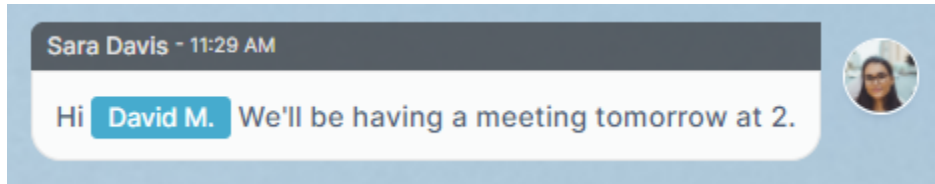


Creating actions from messages

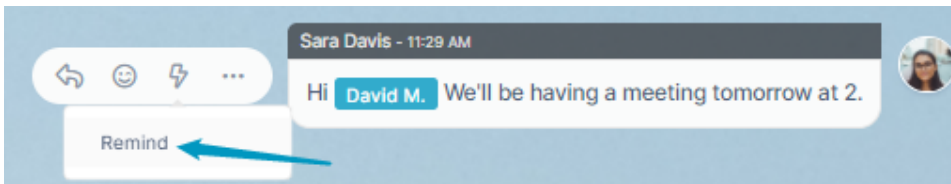
Since users often post messages that require some type of action, AirSend includes a feature that enables you to turn a message into an action.

For example, Sara might want to create a reminder action for this message about a meeting that she sends to David:



To create an action from a message:

1. Hover over the area to the left or the right of the message until you see the icons, then click the Action icon, and click **Remind**.



A Create a new action dialog box opens.

The message is automatically entered into **Action description** and the creator as well as the users mentioned in the message are added to **Who**, but you can edit these values.

Create a new Action


Action name


Action description

Hi David M. We'll be having a meeting tomorrow at 2.

Who

Start typing to add...

 Sara Davis

 David M.


Action type


Reminder


☐ Include due date


Create Action


2. Enter an **Action name**. It is the only required field.
3. Assign additional users to the action by entering their names or emails into **Who**.
4. Check **Include due date** to display **Due by** and **Time** fields.
5. Click **Create action**.
The action appears in the right panel under actions.




 Actions


 Files

 Wiki



 Search actions




 Add Action


☐

SiteBuild User meeting


due in 2 day(s)

 You and 1 more

The member assigned to the action receives an email with information about the action and a link for opening it:



Hello David,

 has created a new Action.

SiteBuild User meeting

Here is a brief description of the action

Hello David We will be having a meeting tomorrow at 2.

View Action

You can access the channel **SiteBuild Accounting** to view and work on this action.

Meanwhile, please [contact us](#) if you have any questions and we will be happy to help.

Best,

AirSend Team.