To modify an attached action or procedure, use the right-click menu entries. If you applying a new action/procedure you will need to complete your action before the next action is assigned.

1. Search for the record whose attached actions or procedures you wish to modify.
2. Right click > Workflow > Show Actions/Procedures.
3. Right click on the action or procedure you wish to modify and select the entry for the details you wish to change:
   - **New** – Attach a new action or procedure to the selected record(s).
   - **Complete** – Complete the selected action or procedure.
   - **Reassign** – Reassign the selected action or procedure to a different location responsibility.
   - **Duration** – Modify the duration or due date.
   - **Undo Completion** – reopens the completed action or procedure.
   - **Remove** – Remove the selected action or procedure.
   - **Remove All** – Remove all the attached actions or procedures.
   - **Complete All** – Complete all due and overdue actions attached to the selected record(s).
   - **Reschedule** – Reschedule the selected action or procedure to a different start date.
   - **Responsibility Details** – opens up the responsible locations properties field.
   - **Send Mail** – displays an e-mail message to be sent to the highlighted Action responsibility, including some basic information about the highlighted Action.
   - **Properties** – View and or modify the selected action or procedure. This allows you to modify the cost details of the selected action or procedure.
4. Click **OK**.