





# Organizing and filtering your job history information

You can organize and view more specific information in the **Job History** tab.

To sort the information available on the job events list, click the header of any column and SQL Enterprise Job Manager orders the information according to the selected column. For example, click **Duration** to sort jobs by the duration time.

You can use the **View By** drop-down options on the left side of this tab to specify if you want to view your job history by day, week or month. Alternatively, you can use the calendar in **Date** to select a specific date for which you want to view your job history.

If you want to view more specific information, go to the filters section on the left side of the **Job History** tab and use the filters available there. You can filter your information by:

- **Status** - filter according to your jobs status: Failed, Canceled, Succeeded, Retry, or Unknown.
- **Instance** - type those instances whose jobs you want to see. Click the respective icons   to add or remove an instance. To easily identify your instance names, you can use wildcard characters such as: %, \_, [ ], [^], for example, type %dev% and all instances that contain the word "dev" will be included for filtering.
- **Job name** - type the names of the jobs for which you want to view their historical information. Click the respective icons   to add or remove jobs. To easily identify your job 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 time slider to define the interval of duration job time for which you want to see the job history



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.




You can unselect the option **Apply filter as it changes** to make all your filter selections first and have your information changed when you finish.

## 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 same filter section or click the remove icon  next to the Instance or Job Name filter.
- Under **FILTERED BY** on the top section or your **Job History** 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** to remove all filters.

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

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