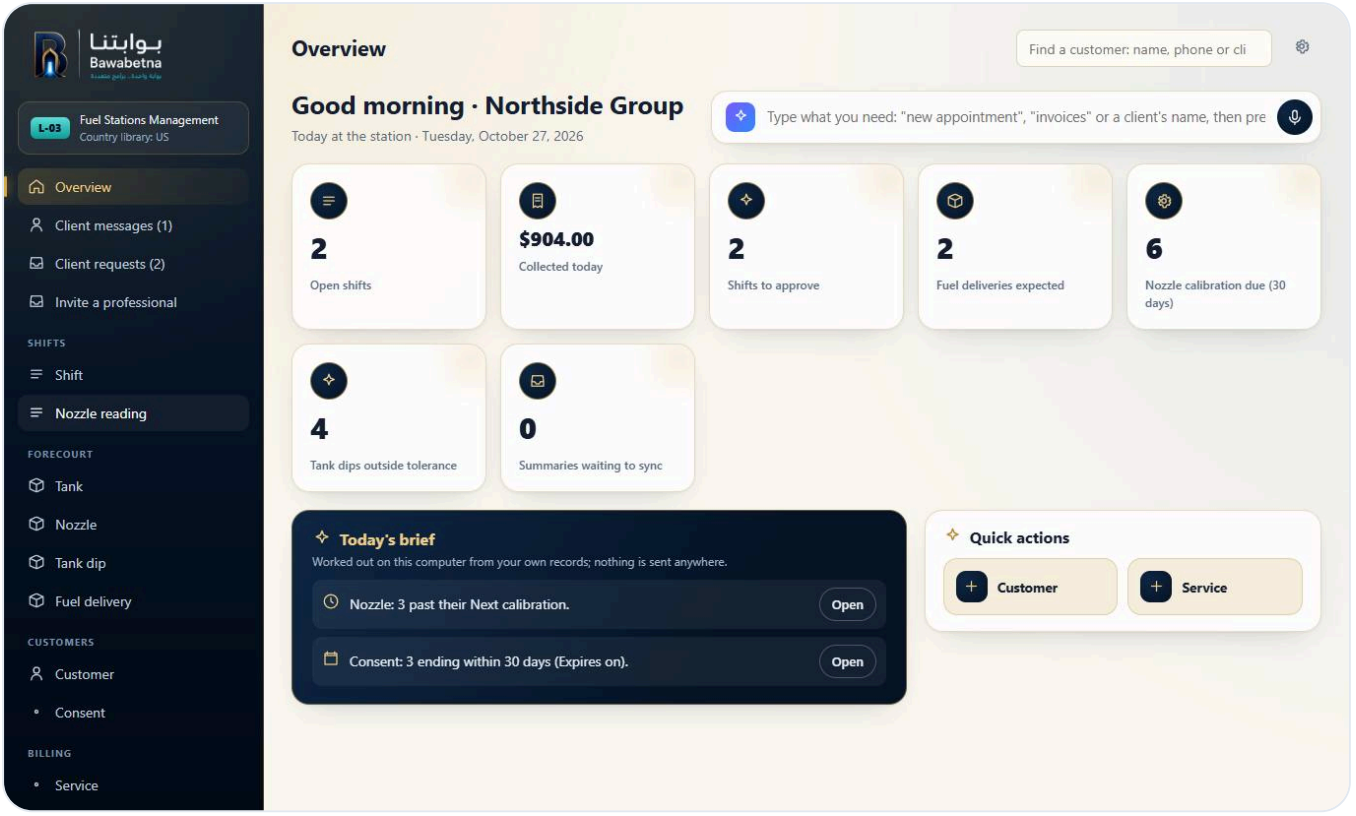
Bawabetna · User guide

Fuel Stations 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:

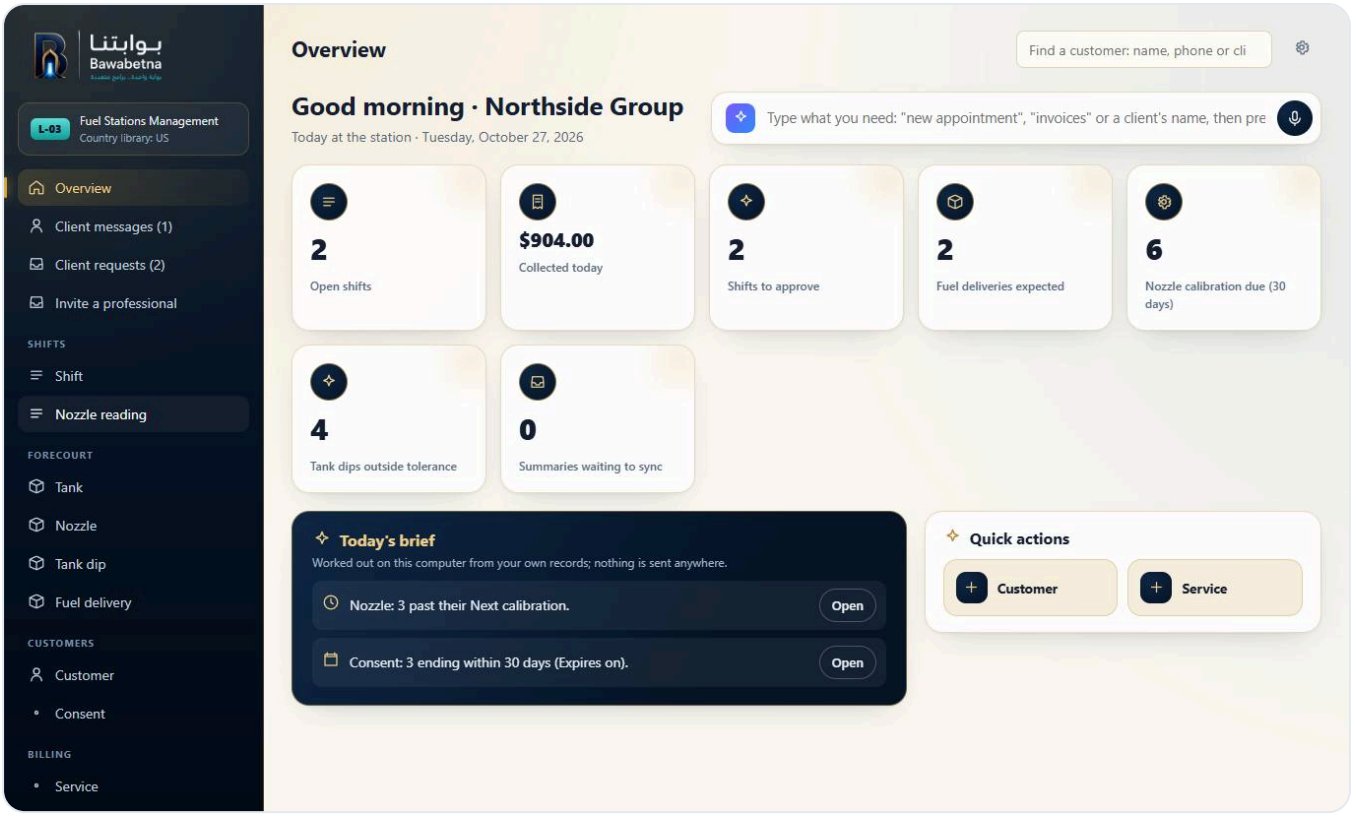
1. **Fuel station**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Attendant**: Full name, Phone

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

- Accountant
- Attendant
- Manager
- Station manager
- Station owner

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".

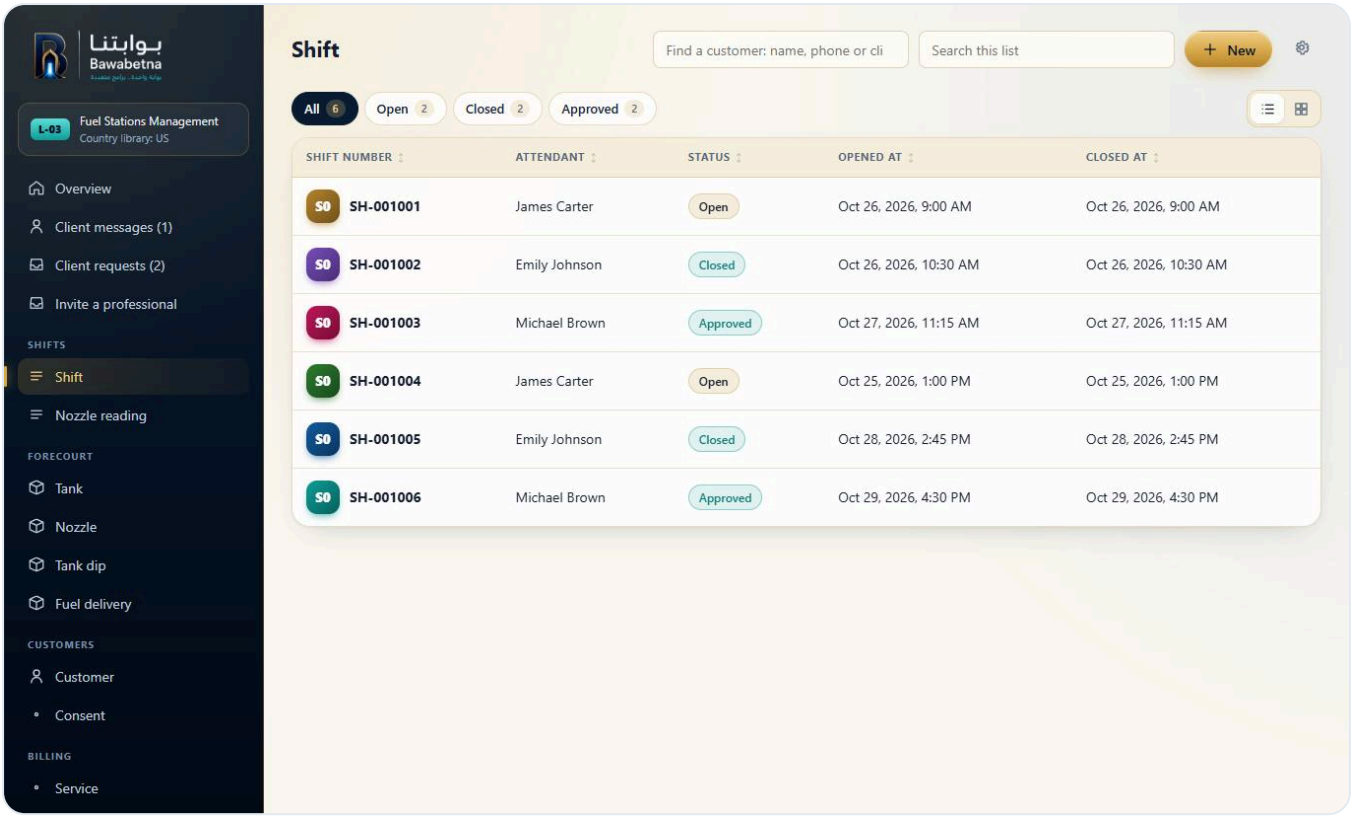


The home screen

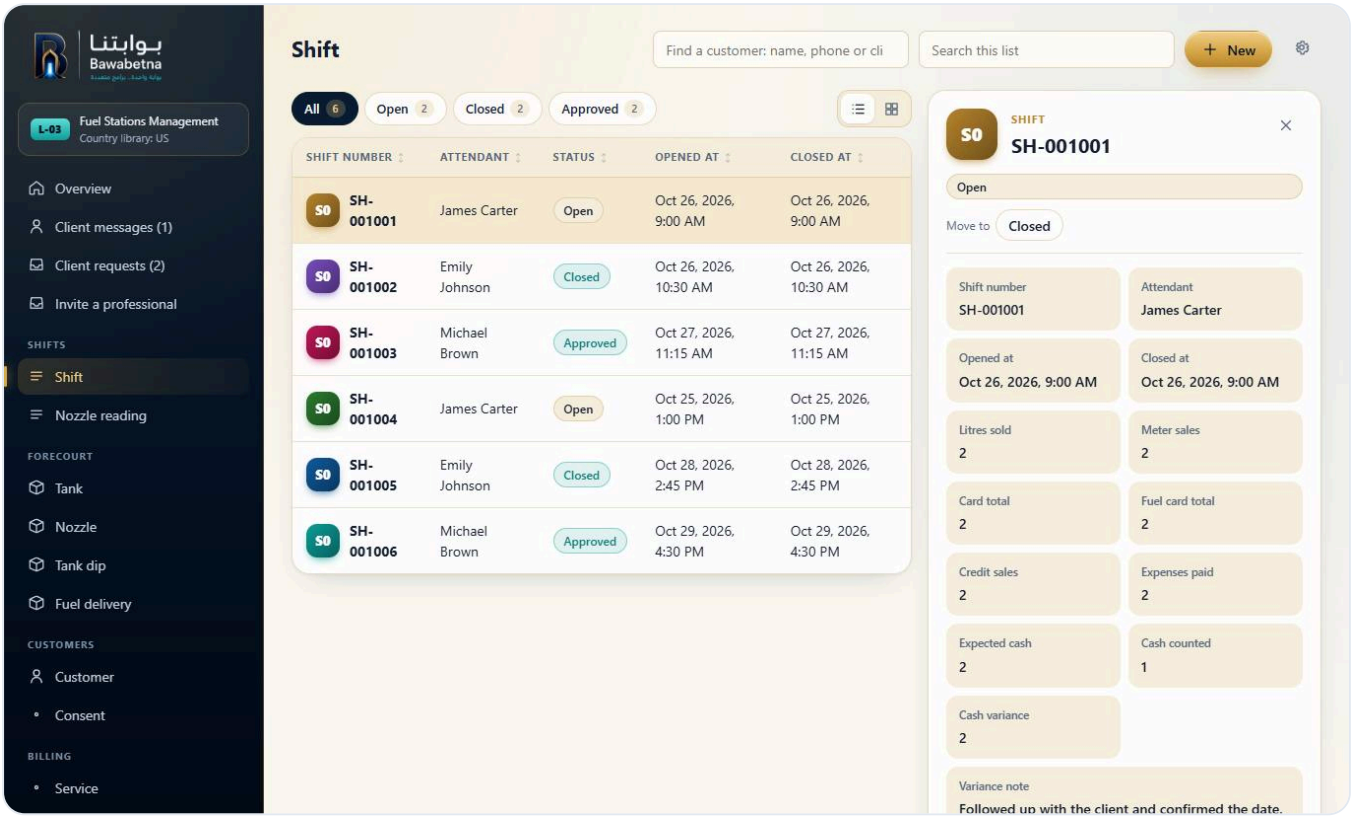
Screens and what you record in them

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.

Shifts



Shift



A record open for editing

Shift

What you record: Shift number (worked out by the program), Attendant (required), Opened at (required), Closed at (worked out by the program), Litres sold (worked out by the program), Meter sales (worked out by the program), Card total, Fuel card total, Credit sales, Expenses paid, Expected cash (worked out by the program), Cash counted, Cash variance (worked out by the program), Variance note, Status (required)

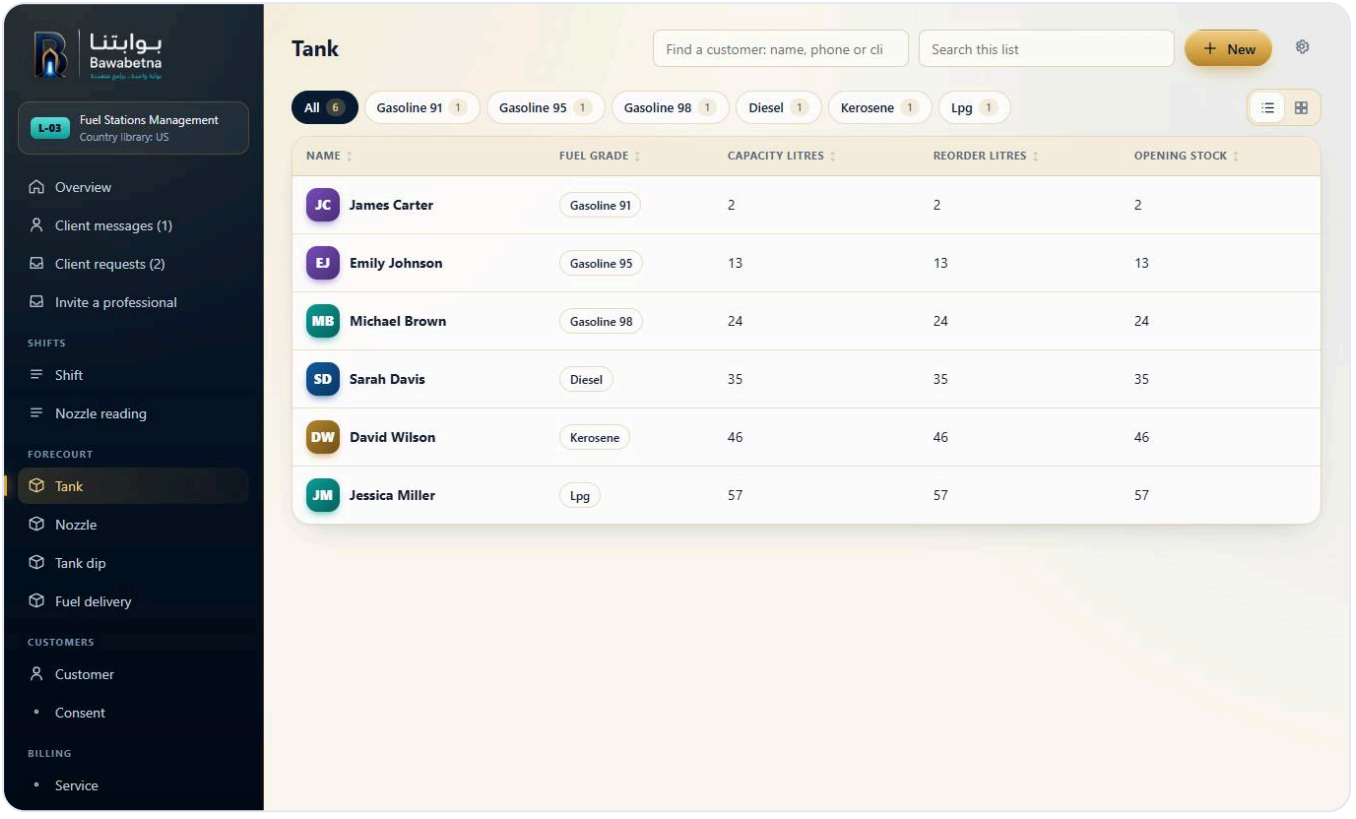
Stages: A new record starts as "Open".

Closed → Approved | Open → Closed

Nozzle reading

What you record: Shift (required), Nozzle (required), Tank (worked out by the program), Opening meter (required), Closing meter (required), Test litres, Unit price (required), Litres sold (worked out by the program), Amount (worked out by the program)

Forecourt



Tank

Tank

What you record: Name (required), Fuel grade (required), Capacity litres (required), Reorder litres, Opening stock (required), Delivered litres (worked out by the program), Sold litres (worked out by the program), Book stock (worked out by the program), Fill percent (worked out by the program), Active

Nozzle

What you record: Name (required), Pump number (required), Tank (required), Price per litre (required), Last calibration, Next calibration, Active

Tank dip

What you record: Tank (required), Dipped at (required), Dip cm, Measured litres (required), Water cm, Book stock, Variance litres (worked out by the program), Variance percent (worked out by the program), Tolerance low percent, Tolerance high percent, Variance flag (worked out by the program), Attendant

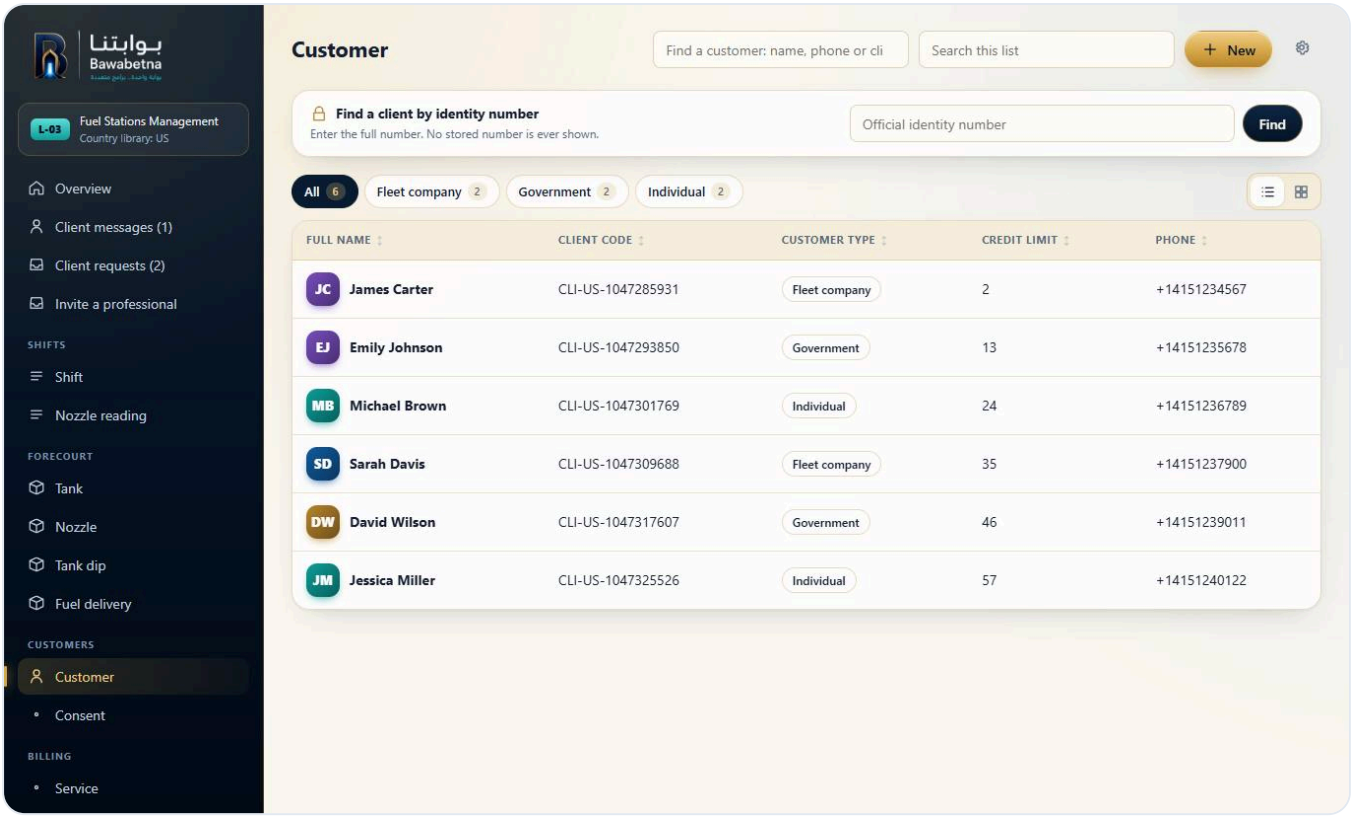
Fuel delivery

What you record: Delivery number (worked out by the program), Tank (required), Supplier (required), Delivery note, Received on (required), Litres ordered, Litres received (required), Dip before, Dip after, Dip gain (worked out by the program), Shortage litres (worked out by the program), Cost per litre, Agreed price per litre, Price difference per litre (worked out by the program), Files, Status (required)

Stages: A new record starts as "Expected".

Expected → Received | Expected → Rejected

Customers

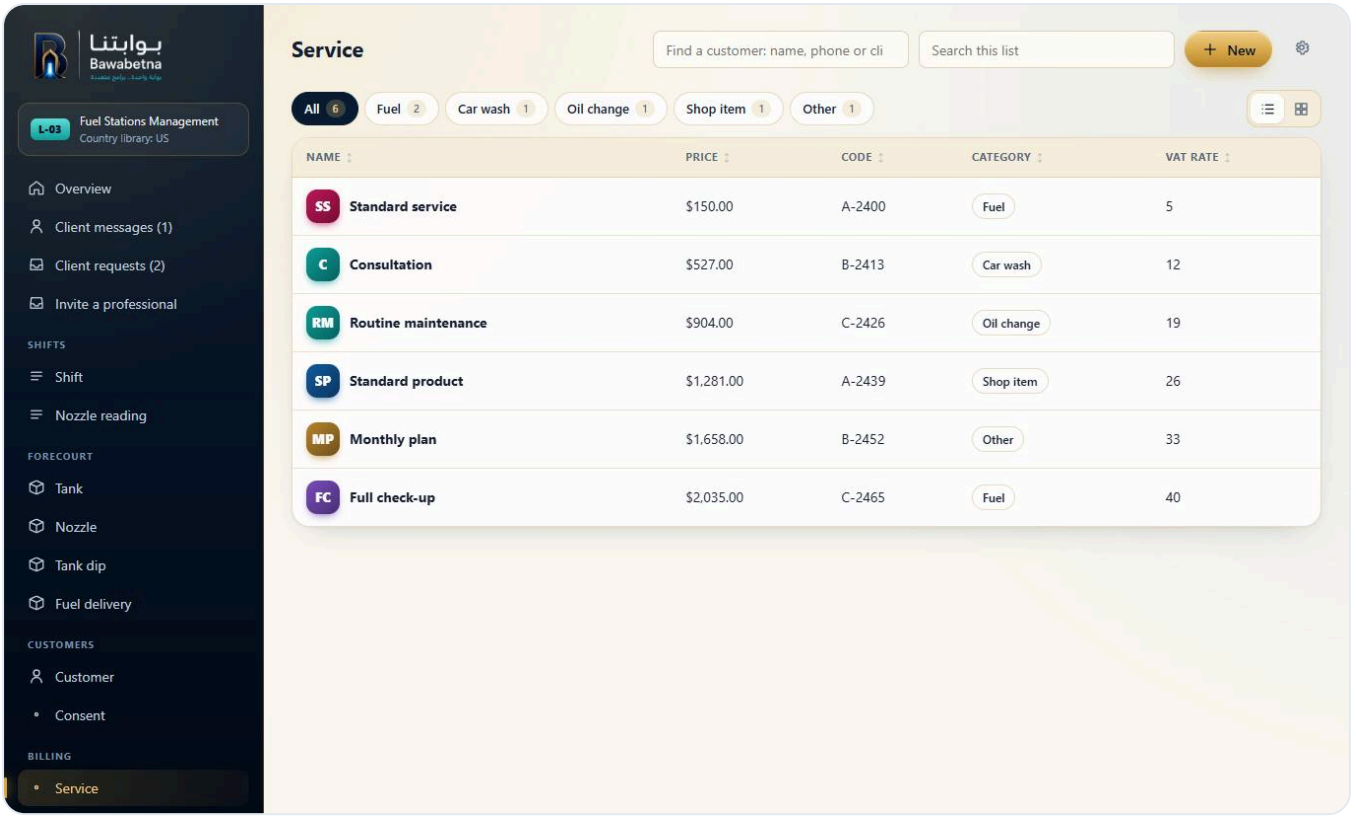


Customer

Customer

What you record: Full name (required), Customer type (required), Vehicle plates, Credit limit, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), 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), Customer (required), Shift, 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)

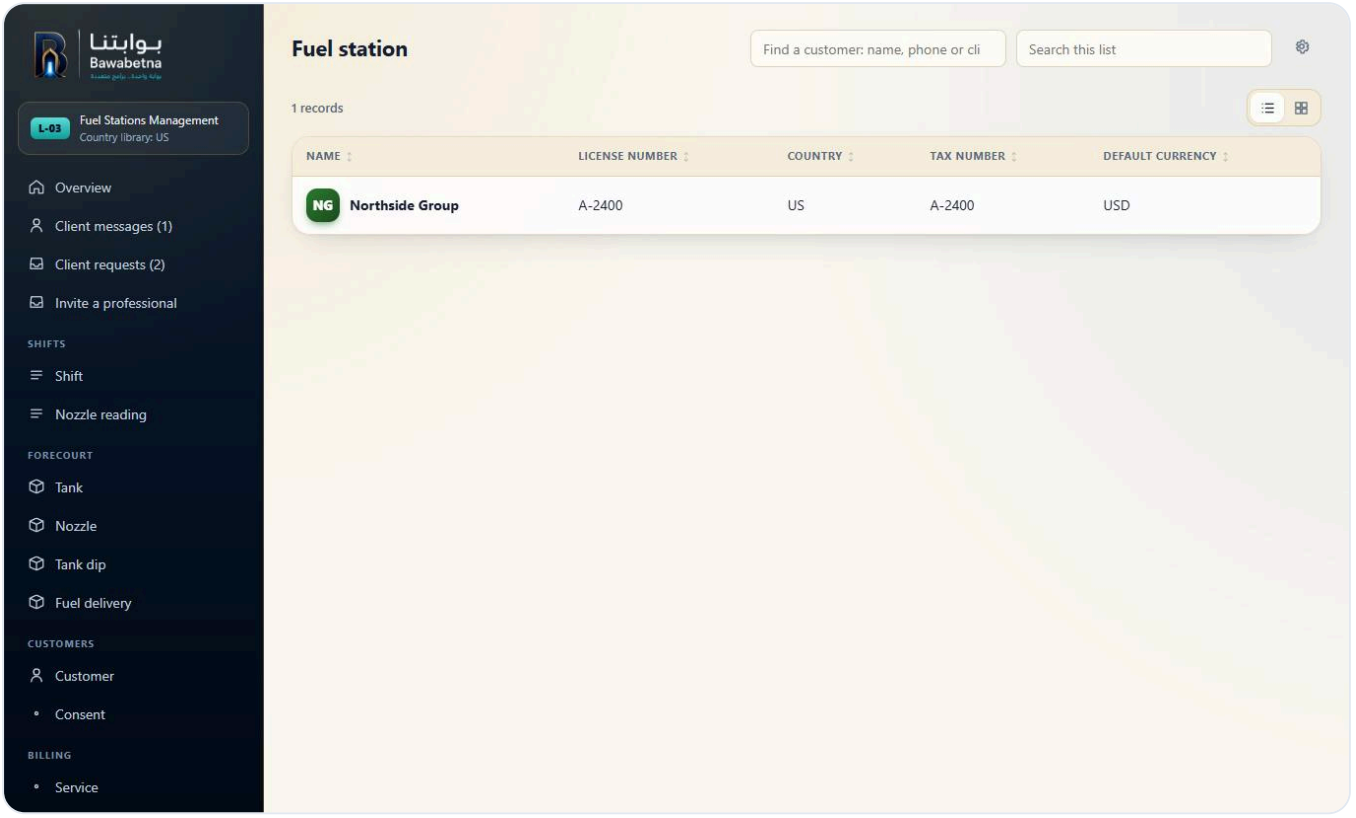
Payment

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



Fuel station

Fuel station

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: Fuel station (required), Name (required), Address, Phone

Attendant

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:

- Litres sold by fuel grade
- Fuel sales by day
- Cash variance by attendant
- Dip variance by tank
- 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.