

For Internal Testing - How To Change the Order of Folders in WeSuite

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This article is meant to assist internal support reps testing in wesuite. Customers should instead review WeSuite's support documentation.

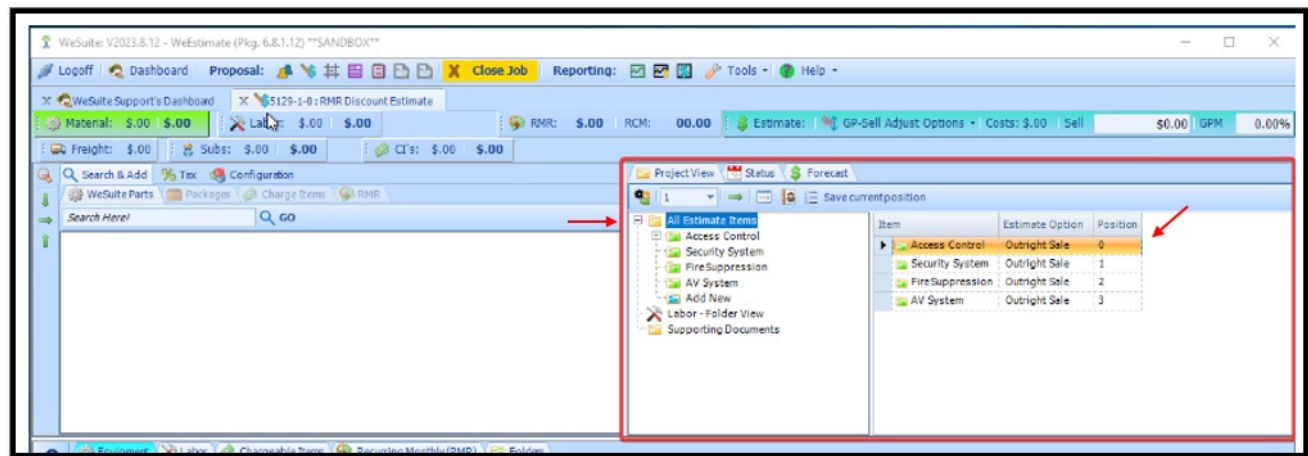
If an estimate in WeSuite has multiple folders created, you have the ability to change the order of those folders. Note, that adjusting these folders does not affect how the quote imports into SedonaOffice.

WeSuite

Open the Job in WeSuite, Select the "Project View" tab on the Right Side of the Screen.

Select the Main Estimate Folder.

The Folders included in the Estimate will be listed to the Right of the Main Estimate Folder.



Select the Folder that you want to move and Drag and Drop to the correct position.

Project View Status Forecast

1 Save current position

All Estimate Items

- AV System
- Security System
- FireSuppression
- Access Control
- Add New
- Labor - Folder View
- Supporting Documents

Item	Estimate Option	Position
▶ AV System	Outright Sale	0
Security System	Outright Sale	1
FireSuppression	Outright Sale	2
Access Control	Outright Sale	3

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