



# Snapshot Audits

Using 360iQ's innovative **Snapshot Audits** feature allows you to closely monitor activity in your locations and drill down to gain insights from footage of a given time period.

**Note:** The **Snapshot Audits** feature is only available for **Manager** and **Administrator** roles.

## Content

In this guide, we will cover the proceeding topics:

- [How to Access Snapshot Audits](#)
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- [How to Create a New Snapshot Audit](#)

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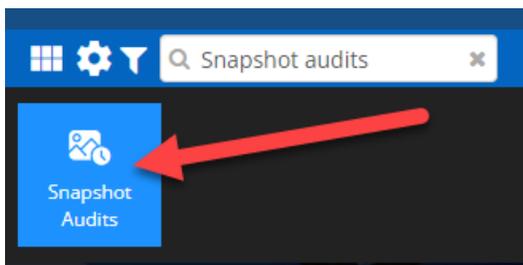
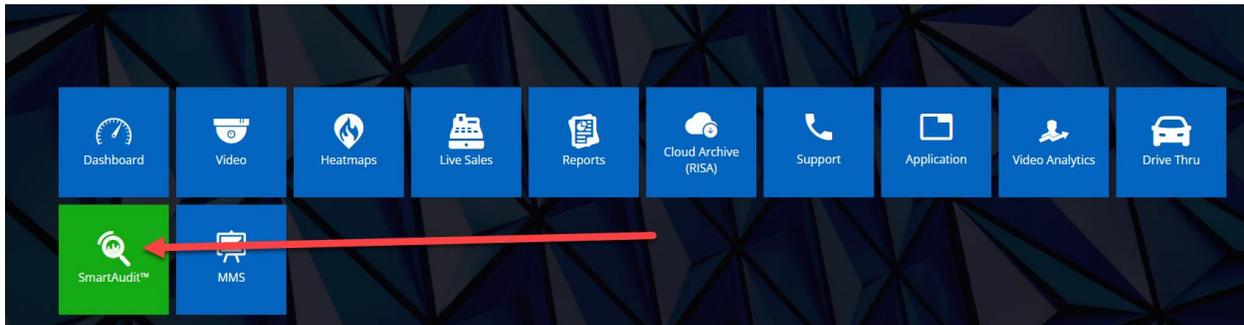
## How to Access Snapshot Audits

To access **Snapshot Audits**, take the following steps:

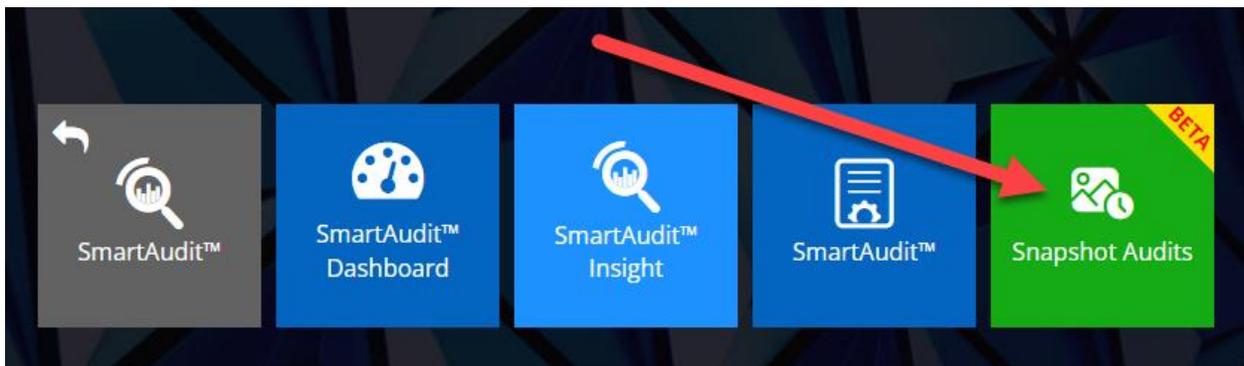
1. Log in to 360iQ: <https://app.go360iq.com/>.



- From the **Home Screen** or **Quick Bar**, click the **SmartAudit™** tile. You can also access it via the **Tile search** at the top of the page.



- Click the **Snapshot Audits** tile.



## Snapshot Audits Overview

Inside the **Snapshot Audits** dashboard, you will see all **Configured audits** as well as their processing statuses.

Configured audits

Active	Audit name	Last report	Expiration date	Owner	Modified on	Actions
<input checked="" type="checkbox"/>	Testing	In progress	10/25/2024		09/25/2024 02:13:39 PM	<a href="#">Go to reports</a> <a href="#">Quick view</a> <a href="#">Edit</a> <a href="#">Toggle notifications</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Second test	In progress	10/25/2024		09/25/2024 02:06:31 PM	<a href="#">Go to reports</a> <a href="#">Quick view</a> <a href="#">Edit</a> <a href="#">Toggle notifications</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	Test snapshot	In progress	10/25/2024		09/25/2024 01:55:32 PM	<a href="#">Go to reports</a> <a href="#">Quick view</a> <a href="#">Edit</a> <a href="#">Toggle notifications</a> <a href="#">Delete</a>

Show: 25 showing 1-3 of 3 Page: 1 of 1

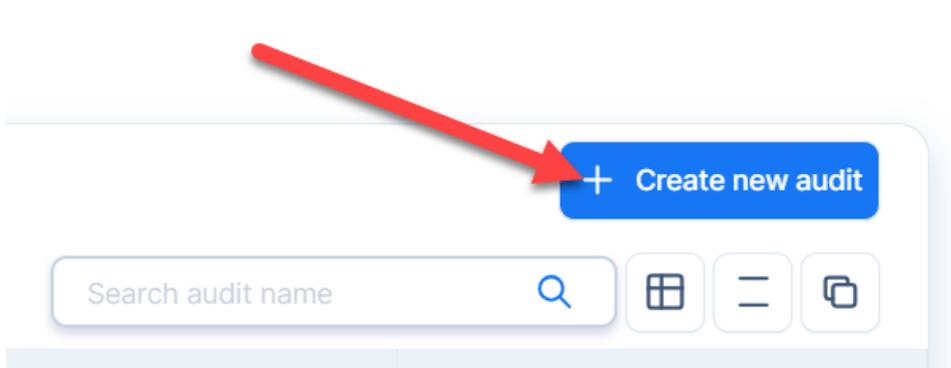
The breakdown is as follows:

1. **Add filter:** Filter the table using **Location**.
2. **Sort by:** Allows you to change the table's sorting.
3. **Create new audit:** Click this button to generate a new **Snapshot Audit**.
4. **Active status:** Flip the toggle to **enable/disable** the configuration.
5. **Audit name:** The name of the audit.
6. **Last report:** The processing status of the audit report.
7. **Expiration date:** Indicates the day until which reports will be generated and delivered.
8. **Owner:** The creator of the Snapshot Audit.
9. **Modified on:** The date on which the Snapshot Audit was created/configured.
10. **Actions:** In the **Actions** column, you can take the following actions:
  - a. Go to reports
  - b. Quick view
  - c. Edit
  - d. Toggle notifications on/off
  - e. Delete

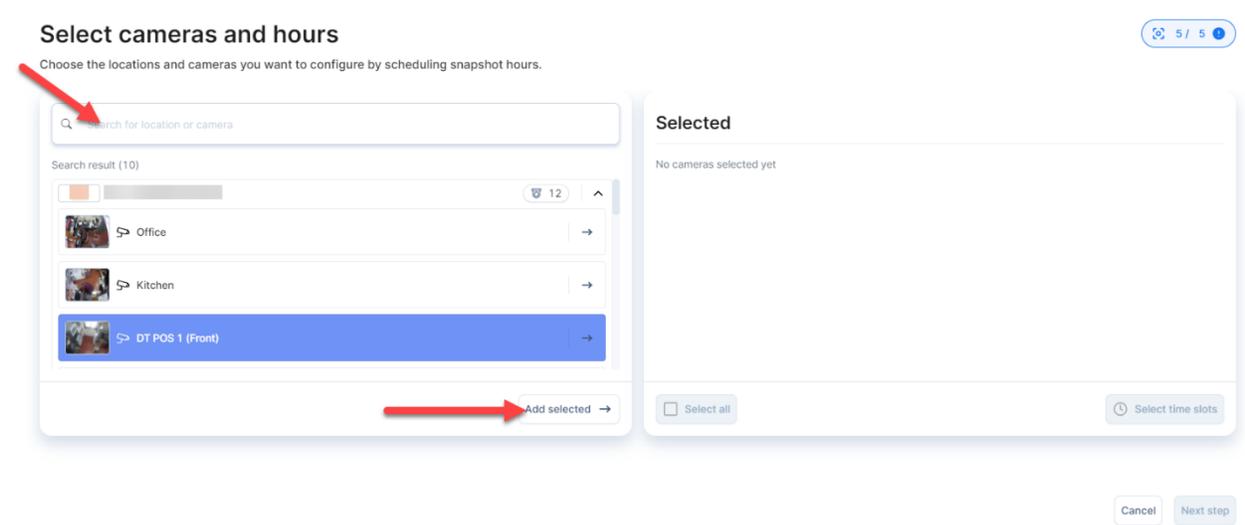
## How to Create a New Snapshot Audit

To create and configure a new **Snapshot Audit**:

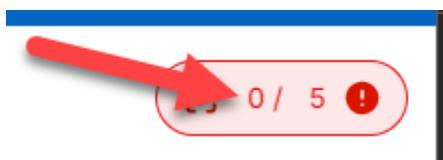
1. In the top-right corner of the screen, click the blue **+ Create new audit** button.



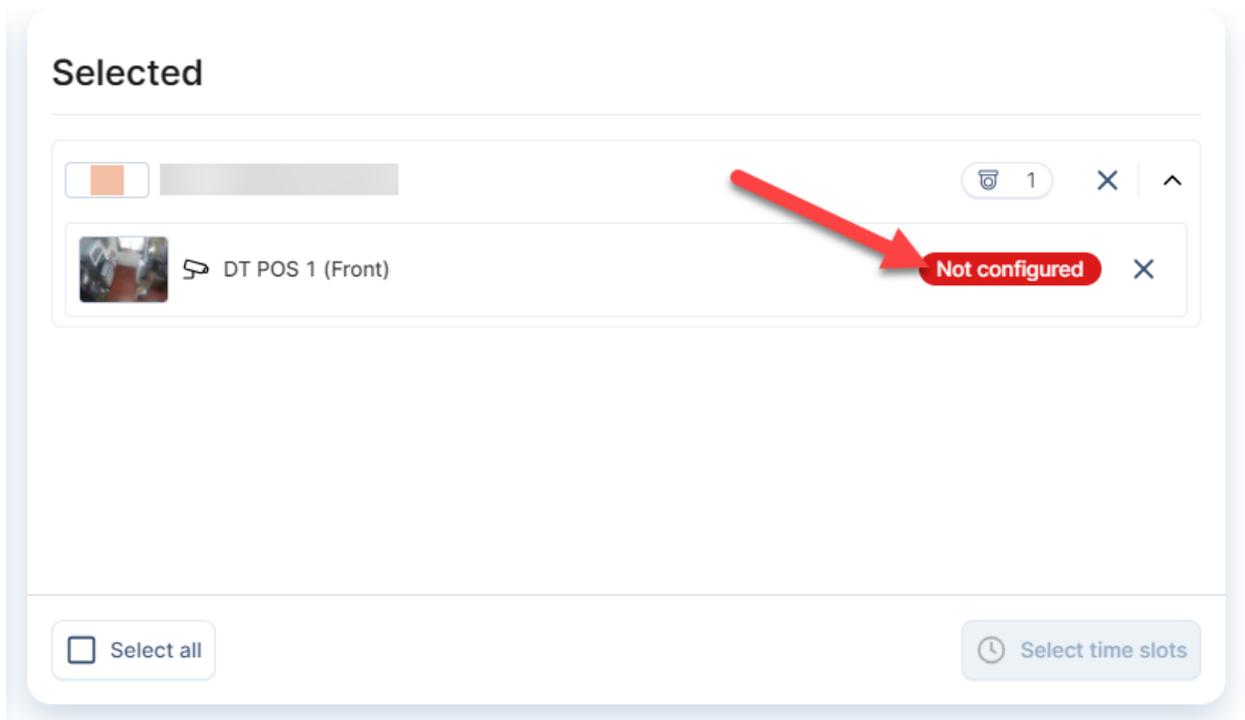
2. You will then be redirected to the **Snapshot Audit** configuration tool. Start by selecting your preferred **Location** from the list. You may only select one location for the audit. Next, pick which cameras you would like to focus on, and click **Add Selected**.



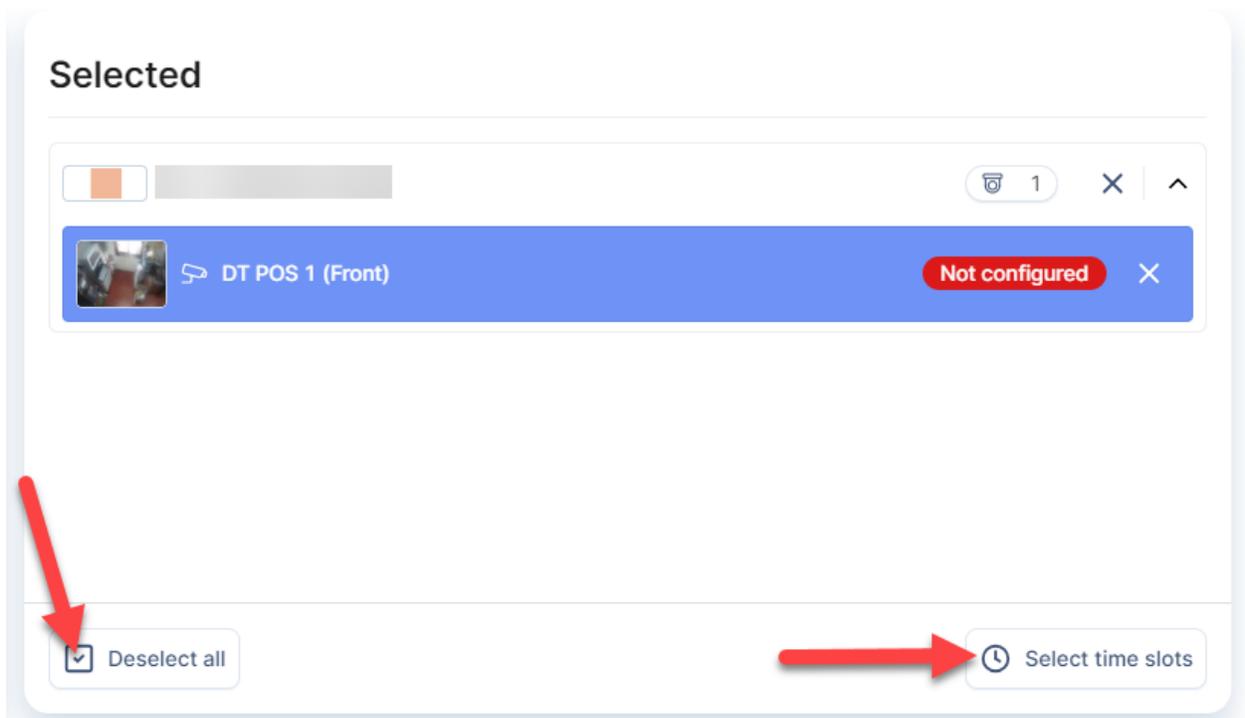
3. Your location and selected cameras will appear on the right side of the screen, under the **Selected** heading.
  - a. **Note:** With the **Free** plan, you can configure up to 5 snapshots per configuration, as shown by the number in the top right corner of the screen.



4. Under the **Selected** heading, review your camera selections. Any cameras that need to be configured will feature a red **Not configured** flag beside them. To proceed with scheduling snapshot hours, you will need to configure these cameras.



5. Click on the cameras you want to configure individually or check the **Select all** box to configure them all at once. Then, click **Select time slots**.



6. A new window will pop up. Here, you can view your snapshot **Schedule**, along with your **Edited cameras**. Below, you will see a table of times to choose from. Once you have made your selections, they will appear at the bottom of the screen under **Selected hours**.

✕ Schedule 📷 1 / 5 !

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Edited cameras:

📷 DT POS 1 (Front)

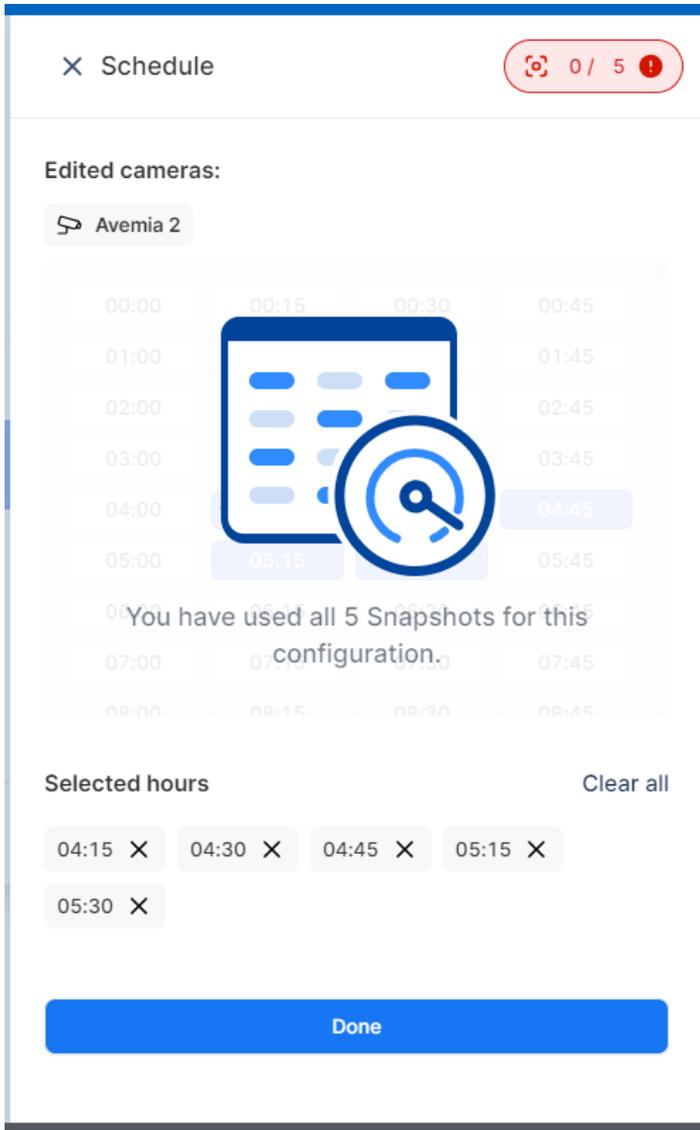
11:00	11:15	11:30	11:45
12:00	12:15	12:30	12:45
13:00	13:15	13:30	13:45
14:00	14:15	14:30	14:45
15:00	15:15	15:30	15:45
16:00	16:15	16:30	16:45
17:00	17:15	17:30	17:45
18:00	18:15	18:30	18:45
19:00	19:15	19:30	19:45

Selected hours Clear all

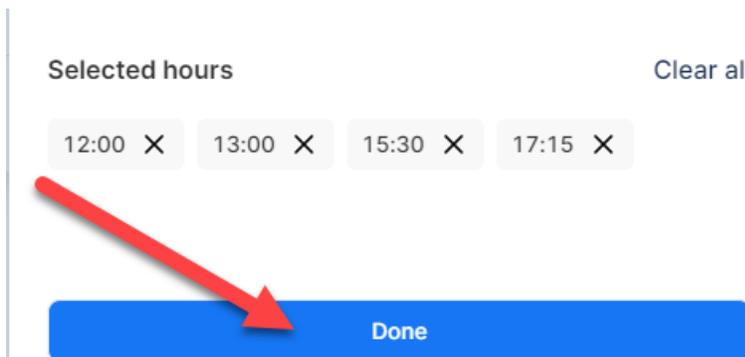
12:00 ✕ 13:00 ✕ 15:30 ✕ 17:15 ✕

Done

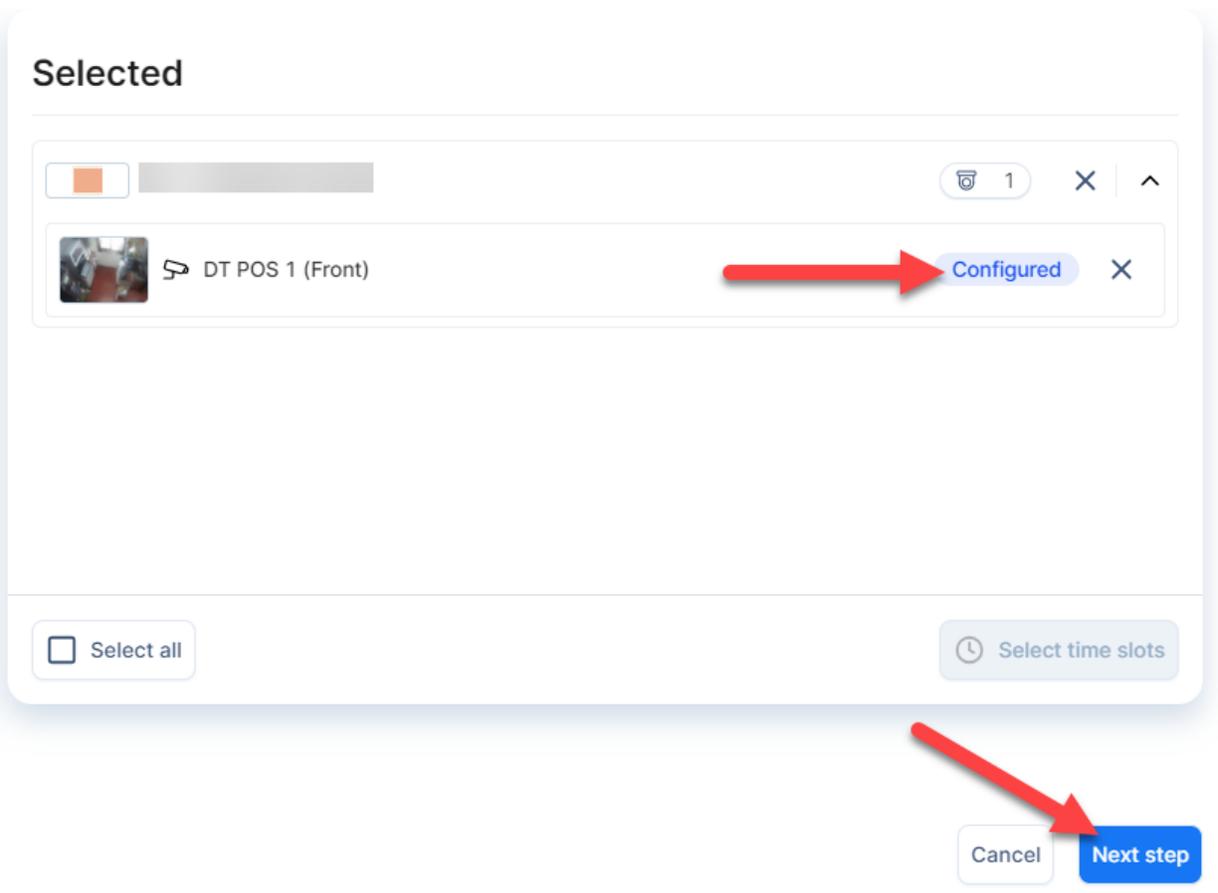
- a. **Note:** If you exceed your snapshot limit, you will receive this message shown below. To correct this issue, scroll down to **Selected hours** and click the **X** to remove some hour options.



- Review your selections. Then, scroll down to the bottom of the page, and click **Done** to create the request.



8. The menu will close. Next, click the **Next step** button. If the button is grayed out, you have not completed the configuration process and still need to set up your schedule.
  - a. **Note:** If configured correctly, each camera will have a blue **Configured** status banner beside it.



9. In the next section, you will determine your **Audit report parameters**.
  - a. Add the **Audit name**.
  - b. Add the **Expiration date**.
  - c. Choose your **Delivery day**.
  - d. (Optional) Add a **Description**.
  - e. Fill out the **Additional data** section. Check or uncheck the **Add link to the video** and/or **Add link to transactions report** to suit your preferences.

10. Preview your selection on the right-hand side, then click **Next step**. If this button is grayed out, it means you have configured a parameter incorrectly. Once all parameters have been configured, click the blue **Next step** button to proceed.

### Audit report parameters

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**Parameters**

Audit name  
Snapshot 1

Expiration date  
10/30/2024

Delivery days  
Mo Tu We Th Fr Sa Su

Description (optional)  
0/150

Additional data  
 Add link to the video

Previous step

**Snapshot preview**

Location name Camera Name HH:MM



Location name Camera Name

Video

Cancel Next step

11. On the **Summary** page, confirm that everything looks correct. Click **Finish configuration** to complete the process.

### Summary

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**Parameters**

Audit name  
Snapshot 1

Expiration  
10/30/2024

Delivery days  
Monday

Description  
No description was provided for this audit.

Audit locations

Access to report

Previous step

**Snapshot preview**

Location name Camera Name HH:MM



Location name Camera Name

Video

Cancel Finish configuration

12. When you return to the main **Snapshot Audit** page, you should see your new request, along with its processing status. Once your snapshots finish processing, you can take further **Actions** via the column on the far right of the table.

- Note:** Once your snapshots are ready to view, you should receive the following email:



Welcome,

The Snapshot Audit report for <data> is complete.

Audit Name [redacted]

Description: You can use our products in your/your client's personal and commercial projects, but resale and distribution of the final product/source files is prohibited by our license.

Expiration date: 09/11/2023

Report Owner: John Smith

Click the button below to view:

[Open report](#)

Tell us how we're doing - simply reply to this email with your suggestions!

Best regards!

DTiQ Team

If you do not want to receive messages regarding this audit, [unsubscribe](#) e-mail notifications.



Audit number: 25381

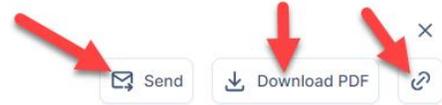
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13. Click the **Open report** button to then view your completed Snapshot Audit Report.

14. The report will open in another window in your web browser.

15. In this detailed **Audit Report**, you can view the **Audit images**, **Send** them via email, **Download** them as a **PDF**, or copy the **Link** to your clipboard.

## Audit Report



### Audit information

Audit name Testing	Report Date 09/25/2024	Owner [Redacted]
Description No description was provided for this audit.	Number of locations 1	Number of cameras 6

### Audit images (42)



Group by: Locations ↑↓

360 03:00	Stock Room 03:00	Kitchen 2 03:00	Front Counter 03:00
<a href="#">▶ Video</a>	<a href="#">▶ Video</a>	<a href="#">▶ Video</a>	<a href="#">▶ Video</a>

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



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