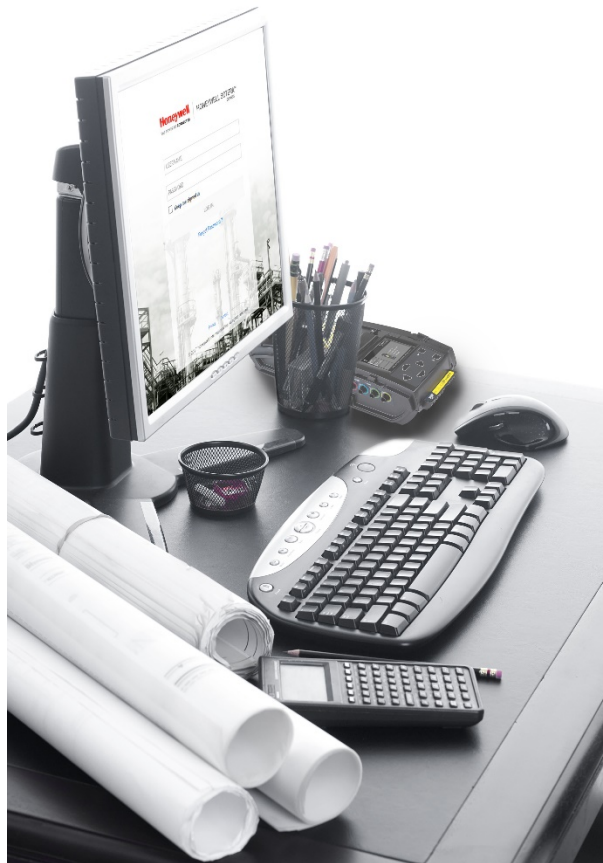




THE POWER OF **CONNECTED**

HONEYWELL SOTERA™ – EXPRESS*

USER GUIDE



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

Rev B
November 2017

HONEYWELL SOTERA™ - EXPRESS User Guide

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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

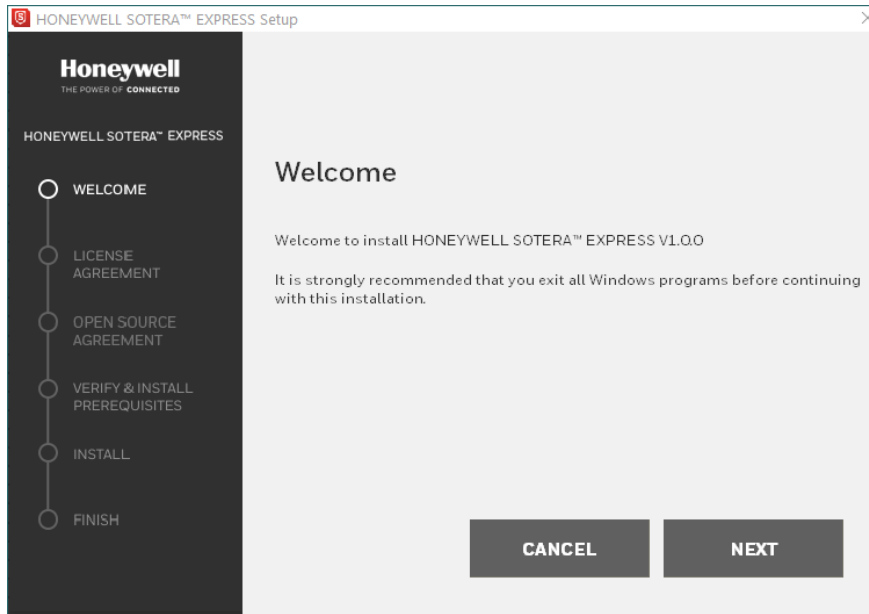
Operating System: Windows 7 (32-bit and 64-bit), and Windows 10 (64-bit)

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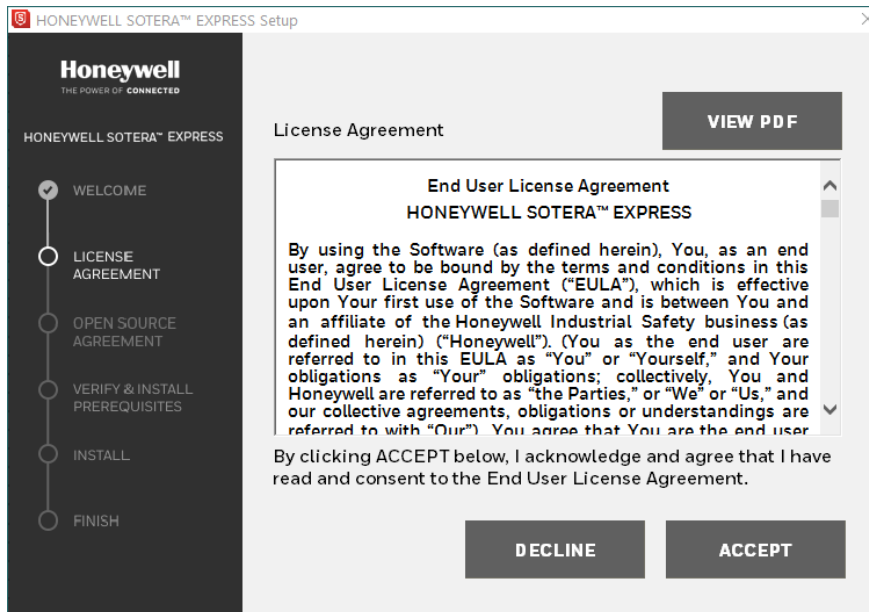
3. Installation

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:



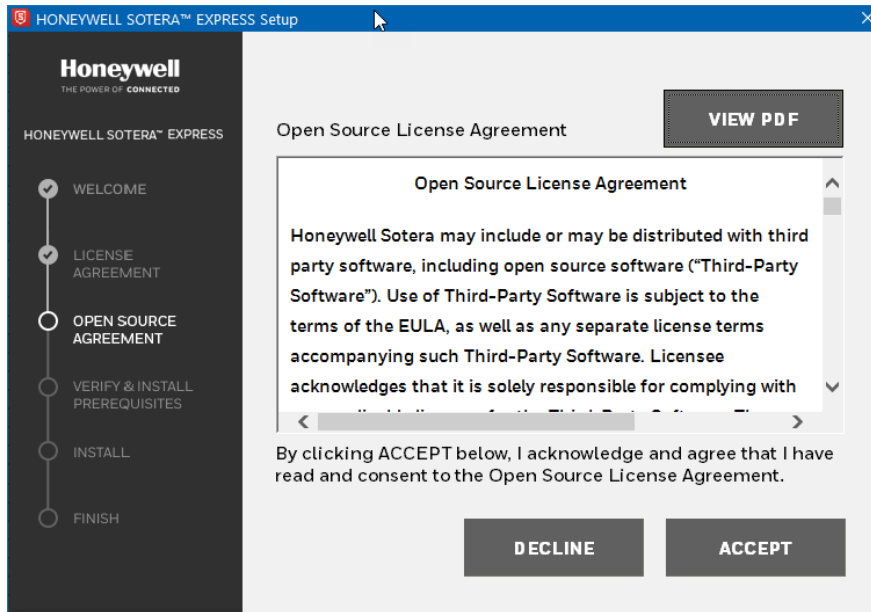
2. Click "Next."



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

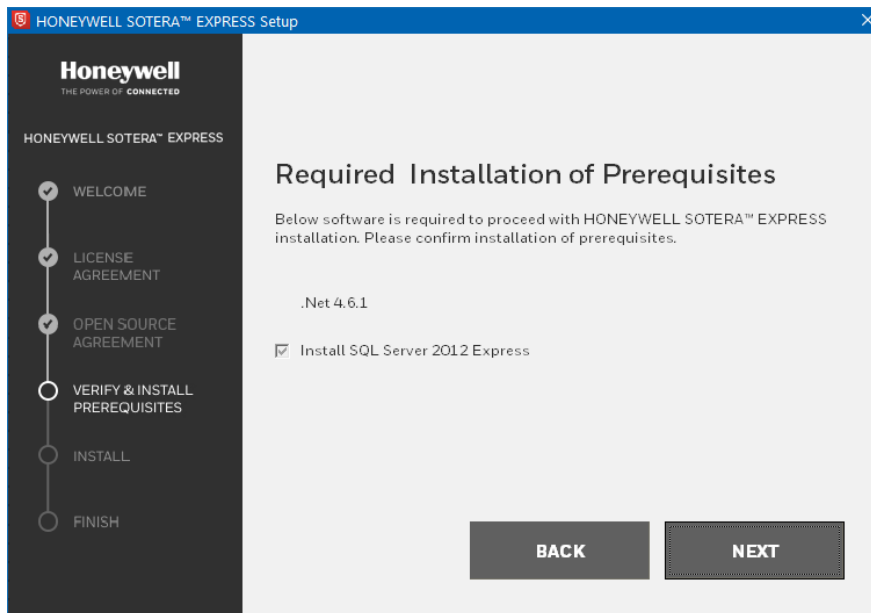
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Next, you see the Open Source License Agreement:



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

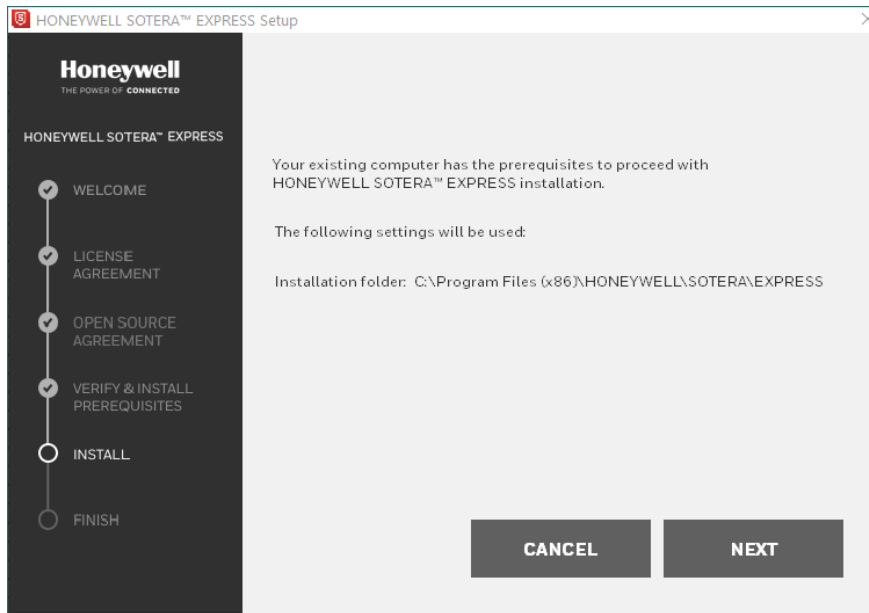
This page is shown:



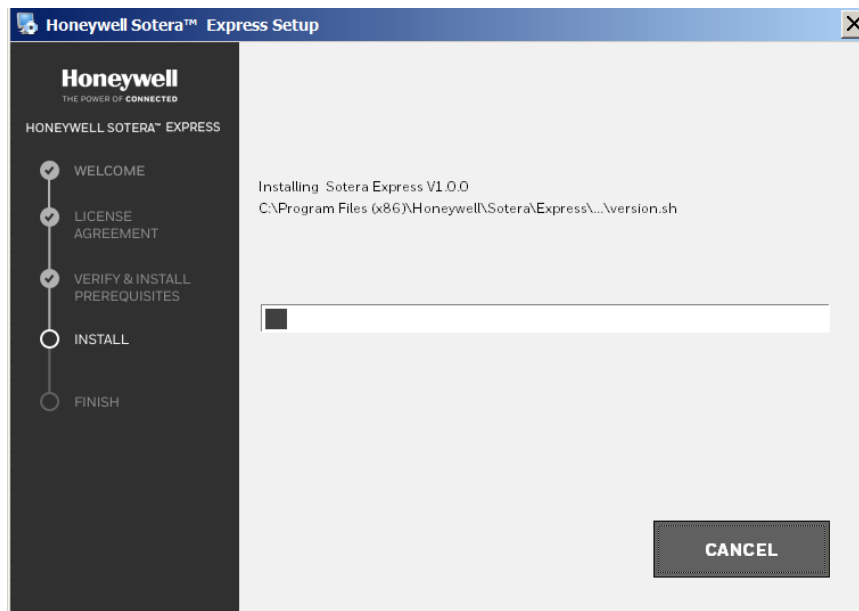
5. Click "Next" to start the installation process. Installation is automatic and takes several minutes.

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



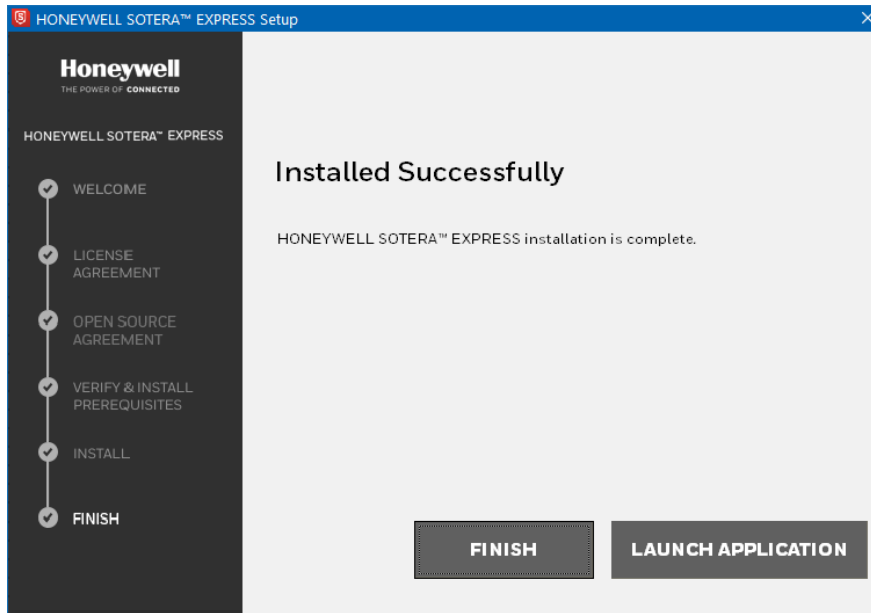
7. Click “Next” to begin the second part of installation.



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

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When the installation is complete, this window appears:



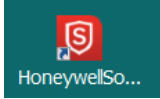
8. Click "Finish" and the installation is complete, and the program exits. Otherwise, click "Launch Application" to finish and then immediately launch HONEYWELL SOTERA™ - EXPRESS.

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

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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.

Legal Agreement

Please review the legal agreement and accept the terms & conditions in order to proceed.

The dialog box has a title bar and a scrollable text area. The title is 'End User License Agreement' followed by 'HONEYWELL SOTERA'. The text describes the EULA and the parties involved. At the bottom, there is a checkbox labeled 'I have read and accept the terms and condition'. Below the checkbox are two buttons: 'CANCEL' and 'ACCEPT'. At the very bottom, there are links for 'Privacy' and 'Contact', and a copyright notice: '© 2017 Honeywell International Inc. All right Reserved'.

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."

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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.

The screenshot shows the 'Activate Account' page for Honeywell SOTERA EXPRESS. At the top left is the Honeywell logo with the tagline 'THE POWER OF CONNECTED'. To its right is the text 'HONEYWELL SOTERA™ EXPRESS'. The main heading is 'Activate Account'. Below this are three input fields: 'CREATE USERNAME' with the value 'administrator', 'CREATE PASSWORD' with an eye icon, and three dropdown menus for 'PLEASE SELECT SECURITY QUESTION #1', '#2', and '#3'. To the right of the password field, there is a list of password requirements: 'Password must have a minimum of 8 characters.', 'Password must have a combination of all 4 attributes:', '- Upper case', '- Lower case', '- Numbers - 0123456789', and '- Special characters !@#\$%^&*()'. At the bottom, there are links for 'Privacy' and 'Contact', and a copyright notice: '© 2017 Honeywell International Inc. All right reserved'. The background of the form is a faded image of an industrial facility.

Be sure to scroll down and complete the process.

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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: ! @ # \$ % ^ * ()

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

The screenshot shows the 'Activate Account' page for Honeywell SOTERA™ - EXPRESS. At the top, the Honeywell logo is on the left, and the product name is on the right. Below the header, the 'Activate Account' section contains several input fields: a text field for a security answer (filled with 'Eisenhower'), a dropdown menu for a security question (labeled 'What was your childhood phone number including area code?'), another text field for a security answer (filled with '4084461105'), and a captcha field (filled with 'pUdNpF'). A 'Required fields' note is present. Below the inputs are 'CLEAR FORM' and 'CONTINUE' buttons. At the bottom, there are links for 'Privacy' and 'Contact', and a copyright notice: '© 2017 Honeywell International Inc. All right reserved'.

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.

The screenshot shows the 'Register Your Software' page. It starts with a heading 'Register Your Software' and a sub-heading 'Congratulations! You have successfully installed HONEYWELL SOTERA™ EXPRESS.' Below this, a paragraph explains the benefits of registration: 'Please register to receive future updates, complimentary product information, customer support, latest firmware notifications, one click firmware update etc.' The registration form includes several input fields: a text field for 'COMPANY NAME' (filled with 'Honeywell'), a text field for 'FIRST NAME' (filled with 'George'), a text field for 'LAST NAME' (filled with 'Orr'), a text field for 'ADDRESS LINE 1' (filled with '16712 Dobson Ave.'), and a text field for 'ADDRESS LINE 2'. Character counts are shown next to each field: '91/100 char. remaining' for company name, '34/40 char. remaining' for first name, '37/40 char. remaining' for last name, '133/150 char. remaining' for address line 1, and '150/150 char. remaining' for address line 2. A blue 'REGISTER' button is at the bottom right.

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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 (*).

Register Your Software

Congratulations!
You have successfully installed HONEYWELL SOTERA™ EXPRESS.

Please register to receive future updates, complimentary product information, customer support, latest firmware notifications, one click firmware update etc.

* POSTAL/ZIP CODE
60473
25/30 char. remaining

* STATE
Illinois, IL

Contact information

* CONTACT EMAIL
george.orr@honeywell.com
email@domain.com, 50 char.

* PHONE NUMBER
6501852133
20/30 digits remaining

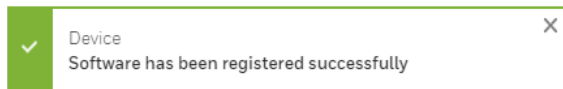
WEBSITE
http://abc.com, 200 char

* INDUSTRY
Industrial

REGISTER

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.

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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.

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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.

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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:

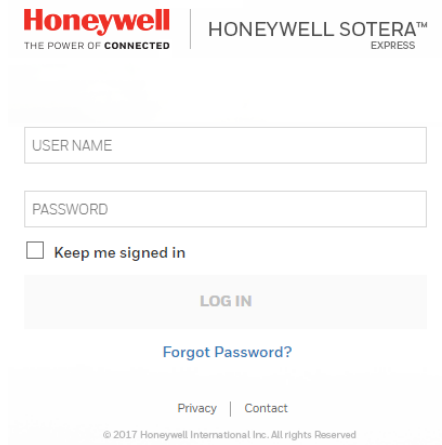
Note: There are four access levels. The following sections cover the Administrator level, since it has the greatest functionality. For more information on roles and access levels, refer to page 22.

Type the User Name and Password, and click “OK.”

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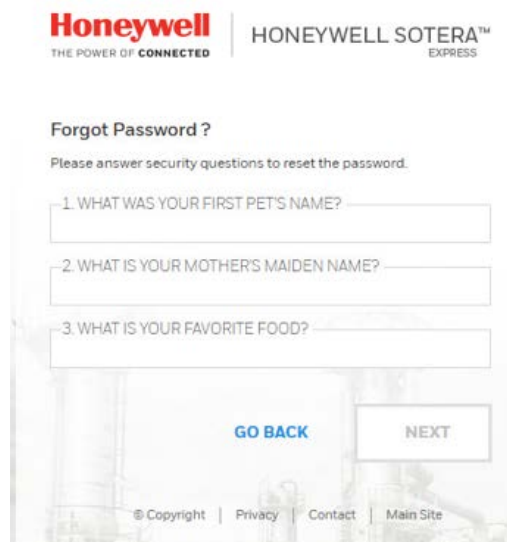
8. Logging In

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.



The screenshot shows the login interface for Honeywell SOTERA™ - EXPRESS. At the top left is the Honeywell logo with the tagline 'THE POWER OF CONNECTED'. To its right is the text 'HONEYWELL SOTERA™ EXPRESS'. Below the logo, there are two input fields: 'USER NAME' and 'PASSWORD'. Under the password field is a checkbox labeled 'Keep me signed in'. A large, light gray button labeled 'LOG IN' is centered below the inputs. Below the button is a blue link that says 'Forgot Password?'. At the bottom, there are links for 'Privacy' and 'Contact', and a small copyright notice: '© 2017 Honeywell International Inc. All rights Reserved'.

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



The screenshot shows the 'Forgot Password?' page. At the top is the Honeywell logo and 'HONEYWELL SOTERA™ EXPRESS'. The heading 'Forgot Password?' is followed by the instruction 'Please answer security questions to reset the password.' Below this are three numbered security questions, each with a text input field: '1. WHAT WAS YOUR FIRST PET'S NAME?', '2. WHAT IS YOUR MOTHER'S MAIDEN NAME?', and '3. WHAT IS YOUR FAVORITE FOOD?'. At the bottom of the form area are two buttons: 'GO BACK' in blue and 'NEXT' in a light gray box. The footer contains links for '© Copyright', 'Privacy', 'Contact', and 'Main Site'.

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.

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

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

The screenshot displays the HONEYWELL SOTERA™ EXPRESS interface. The top header shows the application name and user profile. The sidebar on the left contains navigation icons for Devices, List View, Templates, and a Help button. The main content area shows the 'Devices' section with 'List View' selected. A filter sidebar on the left allows filtering by Connection (Connected, Not Connected), Status, Serial Number, and Devices. The main table lists 154 devices, sorted by 'Last Communication - Ascending'. The table columns are: CONNECTION, SERIAL NUMBER, PRODUCT NAME, MODEL NUMBER, ASSIGNED TO, LAST COMMUNICATION, and ACTIONS. The table shows a list of devices with their respective serial numbers, product names, model numbers, and last communication times. Each row has an 'ACTIONS' button.

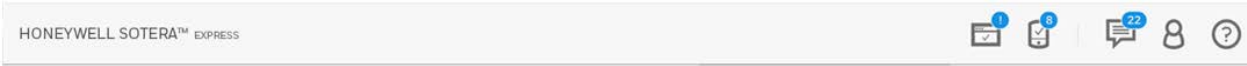
CONNECTION	SERIAL NUMBER	PRODUCT NAME	MODEL NUMBER	ASSIGNED TO	LAST COMMUNICATION	ACTIONS
Connected	G02D0001P1	ToxiRAE Pro PID	PGM-1800		5/10/2017 11:39:26 am	ACTIONS
Connected	M03100055611	MicroRAE	PGM-2600		5/10/2017 11:39:26 am	ACTIONS
Connected	M03100068011	MicroRAE	PGM-2600		5/10/2017 11:39:26 am	ACTIONS
Connected	M03170008811	MicroRAE	PGM-2602		5/10/2017 11:39:26 am	ACTIONS
Connected	M031B2000021	MicroRAE	PGM-2600		5/10/2017 11:39:26 am	ACTIONS
Connected	M031B2000201	MicroRAE	PGM-2600		5/10/2017 11:40:04 am	ACTIONS
Connected	MCB3Z115Q6	MultiRAE Pro	PGM-6248		5/10/2017 12:00:58 pm	ACTIONS
Connected	MCB3Z076Q9	MultiRAE Pro	PGM-6248		5/10/2017 12:00:58 pm	ACTIONS
Connected	MCB3Z000Q3	MultiRAE Pro	PGM-6248		5/10/2017 12:00:58 pm	ACTIONS
Connected	MCB30046Q8	MultiRAE Pro	PGM-6248		5/10/2017 12:00:58 pm	ACTIONS

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

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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.

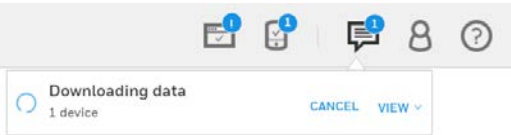


9.3. Download Status

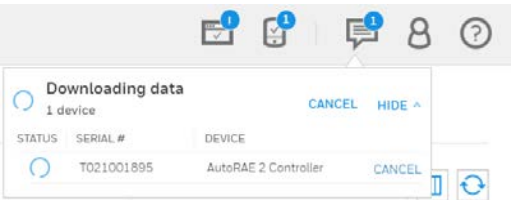
Download Status shows whether updates are being downloaded. If a number is shown, it indicates the number of downloads pending. If there is no number and you click on the icon, a message says, “No download in progress”.



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

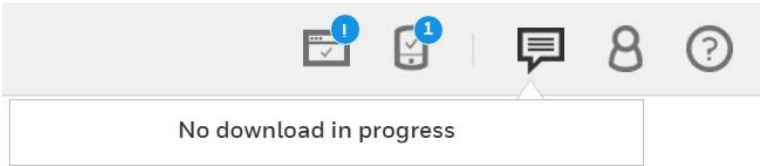


For more information, click “VIEW”:



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



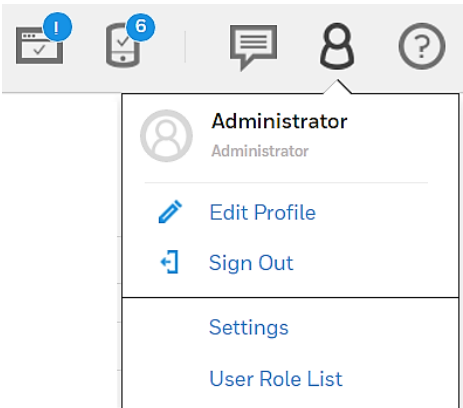
Note: When a download is in progress, performing an action with a device will not work. You can perform other activities, however.

9.4. Role Information

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

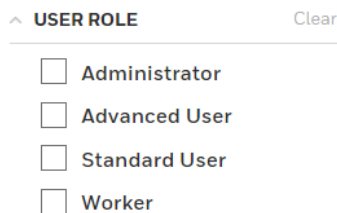


Click the icon to view the role's name, as well as to Edit Profile, Sign Out, review/change Settings, or view the User Role List.



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.



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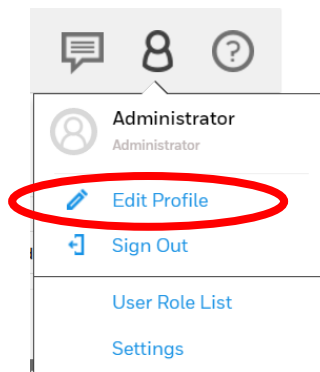
9.4.1.1. Role Names And Access Levels

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.

A screenshot of the Honeywell Soteria Express user profile page. The page title is 'HONEYWELL SOTERA™ EXPRESS'. On the left, there is a sidebar with icons for a mobile device, a monitor, and a person. The main content area shows the user's profile. At the top, there is a circular profile picture placeholder with a blue checkmark and the text 'Active' and '[0] Devices assigned'. Below this, there are several input fields for personal information: 'FIRST NAME' (Frank), 'MIDDLE NAME', 'LAST NAME' (Smith), 'EMAIL' (fsmith@knoxgas.com), 'USERNAME' (administrator), 'PHONE' (2193028183), 'ADDRESS1' (2 Gasworks St.), 'ADDRESS2', 'CITY' (North Judson), 'COUNTRY / REGION' (USA (United States of America)), 'STATE' (Indiana, IN), and 'ZIP CODE' (46367). Each field has a character count remaining. Below the personal information, there is a 'Change Password' section with 'CURRENT PASSWORD' and 'NEW PASSWORD' fields, each with a character count. To the right of these fields, there is a list of password requirements: 'Password must have a minimum of 8 characters.', 'At least one character from all the following types: Upper case, Lower case, Number: 0123456789, Special character (!@#\$%^&*())', and 'Must not match the last 5 passwords used.' At the bottom, there is an 'Update Security Questions' section with three questions and their answers: 'What was your first pet's name?' (Scooter), 'What school did you attend for sixth grade?' (Schrader), and 'What was your childhood phone number includi...' (4084461105). At the bottom right, there are 'CANCEL' and 'UPDATE' buttons.

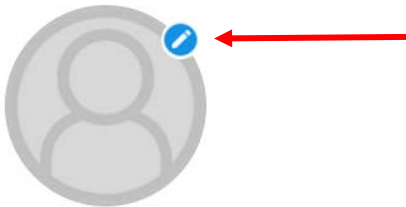
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9.4.2.1. Update Profile Picture

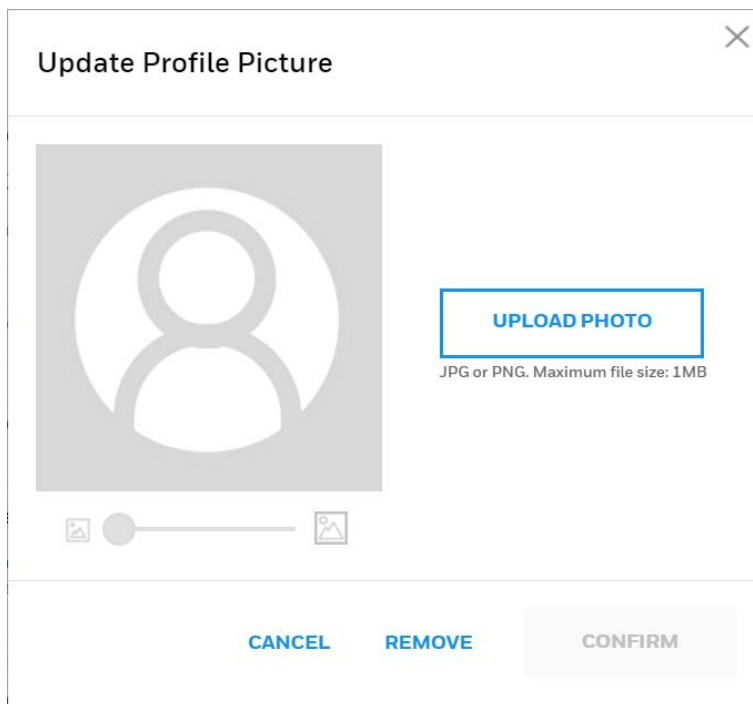
Click the icon to open the dialog for uploading an image for the profile. The image can be either a jpg or png file, but it must be less than 1MB.

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.

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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.

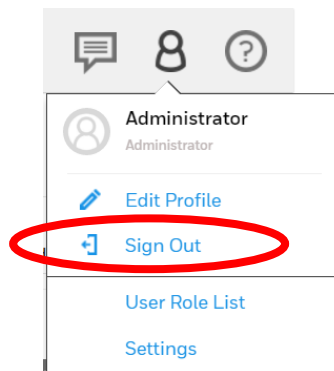
9.4.2.4. Update Security Questions

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

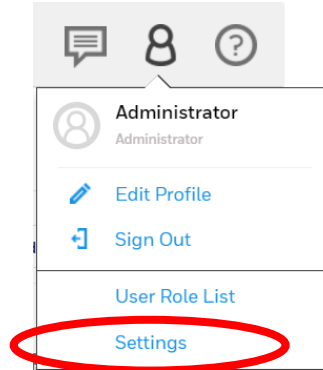
Click here to sign out. **Note:** If you sign out, you will have to sign in again for access to HONEYWELL SOTERA™ - EXPRESS.



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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.

A screenshot of the 'System Setting' page in the HONEYWELL SOTERA™ EXPRESS application. The page has a blue header bar with the application name and a navigation sidebar on the left. The main content area is divided into several sections. The 'System Setting' section displays system information: SYSTEM NAME (CA3ULTGM...), IP ADDRESS (129.17.146.56), MAC ADDRESS (D4-81-D7-94-DD-6F), SOFTWARE VERSION (V1.0.0), and BUILD DATE (7/13/2017 10:27:49 pm). The 'Product Services' section includes checkboxes for 'RAE' and 'BW', each with a 'SERVICE PORT' input field and an 'Allow Dock Discovery' checkbox. Below these are buttons to 'Add AutoRAE Controller for manual detection' and 'Add IntelliDoX for manual detection'. The 'Service Ports' section contains input fields for 'WEB SERVER PORT' (9108), 'APP SERVER PORT' (9100), and 'DB SERVER PORT' (9106). The 'Local Settings' section has a 'MEASUREMENT UNITS' dropdown menu set to 'Microrem'. At the bottom right, there are three buttons: 'RESTORE DEFAULTS', 'UNDO CHANGES', and 'SAVE'.

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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.

Product Services

☒ RAE

RAE SERVICE PORT

9103

0/4 digits remaining

☐ Allow Dock Discovery

Add AutoRAE Controller for manual detection

BW SERVICE PORT

9104

0/4 digits remaining

☐ Allow Dock Discovery

Add Intellidox for manual detection

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.

Product Services

☒ RAE

RAE SERVICE PORT

9103

0/4 digits remaining

☐ Allow Dock Discovery


Add AutoRAE Controller for manual detection

IP ADDRESS

xxx.xxx.xxx.xxx

PORT

4/4 digits remaining



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9.4.4.2. Service Ports

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

Service Ports

WEB SERVER PORT 8080	APP SERVER PORT 9100 0/4 digits remaining
DB SERVER PORT 9106 0/4 digits remaining	

9.4.4.3. Local Settings

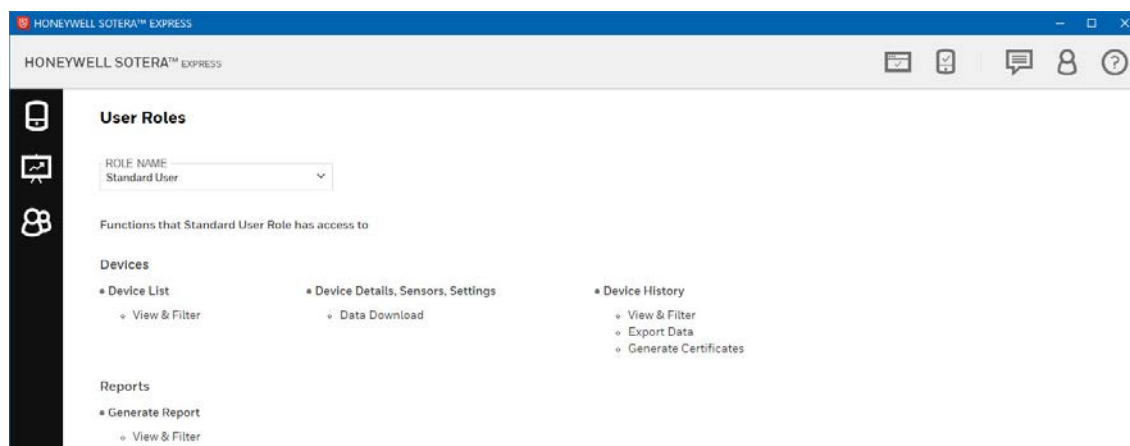
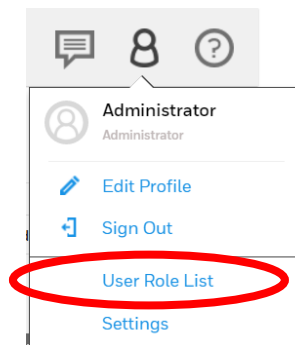
Local Settings include Measurement Units.

Local Settings

MEASUREMENT UNITS Microrem ▼

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.



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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

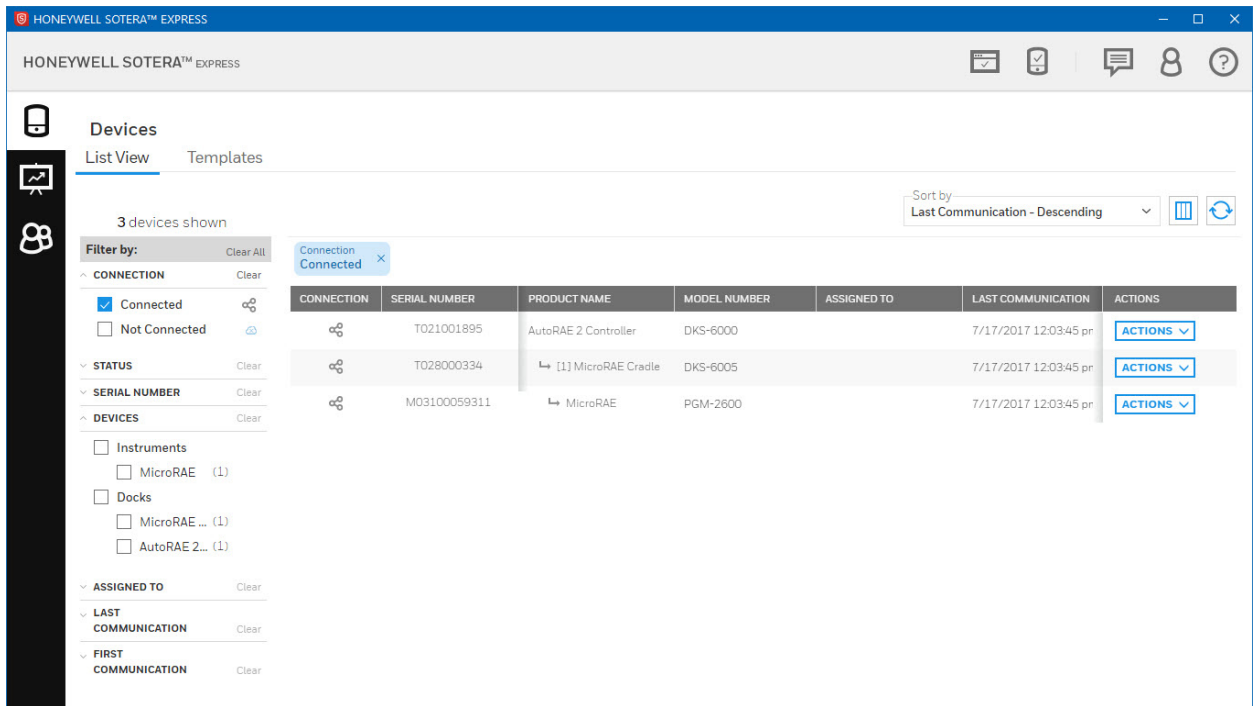
Here is the hierarchy of functions in HONEYWELL SOTERA™ - EXPRESS:

 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	

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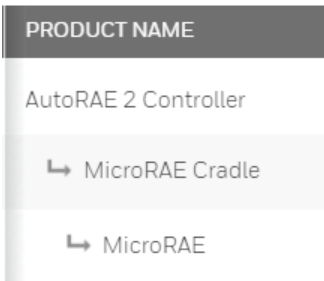
10.1. Devices

When you select “Devices,” the main screen is shown, with 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.



The cradle or docking station is connected to the controller.

The instrument is associated with the cradle or docking station.

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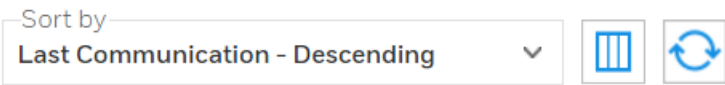
If a controller is connected to multiple docks or cradles, and if there are multiple instruments, the hierarchy is extended to reflect the relationships.

PRODUCT NAME
AutoRAE 2 Controller
↳ MicroRAE Cradle
↳ MicroRAE
↳ MultiRAE (Pumped) Cr
↳ MultiRAE Pro
↳ QRAE 3 Cradle
↳ QRAE 3

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

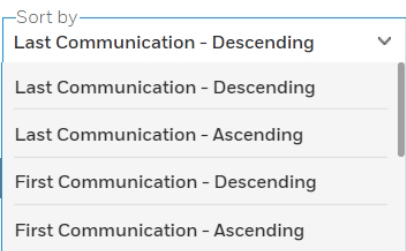
10.1.2. Sorting And Organization

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.

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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.

Columns

☐ Connection

☐ Serial Number

☒ Product Name

☒ Model Number

☒ Assigned To

☐ First Communication

☒ Last Communication

☒ Status

CANCEL DONE

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

List View Templates

14 devices shown

Filter by: Clear All

Connection Connected

CONNECTION Clear

☒ Connected

☐ Not Connected

5 devices shown

Filter by: Clear All

Connection 2 Selected

CONNECTION Clear

☒ Connected

☒ Not Connected

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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.

2 devices shown

Filter by: Clear All

CONNECTION

Clear

☒ Connected

☒ Not Connected

STATUS

Clear

SERIAL NUMBER

Clear

DEVICES

Clear

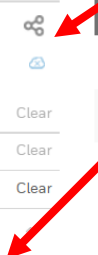
☒ Instruments

☒ MicroRAE (2)

Connection 2 Selected X

Devices MicroRAE X

CONNECTION	SERIAL #	PRODUCT NAME	MODEL NUMBER
	M03100059311	MicroRAE	PGM-2600
	M031B2000021	MicroRAE	PGM-2600



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.

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^ SERIAL NUMBER Clear

Search for devices

^ SERIAL NUMBER Clear

G02D0001P1

M03100059311

M031B2000021

Your choice is shown in the box.

^ SERIAL NUMBER Clear

M031B2000021 x

You can select multiple serial numbers, too:

^ SERIAL NUMBER Clear

M031B2000021 x



T021001895 x

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


1 device shown

Filter by: Clear All

^ CONNECTION Clear

☒ Connected 
☒ Not Connected 

^ STATUS Clear


☐ Archived 

^ SERIAL NUMBER Clear

G02D0001P1 x

Connect: 2 Selected x



Serial Number: G02D0001P1 x

CONNECTION	SERIAL #	PRODUCT NAME	MODEL NUMBER	ASSIGNED TO	LAST COMMUNICATION	ACTIONS
	G02D0001P1	ToxiRAE Pro PID	PGM-1800		4/18/2017 5:06:44 pm	<div>ACTIONS</div>


2 devices shown

Filter by: Clear All

^ CONNECTION Clear

☒ Connected 
☒ Not Connected 

^ STATUS Clear

☐ Archived 



^ SERIAL NUMBER Clear

G02D0001P1 x

T021001895 x

Connect: 2 Selected x

Serial Number: 2 Selected x

CONNECTION	SERIAL #	PRODUCT NAME	MODEL NUMBER	ASSIGNED TO	LAST COMMUNICATION	ACTIONS
	G02D0001P1	ToxiRAE Pro PID	PGM-1800		4/18/2017 5:06:44 pm	<div>ACTIONS</div>
	T021001895	AutoRAE 2 Controller	DKS-6000		4/18/2017 5:06:44 pm	<div>ACTIONS</div>

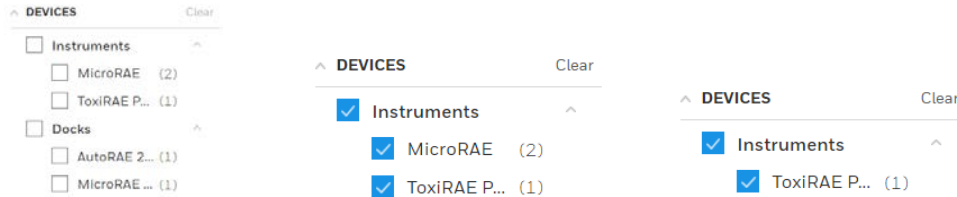
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You can clear all of the selections by clicking "Clear" or you can select which ones you want to clear by clicking on the "X" in an individual tag.

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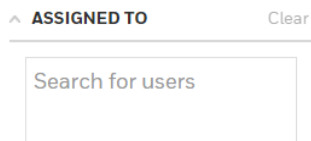
11.2. Devices

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.



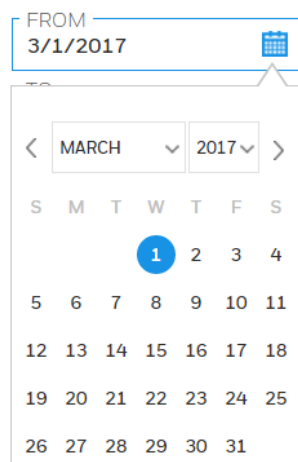
11.3. Assigned To

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.



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This sets your date range for the last communication.

^ **LAST COMMUNICATION** [Clear](#)


FROM
3/1/2017 


TO
5/9/2017 

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.

FROM
3/1/2017 

TO


< MARCH 2017 >

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

This sets your date range for the first communication.

^ **FIRST COMMUNICATION** [Clear](#)

FROM
1/5/2017 

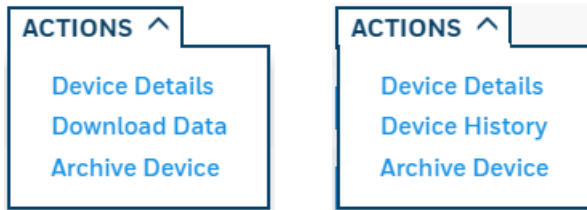
TO
5/9/2017 

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

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11.6. Actions

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

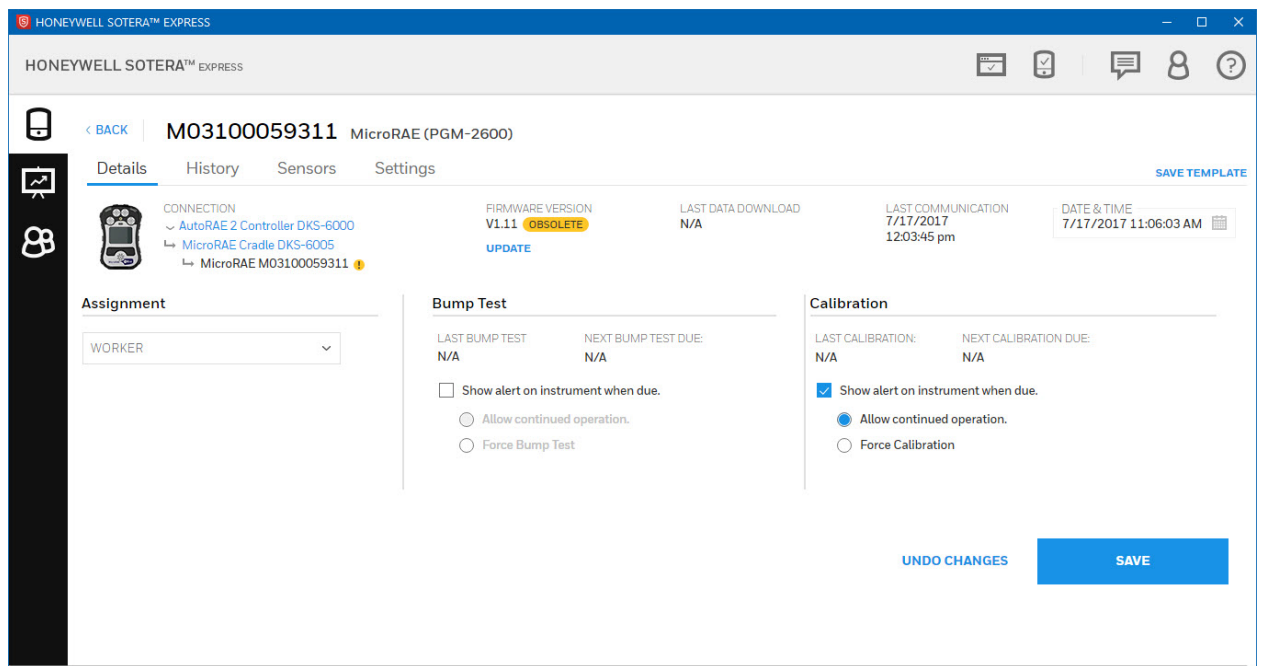


11.6.1. Device Details

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.

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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.

HONEYWELL SOTERA™ EXPRESS

HONEYWELL SOTERA™ EXPRESS

Connected [REFRESH](#)

AutoRAE 2 Controller DKS-6000

Settings

FIRMWARE VERSION: V1.32

PASSCODE: **** (0/4 digits remaining)

DATE & TIME: 7/17/2017 11:08:26 AM

LAST COMMUNICATION: 7/17/2017 12:03:45 pm

LAST DATA DOWNLOAD: [DOWNLOAD DATA](#)

PRINT CERTIFICATES:

- ☒ Automatically
- ☐ Manually

CALIBRATION:

- ☒ Calibrate on Bump Test failure

Gas Cylinders

1 CO

GAS LOT NUMBER: _____ GAS EXPIRATION DATE: 1/1/2012

GAS NAME	CONCENTRATION	UNIT	PURGE TIME (SEC)	SOAK TIME (SEC)
CO	50	ppm	20	0

2 CO H2S O2 Methane

GAS LOT NUMBER: _____ GAS EXPIRATION DATE: 1/1/2012

GAS NAME	CONCENTRATION	UNIT	PURGE TIME (SEC)	SOAK TIME (SEC)
CO	50	ppm	20	0
H2S	10	ppm	20	0
O2	18	%	20	0
Methane	50	%LEL	20	0

3 Isobutylene

GAS LOT NUMBER: _____ GAS EXPIRATION DATE: 1/1/2012

GAS NAME	CONCENTRATION	UNIT	PURGE TIME (SEC)	SOAK TIME (SEC)
Isobutylene	100	ppm	20	0

4 Isobutylene

GAS LOT NUMBER: _____ GAS EXPIRATION DATE: 1/1/2012

GAS NAME	CONCENTRATION	UNIT	PURGE TIME (SEC)	SOAK TIME (SEC)
Isobutylene	10	ppm	20	0

5 H2S

GAS LOT NUMBER: _____ GAS EXPIRATION DATE: 1/1/2012

GAS NAME	CONCENTRATION	UNIT	PURGE TIME (SEC)	SOAK TIME (SEC)
H2S	10	ppm	20	0

[UNDO CHANGES](#) [SAVE](#)

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

Gas Cylinders



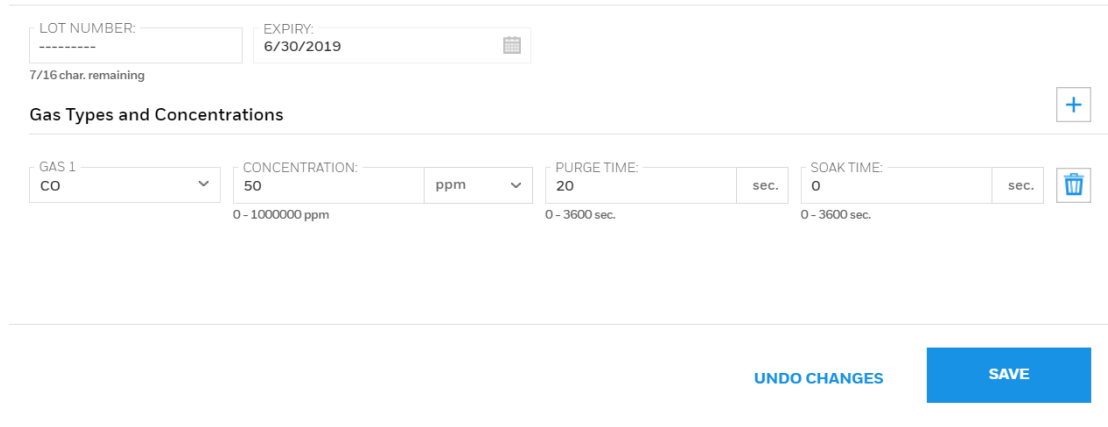
1 CO

GAS LOT NUMBER: ----- GAS EXPIRATION DATE: 1/1/2012

GAS NAME	CONCENTRATION	UNIT	PURGE TIME (SEC.)	SOAK TIME (SEC.)
CO	50	ppm	20	0

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

Inlet-1 Configuration



LOT NUMBER: ----- EXPIRY: 6/30/2019

7/16 char. remaining

Gas Types and Concentrations

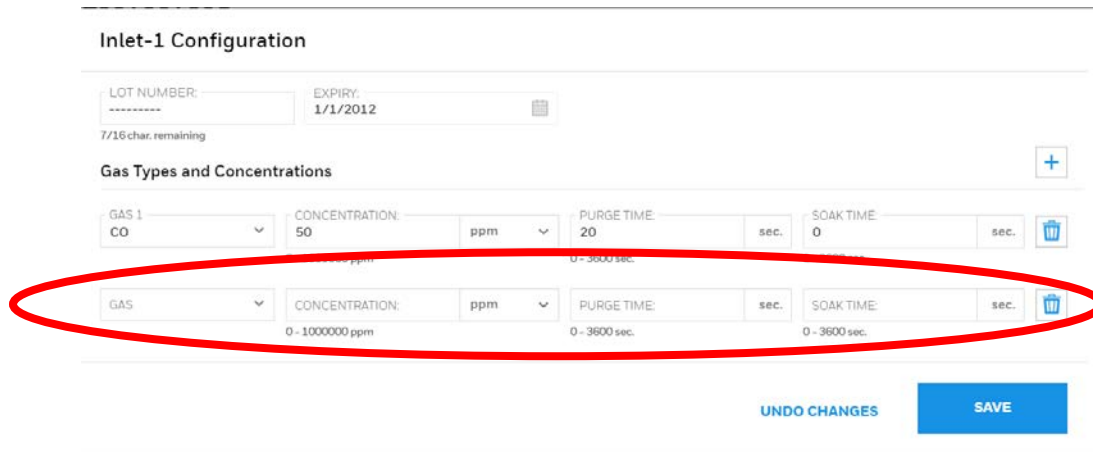
GAS 1	CONCENTRATION:	UNIT	PURGE TIME:	SEC.	SOAK TIME:	SEC.
CO	50	ppm	20	sec.	0	sec.

0 - 1000000 ppm 0 - 3600 sec. 0 - 3600 sec.

UNDO CHANGES SAVE

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.



Inlet-1 Configuration

LOT NUMBER: ----- EXPIRY: 1/1/2012

7/16 char. remaining

Gas Types and Concentrations

GAS 1	CONCENTRATION:	UNIT	PURGE TIME:	SEC.	SOAK TIME:	SEC.
CO	50	ppm	20	sec.	0	sec.

0 - 1000000 ppm 0 - 3600 sec. 0 - 3600 sec.

UNDO CHANGES SAVE

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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.

HONEYWELL SOTERA™ EXPRESS

Device: MU3100063811 MicroRAE (PGM-2600)

Navigation: Details | **History** | Sensors | Settings

Filters: LOG TYPE: All x | EVENT TYPE: All x | USER: All x

Showing [181] days of device history

Date	Day	Events
2/14/2017	Tuesday	1 calibration
1/5/2017	Thursday	2 calibrations
1/4/2017	Wednesday	4 calibrations
1/3/2017	Tuesday	2 calibrations 2 Bump Tests
1/2/2017	Monday	No Events
1/1/2017	Sunday	No Events
12/31/2016	Saturday	No Events

Events for Wednesday, 1/4/2017

- 0 alarm (Session 1)
- No alarm (No exposure triggered)
- 12:00:00 am (Session started)
- Bumptest 2 (8:19:13 am) Success (Audible, Visual, LEL, O2, CO, H2S)
- Bumptest 1 (8:16:57 am) Success (Audible, Visual, H2S, LEL, O2, CO)

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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.

The interface shows a date range selection tool. At the top, it displays 'FROM 5/4/2017' and 'TO 5/11/2017' with calendar icons. Below this are two calendar views for April and May 2017. The April calendar shows dates 1 through 30, with the 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, and 30th highlighted in blue. The May calendar shows dates 1 through 31, with the 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, and 31st highlighted in blue. A 'DONE' button is located at the bottom right of the interface.

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Log Type

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

The screenshot displays the Honeywell SOTERA EXPRESS web application. At the top, the header shows the device ID 'M01EA01975' and the model 'MultiRAE (PGM-6228)'. Below the header, there are tabs for 'Details', 'History', 'Sensors', and 'Settings'. The 'History' tab is active, showing a calendar view of events from 9/1/2016 to 7/19/2017. The main content area displays a list of events for Thursday, 9/29/2016. The events include 5 alarms, with details for 'Session 2' and 'Session 1'. The alarm details show 'GAS ALARM' with specific gas types like 'LEL', 'NH3', and 'VOC'. The session details show 'Session ended' and 'Session started' times.

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:



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This opens the Log window for viewing.

Session 2PGM-2600 MicroRAE ⓘ

Log

Info

Export

DURATION14h 16m 0s

ASSIGNED TO

LAST CALIBRATION4/20/2017

JUMP TO▼

TIMESTAMP	CO	PPM	H2S	PPM	O2	%	LEL	%LEL
5/8/2017 9:25:14 am ⓘ		0		0		20.9	0	
5/8/2017 9:26:14 am ⓘ		0		0		20.9	0	
5/8/2017 9:27:14 am ⓘ		0		0		20.9	0	
5/8/2017 9:28:14 am ⓘ		0		0		20.9	0	
5/8/2017 9:29:14 am ⓘ		0		0		20.9	0	
5/8/2017 9:30:14 am ⓘ		0		0		20.9	0	
5/8/2017 9:31:14 am ⓘ		0		0		20.9	0	
5/8/2017 9:32:14 am ⓘ		0		0		20.9	0	

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

Session 2PGM-2600 MicroRAE ⓘ

Log

Info

Export

SESSION SUMMARY

ASSIGNED TO	START TIME	DURATION	RECORDS
	5/8/2017 9:25:14 am	14h 16m 0s	856
INTERVAL	END TIME		
60/sec	5/8/2017 11:41:14 pm		
SITE ID	USER ID		
SITE0000	USER0000		

CALIBRATION DETAILS

LEL:

LAST CALIBRATED DATE	MEASUREMENT GAS	CORRECTION FACTOR	SPAN POINT 1
4/20/2017	Methane	1	50
SPAN POINT 2			

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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.

Session 2 PGM-2600 MicroRAE

Log Info Export

CHOOSE DATA ELEMENTS

☐ Timestamp ☐ Worker ☐ GPS Location

☐ Sensor Reading

☐ Alarm Type for Each Sensor

☐ Alarm type for Each Record

☐ Unit of Measure

CHOOSE SUMMARY INFORMATION

☐ Session information ☐ Operation information ☐ Calibration information

☐ Sensor information ☐ Assignment information

CANCEL EXPORT

11.6.1.4. Sensors

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

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HONEYWELL SOTERA™ EXPRESS

BACK M03100059311 MicroRAE (PGM-2600)

Details History Sensors Settings

MULTICALIBRATION MANAGE GAS LIST SAVE TEMPLATE

LEL - LEL

Alarm Setpoints	Calibration	Bump Test
LOW ALARM 15%LEL	Last: N/A Next: 4/20/2017	Last: N/A Next: 4/20/2017
HIGH ALARM 25 %LEL	INTERVAL 0 days	INTERVAL 0 days
OVER RANGE 100%LEL	CALIBRATED TO CH4	
	MEASURING CH4	
	SPAN LEVEL 50%LEL	

O2 - Oxygen

Alarm Setpoints	Calibration	Bump Test
LOW LOW ALARM 17.0 % Vol	Last: N/A Next: 4/20/2017	Last: N/A Next: 4/20/2017
LOW ALARM 19.5 % Vol	INTERVAL 0 days	INTERVAL 0 days
HIGH ALARM 23.5 % Vol	SPAN LEVEL 18.0 % Vol	
OVER RANGE 30.0 % Vol		

CO - Carbon Monoxide

Alarm Setpoints	Calibration	Bump Test
LOW ALARM 35 ppm	Last: N/A Next: 4/20/2017	Last: N/A Next: 4/20/2017
HIGH ALARM 200 ppm	INTERVAL 0 days	INTERVAL 0 days
OVER RANGE 1000 ppm	SPAN LEVEL 50 ppm	
STEL ALARM 100 ppm		
TWA ALARM 35 ppm		

H2S - Hydrogen Sulfide

Alarm Setpoints	Calibration	Bump Test
LOW ALARM 10.0 ppm	Last: N/A Next: 4/20/2017	Last: N/A Next: 4/20/2017
HIGH ALARM 20.0 ppm	INTERVAL 0 days	INTERVAL 0 days
	SPAN LEVEL 10.0 ppm	

HONEYWELL SOTERA™ - EXPRESS User's Guide

11.6.1.5. Settings

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

HONEYWELL SOTERA™ EXPRESS

HONEYWELL SOTERA™ EXPRESS

< BACK

M03100059311

MicroRAE (PGM-2600)

Details

History

Sensors

Settings

SAVE TEMPLATE

Jump to

GAS ALARMS

MAN-DOWN ALARMS

DATA LOGGING

INSTRUMENTS OPERATION

INSTRUMENT USER PREFERENCES

GAS ALARMS

ALARM TYPE

Auto-Reset

ALARM INDICATORS

All Disabled

MAN-DOWN ALARMS

ALARM SENSITIVITY

High

MAN-DOWN CUSTOM SENSITIVITY

64

PRE-ALARM AFTER

30

sec

FULL ALARM AFTER

30

sec

Man-Down If Motionless

☐

DATA LOGGING

LOG ONCE EVERY

60

sec

LOGGED MEASUREMENTS

Minimum

Average

Maximum

Real Time

AVERAGE TYPE

Moving average

LOG MAP

LEL

O2

CO

H2S

LOG START TYPE

Auto

LOG MEMORY FULL ACTION

Wraparound

INSTRUMENTS OPERATION

Comfort Beep

Startup Speed

System Options

Auto Zero

Gas Setting

GLANCE OPTION ENABLE

Enabled

GLANCE ITEM

Configure...

Wireless typ...

INSTRUMENT USER PREFERENCES

SITE ID

SITE0000

0/8 char. remaining[ABCD1234]

USER ID

USER0000

0/8 char. remaining[ABCD1234]

PASSCODE

0/4 digits remaining[digits only]

USER MODE

Basic

BACK LIGHT OPTION

Manual

BACK LIGHT TRIGGER

2200

1500 - 2600

LCD CONTRAST

50

%

0 - 100 %

LED Status

☒

BLINK INTERVAL LED

3

sec

1 - 60 sec.

UNDO CHANGES

SAVE

46

HONEYWELL SOTERA™ - EXPRESS User's Guide

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.



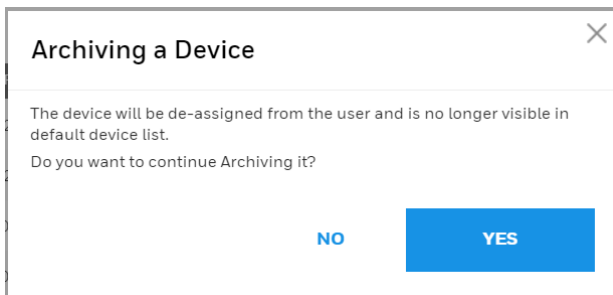
11.6.2. Download Data

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.



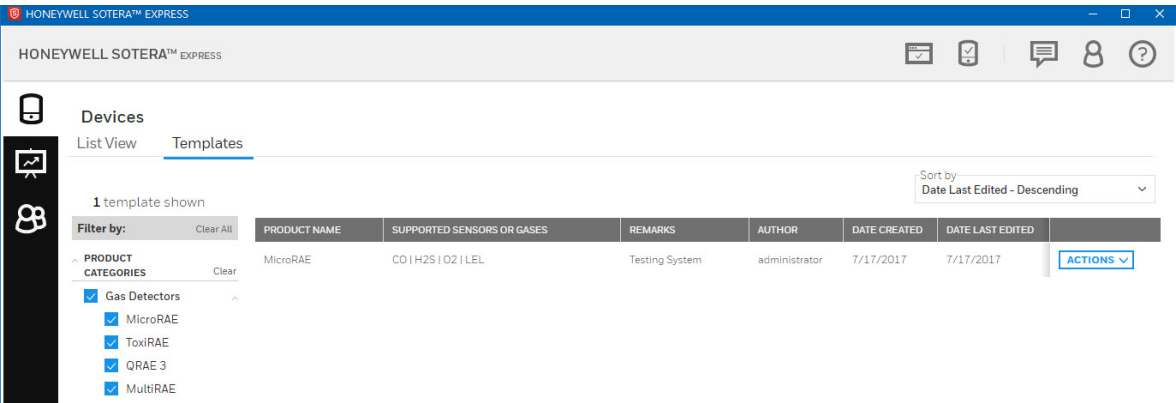
11.6.4. Save Template

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

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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.



HONEYWELL SOTERA™ - EXPRESS User's Guide

[← BACK](#) | MicroRAE (PGM-2600) Template

Settings | Sensor

Template Description:
**Model:** MicroRAE - CO | H2S | O2 | LEL
Author: administrator
Date Created: 4/18/2017
Last Edit: 4/18/2017

Bump Test
☐ Show alert on instrument when due.
☐ Allow continued operation.
☐ Force bump test.

Calibration
☐ Show alert on instrument when due.
☐ Allow continued operation.
☐ Force calibration.

GAS ALARMS
ALARM TYPE: Auto-Reset
ALARM INDICATORS: Light only

MAN-DOWN ALARMS
ALARM SENSITIVITY: High
MAN-DOWN CUSTOM SENSITIVITY: 64
PRE-ALARM AFTER: 30 sec
FULL ALARM AFTER: 30 sec
☒ Man-Down If Motionless

DATALOGGING
LOG ONCE EVERY: 60 sec
LOGGED MEASUREMENTS: Minimum X Average X Maximum X Real Time X
AVERAGE TYPE: TWA
LOG MAP: LEL X O2 X CO X H2S X
LOG START TYPE: Auto
LOG MEMORY FULL ACTION: Wraparound

INSTRUMENTS OPERATION
☐ Comfort Beep
☒ Startup Speed
System Options
☒ Auto Zero
Gas Setting
GLANCE OPTION ENABLE: Enabled
GLANCE ITEM: Configure... X Wireless typ... X

INSTRUMENT USER PREFERENCES
SITE ID: SITE0000
PASSCODE: ****
USER MODE: Basic
BACK LIGHT OPTION: Auto
BACK LIGHT TRIGGER: 2200
LCD CONTRAST: 50 %
☒ LED Status
BLINK INTERVAL LED: 3 sec

UNDO CHANGES

SAVE

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.

UNDO CHANGES

SAVE

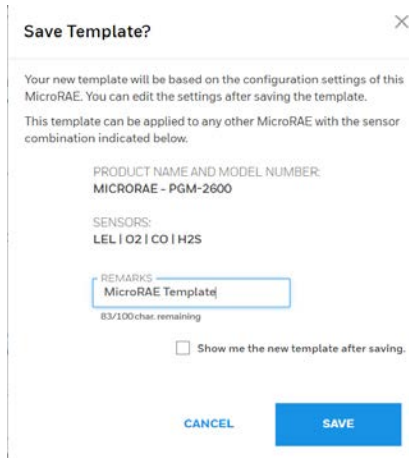
changes to...

UNDO CHANGES

SAVE

HONEYWELL SOTERA™ - EXPRESS User's Guide

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.



Save Template?

Your new template will be based on the configuration settings of this MicroRAE. You can edit the settings after saving the template.

This template can be applied to any other MicroRAE with the sensor combination indicated below.

PRODUCT NAME AND MODEL NUMBER:
MICRORAE - PGM-2600

SENSORS:
LEL | O2 | CO | H2S

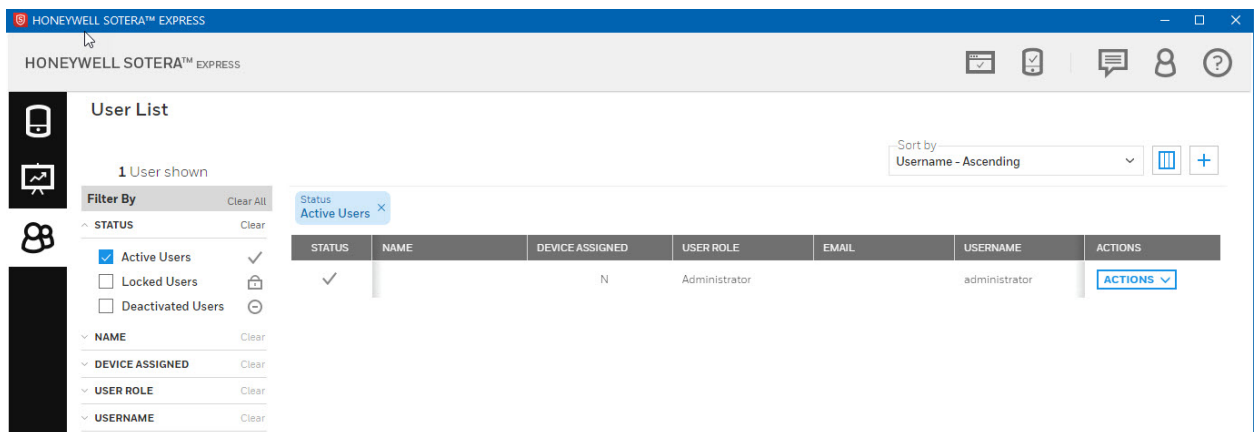
REMARKS
MicroRAE Template
83/100 char. remaining

☐ Show me the new template after saving.

CANCEL **SAVE**

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.



HONEYWELL SOTERA™ EXPRESS

User List

1 User shown

Sort by: Username - Ascending

Filter By: Clear All

Status: Active Users

STATUS	NAME	DEVICE ASSIGNED	USER ROLE	EMAIL	USERNAME	ACTIONS
✓		N	Administrator		administrator	ACTIONS

Filter By: Clear

- Active Users ✓
- Locked Users
- Deactivated Users

NAME: Clear

DEVICE ASSIGNED: Clear

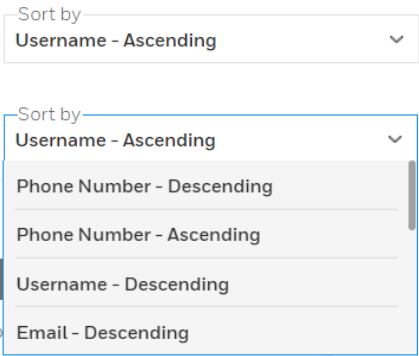
USER ROLE: Clear

USERNAME: Clear

HONEYWELL SOTERA™ - EXPRESS User's Guide

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.



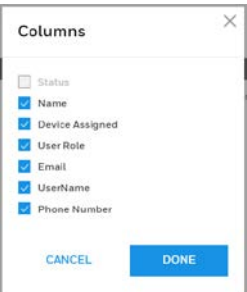
- Username – Ascending
- Phone Number – Descending
- Phone Number – Ascending
- Username – Descending
- Email – Descending
- Email – Ascending
- User Role – Descending
- User Role – Ascending
- Device Assigned – Descending
- Device Assigned – Ascending
- Name – Descending
- Name – Ascending

11.7.2. Columns

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



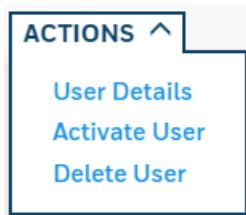
Click a box to show a check mark, which indicates that you have selected this column to be shown. Boxes/names in light gray indicate that their visibility cannot be changed. When you have finished with your selections, click “DONE” to save your choices or “CANCEL” to keep your current choices.



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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.



HONEYWELL SOTERA™ EXPRESS

HONEYWELL SOTERA™ EXPRESS

< BACK Add a User

* FIRST NAME 40/40 char. remaining

MIDDLE NAME 40/40 char. remaining

* LAST NAME 40/40 char. remaining

* EMAIL email@domain.com, 50 char. remaining

* USERNAME 40/40 char. remaining

PHONE 30/30 digits remaining

ADDRESS1 150/150 char. remaining

ADDRESS2 150/150 char. remaining

CITY 30/30 char. remaining

COUNTRY / REGION

STATE/PROVINCE 30/30 char. remaining

ZIP CODE 30/30 char. remaining

* ROLE

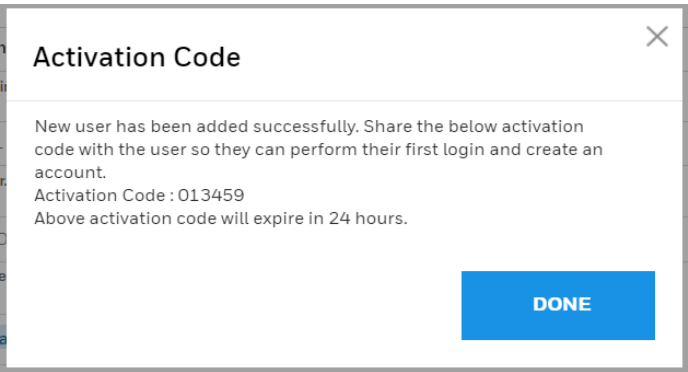
CANCEL DELETE DEACTIVATE ADD

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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.

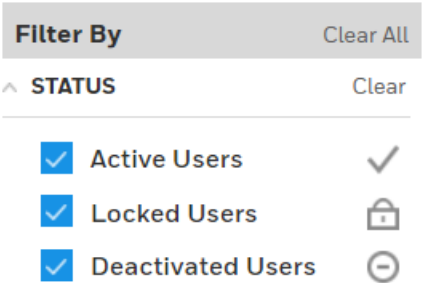


11.7.5. Filter By

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

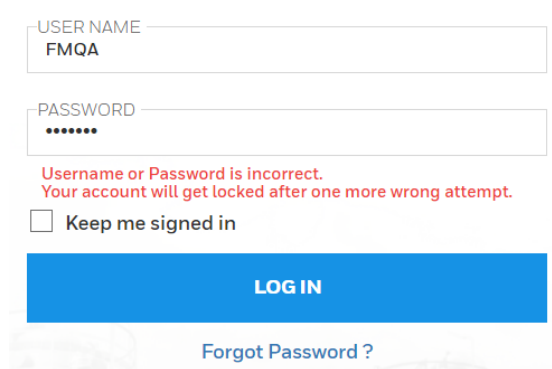
HONEYWELL SOTERA™ - EXPRESS User's Guide

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:



USER NAME
FMQA

PASSWORD

Username or Password is incorrect.
Your account will get locked after one more wrong attempt.

☐ Keep me signed in

LOG IN

[Forgot Password ?](#)

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

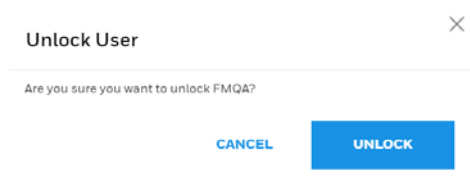
Your Account is Locked.

Please contact your system administrator or wait for the product owner to unlock your account. Click [here](#) to re-login.

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



This message is shown:



Unlock User

Are you sure you want to unlock FMQA?

CANCEL UNLOCK

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.

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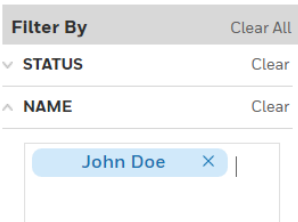
11.7.5.2. Name

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



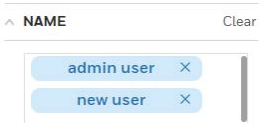
A search interface for names. At the top, there is a label "NAME" and a "Clear" link. Below this is a text input field. A dropdown menu is open, showing a list of names: "John Doe" (highlighted in blue), "Charlie Smith", and "Frank Jones".

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



A "Filter By" section with a "Clear All" link. Below it, there are two filter categories: "STATUS" and "NAME". The "NAME" category is expanded, showing a search box with "John Doe" entered and a blue button with an "X" to clear it.

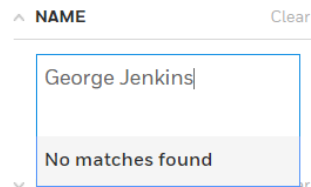
You can add multiple names to the filter by clicking in the box again and selecting a name. The name appears below the previously selected name.



A "Filter By" section with a "Clear" link. Below it, there are two filter categories: "STATUS" and "NAME". The "NAME" category is expanded, showing a search box with "admin user" and "new user" entered, each with a blue button with an "X" to clear it.

- 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.



A search interface for names. At the top, there is a label "NAME" and a "Clear" link. Below this is a text input field with "George Jenkins" entered. A dropdown menu is open, showing a list with "No matches found" at the bottom.

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.

HONEYWELL SOTERA™ - EXPRESS User's Guide

11.7.5.3. Device Assigned

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

^

DEVICE ASSIGNED

Clear

☐

Yes

☐

No

11.7.5.4. User Role

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

^

USER ROLE

Clear

☐

Administrator

☐

Advanced User

☐

Standard User

☐

Worker

HONEYWELL SOTERA™ - EXPRESS User's Guide

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.

^ USERNAME Clear

Supervisor

No matches found

^ USERNAME Clear

adm

administrator

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

^ USERNAME Clear

administrator

Charlie1

FJConc

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

^ USERNAME Clear

administrator X

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

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User List

2 Users shown

Sort by Username - Ascending

Filter By Clear All

STATUS

Active Users

Active Users

Locked Users

Deactivated Users

NAME

DEVICE ASSIGNED

USER ROLE

USERNAME

STATUS	NAME	DEVICE ASSIGNED	USER ROLE	EMAIL	USERNAME	ACTIONS
✓		N	Administrator		administrator	ACTIONS
✓	John Doe	N	Advanced User/Worker	j.doe@honeywell.com	JohnDoe	ACTIONS

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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.”

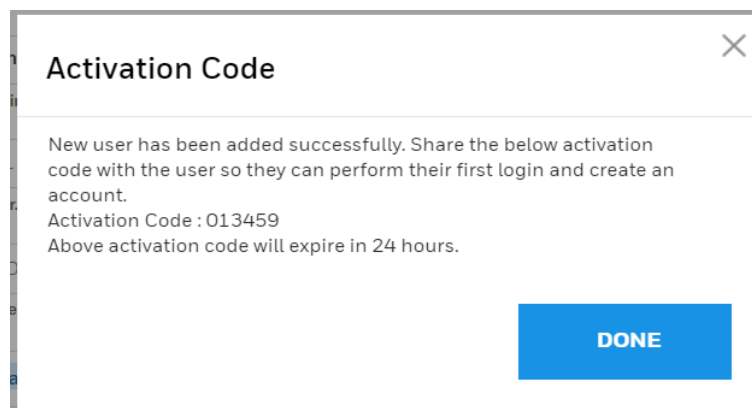
CANCEL

DELETE

DEACTIVATE

ADD

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



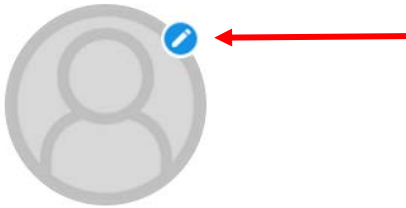
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11.7.7. Profile Picture

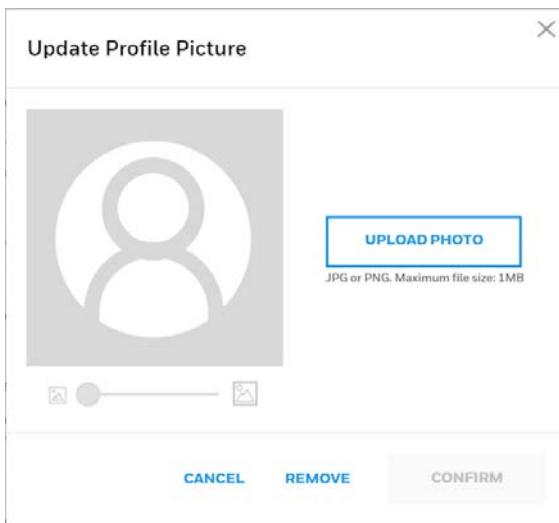
Click the icon to open the dialog for uploading an image for the profile. The image can be either a jpg or png file, but it must be less than 1MB.

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.


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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.






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 **Generate Report**






REPORT TYPE* 

FROM 7/10/2017  TO 7/17/2017 

DEVICE SERIAL NUMBER* 



Data Elements

Select a Report Type:

REPORT TYPE* 

Event Log

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

FROM 5/4/2017  TO 5/11/2017 

< APRIL 2017 >

< MAY 2017 >

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DONE

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

REPORT TYPE*

Event Log

FROM

5/5/2017

TO

5/12/2017

DEVICE SERIAL NUMBER*

G02D0001P1

Data Elements

- Event Summary
- Session Event Log
- ☒ Session Summary & Setting
- ☒ Calibration & Bump Test Data If Performed in This Time

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

RESET

GENERATE

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.

✓

Event Log Generated
M03170008811 Device

OPEN

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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.

Report Preview

EVENT LOG REPORT

Date from:
4/1/2017 12:00:00 am

To:
5/1/2017 11:59:59 pm

Generated

On: 12/05/2017 12:38:17
By: administrator

DEVICE TYPE
MicroRAE

MODEL NUMBER
PGM-2602

SERIAL NUMBER
M03170008811

EVENT SUMMARY FOR SELECTED TIME

Device had

0 Alarm

0 Fault

0 Issue

Session 1 : 4/11/2017

SESSION SUMMARY & SETTINGS

0 ALARM

0 FAULT

0 ISSUE

Start Time:
4/11/2017 3:15:55 pm

End Time:
4/11/2017 11:59:59 pm

Assigned With:

Device Firmware Version:
V1.11

Duration:

PRINT

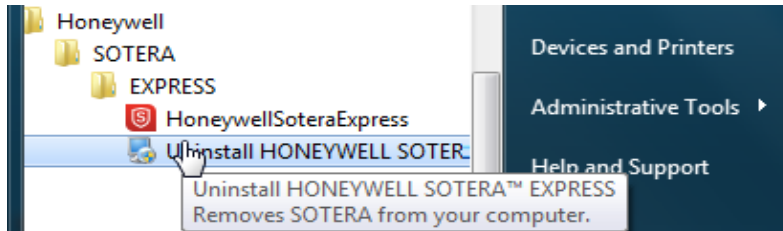
EXPORT PDF

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

HONEYWELL SOTERA™ - EXPRESS User's Guide

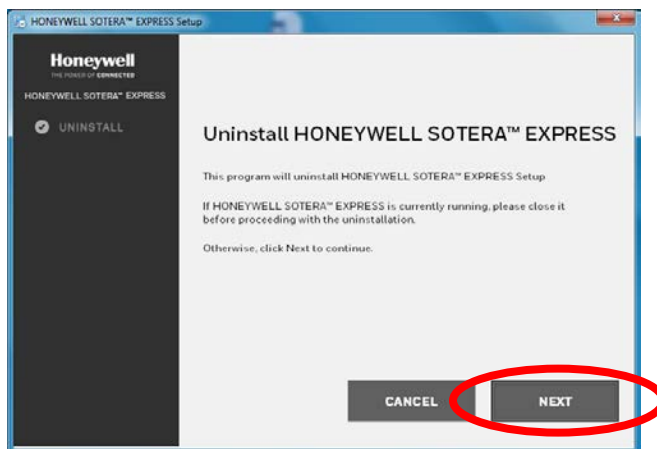
12. Uninstall HONEYWELL SOTERA™ - EXPRESS™

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

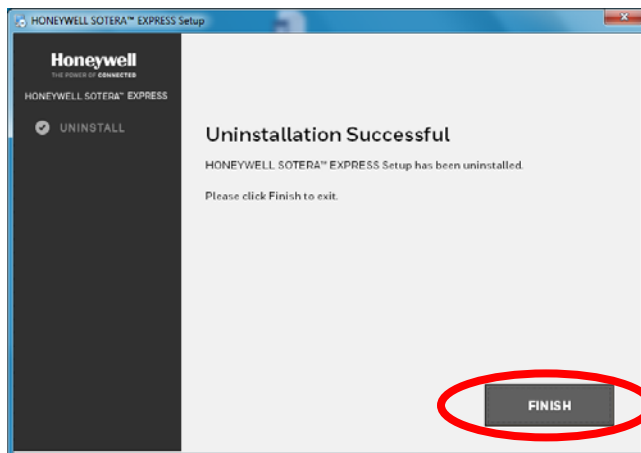


Note: In Windows 10, follow this path: Start > All Apps > HONEYWELL > Uninstall HONEYWELL SOTERA™ EXPRESS.

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



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



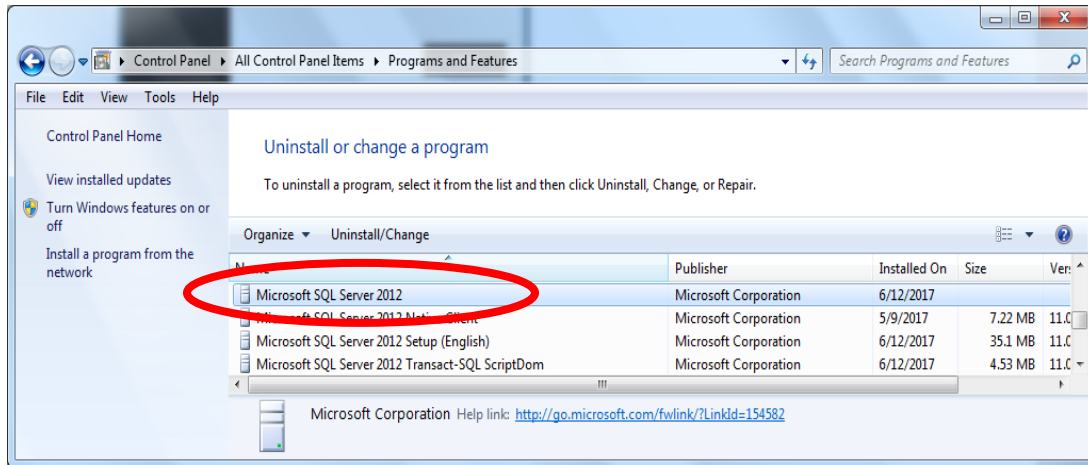
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12.1. Delete Instrument Data (Optional)

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":

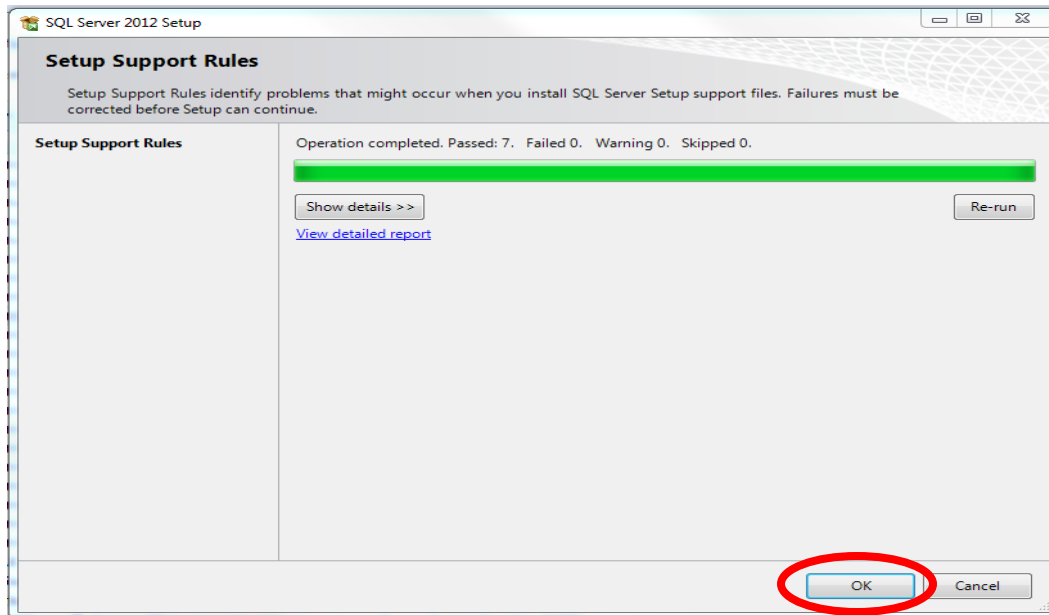


2. Click **Remove** to initiate the removal of Microsoft SQL Server 2012:

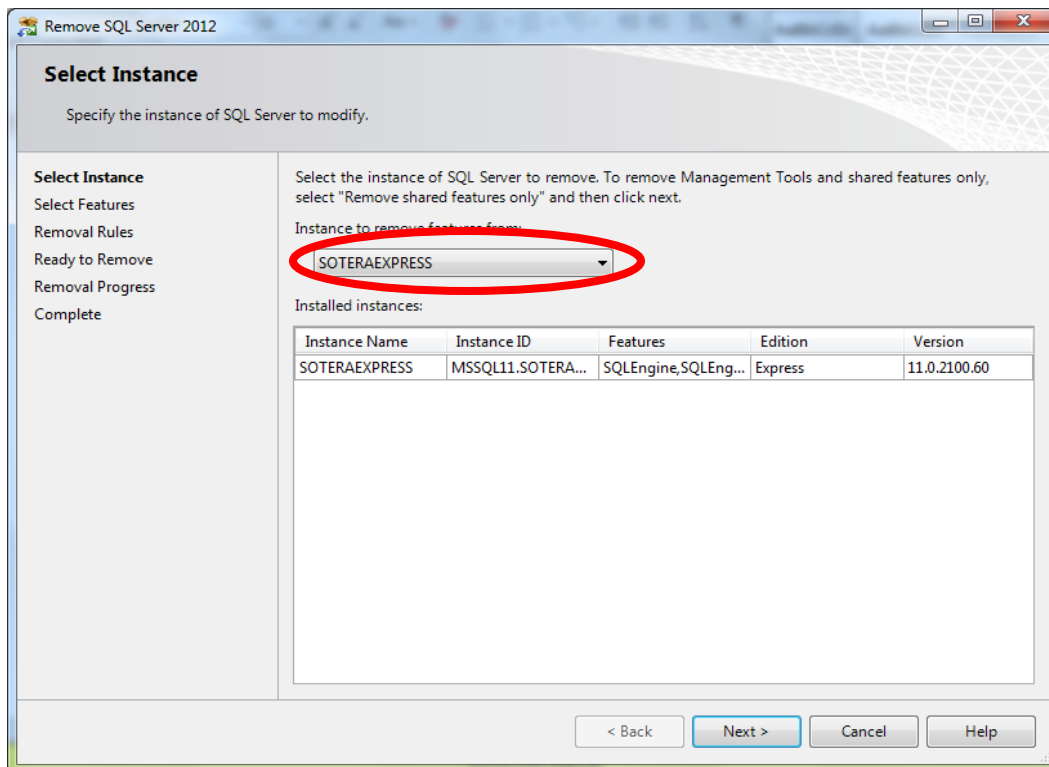


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3. When the next screen is shown, click **OK**:

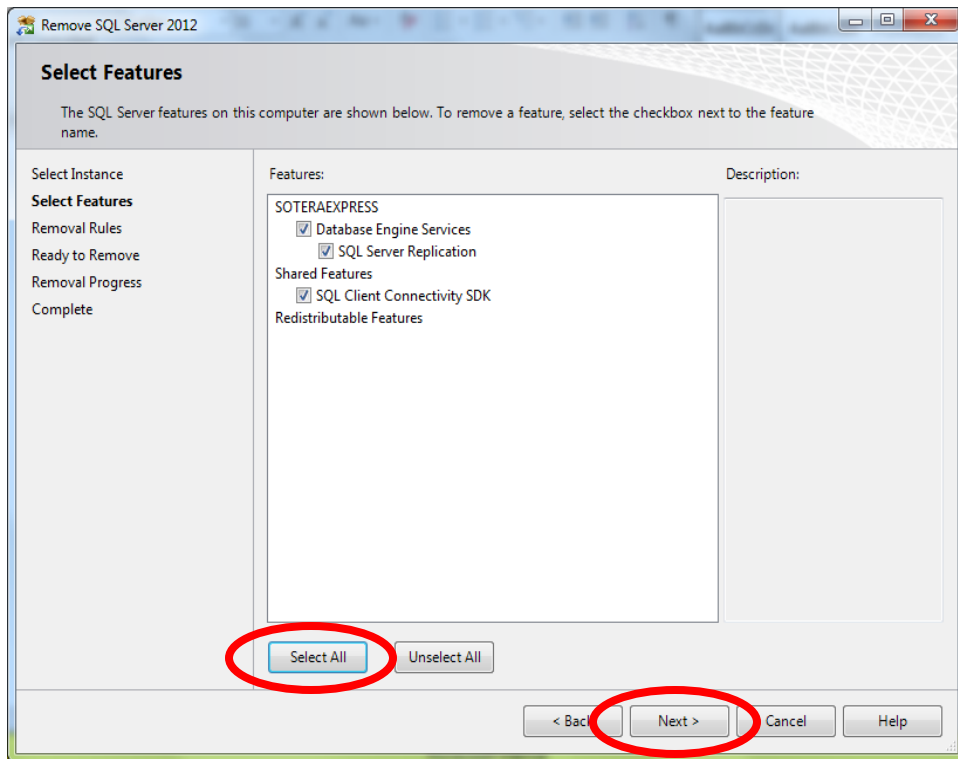


4. **Select** SOTERAEXPRESS from the drop-down menu, and click **Next**:

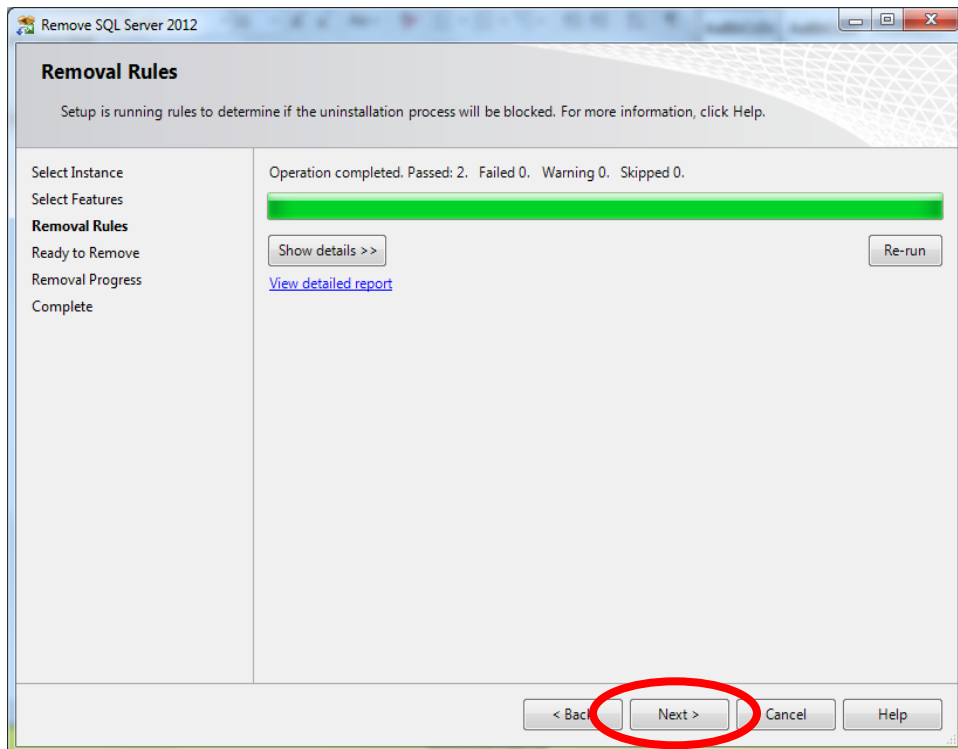


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5. Click **Select All** followed by **Next**:

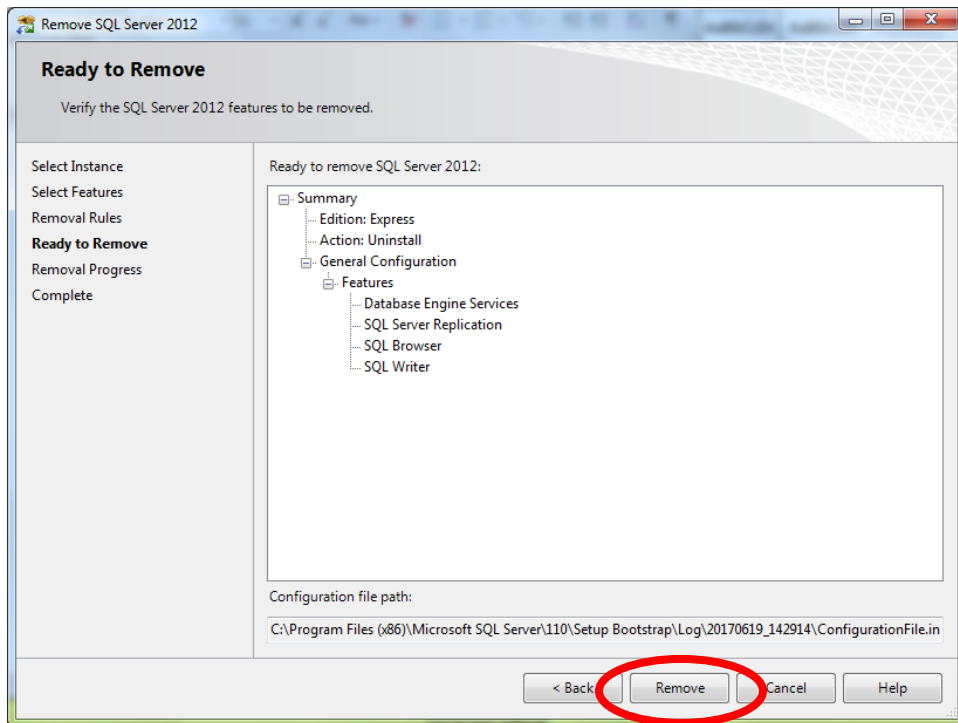


6. When the new screen appears, click **Next**:

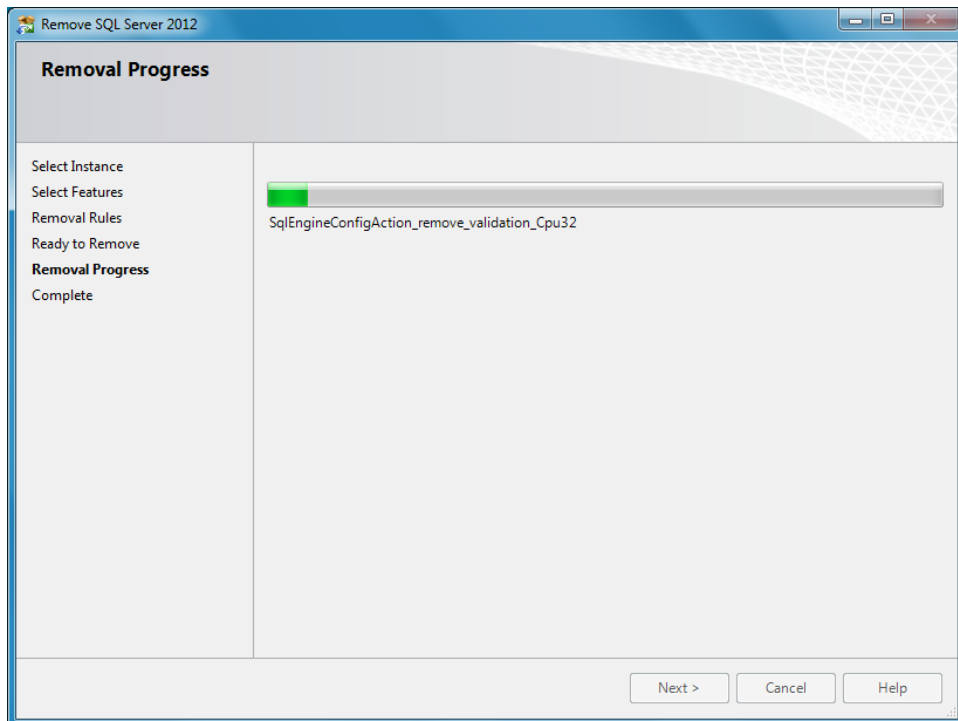


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7. Click **Remove**:

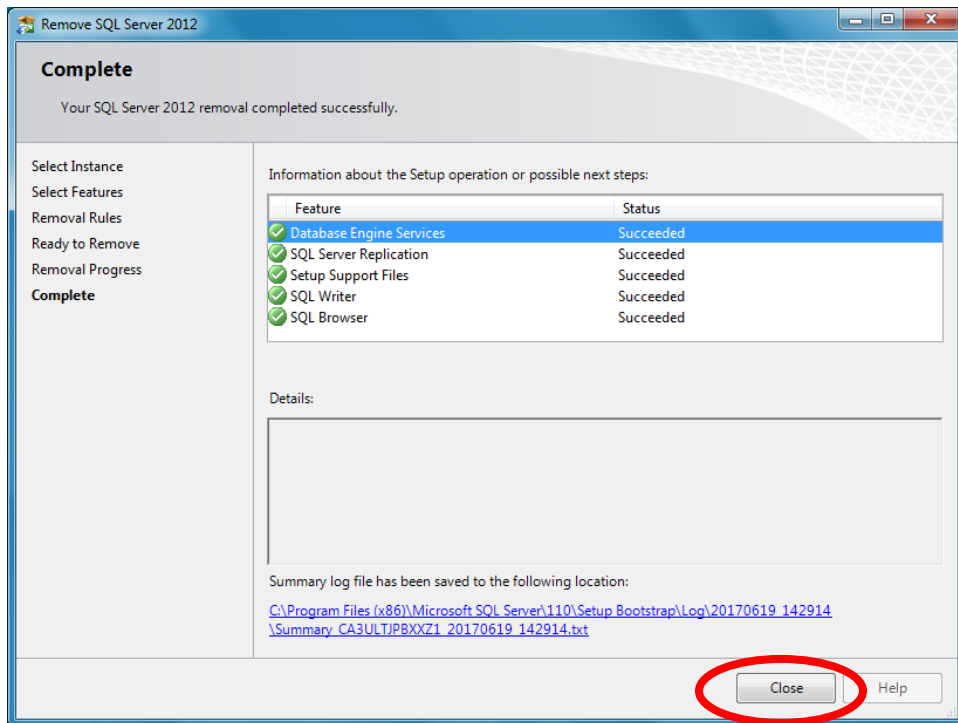


8. The removal progress is shown by a progress bar:

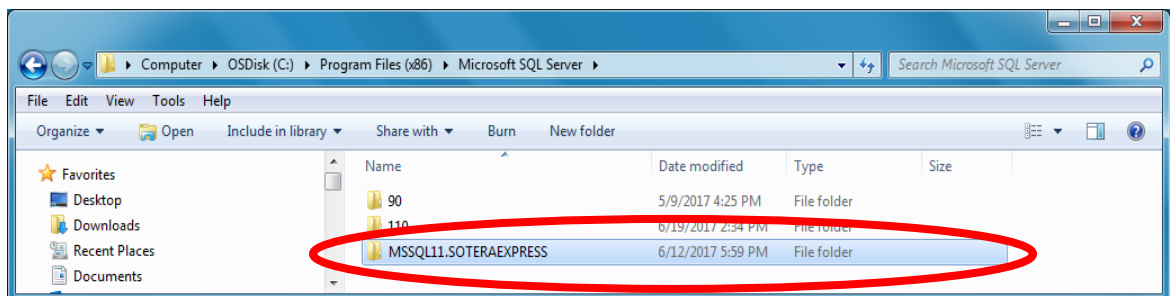


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9. Click **Close** to complete the removal of the Microsoft SQL Server instance:



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





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