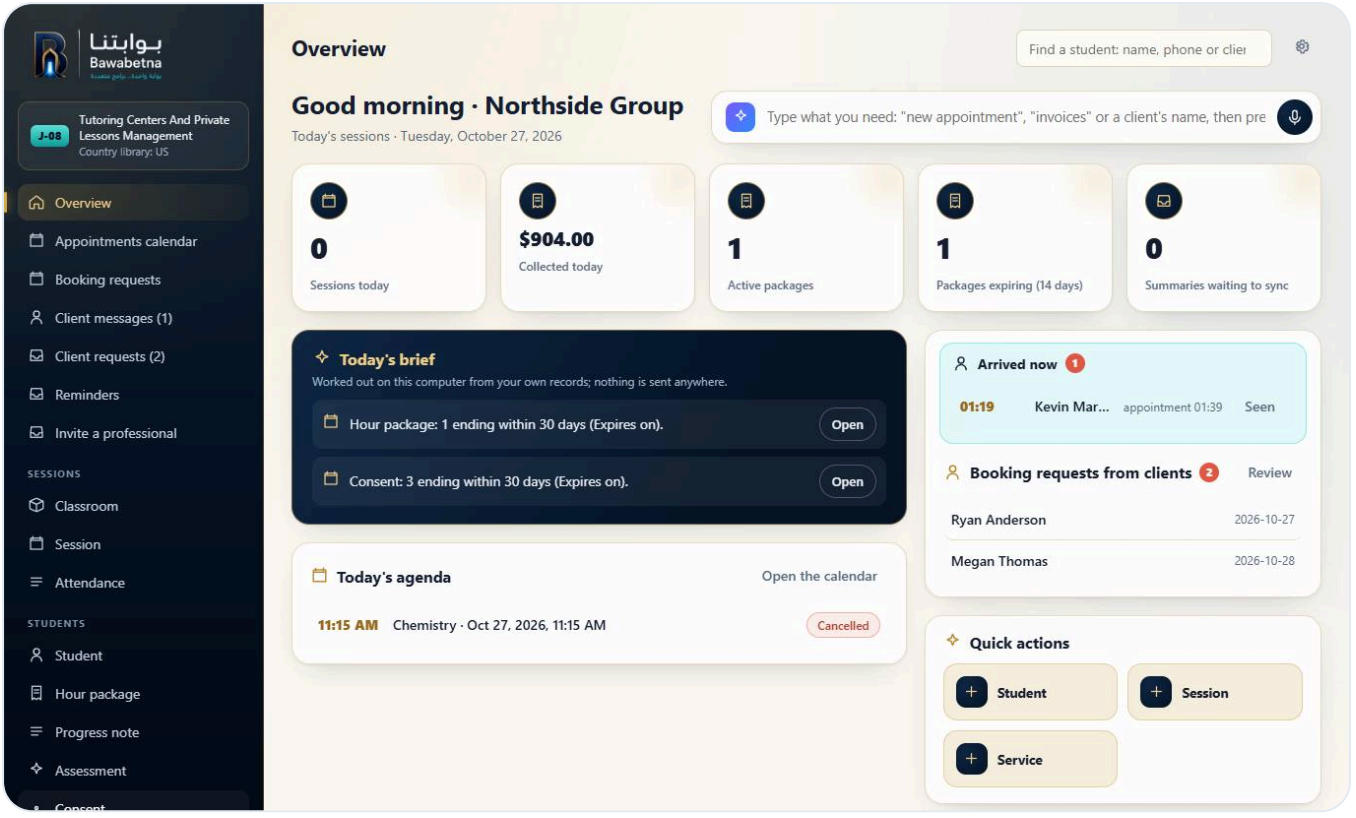
Bawabetna · User guide

Tutoring Centers And Private Lessons 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:

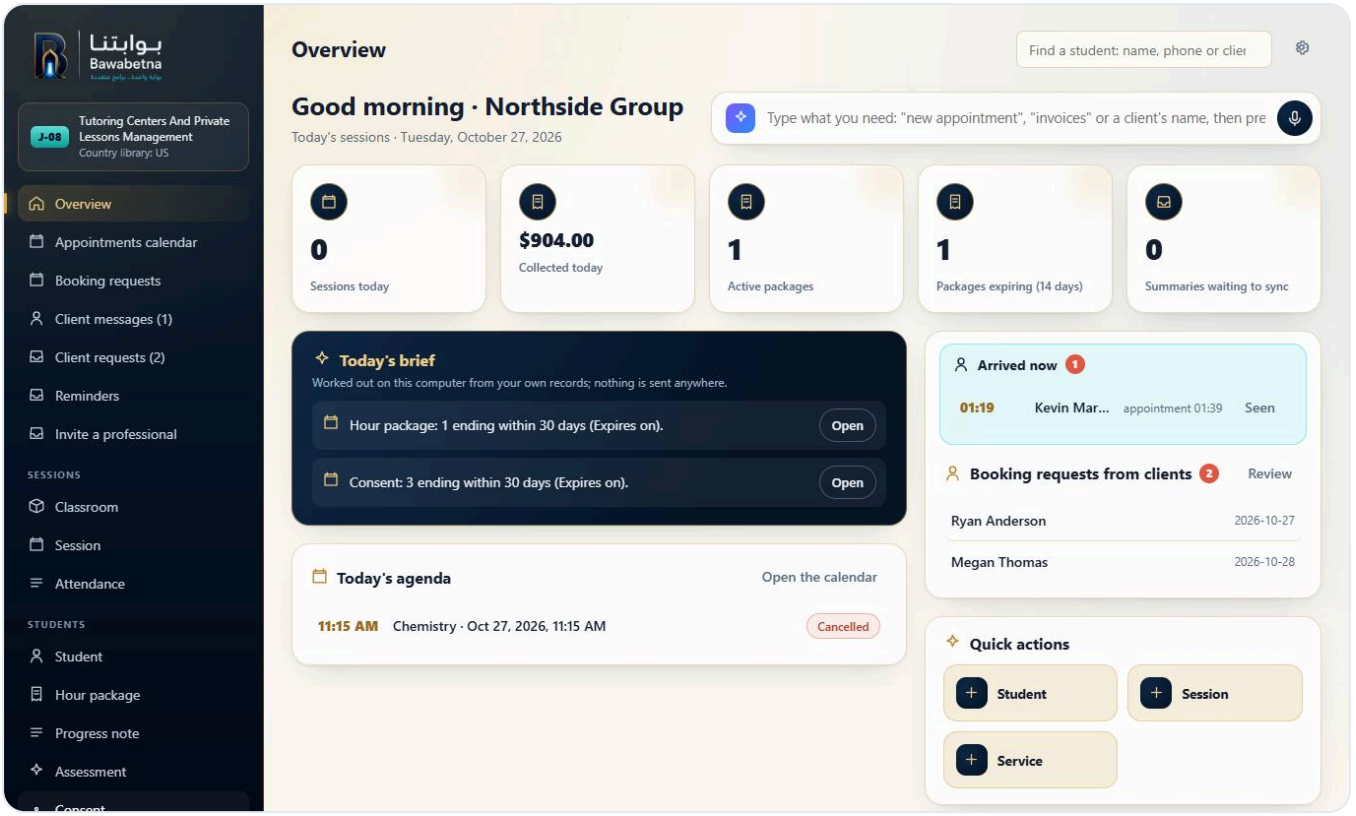
1. **Tutoring center**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Tutor**: Full name, Subjects

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

- Accountant
- Center owner
- Coordinator
- Manager
- Tutor

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".

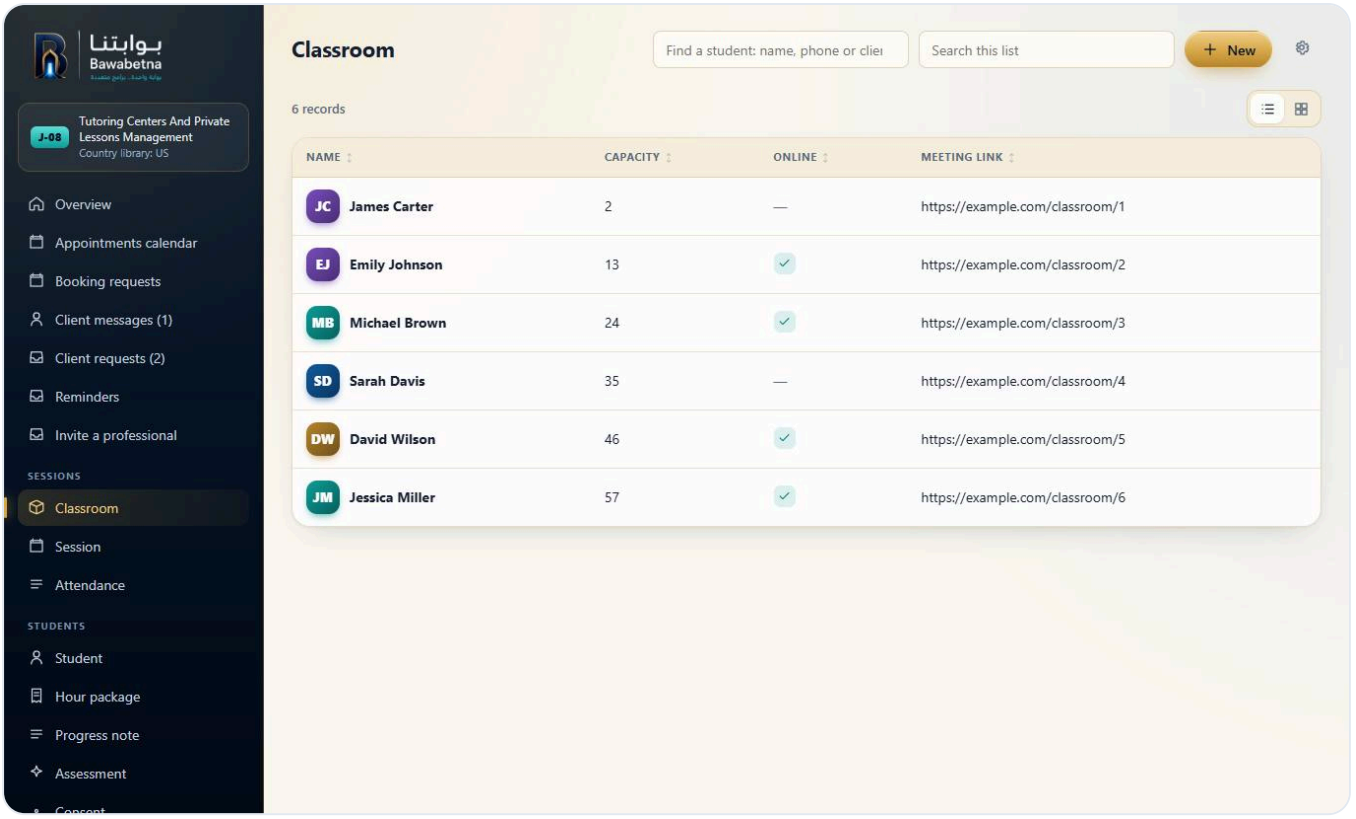


The home screen

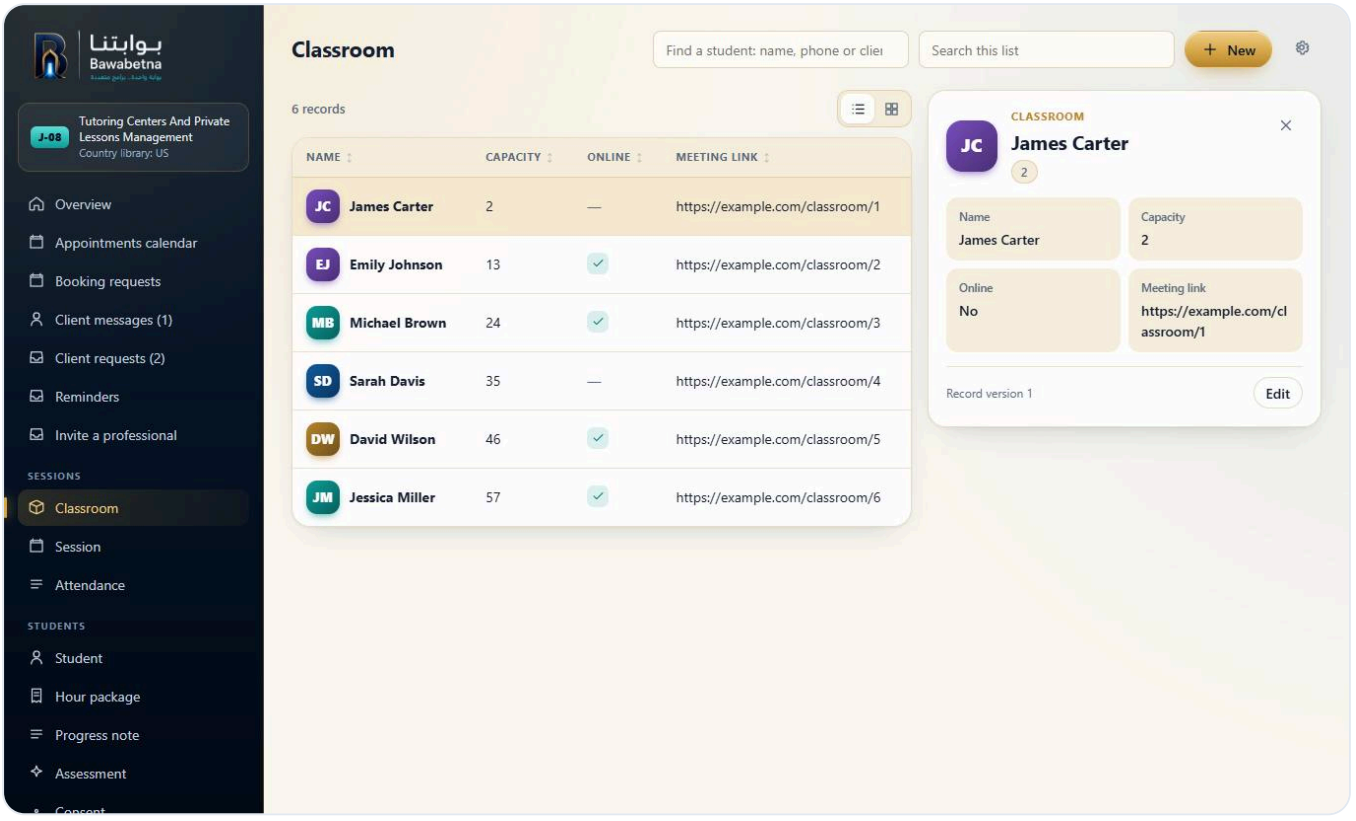
Screens and what you record in them

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.

Sessions



Classroom



A record open for editing

Classroom

What you record: Name (required), Capacity (required), Online, Meeting link

Session

What you record: Subject (required), Level, Tutor (required), Classroom, Session type (required), Starts at (required), Duration minutes (required), Duration hours (worked out by the program), Capacity (required), Enrolled (worked out by the program), Seats left (worked out by the program), Topic, Tutor hourly pay, Tutor cost (worked out by the program), Revenue (worked out by the program), Margin (worked out by the program), Override reason, Status (required)

Stages: A new record starts as "Scheduled".

Scheduled → Done | Scheduled → Cancelled

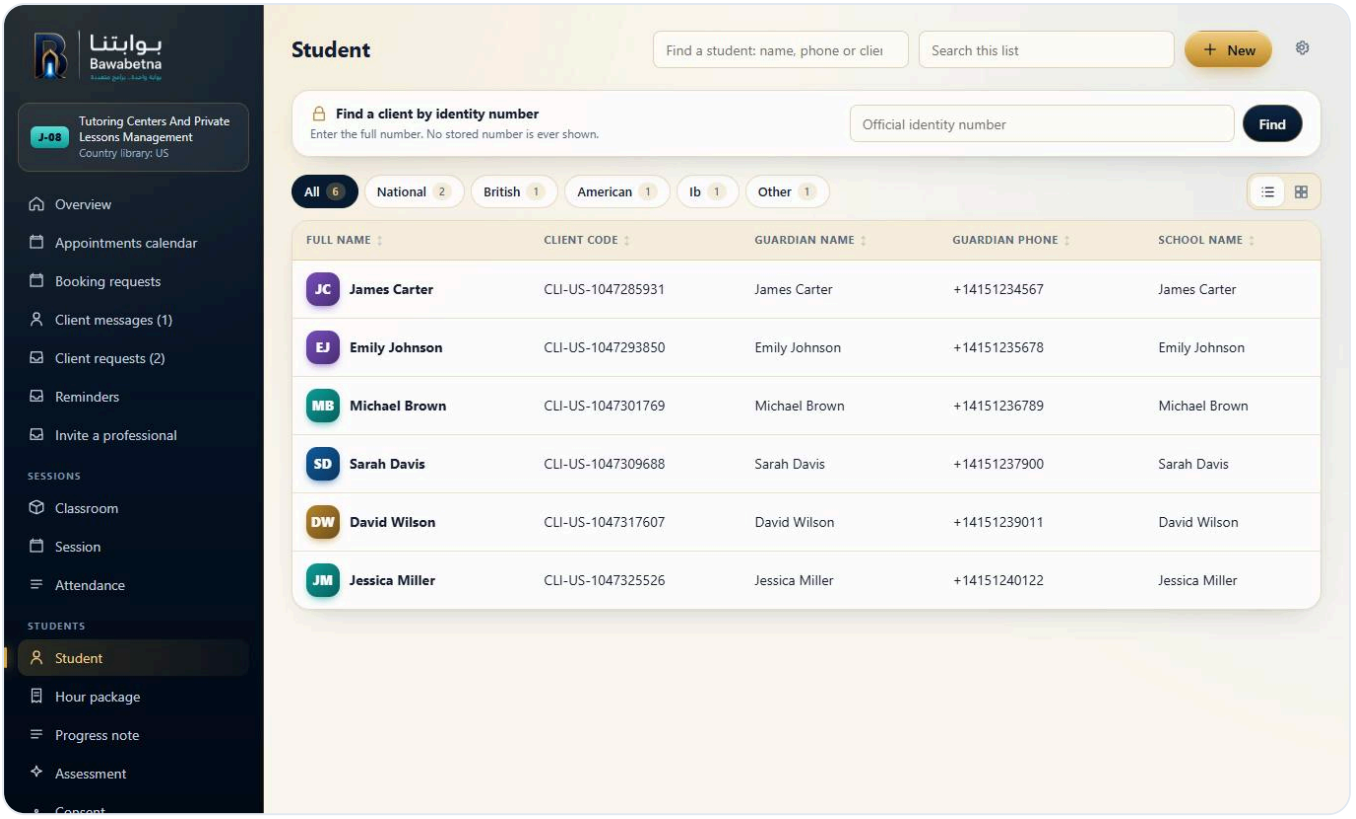
Attendance

What you record: Session (required), Student (required), Hour package, Hours charged (required), Hour rate, Revenue (worked out by the program), Checked in at, Checked out at, Notes, Status (required)

Stages: A new record starts as "Expected".

Expected → Present | Expected → Late | Expected → Absent | Expected → Absent charged

Students



Student

Student

What you record: Full name (required), Guardian name, Guardian phone, School name, Grade, Curriculum, Goals, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Hour package

What you record: Student (required), Subject (required), Hours (required), Price (required), Purchased on (required), Expires on, Hours used (worked out by the program), Hours left (worked out by the program), Hour rate (worked out by the program), Status (required)

Stages: A new record starts as "Pending".

Active → Used up | Active → Expired | Active → Refunded | Pending → Active | Pending → Refunded

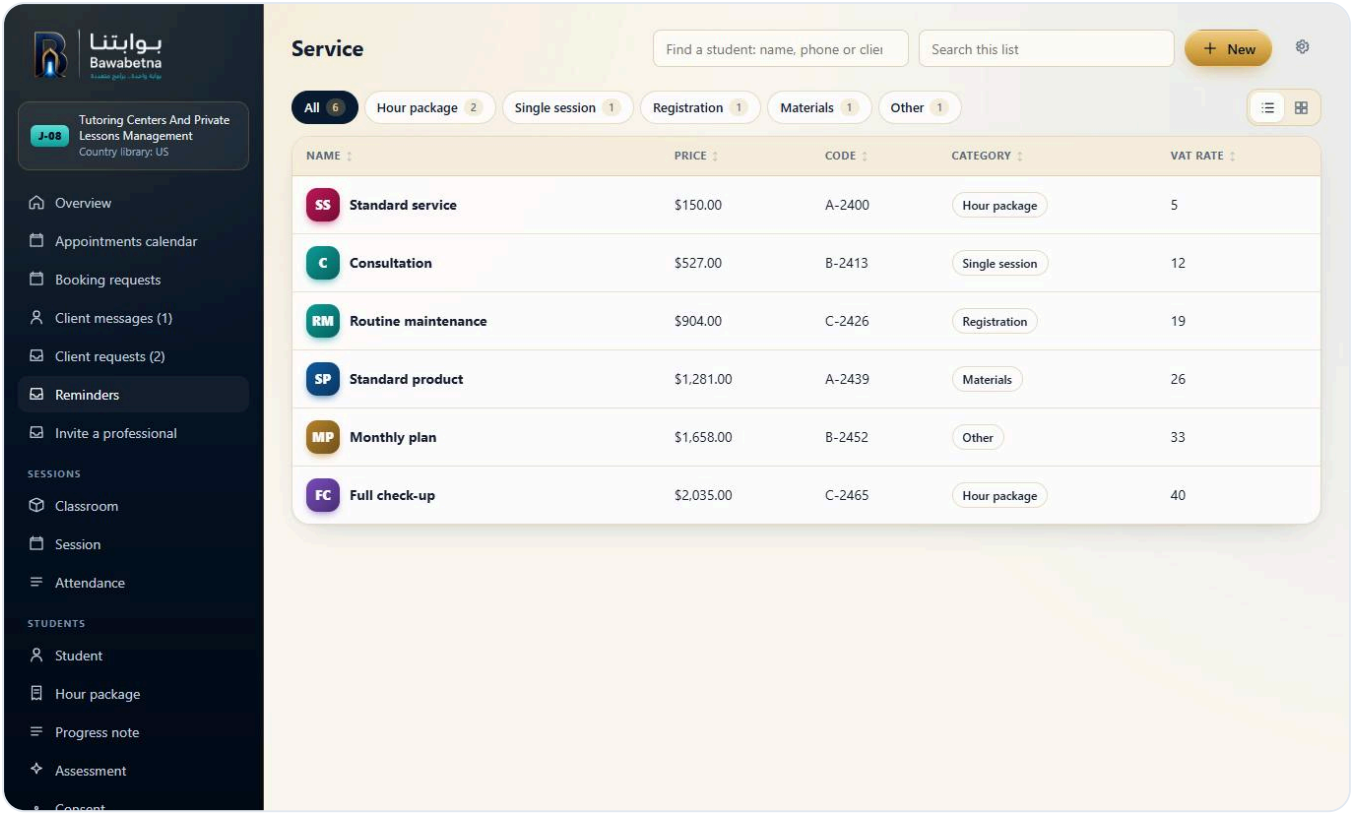
Progress note

What you record: Student (required), Session, Noted on (required), Subject (required), Topic covered (required), Understanding (required), Homework, Score, Notes, Shared with guardian

Assessment

What you record: Student (required), Subject (required), Assessment type (required), Taken on (required), Score (required), Max score (required), Percent (worked out by the program), Notes

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), Hour package, 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)

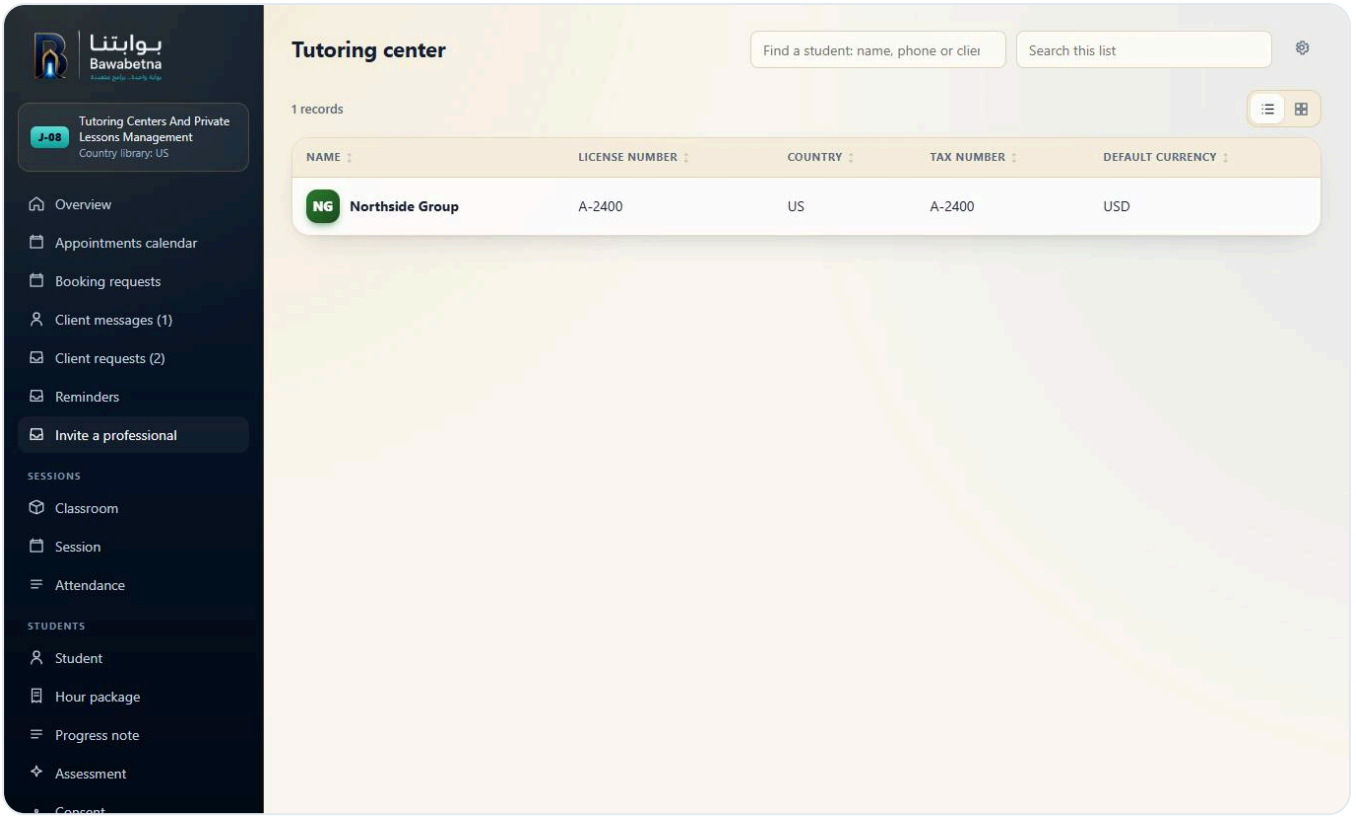
Payment

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



Tutoring center

Tutoring center

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: Tutoring center (required), Name (required), Address, Phone

Tutor

What you record: Branch (required), Full name (required), License number, Phone, Subjects, Levels, Hourly pay, Hours taught (worked out by the program), 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:

- Revenue, tutor cost and margin by tutor
- Hours by tutor
- Sessions by subject
- Absences by student
- Packages by subject
- 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.