





# 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 and tasks by:

- **Status** - select specific job and task status to display: Failed, Succeeded, Retry, Canceled, Running, or Scheduled
- **Instance** - type those instances whose jobs and tasks 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 and tasks 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 and tasks on the **Schedule** tab.
- **Job/Task** - select if you want to see jobs or tasks on your Schedule view.



If your Job name has [ ] characters, replace them with 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 save filters?

You can save your preferred filtering options by typing a name in **Filter Name** and clicking **Save**. Once you save your filter, you can retrieve it by selecting the respective name from the drop-down filters options available at the top of the filter section.

## 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 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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