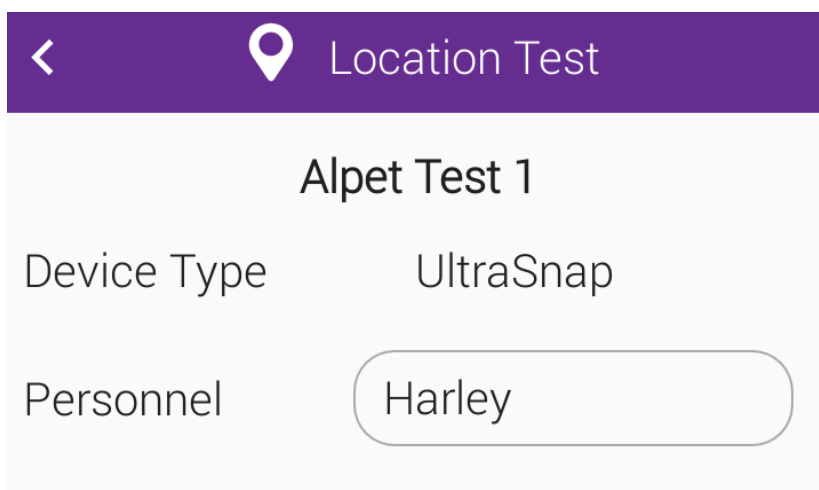


# Customized PCF Report by Personnel

*Requires a SureTrend Cloud Premium subscription*

SureTrend Cloud allows you to create custom reports using filters and field selections. This article will cover how to make a custom report by personnel using the **Field Chooser**. Creating a custom report by personnel allows you to see the pass, caution, and fail percentages for each personnel recorded during testing.

In order to create this specific report you will need results recorded with the personnel field enabled. See the image below for reference. For instructions on how to enable the personnel field please see the [user manual](#).

A screenshot of a mobile application interface. At the top is a purple header bar with a white back arrow on the left, a white location pin icon in the center, and the text "Location Test" in white on the right. Below the header is a light gray card. Inside the card, the text "Alpet Test 1" is centered. Below this, there are two rows of filter options. The first row shows "Device Type" on the left and "UltraSnap" on the right. The second row shows "Personnel" on the left and a rounded rectangular button containing the text "Harley" on the right.

## Creating a Customized Report

1. Login to [SureTrend Cloud](#).
2. Select the **Reports Tab**.
3. Under **Reports** select **PCF Summary by Location**.

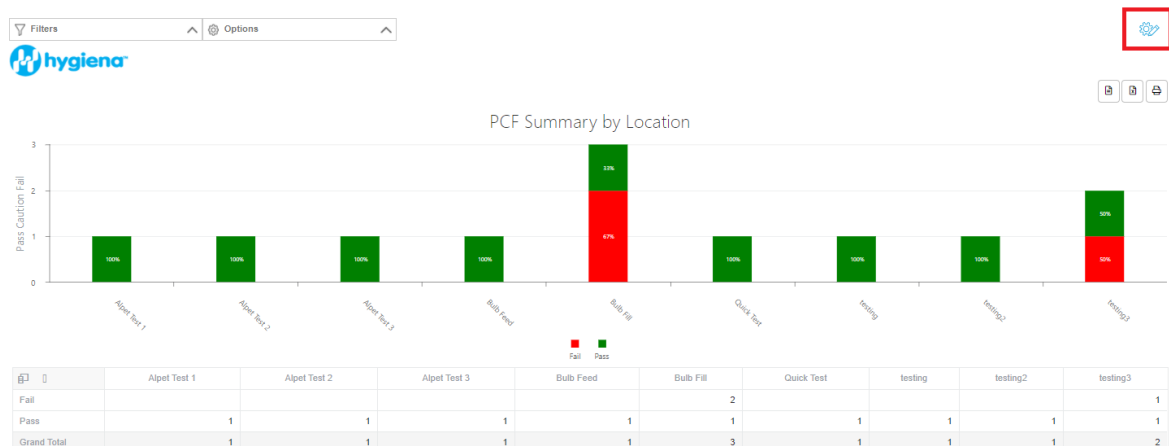
**Reports** <

Q Search

Pass Caution Fail Summary ▼

- PCF Summary by Day of Week ★
- PCF Summary by Location ★**
- PCF Summary by Plan ★
- PCF Summary by User ★
- PCF Summary by Site ★
- PCF Summary by Year to Year ★
- PCF Summary by Month to Month ★
- PCF Summary over Year by Month ★
- PCF Summary over Week by Day ★

4. Click the **Customize**  button.

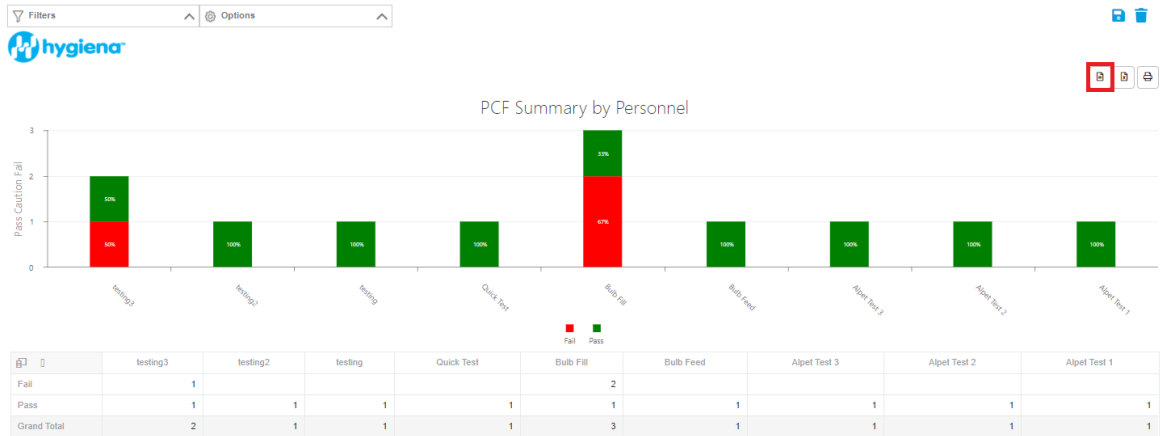


5. Set the **Report Name** and click the checkbox.

New Customized Report ×

Name:  ☒

- Click the **Filters** dropdown menu and apply the necessary filters.
- Click the **Field Chooser** button.



- Left click, hold, and drag the **Location Name** box in the **Column Fields** area to the **All Fields** area. Release the mouse button to remove it.

Field Chooser

**All Fields**

Search

- ☐ CFU
- ☐ Lower
- ☐ RLU
- ☐ Upper
- ☐ Account Id
- ☐ Account Name
- ☐ Actual Incubation Time
- ☐ Ambient Temp

**Row Fields**

Result State

**Column Fields**

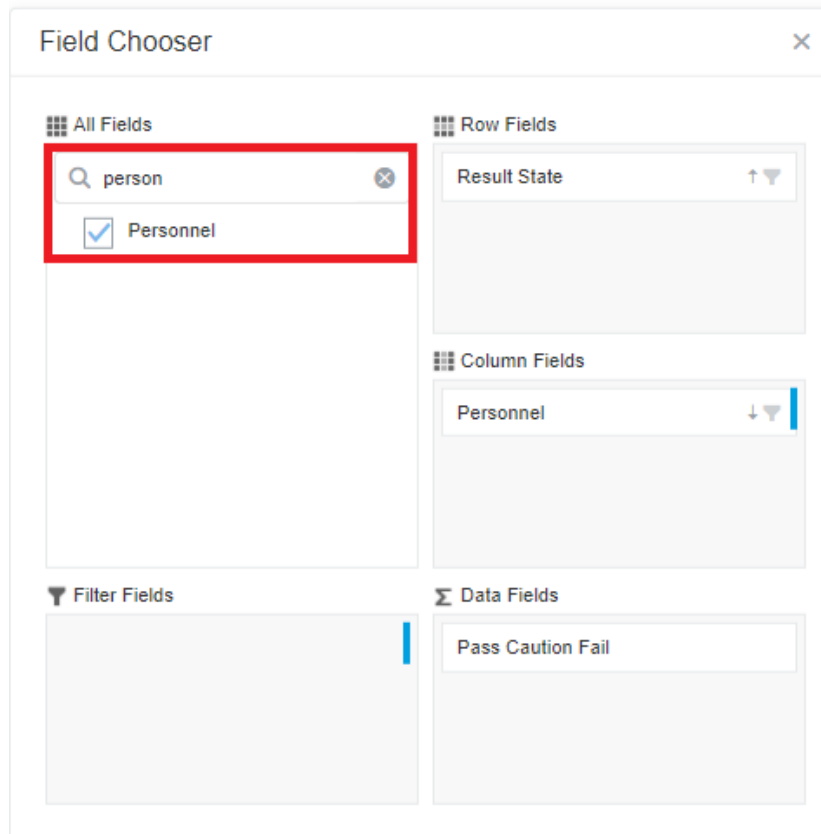
Location Name

**Filter Fields**


**Data Fields**

Pass Caution Fail

- In **All Fields**, search for **Personnel** and click the check box. By default **Personnel** should populate in **Column Fields**. If **Personnel** is populating another category, left click, hold, and drag **Personnel** into the **Column Fields** area and release the mouse button to drop it.



10. Close **Field Chooser**

11. Click save  in the top right corner.

**Contact Hygiena Technical Support for further assistance.**

- Phone: 1-888-HYGIENA (1-888-494-4362, option 2)
- Email: techsupport@hygiena.com
- [Submit a Support Ticket](#)
- [Schedule a Microsoft Teams meeting with support](#)