



Retrieve a finished job and submit it to Complete

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1. Click on the **Search** menu on the left navigation bar.
2. Enter your search information in the **Main Search** window at the top of the left navigation bar. You may search by Job, Task ID, etc...
3. Click on the **Search** button. The Found object(s) will be displayed on your main window.
4. Click on the job name in the **Name** column, to modify the workflow stage of a specific.

The screenshot displays the SDL Translation Management System interface. The left navigation bar includes a 'Search' menu item. The 'Main Search' window is active, showing search criteria: 'Look in: All Organizations', 'For a: Job', 'That: Contains', and 'Keywords: 515231'. The search results table shows one job: 'Test ESD - TC01 RC CWS' with a word count of 796, item count of 1, creation date of 04/09/2018 11:39, configuration of 'Test CWS RC Configuration', status of 'Finished (100%)', and user 'hp_mpartida'. The job name is highlighted in blue, indicating it is selected.

A job should remain in **Finished** stage as long as you need to have access to this job.

When this job is no longer needed, click on the **Submit** button for a job in the **Finished** stage. This will move the job to the **Complete** stage and make it a perfect match candidate. All completed jobs are then archived off the system after a 45-day period.