

# Edit an Existing Action

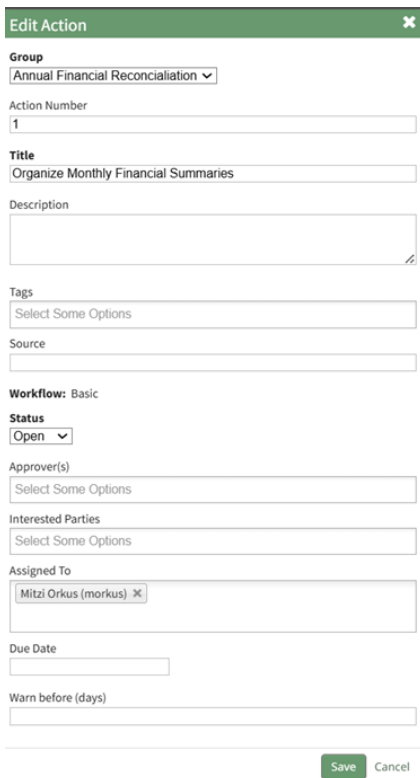
An Action can be edited through the Edit Action Modal or the specified action's detail page.

## To Edit Through the Edit Action Modal

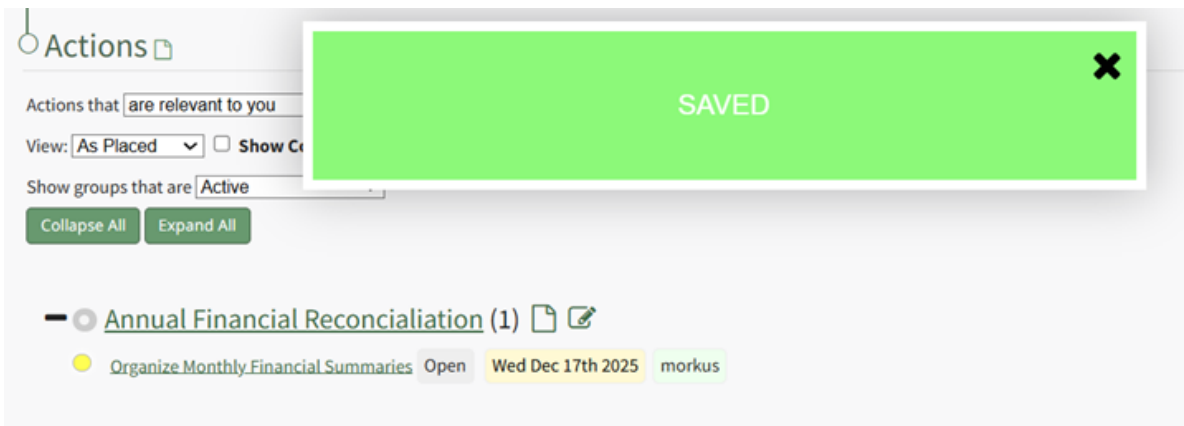
Alter the filter on the Actions Module Action Home Page to see the action you wish to edit. If the actions are displayed by group or due date, expand the section containing the action. Hover your cursor over the individual action you wish to edit displaying the edit action icon to the right of the Action Title.



Click the edit action icon opening the Edit Action Modal.

A screenshot of the 'Edit Action' modal form. The form has a green header with the title 'Edit Action' and a close button. The fields are: 'Group' (dropdown menu with 'Annual Financial Reconciliation' selected), 'Action Number' (text input with '1'), 'Title' (text input with 'Organize Monthly Financial Summaries'), 'Description' (text area), 'Tags' (text input with 'Select Some Options'), 'Source' (text input), 'Workflow: Basic' (text input), 'Status' (dropdown menu with 'Open' selected), 'Approver(s)' (text input with 'Select Some Options'), 'Interested Parties' (text input with 'Select Some Options'), 'Assigned To' (text input with 'Mitzi Orkus (morkus)' selected), 'Due Date' (text input), and 'Warn before (days)' (text input). At the bottom right, there are 'Save' and 'Cancel' buttons.

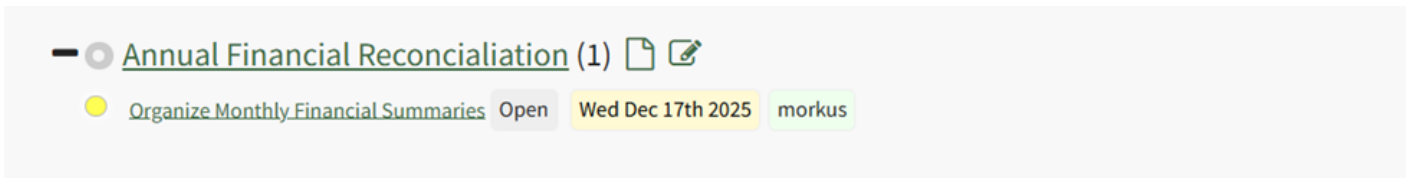
Make the necessary changes to the action and select save.



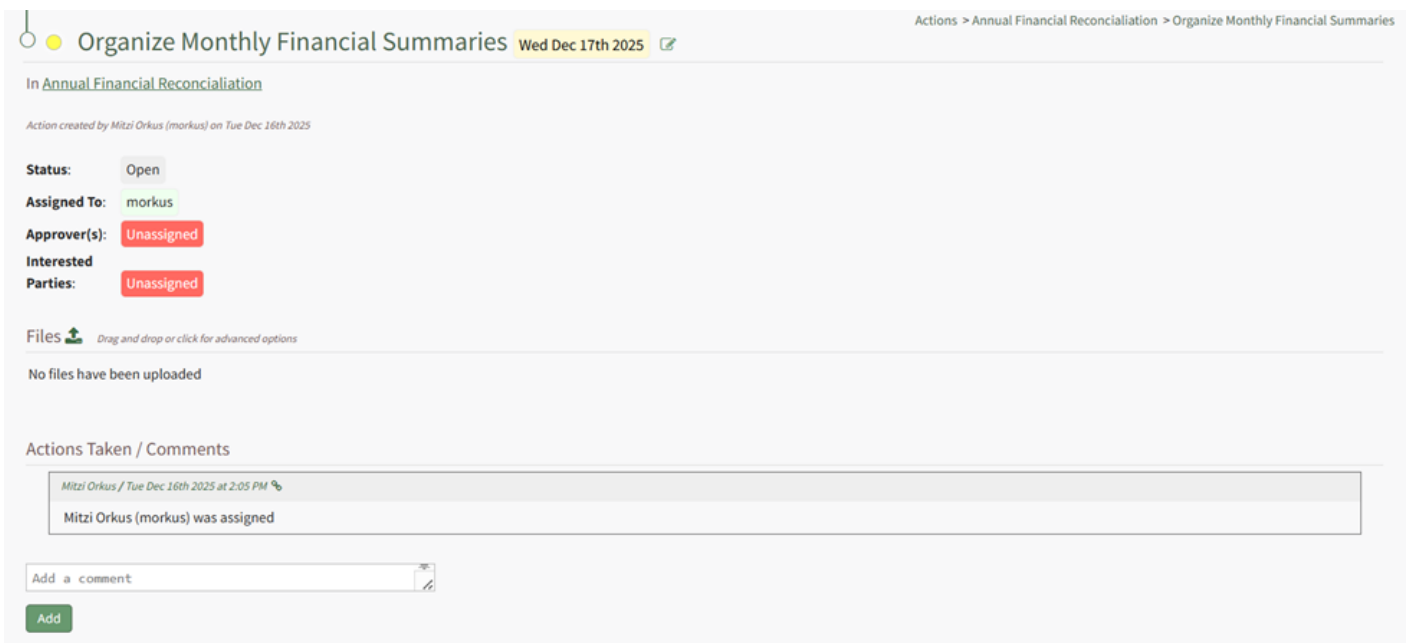
A confirmation modal stating “Saved” will appear, and the changes to the action will now be visible.

## To Edit Through an Individual Action Page

Clicking the Action Title will open the individual action’s Action Page.



The action can be edited by selecting the edit icon to the right of the action title.



Revision #4

Created 2025-12-18 22:03:27 UTC by Mitzi Orkus

Updated 2026-02-20 21:05:25 UTC by Mitzi Orkus