

3M™ Clean-Trace™ Hygiene Monitoring and Management System

This document is a supplement to the [3M™ Clean-Trace™ Hygiene Management Software User Manual](#) and the [3M™ Clean-Trace™ Luminometer User Manual](#). This supplement contains instructions for upgrading both the 3M Clean-Trace Hygiene Management Software application to version 1.3.0.0 and the 3M Clean-Trace Luminometer to version 1.1.0.0. The upgrades provide the following necessary improvements:

3M Clean-Trace Hygiene Management Software:

1. Enhanced performance of data import by enabling subsequent imports of data for new plant(s).
2. Improved data synchronization performance by only synchronizing results and changes made.
3. Improved functionality and design of Synchronization Manager.
4. Expanded data import capability of importing to 90,000 Test Points.
5. Implemented the assignment of Luminometers to specific or multiple Facility(ies)/Plant(s).
6. Updated Sign-in Page for the 3M Clean-Trace Hygiene Management Software.
7. Enhanced security by making strong user's password default.

3M Clean-Trace LM1 Luminometer Application:

1. Calibration Date provided in the About Screen.
2. Enabled capability for entering up to 1 decimal value for Temperature, PH and custom Test Types.

Additional Performance Improvements:

1. Addressed the shifting of data across multiple columns in exported CSV files.
2. Display of Organization Logo Image on Report.
3. Fixed the flickering of filter dates when moving from dashboard to reports.
4. Edit Sample Plan: Missing Close button for comments in Scheduling tab.
5. Fixed the error displayed in Korean Language on the Diagnostic Check screen on the 3M Clean-Trace LM1 Luminometer Application.

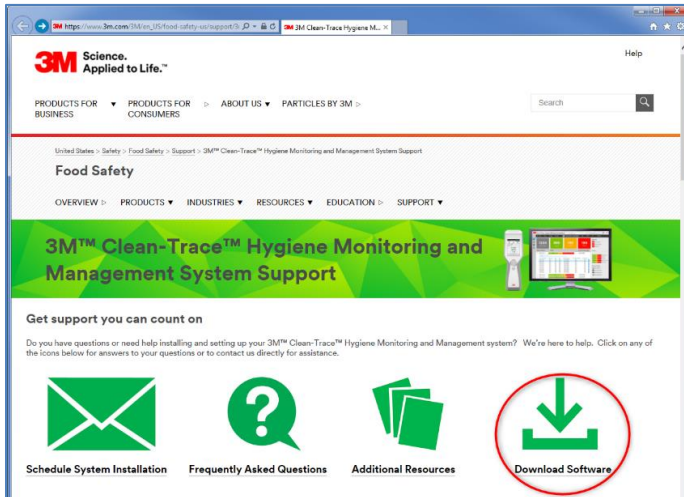
Table of Contents

A.	How to Download the Latest Version of the Software	3
B.	Getting ready for the 3M Clean-Trace System Installation	5
	Computer/Server/Network Requirements	5
	Installation Configurations Options	6
C.	How to Install 3M Clean-Trace Software on a Server or Single Computer	7
D.	How to Download, Install and Upgrade Sync Manager on Client Computer.....	16
	How to Download Sync Manager.....	16
	How to Install Sync Manager.....	17
	How to Upgrade Sync Manager.....	19
E.	How to Upgrade the 3M Clean-Trace Hygiene Management Software from a Previous Version.....	20
	Backward Compatibility	20
F.	Updates to this version of 3M Clean-Trace Hygiene Management Software (v1.3.0.0)	22
	1. Updated Sign-in page	22
	2. Enhanced security	23
	3. Enhanced data importing performance by enabling data import for new plant(s)	24
	4. Expanded data import capability to import up to 90,000 Test Points	24
	5. Improved data synchronization performance by synchronizing results and only changes made	24
	6. Assignment of Luminometers to a Specific or Multiple Facilities/Plants	25
	7. Improved Sync Manager interface.....	27
G.	Information for Users	28
	1. 3M Clean-Trace NG3 Luminometer Compatibility	28
	2. Launching the 3M Clean-Trace Hygiene Management Desktop Software	29
	3. Launching the Sync Manager.....	29
	4. Account Lockout.....	29
	5. Troubleshoot Synchronization Issues	29
H.	How to Upgrade 3M Clean-Trace LM1 Luminometer.....	30
I.	Update to 3M Clean-Trace LM1 Luminometer Application (v1.1.0.0).....	32
	1. Calibration Date provided in the About Screen	32
	2. Decimal values are now allowed for Temperature, PH and custom Test Types.	32

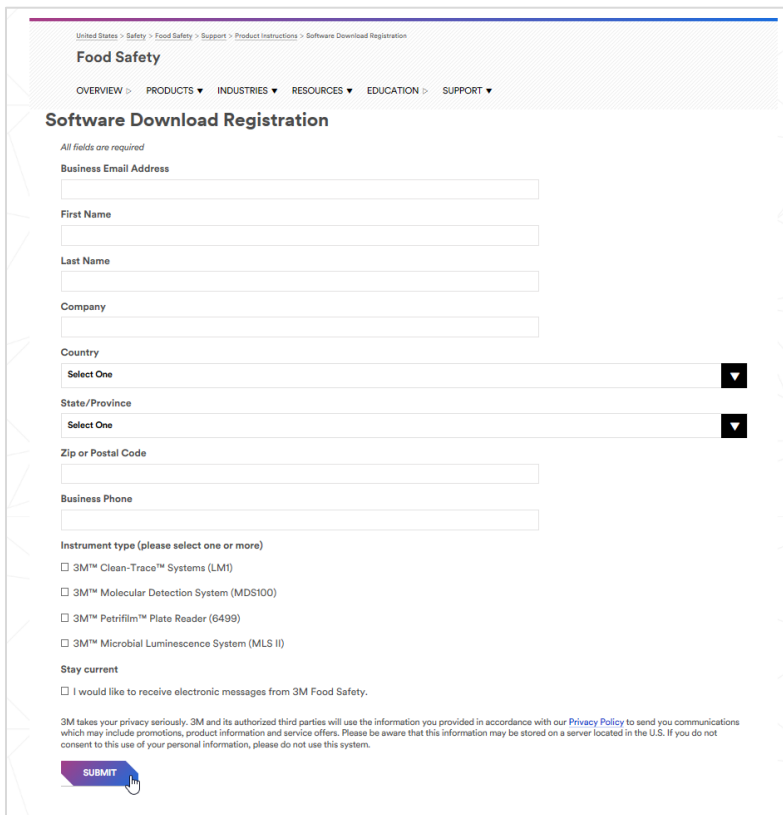
A. How to Download the Latest Version of the Software

Upgrades to the 3M Clean-Trace Hygiene Monitoring and Management System Software are available through the www.3M.com/foodsafety/cleantracesupport website. You can also visit this site if you have any questions or require support.

1. To download the 3M Clean-Trace Hygiene Monitoring and Management Software, click the Download Software icon.





2. The Download Registration screen will open, fill out the registration form, select the Instrument type and check if you would like to receive electronic messages from 3M Food Safety. Then click on Submit at the bottom of the page.



3. A confirmation screen will be displayed upon a successful registration. The system will also instantly send an email to the email address used for the registration. The email will come from 3M@Engage.3M.com. If you did not receive an email after few minutes, check your Spam or Junk mails.
4. From the email you received, Click on Download Now to begin download.

3M Science.
Applied to Life.™

DOWNLOAD NOW

Thank you for updating your 3M™ Clean-Trace™ Hygiene Monitoring and Management System

Download Instructions:

1. Click on "Download Now" to begin download
2. Select "Save As" and save file to PC desktop or server
3. Right click on file from PC desktop or server and Select "Run as administrator" or "Run with Elevated Privileges"

DOWNLOAD NOW


Need additional info?
Our [software download and support page](#) may help answer any additional questions you might have.

The [software download and support page](#) will take you to the screen below.

United States > Safety > Food Safety > Support > Product Instructions > Software Download

Food Safety

OVERVIEW ▾ PRODUCTS ▾ INDUSTRIES ▾ RESOURCES ▾ EDUCATION ▾ SUPPORT ▾





Food Safety Software Download and Support

Product Software and Documentation

Download Instructions:

1. Select the Software package below
2. Click on the file to begin download
3. Select "Save As" and save file to PC desktop or server
4. Right click on file from PC desktop or server and Select "Run as administrator" or "Run with Elevated Privileges"

3M™ Clean-Trace™ Hygiene Monitoring and Management System Software

Features Include:

- ⊕ Readiness Tool

Click on the (+) to access:

- The software installation file
- The Readme File
- The User Manual Supplement
- Schedule System Installation

B. Getting ready for the 3M Clean-Trace System Installation

This section will provide general system requirements and configurations for the 3M Clean-Trace Hygiene Management Software.

Computer/Server/Network Requirements	
1. Confirm the host computer meets the following minimum requirements .	<p>Operating System</p> <ul style="list-style-type: none"> Microsoft® Windows® 7 SP1 (32- or 64-bit), Microsoft® Windows® 8 (32- or 64-bit), Microsoft® Windows® 8.1 (32- or 64-bit), or Microsoft® Windows® 10 (Ultimate, Professional, and Enterprise editions) Microsoft® Windows® Server 2008 R2, Microsoft® Windows® Server 2012, Microsoft® Windows® Server 2012 R2, or Microsoft® Windows® Server 2016 <p>Applications</p> <ul style="list-style-type: none"> Microsoft® SQL Server 2012 IIS or Web Publishing Service is enabled or can be enabled on the host computer. At least one of the following Web Browser: <ul style="list-style-type: none"> ❖ Microsoft® Internet Explorer version 11 or higher ❖ Google Chrome™ version 45 or higher ❖ Mozilla® Firefox® 41.0.1 or higher <p>Hardware</p> <ul style="list-style-type: none"> 2.0 GHz Intel Pentium 4 or similar/faster processor 1 GB Available RAM (4 GB recommended) 10 GB free disk space USB 2.0 (Optional if server installation)
2. Confirm client computers meets the following minimum requirements .	<p>Operating System</p> <ul style="list-style-type: none"> Microsoft® Windows® 7, 8/8.1 or 10 <p>Applications</p> <ul style="list-style-type: none"> At least one of the following Web Browser: <ul style="list-style-type: none"> ❖ Microsoft® Internet Explorer version 11 or higher ❖ Google Chrome™ version 45 or higher ❖ Mozilla® Firefox® 41.0.1 or higher <p>Hardware</p> <ul style="list-style-type: none"> USB 2.0
3. Recommended applications.	<ul style="list-style-type: none"> Microsoft® SQL Server Management Studio, will help with: <ul style="list-style-type: none"> - Backing up or restoring database (Frequent database backup is strongly recommended) - Troubleshooting database issues - Database management - Requesting support from 3M Microsoft® Access will help with migrating from NG3 software platform Microsoft® Excel will help with importing or exporting data from or to .CSV or .XLS files A PDF Viewer to view reports generated in PDF
4. Ensure installing user has Administrative privileges on the computer and the installation folder.	Confirm with your IT that the Installing User has Windows Administrative privileges on the computer you're installing the software.
5. If using an existing Microsoft SQL Server database, ensure you have administrative privileges on it. Also, ensure you know the server and instance name.	The IT group may be involved to check and provide information about existing SQL Server database. SQL Server Name _____
6. Ensure anti-virus or firewall does not prevent installation or execution of any feature of: <ul style="list-style-type: none"> ▪ 3M Clean-Trace Hygiene Software ▪ Microsoft SQL ▪ Microsoft IIS. 	<p>Engage your IT group to:</p> <ul style="list-style-type: none"> ▪ Confirm TCP ports 9002-9005 are open Inbound and outbound on the computer/network ▪ Confirm UDP ports 1433-1434 are open Inbound and outbound on the computer/network ▪ 3M Clean-Trace Hygiene Software is not blacklisted in security applications (if necessary)
7. Ensure all system pending restarts are cleared prior to installation.	If system is not restarted prior to install, you will receive an error during installation and not be able to proceed until restart is completed. This is a SQL database requirement.
8. SMTP Server information if intend to enable email notifications.	Ask your IT group for this information: <ol style="list-style-type: none"> 1. SMTP Server name _____ 2. Port number _____ 3. Domain name _____ 4. Secure Email server (Y/N) _____ 5. Email and Password if secure email server _____

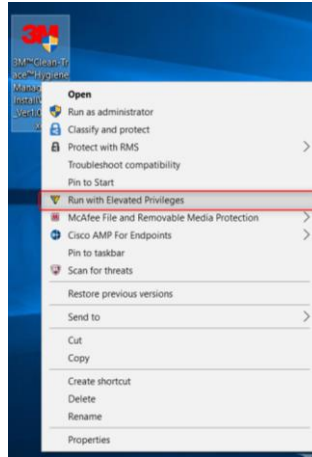
The table below provides an overview of the installation configuration options for the 3M Clean-Trace System.

Installation Configurations Options			
System Components			
Web Application	SQL Database	Sync Manager	Luminometer
Single Computer			<p>In this configuration:</p> <ul style="list-style-type: none"> All the 3 software components of the system will reside on the workstation. Follow instructions for How to Install 3M Clean-Trace Software on a Server or Single Computer (Section C).
Single Computer and Separate Database Server			<p>In this configuration:</p> <ul style="list-style-type: none"> The 3M Clean-Trace Software and the Sync Manager resides on the host workstation. The SQL database will reside on another workstation/server. Follow instructions for How to How to Install 3M Clean-Trace Software on a Server or Single Computer (Section C), then select the SQL Server to host the database. Confirm you have administrative rights on the remote SQL Instance.
Server/Network Installation			<p>In this configuration:</p> <ul style="list-style-type: none"> The 3M Clean-Trace Software and the SQL database are installed on a server or a centralized computer. This centralized computer can be a virtual server, assuming it will not be used for synchronization. Client Computer must be a physical workstation, with USB ports. <p>Server Installation: Follow instructions for How to How to Install 3M Clean-Trace Software on a Server or Single Computer (Section C).</p> <p>Client Installation: Follow instructions for How to Download, Install and Upgrade Sync Manager on Client Computer (Section D).</p>

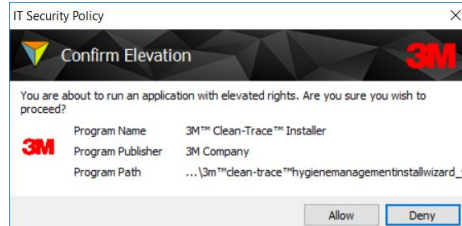
C. How to Install 3M Clean-Trace Software on a Server or Single Computer

The installer will install the 3M Clean-Trace Hygiene Management Software, which includes the installation of Microsoft® SQL Server® 2012 Express. If Microsoft® SQL Server is previously installed, an option to use an existing Microsoft® SQL Server will be provided during the installation. Microsoft SQL database is essential in enabling the storage, retrieval and management of data captured during hygiene and environmental monitoring processes.

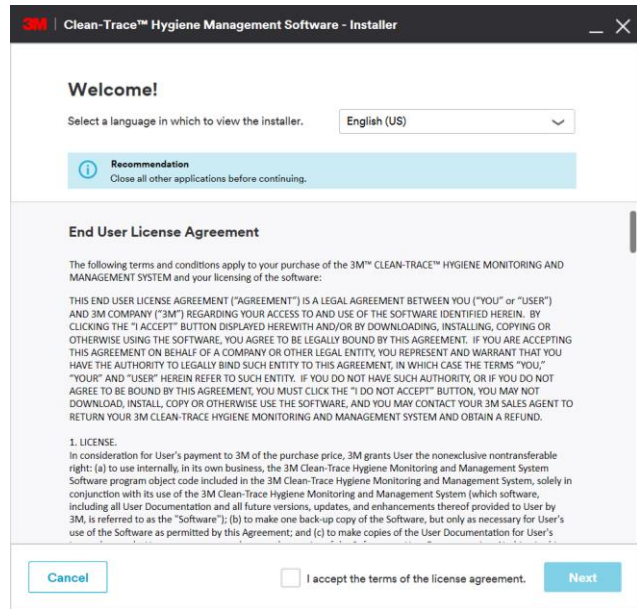
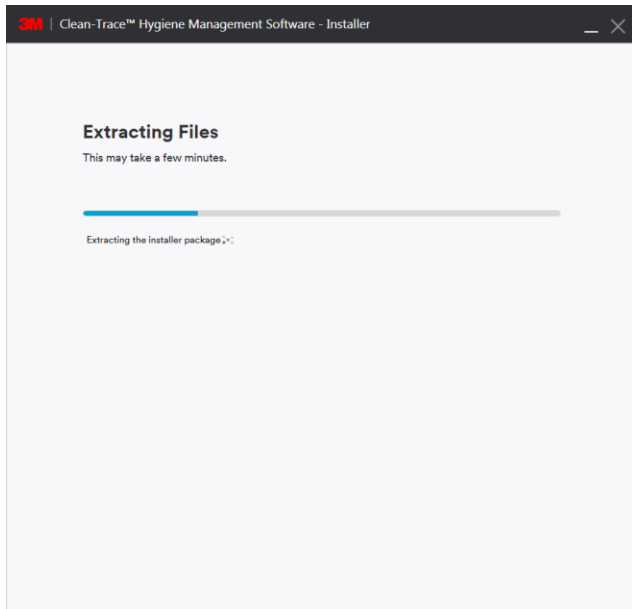
1. Close all open applications before starting the installation or upgrade of 3M Clean-Trace Hygiene Management Software.
2. Locate the 3M Clean-Trace Hygiene Management Install Wizard .exe file
 - a. Right-click.
 - b. Select Run with Elevated Privileges or Run as Administrator.



3. Accept prompts for User Account Control, if displayed





4. After the Extracting Files' screen, a Welcome screen will be presented.
5. Read the *End User License Agreement*
 - a. Check the checkbox to accept the terms of the License Agreement.
 - b. Click on the Next button to continue with the installation process.



The installer will now check the local computer/server for compatibility with the 3M Clean-Trace Hygiene Management Software. The check confirms your systems compatibility to run with the 3M Clean-Trace Hygiene Management Software.

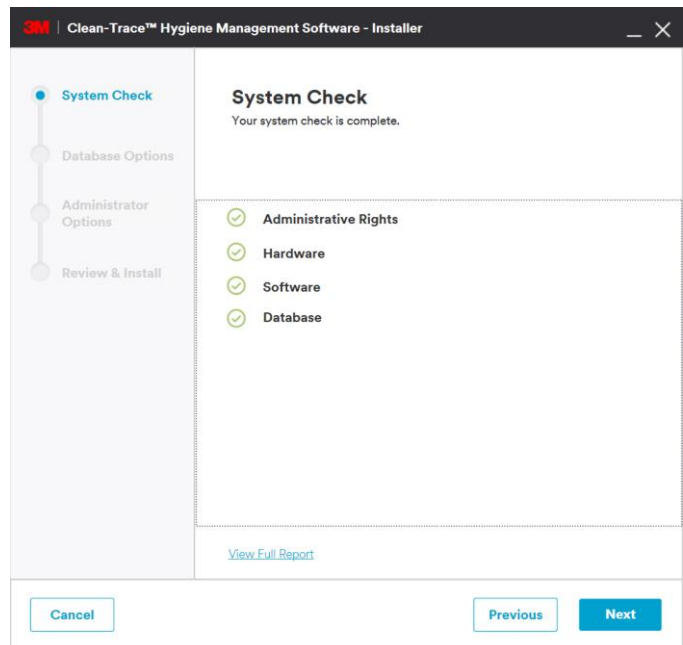
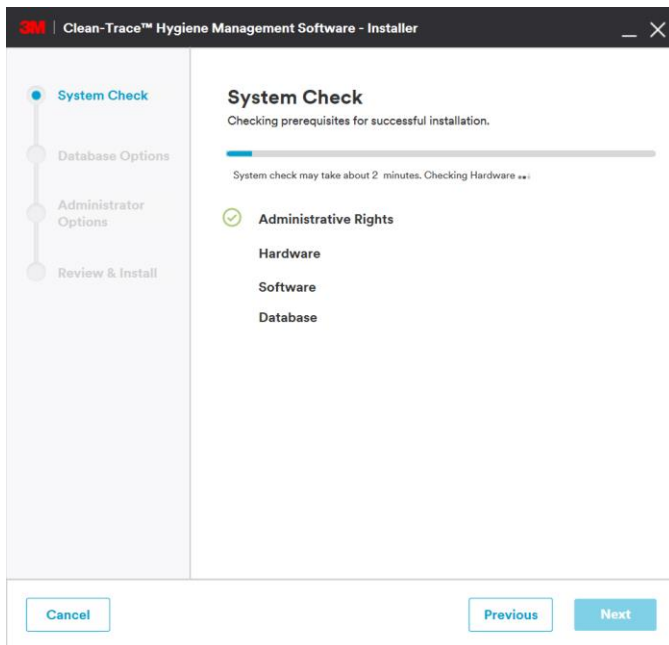
The 3M Clean-Trace Hygiene Management Software Readiness Tool can also be downloaded and executed separately (www.3M.com/foodsafety/cleantracesupport).

Each checked category will be marked with:

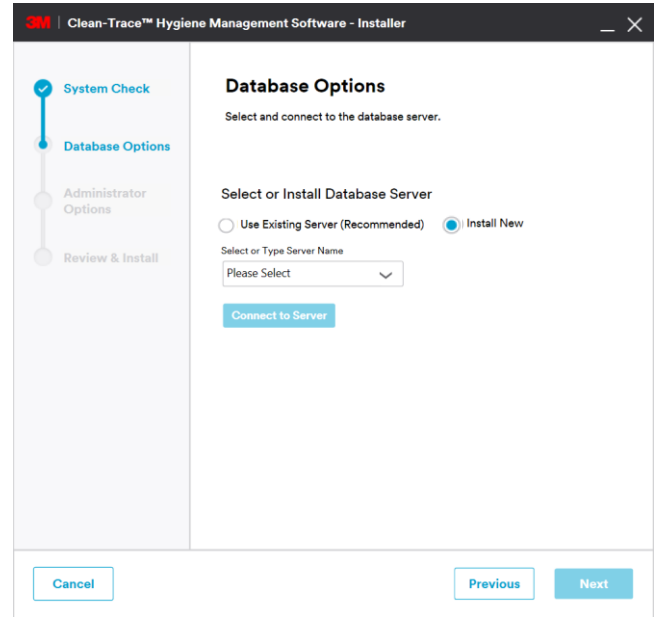
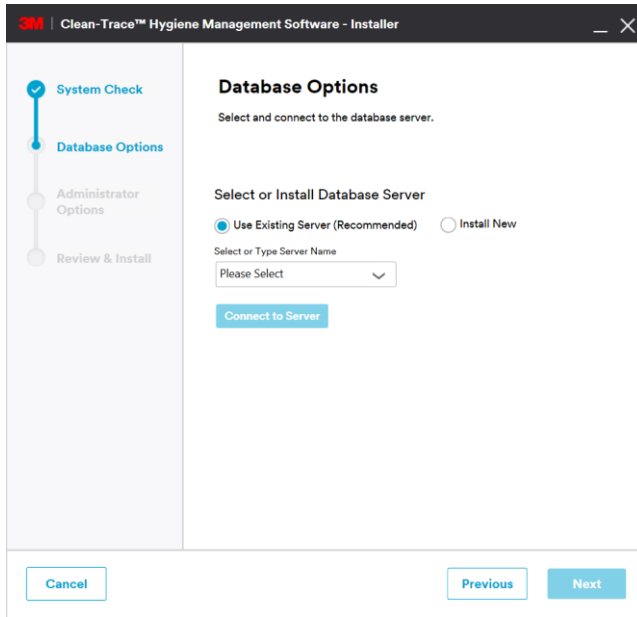
- A green check  if compatible with the software.
- A red X  if any issue that may affect compatibility is found, suggestions to address the issue will be provided.

A full report of the system check is available by clicking on the link at the bottom of System Check screen.

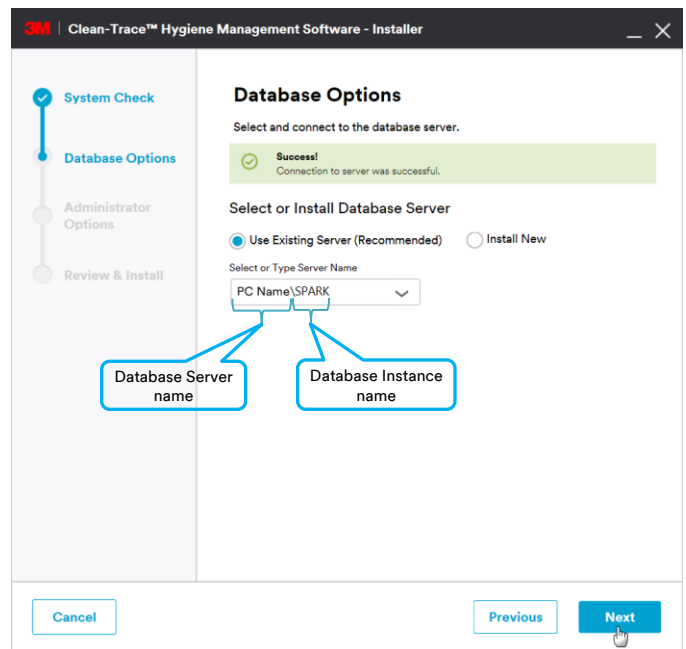
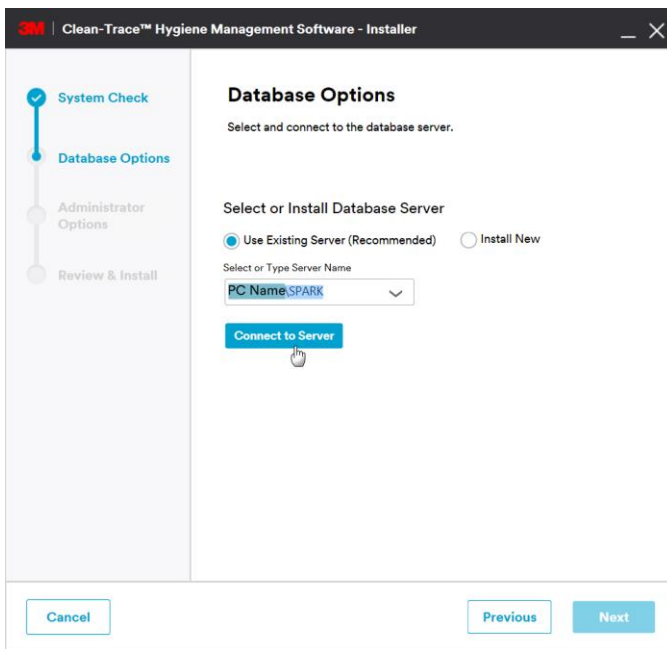
6. Click on Next to continue.



7. On the Database Options screen, the user is presented with two database installation options:
 - a. Use Existing Server. Select this option if planning on using an existing compatible SQL server database.
 - b. Install New. Select this option if a compatible SQL Server database is not present or, if a new SQL Server installation is desired for this application. This option will install Microsoft® SQL Server® 2012 Express. Select the Next button and continue from step 10.

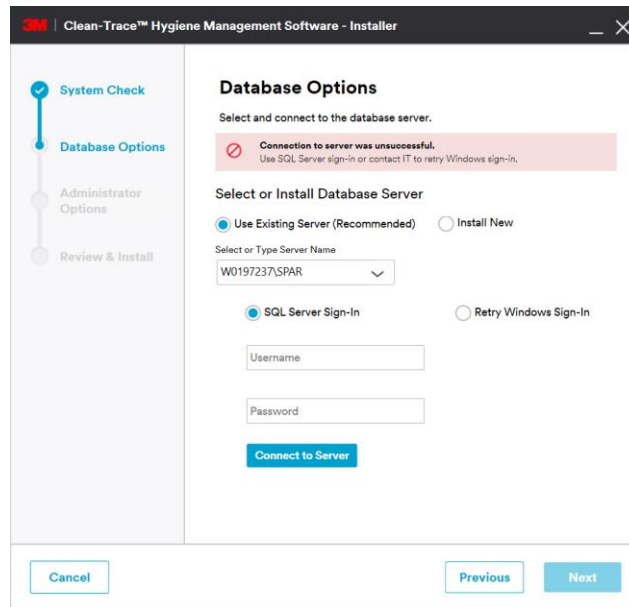


8. If Use Existing Server option is selected, then select the database server from the Server Name drop-down or type the database server and instance name as shown below. Then click on Connect to Server to verify connectivity to the selected database server.



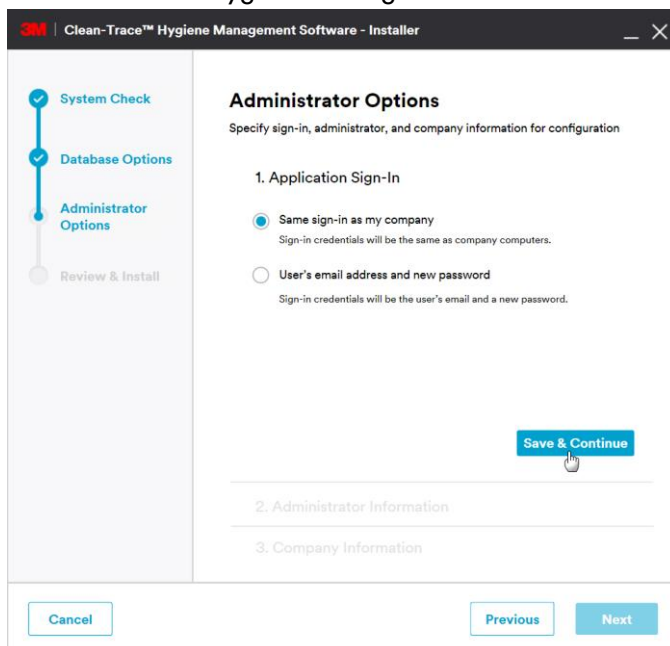
9. The Next button is enabled if connection to SQL database server was successful. Select Next to continue with the installation.

Unsuccessful connection message will be displayed if connection to the SQL database server was not successful.



Use the following options to resolve SQL Connectivity issue:

- i. Ensure that the SQL Server name is correct
 - ii. Ensure that the SQL Server is running
 - iii. Select to connect to the server using an alternate database specific login
10. The Administrator Options screen will allow users to be authenticated to the software. Two sign-in methods are supported:
- a. Same sign-in as my company: This login is typically the same username and password that is being used to login on your company's computers/network.
 - b. User's email address and new password: Use an email address and a new password that is specific for the 3M Clean-Trace Hygiene Management Software.



11. Click on Save & Continue to proceed.

12. On the Administrator Options > Administrator Information screen, enter information for the software administrator, then click on Save & Continue to proceed.

The screenshot shows the 'Administrator Options' screen in the 'Clean-Trace™ Hygiene Management Software - Installer'. The left sidebar has a progress indicator with 'Administrator Options' selected. The main content area is titled 'Administrator Options' and includes a sub-header 'Specify sign-in, administrator, and company information for configuration'. It lists three steps: '1. Application Sign-In' (checked), '2. Administrator Information' (checked), and '3. Company Information' (not checked). Under '2. Administrator Information', there is a form with the following fields: 'Your Email Address' (pre-filled with 'youremail@yourcompany.com'), 'First Name' (input field with 'FirstName'), and 'Last Name' (input field with 'LastName'). A 'Save & Continue' button is highlighted with a mouse cursor. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

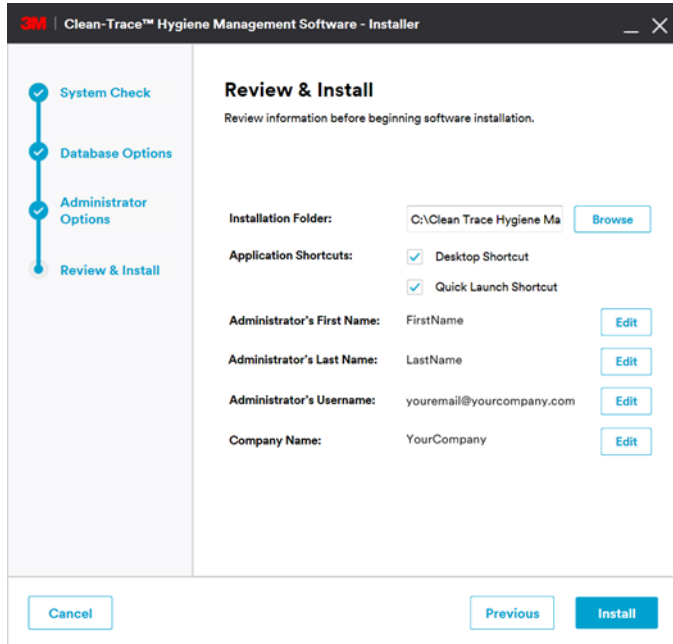
This screenshot is identical to the previous one, but the 'Save & Continue' button is now a solid blue button, indicating it has been clicked. The 'Next' button in the bottom right corner is also highlighted with a mouse cursor.

13. On the Administrator Options > Company Information screen, enter your company's name, then click Next to proceed.

The screenshot shows the 'Administrator Options' screen with the 'Company Information' section active. The progress indicator in the sidebar shows 'Company Information' as the current step. The main content area lists three steps: '1. Application Sign-In' (checked), '2. Administrator Information' (checked), and '3. Company Information' (checked). Under '3. Company Information', there is a form with the following fields: 'Your Company Name' (input field with 'YourCompanyName'). At the bottom, the 'Next' button is highlighted with a mouse cursor.

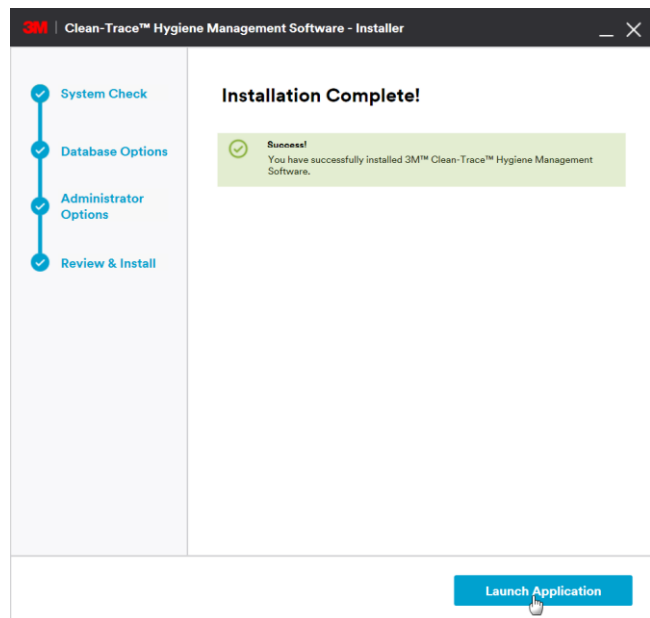
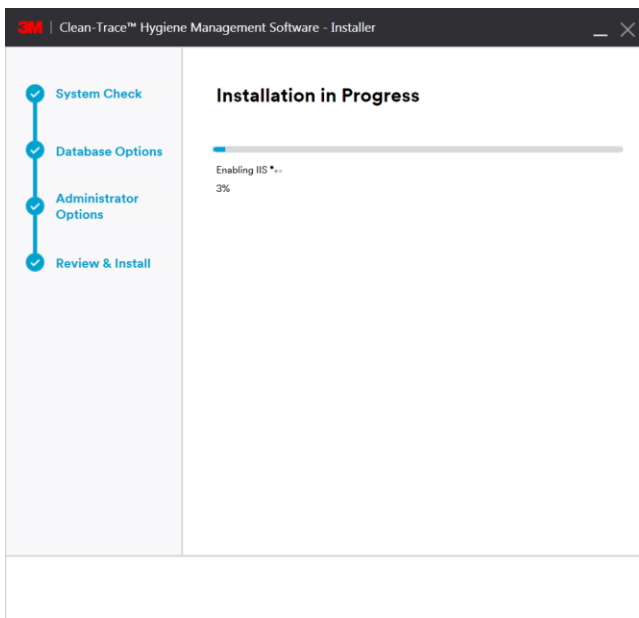
This screenshot is identical to the previous one, but the 'Next' button is now a solid blue button, indicating it has been clicked.

14. On the Review & Install screen, please review the information and select the Install button to continue.



15. The Installation in Progress screen will open.

16. Several pop-up windows may be displayed throughout the install process. Select “Allow” or “Install” to continue through the install process.

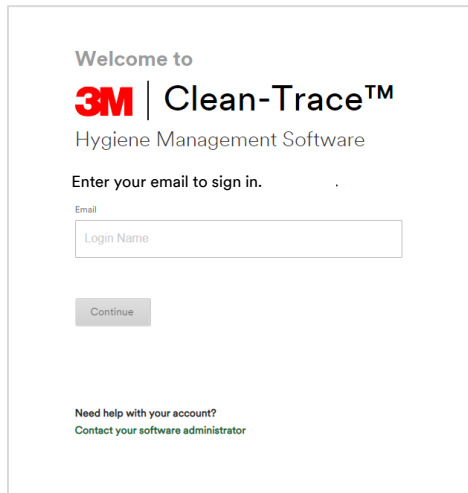


17. The Installation Complete screen is displayed when the software is successfully installed. Click on “Launch Application” to launch the web application. The web application will open using your default web browser.



Please complete the steps below to create another administrator’s account, for example a **QA account**, or an account that will be used for setting up the software.

18. Log-in using administrator information provided (in step 11). If the software was set with email authentication, you will be prompted to set your new personalized password.
- Enter the Administrator email provided during installation and Click “Continue”.



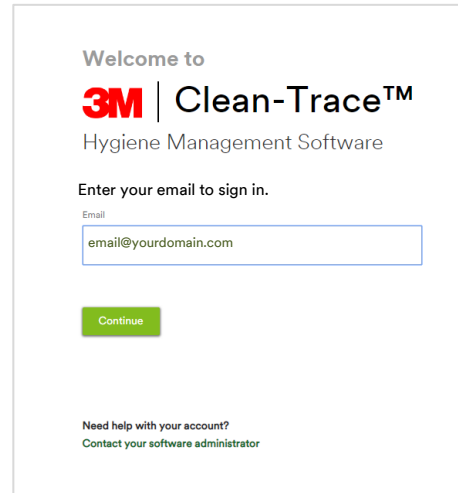
Welcome to
3M | Clean-Trace™
Hygiene Management Software

Enter your email to sign in.

Email

Continue

Need help with your account?
Contact your software administrator



Welcome to
3M | Clean-Trace™
Hygiene Management Software

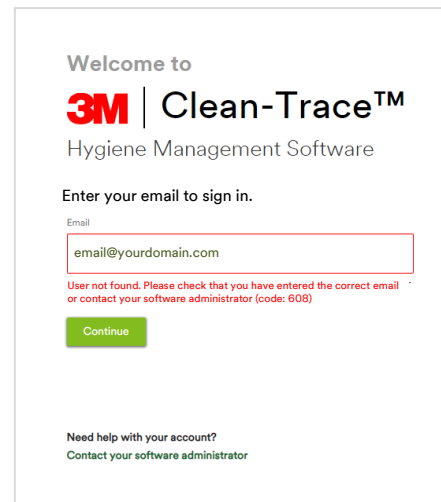
Enter your email to sign in.

Email

Continue

Need help with your account?
Contact your software administrator

- If the email is wrong or does not match any user’s email in the software, you will not be able to proceed.



Welcome to
3M | Clean-Trace™
Hygiene Management Software

Enter your email to sign in.

Email

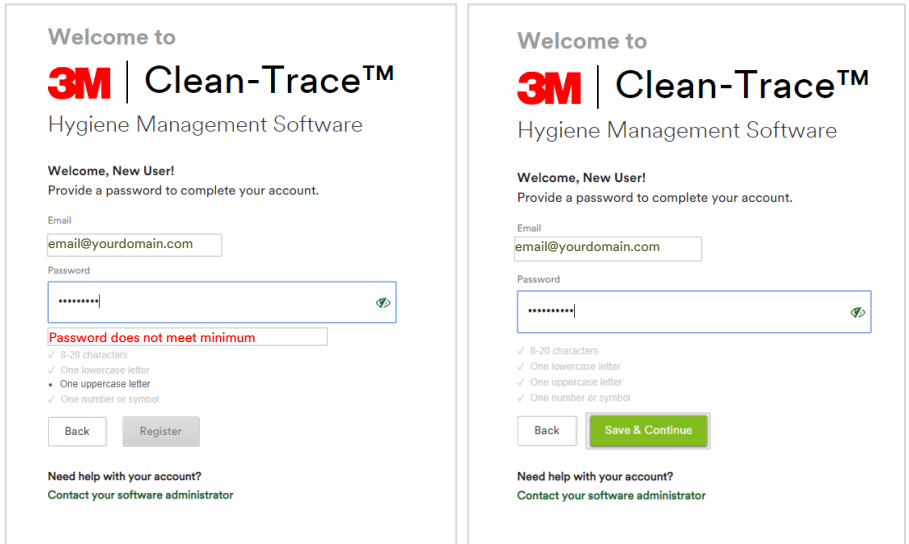
User not found. Please check that you have entered the correct email or contact your software administrator (code: 608)

Continue

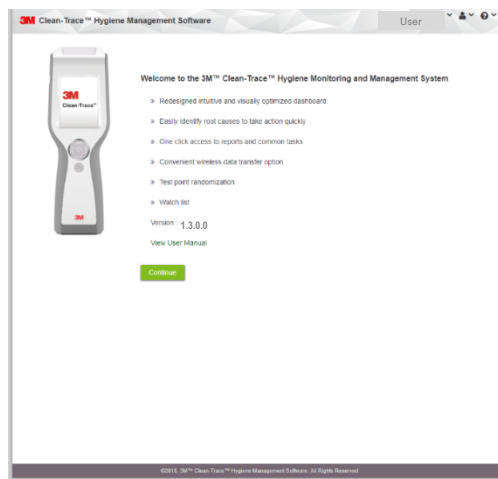
Need help with your account?
Contact your software administrator

- If the email match the one provided during installation, the password field will display and prompt you to provide a new password for this account. Click Save and Continue.

The new password must meet minimum password requirements (Password Requirements can be modified from within the software – Step 22).

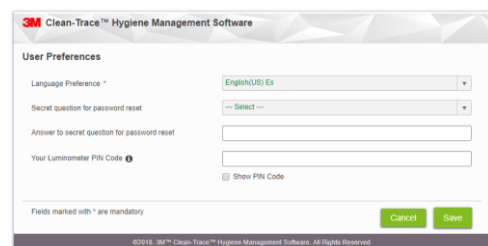


19. Click “Continue” on the welcome screen.



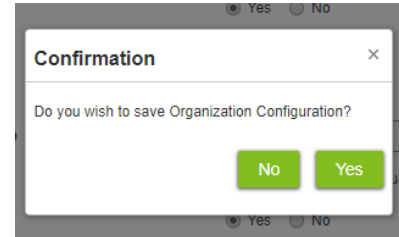
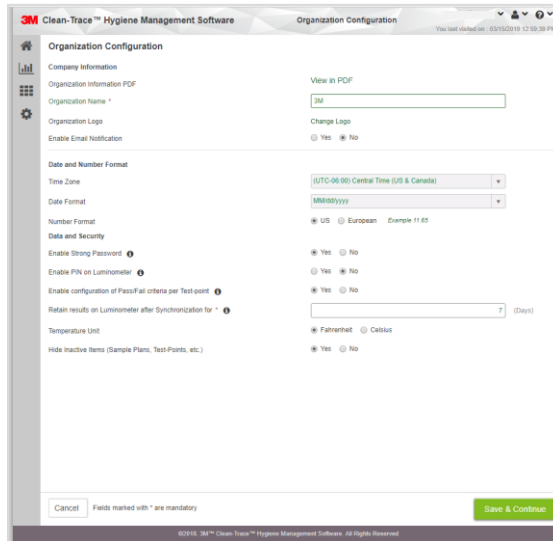
20. In the User Preferences screen, verify language preference and set the secret question for password reset. Then, enter the answer to the secret question.

21. Your Luminometer Pin Code can be skipped at this step. The activation of the Pin Code for the entire application will be done in the Organization Configuration screen.

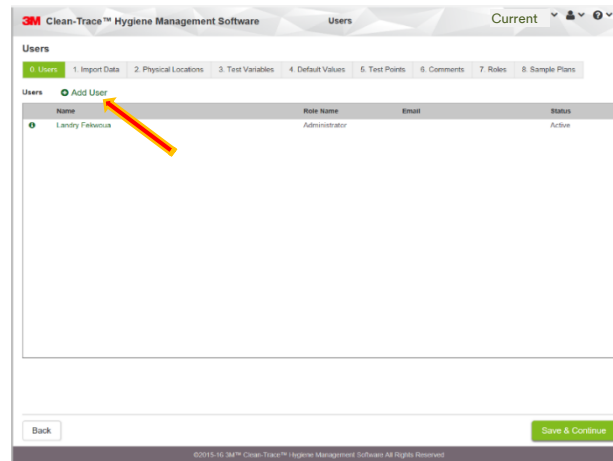


22. In the Organization configuration’ screen, user have the option to customize settings to suit their organizational needs. Then Click “Save and Continue” and confirm by selecting “Yes” on the confirmation screen. Under Organizational Configuration, the following can be managed:

- a. Email notification can be enabled
- b. Time zone, date and number format
- c. Pin code can be enabled for extra security on LM1 Luminometers
- d. Strong login password can be disabled or enabled
- e. Retention policy for user’s data on the LM1 Luminometer can be set

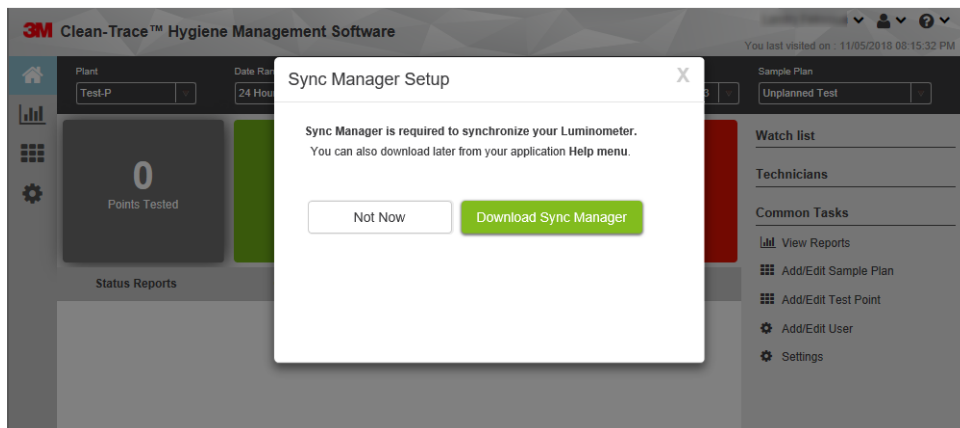


23. Create additional Administrator users. e.g. QA Manager by clicking on “Add User”.



Note: After completing the initial setup of the 3M Clean-Trace Hygiene Management Software, each new user will be presented with the Sync Manager Setup screen with link to download the Sync Manager. Please ignore and close this screen by clicking on X at the top right corner of the screen if:

- You just installed the 3M Clean-Trace Hygiene Management Software on this computer
- You have the Sync Manager already installed on this computer
 - You are not ready to install the Sync Manager on this computer

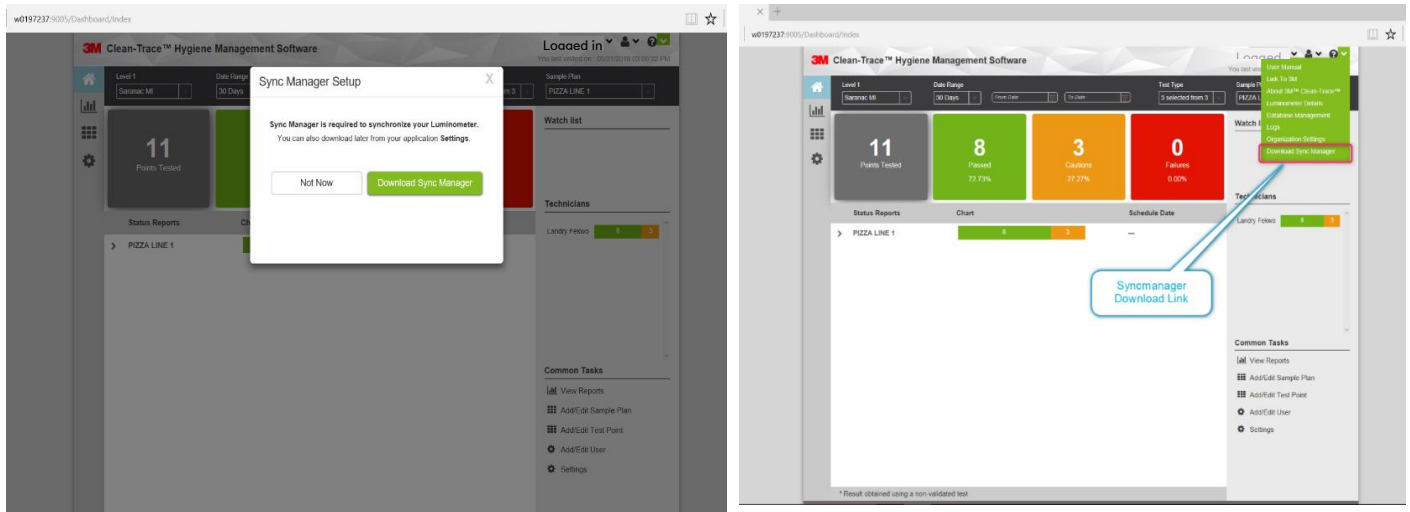


D. How to Download, Install and Upgrade Sync Manager on Client Computer

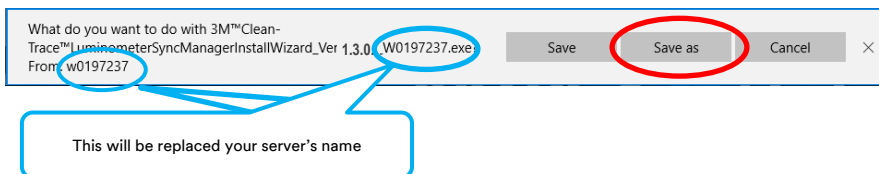
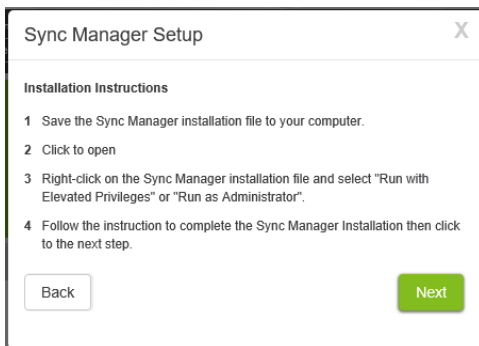
This section is applicable to Server/Network installation only. Sync Manager is automatically installed on the Desktop installation as part of initial software installation.

How to Download Sync Manager

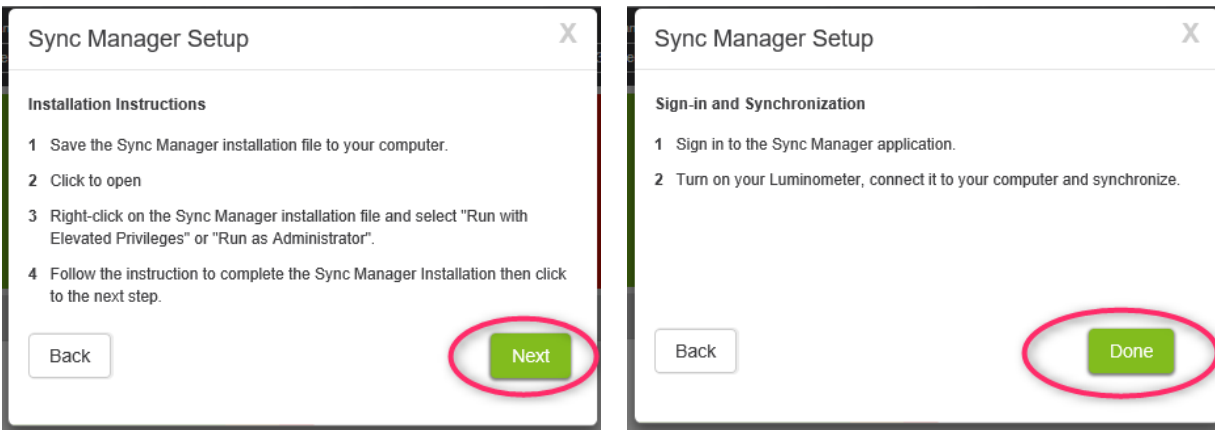
Upon first time login users will be presented with a Sync Manager Setup notification screen with the rationale for installing Sync Manager. The Sync Manager can also be downloaded from the 3M Clean-Trace Hygiene Management Software under the Help (?) menu as shown below.



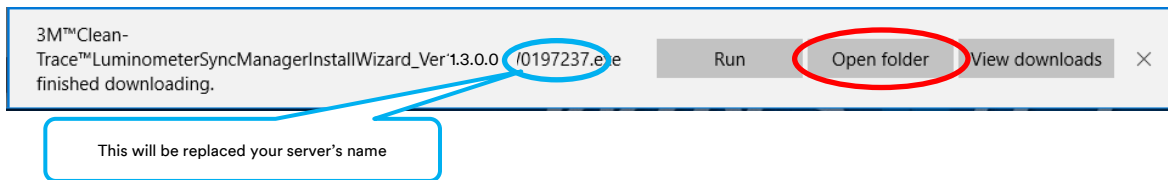
1. Select Download Sync Manager. A window will open with Sync Manager Setup instructions. At the same time a Save as window will open. Please note that the file name contains your server name. Select Save as and specify save location.



2. On the Sync Manager Setup screen click Next and Done in the following window.



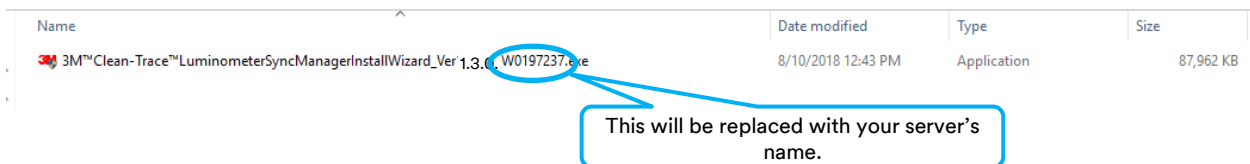
3. When the Sync Manager installer download is complete, the window below will be displayed. Select Open folder to access the download location.



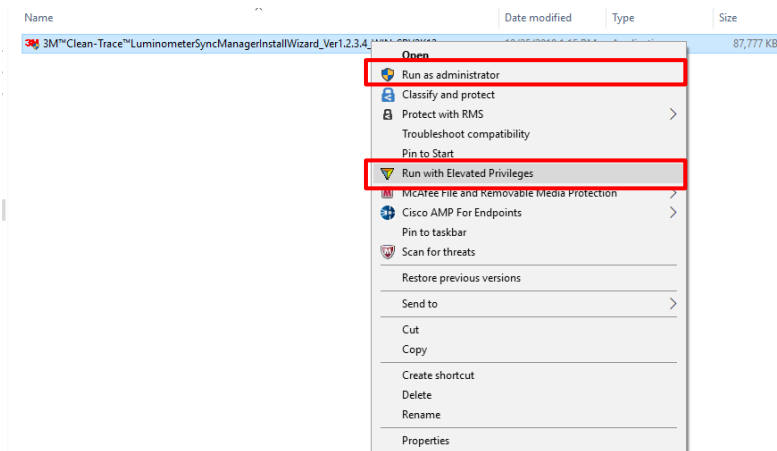
How to Install Sync Manager

Follow the steps below to Install the Sync Manager.

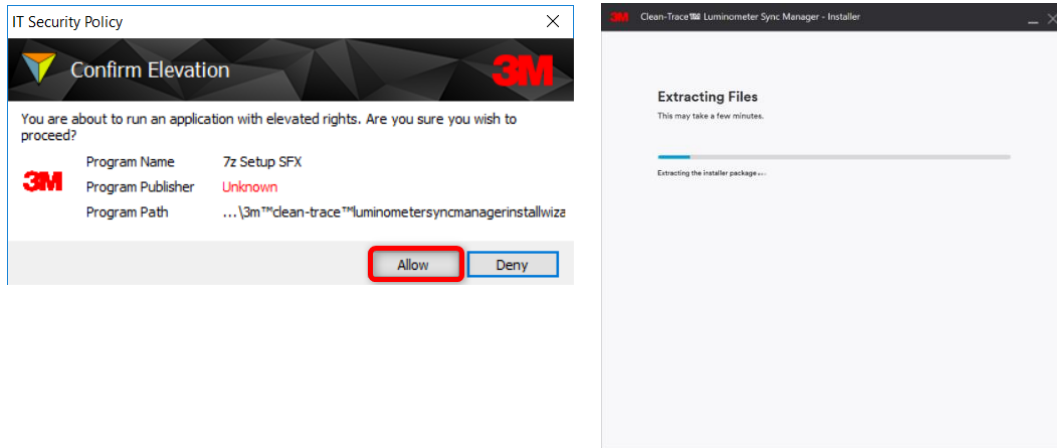
1. Navigate to the Sync Manager installer download location. Locate the Sync Manager installer.



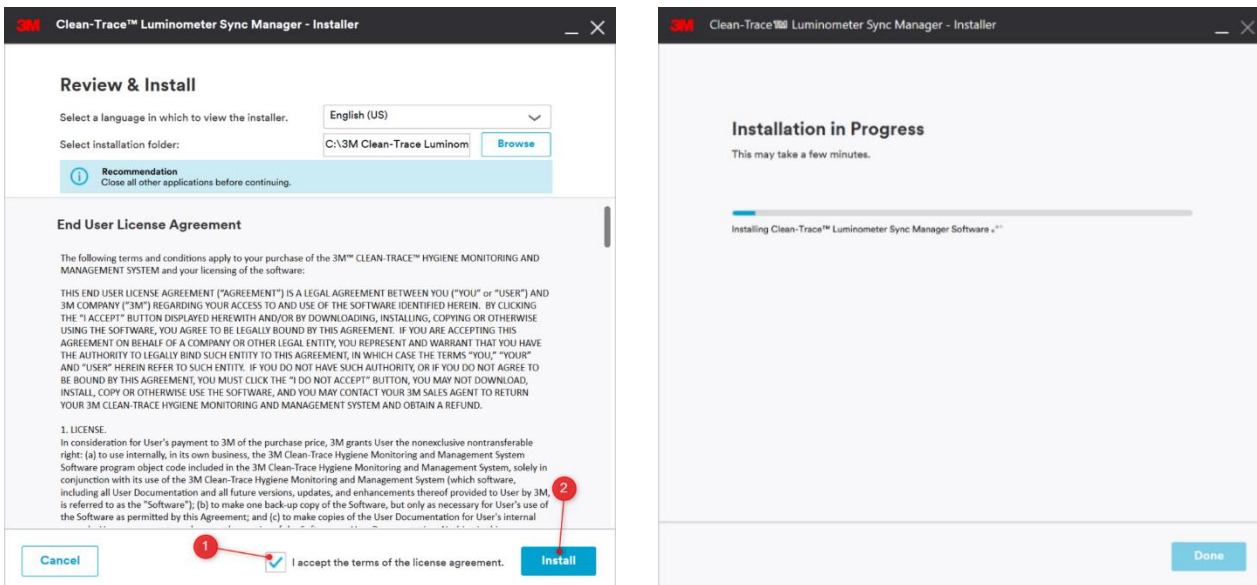
2. Right click on the Sync Manager installer and select Run with Elevated Privileges or Run as Administrator.



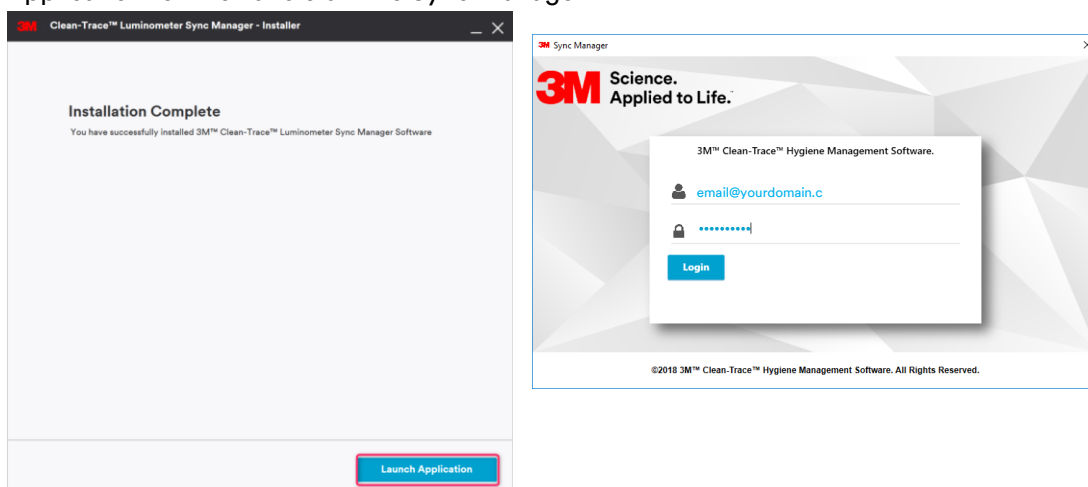
3. If you get the “Confirm Elevation” window, click “Allow”, file extraction will start.



4. The Review & Install screen will display after completion of file extraction. On this screen, user will have the option to select the language and installation location. Accept the license agreement (1) and click Install (2) to continue the installation.



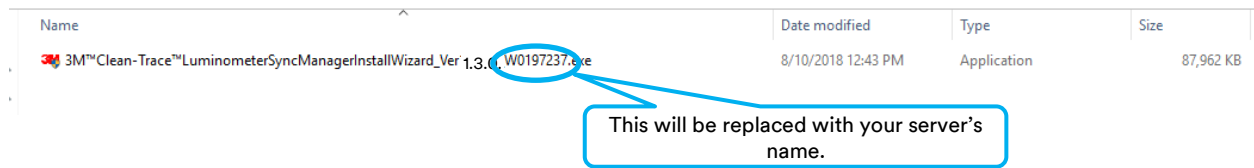
5. Installation Complete screen will be displayed to indicate the completion the Sync Manager installation. Click Launch Application to finish and start the Sync Manager.



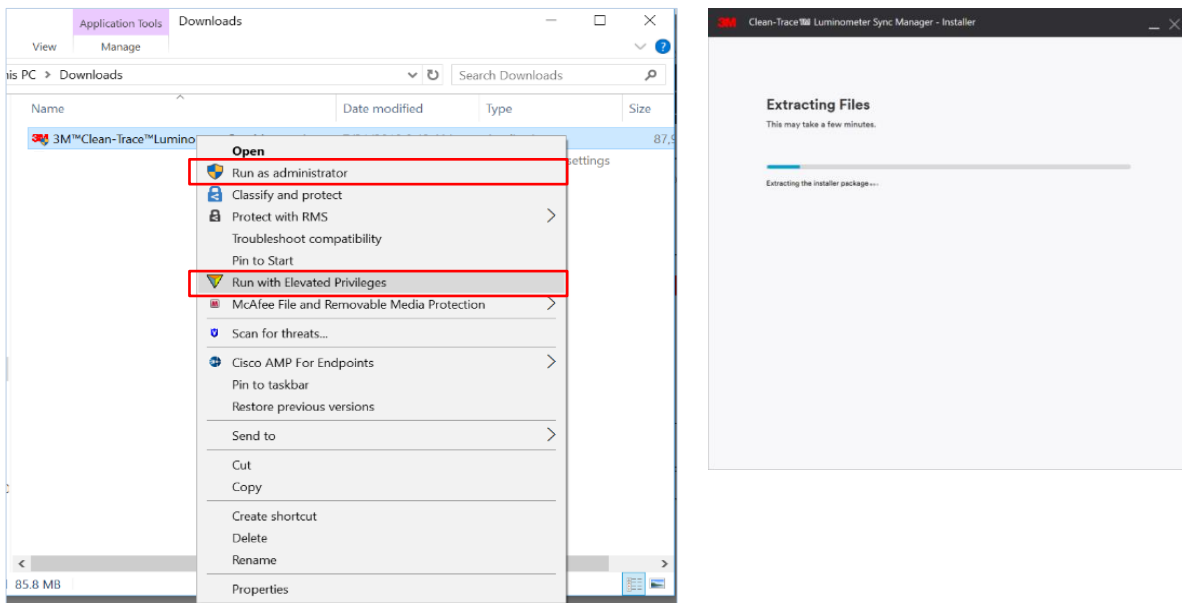
How to Upgrade Sync Manager

Follow the steps below to upgrade the Sync Manager.

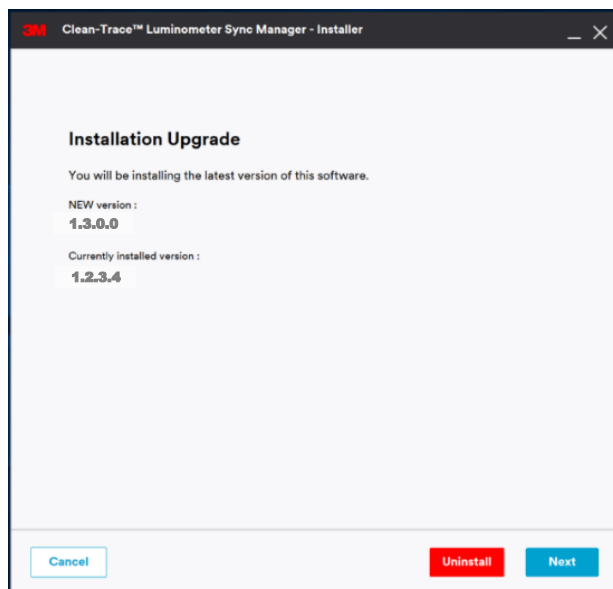
1. Navigate to the location the Sync Manager installer was saved and locate the Sync Manager installer.



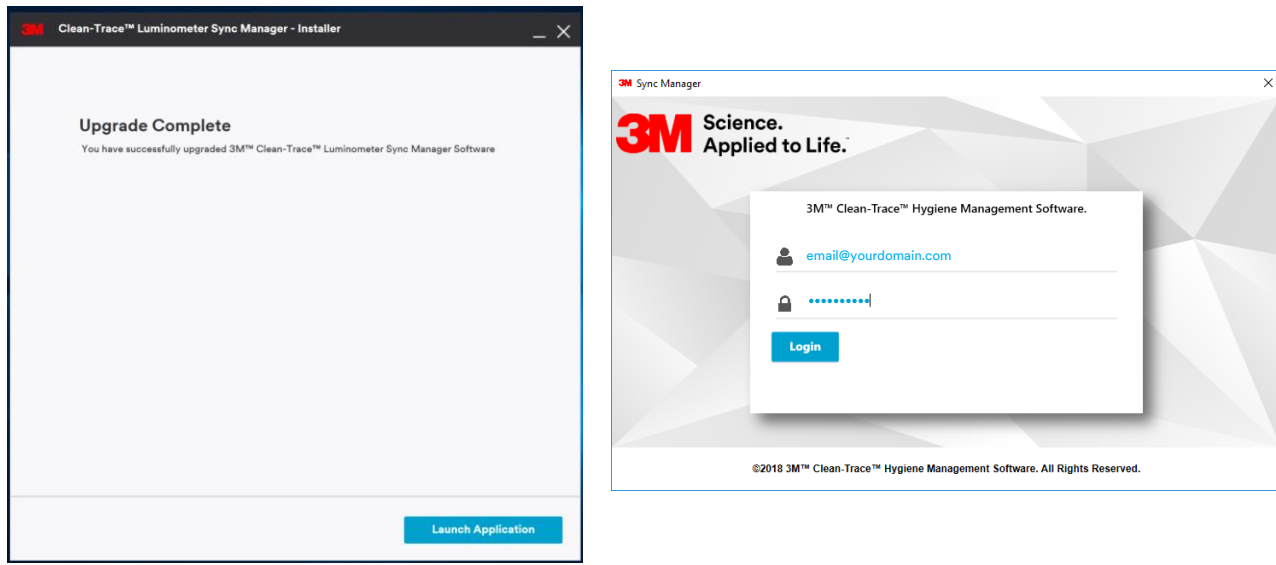
2. Right click on the Sync Manager installer and select Run with Elevated Privileges or Run as Administrator.
3. If you get the Confirm Elevation window, click “Allow”, file extraction will start.



4. On the Sync Manager Installer screen, there are two options; uninstall the current Sync Manager installation or continue with the upgrade. Click Next to continue with the upgrade.



5. Upgrade Complete screen will be displayed to indicate the completion the Sync Manager upgrade. Click Launch Application to finish and start the Sync Manager.



E. How to Upgrade the 3M Clean-Trace Hygiene Management Software from a Previous Version

Backward Compatibility



Before upgrading the 3M Clean-Trace Hygiene Management Software, verify that your current 3M Clean-Trace Hygiene Management Software is one of the following versions:

- Version 1.2.3.4
- Version 1.0.10.0
- Version 1.0.9.0

If upgrading from a version different from the above, please request assistance by clicking on the link below, or contact your 3M representative using your preferred method.

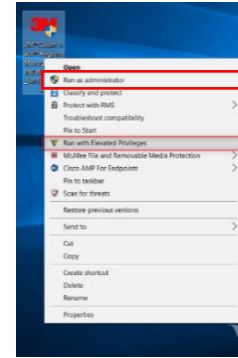
[Get installation Help from 3M](#)

The Upgrade Wizard will preserve data when a successful software upgrade is performed. However, before upgrading from a previous version of the 3M Clean-Trace Hygiene Management Software, it is strongly recommended to perform a database backup. To back up your database, use the instructions starting on Page 26 of the [3M Clean-Trace Hygiene Management Software User Manual](#) section titled “Backing up the Database”.

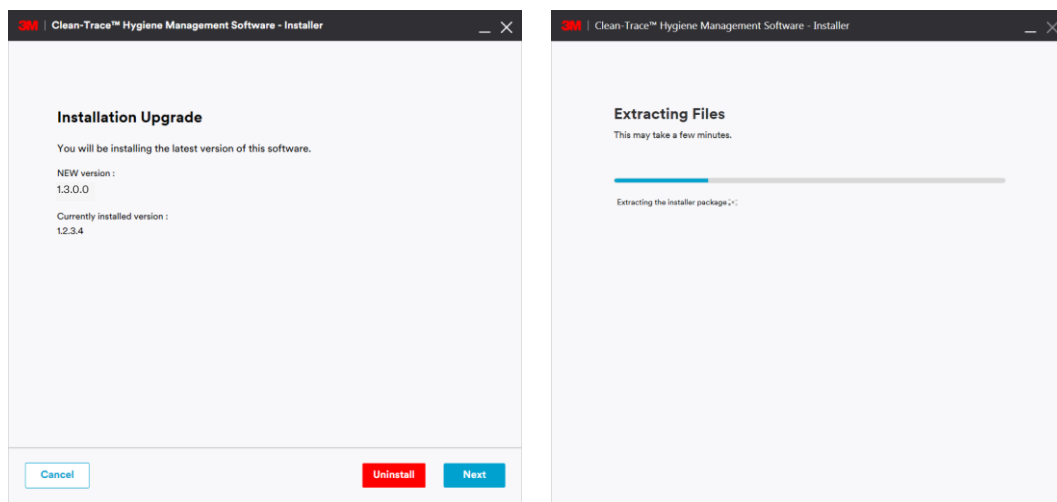
Follow the steps below to upgrade the 3M Clean-Trace Hygiene Management Software:

1. Run the software installation file from the PC desktop or server computer, (refer to the previous section; How to Download the Latest Version).

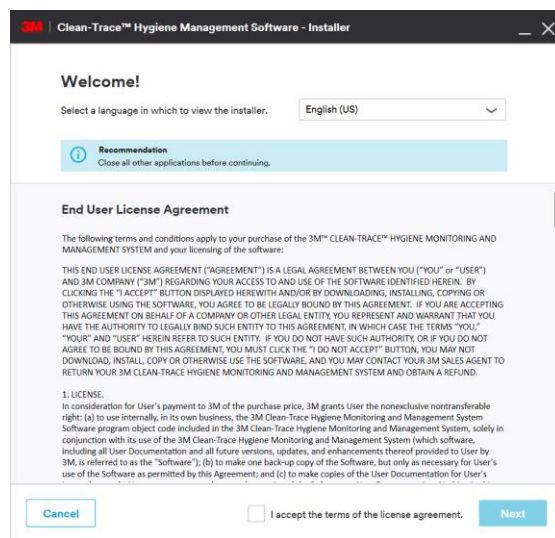
Note: Make sure to run with elevated privileges or as an administrator. Accept prompts for User Account Control, if displayed.



2. The Installer screen will open. Installation Upgrade screen will be presented, after Extracting Files screen. Click Next to continue with the Upgrade.

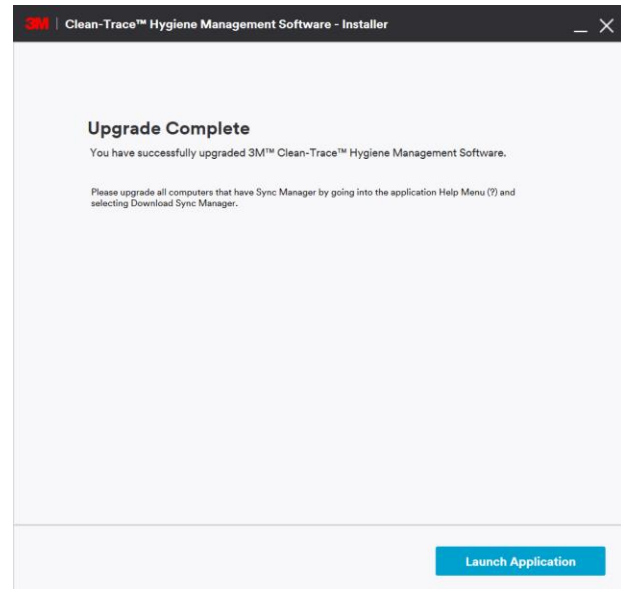
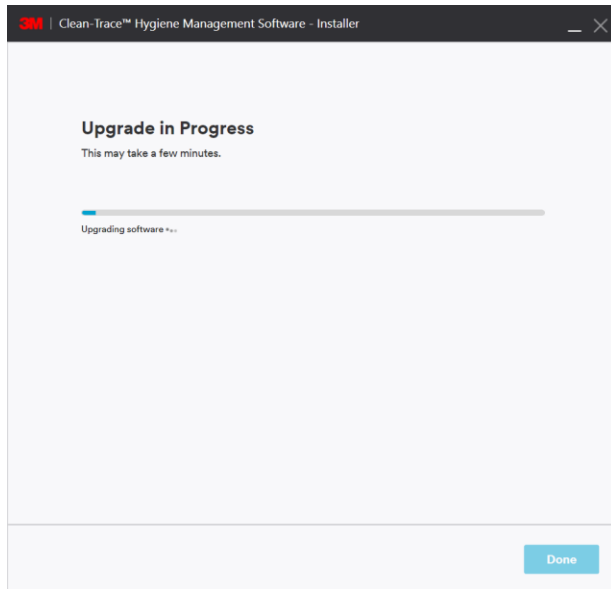


3. The Welcome screen will be presented; read the *End User License Agreement*, check the checkbox to accept the terms of the License Agreement and click Next to continue with the installation process.



4. Upgrade in Progress screen will be displayed.

5. Several pop-up windows may be displayed throughout the upgrade process depending on your computer system. Select “Allow” or “Install” if necessary to continue through the upgrade process.
6. The Upgrade Complete screen is displayed when the software is successfully upgraded. Click on Launch Application to launch the web application. The web application will open using your default web browser.



Note: Please be aware that this upgrade will not change the content of your existing configuration. All data and user login configurations will remain the same as before.

F. Updates to this version of 3M Clean-Trace Hygiene Management Software (v1.3.0.0)

- Updated Sign-in Page for the 3M Clean-Trace Hygiene Management Software.
- Enhanced security by making strong user’s password default
- Enhanced performance of data import by enabling subsequent imports of data for new plant(s)
- Expanded data import capability of importing to 90,000 Test Points
- Improved data synchronization performance by only synchronizing results and changes made
- Implemented the assignment of Luminometers to specific or multiple facility(ies)/plant(s)
- Improved functionality and design of Synchronization Manager

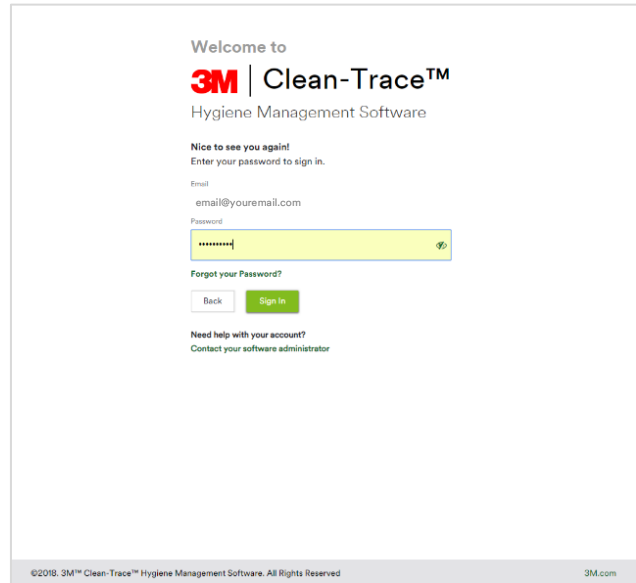
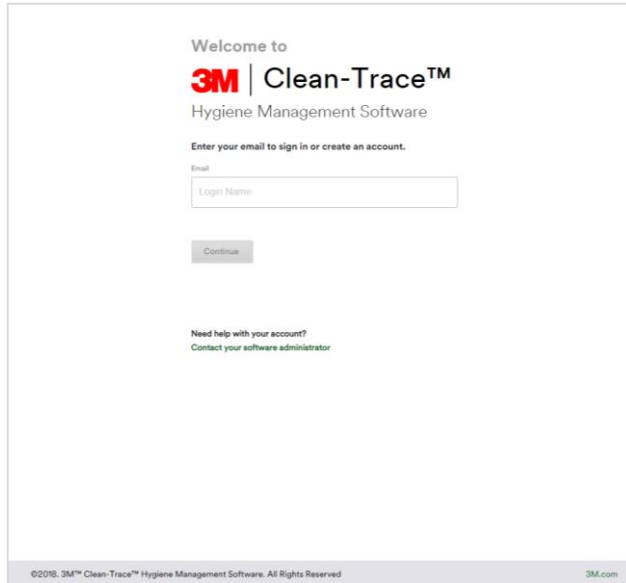
1. Updated Sign-in page

The Sign-in screen has been updated to enhance software security and user experience. On first login, every new user will have to create their personalized password.

During Sign in, users are first presented with a screen prompting for sign in email or username. If the provided username or email is authenticated, the login screen will prompt for password to be entered then Click on Sign In.

- If the password is authenticated the user will be granted access to the 3M Clean-trace Hygiene Management Software.
- If the password does not match, the user will have the option to select Forgot your Password to try retrieving the password or, the user could select “Contact your software administrator” for further assistance.

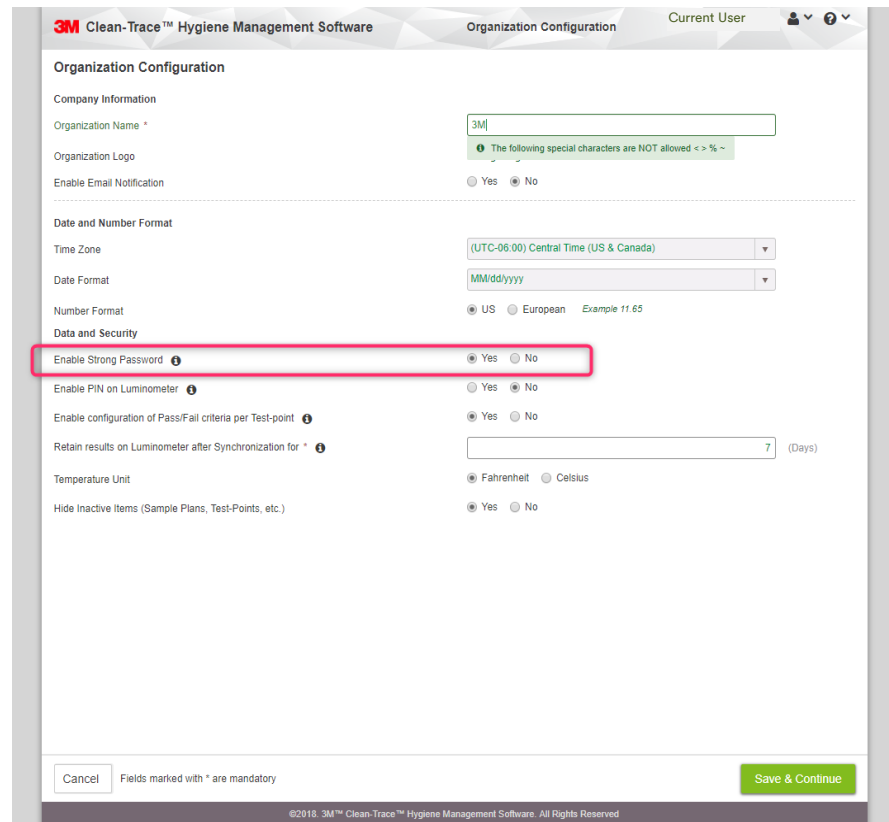
- If username is wrong, the user has the option to contact the local administrator by selecting select “Contact your software administrator”.



2. Enhanced security

Strong authentication password is now enabled by default. Users will be required to set a strong password when activating their user account. The option to disable or enable strong authentication password can be edited within the software, under the Organization Configuration. Each user password will have to meet the following minimum requirements when strong password is enabled.

- ✓ Between 8 to 20 characters
- ✓ At least one lowercase letter
- ✓ At least one uppercase letter
- ✓ At least one number or symbol



3. Enhanced data importing performance by enabling data import for new plant(s)

The data import tool has been enhanced to handle multiple data importations for additional facilities(s)/plant(s).

When importing data for subsequent Facilities/Plants, make sure these data are unique and not already present in the system. Then select “Yes” to confirm that you are importing data for a new Facility/Plant.

3M Clean-Trace™ Hygiene Management Software

Settings

0. Users 1. Import Data 2. Facilities 3. Test Variables 4. Default Values 5. Test Points 6. Comments 7. Roles 8. Sample Plans

Import Data

Import any existing data to create locations, test points and sample plans
Select the file containing locations, test points and sample plan data

File Align Result

Data Source

None

3M™ Clean-Trace™ Data Trending System (NG3 database file)

3M™ Clean-Trace™ Hygiene Management and Monitoring System (LM1 Excel File)

NG3 / Others (Excel Files)

Test Point File Clean-Trace-TestPoint-File.xlsx

Sample Plan File Clean-Trace-SamplePlan-File.xlsx

Test Result File Clean-Trace-TestResult-File02.xlsx

Are you importing data for a new facility or plant? Yes No

Import

Back Cancel Save & Continue

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4. Expanded data import capability to import up to 90,000 Test Points

The import utility tool has been enhanced to handle up to 300 Sample Plans by 300 Test Points. A customer operating in maximum capacity may experience decrease in software performance associated to navigation latencies and synchronization latencies. A good system setup might help mitigate latencies related to synchronization:

- Facility breakdown
- Sample Plans breakdown
- Users Break down

5. Improved data synchronization performance by synchronizing results and only changes made

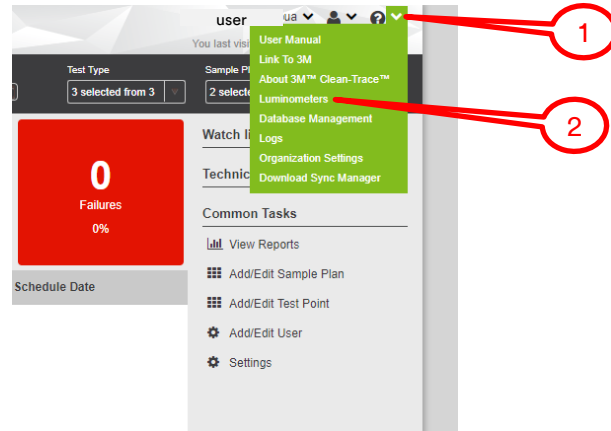
This enhancement will help speed up the synchronization process. Unlike previous software version, during synchronization process, the 3M Clean-Trace Hygiene Management Software version 1.3.0.0 will only transfer the test results and any information that was modified since the last synchronization of the given 3M Clean-Trace LM1 Luminometer.

6. Assignment of Luminometers to a Specific or Multiple Facilities/Plants

Assigning luminometer to specific facilities allows only data from assigned plant/facilities to be downloaded in the 3M Clean-Trace Luminometers. This will allow faster synchronization and enhance overall system performance for customers with multiple facilities. Luminometers can be assigned to facilities/ plants from within the software or, during first time synchronization over USB.

How to Assign a Luminometer to Facilities/Plants from the Software

- a. When logged in the software, click on the down arrow on the top-right corner of the screen.
- b. In the drop-down menu, click on Luminometers.

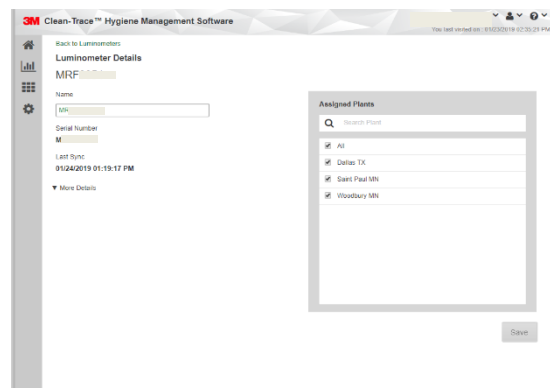


- c. On the Luminometer screen, if no Luminometer is registered yet, no Luminometer will be listed. If at least one Luminometer is registered to the software, it will be listed as shown below.



Name	Serial Number	Last Sync	Synced Plants
MSEC	MSEC	02/04/2019 03:28:43 PM	Muncie IN, Saranac MI

- d. To view Luminometer details and assign/re-assign Luminometer to a Facility, click on the name or serial number you want to view or edit.
- e. Under the luminometer details, users have the option to:
 - Edit the name of the Luminometer.
 - Re-assign the Luminometer to Facilities.



How to Assign a Luminometer to Facilities/Plants during first time synchronization

- a. During first time synchronization, user will be prompted to:
 - Register the Luminometer to the database.
 - Assign the Luminometer to the intended facilities or plants.

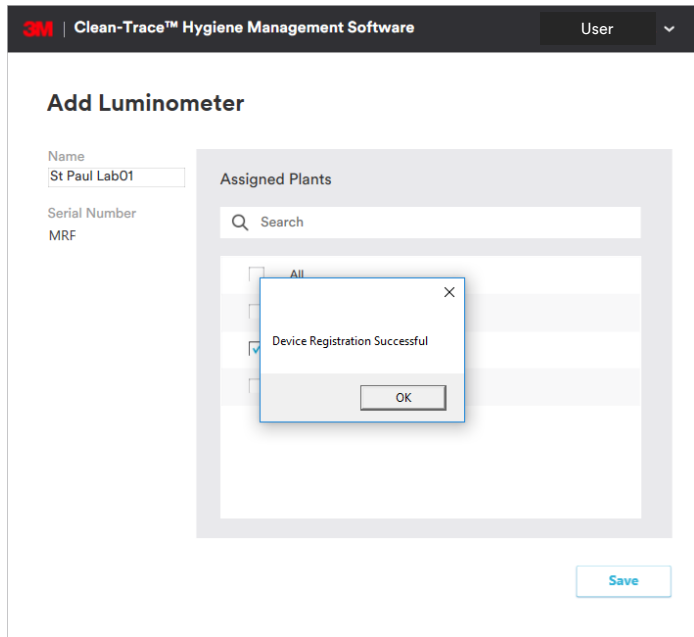


Image A: Device Registration

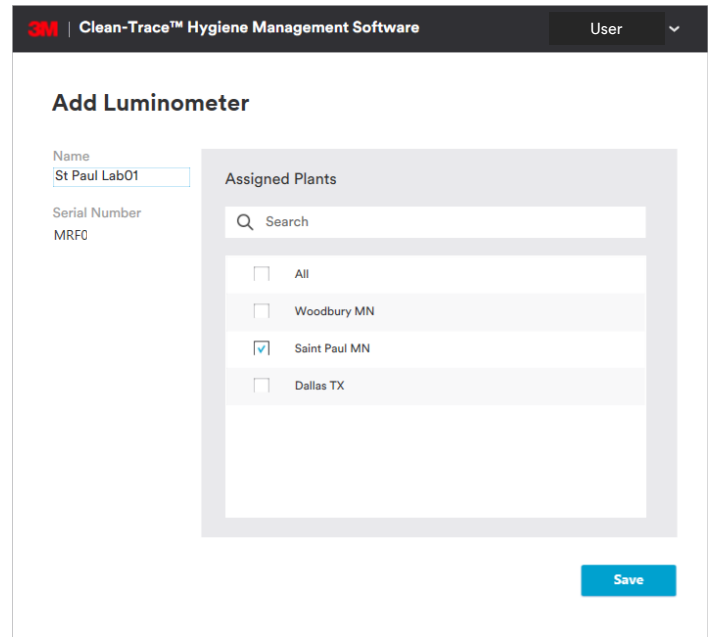
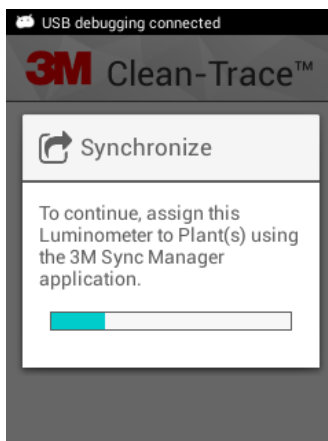


Image B: Assign luminometer to Plant/Facility

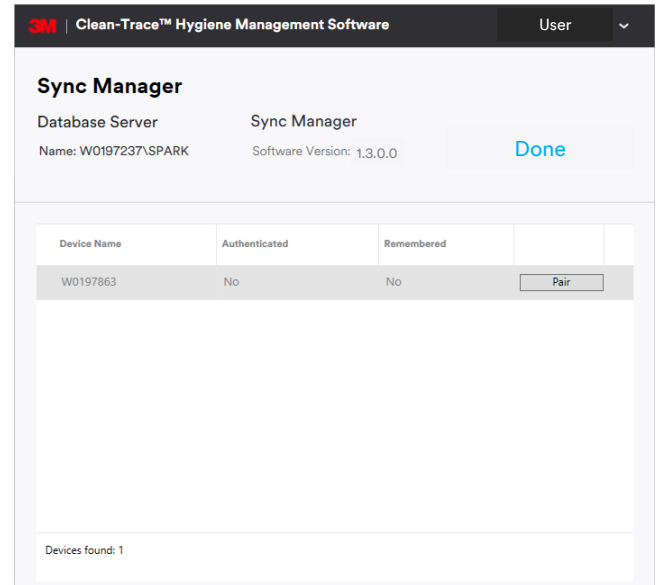
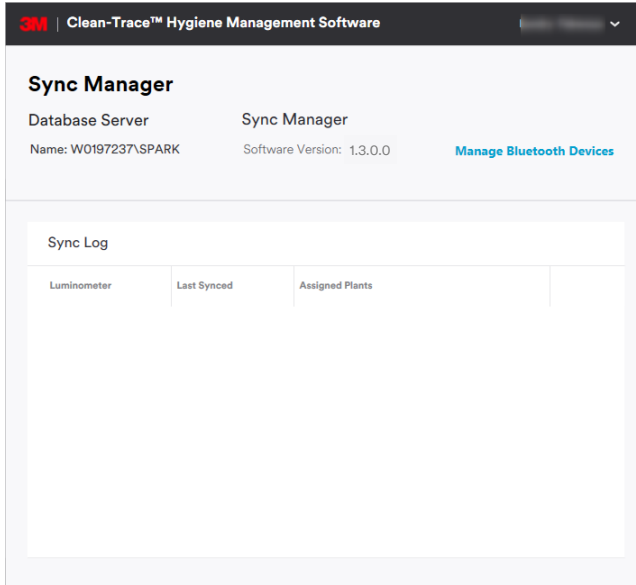
- b. After successful registration, every new 3M Clean-Trace Luminometer will be prompted to be assigned to Plants/Facilities during first time synchronization as shown above.
- c. On the Luminometer, users will be presented with the screen below.



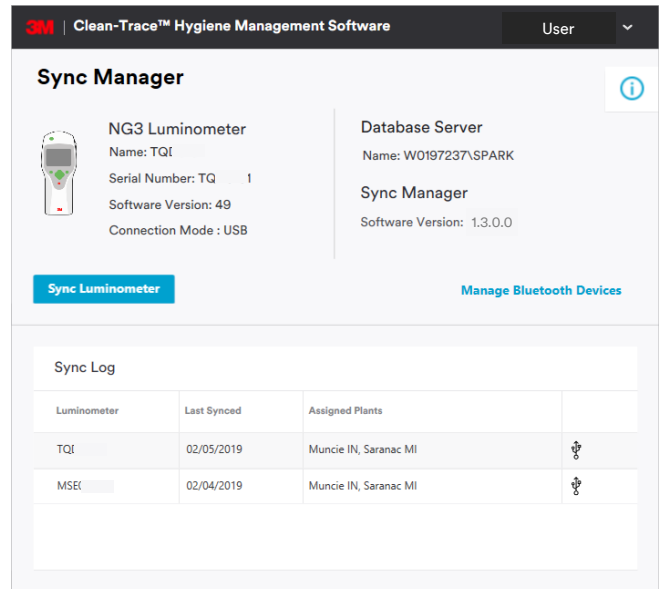
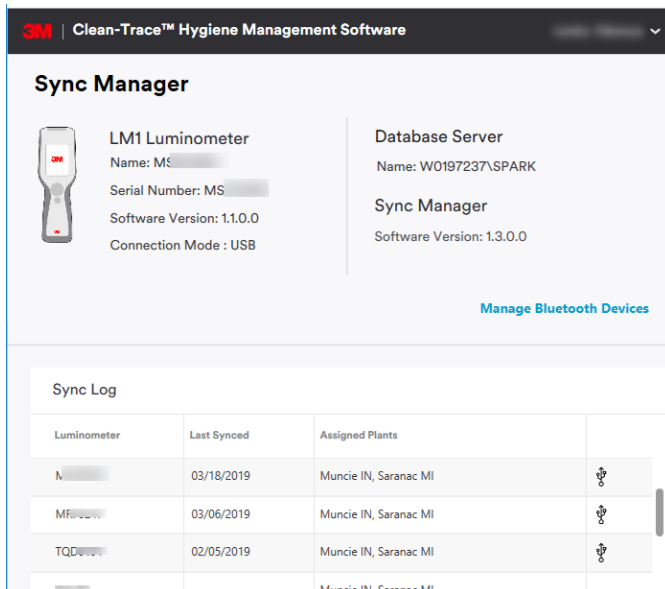
- d. If there is only one facility/plant setup in the software at this time, the screen will not be presented as the connected 3M Clean-Trace Luminometer will automatically be assigned to it.

7. Improved Sync Manager interface

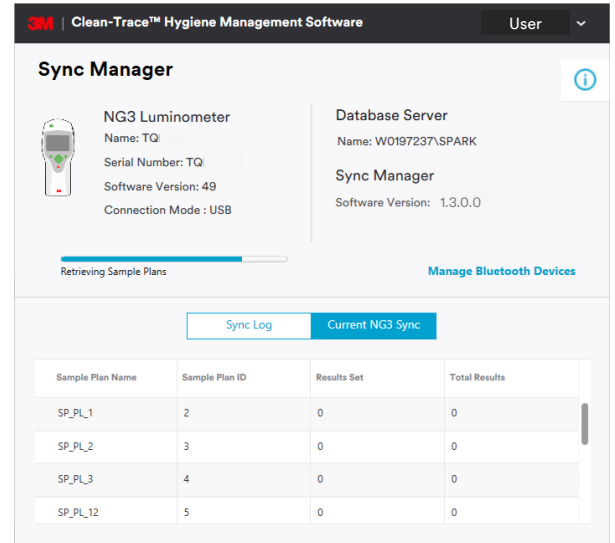
- The Sync Manager Screen has been enhanced for better user experience.
- When there is no luminometer connected to the system, the screen will display the database server information, the software version, and synchronization log.



- The Manage Bluetooth Devices will allow users to view and pair/unpair available Bluetooth devices.
- When the 3M Clean-Trace Luminometer is connected, the Sync Manager screen will display the luminometer details in addition to database server details and software version.



- e. During synchronization of a 3M Clean-Trace NG3 Luminometers, additional details will be displayed on the synchronization process.
- List of Sample Plan (s) transferred
 - Number of result(s) transferred




G. Information for Users

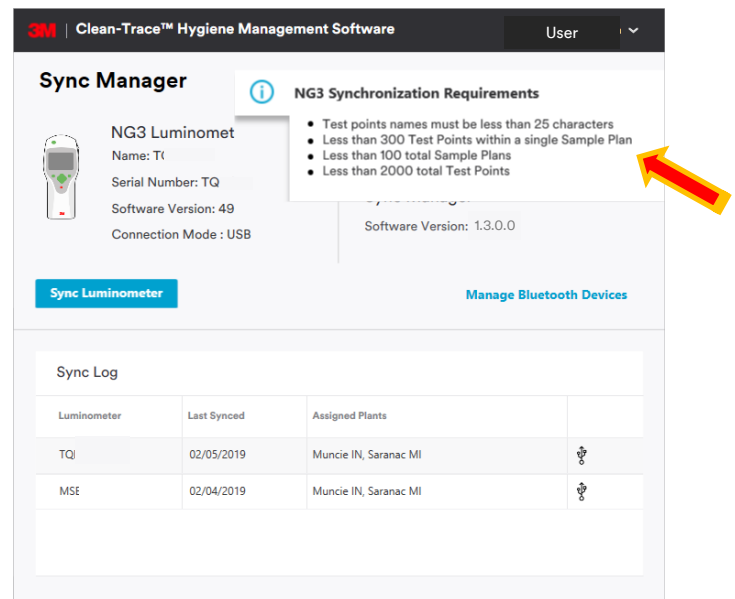
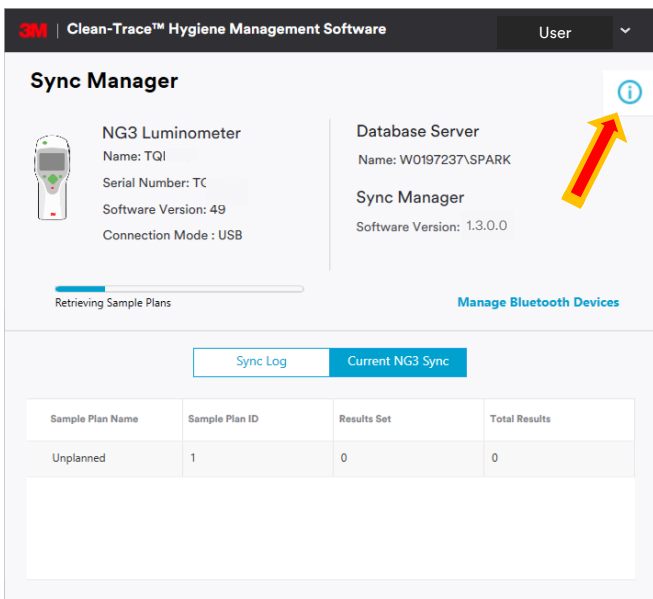
1. 3M Clean-Trace NG3 Luminometer Compatibility

3M Clean-Trace NG3 Luminometer compatibility with the 3M Clean-Trace Hygiene Management Software is enhanced to consistently transmit results to the software. Sample Plan and Test Point specifications of the 3M Clean-Trace NG3 Luminometer are as follows:

- The maximum number of characters for Test Point's name on the NG3 is 25
- Maximum number of Test Points within a Sample Plan on the NG3 is 300
- Maximum allowable number of Sample Plan on the NG3 is 100
- Total number of allowable Test Points on the NG3 is 2000

The 3M Clean-Trace NG3 Luminometer is designed for ATP testing, Visual Inspection, Custom and other Test Types are only available for the 3M Clean-Trace LM1 Luminometer.

In the new enhanced Sync Manager screen, the NG3 compatibility information will be displayed when the  icon is actioned.



2. Launching the 3M Clean-Trace Hygiene Management Desktop Software

The 3M Clean-Trace Hygiene Management Desktop Software can be launched by:

- Clicking on the 3M Clean-Trace icon on the desktop or from the Start menu.

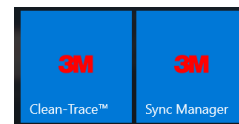


- Using the link received in email. When the email notification is enabled, every new user added to the system will receive an email with username and link to the desktop application. This link can be used to create a shortcut to the desktop if necessary.
- Typing the URL of the desktop application on a web browser. The URL of the application is basically the name of the computer or server where the application is installed on followed with the port number. Eg. http://Computer_Name:9005

3. Launching the Sync Manager

The Sync Manager can be launched by:

Clicking on the Sync Manager icon on the desktop or from the Start menu.



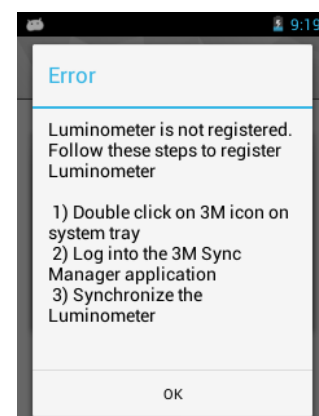
4. Account Lockout

- A user is locked out of the 3M Clean-Trace Hygiene Management Software if the password is entered incorrectly for five consecutive times.
- It is highly recommended for each user to set the security questions in User Preferences, this will allow the user to be able to self-reset password in case they forget their password.

5. Troubleshoot Synchronization Issues

If you get the error screen below when trying to synchronize a 3M Clean-Trace LM1 Luminometer, follow the steps indicated to register the 3M Clean-Trace LM1 Luminometer and continue synchronization.

- Open the Sync Manager from system tray
- Log In (if already logged in, Logout and log back in)
- Synchronize the 3M Clean-Trace Luminometer again

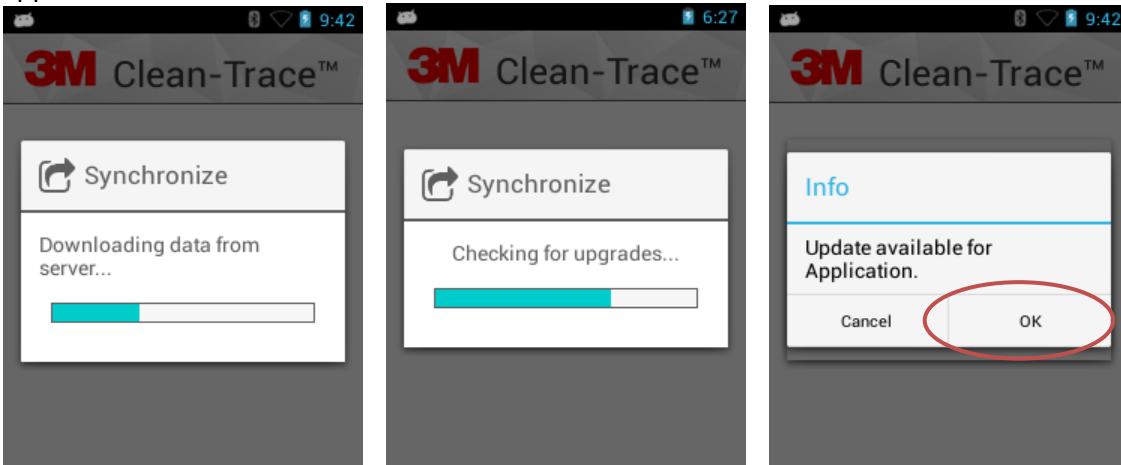


H. How to Upgrade 3M Clean-Trace LM1 Luminometer



For network installations, before proceeding with the 3M Clean-Trace LM1 Luminometer upgrade, the server and all additional computers connected to the server must be updated.

1. Follow the steps starting on page 2 to download and install/upgrade the 3M Clean-Trace Hygiene Management Software version 1.3.0.0. *The Luminometer Upgrade file is made available on the computer as part of the software installation/upgrade.*
2. Login to the Sync Manager and synchronize the 3M Clean-Trace LM1 Luminometer.
3. All the necessary files will transfer to the Luminometer.
 - a. When the synchronizing process is complete, a prompt is displayed on the screen. The screen indicates an update is available. Click OK to install the update to the 3M Clean-Trace LM1 Luminometer application.

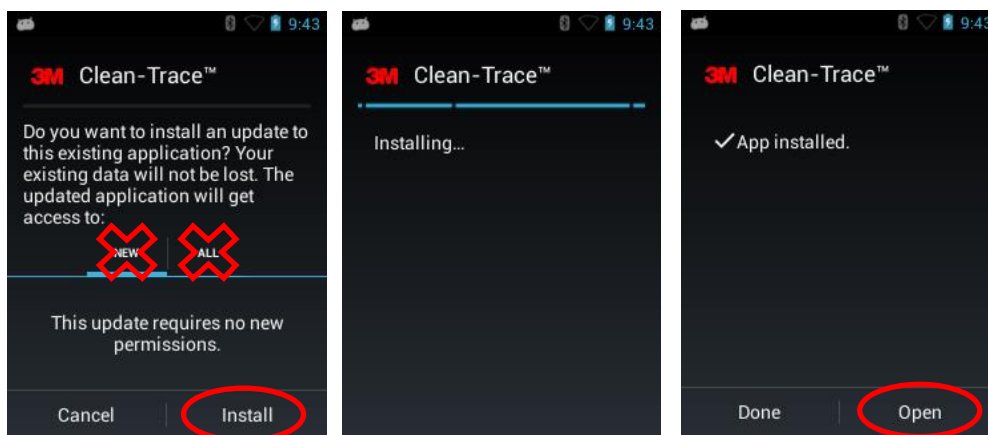


- b. A new screen appears asking if you want to install the update.
- c. Select the Install button to install the application.



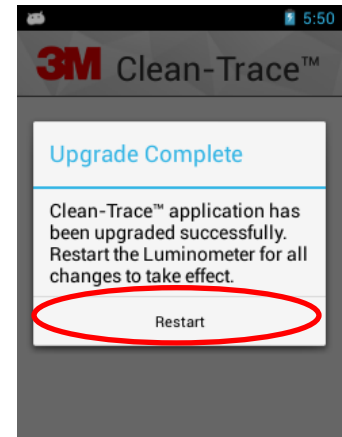
Do NOT select the NEW or ALL button!

- d. Wait for the installation to complete.
- e. A new screen appears that says the application is installed.
- f. Select the Open button.

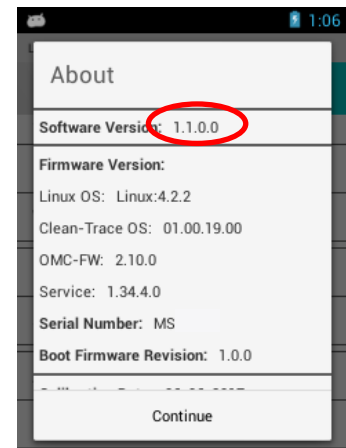
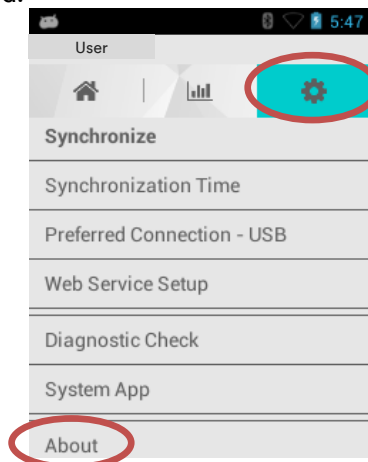


- g. Follow instructions on the screen to complete the 3M Clean-Trace LM1 Luminometer application upgrade.

- h. After the upgrade is complete successfully, users will be presented with Upgrade Complete screen on the Luminometer. Select Restart to proceed, this will reboot the 3M Clean-Trace LM1 Luminometer.



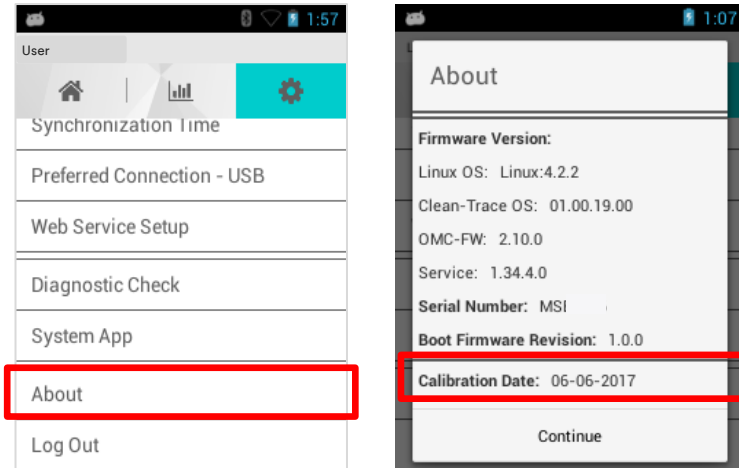
4. Select the 3M Clean-Trace LM1 Luminometer Settings menu (gear icon). Then, Select About and confirm the correct Software Version has been installed.



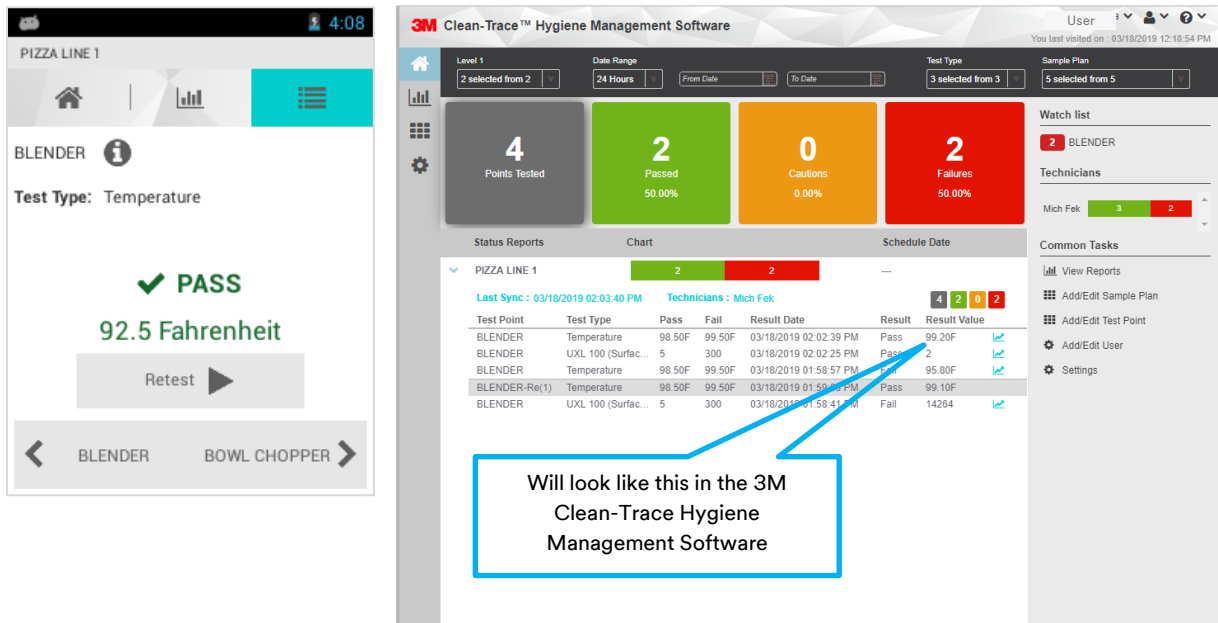
I. Update to 3M Clean-Trace LM1 Luminometer Application (v1.1.0.0)

1. Calibration Date provided in the About Screen

Please be advised that, as of May 2019 currently displayed Calibration Date on your Luminometer may not be accurate. Until your next calibration, please continue to refer to the stickers by the side of your Luminometer for the calibration date information.



2. Decimal values are now allowed for Temperature, PH and custom Test Types.



3M Food Safety
3M Center
Building 275-5W-05
St. Paul, MN 55144-1000 USA

1-800-328-6553
www.3M.com/foodsafety

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