AccuFIT9000

Application Software

User's Manual

* This User's Manual is stored in a PDF file on a CD-ROM. In order to read this manual, Adobe Acrobat 4.x or higher is needed.

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Table of Contents

1. General Overview

Overview of System

This Software creates database(s) used in **AccuFIT9000** (hereinafter referred to as the "Device") and enables remote operation of the Device using the communication function.

System Requirements

Operating Systems: English, French, Spanish, Portuguese

Windows® 7/8/8.1/10 32-bit or 64-bit

.NET Framework: .NET Framework 3.5 or higher

USB: An available USB port on your PC is required.

Ethernet: Required. (To install .NET Framework3.5, Ethernet may be necessary.)

Wi-Fi: Not required.

2. How to set up for measurements using communication function

The remote operation using communication function involves the following steps.

1. Use the provided CD-ROM to install the application software and USB device driver. (See <u>3. Installation</u>)
2. Start the installed software to perform the initial setting.
3. Turn on AccuFIT9000.
4. For the USB connection, connect AccuFIT9000 to your PC with a USB cable.

   Once the USB device driver which is installed step 1 is detected, communication function is enabled.

   If you cannot operate the Device using the USB cable connection go to <u>6. Connecting Device to your PC</u> to install USB device driver.
5. For LAN cable or Wi-Fi connections, perform set up the communication function. (See <u>6. Connecting Device to your PC)</u>

3. Installation

Installation

When you install the Software on your PC, you must log on with administrator privileges.

1) Insert the product CD into a CD/DVD drive.

   Perform the following actions on Explorer.

2) According to your Windows version, open '32-bit folder' or '64-bit folder' on the product CD.

3) Open the Setup.exe file.

4) Follow the directions on your screen to install the software.

5) Once installed, the AccuFIT9000 is added to the **START** menu.

Uninstallation

Go to the Control Panel, and click **Uninstall a program** button.

Select **AccuFIT9000** from your installed programs list, and then click **Uninstall** button.
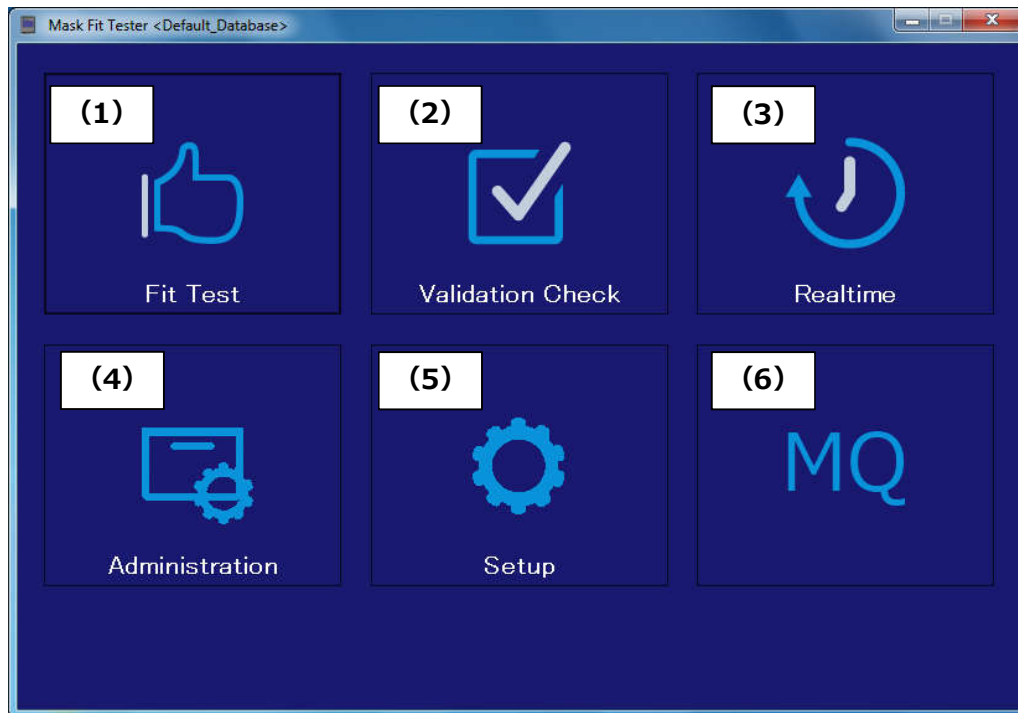
Starting and Exiting the Software

To start the Software, select **AccuFIT9000** on the **START** menu, and then click **AccuFIT9000 Software** button.

To exit the Software, click "**X**" button on the title bar of the Main screen.

4. User Interface

Main Screen

When the Software starts, this Main Screen appears.

(1)	Fit Test	Perform the Respirator Fit Test (hereinafter referred to as "Fit Test").
(2)	Validation Check	Validates the performance of the Device. Perform the Validation Check before using the Device for fit testing. The Validation Check includes Particle Check, the Zero Check, and the Maximum Fit Factor Check.
(3)	Realtime	Displays the Fit Factor (or if selected) a measurement of the particulate concentration graphically on a real time basis. This function is generally used for training in the use of respirators, determining if a respirator fits well enough to be fit tested, and for troubleshooting. Using this function also allows you to observe changes on a real time basis while wearers who are being trained in the use of the respirator can make adjustments (e.g., adjusting mask straps). Once the wearer and person administering the

		test are satisfied that the respirator is fitting comfortably, a sufficiently high fit factor can be achieved, and the wearer can don the respirator and achieve the desired results without any help from the test administrator the actual Fit Test can be performed. **N.B.**: The purpose of this function is to ensure that persons being tested learn appropriate mask donning and adjustment. Performing this function immediately before the Fit Test is not recommended since the wearer will at that time have been assisted on the optimum procedures. Remember, the purpose of the actual Fit Test is to measure the fit of the respirator in real-world situations. Use this function only for training and practice.

(4)	Administration	This consists of the following menu:
		  People, Respirators, Protocols, Reports,
		  Select Database, and Advanced Database Tools

(5)	Setup	This consists of the following menu: Communication Setup, Settings, and Version Info.
(6)	MQ	Directs user to AccuTec-IHS.com and Medical Qualification Software

Fit Test Screen

This is the screen used to perform the Fit Test.

NOTE: If desired, four (4) persons can be tested simultaneously using four (4) AccuFIT9000 Devices attached to the computer. These must be started simultaneously.

8

Validation Check Screen

This is the screen used to perform the Validation Check.

Real Time Screen

This is the screen used to display a graphic output of the Fit Factor on a real time basis.
Selecting the "Ambient Concentration" button enables realtime measurement of particulate concentration.
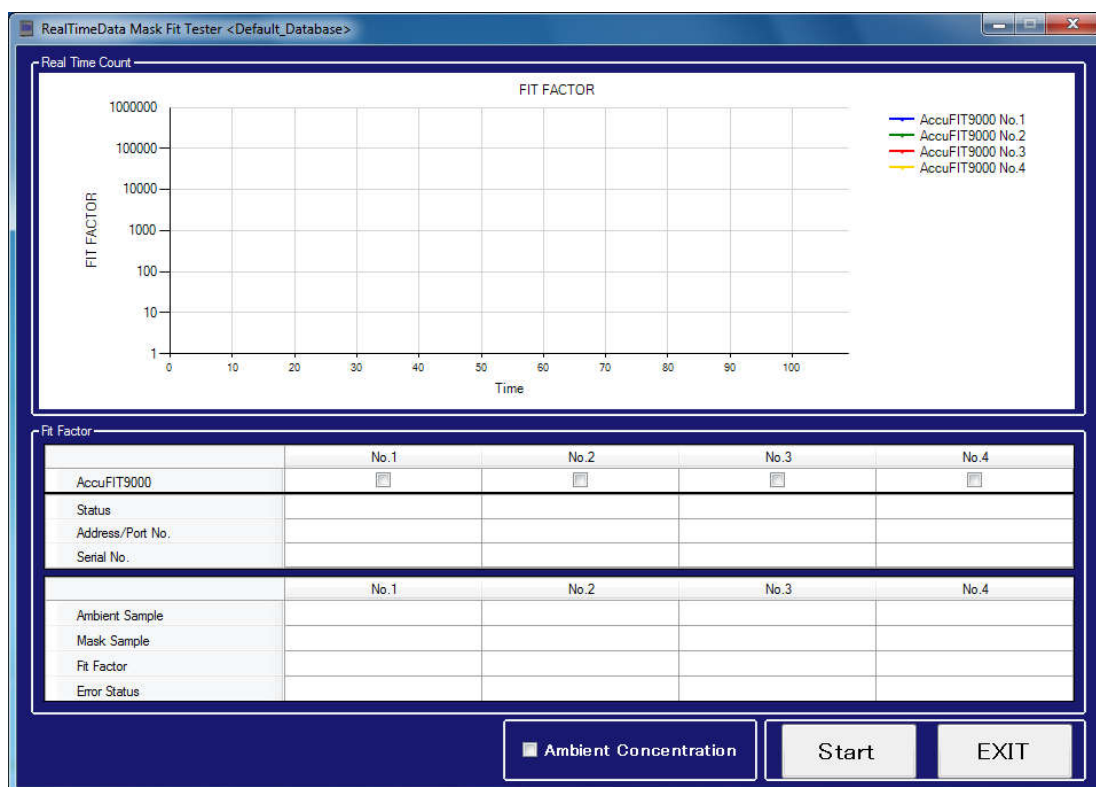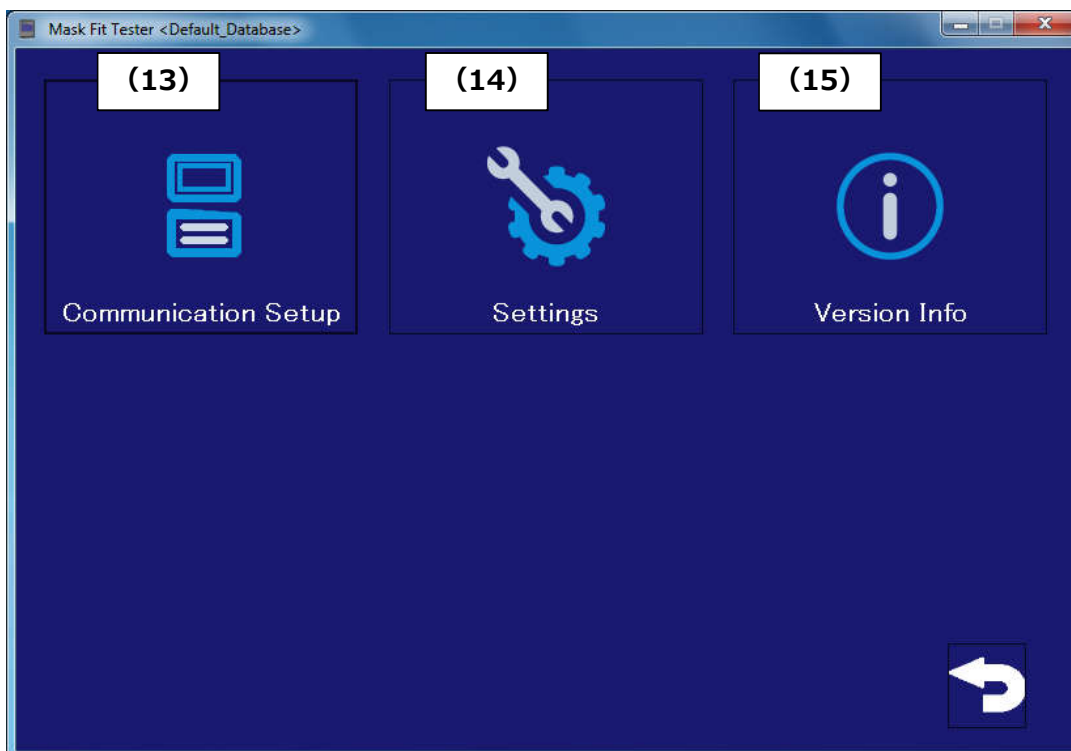
Administration Screen

This is the screen used to select and/or create database, and print reports.
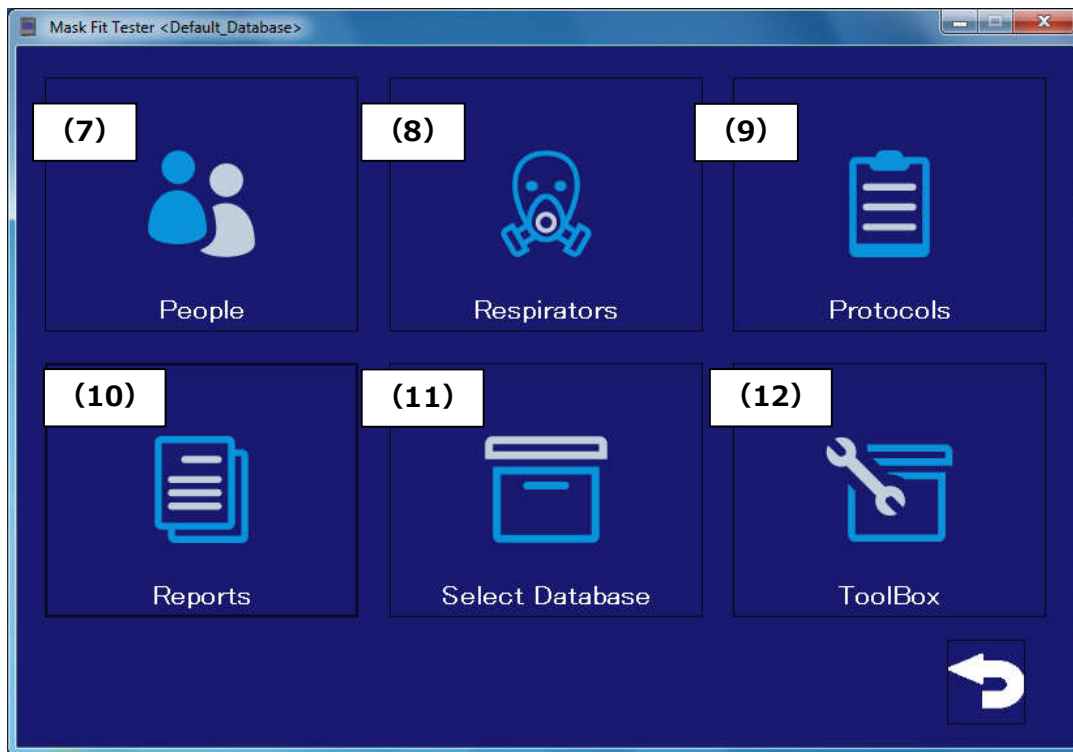
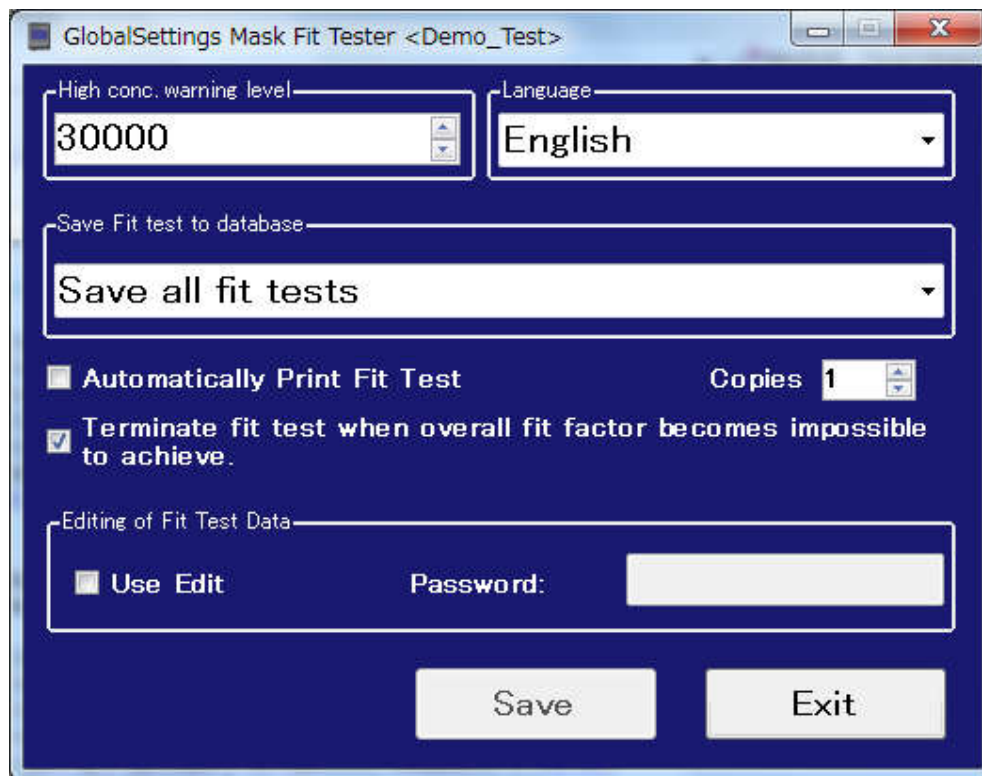| (7)	People	Confirms and selects the list of people being tested. Enters a new person to database
(8)	Respirators	Confirms and selects the list of respirators Enters a new respirator to database
(9)	Protocols	Confirms and selects the test protocol Enters a new test protocol to database
(10)	Fit Test Reports	Displays the result of completed fit tests
(11)	Select Database	Selects database to load as active
(12)	Toolbox	Sets the advanced mode

Setup Screen

This Setup Screen consists of Communication Setup, Settings and Version Information.

(13)	Communication Setup	Confirms and sets the network environment. You are allowed to set up or change this Communication Setup only when AccuFIT9000 is not connected to your PC. While your PC is connected to AccuFIT9000, you cannot set up or change this Communication Setup. In order to change network settings you must close the application software and restart the program.
(14)	Settings	Configures the setting for the device
(15)	Version Info	Displays the device information

5. Initial Setting

Settings

·**High conc. Warning level**:

When particle concentration in the ambient environment exceeds particle concentration set in the Fit Test or the Validation Check Global Settings, a warning message is displayed.

If a high concentration state continues for several hours, the performance of the device may be degraded, and may cause lower count values, resulting in the high possibility of failure in the Fit Test and/or the Validation Check.

If count values continuously decrease, recalibration or wick cleaning may be necessary.

The "High-conc" setting range is between 8000 and 200000 in 1000-step increments.

·**Save Fit test to database**

Set the conditions (in drop box) whether or not you save all results.

Choose **Save all fit tests** to save all results regardless of whether they pass or fail.

Choose **Save passed fit tests only** to save only the passed results.

·**Automatically Print Fit Test**

 Select the **Automatically Print Fit Test** check box in advance to print reports
automatically when the Fit Test is completed. (Be sure to have a printer connected.)
 If you haven't selected the check box **Automatically Print for Fit Test** in advance,
 click **Print** button to print reports.

 Set up the number of copies of the Fit Test Report. The setting range is 1-4 copies.

·**Terminate fit test early if a passing overall fit factor is impossible to achieve**.
   If an exercise fails so badly that it is mathematically impossible to make up the deficit with
   subsequent exercises it would be a waste of time to continue, and the internal logic can
   decide to terminate the fit test. Once fit test is terminated, the remaining exercises won't be
   performed.

·**Language**
   Select language (English, Español, Français, or Português) to set your language.

·**Editing of Fit Test Data**
 If you select **Use Edit** check box in advance, you can edit Last Name, First Name, Middle Name,
 Emp. ID, Company, and Mask Size when you print Fit Test Reports.
 If you need a password, enter your password in the Password box. If you uncheck the
 checkbox, you cannot edit.

·**Save**
 When you change the condition(s), **Save** button is activated.
 To apply your new settings, click **Save** button.

·**Exit**
 Click **Exit** button to close the current screen and return to the Setup screen.
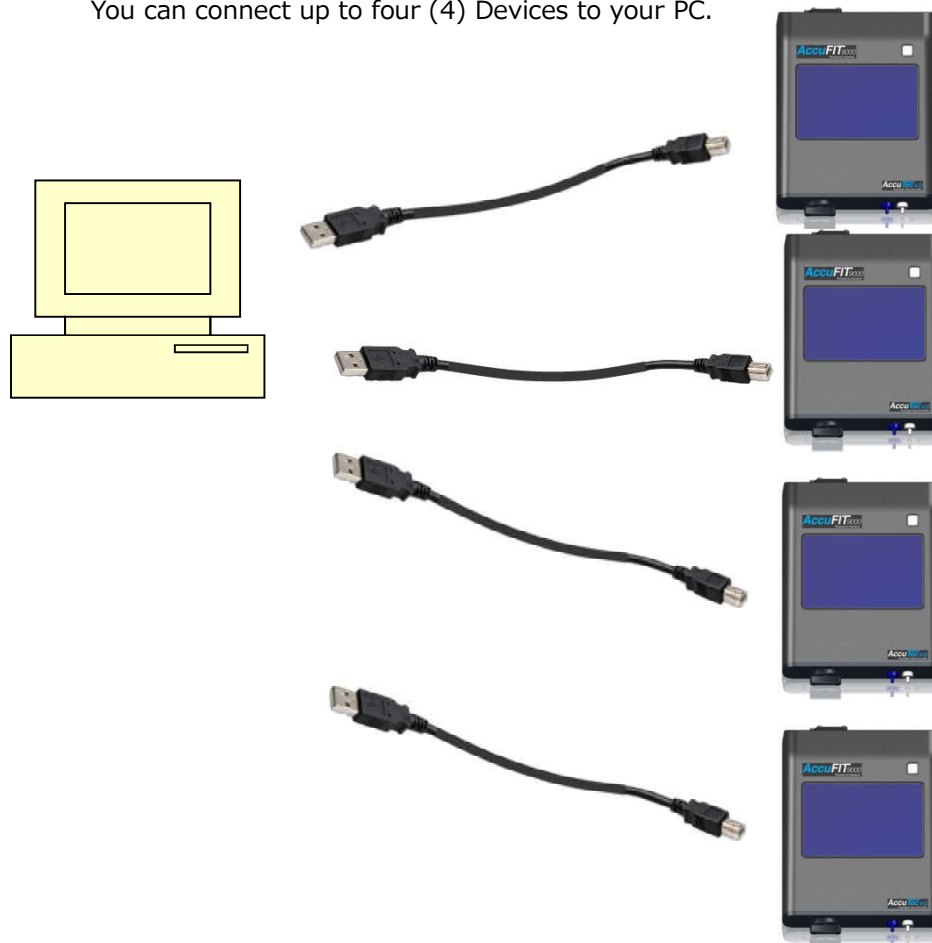
Communication Setup
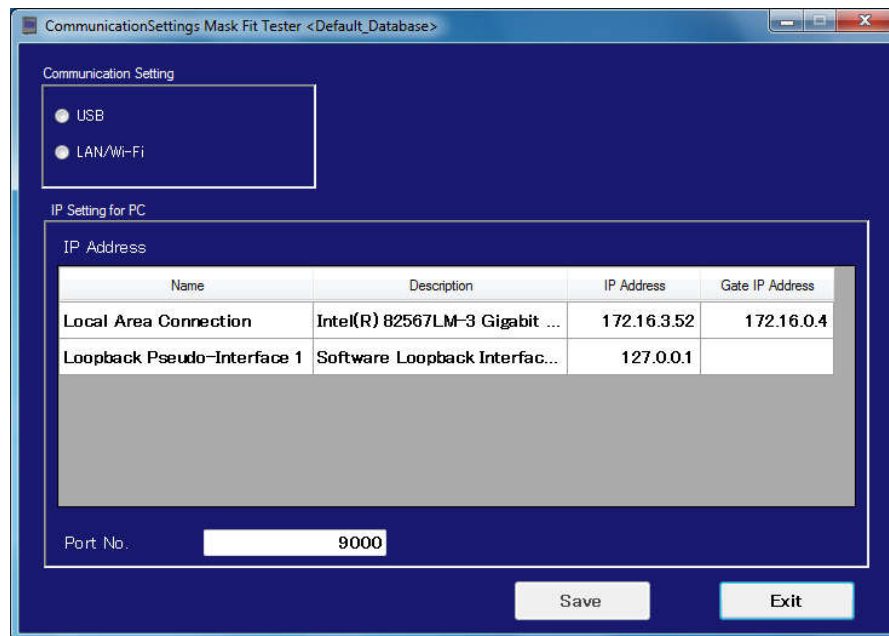
·Communication Setting

Select a connection method.

Serial USB: Connect the Device to your PC with a USB cable(s) to run the system through
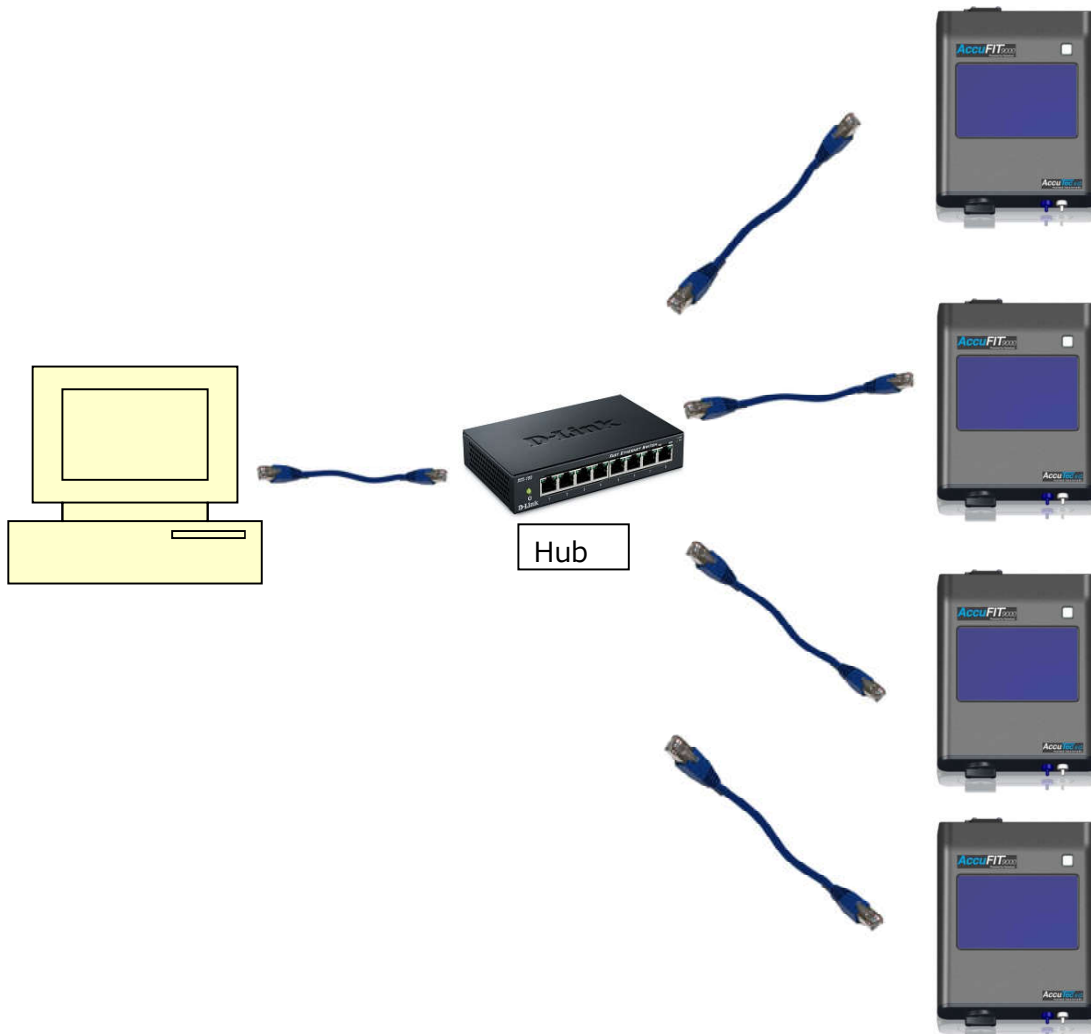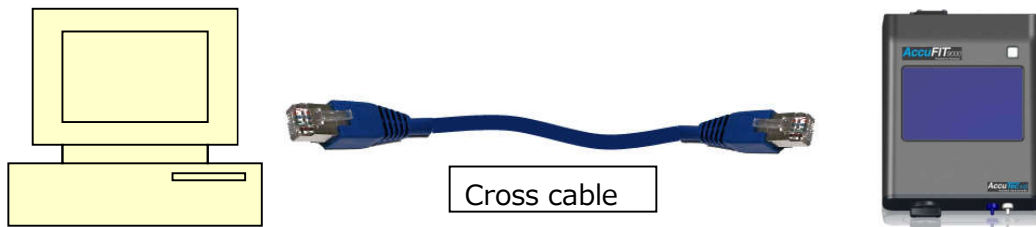serial communication.

You can connect up to four (4) Devices to your PC.

LAN: Connect the Device to your PC with LAN (Ethernet) cable to run the Device through packet communication.
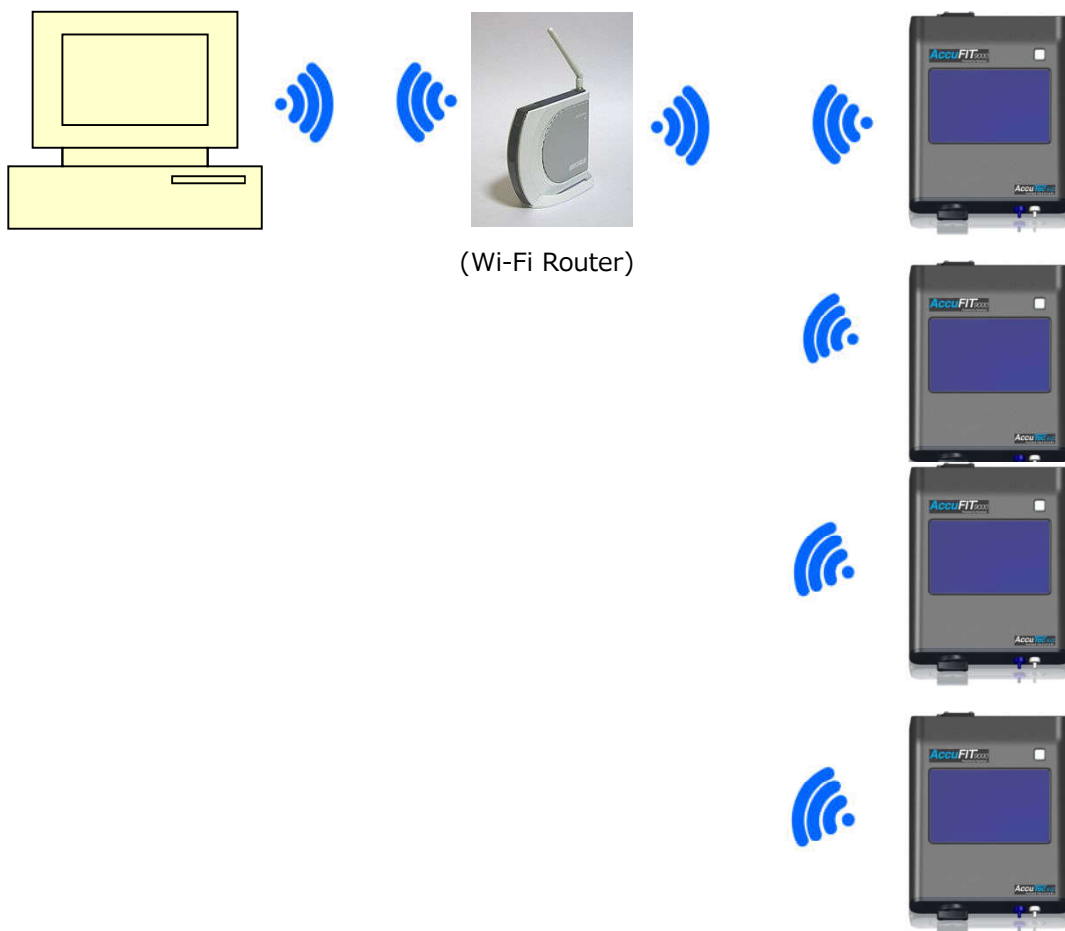
   For Direct cross cable connection, you can connect one (1) Device to your PC.

   For LAN cable connection, you can connect up to four (4) Devices to your PC using a hub.

Cross cable

Hub

]

·**Wi-Fi**: Connect the Device to your PC via a router with built in Wi-Fi wireless connection to run the Device through packet communication.

You can connect up to four (4) Devices to your PC.

(Wi-Fi Router)

·**IP Setting for PC**

For LAN or Wi-Fi connection, enter IP Address and Port No.

Be sure to enter the same Port No. as the Port No. you entered for the Device.

·**Save Button**

Click **Save** button to save the current displayed settings.

·**Exit Button**

Click **Exit** button to close the current screen and return to the Setup screen.

6. Connecting Device to your PC

USB Connection

1. Setting Device driver

When the software is installed to the PC from the CD a window should appear which will guide you through the USB driver installation procedure.

Connect the Device(s) to your PC with USB cable(s).

Turn the Device on. If you haven't already installed the device driver in your PC, **device driver will be installed automatically.**

Alternate Method: If device driver has not been installed in your PC, use the provided CD to install device driver. Insert the provided CD into a CD drive, and then click **START** > **Control Panel** > **Hardware and Sound**.
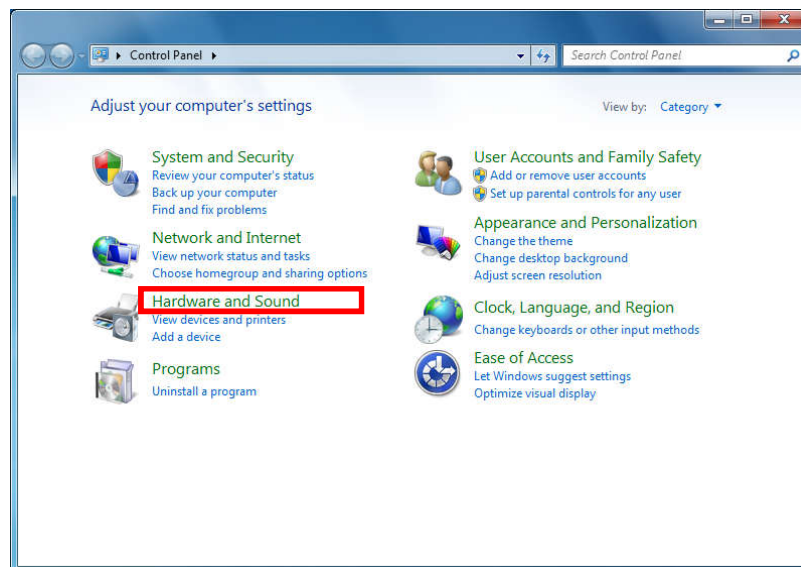
Click **Device Manager**.
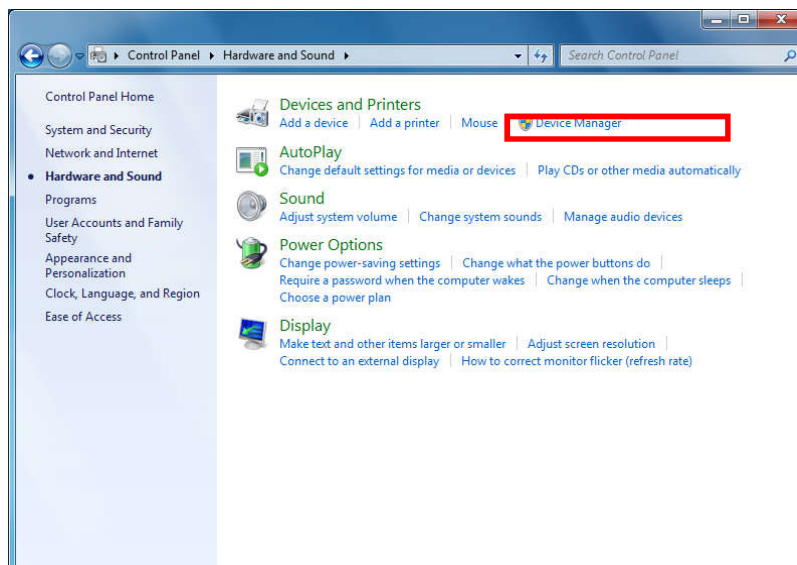
Find **CP2102 USB to UART Bridge Controller** from **Other Device**.
Select **CP2102 USB to UART Bridge Controller,** right-click and then select **Properties** on
the menu.
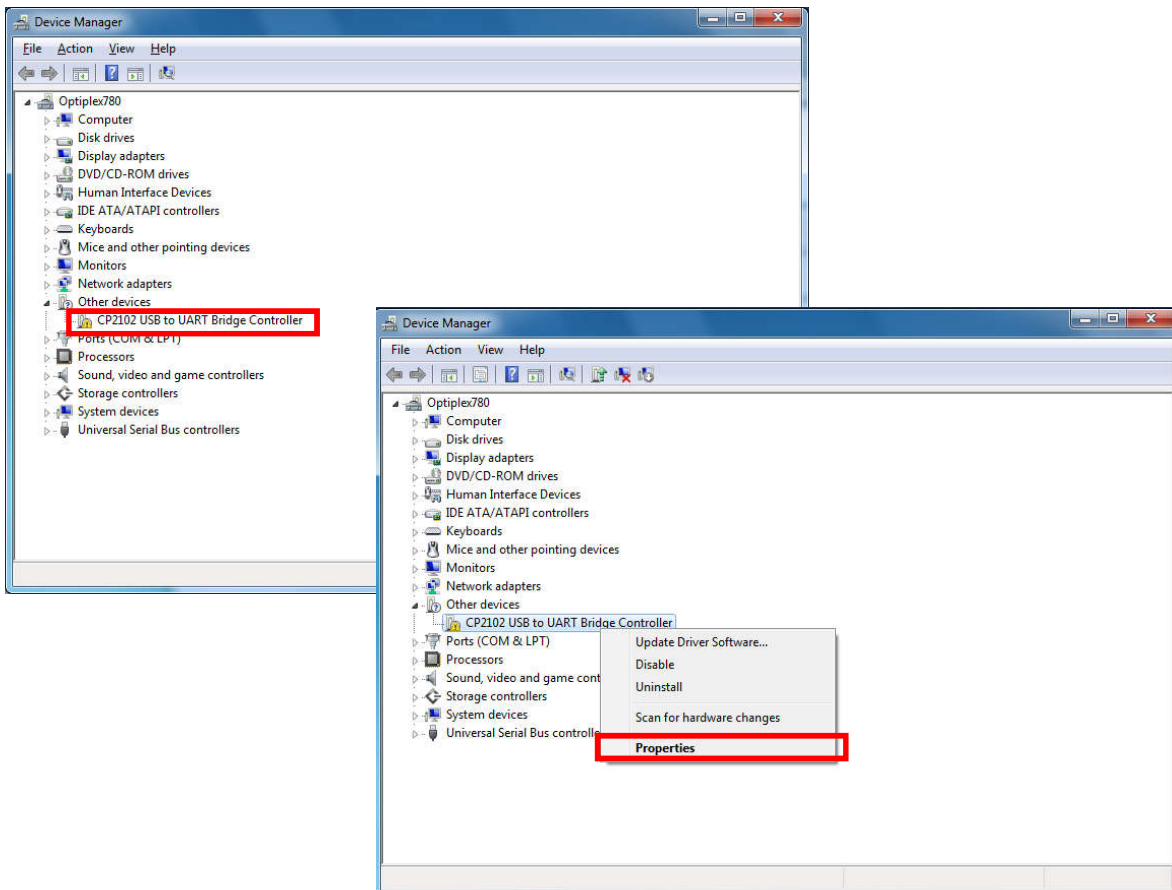
Click **Update Driver** button.
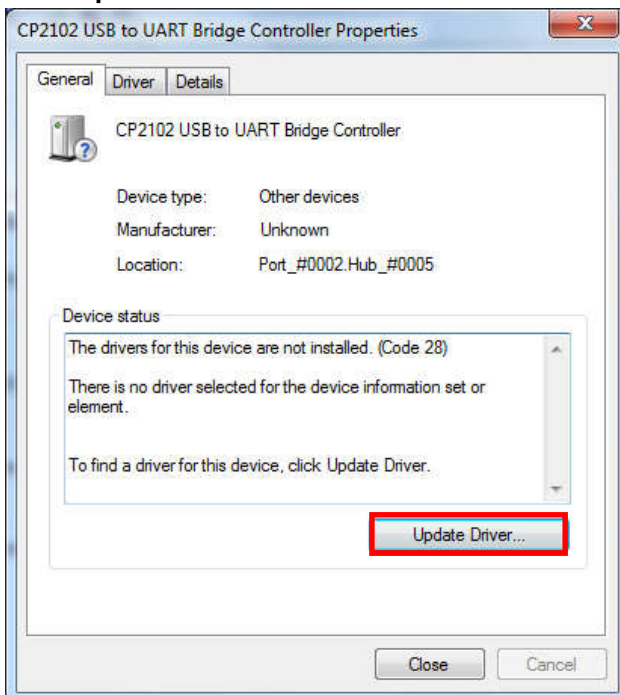
Click **Browse my computer for driver software**.
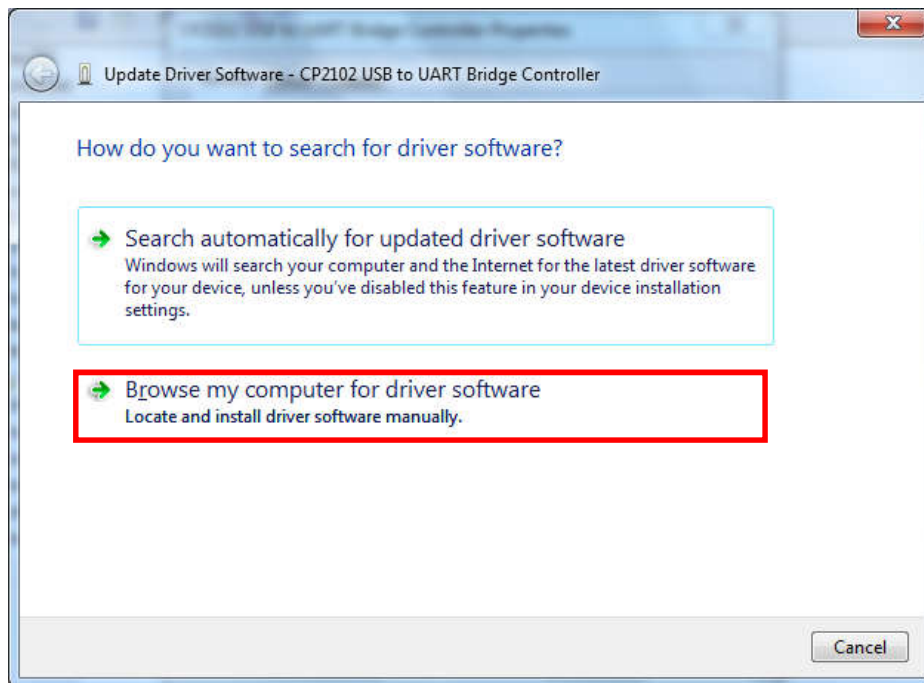
Click **Browse** button, and then choose CD drive.
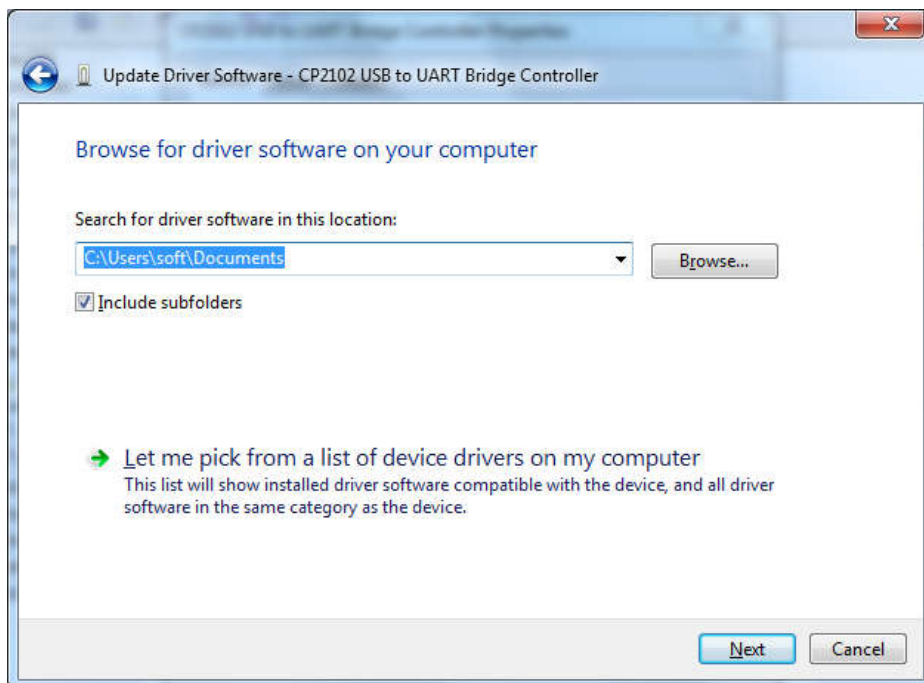
Click **Next** button to start the installation of driver.

When the installation is completed, the below screen appears. Click **Close** button to exit this screen.
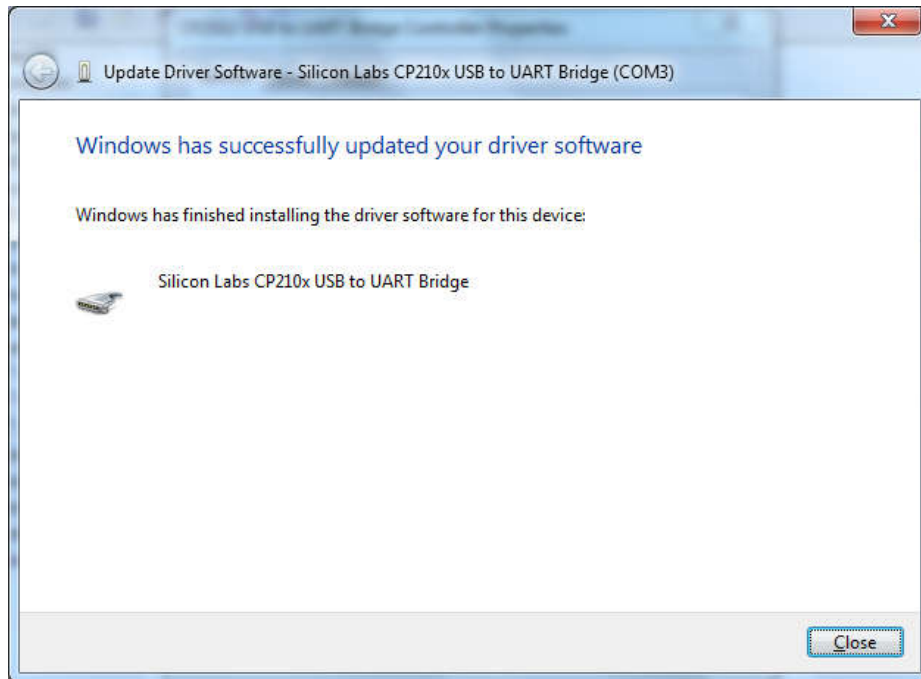
Return to **Silicon Labs CP210x USB to UART Bridge(COMx) Property** screen.
Click **Close** button to exit.
USB connection is completed.

2. Connecting Device to your PC

(1) PC application

Start AccuFIT9000 PC application.

Click **Setup** > **Communication Setup** on the application.

Select **Serial USB** icon.

Click **Save** button to save the data.

Then, click **Exit** button to close Communication Setup.
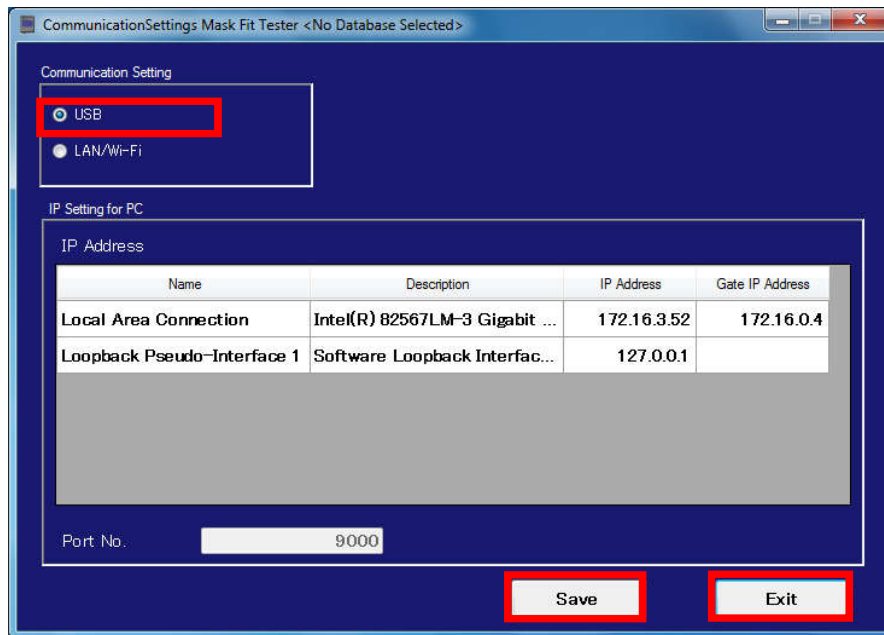
(2) AccuFIT9000 setting

Tap **Setup** > **Communication** on the AccuFIT9000 menu.

Select **USB** icon on the AccuFIT9000.

And tap **Exit** button to close the Communication.
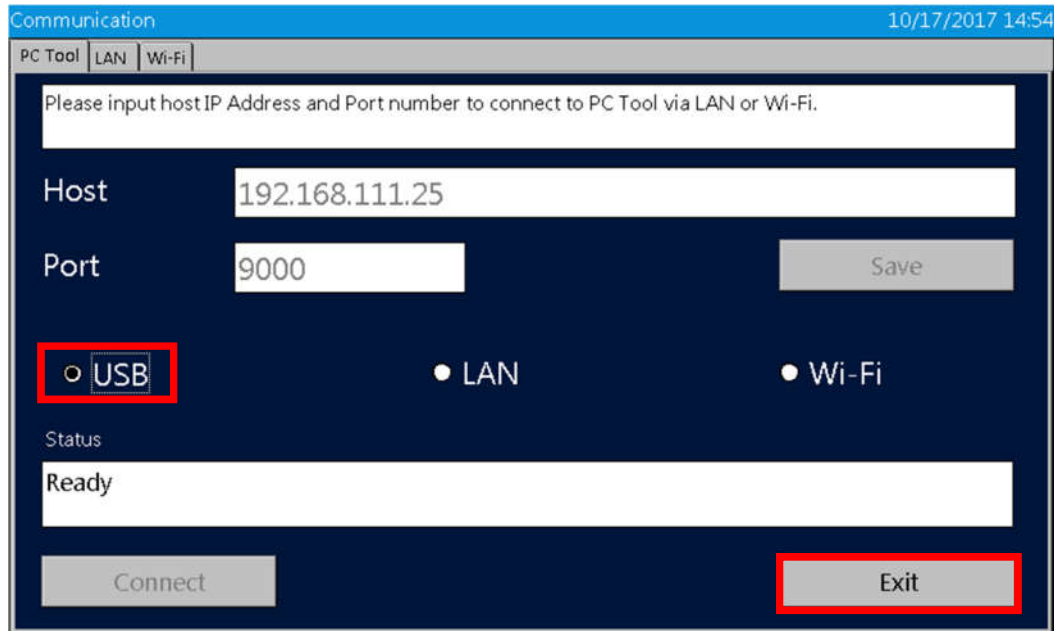
Fig. AccuFIT9000

And then, tap Return **arrow icon** on the bottom right corner to return the **main screen**.
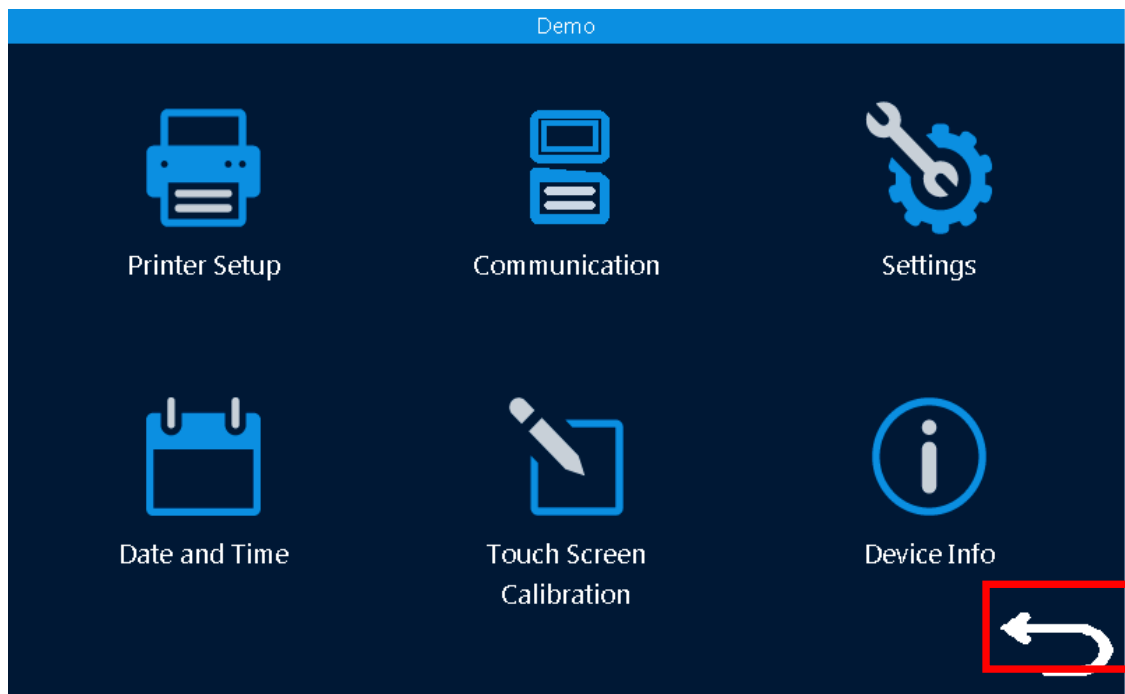
Fig. AccuFIT9000

(3) PC application

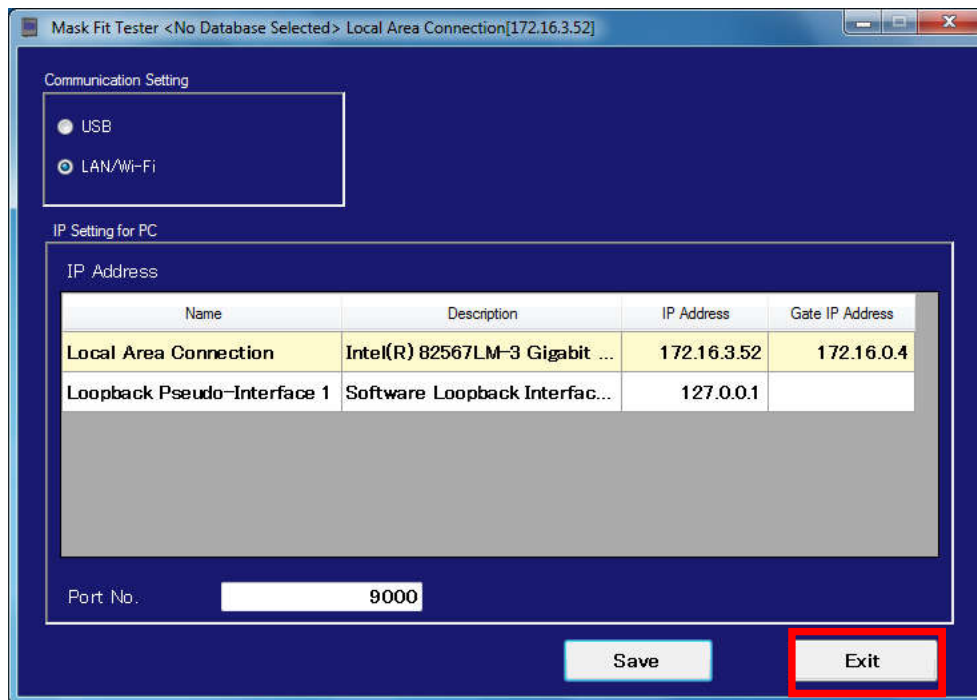Click **Return arrow** icon on the bottom right corner to return the main screen.
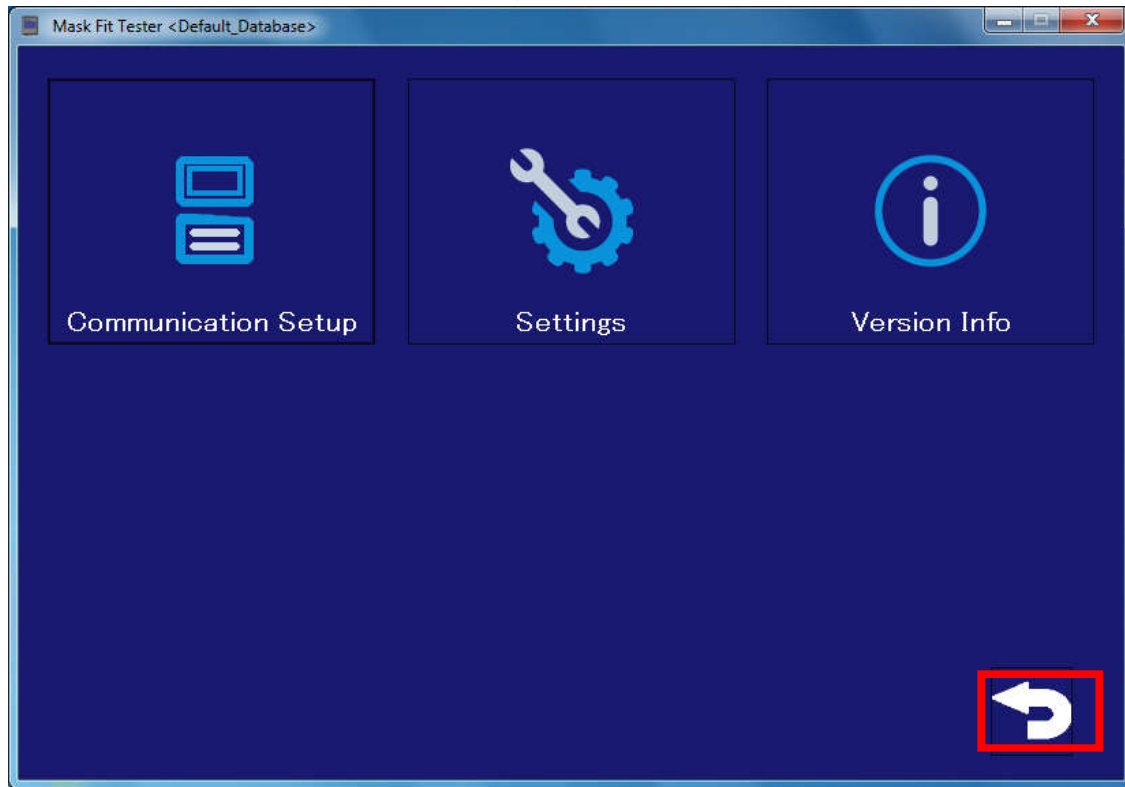
Fig. PC application

And then, click **Fit Test** or **Validation Check** on your PC main menu.
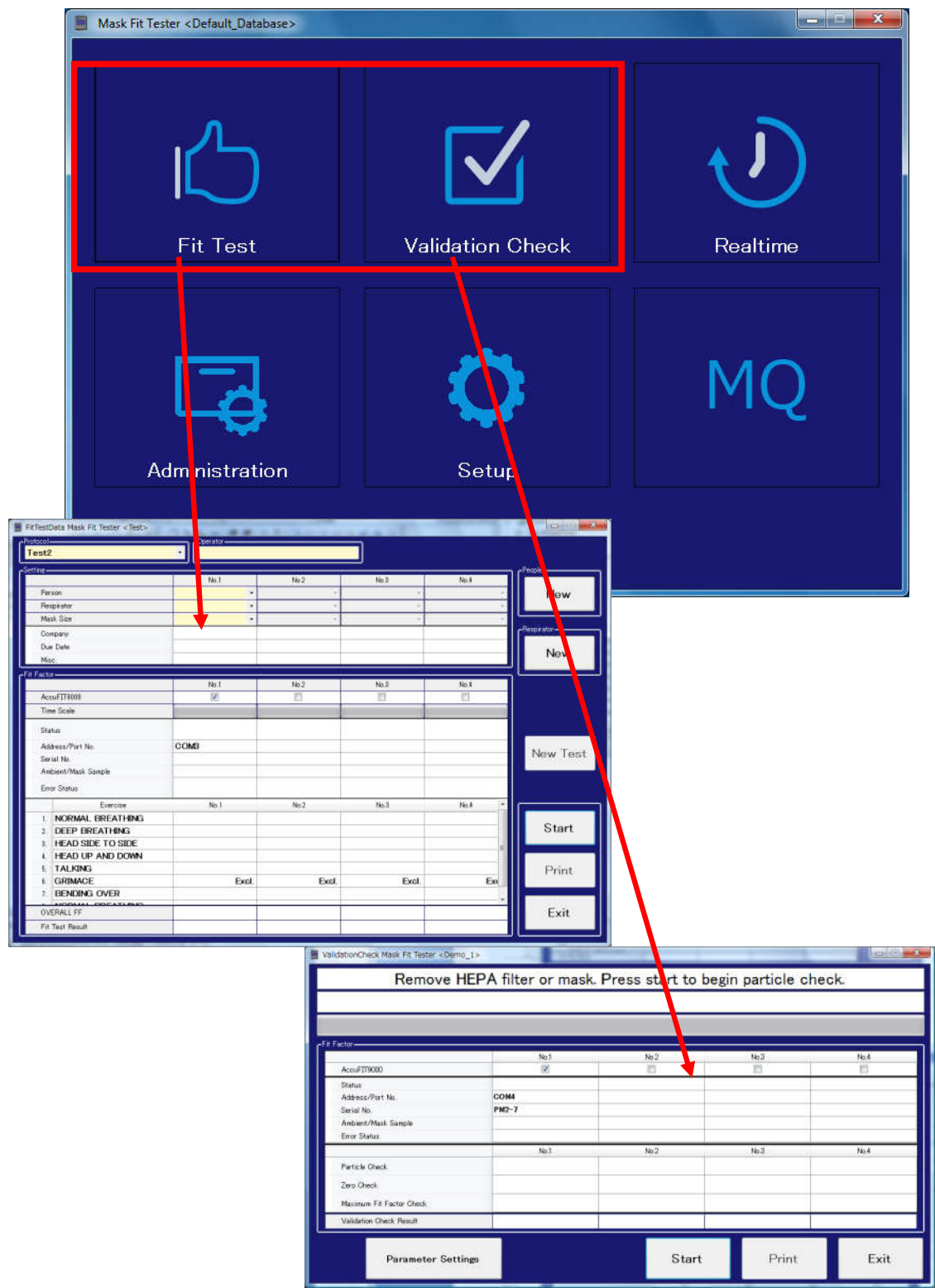
When you connect another Device, wait for the next display to appear.
You can connect up to four (4) devices to your PC.

If USB connection isn't working, disconnect the USB cable from the AccuFIT9000. Then re-connect the USB cable to the AccuFIT9000 and check to see that the connection is working. If the USB communication is working properly the serial number of the AccuFIT9000 will appear in the correct box. If USB connection still isn't working, turn the AccuFIT9000 off, and then turn it on again to restart the above procedure.

LAN Connection

1. Connecting Device to your PC

(1) PC application setting

Click **Setup > Communication Setup** on your PC.

Select LAN/Wi-Fi in **Communication Setting** box. Next click on "Ethernet" in the list below.
After clicking on "Save" it should be highlighted in yellow.
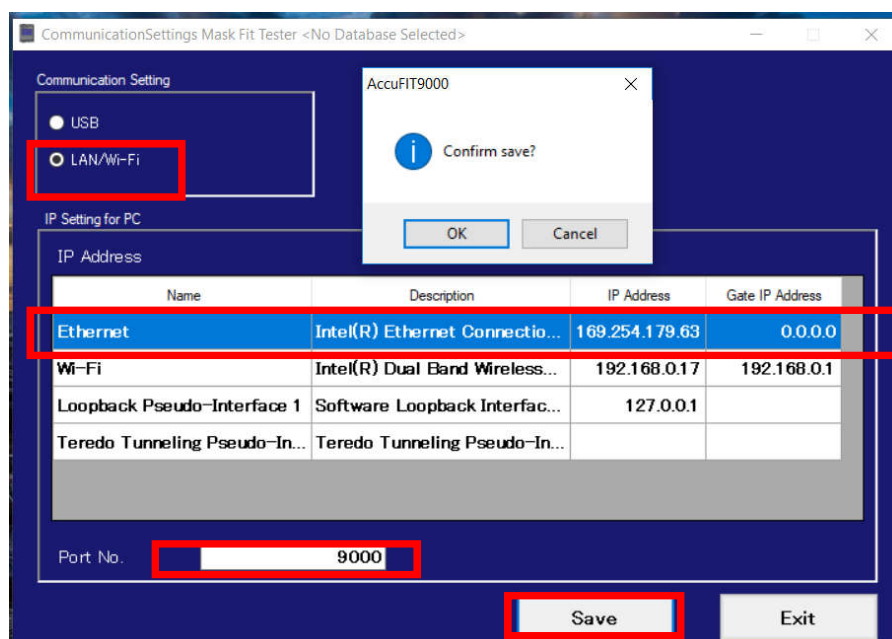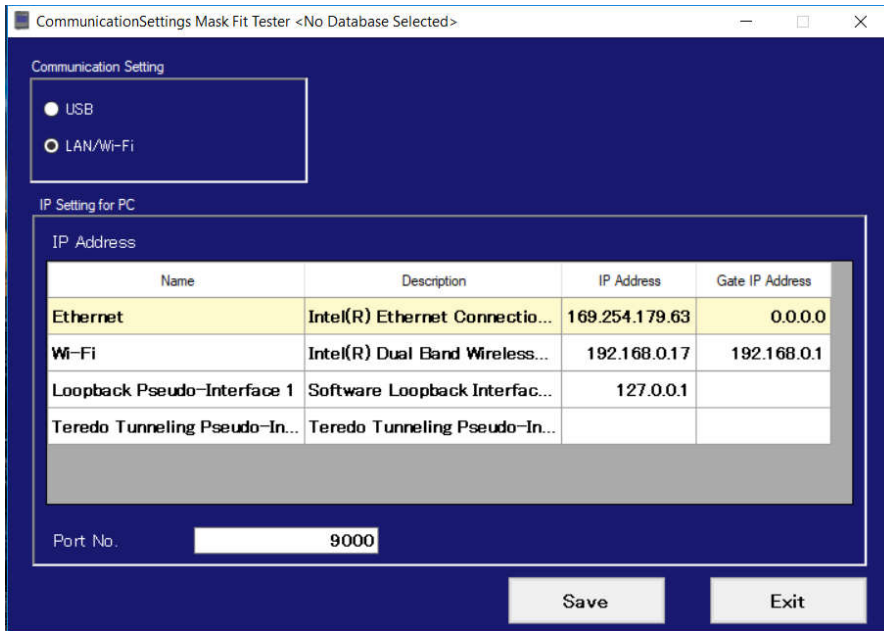
Fig. PC application

(2) AccuFIT9000 setting
Start AccuFIT9000.
Tap **Setup > Communication** on the AccuFIT9000 menu.
Select **LAN** icon on the AccuFIT9000, and then enter IP Address and port number as found in the host (PC) software page above.
Click **Save** button to save the data.
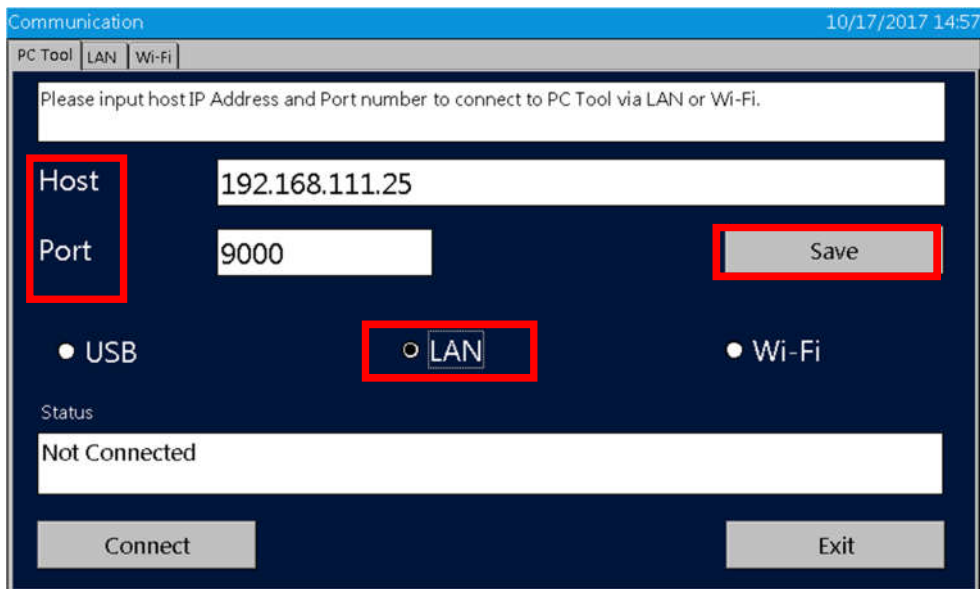
Fig. AccuFIT9000

Tap **LAN tab** at upper left on the AccuFIT9000 and set network information.

When you use DHCP, IP address and other parameters are automatically assigned.

Enter IP address, Subnet mask, Default gateway if you are using a router and the router does not have DHCP turned on. If you are connecting the AccuFIT9000 directly to the PC select the button next to "Obtain an IP address via DHCP"

Tap **save** button to save the data.

Fig. AccuFIT9000

Then, tap **PC Tool** tab to go to the next step.

Return to PC application

   Click **Exit** button to close the Communication setup on your PC.

Fig. PC application

And click **Return arrow** icon on the bottom right corner to return the main screen.
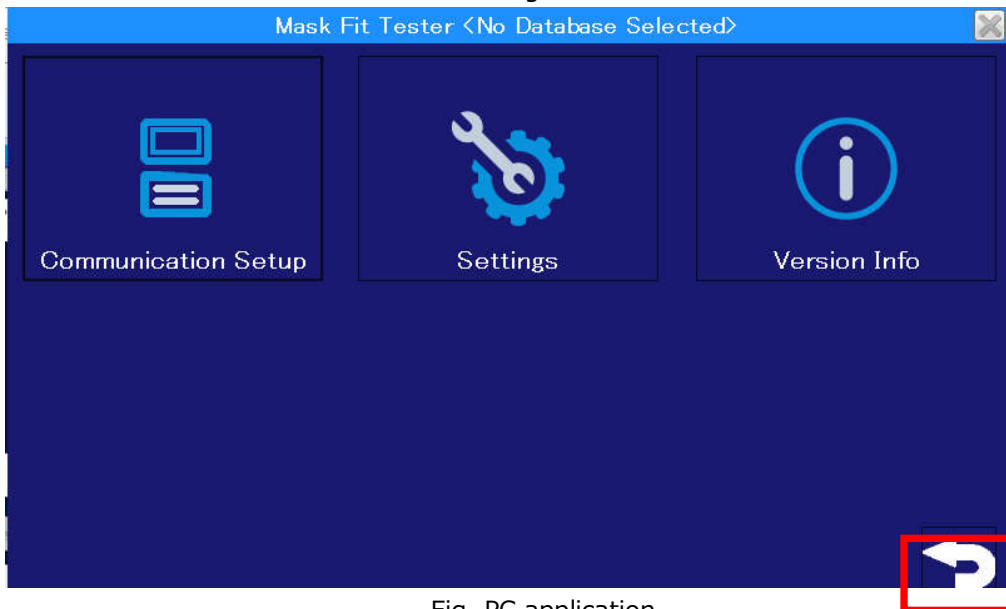
Fig. PC application

   And then, Click **Fit Test** or **Validation Check** on your PC main menu.
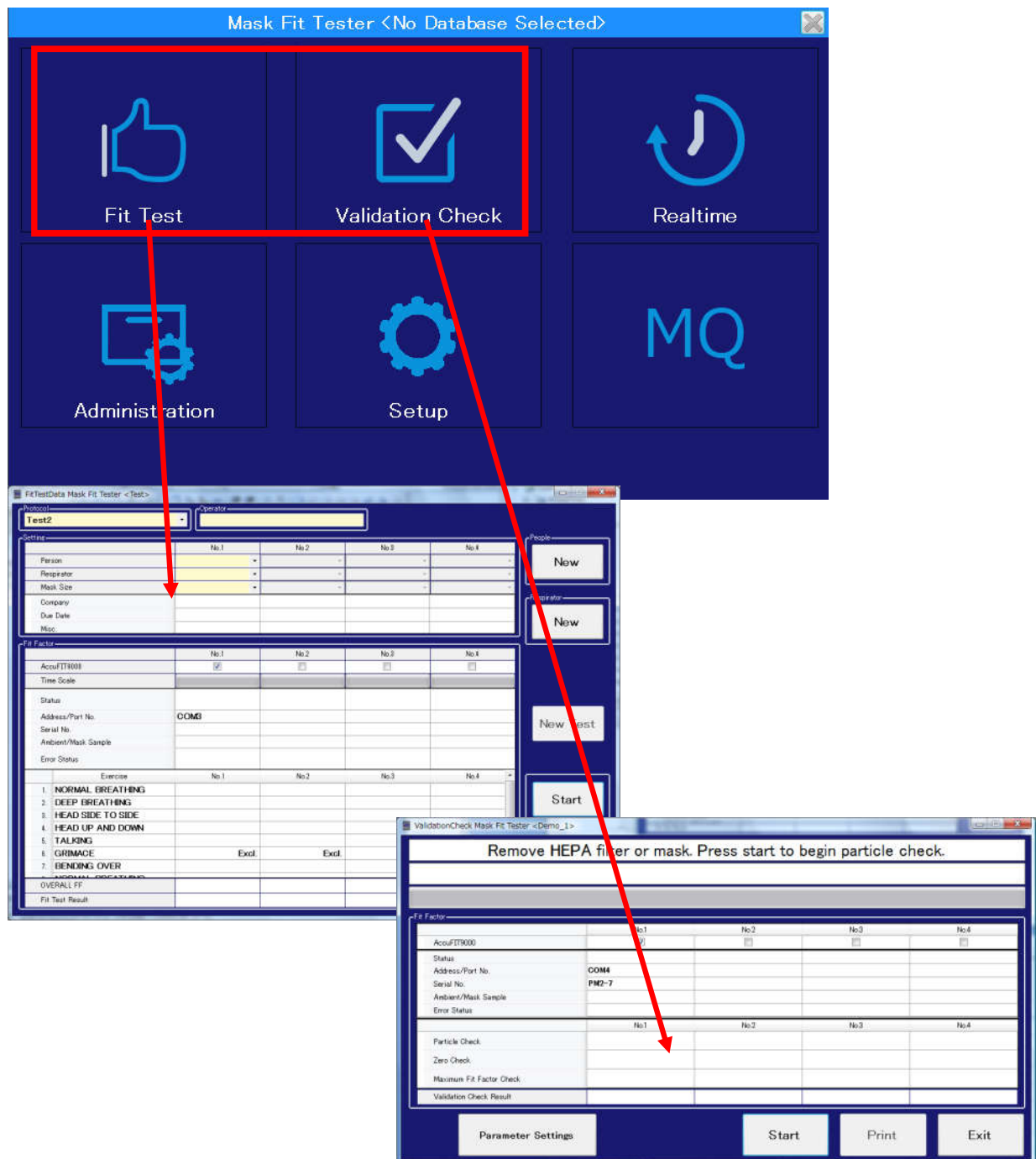
Fig. PC application

AccuFIT9000

Tap **Connect** button on the AccuFIT9000 menu to establish communication between the AccuFIT9000 and your PC. (It may take several seconds per Device to establish LAN connection.)

Fig. AccuFIT9000

When you connect another Device, wait for the next display to appear.
You can connect up to four (4) devices to your PC.

If LAN connection isn't working, turn the AccuFIT9000 off, and then turn the AccuFIT9000 on
again to restart the above procedure.

Wi-Fi Connection

In order to use the built-in Wi-Fi communication between the AccuFIT9000 and a computer you will need to make sure that the following is in place:

1. A Wi-Fi-capable computer

2. A wireless router (or hotspot with a mobile device)

3. Know your SSID (Name of the network you will be using and any password necessary to log-on to the network).

4. AccuFit9000 software must be installed on the computer.

5. You must ensure that the computer can connect to the network.

N.B. It is very important to be sure that the following steps are accomplished in the correct sequence:
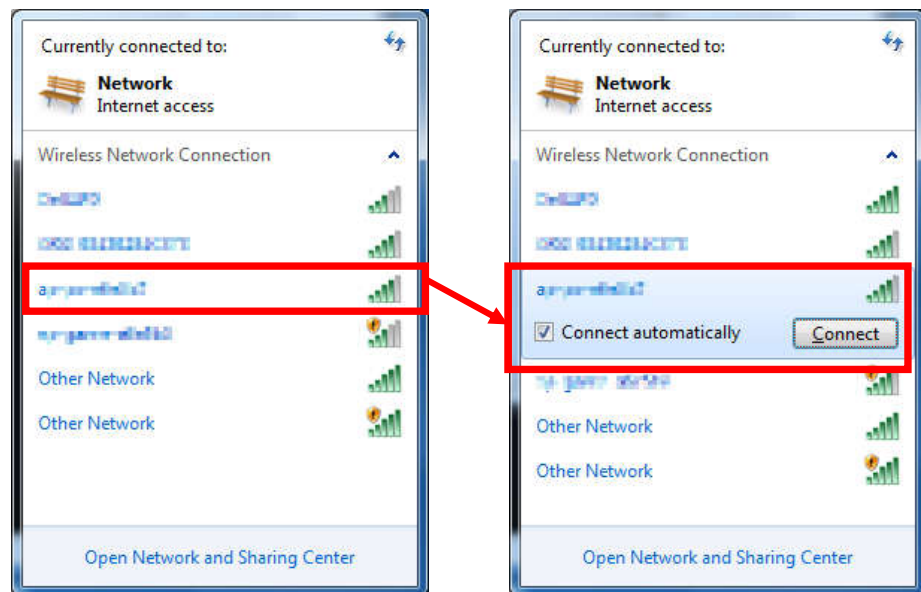
1. Setting up connection to the Wi-Fi router

Turn your PC and the Wi-Fi router on and ensure that the PC is connected to the Wi-Fi network

Click **Network** icon on the taskbar or select "Networking and Sharing Center" in Control Panel
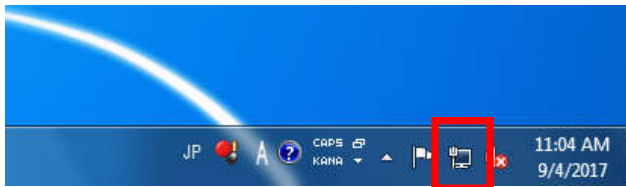
Select and click the network name (SSID) of your Wi-Fi router on the displayed window, and then click **Connect** button.

Enter the Security key in the required field, and then click **OK** button.

Click **Network** icon on the task bar again. The message '**Connected'** will be displayed as shown in the window below if the connection to the Wi-Fi router is completed.

2. Connecting Device to your PC

(1) PC application setting

Open the AccuFIT9000 software program and Click **Setup > Communication Setup**.
Select LAN/Wi-Fi in **Communication Setting** box. Click on "Wireless Network Connection" which will highlight in blue, then click on "Save" at the bottom of the screen and "OK" in the popup. "Wireless Network Connection" should now be highlighted in yellow.
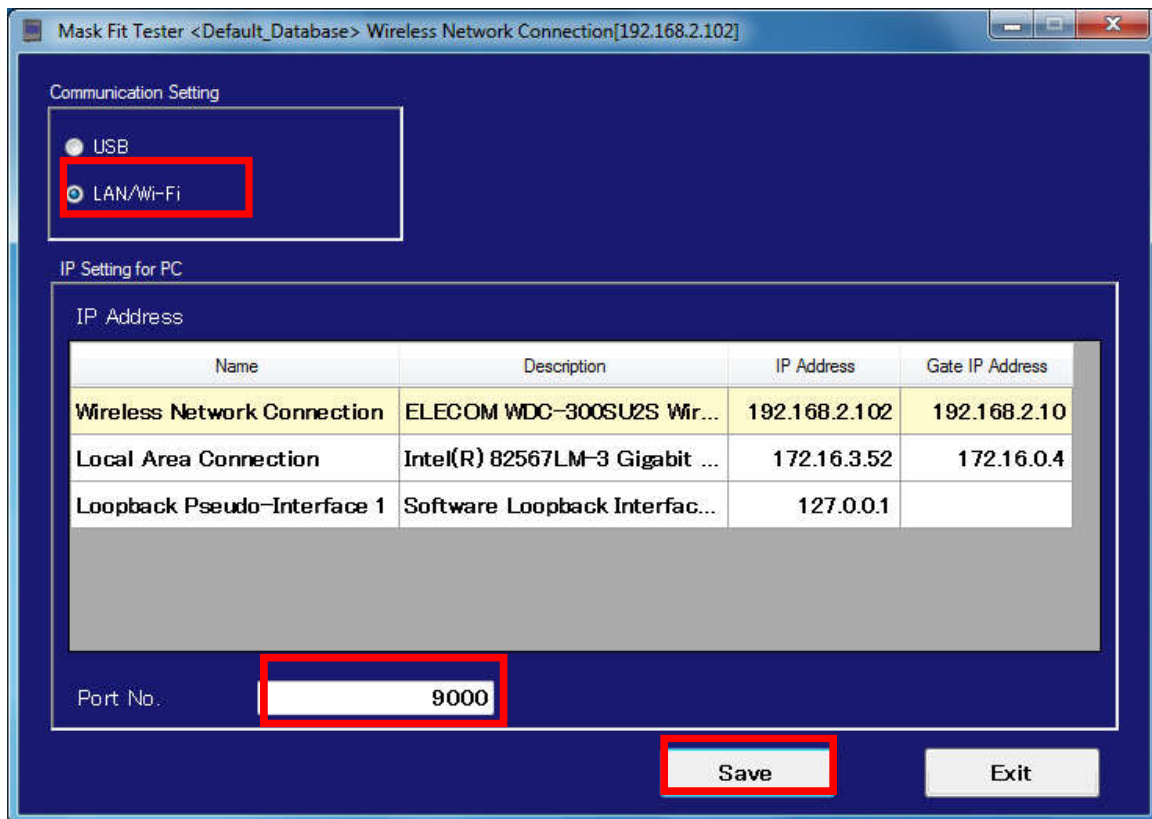
Fig. PC application

(2) AccuFIT9000 setting

Start AccuFIT9000.

Tap **Setup > Communication** on the AccuFIT9000 menu.

Select **Wi-Fi** button on the AccuFIT9000, and then enter IP Address from the PC software (shown above) into the Host field, and Port No. into the Port on the PC Tool tab (upper left of screen). **N.B.** Be sure to enter the same IP Address and Port No. that you found on your PC.

Click **Save** button to save the data and then "OK" on the pop-up. Now select the Wi-Fi tab (upper left of screen)

Fig. AccuFIT9000

In the Wi-Fi tab on the AccuFIT9000 set network information.

Select SSID (network name) of wireless router you use. If you cannot find it in the drop-down list, tap **search SSID** button.

Select wireless router you use from the drop-down list, and enter Password for the SSID.

For details of setting of wireless router, refer to the User Manual of wireless router you use.

If wireless router you use has DHCP function, select **Obtain an IP address via DHCP**.

All required information including IP address is set up automatically.

If wireless router you use doesn't have DHCP function, select **Specify an IP address** to input IP address, Subnet mask and Default gateway.

Tap save button to save the data, then tap **PC Tool** tab to go to the next step.

Fig. AccuFIT9000

Return to PC application

Click **Exit** button to close the Communication setup on your PC.
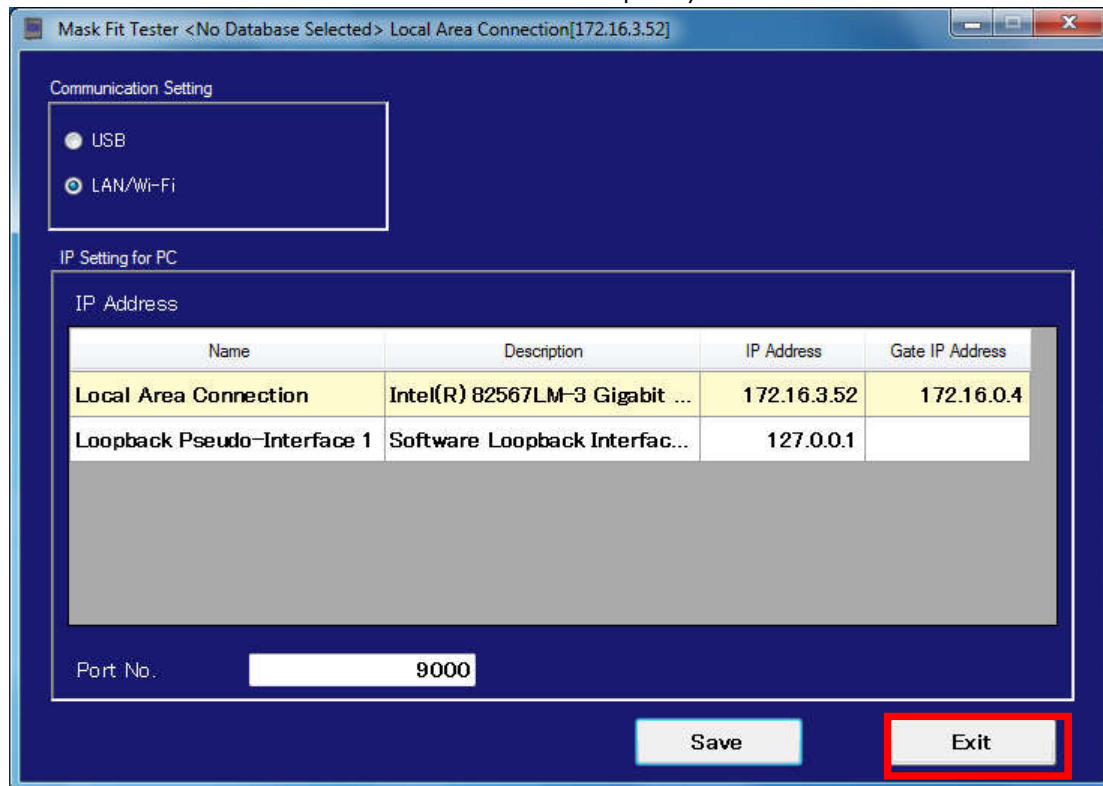

Fig. PC application

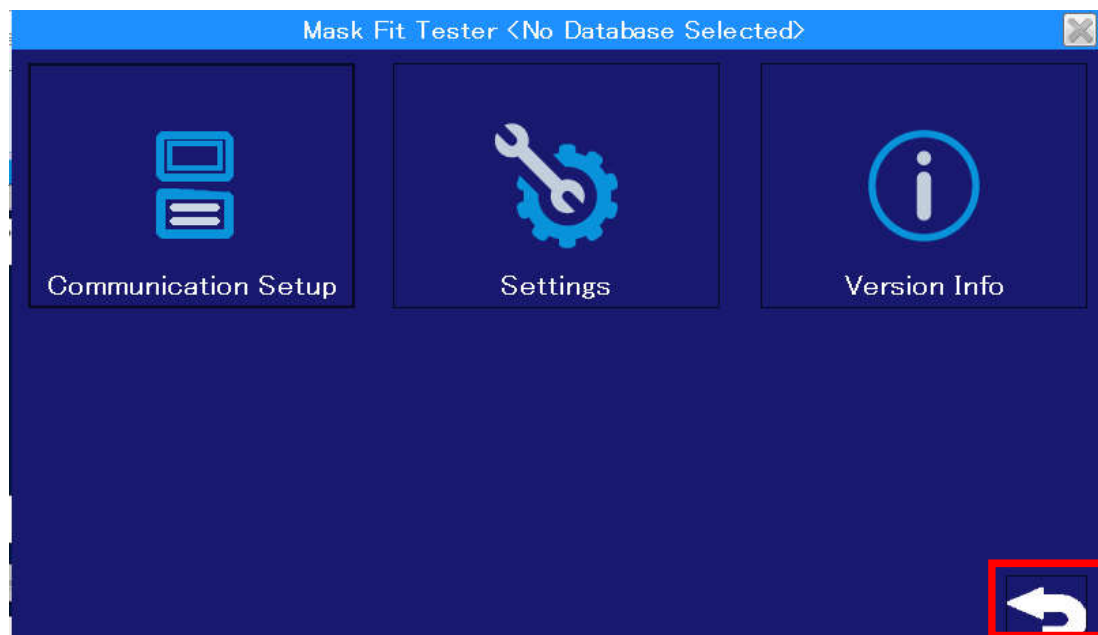Then click **Return arrow** icon on the bottom right corner to return the main screen.

Fig. PC application

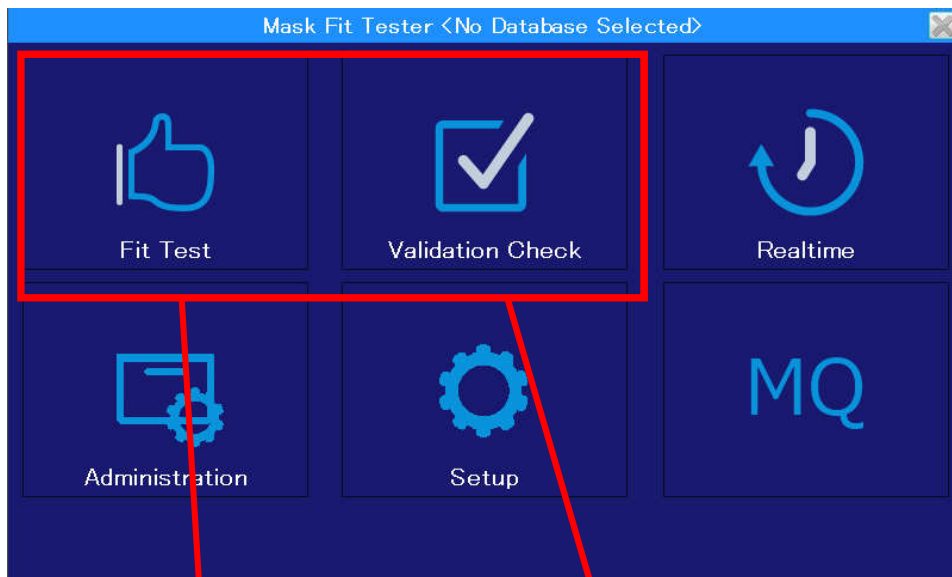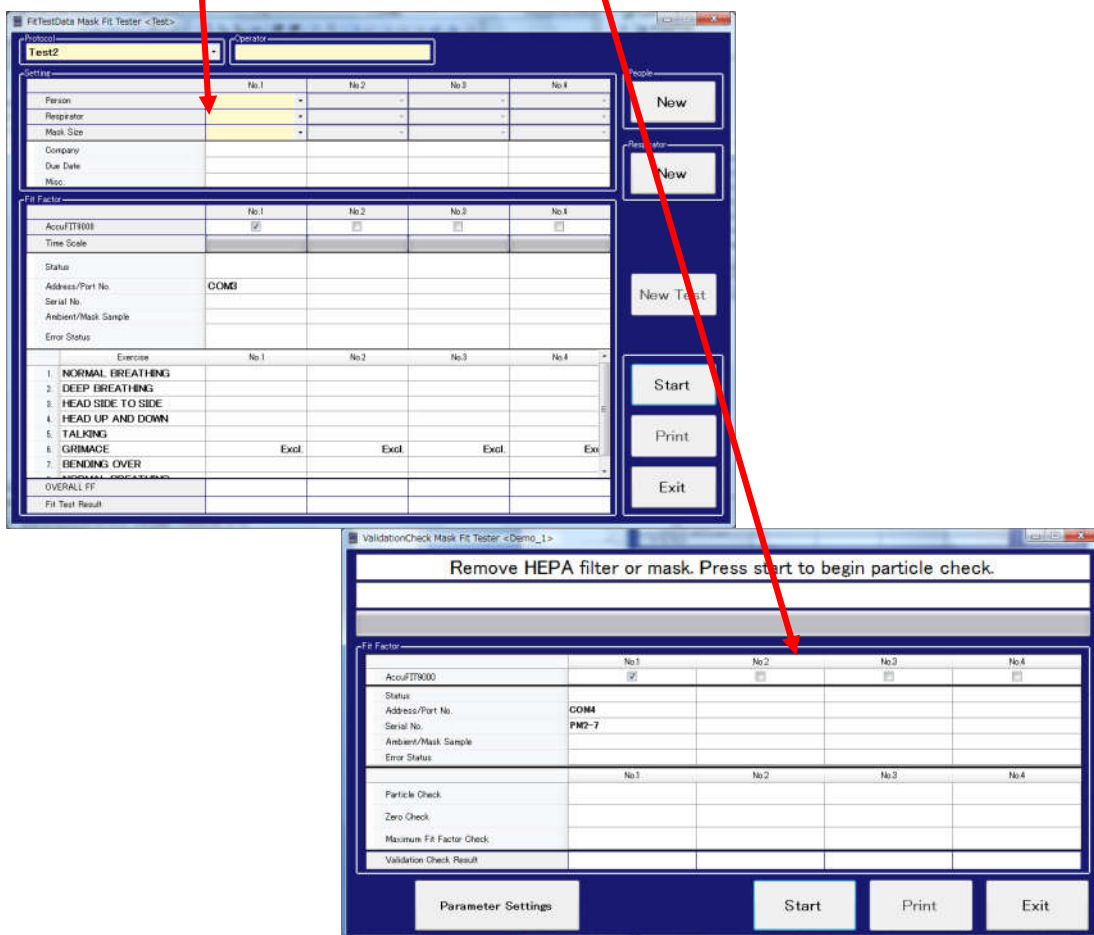And then, Click **Fit Test** or **Validation Check** on your PC main menu.
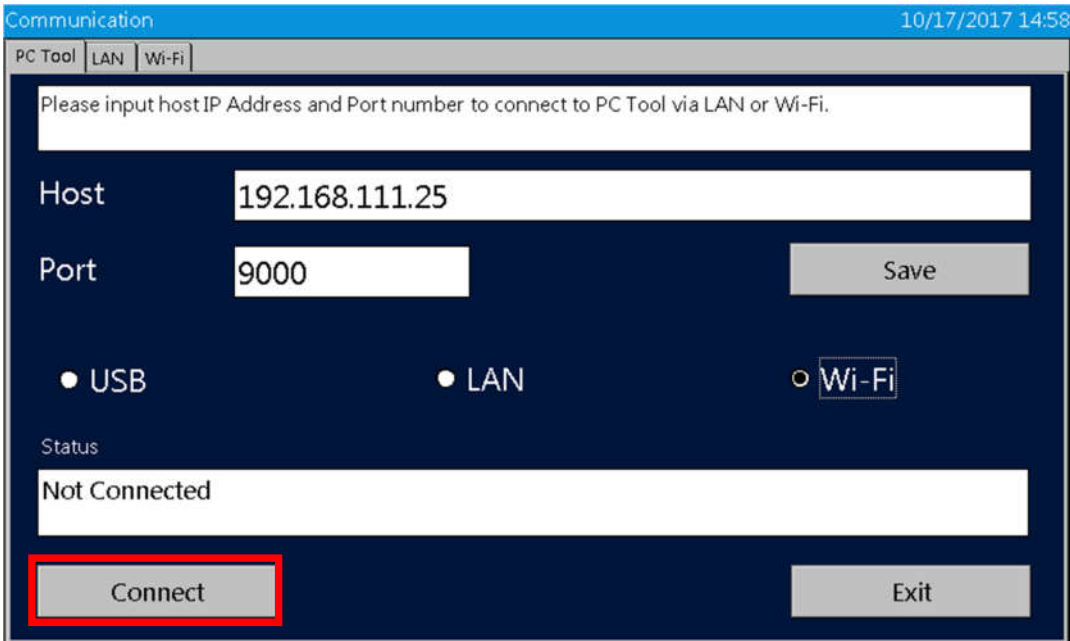

Fig. PC application

AccuFIT9000

Tap **Connect** button on the AccuFIT9000 menu to establish communication between the AccuFIT9000 and your PC. (It may take several seconds per Device to establish Wi-Fi connection.)

Fig. AccuFIT9000

When you connect another Device, wait for the next display to appear.

When the Wi-Fi connection is established the serial number of the AccuFIT9000 will populate the appropriate line in the Fit Test or Validation screen.

You can connect up to four (4) devices to your PC.

If Wi-Fi connection isn't working, turn off both the AccuFIT9000 and the computer, and then re-boot the computer and turn the AccuFIT9000 on again to restart the above procedure.

7. Validation Check

Before beginning a series of Fit Test measurements perform the Particle Check, the Zero Check, and the Maximum Fit Factor Check. (All of these tests are included in the **Validation Check**.) When you perform the Validation Check using LAN/Wi-Fi connections, you will need to go to the AccuFIT9000 menu, and tap **Setup** > **Communication** to connect the LAN/Wi-Fi connections. For USB connection, the Device is automatically connected.

When the device is connected in either communication method, the check box of each AccuFIT9000 in use is checked, and COM number or IP Address is displayed in the Address/Port No. field. The Device's serial number is also displayed in the Serial No. field.
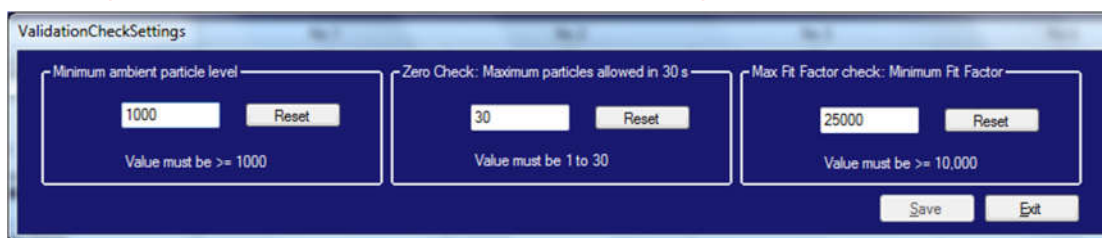
Parameter Settings

Click **Parameter Settings** to enter the acceptable measurement values for the Validation Check.

(Note: these values are also used for the Fit Test)

Minimum ambient particle level: Enter the minimum acceptable measurement value of the Particle Check. This value must be >=1000.

Zero Check: Maximum particles allowed in 30s: Enter the maximum acceptable measurement value of the Zero Check.

This value must be 1 to 30.

Max Fit Factor check: Minimum Fit Factor: Enter the minimum acceptable measurement value of the Maximum Fit Factor Check.

This value must be >=10000.

Start the Validation Check – the Particle Check

Follow the displayed instructions to remove the HEPA filter from the Sample line.

Click **Start** button to start the Particle Check.

During the Particle Check the progress and results of this check are displayed in the Particle Check field.

When the Particle Check is completed, the Device enters the standby mode and requests that you attach the HEPA filter to the sample line.

Start the Validation Check – the Zero Check and the Maximum Fit Factor Check

Follow the displayed instructions to connect the HEPA filter to the Sample port inlet tube.

Click **Start** button to start the Zero Check.

During the Zero Check the progress and results of this check are displayed in the Zero Check field.

When the Zero Check is completed the Maximum Fit Factor Check starts automatically.

During the Maximum Fit Factor Check, the progress and results of this check are displayed in the Maximum Fit Factor Check field.

Interruption of the Validation Check

When you click **Stop** button during the Validation Check, a dialog box opens asking if you want to stop the check.

Click **OK** button to stop the Check. Click **Cancel** button to continue the Check.

Print Check Results

After the completion of the Check, you can print the check results.

Click **Print** button to print the reports of check results.

When you select the check box of **Automatic Print** (**Setup** > **Settings** > **Automatic Print**), in advance, the reports are printed automatically when the Check is completed. The Validation Check results are automatically saved to the Database and can be retrieved at any time in the future.

Exit the Validation Check

Click **Exit** button to return to the Main screen.

8. Fit Test

Perform the Fit Test according to the settings.

When you perform the Fit Test using LAN/Wi-Fi connections, go to the Device menu,

tap **Setup** > **Communication,** and establish the LAN/Wi-Fi connection.

For USB connection, the Device is automatically connected.

When the device(s) are connected in either communication method, the check box of each AccuFIT9000 is checked, and COM number or IP Address is displayed in the Address/Port No. field. The Device's serial number is also displayed in the Serial field. The example below shows only one AccuFIT9000 connected to the software.

People New Button

Click **New** button in the People section to add a "person being tested."

For how to input, please refer to 10. Database > People > NEW Button.

Respirator New Button

Click **New** button in the Respirator section to add a "Respirator."

For how to input, please refer to 10. Database > Respirator > New Button.

New Test Button

Click **New Test** button to refresh People, Respirator, Mask Size and test results.

Start the Fit Test

Enter Protocol, Operator, Person being tested, Respirator, and Mask Size, and then click **Start** Button. Unless all required data fields are populated the device cannot start the Fit Test.
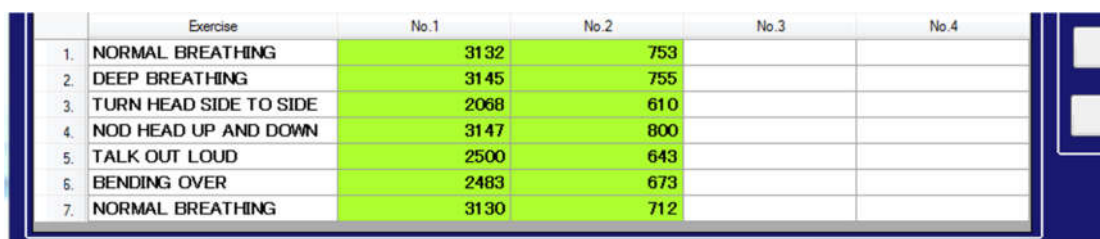
N.B. Be sure that the Protocol selected is the proper one for your Respiratory Protection Program requirements.

Once the Fit Test starts, the test is performed in accordance with the selected Protocol. For each exercise, the person being tested should follow the displayed instructions, i.e., Normal Breathing, Deep Breathing, etc.

A current status or count values are displayed in the Status field, and the elapsed time is displayed in the Time field.

When each Exercise is completed, the Fit Factor is calculated and the results are displayed with a pass/fail indication.

A pass result is shown with green background color, and a fail result is shown with red background color.

	Exercise	No.1	No.2	No.3	No.4
1.	NORMAL BREATHING	3132	753		
2.	DEEP BREATHING	3145	755		
3.	TURN HEAD SIDE TO SIDE	2068	610		
4.	NOD HEAD UP AND DOWN	3147	800		
5.	TALK OUT LOUD	2500	643		
6.	BENDING OVER	2483	673		
7.	NORMAL BREATHING	3130	712		

Interruption of the Fit Test

If you click **Stop** button during the Fit Test, a dialog box opens asking if you want to stop the Test.

Click **OK** button to stop the Test. Click **Cancel** button to continue the Test.

Print Results

After the completion of the Fit Test, you can print test results.

Click **Print** button to print the reports of test results.

If you have selected the check box **Automatic Print** (Setup > Settings > Automatic Print) in advance, the reports are printed automatically when the test is completed.

Exit Fit Test

Click **Exit** button to return to the Main screen.

9. Realtime

This feature displays the fit factor graphically on a real time basis.

This function is generally used for training in the use of respirators, determining whether or not a particular respirator can be fit tested, and for troubleshooting.

Using this function allows you to confirm fit factor changes on a real time basis as adjustments are made to the respirator. The best way to think of this feature is as a method to provide real-time feedback to the individual who is being trained in the correct methods of donning and wearing the respirator. This feature is not intended to be used as a method to optimize the Fit Factor immediately prior to the actual Fit Test. Bear in mind that the purpose of the Fit Test is to ensure that the respirator being tested and the manner in which it is worn by the user reflect what is actually occurring in the real-world experience.

NB: The purpose of this function is for training. Performing this function immediately before the Fit Test is not recommended. Be sure to use this function only for training and practice. The Realtime feature can also be used to determine if a respirator (as worn by the test subject) will provide a sufficiently high fit factor to conduct an actual Fit Test. If this is not the case, another respirator should be provided to the test subject prior to performing the actual Fit Test.

When you perform the Realtime using LAN/Wi-Fi connections, go to the Device menu, tap **Setup** > **Communication,** and establish the LAN/Wi-Fi connection.

For USB connection, the Device will be automatically connected.

When the device is connected in either communication method, the check box of each AccuFIT9000 should be checked, and COM number or IP Address is displayed in the Address/Port No. field. The Device's serial number is also displayed in the Serial field.

44
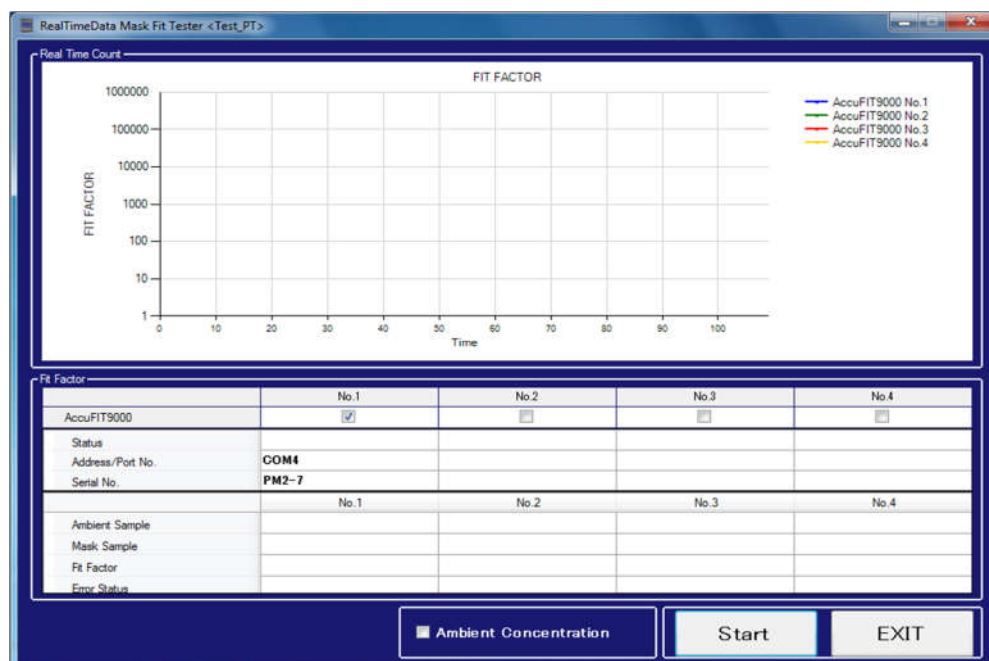
Ambient Concentration

When you select the **Ambient Concentration** check box, only the Ambient Sample is measured. A graph is displayed after the completion of the Ambient Sample.

If the **Ambient Concentration** check box is selected, Ambient Purge-> Ambient Sample-> Mask Purge-> Mask Sample are performed, and the Fit Factor graph is displayed.

Start the Real Time Measurement

To start the Real Time measurement, click **Start** button

To stop the Real Time measurement, click **Stop** button.

If you select the **Ambient Concentration** check box

The Ambient Purge is performed, followed by the Ambient Sample, after which the Ambient Sample graph is displayed. The numerical values of the Ambient Sample are also displayed in the Ambient field.

If you don't select the **Ambient Concentration** check box

The Ambient Purge is performed, followed by the Ambient Sample measurement which is saved.

The Mask Purge is performed, followed by the Mask Sample.

The Person being tested can then see the Fit Factor in a real-time basis graphically.

Each numerical value is displayed in each field of the Ambient, Mask and Fit Factor.

Exit Real Time

Click **Exit** button to return to the Main screen.
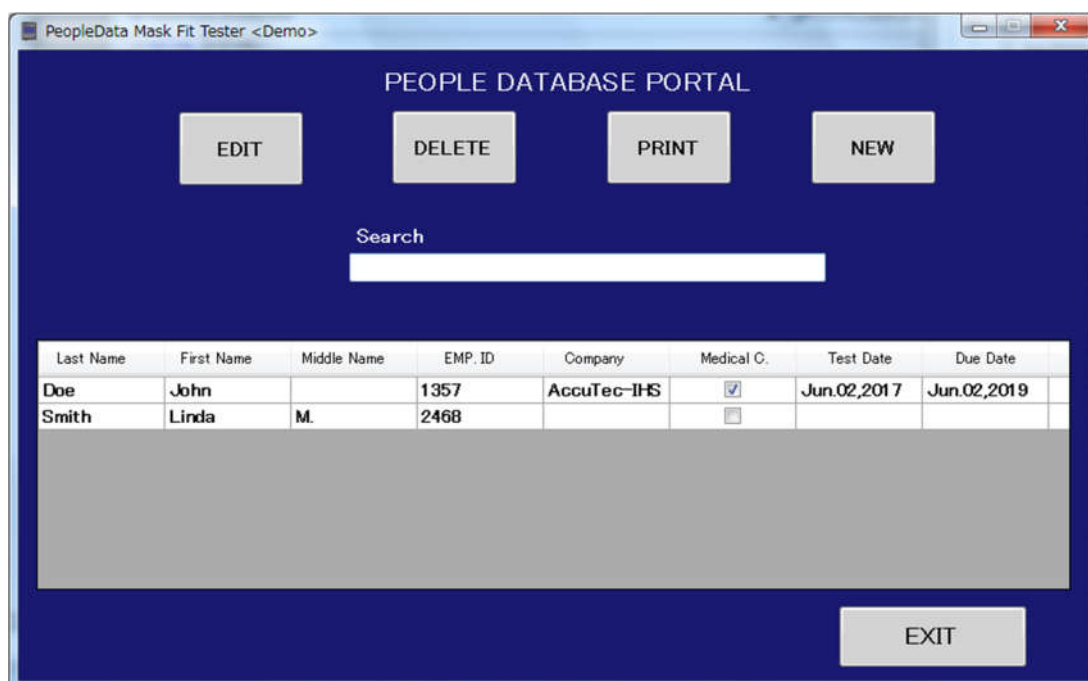
10. Database
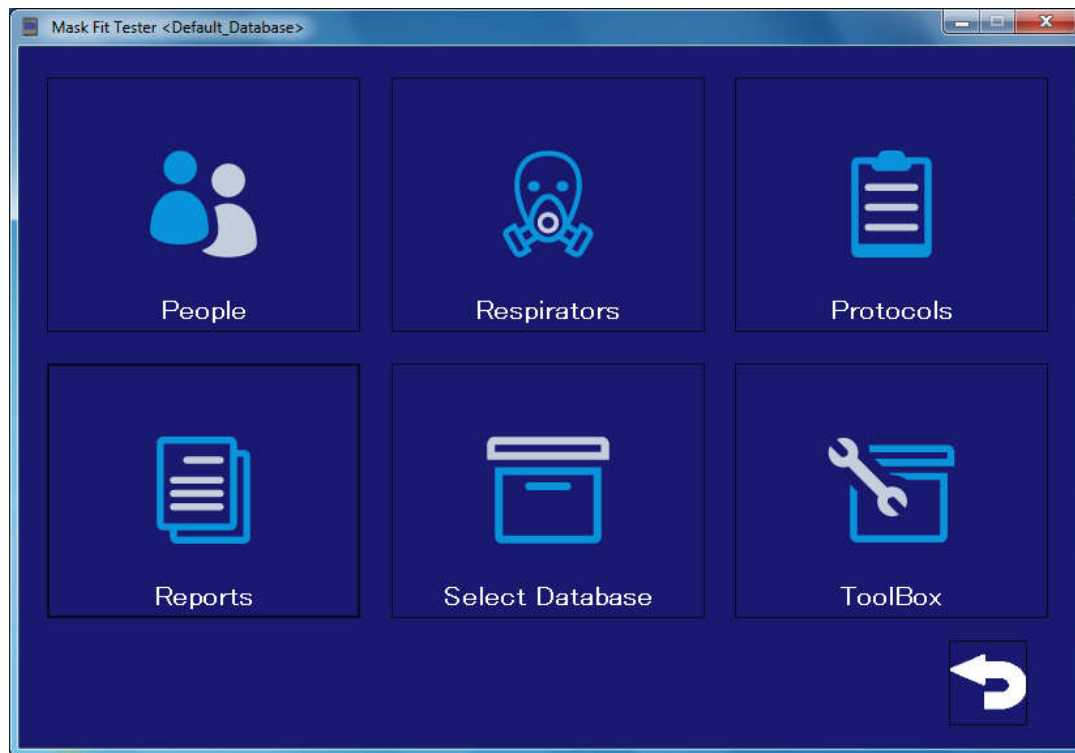
People

Enter or edit the information in PEOPLE database.

<Note> Use the Enter key for Search function.

Sort Function

Last Name	First Name	Middle Name	EMP. ID	Company	Medical C.	Test Date	Due Date
Doe	John		1357	AccuTec-IHS	☑	Jun.02,2017	Jun.02,2019
Smith	Linda	M.	2468		☐		

If you click each header of Last Name, First Name, Middle Name, EMP. ID and Company, you can sort data respectively.

Last Name	First Name	Middle Name	EMP. ID	Company	Medical C.	Test Date	Due Date
Doe	John		1357	AccuTec-IHS	☑	Jun.02,2017	Jun.02,2019
Smith	Linda	M.	2468		☐		

Last Name ▼	First Name	Middle Name	EMP. ID	Company	Medical C.	Test Date	Due Date
Smith	Linda	M.	2468		☐		
Doe	John		1357	AccuTec-IHS	☑	Jun.02,2017	Jun.02,2019

·EDIT Button

Select the person whose data you want to edit, and then click **Edit** button.

The Edit screen appears.

PeopleDataEdit Mask Fit Tester <Demo>

PEOPLE DATABASE PORTAL – EDIT

SAVE

Last Name	First Name	Middle Name	EMP. ID	Company	Medical C.
Doe	John		1357	AccuTec-IHS	☑

Misc
Wears glasses

EXIT

You can edit or add to the person's data. You cannot edit the Due Date.
You can input the First Name, Middle Name, Last Name, ID Number, and Company.
Required fields are the First Name, Last Name, ID Number, and Company.

Click **SAVE ENTRY** button to save the data.
CREATE NEW ENTRY button copies the displayed information.
Click **CREATE NEW ENTRY** button to save the new displayed data.

·**DELETE Button**
 Select the name of person you want to delete, and then click **DELETE** button.
 When you click **Delete** button, a dialog box opens asking if you want to delete. Click **OK** or
Cancel button.
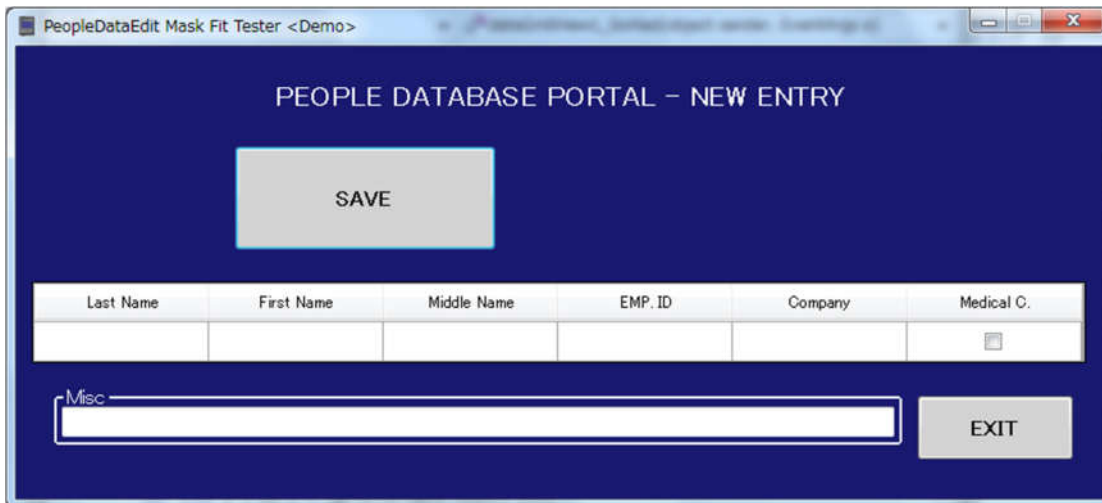
·**PRINT LIST Button**
 If you click **PRINT LIST** button without selecting anything, all of the data will be printed.
 If you click **PRINT LIST** button after selecting a person being tested, the information
 for that person is printed.
 (Multiple selections are allowed. Select the persons while holding down the Ctrl key.)

 ·**NEW Button**
 This is the screen for entering a new person in your PEOPLE database.

Enter required information. Required fields are the First Name, Last Name, ID Number
and Company.
Click **SAVE** button to save the new entry.
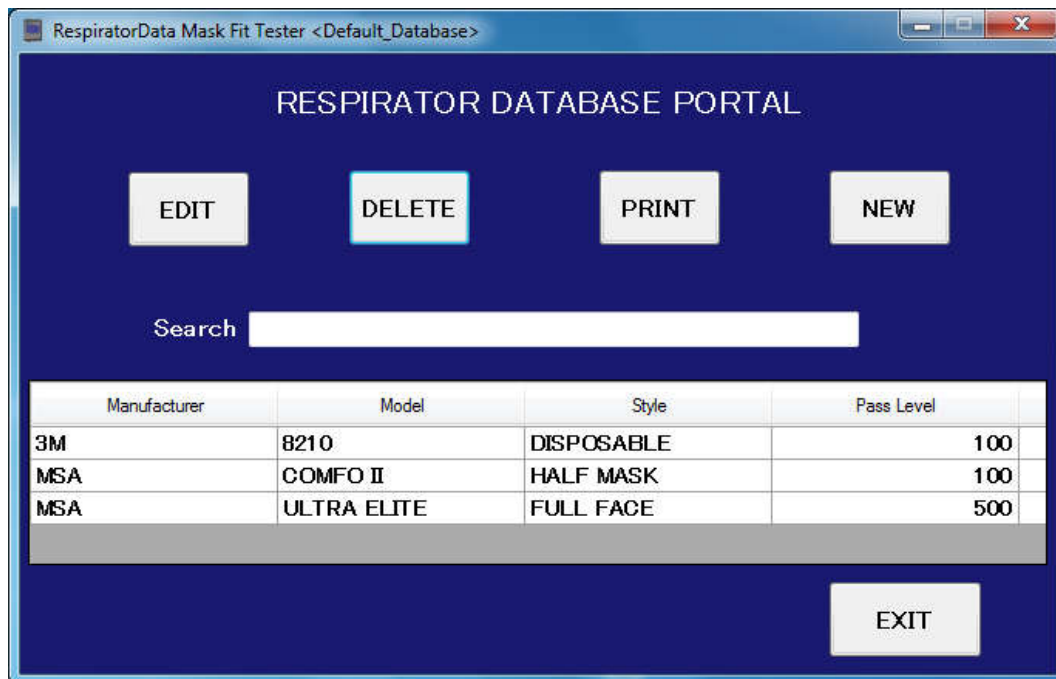
·EXIT Button

Click **EXIT** button to close the current screen and return to the DATABASE screen.

Respirator

Enter a new respirator or edit data for an existing RESPIRATOR.

Sort Function

If you click each header of Manufacture, Model and Type, you can sort data respectively.
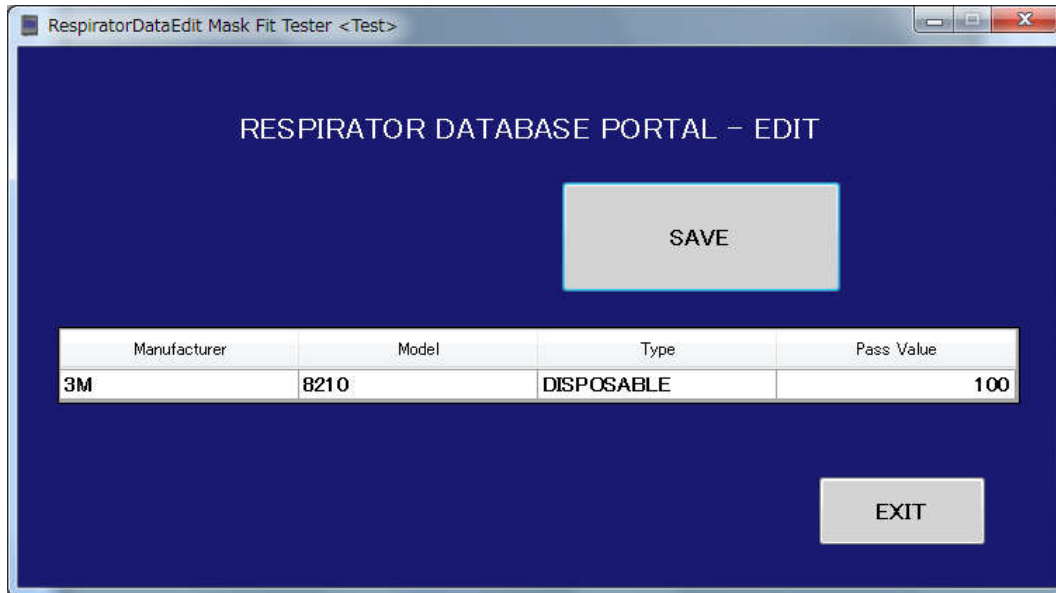
·EDIT Button

Select the RESPIRATOR you want to edit, and then click **EDIT** button.

The Edit screen appears.

Input data you want to edit. You can edit the Manufacture, Model, Style, and Pass Level.

All of these are required fields.

Click **SAVE** button to save the data.

·DELETE Button

Select the RESPIRATOR you want to delete, and then **CLICK** button to delete.

When you click **Delete** button, a dialog box opens asking if you want to delete. Click **OK** or **Cancel** button.
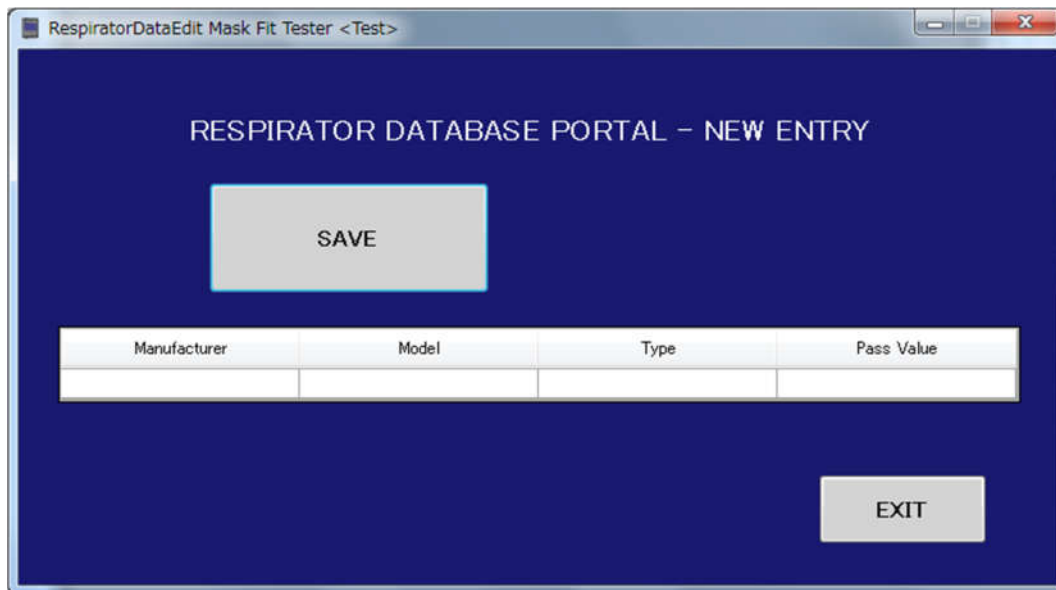
·PRINT LIST Button

If you click **PRINT LIST** button without selecting anything, all RESPIRATOR data will be printed.

If you select the RESPIRATOR and click **PRINT LIST** button, the information about the selected RESPIRATOR is printed.

(Multiple selection is allowed. Select the RESPIRATORS while holding down the Ctrl key.)

·NEW Button

This is a screen for the new RESPIRATOR entry.

Enter required information: Manufacturer, Model, Style, and Pass Level.

All of these are required fields.

Click **SAVE** button to save the new entry.

·EXIT Button

Click **EXIT** button to close the current screen and return to the DATABASE screen.

Protocols

Enter or edit the Protocols.
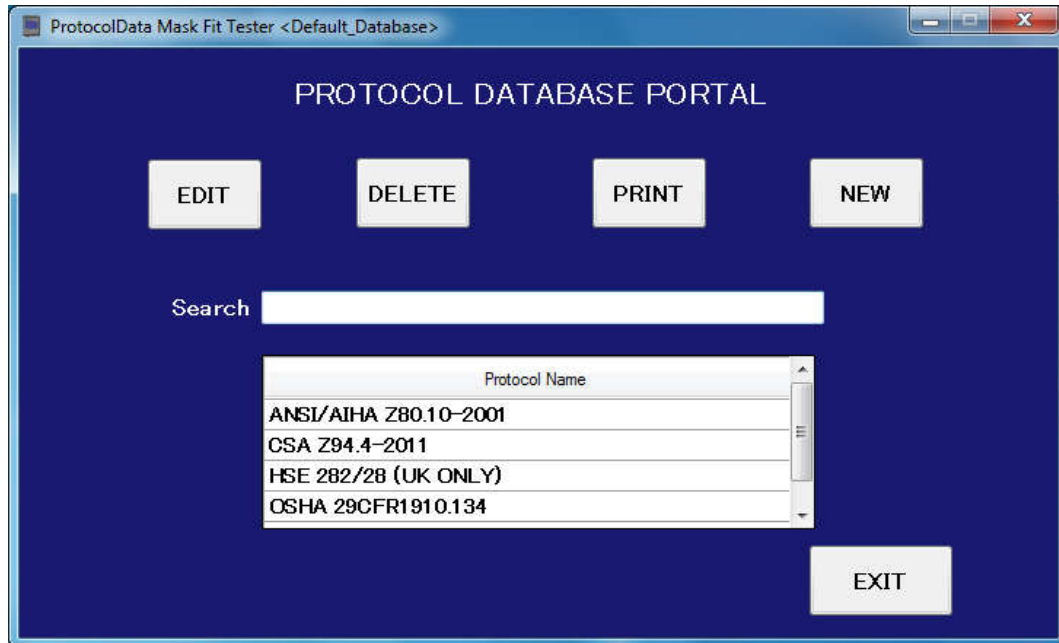
Sort Function
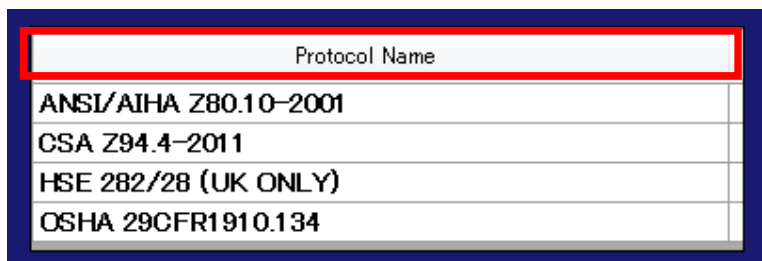
If you click the header of Protocol Name, you can sort the data of Protocol Name.
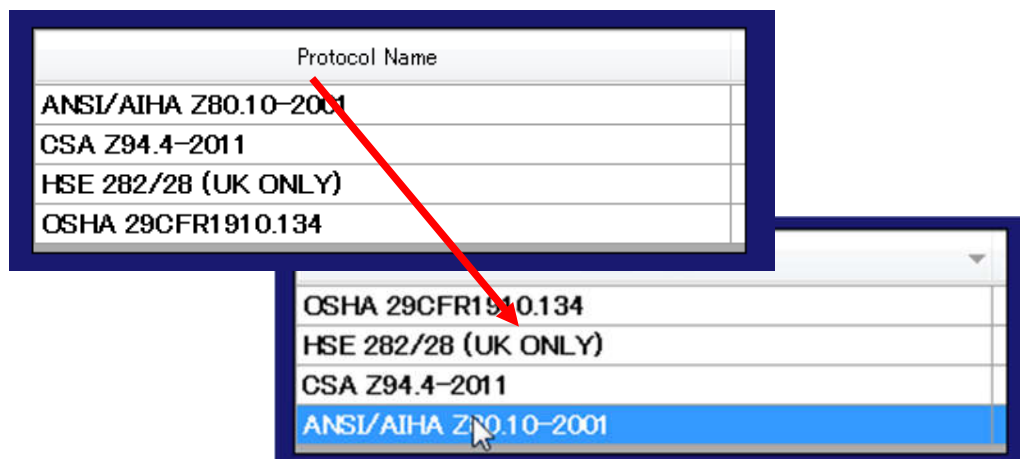
·EDIT Button

Select the PROTOCOL you want to edit, and then click **EDIT** button.

The Edit screen appears.

You can edit or add to the exercises and/or timing.

Click **SAVE ENTRY** button to save the data.

CREATE NEW ENTRY button is to copy the displayed information. If you want to create a new protocol by adding or modifying exercises in an existing protocol, and you want to save the existing protocol, select the protocol you wish to use as a template, click on "Edit" box, and rename the protocol shown in the "Protocol Name" box on the next screen (above). Then perform the edits you desire and click "Create New entry"

Click **CREATE NEW ENTRY** button to save the new displayed data.

·DELETE Button

Select the PROTOCOL you want to delete, and then click **DELETE** button.

When you click **Delete** button, a dialog box opens asking if you want to delete. Click **OK** or **Cancel** button.

·PRINT LIST Button

If you click **PRINT LIST** button without selecting anything, all PROTOCOL data
will be printed.
 If you select the PROTOCOL and click **PRINT LIST** button, the information about the
selected PROTOCOL(s) are printed.
(Multiple selection is allowed. Select the PROTOCOLS while holding down the Ctrl key.)

·NEW Button

This is a screen for entering a new PROTOCOL not using an existing protocol as a template.

Enter required information. The Protocol Name and the Exercise Name on its first line are
required fields.
Click **CREATE NEW ENTRY** button to save the new entry.

·EXIT Button

Click **Exit** button to close the current screen and return to the DATABASE screen.

Reports

You can print each report.

·**People Tab**

You can print the reports of PEOPLE in the database.

To narrow down the data, enter a Name or part of a Name you are looking for into the **Search** field, and then press **ENTER** key.

Select a line to print the desired information.

Multiple selection is allowed.
Select lines while holding down the Ctrl key.

Choose a print report type from the **Normal**, **Next Due** or **Past Due**.

The **Normal** report type is the report of people in the database.

The **Next Due** report type shows upcoming due dates and the people involved.

The **Past Due** report type shows people who are past due for a Fit Test.
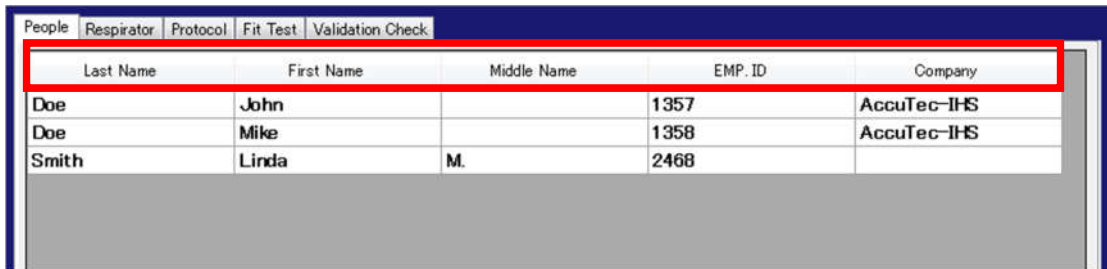
Click **Pre View** button to display the print preview window of the reports of the selected People.

Click **Print** button to print the reports of the selected People.

Click **Print** button without selecting anything to print the reports of all the people in the database.

Click **Exit** button to close the current screen and return to the DATABASE screen.

Sort Function

If you click each header of Last Name, First Name, Middle Name, EMP. ID and Company, you can sort data respectively.
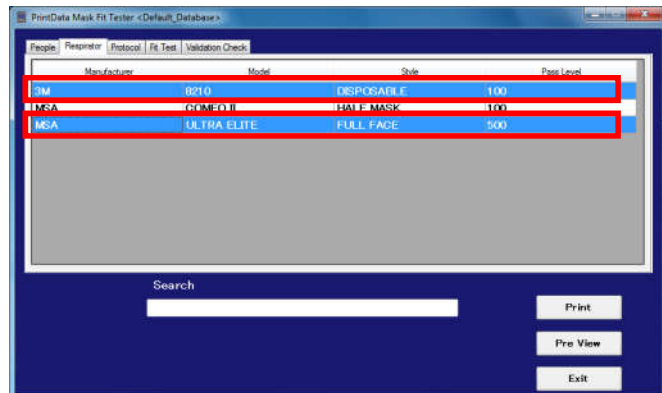
·Respirator Tab

You can print the data entries of the Respirator(s) in your database.

To narrow down the data, enter a Respirator or part of a Respirator name you are looking for into the **Search** field, and then press **ENTER** key.

Select a line to print the desired information.
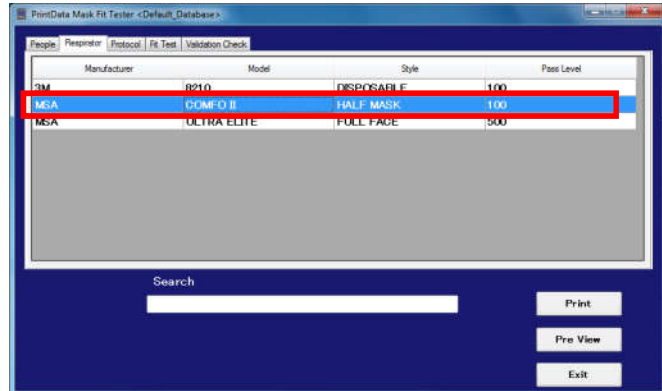
Multiple selection is allowed.
Select lines while holding down the Ctrl key.

Click **Pre View** button to display the print preview window of the reports of selected Respirator(s).

Click **Print** button to print the reports of the selected Respirator(s).

Click **Print** button without selecting anything to print the reports of all the Respirators in the database.

Click **Exit** button to close the current screen and return to the DATABASE screen.

Sort Function

If you click each header of Manufacture, Model and Style, you can sort data respectively.

·Protocol Tab

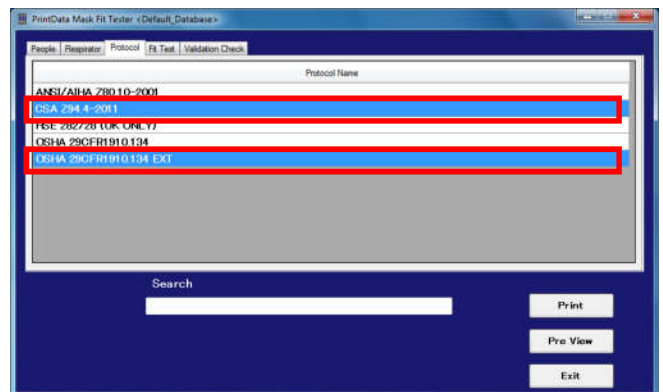You can print the reports of the registered Protocol(s).

To narrow down the data, enter a Protocol name or part of a Protocol name you are looking for into the **Search** field, and then press **ENTER** key.

Select a line to print the desired information.
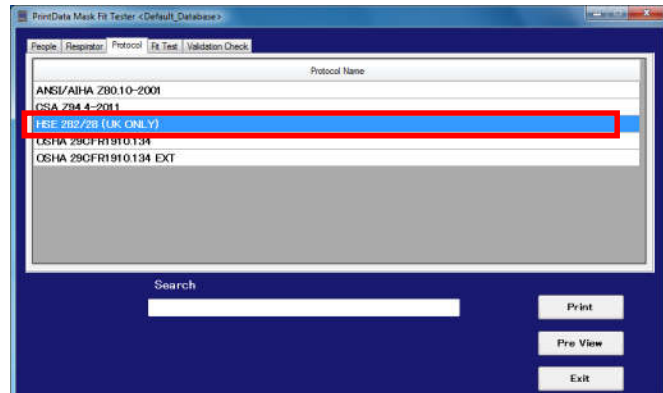
Multiple selection is allowed.
Select lines while holding down the Ctrl key.

Click **Pre View** button to open the print preview window of the reports of the selected Protocol(s).

Click **Print** button to print the reports of the selected Protocol(s).

Click **Print** button without selecting anything to print the reports of all the Protocol(s) in the database.

Click **Exit** button to close the current screen and return to the DATABASE screen.

Sort Function

If you click the header of protocol, you can sort the data of Protocol Name.

·**Fit Test Tab**

You can print the reports of the completed Fit Test(s).

To narrow down the data, enter a Test Date or part of a Test Date you are looking for into the **Search** field, and then press **ENTER** key.

Select a line to print the desired information.

Multiple selection is allowed
Select lines while holding down the Ctrl key.

Choose a print report type: **Fit Test Report** or **Fit Test Card**

When you choose **Fit Test Report**, the Fit Test Reports is printed.

When you choose **Fit Test Card**, the Fit Test Card is printed.

Click **Pre View** button to open the print preview window displaying the reports of the selected Fit Tests(s).

Click **Print** button to print the reports of the selected Fit Test(s).

Click **Print** button without selecting anything to print the reports of all the saved Fit Tests in the database.

Click **Exit** button to close the current screen and return the DATABASE screen.

Sort Function

Last Name	First Name	Middle Name	EMP. ID	Company	Mask Size	Test Date	Due Date
Doe	John		1357	AccuTec-I...	Medium	Aug.07,2018	Aug.07,2019
Smith	Linda	M.	2468	AccuTec-I...	Small	Aug.07,2018	Aug.07,2019
Doe	Mike		1358	AccuTec-I...	Large	Aug.07,2018	Aug.07,2019
Smith	Linda	M.	2468	AccuTec-I...	Other	Aug.07,2018	Aug.07,2019
Doe	John		1357	AccuTec-I...	Large	Aug.07,2018	Aug.07,2019
Smith	Linda	M.	2468	AccuTec-I...	Small	Aug.07,2018	Aug.07,2020

If you click each header of Last Name, First Name, Middle Name, EMP. ID and Company, you can sort data respectively.

Last Name	First Name	Middle Name	EMP. ID	Company	Mask Size	Test Date	Due Date
Doe	John		1357	AccuTec-I...	Medium	Aug.07,2018	Aug.07,2019
Smith	Linda	M.	2468	AccuTec-I...	Small	Aug.07,2018	Aug.07,2019
Doe	Mike		1358	AccuTec-I...	Large	Aug.07,2018	Aug.07,2019
Smith	Linda	M.	2468	AccuTec-I...	Other	Aug.07,2018	Aug.07,2019
Doe	John		1357	AccuTec-I...	Large	Aug.07,2018	Aug.07,2019
Smith	Linda	M.	2468	AccuTec-I...	Small	Aug.07,2018	Aug.07,2020

Last Name ▲	First Name	Middle Name	EMP. ID	Company	Mask Size	Test Date	Due Date
Doe	John		1357	AccuTec-I...	Medium	Aug.07,2018	Aug.07,2019
Doe	John		1357	AccuTec-I...	Large	Aug.07,2018	Aug.07,2019
Doe	Mike		1358	AccuTec-I...	Large	Aug.07,2018	Aug.07,2019
Smith	Linda	M.	2468	AccuTec-I...	Other	Aug.07,2018	Aug.07,2019
Smith	Linda	M.	2468	AccuTec-I...	Small	Aug.07,2018	Aug.07,2019
Smith	Linda	M.	2468	AccuTec-I...	Small	Aug.07,2018	Aug.07,2020

Editing Function (Report Only)

If you select the **Editing of Fit Test Data** check box in 5. Initial Setting in advance, you can edit Last Name, First Name, Middle Name, EMP.ID, Company and Mask Size.

Double-click an item cell you want to edit, or click **Edit** to open a password input screen.
Enter your password and click **OK**.
When an input password coincides with a set password, you can start editing.
(When you have selected the **Editing of Fit Test Data** check box in advance and you haven't set up your password, you can edit as it is. You don't need to open a password input screen.)
Once the edit mode is on, the mode is available until you close the **Reports** screen.
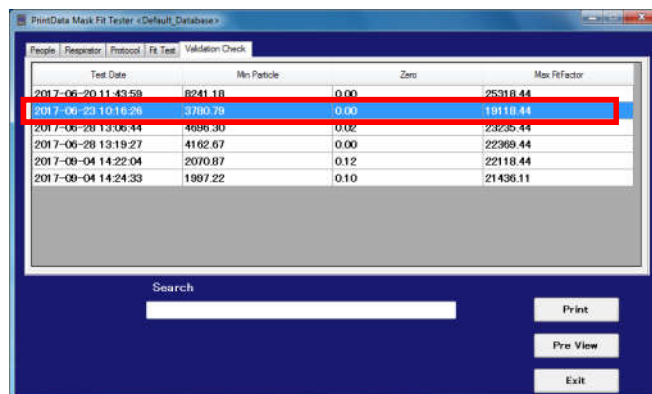
·**Validation Check Tab**

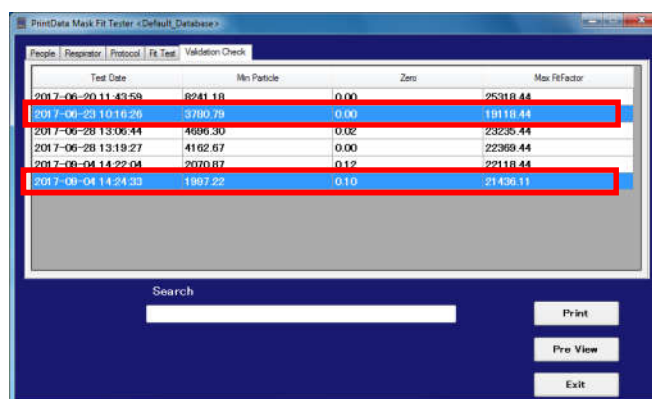You can print the reports of the completed and saved Validation Check(s).
To narrow down the data, enter a Test Date or part of a Test Date you are looking for into the **Search** field, and then press **ENTER** key.

Select a line to print the desired information.

Multiple selection is allowed.
Select lines while holding down the Ctrl key.

Click **Pre View** button to open the print preview window displaying the reports of the selected Validation Check(s),
Click **Print** button to print the reports of the Validation Check(s).

Click **Print** button without selecting anything to print the reports of all the Validation Checks in the database.

Click **Exit** button to close the current screen and return the DATABASE screen.

Sort Function

If you click the header of Serial No. and Test Data, you can sort data.

Select Database

You can select, delete or create a Database.
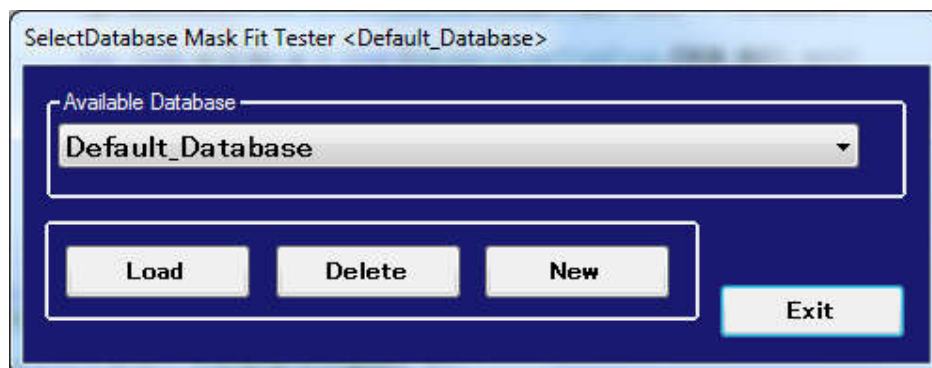
·**Load Button**

  Click **Load** button to load the selected database on **Available Database** field.

·**Delete Button**

  Click **Delete** button to delete the selected database on **Available Database**. Since this deletes all of the records in the selected database a second pop-up asks you if you want to delete the named database. **N.B. This cannot be undone, so it is strongly recommended that you back up your database. This can be accomplished in ToolBox. Please refer to appropriate section of this manual.**

·**New Button**

  New button is to create a new database.

  The basic fields are copied (Protocol and Respirators)

·**Exit Button**

  Click **Exit** button to close the current screen and return the DATABASE screen.

ToolBox Tools

·Record Source

You can see the saved data inside Database.

A datum selected in the Include is displayed to the right side of the Include check box.

To narrow down the data, enter a word or part of a word you are looking for into the **Search** field, and then press **ENTER** key.
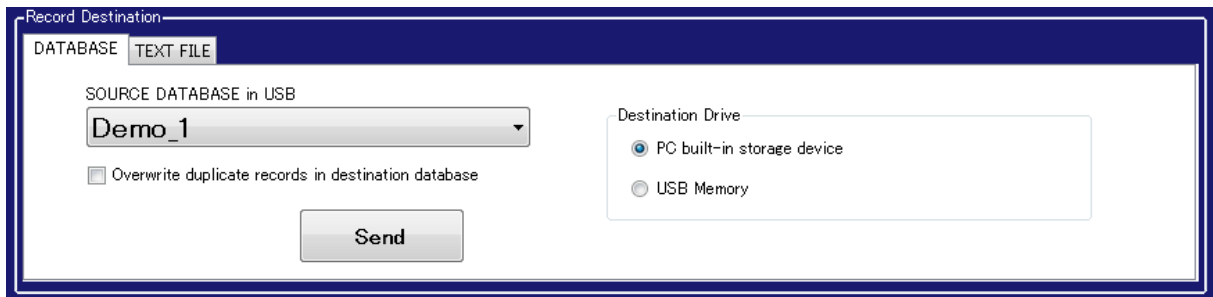
·**Current Database** (PC built-in storage device: typically hard drive)

Select a Database you want to use, and then click **Load** button to load and display database you select.

·**Record Destination**
 <DATABASE Tab>

You can create a new database or copy a database created in this Software so that you can use the copied database (on a thumb drive) in the Device.

To copy a database, select the check box of **Overwrite duplicate record in destination Database**. A database that has the same name in the destination database is overwritten. Use this feature to prepare a thumb drive for use as the data storage device when using the AccuFIT9000 in stand-alone mode.

Select **PC Built-in storage device (**Hard Drive**)** or **USB Memory** on the **Destination Drive.** When you select **PC Built-in storage device**, you can transfer a database from USB as **DESTINATION DATABASE**.

When you select **USB Memory**, you can transfer a database in your PC to the thumb drive as **DESTINATION DATABASE**

Select a Database you want to copy in **SOURCE DATABASE.**

Click **"Send"** button to copy a selected database to a selected drive.

Click **New** button to create a new database.

<TEXT_FILE>

You can convert a selected database in **Current Database** and a selected tab data in **Record Source** to a text file and save them.

Select a desired separator in **Column delimiter**.

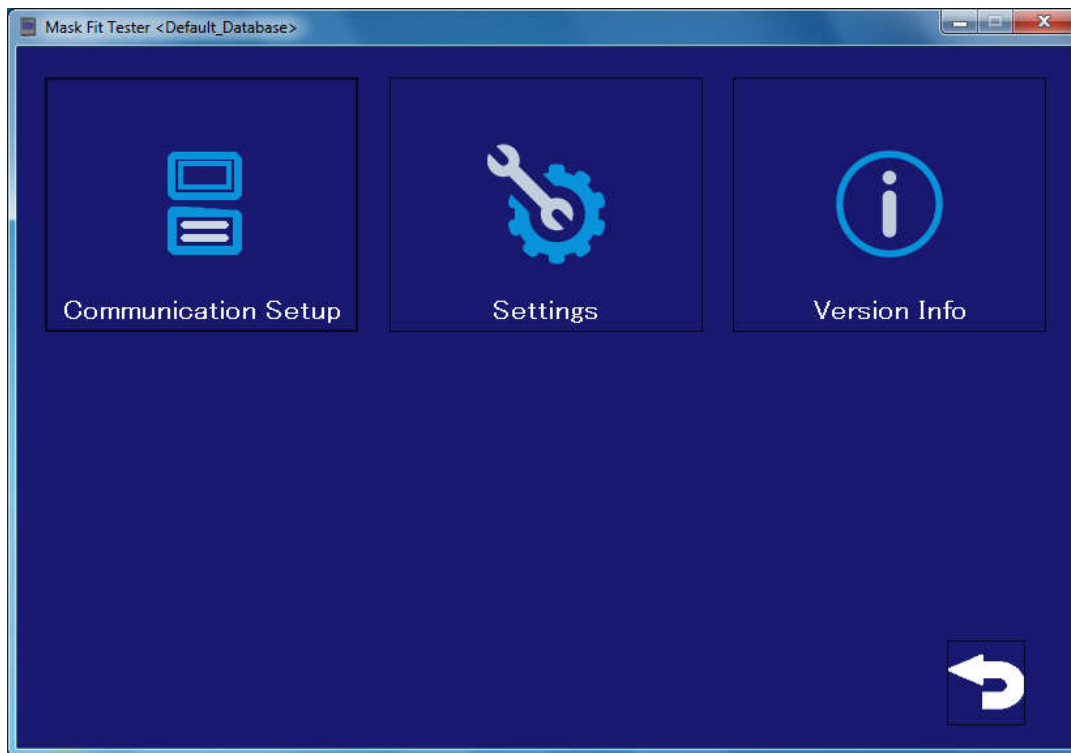When you select **Custom**, input an optional separator in the input field.

Select character code in **Text encoding** for saving database.

Click **Export** button to Export.

・Exit Button

Click **Exit** button to close the current screen and return to the DATABASE screen.

11. Setup

Communication Setup

Refer to <u>5. Initial Setting</u>

Settings

Refer to <u>5. Initial Setting</u>

Version Info

Display the Software version information.

12. Contact Information

AccuTec-IHS, Inc.

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TEL: (918)-984-9838

URL: https://www.accutec-ihs.com/

E-Mail: info@accutec-ihs.com