

# Transcript: Checking Engineering File Status

Welcome to Halton Regions engineering review service for online file creation and submission uploads. In this video we are going to demonstrate how you can check your Engineering File status.

The first thing you need to do, is login with your account information. Once logged in there are two tiles, one to start a new engineering file and one to view the status of the file or upload additional documents.

At the top of each column are the status types, they are Submitted, In Review, Waiting on Customer and Closed.

Let's review the file status types.

Review Status Legend	
Submitted	An engineering file has been created and documents associated with that file have been submitted. The file will remain in this status until such time as the triage and pre-screen review has been completed to ensure all of the documents have been received.
In Review	An engineering file will move to this status when internal circulation and review is occurring.
Waiting on Customer	An engineering file will move to this status when Regional staff have provided correspondence that additional information is required to complete the submission or when Regional staff have provided formal comments indicating what is needed for the next stage of the process.
Closed	An Engineering File will move to this status once all as-constructed/approved drawings have been received by the Region

Your engineering file will move through these statuses as it is processed and when the status is updated you will receive an email notification with the reflected status change.

This is a quick and easy way to check the status of your Engineering file. The current status will determine which column your file may be found in.

Please be aware that this online tool provides a high level overview of your engineering file only. Details related to specific comments, next steps in the process and items to be addressed will be communicated to you directly by the Regional staff member assigned to your file.

To view more information, select the Case Number and the file details will be displayed. You can use the print command at the top of the screen to print the details if needed.

From here, you can go back to the home screen, you can create another file, you can check the status of a file or you can logout.