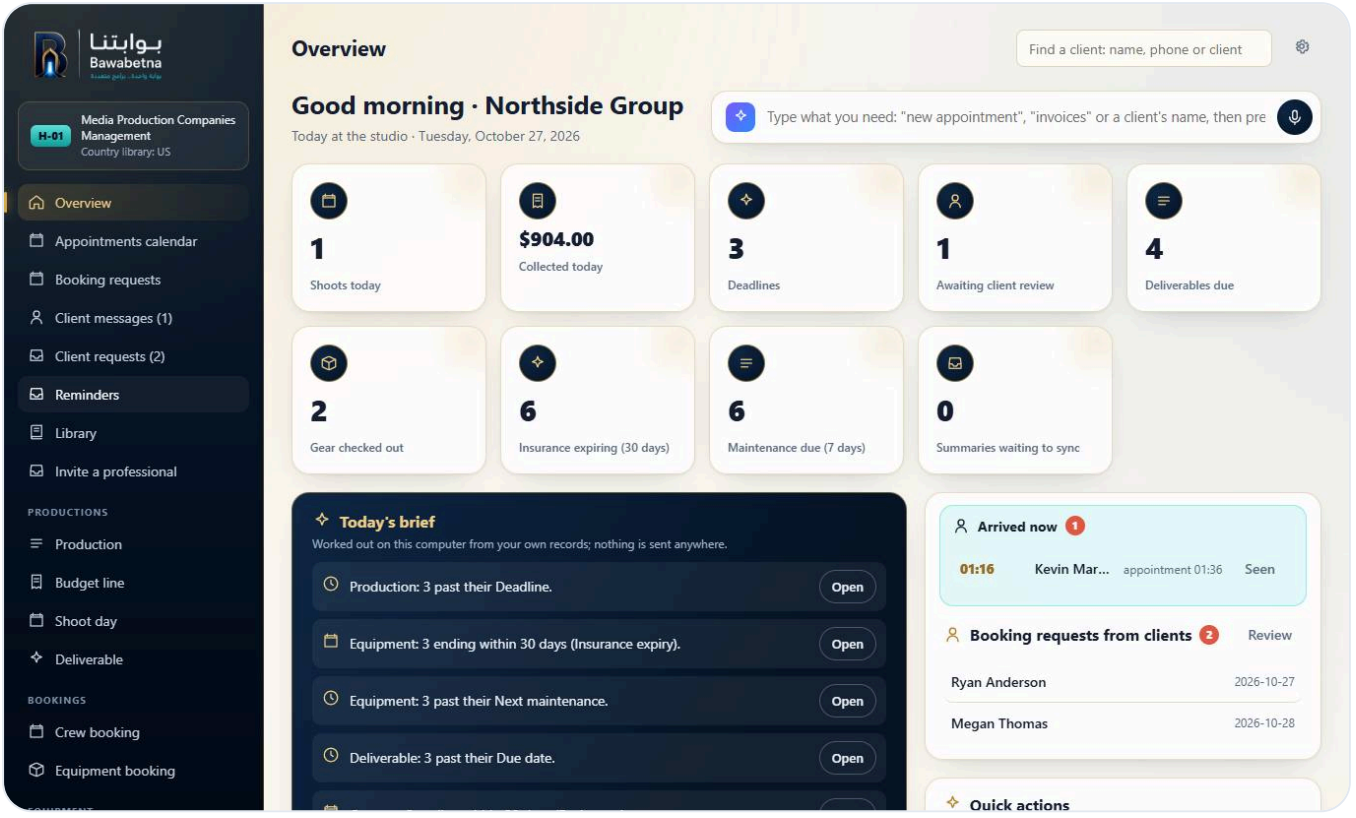
Bawabetna · User guide

Media Production Companies 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:

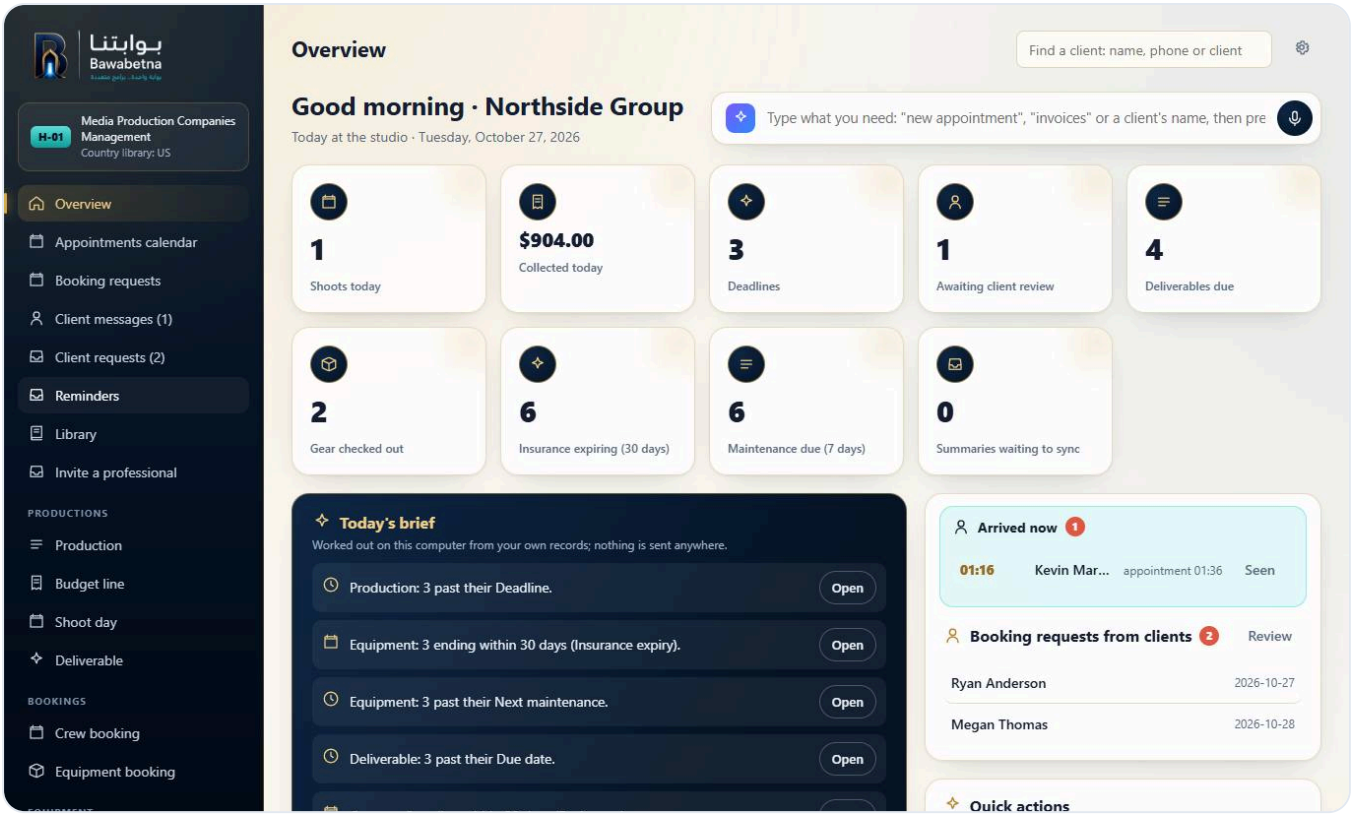
1. **Production company**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Crew**: Full name, Phone

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

- Accountant
- Company owner
- Crew member
- Editor
- Equipment manager
- Manager
- Producer

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".

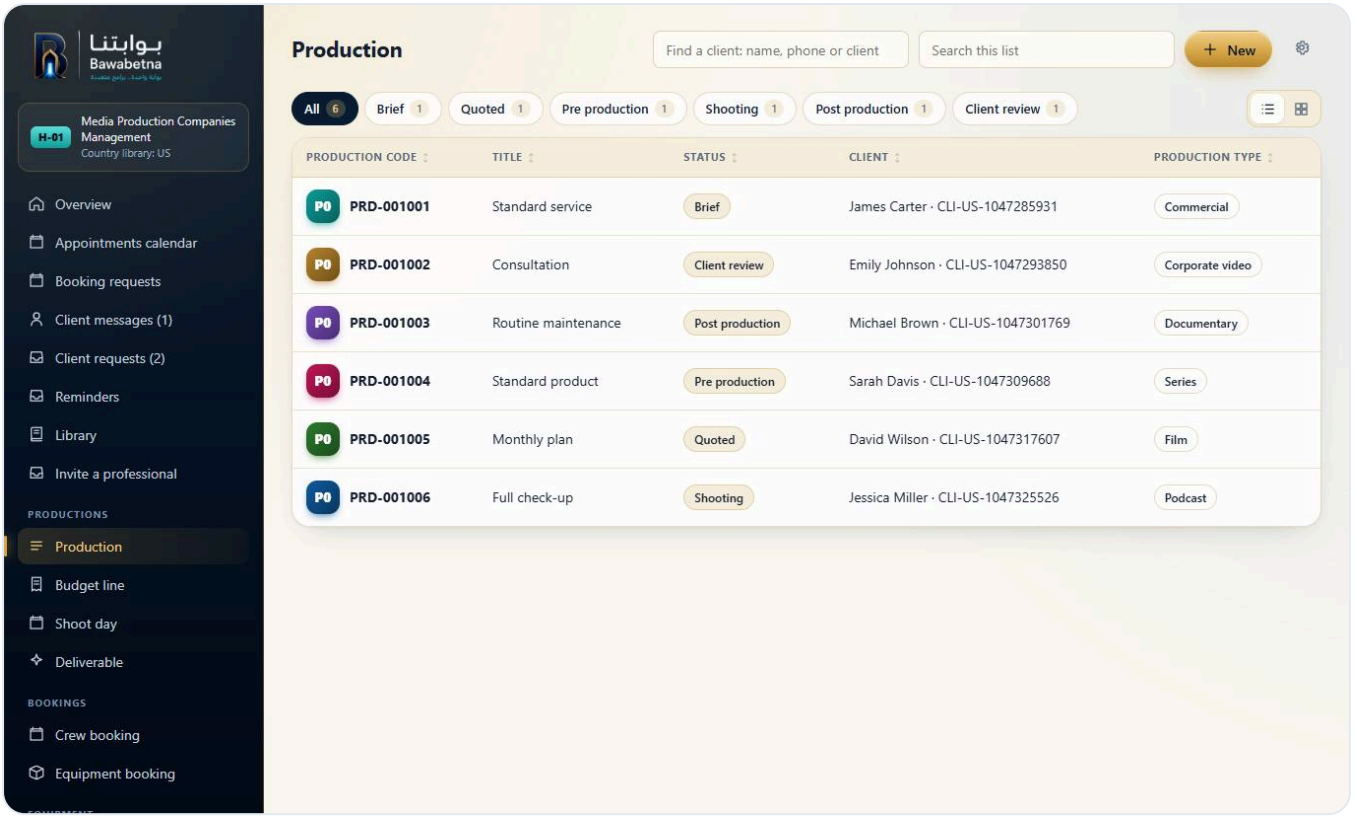


The home screen

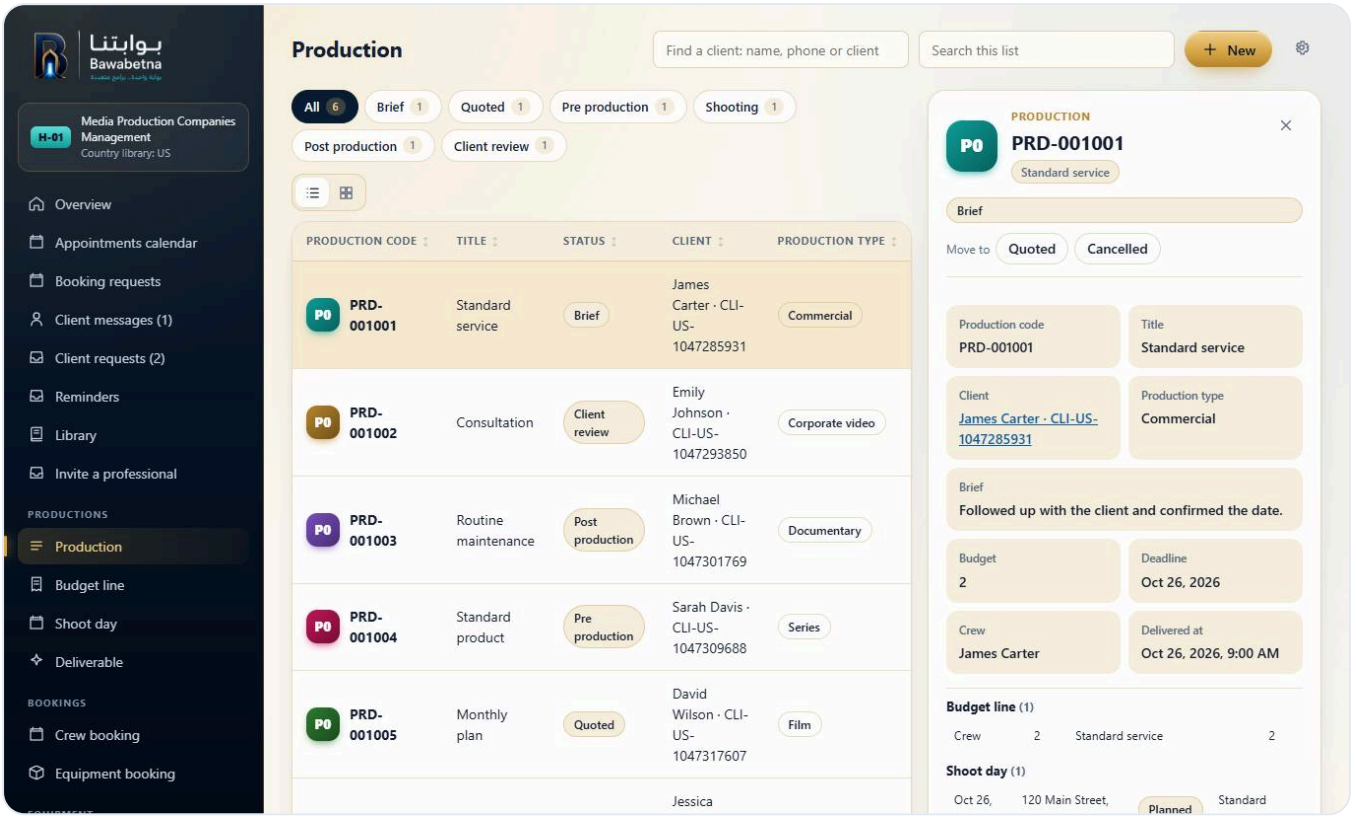
Screens and what you record in them

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.

Productions



Production



A record open for editing

Production

What you record: Production code (worked out by the program), Title (required), Client (required), Production type (required), Brief, Budget, Deadline (required), Crew, Status (required), Delivered at (worked out by the program)

Stages: A new record starts as "Brief".

Brief → Quoted | Brief → Cancelled | Client review → Post production | Client review → Delivered | Post production → Client review | Pre production → Shooting | Pre production → Post production | Quoted → Pre production | Quoted → Cancelled | Shooting → Post production

Budget line

What you record: Production (required), Category (required), Description, Estimated (required), Actual, Variance (worked out by the program)

Shoot day

What you record: Production (required), Shoot date (required), Call time (required), Location (required), Location link, Scenes, Talent, Parking notes, Weather note, Emergency contact, Schedule notes, Status (required)

Stages: A new record starts as "Planned".

Confirmed → Wrapped | Confirmed → Cancelled | Planned → Confirmed | Planned → Cancelled

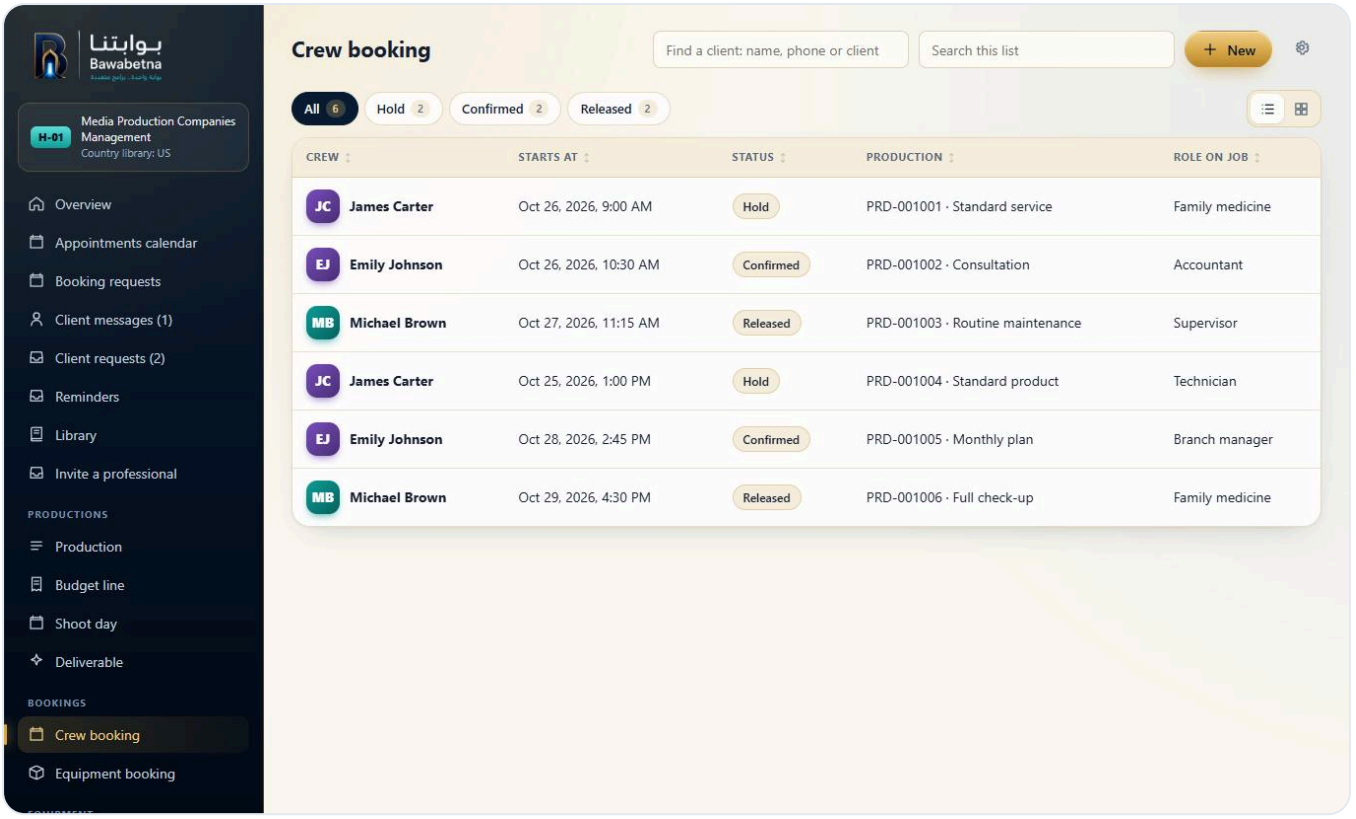
Deliverable

What you record: Production (required), Client (worked out by the program), Title (required), Format (required), Version (required), Revision round, Max revisions, Review link, Due date (required), Client feedback, Status (required)

Stages: A new record starts as "In progress".

Approved → Delivered | Changes requested → In progress | In progress → Sent for review | Sent for review → Changes requested | Sent for review → Approved

Bookings



Crew booking

Crew booking

What you record: Production (required), Crew (required), Role on job, Starts at (required), Duration minutes (required), Agreed rate, Status (required), Override reason

Stages: A new record starts as "Hold".

Confirmed → Released | Hold → Confirmed | Hold → Released

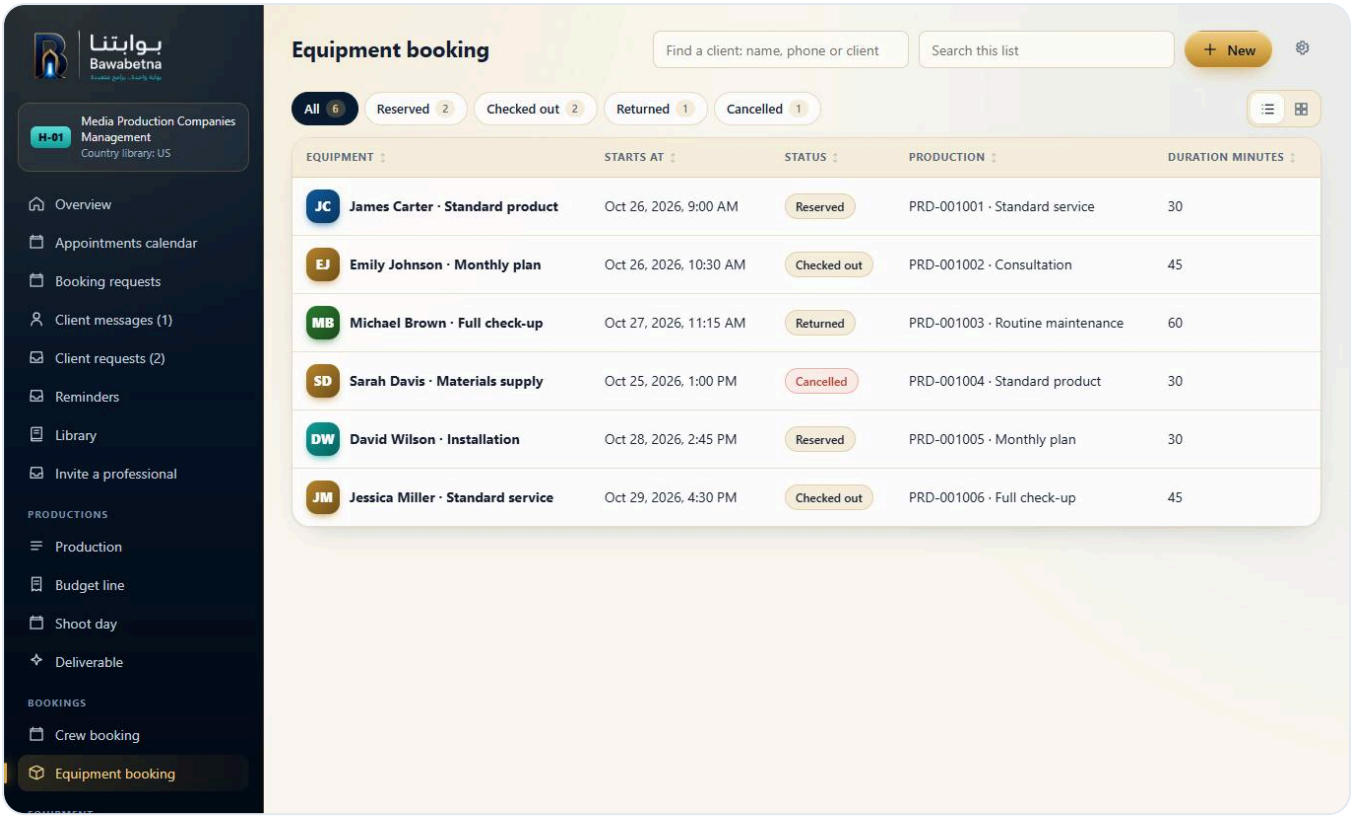
Equipment booking

What you record: Production (required), Equipment (required), Starts at (required), Duration minutes (required), Crew, Status (required), Return condition, Override reason

Stages: A new record starts as "Reserved".

Checked out → Returned | Reserved → Checked out | Reserved → Cancelled

Equipment

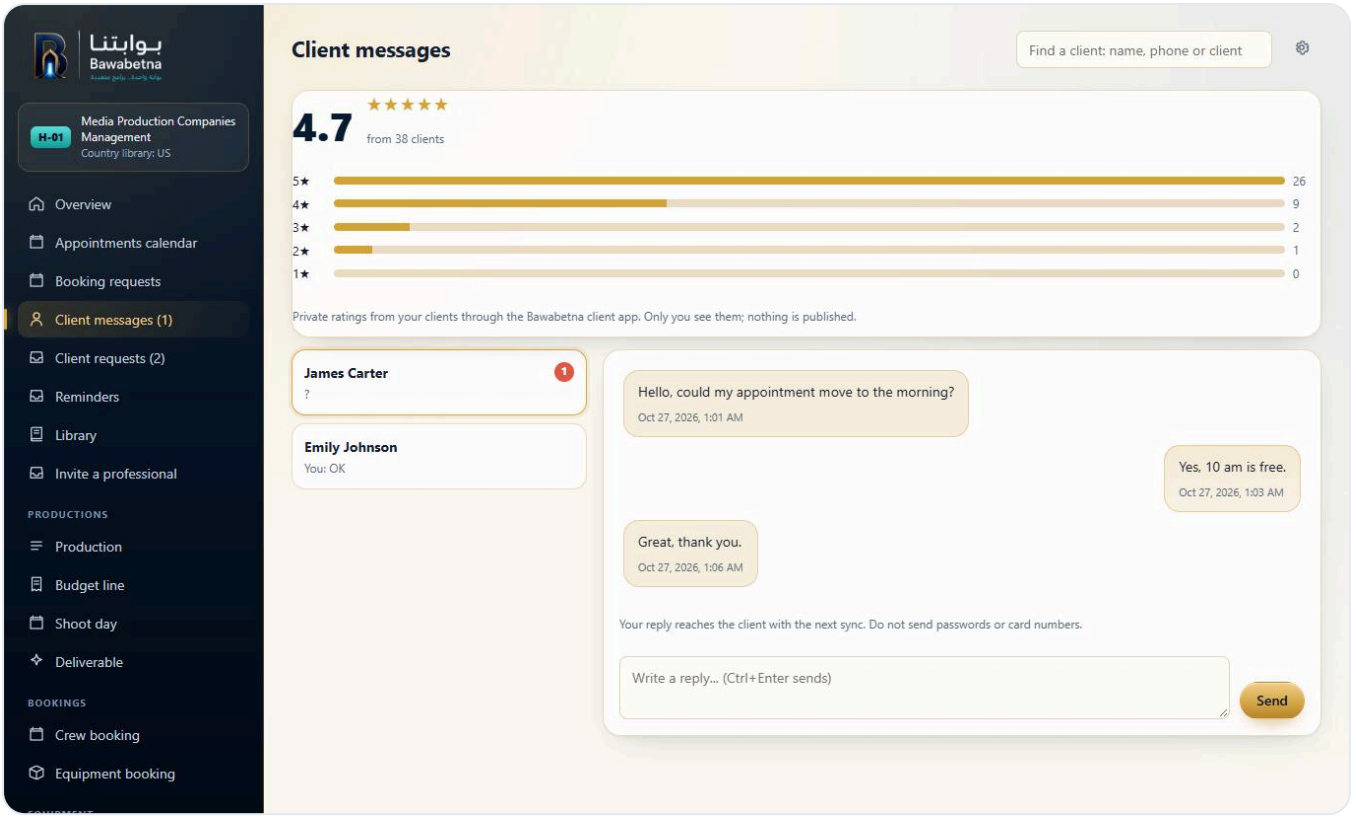


Equipment

Equipment

What you record: Asset tag (required), Name (required), Category (required), Serial number, Owned, Rental vendor, Insurance expiry, Next maintenance, Condition

Clients



Client

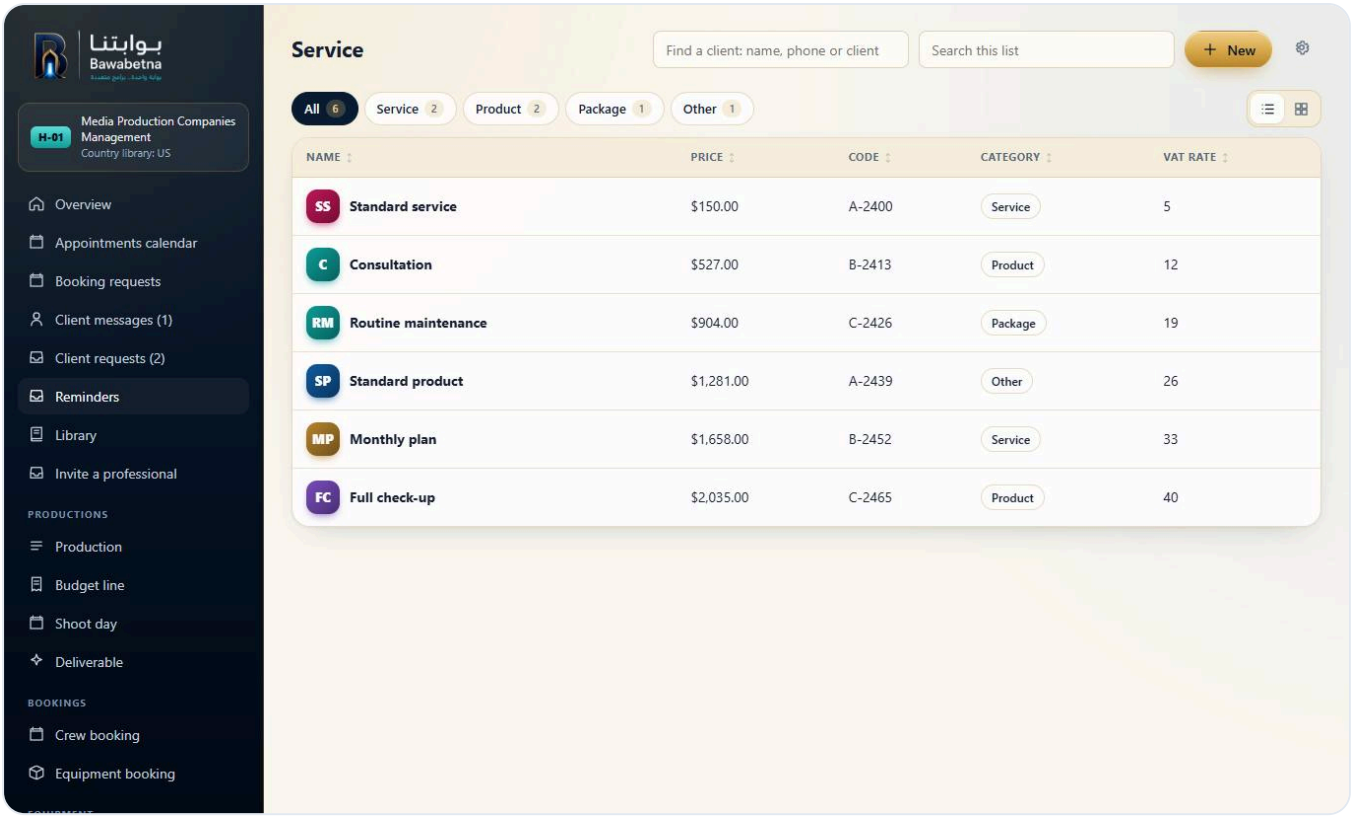
Client

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

Document

What you record: Client (required), Production, 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), Client (required), Production, 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

Production 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: Production company (required), Name (required), Address, Phone

Crew

What you record: Branch (required), Full name (required), License number, Phone, Crew role, Day rate, 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:

- Productions by status
- Productions by type
- Budget vs actual
- Crew bookings
- 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.