Viewing current monitored jobs

On the **Jobs** tab, you can see a complete list of all your monitored jobs and their most important information.

The jobs list displays the following information:

- **Instance** - the name of the SQL Server instance where the job belongs to
- **Job Name** - the name defined for the job
- **Enabled** - if the job is enabled or disabled.
- **Status** - the execution current status of the job. The job status could be: Not idle or suspended, Executing, Waiting for thread, Between retries, Idle, Suspended, or Performing completion actions.
- **Last Run Outcome** - the status of the job on its last run. This status could be: failed, succeeded, retry, canceled, or unknown.
- **Last Run Duration** - the duration of the job's last run in hh:mm:ss
- **Last Run** - the last date and time (including the time zone) when the job ran
- **Next Run** - the next date and time (including the time zone) when the job will run
- **Category** - the category of the job. Some examples of job categories are: Data Collector, Database Engine Tuning Advisor, Database Maintenance, etc.
- **Last update by** - the last date when the job was updated.
- **Actions** - on the gear icon you can find the actions that you can perform on one or several jobs. For more information about these actions, go to What actions can you perform on jobs?.

You can sort the information displayed on the jobs list by clicking the column header by which you want to order your data. Additionally, a drop-down option next to each column header allows you to select which columns to hide or show on this list.

On the left section of the **Jobs** tab, you can find a sidebar that allows you to filter your information according to your requirements. You can view jobs according to selected status, categories, and other filters. For more information about these options go to Filtering your jobs.

How do you add jobs?

You can add new jobs from the **Jobs** tab. Go to the top bar menu, click the option **Add Job**, and SQL Enterprise Job Manager opens the Job wizard. For more information on what is available on this wizard, go to Adding new SQL Server jobs.

How do you export your Jobs tab information?

You can export the information displayed in the current view of your **Jobs** tab. Go to the **Export** option on the top bar menu of this tab and select the format you want to use for your exported information: CSV, PDF, or XML.

How do you refresh information on the Jobs tab?

Whenever there is new information to be updated on the **Jobs** tab, the option **Refresh** (located on the top of this tab) becomes available so you can click and update it to the latest information.

You can define how many jobs you want to view per page. Go to the bottom section of the tab, type the number of jobs you want to see per page, and click **Apply**.

SQL Enterprise Job Manager monitors and manages your SQL Server agent jobs. Learn more > >

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