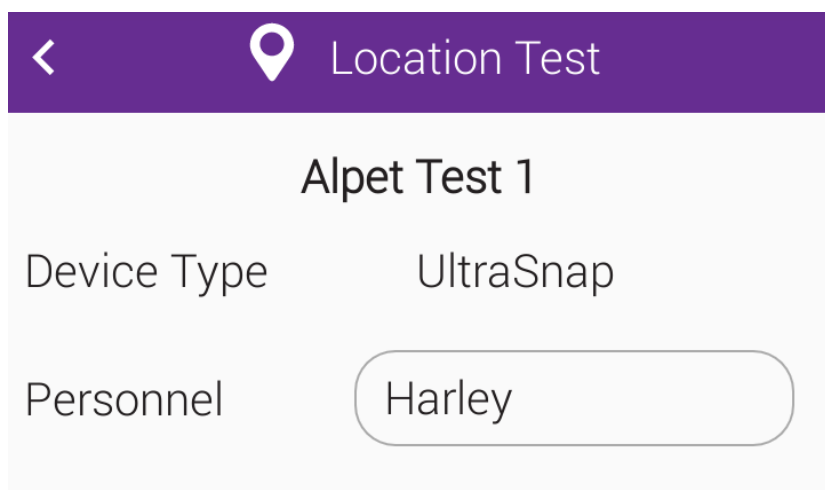


Customized PCF Report by Personnel

Requires a SureTrend Cloud Premium subscription

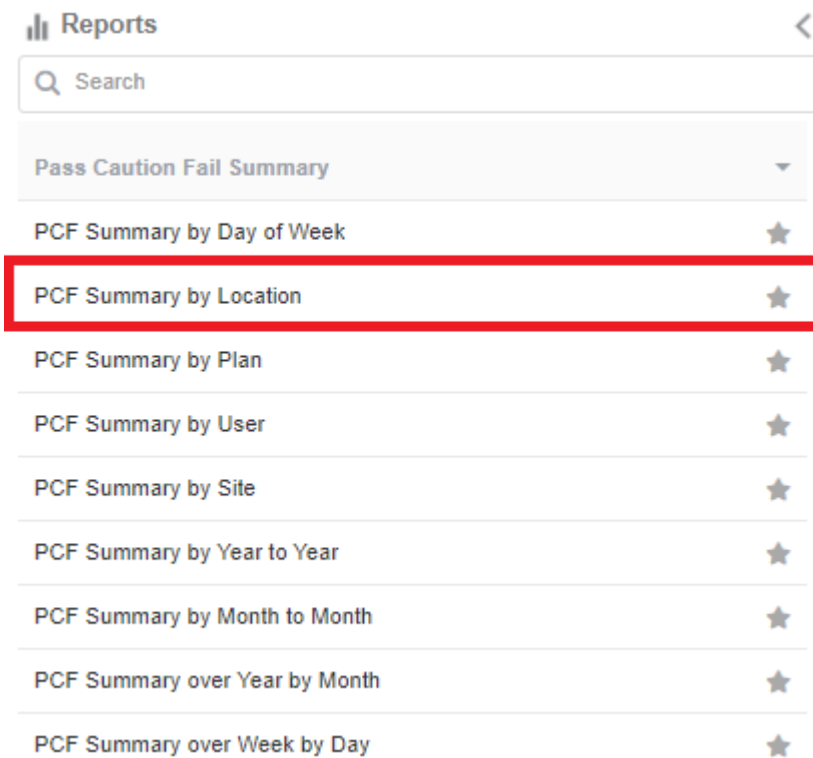
SureTrend Cloud allows you to create custom reports using filters and field selections. This article will cover how to make a custom report by personnel using the **Field Chooser**. Creating a custom report by personnel allows you to see the pass, caution, and fail percentages for each personnel recorded 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 enabled the personnel field please see the [user manual](#).

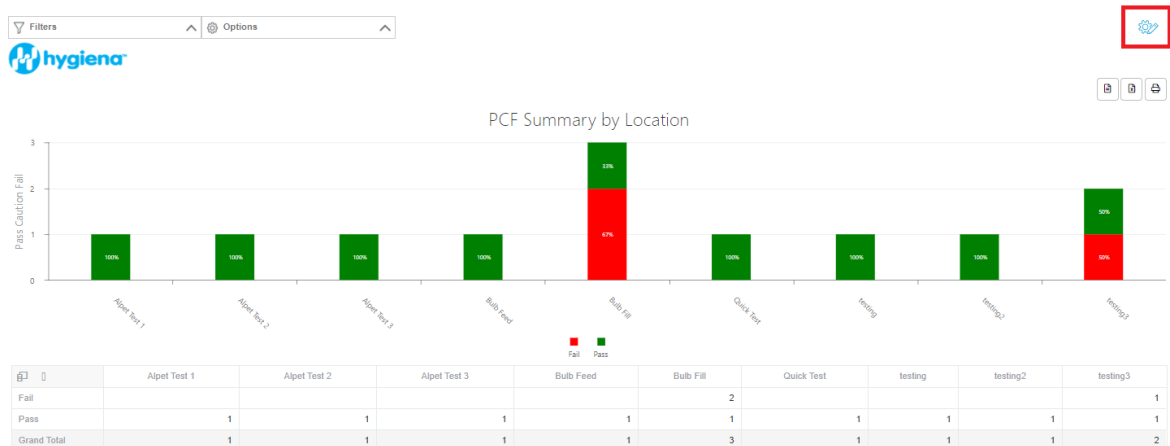


Creating a Customized Report

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



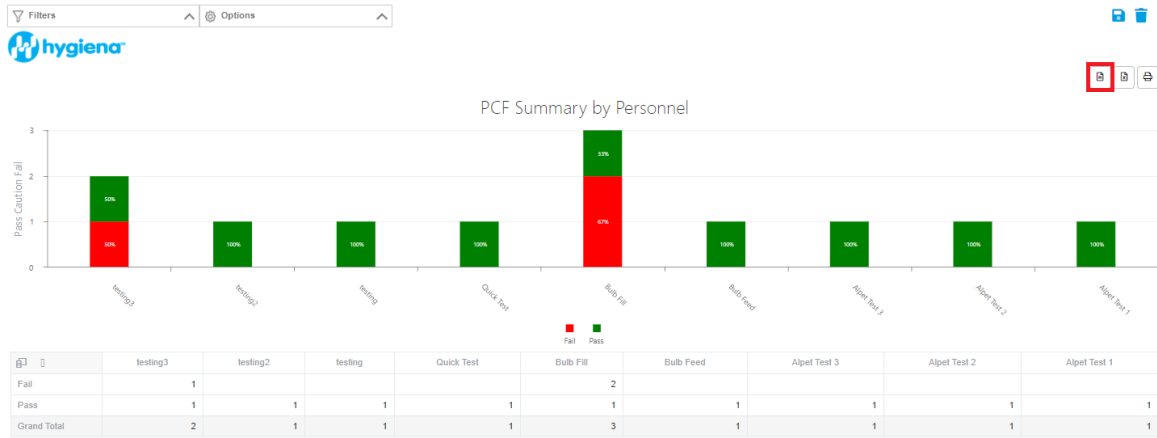
4. Click the **Customize**  button.



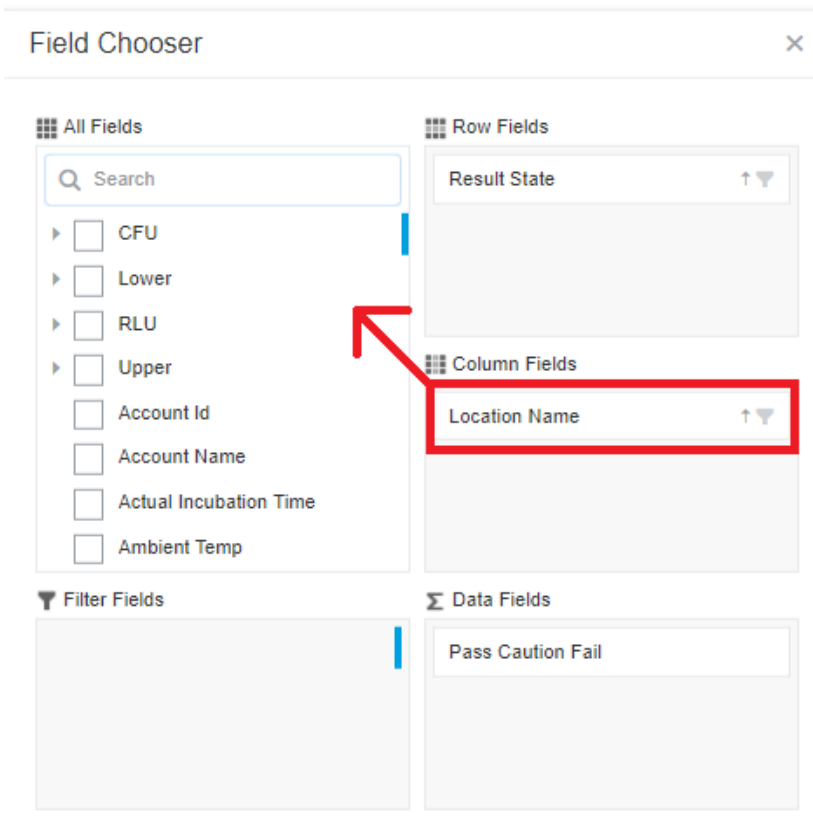
5. Set the **Report Name** and click the checkbox.

6. Click the **Filters** dropdown menu and apply the necessary filters.

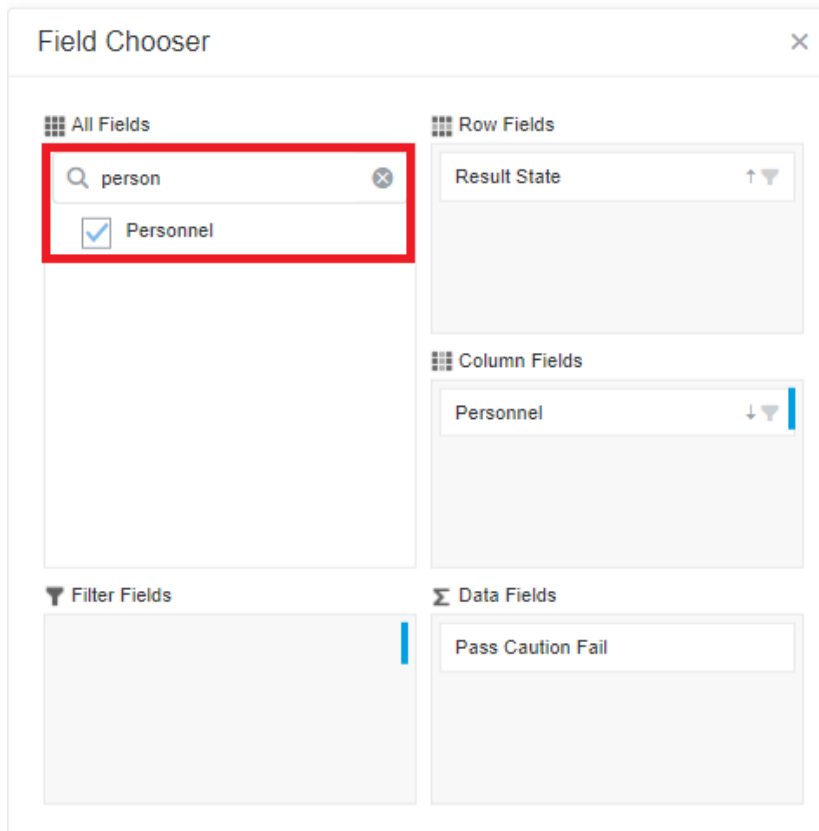
7. Click the **Field Chooser** button.




8. 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.



9. 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](#)