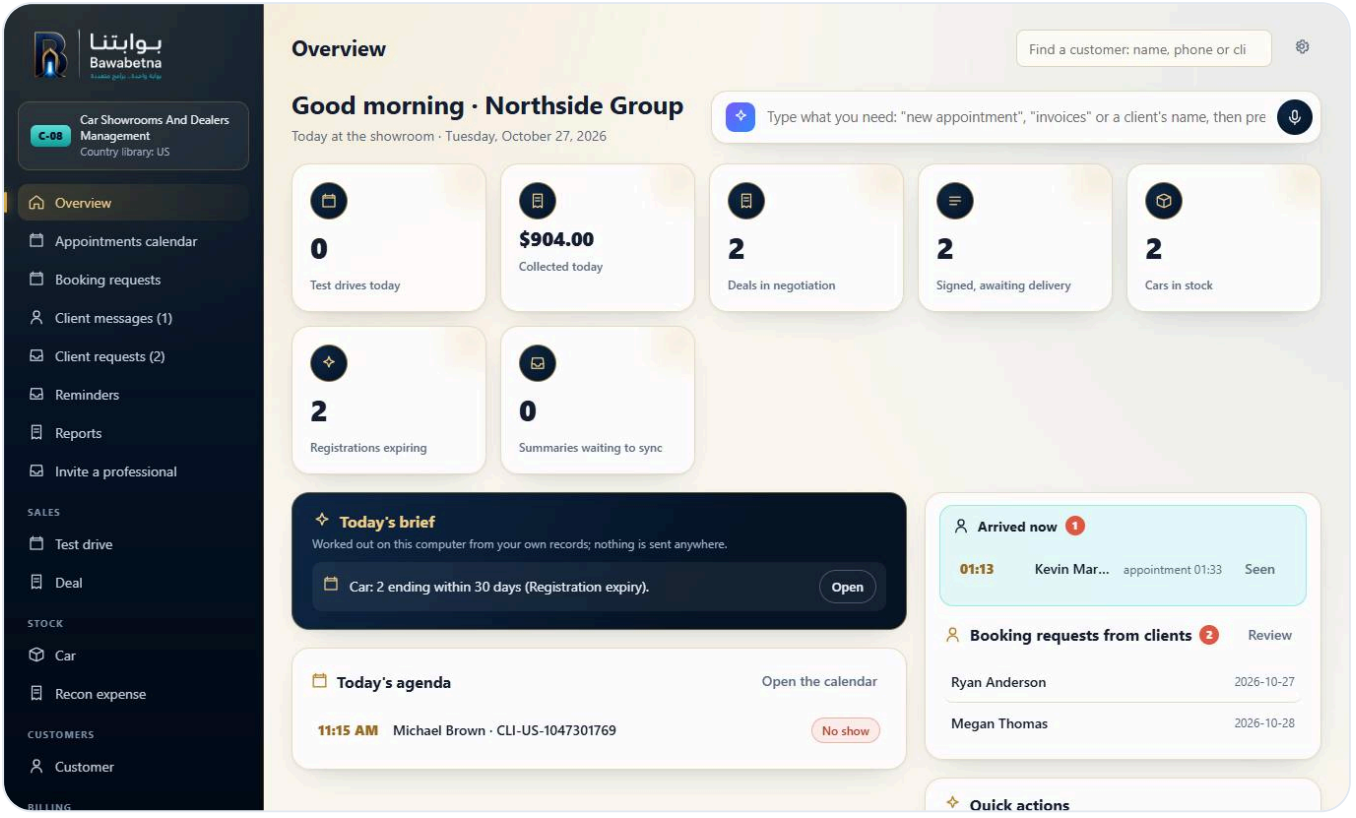
Bawabetna · User guide

Car Showrooms And Dealers 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:

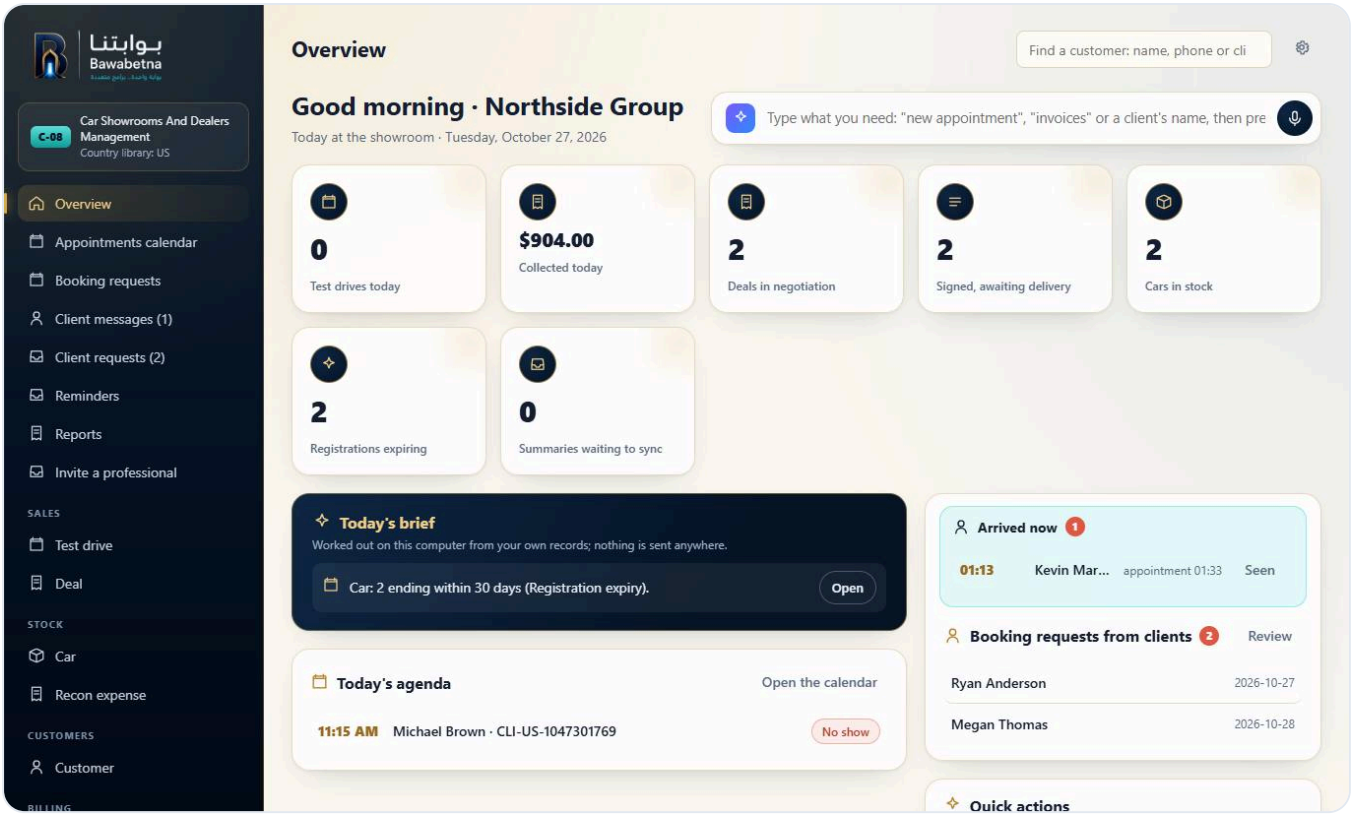
1. **Showroom**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Salesperson**: Full name, Phone

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

- Accountant
- Manager
- Salesperson
- Showroom owner
- Stock manager

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".

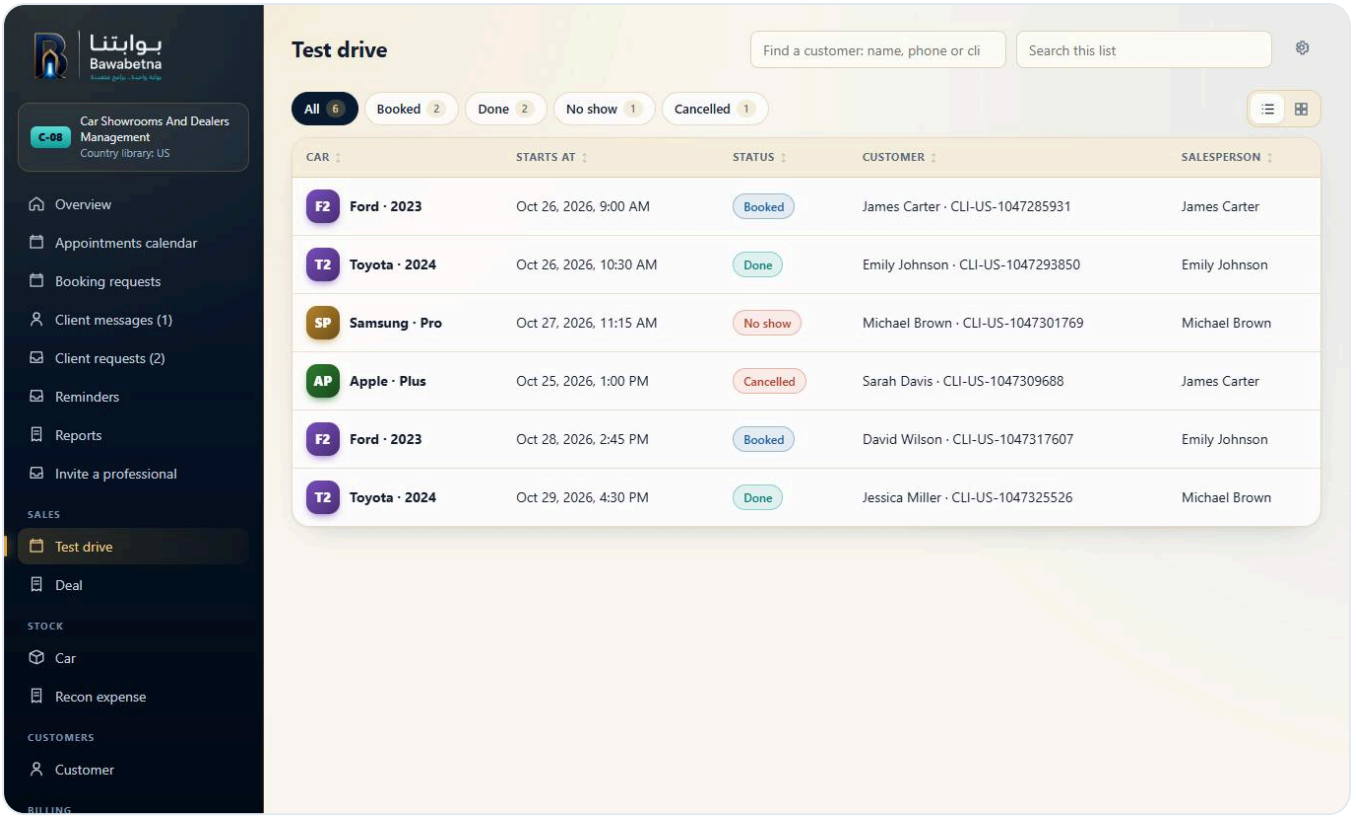


The home screen

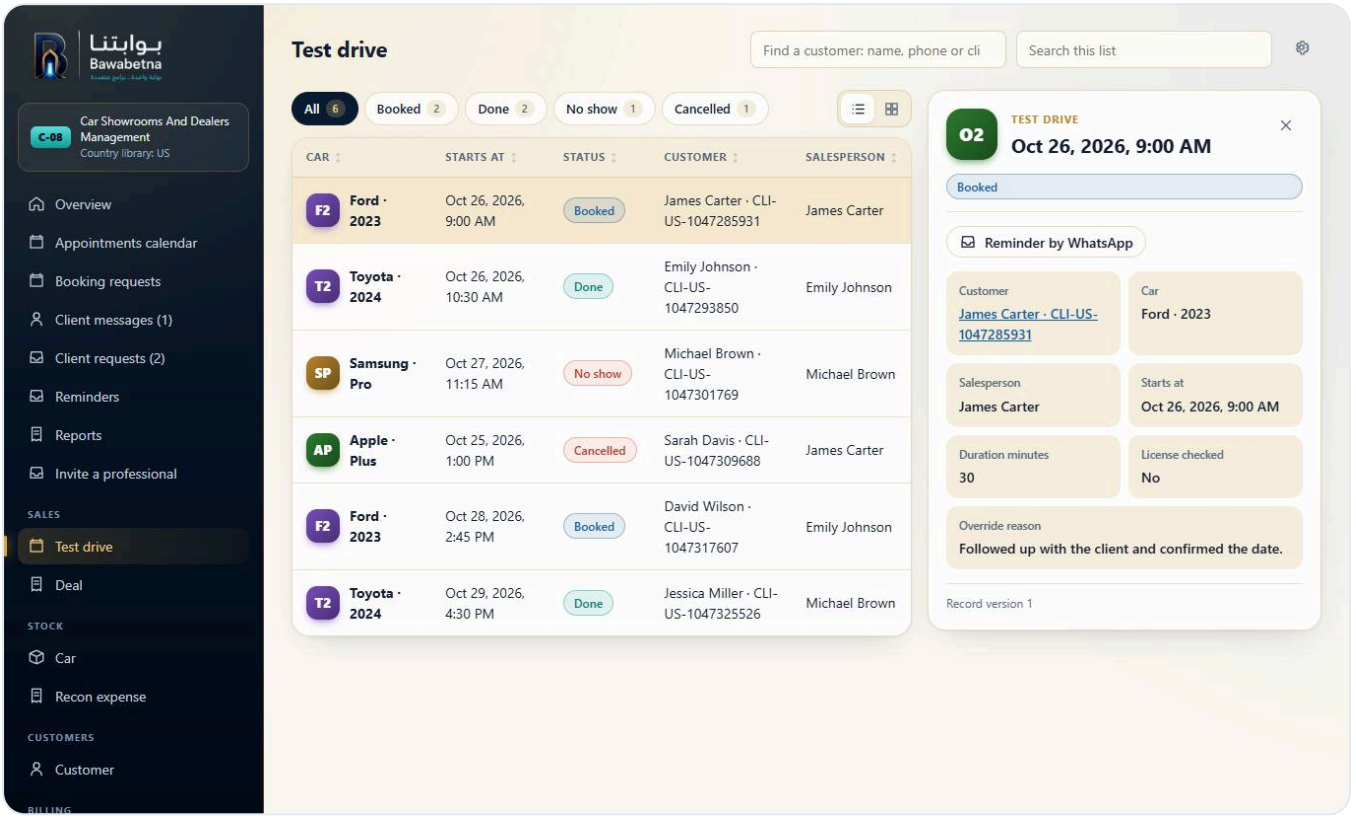
Screens and what you record in them

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



Test drive



A record open for editing

Test drive

What you record: Customer (required), Car (required), Salesperson, Starts at (required), Duration minutes (required), License checked, Feedback, Status (required), Override reason

Stages: A new record starts as "Booked".

Booked → Done | Booked → No show | Booked → Cancelled

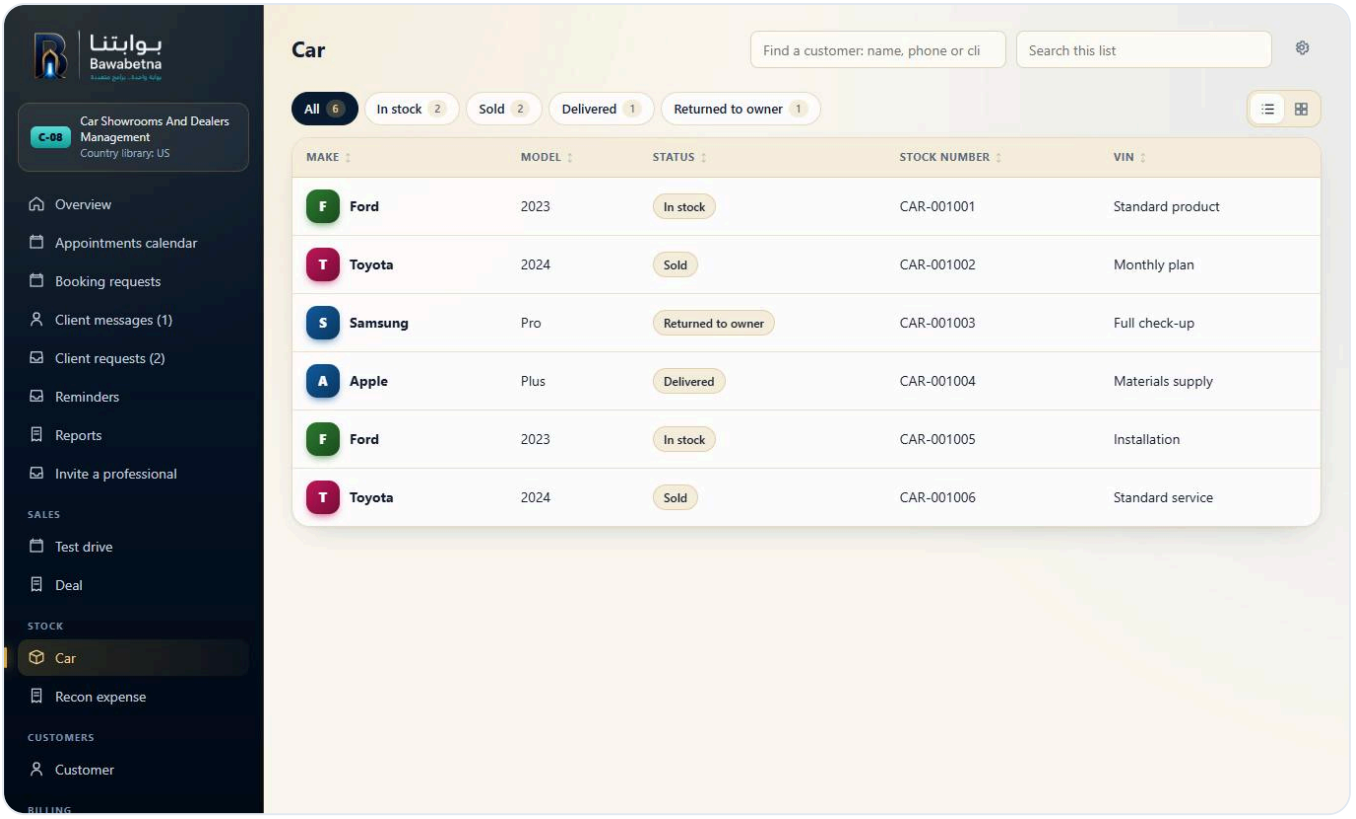
Deal

What you record: Deal number (worked out by the program), Customer (required), Car (required), Salesperson, Sale price (required), Lowest price (worked out by the program), Car cost (worked out by the program), Payment type (required), Finance provider, Down payment, Trade in description, Trade in value, Financed amount (worked out by the program), Commission percent, Commission (worked out by the program), Gross profit (worked out by the program), Ownership transferred, Contract files, Delivered at (worked out by the program), Price override reason, Status (required)

Stages: A new record starts as "Negotiating".

Contract signed → Delivered | Contract signed → Cancelled | Negotiating → Contract signed | Negotiating → Cancelled

Stock



Car

Car

What you record: Stock number (worked out by the program), Vin (required), Make (required), Model (required), Year (required), Trim, Color, Mileage km, Condition (required), Source (required), Purchase price, Recon cost (worked out by the program), Total cost (worked out by the program), Asking price (required), Lowest price, Plate number, Registration expiry, Photos, Listed on, Signed deals (worked out by the program), Status (required)

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

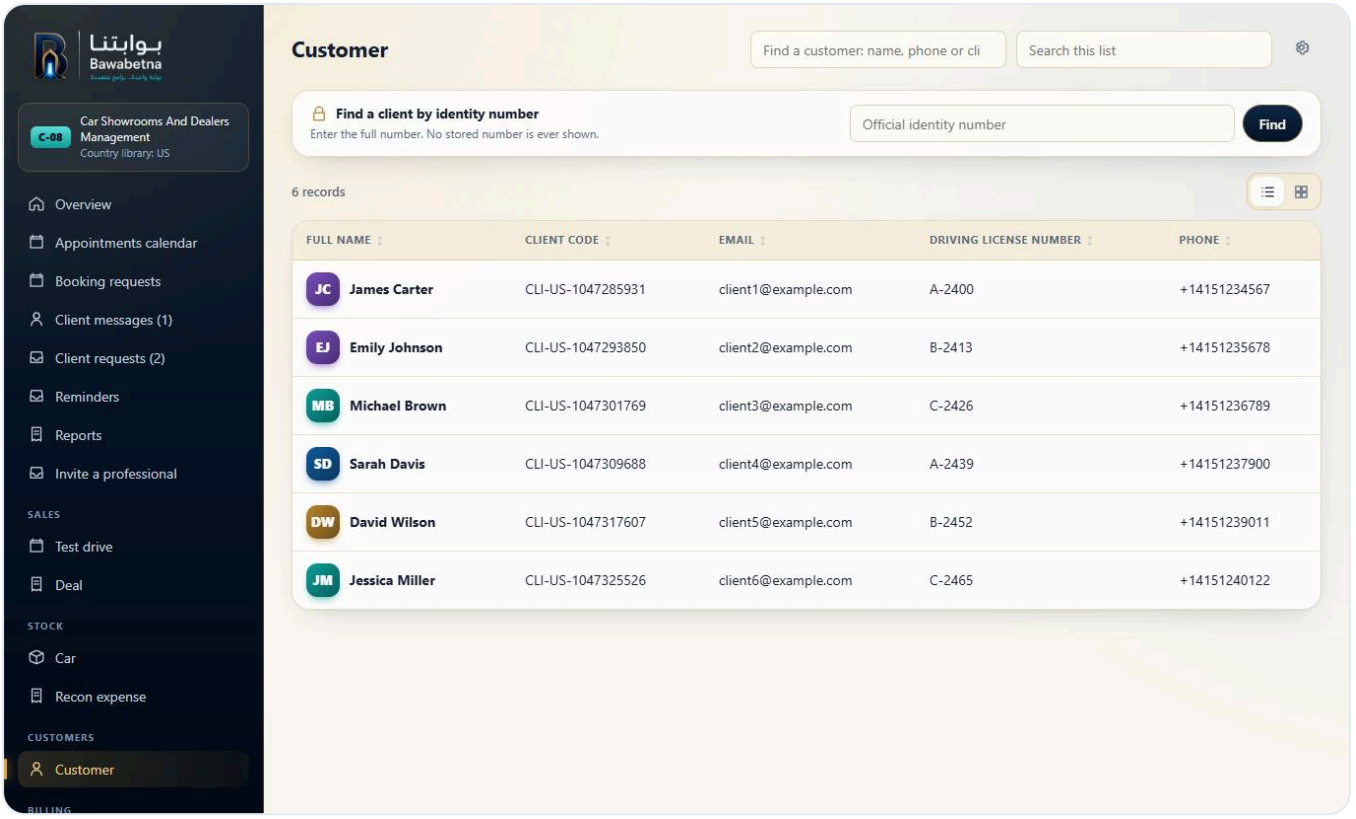
In stock → Returned to owner

Sold → Delivered

Recon expense

What you record: Car (required), Expense type (required), Description (required), Amount (required), Vendor, Spent on

Customers



Customer

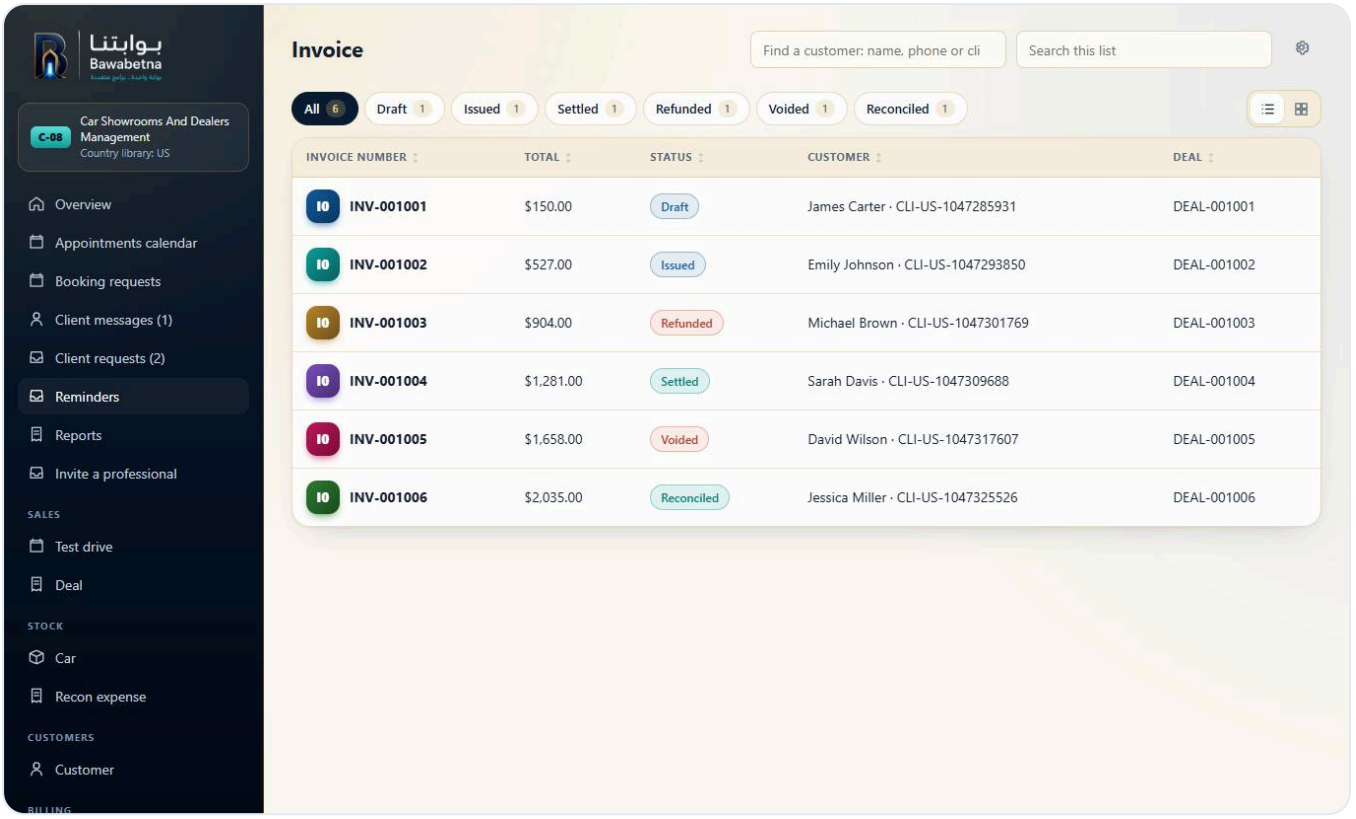
Customer

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

Document

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

Billing



Invoice

Invoice

What you record: Invoice number (worked out by the program), Customer (required), Deal, 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), 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)

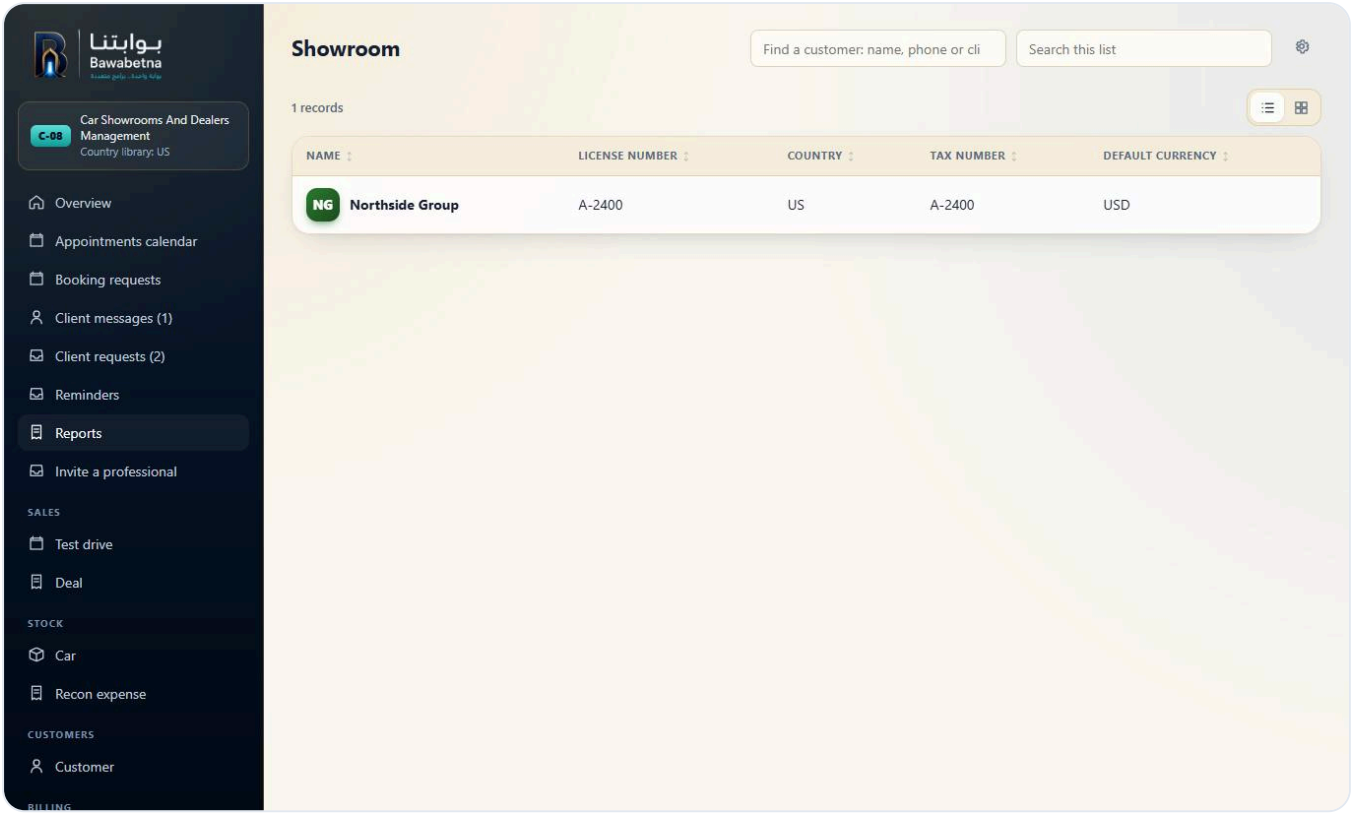
Payment

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



Showroom

Showroom

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: Showroom (required), Name (required), Address, Phone

Salesperson

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

- Cars by status
- Stock by make
- Gross profit by salesperson
- Deals by payment type
- 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.