How To Remove a Job/Change Order from the WeSuite Import Queue in Sedona Office.

On occasion, a Job or Change Order may need to be Reset in WeSuite due to the Job or Change Order not importing correctly, the information is not correct, or it was added manually to the Job in Sedona.
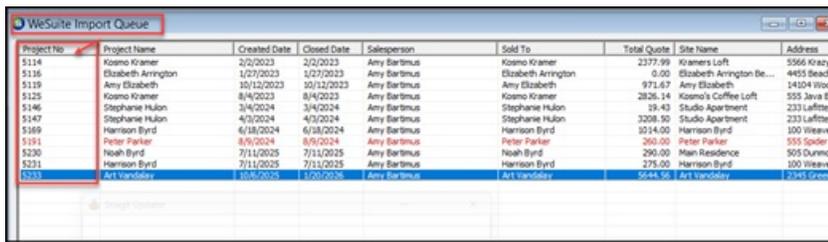
Jobs appear in Black and Change Orders appear in Red in the WeSuite Import Queue.

If you are unable to Remove the Job or Change Orders from the Queue using the process below, you will need to contact WeSuite for further assistance.

WeSuite Import Queue In SedonaOffice

In SedonaOffice go to Job Management – Job Queue - WeSuite Import Queue.

Find the Project Number (Job Number) for the Job/Change Order that needs to be removed from the Queue.
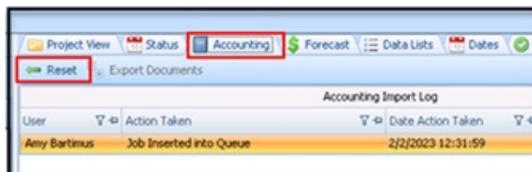

WeSuite

Go to WeSuite and enter the Project Number/Job Number for that Job/Change Order in the Search Field of the Dashboard.
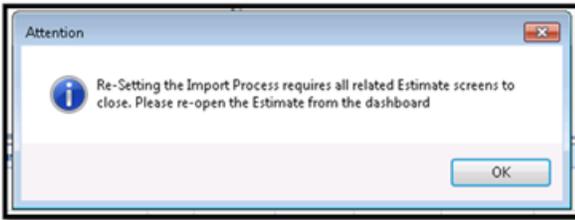
Double-click on the Job/Change Order.

Select the "Accounting" Tab and Select "Reset."

A Warning Message will open letting you know this will remove the information from the WeSuite Job Queue in SedonaOffice - click OK.
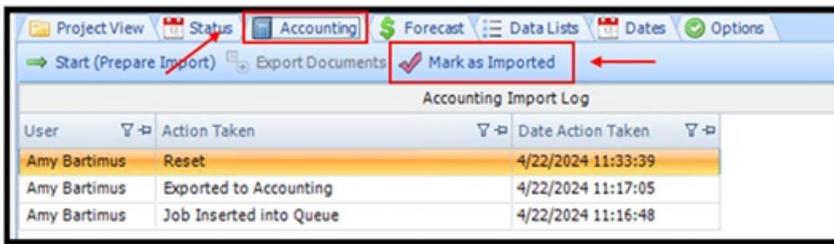
Another Message will open letting you know that Job/Change Order needs to be closed, and then you can Re-open it. Click OK.
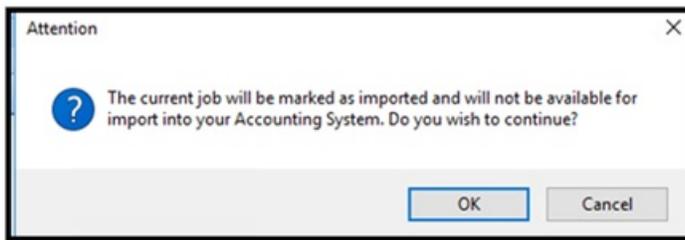
From the Dashboard, click "Open Last Estimate."

When the Job/Change Order opens, click on the "Accounting" Tab again.

Select "Mark as Imported"

A message will open letting you know it will be marked as Imported and will not be available for Import. Click OK.

That Job/Change Order will no longer appear in the WeSuite Job Queue in SedonaOffice.