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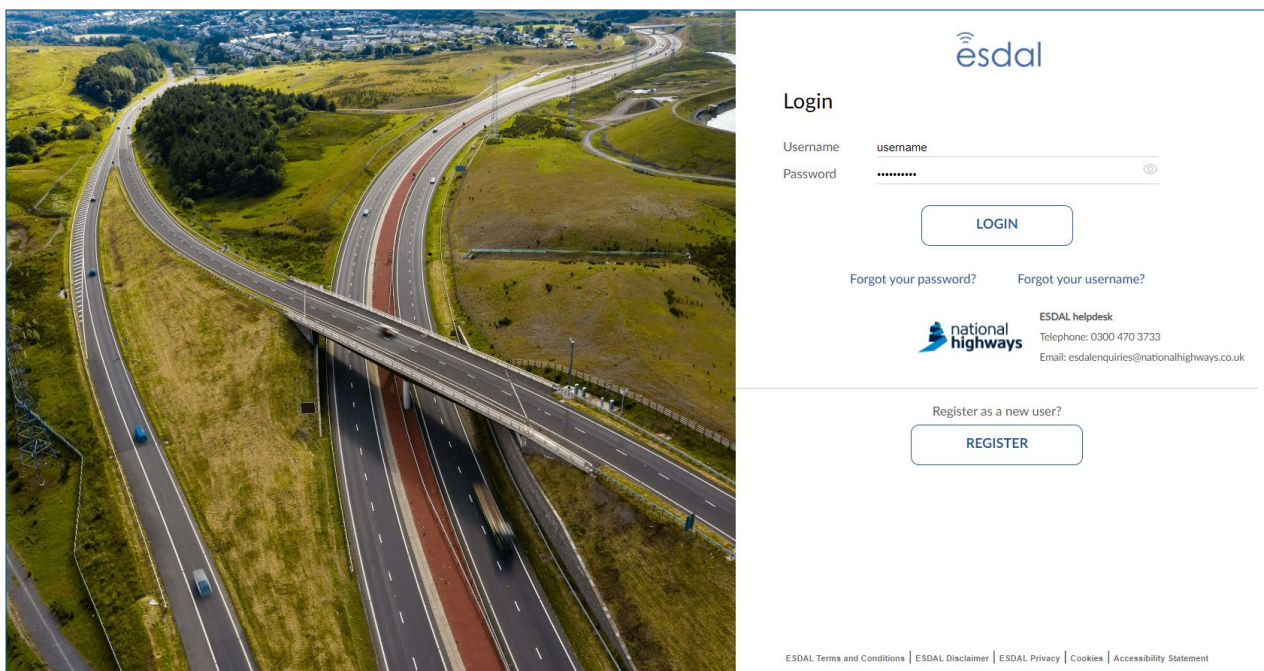
Images used in this quick start guide which have blue borders are from ESDAL and show what you will see as you use the system. Text in red and images with a red border are notes explaining each of the actions needed to progress through each of the three processes described within this guide.

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.
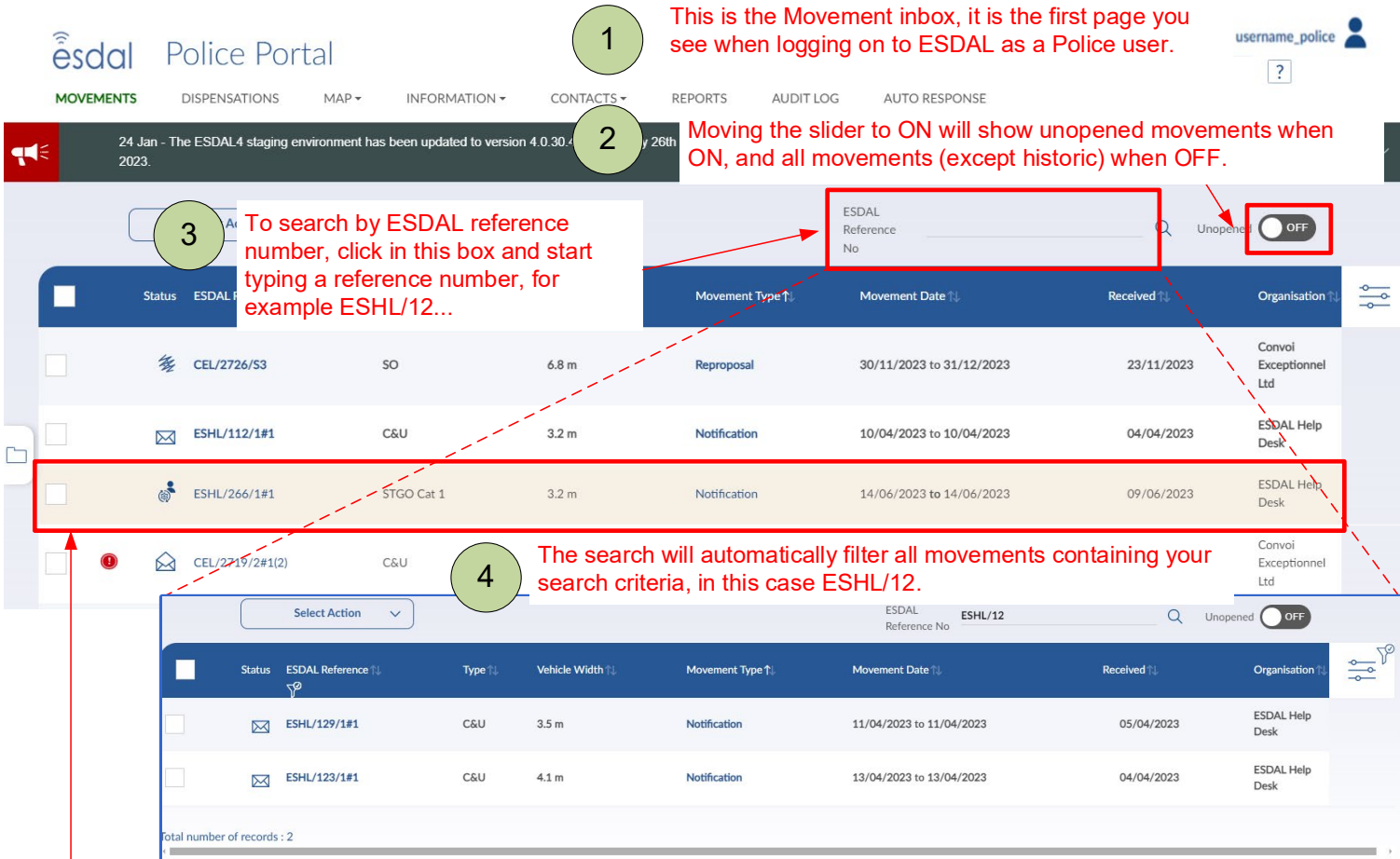
Processes	Stages in each process	Explanatory steps in this Quick Start Guide
Process A - Movements	A1 – Search the Movement Inbox by ESDAL Reference	1 2 3 4 5
	A2 – Search the Movement Inbox by Start and End Point	6 7 8
	A3 – Search Using Multiple Criteria	9 10 11 12
	A4 – Using Filters	13
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	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.

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.

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.

FILTER ✕

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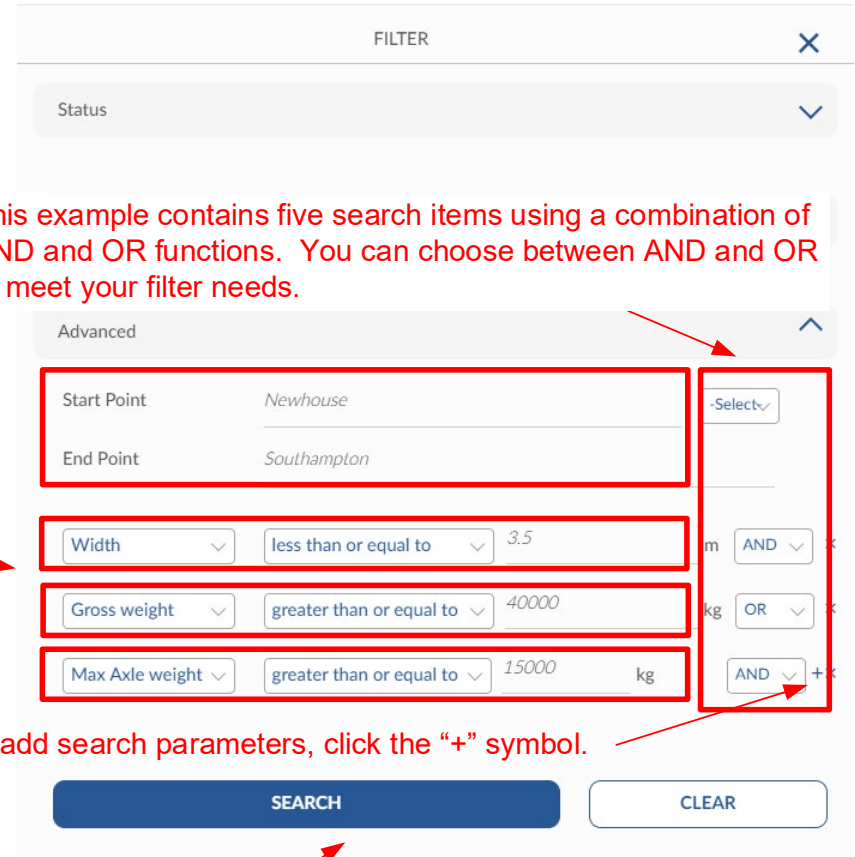
(10) This example contains five search items using a combination of AND and OR functions. You can choose between AND and OR to meet your filter needs.

Advanced ⌃

| Start Point | Newhouse | -Select⌄ |
| End Point | Southampton | |

Width ⌄	less than or equal to ⌄	3.5	m	AND ⌄
Gross weight ⌄	greater than or equal to ⌄	40000	kg	OR ⌄
Max Axle weight ⌄	greater than or equal to ⌄	15000	kg	AND ⌄ +

(11) To add search parameters, click the "+" symbol.

SEARCH | CLEAR

(12) Once you have entered all of your search criteria click SEARCH.
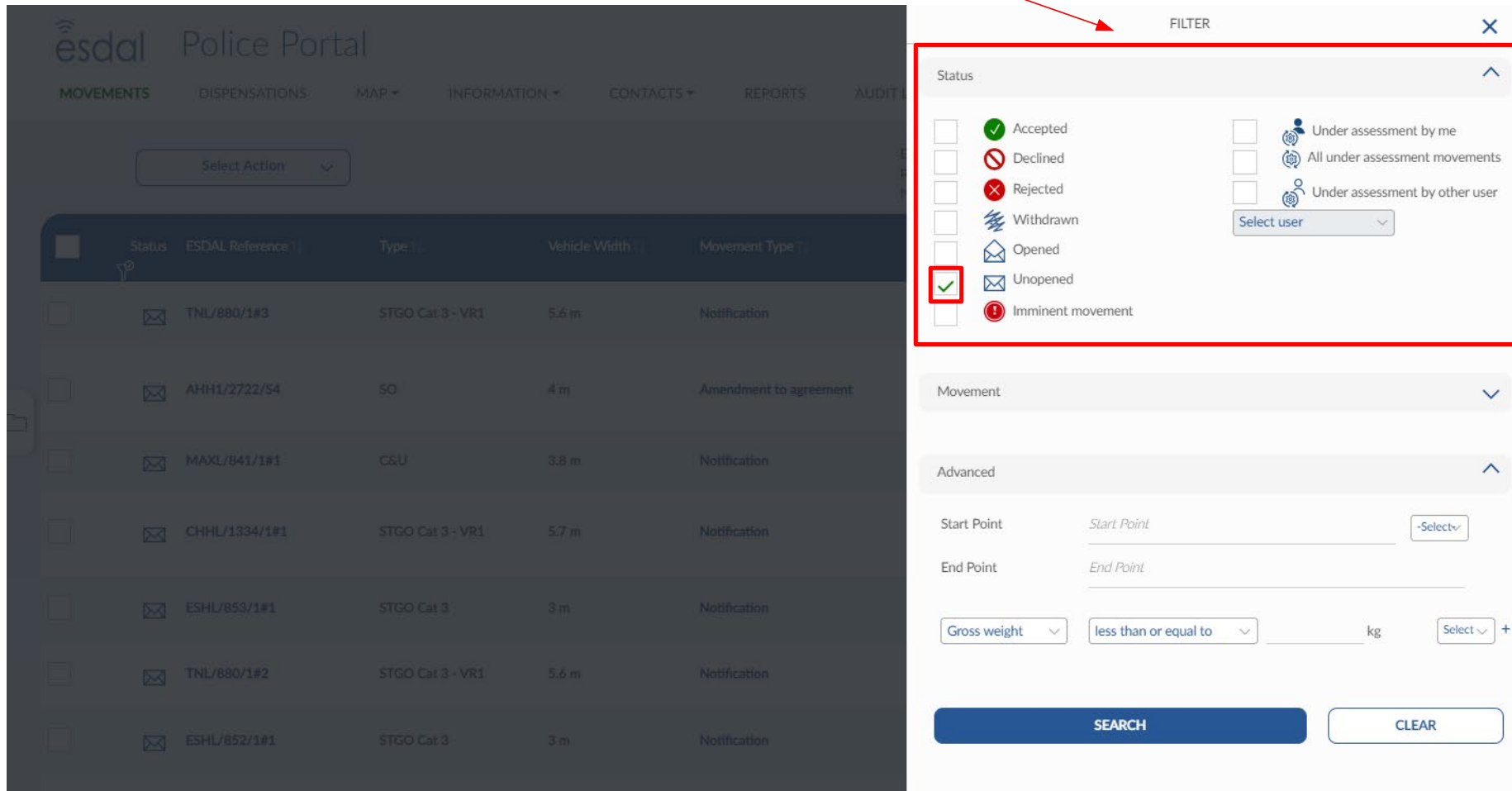
Process:	**A. Movements**
Stage in the process:	**A4. Using Filters**

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

Process:	A. Movements
Stage in the process:	A5. Status Icons

An explanation of the statuses is provided in the table below

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

Process:	**A. Movements**
Stage in the process:	**A6. Sort and View**

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.

(15)

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

(16) 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.

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

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

PRINT

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

From Description	Here
To Description	There
Movement Classification	
Haulier Reference	

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.
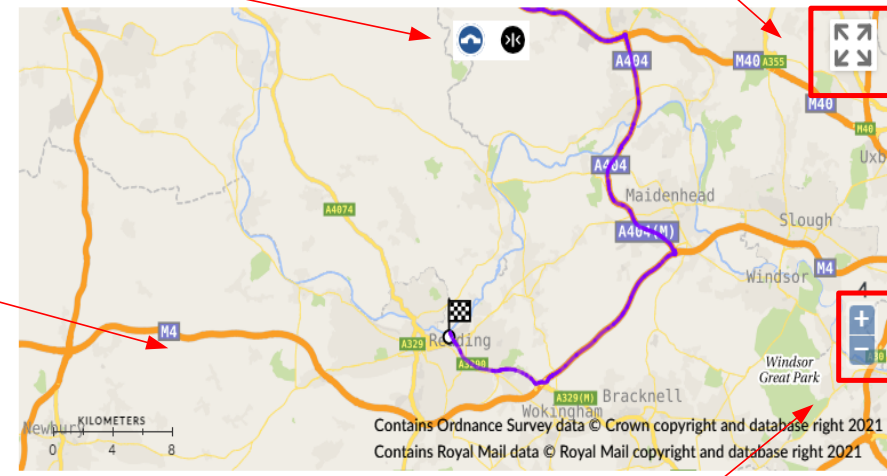
Select route part

⦿ 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	
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

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

Contains Ordnance Survey data © Crown copyright and database right 2021
Contains Royal Mail data © Royal Mail copyright and database right 2021

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

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

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

PRINT

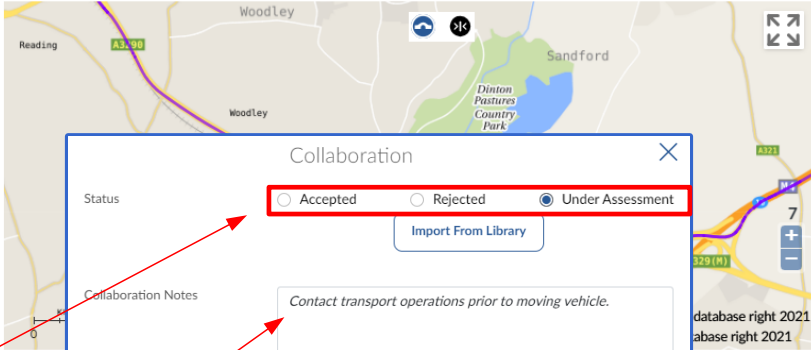|	
From Description	Here
To Description	There
Movement Classification	STGO Cat 1
Haulier Reference	RM26798 #2
Collaboration Status	Unspecified ✎
Collaboration Notes	None Provided
ESDAL Reference	ESHL/219/1#1
Received On	
Haulier Contact	
Other Contact Details	
Licence Number	
Number Of Movements	
Number Of Pieces Moved At One Tim	
Load	
Movement Date	from 26-05-2023 09:00
	to 26-05-2023 17:00

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

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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.
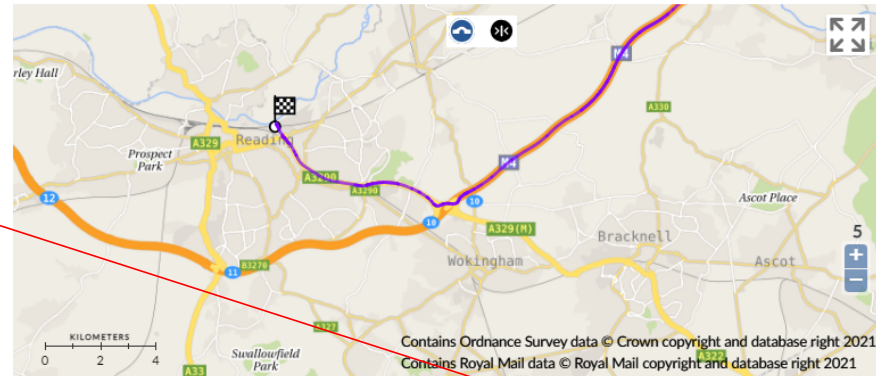
Show Vehicles Configuration Summary ⌄

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.

⌃

![national highways logo]

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 C...ls
Licence
Number Of Movements
Number Of Pieces Mov
Load
Movement Date

Show Ve...gur
Route Overview
Roads On Route
Affected Structures
Notification Notes Fron

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

Import From Library

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

☑ Mail to Haulier   ☑ Add Notes to Library

Assign To Another User   --Select user--

SAVE   **CANCEL**

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.

Click on the three dots (…) and then click New Folder to create a new folder, enter a name and click SAVE. **(27)**

(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)**

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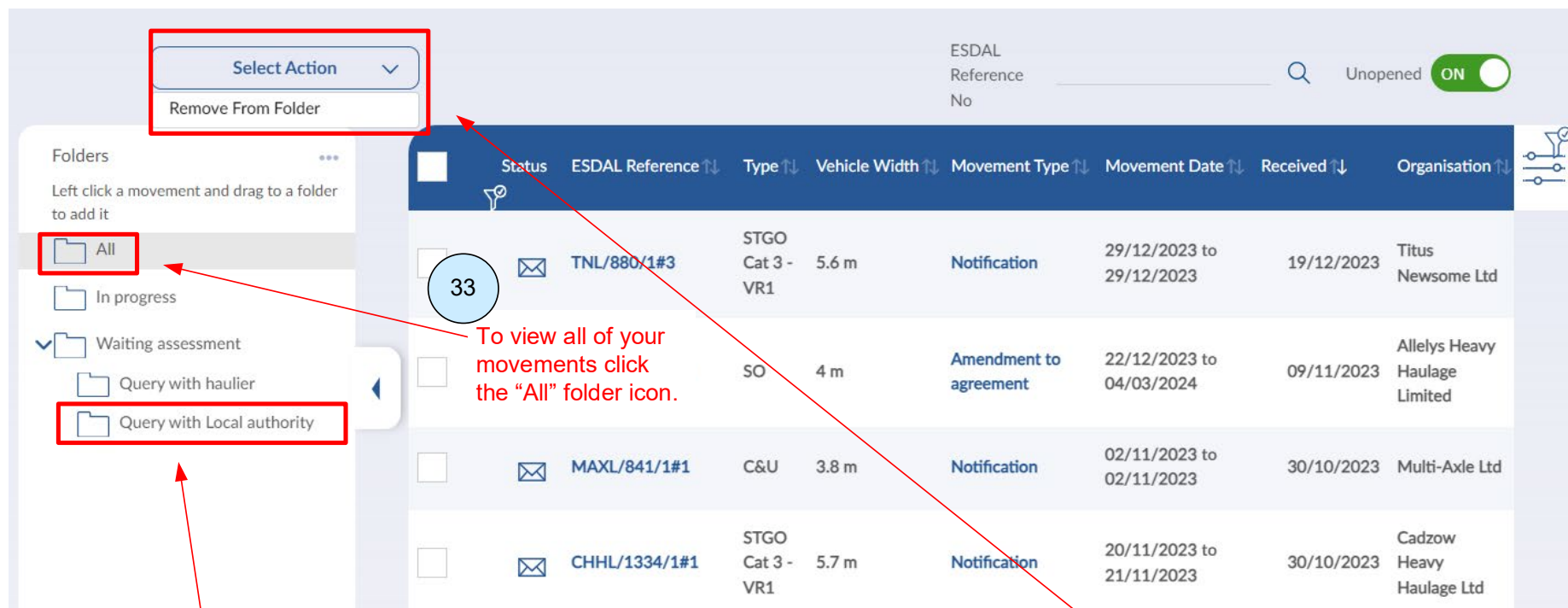
Movements that are moved into a folder also remain in the All folder.

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.

33 To view all of your movements click the "All" folder icon.
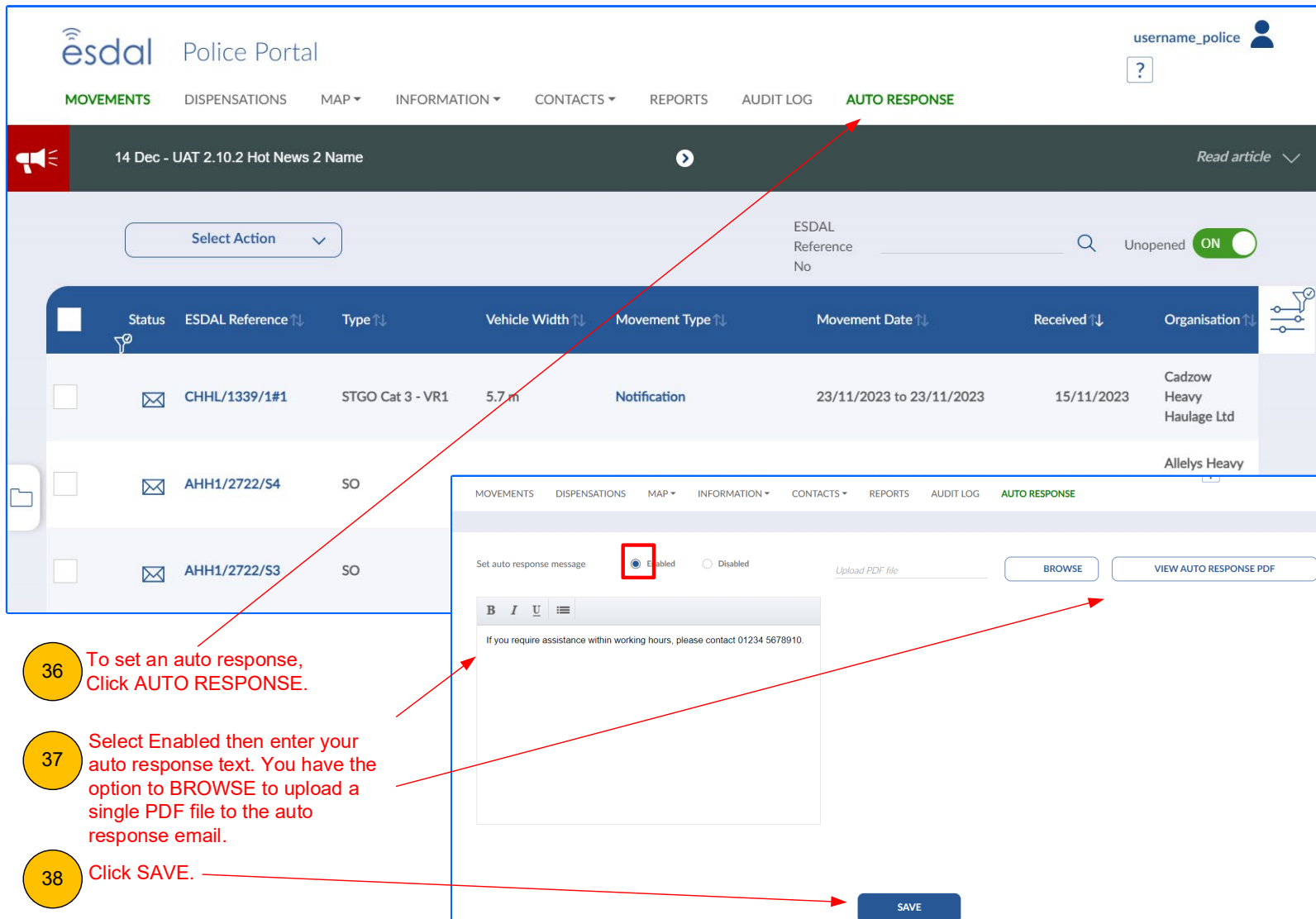
34 Click on the Folder icon to view the contents of your folder.

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.

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.