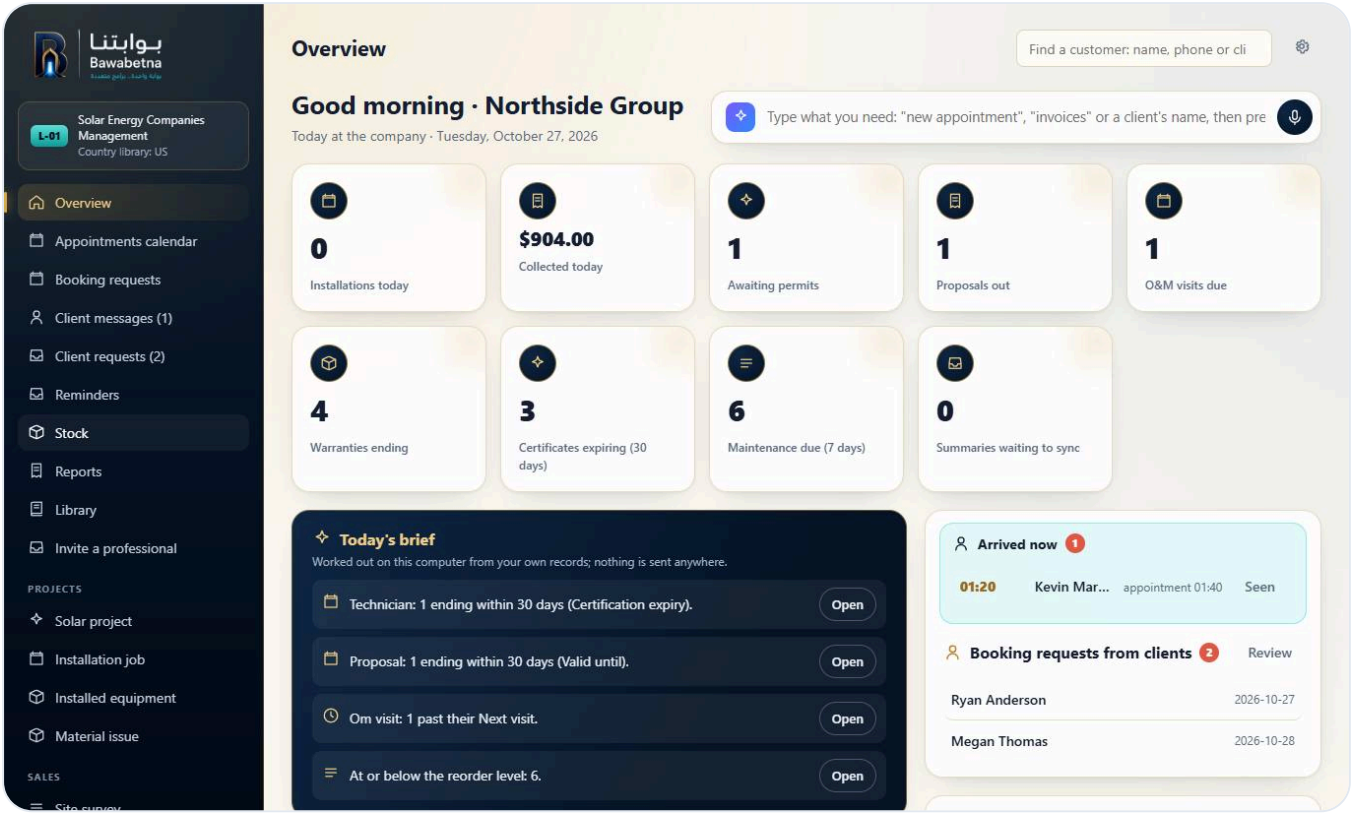
Bawabetna · User guide

Solar Energy Companies 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:

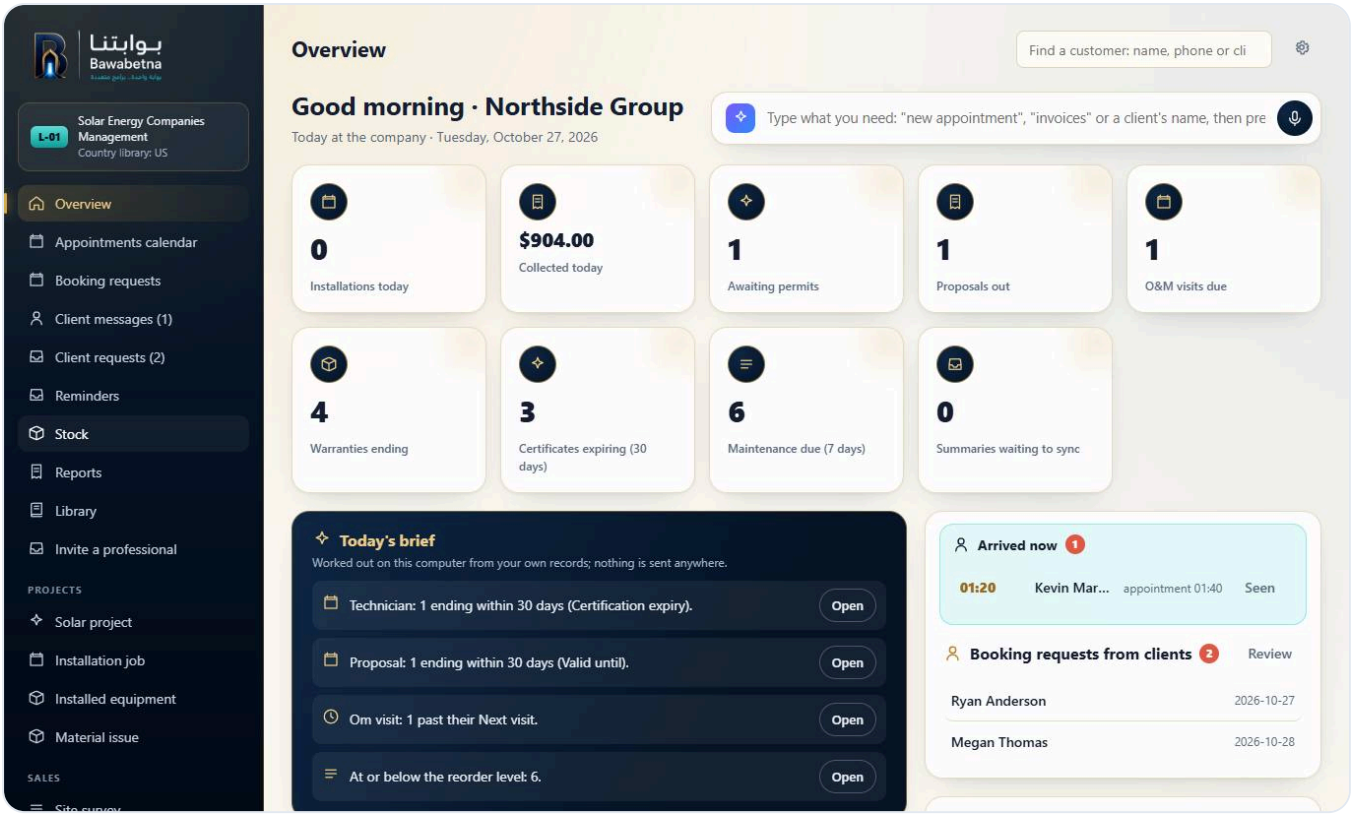
1. **Solar company**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Technician**: Full name, Role

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

- Accountant
- Company owner
- Manager
- Project manager
- Sales engineer
- Stock keeper
- Technician

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".

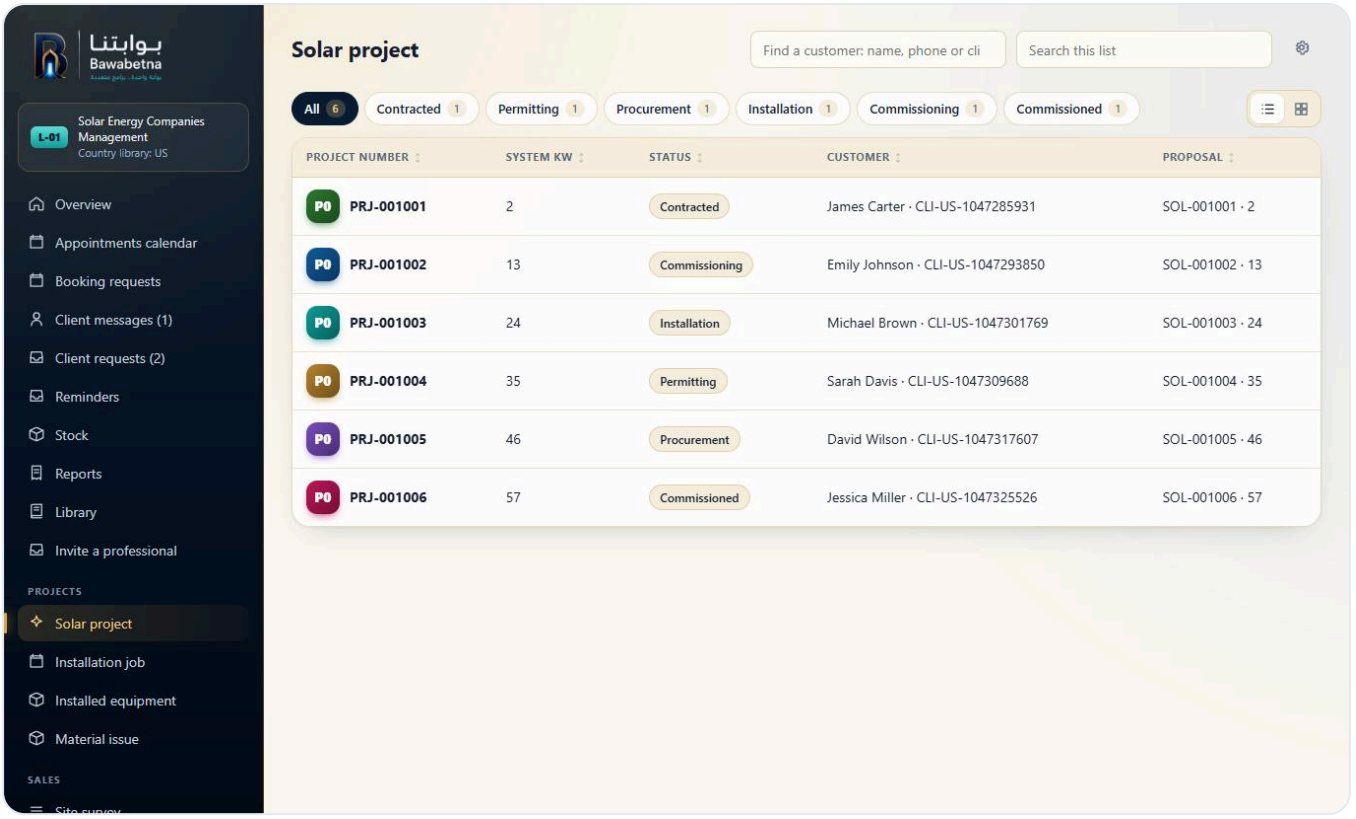


The home screen

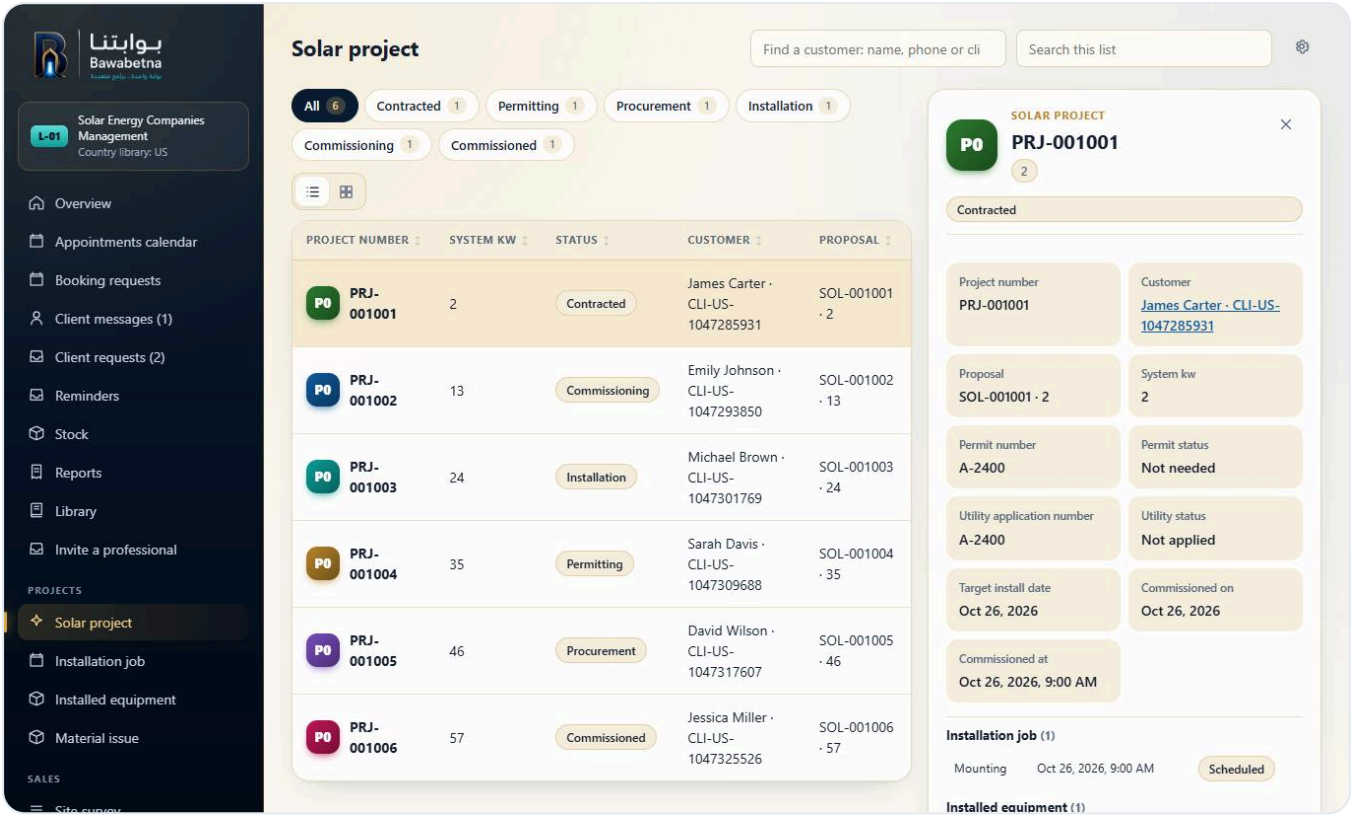
Screens and what you record in them

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.

Projects



Solar project



A record open for editing

Solar project

What you record: Project number (worked out by the program), Customer (required), Proposal, System kw (required), Permit number, Permit status, Utility application number, Utility status, Target install date, Commissioned on, Status (required), Commissioned at (worked out by the program)

Stages: A new record starts as "Contracted".

Commissioning → Commissioned | Commissioning → Installation | Contracted → Permitting | Contracted → Procurement | Contracted → Cancelled | Installation → Commissioning | Permitting → Procurement | Permitting → Cancelled | Procurement → Installation

Installation job

What you record: Solar project (required), Task (required), Team leader (required), Crew size, Starts at (required), Duration minutes (required), Photos, Status (required), Override reason

Stages: A new record starts as "Scheduled".

In progress → Done | Scheduled → In progress | Scheduled → Cancelled

Installed equipment

What you record: Solar project (required), Product (required), Serial number (required), Installed on, Warranty end, Location note

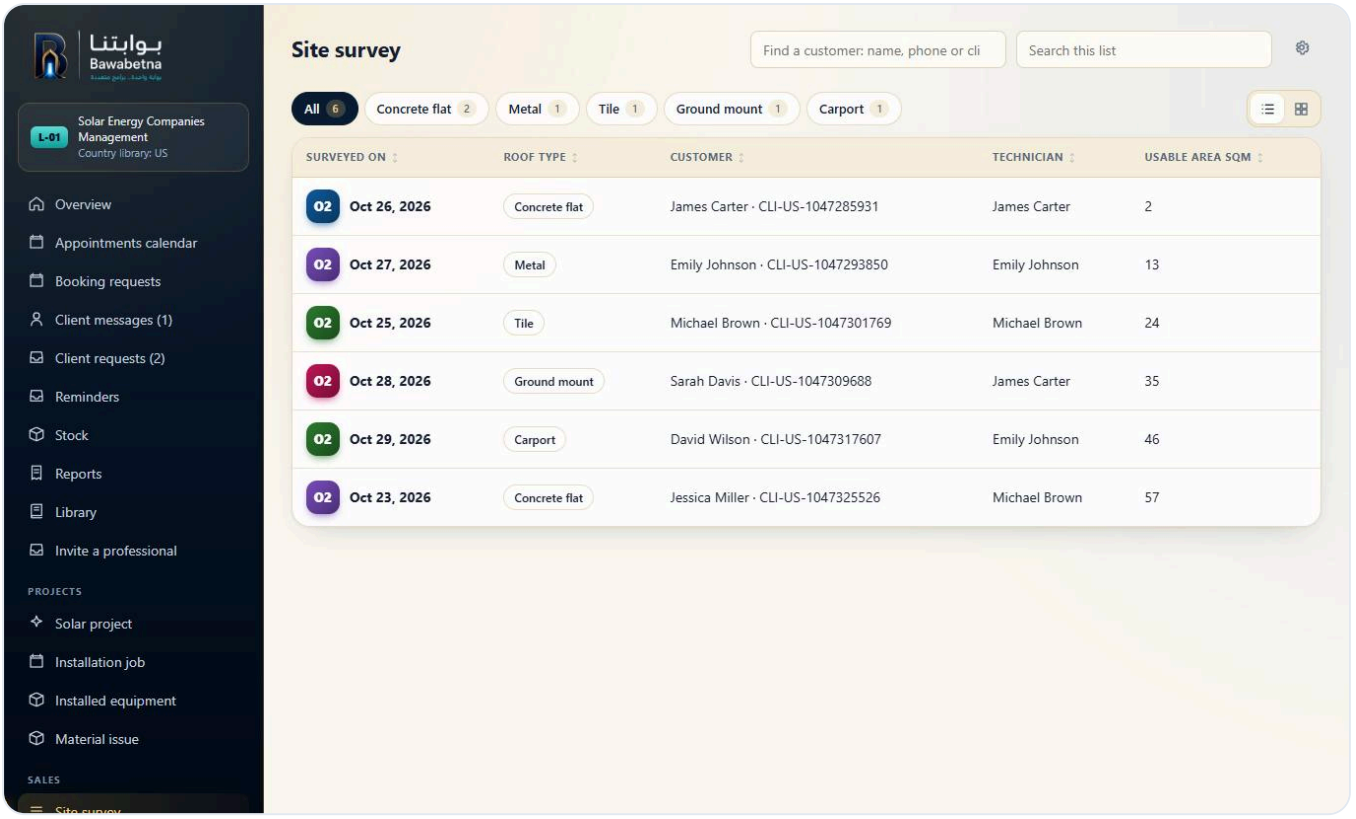
Material issue

What you record: Solar project (required), Product (required), Quantity (required), Issued on (required), Status (required)

Stages: A new record starts as "Draft".

Draft → Issued

Estimates



Site survey

Site survey

What you record: Customer (required), Surveyed on (required), Technician, Roof type (required), Usable area sqm, Monthly consumption kwh (required), Tariff per kwh (required), Grid connection (required), Shading, Main breaker amps, Notes, Photos

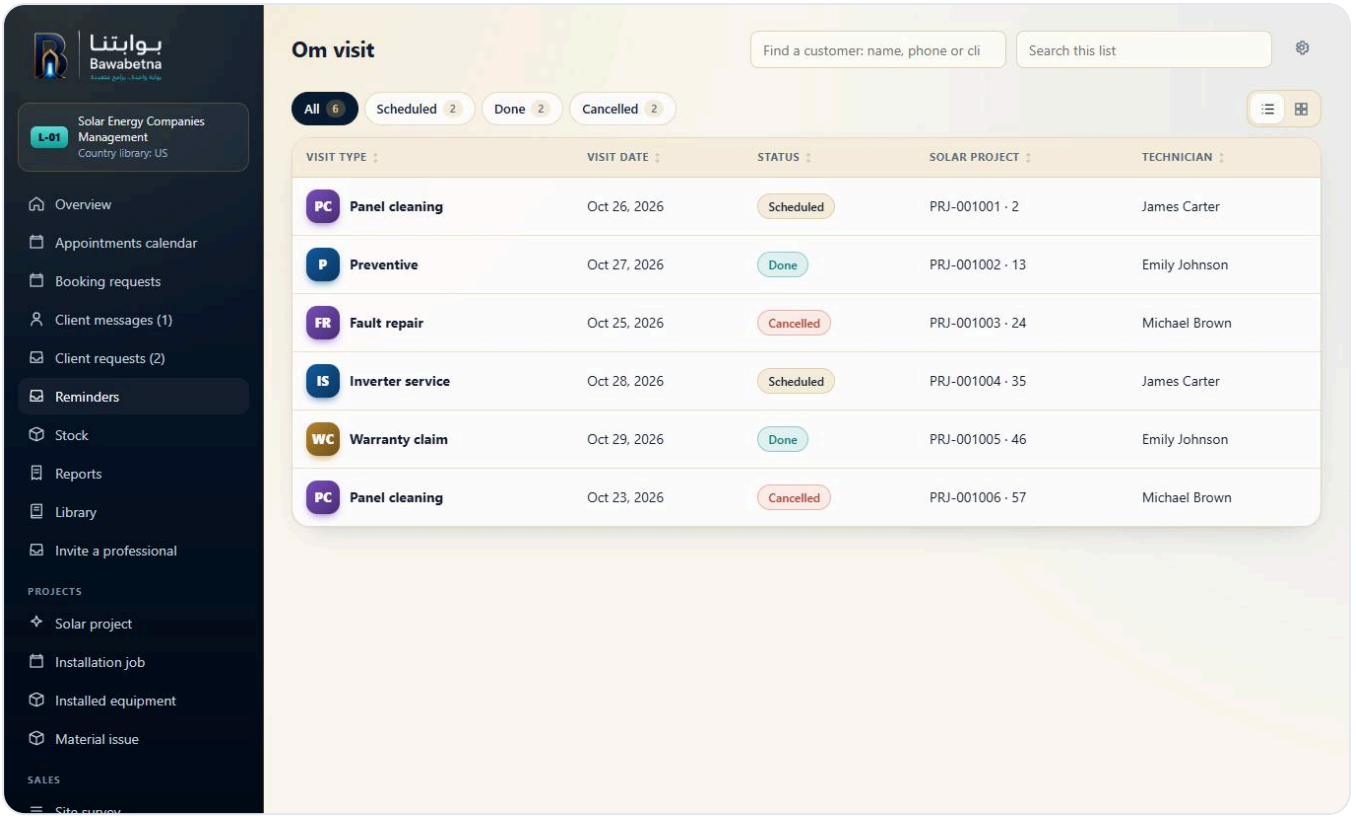
Proposal

What you record: Proposal number (worked out by the program), Customer (required), Site survey, Panel count (required), Panel watts (required), System kw (worked out by the program), Inverter kw, Battery kwh, Peak sun hours (required), Annual production kwh (worked out by the program), Tariff per kwh (required), Annual savings (worked out by the program), Price (required), Payback years (worked out by the program), Financing, Valid until, Status (required)

Stages: A new record starts as "Draft".

Draft → Sent | Sent → Accepted | Sent → Rejected | Sent → Expired

O&M



Om visit

Om visit

What you record: Solar project (required), Visit type (required), Visit date (required), Technician, Findings, Next visit, Photos, Status (required)

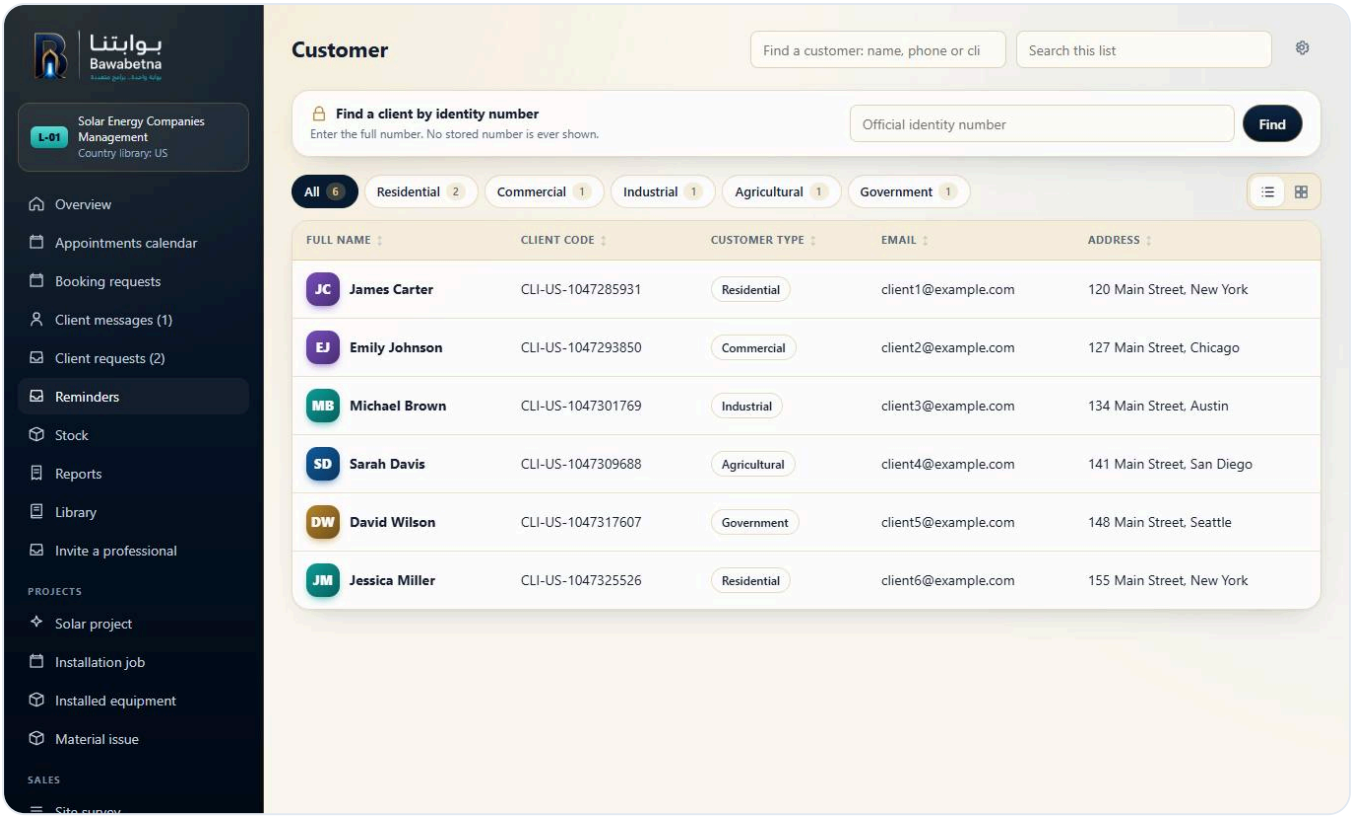
Stages: A new record starts as "Scheduled".

Scheduled → Done | Scheduled → Cancelled

Production reading

What you record: Solar project (required), Period start (required), Period end (required), Produced kwh (required), Expected kwh, Performance percent (worked out by the program), Exported kwh, Note

Customers



Customer

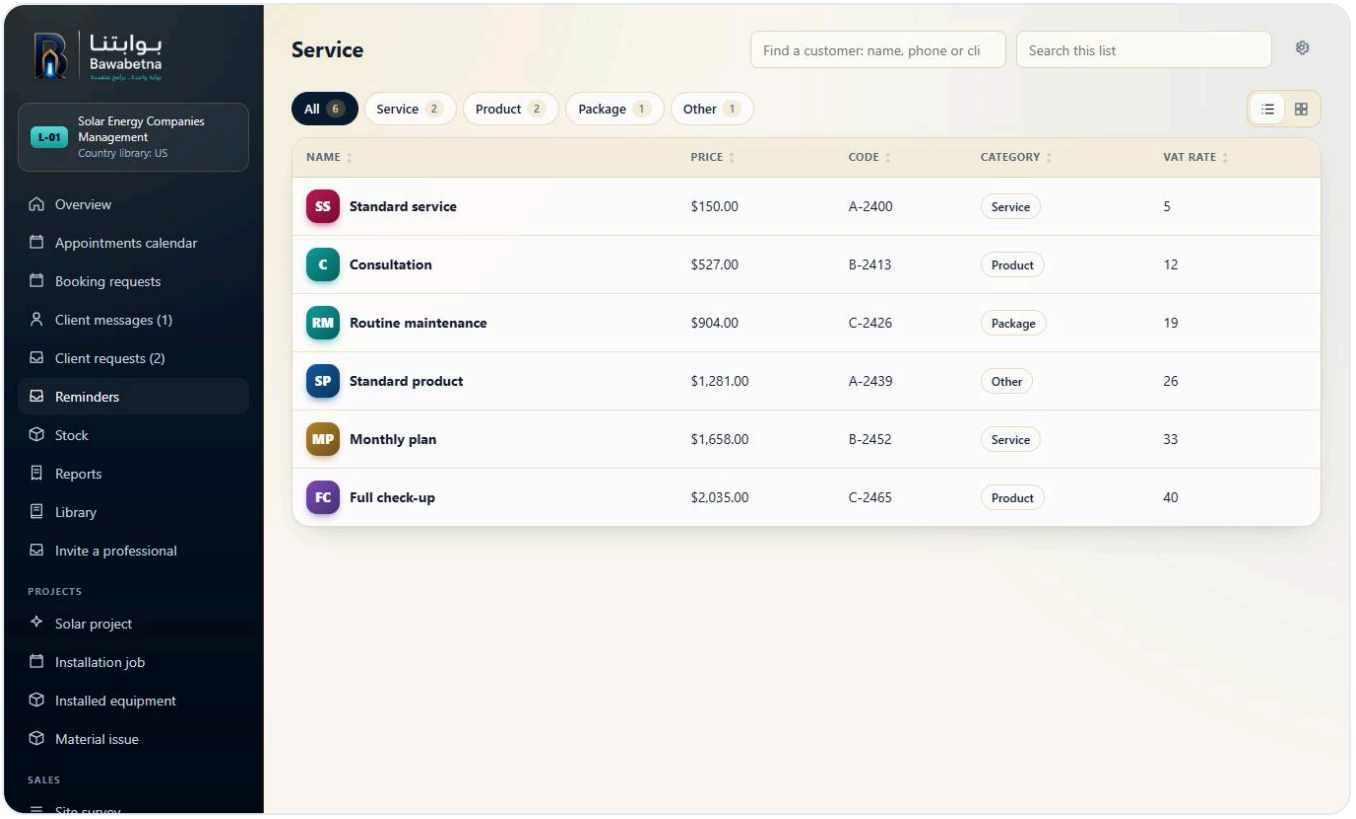
Customer

What you record: Full name (required), Customer type (required), Email, Address, Utility account number, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Document

What you record: Customer (required), Solar project, Category (required), Title (required), Reference number, Issued on, Expires on, 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), Customer (required), Solar project, 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), Product, 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)

Stock

Product

What you record: Name (required), Sku, Category (required), Gtin, Unit, Brand, Model, Rated watts, Warranty years, 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)

Setup

Solar company

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

Branch

What you record: Solar company (required), Name (required), Address, Phone

Technician

What you record: Branch (required), Full name (required), License number, Phone, Role, Certification expiry, 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:

- Projects by status
- Proposals pipeline
- Utility approvals
- Production and performance
- 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.