

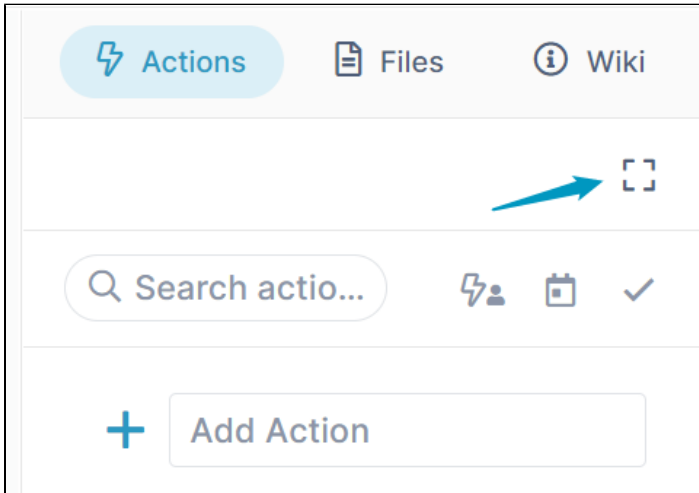
# Actions in the Kanban Board

## Opening the Kanban board

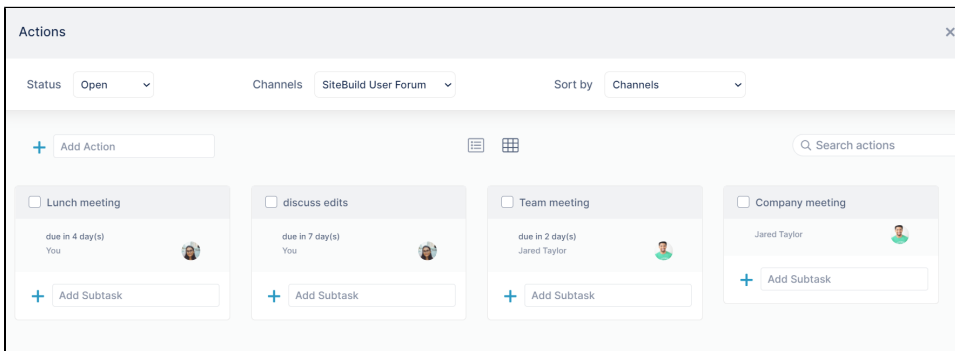
You can view all actions within a channel or across channels in Kanban board view.

**To open the Kanban board:**

1. In the right panel, click the **Action** tab.
2. Click the Fullscreen icon.



Kanban view opens.



## Toggleing between grid and list views

To toggle between grid and list views, click the list view and grid view icons above the channels.

Actions

StatusOpen

ChannelsCustomer Support Team

Sort byChannels

+Add Action

Search actions

Lunch Session

+Add Subtask

Create Team Checklist

Update reservations list

Increase number of occupants

+Add Subtask

Team Meeting

+Add Subtask

Review Customer Evaluations

Update Team Goals

Discuss new candidates

Outstanding Requests

+Add Subtask

Curbside pickup

Actions

StatusOpen

ChannelsCustomer Support Team

Sort byChannels

+Add Action

Search actions

| Name                                    | Channel               | Due Date | Users |
|-----------------------------------------|-----------------------|----------|-------|
| <div>Lunch Session</div>                | Customer Support Team |          |       |
| <div>Increase number of occupants</div> | Customer Support Team |          |       |
| <div>Team Meeting</div>                 | Customer Support Team |          |       |
| <div>Outstanding Requests</div>         | Customer Support Team |          |       |

Viewing and sorting in the Kanban board

Actions

StatusOpen

ChannelsCustomer Support Team

Sort byChannels

Channels

Channels - Descending

Name

Name - Descending

Due Date

Due Date - Descending

+Add Action

The three drop-down lists at the top of the Kanban board enable you to view and sort actions in multiple ways:

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Status</b>   | <b>Options:</b> <ul style="list-style-type: none"> <li>• <b>All Actions</b> - Display all actions in the channel selected in <b>Channels</b>.</li> <li>• <b>Completed</b> - Display completed actions in the channel selected in <b>Channels</b>.</li> <li>• <b>Open</b> - Display open (incomplete) actions in the channel selected in <b>Channels</b>.</li> </ul>                                                                                                                                                                                          |
| <b>Channels</b> | <b>Options:</b> <ul style="list-style-type: none"> <li>• Current channel</li> <li>• Any channel you have access to</li> <li>• <b>All channels</b> you have access to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Sort by</b>  | <b>Options:</b> <ul style="list-style-type: none"> <li>• <b>Channels</b> - Sorts tasks by channel in ascending alphabetical order.</li> <li>• <b>Channels (Descending)</b> - Sorts tasks by channel in descending alphabetical order.</li> <li>• <b>Name</b> - Sorts task by name in ascending order.</li> <li>• <b>Name (Descending)</b> - Sorts task by name in descending order.</li> <li>• <b>Due Date</b> - Sorts task by due date in ascending order.</li> <li>• <b>Due Date (Descending)</b> - Sorts task by due date in descending order.</li> </ul> |

## Searching in the Kanban board

To search for an action in the Kanban board, enter the search term in the search box. AirSend will only search through actions displayed by the current settings in the drop-down lists, and return matching actions with the search term highlighted.

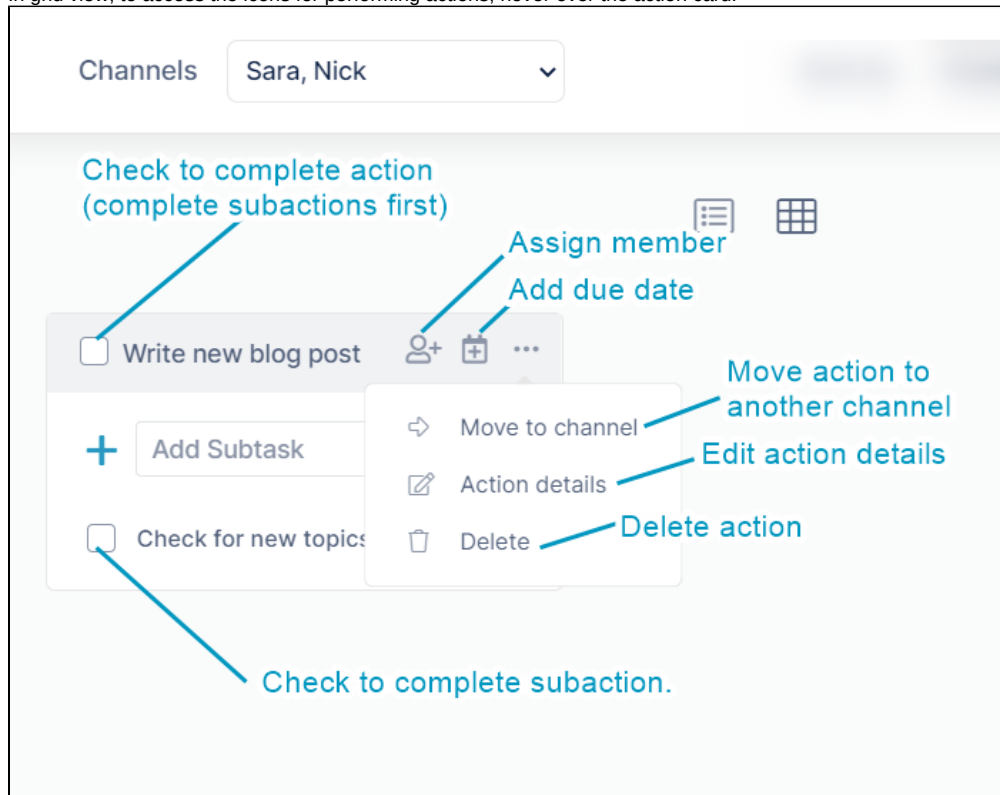
The screenshot shows the 'Actions' panel in the AirSend interface. At the top, there are filters for 'Status' (set to 'Open'), 'Channels' (set to 'SiteBuild User Forum'), and 'Sort by' (set to 'Name'). Below these filters is a search bar with the text 'meeting' entered. A blue arrow points to the search bar. The main area displays three cards: 'Company meeting', 'Lunch meeting', and 'Team meeting'. Each card has a checkbox, a title, a description, a due date, and a user profile picture. The word 'meeting' is highlighted in yellow in the titles and descriptions of all three cards. Each card also has an 'Add Subtask' button at the bottom.

Add actions and subactions in list view or grid view the same way you add them in the Actions tab in the right panel. See [Processing actions in a channel](#).

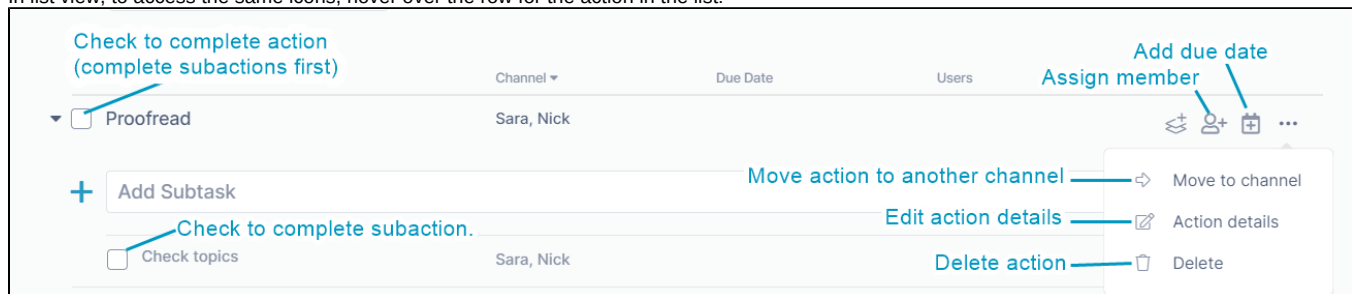
## Processing actions in the Kanban board

Most actions in the Kanban board are processed the same way that actions are processed in the Action panel.

In grid view, to access the icons for performing actions, hover over the action card.



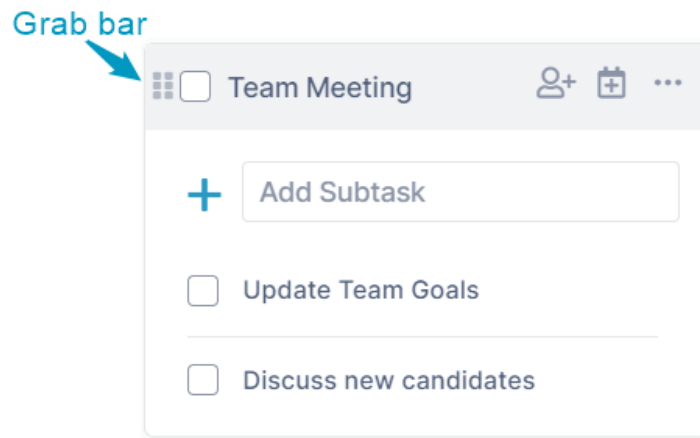
In list view, to access the same icons, hover over the row for the action in the list:



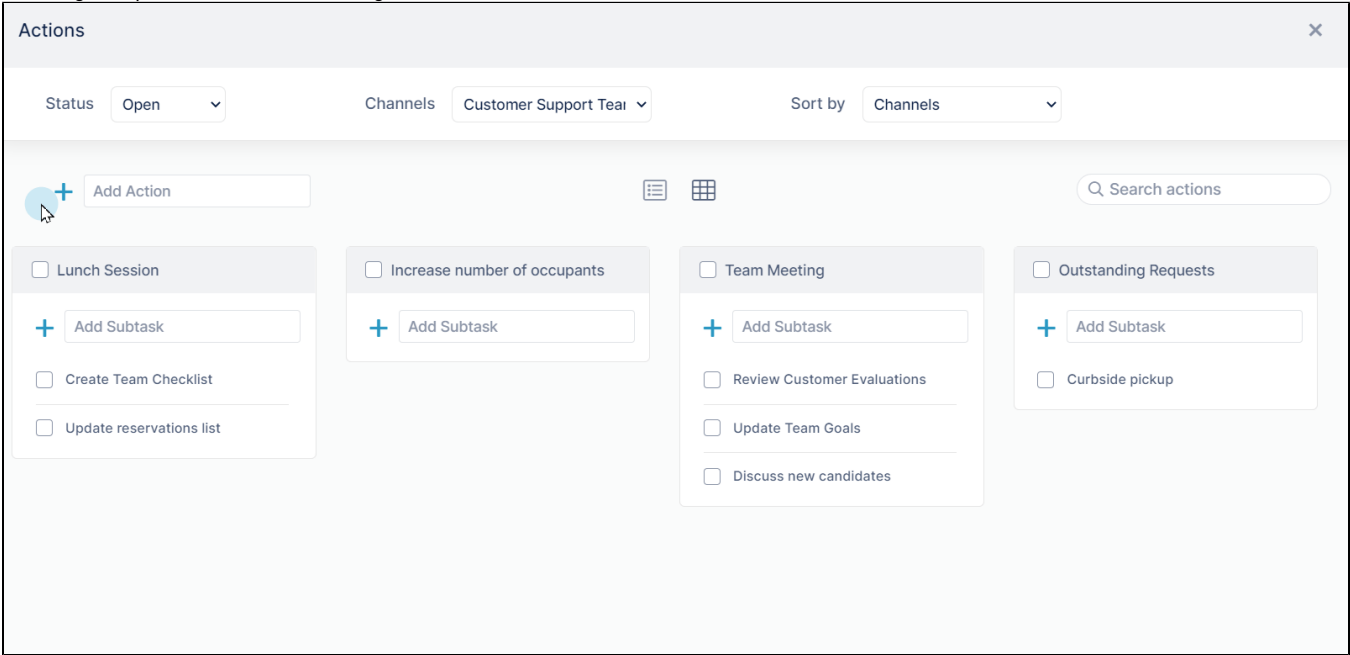
- To assign a member or add a due date to an action, see the video on the page [Actions in AirSend](#).
- To move an action to another channel, edit action details, complete an action, or delete an action, see [Processing actions in a channel](#).

## Rearranging actions and subactions in the Kanban board

To rearrange an action or a subaction in the Kanban board's grid view, click its grab bar and drag it to the new location.



To change the position of an action in the grid:



To move an action and make it a subaction

