

Bring in the evidence. Document the facts.

Final Exhibit | iPhone, iPad, and Mac Catalyst

Import Media, Batch Editing, and Field Scenarios
Review draft | October 29, 2026

This chapter follows the supplied Apple source for importing supported media, completing item details, choosing an export, and applying shared information to several items. A file appearing in a picker or playing elsewhere does not guarantee that Final Exhibit can preview, process, or export it successfully.

Choose the workflow that fits the source

Mobile Import Media uses Photos. Mobile Scan offers Import PDF through Files. Mac Import Media uses a file picker for images, movies, and PDFs. Word files belong to the supported Case File attachment workflow, not the scanner's PDF import or the Evidence Locker media picker.

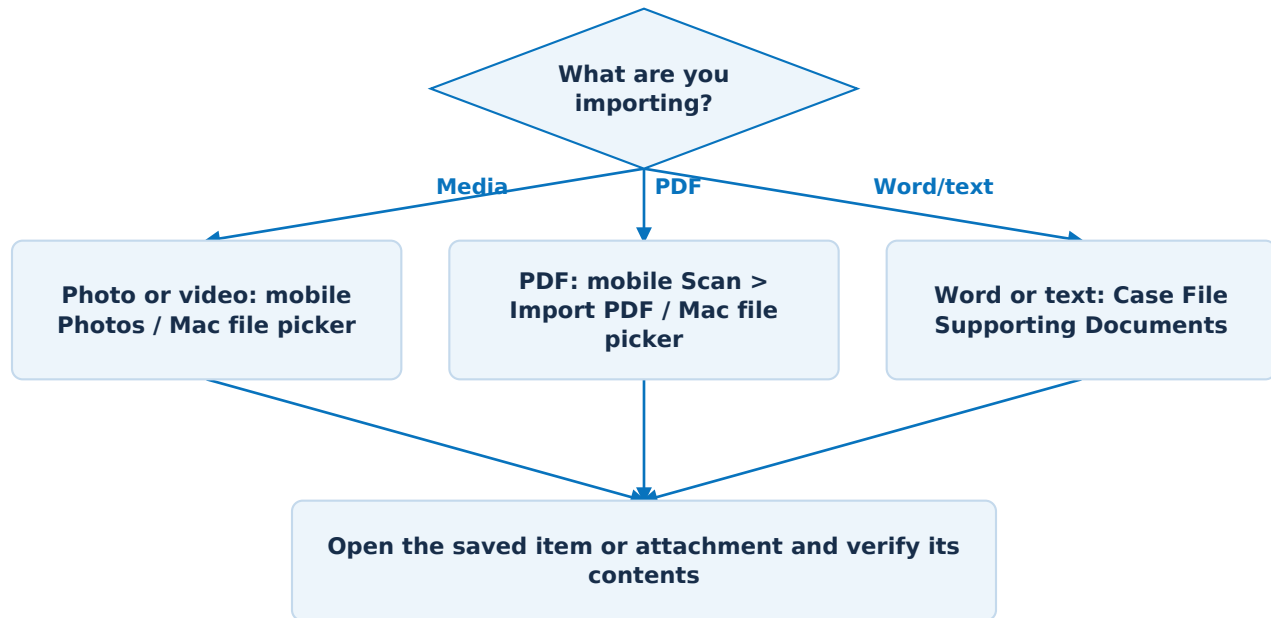
SETTING / CONTROL	WHAT TO DO AND WHY
Free photo workflow	Photos, screenshots, scans, and single-item PDF output are described as Free. Saved identity, overlay customization, full case reports, and billing have their own Pro restrictions.
Mobile videos	Import and burned video controls require Pro. Process and inspect videos individually.
Mobile Batch Edit	Requires Pro through the Evidence Locker launcher. The supplied launcher caps selection at 35 non-video items, including eligible scans/PDFs.
Mac Batch Edit	The visible Evidence Locker Batch Edit button is disabled in this source. Do not direct users through an unavailable desktop batch workflow.
Item note limits	The mobile and desktop editors limit video notes to 200 characters and other item notes to 1,000 characters.

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Source-checked review draft. Xcode target configuration, the Core Data model, and installed-build tests remain necessary for publication. UI wording and implementation differ in several places; the guide flags those differences instead of assuming feature parity.

02 Choose the import path



iPhone and iPad: photos and videos

1. Save supported media in Photos if it came from another app or device.
2. In Evidence Locker, tap Import Media. Select the intended Photos items and confirm using the picker's selection control.
3. Allow cloud-backed Photos items to finish downloading. Wait for the imported rows, then open and inspect each item. Video import requires Pro on mobile.

iPhone and iPad: an existing PDF

Tap Scan, then Import PDF. Select the PDF from Files, iCloud Drive, or an available provider. The scanner accepts one PDF with 1-50 pages; password-protected or unreadable PDFs must be addressed first. Imported pages are rendered/flattened, so editable text and PDF form fields are not retained in the saved scanner copy. Keep the original PDF.

Mac: Import Media

In Evidence Locker, click Import Media. Select supported image, movie, or PDF files. Multiple selection is allowed. The source copies files into app storage and initially dates these records at import time. Download remote files first and confirm the preview afterward.

Word support is a different path

Case File Supporting Documents accepts PDF, Word .doc/.docx, text, and RTF through its picker; this is a Pro workflow. Attaching Word does not make it an editable in-app Word form or a scanner-signing document. Word report export is another separate capability.

03 Complete item facts and location

1. Open the correct Evidence Locker item and check the preview.
2. Enter the purpose, assignment reference, and notes.
3. Apply a Client Profile or link a Case File where appropriate.
4. Verify the time, location source, and intended export content.

SETTING / CONTROL	WHAT TO DO AND WHY
Category	A user-editable item label. Imported PNGs can be classified as Screenshot on mobile by its detection rules; Mac file import generally classifies images as Photo. Check the category rather than inferring the capture method from it.
Purpose	Mobile offers named purposes and Custom; Mac supplies a Purpose text field. Use the actual reason for documenting the item, such as Before, After, Arrival, Delivery, Property Condition, or a factual custom purpose.
Tags	Mobile item fields are Client name, Case number, and File number. Mac uses a Tags text field. Enter the correct matter reference. Profile defaults do not replace a factual review.
Notes	Up to 1,000 characters for non-video items; 200 for videos. State what the item shows and relevant context. The editors save changes automatically; exported copies require a fresh export.
Apply Client Profile	Reuses applicable defaults. The Client Profiles chapter explains the different mobile, Mac, and batch tag rules.
Add to Case File / Manage Case File	Links the item to the intended assignment container. Case-level client assignment and billing are separate from editing a photo's tags.

Address and GPS

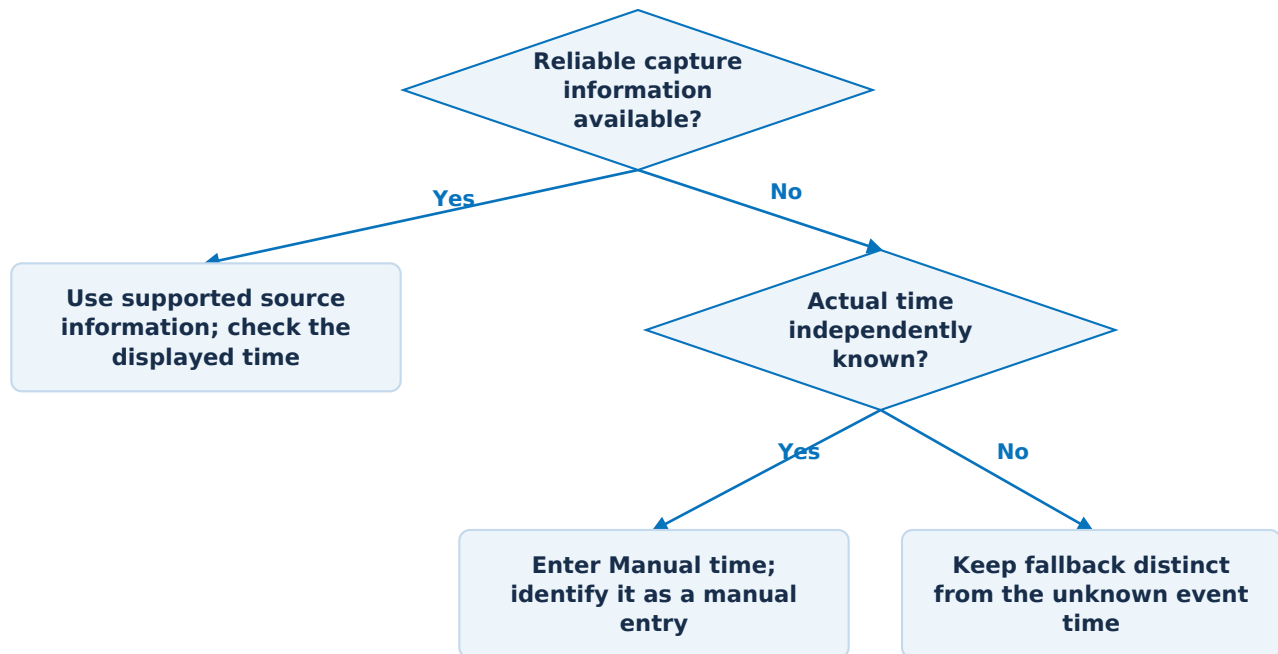
A typed Address is a manual entry; it does not create embedded camera coordinates. Mobile labels the metadata action Pull GPS from Photo Metadata, including when its video code handles supported video metadata. Mac labels it Pull GPS from Photo Metadata or Pull GPS from Video Metadata according to type.

Use Open in Maps to inspect saved coordinates in Apple Maps. It is disabled or ineffective when valid coordinates are absent. Check the location-source/status line. Clear GPS removes the item's active saved coordinates, not a location from the original source file. A retained address still needs review.

Metadata and an observed location are different

EXIF or supported video location fields may be read from the file; Photos can also supply asset location. A geocoded address is a map-derived description of coordinates. None automatically establishes the subject's identity or that a service/delivery occurred there.

04 Verify the timestamp



iPhone and iPad: Timestamp Source

Choose AI Assisted or Manual. Review Burn Timestamp. For photos, the single-item exporter tries embedded capture information, then the saved item date. The Photos import path can save the Photos asset creation date or EXIF date. Missing values can fall back to import time. A screenshot's time can be the screenshot time, not the event shown on-screen.

For Manual, tap Pick Date & Time, select the value, and Save. **Important source finding:** mobile timestampMode and manualTimestampEpoch are app-wide preferences in this ZIP. The manual value can therefore affect other items opened in that workflow. Recheck Burn Timestamp on every item; this guide does not promise independent mobile manual values per item.

Mac: Manual Date & Time

In the item's Timestamp section, turn on Manual Date & Time and adjust Date and Time. Mac writes the chosen value to that item's customTimestamp and uses it in its export paths. Turning it off removes that override and returns to the saved item date. Mac imports initially use import time, so do not assume the row date is the original capture time.

A label is not the whole timestamp rule

Mobile help says AI Assisted uses import time for videos, but its importer can replace the saved date with readable video creation metadata. Video/PDF single-item export uses that saved date. Compare the actual preview and source. Manual preferences are not proof that case/batch exports will use the same time; those paths can read saved item dates instead.

05 OCR and finding the right record

iPhone and iPad: Find in Document

1. Open the image/scan item and find Find in Document.
2. Tap Run OCR and wait for the saved result.
3. When text exists, enter a word or phrase in Find.
4. Review the matching snippets. Re-run OCR refreshes recognition; Clear OCR removes the saved recognized text.

The supplied search compares the query with individual saved OCR lines, ignoring case and diacritics, and returns up to 30 matching snippets. It is not a search of every filename, note, client, tag, or item in the app. A phrase split over multiple OCR lines may not match as one phrase.

SETTING / CONTROL	WHAT TO DO AND WHY
PDF OCR scope	The mobile path renders the first PDF page for OCR. Mac also prepares its PDF preview from page one. Do not describe either as a verified all-page PDF text index.
Mac OCR	Read Text From Item runs OCR on the prepared preview image and saves recognized text. The supplied Mac item screen displays that text but has no matching mobile Find field.
Videos	OCR/Find is unavailable for video items. There is no verified frame-by-frame search of burned video text.
Burned text	Creating a visible caption on an exported photo/video does not automatically index it in Evidence Locker. Saved OCR results belong to the item that was actually read.
Evidence Locker search	The supplied mobile and Mac Evidence Locker lists contain type filters and sorting controls, not a dedicated global text-search field.

Filter, sort, and row title

Mobile Media Type filters All, Photos, Screenshots, Scans, or Videos. Its sort menu is labeled Date Imported, but the code sorts by customTimestamp when present, otherwise createdAt. Those dates can represent capture or import information. Mac filters All, Photos, Screenshots, Scans / PDFs, or Videos; sort choices are Newest, Oldest, Largest, and Smallest.

Evidence Title choices Category, Case #, Client, or Address change the main row label. Missing case/client/address values can fall back to a category. Choosing a row label does not fill missing information.

Searchable filenames are not full-text indexing

Where implemented, descriptive export names can include purpose/tag tokens. Find the saved copy using the search tools available where you stored it, but do not promise external OCR, PDF-content search, or universal indexing. Mac single-item export naming does not use the same descriptive filename builder as mobile.

06 Choose a photo or document export

Check Global Settings and Professional Profile for reusable style and branding. In the item, Date, Time & Location Only suppresses the full heading and other item details in supported paths. On Mac it sits under Individual Item Export. A compact/clean export may omit details that remain saved in the app.

SETTING / CONTROL	WHAT TO DO AND WHY
Preview Exports	Inspect the generated presentation before delivery. A preview is not a substitute for opening the actual saved output and confirming pages and content.
Export PDF Report	For an image, creates a report-style PDF with applicable details. For an existing PDF, mobile's single-item method shares that PDF; it does not necessarily stamp a new report header onto every page. Mac has a separate existing-PDF report export implementation.
Clean PDF	Mobile: Export PDF (No Details). Mac: Export PDF No Details for images or Export Existing PDF for PDFs. An existing PDF keeps its existing visible content, including anything already printed on it.
Export Editable Word Report	Creates a Word report from the prepared image/preview plus details. It does not import or edit the original Word attachment. The PDF preview/image path can use page one; do not treat it as a full editable reconstruction of a multi-page PDF.
Export Photo with Details	Produces a new image with visible details where supported. Mobile also offers Save Photo with Details to write a processed copy to Photos. A multi-page PDF is not equivalent to one photo.
Crop Document	Available in mobile image-based item export controls when an image is loaded. Review what the resulting copy excludes. The supplied Mac item screen does not expose the same crop button.

Save or send the resulting copy

On mobile, use the actions actually offered by the Apple share sheet, such as saving to Files, AirDrop, Mail, or Messages when available. Check the destination and reopen the saved attachment. The app does not send the file merely because a share sheet opened.

On Mac, choose an export folder in Settings first. Supported desktop exports save copies into Final Exhibit Exports within that chosen location. Check the saved file there and any export status message; do not expect the mobile Save to Photos button on Mac.

Free/Pro review point

Custom overlays/branding and full Case File exports are Pro features. The supplied individual-item Word export methods do not contain an explicit Pro gate. Do not equate the Pro restriction on full case Word reports with every single-item Word action. Verify actual released access before a public feature table is finalized.

07 Process a video individually

- 1. Prepare a supported clip.** Download it fully. Mobile Import Media can select it from Photos; mobile rejects video import when Pro is inactive. Mac selects a movie from its file picker.
- 2. Open the item.** Check playback and the correct assignment. A thumbnail alone is not proof the full clip can export.
- 3. Enter details.** Add factual Purpose, Tags, Address where known, and Notes within the 200-character limit.
- 4. Verify time and GPS.** Check the saved source and manual behavior on page 4. Video location data is optional and format-dependent.
- 5. Choose the heading and audio.** Check the compact-item override and Burn Style where supported.
- 6. Preview Video Overlay.** Read the caption and check placement, contrast, and line wrapping.
- 7. Export Burned Video.** Wait for completion, then open the full saved copy and check playback and audio.

SETTING / CONTROL	WHAT TO DO AND WHY
Mobile audio	Include Audio starts off in the supplied item screen. Enable it to request the source audio when available. Leaving it off produces an export without that original audio.
Mac audio	Original Audio: Included / Original Audio: Removed reflects the saved includeAudioOnBurn preference. Initial default is off, but Mac persists the preference; inspect it for each export.
File type and codec	Common recognized movie extensions include .mov, .mp4, and .m4v. Container extension, codec, protection, dimensions, duration, storage, and readable tracks can all affect success.
External camera overlays	A date/time already visible in dashcam/security footage is image content, not necessarily readable creation/GPS metadata. Do not claim the app extracts it as verified capture information.
One at a time	Evidence Locker batch selection excludes videos on mobile, and the current Mac batch button is disabled. Process each clip and verify its individual output.

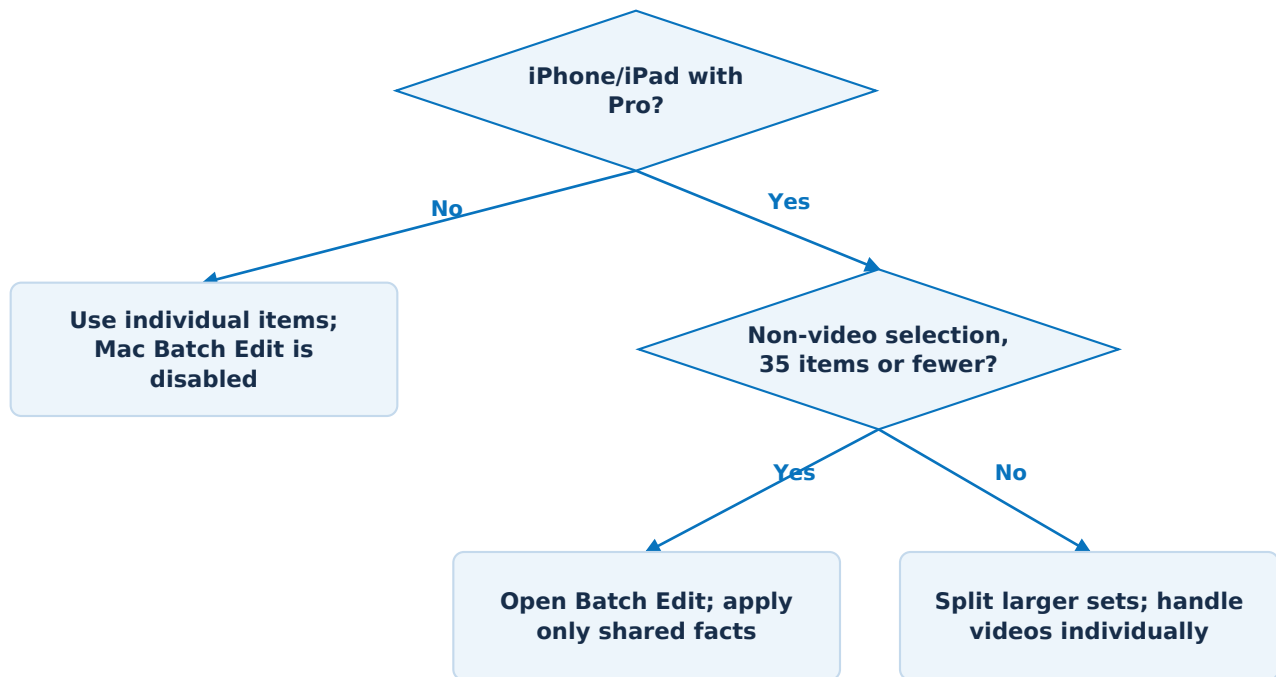
Source discrepancy: Mac Pro checks

The mobile import/export UI gates video with Pro. The supplied desktop import and burned-video methods do not show the same explicit entitlement guard. Describe video as the Pro offering, but test a release Mac build in Free mode before promising identical enforcement. Catalyst DEBUG code grants Pro and cannot verify that restriction.

Field example: a surveillance observation

Use the relevant clip, identify the observed action factually, and preserve the source file. Check that the export includes only the intended identity and case details. Document a known recorder clock discrepancy separately instead of silently treating it as accurate embedded time.

08 Choose batch or individual work



Open mobile Batch Edit

1. In Evidence Locker, tap Edit to enter selection mode.
2. Select the intended non-video items. Check the selection count and case context.
3. Open Batch Edit. The top button reflects the selected count; a Batch Edit action is also shown for eligible multiple selections.
4. Choose shared values and use the relevant Apply actions. Review saved messages.
5. Inspect the results on individual items before exporting.

Select All operates on batch-selectable items in the current displayed set. A type filter affects that displayed set. Videos are excluded from the mobile batch selection rules; do not interpret their absence in selection mode as deletion.

Verified cap versus descriptive text

Settings describes 35 photos and 50 PDFs/scans per batch. The actual supplied Evidence Locker launcher passes a cap of 35 items to BatchEditSheet without a separate 50-document allowance. This draft uses the reachable 35-item cap and flags the conflict for release verification. A PDF with many pages still differs from a selection of many PDF files.

When individual edits are the better fit

Use individual items when notes, observed conditions, times, addresses, or case references differ. A property overview and a close-up of existing damage rarely need identical observations. Batch editing is for information that is genuinely shared across the chosen items.

09 Apply only the shared fields

SETTING / CONTROL	WHAT TO DO AND WHY
Profile / Apply Client Profile to Selected	Choose the saved profile, then apply it. Reuses its nonblank purpose and its batch tag rule. Check for old case numbers and see the Client Profiles chapter for fallback details.
Case File Folder	Choose a Case File and use Apply Case File to Selected. A Remove from Case File choice is offered. Moving the link is not an archival copy of the evidence.
Purpose / Apply Purpose to Selected	Choose a purpose or Custom, then apply. This replaces the selected items' purpose. Applying the unselected/blank value can clear it.
Tags / Apply Tags to Selected	Choose Tag Type: Case #, File #, Client, or Custom and enter Value. Custom allows a label such as Claim #. This replaces the stored tag string with the constructed line; it does not append safely to every existing tag.
Notes / Apply Same Note to All Items	Replaces each selected item's notes with the entered text, trimmed to 1,000 characters. Blank input clears the selected notes. Do not erase individual observations with a generic note.
Also fill Address (reverse geocode)	Used by the batch GPS action. Requests an address for extracted coordinates only where the existing address is blank. A manually entered address may remain and still needs checking.
Pull GPS from Photo Metadata	Tries readable image EXIF GPS. Image files without GPS are counted separately; unsupported/non-image files can be skipped. It does not assign your current location to every photograph.
Preview Batch Changes	Prepares a preview using pending shared values where applicable. It does not by itself commit all typed fields. Use the separate Apply actions and inspect actual saved outputs afterward.

Apply is a real change

The Apply buttons save their selected-field changes immediately; Close is not an undo operation. Preview can show pending shared values that differ from what a later export reads from saved items. Apply the intended fields, verify the saved result, then export.

Example: three delivery photographs

Use one case tag and a shared delivery purpose only if they belong together. Keep the address or delivery result distinct when the items document different stops. Do not apply one address, time, or completion claim to all photographs solely because they share a client.

10 Export a batch deliberately

After applying and checking the shared fields, use the Batch Edit Send / Export controls. The reachable mobile batch cap remains 35 selected non-video items. These batch export actions require Pro.

SETTING / CONTROL	WHAT TO DO AND WHY
Include Notes in exports	Controls inclusion in the supported batch output paths that read this option. It does not delete notes. Check the chosen export, especially a mixture of images and existing PDFs.
Export Combined PDF	Builds one output from readable selected items. The implementation can merge original PDF pages and create pages for images. Scan-PDF overlay processing can fall back to including the original PDF if overlaying fails.
Export Items as PDF	Produces separate supported item PDFs, rather than one combined delivery. Inspect the set of saved files and page counts.
Export PDF (No Details)	Creates or shares clean-style copies as supported. Existing PDF content already on the page is not removed by selecting No Details.
Export Photo with Details	Creates processed image copies where an image-based export is supported. A preview of PDF page one is not evidence that every PDF page became an image.
Export Items as Word	Builds Word reports using prepared item images and details. This is not full Word import/editing or guaranteed multi-page PDF conversion.
Save Photo with Details	Saves supported processed image copies through Photos. Confirm authorization and the saved copies. It is not a case database backup.

Check order, completeness, and overlay content

Open the resulting files and compare with the intended selection. Check item count, every PDF page, the order, legible captions, and any skipped or failed item. The preview sorts image/PDF representations using its own rules; do not promise selection-tap order controls every export.

A combined PDF is not a guarantee of uniform stamping

Some selected items may be copied as existing PDF pages while images become newly generated pages. A scan overlay failure can leave that PDF without the new caption. Inspect every page rather than assuming every selected item received the same details.

Keep the source files and the working record

An exported report or Word document presents the evidence at that moment. It does not preserve every editable app field, original media stream, or attachment automatically. Use the appropriate Case File/ZIP workflow when delivering separate source files and supporting documents; verify the resulting package.

11 Media from other devices and apps

First transfer a supported file into a source offered by the relevant Apple picker. Final Exhibit is not a direct connector to every camera, DVR, doorbell, or cloud recording service. Keep the original recording and any export notes or clock information from that source.

SETTING / CONTROL	WHAT TO DO AND WHY
Cameras / camcorders	Transfer the actual image/movie through a supported card reader, cable, manufacturer export, Photos import, or Mac file transfer. The recorder's file format and codec must be readable; playback elsewhere is not a processing guarantee.
Drones / action cameras / body cameras	Import supported stills or movie files after transfer. GPS may be absent from the media even when a separate flight/telemetry or sidecar file exists. No verified sidecar-telemetry importer is established here.
Dashcams	Use the camera's export/copy workflow. Check whether the clip includes audio, a visible recorder time, or actual readable GPS metadata. Keep contextual notes for clock drift and missing segments.
Doorbells / security systems	Download a usable clip or image from the provider's app/export tool. A proprietary archive, protected stream, account link, or recording database is not automatically supported media.
Mail / Messages attachments	Save the received supported attachment to Photos for the mobile media picker, or to Files for the PDF scanner path. On Mac, download it to a folder for Import Media. Keep the message context separately when relevant.
AirDrop	Receive the actual file, then use Photos, Files, or the Mac file picker as appropriate. Receiving a file does not automatically place it in Final Exhibit.
iCloud Drive / other Files providers	Select a PDF through the mobile scanner's Import PDF or a supported file from the Mac picker. Wait for its bytes to download; a filename visible in a cloud folder does not prove it is locally ready.

Formats and metadata can change during transfer

Messaging, screenshots, edited copies, downloads, and manufacturer exports can remove or change metadata. The mobile image importer saves the bytes received from Photos, which need not be the untouched camera-original file. Keep the original source and review the imported time/location instead of assuming they transferred.

A practical compatibility check

Try one representative file from the actual camera/export method. Verify import, preview, timestamp, location, and the final export before processing a large assignment. For an error, record the device/source, extension, and export step and contact support.

12 Field scenarios: document the condition

SETTING / CONTROL	WHAT TO DO AND WHY
Property condition / before and after	Capture an overview and specific conditions before work, then document the result afterward. Use the correct case reference, separate Before/After purposes, and factual notes.
Vehicle before towing / repossession	Document vehicle identity, visible pre-existing condition, relevant sides, and close-ups. Add the assignment and location. Distinguish before images from later damage or custody observations.
Doors and locks before locksmith work	Photograph the door, lock, frame, and existing damage before beginning. Add factual notes, then document completed work. Apply shared notes only where accurate.
Conditions before repairs	Document the problem and surrounding condition before alteration. Add identifiers and explanatory notes. Compare a fresh after image with the relevant before image; do not imply cropping or captioning establishes cause.
Surveillance time shots	Use a relevant time shot or clip and verify the recorder's time. Identify manual corrections as such. The mobile timestamp preference can carry between items, so check each Burn Timestamp and downstream report.
Address photos / service of process	Document the address and relevant observations. Add the correct case/file reference and factual notes. A photograph or GPS stamp alone does not establish that legal service occurred.
Proof of work / incidents / deliveries	Record what happened and the item's role. Review private information before sharing. A delivery photo and a signature are different evidence; use the appropriate record for each.
Several matters for one client	Reuse the client profile but assign separate Case Files and correct matter references. Route stops, papers, and delivery quantities do not automatically become evidence notes or billable entries.

Example: an inspection in the field, report at the desk

Import the supported images on iPhone, add the correct case context and individual observations, and verify the time/location. After eligible iCloud records and assets reach the Mac, open the actual files there and review the report. Recheck Mac branding and export-folder preferences on that device.

Reusable information and unique facts work together

Use Global Settings/Professional Profile for your own identity and style; Client Profiles for recurring client defaults; individual item details for observations and metadata decisions; and Case Files for the assignment narrative, documents, and billing. Do not assume a value entered in one place populates every other place.

13 Preserve, clear, and verify

Clear Evidence Locker deliberately

1. Export and open the copies you need, including source media and required case attachments.
2. Review the whole locker, not just a filtered view. Clear removes all Evidence Locker item records in the supplied code.
3. Choose Clear Evidence Locker and read the confirmation.
4. Choose Cancel unless you intend to remove those app records. The confirmation describes the action as irreversible.

Adding an item to a Case File is not a second copy

Clear/delete calls remove the same LibraryItem records that can be linked to cases. The alert says Case Files and other collections are not affected, but the missing Core Data model prevents verifying relationship deletion effects. Do not promise linked evidence remains usable after clearing. Export, preserve, and test before relying on that workflow.

Sync is not a reason to discard originals

The source includes CloudKit-backed data storage and file payload/restore code. For supported synchronization, use the same iCloud account, open the app on the other device, allow time, and open the actual media. Full asset coverage, deletion propagation, and recovery need installed-device verification. Family Sharing does not merge evidence between different accounts.

Source discrepancies recorded for review

Mobile manual timestamp preferences are app-wide, while Mac stores item overrides. Mobile Batch Edit's reachable cap is 35, despite Settings text mentioning 50 documents. Mac Batch Edit is disabled. Mobile Photos import and Mac file import derive initial dates differently. Mac video entitlement checks differ from mobile. Existing-PDF and first-page-preview exports do not all behave alike. These distinctions require representative release-build tests.

Remaining evidence needed

Provide the matching Xcode project/target settings and MetaStamp Core Data model, plus release/build identification. Confirm import, manual time on two different items, video audio behavior, OCR scope, batch exports, and deletion/sync on iPhone, iPad, and Mac. No app or website code has been changed for this guide.

Source review: ContentView.swift; DesktopEvidenceLockerView.swift; ItemDetailView.swift and Part2; DesktopItemDetailView.swift; BatchEditSheets.swift; BatchEditHelpers.swift; FileStore.swift; ManualTimestamp.swift; ItemDetailLocation.swift; AdobeStyleScannerView.swift; case Supporting Document picker; desktop export manager and related preview helpers. Android Import Media PDF used for presentation and coverage reference only.

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