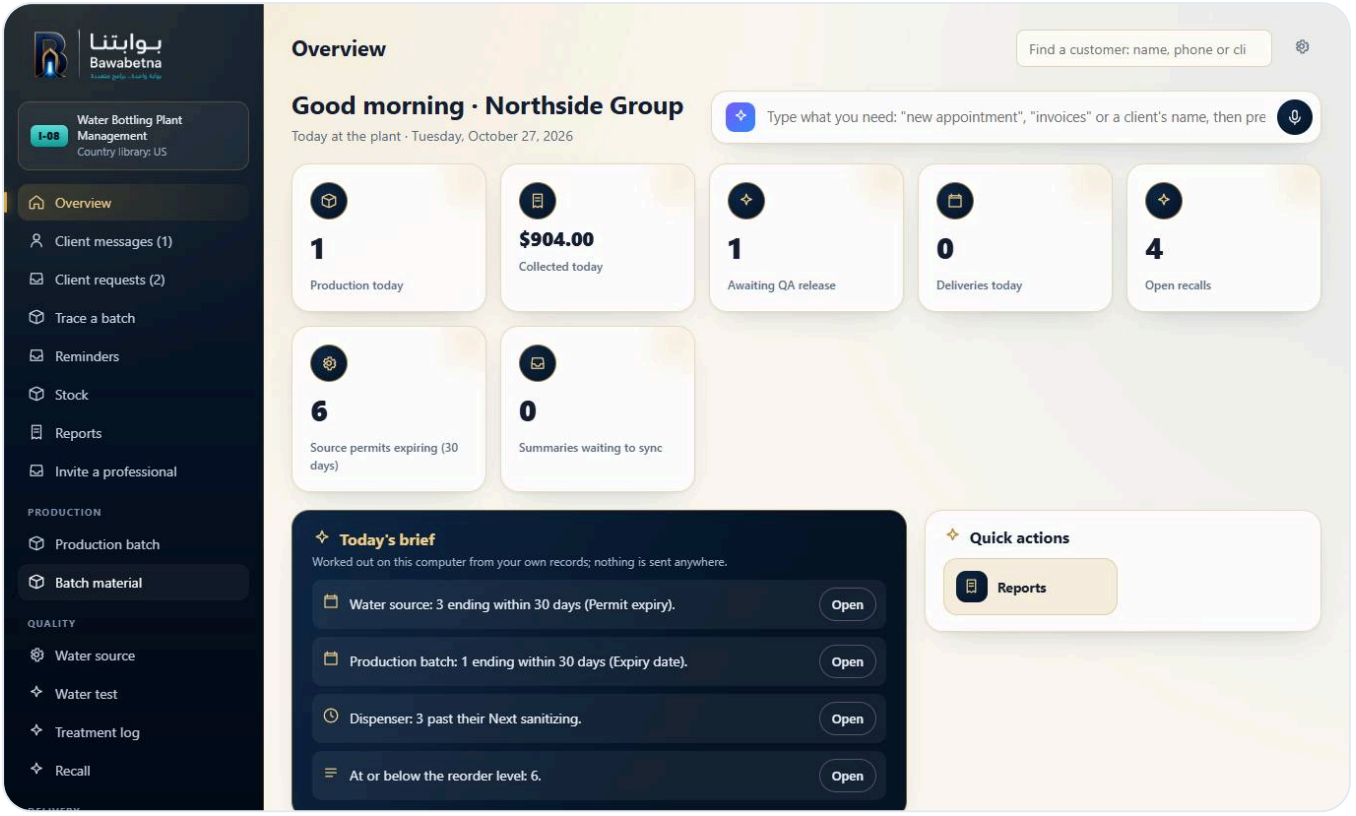
Bawabetna · User guide

Water Bottling Plant 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:

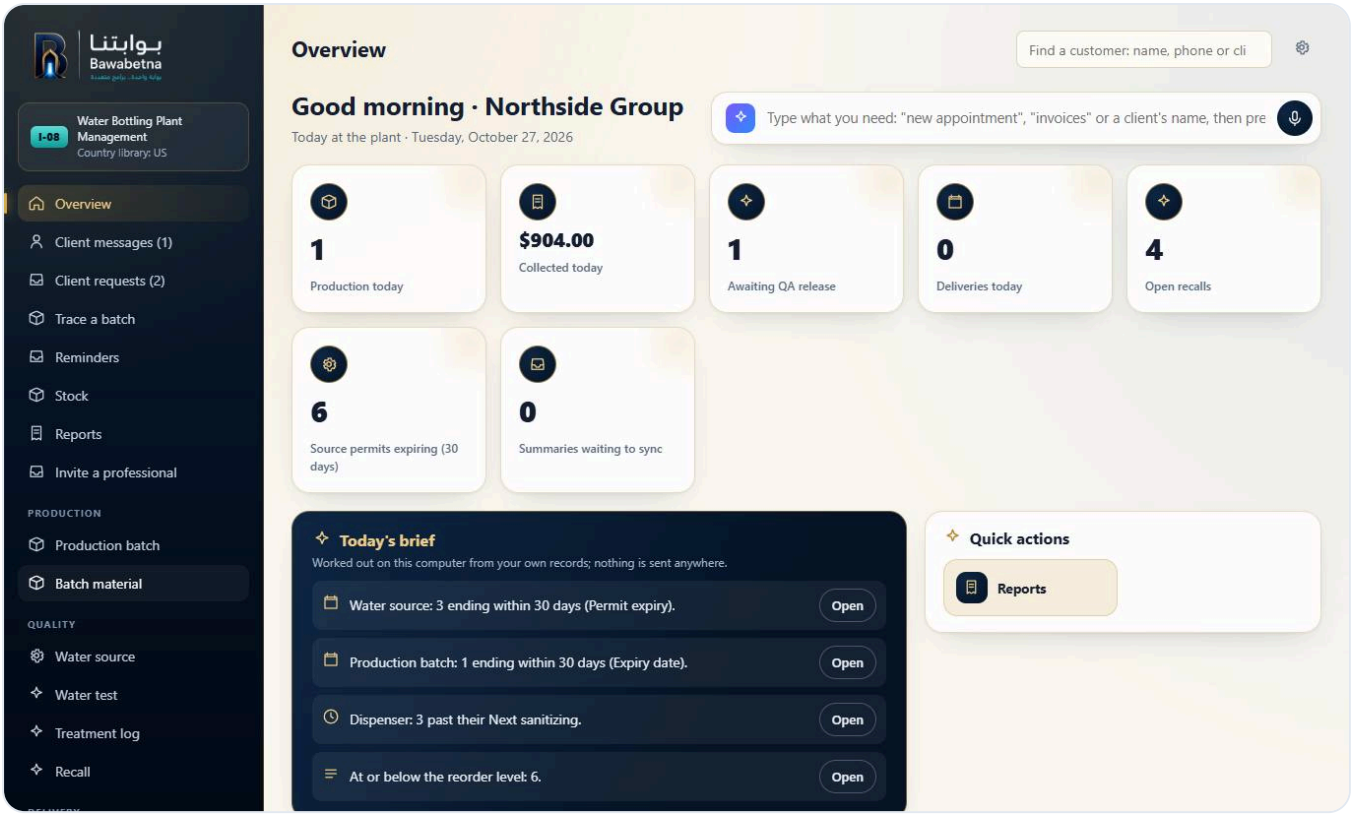
1. **Plant**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Plant staff**: Full name, Job

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

- Accountant
- Delivery supervisor
- Driver
- Manager
- Plant owner
- 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".

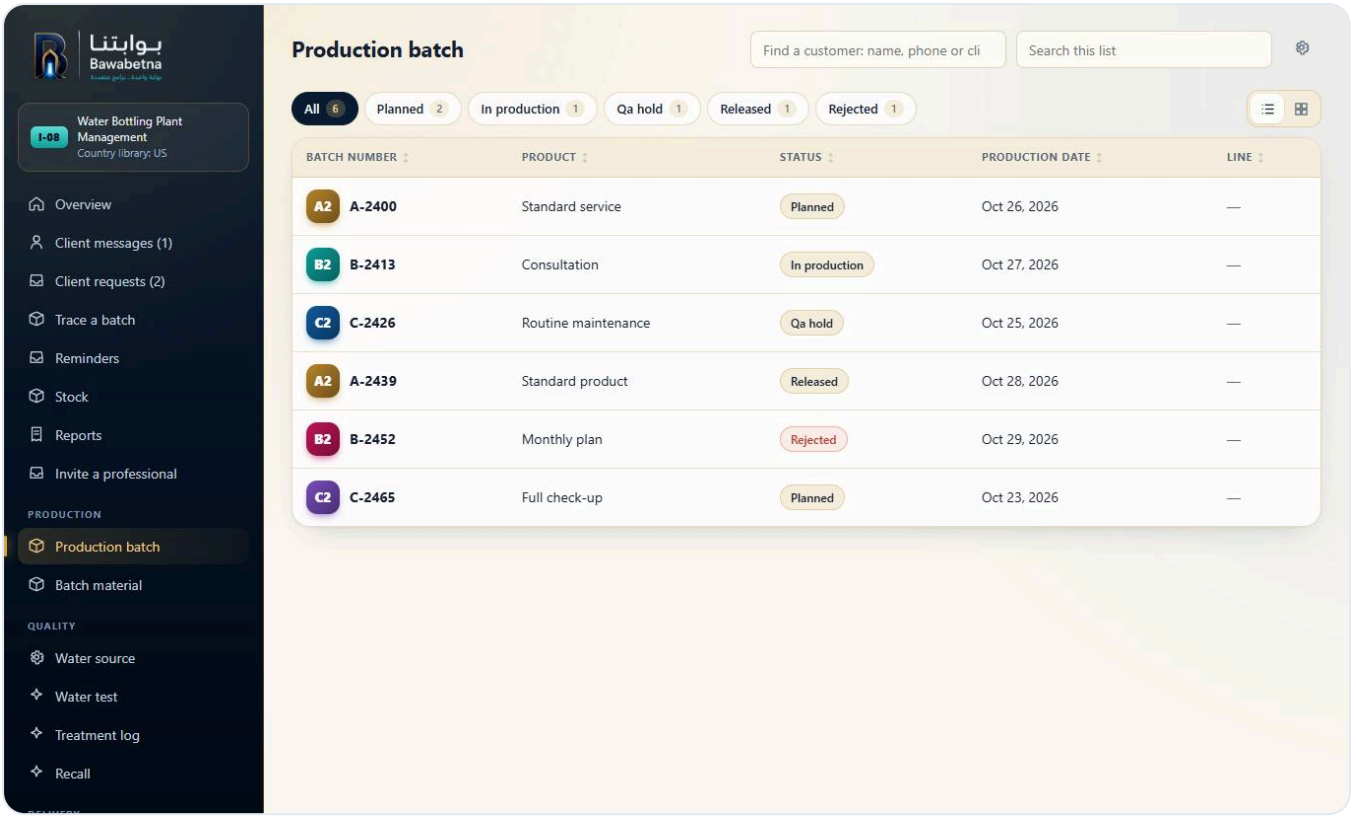


The home screen

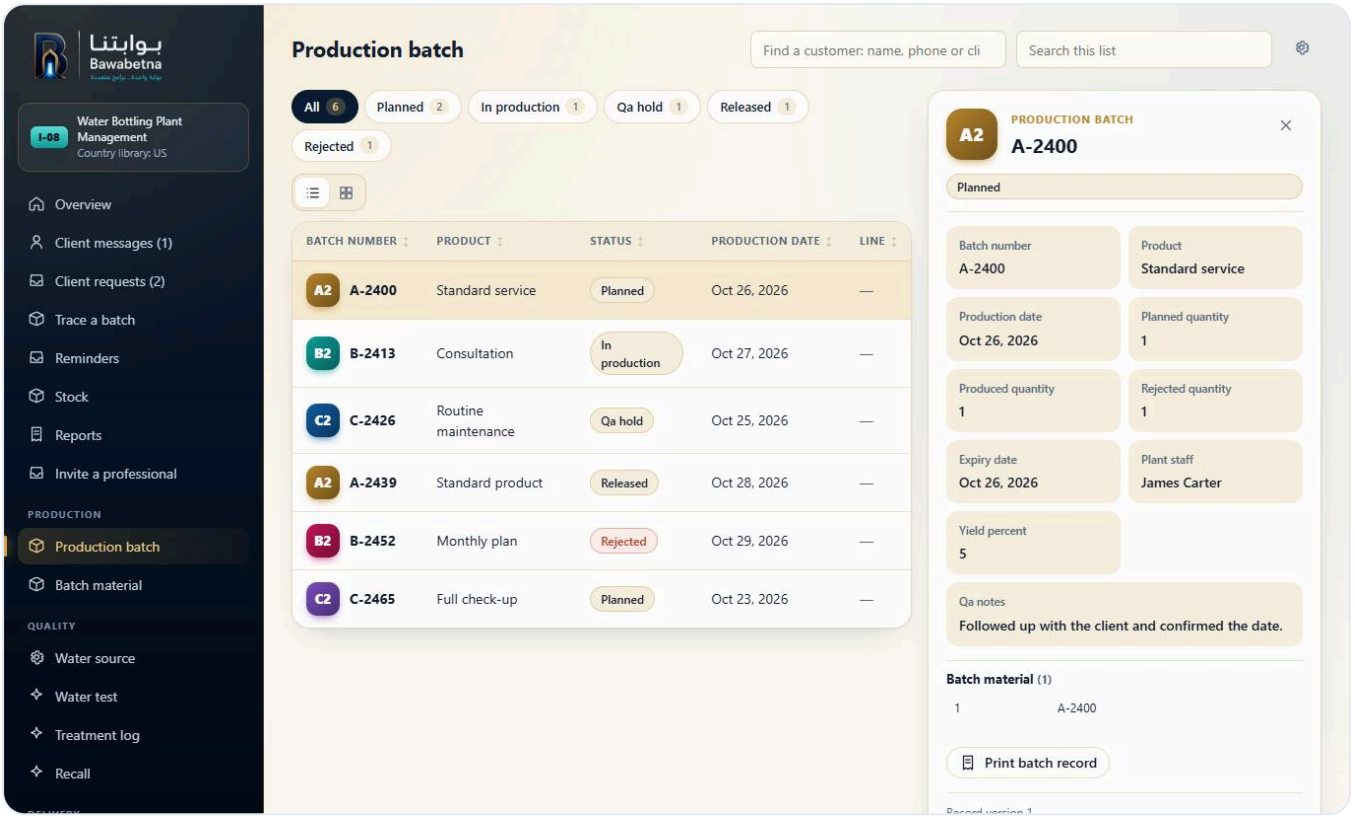
Screens and what you record in them

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



Production batch



A record open for editing

Production batch

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

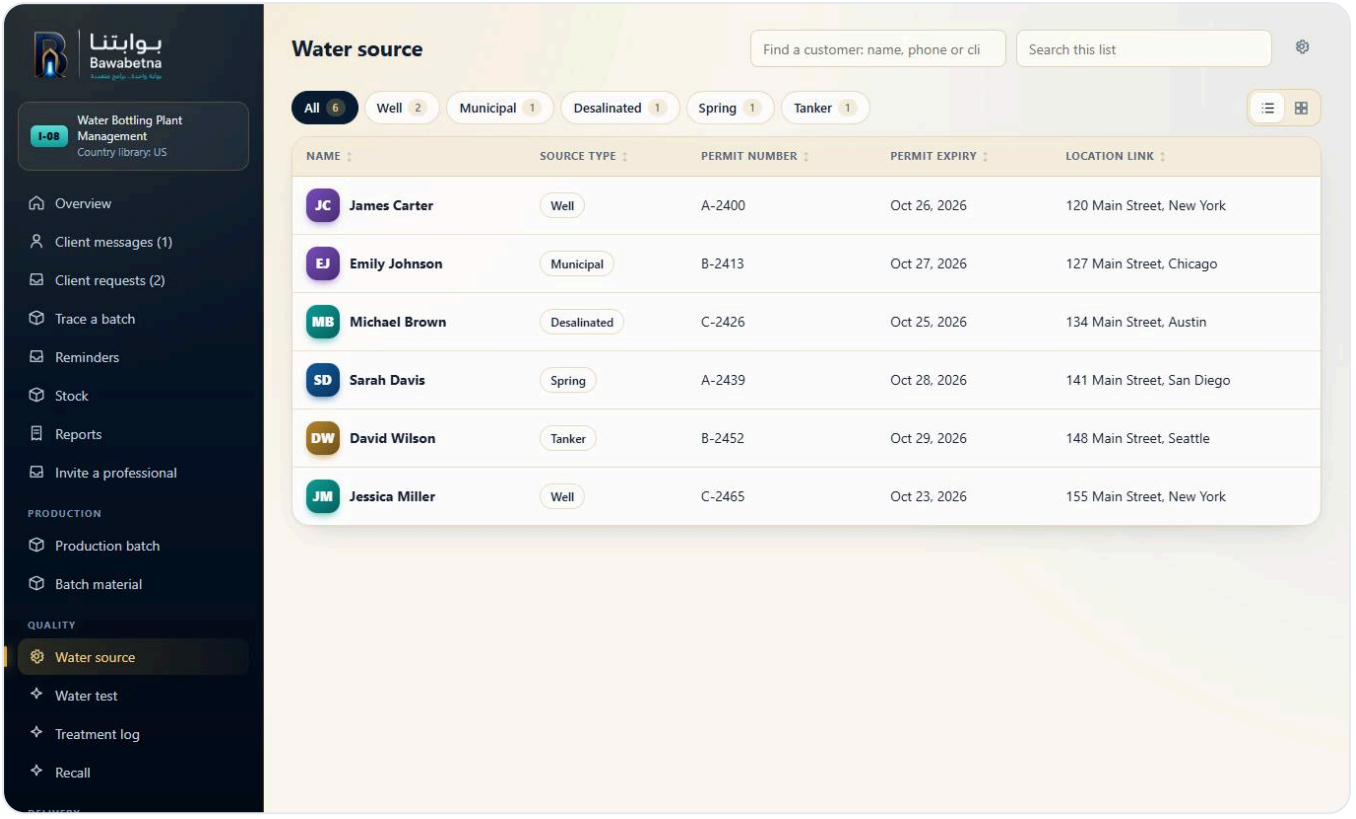
Stages: A new record starts as "Planned".

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



Water source

Water source

What you record: Name (required), Source type (required), Permit number, Permit expiry, Location link, Notes

Water test

What you record: Water source, Production batch, Sample point (required), Parameter (required), Result value (required), Unit, Limit min, Limit max, Flag (worked out by the program), Tested at (required), Lab, Report files

Treatment log

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

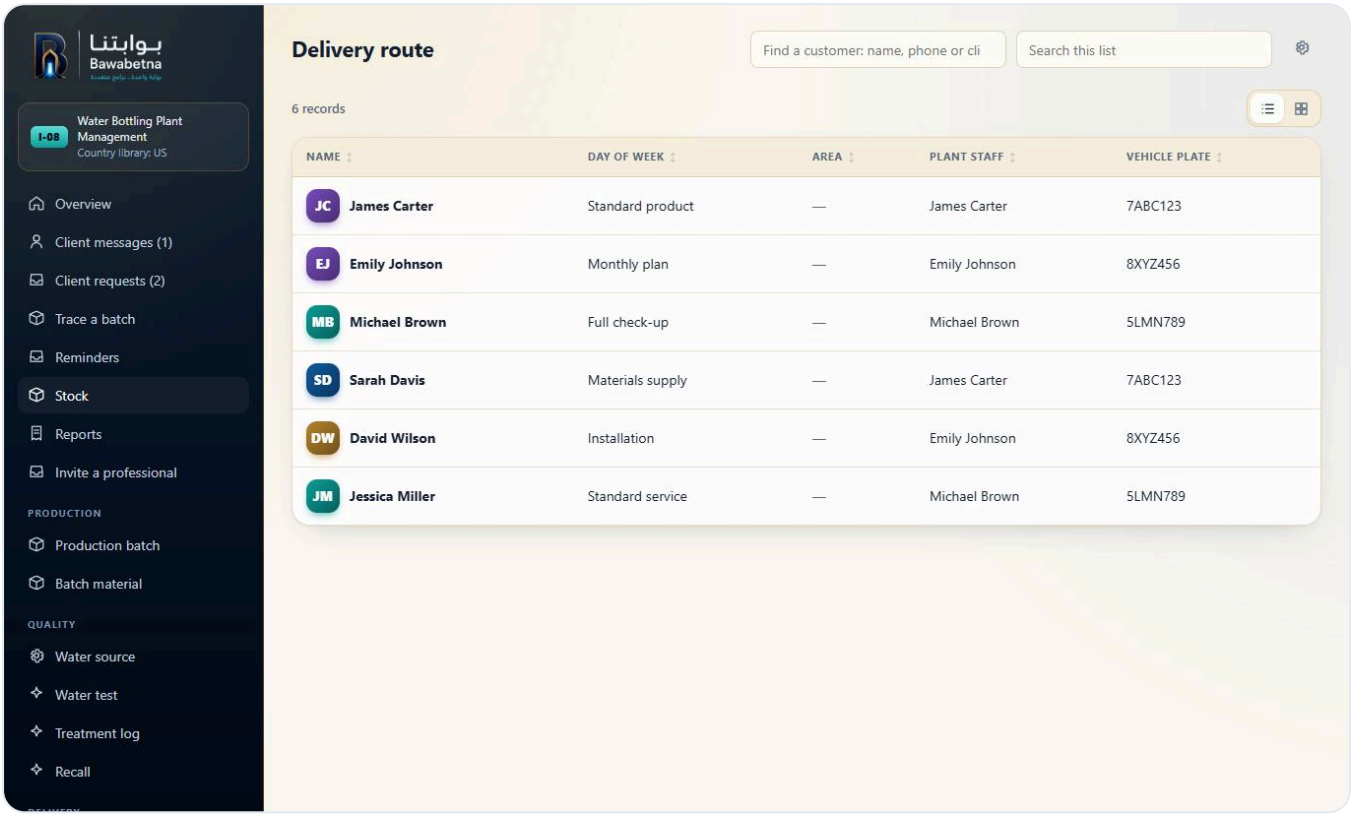
Recall

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

Delivery



Delivery route

Delivery route

What you record: Name (required), Area, Day of week, Plant staff, Vehicle plate, Active

Coupon book

What you record: Customer (required), Sold on (required), Book number, Coupons (required), Price (required)

Delivery

What you record: Customer (required), Delivery route, Plant staff, Delivered on (required), Product (required), Lot number (required), Full delivered (required), Empties collected, Coupons collected, Cash collected, Signature, Notes, Status (required)

Stages: A new record starts as "Planned".

Planned → Delivered | Planned → Not home | Planned → Cancelled

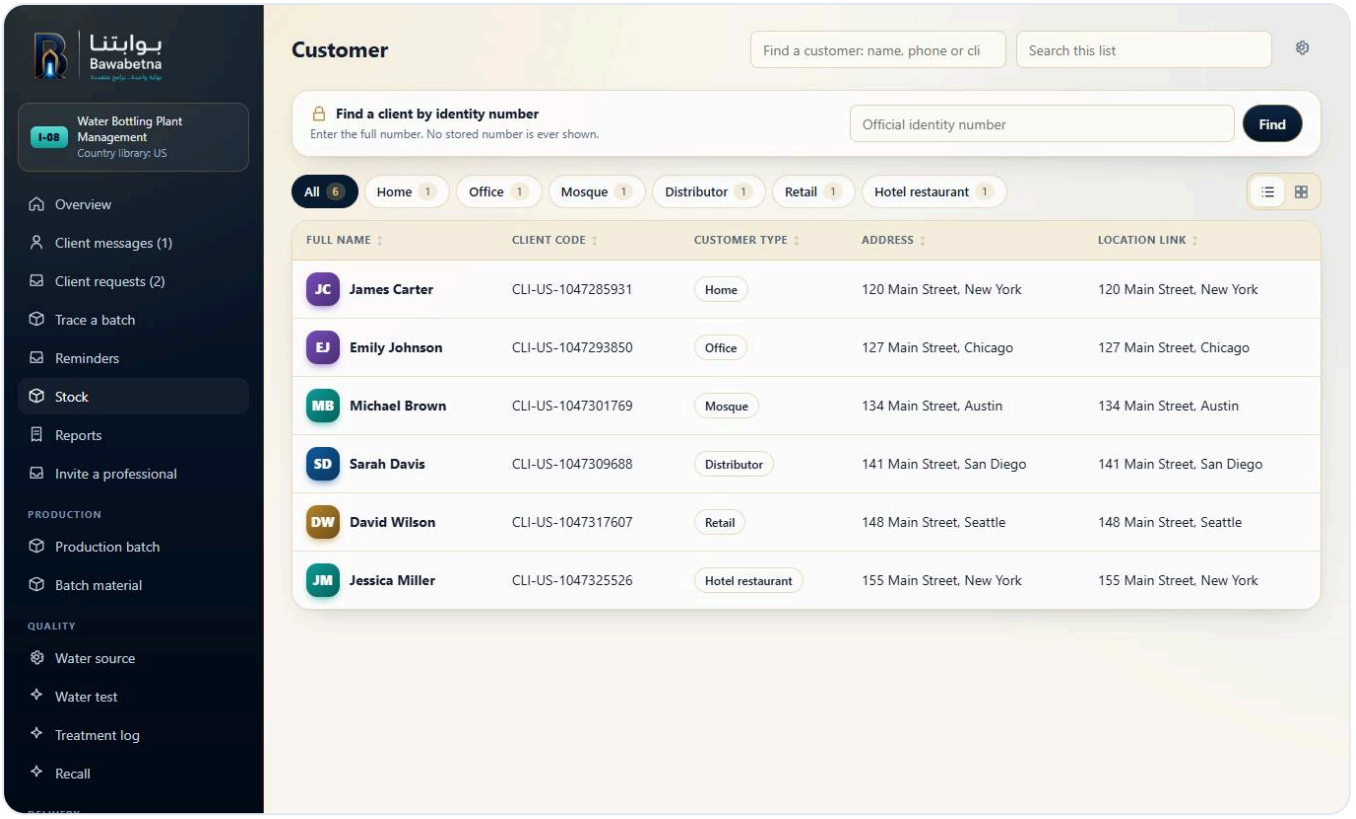
Dispenser

What you record: Serial number (required), Dispenser type (required), Customer, Terms, Placed on, Monthly fee, Deposit, Last sanitized, Next sanitizing, Status (required)

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

At customer → In stock | At customer → In repair | In repair → In stock | In repair → Retired | In stock → At customer | In stock → In repair | In stock → Retired

Customers

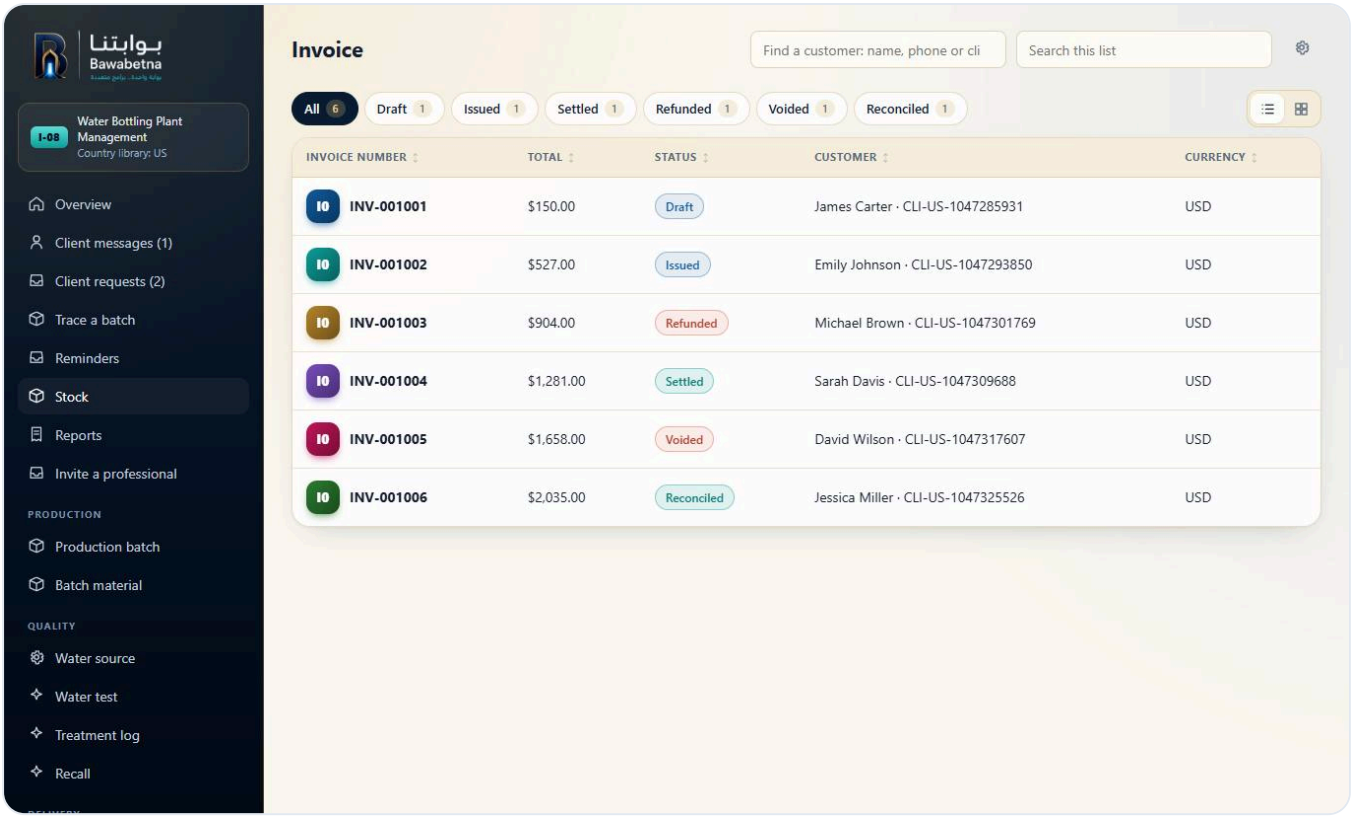


Customer

Customer

What you record: Full name (required), Customer type (required), Address, Location link, Delivery route, Bottles on deposit, Deposit paid, Weekly gallons, Full delivered (worked out by the program), Empties returned (worked out by the program), Bottles held (worked out by the program), Coupons bought (worked out by the program), Coupons used (worked out by the program), Coupons left (worked out by the program), 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

What you record: Name (required), Sku, Category (required), Gtin, Unit, Bottle size ml, Units per carton, Shelf life days, 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

Plant

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

Branch

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

Plant 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:

- Output and yield by product
- Out-of-limit tests by parameter
- Deliveries by route
- Bottles and coupons held by customers
- 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.