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 the status of your job: Failed, Successful, Retry, Canceled, In Progress, or Unknown.
- **Instance** - Select those instances whose jobs you want to see.
- **Job name** - Select the names of the jobs for which you want to view their historical information.
- **Duration** - Type or use the time slider to define the interval of duration job time for which you want to see the job history.

> When using filters consider:
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> - Some filters have the option to **Add Filter** in case the information you are looking for is not listed. Once you click on **Add Filter**, a dialog box appears. Type the name you are looking for on the Search bar, then select it from the list, and **Save**. Your filter will be included under the filter list where you added it.
> - Click the respective checkbox to add or remove your selections.
> - If you want to select filters first and apply the changes later, deselect the **Apply Filter Instantly** option.

How do you save filters?

You can save your preferred filtering options by typing a name in the **Add Filter** wizard of the **Custom Filter** section and clicking **Save**. Once you save your filter, you can retrieve it from the drop-down bottom of the **Custom Filter** option available on the left side under the **Filter Table By** section.

How do you remove filters?

You can remove filters by following these options:

- Use the specific **Clear Filter** option in each filter. For example, if you want to remove your status filters, click **Clear Filter.**
- Under **Applied filters** on the top section or your **Job History** tab, you can see the filters you have selected, click the **X** icon next to the ones you want to remove.
- Use the option **Clear All Filters** on the top section of the **Filter Table By** to remove all filters.