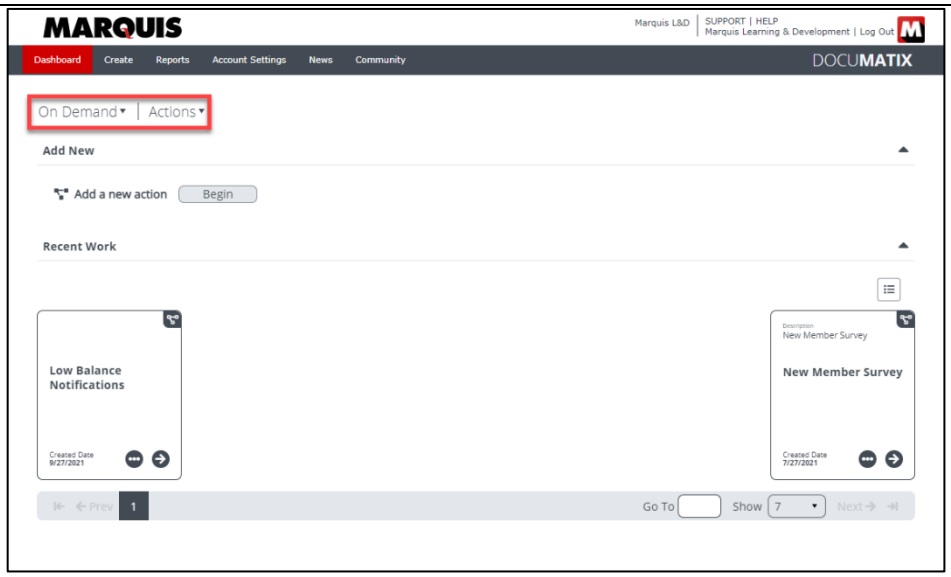
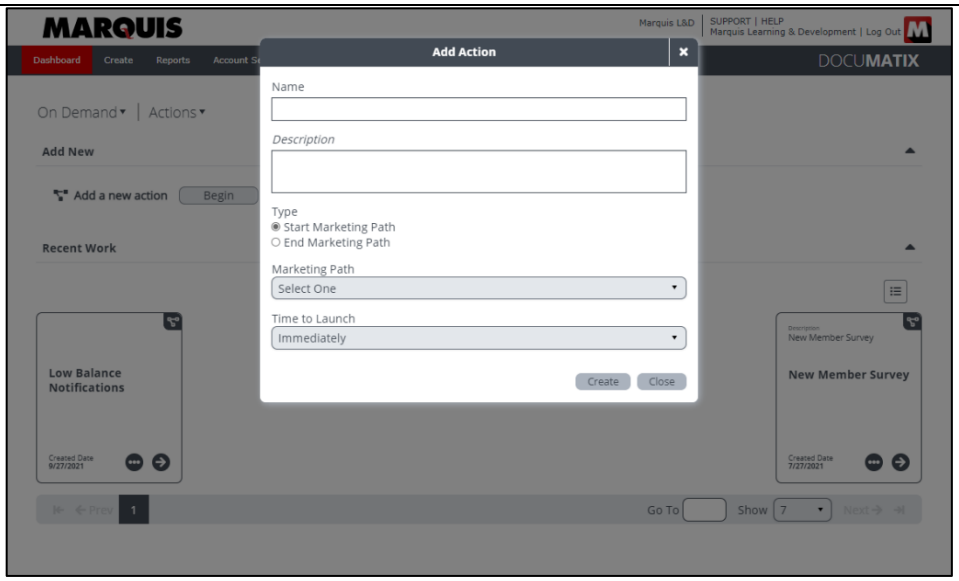
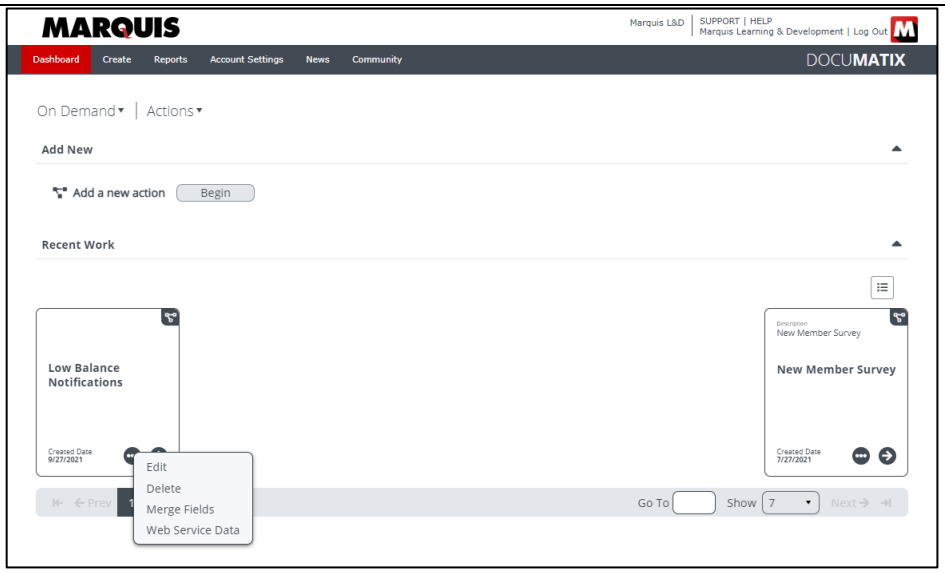
DMX345	DocuMatix On Demand Actions
An Action is the automation of a Marketing Path. The emails and Marketing Paths must be set up prior to adding an Action within DocuMatix On Demand. If the Marketing Path has not been setup, please refer to the **DMX324 Building a Marketing Path** document for step-by-step procedures.	
Order of Steps	**Tasks**
Step 1	Log into **DocuMatix**
Step 2	Use the product drop-down and select **On Demand**
Step 3	Use the module drop-down arrow and select **Actions**
	
Step 4	Click **Begin** to add a new action
Step 5	Type in an Action **Name**
Step 6	Type in a **Description** (optional)
Step 7	Select a **Type**
Step 8	Click the drop-down arrow for **Marketing Path**
8.1	Click on the desired path from within the list
Step 9	Click the drop-down arrow for **Time to Launch**
9.1	Select the desired days or leave it defaulted to Immediately
Step 10	Click **Save**

	
To automate the Action, you'll need to continue with the DocuMatix Configuration Tool. Please reference the Configuration Tool procedures for a step-by-step guide of the process.	
Step 11	To **edit** an Action, click the **Options icon** on the desired action card
11.1	Click **Edit**
11.2	Make the desired changes to the Name, Description or Type
11.3	Click **Update** to save changes
Step 12	To **delete** an Action, click the **Options icon** on the desired action card
12.1	Click **Delete**
12.2	Type **DELETE** into the confirmation box
12.3	Click **Yes**