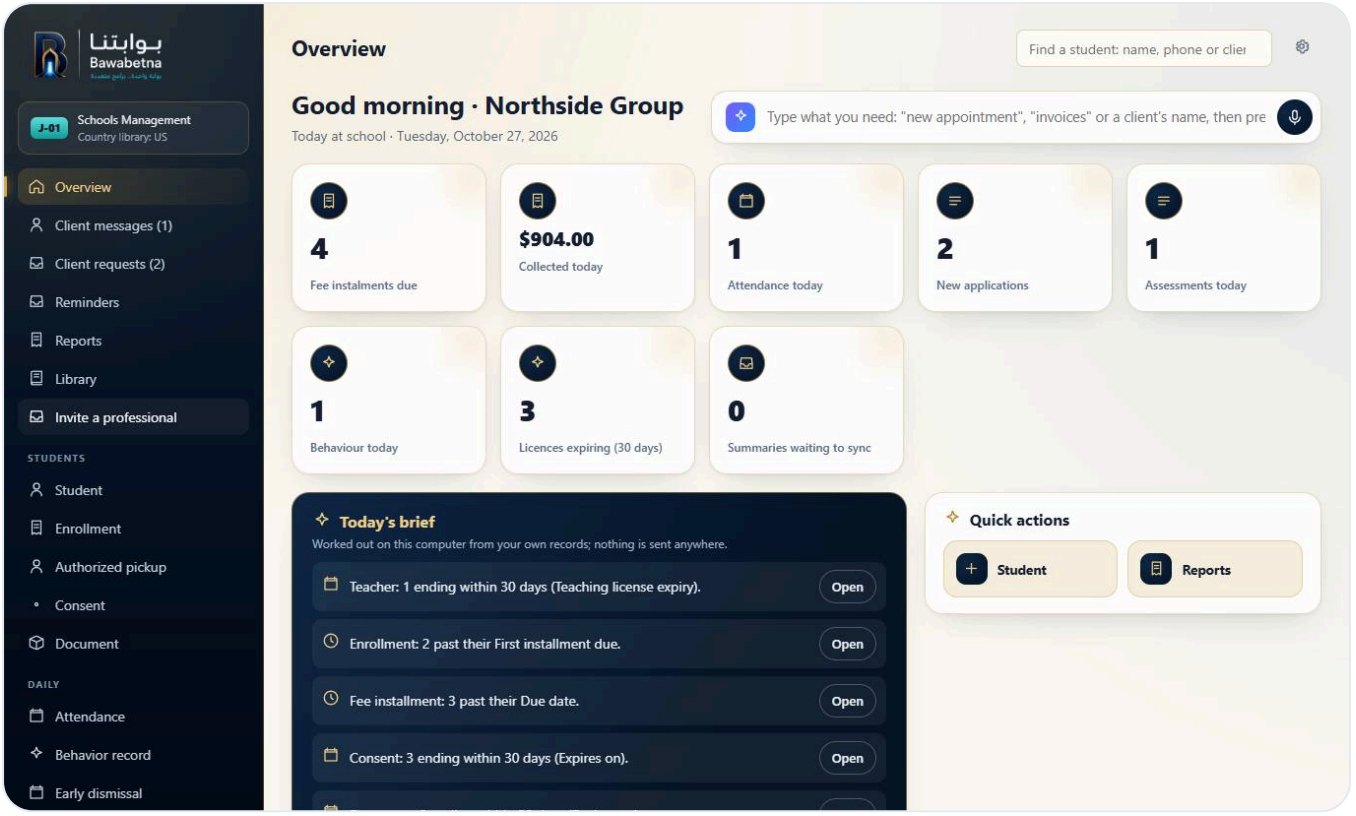
Bawabetna · User guide

Schools 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:

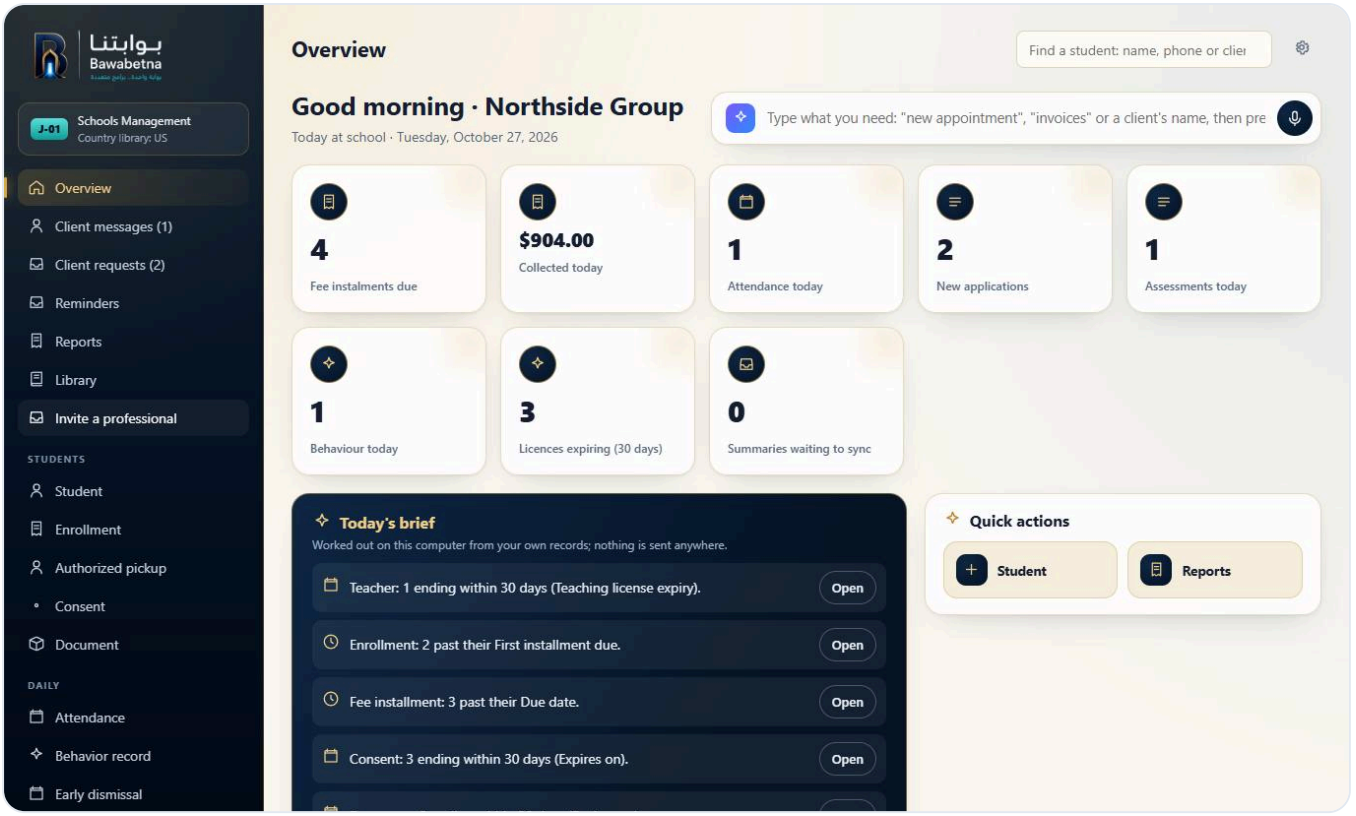
1. **School**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Teacher**: Full name, Staff role

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

- Accountant
- Manager
- Principal
- Registrar
- School owner
- Teacher

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".

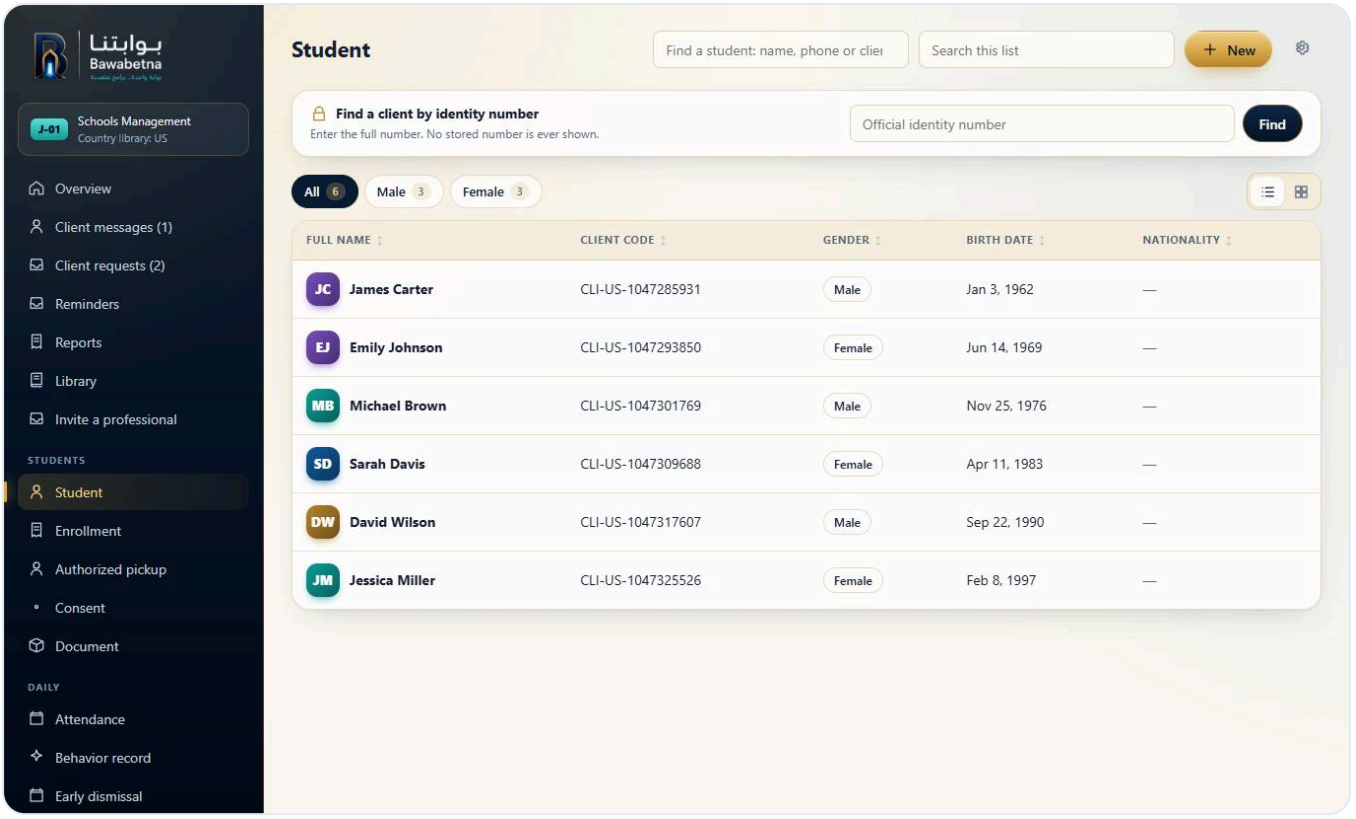


The home screen

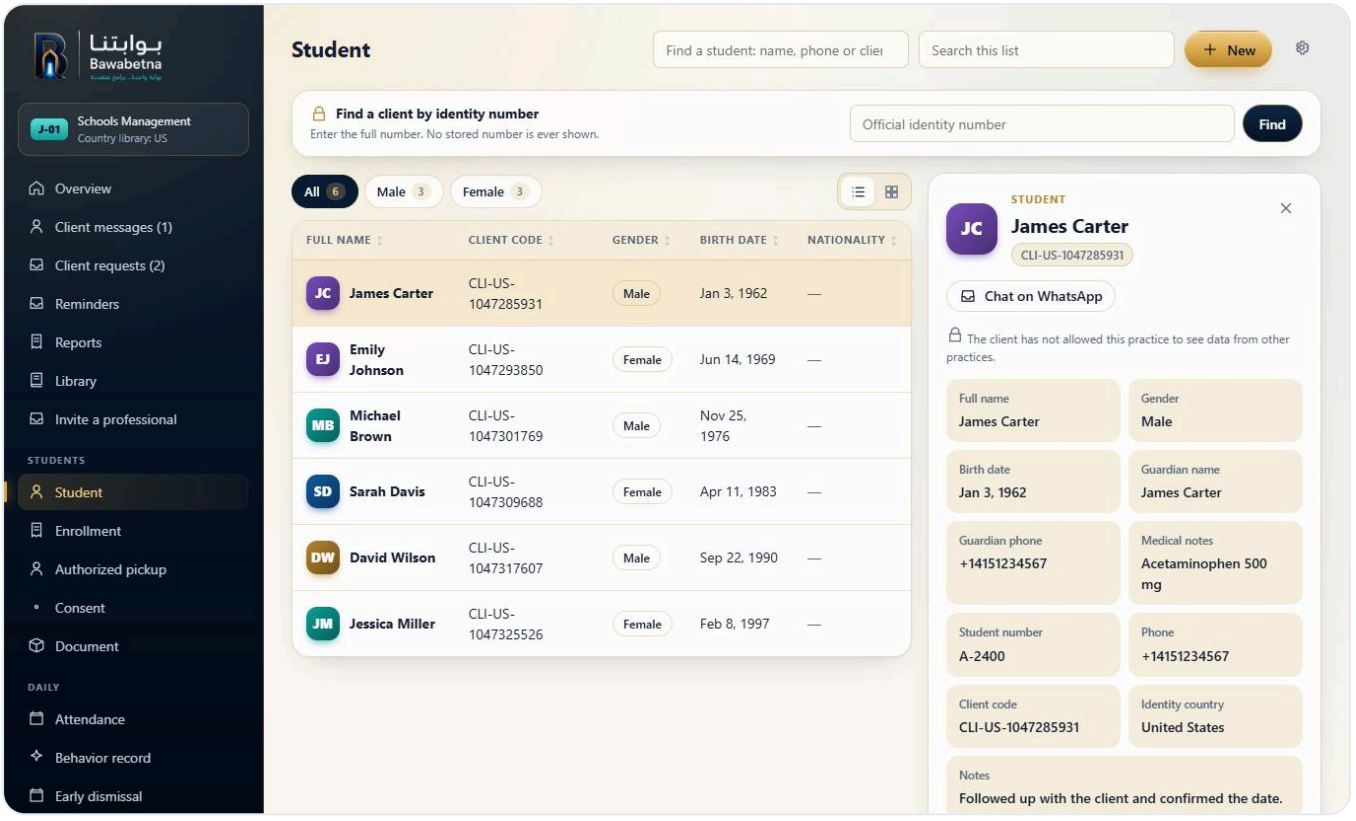
Screens and what you record in them

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.

Students



Student



A record open for editing

Student

What you record: Full name (required), Gender (required), Birth date (required), Nationality, Guardian name (required), Guardian phone (required), Guardian relation, Medical notes, Student number, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Enrollment

What you record: Student (required), Academic year (required), Class section (required), Grade level (worked out by the program), Enrolled on (required), Transport, Annual fee, Discount percent, Year result, Status (required), Completed at (worked out by the program), Net fee (worked out by the program), Installments count, Months between installments, First installment due

Stages: A new record starts as "Applied".

Active → Completed | Active → Withdrawn | Applied → Active | Applied → Withdrawn

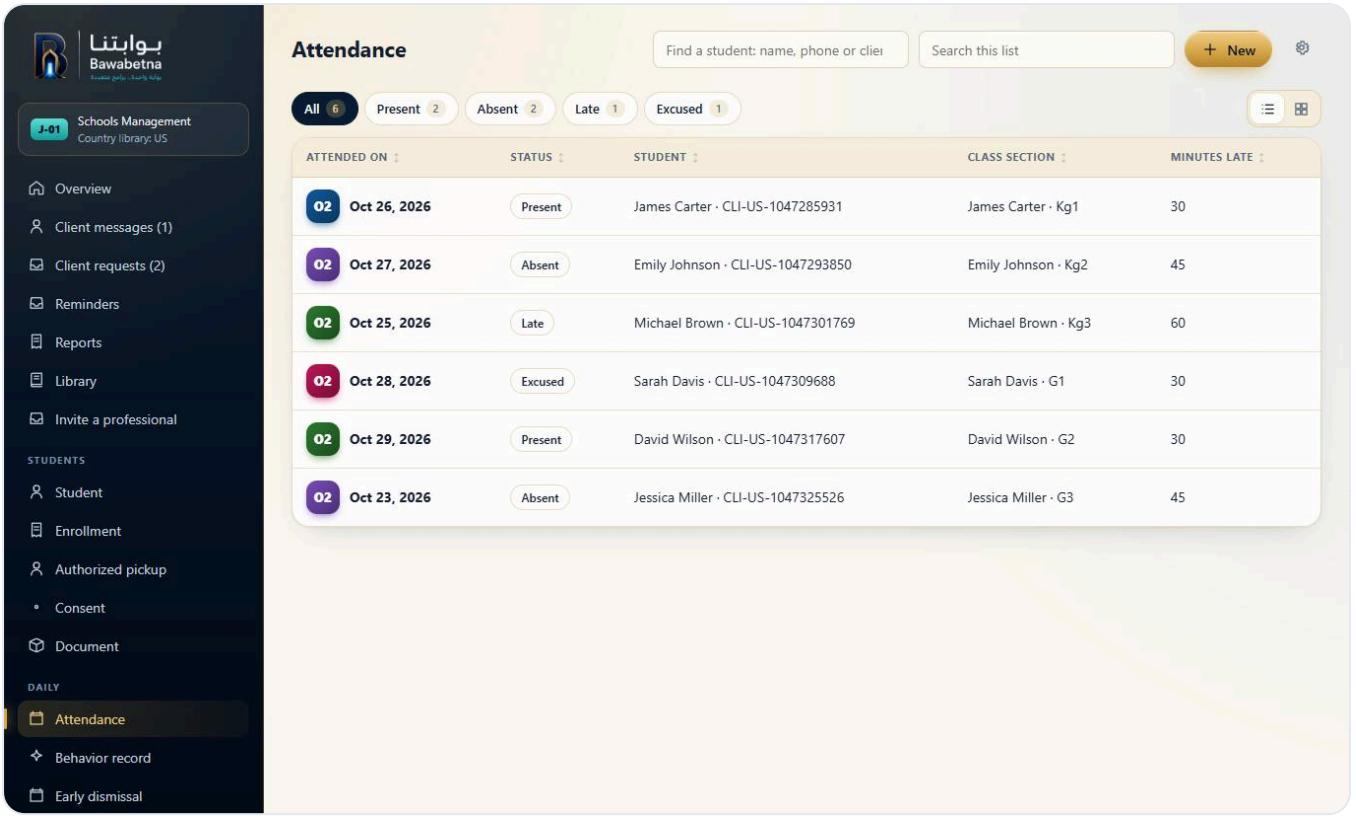
Authorized pickup

What you record: Student (required), Full name (required), Relation (required), Phone (required), Id number, Photo, Active

Document

What you record: Student (required), Category (required), Title (required), Reference number, Issued on, Expires on, Files

Daily



Attendance

Attendance

What you record: Student (required), Class section, Attended on (required), Status (required), Minutes late, Note, Guardian notified, Guardian notice (required)

Stages: A new record starts as "Not sent".

Not sent → Sent

Behavior record

What you record: Student (required), Recorded on (required), Record type (required), Description (required), Action taken, Note for guardian, Guardian informed, Teacher, Guardian notice (required)

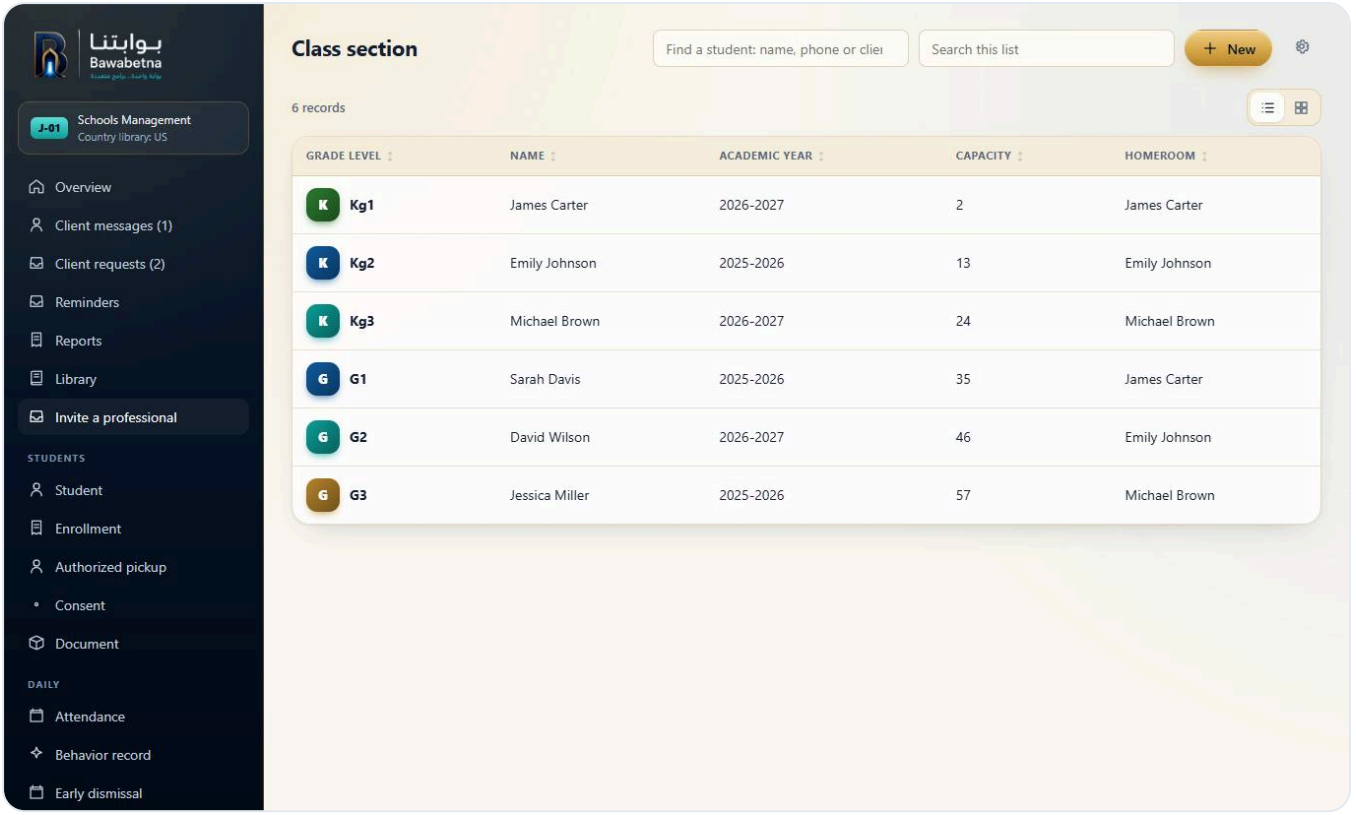
Stages: A new record starts as "Not sent".

Not sent → Sent

Early dismissal

What you record: Student (required), Left at (required), Reason (required), Authorized pickup, Picked up by other, Approved by, Guardian notified

Academics



Class section

Class section

What you record: Academic year (required), Grade level (required), Name (required), Capacity, Homeroom, Room

Subject

What you record: Name (required), Code, Grade level, Weekly periods, Max score

Timetable slot

What you record: Class section (required), Subject (required), Teacher (required), Day (required), Period (required), Room

Assessment

What you record: Class section (required), Subject (required), Title (required), Assessment type (required), Held on (required), Max score (required), Weight percent, Teacher

Grade entry

What you record: Assessment (required), Student (required), Score (required), Max score (worked out by the program), Percent (worked out by the program), Comment, Weight percent (worked out by the program)

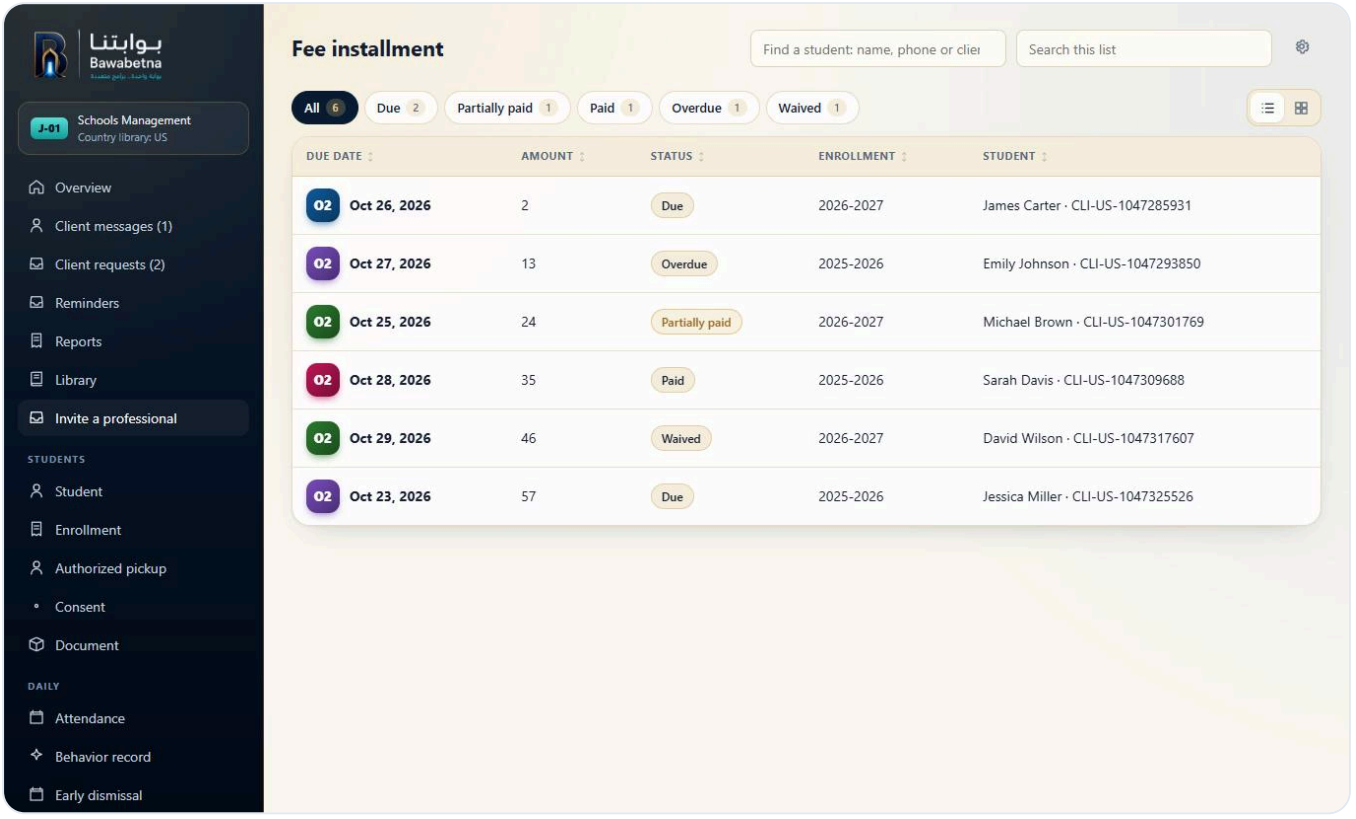
Term report

What you record: Student (required), Enrollment, Term (required), Average percent (required), Absences, Late days, Strengths, To improve, Teacher comment, Status (required), Published at (worked out by the program)

Stages: A new record starts as "Draft".

Draft → Published

Billing



Fee installment

Fee installment

What you record: Enrollment (required), Student (worked out by the program), Number (required), Due date (required), Amount (required), Amount paid, Balance (worked out by the program), Invoice, Status (required)

Stages: A new record starts as "Due".

Due → Partially paid | Due → Paid | Due → Overdue | Due → Waived | Overdue → Partially paid | Overdue → Paid | Overdue → Waived | Partially paid → Paid | Partially paid → Overdue

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), Student (required), Enrollment, 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)

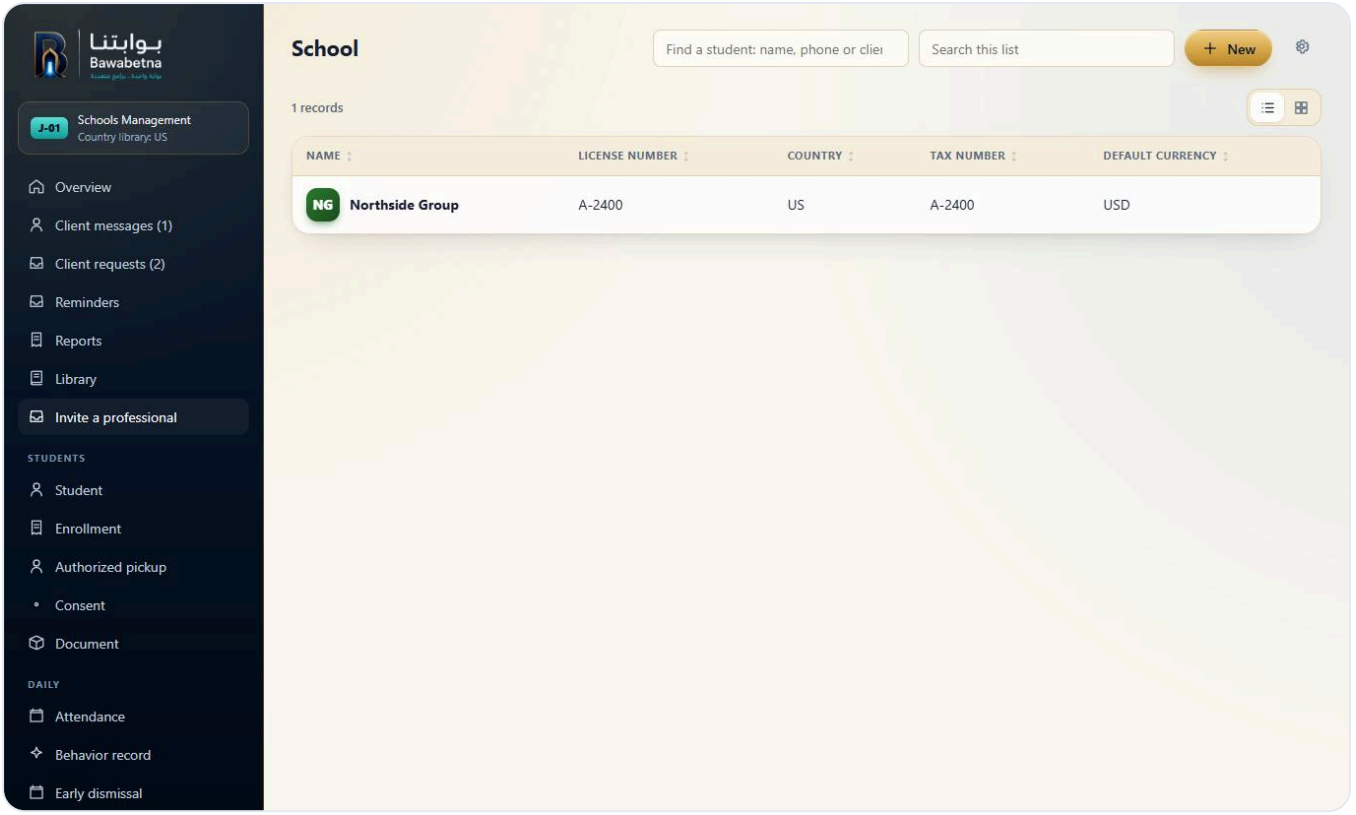
Payment

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



School

School

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

Branch

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

Teacher

What you record: Branch (required), Full name (required), License number, Phone, Subjects, Teaching license expiry, Staff role, 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:

- Students to follow up: absence (3+ days in the period)
- Students to follow up: serious behaviour
- Students to follow up: average below 50%
- Attendance by status
- Absences by class
- Average grade by subject
- Weighted result by student
- Honour roll (90% and above)
- Students by grade
- 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.