

General information about your job

When you open the **Add Job** wizard, a first section of this wizard requires you to fill general information for the job. You can find the following fields:

- **Instances** - select the instance where you want to create the job. Click the drop-down arrow to view all registered SQL Server instances.
- **Name** - type a name that describes your job or a name that it is easier for you to identify the job with.
- **Owner** - select the owner of this Job. SQL Enterprise Job Manager allows you to select the owner from a list of available users obtained from the instance you have selected before.
- **Category** - select a category for your job. For example, you can choose from: Data Collector, Log Shipping, REPL-Alert Response, or others.
- **Enable** - define if you want your job enabled or disabled. You can create jobs and enable them later. When the job is disabled, the job does not run in response to a schedule or alert.
- **Description** - write a short description of your job to help you identify its objectives, steps, and any other relevant information.

Take into account that you have to specify at least the instance, name, and category in order to create the job.



Keep in mind the Job Wizard does not display information from SQL Server instances that cannot be reached.



Take into account that Read-only users cannot add new jobs from SQL Enterprise Job Manager to their monitored instances.



Keep in mind that characters such as &, +, ', ", are not accepted when editing the job name.



After making your settings in the General section of this wizard, you can finish and save the job, or you can go to any of the following sections: [Steps](#), [Schedules](#), [Alerts](#), [Notifications](#), [Targets](#).

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

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