

Managing jobs (for staff users only)

1. In the **Jobs** area, you can perform any of the following tasks:

To	Do this
Move the job to production, or revert to pre-production Prerequisite: You must have a job role that includes the Manage Job right.	1. Right-click the job row to see the options. 2. Click Move to Production or Revert to Pre-Production. 3. In the confirmation dialog box, click Confirm.
Change the job status Prerequisite: You must have a job role that includes the Manage Job right.	1. Right-click the job row to see the options. 2. Select Set to Completed or Set to Active. 3. In the confirmation dialog box, click Confirm.