

## **User Manual Supplement**

Number: TB. 731012 Effective Date: November 2020 Supersedes: (New) Technology Platform: 3M<sup>™</sup> Clean-Trace<sup>™</sup> Hygiene Monitoring and Management System Originating Location: St. Paul, MN

# 3M<sup>™</sup> Clean-Trace<sup>™</sup> Hygiene Monitoring and Management System

This document is a supplement to the <u>3M<sup>™</sup> Clean-Trace<sup>™</sup> Hygiene Management Software User</u> <u>Manual</u> and the <u>3M<sup>™</sup> Clean-Trace<sup>™</sup> Luminometer User Manual</u>. This supplement contains instructions for installing or upgrading both the 3M Clean-Trace Hygiene Management Software application to version 1.4.0.2 and the 3M Clean-Trace LM1 Luminometer software (also known as LM1 APK) to version 1.2.0.5. The upgrades provide the following necessary improvements:

3M Clean-Trace Hygiene Management Software:

- 1. Enhanced Setup process
- 2. Enhanced User Experience in Settings
- 3. Enhanced Organization Layout
- 4. Introduced Soft-Delete for User, Sample Plan and Test Point
- 5. Improved Data Import
- 6. Updated Pass-Fail Ranges for pH, Temperature and other Test Types
- 7. Introduced Test Point image deletion
- 8. Improved User Interfaces
- 9. Desktop Software Login Timeout extended

Additional Performance Improvements:

- 1. Addressed the Caution zone in the 3M Clean-Trace LM1 Luminometer
- 2. The Security Question is now mandatory for each user

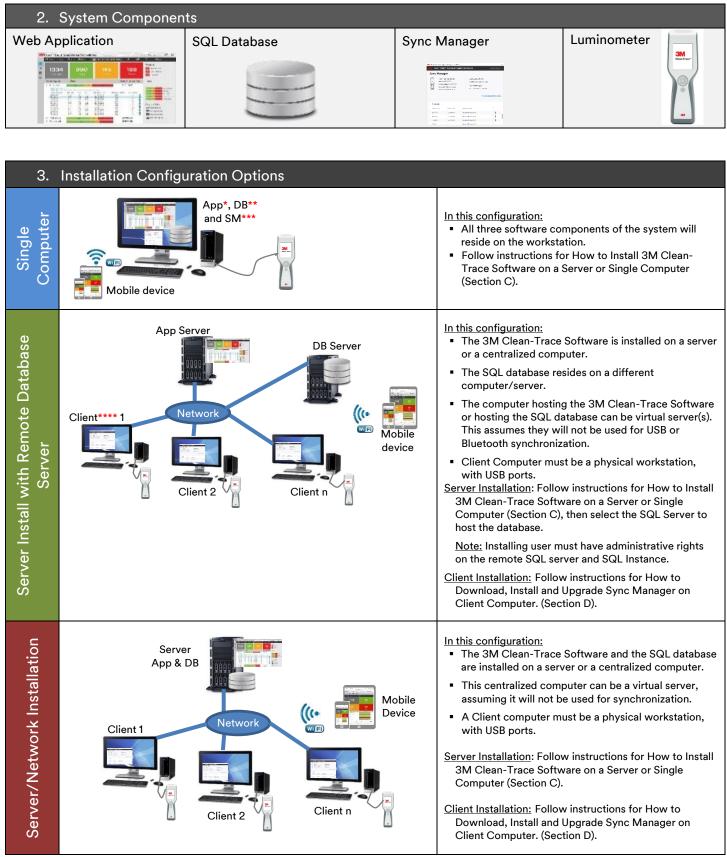
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## A. Preparing for the 3M Clean-Trace System Installation

This section will provide general system requirements, system components and installation configuration options for the 3M Clean-Trace Hygiene Management System.

1. Installation Requirements	
Installing user.	<ul> <li>Ensure installing user has Administrative privileges on the Host or Client computer</li> <li>Ensure installing user has Full/Modify permission on the C: drive or installation folder.</li> <li>Ensure Group Policies do not prohibit user or computer from performing this action.</li> </ul>
Confirm the <u>Host*</u> computer meets the following <b>minimum requirements.</b> *The Host Computer is the Computer where the 3M Clean-Trace Hygiene Management Software will be installed.	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         • Moicrosoft .Net Framework 4.0 or higher         • Microsoft .Net Framework 4.0 or higher         • 2.0 GHz Intel Pentium 4 or similar/faster processor         • 1 GB Available RAM (4 GB recommended)         • 50 GB free disk space (100GB recommended)         • USB 2.0 (Optional if server installation)
Confirm <u>Client*</u> computer meets the following minimum requirements. *The Client Computer is the Computer where only the 3M Synchronization Manager will be installed.	Operating System         • Microsoft® Windows® 7, 8/8.1 or 10         Applications         • At least one of the following Web Browsers:         • Microsoft® Internet Explorer version 11 or higher         • Google Chrome™ version 45 or higher         • Mozilla® Firefox® 41.0.1 or higher         • Microsoft .Net Framework 4.0 and up         Hardware         • USB 2.0
Recommended applications.	<ul> <li>Microsoft<sup>®</sup> SQL Server Management Studio, will help with:         <ul> <li>Backing up or restoring database (Frequent database backup is strongly recommended)</li> <li>Troubleshooting database issues</li> <li>Database management</li> <li>Requesting support from 3M</li> </ul> </li> <li>Microsoft<sup>®</sup> Access will help with migrating from NG3 software platform</li> <li>Microsoft<sup>®</sup> Excel will help with importing or exporting data from or to .CSV or .XLS files</li> <li>A PDF Viewer to view reports generated in PDF</li> </ul>
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)
SMTP Server information if intend to enable email notifications.	Ask your IT group for this information:         1.       SMTP Server name



\*APP refers to the 3M Clean-Trace web application

\*\*DB refers to SQL Server and 3M Clean-Trace SQL database

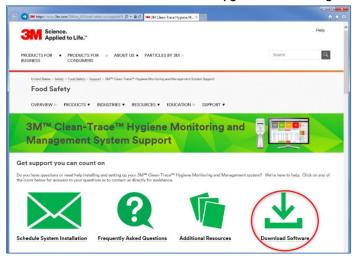
\*\*\*SM refers to Sync Manager

\*\*\*\*Client here refers to workstation with Sync Manager installed

## B. 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 <u>www.3M.com/foodsafety/cleantracesupport</u> website. You can also visit this site if you have any questions or require support.

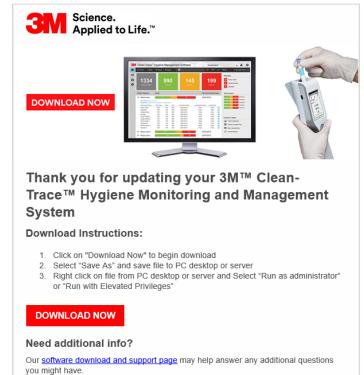
1. To download the 3M Clean-Trace Hygiene Monitoring and Management Software, click "Download Software."



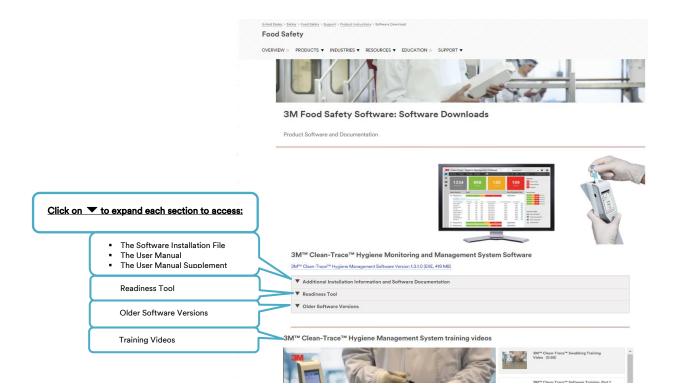
2. The Download Registration screen will open, fill out the registration form, select the Instrument type and indicate whether you would like to receive electronic messages from 3M Food Safety. Then click "Submit" at the bottom of the page.

	United States > Safety > Food Safety > Support > Product Instructions > Software Downlaad Registration
	Food Safety
	OVERVIEW  > PRODUCTS V INDUSTRIES V RESOURCES V EDUCATION  > SUPPORT V
	Software Download Registration
	All fields are required
	Business Email Address
	Disings Lineir Audress
	First Name
Fill in the Software Download Registration Form:	Last Name
-	
	Company
Provide the email address where the download link	Country
will be sent to	Select One
Provide general information about you and your	State/Province
company.	Select One
<ul> <li>The User Manual Supplement</li> </ul>	
	Zip or Postal Code
Check this box to receive Download link for the 3M	
Clean-Trace Software installation package.	Business Phone
	Instrument type (please select one or more)
	□ 3M <sup>™</sup> Clean-Trace <sup>™</sup> Systems (LM1)
Click here to submit your registration and software	☐ 3M <sup>™</sup> Molecular Detection System (MDS100)
download request.	
	□ 3M™ Petrifilm™ Plate Reader (6499)
	□ 3M <sup>™</sup> Microbial Luminescence System (MLS II)
	Stay current
	□ I would like to receive electronic messages from 3M Food Safety.
	3M takes your privecy seriously. 3M and its authorized third parties will use the information you provided in accordance with our <u>Privacy Policy</u> to send you communications which may include promotion, product information and service offers. Please be aware that this information may be stored on a server located in the U.S. If you do not communication to this used your periodial instructions this system.
	SUBMIT
	Ŭ V

- 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 do not receive an email after few minutes, check your Spam or Junk email folders.
- 4. From the email you received, click "Download Now" to begin downloading.



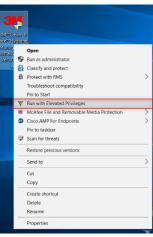
The <u>software download and support page</u> will take you to the screen below.



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

The 3M Clean-Trace Hygiene Management Install Wizard will:

- Enable IIS on the host computer, if it is not already running. Internet Information Services (IIS) is a web server from Microsoft® and available on Microsoft® Windows systems.
- Install the 3M Clean-Trace Hygiene Management Software, which includes the installation of Microsoft® SQL Server® 2012 Express. If a compatible Microsoft® SQL Server is already installed, an option to use an existing Microsoft® SQL Server will be provided during the 3M Clean-Trace Hygiene Management Software 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.

C Securit	ty Policy		×
V	Confirm Elevati	ion	31
You are proceed		ation with elevated rights. Are you sure	you wish to
	Program Name	3M™ Clean-Trace™ Installer	
ЗМ	Program Publisher	3M Company	

- 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 "Next" to continue with the installation process.

Clair   Clean-Trace™ Hygiene Management Software - Installer _ ×	- Clean-Trace™ Hygiene Management Software - Installer _ X
Extracting Files This may take a few minutes.	Welcome!         Select a language in which to view the installer.         English (US) Es         Image: Select a language in which to view the installer.         English (US) Es         Image: Select a language in which to view the installer.         English (US) Es         Image: Select a language in which to view the installer.         English (US) Es         Image: Select a language in which to view the installer.         English (US) Es         Image: Select a language in which to view the installer.         Image: Select a language in which to view the installer.         Image: Select a language in which to view the installer.         Image: Select a language in which to view the installer.         Image: Select a language in which to view the installer.         Image: Select a language in which to view the installer.         Image: Select a language in which to view the installer.         Image: Select a language in which to view the installer.         Image: Select a language in the installer.         Image:
Extracting the installer package >:	Cancel     Concerning terms and conditions apply to purphese of the 3M* CLEAN-TRACE** HYGLEM MONITORING AD     MAGAZEMENT SYSTEM and your licensing of the software.     The following terms and your licensing of the software.     The Software System and your licensing of the software software in your of the software software in your of the software in you apple of the software in you ap

The installer will now check the local computer/server for compatibility with the 3M Clean-Trace Hygiene Management Software. The check confirms your system's ability to run 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 Ӿ if any issue that may affect compatibility is found; suggestions to address the issue will be provided.
- When installing on a virtual machine/server, a warning related to "USB port not available on computer" will be displayed. Disregard this warning if this host will not be used for USB synchronization.

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

6. Click "Next" to continue.

Clean-Trace <sup>te</sup> Hygi	ene Management Software - InstallerX System Check Checking prerequisites for successful installation.	Clean-Trace <sup>TM</sup> Hygie     System Check     Database Options	ane Management Software - InstallerX System Check Your system check is complete.
Administrator Options Review & Install	System check may take about 2 minutes. Checking Hardware 44 Marinistrative Rights Hardware Software Database	Administrator Options Review & Install	<ul> <li>Administrative Rights</li> <li>Hardware</li> <li>Software</li> <li>Database</li> </ul>
Cancel	Previous Next	Cancel	View Full Report Previous Next

- 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.
- 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. Click "Next" to continue (from Step 10).

System Check	Database Options Select and connect to the database server.
Database Options	
Administrator Options	Select or Install Database Server      O Use Existing Server (Recommended) Install New
Review & Install	Select or Type Sarver Name Please Select  Connect to Server

3111   Clean-Trace™ Hygien	ne Management Software - Installer _ X
System Check	Database Options Select and connect to the database server.
Administrator Options Review & Install	Select or Install Database Server Use Existing Server (Recommanded) Select or Type Server Name Please Select Connect to Server
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 "Connect to Server" to verify connectivity to the selected database server.

3H   Clean-Trace™ Hygie	ene Management Software - Installer _ X	GIM │ Clean-Trace™ Hygiene M	Management Software - Installer _ X
System Check     Database Options	Database Options Select and connect to the database server.	System Check Database Options	Database Options         Select and connect to the database server.         Success!         Connection to server was successful.
Administrator Options Review & Install	Select or Install Database Server  Use Existing Server (Recommended) Install New Select of Type Server Name  Name SPARK  Connect to Server	Administrator Options Review & Install Database Serv Name	Select or Install Database Server Use Existing Server (Recommended) Install New Select or Type Server Name PC Name (SPARK
Cancel	Previous	Cancel	Previous Next

9. The Next button is enabled if connection to SQL database server was successful. Click "Next" to continue with the installation and go to step 10.

If a message displays, showing that connection to the SQL database server was not successful, follow the steps below.

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 Options	Select or Install Database Server
Options	Use Existing Server (Recommended) Install New
Review & Install	Select or Type Server Name
	PC_Name\SPARK
	SQL Server Sign-In     Retry Windows Sign-In
	Username
	Password
	Connect to Server

- a. Ensure that the SQL Server Instance's name is correct.
- b. Ensure that the SQL Server Instance is running.
- c. 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	System Check	Administrator Options
	Specify sign-in, administrator, and company information for configurati		Specify sign-in, administrator, and company information for configurati.
Database Options	1. Application Sign-In	Database Options	1. Application Sign-In
Administrator Options	Same sign-in as my company Sign-in credentials will be the same as company computers.	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	Review & Install	User's email address and new password
	Sign-in credentials will be the user's email and a new password.		Sign-in credentials will be the user's email and a new password.
	Save & Continue		Save & Contin

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

System Check	Administrator Options	System Check	Administrator Options
Database Options	Specify sign-in, administrator, and company information for configurat	Database Options	Specify sign-in, administrator, and company information for configuration           I. Application Sign-In         Edit
Administrator Options	2. Administrator Information	Administrator Options	<ul> <li>2. Administrator Information</li> </ul>
Review & Install	Your Email Address youremail@yourcompany.com This email will be used to sign into the application. First Name FirstName	Review & Install	First Name Last Name Last Name Username
	3. Company Information	nue	Save & Contin 3. Company Information

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

System Check	Administrator Options Specify sign-in, administrator, and company information for	r configuration	System Check	Administrator Options Specify sign-in, administrator, and company information for configuration
Database Options	1. Application Sign-In	Edit	Database Options	1. Application Sign-In
Administrator Options	<ul> <li>2. Administrator Information</li> </ul>	Edit	Administrator Options	2. Administrator Information           Edit
Review & Install	3. Company Information Your Company Name YourCompanyName		Review & Install	3. Company Information Your Company Name Company Your Company's Domain Name Company

14. On the Review & Install screen, review the information and click "Install" to continue.

System Check	Review & Install Review information before begi	nning software installation.	
Administrator Options Review & Install	Installation Folder: Application Shortcuts:	C:\Clean Trace Hygiene Ma C:\Clean Trace Hygiene Ma C Desktop Shortcut G Quick Launch Shortcut	Browse
	Administrator's First Name:	FirstName	Edit
	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, and installation will begin.
- 16. During the installation process, several pop-up windows may be displayed. Select "Allow" or "Install" in each instance 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.

3	Clean-Trace 100 Hygiene Management Software - Installer _ X			Clean-Trace™ Hygiene Management Software - In					ment Software - Installer	$^- \times$
	System Check	Installation in Progress			9	System Check	I	Inst	allation Complete!	
	Database Options	Installing Clean-Trace <sup>16</sup> Hygiene Management Software			•	Database Options		0	Success! You have successfully installed 3M™ Clean-Trace™ Hygiene Management Software,	
	Administrator Options	37%				Administrator Options				
	Review & Install				6	Review & Install				
									Launch Applicatio	'n

⚠

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 3M Clean-Trace Software.

18. Log-in using the administrator information provided in step 12. If in step 10 you opted to log-in with "User's email address and new password," you will be prompted to set your new personalized password. But if you opted for "Same sign-in as my company," you will need to provide you windows password to log in.

a.	Enter the Administrator email or username provided during installation and click "Continue."	Welcome to Clean-Trace <sup>TM</sup> Hygiene Management Software Enter your email to sign in. IEmail	Welcome to Clean-Trace™ Hygiene Management Software Enter your email to sign in. Email email@yourdomain.co
		Continue Need help with your account? Contact your software administrator	Continue Nead help with your account? Contact your software administrator
b.	If the email or username is w credential present the softw proceed.	Welcome to MC Clean-Trace™ Hygiene Management Software Enter your email to sign in. Email <sup>1</sup> email@yourdomain.co This email has not been invited to join the software. Please check your invitation	
			Continue Need help with your account? Contact your software administrator

c. If the email or username match the one provided during installation, the password field will display and ask you to choose a password for this account. Click "Save & Continue."

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

Hygiene Ma	anagement Software
Welcome, New	User!
Provide a passwo	ord to complete your account.
Email	
email@yourdom	iain.co
Password	4
4-20 characters	
	Save & Continue

19. Click "Begin Setup" on the welcome screen.



- 20. In the Personal Preferences screen, verify language preference and set a secret question for password reset. Then enter the answer to the secret question.
- 21. Your Luminometer Pin Code can be skipped at this step. Activation of the Pin Code for the entire application will be done in the Organization Configuration screen.

P	ersonal Preferences				
La.	nguage Preference *				
8	inglish(US) Es	*			
Se	curity Question *		Security Question Answer *		
Ŀ	Select	~		Ø	
Lu	minometer PIN ()				
		≪>			

22.	In the C	Organization Preferences screen, users have the option	3M Clean-Trace™ Hygiene Management Software User ✓ ▲ ✓ ♥ ✓
	to custo	omize settings to suit their organizational needs. Then	Preferences Users Data Import Fuellities Texts Sample Pares
	Click "I	Next" and confirm by clicking "Yes" on the Confirmation	
	screen.	The following can be managed:	Organizational Preferences
	a.	Email notification can be enabled.	General Information Organization Name*
	b.	Temperature, date and number format.	Logo Logo Preview
	c.	Pin code can be enabled for extra security on LM1	Choose file
		Luminometers.	Controls
	d.	Strong login password can be enabled or disabled.	Off Email Notifications      Off Strong Password ①
		Retention policy for Test Results on the LM1	Luminometer PINs ①
		Luminometer.	Cn Auto-hide Inactive Items
			On O Configure Pass/Fail criteria per test point ①
			Information formats Drive Tomat MMARATYPYY
			Number Format US (12:34) European (12:34)
		• Yes U No	Temperatura Format  Fahrenheit  Celalus
		Confirmation ×	Timeouts Dasking software inactivity timeout
		Do you wish to save Organization Configuration?	1 A hours
			Lunicometer result retention timeout ()
		No Yes <sub>is</sub>	* Field is mandatory Back Next
		🖲 Yes 🕛 No	6000 34" Class-Titel <sup>14</sup> Hysion Merupanel Software Al Dights Insurred

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

Trace™ Hygi	ene Management Softw	vare	User N	lame 🗸 🛎 🗸 🛛 🗸	Add User	
	Preferences Users	s Data Import Facilities	Tests Sample Plan	15	Quality Manager	Role Administrator Supervisor Technician
rs Roles	User N	lame		Add New User	QA Account@mail.co	Access Enable desktop softwa Enable luminometer si
ers						
e	Role	Email	Status	Notification Email	Notes	
er Name	Administrator	email@mmm.com	Active		* Field is mandatory	Cancel

<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

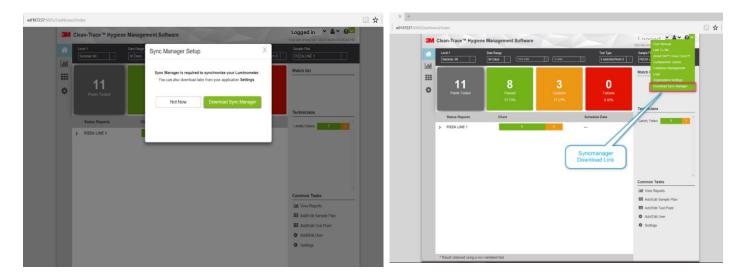


## D. How to Download, Install and Upgrade Sync Manager on Client Computer

This section is applicable to Server/Network installation only. The Sync Manager is automatically installed/upgraded on the Host computer (Desktop/Workstation) as part of initial software installation/upgrade.

#### 1. How to Download Sync Manager

Upon first time login, users will be presented with a Sync Manager Setup notification screen that provides 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.



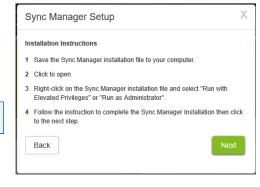
 a. Select Download Sync Manager. A window will open with Sync Manager Setup instructions. At the same time a Save as window will open. Note that the file name contains your server name. Select "Save as" and specify the save location.

SyncManagerInstallWizard\_Ver1.4.0. W0197237.exe

What do you want to do with 3M™Clean

This will be replaced your server's name

Trace™Luminome From w0197237



b. On the Sync Manager Setup screen, click "Next" and "Done" in the following window.

Sync Manager Setup X	Sync Manager Setup X
Installation Instructions         1 Save the Sync Manager installation file to your computer.         2 Click to open         3 Right-click on the Sync Manager installation file and select "Run with Elevated Privileges" or "Run as Administrator".	<ul> <li>Sign-in and Synchronization</li> <li>1 Sign in to the Sync Manager application.</li> <li>2 Turn on your Luminometer, connect it to your computer and synchronize.</li> </ul>
Follow the instruction to complete the Sync Manager Installation then click to the next step.      Back	Back

Cancel

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



#### 2. How to Install Sync Manager

b.

Follow the steps below to Install the Sync Manager.

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

Name		Date modified	Туре		Size
3M™Clean-Trace™LuminometerSyncManagerInstallWizard_Ver 1.4. (W019723	7.e ke	8/10/2018 12:43	PM Applicati	on	87,962 KE
	This will	be replaced with yo name.	ur server's		
ght click on the Sync Manager installer and	Name	^	Date modified	Туре	Size
lect Run with Elevated Privileges or Run as	3 3M™Clean	-Trace™LuminometerSvncMa	9/15/2020 9:55 AM	Application	105,296
Iministrator.		Open Run as admi	inistrator		
		*	nistrator ot compatibility		
		Pin to Start	,		
		🕀 Scan with W	/indows Defender		
		A Run with E	levated Privileges		
		Give access	to	>	
		Pin to taskb	ar		
		Restore prev	rious versions		
		Send to		>	
		Cut			
		Сору			
		Create short	cut		
		Delete			
		Rename			
		Properties			

c. If you see the "Confirm Elevation" window, click "Allow," file extraction will start.

IT Security Policy		Clean-Trace 196 Luminometer Sync Manager - Installer	_ ×
	on ation with elevated rights. Are you sure you wish to	Extracting Files This may take a few minutes.	
proceed? Program Name Program Publisher Program Path	7z Setup SFX Unknown ,\3m™dean-trace™luminometersyncmanagerinstallv Allow Deny	Extracting the installer package	

d. The Review & Install screen will display after completion of file extraction. On this screen, the 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	_ X Clean-Trace 1860 Luminometer Sync Manager - Installer	_ ×
Review & Install Select a language in which to view the installer. Select installation folder:	English (US) C:\3M Clean-Trace Luminom Browse	Installation in Progress This may take a few minutes.	
End User License Agreement The following terms and conditions apply to your purchase o MANAGEMENT SYSTEM and your licensing of the software: THIS END USER UCENSE AGREEMENT ("AGREEMENT") IS ALL MOMMANY ("SM) EGAROMN YOUR ACCESS TO AND USING THE SOFTWARE YOU AGREE TO BE LEGALIY BONDOW AGREEMENT ON BEHALF OF A COMMANY OR OTHER LEGAL THE ALTHORITY TO LEGALIY BINDSUCH ENTITY. IF YOU USING THE SOFTWARE, YOU AGREE TO BE LEGALIY BONDOW AGREEMENT ON BEHALF OF A COMMANY OR OTHER LEGAL THE ALTHORITY TO LEGALIY BIND SUCH ENTITY. IF YOU DO NOT BE BOUND BY THIS AGREEMENT, YOU MUST CLEX THE "TO NOT WAN CLEAN-TRACE HORGINE MONTONIC ADD NOT OUR MOLEDAN-TRACE HORGINE MONTONIC ADD NOT DI INSTALL, COPY OR OTHERWISE USE THE SOFTWARE, AND YO YOUR MOLEDAN-TRACE HORGINE MONTONIC ADD AND I. LECHNE. In Condicatation for User's payment to 2M of the purchase p right (a) to use internally, in its own business, the 2M Clean- Software program Object code included in the 3M Clean- Software program Object code included in the 3M Clean- Software program Object dool included in the 3M Clean- Software as predited by this Agreement; and (D) com including all User Documentation and all future versions, purchase p	EGAL AGREEMENT BETWEEN YOU ("YOU" or "USER") AG E OF THE SOFTWARE IDENTIFIED HEREIN. BY CLICKIN COMMILDAINC, INSTALLING, COPINE OR O'INTERVISE DOWING ADAINC, INSTALLING, COPINE OR O'INTERVISE DOWING ADAINS, INSTALLING, COPINE OR O'INTERVISE INSTALLING AND AND A AND A AND A AND A AND A AND ERMININ, IN WHICH CASE THE TERMS "YOU," "YOUR" THAY SUCH ADTHORY OR IF YOU DO NOT AGREE TO NOT ACCEPT" BUTTON, YOU MAY NOT DOWING ADD, IN MAY CONTACT YOUR BY ASLESS AGENT TO RETURN GENERAT SYSTEM AND OBTAIN A REFUND. The BY BUTTON AND AND A REFUND. The Hydrein Montoning and Management System Noticing and Management System Mohin's System Janes, and enhancements thereof provided to User by a pot file Software, but only an enseary for User's use	ND E D M 2	
Cancel	cept the terms of the license agreement.	Install	Done

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

Clean-Trace™ Luminometer Sync Manager - Installer _ X	3M Sync Manager	×
Clean-Trace <sup>w</sup> Luminometer Sync Manager - Installer    X      Installation Complete     You have successfully installed 3M <sup>w</sup> Clean-Trace <sup>w</sup> Luminometer Sync Manager Software	Image: Science.         Applied to Life.    3M <sup>™</sup> Clean-Trace <sup>™</sup> Hygiene Management Software.          Image: Image	~
Launch Application	€2018 3M™ Clean-Trace™ Hygiene Management Software. All Rights Reserved.	

#### 3. How to Upgrade Sync Manager

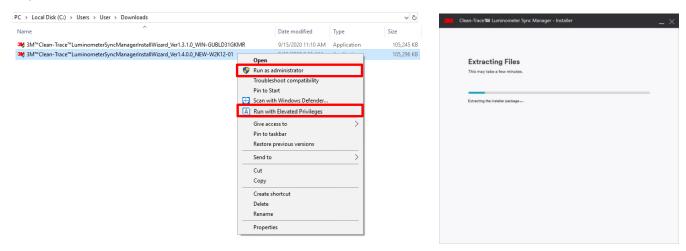
Follow the steps below to upgrade the Sync Manager.

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

Name	Date modified	Туре	Size
3M™Clean-Trace™LuminometerSyncManagerInstallWizard_Ver 1.4. (7, W0197237) gre	8/10/2018 12:43 PM	Application	87,962 KB
	This will be replaced with your serve	er's	
	name.	J	

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

c. If you see the Confirm Elevation window, click "Allow" and the file's extraction will start.



d. 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.

Installation Upgrad	e		
You will be installing the lates	t version of this software.		
NEW version : 1.4.0.2			
Currently installed version : 1.3.1.0			
ancel		Uninstall	

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

🧱 Clean-Trace <sup>re</sup> Luminometer Sync Manager - Installer 🛛 🚬 🗙	Sync Manager ×
Upgrade Complete 'Tou have successfully appraded 3M <sup>IIII</sup> Clean-Trace <sup>IIII</sup> Luminometer Sync Manager Software	Science. Applied to Life. SM <sup>w</sup> Clean-Trace <sup>w</sup> Hygiene Management Software. email@yourdomain.com Login
	©2018 3M <sup>TM</sup> Clean-Trace <sup>TM</sup> Hygiene Management Software. All Rights Reserved.
Launch Application	

After the Sync Manager upgrade completion, make sure you follow instructions in section "H" below for upgrading your LM1 Luminometer to the APK version 1.2.0.5

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

1. Backward Compatibility

**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 1.3.1.2
- Version 1.3.1.0
- Version 1.3.0.0
- Version 1.2.3.4

If you are upgrading from a version different from those above, request assistance by clicking on the link below, or contacting your 3M representative.

Get installation help from 3M

#### 2. The Upgrade processes

Æ

The Upgrade Wizard will preserve user's data when a successful software upgrade is performed.

Before upgrading from a previous version of the 3M Clean-Trace Hygiene Management Software, it is now:

- 1. Required to Synchronize all your 3M Luminometers
- 2. Strongly recommended to Perform a Clean-Trace SQL database backup
  - Required to upgrade the Clean-Trace Software on the LM1 Luminometers after successfully upgrading the desktop software and Sync Manager. (Follow instructions in section H below) An LM1 Luminometer operating on APK version other than 1.2.0.5 will not be fully compatible with the Clean-Trace desktop software v1.4.0.2.

To back up your Clean-Trace database, use the instructions starting on Page 26 of the <u>3M Clean-Trace Hygiene</u> <u>Management Software User Manual</u> in the section titled "Backing up the Database."

#### 3. For Desktop or Standalone deployment

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

a. Run the software installation file from the PC desktop or server computer; (refer to section A for; How to Download the Latest Version of the Software).

<u>Note:</u> Be sure to run with elevated privileges or run as administrator. Accept prompts for User Account Control, if displayed.



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

🚟   Clean-Trace™ Hygiene Management Software - Installer _ X	🖼   Clean-Trace <sup>®</sup> Hygiene Management Software - Installer 🗕 🗙
Installation Upgrade	Extracting Files This may take a few minutes.
You will be installing the latest version of this software.	
NEW version :	
1.4.0.2	Extracting the installer package [+]
Currently installed version : 1.3.1.0	
Cancel Uninstall Next	

c. 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.

Select			
	a language in which to view the installer.	English (US) Es	$\sim$
()	Recommendation Close all other applications before continuing.		
End	Jser License Agreement		
	owing terms and conditions apply to your purchase EMENT SYSTEM and your licensing of the software:		NG AND
	ID USER LICENSE AGREEMENT ("AGREEMENT") IS A L VIPANY ("3M") REGARDING YOUR ACCESS TO AND US		
THE TI A	ACCEPT" BUTTON DISPLAYED HEREWITH AND/OR BY THE SOFTWARE, YOU AGREE TO BE LEGALLY BOUND	DOWNLOADING, INSTALLING, COPYING OR OTH	ERWISE
AGREEN	MENT ON BEHALF OF A COMPANY OR OTHER LEGAL THORITY TO LEGALLY BIND SUCH ENTITY TO THIS AG	ENTITY, YOU REPRESENT AND WARRANT THAT YO	DU HAVE
AND "U	SER" HEREIN REFER TO SUCH ENTITY. IF YOU DO NO ND BY THIS AGREEMENT, YOU MUST CUCK THE "I DO	T HAVE SUCH AUTHORITY, OR IF YOU DO NOT AC	SREE TO
	, COPY OR OTHERWISE USE THE SOFTWARE, AND YO		TURN
	M CLEAN-TRACE HYGIENE MONITORING AND MANA	ADDREAT STOLEN AND ODIAIN A REPORD.	
YOUR 3	ISE.		6
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YOUR 3 1. LICEN In consi right: (a Softwar conjunc	ISE. deration for User's payment to 3M of the purchase p	price, 3M grants User the nonexclusive nontransf - Trace Hygiene Monitoring and Management System ice Hygiene Monitoring and Management System Inforing and Management System (which Softwa	stem n, solely in re,

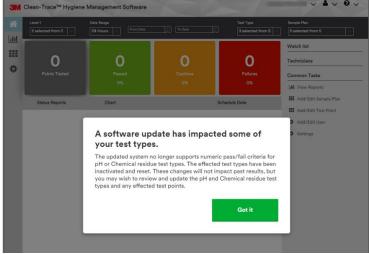
- d. The Upgrade in Progress screen will be displayed.
- e. Several pop-up windows may be displayed throughout the upgrade process depending on your computer system. Select "Allow" or "Install" if necessary, to continue through the upgrade process.

f. The Upgrade Complete screen will be displayed when the software is successfully upgraded. Click "Launch Application" to launch the web application. The web application will open using your default web browser.

GM   Clean-Trace <sup>w</sup> Hygiene Management Software - Installer X	( 讲   Clean-Trace™ Hygiene Management Software - Installer _ X
Upgrade in Progress This may take a few minutes.	Upgrade Complete To have successfully upgraded SM <sup>144</sup> Clean-Trace <sup>144</sup> Hygiene Management Software. Messeugastic all comparts that have Sync Manager by going into the application Help Menu (?) and selecting Download Sync Manager.
Done	Launch Application

#### Note:

- Be aware that this upgrade will not change the content of your existing configurations. All data and user login configurations will remain the same as before.
- Test Types has been improved. Numeric Pass/Fail is no longer accepted for qualitative values. You may need to review these settings after the upgrade, if this will impact your operation.



#### 4. For Server or Network Installations

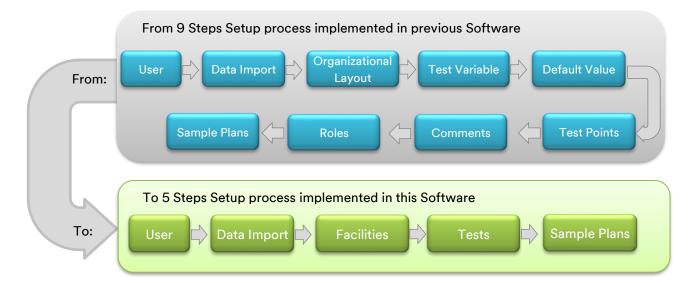
- a. First, the Clean-Trace Software must be upgraded on the Host computer. Follow the steps in the section "E" above, to upgrade the Clean-Trace installation on your Clean-Trace Application server or Host.
- b. Then, the Synchronization Manager must be upgraded on all Client computers. Follow the steps in section "D" above, to upgrade the Sync Manager on a Client computer.

## F. <u>Updates to this version of 3M Clean-Trace Hygiene Management Software</u> (v1.4.0.2)

- Enhanced Setup process
- Enhanced User Experience in Settings
- Enhanced Organization Layout
- Introduced Soft-Delete for User, Sample Plan and Test Point
- Improved Data Import
- Updated Pass-Fail Ranges for pH, Temperature and other Test Types
- Introduced Test Point image deletion
- Improved User Interfaces
- Desktop Software Login Timeout extended

#### 1. Enhanced Setup process

The initial setup process has been enhanced. In this release, the Setup process has been reduced from nine steps to five steps.



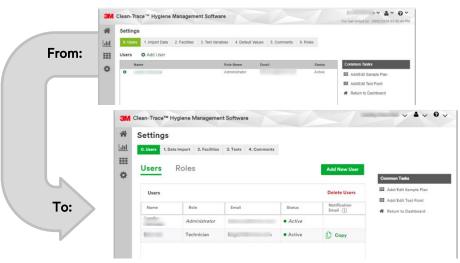
- User Tab: This tab now combines Users and Roles
- Data Import: This tab has been enhanced for better performance and user experience.
- Facilities: This tab has been enhanced for better user experience and performance.
- Tests: This tab now combines Test Types, Cleaning Variables and Test Points.
- Sample Plans: This tab has been enhanced for better user experience.

#### Notes:

- The Comment tab is no longer part of Setup but has been moved to Settings.
- Default Values are now in the Test Types screen.

#### 2. Enhanced user experience in Settings

The Settings screen has been enhanced for better user experience. In this release, the Settings screen has been reduced from 7 tabs, to 5 tabs.



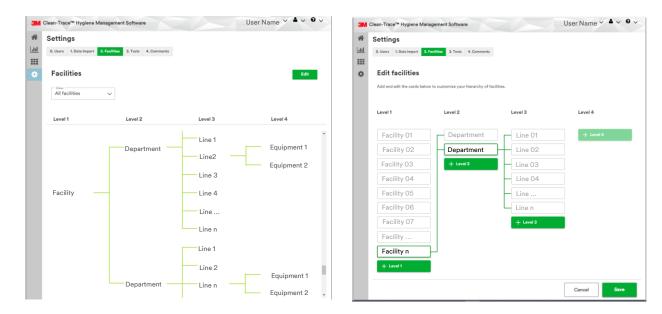
#### 3. Enhanced Organization Layout

The layout of the organization's structure has changed from a horizontal representation to a vertical representation. To further enhance performance for very large deployments, the view mode has been separated from the edit mode.

In the view mode, the layout will be displayed in a non-editable way, to minimize memory usage and enable smooth navigation. The view mode also enables filtering by Facilities (Level 1), user may choose to view the entire layout of the organization or the layout of specific Facility(ies).

In the edit mode:

- Only one facility will be selected at a time.
- Each location will be selectable and editable.
- Each level will have a "+ Level" box to add an object in the selected level.
- A green line will connect and materialize the parent(s) and child(s) of the selected facility.
- To add a child to a parent level, the parent level must be selected.



#### 4. Soft deletion of Test Point, Sample Plan and Users is introduced

Soft deletion is removal of an object from the user's view without permanently eliminating the object from the system.

- ✓ A Test Point that is not in any sample plan can be soft deleted. However, previous results collected on this Test Point will still be available.
- ✓ A Sample Plan without Test Point(s) associated to it can be deleted. Sample Plan can also be inactivated, with or without Test Point(s) associated to it.
- ✓ Users can now be soft deleted. However, previous results collected by these users will remain associated to them.

	Q Search						Add Sa	mple Plan	Comm	on Tasks
	Sample Plans					D	elete Sar	nple Plans		I/Edit Test Point
•	Name	As	signed to	Next sch	eduled for	Recurrence Sche	dule	Status	🏘 Ret	urn to Dashboard
	PIZZA LINE 1					No recurrence		Active		
	PIZZA LINE 2					No recurrence		Active		
	PIZZA LINE 3					No recurrence		Active		Test Point(s)
	Pizza Line 4					No recurrence		Active		soft deletion
	lean-Trace™ Hyg	jiene N	/lanagemer	t Softwar	e				andry Fekwou User Name	
	Q Search				Go		Add Te	st Point	Commo	n Tasks
	Test Points					De	elete Test	t Points	III Add.	(Edit Sample Plan
	Name		Test Type		Facility	Sam	ple Plans	Status		Dashboard
	SAUCE EXTRU 2		UXL 100 (S ATP)		Saranac MI>Toppings Department			Active		
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To soft delete any of these objects, click on the delete link as highlighted in the images above. Then click on the red "x" in front of the item(s) to be

deleted, then click "Done" to confirm the deletion. An example of user deletion is shown below.

ЗМ	Clean-Trace <sup>T</sup>	Hygiene I	Managemen	t Softwar	e			✓ ▲ ✓ Ø ✓
*	Setting	s						
<u>hh</u>	0. Users 1	. Data Import	2. Facilities	3. Tests	4. Comments			
	Users	Roles	S				Add New User	
ф.							2	Common Tasks
	Users						Done	## Add/Edit Sample Plan
	Name	Ro	le	Email		Status	Notification Email (j)	<ul> <li>Add/Edit Test Point</li> <li>Return to Dashboard</li> </ul>
	1	Adı	ninistrator	1	a@mmm.com	<ul> <li>Active</li> </ul>		
1	×	Tec	hnician	I 75	@mmm.com	Active	🕒 Сору	
		TB7	31012					Page 24 of 34

#### 5. Improved Data Import

The Data Import process has been optimized in this software release.

- The Sample Plan file is no longer required when importing data from a csv format. Sample Plans will be imported from the Test Point Import files. The Data Import screen has been updated to reflect this change.
- Data Import enhancements expanded the import capability from 90,000 Test Points to 120,000 Test Points.
- Data import flow has been enhanced.

During initial setup, users will have the option to skip the data import process if they do not have any historical data to bring in at that time.

To bring in historical data from the NG3 software or from any other source including competitive platforms, select "Yes."

The user will be presented with three import options.

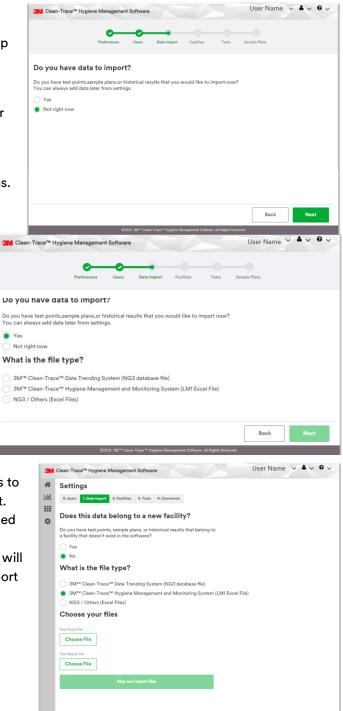
Select the option that matches the data type then click "Next" to proceed.

Contact your 3M representative or our support line for additional help with data import. <u>Get</u> help from 3M.

Do not use "comma" "," or special characters in the files to be imported in the 3M Clean-Trace Software.

Some of the prohibited characters are: @ (<>? & \$ # ' " , . / { [ ] } |\)

For data imports after initial setup, the user will be asked to confirm if the data being imported belongs to a new facility or level 1 of your organizational layout. Selecting "Yes" here for new Level 1 import will speed up the data import process, as it will reduce the number of checks and verifications that the system will do on existing data in your database before the import is validated.



#### 6. Updated Pass-Fail Ranges for pH, Temperature and other Test Types

For the pH Test Type, the results could be recorded as follows:

- Qualitatively as Pass or Fail.
- Quantitatively within a Pass range and all other result values being Fail.

>	<u>×</u>
рН	pH
Changes made to this pass/fail criteria will be reflected in newly created test points using this test type. Any currently existing test points and results will retain the previous pass/fail criteria.	Changes made to this pass/fall criteria will be reflected in newly created test points using this test type. Any currently existing test points and results will retain the previous pass/fall criteria.
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Pass range ->=>=	Pass range
tons O Active ● Inactive	^ Nation*         -         7 <sup>2</sup> mino*           6         -         -           0         -         -           5         -         -           0         -         -           5         -         -           0         -         -           0         -         -           0         -         -           0         -         -           0         -         -           0         -         -           0         -         -           0         -         -           0         -         -           0         -         -           0         -         -           0         -         -
* Field is mandetory Cancel Save	* Field is mandatory Cancel Save

The results for Temperature and other Test Types, can be recorded as follows:

- Qualitatively as Pass or Fail.
- Quantitatively with a Pass range and all other result values being Fail.
- Quantitatively with Pass, Caution and Fail ranges.

X	
emperature	Temperature
hanges made to this pass/fail criteria will be reflected in newly eated test points using this test type. Any currently existing test shirs and results will retain the previous pass/fail criteria.	Changes made to this pass/fail criteria will be reflected in newly created test points using this test type. Any currently existing test points and results will retain the previous pass/fail criteria.
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Numeric pass/fail	Numeric pass/fail
Pass range	Pass range
hus	Pass max Caution Fall min 50
Active	50 50.1-67.9 68
inactive	
	-20 200
	Status Active
	Inactive
Id is mandatory Cancel Save	* Field is mandatory Cancel Sav
×	
	Add test type
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emperature hanges made to this pass /fail criteria will be reflected in newly exted test points using this test type. Any currently existing test	Add test type Test type
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Comperature         hanges made to this pass/fail criteria will be reflected in newly residence that the previous pass/fail criteria.         surfail orbits and results will retain the previous pass/fail criteria.         and arbitrary         Pass range         pass/fail         pass range         pas	Test type* Psavfal orbits* Psavfal p/f Numeric pass/fal ***
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#### 7. Introduced Test Point Image deletion

It is now possible to delete a previously added image on any Test Point from the Test Point screen.

Add Test Point		Delete Image		
Tost Point Name"			Ì	Test Point Image deletion
	UXL 100 (Surface ATP)			
Pass max*	Caution 151–299	Fall min'		
•		1000		

#### 8. Improved User Interfaces

Updated list views.

For better user experience, the list view has been replaced with a table view throughout the software.

st Points	(Sevent)					0					
211 00012	Test Point	Location	Sample Plan	Status	Common Tasks						
	BLENDER - PIZZA LINE 1	Muncle IN Dough Mix	PIZZA LINE 1	Active	- III Create Test Point(s)						
	BOWL CHOPPER - PIZZA	Saranac MI Toppings Department	PIZZA LINE 1		Create Test Pointis)						
11	CHEESE MIXER - PIZZAL	Sarariac Mi Toppings Department	PIZZA LINE 1	3M Cle	an-Trace™ Hygiene I	Management Softwa	re			User Name 🗡	• ~
10	CONVEYOR BELT 1 - PIZ	Muncle IN Dough Mix	PIZZA LINE 1								
10	CONVEYOR BELT 2 - PIZ	Muncie IN Dough Toss	PIZZA LINE 1	*							
1	CONVEYOR BELT 3 - PIZ	Saranac MI Sauce Blending	PIZZA LINE 1								
1	CONVEYOR BELT 4 - PIZ	Saranac MI Toppings Department	PIZZA LINE 1	hlil						1	
	DEPOSITOR 1 - PIZZALI	Muncle IN Dough Mix	PIZZA LINE 1	(min	Q Batarett		Go	Add Te	st Point	Common Tasks	
1	DEPOSITOR 2 - PIZZALI	Saranac MI Sauce Blending	PIZZA LINE 1	111						Common Tasks	
1	DEPOSITOR 3 - PIZZALI	Saranac MI:Toppings Department	PIZZA LINE 1							III Add/Edit Sar	mple Plan
1	Dough Kneeding 1 - PIZZA	Muncie IN Dough Mix	PIZZA LINE 1	¢.	Test Points			Delete Tes	t Points		
110	FILLER HEAD 1 - PIZZA LI	Muncle IN Dough Mix	PIZZA LINE 1	10.550 0		Concernance of the second	1	1		Import Data	
1 1	FILLER HEAD 2 - PIZZA LI	Saranac MI Sauce Blending	PIZZA LINE 1		Name	Test Type	Facility	Sample Plans	Status	Roturn to Da	shboard
1	FILLER HEAD 3 - PIZZA LI	Saranac MI. Sauce Blending	PIZZA LINE 1		SAUCE EXTRUDER	UXL 100 (Surface	Saranac			-	
1	MEAT SLICER 1 - PIZZA L	Saranac MI Toppings Department	PIZZA LINE 1		2	ATP)	MI>Toppings		Active		
1	MOULDER - PIZZA LINE 1	Muncle IN Dough Toss	PIZZA LINE 1				Department				
1	PASTRY CUTTER - PIZZA	Muncle IN Dough Toos	PIZZA LINE 1		SAUCE EXTRUDER	UXL 100 (Surface	Saranac MI>Sauce		Active		
1	PASTRY FORMER - PIZZ	Muncie IN Dough Toss	PIZZA LINE 1		1	ATP)	Blending				
	From				PEPPERONI	UXL 100 (Surface ATP)	Saranac MI>Toppings Department		Active		
					PASTRY FORMER	UXL 100 (Surface ATP)	Muncie IN>Dough Toss		Active		
					PASTRY CUTTER	UXL 100 (Surface ATP)	Muncie IN>Dough Toss		Active		
			_ \		MOULDER	UXL 100 (Surface ATP)	Muncie IN>Dough Toss		Active		
			То		MEAT SLICER 1	UXL 100 (Surface ATP)	Saranac MI>Toppings Department		Active		
			٦/		FILLER HEAD 3	UXL 100 (Surface	Saranac MI>Sauce		Active	-	

Settings improved features.

The "User" screen has been refreshed and combined with "Role" screen.

Viewing, editing, adding users, as well as viewing and editing roles are now on the same screen. Users' details will be displayed on the default Tab.

- ✓ The details about roles can be accessed by clicking on "Roles."
- $\checkmark$  To add a new user, click on the "Add New User" button.

*	Settings						Permissions			
	oortings						Features	Administrator	Supervisor	Technician
htt	0. Users 1. Data	a Import 2. Facilities	3. Tests 4. Comments				User Management	View & Edit	View Only ~	No Access
							Plan Management	View & Edit	View & Edit v	View Only
o.	Users	Roles			Add New User		Settings	View & Edit	View Only V	No Access
*						Common Tasks	Laminometer Management	View & Edit	View & Edit v	View Only
	Users				Delete Users	## Add/Edit Sample Plan	Results Management	View & Edit	View Only ~	View Only
						## Add/Edit Test Point	Database Management Roports	View & Edit	No Access ~	No Access
	Name	Role	Email	Status	Notification Email ()	Return to Dashboard	Loge	View & Edit	View & Edit ~	View & Ecit No Access
	1 1	Administrator		Active			Organization Preferences	Vew & Edit	View Only View O	No Access
		Technician		Active	Сору					
							Last Nama" Email" Luminometer PIN Assign sample plans Sample Plans		Bogenvice     Teubrican     Teubrican      Kocess     Endlie landsong activere sign in     Endlie landsonester eige is	
							Notes * Fail is renderary		Cancel Add User	

The Test Point, Test Variable, Test Type and Default values, have been combined in one tab named "Tests."

In the Settings screen, the "Tests" tab now combines Test Types and Cleaning Variables. "Add edit Test Point" is available in the Common Task area.

 	0. Users 1. Data Import 2. Facilities 3. Tests 4. Comments				Test Type		
\$ Test types				Add test type	Common Tasks		
Test Types	Test Types			Delete Test Types			
Test types	Pass/fail criteria	Pass value	Fail value	Status			
Visual Inspection	Pass/fail	Pass	Fail	Active			
UXL 100 (Surface ATP)	Numeric pass/fail	0-1	999-1000	Active			
AQF 100 (Water Free ATP)	Numeric pass/fail			Inactive			
AQT 200 (Water Total ATP)	Numeric pass/fail			Inactive			
pН				Inactive	Clic	k here to delete	
Temperature				Inactive		Test Type	
Chemical Residue	Pass/fail	Pass	Fail	Inactive			

Plan Management improvements.

The tabs process in previous releases has been replaced with a steps process in this release.

- Step one of three allows user to define a Sample Plan and assign Test Point(s) to the Sample Plan.
   Step two of three allows the user to schedule the Plan if they wish, and to randomize the Sample Plan if they choose. As in previous version, the Sample Plan can be randomized fully or partially.
  - A partially randomized sample Plan will have some Test Points tested every time the Sample Plan is due for testing.
  - A fully randomized Sample Plan will have all Test Points selected randomly every time the Sample Plan is due for testing.
- Step three of three allows the user to assign the Sample Plan to specific user(s) or technician(s). If a user does not have a Sample Plan assigned to him/her, this user will not see the sample plan on the LM1 Luminometer. On the LM1 Luminometer, each user who is logged in will only see the Sample Plan(s) that has been assigned to them.

Add Sample Plan Sample Plan Name  Description		Step 1 of 3	Add Sample F					Step 3
			Schedule Recurrence	•				
			Weekly	v on	Monday			
Available Test Points : 26	Test Points in I	Plan : O	Start on'		End on			
View A to Z v Q. Search	View A to Z	▼ Q.Search	09/07/2020					
d search	A 10 2	• Q search	Randomize Test Poi	ots				
Name Facility	Name Name	Facility	Plan Test Points	(Always Tes	ted): 3	Randomized 1	fest Pointr	s:0
SAUCE EXTRUDE Saranac MI>Toppings Department			View A to Z	Q Search		View A to Z	• Q.5	
SAUCE EXTRUDER 1 Saranac MI>Sauce Blending			Prioz.	- Greener		HIGE	- Q.	
PEPPERONI Saranac MI>Toppings Department			Namo	Feclity		Name .	Facil	lity
PASTRY FORMER Muncie IN>Dough Toss					ler Room			
PASTRY CUTTER Muncie IN-Dough Toss			0		ler Room			
MOULDER Muncie IN>Dough Toss			0		ler Room			
MEAT SLICER 1 Saranac MI>Toppings Department								
FILLER HEAD 3 Saranac MINSauce Blending								
< Page1of1 → 26 items			+ Page 1 of 1		3 items	+ Page 1 of 1	*	0 ite
	<		Randomization Pattern					
			Random ()		rom untested 🕕	Total test points in sa		2
			Kandom W	<ul> <li>Random r</li> </ul>	rom untested	rotat test points in sa	ubst han ber	recorrence, o
			Number of test points to ran	domly test in each n		Cancel	Bac	k Next
		Cancel Next	0 (0)		0	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		177 - C.

Test Point management improvements.

Improvement in the Test Point screen in this release include:

- ✓ Test Point assignment to Location: Test Points can now only be assigned to child location(s)
- ✓ Test Point deletion
- ✓ Display of Test Types per Test Point
- ✓ Count of Test Points

Add Test Po	Common Tasks
Delete Test Poir	
Delete restroll	
Sample Plans St	tatus
Act	tive
Act	tive Test Point(
Act	tive deletion
Act	tive
Act	tive
Act	tive
	Ac Ac Ac

#### 9. Desktop Software Login Timeout extended

One of the improvements in this release allows the user to extend the Desktop Software timeout from 1 hour to up to 24 hours. The default configuration timeout configuration is set to 1 hour. This configuration is available under the Organization Preference screen shown below.

<u>Note</u>: A user does not have to leave their session open and unattended for the entire minimum timeout duration. A user can choose to logout of the web application at any time.

Organizational Preferences		
General information		
Grpsritation Name"		
Logo Proview		
Choose file		
Controls		
Of Email Notifications		
Off Strong Password ①		
	Timeouts	
On Auto-hide Inactive Items	Desktop software inactivity	ameout
On O Configure Pass/Fail criteria per test point ①		
Information formats	1 hours	
Date Formal #	i _ nours	
Number Format		
Emperature Format		
Fahrenheit     Celsius		
Timeouts Devices inductivity (menu)		
3 A hours		
Luminometer Health retention thinkows.		
tumonisti start energio intolet.		

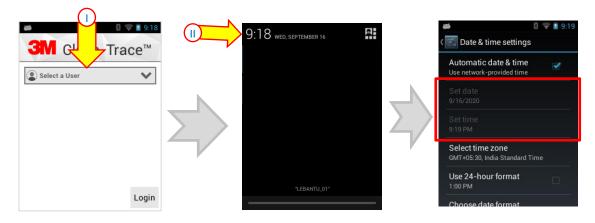
## G. Information for Users

⚠

#### 1. Using your 3M Clean-Trace Luminometer

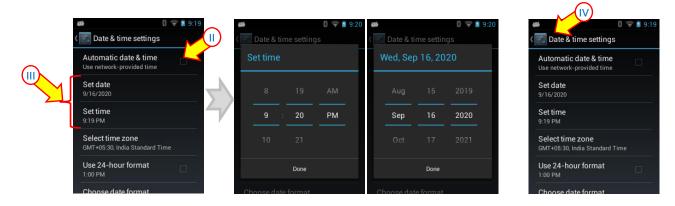
Users are advised to check the date and time on the 3M Luminometer:

- Prior to the first use
- Every time the unit returns from the Service Center
- After an extended period of storage (when the unit has been unused)
- a. How to check the date on the 3M Clean-Trace LM1 Luminometer
  - I. Swipe down from the top of the luminometer display. This will extend the black screen as shown below.
  - II. Tap on the Time to open the "Date & time settings" screen, where the full date and time will be displayed.



#### b. How to adjust the date on the 3M Clean-Trace LM1 Luminometer

- I. Follow the previous steps to view the date and time.
- II. In the "Date & time settings" screen, make sure the "Automatic date & time" is unchecked.
- III. Tap "Set date" to adjust and set the date, then tap "Done" at the bottom. Tap "Set time" to adjust and set the time, then tap "Done" at the bottom.
- IV. Tap "Date & time settings" to go back to the Clean-Trace application screen.



#### 2. 3M Clean-Trace NG3 Luminometer Compatibility

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

- The maximum number of characters for a Test Point's name on the NG3 is 25.
- The maximum number of Test Points within a Sample Plan on the NG3 is 300.
- The maximum number of Sample Plans on the NG3 is 100.
- The total number of Test Points on the NG3 is 2,000.

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 activated.

H ∣ Clean-Trace™ Hygiene Management So	oftware User ~	<b>GNN</b>   Clean-Trace™ Hygie	ne Management Software	User 💙
Sync Manager	()	Sync Manager	(i) NG3 Synchronization Requiren	ients
NG3 Luminometer Name: TQI Serial Number: TC Software Version: 49 Connection Mode : USB	Database Server Name: W0197237\SPARK Sync Manager Software Version: 1.4.0.0	NG3 Luminom Name: T Serial Number: TG Software Version: Connection Mode	Less than 200 lest Points With Less than 200 total Test Point     Less than 2000 total Test Point	n a single Sample Plan s s
Sync Log	Current NG3 Sync	Sync Log		
Sample Plan Name Sample Plan ID	Results Set Total Results	Luminometer Last S	ynced Assigned Plants	
Unplanned 1	0 0	TQI 02/05	/2019 Muncie IN, Saranac MI	9°
		MSE 02/04	/2019 Muncie IN, Saranac MI	Ŷ

#### 3. 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 desktop Start menu.



 Using the link received in an email. When the email notification is enabled, every new user added to the system will receive an email with a 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 the name of the computer or server where the application is installed on, followed with the port number. e.g., <u>http://Computer\_Name:9005</u>

#### 4. 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.
- If the Sync Manager is already opened, it may hide in the system tray.



#### 5. Account Lockout

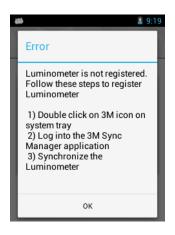
- A user will be locked out of the 3M Clean-Trace Hygiene Management Software if the password is entered incorrectly five consecutive times.
- It is highly recommended to use the "Forget password" feature to reset the password after three unsuccessful login attempts as this would help prevent locking the account. This feature is only available for Clean-Trace installations with "Email Login" authentication and is not available for "Company Login" authentication.
- Contact your Clean-Trace software administrator if your account is locked or reach out to your 3M representative using the support line at the following this link: <u>Get help from 3M.</u>

#### 6. Troubleshooting Synchronization Issues

If you receive an error message when synchronizing a 3M Clean-Trace LM1 Luminometer, as shown, Follow the steps below to register the 3M Clean-Trace LM1 Luminometer and continue the synchronization process.

- Double-click on the 3M icon to open the desktop system tray on the Host computer. If the 3M icon is not visible, click the "^" arrow then click on the 3M icon.
- 2. Log In. (If already logged in, Logout and log back in.)
- 3. Initiate the Synchronization 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 upgraded.
- 1. Follow the steps starting in Section A of this manual to download and install/upgrade the 3M Clean-Trace Hygiene Management Software version 1.4.0.2. The Luminometer Upgrade file is made available on the computer as part of the software installation/upgrade.
- 2. Launch the Sync Manager, Connect the 3M Clean-Trace LM1 Luminometer using the USB cord and initiate the Synchronization of the 3M Clean-Trace LM1 Luminometer.
- 3. All the necessary files will transfer to the Luminometer.
  - a. When the synchronization is complete, a prompt will be displayed on the screen. The screen will indicate an update is available. Click "OK" to install the update to the 3M Clean-Trace LM1 Luminometer application.

SM Clean-Trace™	Clean-Trace <sup>™</sup>	SM Clean-Trace™
Control Synchronize	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.

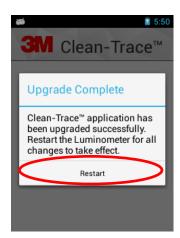


- d. Wait for the installation to complete.
- e. A new screen will appear that says the application is installed.
- f. Tap "Open" to close the upgrade screen and open the 3M Clean-Trace software.

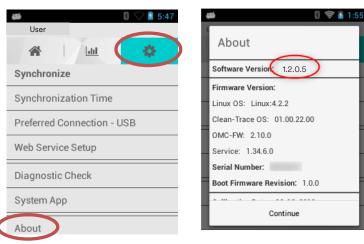
<i>4</i>	윌 🛇 💈 9:43	ø	8 🛇 💈 9:43 👛	6	9:43
3M Clean-T	race™	M Clean-Trace	тм <b>З</b>	M Clean-Trace™	
this existing app existing data wil updated applica access to:	I not be lost. The	Installing		✓ App installed.	
Cancel	Install			Done	Open

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

h. After the upgrade is completed 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. To confirm the correct version of the Software has been installed, open the Settings Tab in the 3M Clean-Trace LM1 Luminometer (the gear icon). Scroll to "About" and verify the "Software Version" number.





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