

Build the case. Prepare the delivery.

Android Case Files guide | Version 2.1

Review draft - October 29, 2026

Group the media for an assignment, write the report narrative, record hours and mileage, attach supporting documents, and prepare the report and invoice. The supplied Android screens call these working case folders Case Sessions; this chapter also calls them case files.

One assignment, an organized working record

A case file brings together the evidence links, up to 20,000 characters of Case Summary text, case billing entries, and supported attachments. It helps you prepare a client delivery without collecting the same information from several places each time.

FIELD / CONTROL	WHAT TO DO AND WHY
Case evidence	Link photos, screenshots, scans/PDFs, and supported Pro video to the relevant assignment.
Case Summary	Write or paste the report narrative, findings, observations, service attempts, and other case notes, up to 20,000 characters.
Billing and invoices	Record actual hours, mileage, incidentals, report-writing time, or other services. Pro billing/invoice tools calculate totals from the entries you supply.
Supporting documents	Add relevant receipts, hotel bills, repair orders, contracts, affidavits, or other supported files. Attachment handling varies by export format.
Client delivery	Preview and export the report as supported PDF/Word output, an invoice, or a ZIP package, then complete delivery through the selected app.

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Free provides case organization. Video, supporting documents, billing/invoice tools, company branding, and full Word-report export are Pro features in the app's feature descriptions. Follow the current access prompts for the chosen action.

Android-specific review draft based on the supplied case, report, attachment, and billing source. Verify current screens and sample output before publication. Export regularly; a working folder is not a separate backup.

02 Create the case and add media

1. Start with an Evidence Locker item

Import or scan the material, then open an item in Details. Add the appropriate category, purpose, case tag, notes, timestamp, and location information. Apply the correct Client Profile when you use saved client defaults.

2. Tap Add to Case Session

Choose an existing case or the new-case option. Enter a recognizable case name/reference when creating one. Review the assignment confirmation and choose Add when it is correct.

3. Open the case folder

Use the case-session/file entry from Evidence Locker to open the saved group. Check the case name and the media already linked to it. The case folder is separate from the client profile; one client can have several cases.

4. Use Add Media to Case Session

Add the remaining relevant media through the case's media action, or open each item and link it from Details. Review the group to keep unrelated assignments out. A Pro video can be linked, but the report is not a playable replacement for the original clip.

FIELD / CONTROL	WHAT TO DO AND WHY
Apply Client Profile	Reuse the client context on relevant media. Keep links consistent within a case so supported client matching and billing can identify the intended client.
Linked items	Open and check item facts before delivery. A case narrative does not automatically correct a wrong timestamp, tag, or client link on its media.
Remove Item	Remove a media item from the case when it does not belong. Review the confirmation; removing a case link is different from deleting the source evidence.
Rename Case Session	Change the case folder name when needed, keeping a useful reference for later identification.
Delete Case Session	Delete the case folder only when intended. The library media stays intact, but preserve the report, billing, and attachment records you need before deleting a case.

Several cases for the same client

Use separate folders for separate matters even if the same law firm, insurer, property manager, or other client requested them. Reuse the client profile, but review each case number, assignment facts, charges, and recipient before exporting.

Scenario: a multi-day assignment

Add new evidence to the existing case as the work progresses. Keep the report narrative current and enter charges in that case. This avoids rebuilding the group from scratch at the end of each day.

03 Write the report summary

1. Find Case Summary

Use the large Case Summary text area in the case. It supports up to 20,000 characters, with an on-screen count. This is a separate limit from the shorter notes field on individual media items.

2. Write or paste the narrative

Enter the assignment background, observations, service attempts, findings, chronology, or other report text appropriate to the work. You can copy and paste prepared text. Use clear paragraphs and identify what happened, when, and how the linked evidence relates to it.

3. Check facts against the evidence

Review names, case references, locations, and dates. Distinguish what you personally observed from information supplied by others. Keep the item-level notes and the main report consistent.

4. Preview Full PDF Report

Review the resulting pages, rather than relying only on how the editing box looks. Check paragraph breaks, page flow, readable evidence details, the cover, and attachments. Return and revise the summary when needed.

FIELD / CONTROL	WHAT TO DO AND WHY
Case Summary	Up to 20,000 characters in the supplied Android editor and store. A character limit is not a fixed report-page limit.
Media notes	Each item can have its own detail notes. Those facts can accompany the media separately from the case-wide narrative.
Full PDF report	Use for a fixed-layout delivery and to inspect the compiled output. Review every page before sharing.
Full Word report (Pro)	Use for editable case text and metadata. It has different attachment behavior from PDF/ZIP; inspect it in a compatible Word app.

Build the report while the facts are fresh

After each stop or work period, add the observations to the case narrative and link the relevant media. Entering the record progressively can reduce the time spent reconstructing events at the end of the assignment.

Example structure

Use short paragraphs for assignment purpose, date/time and location, actions taken, observations, results, and the role of the evidence. Adapt the organization to the client's requested report style. The app does not decide which facts belong in the report for you.

Preserve the working record

Export regularly and open the saved copy. A PDF or Word copy captures the current output, but it is not a full restore of the app's editable case database. Keep your source evidence and any other records needed to continue the assignment.

04 Add supporting documents

Supporting Documents keeps related paperwork separate from the evidence-media list. This is a Pro workflow. Examples include receipts, hotel bills, repair orders, contracts, affidavits, returns of service, and other documents relevant to the assignment.

1. Tap Add Supporting Documents

In the case's Supporting Documents section, choose the relevant file from the picker. The supplied Android picker offers PDFs, Word files, and text files. Keep the original source accessible while you work.

2. Confirm it belongs to this case

Check the displayed filename and file size. Add the documents for the actual assignment, avoiding unrelated records or duplicate versions. Attaching a receipt does not automatically create an expense charge; enter that separately in billing.

3. Choose an export that carries it properly

An attachment can be linked to a case without being embedded in every report format. Preview or inspect the selected package to confirm the intended pages/files are present.

FIELD / CONTROL	WHAT TO DO AND WHY
PDF report	Readable PDF supporting documents can be appended as pages. The report assembly also supports appropriate image pages when supplied through its supported paths. Protected, unreadable, or unsupported files can prevent completion.
Word report	Supporting documents and videos are listed rather than embedded. Send the actual supporting files separately or use the ZIP package when the recipient needs them.
ZIP package	Use to deliver separate original supporting files together with the case materials. Check the package contents before sending.
Word/text attachment needed in a combined PDF	The PDF appender does not automatically convert arbitrary Word or text files. Use a readable PDF copy when the document must become report pages, or provide the original through ZIP.
Remove supporting document	Remove the attachment from this case when appropriate. Keep any needed copy of the original and verify the next export after changes.

Example: hotel bill plus repair order

Add the hotel bill and repair order to the case. Enter the related billable expense separately with a description and amount. If the client needs the paperwork inside one compiled PDF, supply readable PDFs and preview all appended pages. If the client needs original Word files or other separate documents, verify them in the ZIP delivery.

Supporting-document source files are opened for reading, rather than edited by report assembly. A report copy and the original attachment remain different records. Do not assume the case attachment list itself is an independent backup of every original file.

05 Billing entries and invoice totals

1. Confirm the client context

Use the correct Client Profile on the case's relevant media so supported billing can offer its saved service rates. Check the client identity and case reference before entering charges.

2. Tap Add Billing Entry

Choose the appropriate service, enter a description, and supply the actual quantity and rate or applicable expense/flat amount. Review its date, notes, and billable status before saving. Use a separate entry for a different service or work period when needed.

FIELD / CONTROL	WHAT TO DO AND WHY
Hours	Enter the actual time for the selected hourly service. Review the client rate and quantity used to calculate the charge.
Mileage / distance	Enter the traveled quantity and agreed per-unit rate. Match the entered unit to the rate; the case does not automatically track your vehicle's mileage.
Report writing	Record report-writing time under the appropriate service and saved/default rate.
Incidentals / expenses	Record billable hotel costs, receipts, repair-related expenses, or other applicable charges. The attachment and the charge are separate entries.
Billing Summary	Review Total Hours, Total Mileage, Incidentals, Report Writing Hours, and Estimated Billing Total. The totals depend on the entries you supplied.
Billing Entries	Review, edit, or delete individual entries to correct quantities, rates, descriptions, and billable status.

3. Review the compiled invoice

The invoice uses the case billing entries and includes billable line items. Compare the totals with your agreement and supporting records. Saving a client rate does not itself record work or create a charge.

4. Choose invoice options

Use Invoice Note & Payment Link for optional payment instructions and the desired link. Include Invoice adds an invoice to supported full PDF/Word reports and previews, and Invoice.pdf to ZIP. Billing entries are required.

Preview the invoice before sending it

Use Preview Invoice PDF or Preview Invoice Word. Check the company/client information, case number, descriptions, rates, quantities, total, and payment destination. Return to the case and use Export Invoice when ready. Invoice generation does not charge the client or confirm payment.

06 Branding and client delivery

1. Set reusable business information

In global Settings, enter your agency, prepared-by identity, and supported PDF company-header details such as company name, phone, website, email, and logo. Company branding is Pro. The report, media, and invoice paths use different layouts, so preview each output rather than assuming identical letterhead everywhere.

2. Preview the intended report

Choose Preview Full PDF Report or Preview Full Word Report. For invoices, use the separate invoice previews. Check the actual branding, narrative, evidence, attachment list/pages, and Include Invoice result.

FIELD / CONTROL	WHAT TO DO AND WHY
Export Report PDF	Create the compiled PDF report. Check appended scan/supporting pages and invoice inclusion in the finished document.
Export Report Word (Pro)	Create an editable report. Supporting documents and videos are listed rather than embedded; use a compatible viewer and send separate files when required.
Export ZIP Package	Deliver a collection of case files, including separate supporting material. Confirm the contents; a ZIP is a package rather than a single readable report.
Export Invoice	Choose PDF or editable Word invoice output from its options. Review the note/payment details first.
Email Client	When the app matches the case to a client with an email address, Export Ready can offer Email Client. Check the recipient, message, and attachments, then send through the email app.
Share Normally	Open Android's available share destinations. Choose email, compatible messaging, Drive, or another offered destination, and complete delivery there.

3. Save a retained copy

Use an available device/provider save destination or a compatible app. For Drive, choose the correct account/folder and confirm upload; grant recipient access separately when needed. Open the saved file or package to verify it.

Direct-to-client does not mean automatic sending

Email Client can prepare the handoff using saved client details, but the recipient and content still need review. Opening a share menu does not prove delivery. Confirm sending/uploading in the destination app, especially for a large PDF, Word file, or ZIP.

Branding and attachments

Your company identity can personalize supported report/invoice content. Original supporting-document pages are not automatically rebranded as your own paperwork. Check the PDF/Word previews and avoid assuming a logo appears on every attached page.

07 A complete case, with practical limits

Example: a field assignment over several days

Create a case for the matter. Apply the client profile to relevant media, check the case reference, and add the photographs, scans, and supported video. Write the chronology and findings in Case Summary as the work develops.

Add the financial record and paperwork

Enter the actual hours, mileage, report-writing time, and applicable expenses. Add supporting receipts, hotel bills, or repair orders. Review the charges and the documents separately so attaching paperwork does not substitute for recording its billable amount.

Prepare the client package

Set Include Invoice when appropriate, preview the report and invoice, and verify the branding and client details. Choose PDF for the fixed report, Word for editable text, or ZIP when separate media and supporting originals need to travel together. Check delivery at the destination.

FIELD / CONTROL	WHAT TO DO AND WHY
Confirmed narrative limit	Case Summary is limited to 20,000 characters in the supplied Android editor and export logic.
Report page count	No fixed report-page cap was identified in the Android paths reviewed. That does not establish unlimited capacity; the practical result depends on media, attachment size, device memory/storage, and successful processing.
217-page iPhone example	A report of that size created on an iPhone does not establish the Android capacity. Test the actual Android case and inspect the completed file before promising a page count.
Large videos or attachments	A report can list or represent an item without embedding its playable video or original file. Use the intended package and verify all needed separate files.
Delivery limits	Email and messaging have their own attachment limits. A compatible file-sharing destination may be more suitable for a large delivery.
Working folders	The app describes Case Sessions as temporary working folders. Export regularly and preserve source media; do not rely on a case folder alone as the permanent record.

Check completeness, rather than just the page count

Open the finished PDF or Word document, inspect all required pages, and check ZIP contents when used. A long report is useful only if the narrative, evidence, supporting paperwork, and invoice arrived correctly.

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