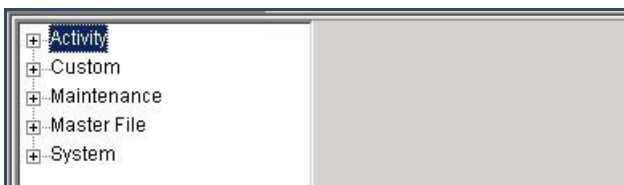# SWS - Forms in the Report Menu - System Reports - System Reports - System Log

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

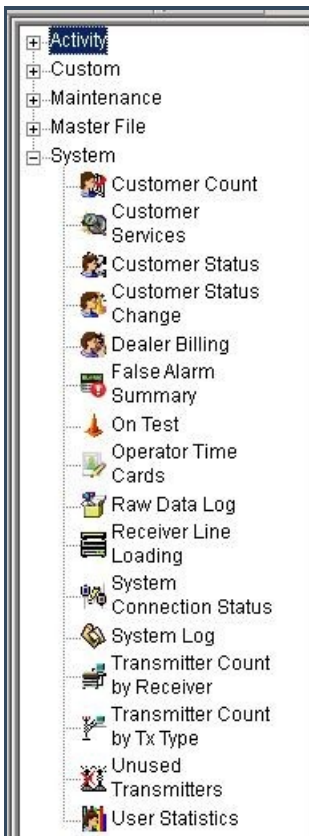Perform the following steps to generate a System Log Report:

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:

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:

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