



How to latakoo Connect

*latakoo Connect, powered by latakoo Manifest, enables outside content providers to deliver story leads to news teams through latakoo. Newsrooms can quickly **find**, **follow** and **request** content and even bring it into their asset manager with the click of a button.*

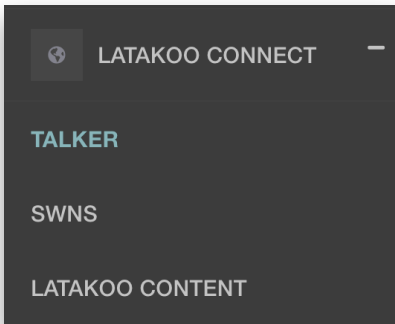
1. How to access latakoo Connect

When logged in on latakoo.com, click the **Connect | Manifest** tab at the top of the page



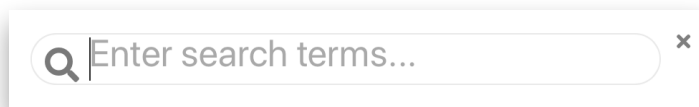
2. Filtering content

The feed will default to all content inside latakoo Connect. You can use the filters on the left to select individual contributors to view only their content:



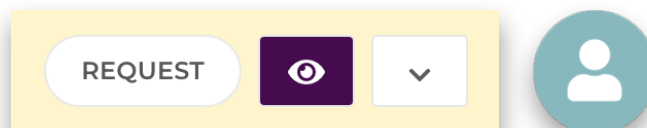
3. Searching for content

Use the tags at the top of the page to filter by category. Use the search functionality just like you would in Pilot to search by keyword:



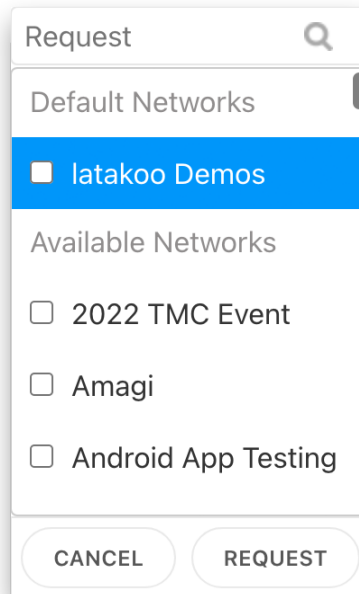
4. Follow content

Click the follow (eye) button to follow content and receive notifications about any updates to it. This also adds the content to your personal feed, which can be accessed by clicking the person button:



5. Request content

See something you like? Use the request dropdown to get a copy of the file in your desired network. Your default network will always be at the top:



If your default network is set up with a HUB workflow, the file will automatically be ingested into your asset management system (i.e. bitcentral or Avid).

All content provided in latakoo Connect is **free** to use. Please check the file metadata for details on the outside contributor who uploaded the content, contact information and who to credit if you use the content. Always follow your organization's guidelines on using third-party content.



Please reach out to support@latakoo.com with any questions.

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