

Open Jobs Overview

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Under the Open Jobs area of the Active Pane, all open Jobs will be listed. Double-clicking on an open Job will open the Job record. When highlighting one of the open Jobs in the Active Pane and right-clicking, there are three options available; New Job, Edit Job, and Refresh.

If the User does not have the appropriate permissions, they will not be able to open a Job record.

Click on the links below for more information of each right-click option.

- [New Job](#)
- [Edit Job](#)
- [Refresh](#)

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