

Hootio Smart Import User Guide

Import camera cards, organize media by shooting day, and keep a separate backup.

Guide date: 30 September 2026. This guide follows the current Hootio Smart Import workspace implementation and its English interface. Your installed version may differ.

About the illustrations: The screenshots use the application's actual Avalonia controls with demonstration accounts, devices, paths and results. They explain the interface; they are not evidence of an import from a real camera card. Example drive letters and media names are fictional. No personal account data is required to follow the guide.

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1. Features and where to find them

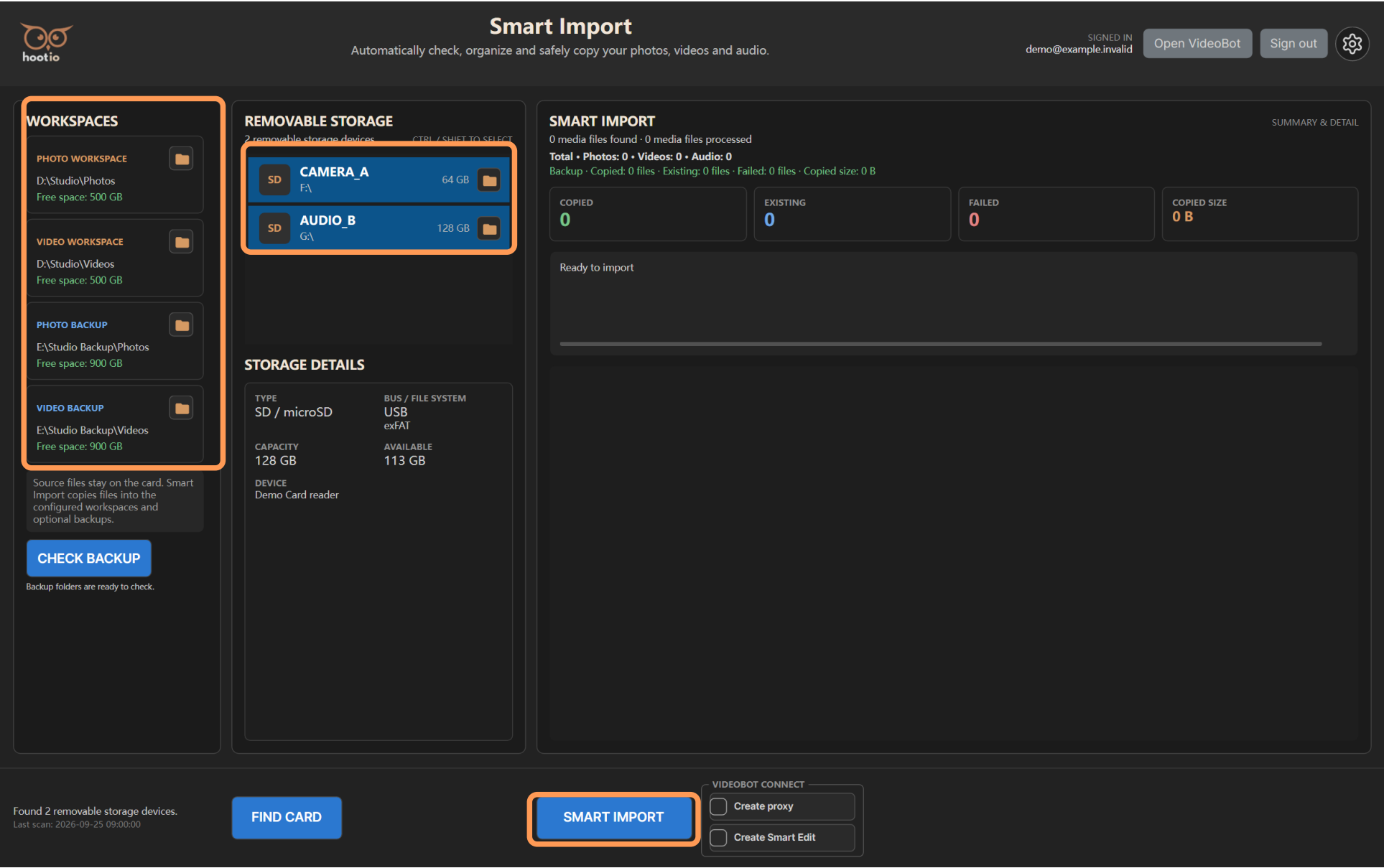
Task	Control or area	What it does
Sign in	Sign in with Hootio	Opens the system browser for account sign-in
Choose destinations	Top-right gear → Workspace Settings	Sets separate photo and video workspaces, plus optional backups
Change language	Workspace Settings → Interface Language	Selects English or Simplified Chinese
Find connected cards	FIND CARD	Refreshes the removable-storage list
Select several cards	Removable Storage list	Lets a single import use several selected devices
Organize and copy	SMART IMPORT	Reads supported media and assigns destination folders by shooting day
Choose folder names	Workspace Settings → Folder naming	Offers six formats and an optional project or event name
Inspect results	SUMMARY & DETAIL	Shows media totals, destination groups and copy statuses
Open a location	Folder icon	Opens the corresponding source, workspace, backup or result folder
Stop an operation	STOP	Requests cancellation of the active import or backup check
Compare a backup	CHECK BACKUP	Compares supported media in configured workspace/backup pairs
Start follow-up work	VIDEOBOT CONNECT	Requests proxy creation or Smart Edit in VideoBot
Prepare photos for Lightroom	LIGHTROOM CONNECT	Creates or updates a catalog after the cards are imported; can also build previews

Smart Import copies source files; it does not provide a card-formatting or card-erasing command. Keep the source card until you have checked the delivered files and your required second copy.

2. Your first import

1. Connect the reader and card, then open Hootio Smart Import and sign in if requested.
2. Maximize the window so the workspace paths, device list and results are easy to read.
3. Open the top-right gear. Choose both **Photo Workspace** and **Video Workspace**. If you need backups, choose **Photo Backup** and **Video Backup** separately.
4. Select a folder-naming format, check its preview, then click **Save Settings**.

5. Click **FIND CARD**. Select the intended card in **REMOVABLE STORAGE** and confirm its label, root path and capacity.
6. For an initial copy-only run, leave the VideoBot and Lightroom Connect options off. If this is the last card for your shoot, follow section 17 to choose your Lightroom Connect options.
7. Click **SMART IMPORT**. If the large-storage confirmation appears, check the listed device before choosing **CONTINUE IMPORT**.
8. Wait for the completion status. Check the workspace, backup and related-file summaries, then expand the destination groups.
9. Open the output folders, compare the imported inventory with the source, and open representative photo, video and audio files. If configured, run **CHECK BACKUP** and review its scope and results as described in section 14.



Demonstration interface. Highlighted areas show the workspaces, selected cards and SMART IMPORT button. Device names, paths and account details are example data.

The left column identifies the destinations, the middle column identifies the source devices, and the right column shows the current operation and results. The bottom bar contains the main actions.

3. Sign-in, language and account controls

At the sign-in screen, choose **Sign in with Hootio**, complete the browser flow, then return to the application. **Create a Hootio account** opens the registration flow. The application may restore an existing protected session on startup.

If sign-in is cancelled, use **Try again**. If a session expires or the account has been used on another computer, follow the new sign-in prompt. For an account-linking, disabled-account or version-mismatch message, keep the displayed support code when requesting help.

To change language, open the gear, find **Interface Language**, and choose English or the Simplified Chinese option. The interface updates while you edit; **Save Settings** keeps the selection. **Cancel** restores the saved settings, including the language. The main window also provides **Sign out**.

4. Choose four paths deliberately

Open **Workspace Settings** and use the **Browse...** button beside each destination. The text fields can also hold the intended folder path. Scroll inside the settings panel to reach the remaining destinations and language control.

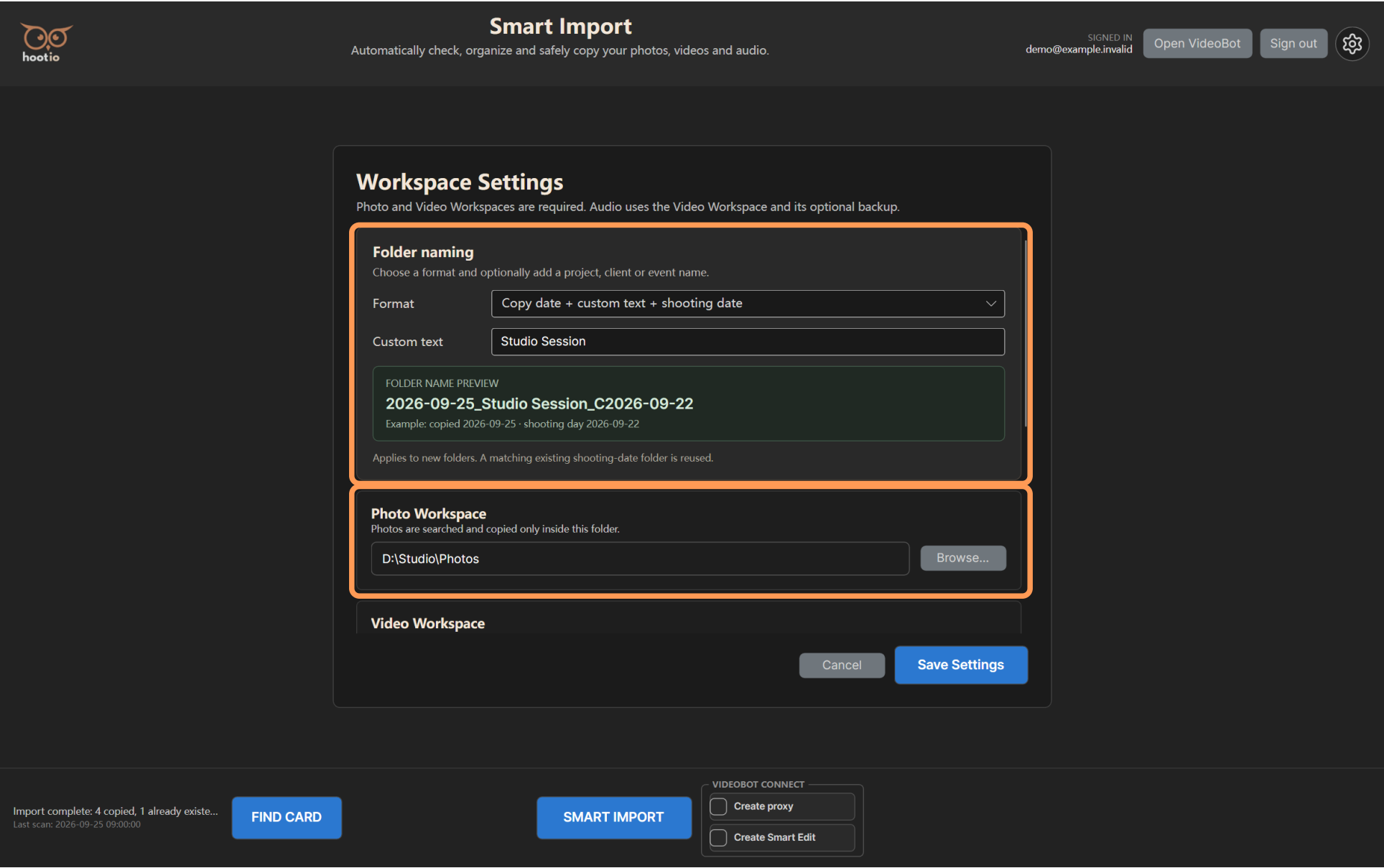
Setting	Required?	Example	Contents
Photo Workspace	Yes	D:\Media\Photos	Photos and supported RAW files
Video Workspace	Yes	D:\Media\Videos	Video and audio files
Photo Backup	Optional	F:\Media Backup\Photos	Separate photo copies
Video Backup	Optional	F:\Media Backup\Videos	Separate video and audio copies

Both workspace fields are required, including for a photo-only or audio-only job. There is no separate Audio Workspace setting. Leave a backup field empty when you do not want that backup.

Choose distinct folders that do not contain one another. For example, do not place a backup inside its workspace. Do not use the source card as a destination. Different folders on the same disk are not independent protection against that disk failing; use another physical drive when that is your backup requirement.

Click **Save Settings** and check all four destination labels on the dashboard. Their folder icons open the selected locations. To change a destination later, return to settings and save again; changing settings does not relocate earlier imports.

For a network destination, first make sure the location opens in Explorer or Finder. When Hootio displays **Network workspace needs attention**, use **OPEN NETWORK LOCATION**, finish the operating-system sign-in, return to Hootio and select **RETRY**. **CHOOSE ANOTHER** lets you select a replacement destination.



Demonstration Workspace Settings interface. Highlighted areas show folder naming and Photo Workspace.



Smart Import

Automatically check, organize and safely copy your photos, videos and audio.

SIGNED IN
demo@example.invalid

Open VideoBot

Sign out



Workspace Settings

Photo and Video Workspaces are required. Audio uses the Video Workspace and its optional backup.

Video Workspace

Videos and audio are organized here by capture or recording date.

D:\Studio\Videos

Browse...

Photo Backup

Optional. Smart Import mirrors every imported photo into this separate folder.

E:\Studio Backup\Photos

Browse...

Video Backup

Optional. Smart Import mirrors every imported video and audio file into this separate folder.

E:\Studio Backup\Videos

Browse...

Interface Language

Choose the language used throughout Hootio.

English

Cancel

Save Settings

Import complete: 4 copied, 1 already existe...
Last scan: 2026-09-25 09:00:00

FIND CARD

SMART IMPORT

VIDEOBOT CONNECT

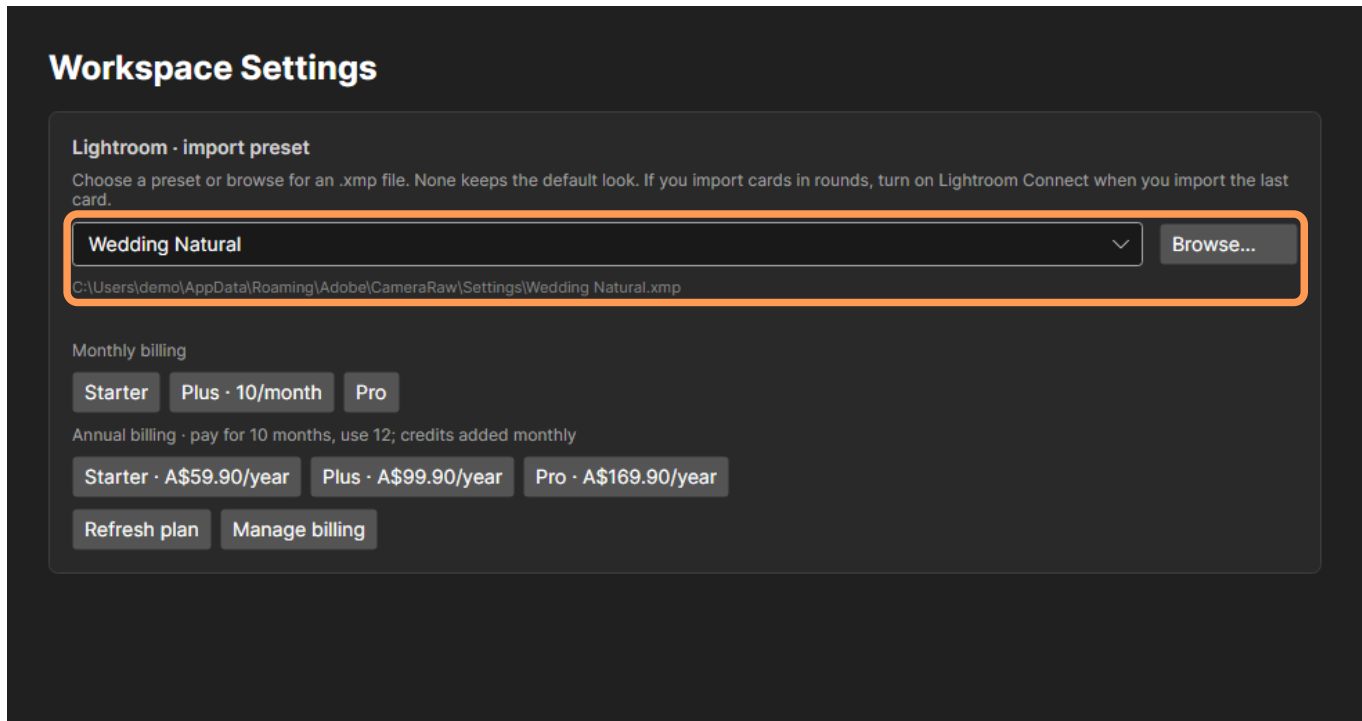
☐ Create proxy

☐ Create Smart Edit

Demonstration settings panel after scrolling. Highlighted areas show Video Workspace, both backups and interface language. Example paths are not real user destinations.

Lightroom settings

In **Settings** → **Lightroom • import preset**, choose the look you want for new catalogs. Select a preset from the list or browse for an **.xmp** preset. **None** leaves the photos with their default Lightroom adjustments. Save your choice before the import that will create the catalog. You can still copy cards without choosing a preset or turning on Lightroom Connect.



Demonstration Lightroom settings with a fictional Wedding Natural preset. The highlighted area shows the preset list and Browse button.

5. Find cards and select multiple sources

Click **FIND CARD** after inserting or reconnecting a card. The list shows a device label, root path and capacity. Selecting an entry displays its type, bus/file system, total capacity, available space and device details.

Use **Ctrl** or **Shift**, as indicated by the interface, to select multiple devices. Check every highlighted entry before importing. The detail panel describes the current entry; it does not replace checking the other selected devices. The folder icon beside an entry opens that source in the system file manager.

A reader may identify a card as USB removable storage instead of its exact card type. Confirm the root path and contents rather than relying only on the SD/CF label. Storage larger than the application's 512 GB threshold produces an additional selection confirmation.

If a card is missing, check that the operating system can read it, reconnect the reader, and refresh again. The main interface selects detected devices; it does not offer an arbitrary source-folder picker.

6. Supported media and shooting dates

The application recognizes these extensions without regard to letter case:

Category	Extensions
Photos and RAW	JPG, JPEG, HEIC, HEIF, PNG, TIF, TIFF, DNG, BMP, GIF, JXL, CR2, CR3, NEF, NRW, ARW, SR2, ORF, RW2, RAF, PEF, SRW, X3F, RWL, WEBP, AVIF
Video	MP4, MOV, M4V, AVI, MTS, M2TS, MPG, MPEG, WMV, MKV, 3GP, 3G2, WEBM, INSX, MXF, VOB, TS, MOD, TOD, OGV, DV
Audio	WAV, WAVE, BWF, MP3, M4A, M4B, AAC, FLAC, AIF, AIFF, AIFC, OGG, OGA, OPUS, WMA, CAF, AMR, W64

Recognizing an extension does not mean that all date metadata in that format can be read. Smart Import uses supported EXIF or QuickTime dates and otherwise falls back to the source file's last-write time. WAV/BWF recording metadata currently uses that file-time fallback. A file copied or edited earlier can therefore be assigned a date different from its original recording day.

The shooting-day boundary is **05:00**. A read capture time before 05:00 belongs to the previous day; 05:00 and later belongs to the displayed calendar day.

Time read from the file	Shooting-day folder
12 September 2026, 23:50	12 September
13 September 2026, 00:04	12 September
13 September 2026, 04:59:59	12 September
13 September 2026, 05:00	13 September

Check destination dates against the shoot, especially for mixed cameras, overseas recordings and files with changed timestamps. The current settings page describes the 05:00 rule but has no control to change it.

7. The six folder-naming formats

In settings, select **Folder naming** → **Format**. Formats that include a name enable **Custom text**. The preview shows the resulting name before saving.

For an import on **15 September 2026**, shooting day **12 September 2026**, and custom text **Smith Wedding**:

Format	Example folder name
Copy date + shooting date (default)	2026-09-15_C2026-09-12
Shooting date	2026-09-12
Compact shooting date	20260912
Shooting date + custom text	2026-09-12_Smith Wedding
Custom text + shooting date	Smith Wedding_C2026-09-12
Copy date + custom text + shooting date	2026-09-15_Smith Wedding_C2026-09-12

Keep custom text within 60 characters. Do not use path separators, <>:"\|?*, a trailing full stop, or reserved date markers such as **C2018-05-19**. Resolve any validation message before saving.

Naming settings apply when a new folder is needed. An existing matching shooting-day folder can be reused, including one created with an older naming format. Changing the preset does not rename old folders. If you manage several unrelated projects on the same date, check the resolved destination carefully: the custom label does not by itself isolate those projects from date-based folder reuse.

8. Where photos, videos and audio go

The following example uses the plain **Shooting date** format for 12 September 2026:

Source card

```
DCIM\100CAM\IMG_0001.JPG
PRIVATE\CLIP\C0001.MP4
RECORDER\TAKE001.WAV
```

Photo Workspace

```
2026-09-12\IMG_0001.JPG
```

Video Workspace

```
2026-09-12\CLIP\C0001.MP4
2026-09-12\TAKE001.WAV
```

Photos go directly into the photo shooting-day folder. Audio goes directly into the video shooting-day folder. New video destinations normally add a child named after the video's immediate source parent folder, such as **CLIP**; they do not reproduce the card's entire directory tree. A video at the source root uses the fallback child name **Videos** when creating a new destination.

Existing matching media and date folders can affect the resolved location. Use the actual result-folder path as the authority for that run. Configured backups mirror each resolved relative folder and filename under the corresponding backup root.

9. Start the import and read progress

After selecting sources and saving settings, click **SMART IMPORT**. Hootio checks destinations and available space, scans supported media, reads dates, resolves folders and copies files. A missing target may prompt you to choose a replacement folder; a network target may require reconnecting before the run can proceed.

During scanning, **Found so far** is provisional. The source summary separates photos, videos and audio and provides a row for each source device. Later progress describes folder selection, the current file, backup operations and an estimated remaining time.

Keep source and destination drives connected while the operation is active. If the free-space message identifies a shortage, free space or choose another destination, then start again. Existing files still contribute to conservative space estimates, so the displayed required space can exceed the final amount newly copied.

Wait for the final status before reviewing the run. A 100% progress figure means the recorded processing steps finished; check the failed counts and destination contents as well.

10. Repeated imports and filename conflicts

Smart Import tries to reuse existing shooting-day folders and identify media that already exists. A result marked **EXISTING** or **EXISTS** means that the application accepted an existing destination under its matching rules.

For primary workspace media, those rules use filename, capture date and size; the status is not a byte-for-byte content guarantee. Two cards can contain different files with the same name and size. Keep the source and check suspected matches with an independent file comparison before treating them as interchangeable.

When a same-name file is treated as different, a copy may receive a suffix such as **_001**. Inspect both filenames and contents after collisions. Repeating a run can recognize many existing files, but do not assume that every previously renamed collision will remain a single copy.

If a backup already has different content at the required relative path, the application reports a backup failure rather than replacing that backup automatically. Preserve both versions, identify the correct one, and resolve the conflict deliberately.

11. Related files and sidecars

Files that are not recognized as photo, video or audio can be copied as related files when they share a source folder with supported media. Examples include **.xmp** sidecars and text notes. Related files are reported separately and appear as **OTHER** in destination groups.

The association is based on the source folder, not a guarantee that each sidecar is paired with its same-stem media file. A folder containing several dates or media kinds can send its related files to more than one destination.

Folders that contain only unrelated documents are not a complete-card archive. If the card contains project files, manifests, databases or other material outside the recognized-media folders, copy those separately. After a filename collision, check any sidecar-to-media naming relationship in the output folder before using it in an editor.

12. Read the result groups

The main totals show **COPIED**, **EXISTING**, **FAILED** and **COPIED SIZE** for media. Separate lines show backup and related-file results. Check all of them: a successful workspace copy does not establish that its backup succeeded.

Expand a destination group to see the files and their statuses. **WORKSPACE** and **BACKUP** badges distinguish the two destinations. Folder headers show category counts and have an **Open folder** icon. A failure without a resolved destination can appear under **No destination (failed)**.



Smart Import

Automatically check, organize and safely copy your photos, videos and audio.

SIGNED IN
demo@example.invalid

Open VideoBot

Sign out



WORKSPACES

PHOTO WORKSPACE

D:\Studio\Photos

Free space: 500 GB

VIDEO WORKSPACE

D:\Studio\Videos

Free space: 500 GB

PHOTO BACKUP

E:\Studio Backup\Photos

Free space: 900 GB

VIDEO BACKUP

E:\Studio Backup\Videos

Free space: 900 GB

Source files stay on the card. Smart Import copies files into the configured workspaces and optional backups.

CHECK BACKUP

Backup folders are ready to check.

REMOVABLE STORAGE

2 removable storage devices

CTRL / SHIFT TO SELECT

SD

CAMERA_A

F:\

64 GB

SD

AUDIO_B

G:\

128 GB

STORAGE DETAILS

TYPE

SD / microSD

BUS / FILE SYSTEM

USB
exFAT

CAPACITY

128 GB

AVAILABLE

113 GB

DEVICE

Demo Card reader

SMART IMPORT

5 media files found · 5 media files processed

Total · Photos: 2 · Videos: 2 · Audio: 1

Storage device	Photos	Videos	Audio
CAMERA_A · F:\	2	2	0
AUDIO_B · G:\	0	0	1

Backup · Copied: 4 files · Existing: 1 files · Failed: 0 files · Copied size: 672 MB

COPIED
4

EXISTING
1

FAILED
0

COPIED SIZE
672 MB

Smart Import complete · 5 files processed

Processed 5 of 5

Backup · Copied: 4 files · Existing: 1 files · Failed: 0 files · Copied size: 672 MB

WORKSPACE

D:\Studio\Photos\2026-09-25_C2026-09-22

Photo: 2 files

WORKSPACE

D:\Studio\Videos\2026-09-25_C2026-09-22

Audio: 1 files

WORKSPACE

D:\Studio\Videos\2026-09-25_C2026-09-22\DCIM

Video: 2 files

BACKUP

E:\Studio Backup\Photos\2026-09-25_C2026-09-22

Photo: 2 files

BACKUP

E:\Studio Backup\Videos\2026-09-25_C2026-09-22

Audio: 1 files

BACKUP

E:\Studio Backup\Videos\2026-09-25_C2026-09-22\DCIM

Video: 2 files

Import complete: 4 copied, 1 already existe...
Last scan: 2026-09-25 09:00:00

FIND CARD

SMART IMPORT

VIDEOBOT CONNECT

Create proxy

Create Smart Edit

Demonstration completed-import interface. Highlighted areas show the result summary and destination folders. The counts and files are examples, not a real-card verification report.

HOOTIO / Media import and backup

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Open each destination you need to inspect. Confirm expected filenames, sizes, date folders and the ability to open media. Compare the source inventory by card and category; the media total does not include every document and sidecar on the card. Record any failed filenames and the source device before retrying.

13. Stop and resume carefully

During an import, click the bottom **STOP** button once. Hootio changes to a stopping state and requests cancellation. Wait until it reports **Smart Import stopped** and releases the busy state before disconnecting a drive.

Completed copies are kept. Stopping is not an undo operation, and a cancelled run should not be treated as a completed delivery. The full final result grouping may not be available after cancellation; inspect the folders directly if needed.

To continue, reconnect all required drives, confirm the same destinations, refresh the card list, select the relevant source devices and start **SMART IMPORT** again. Review existing-file decisions, renamed collisions and missing backups as part of the new run.

The separate **STOP** control displayed during a backup check cancels that check. A stopped check does not establish that the backup matches.

14. Check the configured backups

CHECK BACKUP appears when at least one backup is configured and is available while the application is idle. It compares the configured workspace and backup roots; it does not need the source card and is not limited to the last import.

1. Confirm that the intended workspace and backup drives are connected and accessible.
2. Click **CHECK BACKUP** in the left column.
3. Wait for the result dialog. Review workspace, backup, matched and difference counts.
4. For differences, note the relative path and category before closing the dialog.
5. Open both locations to resolve the relevant files, then run the check again.

Result detail	Meaning and next action
MISSING FROM BACKUP	A discovered workspace media file has no corresponding backup; locate the source and restore the needed copy
EXTRA IN BACKUP	A discovered backup file has no corresponding workspace file; check whether it is an intentional retained copy
SIZE DIFFERS	The two files have different lengths; inspect both versions
CONTENT DIFFERS	Content comparison disagrees; keep both versions until the correct one is established
READ ERROR	The file could not be compared; restore access and check again

The comparison uses relative paths, size and SHA-256 content checks for the supported media it discovers. Video Backup includes both video and audio. Sidecars and other non-media files are outside this check. A **Backups match** result describes the files covered by that run; it is not proof that every source-card file was scanned, imported or verified. Confirm expected counts and separately inspect any additional material you need to preserve.

This command reports differences. It does not provide an automatic repair or deletion operation.

15. Create proxies and request Smart Edit

The **VIDEOBOT CONNECT** area contains **Create proxy** and **Create Smart Edit**. These are follow-up requests to VideoBot, applied after the import returns its results. The top **Open VideoBot** button opens an installed copy; when it is not found, the interface offers **Get VideoBot**.

To enable proxies, check **Create proxy**. In **Proxy Settings**, choose the following, then click **Save & Enable**:

Setting	Choices
Format	Automatic (Recommended), H.264 (MP4), Apple ProRes Proxy (MOV), DNxHR LB (MOV)
Resolution	540p, 720p, 1080p, half, quarter, eighth, or original size
Storage location	Premiere Pro default proxy location or DaVinci Resolve default proxy location

Cancel leaves proxy creation disabled for that selection. Uncheck the option to turn it off for future imports. **Create Smart Edit** is a separate checkbox; both can be enabled and their saved selections can remain active for later runs.

Follow-up requests use video destination folders with copied or existing video results. A photo-only or audio-only run does not produce a video workflow. When both options are selected, proxy requests precede Smart Edit requests within each destination folder; inspect completion in VideoBot rather than assuming the import progress tracks those jobs.

If the application says that copying completed but the follow-up workflow could not start, open the imported destination and VideoBot to continue there. Import completion is separate from proxy rendering, Smart Edit completion and final timeline review.

16. Troubleshooting and the final handover check

Symptom	What to check
SMART IMPORT is unavailable	Both workspaces must be configured, at least one device selected, and no other operation active
No removable storage found	Confirm operating-system access, reconnect the reader, and click FIND CARD
No supported media found	Inspect the card directly; check extensions, folder access and whether expected files are in supported categories
Destination is missing	Reconnect its drive or choose the intended replacement; confirm the saved path before retrying
Network target needs attention	Open it in Explorer/Finder, complete network sign-in and select RETRY
Not enough free space	Check the named destination, required and available space; free space or choose another location
Files appear under an unexpected day	Compare camera dates, file modification times, timezone context and the 05:00 rule
Existing count seems too high	Compare source and destination inventories; check same-name, same-size files independently
Unexpected _001 copies	Inspect filename conflicts and previous renamed copies before repeating the run
Backup check says match but expected files are absent	Compare expected counts and paths; inspect source files and related files outside the check's scope
VideoBot does not start	Confirm installation and open the copied video folder in VideoBot; keep the import and follow-up outcomes separate

Before reusing a card, confirm that every source device and expected media category is accounted for; review workspace, backup and related-file failures; check folder dates and collision filenames; open sample media; and complete the backup comparison plus any required independent source-to-copy checks. Keep any unresolved source files on the card until you have a verified copy.

17. Use Lightroom Connect with one card or several

Best option if you have enough card readers: Connect all of today's cards to your computer at the same time. If you have only one card, connect that one. Select every card in Smart Import. Turn on **Create / update catalog** and, if you want Standard and Smart Previews, **Build previews**. Start Smart Import. Hootio copies the photos first, then prepares a Lightroom catalog for each photo date folder.

If you need to import in rounds: Use the same Photo Workspace each time. For the earlier cards, leave **Create / update catalog** and **Build previews** off and import them normally. When you connect the last card, turn on those options and import it. Hootio includes photos already saved in the same date folder when it prepares the catalog. If the shoot spans more than one date, check that each date folder has a catalog.

Choose your preset in Settings before the final import. If you choose **None**, Hootio can still create the catalog without a preset. Catalogs are saved inside each date folder's **Lightroom Catalog** subfolder; the original photos stay in their photo folder.

If you choose **Build previews**, Hootio checks for Lightroom Classic and the Hootio Previews plugin. Follow the setup prompt if needed, then choose **Check again**. Once the catalog is ready, Lightroom builds Standard and Smart Previews. Check the task list for completion before opening the catalog to edit.