



Start, sign in, and choose a project

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Track every flip. Every dollar. One place.

1. Open and install the app

Open the app link in the box below. The home screen separates **Deal Analyzer**, for evaluating an opportunity, from **Project tracker**, for private project records.

To install, select **Install FlipQube** and follow the instructions shown for your device. If installation is unavailable, you can continue in the browser. Installing the app does not automatically grant access to a private project.

2. Sign in with your invited email

Step 1: In Project tracker, enter the exact email address used for your invitation. Avoid typing errors or using a different personal or business email.

Step 2: Select **Send my code**. Check your inbox and spam folder for the verification email.

Step 3: Enter the complete newest verification code before it expires. If you request another code, use the newest email. Never share the code.

Step 4: After verification, open an assigned project. If account setup or policy acceptance is requested, read the displayed information before proceeding.

3. Confirm the property before working

Use **All projects** to return to the project list. Open the intended property and check its address before entering a cost, attaching a receipt, or adding a photo.

If a project is missing, first check the email you used. Then ask its owner to confirm your invitation, project assignment, and permissions. Do not create a duplicate project just because an invitation is missing.

4. Know the available sections

Overview: project summary. **Expenses:** project costs and related receipts. **Photo gallery:** property images. **Reconcile:** cost review. **Participants:** financial participation. **Activity:** project activity. **Share & install:** sharing and installation controls.

Buttons and available actions depend on your role and the current app version. If an option is missing, ask the owner to confirm your access.

<https://vmv-flip-voice.marco-gonzal-0005.chatgpt.site/>

Questions / Preguntas: mvgc1774@gmail.com



1. Review before adding an expense

Open the correct property, then **Expenses**. Review existing entries for the same vendor, date, amount, or receipt so the payment is not entered twice.

Use the expense-entry option available to your role. If you can only view records, ask an authorized user to enter the expense.

2. Record the details carefully

Date: check the transaction date against the source document. **Vendor:** enter the person or business paid. **Amount:** use the amount supported by the receipt or payment record.

Category: select the appropriate available category. **Paid by:** identify the person or account that actually paid. **Notes:** describe the work or materials and any payment reference.

Example: a \$250 materials receipt should match the \$250 payment and the correct payer. If a receipt contains items for several properties, identify the allocation before entering it; do not guess.

3. Attach and check the receipt

Use the receipt or attachment control for that expense. Take a clear picture or select the file from your device, according to the options displayed. Include the vendor, date, amount, and all relevant lines.

If the app reads details automatically, check the extracted information against the image. Correct errors before saving. A scanned result is a starting point, not proof that every field is correct.

Save the expense and confirm it appears in the correct project. Reopen the entry and check that the attachment is visible. Keep the original document until the saved record is confirmed.

4. Correct a mistake or duplicate

Open the existing entry and use the correction controls available to you. Fix the original record instead of creating a second entry for the same payment.

For a refund, reimbursement, loan, or money contributed by a participant, ask the owner how to record it in the available workflow. Avoid treating every bank movement as a new project expense.

If deletion or another sensitive action is unavailable, ask the project owner to handle it.

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1. Organize property photos

Confirm the property, then open **Photo gallery**. Use the upload control available to your role. Choose a clear image from your device or take a picture if that option is displayed.

When the app provides room or project-stage fields, select the correct room and before, progress, or after stage. Confirm the uploaded image appears under the intended property. Expense receipts belong with their matching expense.

2. Understand participants and permissions

A financial participant and an app user are separate. Having a profit share does not automatically grant app access. An invited user should receive access only to the intended projects.

View: read authorized records. **Edit:** add or correct operational records. **Full control:** trusted administration. Profit visibility is a separate owner decision. Ask the owner to correct access or profit-visibility problems.

3. Review project costs regularly

Open **Reconcile** and review the information available to your role. Compare entries with receipts, invoices, and payment records. Check duplicate payments, missing receipts, refunds, and unexplained differences.

Confirm the correct property and review period. If totals do not match, identify the specific entry or source document rather than changing a total to make it agree. Ask the owner to resolve unexplained amounts before relying on the results.

4. Common problems

No code: check your email spelling and spam folder; request a fresh code if needed. **Code rejected:** use the newest complete code.

Missing project or button: confirm the invited email and ask the owner to check assignment and role.

Missing receipt or photo: reopen the correct project and entry, then verify the upload completed.

Incorrect total: identify the property, amount expected, amount displayed, and affected entries. Avoid repeated duplicate submissions.

5. Questions and concerns

Email **mvgc1774@gmail.com**. Include the device, browser or installed app, project name, action attempted, and the message shown. A screenshot with private information hidden can help.

Do not send passwords, verification codes, Social Security numbers, or complete banking information.

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