Filtering your jobs

If you need to get a specific view of the jobs displayed on this tab, filter your information using the options available on the left section of this tab.

Filter your jobs by:

- **Status** - Select specific job status to filter your information such as Not idle or suspended, Executing, Waiting for thread, Between retries, Idle, Suspended, or Performing completion actions.
- **Job Name** - Select your job name from the list available.
- **Enabled** - Select if you want to view Enabled (Yes) or Disabled (No) jobs.
- **Category** - Select specific jobs' categories. For example, you can select to view all Log Shipping or Full-text jobs.
- **Instance** - Select your instances for which you want to see their jobs.
- **Updated by** - Use this filter when you want to view the last updated jobs by specific user names. Select the user names in the following format: domain\username.
- **Job Chain Name** - Select a specific job chain for which you want to view job information.
- **Last Run Outcome** - Select specific job status to filter information according to the last run outcome values reported such as: Failed, Successful, Retry, Canceled, In Progress, Unknown.

When using filters take into account:

- 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 **Jobs** 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.