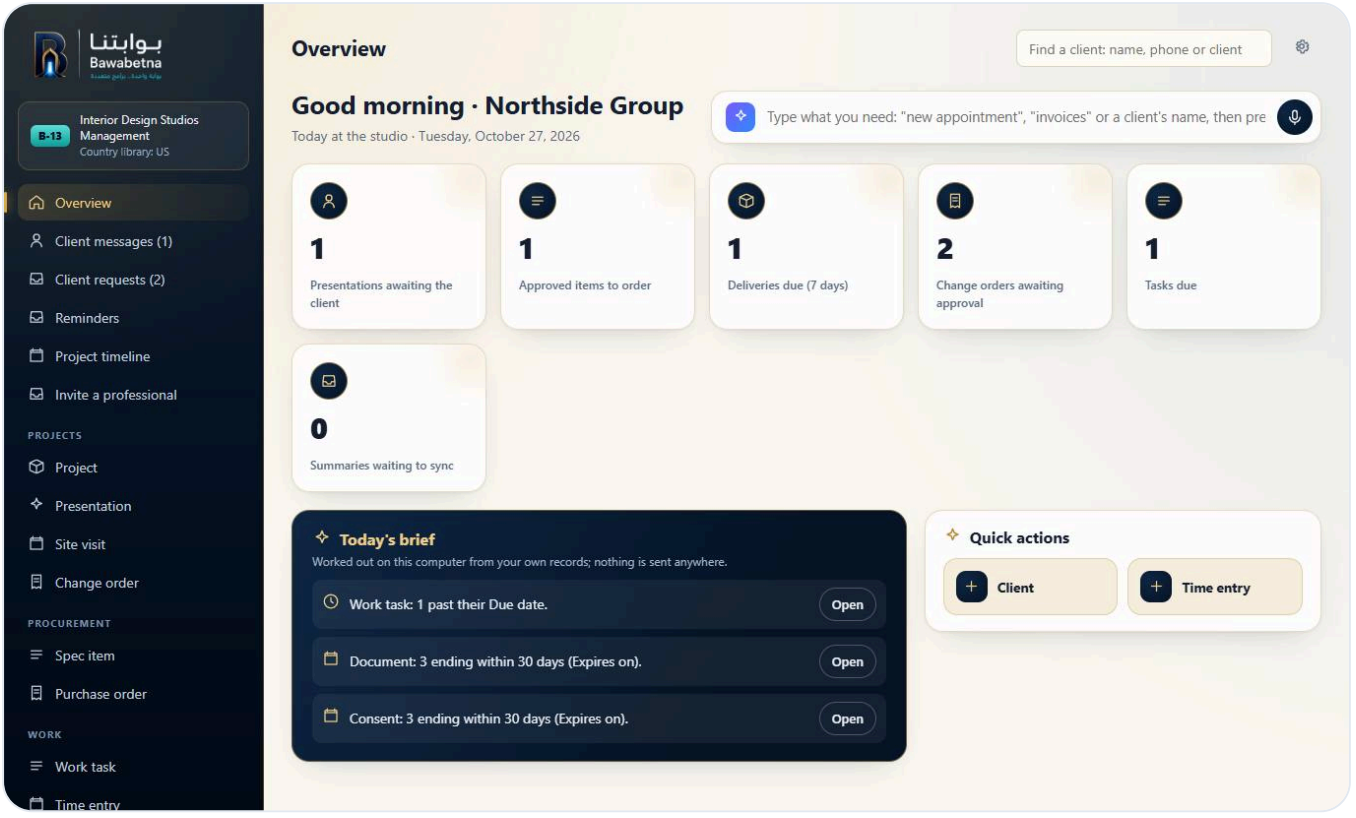
Bawabetna · User guide

Interior Design Studios 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:

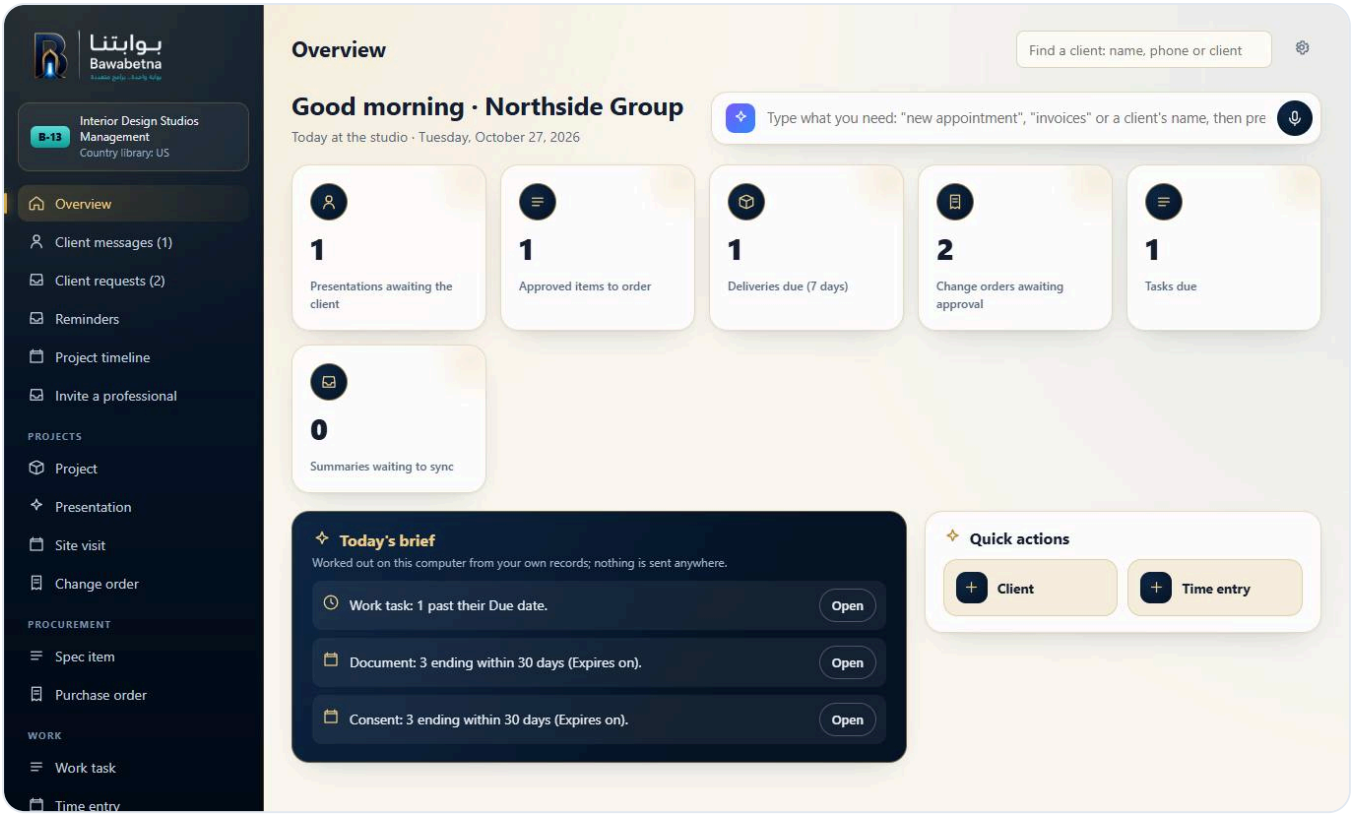
1. **Design studio**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Designer**: Full name, Design role, Hourly rate

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

- Accountant
- Designer
- Manager
- Procurement officer
- Studio owner

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".

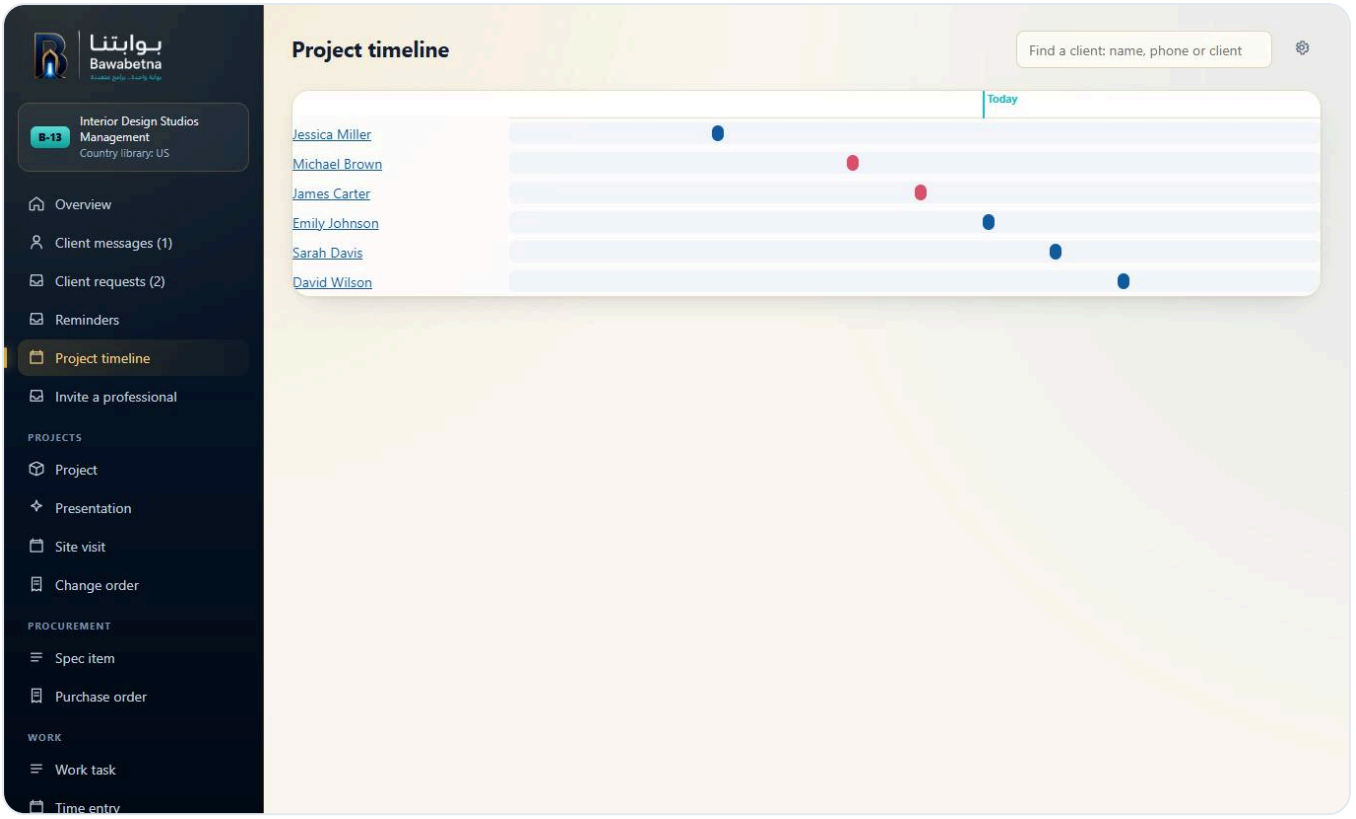


The home screen

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.

Projects



Project

Project

What you record: Project code (worked out by the program), Client (required), Name (required), Site address, Project type (required), Area sqm, Design fee, Markup percent, Budget, Designer, Start date, Target handover, Items client total (worked out by the program), Items cost total (worked out by the program), Procurement margin (worked out by the program), Handed over at (worked out by the program), Phase (required)

Stages: A new record starts as "Concept".

Concept → Design | Concept → Cancelled | Design → Procurement | Design → Cancelled | Installation → Handed over | Procurement → Installation

Presentation

What you record: Project (required), Title (required), Kind (required), Files, Presented on, Client feedback, Approved on (worked out by the program), Status (required)

Stages: A new record starts as "Draft".

Changes requested → Presented | Draft → Presented | Presented → Changes requested | Presented → Approved

Site visit

What you record: Project (required), Visited on (required), Designer, Progress notes, Snags, Photos

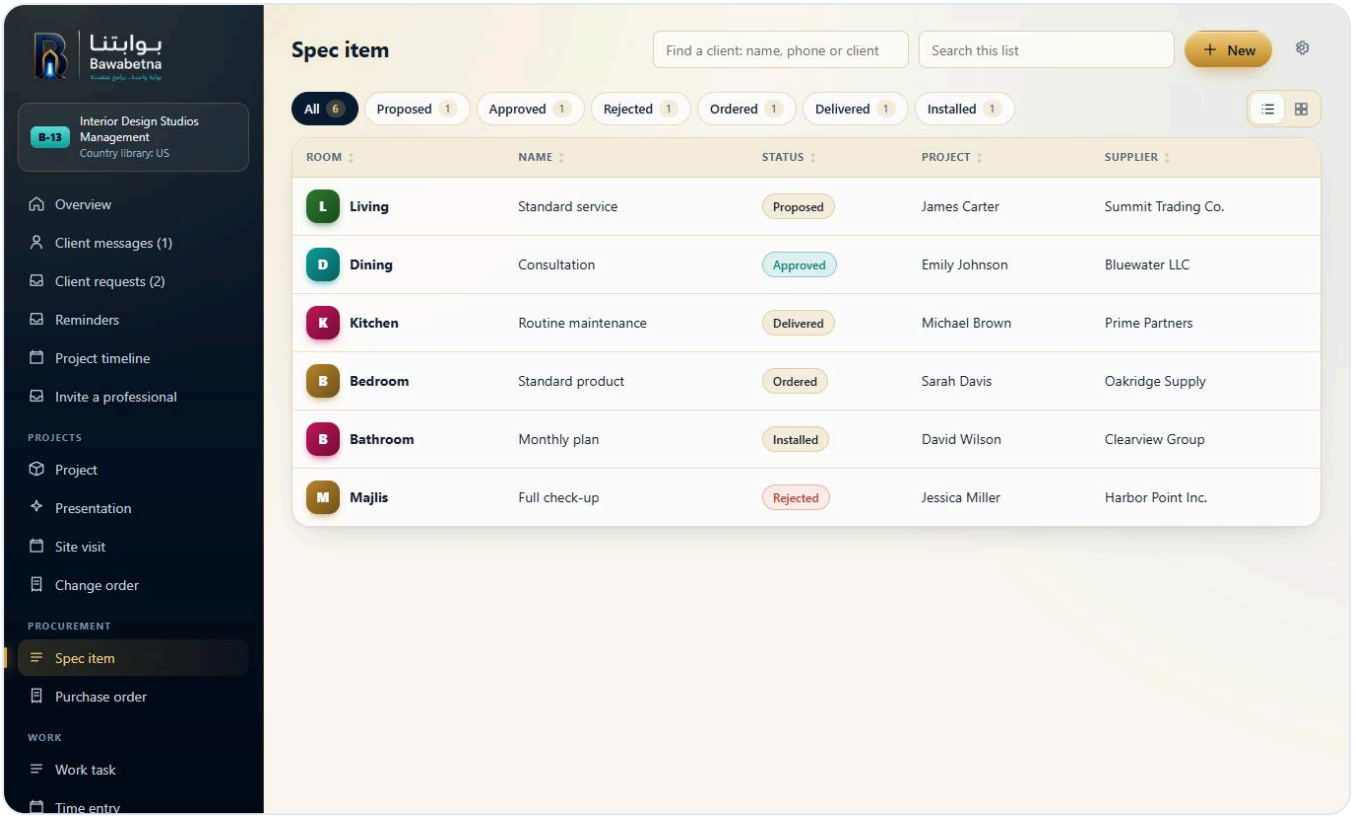
Change order

What you record: Project (required), Title (required), Description (required), Fee change, Days change, Status (required)

Stages: A new record starts as "Draft".

Draft → Sent | Sent → Approved | Sent → Rejected

Procurement



Spec item

Spec item

What you record: Project (required), Room (required), Name (required), Supplier, Supplier code, Finish or colour, Dimensions, Quantity (required), Unit cost (required), Markup percent, Client unit price (worked out by the program), Cost total (worked out by the program), Client total (worked out by the program), Lead time days, Expected delivery, Purchase order, Photos, Status (required)

Stages: A new record starts as "Proposed".

Approved → Ordered | Delivered → Installed | Ordered → Delivered | Proposed → Approved | Proposed → Rejected

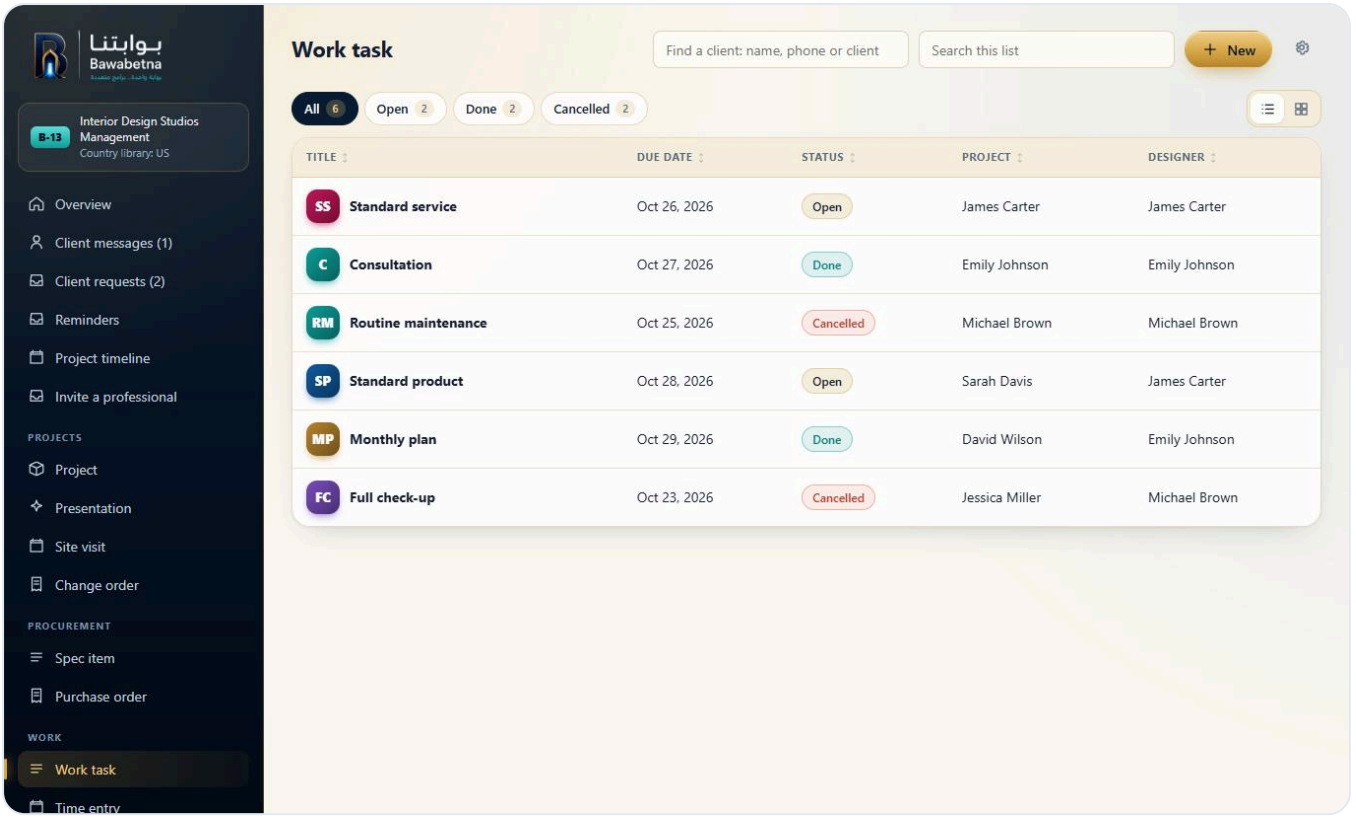
Purchase order

What you record: Po number (worked out by the program), Project (required), Supplier (required), Supplier contact, Ordered on (required), Expected delivery, Items cost (worked out by the program), Deposit paid, Balance to supplier (worked out by the program), Delivery address, Notes, Status (required)

Stages: A new record starts as "Draft".

Confirmed → Delivered | Draft → Sent | Draft → Cancelled | Sent → Confirmed | Sent → Cancelled

Work



Work task

Work task

What you record: Project (required), Title (required), Designer, Due date (required), Priority, Status (required)

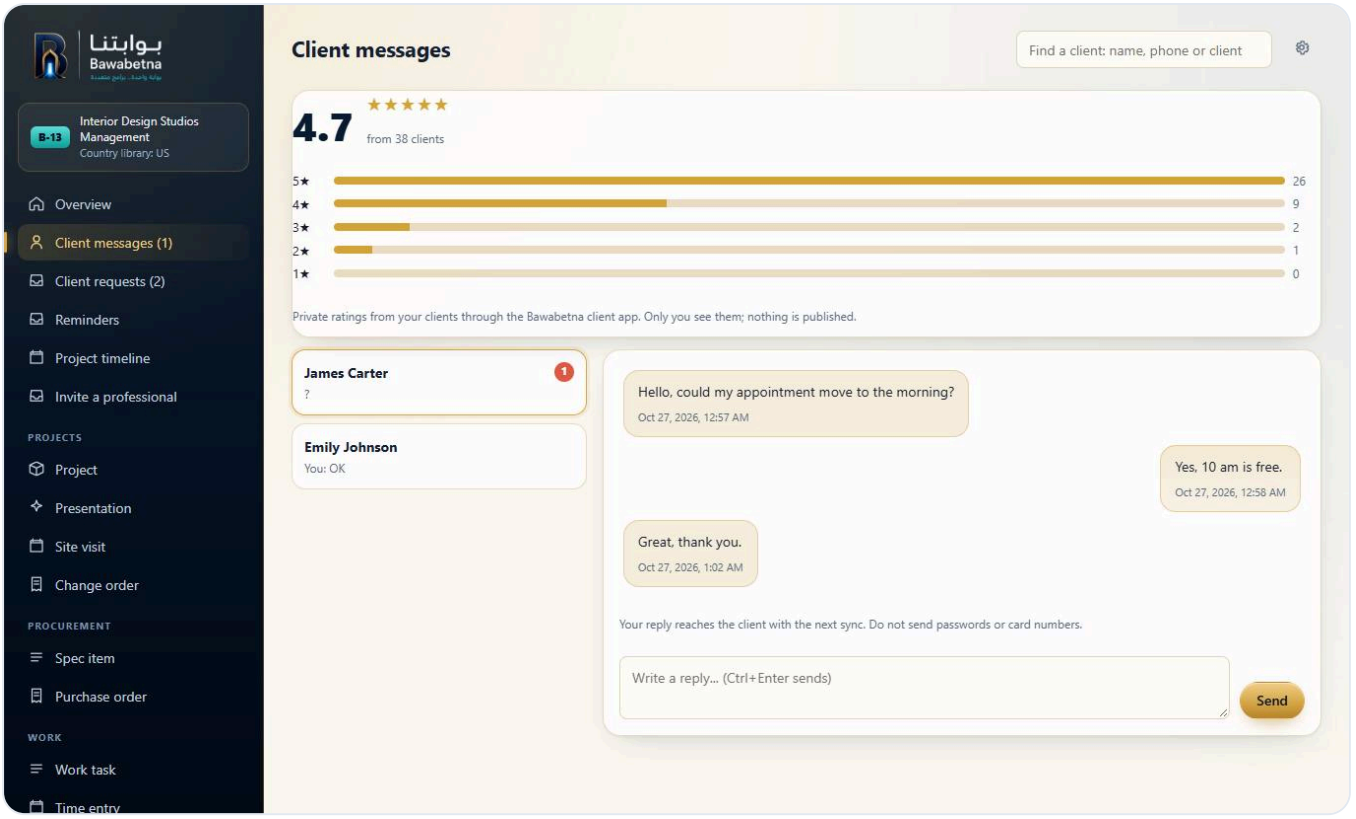
Stages: A new record starts as "Open".

Open → Done | Open → Cancelled

Time entry

What you record: Project (required), Designer (required), Work date (required), Hours (required), Rate (required), Description (required), Billable

Clients



Client

Client

What you record: Full name (required), Email, Style preferences, Budget range, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Document

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

Billing

Service

What you record: Code, Name (required), Category, Price (required), Vat rate (required), Active

Invoice

What you record: Invoice number (worked out by the program), Client (required), Project, 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), Service, 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

Design studio

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: Design studio (required), Name (required), Address, Phone

Designer

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

- Projects by phase
- Procurement margin by project
- Items by status
- Hours by staff
- Hours by project
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- Receivables aging (days since issue)

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.