

Action Run Groups

Overview

Use action run groups to organize action runs within folders, for example to combine them for events, topic areas, or team members.

Create Action Run Groups

To create action run groups, proceed as follows:

1. Navigate to **Media Management > Action Runs > Action Run Groups** and select **Edit > New**.
2. In the Action Run Group setup window, fill in the **Name** field. Use a descriptive name to easily identify the Action Run in other areas of the system.
3. Enable the **Active** option to activate the action run group.
4. *Optional:* In the **Languages** panel, specify the name that will appear in the selection menu for each system language.
5. Select the folders for the Action Run Group and click **Add**. To clear selection, click **Remove**.
6. Select individual Action Runs to include in the Action Run Group.
7. Click **Save**.

Action Run Groups / Editing 'Events' Action Run Group

▼ General Data

Name: *

Active: ☒

▼ Language

▼ Folder Selection

Select the folders that the Action Run Group should be available in.

Not selected Folders

Selected Folder

Quick Search Filter Sorting Views ▼

Export

	ID	Name	Active
☒	-2	Archive	✓
☐	1	Import	✓

Add >><< Remove

Quick Search Filter Sorting Views ▼

Export

	ID	Name	Active
☒	55	Max Musterfotograf	✓

▼ Action Run Selection

Not Selected Action Runs

Selected Action Runs

Sorting Views ▼ Export

Action
☒ Author Code
☐ Auto rotate

Add >><< Remove

Sequencing ▼

Views ▼ Export

Action
☒ Berlinale
☒ Oscars

Action Run Groups configuration

Tip

Define the Order of Action Runs

In the **Sequencing** menu above the selected action runs, set their order to define how they appear within folders.

Manage Action Run Groups

In **Media Management > Action Runs > Action Run Groups** you can find a list of all existing action run groups.

To create a new action run group

- Select **Edit > New**.

To edit an action run group

- Double-click the name or select the record and choose **Edit > Open**.
- Make the changes.
- To deactivate an action run group, disable the **Active** option.
- Click **Save**.

Batch Processing of action run groups

- Select action run groups in the overview.
 - To select a continuous data range: SHIFT + Click.
 - To select a non-continuous data range: CTRL (PC) or CMD (Mac) + Click.
- Choose **Edit > Batch Process** from the menu.
- Make changes and click **Save**.

To copy an action run group

- Select the desired record and choose **Edit > Copy**.

To delete an action run group

- Select the desired record and choose **Edit > Delete**.

Note

The integrated table functions allow you to search, filter, and sort records. For more information on these functions, as well as how to set up custom views and use the export function, see the [Advanced Table View](#) FAQ.

You can learn more in the [Understanding Action, Action Run, or Action Run Group](#) FAQ.