

Adding jobs in the Schedule tab and rescheduling them

How do you add new jobs in the Schedule tab?

You can add new jobs on the **Schedule** tab by following one of the following options:

- Click **Add Job** on the top right options of the **Schedule** tab
- Double click the time slot where you want to add a new job

When you use any of the previous options, the **Add Job Wizard** opens and you can define the properties of the new job. For more information on what information is available on this wizard, go to [Adding SQL Server jobs](#).



Keep in mind that adding new jobs by double clicking a time slot is only available on the **Day** and **Week** views. You should also take into account that you cannot create new jobs on past dates.



Note that when you create jobs in the **Schedule** tab by double clicking on a time slot, SQL Enterprise Job Manager will display the newly created jobs only when the collector runs on that instance and updates the respective information.



Read-only users cannot add new jobs and therefore the previous options are not available for this type of user role.

How do you reschedule jobs?

SQL Enterprise Job Manager allows you to reschedule jobs by dragging and dropping Scheduled Jobs to new time slots.

To reschedule a job, click over the scheduled job, drag it, and drop it on your required new time slot.

Keep in mind that SQL Enterprise Job Manager creates a new one-time occurrence job on the time slot where you dropped the job. If the job you selected to reschedule has a recurring schedule, SQL Enterprise Job Manager creates a one-time occurrence on the new time slot and adjusts schedules so that the recurrence remains unaltered.



Keep in mind that dragging and dropping to reschedule a job is only available on the **Day** and **Week** views. You should also take into account that you cannot reschedule past jobs or move any scheduled job to a past date.



Take into account that when you reschedule a job and you change to different views, the changes of the rescheduled job will not be updated until the collector runs or you manually refresh the data.



Read-only users cannot reschedule jobs and therefore the option for drag and drop jobs to new time slots is not available for this user role.

SQL Enterprise Job Manager monitors and manages your SQL Server agent jobs. [Learn more > >](#)

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