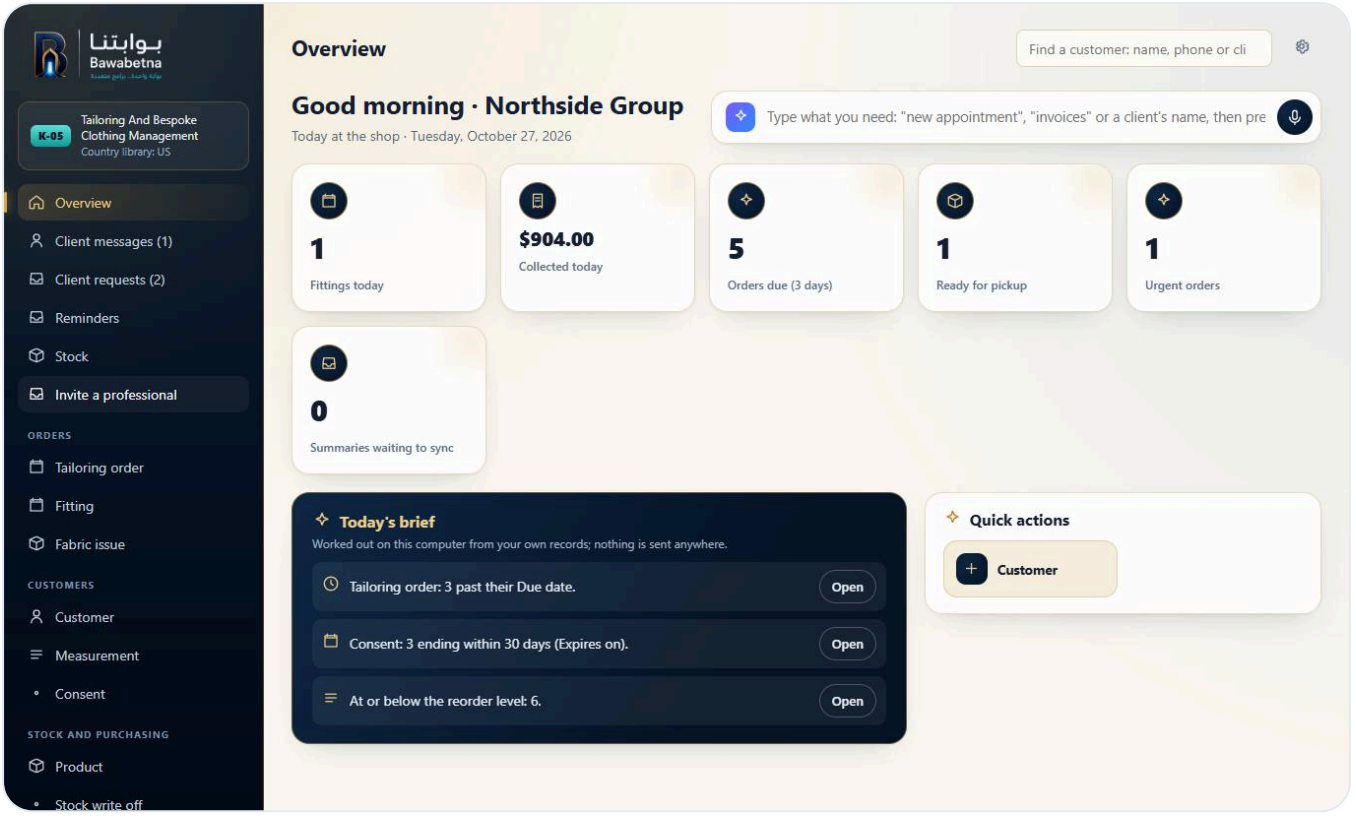
**Bawabetna · User guide**

# Tailoring And Bespoke Clothing 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:

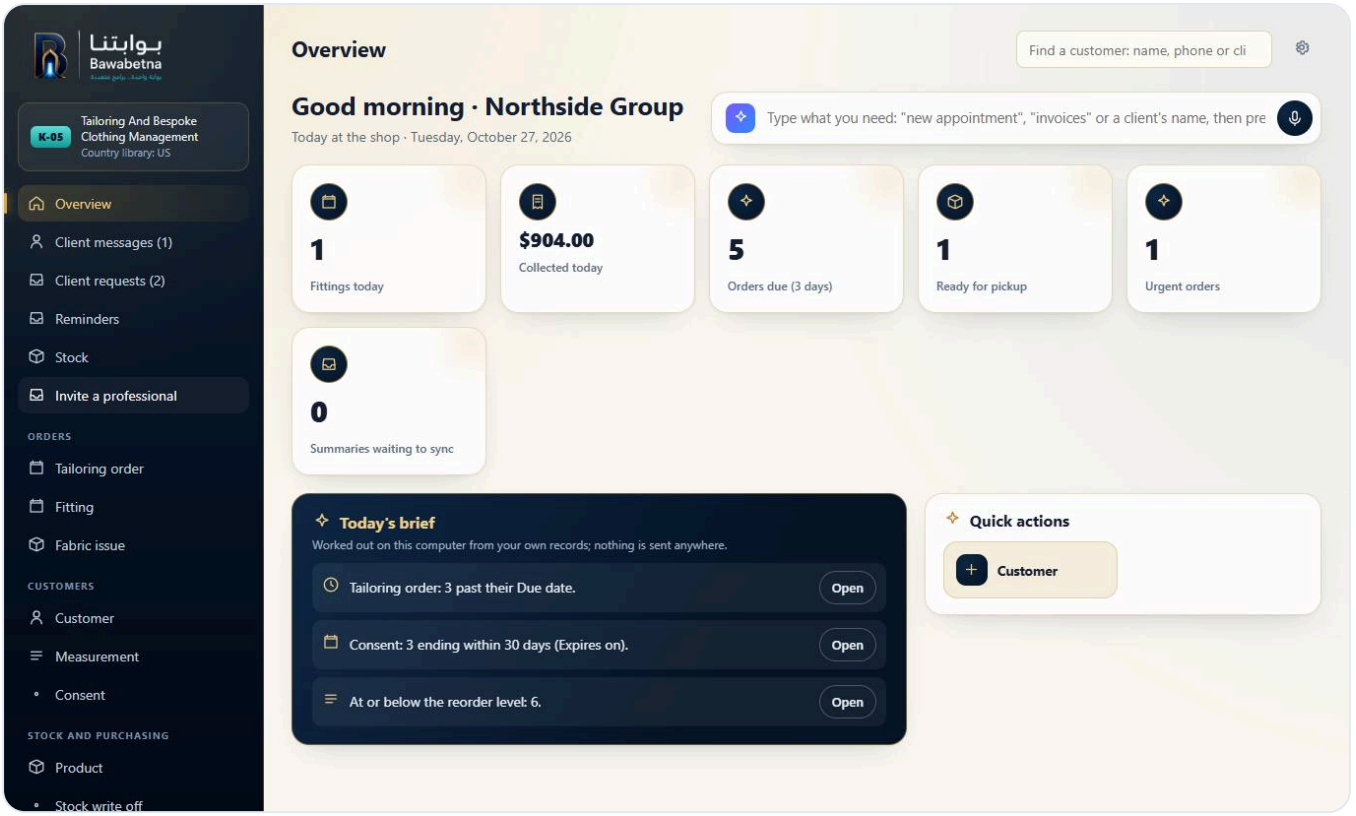
1. **Tailor shop**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Tailor**: Full name, Craft

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

- Manager
- Reception
- Shop owner
- Stock keeper
- Tailor

# 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".

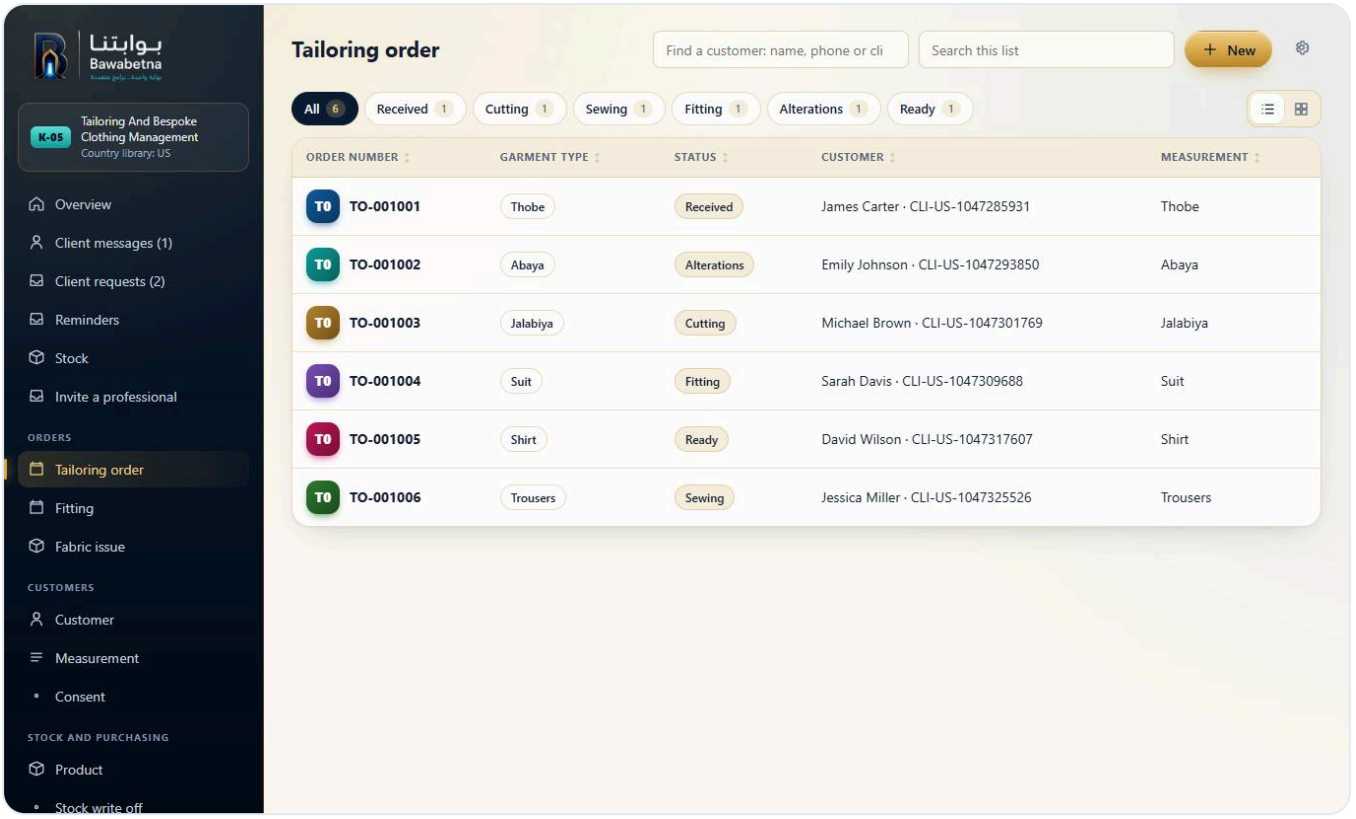



The home screen

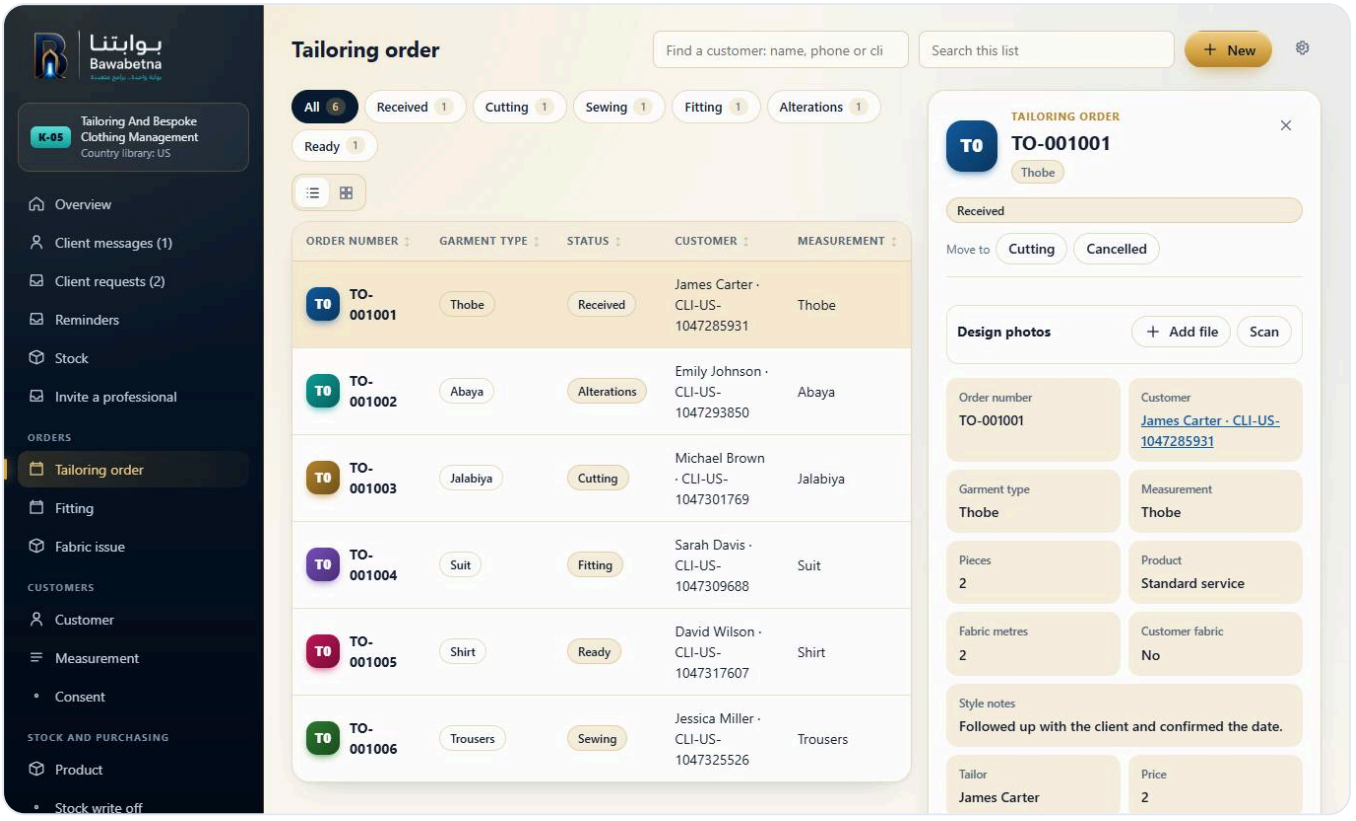
## Screens and what you record in them

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.

# Orders




Tailoring order




A record open for editing

### Tailoring order

**What you record:** Order number (worked out by the program), Customer (required), Garment type (required), Measurement, Pieces (required), Product, Fabric metres, Customer fabric, Style notes, Design photos, Tailor, Price (required), Deposit, Balance due (worked out by the program), Received on (required), Fitting date, Due date (required), Priority, Delivered at (worked out by the program), Status (required)

**Stages:** A new record starts as "Received".

Alterations → Fitting · Alterations → Ready · Cutting → Sewing · Fitting → Alterations · Fitting → Ready · Ready → Delivered · Received → Cutting · Received → Cancelled · Sewing → Fitting · Sewing → Ready

### Fitting

**What you record:** Tailoring order (required), Fitting at (required), Tailor, Outcome (required), Changes, Photos

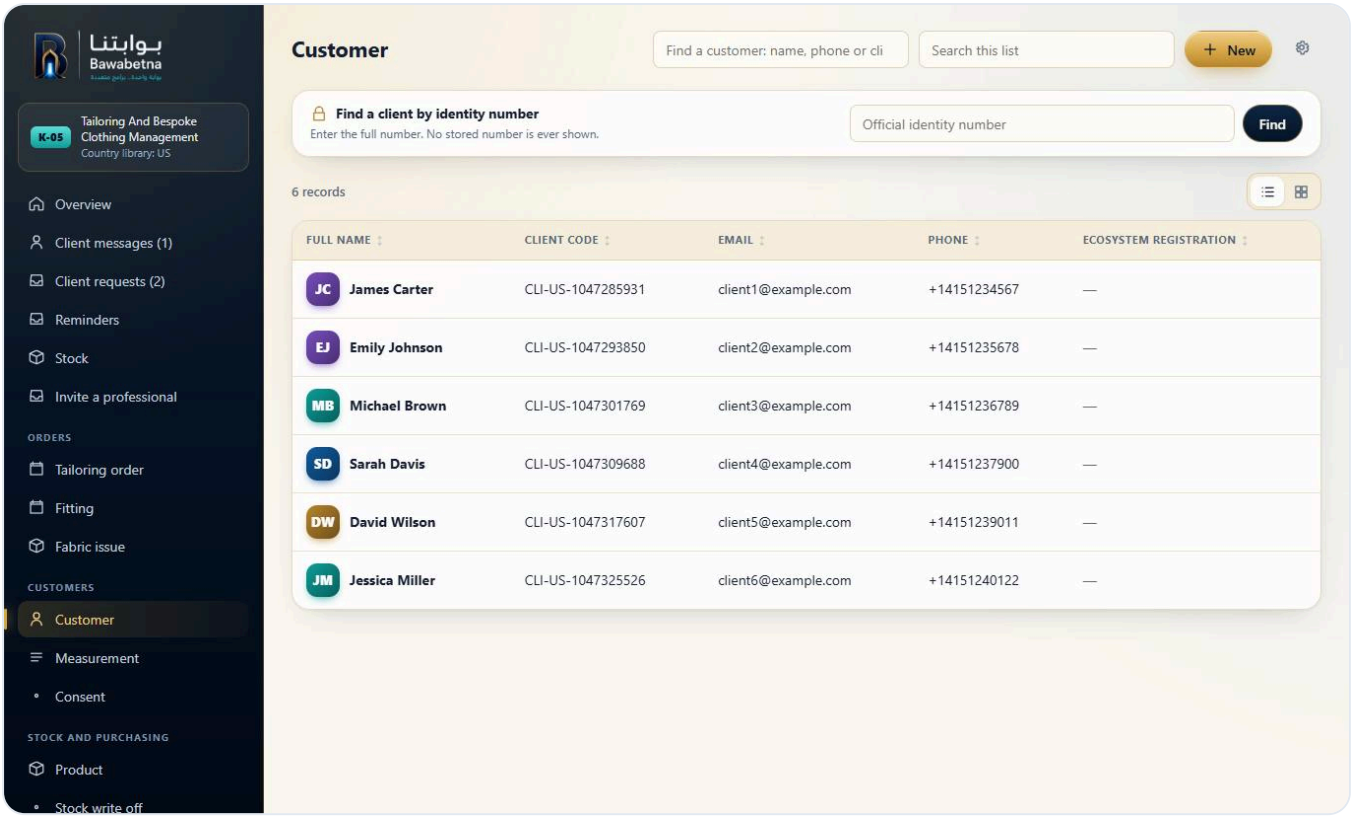
### Fabric issue

**What you record:** Tailoring order (required), Product (required), Metres (required), Tailor, Status (required)

**Stages:** A new record starts as "Draft".

Draft → Issued

## Customers




Customer

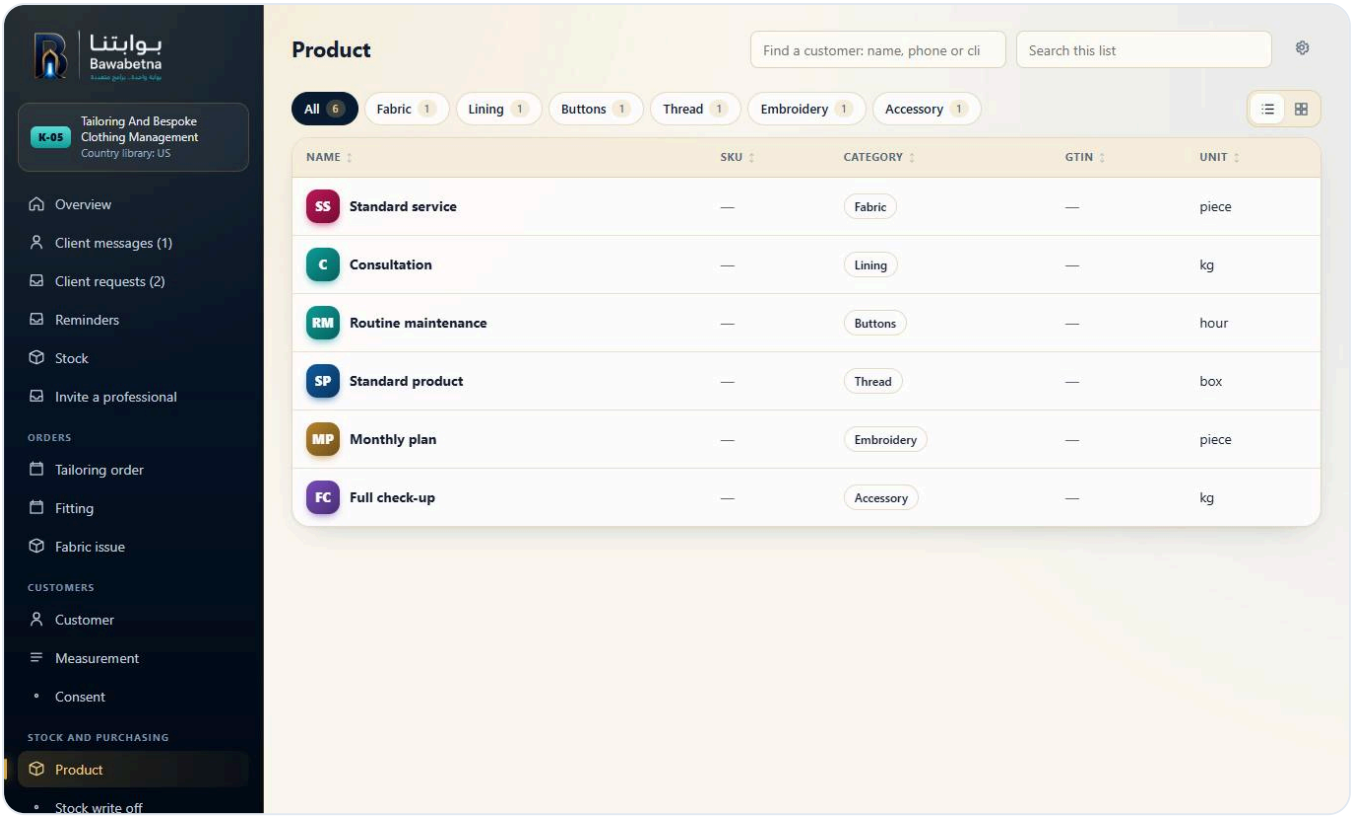
### Customer

**What you record:** Full name (required), Email, Preferences, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

### Measurement

**What you record:** Customer (required), Garment type (required), Taken on (required), Tailor, Length cm, Shoulder cm, Chest cm, Waist cm, Hips cm, Sleeve cm, Neck cm, Arm hole cm, Wrist cm, Inseam cm, Thigh cm, Bottom cm, Notes, Photos

## Stock




Product

### Product

**What you record:** Name (required), Sku, Category (required), Gtin, Unit, Colour, Width cm, Price (required), Vat rate (required), Reorder level, Active

### Supplier

**What you record:** Name (required), Tax number, Phone, Email

### Purchase receipt

**What you record:** Receipt number (worked out by the program), Supplier (required), Supplier invoice, Received on (required), Status (required), Files

**Stages:** A new record starts as "Draft".

Draft → Received | Draft → Voided | Received → Voided

### Purchase line

**What you record:** Receipt (required), Product (required), Quantity (required), Unit cost

### Stock write off

**What you record:** Write off number (worked out by the program), Product (required), Quantity (required), Reason (required), Notes, Status (required)

**Stages:** A new record starts as "Draft".

Draft → Posted

### Stock count

**What you record:** Count number (worked out by the program), Counted on (required), Counted by, Notes, Status (required)

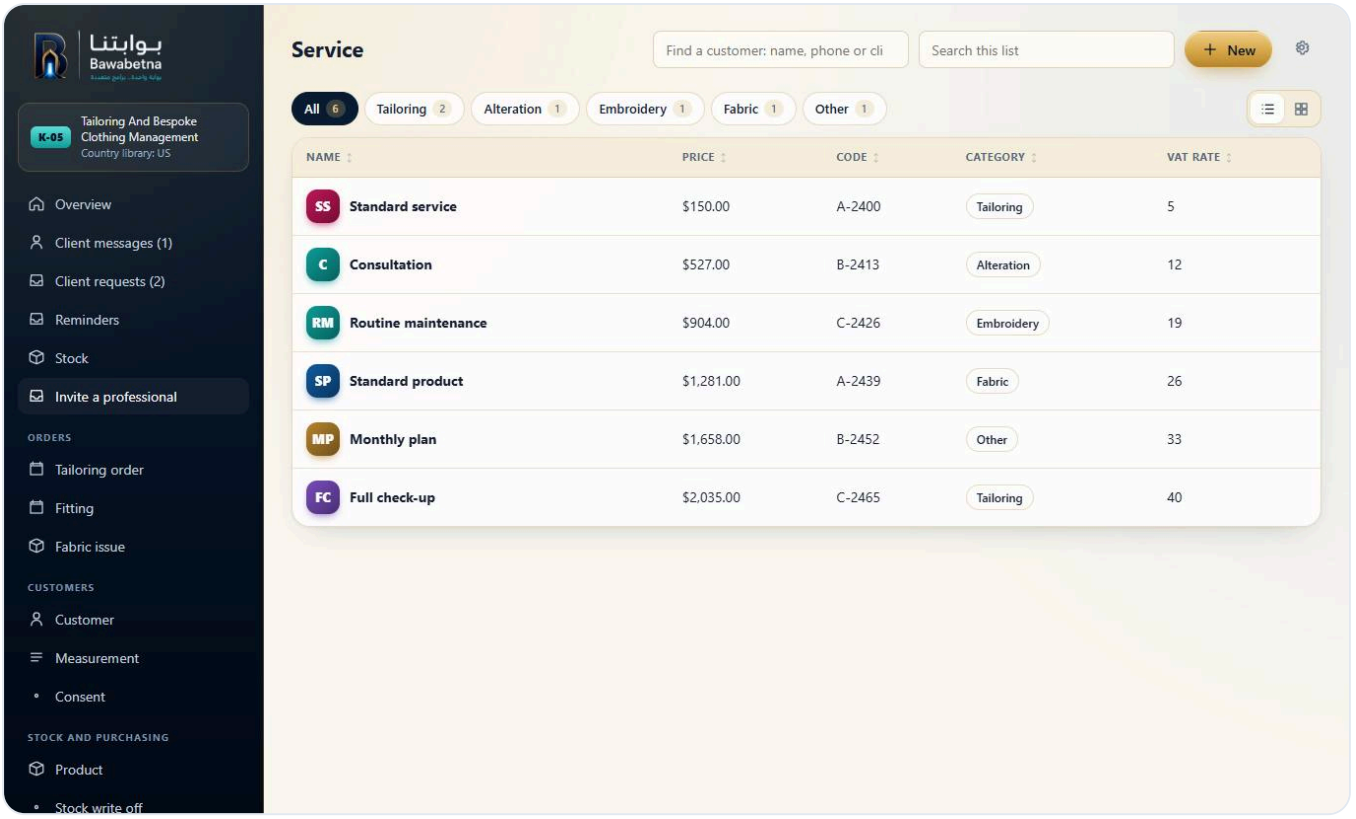
**Stages:** A new record starts as "Draft".

Draft → Posted

### Stock count line

**What you record:** Stock count (required), Product (required), Counted quantity (required), Recorded quantity (worked out by the program), Difference (worked out by the program)

# 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), Customer (required), Tailoring order, 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)

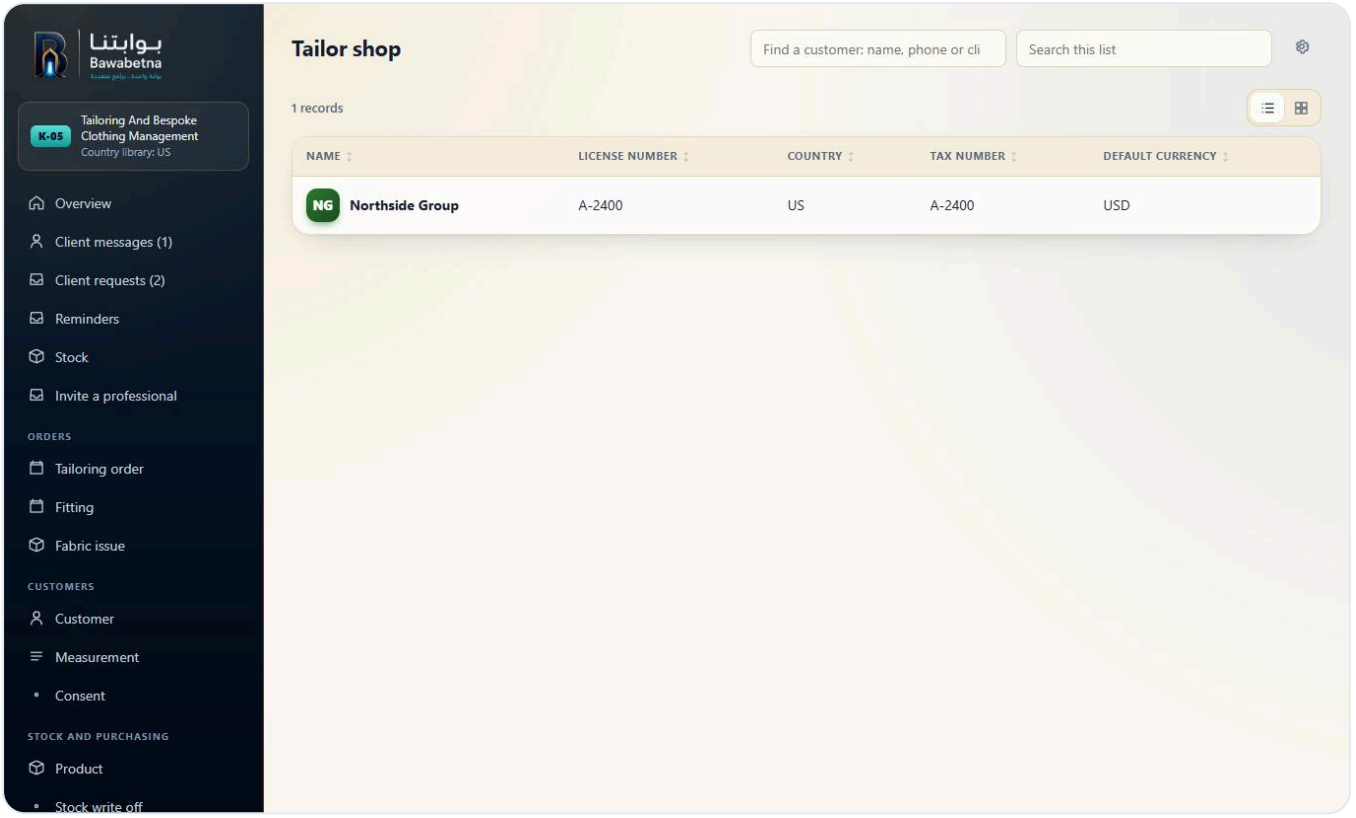
### Payment

**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




Tailor shop

**Tailor shop**

**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:** Tailor shop (required), Name (required), Address, Phone

**Tailor**

**What you record:** Branch (required), Full name (required), License number, Craft, Phone, 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:

- Orders by status
- Orders and revenue by garment
- Pieces by tailor
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- Stock count differences by item (missing - / extra +)
- 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.