

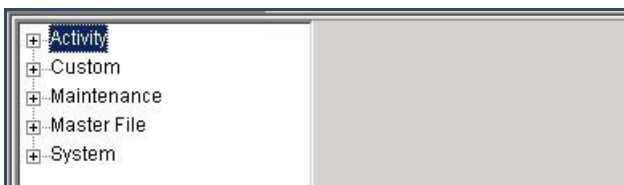
# SWS - Forms in the Report Menu - System Reports - System Reports - System Log

Last Modified on 08/05/2024 3:54 pm EDT

Perform the following steps to generate a System Log Report:

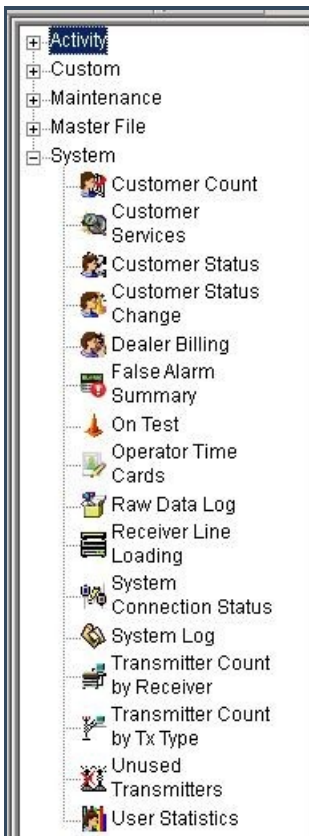
1. Navigate to the Reports menu, and select "System Reports".

**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 "System Log".

**Result:** The "System Log" form displays as shown in the following screenshot:

The screenshot shows a software interface for generating a System Log report. On the left is a navigation tree with categories like Activity, Custom, Maintenance, Master File, and System. Under System, 'System Log' is selected. The main panel is titled 'System Log' and contains the following fields:

- Report Description: System Log
- Priority: 6
- Date
- From: 12/27/2013 00:00:00
- To: 12/27/2013 23:59:59
- Category: [Dropdown]
- Qualifier: [Dropdown]
- User ID: [Dropdown]

4. If you want, apply any of the following parameters to your System Log Report:

- Category
- Qualifier
- User ID

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:

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

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