

Finding jobs and pre-jobs

1. In Job Finder, select the **Jobs** view to find a job, or the **Pre-Jobs** view to find a pre-job.
2. From the **Edit** menu, select **Find Job** or **Find Pre-Job**.
3. In the Find Job dialog box, type the name of the job that you want to find.
You can use either uppercase or lowercase letters and an * (asterisk) as a wild card.
4. Click **OK**.
The Find Job Results dialog box appears, displaying the jobs that match your search.
To help you identify your job, the following information is listed: name, group in which the job resides, job code, location of the job, and the date and time that the job was created.
5. Select the job that you want to open, and click **Open**.
Tip: You can also double-click the job to open it.
A Job Manager window opens for the job.