

# Unpublishing Roles

You can unpublish jobs in two ways:

Select the checkbox(es) next to the role on the Job Tracker screen and click [Unpublish job/s](#).

The screenshot shows the Jopwell Job Tracker interface. At the top, there's a header with the Jopwell logo and tabs for 'JOB TRACKER' and 'CANDIDATE TRACKER'. Below the header, there's a status bar indicating 'Currently using 6 of 100 published jobs'. There are filters for 'JOB STATUS', 'RECRUITER', and 'LOCATION'. On the right, there are buttons for 'CREATE NEW JOB' and 'IMPORT JOBS'. Below these, it says '120 jobs are currently available to add'. The main area shows a list of jobs with columns for job title, status, date, locations, recruiter, and counts. Two jobs are selected, indicated by checkboxes and a green bar at the top of the list. The 'Unpublish jobs' button is circled in orange.

Job Status	RECRUITER	LOCATION
Showing 1 - 24 of 30 results		
2 jobs selected		
<input checked="" type="checkbox"/>	Client Success Manager, Campus	PUBLISHED
<input checked="" type="checkbox"/>	Client Success Lead, SaaS	PUBLISHED
<input type="checkbox"/>	Client Success Lead, Campus Recruitment	UNPUBLISHED

Click into the specific job posting and click the Unpublish Job button in the top right corner. Click into the specific job posting and click the [Unpublish Job](#) button in the top right corner.

The screenshot shows the Jopwell job posting page for 'Client Success Lead, SaaS'. The job is marked as 'PUBLISHED'. There are tabs for 'JUMP TO' with options: Basics, Application Method, Job Description, and Qualifications. On the left, there's a sidebar with 'DETAILS & STATS' and 'JOB HISTORY LOG'. The main content area shows the job details, including 'Job Title', 'Recruiter', 'Job Type', and 'Job Level'. The 'Unpublish Job' button is circled in orange.

**Client Success Lead, SaaS**  
PUBLISHED

JUMP TO: ☒ Basics ☒ Application Method ☒ Job Description ☒ Qualifications

**DETAILS & STATS**  
Recruiter: Christina Licata  
Job views: 0  
Applications: 0

**JOB HISTORY LOG**  
Published live to Jopwell by Jopwell on 03/04/2021  
Published live to Jopwell by Jopwell on 03/04/2021  
Edited by Jopwell on 03/04/2021  
[See More...](#)

**Basics**  
Job Title: Client Success Lead, SaaS  
Recruiter: Christina Licata  
Job Type: Professional (selected)  
Job Level: Mid-Career (selected)

Save Edits Preview Job

Unpublish Job

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