

# Delete an Action

To delete an individual action, go to the Bulk Edit Tab of the Settings Page in the Actions Module.

The screenshot shows the 'Bulk Edit' tab in the Settings page. It features a table of actions with columns for Action Number, Title, Status, Assigned To, Approvers, and Due Date. A context menu is open over the first action in the 'Monthly Financial Reconciliation' group, with 'Delete Action' selected.

Action Number	Title	Status	Assigned To	Approvers	Due Date
1	Organize Monthly Financial Summaries	Unknown	morkus	Unassigned	2025-12-17
1	Action 1 Title	Unknown	morkus	Unassigned	
2		Unknown	morkus	Unassigned	

Identify the action you wish to delete and click the three dot icon to the right of the action title, opening the Bulk Edit Action Context Menu.

Select the option to “Delete Action” opening the Delete Action Confirmation Modal which states the title of the action to be deleted and asks the question, “Are you sure you want to delete this action?”

The screenshot shows the 'Delete Action' confirmation modal. It asks 'Are you sure you want to delete this action?' and displays the title 'Action 1 Title'. There are 'Delete' and 'Cancel' buttons.

Clicking the “Delete” button changes the modal, which now states that the action has been deleted.

The screenshot shows the 'Delete Action' confirmation modal after deletion. It states 'This Action has been deleted' and has a 'Close' button.

Select “Close” and return to the Bulk Edit Tab of the Settings Page. The action is no longer visible.

The assigned action numbers do not automatically update when an action is deleted. Besure to edit the action group to correct the order after deleting an action.

---

Revision #3

Created 2025-12-29 23:51:12 UTC by Mitzi Orkus

Updated 2026-01-24 23:38:37 UTC by Mitzi Orkus