



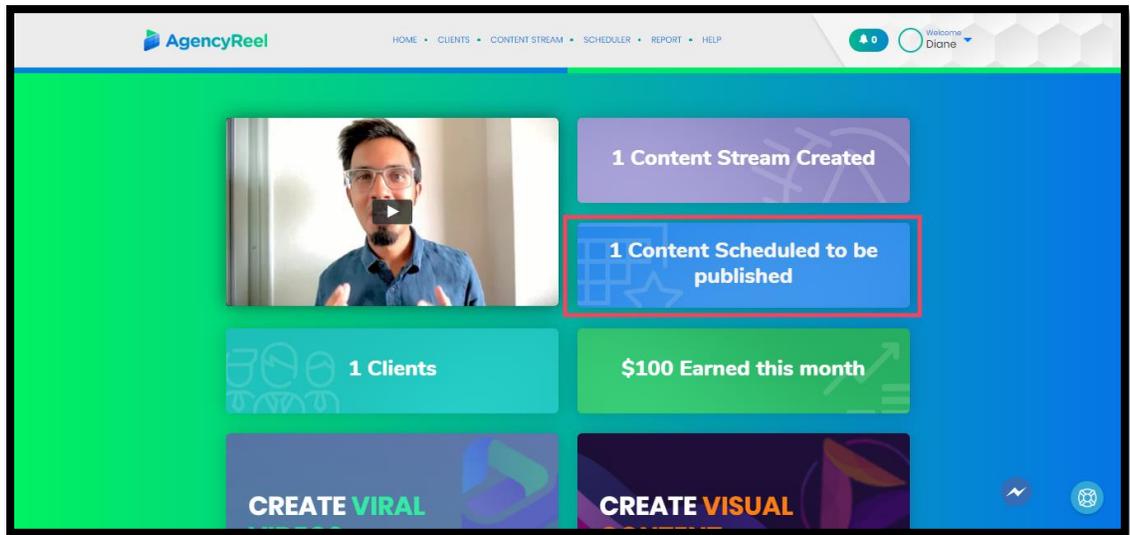
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AGENCYREEL TUTORIAL- How To Reschedule Your Post

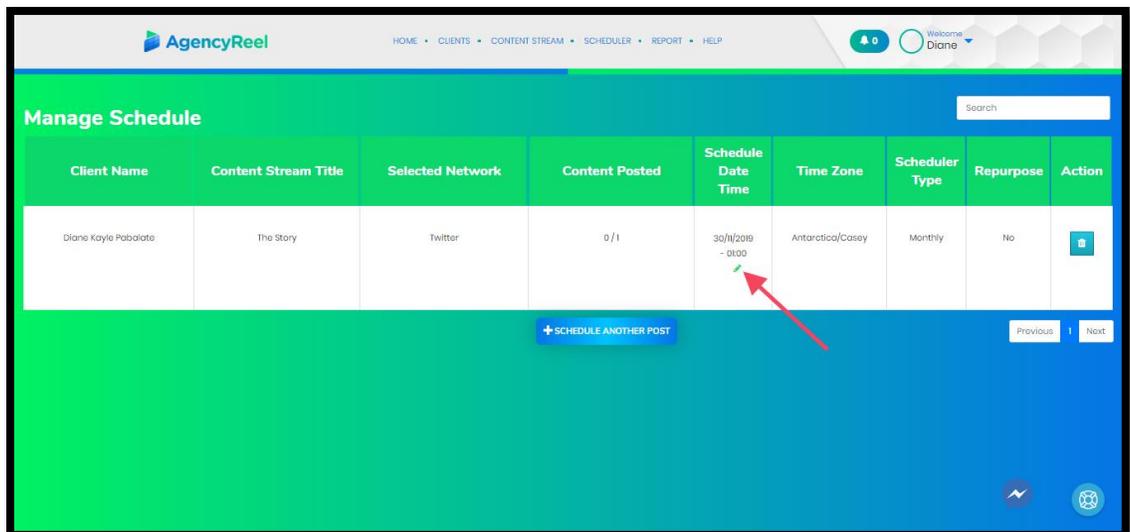
When you scheduled a post and changed your mind, you can still edit it and change the details and date.

Follow these simple steps below:

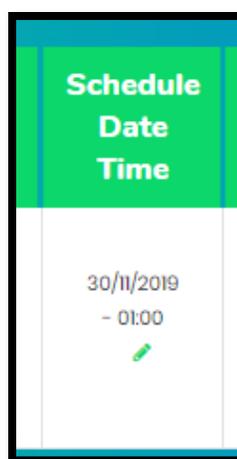
1. On the dashboard, click on the Content Scheduled to be published block.



2. You will then be routed to this page, and to edit your reschedule your post, click on the pencil icon under the Schedule Date Time column.



Closer look:





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3. Select a new time and date for your post then click reschedule.

Select New Date & Time

Date

Hours: 01

Minutes: 00

Timezone: (GMT +08.00) Antarctica/Casey

Reschedule

4. You will then be routed back to the Manage Schedule page and there you will see the new schedule of your post.

Client Name	Content Stream Title	Selected Network	Content Posted	Schedule Date Time	Time Zone	Scheduler Type	Repurpose	Action
Diane Kayle Pabalate	The Story	Twitter	0 / 1	30/11/2019 - 01:00	Antarctica/Casey	Monthly	No	

+ SCHEDULE ANOTHER POST

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