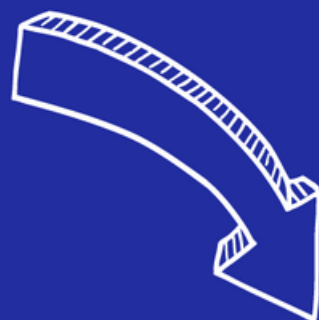


WEBCENTER GUIDE

LÆR ALT OM DIT DASHBOARD



SoMe Management Guide - Calender

Under "calender", kan du få et komplet overblik over dine opslag og deres offentliggørelses tidspunkt. Du kan sortere og gå til det konkrete opslag.

1

Gå til:

<https://management.webcenter.dk/accounts/calendar.php>

2

Få et komplet overblik over dine opslag og deres offentliggørelse.

The screenshot shows the 'Marketing Calendar' interface within the 'WEB CENTER' management system. The interface includes a top navigation bar with the 'WEB CENTER' logo, a 'Help' link, and a user profile for 'Test Tester' with a timestamp of '04:01 PM'. On the left side, there is a vertical sidebar with icons for 'Publish', 'Calendar', 'Reports', 'Campaigns', 'Approve', 'Share Buttons', and 'Social'. The main area displays a calendar grid for 'Jun 5 - 11, 2022'. The grid has columns for each day of the week and rows for specific times of the day (12am, 01am, 02am, 03am, 04am, 05am, 06am, 07am, 08am, 09am, 10am). The 'Campaigns' column is currently selected. On the right side, there is a 'Categories' list with options: 'Main', 'Blog Post', 'Promotional', 'Inspirational', 'Tips', 'Industry News', and 'Uncategorized'. Below this is a 'Filter by' section with checkboxes for 'Type', 'Category', 'Social Networks', and 'Tactical Overlays'. A blue circular button with a plus sign is located at the bottom right of the calendar grid.

3 Sortere dine opslag baseret på kategorier.

The screenshot shows the WebCenter Marketing Calendar interface. The top navigation bar includes the WebCenter logo, a Help icon, and a user profile for 'Test Tester' with the time '04:01 PM'. The left sidebar contains icons for Publish, Calendar, Reports, Campaigns, Approve, Share Buttons, and a search icon. The main area displays a calendar grid for the week of June 5-11, 2022. The grid has columns for each day and rows for time slots from 12am to 10am. The 'Wed 6/8' column is highlighted. On the right, there is a 'Categories' list with color-coded bars: Main (blue), Blog Post (green), Promotional (red), Inspirational (orange), Tips (purple), Industry News (pink), and Uncategorized (grey). Below this is a 'Filter by' section with checkboxes for 'Type' and 'Category'. The 'Category' checkbox is checked, and a list of categories is shown with checkboxes: Main, Blog Post, Promotional, Inspirational, Tips, Industry News, and Uncategorized. A blue speech bubble icon is also present.

4 Sortere dine opslag baseret på dine sociale medier.

This screenshot is a zoomed-in view of the right sidebar from the previous image. It shows the 'Categories' list and the 'Filter by' section. The 'Category' checkbox is checked, and the 'Social Networks' checkbox is also checked. Below 'Social Networks', there is a list of social media platforms with checkboxes: Facebook, Twitter, LinkedIn, Instagram, GMB, Pinterest, and Tiktok. A blue speech bubble icon is visible at the bottom right of the sidebar.