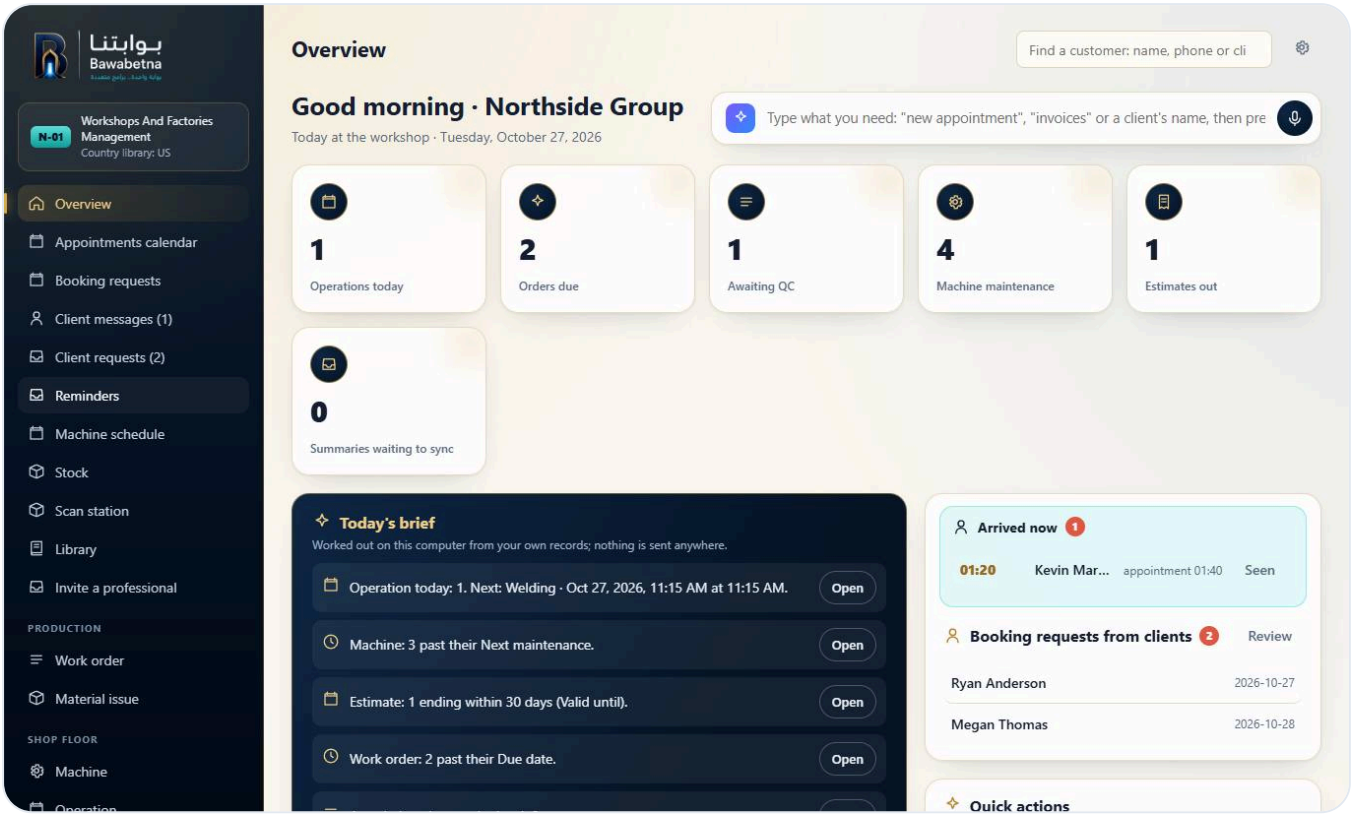
Bawabetna · User guide

Workshops And Factories 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:

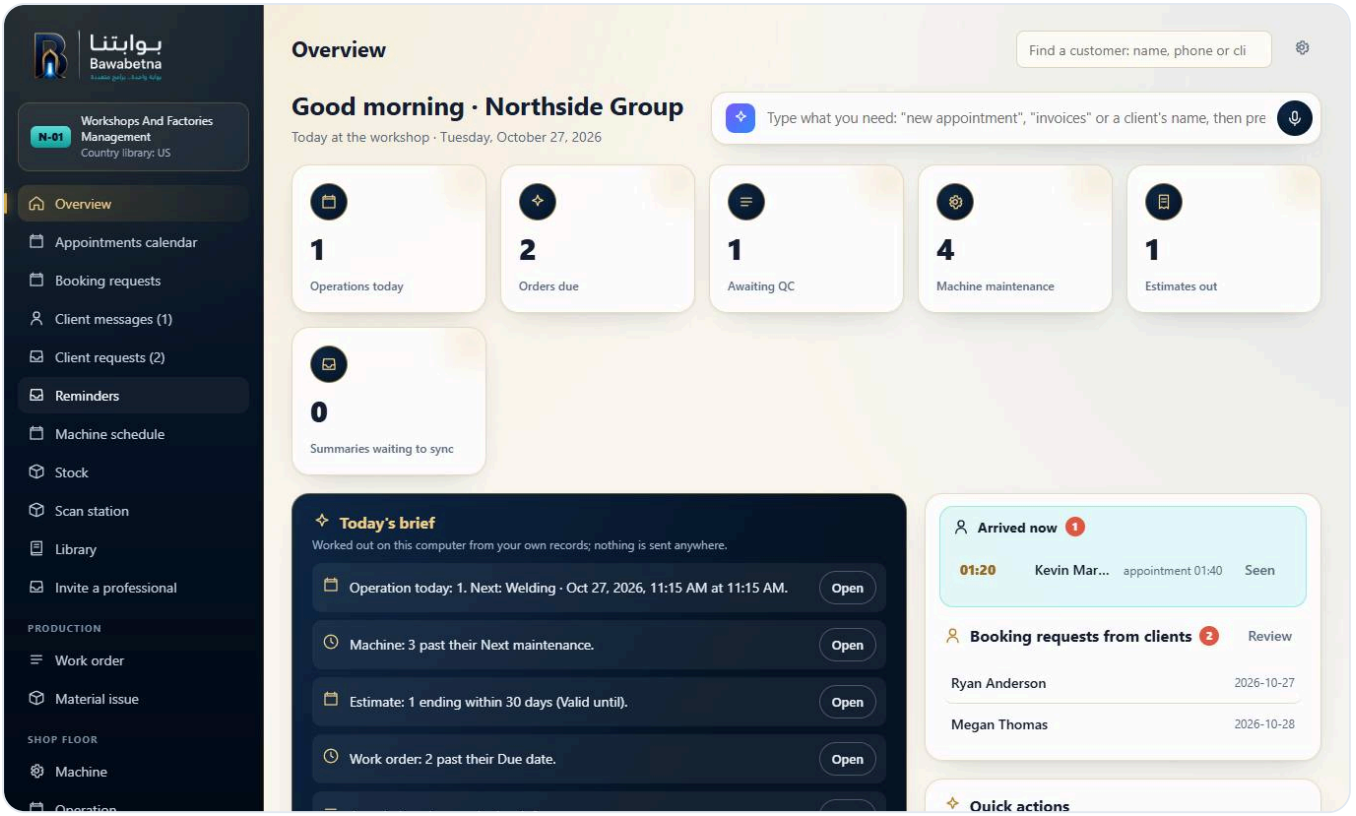
1. **Workshop**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Operator**: Full name, Skill

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

- Accountant
- Manager
- Operator
- Production manager
- Qc inspector
- Sales estimator
- Stock keeper
- Workshop 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".

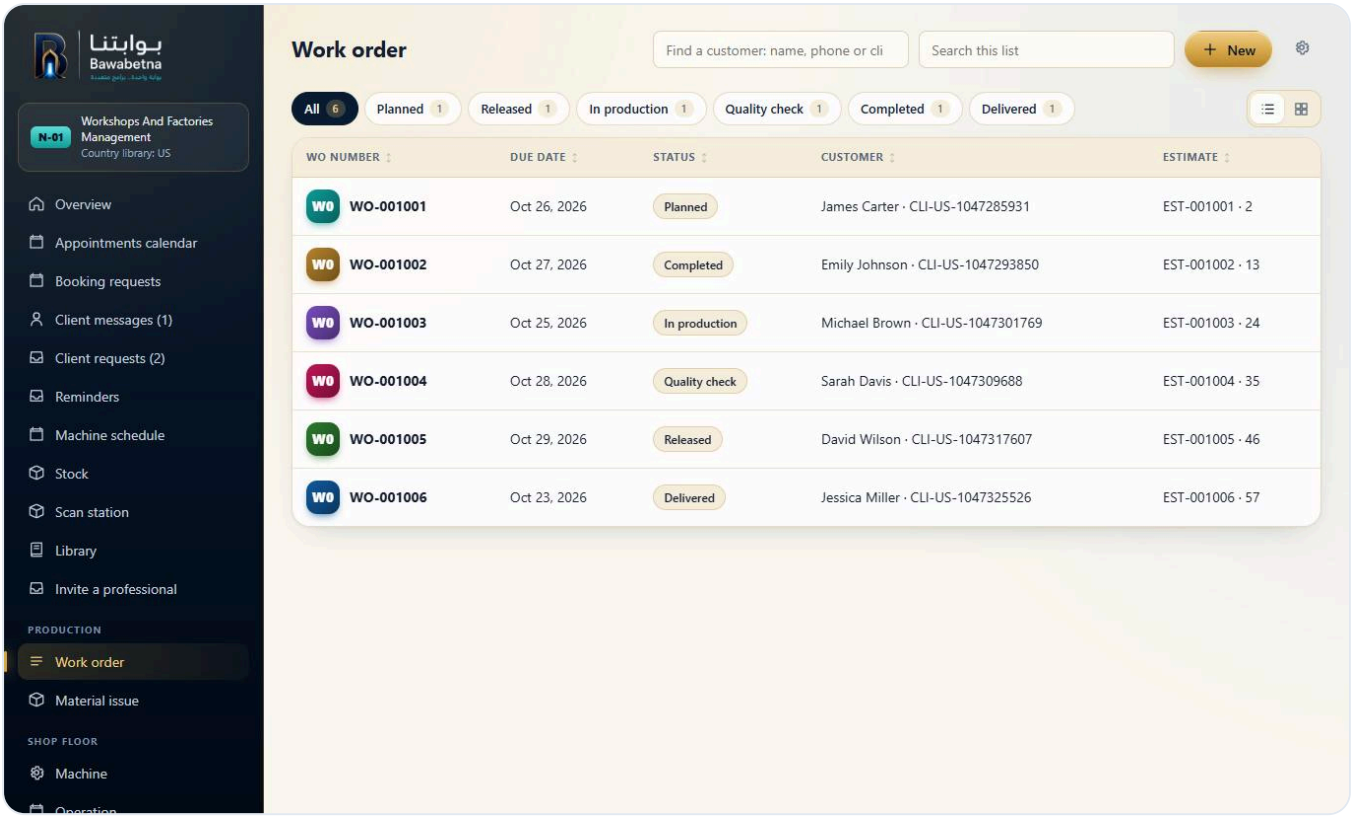


The home screen

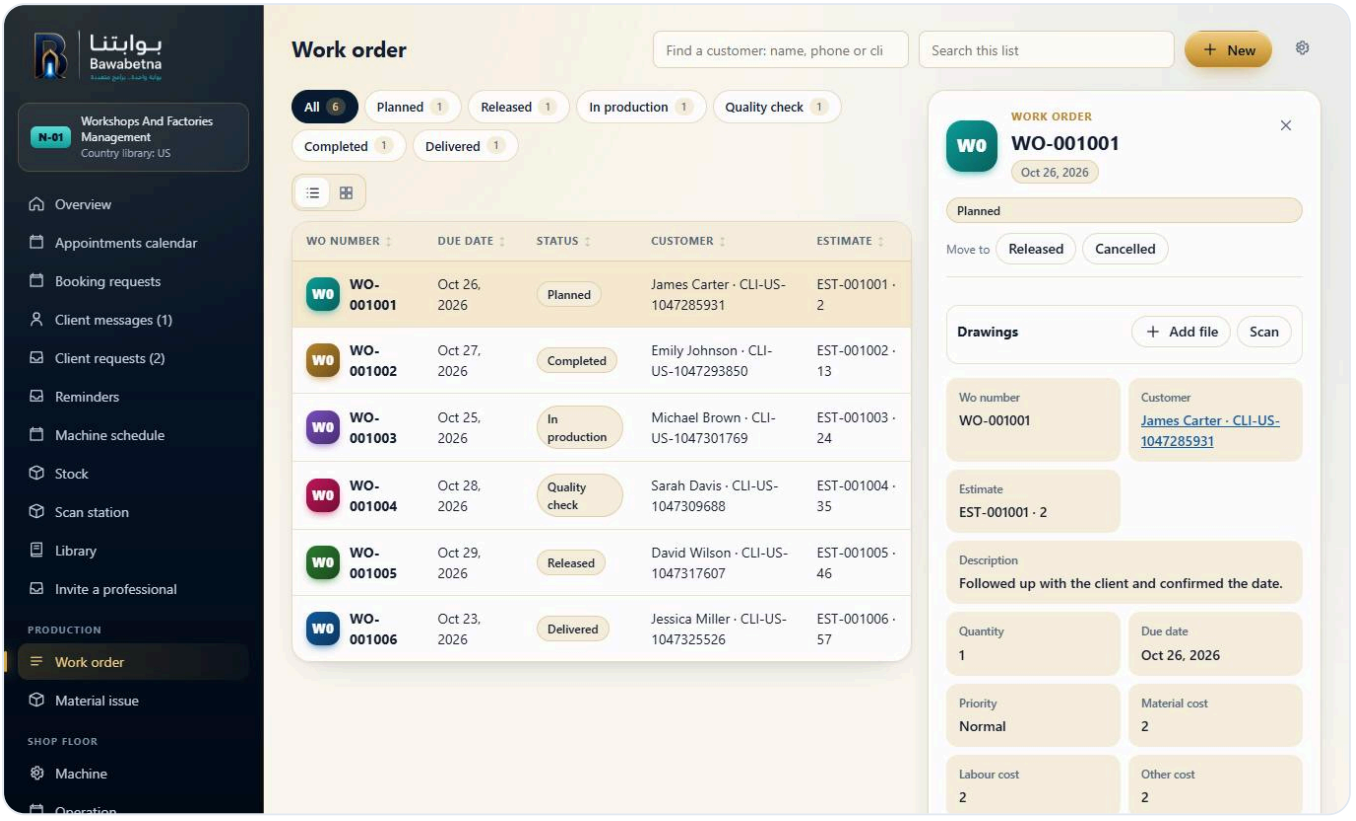
Screens and what you record in them

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.

Production



Work order



A record open for editing

Work order

What you record: Wo number (worked out by the program), Customer (required), Estimate, Description (required), Quantity (required), Due date (required), Priority, Drawings, Material cost, Labour cost, Other cost, Actual cost (worked out by the program), Sale price, Margin (worked out by the program), Status (required), Delivered at (worked out by the program)

Stages: A new record starts as "Planned".

Completed → Delivered | In production → Quality check | Planned → Released | Planned → Cancelled | Quality check → Completed | Quality check → In production | Released → In production

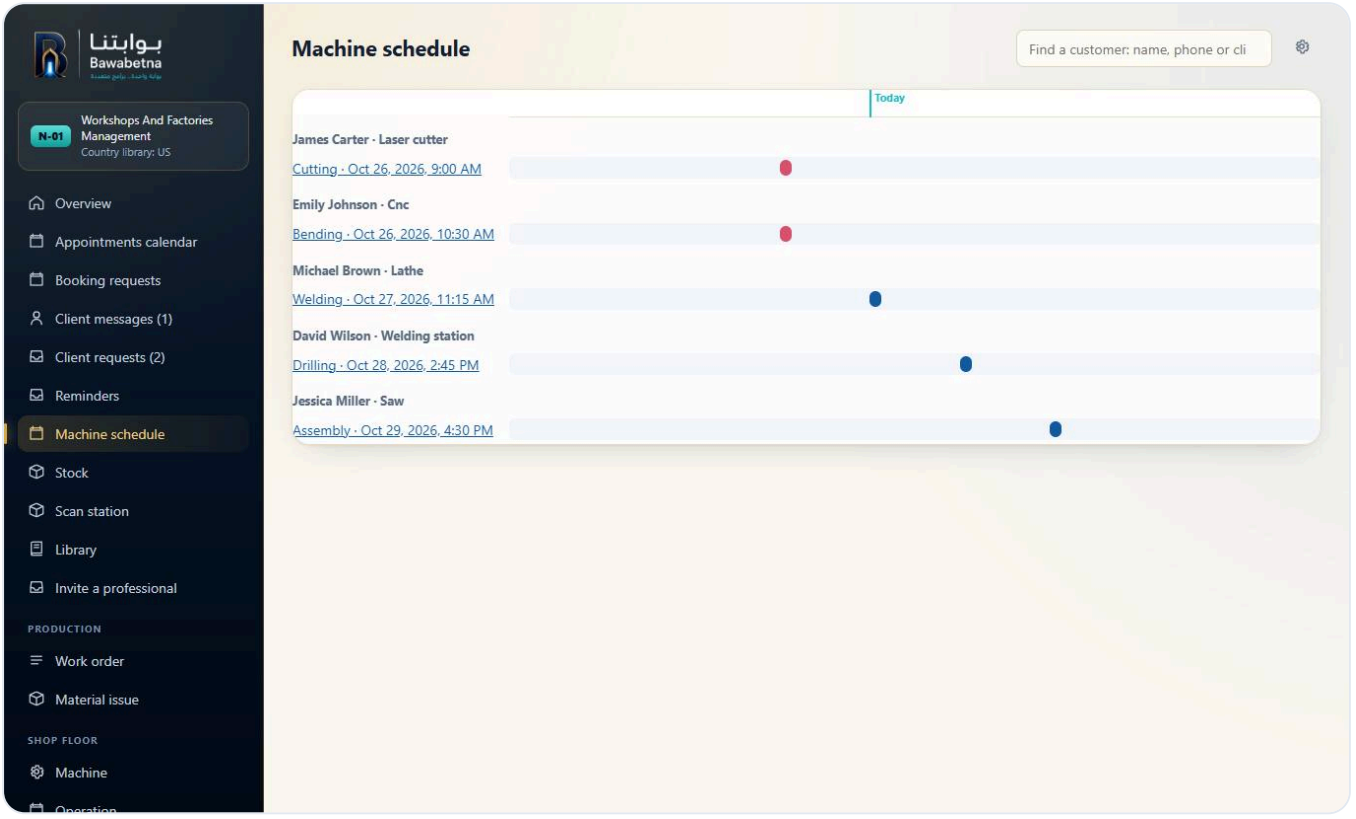
Material issue

What you record: Work order (required), Product (required), Quantity (required), Unit cost, Line cost (worked out by the program), Issued on (required), Status (required)

Stages: A new record starts as "Draft".

Draft → Issued

Shop floor



Machine

Machine

What you record: Name (required), Machine type (required), Hourly rate, Last maintenance, Next maintenance, Status (required)

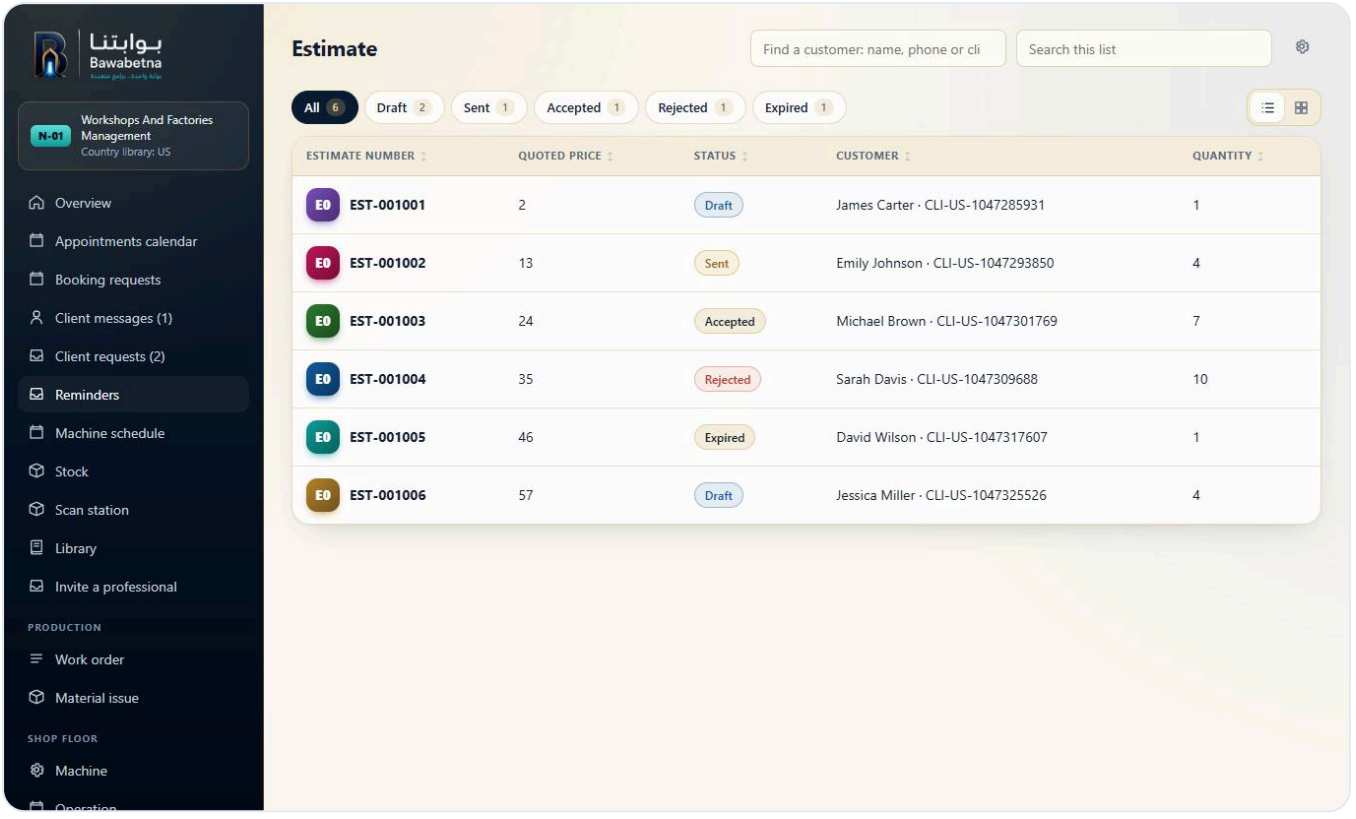
Operation

What you record: Work order (required), Sequence (required), Operation (required), Machine, Operator, Starts at (required), Duration minutes (required), Actual minutes, Output quantity, Scrap quantity, Status (required), Override reason, Ends at (worked out by the program)

Stages: A new record starts as "Scheduled".

Blocked → Scheduled | Running → Done | Running → Blocked | Scheduled → Running | Scheduled → Blocked

Estimates



Estimate

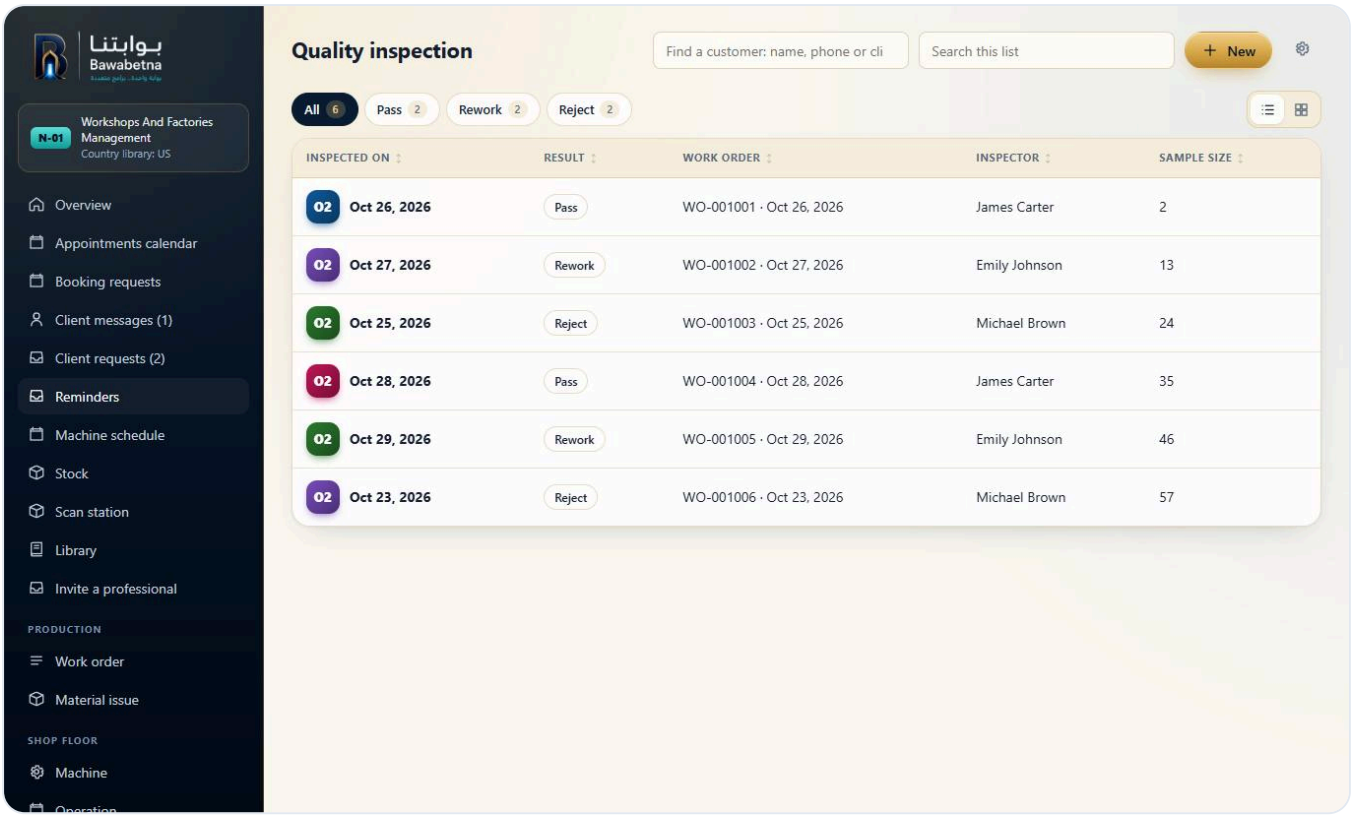
Estimate

What you record: Estimate number (worked out by the program), Customer (required), Description (required), Quantity (required), Material cost (required), Labour hours (required), Labour rate (required), Overhead percent, Total cost (worked out by the program), Quoted price (required), Margin percent (worked out by the program), Drawings, Valid until, Status (required)

Stages: A new record starts as "Draft".

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

Quality

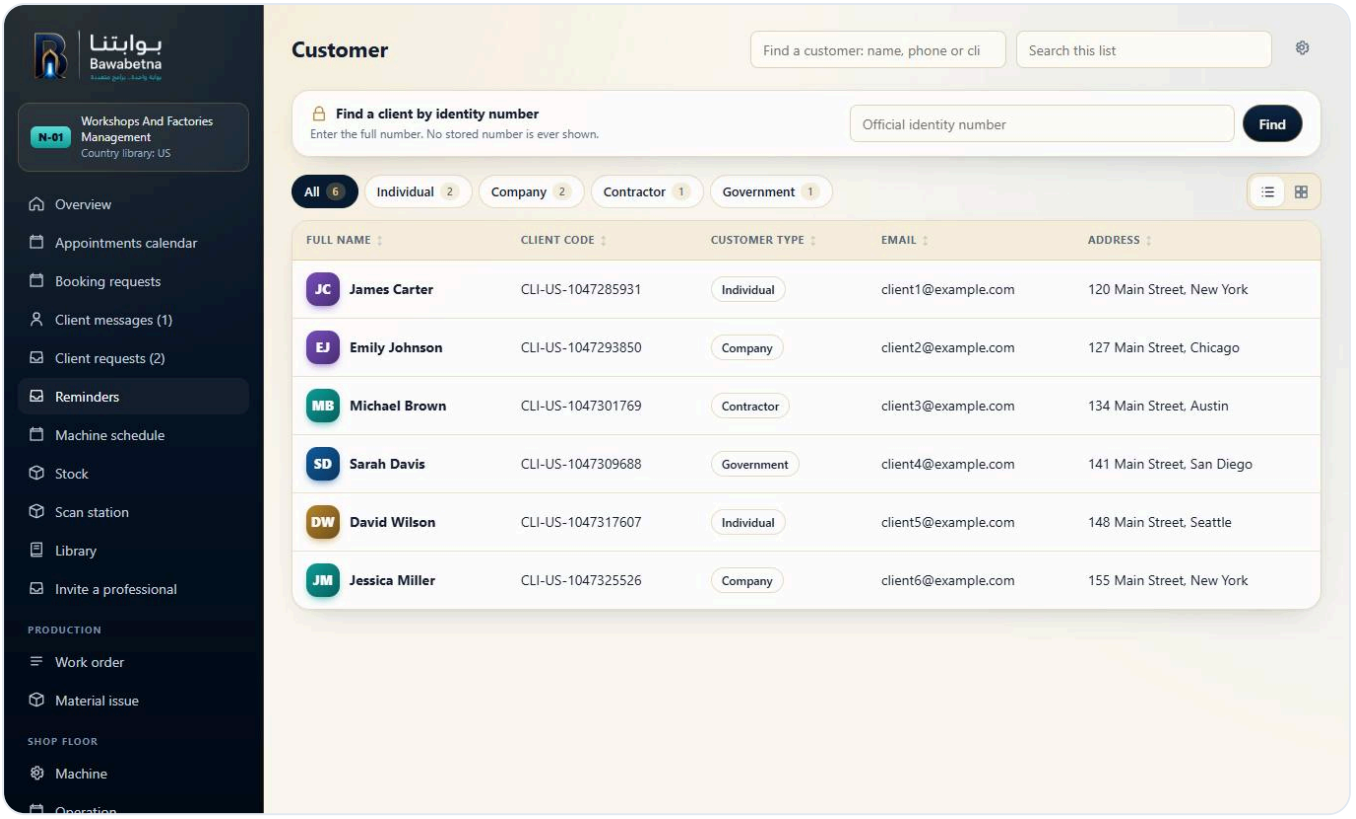


Quality inspection

Quality inspection

What you record: Work order (required), Inspected on (required), Inspector, Sample size, Defects, Result (required), Non conformance, Corrective action, Photos

Customers



Customer

Customer

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

Billing

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), Work 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), 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, Unit cost, 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

Workshop

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

Branch

What you record: Workshop (required), Name (required), Address, Phone

Operator

What you record: Branch (required), Full name (required), License number, Phone, Skill, Hourly cost, 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
- Margin by customer
- Machine load and scrap
- Quality results
- Estimates by status
- 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.