

Welcome to SureTrend Cloud!

Introduction

SureTrend Cloud is the most innovative data analysis software available for ATP Testing & Environmental Monitoring. It is built upon the decades of knowledge and expertise of the Hygiena™ team and receives frequent software updates (as often as twice a month) with new features and enhancements that are driven by feedback we receive from our customers. This guide is intended to walk you through setting up and using SureTrend Cloud. It should be used in conjunction with the other resources and articles on our website:

<https://www.scigiene.com/Hygiena-Ensure-Touch>

If you have questions or need help, call us at 416-261-4865 or visit our website at www.scigiene.com for additional information.

It's all about the site

SureTrend Cloud allow you to designate **sites** to help organize data. A **site** represents a physical geographical location or facility. The main **site** of your company (i.e. your headquarters) should be set up first. Below is an example of how you could set up your STC account.

Headquarters

The manager or main contact of this location is responsible for creating the SureTrend Cloud account. After they create the account, they add users from their **site** and managers of other **sites** who can in turn invite other managers and users.

To add and manage SureTrend Cloud users, go here:

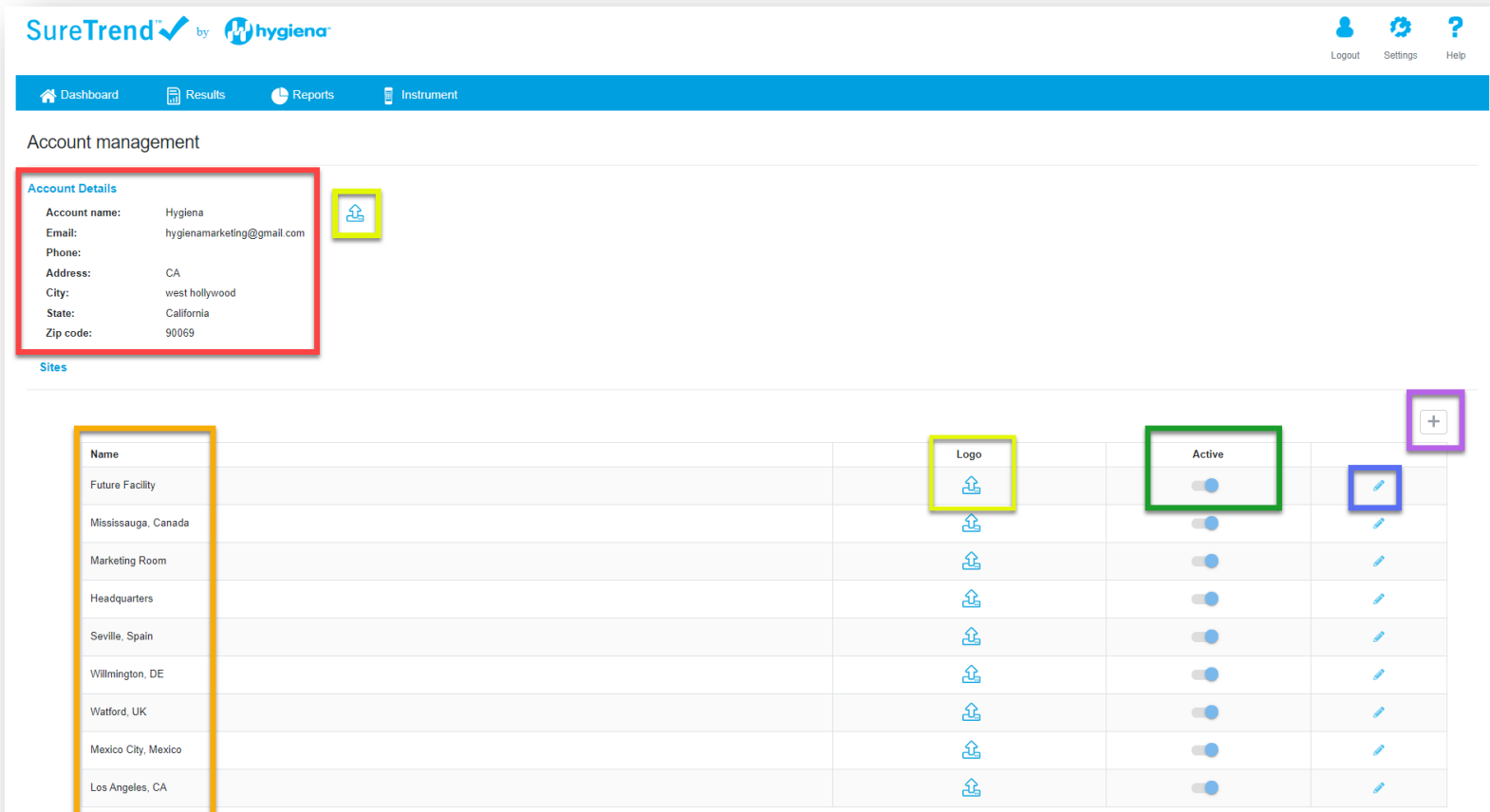
<https://suretrend.hygiena.com/#!/userManagement>



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Adding and Managing Sites in SureTrend Cloud

After you set up your account, it's a good idea to set up your **sites** (geographical locations or facilities of your company). If your company only has one location, you don't need to worry about this step. To add and manage sites, go here: <https://suretrend.hygiena.com/#!/accountManagement>



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Logout Settings Help

Dashboard Results Reports Instrument

Account management

Account Details

Account name: Hygiena
 Email: hygienamarketing@gmail.com
 Phone:
 Address: CA
 City: west hollywood
 State: California
 Zip code: 90069

Sites

Name	Logo	Active	
Future Facility		<input checked="" type="checkbox"/>	
Mississauga, Canada		<input type="checkbox"/>	
Marketing Room		<input type="checkbox"/>	
Headquarters		<input type="checkbox"/>	
Seville, Spain		<input type="checkbox"/>	
Wilmington, DE		<input type="checkbox"/>	
Watford, UK		<input type="checkbox"/>	
Mexico City, Mexico		<input type="checkbox"/>	
Los Angeles, CA		<input type="checkbox"/>	

+

Red Box: Here you will see the information for the account owner. Your account users can use this information if they ever need to contact you.


Orange Box: This is a list of your **sites** (or facilities)


Yellow Box: These buttons allow you to upload company logos. If all of your sites use the same logo then you can simply use the first upload button (the one to the right of the **red box**) to upload a logo. If each of your facilities has their own logo then use the buttons next to the facility name in the second yellow box.


Green Box: Here you can activate or deactivate a **site**.


Blue Box: The pencil icon allows you to edit a site (e.g. change the name). You will see this pencil icon throughout SureTrend Cloud – think of it as your *edit* button.


Purple Box: This plus button allows you to add a new site. You will see this plus button throughout SureTrend Cloud – think of it as your *add* button.

Press the plus button  to add a site. Name it in a way that will make sense to you and your organization. For example, you can name sites using their city and state or the location number. Once you've added the sites, double check that they're all marked as *active*.

If you need to make changes, click the pencil icon  to edit.

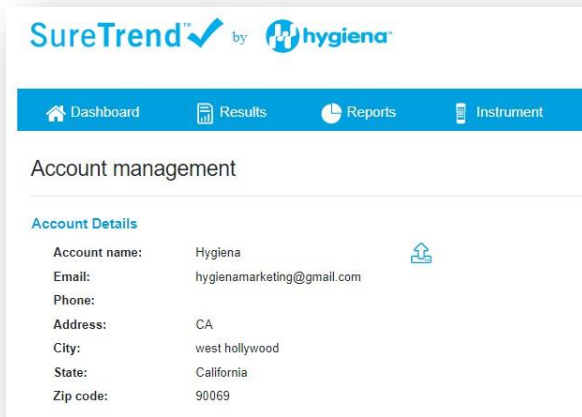
To add a logo, press the upload button  and select a file from your computer. After you've successfully uploaded a logo you will see it appear next to the upload button and a trash icon.


To change logos, press the upload button. 

To remove the logo, press the trash icon. 

Your logo will appear on data analysis **reports** generated in SureTrend Cloud.

Before




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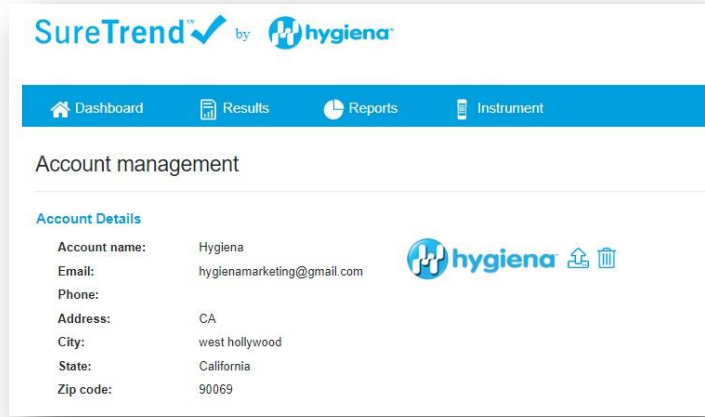
Dashboard Results Reports Instrument


Account management

Account Details

Account name:	Hygiena	
Email:	hygienamarketing@gmail.com	
Phone:		
Address:	CA	
City:	west hollywood	
State:	California	
Zip code:	90069	

After






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Dashboard Results Reports Instrument

Account management

Account Details

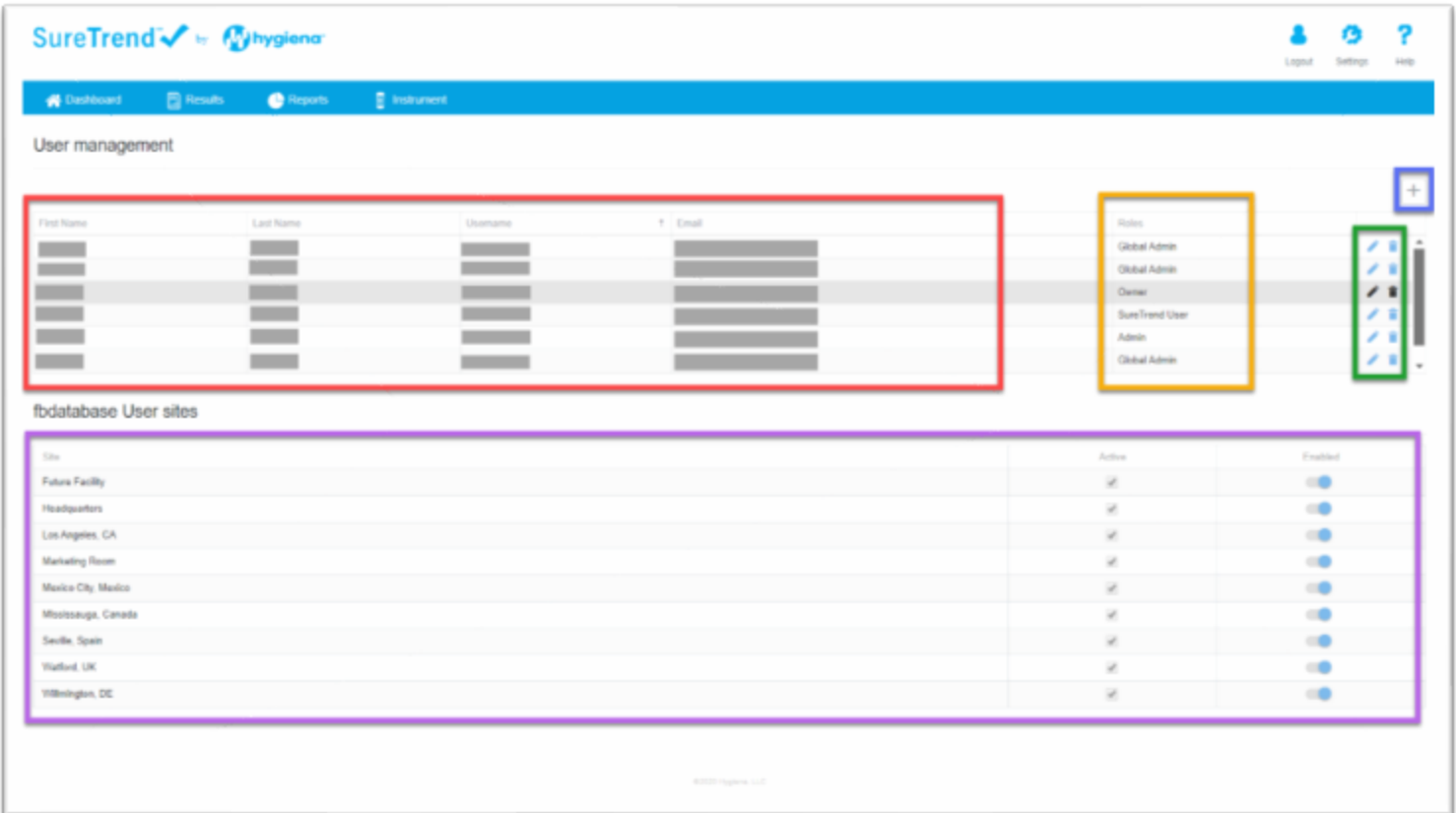
Account name:	Hygiena	  
Email:	hygienamarketing@gmail.com	
Phone:		
Address:	CA	
City:	west hollywood	
State:	California	
Zip code:	90069	

Adding and Managing Users in SureTrend Cloud

Now that you've added your sites, it's time to invite your colleagues to the account so they can help manage it. To add and manage sites, go here: <https://suretrend.hygiena.com/#!/userManagement>

Here you will see the users associated with your account. Each user has a different type of role which gives them different abilities and access to the account.

Role	Ability to invite users and modify roles	Ability to see and modify programming information	Ability to register an EnSURE Touch	Ability view reports and results
Owner	Yes.	Yes.	Yes.	Yes.
Global Admin	Yes. But only those at or below their role level.	Yes.	Yes.	Yes.
Admin	Yes. But only those at or below their role level.	Only for the site(s) on which they're enabled.	Only for the site(s) on which they're enabled.	Yes. But only for the sites at which they're enabled.
SureTrend Cloud User	No.	Can view information for the site(s) on which they're enabled.	Only for the site(s) on which they're enabled.	Only for the site(s) on which they're enabled.



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Dashboard Results Reports Instrument

User management

First Name	Last Name	Username	Email

Roles

- Global Admin
- Global Admin
- Owner
- SureTrend User
- Admin
- Global Admin

fbdatabase User sites


Site	Active	Enabled
Future Facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Headquarters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Los Angeles, CA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marketing Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mexico City, Mexico	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mississauga, Canada	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seville, Spain	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Watford, UK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wilmington, DE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Red Box: Here you will see a list of the users on your SureTrend Cloud account. There are columns for their names, usernames, emails, and roles. For the purpose of this example we have greyed out names, usernames, and emails.

Orange Box: These are the roles of each user. Depending on their role, they have different access levels and privileges within the account.

Green Box: Here you will see the pencil and trash can icons. Your ability to edit and delete users depends on your role.

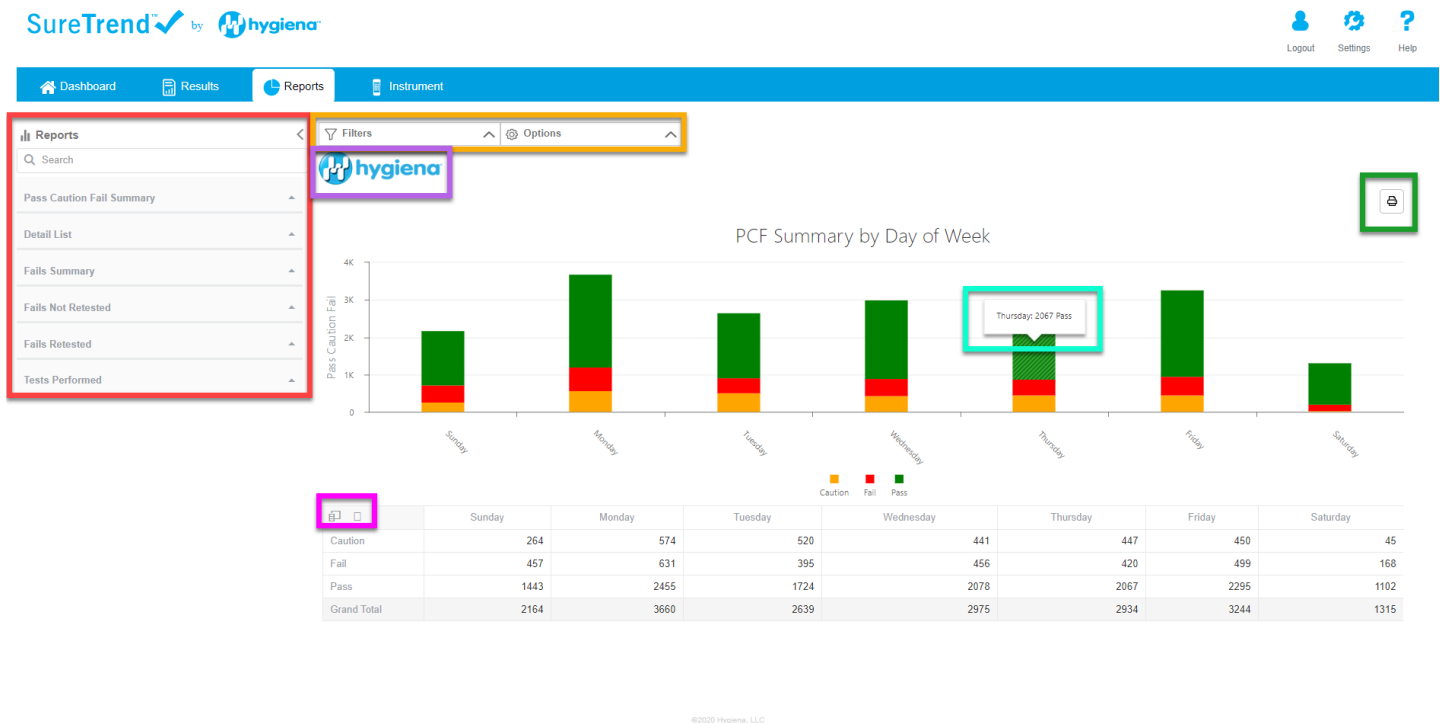
Blue Box: The plus icon allows you to add users. Your ability to add users (and which role you can assign them) depends on your role.

Purple Box: This is a list of the sites for the selected user. When you first open this page you will not see anything here. First you need to click on the row of the user to see which sites they're assigned to. If a user is unable to see data it is likely because they aren't enabled for the right sites. You enable/disable them from a site by using the toggle slider. 

Reports in SureTrend Cloud

To make it easy to track environmental monitoring and sanitation effectiveness – whether for one facility or hundreds – SureTrend Cloud has advanced reporting features. To view reports, go here:

<https://suretrend.hygiena.com/#!/reports>



Red Box: These are your reports. You can use the search bar to search for a report or use the drop-down arrows on the right to expand each report category. The arrow at the top right corner of the red box will expand/collapse the list of reports in case you want extra room for viewing the chart on the report on the right.

Orange Box: These are your filters and options. When you select a report, make sure you open your filter & option menu to select the correct date range and filtering options.

Green Box: This button allows you to print/export the chart & table for your records.

Teal Box: When you hover over your chart, additional data will appear such as what is shown in the teal box.

Purple Box: This is where your company logo will be displayed if you choose to upload one. It will also be shown on printed/exported reports.

Magenta Box: The first button in the magenta box will open an advanced field chooser that works just like Excel Pivot Tables. The second button will export your report data to an Excel file.

SureTrend Cloud Report Filters

Filters

Options

Period	Custom	From	3/8/2017, 8:00 AM	To	3/15/2020, 6:59 AM
Plan	Select a value...	Location	Select a value...		
User	Select a value...	Instrument	Select a value...		
Result type	Pass <input type="checkbox"/> Caution <input type="checkbox"/> Fail <input type="checkbox"/>	Site	Select a value...		
Deleted	<input type="checkbox"/>		Apply Filter	Reset Filter	

- **Period** refers to the time period during which you'd like to view data from. You can use this to easily select time periods such as "this week", "last week", "last month", or "last year."
- **From & To** are used to select a custom date range other than what is offered in the Period drop-down.
- **Plan** allows you to filter results by one or more plans.
- **User** allows you to filter by user. This refers to the EnSURE Touch user (not the SureTrend Cloud user) which means the person who performed the testing.
- **Result type** allows you to choose which types of results you'd like to include in the report. If you check the pass & fail boxes but leave the caution unchecked then caution results will be excluded from your report.
- If you check the **Deleted** box then your report will include results which were "deleted" or hidden. Results are usually deleted if they were performed by mistake, for example if you were to run a test on EnSURE Touch but you forgot to activate the swab. For auditing purposes and to prevent data loss, results are never actually deleted from your account.
- **Location** allows you to filter results by one or more locations.
- **Instrument** allows you to choose which instruments are included in the report
- **Site** allows you to choose which sites are included in the report.

SureTrend Cloud Report Options

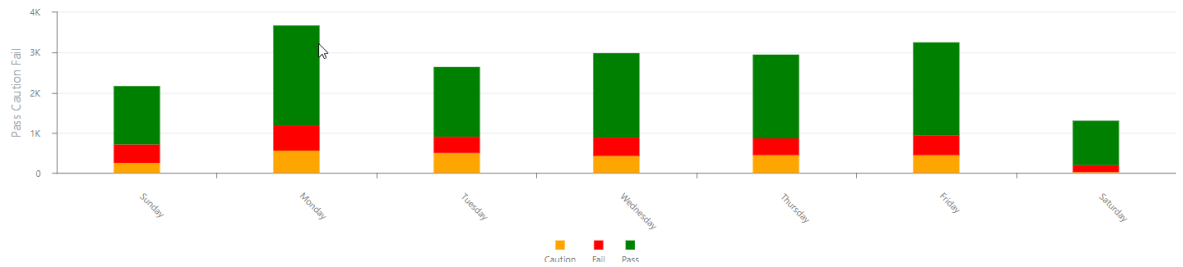
The options menu lets you choose which type of graph you'd like to use for your report.

Filters
Options

Chart type
☒ Stacked Bar
☐ Bar
☐ Line



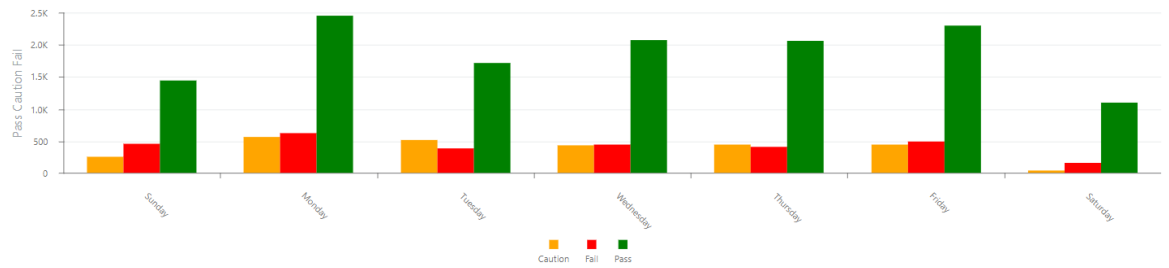
PCF Summary by Day of Week



Stacked Bar



PCF Summary by Day of Week

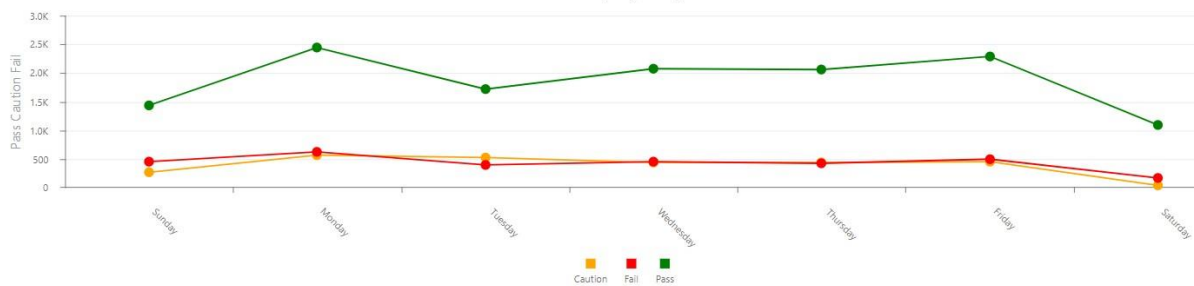


Bar

Line



PCF Summary by Day of Week



Results in SureTrend Cloud

The Results tab of SureTrend Cloud allows you to view your testing data similar to how you would on an Excel spreadsheet.

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 Logout  Settings  Help

Dashboard
Results
Reports
Instrument

Type: ATP
Period: Custom
From: 1/1/2016, 12:00 AM
To: 3/19/2020, 11:59 PM

Drag a column header here to group by that column

Result State	Result Date	Site Name	Location Name	Unit No	Is Retest	Unit Name	Plan Name	User Name	Lower	Upper	Rlu
Fail	03/04/2020 04:55:...	Headquarters	Quick Test	33241	<input type="checkbox"/>	Ecolab Renee	Quick Test	Renee	20	60	343
Fail	03/04/2020 04:52:...	Headquarters	Quick Test	33241	<input type="checkbox"/>	Ecolab Renee	Quick Test	Renee	20	60	1337
Fail	03/04/2020 04:50:...	Headquarters	Quick Test	33241	<input type="checkbox"/>	Ecolab Renee	Quick Test	Renee	20	60	380
Fail	03/04/2020 04:41:...	Headquarters	Quick Test	33241	<input type="checkbox"/>	Ecolab Renee	Quick Test	Renee	20	60	2336
Pass	02/26/2020 09:13:...	Headquarters	Quick Test	33241	<input type="checkbox"/>	Ecolab Renee	Quick Test	Ed	20	60	4
Fail	02/26/2020 09:11:4...	Headquarters	Quick Test	33241	<input type="checkbox"/>	Ecolab Renee	Quick Test	Ed	20	60	1711
Pass	02/26/2020 02:35:...	Headquarters	All Fill Chute	33241	<input type="checkbox"/>	Ecolab Renee	Location Test	Ed	47.8125	60	0
Pass	02/26/2020 02:34:...	Headquarters	All Fill Chute	33571	<input type="checkbox"/>	Ecolab 2	Location Test		47.8125	60	0
Pass	02/26/2020 02:34:...	Headquarters	All Fill Chute	33536	<input type="checkbox"/>	Ecolab 1	Location Test		47.8125	60	0
Pass	02/20/2020 02:57:...	Headquarters	All Fill Hopper	33241	<input type="checkbox"/>	33241	1	Renee	48	60	0
Fail	02/03/2020 01:59:...	Headquarters	All Fill Chute	33241	<input type="checkbox"/>	33241	Location Test	Renee	47.8125	60	318
Fail	02/03/2020 01:44:...	Headquarters	Quick Test	33241	<input type="checkbox"/>	33241	Quick Test	Renee	20	60	316
Pass	02/03/2020 10:29:...	Headquarters	Quick Test	33241	<input type="checkbox"/>	33241	Quick Test	Renee	20	60	0
Fail	01/28/2020 12:25:...	Headquarters	Quick Test	33241	<input type="checkbox"/>	33241	Quick Test		20	60	314
Pass	01/28/2020 12:23:...	Headquarters	Quick Test	33241	<input type="checkbox"/>	33241	Quick Test		20	60	2
Pass	01/24/2020 04:38:...	Headquarters	Quick Test	33241	<input type="checkbox"/>	33241	Quick Test		20	60	0

8 12 20 Page 1 of 1578 (18931 Items) 1 2 3 4 5 ... 1578

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Red Box: These are your main filters. Type allows you to choose the type of results you'd like to see (e.g. ATP, Microorganisms). Period, From & To allow you to select date ranges like you can on the reports.

Orange Box: These columns can be sorted A-Z / Z-A by clicking on them. You can also click the funnel icon to filter. You can customize the order of the columns by dragging and dropping them. You can also add in new columns but clicking the column chooser button which is on the far right of the **blue box**.

Blue Box: The buttons in the blue box in order are as follows:



This button allows you to upload a floor plan of your facilities and display your results on the floor plan. The following section covers this feature in detail.



This is your reset button. If you make changes to your results page such as adding filters, you can press this button to reset all changes.




This is your export button. You can export your data to your computer for analysis using Excel.








This is your column chooser button. When you open it you will be able to drag columns in and out of your view.





Floor Plans in SureTrend Cloud

This new feature of SureTrend Cloud allows you to upload a floor plan of your facility and drag pinpoints of testing locations onto the map. After testing is performed you can view a heatmap of their failures. Only Owners or Admins can upload maps so ensure that you're logged in as a user with one of these roles before you get started.

1. From the Results tab click on the Globe Icon  as shown in the screenshot below





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 Logout  Settings  Help

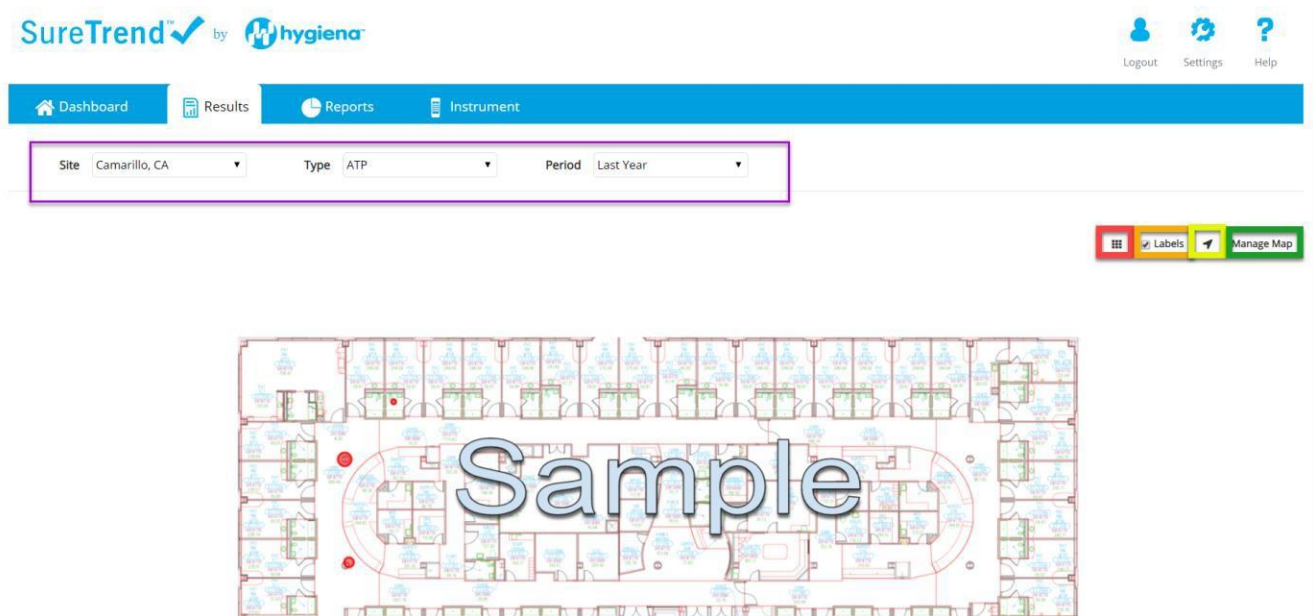
 Dashboard  Results  Reports  Instrument

Type Period From To

Drag a column header here to group by that column

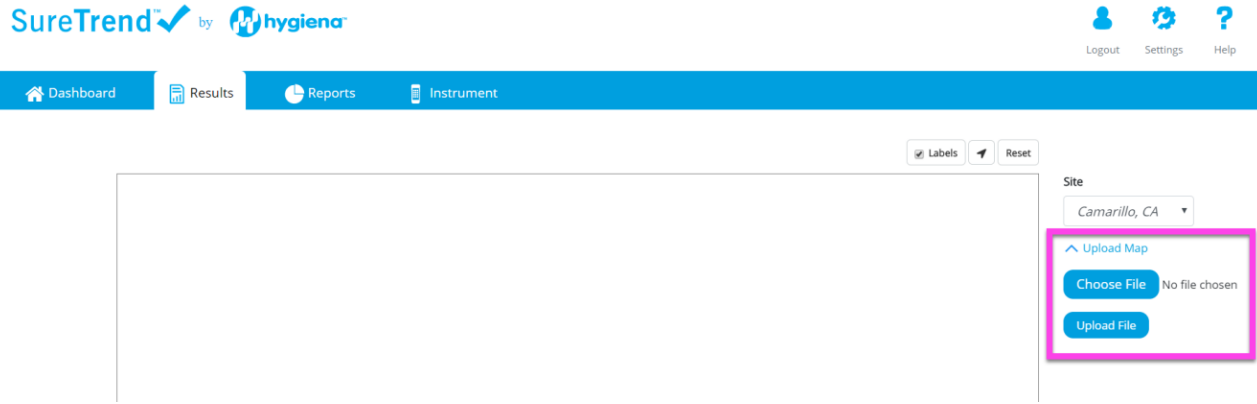
   

2. You will be presented with the following screen.

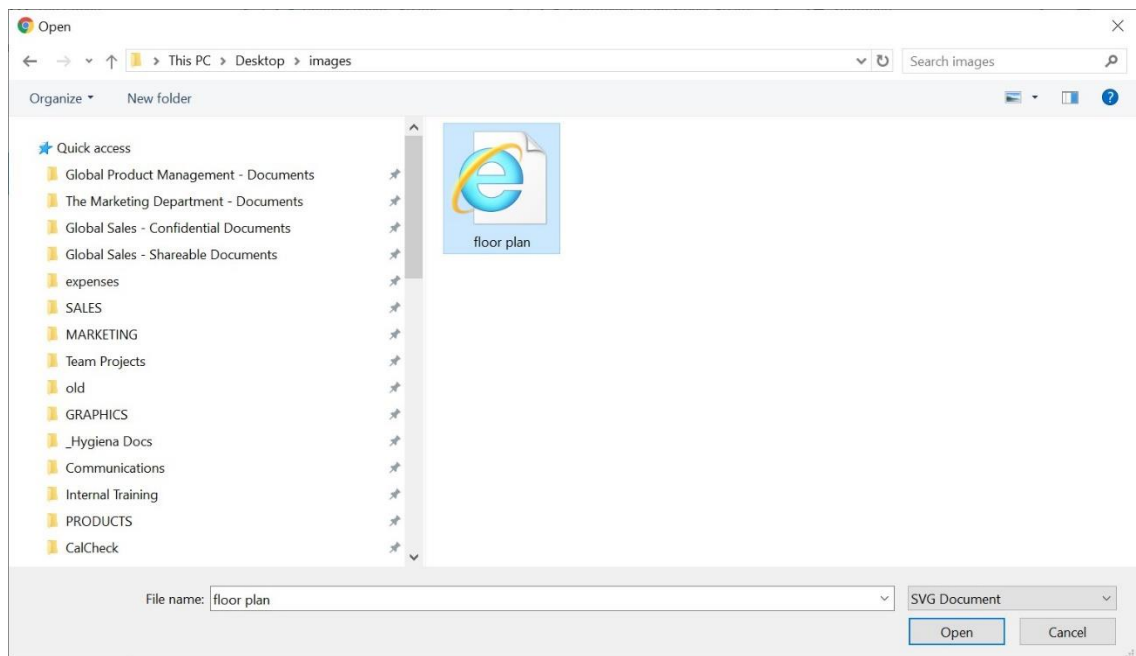


- a. **Purple Box:** these are your filters. Please ensure that you have the right site selected. If the screen is blank it is because the filters you have selected don't have any data. Try changing **Type** to ATP and change the **Period** to a timeframe for which you are certain that there test results.
- b. **Red Box:** this will take you back to the classic **Results** page.
- c. **Orange Box:** this will allow you to hide/show the location names on your map.
- d. **Yellow Box:** this will allow you to recenter the map if you've dragged it or zoomed in.
- e. **Green Box:** this will allow you to upload a floor plan to a site.

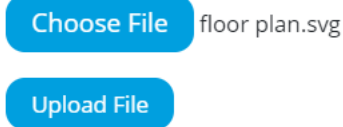
3. Click **Manage Map** and then you'll be taken to this screen to upload a floor plan using the buttons in the magenta box below.



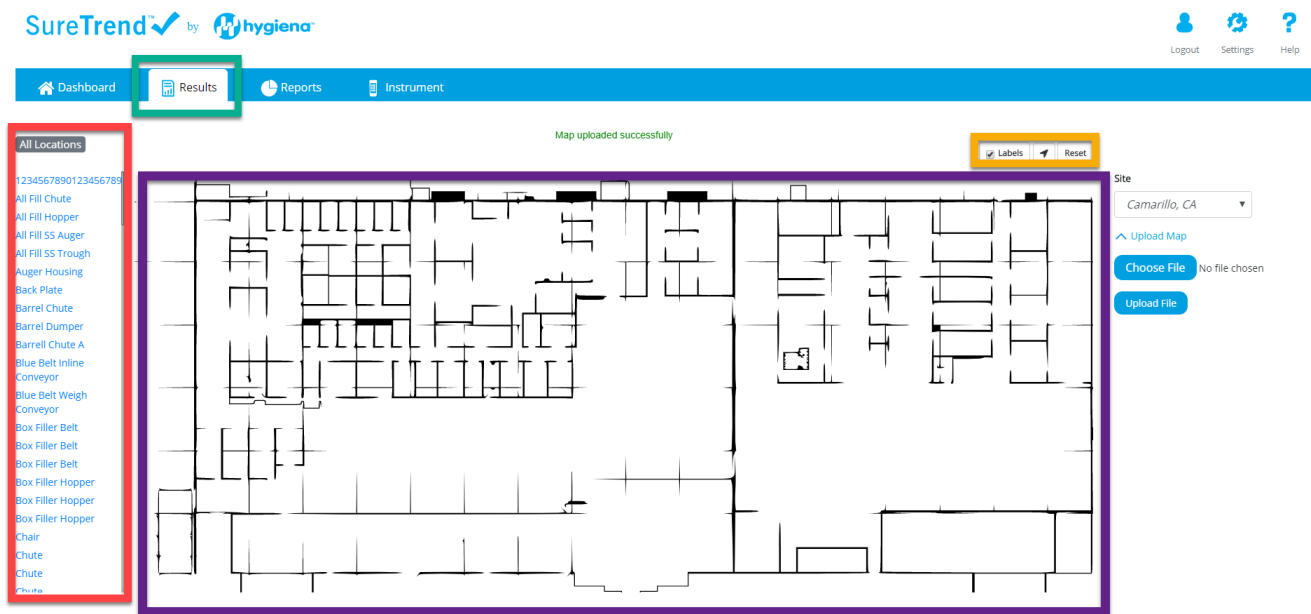
4. Select the file you would like to upload. Currently, only .svg files are accepted. If your file is in another format (.jpg, .png, etc.) you can convert it online. Try Googling "Convert .png to .svg"




5. After you select your file, you'll see the file name next to the button. Now, click the **Upload File** button.

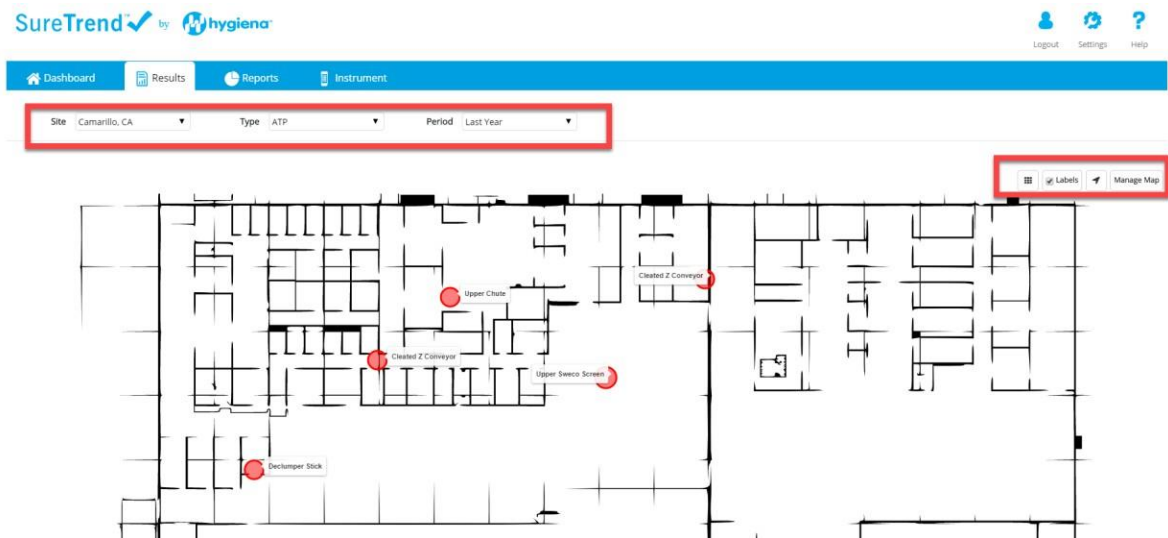


6. You will see a page like this.



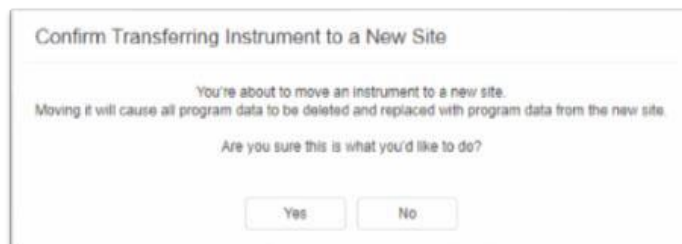
- Purple Box:** this is your floor plan. You can zoom in and drag the map around to get a closer look at areas in your facility. If you need to recenter the map, click the  button in the **orange box**.
- Red Box:** this is where you will see a list of your locations. You can drag these locations over to your floor plan to assign them to that spot on the map.
- Orange Box:** this contains a few key buttons that will allow you to manipulate the map. See step 4 above for details.
- Turquoise Box:** If you want to return to the Results page, click [here](#).

7. After setting up your locations on the floor plan, you'll be able to see a heatmap of failures on the map. If you hover over the location you can see how many failures it has for the period selected. Don't forget to use the filters and buttons in the red boxes below.



Instruments Tab

This page shows the instruments registered to your SureTrend Cloud account. Each instrument is assigned to a **site** (facility). You can edit the instrument name and the site it is assigned to by clicking the pencil icon. If you change the site, you will see a pop-up message alerting you that this would modify the programming information on the instrument. This is because programming information is tied to the site, not the instrument. By default, instruments on the same site share the same programming information.



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