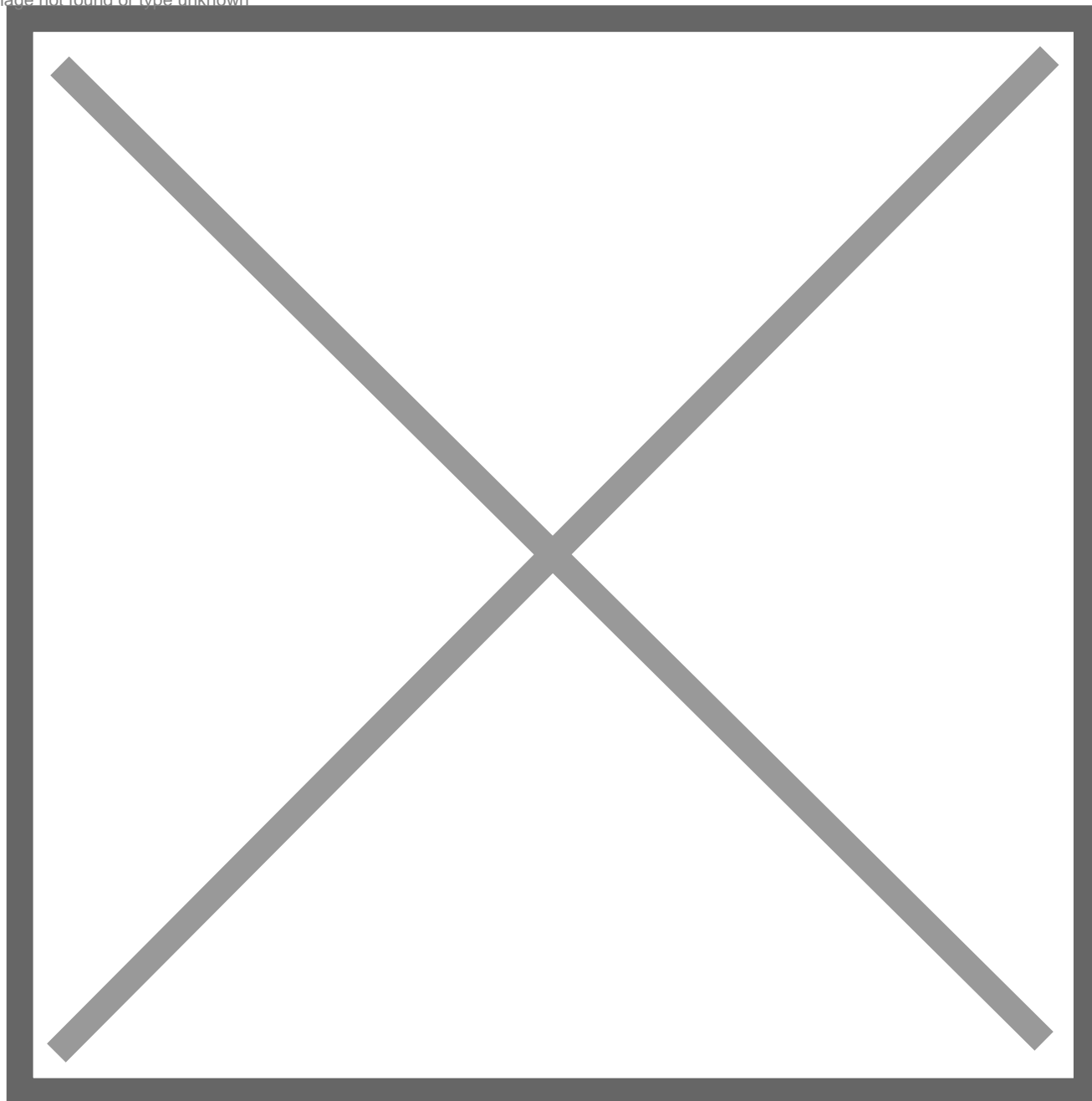


Visualize your workflow and identify potential gaps in your social media strategy.

Use the **Calendar** to manage posts for all your locations in a monthly or weekly view.

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Filtering the Calendar

You can filter the calendar by the following types:

Type	Description
Top Line Filters	Drill down to see posts for specific locations.
Campaign Filters	Use the Brand Campaign, Local Campaign, and/or Smart Campaign filters to view posts from specific campaigns on the calendar.
Week Month	Use the Week Month toggle to view the calendar weekly or monthly view.
Status	See only posts with specific statuses on the calendar. Options include: Published, Scheduled, Pending Approval, Rejected, Failed, and Edited/Retried. Chose one or many.
Source	See only posts on specific sources on the calendar. Options include: Facebook, Instagram, Twitter, Google Places, and LinkedIn. Select one or many.

Sources must be connected to the platform before you can schedule or publish a post. Sources not connected will not show as filter options.

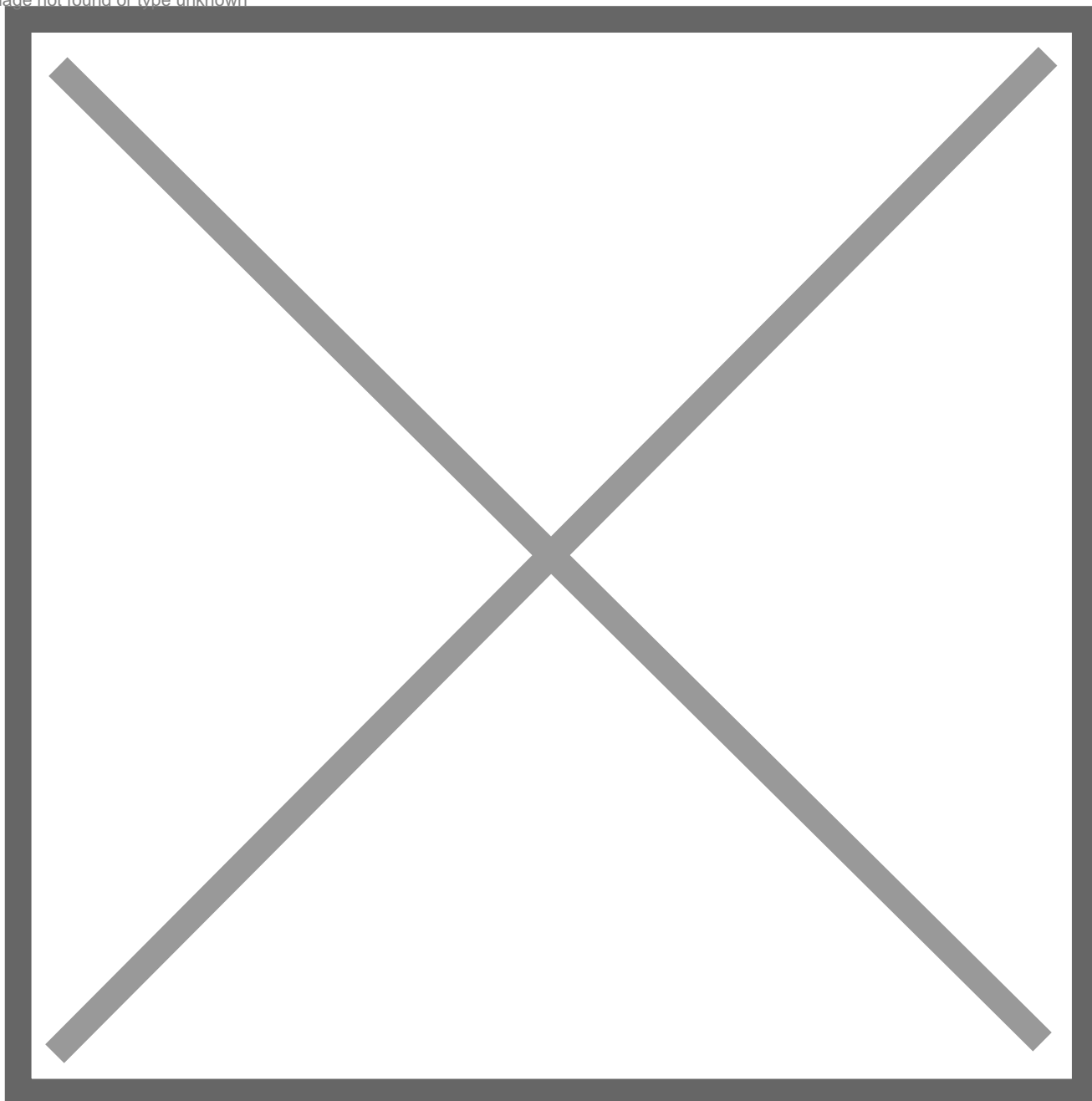
Post Status

Type	Description
Published	Posts that have successfully published to selected sites.
Scheduled	Posts that are scheduled to post on selected sites. This includes posts scheduled from Campaigns.
Pending Approval	Posts that are awaiting approval.
Rejected	Posts that have not been approved. Rejections may have comments.
Failed	Posts that have failed to post on the selected site(s) at the scheduled time.
Edited/Retried	Failed posts that have been updated to resolve the issue(s) that caused the failure and posting has been retried. Learn how to retry a failed post.

Viewing Post Details

Click the post to view details (content, locations, status, sites, created by, date created). View post statuses for each location and each social site under Locations. You can also edit post details for scheduled posts, delete the post, or view the permalink to share individual posts with other platform users.

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Campaign links are included in post details when posts are scheduled through Campaigns.

Approving Posts

If your workflow is set up to use post approvals, any posts submitted will go into a “Pending” status until approved. Users who are set up with “Approver” permission will be notified that a post requires approval via email notification, mobile app push notification, and an indicator on the Calendar page.

Learn how to set up approval notifications.

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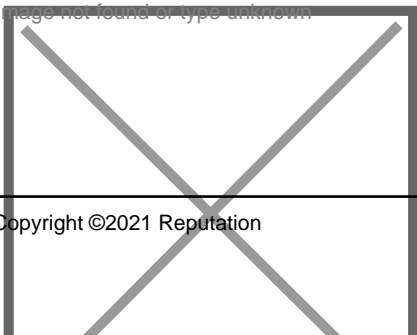


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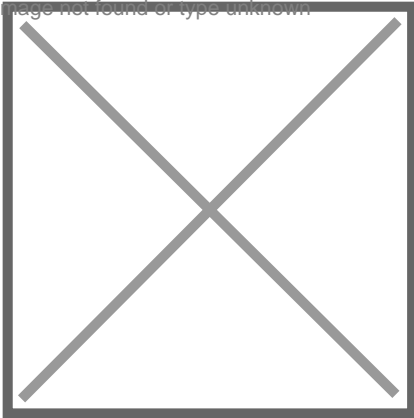


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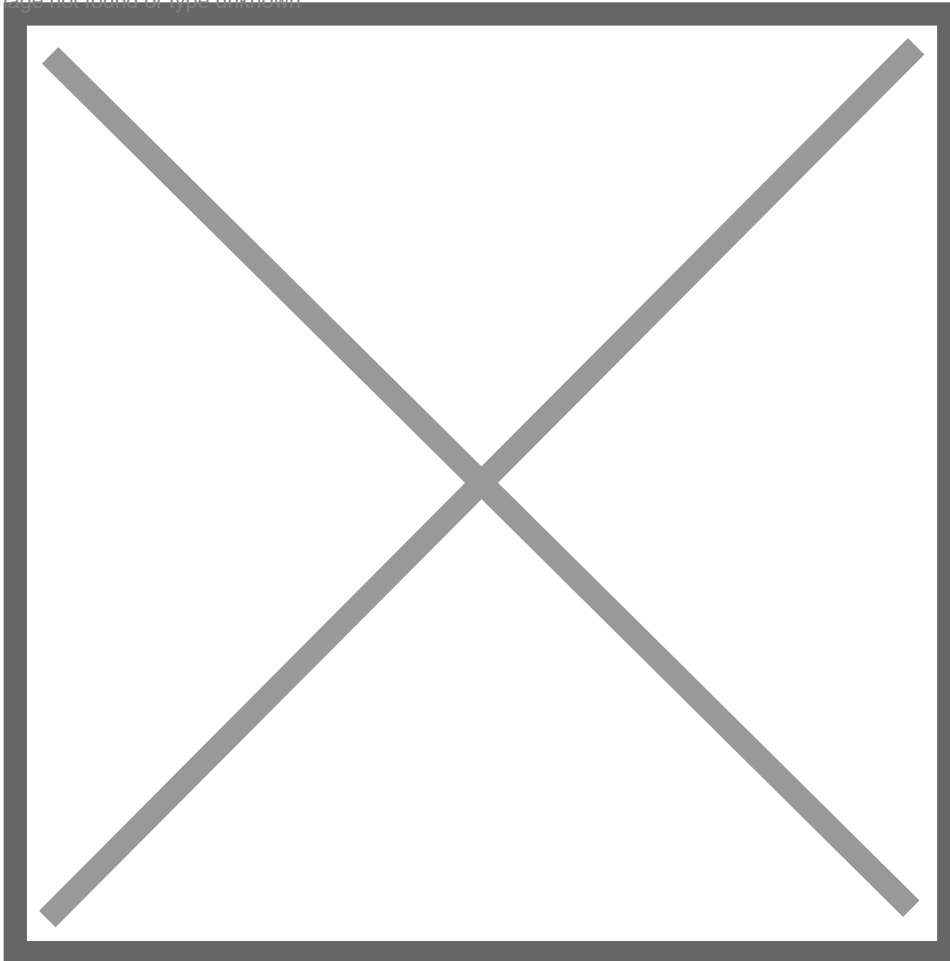
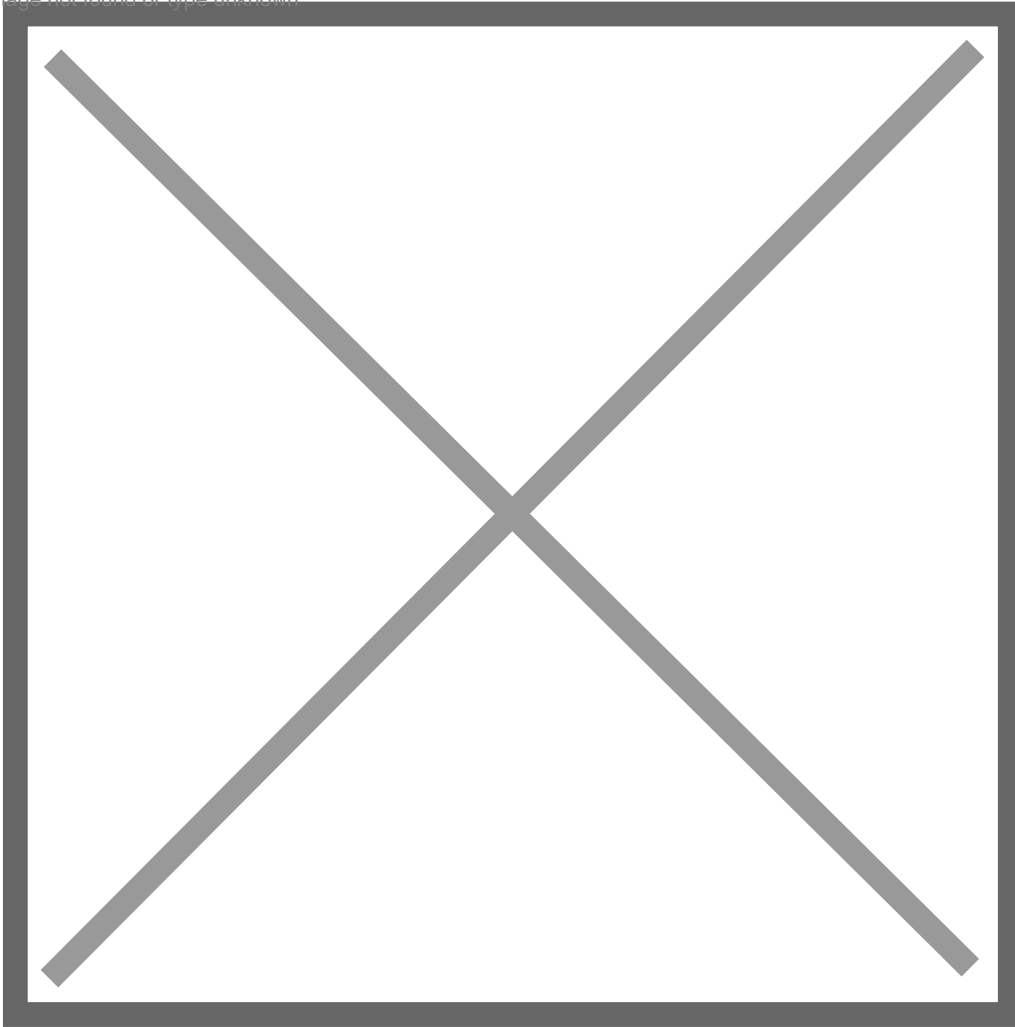


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Rejecting Posts

If you reject a post, you can add a rejection note so that the poster knows how to fix it. Rejection notes are visible to the poster via email, in the mobile app, and on the Calendar page.

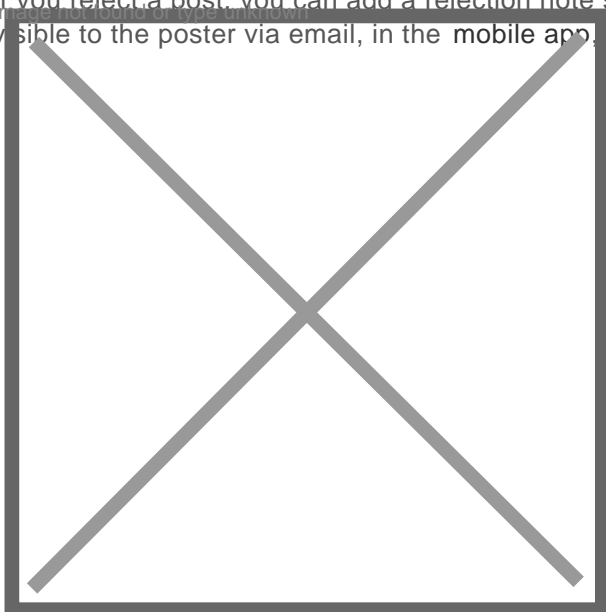


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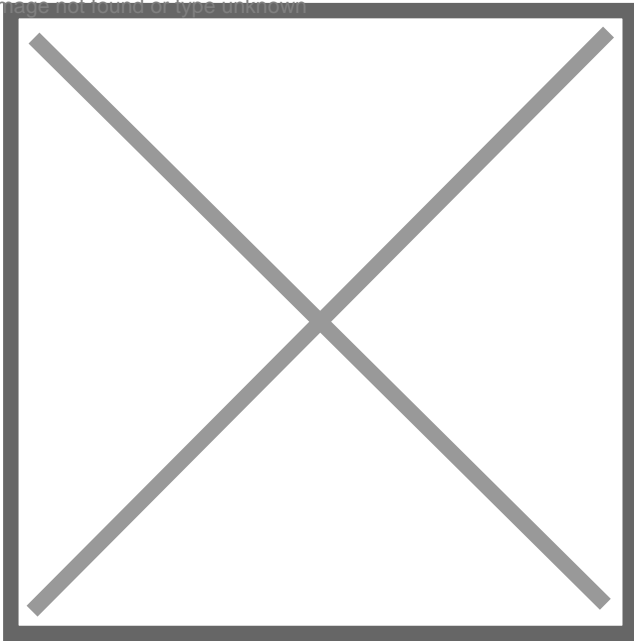


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