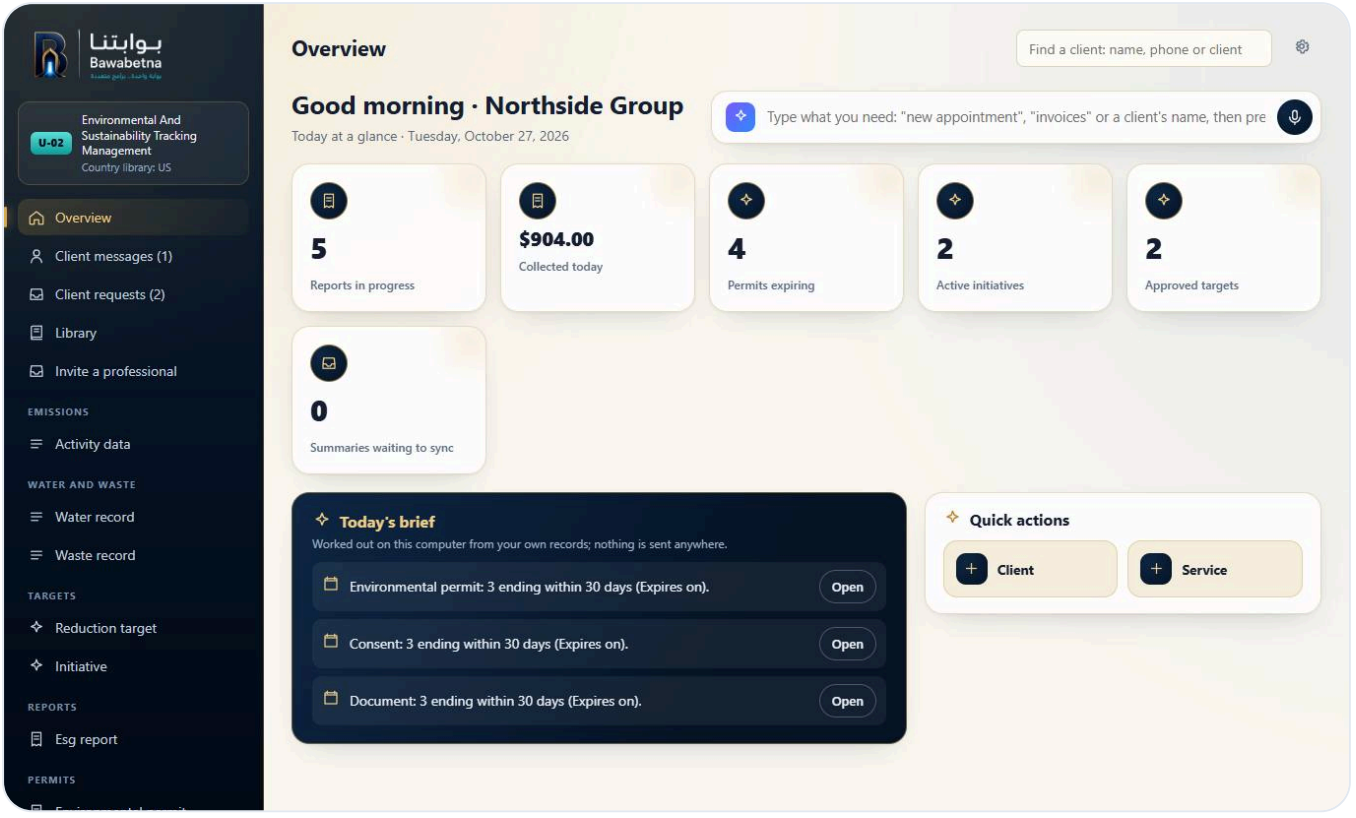
Bawabetna · User guide

Environmental And Sustainability Tracking 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:

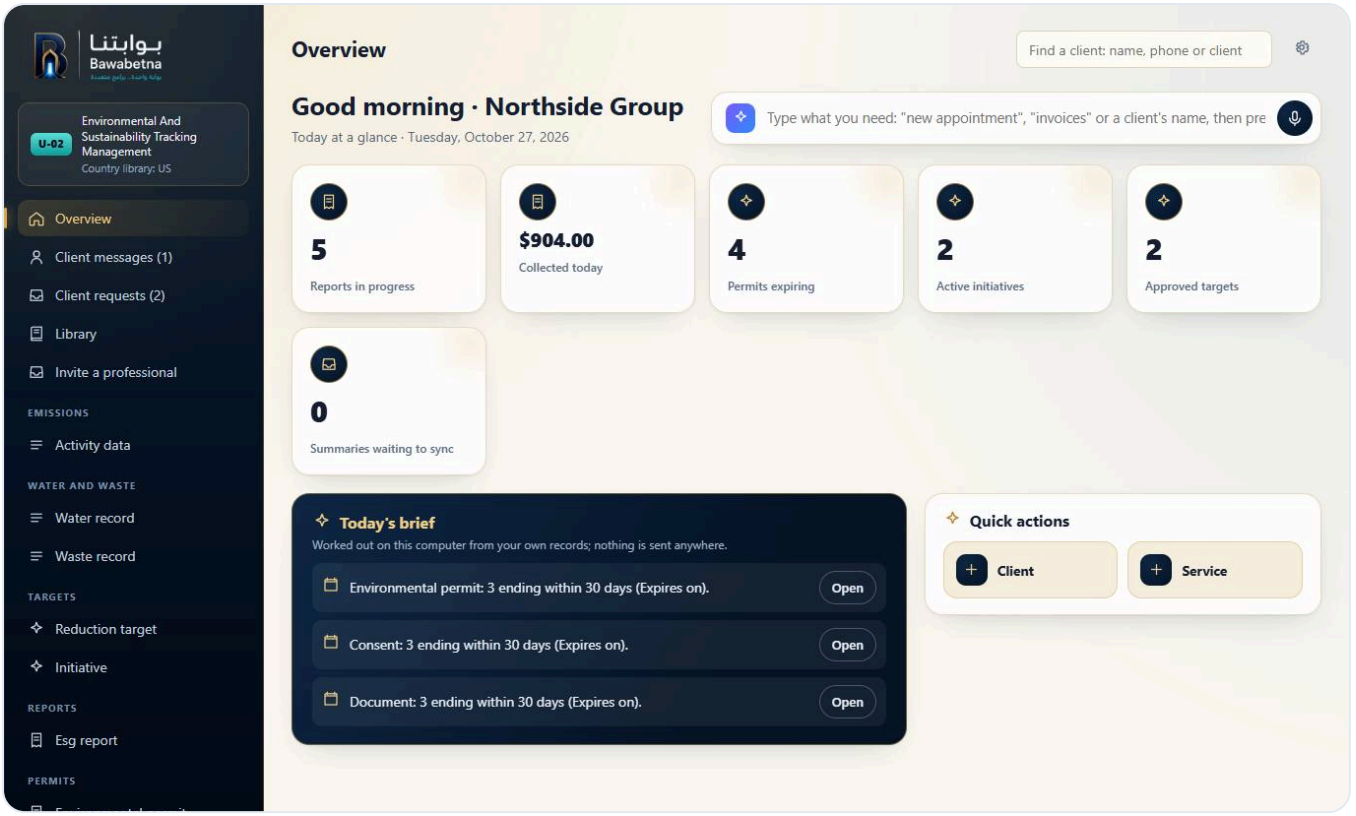
1. **Sustainability firm**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Consultant**: Full name, Role

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

- Accountant
- Data analyst
- Firm owner
- Lead consultant
- Manager

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".

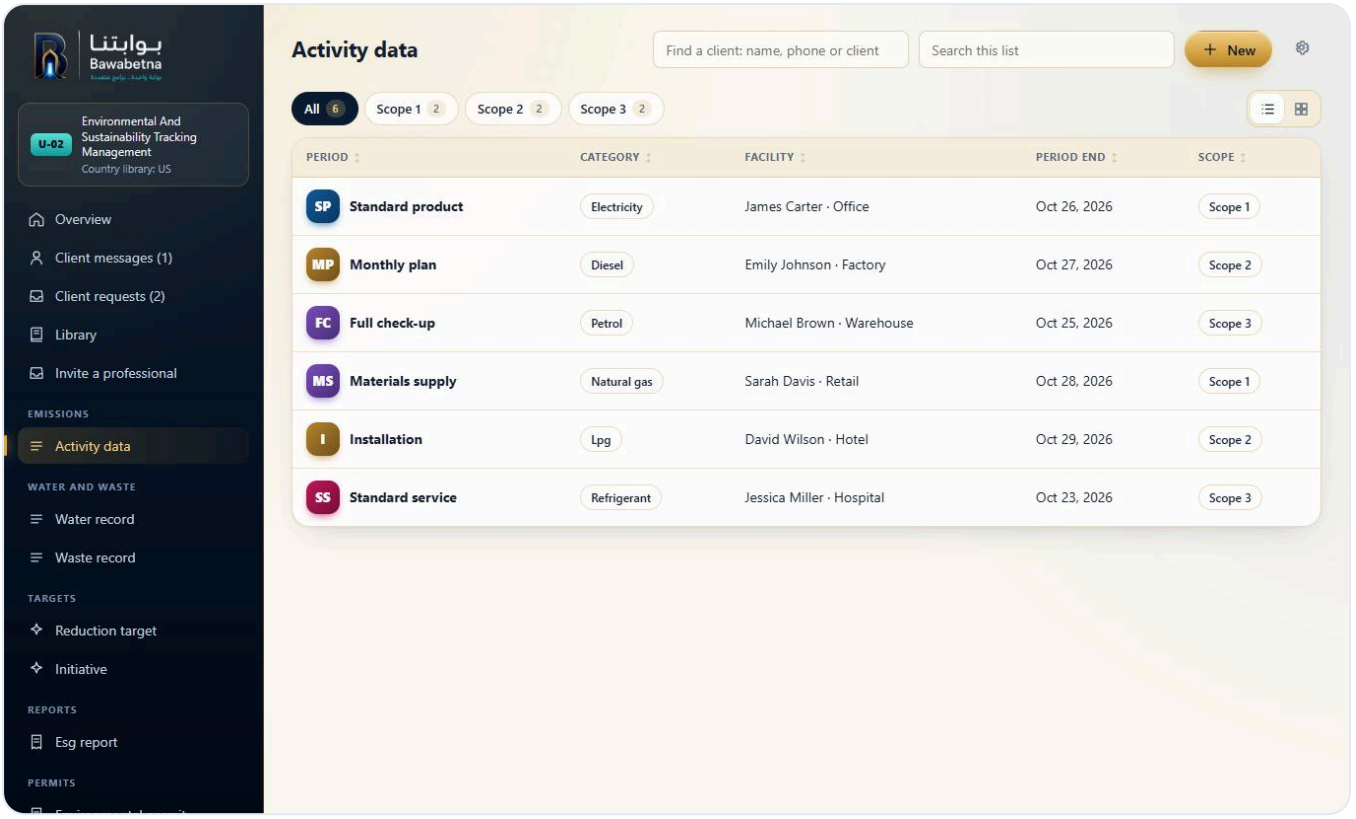


The home screen

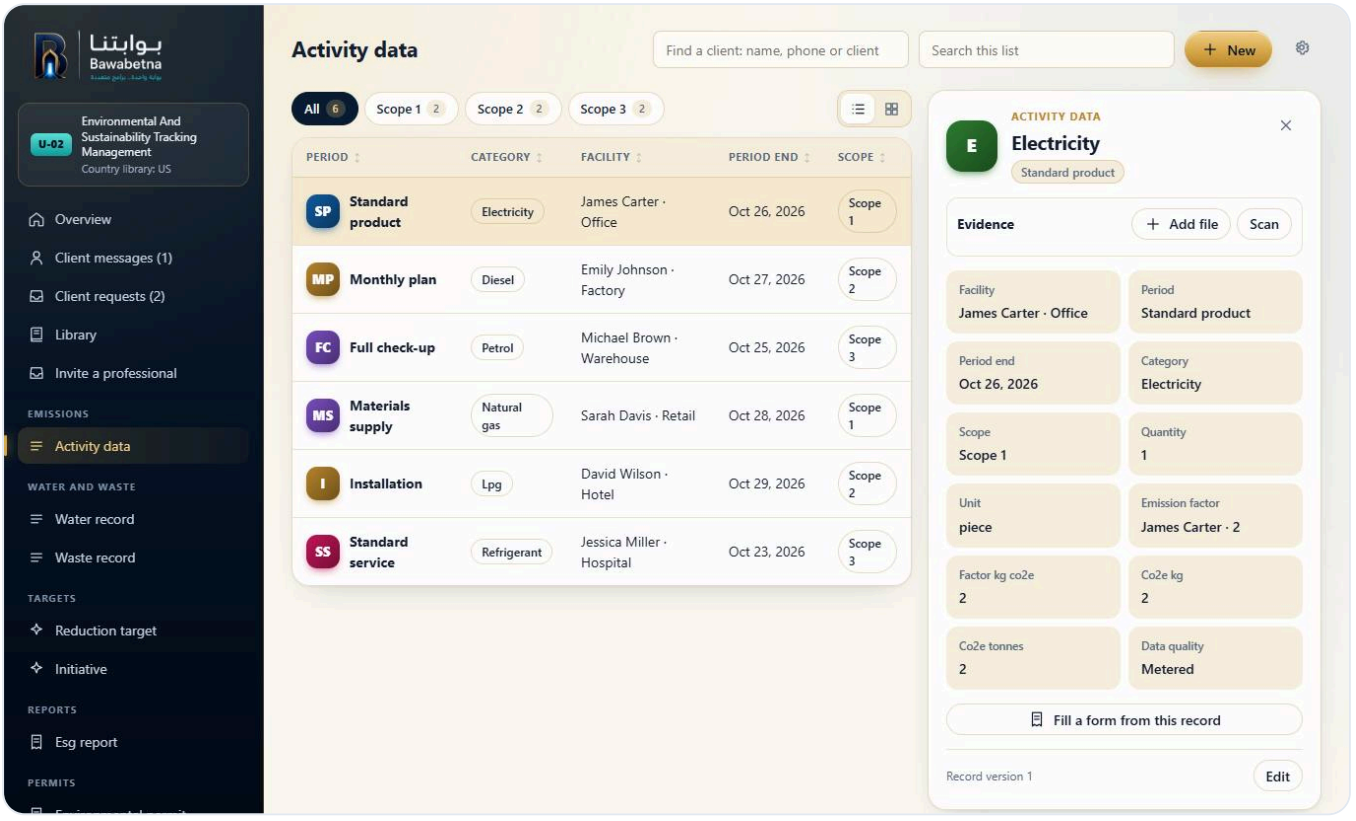
Screens and what you record in them

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.

Emissions



Activity data

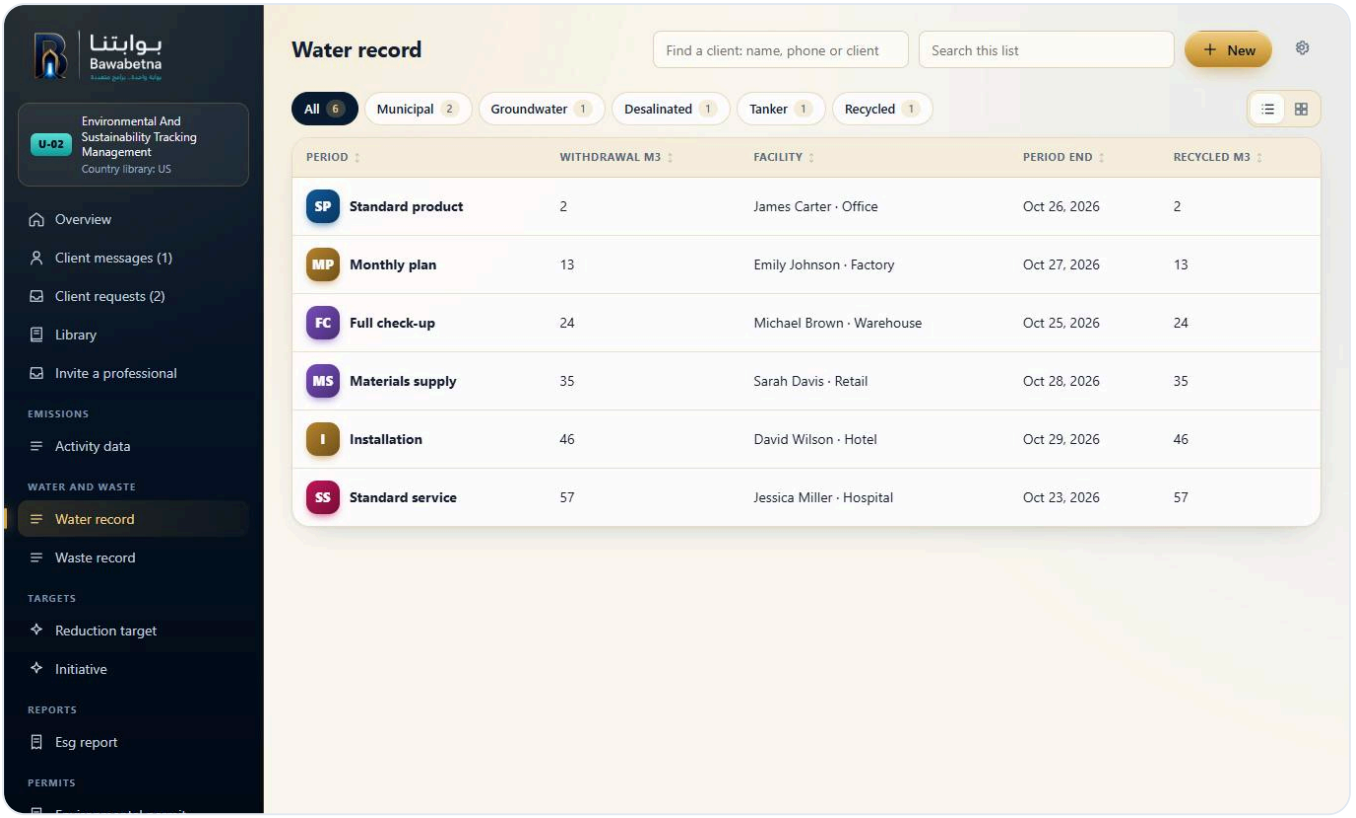


A record open for editing

Activity data

What you record: Facility (required), Period (required), Period end (required), Category (required), Scope (required), Quantity (required), Unit (required), Emission factor (required), Factor kg co2e, Co2e kg (worked out by the program), Co2e tonnes (worked out by the program), Data quality, Evidence

Water and waste



Water record

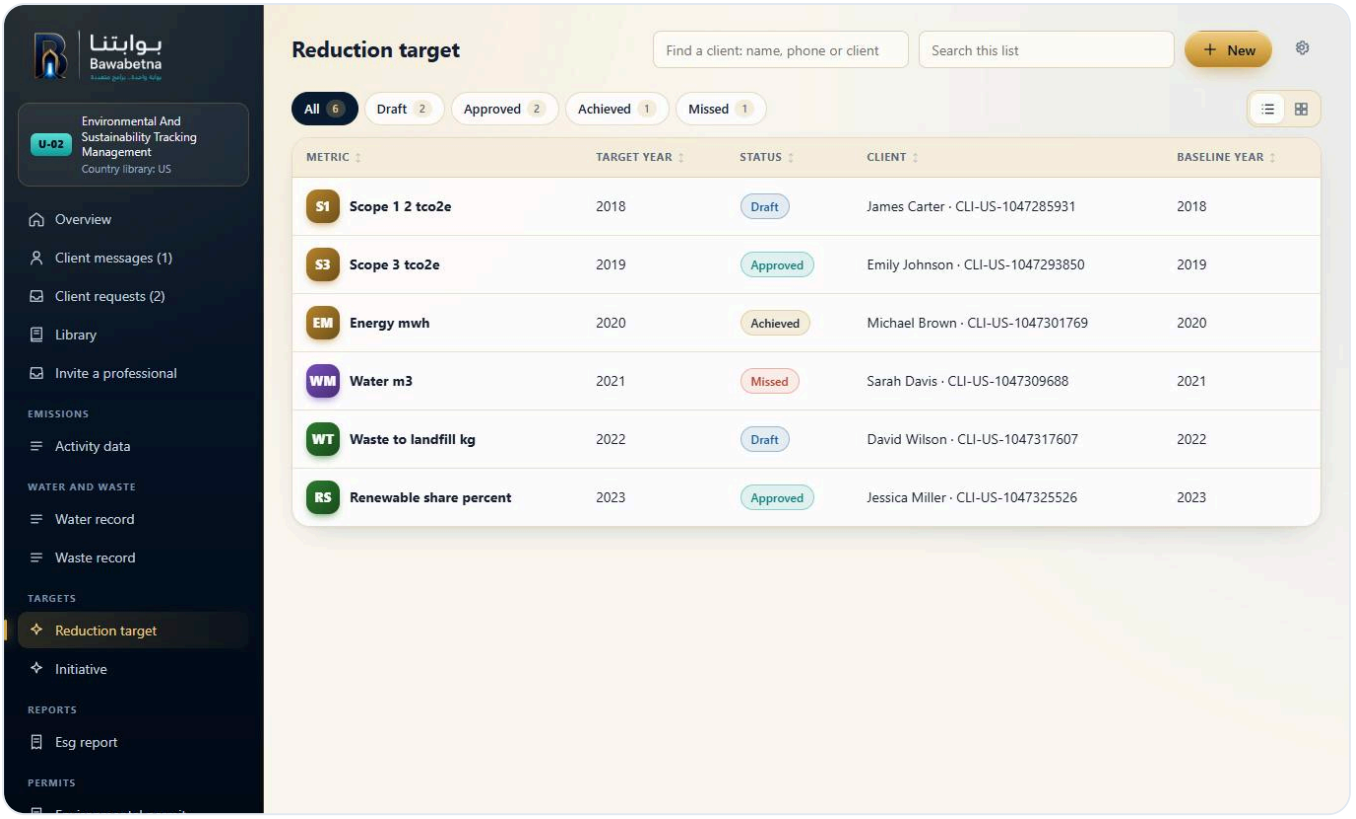
Water record

What you record: Facility (required), Period (required), Period end (required), Withdrawal m3 (required), Recycled m3, Discharge m3, Source

Waste record

What you record: Facility (required), Period (required), Period end (required), Stream (required), Quantity kg (required), Diverted kg, Diversion percent (worked out by the program)

Targets



Reduction target

Reduction target

What you record: Client (required), Metric (required), Baseline year (required), Baseline value (required), Target year (required), Target value (required), Required reduction percent (worked out by the program), Status (required)

Stages: A new record starts as "Draft".

Approved → Achieved | Approved → Missed | Draft → Approved

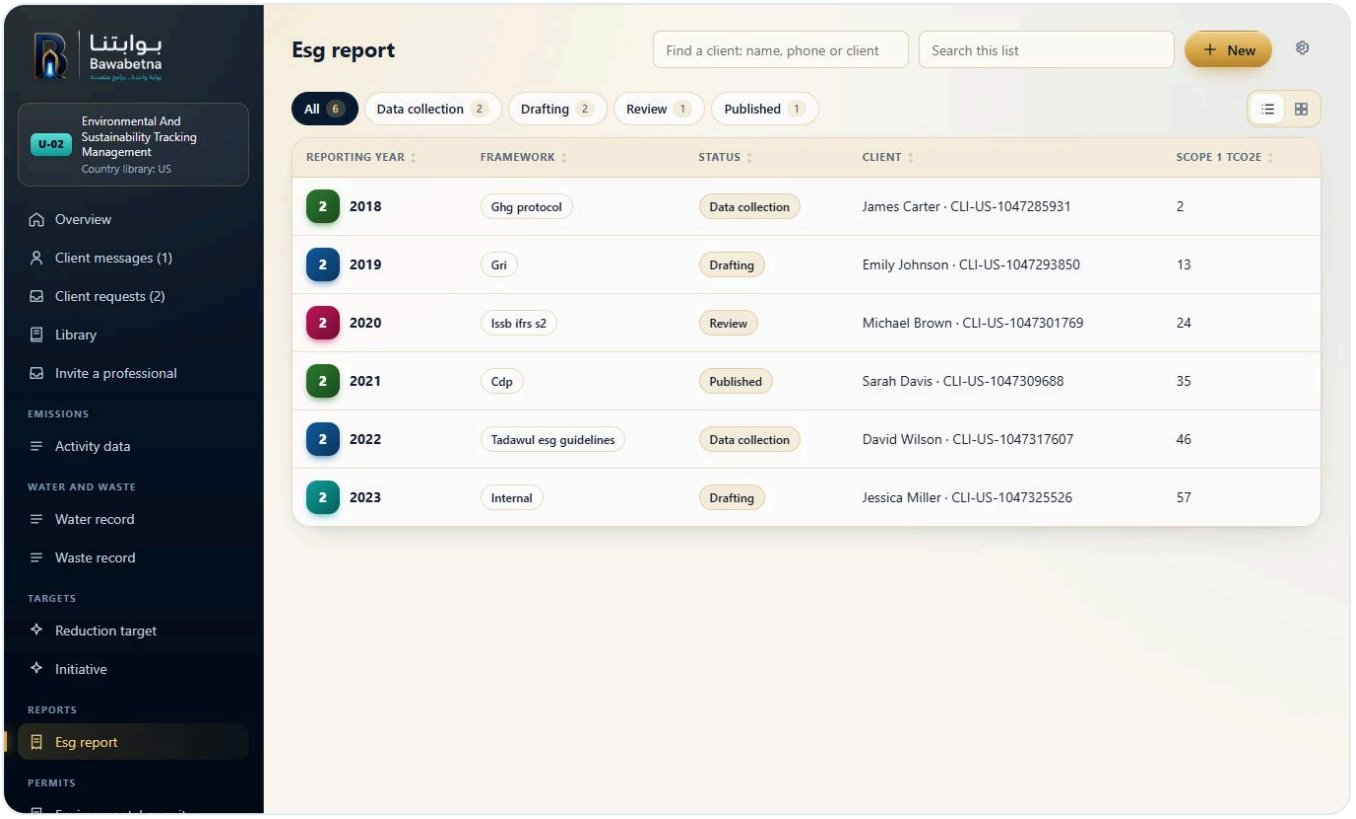
Initiative

What you record: Client (required), Facility, Title (required), Initiative type (required), Capex, Expected tco2e, Expected savings, Start date, Completion date, Status (required)

Stages: A new record starts as "Idea".

Approved → In progress | Approved → Dropped | Idea → Approved | Idea → Dropped | In progress → Completed

Expert reports



Esg report

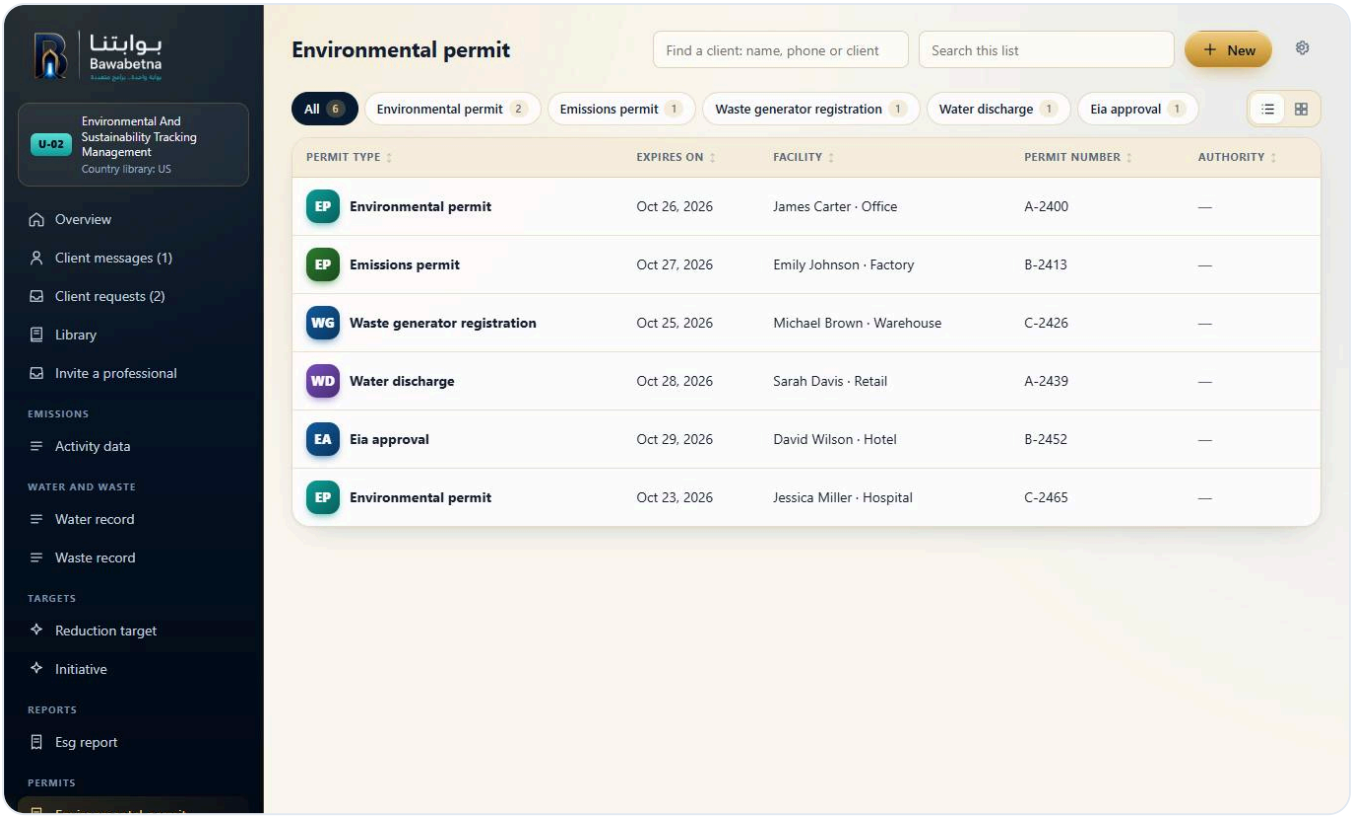
Esg report

What you record: Client (required), Reporting year (required), Framework (required), Scope 1 tco2e, Scope 2 tco2e, Scope 3 tco2e, Total tco2e (worked out by the program), Revenue millions, Intensity per million (worked out by the program), Verified by, Files, Status (required), Published at (worked out by the program)

Stages: A new record starts as "Data collection".

Data collection → Drafting | Drafting → Review | Review → Published | Review → Drafting

Permits



Environmental permit

Environmental permit

What you record: Facility (required), Permit type (required), Permit number, Authority, Issued on, Expires on (required), Conditions, Files

Factors

Emission factor

What you record: Name (required), Category (required), Scope (required), Unit (required), Factor kg co2e (required), Source (required), Year (required), Country

Clients

Client

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

Facility

What you record: Client (required), Name (required), Facility type (required), City, Floor area sqm, Employees

Document

What you record: Client (required), Category (required), Title (required), Reference number, Issued on, Expires on, Files

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), Client (required), Esg report, 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

Sustainability firm

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: Sustainability firm (required), Name (required), Address, Phone

Consultant

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

- Emissions by scope
- Emissions by category
- Emissions by facility
- Water by facility
- Waste and diversion
- 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.