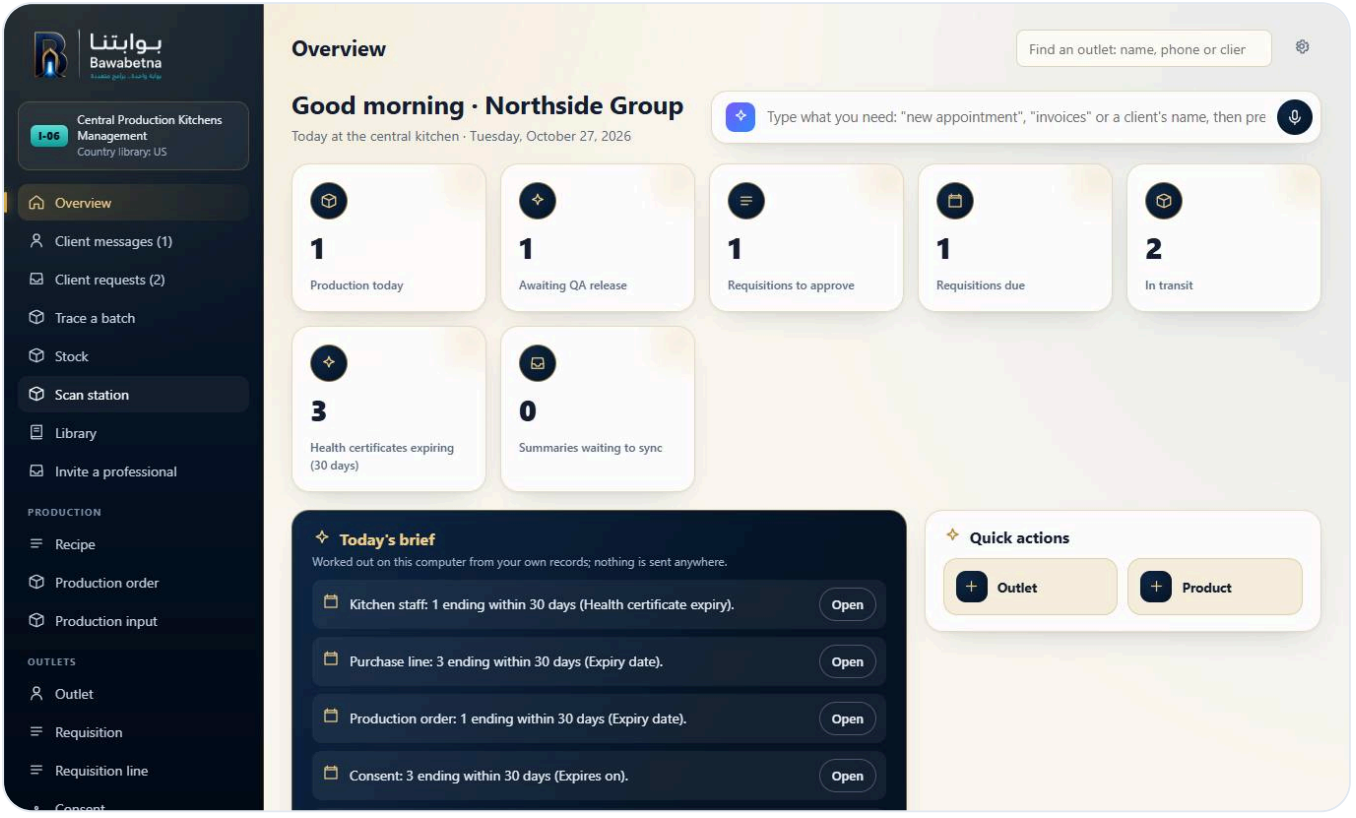
Bawabetna · User guide

Central Production Kitchens 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:

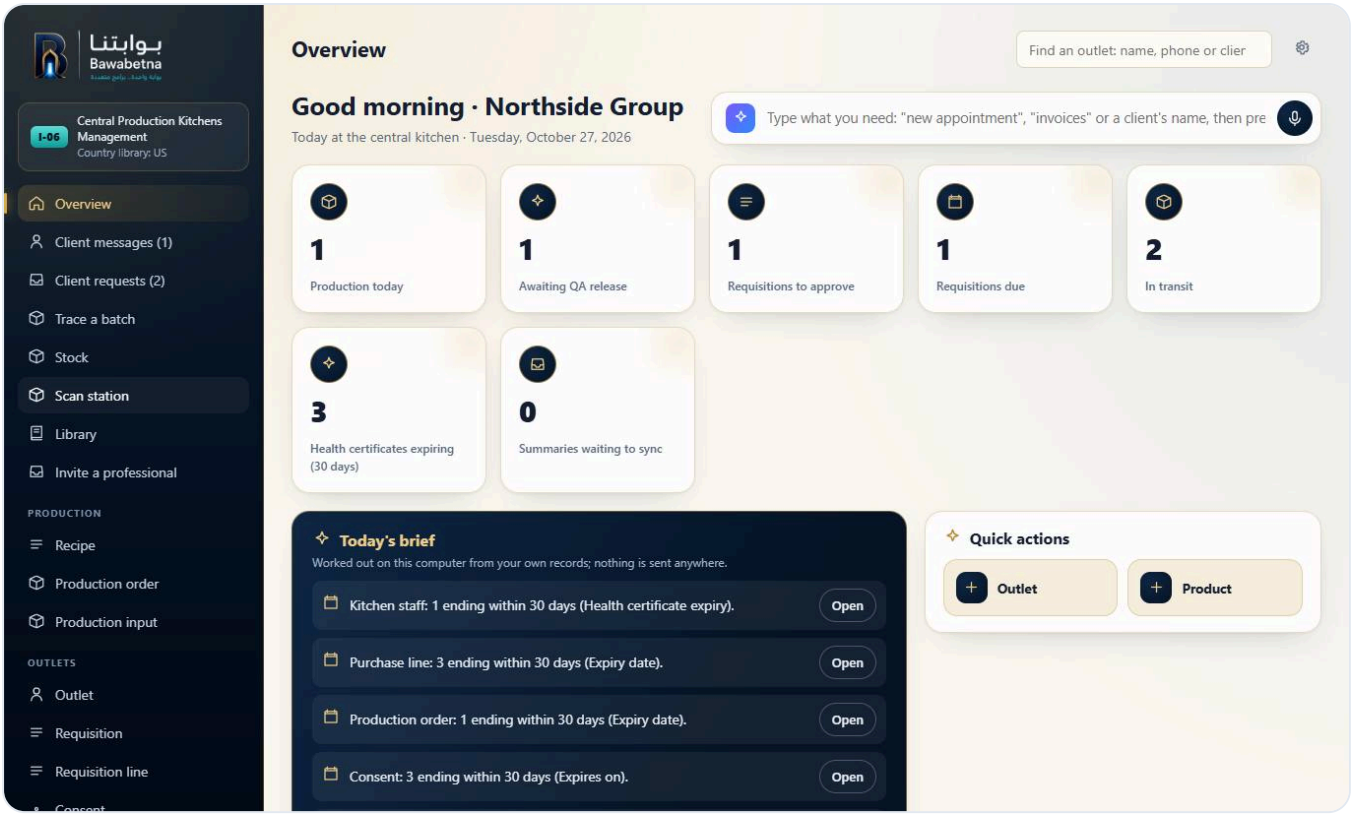
1. **Central kitchen**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Kitchen staff**: Full name, Job

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

- Accountant
- Chef
- Kitchen owner
- Manager
- Outlet user
- Production manager
- Qa officer
- Storekeeper

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".

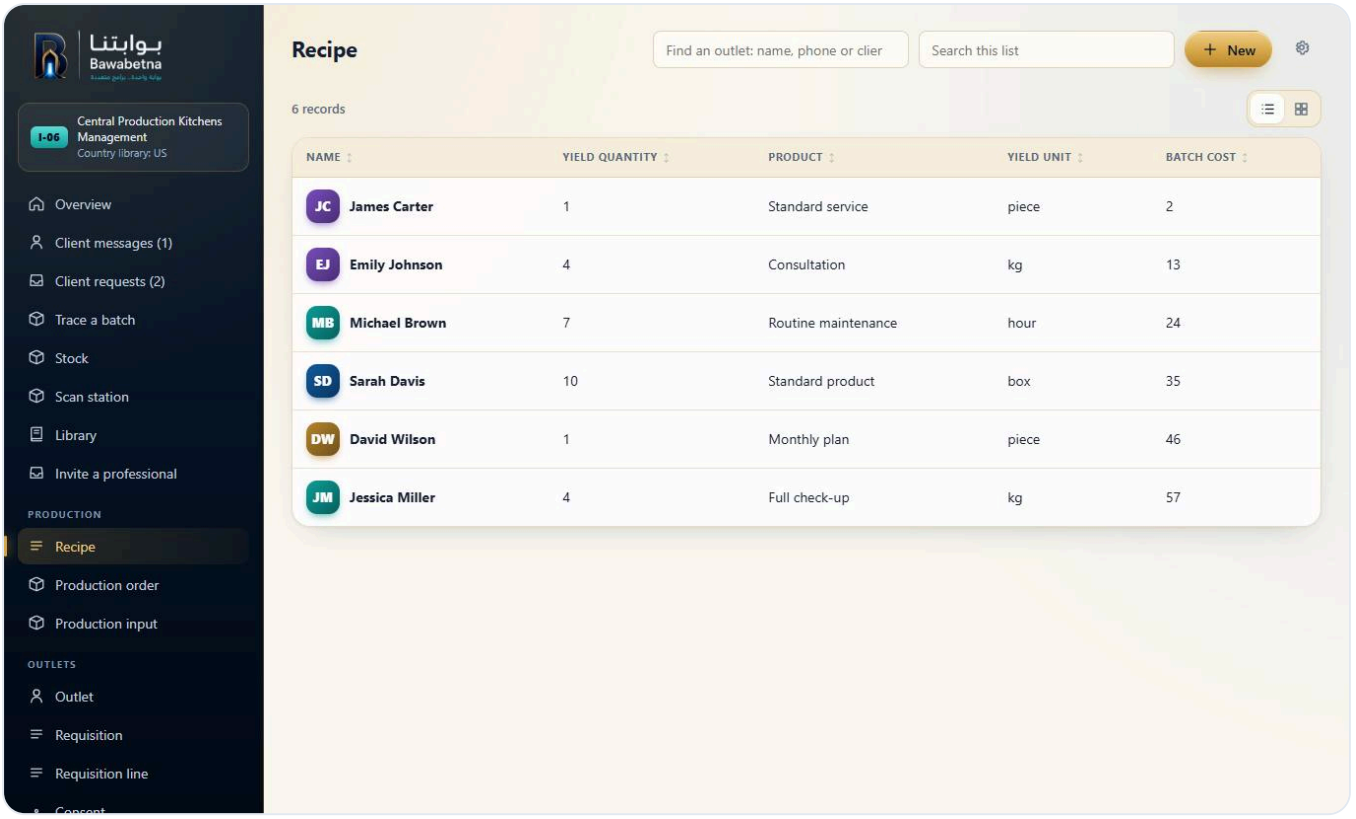


The home screen

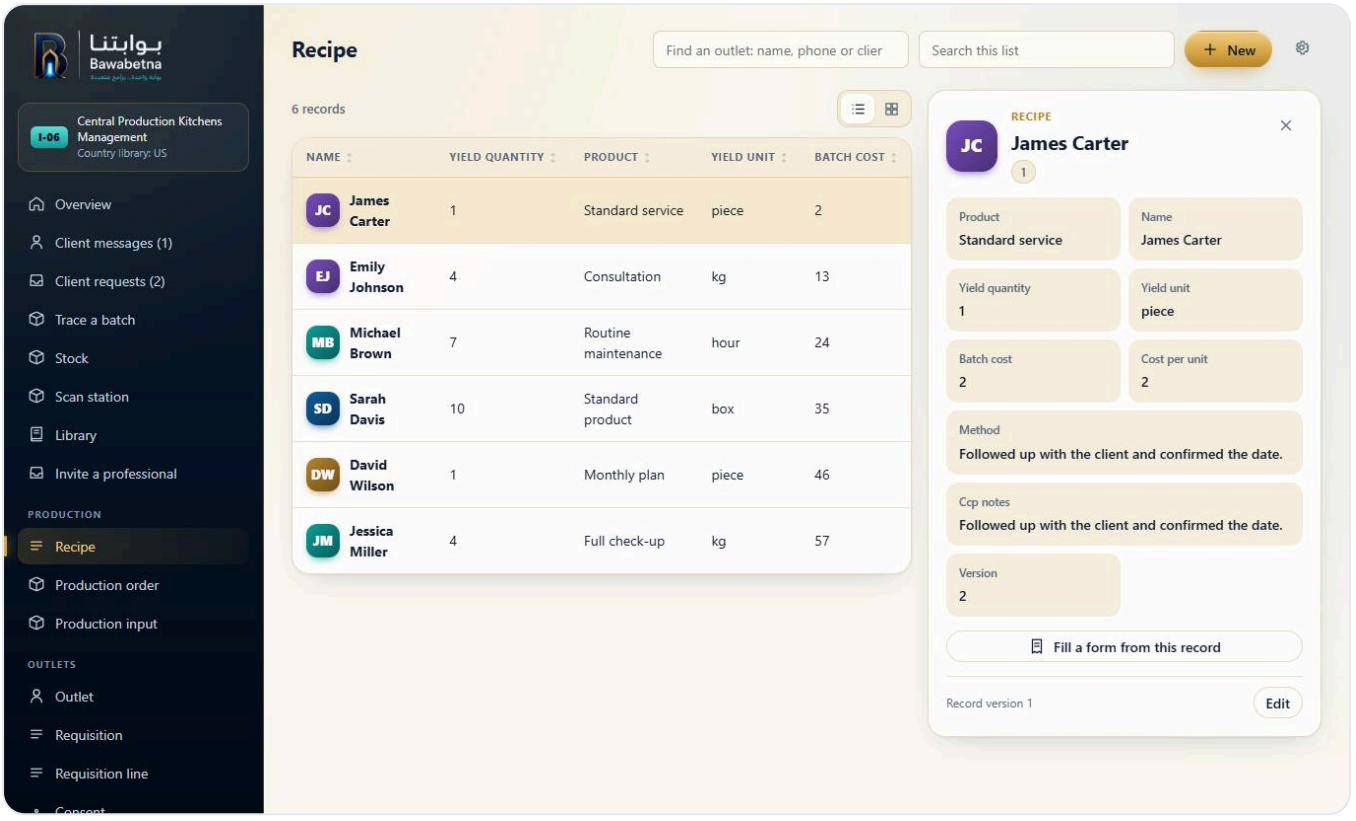
Screens and what you record in them

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.

Production



Recipe



A record open for editing

Recipe

What you record: Product (required), Name (required), Yield quantity (required), Yield unit, Batch cost, Cost per unit (worked out by the program), Method, Ccp notes, Version

Production order

What you record: Order number (worked out by the program), Product (required), Recipe, Production date (required), Planned quantity (required), Produced quantity, Batch number (required), Expiry date (required), Kitchen staff, Qa notes, Status (required)

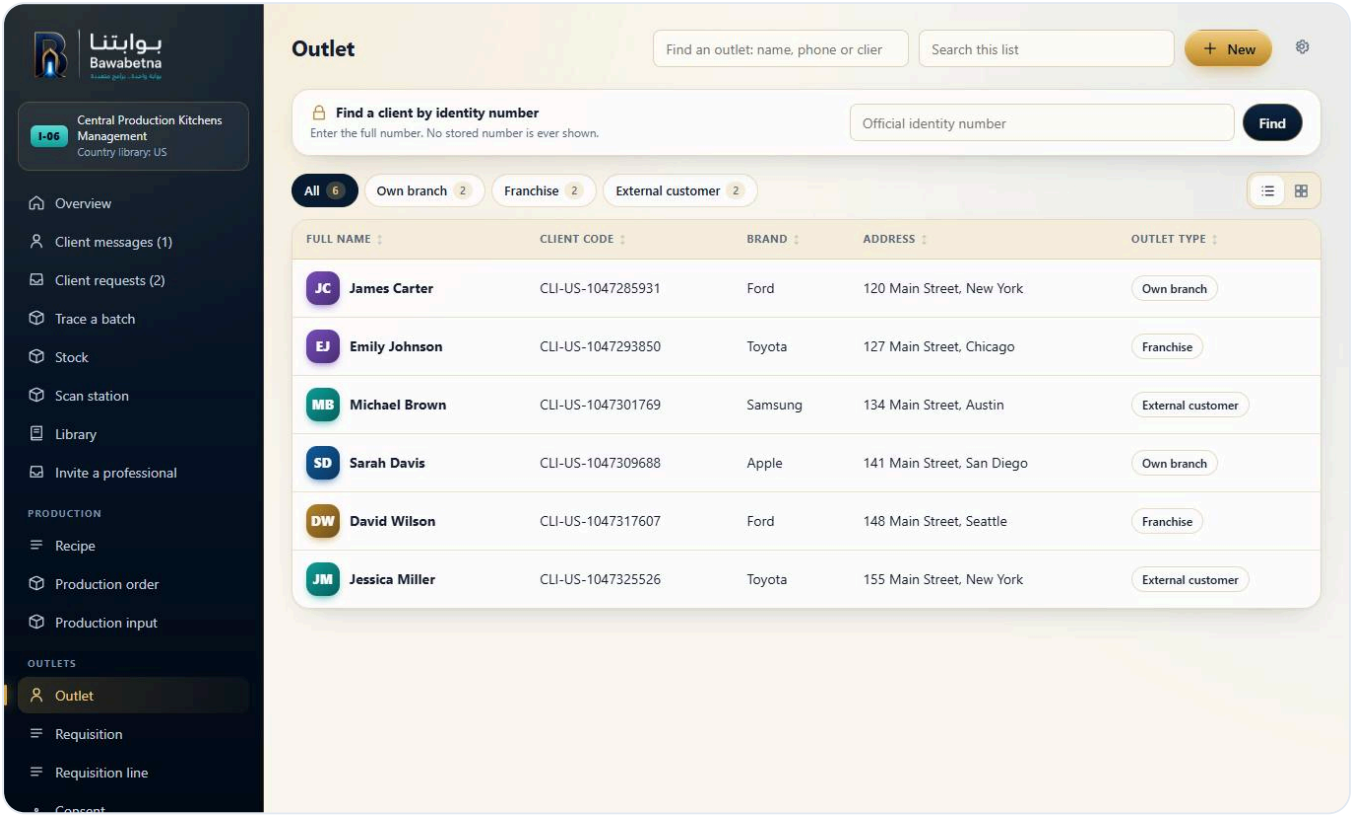
Stages: A new record starts as "Planned".

In production → Qa hold | Planned → In production | Qa hold → Released | Qa hold → Rejected

Production input

What you record: Production order (required), Product (required), Batch number (required), Quantity (required)

Outlets



Outlet

Outlet

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

Requisition

What you record: Requisition number (worked out by the program), Outlet (required), Required on (required), Notes, Status (required)

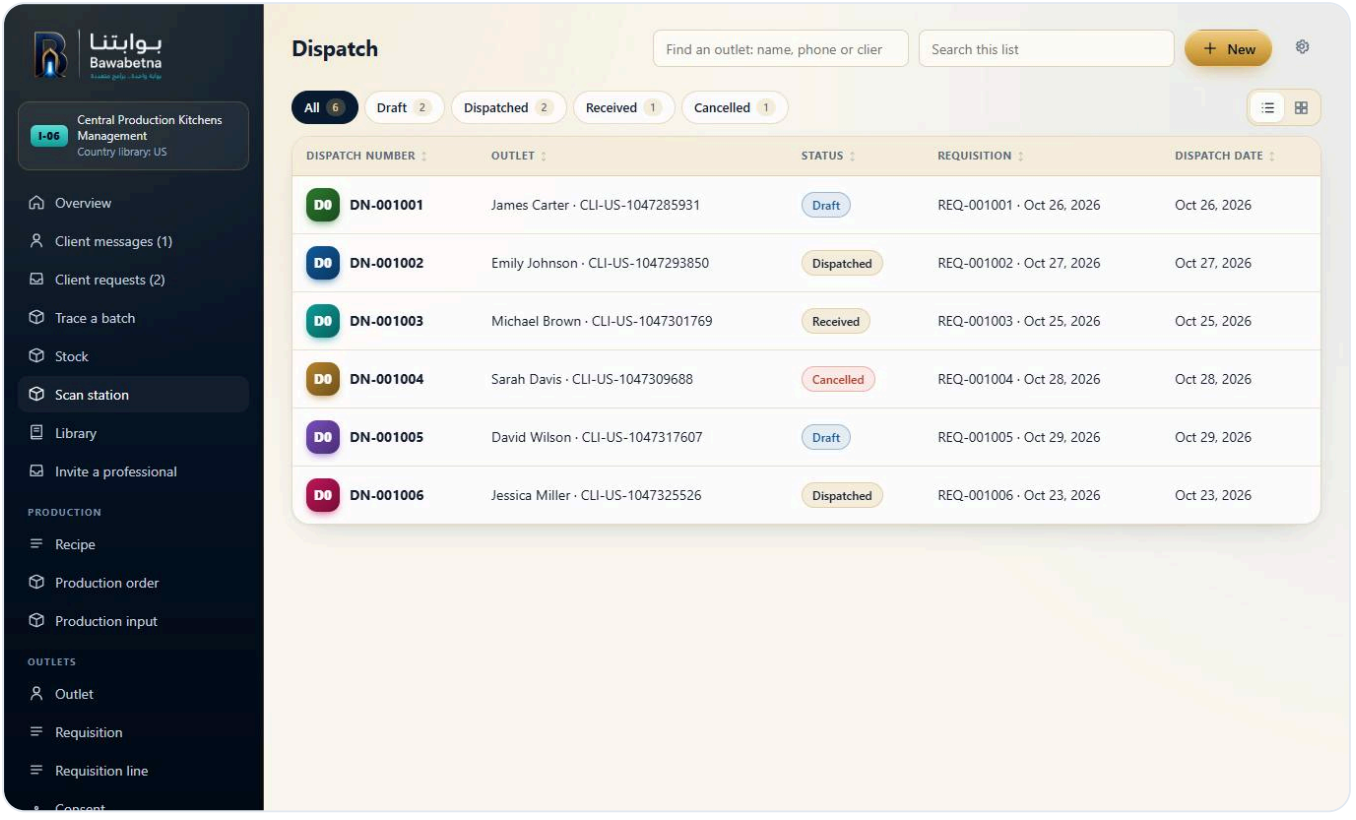
Stages: A new record starts as "Draft".

Approved → Fulfilled | Draft → Submitted | Submitted → Approved | Submitted → Rejected

Requisition line

What you record: Requisition (required), Product (required), Quantity (required)

Dispatch



Dispatch

Dispatch

What you record: Dispatch number (worked out by the program), Outlet (required), Requisition, Dispatch date (required), Vehicle, Vehicle temp c, Received by, Status (required), Received at (worked out by the program)

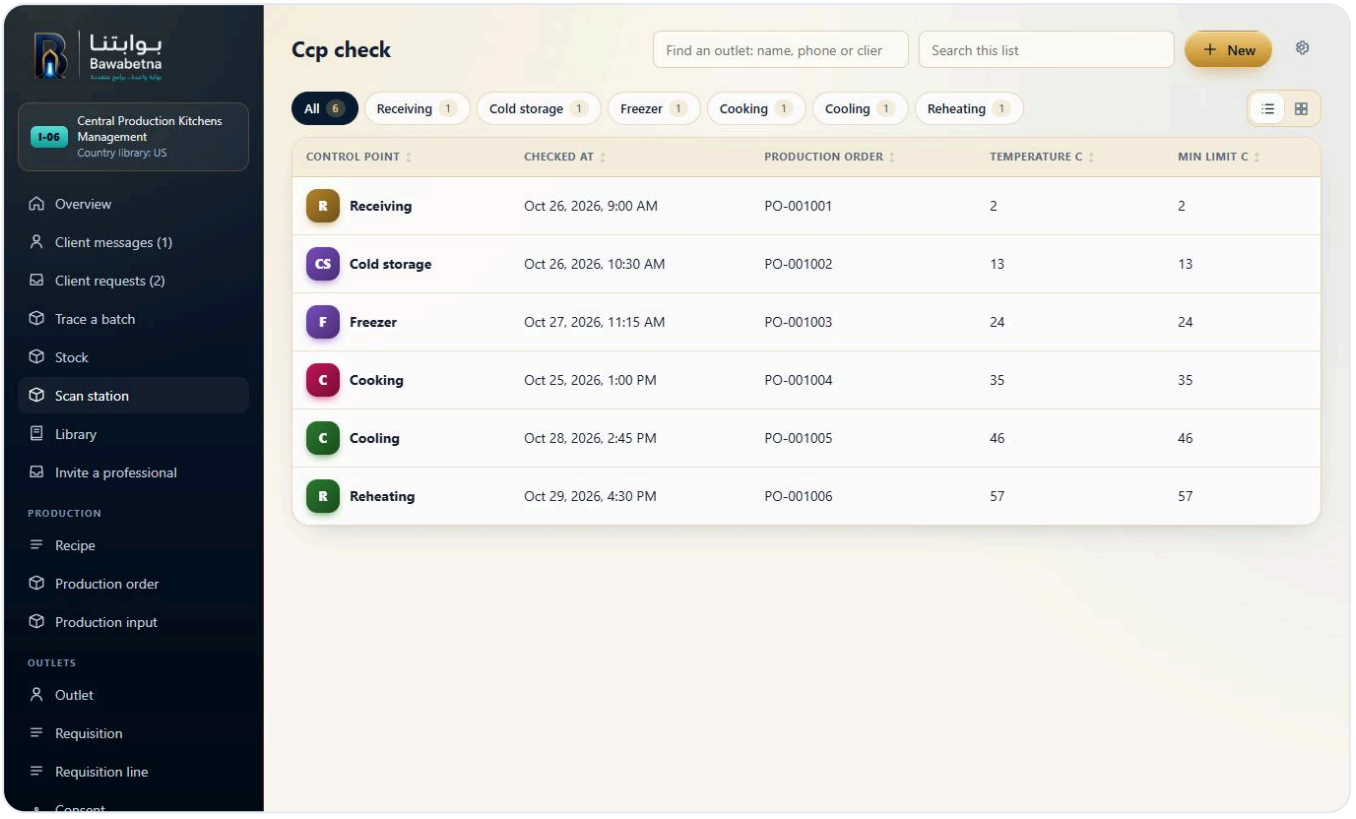
Stages: A new record starts as "Draft".

Dispatched → Received | Draft → Dispatched | Draft → Cancelled

Dispatch line

What you record: Dispatch (required), Product (required), Batch number (required), Quantity (required)

Food safety



Ccp check

Ccp check

What you record: Production order, Control point (required), Checked at (required), Temperature c (required), Min limit c, Max limit c, Flag (worked out by the program), Corrective action, Kitchen staff

Billing

Invoice

What you record: Invoice number (worked out by the program), Outlet (required), Dispatch, 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), 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

What you record: Name (required), Sku, Category (required), Gtin, Unit, Shelf life days, Storage, Allergens, Unit cost, 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), Batch number (required), Expiry date, Quantity (required), Unit cost

Stock write off

What you record: Write off number (worked out by the program), Product (required), Batch number (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), Batch number (required), Counted quantity (required), Recorded quantity (worked out by the program), Difference (worked out by the program)

Setup

Central kitchen

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

Branch

What you record: Central kitchen (required), Name (required), Address, Phone

Kitchen staff

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

- Production by product
- Batches by status
- Dispatches by outlet
- CCP checks by result
- 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.