

Plan ahead with the editorial calendar


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Keeping track of who is responsible for what content and when that content needs to be completed may become challenging as your project grows and you add content contributors. You can use the editorial calendar in your Kontent.ai project to help you keep track of your new, updated, and published content.

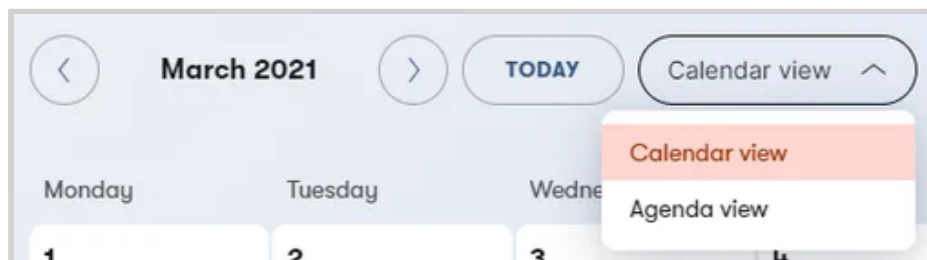
As your content contributors add content to your project, you can use the editorial calendar to see which content items are on schedule or delayed, who is responsible, and more. This information can help you take action to fix delays, make sure your content is published on time, and oversee all content related to your project.

Only content items with due dates, items [scheduled for publishing](#), and [published content items](#) are displayed in your calendar. If you want to get the most use out of your calendar, be sure to [set due dates](#).

Checking your content's status on the calendar

To view your editorial calendar, click  **Home** in the app menu and then **Editorial calendar**. The editorial calendar has two views for your content items: Calendar view and Agenda view.

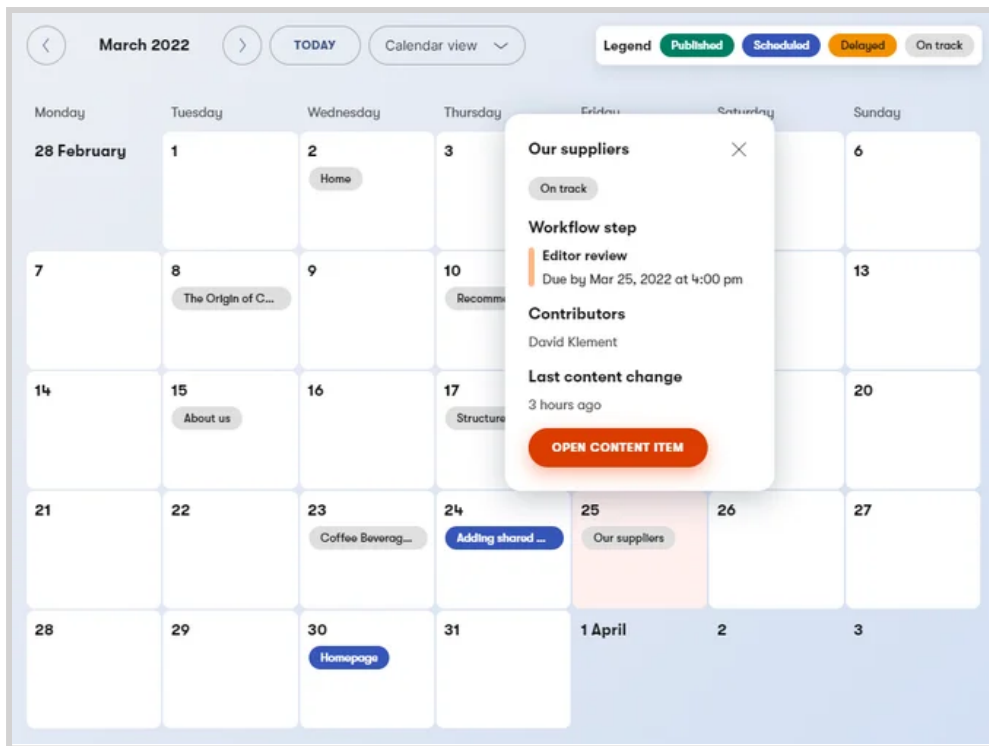
If you want to change calendar views, click the calendar switcher in the top right corner and choose between the Calendar or Agenda views.



Calendar view

The Calendar view shows you a monthly view with your content items displayed on the day they are due. Clicking a content item opens a window with more information and a link to that content item. Each content item is color-coded based on its status:

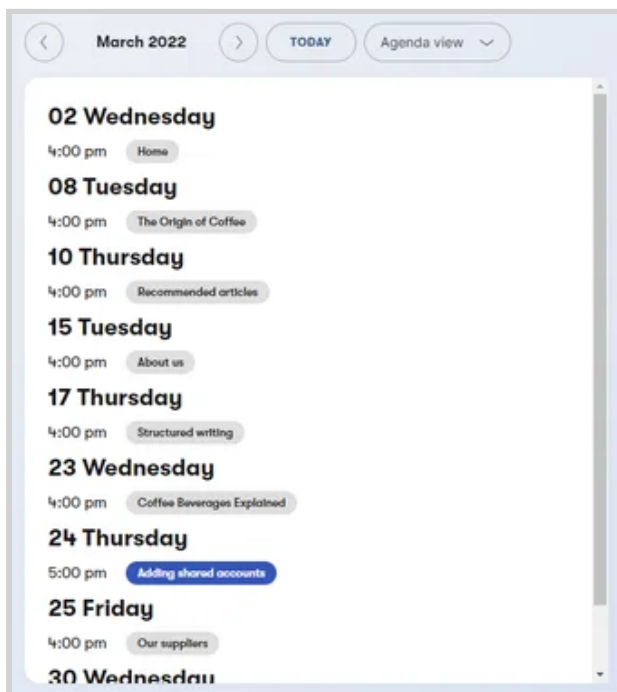
- On track – Grey
- Delayed – Yellow
- Scheduled – Blue
- Published – Green



If you were looking at a month sometime in the past or future, clicking the **Today** button next to the month selector will return your calendar to the current month.

Agenda view

The agenda view shows the days and times that content items are due or were published. All content items are color-coded based on their status. Clicking a content item opens a window with more information and a link to that content item, just as in the calendar view.




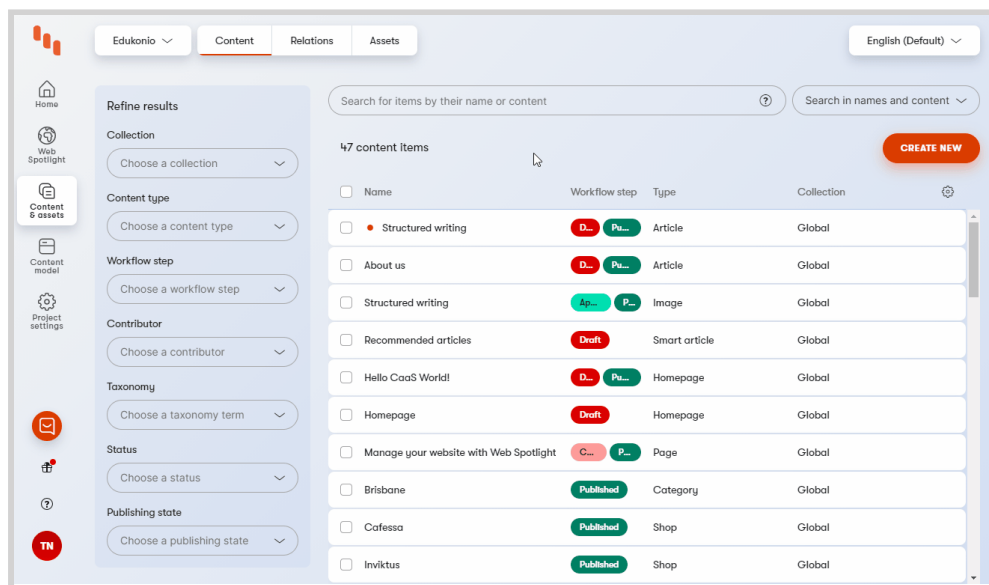
Changing the calendar view

To change calendar views, click the calendar switcher in the top right corner and choose between the Calendar or Agenda views.

Filtering content items in your calendar

If you need to see what content items a contributor is working on, or if you want to see only a content type, you can [filter your content items](#). The editorial calendar only shows the content items that match the filters you enter. Adding filters to your editorial calendar does not affect any other filters you have in the rest of your project.



All saved filters work here as well as in  **Content & assets**.

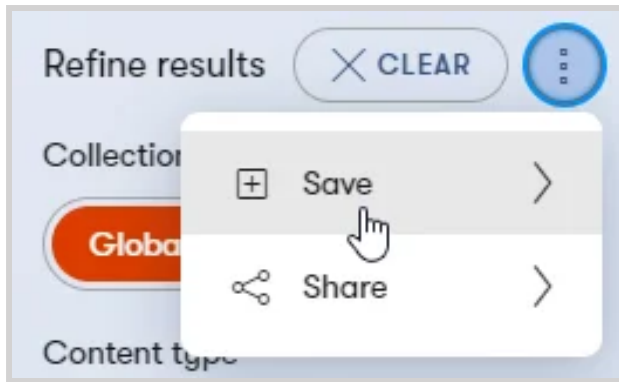


Saving a filter


If you often search for the same content, you can save the filters you use the most. Filters can be saved in the content items list, project overview, editorial calendar, or dialogs where you select a content item.

To save an active filter:

1. Click  on the top of the **Refine results** sidebar.
2. Click  **Save**.
3. Type a name for the filter.
4. Click **Save**.






Saving a content items filter for later use.

When you want to use a saved filter, click its name located on the top of the sidebar. To rename or remove a saved filter, click  next to the filter name and make changes as needed.

Saved filters are private to you. You can only share an active filter, meaning the one you are currently using.

Sharing a filter

To share an active filter:

1. Click  on the top of the **Refine results** sidebar.
2. Click  **Share**.
3. Click  to copy the filter link.

You can now share this link with your colleagues.

What's next?

The editorial calendar is a tool that helps you keep track of your content on its path to being published. You can gain even more information about your project in the [Project overview tab](#).

- [Set due dates for you content](#) to be sure it is completed on time.
- [Publish your content](#) when it's ready to be shared with the world.
- [Schedule your content items to be published](#) on a certain date and time.