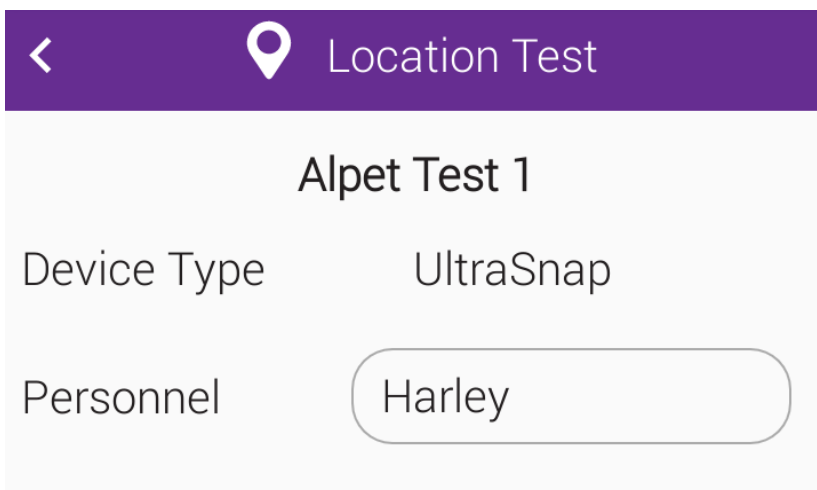


How to make a Customized PCF Report by Personnel

Introduction

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.

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 enabled the personnel field please see the [user manual](#).



Solution

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

Reports

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

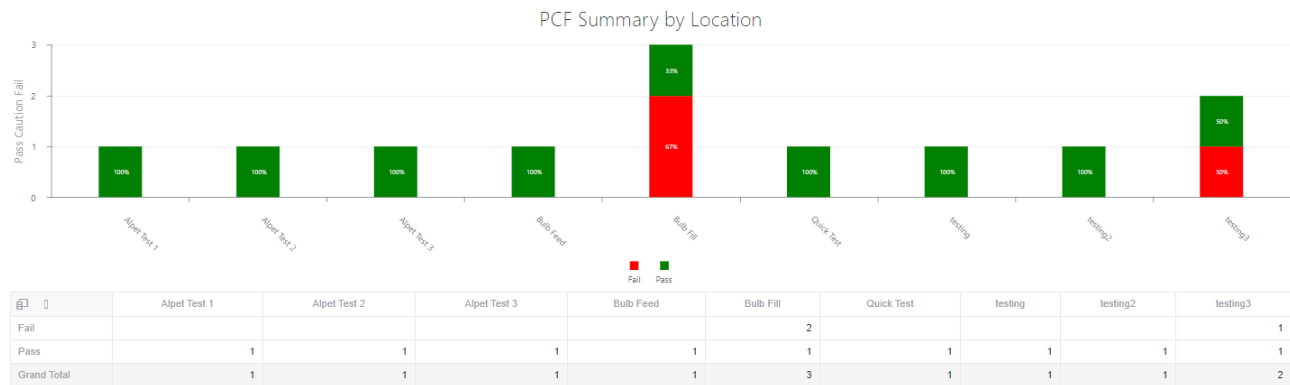
PCF Summary over Year by Month

PCF Summary over Week by Day

4. Select **Customize**

Filters Options

hygiene



5. Set the **Report Name** and **Apply**.

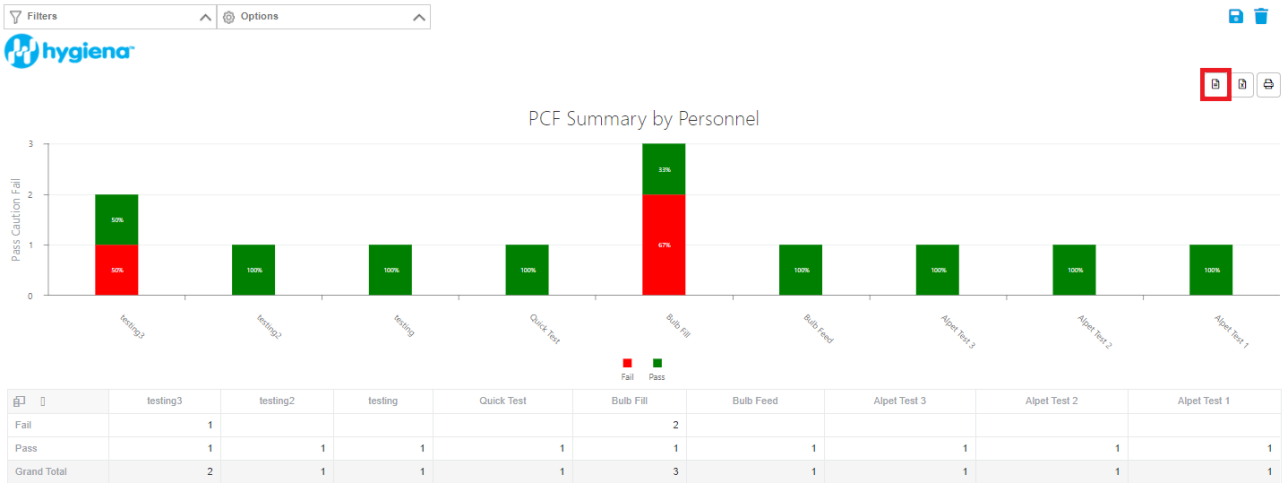
New Customized Report

Name: PCF Summary by Personnel

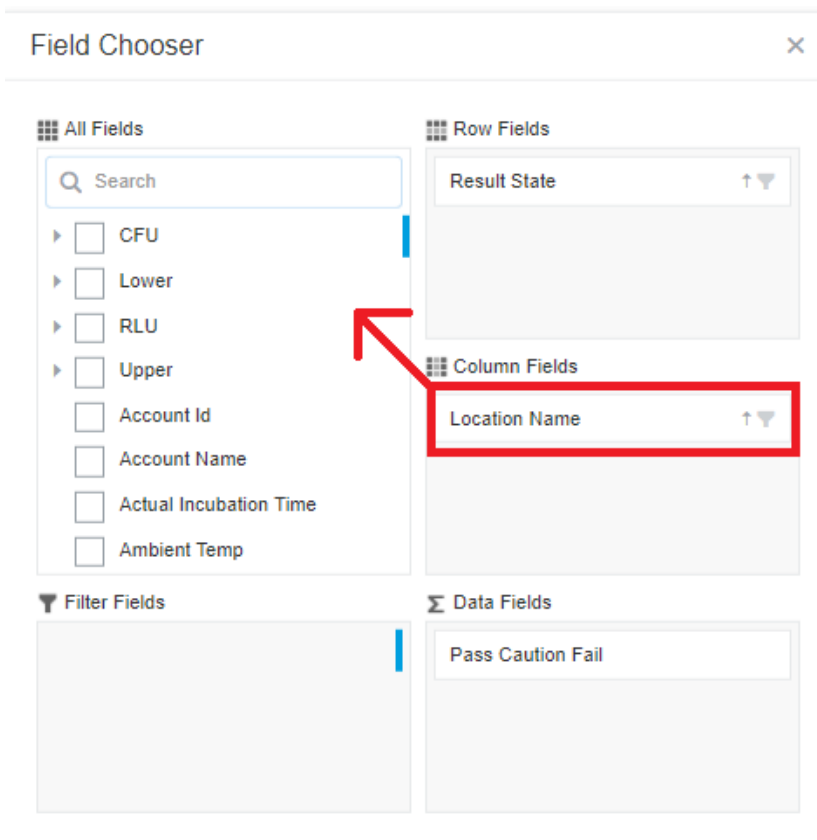


6. Set report **Filters** accordingly.

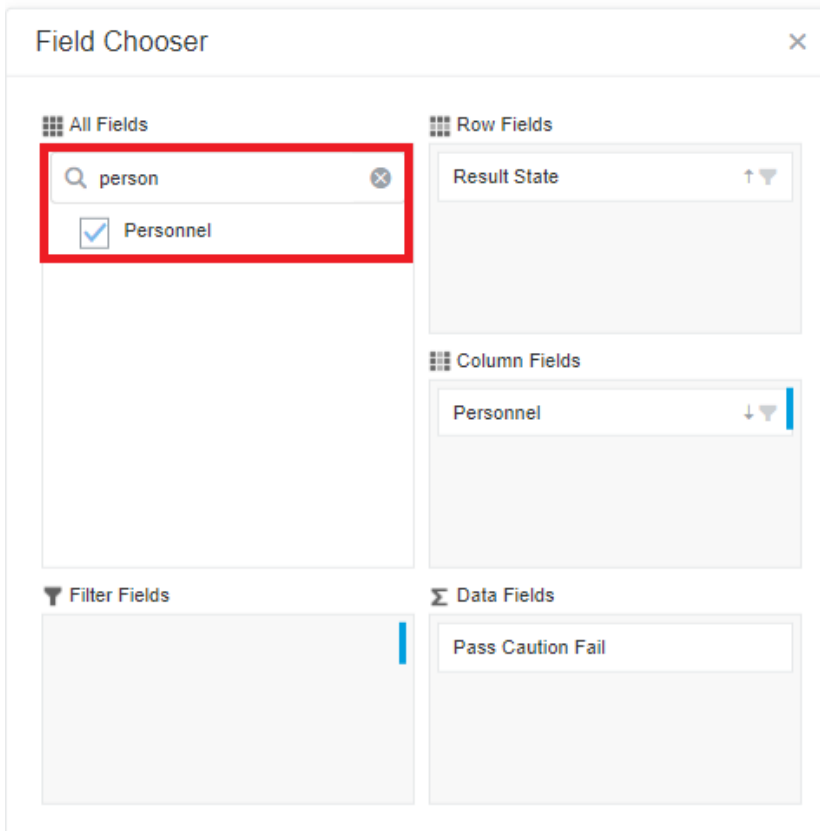
7. Select the **Field Chooser**.




8. Remove **Location** from Column Fields by dragging into All Fields.



9. In All Fields search for **Personnel** and select the check box. By default Personnel should populate Column Fields, if Personnel is populating another Category simply drag and drop Personnel into Column Fields.



10. Close **Field Chooser**.

11. Select save  in the top right corner.

If you need assistance with product selection please contact Hygienea Technical Support by clicking [here](#).