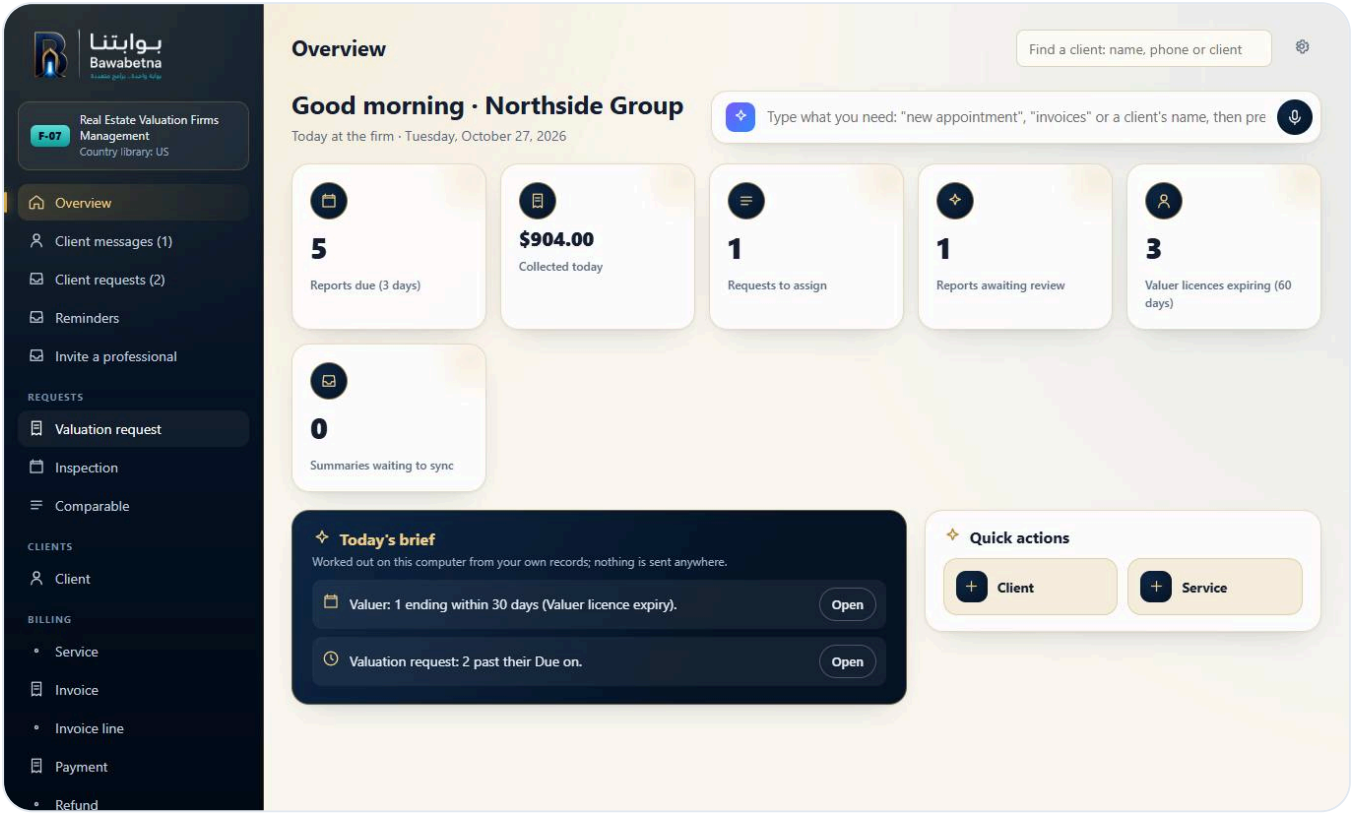
Bawabetna · User guide

Real Estate Valuation Firms 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:

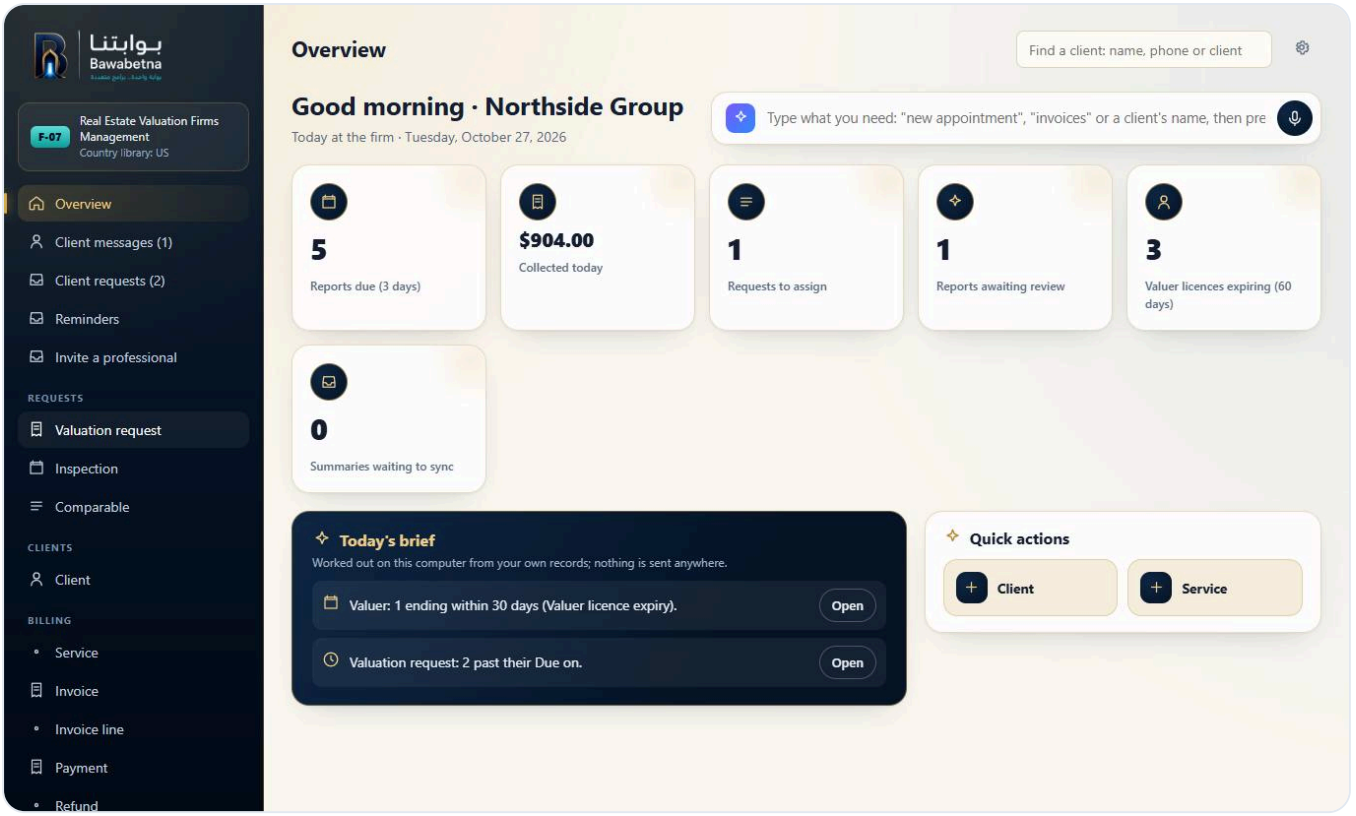
1. **Valuation firm**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Valuer**: Full name, Valuer licence number

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

- Accountant
- Coordinator
- Firm owner
- Manager
- Senior reviewer
- Valuer

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".

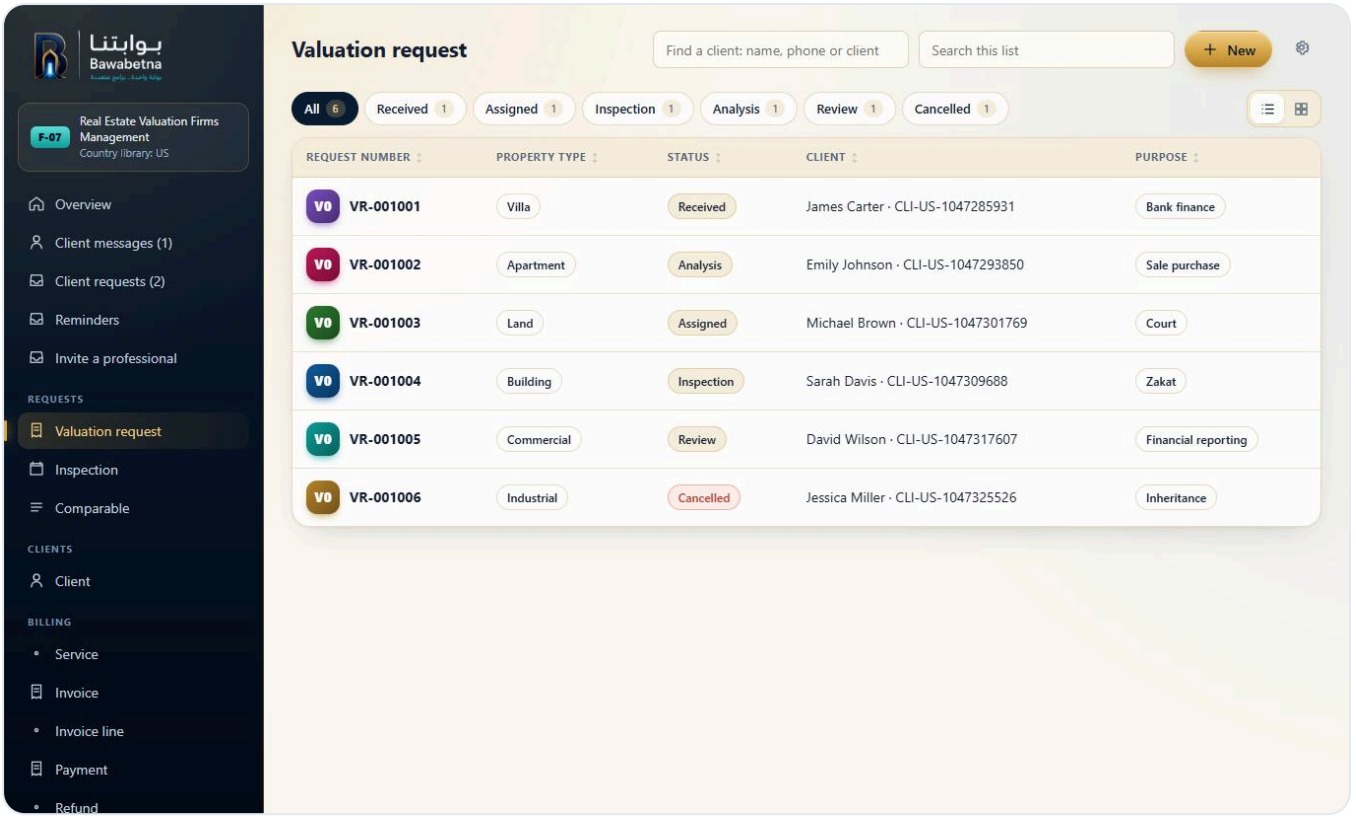


The home screen

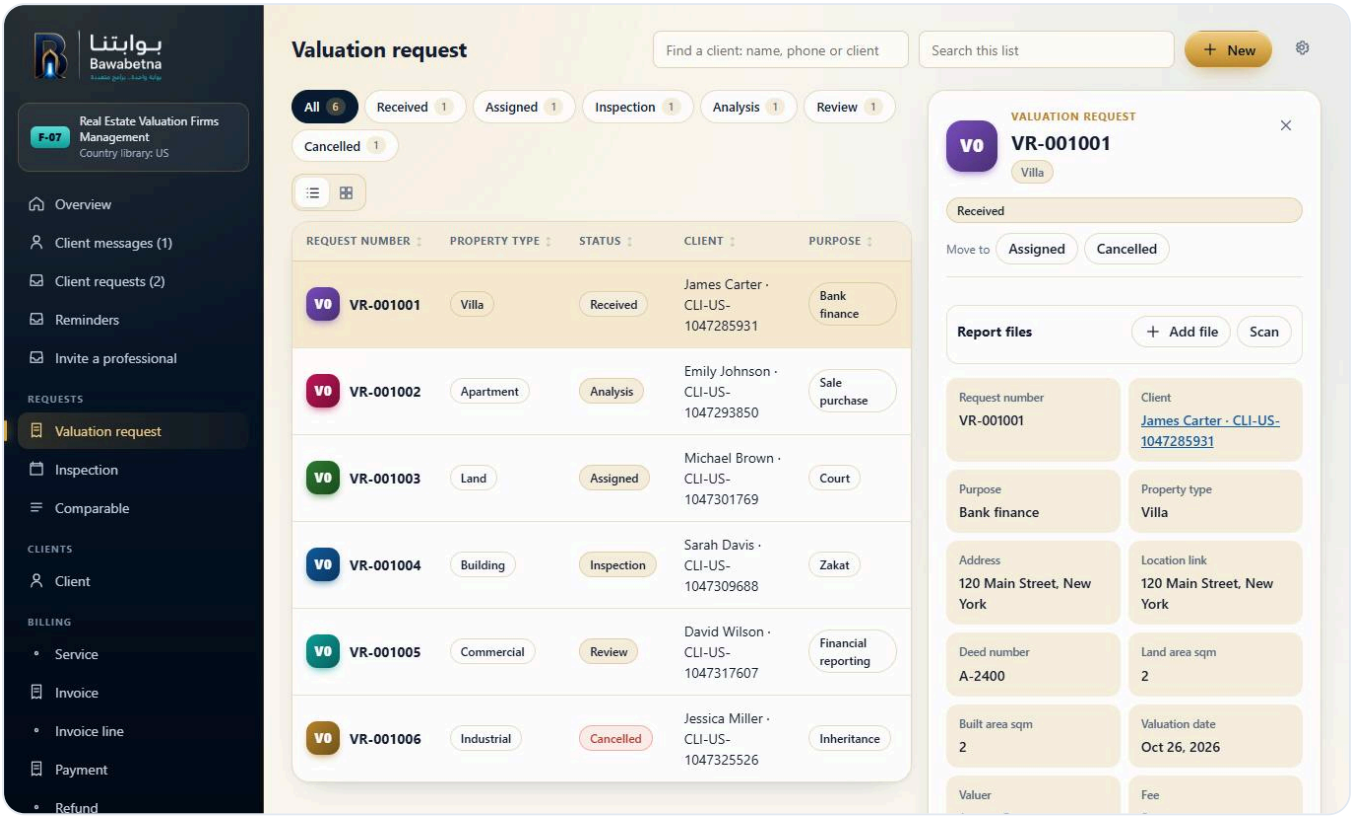
Screens and what you record in them

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.

Requests



Valuation request



A record open for editing

Valuation request

What you record: Request number (worked out by the program), Client (required), Purpose (required), Property type (required), Address (required), Location link, Deed number, Land area sqm, Built area sqm, Valuation date, Valuer, Reviewer, Fee (required), Received on (required), Due on (required), Approach, Market value, Value per sqm (worked out by the program), Comparables count (worked out by the program), Assumptions, Report files, Report number (worked out by the program), Issued at (worked out by the program), Status (required)

Stages: A new record starts as "Received".

Analysis → Review | Assigned → Inspection | Assigned → Cancelled | Inspection → Analysis | Received → Assigned | Received → Cancelled | Review → Analysis | Review → Issued

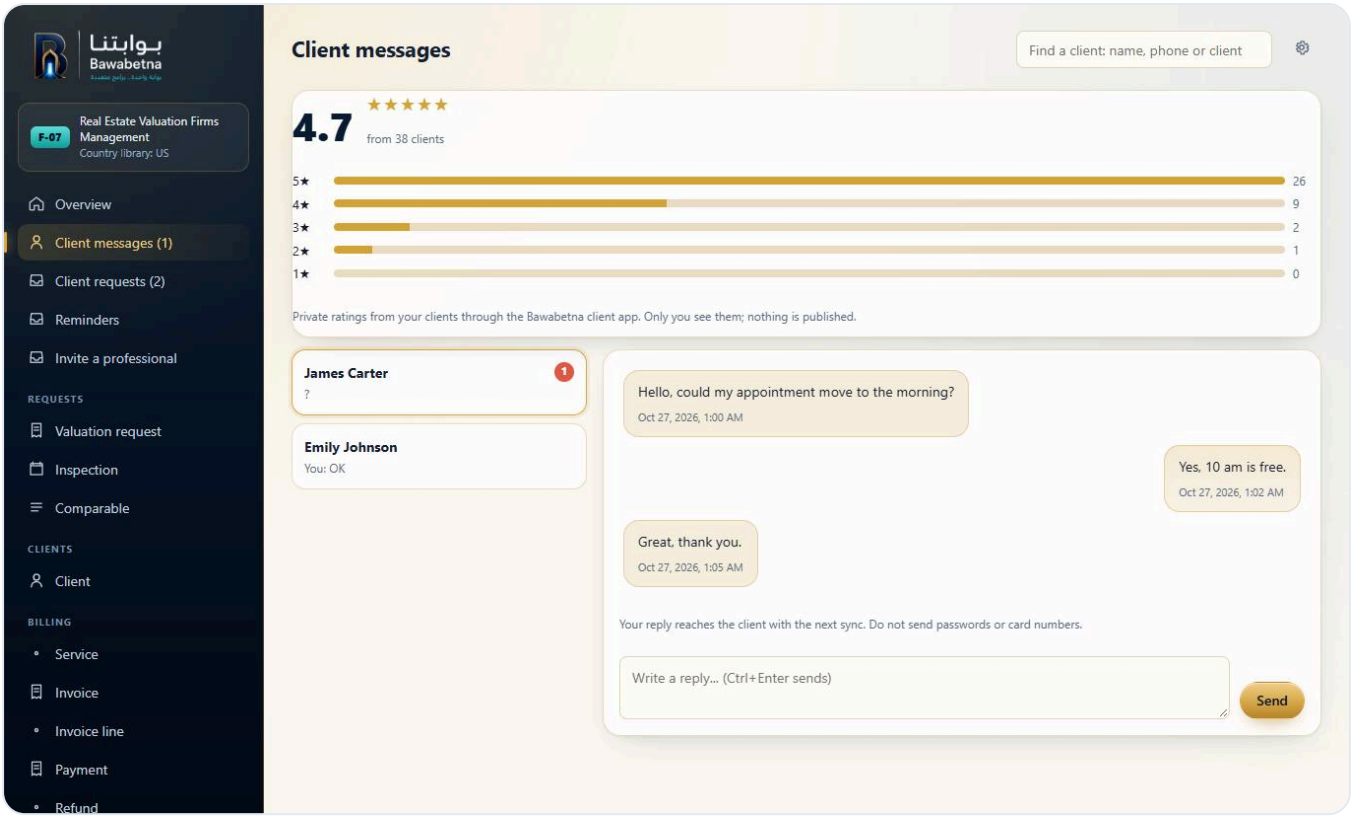
Inspection

What you record: Valuation request (required), Valuer, Inspected on (required), Condition (required), Age years, Finishing, Services, Findings, Photos

Comparable

What you record: Valuation request (required), Address (required), Property type (required), Area sqm (required), Price (required), Transaction date, Source (required), Adjustment percent, Price per sqm (worked out by the program), Adjusted price per sqm (worked out by the program)

Clients

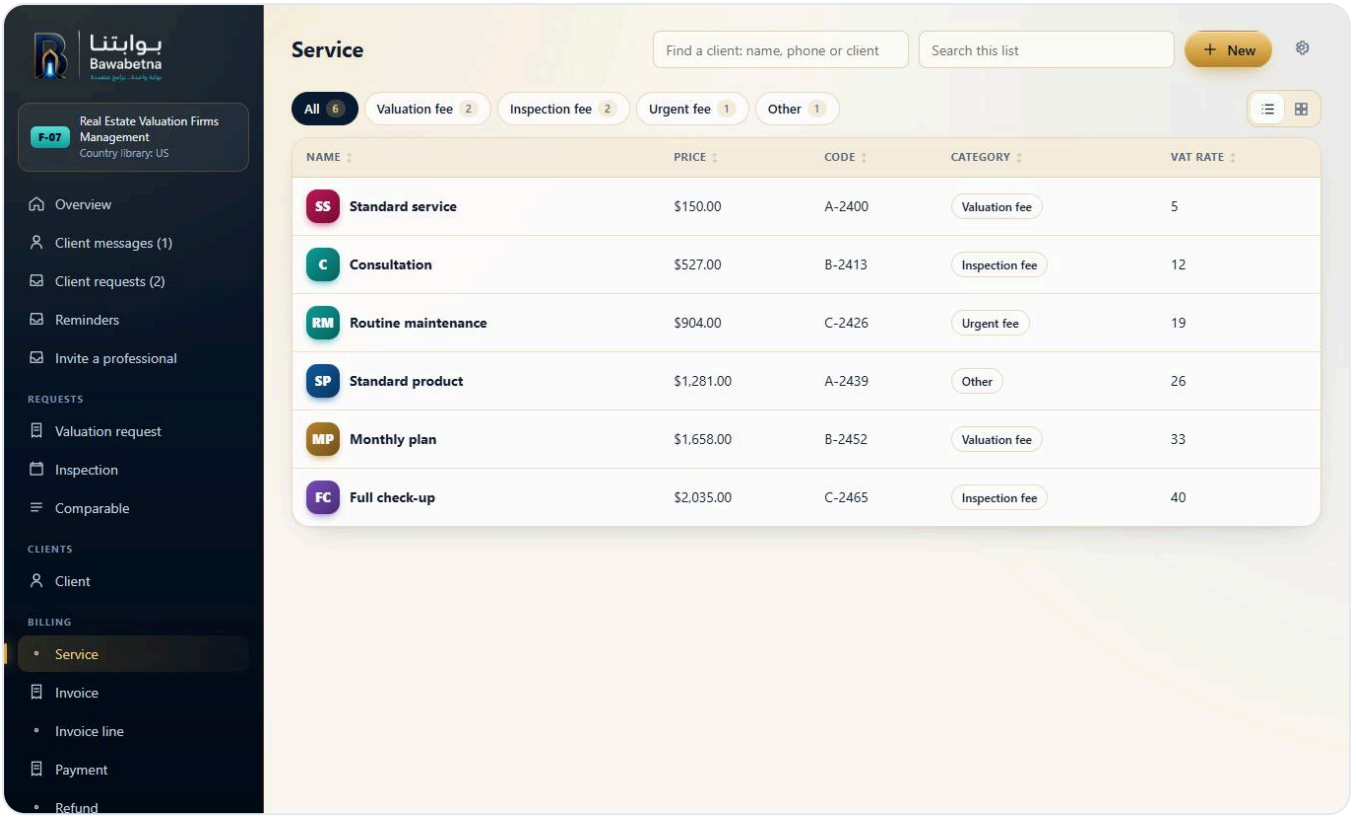


Client

Client

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

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), Client (required), Valuation request, 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)

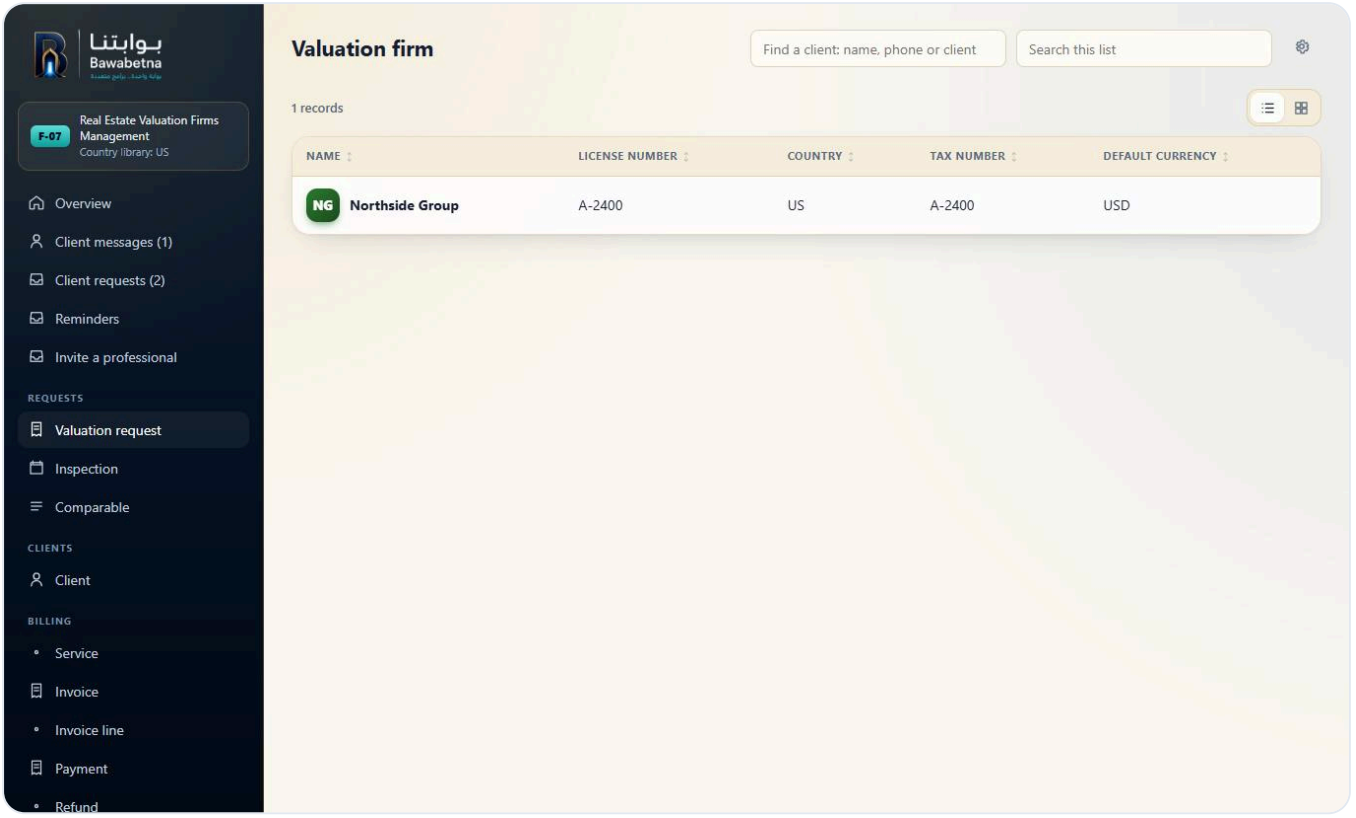
Payment

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



Valuation firm

Valuation firm

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: Valuation firm (required), Name (required), Address, Phone

Valuer

What you record: Branch (required), Full name (required), License number, Valuer licence number, Valuer licence expiry, Specialty, 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:

- Requests by purpose
- Issued reports by valuer
- Requests by status
- 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.