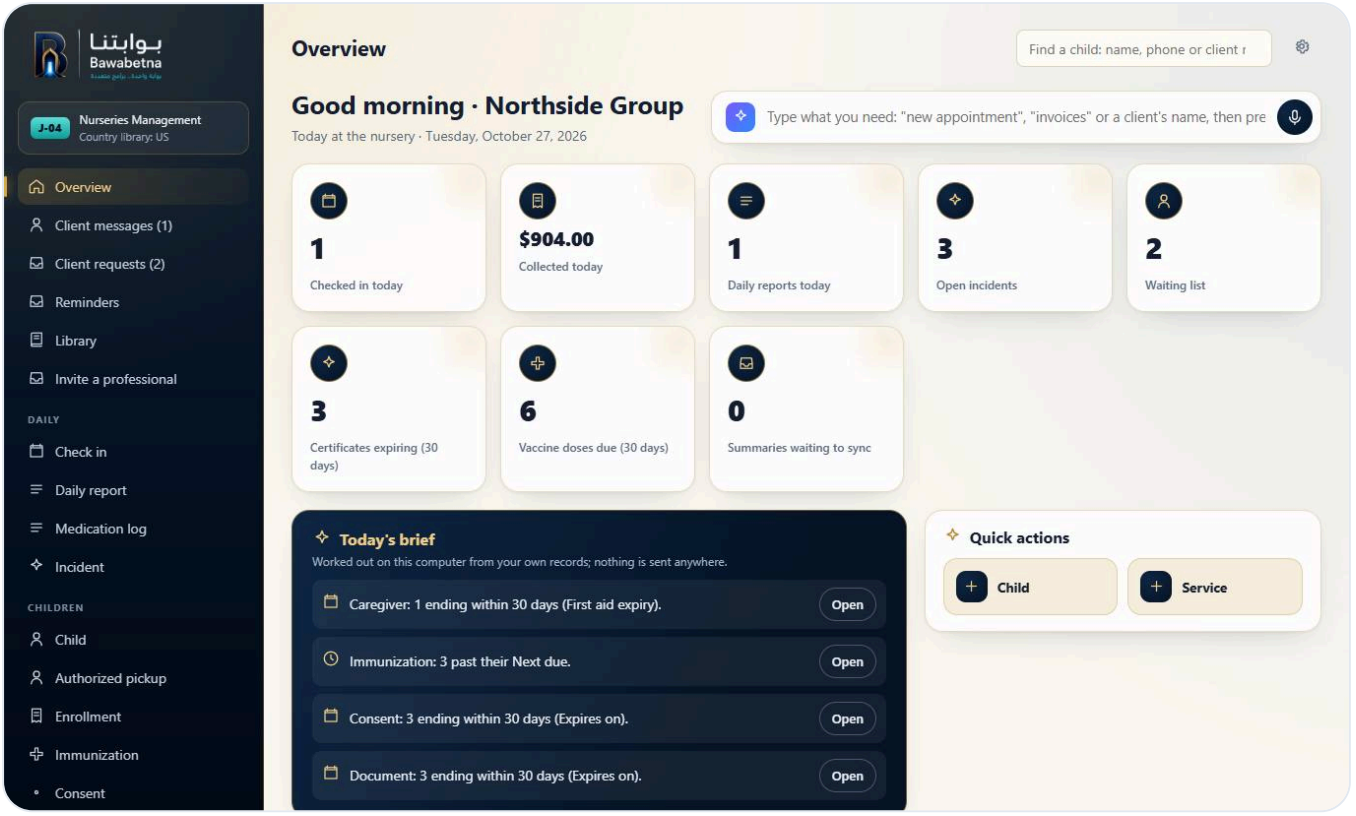
Bawabetna · User guide

Nurseries 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:

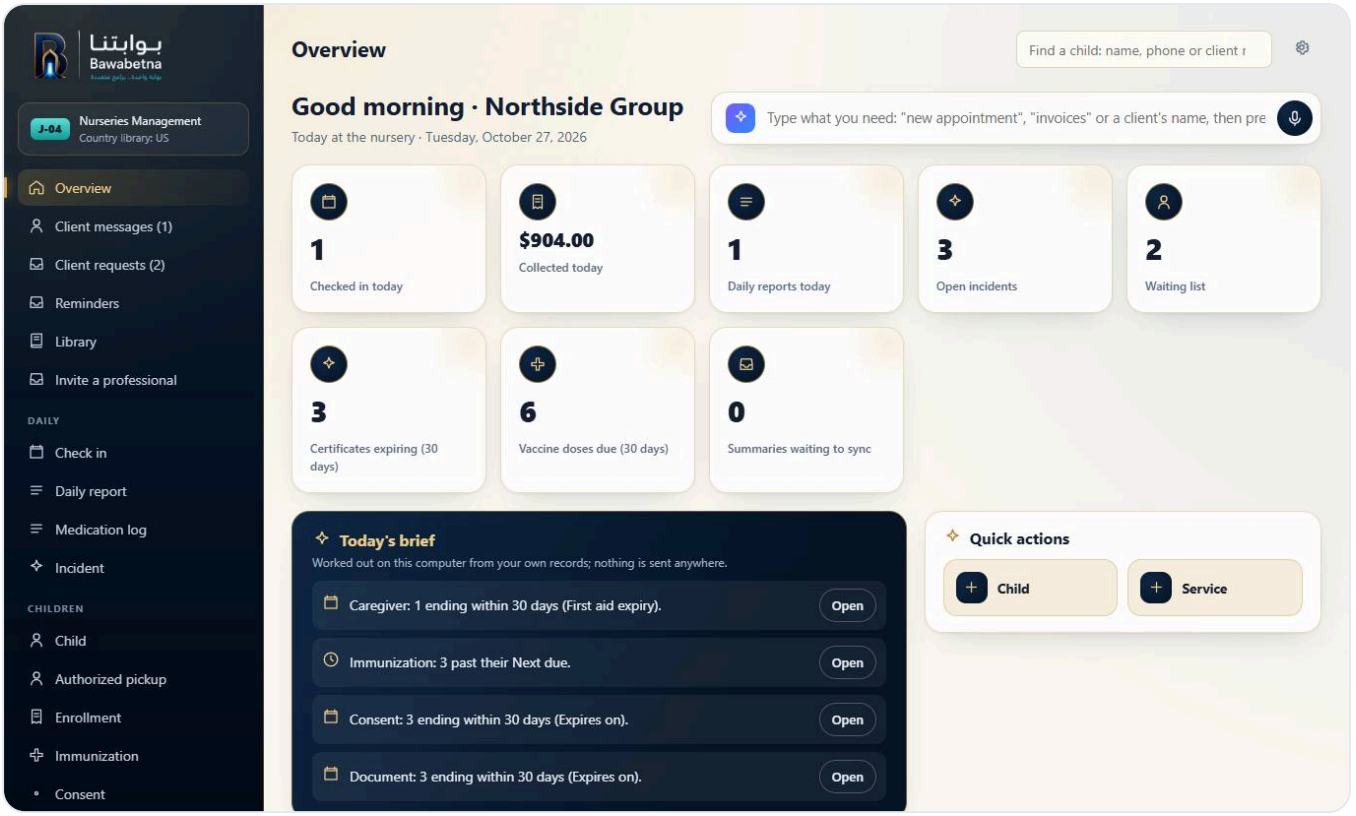
1. **Nursery**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Caregiver**: Full name, Job

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

- Accountant
- Caregiver
- Director
- Manager
- Nursery owner
- Receptionist

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".

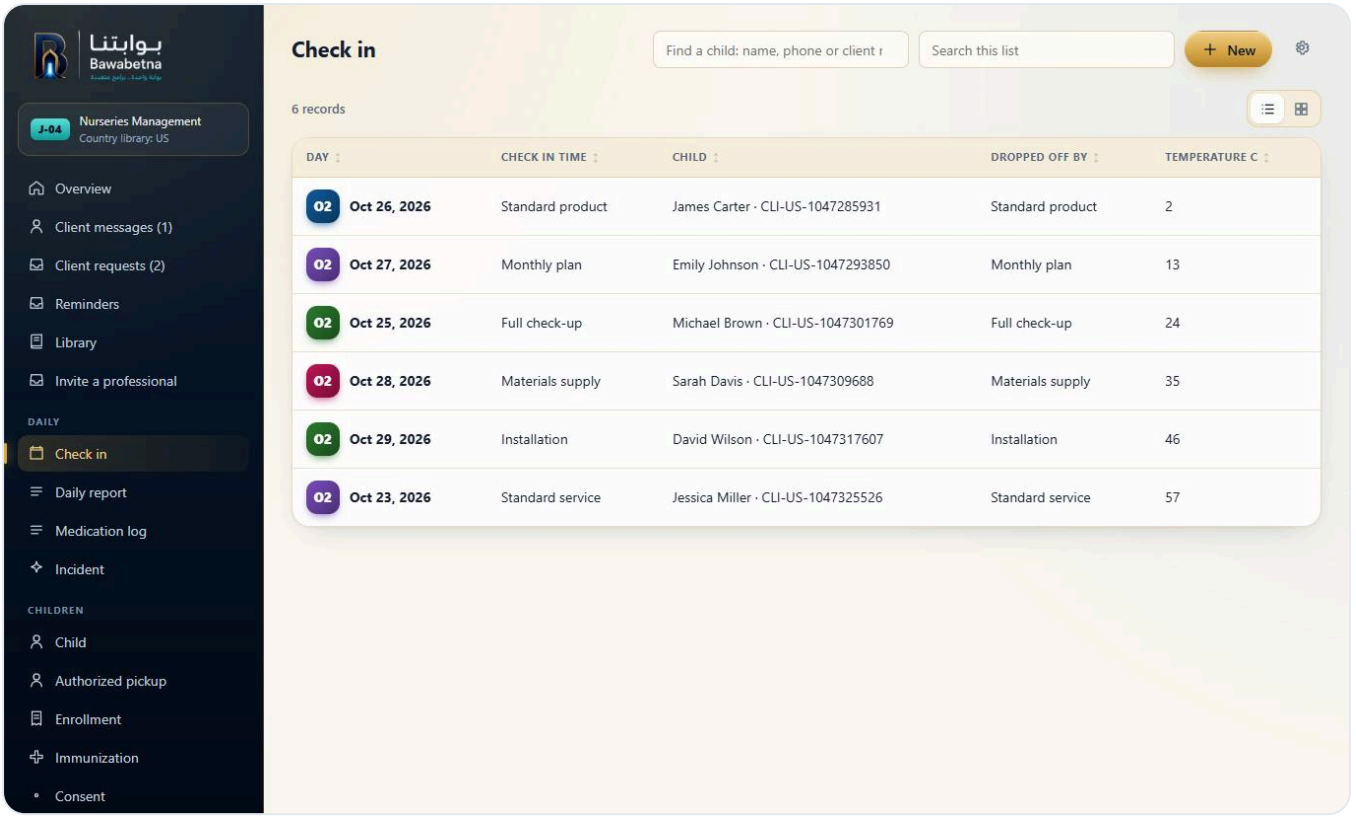


The home screen

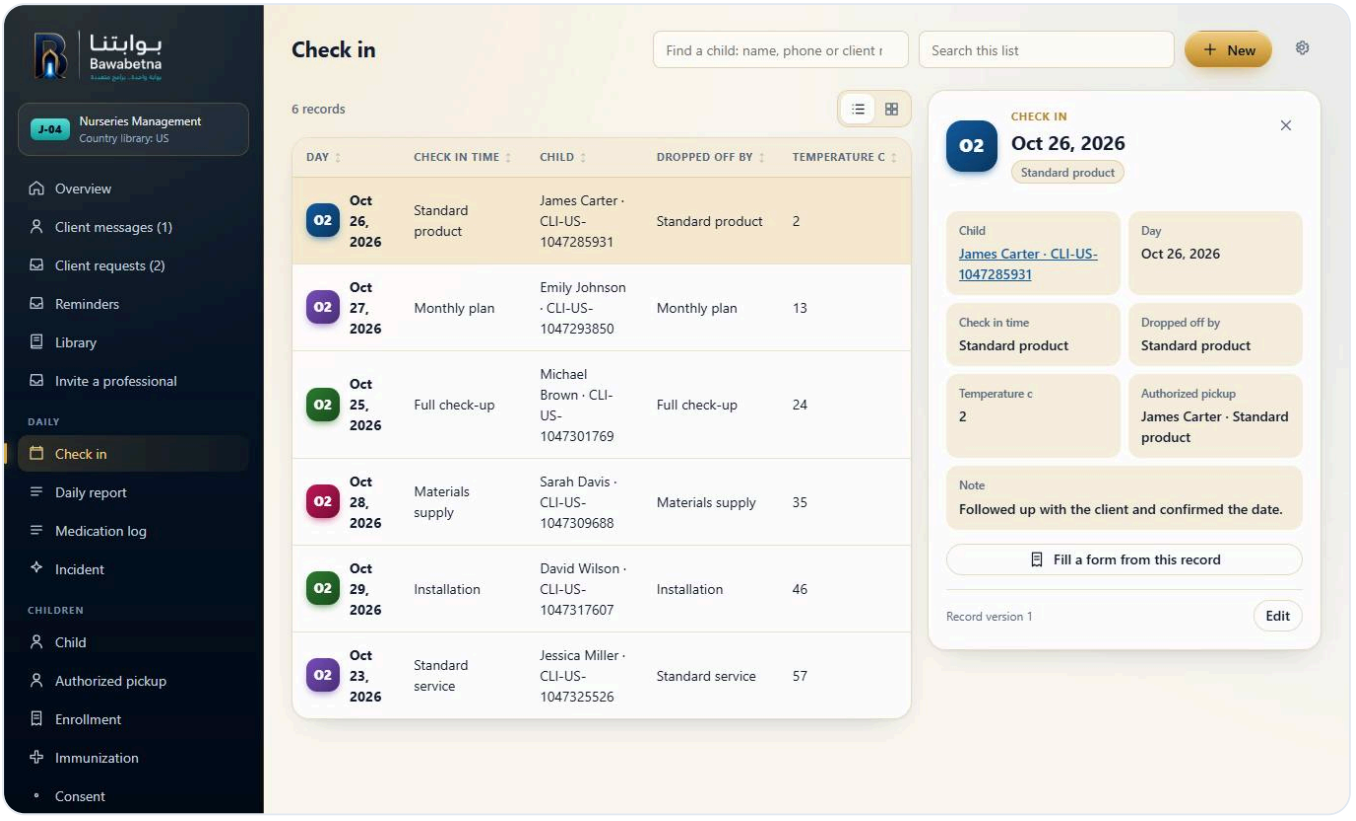
Screens and what you record in them

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.

Daily



Check in



A record open for editing

Check in

What you record: Child (required), Day (required), Check in time (required), Dropped off by (required), Temperature c, Check out time, Authorized pickup, Picked up by other, Note

Daily report

What you record: Child (required), Day (required), Breakfast, Lunch, Snack, Nap minutes, Diaper or toilet count, Mood, Activities, Photos, Note to parents, Day for parents, Caregiver, Parent notice (required)

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

Not sent → Sent

Medication log

What you record: Child (required), Medicine (required), Dose (required), Given at (required), Caregiver (required), Parent consent files, Note

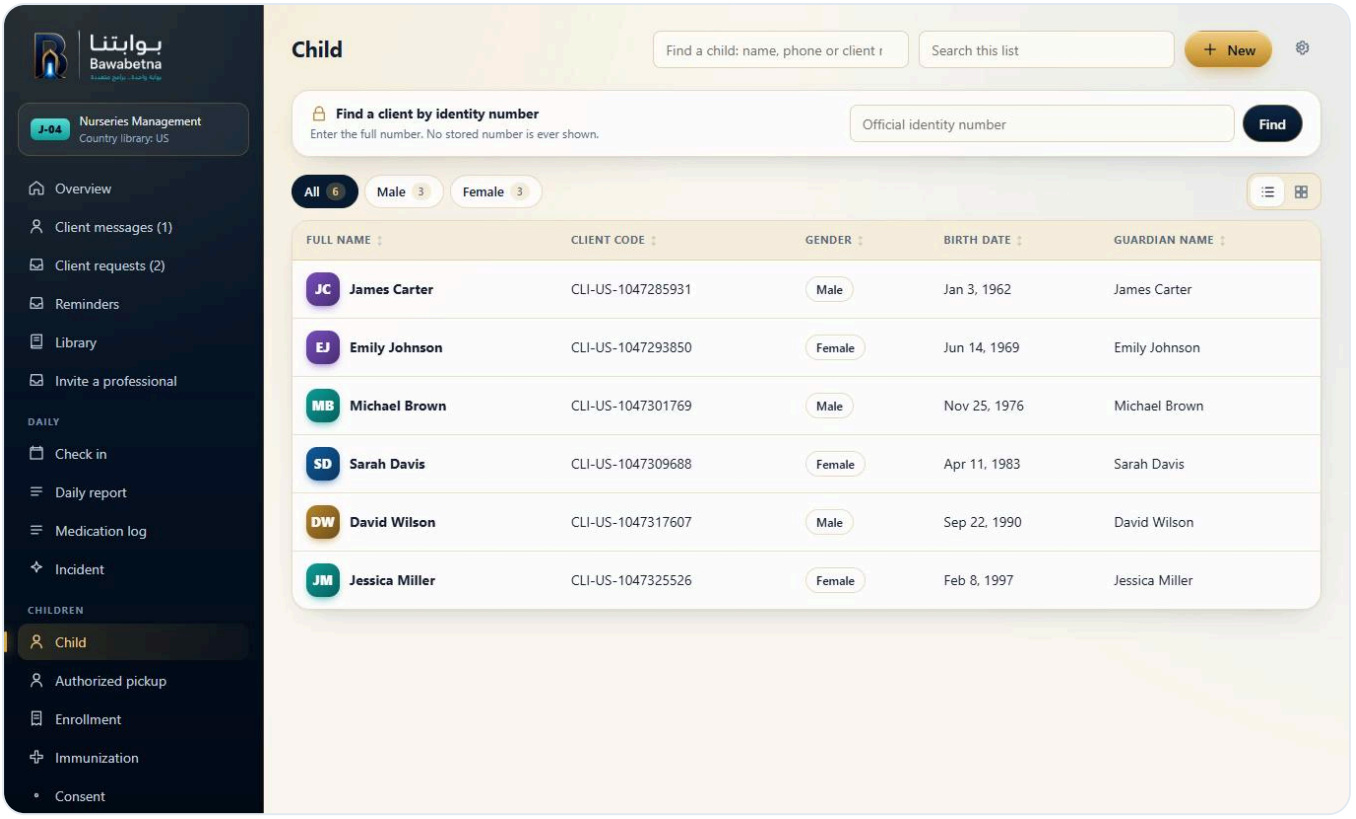
Incident

What you record: Child (required), Occurred at (required), Incident type (required), Description (required), First aid given, Parent notified, Parent notified at, Caregiver, Status (required)

Stages: A new record starts as "Open".

Open → Closed

Children



Child

Child

What you record: Full name (required), Gender (required), Birth date (required), Guardian name (required), Guardian phone (required), Second guardian phone, Allergies, Medical notes, Dietary notes, Custody notes, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Authorized pickup

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

Enrollment

What you record: Child (required), Child group (required), Plan (required), Start date (required), Days, Monthly fee, Status (required)

Stages: A new record starts as "Waiting".

Active → Paused | Active → Left | Paused → Active | Paused → Left | Waiting → Active | Waiting → Left

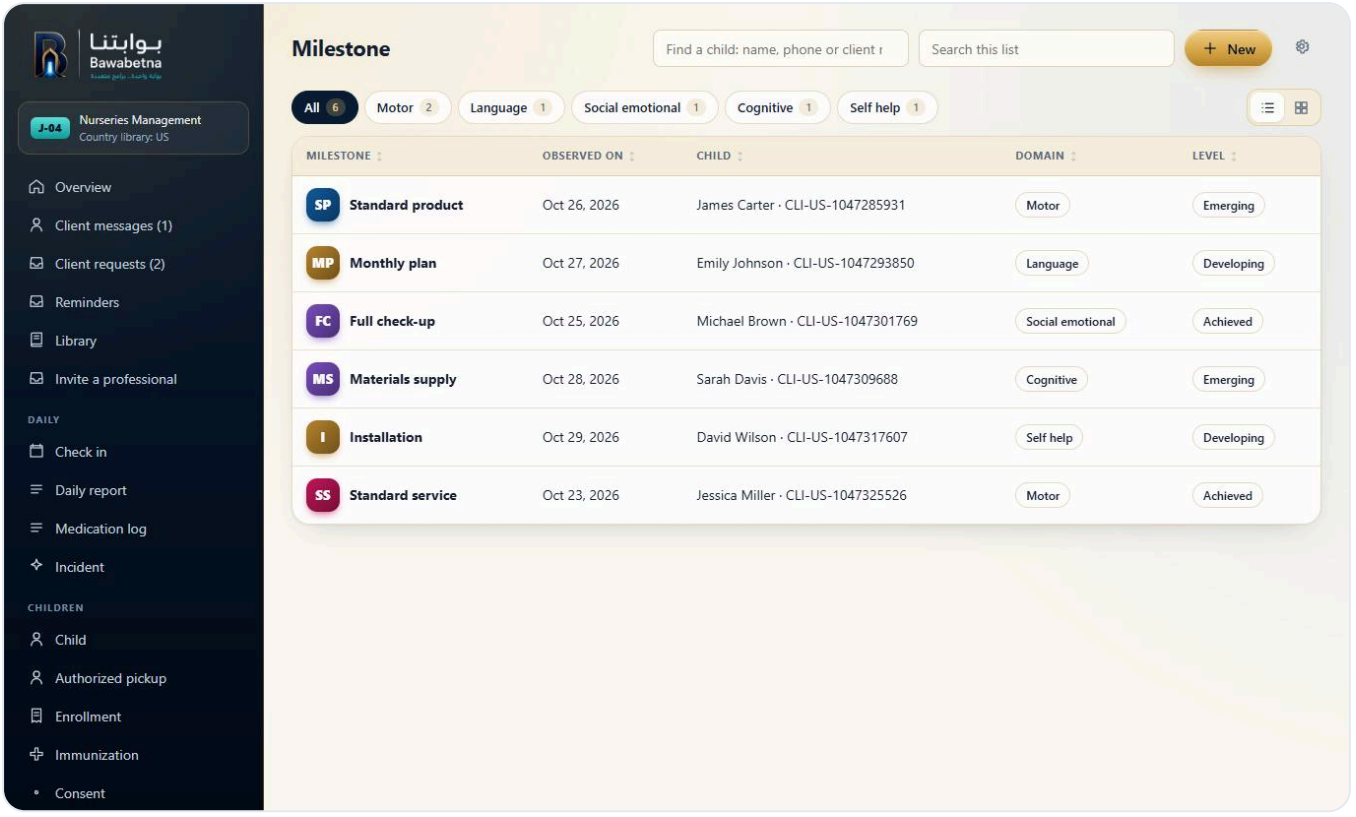
Immunization

What you record: Child (required), Vaccine (required), Dose number, Given on (required), Given by, Next due, Proof files, Notes

Document

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

Development

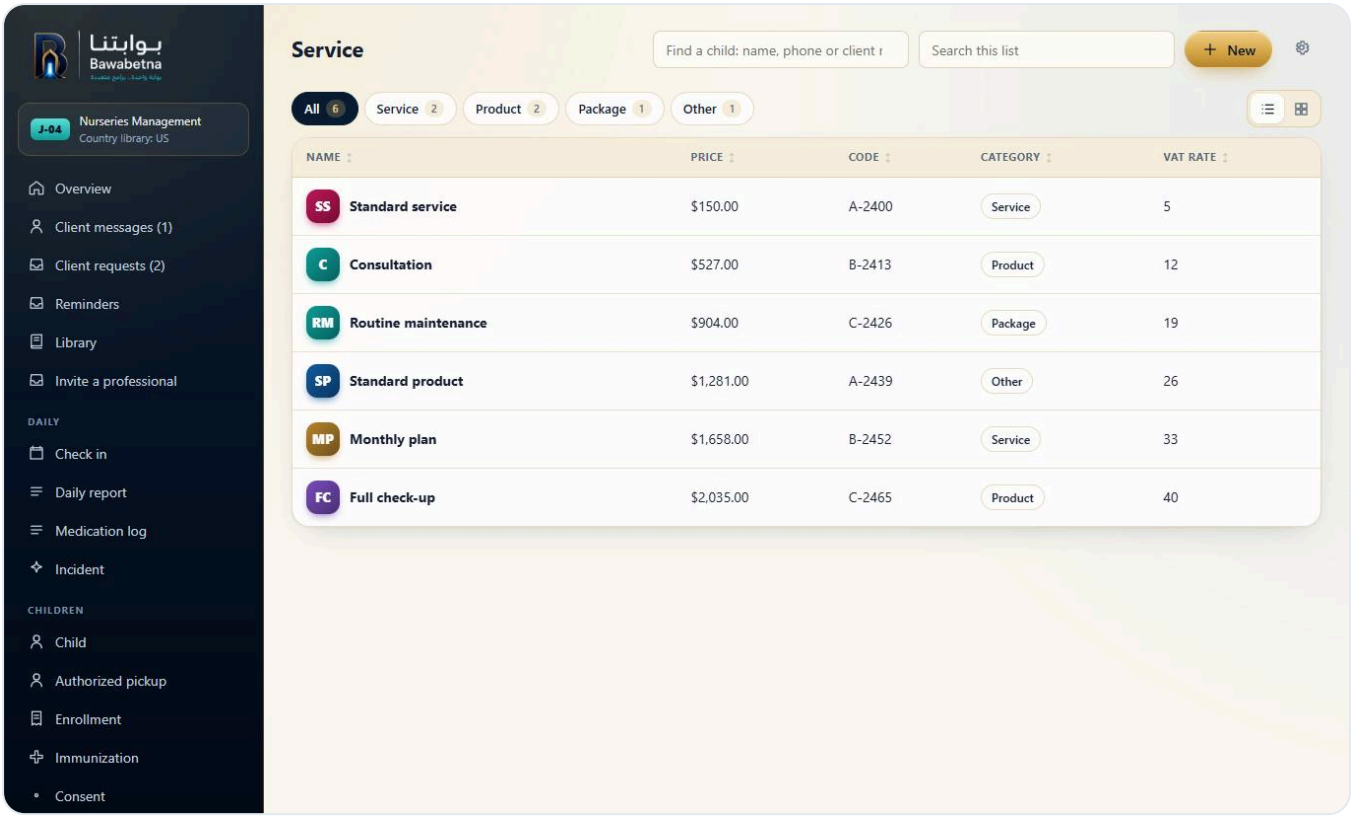


Milestone

Milestone

What you record: Child (required), Domain (required), Milestone (required), Observed on (required), Level (required), Note, Caregiver

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), Child (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)

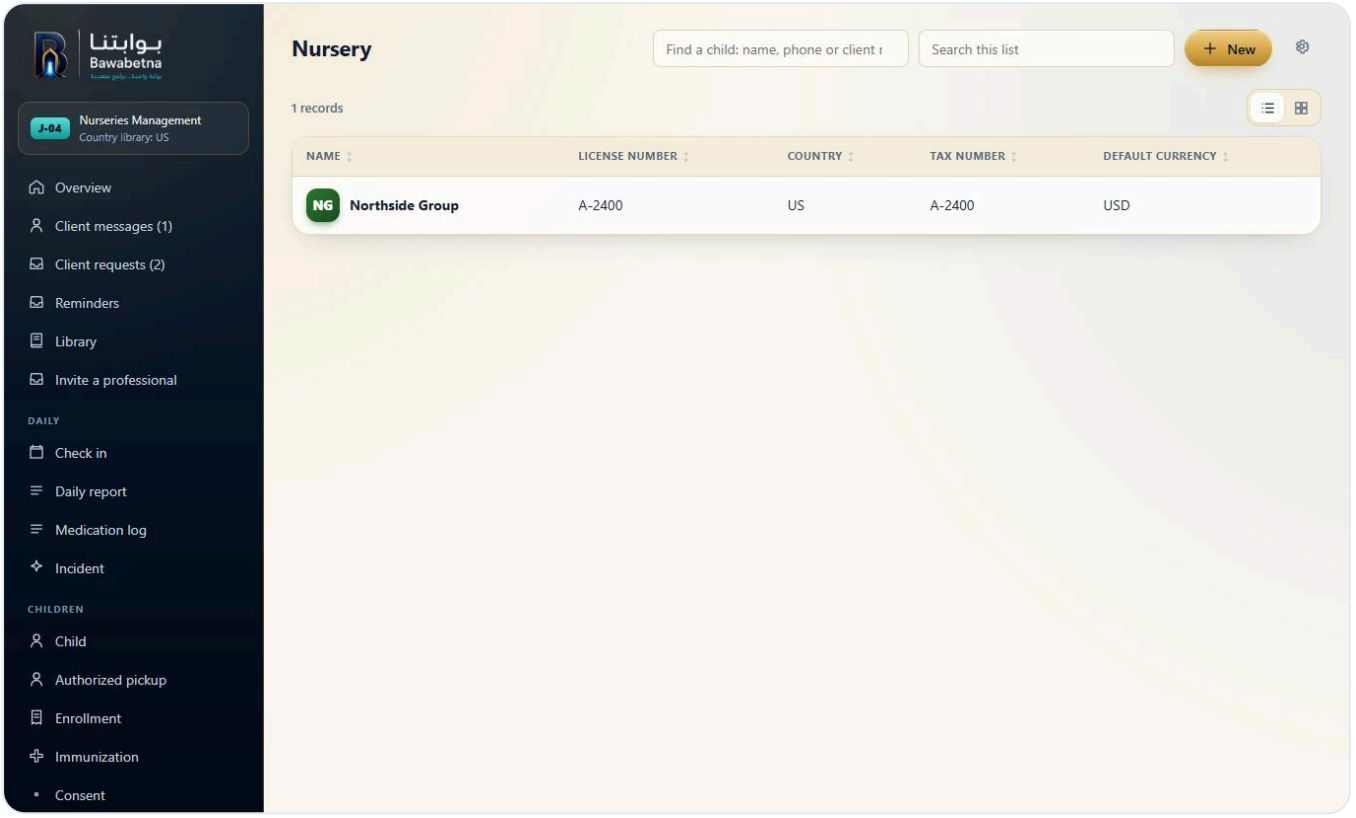
Payment

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



Nursery

Nursery

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

Branch

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

Caregiver

What you record: Branch (required), Full name (required), License number, Phone, Job, First aid expiry, Active

Child group

What you record: Name (required), Age band (required), Capacity, Lead, Room

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:

- Immunizations by vaccine
- Attendance by day
- Children by group
- Incidents by type
- Milestones by domain
- 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.