

History view

The **History** view of Job Manager displays the detailed history of all the activity for a particular job. For each job, the **History** view displays:

- A description of each action taken on the job. (You can expand each description to display additional details, and double-click each additional detail to display more information and copy the text.)
- Individual messages for each action. (The same messages appear in the Process Info dialog box when the process is active.)
- The date and time the action was taken
- The severity of the message

If the History view gets cluttered, you can destroy the messages if you have permission to do so.

Note: The columns you see depend on the columns you display or hide.



Group by category

Switch this button on to sort history messages by action or process type. For example actions relating to adding or removing input files are grouped under **File Management**. Actions relating to assignments are grouped under **Assignment**. Switch this button off to group all history messages together, regardless of action or process type.

Description

A short description of the action taken. For each action, the description includes a number at the end of the text indicating the number of detail items listed for that action. You can expand an action to view its details.

User Name

The logon name of the user who initiated the action.

Time

The date and time that the action or process was initiated.

Severity

Indicates whether the message is for information only, or is an error or warning.

Information Message

Indicates that the action or process was completed successfully.

Warning Message

Indicates that the action or process reported a problem, but carried on to completion.

Error Message

Indicates that the action or process failed.



Job

The job button enables you to treat the whole job as if it were an element. You can start certain processes (archiving, purging, retrieving, and exporting) for the whole job without selecting the job files individually, and without exiting Job Manager. You can also locate the Jobs folder in the file browser, and get job information by opening the folder named after the job.

Right-click the job button to display the available menu items.