GUIDE 6 · GROW

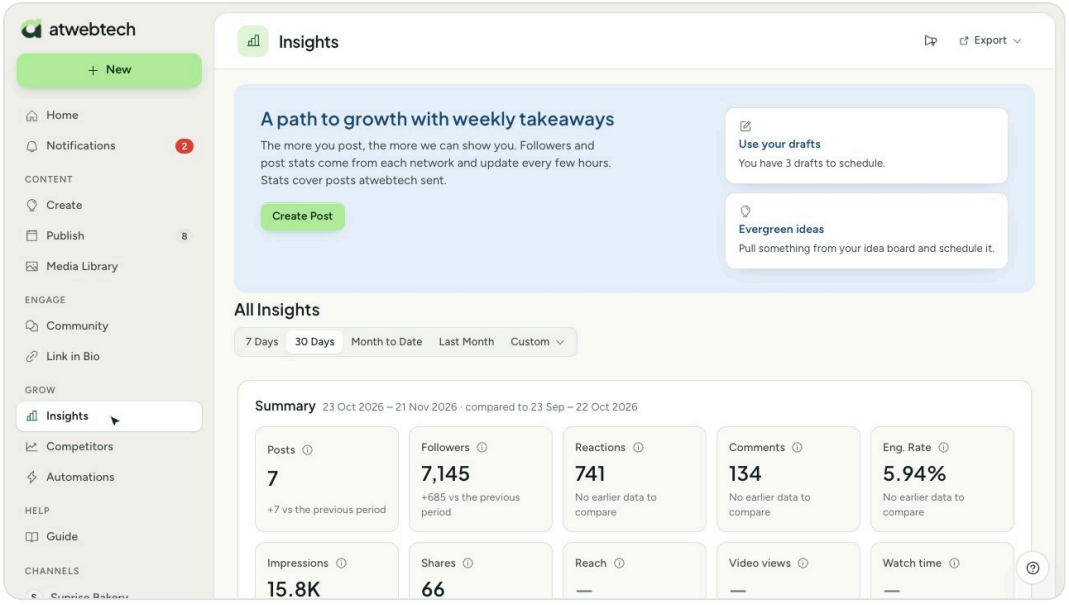
# See what is working

Totals, best times, hashtags, top posts and reports.

Video (62 seconds): **atwebtech.us/app/guide/insights**

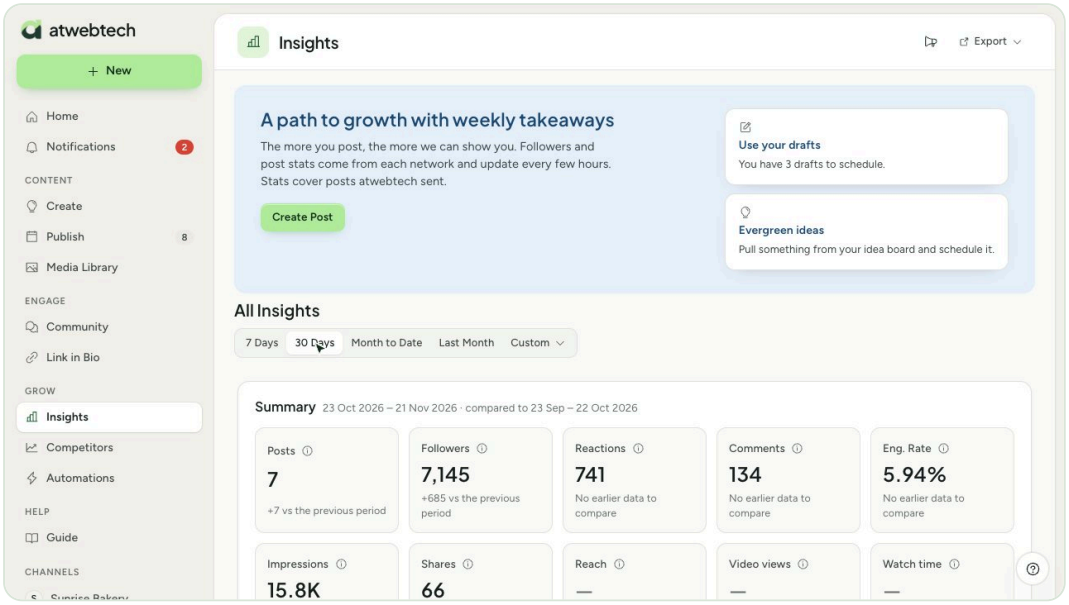
## 1 Open Insights

Click **Insights** in the menu to see how your posts performed.



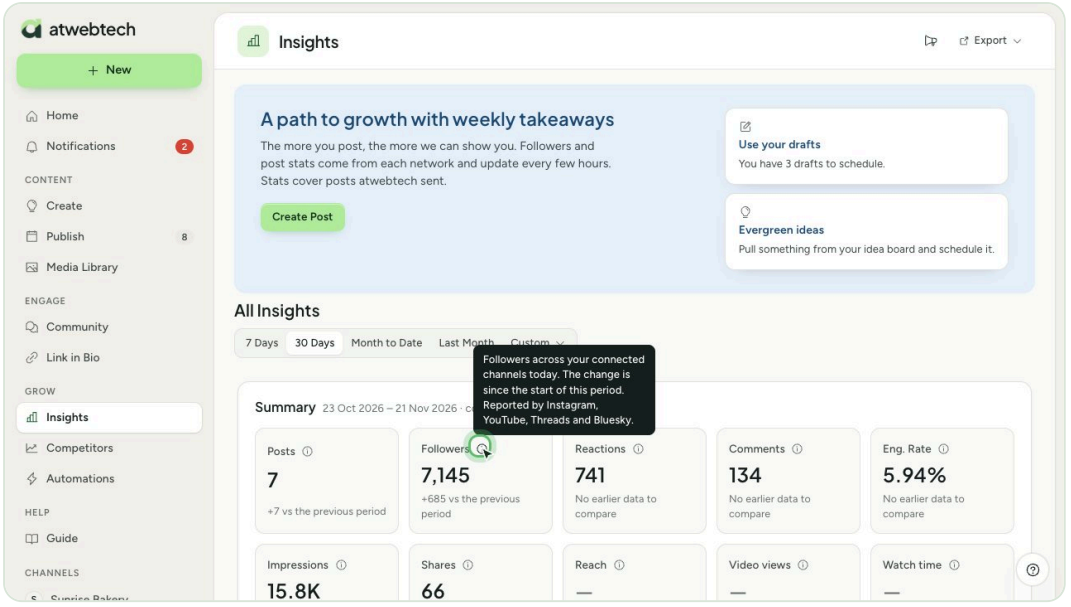

## 2 Choose the period

Switch between **7 Days**, **30 Days**, **Month to Date** and **Last Month**. Each number shows how it changed against the period before.



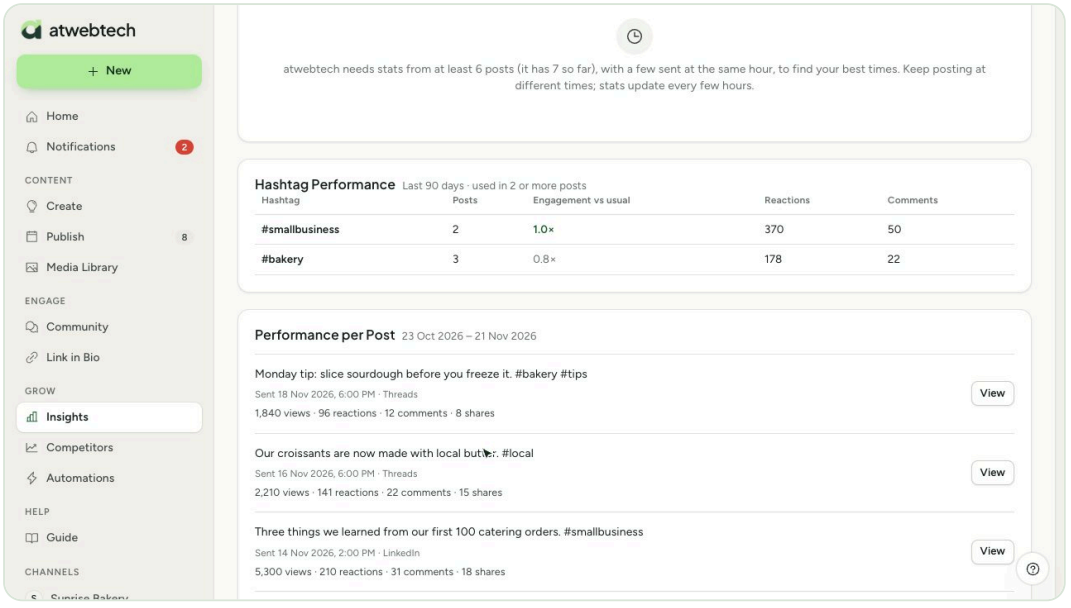
## 3 Read the totals

Posts, followers, reactions, comments, shares and views for all your channels together. The small **i** next to a number explains what it counts.



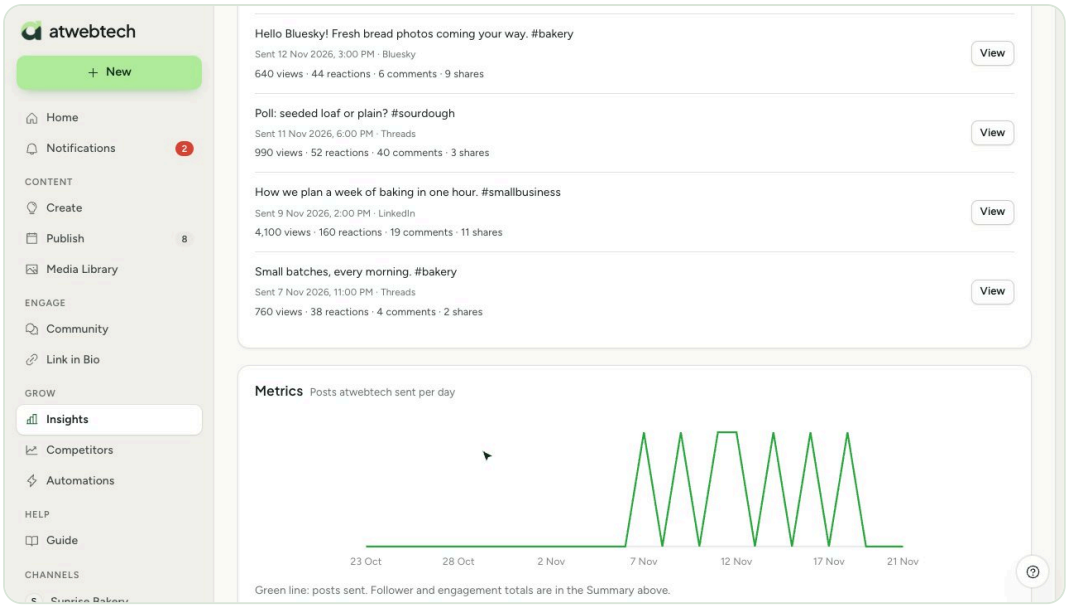

## 4 Find your best times and hashtags

Scroll down for the hours when your posts did best and how each hashtag performed. **Use these times** applies them to a channel's schedule.



## 5 Learn from your top posts

The posts with the most engagement are listed at the bottom. **View** opens the post on its network.




## 6 Export a report

Back at the top, **Export** downloads the numbers as a file you can open in Excel or Google Sheets.

