



TikTalk Publisher

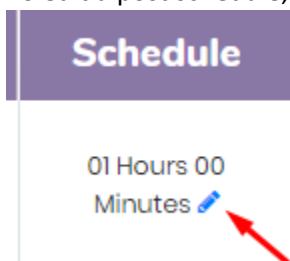
TIKTALK PUBLISHER TUTORIAL- How to Edit or Delete a Post

If you changed your mind and would like to delete or edit you scheduled post, you can do so with the simple steps below before your post is published:

1. Click View Schedule. On this tab you will be able to see a summary of the videos you scheduled. You can see details such as name, caption, tag, type (TikTok or Instagram), the time and date, as well as the status (successful or scheduled).

Thumbnail	Name	Caption	Tag	Type	Schedule	Timezone	Status	Action
	Dummy	Yes	food,kids		01 Hours 00 Minutes	(GMT +08.00) Antarctica/Casey	scheduled	
	nmbgfbv	fgjcbnxbgvf	dfgg		15 Hours 10 Minutes	(GMT +05.30) Asia/Calcutta	scheduled	
	_73b4b056724a9c45366971773cd820e0e	windy	test winds		19:00 Hours 0:00 Minutes	(GMT +05:30) Asia/Calcutta	scheduled	
	_2cbf83a36ef1cc0a104285281cccd1d6b	test	test tes		18:00 Hours 58:00 Minutes	(GMT +05:30) Asia/Calcutta	success	
	_fc4160b9f6d719b2e4b6f9c47fcd65a2	wondy	windy		18:00 Hours 11:00 Minutes	(GMT +05:30) Asia/Calcutta	scheduled	

2. To edit a post schedule, click on the pencil beside the time under the Schedule column.



A pop-up will then appear where you can select a new date and time for your post.

Select New Date & Time

Date:

Hours:



Minutes:

Time Zone:



TikTalk Publisher

3. To delete a post, click on the trash bin icon under the Actions tab.

Thumbnail	Name	Caption	Tag	Type	Schedule	Timezone	Status	Action
	Dummy	Yes	food,kids		01 Hours 00 Minutes 	(GMT +08.00) Antarctica/Casey	scheduled	