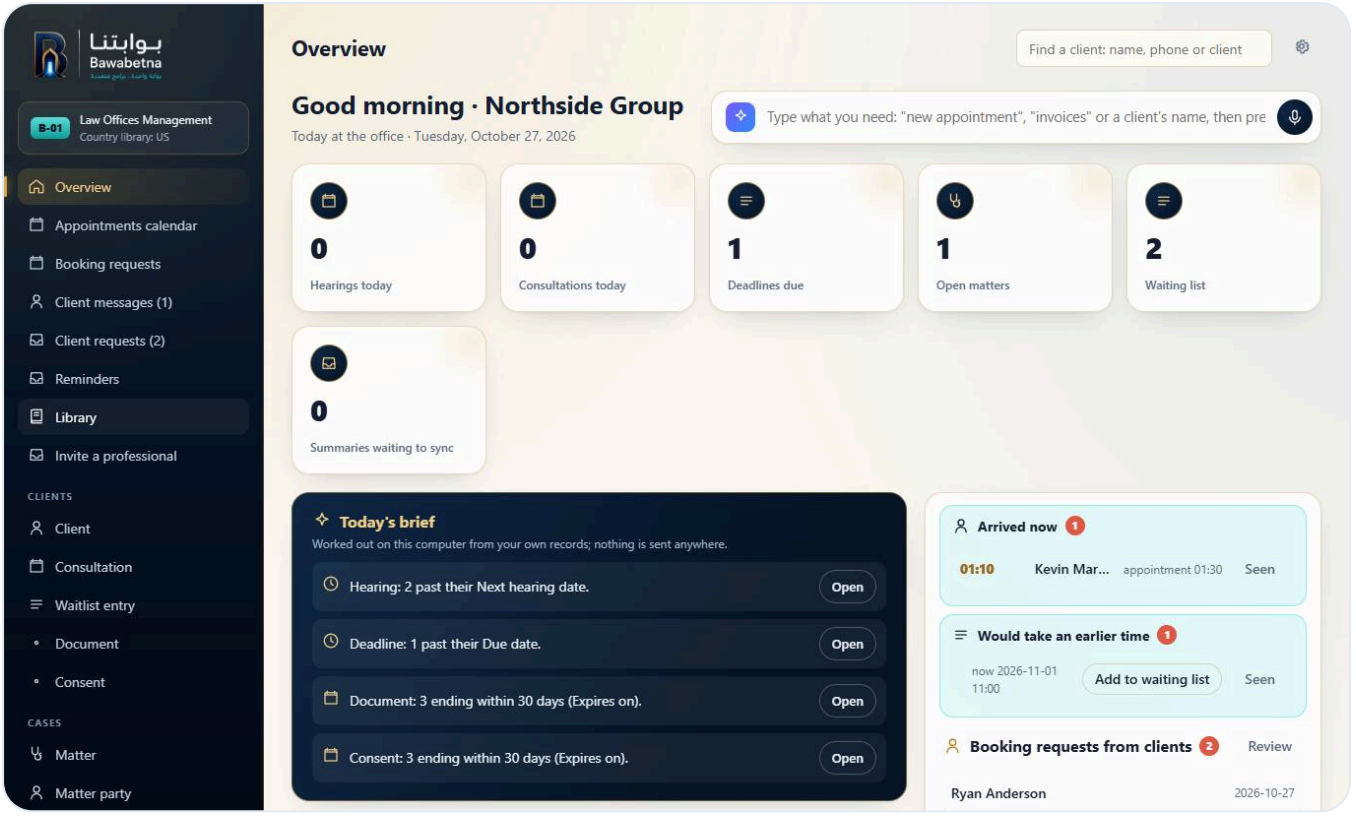
Bawabetna · User guide

Law Offices Management

Every screen and every button, with real screens from the program.

Guide version 2026-10-27



Contents

1. Getting started
2. The home screen
3. Screens and what you record in them
4. Reports
5. Working with your clients
6. Your data
7. Help

Getting started

Download the program from bawabetna.com or the Microsoft Store and install it. On first opening, sign in with your Bawabetna account. The first month is free with every feature.

The first-run assistant asks for a few details, then the program is ready:

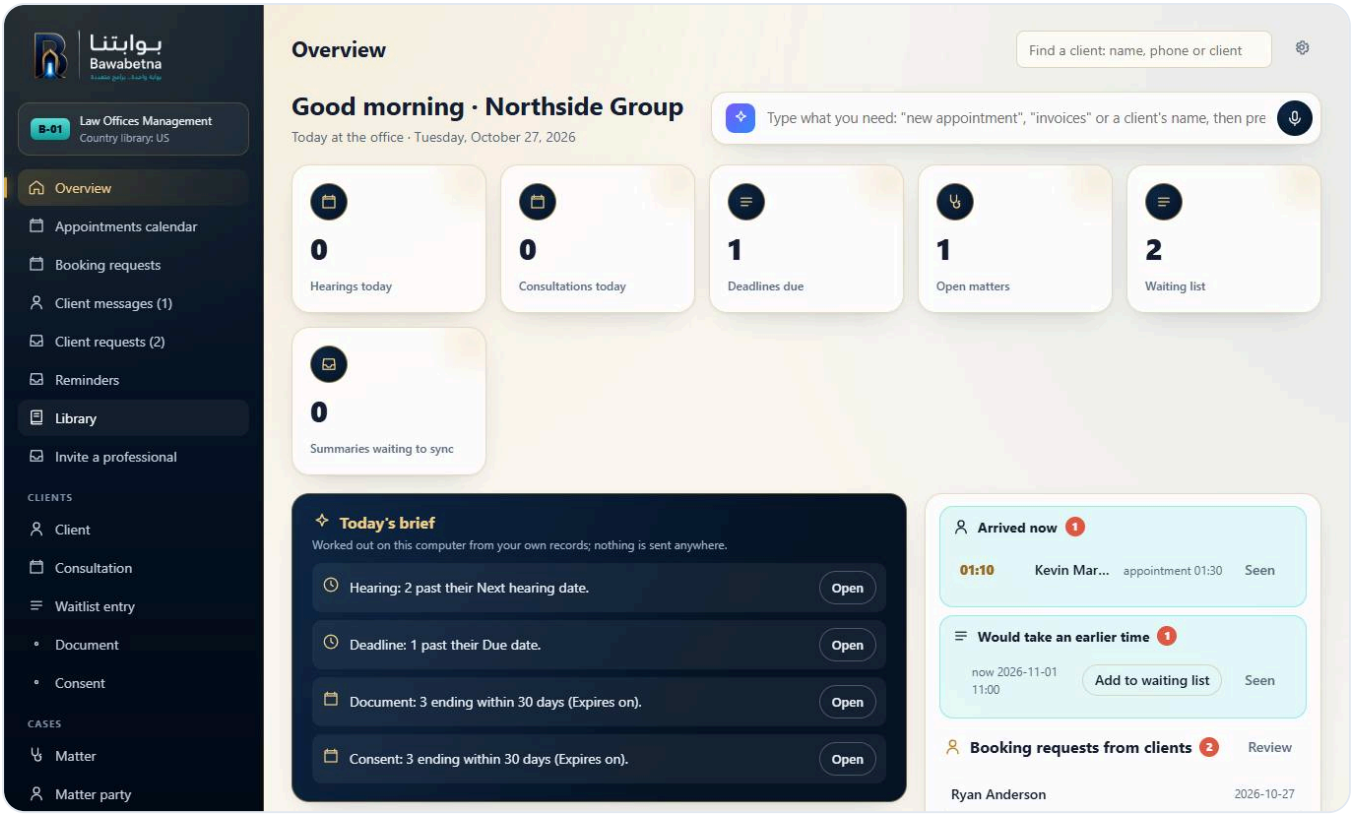
1. **Law office**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Lawyer**: Full name, License number, Hourly rate

Each person signs in with their own role and sees only the screens of that role:

- Accountant
- Lawyer
- Manager
- Office owner
- Paralegal
- Secretary

The home screen

The home screen shows today's work at a glance: counts, today's schedule, what is waiting and requests from clients. The command bar at the top opens any screen from a short sentence, such as a client's name or "new appointment".

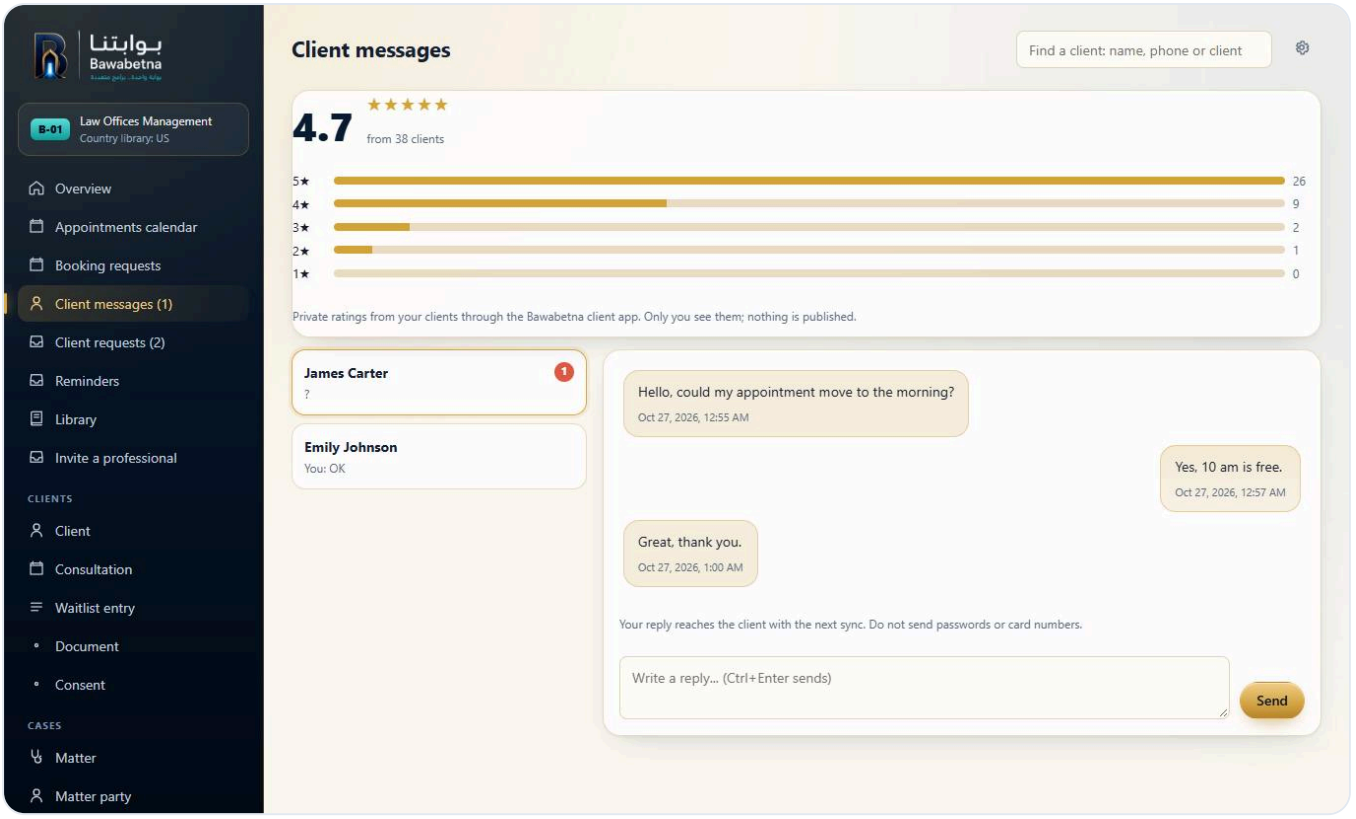


The home screen

Screens and what you record in them

The side menu groups the screens by kind of work. Each screen lists its records: New adds one, a click opens it, and the buttons at the bottom of a record move it to its next stage.

Clients



Client

Client

What you record: Full name (required), Client type (required), Commercial registration, Phone, Email, Address, Client code, Ecosystem registration, Identity country, Official identity number (required), Conflict clearance, Notes

Consultation

What you record: Client (required), Matter, Lawyer (required), Starts at (required), Duration minutes (required), Topic (required), Visit mode, Meeting link, Fee, Status (required), Advice summary, Next steps, Notes, Override reason

Stages: A new record starts as "Booked".

Booked → Held | Booked → Cancelled | Booked → No show

Waitlist entry

What you record: Client (required), Lawyer, Earliest date (required), Latest date, Preferred period (required), Priority (required), Reason, Phone, Status (required)

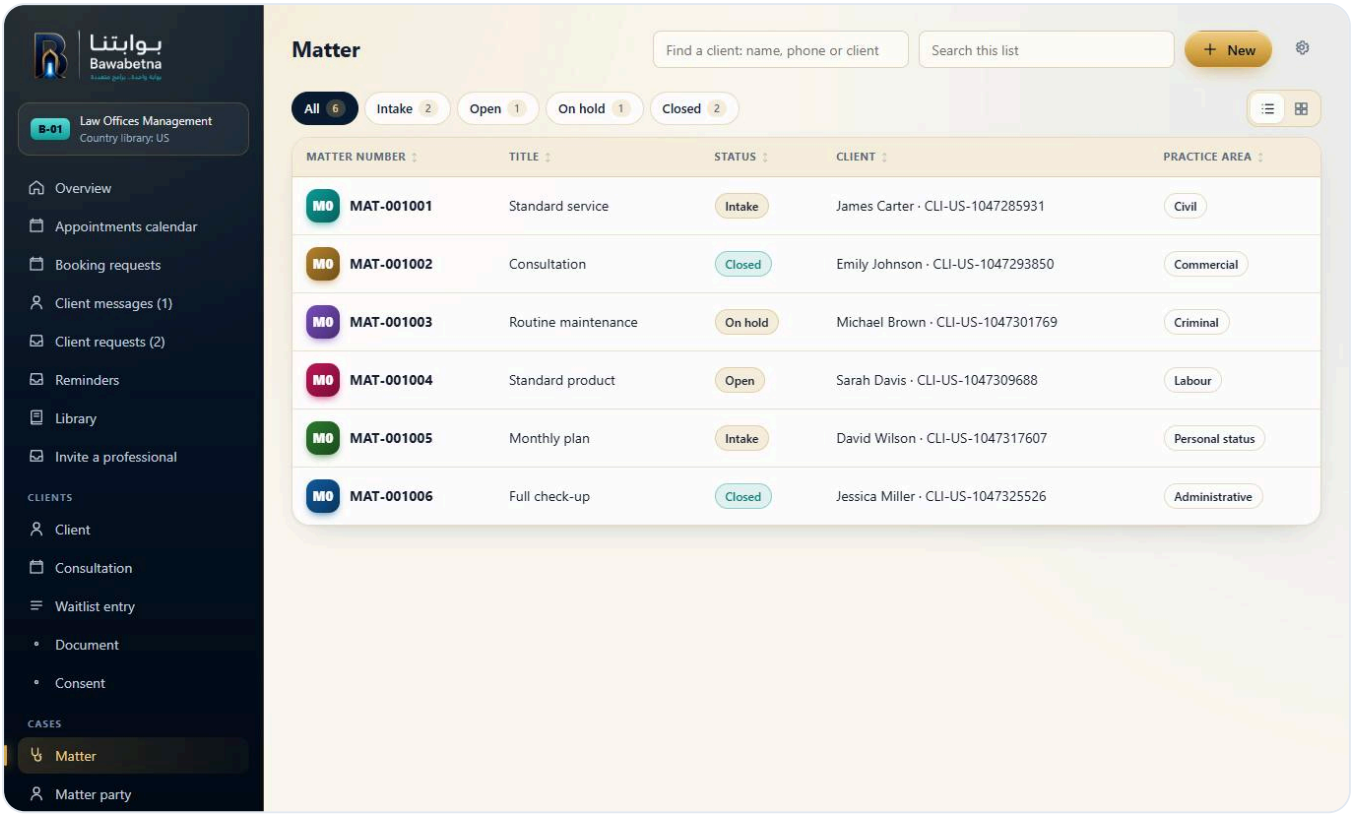
Stages: A new record starts as "Waiting".

Waiting → Booked | Waiting → Cancelled

Document

What you record: Client (required), Matter, Category (required), Title (required), Reference number, Issued on, Expires on, Files

Cases



Matter

Matter

What you record: Matter number (worked out by the program), Client (required), Title (required), Practice area (required), Matter type (required), Court, Court case number, Court portal reference, Responsible lawyer (required), Billing method (required), Agreed fee, Currency (required), Opened on (required), Trust deposited (worked out by the program), Trust disbursed (worked out by the program), Trust balance (worked out by the program), Status (required), Outcome, Notes

Stages: A new record starts as "Intake".

Closed → Open | Intake → Open | Intake → Closed | On hold → Open | On hold → Closed | Open → On hold | Open → Closed

Matter party

What you record: Matter (required), Name (required), Role (required), Identity reference, Contact, Conflict clearance

Hearing

What you record: Matter (required), Client (worked out by the program), Lawyer (required), Court (required), Hall, Starts at (required), Duration minutes (required), Purpose, Status (required), Outcome, Hearing notes, Next hearing date, Override reason

Stages: A new record starts as "Scheduled".

Postponed → Scheduled | Postponed → Cancelled | Scheduled → Held | Scheduled → Postponed | Scheduled → Cancelled

Deadline

What you record: Matter (required), Title (required), Kind (required), Due date (required), Assigned to, Status (required), Notes

Stages: A new record starts as "Open".

Open → Done | Open → Cancelled

Work task

What you record: Matter (required), Title (required), Lawyer, Due date (required), Priority, Status (required)

Stages: A new record starts as "Open".

Open → Done | Open → Cancelled

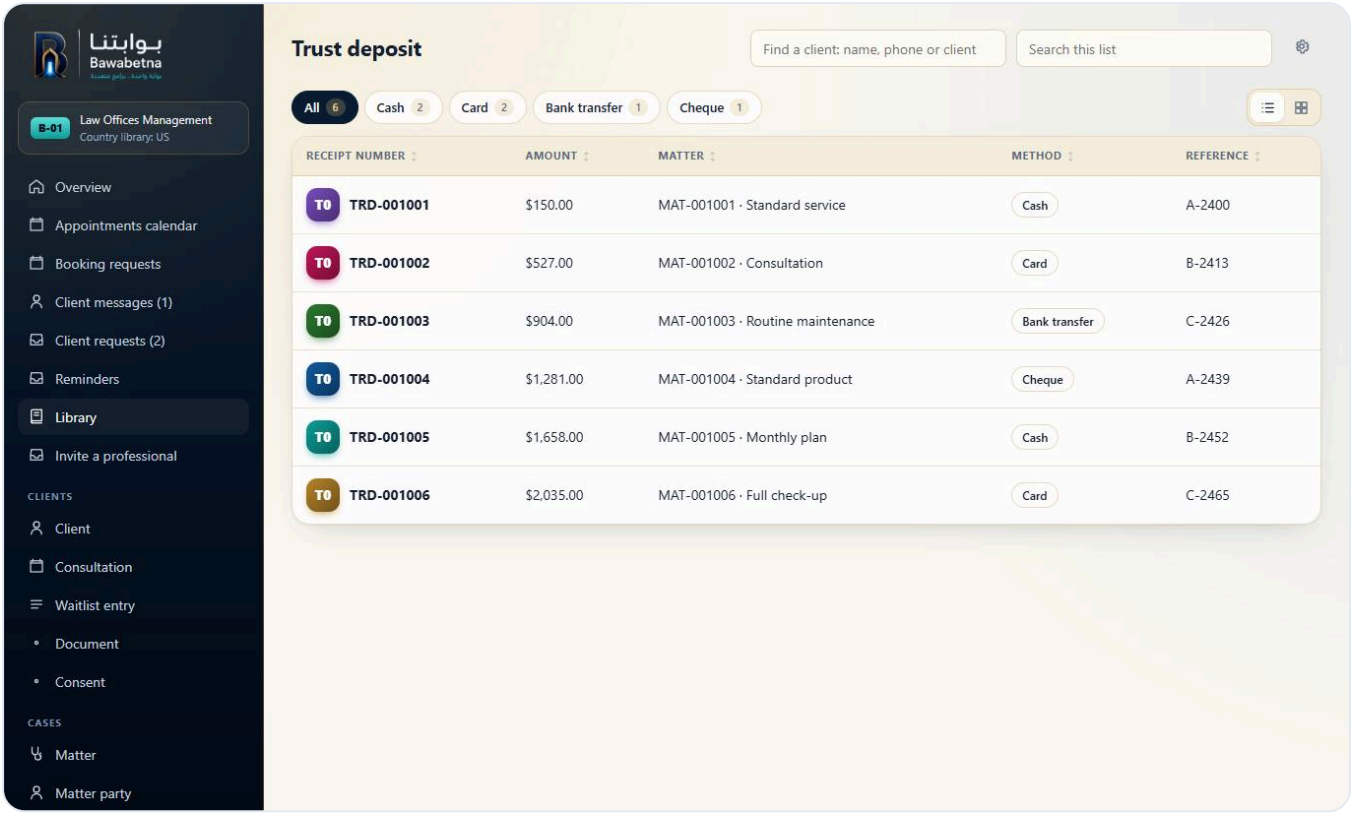
Time entry

What you record: Matter (required), Lawyer (required), Work date (required), Hours (required), Rate (required), Description (required), Billable, Invoiced lines (worked out by the program), Unbilled hours (worked out by the program)

Expense

What you record: Matter (required), Spent on (required), Description (required), Amount (required), Billable, Files

Billing



Trust deposit

Trust deposit

What you record: Receipt number (worked out by the program), Matter (required), Amount (required), Method (required), Reference, Received at (worked out by the program)

Trust disbursement

What you record: Voucher number (worked out by the program), Matter (required), Amount (required), Purpose (required), Description (required), Paid at (worked out by the program)

Invoice

What you record: Invoice number (worked out by the program), Client (required), Matter, Currency (required), Issued at (worked out by the program), Subtotal (worked out by the program), Tax total (worked out by the program), Total (worked out by the program), Paid (worked out by the program), Refunded (worked out by the program), Net paid (worked out by the program), Balance (worked out by the program), Status (required), E invoice reference, Notes

Stages: A new record starts as "Draft".

Draft → Issued | Draft → Voided | Issued → Voided | Refunded → Reconciled | Settled → Reconciled

Invoice line

What you record: Invoice (required), Time entry, Description (required), Quantity (required), Unit price (required), Discount, Vat rate (required), Line net (worked out by the program), Line tax (worked out by the program), Line total (worked out by the program)

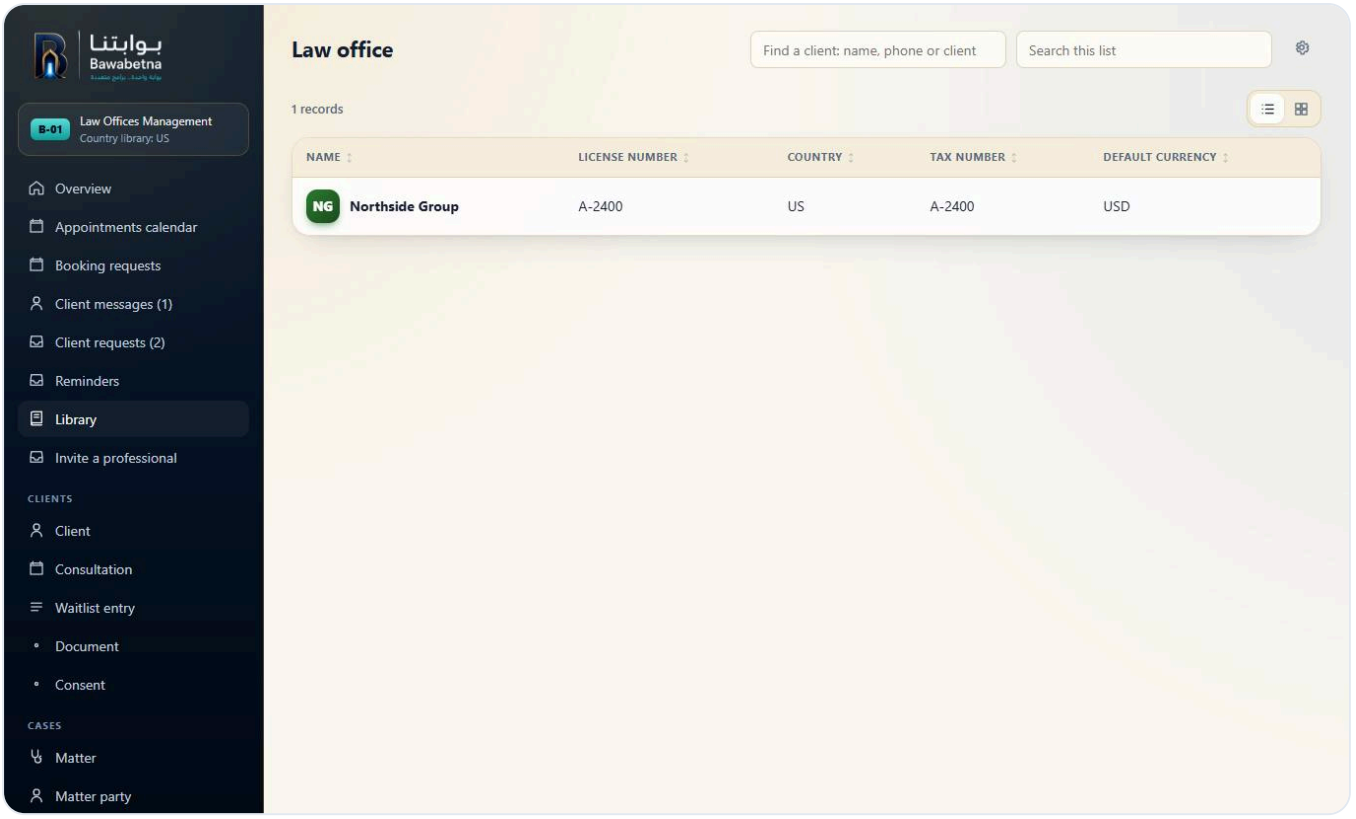
Payment

What you record: Receipt number (worked out by the program), Invoice (required), Amount (required), Method (required), Transaction reference, Paid at (worked out by the program)

Refund

What you record: Refund number (worked out by the program), Payment (required), Invoice (worked out by the program), Amount (required), Reason (required), Refunded at (worked out by the program)

Setup



Law office

Law office

What you record: Name (required), License number, Country (required), Tax number, Default currency, Whatsapp enabled, Online meeting link, Payment link, Review link, Ai assistant enabled, Ai model, Ai endpoint

Branch

What you record: Law office (required), Name (required), Address, Phone

Lawyer

What you record: Branch (required), Full name (required), License number, Hourly rate, Active

Reports

Reports are worked out on your computer from your records. Choose a period, see the chart and the table, then print or export them. The reports of this program:

- Hours by lawyer
- Hours by matter
- Matters by practice area
- Hearings by status
- Revenue by month
- Outstanding balances by client
- Collections by payment method
- Receivables aging (days since issue)
- Unbilled work in progress by age (days)
- Unbilled hours by matter

Working with your clients

A client with a Bawabetna Client Code can, from the free client app: book an appointment, write to you, send requests and documents, sign documents, see what they owe and pay you directly, tell you they have arrived, ask for an earlier time and see their points. Everything reaches this program with its next sync.

Your data

Your records are kept encrypted on your own computer; only a short summary of each transaction is sent to Bawabetna. Make a backup from Settings; it is encrypted with your recovery key.

Help

Write to info@bawabetna.com or use the contact page at bawabetna.com/contact.