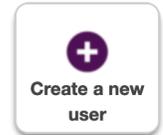
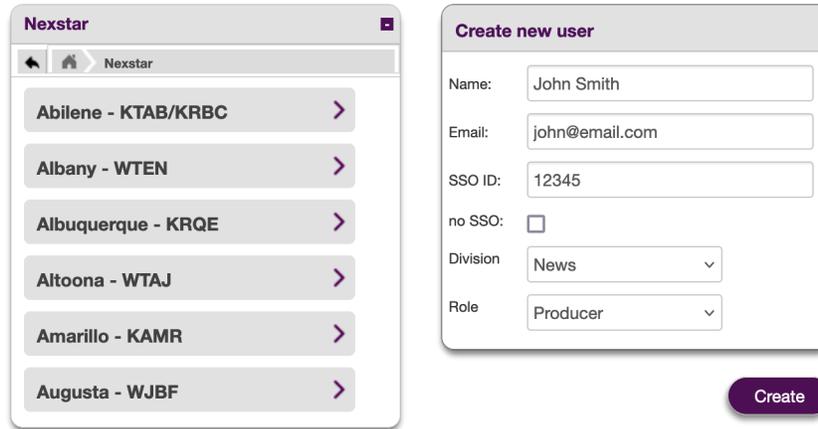


User Settings

Create a New User

1. Log into latakoo.com and click on **Manage**
2. Click on **People**
3. Use the structure browser on the left to navigate to the new user's home organization or location.
4. A new button will appear at the top; click on **Create a new user**
5. Fill out the user's information and click **Create**

The screenshot shows the 'Nexstar' structure browser on the left with options like 'Abilene - KTAB/KRBC', 'Albany - WTEN', 'Albuquerque - KRQE', 'Altoona - WTAJ', 'Amarillo - KAMR', and 'Augusta - WJBF'. The main form is titled 'Create new user' and contains the following fields: Name (John Smith), Email (john@email.com), SSO ID (12345), a checkbox for 'no SSO', a 'Division' dropdown menu (News), and a 'Role' dropdown menu (Producer). A 'Create' button is located at the bottom right of the form.

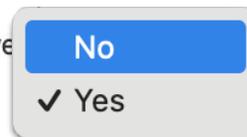
Please note: all information **must** be filled out in order for the user to be able to login and have proper network access.

Deactivate a User

1. Log into latakoo.com and click on **Manage**
2. Click on **People**
3. Find the user (you can use a search box by clicking Show filters) and select the user
4. A new button will appear at the top; click on **User settings**
5. Click **Edit** in the right corner of the user's settings box
6. Change **Should this user be active?** From Yes to **No**
7. Click **Save**



Should this user be active?



The form shows two radio buttons: 'No' (selected) and 'Yes'.

People within All latakoo clients
Ryan Emmons
Ryan Example
Ryan Finn
Ryan Flaherty
Ryan Floyd
Ryan Frost
Ryan Gaines
Ryan Gladson
Ryan Glatzhofer
Ryan Goodman
Ryan Halicki

Please note: the user will automatically be removed from your organization and networks and will no longer be able to log in, but all of their content will remain in the latakoo cloud.

Edit a User's Information

1. Log into latakoo.com and click on **Manage**
2. Click on **People**
3. Find the user (you can use a search box by clicking Show filters) and select the user
4. A new button will appear at the top; click on **User settings**
5. Click **Edit** in the right corner of the user's settings box
6. Use the structure browser and dropdown menus to edit the user's location, division, and role
7. Use the settings box to edit a user's name, email address, and SSO information (if applicable)
8. Click **Save**

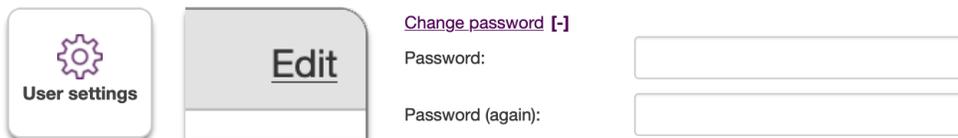


People >

People within All latakoo clients
Ryan Emmons
Ryan Example
Ryan Finn
Ryan Flaherty
Ryan Floyd
Ryan Frost
Ryan Gaines
Ryan Gladson
Ryan Glatzhofer
Ryan Goodman
Ryan Halicki

Change a User's Password (NON-SSO USERS ONLY)

1. Log into latakoo.com and click on **Manage**
2. Click on **People**
3. Find the user (you can use a search box by clicking Show filters) and select the user
4. A new button will appear at the top; click on **User settings**
5. Click **Edit** in the right corner of the user's settings box
6. Expand **Change password** by clicking the **[+]**
7. Type in the new password twice
8. Click **Save**



People >

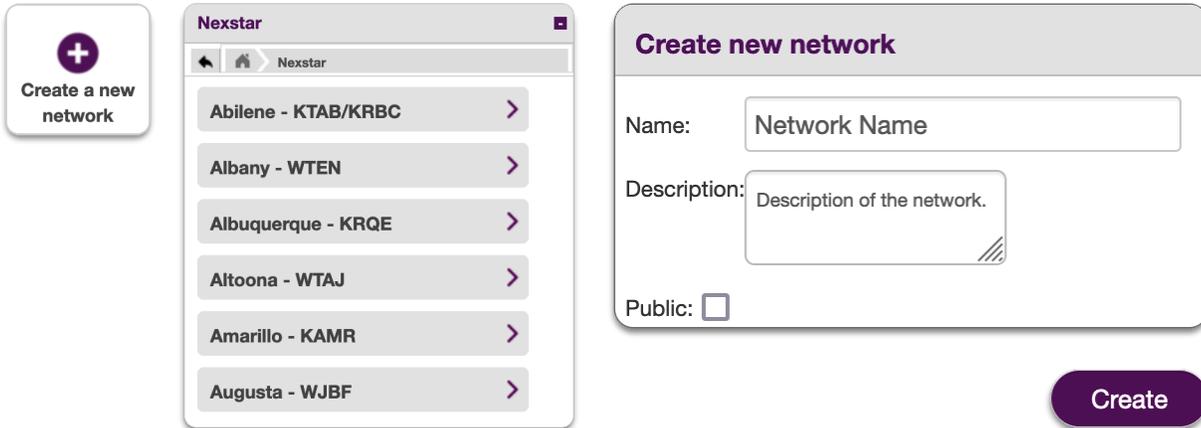
People within All latakoo clients
Ryan Emmons
Ryan Example
Ryan Finn
Ryan Flaherty
Ryan Floyd
Ryan Frost
Ryan Gaines
Ryan Gladson
Ryan Glatzhofer
Ryan Goodman
Ryan Halicki

Please note: users who log in with SSO (single sign-on) cannot change their password in latakoo. Users needing to reset their password can also use the forgot password link to reset it themselves.

Network Settings

Create a New Network

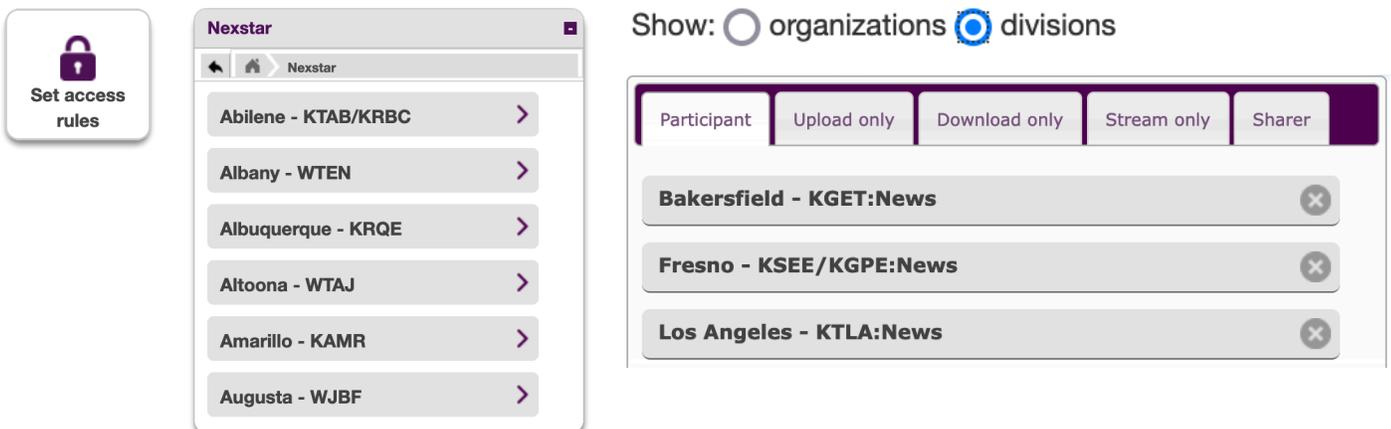
1. Log into latakoo.com and click on **Manage**
2. Click on **Networks**
3. Use the structure browser to find the organization where you are an admin and click on it
4. You will then see a new button at the top, click on **Create a new network**
5. Fill out the new network's **name** and description (optional)
6. Click **Create**



The screenshot shows the 'Create a new network' workflow. On the left, a 'Create a new network' button is visible. The main interface shows a 'Nexstar' structure browser with a list of organizations: Abilene - KTAB/KRBC, Albany - WTEN, Albuquerque - KRQE, Altoona - WTAJ, Amarillo - KAMR, and Augusta - WJBF. A 'Create new network' form is open, containing fields for 'Name' (with placeholder 'Network Name') and 'Description' (with placeholder 'Description of the network.'). There is also a 'Public' checkbox which is currently unchecked. A 'Create' button is located at the bottom right of the form.

Set Network Access Rules

1. Log into latakoo.com and click on **Manage**
2. Find the network you wish to set access rules for and select it by clicking on it
3. Click **Set access rules** at the top
4. Use the structure browser box on the left to identify who you are giving access to (drill down to the organization)
5. Once you have drilled down to the organization you are giving access to, click on **Show divisions**
6. Find the division and/or roles you wish to give access to, then **drag & drop** them in the appropriate tab for what rights they should have
7. To remove a group, click the **X**



The screenshot shows the 'Set access rules' interface. On the left, a 'Set access rules' button is visible. The main interface shows the 'Nexstar' structure browser with the same list of organizations as in the previous screenshot. At the top right, there is a 'Show:' selector with radio buttons for 'organizations' and 'divisions', with 'divisions' selected. Below this, there are five tabs for access rules: 'Participant', 'Upload only', 'Download only', 'Stream only', and 'Sharer'. The 'Participant' tab is active, showing a list of networks: Bakersfield - KGET:News, Fresno - KSEE/KGPE:News, and Los Angeles - KTLA:News. Each network entry has a close button (X) on the right.

Add an Individual to a Network

1. Log into latakoo.com and click on **Manage**
2. Find the network you wish to set access rules for and select it by clicking on it
3. Click **Set access rules** at the top
4. Switch from group to individual access by clicking **Individual** at the bottom
5. Find the user you wish to give access to (you can use a search box by clicking Show filters) then drag & drop them in the appropriate tab for what rights they should have
6. To remove an individual's access, click the X

Networks >

Networks within Nexstar

All 12 Courtside
Arkansas Share
Athletes Who Inspire 2024
Big Ten Digital



Set access rules

Set access by: organization individual

Participant	Upload only	Download only	Stream only	Sharer
Ryan Emmons				X

Need assistance?

Contact us anytime at support@latakoo.com

