

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

This document is a supplement to the [3M™ Clean-Trace™ Hygiene Management Software User Manual](#) and the [3M™ Clean-Trace™ Luminometer User Manual](#). This supplement contains instructions for 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


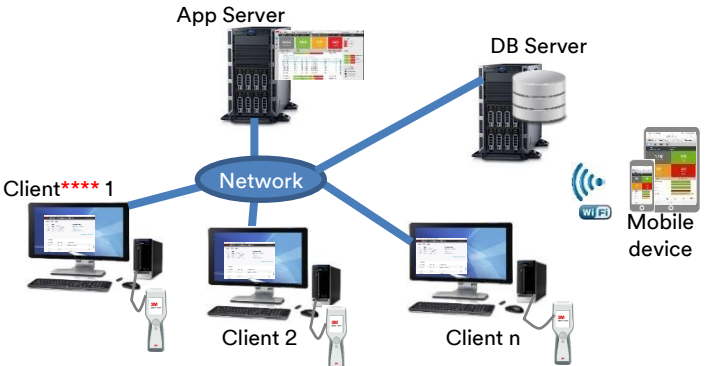
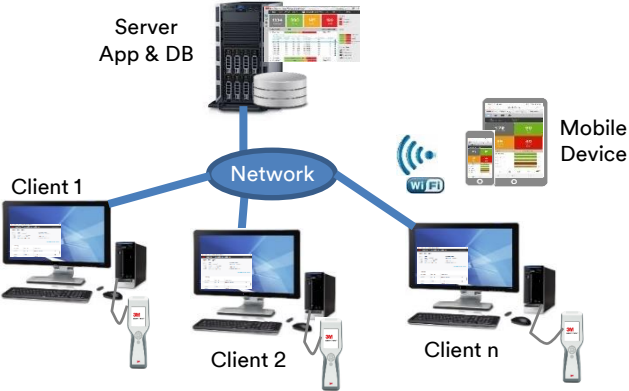
This section will provide general system requirements, system components and installation configuration options for the 3M Clean-Trace Hygiene Management System.

1. Installation Requirements	
Installing user.	<ul style="list-style-type: none"> • Ensure installing user has Administrative privileges on the Host or Client computer • Ensure installing user has Full/Modify permission on the C: drive or installation folder. • Ensure Group Policies do not prohibit user or computer from performing this action.
<p>Confirm the Host* computer meets the following minimum requirements.</p> <p>*The Host Computer is the Computer where the 3M Clean-Trace Hygiene Management Software will be installed.</p>	<p>Operating System</p> <ul style="list-style-type: none"> • Microsoft® Windows® 7 SP1 (32- or 64-bit), Microsoft® Windows® 8 (32- or 64-bit), Microsoft® Windows® 8.1 (32- or 64-bit), or Microsoft® Windows® 10 (Ultimate, Professional and Enterprise editions) • Microsoft® Windows® Server 2008 R2, Microsoft® Windows® Server 2012, Microsoft® Windows® Server 2012 R2, or Microsoft® Windows® Server 2016 <p>Applications</p> <ul style="list-style-type: none"> • Microsoft® SQL Server 2012 • IIS or Web Publishing Service is enabled or can be enabled on the Host computer. • At least one of the following Web Browser: <ul style="list-style-type: none"> ❖ Microsoft® Internet Explorer version 11 or higher ❖ Google Chrome™ version 45 or higher ❖ Mozilla® Firefox® 41.0.1 or higher <p>Development Tools</p> <ul style="list-style-type: none"> • Microsoft .Net Framework 4.0 or higher <p>Hardware</p> <ul style="list-style-type: none"> • 2.0 GHz Intel Pentium 4 or similar/faster processor • 1 GB Available RAM (4 GB recommended) • 50 GB free disk space (100GB recommended) • USB 2.0 (Optional if server installation)
<p>Confirm Client* computer meets the following minimum requirements.</p> <p>*The Client Computer is the Computer where only the 3M Synchronization Manager will be installed.</p>	<p>Operating System</p> <ul style="list-style-type: none"> • Microsoft® Windows® 7, 8/8.1 or 10 <p>Applications</p> <ul style="list-style-type: none"> • At least one of the following Web Browsers: <ul style="list-style-type: none"> ❖ Microsoft® Internet Explorer version 11 or higher ❖ Google Chrome™ version 45 or higher ❖ Mozilla® Firefox® 41.0.1 or higher <p>Development Tools</p> <ul style="list-style-type: none"> • Microsoft .Net Framework 4.0 and up <p>Hardware</p> <ul style="list-style-type: none"> • USB 2.0
Recommended applications.	<ul style="list-style-type: none"> • Microsoft® SQL Server Management Studio, will help with: <ul style="list-style-type: none"> - Backing up or restoring database (Frequent database backup is strongly recommended) - Troubleshooting database issues - Database management - Requesting support from 3M • Microsoft® Access will help with migrating from NG3 software platform • Microsoft® Excel will help with importing or exporting data from or to .CSV or .XLS files • A PDF Viewer to view reports generated in PDF
<p>Ensure anti-virus or firewall does not prevent installation or execution of any feature of:</p> <ul style="list-style-type: none"> ▪ 3M Clean-Trace Hygiene Software ▪ Microsoft SQL ▪ Microsoft IIS. 	<p>Engage your IT group to:</p> <ul style="list-style-type: none"> ▪ Confirm TCP ports 9002-9005 are open inbound and outbound on the computer/network ▪ Confirm UDP ports 1433-1434 are open inbound and outbound on the computer/network ▪ 3M Clean-Trace Hygiene Software is not blacklisted in security applications (if necessary)
SMTP Server information if intend to enable email notifications.	<p>Ask your IT group for this information:</p> <ol style="list-style-type: none"> 1. SMTP Server name _____ 2. Port number _____ 3. Domain name _____ 4. Secure Email server (Y/N) _____ 5. Email and Password if secure email server _____

2. System Components

Web Application 	SQL Database 	Sync Manager 	Luminometer 
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3. Installation Configuration Options

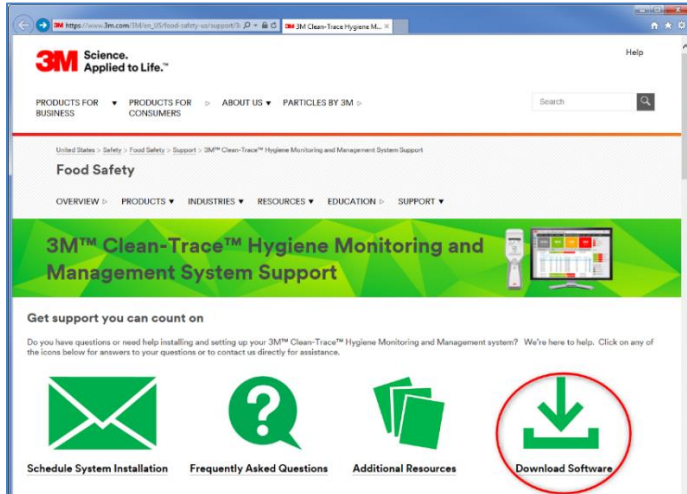
Single Computer		<p>In this configuration:</p> <ul style="list-style-type: none"> All three software components of the system will reside on the workstation. Follow instructions for How to Install 3M Clean-Trace Software on a Server or Single Computer (Section C).
Server Install with Remote Database Server		<p>In this configuration:</p> <ul style="list-style-type: none"> The 3M Clean-Trace Software is installed on a server or a centralized computer. The SQL database resides on a different computer/server. The computer hosting the 3M Clean-Trace Software or hosting the SQL database can be virtual server(s). This assumes they will not be used for USB or Bluetooth synchronization. Client Computer must be a physical workstation, with USB ports. <p>Server Installation: Follow instructions for How to Install 3M Clean-Trace Software on a Server or Single Computer (Section C), then select the SQL Server to host the database.</p> <p>Note: Installing user must have administrative rights on the remote SQL server and SQL Instance.</p> <p>Client Installation: Follow instructions for How to Download, Install and Upgrade Sync Manager on Client Computer. (Section D).</p>
Server/Network Installation		<p>In this configuration:</p> <ul style="list-style-type: none"> The 3M Clean-Trace Software and the SQL database are installed on a server or a centralized computer. This centralized computer can be a virtual server, assuming it will not be used for synchronization. A Client computer must be a physical workstation, with USB ports. <p>Server Installation: Follow instructions for How to Install 3M Clean-Trace Software on a Server or Single Computer (Section C).</p> <p>Client Installation: Follow instructions for How to Download, Install and Upgrade Sync Manager on Client Computer. (Section D).</p>

*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 www.3M.com/foodsafety/cleantracesupport website. You can also visit this site if you have any questions or require support.

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

Fill in the Software Download Registration Form:

- Provide the email address where the download link will be sent to
- Provide general information about you and your company.
 - The User Manual Supplement

Check this box to receive Download link for the 3M Clean-Trace Software installation package.

Click here to submit your registration and software download request.

3. A confirmation screen will be displayed upon a successful registration. The system will also instantly send an email to the email address used for the registration. The email will come from 3M@Engage.3M.com. If you 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.

3M Science. Applied to Life.™

DOWNLOAD NOW

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

Download Instructions:

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

DOWNLOAD NOW

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

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

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

Food Safety

OVERVIEW > PRODUCTS > INDUSTRIES > RESOURCES > EDUCATION > SUPPORT ▼

3M Food Safety Software: Software Downloads

Product Software and Documentation

3M™ Clean-Trace™ Hygiene Monitoring and Management System Software
3M™ Clean-Trace™ Hygiene Management Software Version 1.3.1.0 (EXE, 419 MB)

- ▼ Additional Installation Information and Software Documentation
- ▼ Readiness Tool
- ▼ Older Software Versions

3M™ Clean-Trace™ Hygiene Management System training videos

3M™ Clean-Trace™ Swabbing Training Video (0:50)

3M™ Clean-Trace™ Software Training Part 1

Click on ▼ to expand each section to access:

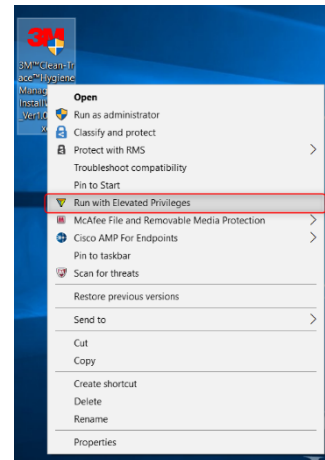
- The Software Installation File
- The User Manual
- The User Manual Supplement
- Readiness Tool
- Older Software Versions
- Training Videos

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

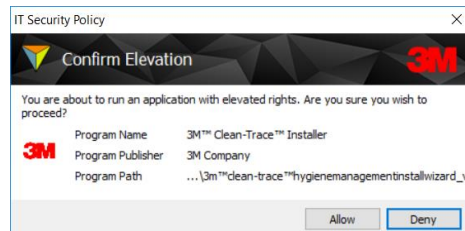
The 3M Clean-Trace Hygiene Management Install Wizard will:

- 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.

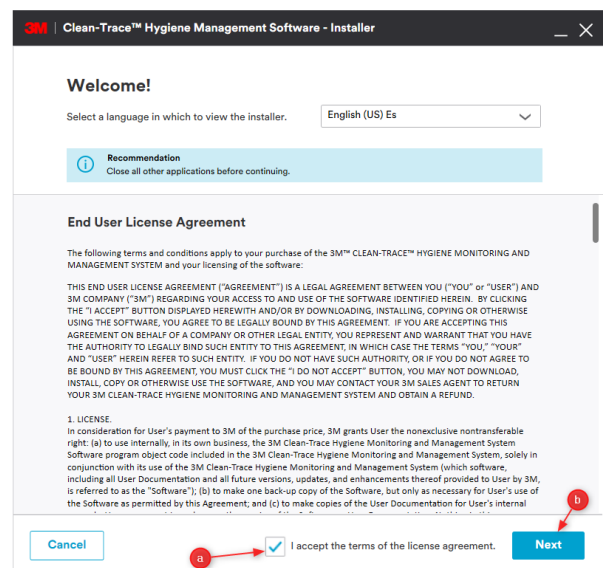
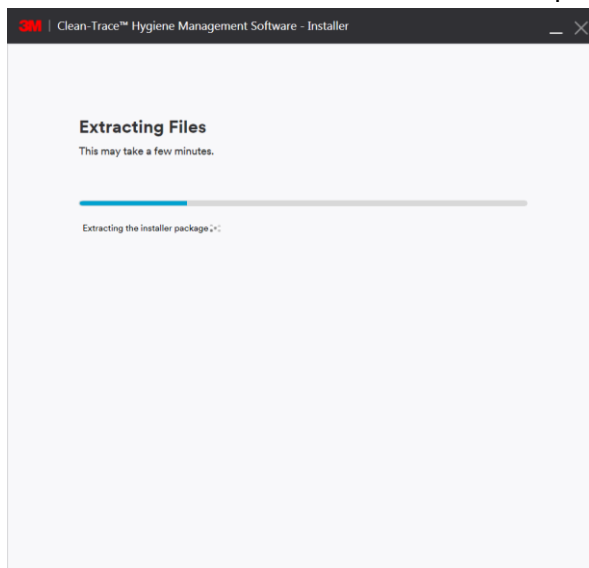
1. Close all open applications before starting the installation or upgrade of 3M Clean-Trace Hygiene Management Software.
2. Locate the 3M Clean-Trace Hygiene Management Install Wizard .exe file.
 - a. Right click.
 - b. Select Run with Elevated Privileges or Run as Administrator.



3. Accept prompts for User Account Control, if displayed.





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.



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.

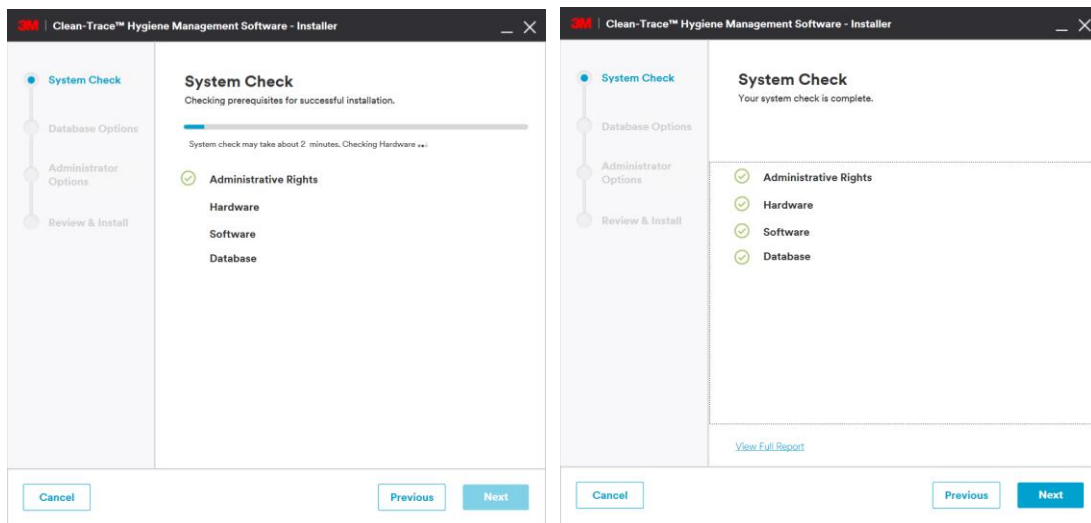
The 3M Clean-Trace Hygiene Management Software Readiness Tool can also be downloaded and executed separately (www.3M.com/foodsafety/cleantracesupport).

Each checked category will be marked with:

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

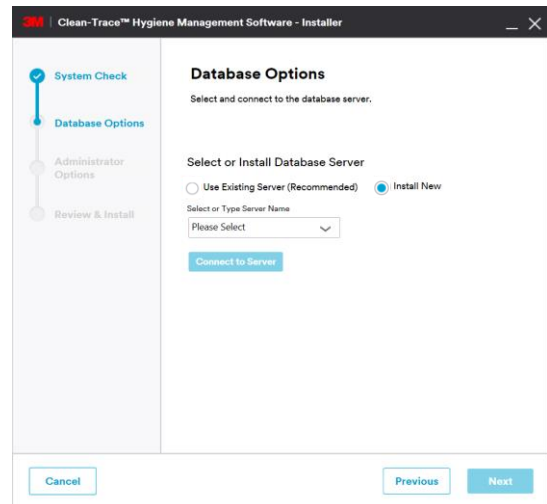
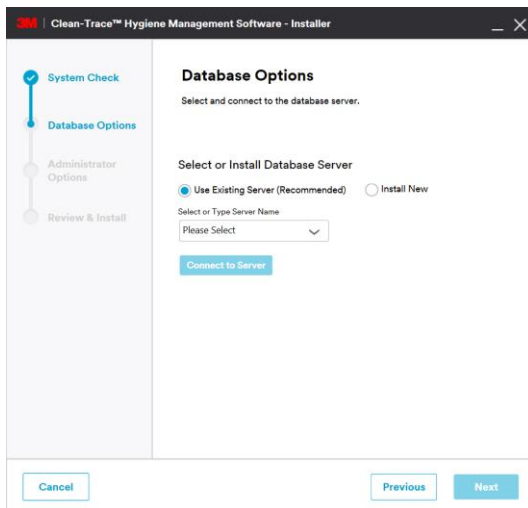
A full report on the system check is available by clicking on the link at the bottom of System Check screen.

6. Click “Next” to continue.

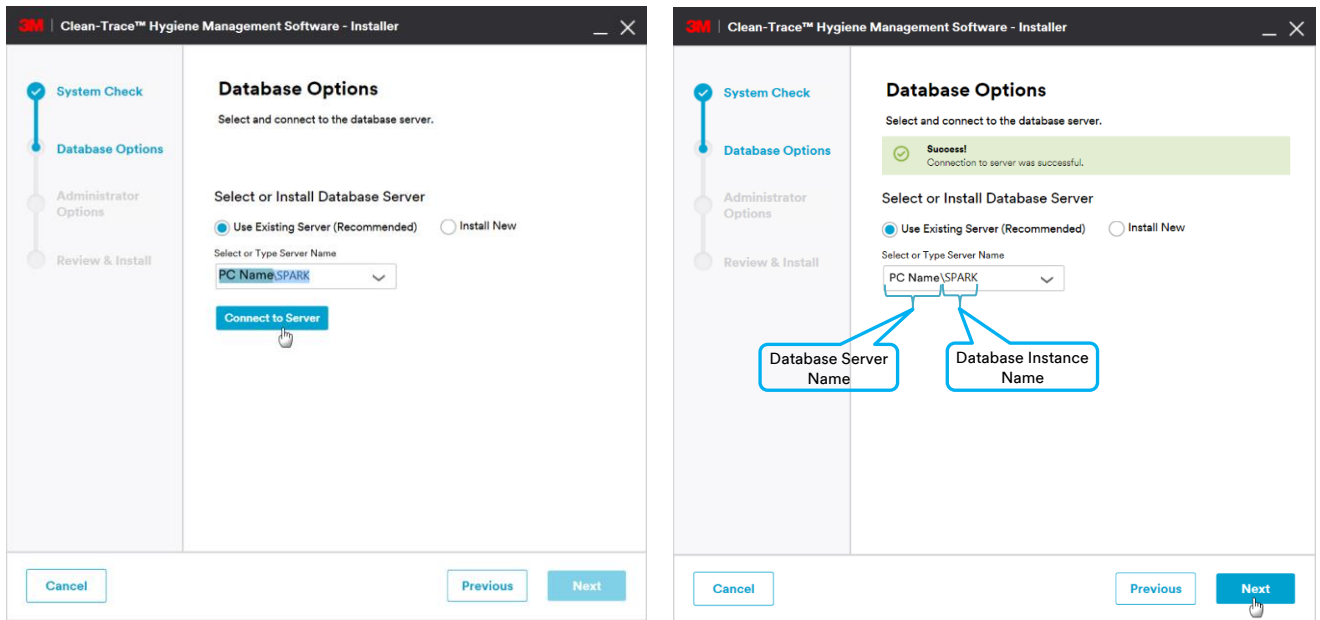


7. On the Database Options screen, the user is presented with two database installation options:

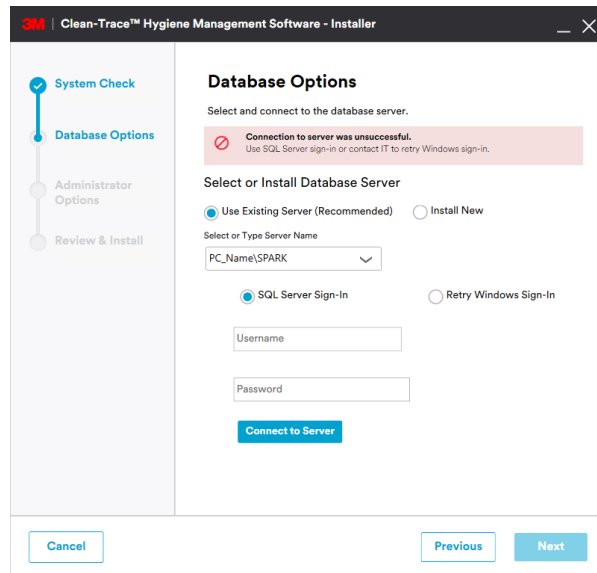
- Use Existing Server. Select this option if planning on using an existing compatible SQL server database.
- Install New. Select this option if a compatible SQL Server database is not present or, if a new SQL Server installation is desired for this application. This option will install Microsoft® SQL Server® 2012 Express. Click “Next” to continue (from Step 10).



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.

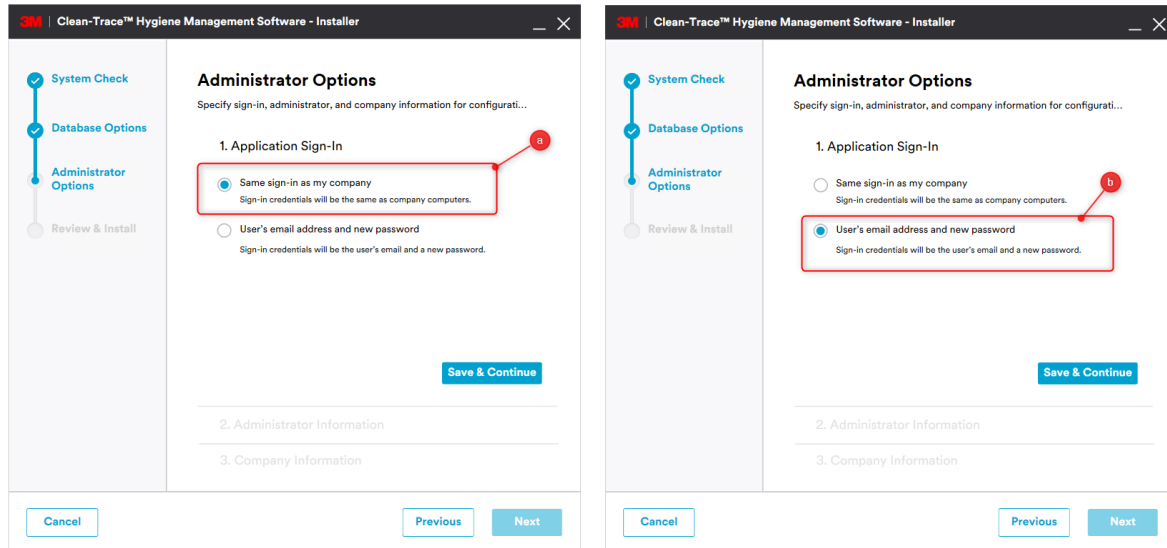


9. The Next button is enabled if connection to SQL database server was successful. Click “Next” to continue with the installation and go to step 10.
If a message displays, showing that connection to the SQL database server was not successful, follow the steps below.



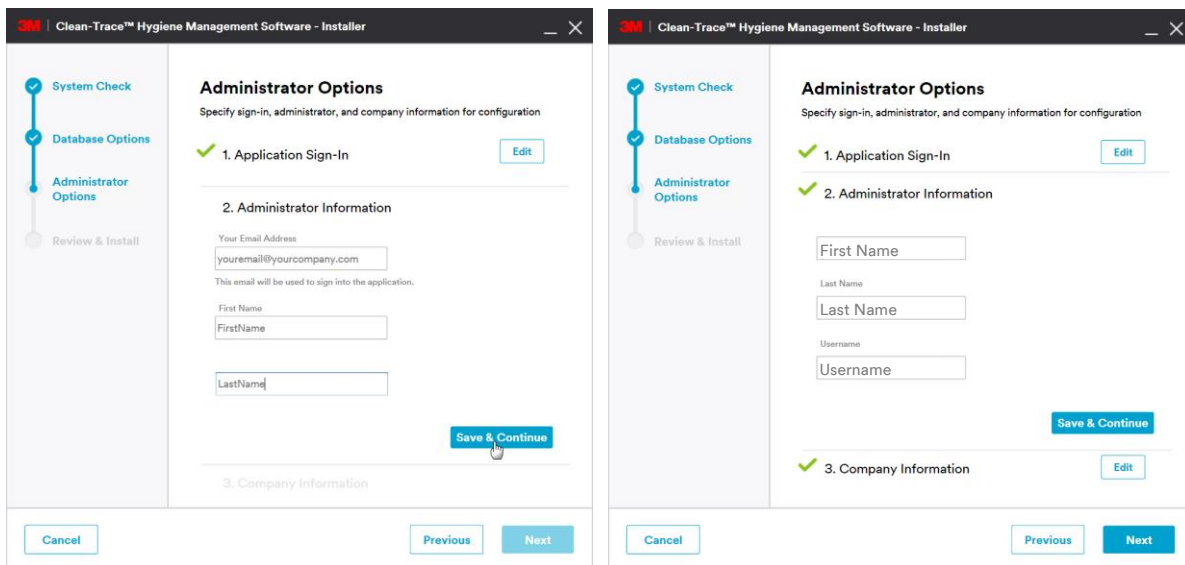
- a. Ensure that the SQL Server Instance’s name is correct.
- b. Ensure that the SQL Server Instance is running.
- c. Select to connect to the server using an alternate database specific login.

10. The Administrator Options screen will allow users to be authenticated to the software. Two sign-in methods are supported:
- 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.
 - User's email address and new password: Use an email address and a new password that is specific for the 3M Clean-Trace Hygiene Management Software.

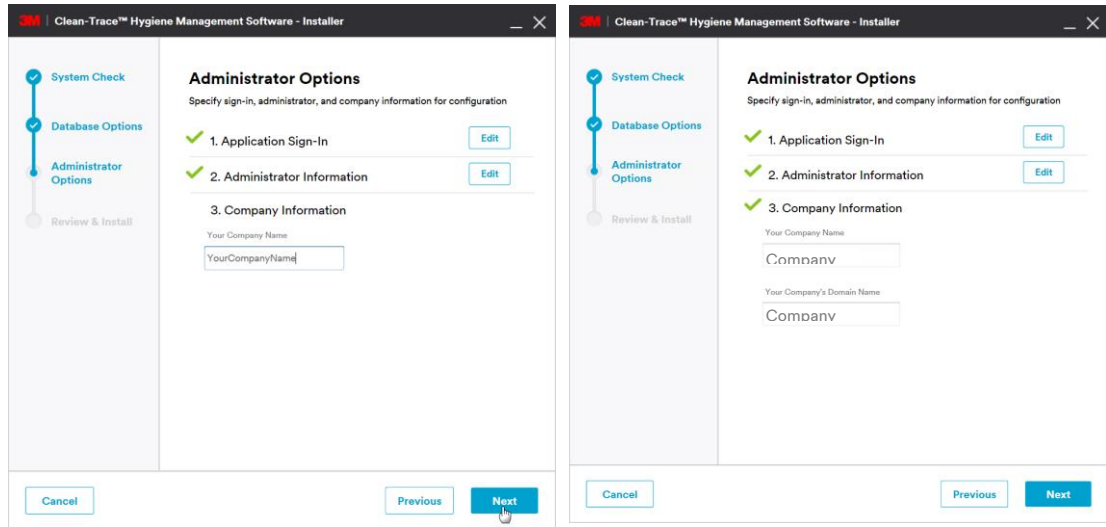


11. Click "Save & Continue" to proceed.

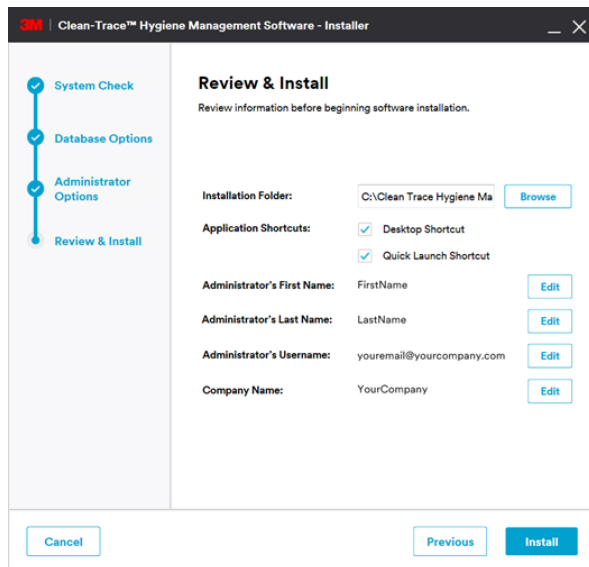
12. On the Administrator Options > Administrator Information screen, enter information for the software administrator, then click "Save & Continue" to proceed.



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

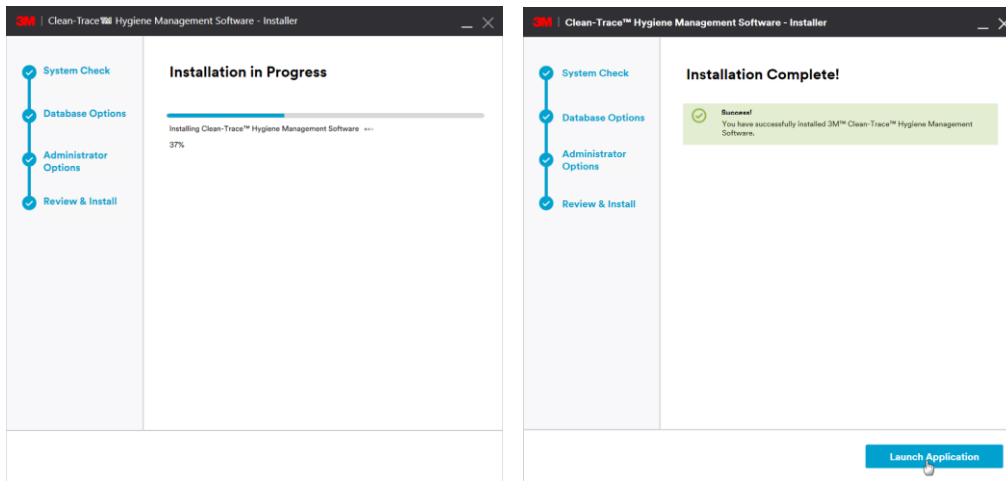


14. On the Review & Install screen, review the information and click "Install" to continue.



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.



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 your windows password to log in.

- a. Enter the Administrator email or username provided during installation and click “Continue.”

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

- 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.”

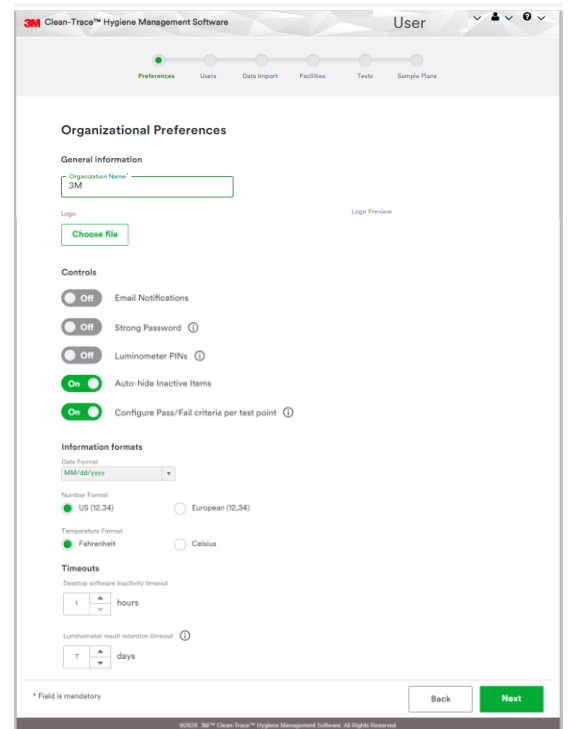
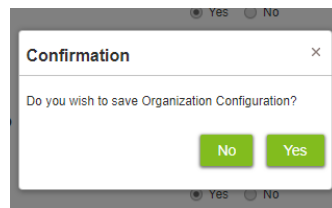
The new password must meet minimum password requirements (Password Requirements can be modified from within the software – Step 22.

19. Click “Begin Setup” on the welcome screen.

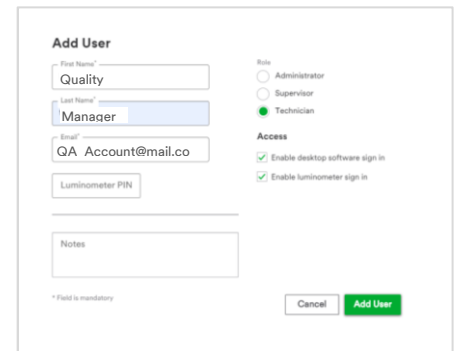
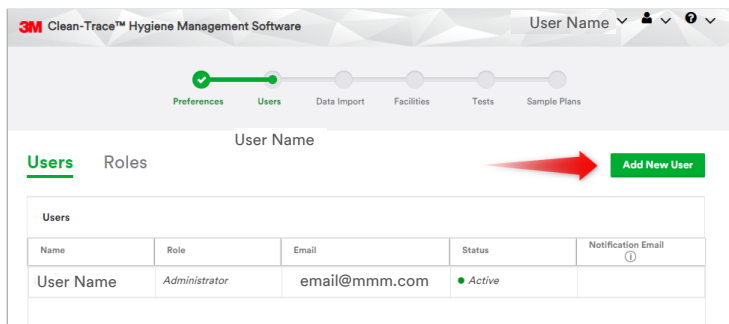
20. In the Personal Preferences screen, verify language preference and set a secret question for password reset. Then enter the answer to the secret question.
21. Your Luminometer Pin Code can be skipped at this step. Activation of the Pin Code for the entire application will be done in the Organization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

22. In the Organization Preferences screen, users have the option to customize settings to suit their organizational needs. Then Click “Next” and confirm by clicking “Yes” on the Confirmation screen. The following can be managed:

- Email notification can be enabled.
- Temperature, date and number format.
- Pin code can be enabled for extra security on LM1 Luminometers.
- Strong login password can be enabled or disabled.
- Retention policy for Test Results on the LM1 Luminometer.

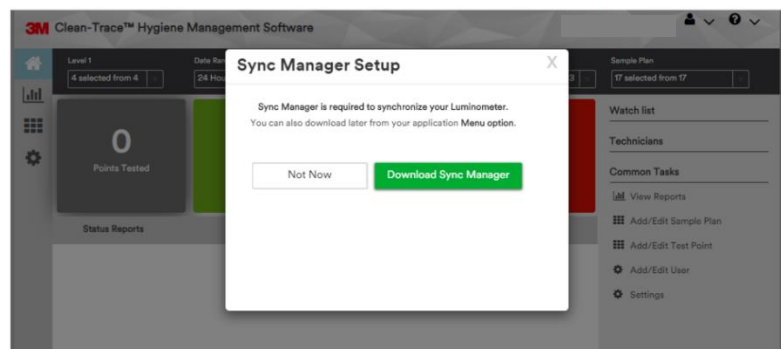


23. Create additional Administrator users. e.g., QA Manager by clicking on “Add User.”



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

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

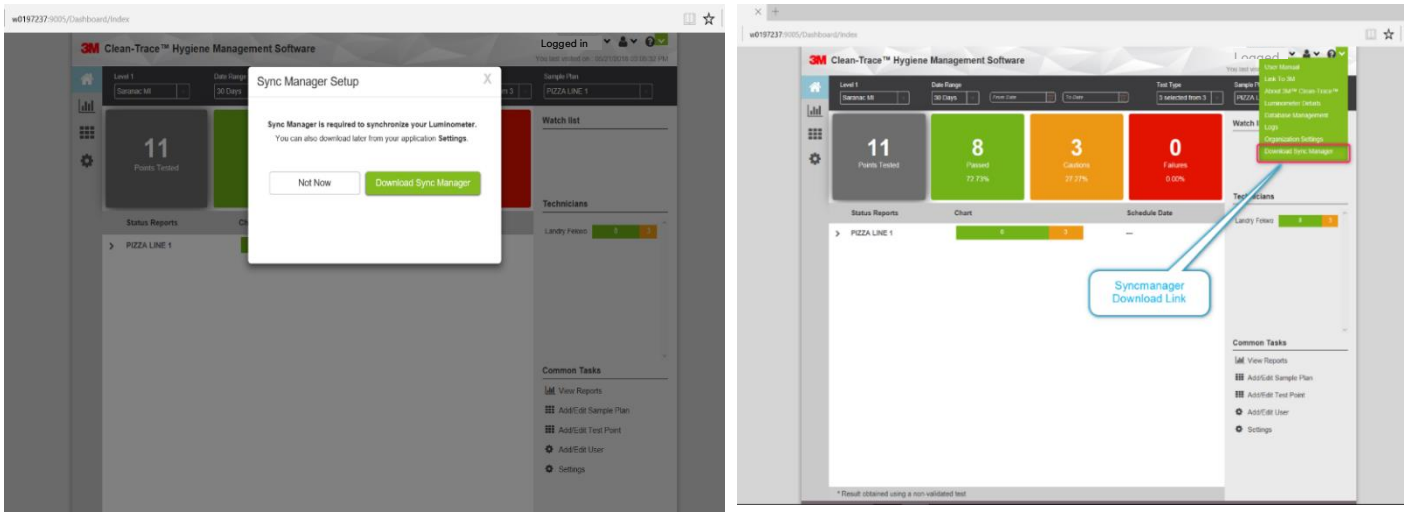


D. How to Download, Install and Upgrade Sync Manager on Client Computer

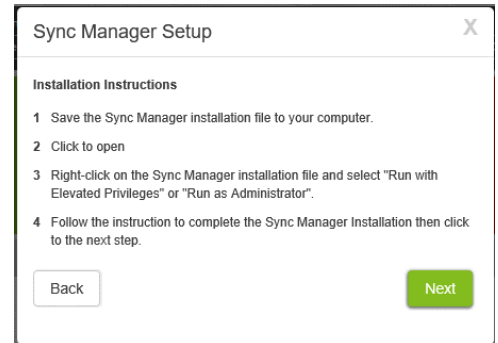
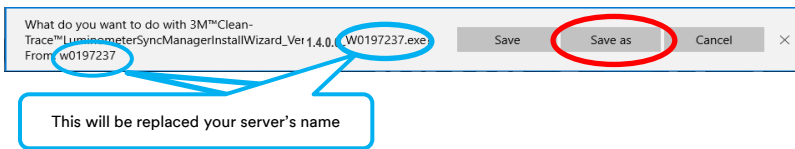
This section is applicable to Server/Network installation only. The Sync Manager is automatically installed/updated on the Host computer (Desktop/Workstation) as part of initial software installation/upgrade.

1. How to Download Sync Manager

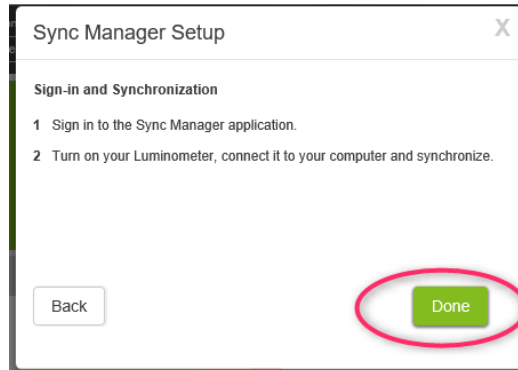
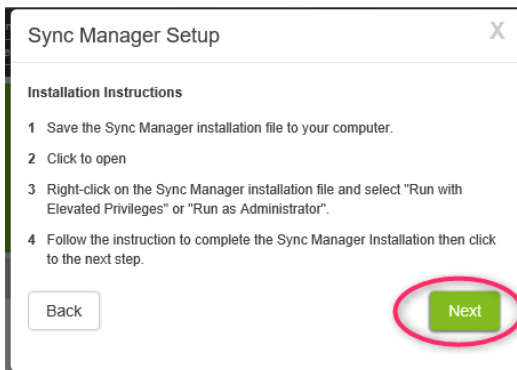
Upon first time login, users will be presented with a Sync Manager Setup notification screen that provides the rationale for installing Sync Manager. The Sync Manager can also be downloaded from the 3M Clean-Trace Hygiene Management Software under the Help (?) menu as shown below.



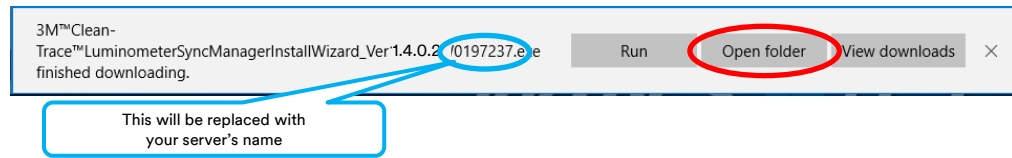
- a. Select Download Sync Manager. A window will open with Sync Manager Setup instructions. At the same time a Save as window will open. Note that the file name contains your server name. Select “Save as” and specify the save location.



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



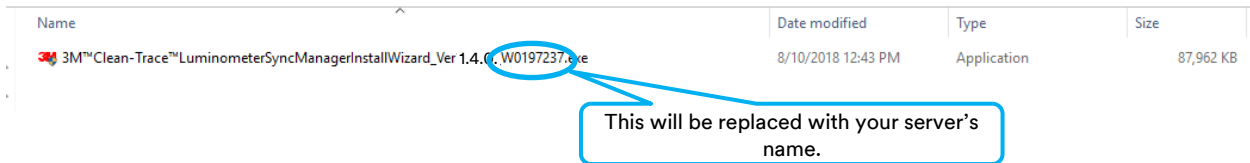
- c. When the Sync Manager installer download is complete, the window below will be displayed. Select Open folder to access the download location.



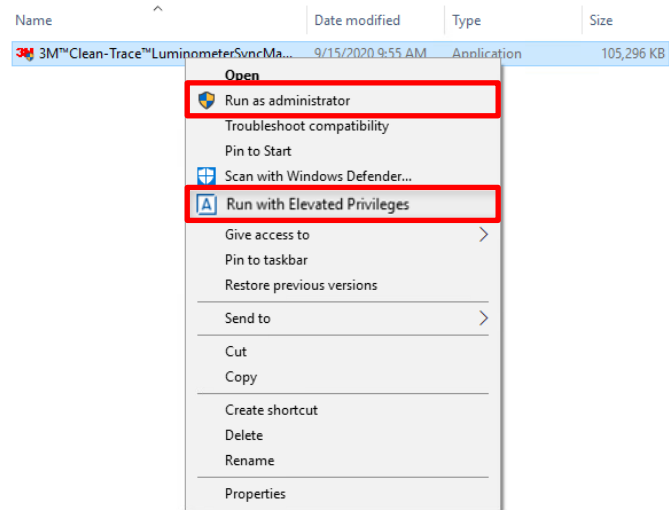
2. How to Install Sync Manager

Follow the steps below to Install the Sync Manager.

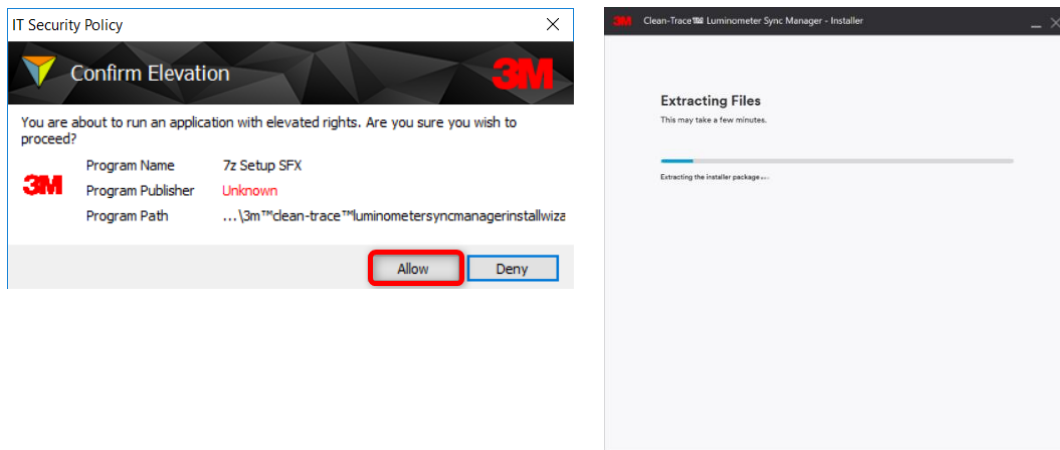
- a. Navigate to the Sync Manager installer download location. Locate the Sync Manager installer.



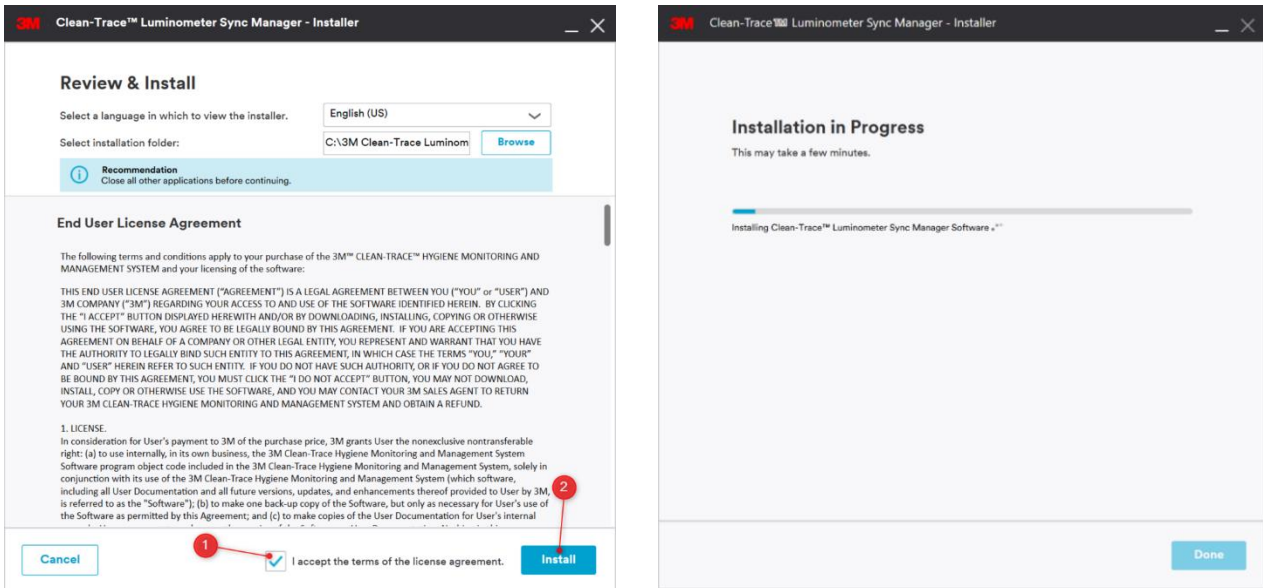
- b. Right click on the Sync Manager installer and select Run with Elevated Privileges or Run as Administrator.



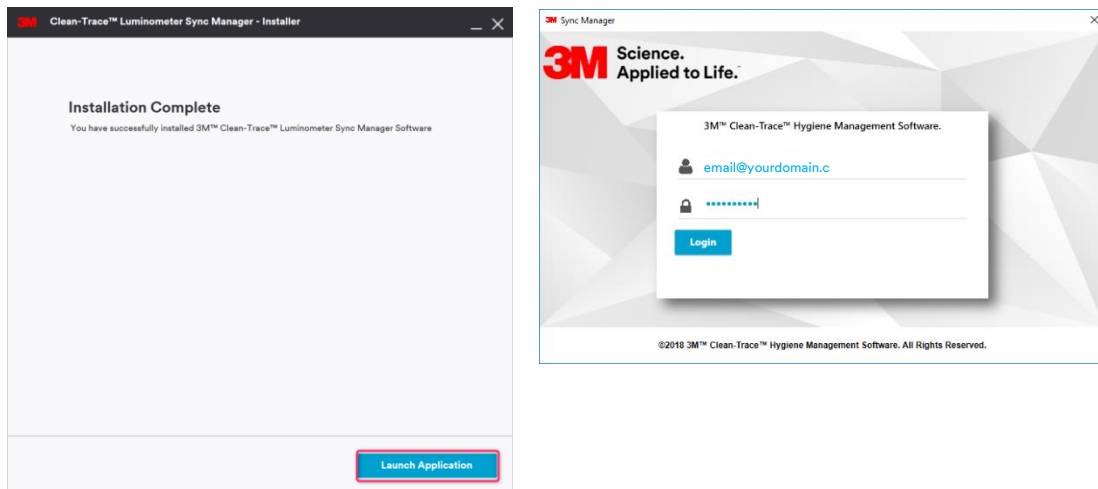
- c. If you see the “Confirm Elevation” window, click “Allow,” file extraction will start.



- 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.



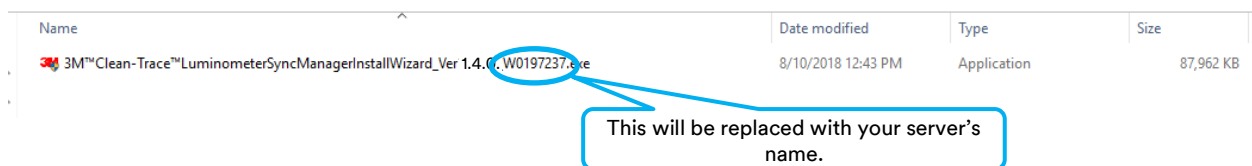
- e. The Installation Complete screen will be displayed to indicate completion of the Sync Manager installation. Click “Launch Application” to finish and start the Sync Manager.



3. How to Upgrade Sync Manager

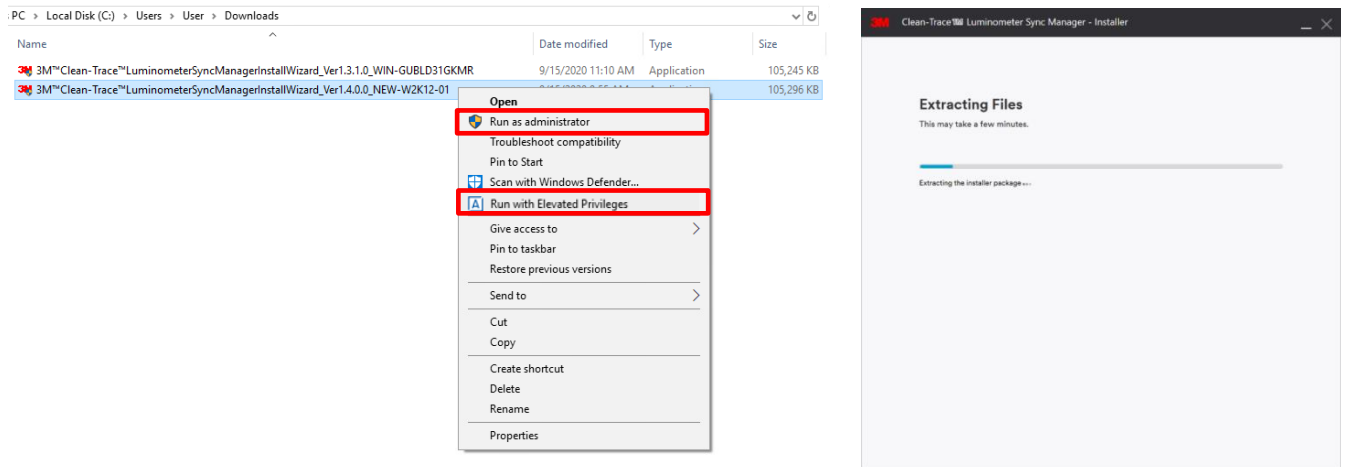
Follow the steps below to upgrade the Sync Manager.

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

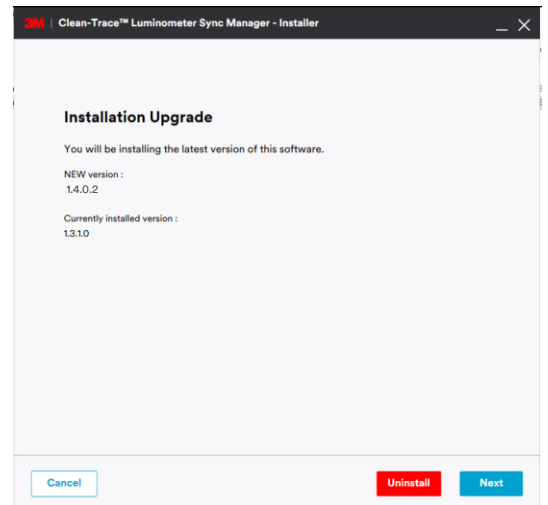


- b. Right click on the Sync Manager installer and select Run with Elevated Privileges or Run as Administrator.

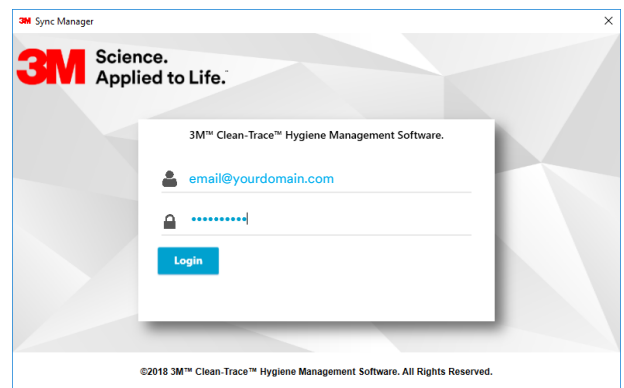
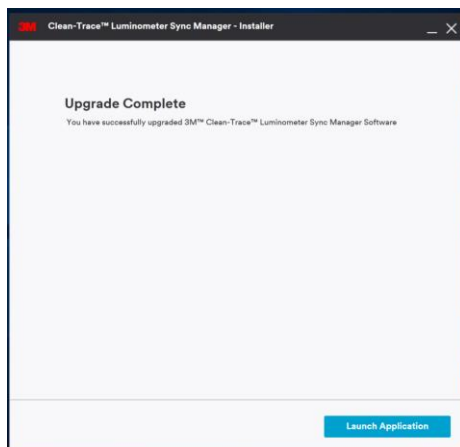
c. If you see the Confirm Elevation window, click “Allow” and the file’s extraction will start.



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.



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.



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

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
3. 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.

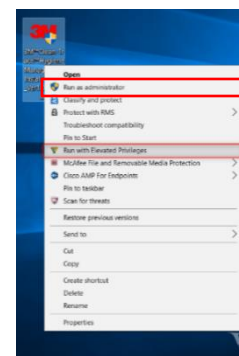
To back up your Clean-Trace database, use the instructions starting on Page 26 of the [3M Clean-Trace Hygiene Management Software User Manual](#) in the section titled “Backing up the Database.”

3. For Desktop or Standalone deployment

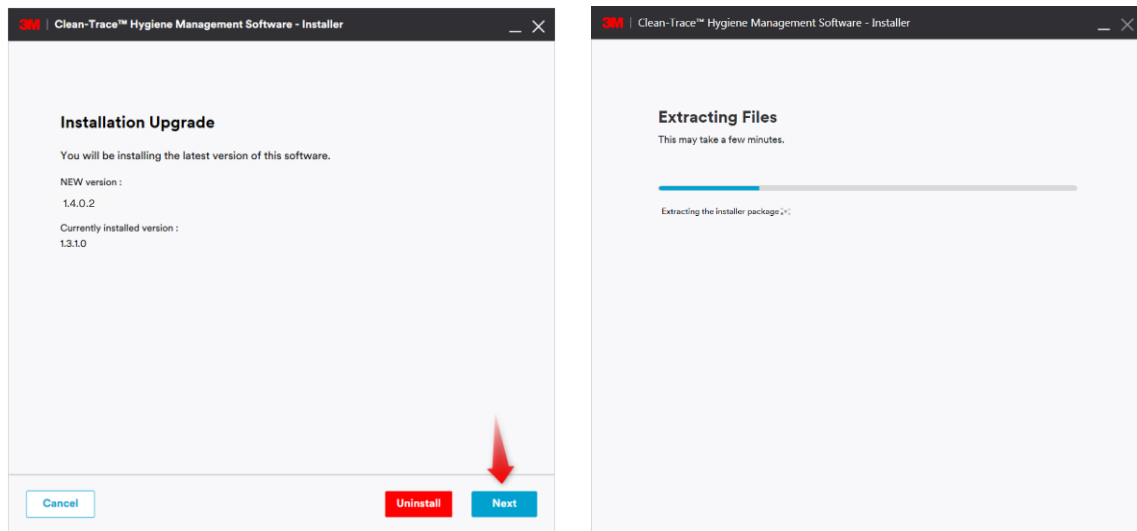
Follow the steps below to upgrade the 3M Clean-Trace Hygiene Management Software:

- 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).

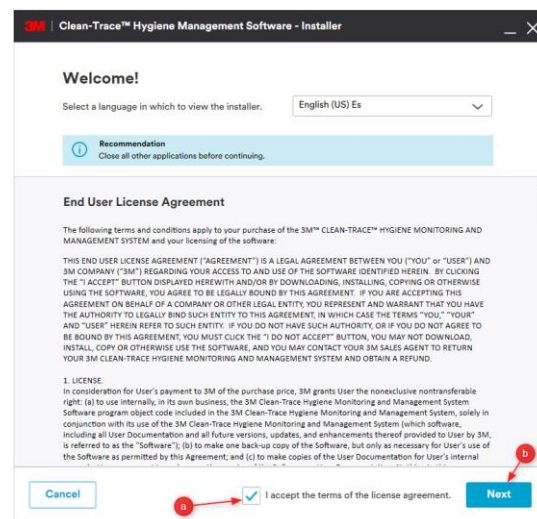
Note: Be sure to run with elevated privileges or run as administrator.
Accept prompts for User Account Control, if displayed.



- 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.

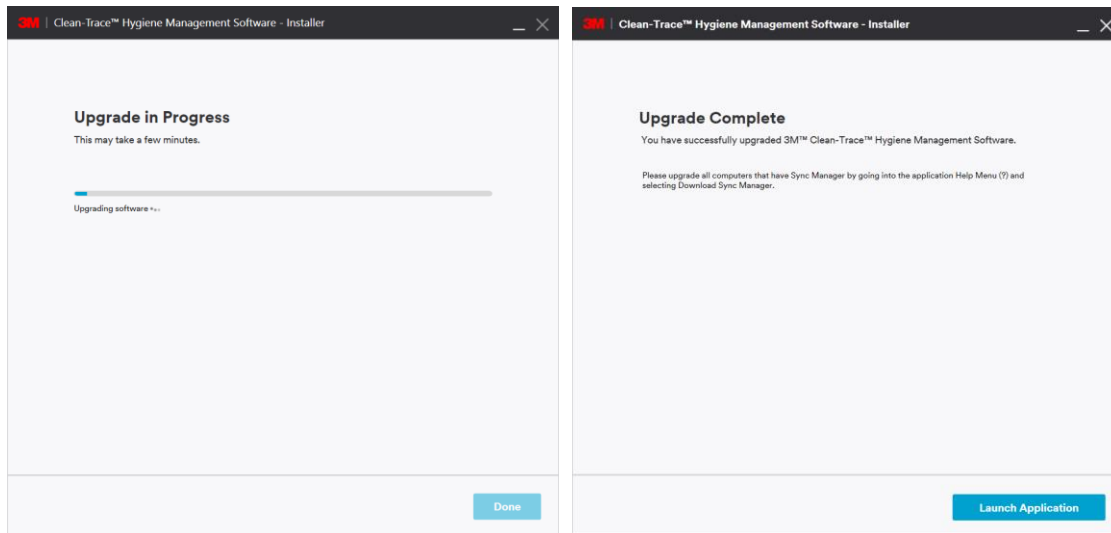


- c. The Welcome screen will be presented; read the End User License Agreement, check the checkbox to accept the terms of the License Agreement and click “Next” to continue with the installation process.



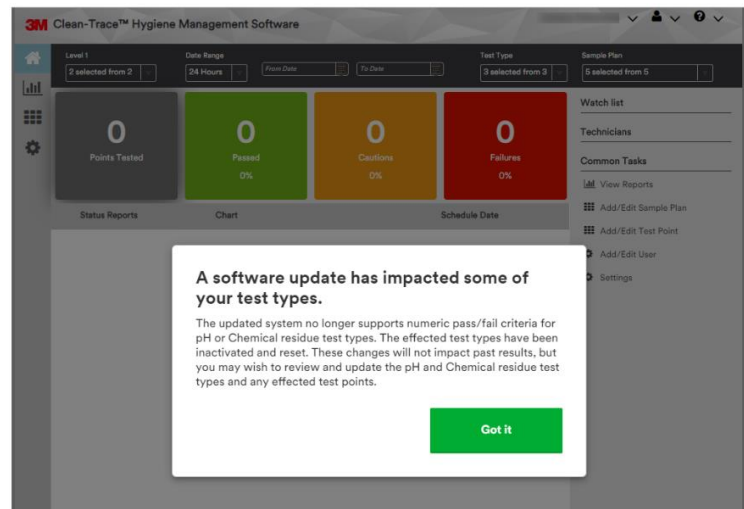
- d. The Upgrade in Progress screen will be displayed.
e. Several pop-up windows may be displayed throughout the upgrade process depending on your computer system. Select “Allow” or “Install” if necessary, to continue through the upgrade process.

- 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.



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

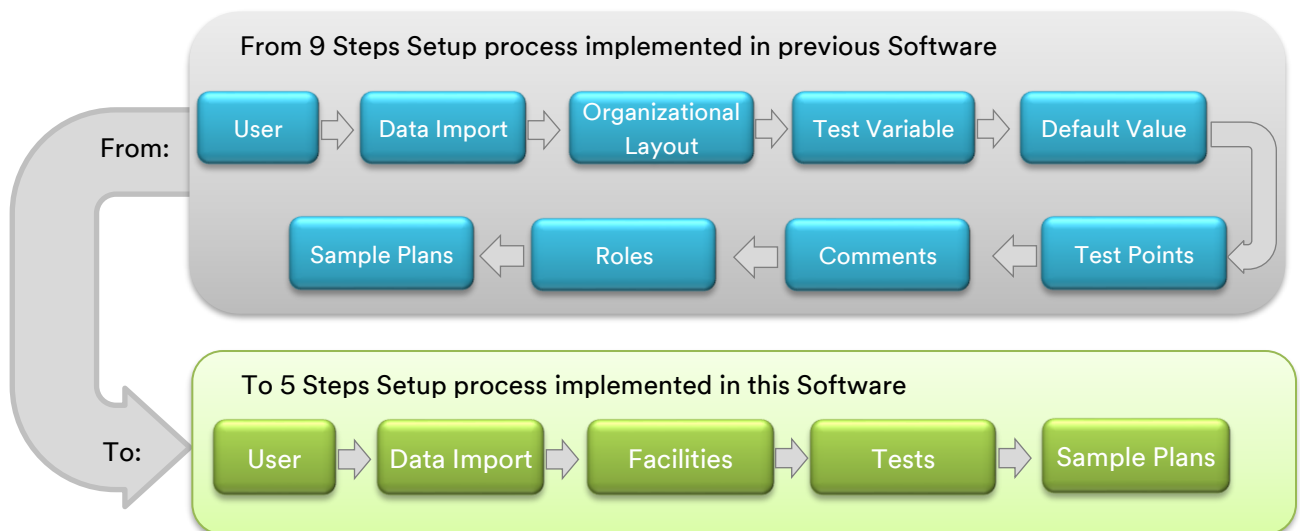
- First, the Clean-Trace Software must be upgraded on the Host computer. Follow the steps in the section “E” above, to upgrade the Clean-Trace installation on your Clean-Trace Application server or Host.
- Then, the Synchronization Manager must be upgraded on all Client computers. Follow the steps in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

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



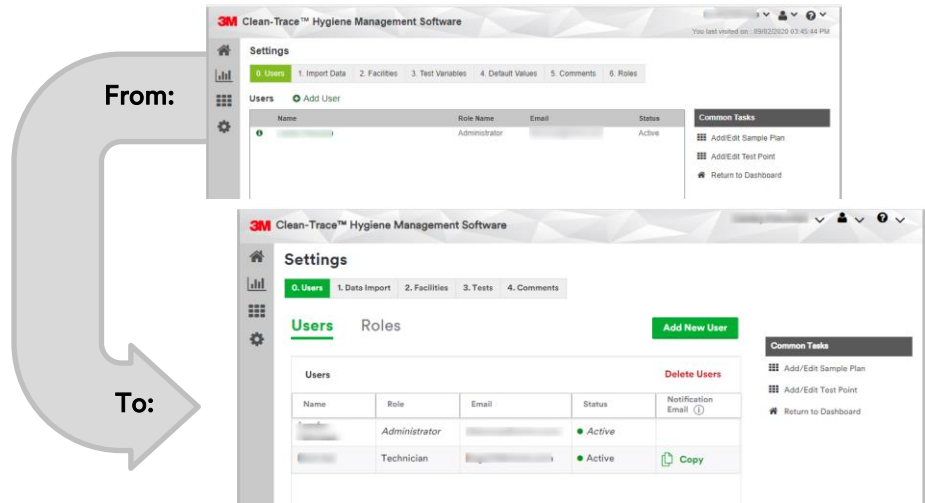
- **User Tab:** This tab now combines Users and Roles
- **Data Import:** This tab has been enhanced for better performance and user experience.
- **Facilities:** This tab has been enhanced for better user experience and performance.
- **Tests:** This tab now combines Test Types, Cleaning Variables and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



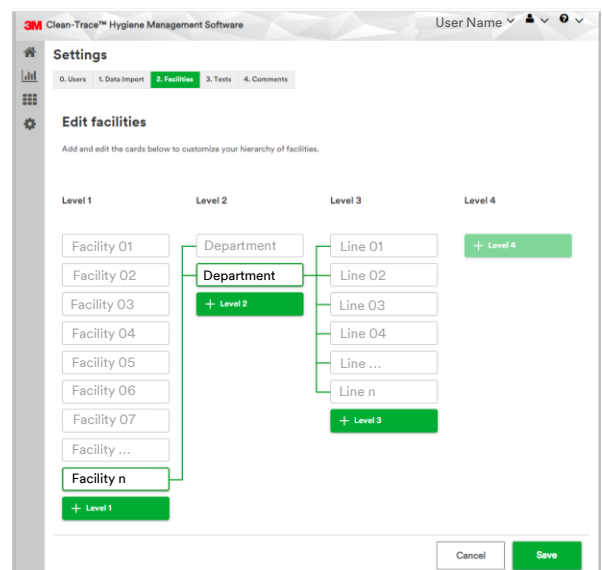
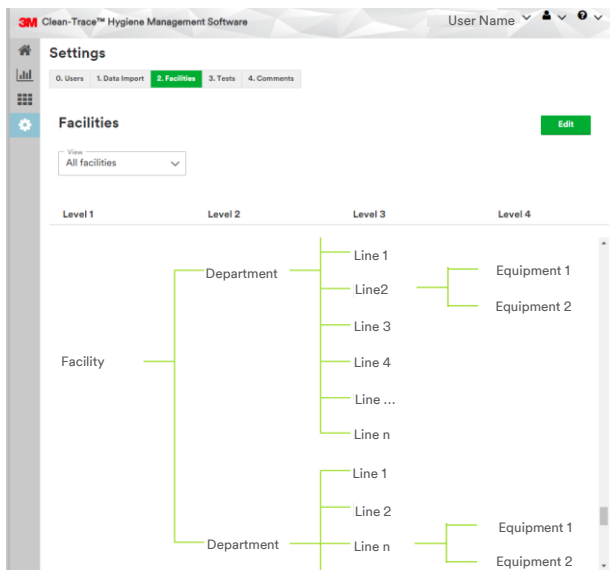
3. Enhanced Organization Layout

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:

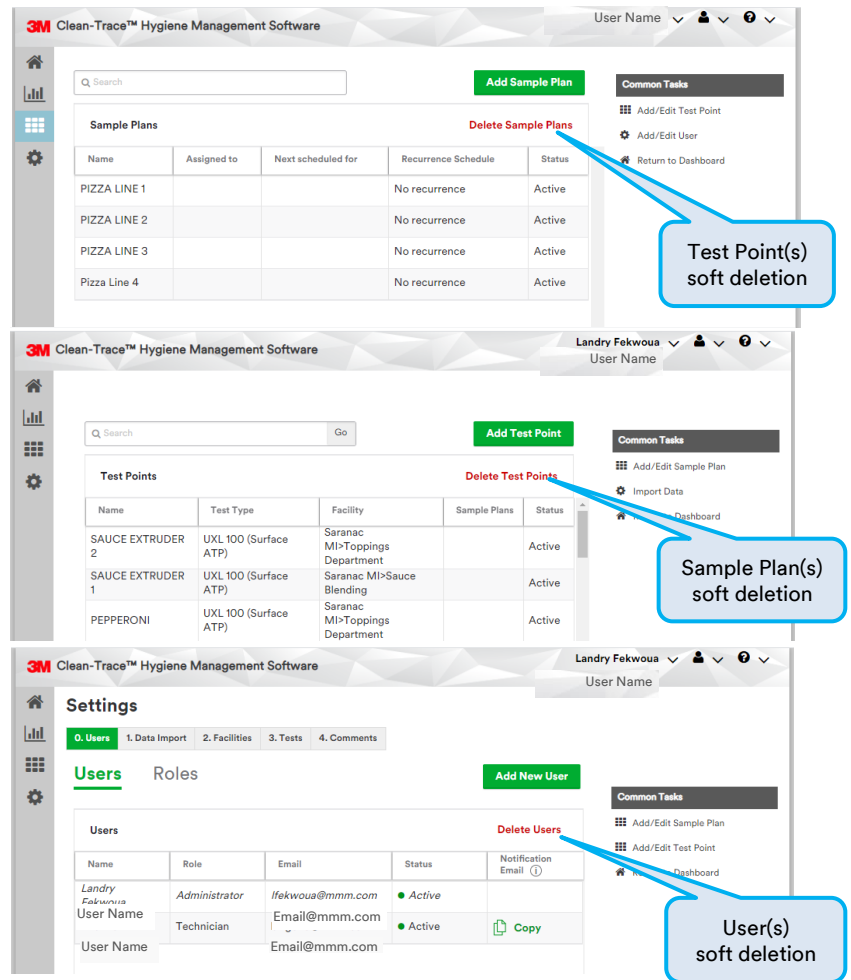
- Only one facility will be selected at a time.
- Each location will be selectable and editable.
- Each level will have a "+ Level" box to add an object in the selected level.
- A green line will connect and materialize the parent(s) and child(s) of the selected facility.
- To add a child to a parent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



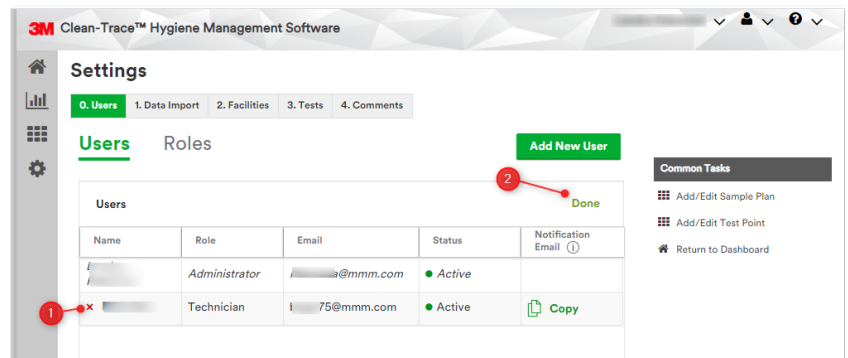
4. Soft deletion of Test Point, Sample Plan and Users is introduced

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.



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.



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.

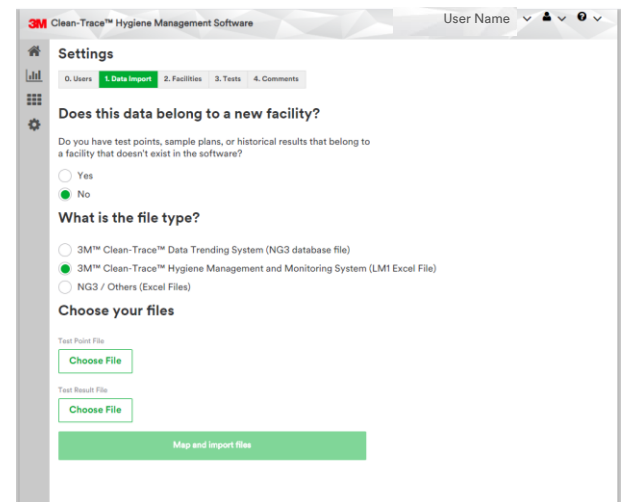
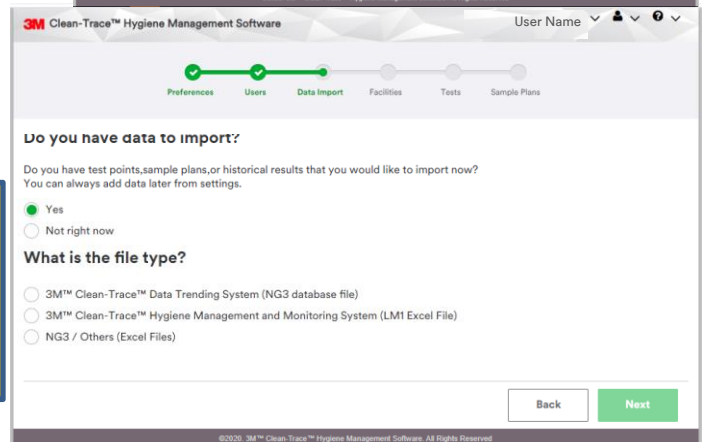
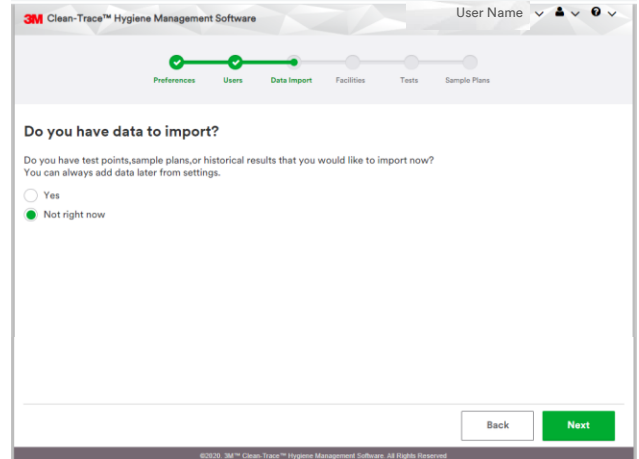
Select the option that matches the data type then click “Next” to proceed.

Contact your 3M representative or our support line for additional help with data import. [Get 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.

The left screenshot shows the 'pH' configuration window. Under 'Pass/fail criteria', the 'Pass/fail' radio button is selected. Below it, the 'Status' section has 'Inactive' selected. The right screenshot shows the same window but with the 'Pass range' radio button selected. A slider below shows a range from 5 to 7, with a green bar indicating the pass range and a red bar for the fail range.

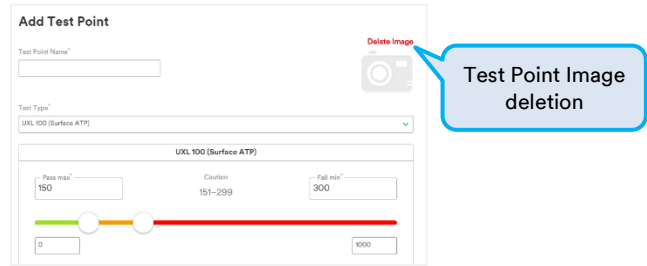
The results for Temperature and other Test Types, can be recorded as follows:

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

The four screenshots show different configurations for the 'Temperature' test type. The top-left shows 'Pass/fail' selected. The top-right shows 'Numeric pass/fail' selected, with a pass range from 50 to 68 and a caution range from 60.1 to 67.9. The bottom-left shows 'Pass range' selected, with a pass range from 47 to 76. The bottom-right shows the 'Add test type' screen with a text input field for the test type name.

7. Introduced Test Point Image deletion

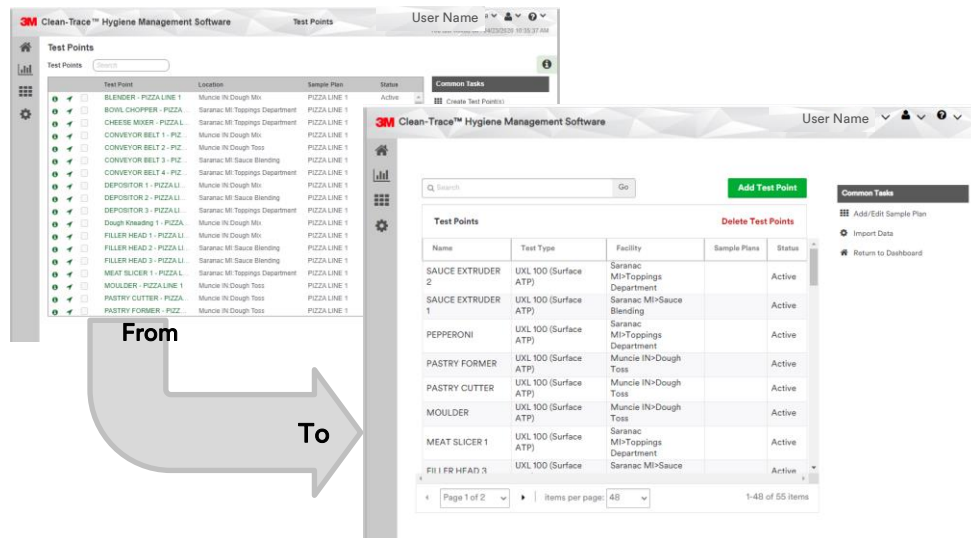
It is now possible to delete a previously added image on any Test Point from the Test Point screen.



8. Improved User Interfaces

- Updated list views.

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

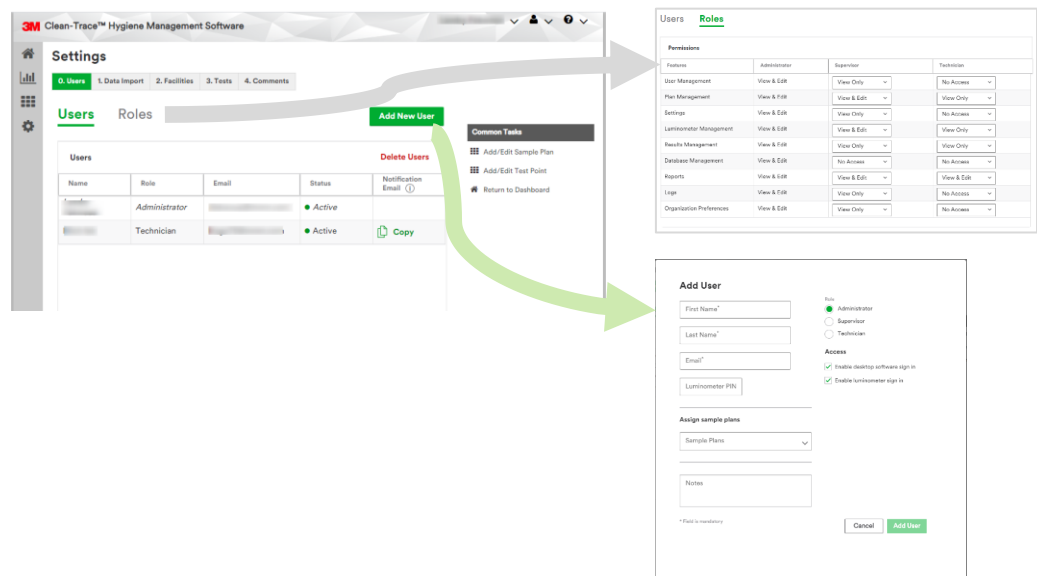


- Settings improved features.

The “User” screen has been refreshed and combined with “Role” screen.

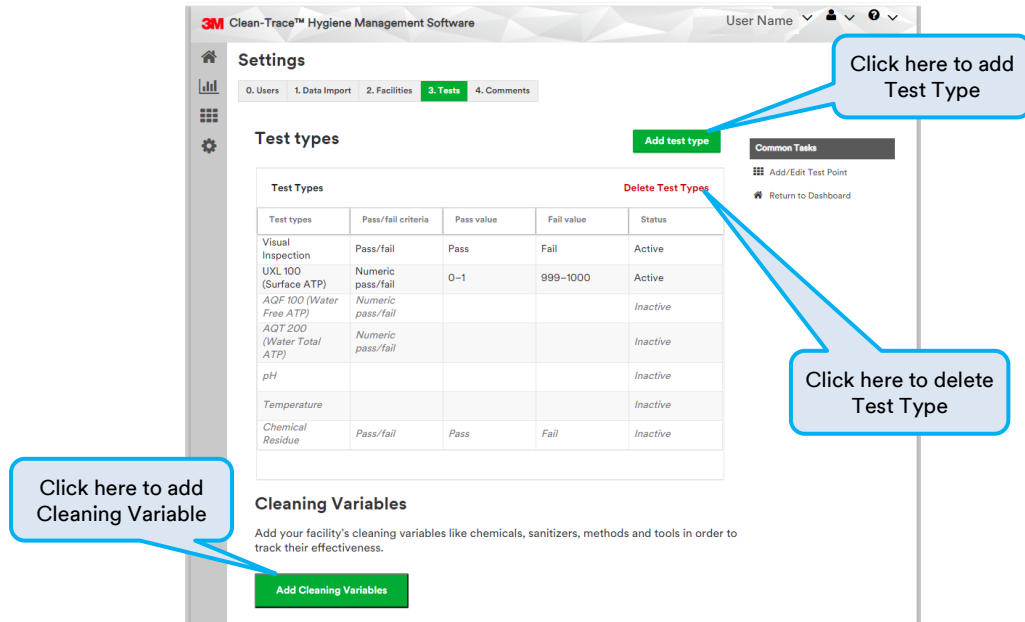
Viewing, editing, adding users, as well as viewing and editing roles are now on the same screen. Users’ details will be displayed on the default Tab.

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



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

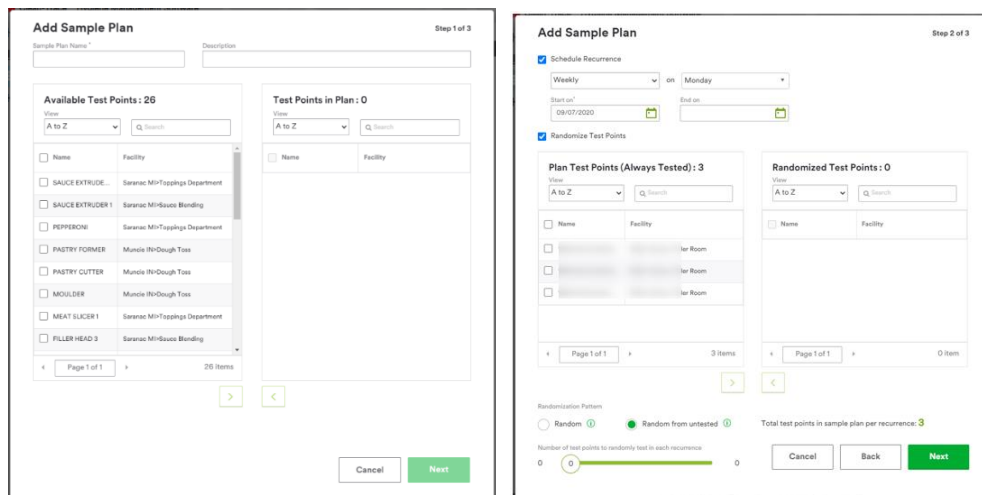
In the Settings screen, the “Tests” tab now combines Test Types and Cleaning Variables. “Add edit Test Point” is available in the Common Task area.



- Plan Management improvements.

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

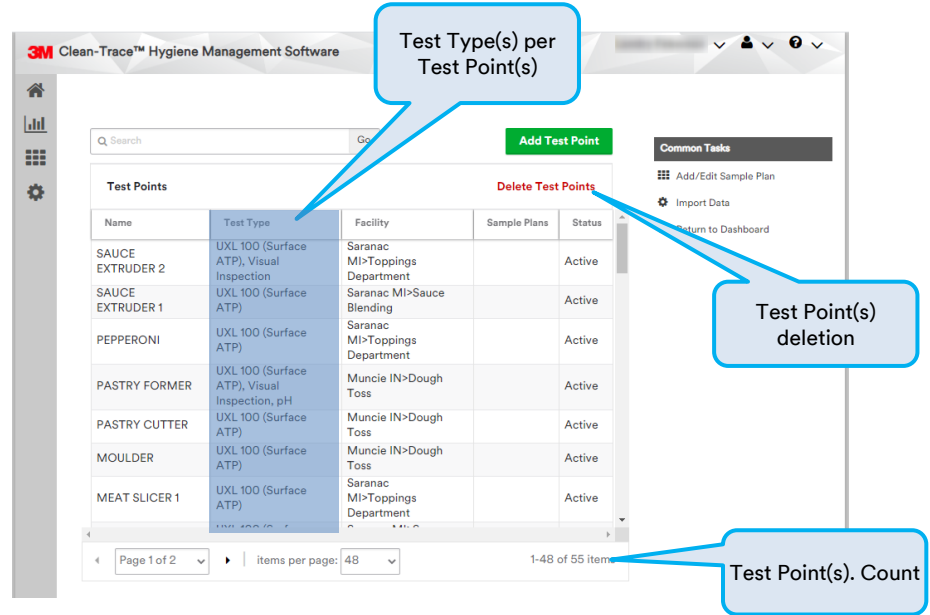
- ✓ Step one of three allows user to define a Sample Plan and assign Test Point(s) to the Sample Plan.
- ✓ Step two of three allows the user to schedule the Plan if they wish, and to randomize the Sample Plan if they choose. As in previous version, the Sample Plan can be randomized fully or partially.
 - 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.



- Test Point management improvements.

Improvement in the Test Point screen in this release include:

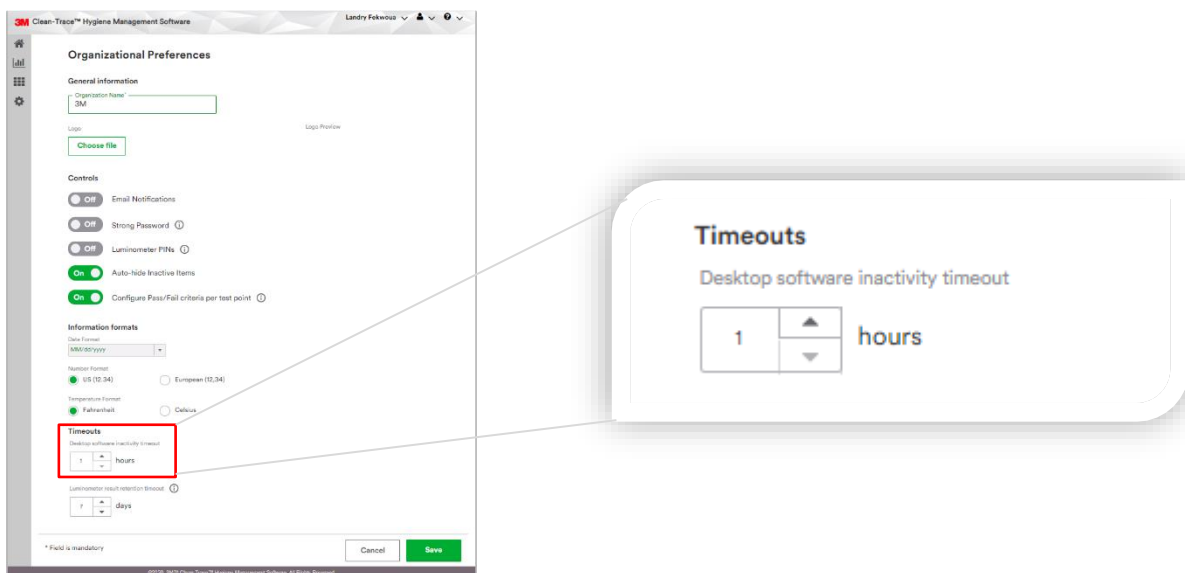
- ✓ Test Point assignment to Location: Test Points can now only be assigned to child location(s)
- ✓ Test Point deletion
- ✓ Display of Test Types per Test Point
- ✓ Count of Test Points



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.

Note: 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.



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)

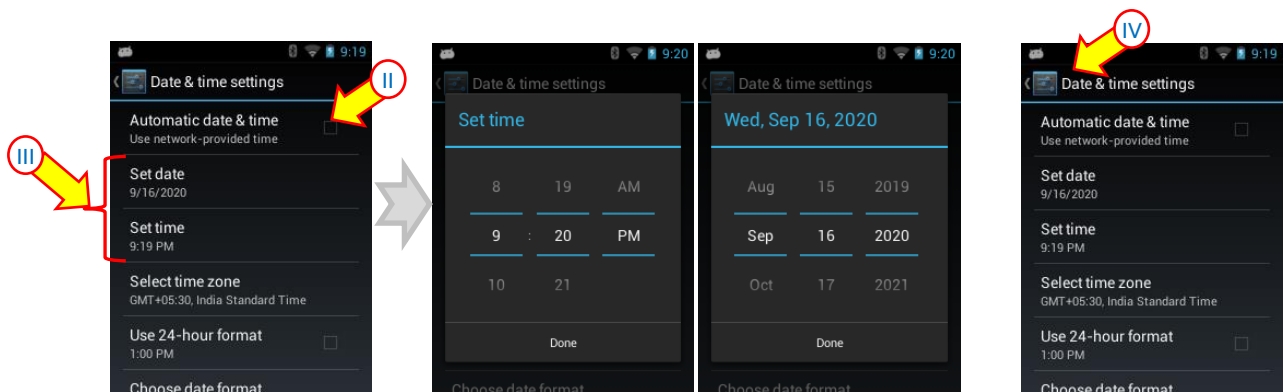
a. How to check the date on the 3M Clean-Trace LM1 Luminometer

- Swipe down from the top of the luminometer display. This will extend the black screen as shown below.
- 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

- Follow the previous steps to view the date and time.
- In the “Date & time settings” screen, make sure the “Automatic date & time” is unchecked.
- 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.
- Tap “Date & time settings” to go back to the Clean-Trace application screen.




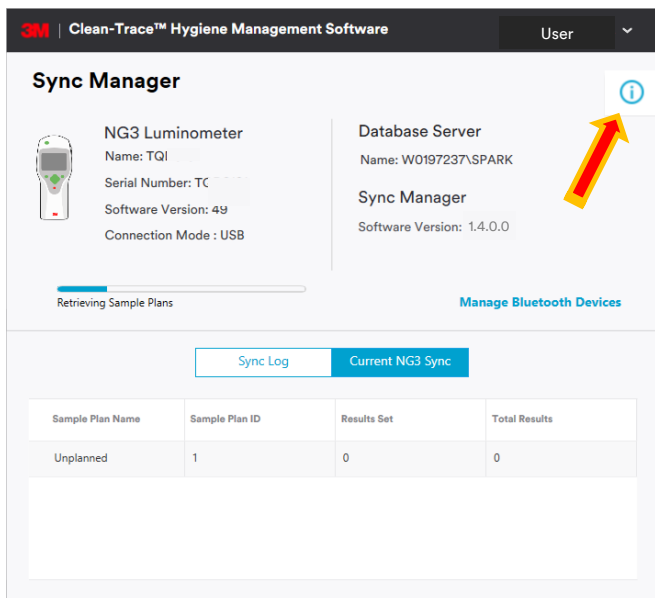
2. 3M Clean-Trace NG3 Luminometer Compatibility

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.

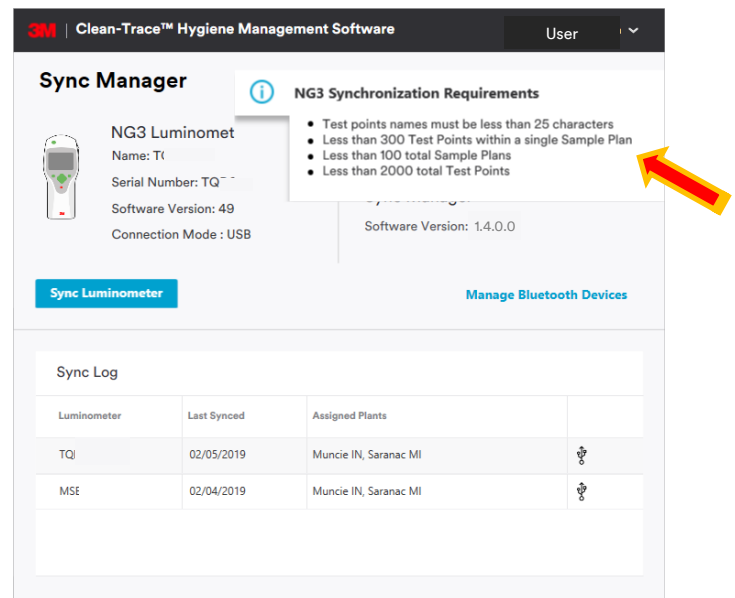
The 3M Clean-Trace NG3 Luminometer is designed for ATP testing. Visual Inspection, Custom and other Test Types are only available for the 3M Clean-Trace LM1 Luminometer.

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



The screenshot shows the 'Sync Manager' interface. On the right side, there is an information icon (i) in a blue circle, which is highlighted by a red arrow. Below the icon, the 'NG3 Synchronization Requirements' are listed:

- Test points names must be less than 25 characters
- Less than 300 Test Points within a single Sample Plan
- Less than 100 total Sample Plans
- Less than 2000 total Test Points



The screenshot shows the 'Sync Manager' interface with the 'NG3 Synchronization Requirements' pop-up displayed. The pop-up lists the same requirements as in the previous screenshot. A red arrow points to the pop-up.

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., http://Computer_Name:9005

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.



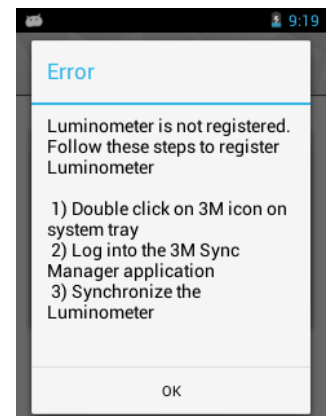
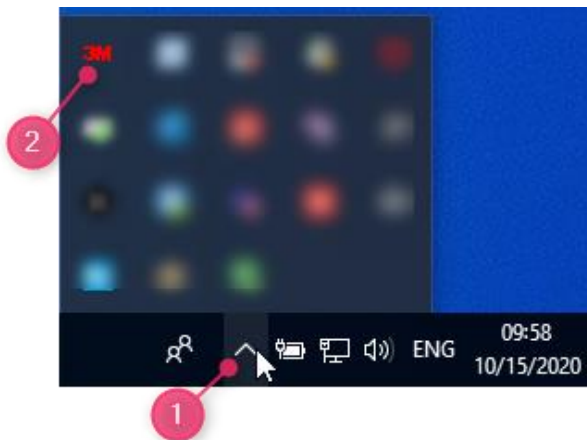
5. Account Lockout

- 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 link: [Get help from 3M.](#)

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.

1. 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.

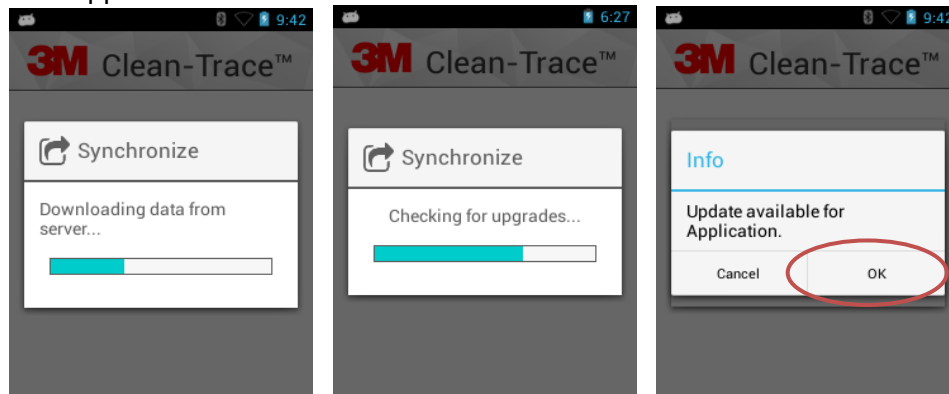


H. How to Upgrade 3M Clean-Trace LM1 Luminometer



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.

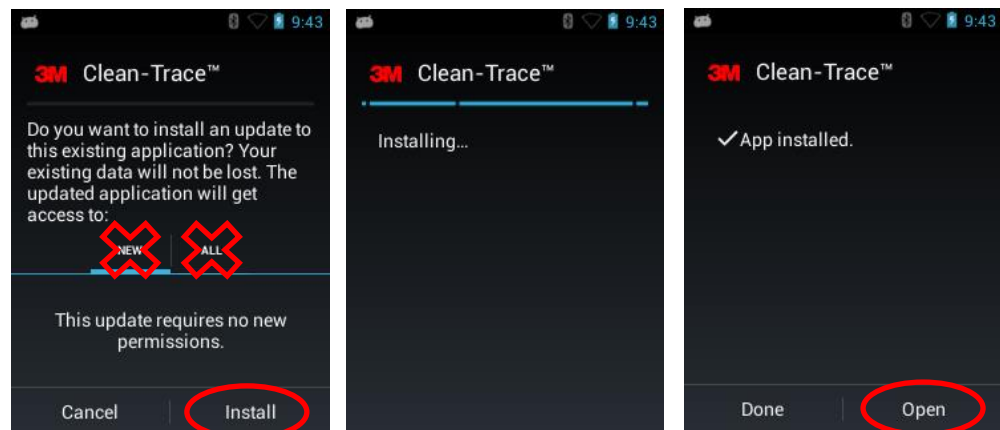


- b. A new screen appears asking if you want to install the update.
- c. Select the “Install” button to install the application.



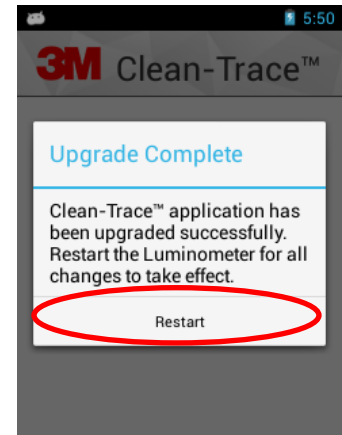
Do not tab on “NEW” or “ALL” as shown below

- 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.

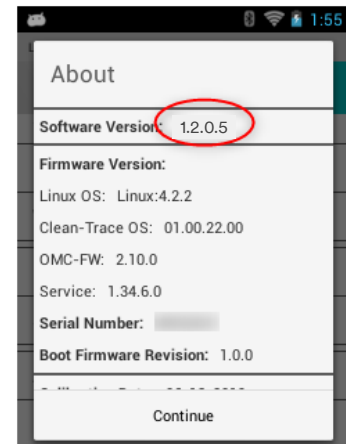
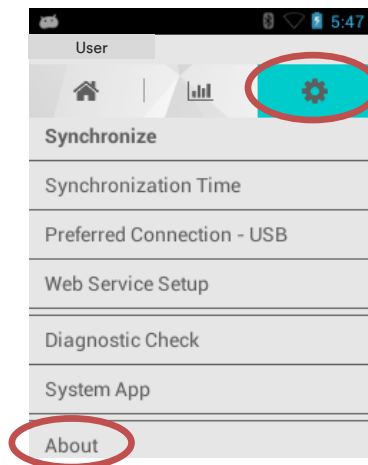


- g. Follow any instructions on the screen to complete the 3M Clean-Trace LM1 Luminometer application upgrade.

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

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