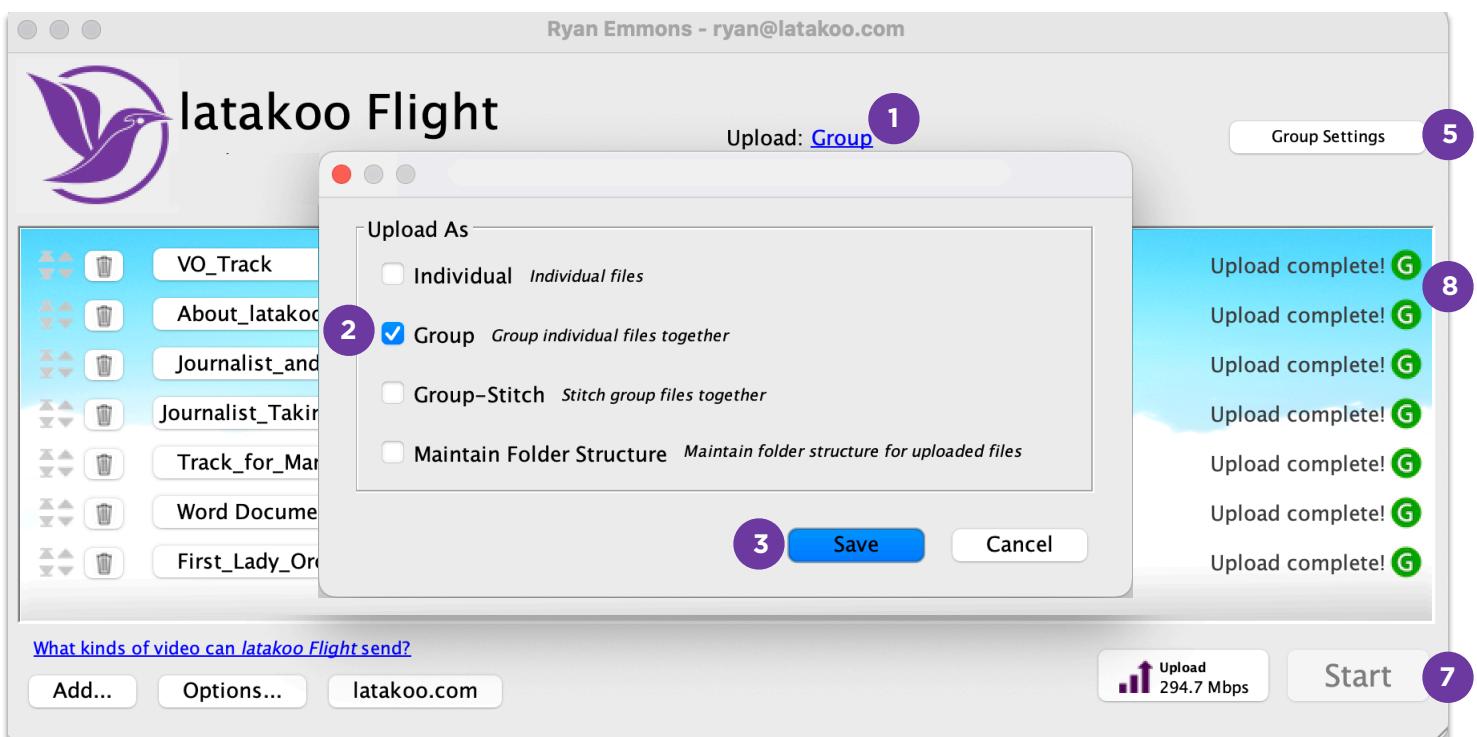


Group Uploads

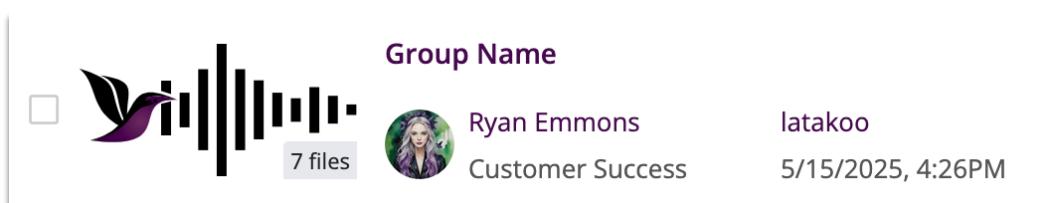
Upload files as a group to keep them together in one place in Pilot.

Desktop App

1. Open the latakoo app and click the upload method link (will say Individual, Group, Group-Stitch, or Maintain Folder Structure depending on your default settings)
2. Set Upload As to **Group**
3. Click **Save**
4. Drag any files you would like to upload as group into the app; **any file formats can be uploaded together as a group**
5. Click **Group Settings** to name your Group and click **Okay**
6. Optional: rename your individual files, adjust the network destination and upload quality
7. Click **Start**
8. When uploading as a group, you will see a **G** in the progress indicator circle

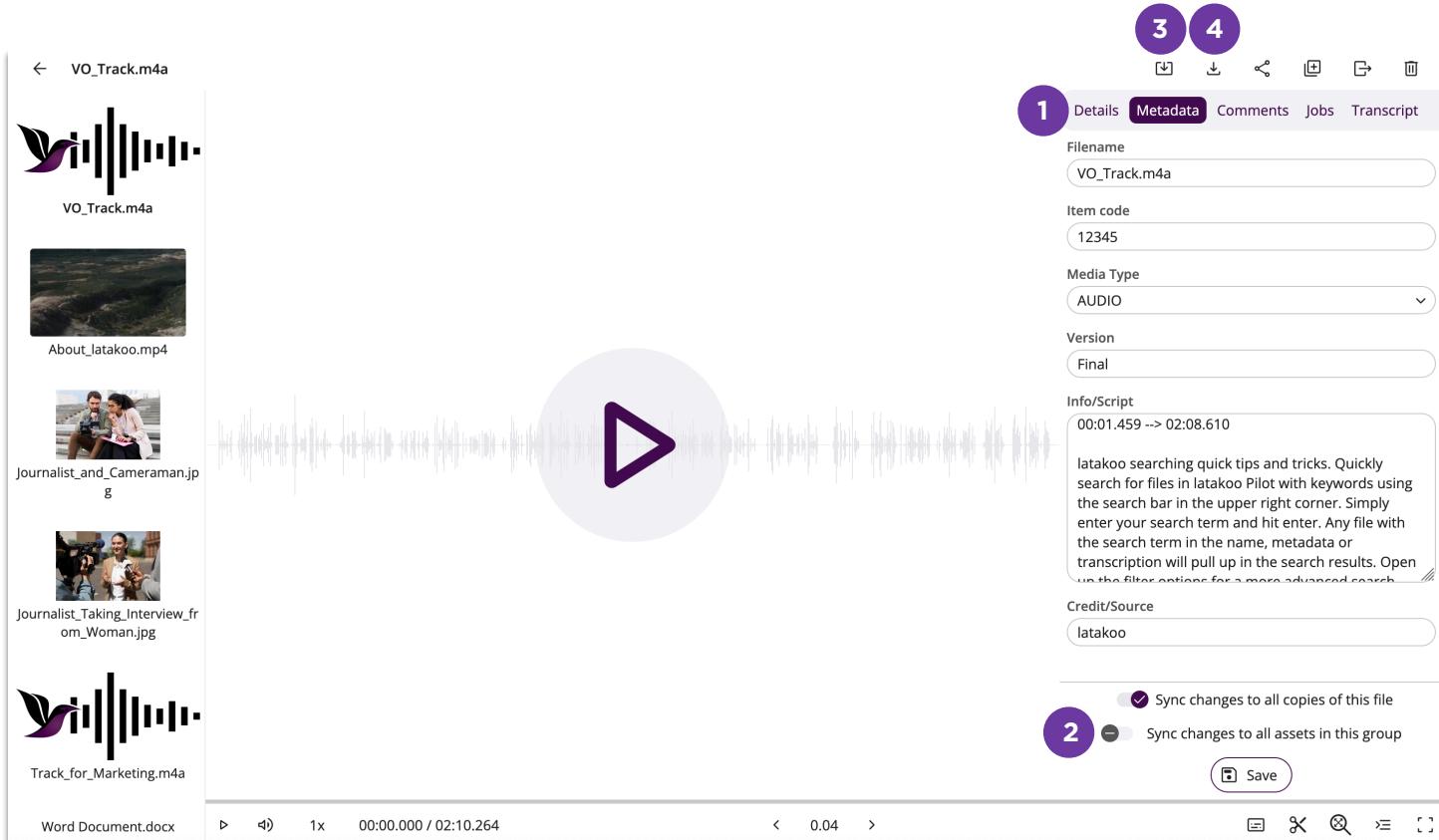


Once your group of files land in Pilot, they will appear together with a number indicator of how many files are in the group. If connected to a Hub, all individual files will be ingested into your asset manager.



When you open a group in Pilot, you can view all individual files within the group.

1. Each file will have its own details, metadata, and transcription
2. Metadata can also be synced across all files within a group
3. The entire group can be downloaded via the latakoo desktop app
4. Any file can also be downloaded individually



1 Details Metadata Comments Jobs Transcript

2 Sync changes to all copies of this file
Sync changes to all assets in this group

3 Download icon

4 Individual file preview

File details (top right):

- Filename: VO_Track.m4a
- Item code: 12345
- Media Type: AUDIO
- Version: Final
- Info/Script: 00:01.459 --> 02:08.610
latakoo searching quick tips and tricks. Quickly search for files in latakoo Pilot with keywords using the search bar in the upper right corner. Simply enter your search term and hit enter. Any file with the search term in the name, metadata or transcription will pull up in the search results. Open up the filter options for a more advanced search.
- Credit/Source: latakoo

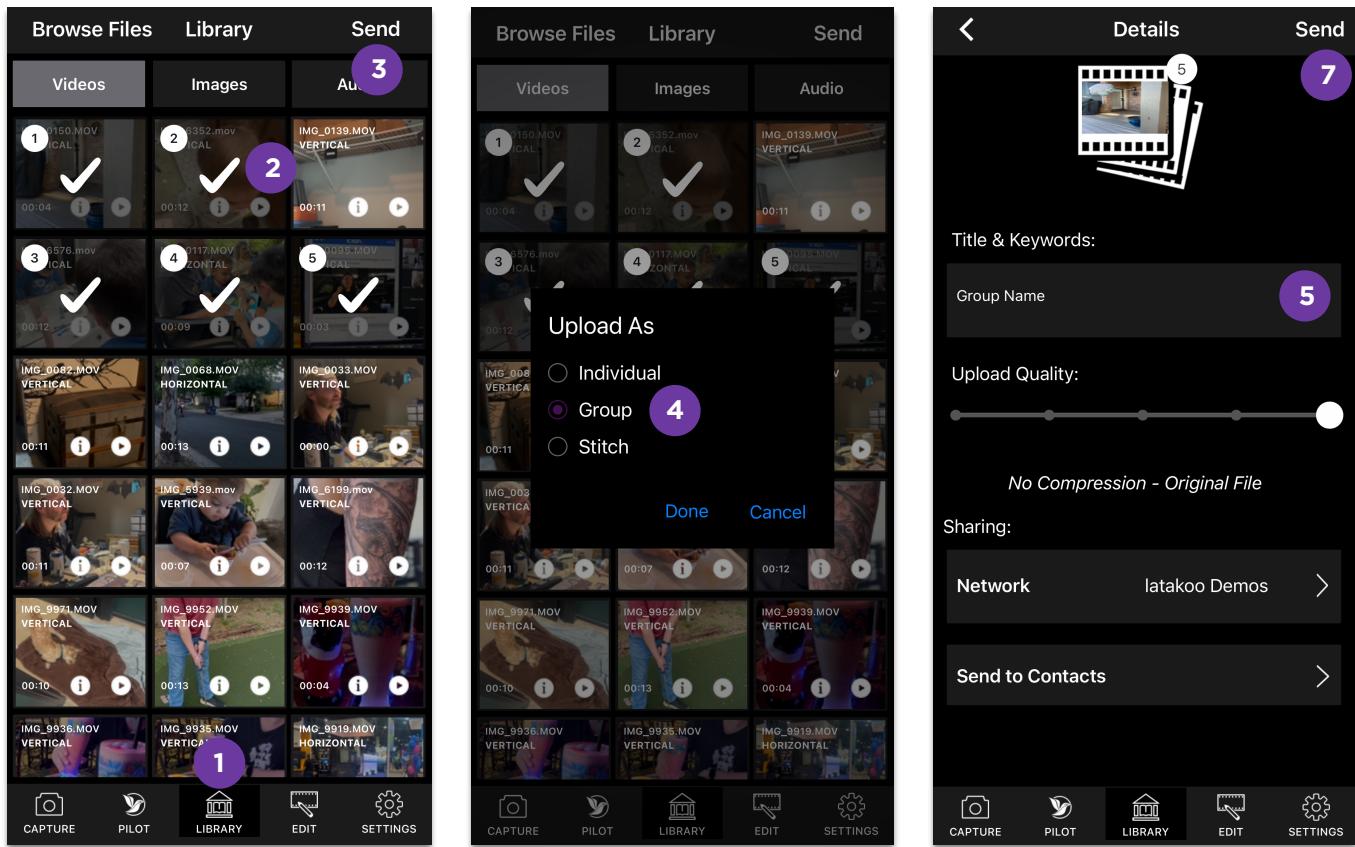
Sync checkboxes (center):

- Sync changes to all copies of this file (checked)
- Sync changes to all assets in this group

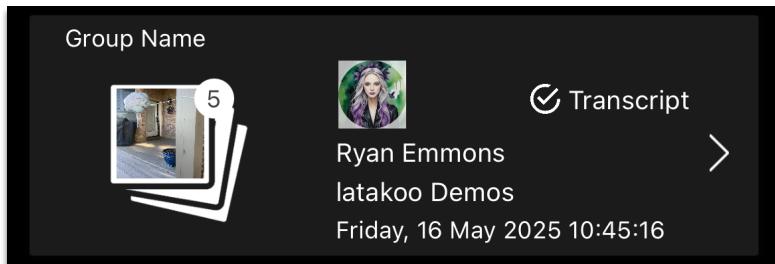
Save button (bottom right):

Mobile App

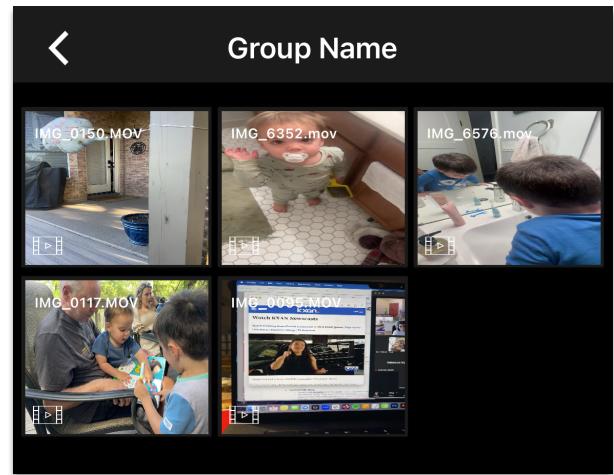
1. Open the latakoo app and go to the **Library** tab
2. Select the files you want to upload by clicking them
 - Currently, you can upload all video, all photos, or all audio files, but not a mix of them from the app's library tab
 - To send a mix of file types: select them in your phone's library, use the **share** menu and select **latakoo**, and once they load in the app, select **Upload as Group**
3. Click **Send**
4. Select **Upload As Group** and click **Done** (for Videos and Audio; multiple Photos will always upload as a group)
5. Name the group under Title & Keywords
6. Optional: adjust the network destination and upload quality
7. Click **Send**



Once your group of files land in Pilot, they will appear together with a number indicator of how many files are in the group:



When you open a group in **mobile** Pilot, you can access and download the individual files within the group and view any associated details, metadata, and transcription.



Need assistance?

Contact us anytime at support@latakoo.com