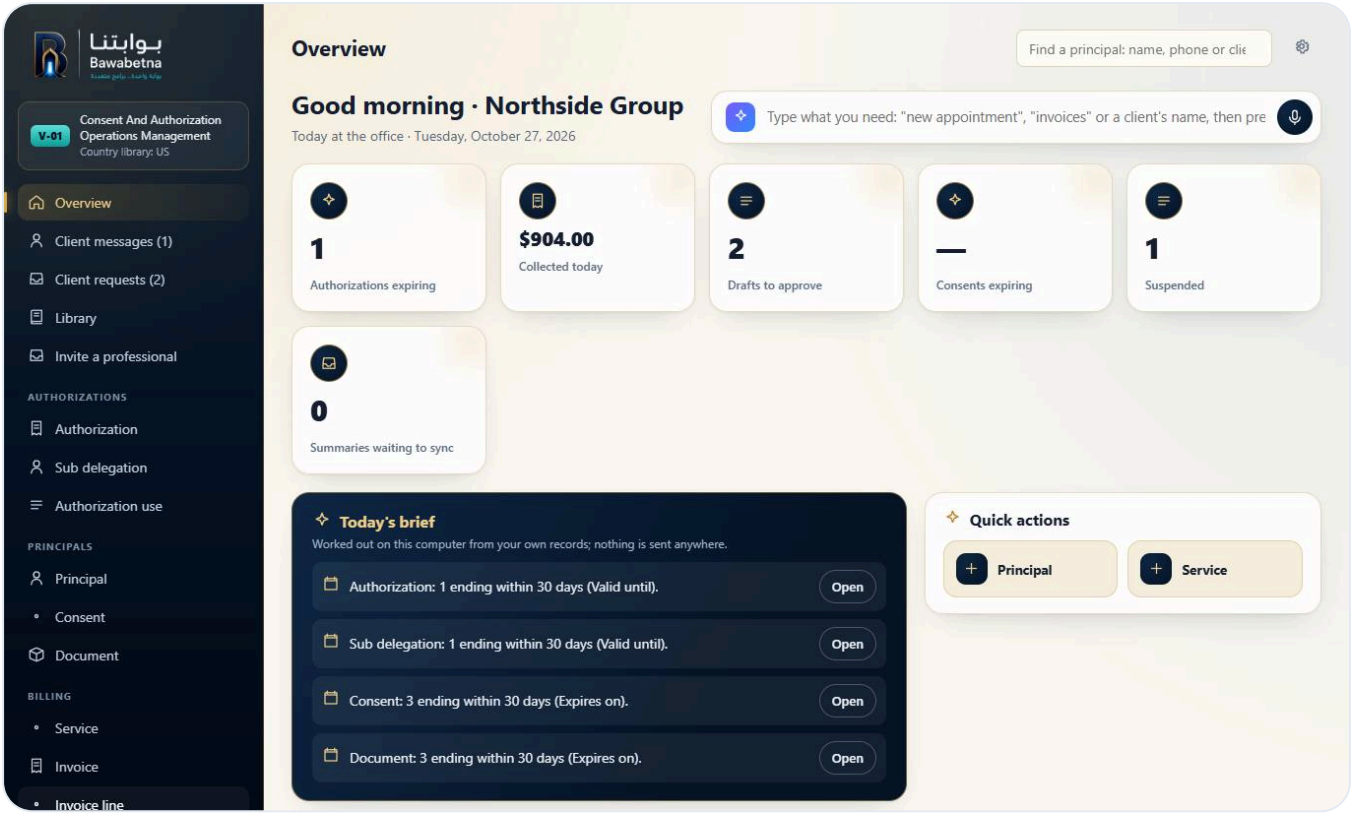
Bawabetna · User guide

Consent And Authorization Operations 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:

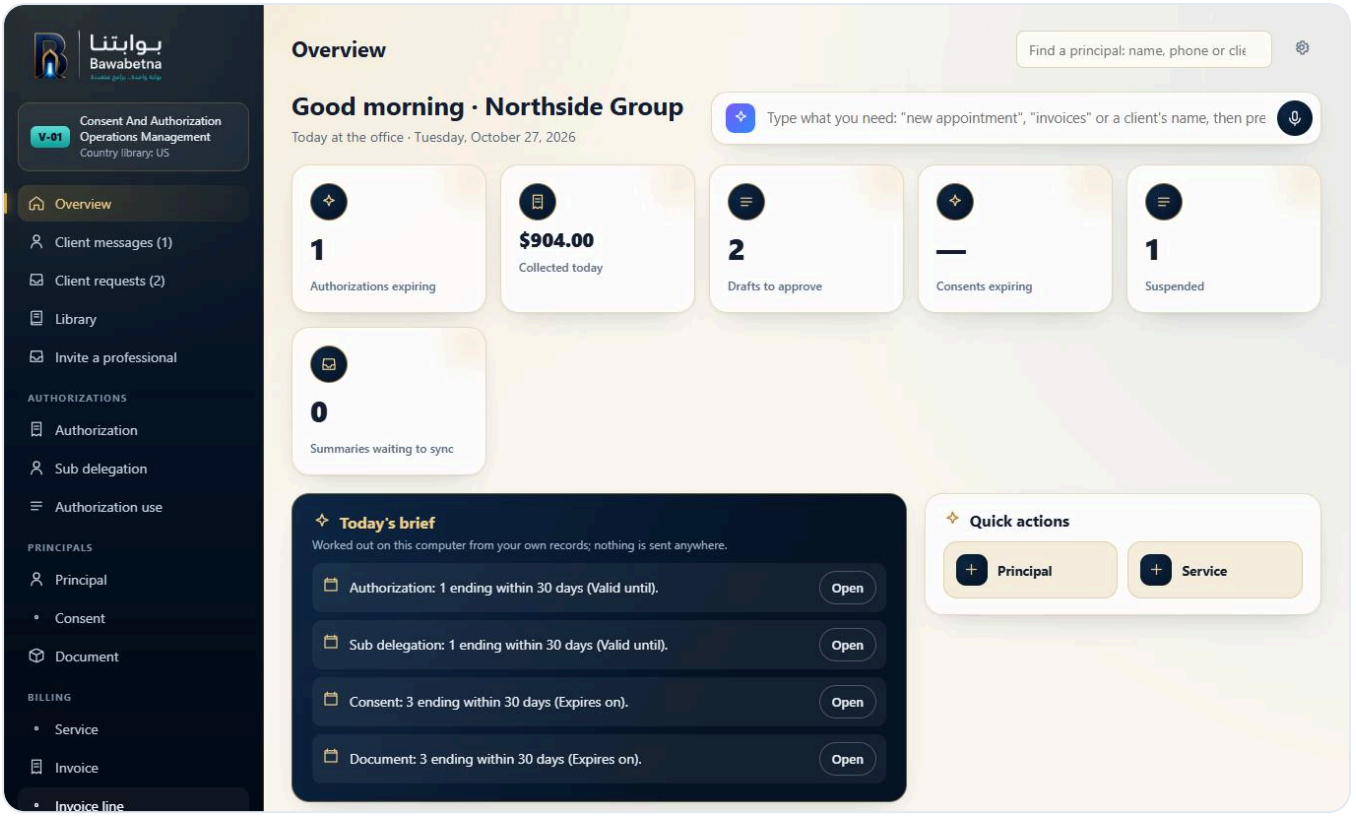
1. **Authorization office**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Office staff**: Full name, Role

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

- Authorization officer
- Consent officer
- Legal reviewer
- Manager
- Office 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".

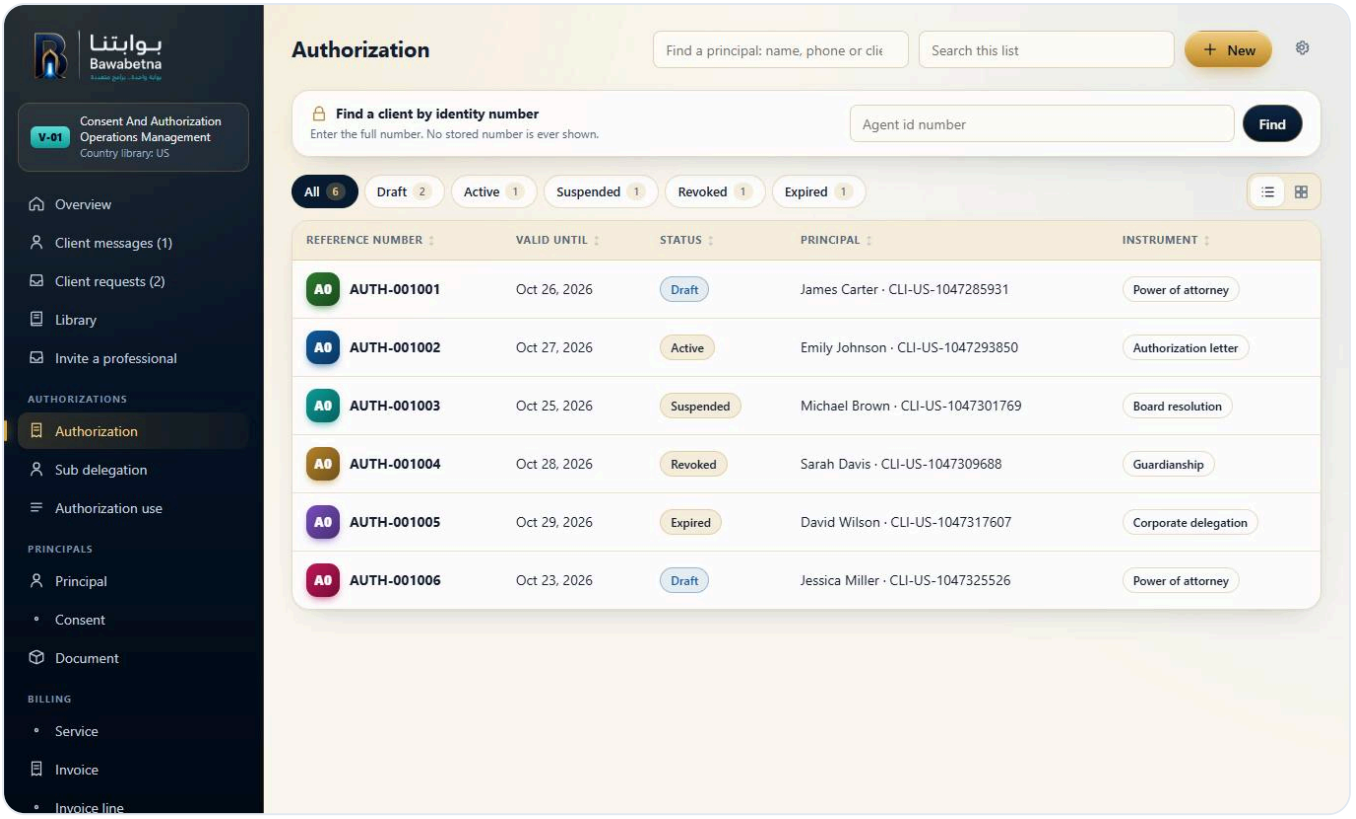


The home screen

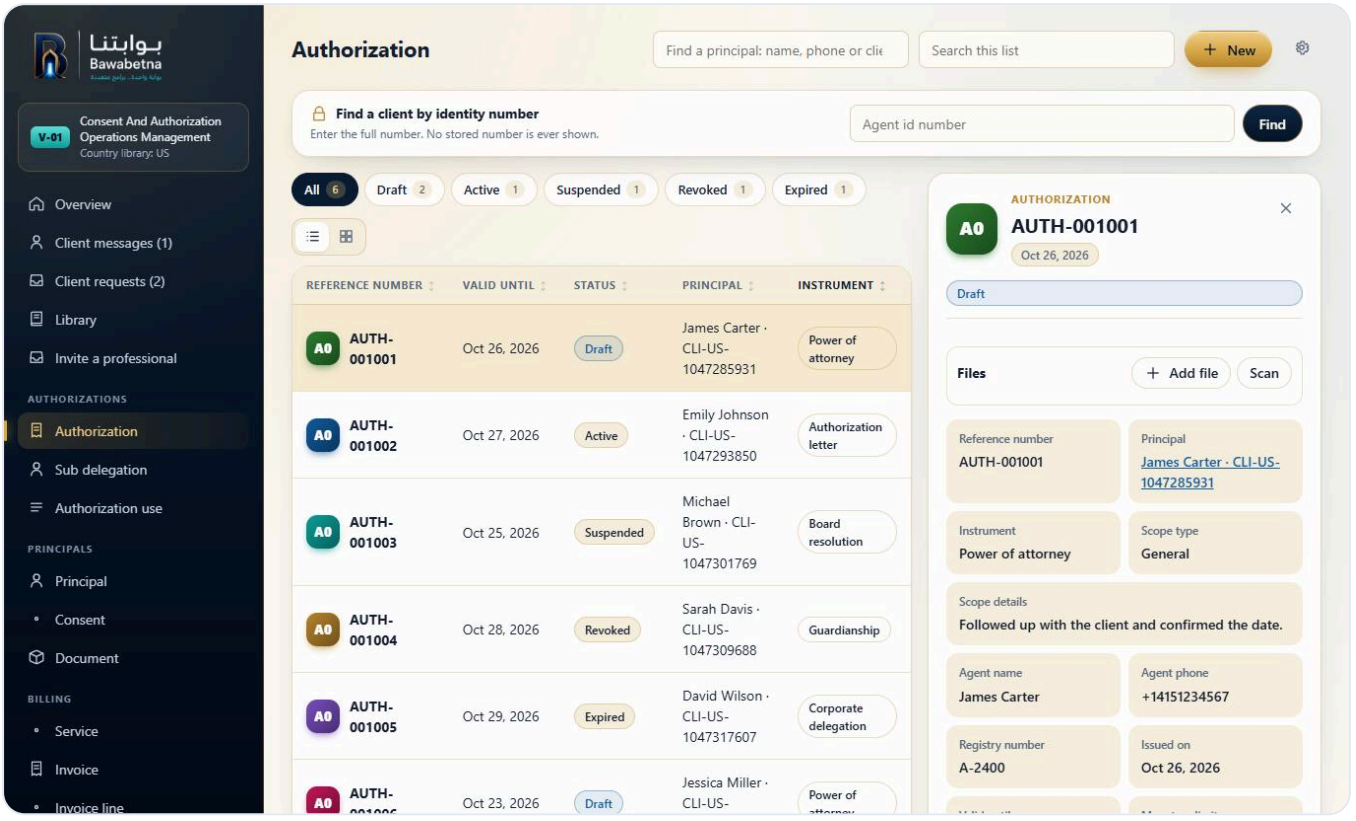
Screens and what you record in them

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.

Authorizations



Authorization



A record open for editing

Authorization

What you record: Reference number (worked out by the program), Principal (required), Instrument (required), Scope type (required), Scope details (required), Agent name (required), Agent id number, Agent phone, Registry number, Issuing authority, Issued on (required), Valid until, Monetary limit, Can subdelegate, Files, Status (required), Activated at (worked out by the program), Revoked at (worked out by the program), Revocation reason

Stages: A new record starts as "Draft".

Active → Suspended | Active → Revoked | Active → Expired | Draft → Active | Suspended → Active | Suspended → Revoked

Sub delegation

What you record: Authorization (required), Delegate name (required), Delegate id number, Scope details (required), Monetary limit, Valid from (required), Valid until, Status (required)

Stages: A new record starts as "Active".

Active → Revoked | Active → Expired

Authorization use

What you record: Authorization (required), Used on (required), Used by (required), Purpose (required), Counterparty, Transaction reference, Amount, Outcome (required), Evidence, Logged at (worked out by the program)

Consents

Consent record

What you record: Principal (required), Purpose (required), Purpose category (required), Notice version (required), Legal basis (required), Channel (required), Given on (required), Expires on, Evidence, Status (required)

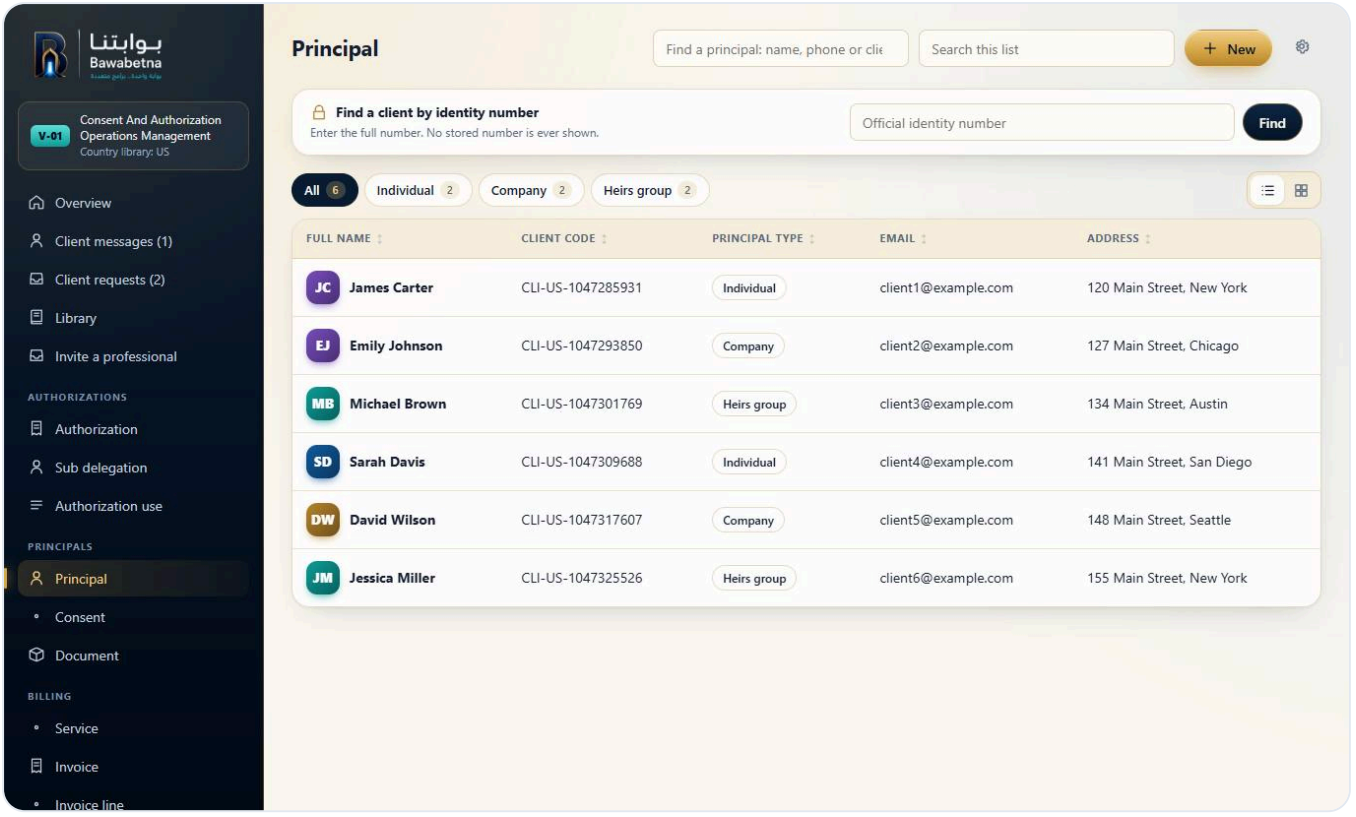
Stages: A new record starts as "Given".

Expired → Renewed | Given → Renewed | Given → Withdrawn | Given → Expired | Renewed → Withdrawn | Renewed → Expired

Consent event

What you record: Consent record (required), Event (required), Event at (worked out by the program), Recorded by, Details

Principals



Principal

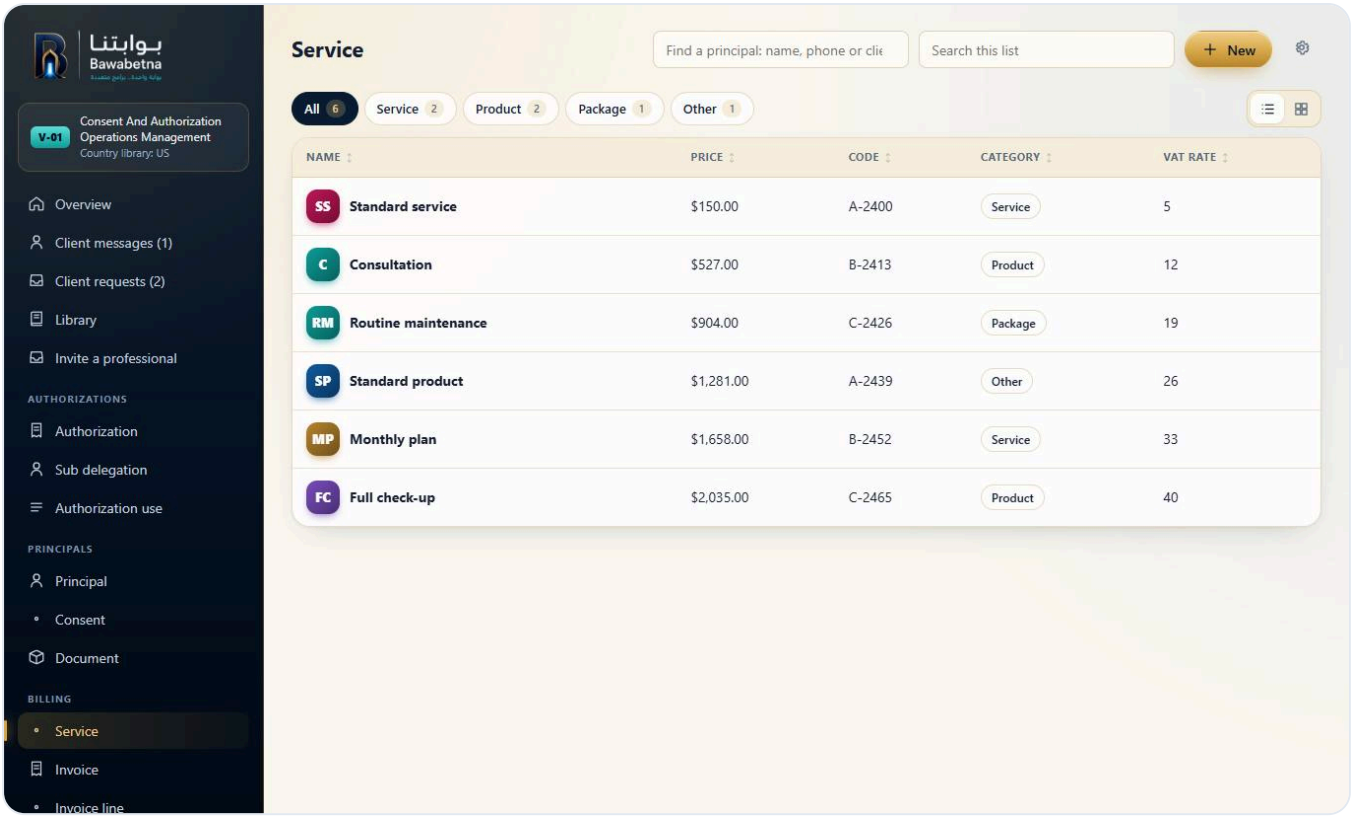
Principal

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

Document

What you record: Principal (required), Authorization, 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), Principal (required), Authorization, 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)

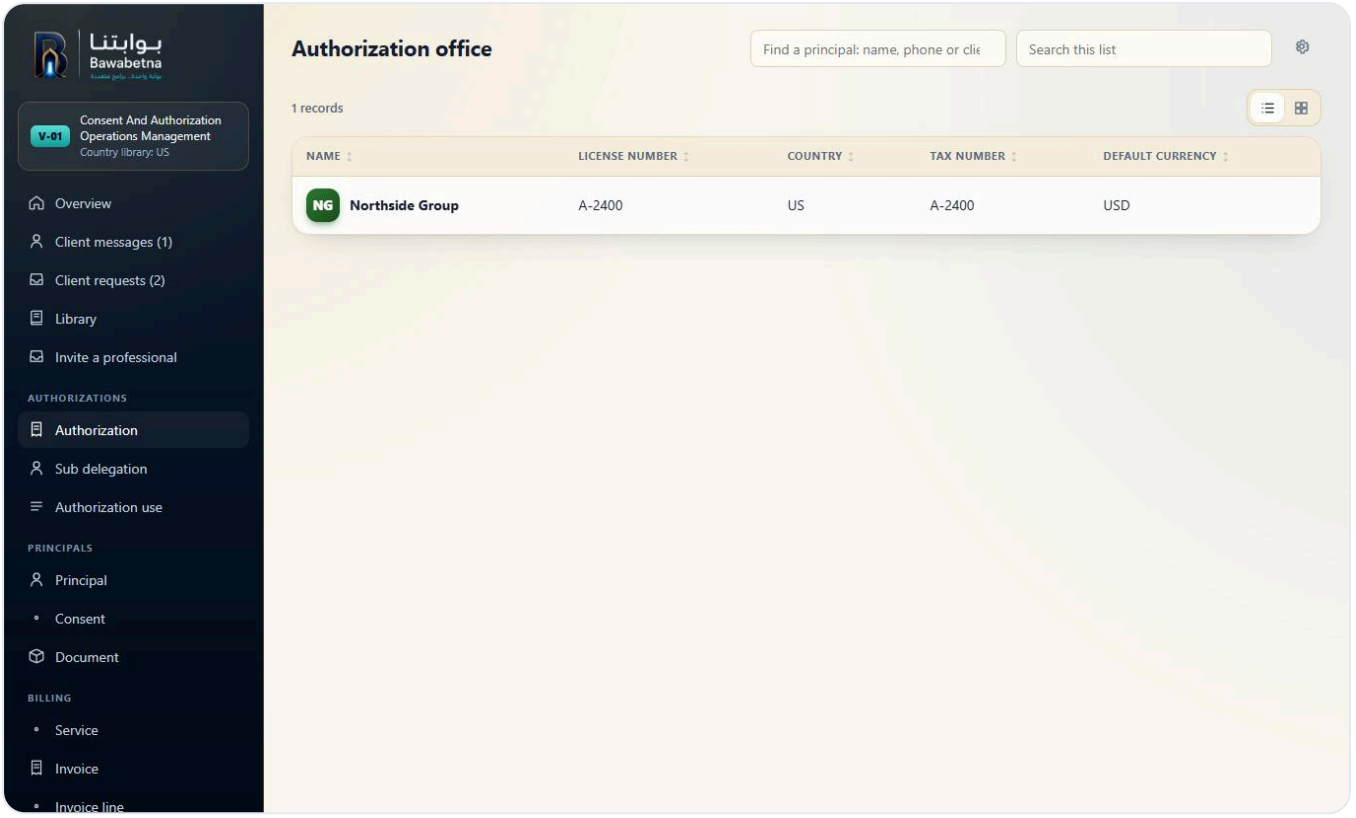
Payment

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



Authorization office

Authorization office

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

Branch

What you record: Authorization office (required), Name (required), Address, Phone

Office staff

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

- Authorizations by scope
- Authorizations by status
- Uses by outcome
- Consents by status
- Consents by purpose
- 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.