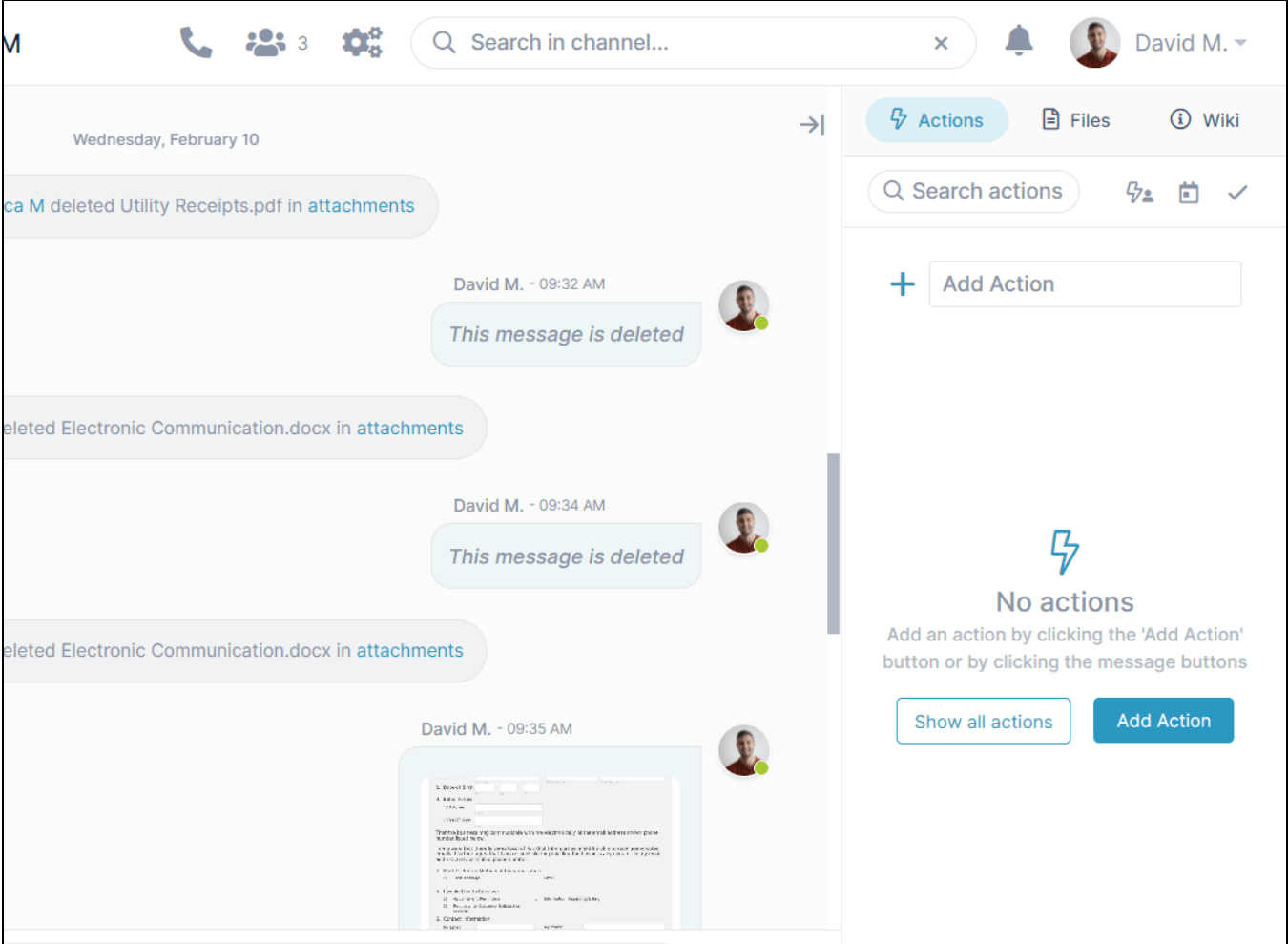


# Actions in AirSend

## Adding actions

In the Actions tab of the right panel, schedule actions or tasks to be completed. After you create an action, you can assign it to specific users, add a due date, or add subtasks. When an action is complete, check it to remove it from your list of incomplete actions.

**Note:** Your [member type](#) in a channel must be full collaborator or higher to add actions.



To work with additional action features, see the following topics: