

# **Get the latakoo Flight App**

### **Desktop Flight App**

- 1. Visit latakoo.com and login using the credentials provided via email
- 2. Click **Get the app** at the top of the page
- 3. Click the **Download latakoo Flight App** button
- 4. Follow the on-screen instructions to complete the installation

#### **iOS Mobile Flight App**

- 1. Go to the iOS App Store
- 2. Search latakoo Flight Mobile
- 3. Download the app

### **Android Mobile Flight App**

- 1. Go to the Google Play Store
- 2. Search latakoo Flight
- 3. Download the app

### Login and Upload a File

#### **Desktop Flight App**

1. Open the Flight App and log in; the app will automatically launch a web browser for authentication

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- 2. Drag a file(s) or entire camera card into the app window, or click Add to browse and select files from your computer
- 3. (optional) **Rename** the file and click **Save**
- 4. Choose the desired **upload quality**; move the slider to the left for more compression or the right for less compression
- 5. Click Start to initiate the upload
- 6. (optional) After the upload starts, an Edit Metadata link will be appear; you can fill out any information, which will remain with the file in the cloud and is searchable

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### **iOS and Android Flight Apps**

- 1. Open the Flight App and log in
- 2. Go to the Library tab in the app
- 3. Find the file you wish to upload and click on it
- 4. Click Send to preview the file
- 5. Click Send again if it is the file you wish to upload
- 6. (optional) Rename the file
- 7. Select the **upload quality** for the file (further to the left, more compressed; further to the right, no compression)
- 8. Click Send to begin the upload
- 9. (optional) After the upload starts, a **Metadata form** will appear; you can fill out any information, which will remain with the file in the cloud and asset manager and is searchable



# **Other latakoo Tips**

### **How to Change Your Password**

- 1. Visit **latakoo.com** and login using the credentials provided via email
- 2. Click Manage at the top page
- 3. Click Personal Profile
- 4. Click Edit
- 5. Expand Change password by clicking the [+]
- 6. Type your new password in **twice**
- 7. Click Save

Need assistance? Contact us anytime at <u>support@latakoo.com</u>



