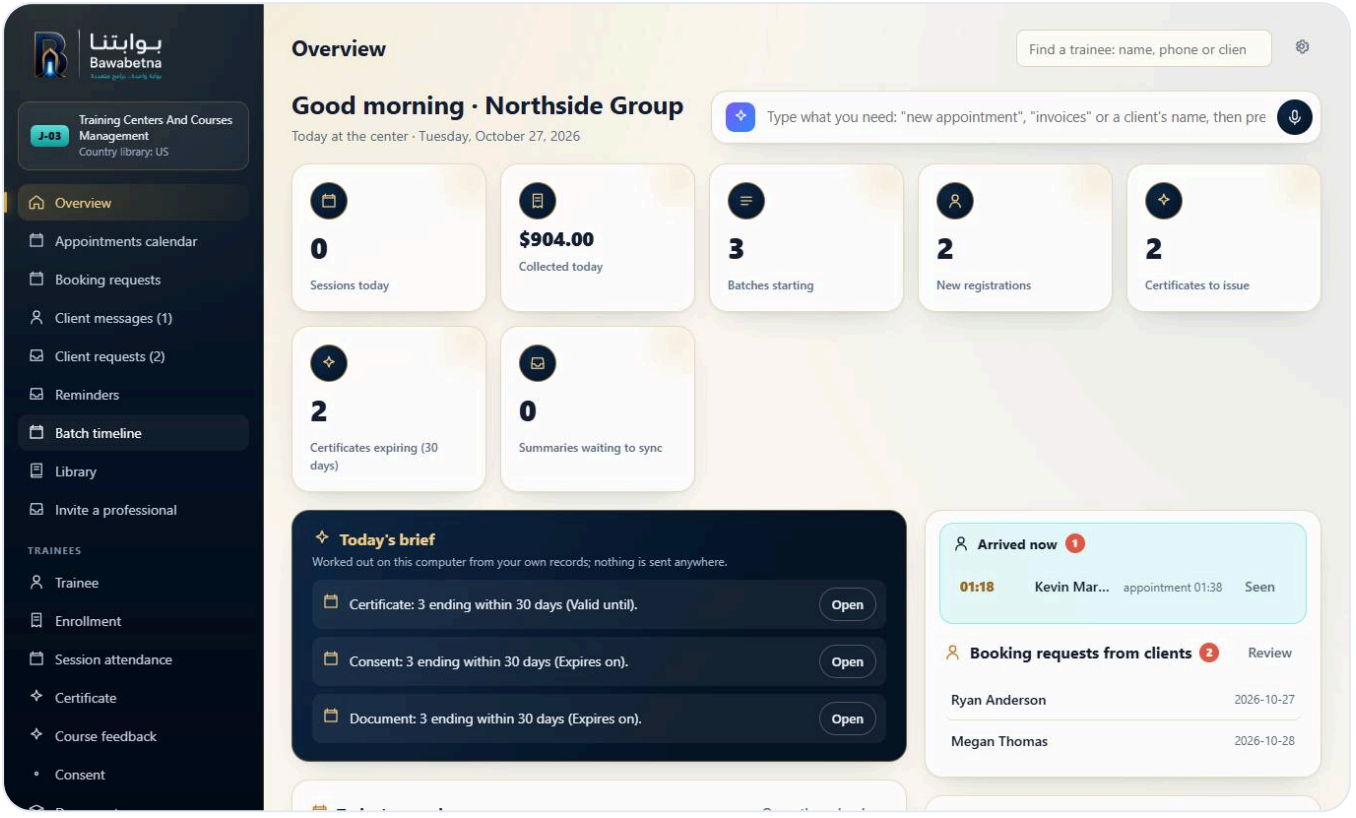
Bawabetna · User guide

Training Centers And Courses 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:

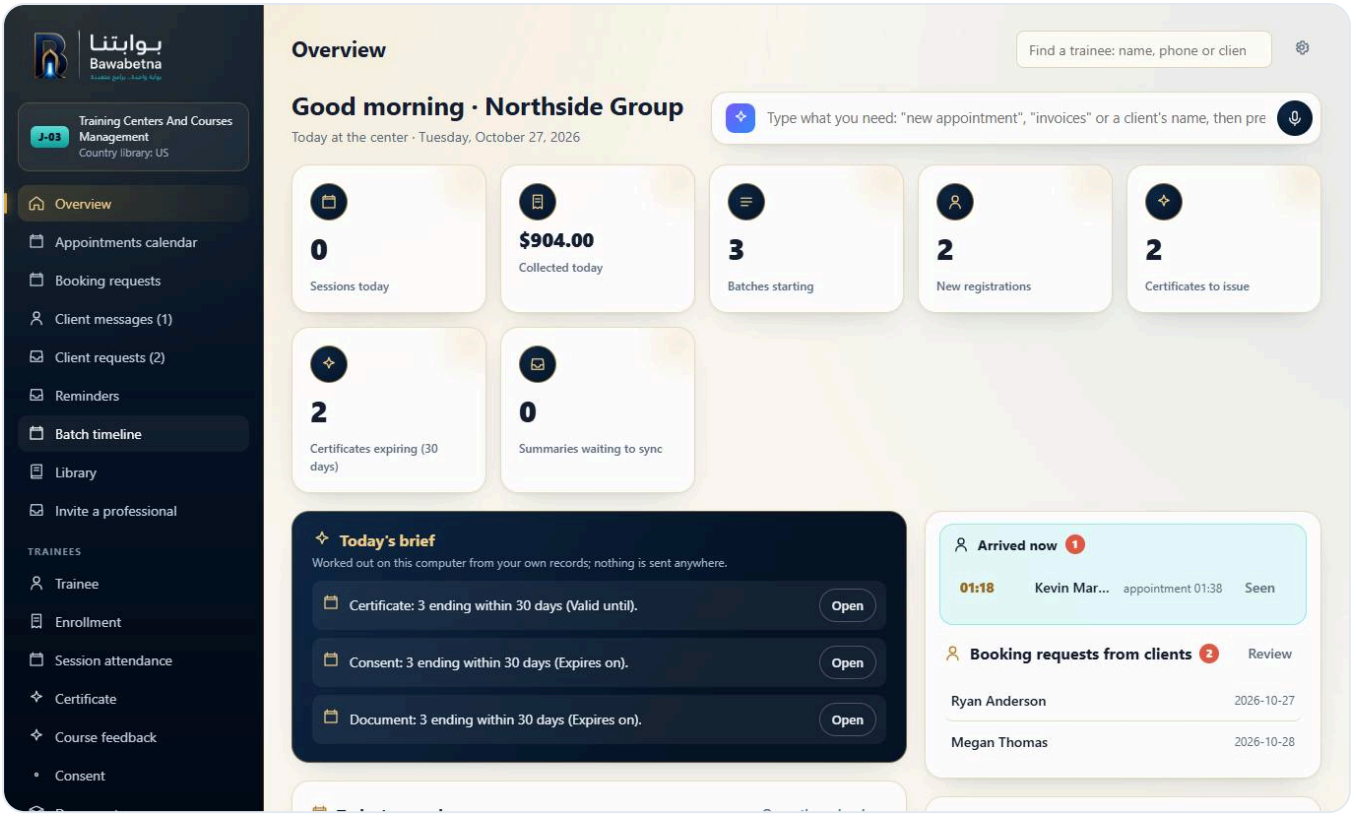
1. **Training center**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Trainer**: Full name, Specialization, Hourly rate

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

- Accountant
- Center owner
- Manager
- Trainer
- Training coordinator

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".

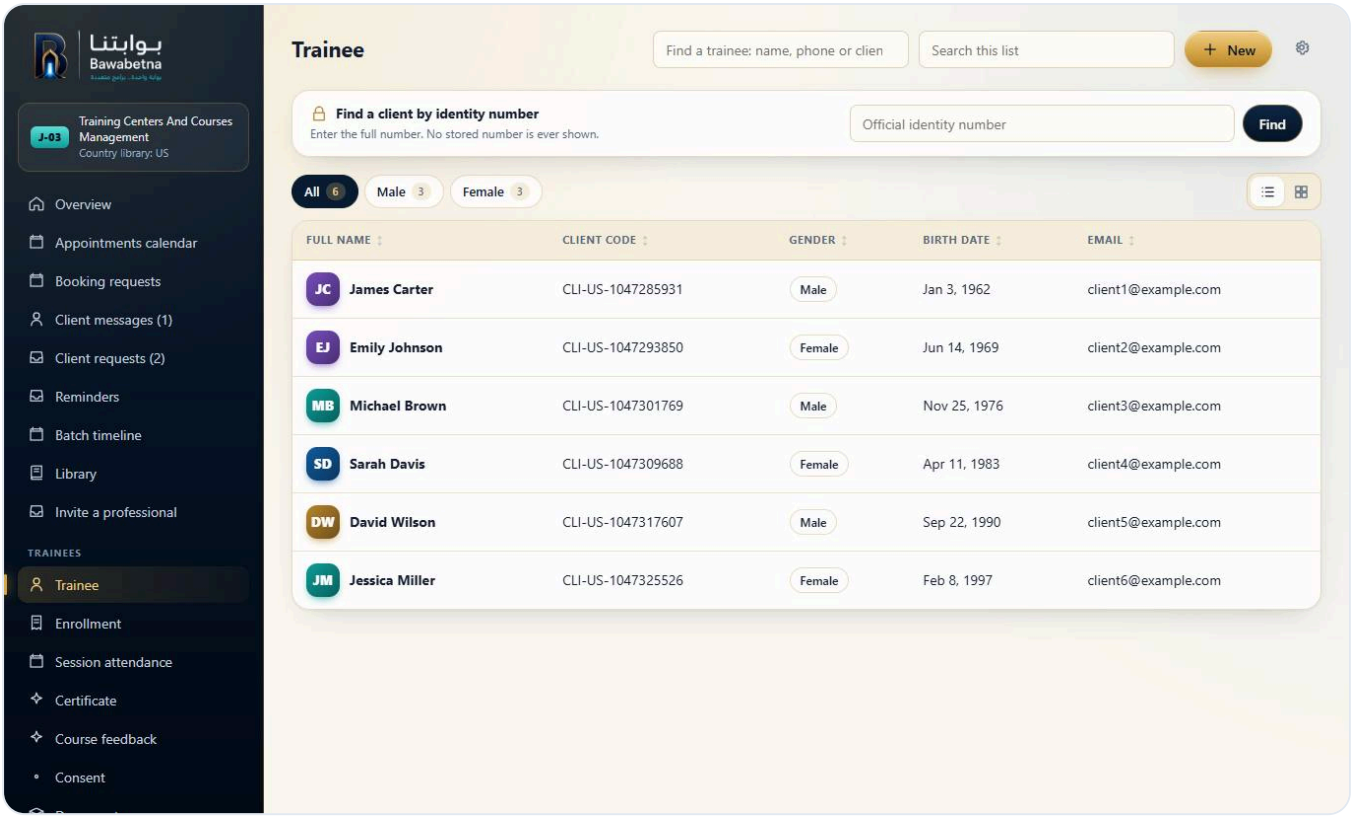


The home screen

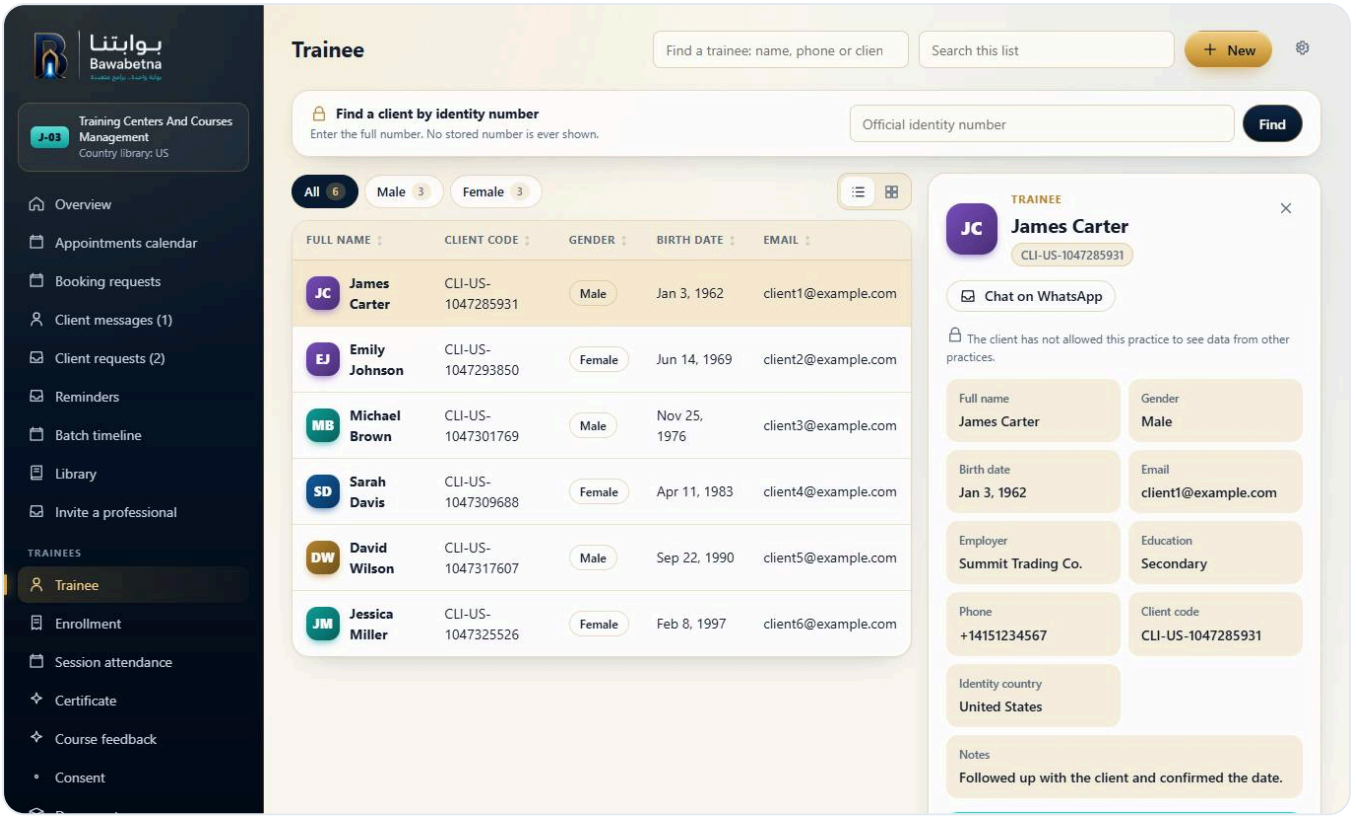
Screens and what you record in them

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.

Trainees



Trainee



A record open for editing

Trainee

What you record: Full name (required), Gender, Birth date, Email, Employer, Education, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Enrollment

What you record: Trainee (required), Batch (required), Enrolled on (required), Funding, Attendance percent, Final score, Result, Status (required), Prerequisite override

Stages: A new record starts as "Registered".

Attending → Completed | Attending → Dropped | Registered → Attending | Registered → Dropped

Session attendance

What you record: Training session (required), Trainee (required), Status (required)

Certificate

What you record: Certificate number (required), Enrollment (required), Trainee (worked out by the program), Course title (required), Hours, Issued on (required), Verification code, Valid until, Status (required), Issued at (worked out by the program)

Stages: A new record starts as "Draft".

Draft → Issued | Issued → Revoked

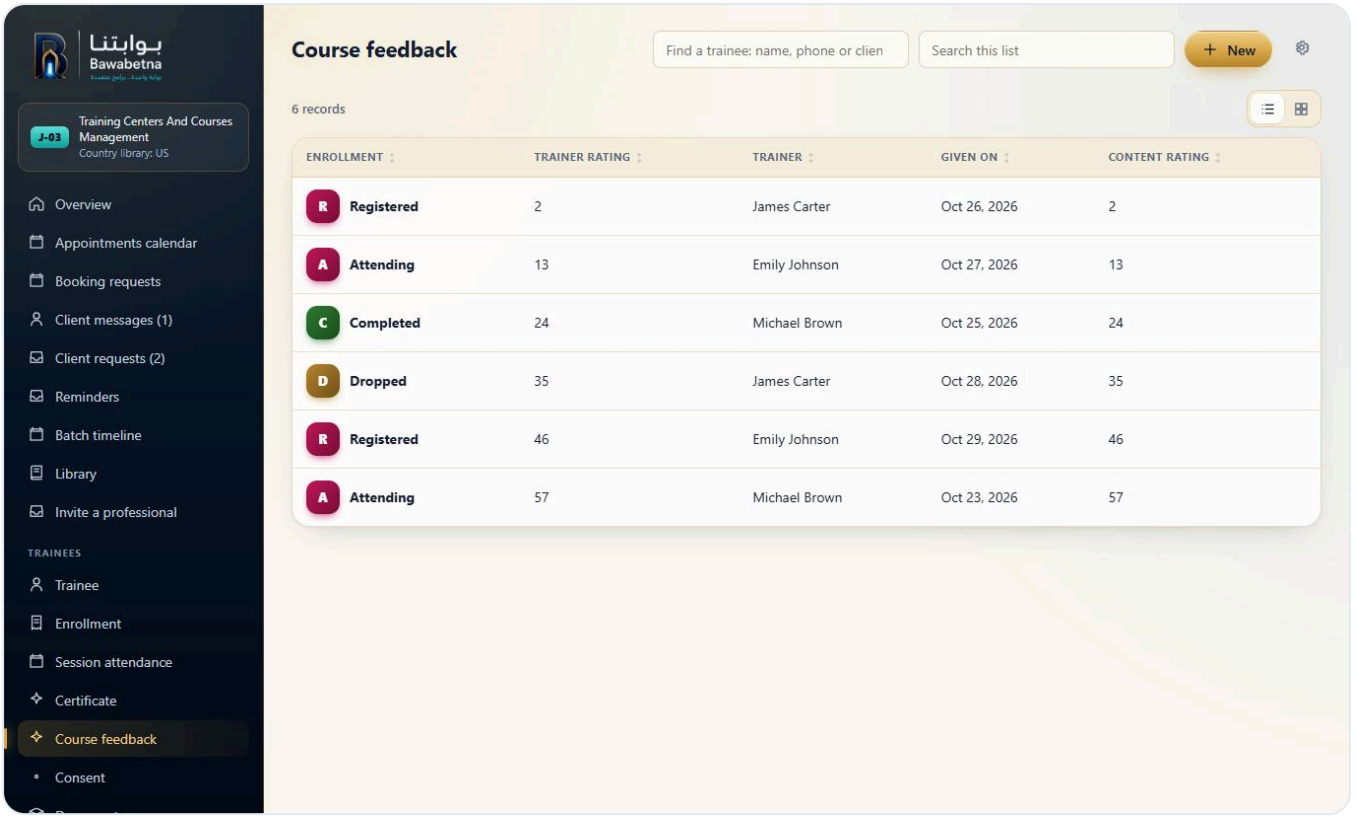
Course feedback

What you record: Enrollment (required), Trainer (required), Given on (required), Trainer rating (required), Content rating (required), Venue rating, Would recommend, Comments

Document

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

Courses



Course

Course

What you record: Title (required), Category (required), Hours (required), Prerequisite course, Price (required), Pass mark, Min attendance percent, Accreditation reference, Outline, Active

Batch

What you record: Batch code (required), Course (required), Trainer (required), Start date (required), End date (required), Delivery, Capacity, Corporate client, Status (required)

Stages: A new record starts as "Planned".

Open → Running | Open → Cancelled | Planned → Open | Planned → Cancelled | Running → Completed

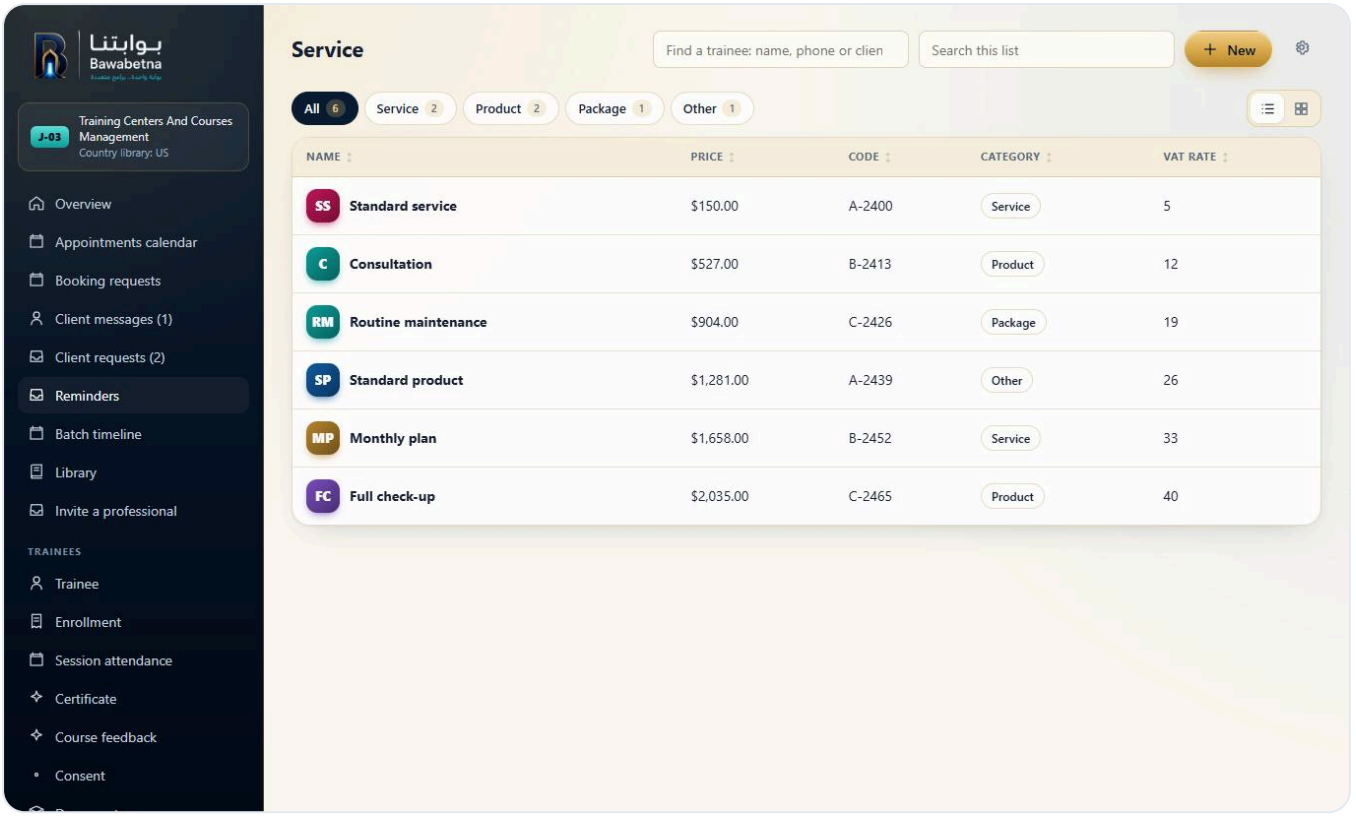
Training session

What you record: Batch (required), Trainer (required), Training room, Starts at (required), Duration minutes (required), Topic, Status (required), Override reason

Stages: A new record starts as "Scheduled".

Scheduled → Held | Scheduled → Cancelled

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), Trainee (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)

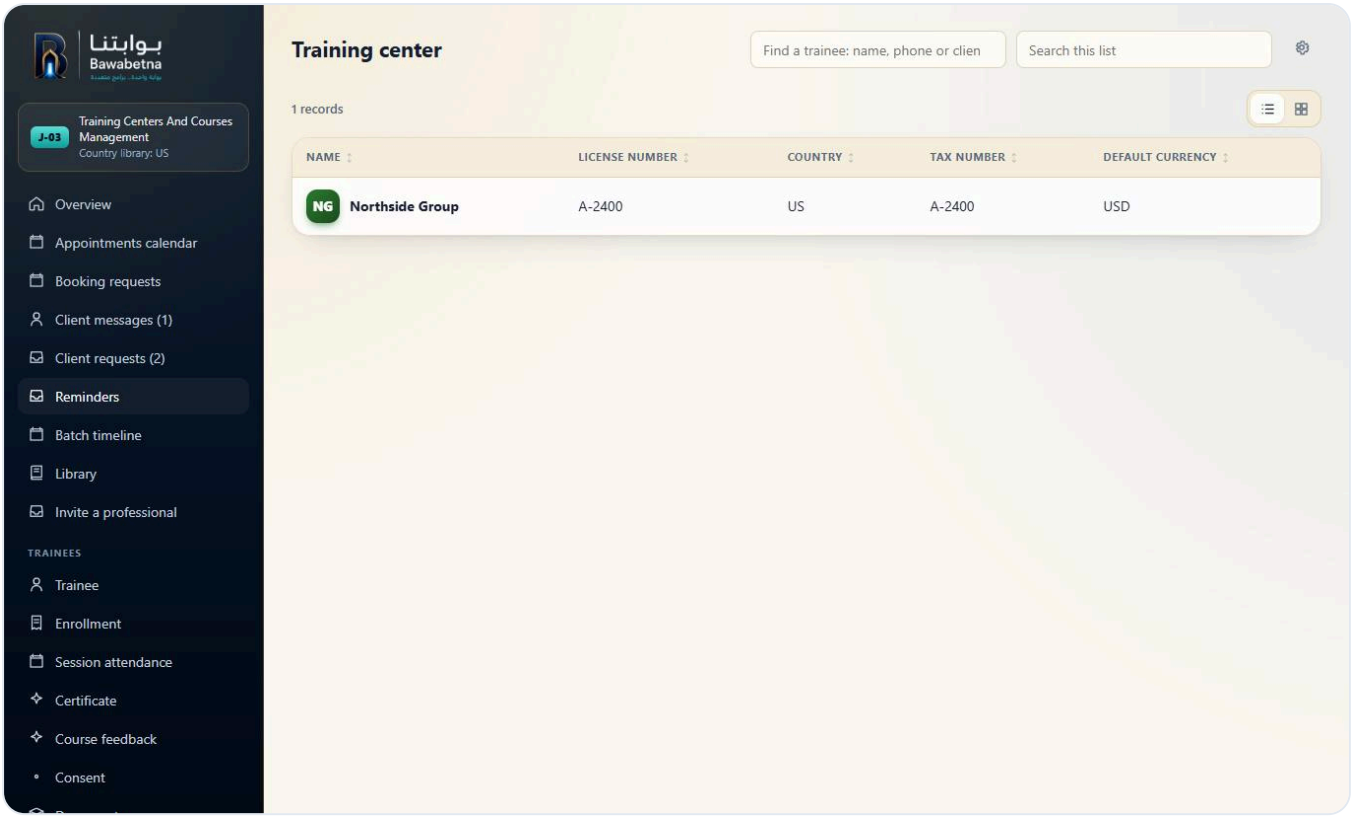
Payment

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



Training center

Training center

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

Branch

What you record: Training center (required), Name (required), Address, Phone

Trainer

What you record: Branch (required), Full name (required), License number, Phone, Specialization, Trainer license number, Hourly rate, Active

Training room

What you record: Name (required), Capacity, Room type

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:

- Trainees by course
- Results
- Sessions by trainer
- Certificates issued
- Ratings by trainer
- 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.