

Moving jobs and pre-jobs between groups

1. In Job Finder, select the **Jobs** view to move a job, or the **Pre-Jobs** view to move a pre-job.
2. Select the job or pre-job.
3. Select **File > Change Group of Job**.
4. In the Change Group dialog box, use the lists to locate and select the group to which you want the job or pre-job to go.
5. Click **Move to "<group name>"**.