

≧Kontentino

# Client's guide



# Your journey starts by receiving an email after a user (a very good one) invites you to Kontentino.

You will be able to directly access your Kontentino account without having to register or set it up yourself.



# Everything in one calendar.

Here you can find:

The calendar shows:

Labels (helping you to filter out posts for easy navigation)

Total number of posts

Informative boost budget

Inspirations

Posts awaiting your approval

Published posts

Posts you asked to be reworked

Scheduled posts

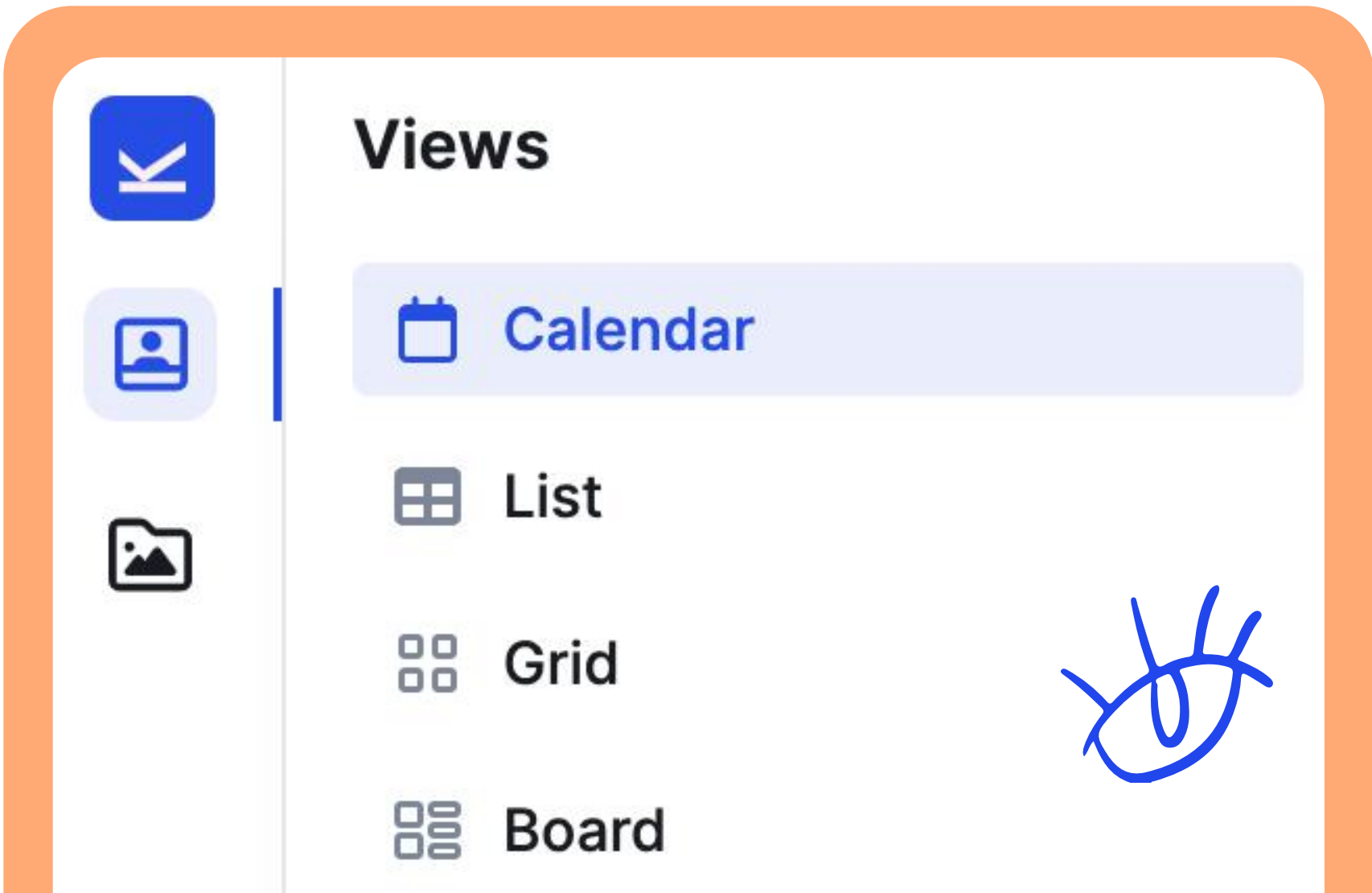
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# You can choose to view all the content from 4 different types of views.

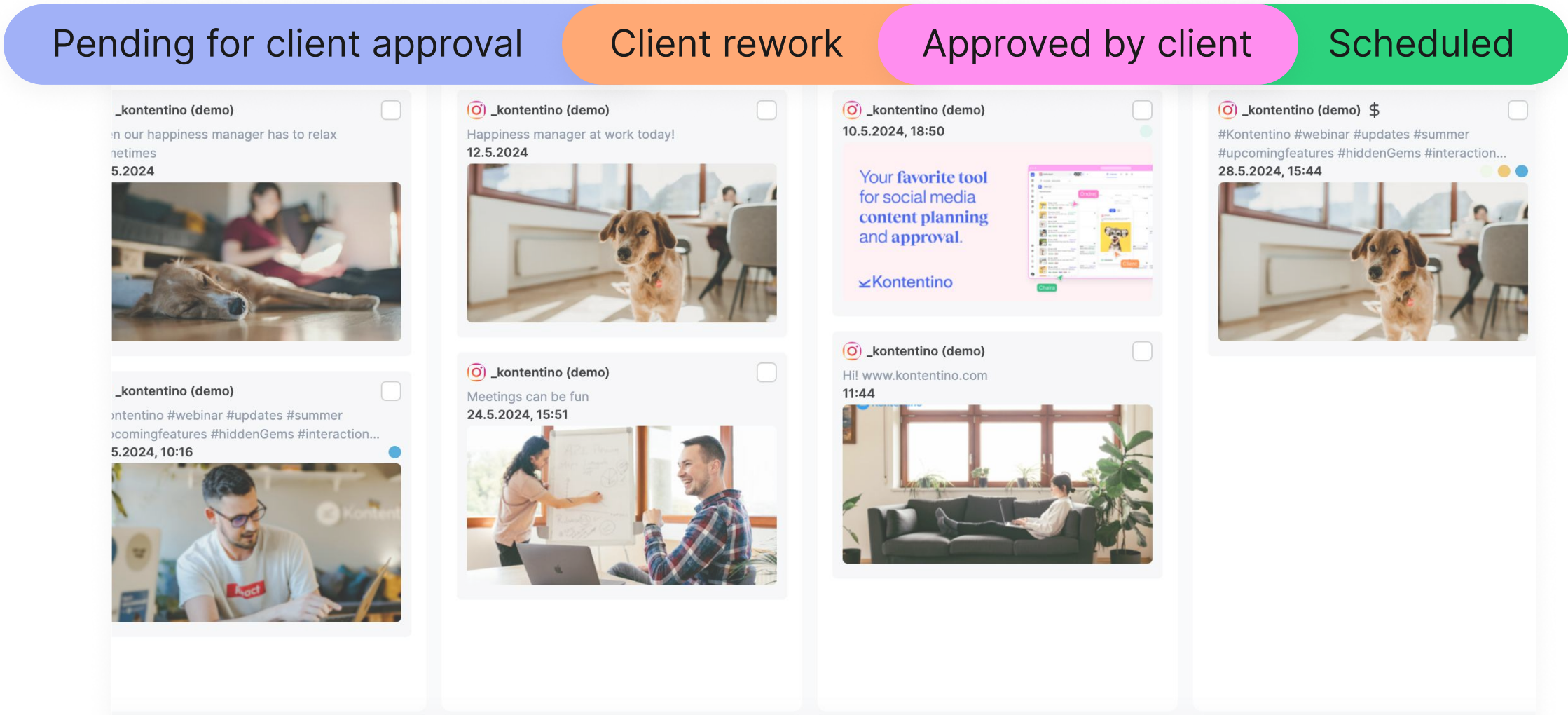
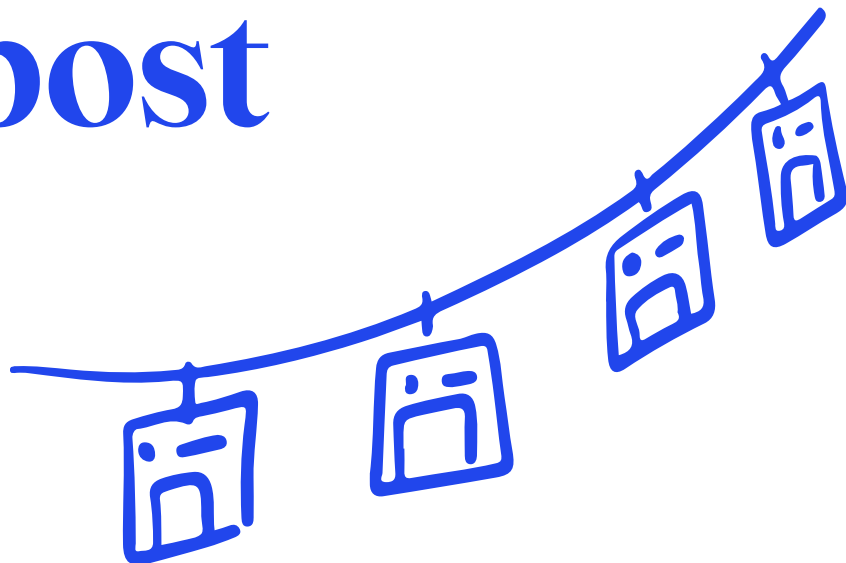
Select the one that suits you the best, but you are free to change it anytime.



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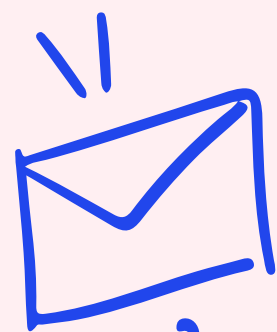
# Board view shows all the posts in columns according to the post statuses.

It's like an Excel form, but better.





# Approve content with just a couple of clicks.



1. When a user requests your approval, you will receive a “Post for your approval” email.



**sveto** <noreply@notifications.kontentino.com>  
to sveto.pavlik+6 ▾

## Posts waiting for your review

Hello,

I've sent you a couple of posts for your review.  
I hope you will like them.

Kind regards.

- **\_kontentino (demo) / 2 years** – 07.05.2024  
[See the post](#)

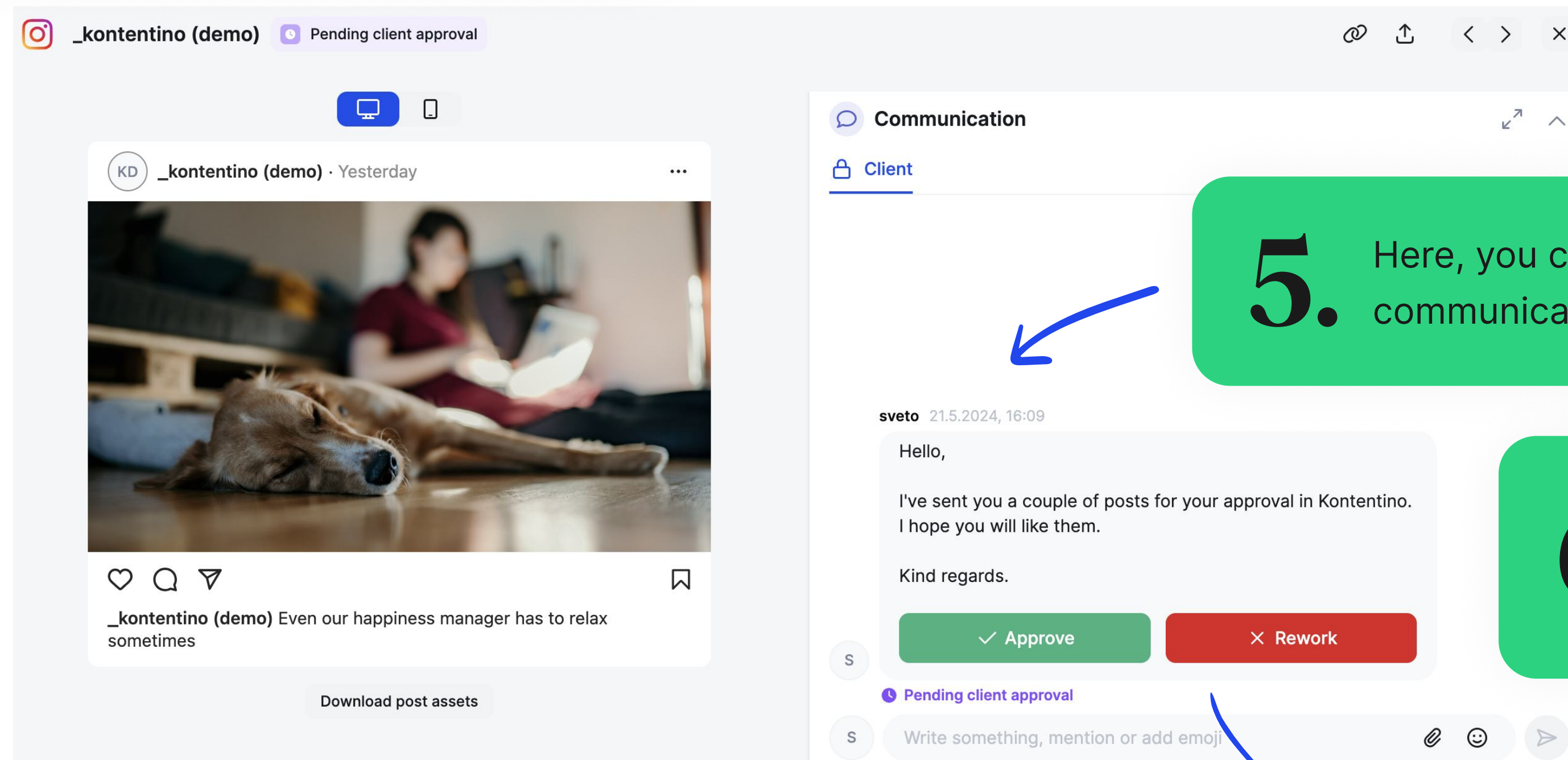
2. Click “See the post”, and we will take you straight to Kontentino.

3. You will see the live preview of the post.

4. The most important information is displayed right next to the post.

5. Here, you can also directly communicate with your agency.

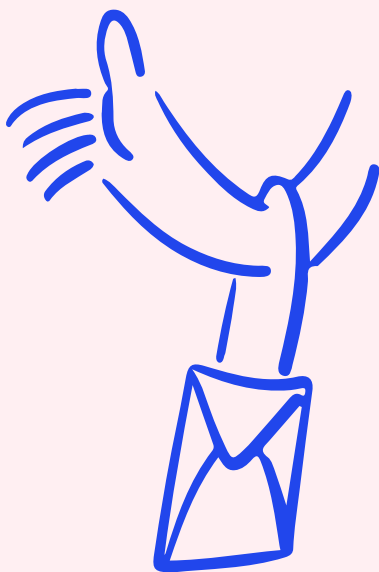
6. For feedback, you can either Approve the post, send it back for Rework, or comment.



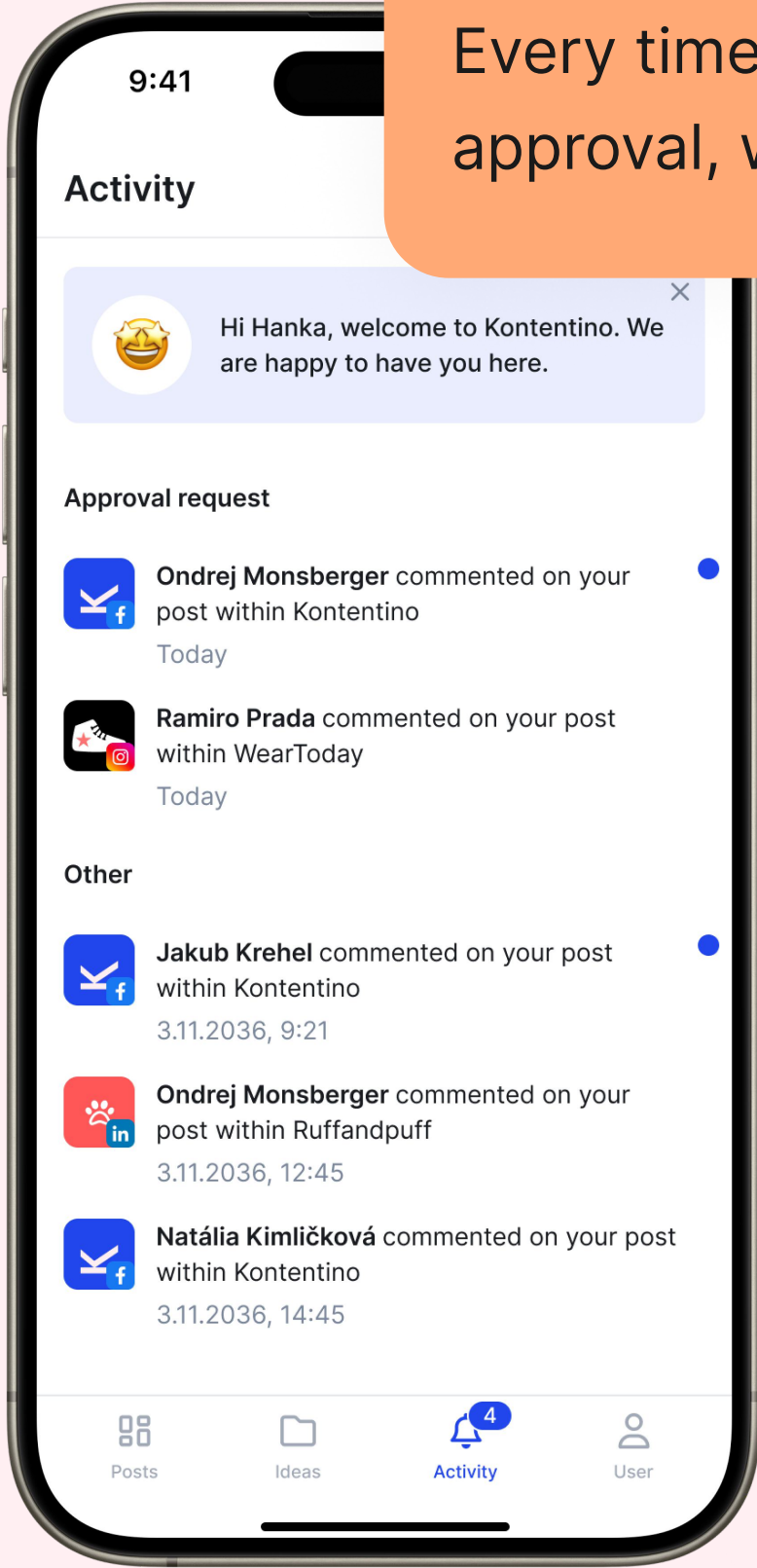
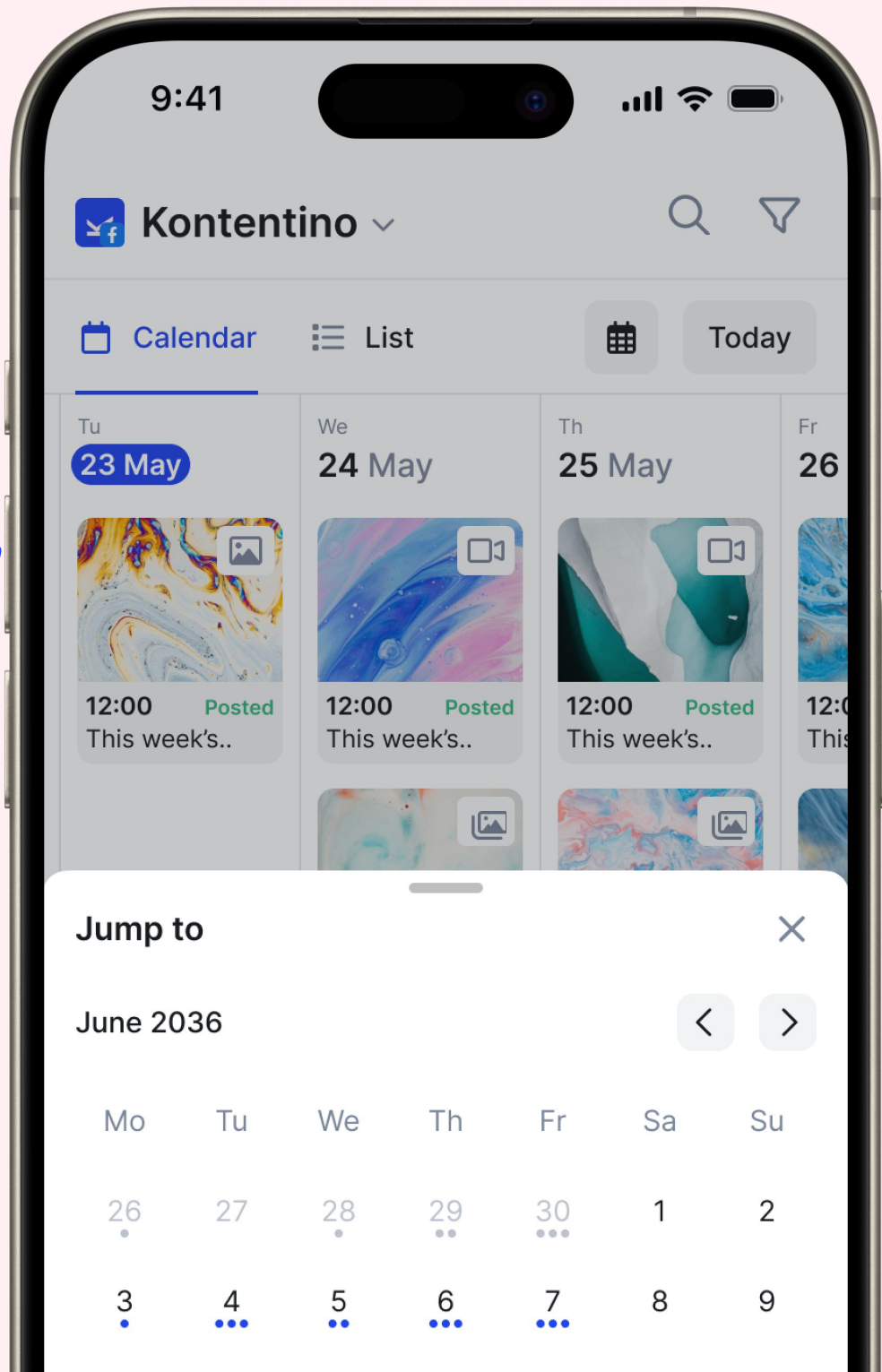


# Have Kontentino on the go.

With our mobile app, you are able to access Kontentino whenever and wherever. Simply log in using the credentials you received via an email or scan our QR code.

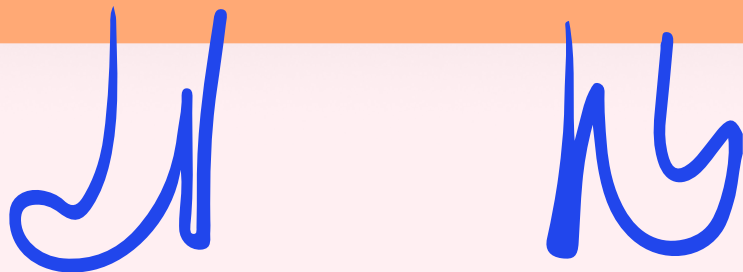
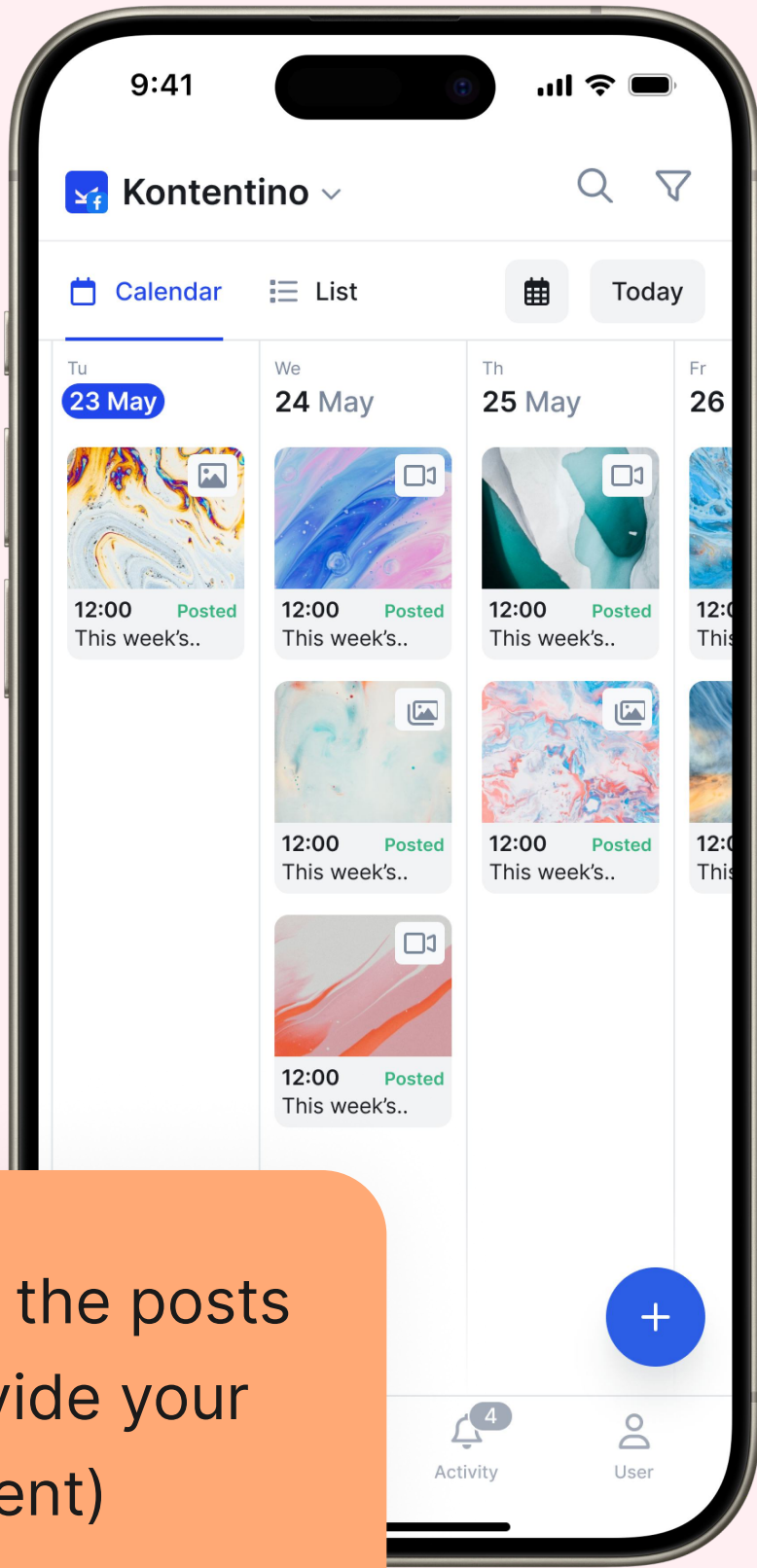


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Every time there is a post waiting for your approval, we will let you know via notifications.

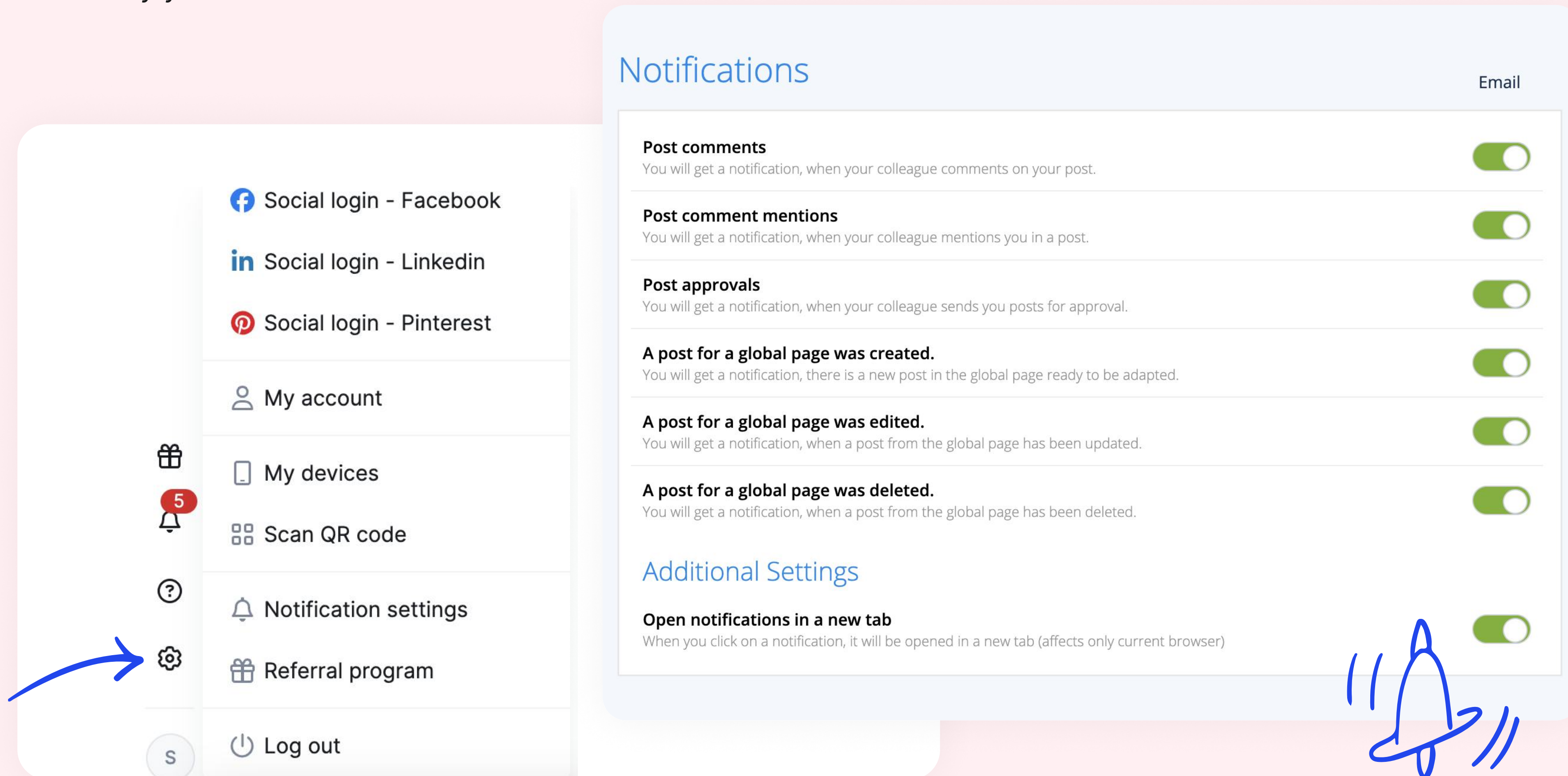
In the app, you can easily check all the posts waiting for your approvals and provide your feedback (Approve/Rework/Comment) comfortably on the spot.





# Setting up the app.

It's very simple. Open Settings, click Notifications and choose what you want us to notify you about.



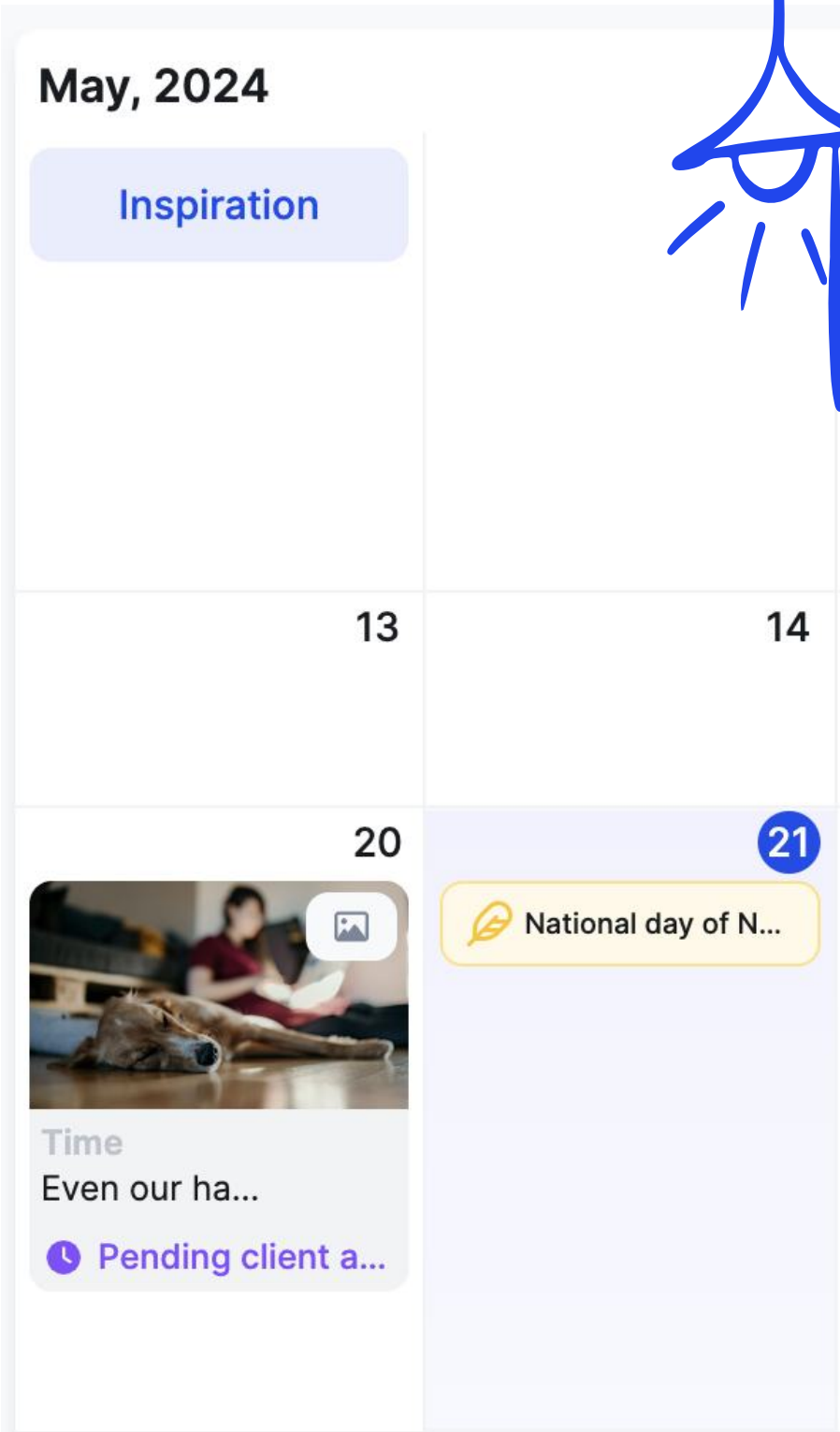
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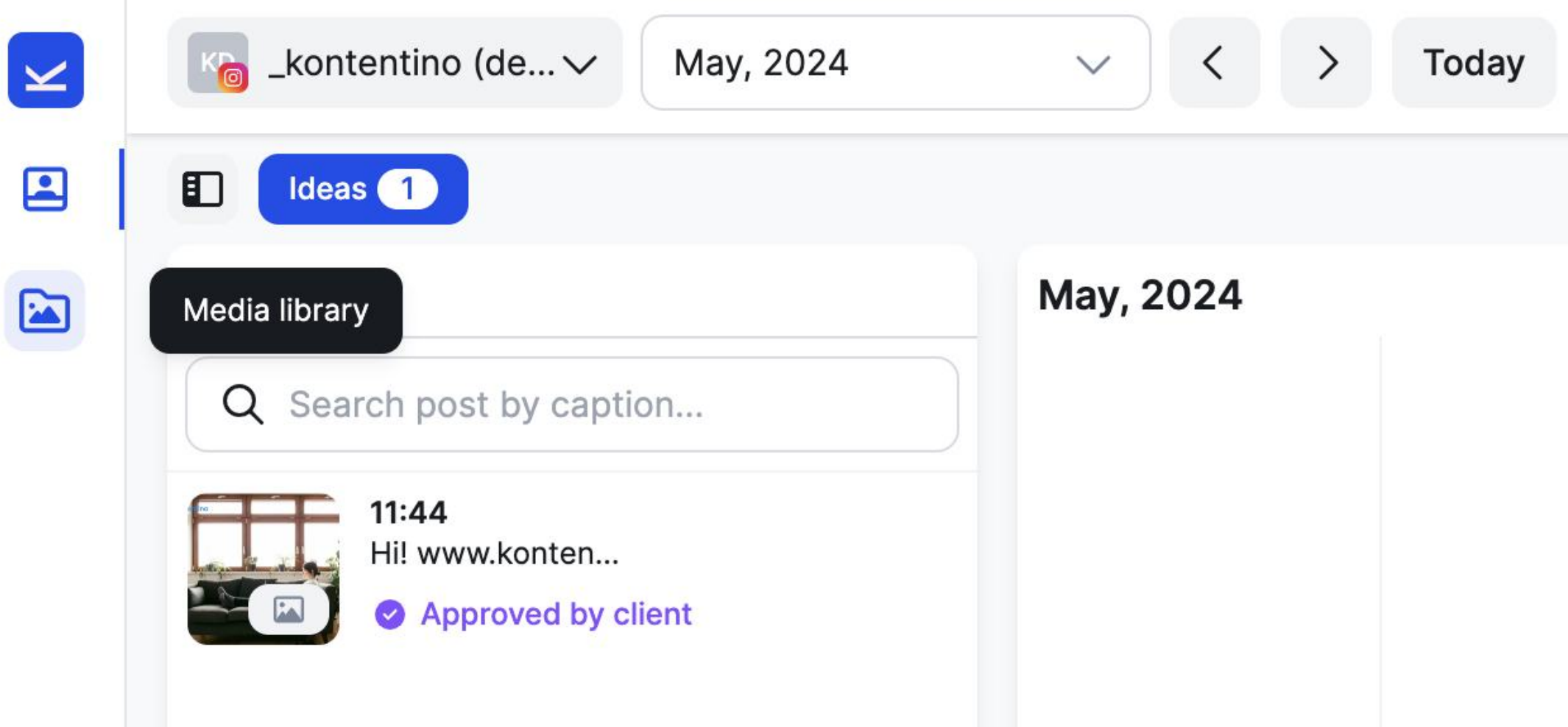
# Creativity knows no bounds.

If you're feeling creative, you can share your ideas by creating Inspirations in the Calendar. That way, your social media managers will be able to easily convert them into full posts. Additionally, you can create Inspirations with, for example, your brand's anniversaries, new product launches, new campaigns, etc.



# Our Library knows no limits.

You can upload all your media directly into our unlimited cloud storage, so you don't have to store it on your device. Your agency will have instant access to these assets whenever needed.





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**Your joyful social  
media companion.**

In case of any questions, contact us via the live chat bubble at [www.kontentino.com](http://www.kontentino.com)  
or send an email directly to John Cilik (Head of Customer Success team)  
at [john@kontentino.com](mailto:john@kontentino.com)

