

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.

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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.



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