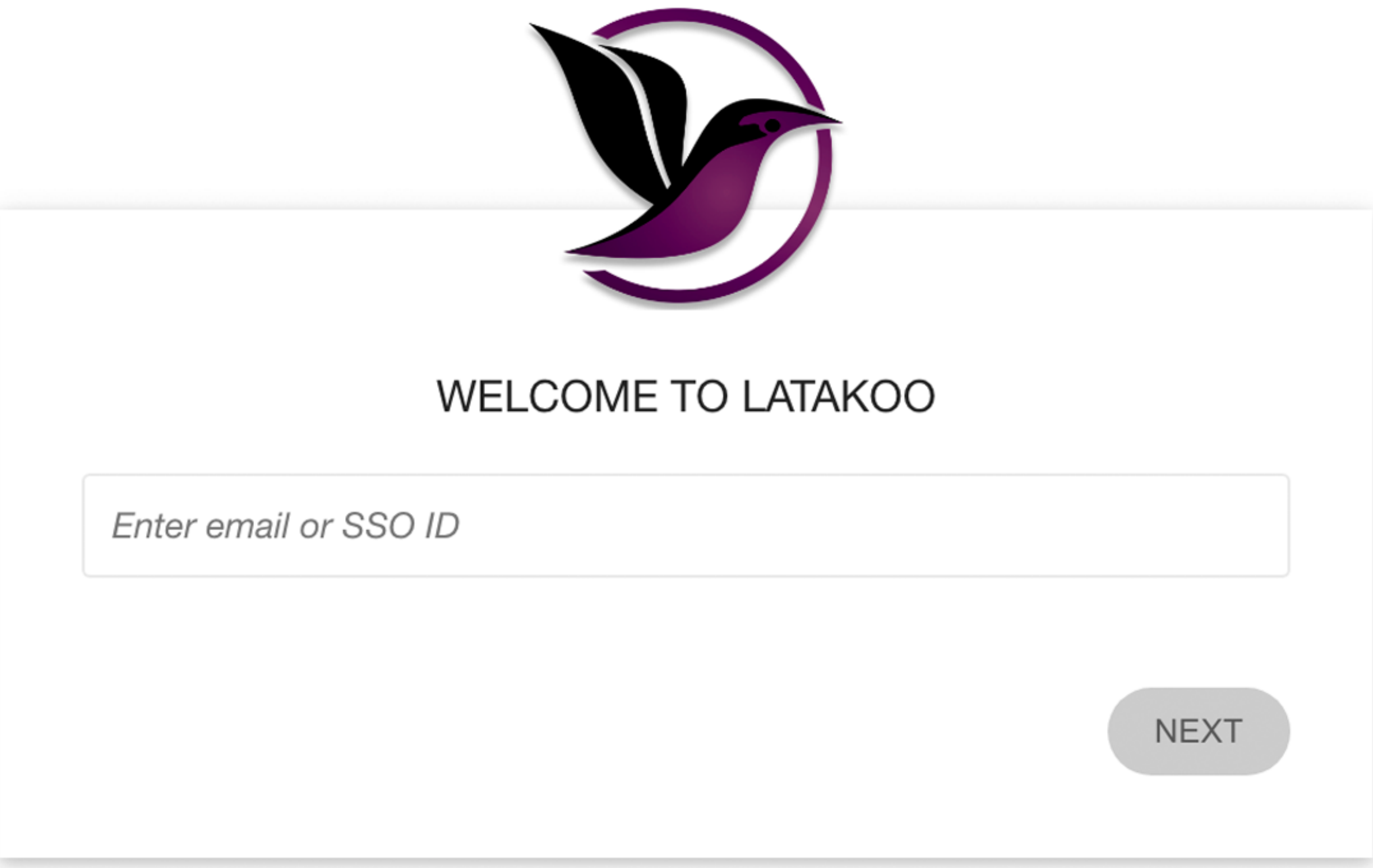


latakoo Quick Start Guide

Log in and get the app

1. Go to latakoo.com and log in



2. Click **Get the app**



3. Click **Download the latakoo Flight App**, then follow prompts to install the app



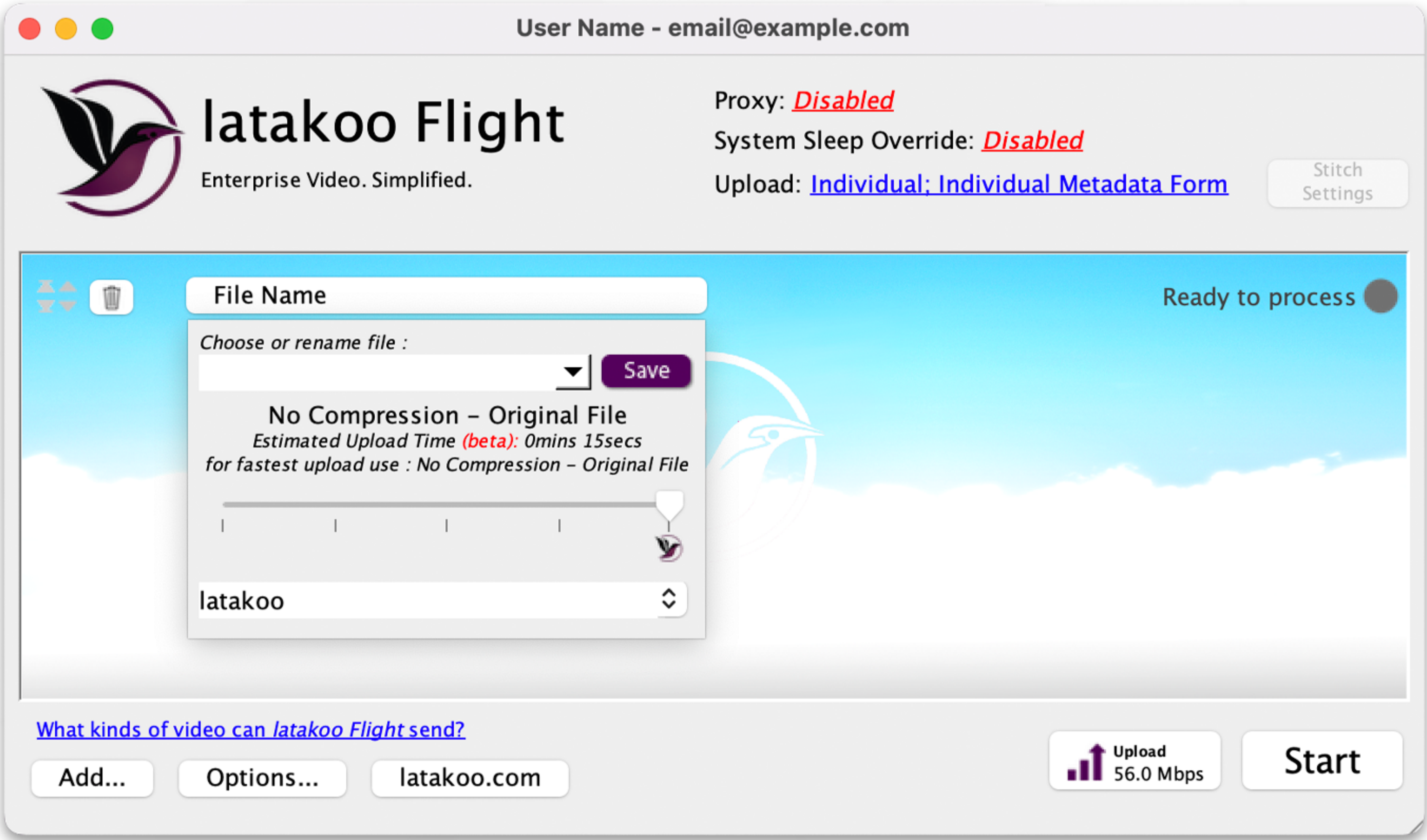
Check your corporate software center for the latest desktop app. Mobile apps are available in the iOS and Google Play app stores.



Launch the app and upload a file

1. Open latakoo Flight and **log in**; the app will launch a web browser to log you in
2. **Drag** a file from your desktop or camera card into the app window
3. **Rename** the file and click Save *(optional)*
4. **Choose** your upload network(s)
5. Use the time estimator to determine the **quality** of file you want to sent for the time available *(the quality slider determines the amount your file is compressed)*
6. Click **Start** to begin the upload

A progress bar will then appear indicating the upload progress and estimated time remaining



Metadata *(if turned on for your organization)*

The metadata form will appear within the app once your upload begins

1. **Fill** out the information *(you can even fill this out after the upload is complete - your upload is never slowed down by adding metadata)*
2. Click **Save**

* Mandatory field

Save

The metadata lives with the file and can be found on latakoo Pilot or latakoo HUB. All metadata is searchable in Pilot.

Clip Name

File Name

File name

Description *

Photographer *

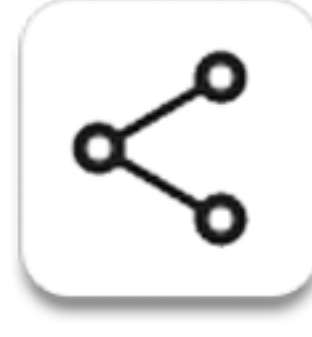
This field will email users.

Download, Share and Collaborate from the latakoo Pilot Page

Pilot is your latakoo Flight content feed



Web Download - MP4 file H.264 codec *(or the original file format if uploaded with no compression)*
Flight App Download - download/transcode to other file formats *(app will launch, download appears in the app, press “Start” button to begin download/transcode; app must be installed)*



Share - via **email**, **direct link** or create an **embed code** to use on external pages for public viewing



Copy - make a copy of the file into another network; use the drop down menu to select the destination network for the copy *(account must have appropriate permissions)*



Move - move a file into another network; use the drop down menu to select the destination network for the original file; moving a file will remove it entirely from the original network *(account must have appropriate permissions)*



Delete - delete a file *(account must have appropriate permissions)*

Select multiple files using the tick boxes. This opens a pane on the upper right hand side of your window showing all selected files. Use the bulk action buttons at the top of pane to select your action or clear all selected items.

Isolate a file by clicking the thumbnail or filename. From here you can play video and audio files, view photos and other uploads. You can also view and edit file details, metadata, comments and transcription from here.

