## Add or edit job filter

The Add Job Filter or Edit Job Filter window allows you to create or edit a filter to determine when you want a SQL Server Agent job condition to raise an alert.

## Access the add or edit job filters

To access the Add Job Filter or Edit Job Filter window:

- 1. Right-click a SQL Server instance in the Servers tree.
- 2. Select Configure Alerts.
- 3. Select one of the following alerts:
  - SQL Server Agent Job Completion
  - SQL Server Agent Job Failure
  - SQL Server Agent Long Running Job (Minutes)
  - SQL Server Agent Long Running Job (Percent)
- 4. Click Advanced, and select Job Filters.
- 5. Click Add or Edit in either the Include or Exclude list.

## Use the Job Filters tab

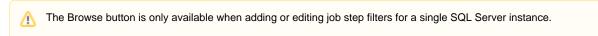
The Job Filters tab allows you to include or exclude a job by job category, name, or step name if you check Alert on individual job steps .

## To add a job filter:

- 1. Select Like or Equals in the Operator drop-down window for either the Job Category, Job Name, or Step Name field.
- 2. Enter the value to filter the job for in the Value field or click the Browse button to browse for the object you want to filter.



3. Click OK.



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