

# SWS - Forms in the Report Menu - System Reports - Activity Reports - User History

Last Modified on 07/31/2024 1:15 pm EDT

The User History Report displays Operator login and logoff information.

## Generating a User History Report

Perform the following steps to generate a User History Report:

1. Navigate to the Reports menu, and select "System Reports".

**Result:** The "System Reports" Navigation Tree displays as shown in the following screenshot:



2. Click the "Activity" Navigation Tree Node.

**Result:** The Activity section of the Navigation Tree expands as displayed in the following screenshot:



3. Double-click the "User History" Navigation Tree Node.

**Result:** The "User History" form displays as shown in the following screenshot:

The screenshot shows the 'User History' report configuration window. The left sidebar lists various report categories, with 'User History' selected under the 'Activity' category. The main window displays the following configuration:

- Report Description:** User History
- Priority:** 6
- Date:**  (checked)
- From:** 12/10/2013 00:00:00
- To:** 12/10/2013 23:59:59
- Operator:** A list of 25 operators, all with checked checkboxes:
  - 1 - User A
  - 2 - Odin
  - 3 - Tom
  - 4 - User C
  - AMYC - Amy Condon
  - BOLD - Bold Technologies
  - CANADA - CANADA
  - CHRIS - Christopher
  - DATA - Data Entry
  - DEALER - Dealer 0001
  - DEEL - Dee Lane
  - DOUGM - Doug Test
  - GH - George's testing ID
  - GHM - Password expires ...
  - GHTEMP - Testing resetti...
  - GHTEMP2 - Test 3 resetti...
  - JULIEA - Julie Adams
  - LTECH - LOUTECH
  - MATTN - Matt Narowski
  - MEL - Mel Test
  - NEW - New User
  - NEW2 - New User #2
  - NEW3 - New User #3
  - NIALM - Nial MacDonald
  - OPER - Operator Login
  - READONLY - Alarm Queu...
  - TEST1 - test
  - USER B - User B
  - YANNA - Yanna Test
- Include:**
  - All
  - Logon
  - Logoff

8. The Date fields display as preselected. If you do not want to designate a specific date and time range for your Report, deselect the "Date" checkbox. Otherwise, enter the date and time range for which you want to run the Report.
9. The Operator checkboxes display as preselected. Deselect the checkboxes for Operators you want to exclude from your Report.
10. If you want your Report to include all the history for an Operator for the date and time range you designated, select "All" from the "Include:" area of the form. If you want to include logon or logoff information only, select the "Logon" or "Logoff" checkboxes, instead.
7. Once you have entered all the parameters for your Report, click "Next".

**Result:** The Distribution Tab displays as shown in the following screenshot:

Override or unlisted destination:

Override recipient's name:

Override destination type:

Override destination address (Fax/Email):

Contact list destination:

Default printer:

Contact list type:

Customer:

Show suppressed contacts  Hold for preview

- [-] Contacts
  - [+] Anytime Bill
  - [+] Mary Beth
  - [+] Pete - Non Opening user
  - [+] Same Spade
  - [+] John Doe
  - [+] Jg
  - [+] Jeff Herd
  - [+] Non Rotating user 1
  - [+] Non Rotating user #2
  - [+] Jane Doe
  - [+] 11
  - [+] 12
  - [+] 13
  - [+] 14
  - [+] 15
  - [+] 16
  - [+] 17
  - [+] 18
  - [+] 19
  - [+] 20
  - [+] 21
- [-] Dealer
  - [+] Dealer GH 202 for testing
- [-] Branch
- [-] Agency
- [-] Authority
- [-] Customer
  - [+] George's testing account
  - [+] Company (printer only)

Reports Distribution

9. For instructions on distributing your Report, refer to the "System Reports" document.