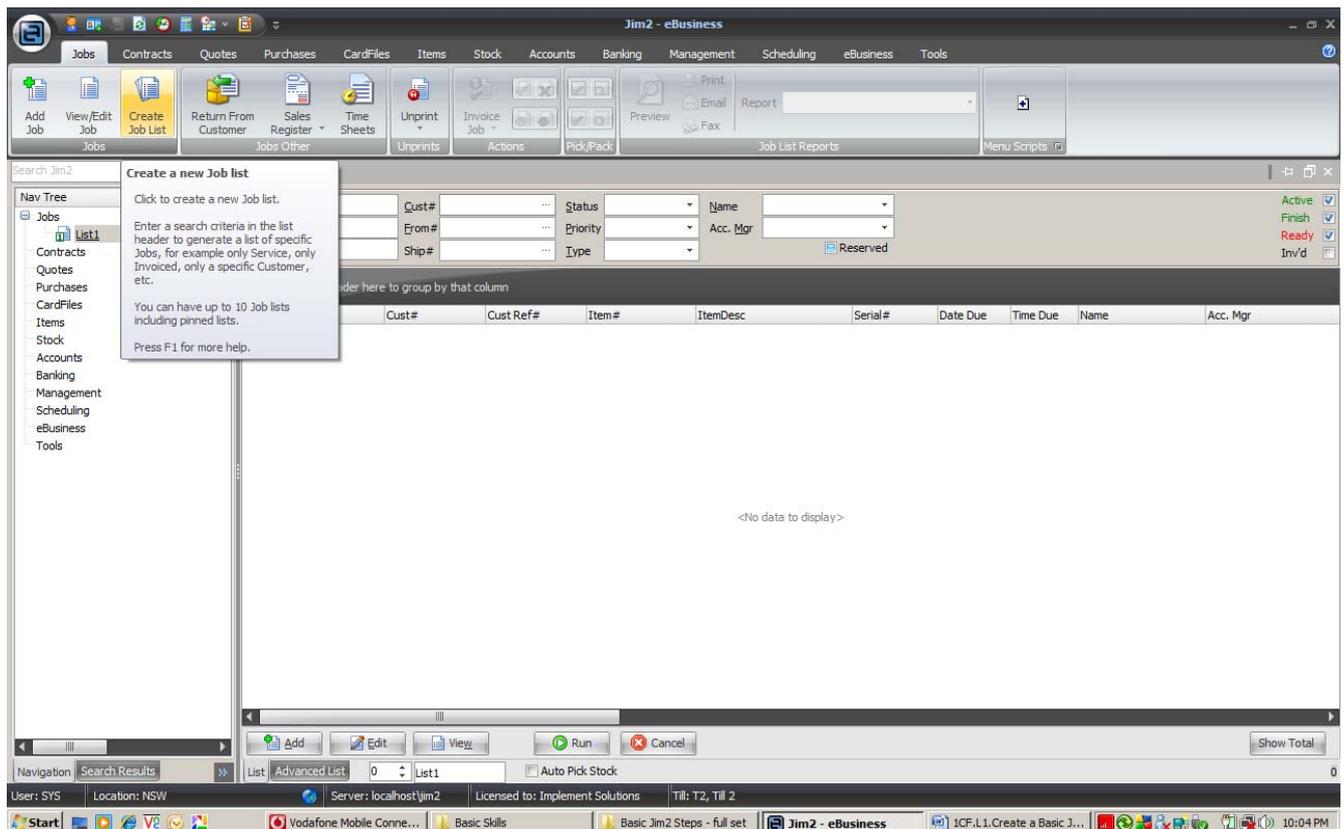


## Create a Basic Job List.

Who: **All users, all sites.**

Describe: Able to search through a list of Jobs, using basic filtering.

Context: Used to group, sort or find Jobs.



### Skill Steps:

1. Select the Jobs tab from the top of the Jim2 window.
2. Click Create Job List in the Ribbon.
3. Press <<Enter>> on your keyboard.
4. A list of Jobs will display on your screen.
5. Scroll through the resulting list to locate your preferred Job.
6. Double click your mouse on the required Job.

