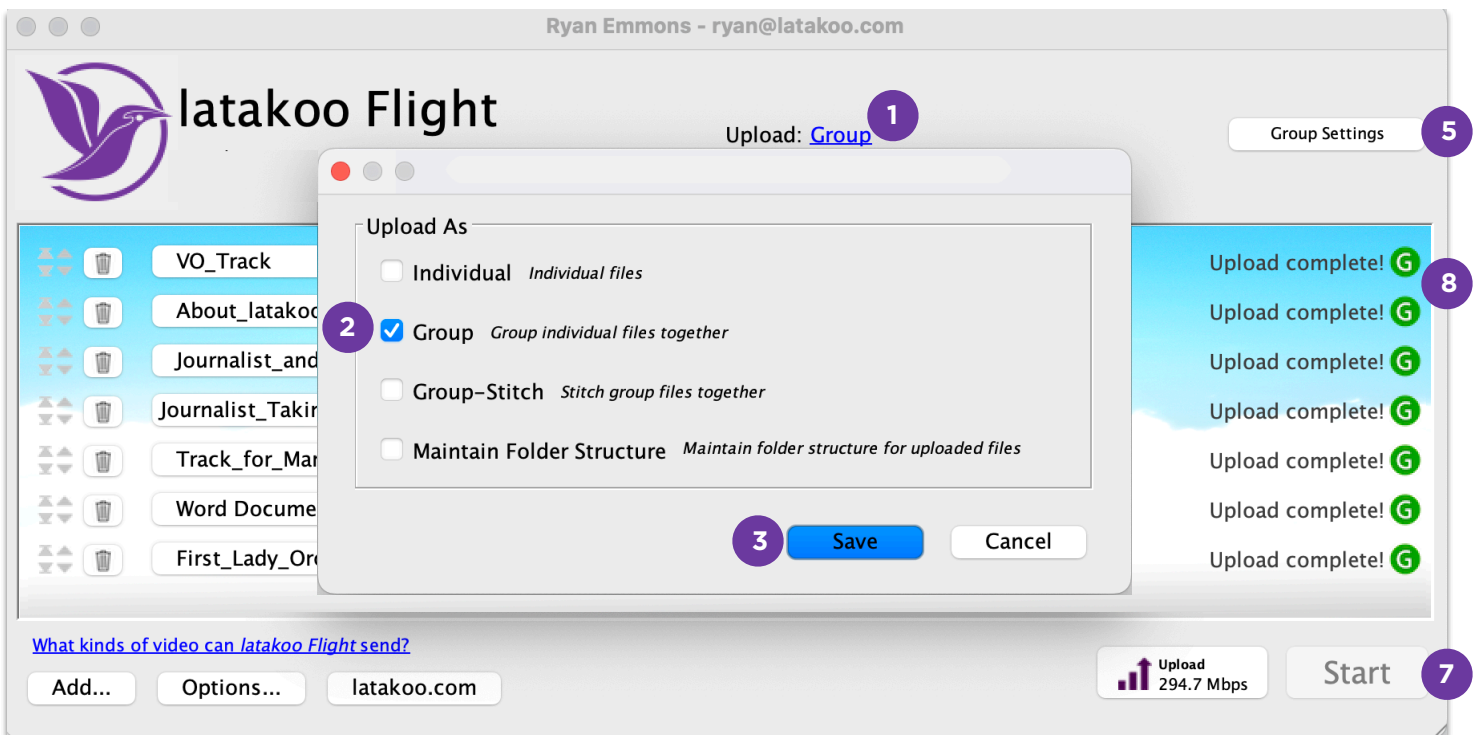


Group Uploads

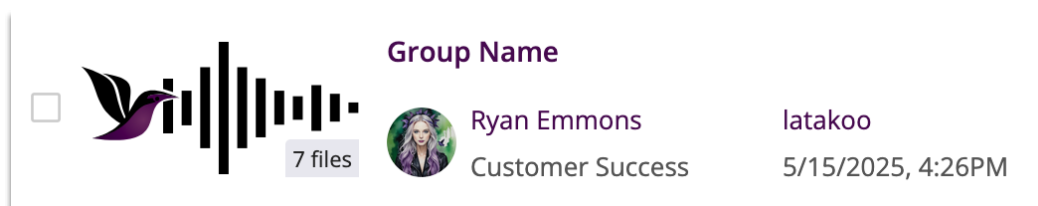
Upload files as a group to keep them together in one place in Pilot.

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

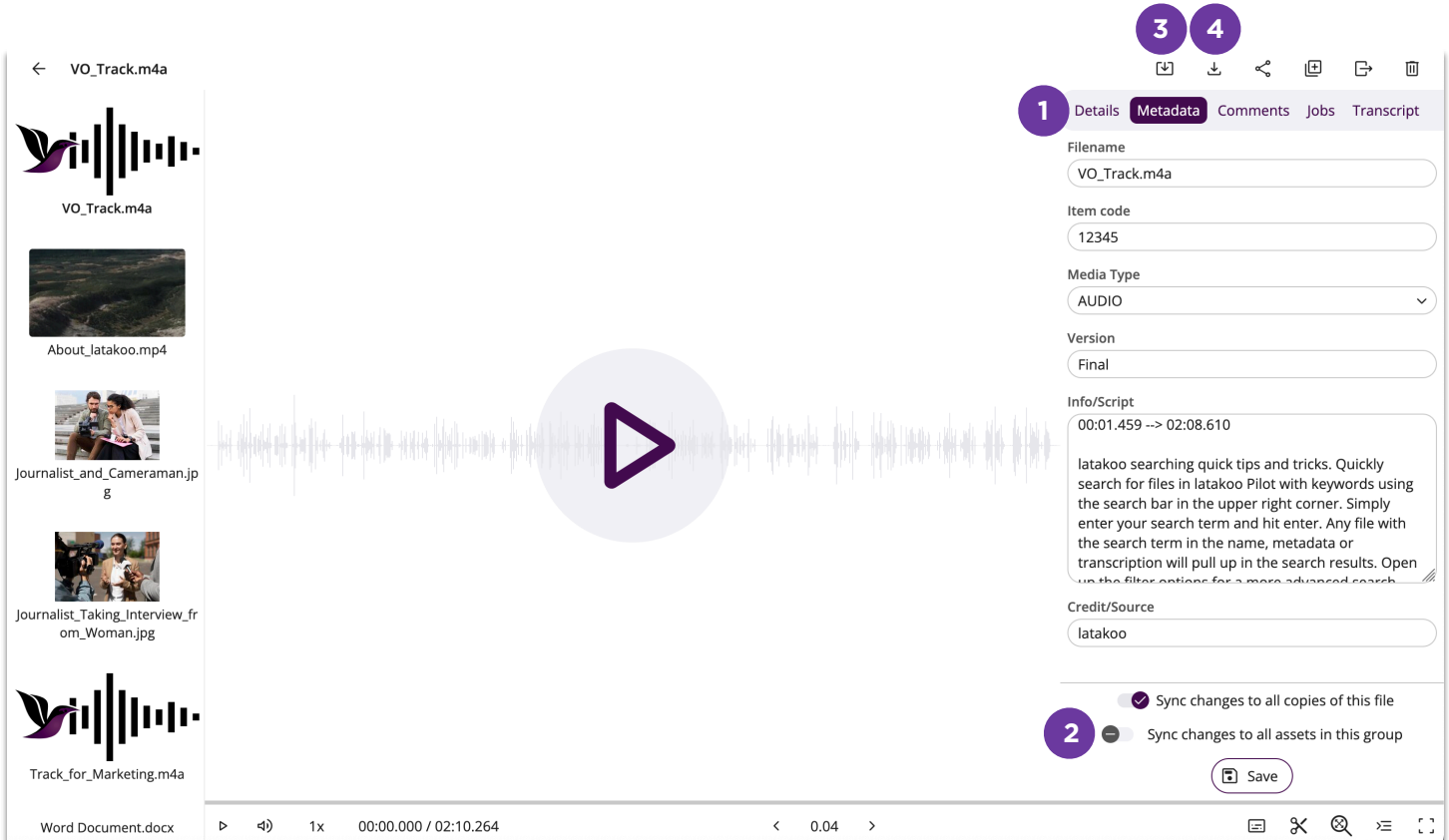


Once your group of files land in Pilot, they will appear together with a number indicator of how many files are in the group. If connected to a Hub, all individual files will be ingested into your asset manager.



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

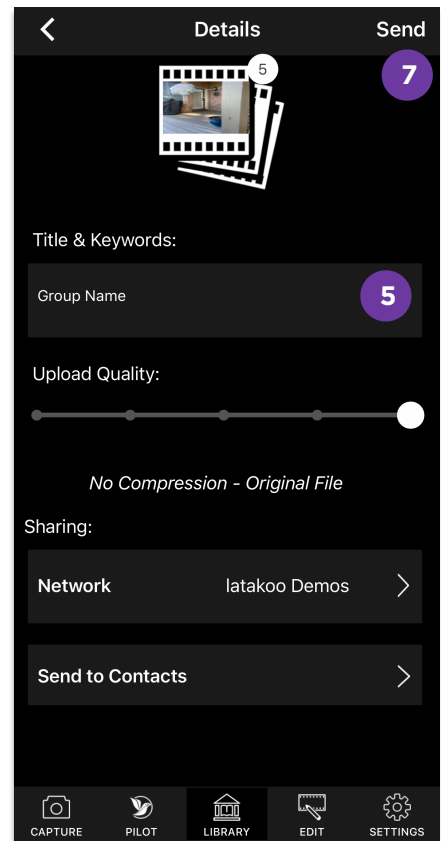
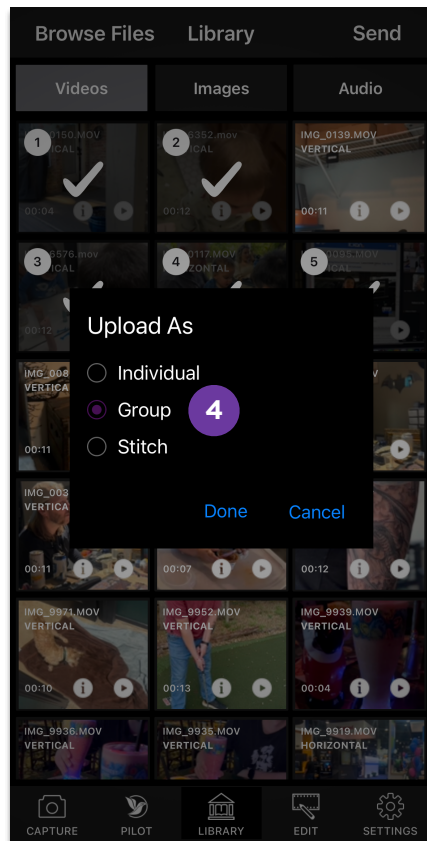
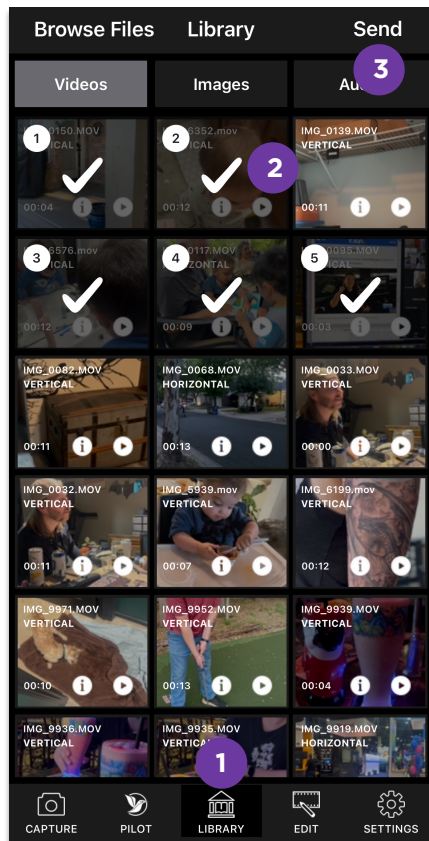
1. Each file will have its own details, metadata, and transcription
2. Metadata can also be synced across all files within a group
3. The entire group can be downloaded via the latakoo desktop app
4. Any file can also be downloaded individually



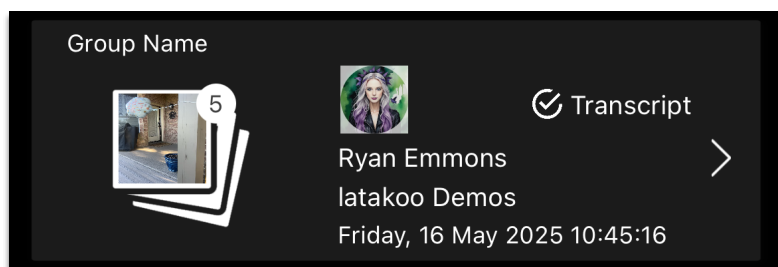
The screenshot displays the latakoo Pilot interface for a file group. On the left, a sidebar lists files: VO_Track.m4a, About_latakoo.mp4, Journalist_and_Cameraman.jpg, Journalist_Taking_Interview_from_Woman.jpg, and Track_for_Marketing.m4a. The central area features a large audio player with a waveform and a play button. The right-hand panel shows the 'Metadata' tab for 'VO_Track.m4a', with fields for Filename, Item code, Media Type, Version, and Info/Script. Below these fields are sync options: 'Sync changes to all copies of this file' (checked) and 'Sync changes to all assets in this group' (unchecked). A 'Save' button is at the bottom of the right panel. Numbered callouts 1 through 4 are placed over the interface to highlight key features: 1 points to the 'Metadata' tab, 2 points to the 'Sync changes to all assets in this group' option, 3 points to the 'Download' icon, and 4 points to the 'Share' icon.

Mobile App

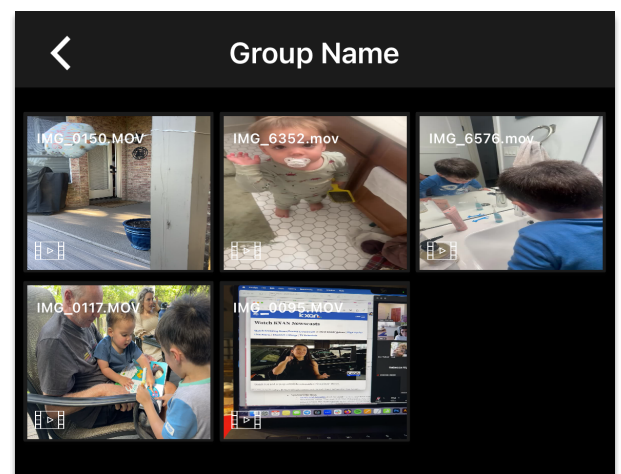
1. Open the latakoo app and go to the **Library** tab
2. Select the files you want to upload by clicking them
 - Currently, you can upload all video, all photos, or all audio files, but not a mix of them from the app's library tab
 - To send a mix of file types: select them in your phone's library, use 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