

# Reporting

## How do I see already shared social media posts?

To see the posts that you have already shared on your Social Media account, please click on "**Social Media Posts**" -> "**Shared Posts**" in Blog2Social. Choose of which blog post, you would like to see the shared social media posts and click on "**Details**".

The screenshot shows the Blog2Social dashboard. On the left, the 'POST MANAGEMENT' sidebar has 'Shared Posts' highlighted with a green arrow. The main content area is titled 'Shared Posts' and features several filters: 'Share WordPress Content', 'Share New Link Post', 'Share New Text Post', 'Share New Image Post', and 'Share New Video Post'. Below these are search and filter options: 'Search Title', 'all authors', 'shared by user', 'all categories & tags', and 'all post types'. There are also buttons for 'newest first', 'shared to network', 'sort', 'reset', and 'Mass delete posts'. A list of shared posts is displayed, including one about 'Christkindelmarkt in Nürnberg' and others about 'The Anatomy of a Perfect Blog Post', '4 Ways to be Authentic on Social Media', and 'How to Make Your Blog Look Professional'. Each post has a 'Re-share this post' button and a 'Details' button, with the 'Details' button for the first post highlighted by a green arrow.

A drop-down window will open and give you the following options and information:

### 1) show

- If you click this button Blog2Social will forward you to the shared post in the respective Social Network

### 2) delete from reporting

- If you click this button the post will be deleted from the listing of shared posts

### 3) Author / shared by user

### 4) Date and time when the post was shared on Social Media

### 5) Social Media Account (profile, page or group) the post was shared on / to

# Reporting

Unique solution ID: #1044

Author: n/a

Last update: 2019-01-20 00:00