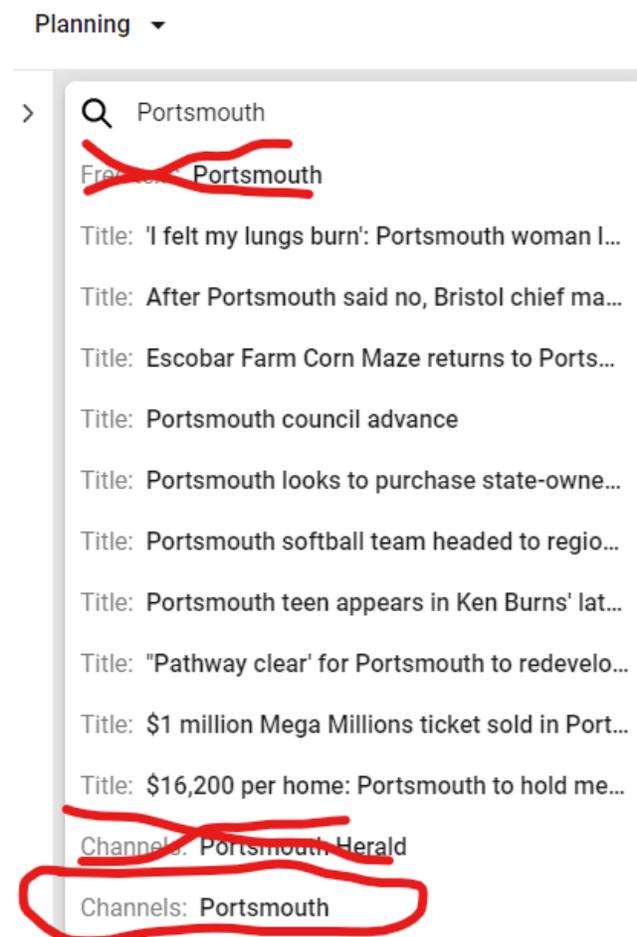


How to set your filters in Presto Planning Suite

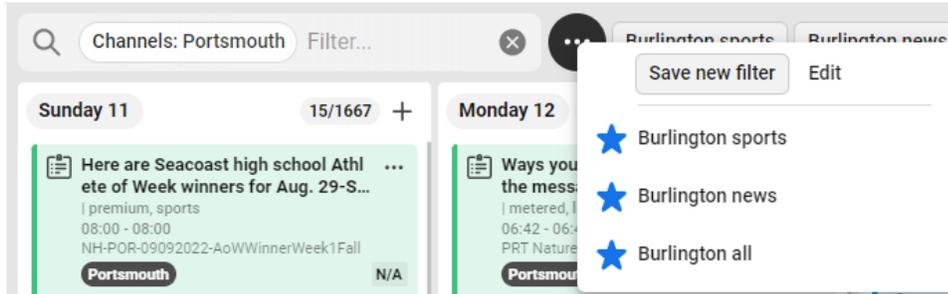
When you first open Presto Planning Suite, our new planning card and assignments system, it might look overwhelming. You're seeing every planning card for every story at every site across the network! So let's narrow that down.

Planning section

*Set up your filters in the planning section. Start typing your **site name** and choose the option from the dropdown that starts with Channels. **You want the one that matches the site name from Old Presto, NOT the one that has your full newspaper name. Choosing anything else, such as Free Text, will not get you what you need.**



*Save your search. Click on the three dots next to the search bar and choose "save new filter."



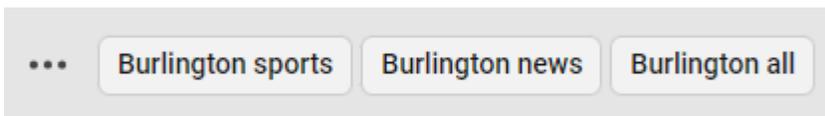
*Give your filter a name.



*Click the little blue star to the left of your filter to add the filter to your favorites. This will add the filter to the bar next to the three dots for easy access. If you do not add it to your favorites, the search will still save. You can get to it by clicking the three dots again and choosing it from the dropdown.

***Everyone should set up at least one filter for your own sites with all stories in view saved as favorite.**

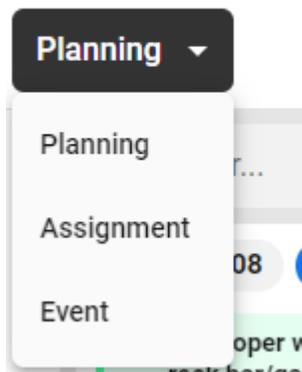
*Here is an example of saved filters as favorites:



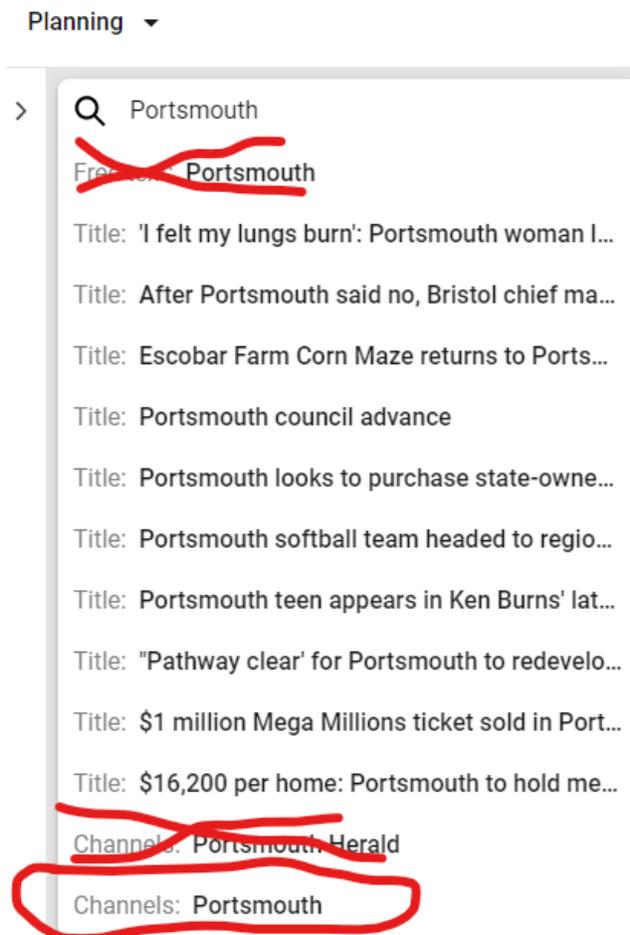
Assignment section

*Switch to the assignment view.

Newsroom Planner

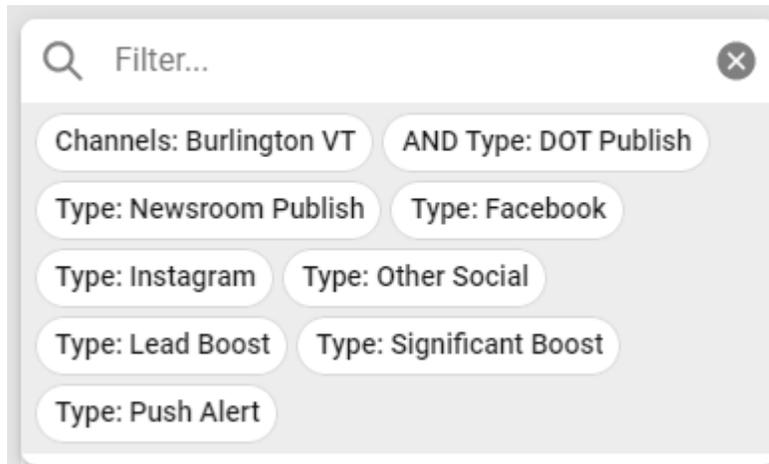


*Start typing your **site name** and choose the option from the dropdown that starts with Channels. **You want the one that matches the site name from Old Presto, NOT the one that has your full newspaper name. Choosing anything else, such as Free Text, will not get you what you need.**

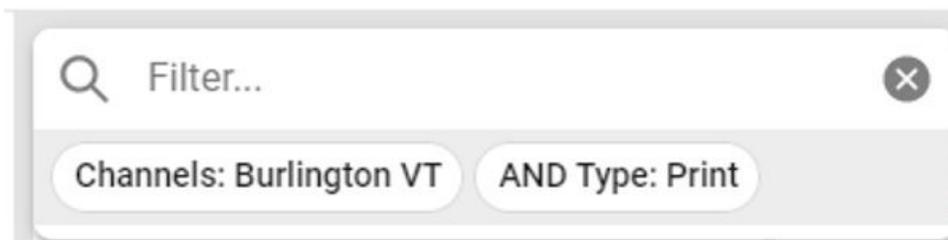


*Save this view as a favorite (see above under "planning section" for instructions)

*Add a filter for digital assignments. This will allow you to see all your digital plans. Your filters should be Facebook, Instagram, Other social, Alert, DOT publish, Newsroom publish, Lead boost and Significant boost. Save this view as a favorite.



*Keep your site filter, remove all the digital filters and add Type: Print to filter a print view for your site. Save this one as a favorite.



*Planners should have at least three favorites saved in the assignments view: the full view for your site, a digital view and a print view.

[Check out some other helpful filter tips here!](#)