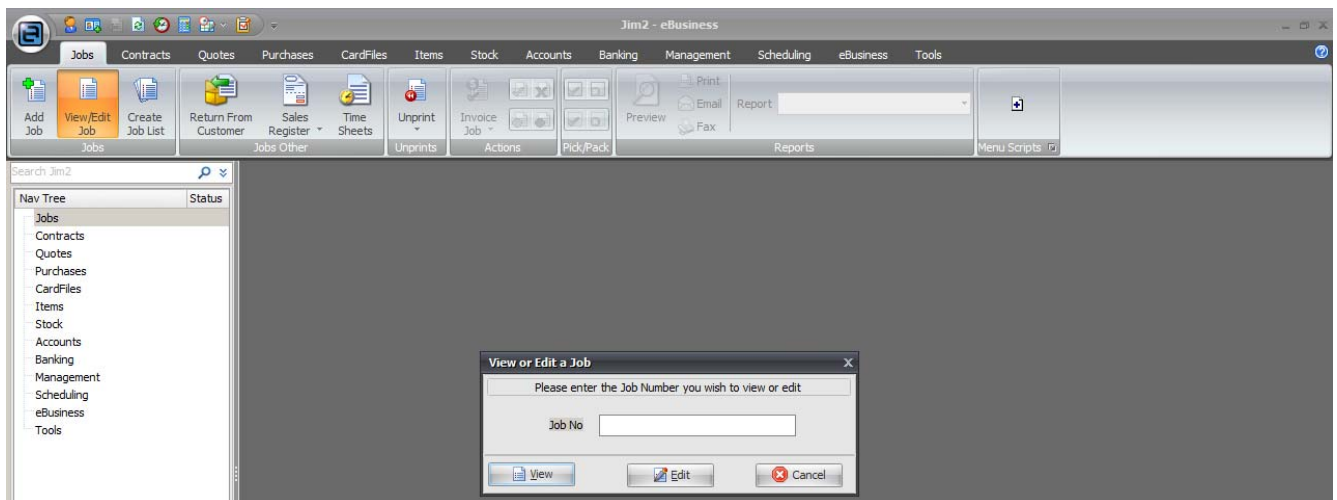


## View or Edit a Job.

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

Describe: Find, then View or Edit a Job.

Context: Allows users to find jobs by entering the Job number.



### Skill Steps:

1. Select the Jobs tab from the top of the Jim2 window.
2. Click View/Edit Job in the Ribbon or press F12 (Function Key 12).
3. Enter the Job Number.
4. Click View or Edit.