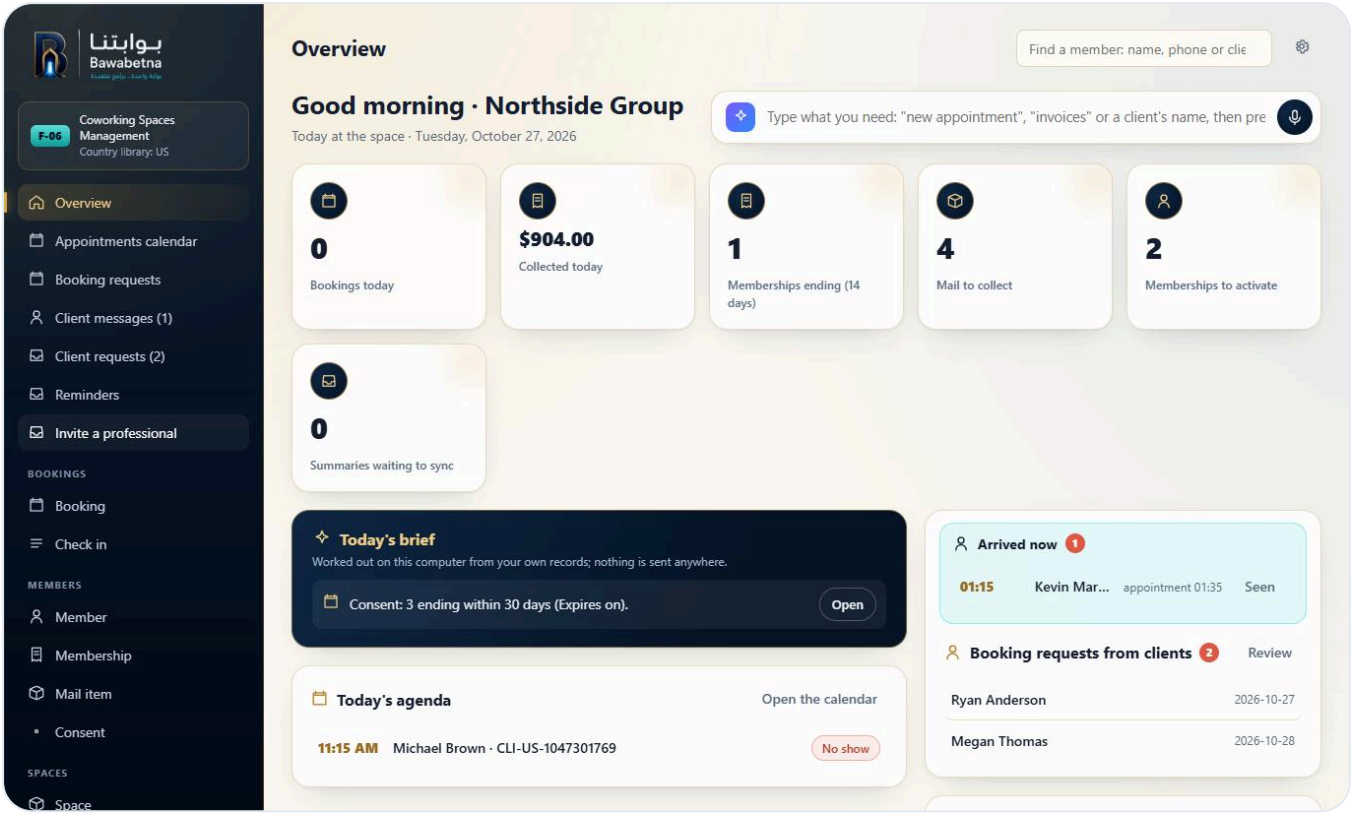
Bawabetna · User guide

Coworking Spaces 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:

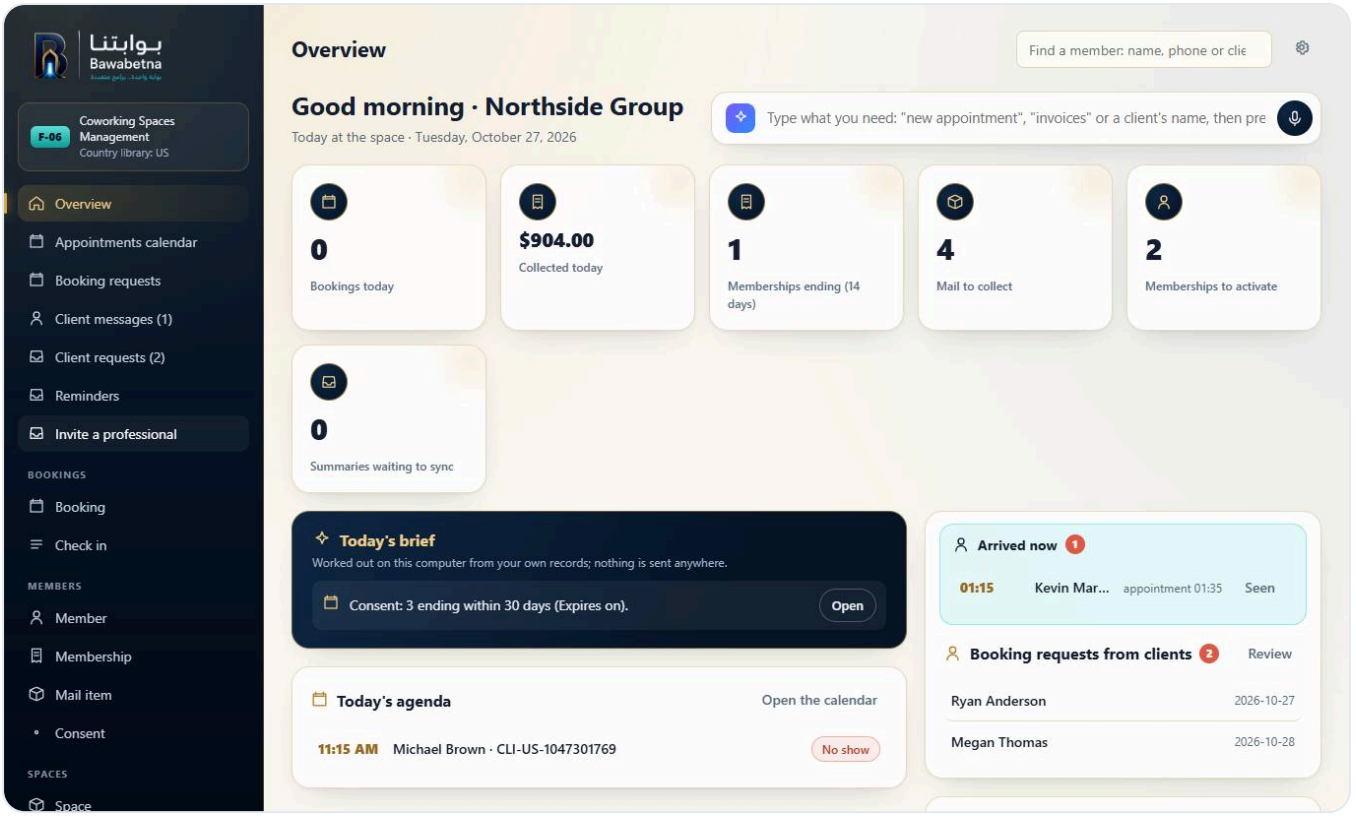
1. **Coworking**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Community staff**: Full name, Phone

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

- Accountant
- Community manager
- Front desk
- Manager
- Space owner

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".

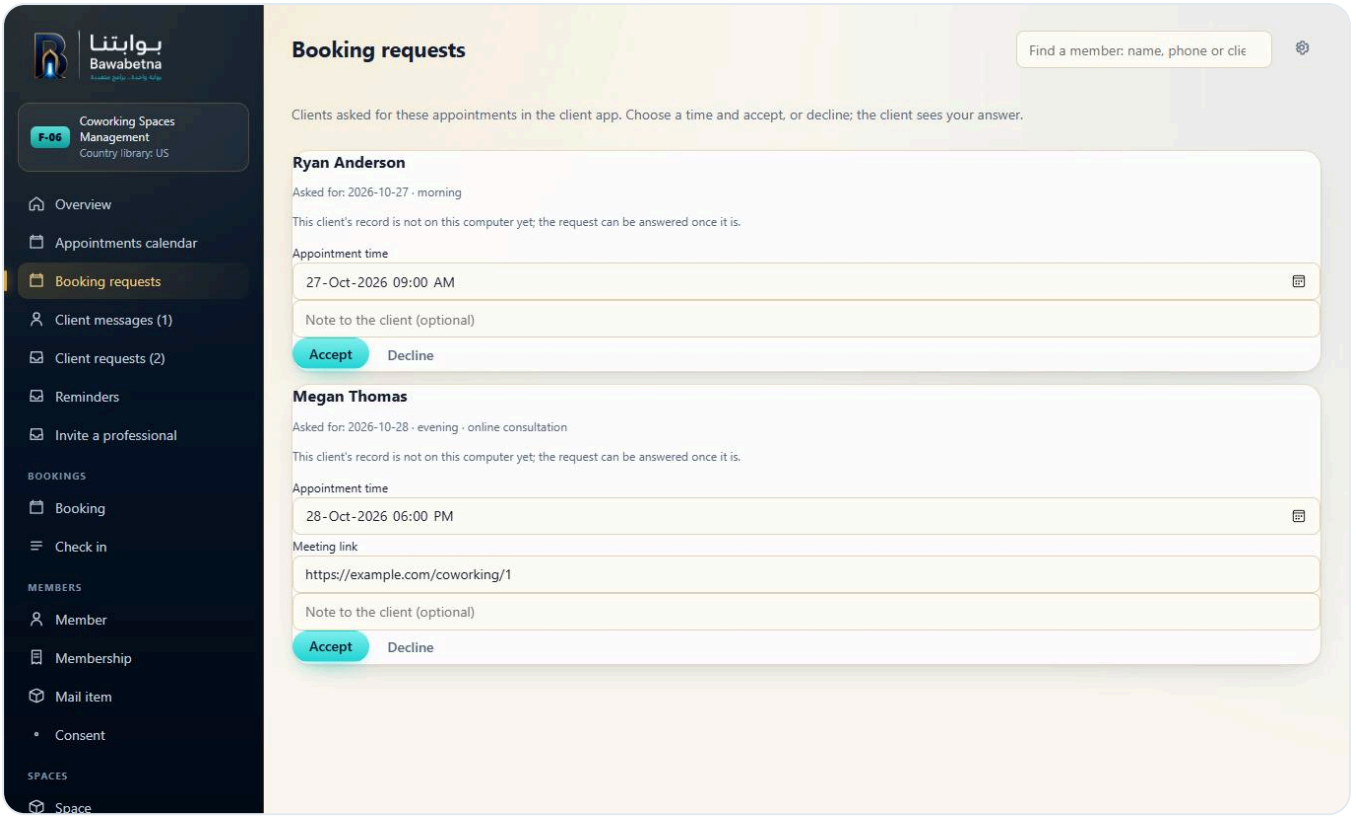


The home screen

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.

Bookings



Booking

Booking

What you record: Space (required), Member, Membership, Guest name, Starts at (required), Duration minutes (required), Attendees, Hours (worked out by the program), Chargeable amount, Override reason, Status (required)

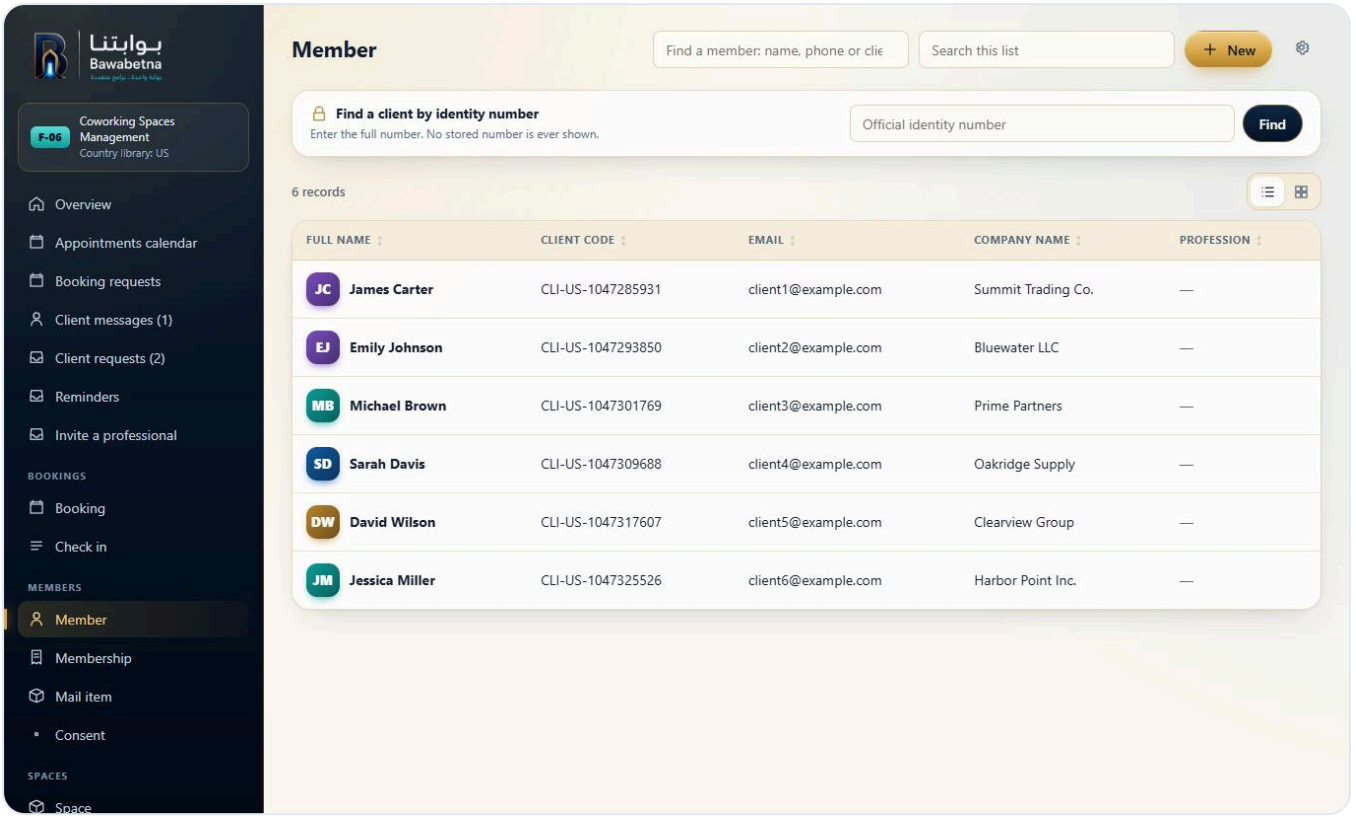
Stages: A new record starts as "Booked".

Booked → Checked in | Booked → No show | Booked → Cancelled | Checked in → Completed

Check in

What you record: Member, Visitor name (required), Visit type (required), Checked in at (required), Checked out at, Host

Members



Member

Member

What you record: Full name (required), Email, Company name, Profession, Access card number, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Membership

What you record: Member (required), Plan (required), Space, Starts on (required), Ends on (required), Monthly price, Deposit, Meeting hours included, Meeting hours used (worked out by the program), Meeting hours left (worked out by the program), Auto renew, Status (required)

Stages: A new record starts as "Pending".

Active → Paused · Active → Ended · Active → Cancelled · Paused → Active · Paused → Ended · Paused → Cancelled · Pending → Active · Pending → Cancelled

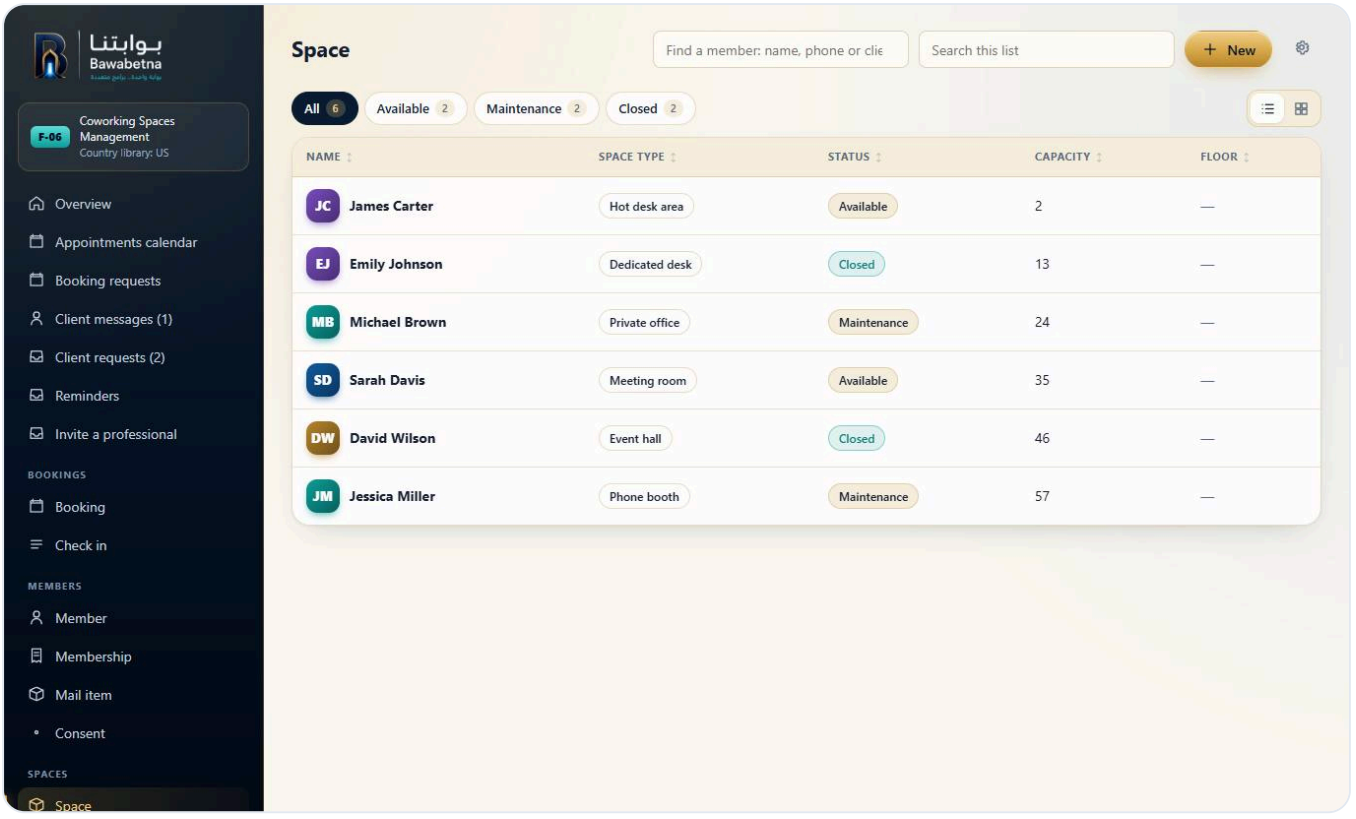
Mail item

What you record: Member (required), Received on (required), Item type (required), Sender, Photo, Status (required)

Stages: A new record starts as "Received".

Notified → Collected | Notified → Forwarded | Received → Notified | Received → Collected | Received → Forwarded

Spaces



Space

Space

What you record: Name (required), Space type (required), Capacity (required), Floor, Hourly price, Monthly price, Amenities, Photos, Status (required)

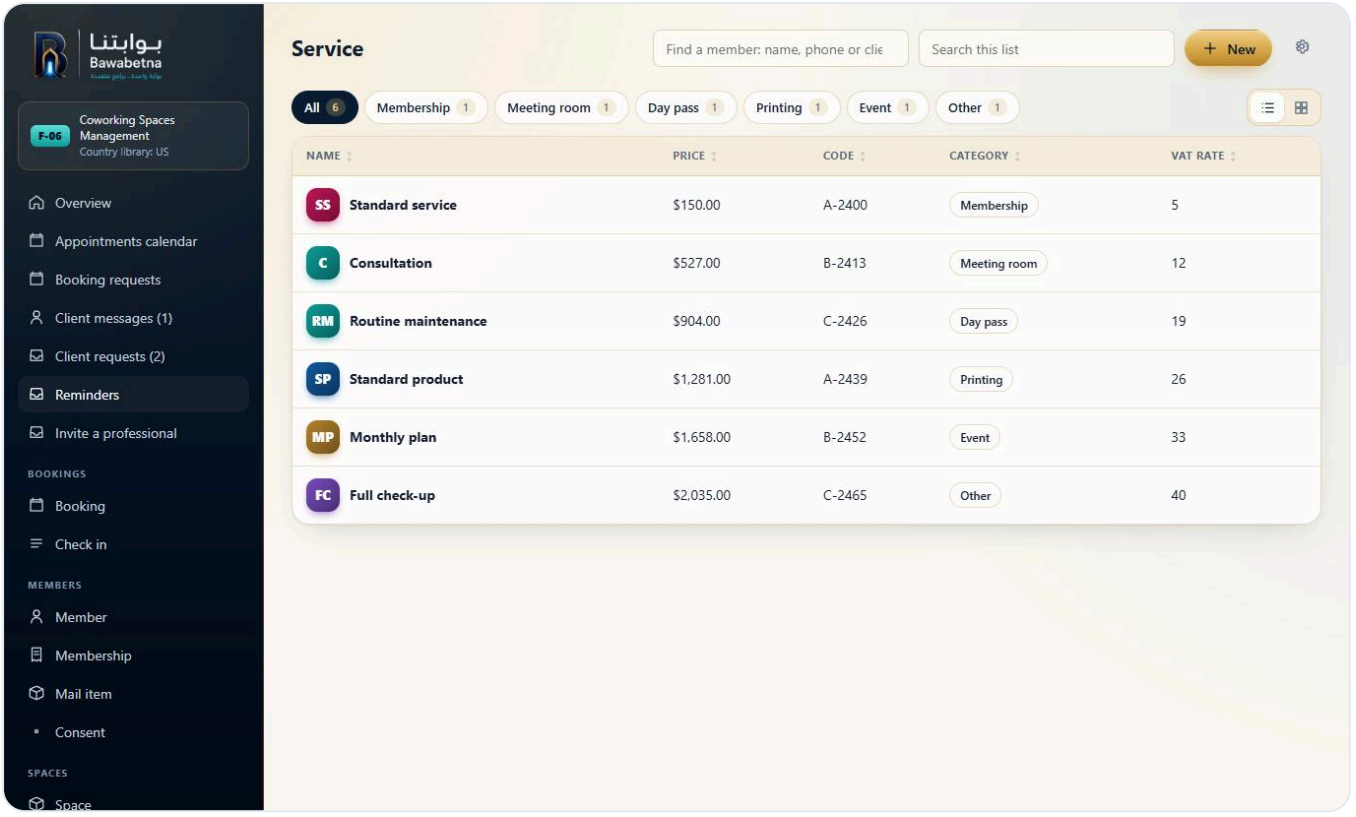
Stages: A new record starts as "Available".

Available → Maintenance | Available → Closed | Closed → Available | Maintenance → Available | Maintenance → Closed

Plan

What you record: Name (required), Plan type (required), Monthly price (required), Days per month, Meeting hours included, Printing pages included, Mail handling, Active

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), Member (required), Membership, 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)

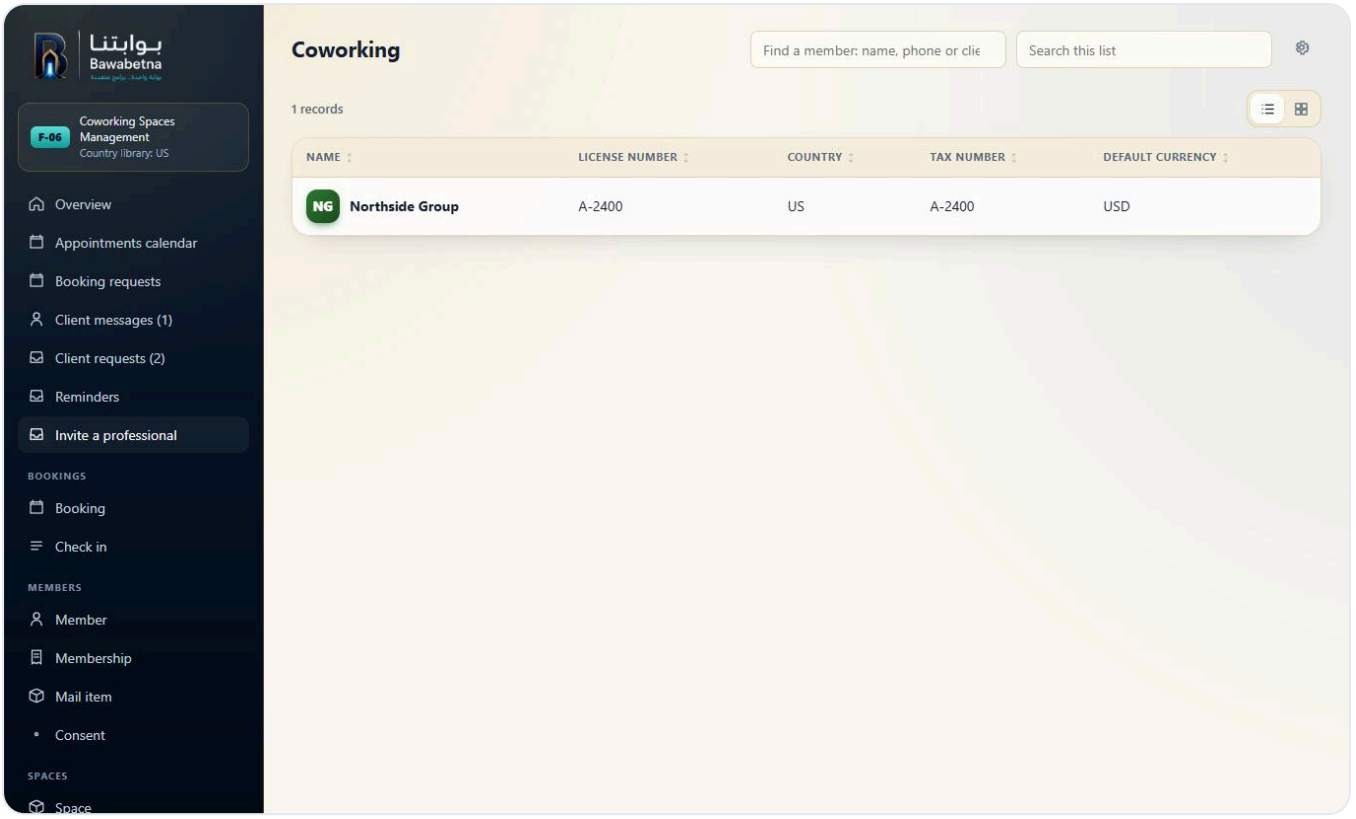
Payment

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



Coworking

Coworking

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

Community staff

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

- Bookings by space
- Active memberships by plan
- Visits 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.