



QUICK START GUIDE

Getting Started with *Social Dashboard Ninja*

app.socialdashboard.ninja

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The Dashboard

Below are the main areas of your **social media dashboard**, for each area we have noted the section of the *Quick Start Guide* and the corresponding page.

The screenshot shows the Social Dashboard Ninja interface. Annotations with arrows point to the following elements:

- Switch between Dashboards:** Points to the top left navigation area.
- Pag. 5:** Points to the 'My dashboard' dropdown menu.
- Pag. 19:** Points to the 'ENGAGE' button.
- Pag. 23:** Points to the 'MONITOR' button.
- Pag. 27:** Points to the 'CONTENT' button.
- Pag. 28:** Points to the 'MEASURE' button.
- Pag. 7:** Points to the '+ SERVICES' button.
- Pag. 6, 29:** Points to the 'COMPOSE' button.
- Pag. 9:** Points to the user profile 'John S.' in the top right corner.

The dashboard layout includes:

- Header:** 'My dashboard', '5:44 PM', notification bell, and user profile 'John S.'.
- Navigation:** 'SOCIAL DASHBOARD NINJA' logo, 'ENGAGE', 'MONITOR', 'CONTENT', 'MEASURE', '+ SERVICES', and 'COMPOSE' buttons.
- Left Sidebar:** 'INBOX' (19), 'OUTBOX', 'Sent', 'Scheduled' (0 (14)), 'Queued', 'Drafts', 'Calendar', 'Bounced', 'TASKS', 'For Me' (1), 'For Others', and 'Completed'.
- Main Content:** A list of tweets with timestamps (12, 14, 16, 21 hours ago) and content like '#socialmedia #storytelling #marketing', 'The Best #LinkedIn Profiles...', and '#Snapchat Marketing'.
- Right Sidebar:** 'PRIORITY INBOX' with sections for 'FACEBOOK GROUP STREAM', 'FACEBOOK PAGE STREAM', 'INSTAGRAM SEARCH', 'INSTAGRAM', 'LINKEDIN COMPANY PAGE', and 'TWITTER LIST'.

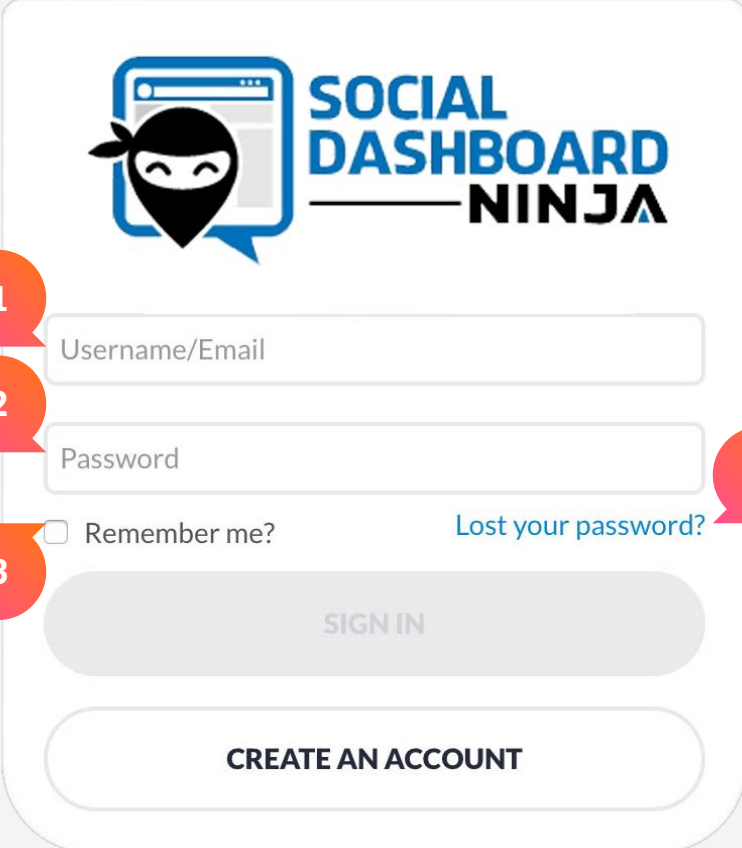
Signing in

To **sign in** to *Social Dashboard Ninja* visit app.socialdashboard.ninja.

Add your **(1) Username** and **(2) Password**. If you click **(3) Remember me?** it will autofill your username and password next time you visit this page.

Please be aware that this will automatically log you in when you revisit app.socialdashboard.ninja, so be cautious when using this option on a public or shared computer.

Click **(4) Lost your password?** to reset your password via the email linked to your account.



The image shows a login form for Social Dashboard Ninja. At the top left is the logo, which consists of a black ninja head with a white mask and a blue speech bubble containing a white browser window icon. To the right of the logo, the text "SOCIAL DASHBOARD" is in blue and "NINJA" is in black. Below the logo are two input fields: "Username/Email" and "Password". To the left of the "Remember me?" checkbox is a red circle with the number "3". To the right of the "Lost your password?" link is a red circle with the number "4". Below the input fields are two buttons: "SIGN IN" and "CREATE AN ACCOUNT".

1 Username/Email

2 Password

Remember me? [Lost your password?](#)

3 SIGN IN

CREATE AN ACCOUNT

Setup Wizard

Once logged in you will be able to use the **(1) Setup Wizard**, which can be found on the top left of your screen.

The *Setup Wizard* will take you through **(2) adding Services**, **(3) adding users** and going straight to your **(4) Priority Inbox**.

We will show you how to use these separate areas throughout this *Quick Start Guide*.

The screenshot displays the Social Dashboard Ninja interface. At the top, there is a dark navigation bar with the text "My dashboard" and a dropdown arrow, the time "5:44 PM", a notification bell icon with a red circle containing the number "4", and a pencil icon. A red speech bubble with the number "1" is positioned above the navigation bar. Below the navigation bar is the "SOCIAL DASHBOARD NINJA" logo, which includes a stylized ninja character icon. To the right of the logo is a dark button labeled "ENGAGE". Below the navigation bar, a white modal window titled "Let's Get Started!" is open. The modal contains the text "Here are a few shortcuts to help you get the most out of your account." and three cards: "ADD SERVICES" with a plus icon and a red speech bubble with "2", "ADD USERS" with a group of people icon and a red speech bubble with "3", and "JUMP INTO THE INBOX" with an envelope icon and a red speech bubble with "4". At the bottom of the modal are "CANCEL" and "CONTINUE" buttons. In the background, a button labeled "EXPORT TO C" and a hashtag "#socialmedia#" are visible.

Add Your Social Profiles

The Services area allows you to add your social media profiles and services with *Social Dashboard Ninja*.

There are a number of **social media services** that you can add, these have been grouped for convenience.

Choose from the most **(1) Popular** social media sites such as *Facebook*, *Twitter*, *Instagram* and *LinkedIn* or choose by area i.e. **(2) Social**, **(3) Blogs**, **(4) Photo & Video**, **(5) Monitoring**, **(6) Apps**.

To add a service, click the **(7) add button** on the service. You will then be prompted to enter the corresponding login details to authenticate with these social networks.

The image shows a user interface for adding social media profiles. On the right, a vertical sidebar contains six categories, each with a red circular icon containing a number and a corresponding icon: 1 Popular (star), 2 Social (thumbs up), 3 Blogs (document), 4 Photo & Video (camera), 5 Monitoring (eye), and 6 Apps (laptop). The main area displays a grid of service cards under the 'Popular' heading. The first row includes Facebook, Twitter, Instagram, and Pinterest. The second row includes LinkedIn, Wordpress, and YouTube. Each card features the service's logo, a brief description, and an 'ADD' button. A red circular icon with the number 7 is overlaid on the Facebook card's 'ADD' button.

Popular

- Facebook**
Manage Facebook profiles, groups and pages.
- Twitter**
Manage Twitter accounts and streams.
- Instagram**
Manage your Instagram stream, schedule posts, retrieve analytics and read and respond to comments in your Priority Inbox.
- Pinterest**
Post updates to Pinterest boards.
- LinkedIn**
- Wordpress**
- YouTube**

Group your social media services

You can create service lists to post to multiple services at one time. Simply select the list when composing your message instead of individual posting services.

Click on **(1) Add a new list** to create a new list.

Then add the **(2) List Name**, **(3) List Color**, **(4) Consumers** (users who can post to this list) and **(5) Contributors** (users who can add additional services to this list) and **(6) Create List**.

To add more services to your list, simply click **(7) Add Service**. To find services that have been already added to a list, simply **(8) search** for them.

Each created list can be viewed in the **Service Lists** section.

New List ✕

List name

List color

When posting ▼
Create one message for the list
Define how messages you create should be displayed.

Consumers

Contributors

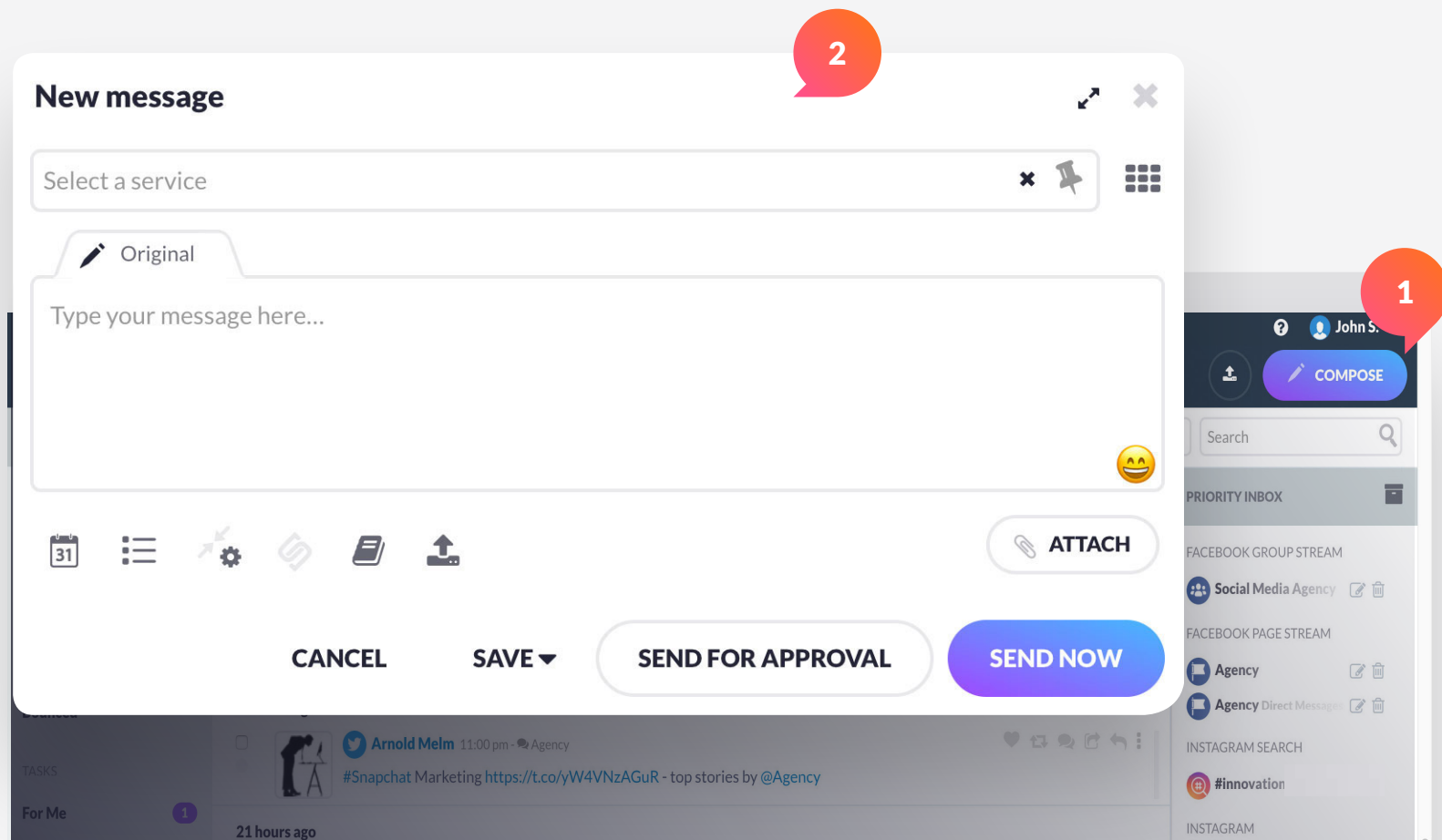
Contributors can manage the list and post to it from their Compose Box. Consumers can only post.

CANCEL
CREATE LIST

Composing Messages

You will find the **(1) Compose button** located at the top right of *Social Dashboard Ninja* dashboard wherever you are.

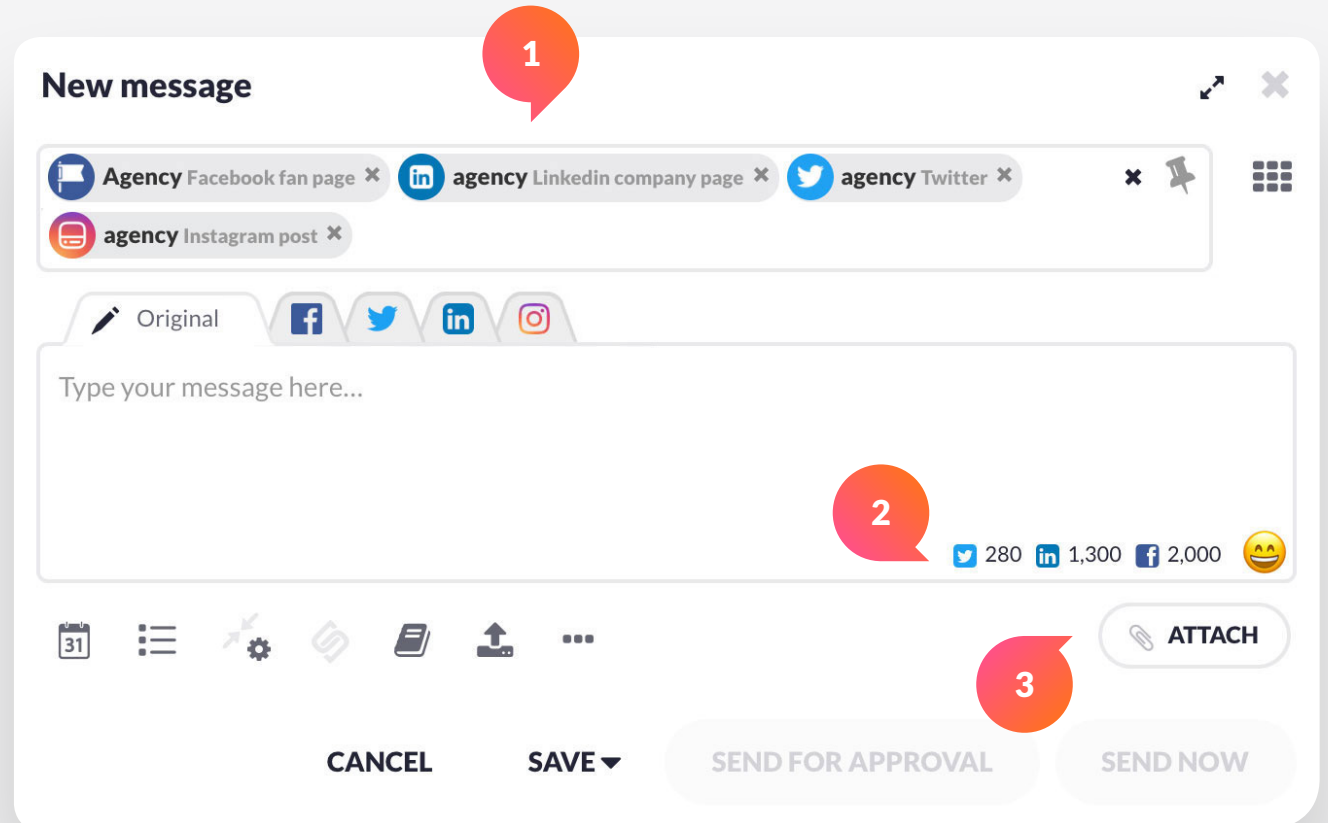
Once the Compose button is clicked, a pop-up box will appear where you can start to **(2) compose your message**. You can publish or schedule to one or more social media sites at the same time, although we recommend using content tailored to each platform. It is also possible to save messages as drafts to review later.



a. Basic Messages

Select the **(1) service** (social platform and profile) that you would like to post to, or multiple services if required. The **(2) character count** for that particular social network will appear if relevant.

Then, start composing your message. All URLs are automatically shortened and a preview will be shown. If you'd like to add additional content to your post (like an image or video), you can do this by clicking **(3) Attach**.



b. Adding Images & Videos to Your Messages

There are a number of ways in which you can attach a file to your social media posts.

It's possible to **(1) upload a file**, source an **(2) image from a URL** and choose content from your **(3) Media Library** or the **(4) Cloud** (e.g. Dropbox and Google Drive).

Social Dashboard Ninja has also integrated with *Canva*, giving you a full **(5) design suite** to create a range of content assets such as *Facebook covers*, *blog headers* and *Pinterest posts*.

To further enhance your social media management, it's also possible to **(6) search for a royalty free image on Google and Flickr** or search for a **(7) YouTube video** without leaving the dashboard.

The screenshot shows the 'Add Media' interface. At the top, there's a title 'Add Media' and a close button (X). Below the title are seven options: 'Upload File', 'From URL', 'Media Library', 'Cloud', 'Design', 'Search', and 'YouTube'. Each option is highlighted with a red circular callout containing a number from 1 to 7. The 'Upload File' option is highlighted with a callout containing the number 1. The 'From URL' option is highlighted with a callout containing the number 2. The 'Media Library' option is highlighted with a callout containing the number 3. The 'Cloud' option is highlighted with a callout containing the number 4. The 'Design' option is highlighted with a callout containing the number 5. The 'Search' option is highlighted with a callout containing the number 6. The 'YouTube' option is highlighted with a callout containing the number 7. Below the options is a large dashed box containing a central illustration of a laptop with a cloud upload icon and several document icons. Below the illustration, the text reads 'Drop Your Files Here' followed by 'or' and a 'BROWSE FILES' button. At the bottom of the dashed box, it says 'to upload your images, videos and documents ?'. Below the dashed box, it says 'You can also load images from the web'. At the bottom right of the interface, there is a 'CLOSE' button.

c. Scheduling posts

You can **(1) schedule each post** by **(a) date**, **(b) time** or even the **(c) pre-calculated optimal time**.

The *Social Dashboard Ninja's* optimal time algorithm takes into account the optimal times for all services on a user account based on your best-performing content.

It is also possible to **(d) repeat your message** or add your message to a **(2) Queue** which allows you to randomize the repetition of multiple messages to avoid spamming.

All links in the compose box are automatically shortened with *bit.ly*. To improve tracking in Google Analytics, you can add **(3) custom URL parameters** to each URL. You can also add pop-ups to designated links with **(4) Snip.ly**.

If you get stuck for ideas, you can access your **(5) RSS Feeds, additional content and trending hashtags** directly from the compose box.

For bigger campaigns, you might prefer to **(6) Bulk upload** your messages in a CSV file, with or without images instead of writing them individually.

The screenshot shows a 'New message' interface for scheduling posts. At the top, there are tabs for 'Agency Facebook fan page', 'agency LinkedIn company page', 'agency Twitter', and 'agency Instagram post'. Below the tabs is a text input field 'Type your message here...'. To the right of the input field are social media share icons for Twitter (280), LinkedIn (1,300), Facebook (2,000), and a smiley face emoji. Below the input field is a toolbar with icons for calendar (1), list (2), settings (3), link (4), document (5), and upload (6). Below the toolbar is a date and time selector showing '2020/03/11' (a) and '12:26 pm' (b), with a 'REPEAT...' checkbox (d) to the right. At the bottom, there are buttons for 'CANCEL', 'SAVE', 'SEND FOR APPROVAL', and 'SCHEDULE'.

d. Smart Queues

While in the compose box, you can add your social media messages to a *Queue* that allows you to **(1) publish them at set times throughout the week**. Queues are ideal for automatically publishing content that is not time sensitive.

By selecting to **(2) recycle messages**, your messages will be repeated until you delete them. We suggest that you only set a Queue on repeat if you will be regularly adding new messages to a Queue.

Multiple users can act as **(3) Contributors** and add posts to Queues they have access to.

New Queue ✕

Settings

Monday 1

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Queue name

Recycle messages ON OFF 2

Contributors 3

CANCEL **SAVE**

e. RSS, Content and Trends

Content curation is made simple with the additional content features in the dashboard. Click **(1) RSS** to share content from an RSS feed. Then, simply select your **(a) saved RSS feed** or **(b) add a new feed to your account**. The **(c) Auto Post** feature lets you automatically post new articles from an RSS feed.

If you have content in a Content Library, you can access it by clicking on **(2) Content**. This is where your team can save the best social media posts and other useful content you might have come across.

To see what's **(3) Trending**, select the appropriate city or region, then check for hashtags that you can use in your posts. **(4) Placeholders** are used to personalize social media messages and email campaigns.

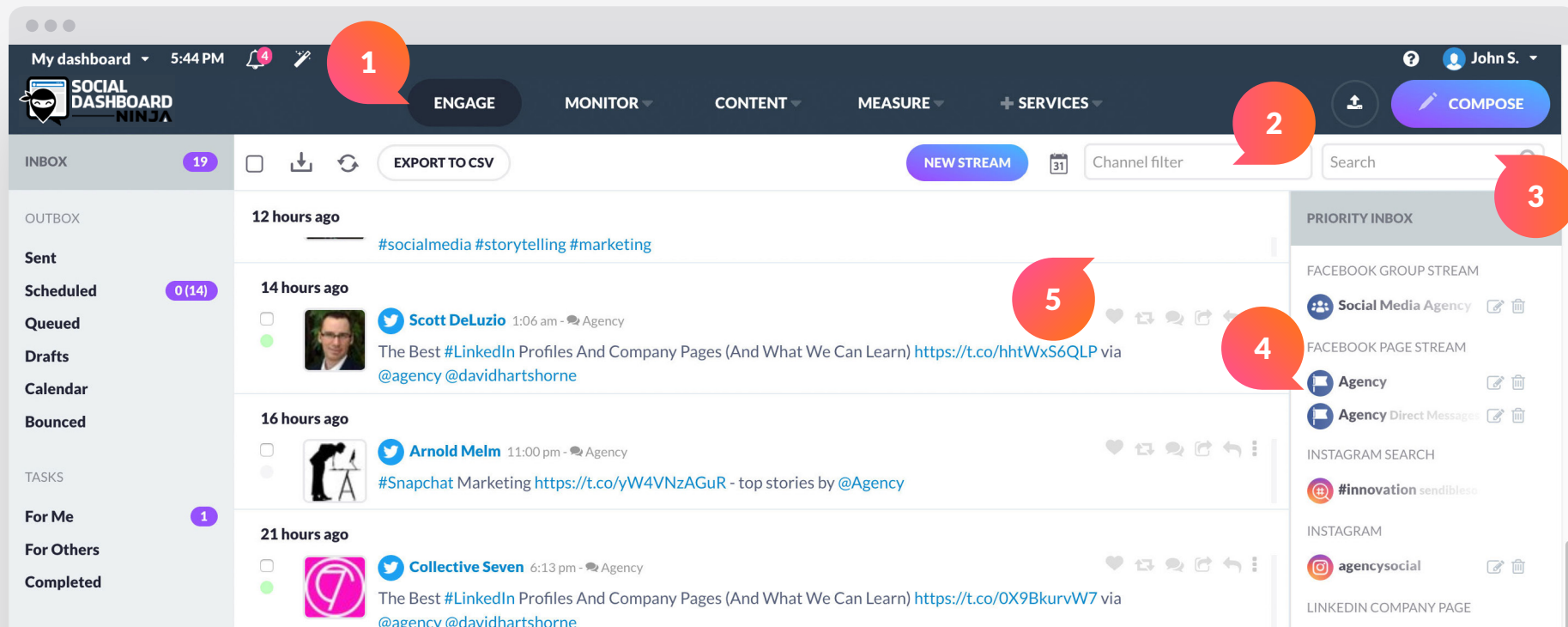
The screenshot shows the 'RSS, Content and Trends' dashboard. At the top, there are four tabs: 'RSS' (marked with a red circle '1'), 'Content' (marked with a red circle '2'), 'Trending' (marked with a red circle '3'), and 'Placeholders' (marked with a red circle '4'). Below the tabs, there is a dropdown menu showing 'Agency Insights' (marked with a blue circle 'a'). To the right of the dropdown are two buttons: 'NEW FEED' (marked with a blue circle 'b') and 'NEW AUTO POST' (marked with a blue circle 'c'). Below these buttons, there are three article cards. Each card has a title, a snippet of text, and a 'SHARE' button. The first article is 'How Much Should You Pay a Social Media Manager?' (5:15pm by Agency I ...). The second is 'How to Create the Perfect SEO and Content Strategy ...' (2:48pm by Agency I ...). The third is '3 Ways to Use Messenger Chatbots to Boost Your Con ...' (3:30pm by Agency I ...).

Interacting on your social media profiles

The **(1) Engage button** is available in the top menu of the dashboard, no matter which page you're on.

Your **Priority Inbox** collates all of your social media activity into one convenient stream, prioritizing the most important messages. **(2) Filter by social media channel** or use a **(3) manual search** to find specific messages and user profiles. You can also **(4) choose to view an individual stream in real-time** by selecting it from the right sidebar.

When replying to others directly from the Engage section, make sure to take note of the social network by the corresponding logo next to the profile name. **(5) Use the Like, Retweet, Show Conversation, Repost, Reply, Translate, Archive, Assign and Reply** social engagement options that enable you to engage on your social media profiles directly from the dashboard.



a. Profile Information

Click on a contact's name or username to see their profile information. This will give you an overview, starting with their **(1) Bio**.

Take note that Twitter accounts will have the most information and options available.

(2) Timeline:

Contact's activity timeline

(3) Mentions:

Shows their recent mentions

(4) Favorites:

Posts they have "liked"

(5) History:

Your conversation history with the contact

(6) Advanced:

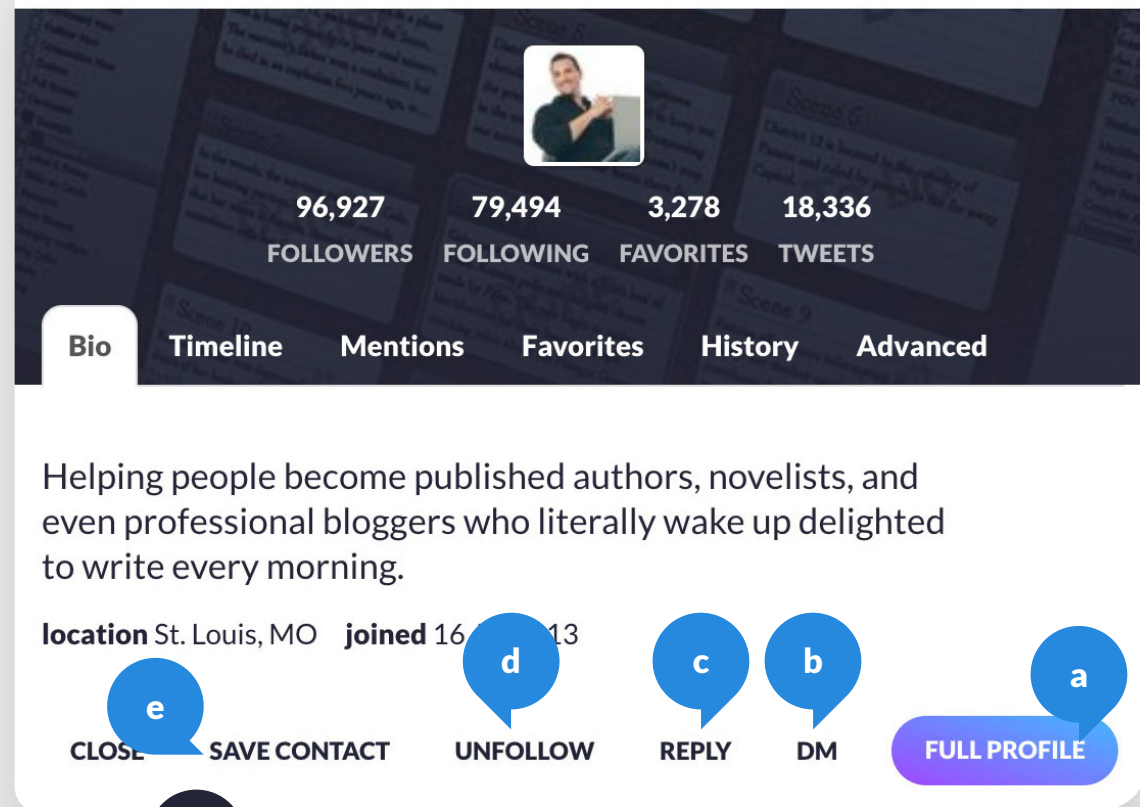
Shows an extended bio with more social profiles, location, topics and influence thanks to integration with Peer Index

The screenshot shows the profile of Joseph Michael (@ScrivenerCoach). The profile card includes a header with the name and handle, a profile picture, and a navigation bar with six tabs: Bio, Timeline, Mentions, Favorites, History, and Advanced. Each tab has a corresponding number in a red circle above it. The Bio tab is selected and highlighted in white. The profile card also displays statistics: 96,927 followers, 79,494 following, 3,278 favorites, and 18,336 tweets. The bio text reads: "Helping people become published authors, novelists, and even professional bloggers who literally wake up delighted to write every morning." Below the bio, it shows the location "St. Louis, MO" and the date "joined 16 Jul 2013". At the bottom of the profile card, there are buttons for "CLOSE", "SAVE CONTACT", "UNFOLLOW", "REPLY", "DM", and a prominent "FULL PROFILE" button.

ENGAGE - PROFILE INFORMATION

Below you will see a range of options:

- (a) Full Profile:** See the full profile of the contact.
Note that you will be taken to their social profile on the native network.
- (b) DM:** Direct message the contact.
Please note, this option is only available via Twitter and will not be available if the contact isn't following you.
- (c) Reply:** Reply to the contact on that social network
- (d) Follow:** Unfollow (or follow) the contact on that particular social network
- (e) Save Contact:** This allows you to save a contact to your Social CRM. If you select this, you will be able to **(e1)** add their general information including contact info, social info and notes.



New Contact

General

Contact info

Other

Social

Notes

Mailing lists

First name

Last name

Gender MALE FEMALE UNDISCLOSED

Birthday

Company

Occupation

b. Inbox, Outbox and Tasks

You will see this section on the left-hand side of your dashboard. Once you click on **(1) Inbox**, you will arrive at your Priority Inbox where you can engage with your followers and prospects.

The **(2) Outbox** section holds all of your sent and scheduled social media messages:

- **Sent:** Posts which have already been published
- **Scheduled:** Dated list of your scheduled posts
- **Queued:** Dated list of your queued posts
- **Drafts:** All of your drafted posts
- **(*) Calendar:** This interactive calendar displays your past and scheduled posts by day, week or month.
Each post can be drag and dropped to rearrange your schedule. Messages can be filtered by Scheduled, Queued, Sent, Team Member or Social Channel.
- **Bounced:** This is a list of posts that have bounced.
Posts may not send if the connection was lost between the platform and the social media site, or if another issue prevented the social site from processing your post.

You can assign **(3) Tasks** to your team or other departments to boost efficiency. This area relates to messages that have been sent for approval and tasks that have been assigned:

- **For me:** Tasks assigned to you
- **For others:** Tasks assigned to your team members by you
- **Completed:** All completed tasks

The screenshot shows the 'Social Dashboard Ninja' dashboard. At the top, there's a navigation bar with 'My dashboard', '5:44 PM', a notification bell with '4', and a pencil icon. Below this is a header with 'SOCIAL DASHBOARD NINJA' and three main sections: 'ENGAGE' (highlighted), 'MONITOR', and 'CONTENT'. The 'ENGAGE' section is divided into 'INBOX' and 'TASKS'. The 'INBOX' section has a '1' callout pointing to the 'INBOX' header. Below 'INBOX' is the 'OUTBOX' section, which includes 'Sent', 'Scheduled' (with a '0 (14)' badge), 'Queued', 'Drafts', 'Calendar', and 'Bounced'. A '2' callout points to the 'Scheduled' section. The 'TASKS' section has a '3' callout pointing to the 'For Me' section, which has a '1' badge. The main content area shows a list of social media posts with timestamps like '12 hours ago', '14 hours ago', '16 hours ago', and '21 hours ago'. Each post includes a profile picture, name, and text. There are also icons for 'EXPORT TO CSV' and a refresh button.

Keyword and Reputation Monitoring

The **(1) Monitor** section allows you to monitor social media platforms for specific keywords, brand mentions, your target audience and competitors. To set up a new term or series of terms to monitor, click **(2) New Monitor**. When you do, a pop-up box will appear, here you can choose whether you wish to monitor **keywords** or **review sites** for your business.

Once you have multiple monitoring streams set up, you can **(3) filter results** by type: *Micro blogs* (social sites), *blogs*, *news*, *videos* and *review sites* and even by *positive*, *neutral* or *negative* sentiment. You can also **(4) manually search** for user profiles or more keywords.

It is possible to edit the conditions of each monitoring stream at any given time by clicking the **(5) edit button** right next to your stream name and updating it. Up to three monitoring streams can be viewed at the same time.

It is also possible to engage with mentions directly from the dashboard by using the **(6) social engagement buttons**. Here you can *like* posts, *share*, *reply* or set sentiment as *negative* or *positive*.

The next few pages provide instructions on how to setup a **keywords** monitoring stream and a **review sites** monitoring stream.

The screenshot displays the 'MONITOR' section of the Social Dashboard Ninja dashboard. The interface includes a top navigation bar with 'ENGAGE', 'MONITOR', 'CONTENT', 'ANALYTICS', and '+ SERVICES'. The 'MONITOR' section is active, showing a list of monitoring streams under the 'Keywords' tab. A search bar is visible on the right side of the dashboard. The main content area displays a feed of social media posts from January 29th and 28th, 2021. A 'NEW MONITOR' button is prominently displayed in the center. A dropdown menu is open, showing filter options for sentiment (Positive, Neutral, Negative) and content type (Blogs, Micro Blogs, Bookmarks, Comments). A list of monitoring streams is shown on the right, including 'Brand: agency', 'Competitor - Agency#1' through 'Agency#6', and 'Industry term - Content W' and 'Industry term - Social medi'. The interface is annotated with red callouts numbered 1 through 6, highlighting key features: 1. The 'MONITOR' tab in the top navigation; 2. The 'NEW MONITOR' button; 3. The filter dropdown menu; 4. The search bar; 5. The edit button next to a monitoring stream name; 6. The social engagement buttons (like, share, reply) at the bottom of a post.

a. Keywords

- **(1) Description:** This is for your own reference
- **(2) Has one of these terms:** Your main keyword or phrase, this is a mandatory field
- **(3) Has any of these terms (optional):** An additional keyword that would also need to be included for the post to be brought through
- **(4) Doesn't have these words (optional):** Exclude entries containing particular keywords
- **(5) Google Alerts Feed (optional):** Add the URL to a Google Alerts Feed to enhance results
- **(6) Only from this country:** Choose whether to only show mentions from a specific country
- **(7) Location (longitude, latitude and distance in miles):** Narrow down results by location even further
- **(8) Email notifications:** Choose the frequency (daily, weekly) for receiving monitoring results via email
- **(9) Send email notifications to:** Add the email addresses you would like to send the alerts to (if selected)
- **(10) Save settings:** Make sure to save your settings, you can amend your monitoring service at any time

The screenshot shows the Twitter monitoring settings interface with the following fields and callouts:

- 1** Description: A text input field.
- 2** Has one of these terms: A text input field with the placeholder text "This is for your own reference."
- 3** Has any of these words (optional): A text input field.
- 4** Doesn't have these words (optional): A text input field.
- 5** Google Alerts Feed (optional): A text input field.
- 6** Only from this country: A dropdown menu with "Any" selected.
- 7** Location: A text input field with a "LOCATE PLACE" button below it.
- 8** Email notifications: A dropdown menu with "Never" selected.
- 9** Send email notifications to: A text input field.
- 10** SAVE SETTINGS: A blue button.

Additional visible text in the interface includes "CANCEL", "Results must...", "Separate each...", "hot...", "Exclude mentions with...", "Auto...", "from the...", and "Enhance...".

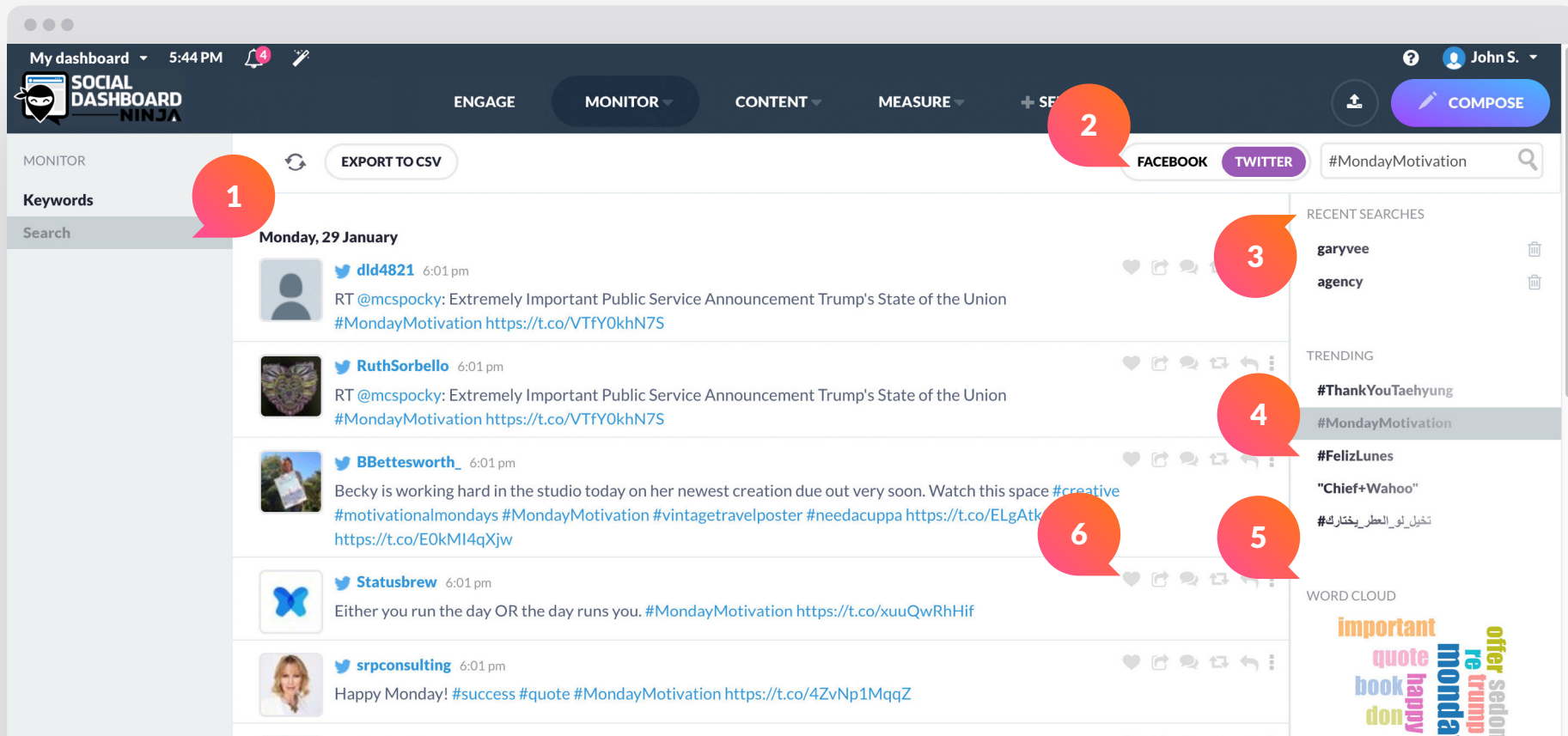
b. Real Time Search on Facebook & Twitter

This section enables you to **(1) search** for keywords and mentions in real-time on **(2) Facebook Or Twitter**.

In the right sidebar are your **(3) recent searches** and **(4) trending hashtags**.

At the very bottom-right corner of the page is the **(5) Word Cloud** that includes all of the most popular keywords currently trending.

You can engage with your audience on your social media profiles directly from the dashboard by using the **(6) social engagement buttons** (such as *like, share* and others).



How to Add New Content

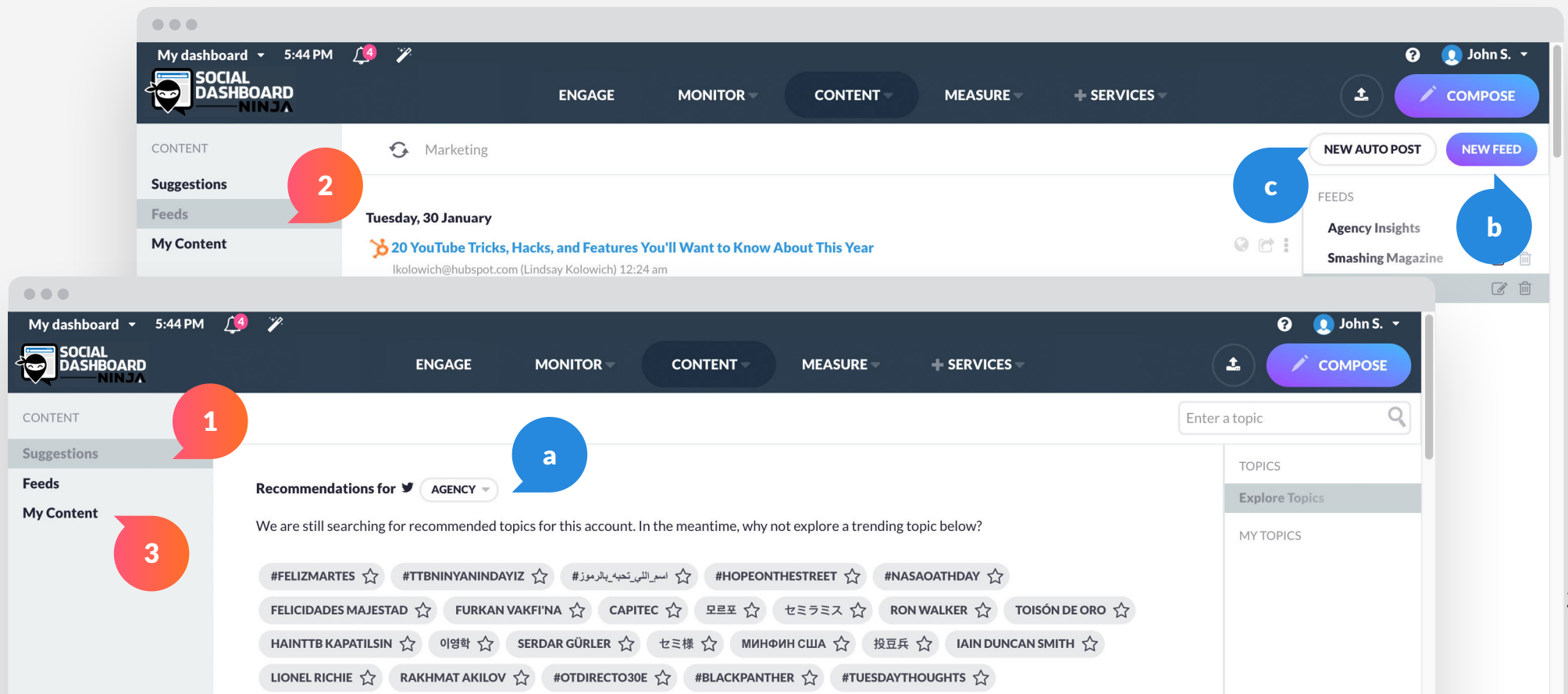
The Content section of the dashboard allows you to manage your content suggestions, RSS feeds and Content Libraries.

(1) Content suggestions are similar to the real-time search within Monitoring in terms of functionality. Here you can search for topics and **(a) filter** them by *Influencer*, *Relevance* or *Top Articles*.

The **(2) Feeds** section makes life more convenient if you are used to using RSS feeds. Simply add a **(b) New Feed** and receive all the latest news and blogs in your dashboard.

If you want to share a particular RSS feed (e.g your own), you can set up an **(c) Auto Post**. With this option, you can choose to automatically share content, including their frequency and amount. It's possible to publish posts automatically, queue or save them as drafts.

Your content library rests in the **(3) My Content** section. Here you can add messages that you have written or already published (via the Compose box). You can also save articles to read or work on later.



Measure

The measure section allows you to measure the impact of your social media activities.

For quick insights you can use the **(1) Reports Hub/Quick Reports** and for deeper insights, you can **(2) build your own reports**. It is also possible to **(3) export raw data in CSV**.

For a more detailed breakdown of how the Reports Hub can be used, visit the [Reporting Guide](#).

The screenshot displays the 'Measure' section of the Social Dashboard Ninja interface. The top navigation bar includes 'My dashboard', '5:44 PM', a notification bell with '4', and a user profile for 'John S.'. The main navigation menu features 'ENGAGE', 'MONITOR', 'CONTENT', 'MEASURE' (highlighted), and '+ SERVICES'. A 'COMPOSE' button is visible in the top right.

The 'REPORTS HUB' section is divided into two main areas:

- Reports Hub:** A grid of eight report cards, each with an icon and a brief description:
 - Engagement:** Track performance engagement metrics across all your accounts.
 - Facebook Page:** Understand your Facebook Page audience, their behaviour and engagement trends.
 - Twitter:** Analyze your Twitter accounts to understand your audience and engagement.
 - Instagram:** Understand the impact your Instagram posts have on your audience and engagement.
 - LinkedIn:** Track your company's presence on LinkedIn with insightful data.
 - Monitoring:** Gain insights into what is being said about particular keywords, track sentiment & influencers.
 - YouTube:** Track your audience growth on YouTube & understand which videos are most engaging.
 - Google Analytics:** Analyze the impact social media has on traffic to your website with Google Analytics.
- Manage Reports:** A grid of three report management cards:
 - My Reports:** View, manage and share your reports.
 - Report Builder:** Design your own custom branded reports.
 - Download Data:** Export raw social media analytics to CSV or HTML.

Three red callout boxes with white numbers are overlaid on the interface: '1' points to the 'MEASURE' menu item, '2' points to the 'My Reports' folder icon in the left sidebar, and '3' points to the 'Manage Reports' section header.

Control Settings and Preferences

You can view a high level overview of your account information in **Preferences**. To access this area, click on the **Logged in user's dropdown** at the top right corner of the dashboard. Then click on *Preferences*, just under *Settings*.

Here you can view and edit your **(1) Contact and Location Information**, as well as choose whether to receive desktop **(2) Notifications** or not.

You can choose how to shorten your links and set your **(3) Publishing Preferences**. To reset your cache and change your security question go to **(4) System Settings**.

Once you have made the adjustments, make sure that you click **(5) Save** on each section to save the changes you have made.

The screenshot shows the 'Preferences' page in the Social Dashboard Ninja interface. The page is divided into several sections: 'Contact Information', 'Location Information', and 'System Settings'. A sidebar on the left contains navigation options like 'ADMIN', 'Users', 'Company', 'Custom Fields', 'Subscription', 'SETTINGS', and 'Preferences'. The top navigation bar includes 'My dashboard', '5:44 PM', and various menu items like 'ENGAGE', 'MONITOR', 'CONTENT', 'MEASURE', and 'SERVICES'. A 'SAVE' button is located at the bottom right. Five numbered callouts (1-5) highlight key elements: 1 points to the 'Contact Information' section, 2 points to the 'Notification Settings' section, 3 points to the 'Publishing Preferences' section, 4 points to the 'System Settings' section, and 5 points to the 'SAVE' button.

My dashboard 5:44 PM 4

SOCIAL DASHBOARD NINJA

ENGAGE MONITOR CONTENT MEASURE SERVICES

ADMIN

Users

Company

Custom Fields

Subscription

SETTINGS

Preferences

Contact Information

Name or company Marketing Team

Email socialmedia@agency.com

Subscribe to feature updates

Username agencysocial

Password [Reset password](#)

Location Information

Time zone United Kingdom (GMT 00:00) Europe - London

Language English : English

Clock format 12 - hour

2

3

4

5

PREFERENCE

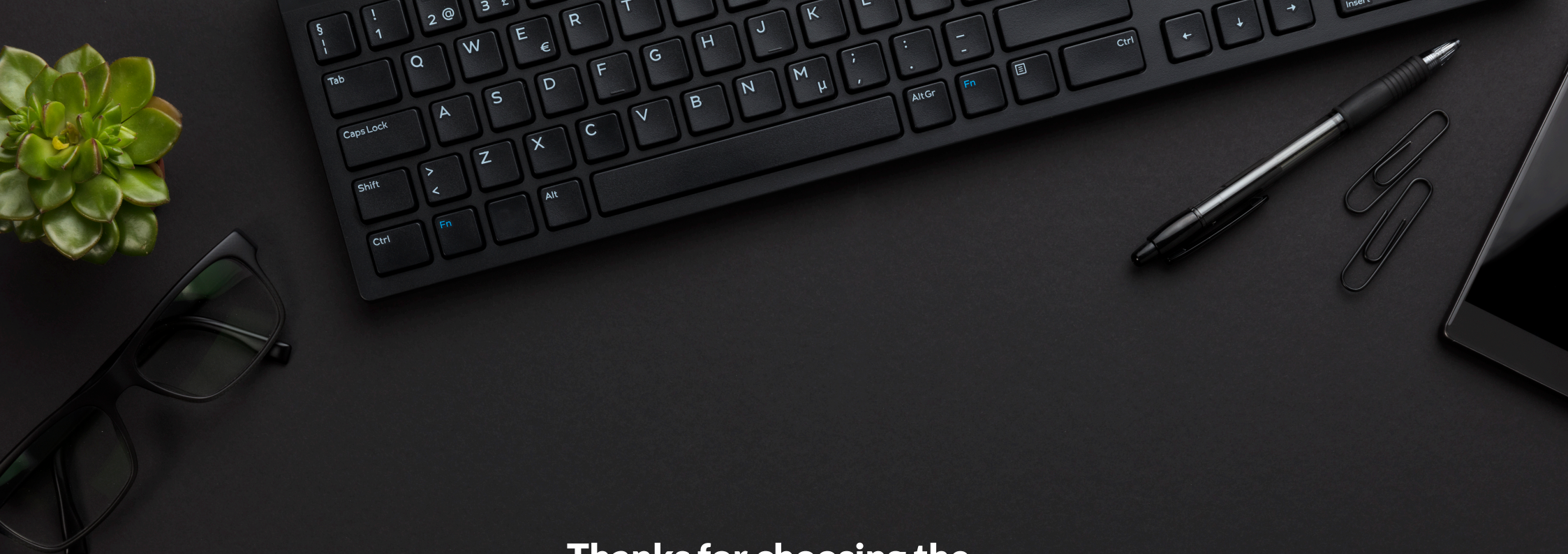
Personal Settings

Notification Settings

Publishing Preferences

System Settings

SAVE



**Thanks for choosing the
*Social Dashboard Ninja***

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