POLICE USER GUIDE

ESDAL (ELECTRONIC SERVICE DELIVERY FOR ABNORMAL LOADS)

June 2024

Table of contents

Table of contents 2
1. Introduction 4
1.1. This document 4
1.2. Account application 5
1.3. Log in 6
2. Home 8
2.1. Menu bar 9
2.2. Hot news 10
2.3. User account control 11
2.4. List of movements 12
2.5. Folders and Select Action button 12
2.6. Sorting and Filters 13
2.7. ESDAL reference number 14
2.8. Unopened ON/ OFF toggle 14
3. Police process 15
3.1. Overview of the list of movements 15
3.2. Overview of a specific movement 15
3.3. Edit collaboration 17
3.4. Route part 18
3.5. View notification or application details 18
4. Dispensation 24
4.1. Edit an existing dispensation 24
4.2. Creating a new dispensation 25
5. MAP 26
5.1. My constraints map 26
5.2. My constraints 26
5.3. Creating a constraint 29
5.4. New constraint details 30
6. Information 35
7. Contacts 37
8. Reports 38

9. Audit log 39
10. Auto response 40
11. NEN PDF 41
11.1. General 41
11.2. Show vehicle details 42
11.3. Route tab overview 42
11.4. Edit route 44
11.5. Accept or reject route 49
11.6. Confirm route and vehicle 49

1. Introduction

1.1. This document

This document is the user guide for police using the ESDAL (Electronic Service Delivery for Abnormal Loads) system to assess requests for movements within their force area and to ensure the movements comply with legal requirements and safety standards. This includes ensuring that the necessary permits and authorisations are obtained, and that the load complies with weight and size limits specified in the regulations.

ESDAL is a service provided by the Department for Transport / National Highways used by hauliers needing to notify police, highway and structures authorities of planned abnormal load movements on the road network throughout England, Scotland and Wales.

ESDAL enables the police force to review the haulier's proposed route, load dimensions, weight, and other relevant factors to determine whether the movement can be safely conducted.

Sections 1.2 and 1.3 provide details about how to apply for an ESDAL account, and how to log in to ESDAL once you have an account.

Sections 2 to 11 provide detailed instructions about how to use each part of the system, including screen shots to help you navigate.

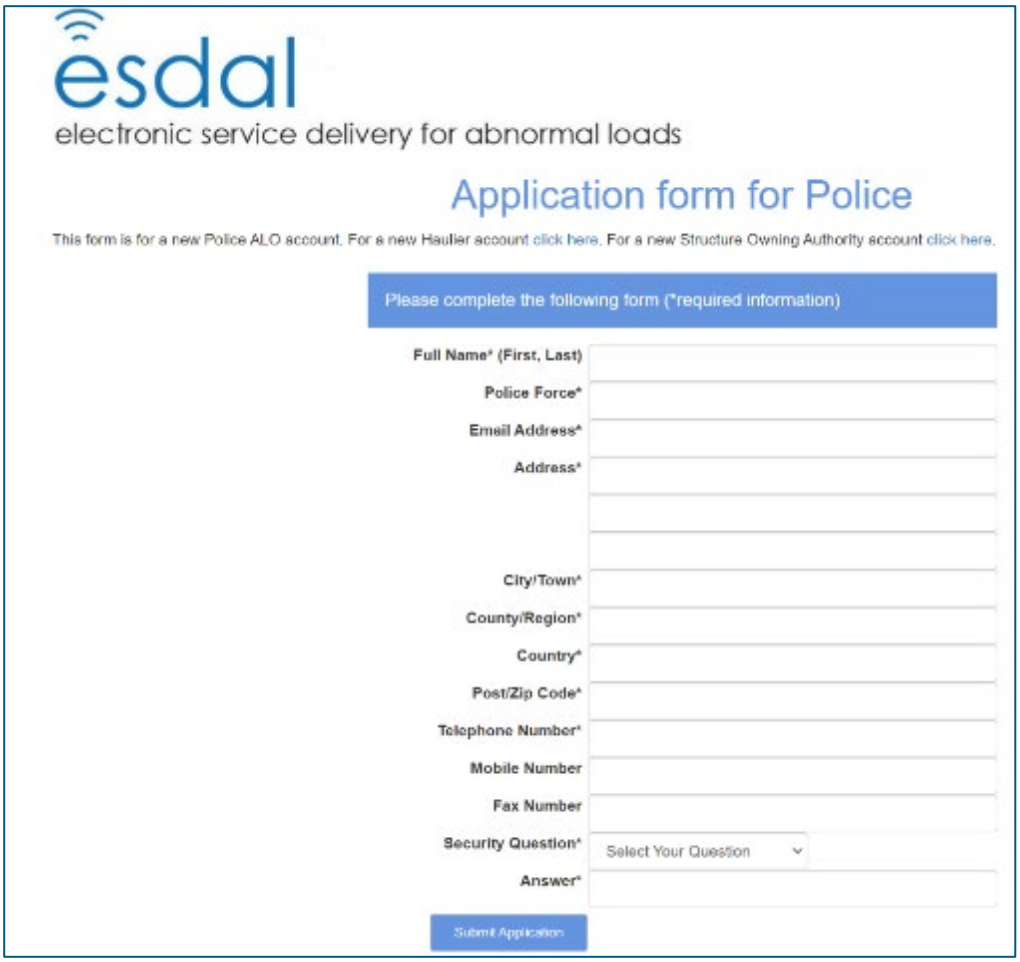
Some screen shots are "overview diagrams" of a whole ESDAL page; these are intended to help you see where different features are located on the page. The features will be identified by numbers or letters in circles. You are not expected to be able to read all the text in these diagrams, which are of necessity small; the features are then reproduced at a larger size in the sections which follow each overview diagram.

1.2. Account application

If you already have a user account, you can continue to use your existing account.

To apply for an account, complete the form accessed from the login page of the ESDAL website and click on the link for a new police account, or via

https://nonesdal.esdal.info/police_application.php

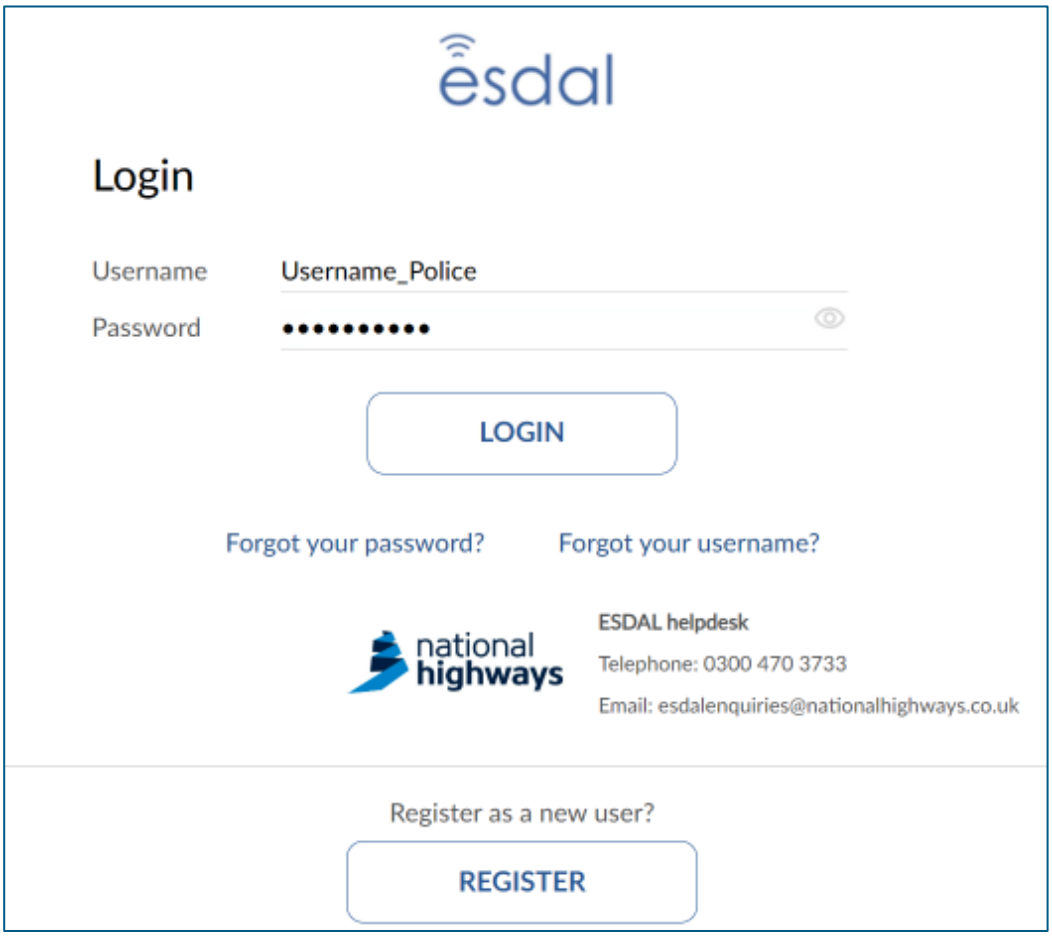


After completing and submitting the application form, the ESDAL helpdesk will contact you to verify your contact details (this may take up to 48 hours). Your username and a temporary password will then be emailed to you.

Each individual account is linked to a particular police force; each force can have multiple individual accounts. Each individual user has their own login and contact details. Each user can access the movement inbox for their specific police force.

1.3. Log in

On the login page, enter your username and password in the text boxes.



When accessing the ESDAL system for the first time, you must accept the terms and conditions and cookies policy. You will then be presented with a password reset or change password page, which allows you to change your temporary password before proceeding.

Your new password needs to contain a minimum of 6 and a maximum of 12 characters and at least one of each of the following:

- UPPER CASE alpha character,
- lower case alpha character,
- number,
- special character (for example ! @ # ~ & $).

If your password does not meet the prescribed criteria, a message on the page will remind you of the requirements.

If you have forgotten your password, you can reset it yourself by clicking the “Forgot your password?” link on the login page.

If you forget your *username,* or for other queries, please call the ESDAL helpdesk on 0300 470 3733.

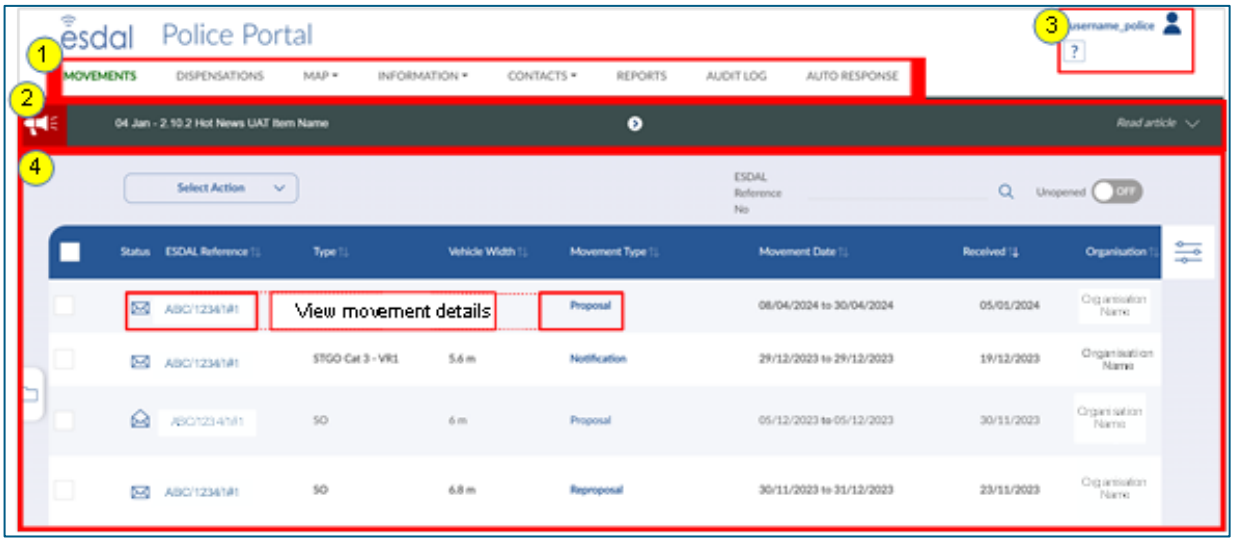
The helpdesk operates from 8AM to 6PM Monday to Friday, excluding public holidays. You will need to provide the answer to the security question that you entered on your application form.

2. Home

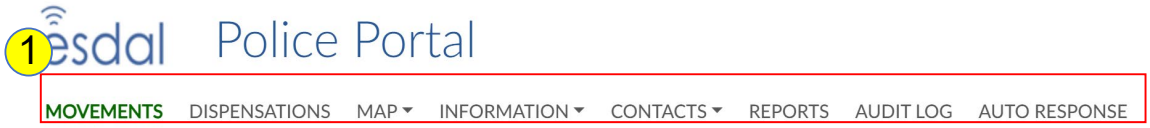
After logging in, you will be taken to your movement inbox. This consists of a list of the most recent submitted notifications and distributed applications.

The movement inbox page is divided into four main sections as illustrated in the overview diagram below, each of these are discussed in more detail in the sections shown in the table.

1	Menu bar (see section 2.1)
2	News (see section 2.2)
3	User account control (see section 2.3)
4	List of movements (see section 2.4)



2.1. Menu bar



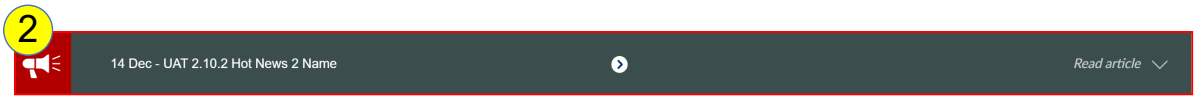
The menu bar at the top of the home page allows you to navigate to the main functions in ESDAL, which are as described in the table below:

Option	Description	User guide section ref.
MOVEMENTS	View a list of all received notifications and applications that affect your force area. Sort, filter and search within the list. NB: The toggle button is set to unopened is ON by default. Toggling to OFF will display all records.	3
DISPENSATIONS	View and manage agreements between an individual haulier / haulier organisation and an individual police force allowing movements along certain routes. Dispensations do not remove the legal requirements to notify. Dispensations can be granted by SOA, police, or notifiable authority.	4
MAP	Create, edit, view and delete constraints for your force area via the mapping interface.	5
INFORMATION	Access news items, help and information, a document library, and useful external links.	6
CONTACTS	View the contact directory for all abnormal load contacts for use within your police force.	7
REPORTS	Provides details of Non-ESDAL Notifications (NEN) reports per month. The report contains the total count of NEN received, rejected, accepted, sent for further assessment and No action taken. The reports can be exported in csv format	8
AUDIT LOG	Provides information about user log in activities from your police force.	9
AUTO RESPONSE	Allows you set up an auto response message.	10

NEN PDF	Allows Non ESDAL users to send movements to ESDAL using the pre-defined PDF template.	11

2.2. Hot news

Latest news and critical announcements, known as “hot news” items, are displayed in the **NEWS** section. Hot news is indicated by a speaker icon .



Clicking the arrow icon or red icon expands the news item, showing more detailed information.

Clicking the arrow beside **READ ARTICLE**, expands the news section, showing the detailed information and also latest and archived new items. See section 6 for more details.

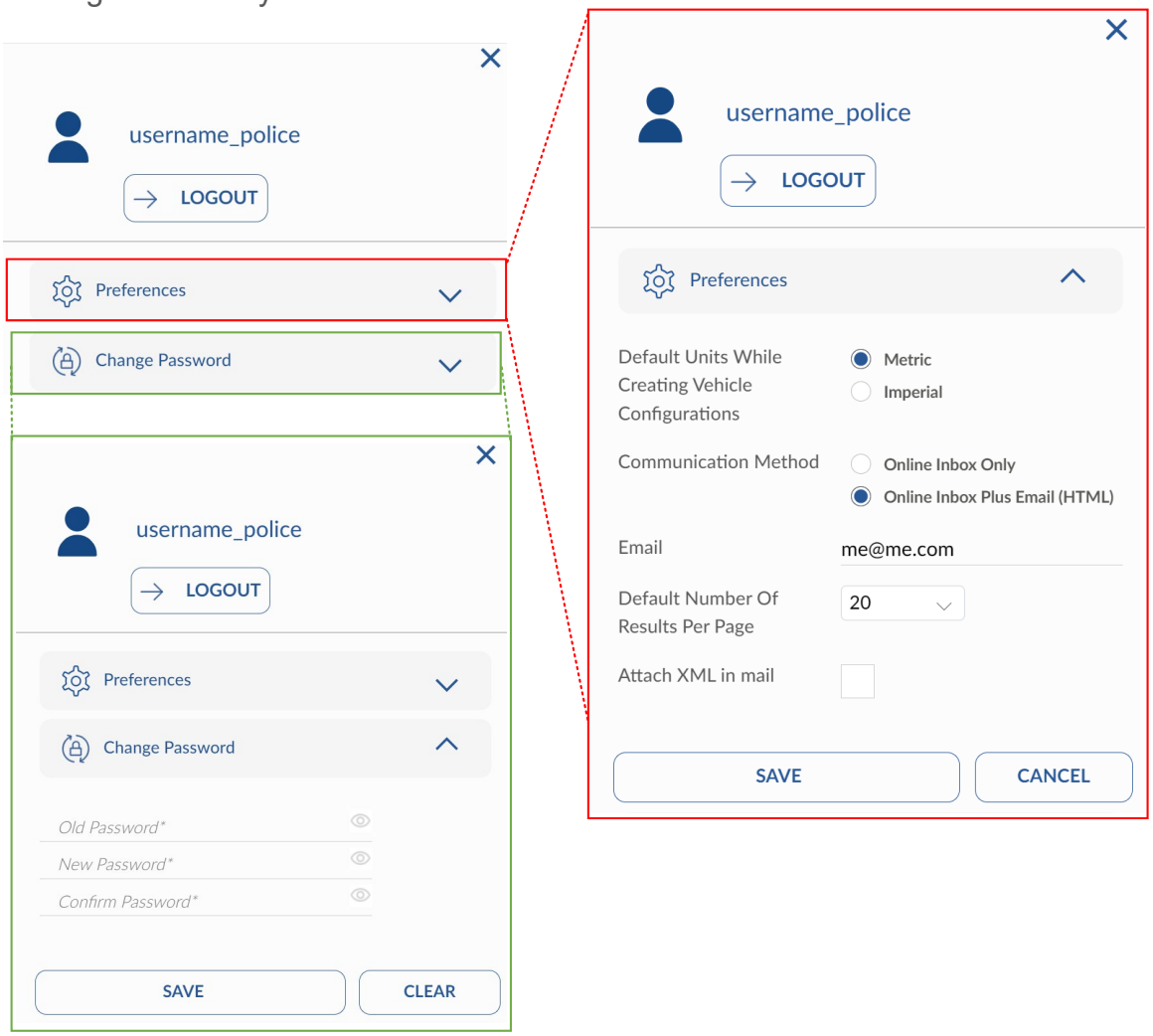
Use the BACK button to return to the movement inbox page.

2.3. User account control

To access and manage the user account control, click on the user account icon in the top right-hand corner of the home page. The functions are described in the table below and shown in the figure overleaf.

Key Icons	Description
	The user account icon allows you to: • Log out of ESDAL • Set your preferences • Change your password
?	Clicking the **help icon**, located at the top right of any page, will display help specific to the page as a pop- up box. Scroll the page to see all the available help text, click on the X to return to the previous ESDAL screen.

This figure shows you the user account control functions.

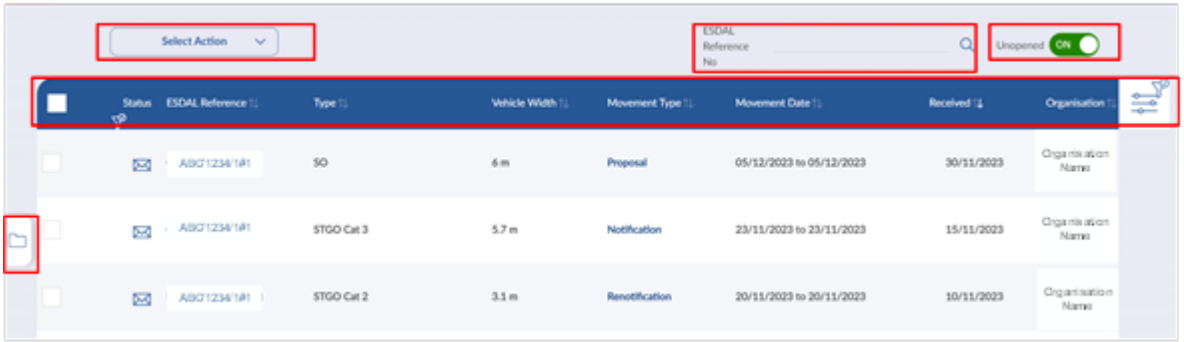


2.4. List of movements

The **list of movements** lists movements submitted to ESDAL in the last two years that are relevant to your police force. By default, this list is filtered to display all unopened notifications, agreements, and proposals; these are highlighted. ESDAL will automatically archive movements once they are more than three years old.

The overview diagram below shows the features that assist you with folders, sorting, filtering and searches, outlined in red. They are described in the following sections of the document:

- Folders and Select Action button (section 2.5).
- Sorting and filters, including a search by ESDAL reference number and unopened on/off toggle (section 2.6).



When an unopened application or notification is opened, the highlighting will be removed, and the movement will no longer display under the unopened filter.

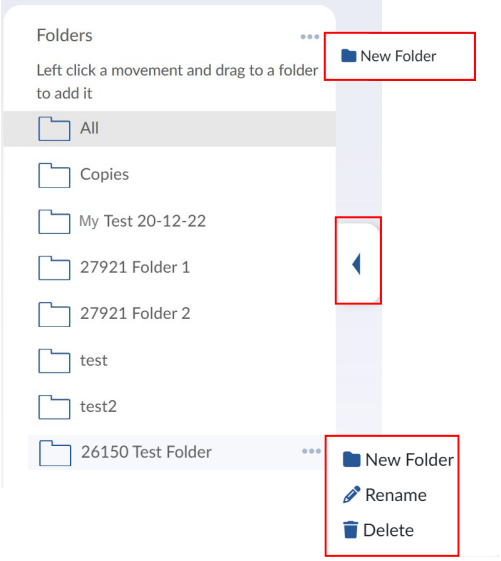
In order to follow the police process, you will click on the ESDAL reference number or the movement type for the movement that you want to process. The police process is detailed further in section 3.

2.5. Folders and Select Action button

The **FOLDERS** feature is a collapsible panel to the left of the movement list. Clicking the folder icon will expand the folders. You can use this feature to organise movements by creating folders and subfolder.

You can drag and drop movements from the movement list into the relevant folders or subfolders.

You can also select and move multiple movements by ticking the square ( )to the left of those movements and then drag and drop them into the relevant folder.



Clicking the icon (•••) in the folder header, enables you to create a new folder .

Clicking the icon (•••) that appears to the right of each folder when you hover over provides you the option to:

- Create new subfolders with up to three additional levels.
- Rename the folder.
- Delete the folder, which will delete the folders but not the movements from the movement inbox.

Clicking the drop-down arrow icon on the **SELECT ACTION** button will allow you to remove multiple items from a folder

2.6. Sorting and Filters

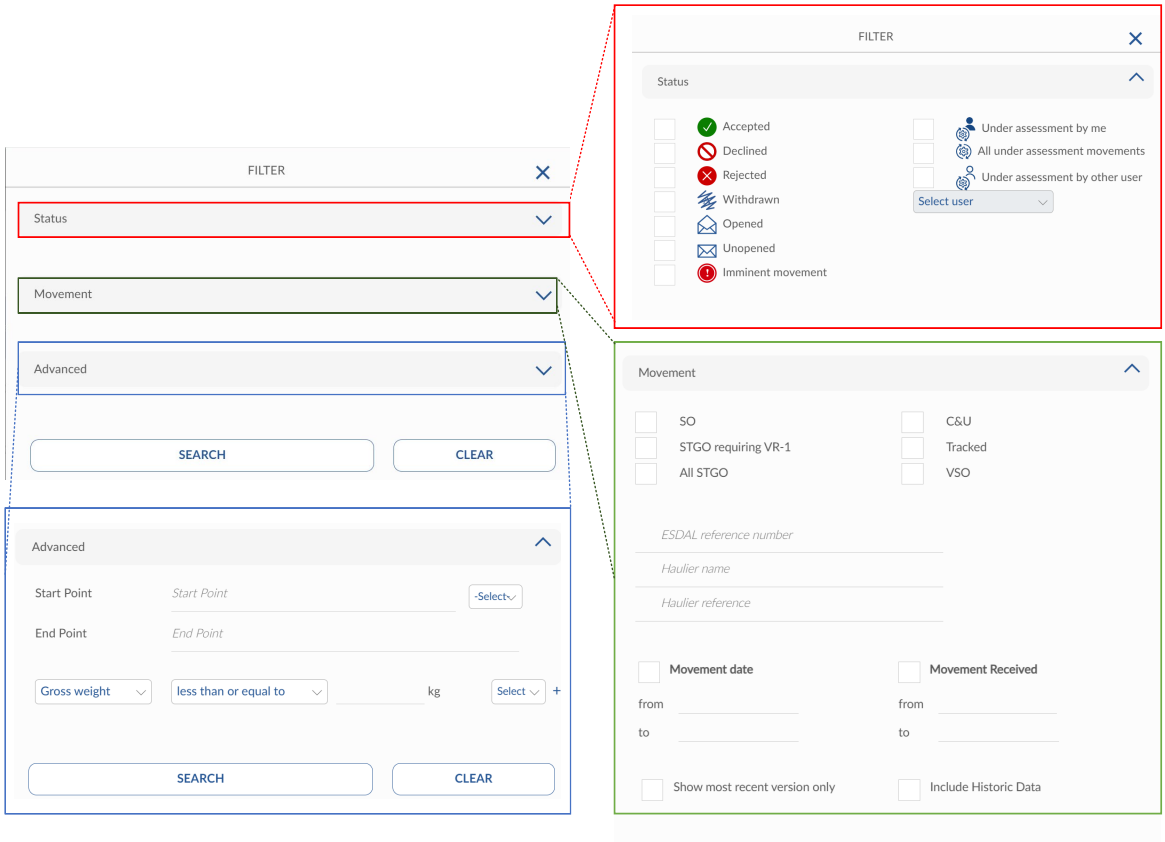
2.6.1. Header sorting

You can sort the order of items in your movement list by clicking the arrows to the right of the following headers: ESDAL reference, type, vehicle width, movement type, movement date, received and organisation.

2.6.2. Filter icon

You can filter by clicking the filter icon (⇄) on the right hand side of the movement inbox header to search for movements. The diagram overleaf illustrates the expanded filter options.

Using the SEARCH button will return the corresponding movements (notifications/applications), the **CLEAR** button will remove the values from the currently displayed object fields.

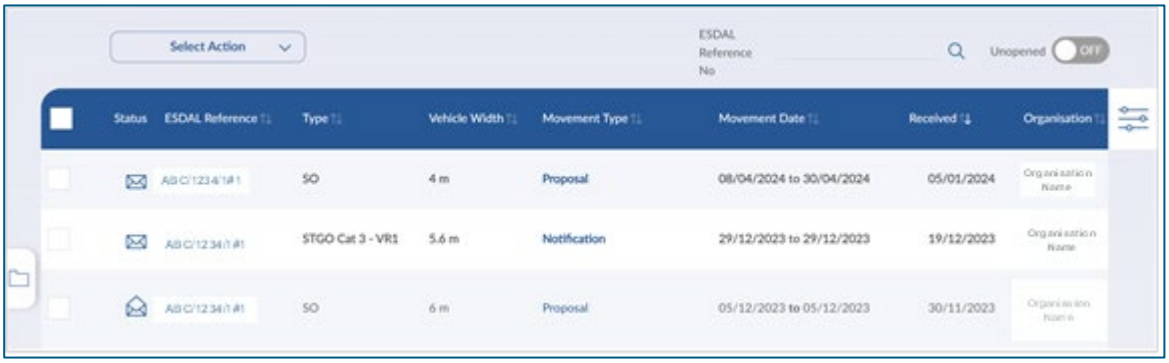


2.7. ESDAL reference number

You can use this feature to search for specific movements using the ESDAL reference number.

2.8. Unopened ON/ OFF toggle

ESDAL will default to show only unopened items in the movement inbox. You can toggle this button to OFF to show all items in your movement inbox as illustrated .



3. Police process

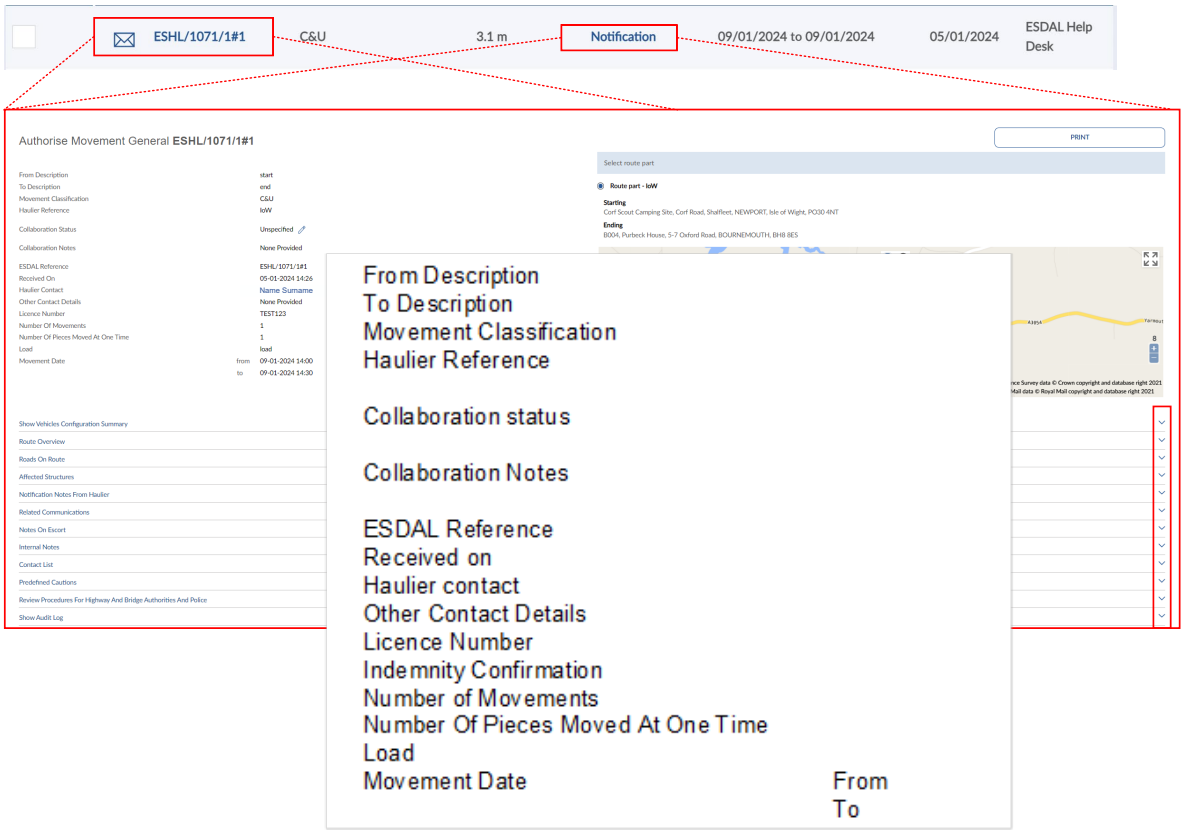
3.1. Overview of the list of movements

The **list of movements** lists applications and notifications submitted to ESDAL in the last two years that are relevant to your force area. ESDAL will automatically archive movements once the received date is greater than three years.

By default, this list is filtered to display all *unopened* notifications, agreements, and proposals; these are highlighted. When an application or notification is opened, the highlighting is removed, and the movement will no longer be displayed under the **UNOPENED** filter (see section 2.8 for use of this toggle filter).

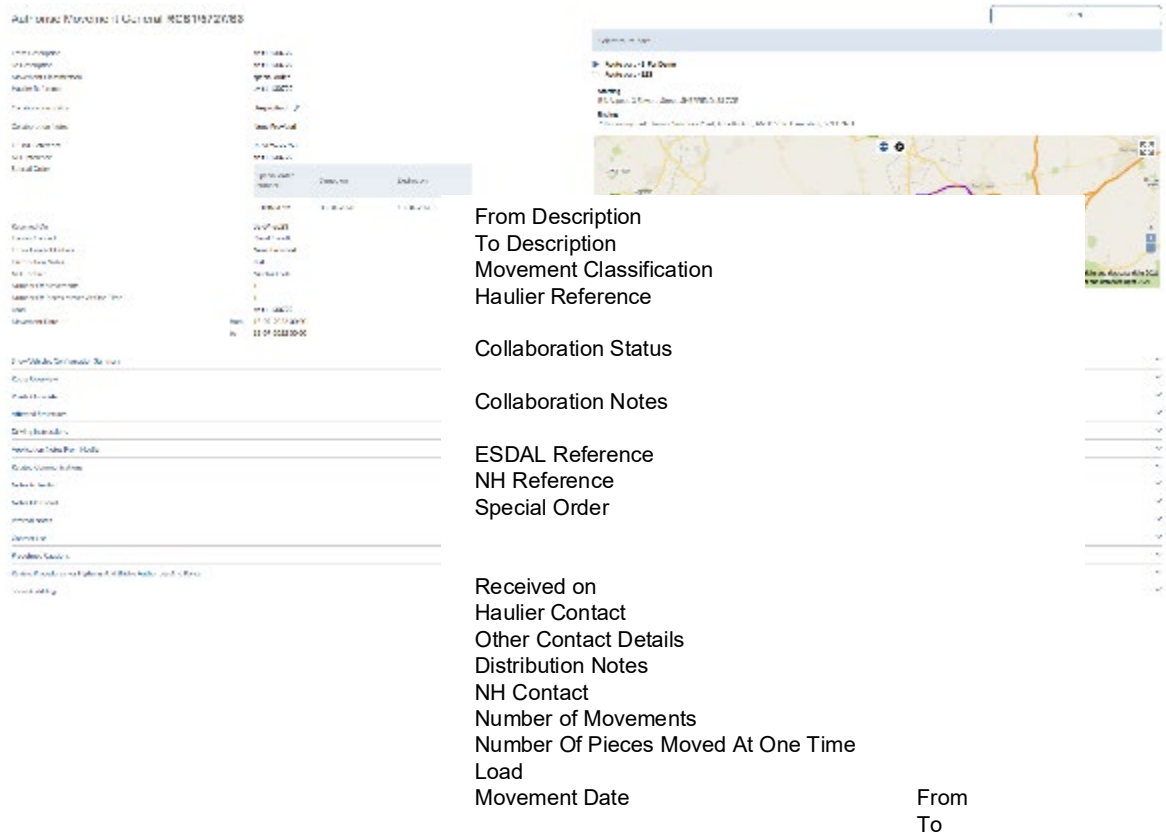
3.2. Overview of a specific movement

From your list of movements, if you click on the ESDAL reference number or the movement, you will be presented with an overview of the details of that movement.



The figure above shows the information displayed for a notification. The information on the left of the screen includes route information, the movement classification, collaboration status and notes, haulier details and the indeminity status as shown in the expanded box. On the right, there is an overview map.

The figure below shows the information displayed for an application. A notification would have similar, but slightly less information displayed.



You can:

- edit the collaboration status (see section 3.3)
- view each route part (section 3.4).

You can print the movement details using the options provided via the PRINT button in the top right:

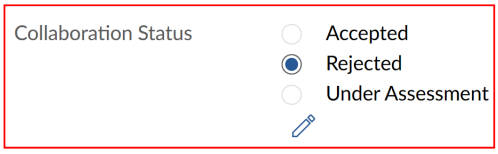
- Print a detailed version.
- Print a reduced version (no recipient list). This option is only available for notifications.

Clicking on the drop down arrow icon to the right of to each of the headers in the lower part of the screen will provide further details regarding the movement specific to that header. This will allow you to view the movement details, including details of the vehicle, route, affected structures, notes, haulier and other contact details, and details of cautions (section 3.5)

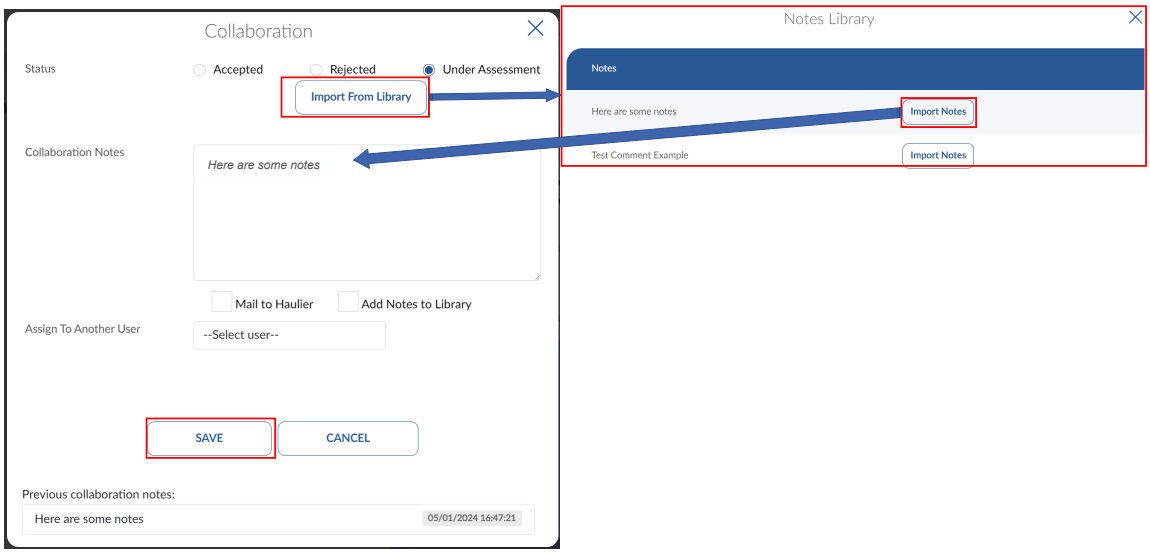
3.3. Edit collaboration

Click the edit ( ) icon next to the **COLLABORATION STATUS** to edit the status.

You can update the status by selecting the relevant options **ACCEPTED, REJECTED or UNDER ASSESSMENT**.



You can "Import from your organisation library". This will autofill the collaboration notes to the text box.



For applications, the status and notes are sent to the SORT (Special Order Routing Tool) team, whilst for notifications submitted via ESDAL the notes but not the status are sent back to the haulier to their ESDAL movement inbox. For notifications received via the NEN PDF you will need to tick the "Mail to Haulier" option.

Ticking the box next to:

- "Mail to Haulier" will also send an email to the haulier.
- "Add Notes to Library" adds any new notes to your organisation library.

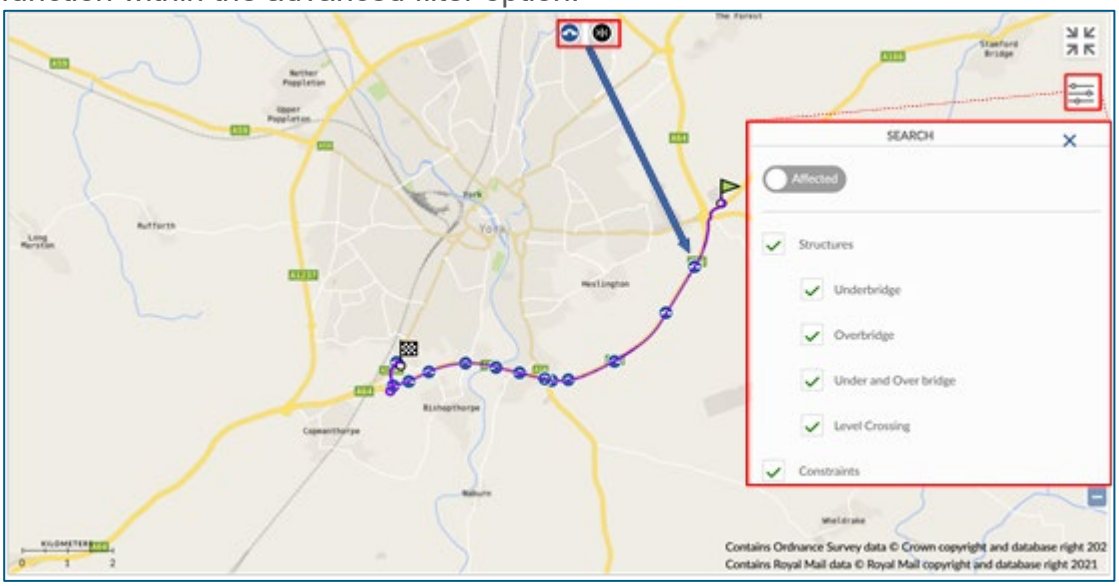
You can assign to another user by selecting UNDER ASSESSMENT and selecting the appropriate user from the drop-down options.

You can save the changes by clicking on the **SAVE** button, this will save and update the details entered including the revised collaboration status. ESDAL will

display all previously collaboration notes below the SAVE / CANCEL button, including details of when each was saved.

3.4. Route part

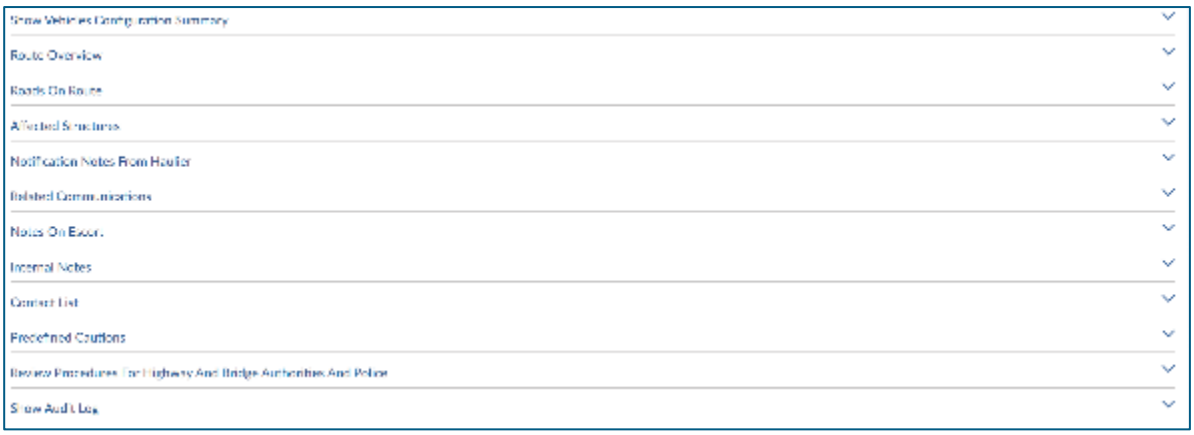
Click on the icon to toggle between full screen, to view the map in full screen and minimise to summary screen. You can view the affected structures and constraints on the route by clicking the relevant icons or by using the search function within the advanced filter option.



3.5. View notification or application details

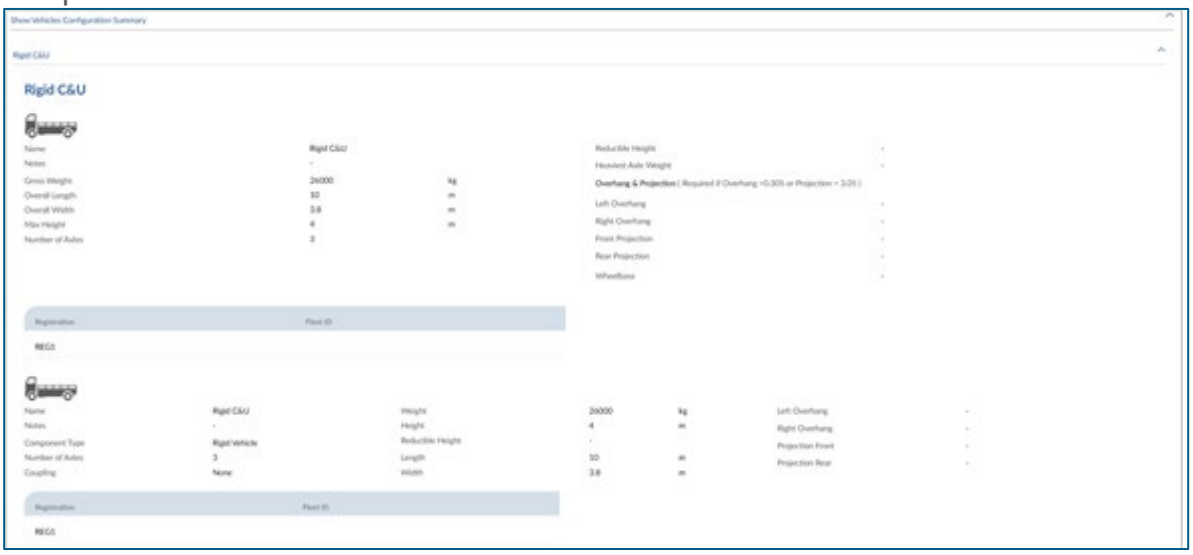
Clicking the drop down arrow next to each header will show you further details for each of the options as illustrated below. You can use the up arrow to hide the details again.

The rest of this section gives you more detail about what you will see as you expand each option.



3.5.1. Show vehicle configuration summary

Use the down arrow to the right of “show vehicles configuration summary” to view all vehicle details related to that movement, including individual vehicle components.



3.5.2. Route overview

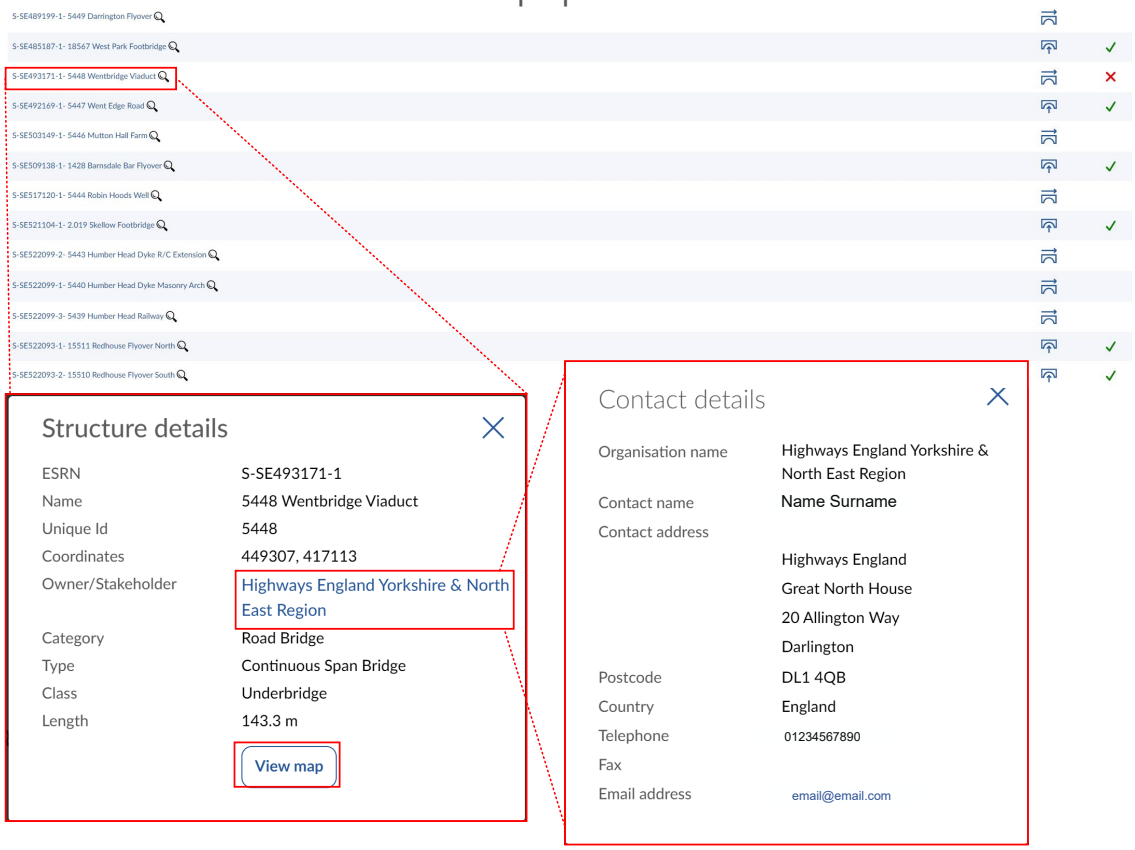
Use the down arrow to the right of “route overview” to see detailed route descriptions.

3.5.3. Roads on route

Use the down arrow to view affected roads on a route by selecting the appropriate route part.

3.5.4. Affected structures

Use the down arrow to view the individual structure assessment for affected structures which could be suitable ✓, unsuitable ✗ or marginal ? . ESDAL will show ! for any structures it is unable to assess. Any cautions will be shown next to the relevant structure. Click on individual structure reference number to view structure details and for the view map option.



3.5.5. Notification Notes from Haulier

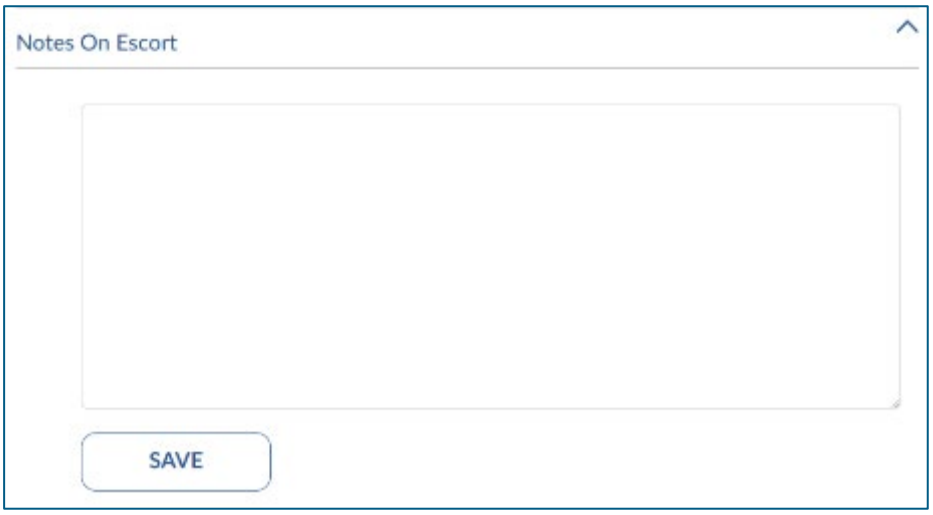
Use the down arrow to view any additional notes from the haulier.

3.5.6. Related Communications

Use the down arrow to view haulier communications related to a movement.

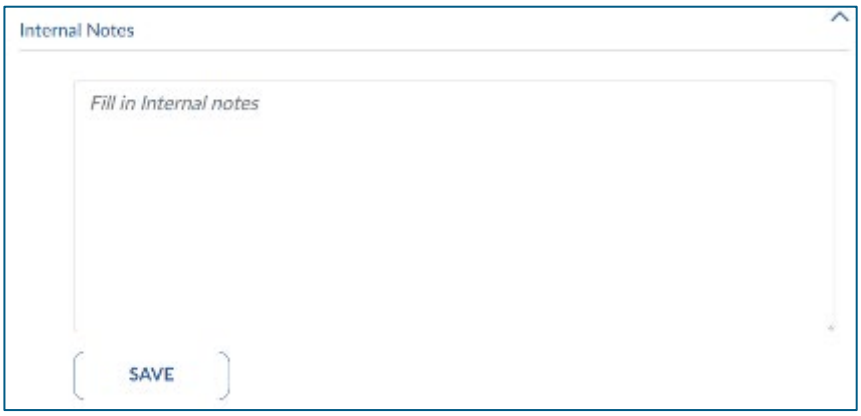
3.5.7. Notes on Escort

Use the down arrow to open up the facility to add and save notes associated with the escort. All notes added will be displayed to the haulier on the Haulier Portal.



3.5.8. Internal Notes

Use the down arrow to open up the facility to create and save internal notes associated with this movement.

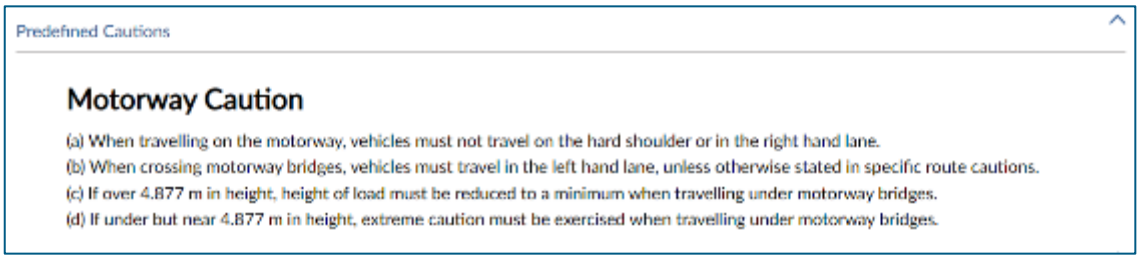


3.5.9. Contact List

Use the down arrow to view the organisations who are impacted by the route. Click the arrows to the right of contact name in the header to sort alphabetically. Clicking on each name will show the contact details.

3.5.10. Predefined Cautions

Use the down arrow to view all predefined cautions.



3.5.11. Review procedures for Highway and Bridge Authorities and Police

Use the down arrow to review the haulier's statutory obligations.

Review Procedures For Highway And Bridge Authorities And Police

Approximate date of first movement:

28/12/2023

If, subsequent to the receipt of the agreed route below, emergency road or bridge works, including statutory undertaker's works, become necessary on any road shown in this route, the authority concerned is asked to inform the NH and the haulier concerned without delay. Proposals for alternative routing should be formulated at this stage, if possible.

The haulier must:

a. Contact all police authorities before movement takes place to arrange for suitable timings and escorts where required.
b. Comply with all cautions specified in the route.
c. Contact all Survey the route prior to movement to satisfy himself of the negotiabiliity of the vehicles concerned.
d. Make arrangements with the highway authority for the removal, at his own expense, of any street furniture that may be necessary.
e. Ensure that if the driver is unable to follow this route due to road-works or any other cause, he should telephone 0300 470 3004 for instructions on the diversion to be followed to avoid the obstructed route. At weekends and outside normal office hours (8.30 - 16.30) he should telephone 020 7944 5999 and inform the Duty Officer of the

3.5.12. Show Audit log

Use the down arrow to view the audit log history related to the movement.

Show Audit Log

Date/Time	User	History
03/01/2024 13:18:39	sbctest1	SOA user 'sbctest1' set ESDAL notification 'ESHL/1052/1#1' to rejected and saved collaboration notes 'Route is unsuitable due to roadworks on Church Road. Please re-route.' on '03/01/2024 13:18:39' .

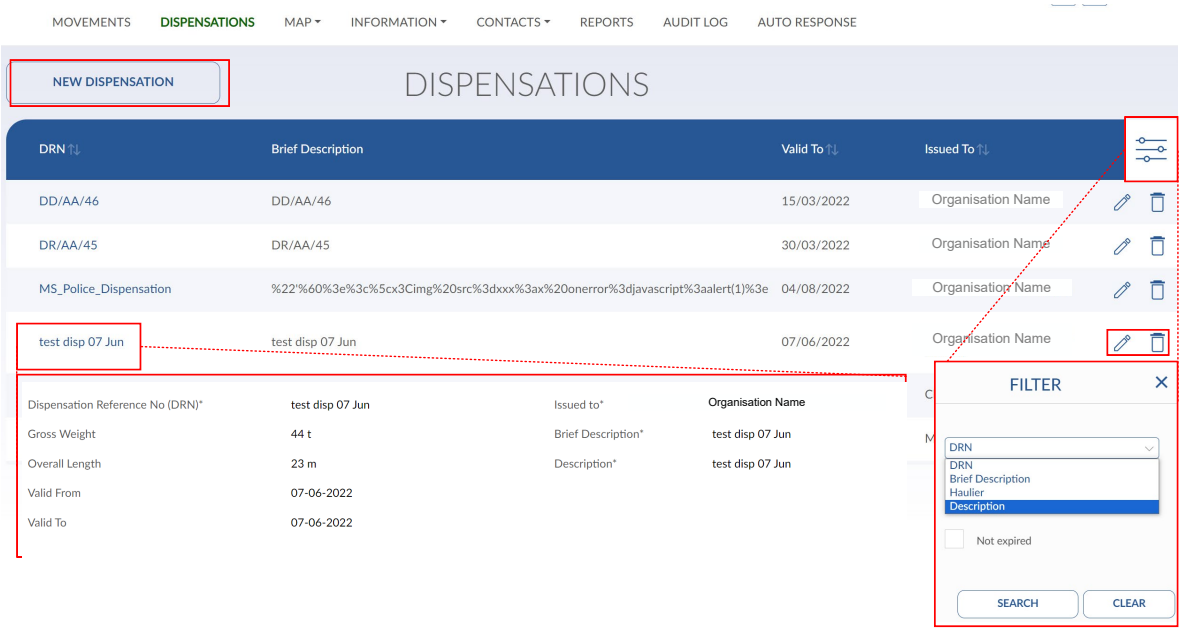
4. Dispensation

Click on **DISPENSATIONS** from the top menu to view all dispensations.

Haulier requests for a dispensation need to be agreed outside of ESDAL.

You can add details of a newly agreed dispensation to ESDAL by clicking “New Dispensation” button (see section 4.2).

You can sort the list of dispensations by the DRN (dispensation reference number), valid to, and issued to columns by clicking the arrows to the right of those items in the header. You can search for a specific dispensation using the advanced filter option.



You can view the details of the dispensation by clicking on the DRN in the left-hand column.

4.1. Edit an existing dispensation

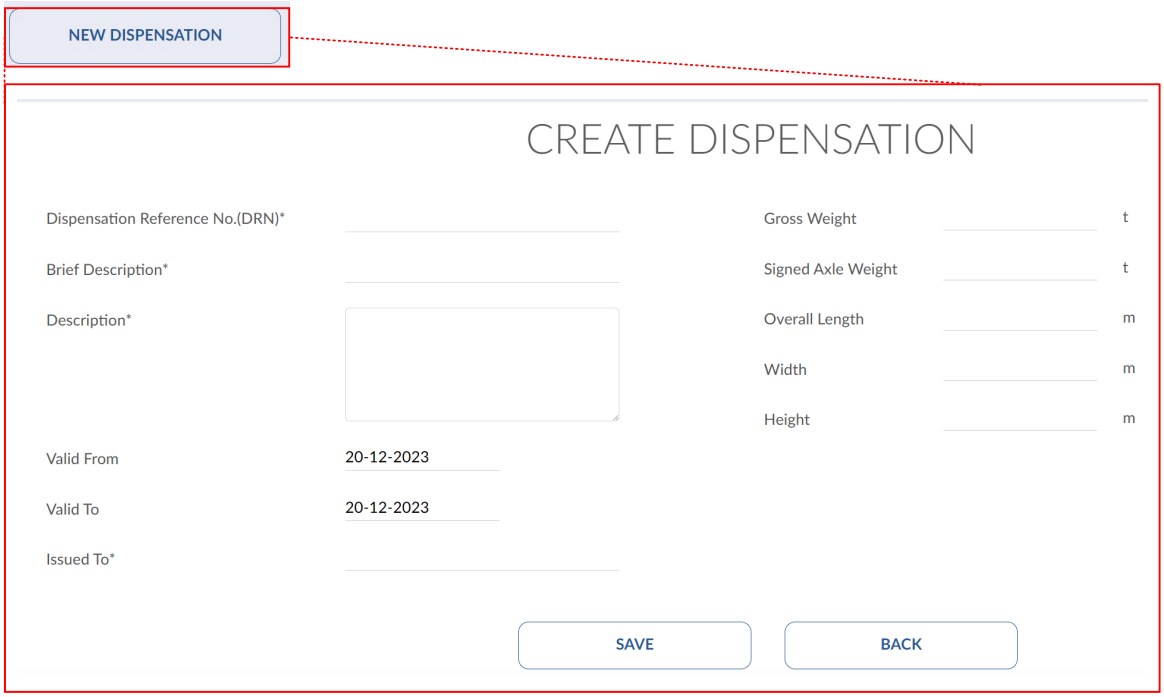
You can delete or edit a dispensation by using the icons on the right-hand side next to the dispensation. Click on the:

- Delete icon (🗑) to delete the dispensation, confirm by clicking YES on the confirmation pop-up.

- Edit icon(✎) to edit the dispensation. Fill in the mandatory fields.

4.2. Creating a new dispensation

You can create a new dispensation by clicking on the **NEW DISPENSATION** button.

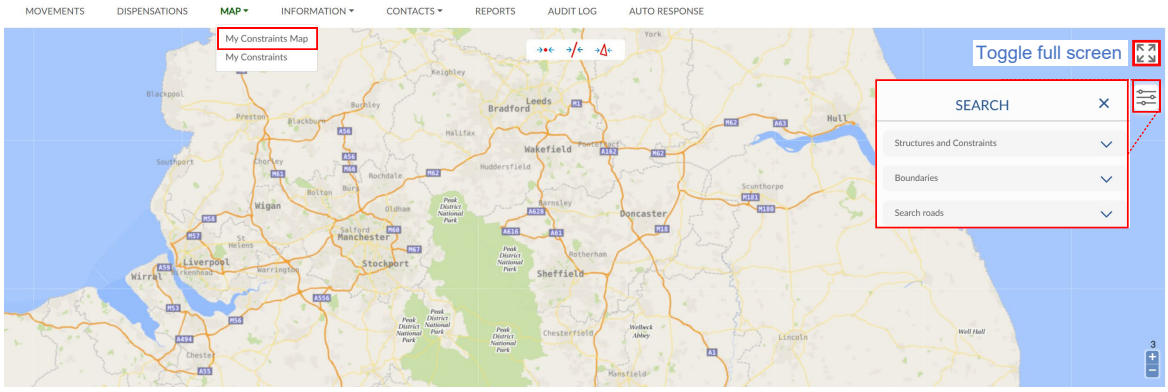


Fill in all the mandatory fields and click on the SAVE button and then OK on the confirmation pop-up. This will add the new dispensation.

5. MAP

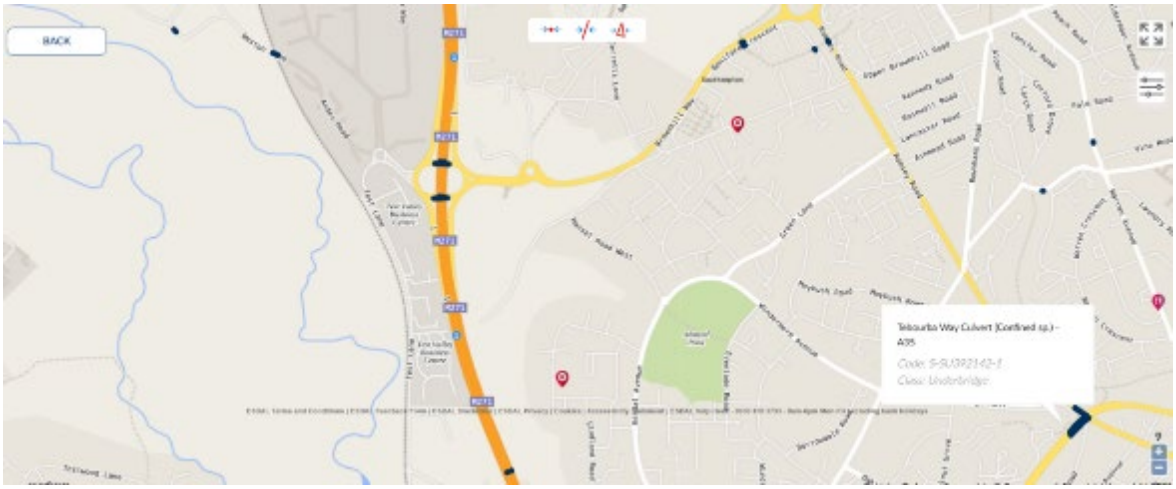
5.1. My constraints map

From the MAP menu, clicking on **My Constraints Map** from the drop-down list will display all constraints on the map.



You can use the constraints icons to add new constraints on the map (see section 5.2). Use the advanced search feature ( ) to toggle ON/OFF on the map, structure and constraints owned by me / owned by other organisations. You can also toggle ON/ OFF Police and Local Authorities boundaries, DBFO Area Boundaries, TFL Roads, Welsh and Scottish Trunk roads.

View your constraints by zooming into that specific area on the map. Zoom in to a minimum of level 7, using the zoom level icon on map.



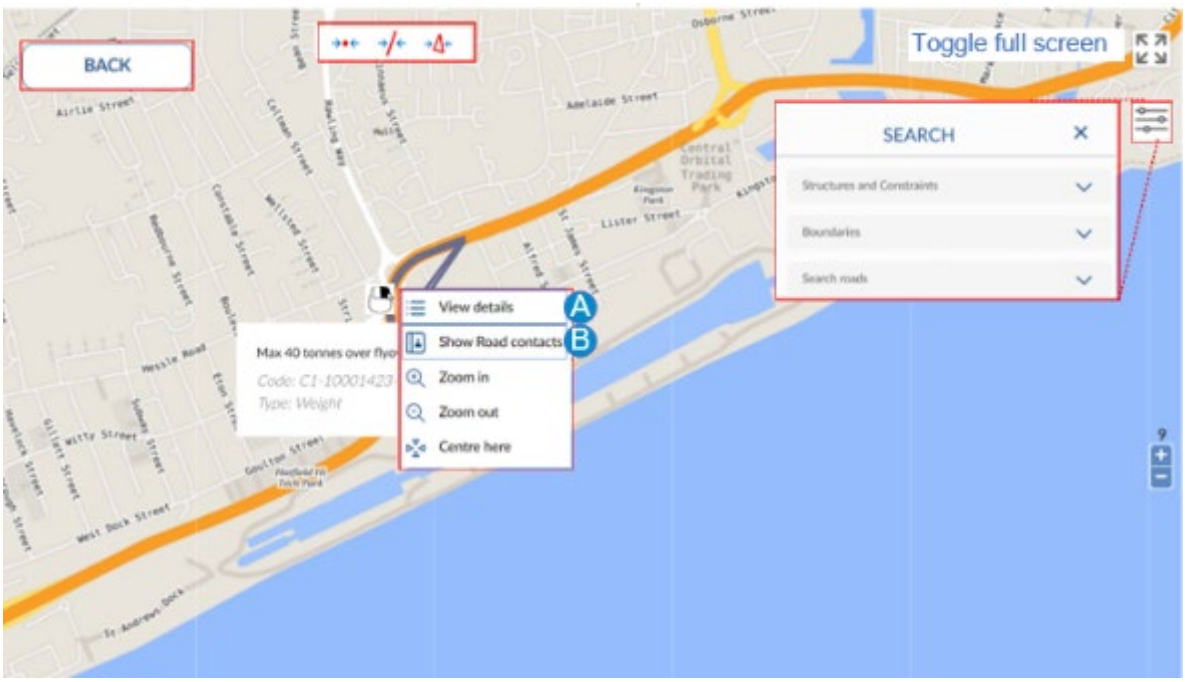
5.2. My constraints

From the MAP menu, click on **My constriants** to view a list of all constraints created by users in your organisation as illustrated overleaf. You can sort the list by code or constraint name using the arrows to the right of the name in the header.

Use the advanced search feature ( ) to filter the list by constraint type, name, code, and owner.

Clicking on the individual constraint code from your list will open the map, zoomed into the selected constraint as illustrated above. Hover over the constraint icon ( ) to view the constraint name, right click ( ) to view the context menu. Use the zoom in, zoom out and centre here function to change the map level, you can also achieve this using your mouse scroll.

Use the back button to return to the list of constraints.



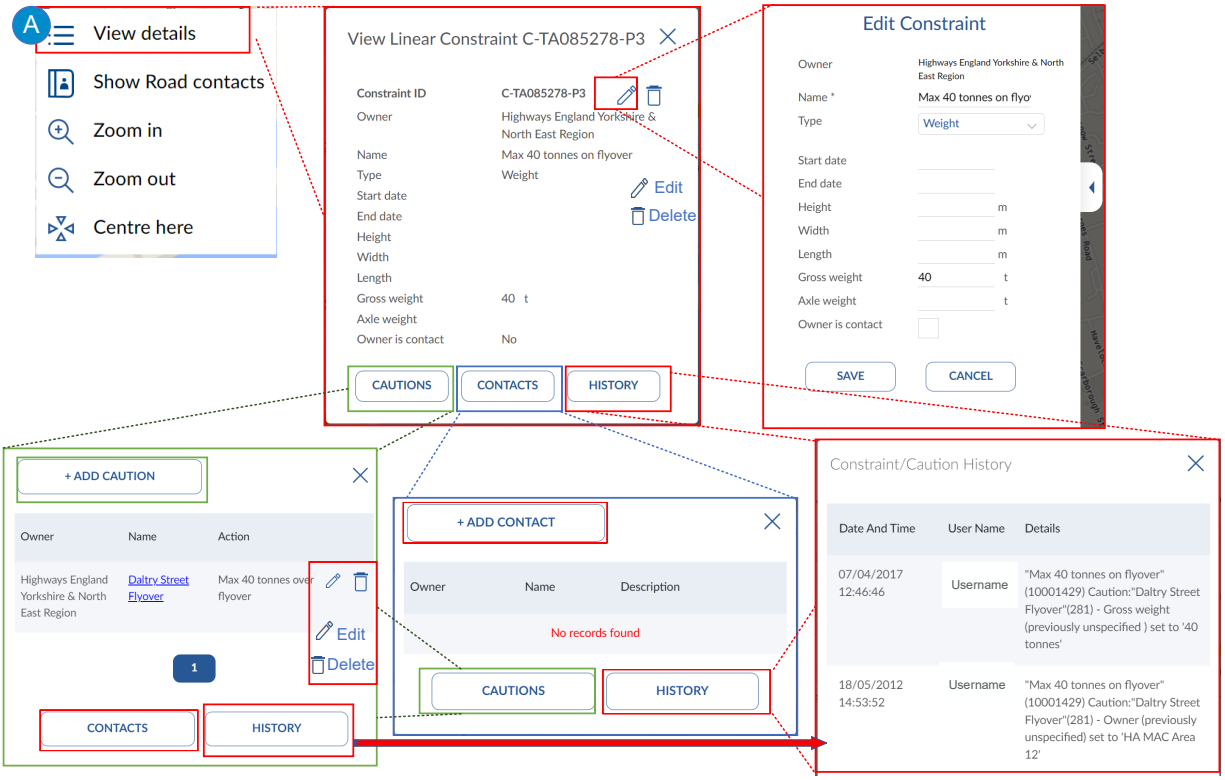
All other constraints will be visible on the map at a minimum zoom level of 7.

You can use the constraints icons to add new constraints on the map (section 5.3). Use the advanced search facility ( ) to toggle ON/OFF on the map structure and constraints owned by me or owned by other organisations. You can also toggle ON/ OFF police and local authorities boundaries, DBFO area boundaries, TFL roads, Welsh and Scottish trunk roads.

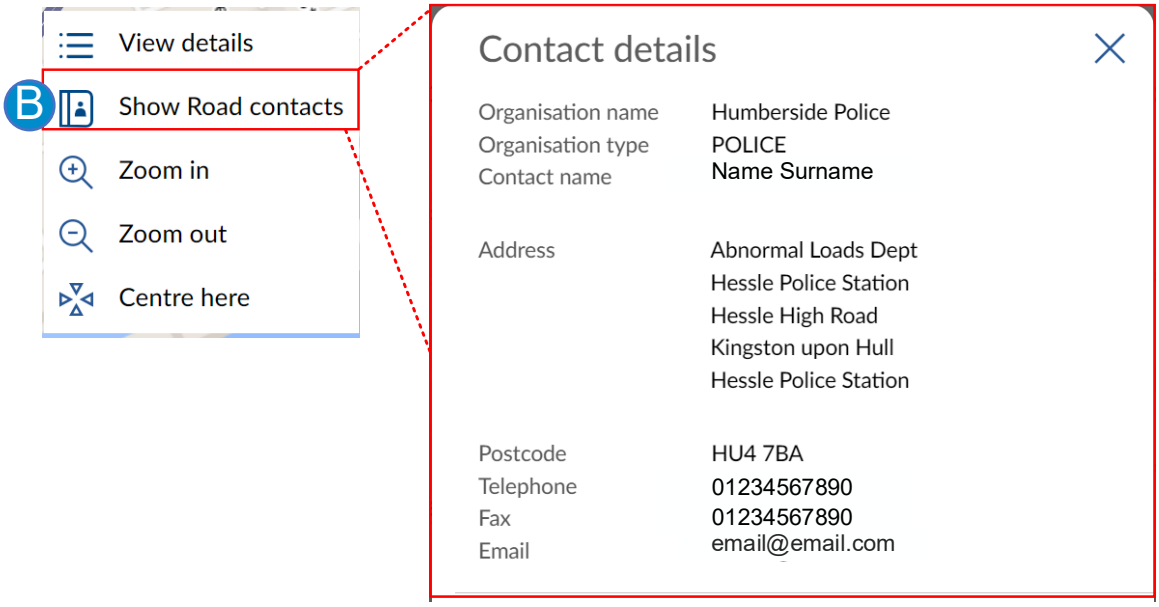
You can select view details (see letter A on the figure above and the expanded diagram below) from the context menu to:

- Edit / delete an existing constraint and caution.
- Add new cautions via the **CAUTION** button.
- View and add new contact details via the **CONTACTS** button.
- View the constraint or caution history via the **HISTORY** button.

Further details on the use of constraints are detailed in section 5.4.1 below.



You can view the road contact details (see letter B on the map figure above and the expanded diagram below) from the context menu.



5.3. Creating a constraint

You can create a new constraint within your specific boundary using one of the following three options:

- Point constraint: create a new constraint using the point constraint icon on the map. Click on the icon and then select a point on the map where you want to create a constraint. This will show a pop-up, fill in the necessary details and save. Clicking cancel will return you to the map page.
- Line constraint: create a new constraint using the line constraint icon on the map. Click on the icon and then select a start point on the map along the road where you want to create a constraint. Click at several points along the road to follow the contour of the road, double click to complete and save the constraint. This will show a pop-up, fill in the necessary details and save. Clicking cancel will to return you to the map page. A pop-up window is shown on the system to provide further instructions.

The popup illustrated will show if you click outside the road. If you get this warning, increase the zoom level you are working at and redraw the constraint.

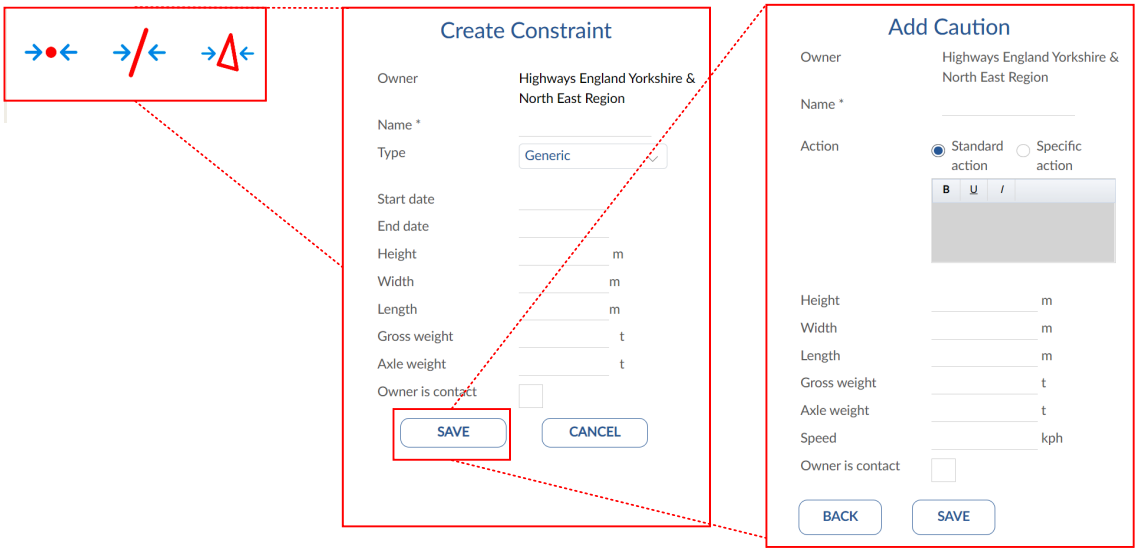
- Area constraint: create a new constraint using the Area constraint icon on the map. Click on the icon and then select a start point on the map where you want to create a constraint. You need to select three points to form a triangle for the area constraint, then double click to select the end point on the map. This

will show a pop-up, fill in the necessary details and save. Clicking cancel will return you to the map page.

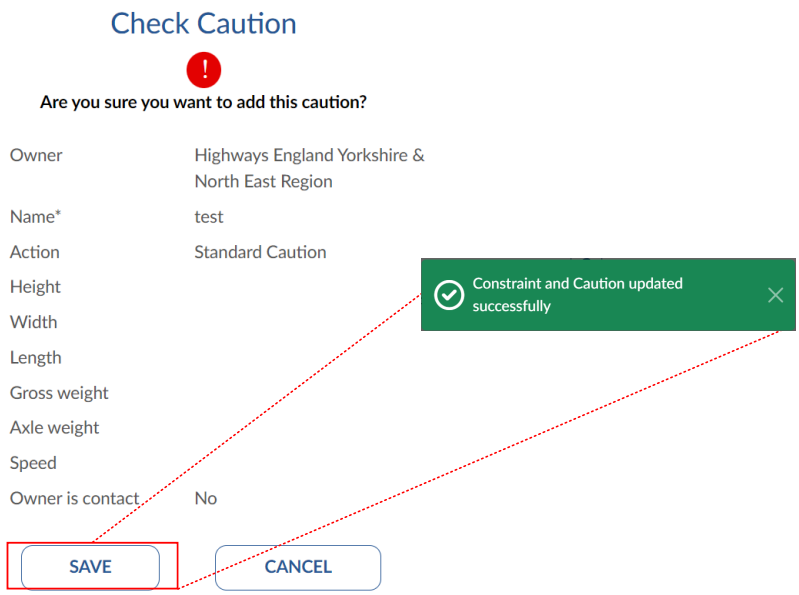
5.4. New constraint details

Use a constraint to create a temporary restriction along a route, for example , roadworks. You can use one of the three options above to create a new constraint. Enter all the mandatory and necessary information, including start and end date and restriction details. You will also need to complete all mandatory and necessary information for the caution.

Constraints and cautions are seen by the haulier and SORT based on the limits set here, which will trigger based on the values entered in a particular movement. Constraints and cautions without limits will be seen by all users using the route.



Having chosen a constraint type and added the details, clicking on the save button will give you the **ADD CAUTION** pop-up. Click on the save button once you have entered all the details. The system will show a confirmation pop-up, click on the save button to confirm these details.

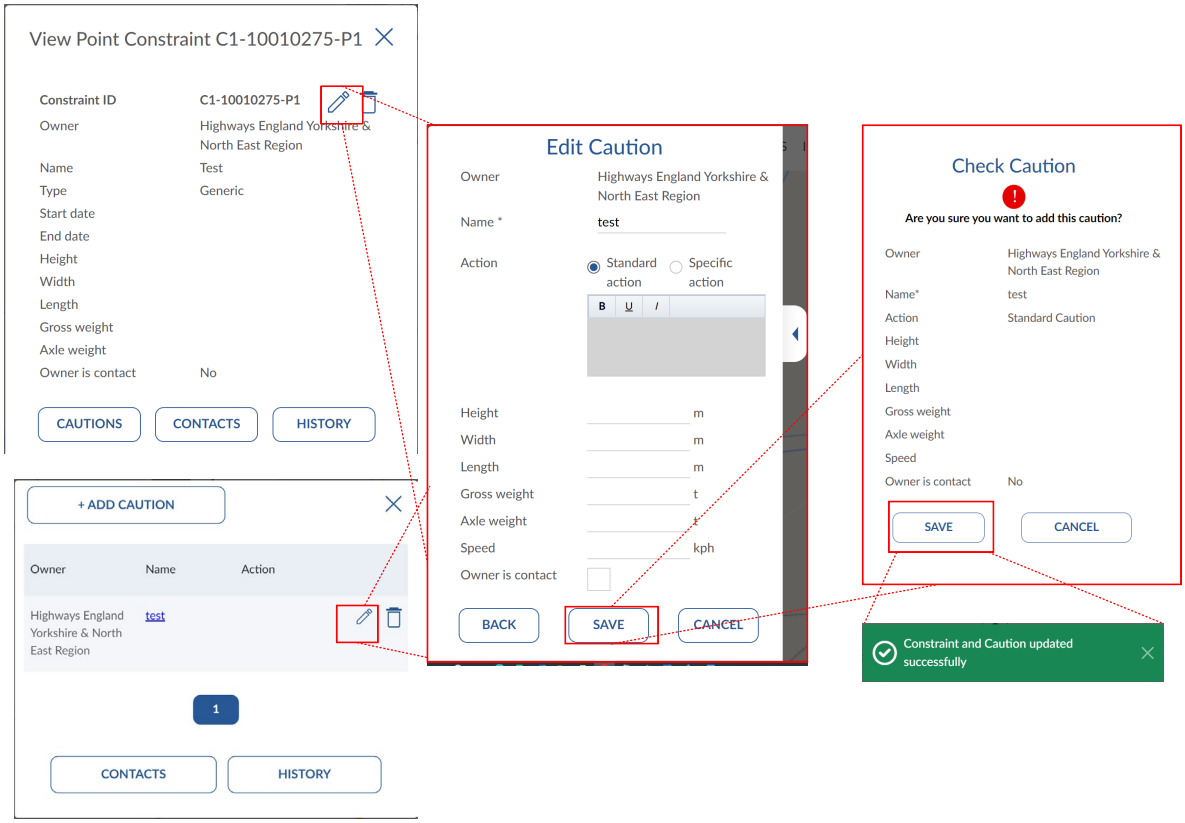


Using the line constraint option will provide an additional tick box for you to confirm whether it is a node constraint.

5.4.1. Editing a constraint / caution

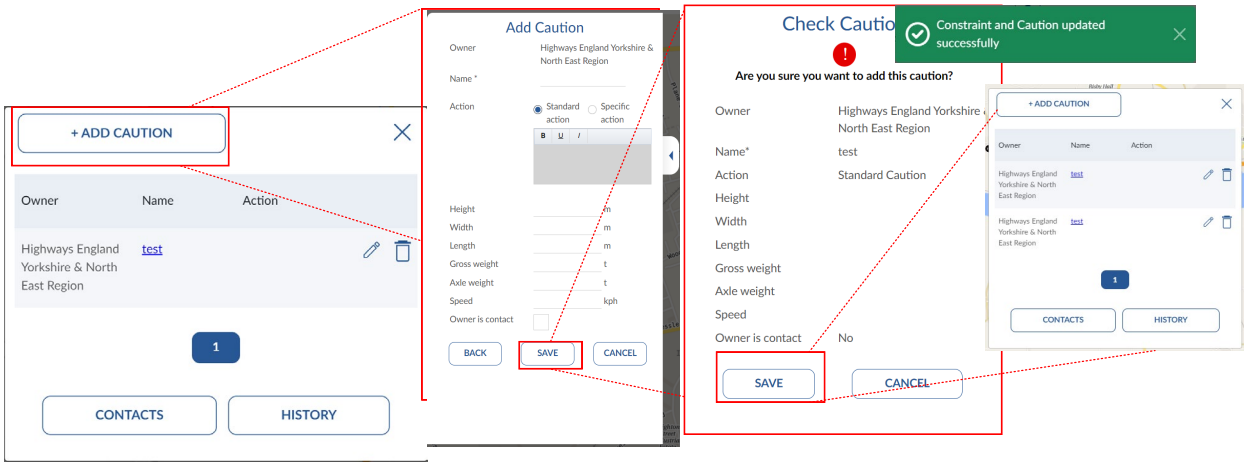
You can use the appriopriate icons to edit or delete a constraint or a caution. You can use the "action" section of the caution to give hauliers further details about the constraint or for diversion routes.

	Delete
	Edit



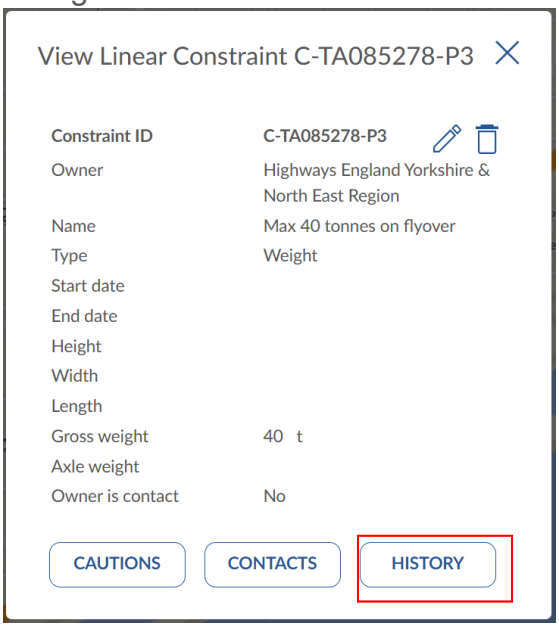
5.4.2. Add a new caution

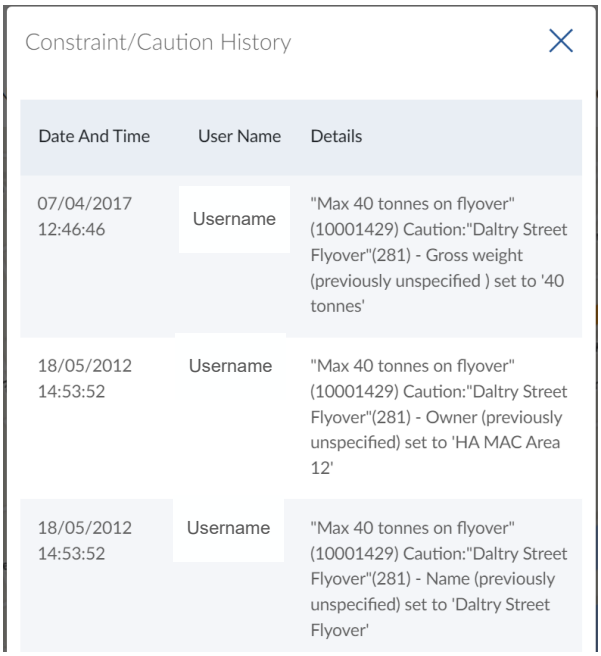
You can click on the **ADD CAUTION** button to add a new caution.



5.4.3. History

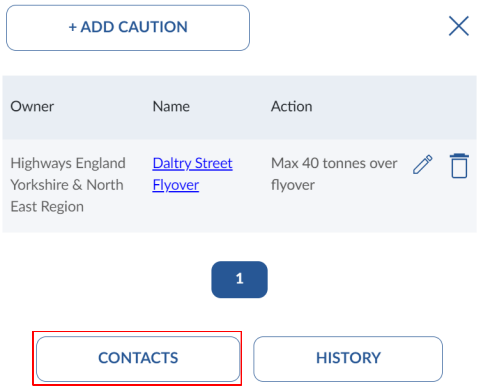
You can click on the history button on either a constraint or a caution to see the changes that have been made to that constraint or caution as illustrated below.

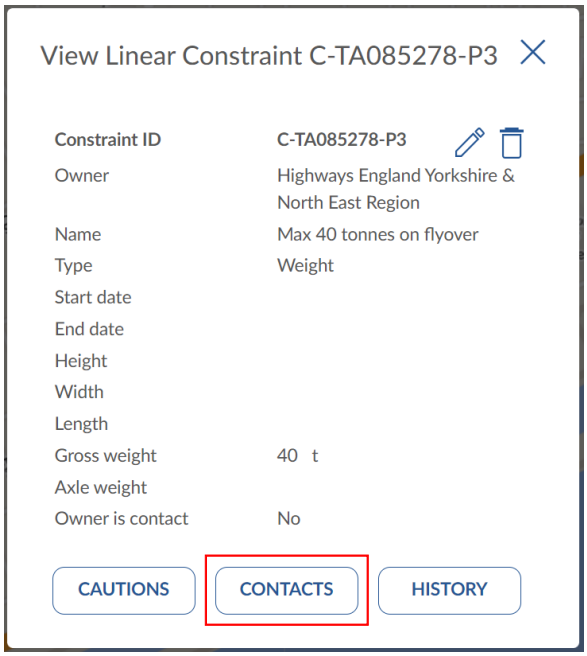




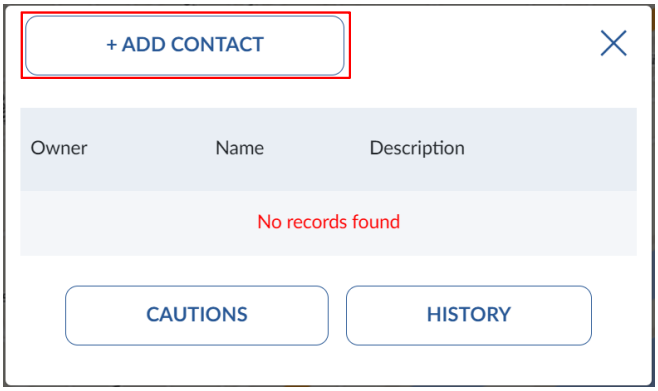
5.4.4. Contacts

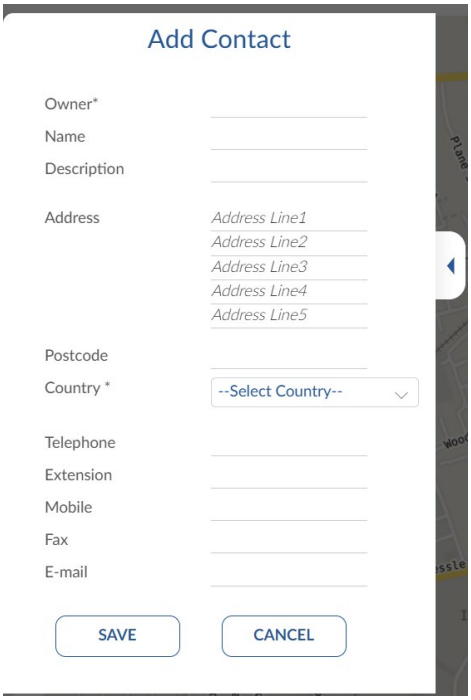
You can click on the contacts button on a constraint or caution to see the relevant contact details.



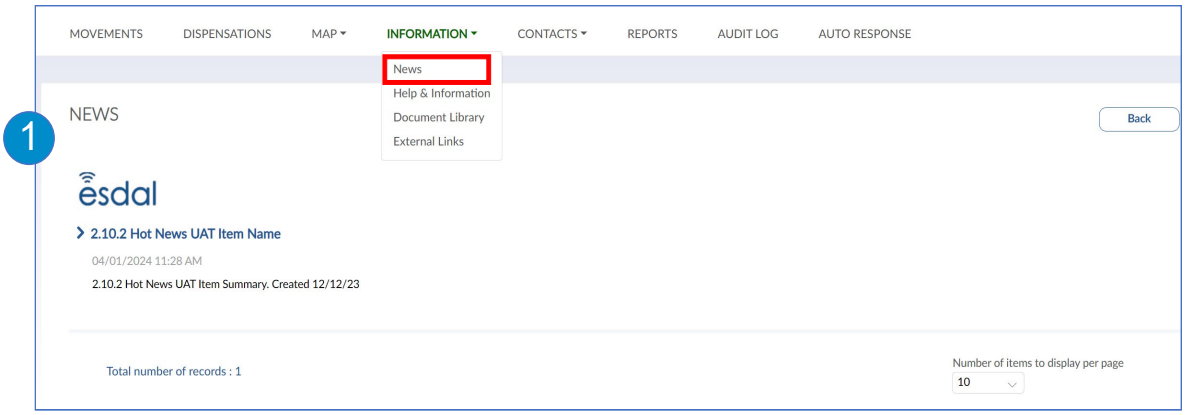


You can add and save new contacts by using the add contact button as shown. All added contacts will be visible to all users against the constraint.





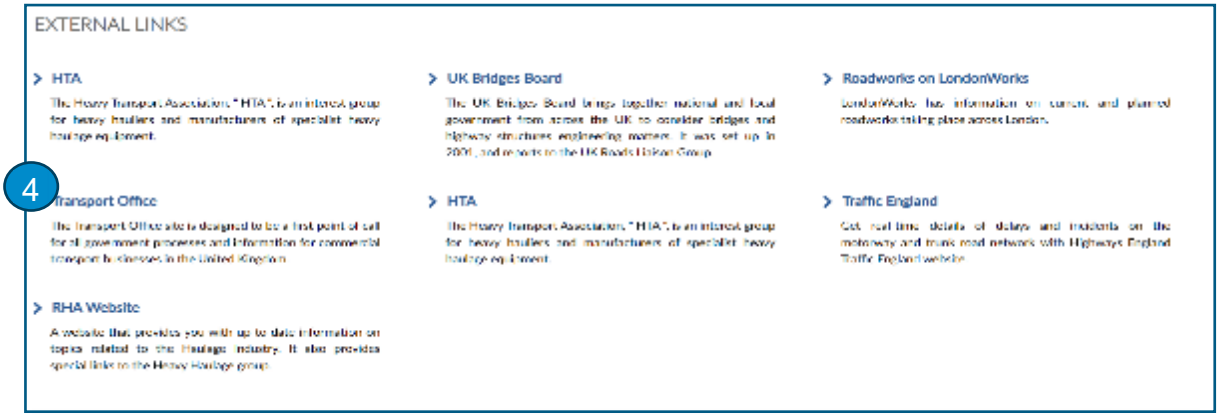
6. Information



Clicking on the information tab on the Menu bar (shown in the overview diagram above) will provide you with with four options as described in the table below and shown in the following diagrams:

Option	Description
1 **News**	Shows you all ESDAL news items. Clicking on each hyperlink header will give you more detailed information
2 **Help & Information**	Provide you with ESDAL related information including the user guide and ESDAL related forms. Clicking on each hyperlink header will give you more detailed information
3 **Document Library**	Holds a certain type of file or document related to ESDAL. Selecting the file name will download the document attached. You can filter using the document type header.
4 **External Links**	Provides you with ESDAL related external links. Clicking on each hyperlink header will open a new browser window / tab to the relevant link.

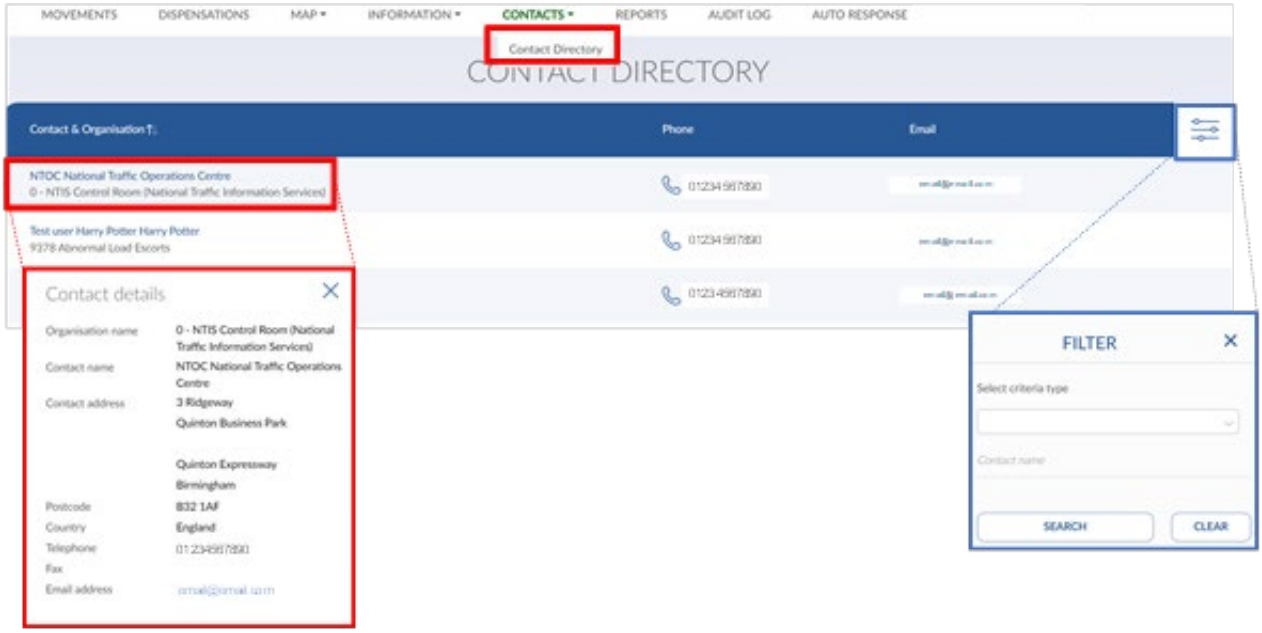
DOCUMENT LIBRARY
All
High Doc- 2.10.5
27878 Document Test
27791 Document Item
3
Test_document_1
VR1
ESDAL Jokes version 4
Low Doc- 2.10.5
Notification to Police (RE16 & VR1)
Documents have moved


EXTERNAL LINKS
HTA
UK Bridges Board
Roadworks on LondonWorks
4
Transport Office
HTA
Traffic England
RHA Website

7. Contacts

Selecting CONTACTS from the Menu bar provides you with the Contact Directory for ESDAL Abnormal Loads contacts as illustrated below.

Click on the filter icon ( ) to search for a contact. The available filter criteria are contact name, organisation, phone and email.



Click on the contact name to bring up full address details.

8. Reports

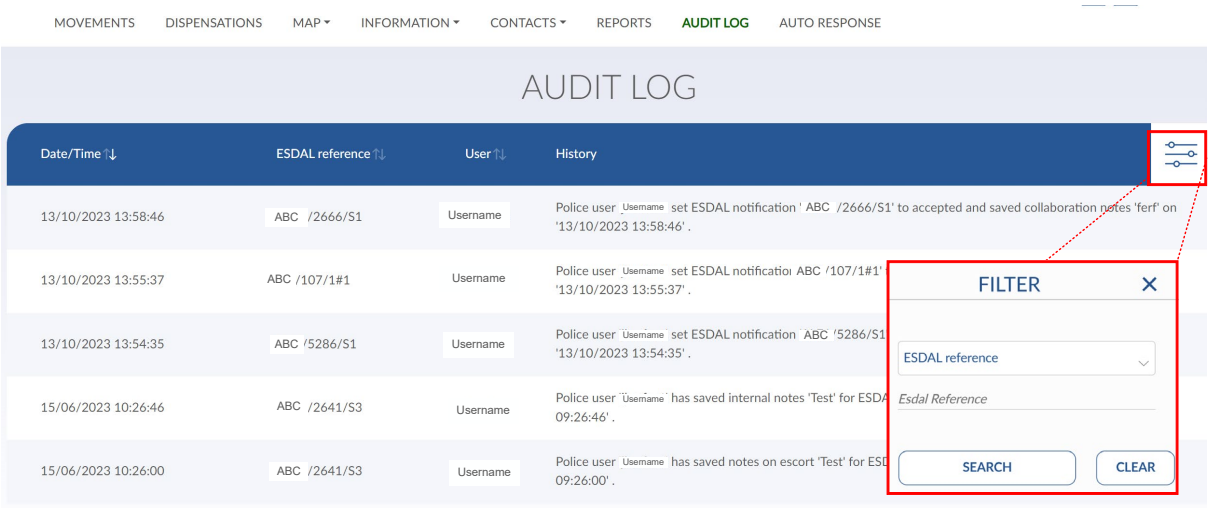
Selecting REPORTS from the Menu bar provides you with details of the number of non ESDAL notifications (NEN) received by your organisation by month and year.

Click on the EXPORT button to export the list as a CSV file.

- Received – Shows the total number of NEN received by your organisation.
- Accepted - Shows the total number of NEN accepted by your organisation.
- Rejected - Shows the total number of NEN rejected by your organisation.
- Sent for Further Assessment - Shows the total number of NEN in progress by your organisation.
- No action taken - Shows the total number of NEN with no action taken by your organisation.

9. Audit log

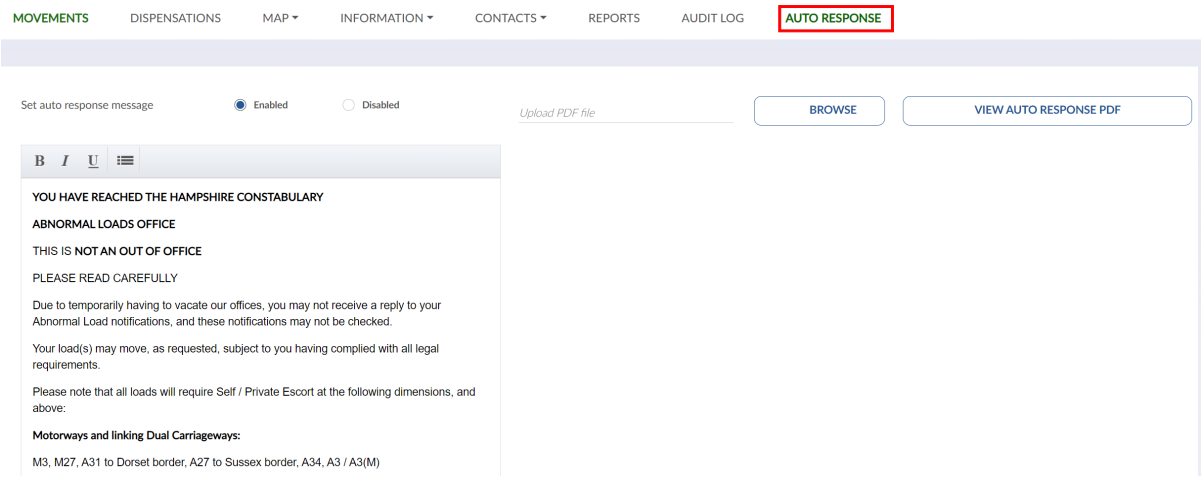
Selecting **AUDIT LOG** from the menu bar provides you with information on members of your organisation's previous actions as illustrated in the diagram below. The audit log documents activities within the Police accounts used across your organisation, it records the occurrence of an event, the time it occurred, and the responsible user.



You can sort the audits by date / time, ESDAL reference, and user, using the title of each header.

You can **FILTER (⚙)** the list using defined criteria as shown above, this will return the corresponding audit log.

10. Auto response



Clicking AUTO RESPONSE from the main menu allows you to create or edit an auto-response message as illustrated above.

You can enable or disable the auto response by selecting the relevant radio button.

Once an auto response is enabled, the text and any attachment (see below) will be automatically sent to any haulier who sends in a movement that affects your organisation.

You can upload and view an existing PDF to be used as an attachment using the **BROWSE** and **VIEW AUTO RESPONSE PDF** buttons respectively. The PDF upload must not be larger than 2MB.

11. NEN PDF

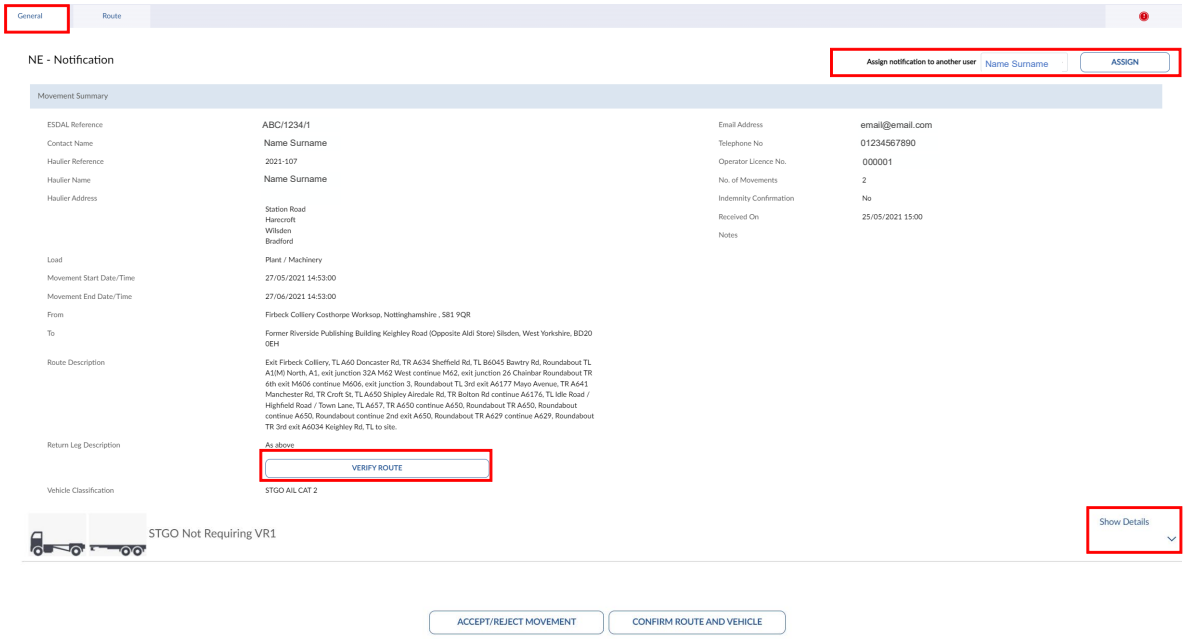
11.1. General

Non ESDAL users can submit notifications using approved PDF templates. These are submitted to the notifications mailbox. ESDAL will input information from the haulier's completed PDF and create a new notification reference number. Any movements where you are identified as an affected party will appear in your movement inbox, with an ESDAL reference that starts with the letters NEN, for example NEN/124524/1.

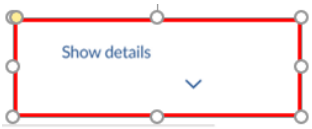
You are required to create and plan all routes based on the start and end addresses and the route descriptions.

When you click on the NEN reference number, you will see the general tab illustrated in the overview diagram below, you can:

- View the movement summary details.
- Assign to another user by selecting a name from the drop-down menu in the top right and clicking the ASSIGN button.
- View the vehicle details, by clicking the arrow SHOW DETAILS button in the bottom right (see section 11.2).
- Go to the route tab by clicking the VERIFY ROUTE button (see section 11.3).

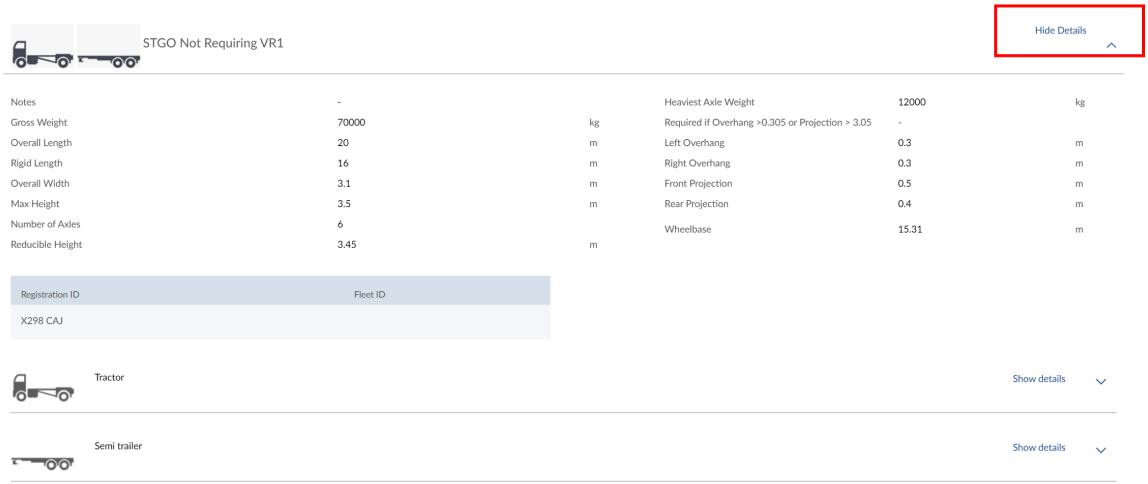


11.2. Show vehicle details



Click the down arrow below “show details” in the bottom right of the general tab to expand the vehicle details as shown in the overview diagram below.

Click the up arrow below “hide details” to hide these details again.

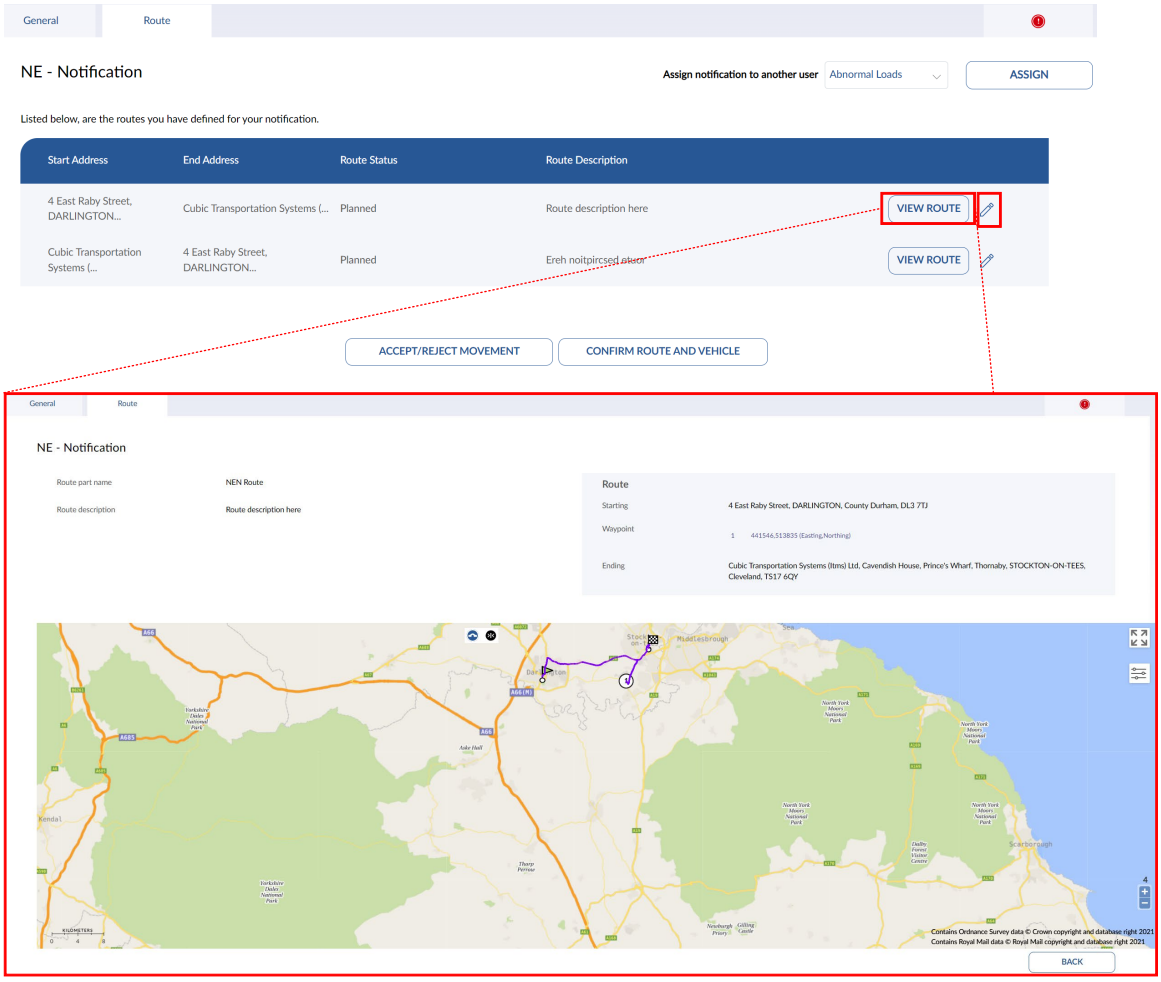


11.3. Route tab overview

Clicking verify route from the general tab takes you to the route tab from where you can create and plan the route(s). ESDAL will inform you of the route status, that is, whether the route is unplanned and if an error was encountered.

- Click on the edit route icon as illustrated overleaf to create and plan the route.

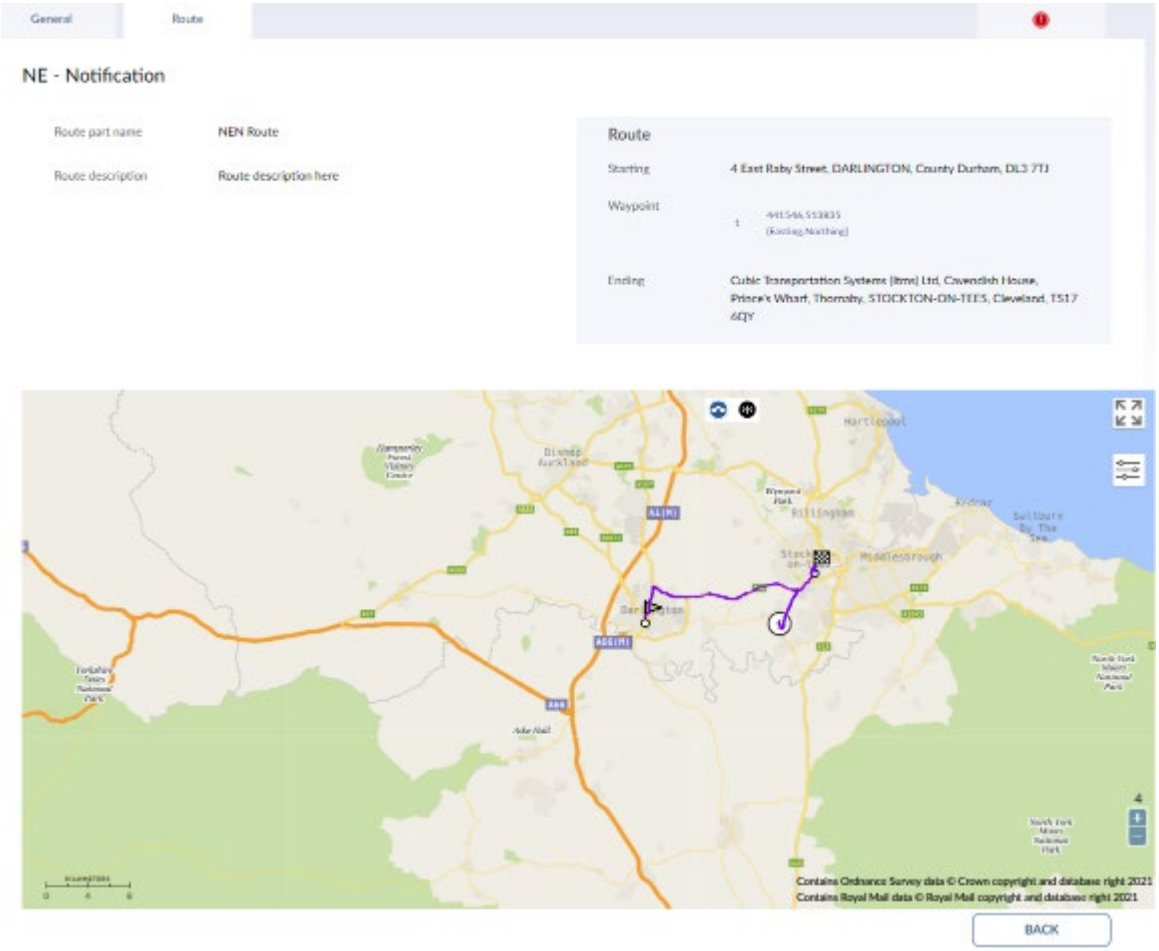
Section 11.4 overleaf gives you more details how to plan / edit a route.



After planning the route, click on the structures / constraints icon to review all constraints / unsuitable structures along the route.

Save the route once planning is complete and click the **BACK** button (at the bottom of the page) to return to the route tab.

You can now click on the **VIEW ROUTE** button to view a summary of the route details as shown below.



11.4. Edit route

Use the Start and End points from the original route description to plan the route. ESDAL may not use the same roads as the original route due to potential differences in mapping algorithm. Use either the Add waypoint or the advanced route planning function to edit the route to match the original route description shown in the popup window.

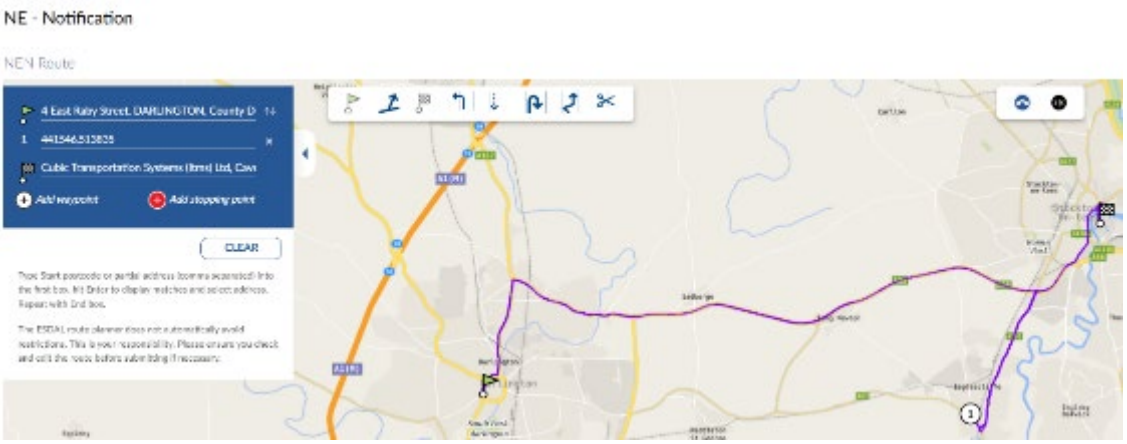
11.4.1. Add waypoint or stopping point

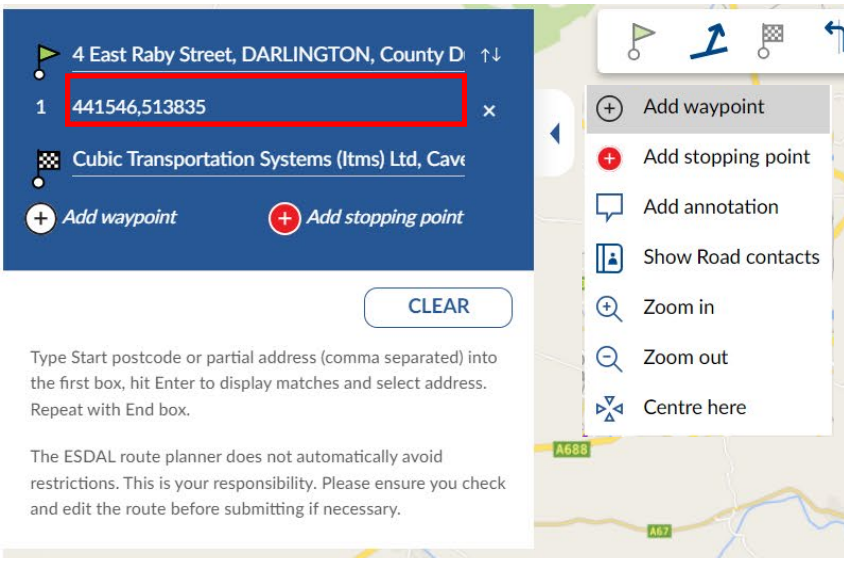
A way point is a point that you wish to pass through while travelling and a stopping point is to be used if the vehicle will be making a stop off as part of their movement.

You can either:

- right-click on the map where you want to add a waypoint or stopping point and select **Add waypoint or Add stopping point or**
- click on [+] Add waypoint or [+] Add stopping point on the planned route below the start and end points in the blue box and add a postcode for your waypoint address and press enter.

Select the required address or the closest address from the drop-down menu or enter co-ordinates.





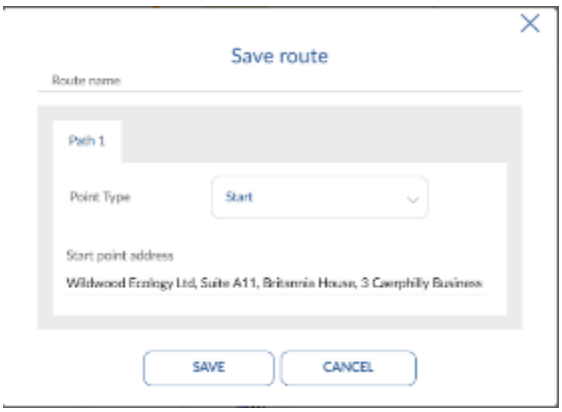
If your preferred road is a dual carriageway, you will need to zoom in to a level where you can see both carriageways.

Multiple waypoints can be added; but be aware that they need to be in the correct number order, 1, 2, 3, etc., from start to end location, to work correctly.

Once you have added the required waypoints click the **Plan button** to redraw the route.

The waypoints will be listed on the left, between the start and end locations, and the route will be redrawn with the waypoints or stopping points on the map. Way points will be shown as a black number in a white circle as shown above.

To delete a waypoint, right click on the waypoint in the map and select **Delete waypoint** or delete from the route overview box, by clicking the **x** to the right of the point.



Clicking on the Save Route button allows you to save the route by giving the Route a name.

You will need to complete any partial addresses or addresses with co-ordinates with as much detail as you have available. Use the “point type” drop down box to choose and edit the locations of the start, end and any intermediary points, if they were not selected from postcodes or addresses suggested by the system.

Type as much of the actual address as you know; it helps to separate each line of the address with a comma “,”. Click SAVE to save the route and click ok on the confirmation pop-up.

11.4.2. Advanced route planning

You can use the advanced route planning options available at the top of the map.

alternate start point of the planned route

alternate middle point to the planned route

alternate end point of the planned route

The remaining icons are for planning special manoeuvres or off-road routes (see the following sections).

Annotations

Annotations are special instructions added to driving instructions to complete a specific journey by a specific vehicle / load combination. Examples of annotations include “Route to match NEN PDF description”, “If anyone or organisation needs to be contacted before performing a specific manoeuvre”.

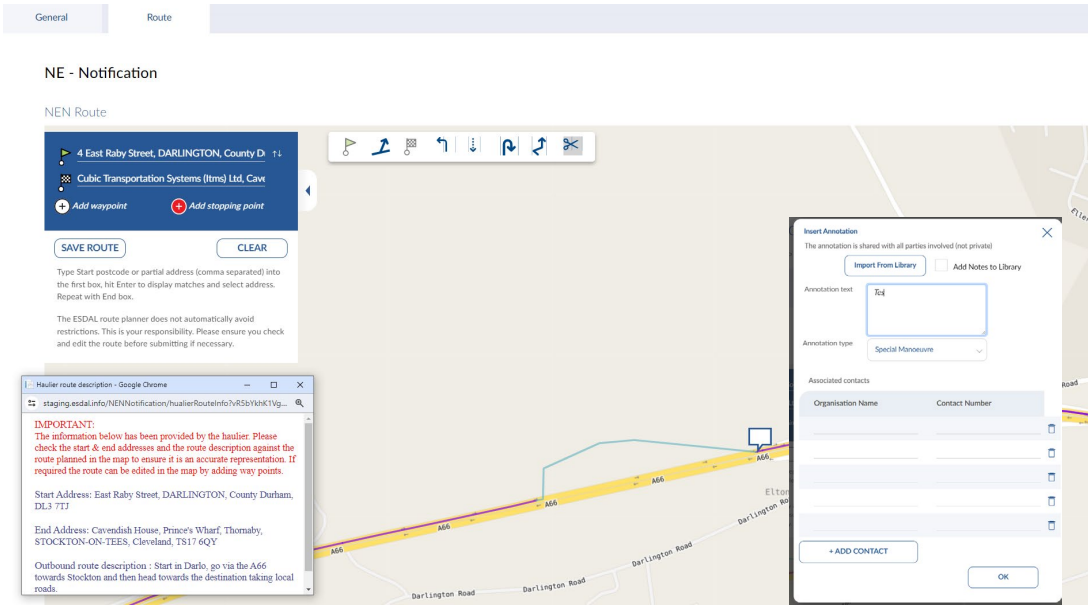
Off-Road Sections

An off-road section is a section of a route that is not on the network (and therefore not part of the base map). Examples include a part of a route that goes from a road (on network) across a field or private unmapped roadway.

Click on the icon for an off-road route.

Click on the **purple route** where you want the off-road section to start. Then move your cursor along, in the direction of the new road, clicking occasionally to fix the route on the map (to turn a corner for example).

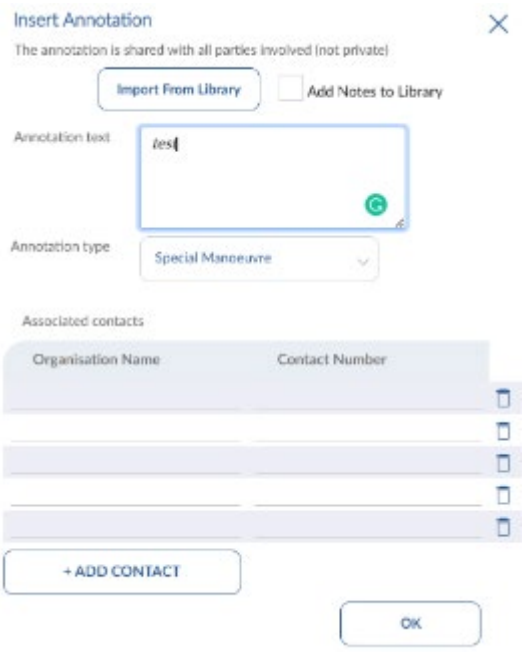
Do not start or end an off-road section on a roundabout. A route may generally be planned successfully if the off-road section is extended to just before or just after the roundabout.



To finish the off-road section, double-click back on the route where the off-road section rejoins the route. This will bring up the **Insert Annotation** dialogue box shown here.

Type into the Annotation text box to describe the route you will be taking.

The off-road route option can also be used to cut across between carriageways where there isn't a road; or for leaving a motorway by a service road that ordinary traffic can't use. Any time that you need to plan a route, but the road isn't there on the map; you need an off-road section. This includes situations when the map doesn't include a road that you know is there.



As long as the off-road section starts and ends on the pre-assigned route, you can use the Cut Route ( ) icon to remove the section of the route you don't need because you have added the off-road section.

When cutting away sections of route that you don't need, note that you can't remove a section that has a waypoint within its length.

Other manoeuvres

You can add additional notes to the map / route which allow you to mark the route with special manoeuvres including:

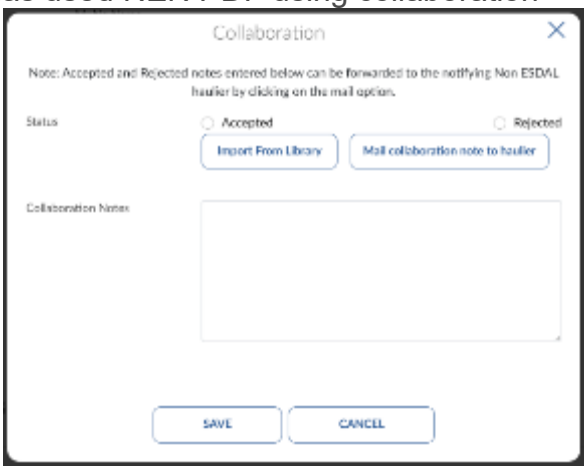
Reverse manoeuvre.

U-Turn manoeuvre.

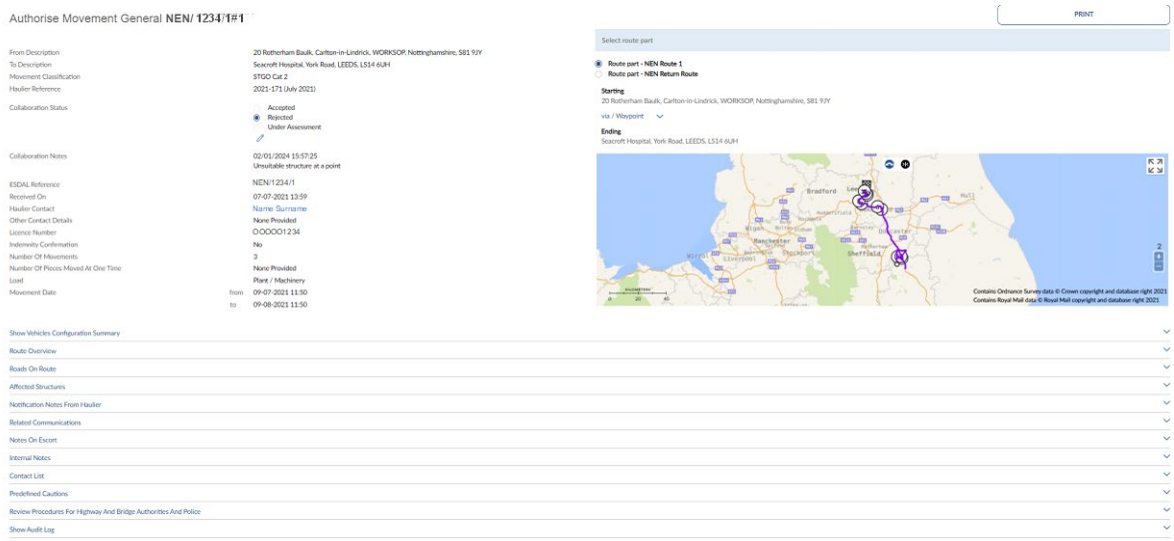
Breaking the rules of the road network.

11.5. Accept or reject route

You can communicate with a haulier who has used NEN PDF using collaboration notes that you enter here. The status will not be shared with the haulier. You will need to click “mail collaboration notes to haulier” if you want the notes to be sent to the haulier.



The status shown in your movement inbox will change depending on whether you accept or reject the movement.

11.6. Confirm route and vehicle

Once you have completed planning and reviewing the route (as described above), you should click on the Confirm Route and Vehicle button to accept that no further changes can be made to the route as illustrated. This will accept the movement into ESDAL and display the movement details as illustrated below.