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This document is a supplement to the <u>Clean-Trace™ Hygiene Management Software User Manual</u> and the <u>Clean-Trace™</u> <u>Luminometer User Manual</u>. This supplement contains instructions for installing or upgrading both the Clean-Trace Hygiene Management Software desktop application to version 1.8.5 and the Clean-Trace LM1 Luminometer Software to version 2.0.31.

The upgrade provides the following improvements:

Reporting capabilities enhanced.

- New and improved widgets, for more insights
- Additional filtering options
- Report column selection and re-order
- Organization logo on PDF reports
- Reporting option: edit, save, search, sort, schedule, email, download and print.

Additional Improvements in the Clean-Trace Desktop software

Additional Improvements in the Clean-Trace LM1 software



Clean-Trace™ Hygiene Management Software navigation

Navigation Tabs	Performance Display	Si	Filter election	G Sit	lobal Fi te/Sele	lters ction	Organi Configu	zation rations	Help and About	_
Clean	-Trace [™]				LOCAT	ION: Basel, CH (+2)	~	Manage 🗸) 💽 📩 💽 🗸	User Profile
	TODAY ¥	ALL PLAT	vs 🗸	ALI	L TEST TYP	es 🗸	AL	L USERS 🗸		
$(\underline{\sim})$	First-test summary				ſ	Top failures			View all >	Top Failures
Performance						Test point			Fail rate	
	211 2	14	11	3		Filler Head 1		12/30	40%	
	points tested	asses	cautions	fails		Huller Pastry Table		9 3/10	30%	
Reports	•	3.9%	4.8%			Suction Cylinder		6/25	24%	
Testing	Sample plan	Total tests	Results graph		Passes	Cautions	Falls	Next run (mm/	(dd/yyyy)	
resurg	Asa's Test Plan Rochester, NY	36		_	• 32	• 4	• 0	09/14/2022	~	
	B224 Manufacturing Tests Minneapolis, MN	37		_	• 34	• 3	• 0	04/01/2022	~	
Cleaning	8225 Morning Run Minneapolis, MN	31			• 29	• 1	• 1	03/08/2022	~	
	Building 780 Afternoon Check Basel, CH	50			• 48	• 0	• 2	04/11/2022	~	
	Cooling Tanks Test List Basel, CH	5		_	• 5	• 0	• 0	03/24/2022	~	
	Ilian's Sample Plan Minneapolis, MN	45			• 43	• 2	• 0	03/21/2022	~	
	FOP Zone Testing Basel, CH	24		•	• 23	• 1	• 0	03/08/2022	~	
	Unplanned tests Minneapolis, MN	16			• 0	• 0	• 0	₹2	~	

Location and facilities hierarchy: The Clean-Trace Hygiene Management Software enables users to define an organizational structure with up to five hierarchy levels, where Test Points and Sample Plans will be assigned.

The first level of this hierarchy is referred to as "Location" by default. Throughout this document, level 1 will refer to Location or Site.

All hierarchy levels can be renamed if needed to align with your operation, including the first level.

n-Trace [™]			LOCATION: Dallas-TX (*1)	✓ Manage ✓	? ~ 💁 ~	
Locations an View All facilities	d facilities ① ~			View	Edit	
Location	Level 2	Level 3	Level 4	Level 5		Location Hierarchy Levels
	Irving	Irving	Dough Mix Dough Toss			
Dallas-TX	Piano	Plano	Sauce Blending Toppings Department			
	Maplewood	B220-South	Dough Mix Dough Toss			
Saint Paul-MN	Oakdale	B260-North	Toppings Department			
	n-Trace [®] Locations an Ure All facilities Location Delles-TX Saint Paul-MN	n-Trace [®] Locations and facilities ① All facilities Location Level 2 Dallas-TX Plano Saint Paul-MN Coddate	Instructions and facilities () Location Level 2 Level 3 Location Level 2 Level 3 Daller-TX Plano Plano Plano B220-South Baint Paul-MN Outdate B220-South B220-Sou	Locations and facilities ① Location Location Location Location Level 2 Level 3 Level 4 Dailas-TX Piano Piano Piano Piano Piano Dough Mix Dough Tosa Seuce Blanding Dough Mix Dough Tosa Seuce Blanding Dough Mix Dough Tosa Seuce Blanding Dough Mix Dough Mix Dough Tosa Seuce Blanding Dough Tosa	In Trace Locations and facilities () Locations and facilities () View All facilities Dalas-TX Dalas-TX Saint Paul-MN Saint Paul-MN	In-Trace LOCATION: DeliverX(r) Manage Image I

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Preparing for the Clean-Trace[™] System Installation

This section provides general system requirements, system components and installation configuration options.

Installation Requirements	
User conducting installation	 Ensure the user conducting the installation has administrative privileges on the Host or Client computer. Ensure the installation 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.
Confirm the <u>Host*</u> computer meets the following minimum requirements. *The Host is the Computer where the Clean-Trace Hygiene Management Software will be installed.	Operating System • Microsoft* Windows* 10, Windows* 11 (Ultimate, Professional and Enterprise editions) • Microsoft* Windows* Server 2016, or Microsoft* Windows* Server 2019 Applications • Microsoft* SQL Server: 2014, 2016, or 2019 Edition • IIS or Web Publishing Service is enabled or can be enabled on the Host computer. • At least one of the following Web Browsers: • Microsoft* Edge, version 114.0 or higher • Google Chrome™, version 45 or higher • Mozilla* Firefox*, version 41.0.1 or higher • Microsoft .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 or higher (Optional if server installation)
Confirm <u>Client*</u> computer meets the following minimum requirements. *The Client Computer is the Computer where only the Synchronization Manager will be installed.	Operating System • Microsoft* Windows*10, or Windows*11 Applications • At least one of the following Web Browsers: • Microsoft* Edge, version 114.0 or higher • Google Chrome™, version 45 or higher • Mozilla* Firefox*, 41.0.1 or higher Development Tools • Microsoft .Net Framework, version 4.0 or higher Hardware • USB 2.0 or higher
Recommended applications and settings.	 Microsoft[*] SQL Server Management Studio, will help with: Backing up or restoring database (Frequent database backup is strongly recommended) Troubleshooting database issues Database management Requesting support from 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 The Clean-Trace System is optimized to display best on screens between 1024pixels (standard tablet landscape mode) up to 1680pixels (15.4-inch display)
Ensure anti-virus or firewall does not prevent installation or execution of any feature of: 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. 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: SMTP Server name





*APP refers to the Clean-Trace Hygiene Management Software, also known as web application

**DB refers to SQL Server and Clean-Trace SQL database

***SM refers to Sync Manager

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



How to Download the Latest Version of the Software

Upgrades to the Clean-Trace[™] Hygiene Monitoring and Management System Software are available through the <u>/Food</u> <u>Safety/Clean-Trace Support</u> website. You can also visit this site with any questions or require support.

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



2. The **Software 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 Food Safety. Then click [**Submit**] at the bottom of the page.

	OVERVIEW > PRODUCTS V INDUSTRIES V RESOURCES V EDUCATION > SUPPORT V
	Software Download Registration
	All fields are required
	Business Email Address
	First Name
ill the Software Download Registration	Last Name
Form:	Company
Provide the email address where the download	Country
link will be sent to	Select One
Provide general information about you and your	State/Province
company.	Select One
	Zip or Postal Code
Check this box to receive Download link for the	Business Phone
Clean-Trace Software installation package.	
	Instrument type (please select one or more)
	□ 3M™ Clean-Traco™ Systems (LM1)
Click here to submit your registration and software	□ 3M [™] Molecular Detection System (MDS100)
download request.	□ 3M™ Petrifilm™ Plate Reader (6499)
	□ 3M™ Microbial Luminescence System (MLS II)
	Stay current
	□ I would like to receive electronic messages from 3M Food Safety.
	3M takes your privacy seriously, 3M and its authorized third particles will use the information you provided in acconduces with our Privacy Policy to send you communicatio which may include promotions, 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 consent to this used to presend information, please do not use this system.
	SUBMIT L

- 3. A confirmation screen will be displayed upon successful registration. The system will send an email to the email
- address used for the registration. The email will come from <u>3M Food Safety</u> <<u>3m@engage.3m.com></u>. If an email is not received after a few minutes, check your Spam or Junk email folders.
- From the email received, click
 Download Now to begin downloading.
- Before installing or upgrading from a previous version of the Clean-Trace[™] Hygiene Monitoring and Management System Software, check the compatibility section in the User Manual Supplement.





(English)

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
- Right click on file from PC desktop or server and Select "Run as administrator" or "Run with Elevated Privileges"
- Before installing or upgrading from a previous version of the 3M Clean-Trace Hygiene Monitoring and Management System Software, check the compatibility section in the <u>User Manual Supplement</u>.

DOWNLOAD NOW

Need additional info?

Our <u>software download and support page</u> may help answer any additional questions you might have.

The software download and support page will take you to the screen below.



How to install Clean-Trace[™] Software on a server or single computer

The Clean-Trace Hygiene Management Install Wizard will:

- Enable Internet Information Services (IIS) on the host computer if not already running. IIS is a web server from Microsoft[®] and available on Microsoft[®] Windows systems.
- Install the Clean-Trace Hygiene Management Software, which includes the installation of Microsoft[®] SQL Server[®] 2016 Express. If a compatible Microsoft[®] SQL Server is already installed, an option to use an existing Microsoft[®] SQL Server will be provided during the 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 Clean-Trace Hygiene Management Software.
- 2. Locate the Clean-Trace Hygiene Management Install Wizard .exe file.
 - a. Right-click
 - b. Select **Run with Elevated Privileges** or **Run as Administrator**.

Name Clean-TraceHygieneManagemantInstallWizard.Vec1.8.5 Open Run as administrator	Date modified 6/13/2023 3-18 PM	Type Application	Size 690.772
Clean-TraceHygieneManagementInstallWirard Ver1.8.5 Open Run as administrator	6/13/2023 3·18 PM	Annlication	690.772
Open Current Contractor Current			
Run as administrator			
Contraction of the local division of the loc			
The second se			

(English)

- 3. Accept or Allow 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.

	Welcomel
Extracting Files	Select a language in which to view the installer. English (US) Es
This may take a few minutes.	Recommendation Close all other applications before continuing.
Extracting the installer package	End User License Agreement
	The following terms and conditions apply to your purchase of the CLEAN-TRACE™ HYGIENE MONITORING AND MANAGEMENT SYSTEM and your licensing of the software:
	THE SIDE USER LICENSE AGREEMENT IN GLEENENT IN A ACCULAGEMENT IN THOSE IN UNIT IN USER IN USER) AND COMMINE IT IN GROUPS ON ONE ACCESS TO SHOULD SIDE OT HIS OFFICE IN OTHER IN USER IN CLEXING THE ACCESS THE INTERNET HEREITS AND ORE IT DOWNLOADING, INSTALLING, COMING OR OTHERING SHOULD THE SOFTWARE, YOU AND EXTENT HEREITS HAVE USER IN THE INTERNET IN USER ACCESS TO THE ONE SHALL FOR A COMMANY OR OTHER LIGAL ENTITY YOU RERECTIVE THOU HAVE THE AUTOMITY TO LIGALLY THE INSTALLING STALL THE ADVISION OF THIS A GREENENT ONE SHALL FOR A COMMANY OR OTHER LIGAL ENTITY YOU RERECTIVE THOU HAVE THE AUTOMITY TO LIGALLY THE SOLICE INTERNET IN AGREENENT, IN UNIC CLEAR THE TERMS TOUL "NOUT TO USER HEREIN SOLICE TO SUCH INTERNET TO DO NOT CAREET TO USE AND CHARGE TO BE BOUND BY THIS AGREENENT YOU MUST CLEAR THE TO NOT ACCESS TO THE NOUT ON TO AND CARE TO BE BOUND BY THIS AGREENENT YOU MUST CLEAR THE TO NOT ACCESS TO THE NOUT OF AND CLEAR THE THE NOUT ON THE ADVISOR THE THE NOUT COMING AND LISTEN HEREIN REFER TO SUCH THE THE THE TO NOT ACCESS THE THEORY OF ANY TO TO ANY THE NOUT CLEAR THE THE ADVISOR THE SOLICE MENT THE TO NOT ACCESS THE THOUS HAVE THE CLEAR THEORY OF ANY THE SOLICE MENT THE THE NOUT CLEAR THE THE NOUT COMING AND LISTEN HEREIN REFER TO SUCH THE THE TO NOT ACCESS THE THEORY OF ANY THE NOUT CLEAR THE THE NOUT CLEAR THE THE NOUT COMING AND CLEAR THE ADVISOR OF THE SOLICE MENT THE THE NOUT CLEAR THE THE NOUT CLEAR THE THE ADVISOR OF THE SOLICE MENT THE THE NOUT CLEAR THE THE NOUT CLEAR THE ADVISOR OF THE SOLICE MENT THE THE NOUT CLEAR THE THE NOUT CLEAR THE ADVISOR OF THE SOLICE MENT THE THE NOUT CLEAR ADVISOR THE THE NOUT CLEAR THE THE NOUT CLEAR THE ADVISOR OF THE ADVISOR ADVISOR THE THE NOUT CLEAR THE THE THE NOUT CLEAR THE ADVISOR OF THE ADVISOR THE THE NOUT CLEAR THE THE THE ADVISOR THE TH
	1. UERNEL In consideration for User's payment to of the purchase price, grants User the nonexclusive exertine sight (a) to use internally, in the one haulness, the Clean Three highest Monitoring and Management System, solid- object code included in the Clean-Trace highest Monitoring and Management System, solid-user program and the Clean-Trace highest Monitoring and Management System, solid-user at the comparison with use of the Clean-Trace highest Monitoring and Management System, solid-user at User State Documentation and all future versions, optication, and enhancements there and price of the User Documentation (b) to make one back-up copy of the Software but only as necessary for User's use of the Software tas permitted by this Agreement, and (10 mains copies of the User Documentation for User's internal use only.) Less permitted by this Agreement, and (10 mains copies of the User Documentation for User's solid- ment user).

The installer will now check the local computer/server for compatibility with the Clean-Trace[™] Hygiene Management Software. The check confirms the system capability to run the Clean-Trace Hygiene Management Software. Each checked category will be marked with:

- A green check \checkmark if compatible with the software.
- A red 🛞 will appear if any issue affecting compatibility is found; suggestions to address the issue will be provided.

- When installing on a virtual machine/server, a warning such as "USB port not available on computer" will be displayed. Disregard this warning if this host will not be used for USB synchronization.
- Other warnings may also be displayed for Microsoft Excel, available memory, or others. Warnings will not prevent the installation from proceeding but it will point out areas that may need your attention.

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.

II Clean-Trace™ Hygie	ne Management Software - Installer _ X		Clean-Trace™ Hygie	ene Management Software - Installer _ X
System Check Database Options	System Check Checking prerequisites for successful installation. System check may take about 2 minutes. Checking Hardware 🖓		System Check Database Options	System Check Your system check is complete.
Administrator Options Review & Install	 Administrative Rights Hardware Software Database 		Administrator Options	Administrative Rights Hardware Software Database
Cancel	Previous Next	Ca	incel	Previous Next

- 7. On the Database Options screen, the user is presented with two database installation options:
 - a. Use Existing Server. Select if planning on using an existing compatible SQL server database.
- b. Install New. Select 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[®] 2016 Express. Click "Next" to continue (from Step 10).

(English)

System Check	Database Options	System Check	Database Options
	Select and connect to the database server.		Select and connect to the database server.
Database Options		Database Options	Recommendation Use an existing server to avoid changes in computer performance.
Administrator	Select or Install Database Server	Administrator	Select or Install Database Server
Options	Use Existing Server (Recommended) Install New		Use Existing Server (Recommended) Install New
Review & Install	Select or Type Server Name	Review & Install	
	Connect to Server		

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.

II Clean-Trace™ Hygie	ne Management Software - Installer _ X	Clean-Trace ¹⁴ Hygiene Management Software - Installer _ X
System Check Database Options	Database Options Select and connect to the database server.	System Check Database Options Select and connect to the database server. Database Options Connection to server was successful.
Administrator Options Review & Install	Select or Install Database Server • Use Existing Server (Recommended) Install New Select or Type Server Name PC Name SPARK Connect to Server *	Administrator Options Review & Install Review & Install Database Server Name Sector Type Server Name Database Server Name
Cancel	Previous Next	Cancel Previous Next

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

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

- a. Ensure that the SQL Server Instance 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 allows users to choose the desktop software sign-in option. Two authentication 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 Clean-Trace Hygiene Management Software.

Clean-Trace™ Hygie	ne Management Software - Installer X	II Clean-Trace™ Hygier	ne Management Software - Installer _ X
System Check Database Options Administrator Options Review & Install	Administrator Options pecify sign-in, administrator, and company information for configurati 1. Application Sign-In (***) Same sign-in as my company By-in-ordentials will be the same as company computer. (***) Same sign-in as my company By-in ordentials will be the user's small and a new password. By-in-ordentials will be the user's small and a new password.	System Check Database Options Administrator Options Review & Install	Administrator Options Specify sign-in, administrator, and company information for configurati 1.Application Sign-In Sign-in credentials will be the same as company computers 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
	2. Administrator Information		2. Administrator Information 3. Company Information

- 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	 I. Application Sign-In Edit 	Database Options	Speciry sign-in, administrator, and company information for configurate 1. Application Sign-In
Administrator Options	2. Administrator Information	Administrator Options	 2. Administrator Information
Review & Install	Your Ervail Address: youremail@lyourcompany.com This email will be used to sign into the application. First Name FirstName LastName	or Roview & Install	First Name Last Name Last Name Username Save & Contin
	3. Company Information		3. Company Information

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

Clean-Trace™ Hygie	ene Management Software - Installer _ X	II Clean-Trace™ Hygie	ne Management Software - Installer
System Check Database Options Administrator Options Review & Install	Administrator Options Specify sign-in, administrator, and company information for configuration 1. Application Sign-In Edit 2. Administrator Information Edit 3. Company Information Your Company Name YourCompany/Name	System Check Database Options Administrator Options Review & Install	Administrator Options Specify sign-in, administrator, and company information for configuration 1. Application Sign-In Edit 2. Administrator Information Edit 3. Company Information Your Company Name Company Name Company Demain Name Company domain

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

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

II Clean-Trace™ Hygiene Management Software - Installer

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.

II Clean-Trace™ Hygie	ne Management Software - Installer _ X
System Check	Installation Complete!
Database Options	Success! You have successfully installed Clean-Trace ^{Ter} Hygiene Management Software
 Administrator Options 	
Review & Install	
	Launch Application

Complete the steps below to create another administrator account, for example, a Quality Assurance (QA) account that can be used for setting up the ™ Clean-Trace™ Hygiene Management 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. If you selected "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."

Welcome to	Welcome to
Clean-Trace''''	Clean-Trace
Hygiene Management Software	Hygiene Management Software
Enter your email to sign in.	Enter your email to sign in.
Email	Email
Continue	Continue
Need help with your account? Contact your software administrator	Need help with your account?
	Contact your software administrator

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

c. When the email or username matches the one provided during installation, the password field will display and prompt the user to set a new password for this account.

Set the password, then click "Save & Continue." The new password must meet minimum password requirements:

- At least 8 characters long •
- At least one capital letter
- At least one number
- At least one symbol
- 19. Click "Begin Setup" on the welcome screen.
- 20. In the Personal preference screen, verify language preference and set a secret question for password rese Then enter the answer to th secret question.
- 21. Luminometer Pin Code set can be skipped at this step.

Activation of the Pin Code for the entire organization or a specific location will be done in the Organization Preferences screen or the Locations and facilities screen.

Personal preferences	1			
Language preference *				
English(US) Es	~			
Security question *		Security Question Answer		
···· Select ···	v		1	
inclusion test (D				
	1			
	<i>•••</i>			

Clean-Trace TM Hygiene Management Software Welcome, New User! Provide a password to complete your account. Email email@yourdomain.com Password	Welcome to		
Hygiene Management Software Welcome, New User! Provide a password to complete your account. Email email@yourdomain.com Password	Clean-	Frace™	
Welcome, New User! Provide a password to complete your account. Email email@yourdomain.com Password & Scharacters or more • One explicit letter • One symbol Back Save & Continue	Hygiene Mana	gement Software	
Provide a password to complete your account. Email email@yourdomain.com Password • Scharacters or more • One capital letter • One symbol Back Save & Continue	Welcome, New User	!	
Email email@yourdomain.com Password	Provide a password to	o complete your account.	
email@yourdomain.com Password 	Email		
Password • 8 characters or more • One capital letter • One number • One symbol Back Save & Continue	email@yourdomain.co	m	
Password • 8 characters or more • One capital letter • One symbol • One symbol Back Save & Continue			
8 characters or more One capital letter One symbol Back Save & Continue	Password		Ø
One capital letter One symbol Back Save & Continue	8 characters or more		
One number One symbol Back Save & Continue	One capital letter		
Back Save & Continue	One number One numbel		
Back Save & Continue	One symbol		
	Back	Save & Continue	
	Need help with your acc	ount?	

Contact your software administrator

Clean-Trace	Manage ∨
Welcome to the Clean-Trace™ Hygiene Monitori Management System	ng and
Redesigned intuitive and visually optimized dashboard	
Easily identify root causes to take action quickly	
One click access to reports and common tasks	
Convenient wireless data transfer option	
Test point randomization	
Version : 1.8.5	
View User Manual	
Perio Satur	
Begin Setup	

- 22. In the Organization Preferences screen, users have the option to customize settings to align with organizational
 - needs:
 - a. Email notification can be enabled
 - b. Temperature, date, and number format
 - c. Pin code can be enabled for extra security on LM1 Luminometers
 - d. Inactivity timeout
 - e. Retention policy for Test results on the LM1 Luminometer

Click "**Next**" and all entries will be saved. A green banner will appear at top, to confirm settings have been saved.

Your organization preference changes have been saved.

Clean-Trace [®]	Manage v ? v 🕞 v
Preferences Users Data import Facilities Tests	Sample plans
Organization preferences General Information Organization way Vour Company Name Logo Choose file	
Enail notifications Preferences in this box only apply If you are syncing with older luminometer offware versions down to 10.810. For never versions, set these in location preferences instead. Date format Date format Trave format	
Number format	
Performance series tel below are defaults for all locations in your approaches. If they are updated for a specific location, they owneds the antenness test shows have. Changes made here will not affect updated location preferences. Beauty The test series of the s	
*Field is required	Back Next

(English)

23. Create additional **Administrator** user(s) e.g., QA Manager by clicking on "**Add User**."

an-Trace [™]						Man	nage 🗸 🥐	~ 🕑
	<u></u>							
	Preferences	Users	Data import	Facilities	Tests	Sample plans		
Hears Polos								
Cacha Rolea							Ad	ld new user
Users							Delete	users
Name	Role		Email		Status		Notification er	nail
							(j)	



Note: After the initial setup of the Clean-Trace[™] Hygiene Management Software each new user will see the "**Sync manager setup**" screen with a 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 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.

Sync manager is req	uired to synchronize your luminometer.	
íou can also download	later from your application menu option.	
Not now	Download sync manager	

Download, install and upgrade sync manager on client computer

This section is applicable to Server/Network installations only.

The Sync Manager is automatically installed/upgraded on the Host computer (Desktop/Workstation) as part of initial software installation/upgrade.

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 Clean-Trace[™] Hygiene Management Software under the **Help (?)** menu as shown below.

Clean-Trace	u.				LEVEL 1:	FEK-Sandbox_02 (+	-1) 🗸	Manage 🗸	? ~ 📭	~
	LAST QUARTER							User manu	ial	0
(<u>~</u>)	First-test summary				Top failures		Download	sync manager		
Performance	\sim							Fa About Cle	an-Trace	
	161	70 Dasses	27 cautions	64 fails		FILLER HEAD 1		Technical	support	2
	results	43.5%	16.8%	39.8%		FILLER HEAD 2		• 18/25	72%	
Reports						BOWL CHOPP	ER	8/14	57.1%	
I Y I										
Testing	Sample plan	Total tests	Results gr	aph	Passes	Cautions	Fails	Next run (mm/dd/	уууу)	
	PIZZA LINE 1 FEK-Sandbox_02	40	_		• 16	• 0	• 24		~	
	PIZZA LINE 5 FEK-Sandbox_02	121			• 54	• 27	• 40		~	
Cleaning										

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's name. Select "Save as" and specify the save Location.

Syı	nc manager set	up	Х
	Sync manager is require You can also download late	d to synchronize your luminometer. er from your application menu option.	3
	Not now	Download sync manager	



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.



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.

Name		Date modified	Туре	Size
, 3M™Clean-Trace™LuminometerSyncManagerInstallWizard_Ver 1.8.5	/0197237.ex	8/10/2018 12:43 PM	Application	87,962 KB
	This w	vill be replaced with your server's n	ame.	
Right click on the Sync manager installer	Name	^		Date
and select Run with Elevated Privileges or	3% Clean-Trace™Lu	uminometerSyncManagerInstallWizard_Ve	r1.8.5	
Run as Administrator.			Open	ninistrator
				and the second se
If you see the " Confirm Elevation " window, on extraction will start.	:lick " Allow ,"	file	meter Sync Manager - Installer	-
		Extracting F	iles	
		This may take a rew	minutes.	
		Extracting the installer	package "**	

d. The **Review & Install** screen will display after completion of file extraction. 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.



(English)

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.

II Clean-Trace TM Luminometer Sync Manager - Installer _ X	Sync Manager	<
Installation Complete You have successfully installed Clean-Trace TM Luminometer Sync Manager Software	Clean-Trace TM Hygiene Management Software.	
Launch Application		

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
, अ∭3M™Clean-Trace™LuminometerSyncManagerInstallWizard_Ver 1.8.5 (W0197237.e)	8/10/2018 12:43 PM	Application	87,962 KB
		_	
	This will be replaced with your server's name	2.	

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

TB - 972667

 \triangle



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

Name	Date modi
Clean-Trace [™] LuminometerSyncManagerInstallWizard_Ver1.8.5_ Run as administrator	Extracting Files This may take a few minutes. Extracting the initiality package "**
d. The Sync manager installer screen has two options:	Ciean-Trace ¹⁰ Luminometer Sync Manager - InstallerX
a. Uninstall the current Sync Manager installation	
b. Continue with the upgrade	Installation Upgrade
Click " Next " to continue with the upgrade.	You will be installing the latest version of this software. NEW version : 18.5 Currently installed version : 16.0.61

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™ Luminometer Sync Manager - Installer X	Sync Manager	×
Upgrade Complete You have successfully upgraded 3M ^{IM} Clean-Trace ^{IM} Luminometer Sync Manager Software	Clean-Trace [™] Hyglene Management Software.	
Launch Application		

After the Sync Manager upgrade is complete, follow instructions in section below for Upgrade LM1 Luminometer to the APK version 1.4.0.26 or to the Linux version 2.0.31.



Upgrade the Clean-Trace[™] Hygiene Management Software from a previous version

Backward Compatibility



Software upgrade backward compatibility

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

Version 1.6.0.48	Version 1.4.0.2
Version 1.5.0.28	Version 1.3.1.2
Version 1 5 0 22	Version 1 3 1 0

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

Get installation help

For detailed instructions on how to check your Clean-Trace Desktop Software version, and your LM1 Luminometer Software version, refers to the section below titled "<u>Information for Users</u>".



Synchronization backward compatibility

LM1 Luminometers running any of the APK versions listed below, will be able to successfully synchronize test results with the Clean-Trace desktop software version 1.6.0.48.

Version 2.0.31	Version 1.3.0.10
Version 2.0.22	Version 1.2.0.5
Version 2.0.14	Version 1.1.1.1
Version 1.4.0.26	Version 1.1.1.0

During USB synchronization, the user will be prompted to upgrade the Clean-Trace software running on the connected LM1 Luminometer. Follow steps on LM1 screen to accept and install the latest application on the connected LM1 Luminometer.

The upgrade process

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



Before initiating the upgrade of the Clean-Trace Hygiene Management Software:

- 1. Synchronize all your Luminometers.
- 2. Perform a Clean-Trace SQL database backup.
- 3. Update the Clean-Trace Software on the LM1 Luminometers after successfully upgrading the desktop software, and Sync Manager(s).

Compatible LM1 Luminometer application to this Clean-Trace desktop software v1.8.5 include:

- LM1 Software version 2.0.31
- LM1 Software version 1.4.0.26

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



For desktop or standalone installation

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

a. Run the software installation file from the PC desktop or server computer - refer to <u>How to Download the Latest</u> <u>Version of the Software</u>.

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

\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This PC \rightarrow Downloads \rightarrow Clean-Trace				
Name	^	Date modified	Туре	Size
🚹 Clean-TraceHygieneManage	mentinstallWizard Ver1 R.5 Open Run as administrator	6/13/2023 3-18 DM	Annlication	690.772 KB

b. The upgrade wizard will start **Extracting Files**, then the **Installation Upgrade** screen will display. This screen will display your current Clean-Trace software version, and the new software version you are about to upgrade to.

Click "Next" to continue with the upgrade process.

1 Clean-Trace 100 Hygiene Management Software - Installer _ X	II Clean-Trace™ Hygiene Management Software - Installe	er _ X
Extracting Files This may take a few minutes.	Installation Upgrade You will be installing the latest version of this software. NEW version : 18.5 Currently installed version : 16.0.48	Uninstall

TB - 972667

c. The **Welcome** screen will display; 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 display.
- 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.

👔 Clean-Trace 🕷 Hygiene Management Software - Installer	Clean-Trace ¹⁴ Hygiene Management Software - Installer _ X
Upgrade in Progress This may take a few minutes: Parading achivers	Upgrade Complete To have successfully upgraded Clean-Trace ¹⁰⁴ Hygiene Management Software. Prove upgrade all computers that have Synce Manager by poling into the application Help Manu (?) and selecting Deventoed Sync: Manager.
Done	Launch Application

g. On first login following the Clean-Trace software upgrade, the user will be presented with a screen containing some of the major improvements in this release. Click "**Next**", then "**Got it**" to continue.

Clean-Trace	w LEVEL I: (Manage 🗸 👩 🗸 🕕 🗸	Clean-Trace [™]	LEVEL 1: (Manage v 🕜 v 😈 v
1000	THIS WERK	M MORE PETERS IN	THIS WIFEK		✓ MORE FILTERS
(<u>~</u>)	First-test :	View all a	First-test a	Darwin, NT	View all >
Performance	228 214 11 3	Fals/m. Fallra	Performance	Preferences	Falis/ta Fali ra
		umente divedere			Tures to display
Reports			Reports	~	
Tasting	Semptingter (New Clean-Trace™ has a new look!	Next run (remited	Testing Sample play	Now Level 1 preferences	Next run (mm/dd
a	Enjoy intuitive navigation, improved filtering, edge to edge views, and an updated experience across many pages.		T	Multi-location organizations can now customize their preferences Level 1-to-Level 1	
			Cleaning		
Canno	Next			Got it	
				1 2.	
	Ø'₃ +				

(English)

Clean-Trace[™] software upgrade notes

- This software upgrade will not alter any existing content or configuration(s). However, due to improvements in this release, additional information or adjustments may be required.
- Test type was improved in the previous Clean-Trace[™] Software version 1.4.0.2. Numeric (0/1) Pass/Fail is no longer accepted.
- Starting with Clean-Trace software version 1.5.0.22
 - o Users, Test types, cleaning variables and Sample plans are specific to Location Level 1
 - Location (Level 1) requires country, state/province, city, and time zone.
- If upgrading from Clean-Trace software version 1.3.1.0, 1.3.1.2 or 1.4.0.2, the user could be directed into the data reconciliation process. Refer to the section on data <u>reconciliation process</u> for additional information.
- Review existing settings after upgrading your Clean-Trace Software.

For server or network installations

- a. Clean-Trace Software must be upgraded on the Host computer. Follow the steps to <u>upgrade the Clean-Trace</u> <u>installation on your Clean-Trace application server or Host</u>.
- b. The Sync Manager must be upgraded on all Client computers. Follow the steps to <u>upgrade the Sync Manager on</u> <u>each Client computer</u>.
- c. Synchronize all LM1 Luminometers via USB and accept to upgrade the Clean-Trace software on each LM1 Luminometer when prompted during the synchronization.

Updates to this version of Clean-Trace[™] Hygiene Management Software (v1.8.5)

Reports capabilities enhanced

- New and improved widgets, for more insights
 - Test summary
 - Results overview
 - Top failures
 - Calendar view previously referred to as MSS
- Additional filtering options
- Report column selection and re-order
- Organization logo on PDF reports
- Reports options: edit, save, search, sort, schedule, email, download

Improvements to the Clean-Trace Desktop software

- Renewed desktop icon
- Custom entries for Location details (city, state)
- Data archive
- Data export
- Test type order in Test points
- Test point order in Sample plan
- Test results order in Sample plan results details
- Facilities deletion option
- Synchronization manager

Improvements in the Clean-Trace LM1 software

- Wi-Fi authentication includes Extensible Authentication Protocol (EAP)
- Non-Latin language fonts referred to as special characters

(English) 🛖 븕

Reports capabilities enhanced

New and improved widgets, for more insights

The Clean-Trace[™] Hygiene Management Software version 1.8.5 includes updated reports features.

Functionality has been re-designed to provide easier access to insights for end-users.

The Reports landing page

The first time a user navigates to the reports section, the saved reports section will be empty, and will remain empty until the user saves a report.

To create a new report, click on [Create report] in the Results template section.

Initial filter for new reports will be defaulted to the **Performance** view filter selection.

To open previously saved reports, locate and click the Report name in the **Saved reports** section, scroll or use the search functionality as necessary.

	Clean-Tr	ace [™]		LEVEL 1: Dallas-TX	((+1) V Manage V	~ ? · 💁 ·
	\sim	Reports				
	Performance	Results template	Comparison template	Pr	roductivity template	
	Reports		Coming soon		Coming soon	
Click to create a report		Create report				
	Testing	Saved reports				
		Q. Search				
	Cleaning	Report name Level 1	Date range (MM/dd/yyyy)	Created by	Last viewed	Schedule
			* Titl. 			
		Page 1 of 1 Items per page: 48				O items

	~	Repo	orts					
	Performance	Res	ults template	Con	parison template		Productivity ten	nplate
	Reports		Create report		Coming soon		Co	ming soon
	Testing	Sav	ed reports					
Saved reports		Q s	Search					
Saveu reports,	Classing		Report name	Location	Date range (dd/mm/yyyy)	Created by	Last viewed 👃	Schedule
Click to open	and an in the		Weekly Results Report	Rochester, NY	This week	1.000	05/18/2022	Daily
			Quarterly Results Report	Rochester, NY	This quarter	territori di Barrante da la	05/17/2022	Weekly every Sunday
			Monthly Results	Minneapolis, MN	This month	Constant of Consta	05/16/2022	Monthly every first week.
			Manufacturing Weekly Results	Minneapolis, MN	This week	free states in a state of	05/15/2022	Yearly every first monday
			Weekly Results	Basel, CH	This week	No. Observed	05/15/2022	Schedule
			B780 Results Report	Basel, CH	02/13/2022 - 02/20/2022	Inter-Statement	05/12/2022	
			Food Safety Yearly Results	Basel, CH (+2)	01/01/2021 - 12/31/2021	frances ("Property)	04/24/2022	
			Food Safety 2nd Quarter Results	Basel, CH (+2)	04/01/2021 - 06/30/2021	Annes Constants	03/13/2022	
er report details					v) :	

Report view and widgets overview

The widgets are built with option to expand to full screen, by clicking on 🖃 at top right.

D (1)	Clea	n-Trace [™]					LOCATI	ON: Base	I, CH (+2)	~] N	Manage 🗸	? ~ 💿 `
Report filters		THIS QUARTER 🗸											
Result overview		Reports / Quarter	ly Results Report										
Report name	Performance	Quarterly R	esults Repo	ort 🖉					Sc	hedule	Downl	oad 🗸	🗸 Saved 🖌
		< <all test="">></all>	summary				Results o	verview	,	Pass	e Cautio	n 🗢 Fail	Undefined*
	Reports	145	1	21	70		Test	Totals	Results				Pass rate
		• passes	· ·	cautions	• fails		First-test	1476	• 1387	7 • 21	• 64 •	4	94%
Tost summany	Testing	94%		1.4%	4.5%		Re-test #1	64	• 58	• 0	• 6 •	0	90.6%
Test summary		1550) results				Re-test #2	6	• 6 •	• 0	• 0 •	0	100%
	Cleaning						*Unplanned test	s without pas	s/fail criteria				
		Top failures		م _ع	Trends (av	verage ATP	results)			Result ra	inge 😒 🛇	📀 Trend per	period 2
		Test point	Fails/test	s Fail rate	500								
Top failures		Filler Head 1	• 6/12	↓ 40.2%	400								
		Huller Pastry Table	• 6/13	↑ 30%	300 🗢	•	Average res	esults	280 RLUs 62		Ø		+
		Suction Cylinder	• 11/24	↓ 24.8%	200		First-test pa	ISS %	92.1%			Ť	• •
		Elipse-E-Stir Agita	tor • 9/21	↓ 22.5%	100		Time period Change this	period	Apr 10-16	ail rate			+
		Suction Cylinder	• 7/17	→ 19.5%	1-2 APR	3-9 10-1	6 17-23 24	4-30 1-7 MAX	8-14	15-21	22-28 29-4 JUN	5-11 1	12-18 19-25
Tren <u>ds chart</u>													
Test point search		< <all>> resu</all>	ilts								List view	Calenda	arview 2
rest point search		Q Search		Edit columns									
Column selection	on	Test point	Test type	Sample plan	Result	Date 👃	Time	Pass	Fail	Result v	Re-test	Taken by	Comments
		3/4 ID Hose	AQT200 (Wa	Cooling Tanks Test L	~	05/21/2021	8:28am	100	101	65	-	Jessica F	
List/Calendar		Finishing Table	UXL100 (Sur	B224 Manufacturing	~	05/21/2021	8:26am	150	300	99	-	Art Irey	
		Cooling Tank 1	AQF100 (Wa	Cooling Tanks Test L	~	05/21/2021	8:24am	150	300	104		Carlos Lo	
		HLP Channel	AQT200 (Wa	B224 Manufacturing		05/21/2021	8:24am	100	101	78	-	Carlos Lo	
		V-Press Mould	UXL100 (Sur	B224 Manufacturing		05/21/2021	8:22am	150	300	157	-	Art Irey	
		Suction Cylinder	UXL100 (Sur	Cooling Tanks Test L	~	05/21/2021	10:12a	100	101	82	#1	iarin Wol	·
		Suction Cylinder	UXL 100 (Sur	Cooling Tanks Test I	⊗ .∠	05/21/2021	8:15em	150	300	03		Art Irov	~-
All result details		Drain vaive	GAL 100 (001	cooling ranks rest L	*	00/21/2021	J. FOUTT	150	300		-	Jurney	

Test summary widget

Test summary widget previously **First test summary**, now offers other summary option, selectable from Report "**More filters**"

- o First tests
- o Re-tests
- o Final tests
- Any combination of the 3 options, including all tests.

Results overview widget

The result overview widget provides additional insights on test results summary.

Test summaries are presented by test runs; First Test, and all retests performed.



Top failures

Report now features a widget to list most failing Test points in the selection criteria (Report filter). For additional insights, expand the Top failures widget to full screen.





Trends

The Trend chart provides a quick view on how test points are performing over a specific time frame defined in the Report filter selection.

All results

The All results section provides a more detailed list of test results per Report filter selection and per columns selection.

This section also enables the user to narrow down to a specific Test point by searching for the specific Test point.

Calendar View previously referred to as MSS

The **All-results** view features a list view and a Calendar view.

This Calendar view is optimized to display up to 31 Days of Test results.

If the report filter expands beyond 31 days, the user will be notified on screen to update report filters.

Clean	-Trace [™]					LOC	ATION:	Basel, CH (·	+2)	~	Man	age 🗸 (? ~	•
													MORE FI	
Performance	Reports / Weekly Weekly Res	Results Report Sults Report	t 🖉						Schedule	,	Download	~	∑ ∕ Saved	
	< <all>> resu</all>	Ilts Note: This vi	ew only sho	ws first-te	st results					L	st view	Calendar	view	, ²²
Reports	Q Search		Edi	t columns				• F	ass 😐 🤇	Caution	• Fail 🛛	Undefined	Miss	ed
	Test point ↓	Test type	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/1
	3/4 ID Hose	AQT200 (Wa		179		164		м			151		142	
Testing	Chef's Knife	UXL100 (Sur		1348										
	Cooling Tank 1	AQF100 (Wa			122*						133*			
	Drain Valve	UXL100 (Sur		373			248				322			1 :
Cleaning	Filler Head 2	Temperature												П.
	Finishing Table	UXL100 (Sur			373		373					106		12
	Flat Coil Velve	LIXI 100 (Sur	uing > Teels	1							106			Π.
	HLP Chranel	AQT200 (Wa	ving > rank	134	139	141	147	178			149	117	120	14:
	Huller Pastry T	UXL100 (Sur		179		138		142			142			
	Measure 1	UXL100 (Sur			299									
	Pastry Blender	UXL100 (Sur		93				106						
	Pactia	Vienal inches		Pace		Pare					Page		Parc	
	Page 1 of 2	▼ ▶ Items	per page:	48 💌] *Re	sult obtained	i from non-3	M swab				1-4	48 of 84 it	ems

Additional filtering options

The reports feature in the Clean-Trace software version 1.8.5 includes all the filters available in the Performance view (also referred to as Dashboard) with additional filtering options.

The filters are located at top of the Report page, it now includes option to select the type of results, and **More filters**.

All results

This filter option enables the user to select to view by test results categorized as "Pass, "Caution", "Fail" or any combination.

By default, all results will be included in reports.

To adjust selection, click on the dropdown by "All results" tab, check the category of results to display, then click [Apply filter].

		Select all Select Passes Cautions 2	Downloa	ad 🗸 Save	Ę.
Results ov	erview	✓ Fails	Undefined*		
Test	Totals	Apply filter		Pass rate	
First-test	454	• 320 • 80 •	- 54	70.5%	

(English) 🛉

More Filters

Enables five additional filtering capabilities. Any custom filter or selection will only apply to the current report when user selects **Apply filter**.

All new Reports will reset to default selection

Location and facilities

By default, all Locations and facilities will be selected, per global filter configuration.

To change selection, expand Locations, then select the facilities to include in Report.

Tests

By default, all Tests will be selected including First tests and any Re-test.

To change selection, select the box for the Tests to include in Report.

Users

By default, all Users will be selected, per global filter configuration.

To adjust selection, select specific Users from the available User list.

Result range

By default, all ranges of results will be included in the Report.

To adjust selection, type the minimum and the maximum range of Test results to include in report.

Note: This filter will only apply to numeric ATP results.

Cleaning chemical

The Clean-Trace software version 1.8.5 also enables users to view Test results from Test points associated to specific cleaning and sanitizer chemicals.

By default, all Test results will be included in the Report.

To adjust selection, select the specific cleaning chemicals from the available list.

The Cleaning chemicals list will be empty If cleaning chemicals have not been entered and a link to instructions to use this feature will appear.

			✓ MORE FILTERS (1)
			More filters
			Locations and facilities (2)
Results ov	erview	• Pass • Cauti	▶ ✓ Group-02_Dallas
Test	Totals	Results	▶ ✓ Group-02_Saint Paul
First-test	454	• 320 • 80	Tests
*Unplanned tests with	hout pass/fail critoria		First-tests Re-tests Final-tests *This is the last re-test. A first-test is also a final-test if there are no re-tests.
			Users
	Result range		Default user QA Admin
			Result range
			Result range Min result - Max result
	•		Result range Min result Max result Cleaning chemicals To filter future results by cleaning chemicals. add

Report Column selection and Re-order

In the Reports screen, user may choose to view or hide certain columns. However, there are columns that must be present on every report, therefore cannot be hidden.

EN) (English) 🦷

Column Label	On by default	Can be hidden
Custom test point ID	No	Yes
Test point	Yes	No
Test point description	No	Yes
Test point location	No	Yes
Sample plan	Yes	Yes
Test type	Yes	No
Result	Yes	No
Date	Yes	No
Time	Yes	Yes
Pass value	Yes	Yes
Fail value	Yes	Yes
Result value	Yes	No
Re-test	Yes	Yes
Taken by	Yes	Yes
Comment	Yes	Yes

Available Report colums that are visible by default, and ability to hide.

To edit viewable columns in a report,

- Select [Edit columns]. This will open a side view list of available columns
- In the list of available columns, locate the column(s) to view or hide from report
- Select the column(s) to display in the report
- Select to un-check column(s) to hide in the report





Organization Logo on PDF Reports



Report options

After creating a report, many options are offered to Clean-Trace users and include Save, Edit, email, Schedule, Download and Print.

Save

Allows user to capture current report filter selection for future use.

Saving a report is not recording a snapshot of current results values but recording current filters.

Opening a saved report later may display different numbers, based on recently uploaded Test results.



Edit

This functionality enables the Clean-Trace user to adjust results details of a previously saved report. Adjustments may include the report name, filter selection or the schedule.

Email

This feature enables the user to email current reports to self.

To email a report to other user(s) use the report schedule functionality.

Note: email notification must be enabled in Organization preferences



Report scheduling

Reports can be scheduled and generated on a one-time or recurring basis.

- Reports can be scheduled and delivered in PDF or CSV file format
- Reports can be scheduled for download or emailed to current users
- Schedule report is not allowed for unsaved reports.

Schedule a saved report

- Locate the "Schedule" toggle in the Report screen.
- In the Schedule report screen, select the date on which the report needs to be generated.
- Switch Recurrence from "Off" to "On" to repeat report generation.
- Below are the options available for recurrence of scheduled Report.
 - Daily





- Weekly, weekdays are displayed, user can select multiple days.
- o Monthly
- Yearly

Starts/Ends appears when Recurrence is selected and is an option to create a start and End date for the scheduled report.

By default, it will start as soon as possible, and will never end.

		\times
	Schedule report	
Schedule Date	Schedule	
Recurrence On/Off	03/22/2023	
Recurrence details	Barts Control	
Output Format	Format*	
Output details for PDF Reports	Include these items in the PDF.* Summaries and overview Failures – full page details All test Results: list view	
Report delivered to email recipients	Note: The result list table view will not be optimized for over 10 columns. Delivery Method* Image: Column State	
Report Saved to this location	Save This report will be saved to: C:\3M Clean-Trace Hygiene Management\Download Change	
	*Field is required Cancel	Save

Report file formats:

PDF format has the option to customize the output

- Summary and overview, included by default
- All test result list view, included by default
- Failure full page details, not included by default
- Trend full page details, not included by default

CSV format delivers a CSV file containing results for the selected filters.

Report delivery method:

Email

Available only if email notification is enabled in the Organization preference settings.

At least one valid recipient must be specified within the current active user pool.



Use the search function to locate and add recipient(s).

Save

When this delivery method is selected, the default save location is presented, with options to change as needed.

To change default save location, ensure that **IIS_iusrs** user group on the Clean-Trace host computer, has read and write access to the newly selected path.

Note

Report default save location is on the Clean-Trace host computer. C:\ Clean-Trace Hygiene Management\Download.

After setting up all the Report schedule details, click [Save] to confirm and exit.

The Reports page will display the saved reports with Report name, Date range, Last view and Schedule recurrence.

Clean-Trace" LEVEL 1: Dallas-TX (+1) Manage 🗸 🥐 💊 🗸 Reports ~ Results template Productivity template nparison template Ľ Coming soon Create report Testi Saved reports Ĩ Q Sear - Report name Level 1 Last vie Cleani Weekly Depot Dallas-TX(+1) 01/01/2023 - 03/14/2023 QA Admir 03/22/2023 QA Admin Weekly Zone 1 Report Dallas-TX(+1) 01/01/2023 - 03/14/2023 03/22/20 QA Admin Last year Zone 2 Dallas-TX(+1) Dallas-TX(+1) QA Admin 03/20/2023 Untitled report Lastive Click recurrence to Click here to Schedule view/edit schedule

Click anywhere on the line to view or edit a report.

Download reports

Reports can be downloaded in either a PDF or CSV file format.

< Page1of1 → Items per page: 48 ▼

CSV reports

Select [Download] then [CSV] and report will begin to download immediately.

CSV file will download to the browser default download location on your workstation.

4 item

PDF reports Select [Download] then [PDF]

Select the options from the Download report screen to customize the Report output file:

- Summary and overview, included by default
- Failure full page details, not included by default
- $\circ~$ Trend full page details, not included by default
- o All test result list view, included by default

Select [Download] to begin the download to the browser default download location on your workstation.

Print

Generate printed copies of reports

Locate the printer icon at the top right in the report page.

Select **Print report** screen options to customize a printed report:

- Summary and overview, included by default
- $\circ~$ Failure full page details, not included by default
- $\circ\;$ Trend full page details, not included by default
- o All test result list view, included by default

Select **[Print]** and a printable report will generate and open in the browser. Will look similar to PDF.

Select Print in the browser controls to send the report to the Printer.



Includ	e these items in the PDF:*		0	·	
~	Failures – full page details	A Second Second		and the second second	
~	Trends – full page details	b b b f f f f		The states	
~	First-test Results: list view				
Note:	The result list table view will not be optim	ized for over 10 columns.	and the second s		

		>
Print report		
Include these items in the PDF:* Summaries and overview Failures – full page details Trends – full page details First-test Results: list view Note: The result list table view will not be optic	mixed for over 10 columns.	
eld is required		Cancel Print

$\exists = \forall \vee \forall Draw \vee @ \blacksquare Read aloud - +$	- •• 1 of 53 Q [[b Q	6 8 Z 🅸 🕯
Report details		
Locations and Facilities	Date created	
Dallas-TX Irving Irving Dough Mix Dough Toss Plano Plano Sauce Blending Toppings Department Saint Paul-MN Maplewood B220-South Dough Mix Dough Toss Oakdale B260-North Sauce Blending Toppings Department	03/23/2023	
Created by	Date range	
QA Admin	01/01/2022 - 12/31/2022	



Additional Improvements in the Clean-Trace[™] Desktop Software

New desktop icon

Neogen and 3M Food safety merged in 2022 and the 3M logo will be updated across all Clean-Trace systems.

Look for the new Clean Trace Desktop Software and Sync Manager icons on your desktop. They have been redesigned as shown.



Custom entries for Location details (City, State)

Custom entries are now available for City and State, also referred to as Region or Province.

During new Location (Level1) creation or editing the field allows for free typing if the correct state does not prepopulate.

Time zones will be dependent on the country selection.

	Add Level 1	Step 1 of 2	×
	Provide Level 1 details Country* United States State/province*	Level 1 name My Location	
Custom typed State		If a custom Level 1 name is not provided, your Level 1 name will be a combination of "City, State/Province" based on the information provided.	
Custom typed City	My-City		
	UTC-06:00) Central Time (US & Ca V		
Custom typed Location name	My Location E.g., West London, EN or Utopia Parkway New York, NY		
	* Field is required	Cancel	ext

Data archive

Customers can retire or archive old Test results.

Data archive was enhanced to separate operational data from archived data.

Archiving data can help improve software performance, specifically the Performance view and Reports. Archived data will not display in Performance view or Reports.

Access to archived data will be through data export, available through the Manage software menu.

To initiate archival, click [Manage] to open the drop-down menu.

Select [Result archival] in the Manage drop-down menu.

In the data archival screen, specify:

Start Date and End Date

All Test results collected in this period will be archived.

Sample Plan

All Test results from selected sample plans that meet date selection archive.

If no selection, all Sample plans will be included.

Scheduled On

Date Data archive to be executed and may not happen at the exact time scheduled.

Select **[Save]** to confirm the data archive schedule, and the saved schedule will display in the archival history with the current **Status**.

Clea	n-Trace		L	EVEL 1: Dallas-TX (+1)	Manage V	9 × 🤒 ×
	Data archival					
(<u>~</u>)	Start Data	02/21/2023	1000	End Data	03/23/2023	(m)
Performance	Start Date	02/21/2020		Elid Date	00/20/2020	
	Sample Plan(s)	Please select	*	Scheduled On	03/23/2023 3:15PM	<u>ا</u>
		Cancel Sa	ve			
Reports	Archival history					
	Start Date	End Date	Sample Plan(s)	Triggered By	Scheduled On 🛓	Status
Testing Cleaning	01/01/2020	12/31/2022	Unplanned tests.PIZZ 0.PIZZA LINE S.PIZZA PIZZA LINE B.PIZZA I PIZZA LINE B.PIZZA I	A LINE IVIzza Lino 1 GA Admin LINE 3,7izza Lino 4, JINE 6,PIZZA LINE 7, JINE 9	03/23/2023 2:32PM	Yet to start

Data export

Retrieval of all Test points, Sample plans and Test Results in Microsoft Excel Comma Separated Values (CSV) files.

The Data export process generates individual data files for Test points, Sample plans or Test results.

Files that exceed 100 Megabytes will generate files lesser than 100 Megabytes.

The results can be retrieved individually from the Main and Archived databases.



Initiate Data export

Click [Manage] to open the drop-down menu.

Select [Data export] in the Manage drop-down menu.

In the data export screen

- Specify the database to retrieve the data from.
 - **Main database** contains all current operational data viewable from the Performance view, and Report.
 - Archive database contains all retired Test results, that are no longer accessible from the Performance view or Report.

Note

The process to retire data and move it from the main database to the archive database is only initiated by the user through the Data archive process described above.

• Specify the type of data needed, **Sample plans**, **Test points**, or **Test results**.

Note

if only Archive database is selected, the only data type possible will be Test Results.

• Confirm the drive location the exported data will be saved in.

By default, it will be saved on the Clean-Trace host computer/server at this location:

C:\ Clean-Trace Hygiene Management\Download.

If chose to change, ensure that **IIS_iusrs** user group on the Clean-Trace host computer, has read and write access to the newly selected path.

• Select [Save] to confirm Data export and exit.

The exported data files will be available at the location specified.

	Clean-Trace™		LEVEL 1: Dallas-TX (+1)	🗸 🛛 Manage 🗸 ? 🗸 💁 🗸
Check this to retrieve data from Main database	~	Data Export		
Check this to retrieve Results from Archive database	Reports	Database* ✓ ✓ Main database ✓ Archive database		
Check this to retrieve Plans file		Data*		
Check this to retrieve Test points file	Testing	Constant points Results		
Check this to retrieve the Results file	Cleaning	File containing more than 100k rows will be split into multiple files. Destination* This data will export to: C:\3M Clean-Trace Hygiene Management\Download Change		
	* Field is r	equired		Cancel Export

LEVEL 1:	Dallas-TX (+1)		Manage 🗸 🥐 🗛	~
~ A			Organization preferences	
	Top failures		Locations and facilities	
			Users and roles	
	FILLER HEAD 1		Luminometers	
	FILLER HEAD 2		Results	
	BOWL CHOPPE	ER	Data import	
			Data export	
Passes	Cautions	Fails	Result archival	
• 20	• 1	• 23	Activity log	

H

Test types order in Test points

The order of Test types within a Test point has been improved.

Test points with multiple Test types, default testing order.

- Visual Inspection (VI) will be presented first on the Luminometer when enabled.
- ATP Test types will be after any potential VI Test type
- **pH** Test types will be after any potential ATP or VI Test type
- Temperature Test types will be user after any potential Test type above
- Allergens Test types will be after any potential Test type above
- Custom Test types will be after any potential Test type above

1 QA	91% 09:58	1 QA	91% 09:58	1 QA	91% 09:58	1 QA	91% 09:58	1 QA	91% 09:59
< PIZZA LINE 6	₩ 😑	< PIZZA LINE 6	# ≔	< PIZZA LINE 6	_ ₩ 🖂	< PIZZA LINE 6	₩ 😑	< PIZZA LINE 6	₩ 🗉
CONVEYOR BELT 1 Test type: Visual inspection		CONVEYOR BELT 1 Test type: AQF 100 (Water free A	ATP)	CONVEYOR BELT 1 Test type: pH		CONVEYOR BELT Test type: Temperature	1	CONVEYOR BELT Test type: Allergens	1
Pass Fail		Start		Pass Fail		Type here		Pass Fail	
< List view CO	ELT 1		ELT 1		ELT 1		ELT 1	CONVEYOR B D	EPOSITOR 1 >
	est type	Order of sho	owing of	n the Lumino	meteri	r assigned to	o the Tes	st point.	/

Note

For Unplanned Test, Visual Inspection will not be first option

± LF	⊥LF 🔮 🗢 🖬 99% 09:54
< Add unplanned test	< Add unplanned test
Test point name and test type cannot be changed once a test has started.	Test type UXL 100 (Surface ATP) ~
Test point name Measure 1	UXL 100 (Surface ATP)
Test type UXL 100 (Surface ATP) ∽	AQT 200 (Water total ATP)
n na seconda e e e e e e e e e e e e e e e e e e e	Visual inspection
Next	Next

Test point order in Sample plan

Test points order within a Sample plan can be modified.

When performing test run on the Luminometer, Test point will be suggested/presented for testing following the order listed in the Clean-Trace Desktop Software Sample plan screen.

Adjust Test point testing order.

• Open Sample plan in the Clean-Trace Desktop Software.

Test points will be presented for testing on the luminometer in the top-down sequence.

- Adjust the position of a specific Test point
 - $\circ~$ Hover over the Test point row
 - o On the right of the row, there will be up and down arrows
 - Select up to move this Test point up
 - o Select down to move the Test point down



• Select [Next] at the bottom right of the page

Note

Luminometer(s) must be synchronized to reflect the change.

idit sample plan	Step 1 of 3		×	
Sample plan details				
- Sample plan name*				
Description				
Suns Carlore Inactive				
Available test points: 14		Sample plan test points : 9 + test poi	nt	
By location Q Search		By location Q Search		select to move up
Test points	>>	Test points		
BLENDER Dallas-TXI>Plano>Plano>Toppings Department		MOULDER Dallas-TX > Irving > Dough Toss		
BOWL CHOPPER Dallas-TXPRano-Plano-Toppings Department	>	DEPOSITOR 1 Dallas-TX > Irving > Dough Mix		
CHEESE BLENDER Dallas-TX-Plano-Plano-Toppings Department		CONVEYOR BELT 1 Dallas-TX > Irving > Dough Mix		select to move dow
CHEESE MIXER Dallas-TXP/Rano-Plano-Toppings Department	>	Dough Kneading 1 Dalas-TX > Irving > Dough Mix	יון ד	
CONVEYOR BELT 3 Dallas-TX>Plano-Plano-Sauce Blending	>	FILLER HEAD 1 Dalas-TX > Inving > Dough Mix		
CONVEYOR BELT 4 Dallas-TX>Plano>Toppings Department		CONVEYOR BELT 2 Dalas-TX > Inving > Dough Toss		
DEPOSITOR 2 Dallas-TX-Plano-Plano-Souce Blending	>	PASTRY CUTTER Dalas-TX > Inving > Dough Toss		
DEPOSITOR 3 Dallas-TXO-Plano		PASTRY FORMER Dallas-TX > Inving > Dough Toss		
FILLER HEAD 2 Dallas-TX-Plano-Plano-Sauce Blending	>	SLENDER Dallas-TX > Inving > Dough Mix		
FILLER HEAD 3 Dallas-TX>Plano>Sauce Blending	>			
< Page 1 of 1 >	14 items			
				Colortha on C
eld is required		Cancel	Next	Select to confirm

Test results order in Sample plan Results details

Initial Test result, also referred to as First Test, is displayed with any related Re-test.

Previously First test results and Re-tests were organized and displayed by the Date/Time tested.

Re-tests and First test will not be detached. If a re-test is performed a few hours later, it will be displayed side by side with First test.

Clean	-Trace [™]				LEV	EL 1: Dallas-TX	~	Manage 🗸	? × 💁 ×	1
	THIS WEEK				VISUAL	INSPECTION (+2)				
(<u>~</u>)	First-test summary				Тој	failures			View all >	
Performance	\frown									
	22	1/	Cautions	5 fails		CONVEYOR BELT 1			100%	
	results	77.3%	0%			DEPOSITOR 1			100%	
Reports	\sim					Dough Kneading 1		• 2/2	100%	
Testing	Sample plan		Total tests	Results graph	Passes	Cautions	Fails	Next run (mm/dd/yyyy		
T	03/23/2023	10:07am	CONVEYOR BELT 2	AQF 100 (Water free ATP)	✓ Pass	4	-			
	03/23/2023	10:17am	MOULDER	AQF 100 (Water free ATP)	Pass	16	#	1		
Cleaning	03/23/2023	10:07am	MOULDER	AQF 100 (Water free ATP)	🚫 Fail	674	-			
	03/23/2023	10:07am	FILLER HEAD 1	AQF 100 (Water free ATP)	🗸 Pass	17				Last Re-Test
	03/23/2023	10:12am	Dough Kneading 1	AQF 100 (Water free ATP)	🗸 Pass	27		4		
	03/23/2023	10:11am	Dough Kneading 1	AQF 100 (Water free ATP)	🚫 Fail	521		3		
	03/23/2023	10:11am	Dough Kneading 1	AQF 100 (Water free ATP)	🚫 Fail	833		2		First Re-Test
	03/23/2023	10:10am	Dough Kneading 1	AQF 100 (Water free ATP)	🚫 Fail	978	"	1		
	03/23/2023	10:06am	Dough Kneading 1	AQF 100 (Water free ATP)	🛞 Fail	5655				First Test
	03/23/2023	9:53am	CONVEYOR BELT 1	Visual inspection	🗸 Pass	-			1	
	< Page 1 of 1	Items per page	48 🗸						1-1 of 1 items	
			(02023. 3M™	Clean-Trace™ Hygiene Management Softwar	re. All Rights Reserved					



Facilities Deletion

Allows for the deletion of lower levels of the location hierarchy - Level2, 3, 4, or Level5.

Navigate to Locations and facilities screen

Select the [Manage] menu at top right of the page

Select [Locations & Facilities]

Select [Edit] mode.

Delete a Facility

Locate the facility and select, a pencil icon will display on the right of the box.

Click the pencil icon to reveal available options, then select **[Delete]**.

A warning message will be displayed, with possible consequences to this action.

Select [Cancel] to skip and go back, or [Delete] to confirm Facility deletion.

The Synchronization Manager

The Clean-Trace Hygiene Management Software version 1.8.5 is bundled with the Clean-Trace

Synchronization Manager.

For Single computer installation, the Synchronization manager will install or update as part of the Clean-Trace desktop software installation or upgrade.

For distributed or Server installation, follow instructions <u>download and install/upgrade Sync Manager on Client</u> <u>computer(s)</u>.

Note

The Synchronization Manager version 1.8.5 will successfully communicate and Synchronize LM1 Luminometer running older version of operating system, and newer version of operating system as specified in the <u>compatibility</u> <u>section</u>.

As applicable, a software upgrade will be offered to ensure the Luminometer is running latest applicable software or firmware version.

Clean-Trace™ Hygiene Man	agement Software		×	🚹 Clean-T	ïrace™ Hygiene N	lanagement Software			×
Clean-Trace™ Hygien	e Management Sof	tware 📖	~	Clean-T	race™ Hygie	ene Management So	ftware		
Sync Manage	r			Syne	c Manag	er			
KM1 lumi Serial numi Software v Connection	inometer as - Lab01 ber: Incourse ersion: 2.0.31.0 n mode: USB	Database server Name: \SPARK Sync Manager Software version: 18.5 Manage Bluetoo	th devices	Syt	LM1 lu Name: S Serial nu Software Connect	minometer TP - Lab01 mber: National e version: 1.4.0.26 ion mode: USB	Databa Name: II Sync N Software	Anager version: 1.8.5	oth devices
Sync log				Syr	ic log				
Luminometer	Last synced	Assigned locations		Lum	inometer	Last synced	Assigned locations		
Dallas - Lab01	07/07/2023	Dallas-TX, Saint Paul-MN	Ŷ	Dall	as - Lab01	07/07/2023	Dallas-TX, Saint Paul-	MN	Ŷ
STP - Lab01	07/07/2023	Dallas-TX, Saint Paul-MN	Ŷ	STP	- Lab01	07/07/2023	Dallas-TX, Saint Paul-	MN	Ŷ





Additional improvements in the Clean-Trace[™] LM1 Luminometer Software

The Clean-Trace Hygiene Management Software version 1.8.5 is bundled with the Clean-Trace LM1 Luminometer Application version 2.0.31.

Wi-Fi authentication enhanced on new operating system to accept EAP authentication

Follow steps below to connect to an EAP enabled Wi-Fi:

- On the LM1 navigate to the Wi-Fi network screen, select the wireless network you wish to connect to.
- Select the appropriate **EAP method** from the drop down menu
- Provide the required authentication details, then select [Connect].
- If all the details provided are correct. The LM1 device will establish wireless connection with the selected network.

Select Wi-Fi						xfinitywifi	
	奈 11:49		Select EAP	P Method		Security	802.1xEA
<			11:49		11:49	*Field is required	1
Wi-Fi		<		EAP Method*		PEAP	~
Splinter	6	xfinitywifi		Select	~	Phase 2 Authentica	tion*
		Security	802.1×EAP	PEAP		Select	~
xfinitywifi	(¢	*Field is required		TTLS		CA Certificate Select	~
USR8022	((+	EAP Method*		TIC		Identity*	
NETGEAR94	((+	Select	~	Select	~		
				ldentity*		Anonymous identity	Ŷ
Next				,		Password*	

Non-Latin script language fonts also referred to as special characters

The Luminometer software version included in this release supports non-Latin script also referred to as special characters.

Displaying data received from the Desktop software – Locations, Users, Sample plans, Test points, etc.. Entering data from the device user interface – entering Wi-Fi password, editing Unplanned test name, etc..





Information for Users

Data and location alignment

Data and location alignment starts with a welcome screen, and an invitation to get started. This will ensure that the data collected aligns with the facility it is collected from.

Note

If data and location alignment is suggested, it must be completed.

The data and location alignment process must be completed by any software user with administrative privileges, before any non-admin user will be allowed to log back into the Clean-Trace software.



Upon starting data and location alignment, the user must specify the number of actual physical Location(s) or site(s) for their organization.

If the number of actual Location(s) is one and the user clicks on "**One location**", the system will prompt entry of the details of the Location or site (Country, State, City, Time zone). Your pre-existing plants, department or lines will be linked to this new Location.

If the user selects "**More than one location**" they will be prompted to specify the count. If the Location count exceeds 8, contact the Clean-Trace[™] support team to help improve the setup. The user may stop at this point and connect with the Clean-Trace support team or select "**Next**" to continue.

Specify the number of locations in your organization besteriors ¹ Nore hourine Work than see location	Specify the number of locations in your organization have one or more than one location?	Lands

If continuing the data and location alignment with more than one Location, the prompt will ask the user to provide Location details and select subsequent areas to associate to each of these Locations. The list of available areas will be populated from the Level1 in the previous setup. When all Locations are set with all details, a summary page will be presented for confirmation before final submission. Click "**Continue**" to submit.

Location optimization	Location 1	Location splimization	
Provide details and < building>>s for Location 1 Data Some Morester Constraint	Interface and Minimum Control 110 and	Confirm your locations Minneapelis, MN Guider States Guide	
Control functions represent the structure of the structure function o	hidrag 29 bining 227	SL Paul, MN Control Co	
"Field is required	Back Next	64	it Cenfirm



The alignment of previous location hierarchies has been completed by adding a hierarchy level above the previous configuration. A Pop-up message will confirm Locations are set.

Because this process is also completing the first successful login following the software upgrade, a screen with some of the major improvements in this release will be displayed. Click **Next**, then **Got it** to continue.



Using your Clean-Trace[™] LM1 Luminometer

Users are advised to check the date, time, and time zone on the LM1 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)

All test results are time-stamped with Luminometer date and time, which could not be changed after data collection.

Time zone

If the LM1 Luminometer has never been synchronized and therefore not assigned to any Location, the time zone needs to be set manually.

If the LM1 Luminometer has been synchronized and assigned to a Location, the time zone will be set automatically based on the Location of log-in.

How to adjust the date/time on the Clean-Trace LM1 Luminometer

Swipe down from the top of the LM1 display. This will extend the black screen as shown below. Tap on the Time to open the **Date & time settings** screen.



Confirm the Automatic date & time is unchecked. Select **Set date** to adjust and set the date, select **Done** at the bottom. Select **Set time** to adjust and set the time, select **Done** at the bottom. Select **Date & time settings** to go back to the Clean-Trace application screen.

Automatic date & time

Use network-provided time

Set date

9/16/2020

Set time

9/16/2020

Oct

10

21

Done

Done

Done

Done

Choose date format

Choose date format

Launching the Clean-Trace[™] Hygiene Management Desktop Software

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

- Selecting on the 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, followed with the port number. e.g., http://Computer Name:9005

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.
 Note

If the Sync Manager is already open, it may hide in the system tray

Account Lockout

- A user will be locked out if the password is entered incorrectly five times.
- It is highly recommended to use the Forgot your password? feature to reset the password after three unsuccessful login attempts.

This will help prevent locking the account. This feature is only available for Clean-Trace installations with email Login authentication and not available for Company Login authentication.

 Contact your Clean-Trace Software administrator if your account is locked or connect with your Neogen representative using the support line: <u>Get help from.</u>



Automotio data 8 timo	
Use network-provided time	
Set date	
9/16/2020	
Set time	
9:19 PM	
Select time zone	
GMT+05:30. India Standard T	ime







45

Troubleshooting Synchronization

If you receive an error message when synchronizing the Clean-Trace[™] LM1 Luminometer, follow the steps below.

If attempting to synchronize over Wi-Fi, confirm:

- Luminometer is registered to your Clean-Trace installation
- Luminometer is connected to the appropriate Wi-Fi
- Wi-Fi Sync Configuration is set appropriately Host IP address is preferred over hostname
- Preferred connection is set to Wi-Fi

If attempting to Synchronize over USB:

- Confirm the Sync Manager is running If this is the first time synchronizing, it is required to login in the synchronization manager.
- If the synchronization manager is not visible, it may be hidden in the desktop system tray.
- In rare occasion it will help to unplug the USB cable from the Luminometer and re-plug after few seconds.

Troubleshooting display

Upon login, if the new Clean-Trace Desktop Software does not look or seem to work right after upgrade or new installation:

Confirm configuration if it appears data is missing, Location, Sample plan or Users.

- Users are assigned to Locations.
- Luminometers are assigned to Locations.
- Sample plans are in Active state and assigned to appropriate user(s)
- Location details are filled in.

Clear the cache on the web browser If desktop display is distorted,

- <u>Click here</u> for how to clear/delete browser cache on Chrome
- <u>Click here</u> for how to clear/delete browser cache on Firefox.
- <u>Click here</u> for how to clear/delete browser cache on Edge.

Internet connection is required to reach Chrome, Firefox, or Microsoft support pages.

Troubleshooting LM1 Assign to Location

If the Clean-Trace LM1 Luminometer displays the Assign to Location message, the Luminometer is not registered to a Clean-Trace desktop software.

Potential causes include:

- The LM1 Luminometer had no prior communication with the Clean-Trace desktop software.
- LM1 Luminometer was deleted from the Clean-Trace desktop software.
- The Luminometer's assigned Location(s) or Level1 was deleted.

Resolution:

- Restart the LM1 Luminometer Press and hold the On/Off button for 10-15 seconds.
- Synchronize the Luminometer over USB.
 During this synchronization, the user will be prompted to select Location(s) for the LM1 Luminometer.



- Login to the Clean-Trace Hygiene Management Web Application.
- In the top right corner of the Clean-Trace Hygiene Management Web Application screen, click the arrow ≥ to reveal the drop-down menu, then Select About Clean-Trace™.
- The version number of your installed Clean-Trace Hygiene Management Software will be displayed in the about screen.



How to check Clean-Trace Luminometer Software version

To check the version of the Software running on the LM1 Luminometer:

- Login on the Clean-Trace LM1 Luminometer, in the home screen, then tap [*] open the Settings screen.
- In the Settings screen, scroll down and select "About".
 In the About screen, the Software Version is listed at the top of the page.



Latest Linux Application

Latest Android Application



Before proceeding with the Clean-Trace LM1 Luminometer update, ensure that the Clean-Trace software \triangle on your computer have been updated.

Follow the steps to download and install/update the Clean-Trace Hygiene Management Software version 1.8.5 The Luminometer Update file is made available on the computer as part of the software installation/update.

- Launch the Sync Manager •
- Connect the Clean-Trace LM1 Luminometer using the USB cord
- Initiate the Synchronization of the Clean-Trace LM1 Luminometer .

All the necessary files will transfer to the Luminometer. When the synchronization is complete, a prompt will be displayed on the screen, indicating an update is available.

LM1 Luminometer Running Linus OS

If a connected LM1 luminometer is running an older version of Linux OS Application, the device will be updated to the Linux Application version 2.0.31.

Select [Update now] to initiate the update process, starting with file transfer from the computer to the LM1 device -

Note

Do not disconnect the USB cord at this point, until the upgrade is completed.

	9 ⊕ 9 996 1019 Clean-Trace [™]	় ় ল 7896 04:04 Clean-Trace™
Connecting Getting device information	Syncing Downloading data from server	Update available An application update is available for this luminometer.
-		Update now
	(Syne)	Sync

- When complete, LM1 Luminometer restart will be required, select [Restart].
- The LM1 will restart to complete the update process.







LM1 Luminometer Running Android OS

If the connected LM1 luminometer is running an older version of Android OS Application, the device will be updated to the LM1 Luminometer Application version 1.4.0.26.

Select [Update] to initiate the update process.



A black screen appears asking if the user wants to install the update.
 Select [Install] at the bottom right of the screen to initiate the installation.



After approximately one minute, the screen will confirm a successful installation.

 Select [Open] to close the upgrade screen and return to the Clean-Trace Application on the device.





• Select [Restart] if prompted. This will reboot the Clean-Trace LM1 Luminometer.

