

Actions List Page

The Actions list page shows all the [actions](#) created in an account. To access it click **COMPONENTS** in the top navigation bar, and then select **Actions**.

Like many other list pages in the Monetate platform, the Actions list page is a table that contains basic information for each action.

Above the table are tools to help you find one or more actions or types of actions. In addition to the search bar on the left-hand side, you can filter the list by action type and by experience use.

You can sort the table's contents in alphabetical or reverse alphabetical order at any time by clicking the **NAME** header. Sort the contents by creation date in chronological order or reverse chronological order by clicking the **CREATION TIME** header.

If Monetate engineers built an action, then the Monetate logo appears to the right of the CREATION TIME column.

The CATEGORY column displays the type of action and the subcategory, if the user who created the action input one in Action Builder. Click **CATEGORY** to sort the table's contents by action type category in alphabetical or reverse alphabetical order.

The EXPERIENCE USAGE column shows the number of active and inactive experiences an action is part of or if the action is not used at all.

Action Quickview

Click an action name to open its Action Quickview modal for more specific information about the action.

The modal contains options to add, edit, or delete the action's name, description, category, and subcategory. Clicking **EDIT IN BUILDER** launches Action Builder on the **Details** tab. Click **ADD CONDITION** to add action conditions.

Editing an action in Action Builder affects all associated experiences.

Clicking **CREATE EXPERIENCE WITH ACTION** takes you to the Experience Editor page with the action template ready for you to configure.

Additional Options

When you place your mouse pointer on an entry in the table, the additional options menu (...) appears at the far-right side.

Depending on your account configuration and on your user role, you can do the following from this menu:

- Create a Web experience that uses the action
- Export the action by downloading it as a Gzip-compressed JSON file
- Archive the action

If you need assistance managing the actions in your account, submit a request using the Monetate Technical Support portal (support.monetate.com).