

# Edit an Action Group Status

Action groups are manually assigned a group status that can be manually edited as needed for the action group. The default Group Statuses include Active, Needs Attention, Canceled, and Archived.

To change the action group status, click the edit icon next to the group's title on the Actions Home Page, or select the Groups Page on the Main Menu, opening the Manage Action Groups Page. Then click the three-dot icon to the right of the action group to open the Action Group Context Menu.

Manage Action Groups Actions > Action Groups

[New group](#)

Title	Date	Status	# of Actions
<a href="#">Annual Financial Reconciliation</a> ...		Active	1
<a href="#">Monthly Financial Reconciliation</a> ...			

- View Action Group
- Add Action to Group
- Action Group Properties
- Delete Action Group

Select "Action Group Properties" from the context menu opening the Action Group Properties Modal.

Action Group Properties✕

**Title**

**Status**  

Active

Needs Attention

Canceled

Archived

Select the appropriate action group status from the dropdown menu provided and select "Save".

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