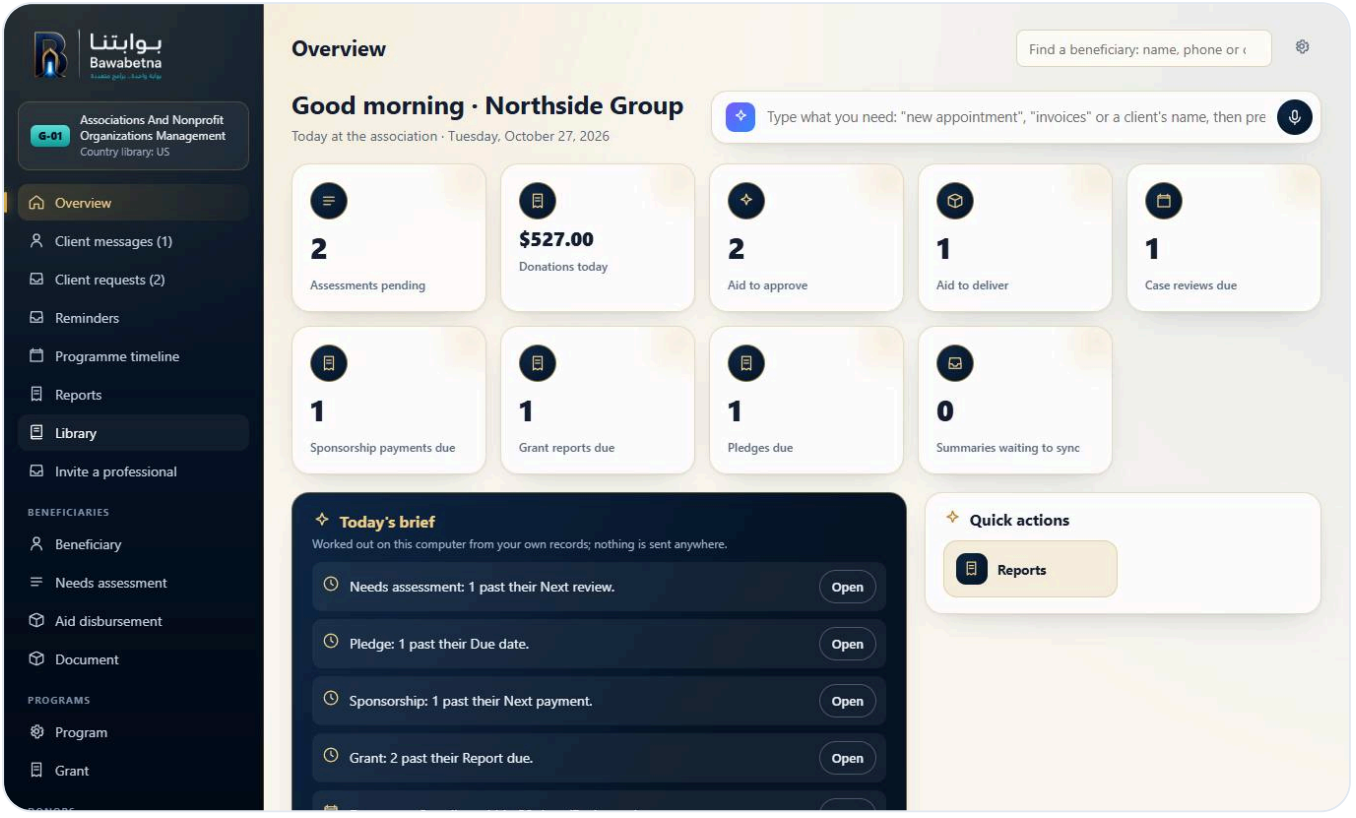
Bawabetna · User guide

Associations And Nonprofit Organizations 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:

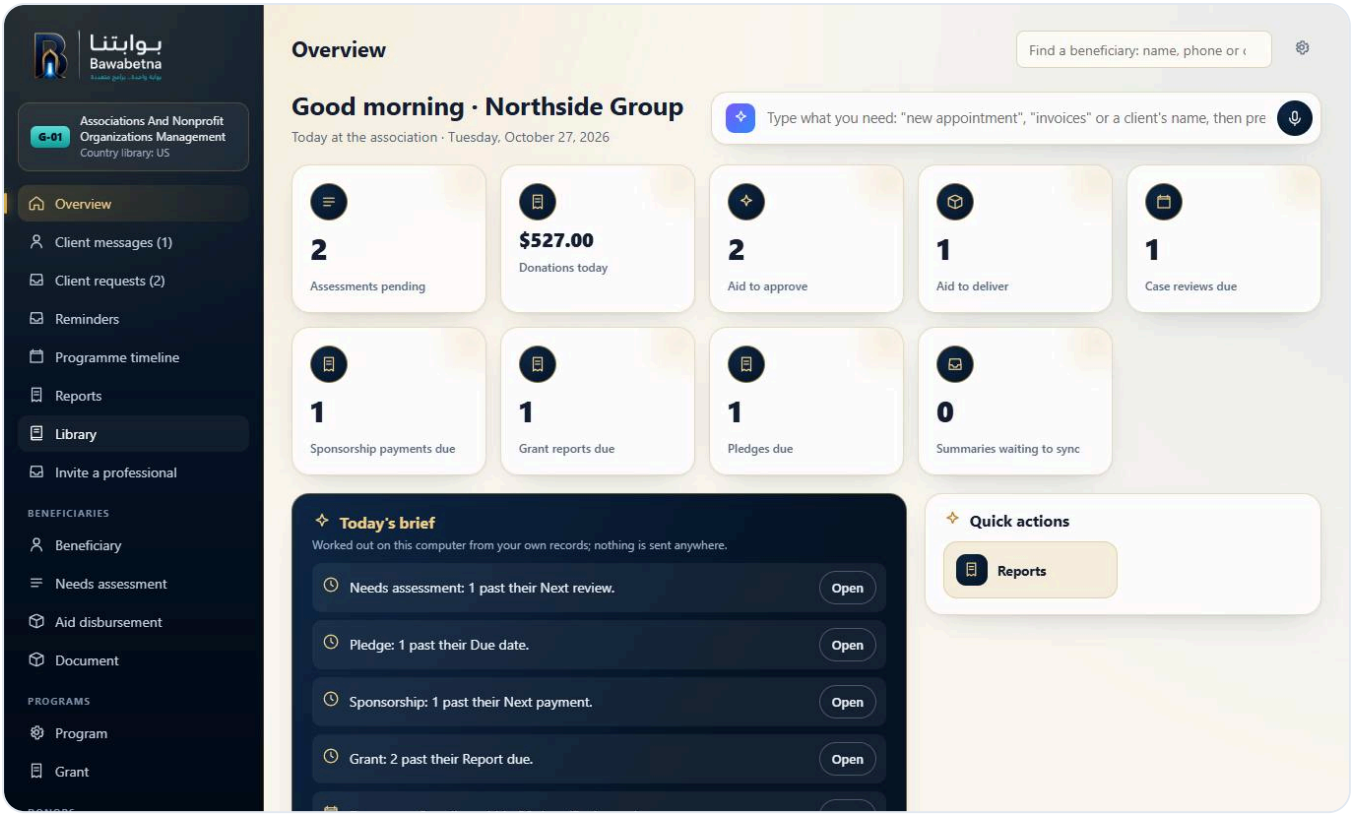
1. **Association**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Association staff**: Full name, Phone

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

- Accountant
- Association head
- Fundraiser
- Manager
- Social researcher
- Volunteer coordinator

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".

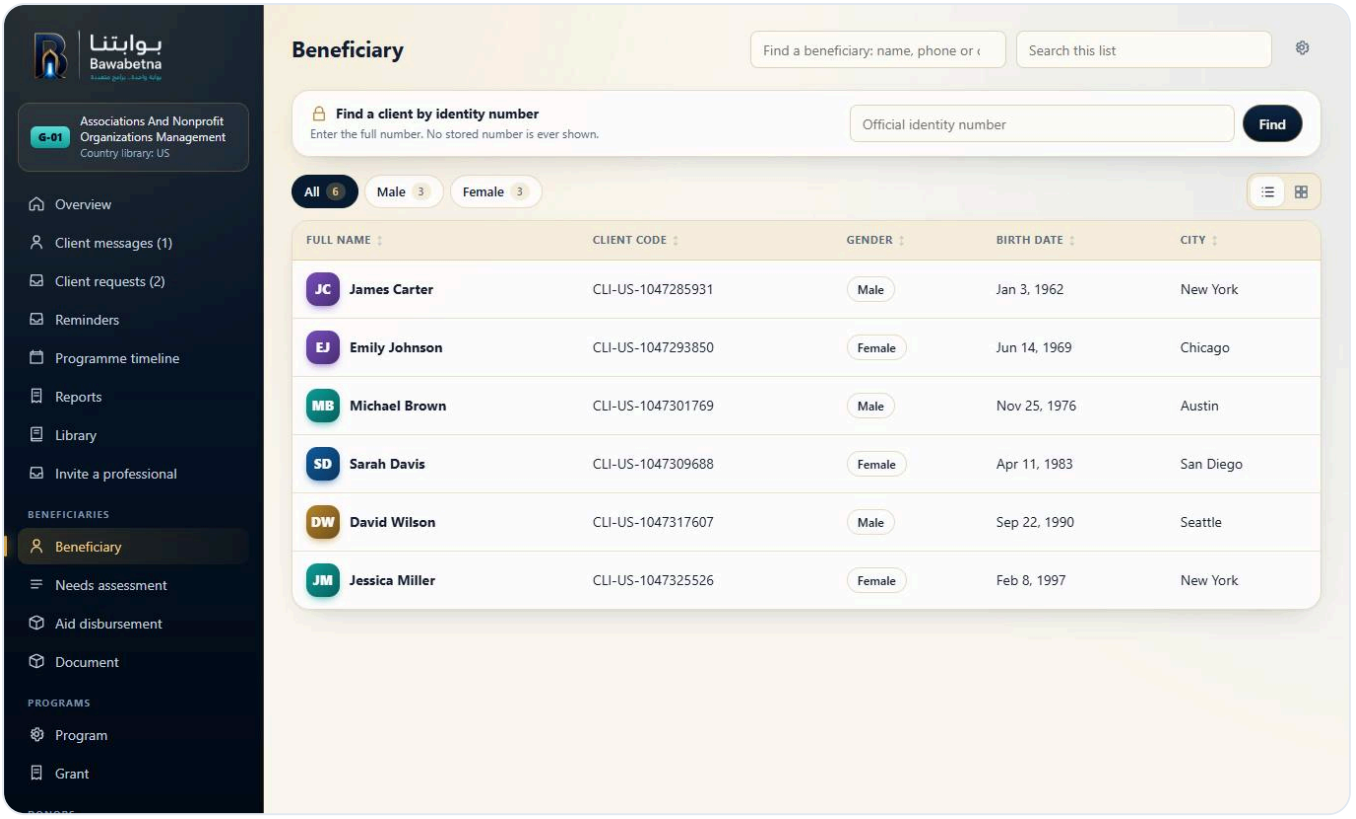


The home screen

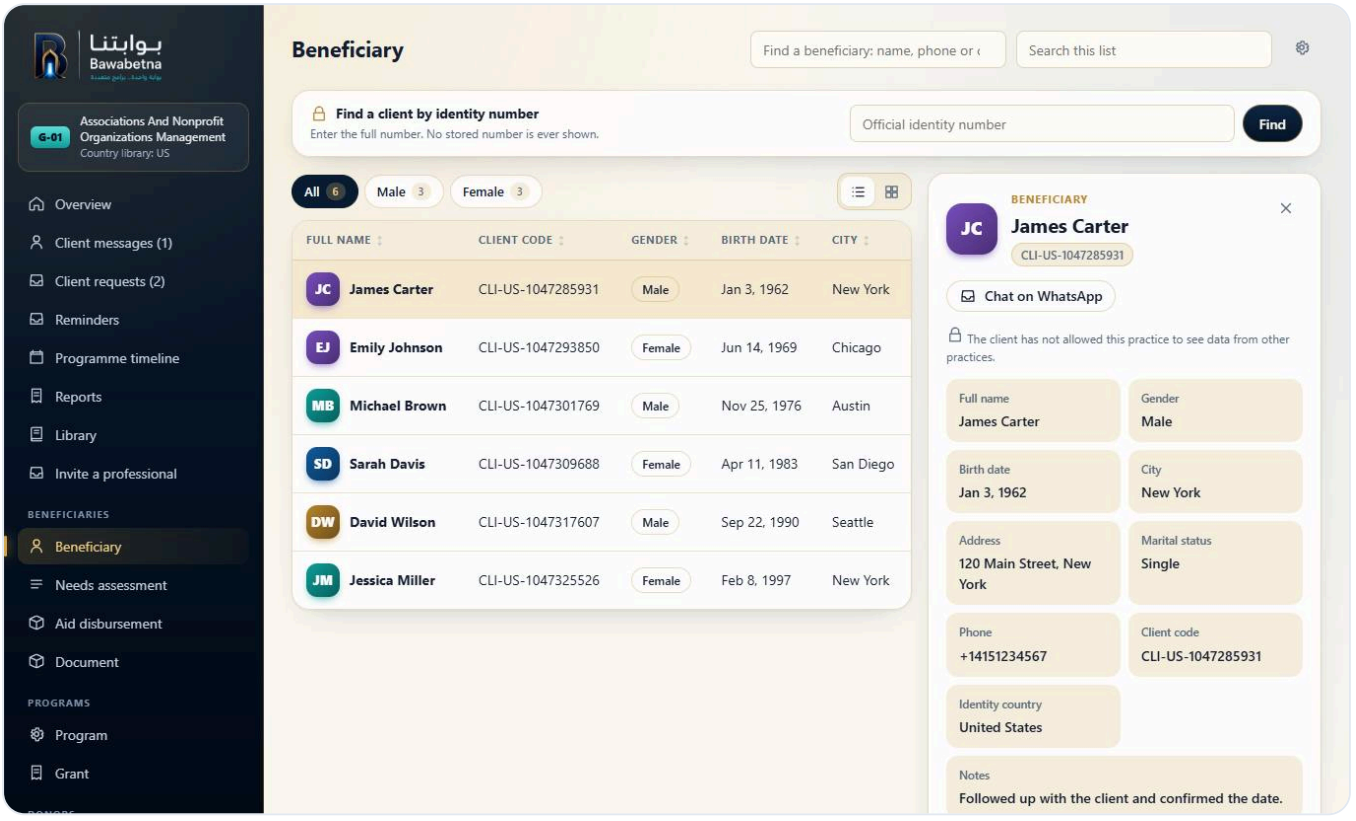
Screens and what you record in them

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.

Beneficiaries



Beneficiary



A record open for editing

Beneficiary

What you record: Full name (required), Gender, Birth date, City, District, Address, Marital status, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Needs assessment

What you record: Beneficiary (required), Assessed on (required), Association staff, Household size (required), Monthly income (required), Income per person (worked out by the program), Monthly rent, Dependents disabled, Housing, Eligibility (required), Zakat category, Findings, Next review, Files, Status (required), Zakat threshold per person, Net income per person (worked out by the program), Income gap per person (worked out by the program), Monthly support needed (worked out by the program)

Stages: A new record starts as "Draft".

Draft → Approved | Draft → Rejected

Aid disbursement

What you record: Aid number (worked out by the program), Beneficiary (required), Program (required), Aid type (required), Fund type (required), Amount (required), In kind description, Planned on (required), Received by, Proof files, Status (required), Delivered at (worked out by the program)

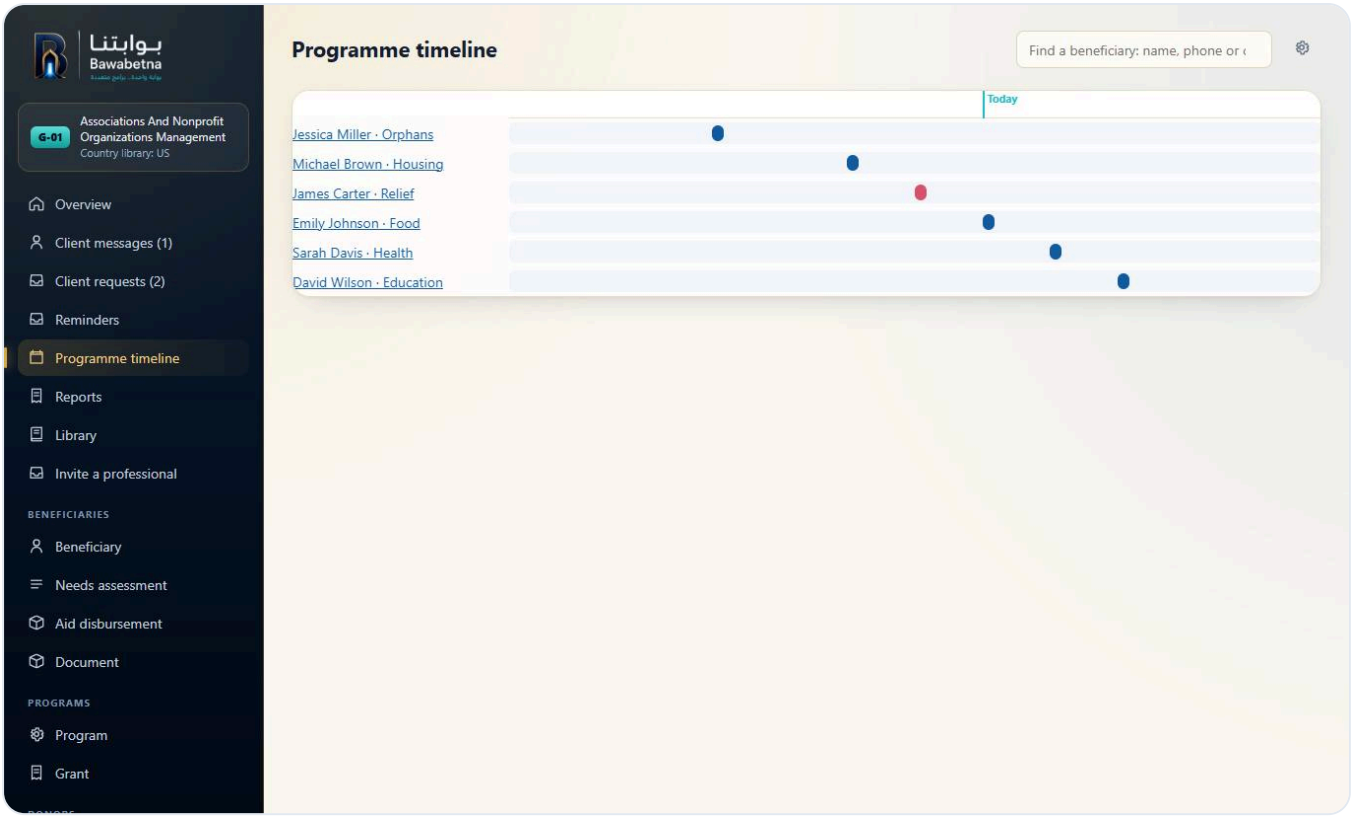
Stages: A new record starts as "Requested".

Approved → Delivered | Approved → Cancelled | Requested → Approved | Requested → Rejected | Requested → Cancelled

Document

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

Programmes



Program

Program

What you record: Name (required), Category (required), Fund type (required), Target amount, Start date, End date, Description, Status (required)

Stages: A new record starts as "Planned".

Active → Closed | Planned → Active

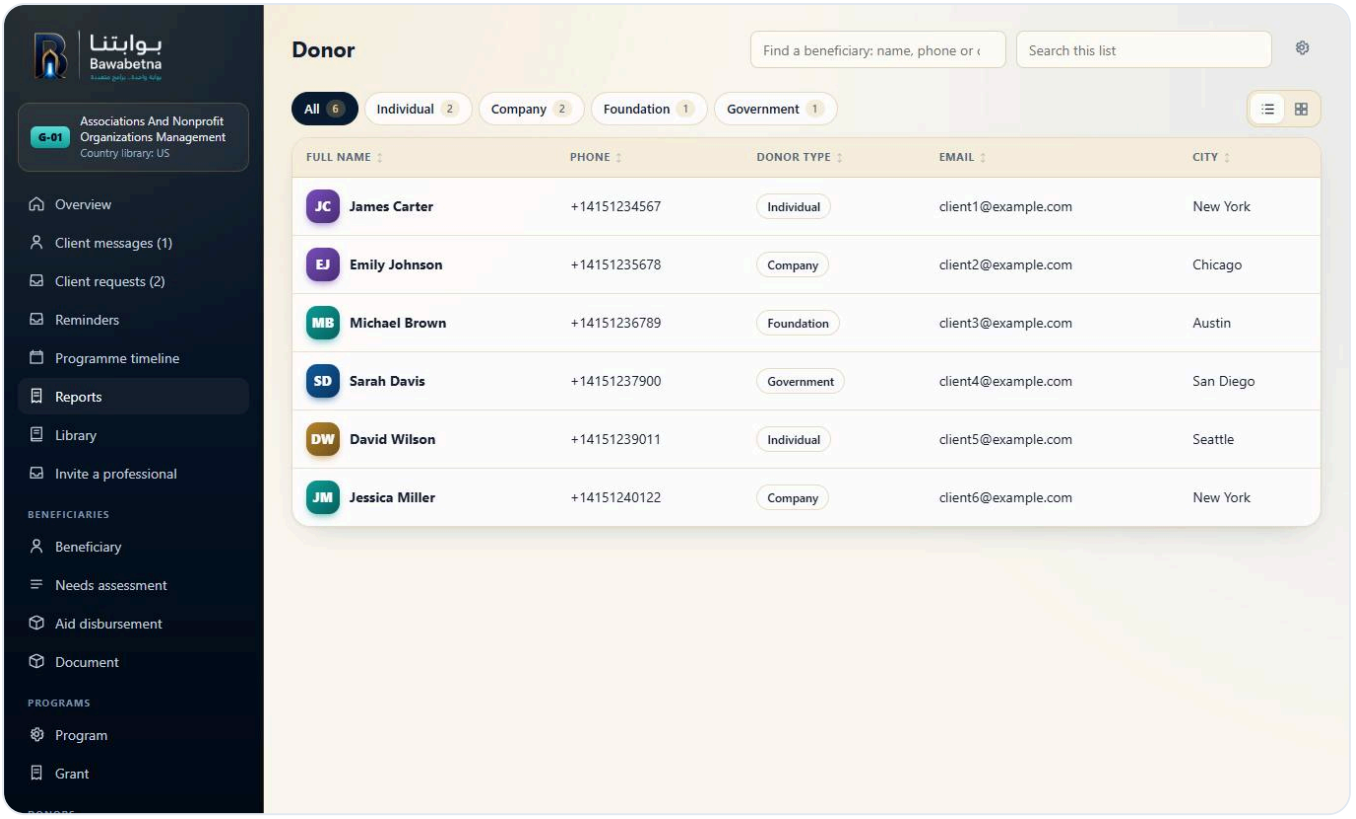
Grant

What you record: Funder (required), Program, Amount (required), Applied on, Decision on, Report due, Conditions, Files, Status (required)

Stages: A new record starts as "Drafting".

Awarded → Reported | Drafting → Submitted | Reported → Closed | Submitted → Awarded | Submitted → Rejected

Donors



Donor

Donor

What you record: Full name (required), Donor type (required), Phone, Email, City, Preferred channel, Anonymous, Notes, Gifts count (worked out by the program), Last gift on (worked out by the program)

Donation

What you record: Receipt number (worked out by the program), Donor (required), Pledge, Program, Fund type (required), Amount (required), Method (required), Received on (required), Bank reference, In kind description, On behalf of, Status (required)

Stages: A new record starts as "Recorded".

Confirmed → Refunded | Recorded → Confirmed | Recorded → Refunded

Pledge

What you record: Donor (required), Program, Fund type (required), Currency (required), Pledged amount (required), Pledged on (required), Due date (required), Paid amount (worked out by the program), Balance (worked out by the program), Notes, Status (required)

Stages: A new record starts as "Open".

Fulfilled → Open | Open → Fulfilled | Open → Cancelled

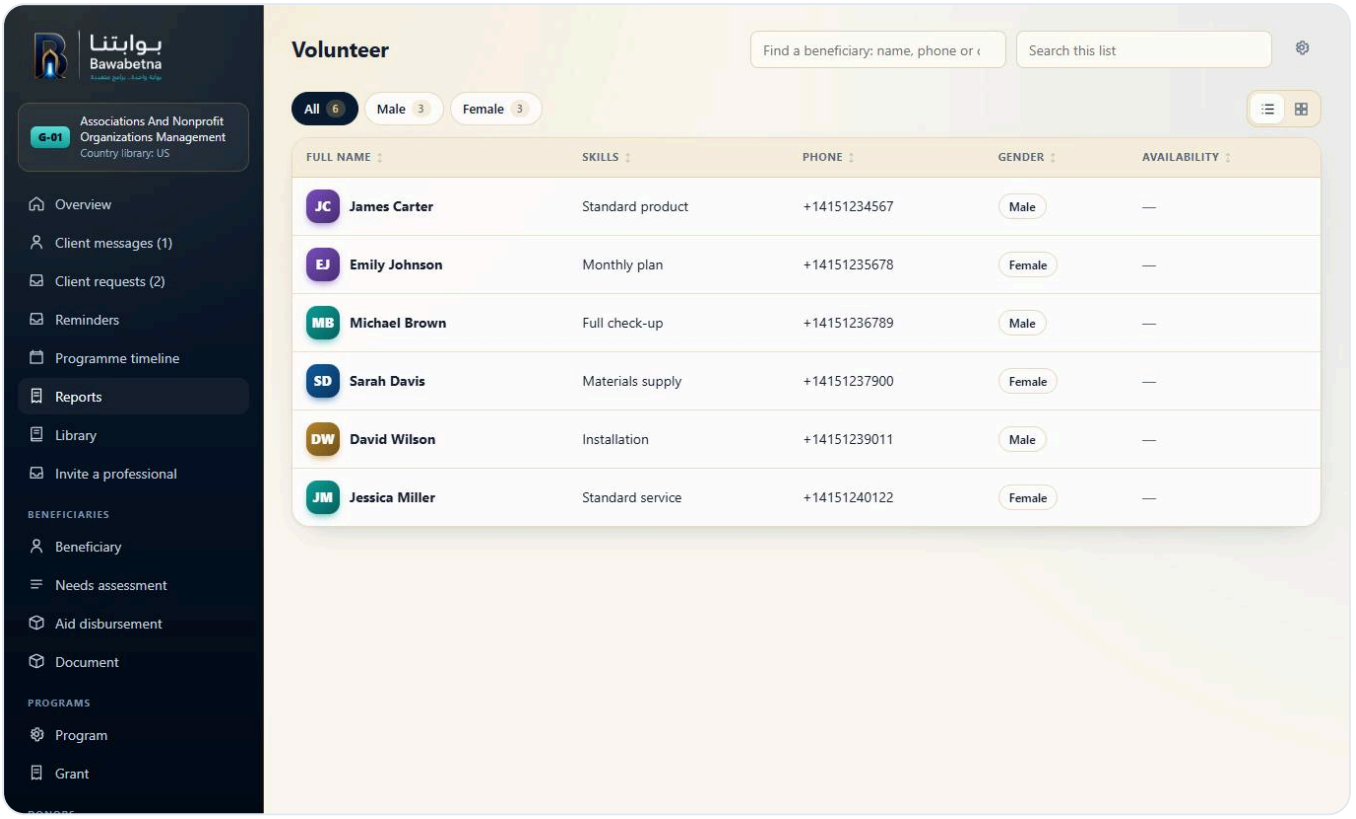
Sponsorship

What you record: Donor (required), Beneficiary (required), Sponsorship type (required), Monthly amount (required), Start date (required), End date, Next payment, Status (required)

Stages: A new record starts as "Active".

Active → Paused | Active → Ended | Paused → Active | Paused → Ended

Volunteers



Volunteer

Volunteer

What you record: Full name (required), Phone (required), Gender, Skills, Availability, National volunteer platform id, Active

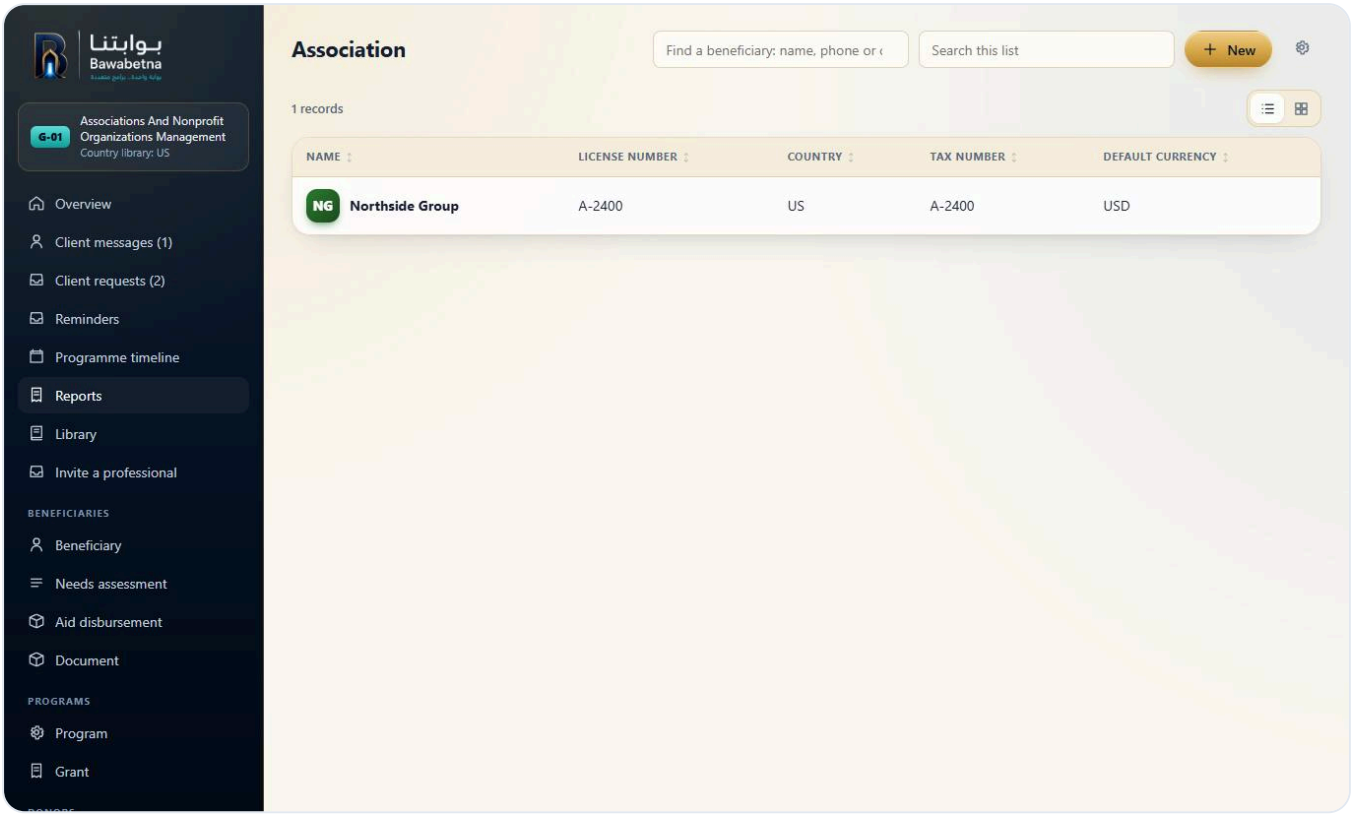
Volunteer shift

What you record: Volunteer (required), Program, Shift date (required), Hours (required), Task, Status (required)

Stages: A new record starts as "Planned".

Planned → Attended | Planned → Absent

Setup



Association

Association

What you record: Name (required), License number, Country (required), Tax number, Default currency, Registration number, Supervising authority, Whatsapp enabled, Online meeting link, Payment link, Review link, Ai assistant enabled, Ai model, Ai endpoint

Branch

What you record: Association (required), Name (required), Address, Phone

Association staff

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

- Donations by fund
- Donations by program
- Aid by type
- Aid by fund
- Volunteer hours
- Pledges by status

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.