

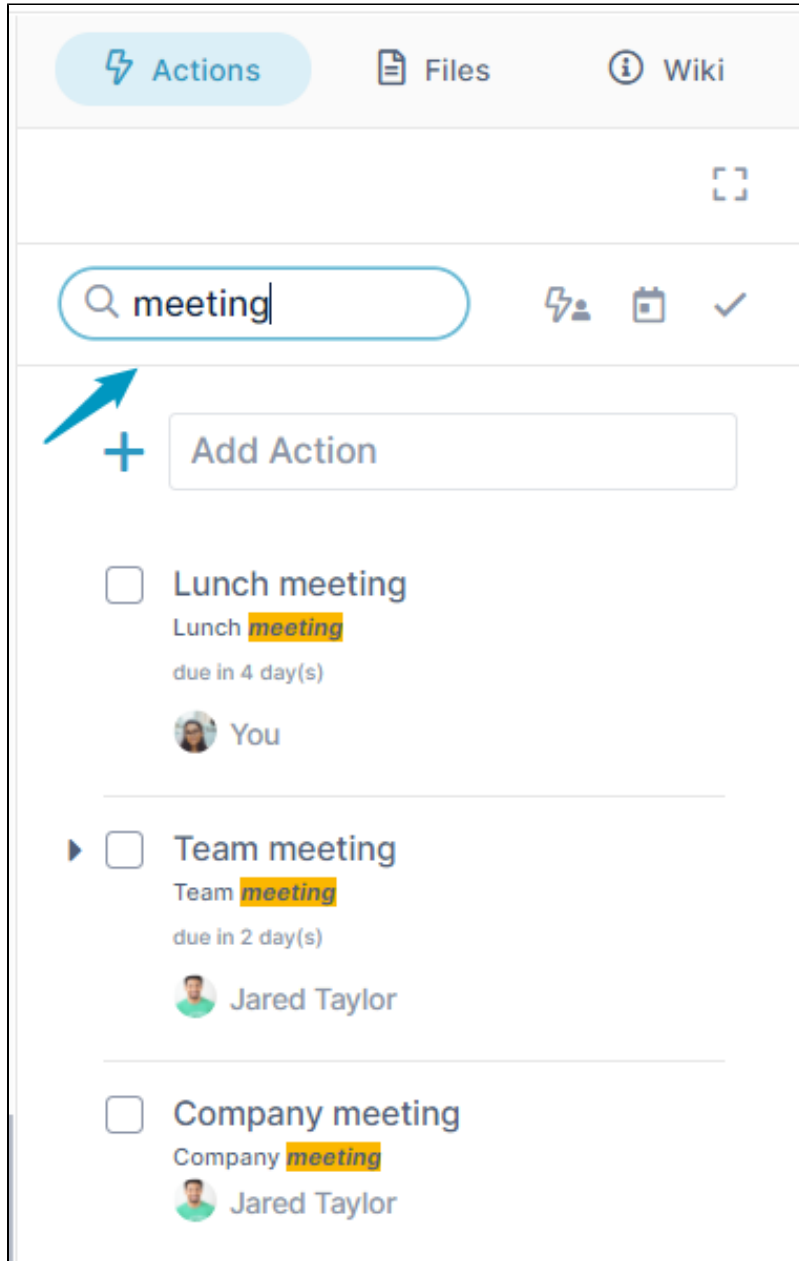
Viewing, Searching, and Sorting in the Action Tab

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](#)

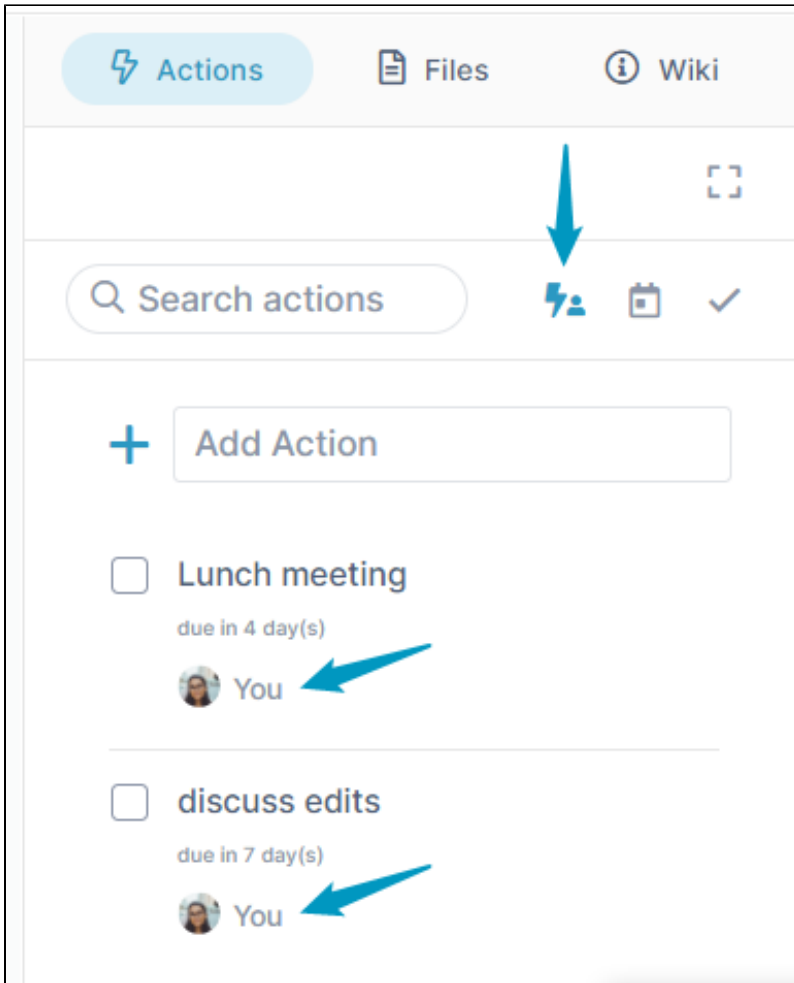
To search for an action

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



To toggle the view between your actions and all actions

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

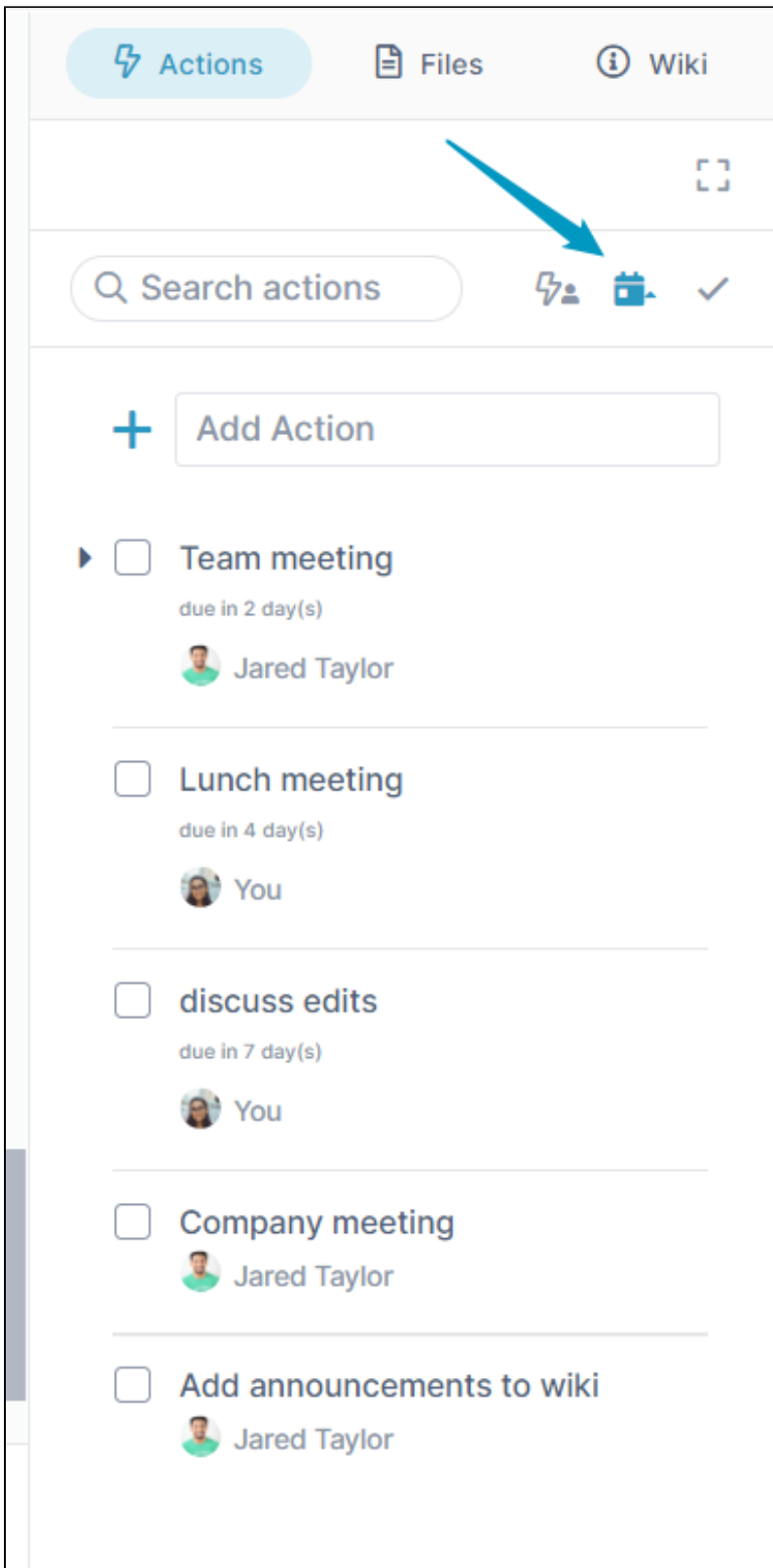


2. Click the icon again to view all actions.

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.



To toggle between incomplete and completed actions

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

2. To view completed actions again, click the check icon again.

