

How To Use Postoplan



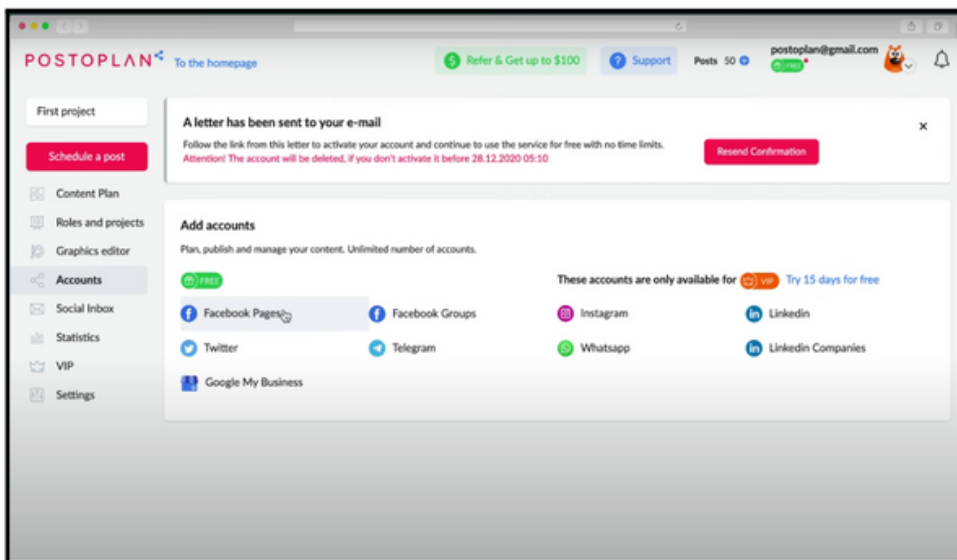
WHAT IS POSTOPLAN?

POSTOPLAN was a great success with its set of proprietary AI-powered tools, such as automated delayed posting, a graphics editor, in-depth statistics, and an inbox, which let users communicate with potential customers on different platforms from a single dashboard

GETTING STARTED

STEP 1:

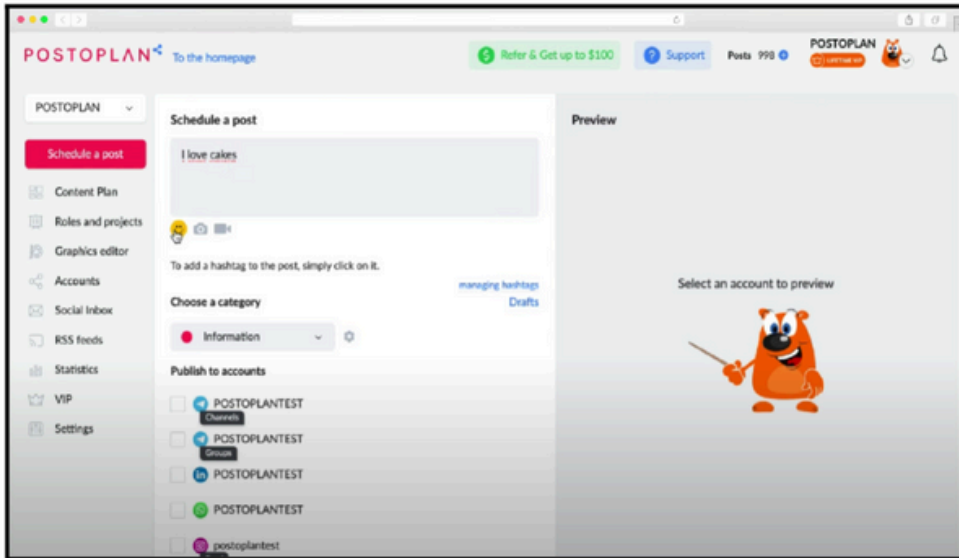
Connecting Social Media Profile



First things first. Connect your social media accounts by navigating to ACCOUNTS and choosing the platform you wish to link. Specific instructions will then pop up for each platform on how to connect them.

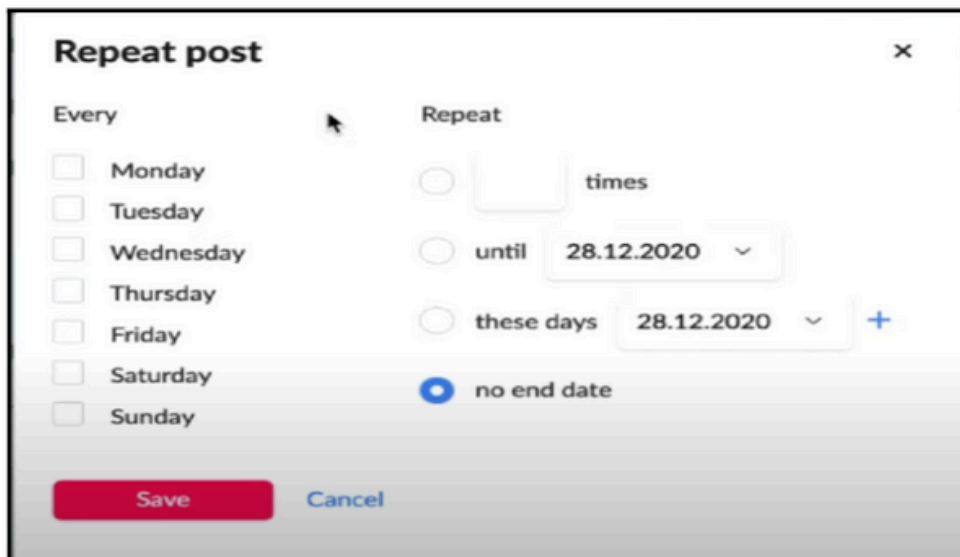
STEP 2:

Set Up Posting Schedule

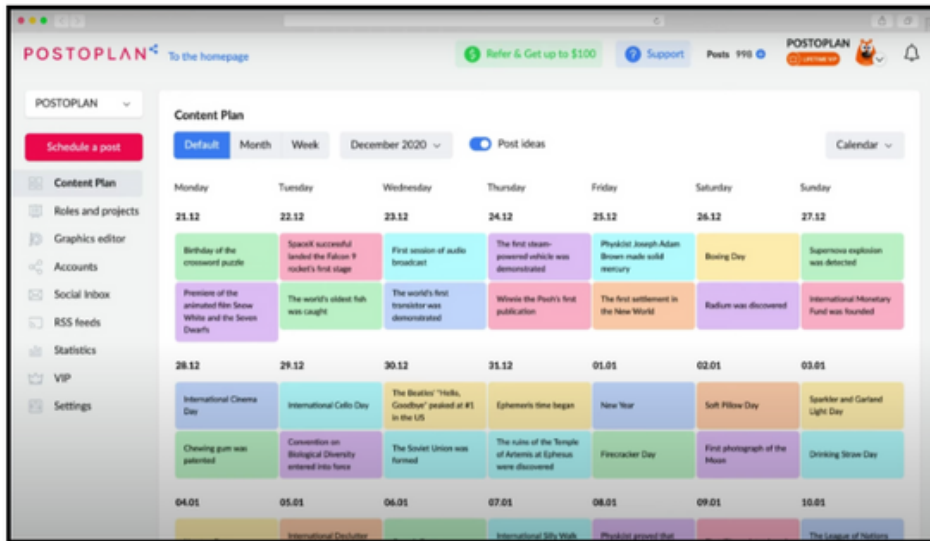


The next step is setting up posting schedules for your connected social accounts. Click on SCHEDULE A POST and add content.

The option to schedule is available in POSTOPLAN. Repeat a post every day or on specific ones. The choices are vast.

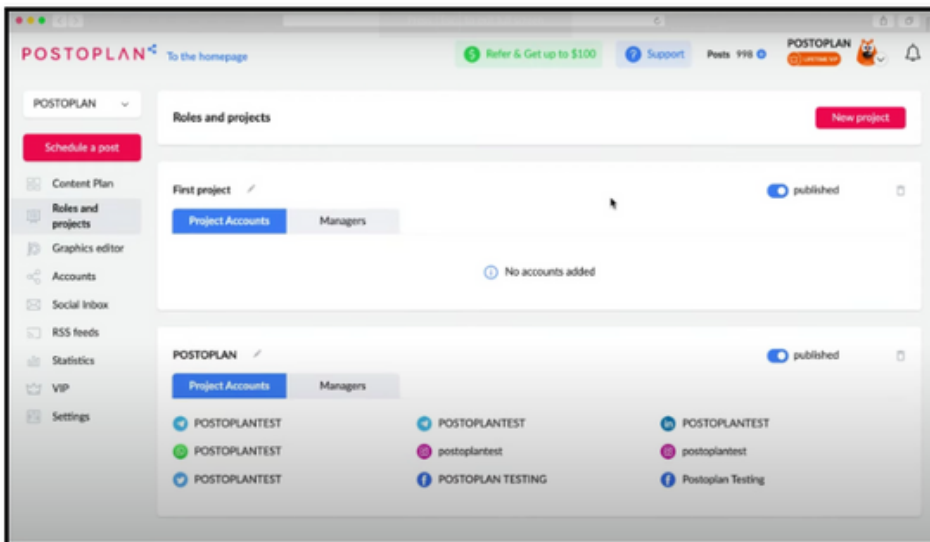


CONTENT PLAN



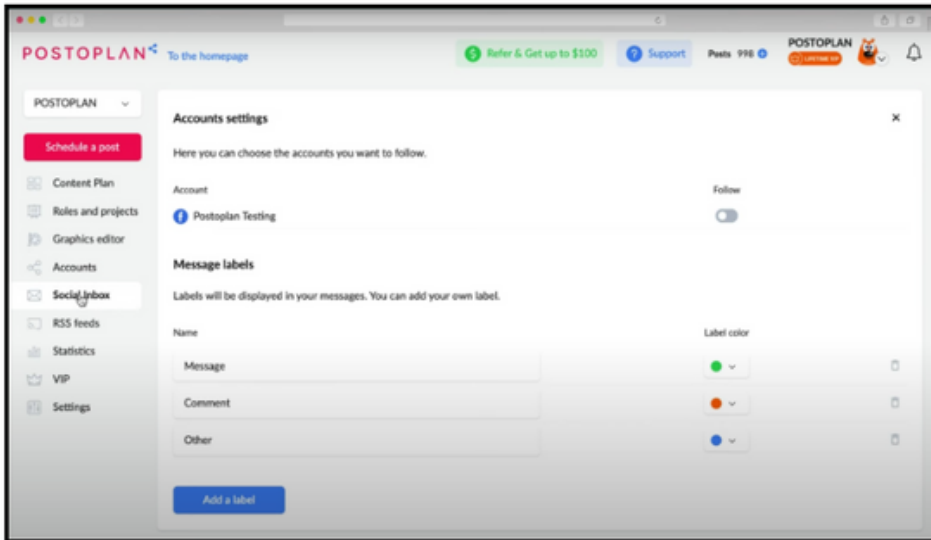
All of the posts created will land in the Content Plan calendar. Here you can see a rundown of all the posts you have scheduled for the week or even for the month. Making it easier for viewing.

ROLES AND PROJECTS



Postplan knows you're juggling a lot of content. It lets you split it up and create as many projects as you want. You can also add managers with upgrade access with the ability to publish & schedule posts and reply to messages in the Social Inbox.

SOCIAL INBOX



The Social Inbox is where comments and messages are sent to your social page. Activate this inbox for any or all of your social pages. You can then add tags to the messages so you can stay on top of it.

STATISTICS



Last up, Postoplan provides data regarding all of your published posts under the Statistics section. From here you can track the number of likes, comments, reports, and subscribers over time.

SOURCES AND USEFUL LINKS

- [How to YT Video](#)
- [Posting to Telegram](#)
- [Timezone Settings](#)
- [Adding accounts](#)

**SCAN
CALENDAR**



BOOK A STRATEGY CALL

Jeff J Hunter

*Founder VA Staffer
Pre-Trained, Pre-Vetted Executive
Assistants*