





# Filtering your jobs

If you need to get a specific view of the jobs displayed on this tab, filter your information using the options available on the left section of this tab.

Filter your jobs by:

- **Status** - select specific job status to filter your information such as: Not idle or suspended, Executing, Waiting for thread, Between retries, Idle, Suspended, or Performing completion actions.
- **Job Name** - type specific jobs names. Click the respective icons (   ) to add or remove job names. To easily identify your job names, you can use wildcard characters such as: %, \_, [ ], [^], for example, type %backup% and all jobs that contain the word "backup" will be included for filtering.
- **Enabled** - select if you want to view Enabled (Yes) or Disabled (No) jobs.
- **Category** - select specific jobs' categories. For example, you can select to view all Log Shipping or Full-text jobs. Click **more** to display all categories.
- **Instance** - type those instances for which you want to see their jobs. Click the respective icons (   ) to add or remove instance names. To easily identify your instance names, you can use wildcard characters such as: %, \_, [ ], [^], for example, type %dev% and all instances that contain the word "dev" will be included for filtering.
- **Last updated by** - use this filter when you want to view last updated jobs by specific user names. Type the user names in the following format: domain\username.
- **Job Chain Name** - type specific job chain names for which you want to view job information.



If your Job name has [ ] characters, replace them with the underscore "\_" character so that SQL Enterprise Job Manager does not take them as wildcards and the alert rule is triggered correctly.



When you select your filters, you can choose to disable the option **Apply filter as it changes**, so that you can select your filters first and apply the changes later.

## How do you save filters?

You can save your preferred filtering options by typing a name in **Filter Name** and clicking **Save**. Once you save your filter, you can retrieve it by selecting the respective name from the drop-down filters options available at the top of the filter section.

## How do you remove filters?

You can remove filters by following these options:

- Use the specific **Remove Filter** option in each filter. For example, if you want to remove your status filters, click **Remove Filter**.
- Under **FILTERED BY** on the top section or your **Jobs** tab, you can see the filters you have selected, click the **X** icon next to the ones you want to remove.
- Use the option **Clear** on top of the filters section to remove all filters.

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

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