



Cloud Archive Guide

The **Cloud Archive** is a feature that allows you to request video recordings saved in the 360iQ cloud, rather than on the local NVR. Using the Cloud Archive, you can download, edit, and share video requests. You can access the **Cloud Archive** feature on the web and in the mobile app. In addition, once the Cloud Archive has been created, the event uploaded to the Cloud Archive will not be deleted until the user chooses to delete it. Even if the local NVR fails, your footage will still be available via the cloud.

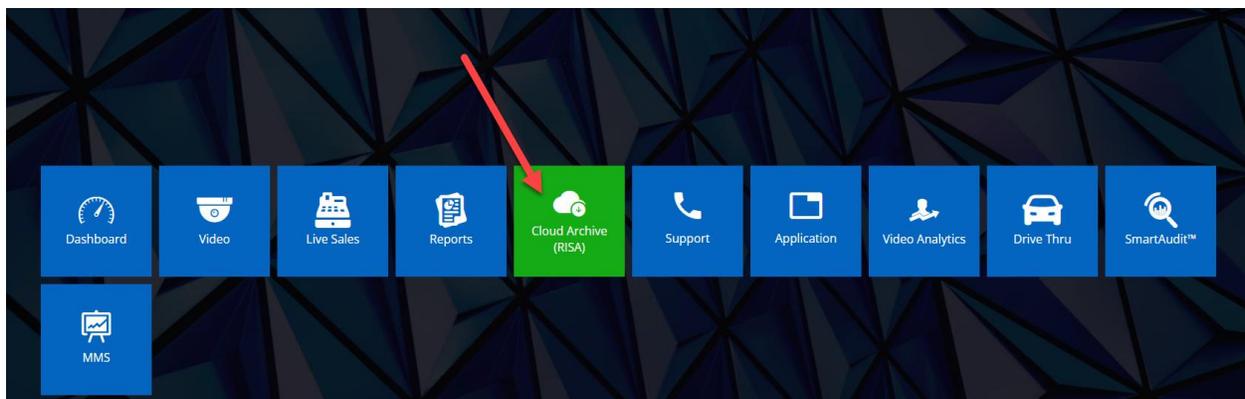
Content

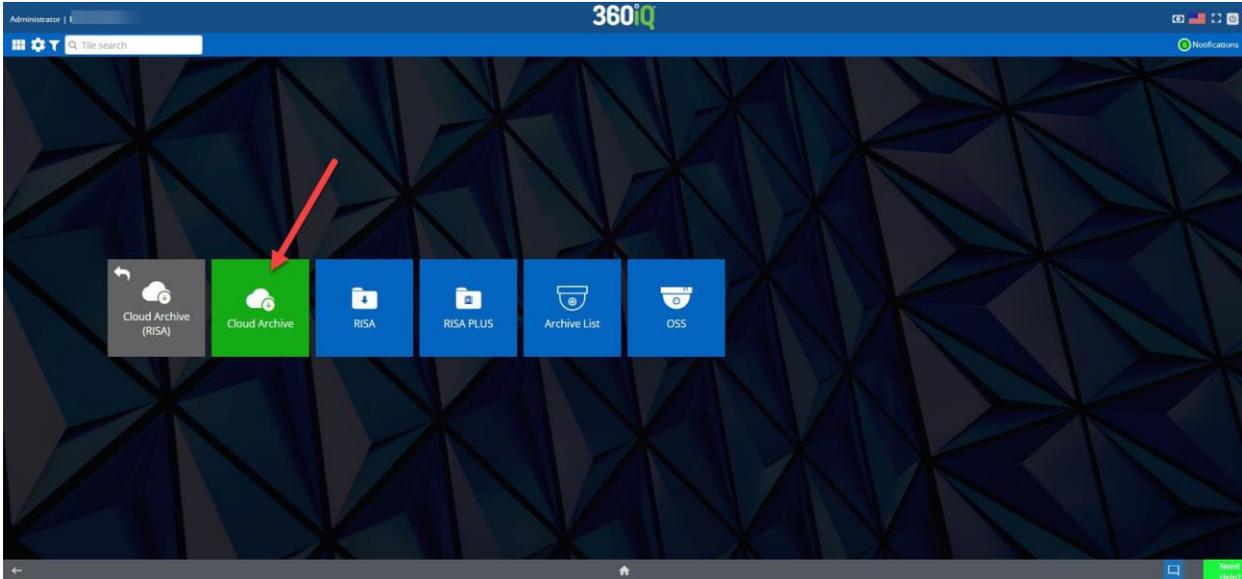
In this guide, we will address the following:

- [Create a New Cloud Archive on the Web](#)
- [Create a New Cloud Archive](#)
 1. [In the Cloud Archive Dashboard](#)
 2. [In the Video Panel](#)
- [Filters](#)

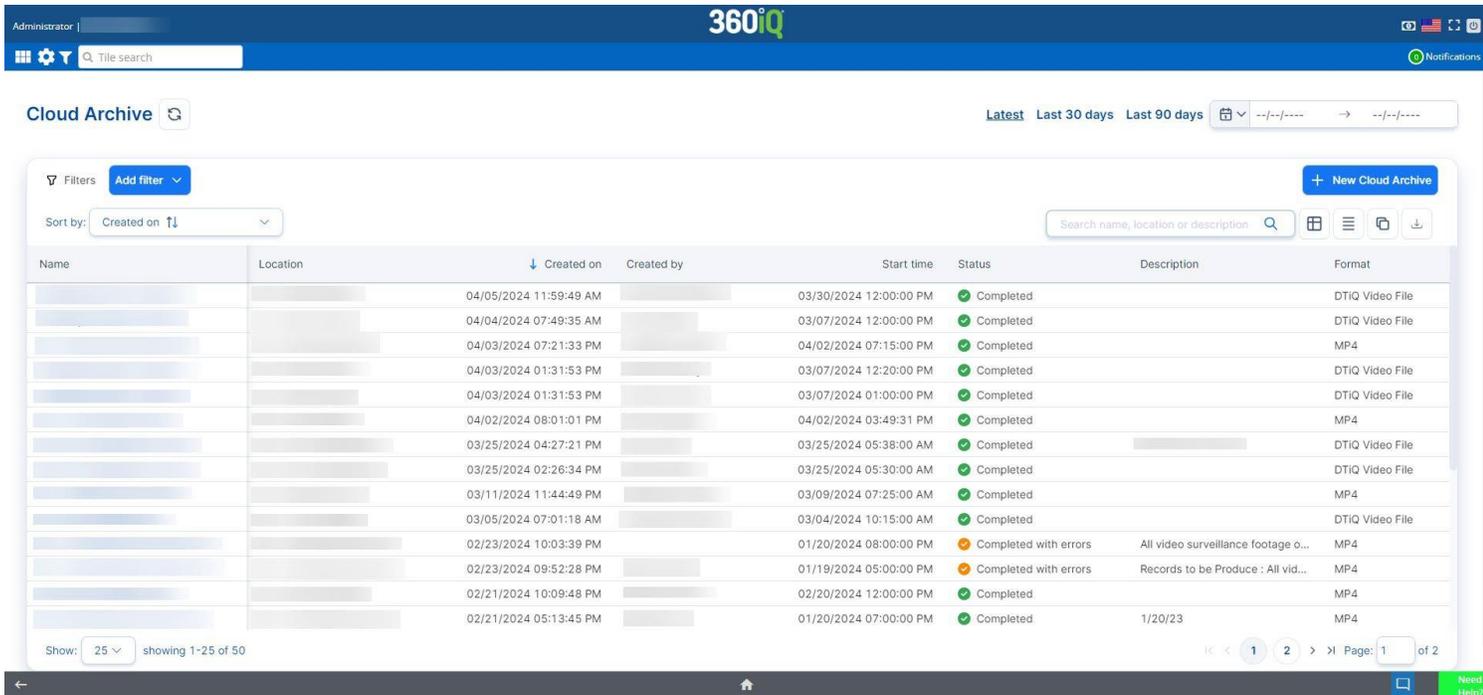
Create a New Cloud Archive on the Web

To access the Cloud Archive, navigate to your **Home Screen** and click the **Cloud Archive (RISA)** tile, then click **Cloud Archive**. You can also access it via the **Quick bar's Cloud Archive** tile.





In the **Cloud Archive**, you can access historical video records for locations and dates of your choice. You can also **Add filters** and create a **New Cloud Archive**.



Create a New Cloud Archive

There are two methods to create a new Cloud Archive:

1. In the Cloud Archive dashboard

2. In the video panel

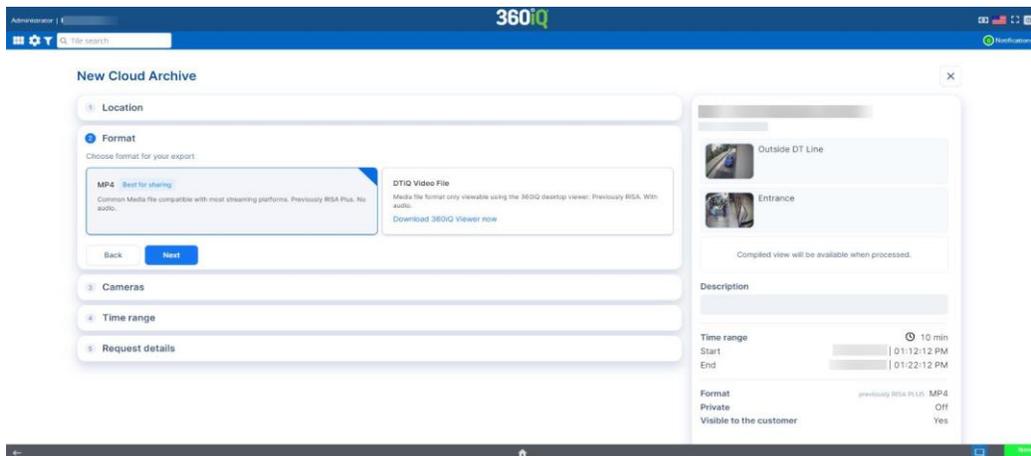
Keep reading to learn more about each method.

1. In the Cloud Archive Dashboard

Click the **+New Cloud Archive** [+ New Cloud Archive](#) button at the top right of your screen. A menu will pop up. First, choose your **Location** and click **Next**. Then, select your export **Format** as follows:

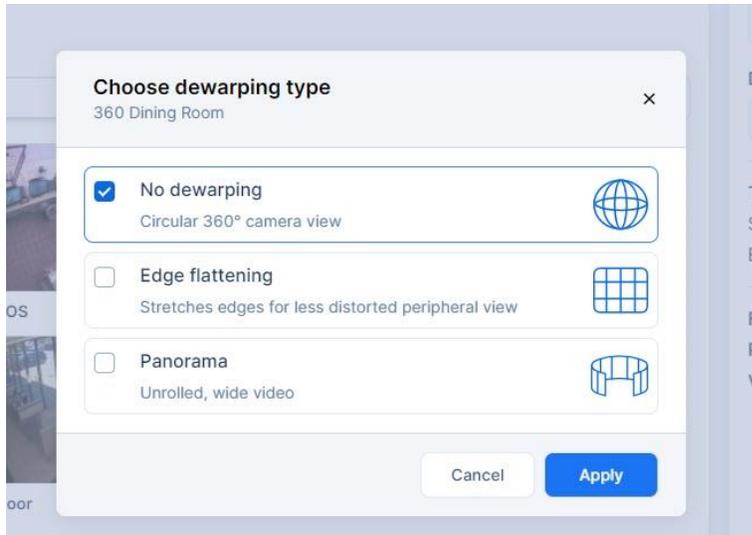
- **MP4 file:** A common media file format that works on most platforms. No audio capabilities.
- **DTiQ file:** A proprietary file format that requires the DTiQ Video Player to run. Has audio capabilities.

Once you have selected your format, click **Next**. Select the cameras for which you want to create the Cloud Archive, then click **Next**. Select your desired time range and click **Next** to move on to the final step.



If you are creating a Cloud Archive using a **360-degree camera**, you will be presented with the following **dewarping** options:

- **No dewarping:** Circular 360° camera view (i.e. show as-is).
- **Edge flattening:** Stretches edges for a less distorted peripheral view.
- **Panorama:** Unrolled, wide video.



Lastly, fill out the **Request details** (e.g. **Name** and **Description**) and toggle **Make request private** and **Share when completed** on or off as needed.

5 Request details

Set the name and description for your export

Name

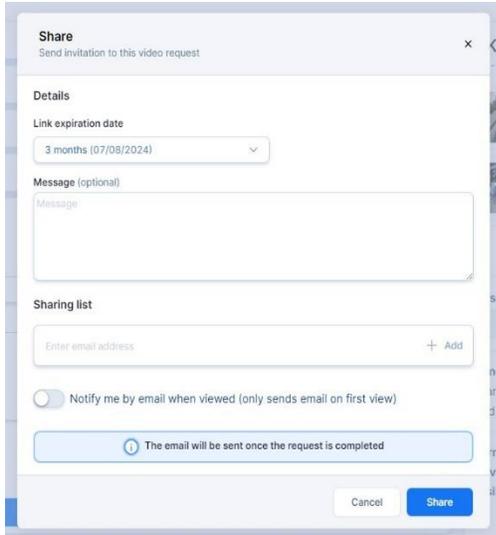
Description (optional)

Description

Make request private ⓘ

Share when completed

Back Export



By making a request private, it can only be accessed by the person who initiated the request.

If you would like to share the Cloud Archive once it has finished processing, toggle **Share when completed** on. In the pop-up menu, choose your **Link expiration date**, **message**, and email **Sharing list**. You can also toggle **Notify me by email when viewed (only sends email on first view)** on to receive a message when someone opens your new Cloud Archive. Once you have made your selections, click **Share**.

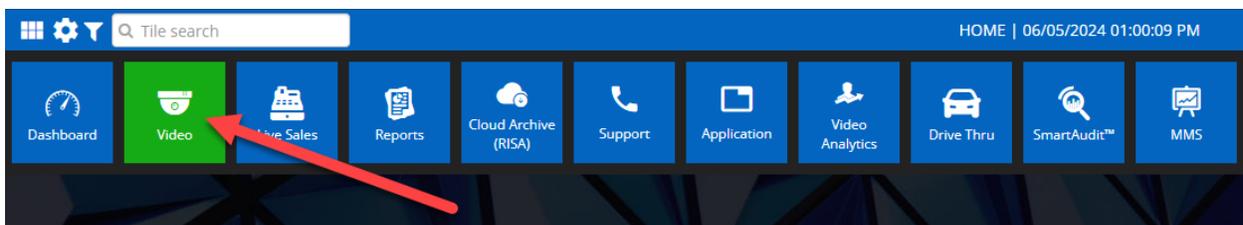
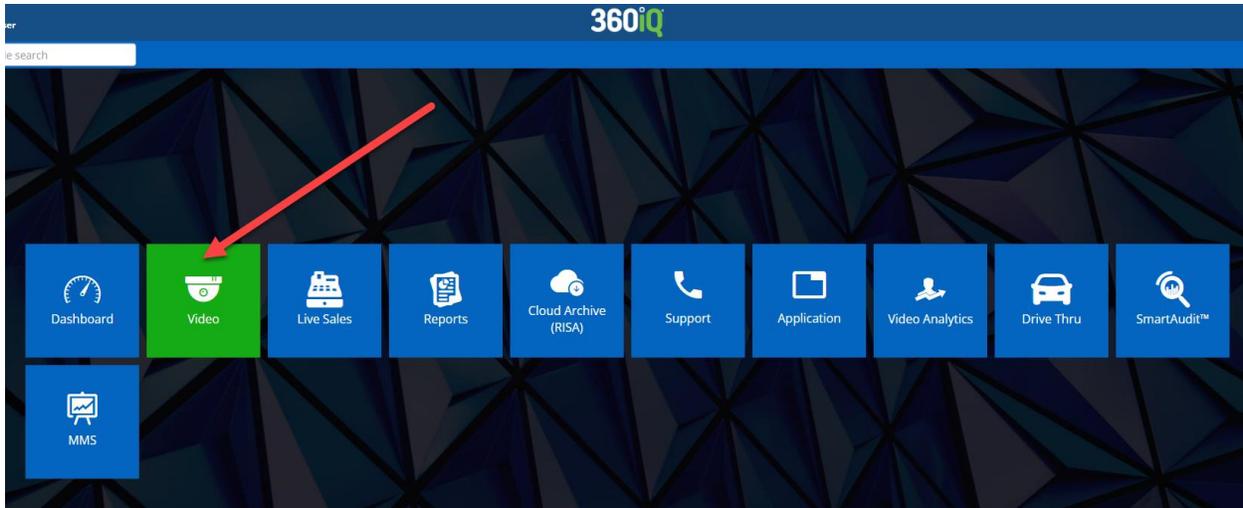
Once you have all your preferred options selected, click **Export** to create the new Cloud Archive. You will see the processing status of the new Cloud Archive in your Cloud Archive Dashboard.

Note: Cloud Archive export time will depend on the number of cameras and length of time range selected.

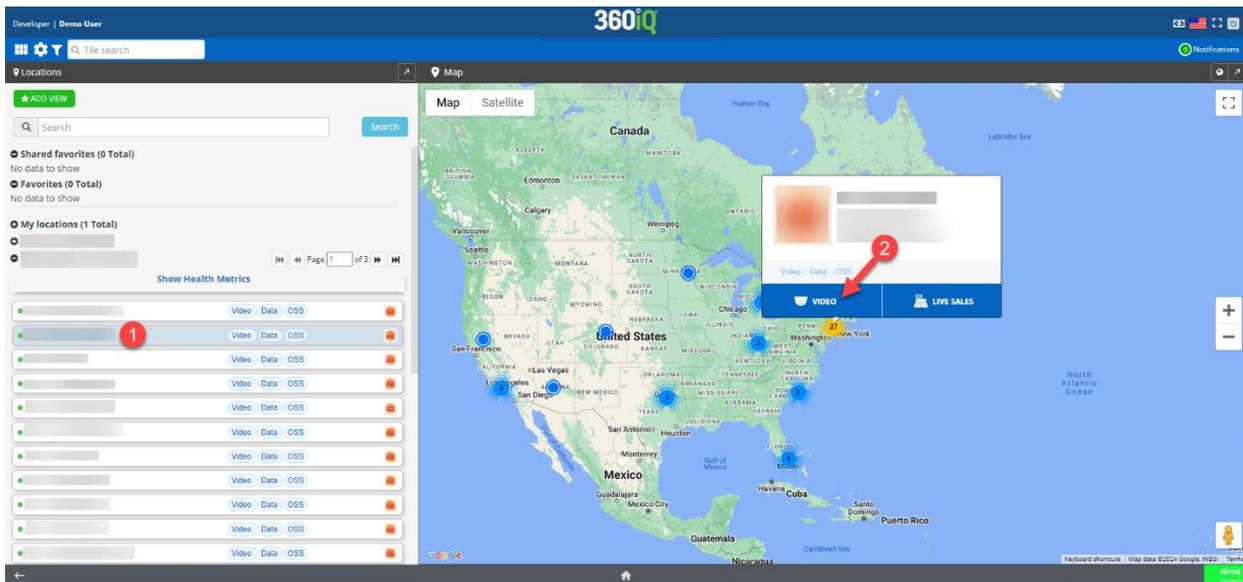
Status	Description	Format
 Not started		MP4
 Completed		DTIQ Video File
 Completed		DTIQ Video File
 Completed		MP4
 Completed		DTIQ Video File
 Completed		DTIQ Video File

2. In the Video Panel

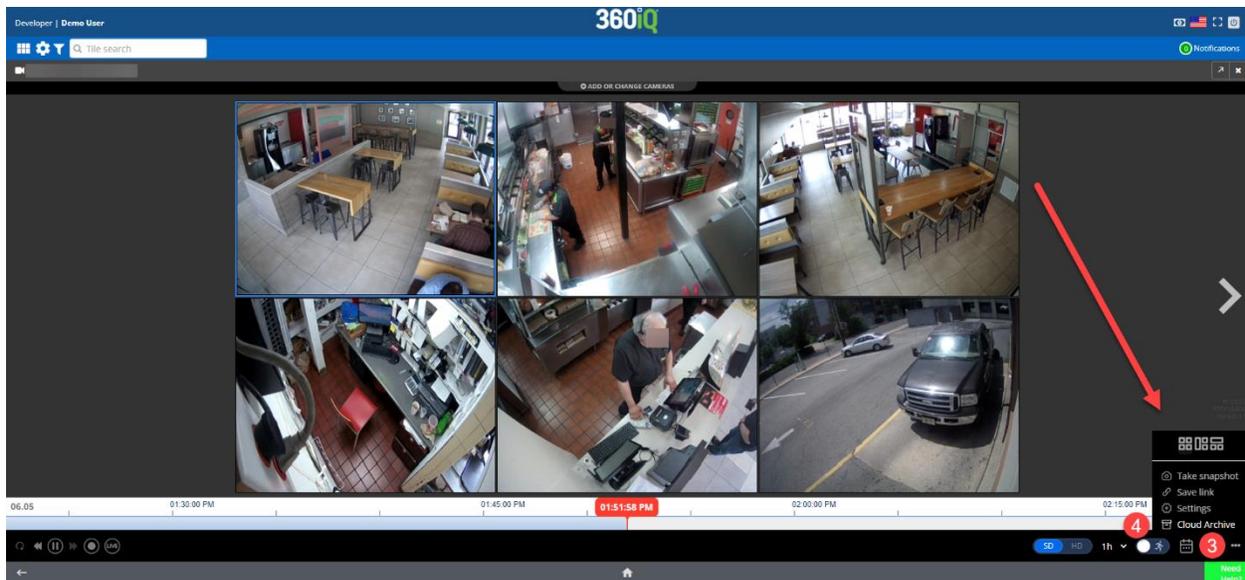
To create a new Cloud Archive from the video panel, navigate to the **Video** tile via the **Home screen** or **Quick bar**.



1. Choose your desired location from the list of **Locations** for your organization.
2. Click the **Video** tab to access the camera feed for that location.



3. On the **Video** screen, click the **ellipses** (three dots) icon in the bottom right of the Video panel.
4. Click **Cloud Archive**.



From there, you will follow the same steps as the previous method. Once you have filled out the required information, your Cloud Archive request will be processed.

Filters

To filter the Cloud Archive, click the blue **Add filter** button at the top left of the screen. A menu will pop up. From here, you can select **Filter categories** such as **Location** and **Request details** to narrow your list of options.

Request details include the following factors: **Status**, **Format**, **Privacy**, and **Start Time**.

The screenshot shows the 360iQ Cloud Archive interface. At the top, there's a navigation bar with the 360iQ logo and a search bar. Below that, the 'Cloud Archive' section is visible with a date range selector set to 'Latest'. The main area features a 'Filters' panel with several categories:

- Filter categories:** Location (2), Request details (5).
- Status:** Not started, Completed, Error, Not available, Cancelled. Selected: In progress, Completed with errors.
- Format:** DTiQ Video File. Selected: MP4.
- Privacy:** Private. Selected: Public.
- Start time:** A calendar view for March and April 2024. Selected: March 21st.

Below the filters, a table displays archive records with columns for date, time, status, and format. The status column shows 'Completed with errors', 'Completed', and 'Completed'. The format column shows 'MP4'. A 'Records to be Produce' column is also present. At the bottom, there's a pagination control showing 'Page: 1 of 2'.

Select your filter options from the list and click **Apply** to save the filter. The Cloud Archive dashboard will display information filtered by your chosen options.

For additional information or questions please contact [DTiQ Support](mailto:support@dtiq.com) at support@dtiq.com or your [Customer Experience Team](mailto:csr@dtiq.com) at csr@dtiq.com.



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