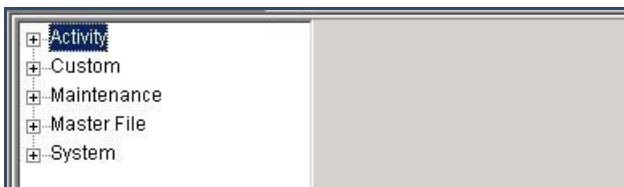# SWS - Forms in the Report Menu - System Reports - User Statistics

Last Modified on 08/05/2024 5:37 pm EDT

Perform the following steps to generate a User Statistics Report:
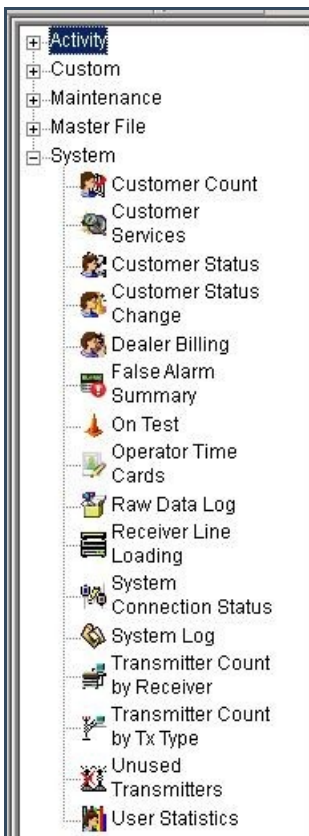
1. Navigate to the Reports menu, and select "System Reports".

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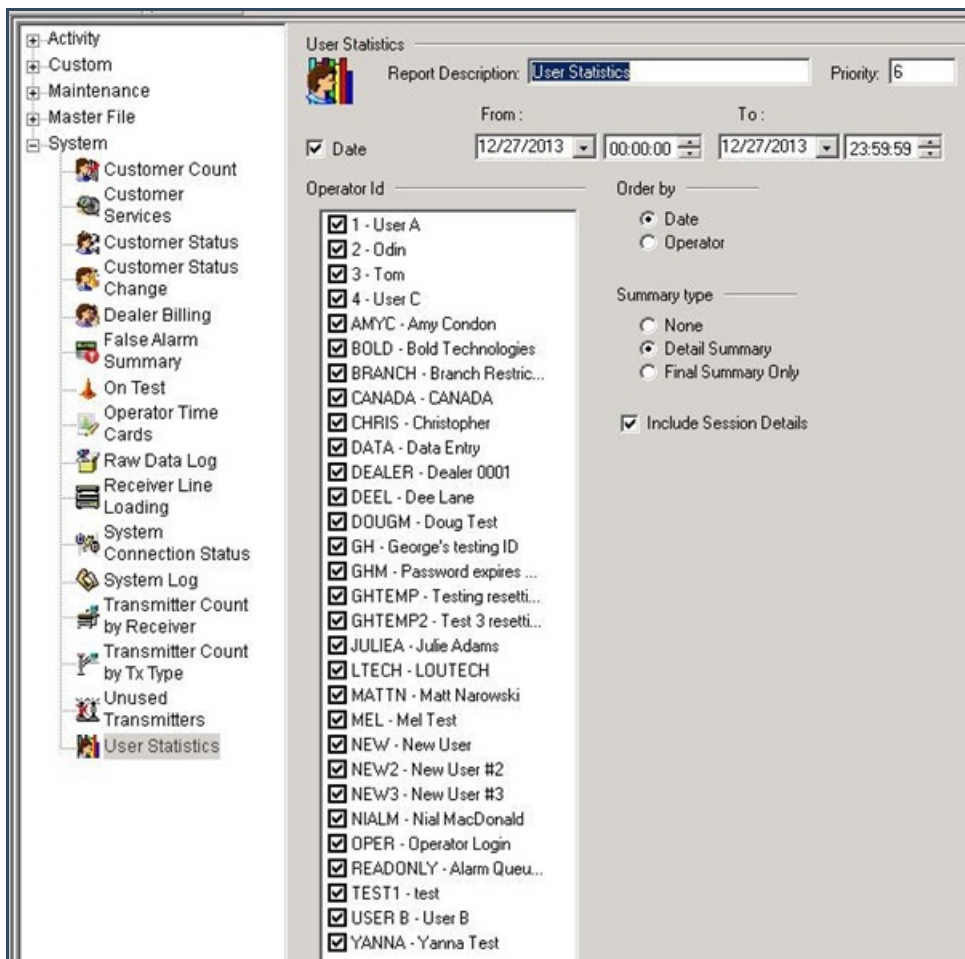

2. Click the "System File" Navigation Tree Node.

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

3. Double-click "User Statistics".

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

4. The "Date" checkbox displays as preselected. To run your Report by date, enter a date and time range.
5. Items in the "Operator Id" area of the form display as preselected. Deselect any items you want to exclude from your Report.
6. The "Date" option in the "Order by" area of the form displays as preselected. If you want to order your Report by Operator, select that option instead.
7. The "Detail Summary" option in the "Summary type" area of the form displays as preselected. If you do not want a summary in your Report, select "None". If you want a final summary instead of a detail summary, select the "Final Summary Only" option.
8. The "Include Session Details" checkbox displays as preselected. If you want to minimize the amount of information that displays in your Report, deselect the item.
9. Click "Next".

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

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