



## **Viewing job history**

### **SaaS Backup For Salesforce**

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January 27, 2020

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# Viewing job history

You can view a list of all jobs completed, canceled, or failed within SaaS Backup for Salesforce.

## Steps

1. From the left-pane navigation, click **Reporting**.



**REPORTING**

The job history is displayed.

2. In the top right corner, click **Filter**.



3. Select the Filter you would like to use to refine the reporting results.  
You can filter by backup policy, service, or job type.
4. Click inside the **Search** box and select the specific backup policy, service, or job type for which you want to see results. Add additional filters as needed.

A screenshot of the filter interface. It includes a dropdown menu labeled "Policy" with a downward arrow, a search box labeled "Search", a button with a plus icon and the text "Add Filter", a "Reset" button, a "Cancel" button, and a blue "Apply Filter" button.

5. Click **Apply Filter**.

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