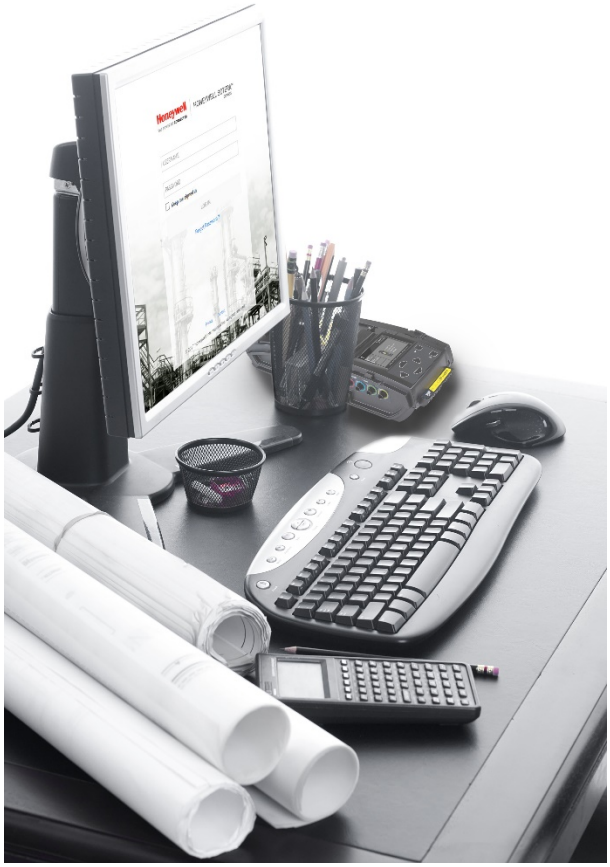
Honeywell

THE POWER OF CONNECTED

HONEYWELL SOTERA™ – EXPRESS*
USER GUIDE



*Please note that Honeywell Sotera™ – Express is currently being rebranded to Honeywell SafetySuite Device Configurator.

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HONEYWELL SOTERA™ – EXPRESS User Guide

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HONEYWELL SOTERA™ – EXPRESS User's Guide

1. Introduction

HONEYWELL SOTERA™ - EXPRESS software allows datalogs and configuration settings from supported Honeywell instruments to be downloaded to a computer, and configurations to be uploaded from a computer to the instruments. Templates can be created, saved, and edited, as well as user/instrument references.

HONEYWELL SOTERA™ - EXPRESS communicates with supported instruments via supporting docking stations when configuring them or retrieving their datalogs or event logs. Refer to your product's manual for details on connecting with a computer, as well as all safety requirements.

This version of the software allows you to:

- Download datalogs
- Download configuration settings
- Change and upload new configurations settings
- Update firmware
- Download reports
- Create, edit, store, and upload templates

2. Requirements

2.1. Hardware

CPU: 1GHz or better
Monitor: Color Monitor with resolution of at least 1024 x 768, 16-bit color
Memory (RAM): 2GB
Disc Space: At least 4GB of free space

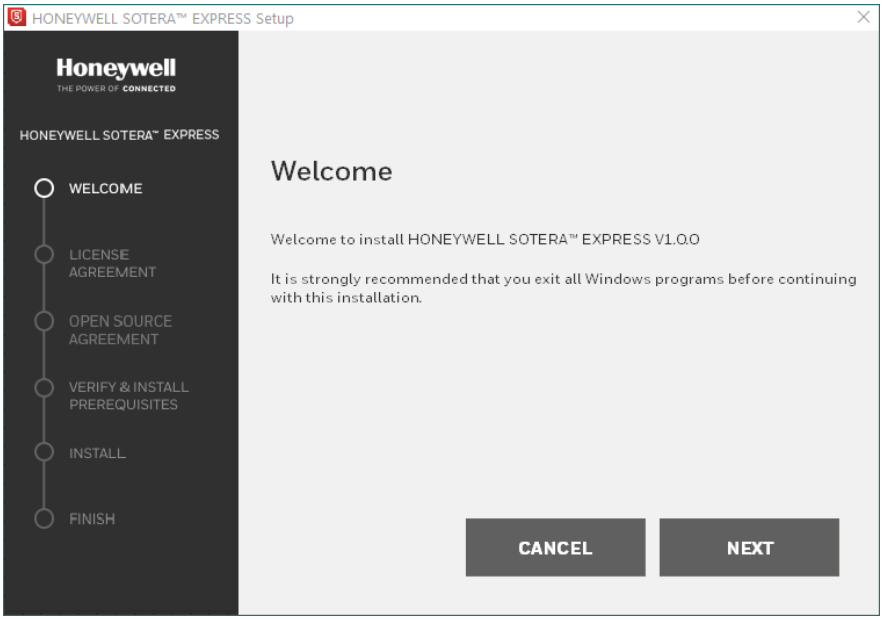
2.2. Software

Operating System: Windows 7 (32-bit and 64-bit), and Windows 10 (64-bit)

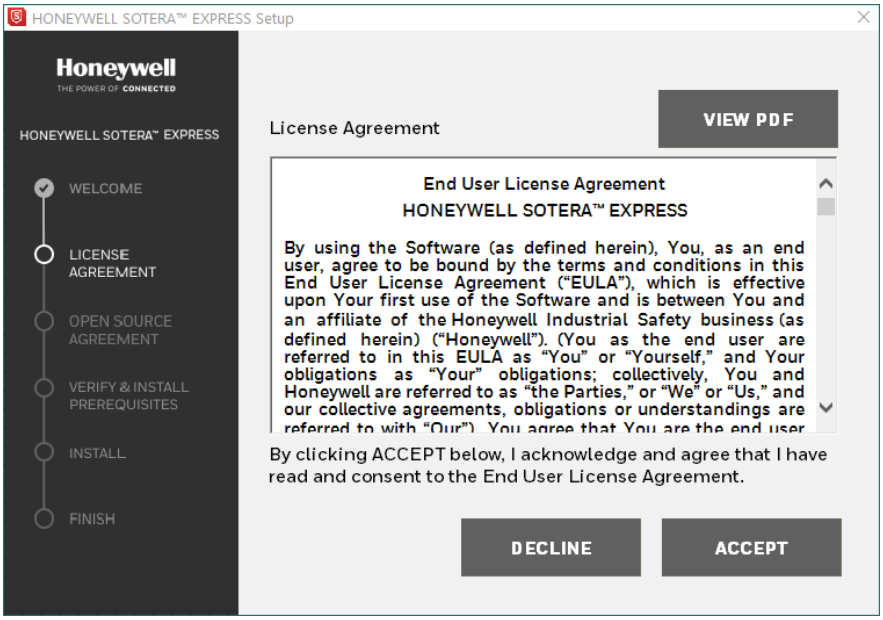
3. Installation

Download HONEYWELL SOTERA™ - EXPRESS from
http://www.honeywellanalytics.com/en/products/Honeywell-Sotera.

1. Double-click on the filename, and start the installation process. When installation begins, you will see installation starting page:

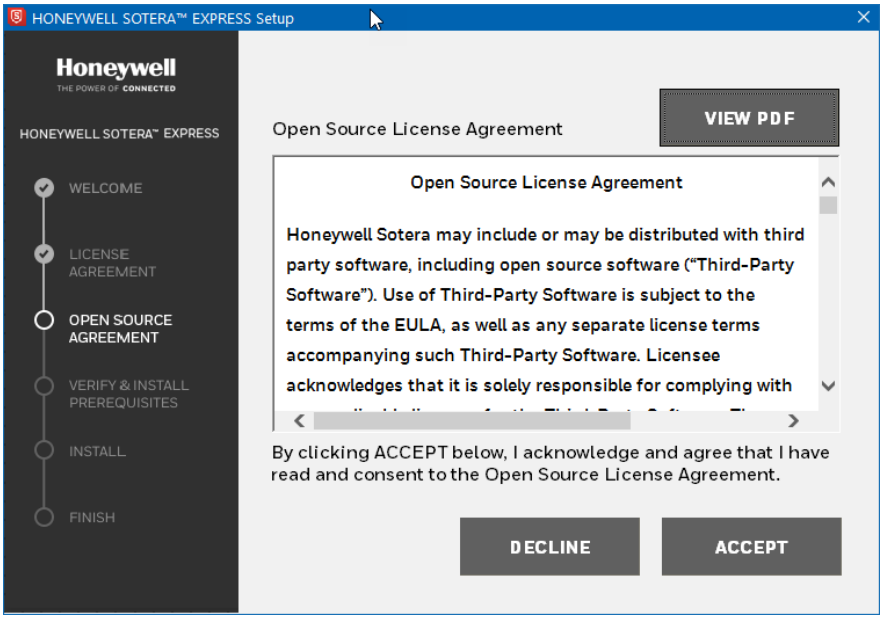


2. Click "Next."



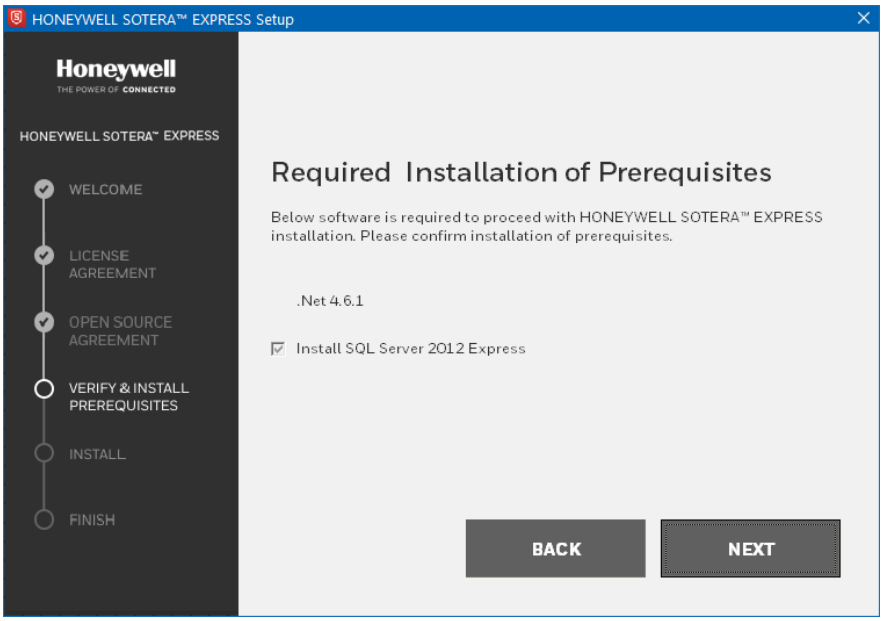
3. Click "Accept" if you accept the terms (you may also view a PDF of the End User License Agreement).

Next, you see the Open Source License Agreement:



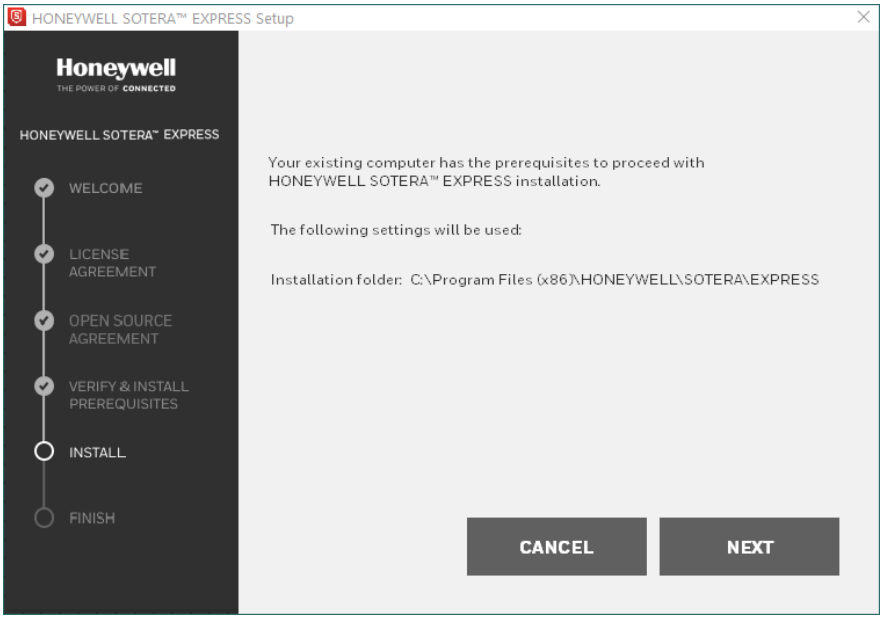
4. Click "Accept" if you accept the terms (you may also view a PDF of the Open Source License Agreement).

This page is shown:

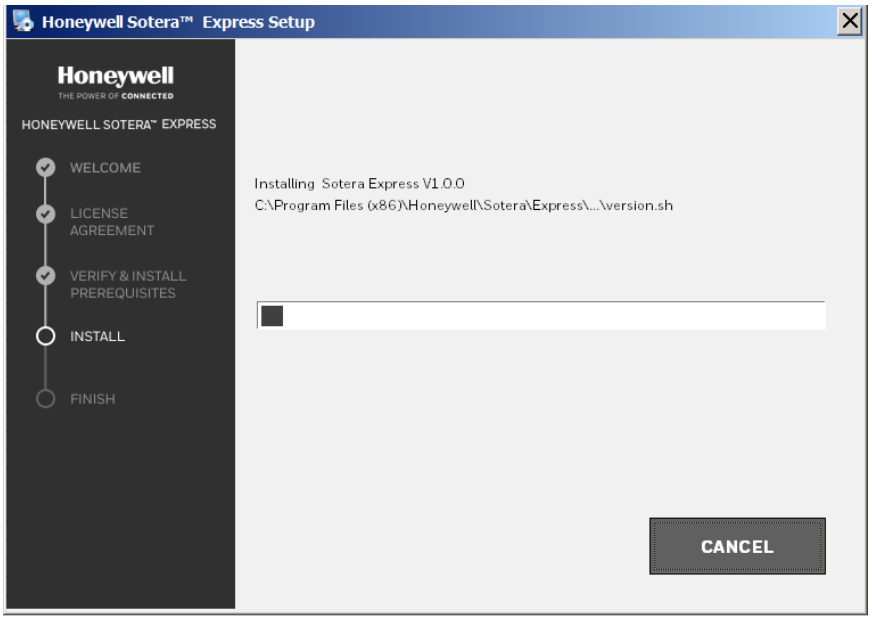


5. Click "Next" to start the installation process. Installation is automatic and takes several minutes.

6. When it stops, click "Next." Then this screen is shown:

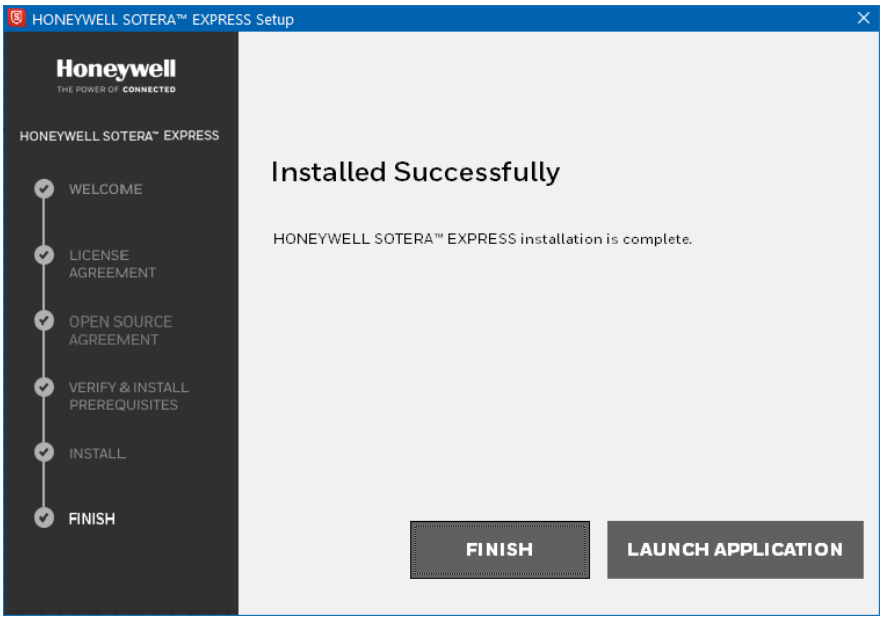


7. Click "Next" to begin the second part of installation.



Next, it shows this window to let you know configuration is going on.

When the installation is complete, this window appears:

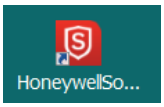


8. Click "Finish" and the installation is complete, and the program exits. Otherwise, click "Launch Application" to finish and then immediately launch HONEYWELL SOTERA™ - EXPRESS.

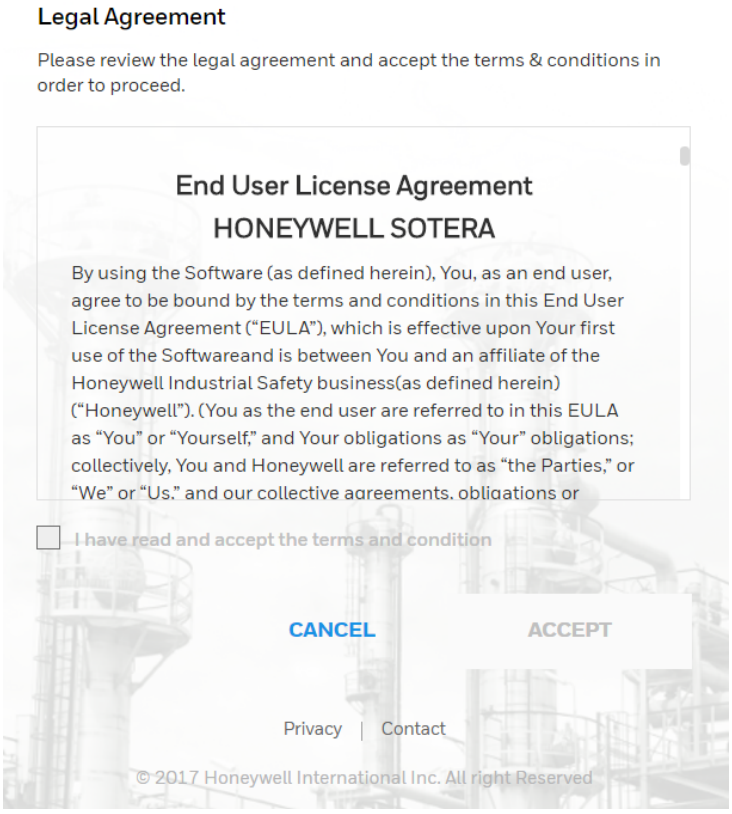
Note: If you want to uninstall HONEYWELL SOTERA™ - EXPRESS or its SQL server, refer to page 63.

4. First Time Start-Up

You should see the HONEYWELL SOTERA™ - EXPRESS icon on your computer's desktop. Click it to start.



The Legal Agreement is shown, and you must click the box acknowledging that you have read the terms.

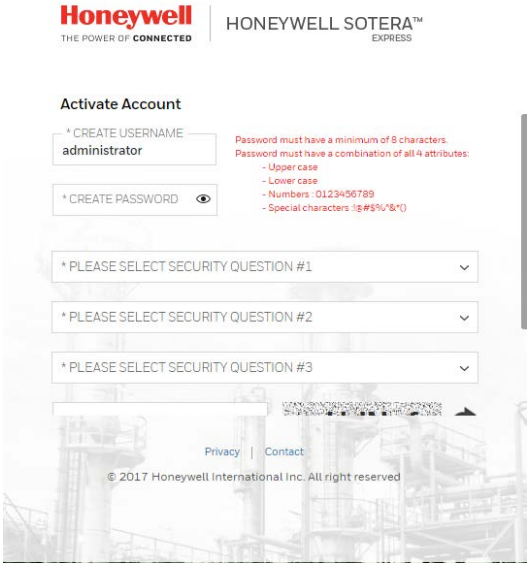


You must scroll to the end of the text, using the scrollbar to the right. Then click "I have read and accept the terms and conditions." Finally, click "Accept" to begin.

Next, you must perform the same process to acknowledge and accept licenses for third-party software. Scroll down, click "I have read and accept the terms and conditions." and then click "Accept."

Next is account activation. The first time you log in is different than future logins.

You must create a Username and Password. Follow the rules outlined to the right of these fields. Then you must fill in answers to the security questions.



Be sure to scroll down and complete the process.

4.1. Username

You must create a username, which will be used each time you login to HONEYWELL SOTERA™ - EXPRESS.

4.2. Password

You should change the password every 90 days. You must supply the current password and then type the new password. The password must follow these rules:

- The password must have a minimum of 8 characters.
- The password must include at least one character from all the following types:
    - Upper-case letter
    - Lower-case letter
    - Number: 0 1 2 3 4 5 6 7 8 9
    - Special character, including: ! @ # $ % ^ * ( )

4.3. Security Questions

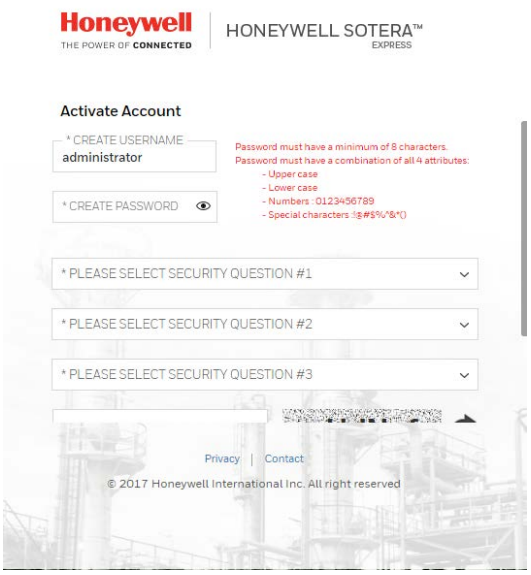
In case you ever forget your password and want to reset it, you will have to answer security questions. Here is where you put the answers that must be matched if you want to regain access after forgetting your password.

1. Select a security question from each pull-down list.
2. Type in an answer for each of the questions.
3. Click "UPDATE."

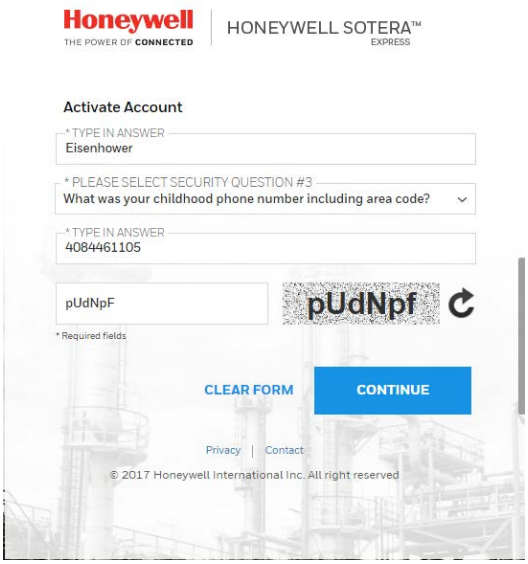
In case you should ever forget your password, you will have to answer security questions for access. Here is where you put the answers to the security questions.

1. Select a security question from each pull-down list.
2. Type in an answer for each of the questions.

After you establish a username and password, type the letters showing in the box, following the same format of capital and lower-case letters. You can refresh this by clicking the circle/arrow image to its right.



Scroll down and fill in the rest of the information, including typing the case-sensitive text in the Captcha.

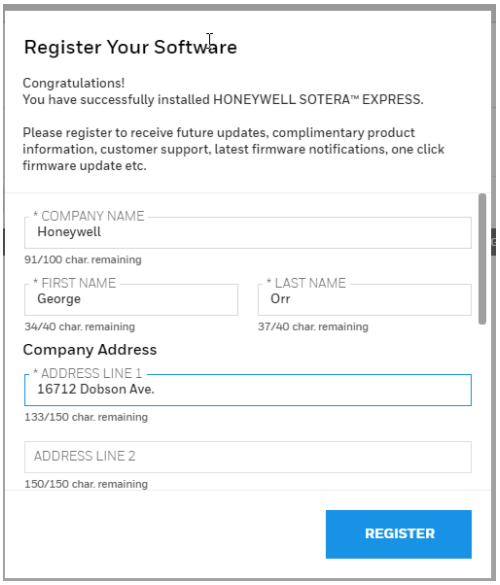


If all information is accepted and you submit the correct letters, then the "Continue" button is highlighted.

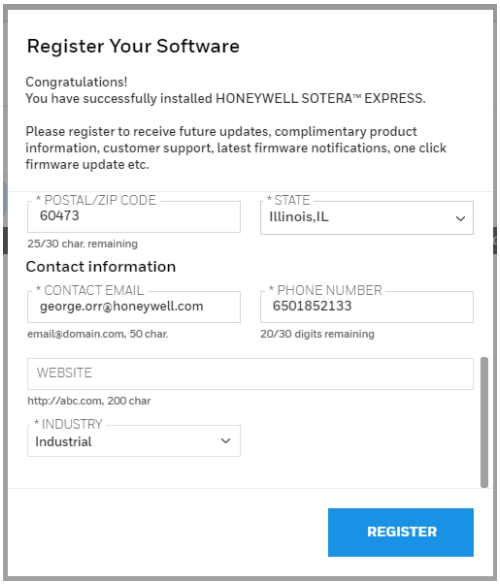
Click the "Continue" button.

4.4. Register Your Software

Register your software before you begin using HONEYWELL SOTERA™ - EXPRESS.

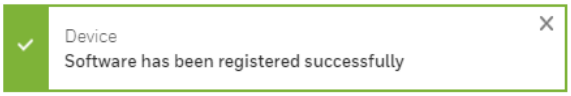


Fill in the information, and then scroll down to complete the process. Make sure you fill in all information in fields marked with an asterisk (*).



When you have provided sufficient information, the "Register" button is blue. You can now click it to register.

Once registration is complete, this message is shown:



HONEYWELL SOTERA™ - EXPRESS is ready to use.

5. Connecting An Instrument To Your Computer

Your instrument must be connected via wire (USB or Serial) to the computer, turned on, and in communication mode in order to transmit and receive data via HONEYWELL SOTERA™ - EXPRESS.

Different instruments require different connection methods to connect to a PC. Follow the instructions in the user's guide that accompanies the instrument, ensuring that you use the correct cable and communication method. In addition, you should make sure the instrument's battery is charged.

5.1. Connection Via AutoRAE 2

Follow this procedure for reading data from an AutoRAE 2 Controller:

1. Connect a USB cable (or use an Ethernet cable or Wi-Fi; refer to the AutoRAE 2 User's Guide for connection and configuration information) to the AutoRAE 2 Controller and to a PC running HONEYWELL SOTERA™ - EXPRESS software.
2. Make sure the AutoRAE 2 Controller has power and is turned on.
3. Start HONEYWELL SOTERA™ - EXPRESS software on the PC.

5.2. Connection Via IntelliDoX

Follow this procedure for reading data from an IntelliDoX:

1. Connect an Ethernet cable (refer to the IntelliDoX User's Guide for connection and configuration information) to the IntelliDoX and to a PC running HONEYWELL SOTERA™ - EXPRESS software.
2. Make sure the IntelliDoX has power and is turned on.
3. Start HONEYWELL SOTERA™ - EXPRESS software on the PC.

5.3. Connection Via MicroDock II

Follow this procedure for reading data from a MicroDock II:

1. Connect a USB cable to the MicroDock II and to a PC running HONEYWELL SOTERA™ - EXPRESS software.
2. Make sure the MicroDock II has power and is turned on.
3. Start HONEYWELL SOTERA™ - EXPRESS on the PC.

   Note: HONEYWELL SOTERA™ - EXPRESS currently supports only BW Clip and GAMicroClip.

6. Security

The computer running HONEYWELL SOTERA™ - EXPRESS should be protected from malware and external attacks. Consult your company's I.T. support or network administrator to ensure that adequate protection (anti-virus, anti-malware, secure firewall, etc.) is in place.

6.1. Data Security

1. Make sure that the computer is properly configured if it is used on a LAN connected to external network. Devices like firewalls and routers are configured to drop not required packet types (for example, ICMP, SYN). This is to prevent external users from flooding the internal network. Check with your local network administrator on how to configure Firewall and Router.
2. Have the local network administrator to configure firewall or routers configured to drop all traffic from the RFC 1918 address space Boundary protection devices like firewalls or routers are configured to drop all traffic from the RFC 1918 address space (private address: 10.0.0.0-10.255.255.255, 172.16.0.0-172.31.255.255, 192.168.0.0-192.168.255.255) to prevent attackers from using spoofed IP addresses using address spaces where they cannot be traced back (for example, the private internet address space).
3. Install anti-malware software on the computer
4. Make sure any SD Card or USB memory drive connected to the HONEYWELL SOTERA™ - EXPRESS machine is controlled, scanned for Malware.

6.2. Wireless Security Warning

Wireless data transmission by instruments and docking stations can extend beyond your walls and can be received by anyone with a compatible adapter. Without proper protection, data can be compromised. Use the security features of all wireless equipment in your network.

Wireless devices typically have a default name and password. You should change these to personalize them upon first installation, which decreases the potential security risk that an unauthorized user can change the configuration.

IMPORTANT!

Other Wi-Fi devices may transmit specific Wi-Fi messages that interfere with some wireless devices in a wirelessly networked system. You should not allow any untrusted Wi-Fi transmitters inside the area of location and in its proximity (approximately 50 meters).

7. Starting HONEYWELL SOTERA™ – EXPRESS From The Desktop

With your computer and device connected via cable, you are ready to start communication.

1. Follow the instructions in your monitor's User's Guide. This includes turning the monitor on and making sure it is connected either directly via cable, or through a cradle that is connected to the computer via a cable. Some monitors automatically sense the computer and software, and place themselves in communication mode. Check your instruments' User's Guide for details.

2. Double-click the HONEYWELL SOTERA™ - EXPRESS icon on your desktop to start the program.

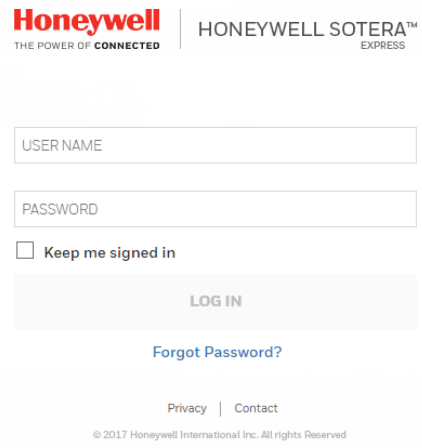
3. The program starts and a login dialog box appears:

   Note: There are four access levels. The following sections cover the Administrator level, since it has the greatest functionality. For more information on roles and access levels, refer to page 22.

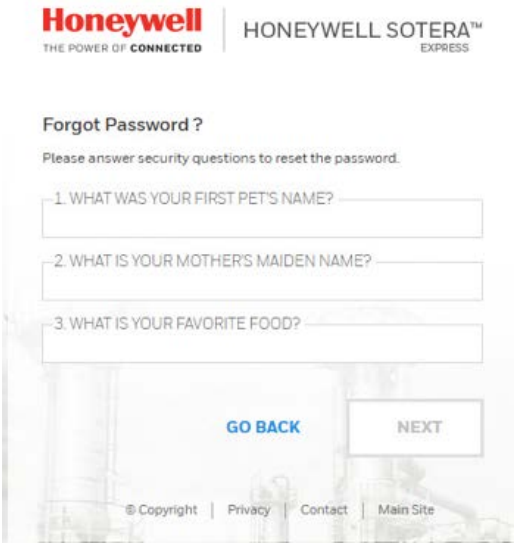
   Type the User Name and Password, and click "OK."

8. Logging In

After your initial setup and registration procedure, you may simply login to HONEYWELL SOTERA™ - EXPRESS using your Username and Password. If you wish to remain connected until you log out, click the "Keep me signed in" box. Otherwise, HONEYWELL SOTERA™ - EXPRESS locks any signed-in user out of the system after 15 minutes of inactivity.



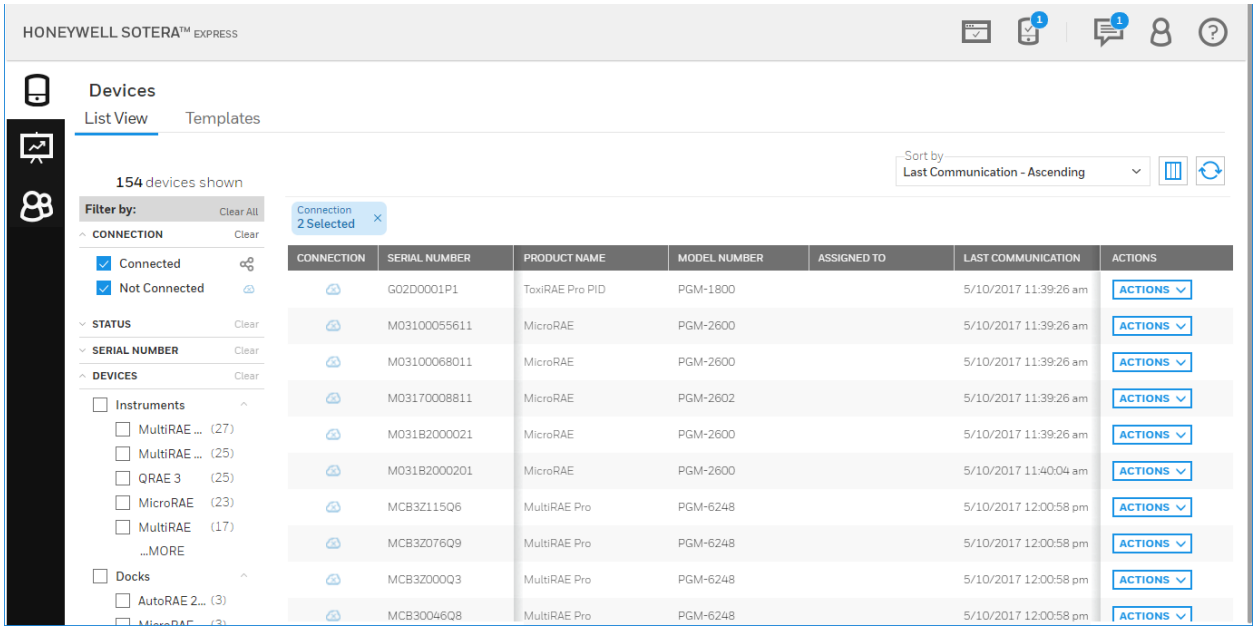
Note: If you forgot your password, click the link and follow instructions for resetting the password.



During login, HONEYWELL SOTERA™ - EXPRESS checks whether you have registered your software. If it has not been registered, then this window appears to prompt you. You can fill in the fields and click "Register" to send your registration.

The main screen is shown in its default state, wth Devices selected in List View.

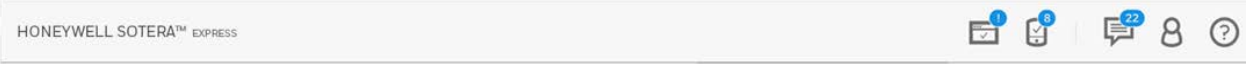
Note: You may not see the list until you have used the Settings page.



For details on navigating and using HONEYWELL SOTERA™ - EXPRESS' features, click the "Help" button at the upper right corner of the screen.

9. Title Bar/Quick-Access Toolbar

The Title Bar/Quick-Access Toolbar is always visible. It acts as an information "dashboard" to give insight into important functions, regardless of which view is being used.



9.1. Registrations

If all software or application registrations are up to date, then no number is shown. If a number is shown, it indicates how many registrations need to be updated. To view registrations that need updating, click the icon.

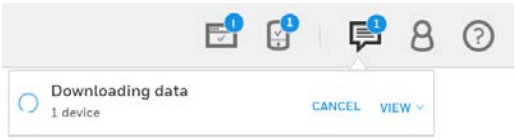
9.2. Devices

If all device registrations are up to date, then no number is shown. If a number is shown, it indicates how many devices need their registration updated. To view registrations that need updating, click the icon. Note: If your software has not been registered, you must register it before you can view device registrations.

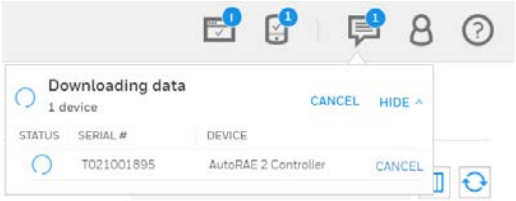
9.3. Download Status

Download Status shows whether updates are being downloaded. If a number is shown, it indicates the number of downloads pending. If there is no number and you click on the icon, a message says, "No download in progress".

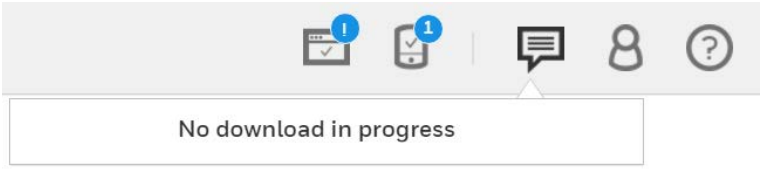
If a number is shown, click on the icon for details:



For more information, click "VIEW":



If no download is in progress, there is no number on the icon, and if you click it, this message is shown:

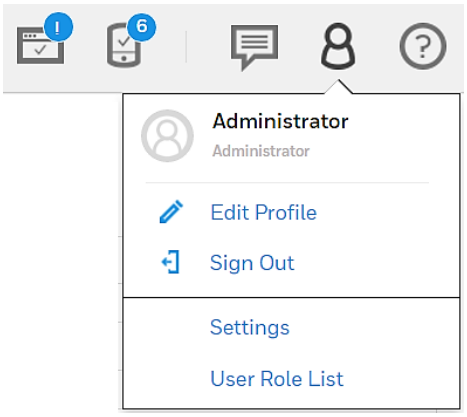


Note: When a download is in progress, performing an action with a device will not work. You can perform other activities, however.

9.4. Role Information

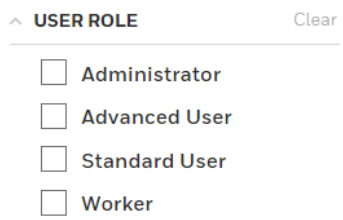
Role Information provides insight and management of the current logged-in user's role and settings.

Click the icon to view the role's name, as well as to Edit Profile, Sign Out, review/change Settings, or view the User Role List.



9.4.1. Role Name

The Role Name tells you the role of the person logged in. Default values include Standard User, Advanced User, Administrator, and Worker. Each user must be assigned one or more roles. Click the appropriate box or boxes.



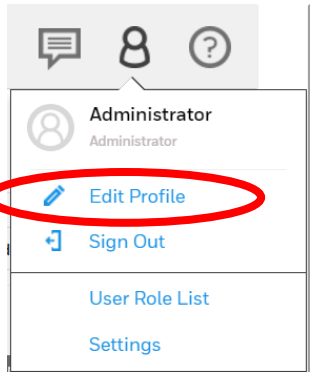
9.4.1.1. Role Names And Access Levels

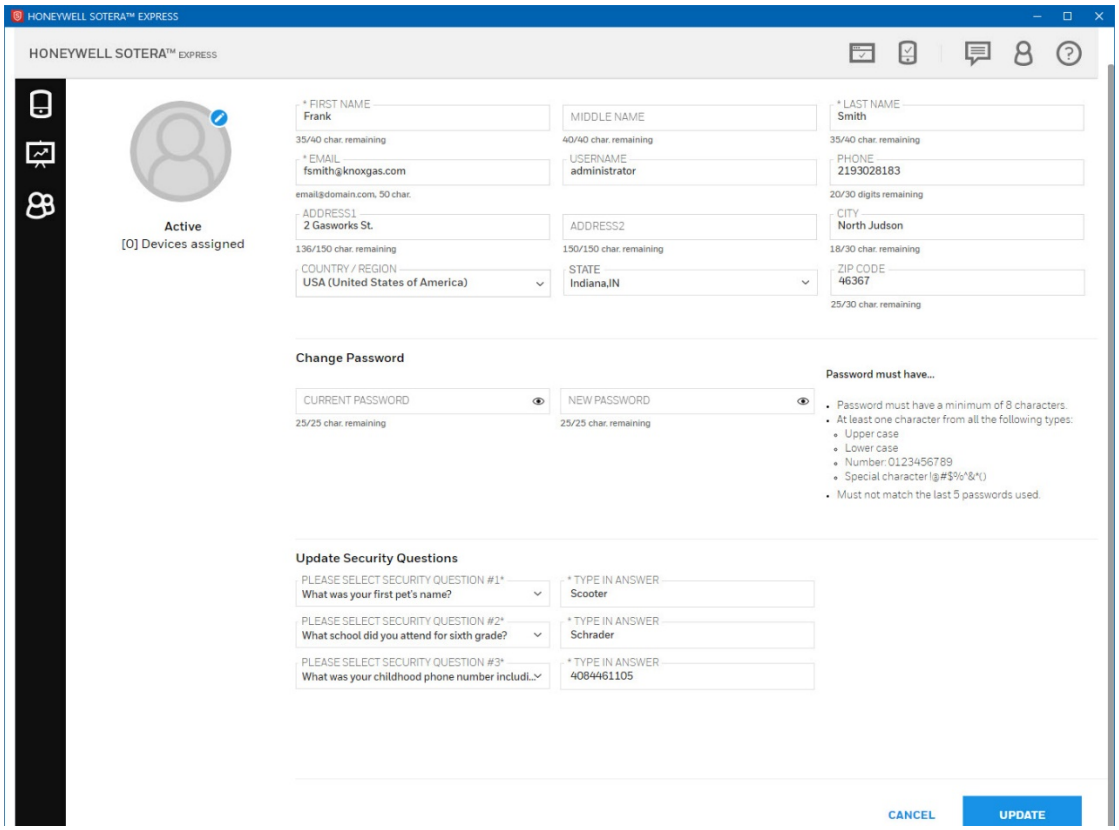
The following definitions explain the four roles and their access:

- Administrator – Access to all the features of the application
- Advanced User – Access to all Device Management features and Reporting, except User Management
- Standard User - Access to Data Download, Device History and Reporting.
- Worker – No access to any software features, only what are defined in the system for tracking worker device assignments

9.4.2. Edit Profile

The profile includes details about the role/person currently logged in. Details can be viewed and changed.



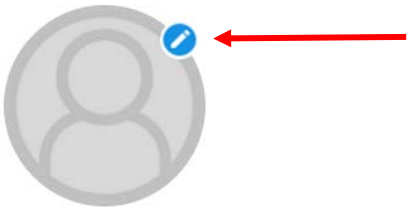


9.4.2.1. Update Profile Picture

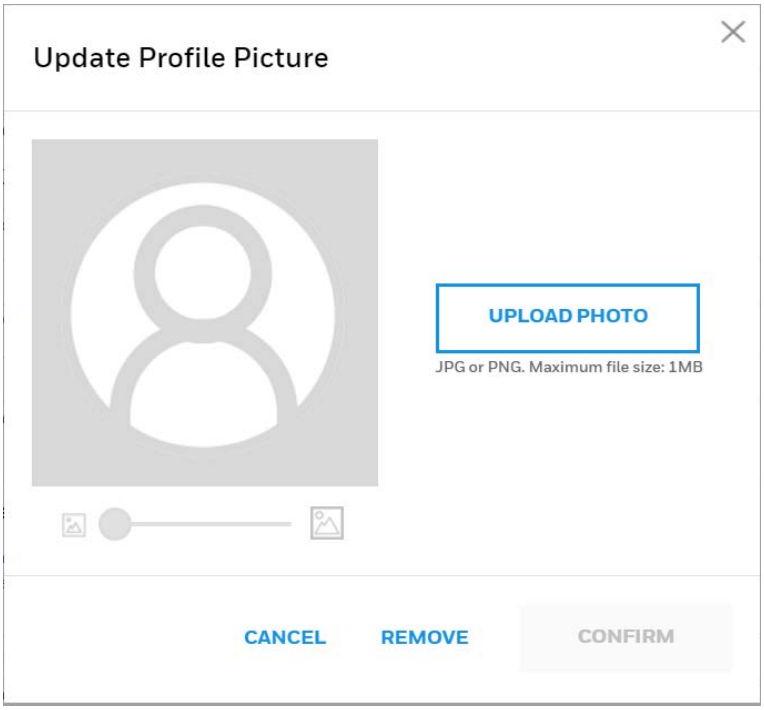
Click the icon to open the dialog for uploading an image for the profile. The image can be either a jpg or png file, but it must be less than 1MB.

To upload an image:

1. Click the blue button.



2. Click "UPLOAD PHOTO."
3. Locate an image on your computer and select it.
4. Click "Open."



5. When the image appears, move it around with your mouse and/or change its size by adjusting with the slide control.
6. When you are satisfied, click "Confirm"

Note: Click "Cancel" if you decide not to change the picture, or "Remove" to remove an existing picture.

9.4.2.2. Personal Information

View the personal information attached to this role. All aspects can be changed except the username.

9.4.2.3. Change Password

You can change the password. You must supply the current password and then type the new password. The password must follow these rules:

- The password must have a minimum of 8 characters.
- The password must include at least one character from all the following types:
  - Upper-case letter
  - Lower-case letter
  - Number: 0 1 2 3 4 5 6 7 8 9
  - Special character, including: ! @ # $ % ^ * ( )
- The new password must not match any of the last five passwords that have been used.

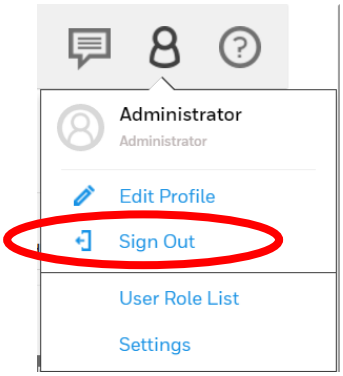
9.4.2.4. Update Security Questions

In case you forget your password and want to reset it, you will have to answer security questions. Here is where you put the answers that must be matched if you want to regain access after forgetting your password.

1. Select a security question from each pull-down list.
2. Type in an answer for each of the questions.
3. Click "UPDATE."

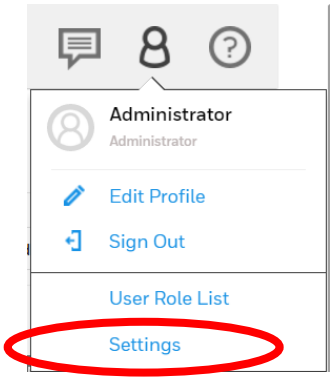
9.4.3. Sign Out

Click here to sign out. **Note:** If you sign out, you will have to sign in again for access to HONEYWELL SOTERA™ - EXPRESS.



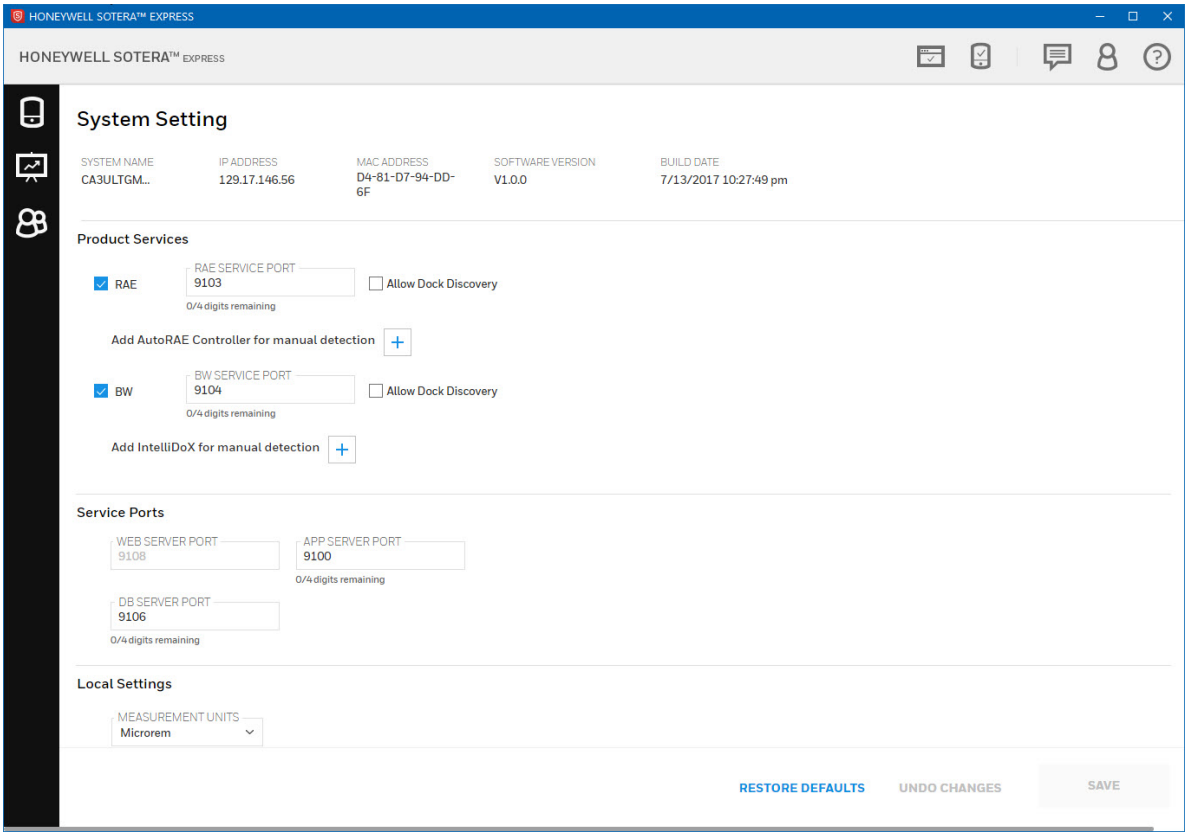
9.4.4. Settings

System Settings is an overview of the System Name, IP Address, MAC Address, and Software Version. It also lists Product Services and Service Ports. **Note:** After you make changes to settings, you must go back to the Device list and select "Manual Refresh."



- Click "Save" to save any changes you make.
- Click "Undo Changes" to undo them.
- Click "Restore Defaults" to clear all changed values and revert to default values that are supplied with the software.

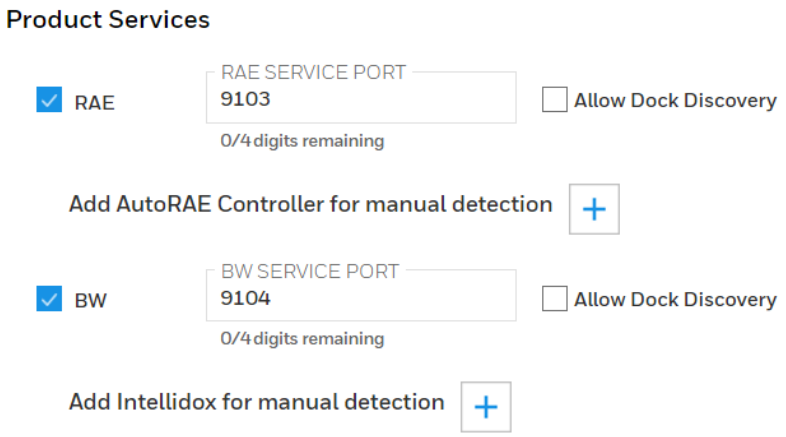
  Note: If you choose to restore default values, your customized settings are deleted and cannot be retrieved.



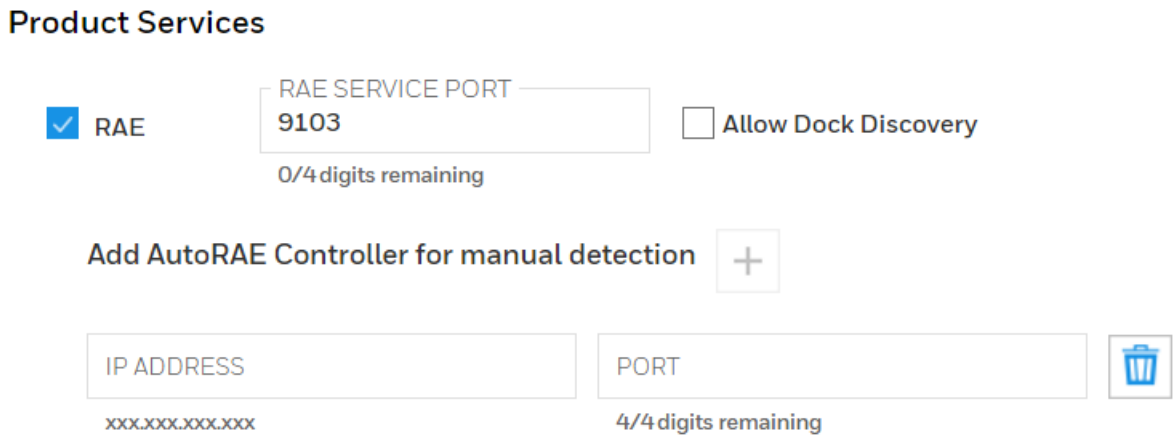
9.4.4.1. Product Services

Services for RAE Systems instruments and BW instruments are separately shown, and include the currently used ports. If docking stations are included on the network, you can check "Allow Dock Discovery" so that as docks are included, they are part of the roster.

Note: Each service can be turned on or off by checking or unchecking the box labeled RAE or BW.

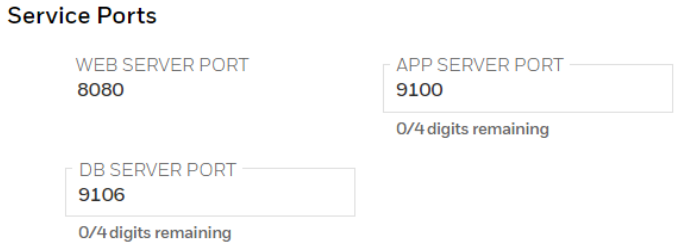


You can manually add an AutoRAE Controller or Intellidox: Click the "+", and there are fields for IP Address and Port number. If you decide to remove a manual selection, click the "trash" icon.



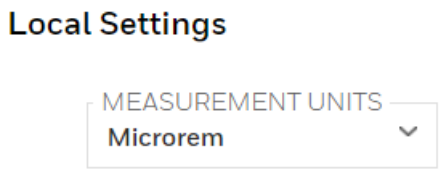
9.4.4.2. Service Ports

View/change settings for Service Ports, including Web Server Port, Application Server Port, and Database Server Port.



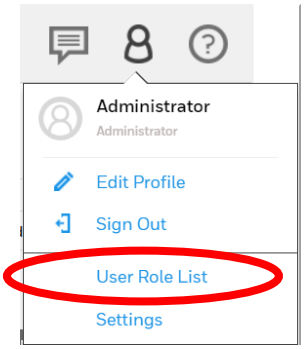
9.4.4.3. Local Settings

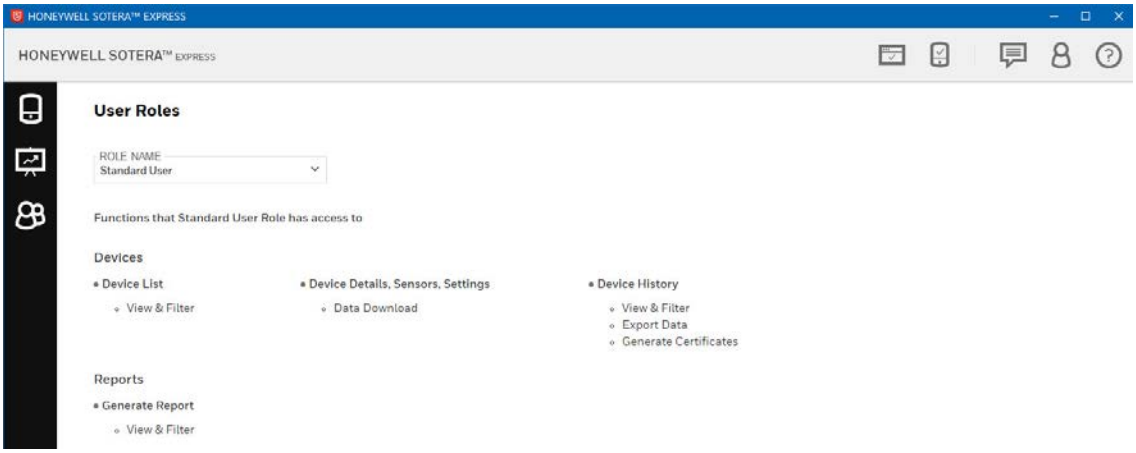
Local Settings include Measurement Units.



9.4.5. User Role List

Click "Standard User," "Advanced User," "Administrator," or "Worker" to see which access to functions are available for that role.





9.5. Help

Click this button for Help documentation.

10. Views

HONEYWELL SOTERA™ - EXPRESS has two primary screens: Devices and User List.

- **Devices** provides insight based on the devices in use.
- **User List** focuses on the users and the devices assigned to or associated with.

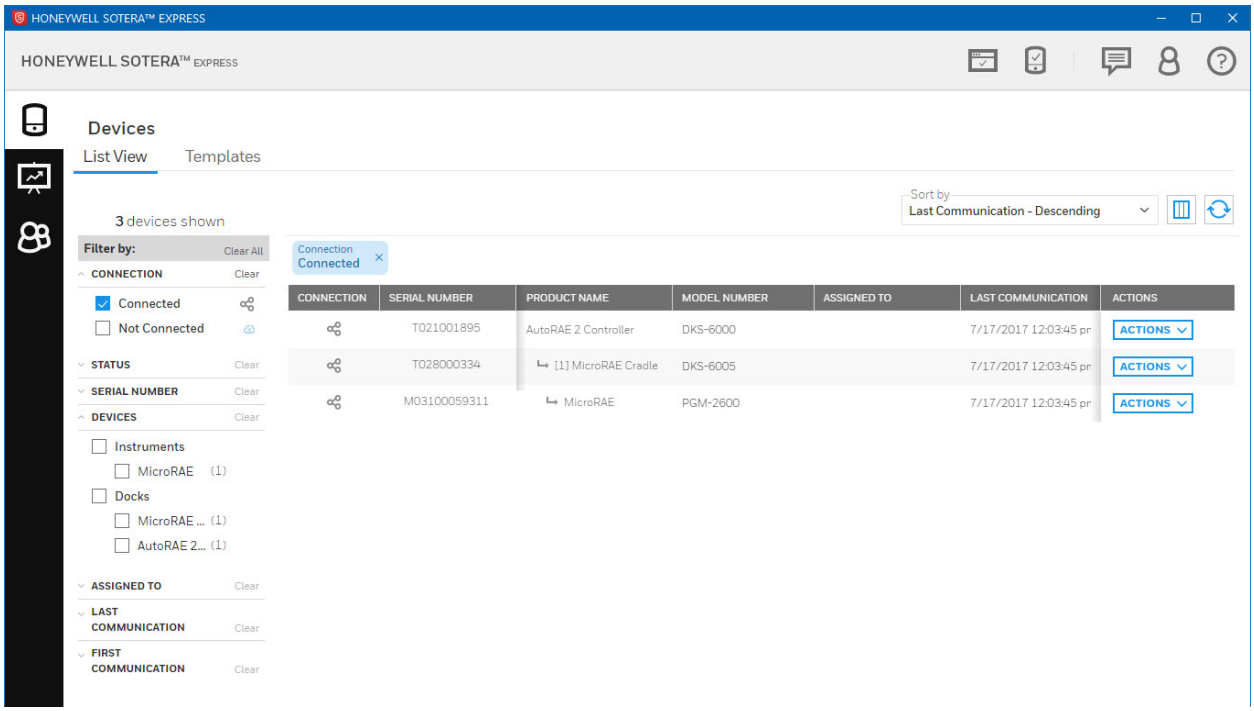
Devices view	**Generate Report view**	**User List view**

Here is the hierarchy of functions in HONEYWELL SOTERA™ - EXPRESS:

Devices	
List View	**Templates**
Filter by: Connection Status Serial Number Devices Assigned To Last Communication First Communication Actions: Device Details Device History Archive Device	Filter By: Product Templates Actions: Edit Delete
Generate Report	
User List	
Filter by: Status Name Device Assigned User Role UserName Actions: User Details	

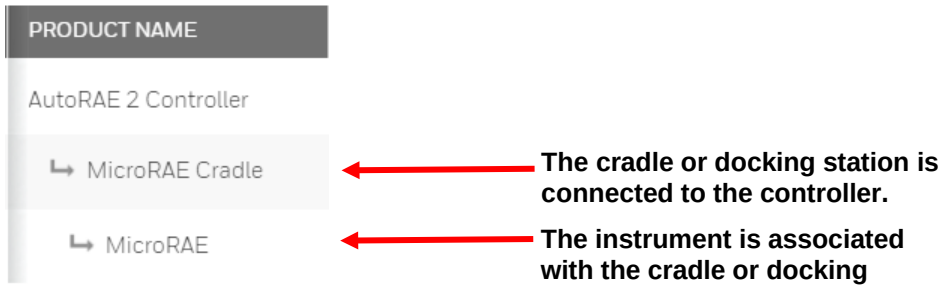
10.1. Devices

When you select "Devices," the main screen is shown, wth Devices selected in List View.

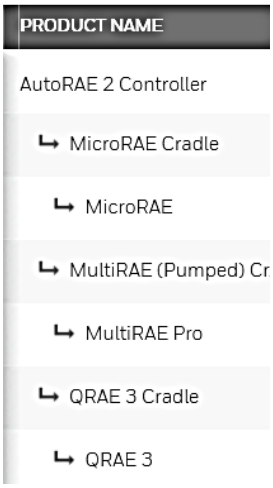


10.1.1. Device Hierarchy

The relationship of instruments to docking stations and their controllers is shown under "Product Name." **Note:** This "parent/child" hierarchy is reflected in the "Filter by" section.



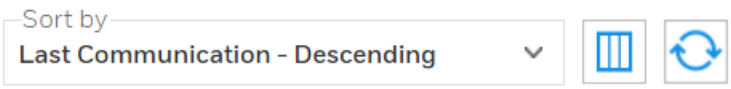
If a controller is connected to multiple docks or cradles, and if there are multiple instruments, the hierarchy is extended to reflect the relationships.



Instruments that are not associated with a docking station or controller are simply shown as invidividual list items.

10.1.2. Sorting And Organization

At the top of the screen, along the right side, are controls for sorting and organization:



10.1.2.1. Sort by

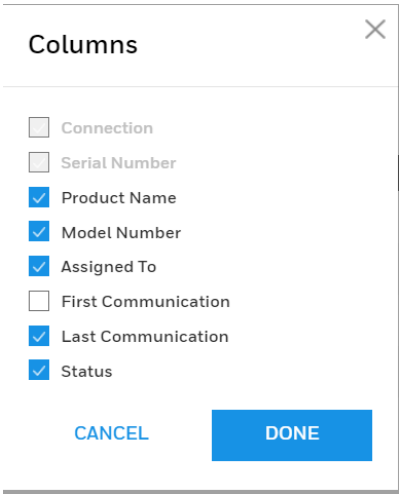
Click "Sort by" to change the sort order of the list for quickest reference:

Depending on which columns are shown, the options change in the pull-down menu. Select from the list and then click on your choice. The sort order changes to reflect your selection.

10.1.2.2. Columns

Click "Columns" to open a menu where you can select columns you want to appear on the screen:

A check mark in a box indicates that you have selected this column to be shown. Boxes/names in light gray indicate that their visibility cannot be changed.



10.1.2.3. Refresh

Click Refresh to update the information on the screen. It is important to do this whenever you connect a new device to the computer running HONEYWELL SOTERA™ - EXPRESS.

Refresh

10.1.2.4. List View

When the list of instruments is shown, you can manage it in a variety of ways using filters.

At the top, the total number of devices shown is indicated. Also indicated is the number of filters, shown by filter category

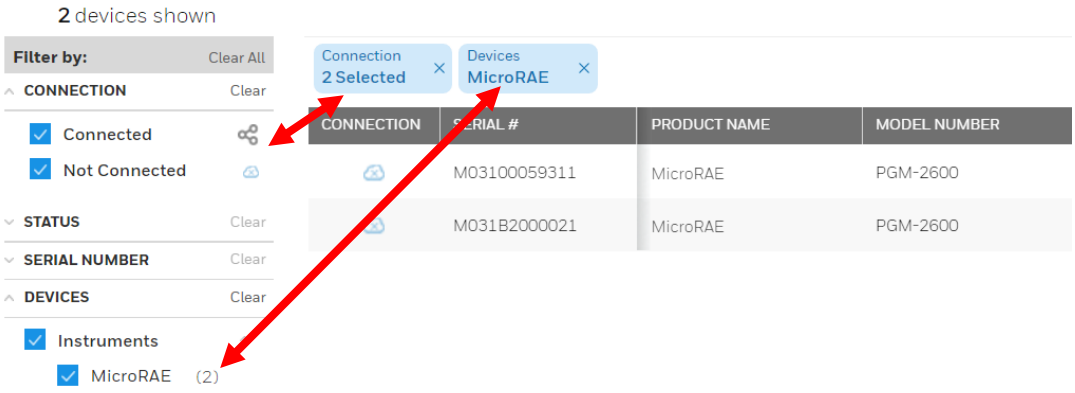
11. Filter by

Several filters are included so that you can expand or pare down the data. This is especially valuable when you are managing many instruments.

Filters include:

- Connection
- Status
- Serial Number
- Devices
- Assigned To
- Last Communication
- First Communication

As filters are selected, they are shown above the list, and the list updates to reflect your choices. You can remove a filter directly in the "Filter by" menu or by clicking the "x" in a filter shown above the list.

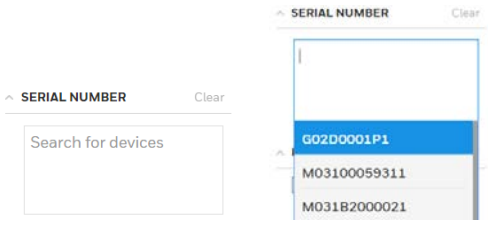


11.1. Connection

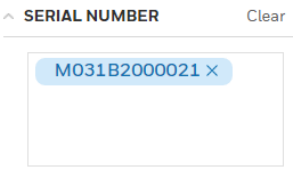
Click "Connected" or "Not Connected," or both to include instruments that are connected to the PC running HONEYWELL SOTERA™ - EXPRESS and those in the roster that are not connected.

Status
Click "Archived" to see any instruments that are archived.

Serial Number
Search for devices by serial number. Type in the serial number of a device in the roster, or select from the list that appears when you start typing or mouse over the box.

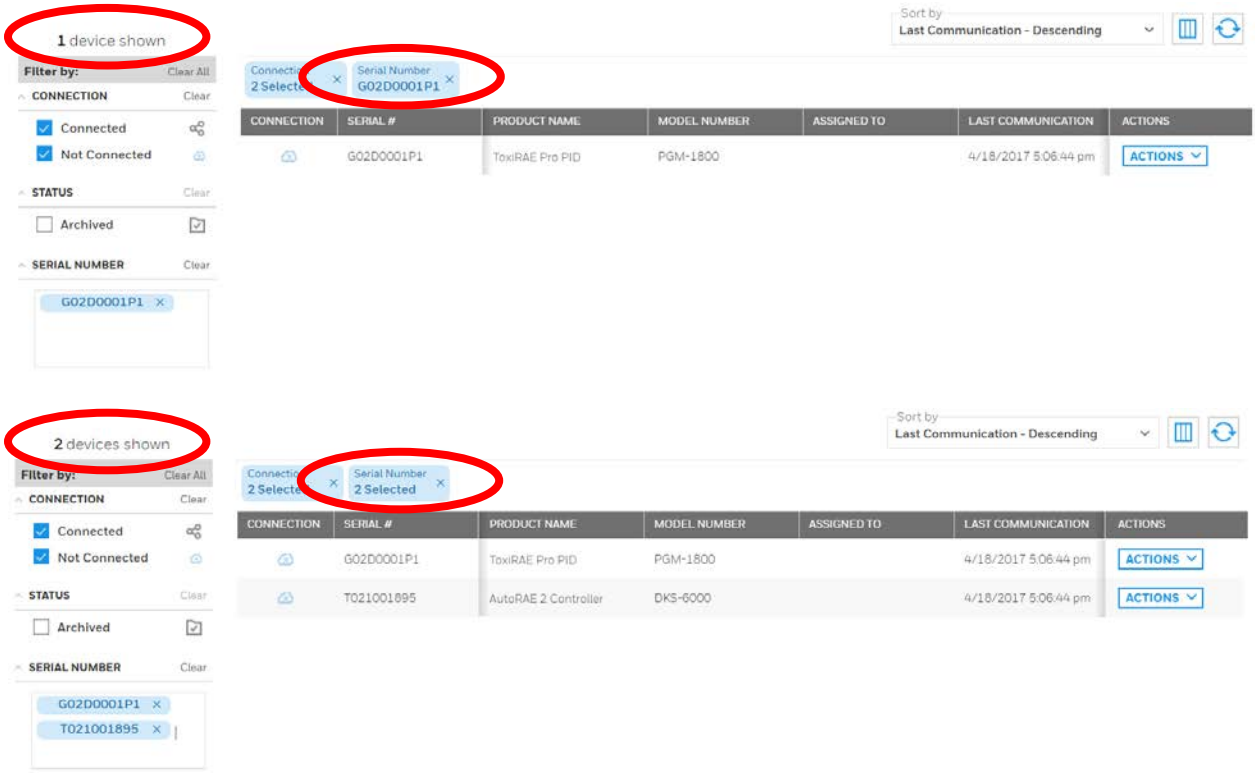


Your choice is shown in the box.



You can select multiple serial numbers, too:

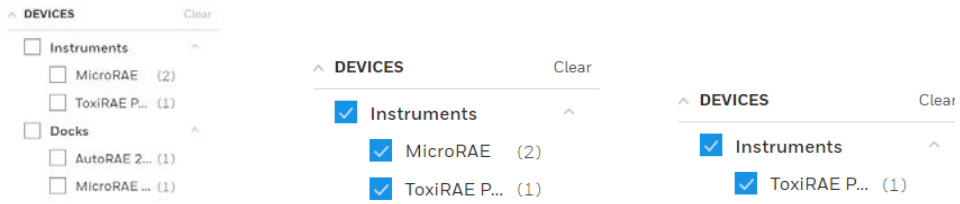
Your choice is shown in the list, along with indication of how many devices are shown:



You can clear all of the selections by clicking "Clear" or you can select which ones you want to clear by clicking on the "X" in an individual tag.

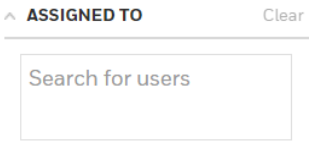
11.2. Devices

Two choices of devices are available: Instruments and Docks. You can select all instruments or all docks (docking stations) by clicking Instruments or Docks, respectively. In addition, individual instruments or docks can be selected or deselected.



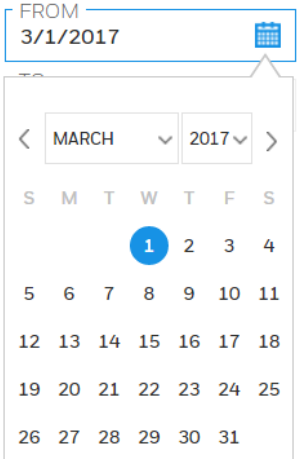
11.3. Assigned To

If you want to filter by who an instrument is assigned to, type a name in the box or use the pull-down menu to select a name. You can clear a person's name and associated information by clicking "Clear."



11.4. Last Communication

You can search for an instrument by setting a date range for filtering by its last communication. Click on the "FROM" calendar, select a date, and then click on the "TO" calendar and select a date.

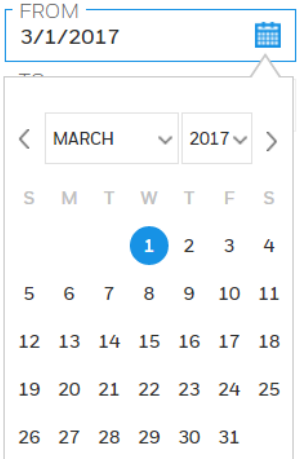


This sets your date range for the last communication.

Click "Clear" to clear the selected "TO" and "FROM" dates.

11.5. First Communication

You can search for an instrument by setting a date range for filtering by its first communication. Click on the "FROM" calendar, select a date, and then click on the "TO" calendar and select a date.



This sets your date range for the first communication.

Click "Clear" to clear the selected "TO" and "FROM" dates.

11.6. Actions

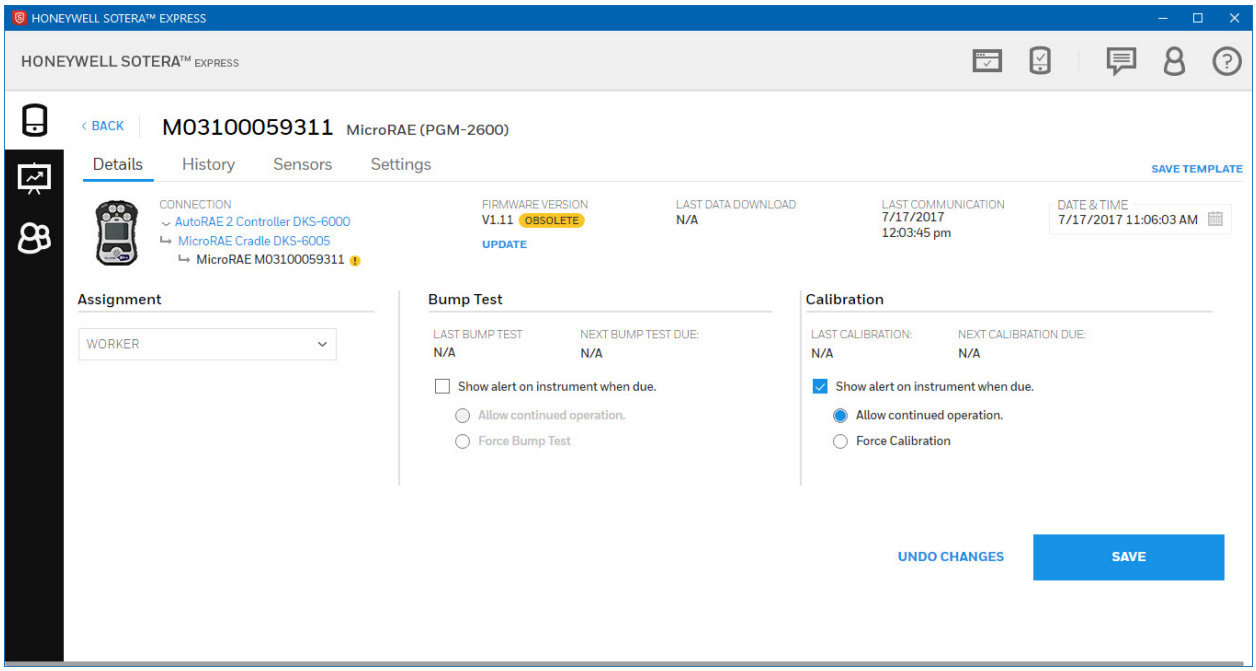
Actions consist of things you can do with each device's data.

11.6.1. Device Details

Device Details include details of the device, including history, installed sensors, and settings. You can view these details, and you can save the as a template for use in other devices that are similarly configured.

11.6.1.1. Instruments

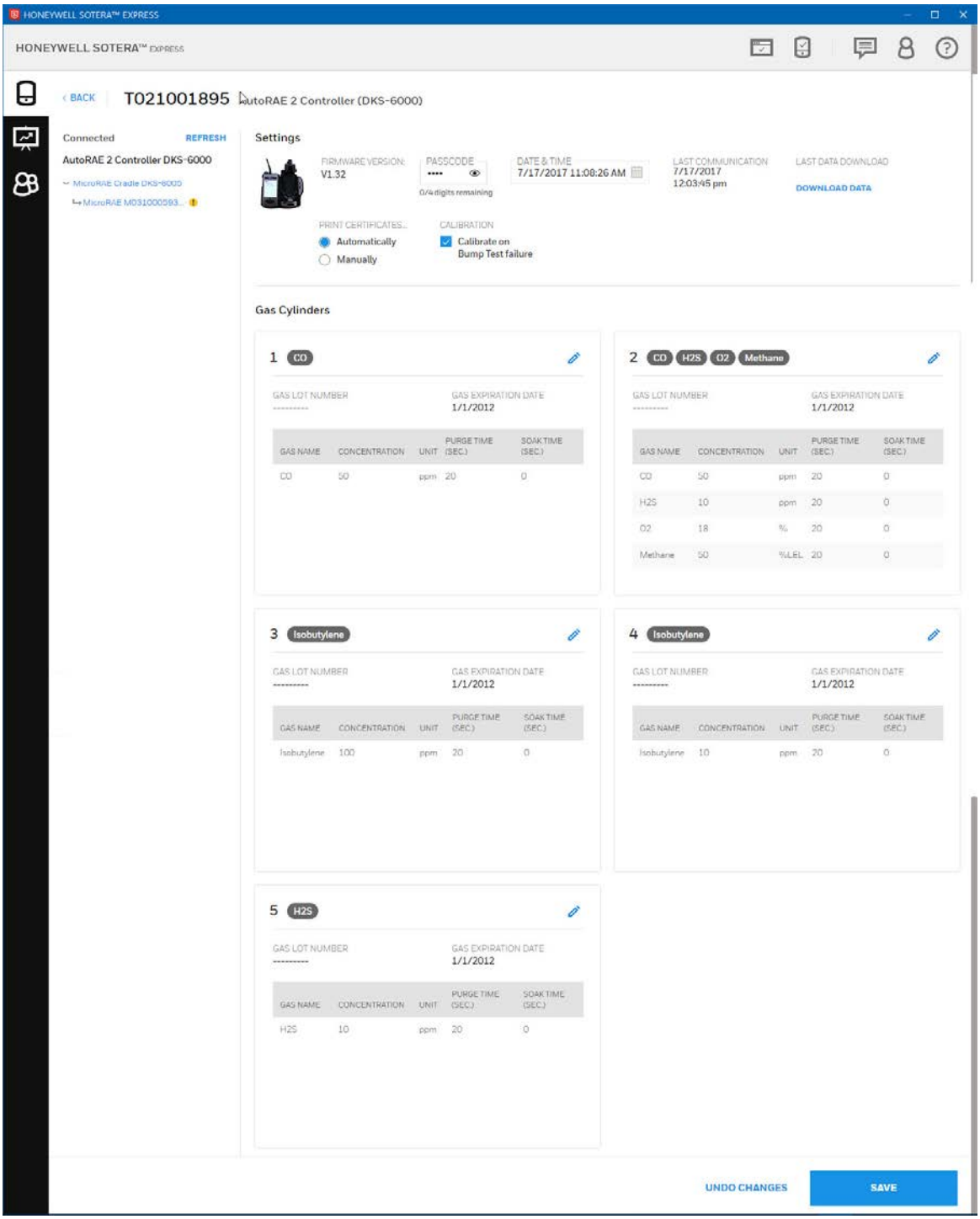
Instruments such as gas monitors are profiled with details of bump tests, calibration, assignment, and connection with cradles and controllers. You can update the firmware, check history, sensors, and settings, and make/save changes.



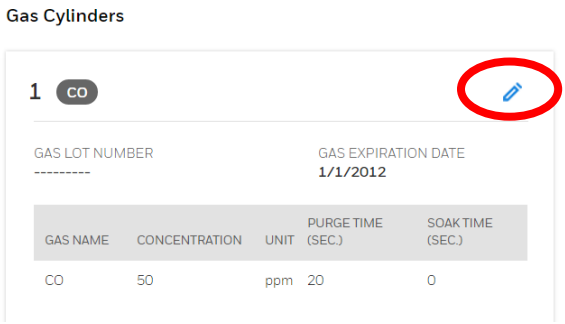
Note: If an instrument is not currently connected to the computer, under Details it says "NOT CONNECTED-VIEW ONLY." This tells you that you cannot change settings or perform updates.

11.6.1.2. Docking Stations

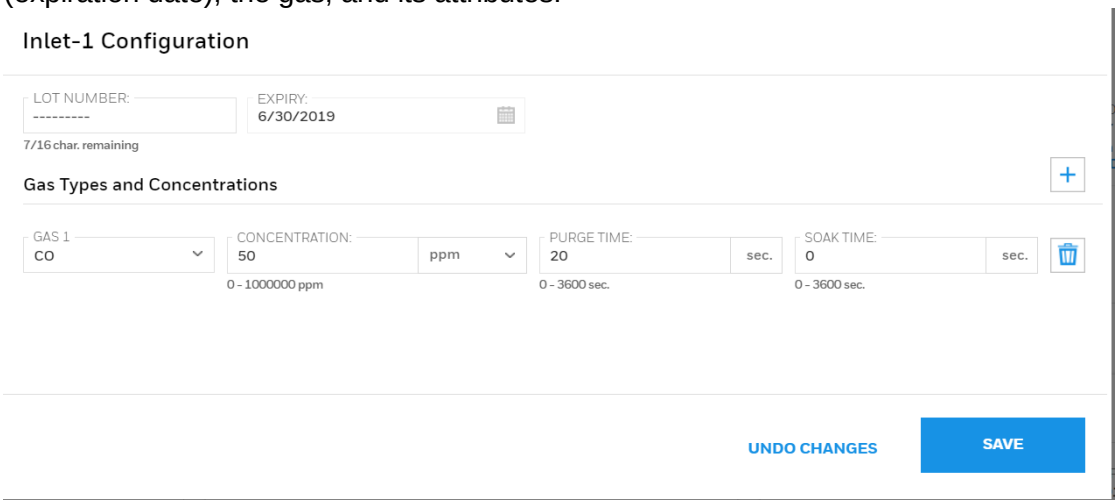
Device Details for a docking station include information about gases, as well as settings. In addition, you can update the firmware version, set the passcode, set date and time, and download data. You can also print calibration certificates either automatically or manually and tell the docking station to calibrate instruments if they fail a bump test.



To edit a gas cylinder's configuration, click the "Edit" icon:

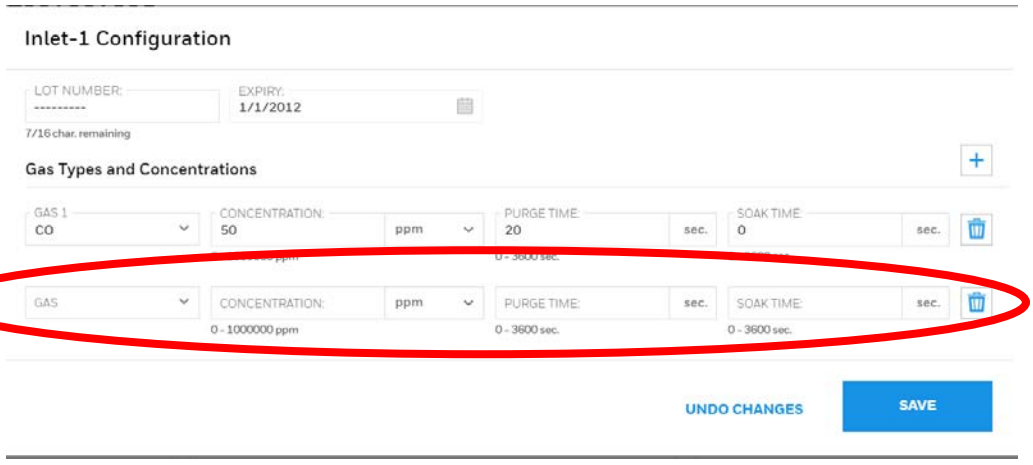


The configuration window is shown, and you can make changes to the Lot Number, Expiry (expiration date), the gas, and its attributes.



Important! If you change any details of the configuration's gases, make sure they match the information printed on the gas cylinder. This is especially critical for the Gas Type, Concentration (and units, such as ppm), Lot Number and Expiry date.

Add another gas (if this is a multi-gas mix) by clicking the "+" icon. Then add the details of the new gas.

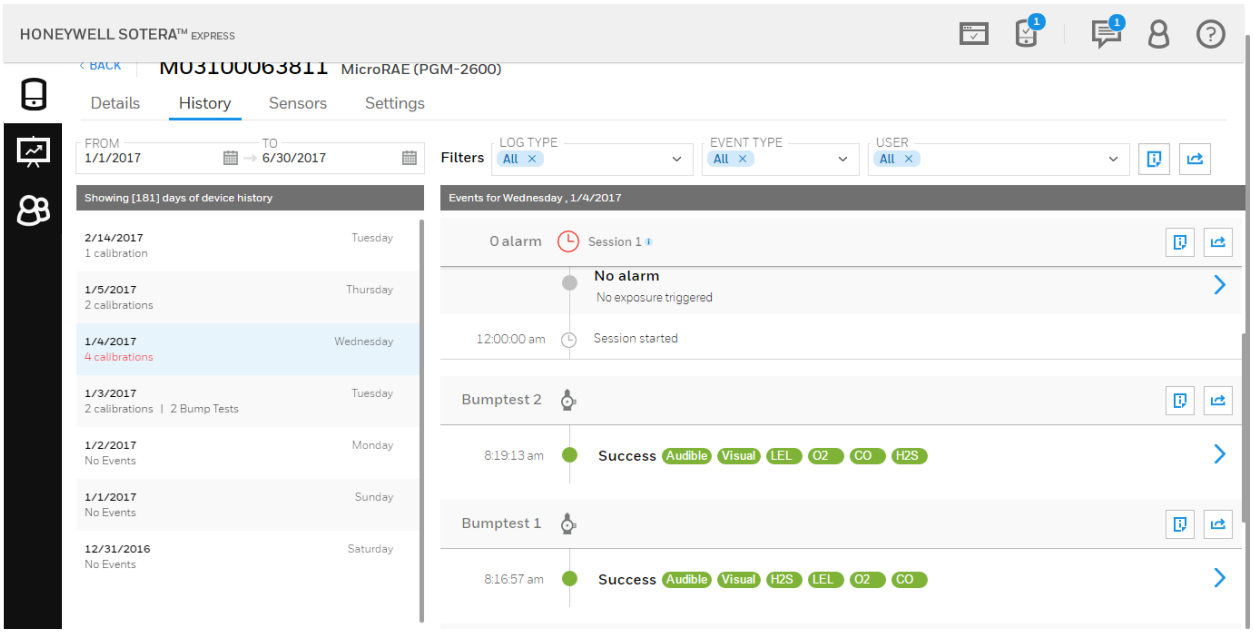


If you want to remove a gas from the list, click the "Delete" icon:

When you are done with the configuration, click "SAVE." If you do not want to save these changes, click "UNDO CHANGES."

11.6.1.3. History

Device History provides you with data collected over time, including when calibrations and bump tests were performed, when alarm states were entered (and the type of alarm), etc. It also tells when sessions started and ended.

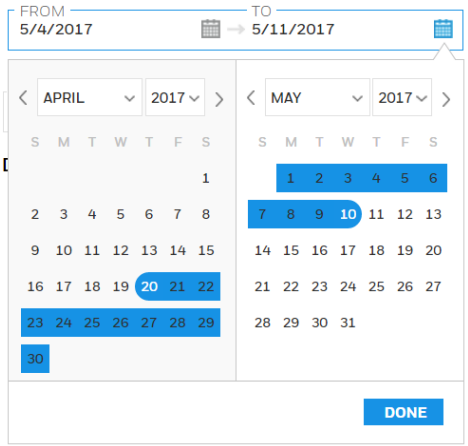


11.6.1.3.1. Filters

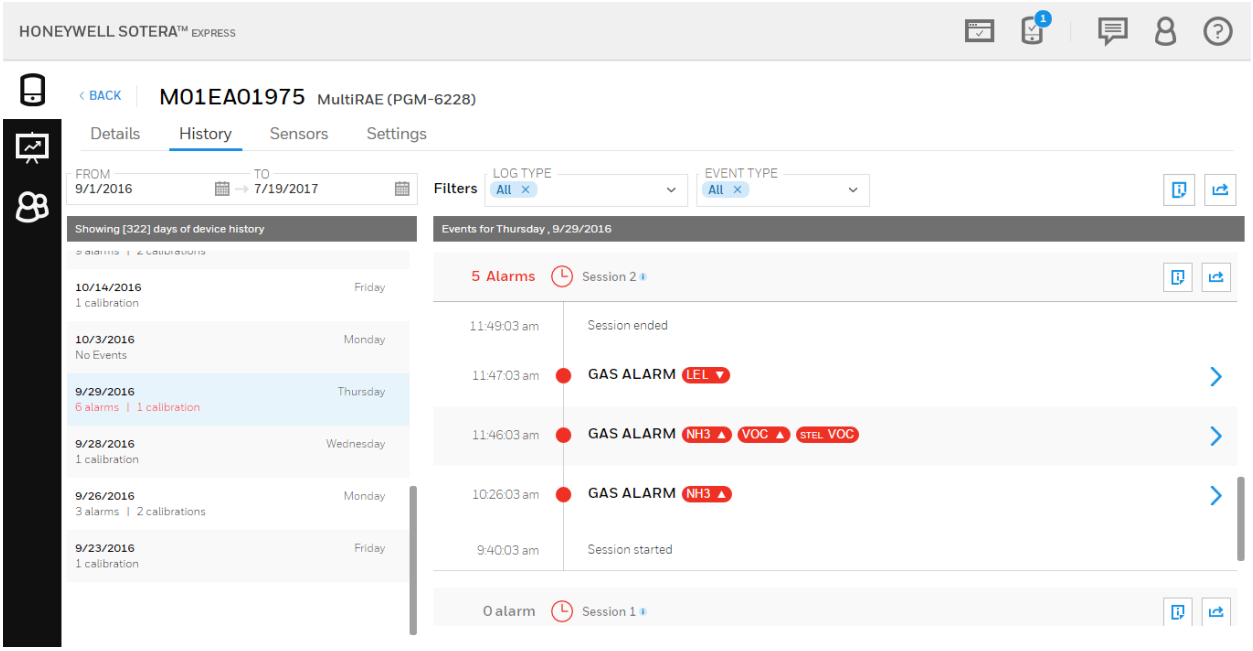
The data can be filtered by date range, as well as log type, event type, and user.

Date

Set your date range and click "Done." **Note:** The maximum date range is one month.



Log Type
You can choose from the available log types, including Alarm Records, Calibration, and Bump Test.



Event Type
Filter according to the type of event that is of interest.

Users
Filter according to the names of users.

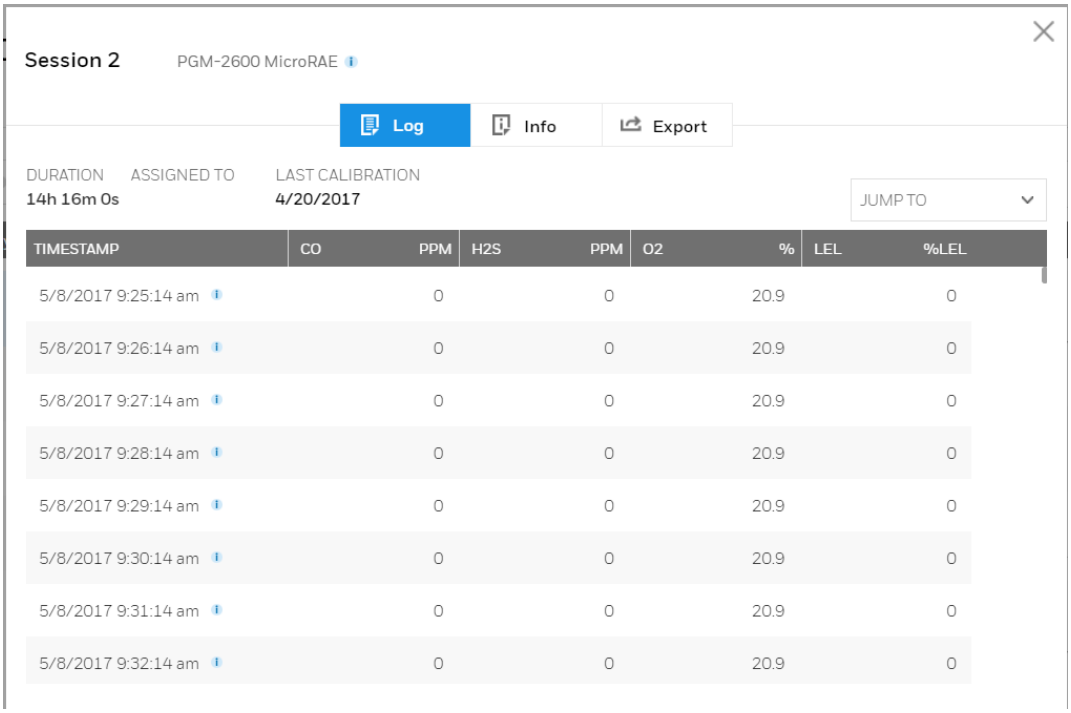
Summaries
There are two ways to view summaries of a device's history.

Summary For The Day opens a window with all of the day's session information, organized by session.

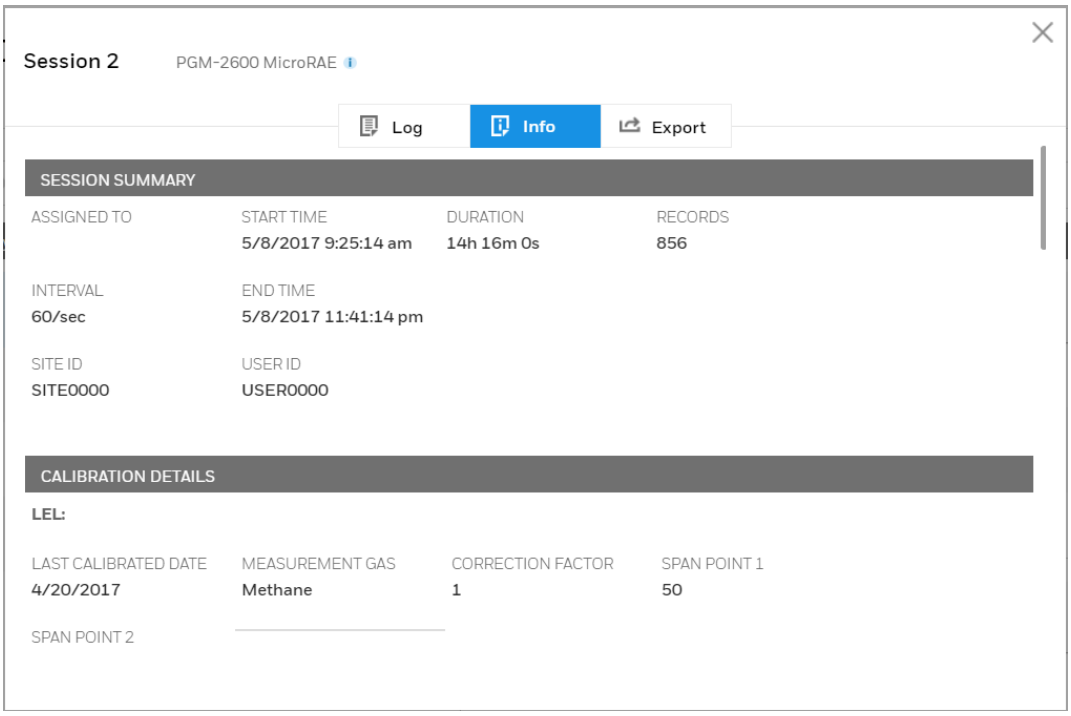
Export Day Info opens a window that lets you choose data elements and summary information and then export it. You can print it or save it as a CSV file for opening in a spreadsheet program such as Microsoft Excel.

Log
To view a log of a device, click the arrow icon at the right of the column:

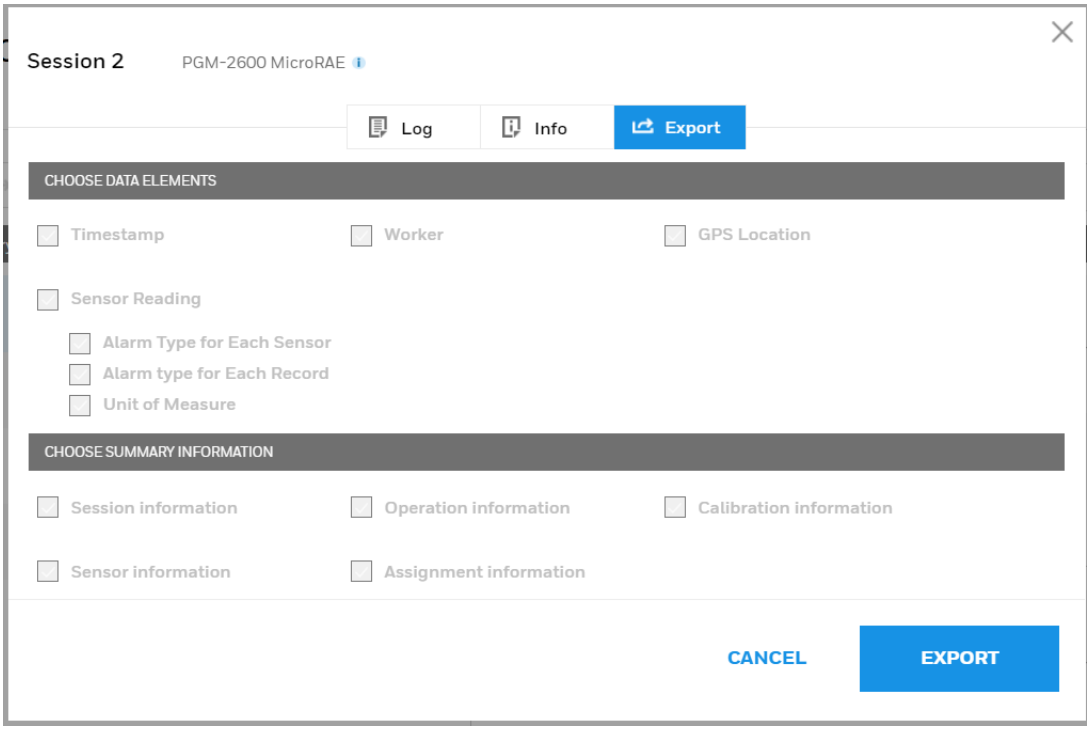
This opens the Log window for viewing.



You can also view information about the session and calibration details:

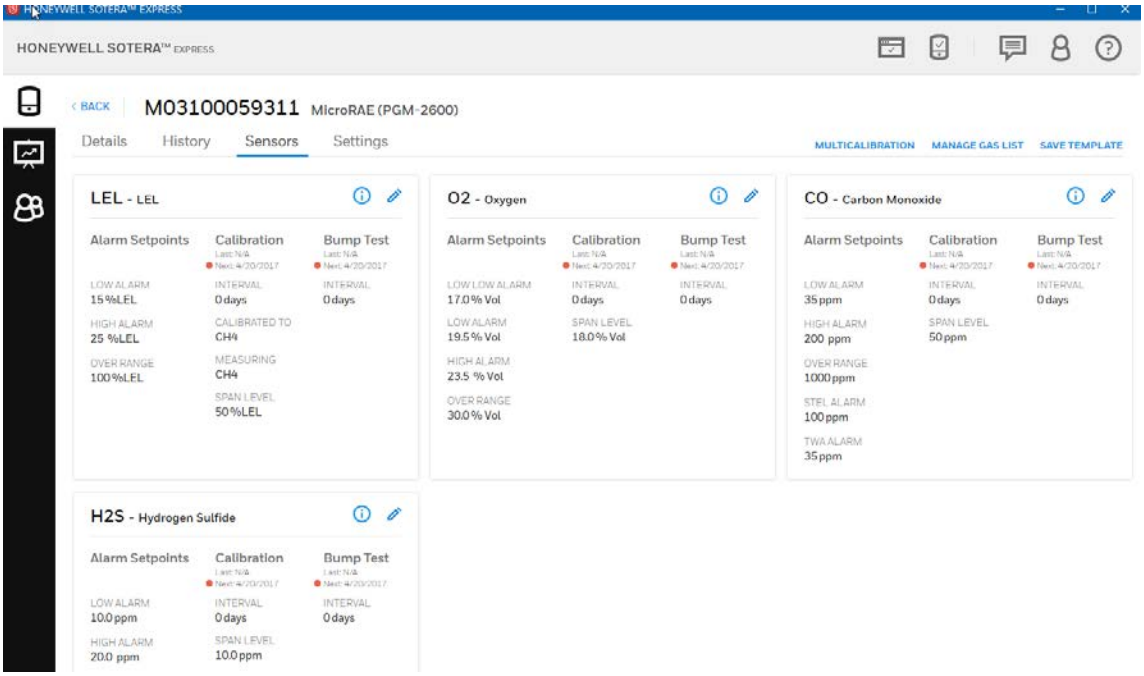


Export opens a window that lets you choose data elements and summary information and then export it. You can print it or save it as a CSV file for opening in a spreadsheet program such as Microsoft Excel.



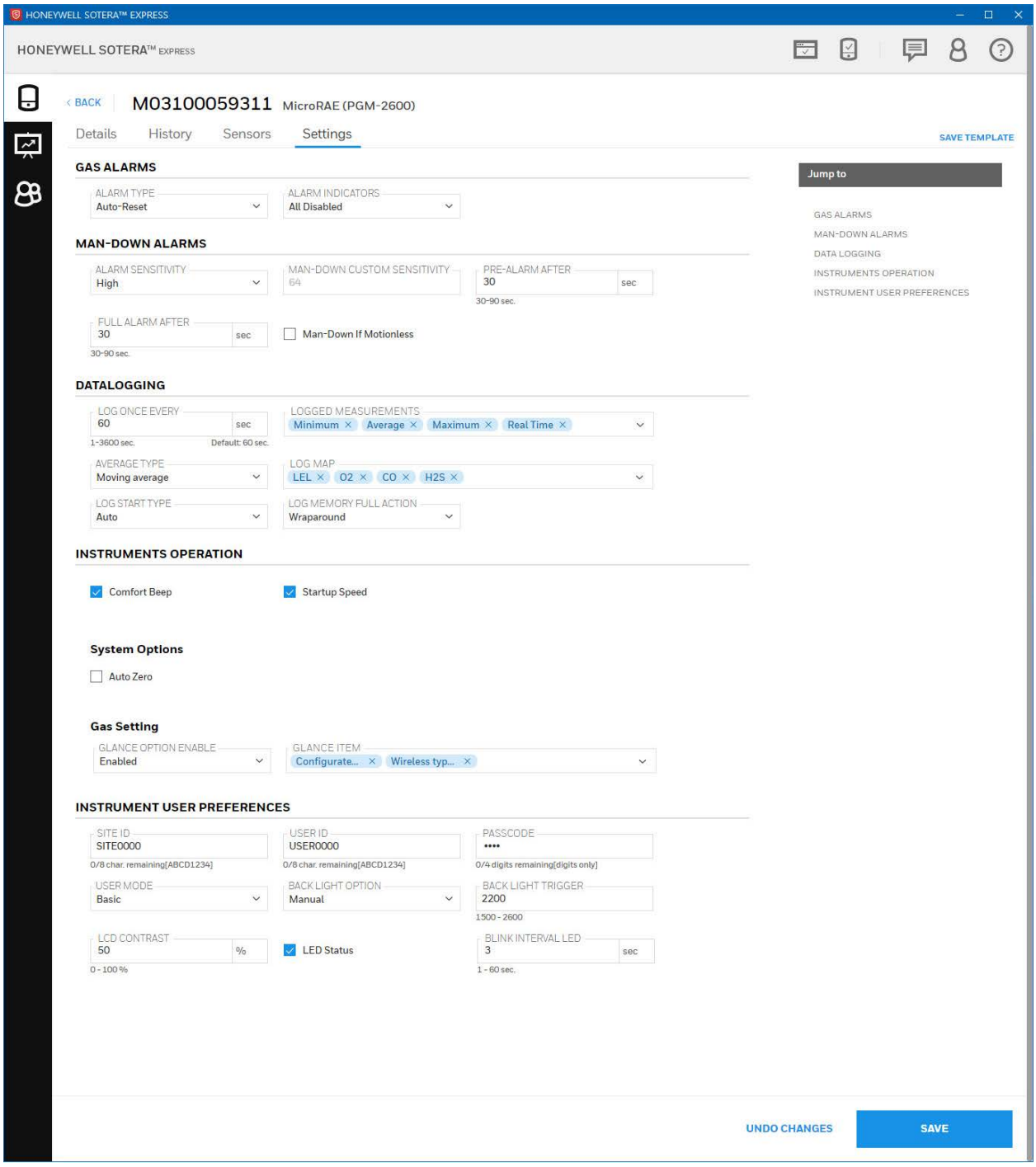
11.6.1.4. Sensors

Select "Sensors" to view and edit attributes of sensors installed in a device.



11.6.1.5. Settings

View and manage settings in a device. You can save these as a file or as a template.



11.6.1.5.1. Jump to

The section labeled "Jump to" provides rapid navigation, especially useful when many details are included in Settings and would otherwise require scrolling up and down. Click a heading, and that section of Settings becomes the focus.

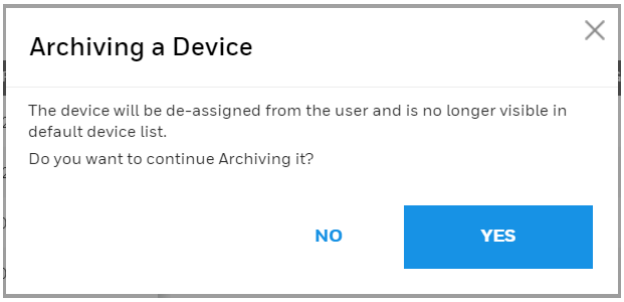
11.6.2. Download Data

Click this to download data from a device into HONEYWELL SOTERA™ - EXPRESS.

Note: The download time depends on the amount of data stored in the device.

11.6.3. Archive Device

Click this choice to de-assign a device from a user and make it invisible to the default device list.

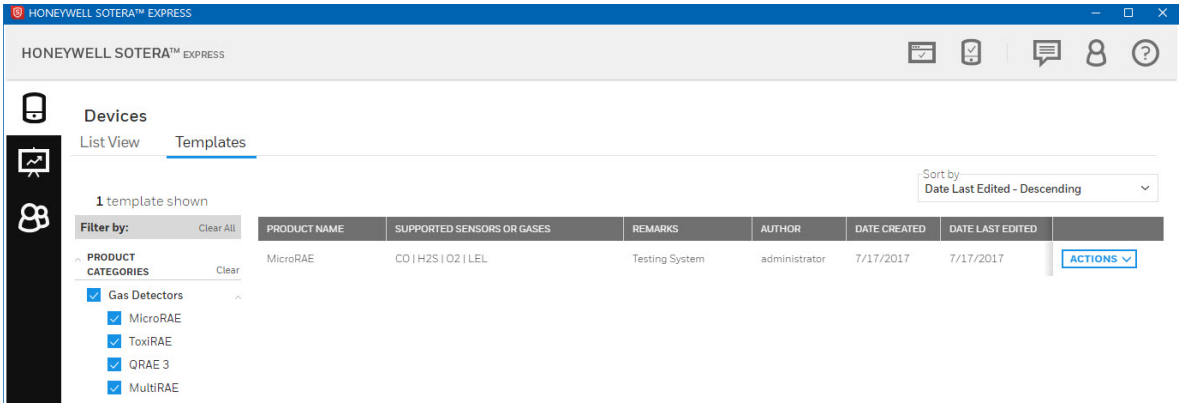


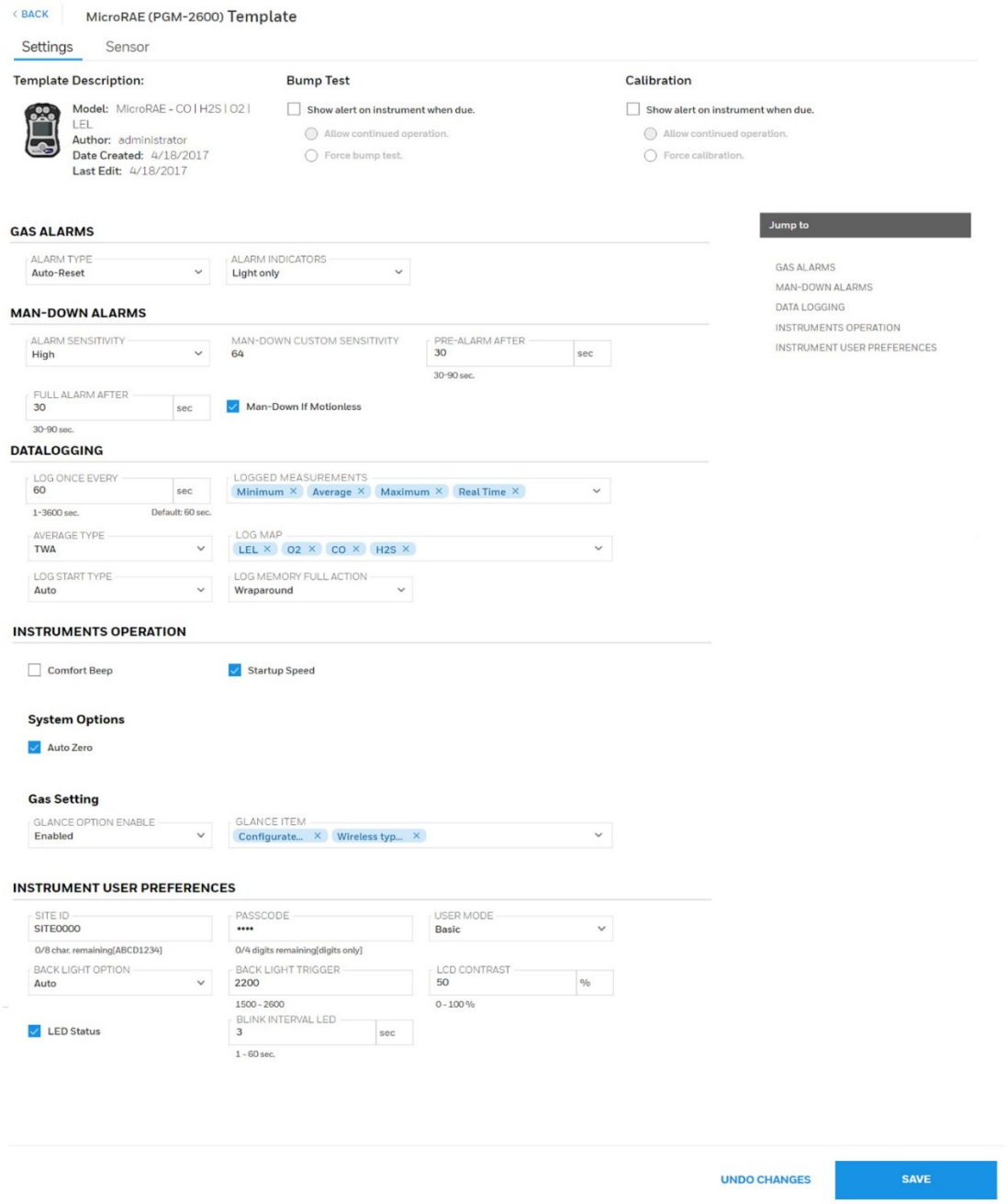
11.6.4. Save Template

You can save the device's settings as a template. Click "SAVE TEMPLATE."

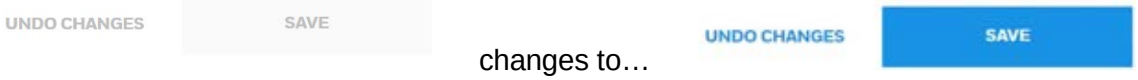
11.6.4.1. Templates

You view or edit templates containing settings from instruments. Edited templates can be saved and recalled for one instrument or many.

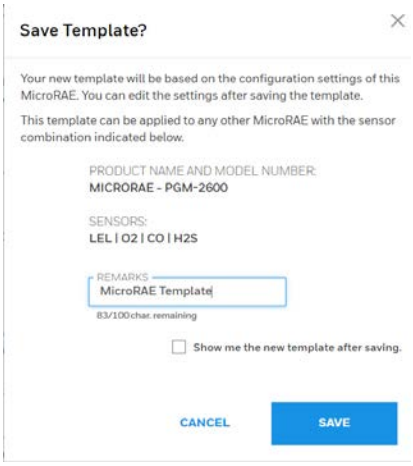




When you have finished editing a template, you can save it or undo the changes. Before you make any edits, the choices labeled "UNDO CHANGES" and "SAVE" are gray and cannot be used. Once changes have been made, the buttons are activated and can be used.

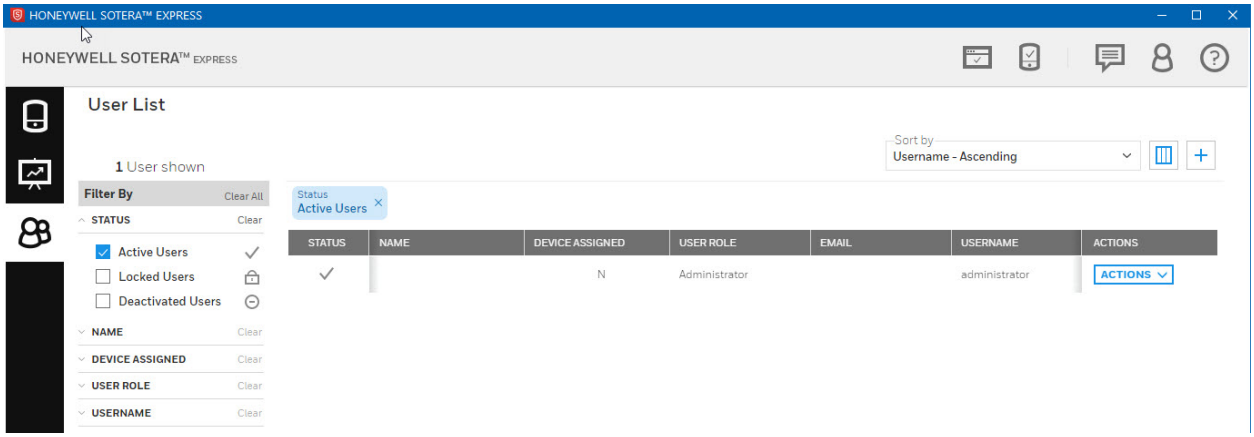


When you save a template, a "Save Template?" dialog is displayed. You can add remarks, and select whether you want to see the new template after saving it.



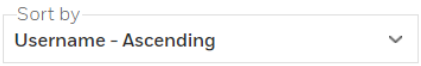
11.7. User List

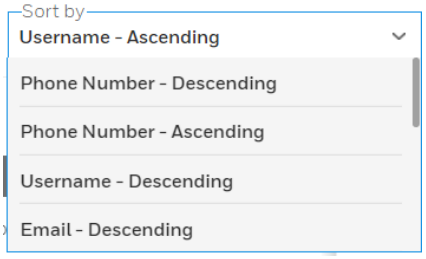
The User List shows all users registered with HONEYWELL SOTERA™ - EXPRESS, regardless of whether they are Active Users, Locked Users, or Deactivated Users. The roster can be filtered in a variety of ways for organization or searching.



11.7.1. Sort by

Use this pulldown menu to sort your templates for quicker searching, greatest current relevance, or other ways that suit your workflow.





Username – Ascending
Phone Number – Descending
Phone Number – Ascending
Username – Descending
Email – Descending
Email – Ascending
User Role – Descending
User Role – Ascending
Device Assigned – Descending
Device Assigned – Ascending
Name – Descending
Name – Ascending

11.7.2. Columns

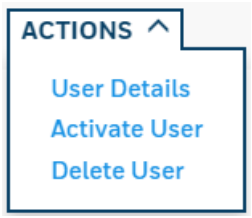
Click "Columns" to open a menu where you can select columns you want to appear on the screen:

Columns

Click a box to show a check mark, which indicates that you have selected this column to be shown. Boxes/names in light gray indicate that their visibility cannot be changed. When you have finished with your selections, click "DONE" to save your choices or "CANCEL" to keep your current choices.

11.7.3. Actions

Depending on the user's role, actions can include User Details, Activate User (or Deactivate User), or Delete User.



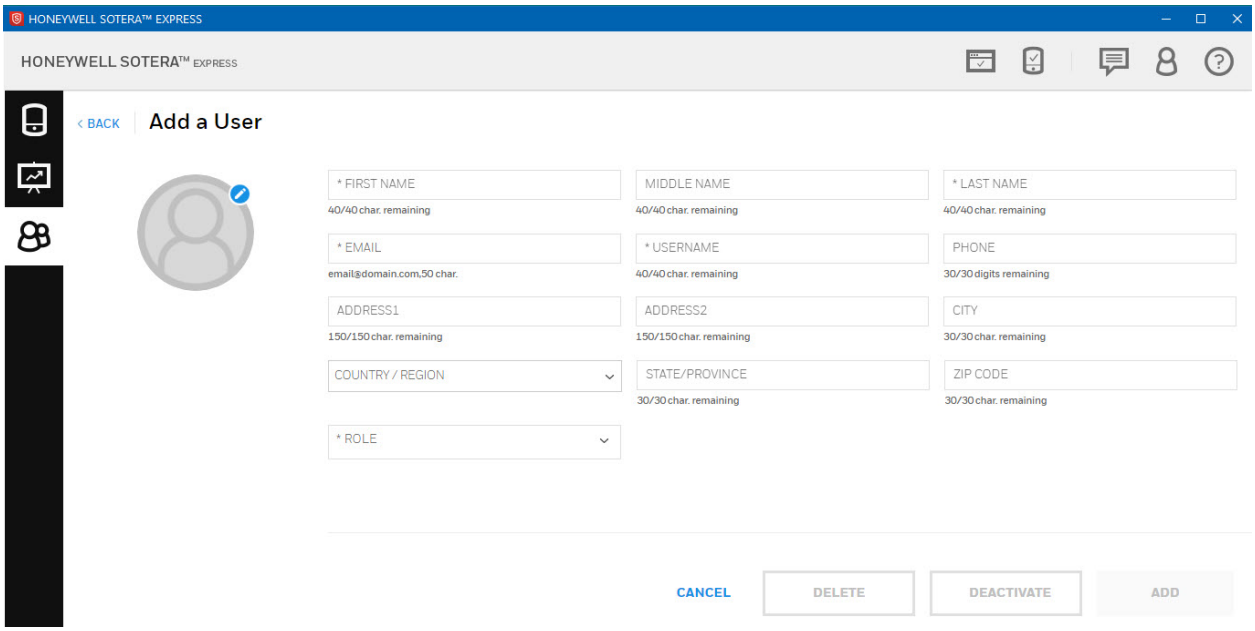
User Details is the default view. It shows each user according to filter settings, as well as all details defined in the Columns settings.

Activate User/Deactivate User gives control over who can be considered an active user. An active user is someone who has access to a device, whereas a deactivated user is not granted access (whether temporarily or permanently). A deactivated user can be re-activated.

Delete User is where you remove a user from the roster, such as when an employee leaves a company, is transferred elsewhere, etc. **Note:** If a user is deleted, their profile is deleted. This is permanent, so you cannot restore a deleted user to an active user status.

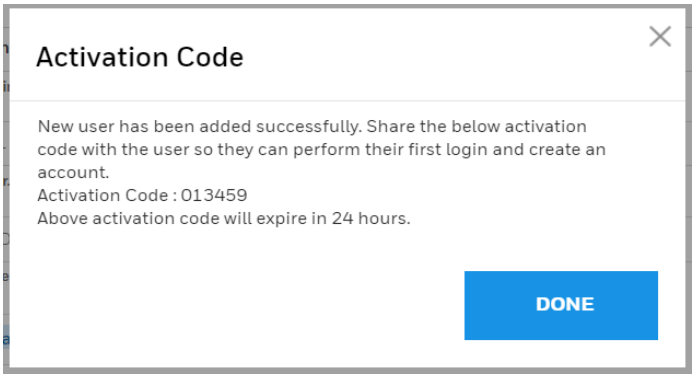
11.7.4. Add A User

Click the "+" button to open a page where you fill in information and create the profile for a new user.



You must provide a First Name, Last Name, Email address, and Username, plus you must select a role (or roles). All other information is optional. Once you have provided the necessary information and selected a role, "ADD" is highlighted. Click this to add the new user to the roster. If you do not want to save it, click "CANCEL."

After you add a new user, a message is shown that tells you the new user must provide an activation code during their first login.

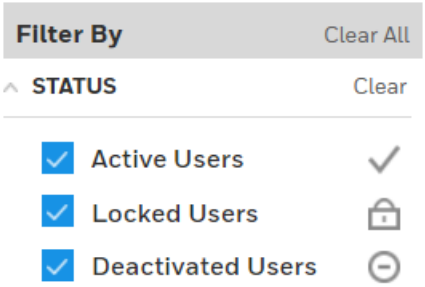


11.7.5. Filter By

There are several ways to filter the list on the screen. Under the column labeled "Filter by", are selectors for selecting what you see in the columns on the right. Above the filtering options is the number of devices shown.

11.7.5.1. Status

The status of a user can be used as a filter, so that, for example, only active users are included in the list, or only deactivated users are shown. You can clear a status type and associated information by clicking "Clear" or the "X" in the "Status" above the list.

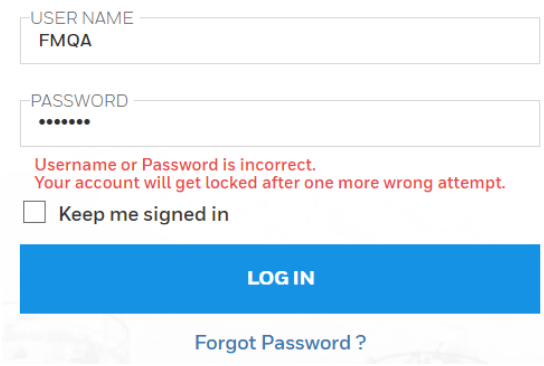


Active Users
An active user is one who is in the current roster of users who can participate in the system's use, and is associated with a role and an instrument. An active user's status can

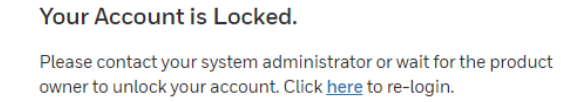
be changed to "deactivated" or the user can be deleted from the roster. **Note:** If you delete a user, the data cannot be recovered.

Locked Users
As a security feature, If a user tries to log in and provides an incorrect password three times, they are locked out and must contact the administrator to restore access.

When logging in, if an incorrect password is provided twice, this message is shown:

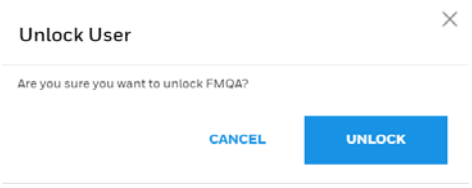


If three attempts are incorrect, then the user is locked out. This message is shown:



Someone with administrator privileges can unlock the user's status by pulling down the "Actions" menu and clicking "Unlock User."

This message is shown:



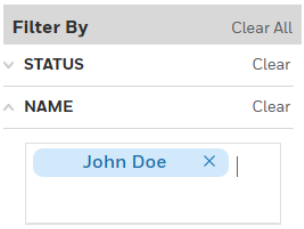
Click "UNLOCK" to unlock the user's status.

Deactivated Users
A deactivated user has a profile but is not included in the active roster. A deactivated user's status can be changed to "active" or the user can be deleted from the roster. **Note:** If you delete a user, the data cannot be recovered.

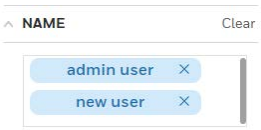
11.7.5.2. Name

Search for a user in the User List by name. Either type in a name or select one of the names in the list.

If a match is made, the person's name is then shown in the box:

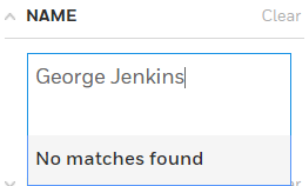


You can add multiple names to the filter by clicking in the box again and selecting a name. The name appears below the previously selected name.



- Click "Clear" to clear all names.
- Click "X" next to a person's name to clear them from the list.

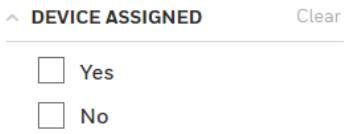
If you type a name and there is no match, then "No matches found" is shown.



As names are added to the filter, corresponding rows to the right are filled with each person's information. The columns are determined by the Columns setting.

11.7.5.3. Device Assigned

Filter by devices that are assigned or unassigned, or to see all (regardless of assignment), click both boxes.

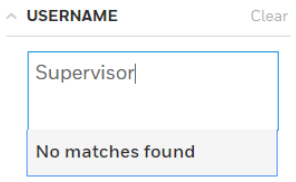


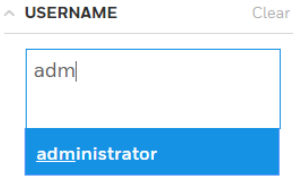
11.7.5.4. User Role

Each user must be assigned one or more roles. Click the appropriate box or boxes.

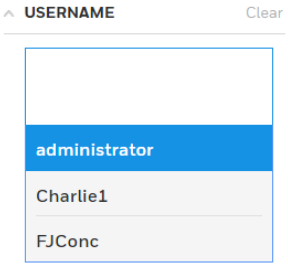
11.7.5.5. Username

Search by name for a Username in the Username List. Either type in a username or select one of the names in the list.

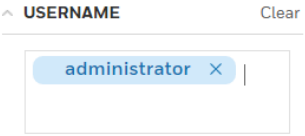




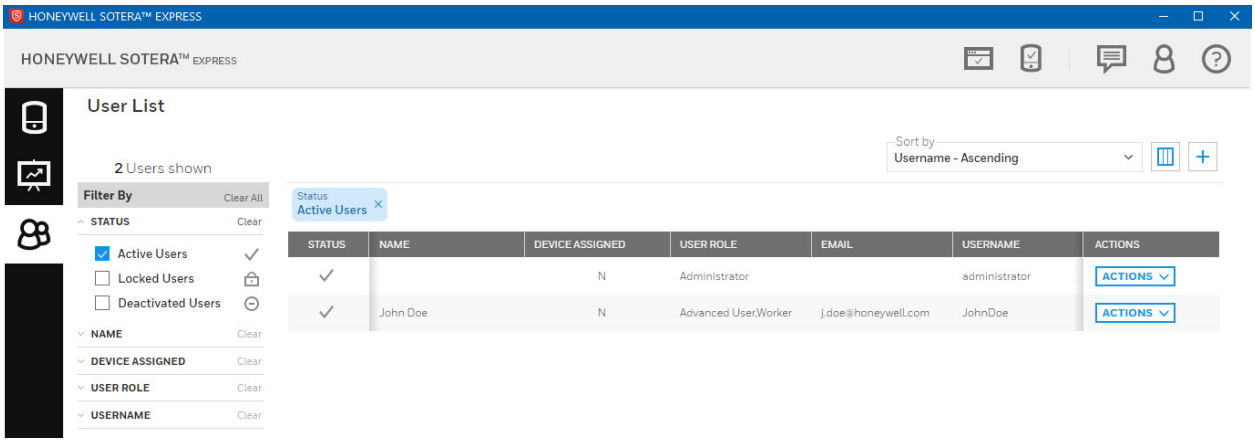
If a match is made, the username is then shown in the list:



Once you select a username, it shows in the box. It can be cleared by clicking "Clear" or the "X" next to the name.

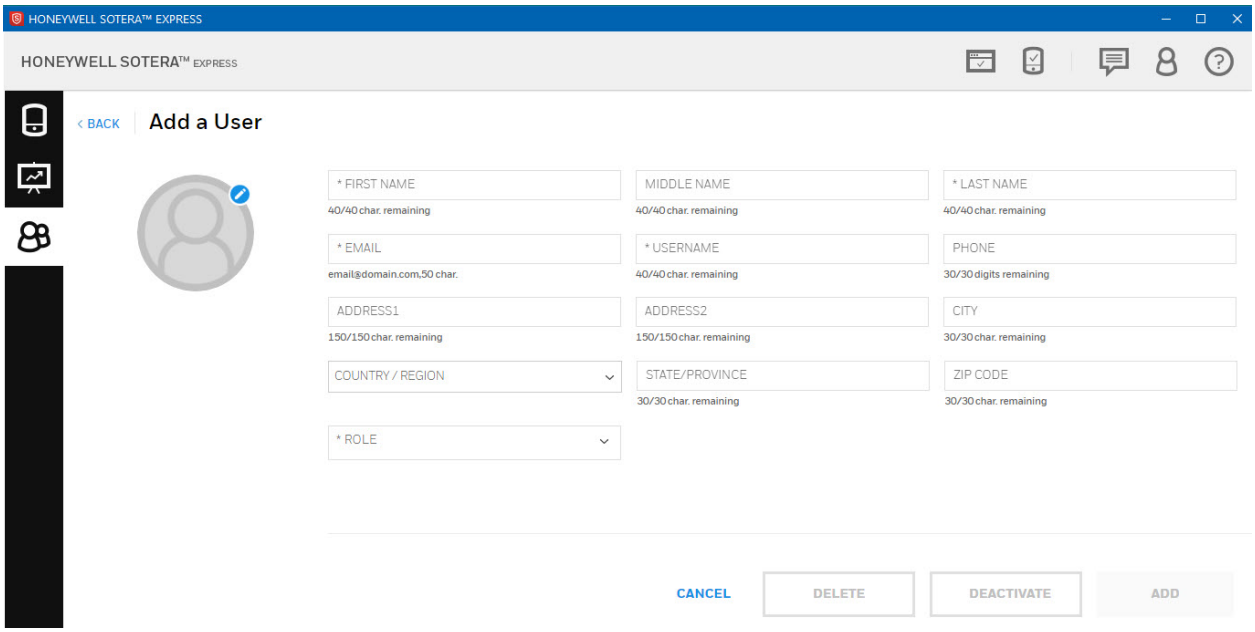


A selected username is shown above its row of information in the roster.



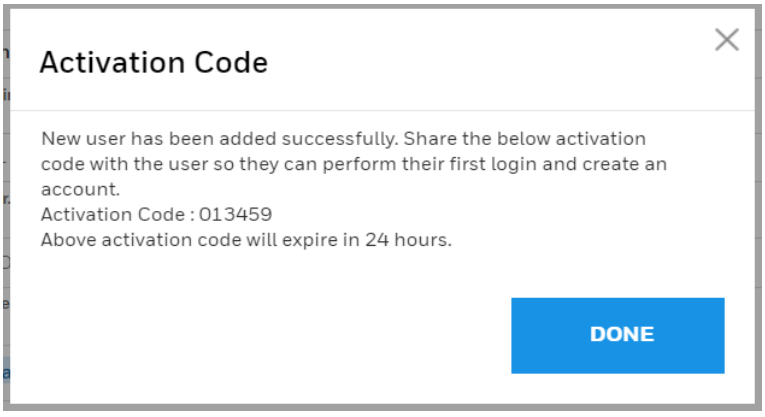
11.7.6. Add A User

Click the "+" button to open a page where you fill in information and create the profile for a new user.



You must provide a First Name, Last Name, Email address, and Username, plus you must select a role (or roles). All other information is optional. Once you have provided the necessary information and selected a role, "ADD" is highlighted. Click this to add the new user to the roster. If you do not want to save it, click "CANCEL."

After you add a new user, a message is shown that tells you the user must use an activation code during their first login.

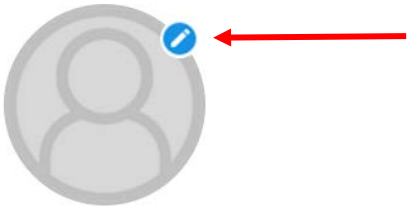


11.7.7. Profile Picture

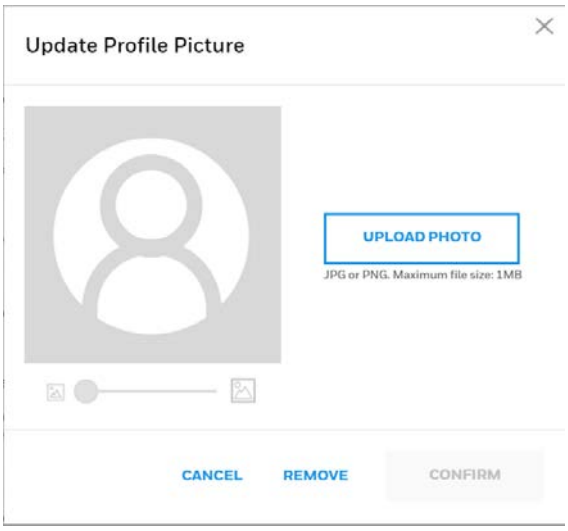
Click the icon to open the dialog for uploading an image for the profile. The image can be either a jpg or png file, but it must be less than 1MB.

To upload an image:

4. Click the blue button.



5. Click "UPLOAD PHOTO."
6. Locate an image on your computer and select it.
7. Click "Open."

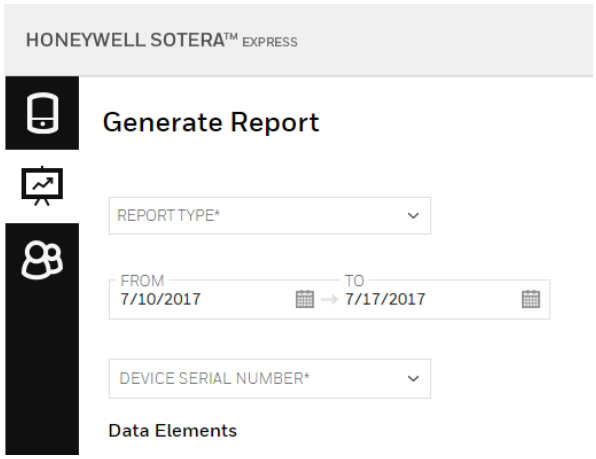


8. When the image appears, move it around with your mouse and/or change its size by adjusting with the slide control.
9. When you are satisfied, click "Confirm"

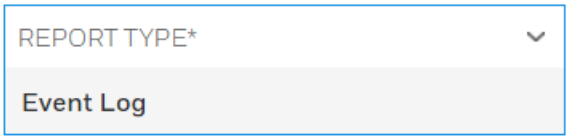
Note: Click "Cancel" if you decide not to change the picture, or "Remove" to remove an existing picture.

11.8. Generate Report

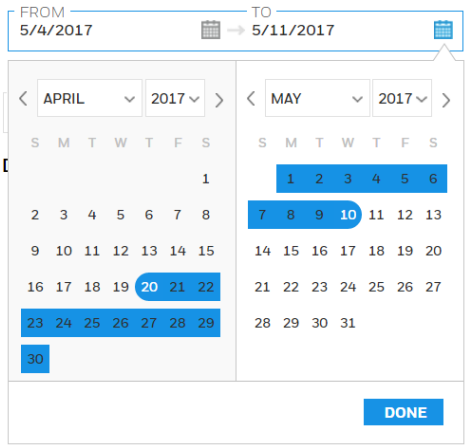
Generate a report on a device's activity by selecting a Report Type, From (start date), To (end date), and Device Serial Number.



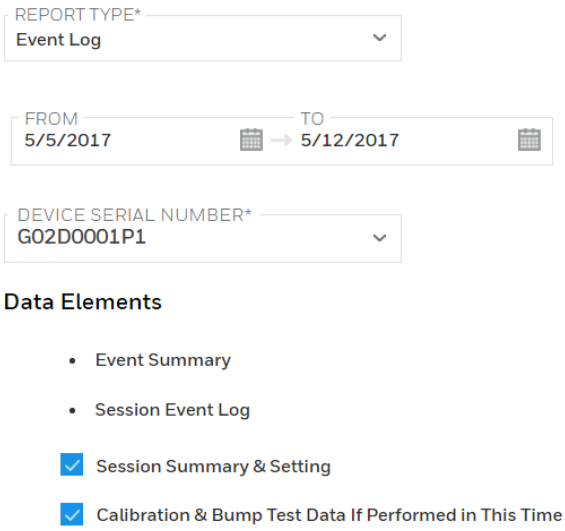
Select a Report Type:



Set your date range. **Note:** The maximum date range is one month.



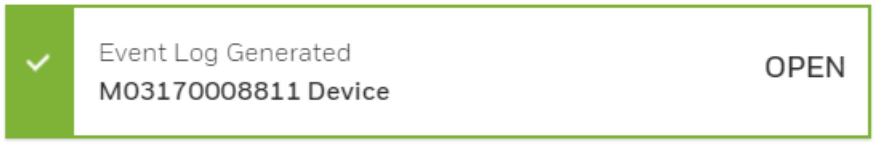
Next, select a device's serial number, followed by the Data Elements you want to include. Two can be selected or de-selected.



Click "GENERATE" to create a report based on your criteria.

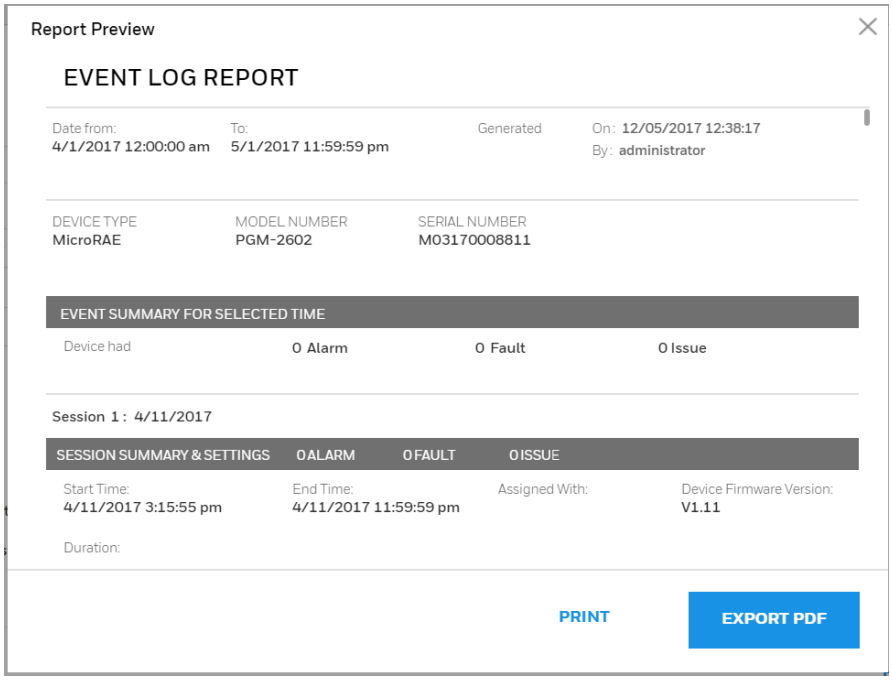
Note: If you click "RESET", it clears all fields.

When the Event Log Report is created, an alert appears, telling you that an event log report has been generated and is available. Click "OPEN" to view it.



The Event Log Report can be printed or exported to PDF format for later reference, emailing, etc.

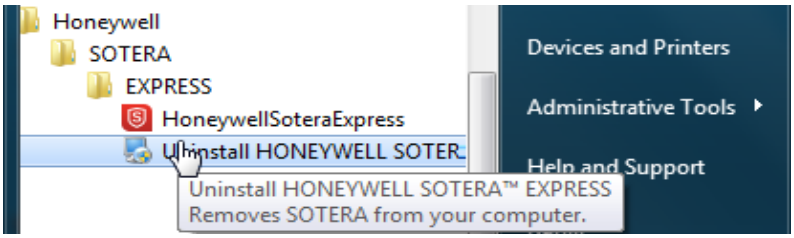
Note: The Event Log Report shows as a single page on the screen, but it is typically longer than one page (the scroll bar along the right side indicates multiple pages' worth of data). Therefore, if you are printing, make sure your printer has adequate paper to accommodate the document.



When you are done, click the "X" in the upper right corner to close the window.

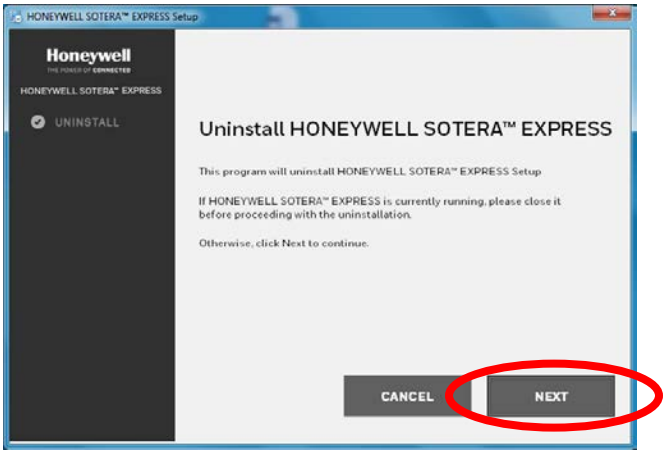
12. Uninstall HONEYWELL SOTERA™ – EXPRESS™

1. Navigate to All Programs > Honeywell > SOTERA > EXPRESS and **click** Uninstall HONEYWELL SOTERA™ EXPRESS to launch the uninstaller for HONEYWELL SOTERA™ - EXPRESS.

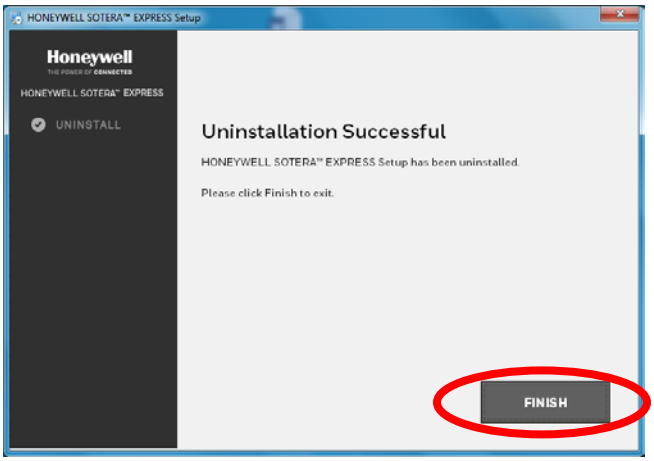


Note: In Windows 10, follow this path: Start > All Apps > HONEYWELL > Uninstall HONEYWELL SOTERA™ EXPRESS.

2. Click **NEXT** on the following screen.



3. Click **FINISH** once the installation is complete.

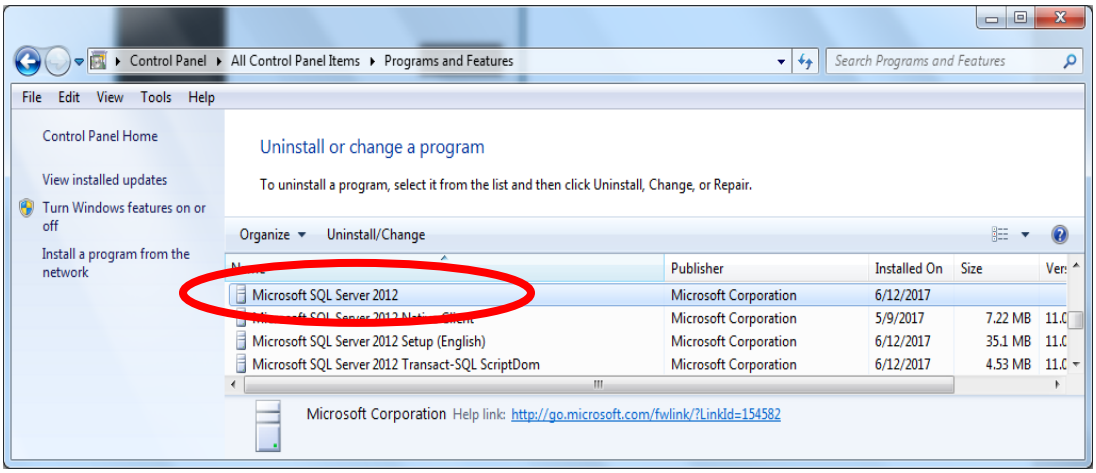


12.1. Delete Instrument Data (Optional)

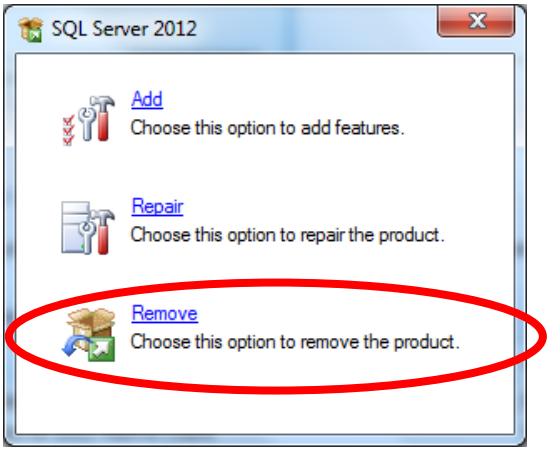
Perform the following steps only if you plan to delete all instrument data associated with HONEYWELL SOTERA™ - EXPRESS. Once these steps are performed, the data cannot be recovered.

12.1.1. Uninstall Microsoft SQL Server 2012

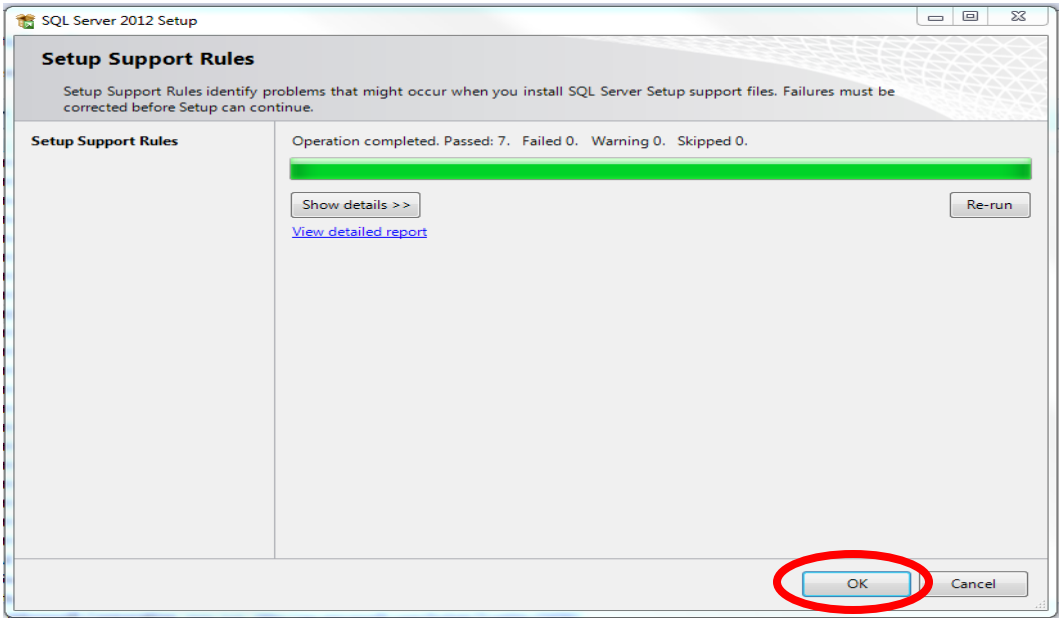
1. Navigate to Control Panel > Programs and Features, and double-click "Microsoft SQL Server 2012":



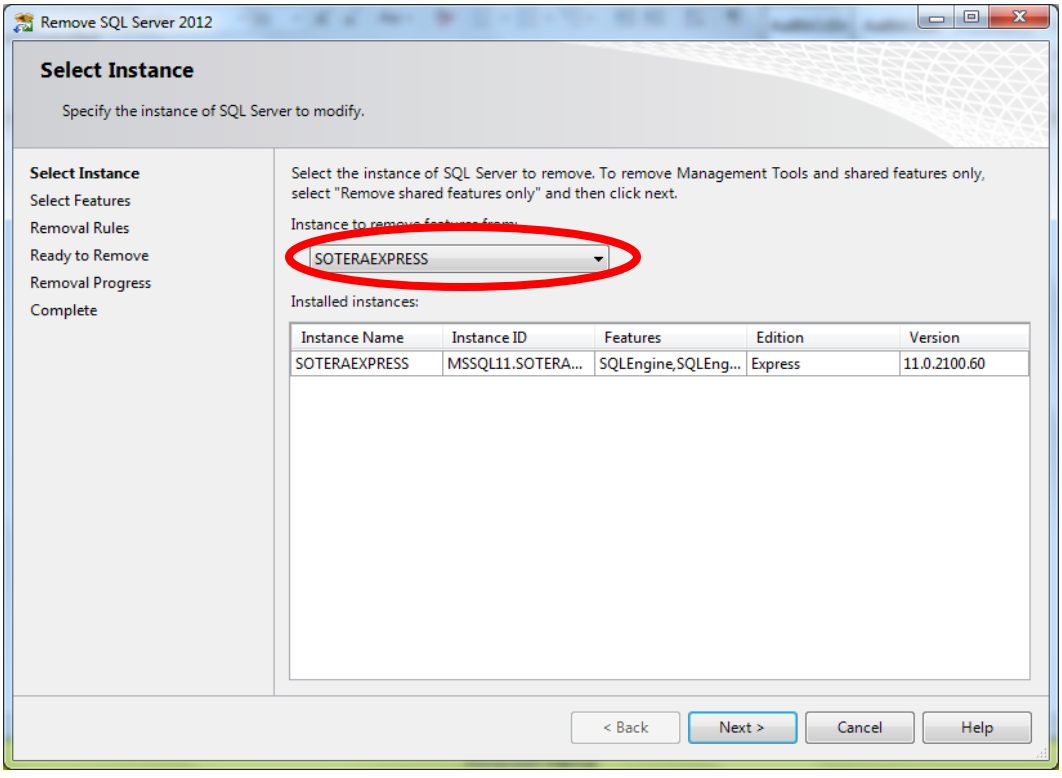
2. Click **Remove** to initiate the removal of Microsoft SQL Server 2012:



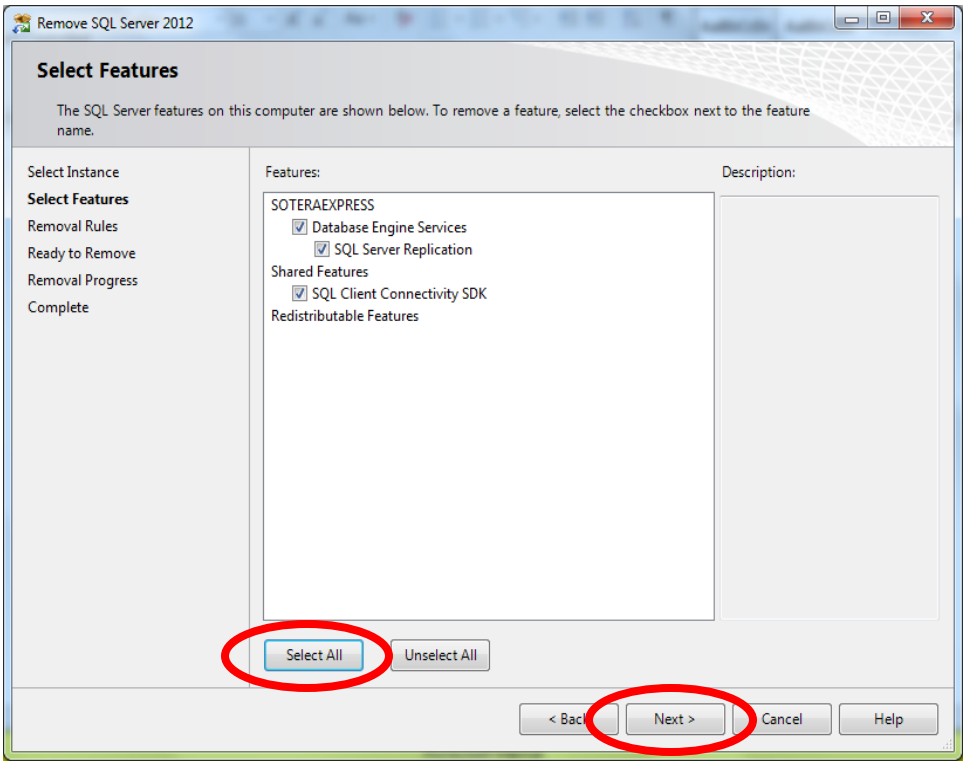
3. When the next screen is shown, click **OK**:



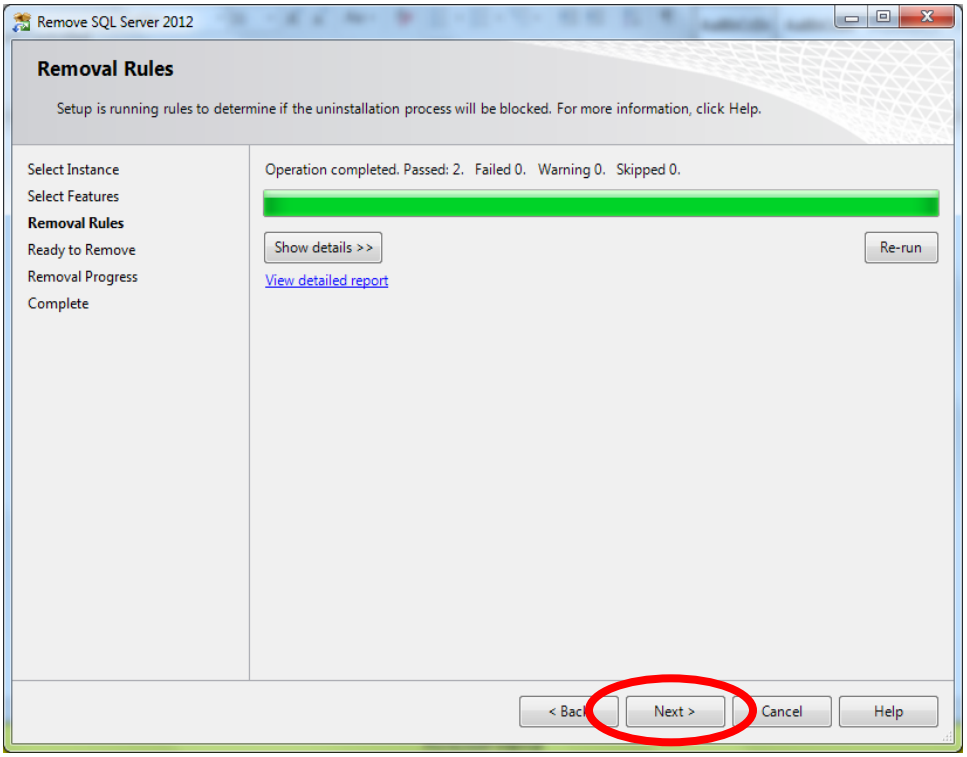
4. **Select** SOTERAEXPRESS from the drop-down menu, and click **Next**:



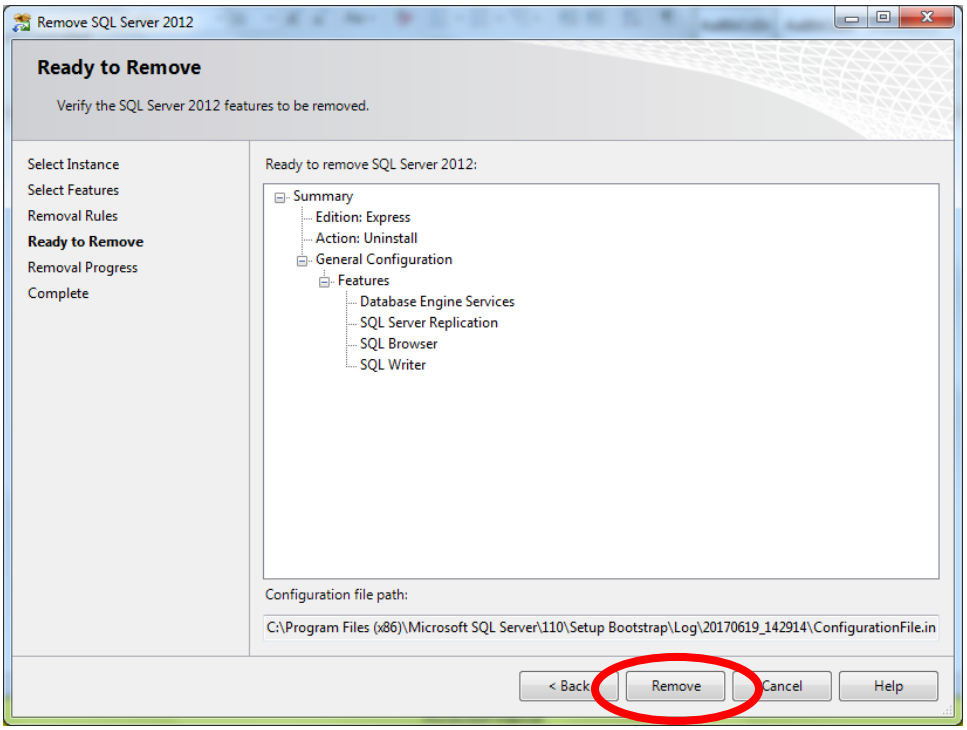
5. Click **Select All** followed by **Next**:



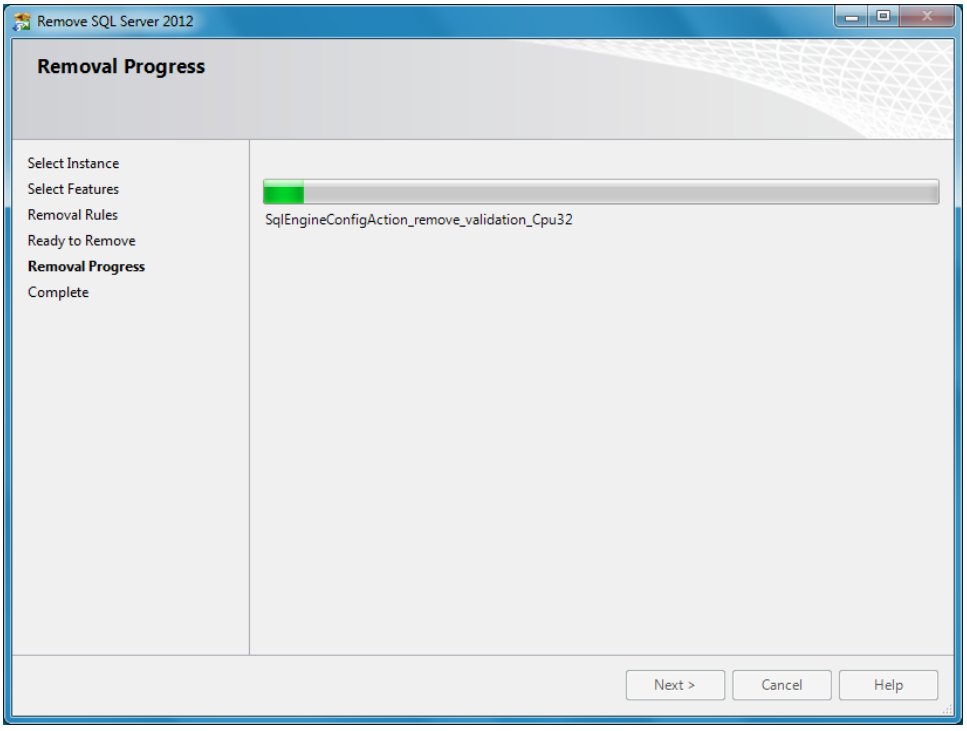
6. When the new screen appears, click **Next**:



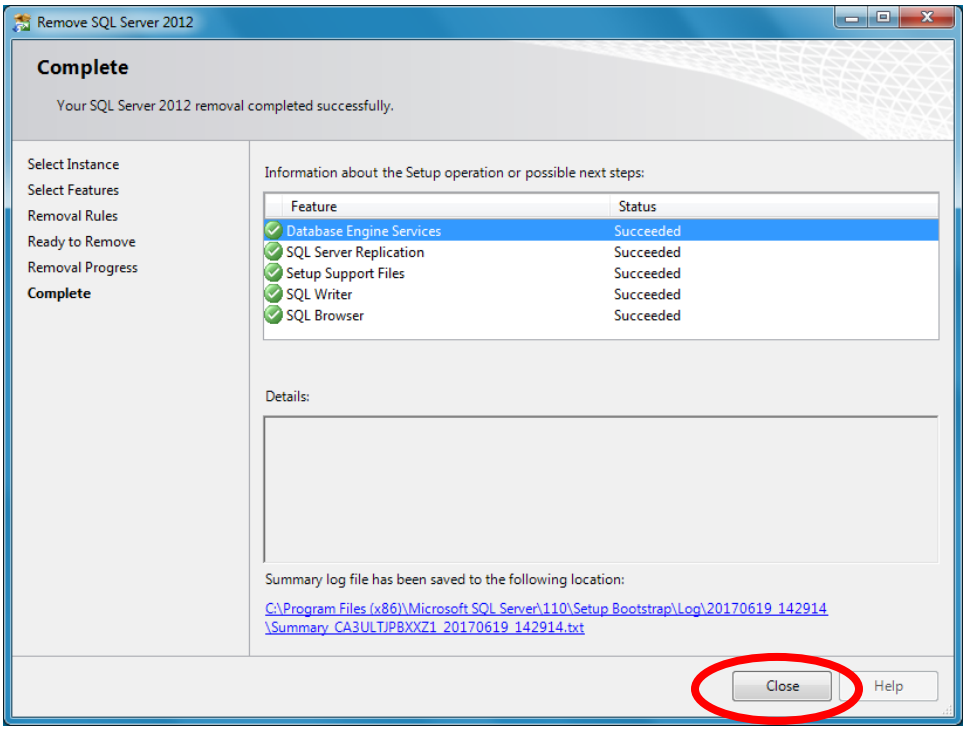
7. Click **Remove**:



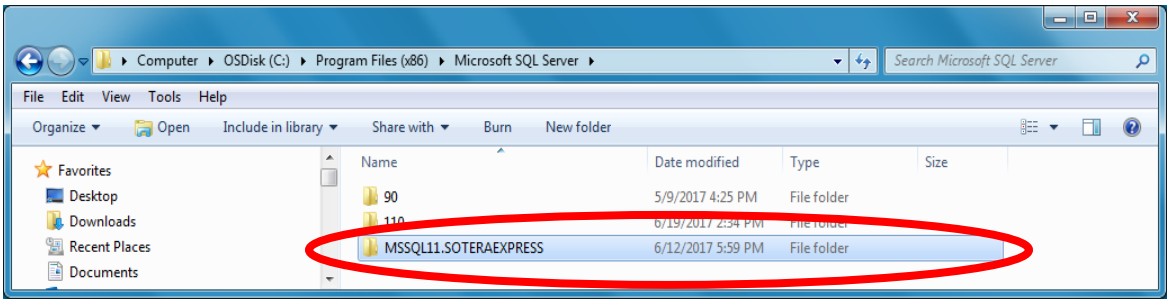
8. The removal progress is shown by a progress bar:



9. Click **Close** to complete the removal of the Microsoft SQL Server instance:



10. Finally, **delete** the folder MSSQL11.SOTERAEXPRESS. Go to C:\Program Files (x86)\Microsoft SQL Server, and delete the folder:



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