

HQ User's Guide

November 13, 2026

By Kevin E. Kubitskey

Adrastia LLC

Adrastia™

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What Adrastia Is

Our mission

Adrastia™ protects people and organizations by proving what happened, so every victim has a real path to justice, restitution, and closure.

What we stand for: Evidence first · Speed saves money · Within the law, always · No one is above review · Victims are never left in the dark · Stronger together

Purpose

Adrastia proves what happened when something goes wrong. It seals evidence the moment it is captured, keeps a chain of custody anyone can check, and turns it into records police, insurers and courts can use. It also helps stop fraud and scams before money moves, traces fraud back to its source, keeps agreements honest, and keeps a business running through an outage.

Consumers	Businesses	Their clients
Families, scam victims, tenants, workers and policyholders. • Check a call, text, email or picture for scam signs (Scam Check). • Start a sealed Victim's Clock after a fraud and track every report made. • Keep sealed agreements with a contractor, landlord or co-parent (Oathcrest). • Record where personal data shows up online and every opt-out sent. • Hold their own sealed copy of a workplace report, move-in record or insurance claim.	*Investigators, attorneys, insurers, small firms, nonprofits, churches and agencies.* • Seal field and desk evidence and produce court-ready reports (HQ). • Spot risky payments, scams, intruders and outages, and act on them (Aegis). • Trace a fraud back to its front door and hand a sealed package to police, a bank or a court. • Call payees back before money moves (Antiphon); keep sealed workplace, rental and claim records. • Keep the business supervised when the owner is out (Continuity Vault).	*The people a business serves: clients, attorneys, adjusters, tenants, workers, payees.* • Free Viewer seats to read a case, its evidence and its custody log. • Check any sealed package or record themselves, free, without an account. • Get receipts: complaint receipts, payee callback receipts, their own party copy. • Join Oathcrest agreements free and confirm or dispute each point. • See where their matter stands without being left in the dark.

What it is designed to do

- Capture and seal evidence the moment it is collected.
- Keep a chain of custody that checks itself.
- Protect people and businesses from fraud and scams before money moves.
- Trace fraud lawfully to its source and hand police, insurers and courts a package they can check.
- Keep agreements honest with one sealed record every side sees.
- Keep the business running and supervised through outages and absences.

A seal proves a record has not changed since it was added. It does not prove what happened before it was added. Adrastia's methods are patent-pending.

Adrastia HQ

A guide to Adrastia HQ. Status: LIVE as of November 13, 2026.

What it is

Adrastia HQ is the evidence and custody platform. You open a case, seal photos, video, notes and digital records into it, and HQ keeps a custody log that checks itself. When you are done, HQ builds a court-ready report anyone can check.

Who it's for

- Private investigators and security teams
- Attorneys, prosecutors and police units
- Insurance adjusters and claims staff
- Small businesses, nonprofits and churches documenting an incident
- Clients, attorneys and adjusters as free Viewers

The problem it solves

Evidence gets challenged: “Who took this photo? Was it changed? Who handled it?” A PI photographs a cut lock at a storage unit, and months later the defense attacks the photo. With HQ, the photo was fingerprinted, timed and placed the moment it was taken, and every hand that touched it is in the custody log.

How it works

1. Open a case (Cases > New case).
2. Capture in the field: Take a photo, Record video, Add note, Scan document. Each item is sealed on the spot.
3. Add desk records at the computer: IP addresses, logins, emails, payments, web pages.
4. Check Matches, add your team, and run the tools you need.
5. Click Create court-ready report and hand it over. The recipient can verify it free.

Getting started

- Sign in at adrastiahq.com > Sign in (7-day free trial on every plan).
- First: Cases > New case, then Take a photo to seal your first item.
- Help: top bar > Help (manual) or Learn (video lessons and a practice demo).

How it connects to the rest of Adrastia

Aegis is added to HQ from Plan & billing. Oathcrest sign-offs link into a case. ACES investigators review HQ reports in the Review tab. The plug-ins use the same sign-in.

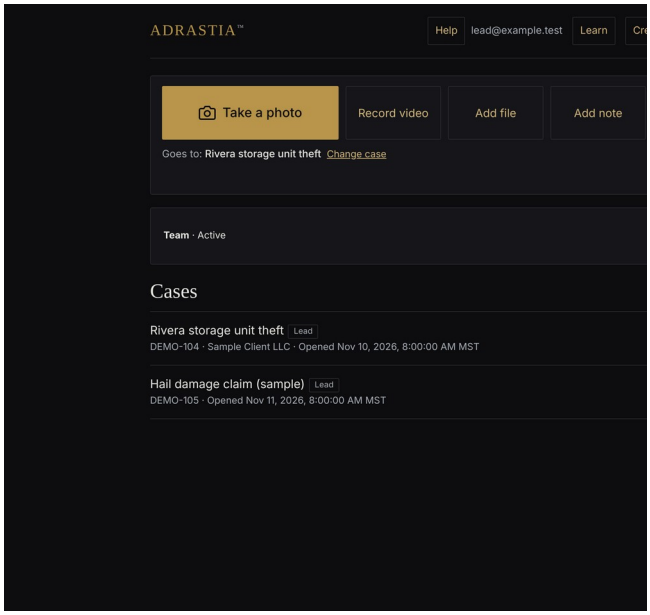
Adrastia HQ: every component

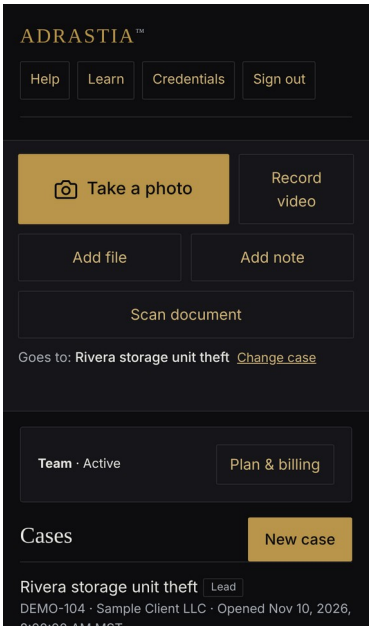
Adrastia HQ is where a case lives. You open a case, seal evidence into it from the phone or the computer, and HQ keeps the custody log and builds the court-ready report. Sign in at adrastiahq.com > Sign in. Status: LIVE.

Getting in and your account

Name on screen	What it is · what it does for you	Where	How to get there · notes
Sign in / Create an account	The sign-in screen for HQ (and the plug-ins). **Use:** One account works across HQ, Oathcrest and the plug-ins.	Both	adrastiahq.com > Sign in
Plan & billing	Your plan, seats, storage and add-ons. **Use:** Start the 7-day free trial, add Aegis or Complaint intake, see who uses your seats.	Desk	Cases screen > Plan & billing *Payments by Stripe. Viewer seats are free.*
Account check	A sealed check of your signup against reported scam numbers, emails and sites. **Use:** Shows your status and where you add business details.	Desk	Plan & billing > Account check
Credentials	Your name, title, firm and license for the report's certification block. **Use:** An attorney or PI's license prints on every court-ready report.	Desk	Top bar > Credentials *Licenses show as self-reported; ACES IDs show as verified.*
Silent duress mark	A hidden mark on a sealed item when you are under pressure. **Use:** Hold Seal and add for 2 seconds; the screen looks normal, only case leads see the mark.	Field	Credentials > Turn on the silent duress mark
Two-step sign-in	A 6-digit code from a phone app after your password. **Use:** Stops someone with your password from getting in.	Both	Case page > Two-step sign-in *Needs an authenticator app.*
Help / Learn	The HQ manual, video lessons and a practice demo. **Use:** Look up any button while you work.	Desk	Top bar > Help, or Learn

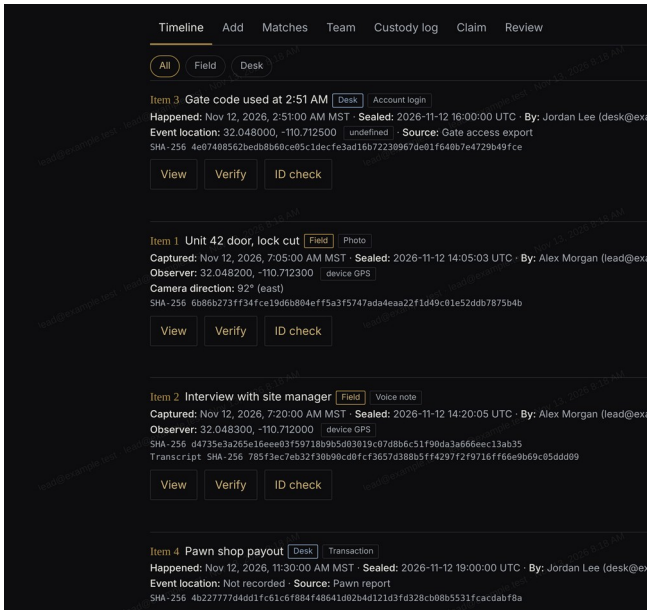
Cases and quick capture

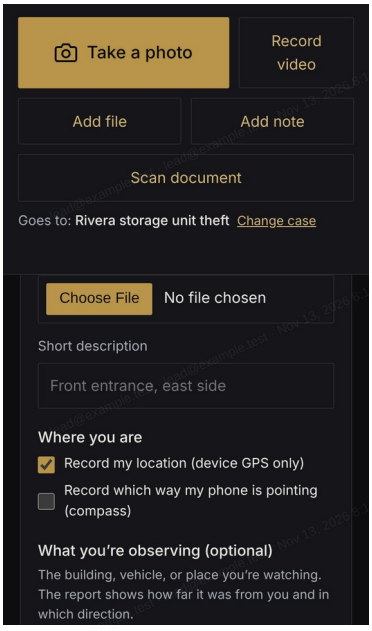




Name on screen	What it is · what it does for you	Where	How to get there · notes
Cases / New case	Your list of cases, and the form to open one. **Use:** Open “Rivera storage unit theft” with a case number and client.	Both	Sign in > Cases > New case
Take a photo	Opens the camera; the photo is sealed into the current case. **Use:** Photograph a cut lock at the scene in one tap.	Field	Top of the Cases screen *Time, GPS and fingerprint sealed.*
Record video	Records video straight into the case. **Use:** Film a vehicle leaving the lot.	Field	Top of the Cases screen
Add file	Seals a file from the phone or computer. **Use:** Add a client's receipt PDF.	Both	Top of the Cases screen
Add note (Dictate)	Type or speak a note; it is sealed. **Use:** Dictate what you saw before you forget it.	Field	Top of the Cases screen > Add note *Firefox records audio instead of typing it out.*
Scan document	Turns phone photos of paper into one straightened, sealed PDF. **Use:** Scan a signed statement page by page.	Field	Top of the Cases screen > Scan document *Searchable text is sealed beside it.*
Goes to / Change case	Shows which case a capture goes into. **Use:** Switch cases with one pick.	Field	Under the capture buttons
Workplace complaint intake	A private link employees use to file a complaint; each opens as a sealed case. **Use:** An HR lead gets complaints with receipts and stages.	Desk	Cases screen > Workplace complaint intake *Add-on, $49 per month.*
Check a complaint	Public page where the filer checks their complaint is on file and unchanged. **Use:** The employee sees only Received, Assigned, Under review or Closed.	Both	adrastiahq.com/report/check *No names or notes shown.*

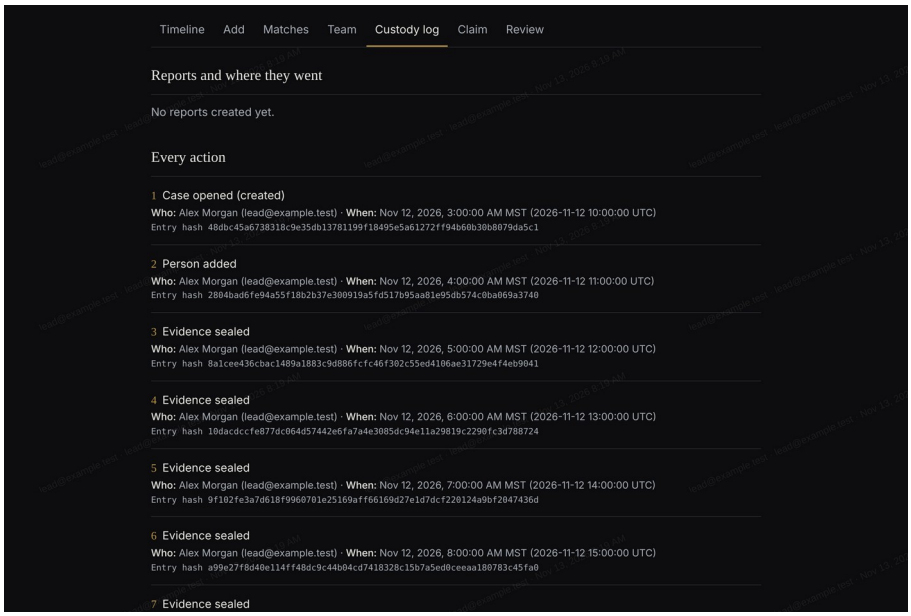
Inside a case





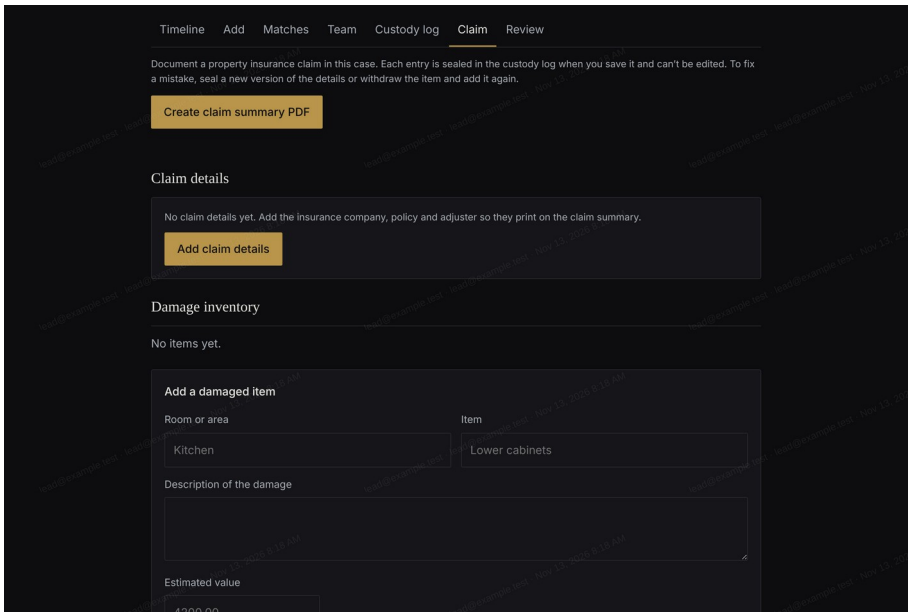
Name on screen	What it is · what it does for you	Where	How to get there · notes
Timeline	Every sealed item in time order, with All / Field / Desk filters. **Use:** See the gate code use at 2:51 AM next to the scene photo.	Desk	Open a case > Timeline *Each item has View, Verify and ID check.*
Add > Field	Seal a photo, video, voice note, written note, screenshot, audio file or document. **Use:** Record which way the phone points and the place you are watching.	Field	Open a case > Add > Field > Seal and add
Voice note (record now)	Record speech; a transcript is made and sealed. **Use:** Record an interview with the site manager.	Field	Add > Field > Type: Voice note *Quiet-room warning first. Cannot be deleted.*
Add > Desk	Seal an IP address, login, transaction, email, web page or phone record. **Use:** Seal the gate-access export with where it happened.	Desk	Open a case > Add > Desk > Seal and add *Look up approximate location for an IP.*
Searched and found nothing? Seal it	Seals a search that came back empty. **Use:** Prove you checked court records and found no filings.	Desk	Add tab > Searched and found nothing? Seal it *Prints in the court-ready report.*
Link an Oathcrest sign-off	Seals an Oathcrest agreement's ID and seal into the case. **Use:** Tie the signed engagement letter to the case.	Desk	Add tab > Link an Oathcrest sign-off
ID check	Checks a person's ID, live selfie and face match for an item. **Use:** Confirm a witness is who they say.	Both	Timeline > item > ID check *Uses Didit, an outside provider. Free backup reads a license barcode only.*
Sealed vault	Encrypts evidence files on your device before upload. **Use:** Adrastia itself cannot read sensitive files.	Desk	Case page > Sealed vault *Lose the key and recovery kit and files cannot be opened.*

Matches, team and custody



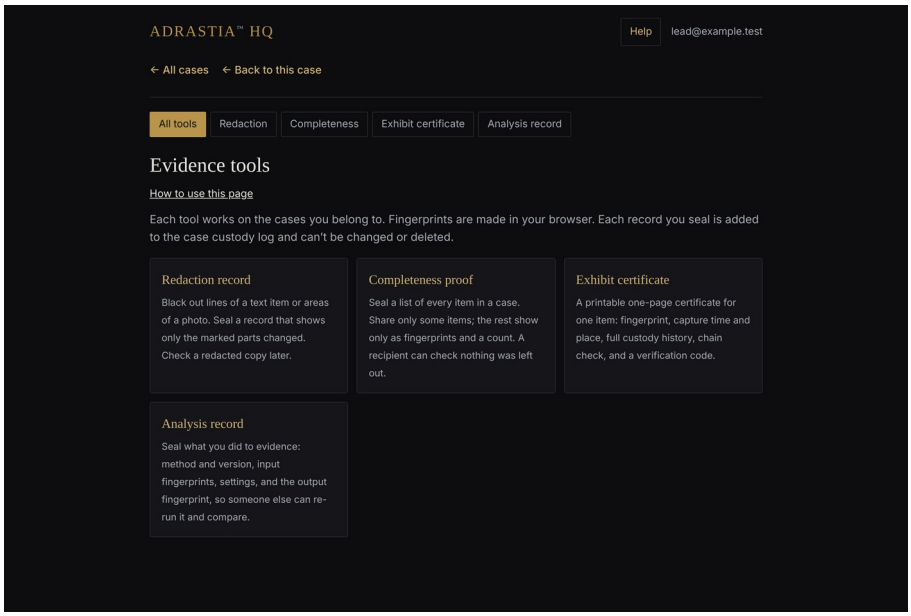
Name on screen	What it is · what it does for you	Where	How to get there · notes
Matches	Compares desk records with field evidence by time and place. **Use:** A login at 2:51 AM near the scene shows as a lead to check.	Desk	Open a case > Matches *A match is a lead, not a conclusion.*
Team	Adds people to the case with a role: Lead, Field, Desk or Viewer. **Use:** Give the client's attorney a free Viewer seat.	Desk	Open a case > Team
Custody log	Every action on the case, chained, plus where each report went. **Use:** Show a judge who did what and when.	Desk	Open a case > Custody log
Check chain of custody	Re-checks the whole chain in one click. **Use:** Prove nothing was edited or removed.	Desk	Case page > Check chain of custody
Create court-ready report	A PDF of the whole case with your certification. **Use:** Hand a prosecutor one file with evidence, timeline and custody.	Desk	Case page > Create court-ready report *Its fingerprint is logged.*
Prepare agency reports	Drafts bank, FBI IC3, police or CPS/APS reports from the case facts. **Use:** After an elder fraud, draft the bank recall and APS referral.	Desk	Case page > Crime or fraud involved? Prepare agency reports *You approve and send. Adrastia never files.*

Claim, complaint and review tabs



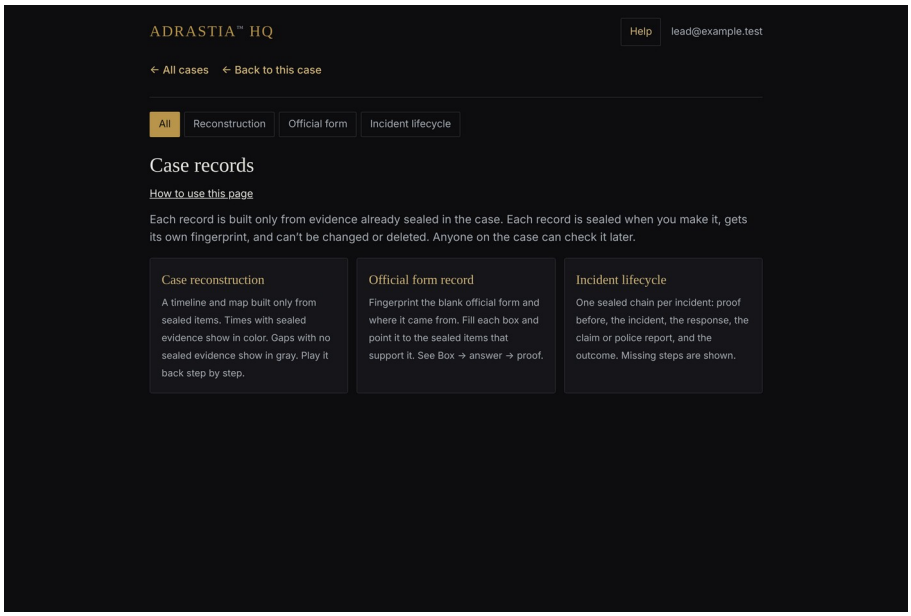
Name on screen	What it is · what it does for you	Where	How to get there · notes
Claim	Documents a property insurance claim: details, damage list, claim log. **Use:** Track every adjuster request and payment on a hail claim.	Desk	Open a case > Claim *Every plan includes it.*
Create claim summary PDF	One PDF of the claim. **Use:** Send the adjuster a clean summary.	Desk	Claim tab > Create claim summary PDF
Share this claim	Shares the claim with an adjuster, contractor or attorney as a free Viewer. **Use:** Let the contractor see the damage photos.	Desk	Claim tab > Share as Viewer
Complaint	A filed workplace complaint: stage, sealed record and handling steps. **Use:** Seal Assigned, Interview held, Findings and Closed.	Desk	Open a complaint case > Complaint *Intake add-on.*
Review	The ACES Report Review Checklist: Pass, Concern or N/A per item. **Use:** An ACES investigator signs off on your report.	Desk	Open a case > Review *Any case member can review.*
Check a report file	Checks a report PDF against the reports made from this case. **Use:** Confirm the PDF you were emailed is the real one.	Desk	Review tab > Check a report file *File is not uploaded.*

Evidence tools and Sealed tools



Name on screen	What it is · what it does for you	Where	How to get there · notes
Redaction record	Black out lines of text or areas of a photo; seal what changed. **Use:** Hide a minor's face and prove nothing else changed.	Desk	Case page > Evidence tools > Redaction record *Never stores the hidden part.*
Completeness proof	Seals a list of every item; share some, the rest show as fingerprints. **Use:** Prove to opposing counsel nothing was left out.	Desk	Evidence tools > Completeness proof
Exhibit certificate	A one-page certificate for one item with its custody history. **Use:** Attach a certificate to Exhibit 7.	Desk	Evidence tools > Exhibit certificate
Analysis record	Seals the method, settings and results of work on evidence. **Use:** Show how you enhanced a video so an expert can repeat it.	Desk	Evidence tools > Analysis record
Rule snapshot	Seals which state's rule you applied and why. **Use:** Record that you followed Arizona's rule for a step.	Desk	Case page > Sealed tools > Rule snapshot
AI session record	Seals a pasted AI chat as an exhibit. **Use:** Show exactly what an AI tool said and when.	Desk	Sealed tools > AI session record
Daily brief	Lists and seals every event in the case for one day. **Use:** Prove the day's record is complete.	Desk	Sealed tools > Daily brief
Readiness check	Checks each item for fingerprint, chain, time, place and sign-off. **Use:** Catch a missing sign-off before court.	Desk	Sealed tools > Readiness check *Not legal advice.*

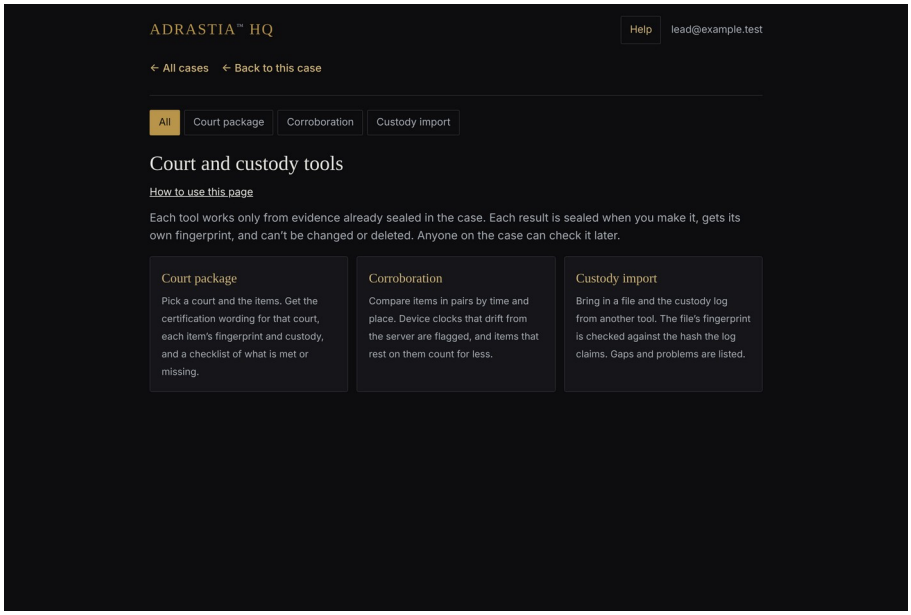
Counts, audits and records



Name on screen	What it is · what it does for you	Where	How to get there · notes
Honest Hands	Two people count cash separately; the count is matched to the deposit. **Use:** A church proves the offering count matched the deposit.	Desk	Case page > Counts, scam clock and exposure > Honest Hands *Each counter needs an account.*
The Victim's Clock	Starts a sealed clock after a fraud and lists where to report. **Use:** A victim tracks every report and spots fake recovery offers.	Both	Counts, scam clock and exposure > The Victim's Clock
Sealed exposure record	Records where personal data shows up and each opt-out sent. **Use:** Prove a people-search listing came back after removal.	Desk	Counts, scam clock and exposure > Sealed exposure record
Milestone warning ledger	Seals each warning given to a client; the client confirms by link. **Use:** An agent proves the wire-fraud warning was given.	Desk	Counts, scam clock and exposure > Milestone warning ledger
Self-audit	Re-checks a random sample of the case that nobody can pick. **Use:** Show an auditor the record holds up.	Desk	Case page > Audits, retention and notices > Self-audit
Retention	The case owner's keep-for setting; every change sealed. **Use:** Set a long hold on a fraud case.	Desk	Audits, retention and notices > Retention *Nothing is deleted automatically.*
Notice decisions	Seals who you told, when and why, or why you did not. **Use:** Record a breach-notice decision.	Desk	Audits, retention and notices > Notice decisions
Required messages	Lists messages the case requires and seals each one sent. **Use:** Track a required client update.	Desk	Audits, retention and notices > Required messages
Case reconstruction	A timeline and map built only from sealed items. **Use:** Replay the night; gaps with no evidence show in gray.	Desk	Case page > Reconstruction, forms and lifecycle *Nothing is guessed.*
Official form record	Seals a blank official form, then each answer with its proof. **Use:** Fill a form box by box, each pointing to evidence.	Desk	Reconstruction, forms and lifecycle > Official form record
Incident lifecycle	One chain per incident: before, incident, response, report, outcome. **Use:** See which steps are still missing.	Desk	Reconstruction, forms and lifecycle > Incident lifecycle

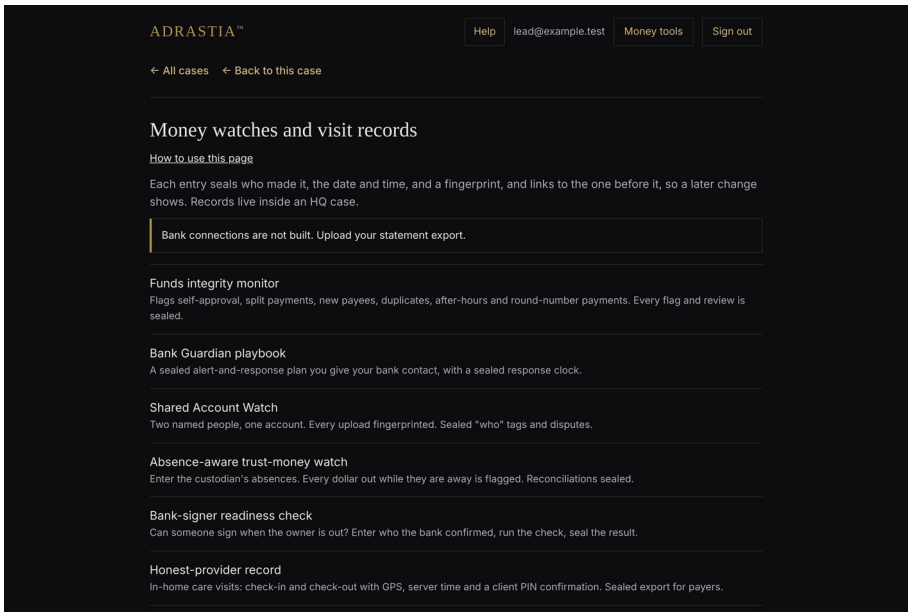
Name on screen	What it is · what it does for you	Where	How to get there · notes
Licensed-investigator cleanup	Ties each opt-out to the PI and license doing it. **Use:** Prove a licensed PI did the data-broker cleanup.	Desk	Case page > Cleanup and agent ledger
AI agent authority ledger	Seals what an AI agent may do and checks every action. **Use:** Show an AI tool was blocked from an action it was not allowed.	Desk	Cleanup and agent ledger > AI agent authority ledger

Email, proof-over-time and court tools



Name on screen	What it is · what it does for you	Where	How to get there · notes
Sealed decode of a suspicious email	Peels off every layer of a raw email; lists links, domains and IPs. **Use:** Unpack a phishing email for the bank.	Desk	Case page > Suspicious email tools
Look-alike character check	Flags names that look like yours but use other characters. **Use:** Catch “rnybank.com” posing as “mybank.com”.	Desk	Suspicious email tools > Look-alike character check
Seal renewal	Re-seals the case under a fresh, stronger hash. **Use:** Keep an old case hard to challenge.	Desk	Case page > Proof over time > Seal renewal
Trusted time	Checks your clock against the server and public time sources. **Use:** Show the photo time was not off.	Both	Proof over time > Trusted time
Liveness check	Say 4 random words on camera within 60 seconds. **Use:** Prove a live person captured the item.	Field	Proof over time > Liveness check *Turns on the camera and microphone.*
Court package	Pick a court and items; get its certification wording and a checklist. **Use:** See what is met or missing for a county court.	Desk	Case page > Court and custody tools > Court package *Rules reference only.*
Corroboration	Compares items in pairs by time and place; flags drifting clocks. **Use:** Two witnesses' photos line up within 3 minutes.	Desk	Court and custody tools > Corroboration *A person decides.*
Custody import	Brings in a file and its custody log from another tool and checks it. **Use:** Bring a body-cam export into the case.	Desk	Court and custody tools > Custody import *Uses exported files.*

Network, trust and money tools



Name on screen	What it is · what it does for you	Where	How to get there · notes
Front door network	Attach the scam phone, email, site or account that took the money. **Use:** See that 5+ members were hit by the same number, never who.	Desk	Case page > Front door network
Network lookup and early warnings	Look up a number or site before anyone loses money. **Use:** Check a “bank” number a client was given.	Desk	Front door network > Network lookup and early warnings
Joint referral	One combined, nameless referral to an agency from 2+ members. **Use:** Send an agency one package covering five victims.	Desk	Front door network (after 2+ members allow it) *You send it; a receipt link shows when they open it.*
Public transparency log	A daily public log of every chain's latest seal. **Use:** Anyone can check a record was not changed, without signing in.	Desk	Case page > Trust tools > Public transparency log
Lookup log	Records each lookup with a keyed fingerprint, never the name. **Use:** Log a skip-trace without exposing who was searched.	Desk	Trust tools > Lookup log
Control checks	Sets controls, owners and proof needed; missed checks are sealed. **Use:** Prove monthly backups were checked.	Desk	Trust tools > Control checks *Uses uploads.*
Canary links	Trap links that seal the time, IP and browser when opened. **Use:** Plant a fake file in a shared drive to catch an intruder.	Desk	Trust tools > Canary links
Investigator referral	Sends a case to a licensed investigator with a one-tap accept link. **Use:** The PI checks in on site; place and photo are sealed.	Field	Trust tools > Investigator referral *Check-in is done on the phone.*
Funds integrity monitor	Flags self-approval, split, new-payee, duplicate and after-hours payments. **Use:** Catch an employee paying a new payee twice.	Desk	Case page > Money watches and visit records *Upload a statement export.*
Bank Guardian playbook	A sealed alert-and-response plan for your bank contact. **Use:** Show the bank answered within the agreed time.	Desk	Money watches and visit records > Bank Guardian playbook
Shared Account Watch	Two named people, one account; every upload fingerprinted. **Use:** Siblings watch a parent's account together.	Desk	Money watches and visit records > Shared Account Watch

Name on screen	What it is · what it does for you	Where	How to get there · notes
Absence-aware trust-money watch	Flags every dollar out while the custodian is away. **Use:** Catch withdrawals during a trustee's vacation.	Desk	Money watches and visit records
Bank-signer readiness check	Checks someone can sign when the owner is out. **Use:** Confirm payroll can still go out.	Desk	Money watches and visit records
Honest-provider record	In-home care visits with GPS check-in, check-out and client PIN. **Use:** A caregiver proves each visit to the payer.	Field	Money watches and visit records > Honest-provider record

Quick answers

Question	Answer
Can I edit or delete a sealed item?	No. Sealed items cannot be edited or deleted. To correct something, seal a new item that explains it.
Does the person I send a report to need an account?	No. Viewers are free, and a report or item can be checked without paying.
Does HQ file police or bank reports for me?	No. HQ drafts them. You approve and send them yourself.
Who can hear a voice note?	Everyone on the case. Once sealed it stays with the case permanently, so record in a quiet place.
Is a match proof?	No. A match is a lead to check, not a conclusion.