

User Settings

Create a New User

1. Log into latakoo.com and click on **Admin**
2. Click **Create**
3. Fill out the user's **name** and **email address**
4. Set the user's **home organization** (where do they work)
5. Select the user's **division** and **role**
6. If using SSO login, fill out the user's full SSO ID
7. Click **Create User**



Create User

User kind	Person
Name	John Doe
Email address	john.doe@latakoo.com
Home	Austin - KXAN
Division	News
Role	Producer
SSO ID	123456789
SSO exception	☐
<button>Create User</button>	

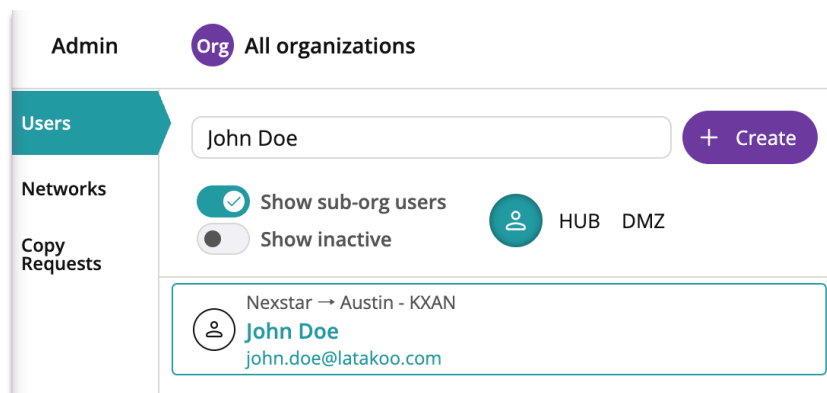
Please note: all information **must** be filled out in order for the user to be able to log in and have proper network access.

You can also create users after filtering to the **home organization** at the top. Click **Users** then **Create** and follow the steps above. You will not need to select their Home organization, since you already filtered to it.



Deactivate a User

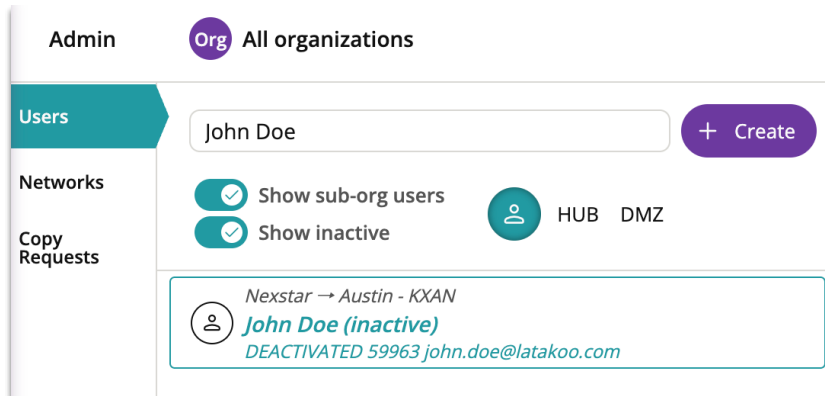
1. Log into latakoo.com and click on **Admin**
2. Use the search box to find the user you wish to deactivate and click on them
3. Click **Deactivate user**



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.

Reactivate a User

1. Log into latakoo.com and click on **Admin**
2. Toggle **Show inactive** to on
3. Use the search box to find the user you wish to reactivate and click on them
4. Click **Reactivate user**



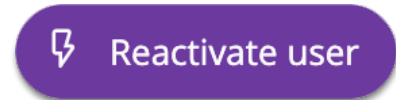
Admin **Org** All organizations

Users John Doe + Create

Networks ☒ Show sub-org users ☒ Show inactive HUB DMZ

Copy Requests

Nexstar → Austin - KXAN
 **John Doe (inactive)**
 DEACTIVATED 59963 john.doe@latakoo.com



Edit a User's Information

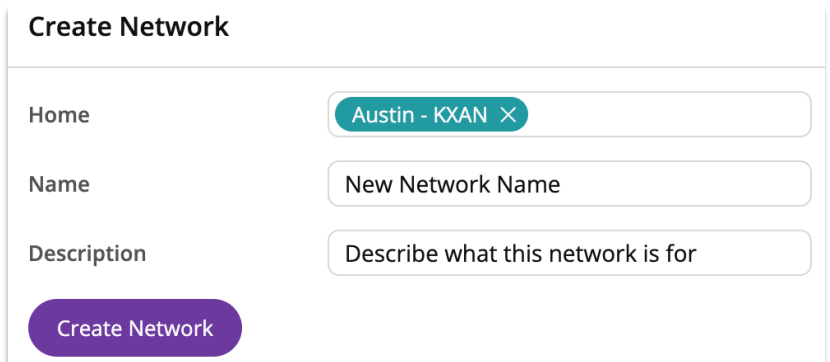
1. Log into latakoo.com and click on **Admin**
2. Use the search box to find the user you wish to edit and click on them
3. Make edits to the user's division, role, name, email address, or SSO ID as needed
4. Click **Save**



Network Settings

Create a New Network

1. Log into latakoo.com and click on **Admin**
2. Click **Create**
3. Set the network's **organization** (where are you creating it)
4. **Name** the network
5. Optional: Add a description
6. Click **Create Network**

Create Network

Home Austin - KXAN X

Name New Network Name

Description Describe what this network is for

Create Network

As soon as you create the network, you will be taken to the network settings page where you can adjust any settings as needed and set access to the new network (instructions below).

You can also create networks after filtering to the **home organization** at the top. Click **Networks** then **Create** and follow the steps above. You will not need to select the organization, since you already filtered to it.

Setting Access to a Network

If you have just set up a new network and are already on the network settings page, start on step 4.

1. Log into latakoo.com and click on **Admin**
2. Click on **Networks**
3. Find the network you want to set access for and click on it
4. Click on **Organization, Division, and Role Access**
5. Select an **organization, division** (or all), and **role** (or all)
6. Click **Confirm**
7. Tick on the access you would like this group of users to have (view, upload, move/copy, and download)
8. Repeat as needed for any additional organizations, divisions, and roles
9. Click **Save**

Organization, Division, and Role Access (0)

 Save

Austin - KXAN 

Division

News 

Role

Producer 

Confirm

Austin - KXAN 

Division

News 

Role

All roles 

Confirm

		Division	Role	View	Upload	Move / Copy	Download	
	Nexstar Austin - KXAN	News	All Roles	✓	✓	✗	✓	
	Nexstar Austin - KXAN	News	Producer	✓	✓	✓	✓	

To remove access, simply click the **Trash** button for the access group and then **Save**.

Add an Individual to a Network

1. Log into latakoo.com and click on **Admin**
2. Use the search box to find the user you wish to add to a network and click on them
3. Click on **Individual Network Permissions**
4. Select the network you want to add them to and click it
5. Tick on the access you would like this user to have (view, upload, move/copy, and download)
6. Repeat as needed for additional networks
7. Click **Save**

Individual Network Permissions (0)

 Save

Add a network

New Network Name

Net

Nexstar → Austin - KXAN

New Network Name

Add a network

New Network Name

	View	Upload	Move / Copy	Download	
Net Nexstar → Austin - KXAN New Network Name	×	✓	×	×	🗑

If you ever need to remove access, simply click the **Trash** button for the network and then **Save**.

Need assistance?
Contact us anytime at support@latakoo.com

