

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).

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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. 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.

