

This page contains dynamic content -- Highest Possible Classification is UNCLASSIFIED//FOR OFFICIAL USE ONLY

Zulu 12:34:39 (Zulu 0:00)	East Coast 08:34:39 (EDT -4:00)	Kuwait 15:34:39 (AST 3:00)	UAE Oman 16:34:39 (GST 4:00)	Kabul 17:04:39 (AFT 4:30)	Pakistan 17:34:39 (PKT 5:00)	Kyrgyzstan 18:34:39 (KGT 6:00)
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Question

How do I use an Action set in Nintex

When and where does this occur

This occurs in complex workflows where you need to store actions to aid in workflow design.

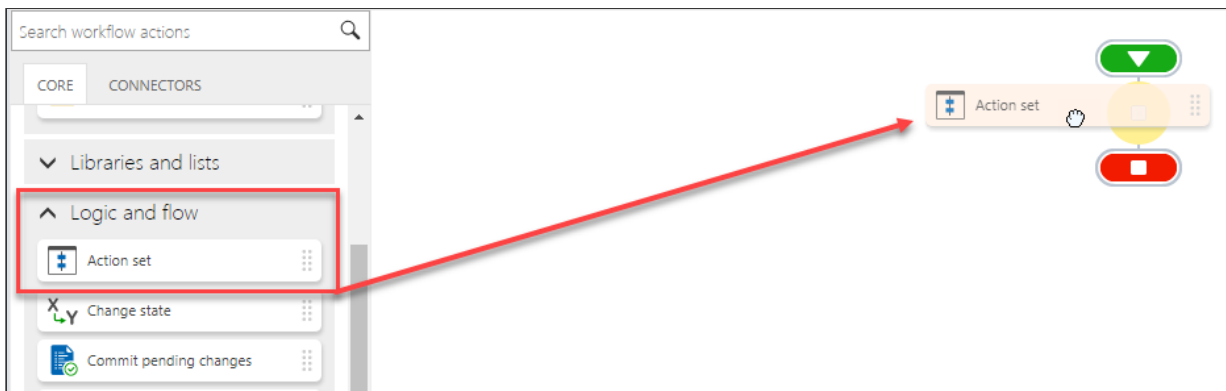
Answer

You can use an **Action set** in **Nintex Workflow** to bundle a collection of actions in a container. The container can be expanded or collapsed as needed. You can access the **Set action** in the **Logic and flow** section of the Workflow toolbox.

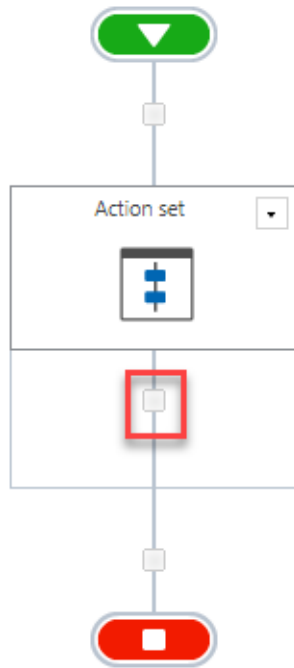
Using the Action set in Nintex Workflow

You can begin your workflow with an **Action set**, or you can add the **Action set** when you complete the workflow.

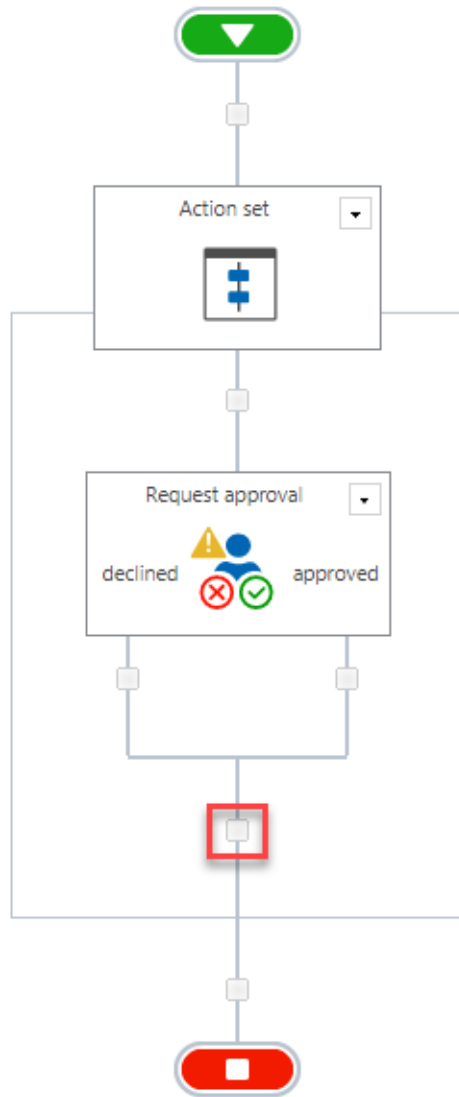
1. Open **Nintex Workflow**. Click the v to expand the **Logic and Flow** section.



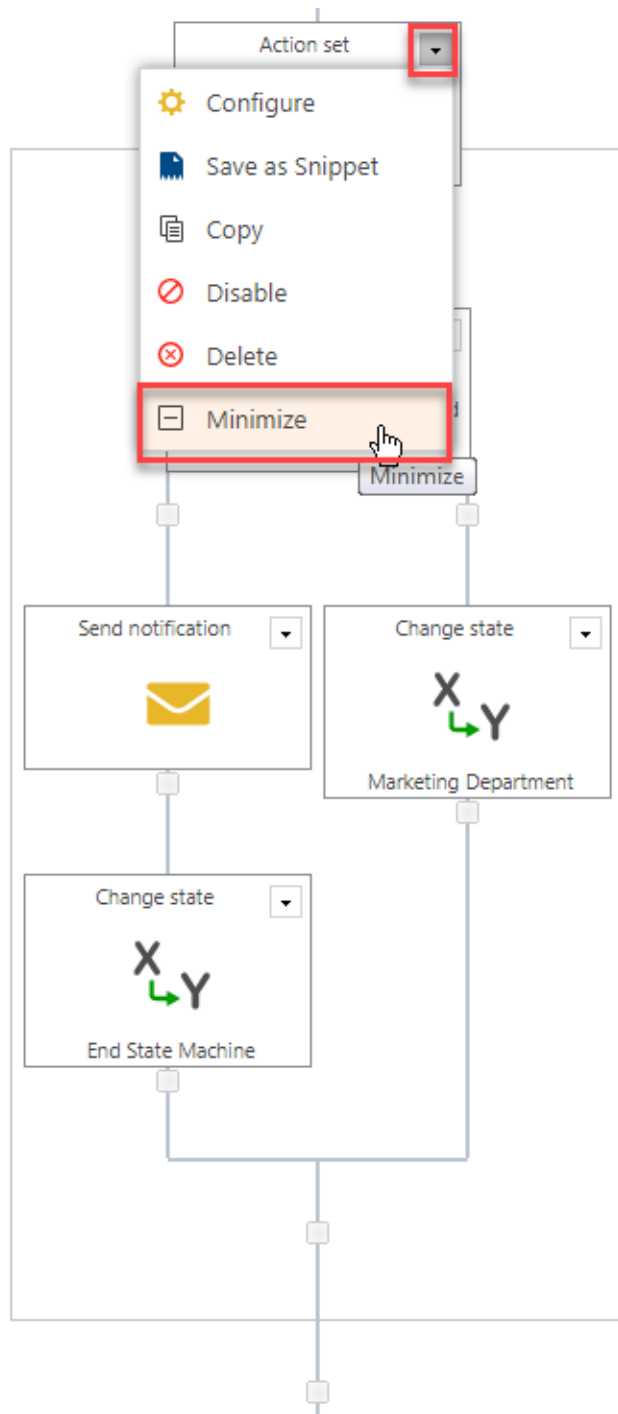
2. Drag and drop the **Action set** onto the design pearl. The **Action set** shows a design pearl within the container.



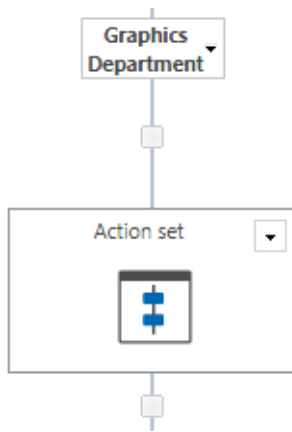
3. Drag and drop your workflow actions onto the design pearls within the container. As you add actions, another pearl appears within the container.



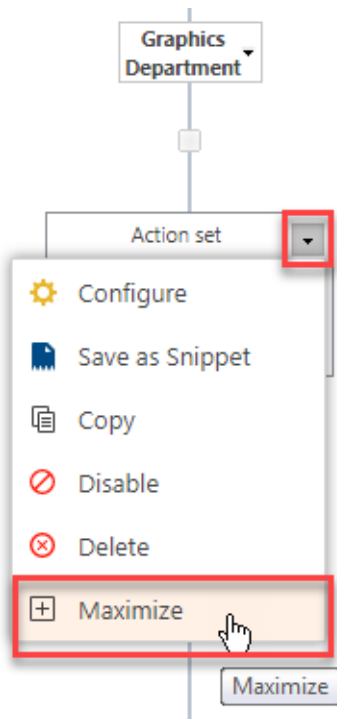
4. When the workflow is complete, click the down arrowhead (▼) on the **Action set** and select **Minimize**.



5. The container collapses and hides the workflow.



6. To expand the workflow, click **Maximize**.



7. If you have more than one **Action set** supporting several branches, you may want to configure the **Notes to display** fields. Click the down arrowhead (▾) on the **Action set** and select **Configure**.
8. The Configure Action - Action set dialog appears. In the **Action title** field, enter a descriptive name for the title.

Configure Action - Action set

GENERAL

Save Cancel Labels Common Variables Help

Commit Settings Variables Help

Action title * Graphics folks

Left text

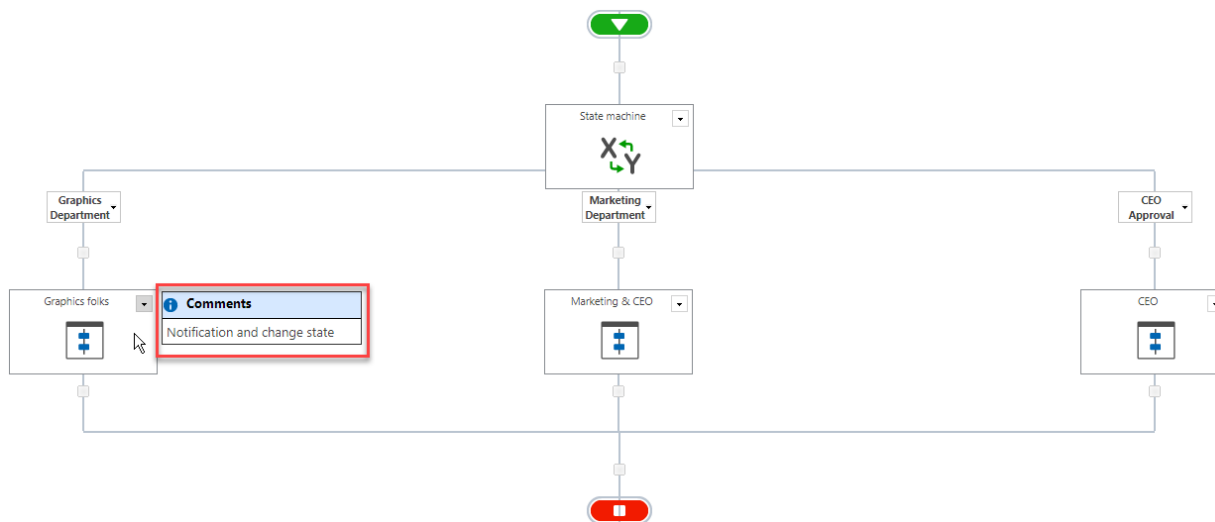
Right text

Bottom text

Notes to display User defined

User defined notes Notification and change state

9. In the **Notes to display** dropdown, select **User defined**.
10. In the **User defined notes** field, enter notes about the workflow. Click **Save** to save your changes and close the dialog.
11. When you hover the mouse over the **Action set**, your notes appear in the **Comments** box.



Show Me video — Using the Action set in Nintex Workflow

Additional Resources

- [What is an Action set](#)