

# How to Copy and Paste a Job in WeSuite

10/03/2024 3:54 pm EDT

This article is for internal use, to assist support reps testing WeSuite. Customers should see WeSuite help documentation for WeSuite assistance.

When creating a new Job in WeSuite you have the option to Copy an existing Job and Pasting it to the Same Customer

## WeSuite Dashboard

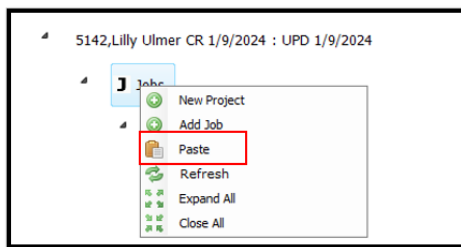
Locate the Job you would like to Copy and Right-click on the Job Title.

From the List, select “Copy.”



Locate the Customer you would like to paste the Job to and Right-click on “Jobs.”

Select “Paste.”



After selecting “Paste” the Copy Estimate box opens and you have the option to Rename the Estimate and Copy Proposal Documents and Contracts from the Job you are Copying to the New Quote. Click Continue.

