

# Publishing

- Scheduler

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## 1. Filters

- **Monthly View & Weekly View & List View**

- Status
- Content Types
- Channels
- Categories
- Labels
- Assigned Users

- Save
- Clear All

## 2. Exports

- **Filters**

- Export (PPTX)
- Export (CSV)

## 3. Calendar

- **Monthly View & Weekly View & List View**

- Compact View
- Detailed View
- Preview View

## 4. Utilities

- Today

- **Filters**

- Schedule All
- Stop All
- Randomize

- **Special Days**

- <https://www.radaar.io/free-tools-1078/holiday-calendar-1085/#content>

- Posting Times

## 5. Import

- Upload

- Channel(s)

- **View**

- Shortened URLs
- Notifications
- Approved
- Edit
- Delete

- Imported Posts

## 6. New Post

- **Day Not Selected & Day Selected**

- Quick Button

- Smart Button
- Day Button

## 7. **Schedule A Post**

- Quick Button
- Smart Button
- Best Time To Post
- Date
- Channels
- Categories
- Assigned Users
- Labels

## 8. **Normal Post & Recurring Post**

- Date
- Best Time To Post
- Channels
- Categories
- **Content Types**
  - **Image**
    - JPG
    - PNG (Transparent)
    - GIF
  - **Video**
  - **Gallery**
    - Alt Text
  - **Link**
    - Website
    - Youtube
  - **Text**
  - **Story**
    - Image
    - Video
  - **Reel**
    - Image
    - Video
- **Dropzone**
  - **Image & Video & Gallery & Link & Text & Story & Reel**
    - **Upload from Your Device & Upload from Remote & Stock Library & Photo Editor & Canva & VistaCreate**
      - Add
      - Update
      - Delete
- Content Title
- Content Caption
- Caption Variations
- **Chain Comments**
  - Add
  - Edit

- Empty
- Move
- Delete
- Tag A Person
- Add A Location
- Advanced Settings

## 9. **Duplicate Post**

- **For Same Subscription & For Different Subscription**
  - Exactly Same
  - For Different Channels
  - Remove Channels
  - For Different Date

## 10. **Delete**

## 11. **Copilot**

- Content Score
- Post Preview
- Grid View
- **Content Library**
  - **Templates**
    - Add
    - Edit
    - Delete
  - **Templates & Previous Posts & Quotes**
    - Search
    - Replace With This
    - Paste To Post
    - Copy To Clipboard
- Stock Library
- **Hashtag Manager**
  - **Search & Top 25 & Suggestions & Basket & Templates**
    - Replace In Caption
    - Add To Caption
    - Add To First Comment
    - Copy To Clipboard
    - Search for Similar
    - Add To Basket
  - **Basket**
    - Add
    - Save To Templates
  - **Templates**
    - Add
    - Edit
    - Delete
- **RSS Feeds**
  - **My Feeds**
    - Add
    - Edit

- Delete
- **My Feeds & Feeds**
  - Replace As Link
  - Replace As Image
  - Copy To Clipboard
- **Team Discussion**
  - Send
  - Edit
  - Delete
  - Reply
  - Mark As Done

## 12. **Publish A Post**

- **Variations**
  - Content Title
  - Content Caption
  - Caption Variations
  - Alt Text
  - Chain Comments
  - Advanced Settings
- **To All Channels**
  - **Image**
    - JPG
    - PNG (Transparent)
    - GIF
  - **Video**
    - Short
    - Long
  - **Gallery**
  - **Link**
    - Website
    - Youtube
  - **Text**
  - **Story**
    - Image
    - Video
  - **Reel**
    - Image
    - Video
- **Published Content Control**
  - Is there something missing?
  - Is duplicated?

## 13. **Recurring Post**

- Since At - Until At
- Days
- Hour
- Channels
- Next Recurring Time

#### 14. **Delete A Published Post**

- Delete From Channel
- Delete From All Channels