

Police Quick Start Guide

ESDAL
(ELECTRONIC SERVICE DELIVERY
FOR ABNORMAL LOADS)

July 2024

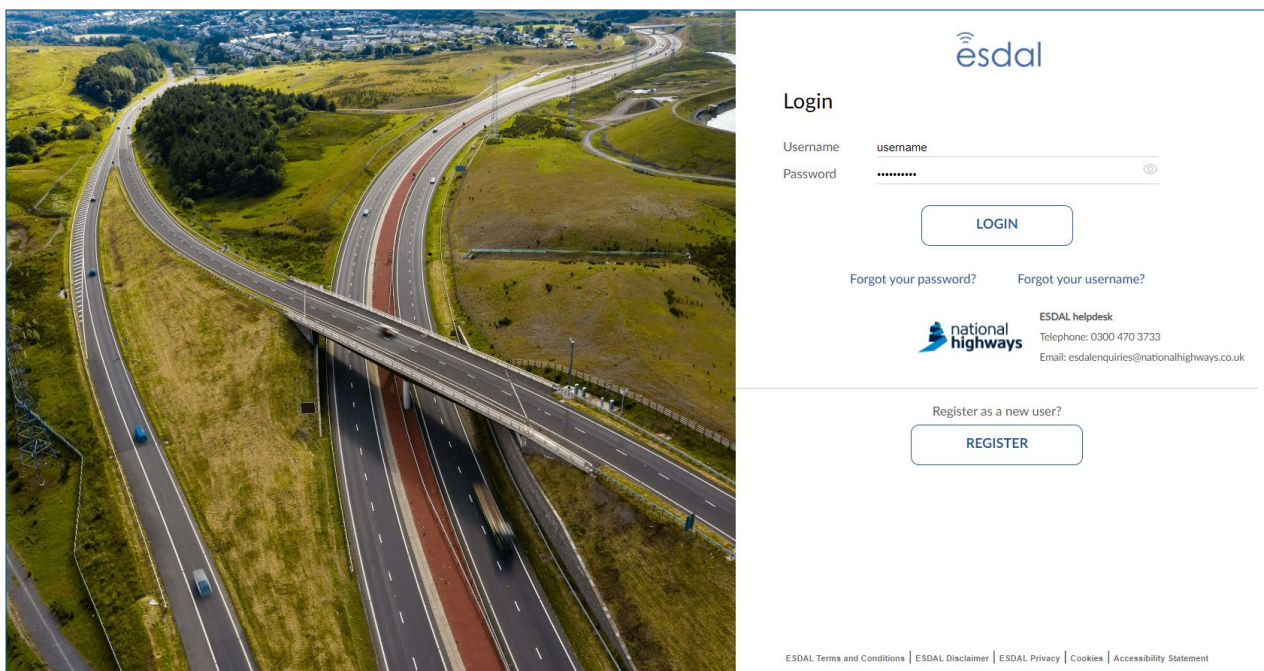
ESDAL Quick Start Guide for Police Users

Introduction

The purpose of this “quick start” guide is to provide Police Users with an introduction to using the four most commonly used functions of Electronic Service Delivery for Abnormal Loads (ESDAL):

The Guide navigates you from the ESDAL login screen shown below, through:

- Process 1 – Searching and sorting movements;
- Process 2 – Processing movements;
- Process 3 – Managing movements using Folders;
- Process 4 – Auto Response e-mail



Images used in this quick start guide which have blue borders are from ESDAL and show what you will see as you use the system. Text in red and images with a red border are notes explaining each of the actions needed to progress through each of the three processes described within this guide.

Additional support material relating to the use of ESDAL is available as follows:

- the ESDAL Police User Guide which is available here https://esdal.info/index.php/User_documentation
- The ESDAL pages on the National Highways website <https://nationalhighways.co.uk/road-safety/abnormal-loads-and-the-esdal-system/>
- In-page help within the ESDAL website
- Answers to “Frequently Asked Questions” which are available here <https://esdal.info/index.php/frequently-asked-questions-faqs>
- the ESDAL Helpdesk which can be contacted by telephone on 0300 470 3733 or email at esdalenquiries@nationalhighways.co.uk

Structure of this Quick Start Guide

Each of the stages involved in the four processes (A, B, C and D) along with the steps comprising each stage are described in the following pages.

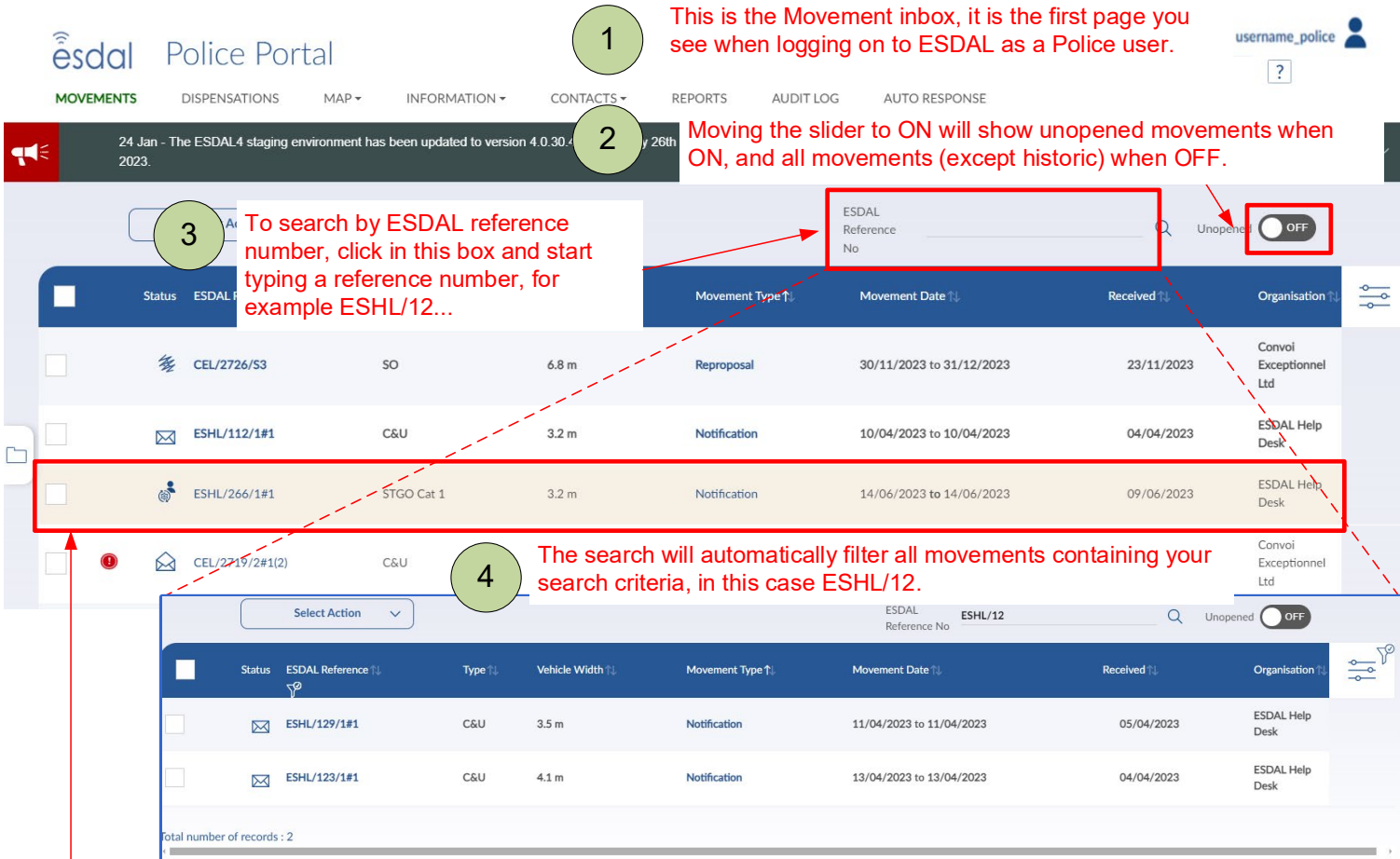
Processes	Stages in each process	Explanatory steps in this Quick Start Guide
Process A - Movements	A1 – Search the Movement Inbox by ESDAL Reference	1 2 3 4 5
	A2 – Search the Movement Inbox by Start and End Point	6 7 8
	A3 – Search Using Multiple Criteria	9 10 11 12
	A4 – Using Filters	13
	A5 – Status Icons	14
	A6 – Sort and View	15 16
Process B – Processing Movements	B1 – Map Functions	17 18 19 20
	B2 – Page Scrolling	21 22
	B3 – Adding Collaboration Notes	23 24 25 26
Process C - Using Folders to Manage Vehicle Movement Notifications	C1 - Creating New Folders in Movement Inbox	27 28 29
	C2 – Moving Individual Movements Into Folders	30 31 32
	C3 – Accessing Folders in Movement Inbox	33 34 35
Process D – Auto response e-mail	D1 – Auto Response E-mail	36 37 38

Process:

A. Movements

Stage in the process:

A1. Search the Movement Inbox by ESDAL Reference



1 This is the Movement inbox, it is the first page you see when logging on to ESDAL as a Police user.

2 Moving the slider to ON will show unopened movements when ON, and all movements (except historic) when OFF.

3 To search by ESDAL reference number, click in this box and start typing a reference number, for example ESHL/12...

4 The search will automatically filter all movements containing your search criteria, in this case ESHL/12.

5 A notification highlighted in a peach colour background with a cog icon and shaded character icon represents a movement assigned to the logged in user that has not been looked at by that user since it was assigned. When the character icon is unshaded the movement is assigned to another user. Hovering over the icon will show you who the assigned user is.

Status	ESDAL Reference	Type	Vehicle Width	Movement Type	Movement Date	Received	Organisation
	CEL/2726/S3	SO	6.8 m	Reproposal	30/11/2023 to 31/12/2023	23/11/2023	Convoi Exceptionnel Ltd
	ESHL/112/1#1	C&U	3.2 m	Notification	10/04/2023 to 10/04/2023	04/04/2023	ESDAL Help Desk
	ESHL/266/1#1	STGO Cat 1	3.2 m	Notification	14/06/2023 to 14/06/2023	09/06/2023	ESDAL Help Desk
	CEL/2719/2#1(2)	C&U					Convoi Exceptionnel Ltd

Status	ESDAL Reference	Type	Vehicle Width	Movement Type	Movement Date	Received	Organisation
	ESHL/129/1#1	C&U	3.5 m	Notification	11/04/2023 to 11/04/2023	05/04/2023	ESDAL Help Desk
	ESHL/123/1#1	C&U	4.1 m	Notification	13/04/2023 to 13/04/2023	04/04/2023	ESDAL Help Desk

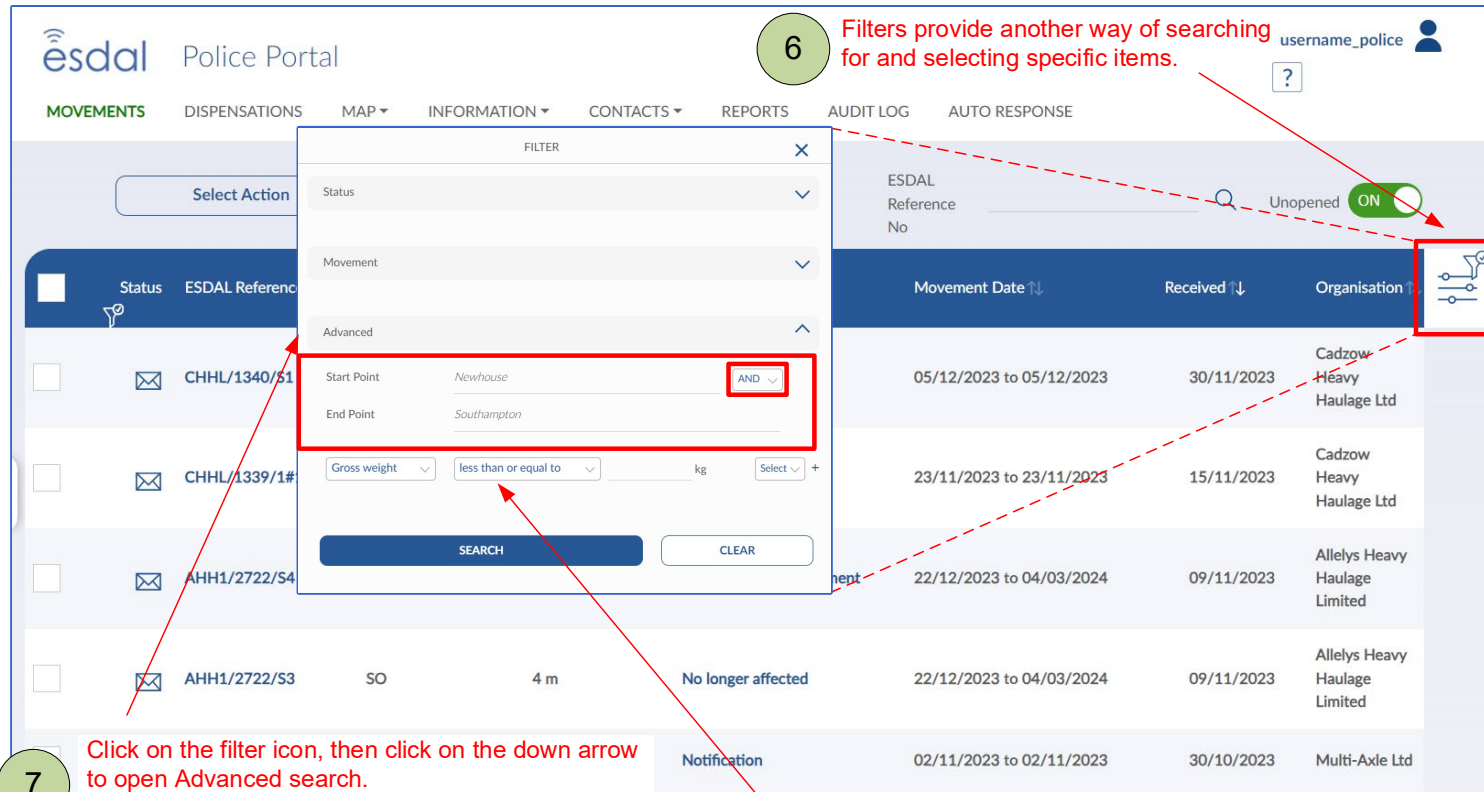
Total number of records : 2

Process:

A. Movements

Stage in the process:

A2. Search the Movement Inbox by Start and End Point



6 Filters provide another way of searching for and selecting specific items.

7 Click on the filter icon, then click on the down arrow to open Advanced search.

ESDAL Reference	Received	Organisation
No	Unopened ON	
05/12/2023 to 05/12/2023	30/11/2023	Cadzow Heavy Haulage Ltd
23/11/2023 to 23/11/2023	15/11/2023	Cadzow Heavy Haulage Ltd
22/12/2023 to 04/03/2024	09/11/2023	Allelys Heavy Haulage Limited
22/12/2023 to 04/03/2024	09/11/2023	Allelys Heavy Haulage Limited
Notification	02/11/2023 to 02/11/2023	30/10/2023
		Multi-Axle Ltd

One of the options is an address search by start point and / or end point. Enter your locations and press search. In this example the search returns all movements that have a start point of Newhouse AND an end point of Southampton.

8 Other search options are available including Gross weight, Width, Height, Reducible height, Length, Rigid length and Max Axle weight. These searches use "between", "less than or equal to" and "greater than or equal to" and can consist of multiple parameters. See the next page for an example.

Process:

A. Movements

Stage in the process:

A3. Search Using Multiple Criteria

9

In this example, the search locates all movements that:

- start in Newhouse AND
- end in Southampton AND
- have a width less than or equal to 3.5m AND
- have a gross weight greater than or equal to 40,000kg OR
- have a max axle weight of greater than or equal to 15,000kg

The **AND** condition means that criteria A AND B have to be met to filter the results. The **OR** condition means that either criteria A OR B can be met to filter the results.

10

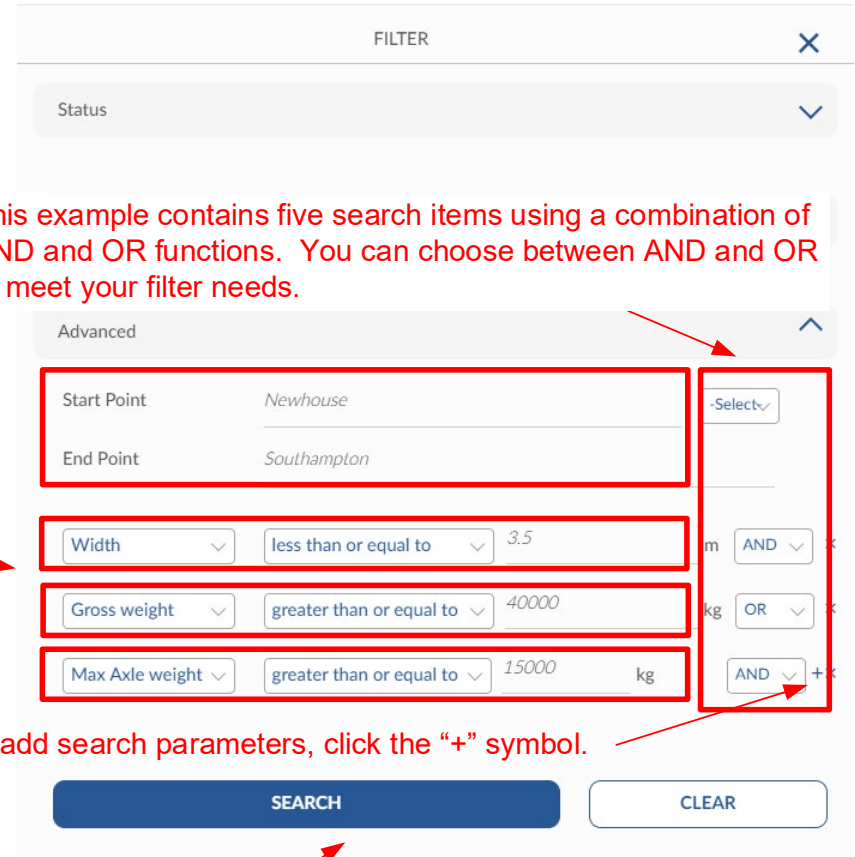
This example contains five search items using a combination of AND and OR functions. You can choose between AND and OR to meet your filter needs.

11

To add search parameters, click the "+" symbol.

12

Once you have entered all of your search criteria click SEARCH.



The screenshot shows a 'FILTER' interface. At the top, there is a 'FILTER' label and a close button (X). Below it is a 'Status' dropdown menu. The main section is titled 'Advanced' and contains five search criteria, each with a dropdown menu for the parameter name, a dropdown for the operator, and a text input for the value. The criteria are: Start Point (Newhouse), End Point (Southampton), Width (less than or equal to 3.5), Gross weight (greater than or equal to 40000), and Max Axle weight (greater than or equal to 15000). Between the criteria, there are dropdown menus for logical operators: AND, OR, and AND. A '+' symbol is used to add new criteria. At the bottom, there are two buttons: 'SEARCH' and 'CLEAR'.

Process:

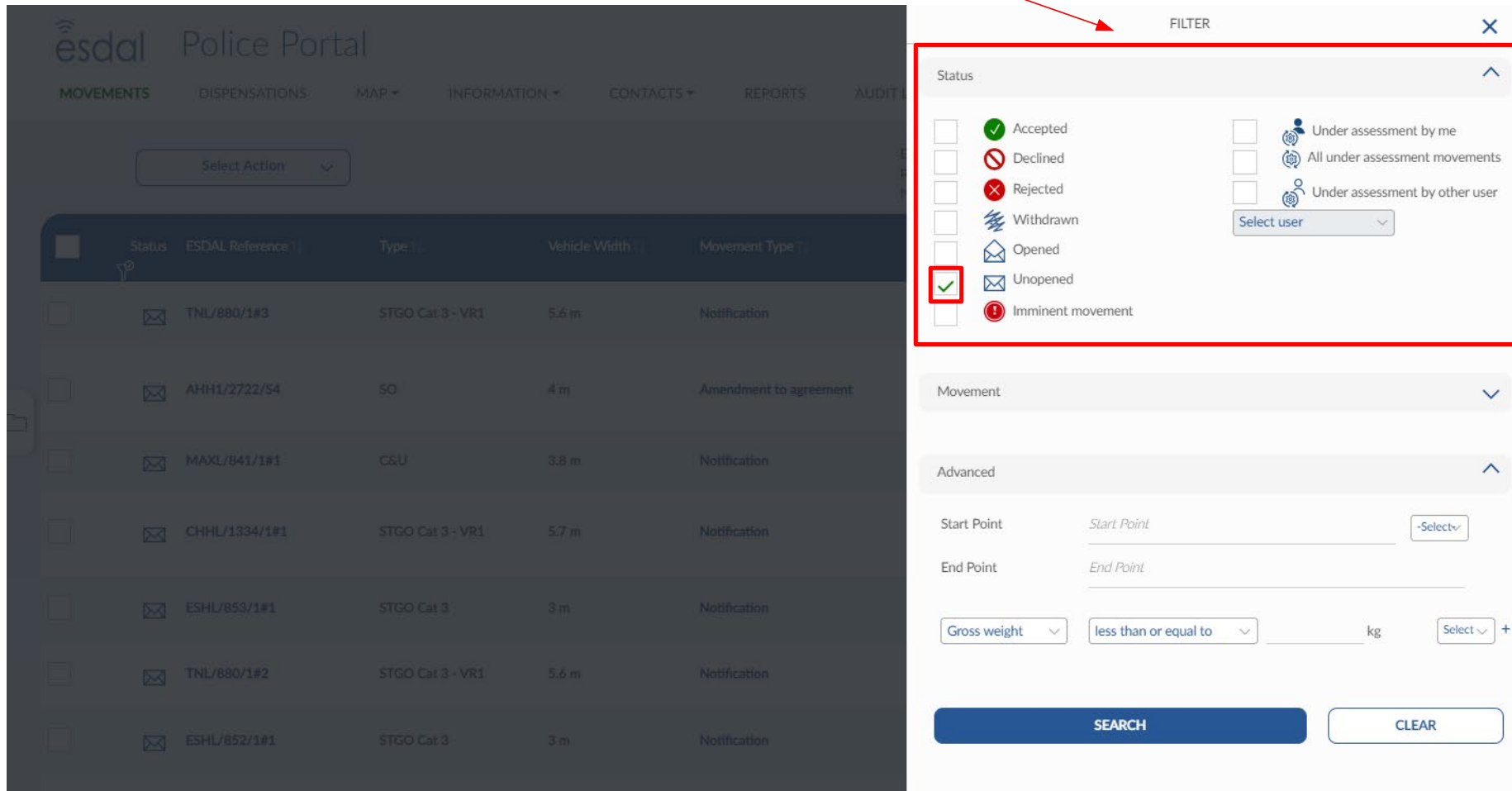
A. Movements

Stage in the process:

A4. Using Filters

13

You can also filter by status, in this example, only unopened items will be displayed.



The screenshot shows the ESDAL Police Portal interface. On the left, there is a table of movements with columns for Status, ESDAL Reference, Type, Vehicle Width, and Movement Type. On the right, a 'FILTER' panel is open, showing a 'Status' section with various options. The 'Unopened' option is selected, indicated by a green checkmark in a red box. Below the status section, there are sections for 'Movement' and 'Advanced' filters, including fields for Start Point, End Point, and Gross weight.

Status	ESDAL Reference	Type	Vehicle Width	Movement Type
<input type="checkbox"/>	TNL/880/1#3	STGO Cat 3 - VR1	5.6 m	Notification
<input type="checkbox"/>	AHH1/2722/54	SO	4 m	Amendment to agreement
<input type="checkbox"/>	MAXL/841/1#1	C&U	3.8 m	Notification
<input type="checkbox"/>	CHHL/1334/1#1	STGO Cat 3 - VR1	5.7 m	Notification
<input type="checkbox"/>	ESHL/853/1#1	STGO Cat 3	3 m	Notification
<input type="checkbox"/>	TNL/880/1#2	STGO Cat 3 - VR1	5.6 m	Notification
<input type="checkbox"/>	ESHL/852/1#1	STGO Cat 3	3 m	Notification

Filter Panel:

- Accepted
- Declined
- Rejected
- Withdrawn
- Unopened
- Imminent movement
- Under assessment by me
- All under assessment movements
- Under assessment by other user

Advanced Filters:

- Start Point:
- End Point:
- Gross weight: kg

Process:

A. Movements

Stage in the process:

A5. Status Icons

FILTER ✕

Status ^

<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> Rejected <input type="checkbox"/> Withdrawn <input type="checkbox"/> Opened <input checked="" type="checkbox"/> Unopened <input type="checkbox"/> Imminent movement	<input type="checkbox"/> Under assessment by me <input type="checkbox"/> All under assessment movements <input type="checkbox"/> Under assessment by other user <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; display: inline-block;">Select user v</div>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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An explanation of the statuses is provided in the table below

<p>Accepted - Movements that have been marked as accepted by a user from your organisation.</p>	<p>Unopened - a movement that has not been opened and read by a user from your organisation.</p>
<p>Declined - Movements that have been declined by the National Highways Abnormal Loads Team.</p>	<p>Imminent movement – the movement date is outside of the statutory notice period, the haulier needs to contact affected parties to gain consent.</p>
<p>Rejected – Movements that have been marked as rejected by a user from your organisation.</p>	<p>Under assessment by me – in your assessment work queue.</p>
<p>Withdrawn – An application that has been withdrawn by a haulier.</p>	<p>All under assessment movements – in the assessment work queue for your Force.</p>
<p>Opened – a movement that has been opened and read by a user from your organisation.</p>	<p>Under assessment by other user – movements that are under assessment by someone other than you.</p>


Process:

A. Movements

Stage in the process:

A6. Sort and View

15

Any column in the Movement inbox with the up and down arrow  can be sorted alphabetically ascending (A-Z) and alphabetically descending (Z-A), movements can also be sorted by date or numerically depending on the column type. Click on the arrow symbol to sort by column heading.



Status	ESDAL Reference	Type	Vehicle Width	Movement Type	Movement Date	Received	Organisation
<input type="checkbox"/>	LHH1/13193/1#1	STGO Cat 2	2.5 m	Notification	18/12/2023 to 18/12/2023	12/12/2023	Leicester Heavy Haulage
<input type="checkbox"/>	LHH1/13192/1#1	STGO Cat 3	2.5 m	Notification	21/12/2023 to 21/12/2023	12/12/2023	Leicester Heavy Haulage
<input type="checkbox"/>	ESHL/1009/1#1	C&U	3.2 m	Notification	15/12/2023 to 15/12/2023	11/12/2023	ESDAL Help Desk
<input type="checkbox"/>	NEN/156806/1#1	C&U	2.6 m	NE Notification	30/12/2023 to 30/12/2023	08/12/2023	Hellstrom Hauliers

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Click on the ESDAL reference of the movement you want to open. See the next page of this Quick Start Guide for details of what you can view via the map.

Process:

B. Processing Movements

Stage in the process:

B1. Map Functions

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

Authorise Movement General **ESHL/219/1#1**

From Description	Here
To Description	There
Movement Classification	
Haulier Reference	
Collaboration Status	
Collaboration Notes	
ESDAL Reference	
Received On	
Haulier Contact	
Other Contact Details	None Provided
Licence Number	
Number Of Movements	
Number Of Pieces Moved At One Time	
Load	
Movement Date	from 26-05-2023 09:00 to 26-05-2023 17:00

18

Movements will pass over / under / through structures and / or constraints and be impacted by cautions. Click these icons to choose between viewing structures and / or constraints. These can also be viewed in expanded full screen or collapsed.

19

You can zoom in and out of the map using your mouse thumbwheel (expanded full screen or collapsed).

17

Click this icon to view the map in full screen, click it again to collapse the view.

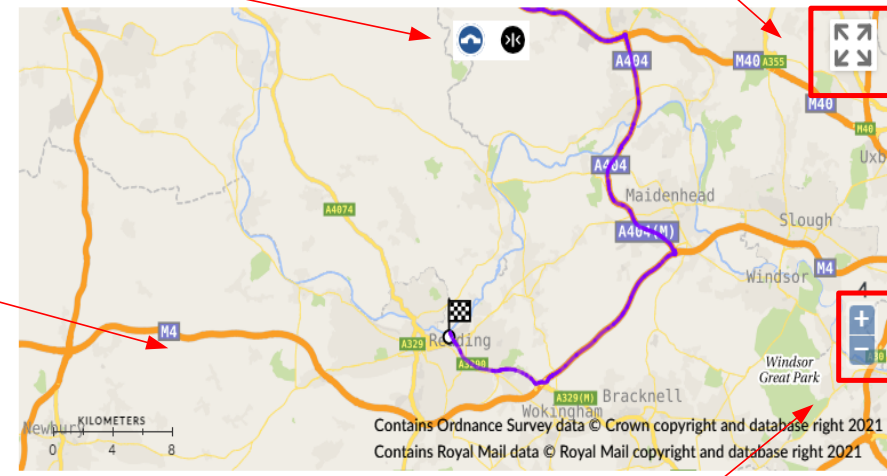
PRINT

Select route part

Route part - Test Route

Starting
S M G (UK) Ltd, Utilita Arena, Arena Way, NEWCASTLE UPON TYNE, NE4 7NA

Ending
Wokingham Waterside Centre, Thames Valley Park Drive, READING, RG6 1PQ



20

You can also zoom in and out of the map using the + and - buttons (full screen or collapsed).

Process: B. Processing Movements

Stage in the process: B2. Page Scrolling

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

Authorise Movement General **ESHL/219/1#1**

PRINT

From Description	Here
To Description	There
Movement Classification	STGO Cat 1
Haulier Reference	RM26798 #2
Collaboration Status	Unspecified
Collaboration Notes	None Provided
ESDAL Reference	ESHL/219/1#1
Received On	
Haulier Contact	
Other Contact Details	
Licence Number	
Number Of Movements	
Number Of Pieces Moved At One Time	
Load	
Movement Date	from 26-05-2023 07:00 to 26-05-2023 17:00

21

Each of the blue headings on this page can be expanded to view additional information. Click the down arrow associated with each heading to expand the panel, click the up arrow to condense the panel.

Select route part

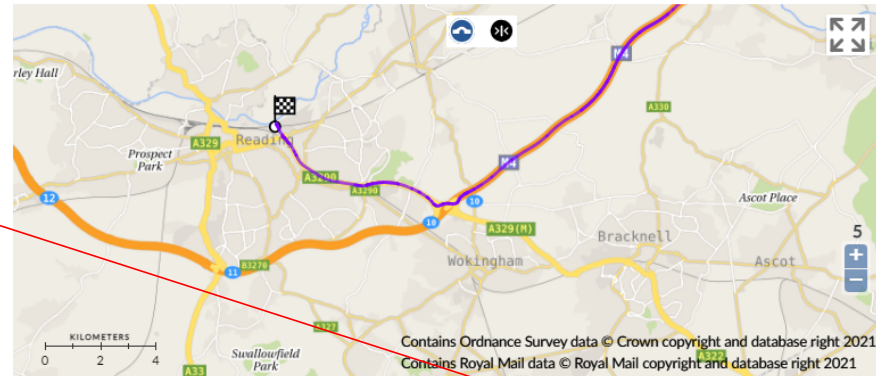
Route part - Test Route

Starting

S M G (UK) Ltd, Utilita Arena, Arena Way, NEWCASTLE UPON TYNE, NE4 7NA

Ending

Wokingham Waterside Centre, Thames Valley Park Drive, READING, RG6 1PQ



Show Vehicles Configuration Summary

Route Overview

Roads On Route

Affected Structures

Notification Notes From Haulier

22

To quickly navigate to the top of the page, click the up arrow.




Process:

B. Processing Movements

Stage in the process:

B3. Adding Collaboration Notes

From Description	Here
To Description	There
Movement Classification	STGO Cat 1
Haulier Reference	RM26798 #2
Collaboration Status	Unspecified 
Collaboration Notes	None Provided
ESDAL Reference	ESHL/219/1#1
Received On	23-05-2023 12:36
Haulier Contact	
Other Co	
Licence	
Number Of Movements	
Number Of Pieces Mov	
Load	
Movement Date	

23

Where additional information needs to be brought to the attention of a haulier click the pencil icon to create a collaboration note. You have options to check the "Mail to Haulier" box and "Add Notes to Library" tick boxes. Collaboration notes are visible in the haulier's movement inbox.

24

Click the radio button to set the collaboration status, options are Accepted, Rejected or Under Assessment. Status is for internal use and not sent to the haulier.

25

You can import previous notes from your library. Click the pencil icon, click "Import from Library", locate the note and click "Import Notes".

26

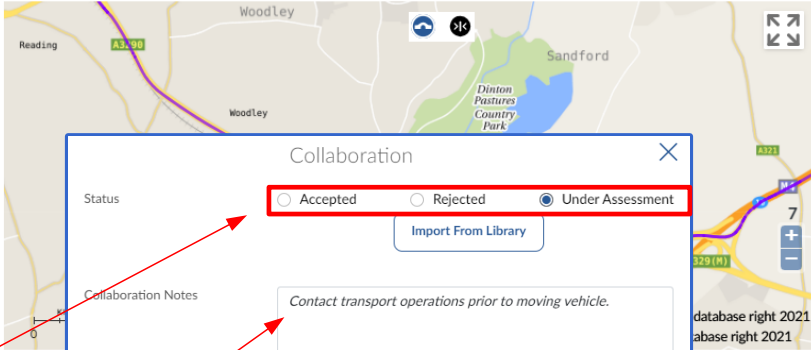
When complete click SAVE.

Select route part

Route part - Test Route

Starting
S M G (UK) Ltd, Utilita Arena, Arena Way, NEWCASTLE UPON TYNE, NE4 7NA

Ending
Wokingham Waterside Centre, Thames Valley Park Drive, READING, RG6 1PQ



Collaboration

Status: Accepted Rejected Under Assessment

Collaboration Notes: *Contact transport operations prior to moving vehicle.*

Mail to Haulier Add Notes to Library

Assign To Another User: --Select user--

Process:

C. Using Folders to Manage Vehicle Movement Notifications

Stage in the process:

C1. Creating New Folders in Movement Inbox

Click on the three dots (...) and then click **New Folder** to create a new folder, enter a name and click **SAVE**.

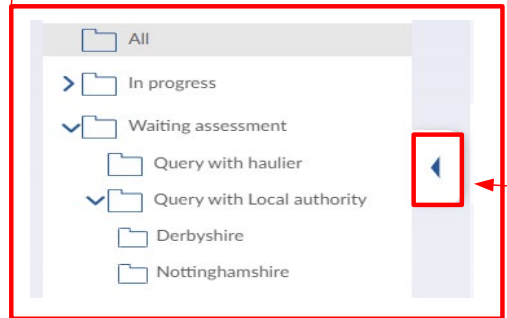
27

Status	ESDAL Reference	Type	Vehicle Width	Movement Type	Movement Date	Received	Organisation
<input checked="" type="checkbox"/>	CHHL/1340/S1	SO	6 m	Proposal	05/12/2023 to 05/12/2023	30/11/2023	Cadzow Heavy Haulage Ltd
<input type="checkbox"/>	CHHL/1339/1#1	STGO Cat 3 - VR1	5.7 m	Notification	23/11/2023 to 23/11/2023	15/11/2023	Cadzow Heavy Haulage Ltd
<input checked="" type="checkbox"/>	AHH1/2722/S4	SO	4 m	Amendment to agreement	22/12/2023 to 04/03/2024	09/11/2023	Allelys Heavy Haulage Limited
<input checked="" type="checkbox"/>	AHH1/2722/S3	SO	4 m	No longer affected	22/12/2023 to 04/03/2024	09/11/2023	Allelys Heavy Haulage Limited
<input checked="" type="checkbox"/>	MAXL/841/1#1	C&U	3.8 m	Notification	02/11/2023 to 02/11/2023	30/10/2023	Multi-Axle Ltd

28

You can create folders and a maximum of 2 further levels of sub-folder per parent folder. This example shows sub-folders created for movements Waiting assessment and being queried with hauliers (in Local authorities of Derbyshire and Nottinghamshire).

The location of a folder in the list can be moved by dragging it into another folder. Folders may also be collapsed and deleted.

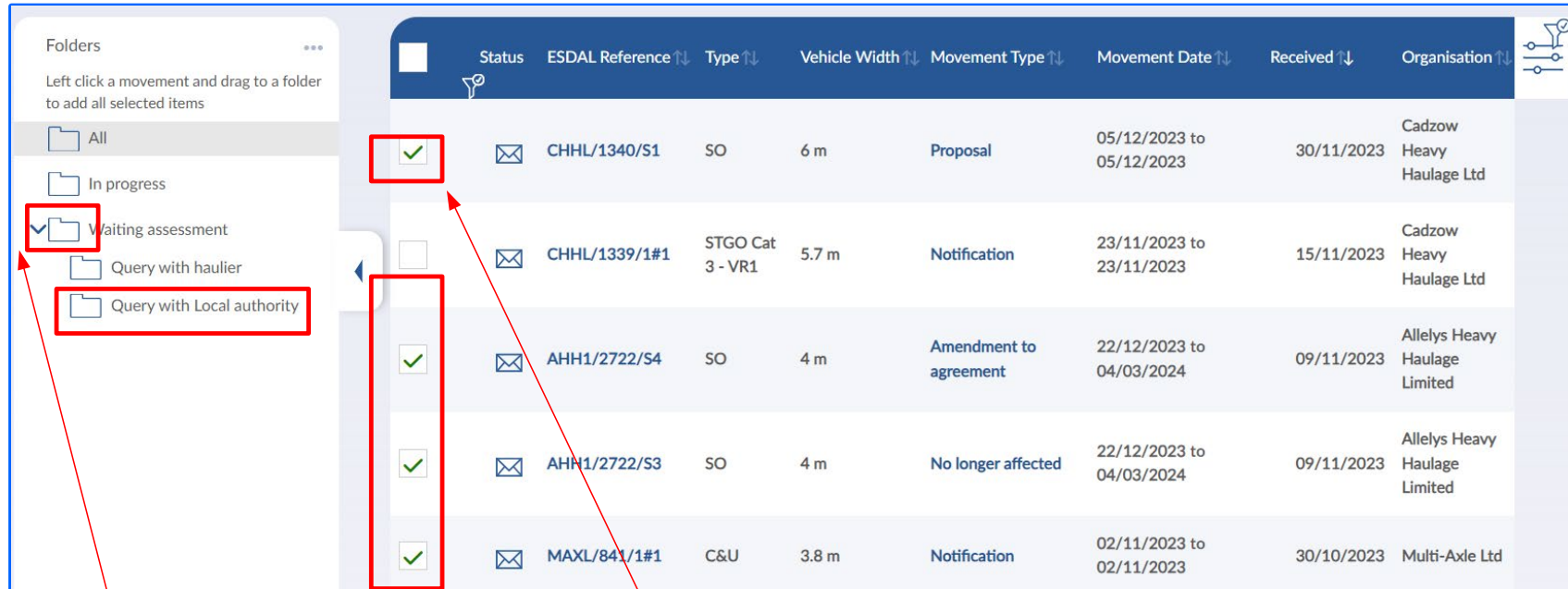


Click to close folders.

29

Process: C. Using Folders to Manage Vehicle Movement Notifications

Stage in the process: C2. Moving Individual Movements Into Folders



Status	ESDAL Reference	Type	Vehicle Width	Movement Type	Movement Date	Received	Organisation
<input checked="" type="checkbox"/>	CHHL/1340/S1	SO	6 m	Proposal	05/12/2023 to 05/12/2023	30/11/2023	Cadzow Heavy Haulage Ltd
<input type="checkbox"/>	CHHL/1339/1#1	STGO Cat 3 - VR1	5.7 m	Notification	23/11/2023 to 23/11/2023	15/11/2023	Cadzow Heavy Haulage Ltd
<input checked="" type="checkbox"/>	AHH1/2722/S4	SO	4 m	Amendment to agreement	22/12/2023 to 04/03/2024	09/11/2023	Allelys Heavy Haulage Limited
<input checked="" type="checkbox"/>	AHH1/2722/S3	SO	4 m	No longer affected	22/12/2023 to 04/03/2024	09/11/2023	Allelys Heavy Haulage Limited
<input checked="" type="checkbox"/>	MAXL/841/1#1	C&U	3.8 m	Notification	02/11/2023 to 02/11/2023	30/10/2023	Multi-Axle Ltd

30

Using the down arrow buttons, you can expand the folders to see sub-folders. Clicking on the folders icon will display the contents of the folder.

Click on the folder icon or the folder name to open the folder.

31

Select the movements you want to move into a folder by selecting the tick box for each movement to be moved.

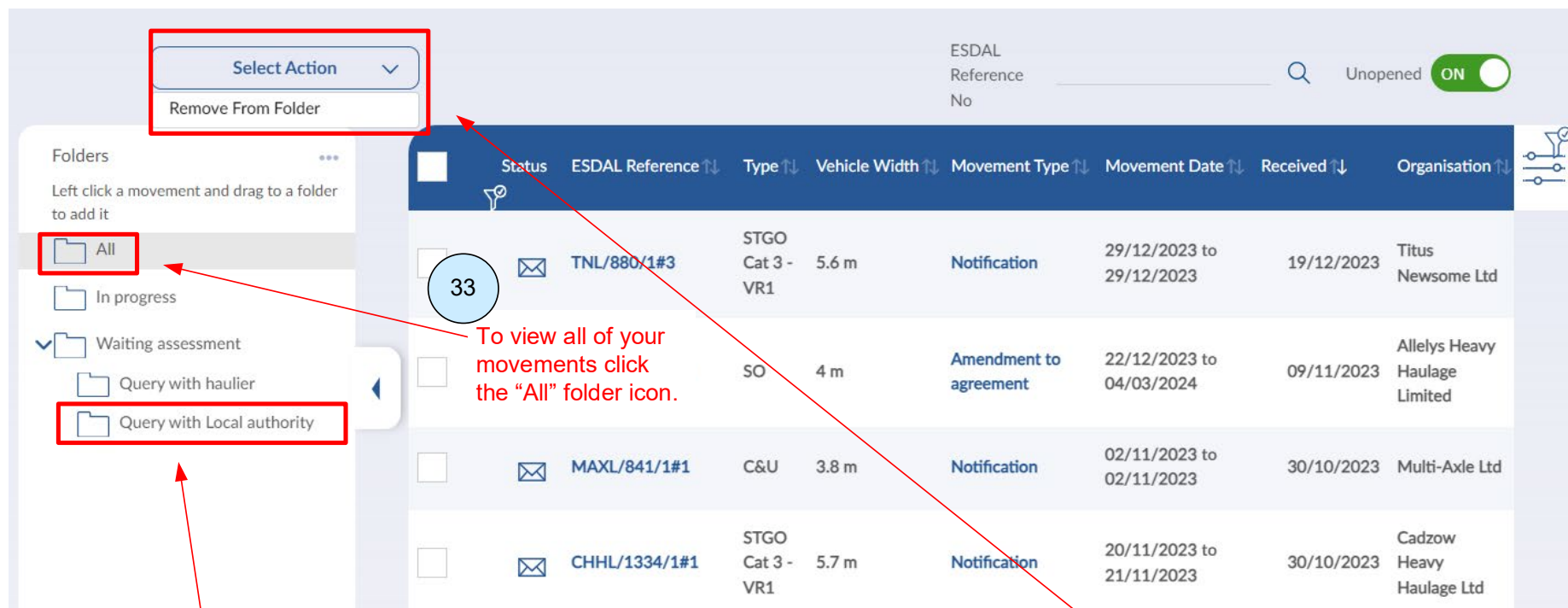
Movements that are moved into a folder also remain in the All folder.

32

Hover over one of the tick boxes you have just selected, click and hold the left mouse button and drag the movements into the chosen folder.

Process: C. Using Folders to Manage Vehicle Movement Notifications

Stage in the process: C3. Accessing Folders in Movement Inbox



The screenshot shows the ESDAL interface. On the left, a sidebar titled 'Folders' contains a list of folders: 'All', 'In progress', 'Waiting assessment', 'Query with haulier', and 'Query with Local authority'. The 'All' folder is highlighted with a red box. A red arrow points from this box to a red circle labeled '33' containing the text: 'To view all of your movements click the "All" folder icon.' Another red arrow points from a red box around the 'Remove From Folder' option in the 'Select Action' dropdown to a red circle labeled '35' containing the text: 'To remove the contents of a folder - with the folder open, click the check boxes of the items to be removed, click Select Action and then Remove From Folder. Click Yes in the pop-up box.'

Status	ESDAL Reference	Type	Vehicle Width	Movement Type	Movement Date	Received	Organisation
<input type="checkbox"/>	TNL/880/1#3	STGO Cat 3 - VR1	5.6 m	Notification	29/12/2023 to 29/12/2023	19/12/2023	Titus Newsome Ltd
<input type="checkbox"/>		SO	4 m	Amendment to agreement	22/12/2023 to 04/03/2024	09/11/2023	Allelys Heavy Haulage Limited
<input type="checkbox"/>	MAXL/841/1#1	C&U	3.8 m	Notification	02/11/2023 to 02/11/2023	30/10/2023	Multi-Axle Ltd
<input type="checkbox"/>	CHHL/1334/1#1	STGO Cat 3 - VR1	5.7 m	Notification	20/11/2023 to 21/11/2023	30/10/2023	Cadzow Heavy Haulage Ltd

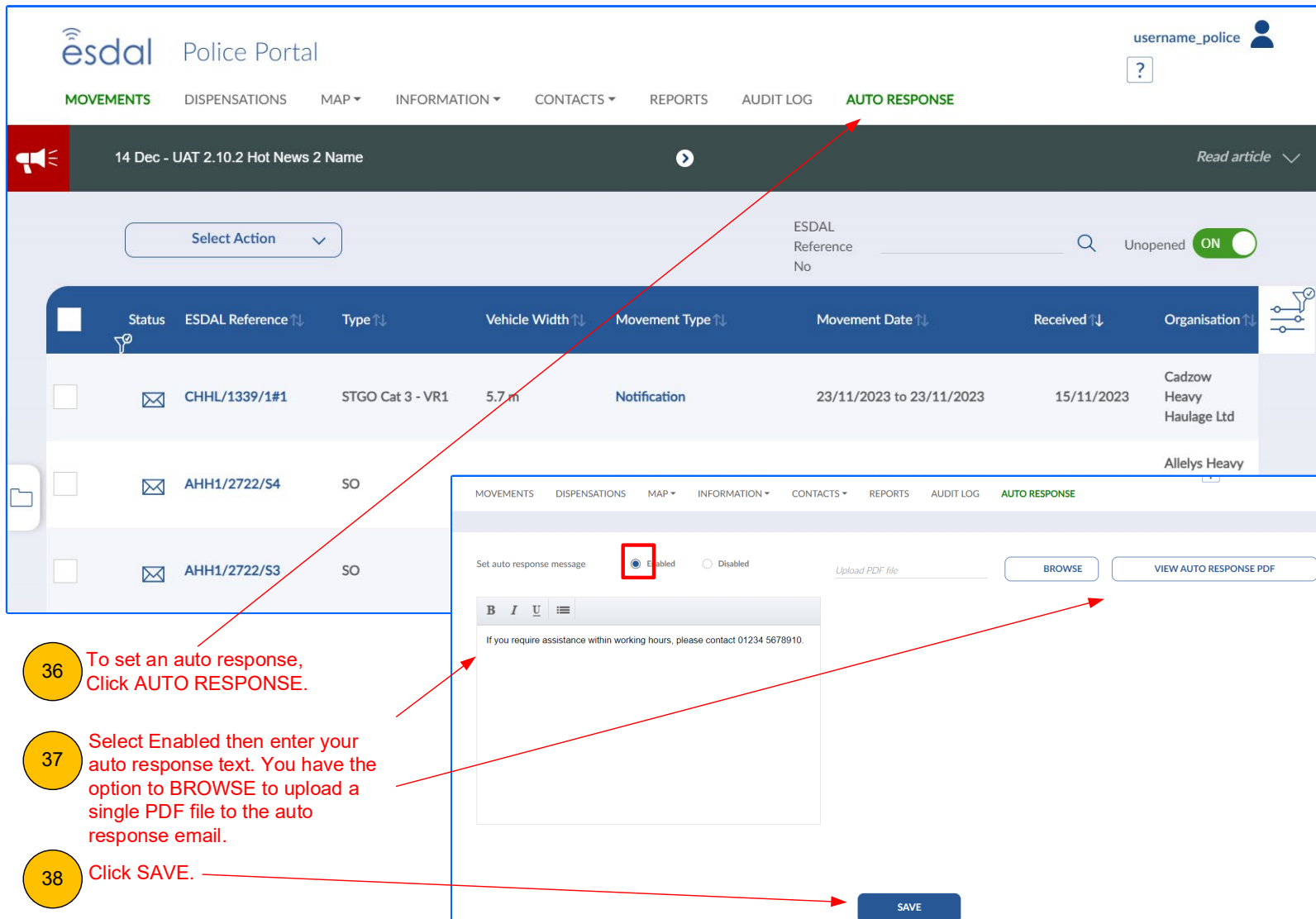
34 Click on the Folder icon to view the contents of your folder.

35 To remove the contents of a folder - with the folder open, click the check boxes of the items to be removed, click Select Action and then Remove From Folder. Click Yes in the pop-up box.

Removing the contents of a folder will not delete the contents from ESDAL.

Process: D. Auto Response E-mail

Stage in the process: D1. Auto Response E-mail



The screenshot shows the ESDAL Police Portal interface. At the top, there is a navigation menu with 'AUTO RESPONSE' highlighted. Below this is a table of auto response messages. The table has columns for Status, ESDAL Reference, Type, Vehicle Width, Movement Type, Movement Date, Received, and Organisation. Three messages are listed:

Status	ESDAL Reference	Type	Vehicle Width	Movement Type	Movement Date	Received	Organisation
<input type="checkbox"/>	CHHL/1339/1#1	STGO Cat 3 - VR1	5.7 m	Notification	23/11/2023 to 23/11/2023	15/11/2023	Cadzw Heavy Haulage Ltd
<input type="checkbox"/>	AHH1/2722/S4	SO					Allelys Heavy
<input type="checkbox"/>	AHH1/2722/S3	SO					

Below the table is a configuration form for the selected message. It includes a 'Set auto response message' section with radio buttons for 'Enabled' (selected) and 'Disabled'. There is a 'BROWSE' button for uploading a PDF file and a 'VIEW AUTO RESPONSE PDF' button. A text area contains the message: 'If you require assistance within working hours, please contact 01234 5678910.' At the bottom of the form is a 'SAVE' button.

36 To set an auto response, Click AUTO RESPONSE.

37 Select Enabled then enter your auto response text. You have the option to BROWSE to upload a single PDF file to the auto response email.

38 Click SAVE.