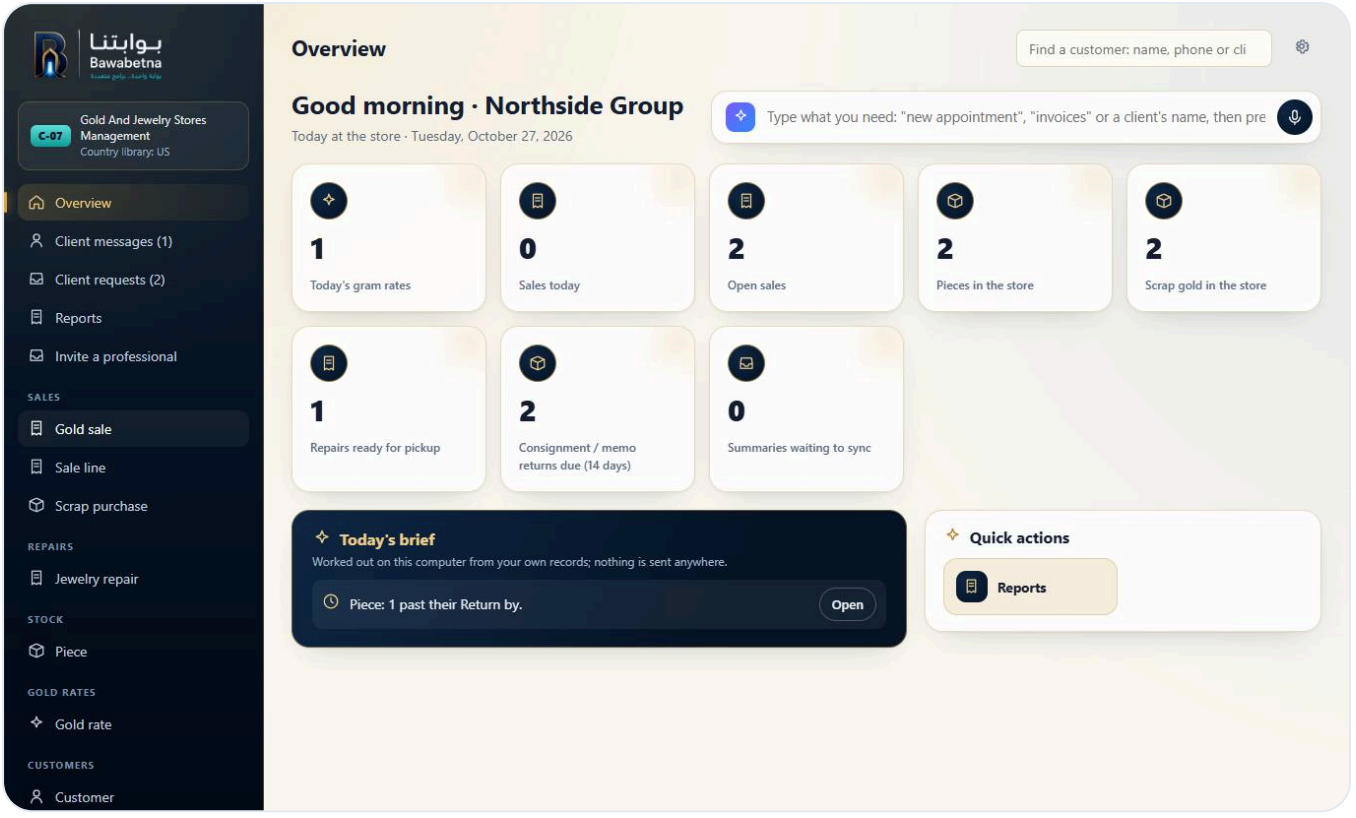
Bawabetna · User guide

Gold And Jewelry Stores Management

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

Guide version 2026-10-27



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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:

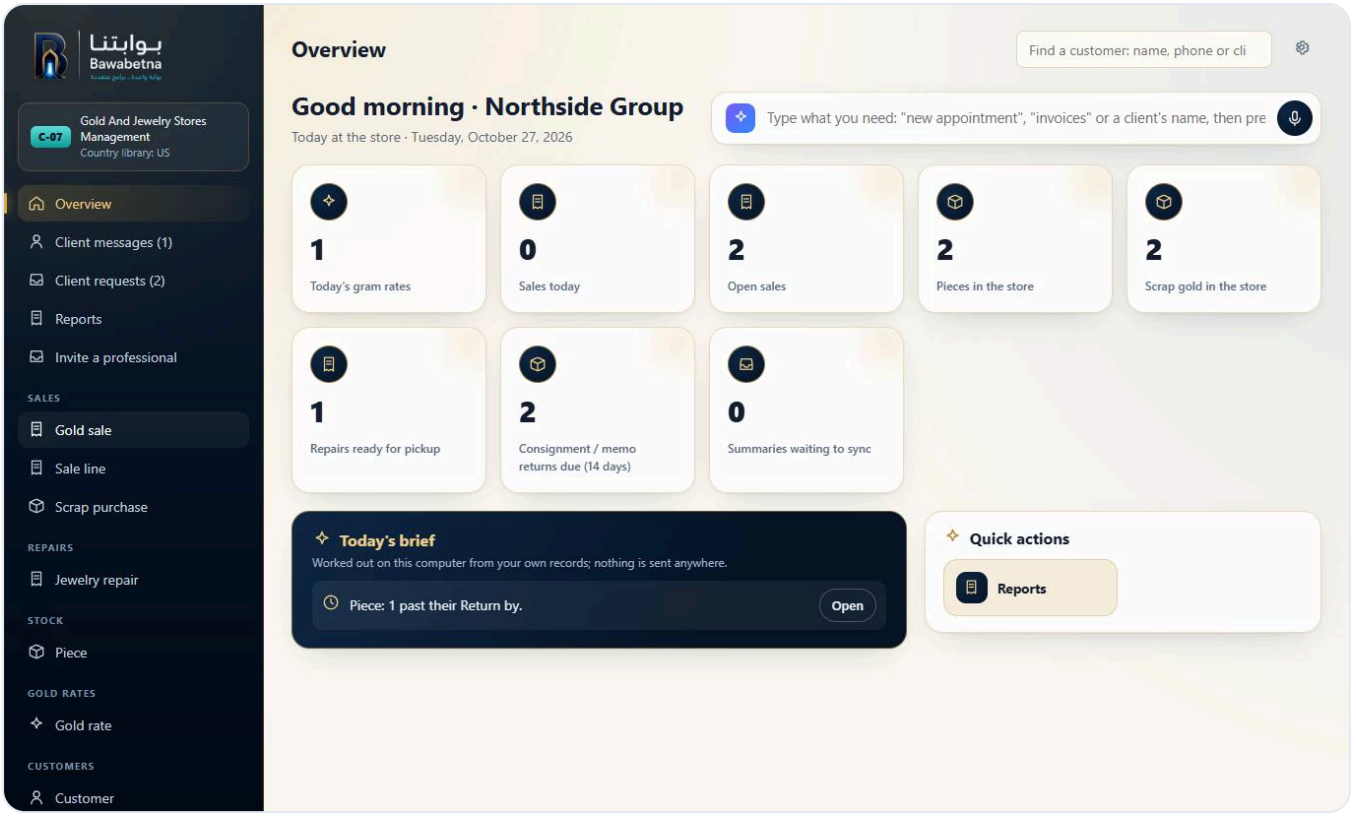
1. **Jewelry store**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Sales staff**: Full name, Phone

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

- Manager
- Sales staff
- Store keeper
- Store 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".

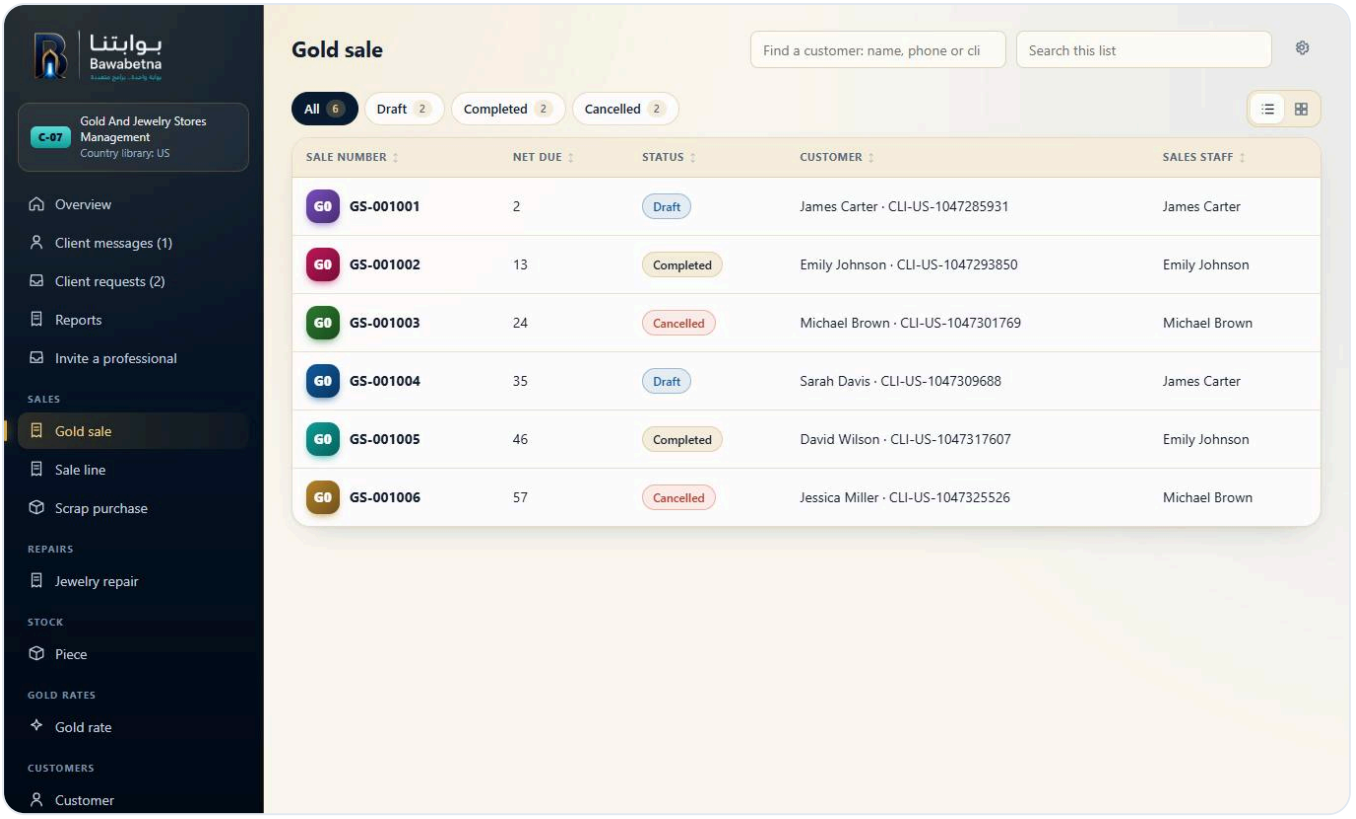


The home screen

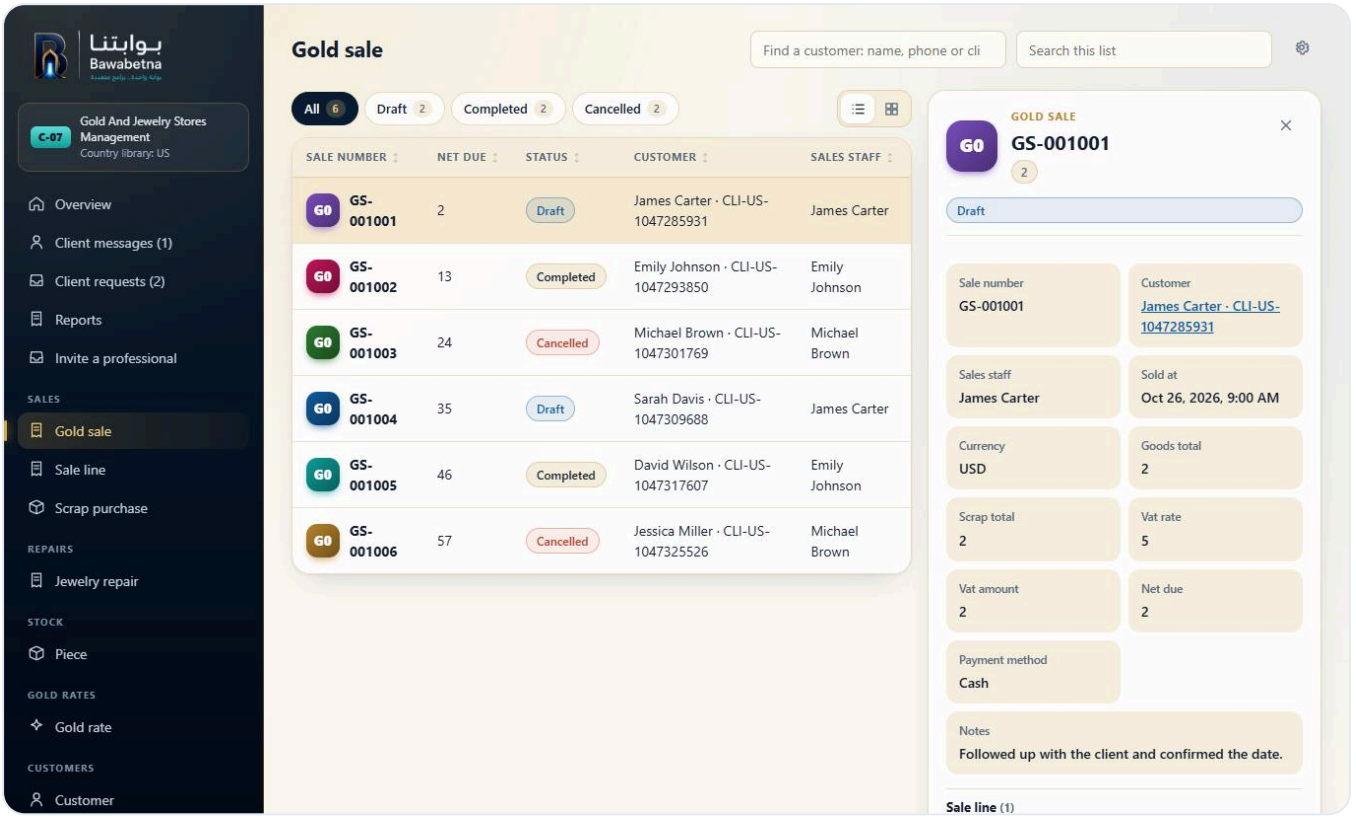
Screens and what you record in them

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.

Estimates



Gold sale



A record open for editing

Gold sale

What you record: Sale number (worked out by the program), Customer, Sales staff, Sold at (worked out by the program), Currency (required), Goods total (worked out by the program), Scrap total (worked out by the program), Vat rate, Vat amount (worked out by the program), Net due (worked out by the program), Payment method, Notes, Status (required)

Stages: A new record starts as "Draft".

Completed → Cancelled | Draft → Completed | Draft → Cancelled

Sale line

What you record: Gold sale (required), Piece (required), Karat (worked out by the program), Net weight g (worked out by the program), Gold rate (required), Price per gram (worked out by the program), Making per gram, Stones value, Discount, Gold value (worked out by the program), Line total (worked out by the program)

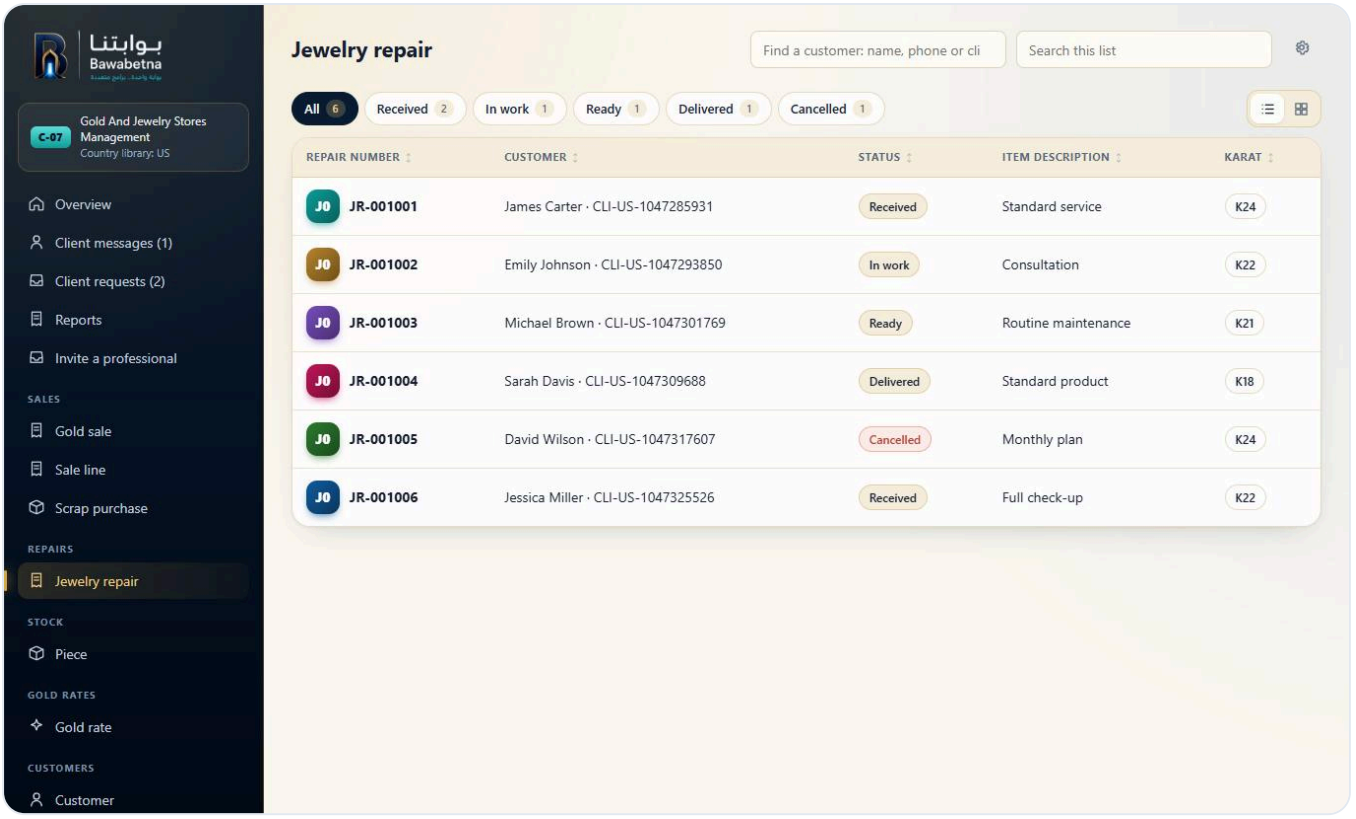
Scrap purchase

What you record: Scrap number (worked out by the program), Customer (required), Id document number (required), Gold sale, Karat (required), Weight g (required), Description, Gold rate (required), Buy price per gram (worked out by the program), Value (worked out by the program), Photos, Bought at (worked out by the program), Status (required)

Stages: A new record starts as "In store".

In store → Sent to refinery | In store → Remade

Repairs



Jewelry repair

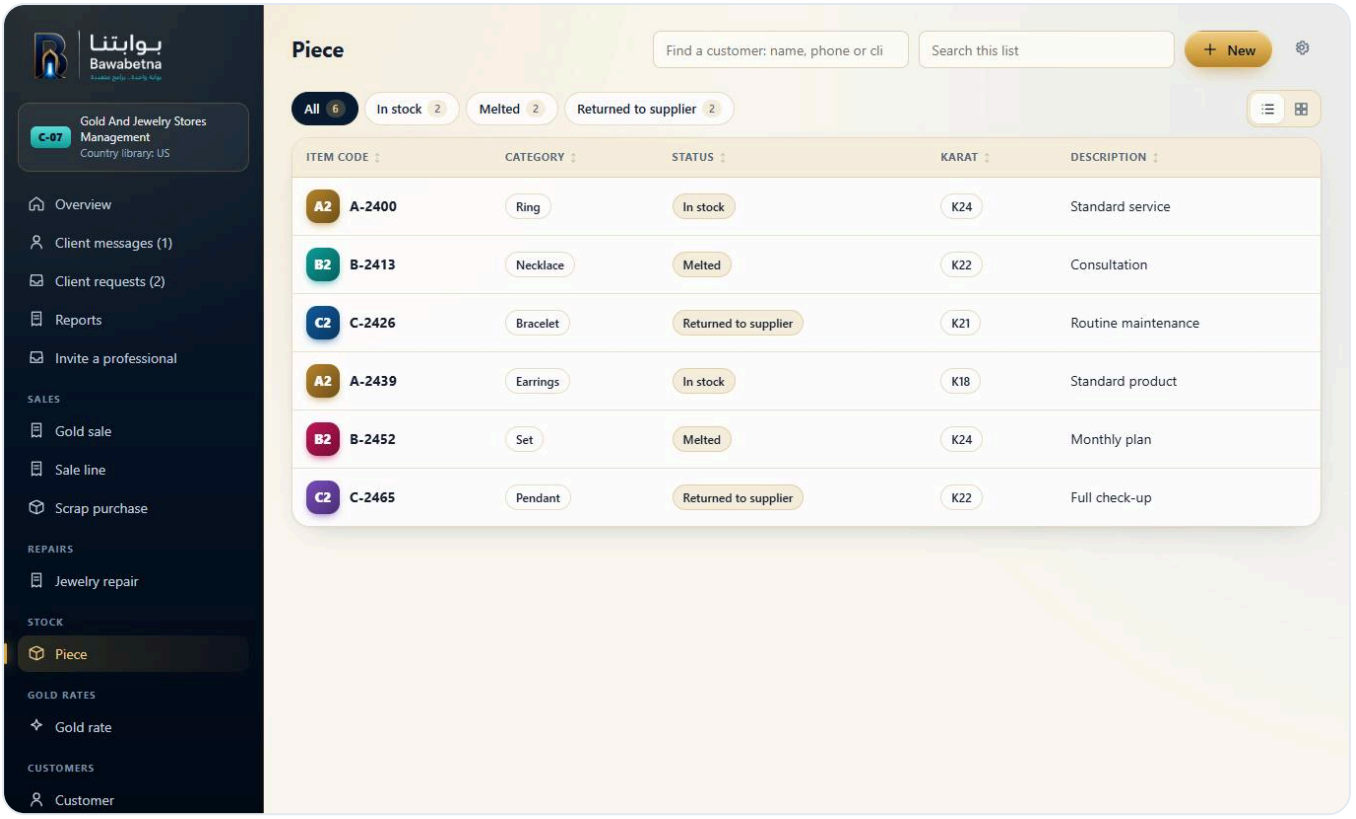
Jewelry repair

What you record: Repair number (worked out by the program), Customer (required), Item description (required), Karat, Weight in g (required), Stones noted, Photos in, Work (required), Work notes, Estimate, Deposit, Promised on, Sales staff, Weight out g, Weight difference g (worked out by the program), Delivered at (worked out by the program), Status (required)

Stages: A new record starts as "Received".

In work → Ready | Ready → Delivered | Received → In work | Received → Cancelled

Stock



Piece

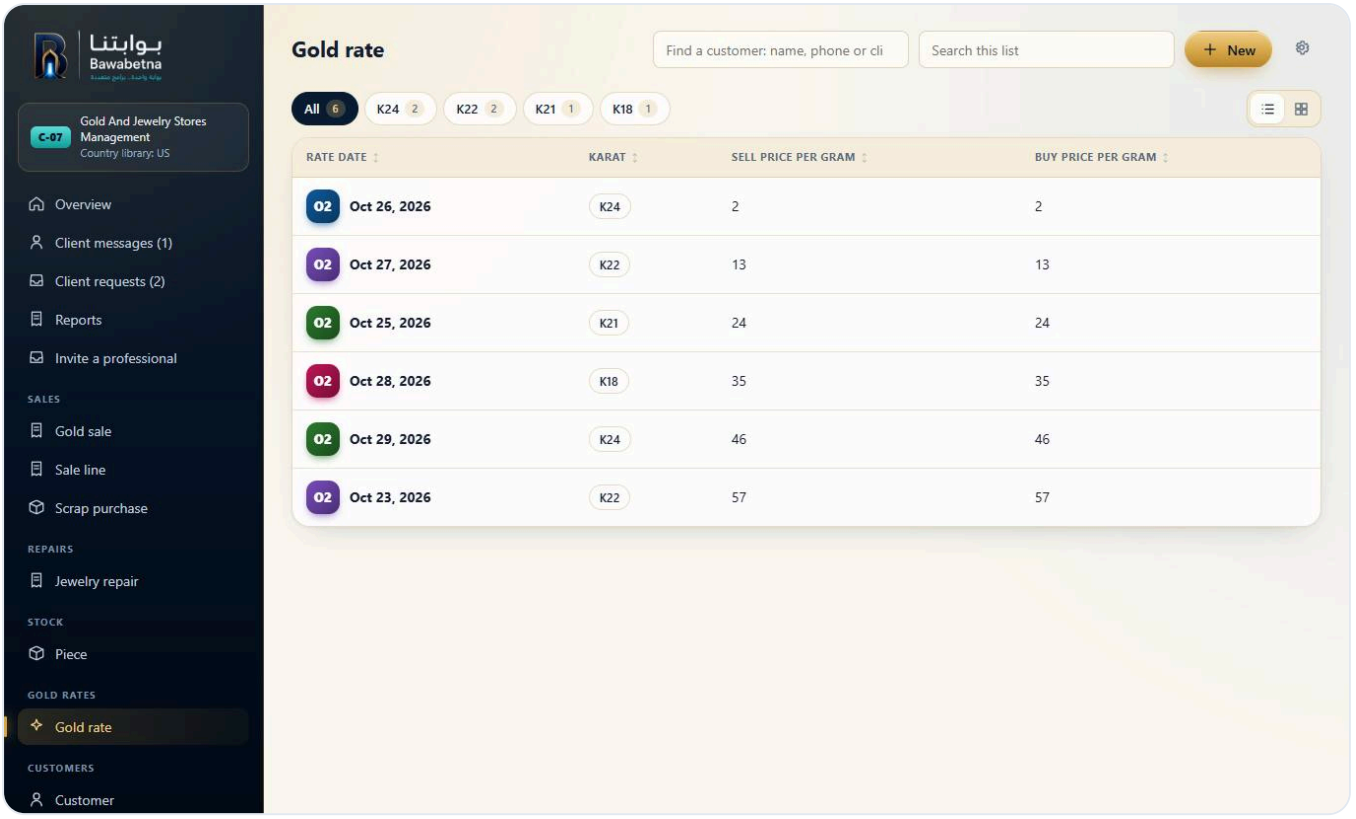
Piece

What you record: Item code (required), Category (required), Karat (required), Description, Gross weight g (required), Stone weight ct, Net weight g (worked out by the program), Making per gram, Stones value, Cost price, Supplier, Ownership, Consignor, Return by, Photos, Sold lines (worked out by the program), Status (required)

Stages: A new record starts as "In stock".

In stock → Melted | In stock → Returned to supplier

Gold rates

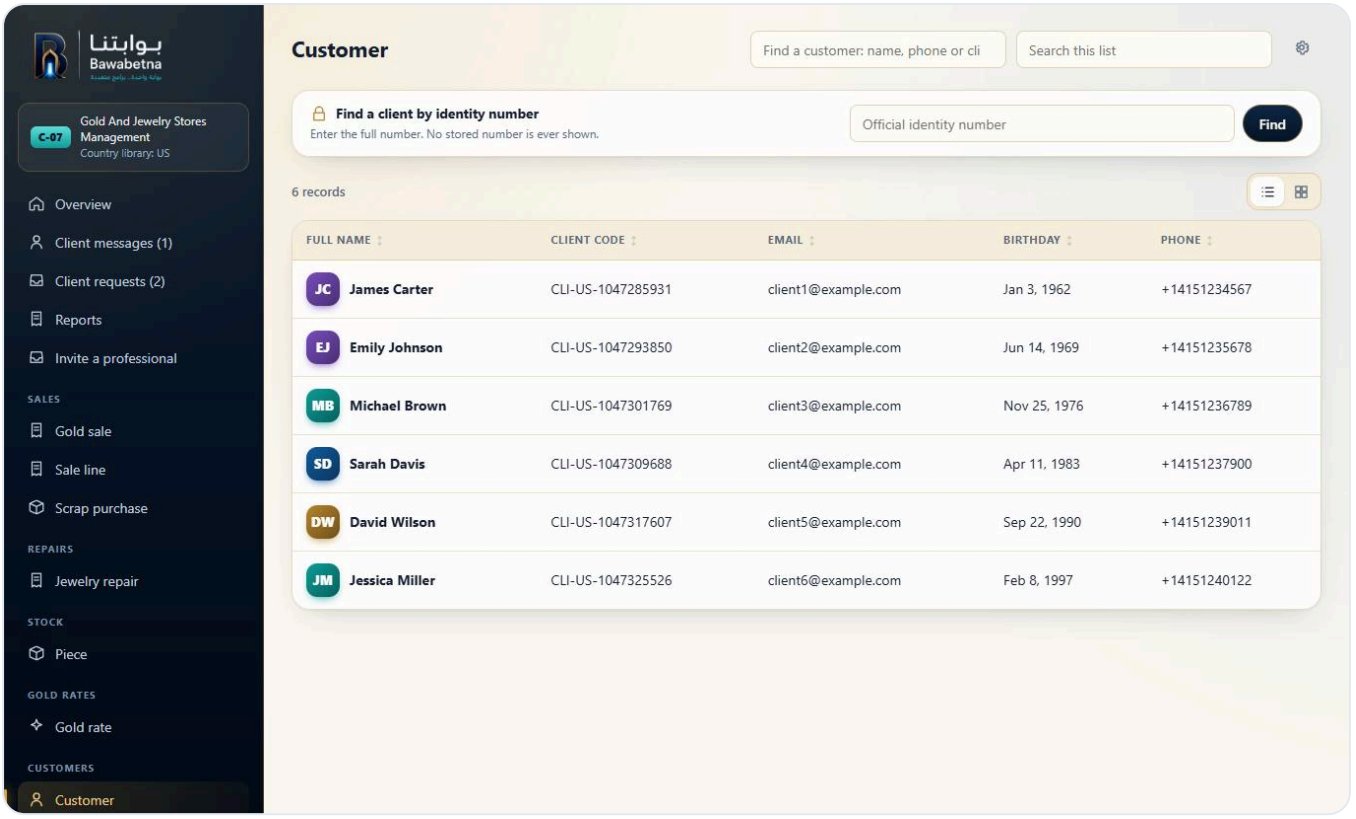


Gold rate

Gold rate

What you record: Rate date (required), Karat (required), Sell price per gram (required), Buy price per gram (required)

Customers



Customer

Customer

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

Setup

Jewelry store

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: Jewelry store (required), Name (required), Address, Phone

Sales staff

What you record: Branch (required), Full name (required), License number, Phone, 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:

- Stock by karat (grams)
- Fuel sales by day
- Grams sold by karat
- Scrap bought by karat

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.