BuildTrack PK

Construction Project Management — from register to real-time

User Manual • Version 1.2 • September 2026 • English

Contents

1. About BuildTrack
2. Plans & registration
3. Starting the app & signing in
4. Home dashboard
5. Project financial overview
6. Project modules
7. Materials & stock
8. BOQ
9. Attendance
10. Daily reports
11. Money & ledgers
12. Common inventory & categories
13. Media
14. Language
15. Working offline
16. Troubleshooting
17. Support

1. About BuildTrack

BuildTrack helps Pakistani contractors manage construction sites from a phone — projects, materials and stock, attendance and wages, daily reports, documents and full money ledgers, in **English and Urdu**. Every project's data is isolated so costing stays exact.

2. Plans & registration

Contractors register on our **website** (open the app → *Create account*). Choose a plan at sign-up:

Plan	Period	Price
Trial	3 months free	Free
Premium Yearly	1 year	PKR 36,000
Contractor Pro Yearly	1 year	PKR 72,000

> Trial activates immediately. Paid plans are activated by our admin team after you register.

3. Starting the app & signing in

1. Open the app — the **Welcome** screen appears (English by default).
2. Tap **Sign in** and enter your mobile number or email plus password.

> **New here?** To sign up, please visit our website (the address is shown on the sign-in screen) or contact your BuildTrack administrator to create your account and plan.

4. Home dashboard

The Home tab shows your whole business at a glance:

- Totals: **PKR received** and **PKR paid**.
- Status chips: Active, Planning, On hold, Completed, Cancelled counts.
- A card for **every project** with its status, budget-used bar, BOQ progress %, stock value and worker count.

Tap any project card to open it. Pull down to refresh.

5. Project financial overview

Opening a project shows its **colored state cards**:

- **Budget**, **Material**, **Labour**, **Other expenses**, **Balance** and **Received**.

Tap **any card** to see the **last 10 days activity** for that category, with a total. Use the **New activity** button to record money received or paid right away.

6. Project modules

Tap the **modules icon** (top-right) to open: Materials, BOQ, Daily reports, Attendance and Money.

7. Materials & stock

- **Add material** — record a delivery; use **Choose from inventory** to pick a saved product.
- **Stock & surplus** — per material: available quantity, average cost and value.
- **Use** material (deducted at average cost) and **Transfer** surplus to another of *your own* projects with exact cost.
- **Transferred in** items appear at the top of the Materials list.

8. BOQ

Add BOQ items with planned quantity, used quantity and unit rate. The colored dot shows 🟢 on track, 🟡 caution, 🔴 over and ⚪ not started. Tap an item to update its usage.

9. Attendance

Pick a date, mark each worker **present** or **absent**, then tap **Mark attendance**. Add new workers with the **+** button beside the date. Works offline.

Tap the **download icon** to export the monthly **attendance register (CSV)** — handy for payroll and EOBI/SESSI filings.

10. Daily reports

Submit a daily report with weather, labour counts, a work summary and optional work items with progress.

11. Money & ledgers

- Record **Receive** and **Pay** against clients, suppliers, subcontractors, staff or workers, with mode Cash / Bank / EasyPaisa / JazzCash / Cheque.
- **Ledgers** list each party with balance; tap to open a running **statement**.
- **Wages due** is calculated from attendance; pay in one tap.
- **Payments** lists all transactions; tap one for details.

> **Same-day edit:** an activity can be edited on the day it is entered. After that date it is **locked** and cannot be changed.

12. Common inventory & categories

Under **More**:

- **Common inventory** — your products (name, unit, category), searchable and usable everywhere.
- **Categories** — Material and Expense categories shared across all contractors; add a new one and everyone can use it. Duplicate names are rejected.

13. Media

The Media tab collects site photos and documents across all your projects. Upload with **+**.

14. Language

The app starts in **English**. Switch to **Urdu** (rendered in Nastaliq) from the More tab — the whole interface and right-to-left layout change immediately.

15. Working offline

Attendance, materials and reports can be recorded without internet; entries sync automatically when the connection returns.

16. Troubleshooting

Problem	Solution
“Wrong number/email or password”	Check your details, or reset via your administrator.
An activity cannot be edited	Activities lock after the day they were entered.
“Check your connection”	Ensure internet is available; saved items sync later.

17. Support

Contact your company's BuildTrack administrator first, then share your phone model, app version and a screenshot.

Email: support@buildtrack.pk • WhatsApp: +92 300 0000000