

What's what in Presto Planning Suite

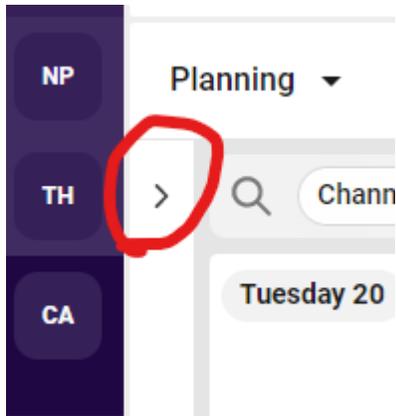
Overall tips and tricks

*Not able to do something in a planning card or assignment that you think you should be able to do? Make sure you've clicked the little pencil in the upper right to edit.

*Not able to see a filter? Make sure you're in the view you want: planning or assignments.

*Want to search for a card or assignment by Presto ID? You can't do that through the filters search, but you can through a search that you find by clicking the little arrow to the left of the filters search. This will expand a menu with a new search bar. Click the magnifying glass and paste your Presto ID in that search.

NOTE: This search will not pop up if you're in a planning card or assignment. Close the card you're in to ungrey this option.



*You can make copies of planning cards and assignments, then change the details. For full instructions, click [here](#).

Planning view

Filters

Channels: Your site name, NOT your newspaper name. Use the site name from Old Presto. Do not choose the option that is your newspaper name. You will not find your stories.

Sections: These are various sections of your paper: sports, news, life, etc.

Prio: The editing status of the story. Choose Creating, Ready for Edit, Editing or Edit Done.

Title: Any headline/planning card title with your search terms will display.

Free text: This one is usually the wrong choice for your search, but it will search for your term anywhere in a planning card. Can be helpful to find a story by a certain reporter if you free text search for their last name.

Paywall type: Can choose premium or metered

How NOT to search for filters:

*Searching by type of filter does not work. You can't type Prio and see all the editing status options, for example.

Other filter information and resources:

[How to set your filters in Presto Planning Suite](#)

[Helpful filter tips for Presto Planning Suite](#)

Color-coding

Blue: In progress

Red: Embargoed

Green: Published

Assignments view

Filters

Channels: Your site name, NOT your newspaper name. Use the site name from Old Presto.

Status: The status of the assignment, as one word. Choose draft, planset, dotprogress or dotdone.

Type: What kind of assignment (boost, social post, etc.) it is. Choose newsletter, print, Facebook, Instagram, other social, lead boost, significant boost, surface boost, DOT publish, newsroom publish or push alert.

Assignee: Who is the assignment assigned to? Can search by first or last name for people or the region and name of team (New England DOT, for example)

Headline: Any headline/assignment title with your search terms will display.

Topics: Print placements. Choose 1A Skybox, 1A Refer, CP, Downpage, Inside, Lede, Rail 1 or Rail 2.

Free text: This one is usually the wrong choice for your search, but it will search for your term anywhere in an assignment. Could be useful to narrow down by print sections.

How NOT to search for filters:

*Searching by type of filter does not work. You can't type Assignment type and see all the assignment options, for example.

Other filter information and resources:

[How to set your filters in Presto Planning Suite](#)

[Helpful filter tips for Presto Planning Suite](#)

Color-coding

Blue: Draft

Purple: Plan set

Orange: DOT in progress

Green: DOT done

Slightly different green: Newsroom done

Assignment symbols

SYMBOL	ASSIGNMENT TYPE
	DOT or Newsroom Publish
	Facebook
	Instagram
	Newsletter
	Other social
	Boost
	Alert
	Print