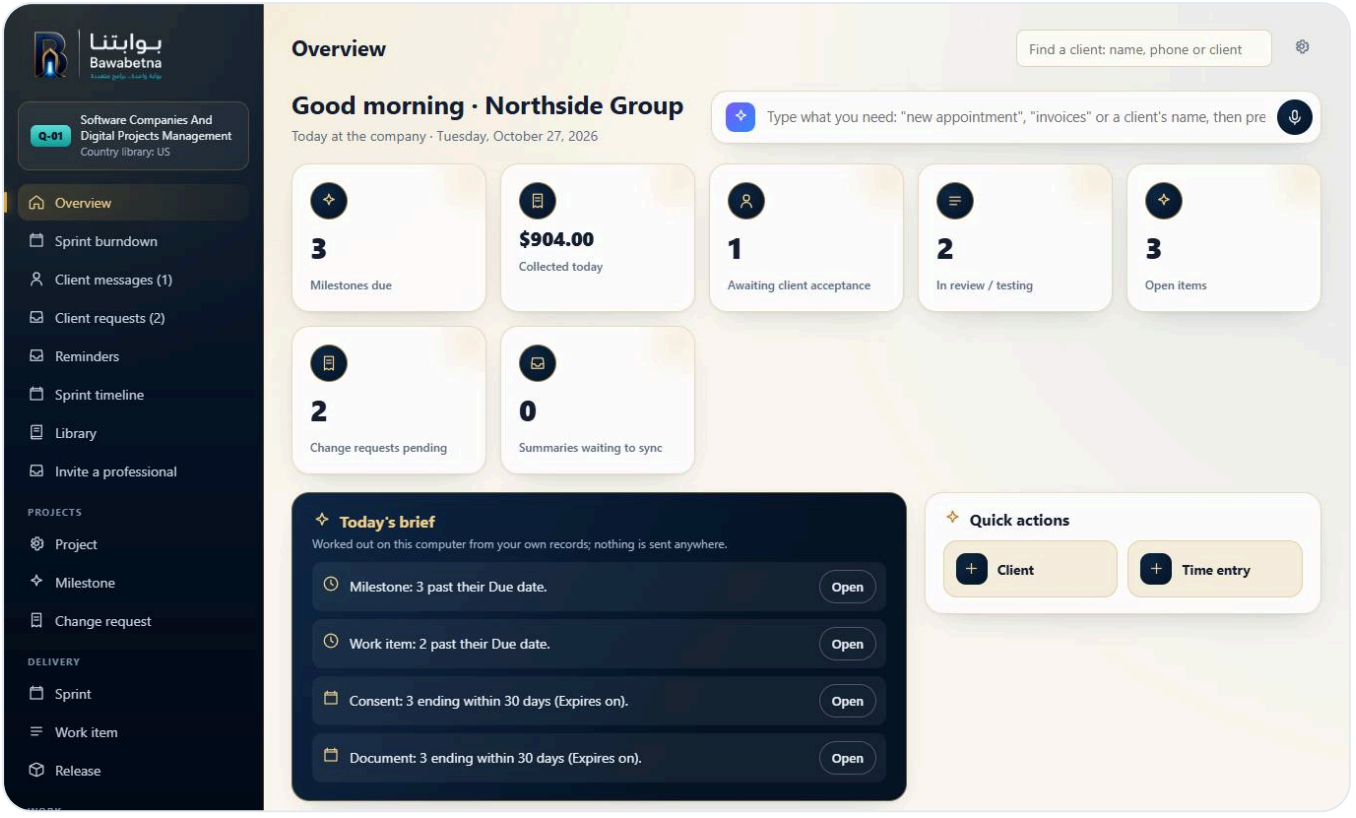
Bawabetna · User guide

Software Companies And Digital Projects 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:

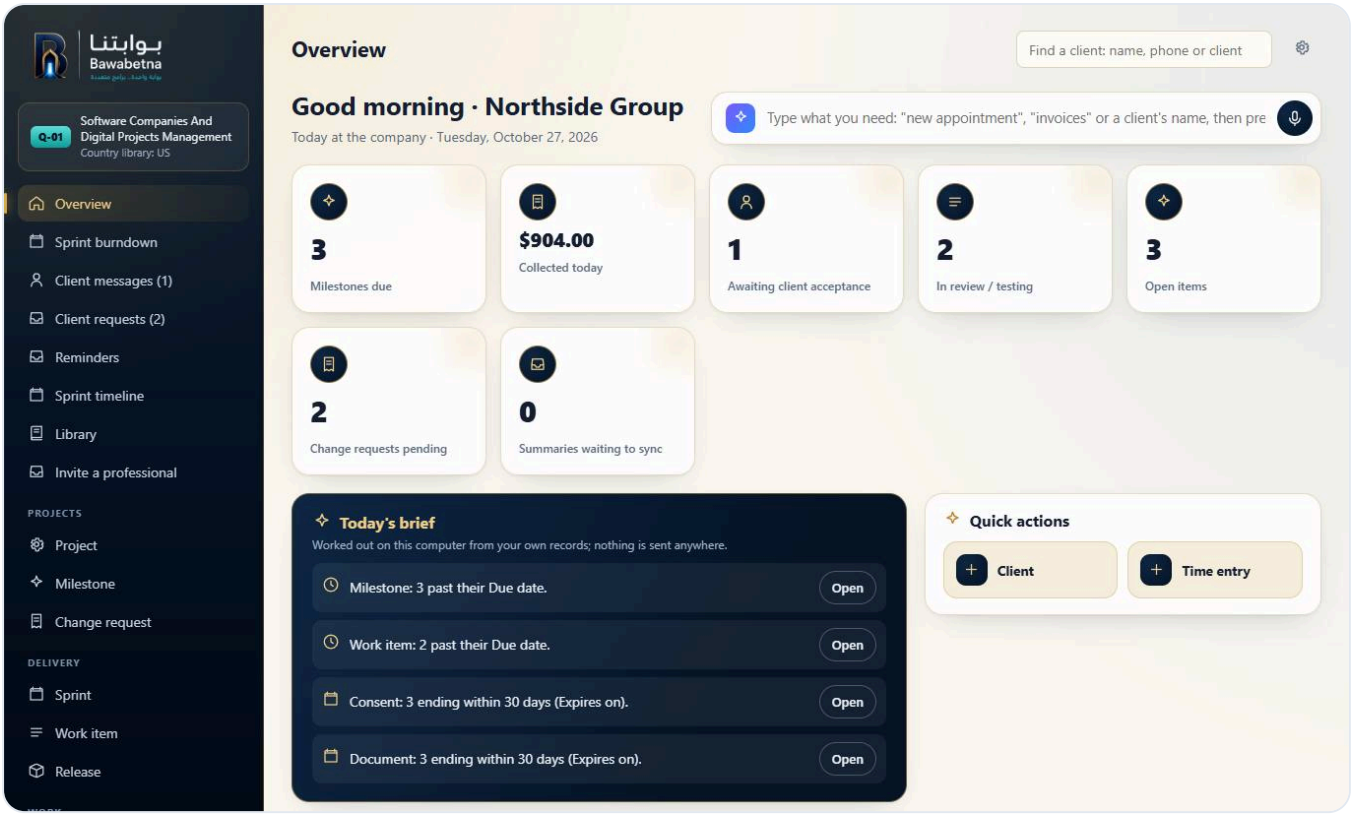
1. **Software company**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Team member**: Full name, Role, Hourly rate

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

- Accountant
- Company owner
- Manager
- Project manager
- Team member

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".

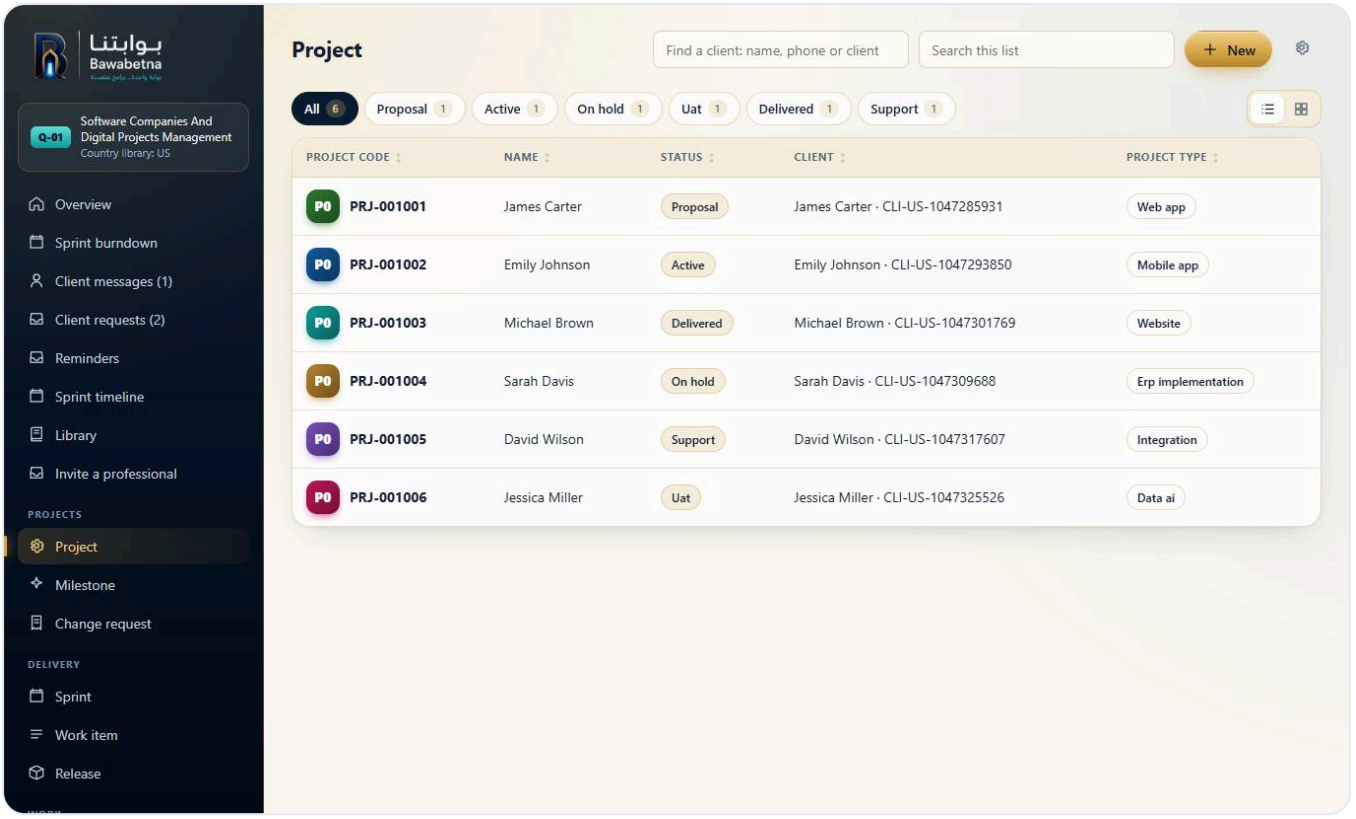


The home screen

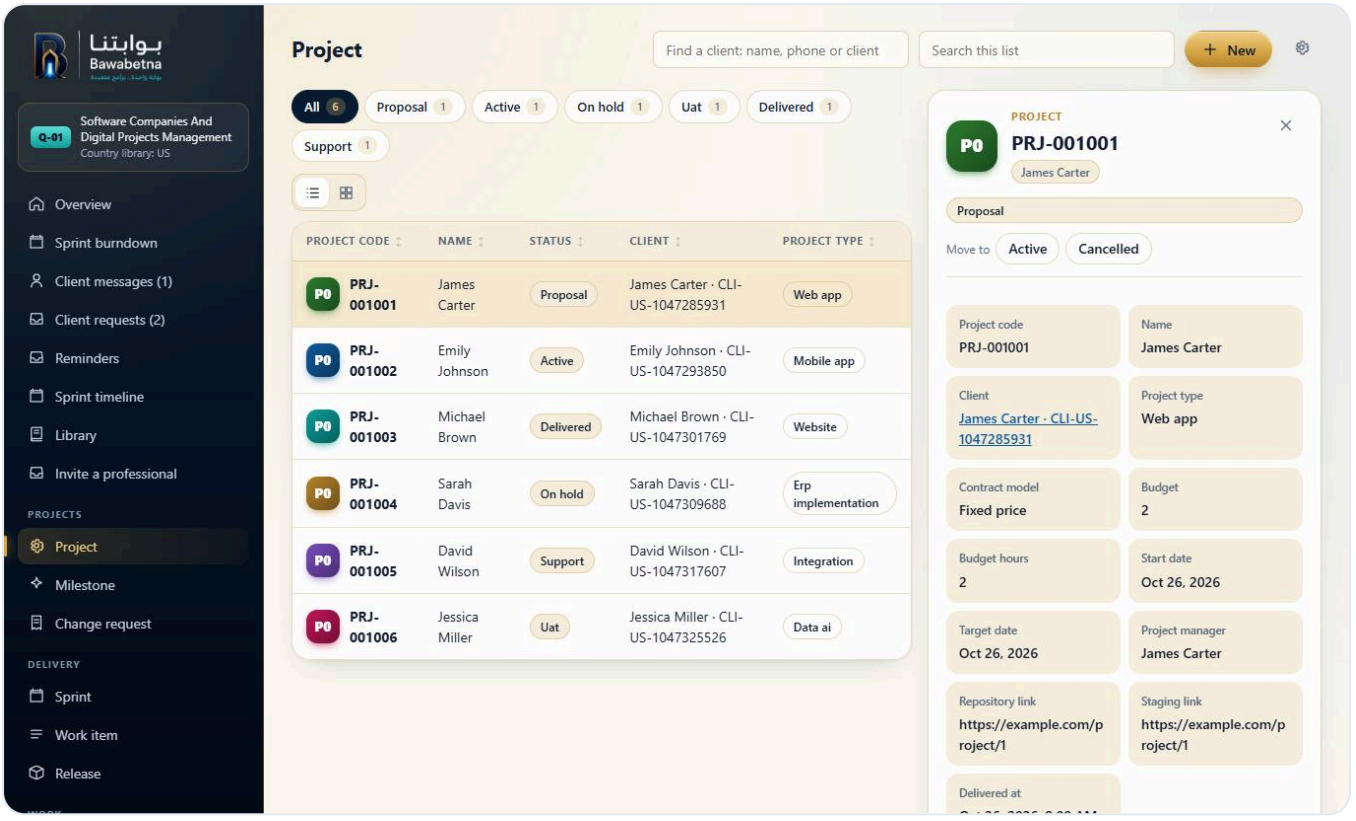
Screens and what you record in them

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



Project



A record open for editing

Project

What you record: Project code (worked out by the program), Name (required), Client (required), Project type (required), Contract model (required), Budget, Budget hours, Start date (required), Target date (required), Project manager, Repository link, Staging link, Status (required), Delivered at (worked out by the program)

Stages: A new record starts as "Proposal".

Active → On hold | Active → Uat | Delivered → Support | Delivered → Closed | On hold → Active | On hold → Cancelled | Proposal → Active | Proposal → Cancelled | Support → Closed | Uat → Active | Uat → Delivered

Milestone

What you record: Project (required), Title (required), Deliverables, Due date (required), Amount, Accepted by, Status (required)

Stages: A new record starts as "Planned".

In progress → Submitted | Planned → In progress | Rejected → In progress | Submitted → Accepted | Submitted → Rejected

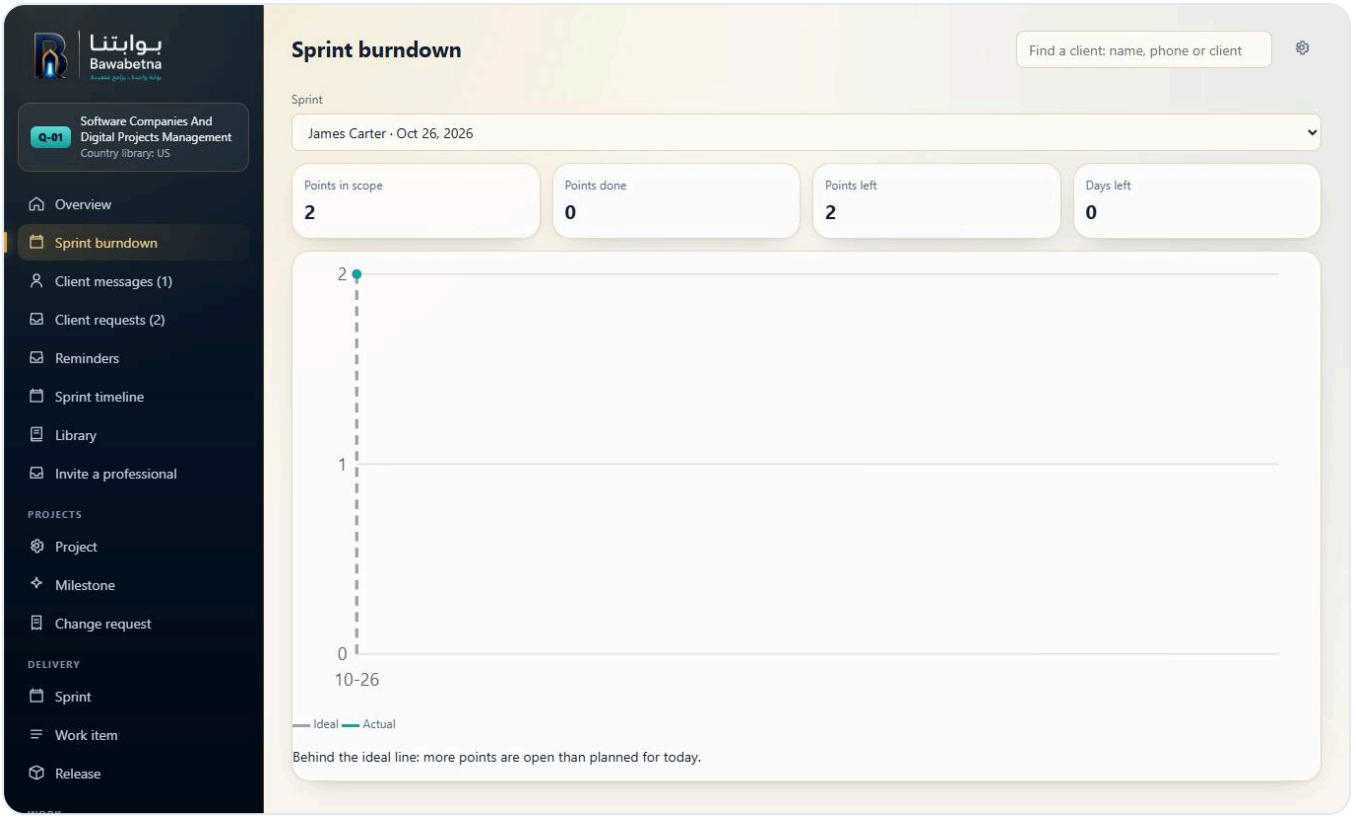
Change request

What you record: Project (required), Title (required), Description (required), Requested on (required), Extra hours, Extra cost, Schedule impact days, Status (required)

Stages: A new record starts as "Draft".

Draft → Sent to client | Sent to client → Approved | Sent to client → Rejected

Delivery



Sprint

Sprint

What you record: Project (required), Name (required), Goal, Start date (required), End date (required), Committed points, Completed points, Velocity percent (worked out by the program), Status (required)

Stages: A new record starts as "Planned".

Active → Closed | Planned → Active

Work item

What you record: Project (required), Sprint, Key title (required), Item type (required), Description, Priority, Story points, Estimate hours, Assignee, Due date, Acceptance criteria, Status (required), Done at (worked out by the program)

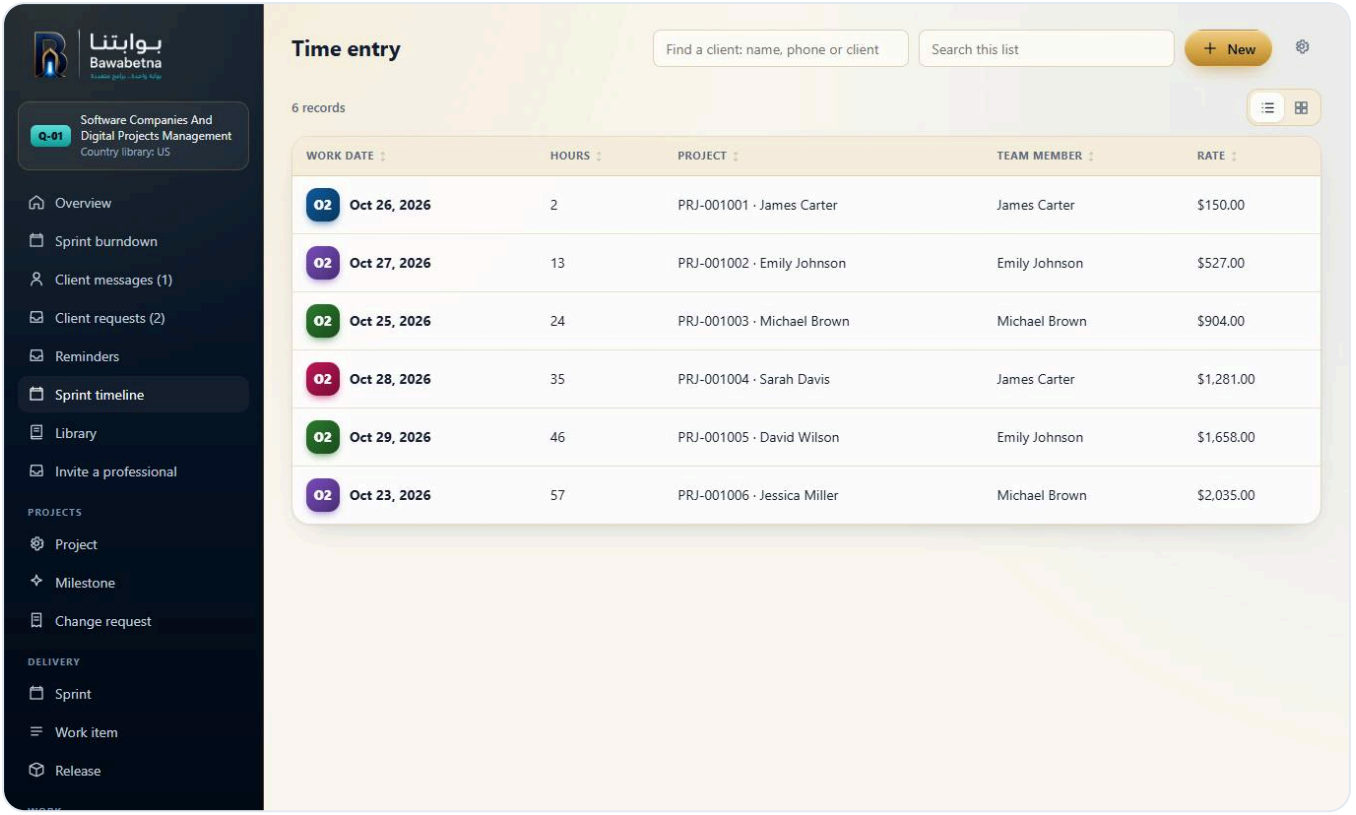
Stages: A new record starts as "Backlog".

Backlog → Todo | Backlog → Wont do | Code review → Testing | Code review → In progress | In progress → Code review | In progress → Todo | Testing → Done | Testing → In progress | Todo → In progress | Todo → Backlog

Release

What you record: Project (required), Version (required), Environment (required), Released on (required), Release notes, Result

Work

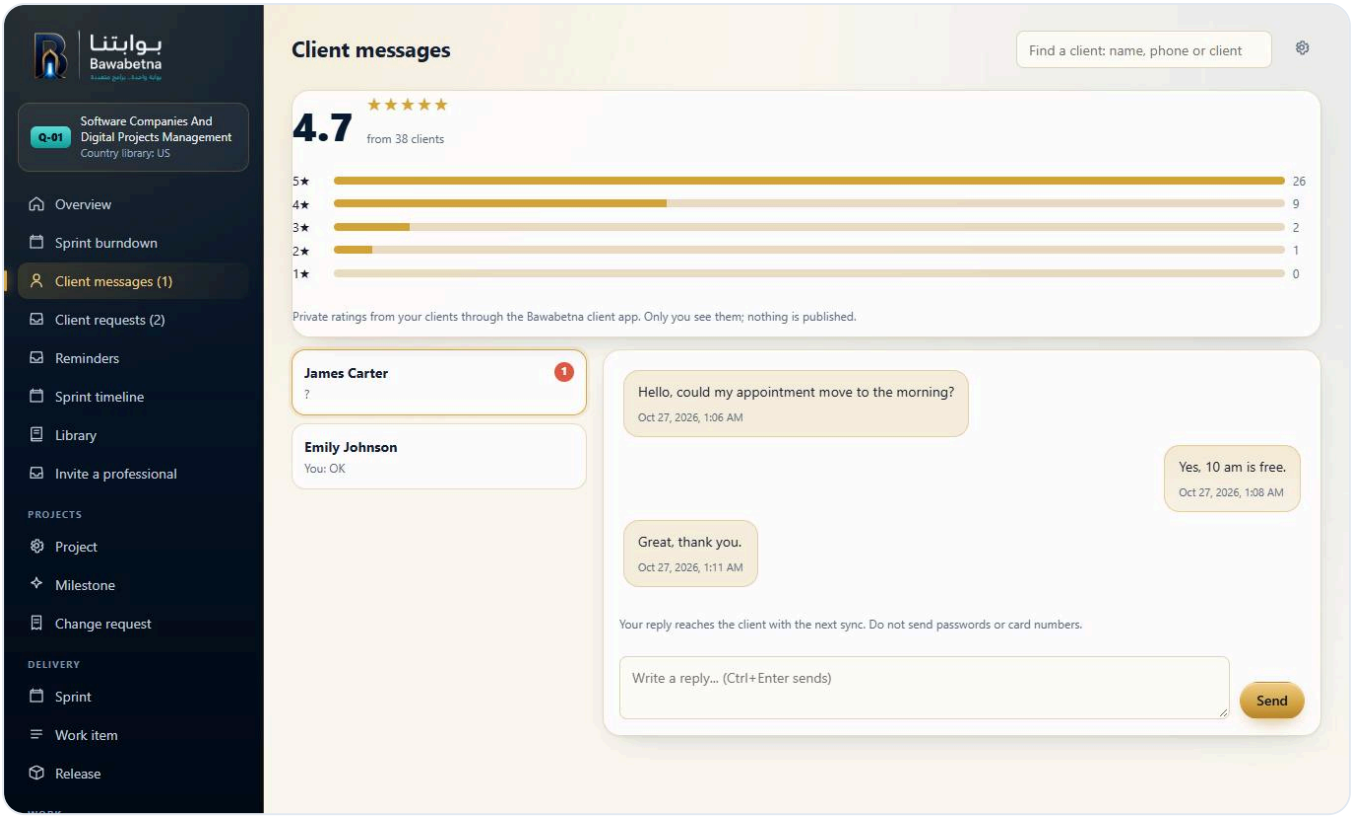


Time entry

Time entry

What you record: Project (required), Team member (required), Work date (required), Hours (required), Rate (required), Description (required), Billable, Invoiced lines (worked out by the program), Unbilled hours (worked out by the program)

Clients



Client

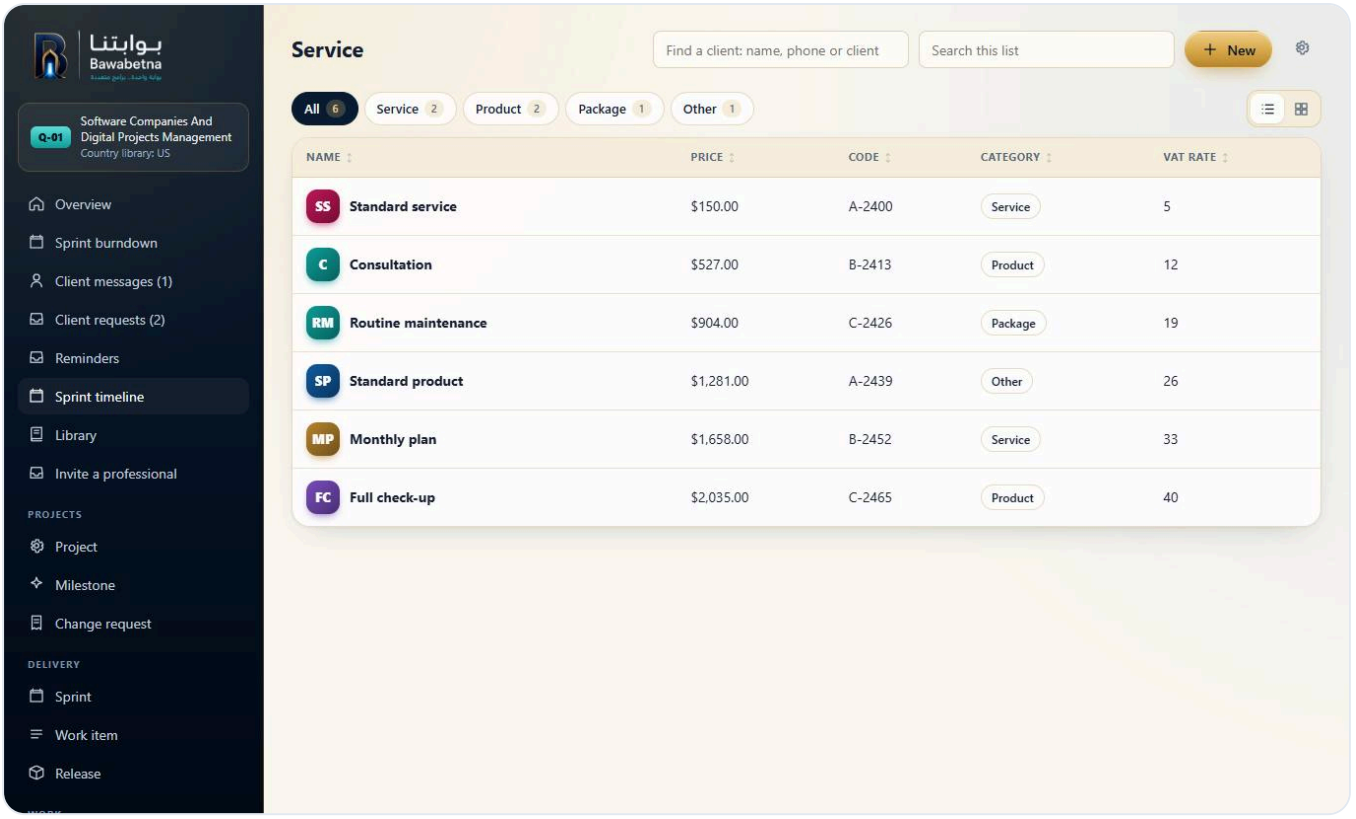
Client

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

Document

What you record: Client (required), 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), Client (required), 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), Time entry, 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

Software company

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: Software company (required), Name (required), Address, Phone

Team member

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

- Items by status
- Bugs by project
- Approved change requests
- Hours by staff
- Hours by project
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- Receivables aging (days since issue)
- Unbilled work in progress by age (days)
- Unbilled hours by project

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.