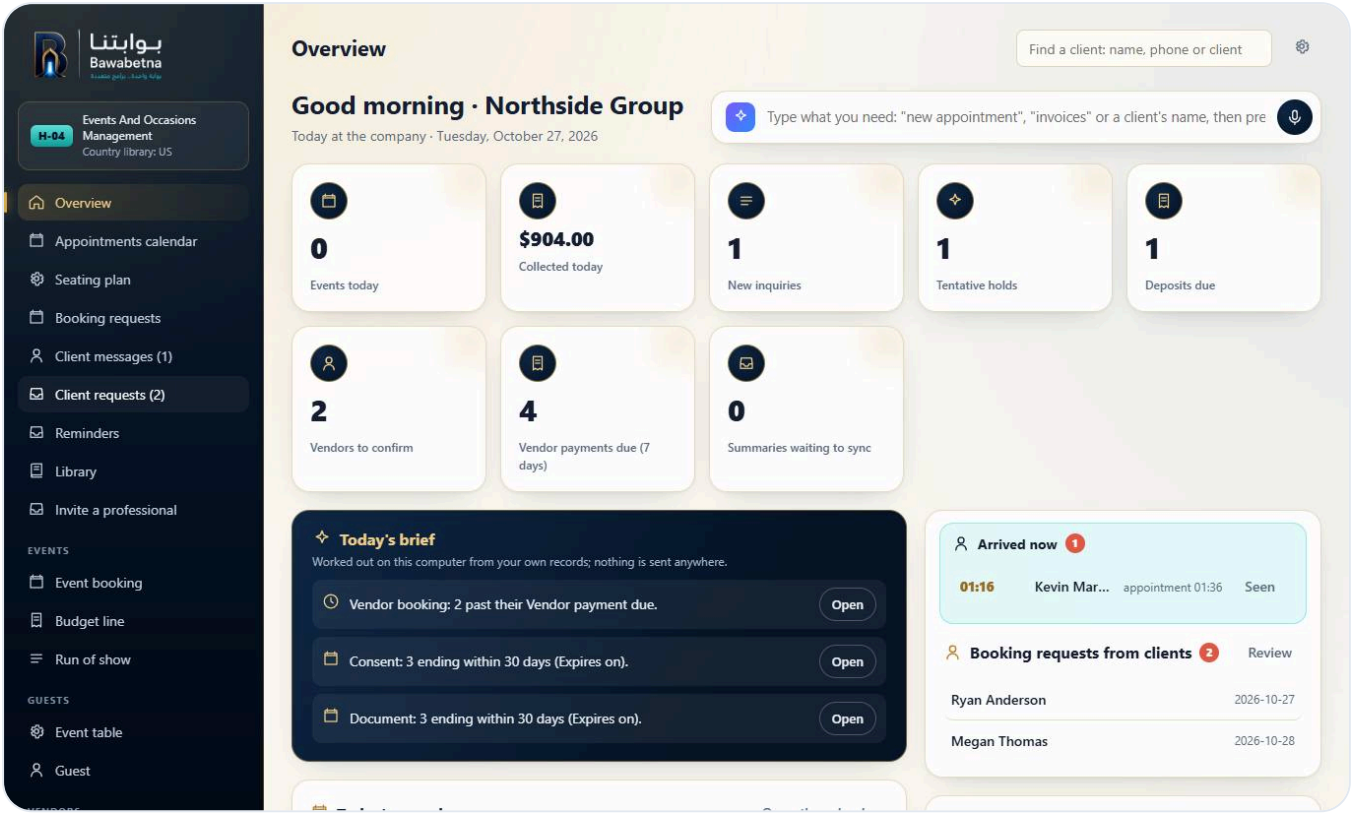
Bawabetna · User guide

Events And Occasions 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:

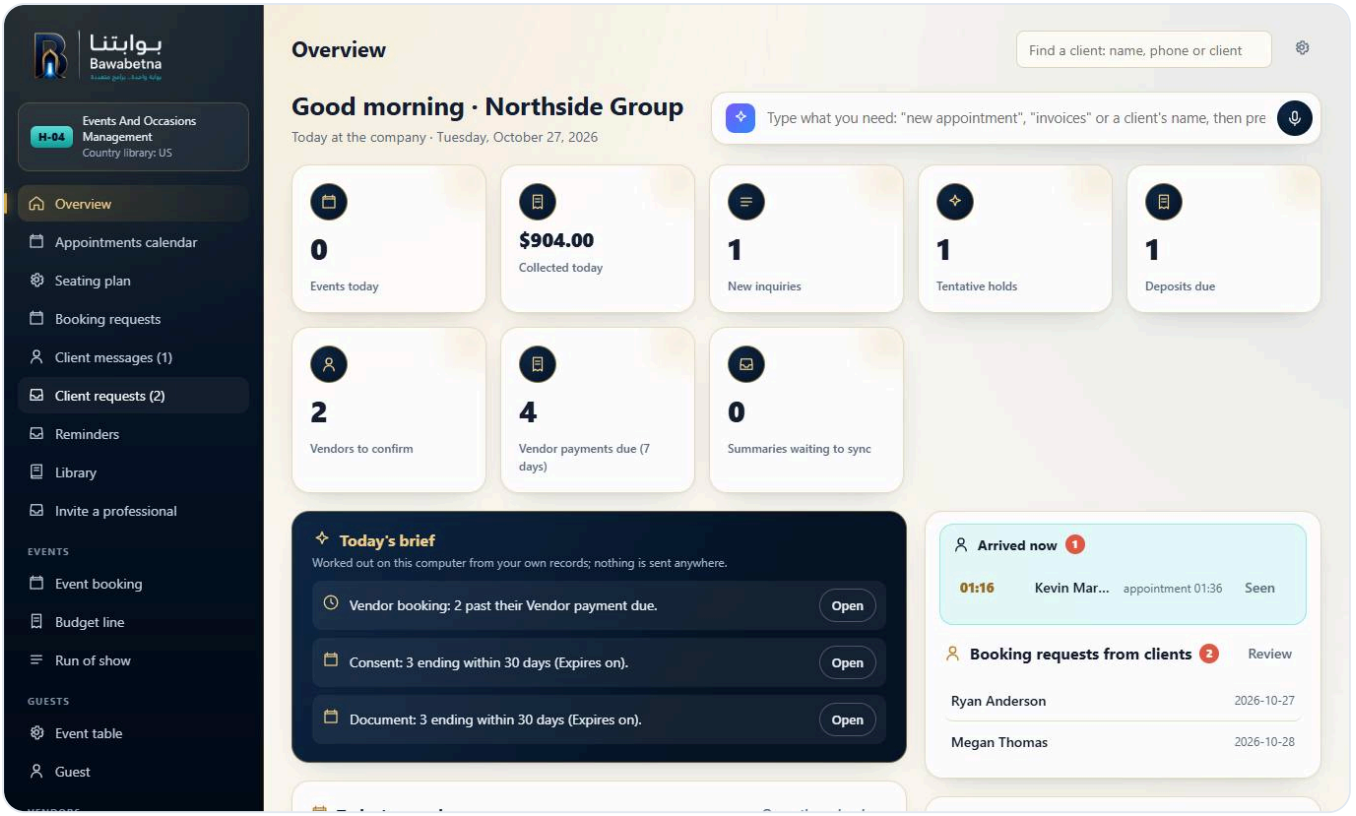
1. **Event company**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Event staff**: Full name, Phone

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

- Accountant
- Company owner
- Coordinator
- Event planner
- Manager
- Sales

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".

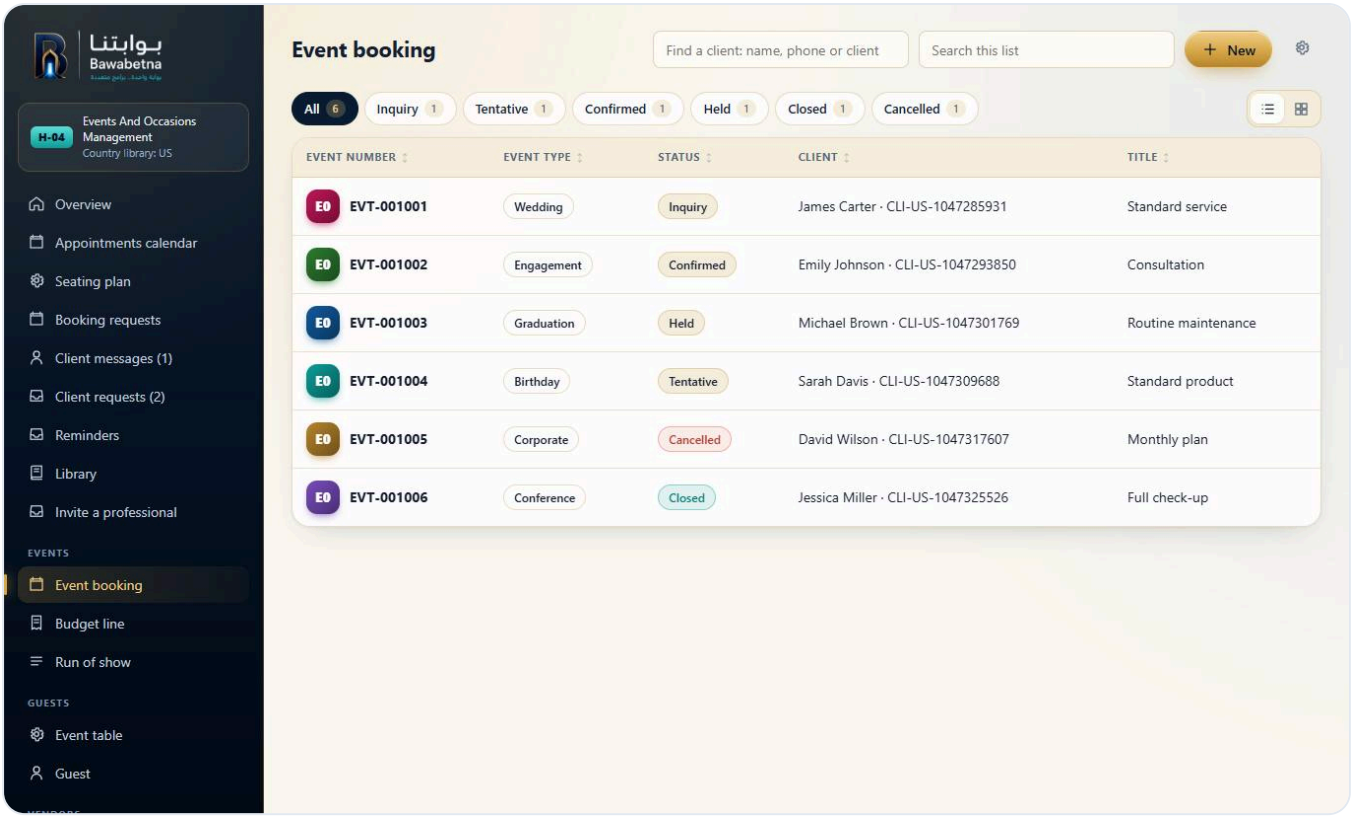


The home screen

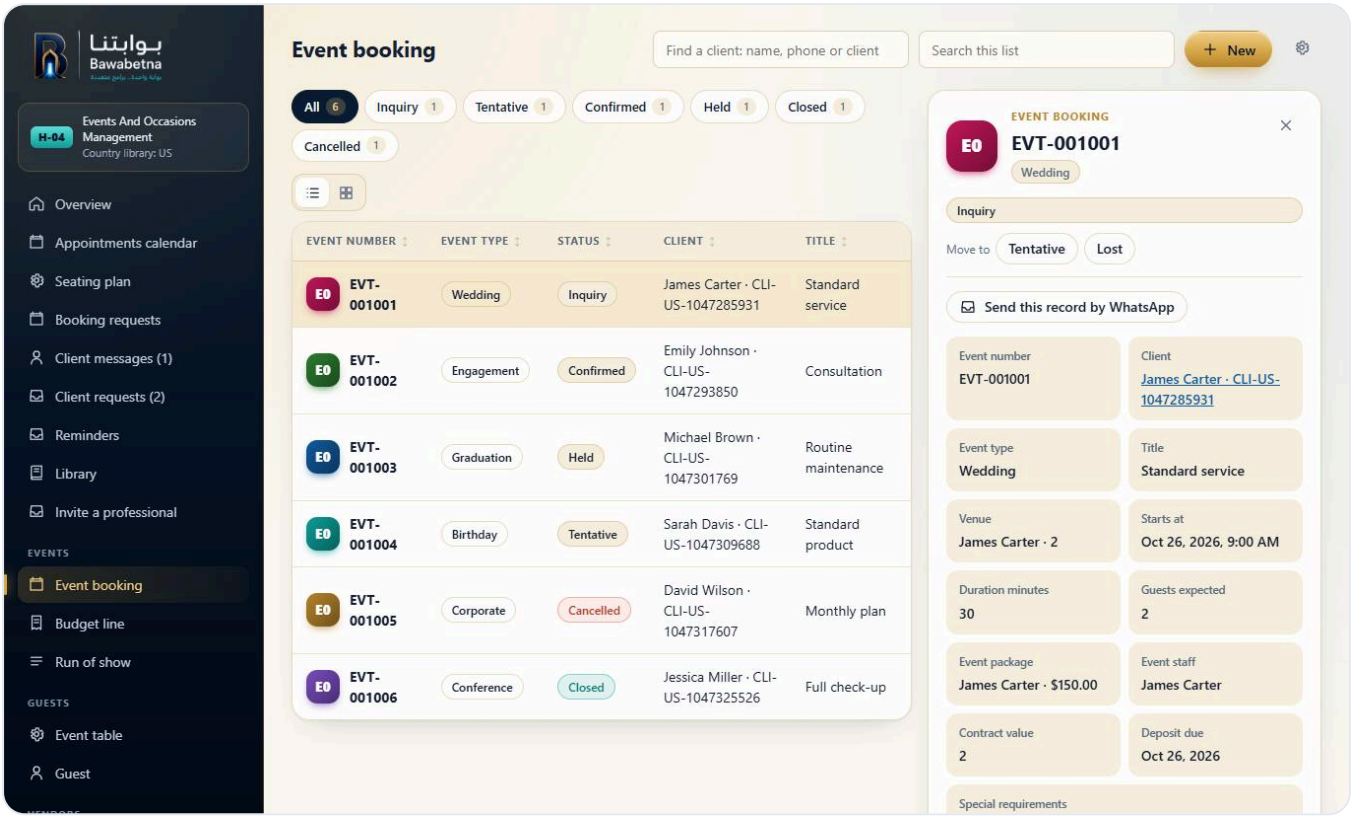
Screens and what you record in them

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.

Events



Event booking



A record open for editing

Event booking

What you record: Event number (worked out by the program), Client (required), Event type (required), Title, Venue (required), Starts at (required), Duration minutes (required), Guests expected (required), Event package, Theme, Event staff, Contract value, Deposit due, Special requirements, Status (required), Held at (worked out by the program), Override reason

Stages: A new record starts as "Inquiry".

Confirmed → Held | Confirmed → Cancelled | Held → Closed | Inquiry → Tentative | Inquiry → Lost | Tentative → Confirmed | Tentative → Lost | Tentative → Cancelled

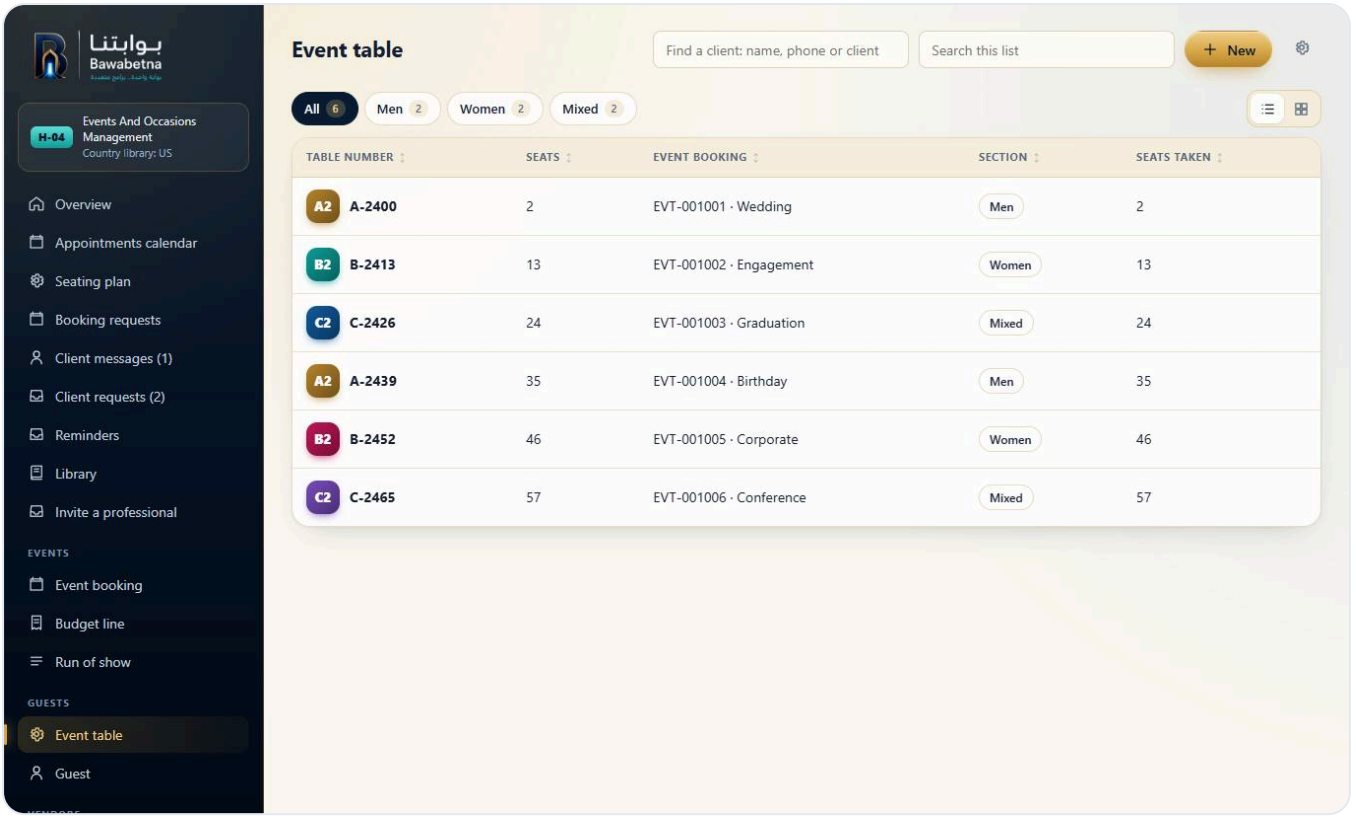
Budget line

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

Run of show

What you record: Event booking (required), At time (required), Activity (required), Responsible, Notes

Guests



Event table

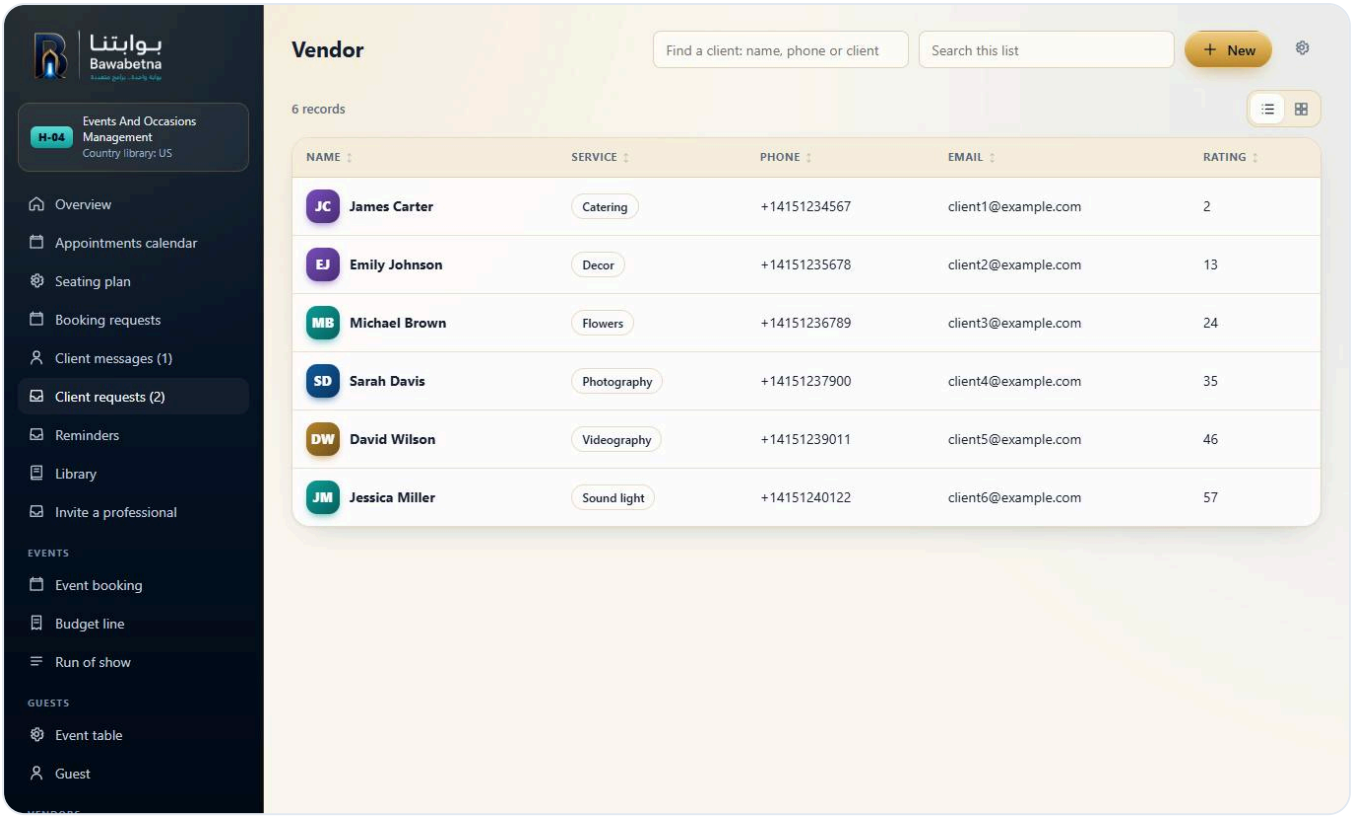
Event table

What you record: Event booking (required), Table number (required), Seats (required), Section, Seats taken (worked out by the program), Seats free (worked out by the program), Notes

Guest

What you record: Event booking (required), Guest name (required), Phone, Side, Party size, Section, Table number, Event table, Rsvp (required), Checked in

Vendors



Vendor

Vendor

What you record: Name (required), Service (required), Phone, Email, Rating, Notes

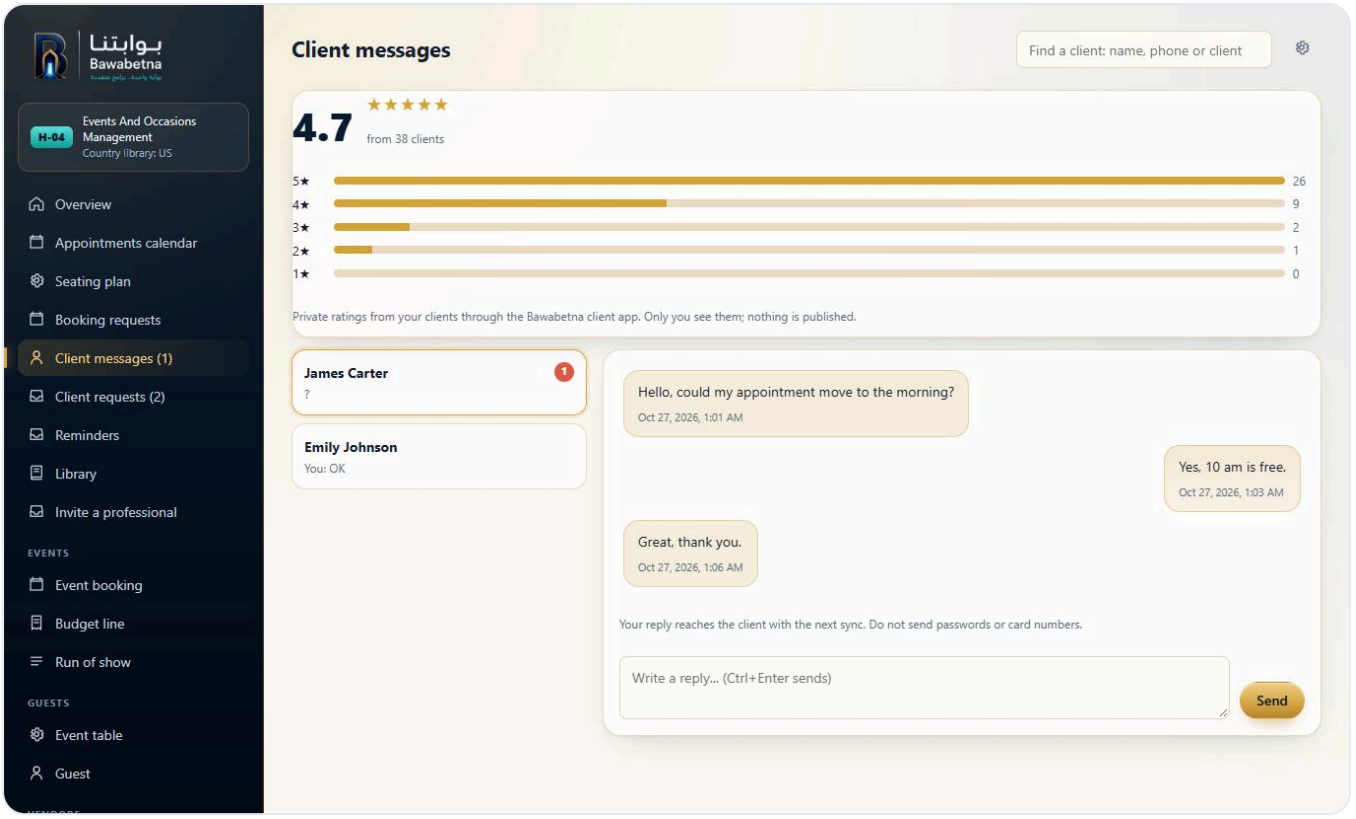
Vendor booking

What you record: Event booking (required), Vendor (required), Details, Cost (required), Arrival time, Paid to vendor, Balance (worked out by the program), Vendor payment due, Status (required)

Stages: A new record starts as "Requested".

Confirmed → Delivered | Confirmed → Cancelled | Requested → Confirmed | Requested → Cancelled

Clients



Client

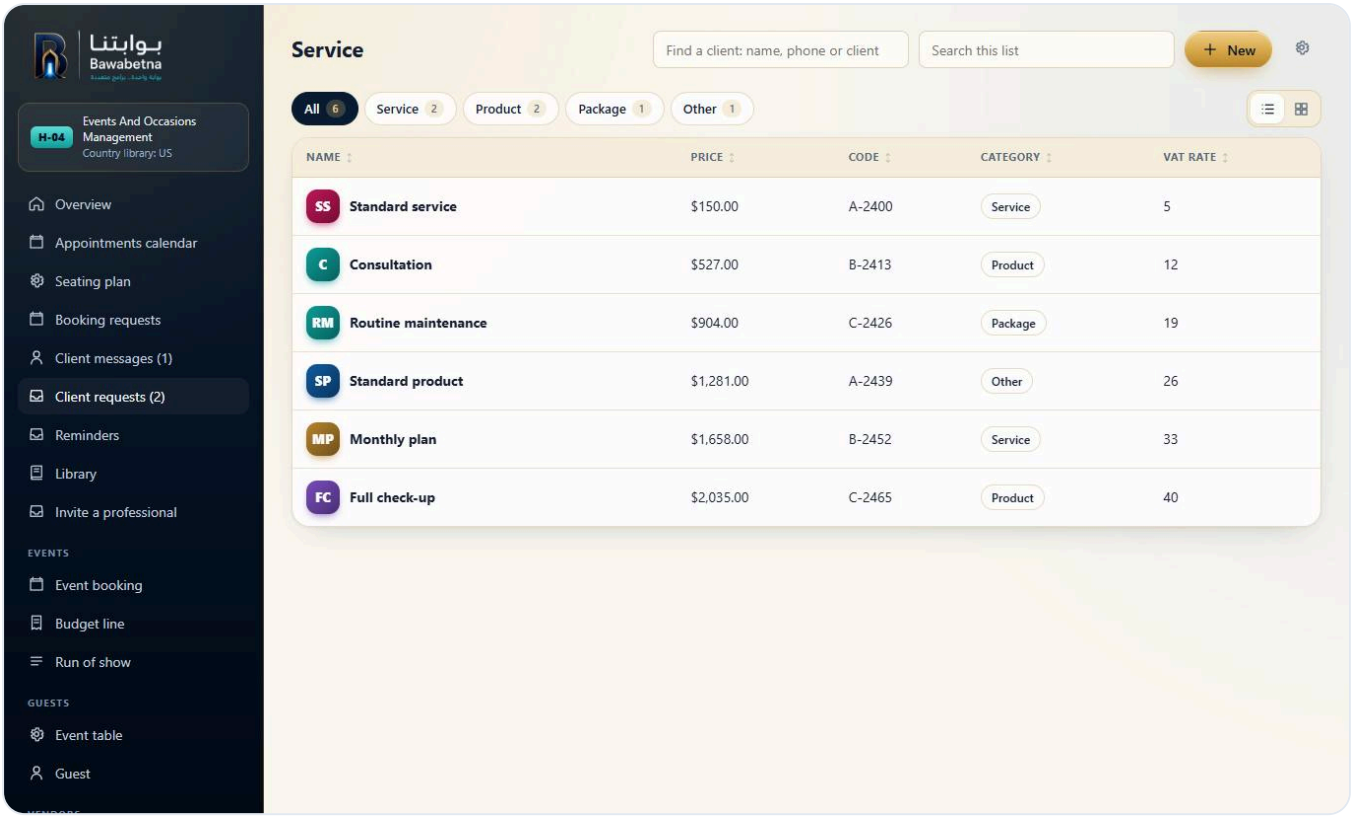
Client

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

Document

What you record: Client (required), Event booking, 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), Event booking, 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

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

Event staff

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

Venue

What you record: Name (required), Venue type (required), Capacity (required), Men section, Women section, Base price, Address, Active

Event package

What you record: Name (required), Event type, Price per guest, Fixed price, Includes, 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:

- Events by status
- Events by type
- Events by venue
- Vendor costs
- 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.