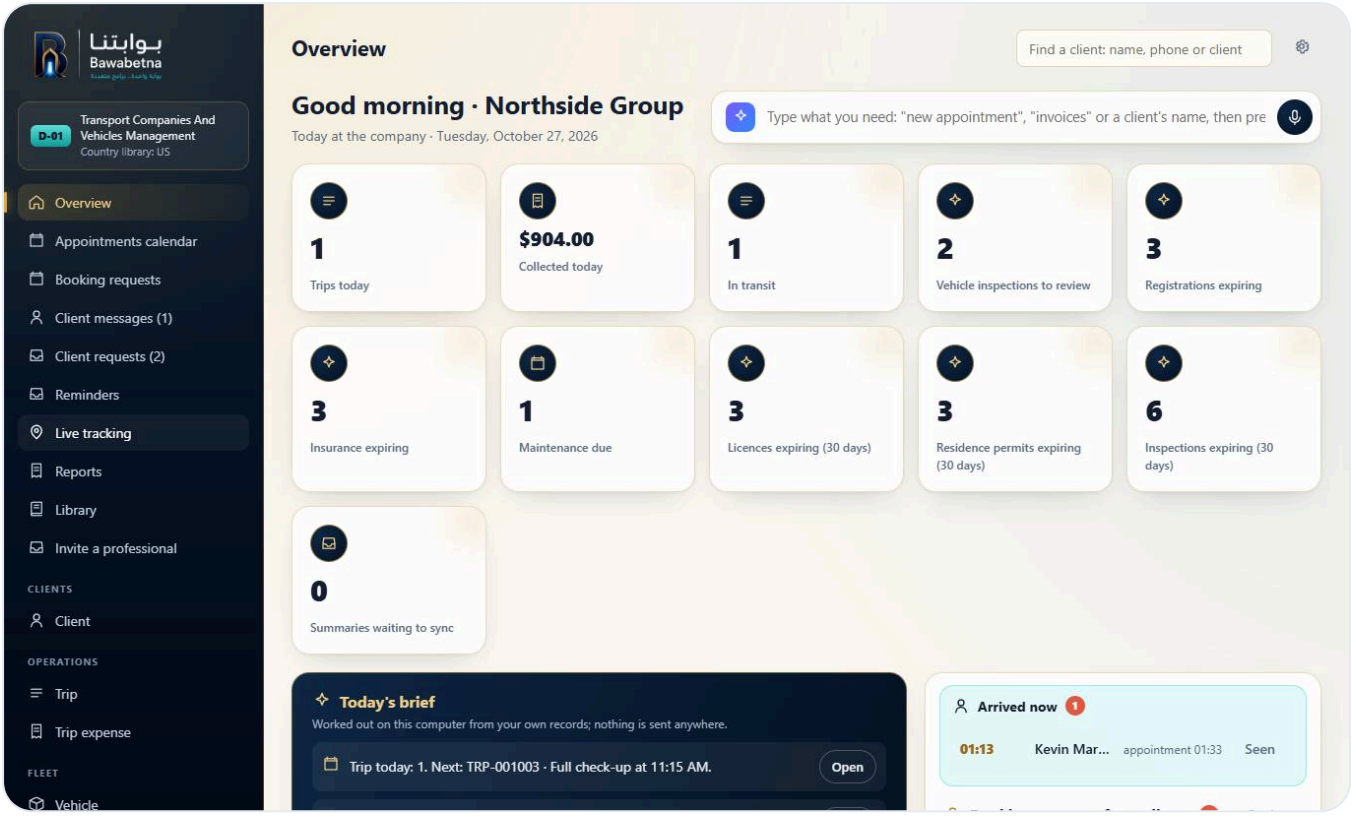
Bawabetna · User guide

Transport Companies And Vehicles 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:

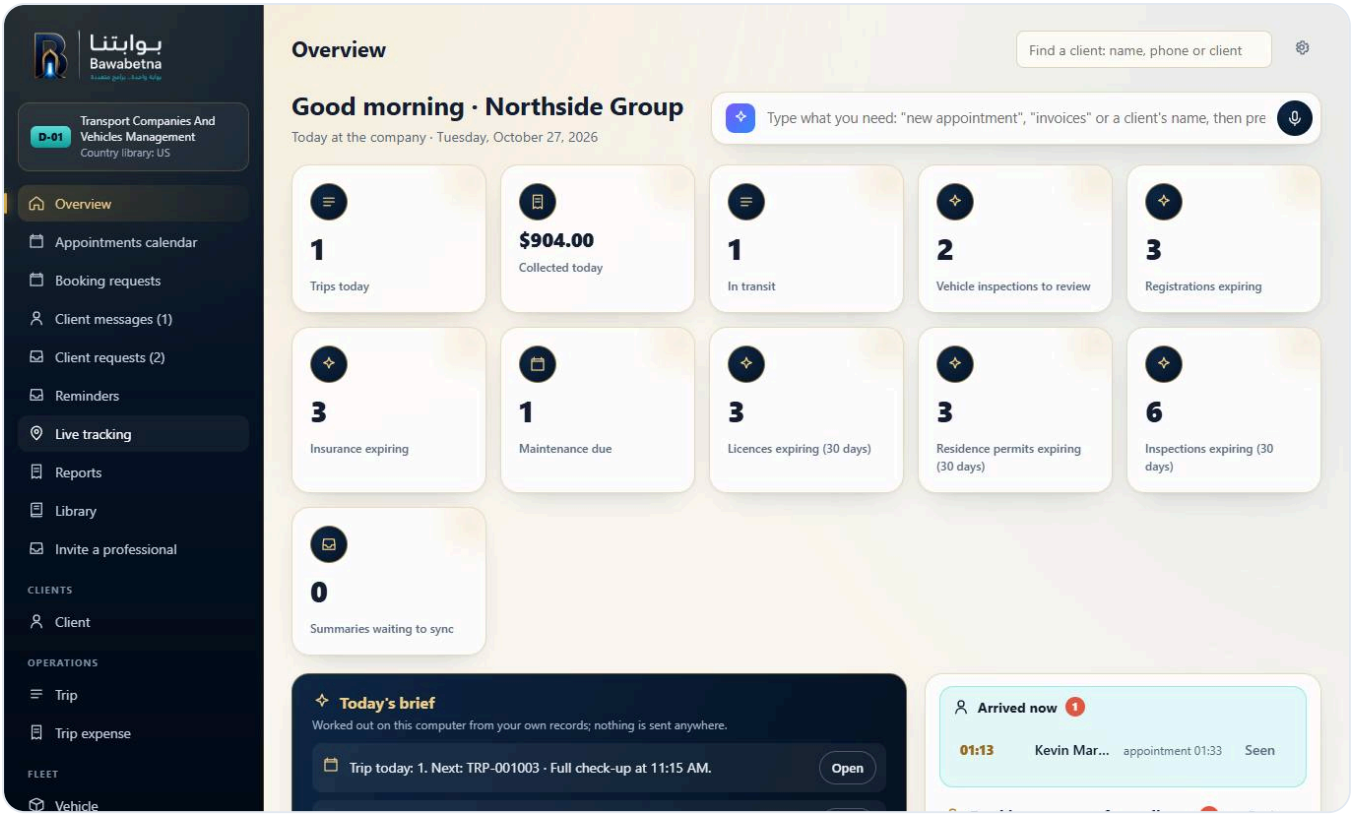
1. **Transport company**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Driver**: Full name, License number, License expiry

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

- Accountant
- Company owner
- Dispatcher
- Driver
- Fleet manager
- 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".

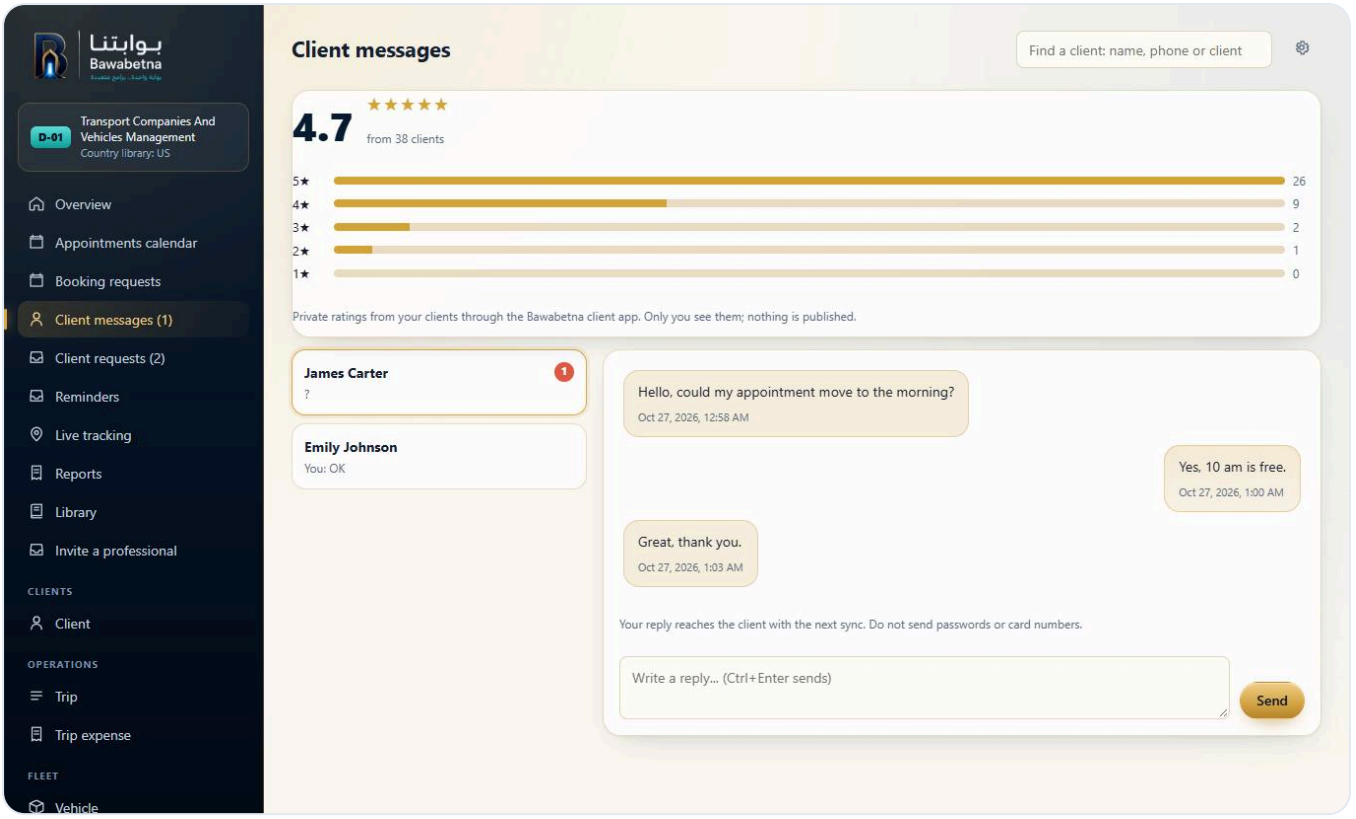


The home screen

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.

Clients



Client

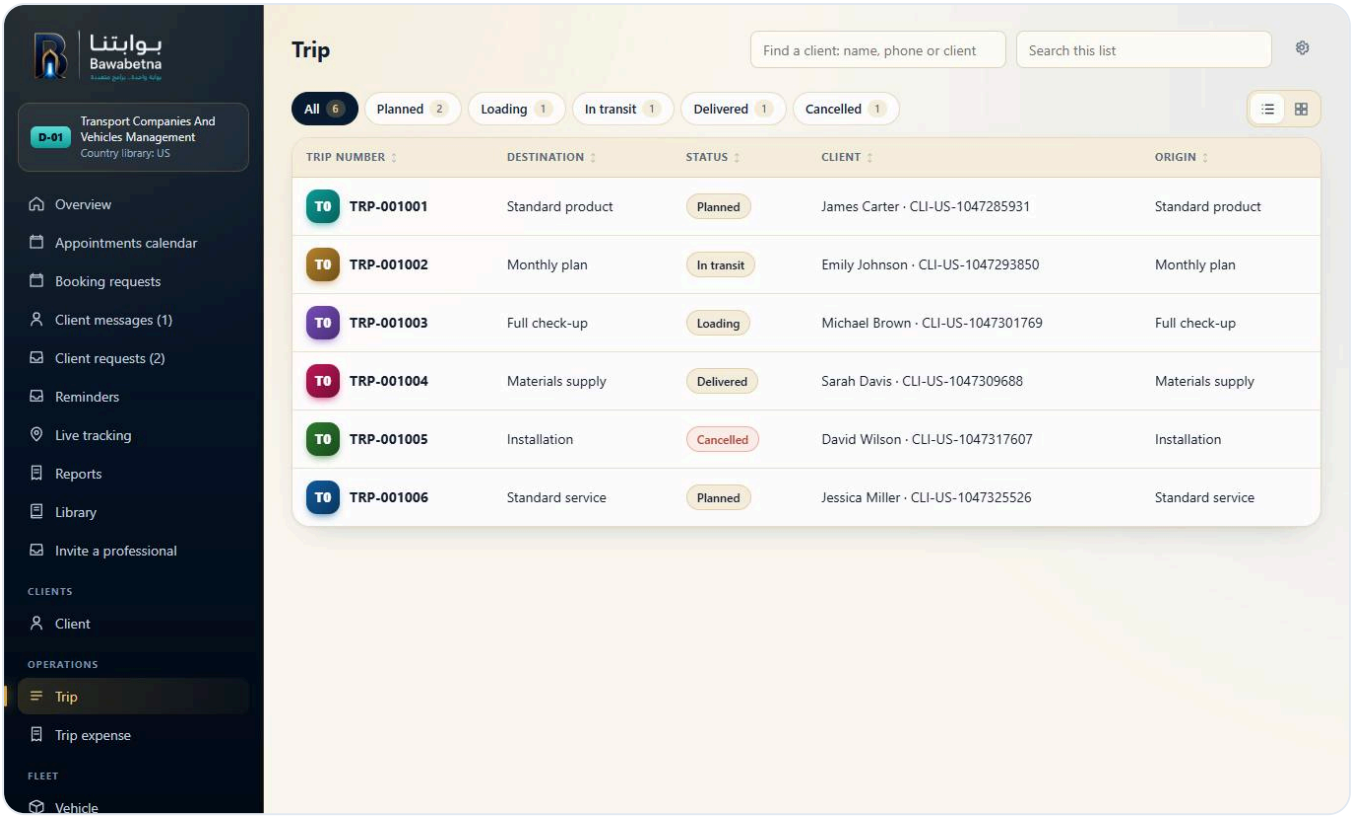
Client

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

Document

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

Operations



Trip

Trip

What you record: Trip number (worked out by the program), Client (required), Origin (required), Destination (required), Cargo description (required), Weight tons, Vehicle (required), Driver (required), Starts at (required), Duration minutes (required), Agreed price, Waybill number, Status (required), Delivered at (worked out by the program), Receiver name, Pod files, Override reason

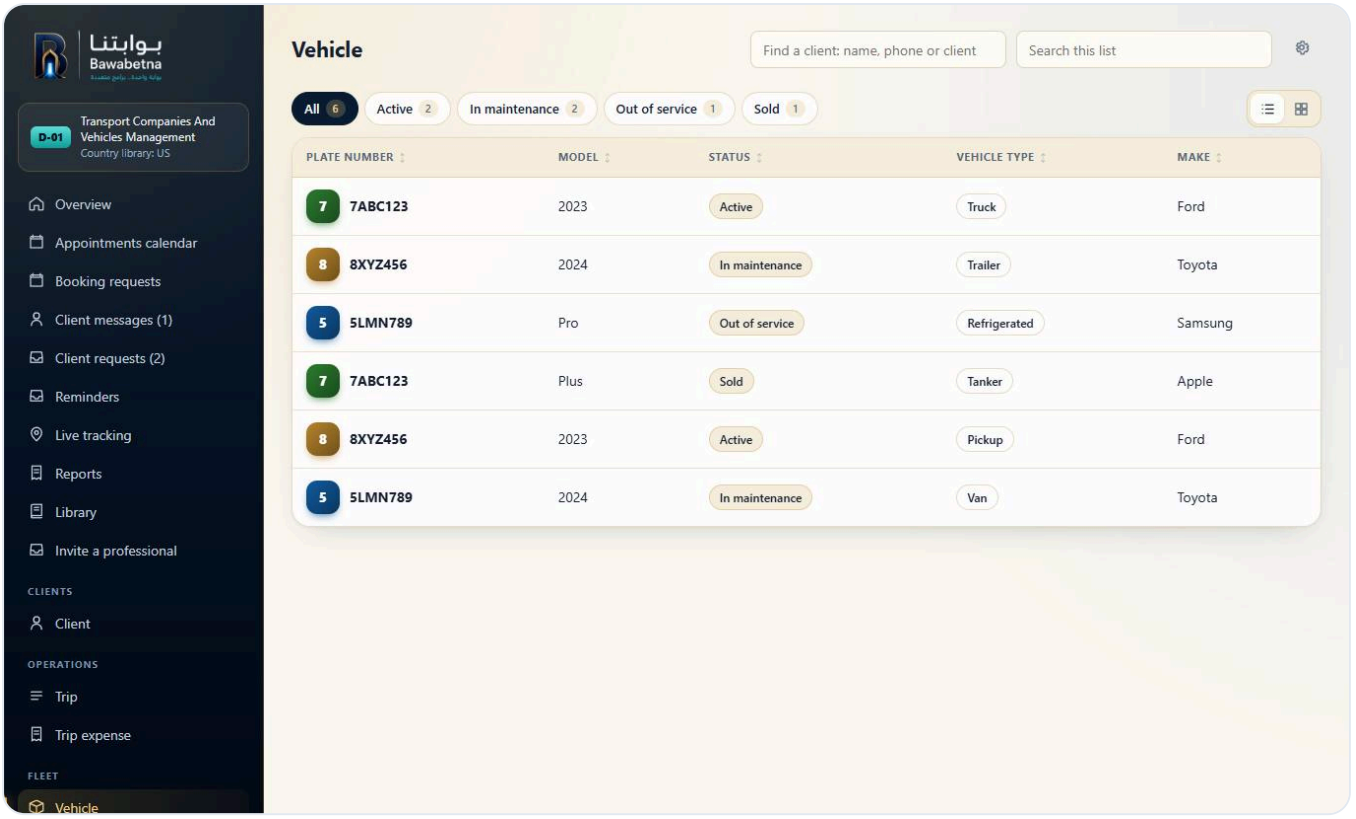
Stages: A new record starts as "Planned".

In transit → Delivered | Loading → In transit | Planned → Loading | Planned → Cancelled

Trip expense

What you record: Trip (required), Expense type (required), Amount (required), Files

Vehicles



Vehicle

Vehicle

What you record: Plate number (required), Vehicle type (required), Make, Model, Year, Capacity tons, Vin, Registration expiry (required), Insurance expiry (required), Inspection expiry, Odometer km, Status (required), Tracker id

Stages: A new record starts as "Active".

Active → In maintenance | Active → Out of service | Active → Sold | In maintenance → Active | In maintenance → Out of service | Out of service → Active | Out of service → Sold

Fuel log

What you record: Vehicle (required), Driver, Filled on (required), Liters (required), Price per liter (required), Cost (worked out by the program), Odometer km, Station, Previous odometer km (worked out by the program), Km since last (worked out by the program), Km per liter (worked out by the program)

Vehicle inspection

What you record: Vehicle (required), Driver (required), Trip, Inspected at (worked out by the program), Odometer km, Brakes (required), Tyres (required), Lights (required), Fluids and leaks (required), Mirrors and wipers (required), Safety equipment (required), Load securing (required), Defect notes, Photos, Status (required)

Stages: A new record starts as "Draft".

Draft → Passed | Draft → Failed

Maintenance plan

What you record: Vehicle (required), Service (required), Due date (required), Due km, Status (required)

Stages: A new record starts as "Scheduled".

Scheduled → Done | Scheduled → Skipped

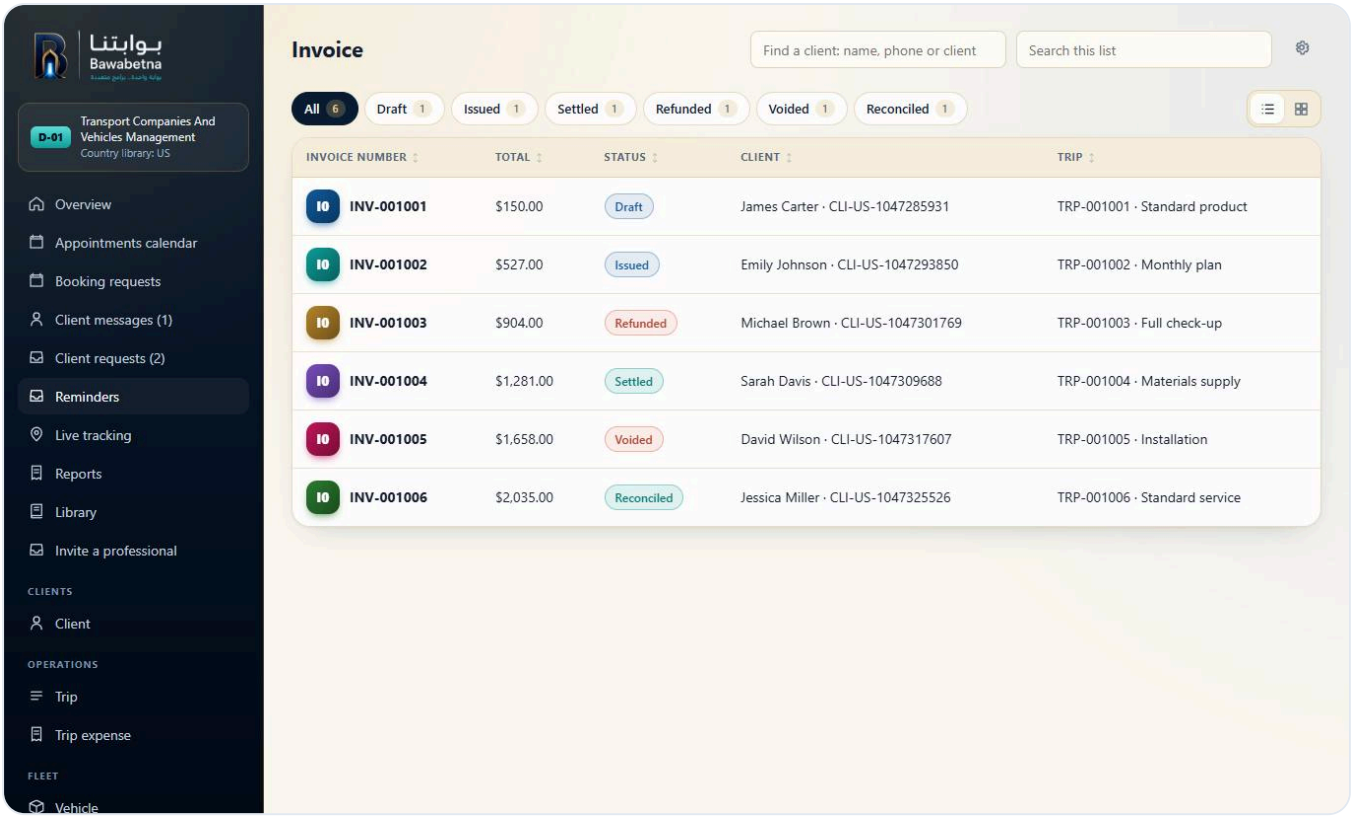
Work order

What you record: Wo number (worked out by the program), Vehicle (required), Opened on (required), Problem (required), Workshop, Parts cost, Labour cost, Total cost (worked out by the program), Odometer km, Status (required)

Stages: A new record starts as "Open".

In repair → Completed | Open → In repair | Open → Completed

Billing



Invoice

Invoice

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

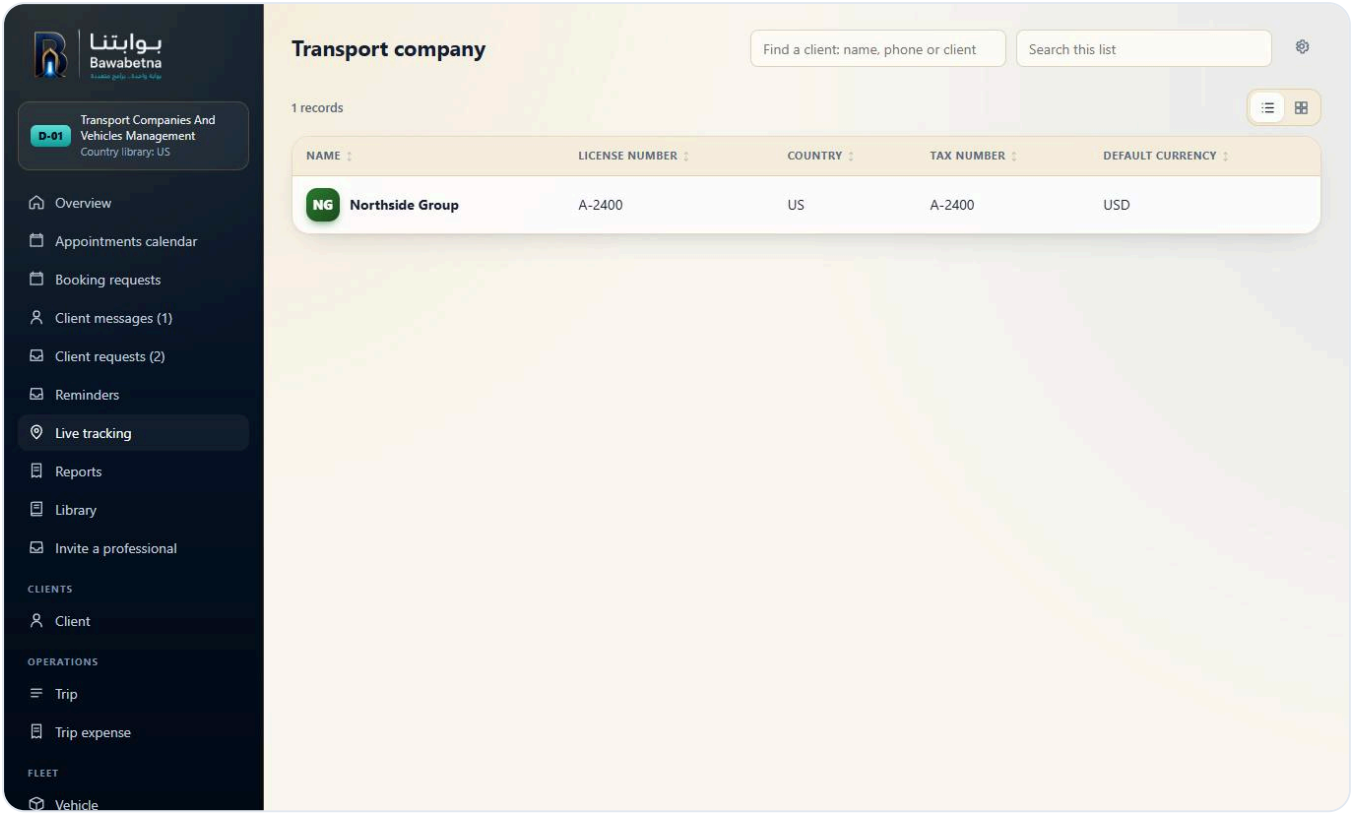
Payment

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



Transport company

Transport company

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: Transport company (required), Name (required), Address, Phone

Driver

What you record: Branch (required), Full name (required), License number, Phone, License class, License expiry (required), Iqama or id expiry, 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:

- Trips by status
- Trips by vehicle
- Fuel by vehicle
- Maintenance cost by vehicle
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- Fuel economy by vehicle
- Failed inspections by vehicle
- 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.