

# Viewing current monitored jobs

On the **Jobs** tab, you can see a complete list of all your monitored jobs and their most important information.


On the top section of your **Monitored Jobs** view, you can:

- **Search Jobs** - use this option to search your jobs preferences.
- **View By** - select the jobs (monitored jobs, job trends, job chains, tasks, job history, or task history) you would like to see.

The jobs list displays the following information:

- **Job Name** - The name defined for the job.
- **Instance** - The name of the SQL Server instance to where the job belongs to.
- **Enabled** - If the job is enabled or disabled.
- **Status** - The execution current status of the job. The job status could be: Not idle or suspended, Executing, Waiting for thread, Between retries, Idle, Suspended, or Performing completion actions.
- **Outcome** - The status of the job on its last run. This status could be: failed, succeeded, retry, canceled, or unknown.
- **Duration** - The duration of the job's last run in hh:mm:ss.
- **Last Run** - The last date and time (including the time zone) when the job ran.
- **Next Run** - The next date and time (including the time zone) when the job will run.
- **Category** - The category of the job. Some examples of job categories are Data Collector, Database Engine Tuning Advisor, Database Maintenance, etc.
- **Updated by** - the last date when the job was updated.
- **Actions** - On the gear icon you can find the actions that you can perform on one or several jobs. For more information about these actions, go to [What actions can you perform on jobs?](#).



Click the  more options icon to select the information you want to hide or show on the jobs list.

On the left section of the **Jobs** tab, you can find a sidebar that allows you to filter your information according to your requirements. You can view jobs according to selected status, categories, and other filters. For more information about these options go to [Filtering your jobs](#).

## How do you add jobs?

You can add new jobs from the **Jobs** tab. Go to the top bar menu, click the option **Add Job**, and SQL Enterprise Job Manager opens the Add Job wizard. For more information on what is available on this wizard, go to [Adding new SQL Server jobs](#).


## How do you edit jobs?

You can edit your jobs on the **Jobs** tab. Select your job on the job list, go to the top bar menu, and click the option **Edit Job**. SQL Enterprise Job Manager opens the Edit Job wizard.

## How do you export your Jobs tab information?

You can export the information displayed in the current view of your **Jobs** tab. Go to the **Export** option on the top bar menu of this tab and select the format you want to use for your exported information: CSV, PDF, or XML.

## How do you refresh the information on the Jobs tab?

Whenever you want to update the information presented on the **Jobs** tab, click on the  **Refresh** icon.



You can define how many jobs you want to view per page. Go to the bottom section of the tab and type the number of jobs you want to see per page.