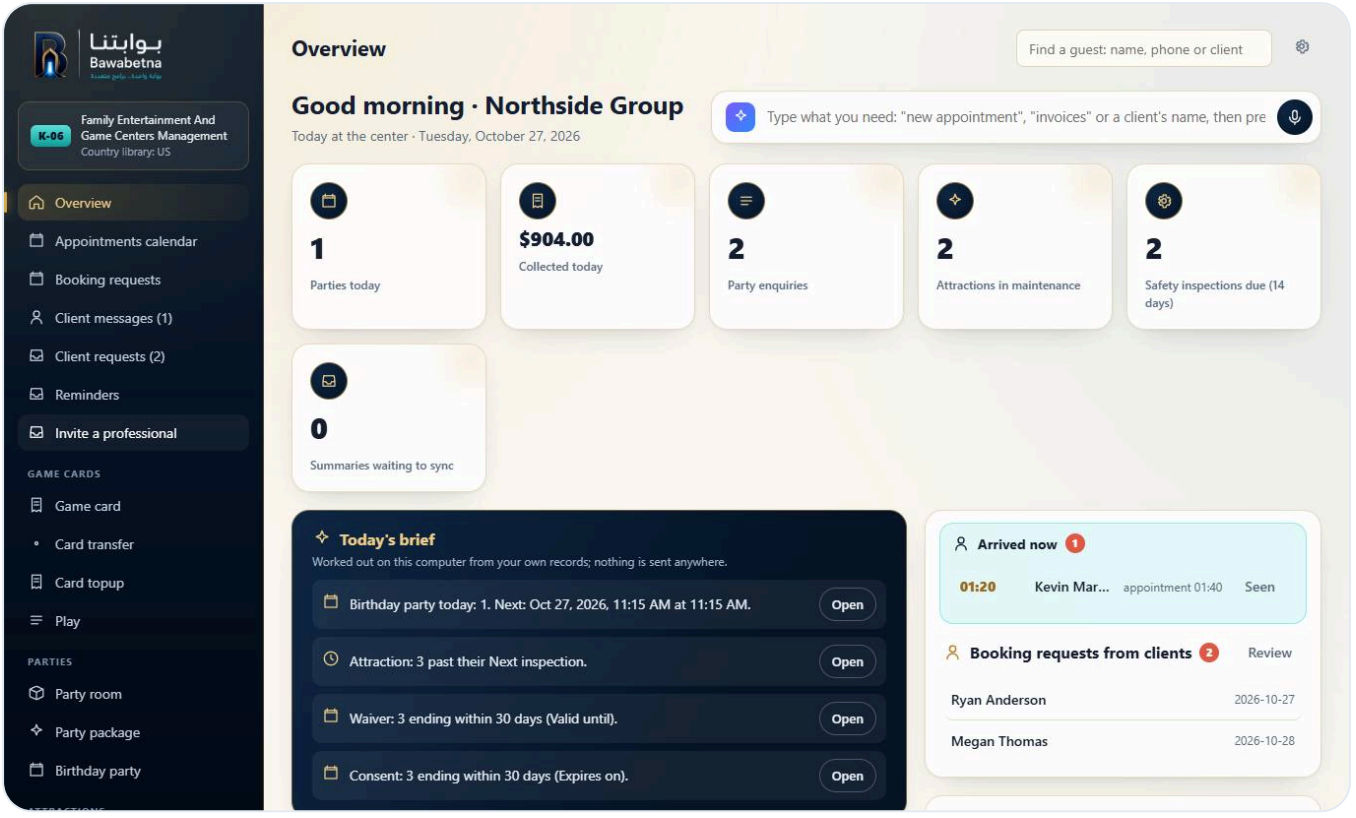
Bawabetna · User guide

Family Entertainment And Game Centers 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:

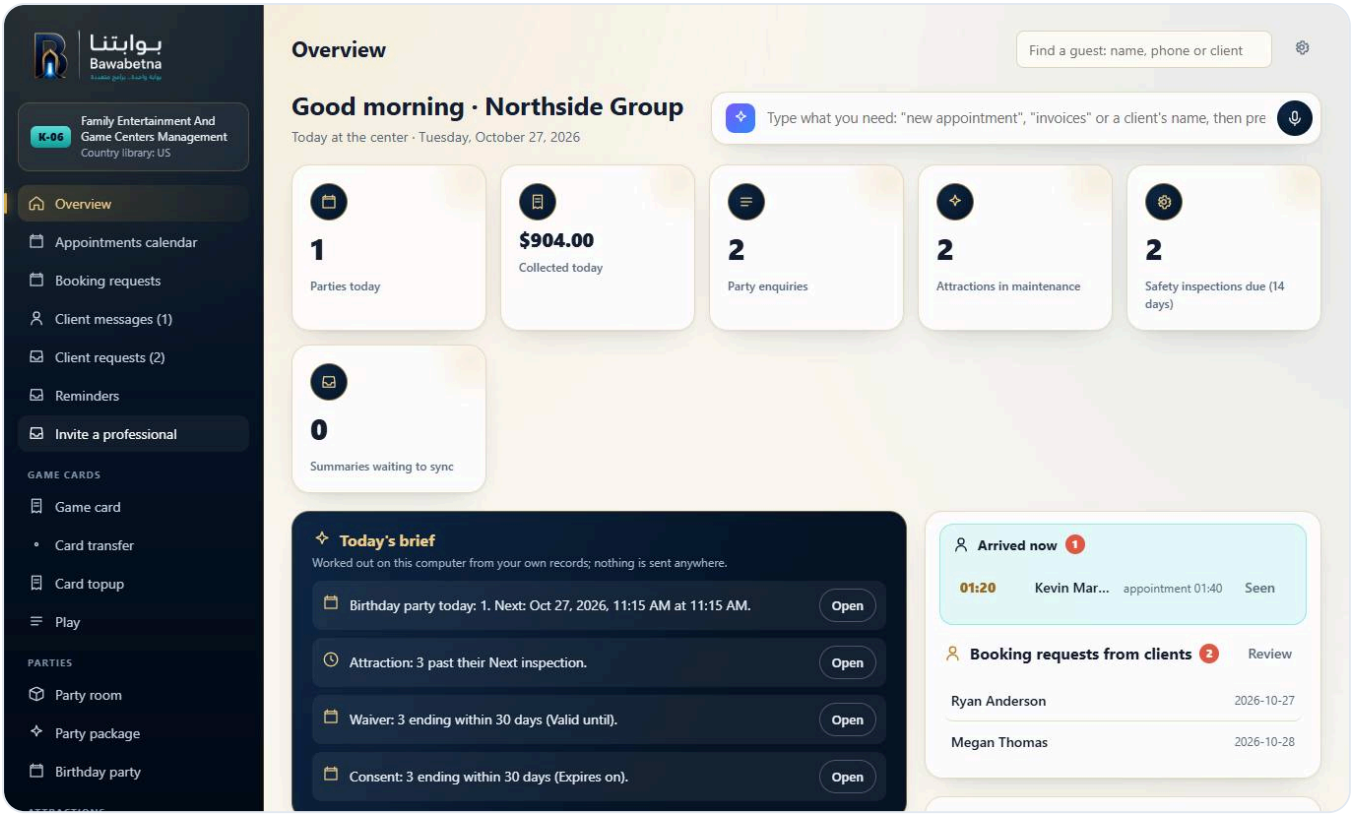
1. **Fun center**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Host staff**: Full name, Phone

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

- Cashier
- Center manager
- Center owner
- Manager
- Party host

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".

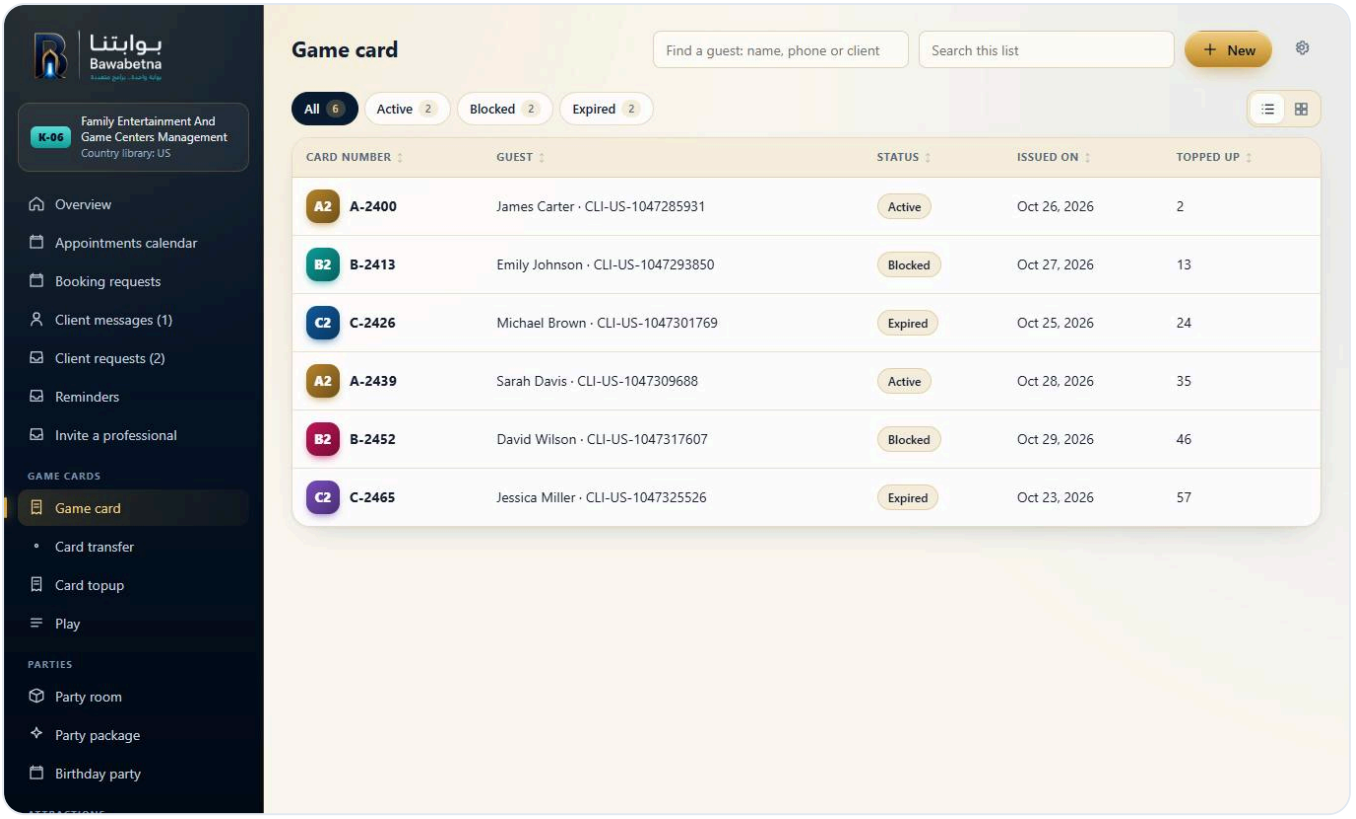


The home screen

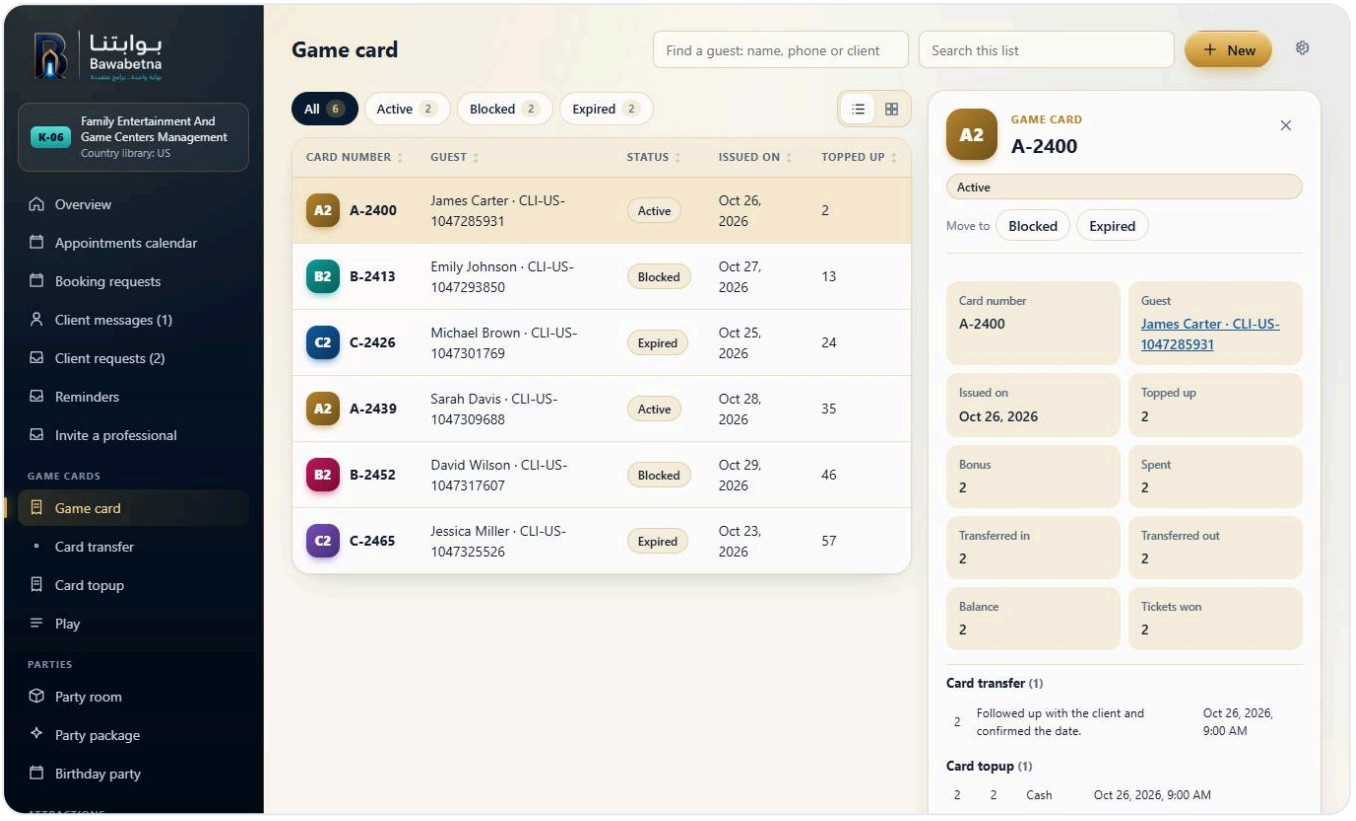
Screens and what you record in them

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.

Game cards



Game card



A record open for editing

Game card

What you record: Card number (required), Guest, Issued on (required), Topped up (worked out by the program), Bonus (worked out by the program), Spent (worked out by the program), Transferred in (worked out by the program), Transferred out (worked out by the program), Balance (worked out by the program), Tickets won, Status (required)

Stages: A new record starts as "Active".

Active → Blocked | Active → Expired | Blocked → Active

Card transfer

What you record: From card (required), To card (required), Amount (required), Reason, Transferred at (worked out by the program)

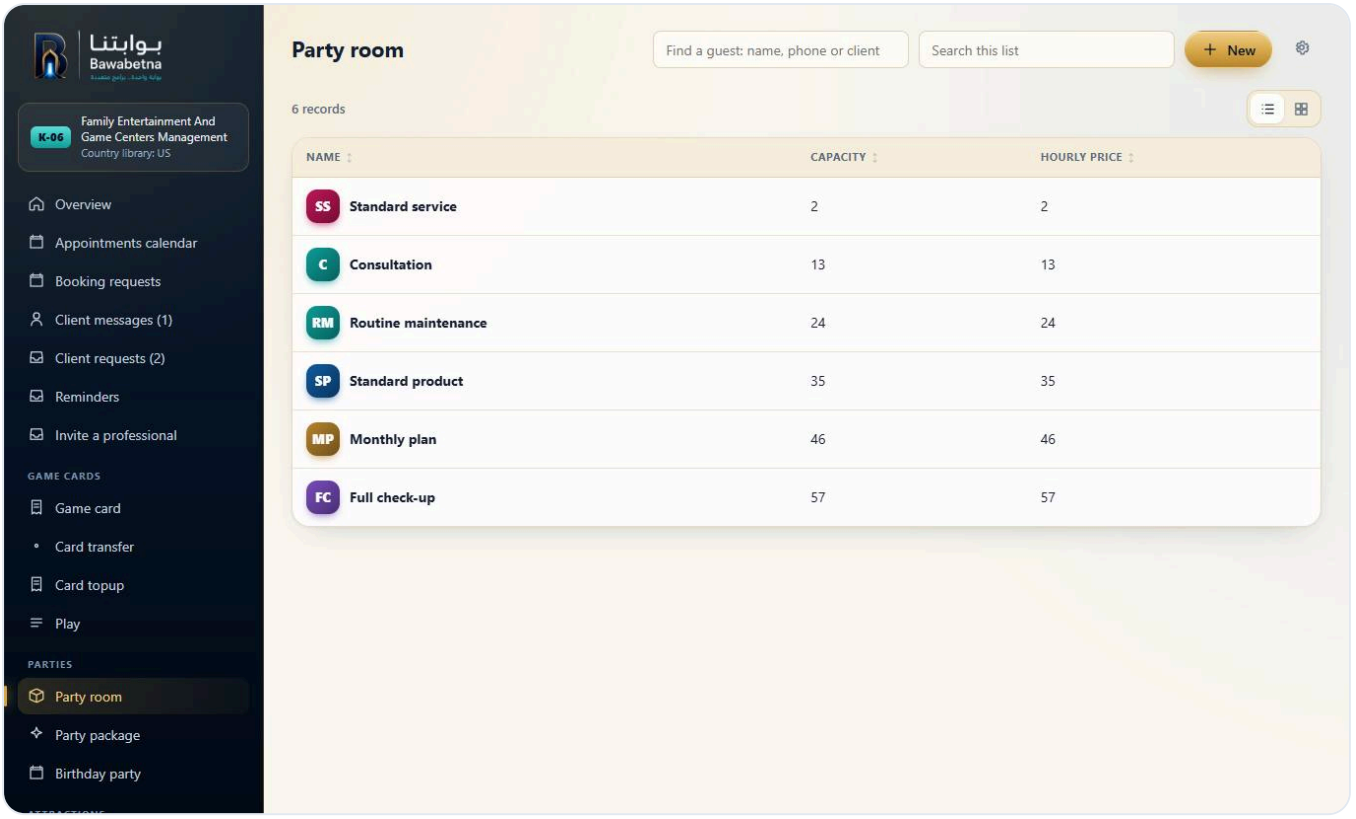
Card topup

What you record: Game card (required), Amount (required), Bonus, Method (required), Topped up at (worked out by the program)

Play

What you record: Game card (required), Attraction (required), Amount (required), Played at (worked out by the program)

Parties



Party room

Party room

What you record: Name (required), Capacity (required), Hourly price

Party package

What you record: Name (required), Price per child (required), Minimum children, Duration minutes, Includes, Active

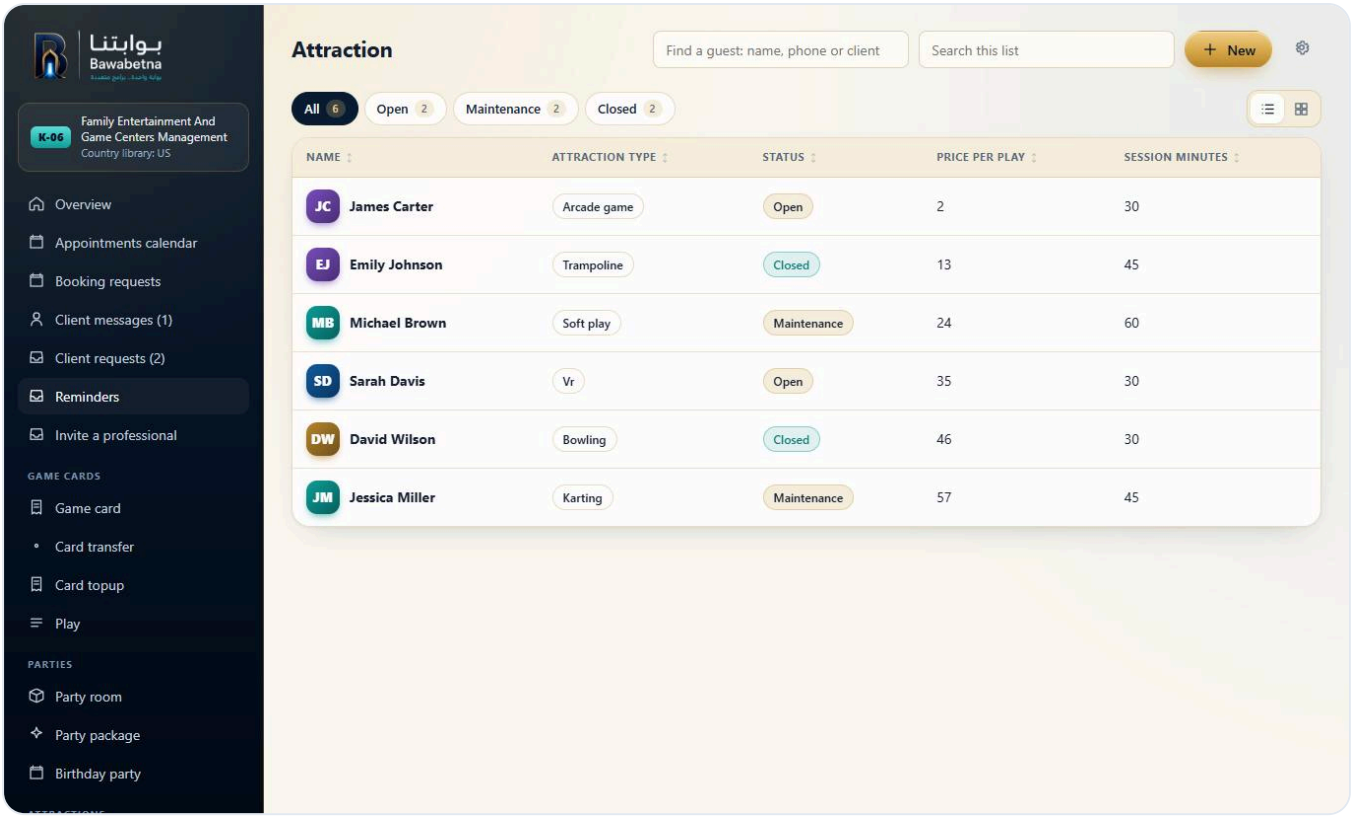
Birthday party

What you record: Guest (required), Party package (required), Party room (required), Starts at (required), Duration minutes (required), Child name, Child age, Children (required), Price per child, Extras total, Party total (worked out by the program), Deposit, Balance due (worked out by the program), Waivers signed (worked out by the program), Theme, Cake and food notes, Override reason, Status (required)

Stages: A new record starts as "Enquiry".

Checked in → Finished | Confirmed → Checked in | Confirmed → Cancelled | Enquiry → Confirmed | Enquiry → Cancelled

Attractions



Attraction

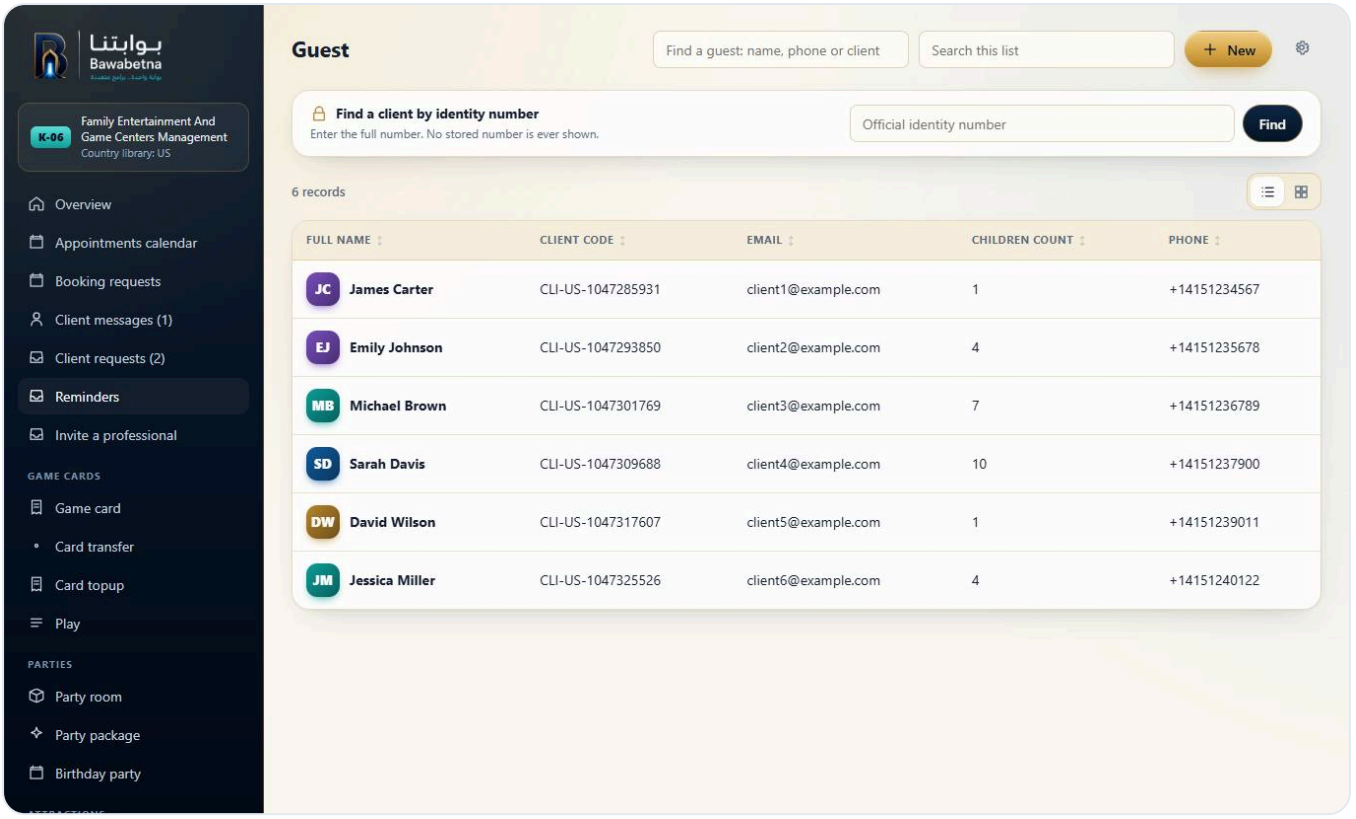
Attraction

What you record: Name (required), Attraction type (required), Price per play (required), Session minutes, Capacity, Min age, Min height cm, Next inspection, Status (required)

Stages: A new record starts as "Open".

Closed → Open | Maintenance → Open | Maintenance → Closed | Open → Maintenance | Open → Closed

Guests



Guest

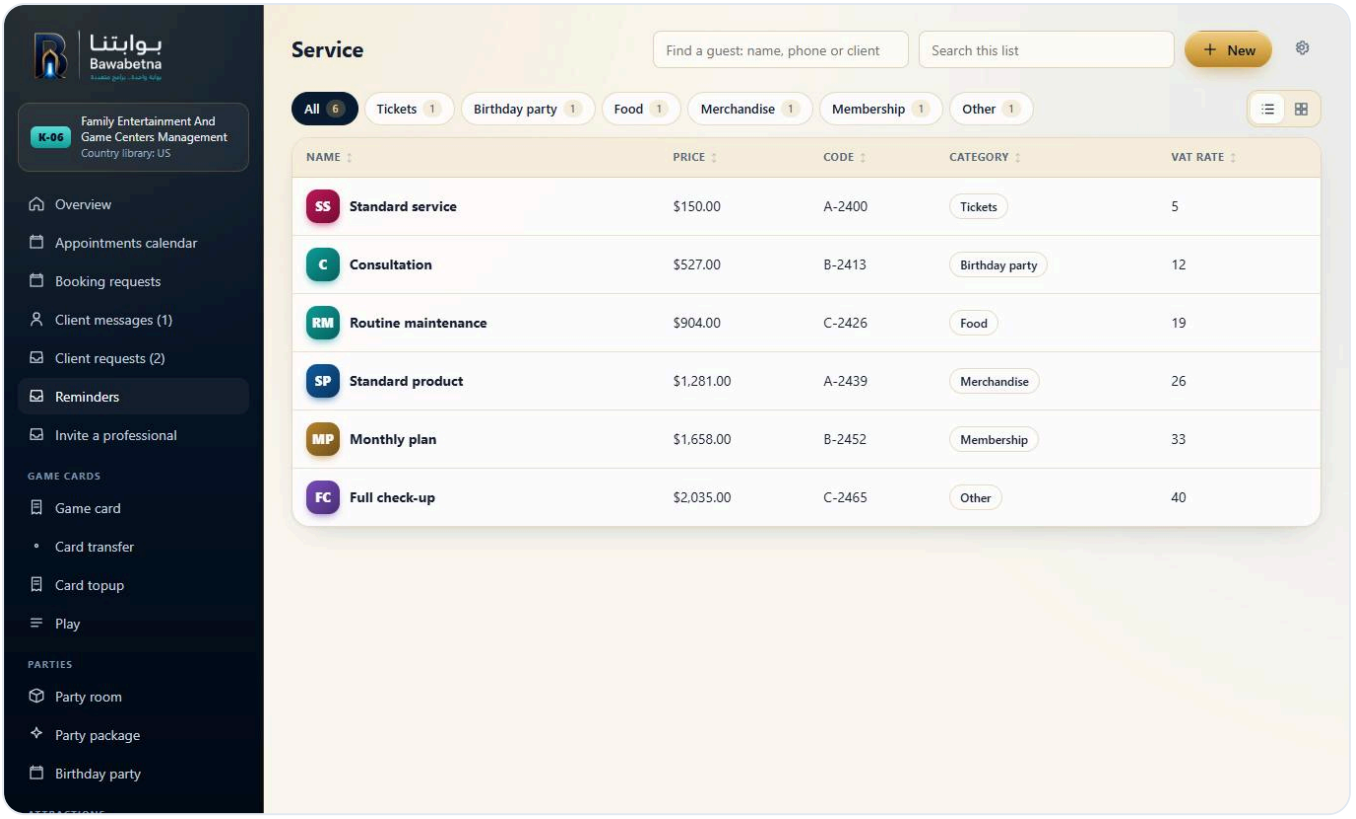
Guest

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

Waiver

What you record: Guest, Birthday party, Guardian name (required), Participant name (required), Participant age, Medical notes, Signature, Signed at (worked out by the program), Valid until

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), Guest (required), Birthday party, 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

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

Host staff

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

- Plays and revenue by attraction

- Card top-ups by day
- Parties by package
- 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.