LedgerSnap User Manual

1. Getting Started (Admin)
1. Open the app.
2. Tap **Create Business Workspace**.
3. Enter business name, admin name, and admin email.
4. Tap **Finish & Provision**.
5. You will be signed in automatically.

2. Sign In (All Users)
1. Enter your work email.
2. Tap **Send Magic Link**.
3. Open the email and click the link to sign in.

3. Capture a Receipt
1. Tap **Snap**.
2. Take a photo or upload an image.
3. Review extracted fields.
4. Tap **Record to Ledger**.

4. Upload a Bank Statement
1. Tap **Bank CSV** or **PDF Statement**.
2. CSV will auto-map transactions.
3. Tap **Record to Ledger** to queue.

5. Outbox
- **Queued** items will sync automatically when online.
- **Failed** items can be retried by staying online.
- Tap the trash icon to remove an item.

6. History
1. Tap **History**.
2. View submissions and their status.

7. Manager: Invite Staff
1. Tap **Manager**.
2. Open the **Team** tab.
3. Enter name and email, select role.
4. Tap **Send Invite**.

8. Manager: Enable/Disable Users
1. In **Team** list, click **Disable** or **Enable**.
2. Users disabled cannot log in.

9. Sign Out
1. Tap **Account**.

2. Tap **Log Out Securely**.