

The job status indicates the job's current production state. All jobs have a status of either active or complete.

- Active jobs can have pages with different statuses. A job is usually moved from pre-production to production after all pages are approved.
- Complete jobs are template jobs or jobs that have completed production and do not require further actions. Later, if you need to, you can activate a completed job again.

In the **Jobs** area, you can find jobs and job templates based on the job status.

Requirements: You must have a job role that includes the Manage Jobs right.

1. Locate the job, and right-click the job row.
2. In the menu that appears, select **Set to Completed** or **Set to Active**.
3. In the confirmation dialog box, click **Confirm**.