



Clean-Trace™ Hygiene Management Software User Manual






# Clean-Trace™ Hygiene Management Software User Manual

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## Using this Manual

- The 3M™ Clean-Trace™ Hygiene Monitoring and Management System User Manual is provided in electronic format only. There are two ways to access it:
  - Click **Help**  on the menu bar, then click **[User Manual]**.
  - Go to at [www.3M.com/CleanTraceLM1manual](http://www.3M.com/CleanTraceLM1manual)
- Click any heading in the Table of Contents to immediately bring you to that section, or scroll or page through the User Manual to the section you want.
- 3M Clean-Trace Hygiene Management Software updates will include updates to this User Manual, which will automatically be installed along with the software updates.
- This User Manual provides step-by-step instructions for using the 3M Clean-Trace Hygiene Management Software. It is organized with the assumption that you prefer to search the Table of Contents for a specific task you want to do and follow step-by-step instructions for that task.
- In the step-by-step instructions, the following style guidelines were used:
  - *Italic type* is the name of a section in this user manual.
  - **Bold type** is the exact text of something that appears on a screen.
  - **[Bold type with brackets]** is the name of a button that you click on a screen.
  - Step-by-step instructions that are numbered should be done in sequence. Step-by-step instructions that are bullet items can be done in any sequence.

## Installing the 3M™ Clean-Trace™ Hygiene Management Software

The estimated software installation time is approximately 30 minutes.

### **Confirming Your Computer Meets the Minimum Requirements**

- Microsoft® Windows® 7 (32-bit or 64-bit), or Microsoft® Windows® 8 (32-bit or 64-bit), or Microsoft® Windows® 8.1 (32-bit or 64-bit)
- 2.0 GHz Intel® Pentium® 4 or similar processor
- 1 GB RAM minimum
- 10 GB of free disk space minimum
- USB 2.0 compatible

### **Installing the Software on a Single Computer or a Network File Server**

To install the 3M Clean-Trace Hygiene Management Software, you must be logged on as a Windows® Administrator or you must belong to the Administrators group.

1. We recommend that before installing the 3M Clean-Trace Hygiene Management Software, you back up your SQL databases.
2. Use the USB cable to connect a 3M Clean-Trace Luminometer to your computer.
3. Browse to **3M Clean-Trace**, which appears in your computer as a flash memory drive.
4. Double-click **[Click Here to Install.exe]** in **3M Clean-Trace** to start the software installation wizard. The software installation wizard begins to extract the installation files, which usually takes a couple of minutes.
5. To select the language for the software installation wizard screens, use the **Select a language** ▼ drop-down menu. The default is the language Microsoft® Windows® uses on your computer. Click **[Next]**.
6. The **Welcome** screen lists requirements for the installation:
  - You must have Administrator privileges on your computer to complete the software installation.
  - Your computer must have either Microsoft® Internet Explorer version 11, or Google Chrome™ version 45, or Mozilla® Firefox® 41.0.1.

To confirm these requirements are met, click **[Next]**.

7. The **End User License Agreement** screen displays the license agreement. Read the 3M End User License Agreement. To accept the 3M End User License Agreement. Click the **I accept the terms in the license agreement** checkbox.
  - To print the 3M End User License Agreement, click **[Print]**.
 Click **[Next]**.
8. Select the type of installation as either **Install Software** (for new local or server installation) or **Connect additional computer to existing software**. If the latter is selected, the installation wizard only installs the Sync Manager and reference documents.
9. The **Checking the Computer** screen appears.
  - If the **[Use Existing Database]** checkbox is the only available option, there is an SQL Server® database already installed on your computer.
    - o You must use any existing SQL Server® database for the 3M Clean-Trace Hygiene Management Software database server. This will not disturb the application that's already using the existing SQL Server® database on your computer. If you don't know the name of the SQL database on your computer, click the Windows Start button, type **Run** in the search field, select **Run**, type **cmd** in the open box and click **[OK]**, type **>sqlcmd -L** and press **Enter**.
    - o If you are re-installing the 3M Clean-Trace Hygiene Management Software on a computer that previously had the software installed on it, type (your computer name)\SPARK into the **Databaser Server Name** field. Your computer name can be viewed by clicking the Microsoft Windows Start button, then **Computer**, then **System Properties**.
  - Or, if the **[Use Existing Database]** checkbox and **[Install New Database]** checkbox options are available:
    - o Click the **[Use Existing Database]** checkbox to use an existing SQL Server® database that's already installed on another computer in the network. If you don't know the name of the SQL database on your computer, click the Windows Start button, type **Run** in the search field, select **Run**, type **cmd** in the open box and click **[OK]**, type **>sqlcmd -L** and press **Enter**.
  - Or, click the **[Install New Database]** checkbox to install a new SQL Server® database on your computer.
  - If you selected **Install New Database:**
    - o To install a database for use by multiple users, click the **Advanced Installation** checkbox.
10. The **Network Database Information** screen appears if you selected **Use Existing Database** in step 8.
  - Click the dropdown menu for the **Database Server Name** field and select the SQL Server® Express 2012 database on your file server.  
Or, you can click in the **Database Server Name** field and type the SQL Server® Express 2012 database on your file server.
  - Enter the User Name and the Password for access to the SQL Server® Express 2012 database if you use **SQL Server Authentication**.
11. Click **[Verify Connection]**.
12. When the connection has been verified, click **[Next]**.
13. The **Secure Login Mode** screen appears.
  - To create a User name and password to log in to the 3M Clean-Trace Hygiene Management Software, click the **Application Specific Information** checkbox.
  - Or, to log in to the 3M Clean-Trace Hygiene Management Software using the same User name and password you use to log in to your computer, click the **Your Company's login information** checkbox.
 Click **[Next]**.
14. The **Administrator Information** screen asks for more information about how Users will log in.
 

If you selected **Application Specific** login information:

  - Click within the **First Name** field and type your first name.
  - Click within the **Last Name** field and type your last name.
  - Click within the **Email Address** field and type your email address.

When you log in to the 3M Clean-Trace Hygiene Management Software:

- **User Name:** Type your Login name (email address typed in above)
- **Temporary password:** Type the temporary password, which is temp123

Or, if you selected **Your Company's login information:**

- Click within the **Organization Name** field and type organization's name.
- Click within the **First Name** field and type your first name.
- Click within the **Last Name** field and type your last name.
- Click within the **Username** field and type your User name that you used to log in to your computer.

When you log in to the 3M Clean-Trace Hygiene Management Software, fill in the following information:

- User Name: the same User name you use to log in to your computer.
- Password: the same password you use to log in to your computer.

Click **[Next]**.

15. The **Destination Folder** screen appears.

- If you want the destination folder to be different than the default C:\3M Clean-Trace Hygiene Management folder, click **[Browse]** and browse to the destination folder you want.
- If you do not want to create a desktop shortcut, click the **Desktop shortcut** checkbox to deselect it.

Click **[Next]**.

16. The **Ready to Install** screen appears. Review the summary of the options you selected for installation.

- If the summary is correct, click **[Install]**.
- If the summary is incorrect, to return to a previous screen and modify the options you selected, click **[Previous]**.
- Or, to cancel the installation, click **[Cancel]**. **You must start the installation again if you click [Cancel].**

17. The **Would you like to install this device software?** screen appears. Click **[Install]**.

18. The **Installing Progress** screen appears. When the progress bar shows the installation process is complete, click **[Next]**.

19. The **Installation Complete** screen appears. This confirms the installation has completed successfully. Click **[Finish]**.

20. We recommend you restart your computer.

### ***Installing the Software on a Network Workstation***

To install the 3M Clean-Trace Hygiene Management Software, you must be logged on as a Windows® Administrator or you must belong to the Administrators group.

1. We recommend that before installing the 3M Clean-Trace Hygiene Management Software, you back up your SQL databases.
2. Use the USB cable to connect the Luminometer to your computer.
3. Browse to **3M Clean-Trace**, which appears in your computer as a flash memory drive.
4. Double-click **[Click Here to Install.exe]** in **3M Clean-Trace** to start the software installation wizard. The software installation wizard begins to extract the installation files, which usually takes a couple of minutes.
5. To select the language for the software installation wizard screens, use the **Select a language** ▼ drop-down menu. The default is the language Microsoft® Windows® uses on your computer. Click **[Next]**.
6. The **Welcome** screen lists requirements for the installation:
  - You must have Administrator privileges on your computer to complete the software installation.
  - If you are installing SQL Server® 2012 R2 Express on a Windows® 8 computer, your computer must have internet access during the software installation.
  - Your computer must have either Microsoft® Internet Explorer version 11, or Google Chrome™ version 45, or Mozilla® Firefox® 41.0.1.

To confirm these requirements are met, click **[Next]**.







7. The **End User License Agreement** screen displays the license agreement. Read the 3M End User License Agreement. To accept the 3M End User License Agreement. Click the **I accept the terms in the license agreement** checkbox.
  - To print the 3M End User License Agreement, click **[Print]**.
 Click **[Next]**.
8. The **Installation Configuration** screen asks which computer configuration you have:
  - a. Click **[Custom Installation Components (advanced)]**.
  - b. Click the **[Sync Manager]** checkbox. Click **[OK]**.
  - c. Click **[Next]**.
9. The **Sync Manager Details** screen asks for the SQL Server® Express database name.
  - a. Click within the **Database Server Name:** field and type the SQL Server® Express database name.
    - If you selected “**New Database**” when you installed the software on the Network File Server, the Database Server name is (computer name)\spark
    - To look up the SQL Server® Express database name, use SQL Server® Management Studio, or click the Windows **Start** button, type **Run** in the search field, select **Run**, type **cmd** in the open box and click **[OK]**, type **>sqlcmd -L** and press Enter,
      - or contact your IT group.
  - b. Click **[Verify Connection]**.
  - c. When a **Connection is verified successfully** message appears, click **[OK]**.
  - d. Click **[Next]**.
10. The **Destination Folder** screen appears.
  - If you want the destination folder to be different than the default C:\3M Clean-Trace Hygiene Management folder, click **[Browse]** and browse to the destination folder you want.
  - If you do not want to create a Desktop shortcut, click the **Desktop shortcut** checkbox to deselect it.
  - If you do not want to create a QuickLaunch shortcut, click the **QuickLaunch shortcut** checkbox to deselect it.
 Click **[Next]**.
11. The **Ready to Install** screen appears. Review the summary of the options you selected for installation.
  - If the summary is correct, click **[Install]**.
  - Or, if the summary is incorrect, to return to a previous screen and modify the options you selected, click **[Previous]**.
  - Or, to cancel the installation, click **[Cancel]**.
12. The **Would you like to install this device software?** screen appears. Click **[Install]**.
13. The **Installing Progress** screen displays the status of the installation process and a progress bar. Click **[Next]**.
14. The **Installation Complete** screen appears. This confirms the installation has completed successfully. Click **[Finish]**.
15. We recommend you restart your computer.


## Using the 3M Clean-Trace Hygiene Management Software

### Using the Sidebar Menu





The sidebar menu appears on the left side of all screens:

Sidebar Menu Icons		
Icon	Name	Action
	Home Page	Go to the Dashboard screen
	Reports	Go to the Reports screen
	Plan Management	Go to the Sample Plans screen
	Configure	Go to the System Setup screen


### Using the Common Tasks Menus

A menu of Common Tasks, such as  [View Reports], is available on most screens. The Common Tasks are tailored for each screen to include the tasks you are most likely to do on each screen.


### Logging In with Your User Name

- To start the 3M Clean-Trace Hygiene Management Software:
  - Go to the Windows® Start Menu and select **All Programs**.
  - Select **3M Clean-Trace**, then select **Hygiene Management**.
  - Or, double-click the  3M Clean-Trace™ shortcut on the desktop.
- Type your user name in the  Login Name field and enter your Password in the  Password field.
  - Click  show password to display the password while it's being typed.
  - If you forgot your password, click [**Forgot Password?**] and type the answer to your secret question.
- There is a time-out built into the software. If the software is idle (no keyboard or mouse activity) for 30 minutes, the software times out. When you use the keyboard or mouse again, the login screen appears and you must log in again.

### Signing Out

- Click the  **Current User Name** drop-down.
- Select [**Sign Out**]. The **Login** window appears so a different user can Log in. Refer to the *Logging in Your User Name* section in this manual for more information.
  - Logging out of the software:
    - Logs out the current user.
    - Places all connected devices in Standby mode.
    - Moves to the **Login** window.

### Shutting Down the Software

- Click  close on your web browser, or select [**File**] on the menu bar and select [**Exit**].
- Shutting down the software:
  - Logs out the current user.
  - Gives you an opportunity to save any information that was entered but not yet saved.
  - Terminates the software.



## Setting Up the System when You Use the Software the First Time

The **Welcome to 3M Clean-Trace** screen appears when the 3M Clean-Trace Hygiene Management Software starts for the first time after you install the software on your computer. This screen does not appear when you start the software again later.

- To enter the information required to set up the system, click **[Continue]**.
- You must complete all of the set up screens listed below in the sequence listed before you are able to use any of the other 3M Clean-Trace Hygiene Management Software screens and before you can use the Sync Manager.

The 3M Clean-Trace Hygiene Management Software starts the process of setting up the system by displaying the **User Preferences** screen, then it automatically goes to the next setup screen in a logical sequence until you have entered all of the setup information:

0.Import Data	1.Physical Locations	2.Test Variables	3.Default Values	4.Test Points	5.Comments	6.Roles	7.Users	8.Sample Plans
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If you need to edit the setup information after you complete system setup for the first time, use the Sidebar and the Common Tasks menus to correct any errors or to add information. Refer to the **Table of Contents** in this User Manual to find the specific setup task you want to do.

### Setting Up User Preferences

1. To select the language for the user interface, use the **Language Preference** dropdown menu.
2. To select a secret question you will answer if you forget your password and need to reset your password, use the **Secret question for password reset** dropdown menu.
3. To type the answer to your secret question, click within the **Answer to secret question for password reset** field and type your answer.
4. Click within the **Your Luminometer PIN Code** field, select and type a Personal ID Number for logging in to the 3M™ Clean-Trace™ Luminometer. The PIN Code must be a 4 digit number.
  - To display the PIN Code, click the **Show PIN Code** checkbox.

Enabling or disabling the use of a **PIN Code** is part of the Organization Settings. The default option for enabling the **PIN Code** is **[No]**.
5. Click **[Save]**.

### Setting Up the Organization Configuration

- Click within the **Organization name** field and type your organization name, which appears on report headings. The maximum is 50 characters.
- To add your logo to report headings, click **[Change Logo]** and browse to an image file of your logo.
- To enable email notification, click the **[Yes]** checkbox. The fields required for email notification appear. Click within each field and type the required information:

User Name	Obtain this information from your IT Support
SMTP Server Name	Obtain this information from your IT Support
Secure Email Server	Obtain this information from your IT Support
Port Number	Obtain this information from your IT Support
Domain	Obtain this information from your IT Support
From Email Address	The From email address that appears in email notifications
Password	Obtain this information from your IT Support

- To select your time zone, use the **Time Zone** dropdown menu.
- To select your date format, use the **Date Format** drop-down menu. The options are:
  - MM/dd/yyyy – Month/Day/Year
  - dd/MM/yyyy – Day/Month/Year
  - yyyy/MM/dd – Year/Month/Day

- To select the number format:
    - Click the **US** checkbox to use periods as decimal marks.
    - Click the **European** checkbox to use commas as decimal marks.
  - To require strong passwords, click the **[Yes]** checkbox for **Enforce Strong Password:**
    - Password length must be 8-20 characters.
    - Passwords must include any 3 of the following:
      - At least one number
      - One upper case letter
      - One special character
      - One lower case letter
    - Passwords are case sensitive.
    - Copying and pasting passwords is not allowed.
- Or, if you do not want to enforce strong passwords, click the **[No]** checkbox.
- Passwords can be any number of characters.
  - Passwords can contain any characters.
  - Passwords are not case sensitive.
  - Copying and pasting passwords is allowed.
- To cancel your changes before saving them, click **[Cancel]**.
- To **enable PIN on the Luminometer**, click the **[Yes]** checkbox. This requires technicians to type their 4 digit PIN when logging on to the Luminometer.
  - To **enable configuration of Pass/Fail criteria per Test Point**, click the **[Yes]** checkbox. This enables you to define unique Pass values and Fail values for each Test Point.
  - To select the number of days for test results to remain on the 3M Clean-Trace Luminometer after you have synchronized the test results to the 3M Clean-Trace Hygiene Management Software, click within the **Retain results on Luminometer after Synchronization** for field and type the number of days. The default is 7 days and the maximum is 30 days.
    - Retaining the test results on the 3M Clean-Trace Luminometer for this number of days gives you the opportunity to re-synchronize the test results if necessary.
  - To select **Temperature Units:**
    - To use Fahrenheit, click the **Fahrenheit** checkbox.
    - To use Celsius, click the **Celsius** checkbox.
1. Click **[Save and Continue]**.
  2. To confirm you want to save your changes, click **[Yes]**.


### **Importing Data Using Data Migration**

- To import data from a 3M™ Clean-Trace™ Data Trending Software database (B\_BiotrackPlus.mdb), click the **3M™ Clean-Trace™ Data Trending System** checkbox.
  1. Click **[Choose File]** and browse to the 3M Clean-Trace Data Trending Software database.
  2. Click **[Import]**.
  3. When the import is complete, the **Result** tab opens and it displays the number of data elements successfully imported: Locations, Test Points, and Audits. Any warnings about data elements in the selected database file that were not imported also appear.
- Or, to import data from spreadsheets, click the **Others** checkbox.
  1. Click **[Choose File]** for **Test Point File**.
  2. Browse to the spreadsheet file that contains the Test Point information to import and select it. The spreadsheet file name appears next to **Choose File** to confirm you have selected the correct file.

3. Click **[Choose File]** for Sample **Plan File**.
4. Browse to the spreadsheet file that contains the Sample Plan information that was exported from the legacy system, and select it. The spreadsheet file name appears next to **[Choose File]**.
5. If you are importing information from a 3M™ Clean-Trace™ Data Trending Software database, click the **NG3 Compatible** checkbox. This automatically selects the column name for each field described in step 10.
  - If you do not click the **NG3 Compatible** checkbox, the imported test results will be marked “**of unknown origin**”.
6. Click **[Upload]**.
7. Click the ▼ drop-down menu for each field name and select the column name in the spreadsheet file that contains the information to be imported into that field. The field names into which you are importing information appear on the left and the drop-down menus for the column names in the spreadsheet file you are importing appear on the right. Refer to the **Data Migration Spreadsheet File Format for Test Points** section in this User Manual for more information.
  - a. Field names marked with \* are required fields.
8. To start importing information, click **[Continue]**.
9. To do another import, click **[Import More Data]**, or to go to the **Test Points** screen, click **[Cancel]**.
  - There is no checking for duplicate test result records. If you import duplicate test results, the duplicate test results appear in the 3M Clean-Trace Hygiene Management Software Dashboard and reports.
10. Click **[Save and Continue]**.

### Setting Up Physical Locations

Use the **Physical Locations** feature to define the physical locations in your plant in which your Test Points are located, and to define the categories for those physical locations.

- If you imported data using the **Data Migration** feature, the locations you imported appear automatically. The default location level names for these locations are: Level 1, Level 2, etc.
- Use from one to four location levels, which are categories of physical locations, depending on your needs. Remove location levels you do not need, but you must have at least one location level. If you add a location level, it will be added at the bottom.
- Each location level is a subset of the location level that appears above it. For example, in the default location levels displayed above:
  - o The **Line** location level is a subset of the **Department** location level.
  - o The **Department** location level is a subset of the **Building** location level.
  - o The **Building** location level is a subset of the **Plant** location level.
- To display information on how to set up physical locations, click **i** Information.
- You must define at least one physical location for each location level.
- Start defining physical locations in the top location level. The default top location level is **[Plant]**.
- To change the name of a location level:
  1. Click  Edit for the location level name to change.
  2. Click within the **Level name** field and type the new location level name. The maximum is 15 characters.
    - o To cancel your changes before saving them, click **[Cancel]**.
  3. Click **[Save and Continue]**.
  4. To confirm you want to save your changes, click **[Yes]**.
- To remove a location level you do not need, click **✕** Remove for that Level name.
- To add a location name to a location level:
  1. Click **+** Add for the level name.

2. Click within the **Location Name** field and type the new location name.
  - To add any additional information about the location, click within the **Additional Information** field and type the additional information.
    - o To cancel your changes before saving them, click [**Cancel**].
3. Click [**Save**].
- To delete a Location name:
  1. Click the location name in the green bar display.
  2. Click [**Delete**].
- To change a Location name:
  1. Click the location name in the green bar display.
  2. Use the Backspace key to delete the existing **Location Name**, and type the new location name.
  3. Click [**Update**].

**Setting Up Test Variables**

- If you imported data using the **Data Migration** feature, the test variables you imported appear automatically.
- Click the checkboxes for the **Test Type Values** that you use:

Test Type Values	Product Names
<input type="checkbox"/> <b>UXL100 (Surface ATP)</b>	3M™ Clean-Trace™ Surface ATP Test
<input type="checkbox"/> <b>AQF100</b>	3M™ Clean-Trace Water – Free ATP Test
<input type="checkbox"/> <b>AQT200 (Water Total)</b>	3M™ Clean-Trace™ Plus – Total ATP Test
<input type="checkbox"/> <b>Visual Inspection</b>	This is a visual inspection of a Test Point that’s done without using a 3M™ Clean-Trace™ Test and a 3M Clean-Trace Luminometer

- To use the 3M Clean-Trace Luminometer and the 3M Clean-Trace Hygiene Management Software to gather test results for custom tests, click ▼ Expand for **Add Custom Tests**.
  - o Click the checkboxes for the predefined custom tests to use:
    - pH**
    - Temperature**
    - Chemical Residue**
  - o And, to define your own custom test, click the checkbox for one of the numbered **Other Test Type** items, and click within the corresponding numbered Other Test Type field and type the name of the custom test.
    - Other Test Type 1**
    - Other Test Type 2**
    - Other Test Type 3**
    - Other Test Type 4**

**Setting Up Test Parameters**

1. To display the **Add Test Parameters** options, click ▼ Expand.
 

Test Parameters are information about Test Points that are used to sort your reports. For example, **Chemicals** is one of the default Test Variables that you can use to define the type of cleaning chemicals you use to clean each test point. You can then select which cleaning chemicals to include in a report. For example, you could generate a report that includes all test points that are cleaned with acid detergent.
2. To use the predefined parameters, click the checkboxes for the predefined parameters:
  - Chemical Name
  - Tool Name
  - Cleaning Method
  - Cleaning Frequency

And, to define your own custom parameters, click the checkboxes for the User Defined parameters:

- UD1-Click within the UD1 field, remove UD1, and type a name for the field.
- UD2-Click within the UD2 field, remove UD2, and type a name for the field.
- UD3-Click within the UD3 field, remove UD3, and type a name for the field.

3. After you define a **Parameter Name**, type in the list of values that can be stored in the selected Parameter Name. When you set up or edit **Test Points**, you will select one of the values from this list of values to be stored with the Test Point. Refer to the **Setting Up Test Points** section in this User Manual for more information.
  - a. Click within the corresponding numbered **Parameter Name** field, delete the parameter name, and type in the value.
  - b. To include this value in the list that's available in the **Test Point** set up screen and the **Edit Test Point** screen, click the **[Is Applicable]** checkbox.
    - To cancel your changes before saving them, click **[Cancel]**.
4. Click **[Save and Continue]**.
5. To confirm you want to save your changes, click **[Yes]**.

### Setting Up Default Values

You can save time by defining default pass/fail values that are applied to all Test Points, and you can edit the Test Point pass/fail values for which you define specific pass/fail values.

1. To display information about setting up default pass/fail values, click **i** Information.
2. Click the checkbox for **Specify default PASS / FAIL values for the test types**.
3. To define default pass/fail values, click the checkboxes for the tests in the **Test Types Values** list.
  - To display a Test Type name that has too many characters for the available space, hover the cursor over the name to display the entire name.
4. To define numeric default values, click the **Numeric** checkbox. To define a pass/fail default value, click the **Pass/Fail** checkbox. ATP Tests are always Numeric, and the **Visual Inspection** default value is always Pass/Fail.
5. Click within the **Pass Value** fields for each test, and enter the pass values.
6. Click within the **Fail Value** fields for each test, and enter the fail values.
  - To cancel your changes before saving them, click **[Cancel]**.
7. Click **[Save and Continue]**.
8. To confirm you want to save your changes, click **[Yes]**.


### Setting Up Test Points

If you imported data using the **Data Migration** feature, the Test Points you imported appear automatically as well as any additional Test Points you have already created.

- To sort the list, click on a column heading. For example, to sort the list by location, click **Location**.
  - To display a Test Point name that has too many characters for the available space, hover the cursor over the name to display the entire name.
  - To determine if you have already created a Test Point name, click within the **Test Point Name(s)** field and type a Test Point name. The list of Test Point names includes only the Test Point names that match the Test Point name you typed. If none are displayed, no Test Point names matched.
1. To create a new Test Point name, click **+** **[Create Test Point(s)]**.
    - Click within the field corresponding to each field name, then type the Test Point information into the field.
    - To select a predefined Test Type, use the **Test Type** dropdown menu.
    - To define pass/fail limits for this Test Point only, click the **[Change Pass / Fail Criteria]** checkbox, and define the Pass limit and the Fail limit:
      - o Click and drag the white circles on the slide bar.
      - o Or, click within the **Pass** field and type the Pass limit and click within the **Fail** field and type the Fail value.

- o Setting a pass/fail limit with the slider is possible up to 1000. To define a pass/fail limit greater than 1000, click in the field and type the value. Any values greater than 1000 will be shown in the slider bar as >1000.
  - If you use Test Parameters such as **Chemical Name**, **Tool Name**, **Cleaning Method**, etc., use the dropdown menus for these parameters to select a predefined value for this Test Point.
  - The <, >, %, ~ characters are not allowed in the **Name** and **Description** fields.
  - To select the physical location of this Test Point, click the checkbox for the location in the **Manage Location** list. If you click the checkboxes for several locations, a **Confirmation** window appears asking you to confirm you want to do this. Click **[Yes]** to confirm, or **[No]** to select different locations.
  - To display a picture of this Test Point on the **3M Clean-Trace Luminometer** screen when this Test Point name appears in a Sample Plan on the 3M Clean-Trace Luminometer, click **[Browse]** then select a digital image file of the Test Point. The picture appears on the screen in the same way it will appear on the **3M Clean-Trace Luminometer** screen.
  - To cancel your changes before saving them, click **[Cancel]**.
2. Click **[Save]**.


**Setting Up Comments**

1. Click  **[Add Comment]** to create a new Comment.
2. Click within the **Comment** field, then type the comment into the field. Enter any comment related to causes and corrective actions for a failed test point. Comments will be available to select on the luminometer after a test point failure. Examples could include “Debris present”, “Re-Rinse”, “Re-Test”.
  - Field names marked with \* are required fields.
  - The <, >, %, ~ characters are not allowed in the **Name**, and **Description** fields.
  - To cancel your changes before saving them, click **[Cancel]**.
3. Click **[Save and Continue]**.
4. To confirm you want to save your changes, click **[Yes]**.

**Setting Up Roles**

When you are setting up users, you must select a role for each user. A user’s role defines which software features the user is allowed to access. The default access permissions for each of the roles are:

Features	Administrator Role	Supervisor Role	Technician Role
User Management	Full	Read	No Access
Plan Management	Full	Full	Read
Resource Management	Full	Read	No Access
Luminometer Management	Full	Full	Read
Result Management	Full	Read	Read
Database Management	Full	No Access	No Access
Reports	Full	Full	Full
Logs	Full	Read	No Access
Organization Setting	Full	Read	No Access


1. Click  Edit for the role to edit.
2. Click the checkbox for the **Access level** for the feature to edit. The options are: **Full Access**, **Read Access**, **No Access**
  - To cancel your changes before saving them, click **[Cancel]**.
3. Click **[Save & Continue]**.
4. To confirm you want to save your changes, click **[Yes]**.



### Setting Up Users





You will need to have the following information about each of the Users you set up:

Title	User's title, for example Mr., Mrs., etc. (not required)
First Name *	User's first name
Last Name *	User's last name
Role *	User's role (Administrator, Supervisor, or Technician)
Login Name *	User's login name, which is used for logging in to the 3M Clean-Trace Hygiene Management Software (only required when User allowed to login)
Email Address *	User's email address (only required when User allowed to login)
Phone Number	User's phone number (not required)
PIN Code *	User's PIN code, which is the password used for logging in to a 3M Clean-Trace Luminometer (required only if PIN Code enabled)
Notes	Notes about the user (not required)
Status	Automatically set to Active when you add a User

1. Click  [Add User].
2. Click within the field corresponding to each field name, and type the User's information into the field.
3. To select a predefined role, use the **Role** dropdown menu.
4. To select a predefined status, use the **Status** dropdown menu. The default is **Active status**, which is the required status when adding new users.
  - Field names marked with \* are required fields.
  - The <, >, %, ~ characters are not allowed in the **Title**, **First Name**, **Last Name**, and **Notes** fields.
  - Application login can be disabled (e.g., a Technician may be added as a User to the software and not allowed to login) by deselecting the [Allow Application Login] checkbox. The **Email Address** and **Login Name** fields are inactivated in that case.
  - If the User is enabled to login, then entering login information is required. Use the Example.name@3m.com format for the **Email Address** field. Use the Email Address as the **User Name** when you log on to the 3M Clean-Trace Hygiene Management Software. Only numbers and the (,) characters are allowed in the **Phone Number** field.
  - Only numbers are allowed in the **PIN Code** field. The PIN Code is a 4 digit number used to log onto the 3M Clean-Trace Luminometer.
  - A new user's password is automatically set to "temp123" until the user logs in the first time, when the new user changes their password from "temp123" to a password they define.
  - To cancel your changes before saving them, click [Cancel].
5. Click [Save & Continue].
6. To confirm you want to save your changes, click [Yes].
7. **Each User you add receives an email containing a link to log in to the 3M Clean-Trace Hygiene Monitoring Software.**

### Setting Up Sample Plans by All Test Points

If you imported data using the **Data Migration** feature, the Sample Plans you imported appear automatically. To display a list of all Test Point Names and select the Test Point Names to include in the Sample plan either individually or as a group, use the **By All** option.

- A list of Sample Plans you have already created appears. To sort the list, click on a column heading. For example, to sort the list by Test Point name, click **Name**.
- To edit a Sample Plan, click the Sample Plan name.
- To display Sample Plan Details, click information  for the Sample Plan. In the Sample Plan Details screen, use the Common Tasks:
  - o To edit the Sample Plan, click  [Edit Sample Plan].
  - o To edit the schedule recurrence or randomization for the Sample Plan, click  [Edit Schedule].
  - o To add or edit a User, click  [Add/Edit User].



- o To apply pass/fail limits to all Test Points in the Sample Plan, click  **Apply Pass/Fail Criteria**.
    - Click the **Test Type** checkbox.
    - Click within the **Pass** field and type the Pass value.
    - Click within the **Fail** field and type the Fail value.
    - To apply the Pass/Fail values to all Test Points in the Sample Plan, click the **Apply to all test-points** checkbox.
    - Or, to apply the Pass/Fail values only to Test Points that use the default Pass/Fail values, click the **Apply to test-points with default criteria** checkbox.
1. Click **[Add Sample Plan]**.
  2. Click within the **Plan Name** field, and type the Sample Plan Name.
    - To add a description of the Sample Plan, click within the **Description** field, and type a description.
  3. Click the **By All** checkbox. A list of all existing Test Points appears in the View Test Points area.
    - To search all existing Test Point names to determine if a Test Point name already exists, click within the **Search** field and type the Test Point name.
  4. To add a Test Point to the Sample Plan, click the checkbox for that Test Point and click **[Add]** . That Test Point name moves from the **View Test Points** box to the **Test Points in Sample Plan** box.
  5. To remove a Test Point from the Sample Plan, click the checkbox for that Test Point and click **[Remove]**. That Test Point Name moves from the **Test Points in Sample Plan** box back to the **View Test Points** box.
    - Test Points appear in a Sample Plan on a 3M Clean-Trace Luminometer in the sequence in which you add them to the Sample Plan.
    - To display the entire list of Test Point names, use the vertical scroll bars.
    - To move multiple Test Points to the **Test Points in Sample Plan** box or back to the **View Test Points** box at the same time, select multiple Test Point Names.
    - To cancel your changes before saving them, click **[Cancel]**.
  6. Click **[Save & Continue]**.
  7. The 3M Clean-Trace Hygiene Management Software automatically moves to the **2.Schedule** tab to schedule the Sample Plan. Refer to the **Scheduling a Sample Plan** section in this User Manual for more information.



### Setting Up Sample Plans by Location

To include all Test Points associated with a selected location, use the **By Location** option to display a list of Locations and select a Location.



- A list of Sample Plans you have already created or imported using the Data Migration feature appears.
- If you imported Sample Plans using the **Data Migration** feature, you must assign the imported Sample Plans to a User before you synchronize those sample plans to a 3M Clean-Trace Luminometer.
- To sort the list, click on a column heading. For example, to sort the list by Test Point name, click **Name**.
- To display a Sample Plan name that has too many characters for the available space, hover the cursor over the name to display the entire name.
- To edit a Sample Plan, click the Sample Plan name.
- To display Sample Plan Details, click information for the Sample Plan. In the Sample Plan Details screen, use the Common Tasks:
  - o To edit the Sample Plan, click **[Edit Sample Plan]**.
  - o To edit the schedule recurrence or randomization for the Sample Plan, click **[Edit Schedule]**.
  - o To add or edit a User, click **[Add/Edit User]**.
  - o To apply pass/fail limits to all Test Points in the Sample Plan, click  **Apply Pass/Fail Criteria**.
    - Click the **Test Type** checkbox.
    - Click within the **Pass** field and type the Pass value.
    - Click within the **Fail** field and type the Fail value.
    - To apply the Pass/Fail values to all Test Points in the Sample Plan, click the **Apply to all test-points** checkbox.

- Or, to apply the Pass/Fail values only to Test Points that use the default Pass/Fail values, click the **Apply to test-points with default criteria** checkbox.
1. Click within the **Plan Name** field, and type the Sample Plan Name.
    - To add a description of the Sample Plan, click within the **Description** field, and type a description.
  2. Click the **By Location** checkbox. A list of your Locations appears. These are the Locations you associated with these Test Points during the Setting Up Test Points step. Refer to the **Setting Up Test Points** section in this User Manual for more information.
    - To display the Test Points associated with a location, click ► **Expand Locations** for the Location.
    - To remove the display of Test Points associated with a location, click ◀ **Contract Locations**.
    - To create a new Test Point, click ⊕ **[Create Test Point(s)]**. This takes you to the Create Test Point(s) screen and returns you to the Create New Sample Plan screen after you have created a new Test Point so you can add the new Test Point to a Sample Plan.
  3. To move all of the Test Points associated with a Location, select the Location Name, and then click **[Add]** →. All of the Test Points associated with the selected location move to the Points in Sample Plan area.
    - To cancel your changes before saving them, click **[Cancel]**.
  4. Click **[Save & Continue]**.
  5. The 3M Clean-Trace Hygiene Management Software automatically moves to the **2.Schedule** tab to schedule the Sample Plan. Refer to the **Scheduling a Sample Plan** section in this User Manual for more information.



### Randomizing Test Points in a Sample Plan

1. If you are editing a Sample Plan, click  **Plan Management** on the sidebar menu, then click the Sample Plan name in the **Sample Plans** list.
  - o Or, click  **Home** and click ⊕ **[Edit Sample Plan]**.
  - To schedule some of the Test Points in the Sample Plan to be randomly included in the Sample Plan, click the **Yes** checkbox for **Randomization**.
  - Click within the **Number of test point(s) to be randomly included:** field and type the number of Test Points in the Sample Plan to be randomly included when the Sample Plan is done.
  - For a randomly selected Test Point to not be selected again until all of the other randomly selected Test Points in the Sample plan have also been selected, click the **No Repeat** checkbox. This ensures that all the randomly selected Test Points will be selected eventually.
  - For Test Points that are tested every time the Sample Plan is done, click the **Required** checkbox in the **Test points to be selected always (if any):** table. The Test Points that are not checked are included in the Sample Plan randomly.
2. Click **[Next]** to save the Sample Plan schedule.
  - The 3M Clean-Trace Hygiene Management Software automatically moves to the **3. Assign** tab to assign the Sample Plan to a user. Refer to the *Assigning a Sample Plan to a User* section in this User Manual for more information.

### Assigning a Sample Plan to a User

1. If you are editing a Sample Plan, click  **Plan Management** on the sidebar menu.
2. Or, click the Sample Plan name in the **Sample Plans** list.
  - Or, click  **Home** and click ⊕ **[Edit Sample Plan]**.
    - o To select the Users to assign to do this Sample Plan, use the **Assign Users** dropdown menu.
    - o To select all users, click the **All** checkbox.
    - o To cancel your changes before saving them, click **[Cancel]**.
3. To save the user assignments, click **[Finish]**.

### Importing Test Results Using Data Migration

1. Click  **Reports** in the sidebar menu, and click  **[Add Edit Test Result]** in the Common Tasks list and click  **[Import Data]**.
2. Click **[Choose File]** for Test Result File.

3. Browse to the spreadsheet file that contains the Test Result information exported from the legacy system, and select it. The spreadsheet file name appears next to **[Choose File]**.
4. If you are importing information from a 3M™ Clean-Trace™ Data Trending Software database, click the **NG3 Compatible** checkbox. This automatically selects the column name for each field described in step 6.
5. Click **[Upload]**.
6. Click the ▼ drop-down menu for each field name and select the column name in the spreadsheet file that contains the information to be imported into that field. Refer to the *Data Migration Spreadsheet File Format for Test Results* section in this User Manual for more information.
  - Field names marked with \* are required fields.
7. To start importing the test point information Click **[Continue]**.
8. To do another import, click **[Import More Data]**, or to use any of the other screens, use the sidebar menu.

## Using the Sync Manager




### Logging in Your User Name on the Sync Manager

- The **Sync Manager** starts automatically when you start your computer. If you log in to the **Sync Manager** at this time, it remains open until you re-start your computer.
- When you click ✕ close to exit the **Sync Manager**, it actually minimizes and remains active. To maximize the **Sync Manager**, click ▲ Show hidden icons on the Windows task bar. Double-click the **3M Sync Manager**.
- If you closed the Sync Manager before logging in when it automatically started:
- Go to the Windows Start Menu and select **[All Programs]**.






Select **[3M Clean-Trace]** then select **[Sync Manager]**.

Or, double-click the Sync Manager shortcut on the desktop. Enter your user name in the **User Name** field and enter your password in the **Password** field. Click **[OK]**.

### Setting up a Bluetooth Connection

1. To enable a Bluetooth connection on your computer, click the Windows Start button, then click **[Devices and Printers]**, then click **[Add a Device]**.
2. To enable Bluetooth services on your 3M Clean-Trace Luminometer:
  - a. Touch the top of the screen for 1 second, then swipe down.
  - b. Tap  **Connections**.
  - c. Tap  **Bluetooth**.
  - d. To turn Bluetooth on, tap **[Off]** to change to **[On]** appears. To make the Luminometer visible to other Bluetooth devices, tap **[Not visible to other Bluetooth devices]** to change to **[Visible to all nearby Bluetooth devices]**. A two minute timer begins in which the Luminometer searches for a pairing with another Bluetooth device.
3. Return to the **Add a Device** window, and click the **3MCT(luminometer serial number)** object when it appears. Click **[Add]**
4. Return to your 3M Clean-Trace Luminometer, and tap **[pair]** if the 6-digit PIN that appears matches the 6-digit PIN that appears on the **Add a Device** window.
5. Move to the **Sync Manager** window on your computer.
6. Tap Return <.
7. Tap  **[Settings]**.
8. Tap **[Preferred Connection]**.
9. Tap **[Bluetooth]**.
10. Tap **[Select]**.
11. To start the **Sync Manager**, click ▲ **Show Hidden Icons** on the Windows task bar. Double-click the **3M Sync Manager** and log in using the same User Name and password as you use to log in to the 3M Clean-Trace Hygiene Management Software.

### Scheduling a Sample Plan

1. If you are editing a Sample Plan, click  **Plan Management** on the sidebar menu, then click the Sample Plan name in the **Sample Plans** list.
  - Or, you can click  **Home** and click  **[Edit Sample Plan]**.
2. Click the **[2.Schedule]** tab.
3. Click the **[Yes]** checkbox for **Schedule Recurrence**.
  - Click the **Start Date** field and type the start date and time.
    - o Or, click  **Calendar** and select the start date on the calendar display. and click  **Time** and select the start time.
  - To schedule the Sample Plan to be done on a daily basis, click the **Daily** checkbox for **Schedule Pattern**.
    - o Click within the **Time(s)** field and type the number of times the Sample Plan should be done.
    - o Click within the **Day(s)** field and type the number of elapsed days between scheduled completions of Sample Plan. For example, type 1 time(s) every 2 Day(s) to schedule the Sample Plan to be done every other day.

Or, to schedule the Sample Plan to be done weekly, click the **Weekly** checkbox.

  - o Click the checkbox for the day(s) of the week (**M, T, W, TH, F, SA, SU**) on which you want the Sample Plan to be done.
  - o Click within the **Week(s)** field and type the number of weeks for which the schedule should repeat. For example, select **M, W, F** and type 2 **Week(s)** to schedule the Sample Plan to be done on Monday, Wednesday, and Friday once every two weeks.


Or, to schedule the Sample Plan to be done monthly, click the **Monthly** checkbox.

  - o Click within the **Month(s)** field and type the number of months for which the schedule should repeat. For example, select 1 **Month(s)** to schedule the Sample Plan to be done once per month.
  - To continue the Sample Plan schedule indefinitely, click the **No End Date** checkbox for **Range of Recurrence**.

Or, to end the Sample Plan schedule after a defined number of repetitions, click the **End After** checkbox.

  - o Click within the **Occurrences** field and type the number of times the Sample Plan should be scheduled. For example, type 6 for the Sample Plan to be done 6 times according to the schedule you defined.

Or, for the Sample Plan schedule to end on a specific date, click the **End By** checkbox.


  - o Click within the date field and type the end date or click the  calendar icon and select the end date.
  - To review the schedule you have defined and confirm it is correct, click **[Generate Preview]**.
4. Click **[Next]**.
  - The 3M Clean-Trace Hygiene Management Software automatically moves to the **3.Assign** tab to schedule the Sample Plan. Refer to the **Assigning a Sample Plan** section in this User Manual for more information.

### Synchronizing with a 3M Clean-Trace NG Luminometer

1. Turn on the 3M Clean-Trace NG Luminometer and connect it to your computer using the USB cable.
2. Start the Sync Manager. Refer to the **Logging in your user name on the Sync Manager** section of this User Manual for more information.
3. Click **[Connect Luminometer]**.
  - The User who is logged in to the Sync Manager is recorded as the User who did the test results.

### Adding or Editing System Setup Information

#### Changing Your Password

1. Click  down arrow next to the current User name in the upper right area of the screen.
2. Select **[Change Password]**.
3. Click within the **Old Password** field and type your old password.
4. Click within the **New Password** field and type your new password. If you selected the strong password option in the Setting Up the Organization Configuration step:



- A Password length is 8-20 characters.
  - A Password must include any 3 of the following:
    - At least one number
    - One upper case letter
    - One special character
    - One lower case letter
  - A Password is case sensitive
5. Click within the **Re-enter Password** field and type your new password again.
- To clear the fields and start over, click **[Clear]**.
6. Click **[Save]**.







### **Editing User Preferences**

1. Click ▼ User name drop-down arrow.
2. Select **[User Preferences]**. The process for editing User Preferences is the same as the process for setting up User Preferences. Refer to the instructions in the **Setting Up User Preferences** section in this User Manual for more details.

### **Editing Your Profile**

1. Click the ▼ User name drop-down.
2. Select **[My Profile]**.
3. Click **[Edit]**.
  - To edit a field, click within the field and type the new information.
  - To edit the **Role** Field or the **Status** field, use the drop-down menu.
  - In the Status field:
    - An **Active** User can Log on and use the features permitted for their Role.
    - An **Inactive** User cannot Log on, and you can later change the User's status back to **Active**.
    - A **Locked** User cannot Log on, and you cannot later change the User's status back to **Active**.
4. Click **[Reset Password]** to automatically reset the password to temp123.
  - To cancel your changes before saving them, click **[Cancel]**.
5. Click **[Save]**.

### **Adding a Sample Plan**









1. Click  **Plan Management** on the sidebar menu, and click  **[Add Sample Plan]**.
  - A list of Sample Plans appears when you click  **Plan Management** on the sidebar menu.
  - To display Sample Plan details, click  **information** for the Sample Plan.
  - Or, click  **Home** on the sidebar menu, and click  **[Add Sample Plan]**.
2. The process for adding a Sample Plan is the same as the process for setting up a Sample Plan. Refer to the instructions in the **Setting Up Sample Plans** section of this User Manual for more information.

### **Editing a Sample Plan**



#### **Synchronizing with a 3M Clean-Trace Luminometer**

- To confirm the Sync Manager is active, click ▲ **Show hidden icons** on the Windows task bar. Double-click the **3M Sync Manager** and log in using the same User Name and password as you use to log in to the 3M Clean-Trace Hygiene Management Software.
- Initiate the synchronization using the 3M Clean-Trace Luminometer. Refer to the **Synchronizing the 3M Clean-Trace Luminometer with the Computer Database** section in the 3M Clean-Trace Luminometer User Manual for more information.
- To synchronize a 3M Clean-Trace Luminometer the first time, use a USB connection. Then you can set up a Wifi or a Bluetooth connection to synchronize.





1. Click  **Plan Management** on the sidebar menu.
  - Or, click  **Home** on the sidebar menu, and click  **[Edit Sample Plan]**.
2. A list of Sample Plans appears.
  - To sort the list of Sample Plans, click on a column heading. For example, to sort by Sample Plan name, click **[Name]**.
3. To edit a Sample Plan, click the Sample Plan name.
  - To inactivate a Sample Plan, use the **Status** drop-down menu to select **Inactive**.
  - The process for editing a Sample Plan is the same as the process for setting up a Sample Plan. Refer to the instructions in the **Setting Up Sample Plans** section in this User Manual for more information.
4. To display Sample Plan details, click  **information** for the Sample Plan.
  - To edit the Sample Plan, click  **Edit Sample Plan**.
  - To edit the Sample Plan Schedule, click  **Edit Schedule**.
  - To edit the Sample Plan Assigned User, click  **Add/Edit User**.
  - To apply Pass/Fail criteria to the Sample Plan, click  **Apply Pass/Fail Criteria**.


### **Adding Comments**

1. Click the  **Help** drop-down arrow.
2. Select **[Comments]**.
3. Click  **[Add Comment]**.
4. Click within the **Comment** field, and type the new comment.
  - Field names marked with \* are required fields.
  - The <, >, %, ~ characters are not allowed in the **Comment** field.
  - To cancel your changes before saving them, click **[Cancel]**.
5. Click **[Save]**.


### **Editing Comments**

1. Click the  **Help** drop-down arrow.
2. Select **[Comments]**.
3. To edit a comment, click  **Edit** for the comment.
4. Click within the **Comment** field, and use the **Delete** key to remove the existing comment. Type the new comment.
  - Field names marked with \* are required fields.
  - The <, >, %, ~ characters are not allowed in the **Comment** field.
  - To cancel your changes before saving them, click **[Cancel]**.
5. Click **[Save]**.


### **Deleting Comments**

1. Click the  **Help** drop-down arrow.
2. Select **[Comments]**.
3. To delete a comment, click the  delete comment checkbox.
4. To confirm, click **[Yes]** when the Confirmation window appears.


### **Adding or Editing Physical Locations**

1. Click  **Configure** on the sidebar menu.
2. **[1. Physical Locations]** is automatically selected.
3. The process for adding and editing physical locations is the same as the process for setting up physical locations. Refer to the **Setting Up Physical Locations** section in this User Manual for more information.


### **Editing Test Types**

1. Click  **Configure** on the sidebar menu.
2. Select [**2. Test Variables**].
3. The current **Test Type Values** information appears.
4. The process for adding or editing Test Type Values or Custom Tests is the same as the process for setting up Test Type Values or Custom Tests. Refer to the **Setting Up Test Types** section in this User Manual for more information.


### **Editing Custom Tests**

1. Click  **Configure** on the sidebar menu.
2. Select [**2. Test Variables**].
3. To display custom tests, click **Expand** ▼ for **Add Custom Tests**.
4. The current custom tests information appears. The process for adding or editing Custom Tests is the same as the process for setting up Custom Tests. Refer to the **Setting Up Test Types** section in this User Manual for more information.


### **Editing Test Parameters**

1. Click  **Configure** on the sidebar menu.
2. Select [**2. Test Variables**].
3. To display test parameters, click ▼ **Expand** for **Add Test Parameters**.
4. The current test parameters information appears. The process for adding or editing Test Parameters is the same as the process for setting up Parameters. Refer to the **Setting Up Test Parameters** section in this User Manual for more information.




### **Adding or Editing Default Pass/Fail Values**

1. Click  **Configure** on the sidebar menu.
2. Select [**3. Default Values**].
3. The current default values information appears.
4. The process for adding or editing default values is the same as the process for setting up Default Values. Refer to the **Setting Up Default Values** section in this User Manual for more information.

### **Editing Roles**





1. Click  **Configure** on the sidebar menu.
2. Select [**4. Roles**].
3. The current **Roles** information appears.
4. The process for editing Roles is the same as the process for setting up Roles. Refer to the **Setting Up Roles** section in this User Manual for more information.

### **Editing Users**






1. Click  **Plan Management** in the sidebar menu.
2. Click  [**Add/Edit User**] in the Common Task list.
  - To display the User's information, click  information for the User.
3. To edit the User's information, click the User's name.
4. The User's information appears in the **Update User** screen. Click within the field you want to edit, and type the new information.
  - To inactivate a User, use the **Status** drop-down menu to select **Inactive**. An inactive User cannot Log on. When needed, you can change the User's status back to Active.
  - To lock a User, use the **Status** drop-down menu to select **Lock**. A locked User cannot Log on, and you cannot change the User's status back to Active.
  - You cannot edit **Login Name** or **Email Address**.

- **PIN Code** is the 4 digit password for this User to log on to the 3M Clean-Trace Luminometer. Click [**Reset Password**] to automatically reset the password to temp123.
  - To cancel your changes before saving them, click [**Cancel**].
5. Click [**Save**].








### Adding Users

1. Click  **Plan Management** or  **Configure** on the sidebar menu.
2. Click  [**Add/Edit Users**] within **Plan Management** or click **Users** within **Configure/System Setup**.
3. Click  [**Add Users**].
4. The process for adding users is similar to the process for setting up users. Refer to the *Setting Up Users* section in this User Manual for more information.

### Adding Test Results





1. Click  **Reports** on the sidebar menu.
2. Click  [**Add/Edit Result**].
3. Click  [**Add Result**].
  - Click within the **Result Date & Time** field and type the date and time the test was done. The default is the current date and time. Or, click  calendar and select the retest date, and click  clock and select the time.
    - To select the Sample Plan, use the **Plan Name** dropdown menu.
    - To select the Test Point, use the **Test Point Name** dropdown menu.
    - To select the test type, use the **Test Type** dropdown menu.
    - Click within the **Result Value** field and type the RLU test result. The **Result** field (Pass/Caution/Fail) is automatically calculated based on the current Pass/Caution/Fail limits. To select a different result if the Pass/Caution/Fail limits were different when the test was done, use the **Result** field dropdown menu.
    - If you use any custom parameters, use the **Custom Parameter** drop-down menu to select a value.
    - Click within the **Reason for Addition** field and type the reason you are adding the result manually instead of synchronizing the result from a Luminometer. This is a required field.
    - To enter a comment, click within the **Result Comment** field and type a comment.
    - To cancel your changes before saving them, click [**Cancel**].
4. Click [**Save**].

### Adding Retest Results Manually





1. Click  **Reports** on the sidebar menu.
2. Click  [**Add/Edit Result**].
3. Search for the test result to which you want to add a retest result by using any combination of the search fields:
  - To search by date, click  [**From Date**] and select the first date in the date range you want to display. Click  [**To Date**] and select the last date in the date range to display.
  - To search by Sample Plan, use the **Plan Name** drop-down menu to select the Sample Plan.
  - To search by Test Type, use the **Test Type** drop-down menu to select the test type.
  - To search by User, use the **Tester** drop-down menu to select the User who did the test.
4. Click [**Search**].
5. A list of test results that match your search criteria appears. Click  **Add Retest Result** for the test result to which you want to add a retest result.
6. The **Add Retest Result** screen appears. Click within the **Result Date & Time** field and type the retest date and time.
  - Or, click  calendar and select the retest date, and click  clock and select the time.
7. Click within the **Result Value** field and type the RLU test result. The **Result** field (Pass/Caution/Fail) is automatically calculated based on the current Pass/Caution/Fail limits. To select a different result if the Pass/Caution/Fail limits were different when the test was done, use the **Result** field dropdown menu.

- To cancel your changes before saving them, click **[Cancel]**.
8. Click **[Save]**.




### Editing Test Results

1. Click  **Reports** in the sidebar menu.
2. Click  **[Add/Edit Test Result]** in the Common Task menu.
3. To edit test results, search for the test result to edit by using any combination of the search fields:
  - To search by date, click  **[From Date]** and select the first date in the date range you want to display. Click  **[To Date]** and select the last date in the date range to display.
  - To search by Sample Plan, use the **Plan Name** drop-down menu to select the Sample Plan.
  - To search by Test Type, use the **Test Type** drop-down menu to select the test type.
  - To search by User, use the **Test Type** drop-down menu to select the User who performed the test.
4. Click **[Search]**.
  - A list of test results that match your search criteria appears. Click the **Test Point Name** or the **Result Date** of the test result to edit.
  - Click within the field to edit and type the new information.
  - Click within the **Reason for change** field and type the reason for editing the result.
  - To cancel your changes before saving them, click **[Cancel]**.
5. Click **[Save]**.

### Adding Test Points



1. Click  **Plan Management** in the sidebar menu.
2. Click  **[Add/Edit Test Point]**.
3. A list of existing Test Points appears.
  - To display Test Point information, click  **View Test Point** for a Test Point.
  - To find out if you have already created a given Test Point name, click within the **Test Points** field and type in the Test Point name. If you already created the Test Point name, it appears. If nothing is displayed, you have not already created it.
4. To add a Test Point, click  **[Create Test Point(s)]**.
5. The process for adding Test Points is the same as the process for setting up Test Points. Refer to the **Setting Up Test Points** section in this User Manual for more information.

### Editing Test Points





1. Click  **Plan Management** in the sidebar menu.
2. Click  **[Add/Edit Test Point]**.
3. A list of existing Test Point names appears.
  - To display the Test Point information, click  **View Test Point** for the Test Point.
4. To edit a Test Point, click the Test Point name.
  - The **Edit Test Point** screen appears. Click within the field to edit, then type the new information.
  - To edit the Pass value or the Fail value, click the **[Change Pass/Fail criteria]** checkbox.
  - To edit the Pass value, either click and drag the slider on the left side to the new Pass value, or click within the field on the left side and type the new Pass value.
  - To edit the Fail value, either click and drag the slider on the right side to the new Fail value, or click within the field on the right side and type the new Fail value.
  - Setting a pass/fail limit with the slider is possible up to 1000. To define a pass/fail limit greater than 1000, click in the field and type the value. Any values greater than 1000 will be shown in the slider bar as **>1000**.
  - If you use any test parameters, use the dropdown menus to select a predefined value for each test parameter.
    - o Field names marked with \* are required fields.

- o The <, >, %, ~ characters are not allowed in the **Name**, and **Description** fields.
  - To add or edit the picture of this Test Point that appears on the 3M Clean-Trace Luminometer screen, click **[Browse]** and browse to the digital image of this Test Point. The digital image appears on the screen in the same way it will appear on the 3M Clean-Trace Luminometer screen.
  - To cancel your changes before saving them, click **[Cancel]**.
5. Click **[Save]**.




### ***Deleting Test Points***

- You can delete Test Points if no test results have been stored in the database for those Test Points.
1. Click  **Plan Management** in the sidebar menu.
  2. Click  **[Add/Edit Test Point]**.
  3. A list of existing Test Point names appears.
  4. Click the  **Delete Test Point** checkbox for a Test Point to delete it.
    - You can delete several Test Points at the same time.
  5. To confirm, click **[Yes]** when the Confirmation window appears.



### ***Editing Test Point Locations***

1. Click  **Plan Management** in the sidebar menu.
2. Click  **[Add/Edit Test Point]**.
3. A list of existing Test Points appears.
  - To display the Test Point information, click  **View Test Point** for the Test Point.
4. To edit a Test Point's location information, click  **Edit Location** for the Test Point.
5. The **Edit Test Point** screen appears. Click the checkbox for the new Location in the **Manage Location** box. To inactivate the previous location, click the checkbox for it. If you click the checkboxes for several locations, a **Confirmation** window appears asking you to confirm you want to do this. Click **[Yes]** to confirm, or **[No]** to select different locations.
  - To cancel your changes before saving them, click **[Cancel]**.
6. Click **[Save]**.

### ***Importing Additional Data using Data Migration***

1. Click  **Home** in the sidebar menu.
2. Click  **[Edit Sample Plan]** in the Common Tasks list.
3. Click  **[Import Data]**.
4. The process for importing additional data is the same as the process for importing data using data migration. Refer to the **Importing Data using Data Migration** section in this User Manual for more information.
5. When the **Data Migration** feature imports additional data, it ignores any duplicate Test Points, Sample Plans, Locations, Test Parameters, and Test Types in the additional data that are already present in the system.

### ***Viewing Luminometer Details***

1. Click the **Help**  drop-down arrow.
2. Select **[Luminometer Details]**.
3. The **Luminometer Details** screen shows a list of all Luminometers including the Serial Number, Last Sync, Calibration Date, and Mode (USB, Bluetooth, or WiFi).
4. Click  **Information** to display additional information for a specific Luminometer, which includes: Luminometer Name, Build Version, Firmware Version, MAC ID, Hardware Version, OS Version.

### ***Editing the Organization Configuration***




1. Click the **Help**  drop-down arrow.
2. Select **[Organization Settings]**.

- 3. The process for adding or editing the information in the **Organization Configuration** screen is the same as the process for setting up the information in the Organization Configuration screen. Refer to the **Setting Up the Organization Configuration** section in this User Manual for more information.

## Using the Dashboard

The **Dashboard** displays an up-to-date summary of test results that have been synchronized from your 3M Clean-Trace Luminometers:



- The **Dashboard** automatically appears after you successfully log on to the 3M Clean-Trace Hygiene Management Software.
- To display the **Dashboard** at any time, click  **Home** on the sidebar menu.
- To select the date range for the **Dashboard** summary:
  - Click any of the options for the number of past days: **[24 hours]**, **[7 Days]**, **[30 days]**, **[60 days]**.
  - Or, click  **[From Date]** and select the start date, and click  **[To Date]** and select the end date.
- To select a test type for the Dashboard summary, click **[ATP]**, **[VI]**, or **[OTHERS]**. To de-select a test type, click the test type again. A selected test type is in white font, a de-selected test type is in gray font:

[ATP]	[VI]	[OTHERS]
3M Clean-Trace Surface ATP 3M Clean-Trace Plus-Total ATP 3M Clean-Trace Water-Free ATP	Visual inspection of a Test Point without using a 3M Clean-Trace Test and a 3M Clean-Trace Luminometer	Any of the Other test types that you defined using the <i>Setting Up the Test Variables</i> section of this User Manual.





- The numbers in the **Dashboard** tiles indicate the number of test results in each of these categories:

A Points Tested	B Passed x%	C Cautions y%	D Failures z%
A = Total number of test results A = B + C + D	B = Number of Pass test results and percent of total. Includes initial tests, but not re-tests.	C = Number of Caution test results and percent of total. Includes initial tests, but not re-tests.	D = Number of Fail test results and percent of total. Includes initial tests, but not re-tests.



This information appears below the Dashboard tiles:

Status Reports	Charts	Schedule Date
A list of the Sample Plans included in the Dashboard display.	Charts showing the number of Pass results, Caution results and Fail results for each Sample Plan.	The next dates when the Sample Plans are scheduled to be done.


- To display a summary of test results for only one category, click the tile for that category.
- To display a Sample Plan name or Test Point name that has too many characters for the available space, hover the cursor over the name to display the entire name.
- To display a list of the Test Points in a Sample Plan, click **Expand**  for the Sample Plan name.
- To display a trend chart with the test results for the Test Point that are within the selected Date & Time range, click **Chart**  for the Test Point name.
- To change the date range for this trend chart, use the **From Date:** field or  calendar icon and the **To Date** field: or  calendar icon.

This information appears on the right side of the Dashboard tiles:

<b>Watch List</b>	A list of Test Points with the highest percentage of Failures. To generate a Watch list report, click any of the tiles in the Watch list display.
<b>Testers</b>	A list of Users who did the tests. The charts show the number of Pass results, Caution results and Fail results for each User. To display more Users, use the vertical scroll bar.

## VIEWING OR PRINTING REPORTS

### Viewing Standard Reports






1. Click  **Reports** on the sidebar menu.
2. To define the test results to include in a report, the **Reports** feature uses the Date & Time range, Test Types, and Sample Plans that were most recently defined for the Dashboard. Refer to the *Using the Dashboard Screen* section in this User Manual for more information.
  - To further refine the test results to include in a report, use the **Report Options:**

<b>Top Location Name</b>	Click <b>Expand</b> to display all Location names, then select Locations of the Test Points.
<b>Technicians</b>	Use the drop-down menu to select the Users who did the tests.
<b>Variables</b>	Use the drop-down menu to select the Variables.
<b>Result</b>	Use the drop-down menu to select Pass, Caution, Fail or All.
<b>Result Range</b>	Click within the left field and type the lower test result value, then click within the right field and type the upper test result value.
<b>Include Retests</b>	Click the <b>Include Retests</b> checkbox to include retests.



- Click **[Apply]** to apply your **Report Options** selections.
- To select a report format, click the corresponding tab:

Results	MSS	Trend	Ranking	Favorites
<b>List of test results:</b> test type, test date/ time, RLU value, pass/ fail/caution status, comments	<b>Master Sanitation Schedule</b> matrix with test points on the x-axis, dates on the y-axis, and test results in the cells	<b>Run chart</b> of test results over time, including retests	<b>List of the test points ranked by % fails.</b> Includes a run chart of recent test results and a trend indicator	<b>Reports that you define</b> using the Define New Report feature. Refer to the <i>Defining a New Report</i> section in this User Manual



3. The report appears on the screen.
  - The **Report Information** section on all reports shows the selection criteria you used to generate the report: Location(s), Sample Plan(s), Date range, and Date the report was generated.

- Refer to the **Example Reports** section of this User Manual for more information about interpreting the information on each report format.
- To create an image file of a graph on a Trend Report or Ranking Report, right-click on the graph, select **Save picture as...**, use the **Save Picture** feature to save the image file. Insert the image file into documents or presentations.
- To print a report, click  **Print**. The report opens as a PDF document and automatically selects the **Print** command. Use the features in the application that opened the PDF document to save the report as a PDF document.
- To save a report temporarily, click  **Save**. The 5 most recently saved reports appear in Report History marked with ☆ a no fill star.
- To save a report permanently as a favorite, click **Favorite**. Favorite reports appear in **Report History** marked with a ★ gold fill star.
- Both saved reports and favorite reports are named using the template: **Report type\_sequence**. For example, the first Results report you save or make a favorite appears in **Report History** named **Results\_1**.
- To rename a saved or a favorite report, click the report name in **Report History**. Click within the Report Name field. Type the new report name. Click  **Save**.
- To generate a saved or a favorite report again, click the report name in **Report History**. To modify the Date & Time range or the Report Options selections for a saved or a favorite report, use the same process as generating the original saved or favorite report.
  - To send a report by email, click  **Email**. An email with the report attached as a PDF file is sent to your default email inbox. You can then forward this email to distribute the report to the recipients you want.
- To export the raw data for a report into a spreadsheet, click  **Download**. To open a spreadsheet that contains the raw data, click **[Open]**.

### Viewing a Favorite Report


1. Click  **Reports** on the sidebar menu.
2. Click the **[Favorites]** tab on the **Reports** screen.
3. Click the name of the favorite report you want to view.
4. To rename a favorite report, click the report name in **Favorites**. Click within the Report Name field. Type the new report name. Click  **Save**.
5. To modify the Date & Time range or the Report Options selections for a favorite report, use the same process as generating the original favorite report.

### Scheduling a Report to be Automatically Generated

1. Click  **Reports** on the sidebar menu.
2. View a report. Refer to the **Viewing Standard Reports** section in this User Manual for more information.
3. Click  **Automatic Report Scheduling** on the **Report** toolbar.
  - Click the **Daily at** checkbox. Click within the **Time** field and type a time.
  - Or, click the **Weekly on** checkbox. Click a day of the week. Click within the **Time** field and type a time.
  - Or, click **Monthly on** the checkbox. Click within the **Day of the month** field and type a day of the month. Click within the **Time** field and type a time.
  - To cancel your changes before saving them, click **[Cancel]**.
- Click **[Save]**.
- The report is saved as a PDF file in **C:/3M Clean-Trace Hygiene Management/Downloads**.

## Doing Administrator Tasks

### Contacting Client Admin


1. Click the  **Contact Us** drop-down arrow.
2. Click **[Contact Client Admin]**. The name, email, and organization of the person who installed the software are displayed.

### Contacting 3M Technical Support


1. Click the  **Contact Us** drop-down arrow.

- Click **[3M Technical Support]**. The global contact information, including phone numbers, for 3M global technical support are displayed.


### ***Looking Up Information in the User Manual***

- Click the  **Help** drop-down arrow.
- Click **[User Manual]**. When the User Manual appears on the screen, find the heading for the information you need in the Table of Contents, and click that heading to display the detailed information you need.

### ***Downloading and Installing Software Updates***










- Click the  **Help** drop-down arrow.
- Select **[Link to 3M]**. Go to [www.3m.com/foodsafety](http://www.3m.com/foodsafety) and select **Product Instructions** and select **Software Downloads**. You must register to obtain a User name and password to gain access to the 3M web site, which contains software updates that you can download and install.

### ***Displaying Current Software Versions***



- Click the  **Help** drop-down arrow.
- Select **[About 3M™ Clean-Trace™]**. A list of the current software versions appears:
  - 3M Clean-Trace Hygiene Management Software
  - 3M Clean-Trace Sync Manager
  - Microsoft® SQL Server® Express 2012 Express
  - Microsoft® .NET Framework

### ***Archiving Test Results from the Database***

To move older and less frequently accessed test results into a separate database, use the **Archive** feature. This speeds up access to the more current test results in the primary database.


- To access archived test results for the **Dashboard** display or to generate reports, use the **Dashboard features and Report features** to select the start date and end date of the archived test results.
- Click the  **Help** drop-down arrow.
  - Select **[Database Management]**.
    - Click within the **Start Date** field and type the start date and time.
      - Or, click  calendar and select the start date on the calendar display and click  time and select the start time.
    - Click within the **End Date** field and type the end date and time.
      - Or, click  calendar and select the start date on the calendar display and click  time and select the start time.
    - Click the **Sample Plan(s)** drop-down menu and select the Sample Plans to archive.
      - Or, click  calendar and select the start date on the calendar display and click  time and select the start time.
    - Click within the **Scheduled On** field and type the date and time for the archive to automatically start.
      - Or, click  calendar and select the start date on the calendar display and click  time and select the start time.
    - To cancel your changes before saving them, click **[Cancel]**.
  - Click **[Save]**.

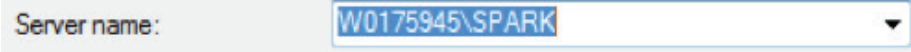
### ***Displaying the Audit Logs***

- Click the  **Help** drop-down arrow.
- Click **[Logs]**.
  - To sort the Audit Log, click on a column heading. For example, to sort by date & time, click **[Date & Time]**.
  - To display detailed information about an Audit Log item, click  information for the Audit Log item.






### ***Backing up the Database***

- To create a folder for backup files before you do backup the first time, use Windows Explorer to create C:/3M Clean-Trace Hygiene Management/Backup.
- Start SQL Server Management Studio.

- a. Click  Start
  - b. Select **All Programs**, then select **Microsoft SQL Server 2012**, then select **SQL Server Management Studio**
  - c. If you do not have SQL Server Management Studio on your computer, go to the Microsoft Download site to download and install it on your computer. <https://www.microsoft.com/en-us/download/details.aspx?id=29062>
3. Confirm the **Server Name** in the Connect to Server window is Wxxxxxxx:SPARK
- Wxxxxxx is your computer name which can be viewed by clicking the Microsoft Start button, then Computer, then System Properties.



If the Server Name is correct, click **Connect**.

4. Select   **Databases** + **Databases** to expand databases
5. Right-click   **Spark** + **Spark**
6. Select **Tasks**, then select **Backup...**
7. In the destination section, click on the default backup destination and click **[Remove]**.
8. Click **[Add...]**, then click  browse and browse to C:/3M Clean-Trace Hygiene Management Backup.
9. Click within the **File Name:** field and type the backup file name. For example, the file name could be "Backup\_2016\_04\_01.bak" for a backup done on April 1, 2016.
10. To save the file name and path, click **[OK]**. To save the destination, click **[OK]**. To start the backup, click **[OK]**.
11. To complete the backup, click **[OK]** when the **Completed Successfully** message appears.







### ***Restoring the Database from a Backup***

Open Microsoft® SQL Server® Management Studio (SSMS) and use the Restore Database feature to restore the .BAK backup file to the 3M Clean-Trace Hygiene Management Software database.

1. Start SQL Server Management Studio
    - a. Click  Start
    - b. Select **All Programs**, then select **Microsoft SQL Server 2012**, then select **SQL Server Management Studio**
    - c. If you do not have SQL Server Management Studio on your computer, go to the Microsoft Download site to download and install it on your computer. <https://www.microsoft.com/en-us/download/details.aspx?id=29062>
  2. Confirm the **Server Name** in the Connect to Server window is Wxxxxxxx:SPARK
- Wxxxxxx is your computer name which can be viewed by clicking the Microsoft Start button, then Computer, then System Properties.



If the Server Name is correct, click **Connect**.

3. Select   **Databases** + **Databases** to expand databases
4. Right-click   **Spark** + **Spark**
5. Select **Tasks**, then select **Restore**, then select **Database...**
6. Click the **Device** checkbox, then click  browse, then click **[Add]**, then browse to C:/3M Clean-Trace Hygiene Management Backup
7. Click the backup file name to restore the database, then click **[OK]**.
8. Click the backup file name again to restore the database, then click **[OK]**.
9. To complete the database restore, click **[OK]** when **Progress** indicates  **Done**.

### ***Uninstalling the Software***

To uninstall the 3M Clean-Trace Hygiene Management Software, use the Windows Control Panel.

1. Click  Start on the Windows Desktop, then click **[Control Panel]**.

2. Click [Programs and Features].
3. Click **3M Clean-Trace Hygiene Management Software**.
4. To uninstall the software, click [Uninstall] or to cancel the uninstall action, click [Cancel].

#### Viewing Error Log Files

- When a software error occurs, the software creates an error log file named “SparkService” in a folder named the date on which the error occurs:
  - o C:\3M\_Clean-Trace Hygiene Management\Logs\3M\DD.MM.YYYY
  - o C:\3M\_Clean-Trace Hygiene Management\Logs\Your organization name\DD.MM.YYYY
- To view a Clean-TraceService error log file, use Microsoft® Notepad®.

#### Upgrading the Firmware

Do not attempt to upgrade the Luminometer’s application, firmware, or OMC unless directed by a 3M representative. A 3M representative will contact you and provide the media if an upgrade is required.

## Troubleshooting

### Troubleshooting 3M Clean-Trace Hygiene Management Software Installation




Problem	Error Code	Solution
Computer does not meet minimum operating system version requirements.	0x84BE0001	Install the software on a Windows 7 or Windows 8 computer.
Account running SQL Server Setup does not have administrator rights on the computer.	0x84BE0007	The User who installs the software must be a Windows Administrator on the computer.
A pending computer restart is required; a pending restart has caused setup to fail.	0x84BE0BC2	Restart the computer before installing the software.
The WMI service has not started.	0x84BE0003	Contact 3M or your local distributor
The SQL Server registry keys are inconsistent.	0x84BE01FF	Contact 3M or your local distributor
The SQL Server installation media is too long.	0x84BE0009	Contact 3M or your local distributor
A computer restart is required because of broken fusion ATL; a pending restart has caused setup to fail.	0x84BE0BC2	Restart the computer before installing the software.
SQL Server 7.0 or SQL Server 7.0 OLAP Services is installed; SQL Server 2012 is not supported with SQL Server 7.0.	0x84BE020D	Uninstall SQL Server 7.0 from the computer or install the software on a computer that does not have SQL Server 7.0.
The computer is a domain controller; installing SQL Server 2012 on a domain controller is not recommended.	0x84BE0201	Install the software on a computer that is not a domain controller.
SQL Server Setup is not supported on this operating system platform.	0x84BE0213	Install the software on a Windows 7 or Windows 8 computer.
Windows Firewall has caused setup to fail.	0x84BE0BD2	Disable the Windows Firewall before installing the software, then enable the Windows firewall after the installation is complete.
Setup language of previously installed version is not the same as the language of existing SQL Server features.	0x84BE0205	Select the same setup language as the existing SQL Server features already installed on the computer.

SQL Server edition is not supported on the existing operating system	0x84BE0219	Install the software on a Windows 7 or Windows 8 computer.
SQL Server service is Disabled	0x84BE07D1	Use Microsoft® SQL Server® Management Studio to enable the SQL Server service.
Specified drive is a FAT32 file system volume; installing on a FAT32 file system is supported but not recommended because it is less secure than the NTFS file	0x84BE0249	Install the software on an NTFS drive.
A computer restart is required; a pending restart has cause setup to fail.	0xBC2 0x8XXX0BC2 (if the exit code ends with BC2)”	Restart the computer before installing the software.
.NET is required	0x84C408	Install Microsoft .NET 4.0 on the computer. You can download this software from the Microsoft download web site.
Microsoft Windows Installer 4.5 is required.	0x84C40010	Install Microsoft .NET 4.0 on the computer. You can download this software from the Microsoft download web site.
“SQL Server could not be installed. Please refer to %programfiles%\Microsoft SQL Server\110\Setup Bootstrap\Log\<YYYYMMDD_HHMM>\.SystemConfigurationCheck_Report.html file for further information.”	All other Exit codes	Browse to the file described in the error message and open it using Microsoft Notepad for more detailed information about the cause of the error message. Review your antivirus settings and update to enable file extraction which is done by the SQL Server installation wizard. If SQL Server 2012 already exists on your computer, you must select “Use existing database” when you install the 3M Clean-Trace Hygiene Management Software.

## Appendix

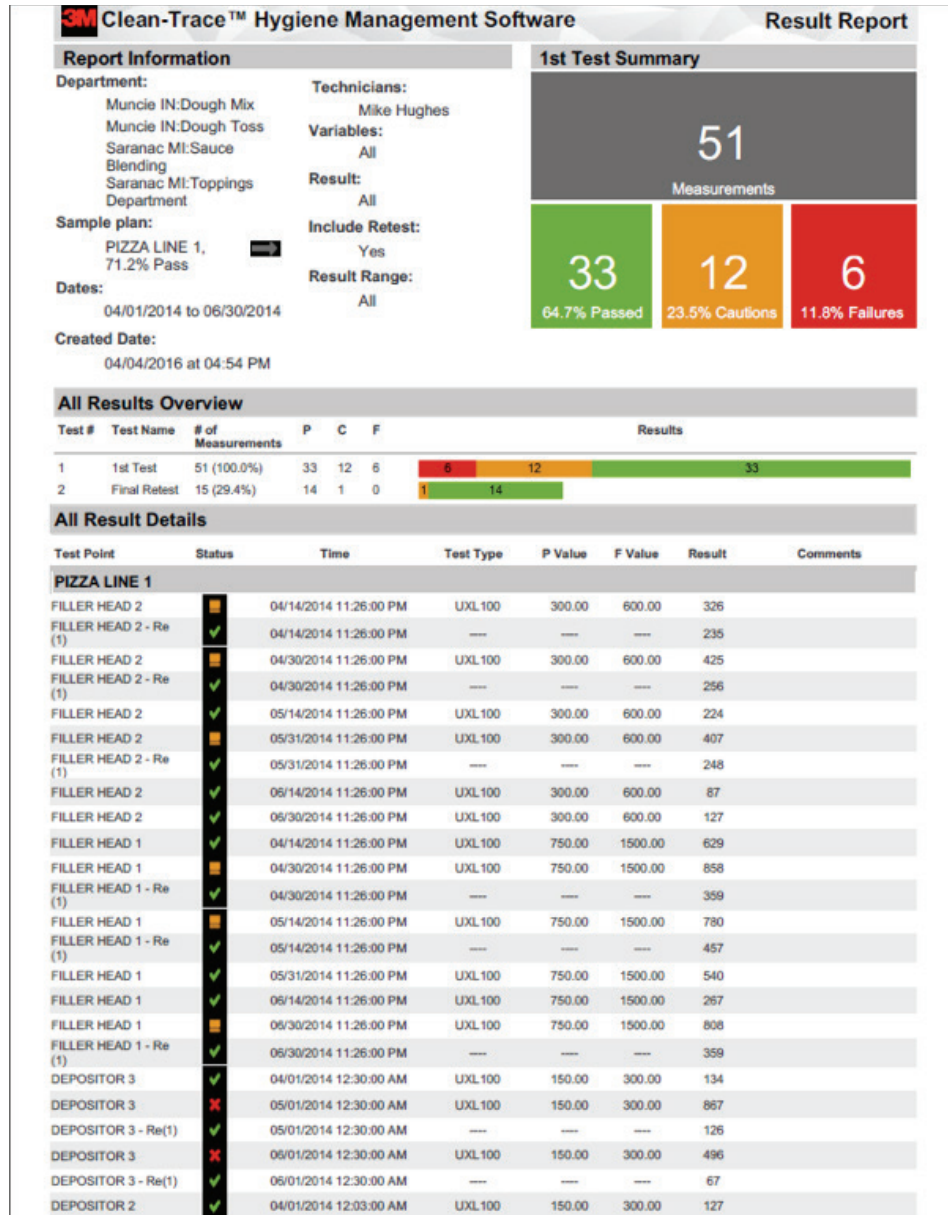
### Example Reports


The trend indicators that appear in the **Report Information** sections in all reports are calculated as follows:

1. For each time interval, calculate the percent of test results in the Pass category.
2. Arrange the percent of test results in the Pass category for all time intervals in time sequence.
3. Use regression analysis to determine the slope of the fitted line plot.
  - If the slope of the fitted line plot is positive, there is  an increasing trend in percent of test results in the Pass category.
  - If the slope of the fitted line plot is negative, there is  an decreasing trend in percent of test results in the Pass category.
  - If the slope of the fitted line plot is zero, there is  no trend in percent of test results in the Pass category.

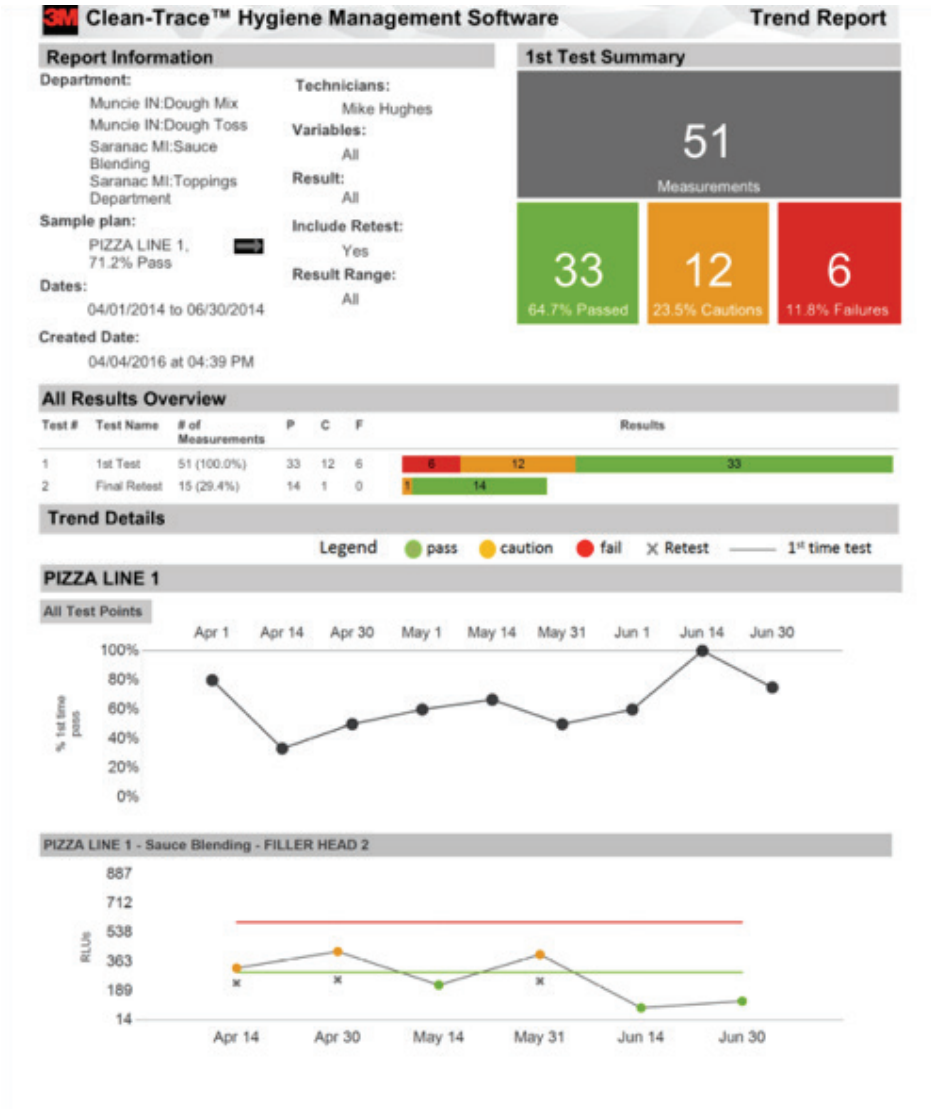



Results



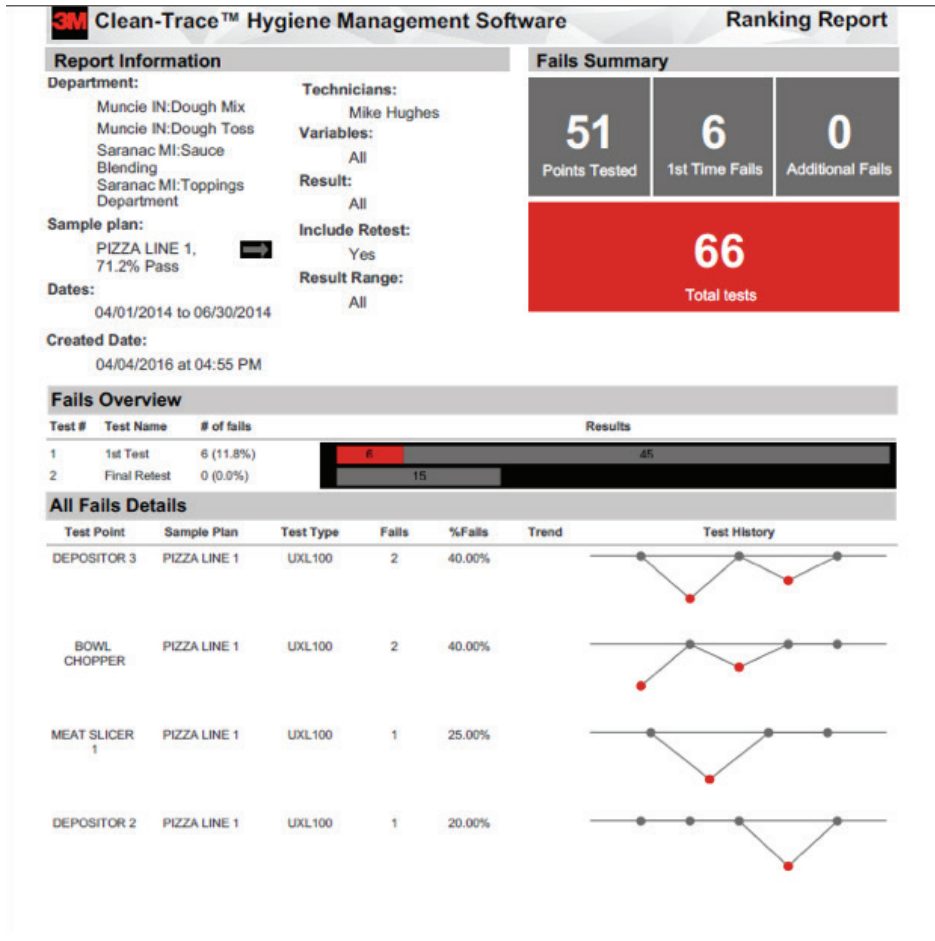
Report Information	Interpretation
	There is no trend of pass results on this example.
<b>1st Test Summary</b>	These tiles are similar to the tiles used on the Dashboard. Refer to the <i>Using the Dashboard</i> section in this User Manual for more information.
<b>All Results Overview</b>	1st Test includes initial test results, Final Retest includes last test results.
<b>All Result Details</b>	If a retest was done, the retest follows immediately after the initial test.
	Test results are sorted by the Test Point sequence in the Sample Plan.


Trend



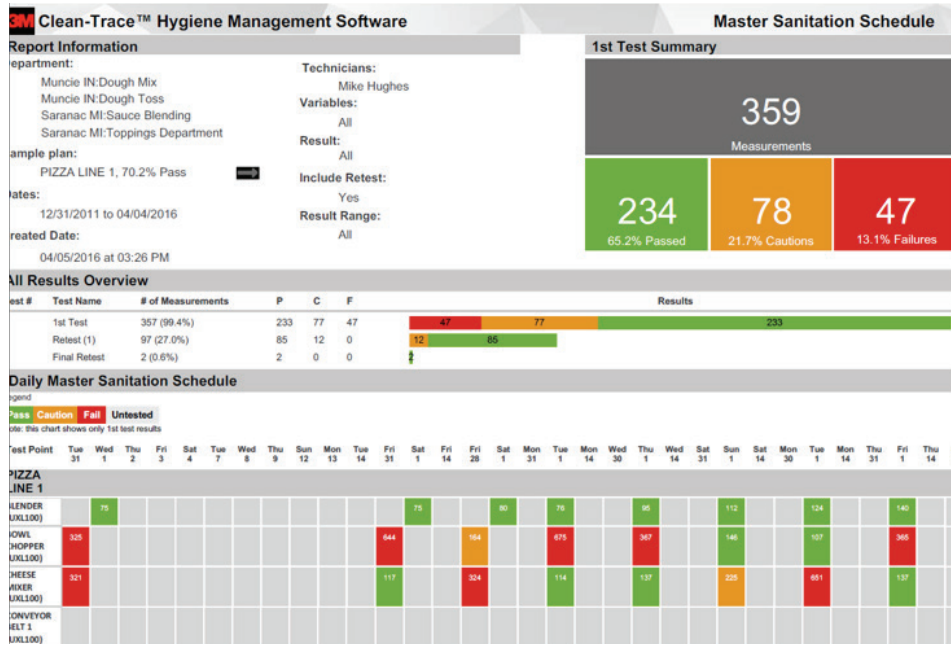
Report Information	Interpretation
	There is no trend of pass results on this example.
<b>1st Test Summary</b>	These tiles are similar to the tiles used on the Dashboard. Refer to the <i>Using the Dashboard</i> section in this User Manual for more information.
<b>All Results Overview</b>	1st Test includes initial test results, Final Retest includes last test results.
<b>Trend Details</b>	Test point graphs are sorted by the Test Point sequence in the Sample Plan.

Ranking



Report Information	Interpretation
	There is no trend of fail results on this example
<b>Fails Summary</b>	Points Tested is the number of initial test results in the report, 1st Time Fails is the number of initial test results with fail status, Additional Fails is the number of retests with fail status, Total Tests is the total number of initial tests and retests in the report.
<b>Fails Overview</b>	1st Test includes initial test results, Final Retest includes last test results.
<b>All Fails Details</b>	In the Test Point graphs, red data points are test results with fail status, black data points are test results with pass or caution test results normalized to the fail limit, which is the horizontal line, the time and date of data points increases from left to right. Red data points that are further from the horizontal line indicate higher RLU values.

MSS (Master Sanitation Schedule)



### Data Migration Spreadsheet File Format for Test Points

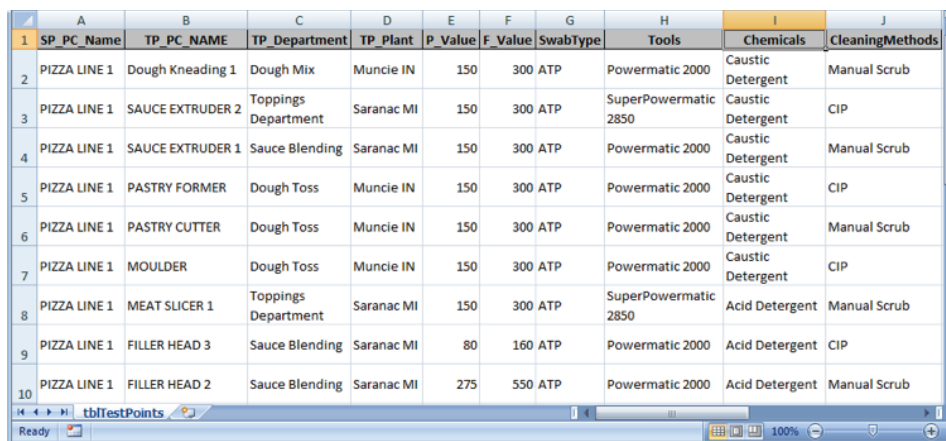
Refer to the **Importing Test Point Information Using Data Migration** section in this User Manual for more information about using the Data Migration feature to import Test Point information.

Spreadsheet (.xls or .xlsx) File Format:

- Each row is a new Test Point definition.
- Each column is a new Field Name.
- Column headers are required.
- Columns can be in any sequence.
- Non-required columns are allowed.
- The information in some columns must match the existing information in some fields already defined during the System Setup process. For example, a Parent Location name in the TP\_Plant column must match a location you defined during the Setting Up Physical Locations step.
- Required Field Names are marked with an asterick (\*) in the table below:

Field Names	Column Names in Example below	Format	Requirements
Test Point Name*	TP_PC_NAME	Text	Max 30 characters. Cannot be all blank fields or contain invalid characters: <, >, %, ~.
ATP Pass Threshold*	P_Value	Number	Must be 1-9,999,999.
ATP Fail Threshold*	F_Value	Number	Must be 1-9,999,999. Must be greater than Pass threshold.
Test Plan Name	SP_PC_Name	Text	Max 25 characters. Cannot be all blank fields. Must match an existing Sample Plan name.
Parent Location*	TP_Plant	Text	Max 50 characters. Must match an existing Location Name.
Child Location*	TP_Department	Text	Max 50 characters. Must match an existing Location Name.
Test Method*	SwabType	Text	Must match an existing Test Method "ATP". Cannot be all blank fields.
Parameter 1	Chemicals	Text	Max 50 characters. Must match an existing Parameter Name.
Parameter 2	Tools	Text	Max 50 characters. Must match an existing Parameter Name.
Parameter 3	CleaningMethods	Text	Max 50 characters. Must match an existing Parameter Name.
Test Point Id		Number	Cannot be all blanks if used. Cannot be text. Must be a value 1-65535.
Description		Text	Max 50 characters.

Test Point import spreadsheet file example from 3M Clean-Trace Data Trending Software:



	A	B	C	D	E	F	G	H	I	J
1	SP_PC_Name	TP_PC_NAME	TP_Department	TP_Plant	P_Value	F_Value	SwabType	Tools	Chemicals	CleaningMethods
2	PIZZA LINE 1	Dough Kneading 1	Dough Mix	Muncie IN	150	300	ATP	Powermatic 2000	Caustic Detergent	Manual Scrub
3	PIZZA LINE 1	SAUCE EXTRUDER 2	Toppings Department	Saranac MI	150	300	ATP	SuperPowermatic 2850	Caustic Detergent	CIP
4	PIZZA LINE 1	SAUCE EXTRUDER 1	Sauce Blending	Saranac MI	150	300	ATP	Powermatic 2000	Caustic Detergent	Manual Scrub
5	PIZZA LINE 1	PASTRY FORMER	Dough Toss	Muncie IN	150	300	ATP	Powermatic 2000	Caustic Detergent	CIP
6	PIZZA LINE 1	PASTRY CUTTER	Dough Toss	Muncie IN	150	300	ATP	Powermatic 2000	Caustic Detergent	Manual Scrub
7	PIZZA LINE 1	MOULDER	Dough Toss	Muncie IN	150	300	ATP	Powermatic 2000	Caustic Detergent	CIP
8	PIZZA LINE 1	MEAT SLICER 1	Toppings Department	Saranac MI	150	300	ATP	SuperPowermatic 2850	Acid Detergent	Manual Scrub
9	PIZZA LINE 1	FILLER HEAD 3	Sauce Blending	Saranac MI	80	160	ATP	Powermatic 2000	Acid Detergent	CIP
10	PIZZA LINE 1	FILLER HEAD 2	Sauce Blending	Saranac MI	275	550	ATP	Powermatic 2000	Acid Detergent	Manual Scrub

**Data Migration Spreadsheet File Format for Sample Plans**

Refer to the *Importing Sample Plan Information Using Data Migration* section in this User Manual for more information about using the Data Migration feature to import Test Point information.

Spreadsheet (.xls or .xlsx) File Format:

- Each row is a new Sample Plan definition.
- Each column is a new Field Name.
- Column headers are required.
- Columns can be in any sequence.
- Non-required columns are allowed.
- Required Field Names are marked with an asterick (\*) in the table below:

Field Names	Column Names in Example below	Format	Requirements
Test Plan Name*	SP_PC_NAME	Text	Max 30 characters. Cannot be all blanks or contain invalid characters: <, >, %, ~. Must match an existing Sample Plan name.
Test Plan ID	SP_ID	Number	

Sample Plan import spreadsheet file example from 3M Clean-Trace Data Trending Software:

	A	B
1	SP_ID	SP_PC_Name
2	113	PIZZA LINE 1



### Data Migration Spreadsheet File Format for Test Results

Refer to the *Importing Test Results Information Using Data Migration* section in this User Manual for more information about using the Data Migration feature to import Test Point information.

Spreadsheet (.xls or .xlsx) File Format:

- Each row is a new Test Result.
- Each column is a new Field Name.
- Column headers are required.
- Columns can be in any sequence.
- Non-required columns are allowed.
- The information in some columns must match the existing information in some fields already defined during the System Setup process. For example, a Parent Location name in the TP\_Plant column must match a location you defined during the Setting Up Physical Locations step.
- Required Field Names are marked with an asterick (\*) in the table below:

Field Names	Column Names in Example below	Format	Requirements
Test Point Name*	TP_PC_NAME	Text	Max 30 characters. Cannot be all blank fields or contain invalid characters: <, >, %, ~.
Test Plan Name	SP_PC_Name	Text	Max 25 characters. Cannot be all blank fields or contain invalid characters: <, >, %, ~. Must match an existing Sample Plan name.
ATP Pass Threshold*	P_Value	Number	Must be 1-9,999,999.
ATP Fail Threshold*	F_Value	Number	Must be 1-9,999,999. Must be greater than Pass threshold.
Test Method*	SwabType	Text	Must match an existing Test Method "ATP". Cannot be all blank fields.
Parameter 1	Chemicals	Text	Max 50 characters. Must match an existing Parameter Name. Cannot be all blanks.
Parameter 2	Tools	Text	Max 50 characters. Must match an existing Parameter Name. Cannot be all blanks.
Parameter 3	CleaningMethods	Text	Max 50 characters. Must match an existing Parameter Name. Cannot be all blanks.
Parent Location*	TP_Plant	Text	Max 50 characters. Must match an existing Location Name and hierarchy. Cannot be all blanks.
Child Location	TP_Department	Text	Max 50 characters. Must match an existing Location Name and hierarchy. Cannot be all blanks.
Result*	Result Status	Text	Pass, Caution, Fail
Result Value*	Result	Number	RLU test result
Result Date*	DateTime Tested	Date	
Retest Result	Retest Status	Text	Pass, Caution, Fail
Retest Result Value	Retest	Number	RLU test result
Retest Result Date		Text	Max 50 characters.
Result Comment	Comment Result	Text	
Retest Comment	Comment Retest	Text	

Test Point import spreadsheet file example from 3M Clean-Trace Data Trending Software:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	DateTimeTested	P Value	F Value	Result	Result Status	Retest	Retest Status	Site	Plant	Sample Plan	Test Point	Department	Test Type	Chemicals	Cleaning Method	Tools
1																
2	01-May-15	150	300	61	Pass			Pizza Manurac turing	Muncie IN	PIZZA LINE 1	BLENDER	Dough Mix	ATP	Acid Detergent	CIP	Powermatic 2000
3	01-Jan-14	150	300	325	Fail	114	Pass	Pizza Manurac turing	Saranac MI	PIZZA LINE 1	BOWL CHOPPER	Toppings Department	ATP	Acid Detergent	Manual Scrub	Powermatic 2000
4	01-Feb-14	150	300	644	Fail	112	Pass	Pizza Manurac turing	Saranac MI	PIZZA LINE 1	BOWL CHOPPER	Toppings Department	ATP	Acid Detergent	Manual Scrub	Powermatic 2000
5	01-Mar-14	150	300	164	Cautio n			Pizza Manurac turing	Saranac MI	PIZZA LINE 1	BOWL CHOPPER	Toppings Department	ATP	Acid Detergent	Manual Scrub	Powermatic 2000
6	01-Apr-14	150	300	675	Fail	134	Pass	Pizza Manurac turing	Saranac MI	PIZZA LINE 1	BOWL CHOPPER	Toppings Department	ATP	Acid Detergent	Manual Scrub	Powermatic 2000
7	01-May-14	150	300	367	Fail	117	Pass	Pizza Manurac turing	Saranac MI	PIZZA LINE 1	BOWL CHOPPER	Toppings Department	ATP	Acid Detergent	Manual Scrub	Powermatic 2000
8	01-Jun-14	150	300	146	Pass			Pizza Manurac turing	Saranac MI	PIZZA LINE 1	BOWL CHOPPER	Toppings Department	ATP	Acid Detergent	Manual Scrub	Powermatic 2000
9	01-Jul-14	150	300	107	Pass			Pizza Manurac turing	Saranac MI	PIZZA LINE 1	BOWL CHOPPER	Toppings Department	ATP	Acid Detergent	Manual Scrub	Powermatic 2000
10	01-Aug-14	150	300	365	Fail	136	Pass	Pizza Manurac turing	Saranac MI	PIZZA LINE 1	BOWL CHOPPER	Toppings Department	ATP	Acid Detergent	Manual Scrub	Powermatic 2000
11	01-Sep-14	150	300	167	Cautio n			Pizza Manurac turing	Saranac MI	PIZZA LINE 1	BOWL CHOPPER	Toppings Department	ATP	Acid Detergent	Manual Scrub	Powermatic 2000
12	01-Oct-14	150	300	142	Pass			Pizza Manurac turing	Saranac MI	PIZZA LINE 1	BOWL CHOPPER	Toppings Department	ATP	Acid Detergent	Manual Scrub	Powermatic 2000

**License Agreement**

The following terms and conditions apply to your purchase of the 3M Clean-Trace Hygiene Monitoring and Management System and your licensing of the software:

This end user license agreement (“Agreement”) is a legal agreement between you (“you” or “user”) and 3M Company (“3M”) regarding your access to and use of the software identified herein. By clicking the “I accept” button displayed herewith and/or by downloading, installing, copying or otherwise using the software, you agree to be legally bound by this agreement. If you are accepting this agreement on behalf of a company or other legal entity, you represent and warrant that you have the authority to legally bind such entity to this agreement, in which case the terms “you,” “your” and “user” herein refer to such entity. If you do not have such authority, or if you do not agree to be bound by this agreement, you must click the “I do not accept” button, you may not download, install, copy or otherwise use the software, and you may contact your 3M sales agent to return your 3M Clean-Trace Hygiene Monitoring and Management System and obtain a refund.

**1. License.**

In consideration for User’s payment to 3M of the purchase price, 3M grants User the nonexclusive nontransferable right: (a) to use internally, in its own business, the 3M Clean-Trace Hygiene Monitoring and Management System Software program object code included in the 3M Clean-Trace Hygiene Monitoring and Management System, solely in conjunction with its use of the 3M Clean-Trace Hygiene Monitoring and Management System (which software, including all User Documentation and all future versions, updates, and enhancements thereof provided to User by 3M, is referred to as the “Software”); (b) to make one back-up copy of the Software, but only as necessary for User’s use of the Software as permitted by this Agreement; and (c) to make copies of the User Documentation for User’s internal use only. User agrees not to make any other copies of the Software or User Documentation. Nothing in this Agreement gives User any right to receive or use any source code for the Software. For the purposes of this Agreement, the 3M Clean-Trace Hygiene Monitoring and Management System includes the 3M Clean-Trace Luminometer, 3M Clean-Trace Hygiene Management Software and other components supplied by 3M which are described in the 3M Clean-Trace Hygiene Monitoring and Management System User Manual (“User Documentation”).

**2. Ownership.**

The parties acknowledge that the Software is the sole and exclusive property of 3M and/or its licensors. User agrees to reproduce, on any copy of the Software or the User Documentation User makes, all copyright and proprietary rights notices as well as similar notices appearing on the Software or User Documentation.

### 3. Restrictions on Use.

User agrees not to lease, sublicense, sell, decompile, disassemble, modify, reverse engineer, or transfer the Software, or translate the Software to another language. User agrees not to disclose to anyone outside User any part of the Software other than the screen displays visible to a user of the Software and not to provide access to the Software to anyone outside User's company through a network or other means.

### 4. Limited Warranty

3M™ Clean-Trace™ Hygiene Monitoring and Management ("System") includes the 3M Clean-Trace Luminometer, 3M Clean-Trace Hygiene Management Software and other components supplied by 3M which are described in the 3M Clean-Trace Hygiene Monitoring and Management System User Manual ("User Documentation").

#### Limited Warranty and Disclaimer

3M warrants that for one year from the date of shipment that the System, including the software will substantially perform in accordance with the User Documentation. This warranty is void if: (a) the system has been repaired by persons not authorized by 3M; or (b) the system has been altered, modified, or misused; or (c) the system is used with products, supplies, components or software not supplied by 3M for use with the system; or (d) the system or a component is used for other uses (for example use with other circuit boards or software) or (e) the system has not been maintained or used in accordance with the user documentation. Unless prohibited by law, this warranty is made in lieu of all other warranties, express or implied, including but not limited to the implied warranty of fitness for a particular purpose, the implied warranty of merchantability, or any implied warranty arising out of a course of dealing or of performance, custom or usage of trade. 3M does not warrant that the software will function error free.

If within one year after shipment, the System does not conform to the express warranty set forth above, 3M's sole obligation and User's sole remedy shall be, at 3M's option: 1) to repair or replace the non-conforming component; or, 2) refund the purchase price.

### 5. Confidentiality.

The parties agree that the Software and information relating to its functions and capabilities are confidential and proprietary information owned exclusively by 3M (the "Confidential Information"). User agrees to maintain the Confidential Information in secret, and not to use or disclose it except as specifically authorized by this Agreement. User agrees that it will limit the disclosure of the Confidential Information only to its officers, employees and agents directly involved in use of the Software as permitted by this Agreement, and who agree to maintain the confidentiality of the Confidential Information. User will not be obligated to retain any Confidential Information in confidence if such information is or becomes generally available to the public through no fault of User, or if User had any such information in its possession prior to receiving it from 3M or developing it under this Agreement. User's obligations under this section 5 shall continue for 5 years after expiration or termination of this Agreement.

### 6. Limitation of Liability

Unless prohibited by law, 3M will not be liable to user or others for any other direct, indirect, consequential, incidental or special damages including, for example, lost profits, business, investments, or opportunities even if 3M has been advised of the possibility of such damages. The parties agree that 3M's total cumulative liability to user for direct damages for all causes under this agreement shall not exceed one hundred dollars, or the price paid for the system, whichever is higher. Some states or countries may have laws which require liability laws different from those stated above. In such states or countries, the minimum required liability terms shall apply.

### 7. Termination.

This Agreement shall terminate (a) in the event the User materially breaches a provision of this Agreement and fails to cure such breach within 30 days after receiving a written notice of breach from 3M; or (b) in the event User discontinues use of the Software. Upon termination of this Agreement for any reason, User shall return to 3M all copies of the Software in User's possession or control.

### 8. Infringement.

3M shall defend, at its expense, any claim or suit brought against User alleging that the Software infringes a United States patent or copyright, and shall pay all costs and damages finally awarded, provided that 3M is given prompt written notice of such claim and is given information, reasonable assistance, and sole authority to defend or settle the claim. In the defense or settlement of the claim, 3M may obtain for User the right to continue using the Software, replace or modify the Software so that it becomes non-infringing or, if such remedies are not reasonably available in the opinion of 3M, grant User a credit for the Software as depreciated and accept its return. 3M shall not have any liability if the alleged infringement is based upon the use or sale of the Software in combination with other software or devices not manufactured

by 3M, or is based upon alterations to the Software or usage of the Software in a manner not authorized in writing by 3M. This is 3M's sole liability to User relating to third party claims of patent or copyright infringement.

#### 9. Indemnification.

User agrees to indemnify and hold harmless 3M, its officers, directors, employees, agents, subsidiaries and affiliates, and their successors and assigns ("Indemnities"), from and against any claim, liability, loss, damage, lien, judgment, duty, fine, civil penalty and cost, including reasonable attorneys fees and litigation expenses, arising from (a) User's breach of this Agreement; (b) User's use of the 3M Clean-Trace Luminometer and the Software; (d) User's failure to install, use and maintain the 3M Clean-Trace Luminometer and the Software in accordance with the User Documentation, and (c) User's failure to comply with applicable laws and regulations, including but not limited to rules and regulations promulgated by the U.S. Food and Drug Administration.

#### 10. Assignment.

User may not assign this Agreement or any interest therein without the prior, written consent of 3M, and any attempted assignment shall be void.

#### 11. Complete Agreement.

User agrees that this Agreement is the complete agreement between 3M and User relating to its subject. This Agreement supersedes any prior oral or written agreements and other communications between 3M and User relating to this subject. In the event any provision of this Agreement is deemed by a court with jurisdiction to be invalid or unenforceable, such provision shall be considered stricken from this Agreement and the remainder shall continue in full force and effect.

#### 12. Government Use.

This Article applies to all acquisitions of this software by or for the United States Federal Government, or by any prime contractor or subcontractor (at any tier) for the United States Federal Government, under any contract, grant, cooperative agreement, other transaction, or other agreement with the United States Federal Government. By accepting delivery of this Software, the United States Federal Government hereby agrees that this software qualifies as "commercial" computer software within the meaning of the acquisition or financial assistance regulations applicable to this procurement. The terms and conditions of this license shall apply to the Government's use and disclosure of this Software, and shall supersede any conflicting contract terms and conditions. If this license fails to meet the Government's needs or is inconsistent with Federal law, the United States Federal Government agrees to return this Software, unused, to 3M. Applicable FAR and DFARS Clauses. FAR 52.212-4, "Contract Terms and Conditions – Commercial Items," and FAR 52.212-5, "Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items," as in effect on the effective date of this Agreement, are hereby incorporated by reference and made a part of this Agreement. If this Agreement is with the Department of Defense, DFARS 252.212-7001, "Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items," as in effect on the Effective Date, is also hereby incorporated by reference and made a part of this Agreement.

#### 13. Governing Law.

This Agreement shall be construed in accordance with the laws of the State of Minnesota applicable to contracts made and performed therein. All legal actions arising from or relating to this Agreement shall be brought solely in the state and federal courts of competent jurisdiction located in Ramsey County, Minnesota, and User irrevocably submits to the personal jurisdiction of such courts. This Agreement shall not be governed by the 1980 United Nations Convention on Contracts for the International Sale of Goods.

You must accept the terms of the Agreement in order to use the 3M Clean-Trace Hygiene Monitoring and Management System. If you are unwilling to accept the terms, please contact your 3M sales agent to return the system and obtain a refund.

### **Contacting 3M for Product and Service Information**

1. Use your web browser to go to 3M Food Safety product Information at [www.3M.com/foodsafety](http://www.3M.com/foodsafety).
2. Call 3M Technical Support.

## 3M Food Safety

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Canada  
1-800-563-2921

### 3M Latin America

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