



Esteshari

Cloud · MEP Document Portal

USER MANUAL

Esteshari User Manual

A complete guide to submitting, reviewing, approving and archiving MEP documents — across projects, organisations and devices.

Version

2.1.0

Product

Esteshari

Platform

Windows Desktop

Publisher

Nexus Solutions

Classification

Confidential

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How to Use This Manual

This manual is written for engineers and project teams who use Esteshari on a daily basis. No previous experience with the software is assumed.

Conventions used

ELEMENT	MEANING
Blue box — Note	Practical guidance, recommended practice or a useful tip.
Amber box — Important	An action that cannot be undone, or a restriction you must respect.
<code><button></code>	An on-screen control you click or tap.
Field name	An input field you type into, or a value you select.
Figure n	A real screenshot of the application, captured on version 2.1.0.

TIP

Read Sections 1 to 3 before you start. Sections 4 to 13 cover every screen in the order they appear in the application, so you can keep the manual open beside the software.

Demonstration data

All screenshots in this manual were captured from a working copy of Esteshari that contains demonstration records — the fictional project *PRJ-2026-001 · Al Nahda Hospital – MEP Works* with documents, decisions and users created for illustration. Your own projects, documents and names will differ; the screens and controls are identical.

Document control

ITEM	DETAIL
Manual	Esteshari User Manual
Version	1.0 (matching software version 2.1.0)
Publisher	Nexus Solutions
Classification	Confidential — restricted distribution

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APPENDICES

A	Decision Codes	A to E with meanings
B	Document Status Lifecycle	Every status explained
C	Glossary of Terms	Definitions
D	Document Record Sheet	Printable summary form
E	Quick Reference Card	One-page workflow

FIGURES

Every figure in this manual is a real screenshot of Esteshari version 2.1.0. Figures are numbered in the order they appear.

Introduction

1.1 Purpose

Esteshari is a cloud-based document control platform built for mechanical, electrical and public-health engineering projects. It replaces the transmitted e-mail threads, spreadsheets and paper registers that are normally used to control technical submittals.

With Esteshari, a contractor submits a drawing, a datasheet or a quantity sheet as a single document record. A consultant reviews that record, attaches a formal decision with comments and reasons, and the outcome is permanently stored against the document. Everything is visible to every authorised member of the project, on every device, immediately.

1.2 Scope

This manual covers the complete daily workflow: creating an account, organising projects and members, submitting documents in every supported type, attaching PDF files, reviewing and issuing decisions, exporting formal approval reports, managing notifications and profile, and keeping the software up to date.

THE APPLICATION HANDLES

- Multi-project organisation with strict data isolation between projects.
- Four account types and four project roles.
- Document types: Submittal, IR, MIR and QSS.
- PDF attachments up to 25 MB, stored with the document record.
- Formal review decisions using the codes A, B, C, D and E.
- Automatic approvals reporting in PDF for both single documents and whole projects.
- Automatic software updates delivered to every installed copy.

1.3 Intended users

USER	TYPICAL USE
Site engineer	Submits drawings, datasheets and requests; attaches PDFs; resubmits after a review.
Quality engineer	Raises Inspection Requests and Material Inspection Requests; attaches supporting PDFs.
Consultant / Reviewer	Reviews the submitted PDF, issues a decision with comments and reasons.
Project manager	Controls the project, its members and roles; exports the approvals register.
Quantity surveyor	Submits and circulates Quantity Survey Sheets.

NOTE

You only need one account. The same account works on the desktop application and in any modern browser, and your projects follow your account automatically.

System Overview

2.1 How Esteshari works

Esteshari is a cloud application. Your account, your projects, your documents, your decisions and your PDF files are stored on a hosted database — not on your computer. When you sign in on a different machine, the same data appears.

LAYER	WHAT IT DOES
Cloud database	Stores accounts, projects, memberships, documents, decisions and history. Every record is protected by access rules enforced by the database itself.
Cloud file store	Stores the PDF files you attach to a document. Files are private and only readable by members of the project they belong to.
Application	The screens you see: dashboard, register, submission, review, export, profile and updates.
Updater	Checks the publisher's server for a newer version and installs it when you approve.

2.2 Roles and permissions

There are two levels of control. Your **account type** is set once when you register. Your **project role** is set for every project you belong to, by the project admin.

ACCOUNT TYPE

ACCOUNT TYPE	MEANING
Consultant	Reviews and approves documents. Can issue review decisions.
Contractor	Submits documents and files. Can create projects.

PROJECT ROLE

PROJECT ROLE	PERMISSIONS INSIDE THAT PROJECT
Admin	Full control: edit project details, delete the project, manage members, submit and review.
Consultant	Review documents and issue decisions. Cannot manage members or edit the project.
Contractor	Submit documents and attach files. Cannot review or issue decisions.

NOTE

A project admin can hold a consultant account type and still submit documents — the two levels are independent.

Data Protection and Isolation

2.3 Project isolation

Every document, file and decision belongs to exactly one project. Esteshari applies isolation at the database level: a member of Project A cannot read a document belonging to Project B, even if that document exists on the same server.

This is enforced by the server, not by the interface. Hiding a menu item on screen is not the mechanism; the database simply does not return the data.

2.4 How documents are identified

Each document has a **Document number** that is unique within its project. When you submit the same document number again, Esteshari treats it as a new revision of that record rather than a duplicate — this is the normal way to resubmit after a review.

ELEMENT	PURPOSE
Document number	0007 QSS-0004 IR-
Revision	The issue of that record. A, B, C and so on.
Document type	Submittal, IR, MIR or QSS. Determines which reference fields are shown.
Discipline	HVAC, Firefighting, Plumbing, Medical Gases, Elevators, MEP Coordination or Other.
Category	The work package the document belongs to — including IR, MIR and QSS.
Status	The current position in the review cycle. See Appendix B.

2.5 Signed PDF files

When you attach a PDF, it is stored in the private file store under a path that begins with the project identity. Access links are generated on demand and expire, so a link pasted into a chat message stops working after a short period.

IMPORTANT

Only PDF files can be attached. The maximum file size is 25 MB. Files larger than this, or in another format, are rejected by the application before any data is uploaded.

Installation and Sign-In

3.1 System requirements

REQUIREMENT	MINIMUM
Operating system	Windows 10 or Windows 11 (64-bit)
Memory	4 GB RAM
Disk space	600 MB free
Display	1280 × 720 or higher; 1366 × 768 recommended
Internet	Required — the application works online only
PDF reader	Any modern browser handles the preview

3.2 Installing the application

1. Locate the file `Esteshari Setup 2.1.0.exe` supplied by your administrator.
2. Right-click the file and choose **Run as administrator** if your organisation requires it.
3. Follow the installer: accept the licence, choose the installation folder, then click **Install**.
4. Wait for the progress bar to finish, then click **Finish**.
5. A shortcut named **Esteshari** is created on your desktop and in the Start menu.

NOTE

2.1.0.exe

Esteshari

3.3 Starting the application

Double-click the **Esteshari** shortcut. The application opens on the sign-in screen, shown in Figure 1.

Installation and Sign-In

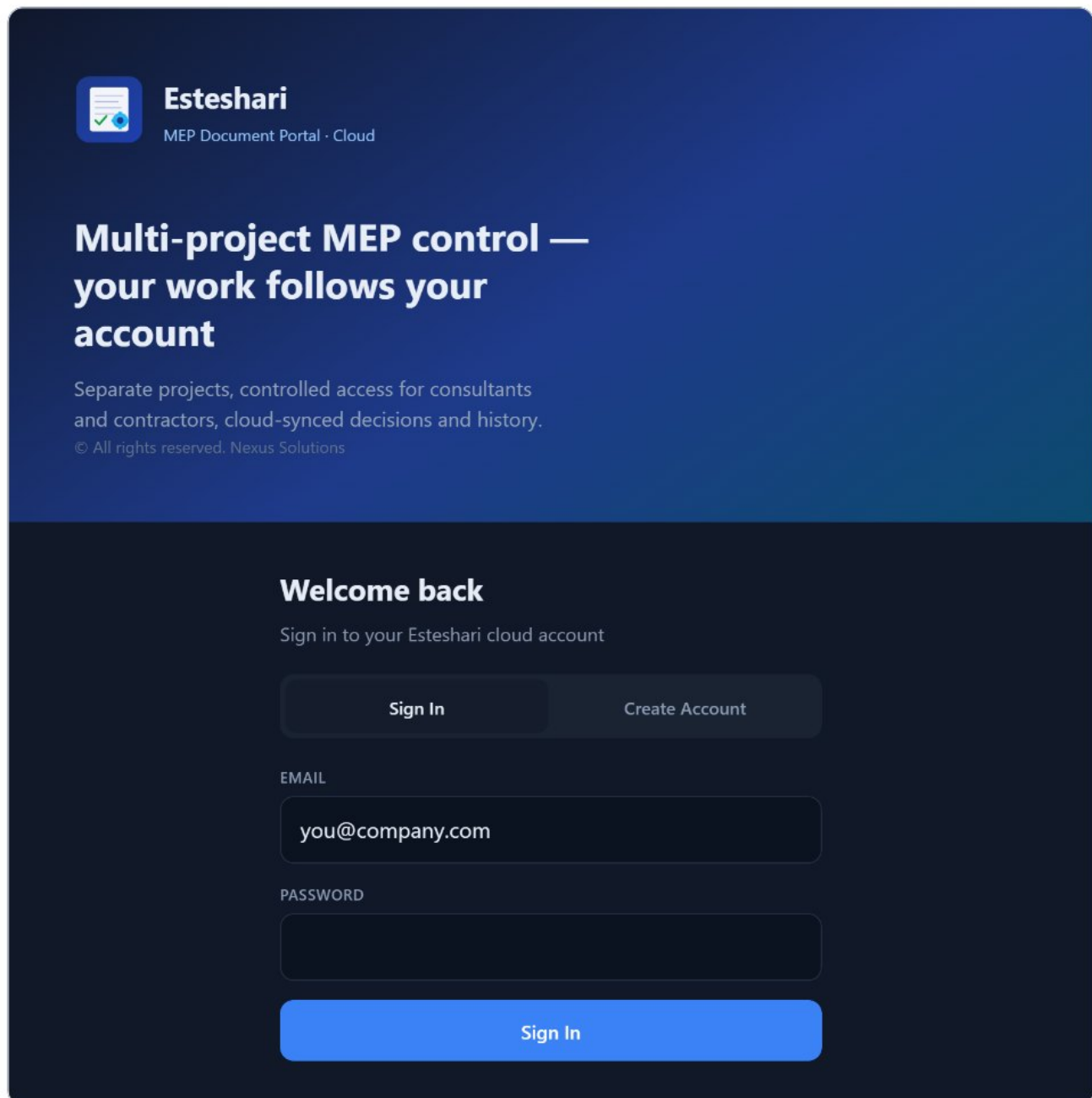
The image shows a sign-in screen for Esteshari. The top section has a dark blue background with the Esteshari logo (a document icon with a checkmark) and the text 'Esteshari' and 'MEP Document Portal · Cloud'. Below this is a large heading 'Multi-project MEP control — your work follows your account' and a subtext 'Separate projects, controlled access for consultants and contractors, cloud-synced decisions and history. © All rights reserved. Nexus Solutions'. The bottom section has a dark grey background with the heading 'Welcome back' and the text 'Sign in to your Esteshari cloud account'. There are two buttons: 'Sign In' and 'Create Account'. Below these are input fields for 'EMAIL' (containing 'you@company.com') and 'PASSWORD'. A large blue 'Sign In' button is at the bottom.

Figure 1 — The sign-in screen, with the product panel on the left and the account form on the right.

Creating an Account and Signing In

3.4 Creating an account

If you do not yet have an account, select the **Create Account** tab at the top of the form.

1. Enter your **full name** exactly as it should appear in the document register.
2. Enter your **e-mail address** — this becomes your user name.
3. Enter a **password** of at least six characters. Use a combination of upper case, lower case, a digit and a symbol for safety.
4. Select your **account type**: Consultant or Contractor.
5. Click **Create Account**.

Creating an Account and Signing In

The screenshot shows the Esteshari MEP Document Portal - Cloud interface. At the top, there's a header with the Esteshari logo and tagline. Below this, a main heading reads 'Multi-project MEP control — your work follows your account', followed by a descriptive paragraph and a copyright notice. The central part of the form is titled 'Create your account' and includes a sub-header 'Register as Consultant or Contractor'. It features two buttons: 'Sign In' and 'Create Account'. Below these are input fields for 'FULL NAME' (containing 'Sara Nasser'), 'EMAIL' (containing 'sara.nasser@contractor.ae'), and 'PASSWORD' (masked with dots). An 'ACCOUNT TYPE' section offers two options: 'Consultant' (with a clipboard icon and the description 'Review & approve') and 'Contractor' (with a crane icon and the description 'Submit documents'). The 'Contractor' option is highlighted with a blue border. At the bottom, a large blue button labeled 'Create Account' is present.

Esteshari
MEP Document Portal · Cloud

Multi-project MEP control — your work follows your account

Separate projects, controlled access for consultants and contractors, cloud-synced decisions and history.
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Create your account

Register as Consultant or Contractor

[Sign In](#) [Create Account](#)

FULL NAME

Sara Nasser

EMAIL

sara.nasser@contractor.ae

PASSWORD

.....

ACCOUNT TYPE

Consultant
Review & approve

Contractor
Submit documents

[Create Account](#)

Figure 2 — The account creation form with the account type selection.

3.5 Signing in

Creating an Account and Signing In

On the **Sign In** tab, enter your e-mail address and your password, then click **Sign In**. If your organisation requires e-mail confirmation, a confirmation link is sent to your mailbox before the first sign-in succeeds; otherwise the application opens immediately.

NOTE

Your sign-in session is remembered. If you close the application and reopen it, you return to the same project you were working on.

3.6 Selecting your first project

Until you belong to a project, the application opens on the Projects screen. Use the **PROJECT** selector in the side panel at any time to switch between projects — the register, the dashboard and every other screen reload for the selected project.

The Dashboard

The dashboard is the home screen. It summarises the current project and gives you direct access to the two most common actions.

Cloud - Project isolation

Dashboard

PRJ-2026-001 – Al Nahda Hospital - MEP Works

2
MY PROJECTS

3
AWAITING

1
UNDER REVIEW

2
APPROVED

2
RESUBMIT

1
REJECTED

+ Submit Document

Projects

Recent documents

DOC NO.	TITLE	REV	STATUS	
MEP-SD-001	HVAC Ducting Shop Drawings - Level 1 to 4	B	Under Review	Open
MEP-MAT-014	Air-Cooled Chiller - Technical Submittal	A	Submitted	Open
IR-0007	Inspection Request - Chilled Water Pipework	A	Submitted	Open
MIR-0021	Material Inspection Request - LV Cables	A	Info Required	Open
QSS-0004	Quantity Survey Sheet - Mechanical Insulation	A	Approved as Noted	Open
MEP-MS-002	Method Statement - Chilled Water Pressure Test	A	Revise & Resubmit	Open
MEP-TDS-031	Technical Data Sheet - Circulating Pumps	B	Approved	Open
MEP-CD-005	MEP Coordination Drawings - Ceiling Void	A	Rejected	Open

 **Esteshari**
Cloud - MEP Portal

PROJECT

PRJ-2026-001 – Al Nahda |

MENU

Dashboard

Projects

Document Register

Sara Nasser
Contractor - contractor

Sign Out

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Check for updates

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Figure 3 — The dashboard showing project statistics and the recent document list.

4.1 Project statistics

The six tiles at the top of the screen count the documents in the currently selected project:

TILE	COUNTS
My Projects	The number of projects you are a member of.
Awaiting	Documents not yet returned by the consultant — status <i>Submitted</i> or <i>Under Review</i> .
Under Review	Documents currently with the consultant.
Approved	Documents with status <i>Approved</i> or <i>Approved as Noted</i> .
Resubmit	Documents needing action from you — <i>Revise & Resubmit</i> or <i>Info Required</i> .
Rejected	Documents rejected by the consultant.

4.2 Recent documents

The table lists the eight most recently updated documents in the project, with document number, title, revision and current status. Click **Open** on any row to open that document.

4.3 Quick actions

Above the table, the buttons available to you depend on your project role:

- **+ Submit Document** — opens the submission screen (Contractor and Admin only).
- **Pending Reviews** — opens the review queue (Consultant and Admin only).
- **Projects** — opens the project list.

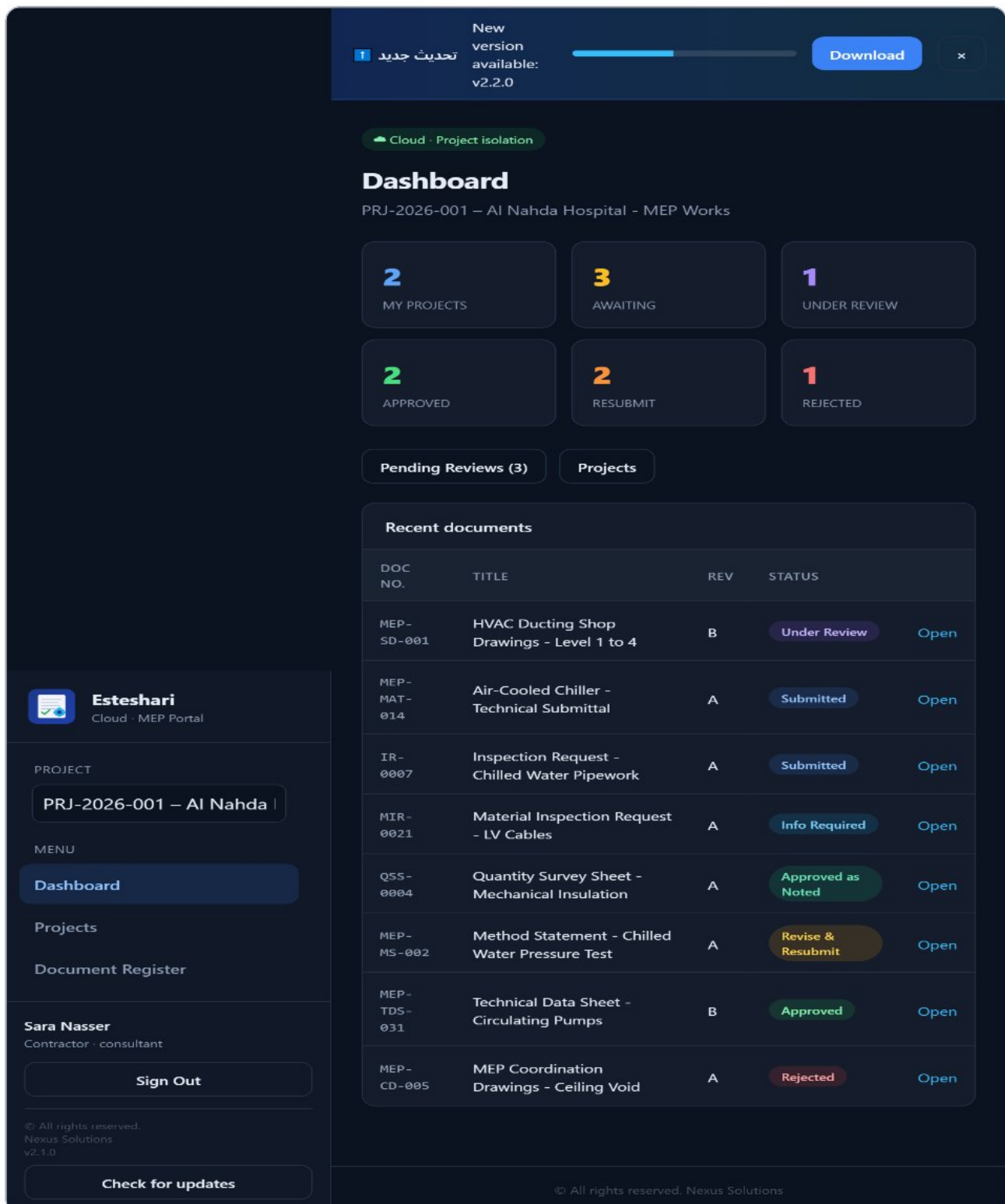


Figure 4 — The dashboard as seen by a consultant, with the Pending Reviews action available.

Projects are the containers that isolate your documents. Every document, file, decision and notification belongs to a project.

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PROJECT

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MENU

Dashboard

Projects

Document Register

Sara Nasser
Contractor · contractor

Sign Out

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Check for updates

Projects

Only members of a project can see its documents. Project admins can edit or delete their projects.

My projects

CODE	NAME	CLIENT	YOUR ROLE
PRJ-2026-001	Al Nahda Hospital - MEP Works	Dubai Health Authority	contractor Open
PRJ-2026-014	Al Falah Tower - Base Build MEP	Al Falah Real Estate	contractor Open

Create new project

PROJECT CODE *

PROJECT NAME *

PRJ-001

Building MEP works

CLIENT

LOCATION

DESCRIPTION

Create Project

Figure 5 — The Projects screen listing all projects you belong to.

5.1 Reading the project list

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Each row shows the project code, the project name, the client, and your own role in that project. The actions on the right depend on that role:

ACTION	AVAILABLE TO	EFFECT
Open	Every member	Makes the project active and returns to the dashboard.
Members	Admin only	Opens the member management screen for that project.
Edit	Admin only	Opens the project editor.
Delete	Admin only	Starts the deletion process for the project.

NOTE

You are always the Admin of a project you create yourself. Other members are added by you or by another Admin.

5.2 Creating a new project

On the Projects screen, complete the **Create new project** form:

- Project code** — a short, permanent reference such as **PRJ-2026-014**. Required.
- Project name** — a descriptive title. Required.
- Client** — the client or employer.
- Location** — the site or city.
- Description** — the scope of the package.
- Click **Create Project**.

The project is created and you become its Admin. The application opens the Members screen so that you can add your team immediately.

Managing Project Members

5.3 The Members screen

Only members of a project can see its documents. To add a colleague, that colleague must already have an Esteshari account.

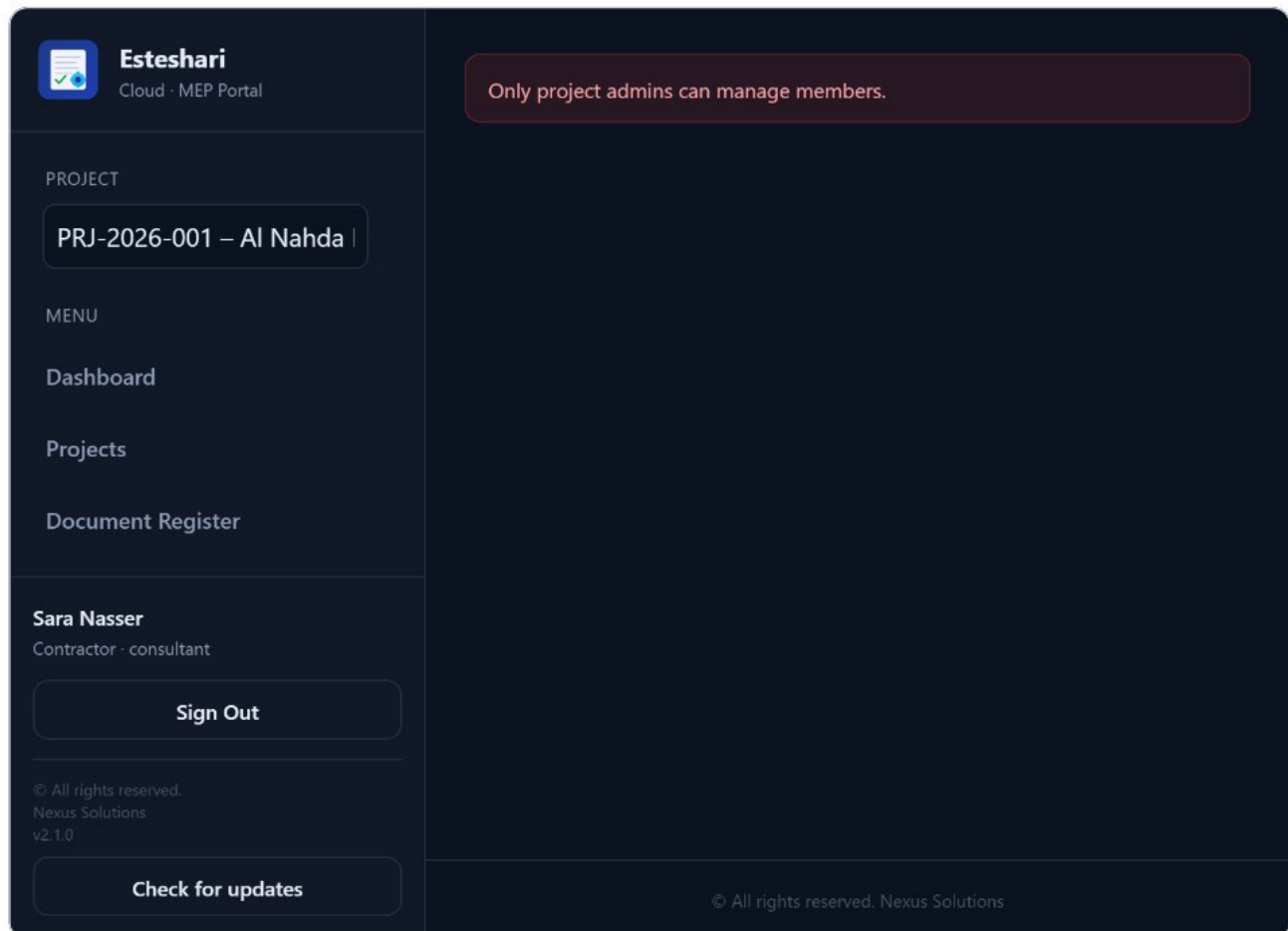


Figure 6 — The Members screen showing current members and the add-member form.

READING THE CURRENT MEMBERS TABLE

Each row shows the member's name, their account type, their project role, and a **Remove** link. You cannot remove yourself; this prevents a project from being left without an admin.

ADDING A MEMBER

1. Open **Members** from the project list.
2. Select the user in the **User** list — the list shows every registered Esteshari account.
3. Select the **Project role**: Consultant, Contractor or Admin.
4. Click **Add Member**.

Managing Project Members

The new member receives a notification and, on their next sign-in, sees the project in their project selector.

REMOVING A MEMBER

Click **Remove** on the member's row and confirm. The member immediately loses access to the project and to all of its documents and files.

IMPORTANT

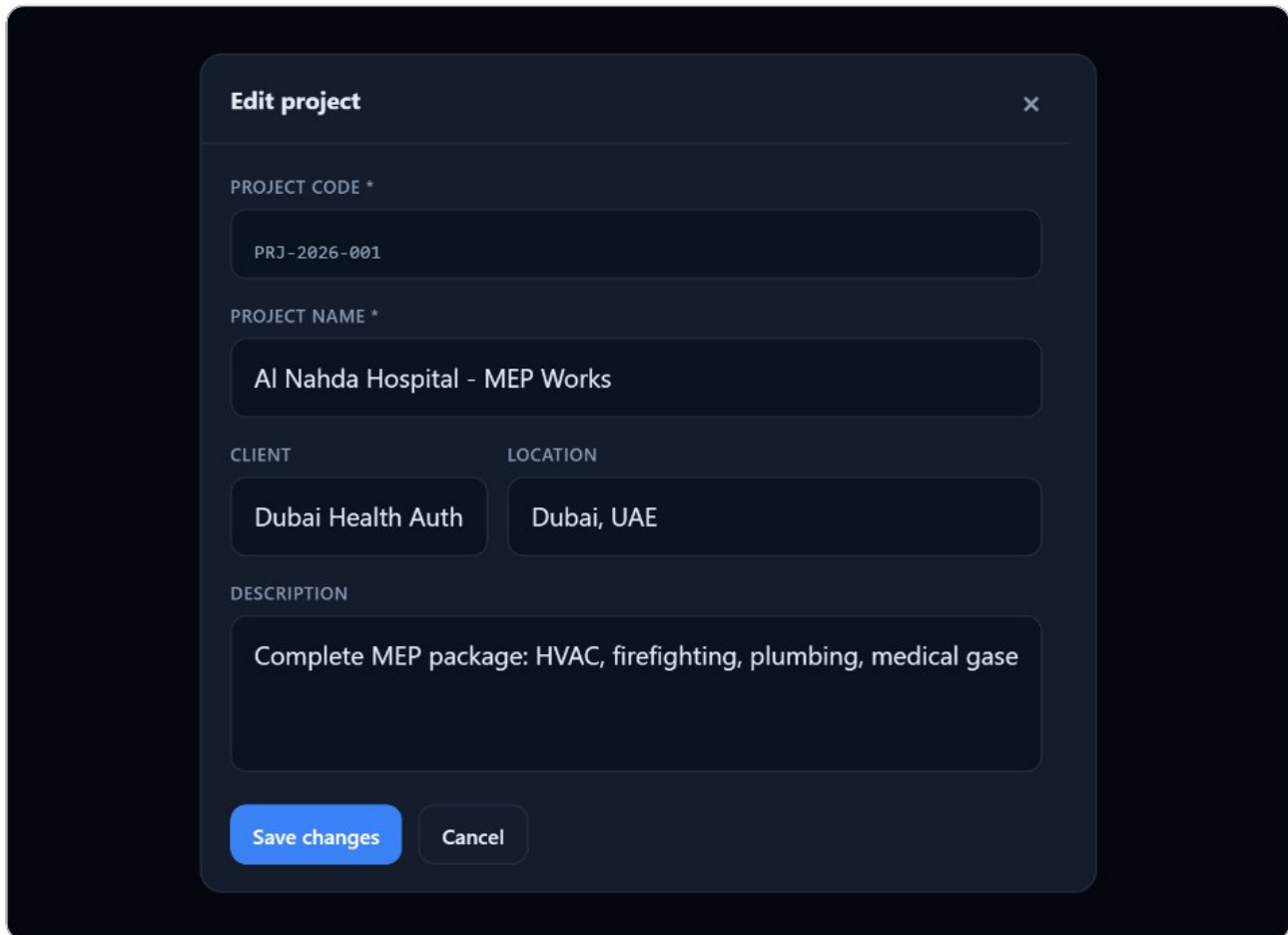
Removing a member never deletes their records. Documents and decisions they submitted or issued remain in the register with their name attached, which preserves the audit trail.

Editing and Deleting a Project

5.4 Editing project details

Project Admins may change any project detail after creation.

1. On the Projects screen, click **Edit** on the project row.
2. Modify the code, name, client, location or description in the dialog that appears.
3. Click **Save changes**.



The image shows a dark-themed 'Edit project' dialog box. It has a title bar with the text 'Edit project' and a close button (X). The dialog contains several input fields: 'PROJECT CODE *' with the value 'PRJ-2026-001', 'PROJECT NAME *' with the value 'Al Nahda Hospital - MEP Works', 'CLIENT' with the value 'Dubai Health Auth', 'LOCATION' with the value 'Dubai, UAE', and 'DESCRIPTION' with the value 'Complete MEP package: HVAC, firefighting, plumbing, medical gase'. At the bottom of the dialog are two buttons: 'Save changes' and 'Cancel'.

Figure 7 — The project editor dialog.

NOTE

The project code is used in report titles and in exported file names. Changing it changes future exports but does not alter historical records.

5.5 Deleting a project

Editing and Deleting a Project

Deletion removes the project and everything inside it, permanently. To protect against mistakes, the application asks you to type the project code.

1. Click **Delete** on the project row.
2. Read the warning in the dialog. It names the project that will be removed.
3. Type the project code exactly as shown.
4. Click **Delete permanently**.

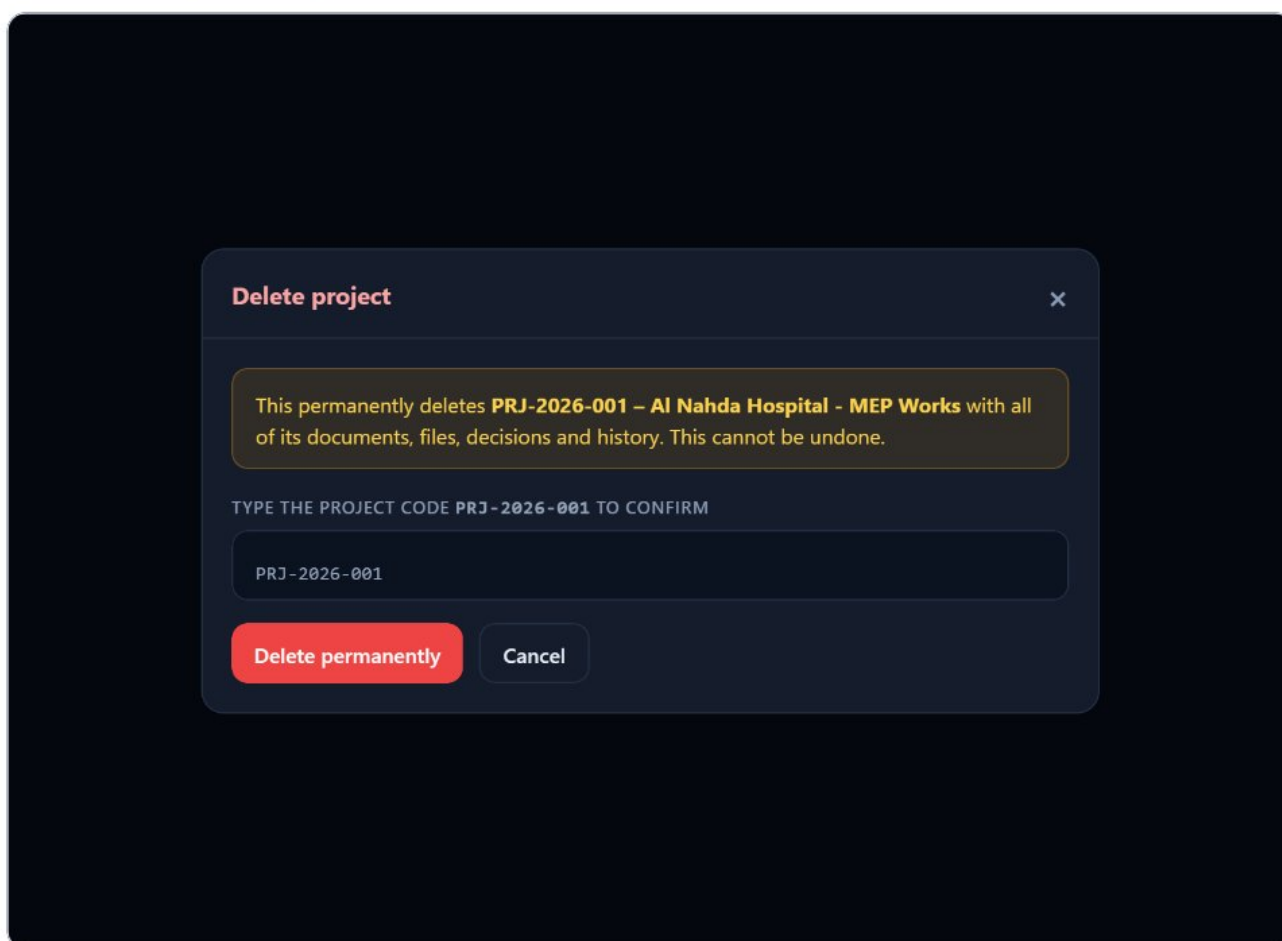


Figure 8 — The deletion dialog, which requires the project code as confirmation.

IMPORTANT

This action is irreversible. Deleting a project removes its documents, its uploaded PDF files, its decisions, its history and its notifications. If the register is still required, export the approvals register first (Section 10).

The Document Register

The Document Register is the complete list of every document submitted in the active project.


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PROJECT
 PRJ-2026-001 – Al Nahda |

MENU
 Dashboard
 Projects
Document Register

Sara Nasser
 Contractor - contractor
 Sign Out

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Document Register

+ New

Export approvals (PDF)

PRJ-2026-001 – Al Nahda Hospital - MEP Works · 8 of 8 documents

Search number, title, file...

All types

All statuses

All disciplines

Clear

TYPE	DOC NO.	TITLE	REV	DISCIPLINE	FILE	STATUS
Submittal	MEP-SD-001	HVAC Ducting Shop Drawings - Level 1 to 4	B	HVAC		Un Re
Submittal	MEP-MAT-014	Air-Cooled Chiller - Technical Submittal	A	HVAC		Su
IR	IR-0007	Inspection Request - Chilled Water Pipework	A	HVAC		Su
MIR	MIR-0021	Material Inspection Request - LV Cables	A	Elevators		In Re
QSS	QSS-0004	Quantity Survey Sheet - Mechanical Insulation	A	HVAC		Ap as
Submittal	MEP-MS-002	Method Statement - Chilled Water Pressure Test	A	Plumbing and Drainage		Re Re
Submittal	MEP-TDS-031	Technical Data Sheet - Circulating Pumps	B	Plumbing and Drainage		Ap
Submittal	MEP-CD-005	MEP Coordination Drawings - Ceiling Void	A	MEP Coordination		Re

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Figure 9 — The Document Register for the selected project.

The Document Register

6.1 Reading the register

COLUMN	MEANING
Type	The document type: Submittal, IR, MIR or QSS.
Doc No.	The unique document number inside the project.
Title	The document title entered by the submitter.
Rev	The current revision.
Discipline	The engineering discipline.
File	A document icon indicates a PDF file is attached. Empty means no file yet.
Status	The current status in the review cycle.

Use **Open** to open a document, and **PDF** where a file is attached to view the attached file directly.

6.2 Creating a new document

The **+ New** button, available to Contractors and Admins, opens the submission screen described in Section 7.

6.3 Exporting the register

The **Export approvals (PDF)** button produces a formal PDF report of the project, containing the document status list, the full decision log and a signature block. See Section 10.

Filtering and Searching the Register

In projects with hundreds of documents, filters let you narrow the register to the records you need.

6.4 The four filters

FILTER	USE IT TO
Search	Find a document number, title, discipline, category or file name. The search is not case sensitive and matches partial words.
All types	Show only one document type — for example every IR.
All statuses	Show only documents in a given status, for example everything still pending.
All disciplines	Restrict the register to a single discipline.

Click **Clear** to remove all filters at once. The caption above the table states how many of the project's documents are currently shown.


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MENU
Dashboard
Projects
Document Register

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Contractor · admin
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New version available: v2.2.0
Download

Document Register + New Export approvals (PDF)

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Search number, title, file...

IR – Inspection Request All statuses

All disciplines Clear

TYPE	DOC NO.	TITLE	REV	DISCIPLINE	FILE	STATUS
IR	IR-0007	Inspection Request - Chilled Water Pipework	A	HVAC		Submitted

Filtering and Searching the Register


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 Contractor · admin
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New version available: v2.2.0
 Download

Document Register

+ New

Export approvals (PDF)

PRJ-2026-001 – Al Nahda Hospital - MEP Works · 1 of 8 documents

Chiller

All types

All statuses

All disciplines

Clear

TYPE	DOC NO.	TITLE	REV	DISCIPLINE	FILE	STATUS
Submittal	MEP-MAT-014	Air-Cooled Chiller - Technical Submittal	A	HVAC		Submitte

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Figure 11 — The register filtered by a free-text search on the word "Chiller".

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Submitting a Document

Submission is the act of registering a new technical document — or a new revision of an existing one — into the project register.

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Submit Document

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DOCUMENT TYPE *
Submittal

DISCIPLINE *
Select

CATEGORY *
Select

DOCUMENT NUMBER *

REVISION *
A

FILE NAME
auto from the PI

TITLE *

DESCRIPTION

NOTES

ATTACH PDF (TECHNICAL SHEETS / DRAWINGS) — OPTIONAL, MAX 25 MB

Submit Document

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Submitting a Document

Figure 13 — The Submit Document screen with the Submittal type selected.

7.1 Filling in the submission form

1. **Document type** — choose Submittal, IR, MIR or QSS. The choice controls which extra fields appear.
2. **Discipline** — required. Select from the seven disciplines.
3. **Category** — required. The list contains the standard work packages plus the three special types.
4. **Document Number** — required. Must be unique inside the project.
5. **Revision** — defaults to A. Change it when resubmitting.
6. **File name** — optional. If you attach a PDF, the file name is taken from the attached file automatically.
7. **Title** — required.
8. **Description** — the scope of the document, so the reviewer understands it without opening the file.
9. **Notes** — coordination remarks, cross-references or instructions to the reviewer.
10. **Attach PDF** — optional. Choose the technical file, see Section 7.5.
11. Click **Submit Document**.

NOTE

If the document number already exists in the project, submitting it again records a new revision of that record and resets its status to Submitted. This is the correct way to resubmit after a review.

7.2 What happens when you submit

Esteshari stores the record and its first revision in the history, writes the PDF file to the private store, and sends a notification to every Admin and Consultant of the project. The status of a new document is always **Submitted**.

Document Types: IR, MIR and QSS

7.3 Inspection Request (IR)

An Inspection Request is raised when an activity must be inspected before it is covered up. Select type **IR**; the reference fields below appear automatically.

Document Types: IR, MIR and QSS

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PROJECT
PRJ-2026-001 – AI Nahda |

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Contractor · contractor
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Submit Document

PRJ-2026-001 – AI Nahda Hospital - MEP Works

DOCUMENT TYPE *
Submittal

DISCIPLINE *
Select

CATEGORY *
Select

DOCUMENT NUMBER *

REVISION *
A

FILE NAME
auto from the PI

TITLE *

DESCRIPTION

NOTES

ATTACH PDF (TECHNICAL SHEETS / DRAWINGS) — OPTIONAL, MAX 25 MB

Submit Document

Figure 14 — The submission form with the IR type selected and its reference fields visible.

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Document Types: IR, MIR and QSS

FIELD	ENTER
Reference / Transmittal no.	Your internal transmittal reference, for example <code>TRX-1201</code> .
Requested by	The engineer or party requesting the inspection.
Priority	Normal, High or Urgent.

7.4 Material Inspection Request (MIR)

A MIR covers the inspection of manufactured or delivered materials before installation — cable drums, pumps, valves, chillers. Use the same three reference fields as an IR.

7.5 Quantity Survey Sheet (QSS)

A QSS carries measured quantities for valuation. It follows the standard review cycle like any other document, and its approval is exported into the approvals register together with every other approval.

NOTE

– Quantity Survey Sheet type.

QSS

7.6 Attaching a PDF file

Click the file field, choose a PDF from your computer, and the file name and size appear immediately beneath the form. The same form accepts plain technical sheets and large drawing sets.

Document Types: IR, MIR and QSS

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Submit Document

PRJ-2026-001 – AI Nahda Hospital - MEP Works

DOCUMENT TYPE *
Submittal

DISCIPLINE *
Select

CATEGORY *
Select

DOCUMENT NUMBER *

REVISION *
A

FILE NAME
auto from the PI

TITLE *

DESCRIPTION

NOTES

ATTACH PDF (TECHNICAL SHEETS / DRAWINGS) — OPTIONAL, MAX 25 MB

Submit Document

Figure 15 — A PDF file selected for upload, showing its name and size.

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Document Types: IR, MIR and QSS

IMPORTANT

Only PDF files are accepted, up to 25 MB. If you need to attach a larger drawing set, split it into volumes below the limit and submit each volume as its own document.

Reviewing a Document

Reviewing is done by Consultants and Admins. It closes a submission with a formal decision that is stored against the document forever.



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Register

MEP_SD_001 · Rev B

HVAC Ducting Shop Drawings - Level 1 to 4

Under Review

Submittal

Export approval sheet (PDF)

Delete document

DISCIPLINE

HVAC

CONTRACTOR

Sara Nasser

DESCRIPTION

Duct routing, hangers and air devices for levels 1-4.

NOTES

Coordinated with ceiling void drawing MEP-CID-005.

CATEGORY

Shop Drawings

SUBMITTED

2 Aug 2026, 10:15

Attached file

MEP-SD-001_RevB.pdf

PDF · 2773 KB

Open

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Issue Review Decision

DECISION *

A - APPROVED

B - APPROVED AS NOTED

C - REVISE & RESUBMIT

D - REJECTED

E - ADDITIONAL INFORMATION REQUIRED

COMMENTS

Issue Decision

Decisions

Additional Information Required (E)

9 Aug 2026, 12:40

Provide pressure drop calculation per branch and confirm diffuser counts against the airflow schedule.

Reasons: Missing hydraulic calculation and acoustic data.

Lina Haddad · RR-MEP-SD-001-B-MAX2KQ

History

Rev A · Submitted · 2 Aug 2026, 10:15

Rev A · Rejected · 4 Aug 2026, 12:00

Rev B · Submitted · 7 Aug 2026, 12:20

Rev B · Info Required · 9 Aug 2026, 12:40

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Reviewing a Document

Figure 7 — A document open for review, with the decision panel, the attached file, the decisions and the revision history.

8.1 Understanding the document view

AREA	CONTENT
Header	Document number, revision, title, current status and document type.
Summary	Discipline, category, submitter, submission date, description, notes, and — for IR, MIR and QSS — the reference, requester and priority.
Attached file	The PDF, with Open , Download and, for contractors, a field to attach or replace a file.
Decision panel	The decision choices, comments and reasons. Visible only while the document is pending.
Decisions	Every decision previously issued on this document.
History	The chronological revision and status history.

8.2 Issuing a decision

1. Open the document from the register or the review queue.
2. Read the description and open the attached PDF.
3. Select one of the five decisions, A to E. See Appendix A.
4. Write the **Comments** — visible to the contractor.
5. For decisions C, D and E, write the **Reasons**. This field is mandatory for those codes.
6. Click **Issue Decision**.
7. The application asks you to confirm. Click the button a second time to confirm.

Reviewing a Document

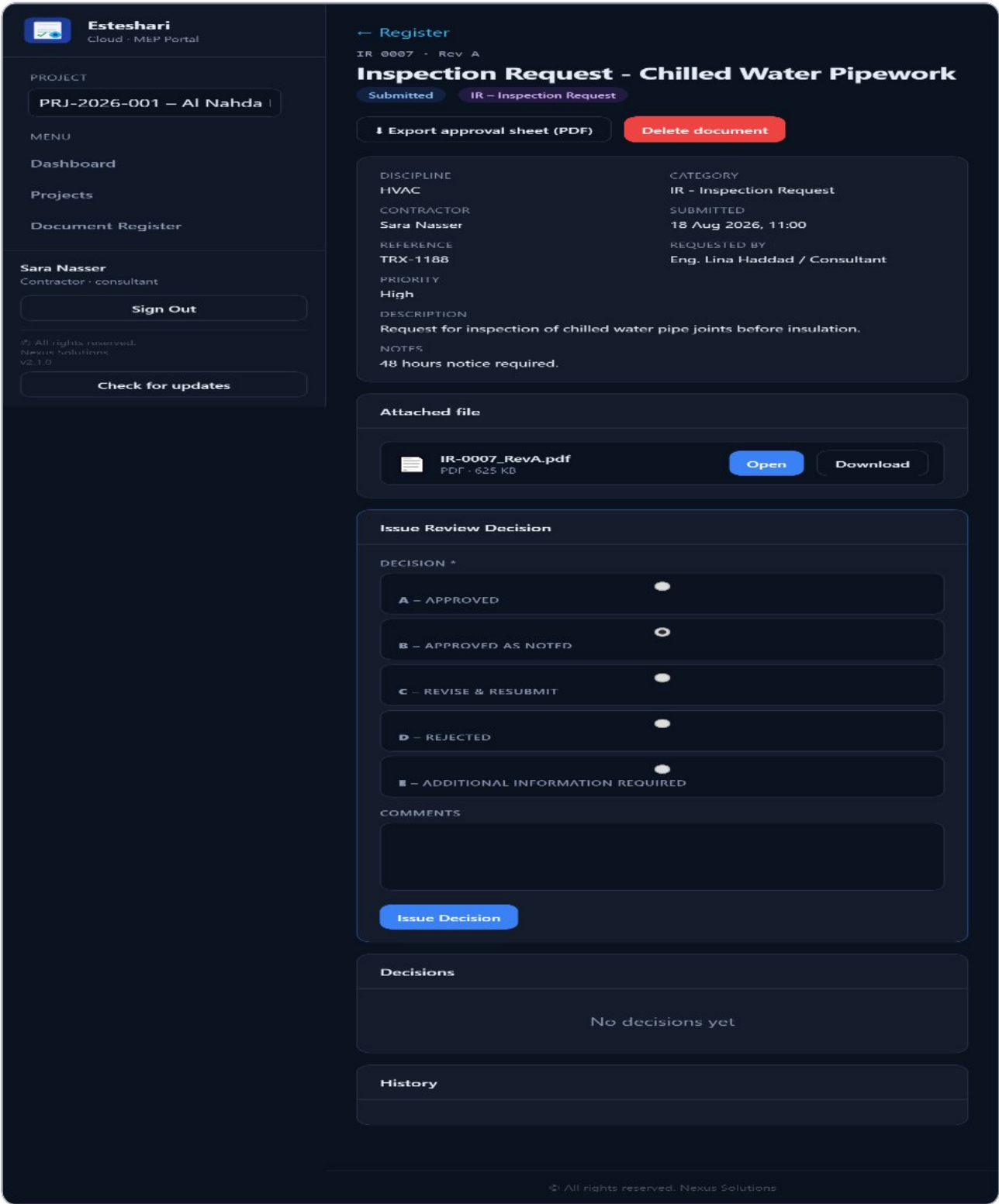


Figure 8 — The decision panel with decision B selected.

Decision Codes and Confirmation

8.3 The five decisions

CODE	DECISION	RESULTING STATUS
A	Approved	Approved
B	Approved as Noted	Approved as Noted
C	Revise & Resubmit	Revise & Resubmit
D	Rejected	Rejected
E	Additional Information Required	Info Required

8.4 The confirmation step

Because a decision cannot be withdrawn, the first click on **Issue Decision** only arms the button. The message *Click again to confirm* appears and the button turns red. A second click records the decision.

Decision Codes and Confirmation

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← Register
IR 0007 · Rev A

IR 0007 · Rev A

SubmittedIR – Inspection Request

Export approval sheet (PDF)Delete document

DISCIPLINE
HVAC

CONTRACTOR
Sara Nasser

REFERENCE
TRX-1188

PRIORITY
High

DESCRIPTION
Request for inspection of chilled water pipe joints before insulation.

NOTES
48 hours notice required.

CATEGORY
IR – Inspection Request

SUBMITTED
18 Aug 2026, 11:00

REQUESTED BY
Eng. Lina Haddad / Consultant

Attached file
IR-0007_RevA.pdf
PDF · 625 KB
OpenDownload

Issue Review Decision
DECISION *
A – APPROVED
B – APPROVED AS NOTED
C – REVISE & RESUBMIT
D – REJECTED
E – ADDITIONAL INFORMATION REQUIRED
COMMENTS
Issue Decision

Decisions
No decisions yet

History

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Figure 9 — Decision C selected, which makes the Reasons field mandatory.

Decision Codes and Confirmation

NOTE

Selecting decision C, D or E reveals the Reasons field immediately, so you cannot accidentally issue the decision without stating why.

8.5 Reading the decisions and history

Every decision is listed with its code, date, comments, reasons, the reviewer's name and a unique report reference such as `RR-MEP-SD-001-B-M8X2KQ`. The history block below shows how the document moved through the cycle, revision by revision — including any earlier rejection.

Decision Codes and Confirmation



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MEP-CD-005 · Rev A

MEP Coordination Drawings - Ceiling Void

Rejected

Submittal

↓ Export approval sheet (PDF)

DISCIPLINE

MEP Coordination

CATEGORY

Coordination Drawings

CONTRACTOR

Youssef Rahal

SUBMITTED

5 Sept 2026, 11:25

DESCRIPTION

Clash-free coordination of all services in the ceiling void.

Attached file



MEP-CD-005_RevA.pdf

PDF · 5078 KB

Open

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Decisions

Rejected (D)

10 Sept 2026, 16:50

Drawing does not reflect the latest architectural reflected ceiling plan.

Reasons: Clash with structural beam grid missing; RCP revision not updated.

Lina Haddad · RR-MEP-CD-005-A-H6T1VC

History

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Figure 10 — The decision history and revision history of a rejected document.

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Resubmission After a Review

8.6 When a document is returned to you

When the consultant issues C, D or E, the document appears in your register with the status *Revise & Resubmit* or *Info Required*. A notification arrives in your list as well.

Resubmission After a Review

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QSS-0004 · Rev A

Quantity Survey Sheet - Mechanical Insulation

Approved as Noted · QSS – Quantity Survey Sheet

Export approval sheet (PDF) · Delete document

DISCIPLINE	CATEGORY
HVAC	QSS - Quantity Survey Sheet
CONTRACTOR	SUBMITTED
Sara Nasser	22 Aug 2026, 12:45
REFERENCE	REQUESTED BY
IPC-0093	QS Department
PRIORITY	
Urgent	
DESCRIPTION	
Measured quantities of duct insulation, 12,400 m2, for interim payment certificate.	

Attached file

 QSS-0004_RevA.pdf
PDF · 1094 KB

Open

Download

Decisions

Approved as Noted (B)

27 Aug 2026, 13:30

Approved as noted. Correct item 4 rate and resubmit the final sheet.

Lina Haddad · RR-QSS-0004-A-K3P7ZT

History

Rev A · Submitted · 22 Aug 2026, 12:45

Rev A · Approved as Noted · 27 Aug 2026, 13:30

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Figure 11 — An approved document, shown with its signed decision and no pending decision panel.

RESUBMITTING

Resubmission After a Review

1. Open the returned document.
2. Click **Resubmit**. The submission screen opens with the document number pre-filled.
3. Increase the **Revision** to the next letter.
4. Attach the corrected PDF and update the description and notes.
5. Click **Submit Document**.

NOTE

Always increase the revision letter. Keeping the same letter hides the fact that the file changed and confuses the reviewer.

8.7 Deleting a document

The submitter of a document and any Admin may delete it, which also removes the attached file, the decisions and the history. Click **Delete document** on the document screen and confirm.

IMPORTANT

Deletion is permanent and applies to the whole record. If the document was already approved and is required for the record, export the approvals register instead.

Pending Reviews

The Pending Reviews queue exists for Consultants and Admins. It lists only the documents waiting for a decision.

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Pending Reviews

3 in current project

DOC NO.	TITLE	REV	STATUS
MEP-SD-001	HVAC Ducting Shop Drawings - Level 1 to 4	B	Under Review Review
MEP-MAT-014	Air-Cooled Chiller - Technical Submittal	A	Submitted Review
IR-0007	Inspection Request - Chilled Water Pipework	A	Submitted Review

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Figure 12 — The Pending Reviews queue.

9.1 Using the queue

The table lists every document in the project with status *Submitted* or *Under Review*, most recently updated first. The number of items is shown above the table.

1. Click **Review** on a row to open the document.
2. Issue the decision as described in Section 8.
3. Return to the queue — the reviewed document disappears from the list.

Pending Reviews


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New version available: v2.2.0
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Pending Reviews

3 in current project

DOC NO.	TITLE	REV	STATUS
MEP-SD-001	HVAC Ducting Shop Drawings - Level 1 to 4	B	Under Review Review
MEP-MAT-014	Air-Cooled Chiller - Technical Submittal	A	Submitted Review
IR-0007	Inspection Request - Chilled Water Pipework	A	Submitted Review

Figure 13 — The queue after filtering, showing only documents still awaiting review.

NOTE

Work the queue from the top: the list is ordered by the most recent update, so the documents that reached you last appear first.

Exporting PDF Reports

Esteshari produces two formal PDF outputs. Both are print-ready and carry a signature block.

10.1 Approval sheet for a single document

Use the **Export approval sheet (PDF)** button at the top of any document screen. The report contains:

- Project name, code and client.
- Document number, revision, title, type, discipline, category, submitter, submission date, file name and current status.
- The description of the document.
- The complete decision history — date, code, decision, comments, reasons, reviewer and report reference.
- A signature block for the consultant, the contractor and the date.

10.2 Approvals register for a project

Use the **Export approvals (PDF)** button on the Document Register. The report contains:

- A project summary: code, name and client.
- Counts of approved, pending, revise/info required and rejected documents.
- The full document status list: type, number, title, discipline, revision, status, submitter, submission date and report reference.
- The complete decision log across the project.
- A signature block.

NOTE

Export the approvals register before deleting a project or before the end of an interim period. It is the official record you send to your client.

10.3 Saving the file

In the desktop application, a standard Save dialog appears. In a browser, the PDF is downloaded directly. The proposed file name follows the pattern `Esteshari_Approvals_PRJ-2026-001.pdf` for a project register and `Esteshari_Approval_<document>_Rev<revision>.pdf` for a single document.

Notifications tell you that something in a project changed without you having to look for it.

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Notifications

Decision: Additional Information Required - MEP-SD-001
Rev B by Lina Haddad
9 Aug 2026, 12:40 · [Open](#)

New submission: MEP-MAT-014
Air-Cooled Chiller - Technical Submittal | Rev A by Youssef Rahal
14 Aug 2026, 13:05 · [Open](#)

Decision: Approved as Noted - QSS-0004
Rev A by Lina Haddad
27 Aug 2026, 13:30 · [Open](#)

Decision: Rejected - MEP-CD-005
Rev A by Lina Haddad
10 Sept 2026, 16:50 · [Open](#)

Added to project PRJ-2026-014
You were added to a project on Esteshari.
12 Mar 2026, 08:05

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Figure 14 — The notifications list, with the newest entries first.

11.1 What generates a notification

- A new document was submitted in your project.
- A decision was issued on a document you submitted.
- You were added to a project.

11.2 Reading notifications

Notifications

Unread notifications are highlighted. Each entry shows the title, the body and the time. Where a notification refers to a document, an **Open** link takes you directly to it.

11.3 Clearing the badge

Opening the Notifications screen marks every notification as read and the red badge on the side panel disappears. Notifications are never deleted automatically.

My Profile

Any engineer may maintain their own account details, at any time, from any device.


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My Profile

Update your name, e-mail address and password. Changes apply on every device.

Account

FULL NAME *
 Sara Nasser

E-MAIL ADDRESS *
 sara.nasser@contractor.ae

ACCOUNT TYPE
 Contractor – submit documents

Save profile

Change password

CURRENT PASSWORD

NEW PASSWORD

Min 6 characters

CONFIRM NEW PASSWORD

Update password

Application

VERSION
 2.1.0

DESKTOP BUILD
 —

Check for updates

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Figure 15 — The My Profile screen with the account, password and application sections.

My Profile

12.1 Changing your name and account type

1. Open **My Profile** in the side panel.
2. Edit **Full name** and, if required, your account type.
3. Click **Save profile**.

The new name appears immediately throughout the application and in every new document you submit.

12.2 Changing your e-mail address

Enter the new address in **E-mail address** and click **Save profile**. Esteshari asks the authentication service to change the address. If e-mail confirmation is enabled for your account, a confirmation link is sent to the new mailbox before the change takes effect.

12.3 Changing your password



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Check for updates

My Profile

Update your name, e-mail address and password. Changes apply on every device.

Account

FULL NAME *

Sara Nasser

E-MAIL ADDRESS *

sara.nasser@contractor.ae

ACCOUNT TYPE

Contractor – submit documents

Save profile

Change password

CURRENT PASSWORD

NEW PASSWORD

Min 6 characters

CONFIRM NEW PASSWORD

Update password

Application

VERSION

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DESKTOP BUILD

—

Check for updates

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Figure 16 — The password section with a strong password entered.

My Profile

1. Enter your `Current password`.
2. Enter a new password of at least six characters. The bar underneath shows its strength.
3. Repeat it in `Confirm new password`.
4. Click **Update password**.

NOTE

Changing your password signs you in again with the new credentials — record it safely. Your documents and projects are unaffected.

Automatic Updates

The desktop application keeps itself current. When the publisher releases a new version, you are told — you are never updated without your approval.

13.1 How you are informed

A banner appears at the top of the application window. It can say one of three things:

- **A new version is available** — with a button to download it.
- **Downloading...** — with a progress bar.
- **The update is ready — restart to install** — with a button to restart.

13.2 Installing an update

1. When the banner says a new version is available, click the button on its right.
2. The update downloads; the banner shows a progress bar.
3. When it is ready, click the button again. The application closes and reopens with the new version.
4. Your projects, documents and sign-in are untouched.

Automatic Updates

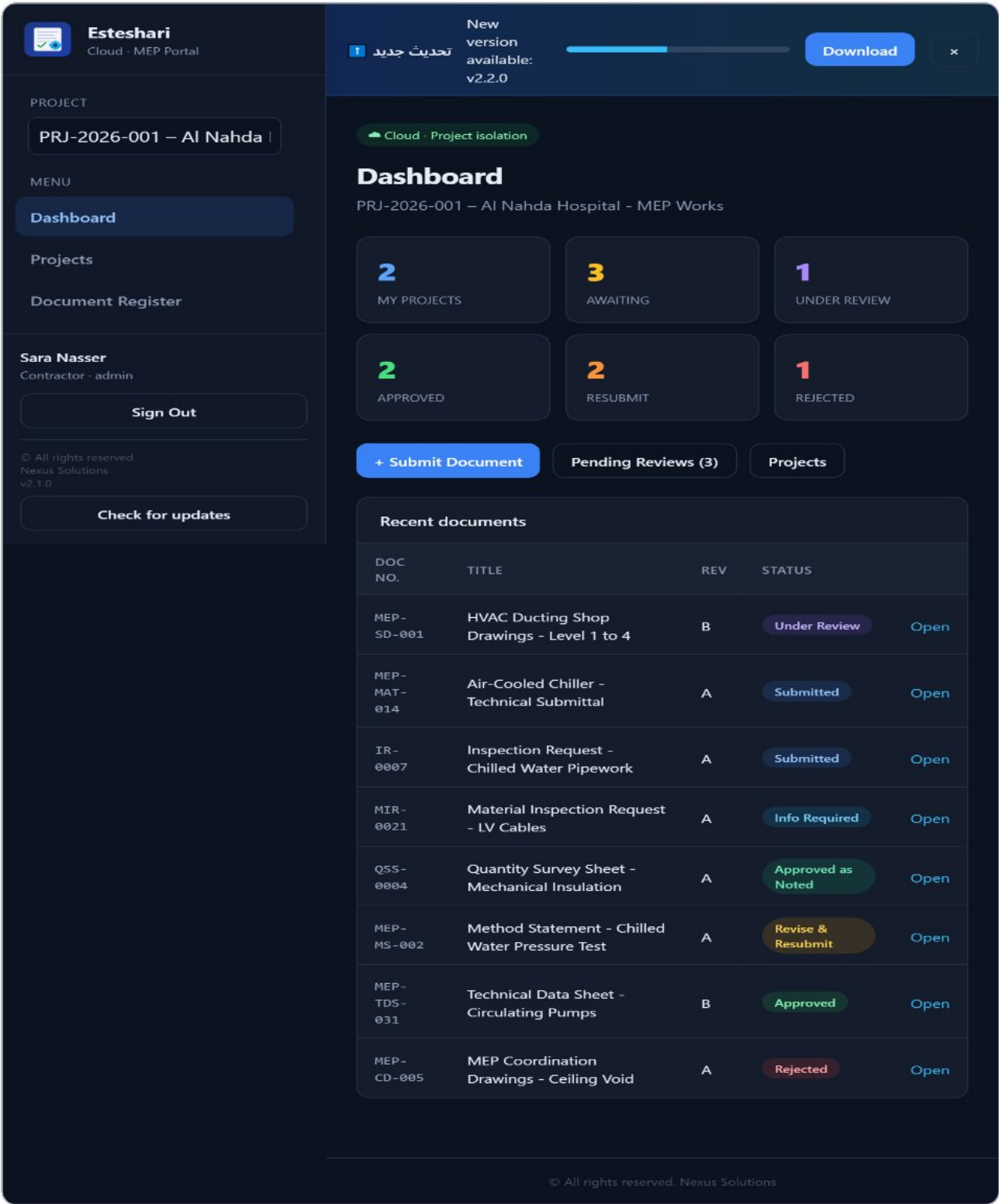


Figure 17 — The update banner announcing a new version with the progress bar.

13.3 Checking manually

Automatic Updates

At any time, open **My Profile** and click **Check for updates**. A message confirms either that you are on the latest version or that a new one is available. The current version is shown in the side panel and in the profile screen.

NOTE

Updates are delivered from the publisher's release server. If you see an error message, the application cannot reach that server — check your internet connection and try again later.

Troubleshooting

14.1 Sign-in problems

SYMPTOM	CAUSE AND REMEDY
Invalid login credentials	E-mail or password incorrect. Check for a typing error and CAPS LOCK. If it persists, reset your password from My Profile after signing in on another device, or contact your administrator.
Account created but I cannot sign in	E-mail confirmation may be enabled. Open your mailbox, follow the confirmation link, then sign in.
Nothing happens when I click Sign In	You are offline. Check your internet connection.

14.2 Document problems

SYMPTOM	CAUSE AND REMEDY
The document number is rejected as a duplicate	That number exists in the project. Use a unique number, or submit the same number again to create a new revision of the existing record.
My PDF will not attach	Only PDF files up to 25 MB are accepted. Check the file extension and size, then split a large file into volumes.
I cannot see the decision panel	Either your role in the project is Contractor, or the document already carries a decision. Contact the project Admin for a role change.
I cannot see a document	You are not a member of that project. Ask the project Admin to add you.

14.3 Export and update problems

SYMPTOM	CAUSE AND REMEDY
The export produced an empty file	Your browser blocked the download. Allow pop-ups for the application and export again.
The update check reports an error	The release server is unreachable. Retry later; the application continues to work normally.
The banner does not appear	You are already on the latest version.

NOTE

If an error message appears in red on a screen, it is displayed exactly as reported by the server. Copy it into your support request so that it can be traced quickly.

Keyboard, Mouse and Accessibility

15.1 Navigation

CONTROL	EFFECT
Tab	Move to the next field, link or button.
Shift + Tab	Move to the previous one.
Enter	Activate the focused button. On the sign-in and submission forms this submits them.
Esc	Close an open dialog.
Ctrl + P	Open your browser or system print dialog for the current screen.

15.2 Mouse actions

Every action in Esteshari is a single left-click. There are no drag-and-drop operations and no right-click menus, which keeps the interface consistent across the desktop application and the browser.

15.3 Layout and readability

The interface adapts to the width of the window. On narrow windows — or on a tablet — the side panel collapses behind the ☰ button at the top and slides over the content. Tables scroll horizontally instead of shrinking their text.

15.4 Reducing effort

- Use the PROJECT selector rather than the project list when switching frequently.
- Use the register filters to work on a subset of documents, then export that register.
- Use **Export approval sheet** as a formal record instead of printing the screen.

16.1 Asking for help

When you report a problem, include the following. It allows the issue to be traced immediately:

- The exact text of any red error message on the screen.
- The document number and project code involved.
- What you did immediately before the problem appeared.
- The version shown in the side panel of the application.

16.2 Information that is never required

Esteshari support staff will never ask for your password. Do not send it to anyone.

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Version 2.1.0

16.3 Document ends

This concludes the Esteshari User Manual, version 1.0. The appendices that follow are intended for printing and desk reference.

Decision Codes

A quick reference for the five decisions available to a reviewer.

CODE	LABEL	RESULTING STATUS	REASONS REQUIRED
A	Approved	Approved	No
B	Approved as Noted	Approved as Noted	No
C	Revise & Resubmit	Revise & Resubmit	Yes
D	Rejected	Rejected	Yes
E	Additional Information Required	Info Required	Yes

Every decision is stored with a unique report reference of the form `RR-<document>-<revision>-<token>`, which appears on the document screen and in both PDF exports. Use this reference in any correspondence with the contractor.

NOTE

Comments are always visible to the contractor. Reasons are mandatory for C, D and E and explain why the document cannot be accepted as submitted.

Document Status Lifecycle

Every document moves through the following states.

STATUS	MEANING
Submitted	The document has been submitted and is waiting for the consultant to open it.
Under Review	The consultant has opened and reviewed the document. Used to show that action is in progress.
Approved	Accepted without change.
Approved as Noted	Accepted subject to the comments issued with the decision.
Revise & Resubmit	Returned for correction. A new revision must be submitted.
Rejected	Not accepted. A new revision must be submitted with the reasons addressed.
Info Required	Waiting for further information or documents from the submitter.

TYPICAL CYCLE

Submitted → **Under Review** → **Approved**, or **Submitted** → **Revise & Resubmit** → **Submitted (new revision)** → **Approved**.

Submitting the same document number again always returns the status to Submitted and adds a line to the revision history.

NOTE

A document with any status can be resubmitted. If you resubmit an approved document, its status returns to Submitted and the previous decision remains in the decision list as an historical record.

Glossary of Terms

TERM	DEFINITION
Admin	The project role with full control of a project, its members, its documents and its deletion.
Approvals register	The PDF report listing every document and every decision in a project.
Category	The work package a document belongs to, chosen from a list that includes IR, MIR and QSS.
Consultant	An account type that reviews documents and issues decisions.
Contractor	An account type that submits documents and files.
Decision	The formal outcome of a review, recorded with a code from A to E, comments, reasons and a report reference.
Discipline	The engineering trade of a document: HVAC, Firefighting, Plumbing, Medical Gases, Elevators, MEP Coordination or Other.
Document number	The unique identifier of a document record inside a project.
IR	Inspection Request — a request to inspect work before it is covered up.
MIR	Material Inspection Request — a request to inspect manufactured or delivered materials before installation.
Project	The container that isolates documents, files, members and decisions.
QSS	Quantity Survey Sheet — a sheet of measured quantities used for valuation.
Report reference	The unique reference issued with every decision, of the form RR-... .
Revision	The issue letter of a document record: A, B, C and so on.
Submittal	Any document submitted for review. Also the name of the default document type.

Document Record Sheet

A printable summary of a document, for use in site files where a paper record is retained alongside Esteshari.

Project code	
Project name	
Document number	
Revision	
Type	Submittal / IR / MIR / QSS
Discipline	
Category	
Title	
Submitted by	
Date submitted	
File name / size	
Decision (A-E)	
Report reference	
Reviewer / date	
Notes	

Quick Reference Card

The whole workflow on one page.

As a contractor

1. Select your project in the **PROJECT** selector.
2. Choose **Submit Document**.
3. Pick the type — Submittal, IR, MIR or QSS — then discipline and category.
4. Enter the document number and title; attach the PDF.
5. Click **Submit Document**.
6. Watch the Notifications badge for the decision.
7. If returned: **Resubmit** with a higher revision and a new file.

As a consultant

1. Open **Pending Reviews**.
2. Open the document and read the PDF.
3. Select a decision A–E, write comments and, for C/D/E, the reasons.
4. Click **Issue Decision** twice to confirm.

As an admin

1. Create the project and add members.
2. Edit project details as the scope changes.
3. Export the approvals register before any deletion.

REMEMBER

One document number equals one record. Increase the revision letter each time you resubmit, and never delete an approved document before exporting its approval sheet.

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