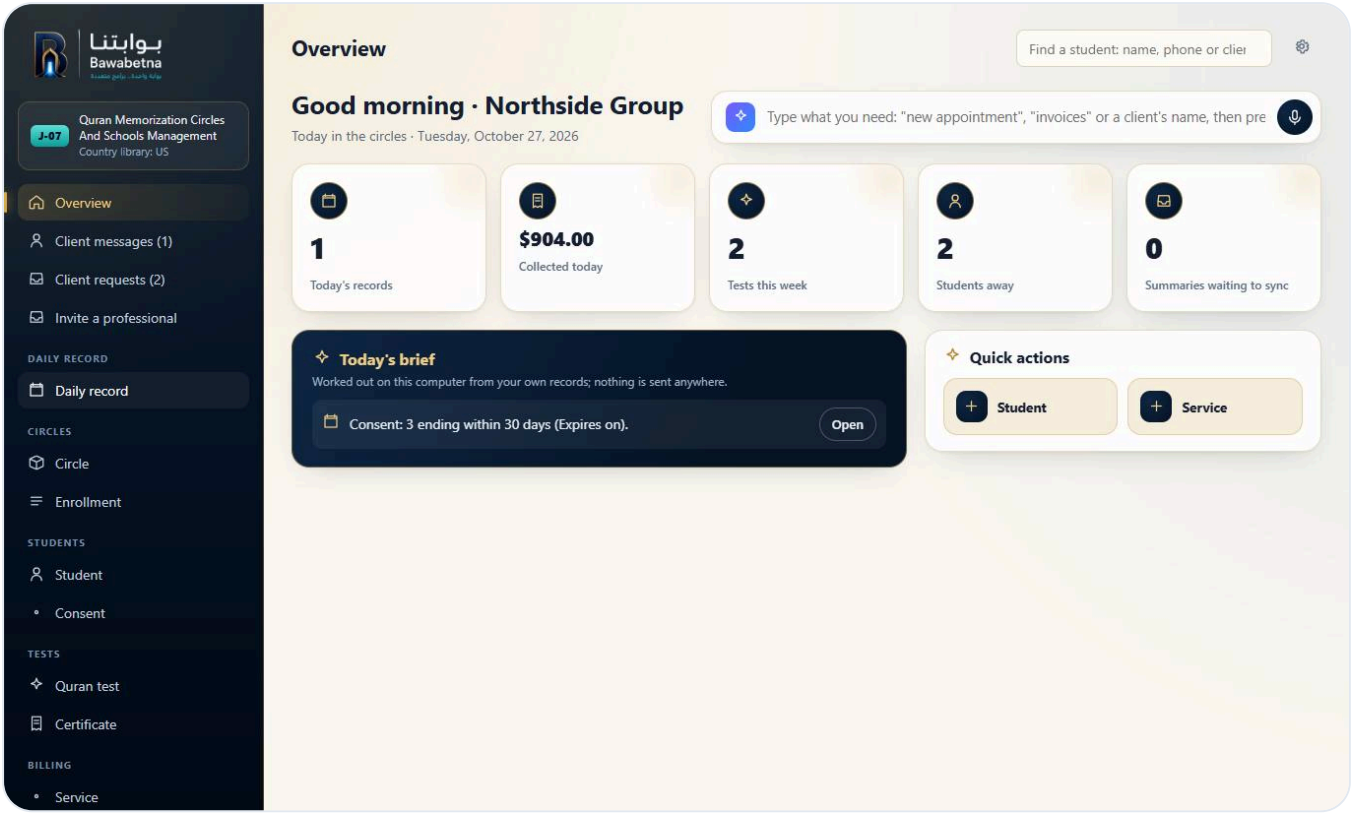
Bawabetna · User guide

Quran Memorization Circles And 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:

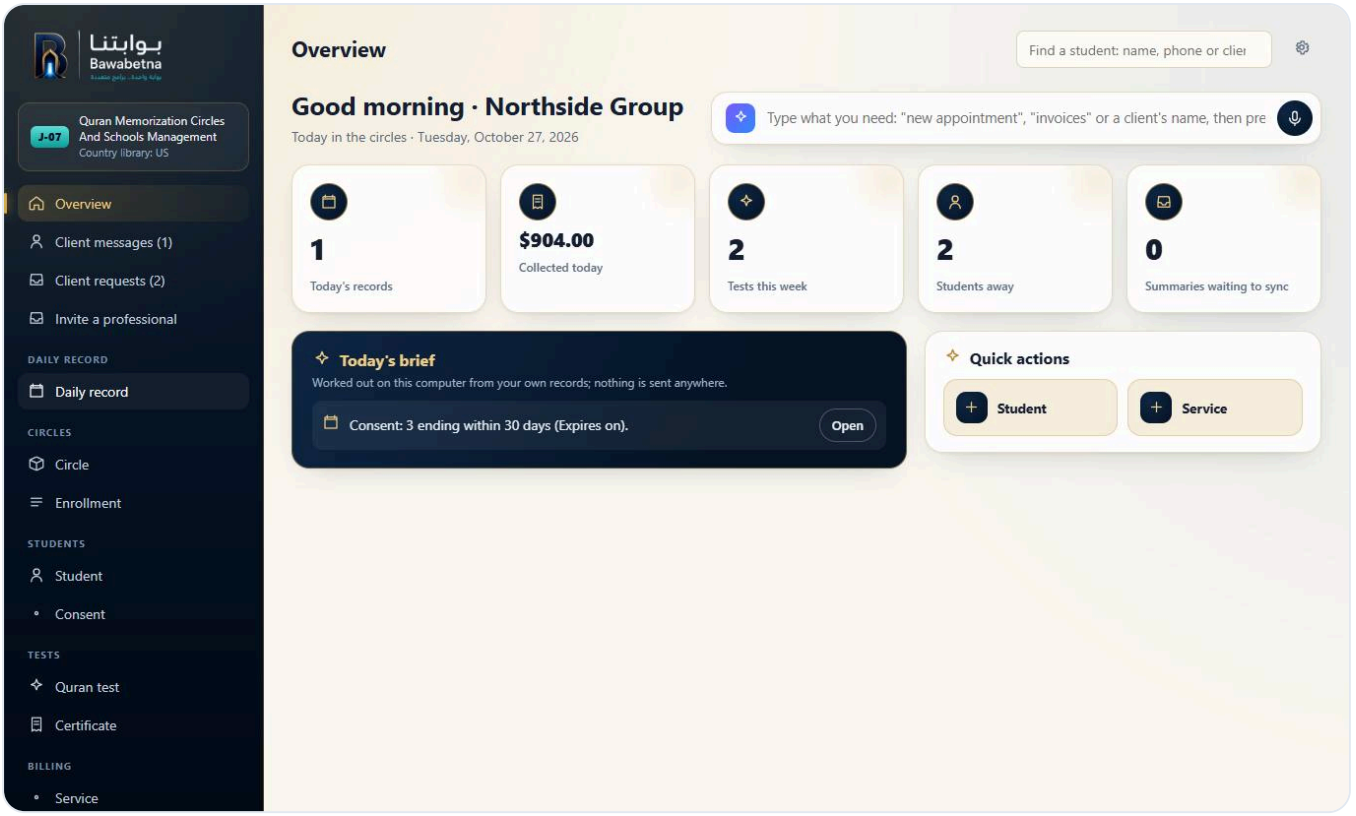
1. **Quran school**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Teacher**: Full name, Ijazah details

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

- Accountant
- Manager
- School director
- Supervisor
- 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".

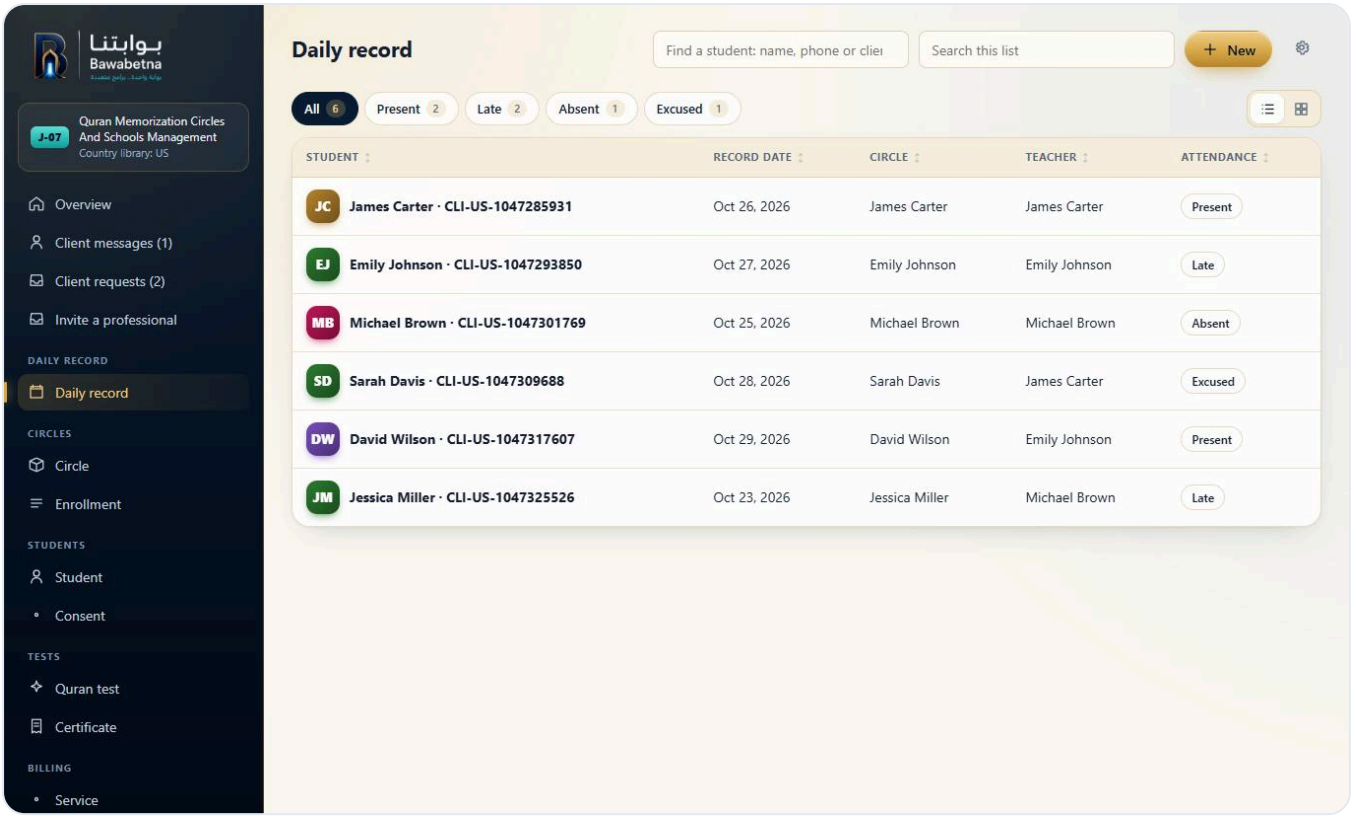


The home screen

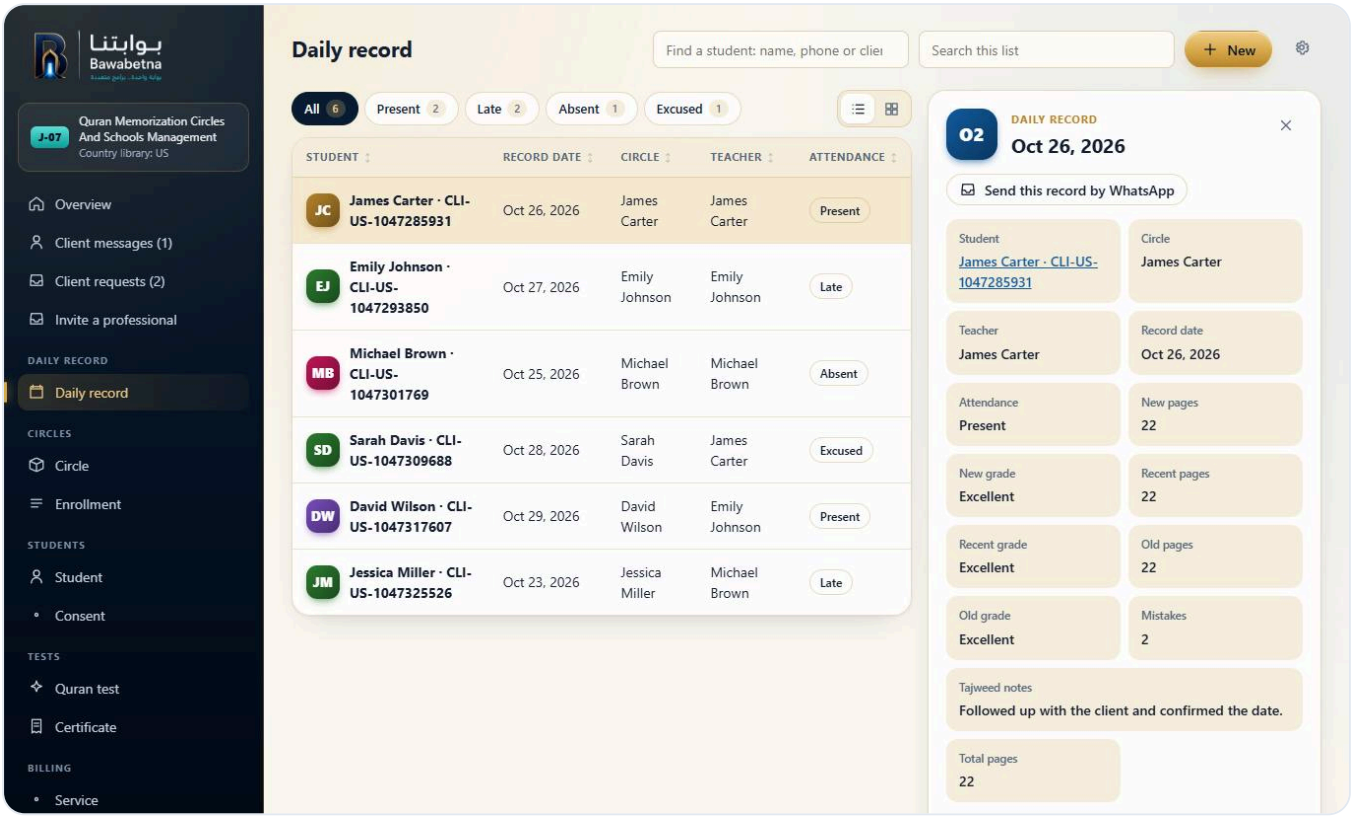
Screens and what you record in them

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.

Daily record



Daily record

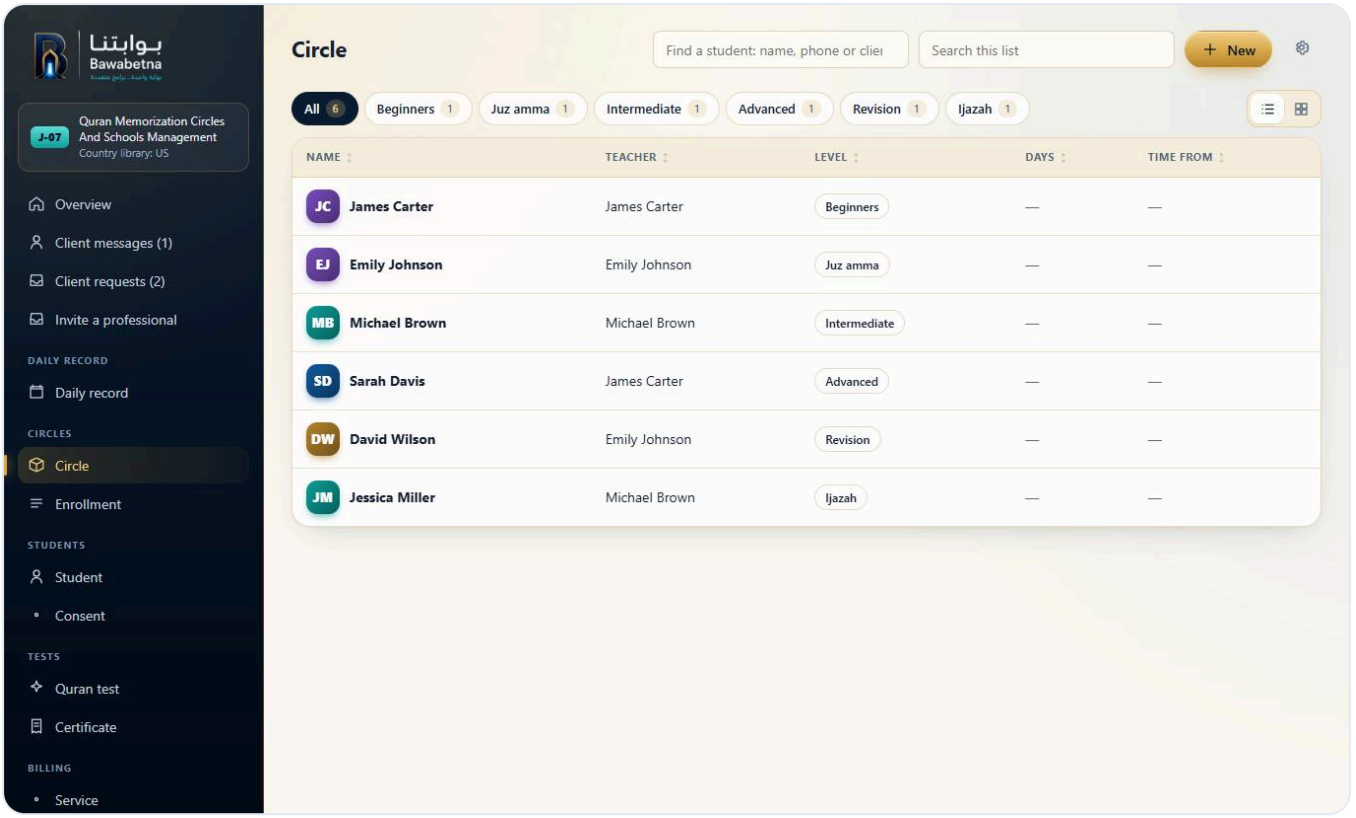


A record open for editing

Daily record

What you record: Student (required), Circle, Teacher, Record date (required), Attendance (required), New from, New to, New pages, New grade, Recent revision, Recent pages, Recent grade, Old revision, Old pages, Old grade, Mistakes, Tajweed notes, Total pages (worked out by the program)

Circles



Circle

Circle

What you record: Name (required), Teacher (required), Level (required), Days, Time from, Time to, Location, Capacity, Active

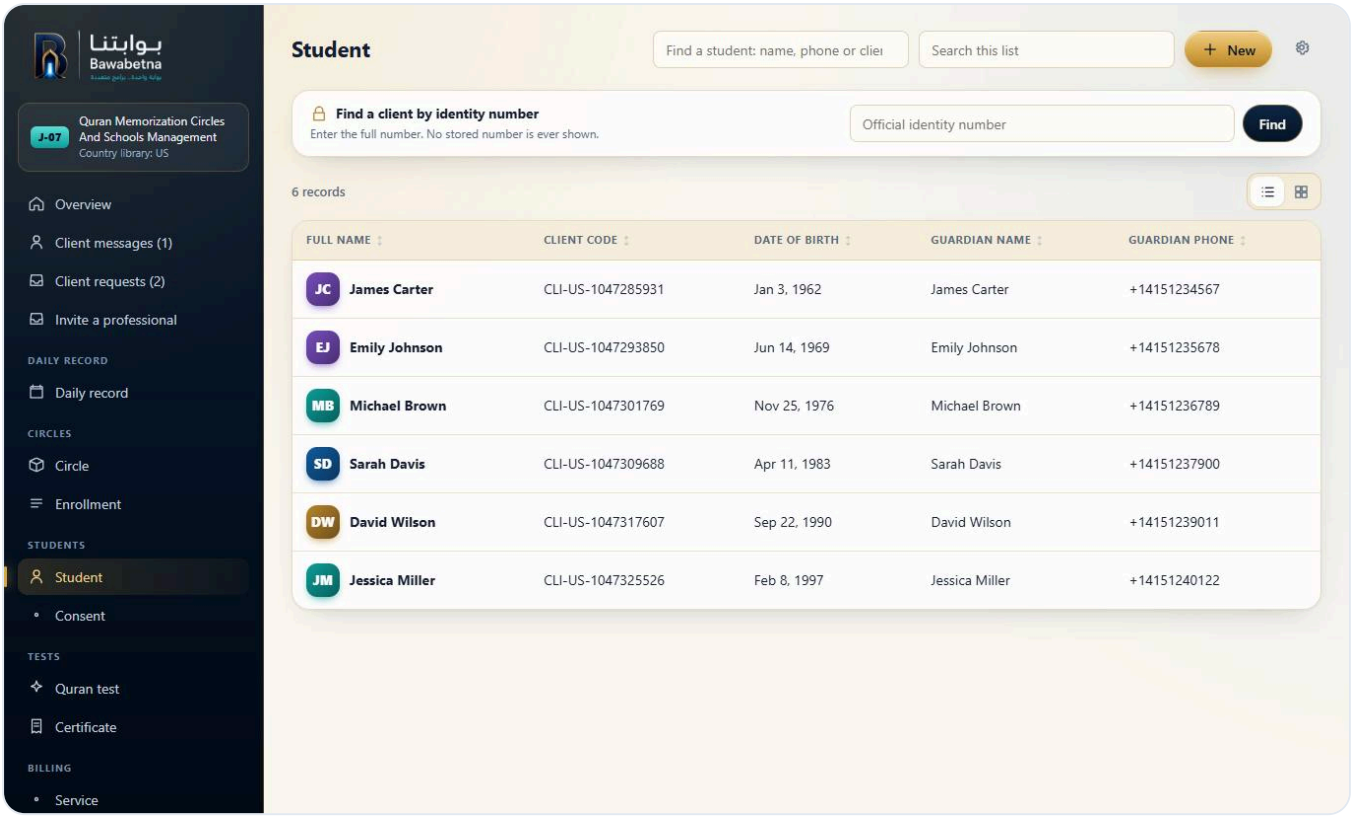
Enrollment

What you record: Student (required), Circle (required), Joined on (required), Left on, Status (required)

Stages: A new record starts as "Active".

Active → On leave | Active → Left | On leave → Active | On leave → Left

Students

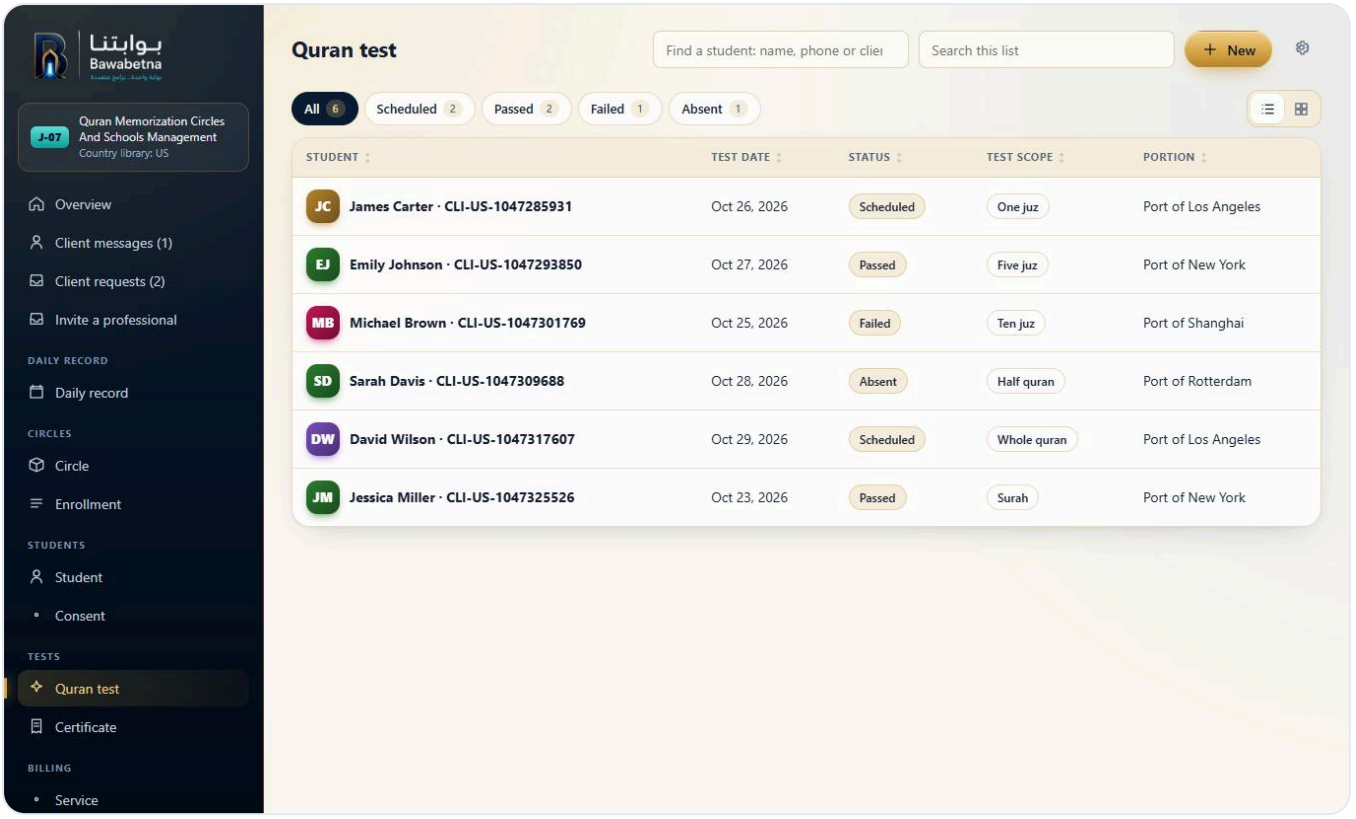


Student

Student

What you record: Full name (required), Date of birth, Guardian name, Guardian phone, Juz memorized, Target juz, Daily new lines, Daily revision pages, Pages this period (worked out by the program), Tests passed (worked out by the program), Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Tests



Quran test

Quran test

What you record: Student (required), Test scope (required), Portion (required), Test date (required), Examiner (required), Score, Mistakes, Notes, Status (required)

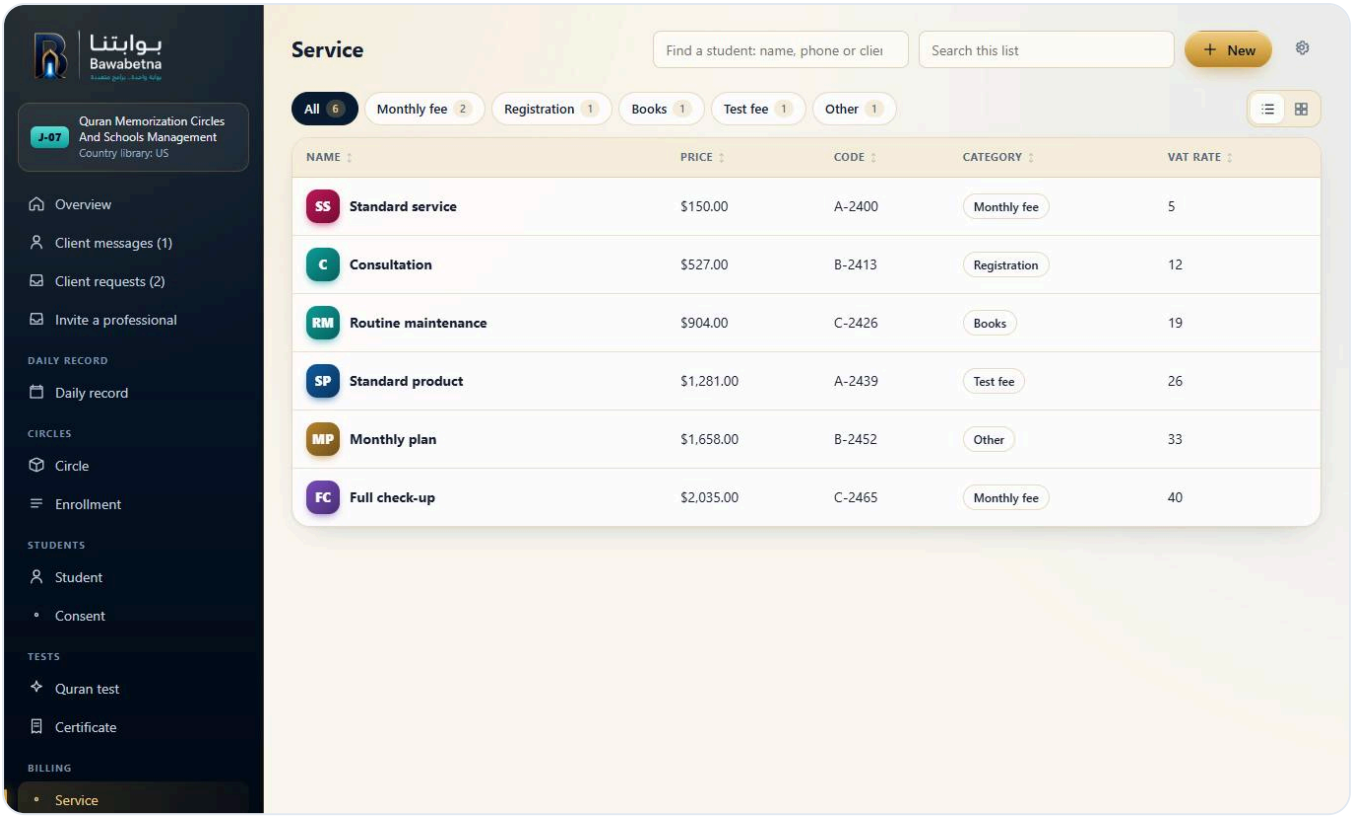
Stages: A new record starts as "Scheduled".

Scheduled → Passed | Scheduled → Failed | Scheduled → Absent

Certificate

What you record: Certificate number (worked out by the program), Student (required), Quran test, Certificate type (required), Issued on (required), Chain of narration, Files

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), Circle, 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

Quran 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: Quran school (required), Name (required), Address, Phone

Teacher

What you record: Branch (required), Full name (required), License number, Phone, Ijazah details, 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:

- Attendance
- Pages by student
- Pages by teacher
- Tests by result
- 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.