GUIDE 4 · EVERY DAY

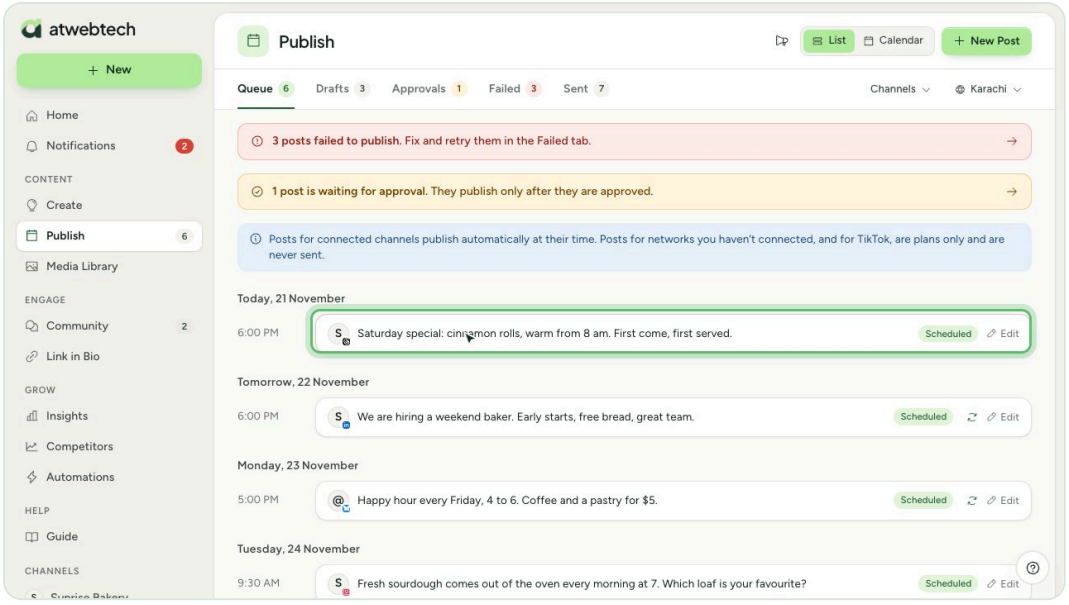
Manage your queue

Queue, Calendar, Drafts, Failed, Approvals and Sent, and what to do in each.

Video (64 seconds): **atwebtech.us/app/guide/manage-queue**

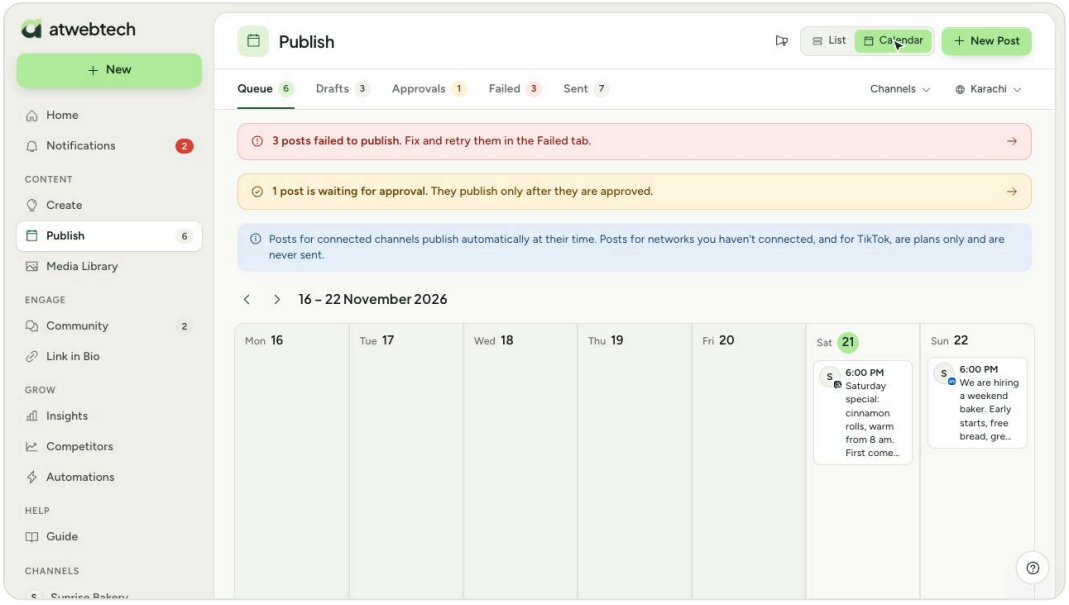
1 Queue: everything that is scheduled

Posts are listed in the order they will go out. Click a post to change its text, photo or time.



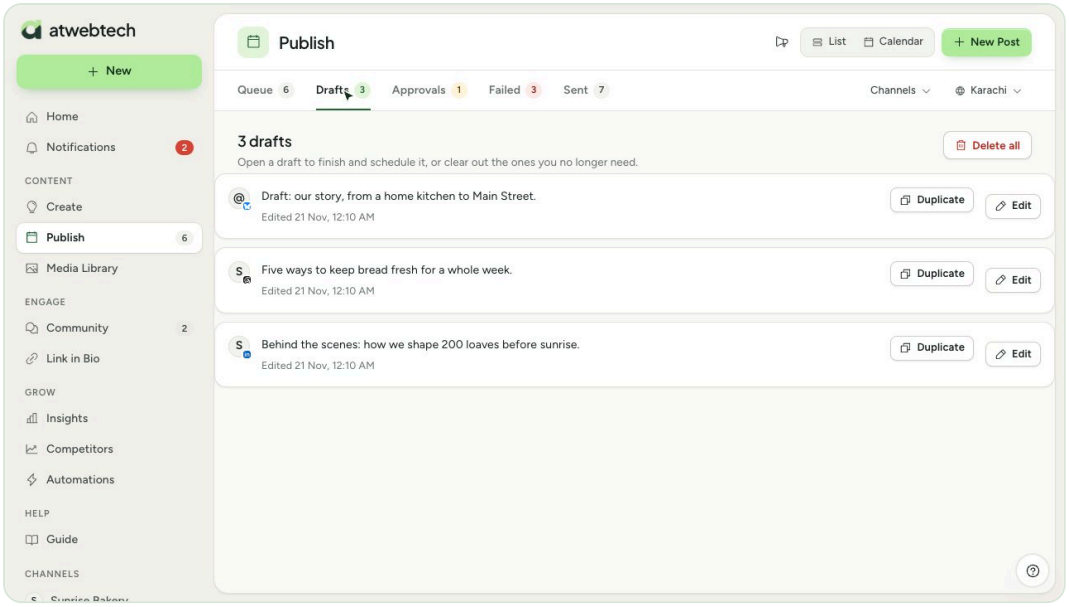
2 Calendar: see your week

Switch to **Calendar** for a week view. Click an empty day to write a post for that day.



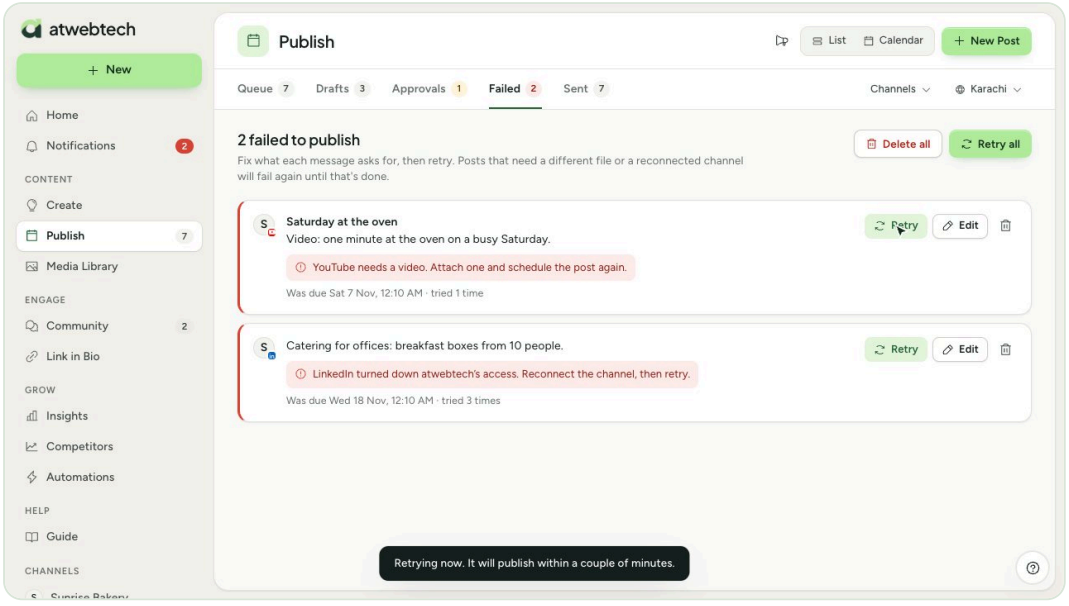
3 Drafts: posts you have not finished

Back in **List**, open **Drafts**. A draft has no time yet. Open one, finish it and schedule it.



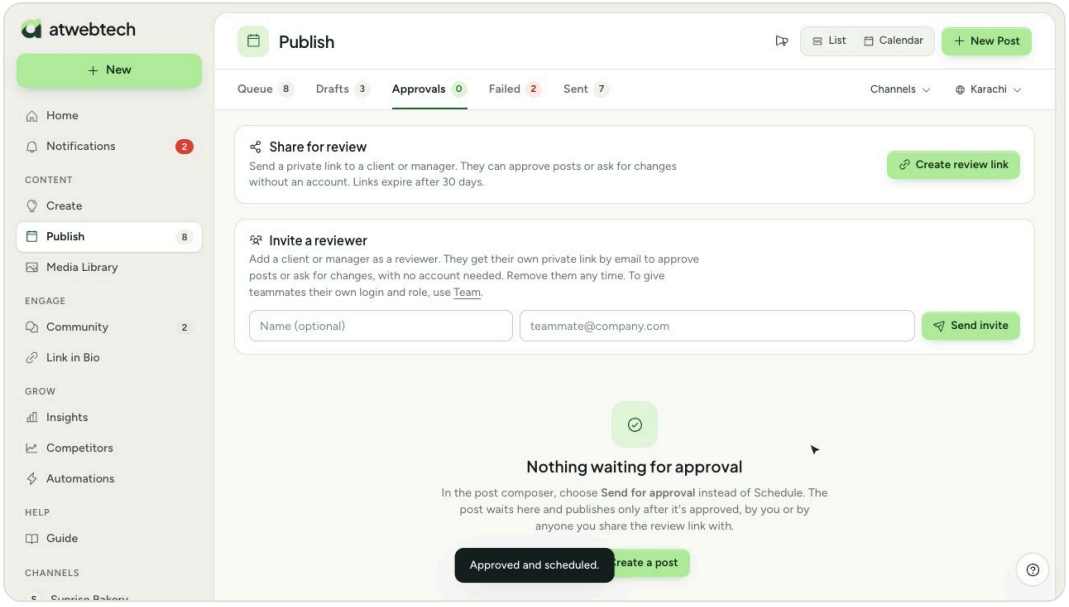
4 Failed: fix it and retry

If a network refuses a post, it lands in **Failed** with the reason in plain words. Fix what it asks for, then press **Retry**.



5 Approvals: check a teammate's post

Posts sent for approval wait in **Approvals**. **Approve** schedules the post. **Request changes** sends it back to Drafts with your note.



6 Sent: what has been published

Sent keeps every published post with its numbers. **Duplicate** copies a good post into a new draft.

