

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

This document is a supplement to the [3M™ Clean-Trace™ Hygiene Management Software User Manual](#) and the [3M™ Clean-Trace™ Luminometer User Manual](#). This supplement contains instructions for upgrading both the 3M Clean-Trace-Hygiene Management Software application to version 1.0.10.0 and the 3M Clean-Trace Luminometer to version 1.0.8.0. The upgrades provide the following necessary improvements:

1. Improvements to Sample Plan and Test Points Management.
2. Improvements to Reports.
3. Improvements to the initial setup of the 3M Clean-Trace Hygiene Management Software.
4. Improvements to Sample Plan Synchronization.
5. Improvements to User Interface.

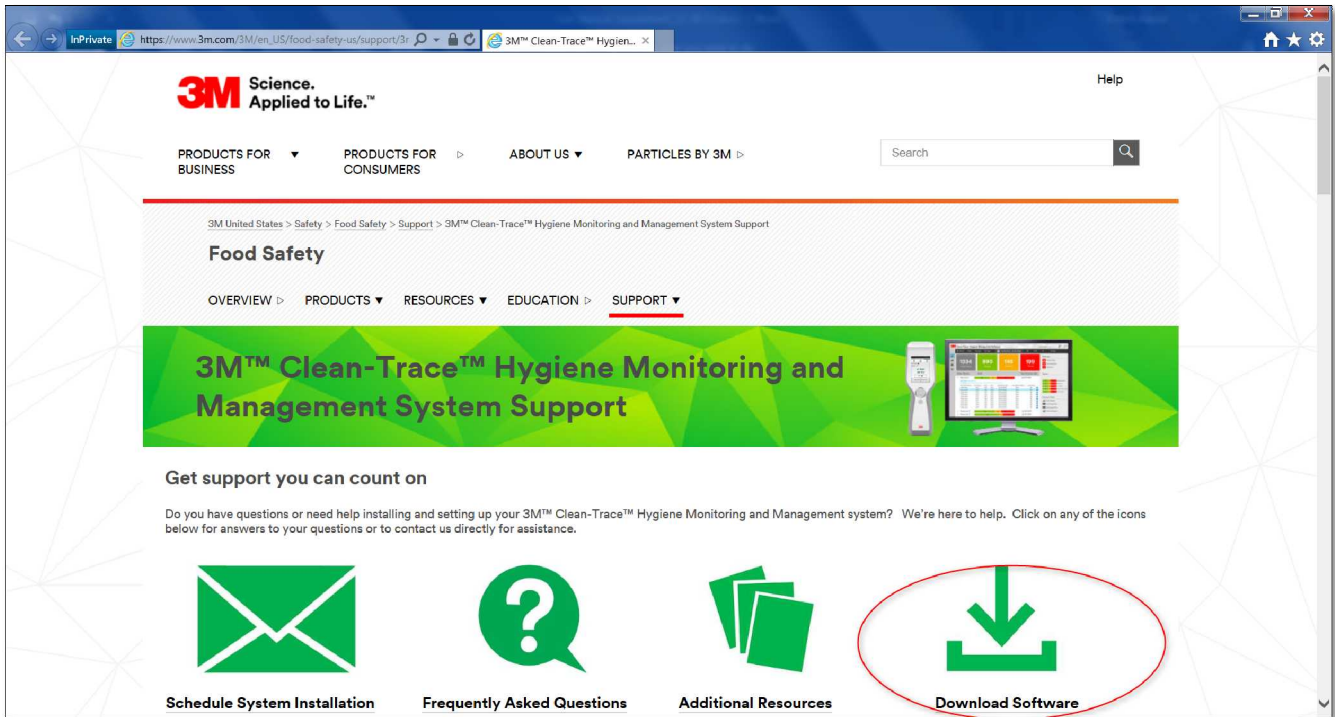
Minimum Computer/Server Requirements

- Microsoft® Windows® 7 (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
- Microsoft® SQL Server 2012
- 2.0 GHz Intel Pentium 4 or similar/faster processor
- 1 GB RAM (4 GB size recommended)
- 10 GB free disk space
- USB 2.0

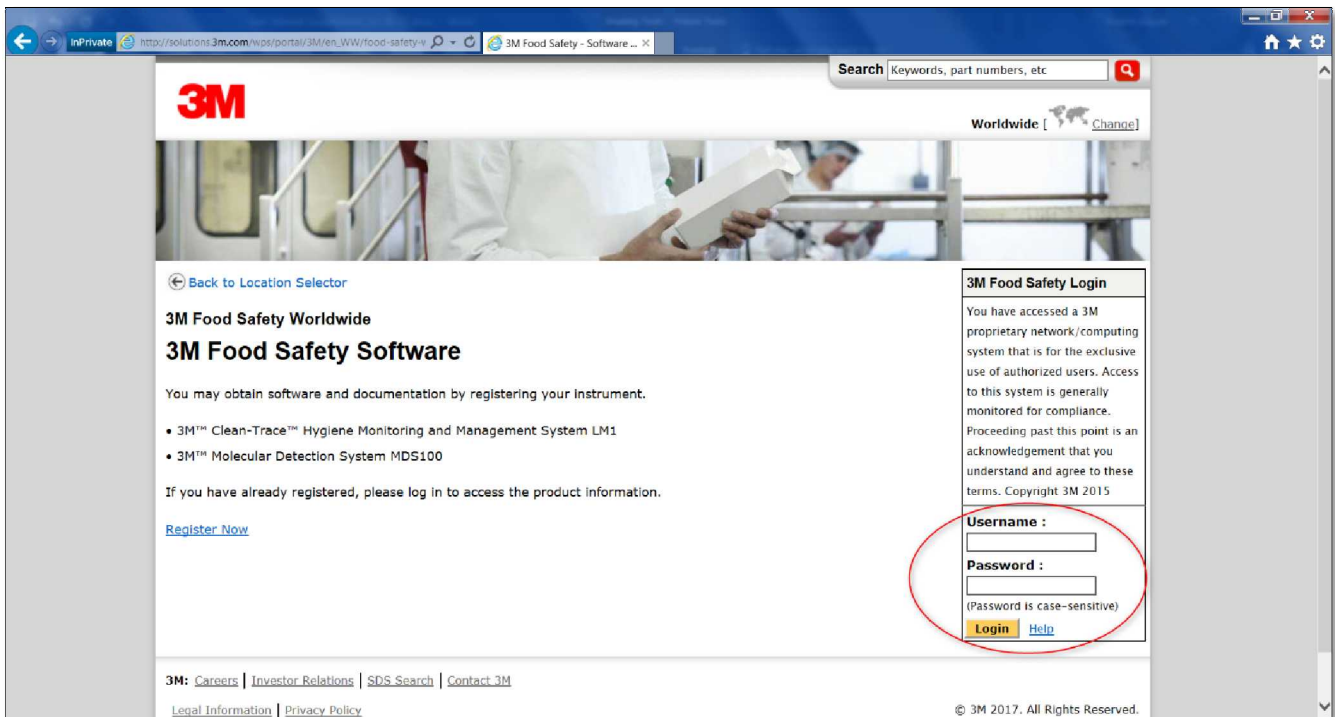
How to Download the Latest Version of the Software

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

- Click the **Download Software** icon.



- **Register** here. If already registered, then **Login** to access the product information.



▪ Follow Download Instructions

The screenshot shows a web browser window with the address bar displaying [https://luzeeauth.3m.com/wps/myportal/en_US/\\$project/HCEB/](https://luzeeauth.3m.com/wps/myportal/en_US/$project/HCEB/). The page title is "3M Software Download | 3M F...". The main content area features a header image of a person in a white lab coat holding a device. Below the header, the text reads "3M Food Safety Instrument Owners" and "Product Software and Documentation". A section titled "Download Instructions:" lists four steps: 1. Select the Software package below; 2. Click on the file to begin download; 3. Select "Save As" and save file to PC desktop or server; 4. Right click on file from PC desktop or server and Select "Run as administrator" or "Run with Elevated Privileges". A prominent warning icon is followed by the heading "3M™ Clean-Trace™ Hygiene Monitoring and Management System Software". Below this, an "IMPORTANT UPDATE FOR NETWORK INSTALLATIONS" is noted, advising users to ensure the server and all additional computers are updated. A list of files for download is provided: Desktop/Server Software - Version 1.0.10.0 (EXE, 300 MB); User Manual Supplement (PDF, 1 MB); User Manual (PDF, 3 MB); ReadMe (PDF, 2 MB). A "Features Include:" section lists improvements to Sample Plan and Test Points Management, Reports, initial setup, Sample Plan Synchronization, and the User Interface. "First Time Installations" instructions advise running the 3M™ Clean-Trace™ Readiness Tool before installation. A "3M™ Clean-Trace™ Readiness Tool (EXE, 5 MB) : ReadMe (PDF, 2.3 MB)" is listed with its own "Features Include:" section, which notes that it optimizes the installation process, quickly evaluates and prepares for download and installation, and identifies and reports actions required for download and installation.

Installation and Upgrade Instructions

Close all open applications before starting the installation of **3M Clean-Trace Hygiene Management Software**.

First-time Installations

To perform a new installation, please refer to the instructions starting on Page 1 of the [3M Clean-Trace Hygiene Management Software User Manual](#) section titled “Installing the 3M Clean-Trace Hygiene Management Software.”

After completion of a new installation:

1. Follow the steps starting on Page 6 of the [3M Clean-Trace Hygiene Management Software User Manual](#) section titled “Setting up the System when you Use the Software the First Time.” This section has instructions for setting up the **User Preferences** and the **Organization Configuration**.
2. **You must complete all the set-up screens that are part of the Organization Configuration before you can use any of the other 3M Clean-Trace Hygiene Management software screens or Sync Manager.**

Upgrading from a Previous Version

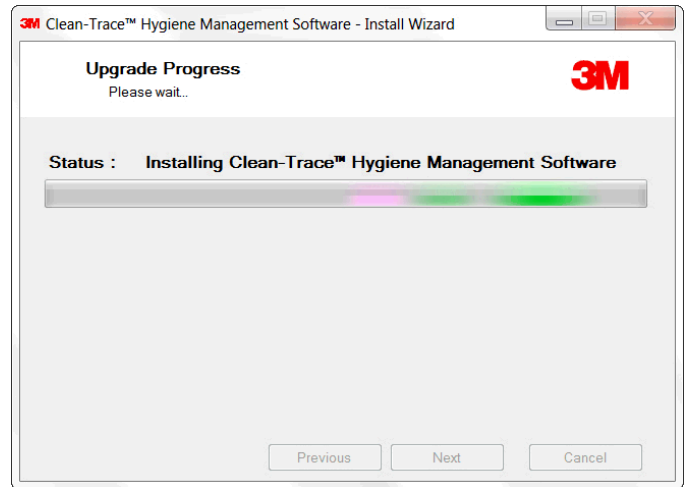
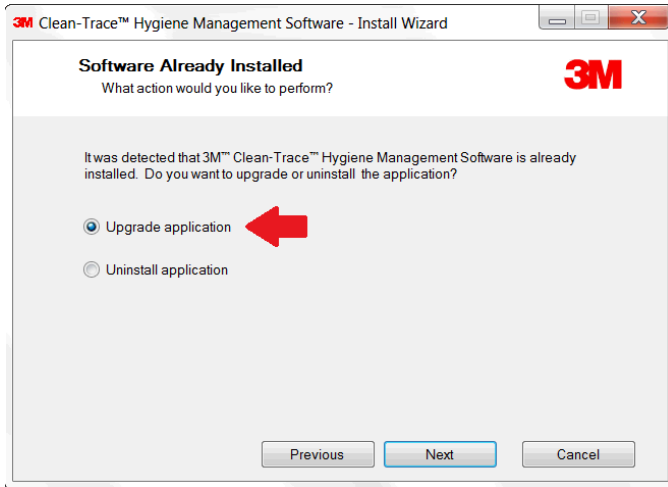
The Install Wizard will preserve data when a successful software upgrade is performed. However, before upgrading from a previous version of the 3M Clean-Trace Hygiene Management Software, it is strongly recommended to perform a database backup. To backup your database, use the instructions starting on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

Option 1: Update a Desktop/Standalone installation

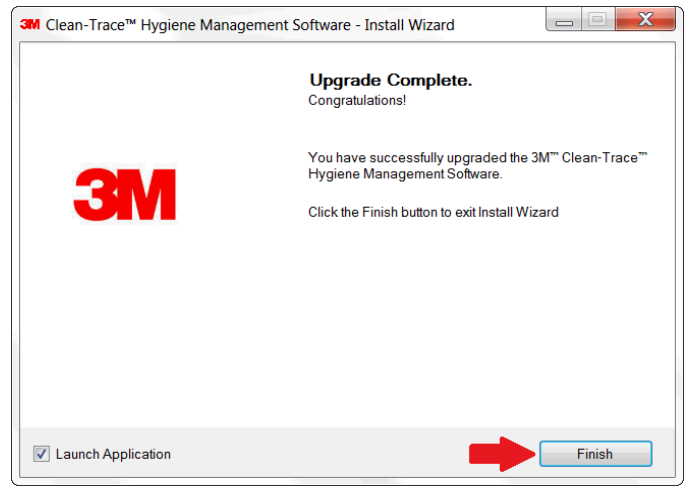
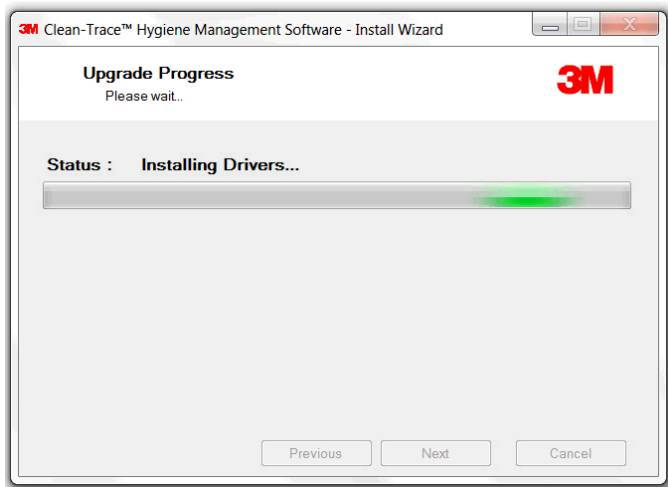
This option applies to the 3M Clean-Trace Hygiene Management Software that is installed on a desktop computer.

Follow the steps below if option 1 applies to you:

1. Download the latest software following the steps in How to Download the Latest Version section.
2. Run the software installation file from the desktop computer. The Install Wizard will open. Be sure to run as an administrator or with elevated privileges. Accept prompts for User Account Control, if displayed.
3. After the files are available, select the desired installation language, read the installation remarks, accept terms of the license agreement, and select the option to Upgrade application, as shown below. There is no need to uninstall the previous version.



4. A series of screens are displayed showing progress of the software upgrade. When progress is completed, click Finish. The Install Wizard will close and launch the 3M Clean-Trace Hygiene Management Software application.



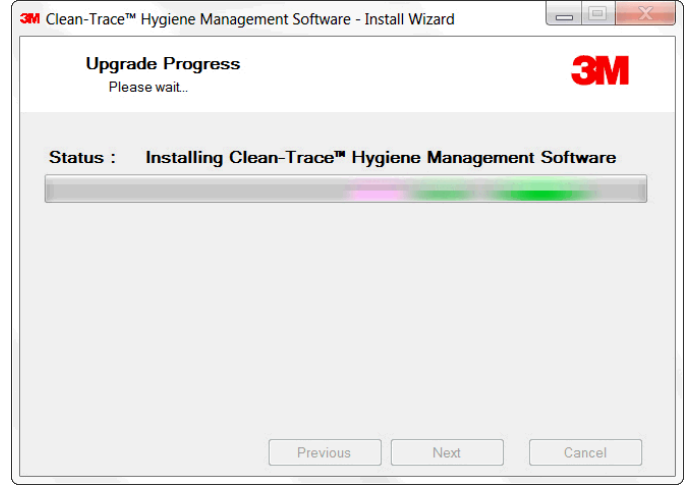
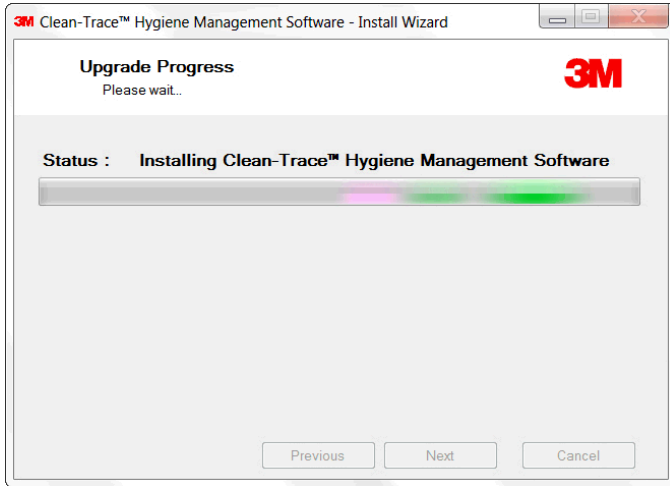
Option 2: Update a Server/Network installation.

This option applies to 3M Clean-Trace Hygiene Management Software that is installed on a server and additional computer(s) connected to the server, installed with sync manager.

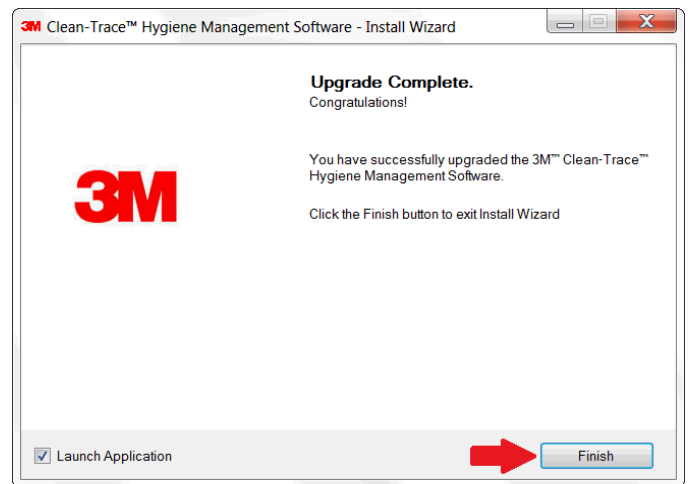
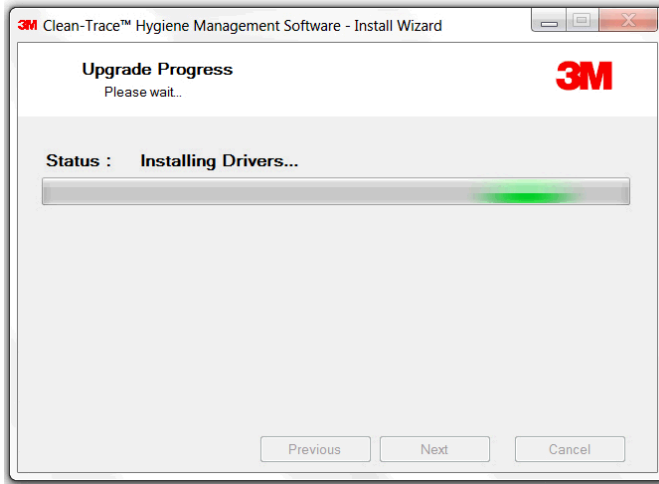
-  Update Sync Manager on all additional computers prior to updating software on the server.

Follow the steps below if option 2 applies to you:

1. Download the software following the steps in How to Download the Latest Version section.
2. Run the software installation file from the desktop computer. The Install Wizard will open. Be sure to run as an administrator or with elevated privileges. Accept prompts for User Account Control, if displayed.
3. After the files are available, select the desired installation language, read the installation remarks, accept terms of the license agreement, and select the option to Upgrade application, as shown below. There is no need to uninstall the previous version



4. A series of screens are displayed showing progress of the software upgrade. When progress is completed, click Finish. The Install Wizard will close and launch the 3M Clean-Trace Hygiene Management Software application.



5. Update the software on the server computer following steps 1 to 4.

Software Upgrades

Updates to Report Printing

A report can be printed from the 3M Clean-Trace Hygiene Management Software. Select the **Reports** option from the sidebar menu (1). Then select the **Send to Printer** icon (2).

A PDF document is automatically created.

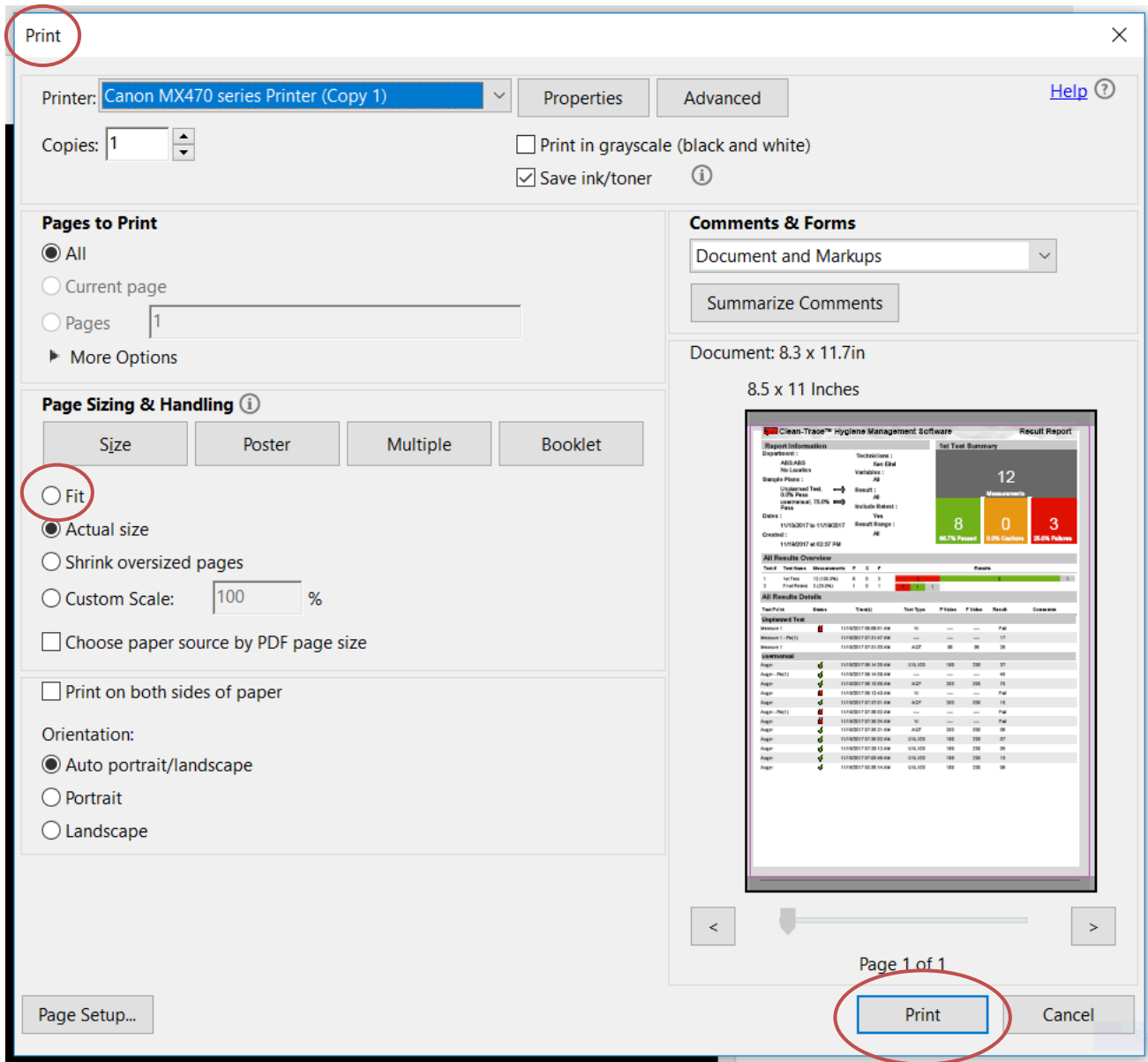
The screenshot displays the software's main interface. On the left sidebar, a bar chart icon is circled and labeled '1'. At the top of the main content area, a toolbar contains a printer icon circled and labeled '2'. The interface shows a '1st Test Summary' with 12 measurements, 8 passed (66.67%), 0 cautions (0.00%), and 3 failures (25.00%). Below this is an 'All Results Overview' table and an 'All Results Details' table.

Test #	Test Name	Measurements	Results
1	1st Test	12 (100.0%)	3 (Failures), 8 (Passed)
2	Final Retest	3 (25.0%)	1 (Failure), 1 (Pass), 1 (Cautions)

Test Point	Status	Time(s)	Test Type	P Value	F Value	Result	Comment
Auger	✓	11/19/2017 08:14:35 ...	UXL100	199	200	37	
Auger	✓	11/19/2017 08:13:56 ...	AQF	200	300	70	
Auger	✓	11/19/2017 08:14:00 ...				45	

When the PDF document is created, it appears with the **Print** screen shown and the **Print** button available.

To continue printing the report, select **Fit** from the **Page Sizing & Handling** options. Select the **Print** button on the bottom of the screen.



The PDF file is automatically saved to the 3M Clean-Trace Hygiene Management Software installation folder (**C:\3M Clean-Trace Hygiene Management\WebFolder\Application\ReportsViewer\RDLC**).

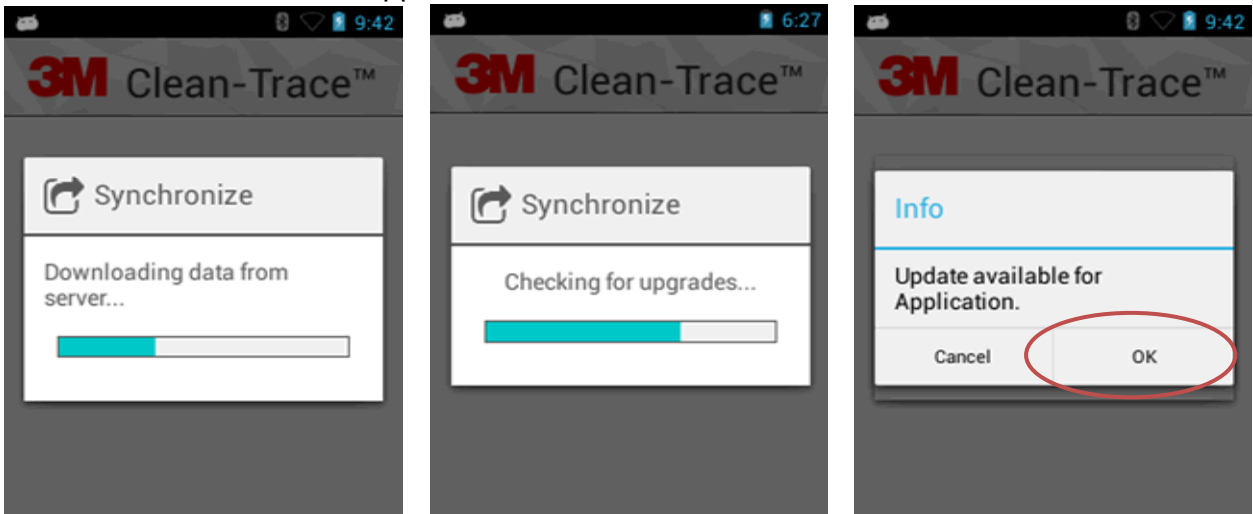
A PDF document can be scheduled to generate automatically. The new PDF report is saved to the 3M Clean-Trace Hygiene Management Software installation folder (**C:\3M Clean-Trace Hygiene Management\Download**). The name for the scheduled PDF file is: **ReportName_First Name of the User_Last Name of the User_Time Stamp.pdf**.


How to Upgrade the 3M Clean-Trace Luminometer

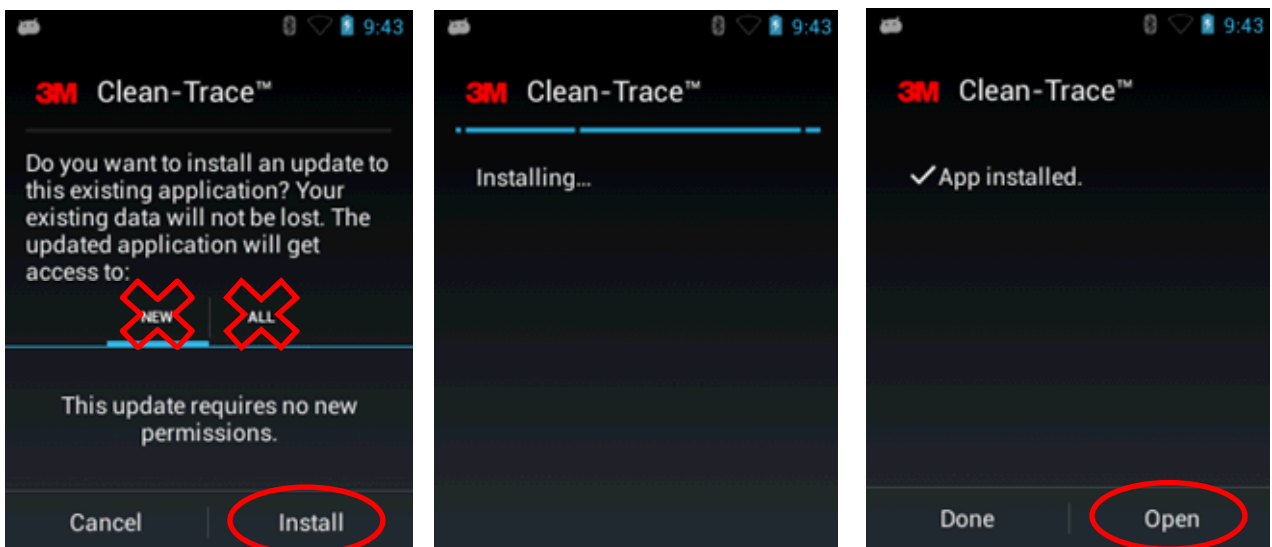


For network installations, before proceeding with Luminometer upgrade, the server and all additional computers connected to the server must be updated.

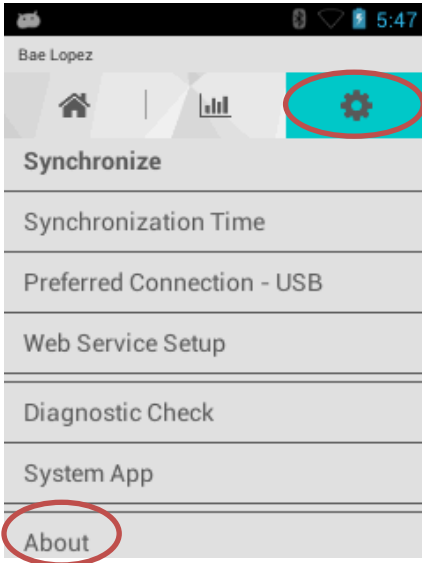
1. Follow the steps starting on page 2 to download and install the 3M Clean-Trace Hygiene Management Software version 1.0.10.0. **The Luminometer Upgrade file is made available on the computer as part of the installation.**
2. Login to the **Sync Manager** and synchronize the 3M Clean-Trace Luminometer as usual.
3. All the necessary files will transfer to the Luminometer.
 - a. When the synchronizing process is complete, a prompt is displayed on the screen. The screen indicates an update is available. Click OK to install the update to the 3M Clean-Trace Luminometer application.



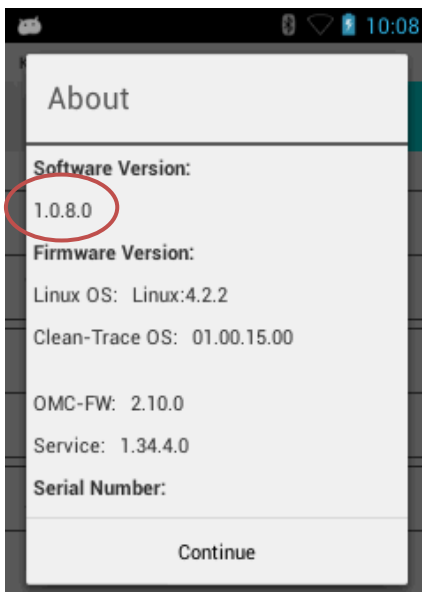
- b. A new screen appears asking if you want to install the update.
- c. Select the **Install** button to install the application.
 - a.  **Do not select the NEW or ALL button!**
- d. Wait for the installation to complete.
- e. A new screen appears that says the application is installed.
- f. Select the **Open** button.



4. Follow instructions on the screen to complete the 3M Clean-Trace Luminometer application upgrade.
 - a. After the application upgrade and synchronization are complete, you may be prompted to upgrade additional 3M Clean-Trace Luminometer components. Accept the upgrade and repeat the previous instructions in steps 2a through 2g.
5. Select the 3M Clean-Trace Luminometer **Settings** menu (gear icon).



6. Select **About** and be sure the correct **Software Version** has been installed.

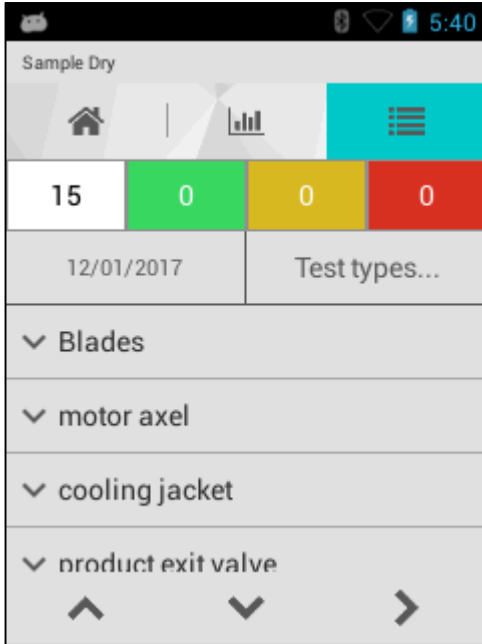


Luminometer Upgrades

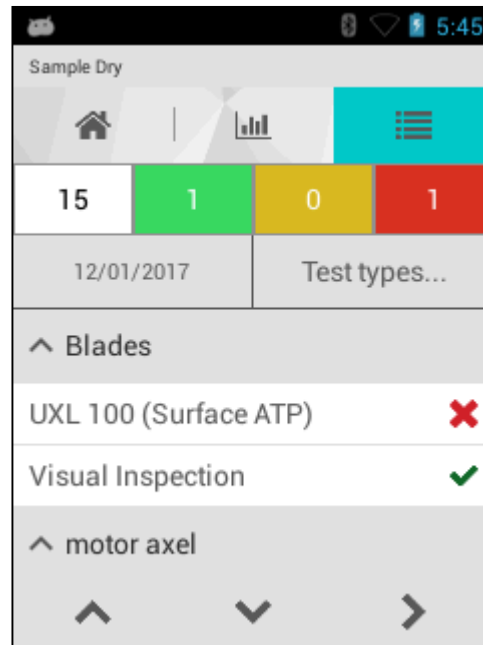
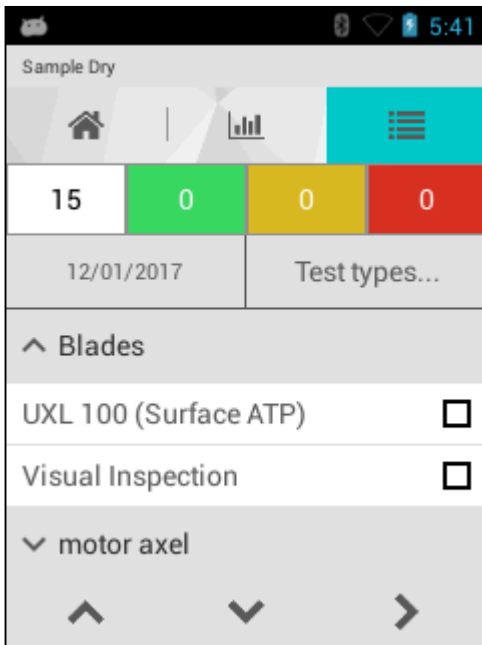
Updates to the List View Screen

The List View screen provides a list of Test points within a Sample Plan and a summary of conducted test measurements. The updates allow for expanding or collapsing on Test Points with multiple test types. **Simply click the arrow to the left of the test locations to expand or collapse the list.**

a. List View in the collapsed mode



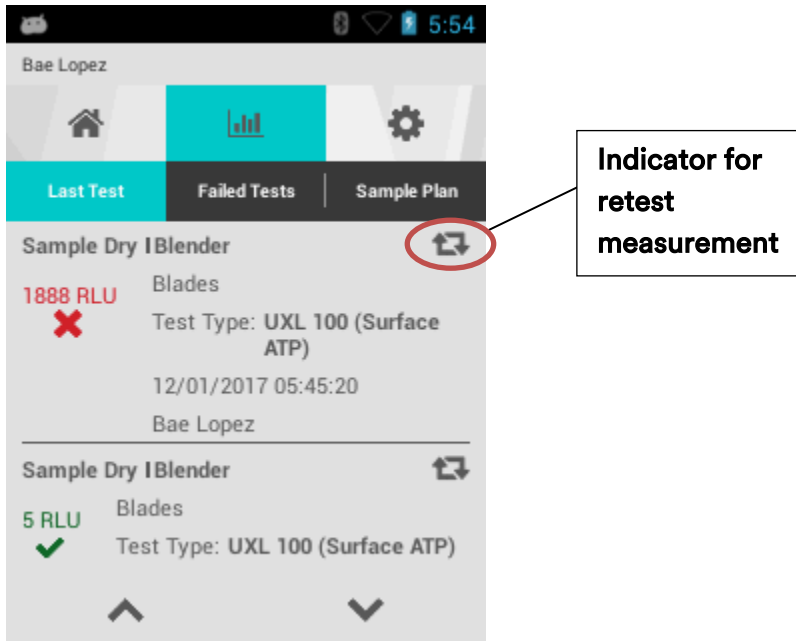
b. List View in the expanded mode



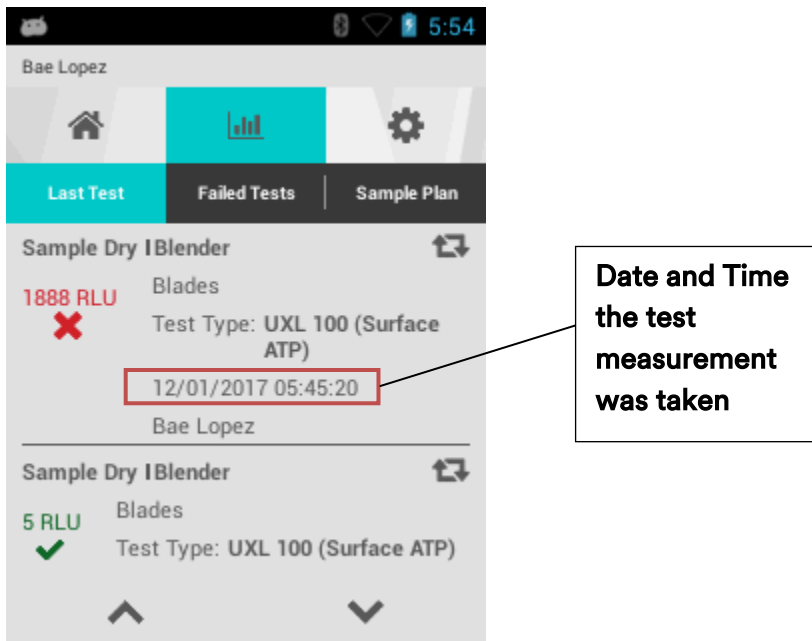
Updates to the Result Screen

The **Result** screen displays test measurement results. Results are shown in the order the test measurements were taken. The following changes were made to this screen:

Added an icon to make it easier to identify retest results.



Added the time the test measurement was taken.



Updates to the Login Screen

The **Login** Screen has been updated to include the following categories:

- **“Recent User”** (the last user to have logged into the application)
- **“Frequent Users”** (a listing of the 5 most frequent users of the application)
- **“All Users”** (a listing of all users in alphabetical order)

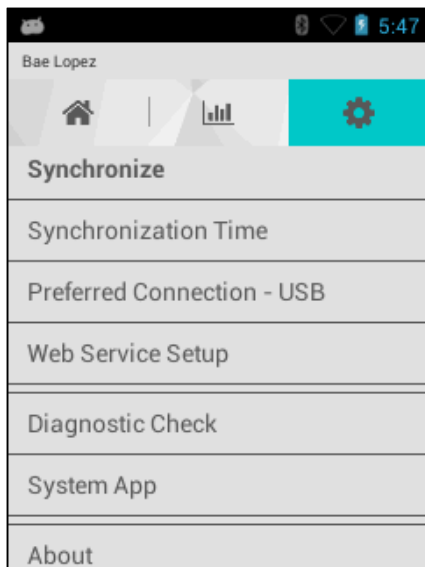


Updates to the Setting Screen

Select the **Settings** screen to change basic configuration settings including synchronization methods.

The following changes were made to the **Settings** screen:

1. The following menu options were removed: **Screen Brightness**, **Restart**, and **Export Log Files**.
2. Relocated the **Synchronize** menu option to the top of the list.



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