How to view your jobs on the Schedule tab?

SQL Enterprise Job Manager displays a Calendar view of all your executed instances, jobs, tasks, and job chains in containers.

By default, the **Schedule** tab displays your current date instances, jobs, tasks, and job chains in a **Day** calendar view; however, you can change this setting to view them by:

- Week
- Month
- Snapshot

The Week and Month views are available when you set the combinations of the **Start / End Date** filter and **Start / End Time** filter. The Snapshot view is available when you click on either the containers or the time slot.

> ✅ Hover over jobs, tasks, job chains, or time slots (specific date and hour) to get into the **Snapshot view**. This view displays the Instance and the Average Runtime of your selection at that particular time. For example: click on Jobs, the Snapshot view will display only Jobs for that particular time slot on which the clicked Job exists.
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> Additionally, you can view specific details of your selection on the Operation list.

Viewing your information by Day

SQL Enterprise Job Manager displays all instances, jobs, tasks, and job chains of your selected day on their respective time slots in the calendar.

Set the **Start / End Date** filter to view your information by **Day**. SQL Enterprise Job Manager changes to a day view with the day you selected. You can modify this date view by going to the top section of the **Scheduled** tab and selecting the dates you require.

Viewing your information by Week

SQL Enterprise Job Manager displays all instances, jobs, tasks, and job chains per day and time for each day of the selected week on their respective time slots in the calendar.

Set the **Start / End Date** filter to view your information by **Week**. SQL Enterprise Job Manager changes to a weekly view with the days of the week you selected. You can modify this week's view by going to the top section of the **Scheduled** tab and selecting the dates of the week you require.

Viewing your information by Month

SQL Enterprise Job Manager displays all instances, jobs, tasks, and job chains per day of the selected month on their respective time slots in the calendar.

Set the **Start / End Date** filter to view your information by **Month**. SQL Enterprise Job Manager changes to a monthly view with the days of the month you selected. You can modify this month's view by going to the top section of the **Scheduled** tab and selecting the dates of the month you require.

Viewing your information through the Snapshot view

The Snapshot view allows you to get detailed information of jobs, tasks, and/or job chains that exists within a specific time slot.

It can be accessed when the **Start / End Date** are the same and the **Start / End Time** are a maximum of an hour apart.

Each container displays information about a specific instance, job, task, and job chain.

> ⚠️ The instance containers reflect all jobs, tasks, and job chains that are running under the instance or on the server hosting that instance.

How are the containers displayed on the Snapshot view?

- Each container displays the average run time in seconds of the specific job, task, or job chain.
- If the job, task, or job chain has already been run and completed, then the actual run time (duration) is displayed instead of the average run time.
- If a specific job, task, or job chain runs successively with less than 5 minutes in between each run, then the containers are merged into one container.

How are the containers placed on the Calendar view?

- The placement of the container on the Calendar view is determined by the start time of the job, task, or job chain for which the container represents.
- The placement of the right edge of the container depends on the average run time or actual run time.
- Containers that extend the past visible of the Calendar area, display an ellipsis to indicate that there is information hidden.

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- The edges of the Calendar allow you to navigate to the previous or next hour.
- You can drag and drop a job, task, or job chain container to reschedule it. For more information, go to Reschedule.