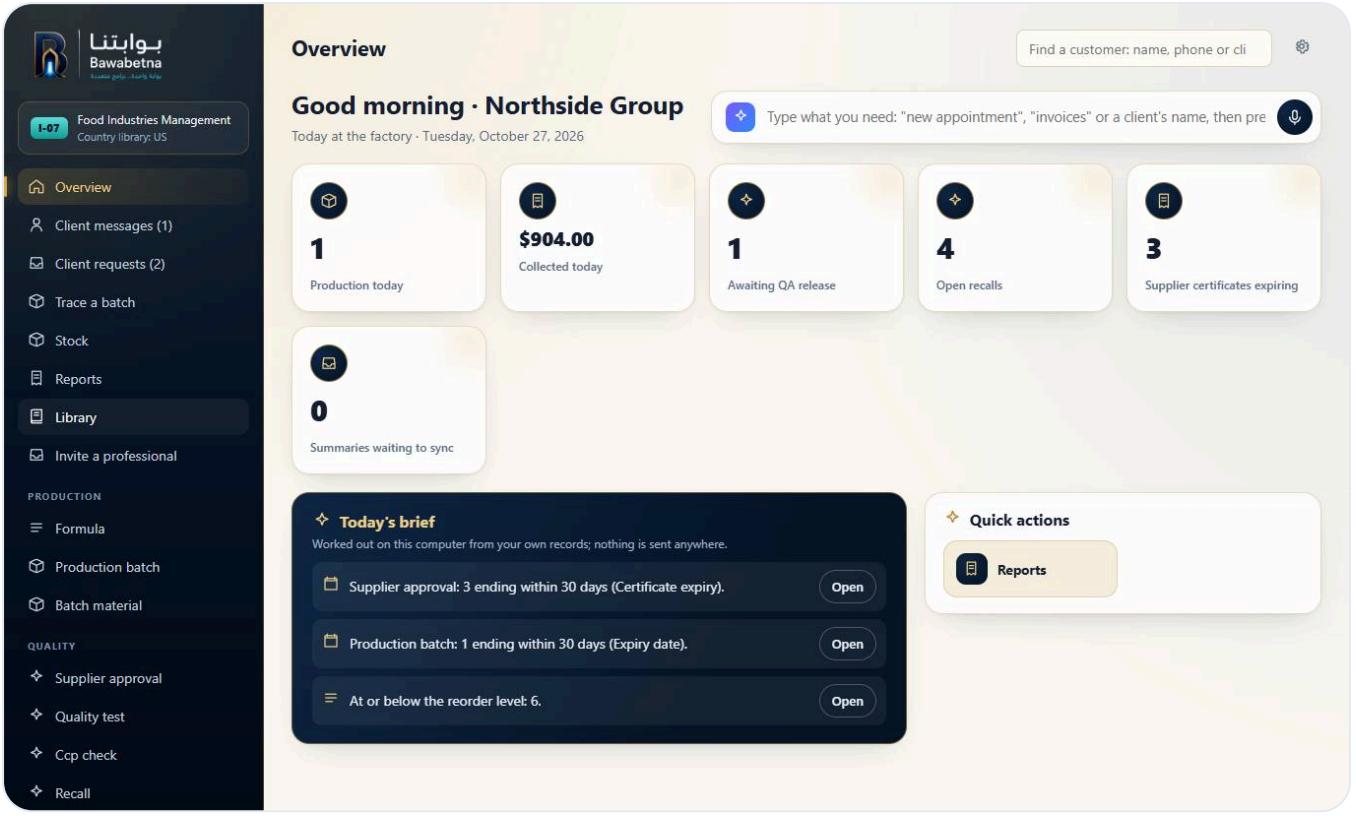
Bawabetna · User guide

Food Industries 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:

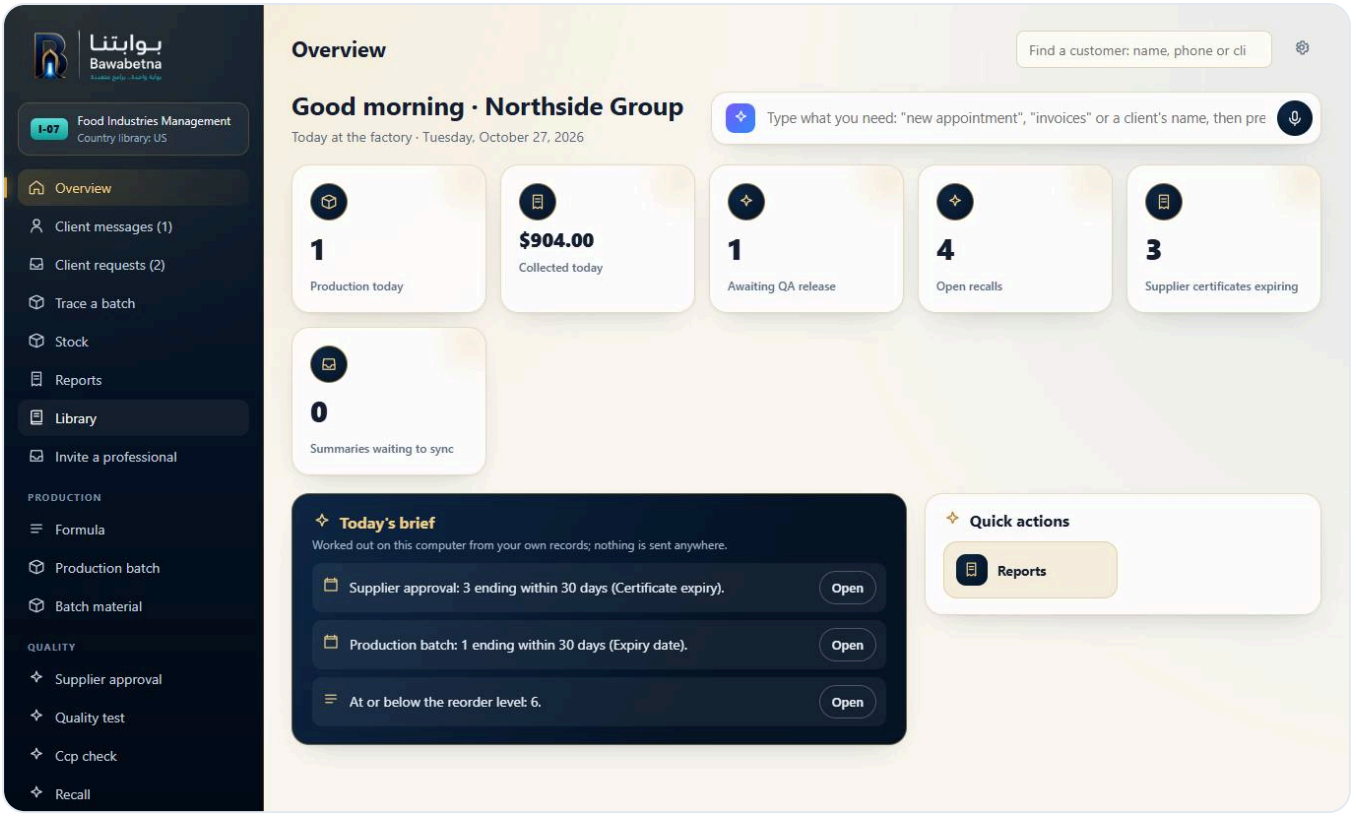
1. **Factory**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Factory staff**: Full name, Job

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

- Accountant
- Factory owner
- Manager
- Production manager
- Qa manager
- Sales
- 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".

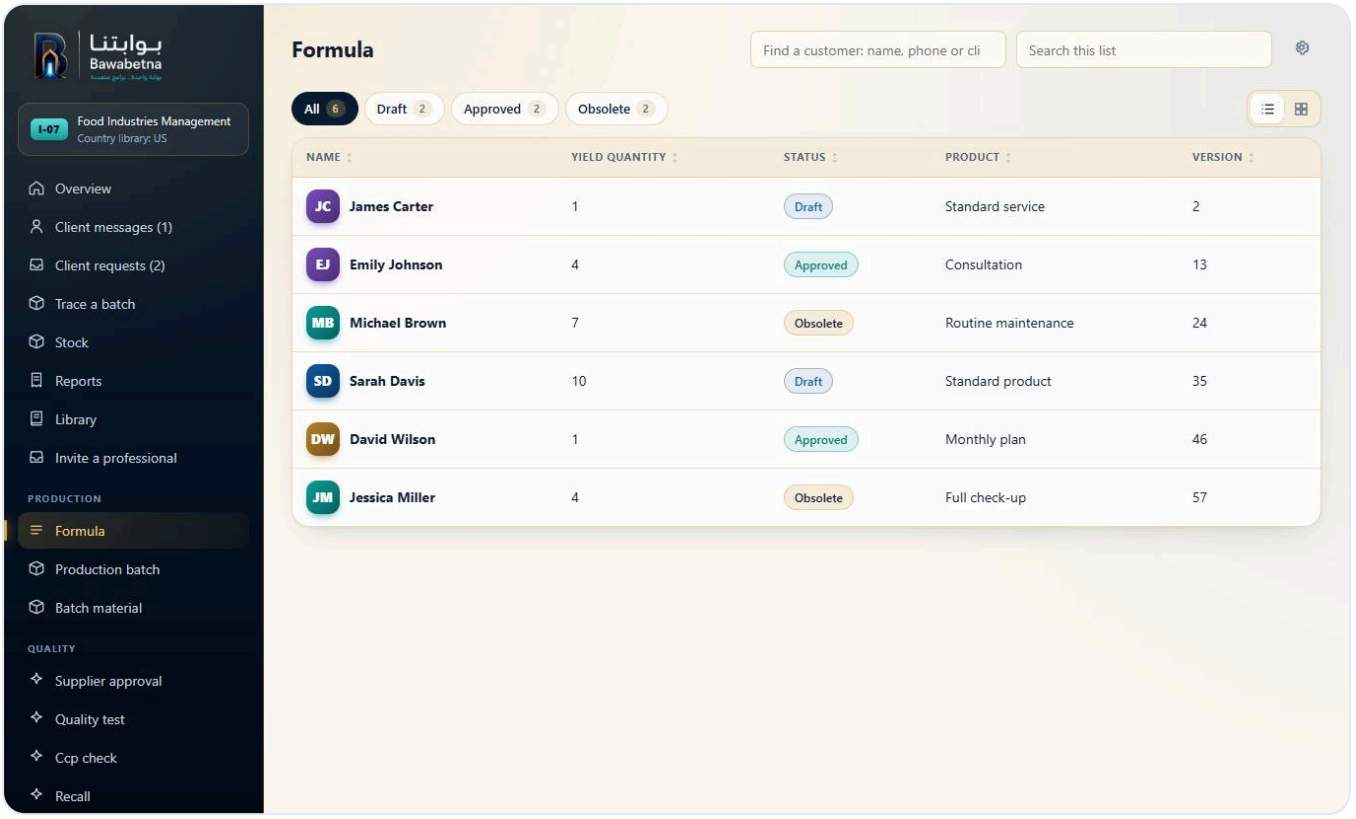


The home screen

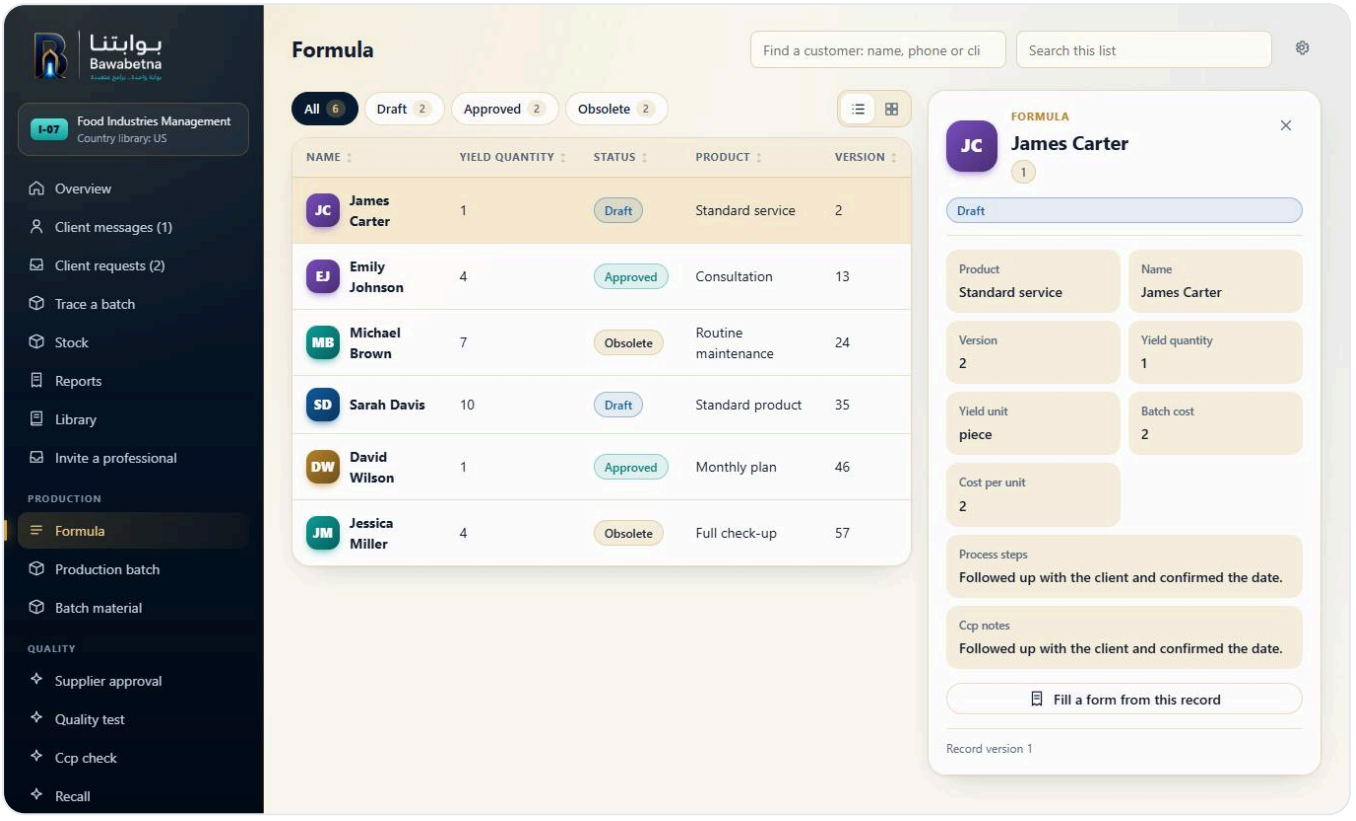
Screens and what you record in them

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



Formula



A record open for editing

Formula

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

Stages: A new record starts as "Draft".

Approved → Obsolete | Draft → Approved

Production batch

What you record: Batch number (required), Product (required), Formula, Production date (required), Line, Planned quantity (required), Produced quantity, Expiry date (required), Factory staff, Yield percent (worked out by the program), Qa notes, Status (required)

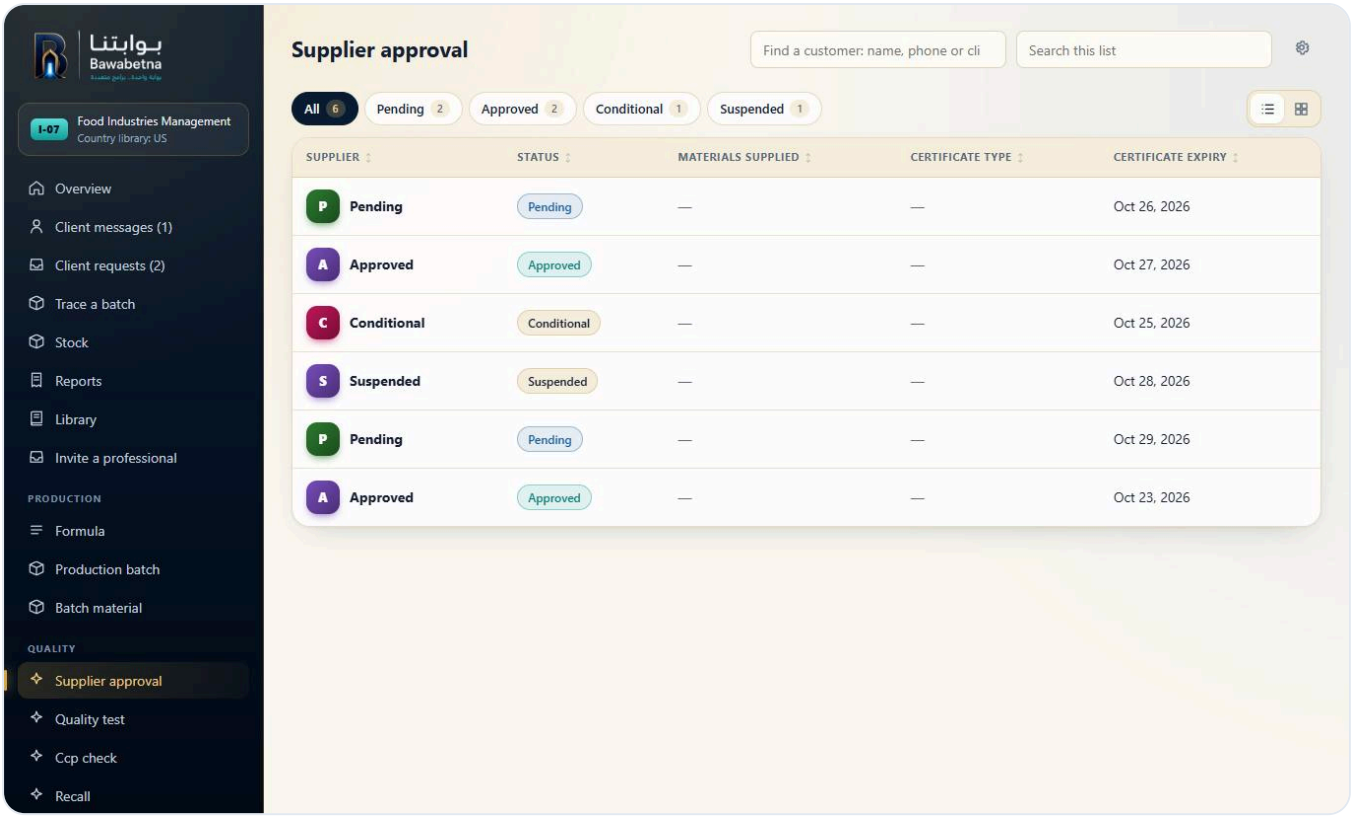
Stages: A new record starts as "Planned".

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

Batch material

What you record: Production batch (required), Product (required), Lot number (required), Quantity (required)

Quality



Supplier approval

Supplier approval

What you record: Supplier (required), Materials supplied, Certificate type, Certificate expiry, Last audit, Files, Status (required)

Stages: A new record starts as "Pending".

Approved → Conditional | Approved → Suspended | Conditional → Approved | Conditional → Suspended | Pending → Approved | Pending → Conditional | Pending → Suspended | Suspended → Approved

Quality test

What you record: Production batch, Material lot, Test type (required), Parameter (required), Result value (required), Unit, Spec min, Spec max, Flag (worked out by the program), Tested at (required), Lab, Report files

Ccp check

What you record: Production batch, Control point (required), Checked at (required), Measured value (required), Critical min, Critical max, Flag (worked out by the program), Corrective action

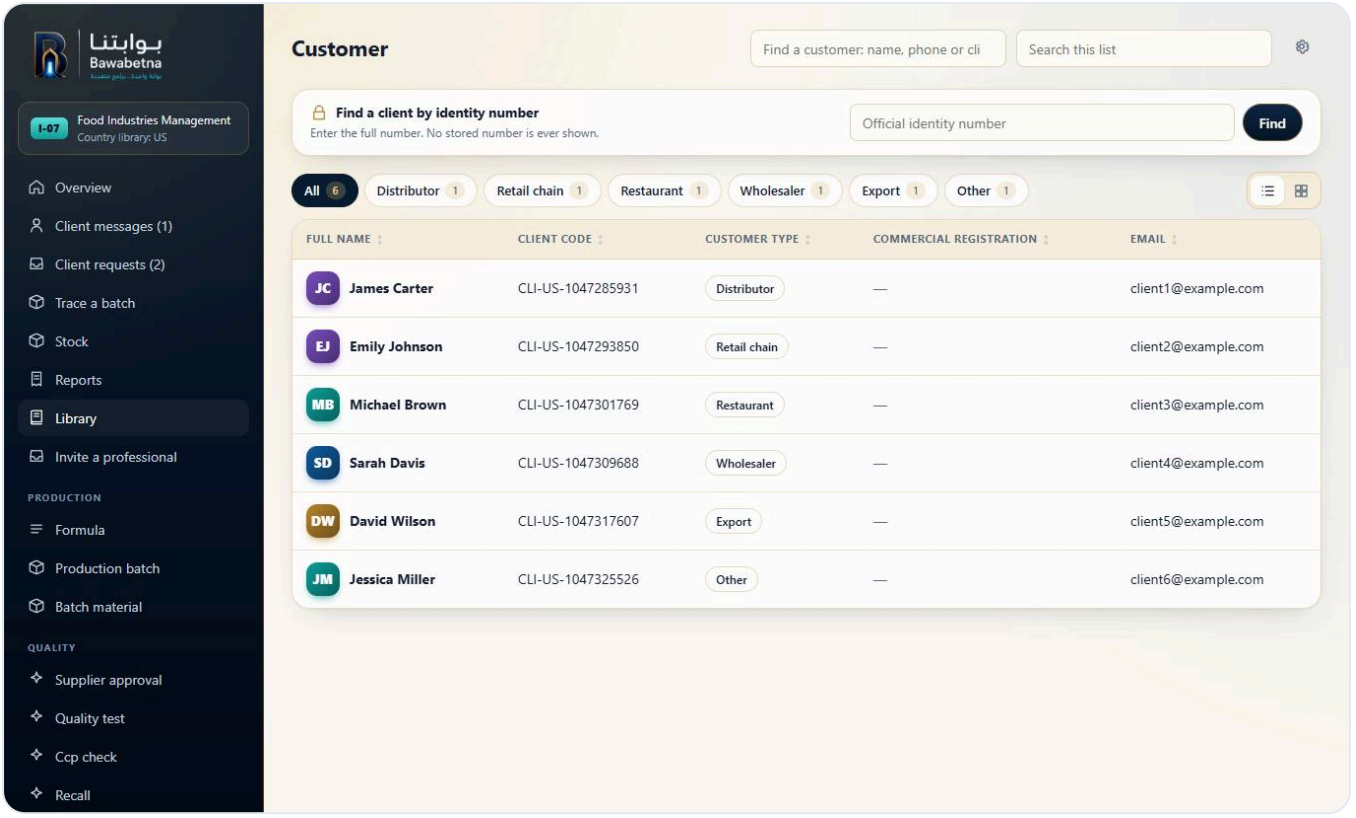
Recall

What you record: Recall number (worked out by the program), Product (required), Batch number (required), Opened on (required), Reason (required), Level (required), Quantity affected, Quantity recovered, Authority notified, Actions, Status (required)

Stages: A new record starts as "Open".

In progress → Closed | Open → In progress

Customers

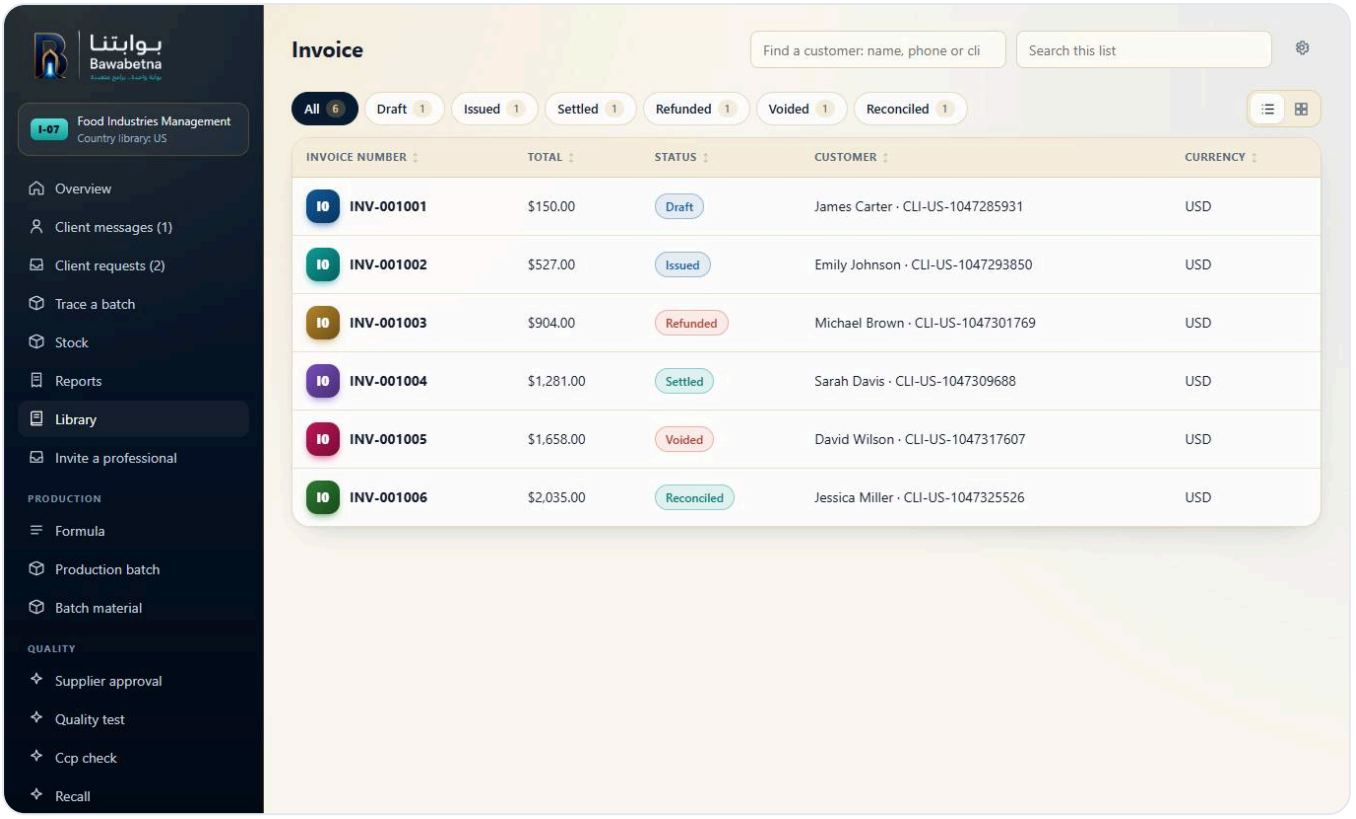


Customer

Customer

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

Billing



Invoice

Invoice

What you record: Invoice number (worked out by the program), Customer (required), 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, Batch number, 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)

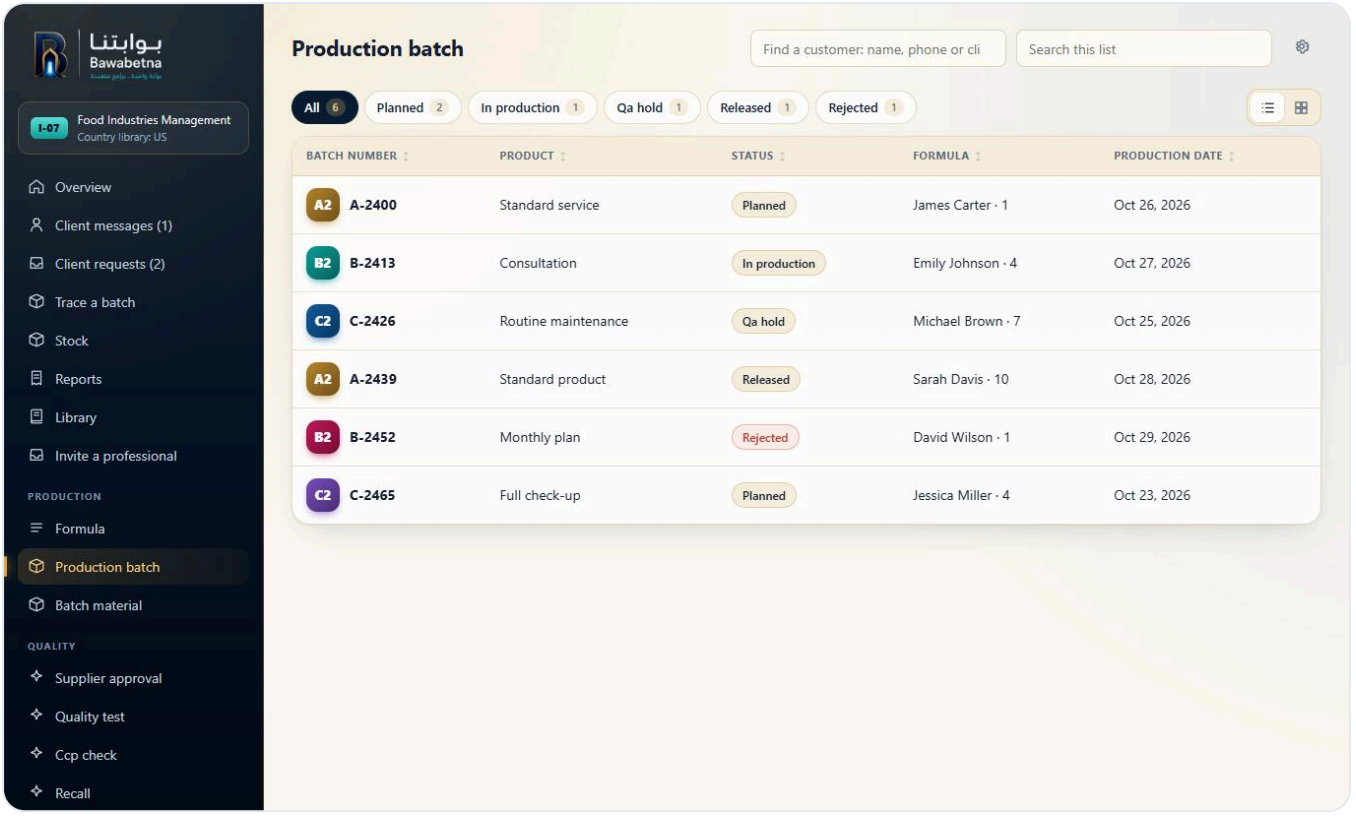
Payment

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, Shelf life days, Storage, Allergens, Net weight, 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

Factory

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

Branch

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

Factory 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:

- Batches by status
- Output and yield by product
- Quality tests by result
- Recalls by reason
- 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.