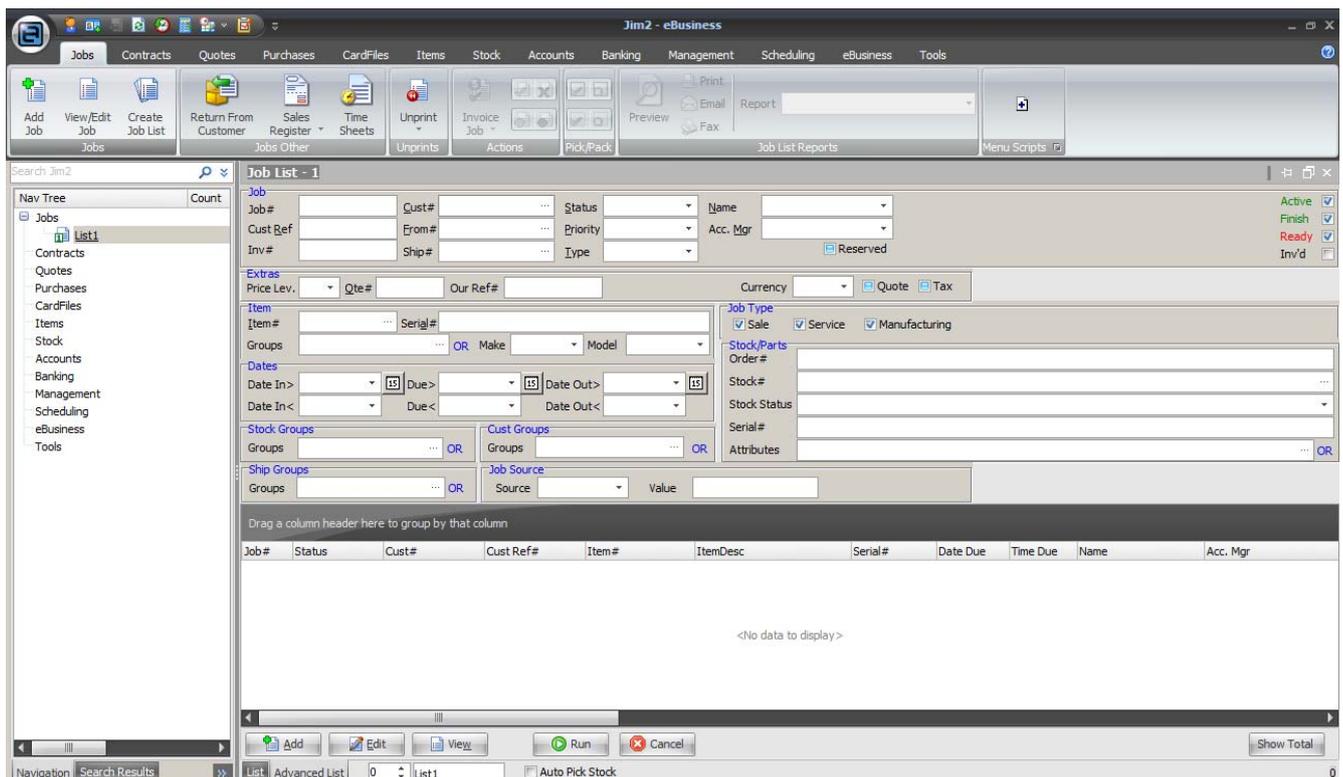


Create a Job List using Criteria.

Who: **All sites**

Describe: Able to create, name, and pin a list of Jobs, according to criteria.

Context: Creating lists is useful for seeing Jobs which are grouped similarly (by Customer, by Name, type, etc).



Skill Steps:

1. Select the Jobs tab from the top of the Jim2 window.
2. Click Create Job List in the Ribbon.
3. Click Advanced List at the bottom of the screen. This opens additional fields for criteria.
4. Restrict the amount of Jobs to be searched by removing the ticks from Active, Finish, etc.
5. Enter criteria required into applicable fields. Choose from drop-down options for fields.
6. Click Run or <<Enter>> once all criteria are entered.
7. Name the list by entering a short list description name in the field which displays "ListXX", at the bottom of the screen. This will then appear in the Nav Tree.
8. Pin the list by clicking the Pin icon at the top right of the list window.

