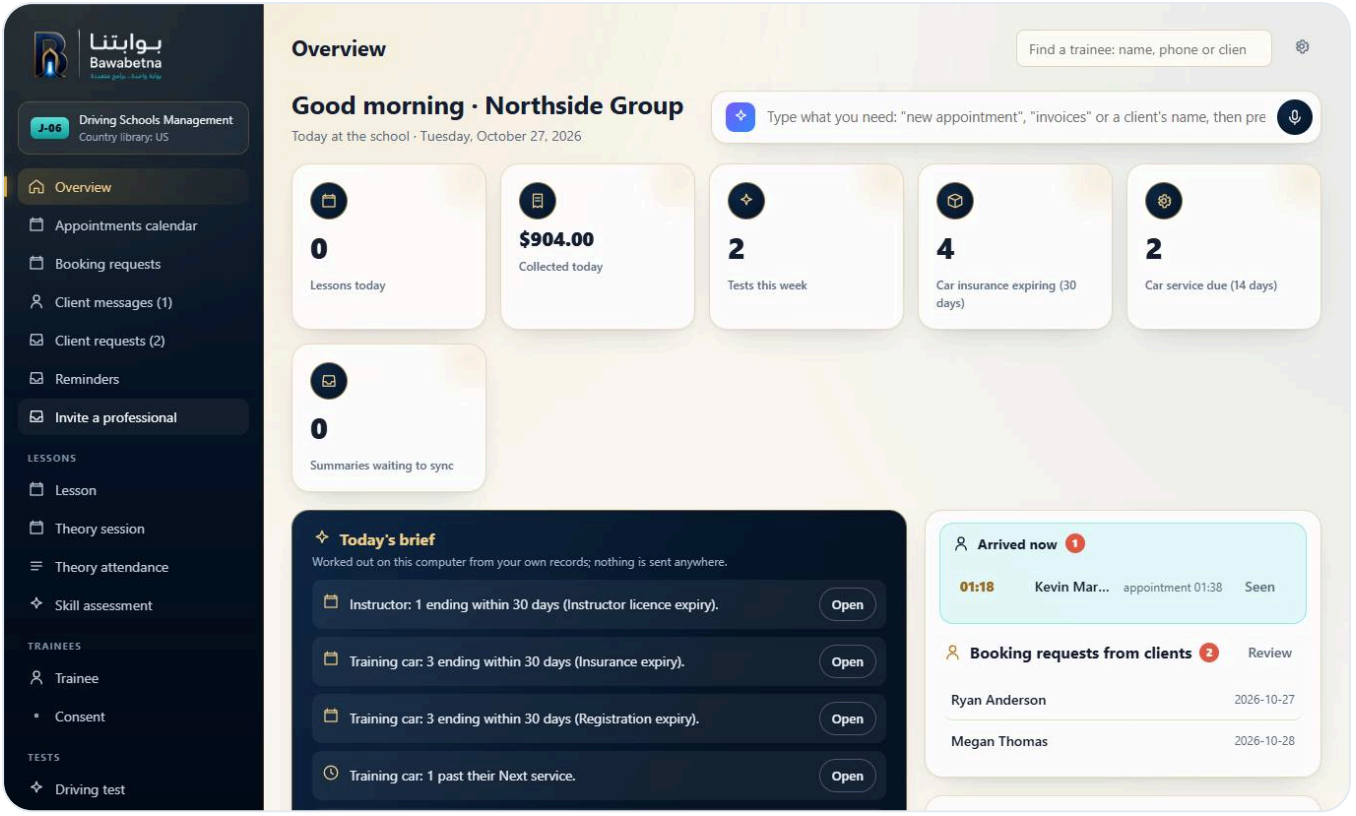
Bawabetna · User guide

Driving Schools Management

Every screen and every button, with real screens from the program.

Guide version 2026-10-27



Contents

1. Getting started
2. The home screen
3. Screens and what you record in them
4. Reports
5. Working with your clients
6. Your data
7. Help

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:

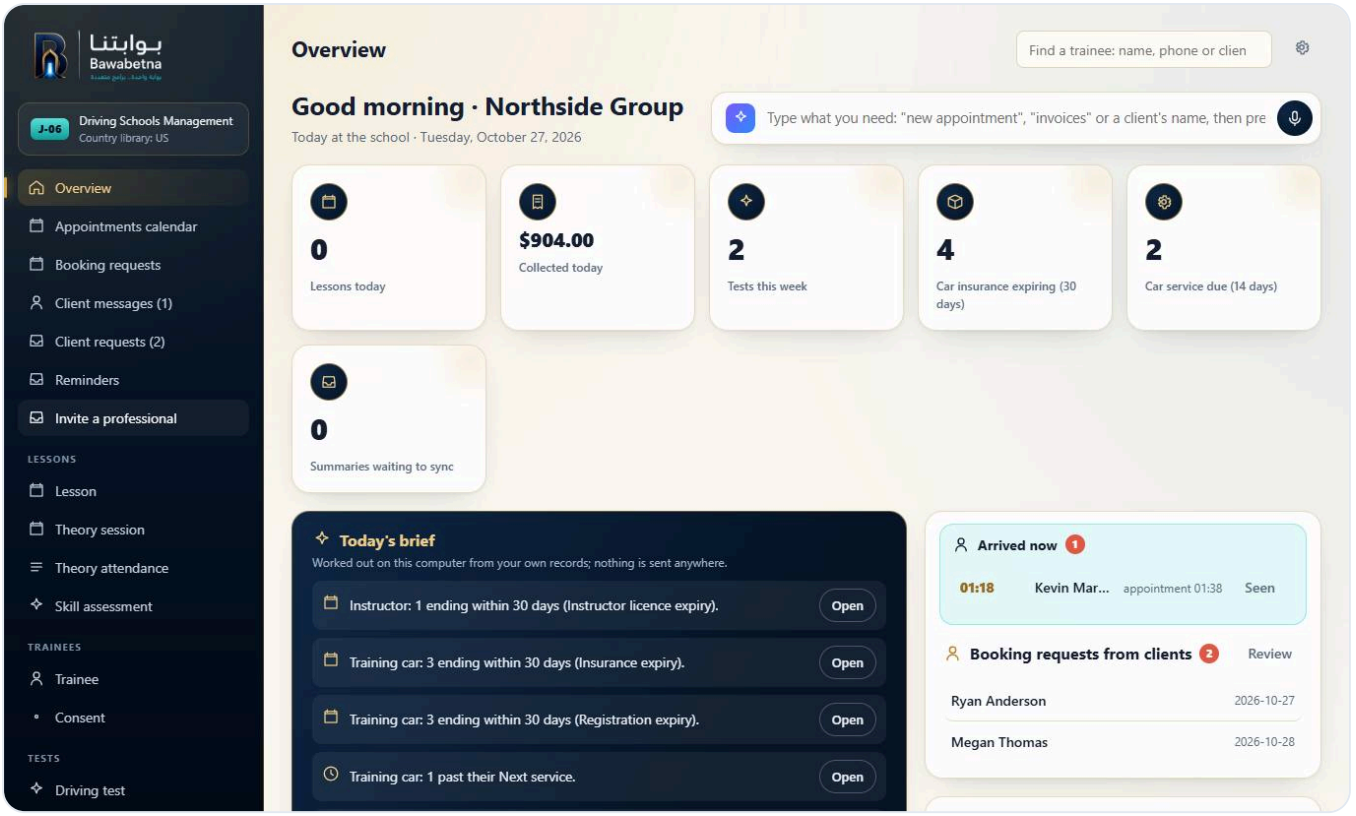
1. **Driving school**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Instructor**: Full name, License number

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

- Accountant
- Instructor
- Manager
- School admin
- School owner

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".

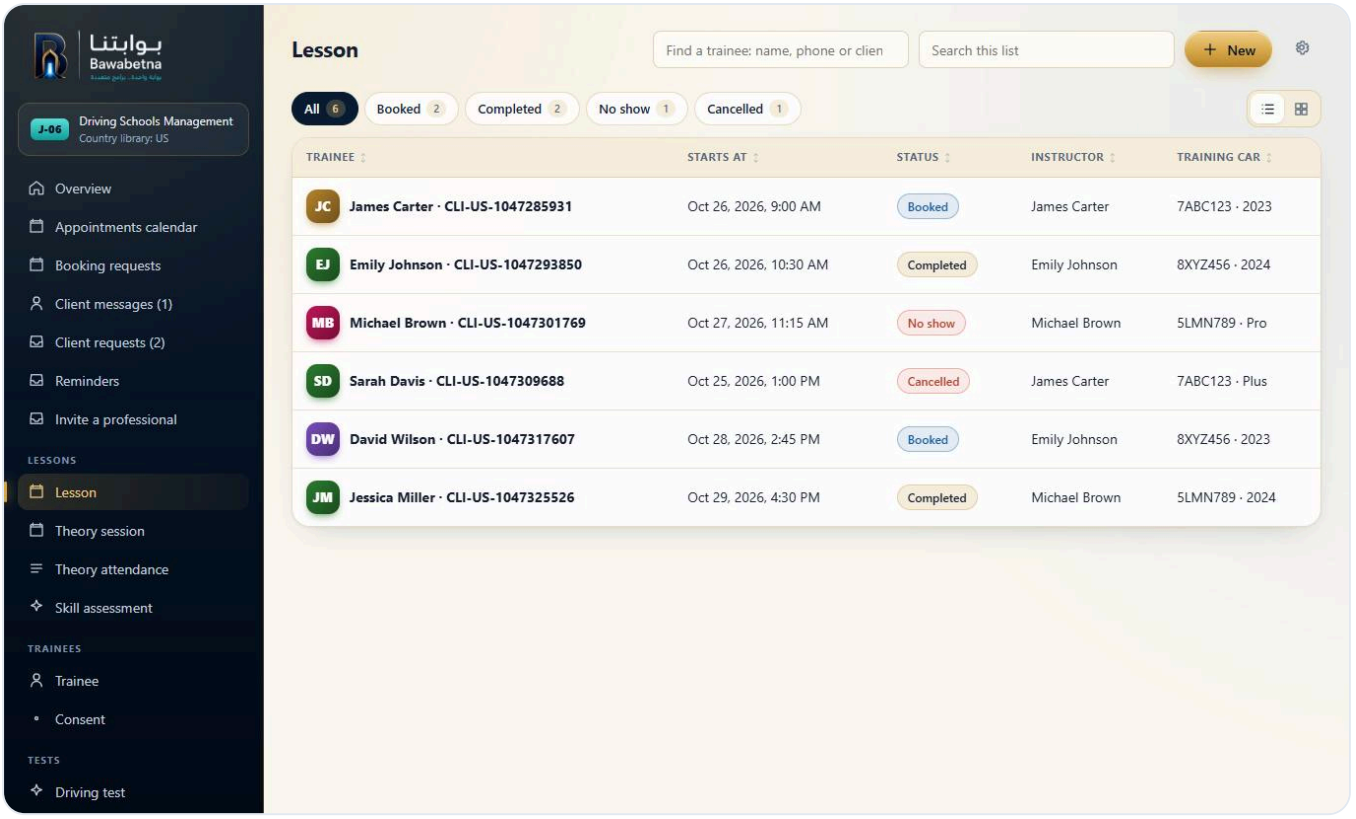


The home screen

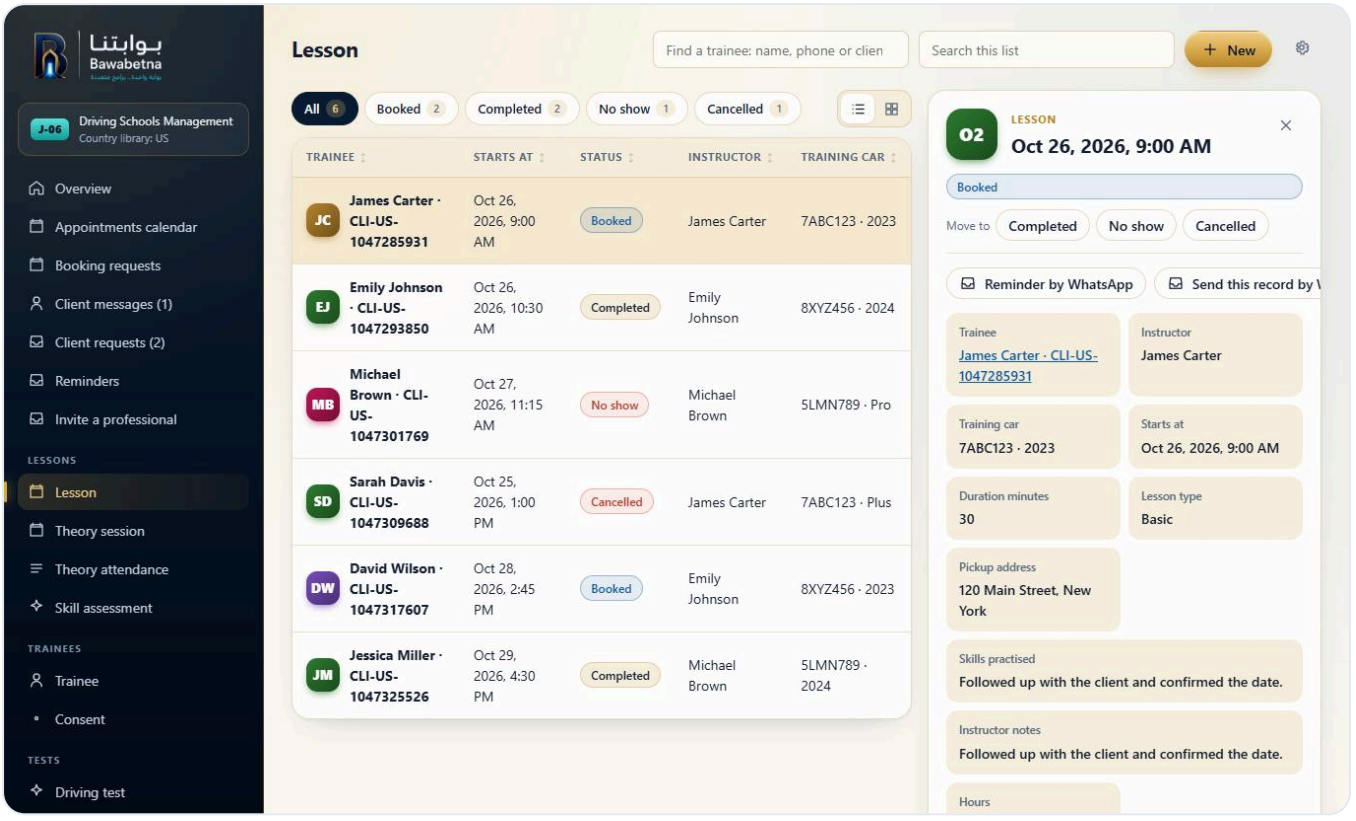
Screens and what you record in them

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.

Lessons



Lesson



A record open for editing

Lesson

What you record: Trainee (required), Instructor (required), Training car (required), Starts at (required), Duration minutes (required), Lesson type (required), Pickup address, Skills practised, Instructor notes, Hours (worked out by the program), Override reason, Status (required)

Stages: A new record starts as "Booked".

Booked → Completed | Booked → No show | Booked → Cancelled

Theory session

What you record: Topic (required), Held on (required), Instructor, Hours (required), Room

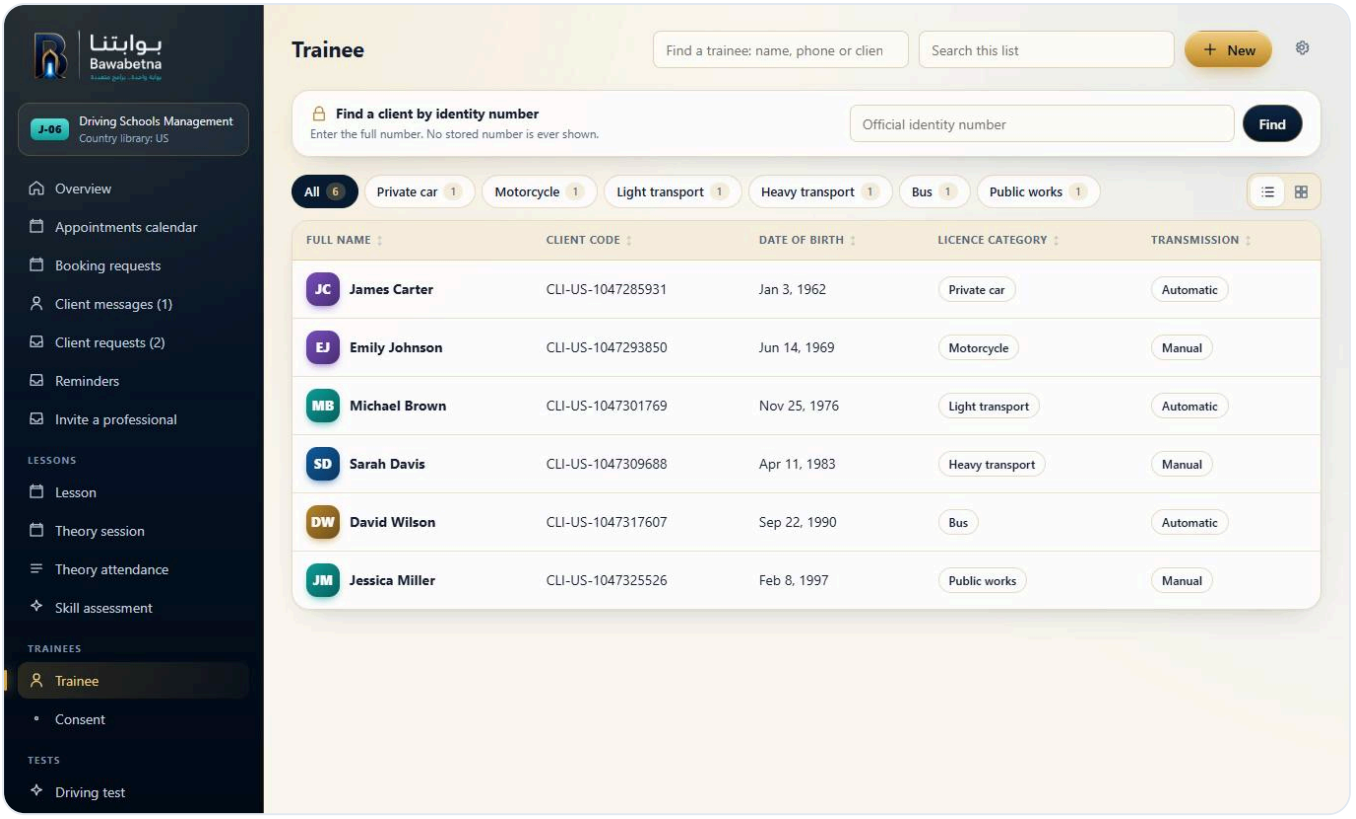
Theory attendance

What you record: Theory session (required), Trainee (required), Hours (worked out by the program)

Skill assessment

What you record: Trainee (required), Skill (required), Assessed on (required), Instructor, Level (required), Notes

Trainees

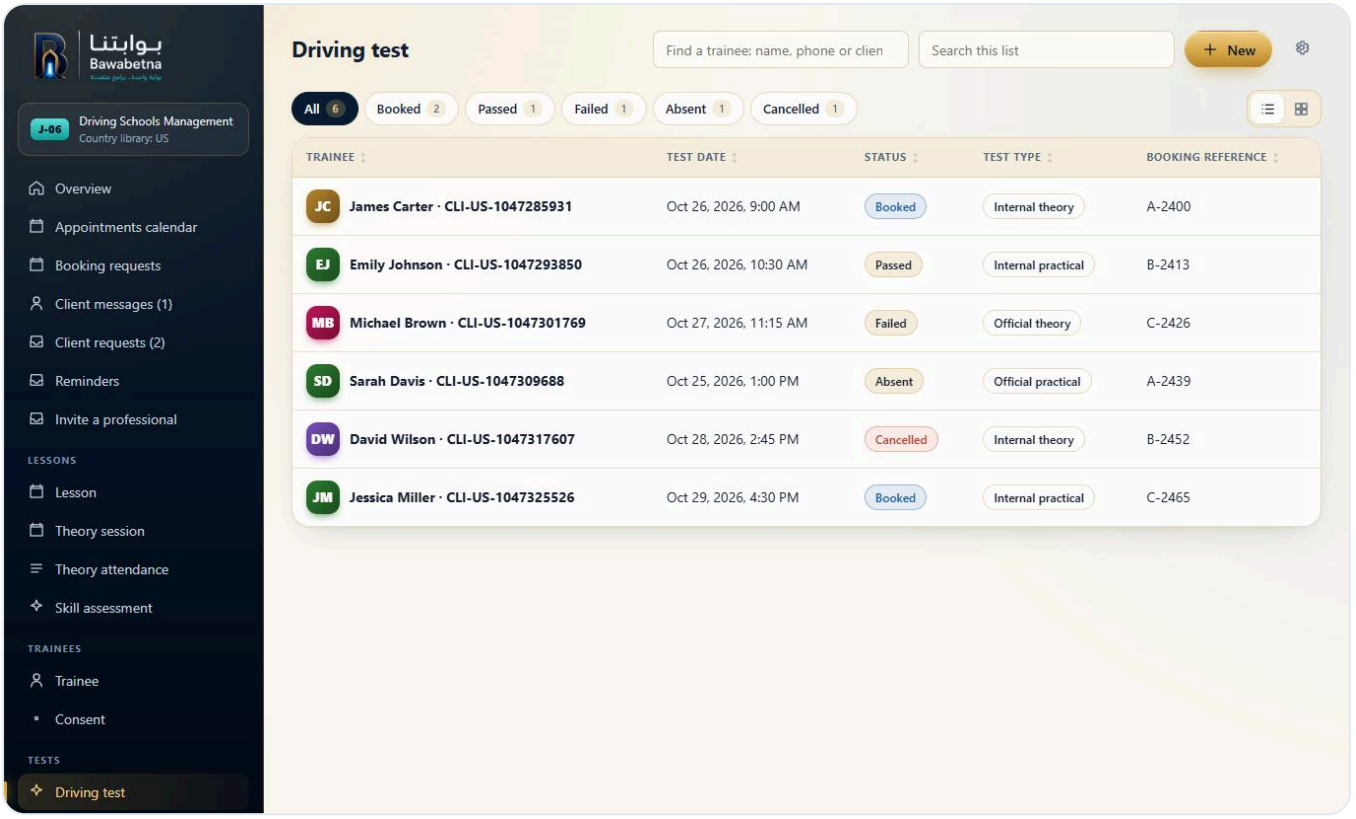


Trainee

Trainee

What you record: Full name (required), Date of birth, Licence category (required), Transmission, Pickup address, Medical check date, Eye test passed, Practical hours required, Theory hours required, Practical hours done (worked out by the program), Practical hours left (worked out by the program), Theory hours done (worked out by the program), Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Tests



Driving test

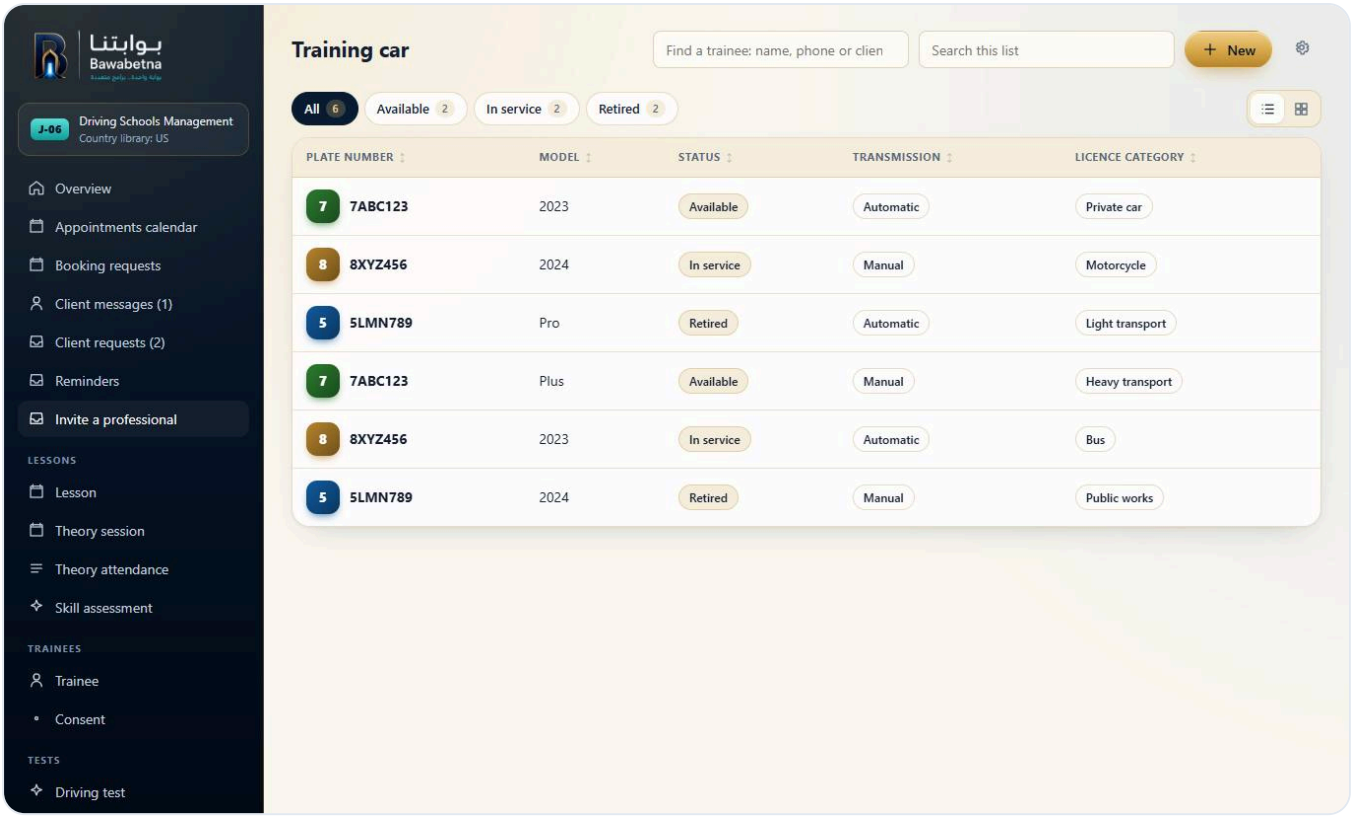
Driving test

What you record: Trainee (required), Test type (required), Test date (required), Booking reference, Examiner, Score, Attempt, Result notes, Status (required)

Stages: A new record starts as "Booked".

Booked → Passed | Booked → Failed | Booked → Absent | Booked → Cancelled

Vehicles



Training car

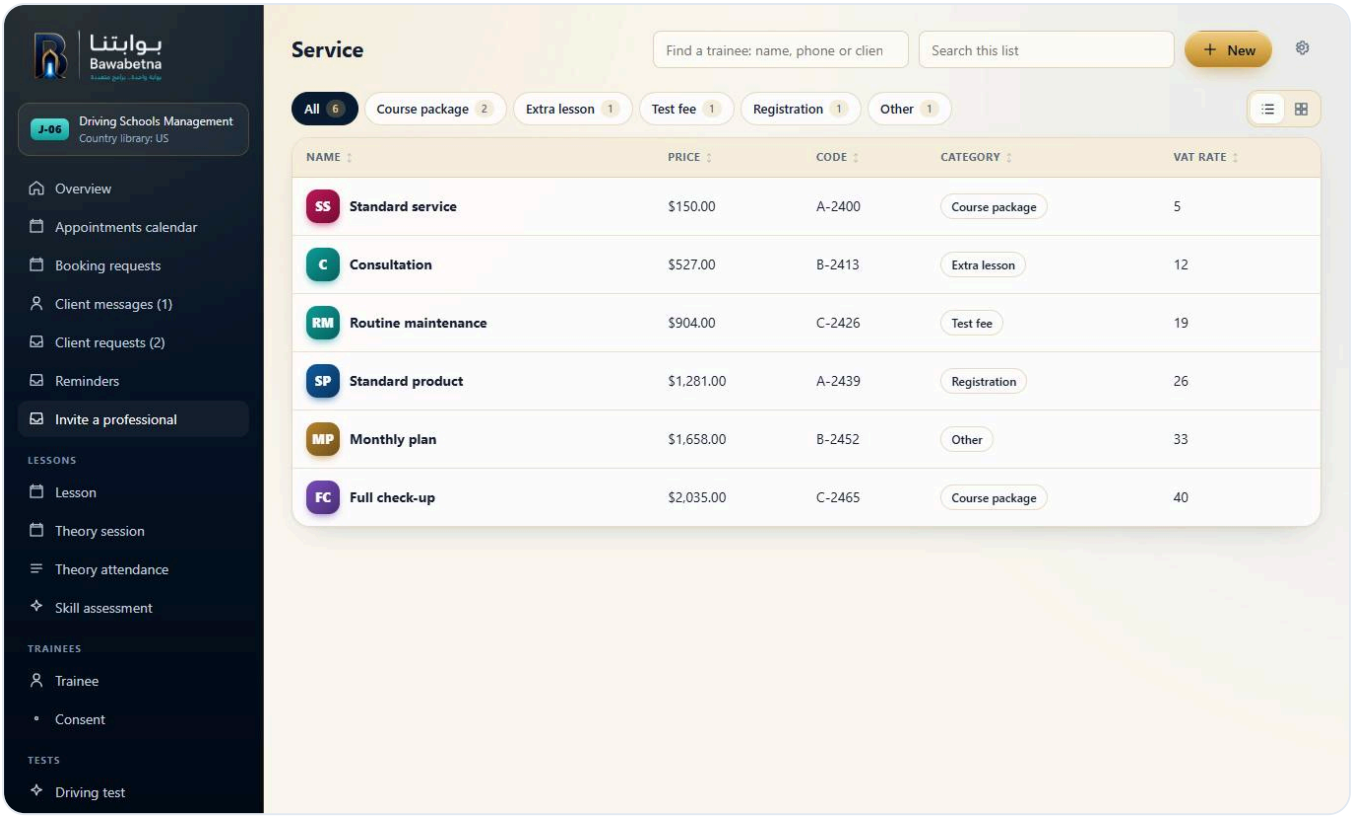
Training car

What you record: Plate number (required), Model (required), Transmission (required), Licence category (required), Dual controls, Insurance expiry, Registration expiry, Next service, Odometer, Status (required)

Stages: A new record starts as "Available".

Available → In service | Available → Retired | In service → Available | In service → Retired

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), Lesson, 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

Driving school

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

Branch

What you record: Driving school (required), Name (required), Address, Phone

Instructor

What you record: Branch (required), Full name (required), License number, Phone, Instructor licence expiry, Gender taught, 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:

- Lessons by instructor
- Hours by car
- Test results
- Missed lessons by trainee
- 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.