

User Manual Supplement

Number: TB. 413888 Effective Date: April 2019 Supersedes: (New) Technology Platform: 3M[™] Clean-Trace[™] Hygiene Monitoring and Management System Originating Location: St. Paul, MN

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

This document is a supplement to the <u>3M™ Clean-Trace™ Hygiene Management Software User</u> <u>Manual</u> and the <u>3M™ Clean-Trace™ Luminometer User Manual</u>. 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

Α.	. How to Download the Latest Version of the Software	
В.	. 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)	
	1. Updated Sign-in page	
	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 ma	ade 24
	6. Assignment of Luminometers to a Specific or Multiple Facilities/Plants	
	7. Improved Sync Manager interface	
G.	. Information for Users	
	1. 3M Clean-Trace NG3 Luminometer Compatibility	
	2. Launching the 3M Clean-Trace Hygiene Management Desktop Software	
	3. Launching the Sync Manager	
	4. Account Lockout	
	5. Troubleshoot Synchronization Issues	29
Н.	. How to Upgrade 3M Clean-Trace LM1 Luminometer	
I.	Update to 3M Clean-Trace LM1 Luminometer Application (v1.1.0.0)	
	1. Calibration Date provided in the About Screen	
	2. Decimal values are now allowed for Temperature, PH and custom Test Types	

A. <u>How to Download the Latest Version of the Software</u>

Upgrades to the 3M Clean-Trace Hygiene Monitoring and Management System Software are available through the <u>www.3M.com/foodsafety/cleantracesupport</u> 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.

🕞 💽 SM https://www.Sm.com/SWen_US/food-safety-us/support/9: 🖉 🖛 🗟 🖬 SM Clean-Trace Hygiene M X		in sin sin sin sin sin sin sin sin sin s	× 0
Science. Applied to Life."		Help	^
PRODUCTS FOR	Search	Q	
United States > Sarket > Food States > Suggest > States Trace ¹⁴ Hydrox Monitoring and Monopervent System Support Food Safety			
3M™ Clean-Trace™ Hygiene Monitoring and Management System Support			
Get support you can count on Do you have questions or each help installing and setting up your 3M ^W Clean-Trace ^W Hygiene Monitoring and Managament a the icons below for answers to your questions or to contact us directly for assistance.	ystem? We're here to help. Clic	k on any of	
Schedule System lastellation	Download Software)	
Schedule System Insulation requeintly Asked Questions Additional Resources	Download Software		

 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.

	United States > Safety > Food Safety > Support > Product Instructions > Software Download Registration Ecocol Safety
	Food datery
	OVERVIEW > PRODUCTS V INDUSTRIES V RESOURCES V EDUCATION > SUPPORT V
s	Software Download Registration
	All fields are required
	Business Email Address
	First Name
	Last Name
	Company
	Country
	Select One
	State/Province
	Select One
	Zip or Postal Code
	Business Phone
	Instrument type (please select one or more)
	Gran-Trace" Systems (LMI)
	SM [™] Molecular Detection System (MDS100)
	⊔ 3M™ Petrifilm™ Plate Reader (6499)
	□ 3M [™] Microbial Luminescence System (MLS II)
	Stay current
	□ I would like to receive electronic messages from 3M Food Safety.
	3M takes your privacy seriously. 3M and its authorized third parties will use the information you provided in accordance with our Privacy Policy to send you communications which may include promotions, product information and service offers (Pase be aware that this information may be stored on a server located in the U.S. If you do not common to this use of your personal information, plases do not use this system.
	SUBMIT

- 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 <u>3M@Engage.3M.com</u>. 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.

Science. Applied to Life.™
DOWNLOAD NOW
Thank you for updating your 3M™ Clean- Trace™ Hygiene Monitoring and Management System
 Download Instructions: Click on "Download Now" to begin download Select "Save As" and save file to PC desktop or server 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 <u>software download and support page</u> may help answer any additional questions you might have.

The <u>software download and support page</u> will take you to the screen below.



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.

<u>Cc</u>	omputer/Server/Network Requirements
1. Confirm the host computer meets the following minimum requirements.	 Operating System 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 Applications 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: Microsoft® Internet Explorer version 11 or higher Google Chrome™ version 45 or higher Mozilla® Firefox® 41.0.1 or higher Hardware 2.0 GHz Intel Pentium 4 or similar/faster processor 1 GB Available RAM (4 GB recommended) 10 GB free disk space UISB 2.0 (Optional if server installation)
2. Confirm client computers meets the following minimum requirements.	Operating System • Microsoft® Windows® 7, 8/8.1 or 10 Applications • At least one of the following Web Browser: • Microsoft® Internet Explorer version 11 or higher • Google Chrome™ version 45 or higher • Mozilla® Firefox® 41.0.1 or higher • USB 2.0
3. Recommended applications.	 Microsoft® SQL Server Management Studio, will help with: 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: 3M Clean-Trace Hygiene Software Microsoft SQL Microsoft IIS. 	 Engage your IT group to: 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: 1. SMTP Server name

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

		Installation Configur	rations Optic	ons	
System	Components				
Web Ap	polication by the second seco	SQL Database			Luminometer
Single Computer				 In this config All the 3 system w workstat Follow in 3M Clea Server of C). 	<u>guration:</u> software components of the vill reside on the ion. astructions for How to Install n-Trace Software on a r Single Computer (Section
Single Computer and Separate Database Server		Vetwork		In this config The 3M (the Sync host wor The SQL another v Follow in to Install on a Server (Section Server to Confirm rights on	guration: Clean-Trace Software and Manager resides on the kstation. database will reside on workstation/server. astructions for How to How 3M Clean-Trace Software ver or Single Computer C), then select the SQL o host the database. you have administrative the remote SQL Instance.
Server/Network Installation	Client 1	er Network	Image: constraint of the second of the se	In this config The 3M 0 the SQL server or This cent virtual se used for Client Co workstat Server Insta for How to P Trace Softw Computer (S Client Instal for How to P Upgrade S Computer (Section D)	guration: Clean-Trace Software and database are installed on a a centralized computer. tralized computer can be a erver, assuming it will not be synchronization. omputer must be a physical ion, with USB ports. Ilation: Follow instructions How to Install 3M Clean- vare on a Server or Single Section C). Iation: Follow instructions Download, Install and ync Manager on Client

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.

Clean-Trace [™] Hygiene Management Software - Installer	_ X 🤐 Clean-Trace™ Hygiene Management Software - Installer
	Welcome!
Extracting Files	Select a language in which to view the installer. English (US)
This may take a few minutes.	Recommendation Close all other applications before continuing.
Extracting the installer package	End User License Agreement
	The following terms and conditions apply to your purchase of the 3M™ CLEAN-TRACE™ HYGIENE MONITORING AND MANAGEMENT SYSTEM and your licensing of the software:
	THIS END USER LICENSE AGREEMENT ("AGREEMENT") IS A LEGAL AGREEMENT BETWEEN YOU ("YOU" or "USER") AND 3M COMMANY ("3M") RECARDING YOUR ACCESS TO AND USE OF THE SOFTWARE IDENTIFIED HEREIN. BY CLICKION THE "ACCEPT BUTTON IDENVED HERWITH ANNO/OR BY DOMINLOADING, INSTALLING, COPING OR OTHERWISE USING THE SOFTWARE, YOU AGREE TO BE LEGALLY BOUND BY THIS AGREEMENT. IF YOU ARE ACCEPTING THIS AGREEMENT TO BEALAF OF A COMMANY OR OTHER LEGAL. NUTTY YOU REPRESENT AND WARRANT THAT YOU HAVE THE AUTHORITY TO LEGALLY BIND SUCH ENTITY. TO THE SAGREEMENT, IN WHICH CASE THE TERMS "YOU," "YOUR" AND "YUSE" THEREIN REFER TO SUCH ENTITY. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT AGREE TO BE BOUND BY THIS AGREEMENT, YOU MUST CLICK THE "TO DO TACCEPT" BUTTON, YOU MAY NOT DOWNLOAD, INSTALL, GOYO AO THERWISE USE THE SOFTWARE, AND YOU MAY NOT DOWNLOAD, INSTALL, GOYO AO THERWISE USE THE SOFTWARE, AND YOU MAY NOT DOWNLOAD, INSTALL, GOYO AO THERWISE USE THE SOFTWARE, AND YOU MAY NOT DOWNLOAD, INSTALL GOYO AO THERWISE USE THE SOFTWARE, AND YOU MAY AND T DOWNLOAD, INSTALLS AGREENTER', YOU MAY AND AMAGEMENT SYSTEM AND OBTAIN A REFUND.
	1. LICENSE. In consideration for User's payment to 3M of the purchase price, 3M grants User the nonexclusive nontransferable right: (a) to use internality, in its own business, the 3M Clean-Trace Hygiene Monitoring and Management System Software program object code included in the 3M Clean-Trace Hygiene Monitoring and Management System, solely in conjunction with its use of the 3M Clean-Trace Hygiene Monitoring and Management System (which software, including all User Documentation and all future versions, updates, and enhancements thereof provided to User by 3M, is referred to as the "Software"); (b) to make one back-up copy of the Software, but only a necessary for User's use of the Software as permitted by this Agreement; and (c) to make copies of the User Documentation for User's
	Cancel I accept the terms of the license agreement. Next

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 (<u>www.3M.com/foodsafety/cleantracesupport</u>).

Each checked category will be marked with:

- A green check \checkmark 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.

and Clean-Trace™ Hygie	ene Management Software - Installer _ X	3 Clean-Trace™ Hygien	ie Management Software - Installer _ X
System Check Database Options Administrator Options Review & Install	System Check The checking prerequisites for successful installation. The sustem check may take about 2 minutes. Checking Hardware **: O Administrative Rights Hardware Software Database	System Check Database Options Administrator Options Review & Install	System Check Your system check is complete. Administrative Rights Hardware Software Database
Cancel	Previous Next	Cancel	Previous Next

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.

Clean-Trace™ Hygie	ene Management Software - Installer X	Clean-Trace™ Hygiene Management Software - Installer _ X
System Check Database Options	Database Options Select and connect to the database server.	System Check Database Options Database Options
Administrator Options Review & Install	Select or Install Database Server Use Existing Server (Recommended) Install New Select or Type Server Name Please Select Connect to Server	Administrator Options Review & Install Please Select or Install Database Server Use Existing Server (Recommended) © Install New Select or Type Server Name Desce Select Connect to Server
Cancel	Previous Next	Cancel Previous Next

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.

<mark>3111</mark> │ Clean-Trace™ Hygie	ene Management Software - Installer _ X	Geil Clean-Trace™ Hygiene Management Software - Installer _ X
System Check	Database Options Select and connect to the database server.	System Check Database Options Select and connect to the database server. Database Options Seccess
Administrator Options Review & Install	Select or Install Database Server Use Existing Server (Recommended) Install New Select or Type Server Name PC Name SPARK Connect to Server	Administrator Options Review & Install Database Server name Connector to server was successful Select or Install Database Server (Recommended) Install New Select or Type Server Name PC Name SPARK Database Instance name
Cancel	Previous Next	Cancel Previous Next

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.

System Check	Database Options
	Select and connect to the database server.
Database Options	Connection to server was unsuccessful. Use SQL Server sign-in or contact IT to retry Windows sign-in.
Administrator	Select or Install Database Server
	Use Existing Server (Recommended) Install New
Review & Install	Select or Type Server Name W0197237\SPAR
	SQL Server Sign-In Retry Windows Sign-In
	Username
	Password
	Connect to Server

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.

System Check	Administrator Options
2.11.2	Specify sign-in, administrator, and company information for configuration
Database Options	1. Application Sign-In
Administrator Options	Same sign-in as my company Sign-in credentials will be the same as company computers.
Review & Install	User's email address and new password
	Save & Continu

- 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.

311 Clean-Trace™ Hygie	ne Management Software - Installer _ X	and I Clean-Trace™ Hygien	ne Management Software - Installer _ X
 System Check Database Options Administrator Options Review & Install 	Administrator Options Jecity sign-in, administrator, and company information for configuration Application Sign-In Cat Cat Cat Cat Cat Cat Cat Cat	System Check Chatabase Options Administrator Options Review & Install	Administrator Options Specify sign-in, administrator, and company information for configuration 1. Application Sign-In Edit 2. Administrator Information First Name Last Name Username Username Username Save & Continue 3. Company Information
Cancel	Previous Next	Cancel	Previous Next

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

a Clean-Trace™ Hygier	ne Management Software - Installer _ X	an Clean-Trace™ Hygier	ie Management Software - Installer _ X
System Check Database Options Administrator Options Review & Install	Administrator Options Specify sign-in, administrator, and company information for configuration I. Application Sign-In Edit 2. Administrator Information Edit 3. Company Information Your Company Name YourCompanyName	 System Check Database Options Administrator Options Review & Install 	Administrator Options Specify sign-in, administrator, and company information for configuration I. Application Sign-In Edit 2. Administrator Information Edit 3. Company Information Your Company Name Company name Your Company Somain Name Company domain
Cancel	Previous	Cancel	Previous

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

	Deview & Install		
System Check	Review & Install		
	Review information before begi	inning software installation.	
Database Options			
Administrator			
Options	Installation Folder:	C:\Clean Trace Hygiene Ma	Browse
Deview & Install	Application Shortcuts:	 Desktop Shortcut 	
Review & Install		Quick Launch Shortcut	
	Administrator's First Name:	FirstName	Edi
	Administrator's Last Name:	LastName	Edit
	Administrator's Username:	youremail@yourcompany.com	Edit
	Company Name:	YourCompany	Edit

15. The Installation in Progress screen will open.

 \triangle

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

Clean-Trace™ Hygiene Management Software - Installer		3	H Clean-Trace™ Hyg	giene Manageme	nt Software - Installer	×
System Check	Installation in Progress		System Check	Install	lation Complete!	
Database Options	Enabling IIS *		Database Options	S S S	uecess! ′ou have successfully installed 3M™ Clean-Trace™ Hygiene Management oftware.	
 Administrator Options 	Sh		 Administrator Options 			
Review & Install			Review & Install			
					Launch Application	

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.
 - a. Enter the Administrator email provided during installation and Click "Continue".

Welcome to	Welcome to
3M Clean-Trace™	3M ∣ Clean-Trace™
Hygiene Management Software	Hygiene Management Software
Enter your email to sign in.	Enter your email to sign in.
Email	Email
Login Name	email@yourdomain.com
Continue	Continue
Need help with your account? Contact your software administrator	Nead help with your account? Contact your software administrator

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

3M	Clean-Trace™
Hygien	e Management Software
Inter your	email to sign in.
Email	-
email@yo	urdomain.com
User not found or contact you	 Please check that you have entered the correct email ir software administrator (code: 608)
User not found or contact you Continue	L Please check that you have entered the correct email r software administrator (code: 608)
User not found or contact you Continue	L Please check that you have entered the correct email r software administrator (code: 608)
User not found or contact you Continue	, Please check that you have entered the correct email r software administrator (code: 608)
User not found or contact you Continue	. Please check that you have entered the correct email r software administrator (code: 608)

c. 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).

Welcome to	Welcome to
3M Clean-Trace™	3M Clean-Trace™
Hygiene Management Software	Hygiene Management Software
Welcome, New User! Provide a password to complete your account. Email	Welcome, New User! Provide a password to complete your account.
email@yourdomain.com	email@yourdomain.com
Password (1)	Password
	••••••••
Password does not meet minimum	
Need help with your account? Contact your software administrator	Need help with your account? Contact your software administrator

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.

3M Clean-Trace™ Hygiene Managemen	nt Software	
User Preferences		
Language Preference *	English(US) Es	٣
Secret question for password reset	Select	٣
Answer to secret question for password reset		
Your Luminometer PIN Code ()		
	Show PIN Code	
Fields marked with * are mandatory	C	ancel Save
@2018.3M ^{rss} Clean-Tra	ce ^{ne} Hygiene Management Soflware. All Rights Reserved	

- 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

зм	Clean-Trace ** Hygiene Management Software	Organization Configuration	× 4 × 0 ×		
3M ** !!! \$	Clean-Trace "* Hygiene Management Software Organization Configuration Company Information Organization Internet OF Organization Internet OF Organization Internet OF Comparization Internet OF Enable Enable Format	Organization Configuration View In PDF SM Change Logo In Tex III to III to Change (UTC odd 00) Centre Time (UT & Created) Medicatyyyy IIII III Concepton Descript 11.0			
	Enable Streng Password () Enable Streng Password () Enable configuration of PassiPail orferina per Test-point () Retain results on Luminometer after Synchronization for * () Tomorechnical Info	Yes No Yes No Yes No Yes No Ves Control Followebse Control	7 (Days)	• Yes	O No
	Hide Inactive Items (Sample Plans, Test-Polets, etc.)	(8: Vis 🔘 No		Confirmation Do you wish to save Organization Confi	× figuration?
	Cancel Fields marked with * are mandatory		Save & Continue	No • Yes	Yes

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



<u>Note:</u> 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

ЗМ	Clean-Trace™ Hygiene Manag	gement Software			You last visited on : 11/05/2018 08:15:32 PM
*	Plant Date Ran Test-P V 24 Hou	Sync Manager Setup	Х	3 🔻	Sample Plan Unplanned Test V
		Sync Manager is required to synchronize your Luminometer. You can also download later from your application Help menu.			Watch list
\$	Points Tested	Not Now Download Sync Manager			Common Tasks
	Status Reports				Lul View Reports Add/Edit Sample Plan
					Add/Edit Test Point Add/Edit User
					O Settings

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.

3M™Clean- Trace™LuminometerSyncManagerInstallWizard_Ver1.3.0.0 (10197237.e)e finished downloading.	Run Open folder View downloads X
This will be replaced your server's name	

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.

Name	Date modified	Туре	Size
W0197237. ve 3M™Clean-Trace™LuminometerSyncManagerInstallWizard_Ver 1.3.	8/10/2018 12:43 PM	Application	87,962 KB
	his will be replaced with your serv	er's	

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.

IT Security	y Policy	×	Clean-Trace 104 Luminometer Sync Manager - Installer	_ ×
You are a proceed?	Confirm Elevati	on ation with elevated rights. Are you sure you wish to	Extracting Files This may take a few minutes.	
28.8	Program Name	7z Setup SFX	Extracting the installer package	
O IN	Program Publisher		lu é an	
	Program Path	\sm ```clean-trace ```luminometersyncmanagerinstallwiza	Since a second se	
		Allow Deny		

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.

Clean-Trace™ Luminometer Sync Manager - Installer _ ×	Clean-Trace 1981 Luminometer Sync Manager - Installer _ X
Review & Install Select a language in which to view the installer. English (US) Select installation folder: C:\3M Clean-Trace Luminom Browse Close all other applications before continuing.	Installation in Progress This may take a few minutes.
End User License Agreement The following terms and conditions apply to your purchase of the 3M" CLEAN-TRACE" MYGIENE MONITORING AND MAGGEMENT SYSTEM and your licensing of the software: This SINU USER LICENSE AGREEMENT ("AGREEMENT ") SA LIGAL AGREEMENT BETWEEN YOU ("YOU" or "USER") AND WING ADD WANT ("AM READING YOU ACCESS TO ADD USE O' THE SOFTWARE IDENTIFIED HERRIN" AND WING NO DIVISION ON THE SOFTWARE' YOU AGREE TO BE LICENSE TO ADD USE O' THE SOFTWARE IDENTIFIED HERRIN" AND WING NO DIVISION ON THE SOFTWARE' YOU AGREE TO BE LICENSE UNING THE "ACCESS" BUTTON DIVISION OF THE SOFTWARE IDENTIFIED HERRIN" AND YOU AND	Installing Clean-Trace ^W Luminometer Sync Manager Software e ⁺⁺
Cancel Cancel	Done

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.

Clean-Trace™ Luminometer Sync Manager - Installer ×	
Installation Complete	Image: Science. Applied to Life.
You have successfully installed 3M ^{rw} Clean-Trace ^W Luminometer Sync Manager Software	3M™ Clean-Trace™ Hygiene Management Software.
	©2018 3M [™] Clean-Trace [™] Hygiene Management Software. All Rights Reserved.
Launch Application	

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.

	Application Tools	Downloads		-		×	Clean-Trace 1001 Luminometer Sync Manager - Installer
View	Manage					~ 🕐	
nis PC ≯ D	ownloads		ٽ ~	Search Downloads		Q	
Name		^ Dat	e modified	Туре		Size	Extracting Files
3 M	I™Clean-Trace™Lur	nino				87,	This may take a few minutes.
		Run as administrator			settings		
		Classify and protect					Extracting the installer package ***
		Protect with RMS		>			
		Troubleshoot compatib	ility				
		Pin to Start					
		Kun with Elevated Privile McAfee File and Remove	eges Iablo Modia Pro	tection			
			able Media FTO				
		Scan for threats					
		Cisco AMP For Endpoin	its	>			
		Pin to taskbar					
		Kestore previous versio	ns				
		Send to		>			
		Cut					
3		Сору					
		Create shortcut					
		Delete					
<		Rename				>	
85.8 MB		Properties					

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.

C	lean-Trace™ Luminometer Sync Manager - InstallerX
I	Installation Upgrade
1	You will be installing the latest version of this software.
	NEW version :
1	1.3.0.0
0	Currently installed version :
	1.2.3.4
Can	Icel Uninstall Next

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.

Clean-Trace™ Luminometer Sync Manager - Installer _ X	
	3M Sync Manager X
Upgrade Complete You have successfully upgraded 3M ^{rey} Clean-Trace ^{re} Luminometer Sync Manager Software	Science. Applied to Life.
Launch Application	

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

Backward Compatibility

 \triangle

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. <u>Get installation Help from 3M</u>

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 <u>3M Clean-Trace Hygiene</u> <u>Management Software User Manual</u> 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).

<u>Note:</u> 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.

. 🤐 Clean-Trace™ Hygiene Management Software - Installer X	I Gean-Trace ^w Hygiene Management Software - Installer
Installation Upgrade You will be installing the latest version of this software. NEW version : 13.0.0 Currently installed version : 12.3.4	Extracting Files This may take a few minutes. Extracting the installer package i:
Cancel Uninstall Next	

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.

welcome!		
Select a language in which to view the installer.	English (US)	~
Recommendation Close all other applications before continuing.		
End User License Agreement		
The following terms and conditions apply to your purchase MANAGEMENT SYSTEM and your licensing of the software:	of the 3M™ CLEAN-TRACE™ HYGIEN	E MONITORING AND
THIS IND USER LICENSE AGREEMENT (AGREEMENT) SA AND 3M COMMANY (SM) REGRANDEN VOUR ACCEST OF ULCION THE "I ACCEPT" BUTTON DISPLAYED HERVITHA OTHERWISE USAN'S THE SOTTWARE'S VOUR ACCEST OF THIS AGREEMENT ON BEALT OF A COMMANY OR OTHER USAN AND A SALE AND A SALE AND A SALE AND A SALE AGREE TO BE BOUND BY THIS AGREEMENT, YOU MUST CLI DOWNLOAD, INSTYL HEERIN REPET SUCH SATURE 'S THE RETURN YOU BIN CLEAN-TRACE HYGIENE MONITORING AT 1 UPDREE	LEGAL AGREEMENT BETWEEN YOU J NO USE OF THE SOFTWARE IDENTIF NUO/OR BY DOWNLOADING, INSTALL ALLY BOUND BY THES AGREEMENT. EGAL ENTITY YOU BERFESET ADD HIS AGREEMENT, IN WHICH CASE TH U DO NOT HAVE SUCH AUTHORITY, IS YIT HE "I DO NOT ACCEPT" BUTTON MARE, AND YOU MAY CONTACT YOU NO MANAGEMENT SYSTEM AND OB	"YOU" or "USER") IED HEREIN. BY ING, COPYING OR F YOU ARE ACCEPTING WARRANT THAT YOU IE TERMS "YOU," OR IF YOU DO NOT YOU MAY NOT IR 3M SALES AGENT TO TAIN A REFUND.
 UCENSE. In consideration for User's payment to 3M of the purchase right: (a) to use internally, in its own business, the 3M Clean Software program object code included in the 3M Clean-Tra- conjunction with its use of the 3M Clean-Trace Hygiene Mo- inderline if the Device Software Processing and the Software Processing and the Software Processing and Software Processing and Software Processing and Software Processing and Software Processing and Software Processing Software Processing and Software Processing and Software Processing and Software Processing and Software Processing and S	price, 3M grants User the nonexclus n-Trace Hygiene Monitoring and Mar ice Hygiene Monitoring and Manage nitoring and Management System (volates, and enhancements thereof t	ive nontransferable nagement System ment System, solely in which software, provided to User by

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.

Clean-Trace ^w Hygiene Management Software - Installer _ X	Still Clean-Trace [™] Hygiene Management Software - Installer _ X
Upgrade in Progress This may take a few minutes.	Upgrade Complete You have successfully upgraded 3M™ Clean-Trace™ Hygiene Management Software. Please upgrade all computers that have Symc Manager by going into the application Help Menu (?) and
Upgrading software +	selecting Download Sync Manager.
Done	Launch Application

<u>Note:</u> 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. <u>Updates to this version of 3M Clean-Trace Hygiene Management Software</u> (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".

Welcome to M│Clean-Trace Hygiene Management Software		Welcome to I Clean-Trace™ Hygiene Management Software	
Enter your amail to sign in or create an account.		Nice to see you again! Enter your password to sign in. Itrual email@youremail.com Password Forgot your Password? Back Game on Need holp with your account? Contact your charge administrator	
02018; 3M ¹⁴ Clean-Trace ¹⁴ Hygiere Management Software, All Rights Reserved	3M.com	©2018. 3M [™] Clean-Trace [™] Hygiene Management Software. All Rights Reserved 39	vl.com

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

Clean-nace Hygiene Management Software	organization configuration	
Organization Configuration		
Company Information		
Organization Name *	3M	
Organization Logo	$\textcircled{0}$ The following special characters are NOT allowed <> $\% \sim$	
Enable Email Notification	O Yes 💿 No	
Date and Number Format		
Time Zone	(UTC-06:00) Central Time (US & Canada)	•
Date Format	MM/dd/yyyy	T
lumber Format	US European Example 11.65	
Data and Security		
nable Strong Password 🚯	Yes No	
nable PIN on Luminometer 🚯	O Yes No	
nable configuration of Pass/Fail criteria per Test-point	Yes No	
Retain results on Luminometer after Synchronization for * 🚯		7 (Days)
Temperature Unit	Fahrenheit OCelsius	
lide Inactive Items (Sample Plans, Test-Points, etc.)	Yes No	
		0
Cancer Fierus marked with - are mandatory		Save & Continu

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 facilitie(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.

Settings								
0. Users 1. Import Data	2. Facilities	3. Test Variables	4. Default Values	5. Test Points	6. Comments	7. Roles	8. Sample Plans	
mport Data								
nport any existing data to	create locations	, test points and sa	imple plans					
File	Alian	Recult	d					
ata Source								
) None								
/ 3M™ Clean-Trace™ Data	Trending System	n (NG3 database file)					
) 3M [™] Clean-Trace [™] Hyg	ene Management	t and Monitoring Sys	tem (LM1 Excel File)					
NG37 Others (Excel Files	,							
st Point File	Choose File	Clean-Trace-Test	Point-File.xlsx					
ample Dian File	Ohanna File	0	al-Dias Cile view					
imple rian rile	Choose File	Clean-Trace-San	ipieman-File.xisx					
est Result File	Choose File	Clean-Trace-Test	Result-File02.xlsx					
1				0.1/10 0.1				
	Are you import	ng data tor a new ta	cility or plant?		NO.			
					Import			

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.

ЗМ	Clean-Trace™ Hyg	iene Management Soft	ware		You last visited on : 02/04/2019 03:18:38 PM
*	Luminometers				
hil	Name	Serial Number	Last Sync	Synced Plants	
	MSE	MSE	02/04/2019 03:28:43 PM	Muncie IN, Saranac MI	Ĩ
•					

- 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.

Clean-Trace™ Hy	ygiene Management Software	User 🗸	ୁଆଣ ∣ Clean-Trace™ Hygiene Management Software		User	~
Add Luminom	neter		Clean-Trace™ Hygiene Management Software User Add Luminometer Name St Paul Lab01 Serial Number MRF0 All Woodbury MN Saint Paul MN Deller TV			
Name St Paul Lab01	Assigned Plants		Name St Paul Lab01	Assigned Plants		
Serial Number MRF	Q Search		Serial Number MRF0	Q Search		
				All		
	Device Registration Successful			Woodbury MN		
				 ✓ Saint Paul MN Dallas TX 		
	OK					
		Save			Save	
Image A: Dev	vice Registration		Image B: Assigr	n 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

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

ync Manager			Sync Manager			
atabase Server ame: W0197237\SPARK	Sync Manager Software Version: 1.3.0.0	Manage Bluetooth Devices	Database Server Name: W0197237\SPARK	Sync Manag Software Versio	er n: 1.3.0.0	Done
Sync Log			Device Name	Authenticated	Remembered	
Luminometer Last Syn	nced Assigned Plants		W0197863	No	No	Pair
			Davices found: 1			

- c. The Manage Bluetooth Devices will allow users to view and pair/unpair available Bluetooth devices.
- d. 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.

311 Clean-Trac	ce™ Hygiene Manag	ement Software	~	3M Clean-	Trace™ Hygiene Manage	ement Software	User	~
Sync Mana	ıger			Sync Ma	anager			()
LM1 Luminometer Name: M: Serial Number: MS Software Version: 1.1.0.0 Connection Mode : USB Database Server Name: W0197237\SPARK Sync Manager Software Version: 1.3.0.0 Manage Bluetooth Device		iluetooth Devices	Sync Lumine	G3 Luminometer ame: TQI erial Number: TQ 1 oftware Version: 49 onnection Mode : USB	Database Server Name: W0197237\SPA Sync Manager Software Version: 1.3.0	RK).0 ge Bluetooth De	vices	
				Sync Log				
Sync Log				Luminometer	Last Synced	Assigned Plants		
Luminometer	Last Synced	Assigned Plants		TQI	02/05/2019	Muncie IN, Saranac MI	Ŷ	
N	03/18/2019	Muncie IN, Saranac MI	ઝ	MSEC	02/04/2019	Muncie IN, Saranac MI	Ŷ	
MF	03/06/2019	Muncie IN, Saranac MI	Ŷ					
TQD	02/05/2019	Muncie IN, Saranac MI	Ŷ					
The second se		Muncie IN. Saranac MI						

- 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

	INI Clean-Trace™ Hygiene Management Software User ∽						
Sync	Manager				()		
	NG3 Luminometer Name: TQI Serial Number: TQI Software Version: 49 Connection Mode : USB		Database Server Name: W0197237\SPARK Sync Manager Software Version: 1.3.0.0				
Retriev			M	anage Bluetooth Devi	ces		
		Sync Log	Current NG3 Sync				
Sample	Plan Name	Sample Plan ID	Results Set	Total Results			
SP_PL_	I.	2	0	0			
SP_PL_2	2	3	0	0			
SP_PL_3	3	4	0	0			
SP_PL_1	12	5	0	0			

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.

Sync Manager NG3 Luminometer Name: TQI Serial Number: TC Software Version: 49 Database Server Name: W0197237\SPARK Sync Manager	() Sync	Manager 🧻 N	G3 Synchronization Requirements	
Name: TQI Name: W0197237\SPARK Serial Number: TC Software Version: 49		NG3 Luminomet	 Test points names must be less than 25 ch. Less than 300 Test Points within a single S 	aracters
Connection Mode : USB Software Version: 1.3.0.0		Name: T(Serial Number: TQ Software Version: 49 Connection Mode : USB	Less than 100 total Sample Plans Less than 2000 total Test Points Software Version: 1.3.0.0	
Retrieving Sample Plans Manage Bit	uetooth Devices	minometer	Manage Bluetool	h Devices
Sync Log Current NG3 Sync	Sync I	Log		
Sample Plan Name Sample Plan ID Results Set Total Re	esults Luminor	neter Last Synced	Assigned Plants	
Unplanned 1 0 0	TQ	02/05/2019	Muncie IN, Saranac MI	Ŷ
	MSE	02/04/2019	Muncie IN, Saranac MI	Ŷ

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.

Clean-Trace [™]	tail 6:27 Clean-Trace™	SM Clean-Trace [™]
Synchronize Downloading data from server	Checking for upgrades	Info Update available for Application. Cancel OK

- 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.



1:06

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.

a 🚳 🖓 🖬 1:57	a 1:07
User	About
Synchronization Time	Firmware Version:
Preferred Connection - USB	Linux OS: Linux:4.2.2
Web Denies Octor	Clean-Trace OS: 01.00.19.00
web Service Setup	OMC-FW: 2.10.0
Diagnostic Check	Service: 1.34.4.0
	Serial Number: MSI
System App	Boot Firmware Revision: 1.0.0
About	Calibration Date: 06-06-2017
Log Out	Continue

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 3M and Clean-Trace are trademarks of 3M. Used under license in Canada. Please recycle. Printed in U.S.A. © 3M 2019. All rights reserved.

TB._413888