

Finding jobs

1. In **Jobs** area, select a customer's category.
A list of all the jobs that you have access to appears.
2. In the **Jobs** area, find a job using any of the following methods:

To	Do this
Sort the job list by name, creation date, or page status	In the job list, click the column heading that you want to sort by. For example, if you want to sort the job list by the date that jobs were created, click Created. A blue arrow indicates the column that the job list is currently sorted by and the direction that it is sorted. To change the sort direction, click the column heading again. Note: The system will apply your sorting preferences each time you work in Jobs area.
View jobs based on their status	In the Status list, select one of the filters. For example, if you want to see only completed jobs, in the Status list, select All Completed. Tip: To rearrange the order of the jobs in the filtered job list, sort the job list.
Search for a specific job	In the search box, type part of the name, job code, or project code. The results include jobs that match the search criteria in the job name, job code, or project code.

The job list automatically refreshes to display the filtered job list.