



## WHAT IS ESTUS?

The University of Alabama Division of Financial Affairs has a unique web-based document management and virtual filing system, called **Estus**. With Estus, we are better able to communicate with our on-campus partners, as well as our stakeholders (General Contractors, Sub Contractors, Architects, Engineers, Consultants, etc.).

The [Construction Public Site](#) does not require a log in and is our main page for current information, such as Shutdowns and Closures, Closeout Meetings, Advertised Bids, Drawing Reviews, Pre-Bid Conferences, Pre-Construction Meetings, and Prequalification Meetings. Also on this page you will find links to our UA Web Site, Project Report, Certified Bid Tabs, CSI Numbering System, DBE Program Policy, Design Guidelines, as well as a "How do I?" section and a Public Forms section, which includes the Builders Risk Policy, Change Order Policy, Direct Deposit Form, General Requirements for Purchase Orders Involving Public Works, Standard Articles of the Owner-Designer Agreement, and forms to request Estus Access. You can access the Public Site by going to *construction-estus.fa.ua.edu*.

Once you (the stakeholder) are actively working on a construction project, you can request access to the **Secured Site** by filling out an [Estus Account Access Form](#) (located on the Public Site, under the Public Forms link). You may forward your completed form to the UA Construction Project Manager, or one of the contacts listed at the bottom of the form. Our Information Technology (IT) Department will then generate your User Name and Password, which will be relayed back to the stakeholder. This will allow you to view Universal Project Documents and Active Projects.

[Universal Project Documents](#) is our document management area and contains Architect and Consultant Agreement Templates, Checklists, Pre-Qualification Forms, Front End Documents, such as Bid Requirements, Contract Requirements, and General Requirements, the UA Construction Procedures Manual, and Electronic Process Instructions for Architects/Engineers and General Contractors. We request that you please pull templates and documents from this site rather than storing them on your computer for later use, as they are subject to be updated/revised at any time without notice.

The [Active Projects](#) section lists hyperlinks to each Project Site you have been granted access to. Since each Construction Project has its own website, once Estus access has been established, you will need to fill out a [Project Site Access Form](#) for any additional/future UA Construction projects you are involved in. This form is also located on the Public Site, under the Public Forms link.

Each **Project Site** is set up as a virtual filing cabinet, with areas for collaborating as well. Each stakeholder is set up with Project Site permissions respective to their role (GC, Sub, AE, Consultant, etc.). Anyone with Project Site access should be able to view the Announcements, Tasks, Project Contacts, Calendar, and Project Uploads. The Project Uploads section is the most common collaborative area. There you will find a folder you can upload to and download from, which is convenient when documents are too large to be emailed. Other areas of the Project Site store Architect Agreements, Front End Documents, Bids and Bid Documents, Closeout Documents, Contractor Documents, Inspections and Test Reports, Meeting Minutes, Observation Memos, etc. There is also a Drawing Review link that Architects are encouraged to upload their drawings to, a Project Accounting link that houses the payment log, and links for Submittals and Submittals in Review that allow the Architect and General Contractor to collaborate.