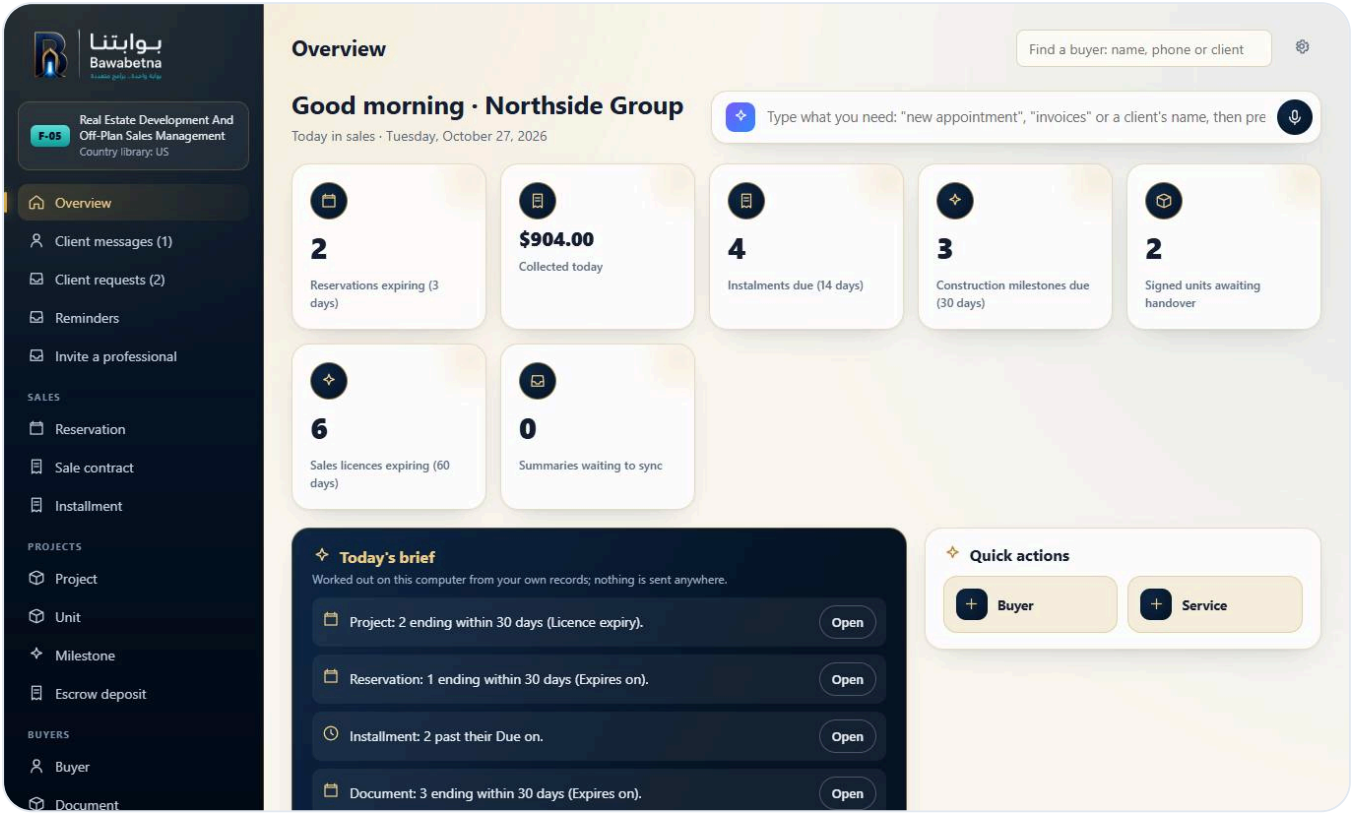
Bawabetna · User guide

Real Estate Development And Off-Plan Sales 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:

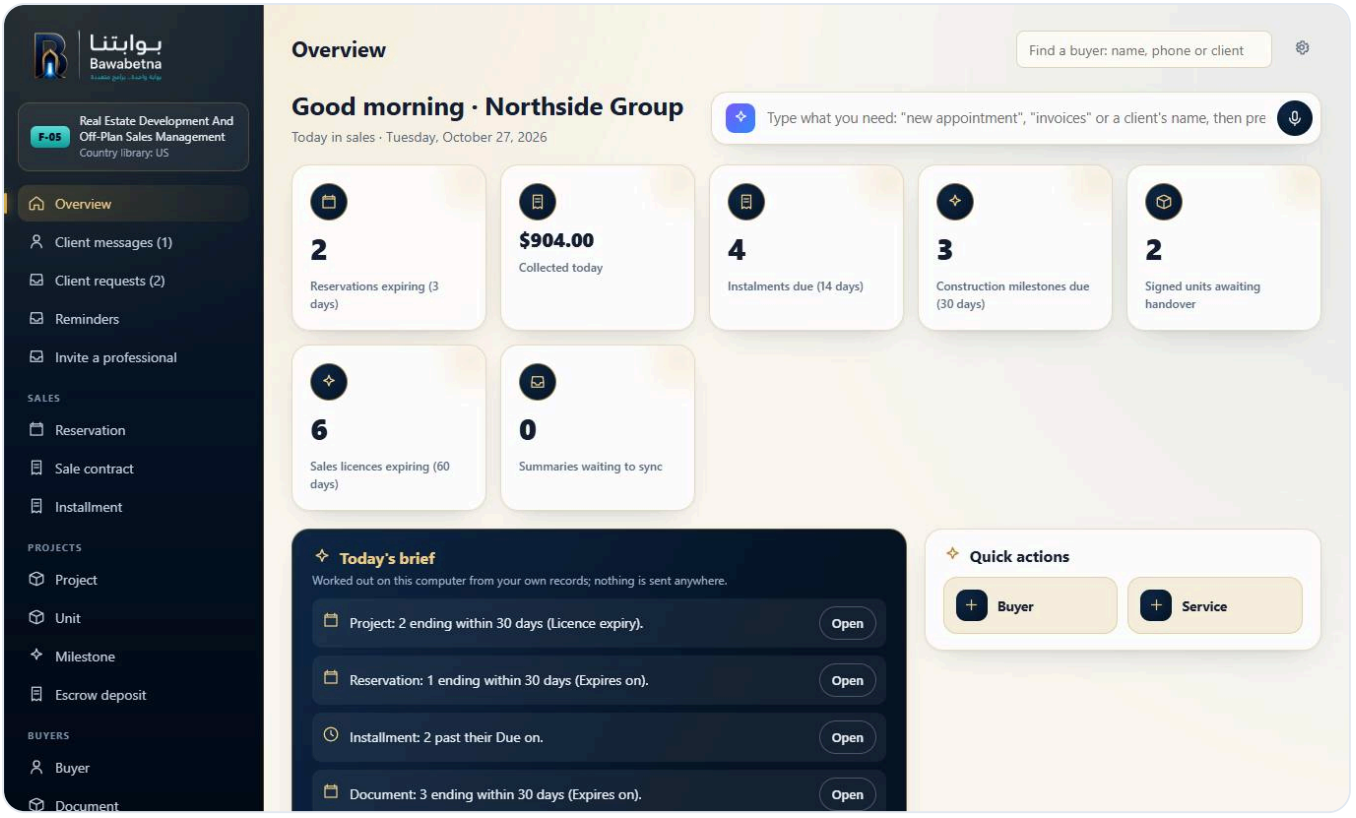
1. **Developer**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Sales agent**: Full name, Commission percent

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

- Accountant
- Developer owner
- Manager
- Project engineer
- Sales agent
- Sales 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".

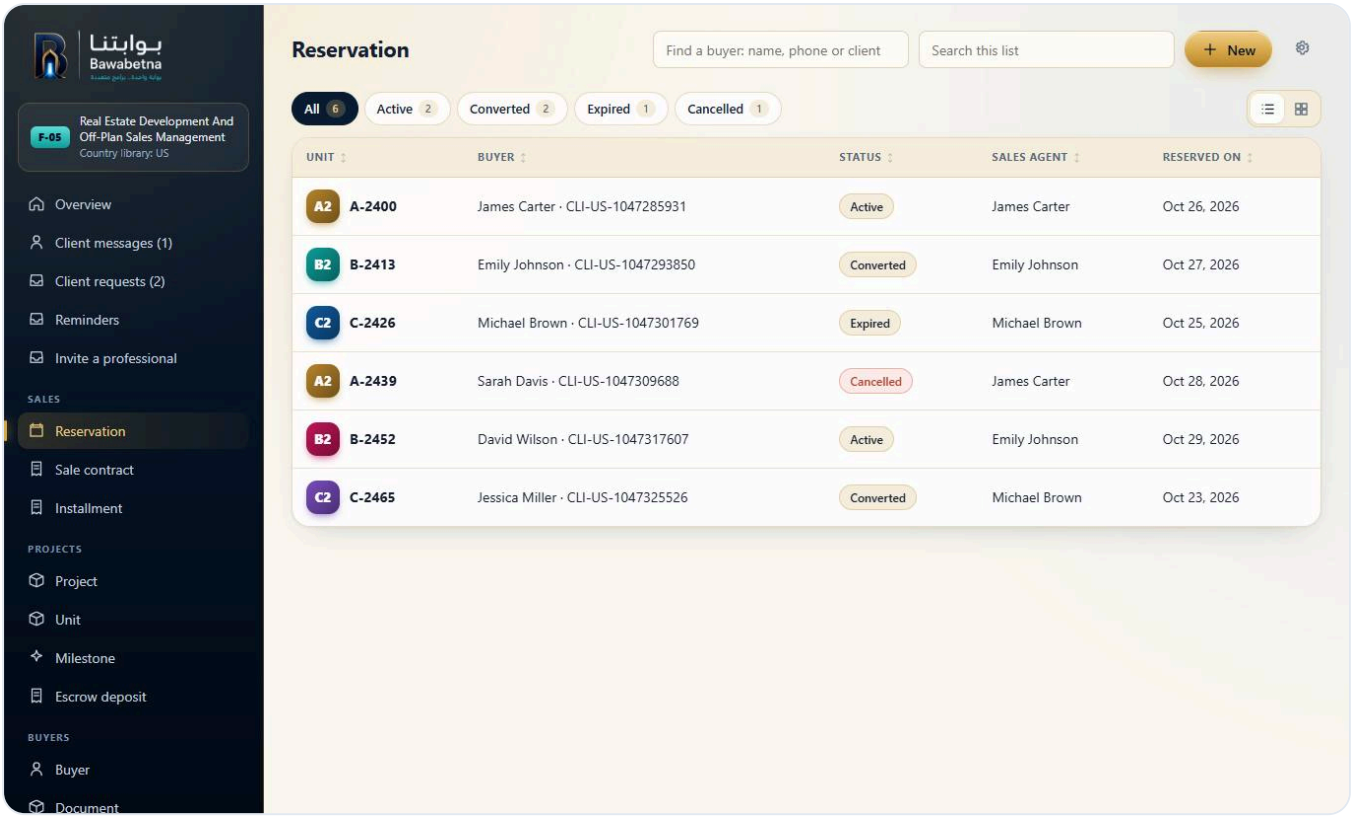


The home screen

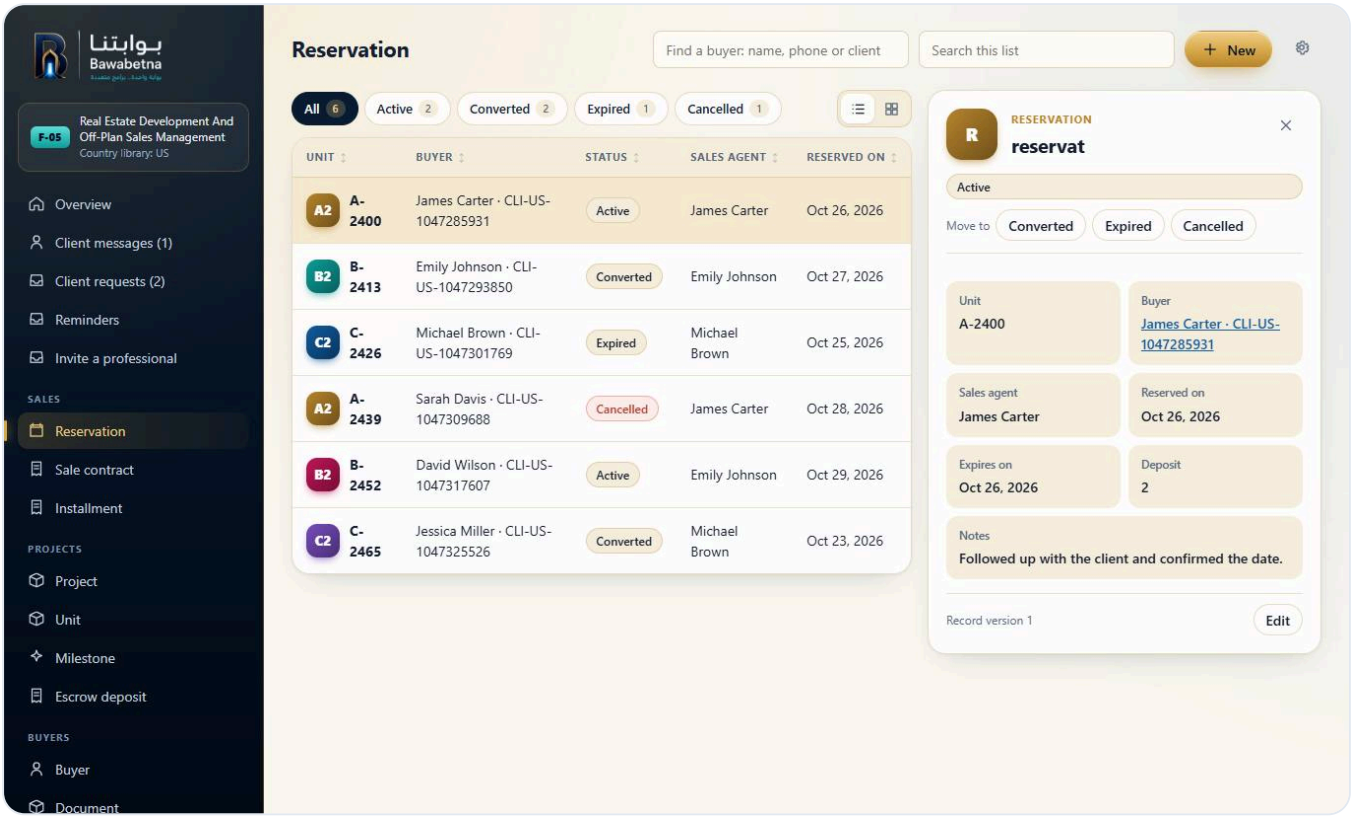
Screens and what you record in them

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



Reservation



A record open for editing

Reservation

What you record: Unit (required), Buyer (required), Sales agent, Reserved on (required), Expires on (required), Deposit (required), Notes, Status (required)

Stages: A new record starts as "Active".

Active → Converted | Active → Expired | Active → Cancelled

Sale contract

What you record: Contract number (worked out by the program), Unit (required), Buyer (required), Sales agent, Contract date (required), Price (required), Discount, Net price (worked out by the program), Government registration number, Installments total (worked out by the program), Paid total (worked out by the program), Outstanding (worked out by the program), Commission (worked out by the program), Agent commission percent, Signed files, Handed over on (worked out by the program), Snag list, Keys delivered, Status (required)

Stages: A new record starts as "Draft".

Draft → Signed | Draft → Cancelled | Signed → Handed over | Signed → Cancelled

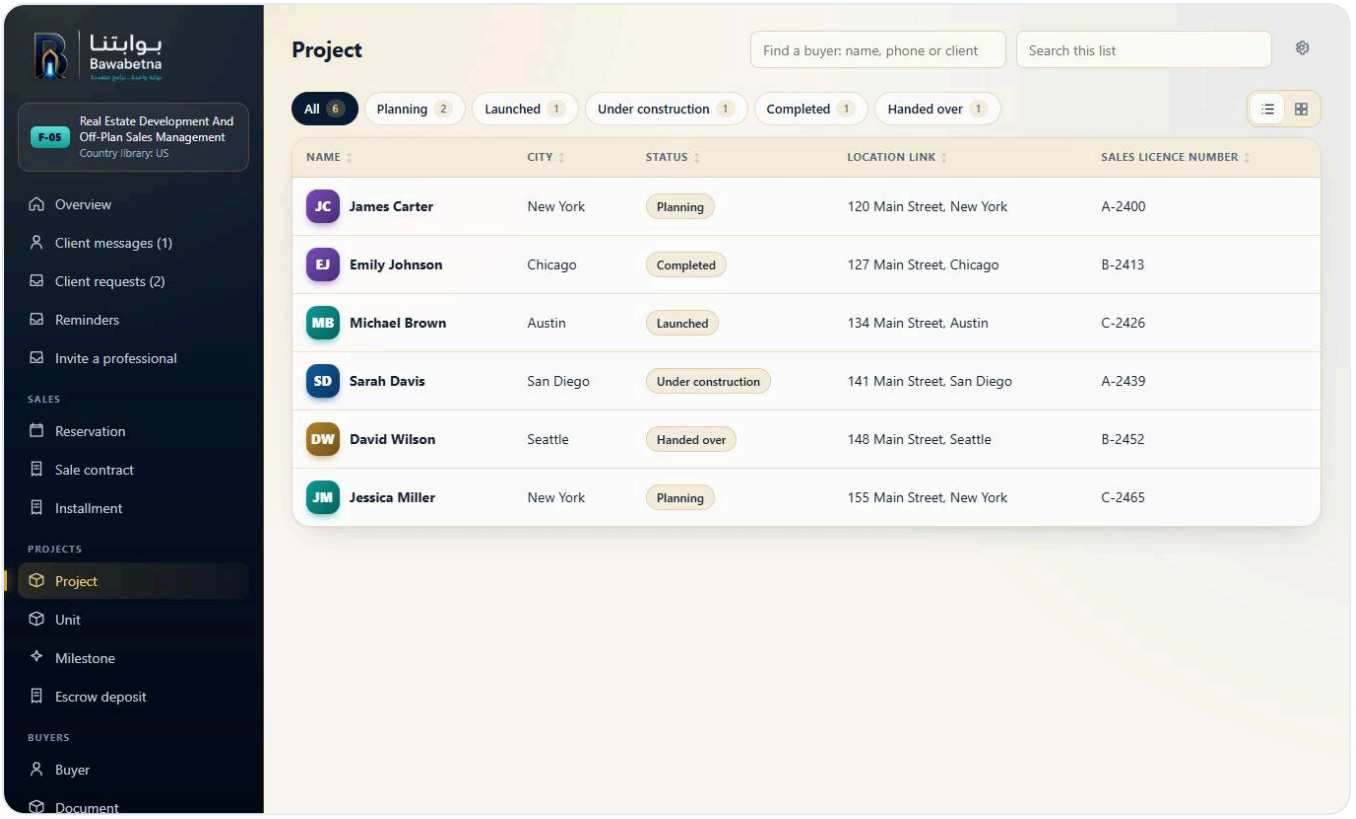
Installment

What you record: Sale contract (required), Label (required), Milestone, Due on (required), Amount (required), Paid on, Payment reference, Status (required)

Stages: A new record starts as "Scheduled".

Due → Paid | Due → Waived | Scheduled → Due | Scheduled → Paid | Scheduled → Waived

Projects



Project

Project

What you record: Name (required), City (required), Location link, Sales licence number, Licence expiry, Escrow bank, Escrow account number, Launch date, Expected completion, Works percent, Units total (worked out by the program), Units sold (worked out by the program), Escrow deposited (worked out by the program), Status (required)

Stages: A new record starts as "Planning".

Completed → Handed over | Launched → Under construction | Planning → Launched | Under construction → Completed

Unit

What you record: Project (required), Building, Floor, Unit number (required), Unit type (required), Bedrooms, Area sqm (required), Price (required), Price per sqm (worked out by the program), View, Floor plan, Active reservations (worked out by the program), Signed contracts (worked out by the program), Handed over contracts (worked out by the program), Status (required)

Stages: A new record starts as "Available".

Available → Blocked | Blocked → Available

Milestone

What you record: Project (required), Name (required), Works percent (required), Planned date (required), Certified on, Certifier, Certificate, Status (required)

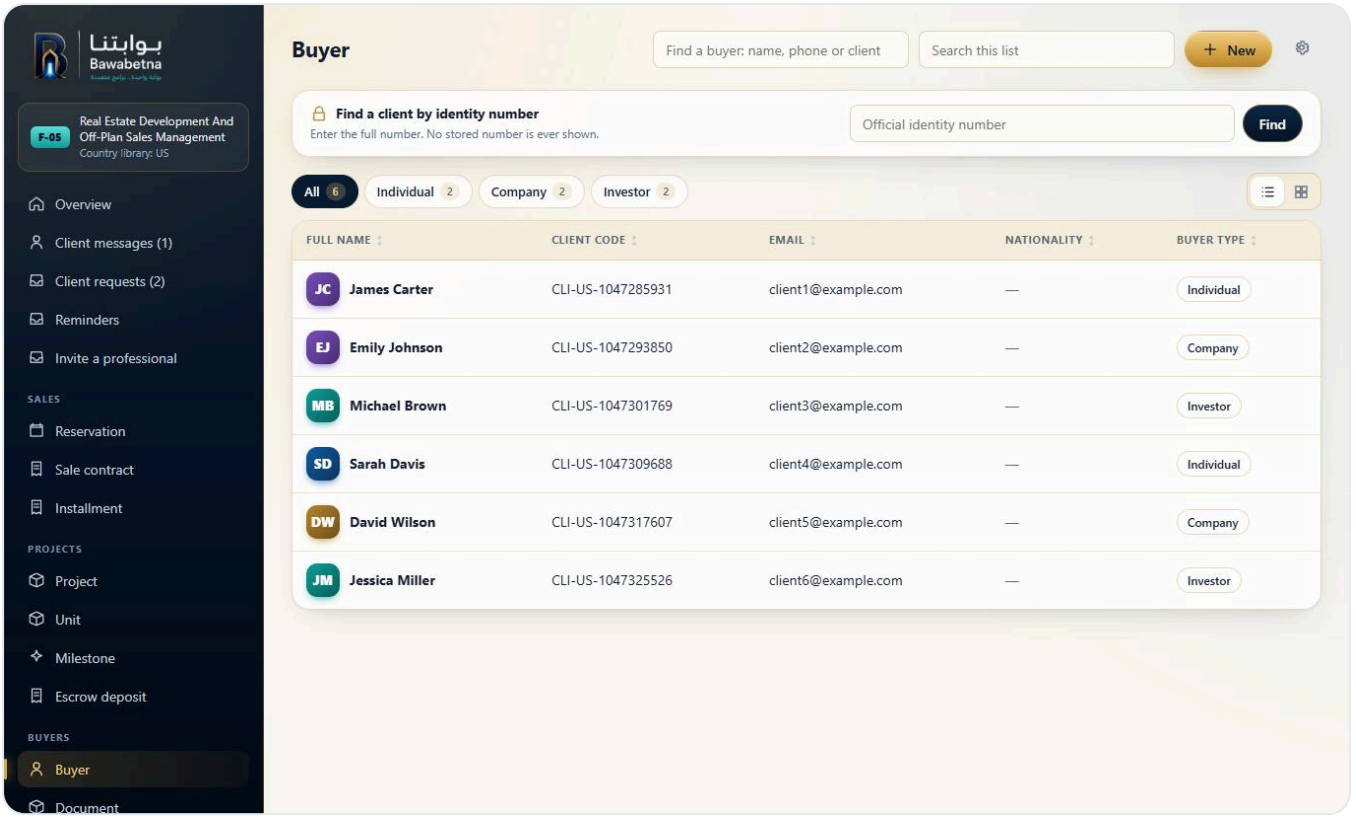
Stages: A new record starts as "Planned".

Planned → Certified

Escrow deposit

What you record: Project (required), Sale contract, Amount (required), Deposited on (required), Bank reference, Files

Buyers



Buyer

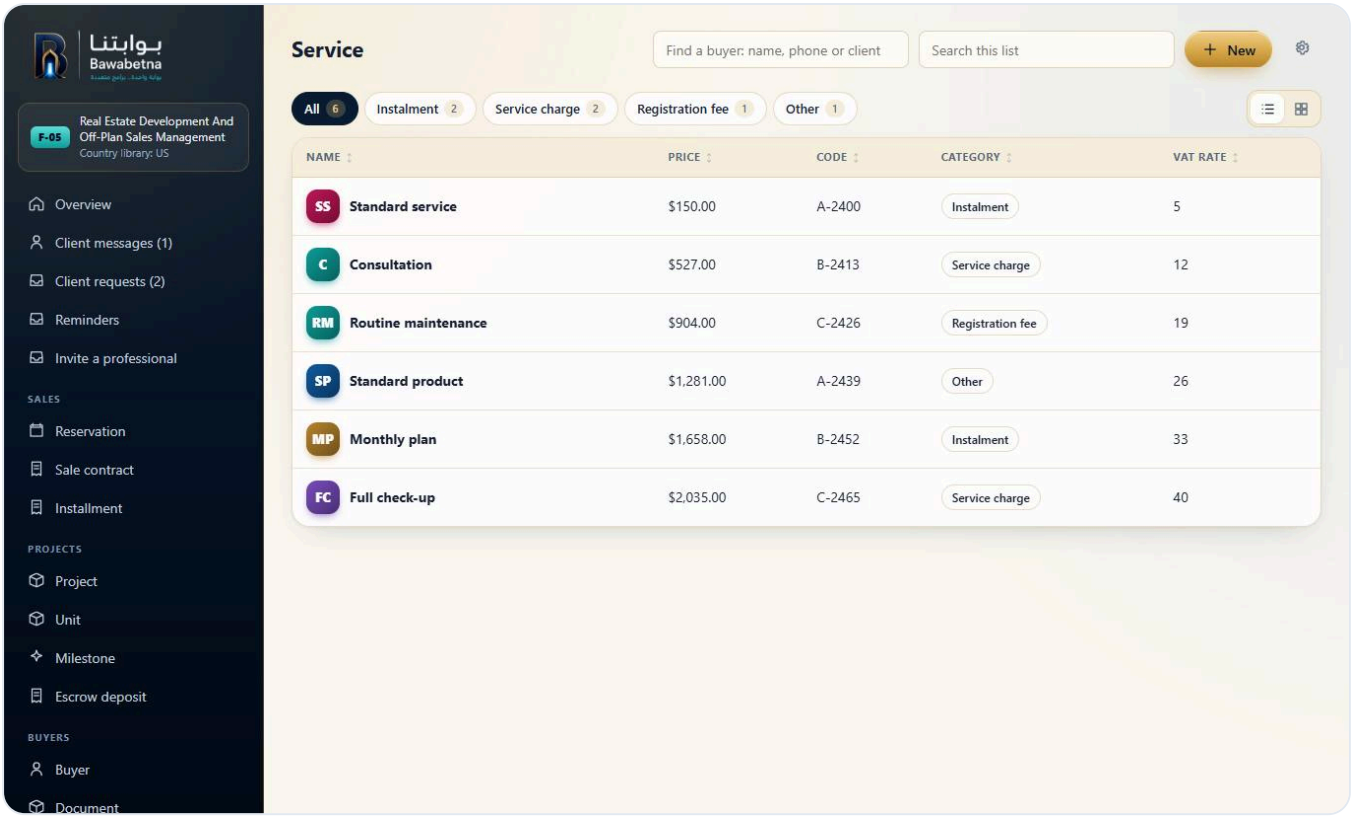
Buyer

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

Document

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

Billing



Service

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), Buyer (required), Sale contract, 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)

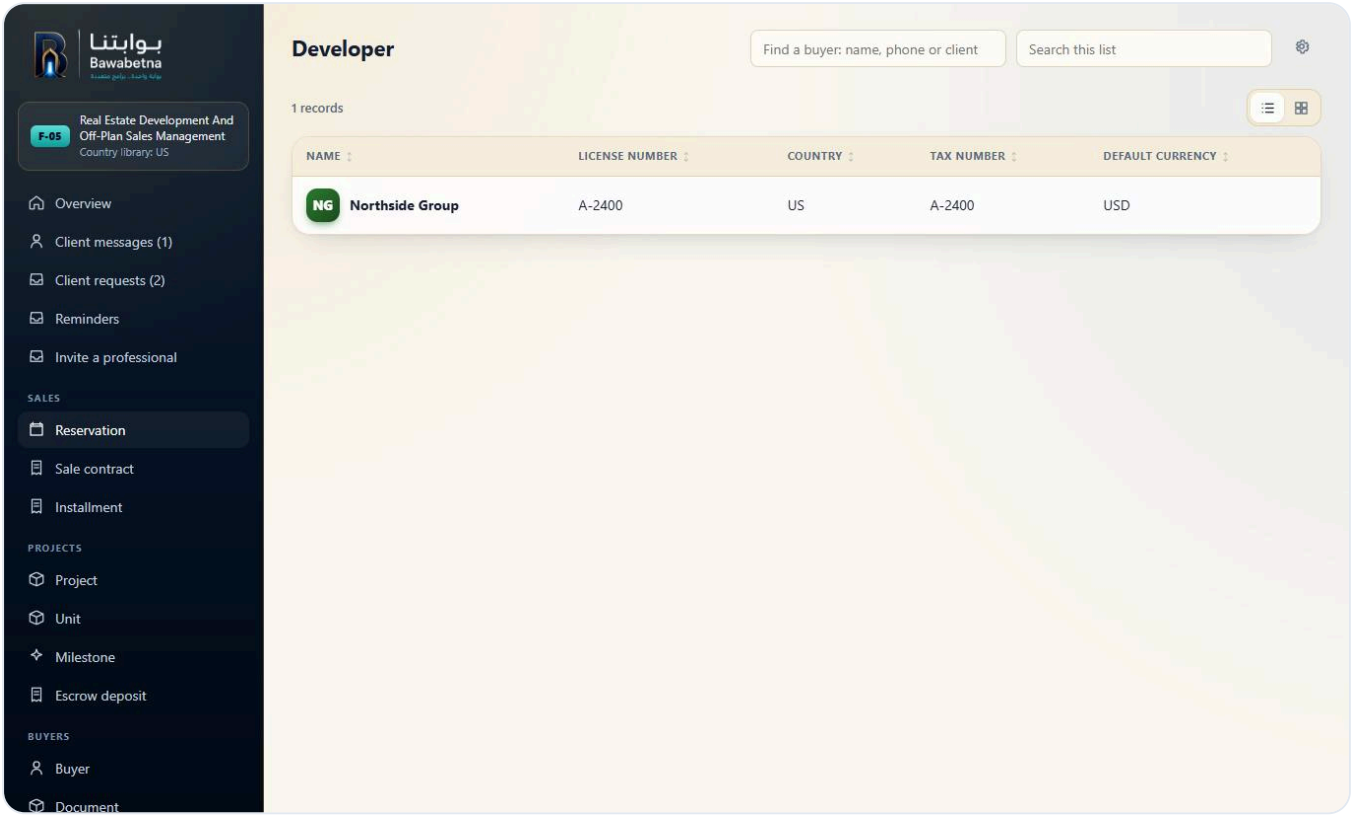
Payment

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



Developer

Developer

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

Sales agent

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:

- Units by status
- Sales by project
- Sales and commission by agent
- Instalments due by month
- 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.