

Bulk Actions in Publish

Approving, managing, and sharing your team's content in Publish doesn't have to be a repetitive and time-consuming task. This article will cover the available bulk actions in Publish that your team can use to manage multiple posts at once.

Note:

Please be mindful that any bulk actions taken in Publish cannot be undone.

Approving posts in bulk

Content approval in Social Media Management allows you to view, edit, and approve posts which were submitted by Social Media Management users for review. Visit our article on [Content Approval](#) to learn more.

Note:

This feature is only available to Social Media Management users with a [user role](#) of **Editor** or above.

If you'd like to approve multiple posts at once, please follow the steps below:

1. In Publish, choose **Awaiting Approval** from the menu on the left-hand side.
2. Check the box on the left-hand side of any posts which you would like to approve.
3. When you've made your selection, click **Approve** at the top of the page.

Following this, your approved posts will now be found in Publish under **Scheduled**.



Content: Awaiting Approval

2 posts selected

CLEAR SELECTION

MANAGE LABELS

APPROVE

<input checked="" type="checkbox"/>	DATE	POST
<input checked="" type="checkbox"/>	11 Oct 11:10	 f Mike's Page
<input checked="" type="checkbox"/>	10 Oct 11:10	 f Mike's Page

Labeling posts in bulk

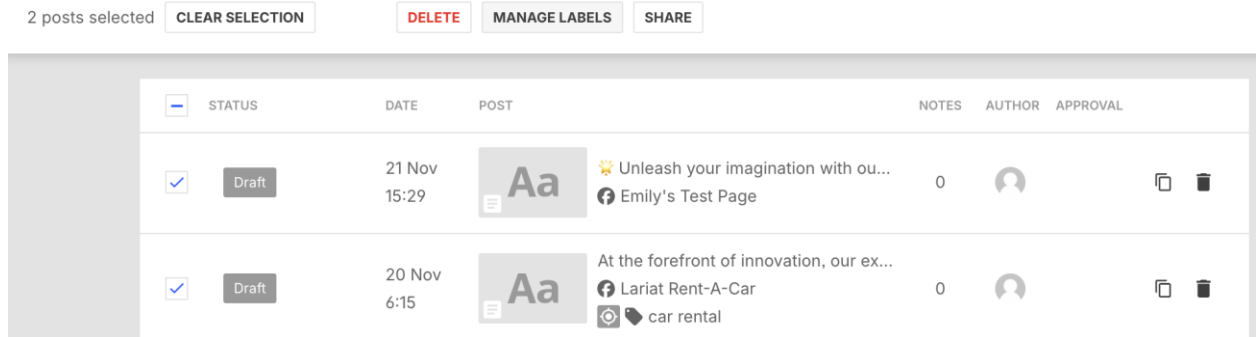
[Labeling in Publish](#) is a great tool which allows you to structure, filter, search and report on your content. Using bulk features in Publish, you can easily replace labels, add new labels, remove specific labels, or remove all labels from multiple posts at once. Please follow the guide below:

1. Go to Publish and choose any post type beneath the **Content** menu on the left (e.g.

CONTENT	
All	
Draft	89
Awaiting approval	3
Scheduled	0
Processing	0
Publishing errors	0
Published	4

All, Draft, Awaiting Approval, etc.).

2. Select the checkboxes next to any posts you'd like to manage labels on, then click **Manage labels** at the top of the menu.



3. Use the dropdown menu to choose a bulk label option:
 - **Add to existing labels:** Find or create labels which will be added to any existing labels on your content.
 - **Replace all labels with:** Find or create labels which will replace all existing labels on selected content.
 - **Find and remove labels:** Search for and remove existing labels which have been applied to your selected content.
 - **Remove all labels:** Remove any labels which were already added to your selected content.

Manage labels

Choose an action

ADD TO EXISTING LABELS ^

☒ Add to existing labels

☐ Replace all labels with

☐ Find and remove labels

☐ Remove all labels

ADD LABELS

Type to search or create new labels (if applicable).

Manage labels

Choose an action

ADD TO EXISTING LABELS v

Labels without a group* i

car rental x Find labels...

CANCEL

ADD LABELS

4. Confirm your label changes by clicking **Add/Replace/Remove/Remove All**.

Tip:

Can't create new labels? Please ask an Admin user to check the settings under [Label Management](#). There, label creation can be restricted to Admins only.

Deleting posts in bulk

In Publish, you can choose to bulk delete existing drafts, posts with publishing errors and any posts which are waiting for approval, scheduled or published. Due to API restrictions, it's not possible to delete already-published Instagram or LinkedIn posts.

Note:

This feature is only available to Social Media Management users with a [user role](#) of **Content Creator** or above. However, only Social Media Management users with a role of **Editor** and above can delete already-published content.

To delete multiple posts in Publish:

1. Go to Publish and choose any option beneath the **Content** menu on the left.
 2. Check the box on the left-hand side of any posts which you would like to delete.
 3. Click the **Delete** button at the top of the page, followed by **Delete** to confirm.
-

Rescheduling or unscheduling posts in bulk

Instead of opening each [scheduled post](#) in Social Media Management and manually changing the time and date, you can choose to adjust the time for multiple posts, for example to push or delay each post by a certain number of hours. In addition to this, you can choose to unschedule entirely, which will return your post to a draft state.

Note:

This feature is only available to Social Media Management users with a [user role](#) of **Editor** or above.



To reschedule or unschedule multiple posts:

1. In Publish, choose **Scheduled** from the menu on the left-hand side.
2. Check the box on the left-hand side of any posts which you would like to reschedule or un-schedule.
3. From the top of the page, click either **Reschedule** or else the three dots, followed by **Unschedule**.

When choosing to reschedule, use the dropdown options to select the number or days/hours to reschedule by, followed by **Schedule**. Choosing a negative number will publish the content earlier than it was original published. For example, if originally scheduled at 8:00 and adjusted by -2 hours, the new schedule time will be 6:00.

Reschedule posts
×

Adjust the scheduled date by
HOURS
for selected posts.

FROM	TO	POST
22 Oct 10:31	22 Oct 14:31	 Mike's Page
22 Oct 10:30	22 Oct 14:30	 Mike's Page

CANCEL
RESCHEDULE

Tip:

You will receive an error if attempting to reschedule a post for a date and time which is in the past.

Sharing posts externally in bulk




















When [sharing posts externally](#) from Publish, you have the option to bulk select multiple posts at once to only share specific posts with third parties for review.

When filtering posts for external sharing within a [content by state list](#) in Publish, use the checkboxes next to your posts to select the specific posts you would like to share, then

click **Share** at the top of the menu.

Content: All

3 posts selected CLEAR SELECTION DELETE MANAGE LABELS SHARE

	STATUS	DATE	POST	NOTES	AUTHOR	APPROVERS
<input checked="" type="checkbox"/>	Published	1 Aug 16:00	 Find your next beach read before the summer ends! Hollan Books	0		
<input type="checkbox"/>	Published	1 Aug 15:57	 Find your next beach read before the summer ends! 🌴 Hollan Vintage Books	0		 
<input checked="" type="checkbox"/>	Published	14 Jul 9:23	 https://fal.cn/julysummer Hollan Vintage Books summer campaign	0		 
<input type="checkbox"/>	Published	14 Jul 9:22	 https://fal.cn/3zTsz Hollan Vintage Books summer campaign	0		 
<input checked="" type="checkbox"/>	Published	13 Jul 15:06	 Don't miss our summer sale for July – 20% off vintage books! https://fal.c... Hollan Vintage Books july campaign	0		 

The following screen will display a preview all of your selected posts for sharing and allow you to generate and copy a URL that you can share with any third party outside of Social Media Management.

Published Posts 2023


URL SETTINGS GENERATE AND COPY URL

What will be shared? Content for between 1 January 2023 and 31 December 2023.


Desktop preview

Mobile preview

Tuesday, 1 August 2023
Post 1 Published @ Hollan Books Aug 1, 2023, 16:00



Hollan Books



Friday 14 July 2023