

Screens in this guide show fictional sample data. Names, cases, addresses, and accounts are made up.

Watch the matching video lesson for each section on the Learn page: adrastiahq.com/learn.

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Start here: which lessons to read first

The idea in one sentence. Every item you add is fingerprinted (SHA-256) and sealed the moment it reaches Adrastia, and every action on a case is written to a chain of custody that checks itself, so your evidence is ready to answer challenges about how it was handled.

Start here

Pick the path that fits you. Read or watch these sections first, in this order. Everything else can wait until you need it.

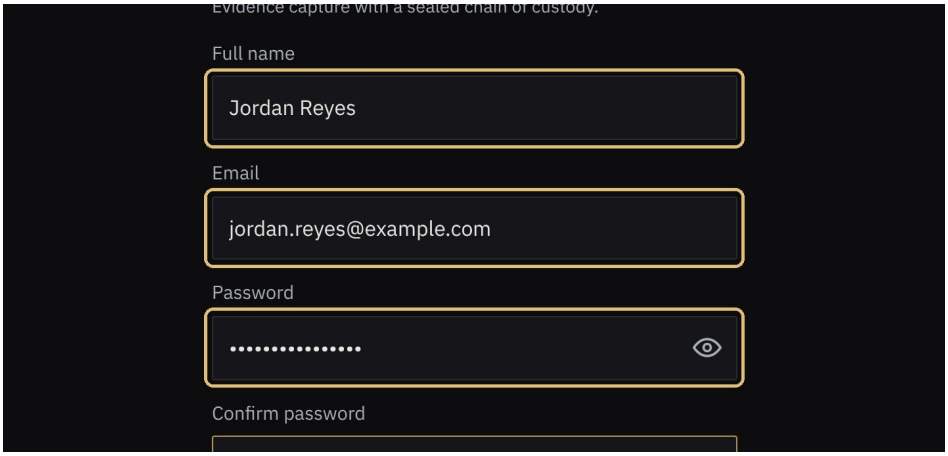
Your path	Start with these sections
Investigators Licensed PIs and field investigators	1. Create your account and sign in 3. Set your reviewer credentials 5. Open a case 6. Add field evidence 12. Create the court-ready report
Attorneys & Law Enforcement Law firms, prosecutors, and police units	1. Create your account and sign in 3. Set your reviewer credentials 8. The timeline: view and verify 11. The chain of custody 14. Verify a file or report
Insurers & Adjusters Claims teams, SIUs, and adjusters	1. Create your account and sign in 10. Your team and roles 8. The timeline: view and verify 11. The chain of custody 12. Create the court-ready report
Teams & Agencies Firms and units with several people	4. Your plan 5. Open a case 10. Your team and roles 9. Matches: connect field and desk 13. Agency reports: draft, review, you send
IT partners' clients Businesses set up through their IT provider	1. Create your account and sign in 5. Open a case 7. Add desk (digital) records 13. Agency reports: draft, review, you send 14. Verify a file or report

1 Create your account and sign in

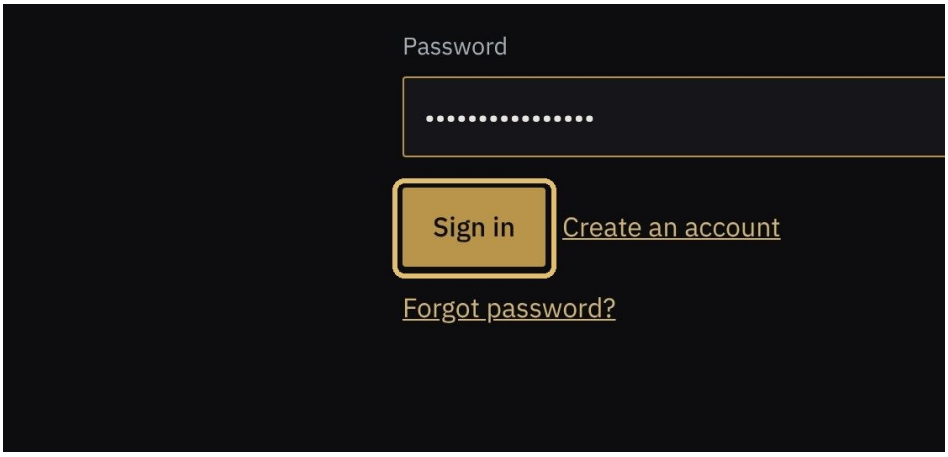
1. Open adrastiahq.com/app in your phone or computer browser.
2. Tap **Create an account**.
3. Enter your full name, email, and a password of at least 8 characters. Enter the password again under Confirm password. Tap the eye icon to check what you typed.
4. Tap **Create account**. Open the confirmation email from Adrastia and click the link.
5. Come back to adrastiahq.com/app, enter your email and password, and tap **Sign in**.

Forgot your password? On the sign-in screen, enter your email and tap Forgot password? Open the reset link on the same device to set a new password.

One person, one login. Every action is recorded under the name on the account. Never share your login. Evidence added on a shared login can be challenged.



Create your account



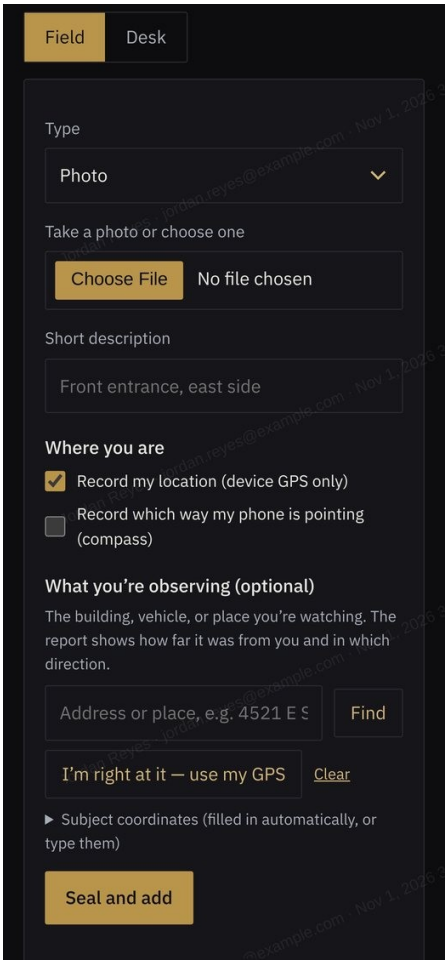
Sign in

2 Install Adrastia on your phone

Adrastia HQ runs in your browser. Add it to your home screen so it opens like an app.

Phone	Steps
iPhone (Safari)	Open adrastiahq.com/app. Tap the Share button (square with an up arrow). Scroll down and tap Add to Home Screen, then Add.
Android (Chrome)	Open adrastiahq.com/app. Tap the three-dot menu at the top right. Tap Add to Home screen or Install app, then confirm.

Allow location. The first time you add field evidence, your phone asks to share your location. Tap Allow. Field evidence uses device GPS only.



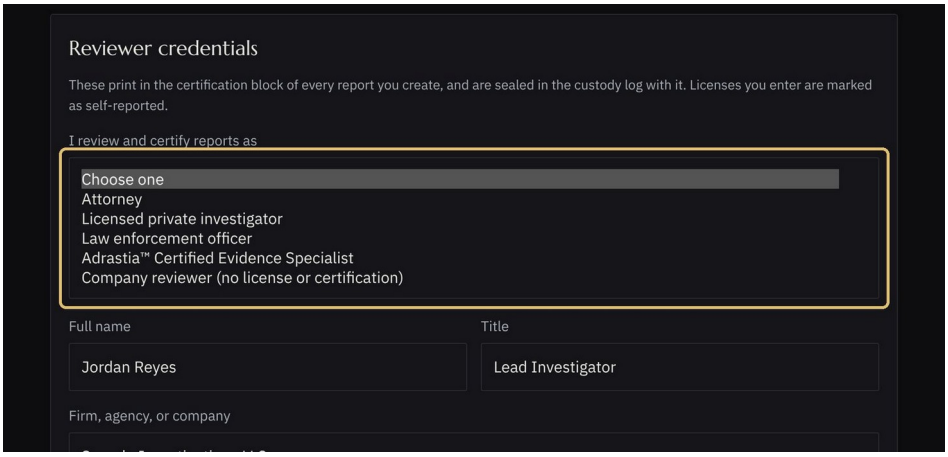
Adrastia on a phone: Add, Field, with Record my location checked

3 Set your reviewer credentials

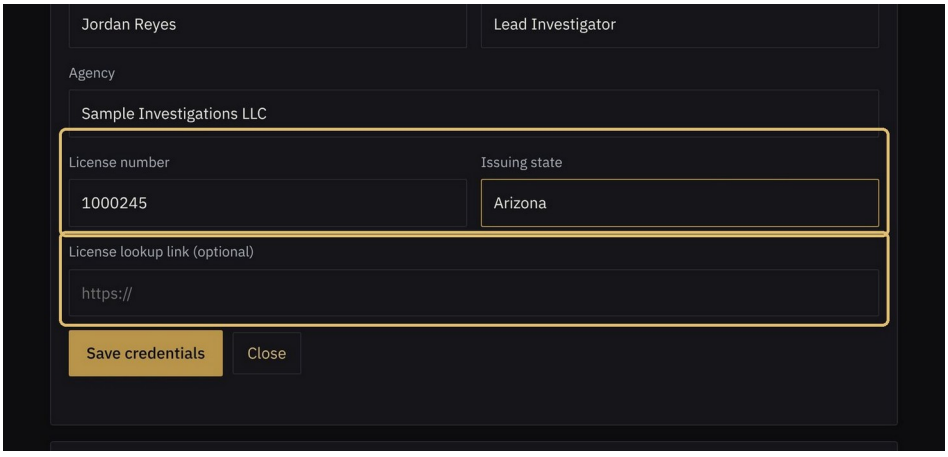
Every report you create is certified in your name. Your credentials print in the report's certification block and are sealed in the custody log with that report.

1. Tap **Credentials** at the top of the app.
2. Under **I review and certify reports as**, pick one: Attorney, Licensed private investigator, Law enforcement officer, Adrastia™ Certified Evidence Specialist, or Company reviewer (no license or certification).
3. Enter your full name, title, and firm, agency, or company.
4. For an attorney, investigator, or officer, enter your bar, license, or badge number and the issuing state. Add a public license lookup link if you have one.
5. Tap **Save credentials**.

No anonymous certification. Licenses you enter print as "self-reported." Anyone without a license or Adrastia™ certification prints as "Uncredentialed reviewer." An Adrastia certification prints as verified only after Adrastia confirms it.



Credentials, with the choices shown



License number, issuing state, and lookup link

4 Your plan

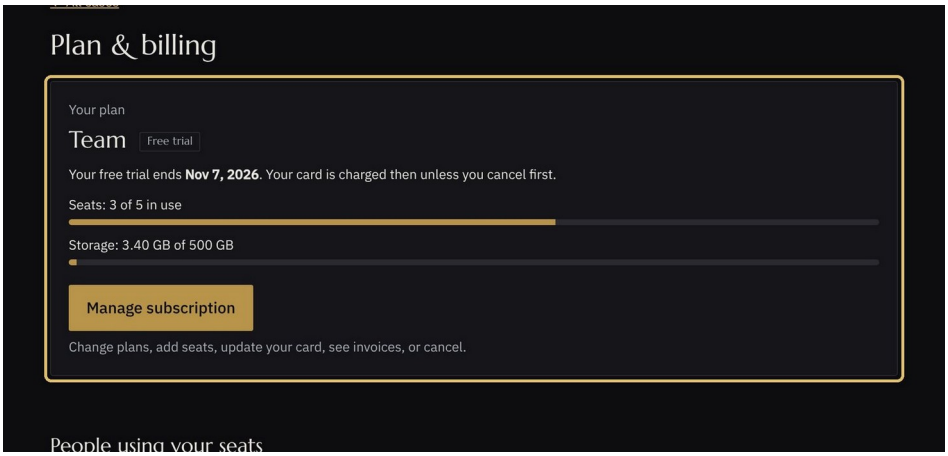
The bar at the top of the Cases screen shows your plan. Tap Plan & billing to see your plan, trial end date, seats in use, and storage used. Tap Manage subscription to change plans, add seats, update your card, see invoices, or cancel.

- **Solo, $39 per month:** one investigator, attorney, or adjuster. 25 GB of evidence storage.
- **Attorneys & Law Enforcement, $199 per month:** 3 seats with Lead, Field, and Desk roles, for law firms, prosecutors, and police units. 300 GB of evidence storage, pooled.
- **Team, $249 per month:** 5 seats with Lead, Field, and Desk roles. Extra seats are $49 per month.
- **Agency, $899 per month:** 20 seats. Extra seats are $45 per month.
- **Enterprise:** for insurers and organizations with 50 or more users. Tap Ask about Enterprise pricing.

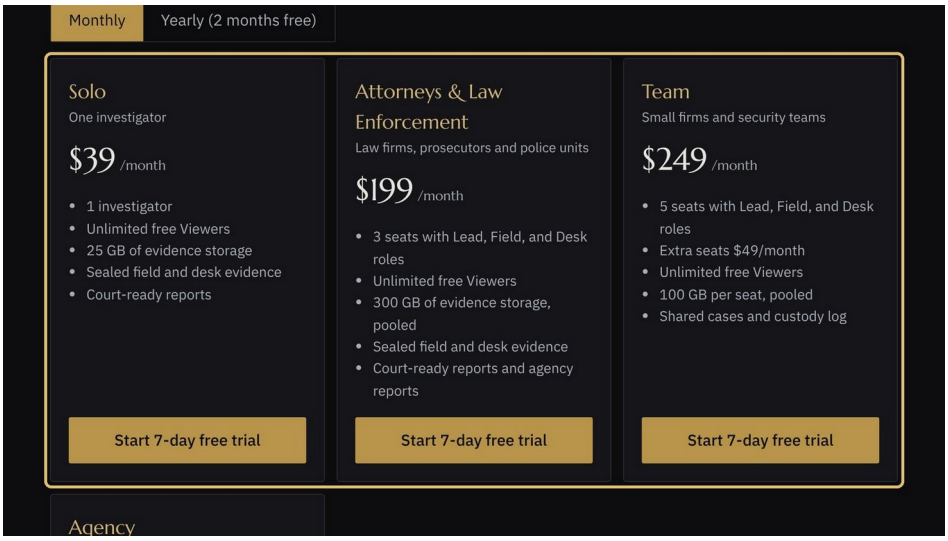
Every plan starts with a 7-day free trial. Cancel any time before it ends and you won't be charged. Yearly billing gives 2 months free. Viewer seats are always free for attorneys, clients, and adjusters who only read cases.

On Attorneys & Law Enforcement, Team, and Agency plans, People using your seats lists who holds a seat. Release seat frees it. That person loses Field, Desk, and Lead access on your cases, and their past work stays in the record under their name.

If a plan ends, your cases and evidence stay readable and you can still create reports, but you can't open cases or add evidence until a plan is active again.



Plan & billing during a free trial



Choose a plan

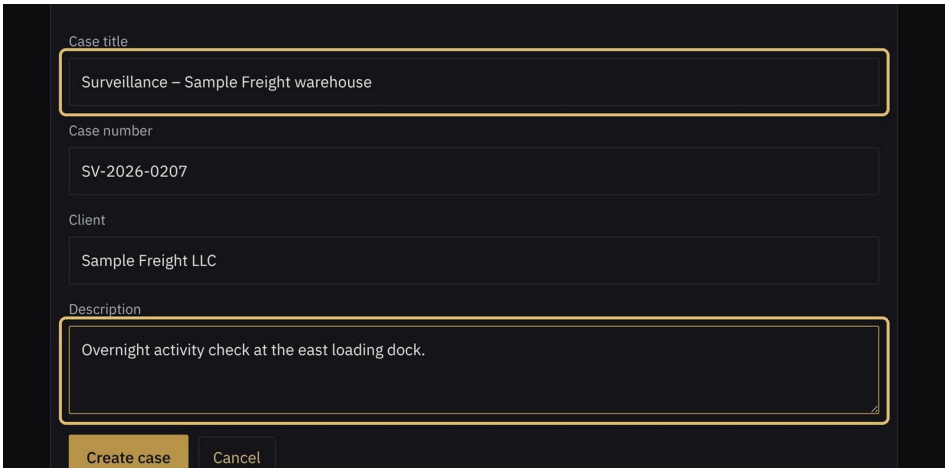
5 Open a case

1. On the Cases screen, tap **New case**.
2. Enter a case title. Add the case number, client, and a description if you have them.
3. Tap **Create case**. You become the case Lead.

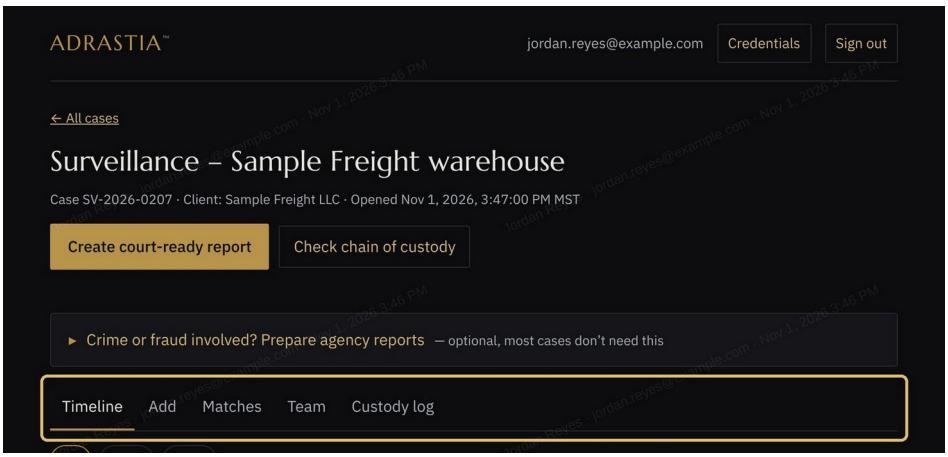
The Cases screen lists every case you belong to, with your role on each. Tap a case to open it.

Inside a case you'll find five tabs: Timeline, Add, Matches, Team, and Custody log. At the top are Create court-ready report and Check chain of custody. Case screens carry a faint watermark with your name, email, date, and time.

> **Opening a case is recorded.** Even viewing a case is written to the custody log with your name, time, and network address.



New case



Inside a case: the five tabs

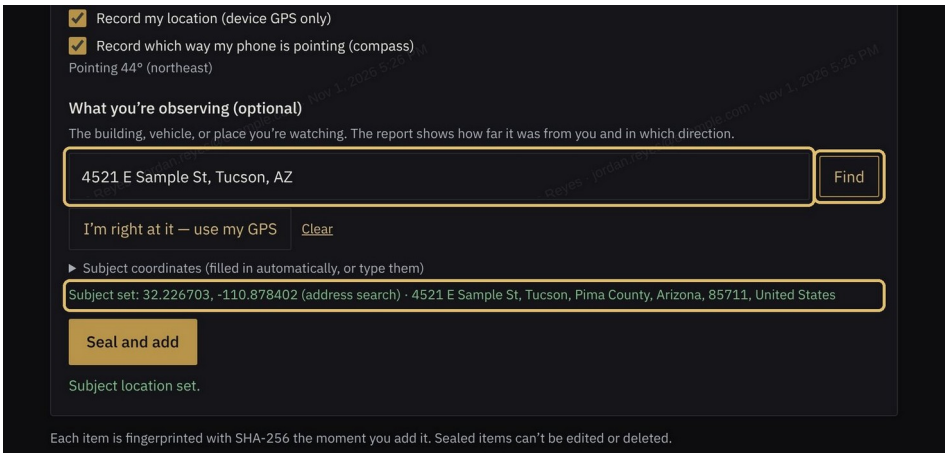
6 Add field evidence

Field evidence is what you capture in person: photos, video, voice notes, written notes, screenshots, audio files, and documents.

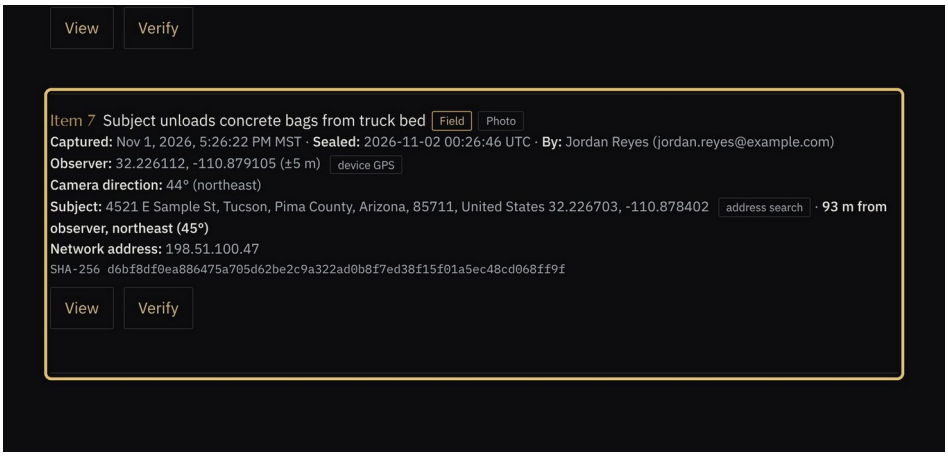
1. Open the case and tap **Add**, then **Field**.
2. Under **Type**, choose what you're adding.
3. Take the photo or video, record the voice note, or choose the file.
4. Enter a **Short description**, for example "Subject unloads concrete bags from truck bed."
5. Leave **Record my location (device GPS only)** checked. Your position comes from device GPS only.
6. Check **Record which way my phone is pointing (compass)** to seal the camera direction.
7. Optional: under **What you're observing**, enter the address of the building or vehicle you're watching and tap Find, or tap I'm right at it — use my GPS.
8. Tap **Seal and add**.

Why the subject location matters. The timeline and report state how far the subject was from you and in which direction, for example "93 m from observer, northeast." That documents where you stood and what you were watching.

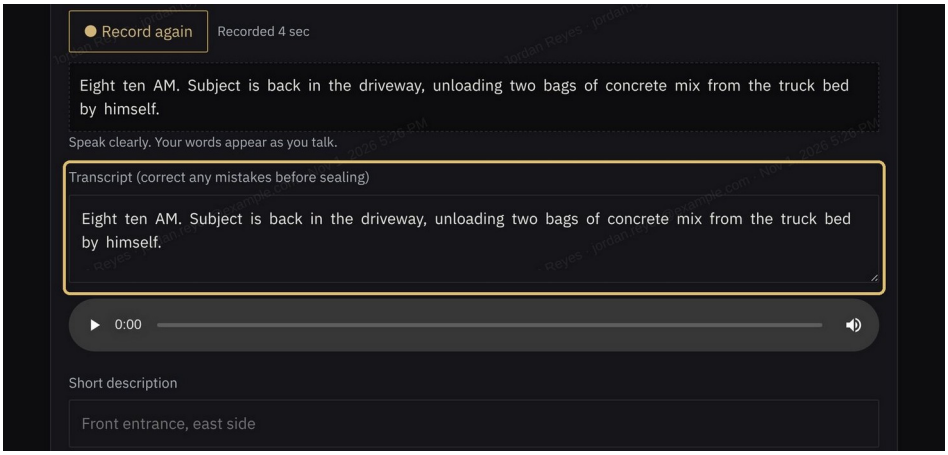
Voice notes. Choose Voice note, tap Start recording, and speak. Your words appear as you talk. Tap Stop recording and correct any mistakes in the transcript before sealing. Both the recording and the transcript are fingerprinted.



Location, direction, and subject



The sealed item on the timeline



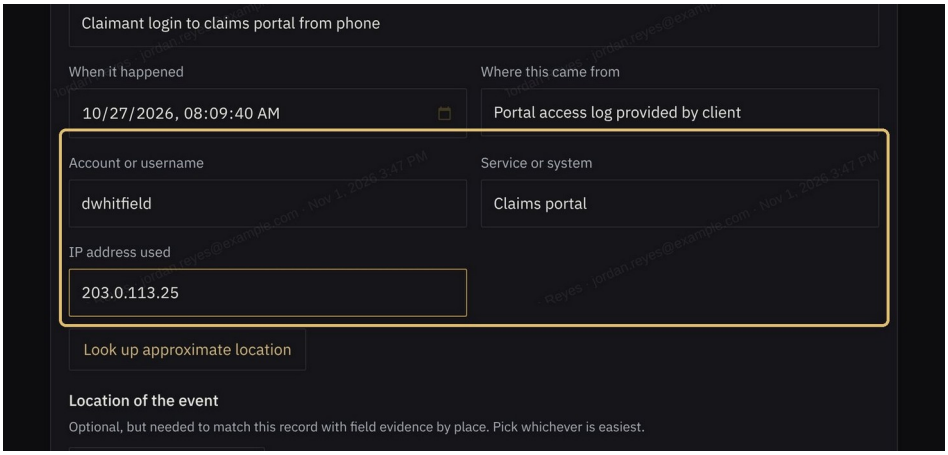
Voice note transcript, ready to correct before sealing

7 Add desk (digital) records

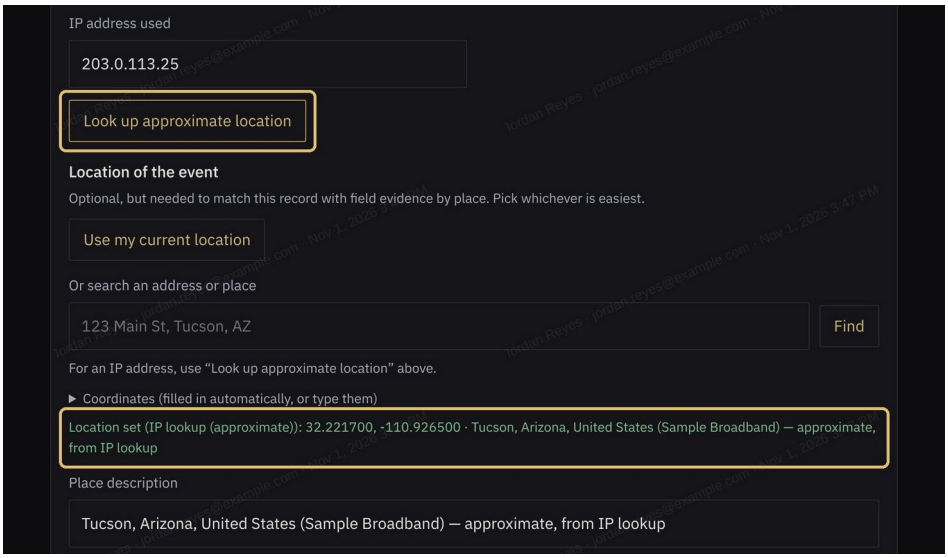
Desk records are digital facts: IP addresses, account logins, financial transactions, emails, web pages, phone records, and other digital records.

1. Open the case and tap **Add**, then **Desk**.
2. Under **Type**, choose the record type. The form changes to ask for the right details.
3. Enter a **Short description**, **When it happened**, and **Where this came from** (for example “Portal access log provided by client”).
4. Fill in the details, such as the account, service, and IP address used for a login.
5. Set the event location if you know it: tap **Look up approximate location** for an IP address, tap Use my current location, or search an address or place.
6. Attach the export or screenshot if you have one, and tap **Seal and add**.

Every location is labeled with how it was set: device GPS, address search, IP lookup (approximate), or typed by hand. Adrastia also seals your own location and network address when you enter a desk record.



Login record details



Approximate location from an IP lookup

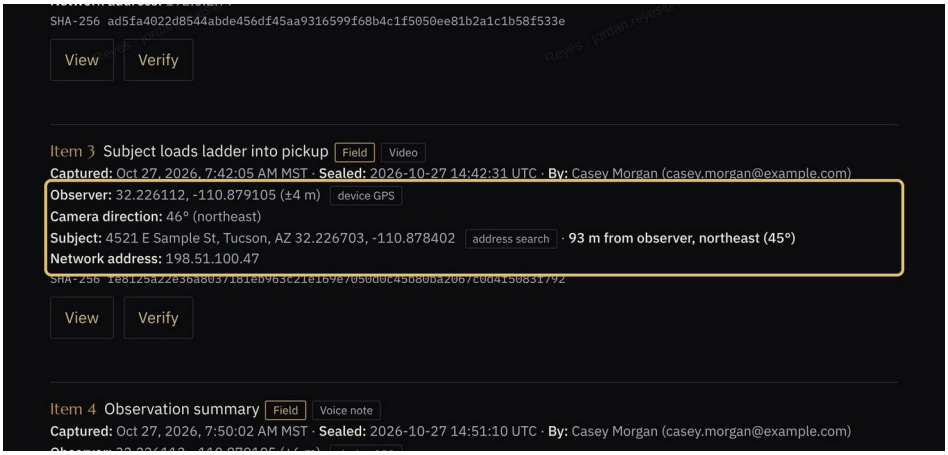
8 The timeline: view and verify

The Timeline tab shows field and desk items together in time order. Use All, Field, or Desk to filter. Each item shows:

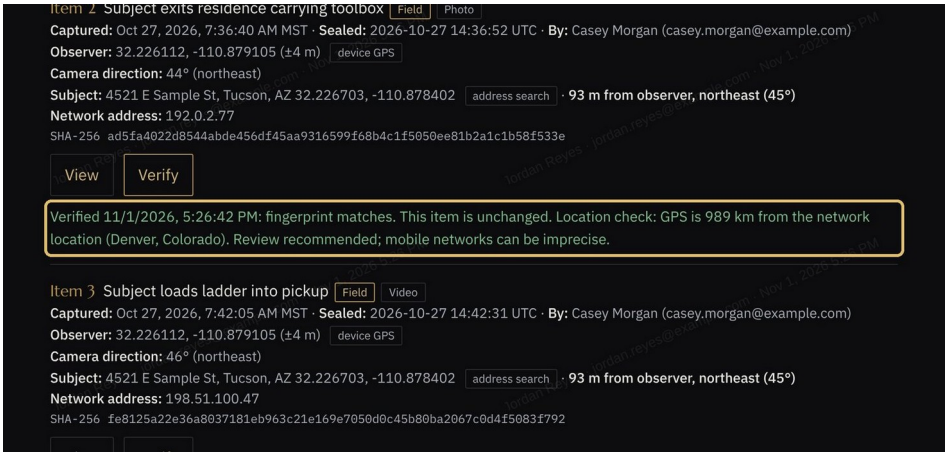
- When it happened and when the server sealed it
- Who added it
- The observer's location and GPS accuracy, with how the location was set
- The network address it was sent from
- Its SHA-256 fingerprint

Tap View to open the file. Tap Verify to have Adrastia recompute the fingerprint and confirm the item hasn't changed since it was sealed. Viewing and verifying are both recorded in the custody log.

Unusual activity is flagged. When you verify a field item, Adrastia also compares its device GPS with its network location. If they are far apart, it says so and recommends a review. Mobile networks can be imprecise, so treat it as a flag, not a finding.



What a timeline item records



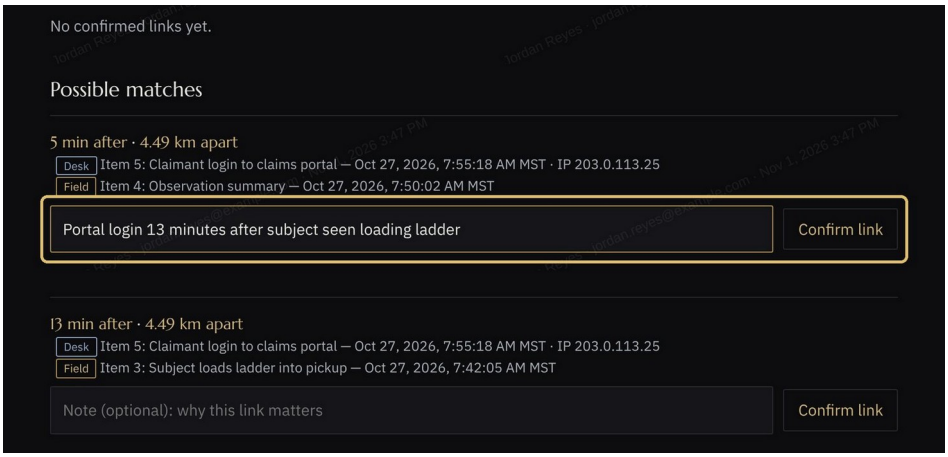
Verify result with a location flag

9 Matches: connect field and desk

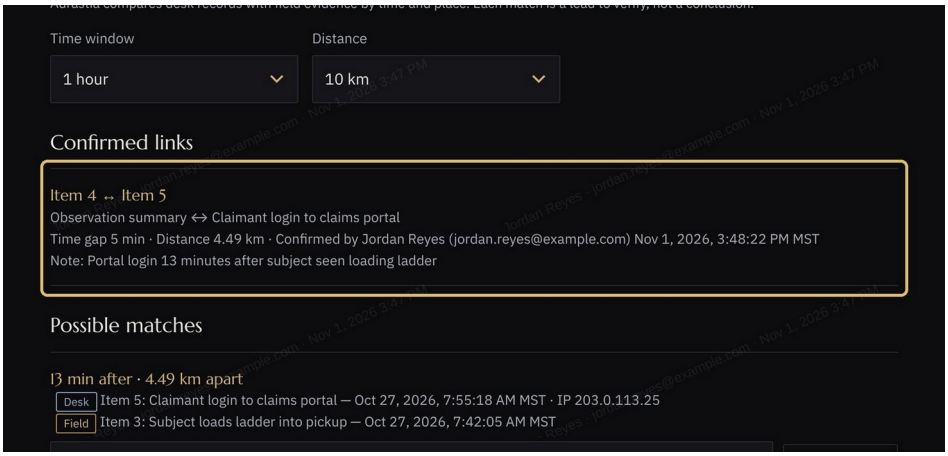
The Matches tab compares desk records with field evidence by time and place.

1. Set the **Time window** (15 minutes to 24 hours) and **Distance** (0.5 km to 50 km, or Ignore distance).
2. Review **Possible matches**. Each shows how far apart in time and distance the two items are.
3. If a match holds up, add a short note and tap **Confirm link**.

Matches are leads, not conclusions. Only links you confirm go into the report, under your name.



A possible match, with a note



Confirmed links

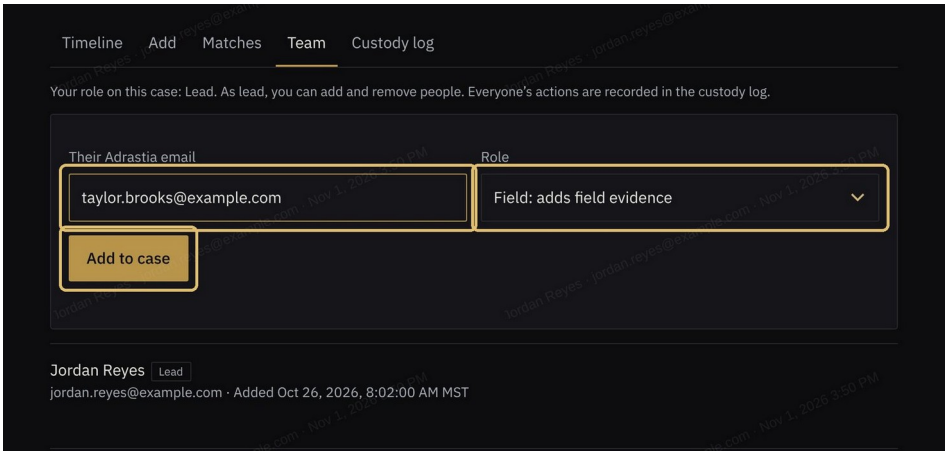
10 Your team and roles

Role	Can do
Lead	Everything, including adding and removing people and approving agency reports
Field	Add field evidence
Desk	Add digital records
Viewer	Read only. For attorneys, clients, and adjusters. Always free.

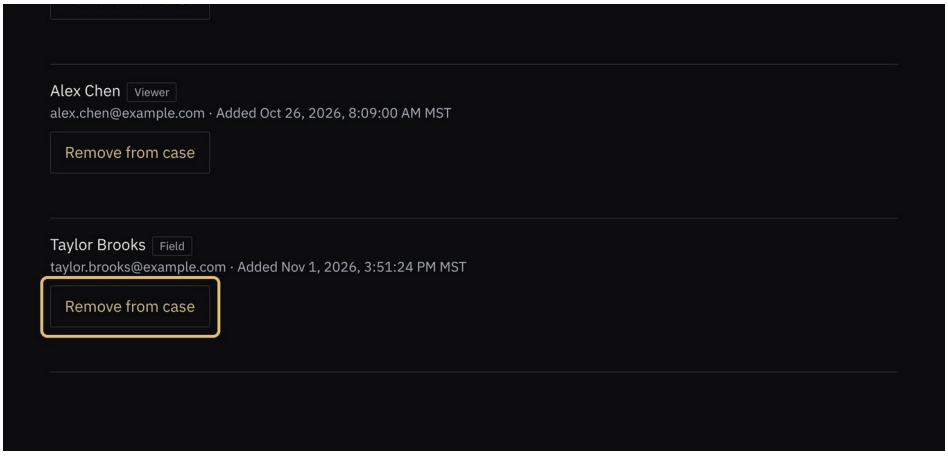
To add someone:

1. Ask them to create their own Adrastia account first.
2. Open the case and tap **Team**.
3. Enter **Their Adrastia email**, choose a **Role**, and tap **Add to case**.

Field, Desk, and Lead people use a seat on your plan. Viewers don't. Adding or removing anyone is recorded in the custody log, and people who are removed keep their past work under their name.



Add a person to the case



Team list, with Remove from case

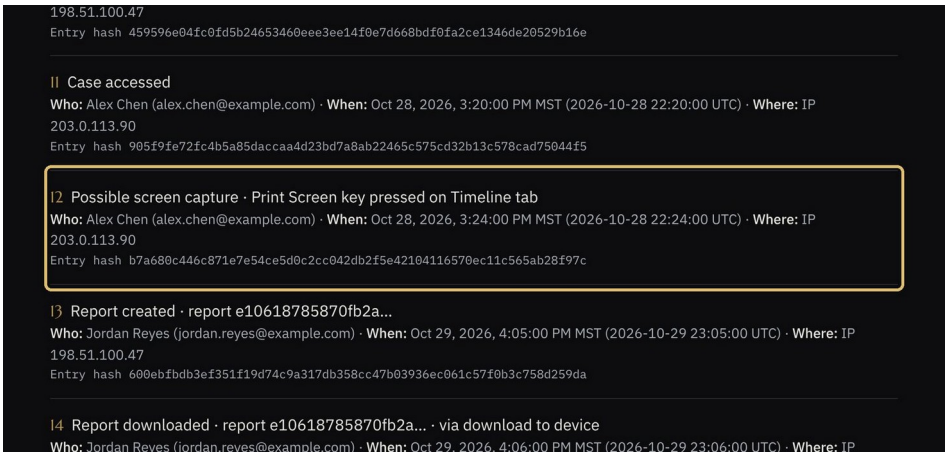
11 The chain of custody

The Custody log tab lists every action on the case: case opened, evidence added, viewed, verified, downloaded, people added or removed, matches confirmed, possible screen captures, agency reports, and reports created and sent. Each entry shows who, when, the network address, and GPS when available.

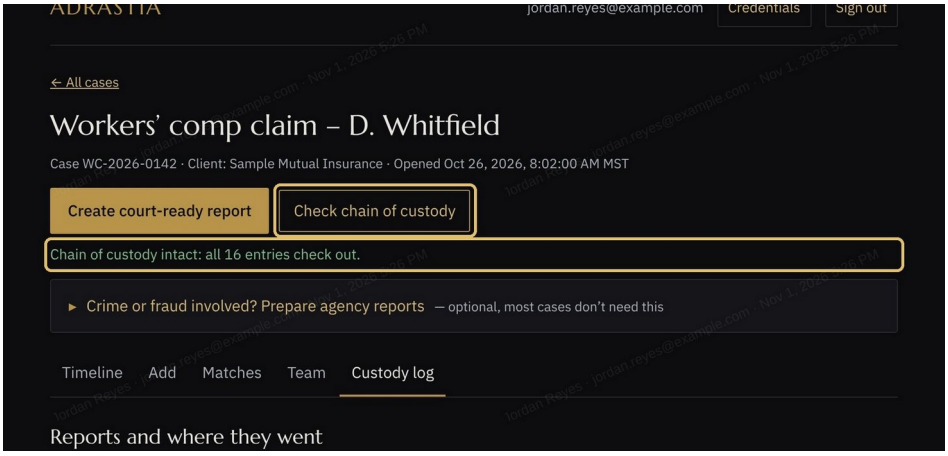
Each entry is linked to the entry before it. If anyone changed an entry, the chain would break and Adrastia would show where.

Tap Check chain of custody at the top of the case at any time. Adrastia checks every entry and states the result, for example “Chain of custody intact: all 16 entries check out.”

The top of the tab, Reports and where they went, shows every report created from the case and each time it was downloaded, shared, opened, or printed.



A flagged possible screen capture in the custody log



Check chain of custody

12 Create the court-ready report

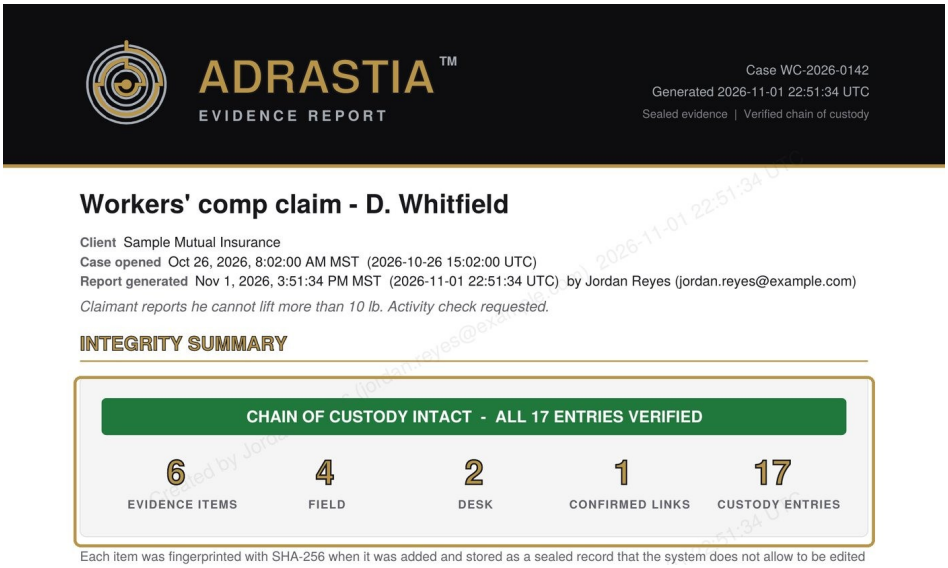
1. Open the case and tap **Create court-ready report**.
2. When it's ready, choose **Share or send**, **Download**, **Open**, or **Print**. (Share or send appears on devices that can share files, such as phones.)
3. If you share it, Adrastia asks how it was sent and to whom. Tap **Record it**. Your answer is recorded and marked "as stated by user."

The report includes an integrity summary, the case team, a combined timeline, every item with its fingerprint and location method, confirmed links, the full chain of custody, the report distribution record, and your certification.

> **Every report is fingerprinted when it is created.** Each download, share, and print is logged against that fingerprint, so you can always show who received which version.



Report ready



Report page 1: integrity summary

This report receives its own fingerprint when it is created. Its later distribution appears in the custody log and in any later report.

CERTIFICATION

I certify that this report was generated by the Adrastia evidence system from the sealed records described above, and that the fingerprints and chain of custody shown were verified by the system at the time of generation.

Certified by	Jordan Reyes
Title	Lead Investigator, Sample Investigations LLC
Credential	Licensed Private Investigator, License No. 1000245 (Arizona) - self-reported

Signature: _____ Date: _____

Certification block

13 Agency reports: draft, review, you send

For the few cases where a crime or fraud is involved, Adrastia drafts the outside reports that fit. Each report carries only the facts that agency needs. Nothing from the rest of the case goes into it, and nothing is sent until a person approves it. It's optional. Most cases don't need it.

1. Open the case and tap **Crime or fraud involved? Prepare agency reports**.
2. **Step 1 — What kind of incident?** Pick Financial / fraud, Crimes against persons, or Property / other.
3. **Step 2 — Which crime?** Pick the crime.
4. **Step 3 — What you observed**: in one or two sentences, write what happened, and where it happened (city, county, state).
5. **Step 4 — Details for the forms**: fill in what applies. Each field shows which reports need it. A report is only prepared when the facts it needs are filled in.
6. Tap **Prepare reports**. Each one shows as Waiting for review.
7. Tap **Read the report** on each one. The case lead taps **Approve** or **Disapprove**. Approving seals it in the custody log.
8. For an approved report, tap **Download PDF** or **Copy text**, and submit it to the agency yourself.

Which reports Adrastia drafts:

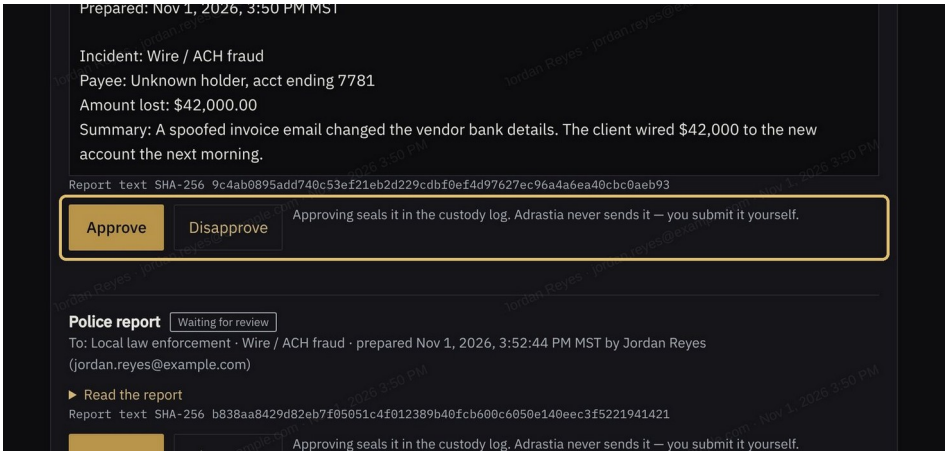
Incident	Reports drafted
Wire / ACH fraud, Business email compromise, Check fraud	Bank recall request, FBI IC3 complaint, Insurance claim, Police report, Demand letter
Gift-card scam, Investment / crypto fraud	FBI IC3 complaint, Police report, Insurance claim
Elder financial exploitation	FBI IC3 complaint, APS referral, Bank recall request, Police report
Identity theft	FTC identity theft report, FBI IC3 complaint, Police report
Child abuse	CPS referral, Police report, Witness statement
Elder abuse	APS referral, Police report, Witness statement
Domestic violence, Stalking / harassment	Police report, Protective order packet, Witness statement
Assault or threats	Police report, Witness statement
Theft / burglary, Vandalism	Police report, Insurance claim
Trespass	Police report

Adrastia never files or sends these reports. You submit them yourself. For CPS and APS referrals, Adrastia does not satisfy any mandated-reporter obligation. The duty to report stays with the reporter.

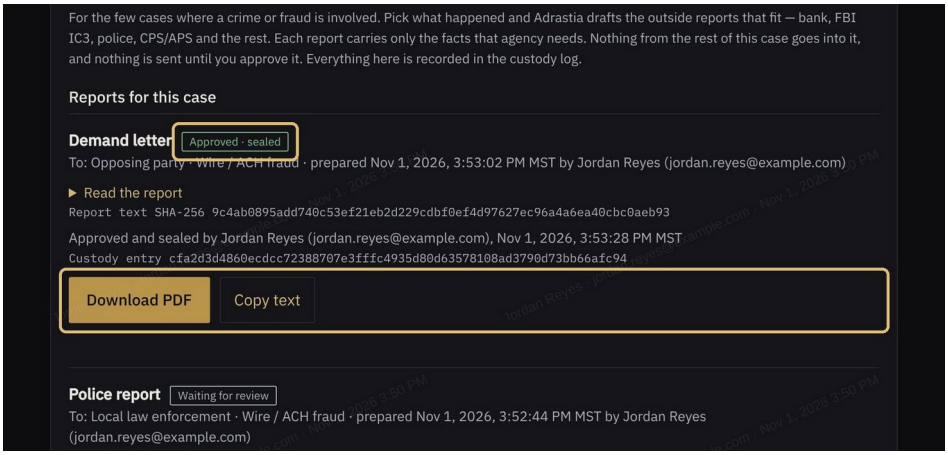
Every step is recorded in the custody log: started, closed without preparing, prepared, approved, disapproved, and downloaded or copied. People with the Viewer role can read the reports but can't prepare or approve them. Tap ✕ Close — back to my report when you're done.



Steps 1 and 2: the kind of incident and the crime



Read the report, then Approve or Disapprove



Approved and sealed: Download PDF or Copy text

14 Verify a file or report

Four checks, from one item to the person who certified the report:

Verify an item

Find the item on the timeline and tap Verify. Adrastia recomputes the fingerprint and states whether the item is unchanged since it was sealed, for example “fingerprint matches. This item is unchanged.” The check is recorded in the custody log.

Verify the case history

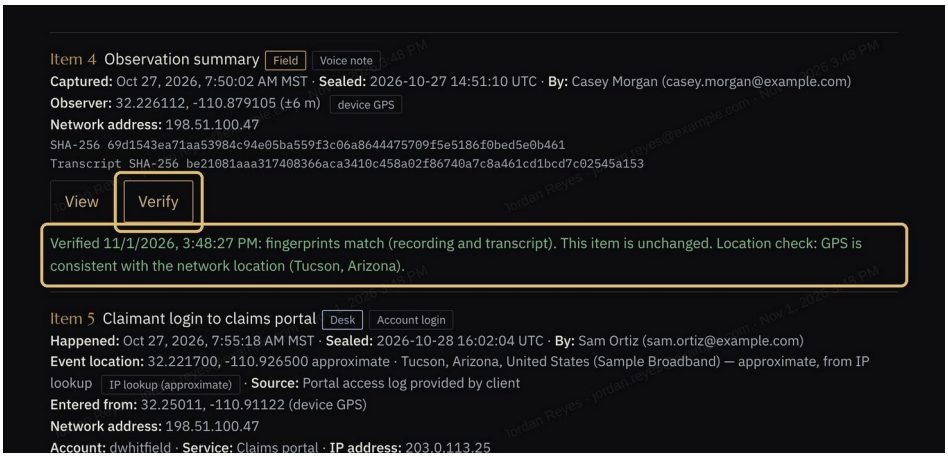
Tap Check chain of custody at the top of the case. Adrastia checks every custody entry and states the result.

Match a report to the version on record

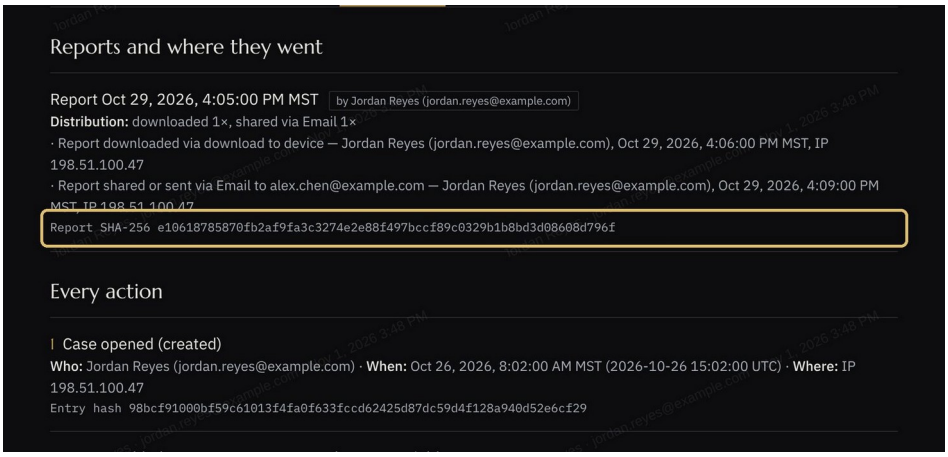
Each report is fingerprinted when it is created. The fingerprint shows in the Report ready message and under Custody log, Reports and where they went, together with every download, share, open, and print of that version. Inside the report, every item lists its own fingerprint.

Check an ACES credential

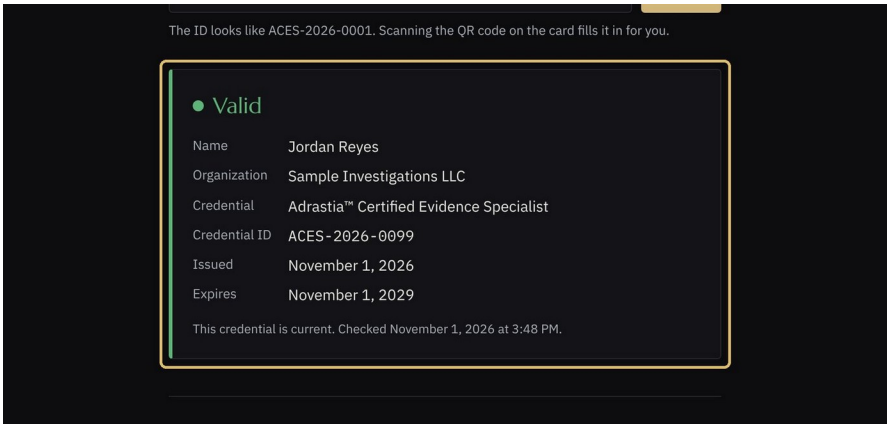
If a report is certified by an Adrastia™ Certified Evidence Specialist, anyone can check the credential at adrastiahq.com/verify. Enter the credential ID (it looks like ACES-2026-0001) and tap Verify. The page shows whether the credential is valid, expired, or revoked.



Verify result on one item



A report's fingerprint under Reports and where they went



Credential check at adrastiahq.com/verify (sample credential)

15 Rules that protect your evidence

- **Sealed means sealed.** Sealed evidence and custody entries can't be edited or deleted. If something is wrong, add a new note that explains it. The original stays on the record.
- **One person, one login.** Never share an account.
- **Collect lawfully.** You are responsible for following the laws where you work on surveillance, trespass, audio recording consent, privacy, and investigator licensing.
- **Use device GPS in the field.** Typed locations are labeled "typed by hand."
- **Add evidence promptly.** Both the capture time and the sealed time are on the record.
- **Confirm matches yourself.** Matches are leads. You decide which links hold up.
- **Keep your credentials current** so your reports certify correctly.
- **You send agency reports.** Adrastia drafts them; a person approves them; you submit them.

Help

Questions, problems, or ideas: use the Talk to us form at adrastiahq.com. Video lessons for every section are on the Learn page.

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