Edit an Existing Action

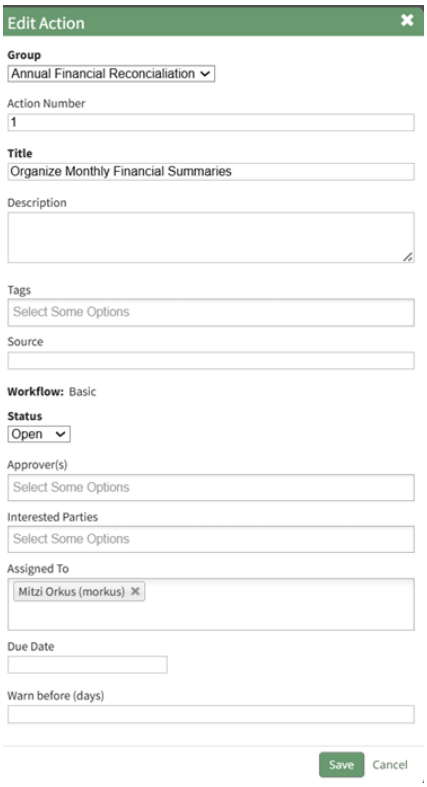
An Action can be edited through the Edit Action Modal or the specified action’s detail page.

To Edit Through the Edit Action Modal

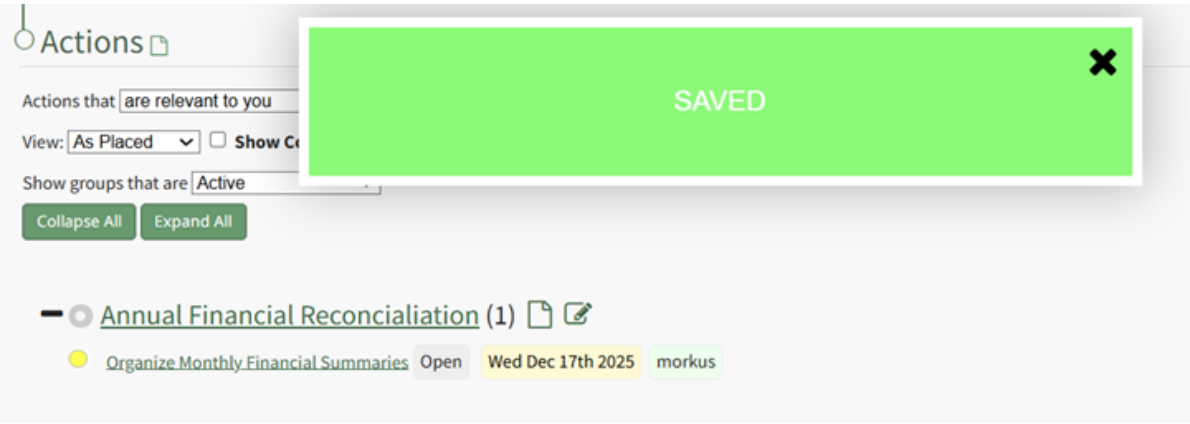
Alter the filter on the Actions Module Action Home Page to see the action you wish to edit. If the actions are displayed by group or due date, expand the section containing the action. Hover your cursor over the individual action you wish to edit displaying the edit action icon to the right of the Action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



Click the edit action icon opening the Edit Action Modal.



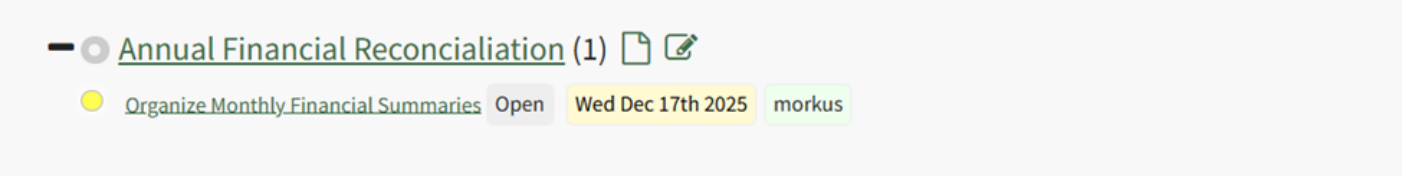
Make the necessary changes to the action and select save.



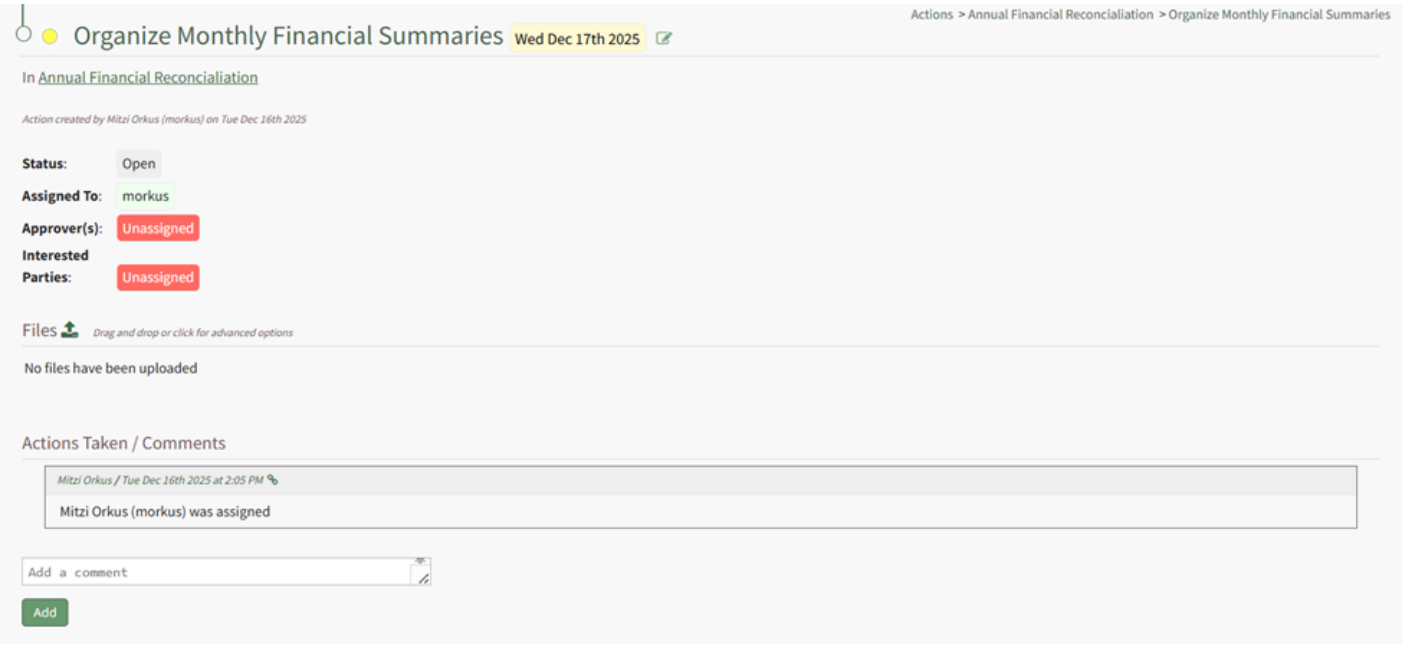
A confirmation modal stating “Saved” will appear, and the changes to the action will now be visible.

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