

# 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.

 Use the percent symbol (%) as a Wildcard.

3. Click **OK**.

 The Browse button is only available when adding or editing job step filters for a single SQL Server instance.

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