Viewing information about your Tasks

To view your monitored tasks, go to the **Jobs** tab, and select **Tasks** from the drop down list available in the **View By** section.

SQL Enterprise Job Manager allows you to see the following information about your tasks:

- **Server Name** - The name of the SQL Server instance to where the task belongs to.
- **Task Name** - The name defined for the task.
- **Enabled** - If the task is enabled or disabled.
- **Status** - the current execution status of the task.
- **Last Run Outcome** - The numeric value assigned by Windows Task Scheduler.
- **Last Run** - The last date and time (including the time zone) when the task run.
- **Next Run** - The next date and time (including the time zone) when the task will run.
- **Scheduled** - If the task is scheduled or not.
- **Actions** - Use the gear icon under this column to access actions for your selected tasks. For more information about these actions go to Performi ng actions on your tasks.

> ⊘ Click the ⋮ more options icon to select the information you want to hide or show on the **Tasks** view.

How can you filter your information on the Tasks view?

You can filter your task information by the following fields:

- **Status** - The execution status of the task: Unknown, Disabled, Ready, Running, WaitingForChildrenToComplete, RanToCompletion, Canceled, Faulted, or Scheduled.
- **Task Name** - The name used to identify the task.
- **Enabled** - Whether the task is enabled or not.
- **Server name** - The computer server where the task resides.
- **Last Run Outcome** - Select specific task status to filter information according to the last run outcome values reported such as: Failed, Successful, Retry, Canceled, Unknown.

> ⊘ 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.
> - To remove filters, use the specific **Clear Filter** option in each filter. For example, if you want to remove your Instance filters, click **Clear Filter** under the same filter section.
> - Under **Applied filters** on the top section of your **Tasks** view, 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.
> - If you want to save your preferred filtering options, type a name in the **Add Filter** wizard of the Custom Filter section, and click **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.

What other options are available on the Tabs view?

On the top section of the **Tasks** view, you can find the following options:

- **View By** - Select the jobs (monitored jobs, job trends, job chains, tasks, job history, or task history) you would like to see.
- **Add Task** - Use this option to create a new task. Go to Add Task to find more information.
- **Export** - select this option to export the information displayed on the **Job Chains** view. You can export as a PDF, CSV, or XML file.
- **Refresh** - Use this ↻ Refresh icon to get the latest information from your tasks.

> ⊘ You can define the number of tasks you want to view per page. Go to the bottom section of the tab and type the number of tasks you want to see per page.

> ⊘ Consider that Read-only users can only access a read-only view of the job properties. Only Administrators and Guest-users can add/edit jobs or add/edit job chains.