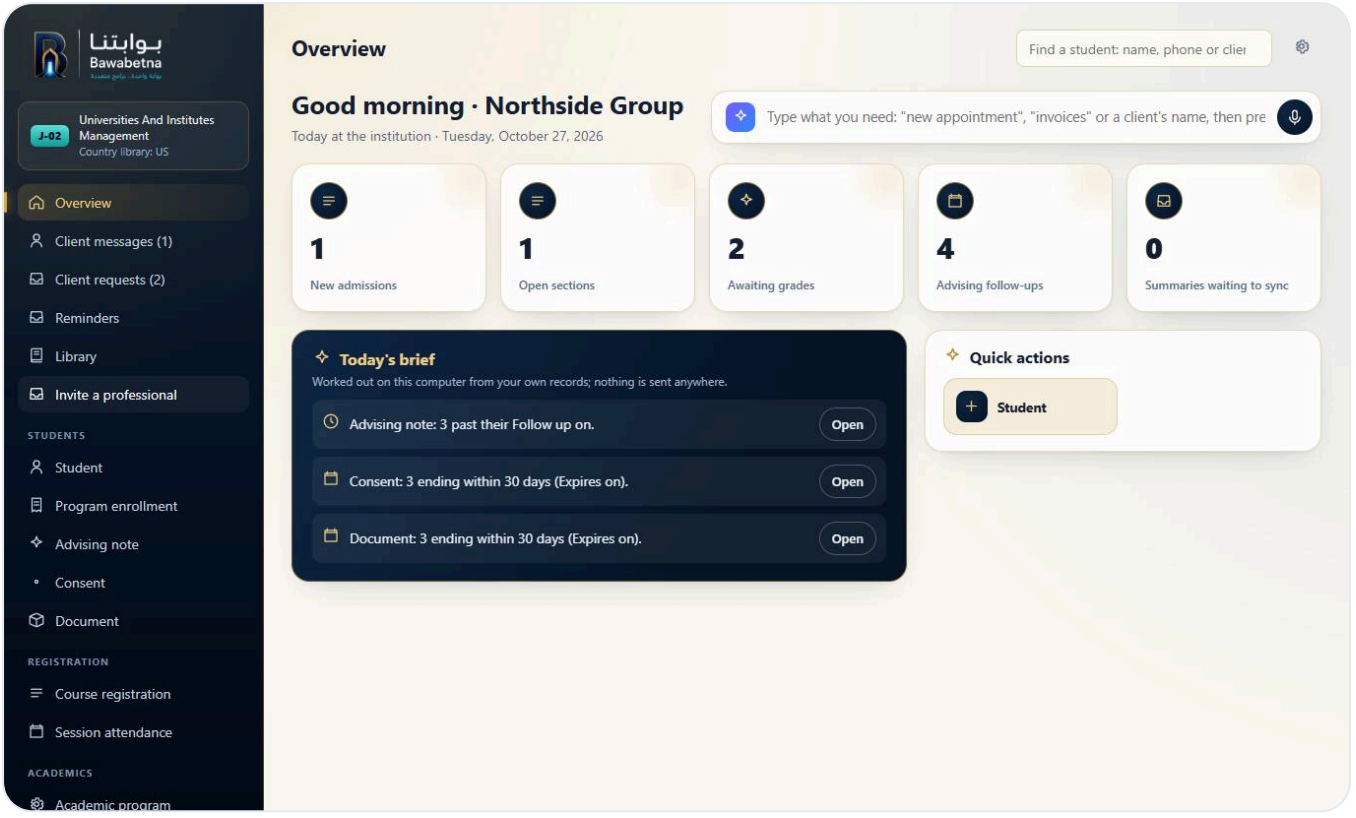
Bawabetna · User guide

Universities And Institutes 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:

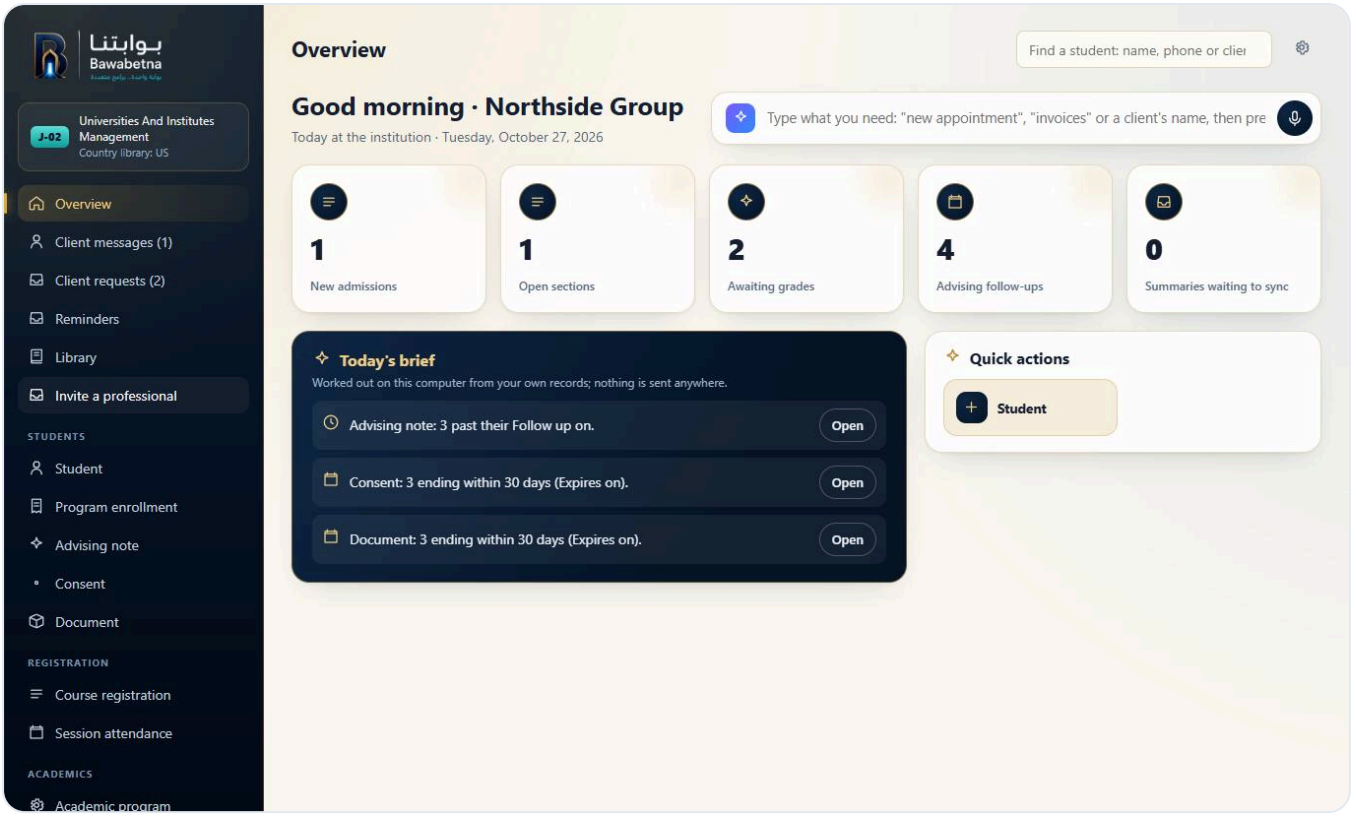
1. **Institution**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Faculty**: Full name, Academic rank

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

- Accountant
- Advisor
- Faculty member
- Institution head
- Manager
- Registrar

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".

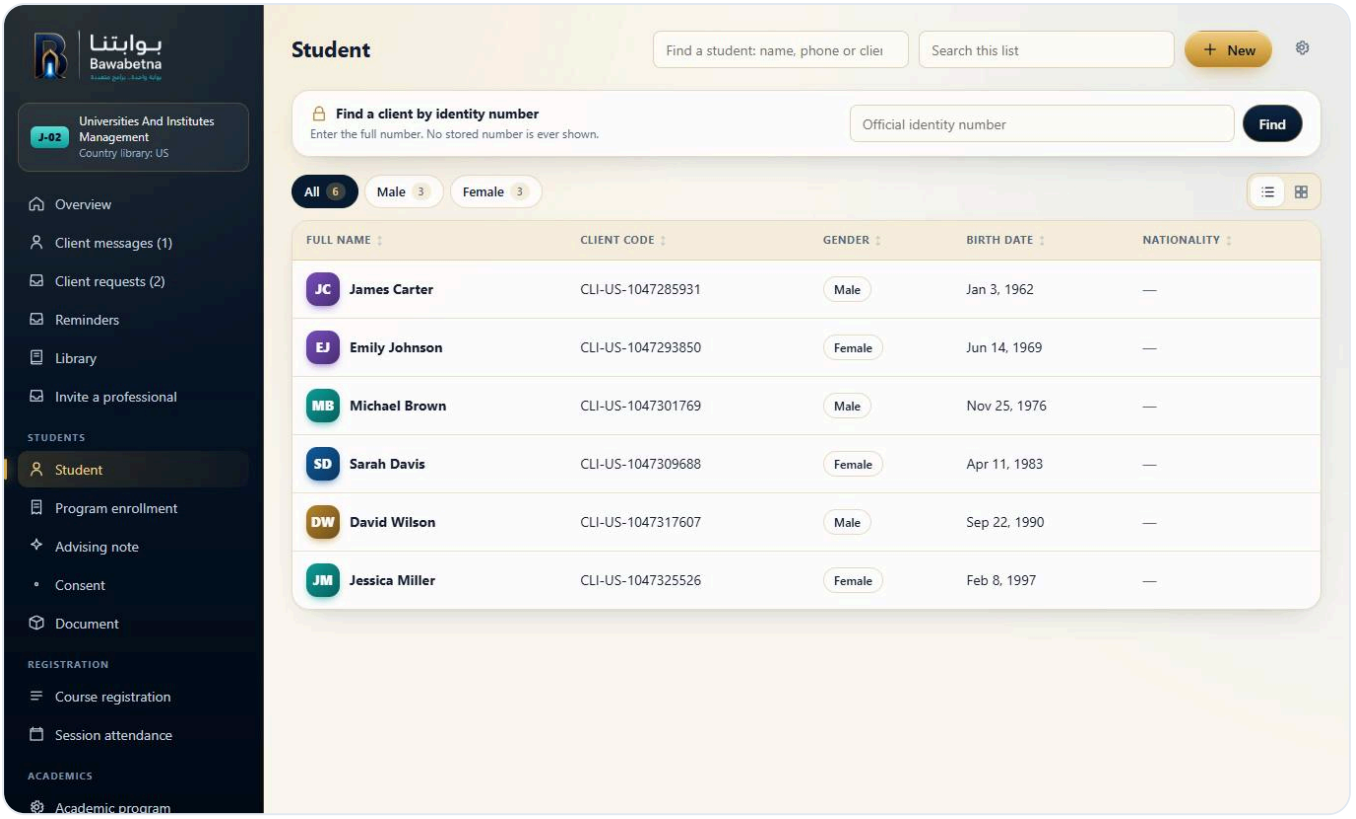


The home screen

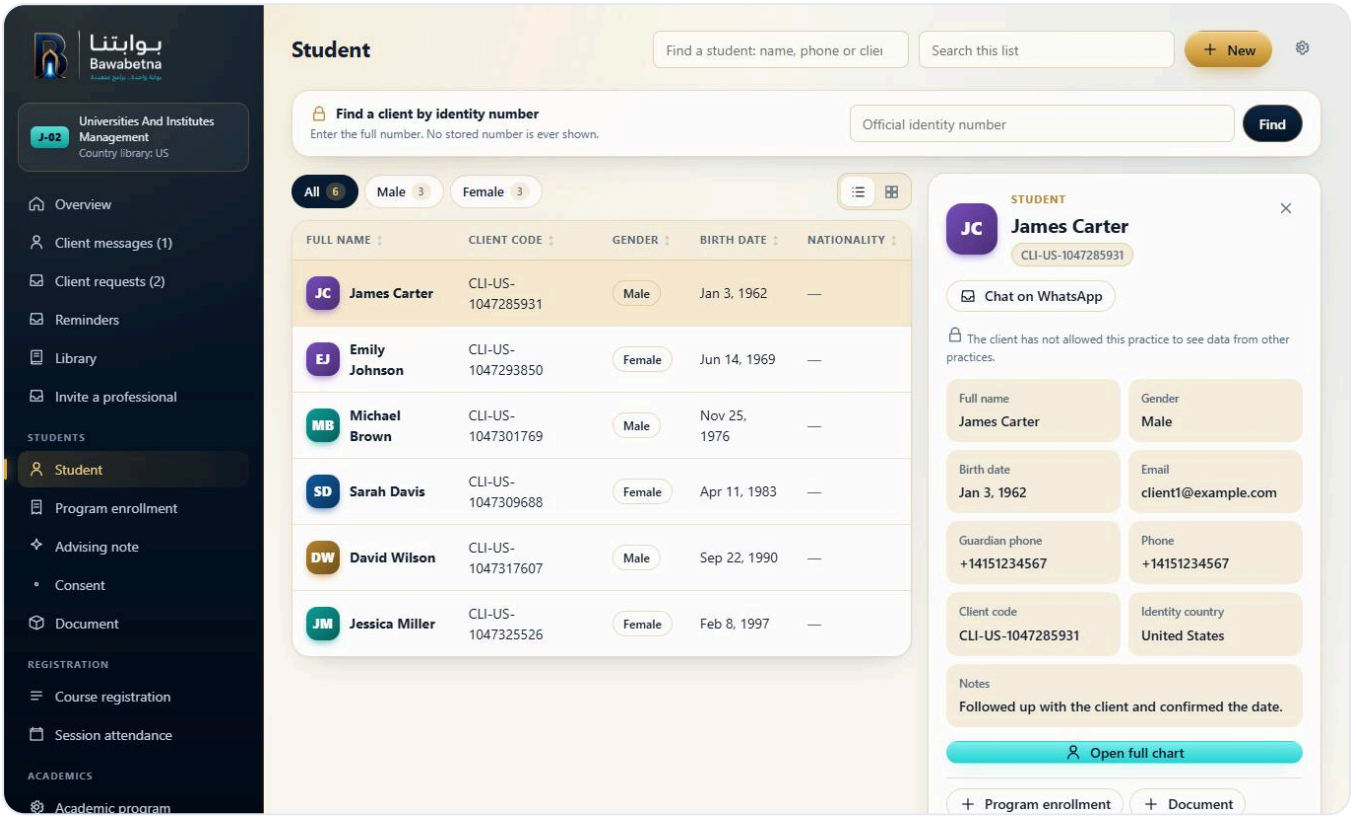
Screens and what you record in them

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, Birth date, Nationality, Email, University id, Guardian phone, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Program enrollment

What you record: Student (required), Academic program (required), Level (worked out by the program), Admitted on (required), Advisor, Transfer credits, Credits completed (worked out by the program), Credits earned (worked out by the program), Credits required (worked out by the program), Credits remaining (worked out by the program), Degree progress percent (worked out by the program), Gpa credits (worked out by the program), Quality points total (worked out by the program), Cumulative gpa (worked out by the program), Standing, Status (required), Graduated at (worked out by the program)

Stages: A new record starts as "Admitted".

- Active → On leave
- Active → Suspended
- Active → Graduated
- Active → Withdrawn
- Admitted → Active
- Admitted → Withdrawn
- On leave → Active
- On leave → Withdrawn
- Suspended → Active
- Suspended → Withdrawn

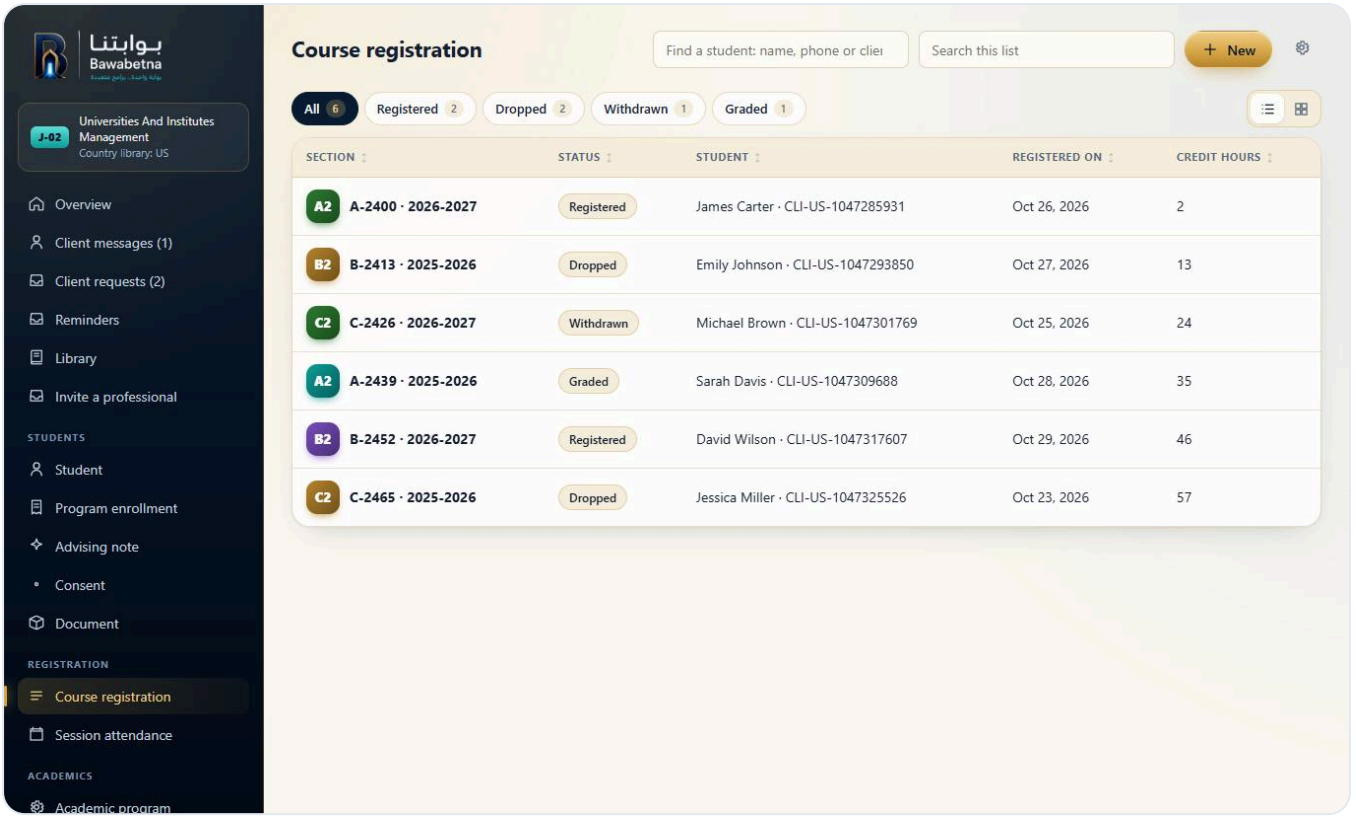
Advising note

What you record: Student (required), Faculty (required), Met on (required), Topic (required), Notes (required), Follow up on

Document

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

Registration



Course registration

Course registration

What you record: Student (required), Section (required), Registered on (required), Credit hours (required), Final grade, Grade points, Quality points (worked out by the program), Absences, Program enrollment, Earned credits (worked out by the program), Gpa credits (worked out by the program), Status (required), Prerequisite override

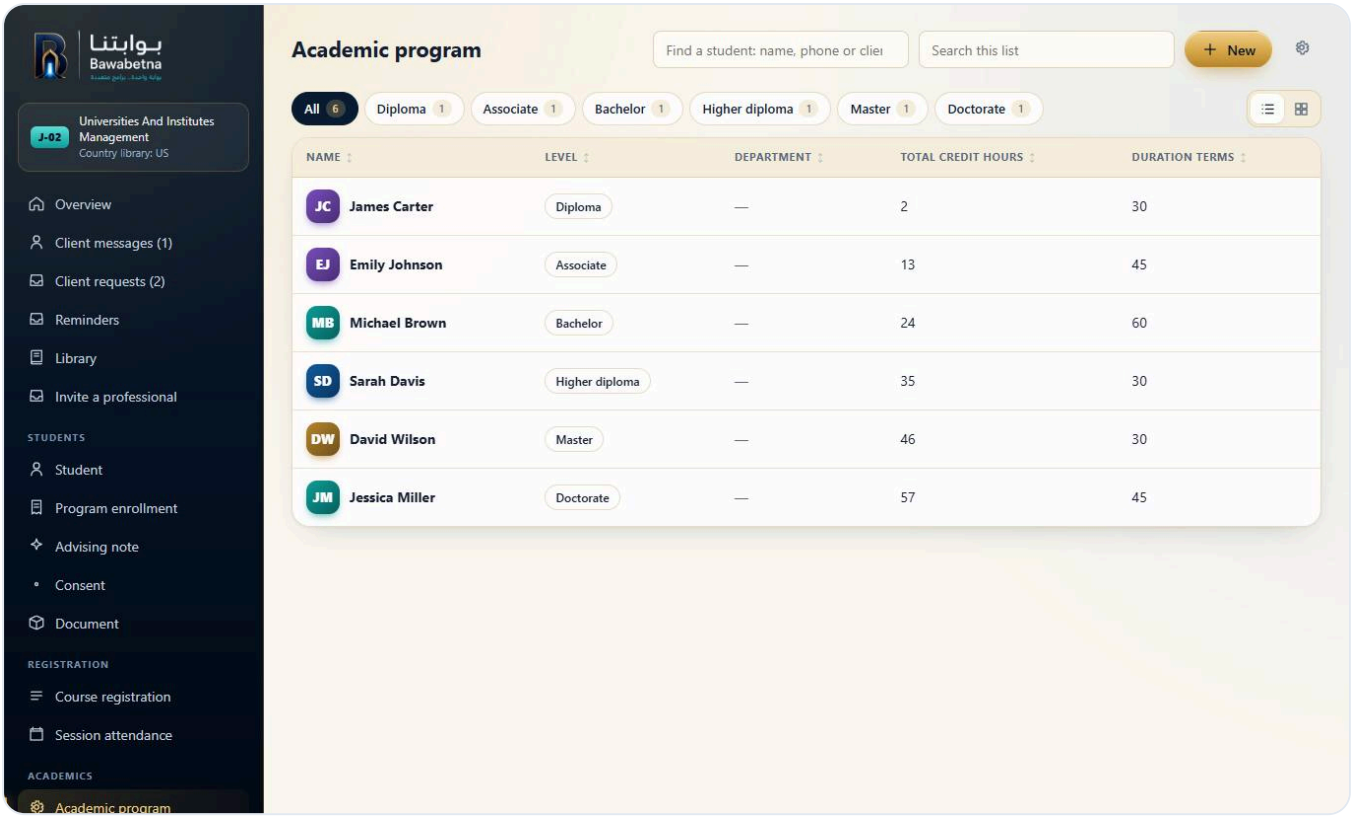
Stages: A new record starts as "Registered".

Registered → Dropped | Registered → Withdrawn | Registered → Graded

Session attendance

What you record: Course registration (required), Session date (required), Status (required)

Academics



Academic program

Academic program

What you record: Name (required), Level (required), Department, Total credit hours (required), Duration terms, Tuition per credit, Active

Course

What you record: Code (required), Title (required), Academic program, Credit hours (required), Prerequisites, Prerequisite course, Description

Section

What you record: Course (required), Term (required), Section code (required), Faculty (required), Capacity, Delivery, Status (required)

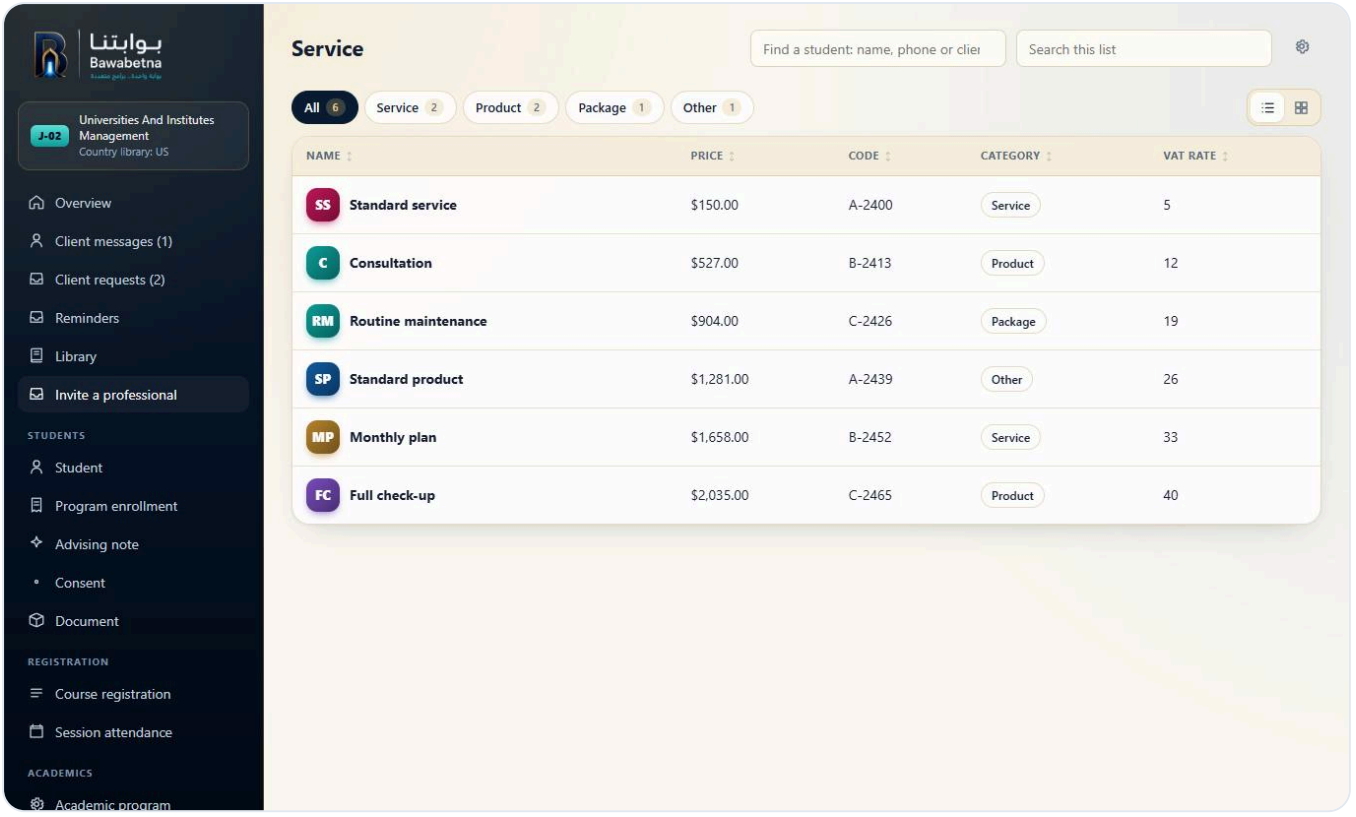
Stages: A new record starts as "Planned".

Closed → Completed | Closed → Open | Open → Closed | Planned → Open

Section slot

What you record: Section (required), Term (required), Faculty (required), Day (required), Start time (required), Room (required)

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), Student (required), Program 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)

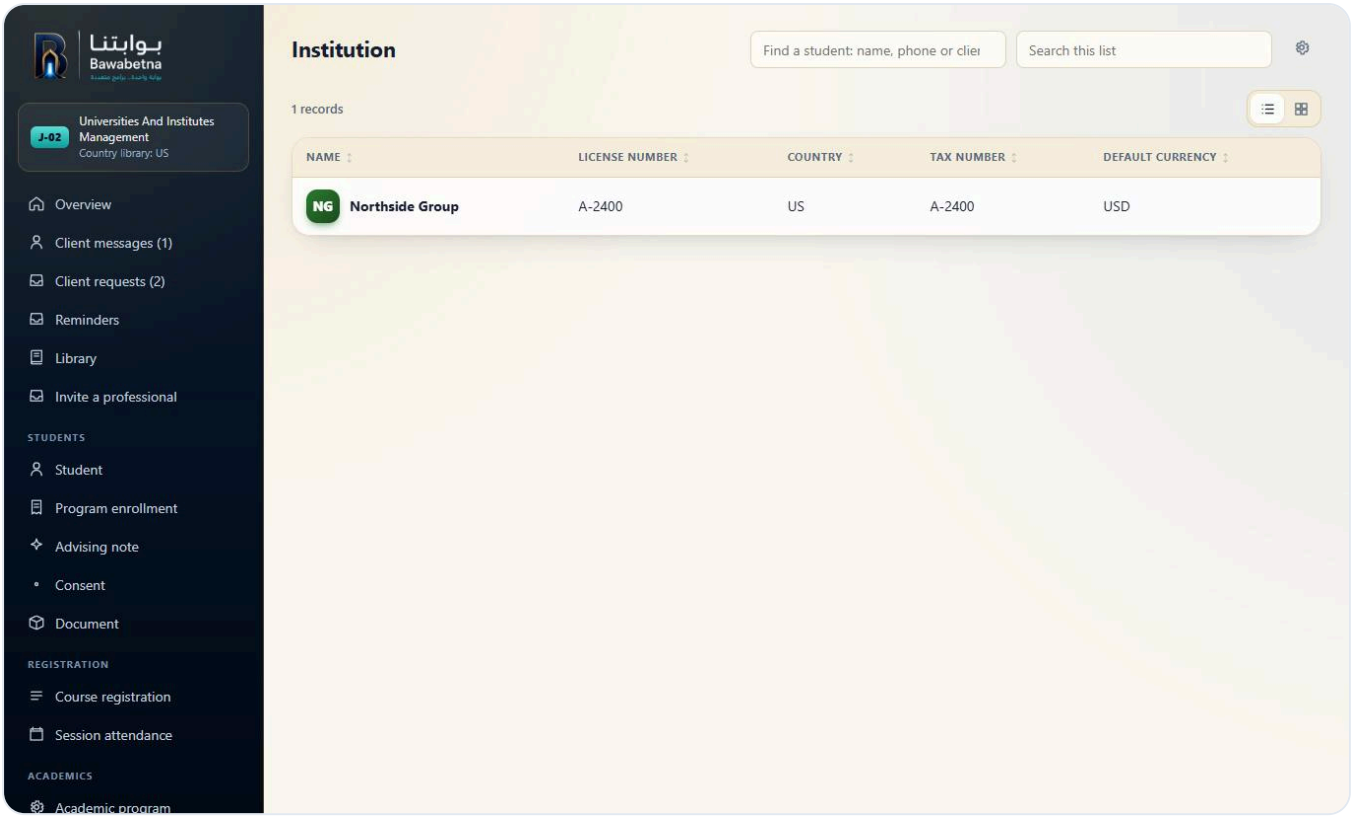
Payment

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



Institution

Institution

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

Branch

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

Faculty

What you record: Branch (required), Full name (required), License number, Email, Phone, Academic rank, Department, 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 by programme
- Grade distribution
- Registrations by section
- Absences by section
- 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.