



**LODESTRA**

PARANORMAL INVESTIGATION CASE MANAGEMENT

# Case Files

*The Complete User Manual*



Field Research Documentation System  
Version 0.1 · Windows · macOS · Linux  
Local-first · No cloud upload

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UNEXPLAINED ≠ PARANORMAL

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# Welcome to Case Files

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A professional, local-first desktop application for documenting paranormal investigations from the first phone call to the final report – built around careful documentation, natural-explanation testing, witness preservation, and responsible language.

## What this application is for

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Lodestra Case Files is a single place to run an investigation's entire paper trail. It handles intake and client permissions, claims and witness statements, historical research, the investigation plan, everything captured on site, the testing that rules out mundane causes, risk and welfare concerns, a skeptical review, and a branded report you can hand to a client or publish anonymously. Evidence files are copied in, fingerprinted with a SHA-256 hash, and tracked with chain-of-custody detail so you can prove a file has not changed since the night you imported it.

Everything lives on your own machine. There is no account, no server, and no cloud upload of any kind. The application never makes a network call.

### THE PRINCIPLE THE WHOLE APP IS BUILT ON

*Unexplained does not mean paranormal. An event you cannot explain with the information on hand is exactly that – not yet explained. Natural, environmental, psychological, and technical explanations are considered first, every time.*

## How the app keeps you honest

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The responsible-practice standard is not a preface you can skip; it is wired into the software:

- **A debunked claim is a success.** The Debunking and Claim-Testing sections treat finding a natural cause as the goal, not a letdown.
- **The strongest thing the app will ever conclude** is “some unexplained activity documented” or “further investigation recommended.” There is no “proof of the paranormal” option anywhere, by design.
- **Bias is recorded before it can be forgotten.** The Bias Log captures what each investigator knew walking in, which is impossible to reconstruct afterward.
- **Limitations strengthen a report.** Stating what you could not test is treated as credibility, not weakness.

- **The app makes no medical, psychological, legal, or religious claims.** The Risk & Welfare section documents concerns and points toward the right professionals; it never diagnoses.

## How this manual is organized

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Chapters 2 and 3 get you installed and oriented. Chapter 4 walks the main screens in the order you meet them. Chapter 5 is the long one: a field-by-field reference for every section of a case file, grouped into the natural phases of an investigation. Chapter 6 covers evidence and integrity in depth, Chapter 7 covers Field Mode, Chapter 8 the global libraries, and Chapter 9 the Report Builder. The remaining chapters cover settings, data and backups, troubleshooting, and a reference appendix.

### **A NOTE ON NAMES**

You may see the product referred to simply as “Case Files,” and the brand on screen reflects whatever *Organization name* you set in Settings (the default is Lodestra). Throughout this manual it is called Lodestra Case Files.

# Installation & First Run

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There are two ways in: a one-click Windows installer for everyday use, or a developer run if you just want to try it. Both are covered below.

## System requirements

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<b>Operating system</b>	Windows 10 or 11 (primary target). macOS and Linux also build.
<b>Node.js</b>	Version 18 or newer (Node 20 LTS recommended) — only needed to build or run from source, not to use the installed app.
<b>Disk</b>	Modest for the app itself; plan for the size of your evidence files, which are copied into your case folders.
<b>Network</b>	None. The application is fully offline.

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## The quickest path: the Windows installer

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- 1 Install **Node.js LTS** once from `nodejs.org` (the default options are fine).
- 2 Double-click `BUILD-INSTALLER.bat` in the project folder and let it finish.
- 3 Open the `release` folder it creates and run `Lodestra-Case-Files-Setup-0.1.0.exe`.

The installer is a full branded setup wizard: a welcome page with the Lodestra lodestar sidebar, the license agreement, an install-location chooser, a progress page, and a finish page with a “Run Lodestra Case Files” checkbox. It creates a desktop shortcut and a Start Menu entry, registers a proper uninstaller in Windows Settings, and installs per-user, so no administrator rights are needed.

### AFTER INSTALLATION

Node.js is no longer required to run the app — it now behaves like any normal Windows program. Uninstalling through Windows Settings never deletes your case data.

## Just trying it: developer run

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To launch without installing, double-click `RUN-DEV.bat`. To work with the source directly, from the project folder run:

<code>npm install</code>	Installs dependencies and automatically rebuilds the SQLite driver against Electron.
<code>npm run dev</code>	Starts the Vite dev server and opens the Electron window against it.
<code>npm run build</code>	Produces the installer in <code>release/</code> (a <code>.exe</code> on Windows, <code>.dmg</code> on macOS, <code>.ApplImage</code> on Linux).

#### IF INSTALL FAILS ON WINDOWS

If `npm install` fails while compiling `better-sqlite3`, install the Visual Studio Build Tools with the “Desktop development with C++” workload. In most cases the prebuilt binary downloads automatically and no compiler is needed.

## Where your data lives

On first launch the app creates its home folder. Everything — the database and every case folder — lives here, and nothing leaves your machine.

<b>Database</b>	<code>Documents/Lodestra Case Files/lodestra.db</code> — a single SQLite file in WAL mode.
<b>Case folders</b>	<code>Documents/Lodestra Case Files/Cases/&lt;CASE-NUMBER&gt;/</code> — one organized folder per case, created automatically.
<b>Backups</b>	<code>Documents/Lodestra Case Files/Backups/</code>

You can move this home folder elsewhere in **Settings**. Existing folders are not relocated automatically — move them yourself, then point the app at the new location. The full folder layout is documented in Chapter 10 and the appendix.

# The Interface at a Glance

A fixed navigation rail on the left, your work on the right. Everything is reachable in one click from that rail.

## The navigation rail

The dark sidebar carries the brand at the top, the main destinations in the middle, and a quiet reminder at the bottom: *Local-first · No cloud upload · Unexplained ≠ paranormal*. Its sections are:

<b>Dashboard</b>	Your command center: active cases, items needing review, welfare flags, and quick actions.
<b>Case Files</b>	The full case archive — create, search, filter, and open cases.
<b>Field Mode</b>	The fullscreen, low-light interface for investigation night.
<b>Evidence Library</b>	Every evidence item across every case, with bulk integrity checking.
<b>Libraries</b>	Three global, reusable databases: Equipment, Research Library, and Locations.
<b>Settings</b>	Organization name, case-number format, default investigator, disclaimer text, data folder, and backups.

### SAVING & TOASTS

The app saves when you press a **Save** button; there is no hidden autosave. A brief confirmation message (a “toast”) appears in the corner after most actions — an import succeeding, a hash verifying, a report being written — and fades on its own.

## How a case is structured

Open any case and you get a header plate showing the case number, title, location, lead investigator, and status, followed by a row of tabs. The first tab is the **Overview**; then comes one tab for every documentation section (Intake through Tasks); then **Evidence**, **Report**, and the **Audit Log**. Most of those middle tabs share the same simple rhythm, which is worth learning once:

- Each section opens on a **list** of its entries, with a few summary columns.
- **Add** a new entry, or click a row to **edit** it, in a form built from that section’s fields.
- Many sections show a one-line **guidance** banner at the top — a responsible-practice reminder specific to that section.

- **Delete** removes only the database entry. Files on disk are never deleted by the app.

#### **WHY A SECTION CAN HOLD MANY ENTRIES**

A case usually has several claims, several witnesses, many timeline entries, multiple environmental readings, and so on. Almost every section is a list you add to over time, not a single page you fill once.

## CHAPTER FOUR

# Dashboard & the Case Archive

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Where you land, and where every case begins.

## The Dashboard

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The Dashboard opens on four **quick actions** – New case file, Start Field Mode, Evidence library, and Back up database – followed by a row of live counts and a list of recent cases.

### THE STATUS TILES

<b>Active cases</b>	Everything not yet Closed or Archived.
<b>In evidence review</b>	Cases sitting in the “Evidence Review” status.
<b>Evidence needing review</b>	Evidence items still marked Unreviewed or In review, across all cases.
<b>Open follow-up tasks</b>	Tasks not yet Completed or Canceled, summed across every case.
<b>Closed / Archived</b>	Lifetime counts of finished cases.
<b>Welfare flags</b>	Cases carrying any welfare flag. This tile turns red when the count is above zero so it is never missed.

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Click any recent case to open it. The **Back up database** button writes a fresh snapshot immediately and tells you where it landed.

## Case Files: the archive

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The Case Files screen lists every case on record. A search box matches case number, title, location, tags, and lead investigator at once, and a status dropdown filters the list. You can change a case’s status right from its row without opening it.

### Opening a new case

Click **New case file** and fill in the starter details: title, case type, priority, confidentiality, lead investigator, and the initial claim as it was reported. When you confirm, the app:

- assigns the next **case number** in your configured format (default `LOD-{YYYY}-0001`);
- creates the case’s full **folder structure on disk**; and
- opens the new case so you can begin in the Overview tab.

## ORIGINALS ARE SAFE FROM THE VERY FIRST STEP

Anything you later place into a case folder is never modified by the app. Case creation only ever *adds* folders.

### Case attributes you choose at creation

Residential Business Historic Site Cemetery Public Building Religious Site  
Outdoor Location Object Attachment Personal Attachment Historical Research Only Folklore Case  
Other

**Priority:** Low, Normal, High, Urgent · **Confidentiality:** Public, Private, Confidential, Anonymous

### Case status, start to finish

A case moves through a defined lifecycle. You can set the status from the case row, the Overview tab, or let it follow your own workflow:

New Intake Researching Scheduled Investigated Evidence Review Report Drafted  
Client Report Sent Follow-Up Needed Closed Archived

### Importing a case archive

The **Import case archive...** button reads a Lodestra case archive (a `.json` file previously exported from the Overview tab). Importing recreates the case record and its folder structure. Evidence files are not inside the archive, so after importing you copy the evidence into the case folder yourself and re-verify hashes – the app reminds you to do exactly that.

### The case Overview tab

Overview is the administrative spine of the case: title, status, type, priority, confidentiality, dates opened and closed, lead and secondary investigators, client permission status, location, tags, the final classification, the initial claim, a case summary, and internal notes. The summary and final classification you set here are what lead every exported report.

Two buttons sit beneath the form. **Export case archive (JSON)** writes a complete, portable snapshot of the case (its record, every section entry, and every evidence record) into the case's `Exports` folder. Below that, a clearly marked **Danger zone** can delete the case – but only after you type its case number to confirm, and even then it removes only the database record. The files on disk are deliberately left untouched, and the app tells you where they remain.

**BEFORE YOU DELETE**

Export a case archive first. Deletion clears the case and all its section and evidence records from the database; it cannot be undone from within the app, and the on-disk folder is preserved rather than re-imported automatically.

# The Case File, Section by Section

A complete reference to all twenty-five documentation sections of a case file – 340 fields in total – arranged in the order an investigation naturally unfolds.

Each section below lists what it is for, the responsible-practice reminder the app shows at the top of that section (where one exists), the columns you see in its list view, and a full table of every field with its type and options. You do not have to fill every field on every case; document what is relevant and leave the rest blank.

## INVESTIGATION PHASE

### Intake & people

Deciding whether to take the case, and recording who is involved.

#### 5.1 Intake

ONE ENTRY = INTAKE INTERVIEW

**List columns:** Interview date, Interviewer, Intake disposition

The first conversation with whoever brought the case forward. Intake decides whether a case is appropriate for investigation, suited only to historical research, better referred elsewhere, or should be declined. Work through the prompts in order and record answers neutrally; the form deliberately mixes the paranormal questions with mundane ones (electrical, plumbing, HVAC, mold, carbon monoxide, recent life changes) because those are the explanations you are obligated to consider first. The Intake disposition field at the bottom is your gate: set it before moving the case forward.

#### ON-SCREEN GUIDANCE

*Intake determines whether this case is appropriate for investigation, historical research, referral, or decline. Document answers neutrally; do not lead the client.*

#### FIELDS (28)

FIELD	TYPE	NOTES & OPTIONS
Interview date	Date	–
Interviewer	Text	–
What happened?	Long text	–

FIELD	TYPE	NOTES & OPTIONS
When did it start?	Text	—
How often does it happen?	Text	—
Where does it happen?	Text	—
Who has witnessed it?	Long text	—
Are children involved?	Choose one	Options: Yes, No, Unknown
Are animals reacting?	Choose one	Options: Yes, No, Unknown
Has anyone been harmed?	Choose one	Options: Yes, No, Unknown
Has anyone felt unsafe?	Choose one	Options: Yes, No, Unknown
Dreams / sleep-related / waking experiences reported?	Choose one	Options: Yes, No, Unknown
Religious or spiritual intervention attempted?	Choose one	Options: Yes, No, Unknown
Recent renovation?	Choose one	Options: Yes, No, Unknown
Recent grief, stress, illness, divorce, death, or major life change?	Choose one	Options: Yes, No, Unknown
Known electrical issues?	Choose one	Options: Yes, No, Unknown
Known plumbing issues?	Choose one	Options: Yes, No, Unknown
Known HVAC issues?	Choose one	Options: Yes, No, Unknown
Mold concerns?	Choose one	Options: Yes, No, Unknown
Carbon monoxide concerns?	Choose one	Options: Yes, No, Unknown
Pest or animal issues?	Choose one	Options: Yes, No, Unknown
Professionals already contacted (police, landlord, clergy, therapist, doctor)	Long text	—
What does the client want?	Choose one	Options: Investigation, Historical research, Reassurance, Documentation, Help understanding the claims, Other
Client wants the case to remain private?	Choose one	Options: Yes, No, Unknown
Client allows recording?	Choose one	Options: Yes, No, Unknown

FIELD	TYPE	NOTES & OPTIONS
Client allows publication of anonymous findings?	Choose one	Options: Yes, No, Unknown
Intake disposition	Choose one	Options: Appropriate for investigation, Historical research only, Referral recommended, Decline, Needs more information
Intake notes	Long text	—

## 5.2 Client

ONE ENTRY = CLIENT / CONTACT

**List columns:** Client name, Relationship to location, Permission to investigate

Everyone connected to the case and the permissions they have granted. This is the most sensitive personal data in the system, so it stays on your machine and can be redacted from any exported report with one toggle in the Report Builder. The permission fields here are not paperwork for its own sake: investigation should not proceed without documented permission, and the report's redaction logic reads these values.

### ON-SCREEN GUIDANCE

*Client information is sensitive personal data. It stays local to this machine and can be redacted from any exported report.*

### FIELDS (17)

FIELD	TYPE	NOTES & OPTIONS
Client name	Text	—
Preferred name	Text	—
Phone	Text	—
Email	Text	—
Mailing address	Long text	—
Preferred contact method	Choose one	Options: Phone, Email, Text, In person
Emergency contact	Text	—
Relationship to location	Choose one	Options: Owner, Renter, Employee, Manager, Family member, Witness, Other
Permission to investigate	Choose one	Options: Yes, No, Pending

FIELD	TYPE	NOTES & OPTIONS
Permission to record audio	Choose one	Options: Yes, No, Unknown
Permission to record video	Choose one	Options: Yes, No, Unknown
Permission to photograph	Choose one	Options: Yes, No, Unknown
Permission to publish findings	Choose one	Options: Yes, No, Unknown
Permission to use anonymous evidence	Choose one	Options: Yes, No, Unknown
Signed waiver stored in Consent Forms folder	Yes / no	—
Communication log	Long text	—
Client notes	Long text	—

### 5.3 Consent

ONE ENTRY = CONSENT / RELEASE FORM

**List columns:** Form type, Signer name, Date signed

A log of every signed form. Store the actual signed document in the case's *Consent Forms* folder on disk, then record it here with its form type, signer, date, and the stored file name so the paperwork and the database always point at each other. Sixteen form types are offered, from basic permission-to-investigate through anonymous evidence release and minor-witness restriction.

#### ON-SCREEN GUIDANCE

*Store the signed document in the case's Consent Forms folder and log it here. Investigation should not proceed without documented permission.*

#### FIELDS (7)

FIELD	TYPE	NOTES & OPTIONS
Form type	Choose one	Options: Permission to investigate, Permission to enter property, Audio recording consent, Video recording consent, Photography consent, Liability waiver, Evidence release, Anonymous evidence release, Public case study permission, Historical research permission, Media release, Minor witness restriction, Property owner authorization, Tenant authorization, Emergency contact acknowledgment
Signer name	Text	—

FIELD	TYPE	NOTES & OPTIONS
Signer role	Choose one	Options: Client, Property owner, Tenant, Witness, Guardian, Manager
Date signed	Date	—
Witnessed by	Text	—
Stored file name / reference	Text	—
Notes	Long text	—

## INVESTIGATION PHASE

### Location & research

The site itself, its spaces, and its documented past.

#### 5.4 Location

ONE ENTRY = LOCATION PROFILE

**List columns:** Location name, Property type, Year built

The building or site itself: address, GPS, property type, year built, renovation and ownership history, documented deaths, known folklore, prior investigations, media coverage, and the practical realities of access, parking, and safety. Documented history and legend are kept in separate fields on purpose; the Location library (covered later) is the reusable, cross-case version of this same profile.

#### FIELDS (20)

FIELD	TYPE	NOTES & OPTIONS
Location name	Text	—
Street address	Text	—
City	Text	—
State	Text	—
ZIP	Text	—
GPS coordinates	Text	—
Property type	Choose one	Options: House, Apartment, Hotel, Theater, Restaurant, Cemetery, Hospital, School, Church, Jail, Museum, Outdoor site, Other
Year built	Text	—

FIELD	TYPE	NOTES & OPTIONS
Known renovations	Long text	—
Current use	Text	—
Previous use	Text	—
Ownership history	Long text	—
Known deaths on property (documented)	Long text	—
Known folklore / legends	Long text	—
Previous investigations	Long text	—
Known media coverage	Long text	—
Access restrictions	Long text	—
Safety notes	Long text	—
Parking notes	Text	—
Public/private status	Choose one	Options: Public, Private

## 5.5 Rooms / Zones

ONE ENTRY = ROOM / ZONE

**List columns:** Room / zone name, Floor / area, Known claims in this space

A profile per room or zone, capturing baseline ranges (temperature, EMF, humidity, sound), known electrical or noise sources, planned equipment placement, and any claims attached to that space. A good set of room baselines is what later lets you say whether a reading was actually unusual.

### FIELDS (12)

FIELD	TYPE	NOTES & OPTIONS
Room / zone name	Text	—
Floor / area	Text	—
Description	Long text	—
Known claims in this space	Long text	—
Baseline temperature range	Text	—
Baseline EMF range	Text	—
Baseline humidity range	Text	—

FIELD	TYPE	NOTES & OPTIONS
Baseline sound level	Text	—
Known electrical / noise sources	Long text	—
Equipment placement	Long text	—
Access notes	Text	—
Safety notes	Text	—

## 5.6 History

ONE ENTRY = HISTORICAL SOURCE / CLAIM

**List columns:** Historical claim / topic, Source reliability, Verification status

Historical research with provenance. Each entry separates the claim from its source and carries a reliability rating (primary, secondary, oral history, folklore, unverified) and a verification status (verified, plausible, disputed, folklore, false, needs research). Folklore is recorded honestly as folklore rather than quietly promoted to fact.

### ON-SCREEN GUIDANCE

*Separate documented history from legend. Every historical claim carries a verification status; folklore is recorded as folklore.*

### FIELDS (14)

FIELD	TYPE	NOTES & OPTIONS
Historical claim / topic	Text	—
Source title	Text	—
Author	Text	—
Publication / archive	Text	—
Source date	Text	—
URL or archive location	Text	—
Page number	Text	—
Source reliability	Choose one	Options: Primary source, Secondary source, Oral history, Folklore, Unverified
Supporting evidence	Long text	—
Contradicting evidence	Long text	—

FIELD	TYPE	NOTES & OPTIONS
Verification status	Choose one	Options: Verified, Plausible, Unverified, Disputed, Folklore, False, Needs Research
Researcher	Text	—
Date reviewed	Date	—
Research notes	Long text	—

## INVESTIGATION PHASE

### Claims & witnesses

What was reported, and by whom.

#### 5.7 Claims

ONE ENTRY = REPORTED ACTIVITY

**List columns:** Activity type, Location within property, Documentation confidence

What was reported, recorded as reported, before you test anything. Each claim captures the activity type, when and where, who was present, the conditions, and a set of context questions (was the witness alone, was sleep or any substance involved, did they already know the stories). Two fields point forward: *Possible natural explanations to rule out* and *Claim testing plan*. Every claim should eventually be paired with a debunking test and a claim test.

#### ON-SCREEN GUIDANCE

*Document what was reported, as reported. Do not assume a paranormal cause. Every claim should eventually have a testing plan and a natural-explanation review.*

#### FIELDS (17)

FIELD	TYPE	NOTES & OPTIONS
Activity type	Choose one	Options: Apparition, Shadow figure, Disembodied voice, Footsteps, Knocking, Object movement, Touch, Temperature change, Electrical interference, Door opening/closing, Animal reaction, Dreams/nightmares, Oppressive feeling, Poltergeist-like activity, Religious/spiritual concern, Object attachment claim, Personal attachment claim, Other
Date/time of activity	Date & time	—
Location within property	Text	—

FIELD	TYPE	NOTES & OPTIONS
Witnesses present	Text	—
Description (as reported)	Long text	—
Frequency	Text	—
Duration	Text	—
Conditions at the time (weather, lighting)	Long text	—
Was the witness alone?	Choose one	Options: Yes, No, Unknown
Was substance use involved?	Choose one	Options: Yes, No, Unknown
Was sleep involved?	Choose one	Options: Yes, No, Unknown
Was the witness aware of prior stories?	Choose one	Options: Yes, No, Unknown
Emotional state of witness	Text	—
Possible natural explanations to rule out	Long text	—
Documentation confidence	Choose one	Options: Low, Medium, High
Claim testing plan	Long text	—
Follow-up needed	Yes / no	—

## 5.8 Witnesses

ONE ENTRY = WITNESS STATEMENT

**List columns:** Anonymous display name, Interview type, Possible contamination

Statements in the witness's own words, with a private legal name and a separate anonymous display name used automatically in redacted reports. The contamination field is recorded factually, not as an accusation: knowing a witness had heard prior stories or was interviewed alongside others is context that a careful reader needs.

### ON-SCREEN GUIDANCE

*Record statements in the witness's own words. Note possible contamination factually and respectfully; contamination is context, not an accusation.*

## FIELDS (16)

FIELD	TYPE	NOTES & OPTIONS
Witness name (private)	Text	—
Anonymous display name	Text	Used in reports when the witness is anonymized
Age range	Choose one	Options: Under 18, 18–29, 30–44, 45–64, 65+
Relationship to location	Text	—
Date of statement	Date	—
Interviewer	Text	—
Interview type	Choose one	Options: In person, Phone, Video, Email, Written form
Full statement	Long text	—
Summary	Long text	—
Specific claims	Long text	—
Emotional tone	Text	—
Consistency with other witnesses	Long text	—
Possible contamination	Choose one	Options: No known contamination, Heard prior stories, Saw online content, Was told by another witness, Interviewed with others present
Audio recording / transcript file reference	Text	—
Follow-up questions	Long text	—
Investigator notes	Long text	—

### INVESTIGATION PHASE

## Planning the investigation

The operational plan and the team.

### 5.9 Plan

ONE ENTRY = INVESTIGATION PLAN

**List columns:** Scheduled investigation date, Arrival time, Investigation goals

The operational plan for investigation night, plus a long pre-flight checklist (waiver signed, recording permission confirmed, batteries charged, cards cleared, cameras and recorders tested, first aid packed,

exits identified, carbon monoxide and mold considered, access confirmed). Tick the boxes before you leave, not after.

**FIELDS (23)**

<b>FIELD</b>	<b>TYPE</b>	<b>NOTES &amp; OPTIONS</b>
Scheduled investigation date	Date	—
Arrival time	Text	—
Departure time	Text	—
Team meeting point	Text	—
Areas to investigate	Long text	—
Restricted areas	Long text	—
Main claims to test	Long text	—
Required equipment	Long text	—
Assigned investigators	Long text	—
Safety concerns	Long text	—
Investigation goals	Long text	—
Client waiver signed	Yes / no	—
Recording permission confirmed	Yes / no	—
Batteries charged	Yes / no	—
Memory cards cleared	Yes / no	—
Cameras tested	Yes / no	—
Audio recorders tested	Yes / no	—
First aid kit packed	Yes / no	—
Floor plan reviewed	Yes / no	—
Emergency exits identified	Yes / no	—
Carbon monoxide concern considered	Yes / no	—
Mold concern considered	Yes / no	—
Access permission confirmed	Yes / no	—

## 5.10 Team

ONE ENTRY = TEAM MEMBER

**List columns:** Name, Role, Assigned areas

Who was present and in what role, with assigned areas, arrival and departure times, and any relevant certifications. Ten roles are offered, including a dedicated safety officer.

### FIELDS (8)

FIELD	TYPE	NOTES & OPTIONS
Name	Text	—
Role	Choose one	Options: Lead investigator, Case manager, Historian, Tech manager, Audio reviewer, Photo reviewer, Video reviewer, Sensitive/intuitive, Guest investigator, Safety officer
Contact info	Text	—
Certifications / training	Text	—
Assigned areas	Text	—
Arrival time	Text	—
Departure time	Text	—
Notes	Long text	—

### INVESTIGATION PHASE

## On investigation night

The data captured while you are on site.

## 5.11 Bias Log

ONE ENTRY = INVESTIGATOR BIAS / CONTAMINATION ENTRY

**List columns:** Investigator, Entered blind?

What each investigator knew before they walked in. Eight yes/no prompts capture whether they knew the claims or the history, spoke to the client, were told which room was 'active,' were shown prior evidence, read online stories first, or entered blind. This is what separates an independent observation from an influenced one, and it is impossible to reconstruct after the fact.

### ON-SCREEN GUIDANCE

*Knowing what each investigator knew beforehand is what separates independent observations from influenced ones.*

## FIELDS (10)

FIELD	TYPE	NOTES & OPTIONS
Investigator	Text	—
Knew the claims beforehand?	Choose one	Options: Yes, No, Unknown
Knew the location history?	Choose one	Options: Yes, No, Unknown
Spoke with the client before investigating?	Choose one	Options: Yes, No, Unknown
Was told which room was active?	Choose one	Options: Yes, No, Unknown
Was shown prior evidence?	Choose one	Options: Yes, No, Unknown
Reviewed online stories first?	Choose one	Options: Yes, No, Unknown
Heard others' experiences before logging their own?	Choose one	Options: Yes, No, Unknown
Entered blind?	Choose one	Options: Yes, No, Unknown
Notes	Long text	—

### 5.12 Equipment Log

ONE ENTRY = EQUIPMENT DEPLOYMENT

**List columns:** Equipment name, Placement (room/zone), Calibration status

Every device deployed for this case: what it was, where it sat, when it ran, its calibration state, the memory card it used, and crucially any known reliability issues. Evidence captured on gear flagged here as unreliable can be weighed accordingly during review.

## FIELDS (14)

FIELD	TYPE	NOTES & OPTIONS
Equipment name	Text	—
Type	Choose one	Options: Audio recorder, Camera, Video camera, Full-spectrum camera, IR camera, EMF meter, REM pod, Motion sensor, Temperature gun, Data logger, Trigger object, Spirit box, Laptop, Flashlight, Other
Brand / model	Text	—
Serial number	Text	—
Owner	Text	—

FIELD	TYPE	NOTES & OPTIONS
Battery status	Text	—
Memory card ID	Text	—
Calibration status	Choose one	Options: Calibrated, Needs calibration, Unknown
Placement (room/zone)	Text	—
Start time	Text	—
End time	Text	—
Known issues / reliability notes	Long text	Evidence captured on unreliable gear should be flagged in review
Linked evidence IDs	Text	—
Notes	Long text	—

### 5.13 Environment

ONE ENTRY = ENVIRONMENTAL READING

**List columns:** Date / time, Room / location, Temperature, EMF reading

Timestamped environmental readings tied to a room. Each reading is marked as a baseline, a routine reading, or an anomaly, compared against baseline, and given a final interpretation ranging from 'within normal variation' to 'outside normal variation – unexplained' or 'insufficient baseline.' Readings without a baseline are explicitly allowed to say so.

#### FIELDS (17)

FIELD	TYPE	NOTES & OPTIONS
Date / time	Date & time	—
Room / location	Text	—
Temperature	Text	—
Humidity	Text	—
Barometric pressure	Text	—
EMF reading	Text	—
Sound level	Text	—
Light level	Text	—
Weather outside	Text	—

FIELD	TYPE	NOTES & OPTIONS
HVAC status	Text	—
Nearby electrical sources / appliances running	Long text	—
Airflow, plumbing, traffic, animal activity	Long text	—
Reading type	Choose one	Options: Baseline, Anomaly, Routine
Difference from baseline	Text	—
Possible cause	Text	—
Final interpretation	Choose one	Options: Within normal variation, Outside normal variation — explained, Outside normal variation — unexplained, Insufficient baseline
Notes	Long text	—

## 5.14 Control Sessions

ONE ENTRY = CONTROL SESSION

**List columns:** Control session type, Room / zone, Results

Recordings and readings taken under deliberately quiet, non-active, or comparison conditions, so a claimed anomaly can be measured against what 'nothing happening' actually looks and sounds like. Ten control types are offered. Link controls to the evidence they pair with.

### ON-SCREEN GUIDANCE

*Control sessions establish what 'nothing happening' sounds and reads like. Link them to evidence so claimed anomalies can be compared against known-quiet conditions.*

### FIELDS (12)

FIELD	TYPE	NOTES & OPTIONS
Control session type	Choose one	Options: Quiet-room recording, Non-active-room test, Empty-room recording, Baseline audio recording, Spirit box control sweep, EMF control reading, Equipment test near known natural source, Outdoor comparison test, Same-room no-question session, Trigger object control session
Date / time	Date & time	—
Investigator	Text	—

FIELD	TYPE	NOTES & OPTIONS
Room / zone	Text	—
Purpose	Long text	—
Method	Long text	—
Equipment used	Text	—
Conditions	Text	—
Results	Long text	—
Comparison to claimed activity	Long text	—
Linked evidence IDs	Text	—
Notes	Long text	—

## 5.15 Experiences

ONE ENTRY = PERSONAL EXPERIENCE

**List columns:** Investigator, Experience type, Room / zone

Subjective personal experiences from investigators, logged as reports rather than proof. Each entry asks whether anyone else was present, whether environmental readings or corroborating evidence exist, what natural explanation might apply, and the investigator's own confidence and prior knowledge of the claim.

### ON-SCREEN GUIDANCE

*Personal experiences are logged as subjective reports. They are context, not proof, unless corroborated by independent documentation.*

### FIELDS (13)

FIELD	TYPE	NOTES & OPTIONS
Investigator	Text	—
Date / time	Date & time	—
Room / zone	Text	—
Experience type	Choose one	Options: Heard sound, Saw movement, Felt touched, Emotional shift, Temperature sensation, Smell, Physical sensation, Intuitive impression, Other
Description	Long text	—
Other witnesses present?	Choose one	Options: Yes, No, Unknown

FIELD	TYPE	NOTES & OPTIONS
Corroborating evidence?	Text	—
Environmental readings nearby	Text	—
Possible natural explanation	Long text	—
Emotional / physical condition of investigator	Text	—
Prior knowledge of the claim?	Choose one	Options: Yes, No, Unknown
Confidence rating	Choose one	Options: Low, Medium, High
Notes	Long text	—

## 5.16 Timeline

ONE ENTRY = TIMELINE ENTRY

**List columns:** Date / time, Event type, Room / zone, Debunked

The spine of the investigation: a chronological record of everything that happened, each entry stamped with time, investigator, room, and an event type. The timeline is also where Field Mode writes; anything you log on investigation night appears here with an automatic timestamp.

### FIELDS (9)

FIELD	TYPE	NOTES & OPTIONS
Date / time	Date & time	—
Investigator	Text	—
Room / zone	Text	—
Event type	Choose one	Options: Arrival, Setup, Baseline reading, EVP session, Control session, Personal experience, Equipment anomaly, Noise heard, Movement seen, Client report, Debunked event, Break, Departure, Other
Description	Long text	—
Environmental conditions	Text	—
Linked evidence IDs	Text	—
Debunked	Choose one	Options: Yes, No, Undetermined
Follow-up needed	Yes / no	—

## INVESTIGATION PHASE

### Testing & explanation

Ruling out the mundane, one claim at a time.

#### 5.17 Debunking

ONE ENTRY = DEBUNKING TEST

**List columns:** Claim being tested, Possible explanation, Final assessment

The heart of responsible practice. Each test pairs a specific claim with a method, a result, and a chosen natural explanation (from plumbing and HVAC through pareidolia, radio interference, and sleep-related experience), then weighs evidence for and against that explanation and reaches a final assessment. A debunked claim is recorded as a success, not a disappointment.

#### ON-SCREEN GUIDANCE

*A debunked claim is a successful result. Unexplained does not mean paranormal; it means not yet explained with available information.*

#### FIELDS (9)

FIELD	TYPE	NOTES & OPTIONS
Claim being tested	Text	—
Test performed	Long text	—
Investigator	Text	—
Date / time	Date & time	—
Result	Long text	—
Possible explanation	Choose one	Options: Plumbing, HVAC, Electrical, Settling structure, Animals, Insects, Wind, Traffic, Neighbor noise, Human contamination, Radio interference, Psychological factors, Sleep-related experience, Pareidolia, Carbon monoxide concern, Mold concern, Other
Evidence supporting explanation	Long text	—
Evidence against explanation	Long text	—
Final assessment	Choose one	Options: Explained, Likely explained, Unexplained, Inconclusive

## 5.18 Claim Testing

ONE ENTRY = CLAIM TEST

**List columns:** What is the claim?, Outcome

A structured falsification worksheet for a single claim: how it can be tested, which natural causes to rule out, what evidence would support it and what would weaken it, and whether it was recreated, witnessed, captured, or run with a control. The outcome is one of supported, weakened, explained, or inconclusive.

### FIELDS (11)

FIELD	TYPE	NOTES & OPTIONS
What is the claim?	Text	—
How can it be tested?	Long text	—
What natural causes should be ruled out?	Long text	—
What evidence would support it?	Long text	—
What evidence would weaken it?	Long text	—
Was the claim recreated?	Choose one	Options: Yes, No, Unknown
Witnessed during the investigation?	Choose one	Options: Yes, No, Unknown
Captured on equipment?	Choose one	Options: Yes, No, Unknown
Was there a control session?	Choose one	Options: Yes, No, Unknown
Outcome	Choose one	Options: Supported, Weakened, Explained, Inconclusive
Notes	Long text	—

## 5.19 Env. Checklist

ONE ENTRY = ENVIRONMENTAL CONCERN CHECKLIST

**List columns:** Completed by, Date

A fast environmental sweep of the mundane factors that explain a large share of reported activity: carbon monoxide detector present, visible mold, high EMF near sleeping areas, faulty wiring, loose pipes, rodents and insects, drafts, settling noises, nearby trains and roads, shared walls, old windows, HVAC and appliance cycling, motion lights, reflective surfaces, and wireless interference. Running it protects clients in ways an investigation alone cannot.

## ON-SCREEN GUIDANCE

These mundane factors explain a large share of reported activity. Checking them protects clients in ways an investigation alone cannot.

## FIELDS (22)

FIELD	TYPE	NOTES & OPTIONS
Completed by	Text	—
Date	Date	—
Carbon monoxide detector present	Yes / no	—
Mold visible	Yes / no	—
High EMF near bed or sitting area	Yes / no	—
Faulty wiring signs	Yes / no	—
Loose pipes	Yes / no	—
Rodent signs	Yes / no	—
Insect activity	Yes / no	—
Drafts	Yes / no	—
Settling noises	Yes / no	—
Nearby train tracks	Yes / no	—
Nearby roads	Yes / no	—
Shared walls	Yes / no	—
Old windows	Yes / no	—
HVAC cycling	Yes / no	—
Motion lights	Yes / no	—
Reflective surfaces	Yes / no	—
Water heater sounds	Yes / no	—
Refrigerator cycling	Yes / no	—
Security cameras / smart devices / wireless interference	Yes / no	—
Notes	Long text	—

## INVESTIGATION PHASE

### Welfare, sensitivity & limits

Protecting people, and stating what you could not do.

#### 5.20 Risk & Welfare

ONE ENTRY = RISK ASSESSMENT / WELFARE FLAG

**List columns:** Entry type, Recommendation

Risk assessments and welfare flags. This section documents physical, structural, and environmental hazards and raises welfare concerns, then recommends appropriate professional help. It never diagnoses: the welfare flags are observations, and the recommendations point toward inspectors, medical and mental-health professionals, or referral, never toward a verdict the app is not qualified to make.

#### ON-SCREEN GUIDANCE

*This section documents concerns and recommends appropriate professional help. It never diagnoses, and the app makes no medical, psychological, legal, or religious claims.*

#### FIELDS (8)

FIELD	TYPE	NOTES & OPTIONS
Entry type	Choose one	Options: Risk assessment, Welfare flag
Physical / structural hazards	Long text	—
Mold / electrical / carbon monoxide concerns	Long text	—
Welfare flags observed	Check all that apply	Options: Client reports feeling unsafe, Threats of self-harm or harm to others mentioned, Children reporting fear or distress, Possible domestic conflict, Possible carbon monoxide exposure, Possible mold exposure, Possible sleep-related experiences, Possible elder vulnerability, Possible unsafe living conditions, Client requests exorcism / cleansing, Client appears extremely distressed, Legal or property access concerns
Observations (factual, non-diagnostic)	Long text	—
Recommendation	Choose one	Options: Continue investigation, Refer to professional service, Recommend safety inspection, Recommend the client speak with a medical or mental-health professional, Decline case, Other

FIELD	TYPE	NOTES & OPTIONS
Referral notes	Long text	—
Notes	Long text	—

## 5.21 Sensitivity & Legal

ONE ENTRY = SENSITIVITY / LEGAL NOTE

List columns: Note type

The client's beliefs, boundaries, and the legal and publicity realities of the case, recorded respectfully and neutrally. Captures the belief framework in the client's own words, practices they do not want performed, whether minors are present, whether recording is legally permitted, and a detailed set of publicity permissions with an optional embargo date.

### ON-SCREEN GUIDANCE

*Document the client's beliefs and boundaries respectfully and neutrally. Record permissions; do not provide legal advice.*

### FIELDS (9)

FIELD	TYPE	NOTES & OPTIONS
Note type	Choose one	Options: Spiritual / religious sensitivity, Legal / property access, Media / publicity control
Client's belief framework (their words)	Long text	—
Requested boundaries / practices not allowed	Long text	—
Property access & permission summary	Long text	—
Minors present?	Choose one	Options: Yes, No, Unknown
Audio/video recording legally permitted?	Choose one	Options: Yes, No, Unknown
Publicity permissions	Check all that apply	Options: May be used in articles, May be used in videos, May be discussed on podcasts, Evidence may be shown publicly, Location name may be used, Witnesses may be quoted, Case may be anonymized, May be used in training
Embargo date	Date	—
Notes	Long text	—

## 5.22 Limitations

ONE ENTRY = INVESTIGATION LIMITATION

**List columns:** Limitation, Impact on findings

What could not be tested, and how that limits the findings. Every professional report states its limitations plainly; documenting them strengthens credibility rather than weakening it.

### ON-SCREEN GUIDANCE

*Every professional report states what could not be tested. Limitations strengthen credibility; omitting them weakens it.*

### FIELDS (4)

FIELD	TYPE	NOTES & OPTIONS
Limitation	Text	—
Affected section	Text	—
Impact on findings	Long text	—
Notes	Long text	—

### INVESTIGATION PHASE

## Review & conclusion

The skeptical pass, the conclusion, and what happens next.

## 5.23 Skeptical Review

ONE ENTRY = SKEPTICAL REVIEW PASS

**List columns:** Reviewer, Date

A required pass before a case is closed. Six questions ask whether the activity could be environmental, equipment error, expectation, contamination, sleep-related, or folklore-driven, each answered yes / no / undetermined. A checklist confirms that evidence was independently reviewed, originals preserved, controls performed, natural explanations considered, limitations documented, language kept responsible, privacy protected, and publication permissions confirmed.

### ON-SCREEN GUIDANCE

*Required before closing a case. If any answer here is uncertain, the conclusion should say so.*

## FIELDS (17)

FIELD	TYPE	NOTES & OPTIONS
Reviewer	Text	—
Date	Date	—
Could this be environmental?	Choose one	Options: Yes, No, Undetermined
Could this be equipment error?	Choose one	Options: Yes, No, Undetermined
Could this be expectation?	Choose one	Options: Yes, No, Undetermined
Could this be witness contamination?	Choose one	Options: Yes, No, Undetermined
Could this be sleep-related?	Choose one	Options: Yes, No, Undetermined
Could folklore be influencing perception?	Choose one	Options: Yes, No, Undetermined
Evidence independently reviewed	Yes / no	—
Original files preserved	Yes / no	—
Control sessions performed	Yes / no	—
Natural explanations considered	Yes / no	—
Limitations documented	Yes / no	—
Language is responsible	Yes / no	—
Client privacy protected / minors protected	Yes / no	—
Publication permissions confirmed	Yes / no	—
Notes	Long text	—

### 5.24 Analysis

ONE ENTRY = ANALYSIS & CONCLUSION

**List columns:** Structured conclusion, Date

The conclusion, written carefully. The section gathers summaries of the claims and the investigation, the strongest experiences and evidence, what was debunked and what remains inconclusive, environmental and historical context, and witness consistency. The *Structured conclusion* dropdown is the strongest statement this system will make — options top out at 'some unexplained activity documented' and 'further investigation recommended,' never a claim of proof.

## ON-SCREEN GUIDANCE

Avoid absolute language. The structured conclusions below are the strongest statements this system will make.

## FIELDS (15)

FIELD	TYPE	NOTES & OPTIONS
Date	Date	—
Summary of claims	Long text	—
Summary of investigation	Long text	—
Strongest reported experiences	Long text	—
Strongest evidence	Long text	—
Debunked claims	Long text	—
Inconclusive claims	Long text	—
Environmental factors	Long text	—
Historical context	Long text	—
Witness consistency	Long text	—
Structured conclusion	Choose one	Options: No evidence of paranormal activity captured, Some unexplained activity documented, Activity likely explainable by natural causes, Further investigation recommended, Historical/folkloric significance only, Inconclusive
Final written conclusion	Long text	—
Client recommendations	Long text	—
Follow-up date	Date	—
Report approved by	Text	—

## 5.25 Tasks

ONE ENTRY = FOLLOW-UP TASK

**List columns:** Task title, Assigned investigator, Status, Due date

Follow-up items with an assignee, due date, priority, and status. Open tasks roll up onto the Dashboard so nothing is quietly forgotten after a case goes quiet.

## FIELDS (8)

FIELD	TYPE	NOTES & OPTIONS
Task title	Text	—
Description	Long text	—
Assigned investigator	Text	—
Due date	Date	—
Priority	Choose one	Options: Low, Normal, High, Urgent
Status	Choose one	Options: Open, In Progress, Waiting, Completed, Canceled
Related case section	Text	—
Completion notes	Long text	—

# Evidence & Integrity

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How files come in, how the app proves they have not changed, and how each item is reviewed toward a defensible classification.

## Importing evidence

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Open a case and choose the **Evidence** tab, then **Import evidence files**. You can select many files at once. For each file the app:

- **copies** it into the case folder — the source file you selected is never touched;
- files it into the right subfolder by type (audio, photos, video, or documents) automatically;
- computes a **SHA-256** hash of the contents on import;
- assigns an evidence ID in the form `<CASE-NUMBER>-EV-001`; and
- records the original filename, type, size, import time, and importing investigator.

### NEVER OVERWRITES

If a file of the same name already exists in the destination, the copy is given a numeric suffix rather than replacing anything. The app does not overwrite files, ever.

## What a SHA-256 hash gives you

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A hash is a digital fingerprint: a long string derived from the exact bytes of a file. Change a single bit and the hash changes completely. Because the app records each file's hash at the moment of import, you can later re-hash the stored copy and compare. If the two match, the file is provably unchanged since import. If they differ, the stored file has been altered or corrupted — and the app says so plainly.

### Verifying a file

Inside a case's Evidence tab, **Verify** on any row (or **Verify hash now** in the detail view) re-checks that one file and stamps the result — “verified intact” or “hash mismatch” — with the date. Every verification is written to the case's audit log.

## Reviewing and classifying an item

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Click an evidence row to open its full record. Beyond the read-only facts (original filename, type and size, import details, the SHA-256 itself, and integrity status), you record the investigative detail:

<b>Capture context</b>	Captured date/time, captured by, room or zone, and the device used.
<b>Description &amp; links</b>	A description, the related claim, and free tags.
<b>Review status</b>	Where the item sits in your review pipeline (see below).
<b>Classification</b>	Your considered judgement of what the item shows.
<b>Natural explanations</b>	The mundane causes you considered – recorded even when you rule them out.
<b>Chain of custody</b>	Notes on how the item was handled.
<b>Include in report</b>	A toggle that controls whether the item appears in client/public reports.

### REVIEW STATUSES

Unreviewed
In review
Possible evidence
Debunked
Inconclusive
Strong anomaly
  
Archived

### CLASSIFICATIONS

Unreviewed
Reviewed
Debunked
Likely natural cause
Inconclusive
Unexplained
  
Possible anomaly
Strong anomaly

**ENHANCED VERSIONS BELONG APART**

*Originals are preserved exactly as imported. If you create an enhanced or edited version, store it in the case's Evidence/Enhanced folder and label it clearly – never overwrite the original.*

From the detail view you can also **Open file** in its default program or **Show in folder** to reveal it on disk.

## The Evidence Library: the cross-case view

The Evidence Library in the main navigation gathers every evidence item from every case into one searchable table. It is read-mostly – you still review and classify items inside their case – but it is the fastest way to find an item, spot everything still unreviewed, and run integrity checks at scale.

- Search matches evidence ID, filenames, description, tags, room, case, captured-by, and device.
- Filter by review status or by file type.
- **Verify hashes (n)** re-checks every item currently in the filtered list and reports how many verified and how many failed, flagging the failures for attention.
- Clicking a row jumps straight to that item's case Evidence tab; the **Folder** button reveals the file on disk.

### **ROUTINE YOU CAN TRUST**

A periodic “verify all” pass is the simplest way to catch a failing drive or an accidental edit early – while you still have time to restore from backup.

# Field Mode

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A stripped-down, fullscreen, low-light interface built for the one time when you cannot fuss with forms: while the investigation is actually happening.

## Setting up for the night

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Open Field Mode from the navigation rail or the Dashboard. Across the top you pick the open case you are working, and set the current **investigator** and **room / zone**. (The investigator pre-fills from your default in Settings.) Only active cases — not Closed or Archived ones — appear in the picker. Beneath the controls sits a live feed of the most recent timeline entries for the selected case, so you can see the night building in real time.

## Logging an event

---

The screen is a grid of large buttons. Tap one, type a short description of what happened, and log it — the timestamp is recorded automatically, and you are nudged to describe *what was observed, not what it might mean*. Most buttons write to a dedicated section *and* drop a mirrored entry onto the timeline, so the chronological record stays complete without extra effort.

### THE QUICK-ACTION BUTTONS

<b>Timeline Event</b>	A general timeline entry.
<b>Personal Experience</b>	A subjective report — logged, not proof. Writes to Experiences.
<b>Environmental Reading</b>	A temperature, EMF, humidity, or sound reading. Writes to Environment.
<b>Audio Marker</b>	Marks a moment on a recorder as an EVP-session timeline event.
<b>Noise Heard</b>	An unexplained or unidentified sound.
<b>Movement Seen</b>	A visual event.
<b>Debunking Observation</b>	A natural explanation found or tested. Writes to Debunking.
<b>Equipment Issue</b>	Battery drain, malfunction, or false positive. Writes to the Equipment Log.
<b>Room Note</b>	Conditions or notes for a room or zone. Writes to Rooms / Zones.
<b>Control Session</b>	A baseline or empty-room comparison. Writes to Control Sessions.
<b>Client Report</b>	Something the client reported live.

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**Break / Status**

A team break, arrival, or departure.

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**WHY THE MİRRORED TIMELINE MATTERS**

A personal experience is still a personal experience and an environmental reading is still a reading – but both also belong on the night’s timeline so the sequence of events reads cleanly later. Field Mode keeps both copies in step for you, then you can return to the full section forms afterward to add the detail there was no time for in the moment.

## CHAPTER EIGHT

# The Global Libraries

Three reusable databases that belong to your whole practice rather than to any single case – so the things you learn once are never re-entered.

The Libraries group in the navigation rail holds three sections that work exactly like the case sections you already know – a list you add to, with a form behind each entry – except they are not tied to a case. Reference them from any investigation.

### 8.1 Equipment

ONE ENTRY = EQUIPMENT ITEM

**List columns:** Equipment name, Type, Calibration status

Your master gear list, independent of any single case: purchase and last-tested dates, calibration state, known false positives, battery and interference quirks, malfunction history, and an overall confidence rating including a blunt 'do not rely on alone.' Drawing equipment behavior from one maintained list keeps reliability judgements consistent across every investigation.

#### FIELDS (14)

FIELD	TYPE	NOTES & OPTIONS
Equipment name	Text	–
Type	Text	–
Brand / model	Text	–
Serial number	Text	–
Owner	Text	–
Purchase date	Date	–
Last tested	Date	–
Calibration status	Choose one	Options: Calibrated, Needs calibration, Unknown
Known false positives	Long text	–
Battery drain issues	Text	–
Known environmental interference	Long text	–
Past malfunctions	Long text	–

FIELD	TYPE	NOTES & OPTIONS
Investigator confidence level	Choose one	Options: High, Moderate, Low, Do not rely on alone
Reliability notes	Long text	—

## 8.2 Research Library

ONE ENTRY = LIBRARY ITEM

**List columns:** Title, Category

A reusable knowledge base for historical sources, folklore references, debunking notes, equipment manuals, terminology, city histories, cemetery records, newspaper clippings, methodology, and article drafts. Entries can reference the case numbers they relate to.

### FIELDS (5)

FIELD	TYPE	NOTES & OPTIONS
Title	Text	—
Category	Choose one	Options: Historical source, Folklore reference, Debunking note, Equipment manual, Terminology, City history, Cemetery record, Newspaper clipping, Article draft, Location research, Natural explanation, Methodology
Source / citation	Long text	—
Related case numbers	Text	—
Content / notes	Long text	—

## 8.3 Locations

ONE ENTRY = LOCATION PROFILE

**List columns:** Location name, City / state, Location type

A standing record of locations you have worked or researched, with documented history kept separate from known legend, prior case numbers, ownership changes, access notes, and media permissions. When a new case comes in at a known address, its history is already on file.

### FIELDS (12)

FIELD	TYPE	NOTES & OPTIONS
Location name	Text	—
Address	Text	—
City / state	Text	—

FIELD	TYPE	NOTES & OPTIONS
GPS coordinates	Text	—
Location type	Text	—
History (documented)	Long text	—
Known legends (folklore)	Long text	—
Previous case numbers	Text	—
Ownership changes	Long text	—
Access notes	Long text	—
Media permissions	Long text	—
Public/private status	Choose one	Options: Public, Private

# Building Reports

Four templates, automatic redaction, and three export formats — all carrying the standard disclaimer and the app’s careful language by default.

Open a case and choose the **Report** tab. A report is assembled in four decisions: pick a template, set the privacy and redaction options, choose which sections to include, and export.

## The four templates

<b>Client Report</b>	Full findings for the client in calm, professional language. Includes claims, history, witnesses, timeline, environment, controls, debunking, claim tests, limitations, and analysis.
<b>Internal Investigator Report</b>	Everything — including the bias log, internal notes, and unredacted detail. The only template that shows every section, all evidence (not just flagged items), and each item’s SHA-256.
<b>Public Case Study</b>	An article-style summary with private information removed automatically.
<b>Client-Friendly Summary</b>	A short, reassuring overview: what was investigated, found, explained, and recommended.

## Privacy & redaction

Three redaction toggles plus an evidence switch shape what leaves the building:

- **Redact client contact details** — strips names, phone, email, address, emergency contact, communication logs, GPS, and signer names.
- **Anonymize witness names** — replaces the legal name with the anonymous display name you set in the Witnesses section.
- **Withhold exact address / location name** — reduces the location line to city and state.
- **Include evidence summary** — for every template except Internal, only items you marked *Include in report* appear.

### **PUBLIC EXPORTS ARE PROTECTED BY FORCE**

For the Public Case Study and Client-Friendly Summary, client redaction and witness anonymization are switched on and locked — you cannot accidentally publish identifying detail.

## Choosing sections & exporting

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Each template starts with a sensible set of sections, every one of which you can toggle off for a given report. Then export in any of three formats:

<b>PDF</b>	A branded, print-ready document with the Lodestra masthead. Rendered by the same engine that produced this manual.
<b>HTML</b>	The same styled report as a web page.
<b>Markdown</b>	Opens cleanly in Word – save it as <code>.docx</code> there for a Word-native workflow.

---

Every report opens with an executive summary and the case's final classification, and closes with the standard disclaimer. Reports are written into the case's `Reports` folder.

### **THE LANGUAGE THE REPORT WILL NOT USE**

*Reports state findings without claiming proof. The standard disclaimer is appended to every export, and unexplained items are described as unexplained – nothing more.*

You can append your own organization's wording after the standard disclaimer using the *Additional report disclaimer text* field in Settings.

# Settings, Data & the Audit Log

Tailoring the app to your practice, knowing exactly where your data sits, and keeping it safe.

## Settings

<b>Organization name</b>	Appears in the sidebar brand and on report mastheads. Defaults to Lodestra.
<b>Case number format</b>	Uses tokens <code>{YYYY}</code> (year) and <code>{SEQ4}</code> (a 4-digit sequence), e.g. <code>LOD- {YYYY}-0001</code> .
<b>Default investigator</b>	Pre-fills the investigator field in Field Mode.
<b>Additional report disclaimer</b>	Optional text appended after the standard disclaimer on every exported report.
<b>Data folder</b>	Shows where data is stored and lets you choose a new location.

### MOVING THE DATA FOLDER

Changing the data folder points the app at a new location for *future* writes. Existing case folders are not moved automatically — move them yourself first, then update the setting.

## Backups

**Create backup now** — on the Dashboard and in Settings — writes a clean snapshot of the database into the `Backups` folder. It uses SQLite's `VACUUM INTO`, which produces a compact, consistent copy rather than a raw file grab.

### BACK UP THE FILES TOO

A database backup captures your records, but your *evidence files* live in the case folders. Include the whole `Lodestra Case Files` folder in your normal file backups — an external drive, for instance — so both the records and the originals are protected.

## The case folder layout

Every case gets the same organized structure on disk, created automatically:

<b>Client</b>	Client-related documents.
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<b>Consent Forms</b>	Signed permissions and releases.
<b>Location</b>	Site documents, maps, floor plans.
<b>Evidence/...</b>	Audio, Photos, Video, Documents, Voice Notes, Historical Research, and Enhanced – imports are filed here by type automatically; Enhanced is for clearly-labeled edited versions.
<b>Reports</b>	Exported PDF, HTML, and Markdown reports.
<b>Exports</b>	Case archive (JSON) snapshots.
<b>Internal Notes</b>	Working notes not meant for clients.
<b>Redacted Reports</b>	Public-safe versions you choose to keep separate.

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## The audit log

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Every case carries an **Audit Log** tab that records its own history automatically: creation, field edits, record additions and updates, evidence imports, hash verifications (intact or mismatch), archive exports and imports. Each line is timestamped. You do not write to the log – it is the app’s own account of what happened to the case, useful for accountability and for reconstructing a timeline of work after the fact.

### **V0.1 SCOPE**

The current release is single-user with no role-based access; the audit log is still recorded throughout. There is no built-in encryption layer yet, so for sensitive cases rely on operating-system disk encryption such as BitLocker.

# Troubleshooting & FAQ

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Quick answers to the things most likely to come up.

<b>npm install fails compiling better-sqlite3.</b>	Install the Visual Studio Build Tools with the “Desktop development with C++” workload, then run it again. Usually the prebuilt binary downloads automatically and no compiler is needed.
<b>A hash verification reports a mismatch.</b>	The stored copy no longer matches the fingerprint taken at import — the file has been altered, replaced, or corrupted. Do not treat the stored file as an untouched original. Restore that file from a backup and re-verify. Check the case’s audit log to see when it last verified intact.
<b>Headers in the app look like a plain serif rather than an engraved style.</b>	The interface uses Cinzel for headers and falls back to Georgia if Cinzel is not installed on your machine. Install the free Cinzel font from Google Fonts for exact rendering; everything still looks correct without it.
<b>I deleted a case — are my files gone?</b>	No. Deleting a case removes only its database records. The case folder, evidence originals, consent forms, and reports remain exactly where they were on disk, and the app tells you the path.
<b>Where did my report or backup actually go?</b>	Reports are written into the case’s Reports folder and the app shows the full path in the confirmation message. Backups go to the Backups folder inside your data folder. The current data folder is shown in Settings.
<b>Can I move everything to a new drive?</b>	Yes. Move the whole Lodestra Case Files folder to the new location, then point the app at it in Settings. Do the move first; changing the setting does not relocate existing folders.
<b>Does anything get uploaded to the internet?</b>	No. The application is local-first and makes no network calls. There is no account and no cloud component.
<b>How do I get a Word document?</b>	Export the report as Markdown, open it in Word, and save as .docx. Markdown was chosen for this path because it opens cleanly and keeps the structure intact.
<b>An evidence file opens from the wrong folder.</b>	Imports are filed by extension — audio, photos, and video into their subfolders, everything else into Documents. Use Show in folder from the evidence detail view to see exactly where a file lives.

# Appendix & Glossary

## Reference lists

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### CASE STATUSES

- New
- Intake
- Researching
- Scheduled
- Investigated
- Evidence Review
- Report Drafted
- Client Report Sent
- Follow-Up Needed
- Closed
- Archived

### CASE TYPES

- Residential
- Business
- Historic Site
- Cemetery
- Public Building
- Religious Site
- Outdoor Location
- Object Attachment
- Personal Attachment
- Historical Research Only
- Folklore Case
- Other

### PRIORITIES

- Low
- Normal
- High
- Urgent

### CONFIDENTIALITY LEVELS

- Public
- Private
- Confidential
- Anonymous

### EVIDENCE REVIEW STATUSES

- Unreviewed
- In review
- Possible evidence
- Debunked
- Inconclusive
- Strong anomaly
- Archived

### EVIDENCE CLASSIFICATIONS

- Unreviewed
- Reviewed
- Debunked
- Likely natural cause
- Inconclusive
- Unexplained
- Possible anomaly
- Strong anomaly

### FINAL CASE CLASSIFICATIONS

- Explained
- Mostly explained
- Inconclusive
- Unexplained
- Possible paranormal activity
- Significant anomaly documented
- Historical/folklore case

## The standard report disclaimer

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### APPENDED TO EVERY EXPORTED REPORT

*This report documents observations, witness statements, environmental conditions, historical research, and evidence review related to the listed case. Findings are based on available information at the time of review. Unexplained events are not automatically classified as paranormal. Natural, environmental, psychological, and technical explanations should be considered whenever possible.*

## Glossary

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<b>Baseline</b>	A normal reading for a space, taken before or apart from any claimed activity, so later readings can be judged as ordinary or unusual.
<b>Bias log</b>	A record of what each investigator knew before the investigation, used to tell independent observations from influenced ones.
<b>Chain of custody</b>	Documentation of how a piece of evidence was handled from capture onward.
<b>Control session</b>	A recording or reading taken under deliberately quiet or non-active conditions for comparison against claimed activity.
<b>Contamination</b>	Influences — prior stories, online content, other witnesses — that may shape a witness’s account. Recorded factually, not as an accusation.
<b>Debunking</b>	Testing a claim against natural explanations. A successful debunk is a positive result.
<b>Pareidolia</b>	The tendency to perceive meaningful patterns — faces, voices — in random stimuli; a common natural explanation.
<b>SHA-256</b>	A cryptographic hash used as a file’s fingerprint; lets the app prove a stored file has not changed since import.
<b>WAL mode</b>	SQLite’s write-ahead logging, used by the database for crash resistance.
<b>VACUUM INTO</b>	The SQLite operation used to produce a clean, compact backup snapshot of the database.

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### LODESTRA CASE FILES

Field Research Documentation System · Version 0.1  
Local-first · No cloud upload · *Unexplained ≠ paranormal*