Viewing, Searching, and Sorting in the Action Tab

There are various ways you can sort, filter, and search for actions in a channel in its Action tab.

- To search for an action
- To toggle the view between your actions and all actions
- To sort actions by due date
- To toggle between incomplete and completed actions

To search for an action

To search for an action, enter the search term in the search box.

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+	Add Actio	n		
	Lunch meet Lunch meeting due in 4 day(s)	ting		
	Team meet Team <mark>meeting</mark> due in 2 day(s) ④ Jared Tay			
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To toggle the view between your actions and all actions

1. Click the assignee icon to view only actions assigned to you.

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+ Add Action	
Lunch meeting due in 4 day(s)	
discuss edits due in 7 day(s)	

2. Click the icon again to view all actions.

To sort actions by due date

1. Click the due date icon.

2. To switch between ascending and descending sort by due date, click the due date icon again.

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To toggle between incomplete and completed actions

1. To view incomplete actions, click the check icon.

2.	To view	completed	actions	again,	click tl	he check	icon	again

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+ Add Action			1
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Online meeting overdue for 2 day(s)	with users		
Check out othe	er wikis		
✓ Talk to Jess ab	out setting up site	e as wiki	