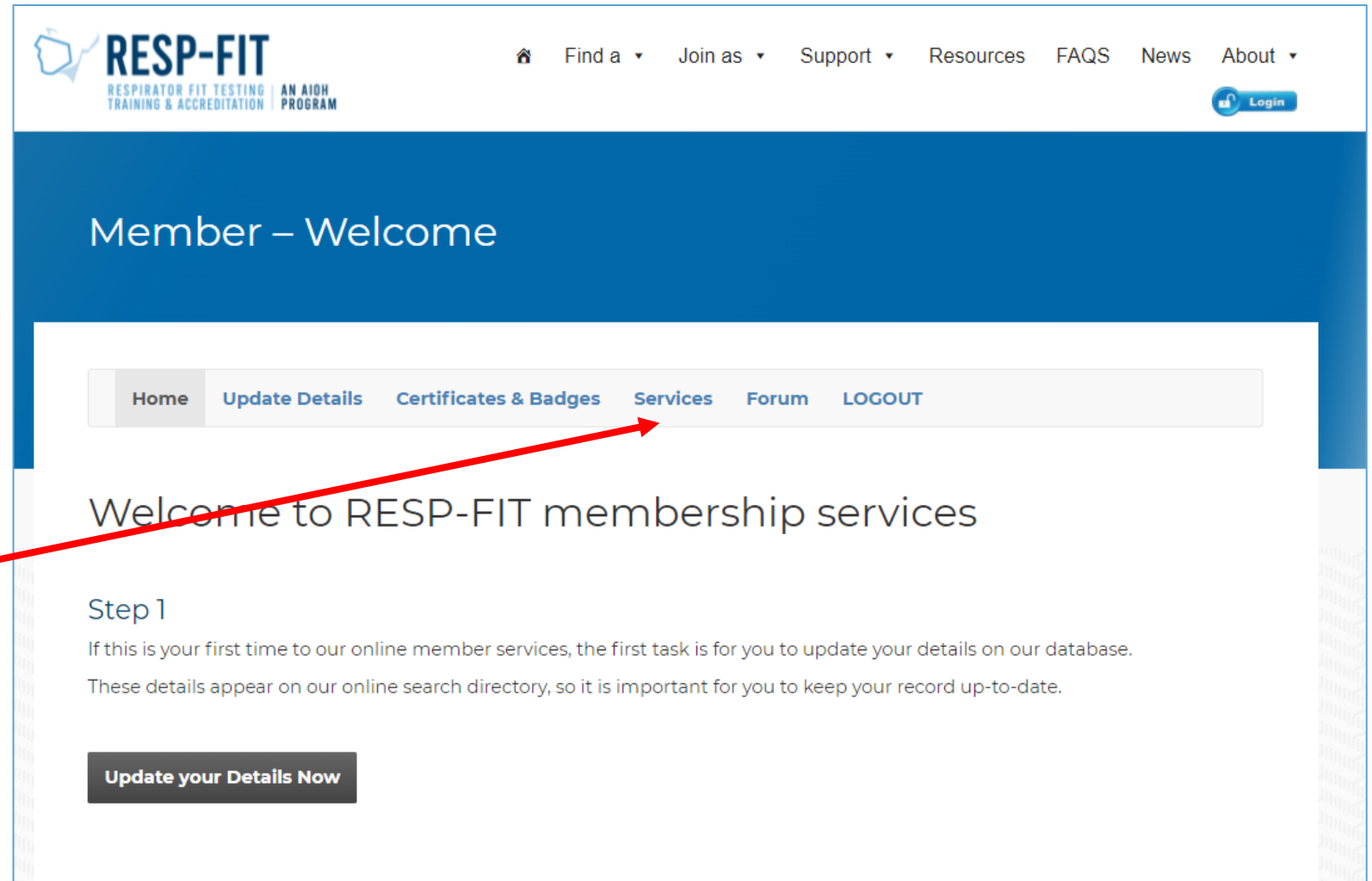
- Individuals are Accredited fit testers and Approved trainers
- Organisations are Approved training providers, Fit Tester service Providers, Partners and Supporters

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



# Services

Go to Services



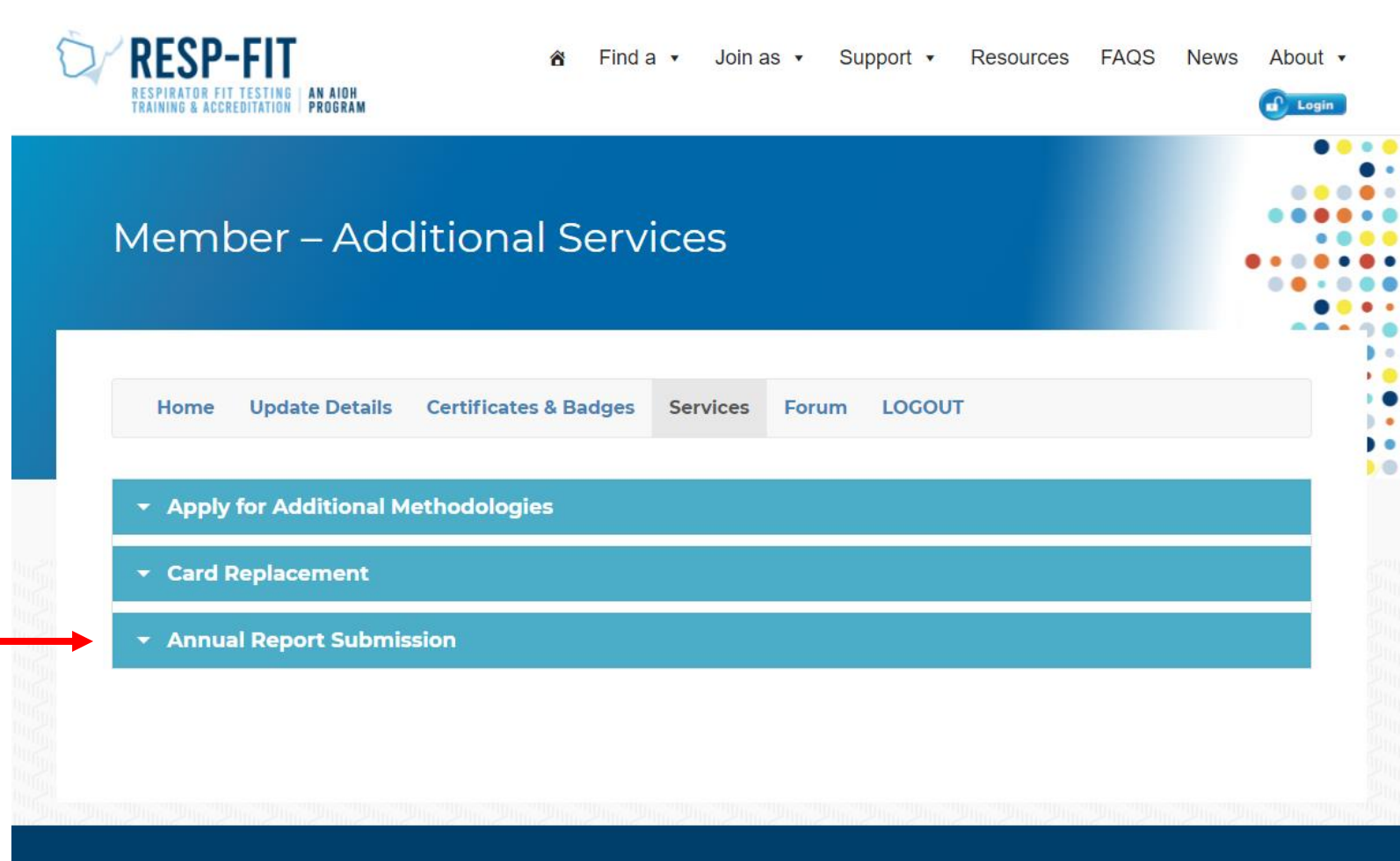
The screenshot shows the RESP-FIT website interface for a member. At the top, the RESP-FIT logo is on the left, and navigation links (Home, Find a, Join as, Support, Resources, FAQs, News, About) and a Login button are on the right. Below the navigation bar is a blue header with the text "Member – Welcome". Underneath this is a horizontal menu bar with items: Home, Update Details, Certificates & Badges, Services, Forum, and LOGOUT. A red arrow points from the text "Go to Services" to the "Services" menu item. Below the menu bar, the main content area says "Welcome to RESP-FIT membership services". Under this, it says "Step 1" and provides 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." At the bottom of this section is a button labeled "Update your Details Now".





# Annual Report Submission

Select Annual Report Submission →



The screenshot displays the RESP-FIT member portal. At the top, the RESP-FIT logo is on the left, and navigation links (Home, Find a, Join as, Support, Resources, FAQs, News, About) and a Login button are on the right. The main header reads 'Member – Additional Services'. Below this is a horizontal menu with 'Home', 'Update Details', 'Certificates & Badges', 'Services' (highlighted), 'Forum', and 'LOGOUT'. Under the 'Services' menu, three options are listed: 'Apply for Additional Methodologies', 'Card Replacement', and 'Annual Report Submission'. A red arrow points from the text 'Select Annual Report Submission' to the 'Annual Report Submission' option.

# 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) \*

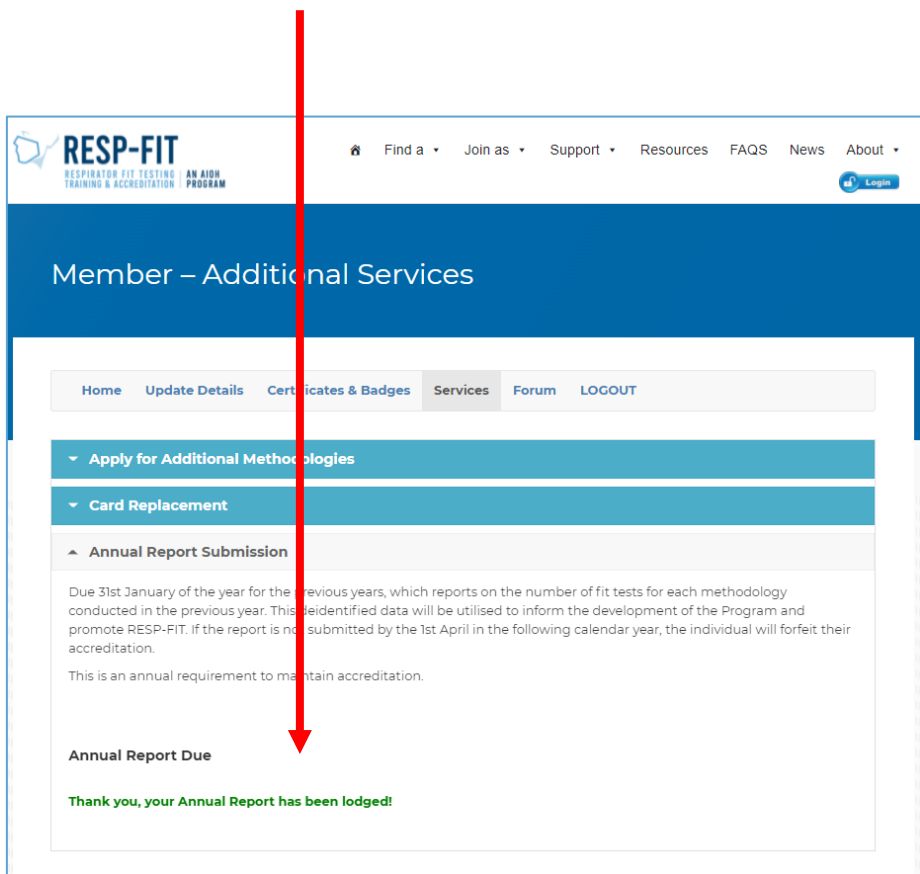
#### Quantitative Fit Test (QNFT) – Ambient aerosol condensation Nuclei Counting (CNC) \*

#### 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



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

Find a ▾ Join as ▾ Support ▾ Resources FAQs News About ▾

Member – Additional Services

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

▼ Apply for Additional Methodologies

▼ Card Replacement

▲ Annual Report Submission

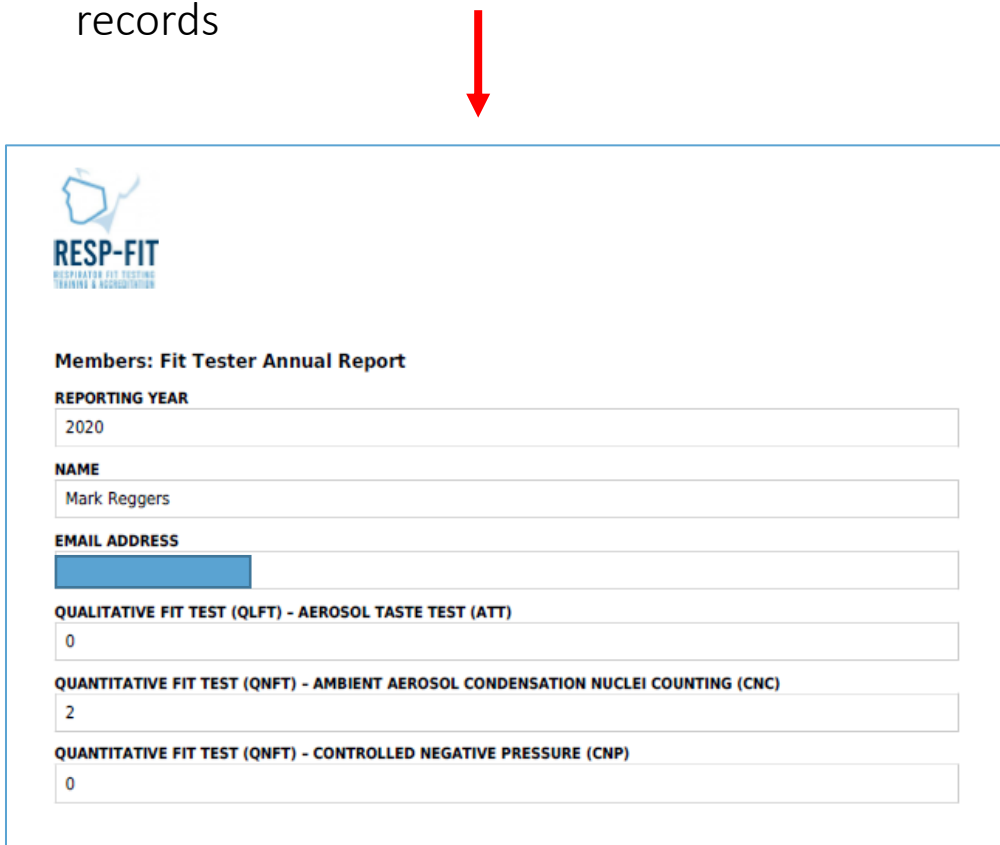
Due 31st January of the year for the previous years, which reports on the number of fit tests for each methodology conducted in the previous year. This deidentified data will be utilised to inform the development of the Program and promote RESP-FIT. If the report is not submitted by the 1st April in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

This is an annual requirement to maintain accreditation.

Annual Report Due

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: Fit Tester Annual Report**

**REPORTING YEAR**

2020

**NAME**

Mark Reggers

**EMAIL ADDRESS**

**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

RESP-FIT

RESPIRATOR FIT TESTING TRAINING & ACCREDITATION PROGRAM

Find a

Join as

Support

Resources

FAQS

News

About

Home

Update Details

Documents & Badges

Services

Events

LOGOUT

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

2020

Student Numbers

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 methodology you are accredited in.

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

Not Applicable

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

Not Applicable

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

Not Applicable

Changes

Please indicate any changes since your last report.

☐ Changes to Facilitators

☐ Changes to Course

☐ Major Changes to Assessment

☐ Major Changes to Practical Component

Do you have any comment regarding the changes made?

Attendee Feedback

Provide a summary of attendee feedback and actions that were taken to resolve any issues.

Submit



# 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 PROGRAM

Find a ▾ Join as ▾ Support ▾ Resources FAQs News About ▾

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 PROGRAM

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

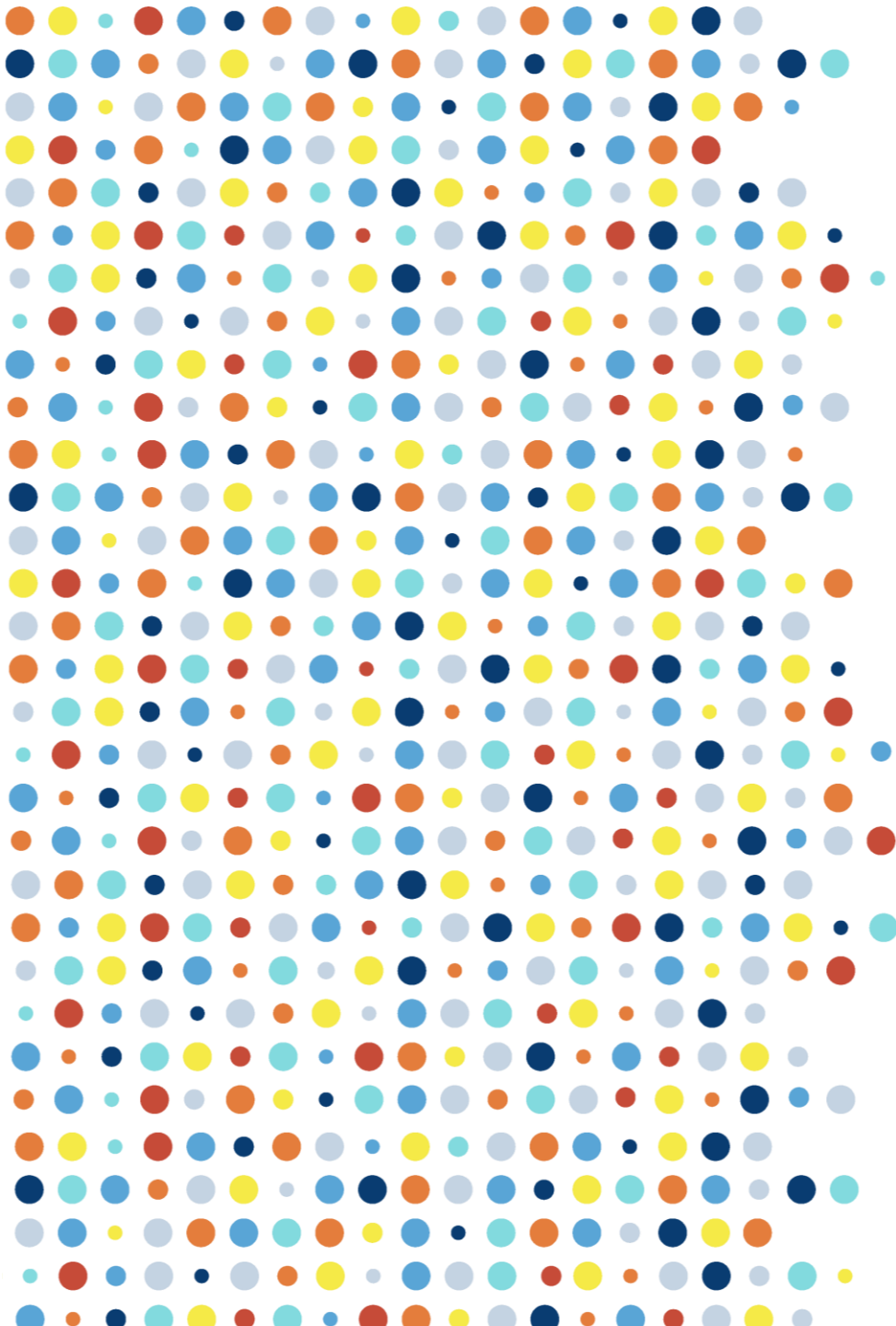
MAJOR CHANGES TO PRACTICAL COMPONENT  
☒ True

DO YOU HAVE ANY COMMENT REGARDING THE CHANGES MADE?  
Comments

Attendee Feedback

FEEDBACK  
Feedback





## 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)

