

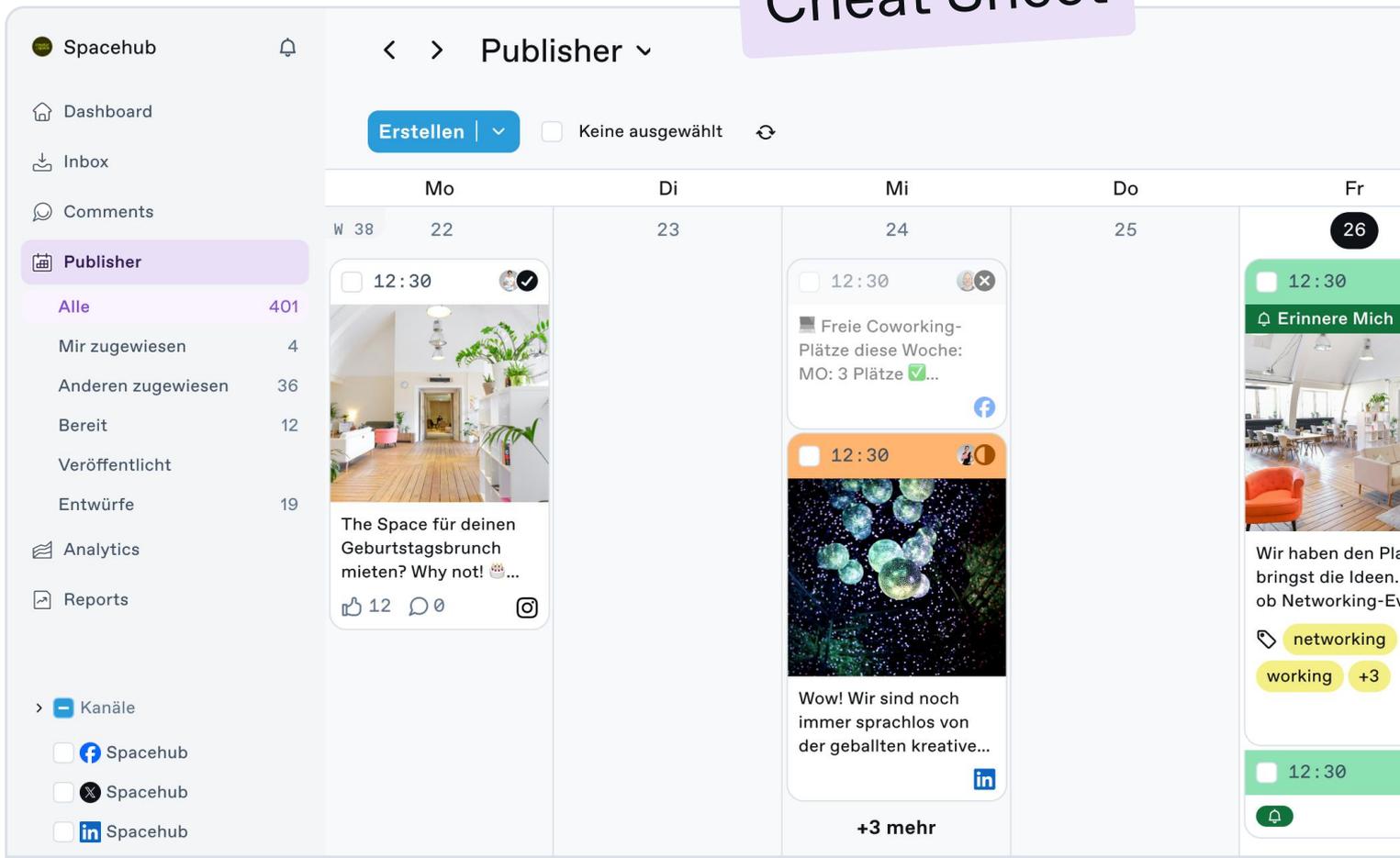
The Power of Swat.io

Explore all our features now and discover how Swat.io can simplify your daily work for you and your team. Save valuable time on routine tasks and focus on what truly matters.

Alle Features

in a easy to use

Cheat Sheet



The screenshot displays the Swat.io Publisher interface. On the left is a sidebar with navigation options: Spacehub, Dashboard, Inbox, Comments, Publisher (highlighted), Analytics, and Reports. Under 'Publisher', there are filters for 'Alle' (401), 'Mir zugewiesen' (4), 'Anderen zugewiesen' (36), 'Bereit' (12), 'Veröffentlicht' (19), and 'Entwürfe' (19). Below these are 'Kanäle' (Channels) for Facebook, Twitter, and LinkedIn. The main area shows a calendar view for the week of Monday to Friday. The 'Mo' column shows a post at 12:30 with a photo of a modern office space and the text 'The Space für deinen Geburtstagsbrunch mieten? Why not! 🍷...'. The 'Mi' column shows two posts: one at 12:30 with text 'Freie Coworking-Plätze diese Woche: MO: 3 Plätze ✅...' and another at 12:30 with a photo of colorful balloons and text 'Wow! Wir sind noch immer sprachlos von der geballten kreative...'. The 'Fr' column shows a post at 12:30 with text 'Wir haben den Platz... bringst die Ideen. E... ob Networking-Eve...' and a 'networking' tag. A 'Erinnere Mich' button is visible above the Friday post. At the top of the main area, there is a 'Publisher' dropdown, an 'Erstellen' button, and a 'Keine ausgewählt' option.



Content Planning & Creation

Manage all your posts for every channel in one centralized, shared calendar

Customize your calendar view for a personalized, optimal overview

Create posts for various content types: Text, Link, Image, Carousel, Video, Reel, Shorts, Story & Document

Smart duplication functions for efficient cross-channel posting

Built-in image and video editing tools

Organize and analyze content with customized tags

Organize content by using campaigns

Easily reschedule your posts directly from the calendar

Optimize workflows by assigning statuses to posts, such as Scheduled, Approved, or Published

Central hub for drafts and content ideas

Plan and manage sponsored posts

Content Publishing



Instant publishing of posts

Automatically publish scheduled posts or send reminders and publish the first comment

Real-time post & feed preview in the Composer and calendar

Include co-authors in your post, tag users



Community Management



Manage comments, private messages, and mentions in a centralized ticket inbox

Reply and react to comments, messages, and community interactions directly from your Swat.io Inbox, with all essential functions like Reply, Like, Hide, and Block

Assign tickets to team members

Forward tickets or specific comments via email to team members or stakeholders without a Swat.io login

Automations linked to keywords (e.g., sentiments/assignments/moderation)

Custom reply presets and automated responses

A user profile and CRM that gathers all tickets, posts, and private messages the user has engaged with, provides an overview of sentiment, and links all associated profiles

AI Functions

Creating or refining post texts with AI

Brainstorming hashtags & emojis with AI

Smart duplication with AI

Generating replies with AI

Set AI parameters and context for each channel

Sentiment analysis of incoming comments by AI

Hiding and highlighting problematic comments by AI

Swat.io — Cheat Sheet

Analytics & Reports

Central and comparable view of data for all social media channels

Analytics with line charts and tables, sortable by key metrics

Insights on community, posts, content, and team performance

Export CSV or Excel files

Export of styled PDF reports

Filter by tags

Receive and send automatically generated reports at set intervals

Collaboration & Management

Activity log for transparent communication and tracking of all changes in posts and tickets

Add notes, comments, and files to keep everything in one place

Assign posts, drafts, and tickets to team members

Efficient approval process

Manage different clients or brands in separate workspaces

Content planning channels for newsletters, blogs, intranet, etc.

Role systems with extensive permission options

Customizable notification settings

Security & Support

Highest data protection standards & servers located in Europe

Two-factor authentication for reliable protection against unauthorized access

Lightning-fast human support via chat, email, and phone

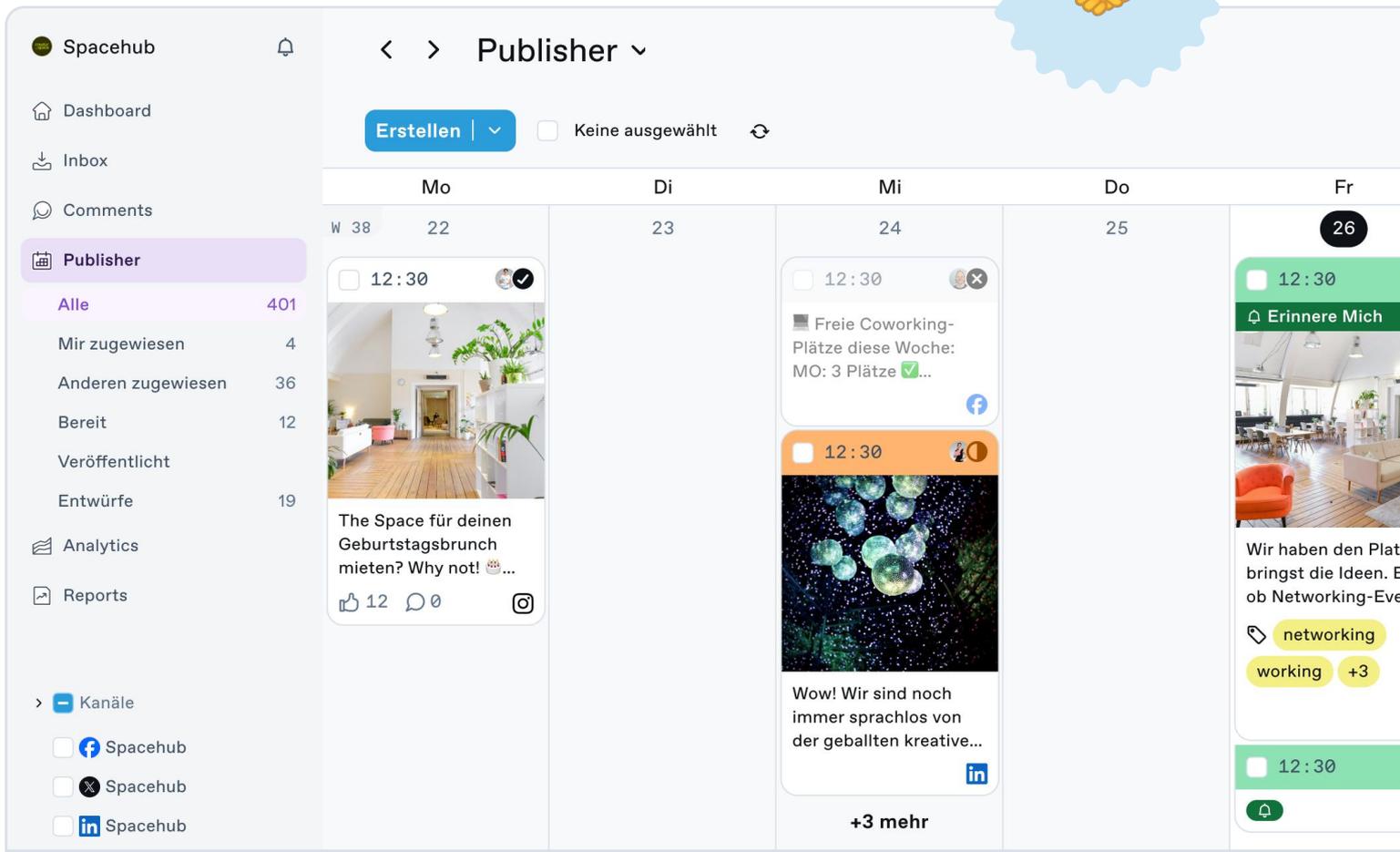
Support office hours from Monday to Sunday from 8AM - 8PM

Coordinated Social Media Communication in One Place.

Do you have any questions?

We're happy to help. Write to us at sales@swat.io

or visit <https://swat.io>



The screenshot displays the Swat.io Publisher interface. On the left is a sidebar with navigation options: Spacehub, Dashboard, Inbox, Comments, Publisher (selected), Analytics, and Reports. Under 'Publisher', there are filters for 'Alle' (401), 'Mir zugewiesen' (4), 'Anderen zugewiesen' (36), 'Bereit' (12), 'Veröffentlicht' (19), and 'Entwürfe' (19). Below this is a 'Kanäle' section with three Facebook 'Spacehub' profiles. The main area shows a calendar view for the week of Monday to Friday. The 'Erstellen' button is active, and 'Keine ausgewählt' is shown. The calendar shows posts for Monday (22nd), Wednesday (24th), and Friday (26th). The Monday post is about renting a space for a birthday brunch. The Wednesday post is about free coworking spots. The Friday post is about networking events. A '+3 mehr' link is visible at the bottom of the Wednesday post.