

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.

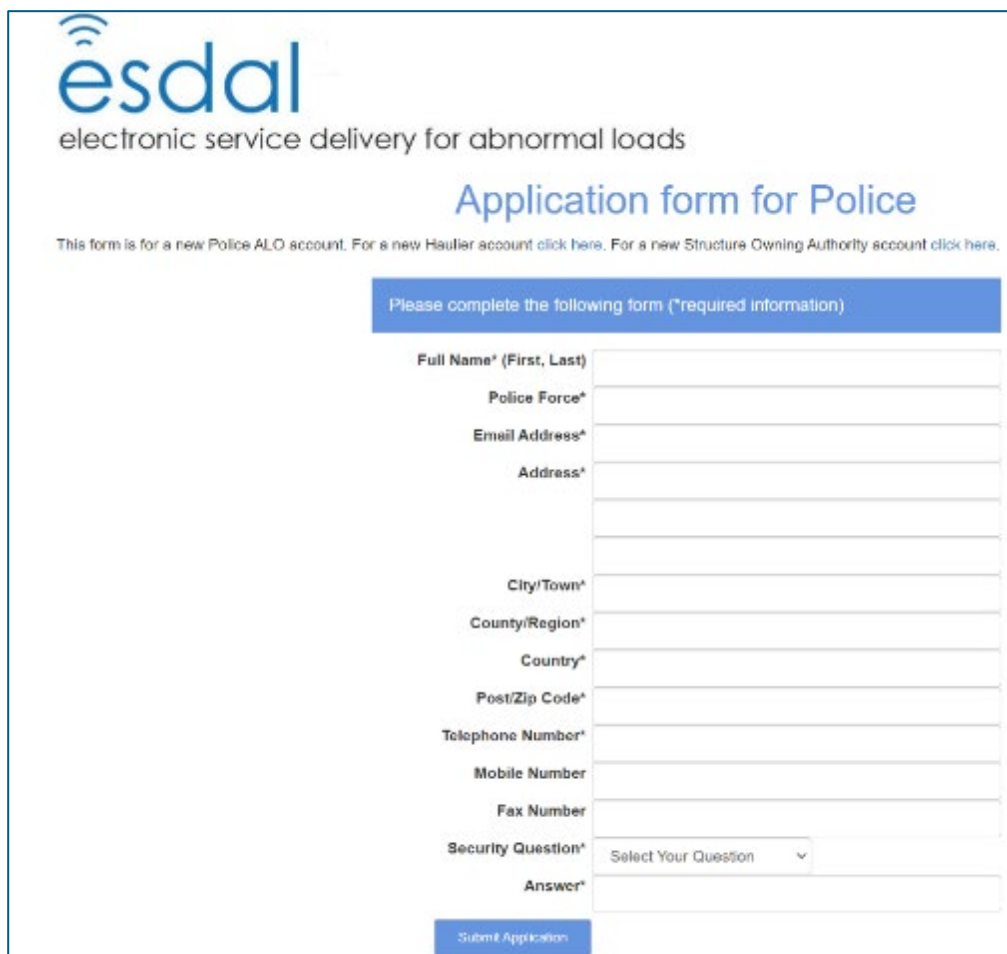
Some screen shots are “overview diagrams” of a whole ESDAL page; these are intended to help you see where different features are located on the page. The features will be identified by numbers or letters in circles. You are not expected to be able to read all the text in these diagrams, which are of 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



esdal
electronic service delivery for abnormal loads

Application form for Police

This form is for a new Police ALO account. For a new Haulier account [click here](#). For a new Structure Owning Authority account [click here](#).

Please complete the following form (*required information)

Full Name* (First, Last)

Police Force*

Email Address*

Address*

City/Town*

County/Region*

Country*

Post/Zip Code*

Telephone Number*

Mobile Number

Fax Number

Security Question*

Answer*

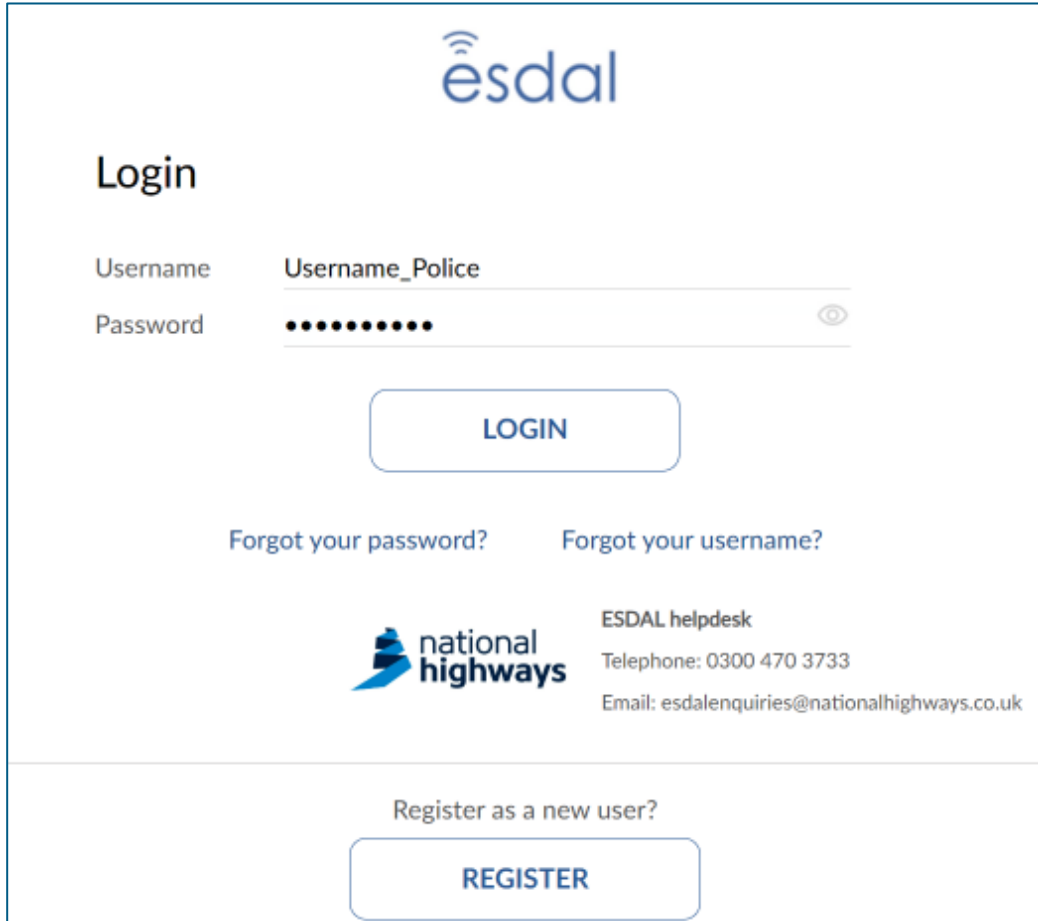
Submit Application

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.



The screenshot shows the ESDAL login interface. At the top center is the 'esdal' logo. Below it, the word 'Login' is displayed. There are two input fields: 'Username' with the text 'Username_Police' and 'Password' with a masked password of ten dots. A 'LOGIN' button is positioned below the fields. Underneath the button are two links: 'Forgot your password?' and 'Forgot your username?'. At the bottom left is the 'national highways' logo, and at the bottom right is the 'ESDAL helpdesk' contact information: 'Telephone: 0300 470 3733' and 'Email: esdalenquiries@nationalhighways.co.uk'. At the very bottom, there is a 'Register as a new user?' link and a 'REGISTER' button.

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.

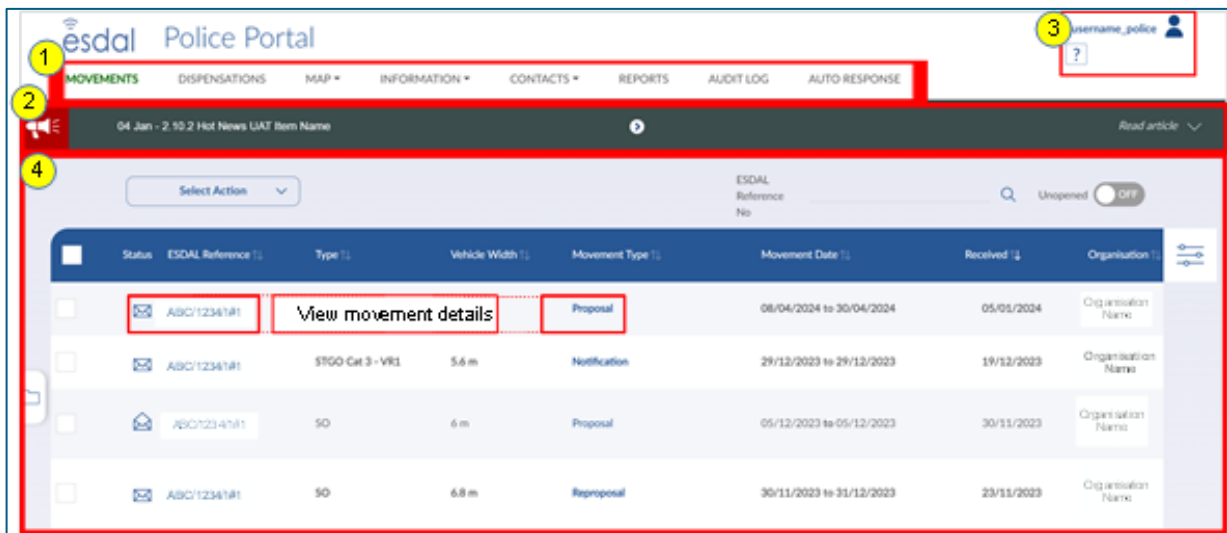
The helpdesk operates from 8AM to 6PM Monday to Friday, excluding public holidays. You will need to provide the answer to the security question that you entered on your application form.

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)



ESDAL Police Portal

username_police

MOVEMENTS DISPENSATIONS MAP * INFORMATION * CONTACTS * REPORTS AUDIT LOG AUTO RESPONSE

04 Jan - 2:10:2 Hot News UAT Item Name

Select Action

ESDAL Reference: No

Unopened OFF

Status	ESDAL Reference	Type	Vehicle Width	Movement Type	Movement Date	Received	Organisation
<input type="checkbox"/>	ABC1234181			Proposal	08/04/2024 to 30/04/2024	05/01/2024	Organisation Name
<input type="checkbox"/>	ABC1234181	STGO Cat 3 - VR1	5.6 m	Notification	29/12/2023 to 29/12/2023	19/12/2023	Organisation Name
<input type="checkbox"/>	ABC1234181	SO	6 m	Proposal	05/12/2023 to 05/12/2023	30/11/2023	Organisation Name
<input type="checkbox"/>	ABC1234181	SO	6.8 m	Reproposal	30/11/2023 to 31/12/2023	23/11/2023	Organisation Name

2.1. Menu bar

1 Police Portal


MOVEMENTS DISPENSATIONS MAP ▾ INFORMATION ▾ CONTACTS ▾ REPORTS AUDIT LOG AUTO RESPONSE

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.

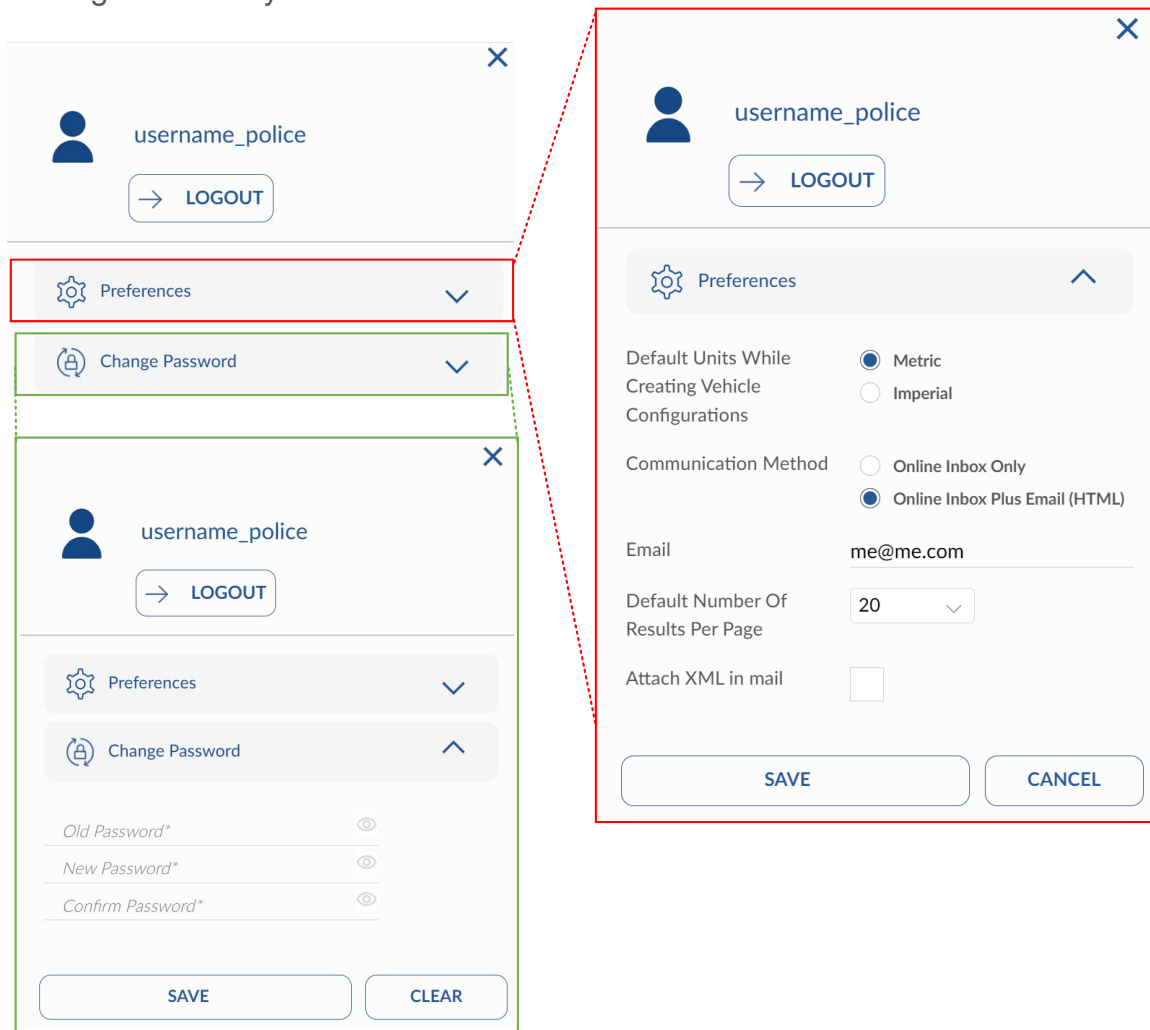
2.3. User account control

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: <ul style="list-style-type: none"> 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.



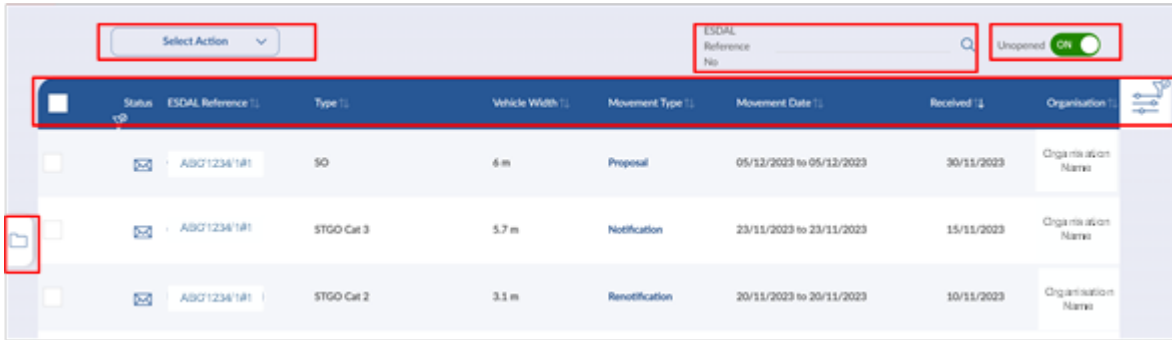
The figure shows two overlapping screenshots of the user account control interface. The top-left screenshot shows a user profile for 'username_police' with a 'LOGOUT' button and a dropdown menu containing 'Preferences' and 'Change Password'. The bottom-left screenshot shows the 'Change Password' form with fields for 'Old Password*', 'New Password*', and 'Confirm Password*', and 'SAVE' and 'CLEAR' buttons. The right screenshot shows the 'Preferences' form for 'username_police', which includes a 'LOGOUT' button, a 'Preferences' header, and several settings: 'Default Units While Creating Vehicle Configurations' (Metric selected), 'Communication Method' (Online Inbox Plus Email (HTML) selected), 'Email' (me@me.com), 'Default Number Of Results Per Page' (20), and 'Attach XML in mail' (checkbox). 'SAVE' and 'CANCEL' buttons are at the bottom.

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](#)).



Status	ESDAL Reference	Type	Vehicle Width	Movement Type	Movement Date	Received	Organisation
<input type="checkbox"/>	ABG1234/181	SO	6 m	Proposal	05/12/2023 to 05/12/2023	30/11/2023	Organisation Name
<input type="checkbox"/>	ABG1234/181	STGO Cat 3	5.7 m	Notification	23/11/2023 to 23/11/2023	15/11/2023	Organisation Name
<input type="checkbox"/>	ABG1234/181	STGO Cat 2	3.1 m	Renotification	20/11/2023 to 20/11/2023	10/11/2023	Organisation Name

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](#).

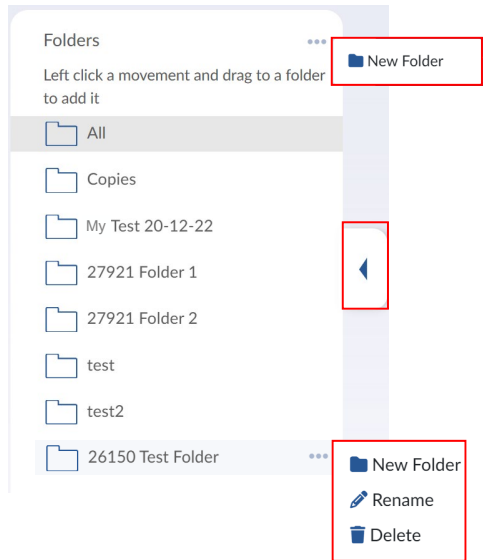
2.5. Folders and Select Action button




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.

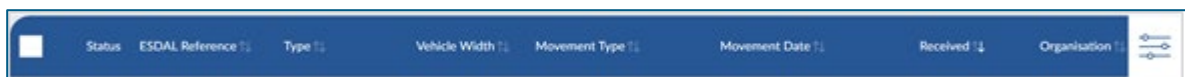
Clicking the drop-down arrow icon on the **SELECT ACTION** button will allow you to remove multiple items from a folder




2.6. Sorting and Filters

2.6.1. Header sorting

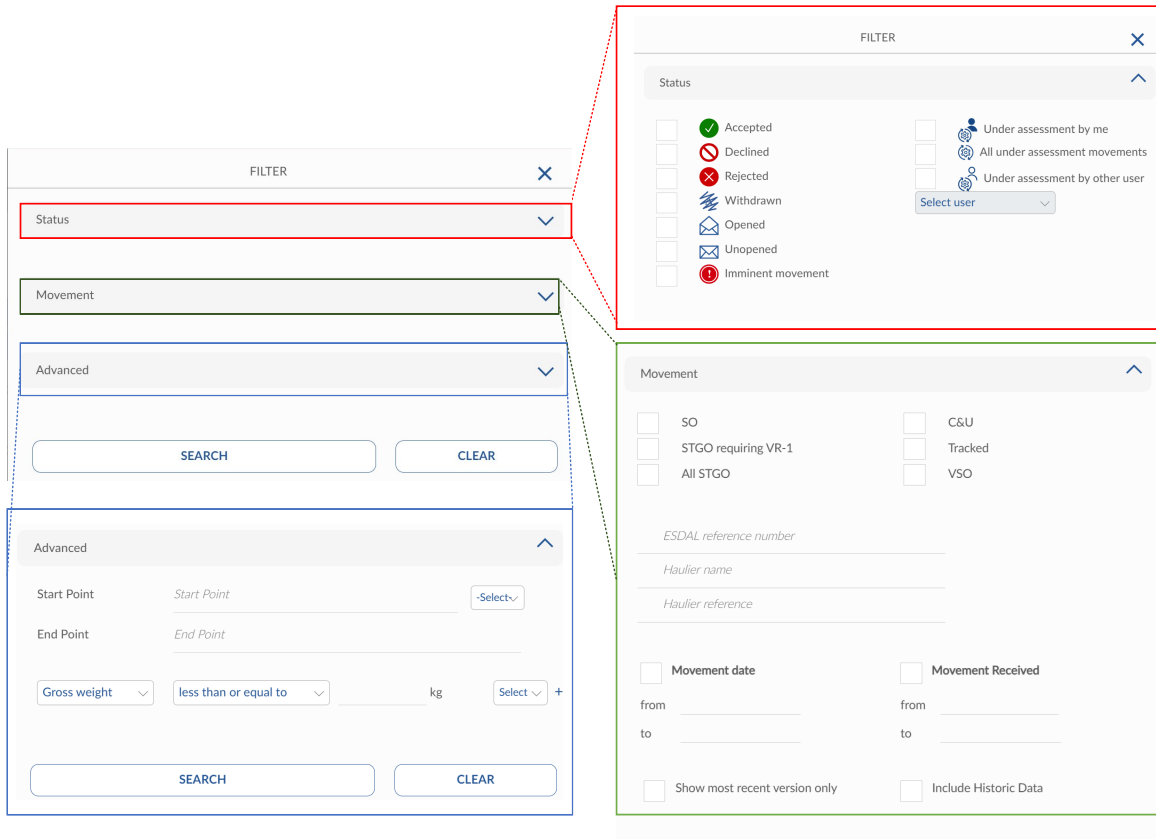
You can sort the order of items in your movement list by clicking the arrows to the right of the following headers: ESDAL reference, type, vehicle width, movement type, movement date, received and organisation.



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.

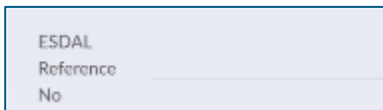
Using the **SEARCH** button will return the corresponding movements (notifications/applications), the **CLEAR** button will remove the values from the currently displayed object fields.



The screenshot displays the ESDAL4 interface with several key components highlighted:

- Filter Panel:** A 'FILTER' panel with a 'Status' dropdown menu. A red box highlights this dropdown, which is expanded to show options: Accepted (green check), Declined (red X), Rejected (red X), Withdrawn (blue lightning bolt), Opened (blue envelope), Unopened (blue envelope with X), and Imminent movement (red exclamation mark). It also includes options for 'Under assessment by me', 'All under assessment movements', and 'Under assessment by other user' with a 'Select user' dropdown.
- Advanced Search Panel:** A blue-bordered 'Advanced' search panel containing 'SEARCH' and 'CLEAR' buttons, and input fields for 'Start Point', 'End Point', 'Gross weight', and a comparison operator (set to 'less than or equal to').
- Movement Filter Panel:** A green-bordered 'Movement' filter panel with checkboxes for 'SO', 'STGO requiring VR-1', 'All STGO', 'C&U', 'Tracked', and 'VSO'. It also includes fields for 'ESDAL reference number', 'Haulier name', and 'Haulier reference', along with date range filters for 'Movement date' and 'Movement Received', and checkboxes for 'Show most recent version only' and 'Include Historic Data'.

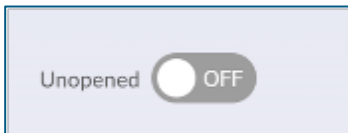
2.7. ESDAL reference number



ESDAL Reference No

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

2.8. Unopened ON/ OFF toggle



Unopened OFF

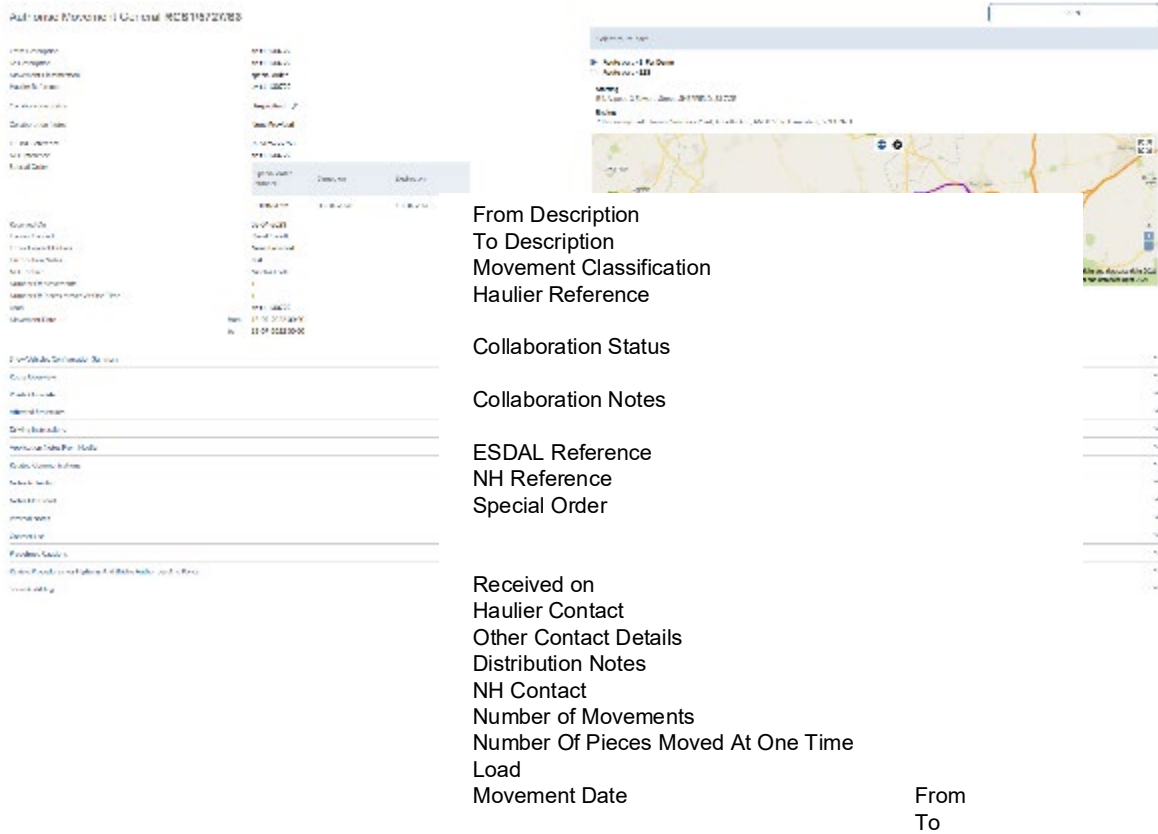
ESDAL will default to show only unopened items in the movement inbox. You can toggle this button to OFF to show all items in your movement inbox as illustrated .



The screenshot shows the movement inbox table with the 'Unopened' toggle set to OFF. The table contains the following data:

Status	ESDAL Reference	Type	Vehicle Width	Movement Type	Movement Date	Received	Organisation
<input type="checkbox"/>	ABC1234/1#1	SO	4 m	Proposal	08/04/2024 to 30/04/2024	05/01/2024	Organisation Name
<input type="checkbox"/>	ABC1234/1#1	STGO Cat 3 - VR1	5.6 m	Notification	29/12/2023 to 29/12/2023	19/12/2023	Organisation Name
<input type="checkbox"/>	ABC1234/1#1	SO	6 m	Proposal	05/12/2023 to 05/12/2023	30/11/2023	Organisation Name

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



From Description
To Description
Movement Classification
Haulier Reference

Collaboration Status

Collaboration Notes

ESDAL Reference
NH Reference
Special Order

Received on
Haulier Contact
Other Contact Details
Distribution Notes
NH Contact
Number of Movements
Number Of Pieces Moved At One Time
Load
Movement Date

From
To

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.



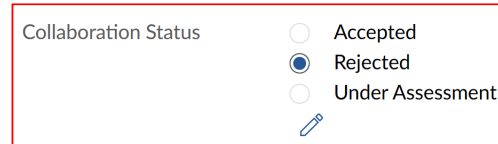
Clicking on the drop down arrow icon to the right of to each of the headers in the lower part of the screen will provide further details regarding the movement specific to that header. This will allow you to view the movement details, including details of the vehicle, route, affected structures, notes,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

3.3. Edit collaboration

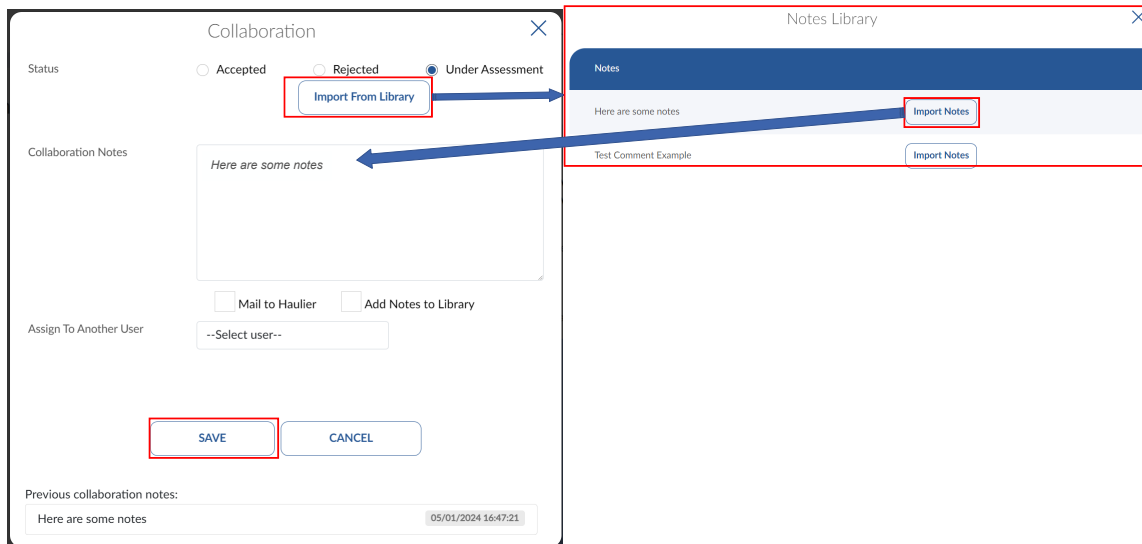
Click the edit (✎) icon next to the **COLLABORATION STATUS** to edit the status.



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.

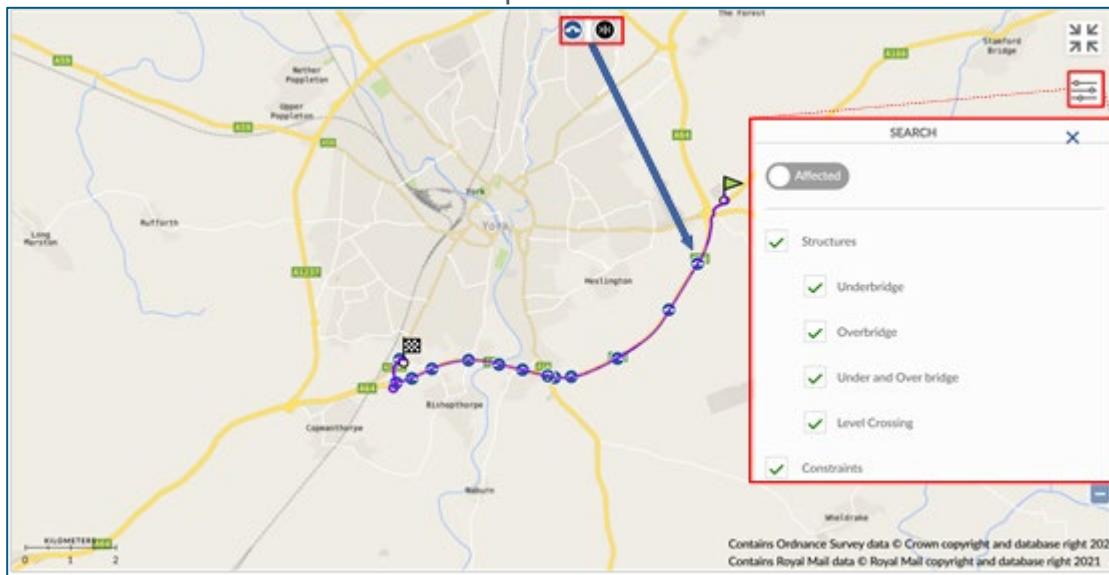
You can assign to another user by selecting **UNDER ASSESSMENT** and selecting the appropriate user from the drop-down options.

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

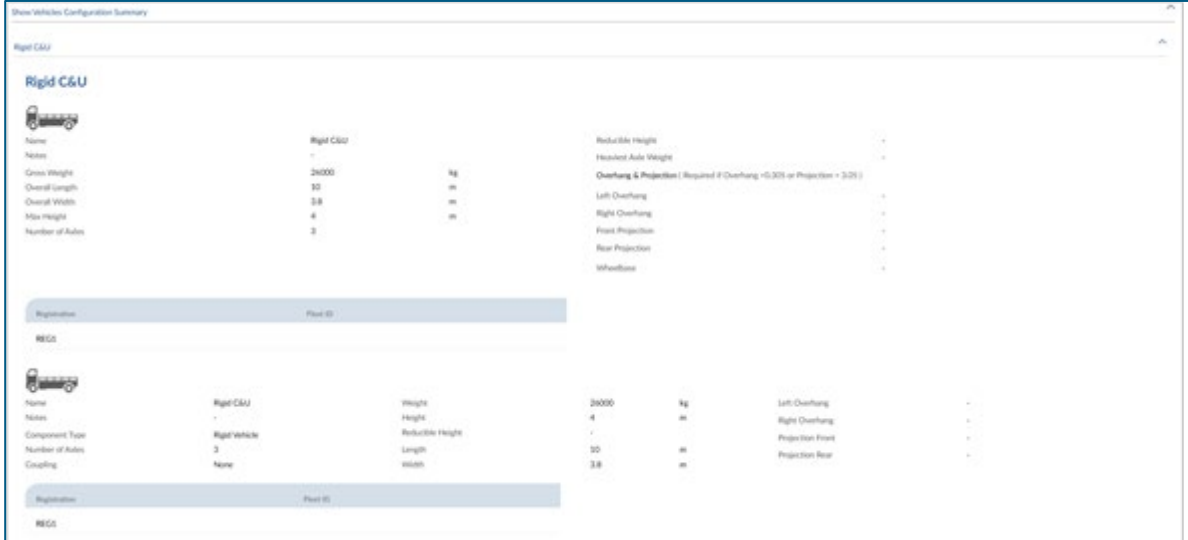
Clicking the drop down arrow  next to each header will show you further details for each of the options as illustrated below. You can use the up arrow to hide the details again.

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

Show Vehicles Configuration Summary	▼
Route Overview	▼
Roads On Route	▼
Affected Structures	▼
Notification Notes From Hauler	▼
Related Communications	▼
Notes On Exon.	▼
Internal Notes	▼
Contract List	▼
Predefined Conditions	▼
Review Procedures For Highways And Bridge Authorities And Police	▼
Show Audit Log	▼

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.

Roads On Route

Select route part

Route part 1 - Route

Affected

Road	Distance
M40	54.6 km

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.

S-SE489199-1-5449 Darrington Flyover	!	
S-SE485187-1-18567 West Park Footbridge	!	✓
S-SE493171-1-5448 Wentbridge Viaduct	!	✗
S-SE492169-1-5447 West Edge Road	!	✓
S-SE503149-1-5446 Mutton Hall Farm	!	
S-SE509138-1-1428 Barnsdale Bar Flyover	!	✓
S-SE517120-1-5444 Robin Hoods Well	!	✓
S-SE521104-1-2.019 Skellow Footbridge	!	✓
S-SE522099-2-5443 Humber Head Dyke R/C Extension	!	
S-SE522099-1-5440 Humber Head Dyke Masonry Arch	!	
S-SE522099-3-5439 Humber Head Railway	!	
S-SE522093-1-15511 Redhouse Flyover North	!	✓
S-SE522093-2-15510 Redhouse Flyover South	!	✓

Structure details ✕

ESRN	S-SE493171-1
Name	5448 Wentbridge Viaduct
Unique Id	5448
Coordinates	449307, 417113
Owner/Stakeholder	Highways England Yorkshire & North East Region
Category	Road Bridge
Type	Continuous Span Bridge
Class	Underbridge
Length	143.3 m

[View map](#)

Contact details ✕

Organisation name	Highways England Yorkshire & North East Region
Contact name	Name Surname
Contact address	Highways England Great North House 20 Allington Way Darlington
Postcode	DL1 4QB
Country	England
Telephone	01234567890
Fax	
Email address	email@email.com

3.5.5. Notification Notes from Haulier

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



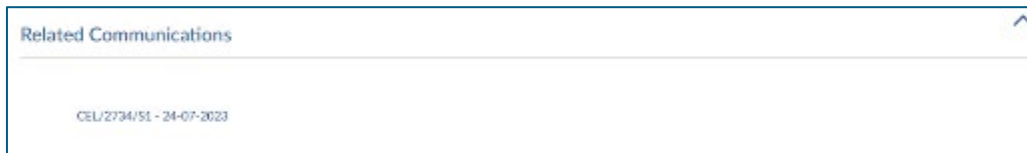
Notification Notes From Haulier

Notes from haulier not found

This screenshot shows a window titled "Notification Notes From Haulier" with a small upward-pointing arrow in the top right corner. Below the title bar is a horizontal line, and the main content area displays the text "Notes from haulier not found".

3.5.6. Related Communications

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



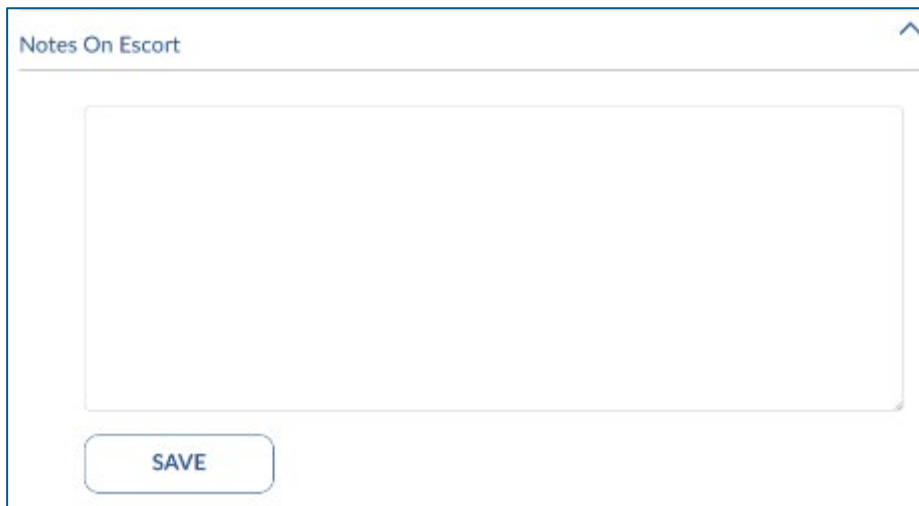
Related Communications

CEL/2734/51 - 24-07-2023

This screenshot shows a window titled "Related Communications" with a small upward-pointing arrow in the top right corner. Below the title bar is a horizontal line, and the main content area displays the text "CEL/2734/51 - 24-07-2023".

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.



Notes On Escort

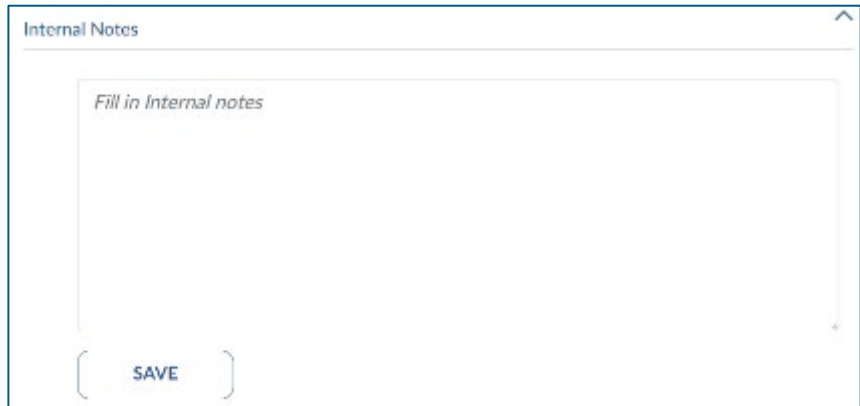
Empty text input area for adding notes.

SAVE

This screenshot shows a window titled "Notes On Escort" with a small upward-pointing arrow in the top right corner. Below the title bar is a horizontal line, followed by a large empty rectangular text input area. At the bottom of the window is a rounded rectangular button labeled "SAVE".

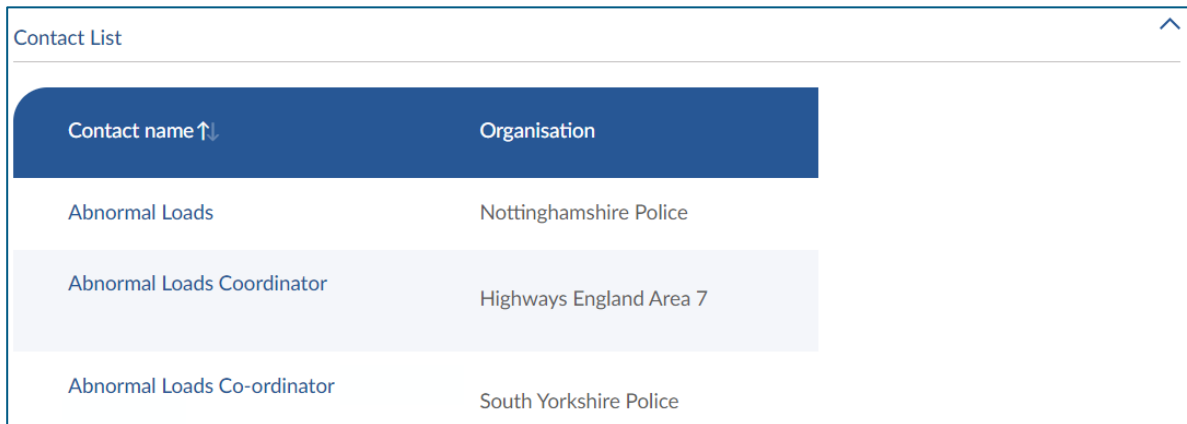
3.5.8. Internal Notes

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



3.5.9. Contact List

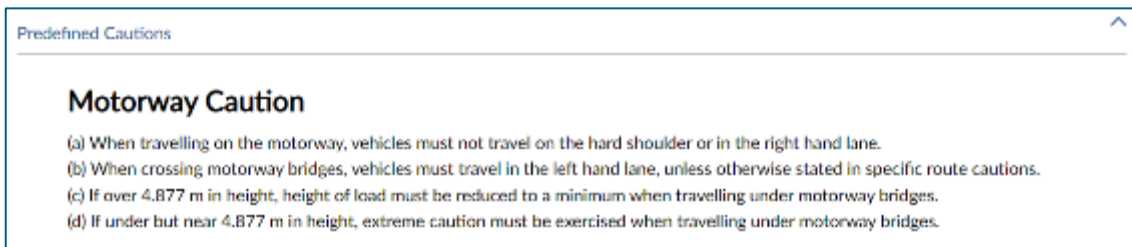
Use the down arrow to view the organisations who are impacted by the route. Click the arrows to the right of contact name in the header to sort alphabetically. Clicking on each name will show the contact details.



Contact name ↑↓	Organisation
Abnormal Loads	Nottinghamshire Police
Abnormal Loads Coordinator	Highways England Area 7
Abnormal Loads Co-ordinator	South Yorkshire Police

3.5.10. Predefined Cautions

Use the down arrow to view all predefined cautions.



Motorway Caution

- (a) When travelling on the motorway, vehicles must not travel on the hard shoulder or in the right hand lane.
- (b) When crossing motorway bridges, vehicles must travel in the left hand lane, unless otherwise stated in specific route cautions.
- (c) If over 4.877 m in height, height of load must be reduced to a minimum when travelling under motorway bridges.
- (d) If under but near 4.877 m in height, extreme caution must be exercised when travelling under motorway bridges.

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 negotiability 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' .

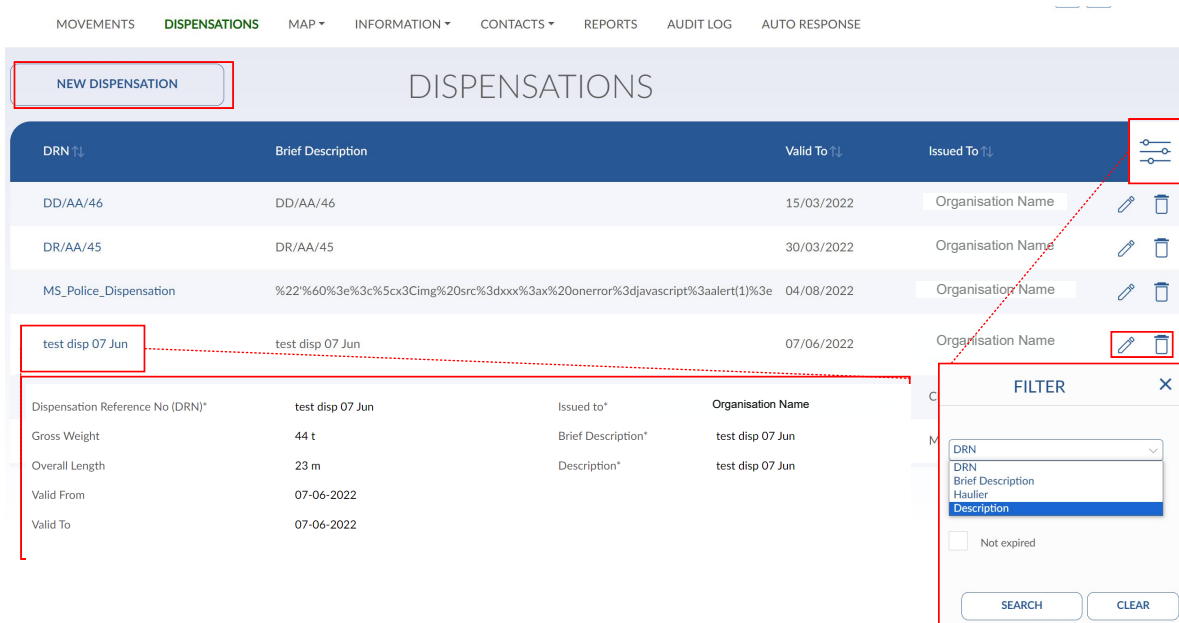
4. Dispensation

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.



MOVEMENTS **DISPENSATIONS** MAP INFORMATION CONTACTS REPORTS AUDIT LOG AUTO RESPONSE

NEW DISPENSATION

DISPENSATIONS

DRN	Brief Description	Valid To	Issued To
DD/AA/46	DD/AA/46	15/03/2022	Organisation Name
DR/AA/45	DR/AA/45	30/03/2022	Organisation Name
MS_Police_Dispensation	%22%60%3e%3c%5cx3Cimg%20src%3dxxx%3ax%20onerror%3djavascript%3aalert(1)%3e	04/08/2022	Organisation Name
test disp 07 Jun	test disp 07 Jun	07/06/2022	Organisation Name

Dispensation Reference No (DRN)* test disp 07 Jun Issued to* Organisation Name

Gross Weight 44 t Brief Description* test disp 07 Jun

Overall Length 23 m Description* test disp 07 Jun

Valid From 07-06-2022

Valid To 07-06-2022

FILTER

DRN
 DRN
 Brief Description
 Haulier
 Description

Not expired

SEARCH CLEAR

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

4.1. Edit an existing dispensation

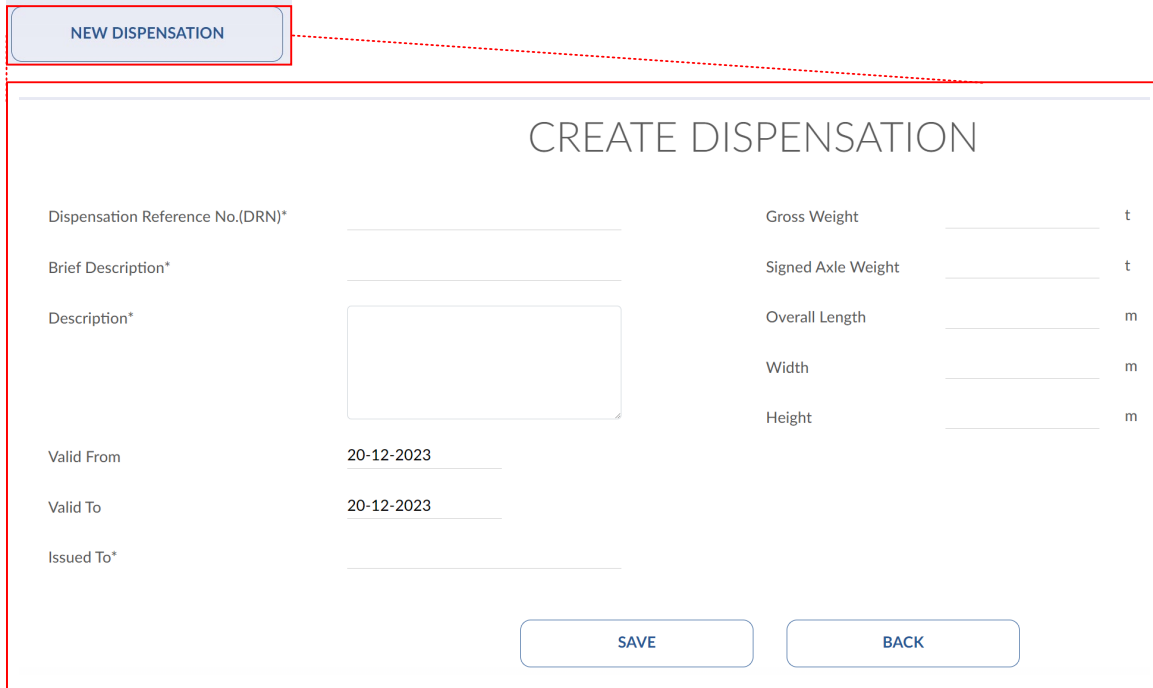
You can delete or edit a dispensation by using the icons on the right-hand side next to the dispensation. Click on the:

- 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.



NEW DISPENSATION

CREATE DISPENSATION

Dispensation Reference No.(DRN)*	<input type="text"/>	Gross Weight	<input type="text"/>	t
Brief Description*	<input type="text"/>	Signed Axle Weight	<input type="text"/>	t
Description*	<input type="text"/>	Overall Length	<input type="text"/>	m
		Width	<input type="text"/>	m
		Height	<input type="text"/>	m
Valid From	20-12-2023			
Valid To	20-12-2023			
Issued To*	<input type="text"/>			

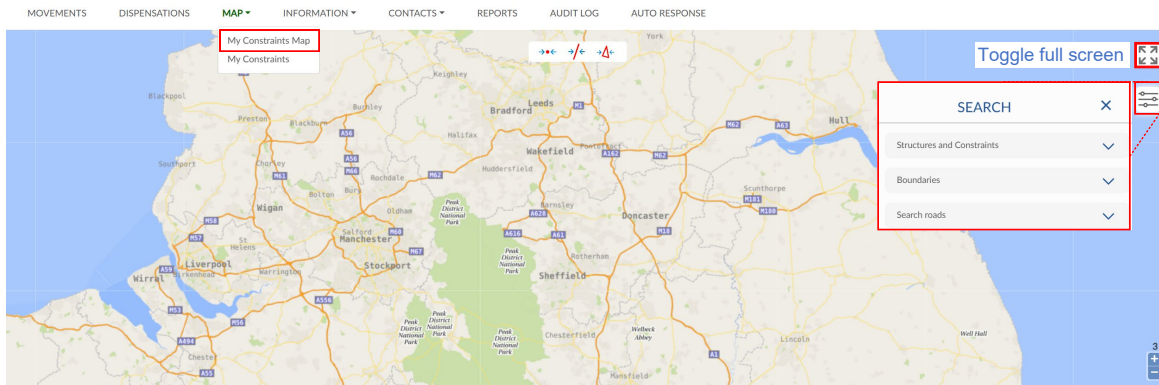
SAVE **BACK**



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

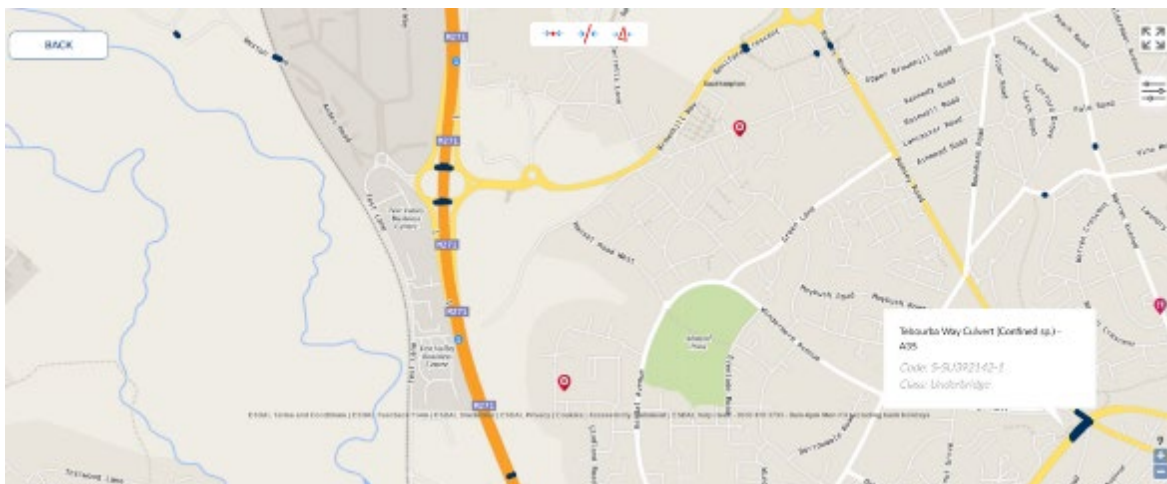
5.1. My constraints map

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 constraints** 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.

Code	Constraint Name	Constraint Category	Constraint Type	Owner Is Contact	Active
C-NZ176860-P2	Mill Farm Accomodation Bridge	point	height	Yes	✓
C-NZ182885-P1	A.1 Warreners House Bridge, Morpeth	point	height	Yes	✓
C-NZ375163-P1	A.66 Longnewton Interchange - High Loads gated access to lay-by	point	height	Yes	✓
C-NZ254585-P1	Allerdene Railway Bridge, A.1 Gateshead Western Bypass	point	weight	Yes	✓
C1-10010277-P1	Test	point	generic	No	✓
C-TA085278-P3	Max 40 tonnes on flyover	linear	weight	No	✓

SEARCH ✕

Select Constraint ▼



Constraint Name

Constraint Code

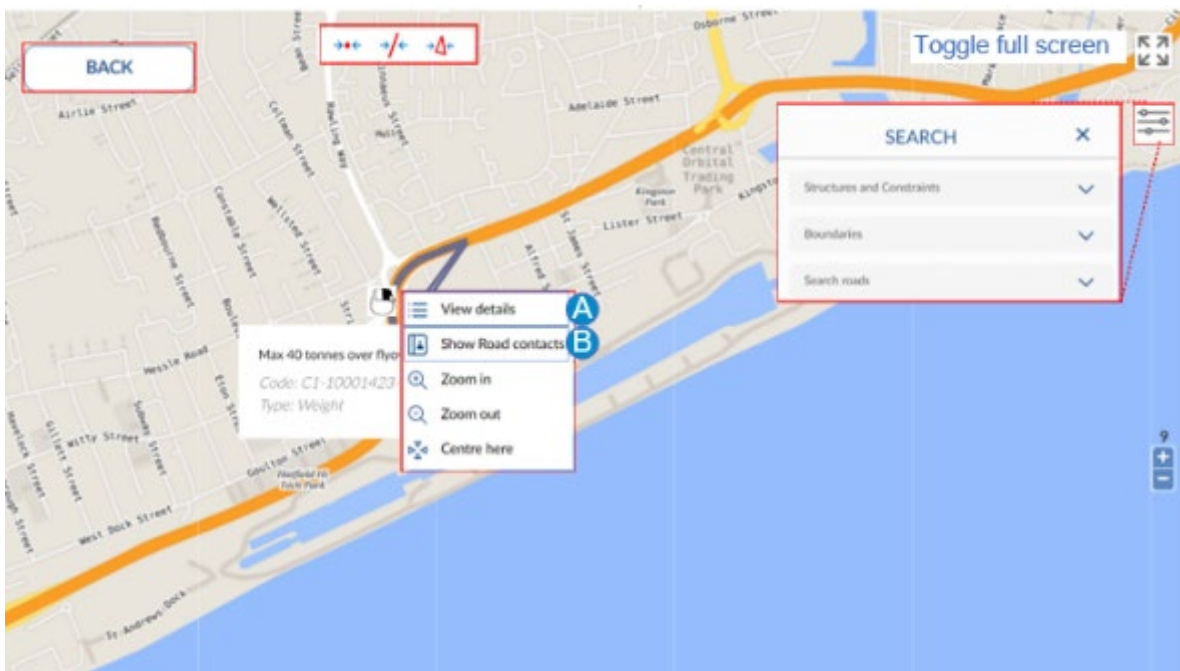
Owner Is Contact

Active



SEARCH
CLEAR

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.



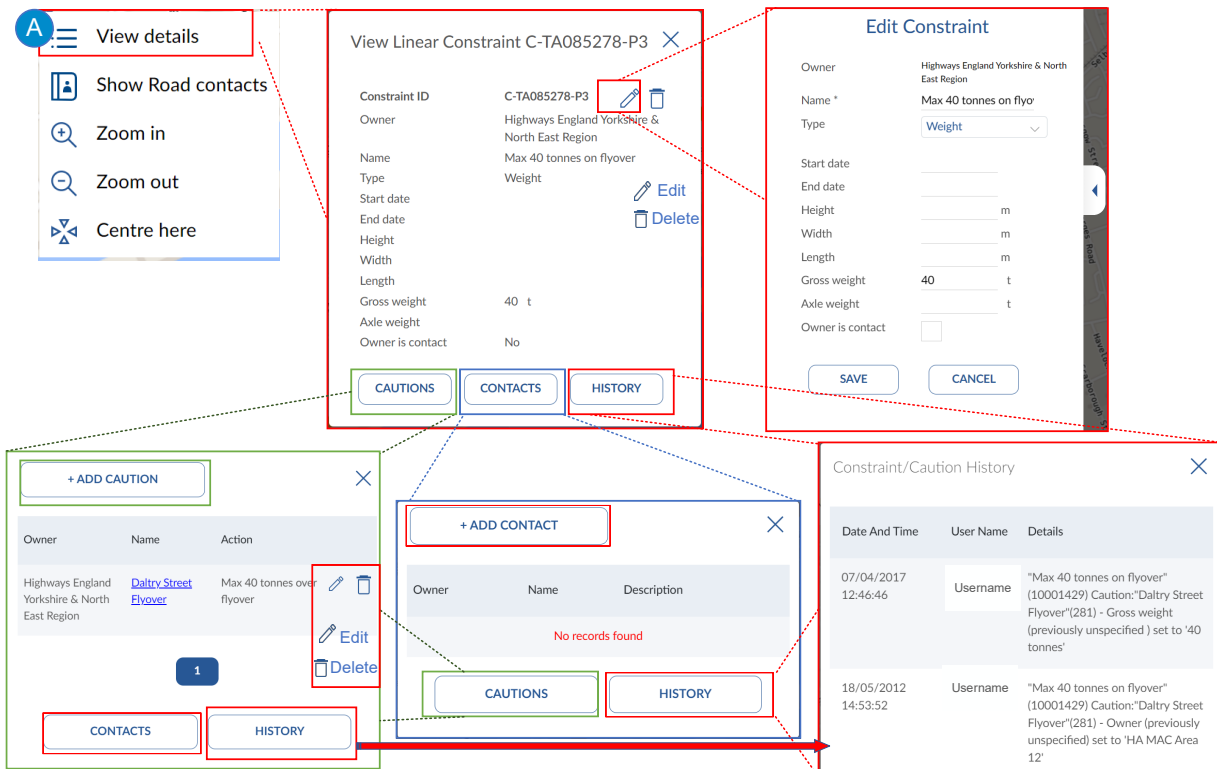
All other constraints will be visible on the map at a minimum zoom level of 7.

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.

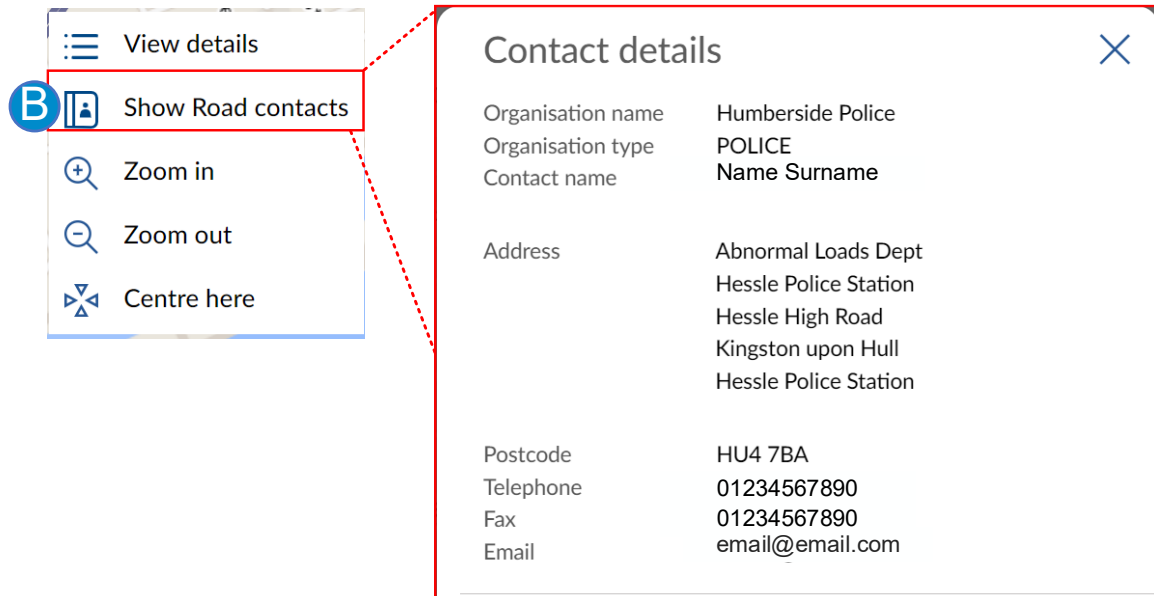
Further details on the use of constraints are detailed in section [5.4.1](#) below.



The diagram illustrates the following UI components:



- Context Menu (A):** Includes 'View details', 'Show Road contacts', 'Zoom in', 'Zoom out', and 'Centre here'.
- View Linear Constraint C-TA085278-P3:** Shows constraint details such as ID, Owner, Name, Type, Start/End dates, Height, Width, Length, Gross weight (40 t), Axle weight, and Owner is contact. It features 'Edit' and 'Delete' buttons.
- Edit Constraint:** A form for editing constraint details, including Owner, Name (Max 40 tonnes on flyo), Type (Weight), Start/End dates, Height, Width, Length, Gross weight (40 t), Axle weight, and Owner is contact. It has 'SAVE' and 'CANCEL' buttons.
- + ADD CAUTION:** A screen for adding new cautions, showing a table with columns for Owner, Name, and Action. It includes 'Edit' and 'Delete' buttons.
- + ADD CONTACT:** A screen for adding new contacts, showing a table with columns for Owner, Name, and Description. It includes 'CAUTIONS' and 'HISTORY' buttons.
- Constraint/Caution History:** A table showing the history of constraints and cautions, with columns for Date And Time, User Name, and Details.

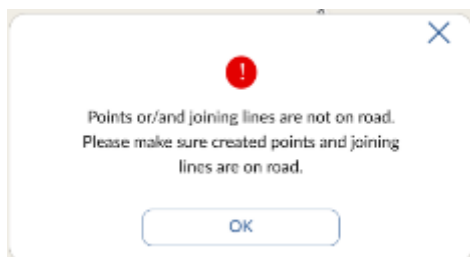
You can view the road contact details (see letter B on the map figure above and the expanded diagram below) from the context menu.




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 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.

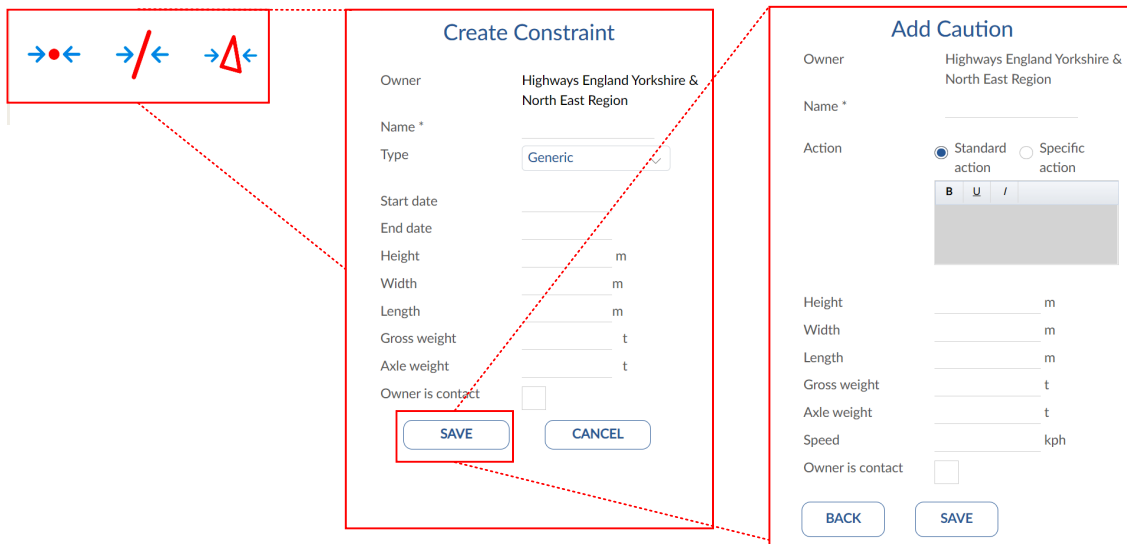
- Area constraint: create a new constraint using the Area constraint icon  on the map. Click on the icon and then select a start point on the map where you want to create a constraint. You need to select three points to form a triangle for the area constraint, then double click to select the end point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



The image shows two side-by-side forms. The left form is titled 'Create Constraint' and the right is 'Add Caution'. Above them are three icons: a red dot with arrows, a red slash with arrows, and a red triangle with arrows. The 'Create Constraint' form has a 'SAVE' button highlighted with a red box. The 'Add Caution' form has a 'SAVE' button.

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.

Check Caution


Are you sure you want to add this caution?

Owner	Highways England Yorkshire & North East Region
Name*	test
Action	Standard Caution
Height	
Width	
Length	
Gross weight	
Axle weight	
Speed	
Owner is contact	<input type="checkbox"/> No

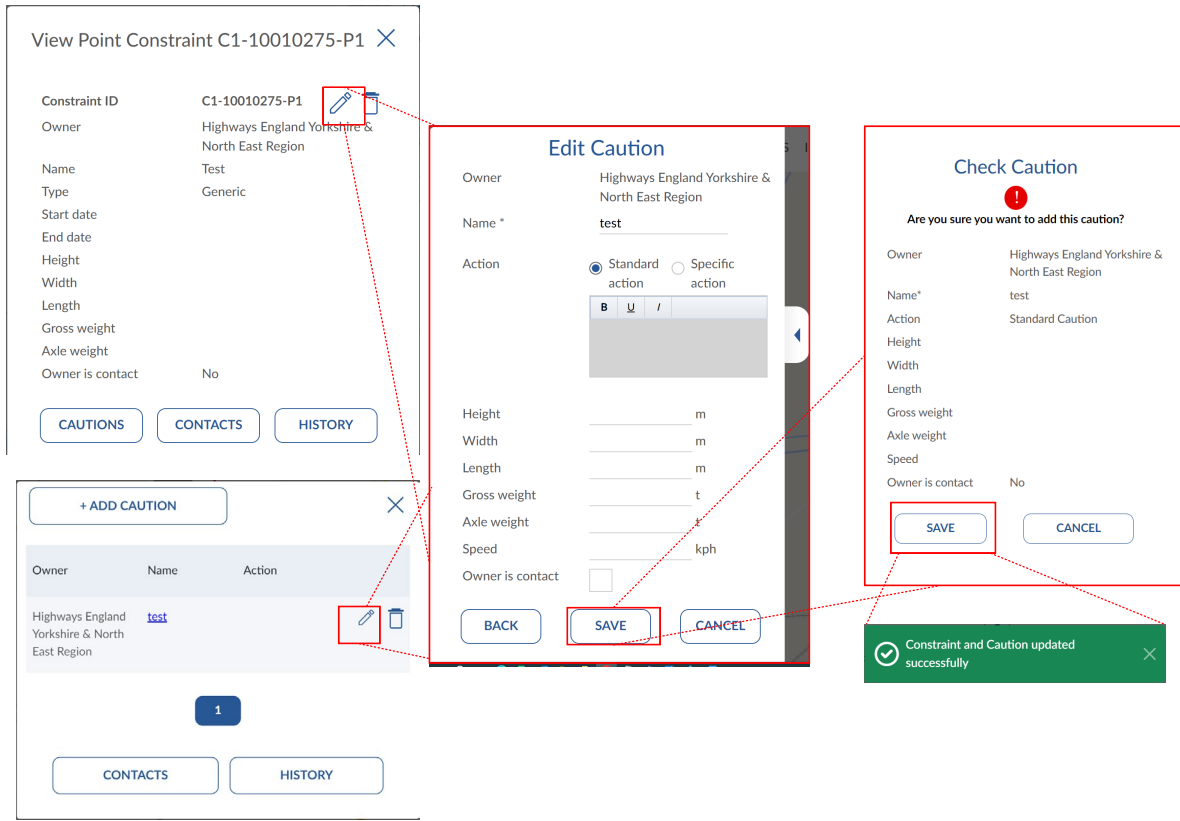
 Constraint and Caution updated successfully ×

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 appropriate 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



View Point Constraint C1-10010275-P1

Constraint ID: C1-10010275-P1

Owner: Highways England Yorkshire & North East Region

Name: Test

Type: Generic

Start date:

End date:

Height:

Width:

Length:

Gross weight:

Axle weight:

Owner is contact: No

CAUTIONS CONTACTS HISTORY

+ ADD CAUTION

Owner	Name	Action
Highways England Yorkshire & North East Region	test	

1

CONTACTS HISTORY

Edit Caution

Owner: Highways England Yorkshire & North East Region

Name*: test

Action: Standard action Specific action

Height: _____ m

Width: _____ m

Length: _____ m

Gross weight: _____ t

Axle weight: _____ t

Speed: _____ kph

Owner is contact:

BACK SAVE CANCEL

Check Caution

Are you sure you want to add this caution?

Owner: Highways England Yorkshire & North East Region

Name*: test

Action: Standard Caution

Height: _____

Width: _____

Length: _____

Gross weight: _____

Axle weight: _____

Speed: _____

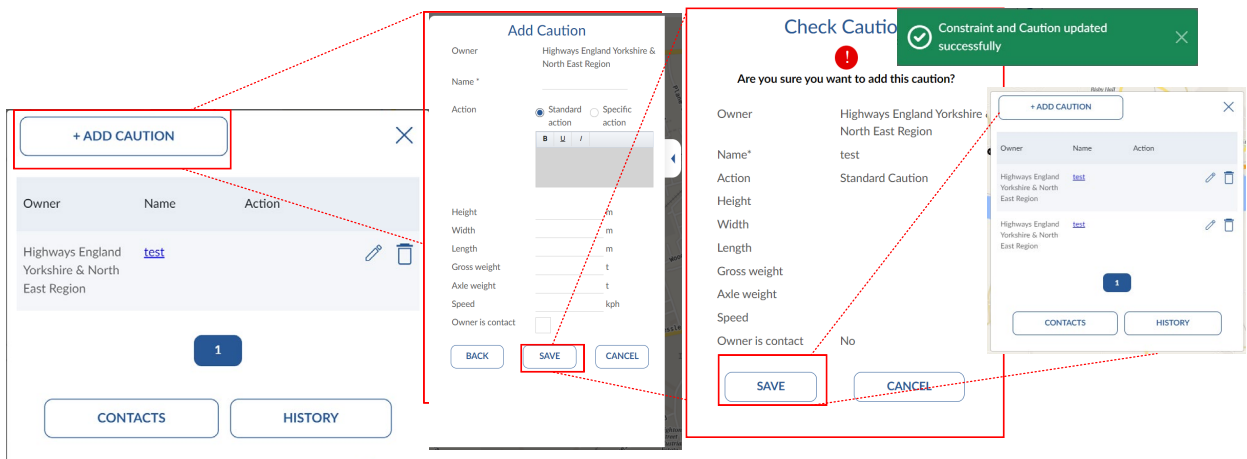
Owner is contact: No

SAVE CANCEL

Constraint and Caution updated successfully

5.4.2. Add a new caution

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



+ ADD CAUTION

Owner	Name	Action
Highways England Yorkshire & North East Region	test	

1

CONTACTS HISTORY

Add Caution

Owner: Highways England Yorkshire & North East Region

Name*:

Action: Standard action Specific action

Height: _____ m

Width: _____ m

Length: _____ m

Gross weight: _____ t

Axle weight: _____ t

Speed: _____ kph

Owner is contact:

BACK SAVE CANCEL

Check Caution

Are you sure you want to add this caution?

Owner: Highways England Yorkshire & North East Region

Name*: test

Action: Standard Caution

Height: _____

Width: _____

Length: _____

Gross weight: _____

Axle weight: _____

Speed: _____

Owner is contact: No

SAVE CANCEL

Constraint and Caution updated successfully

+ ADD CAUTION

Owner	Name	Action
Highways England Yorkshire & North East Region	test	
Highways England Yorkshire & North East Region	test	



1

CONTACTS HISTORY

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.

View Linear Constraint C-TA085278-P3 ✕

Constraint ID C-TA085278-P3  

Owner Highways England Yorkshire & North East Region

Name Max 40 tonnes on flyover

Type Weight

Start date

End date

Height

Width

Length

Gross weight 40 t

Axle weight

Owner is contact No

CAUTIONS
CONTACTS
HISTORY



Constraint/Caution History ✕

Date And Time	User Name	Details
07/04/2017 12:46:46	Username	"Max 40 tonnes on flyover" (10001429) Caution:"Daltry Street Flyover"(281) - Gross weight (previously unspecified) set to '40 tonnes'
18/05/2012 14:53:52	Username	"Max 40 tonnes on flyover" (10001429) Caution:"Daltry Street Flyover"(281) - Owner (previously unspecified) set to 'HA MAC Area 12'
18/05/2012 14:53:52	Username	"Max 40 tonnes on flyover" (10001429) Caution:"Daltry Street Flyover"(281) - Name (previously unspecified) set to 'Daltry Street Flyover'

5.4.4. Contacts

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



+ ADD CAUTION ✕

Owner	Name	Action
Highways England Yorkshire & North East Region	Daltry Street Flyover	Max 40 tonnes over flyover  

1

CONTACTS
HISTORY

View Linear Constraint C-TA085278-P3 ✕

Constraint ID C-TA085278-P3  

Owner Highways England Yorkshire & North East Region

Name Max 40 tonnes on flyover

Type Weight

Start date

End date

Height

Width

Length

Gross weight 40 t

Axle weight

Owner is contact No

CAUTIONS
CONTACTS
HISTORY

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.

+ ADD CONTACT

Owner	Name	Description
No records found		

CAUTIONS

HISTORY

Add Contact

Owner*

Name

Description

Address

Postcode

Country *

Telephone

Extension

Mobile

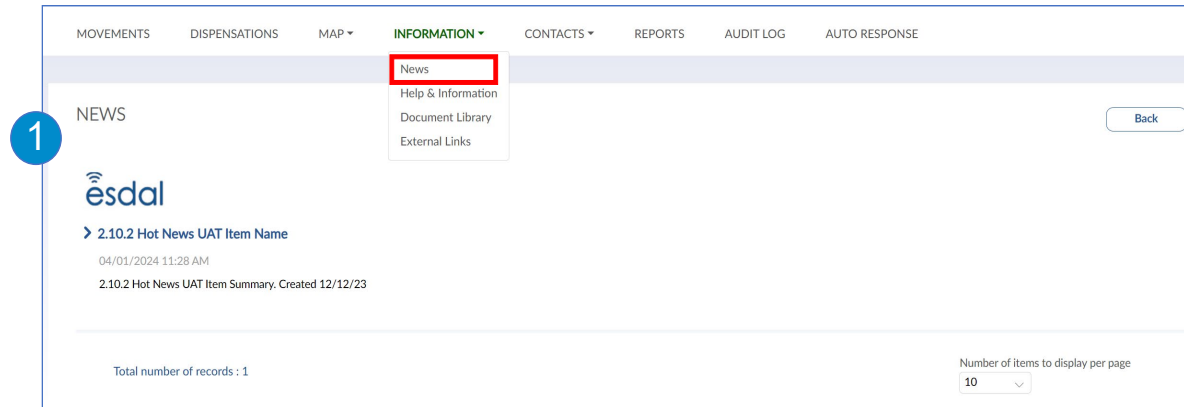
Fax

E-mail

SAVE

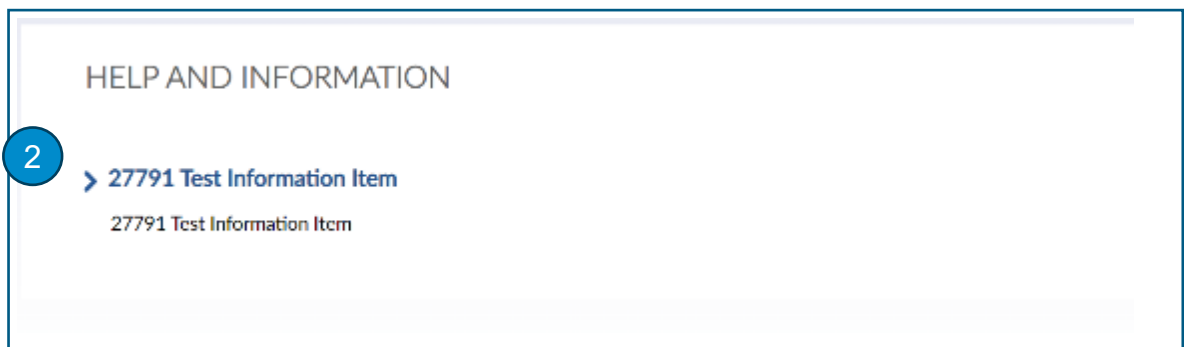
CANCEL

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 Select a document type:

> High Doc- 2.10.5
High Doc- 2.10.5

[VR1.pdf](#) [10 Kb]

[2A2.mpd](#) [0 Kb]

[VR1-VR1.docx](#) [194 Kb]

> Test_document_1
Test document

[vr1.docx](#) [11 Kb]

> Low Doc- 2.10.5
Low Doc- 2.10.5

[info.pdf](#) [0 Kb]

> 27878 Document Test
27878 Document Test

[Area 50 General Truck Registration letter.pdf](#) [254 Kb]

> VR1
Application for Authority to move a vehicle which, with load, exceeds 50 metres but does not exceed 6.1 metres in width.

[VR1_Cube address.pdf](#) [00 Kb]

[VR1_Cube address.docx](#) [47 Kb]

> Notification to Police (BE1.6 & VR1)
[Sample_2D-06.docx](#) [5 Kb]

> 27791 Document Item
27791 Document Item

[Area 50 BE1.6 Cycle Programme June 2020.pdf](#) [497 Kb]

> ESDAL Jobs version 4
Not awaiting reply

[The ESDAL2 Header User Guide.pdf](#) [2164 Kb]

[TroveAgas.mpd](#) [713161 Kb]

[ALSAT Error Message.docx](#) [27 Kb]

> Documents have moved
Please note: All documents have moved to the GOVUK website. Links to these documents and further information can be found within the portal under Information > Help & Information.

EXTERNAL LINKS

> HTA
The Heavy Transport Association, "HTA", is an interest group for heavy hauliers and manufacturers of specialist heavy haulage equipment.

> UK Bridges Board
The UK Bridges Board brings together national and local government from across the UK to consider bridges and highway structures engineering matters. It was set up in 2001, and reports to the UK Roads Tasking Group.

> HTA
The Heavy Transport Association, "HTA", is an interest group for heavy hauliers and manufacturers of specialist heavy haulage equipment.


> RHA Website
A website that provides you with up to date information on topics related to the Haulage industry. It also provides special links to the Heavy Haulage group.

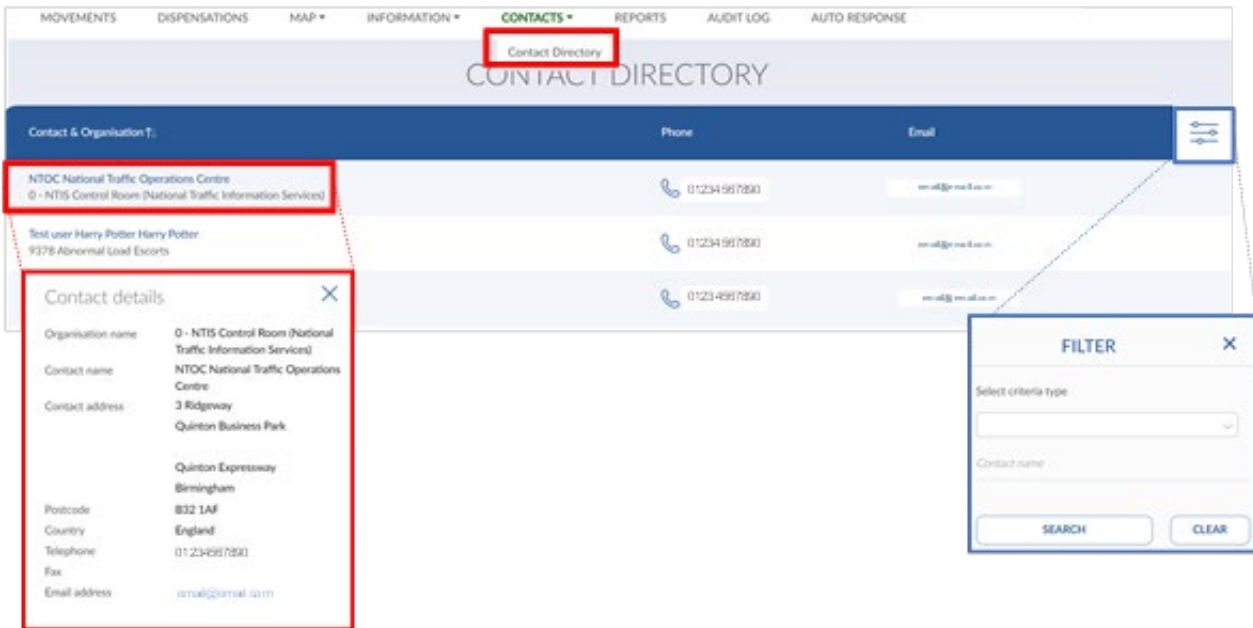
> Roadworks on LondonWorks
LondonWorks has information on current and planned roadworks taking place across London.

> Traffic England
Get real time details of delays and incidents on the motorway and trunk road network with Highways England Traffic England 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.



The screenshot shows the 'CONTACTS' menu item highlighted in the top navigation bar. Below it is the 'CONTACT DIRECTORY' header. A table lists contacts with columns for 'Contact & Organisation', 'Phone', and 'Email'. A filter icon is located in the top right of the table. A 'Contact details' popup is open for the first contact, showing full address information. A 'FILTER' dialog is also visible, allowing users to search by criteria type and contact name.

Contact & Organisation	Phone	Email
NTDC National Traffic Operations Centre 0 - NTIS Control Room (National Traffic Information Services)	01234 567890	en-uk@en-uk.com
Test user Harry Potter Harry Potter 9378 Abnormal Load Escorts	01234 567890	en-uk@en-uk.com
	0123 4567890	en-uk@en-uk.com

Contact details

- Organisation name: 0 - NTIS Control Room (National Traffic Information Services)
- Contact name: NTOC National Traffic Operations Centre
- Contact address: 3 Ridgeway, Quinton Business Park, Quinton Expressway, Birmingham
- Postcode: B32 1AF
- Country: England
- Telephone: 01234567890
- Fax:
- Email address: 01234@01234567890

FILTER

Select criteria type: [dropdown]

Contact name: [input]

[SEARCH] [CLEAR]

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.



NEN Report: Per Month

Period: May 2023

Received	Accepted	Rejected	Sent for Further Assessment	No Action Taken
2	1	1	0	0

EXPORT

- 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.

MOVEMENTS DISPENSATIONS MAP INFORMATION CONTACTS REPORTS **AUDIT LOG** AUTO RESPONSE

AUDIT LOG

Date/Time	ESDAL reference	User	History
13/10/2023 13:58:46	ABC /2666/S1	Username	Police user: Username set ESDAL notification 'ABC /2666/S1' to accepted and saved collaboration notes 'ferf' on '13/10/2023 13:58:46'.
13/10/2023 13:55:37	ABC /107/1#1	Username	Police user: Username set ESDAL notification ABC /107/1#1 '13/10/2023 13:55:37'.
13/10/2023 13:54:35	ABC /5286/S1	Username	Police user: Username set ESDAL notification ABC /5286/S1 '13/10/2023 13:54:35'.
15/06/2023 10:26:46	ABC /2641/S3	Username	Police user: Username has saved internal notes 'Test' for ESDA '15/06/2023 10:26:46'.
15/06/2023 10:26:00	ABC /2641/S3	Username	Police user: Username has saved notes on escort 'Test' for ESDA '15/06/2023 10:26:00'.

FILTER ✕

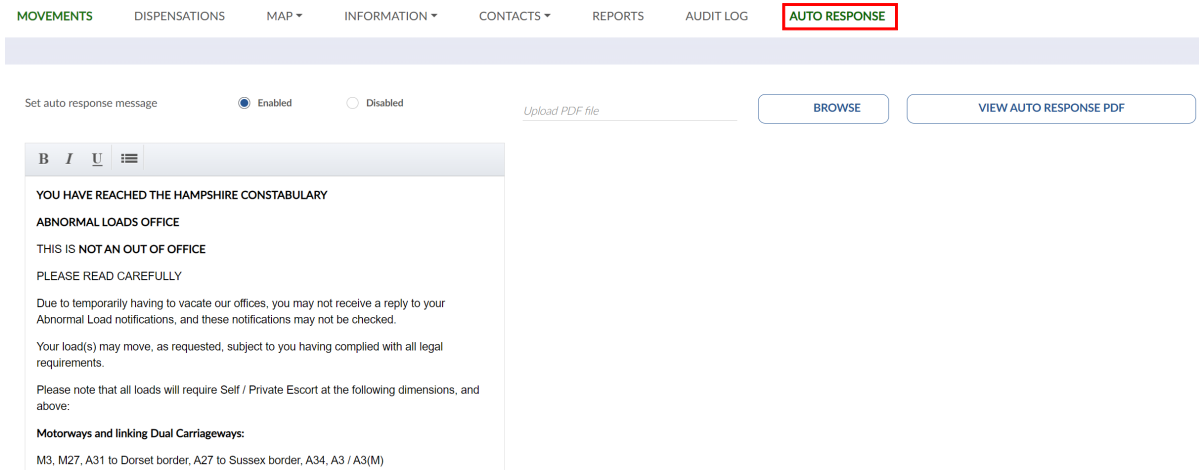
ESDAL reference

Esdal Reference

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



MOVEMENTS DISPENSATIONS MAP ▾ INFORMATION ▾ CONTACTS ▾ REPORTS AUDIT LOG **AUTO RESPONSE**

Set auto response message Enabled Disabled *Upload PDF file* **BROWSE** **VIEW AUTO RESPONSE PDF**

B I U ☰

**YOU HAVE REACHED THE HAMPSHIRE CONSTABULARY
ABNORMAL LOADS OFFICE
THIS IS NOT AN OUT OF OFFICE
PLEASE READ CAREFULLY**

Due to temporarily having to vacate our offices, you may not receive a reply to your Abnormal Load notifications, and these notifications may not be checked.

Your load(s) may move, as requested, subject to you having complied with all legal requirements.

Please note that all loads will require Self / Private Escort at the following dimensions, and above:

Motorways and linking Dual Carriageways:
M3, M27, A31 to Dorset border, A27 to Sussex border, A34, A3 / A3(M)

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

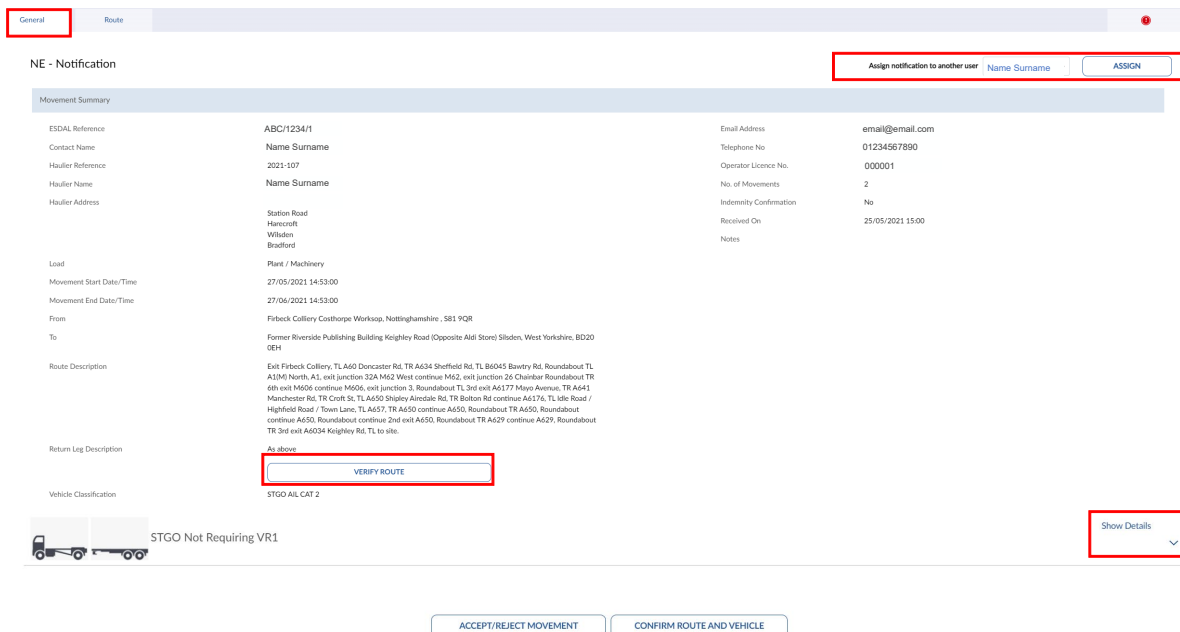
11.1. General

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](#)).



General | Route

NE - Notification

Assign notification to another user | Name Surname | ASSIGN

Movement Summary	
ESDAL Reference	ABC/1234/1
Contact Name	Name Surname
Haulier Reference	2021-107
Haulier Name	Name Surname
Haulier Address	Station Road Harcroft Williden Bradford
Load	Plant / Machinery
Movement Start Date/Time	27/05/2021 14:53:00
Movement End Date/Time	27/06/2021 14:53:00
From	Firbeck Colliery Costhorpe Workshop, Nottinghamshire, S81 9QR
To	Former Riverside Publishing Building Keighley Road (Opposite Aldi Store) Sliden, West Yorkshire, BD20 0EH
Route Description	Exit Firbeck Colliery, TL A60 Doncaster Rd, TR A634 Sheffield Rd, TL B6045 Bawtry Rd, Roundabout TL A13M North A1, exit junction 32A M62 West continue M62, exit junction 26 Chairbar Roundabout TR 09 exit M650 continue M650, exit junction 3, Roundabout TL 3rd exit A6177 Mays Avenue, TR A641 Manchester Rd, TR Croft St, TL A650 Shipley Alameda Rd, TR Bolton Rd continue A6176, TL Lide Road / Highfield Road / Town Lane, TL A657, TR A650 continue A650, Roundabout TR A650, Roundabout continue A650, Roundabout continue 2nd exit A650, Roundabout TR A629 continue A629, Roundabout TR 3rd exit A6034 Keighley Rd, TL to site.
Return Leg Description	As above
Vehicle Classification	STGO AIL CAT 2

STGO Not Requiring VR1


ACCEPT/REJECT MOVEMENT | CONFIRM ROUTE AND VEHICLE

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.


STGO Not Requiring VR1

Hide Details ^


Notes	-		Heaviest Axle Weight	12000	kg
Gross Weight	70000	kg	Required if Overhang >0.305 or Projection > 3.05	-	
Overall Length	20	m	Left Overhang	0.3	m
Rigid Length	16	m	Right Overhang	0.3	m
Overall Width	3.1	m	Front Projection	0.5	m
Max Height	3.5	m	Rear Projection	0.4	m
Number of Axles	6		Wheelbase	15.31	m
Reducible Height	3.45	m			

Registration ID	Fleet ID
X298 CAJ	

	Tractor	Show details v
	Semi trailer	Show details v

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.

General | Route

NE - Notification Assign notification to another user Abnormal Loads

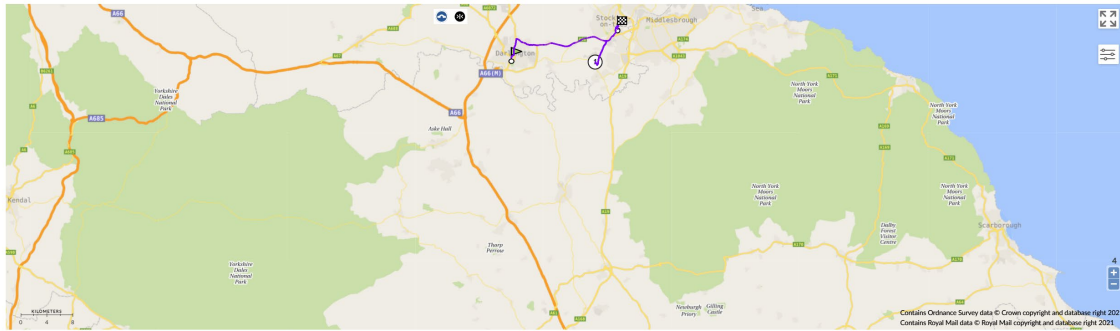
Listed below, are the routes you have defined for your notification.

Start Address	End Address	Route Status	Route Description	
4 East Raby Street, DARLINGTON...	Cubic Transportation Systems (...)	Planned	Route description here	<input type="button" value="VIEW ROUTE"/>
Cubic Transportation Systems (...)	4 East Raby Street, DARLINGTON...	Planned	Ereh notiprcsd alcor	<input type="button" value="VIEW ROUTE"/>

General | Route

NE - Notification

Route part name	NEN Route	Route
Route description	Route description here	Starting 4 East Raby Street, DARLINGTON, County Durham, DL3 7TJ
		Waypoint 1 441546.513835 (EastIng,Northing)
		Ending Cubic Transportation Systems (ltd) Ltd, Cavendish House, Prince's Wharf, Thomaby, STOCKTON-ON-TEES, Cleveland, TS17 4QZ



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.

General
Route
!

NE - Notification

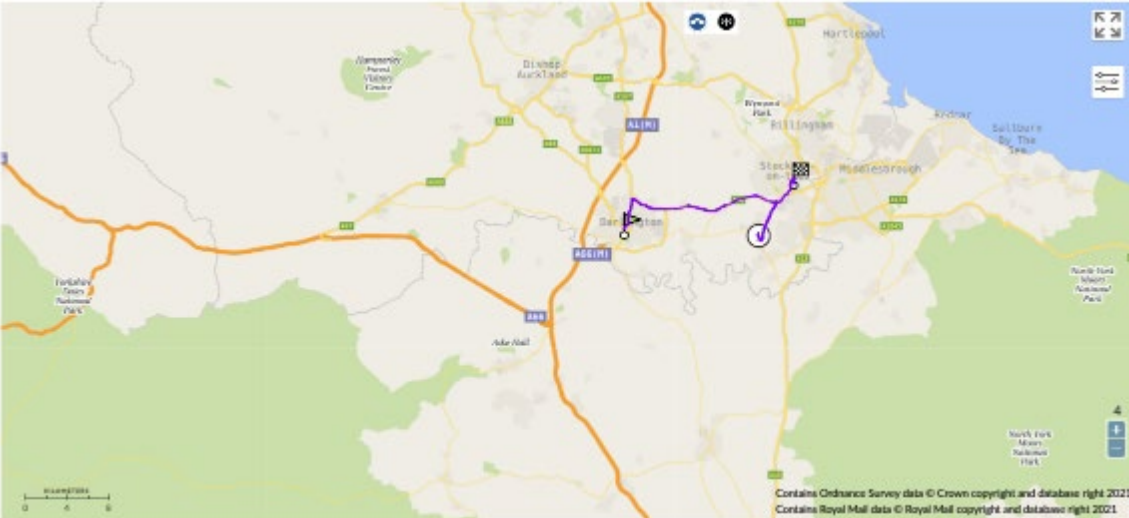
Route part name	NEN Route
Route description	Route description here

Route

Starting: 4 East Raby Street, DARLINGTON, County Durham, DL3 7TJ

Waypoint:
1: 441546,553835 (Koolag,Nothing)

Ending: Cable Transportation Systems (Itrm) Ltd, Cavendish House, Prince's Wharf, Thornaby, STOCKTON-ON-TEES, Cleveland, TS17 6QY



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Contains Royal Mail data © Royal Mail copyright and database right 2021

BACK

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.

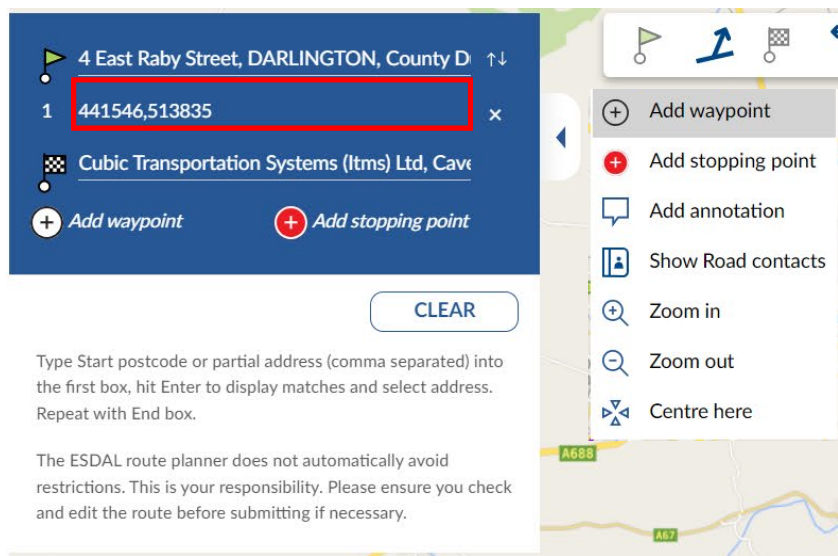
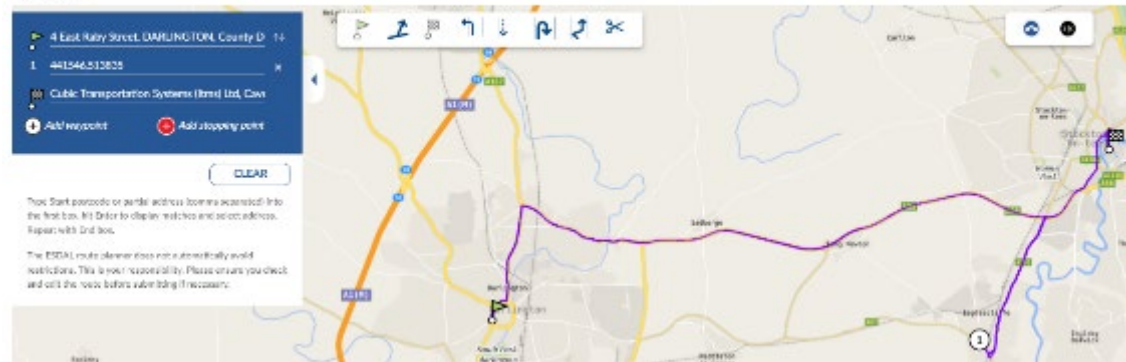
You can either:

- 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.

NE - Notification

NE Route



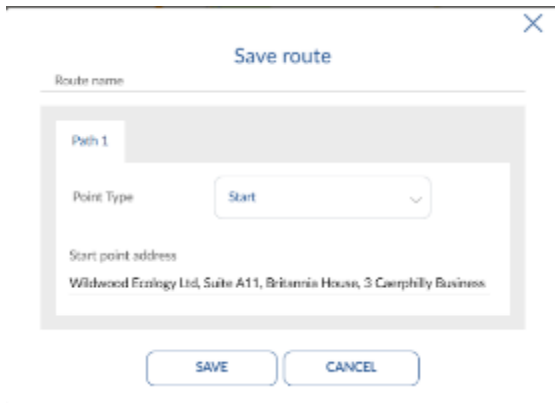
If your preferred road is a dual carriageway, you will need to zoom in to a level where you can see both carriageways.

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”.

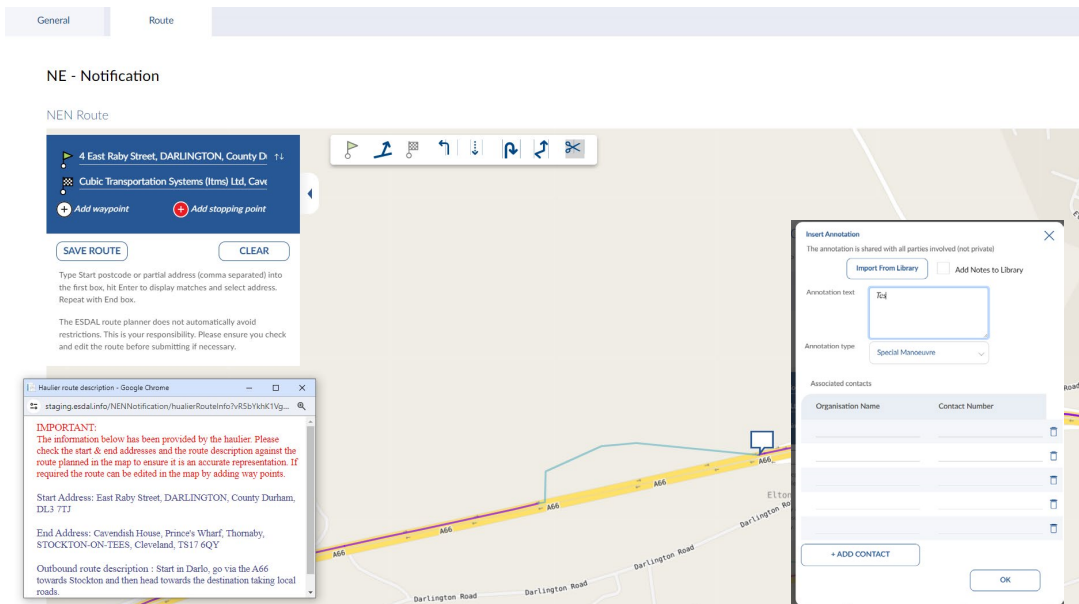
Off-Road Sections

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.




The screenshot displays the 'Route' tab of the ESDAL4 Police User Guide interface. It shows a map with a route highlighted in purple and yellow. A blue sidebar on the left contains a search bar with the address '4 East Raby Street, DARLINGTON, County D...' and a list of waypoints. A 'Hauler route description' window is open, providing details for a hauler route from Darlington to Stockton-on-Tees. An 'Insert Annotation' dialog box is also visible, allowing users to add a note to the route, such as 'Eq' for a special manoeuvre.

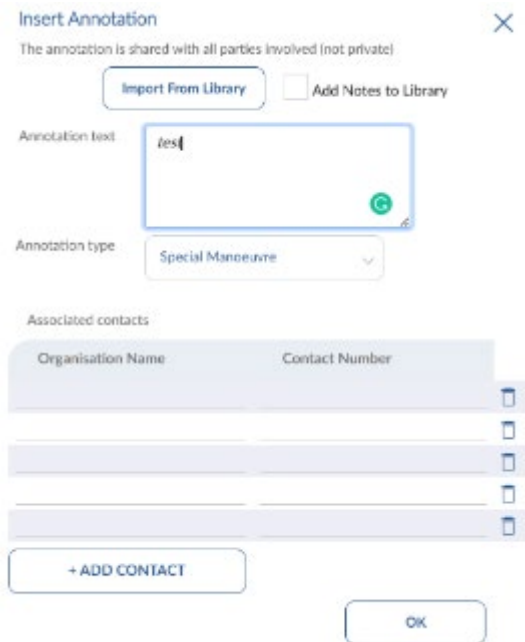
To finish the off-road section, double-click back on the route where the off-road section rejoins the route. This will bring up the **Insert Annotation** dialogue box shown here.

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

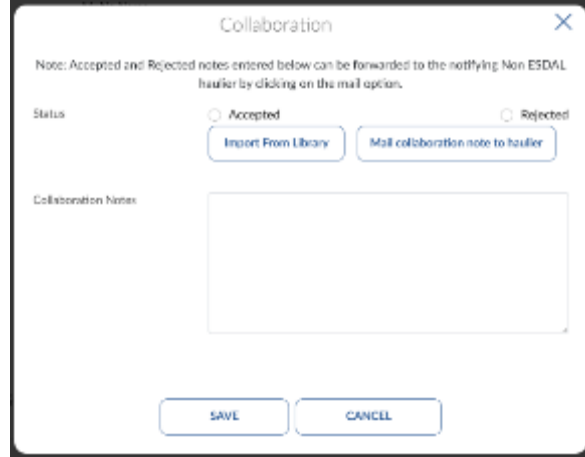
You can add additional notes to the map / route which allow you to mark the route with special manoeuvres including:

-  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.



Authorise Movement General NEN/1234/1#1

From Description	20 Rotherham Baulk, Carlton-in-Lindrick, WORKSOR Nottinghamshire, S81 9YJ
To Description	Seacroft Hospital, York Road, LEEDS, LS14 6UH
Movement Classification	STGO Cat 2
Haulier Reference	2022-171 (July 2022)
Collaboration Status	<input type="radio"/> Accepted <input checked="" type="radio"/> Rejected <input type="radio"/> Under Assessment
Collaboration Notes	02/01/2024 15:57:25 Unsuitable structure at a point
ESDAL Reference	NEN/1234/1
Received On	07-07-2021 13:59
Haulier Contact	Name: Surname
Other Contact Details	Name Provided
License Number	0100001234
Indemnity Confirmation	No
Number Of Movements	3
Number Of Pieces Moved At One Time	None Provided
Load	Blank / Machinery
Movement Date	from 09-07-2021 11:50 to 09-08-2021 11:50

Show Vehicles Configuration Summary

- Route Overview
- Roads On Route
- Affected Structures
- Notification Notes From Haulier
- Related Communications
- Notes On Export
- Internal Notes
- Contact List
- Predefined Cautions
- Review Procedures For Highway And Bridge Authorities And Police
- Show Audit Log

PRINT

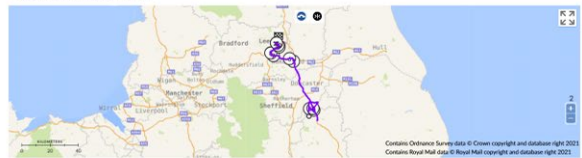
Select route part

- Route part - NEN Route 1
- Route part - NEN Return Route

Starting
20 Rotherham Baulk, Carlton-in-Lindrick, WORKSOR Nottinghamshire, S81 9YJ

via / Waypoint

Ending
Seacroft Hospital, York Road, LEEDS, LS14 6UH



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