

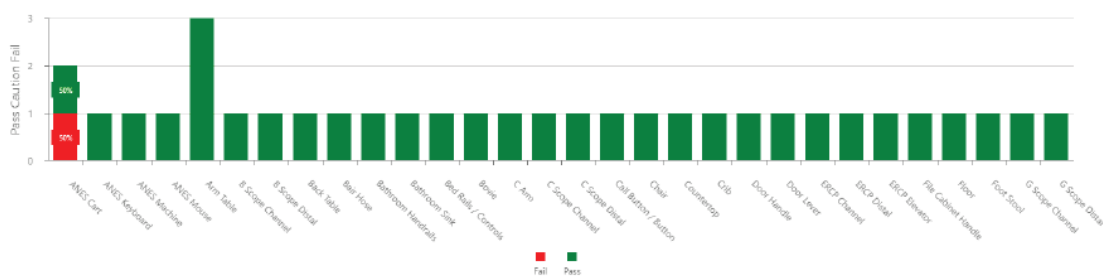
# Uploading Logos to SureTrend Cloud

The Sure Trend Cloud system has a feature that allows a company to upload a logo to an account and also to the sites set up in the account. Once uploaded, the logo will appear on the Sure Trend Cloud reports and the report documents exported for printing.

PCF Summary by Location

Date range: 9/1/2023 - 9/27/2023

Company name: Spencer's Kitchen



## Uploading Account Logo


### Requirements

- Global admin or owner role.
- File size must be 100KB or smaller.
- File type must be .png, .jpg, or .jpeg

1. Log into [SureTrend Cloud](#).
2. Click **Settings** and select **Account Management**.
3. Click the **Upload Image** button.

## Account Details

Company Name:

Email:  

Phone:

Address:

City:

State:

Zip Code:

Licensed site:

Billing (NAV) Account:

STC Account:

Package:

Expiration date:



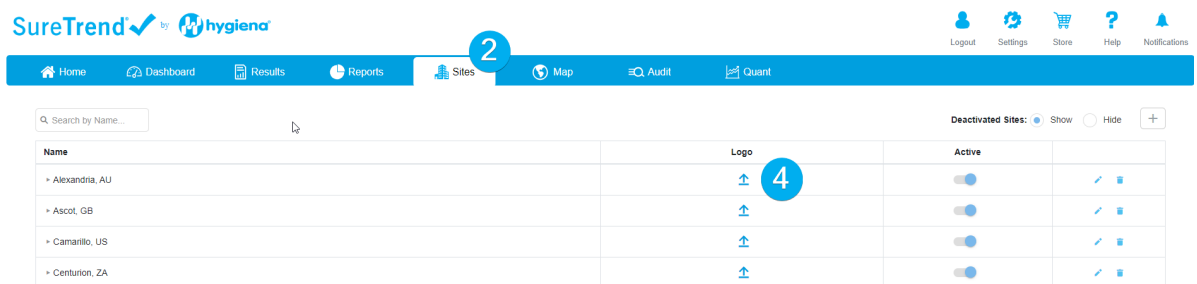
4. Search for your logo on your PC.
5. Double click the logo file or select it and click **Open**.



## Deleting a Logo

1. Log into [SureTrend Cloud](#).
2. Click **Settings** and select **Account Management**.
3. Click the **Trash** button.
4. Click **Yes** to confirm you want to remove the logo.

## Uploading Logos for Sites

1. Log into [SureTrend Cloud](#).
2. Click **Sites**.
3. If you don't see your site, click the site name to collapse the site menu and view the site list.
4. Click the **Upload Logo** button for the site.















SureTrend  by 

Logout Settings Store Help Notifications

Home Dashboard Results Reports Sites Map Audit Quant

Search by Name...

Deactivated Sites:  Show  Hide

Name	Logo	Active	
Alexandria, AU	 <b>4</b>	<input checked="" type="checkbox"/>	 
Ascot, GB		<input checked="" type="checkbox"/>	 
Camarillo, US		<input checked="" type="checkbox"/>	 
Centurion, ZA		<input checked="" type="checkbox"/>	 

5. Search for your logo on your PC.
6. Double click the logo file or select it and click **Open**.

# Uploading Images for Locations

Sure Trend Cloud also has an option to Upload images for Locations. These would typically be images of the test areas that are being sampled. This can provide guidance for sampling and also as a training aid to new users of the system.

*Note: Images will not appear on EnSURE Touch. These images are for reference in SureTrend Cloud only.*

1. Log into [SureTrend Cloud](#).
2. Click **Sites**.
3. If you don't see your locations, click the site name to collapse the site menu and click the name of your site.
4. Click the **Edit** button for the location.
5. Click the **Upload Image** button.

The screenshot shows the 'Edit Location' form with the following fields and values:

- Device/Assay/Test: \* UltraSnap
- Location Name: \* ANES Cart
- Lower: 30
- Upper: 60
- Instructions: (empty)
- Zone: (empty)
- Group: Select...
- Surface: Select...
- Line: Select...
- Cleaner: Select...
- Area: Select...
- Image: No Image (with an upload icon circled in blue)
- Global:

Buttons: Save, Cancel

6. Search for your image on your PC.
7. Select it and click **Open**.
8. Click **Save**.

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

- Phone: 1-888-HYGIENA (1-888-494-4362, option 2)

- Email: [techsupport@hygiena.com](mailto:techsupport@hygiena.com)
- [Submit a Support Ticket](#)
- [Schedule a Microsoft Teams meeting with support](#)