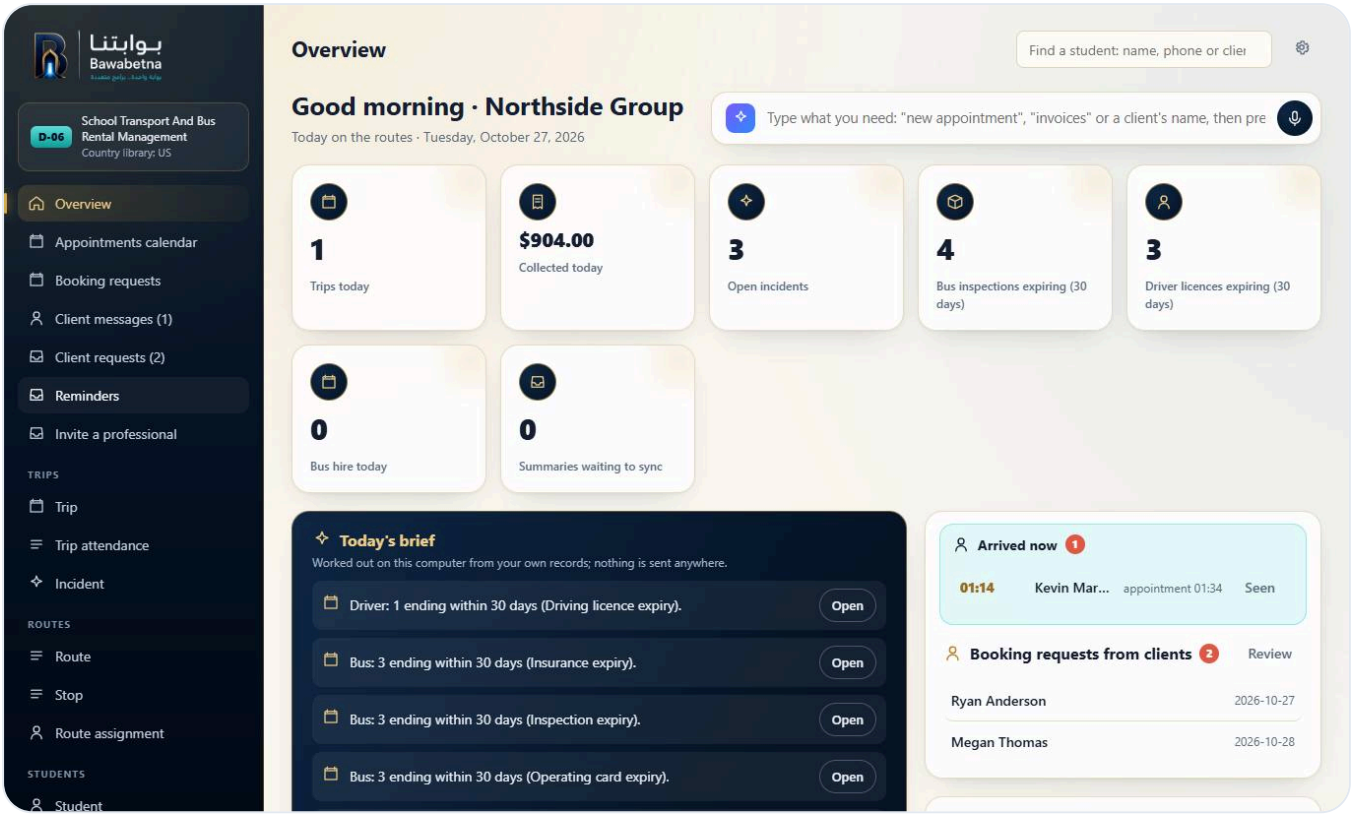
Bawabetna · User guide

School Transport And Bus Rental 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:

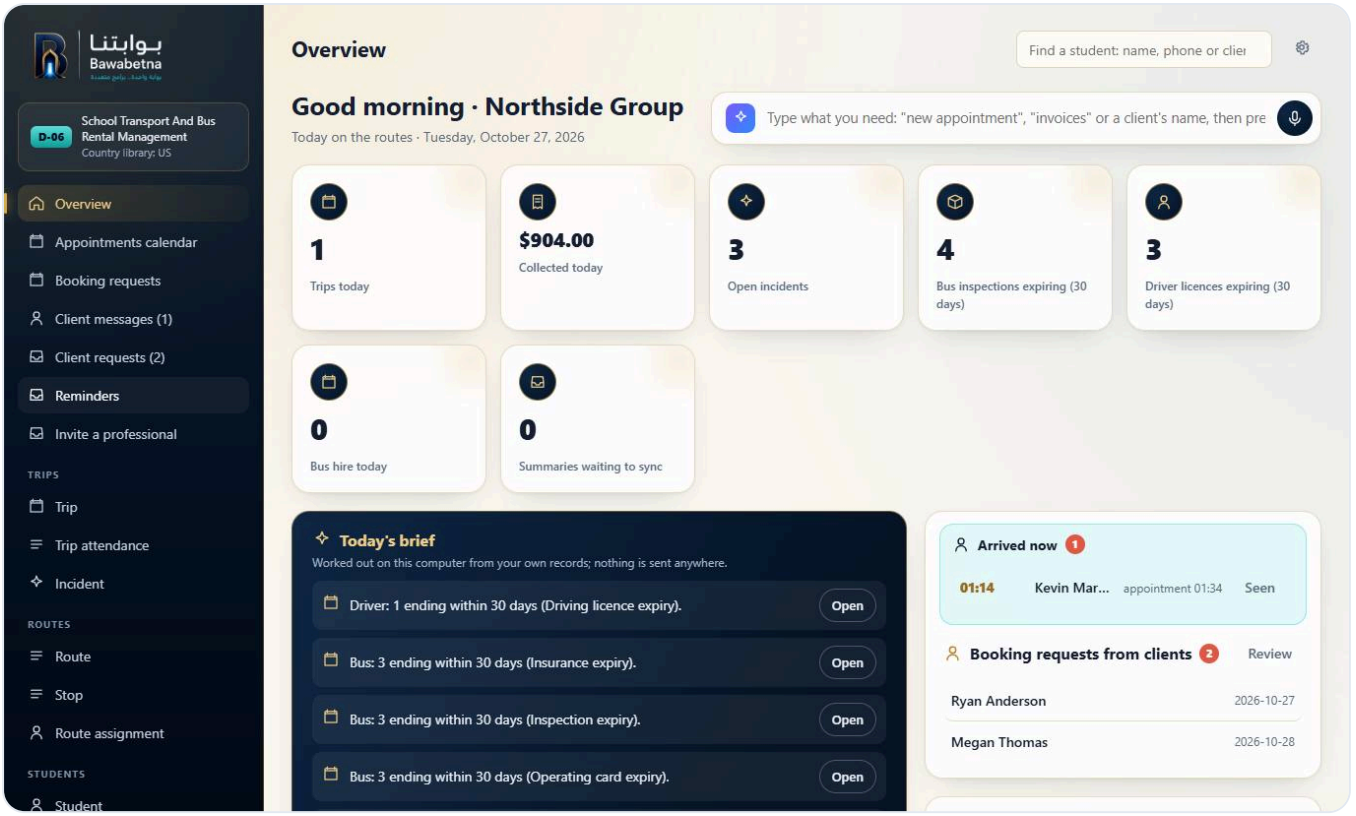
1. **Transport company**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Driver**: Full name, Crew role

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

- Accountant
- Company owner
- Driver
- Manager
- Transport 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".

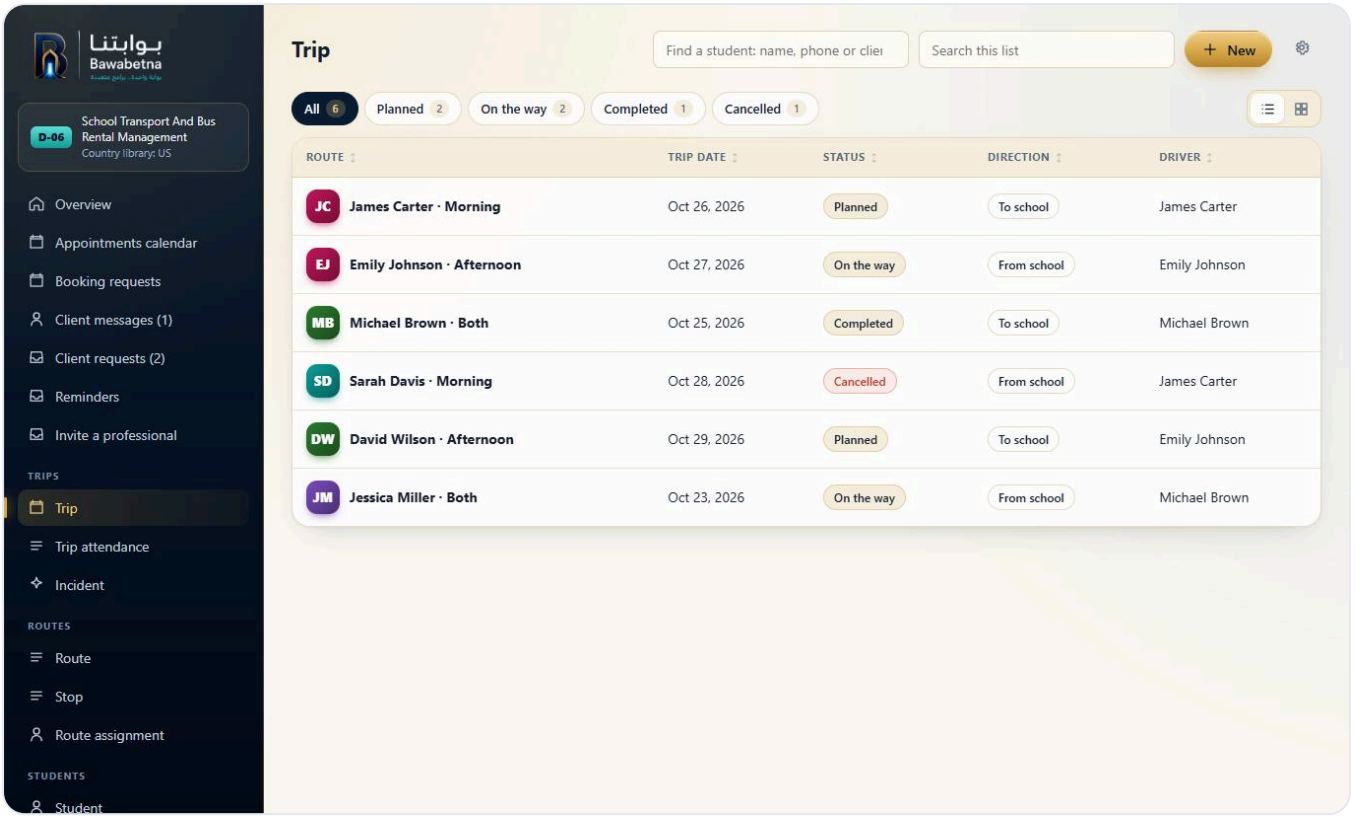


The home screen

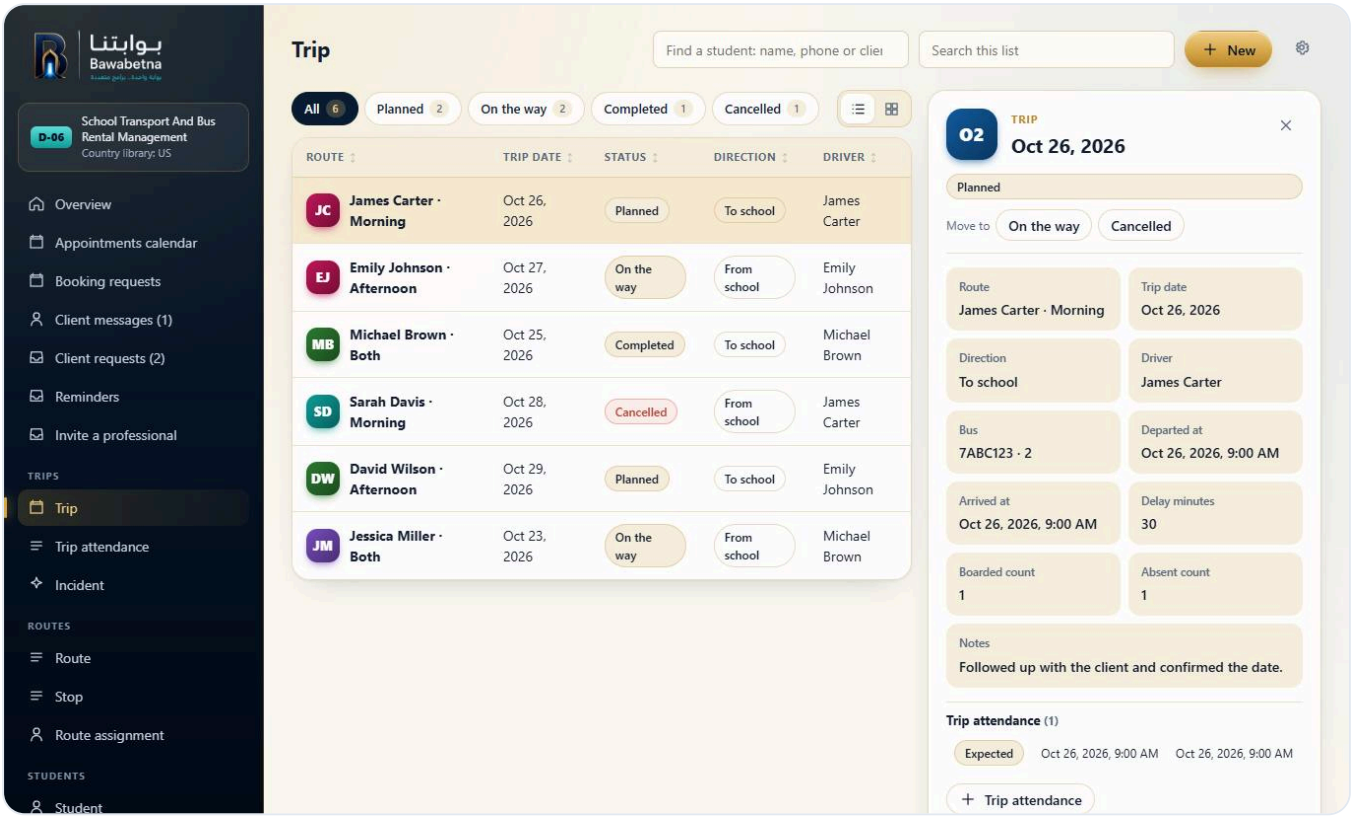
Screens and what you record in them

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.

Trips



Trip



A record open for editing

Trip

What you record: Route (required), Trip date (required), Direction (required), Driver, Bus, Departed at, Arrived at, Delay minutes, Boarded count (worked out by the program), Absent count (worked out by the program), Notes, Status (required)

Stages: A new record starts as "Planned".

On the way → Completed | Planned → On the way | Planned → Cancelled

Trip attendance

What you record: Trip (required), Student (required), Boarded at, Dropped at, Handed to, Receiver checked, Status (required)

Stages: A new record starts as "Expected".

Boarded → Dropped | Expected → Boarded | Expected → Absent

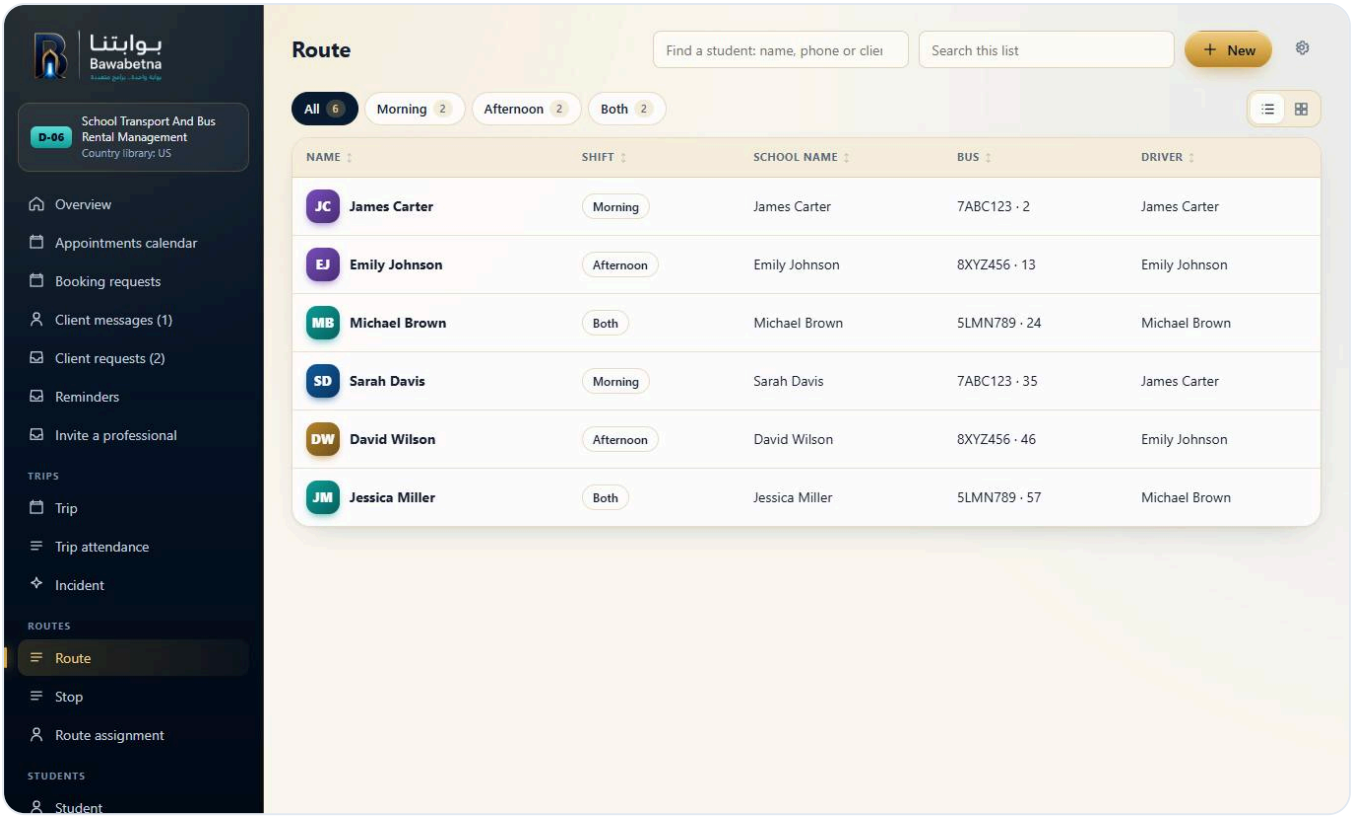
Incident

What you record: Trip, Bus, Occurred at (required), Incident type (required), Description (required), Guardians informed, Photos, Status (required)

Stages: A new record starts as "Open".

Open → Closed

Routes



Route

Route

What you record: Name (required), School name (required), Shift (required), Bus (required), Driver (required), Assistant, Riders (required), Students assigned (worked out by the program), Seats left (worked out by the program), Bus capacity (worked out by the program), Active

Stop

What you record: Route (required), Name (required), Sequence (required), Pickup time, Drop time, Location link

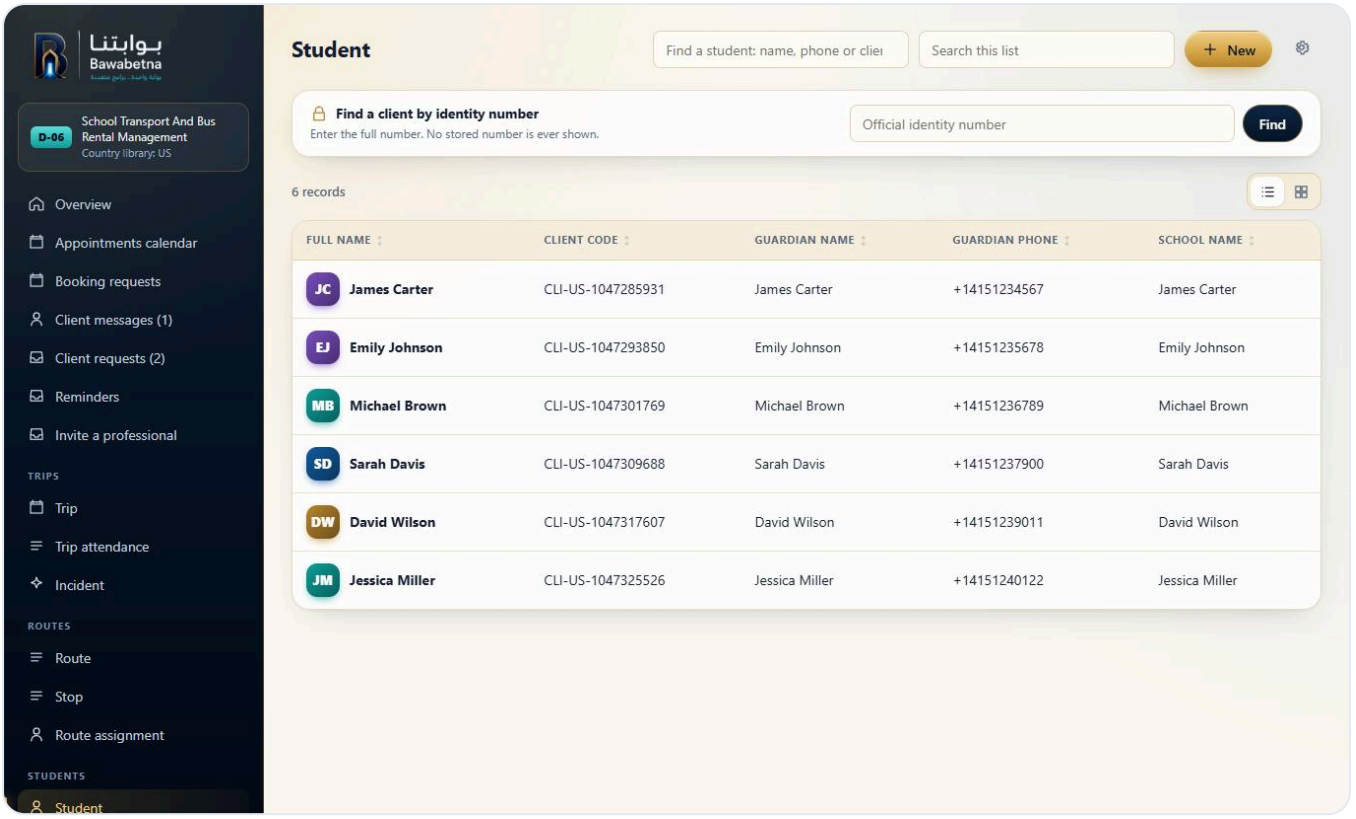
Route assignment

What you record: Student (required), Route (required), Stop, Starts on (required), Ends on, Status (required)

Stages: A new record starts as "Active".

Active → Suspended | Active → Ended | Suspended → Active | Suspended → Ended

Students



Student

Student

What you record: Full name (required), Guardian name (required), Guardian phone (required), School name, Grade, Home address, Location link, Medical notes, Authorized receivers, Receiver photos, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

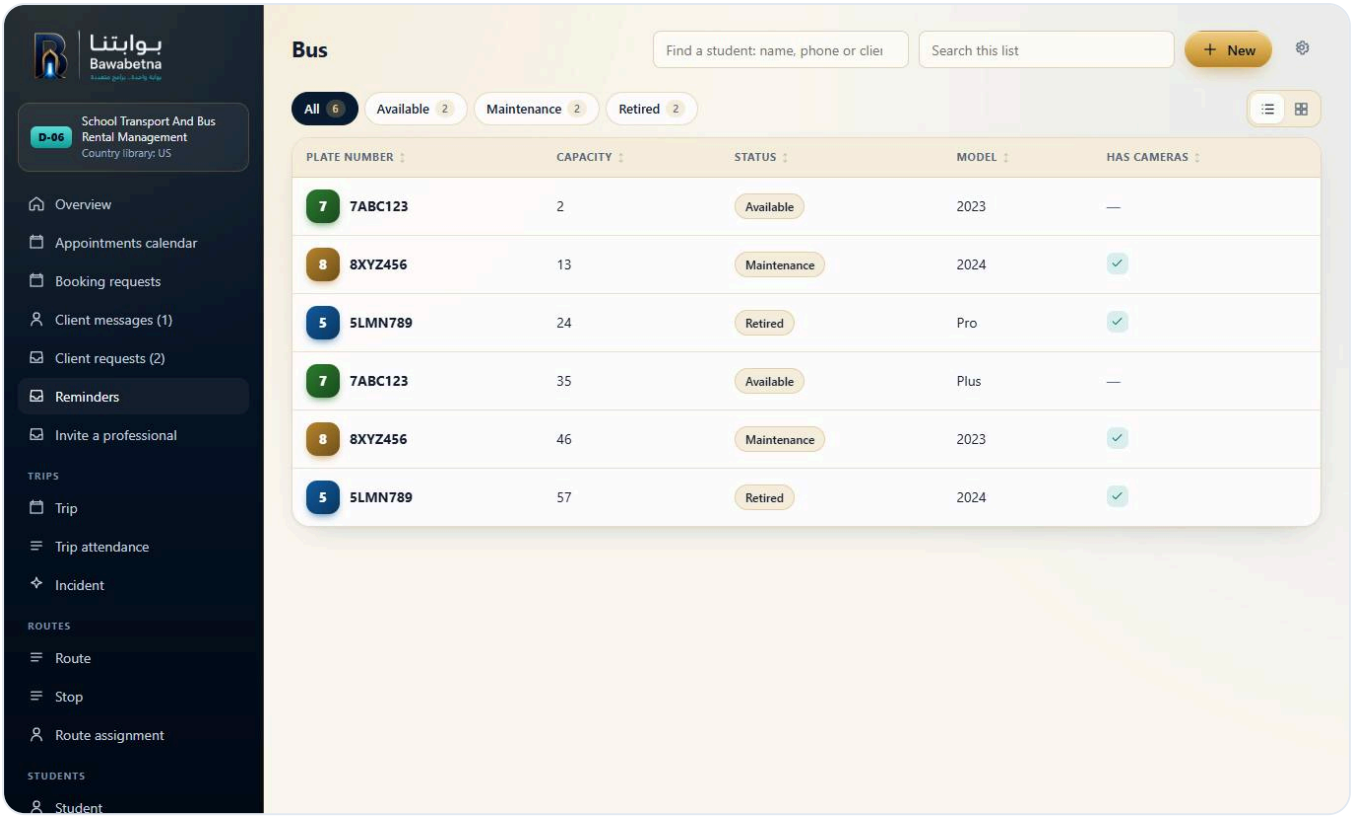
Subscription

What you record: Student (required), Route, Term (required), Starts on (required), Ends on (required), Fee (required), Trip type (required), Status (required)

Stages: A new record starts as "Pending".

Active → Ended | Active → Cancelled | Pending → Active | Pending → Cancelled

Vehicles



Bus

Bus

What you record: Plate number (required), Model, Capacity (required), Has cameras, Has tracking, Insurance expiry, Inspection expiry, Operating card expiry, Next service, Status (required)

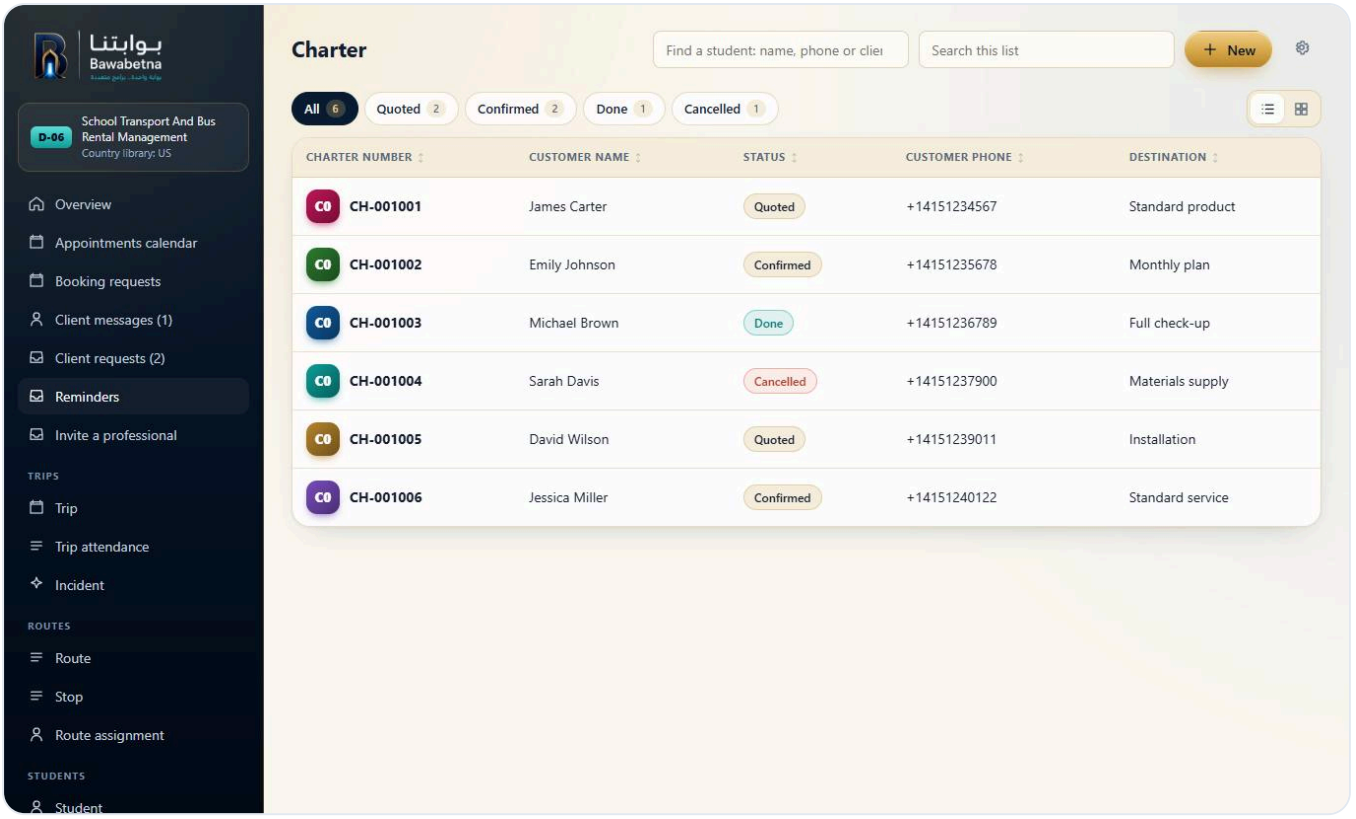
Stages: A new record starts as "Available".

Available → Maintenance | Available → Retired | Maintenance → Available | Maintenance → Retired

Bus maintenance

What you record: Bus (required), Serviced on (required), Service type (required), Odometer, Work done (required), Workshop, Cost, Next service on, Files

Bus hire



Charter

Charter

What you record: Charter number (worked out by the program), Customer name (required), Customer phone, Destination (required), Starts at (required), Duration minutes (required), Passengers, Bus (required), Driver (required), Price (required), Override reason, Status (required)

Stages: A new record starts as "Quoted".

Confirmed → Done | Confirmed → Cancelled | Quoted → Confirmed | Quoted → Cancelled

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), Student (required), Subscription, 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

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, Crew role, Driving licence expiry, Background check date, 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:

- Students by route
- Absences by student
- Delays by route
- Incidents by 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.