

[View scheduled jobs for an individual report or dashboard](#)

Scheduled jobs will appear in the repository folder along with an icon which will appear on the left of the report or the dashboard. In order to view the list of the jobs for a report or a dashboard find its location inside the repository, click on the icon or right click on the name of the report and select the **Schedule** option from the context menu. After that, the schedule page will appear on the screen displaying information just like the Schedule page.

Filtering

The user can filter the search results for the scheduled jobs in the repository using the following available options:

Any schedule	Shows both scheduled and unscheduled reports
Scheduled	shows all the scheduled reports
Scheduled by me	shows only the scheduled reports that were created by the user
Not Scheduled	shows only the reports that are not assigned to run by a schedule

The Scheduled Jobs page also includes the following buttons:

Back	takes you back to your repository
Create Schedule	Opens the Schedule tab to create a new Job
Run Now	opens the scheduler and allows you to run the job immediately
Refresh List	refreshes the list of jobs