

Duplicate an Action

You must have the Administrator role in the Monetate platform to duplicate and edit an action.

If you have multiple domains or sites with Monetate (such as a desktop and mobile site), you can duplicate actions from their original location into any other account that your company has access to.

Follow these steps to duplicate an action.

1. Click **COMPONENTS** in the top navigation bar and then select **Actions**.
2. In the table of actions on the Actions list page, place your mouse pointer in the row containing the action that you want to duplicate, and then click the additional options menu (...) at the end of that action's entry.
3. Select one of the following options:
 - **Duplicate** — Creates a copy of the action in the same account
 - **Duplicate Into** — Creates a copy of the action in the account that you select

After you duplicate the action, you can rename the duplicate and modify it in a variety of ways from the Actions list page.

Editing a Duplicated Action

Follow these steps to edit an action.

If you need to modify an action that you duplicated into a different account, you must switch to that account first.

1. Find the action that you want to edit on the Actions list page, click the action's additional options menu (...), and then select **Edit**.
2. Take one or more of the following actions on the Action Quickview modal:
 - Rename the action
 - Revise the description
 - Change the category
 - Revise the subcategory
 - Add action conditions, or remove or revise existing ones
 - Click **EDIT IN BUILDER** to launch [Action Builder](#) to make other changes not available on the modal

3. Click **SAVE**.

See the documentation in [Action Types](#) for more information about the options available in Action Builder for specific actions.