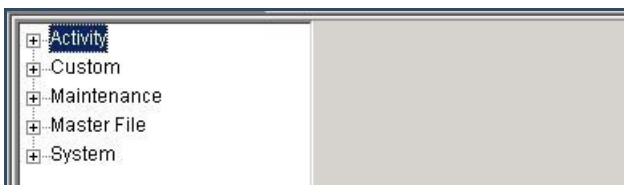# SWS - Forms in the Report Menu - System Reports - System Reports - Operator Time Cards

Last Modified on 08/05/2024 3:33 pm EDT

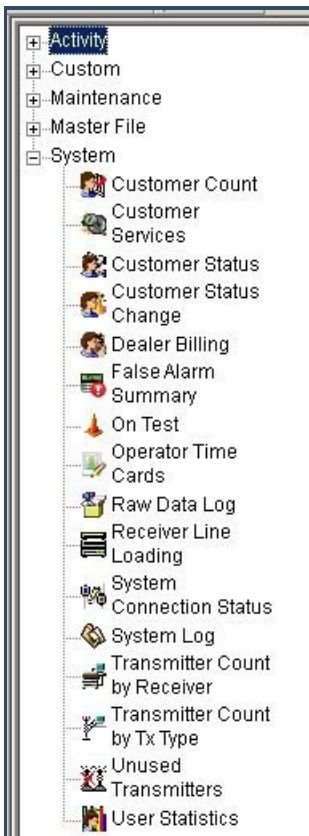Perform the following steps to generate an Operator Time Cards Report:

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 "System File" Navigation Tree Node.

   Result: The System File section of the Navigation Tree expands as displayed in the following screenshot:

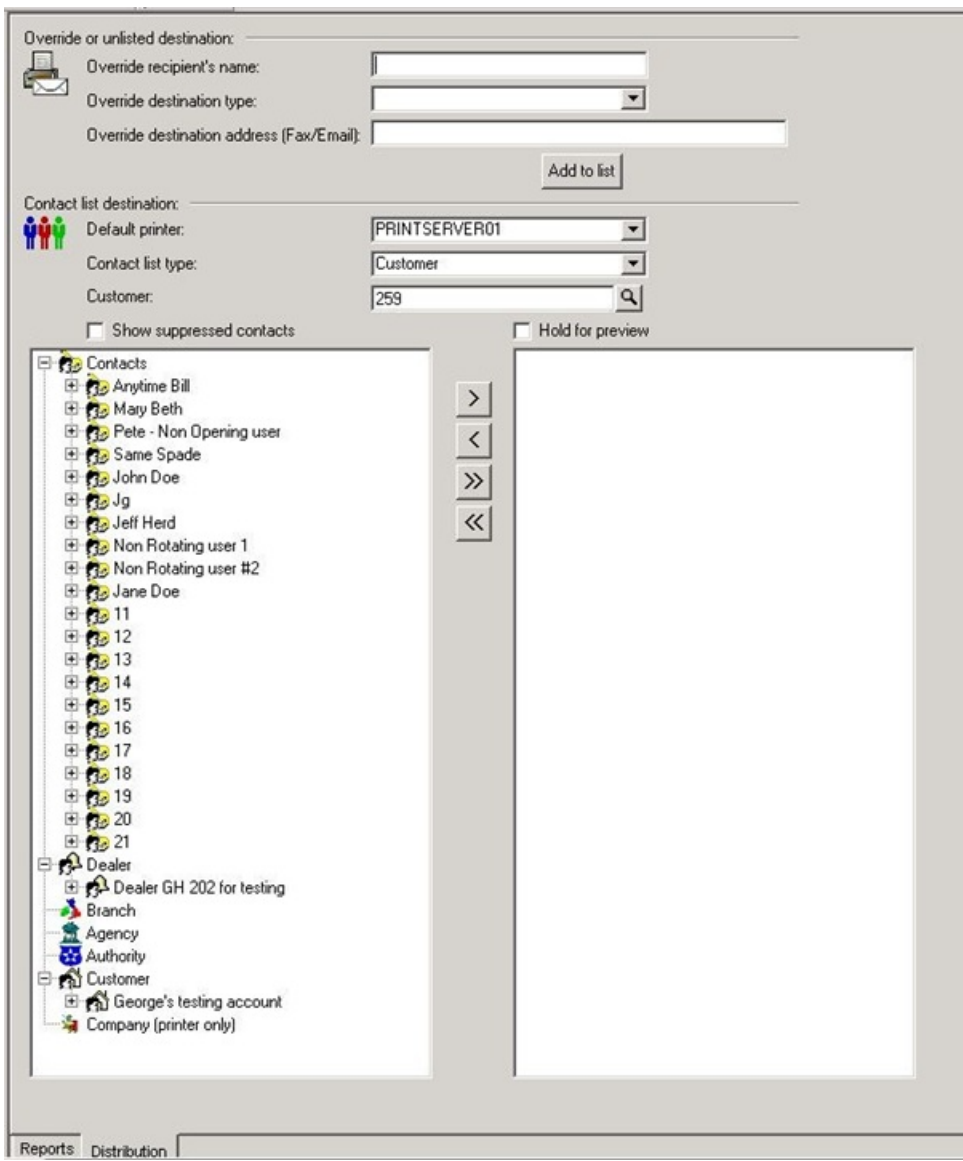3. Double-click "Operator Time Cards".

Result: The "Operator Time Cards" form displays as shown in the following screenshot:

4. To run a Report by "User ID", enter a beginning value in the "From:" field and an ending value in the "To:" field. The system will report on all items that fit between the beginning and ending values.
5. The "Date" checkbox displays as preselected. If you want to run your Report by date, enter the date and time parameters.
6. Click "Next".

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

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