

Publishing

- Scheduler

Scheduler

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