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**AccuTec-IHS**  
*Analytical Instrumentation*

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**AccuFit 9000® DataManager  
User Guide  
05/28/2021**

**CORPORATE HEADQUARTERS**

1408 South Denver Ave  
Tulsa, Oklahoma, 74119 USA



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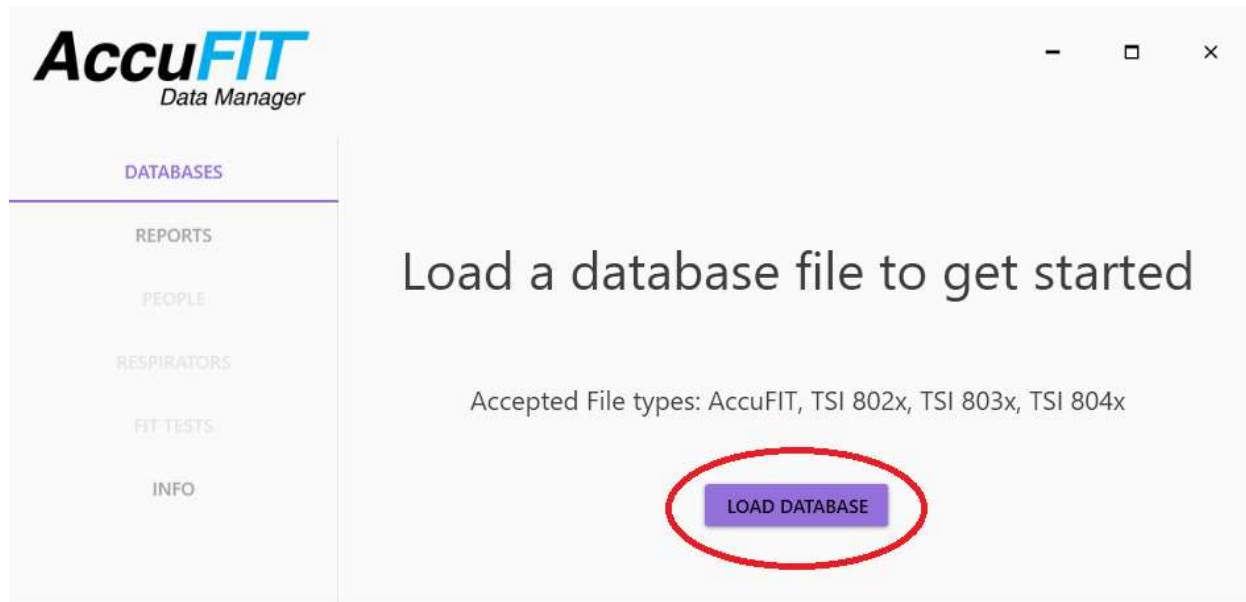
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## ***The AccuFIT Data Manager***

- The AccuFIT Data Manager is a Stand Alone (or portable executable) Application designed to provide the user with considerably more functionality when using the data contained in Fit Test databases. It is also designed to provide an extremely easy method of importing data developed by other respirator fit test instruments into the AccuFIT format.
- Because the program is an "executable" type, many computer systems may not allow the program to be downloaded or installed. If this is the case, we suggest that you consult your IT department who can take the steps necessary to install the program on your computer. It is important to note that the program requires the latest JavaScript™ program. DataManager will check for the version installed on your computer and if necessary will prompt you to download and install the latest version
- AccuFIT DataManager is not installed to the Windows™ Program List, so we suggest that it should be saved to the Desktop, where it will appear as an icon.



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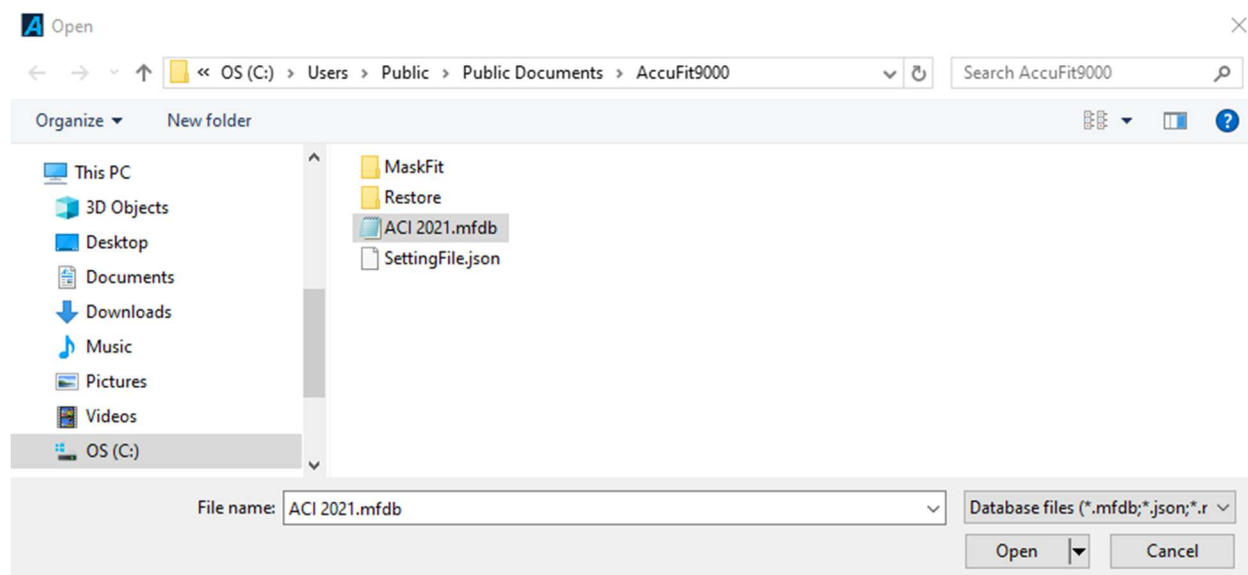
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## Loading a Database

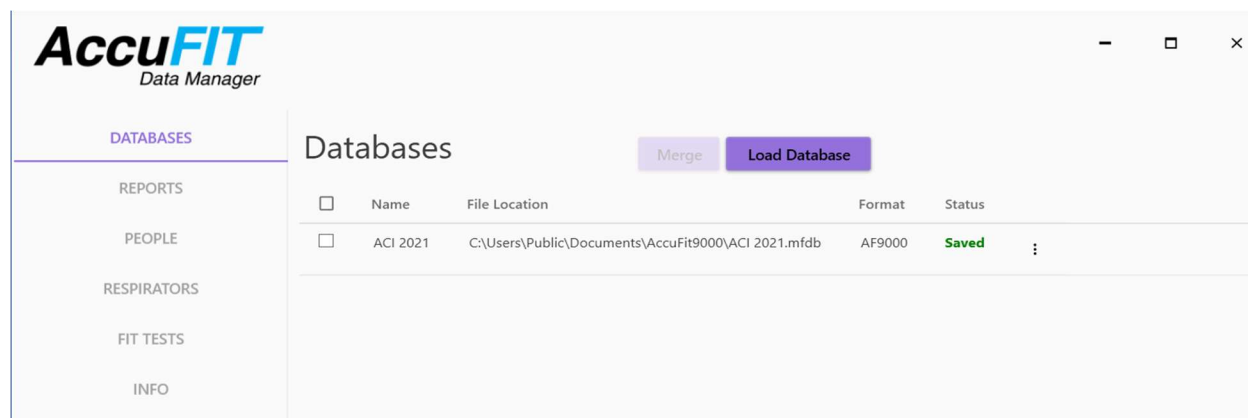
To begin using the **AccuFIT DataManager**, a database must be loaded into active memory. The default directory is C:\Users\Public\Public Documents\AccuFit9000 for each new session.

The user can load from this location or navigate with the windows GUI to any directory and database of their choice. Once selected, this directory will be remembered only for **THIS** session. The next time you open the software, the default is pointed to C:\Users\Public\Public Documents\AccuFit9000

- From the opening screen click on the "Load Database" button. A window will open with the filenames of the available databases (for example, *ACI 2021.mfdb*). Click on the filename to select it, and then click "Open".



The Main Screen reappears showing the loaded database and path:



Note that the selections in the left margin are now active and are no longer "grayed out".

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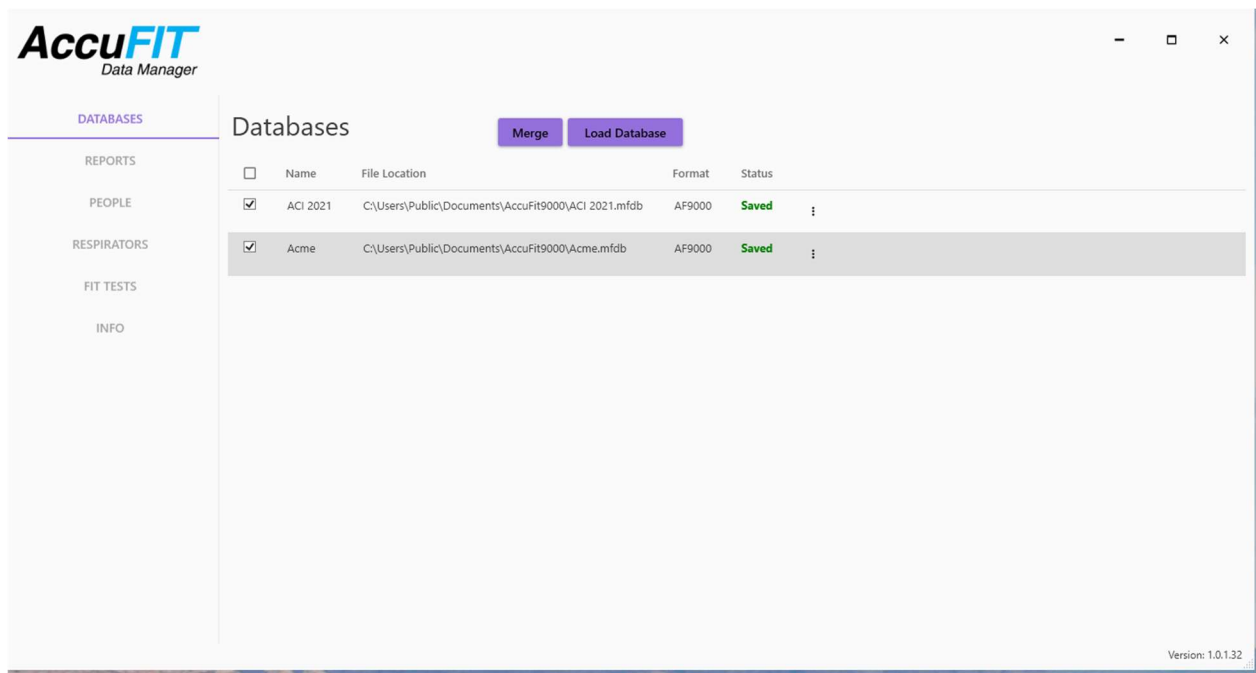
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## Merging Databases

- Load two databases you wish to merge and check the boxes to the left of the database names you wish to merge. Click on the "Merge" button. In the window that pops up name the merged database you have just created and click the "Merge" button in the box.



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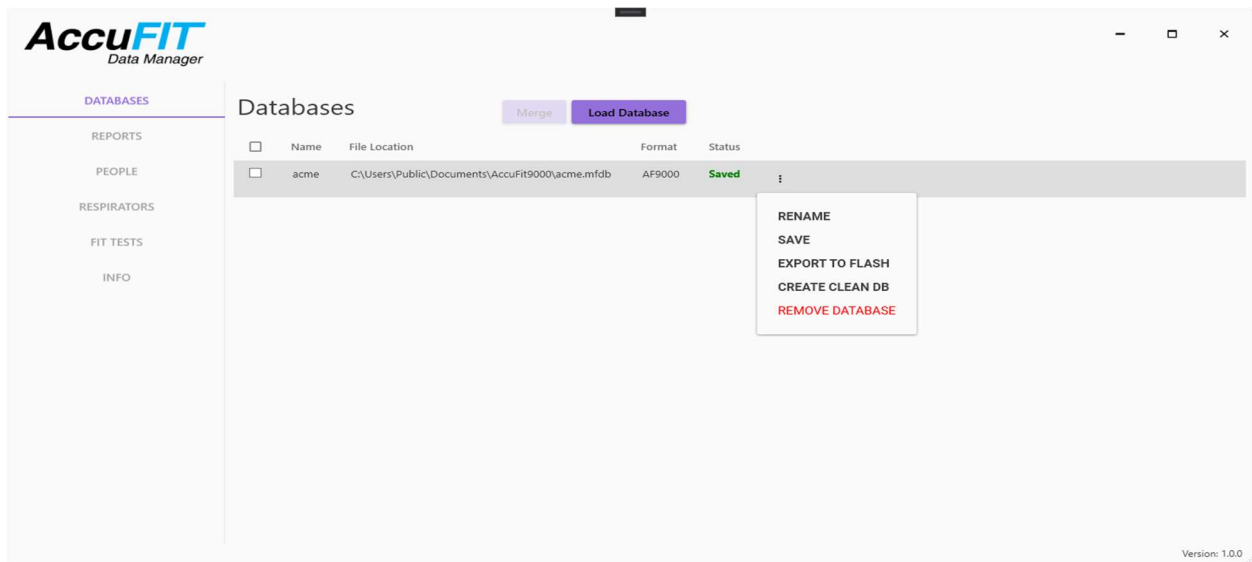
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- The newly-created merged database will show up in the Database list with the label "Modified" in red at the right. The merged database has not been saved at this point, so in order to finish the process you must click the three vertical "More" dots (to the right of the word "Modified") which brings up the menu which allows you to: RENAME, SAVE, EXPORT TO FLASH, CREATE CLEAN DB, and REMOVE DATABASE. (Note: the below example shows the popup menu box after a "Saved" Status.)



### ***Splitting Databases (Creating a New Database with selected records)***

- Load the database from which you want to export selected records. Highlight the record(s) you want to export to the new database (by using either Ctrl-click or Shift-click for multiple selections) and click the "Split" button.
- A new database will be created which you will be asked to name (a default name will be suggested, for example, *ACI 2021-Pp/Split* which is created from the "People" records of the ACI 2021 database). As in the case of a newly-created merged database, this will appear in the database list as "Modified" and must be saved with the menu options shown by clicking the "More" vertical dots.

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## ***Importing a Database from Another Vendor***

- Load the database you wish to import. Using the three-vertical-dot "More" command which is located after the database name, select "Save". The database will be automatically saved in the AccuFIT 9000 JSON format.
- If you intend to use this database in your AccuFIT 9000 software, make sure it is saved to C:\Users\Public\Public Documents\AccuFIT9000.

## ***Creating Reports***

- To produce a Report, tap the "Report" tab in the left margin and highlight the type of report you want to create. If you want to customize the report, click "Edit Report". Check the boxes beside the data you want to include in the report. Click "Save" and the screen will close. Then you can produce the report by selecting "People", "Respirators", or "Fit Tests" and selecting the type of "Report View" desired. For example, if you want to create a summary report of the fit tests in a particular database, tap "Fit Tests" in the left margin and then tap the "Print" button at the top of the screen. The embedded Microsoft .pdf printer will be invoked, and you will see the fit tests in this database displayed in a table with one fit test per line.
- You can print this or save it as a .pdf by using the print icon at the top left. If you want to save this as a .csv file for use in Excel™, simply tap "Export" instead of "Print".

## ***Search Function***

- The Search Function will search all records in the section in which you are currently working in AccuFIT DataManager. This means that no matter where in the current database any data is located, invoking "Search" and entering a string of characters will find that record.

*For example, if you were to enter "M" (and it is not case-sensitive) all strings containing an "M" would appear. If you added an "S" to the search string, any data containing "MS" would be found. If you were to next enter an "A", so that your search string was "MSA", all fit tests involving MSA respirators would be displayed. Remember that this is true of all columns, so if you entered "M", every word containing an "M" would be selected. "MI" would locate Smith and Jaramillo, but if the next letter entered is "L" only Jaramillo would be selected.*

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## **Sort**

- This function enables the user to sort records by ordering the columns. As an example, in the **Fit Tests** view, clicking on the column header "Last" arranges the fit test records alphabetically by Last Name. Clicking "Last" again reverses the order. Clicking "Test Date" sorts the records by date, and clicking "Test Date" again reverses the order. This can be particularly useful if you want to create a date-based view of your fit test records.

## **USB Flash Drive Export**

- The AccuFIT 9000 family of Fit Test instruments can be operated in the "standalone " mode which requires no computer connection during the fit testing process. In this mode the AccuFIT instrument sends the Fit Test data to a USB memory device commonly referred to as a "Flash Drive" or "Thumb Drive".
- The operating system in the AccuFIT 9000 instrument requires a very specific flash drive version and chipset in order to reliably capture and store the fit test data. AccuFIT DataManager will determine if the flash drive to be used meets these requirements, and will warn the user if it does not.
- The DataManager can directly load the database(s) to be used in standalone mode to the flash drive, and can create the file structure which is recognized by the instrument. Simply highlight the database, click on the "More" dots, and select "Export to Flash".

## **Create Clean DB**

- A "clean" database is one from which the fit test data have been removed. Why is this important? The Fit Test generates a large amount of data, and the fastest standalone database performance is achieved by exporting only the names, respirators and protocols to the flash drive. Therefore, the best practice for populating the flash drive for standalone use is to create a "clean" database before sending it to the flash drive.

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