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 filtering section where you can filter jobs by:

- **Status** - select specific job status to display: Failed, Succeeded, Retry, Canceled, Running, or Scheduled
- **Instance** - type those instances whose jobs you want to see on the calendar view. Click the respective icons to add or remove an instance (,). To easily identify your instances names, you can use wildcard characters such as: %, _, [ ], [^],for example type %dev% and all jobs that belong to all instances that contain the word "dev" will be included in the calendar section.
- **Job name** - type the names of jobs you want to see on your calendar view. Click the respective icons to add or remove jobs (,). To easily identify your jobs 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.
- **Duration** - use the sliders to determine the time range that SQL Enterprise Job Manager will use to filter your jobs on the **Schedule** tab.

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

On the Filters section, you can disable the option **Apply filter as it changes** to make your filter selections first and apply the changes later.

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 STATUS Filter** under the respective section.
- Under **FILTERED BY** on the top section or your **Schedule** tab, you can see those filters that 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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