

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:

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 - 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**.

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Name	Location	↓ Created on	Created by	Start time	Status	Description	Format
		04/05/2024 11:59:49 AM		03/30/2024 12:00:00 PM	Completed		DTiQ Video File
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		04/03/2024 07:21:33 PM		04/02/2024 07:15:00 PM	Completed		MP4
		04/03/2024 01:31:53 PM		03/07/2024 12:20:00 PM	Completed		DTiQ Video File
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		04/02/2024 08:01:01 PM		04/02/2024 03:49:31 PM	Completed		MP4
		03/25/2024 04:27:21 PM		03/25/2024 05:38:00 AM	Completed		DTiQ Video File
		03/25/2024 02:26:34 PM		03/25/2024 05:30:00 AM	Completed		DTiQ Video File
		03/11/2024 11:44:49 PM		03/09/2024 07:25:00 AM	Completed		MP4
		03/05/2024 07:01:18 AM		03/04/2024 10:15:00 AM	Completed		DTiQ Video File
		02/23/2024 10:03:39 PM		01/20/2024 08:00:00 PM	Completed with errors	All video surveillance footage o	MP4
		02/23/2024 09:52:28 PM		01/19/2024 05:00:00 PM	Completed with errors	Records to be Produce : All vid	MP4
		02/21/2024 10:09:48 PM		02/20/2024 12:00:00 PM	Completed		MP4
		02/21/2024 05:13:45 PM		01/20/2024 07:00:00 PM	Completed	1/20/23	MP4
Show: 25 v showing 1-25	5 of 50						>I Page: 1 of 2

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.

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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)		
Make request private ③		
Share when completed		
Back	Export	

Share	×
Send invitation to this video request	
Details	
Link expiration date	
3 months (07/08/2024) ~	
Message (optional)	
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Sharing list	
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Enter Emilio Budress	
Notify me by email when viewed (only sen	ds email on first view)
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The email will be sent once the	request is completed

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.

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- 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.

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Filters Add filter A						+ Net	w Cloud Archive
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		02/	21/2024 10:09:48 PM	02/20/2024 12:00:00 PM	Completed	MP	24

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 <u>DTiQ Support</u> at <u>support@dtiq.com</u> or your <u>Customer Experience Team</u> at <u>csr@dtiq.com</u>.



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