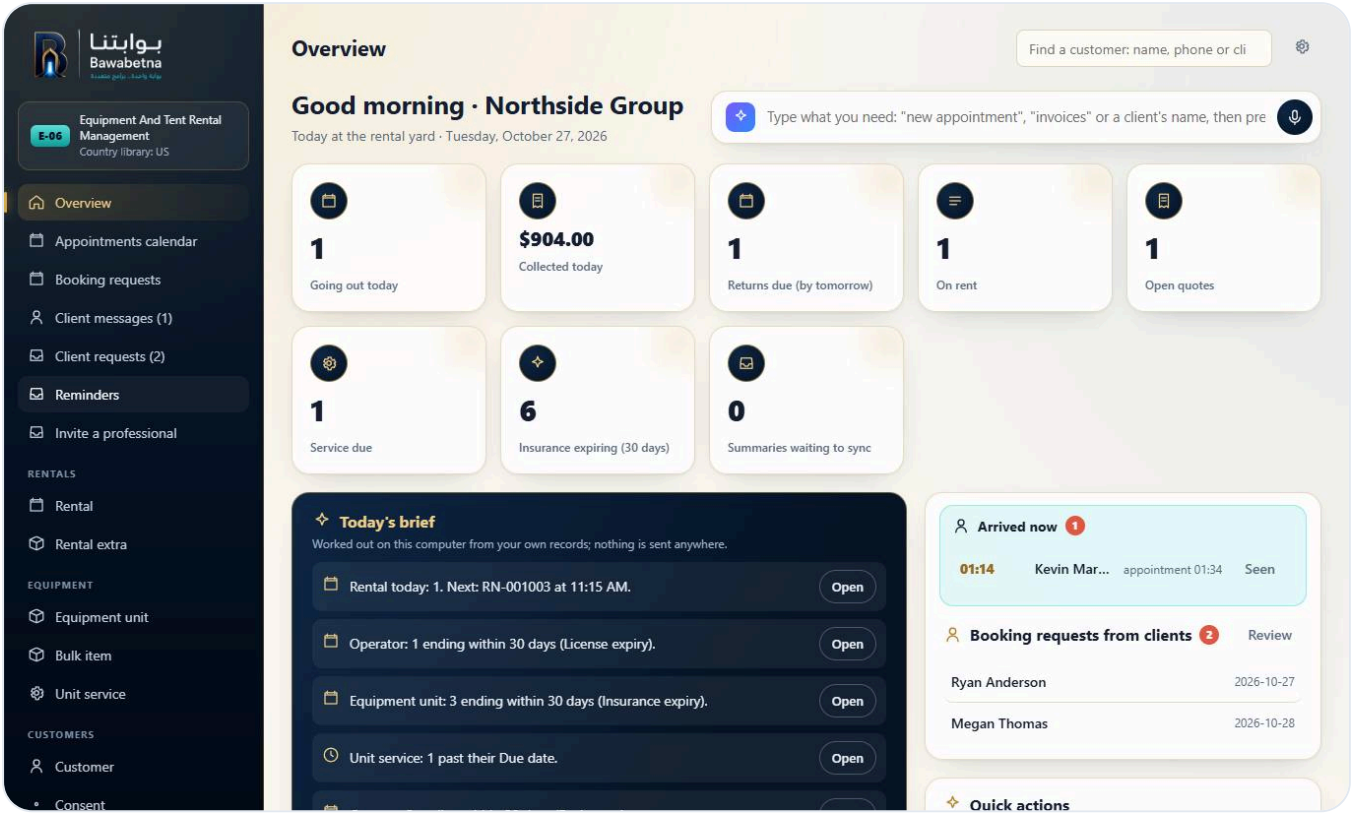
**Bawabetna · User guide**

# Equipment And Tent 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:

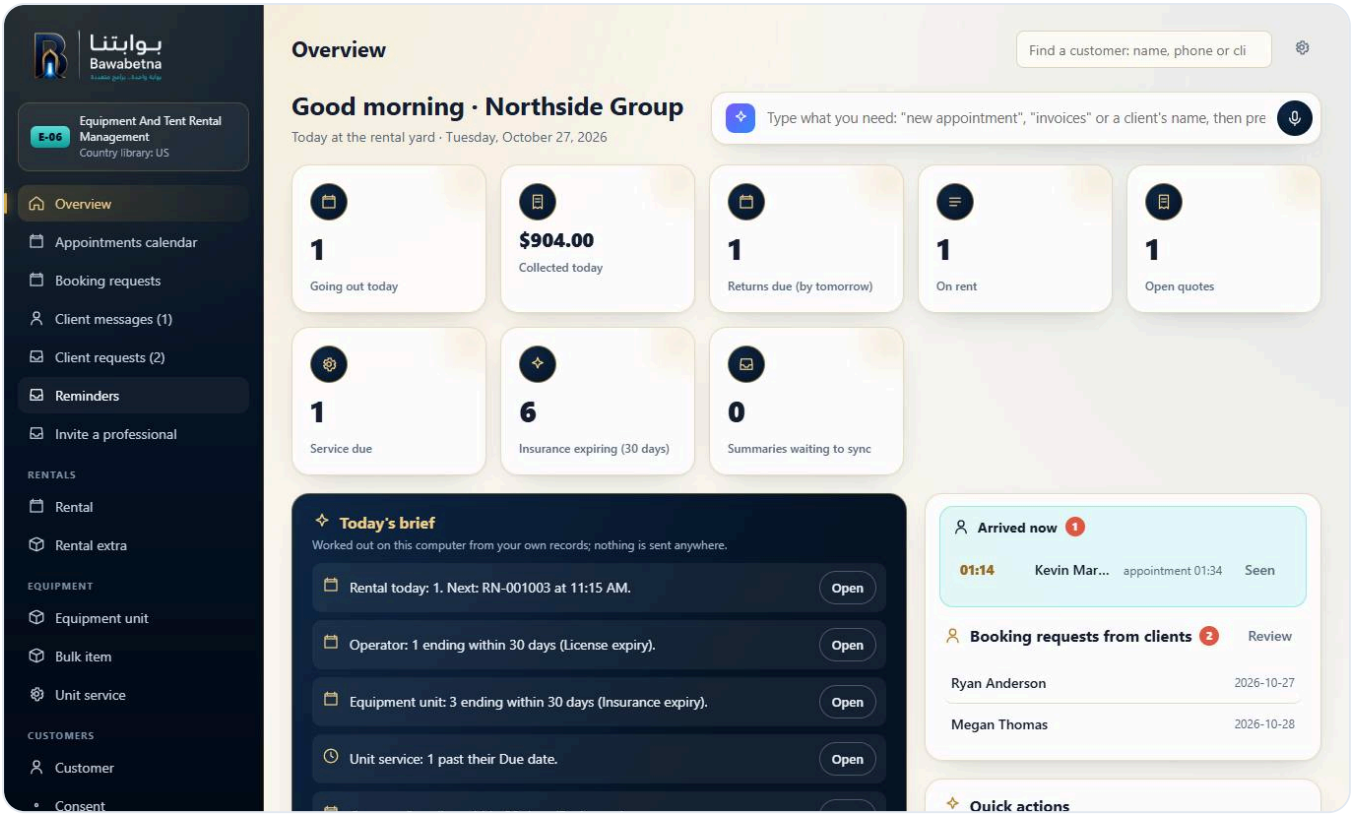
1. **Rental company**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Operator**: Full name, Phone

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

- Company owner
- Manager
- Operator
- Rental coordinator
- Yard 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".

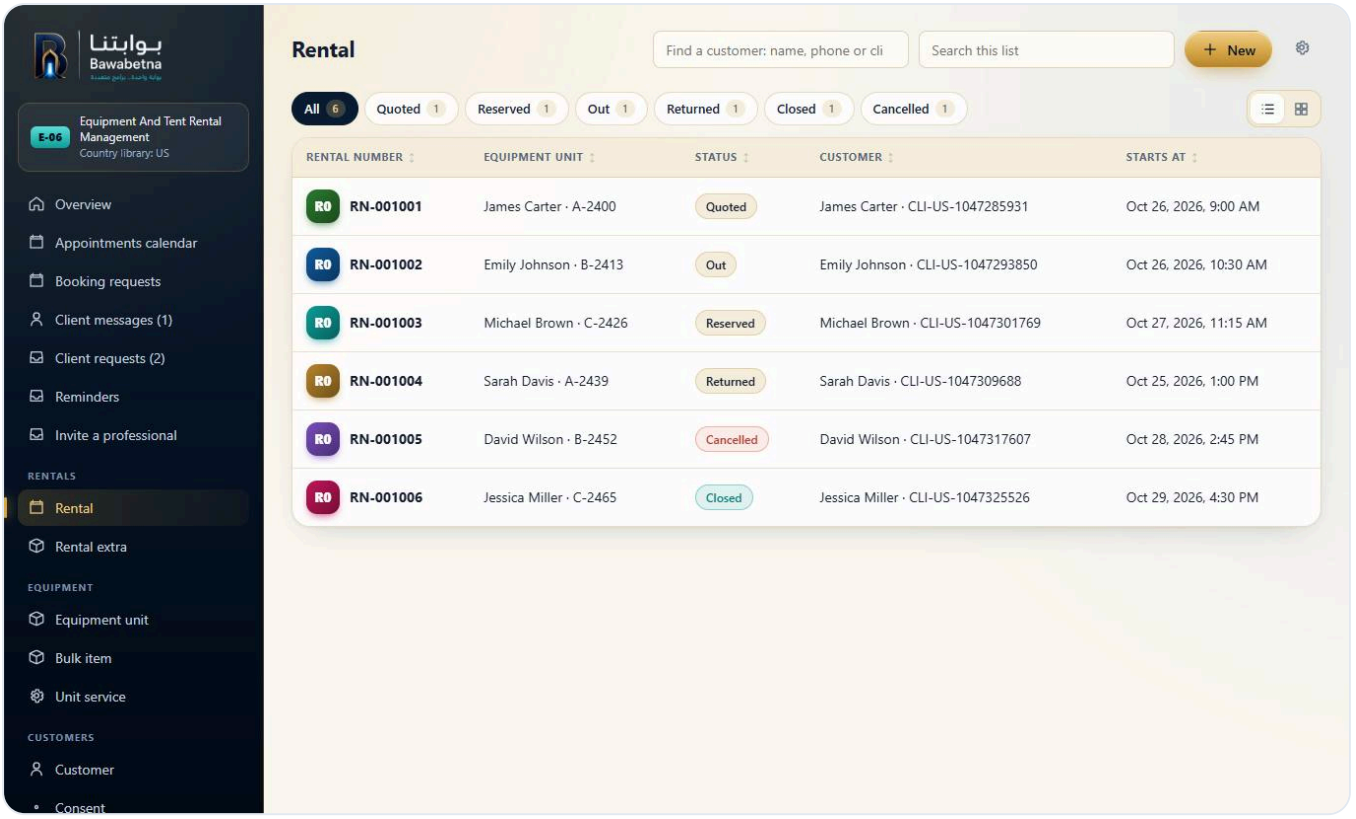



The home screen

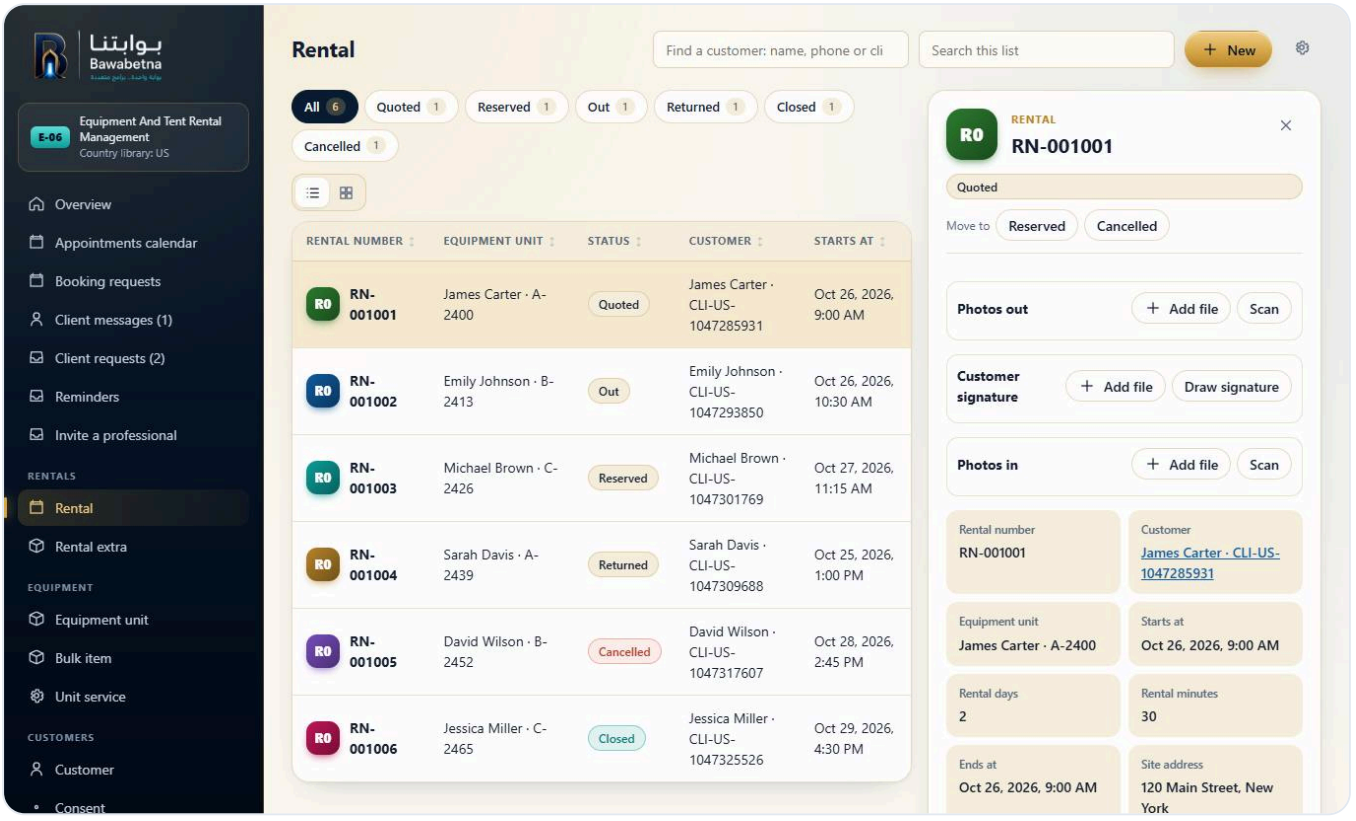
## Screens and what you record in them

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.

# Rentals




Rental




A record open for editing

### Rental

**What you record:** Rental number (worked out by the program), Customer (required), Equipment unit (required), Starts at (required), Rental days (required), Rental minutes (worked out by the program), Ends at (worked out by the program), Site address (required), Location link, Currency (required), Daily rate, With operator, Operator, Operator daily rate, Delivery fee, Deposit, Meter out, Condition out, Photos out, Customer signature, Meter in, Condition in, Photos in, Damage notes, Damage charge, Hours used (worked out by the program), Extras total (worked out by the program), Rental total (worked out by the program), Returned at (worked out by the program), Override reason, Status (required)

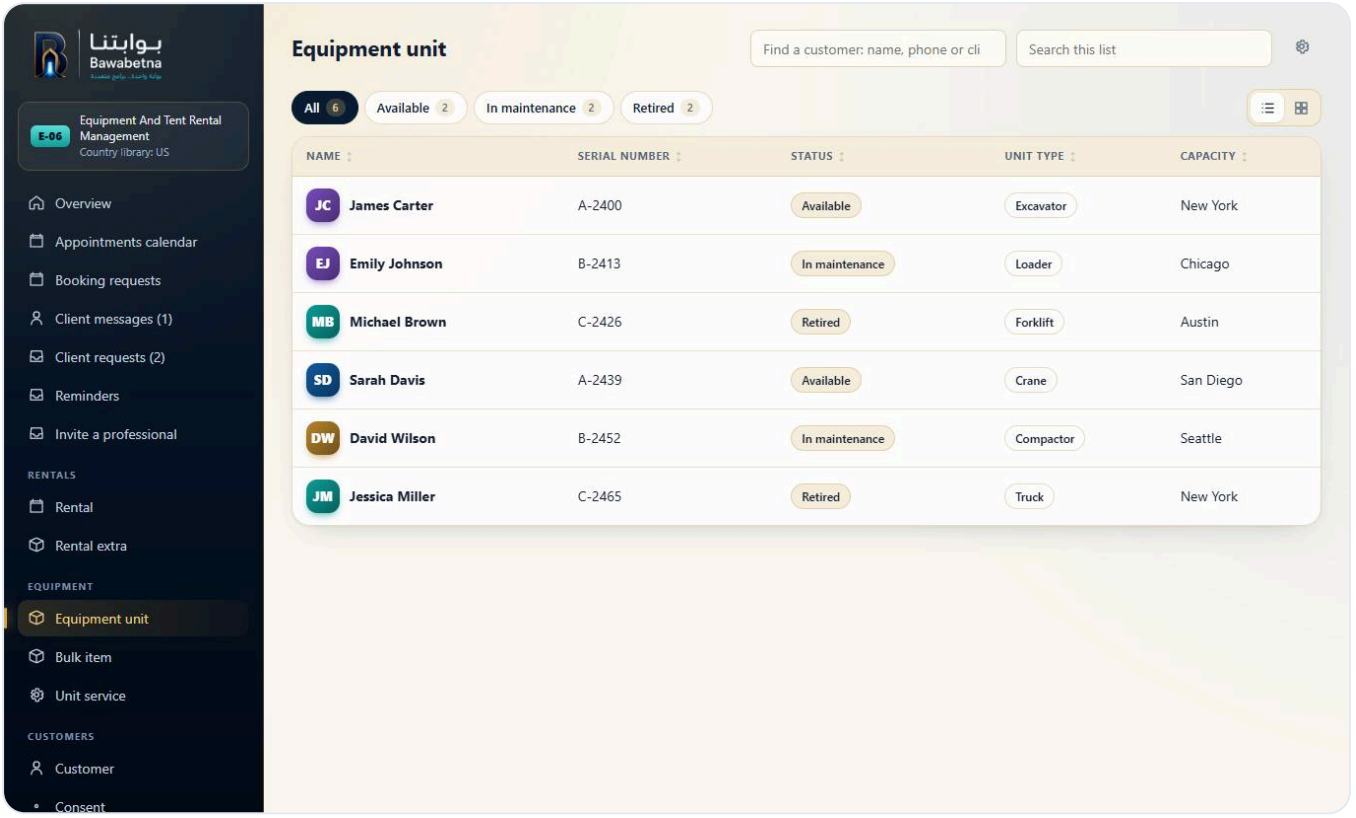
**Stages:** A new record starts as "Quoted".

Out → Returned | Quoted → Reserved | Quoted → Cancelled | Reserved → Out | Reserved → Cancelled | Returned → Closed

### Rental extra

**What you record:** Rental (required), Bulk item (required), Quantity (required), Days (worked out by the program), Daily rate, Missing or damaged, Line total (worked out by the program)

## Equipment




Equipment unit

### Equipment unit

**What you record:** Unit type (required), Name (required), Serial number, Capacity, Daily rate (required), Hour meter, Service every hours, Last service hours, Next service hours (worked out by the program), Insurance expiry, Photos, Status (required)

**Stages:** A new record starts as "Available".

Available → In maintenance | Available → Retired | In maintenance → Available | In maintenance → Retired

### Bulk item

**What you record:** Name (required), Quantity owned (required), Daily rate (required), Active

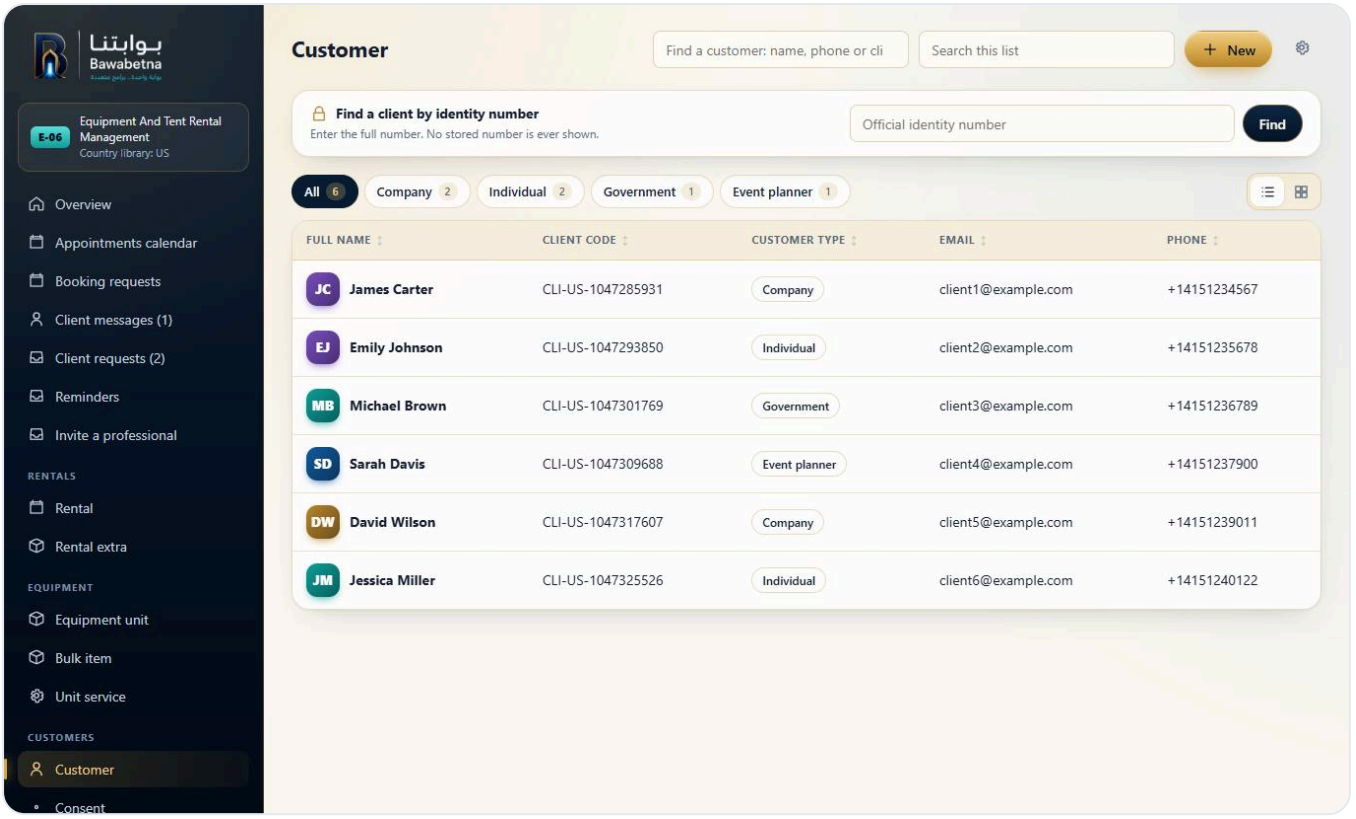
### Unit service

**What you record:** Equipment unit (required), Service (required), Due date (required), At hours, Cost, Notes, Status (required)

**Stages:** A new record starts as "Scheduled".

Scheduled → Done | Scheduled → Skipped

## Customers

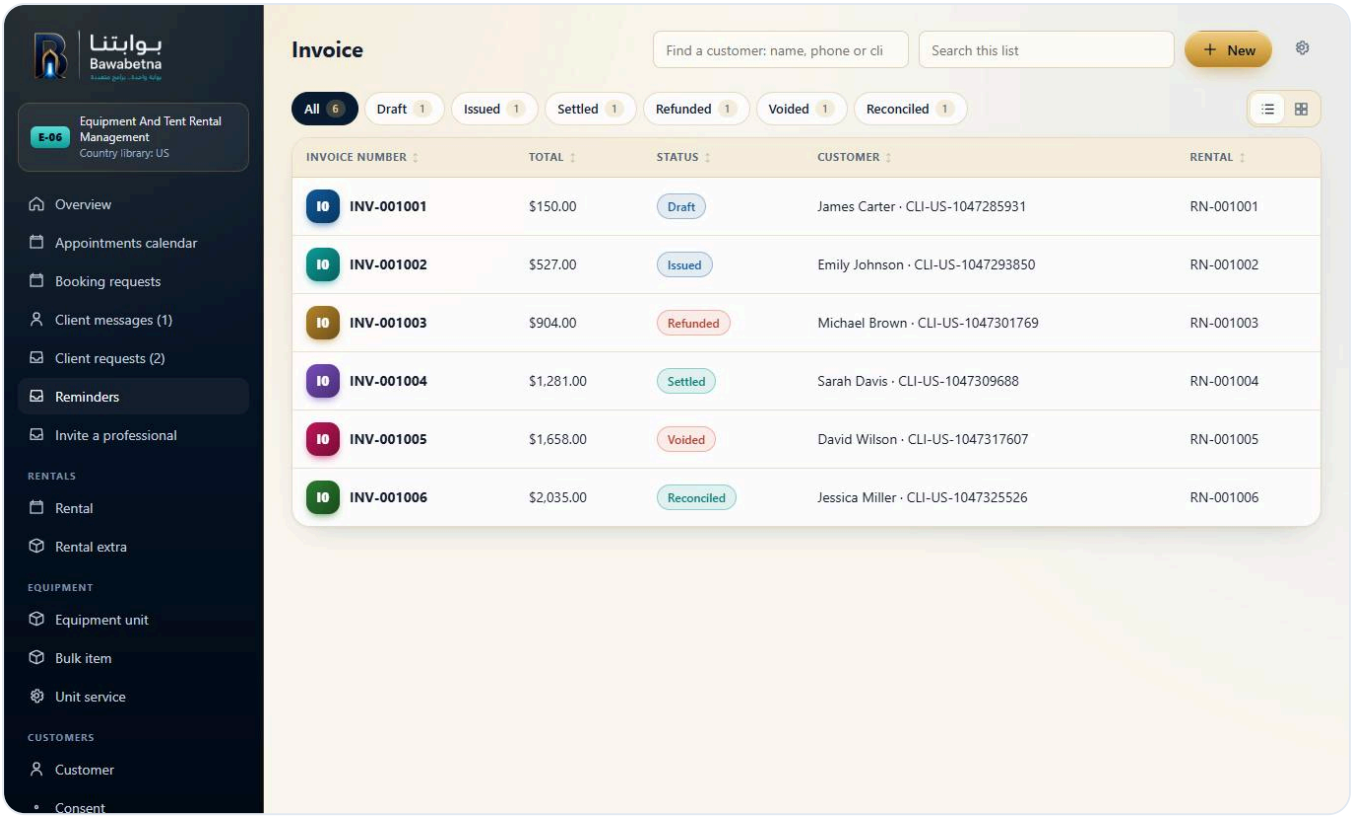



Customer

### Customer

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

## Billing




Invoice

### Invoice

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

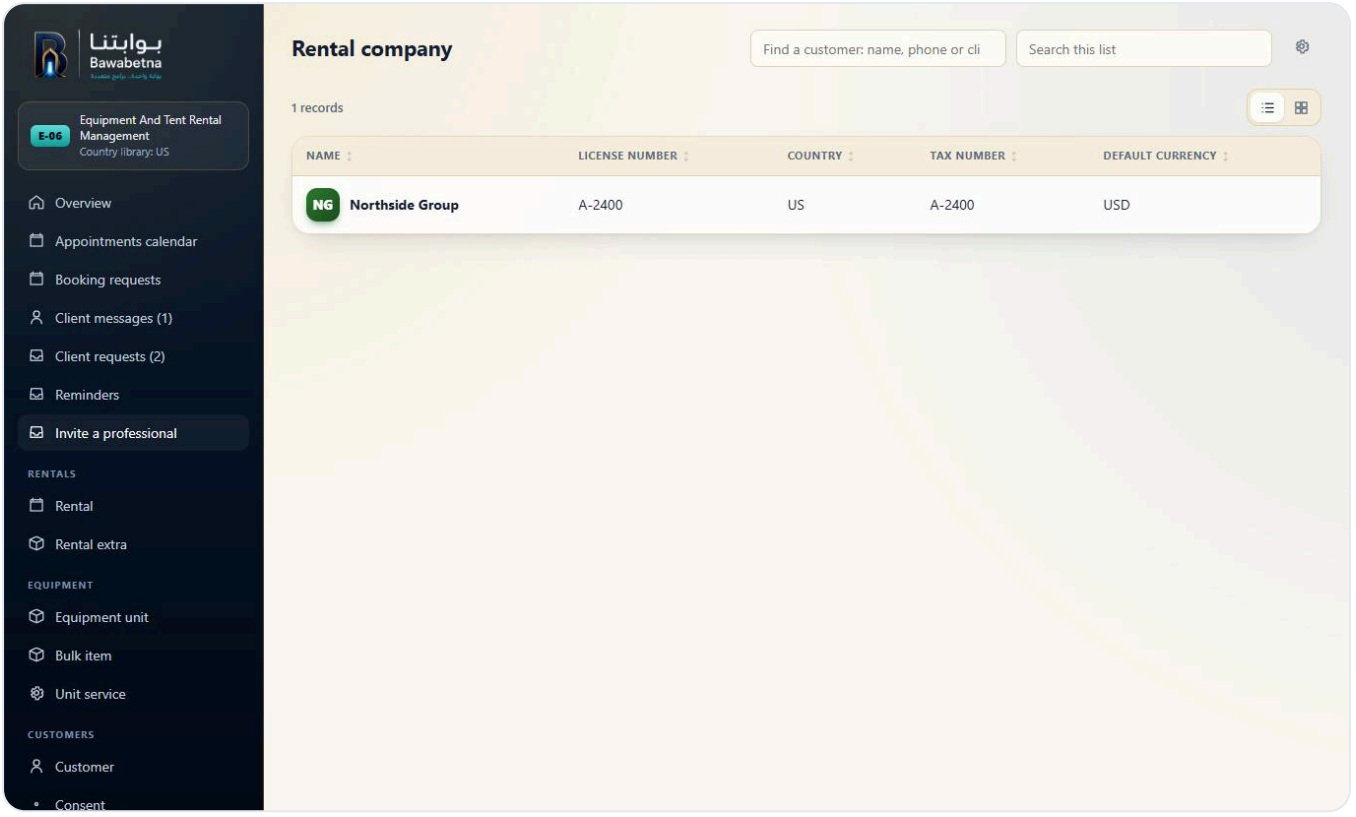
### Payment

**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




Rental company

### Rental 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:** Rental company (required), Name (required), Address, Phone

**Operator**

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

- Rental days by unit
- Rental revenue by equipment 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.