



A Guide to POSEIDONOnline View Submissions

The POSEIDONOnline View Submissions page has been developed to provide Applicants with up-to-date information on the status of Water only approvals submissions.

View Submissions is a secure site. All information is based on Consulting Firm. Only staff aligned to the Consulting Firm, based on the VISTA Log-In, will be able to access View Submissions.

To assist with viewing the page and ensuring the information being sought is quickly retrievable, a number of searchable fields have been developed.

Filter Criteria

View Submissions offers the ability for Applicants to quickly search for a submission.

To use Filter Criteria:

- Use the 'Enter any text to search' function, and type in any known information, such as a Subdivision, CDID, E-SWMR or E-DPDSSP, etc.
- All Consulting Firm submissions will appear for search information.
- Use the "All Process Type" function and select the process, to filter the selection. Process Type refers to the Applicant Approvals process within Infrastructure Planning.
- Selecting the column headings will allow for filtering the information, such as E-Review Received Date. The information will then be sorted by either the most recent and less recent sort can be at either most recent or less recent date, submission, outcome, etc.

Terminology

To assist navigating and using POSEIDONOnline, the following terminology with definitions has been developed.

Term	Definition
Submission ID	The ID assigned by: <ul style="list-style-type: none"> • POSSE for Construction Drawings • POSEIDON for E-Stormwater, CD-MRI and CD-MRF submissions.
Submission Status	The status of the submission approval or review completed by Development Approvals. The definitions are Water-only and pertain to POSEIDON and POSEIDONOnline. <ul style="list-style-type: none"> • Arriving from DBA – The CD is in transit from POSSE to POSEIDON. • Complete – The approval or review has been completed by the Water Technologist or Engineer. • Intake First SWMR Submission – Indicates that this is the first submission for the E-Stormwater Management Report in POSEIDON. • Intake Revised Final SWMR – Indicates the intake for the Revised Final E-Stormwater Management Report in POSEIDON. • On Hold for Checklist – The CD review in POSEIDON is placed "on hold" until the checklist arrives that matches the CD submission. • On Hold for Document QA/QC – the submission has been accepted by QA/QC, but is in review to ensure completeness and quality assurance. • On Hold for EC – The submission is placed on hold during the approval or review process by the technologist or engineer to wait for a response from the Engineering Consultant (EC). • On Hold for Internal – The submission has been placed on hold during the approval or review process by the technologist or engineer to wait for a

	<p>response from an internal COC source.</p> <ul style="list-style-type: none"> • On Hold for Paper CD – There are still some applications in the paper process. This status identifies that the submission is paper. • Ready for Review – The submission has passed QA/QC review and is in the queue for the assigned technologist or engineer. • Rejected for Checklist – The submission has been rejected due to the missing checklist during QA/QC review. • Rejected for Quality – The submission has been rejected for quality during QA/QC review. • Under Review – The submission has passed all requirements and is being reviewed by either a Development Approvals technologist or engineer.
Due Date	The date the approval or review should be completed, as assigned by either POSSE or POSEIDON.
E-Review Received Date	The date the submission has been received and completed intake in POSEIDON.
Process Type	The approval or review process as defined by POSEIDON. Process Types are as follows: <ul style="list-style-type: none"> • CD Pond • CD Standard • SWMR Subdivision • SWMR DP/DSSP
Esubmission Type	Esubmission Type works in conjunction with Process Type to provide more information pertaining to the sub-process within each Process Type category. The Esubmission Types are as follows: <ul style="list-style-type: none"> • Accepted • Accepted with Conditions • Iteration • Final • Final Revised • Minor Revision • New Report • Rejected
Outcome Decision	Is the decision based solely on the Water approvals and review, and is not combined with any other Business Unit. <ul style="list-style-type: none"> • Accepted • Accepted with Conditions • Arriving from DBA • Complete • On Hold for Checklist • On Hold for Document QA/QC • Ready for Review • Rejected • Rejected for Checklist • Rejected for Quality • Under Review
Associated SWMR or CD	This field identifies the Association provided by the EC. The association identification is beneficial to the approvals process, as it is necessary for concurrent review.

When using POSEIDONOnline, please use the 'Contact Us' button, should assistance be required, as the queries are routed directly to Infrastructure Planning.

General questions or comments pertaining to POSEIDON or POSEIDONOnline can be addressed to Darlene Stewart (Darlene.Stewart@calgary.ca) or Francois Bouchart (Francois.Bouchart@calgary.ca).