

Filtering your Schedule tab

You can filter the information displayed on your Calendar view to see more specific information. On the left side of your **Schedule** tab, you can find the **Filter Table By** section where you can filter jobs and tasks by:

- **Status** - Select the specific job and task status to display: Failed, Successful, Retry, Canceled, Running, or Scheduled
- **Instance** - Select the instances whose jobs and tasks you want to see on the calendar view.
- **Job Name** - Select the names of jobs you want to see on your calendar view.
- **Duration** - Type or use the sliders to determine the time range that SQL Enterprise Job Manager will use to filter your jobs and tasks.
- **Job/Task** - Select if you want to see jobs or tasks.



When using filters consider:

- Some filters have the option to **Add Filter** in case the information you are looking for is not listed. Once you click on **Add Filter**, a dialog box appears. Type the name you are looking for on the Search bar, then select it from the list, and **Save**. Your filter will be included under the filter list where you added it.
- Click the respective checkbox to add or remove your selections.
- If you want to select filters first and apply the changes later, deselect the **Apply Filter Instantly** option.

How do you save filters?

You can save your preferred filtering options by typing a name in the **Add Filter** wizard of the **Custom Filter** section and clicking **Save**. Once you save your filter, you can retrieve it from the drop-down bottom of the **Custom Filter** option available on the left side under the **Filter Table By** section.

How do you remove filters?

You can remove filters by following these options:

- Use the specific **Clear Filter** option in each filter. For example, if you want to remove your status filters, click **Clear Filter**.
- Under **Applied Filters** on the top section or your **Schedule** 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 All Filters** on the top section of the **Filter Table By** to remove all filters.