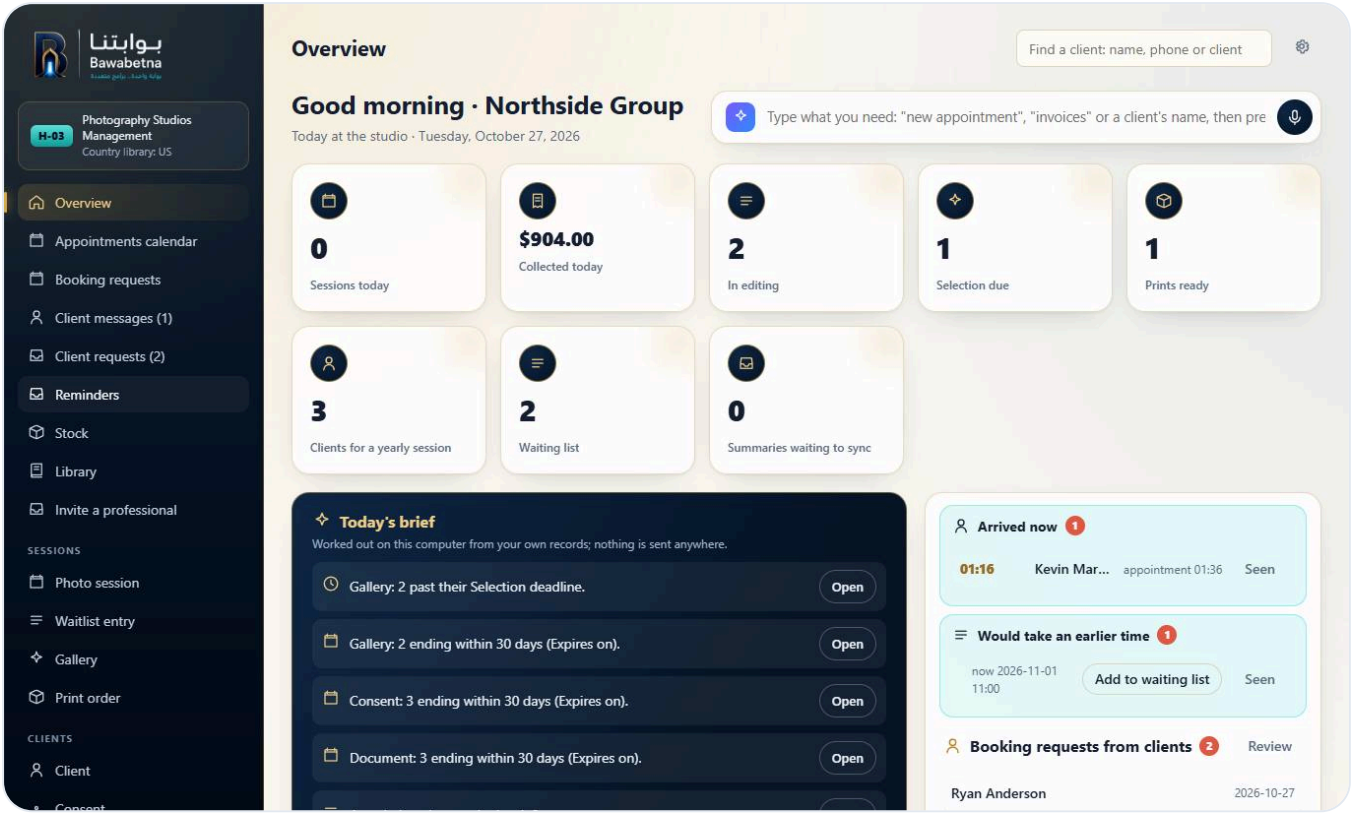
Bawabetna · User guide

Photography Studios Management

Every screen and every button, with real screens from the program.

Guide version 2026-10-27



Contents

1. Getting started
2. The home screen
3. Screens and what you record in them
4. Reports
5. Working with your clients
6. Your data
7. Help

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:

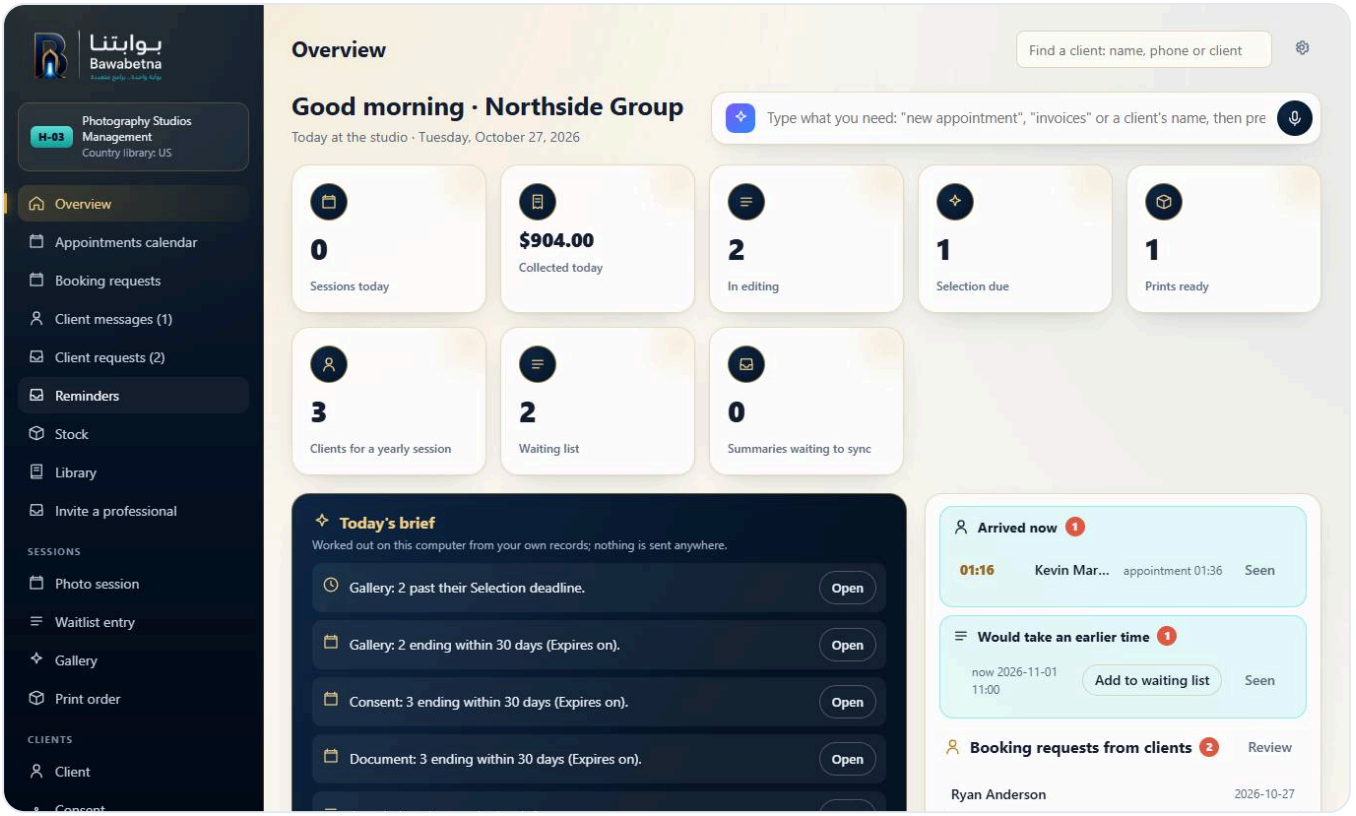
1. **Studio**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Photographer**: Full name, Phone

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

- Editor
- Manager
- Photographer
- Stock keeper
- Studio manager
- Studio 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.

Sessions

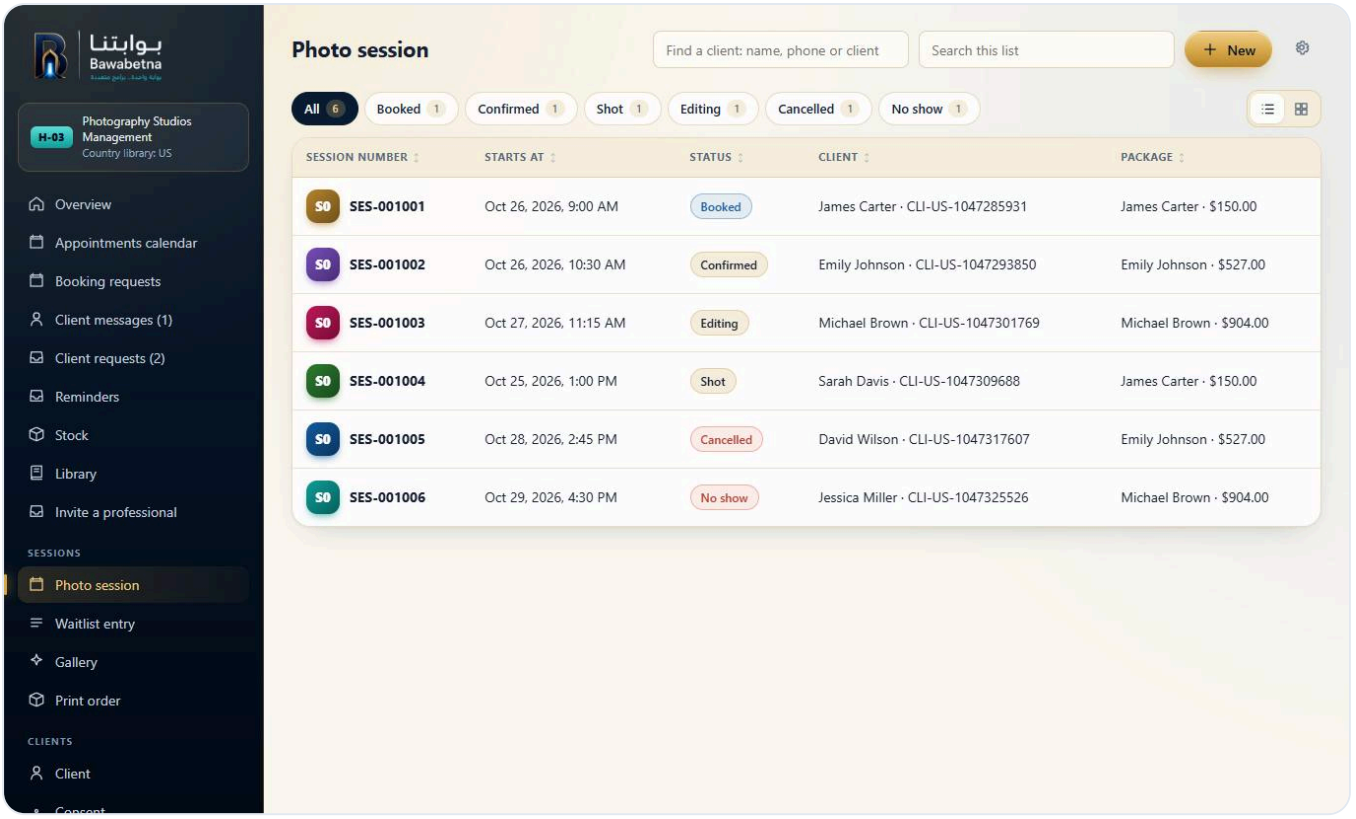
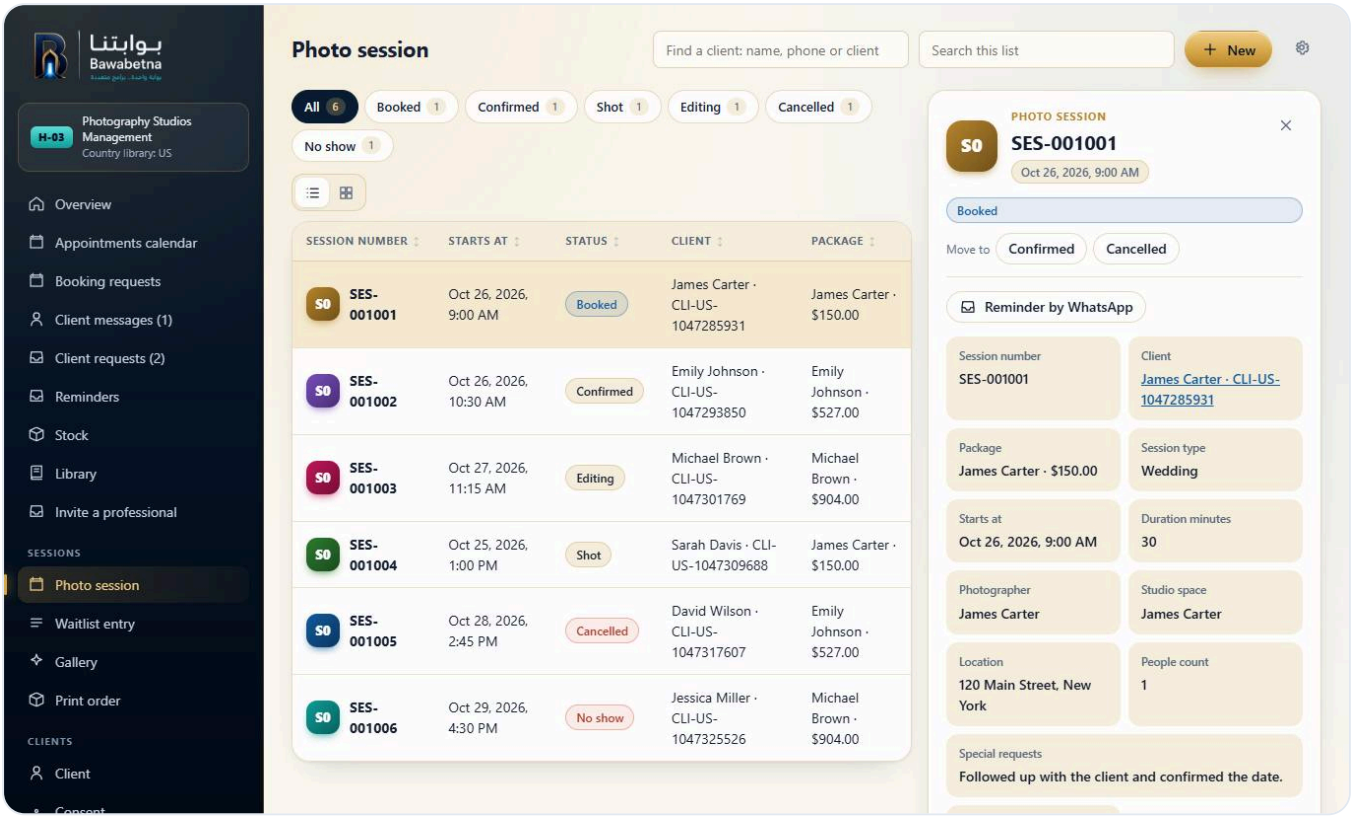


Photo session



A record open for editing

Photo session

What you record: Session number (worked out by the program), Client (required), Package (required), Session type (worked out by the program), Starts at (required), Duration minutes (required), Photographer (required), Studio space, Location, People count, Special requests, Status (required), Delivered at (worked out by the program), Override reason

Stages: A new record starts as "Booked".

Booked → Confirmed | Booked → Cancelled | Confirmed → Shot | Confirmed → Cancelled | Confirmed → No show | Editing → Delivered | Shot → Editing

Waitlist entry

What you record: Client (required), Photographer, Earliest date (required), Latest date, Preferred period (required), Priority (required), Reason, Phone, Status (required)

Stages: A new record starts as "Waiting".

Waiting → Booked | Waiting → Cancelled

Gallery

What you record: Photo session (required), Title (required), Gallery link, Access code, Photos uploaded, Photos selected, Photos included, Extra photos (worked out by the program), Selection deadline, Expires on, Status (required)

Stages: A new record starts as "Uploading".

Client selecting → Selected | Client selecting → Expired | Editing → Delivered | Selected → Editing | Uploading → Client selecting

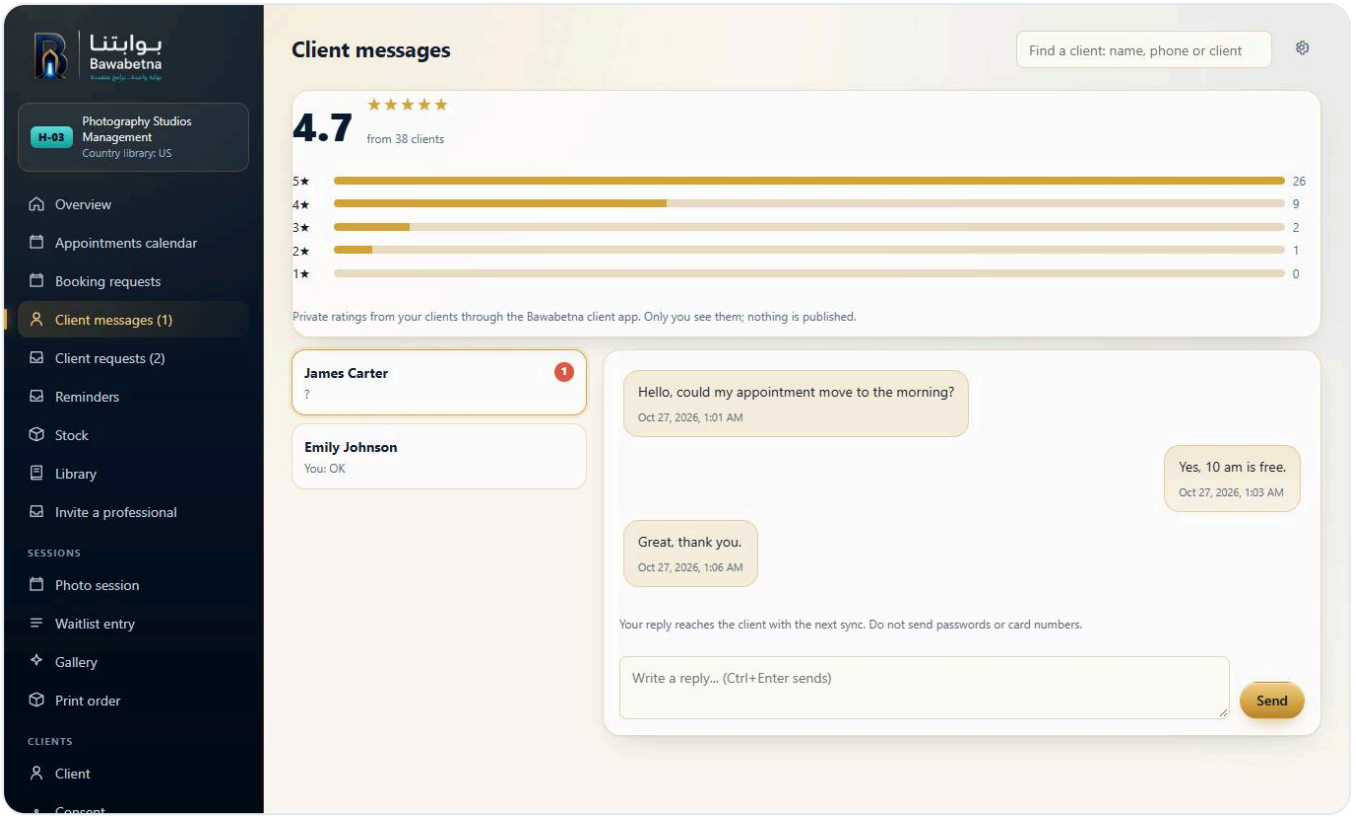
Print order

What you record: Photo session (required), Product type (required), Size, Quantity (required), Lab vendor, Ordered on (required), Expected on, Status (required)

Stages: A new record starts as "Ordered".

At lab → Ready | Ordered → At lab | Ordered → Ready | Ready → Collected

Clients



Client

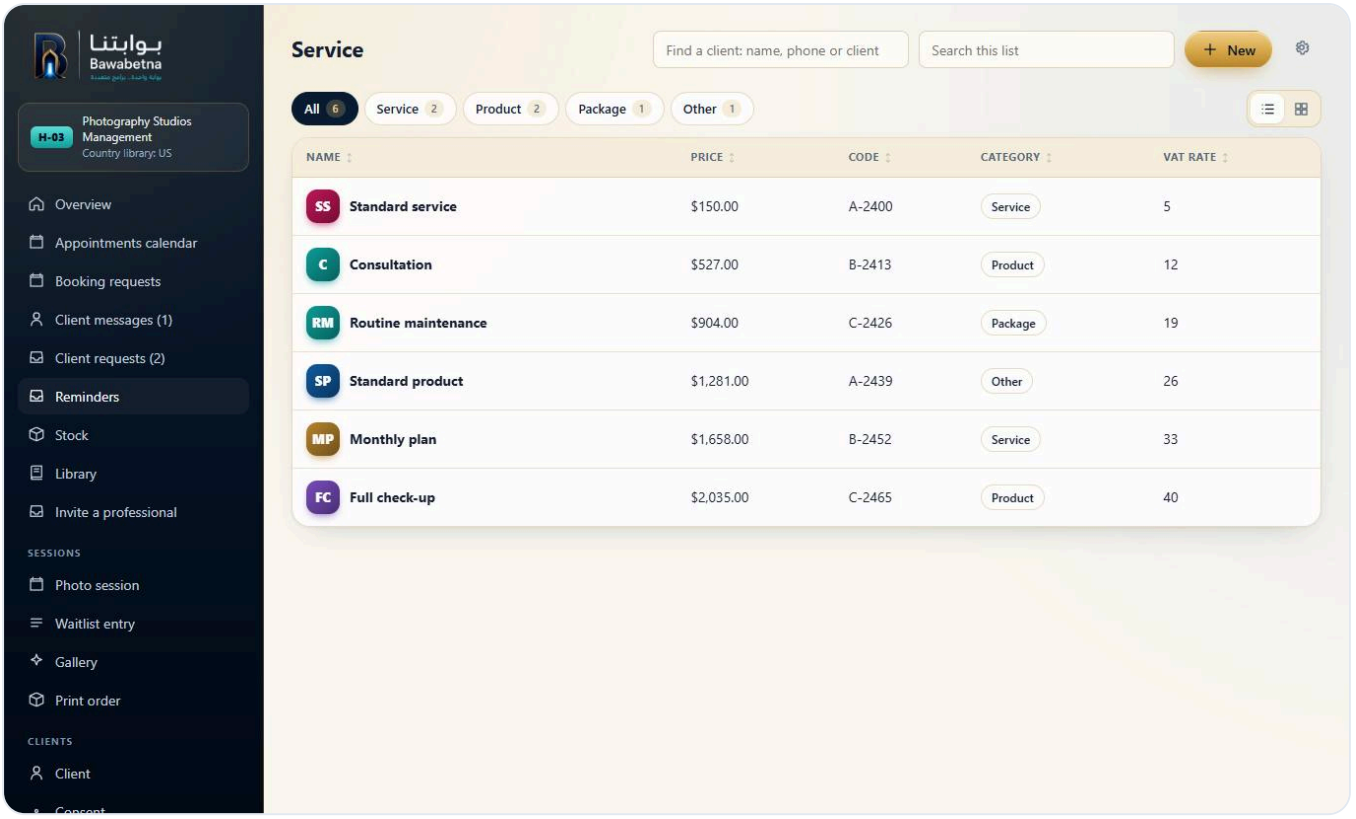
Client

What you record: Full name (required), Gender, Email, Instagram, Source, Last session (worked out by the program), Anniversary due (worked out by the program), Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Document

What you record: Client (required), Photo session, 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), Photo session, 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), Product, 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)

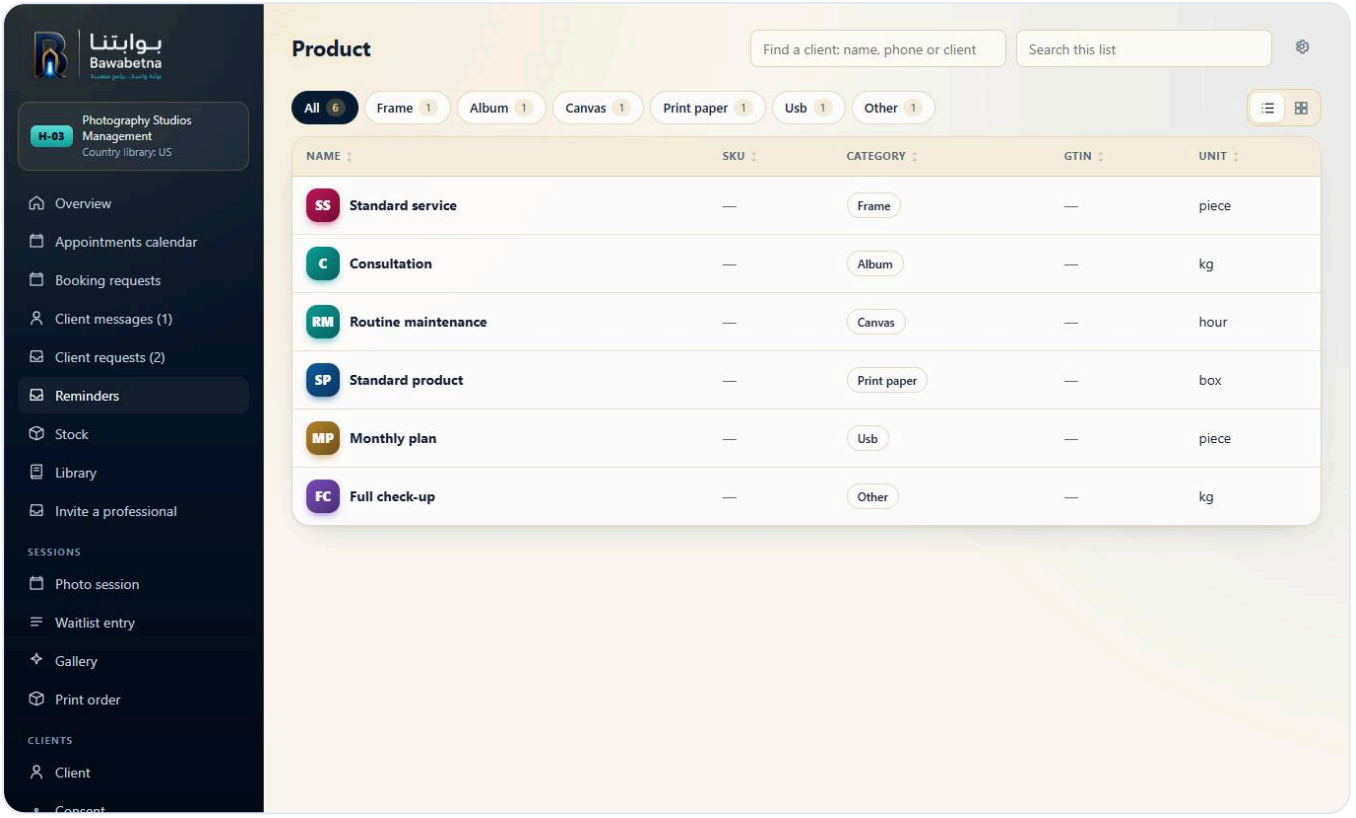
Payment

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)

Stock



Product

Product

What you record: Name (required), Sku, Category (required), Gtin, Unit, Price (required), Vat rate (required), Reorder level, Active

Supplier

What you record: Name (required), Tax number, Phone, Email

Purchase receipt

What you record: Receipt number (worked out by the program), Supplier (required), Supplier invoice, Received on (required), Status (required), Files

Stages: A new record starts as "Draft".

Draft → Received | Draft → Voided | Received → Voided

Purchase line

What you record: Receipt (required), Product (required), Quantity (required), Unit cost

Stock write off

What you record: Write off number (worked out by the program), Product (required), Quantity (required), Reason (required), Notes, Status (required)

Stages: A new record starts as "Draft".

Draft → Posted

Stock count

What you record: Count number (worked out by the program), Counted on (required), Counted by, Notes, Status (required)

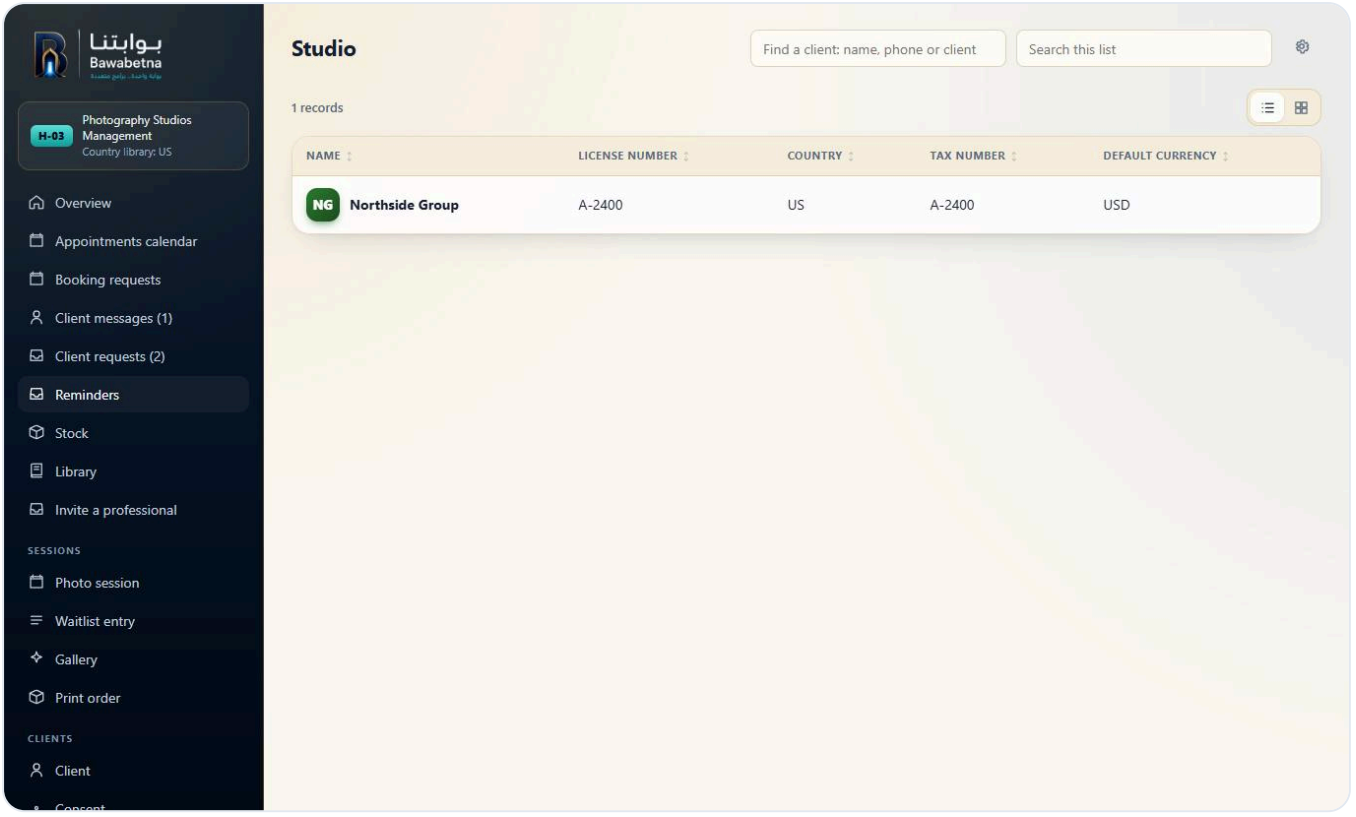
Stages: A new record starts as "Draft".

Draft → Posted

Stock count line

What you record: Stock count (required), Product (required), Counted quantity (required), Recorded quantity (worked out by the program), Difference (worked out by the program)

Setup



Studio

Studio

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

Photographer

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

Package

What you record: Name (required), Session type (required), Price (required), Hours, Edited photos, Includes album, Includes video, Deposit percent, Description, Active

Studio space

What you record: Name (required), Space type (required), 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:

- Sessions by type
- Sessions by photographer
- Sessions by package
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- Stock count differences by item (missing - / extra +)
- 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.