



AutoPost

USER GUIDE

Connecting a Facebook Page to AutoPost

The complete guide: from setting up your Page and Meta app to your first post published on your Page



Updated 3 October 2026

PT Solusi Kecerdasan Komputasi

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1. Overview

What you'll achieve

After following this guide, AutoPost can send posts to your **Facebook Page**: right away when you press **Send now**, or automatically at the time you schedule. Posts appear in the Page's name, not in the name of your personal profile.

It works with **your own Meta app** and a **System User token**. For a Page owned by your own business portfolio, the flow in this guide works without submitting App Review to Meta — it was tried for real on 28 September 2026.

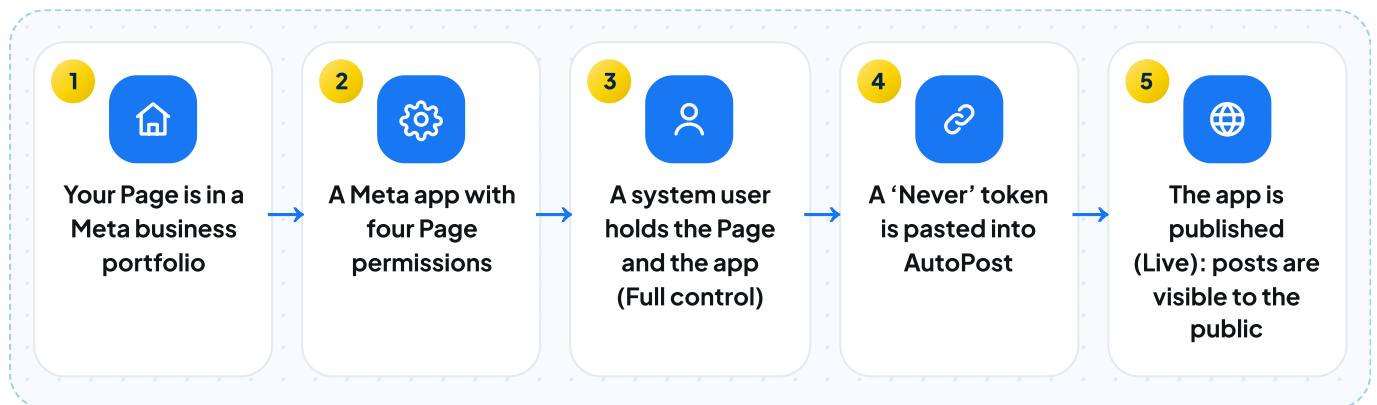


Illustration — what you see in your app may look slightly different

Estimated time

About **30–45 minutes**, one time only. Most of the time is spent on Meta's sites. If Meta asks you to confirm your account by SMS, add a few minutes to wait for the code.

What you need

What you need	Details
A personal Facebook account	Used to sign in to Meta. Posts still appear in the Page's name, not yours.
A Meta business portfolio	Created for free at business.facebook.com . The Page and the app must be in the same portfolio.
A Facebook Page	You must be an admin of that Page. Don't have one yet? Step A explains how to create it.
A phone number	Meta may send an SMS code to confirm your account before you're allowed to create an app.
A laptop or computer	Meta's developer dashboard and Business Suite are easiest to use on a wide screen.
An AutoPost account	Already signed in to the AutoPost app.

NOTE

Pages only, not personal profiles or groups. Meta doesn't allow apps to post to personal profiles. Facebook groups aren't supported by AutoPost yet either.

What AutoPost sends to the Page

Post content in AutoPost	Appears on the Page as
Text only	A regular status.
Text + link (no photo/video)	A status with a link. Facebook builds the link preview card automatically, and the link isn't repeated in the text.
Photo (with or without text)	A photo with a caption. The link, if any, is added at the end of the caption (unless it's already in the text).
Video (with or without text)	A Page video with a description. The link, if any, is added at the end of the description (unless it's already in the text).
Several photos (2–10)	One Page post with several photos and the text above them. Photos only — a video can't be combined with photos in one post; send the video as a separate post.

2. Understanding the terms

Term	What it means
Facebook Page	A page for a business, organization, or public figure — different from a personal profile. In Meta's interface it's simply called a "Page".
Business portfolio	Your business's "container" in Meta Business Suite (formerly Business Manager). Pages, apps, and system users are gathered here.
Meta app	An app you register at developers.facebook.com . This app is what gives the token permission to manage the Page. Free.
Use case	The "what is this app for" choice when you create an app. For AutoPost: Manage everything on your Page .
Permission	A right granted to the token. AutoPost needs four: <code>pages_show_list</code> , <code>pages_read_engagement</code> , <code>pages_manage_posts</code> , <code>pages_manage_engagement</code> .
System user	A "robot" account in the business portfolio, not a person's account. Its token doesn't stop working when you change your Facebook password.
Token	A long string of characters (starting with EA , for example <code>EAA...</code> or <code>EAI...</code>) that lets AutoPost post in the Page's name. Treat it like a house key.
Live mode (published)	The status of an app that has been published. Until it's published (Development), posts are only visible to people with a role in the app — for example, you.
Page ID	The Page's number. Usually you don't need to enter it in AutoPost. See 9.5 .

3. Step A — Setting up a Facebook Page

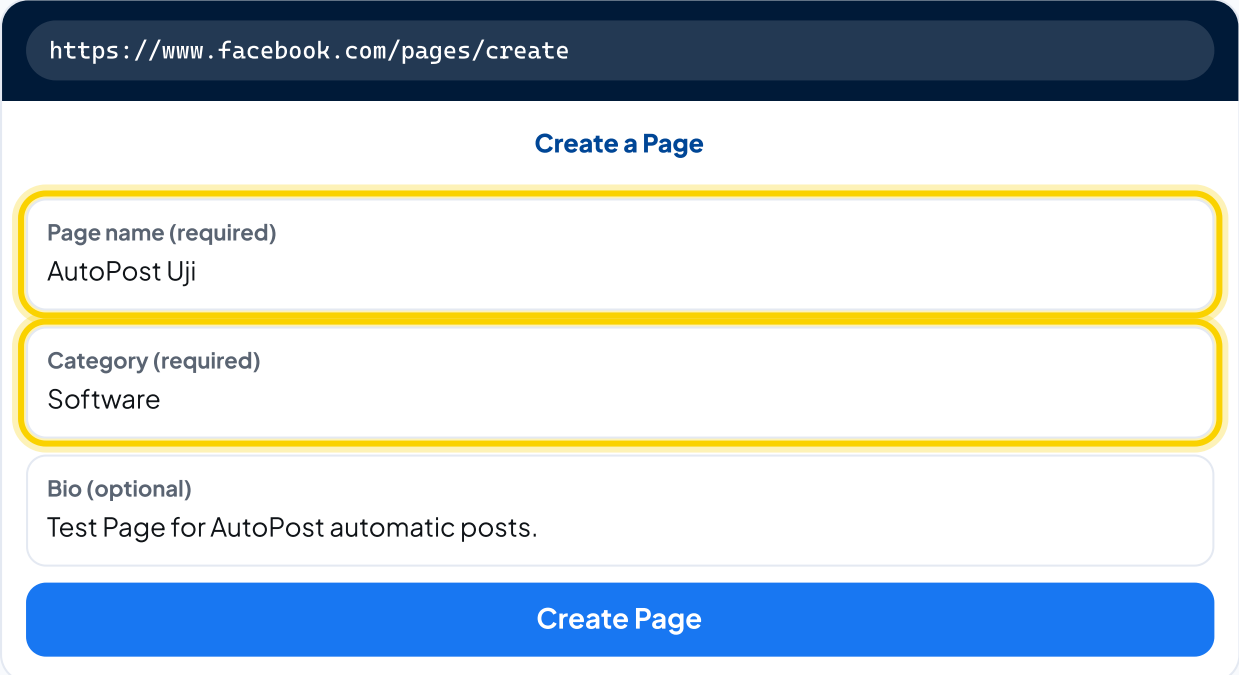
If you already have a Page

Make sure of two things:

- 1 You're an **admin** of that Page (not just an editor or moderator).
- 2 The Page is already in your **business portfolio**. Check at **business.facebook.com** → **Settings** → **Accounts** → **Pages**. If it's not there, add the Page to the portfolio with the add button on that screen.

If you don't have a Page yet

- 1 Open **facebook.com/pages/create** (or create a new Page from **business.facebook.com** → **Settings** → **Accounts** → **Pages**).
- 2 Fill in the **Page name** and **Category**. The **Bio** can be filled in later.
- 3 Press **Create Page**. The extra steps (profile picture, cover, inviting friends) can be skipped for now.
- 4 If the Page is created inside a business portfolio, Meta asks you to accept the **Meta Commercial Terms**. Read them, then accept if you agree.



https://www.facebook.com/pages/create

Create a Page

Page name (required)
AutoPost Uji

Category (required)
Software

Bio (optional)
Test Page for AutoPost automatic posts.

Create Page

Illustration — what you see in your app may look slightly different

NOTE

The example in this guide. The Page used in the screenshots is called **AutoPost Uji**, in the category **Software**. Replace it with your own Page name.

4. Step B — Creating a Meta app

- 1 Open **developers.facebook.com** and sign in with your Facebook account. If this is your first time, Meta asks you to register as a developer first.
- 2 Press **My Apps**, then **Create app**. The **Create app** window has five steps: **App details**, **Use cases**, **Business**, **Requirements**, and **Overview**.

NOTE

About the Meta screenshots. The Meta screenshots in this guide were taken with Meta's interface set to Indonesian. In an account set to English, the same labels appear in English, as quoted in the text.

NOTE

Account confirmation. Before you're allowed to create an app, Meta sometimes asks for **account confirmation**: an SMS code to your phone number, and/or re-entering your Facebook password. Enter these yourself. The SMS code sometimes arrives only a few minutes later — just wait, and don't press resend over and over.

B1 App details

Fill in the **App name** (for example "AutoPost" or your business name, up to 30 characters) and the **App contact email**, then press **Next**. The app name can be changed later in the settings.

Buat aplikasi

☒ Detail aplikasi ☐ Contoh penggunaan ☐ Bisnis ☐ Persyaratan ☐ Gambaran umum

Nama aplikasi
Ini adalah nama aplikasi yang akan ditampilkan di halaman Aplikasi Saya dan terkait dengan ID aplikasi Anda. Anda bisa mengubah nama nanti di Pengaturan.

AutoPost 8/30

Email kontak aplikasi
Ini adalah alamat email yang akan kami gunakan untuk menghubungi Anda tentang aplikasi Anda. Pastikan ini adalah alamat yang Anda periksa secara teratur. Kami bisa menghubungi Anda tentang kebijakan, pembatasan aplikasi, atau pemulihan jika aplikasi Anda dihapus atau dibobol.

disamarkan

Batal Berikutnya

The App details step in the Create app window: the App name field containing "AutoPost" (8/30), the App contact email field (masked), and the Next button — all three highlighted.

B2 Use cases

- 1 Under **Filter by**, choose **Content management**.
- 2 Tick the **Manage everything on your Page** card.
- 3 Press **Next**.

Detail aplikasi • • • • • Contoh penggunaan • • • • • Bisnis • • • • • Persyaratan • • • • • Gambaran umum

Tambahkan kasus penggunaan

Filter berdasarkan

- ☐ Unggulan (6)
- ☐ Semua (20)
- ☐ Iklan dan monetisasi (7)
- ☒ Pengelolaan konten (5)
- ☐ Pengiriman Pesan Bisnis (3)
- ☐ Lainnya (5)

Akses Threads API
Gunakan Threads API dan pilih untuk mengautentikasi pengguna, mengambil informasi pengguna, memposting utas, membalas utas, mengelola pengaturan balasan, dan/atau mengumpulkan insight untuk profil Threads yang Anda miliki atau kelola atas nama orang lain. [Tentang Threads API](#)
☐

Kelola pesan & konten di Instagram
Terbitkan postingan, bagikan cerita, tanggapilah komentar, jawab pesan direct, dan banyak lagi dengan Instagram API. [Tentang Instagram API](#)
☐

Akses Live Video API
Gunakan Live Video API untuk streaming video siaran langsung di Facebook. [Tentang Live Video API](#)
☐

Sisipkan konten Facebook, Instagram, dan Threads di situs web lain
Gunakan oEmbed API untuk menyisipkan konten Facebook, Instagram, dan Threads, seperti foto dan video, di situs web lain. [Tentang kasus penggunaan oEmbed](#)
☐

Kelola segala sesuatu di Halaman Anda
Publikasikan konten dan video, moderasi postingan dan komentar dari pengikut di Halaman Anda dan dapatkan insight mengenai interaksi. [Tentang Pages API](#)
☒

Batal 1 kasus penggunaan ditambahkan

Sebelumnya **Berikutnya**

The Use cases step (titled "Add use cases"): the Content management filter, the "Manage everything on your Page" card ticked, and the Next button highlighted; below it, a line says one use case was added.

NOTE

This one use case is enough for a Facebook Page. Other use cases (Instagram, Threads, ads) aren't needed.

B3 Business

Choose **the business portfolio your Page belongs to**, then press **Next**. It's best not to choose the option for not connecting a business portfolio yet: the app needs to be in the same portfolio as the Page so it can be assigned to the system user in Step E.

Detail aplikasi • • • • • Contoh penggunaan • • • • • **Bisnis** • • • • • Persyaratan • • • • • Gambaran umum

Portofolio bisnis mana yang ingin Anda hubungkan ke aplikasi ini?

Hubungkan portofolio bisnis terverifikasi ke aplikasi Anda untuk mendapatkan akses ke pengguna pihak ketiga dan data bisnis dari portofolio bisnis lain dan terbitkan aplikasi ini. Anda bisa menghubungkan portofolio bisnis yang belum terverifikasi atau memilih untuk menambahkannya nanti, tetapi Anda harus menyelesaikan verifikasi untuk mendapatkan akses data.

☒ **disamarkan**

☐ Saya belum ingin menghubungkan portofolio bisnis.

Ingin menghubungkan portofolio bisnis baru? [Buat portofolio bisnis.](#)

Batal

Sebelumnya **Berikutnya**

The Business step: the question asking which business portfolio to connect to this app, a portfolio option (name masked) selected and highlighted, a second option for not connecting a business portfolio yet, and the Next button highlighted.

B4 Requirements and Overview

The **Requirements** step is empty for this use case (it says there are no requirements). In **Overview**, check the summary: the app name, the use case **Manage everything on your Page**, and the business portfolio. An **unverified business** status doesn't block you — business verification isn't needed for the steps in this guide. (Meta's note about verification in the Business step applies to accessing data outside the assets you own.) Press the button at the bottom to create the app (by pressing it you agree to the Meta Platform Terms and Developer Policies).

Detail aplikasi • • • • • Contoh penggunaan • • • • • Bisnis • • • • • Persyaratan • • • • • **Gambaran umum**

Gambaran umum

Detail aplikasi

Nama Aplikasi
AutoPost

Email Aplikasi
disamarkan

Kasus penggunaan

Kelola segala sesuatu di Halaman Anda
Publikasikan konten dan video, moderasi postingan dan komentar dari pengikut di Halaman Anda dan dapatkan insight mengenai interaksi. [Tentang Pages API](#)

Bisnis

disamarkan
Bisnis Belum Diverifikasi

Persyaratan

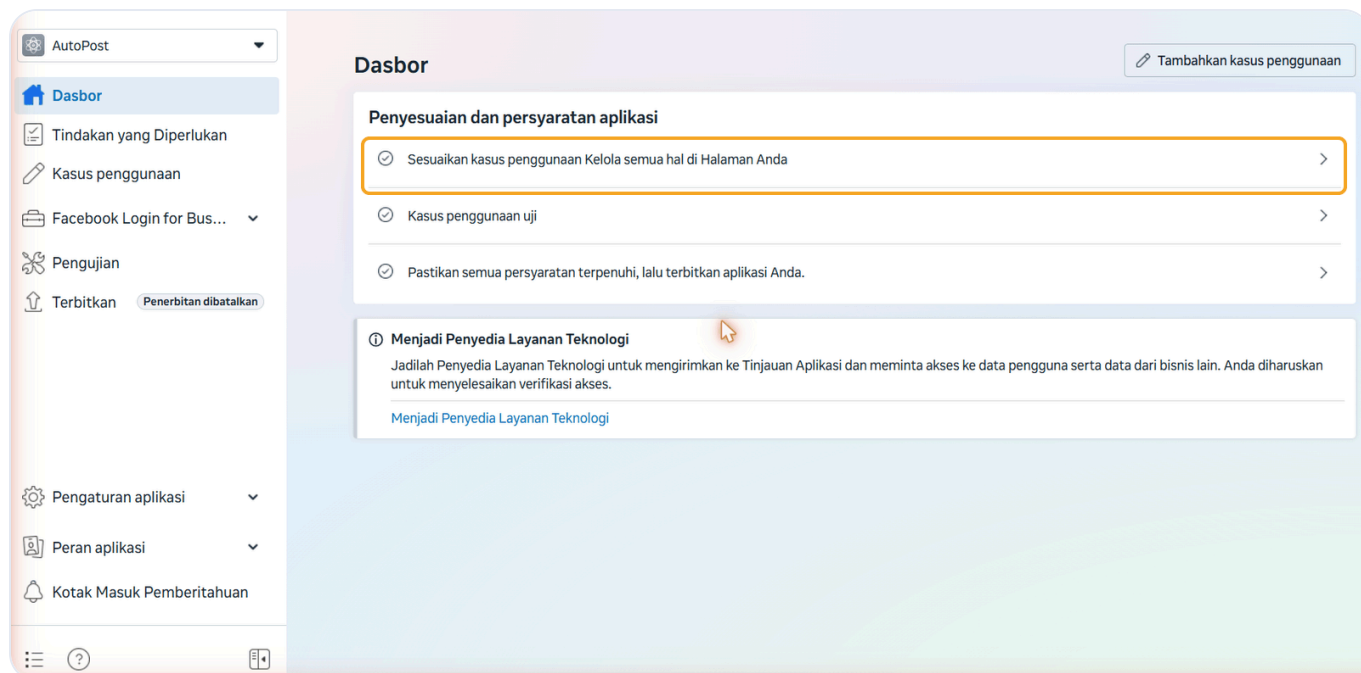
Tidak ada persyaratan untuk kasus penggunaan di aplikasi ini.

Dengan melanjutkan, Anda menyetujui [Ketentuan Platform Meta](#) dan [Kebijakan Developer](#), serta semua Ketentuan dan kebijakan lainnya yang berlaku.

The Overview step: the first four steps ticked; App details (App name AutoPost, app email masked), the use case "Manage everything on your Page", Business (name masked) with an unverified business status, Requirements saying there are no requirements for the use cases in this app, and the sentence about agreeing to the Meta Platform Terms.

B5 App dashboard

Once the app is created, you land on the app **Dashboard**. The menu on the left includes **Dashboard**, **Use cases**, **Publish**, and **App settings** — all four are used again later. Next to the **Publish** menu, a badge says the app is unpublished (in English it may read **Unpublished** or similar): the app hasn't been published yet (it's still in Development). That's normal for a new app — you publish it in **Step H**.



The AutoPost app dashboard: the left menu (Dashboard, Required actions, Use cases, Facebook Login for Business, Testing, Publish with an unpublished badge, App settings, App roles, notification inbox); in the middle, the "App customization and requirements" card with the row "Customize the Manage everything on your Page use case" highlighted.

5. Step C — Checking the four permissions

To make sure all four permissions are available and take effect when the token is generated (Step F), check that all four have been added to the app's use case:

Permission	What it's for
<code>pages_show_list</code>	Seeing the list of Pages the token may manage — AutoPost uses it to find your Page.
<code>pages_read_engagement</code>	Reading basic Page data. Required — without it, AutoPost refuses to connect.
<code>pages_manage_posts</code>	Creating posts on the Page. Required — without it, AutoPost refuses to connect.
<code>pages_manage_engagement</code>	Adding comments. Used by the First comment feature in Auto post.

How:

- 1 On the **Dashboard**, press the **Customize use case** row (or open the **Use cases** menu and choose your Page use case).
- 2 Open its list of permissions. Permissions that **haven't** been added have a **+ Add** button. Permissions that have been added are marked **Ready for testing**.
- 3 For each permission in the table above that still has a **+ Add** button, press that button.
- 4 Other permissions (for example `pages_manage_metadata` or `facebook_branded_content_ads_brand`) **aren't needed**.

NOTE

"Ready for testing" sounds as if it's not ready yet, but for a Page owned by your own portfolio that status is enough. You don't need to submit App Review.

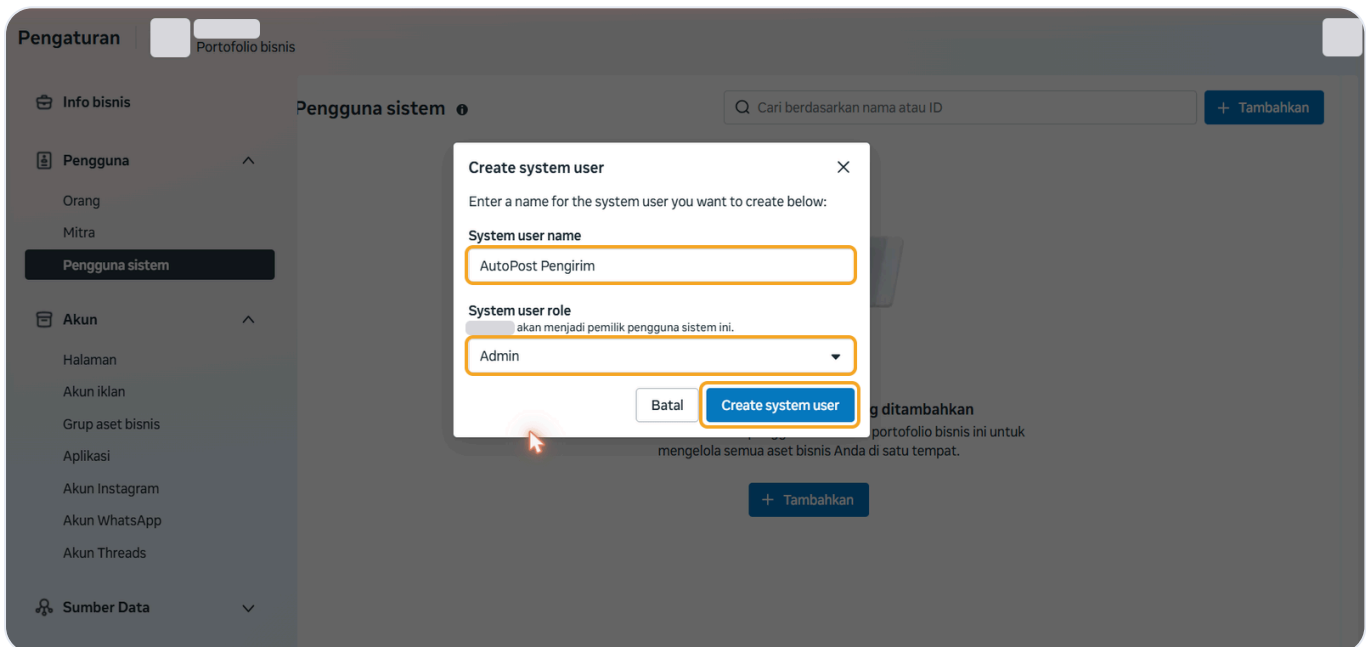
facebook_branded_content_ads_brand The facebook_branded_content_ads_brand allows an app to read Facebook posts where the app user's Facebook profile is tagged as a paid partner, and an app user to read, request, and revoke permissions	—	—	+ Tambahkan
ⓘ Deskripsi Lengkap			
facebook_creator_marketplace_discovery Izin penemuan_marketplace_kreator_facebook memungkinkan aplikasi untuk menemukan kreator konten di platform penemuan kreator milik Facebook.	—	—	+ Tambahkan
ⓘ Deskripsi Lengkap			
pages_manage_engagement Dengan izin pages_manage_engagement , aplikasi Anda dapat membuat, mengedit, dan menghapus komentar yang diposting di Halaman.	0	Siap untuk pengujian	Tindakan ▼
ⓘ Deskripsi Lengkap			
pages_manage_metadata Dengan izin pages_manage_metadata , aplikasi Anda dapat berlangganan dan menerima webhook tentang aktivitas di Halaman, dan memperbarui pengaturan di Halaman.	—	—	+ Tambahkan
ⓘ Deskripsi Lengkap			
pages_manage_posts Dengan izin pages_manage_posts , aplikasi Anda dapat membuat, mengedit, dan menghapus postingan Halaman Anda.	0	Siap untuk pengujian	Tindakan ▼
ⓘ Deskripsi Lengkap			

The permission list in the use case: the pages_manage_engagement and pages_manage_posts rows are marked "Ready for testing" (highlighted), while facebook_branded_content_ads_brand, facebook_creator_marketplace_discovery, and pages_manage_metadata still have a "+ Add" button.

6. Step D — Creating a system user

The system user is created in **Meta Business Suite**, not in the developer dashboard.

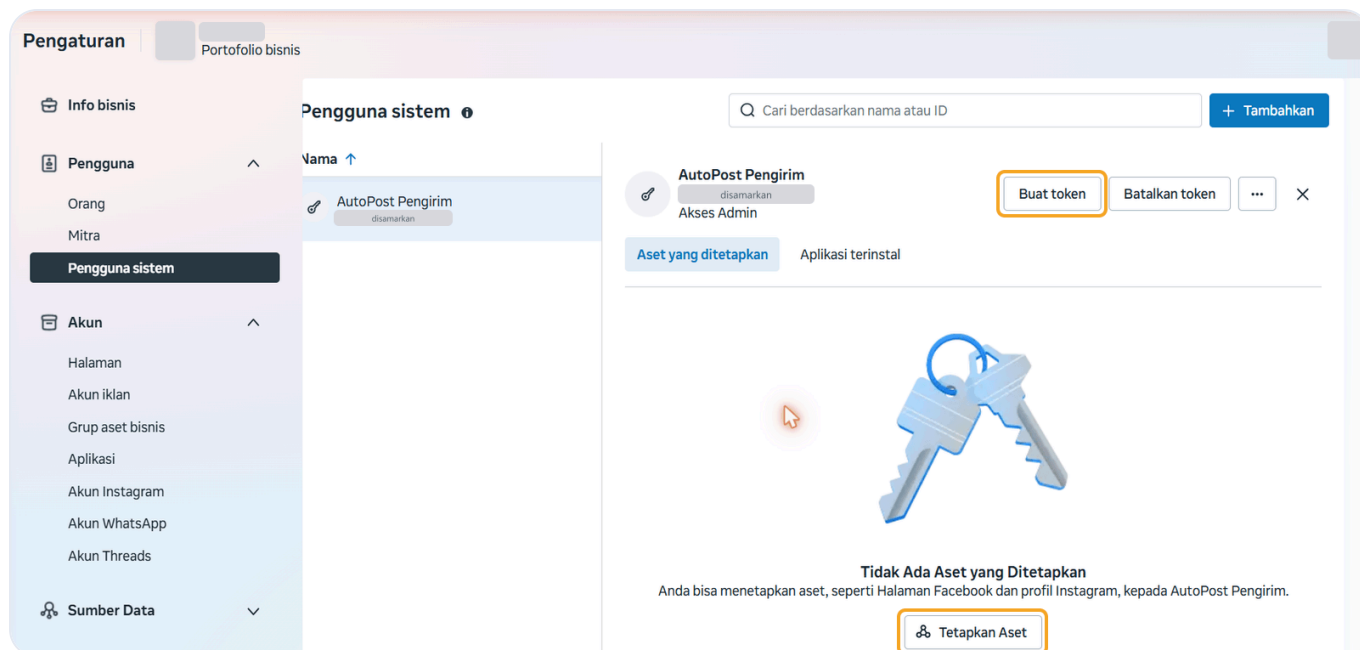
- 1 Open **business.facebook.com**, choose your business portfolio, then open **Settings** (the gear icon).
- 2 In the left menu, choose **Users → System users**, then press **+ Add**.
- 3 Meta may ask you to accept a policy first (for example, the non-discrimination policy). Read it, then accept if you agree.
- 4 In the **Create system user** window:
 - **System user name**: enter a name that's easy to recognize, for example **AutoPost Pengirim**;
 - **System user role**: choose **Admin**;
 - press **Create system user**.



Business Suite › Settings › System users, with the "Create system user" window: the System user name field containing "AutoPost Pengirim", the Admin role option, and the "Create system user" button — all three highlighted.

The portfolio name and profile picture are masked.

The new system user appears in the list right away; its detail panel on the right says **Admin access**. Under **Assigned assets** it still says no assets have been assigned — you'll fill that in the next step.



The system user "AutoPost Pengirim" has been created (Admin access): the Generate token and Revoke tokens buttons, the Assigned assets tab saying no assets are assigned, and the "Assign assets" button highlighted. The system user ID is masked.

NOTE

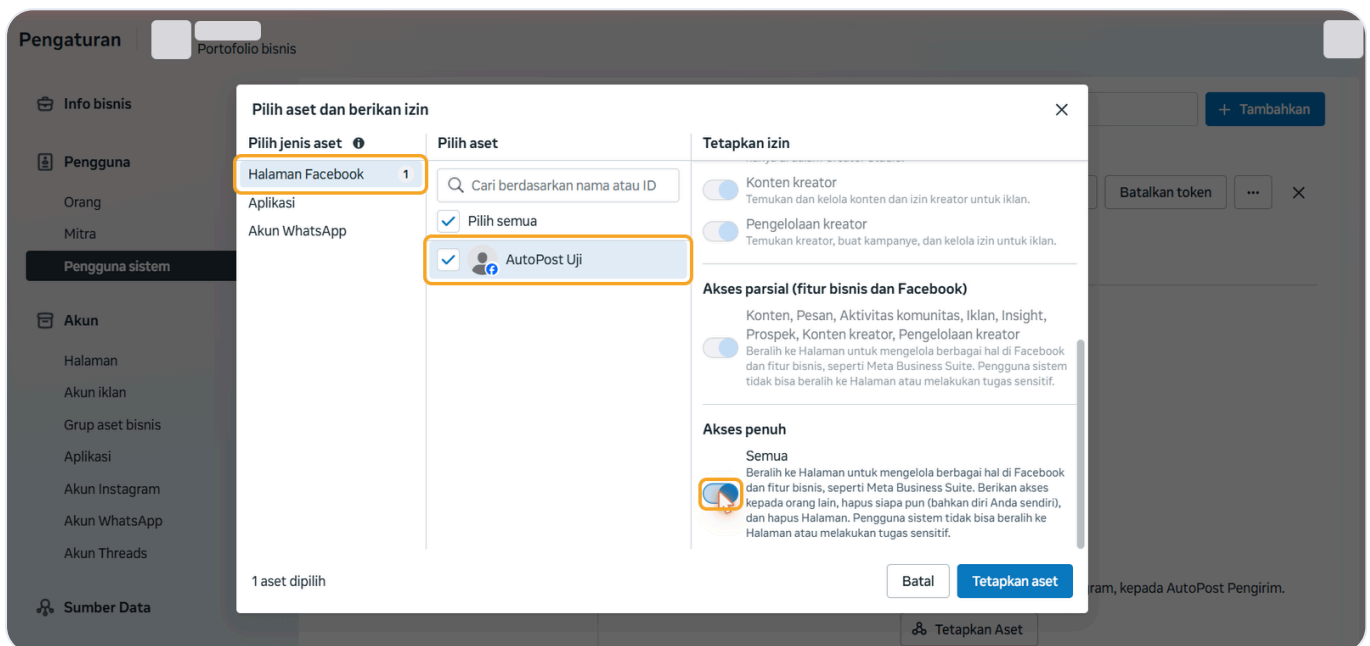
Why Admin? This guide uses the Admin role because that's the flow tested for real on 28 September 2026. The role applies only inside your business portfolio.

7. Step E — Assigning the Page and app

The system user needs access to the **Page** and to the **app**. Both with **Full control**.

E1 Page

- 1 On that system user, press **Assign assets**.
- 2 In the **Select asset type** column, choose **Pages**.
- 3 In the **Select assets** column, tick your Page.
- 4 In the **Assign permissions** column, turn on the **Everything** switch in the **Full control** section.



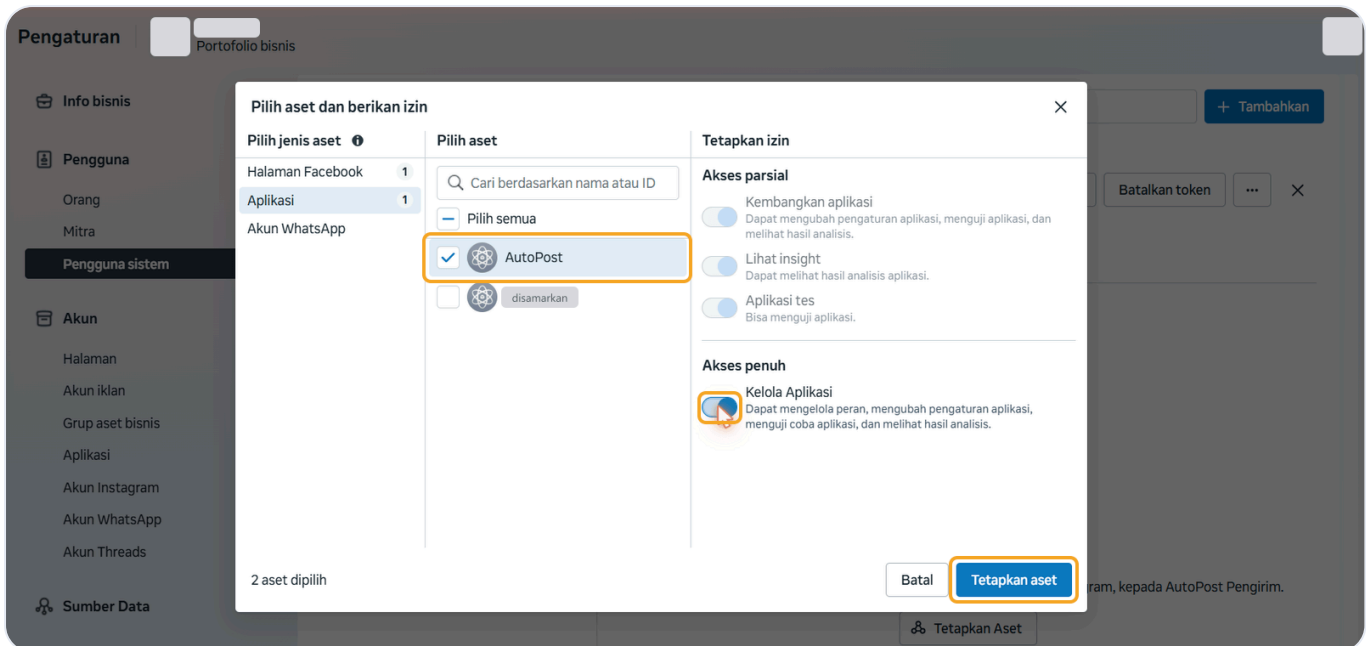
The "Select assets and assign permissions" window: asset type Pages, the asset "AutoPost Uji" ticked, and the "Everything" switch in the Full control section turned on — all three highlighted. In the window footer: "1 asset selected", Cancel, Assign assets.

E2 App

Still in the same window (no need to press **Assign assets** yet):

- 1 In **Select asset type**, choose **Apps**.
- 2 Tick the app you created in Step B (for example **AutoPost**). Don't tick other apps.
- 3 Under **Full control**, turn on the **Manage app** switch.
- 4 The window footer now says **2 assets selected**. Press **Assign assets**.

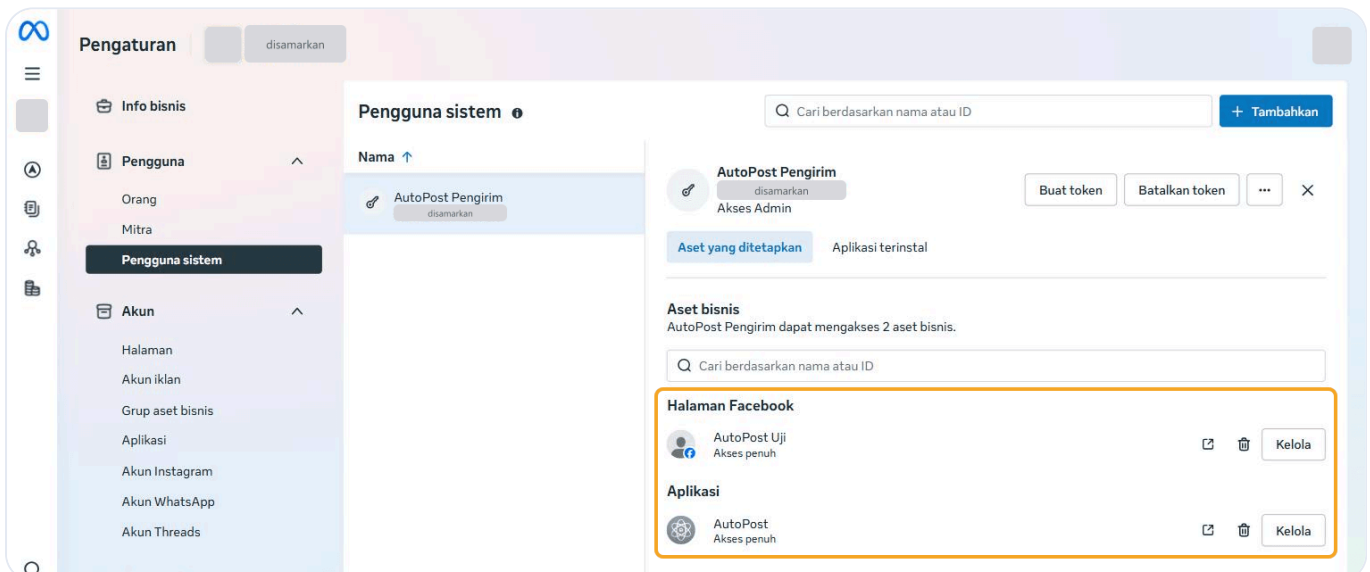
You can also do this in two separate rounds — once for the Page, once for the app. The result is the same.



Asset type Apps: the "AutoPost" app ticked, the "Manage app" switch under Full control turned on, and the "Assign assets" button highlighted; window footer "2 assets selected". The names of the portfolio's other apps are masked.

E3 Check the result

The **Assigned assets** tab now lists two assets: your Page under **Pages** and your app under **Apps**, each marked **Full control**.



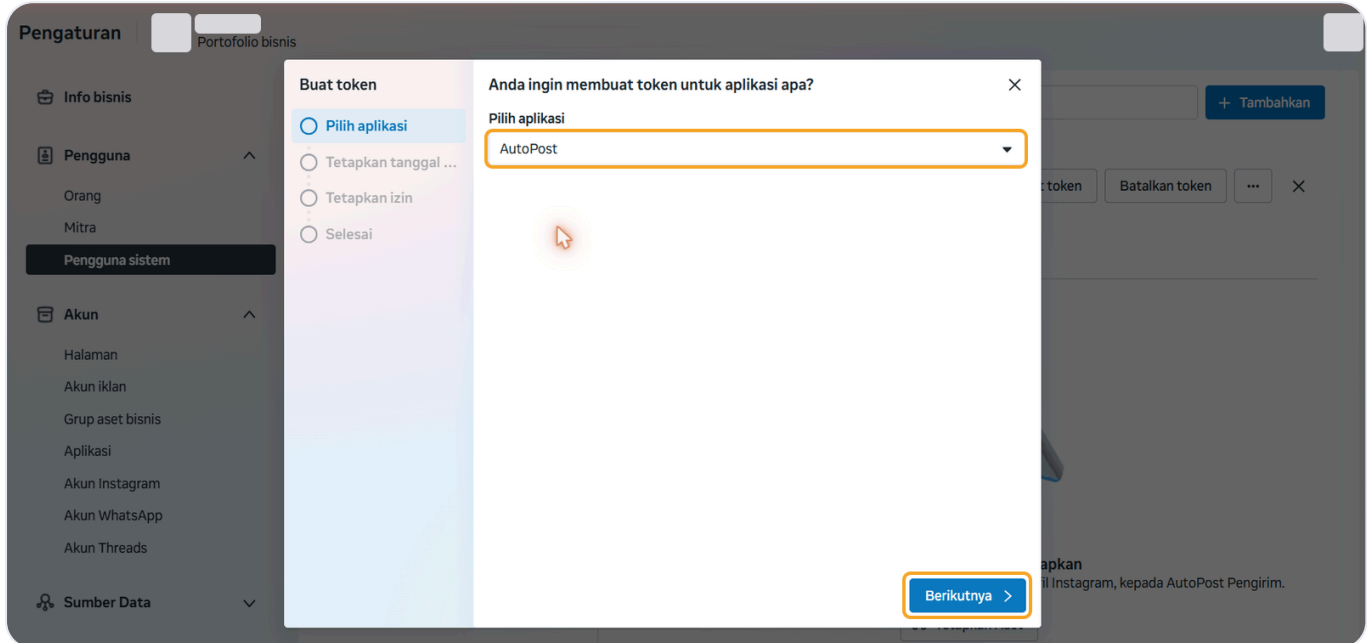
The Assigned assets tab of AutoPost Pengirim: "AutoPost Pengirim can access 2 business assets." — the Page "AutoPost Uji" (Full control) and the app "AutoPost" (Full control), highlighted together. The system user ID, portfolio name, and profile picture are masked.

NOTE

Forgot to assign the Page? The token can still be generated, but AutoPost will reply "This token doesn't see any Page yet...". Assign the Page, then press **Test & connect Page** again; if it's still rejected, generate a new token.

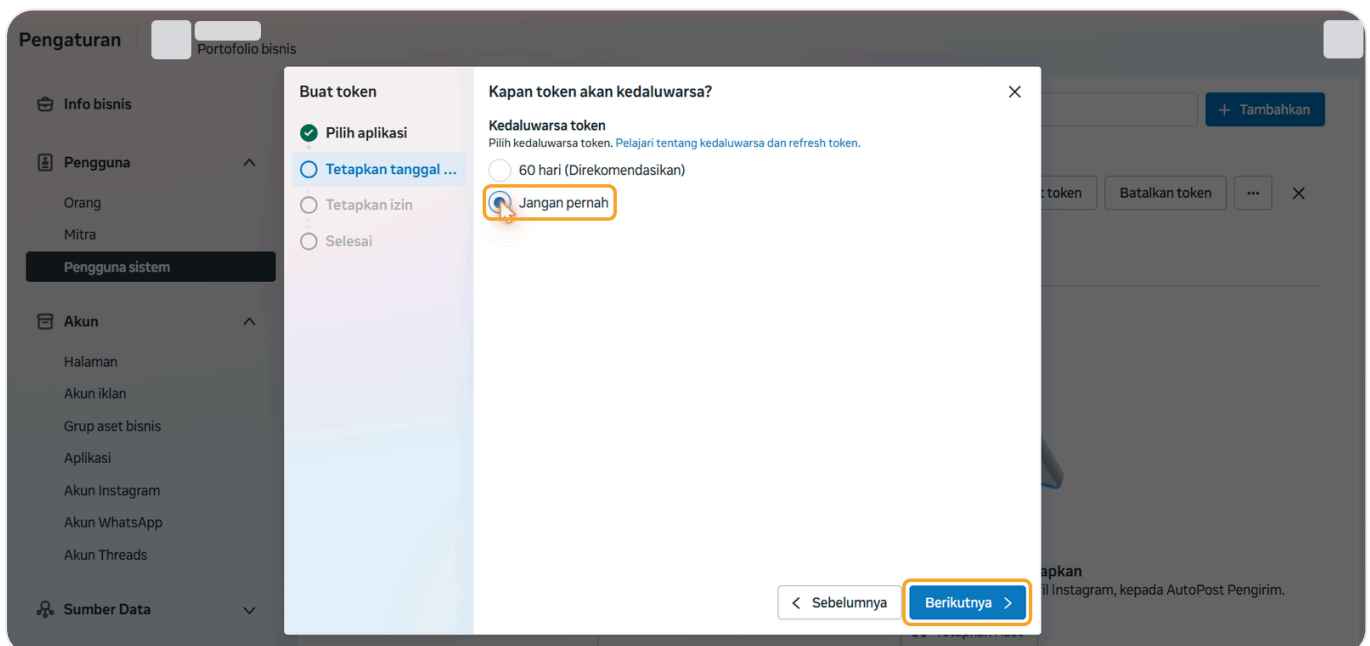
8. Step F — Generating the token

- 1 On the system user, press **Generate token**. The **Generate token** window has four steps: **Select app**, the expiration date, **Assign permissions**, and **Done**.
- 2 **Select app**: choose your app (for example **AutoPost**), then **Next**.



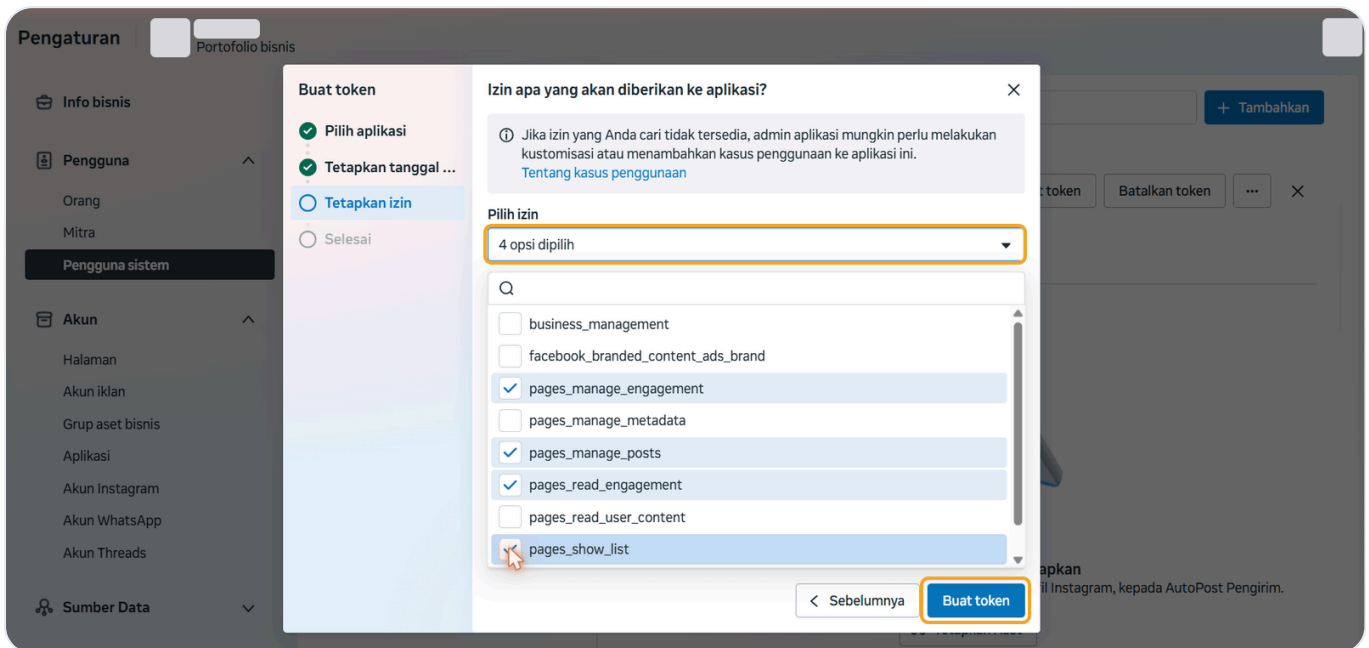
The Generate token window, Select app step: the question asking which app to generate a token for, the app picker containing "AutoPost", and the Next button highlighted.

- 3 **When will the token expire?** (or similar): choose **Never** (not "60 days (Recommended)"), then **Next**. A 60-day token quietly stops working after two months, and your Page has to be connected again.



The token expiration step: the options "60 days (Recommended)" and "Never"; "Never" is selected and highlighted together with the Next button.

- 4 Which permissions will be assigned to the app? (or similar): open **Select permissions** and tick all four permissions — `pages_show_list`, `pages_read_engagement`, `pages_manage_posts`, `pages_manage_engagement` — until the box shows that 4 options are selected. Don't tick other permissions. Then press **Generate token**.



The permissions step: the "Select permissions" box shows 4 options selected; in the list, `pages_manage_engagement`, `pages_manage_posts`, `pages_read_engagement`, and `pages_show_list` are ticked, while `business_management`, `facebook_branded_content_ads_brand`, `pages_manage_metadata`, and `pages_read_user_content` are not. The "Generate token" button is highlighted.

- 5 **Done:** the token appears. Press the copy button, then paste it into AutoPost right away (Step G).

NOTE

The token is shown only once. After the window closes, Meta won't show the same token again. If the token is lost before you paste it, just generate a new one with the same steps.

CAREFUL

Don't store the token in the open — not in shared notes, group chats, or screenshots. Anyone holding this token can post in your Page's name. If you need to keep it, use a password manager.

Generate token · Done

App

AutoPost

Token expiration

Never

Permissions

4 Page permissions

EA.....

The token is shown only once. Copy it now, paste it into AutoPost, and don't share it with anyone.

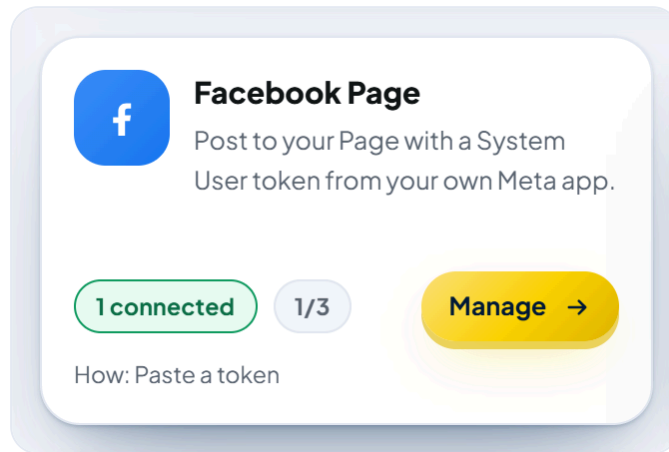
Copy

Illustration — what you see in your app may look slightly different

9. Step G — Connecting in AutoPost

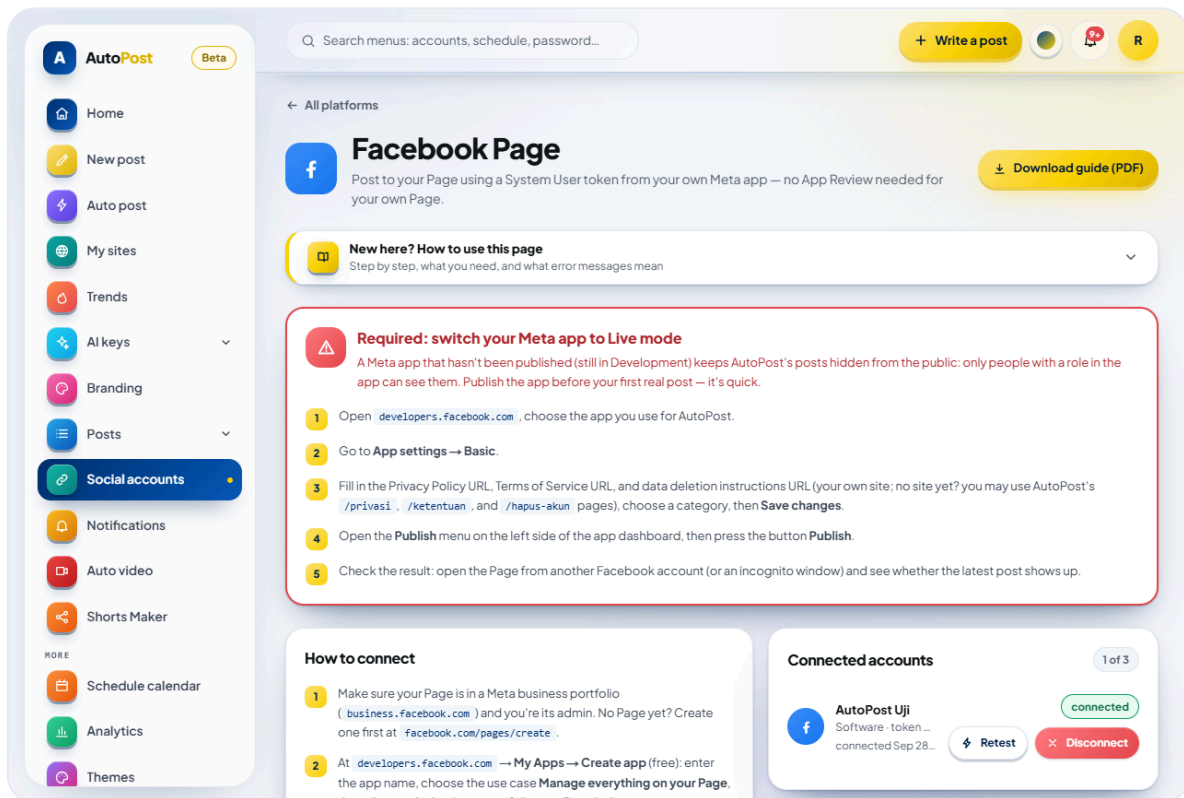
9.1 Opening the Facebook Page page

In AutoPost, open the **Social accounts** menu, then on the **Facebook Page** card press **Connect** (it says **Manage** if a Page is already connected).



The Facebook Page card in AutoPost's Social accounts menu: the description "Post to your Page with a System User token from your own Meta app." and the button that opens its page.

The **Facebook Page** page has a red box **Required: switch your Meta app to Live mode**, the **How to connect** card with its form on the left, and the **Connected accounts** card on the right. The **Download guide (PDF)** button at the top right downloads the guide you're reading.



The Facebook Page page in AutoPost (wide screen): the header with the guide button, the "New here?" box, the red box "Required: switch your Meta app to Live mode" with five steps, then the How to connect card on the left and the Connected accounts card on the right.

9.2 Filling in the form

System User token

.....

Paste just the token. It's tested with the Graph API first, then stored encrypted.

Page ID (optional)

e.g. 102938475610293

Usually not needed. It's only used when one token reaches several Pages at once.

 **Test & connect Page**

The form on the Facebook Page page: the System User token field already filled in (shown as dots), the Page ID (optional) field empty with the example "e.g. 102938475610293", and the gold "Test & connect Page" button.

- 1 **System User token** — paste the token from Step F. Its content is deliberately shown as dots. Spaces at the start or end don't matter; AutoPost removes them.
- 2 **Page ID (optional)** — **leave it empty**. This field is only used when one token sees several Pages (see 9.5).
- 3 Press **Test & connect Page**.

9.3 What happens when you press the button

AutoPost **tests first, then saves**:

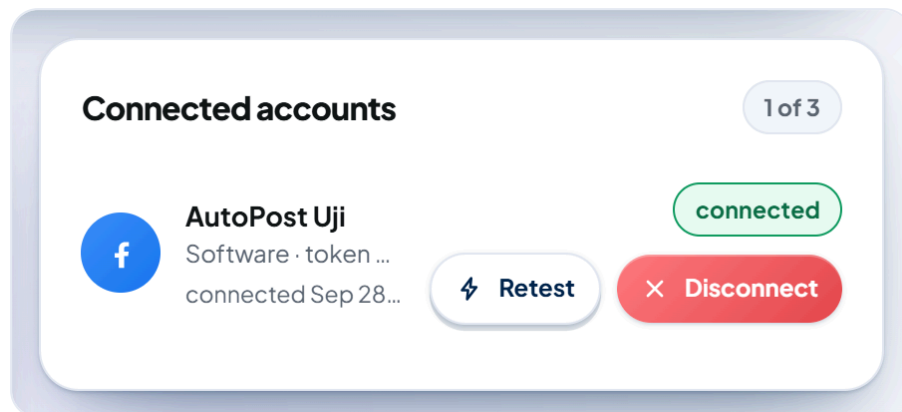
- 1 The token's format is checked: it must start with **EA** and contain only letters/digits. A wrong paste (for example the **App secret**, or a very short piece of a token) is rejected right away. A partly cut-off token is only caught when it's tested with Meta.
- 2 AutoPost asks Meta's Graph API which permissions this token has and which Pages it can see.
- 3 If `pages_manage_posts` or `pages_read_engagement` is missing, the connection is refused.
- 4 If the token sees exactly one Page, that Page is the one connected.
- 5 The token is stored **encrypted** (AES-256-GCM) and only opened on the AutoPost server: when sending, on **Retest**, and to show a fragment of it. Its full value is never sent to the browser.

9.4 Signs of success

A green box appears at the top of the page, and your Page shows up in the **Connected accounts** card labeled **connected**.

"AutoPost Uji" was connected after testing it with Facebook. Its token is stored encrypted.

Green box: "AutoPost Uji" was connected after testing it with Facebook. Its token is stored encrypted.



The Connected accounts card (1 of 3): the Page "AutoPost Uji" labeled connected, a small line with the Page category and the masked token fragment, the date it was connected, and the Retest and Disconnect buttons.

The small line under the Page name shows the Page category (for example "Software") and a **token fragment**: only the first 4 and last 4 characters, with dots in between. The full token is never shown again. (In this guide's images, we've masked the token fragment too.)

NOTE

If you paste the same Page again with a new token, the message becomes "...was already connected — we refreshed its token after testing it with Facebook." The Page isn't recorded twice.

9.5 When to fill in the Page ID

Almost never. A Page ID is only needed when **one token sees several Pages** — for example, when you assign two Pages to the same system user. AutoPost then replies:

 **This token sees 2 Pages: Page Name A (number), Page Name B (number). Enter a Page ID to choose one.**

Copy the **number in parentheses** for the Page you want, enter it in the **Page ID** field, then press **Test & connect Page** again (paste the same token again). Repeat with another Page ID to connect the next Page.

CAREFUL

Don't copy the number from the Page's profile address. For new Pages, the number in the address `facebook.com/profile.php?id=...` and the number in Business Suite can be **different** from the Page ID used by the Graph API. Use the number AutoPost gave you in that message.

9.6 What "1 of 3" means

Each AutoPost account can connect at most **3 Facebook Pages**. This limit is enforced in the database, so it can't be bypassed from the page. Once you have 3 Pages, the form can still be used to **refresh the token of the same Page**; a fourth Page is rejected with the message "There are already 3 Facebook Pages. Disconnect one first if you want to replace it."

10. Step H — Publishing the app (Live mode)

NOTE

This step is required. While the app is still in Development (not yet published), AutoPost's posts to the Page **are only visible to people with a role in the app** (for example, you) — the Page's followers don't see them. Publish the app before your first real post. For posts made before the app was published: check them in an incognito window, and send them again if they're still hidden.

AutoPost reminds you of this in the red box at the very top of the Facebook Page page:



Required: switch your Meta app to Live mode

A Meta app that hasn't been published (still in Development) keeps AutoPost's posts hidden from the public: only people with a role in the app can see them. Publish the app before your first real post — it's quick.

- 1 Open developers.facebook.com, choose the app you use for AutoPost.
- 2 Go to **App settings** → **Basic**.
- 3 Fill in the Privacy Policy URL, Terms of Service URL, and data deletion instructions URL (your own site; no site yet? you may use AutoPost's [/privasi](#), [/ketentuan](#), and [/hapus-akun](#) pages), choose a category, then **Save changes**.
- 4 Open the **Publish** menu on the left side of the app dashboard, then press the button **Publish**.
- 5 Check the result: open the Page from another Facebook account (or an incognito window) and see whether the latest post shows up.

The red box on AutoPost's Facebook Page page: "Required: switch your Meta app to Live mode" with its five steps (App settings → Basic, fill in the URLs, Publish, check the result).

10.1 Filling in App settings → Basic

- 1 At developers.facebook.com, open your app, then choose **App settings** → **Basic** in the left menu.
- 2 Fill in:
 - **Privacy Policy URL**;
 - **Terms of Service URL**;
 - **User data deletion**: choose **Data deletion instructions URL**, then enter the address;
 - **Category**: for example **Business and pages**.
- 3 Scroll down, then press **Save changes**.

App settings > Basic: the Basic menu, Privacy Policy URL, Terms of Service URL, User data deletion (Data deletion instructions URL), and the "Business and pages" category highlighted. Example addresses used: AutoPost's privacy policy, terms, and account deletion pages. The App ID and contact email are masked; the App secret stays hidden.

Which addresses do you enter? If your business has a website with a privacy policy page and a terms page, use those. If not, you may use AutoPost's public pages:

Field	Address
Privacy Policy URL	https://app-autopost.solusikecerdasankomputasi.com/privasi
Terms of Service URL	https://app-autopost.solusikecerdasankomputasi.com/ketentuan
Data deletion instructions URL	https://app-autopost.solusikecerdasankomputasi.com/hapus-akun

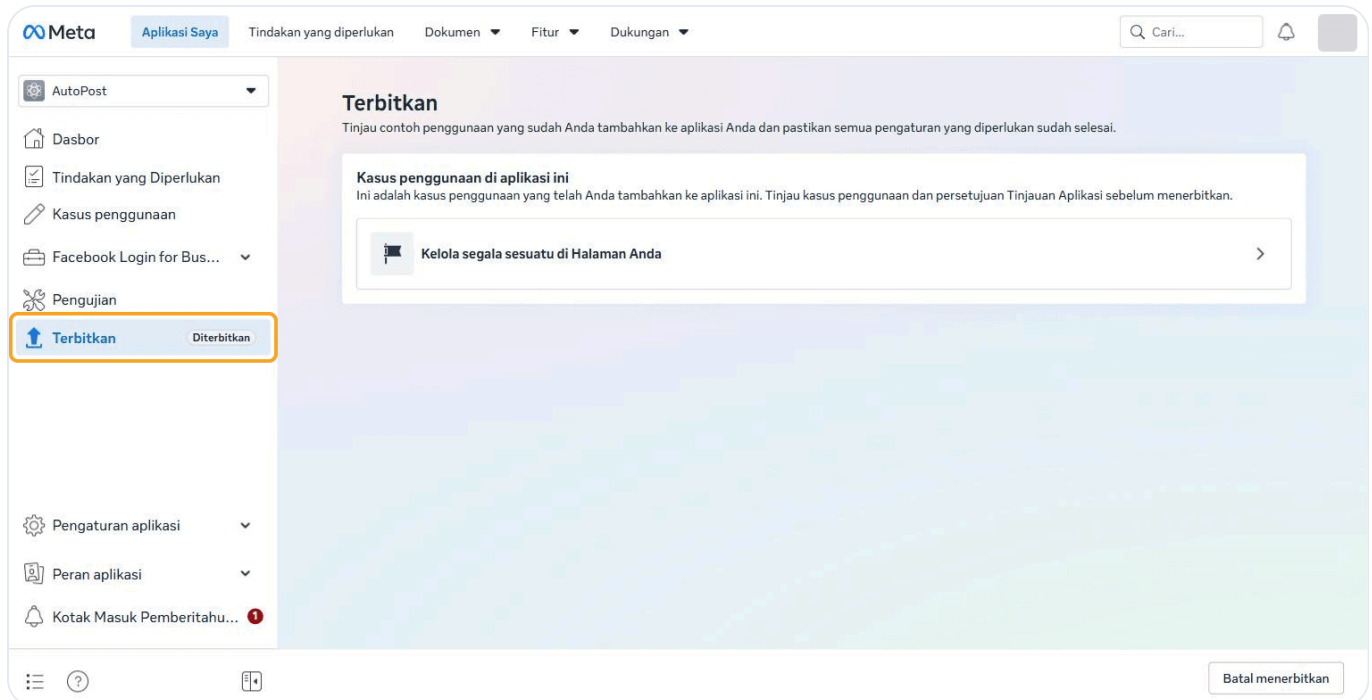
NOTE

Don't press **Show** next to the **App secret**, and don't paste it into the token field. For a Facebook Page, AutoPost doesn't need it.

10.2 Pressing Publish

- 1 In the app dashboard's left menu, choose **Publish**.
- 2 The **Publish** page shows the use case **Manage everything on your Page**.
- 3 Press the **Publish** button at the bottom right.
- 4 Meta replies that your app was published. Close the window.

After that, the **Publish** menu is marked **Published**, and the button at the bottom right changes to **Unpublish**. **Don't press that button** — your posts would be hidden from the public again.



The Publish page after the app is published: the Publish menu marked "Published" (highlighted), the "Use cases in this app" card listing "Manage everything on your Page", and the "Unpublish" button at the bottom right.

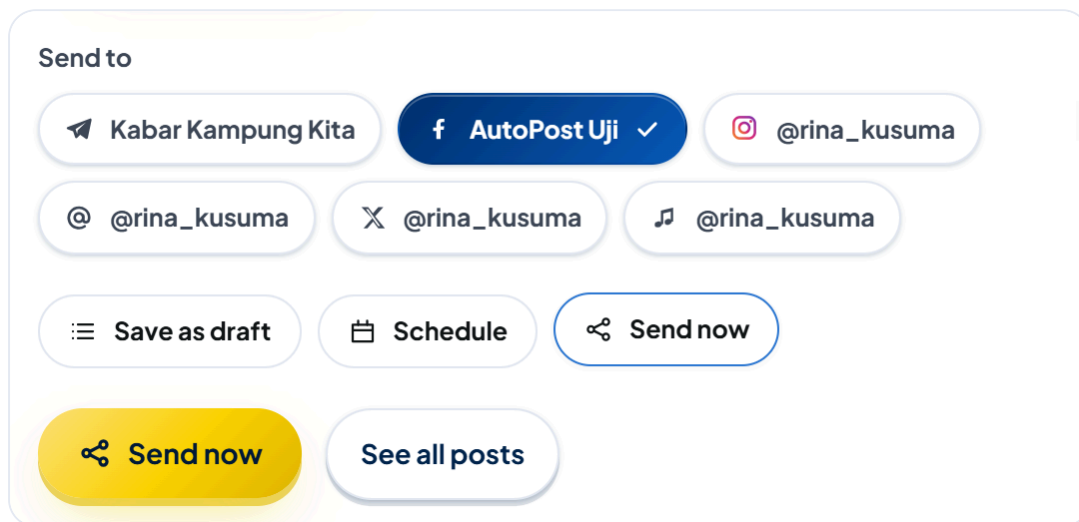
NOTE

Can't press the Publish button? Usually a field in **App settings** → **Basic** hasn't been filled in or saved. Open the **Required actions** menu (or similar) in the app dashboard to see what's still missing.

11. Step I — Your first post

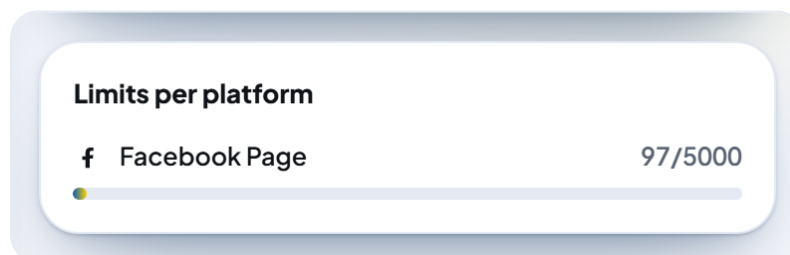
11.1 Sending from New post

- 1 Open **New post**.
- 2 Write something short, for example a test sentence.
- 3 Under **Send to**, choose your **Facebook Page** account (the **f** icon). Deselect other accounts if you only want to test Facebook.
- 4 Choose **Send now**, then press the gold **Send now** button.



The Send to section in New post: the Facebook account "AutoPost Uji" selected (blue with a check mark), the other accounts (Telegram, Instagram, Threads, X, TikTok) not selected; the "Send now" option active and the gold "Send now" button.

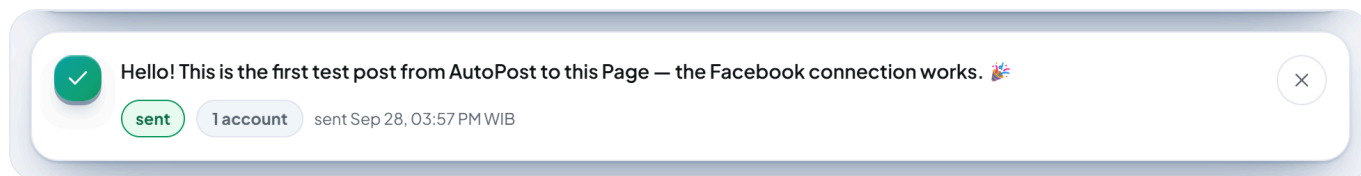
The **Limits per platform** card counts characters for **Facebook Page** against a limit of **5,000 characters** (an AutoPost limit, stricter than Facebook's own). Longer text is rejected before it's sent.



The Limits per platform card: the Facebook Page row with the character count of the test text against the 5000 limit.

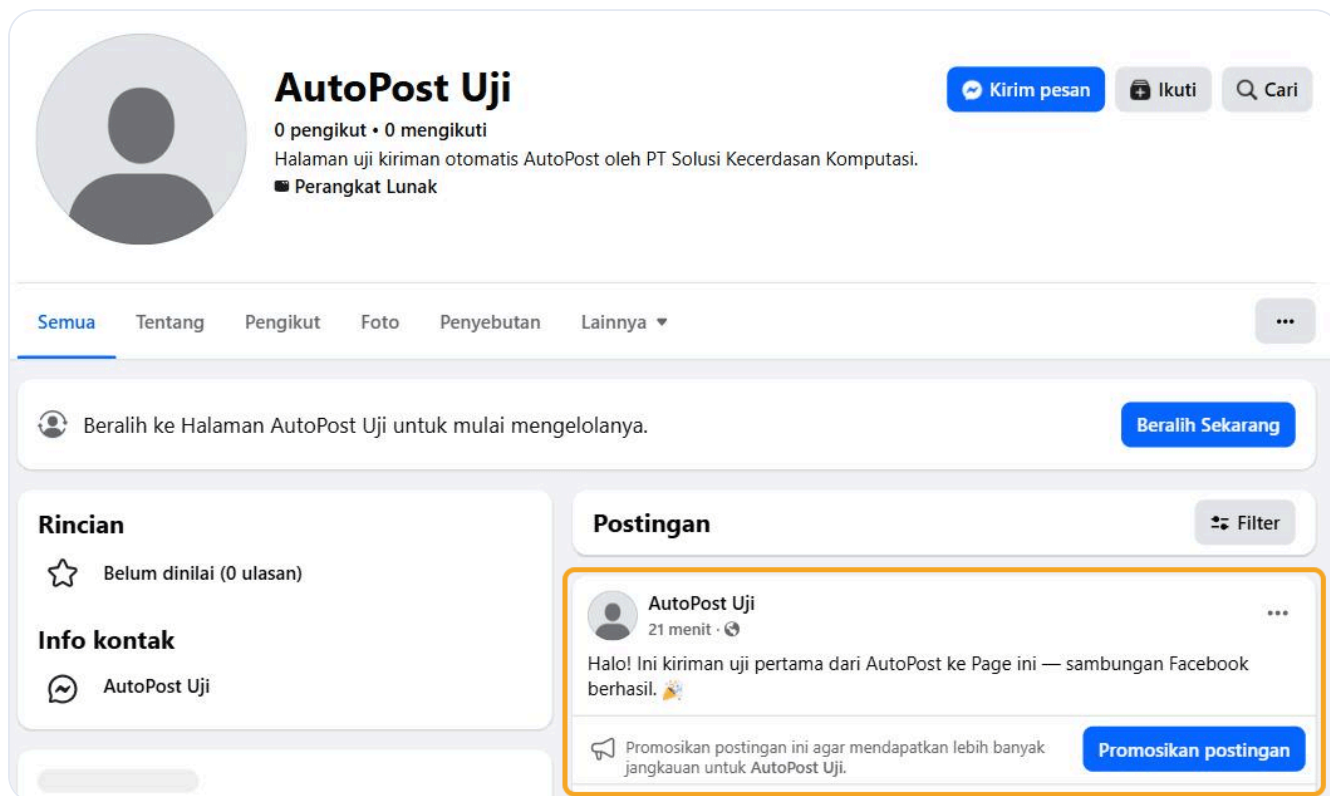
11.2 Checking the result

In AutoPost, the green message "Sent to 1 account." appears above the button, and the post shows up in the **Posts** menu with the status **sent**.



A card in the Posts menu: the test post text, the status "sent", "1 account", and the time it was sent.

On Facebook, open your Page. The post appears in the Page's name with a globe icon (**Public**).



The "AutoPost Uji" Page on Facebook: the Posts section shows the test post (written in Indonesian: a short hello saying this is AutoPost's first test post to the Page and the Facebook connection works, with a 🌐) in the name of AutoPost Uji with the globe icon (Public), highlighted.

NOTE

Make sure others can see it. Open the Page in an incognito window (without signing in to Facebook) or from another Facebook account. If the post is only visible when you're signed in as an admin, your app hasn't been published yet — go back to [Step H](#).

11.3 Scheduling and Auto post

- **Schedule:** choose **Schedule** in New post, fill in the date and time (WIB), then press **Schedule post**. AutoPost sends it on its own at that time — your laptop can be off.
- **Auto post:** a Facebook Page can be chosen as an auto post target. For Facebook Pages only, auto post has a **First comment** option that's added right after the post is published (it needs the `pages_manage_engagement` permission). If the comment fails, the post is still sent, and Details per account records "Sent, but the first comment couldn't be added: ...".
- The full composer guide is the **New post guide** (in the **Help** menu).

12. Managing a connected Page

12.1 Retest

The **Retest** button on the **Connected accounts** card asks Meta again whether the token is still valid, whether its required permissions (`pages_manage_posts` and `pages_read_engagement`) are still there, and whether the Page is still reachable. If everything is healthy:

Retest finished — the account is still healthy and ready to send.

Yellow box: "Retest finished — the account is still healthy and ready to send."

If Meta is busy (rate limits, network, a momentary glitch), the account status is **not** changed; the message ends with "We didn't change the account status — try testing again shortly." If the token has stopped working or its permissions are gone, the account is marked as needing reconnecting.

12.2 Replacing the token

Paste the new token into the same form, then press **Test & connect Page**. Because it's the same Page, AutoPost refreshes its token (it doesn't create a new account), and scheduled posts keep going. If the system user holds more than one Page, also enter the **Page ID** (see 9.5) and repeat for each Page — the token is stored per Page.

12.3 Disconnect

The **Disconnect** button removes that Page from AutoPost **together with its token**. AutoPost asks for confirmation; press **Yes, disconnect** to continue. The result: "Account disconnected — its row and token are gone from the database."

Disconnecting also **removes that Page from the scheduled posts** aimed at it. If you only want to replace the token, don't disconnect — paste a new token (12.2).

Disconnecting in AutoPost does **not** revoke the token at Meta. To revoke it too, open the system user in Business Suite and press **Revoke tokens**.

12.4 Deleting a post

Deleting a post in AutoPost's **Posts** menu only deletes it from AutoPost. A post already published on the Page **stays there** — delete it on Facebook if needed.

12.5 Adding a 2nd and 3rd Page

Assign the extra Page to the same system user (Step E1), generate a new token (Step F), then paste it into AutoPost with the **Page ID** field filled in (see 9.5). At most 3 Pages.

13. Troubleshooting

All the AutoPost messages below are written exactly as they appear on screen. On the Facebook Page page, messages start with "Failed: "; in Details per account, messages that will be retried get the suffix " (retrying automatically, attempt N of 4)". Parts that vary are marked "...".

13.1 When you press "Test & connect Page"

Failed: The token format isn't recognized. A System User token starts with "EA" (e.g. EAA... or EAI...) and contains only letters/digits — copy it in full from Business Suite.

Red box: "Failed: The token format isn't recognized. A System User token starts with "EA" (e.g. EAA... or EAI...) and contains only letters/digits — copy it in full from Business Suite."

Message	Cause & fix
The System User token hasn't been pasted.	The token field is empty. Paste the token.
The token format isn't recognized. A System User token starts with "EA" (e.g. EAA... or EAI...) and contains only letters/digits — copy it in full from Business Suite.	What was pasted isn't a token — often the App secret or a cut-off token. Generate a new token (Step F) and copy it in full.
The Page ID must contain digits only. Leave it empty if your token sees just one Page.	The Page ID field contains something other than digits, or its length is outside 5–25 digits. Leave it empty, or enter the number from AutoPost's message.
This token doesn't have the ... permissions yet. Create a new token for the System User and tick all four permissions. (Tokens from the regular Graph API Explorer won't get these permissions.)	A required permission is missing. Check Step C (the permissions are in the use case), then generate a new token with all four permissions ticked.
This token doesn't see any Page yet. In Business Suite, assign the Page to the System User (Full control), then create a new token.	The Page hasn't been assigned to the system user (Step E1), or the <code>pages_show_list</code> permission wasn't ticked. Fix it, then generate a new token.
The Facebook token doesn't have the permission needed for this action. Create a new token with all permissions, then reconnect.	Usually <code>pages_show_list</code> wasn't ticked. Generate a new token with all four permissions.
This token sees N Pages: ... Enter a Page ID to choose one.	See 9.5 .
This token can't reach Page ...: ...	The Page ID you entered is wrong, or that Page isn't assigned to the system user. Leave the Page ID empty or use the number from AutoPost's message.
There are already 3 Facebook Pages. Disconnect one first if you want to replace it.	The 3–Page limit. Disconnect one Page first.
The Facebook token is no longer valid. Reconnect this account.	The token was revoked, is wrong, or was cut off when copied. Generate a new token and copy it in full.
Facebook is rate-limiting requests. We'll try again later.	Meta is limiting requests. Wait a few minutes, then try again.
Facebook didn't answer in time. We'll try again later.	Meta is slow. Try again in a little while.

Failed: This token doesn't have the pages_manage_posts and pages_read_engagement permissions yet. Create a new token for the System User and tick all four permissions. (Tokens from the regular Graph API Explorer won't get these permissions.)

Red box: "Failed: This token doesn't have the pages_manage_posts and pages_read_engagement permissions yet. Create a new token for the System User and tick all four permissions. (Tokens from the regular Graph API Explorer won't get these permissions.)"

Failed: This token doesn't see any Page yet. In Business Suite, assign the Page to the System User (Full control), then create a new token.

Red box: "Failed: This token doesn't see any Page yet. In Business Suite, assign the Page to the System User (Full control), then create a new token."

NOTE

What usually appears first is a browser bubble under the field, before AutoPost has a chance to reply: "Please fill out this field" (empty field) or "Please match the requested format" together with "A System User token starts with EA (e.g. EAA... or EAI...) and contains only letters/digits." — the wording follows your browser's language. It means what you pasted isn't shaped like a token (for example, there's a space in the middle or it's too short). Copy the full token again. The first three messages in the table only appear if the browser check is skipped.

13.2 When sending or after scheduling

The reason for a failure is shown in the **Posts** menu, in the **Details per account** section of the post card.

Message	Cause & fix
The Facebook token ... Reconnect this account. (... = has expired, is no longer valid because the account password was changed, was revoked because the app was removed from the account, or is no longer valid)	The token has stopped working. Generate a new token (Step F) and paste it into AutoPost. A system user's Never token doesn't stop working when a password is changed, but it can stop working if it's revoked or the app is deleted.
The Facebook token doesn't have the permission needed for this action. Create a new token with all permissions, then reconnect.	A permission is missing. Check Step C, then generate a new token.
Facebook is rate-limiting requests. We'll try again later. — or — Facebook is rate-limiting requests for this Page. We'll try again later.	Temporary. AutoPost retries on its own.
Facebook is having a momentary problem. We'll try again shortly.	A glitch on Meta's side. AutoPost retries on its own.
Facebook is temporarily holding posts from this account (flagged as spam or a rule violation). Try again later or check the notifications on your account.	AutoPost retries on its own about an hour later — don't resend manually. Open the Page on Facebook, read the notifications, and cut down on repeated, similar posts.
The exact same post was just sent — Facebook rejects duplicates.	Change the text a little before sending it again.

Message	Cause & fix
Facebook couldn't fetch the media file. Make sure the media address is publicly accessible and its size is reasonable.	Meta can't open the photo/video address. Upload it with Upload from gallery or use a public address.
The object wasn't found on Facebook, or the token has no access to it. Check the ID and the System User's asset access.	The Page is no longer assigned to the system user, or the Page was deleted. Check Step E.
Facebook ..., so the result is uncertain. Check the Facebook Page before resending so it isn't posted twice.	The connection dropped in the middle of sending. Open the Page first: if the post is already there, don't send it again. AutoPost deliberately doesn't retry this on its own.
This Facebook account's Page ID is empty or invalid. Reconnect the Page.	The account data is damaged. Paste that Page's token again (Step G). If the old Page still has a problem, disconnect the old Page — remember, schedules to that Page are removed too.
Facebook rejected the input: ...	Meta rejected one of the fields (for example the link or the media). Read the rest of the message, fix the post, then send it again.
There's no text, link, or media to send to Facebook.	The post is empty. Add text, a link, or media.

13.3 Problems that don't show a message

Symptom	Cause & fix
The post shows on the Page when you're signed in, but other people don't see it.	The app hasn't been published (the badge next to Publish still says it's unpublished). Do Step H .
The "Manage everything on your Page" option isn't there when you create the app.	Choose the Content management filter or All .
The Page doesn't appear in the asset list when assigning.	The Page isn't in this business portfolio yet (Step A), or you're not an admin of the Page.
The app doesn't appear in the asset list.	The app was created without a business portfolio, or in another portfolio. Connect the app to the same portfolio.
The permission you're looking for isn't in the "Select permissions" list when generating the token.	The permission hasn't been added to the app's use case (Step C).
The account confirmation SMS code never arrives.	Wait a few minutes and make sure the phone number is correct. Don't request the code over and over.

14. Security and privacy

14.1 Keeping the token safe

- A system user token **doesn't expire** if you choose **Never**. That's exactly why you should guard it well.
- AutoPost stores the token **encrypted (AES-256-GCM)** and only opens it on the server: when sending, on Retest, and to show a fragment of it. The page only shows the first 4 and last 4 characters.
- AutoPost never asks for your Facebook password, and for a Facebook Page it doesn't need the **App secret**.
- Turn on **two-factor authentication** on your Facebook account and on your business portfolio.

14.2 If the token leaks

- 1 In Business Suite, open **Settings → Users → System users**, choose your system user, then press **Revoke tokens**.
- 2 Generate a new token (Step F).
- 3 Paste the new token into AutoPost (Step G). Because it's the same Page, AutoPost only refreshes the token. If the system user holds more than one Page, enter the Page ID and repeat for each Page.
- 4 Press **Retest** on each Page in AutoPost to make sure they all use the new token.

14.3 Stopping using AutoPost for this Page

- 1 Press **Disconnect** in AutoPost.
- 2 Revoke the token in Business Suite (14.2, step 1).
- 3 If you no longer use the app, you may delete it at developers.facebook.com.

15. Checklist

- ☐ The Page is in the business portfolio, and I'm an admin of the Page.
- ☐ The Meta app was created with the use case **Manage everything on your Page** in the same portfolio.
- ☐ All four permissions are in the use case: `pages_show_list`, `pages_read_engagement`, `pages_manage_posts`, `pages_manage_engagement`.
- ☐ A system user with the **Admin** role has been created.
- ☐ The Page and the app are assigned to the system user, each with **Full control**.
- ☐ The token was generated for that app, expiration **Never**, 4 permissions.
- ☐ The token is pasted into AutoPost and the Page shows as **connected**.
- ☐ **App settings** → **Basic** is filled in (privacy URL, terms, data deletion, category) and saved.
- ☐ The app is **Published**.
- ☐ The test post shows on the Page and is visible from an incognito window.

Need help? Open the **Help** menu in AutoPost, or the **New here? How to use this page** box on the Facebook Page page.