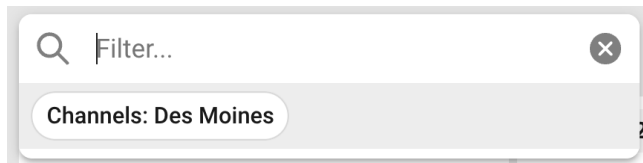


Suggested filters to start

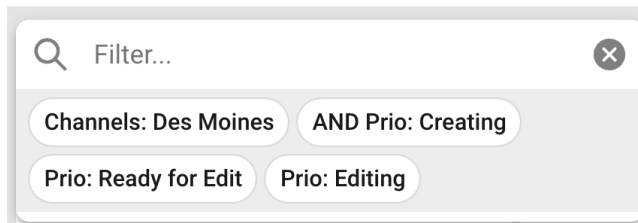
Here are some of the most useful filters to help get you started. For these examples, Des Moines is the default site. Replace that with the site(s)/channel(s) of your choice to update your own filters.

Planning

All content (see what's coming in)

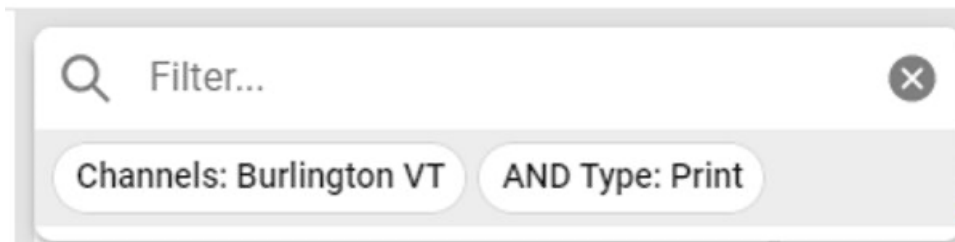


All content not Edit Done (what's coming in that's not done yet)

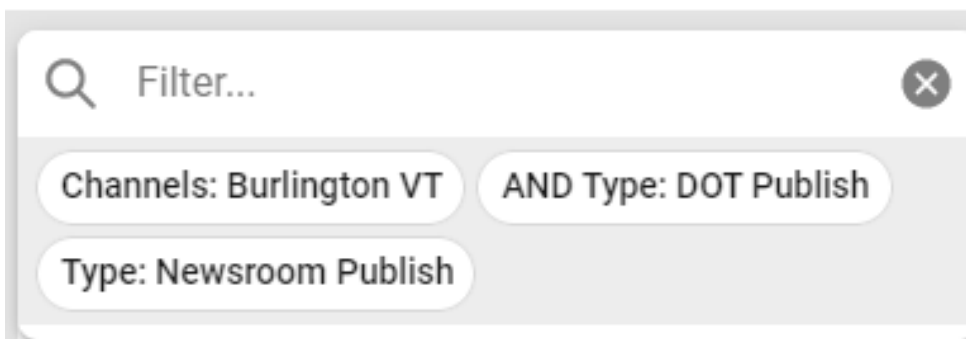


Assignments

Print view



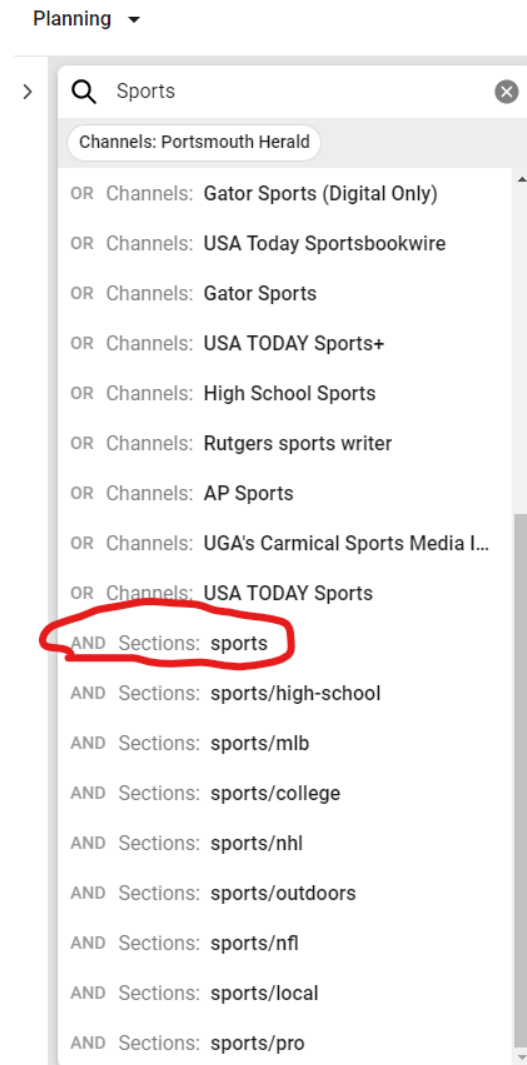
Digital publish view – shows both newsroom and DOT publish stories, can adjust to just show one if preferred.



Helpful filter tips for Presto Planning Suite

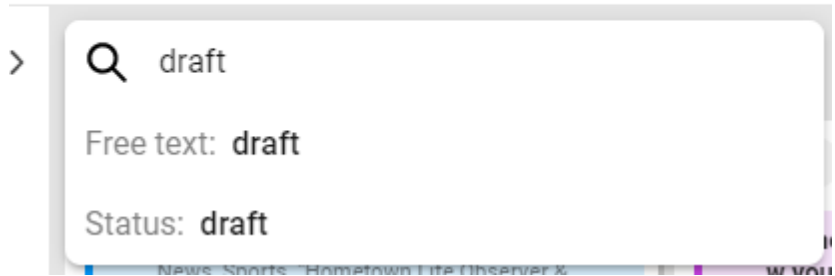
***Filter by assignment type in the Assignments section:** Just want to see the alerts plan you've made? Or maybe you just want to see your social plans? Type the name of the filter you want. Options are Print, Newsletter, Facebook, Instagram, Other social, Alert, DOT publish, Newsroom publish, Lead boost, Significant boost

***Section-specific views in the Planning section:** For example, if you want to just see sports content, add the Sections: sports filter. You can then save that as a separate filter and/or favorite.



***Filter by status in the Assignments section:** When you create assignments, they are in Draft mode. When the assignment is ready, you change the status to Plan Set. To check on the assignments you've created for your site and make sure everything plan set by deadline, you can filter by Status: draft.

Assignment ▾



You can also filter by Status: planset (**NOTE:** one word) to view the assignments you have already set.

Assignment ▾

