

# Opening jobs and pre-jobs

The way that you open jobs and pre-jobs depends on which window you are in.

- If you are in the Job Finder window:
  1. Select the **Jobs** view to open a job, or the **Pre-Jobs** view to open a pre-job.
  2. Perform one of the following actions:
    - Double-click the job or pre-job.
    - Select the job or pre-job, and from the **File** menu, select **Open Job**.
    - Right-click the job or pre-job and select **Open Job**.
- If you are in the Job Manager window:
  1. From the **File** menu, select **Open**.
  2. In the Open Job dialog box, select the job that you want to open and click **Open**.