

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

Last Modified on 04/01/2026 12:35 pm EDT

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.

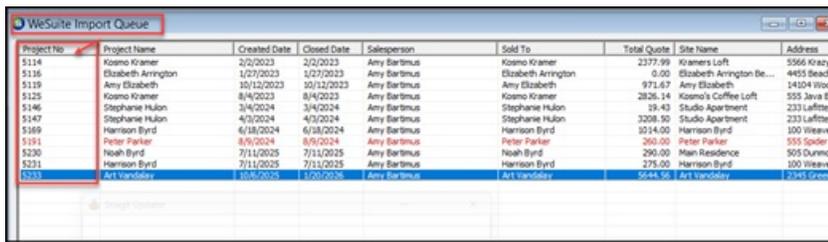
Jobs appear in Black and Change Orders appear in Red in the WeSuite Import Queue.

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.



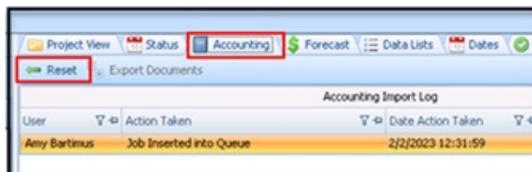
Project No	Project Name	Created Date	Closed Date	Salesperson	Sold To	Total Quote	Site Name	Address
5114	Koimo Kramer	2/2/2023	2/2/2023	Amy Bartimus	Koimo Kramer	2377.99	Koimers Loft	5566 Crazy I
5116	Elizabeth Arrington	1/27/2023	1/27/2023	Amy Bartimus	Elizabeth Arrington	0.00	Elizabeth Arrington Be...	4455 Beach
5119	Amy Elizabeth	10/12/2023	10/12/2023	Amy Bartimus	Amy Elizabeth	971.67	Amy Elizabeth	14104 Wood
5125	Koimo Kramer	8/4/2023	8/4/2023	Amy Bartimus	Koimo Kramer	2026.14	Koimo's Coffee Loft	355 Java Bk
5146	Stephanie Hulon	3/4/2024	3/4/2024	Amy Bartimus	Stephanie Hulon	19.43	Studio Apartment	233 LaFite S
5147	Stephanie Hulon	4/3/2024	4/3/2024	Amy Bartimus	Stephanie Hulon	3208.50	Studio Apartment	233 LaFite S
5169	Harrison Byrd	4/18/2024	4/18/2024	Amy Bartimus	Harrison Byrd	1014.00	Harrison Byrd	100 Weaver
5191	Peter Parker	8/9/2024	8/9/2024	Amy Bartimus	Peter Parker	260.00	Peter Parker	555 Spider V
5230	Noah Byrd	7/11/2025	7/11/2025	Amy Bartimus	Noah Byrd	290.00	Main Residence	505 Dunwo
5231	Harrison Byrd	7/11/2025	7/11/2025	Amy Bartimus	Harrison Byrd	275.00	Harrison Byrd	100 Weaver
5232	Amy Bartimus	8/20/2025	8/20/2025	Amy Bartimus	Amy Bartimus	1000.00	Amy Bartimus	100 Weaver

## WeSuite

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

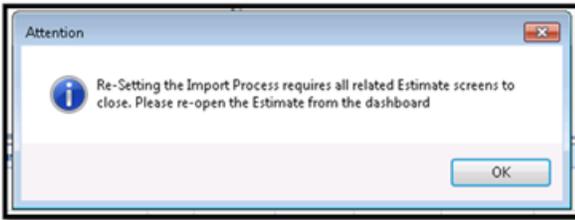
Double-click on the Job/Change Order.

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.

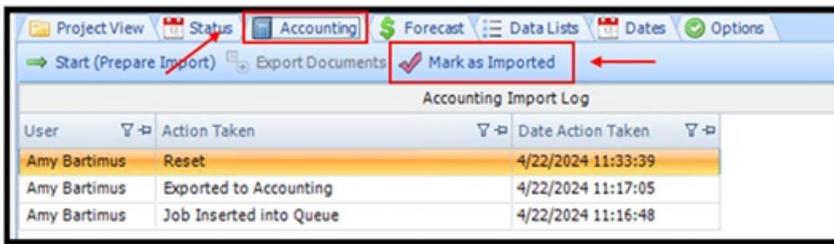
Another Message will open letting you know that Job/Change Order needs to be closed, and then you can Re-open it. Click OK.



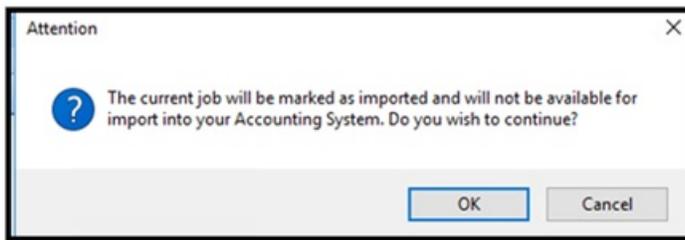
From the Dashboard, click "Open Last Estimate."

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.