Haulier Quick Start Guide

ESDAL
(ELECTRONIC SERVICE DELIVERY
FOR ABNORMAL LOADS)

July 2024

national highways

ESDAL Quick Start Guide for Haulier Users

Introduction

The purpose of this "quick start" guide is to provide hauliers with an introduction to using the three most commonly used functions of ESDAL (Electronic Service Delivery for Abnormal Loads):

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

- Process 1 - Creating a new vehicle movement notification
- Process 2 - Selecting a route
- Process 3 - Managing your movements using folders
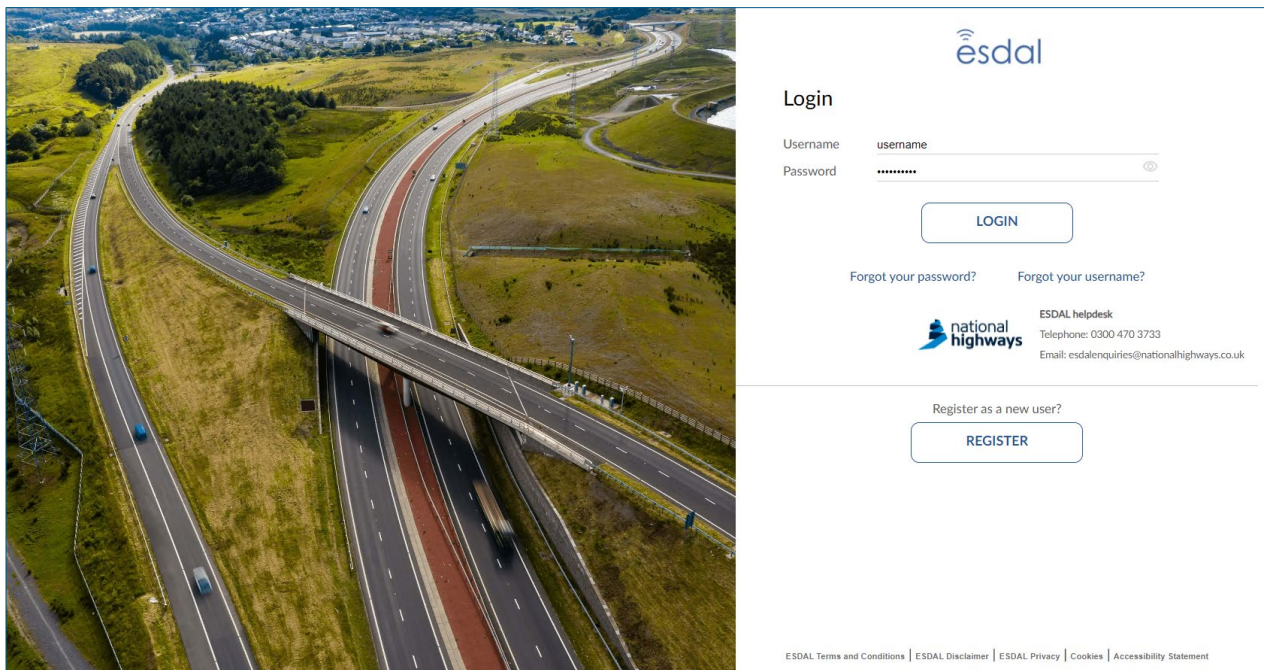
Images used in this quick start guide which have blue borders are from ESDAL and show what you will see as you use the system. Text in red and images with a red border are notes explaining each of the actions needed to progress through each of the three processes described within this guide.

Additional support material relating to the use of ESDAL is available as follows:
- the full ESDAL Haulier User Guide which is available at ESDAL.INFO
  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 at ESDAL.INFO
  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
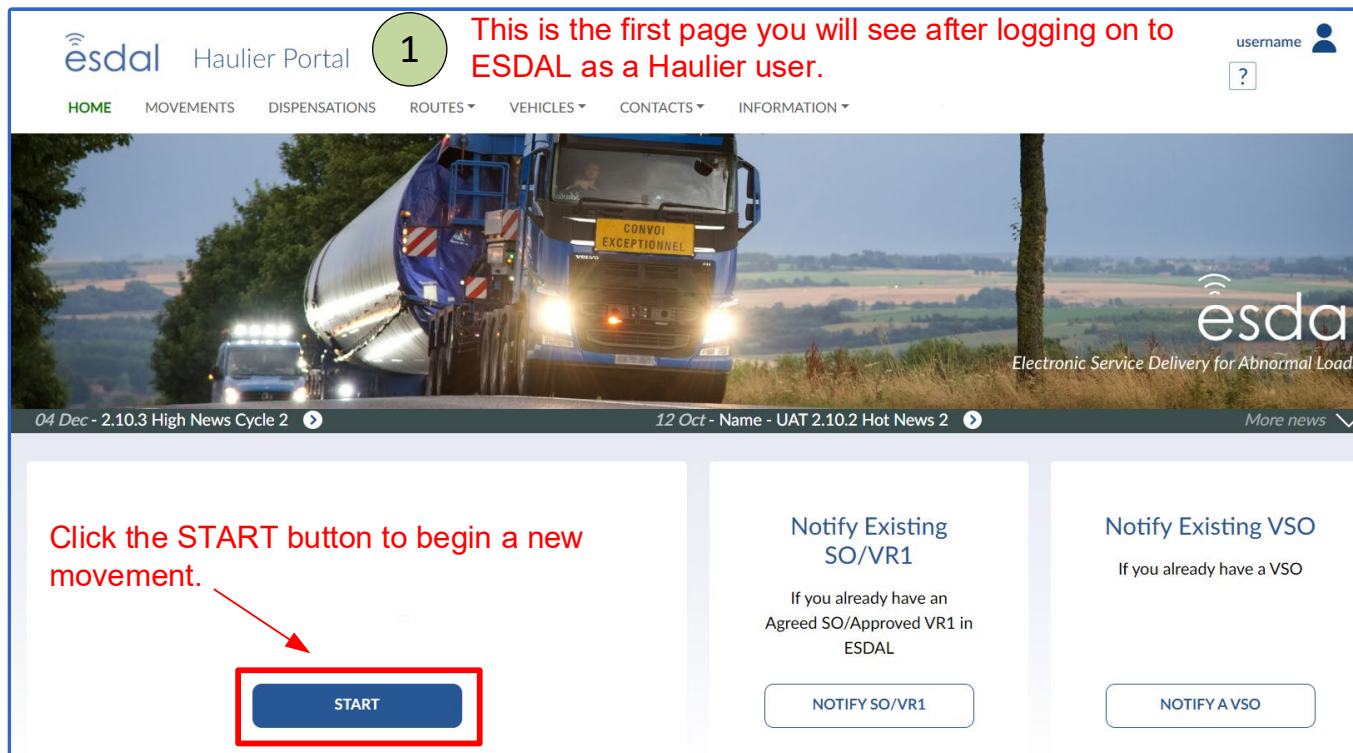
Structure of this Quick Start Guide

Each of the stages involved in the three processes (A, B and C) 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 - Creating A New Vehicle Movement Notification	A1 – Starting A New Movement Notification	1 2
	A2 – Creating Your Vehicle	3 4
	A3 – Selecting The Components Of Your Vehicle	5 6 7 8 9 10
	A4 – Reviewing And Confirming The Components Of Your Vehicle	11 12 13
	A5 – Configuring The Components Of Your Vehicle	14 15 16 17 18
	A6 – Completing, Reviewing And Confirming Vehicle Movement Notification Data	19 20 21 22 23 24
Process B - Selecting a route	B1 - Add A New Route – Option 1: Using The Start And End Locations	25 26 27
	B2 - Add A New Route – Option 2: Using The Map Search Function	28 29 30 31
	B3 – Reviewing And Saving Your Planned Route	32 33 34 35 36 37
	B4 - ESDAL's Assessment Of Your Planned Route	38 39 40 41
	B5 – Modifying Your Planned Route To Account For Unsuitable Structures And Constraints	42 43 44 45
	B6 – Confirming Your Route	46 47
	B7 - Enter Mandatory Data On Your Confirmed Route To Your Vehicle Movement Notification	48 49 50 51
	B8 – Managing Your Vehicle Movement Notification	52 53 54
Process C - Using Folders To Manage Your Vehicle Movement Notifications	C1 – Accesing Folders In Your Movement Inbox	55 56 57 58 59
	C2 - Creating New Folders In Your Movement Inbox	60 61 62
	C3 – Moving Individual Movements Into Folders	63 64 65
	C4 – Viewing Movements In Folders	66 67 68

Process:	A. Creating A New Vehicle Movement Notification
Stage in the process:	A1. Starting A New Vehicle Movement Notification

1 This is the first page you will see after logging on to ESDAL as a Haulier user.
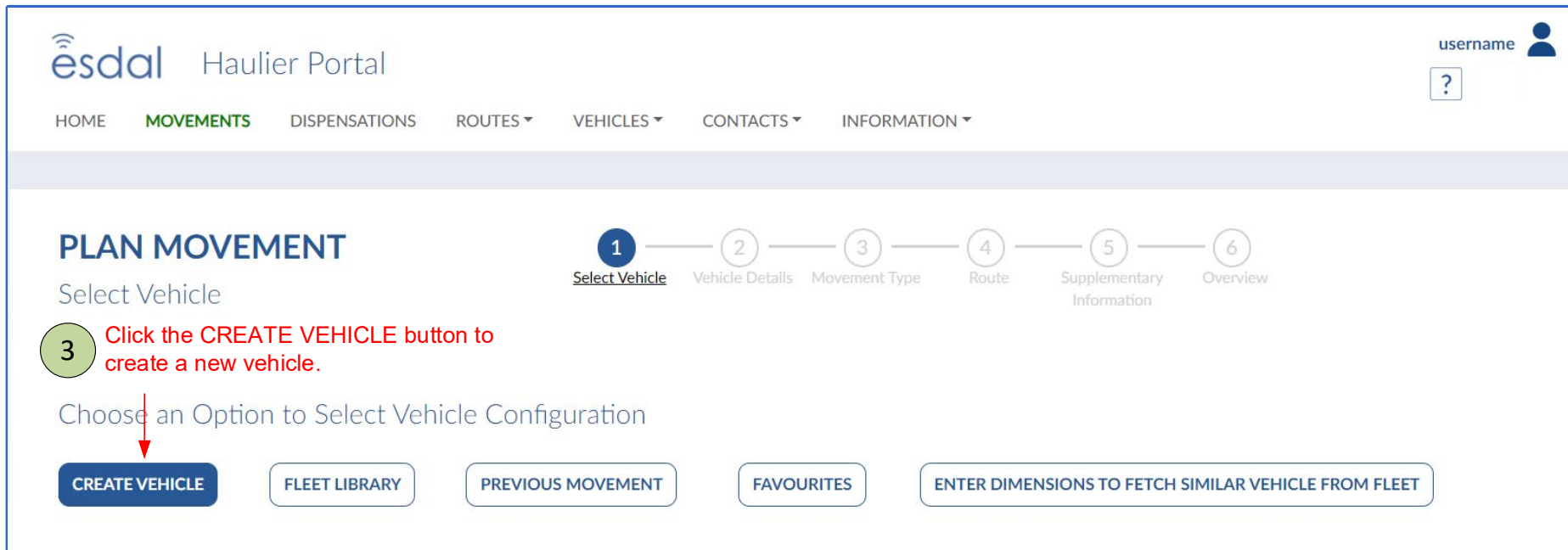
2 Click the START button to begin a new movement.

ESDAL provides you with three options from here:
1. Start a new notification / SO / VR1 Application, with a new route and new vehicle configuration.
2. Notify an existing SO / VR1.
3. Notify an existing VSO.

Plan your movement (Option 1) is a commonly used workflow and covers all the steps required to create a new notification or application. Options 2 and 3 are described in the Haulier User Guide.

esdal Haulier Portal

username

?

HOME **MOVEMENTS** DISPENSATIONS ROUTES ▾ VEHICLES ▾ CONTACTS ▾ INFORMATION ▾

PLAN MOVEMENT

Select Vehicle

①——②——③——④——⑤——⑥
Select Vehicle Vehicle Details Movement Type Route Supplementary Information Overview

③ Click the CREATE VEHICLE button to create a new vehicle.

Choose an Option to Select Vehicle Configuration

CREATE VEHICLE   FLEET LIBRARY   PREVIOUS MOVEMENT   FAVOURITES   ENTER DIMENSIONS TO FETCH SIMILAR VEHICLE FROM FLEET

④ When creating a vehicle, you have the option to:

1 Create a new vehicle by selecting components.
2 Choose a vehicle stored in your fleet library or from a previous movement.
3 Choose one of your favourited vehicles.
4 Enter dimensions to fetch a similar vehicle from your fleet.

This guide takes you through the create new vehicle option. Information relating to the fleet library and favourites is available in the Haulier User Guide.

Process:	A. Creating A New Vehicle Movement Notification
Stage in the process:	**A3. Selecting The Components Of Your Vehicle 1/2**

(5) Click on the "+" symbol to choose components to add to your movement, after clicking the "+" symbol, the Choose new component and Choose from fleet boxes will open. Selecting Choose from fleet allows you to import a saved component, selecting Create new component takes you to step 9 on the next page of this Quick Start Guide.

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HOME   MOVEMENTS   DISPENSATIONS   ROUTES ▾

Create new component
Choose from fleet

Favourites

Low Loader 5 ★
08/12/11 ★
king ★
johns blue one ★
atl1 ★

➕

1 — 2 — 3 — 4 — 5 — 6
Select Vehicle   Vehicle Details   Movement Type   Route   Supplementary Information   Overview
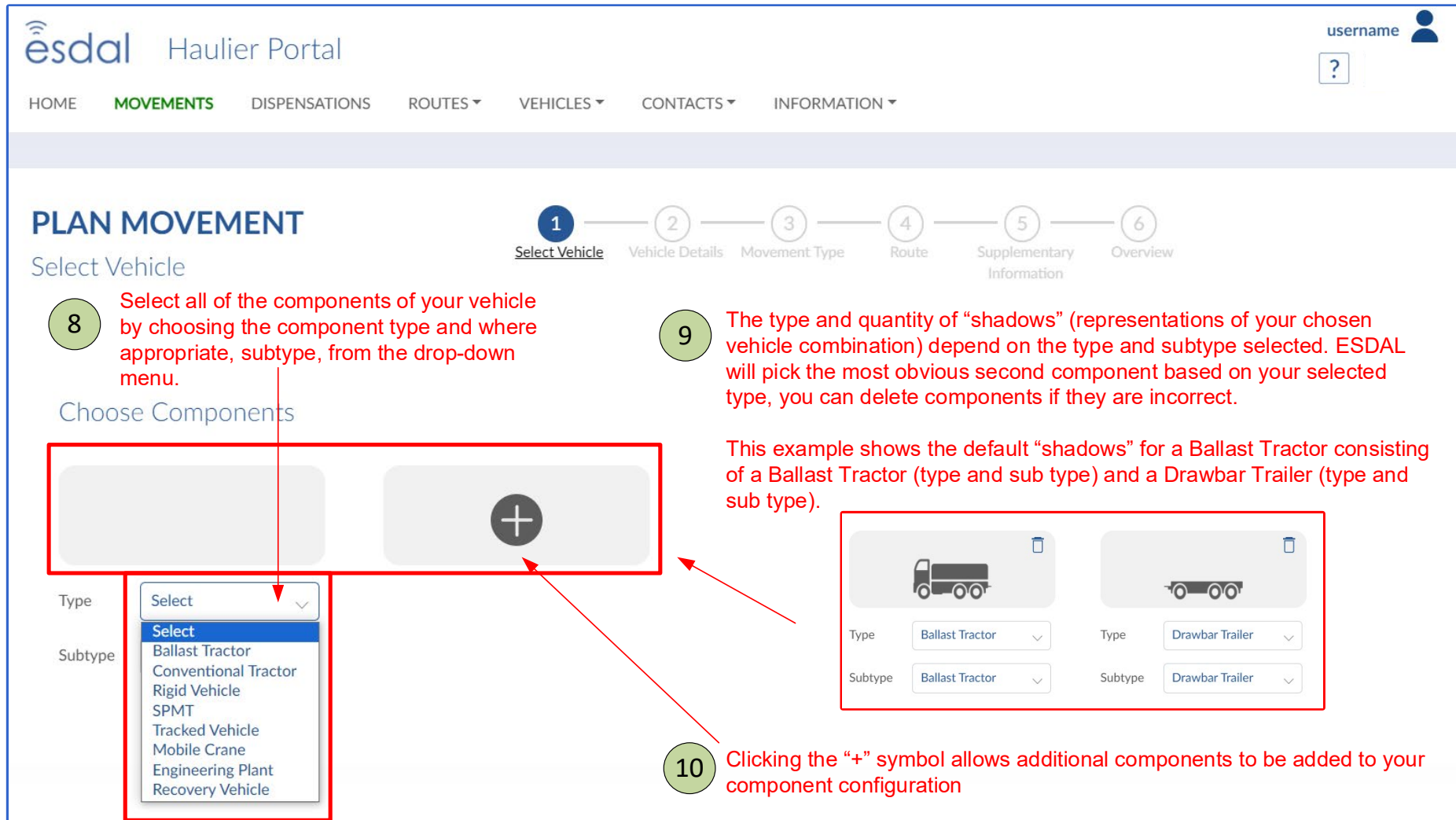
(6) Click on Create new component (go to next page in quick start guide).

(7) Clicking on BACK takes you back to step 3 to choose an option to select a vehicle configuration.

BACK

8 Select all of the components of your vehicle by choosing the component type and where appropriate, subtype, from the drop-down menu.
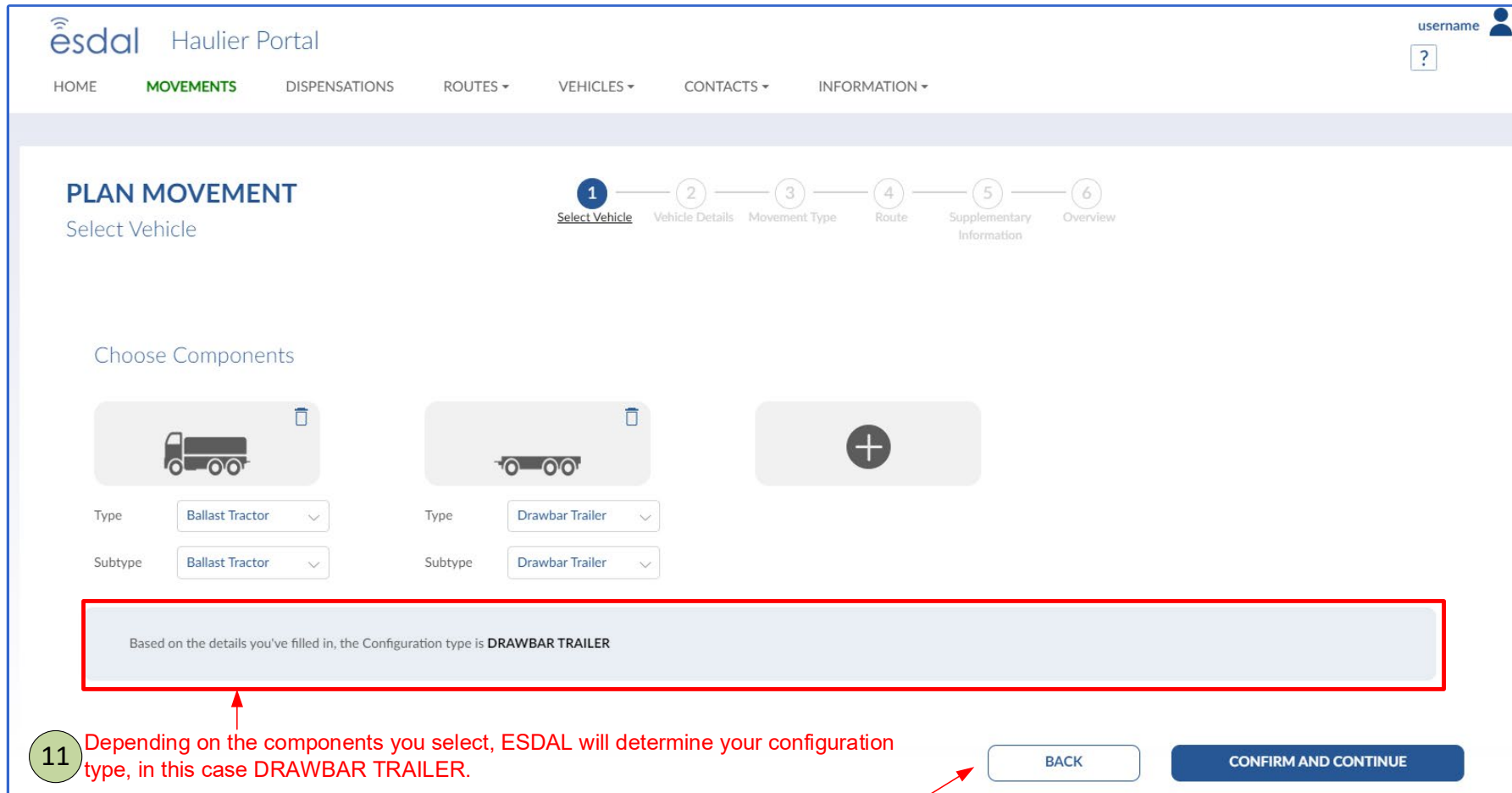
9 The type and quantity of "shadows" (representations of your chosen vehicle combination) depend on the type and subtype selected. ESDAL will pick the most obvious second component based on your selected type, you can delete components if they are incorrect.

This example shows the default "shadows" for a Ballast Tractor consisting of a Ballast Tractor (type and sub type) and a Drawbar Trailer (type and sub type).

10 Clicking the "+" symbol allows additional components to be added to your component configuration

11 Depending on the components you select, ESDAL will determine your configuration type, in this case DRAWBAR TRAILER.

12 Clicking on BACK takes you back to step 3 to choose an option to select a vehicle configuration.

13 Once you are content with all of your components, click CONFIRM AND CONTINUE.

Process:	**A. Creating A New Vehicle Movement Notification**
Stage in the process:	**A5. Configuring The Components Of Your Vehicle**

All the **required fields *** should be completed for ESDAL to make an accurate assessment of the type of notification that is needed. The measurements entered should include the vehicle and the load

Vehicle Configuration

(14) The next stage in creating your vehicle is to add mandatory data relating to its weight, length, height and axle configuration. Data needs to be added for the vehicle overall and for its components.

(15) Enter vehicle configuration data (mandatory data is marked with an *).

Name *			
Heaviest Component Weight *		kg	Number of Axles
Gross Train Weight *		kg	Component 1 *
Overall Length *		m	
Rigid Length *		m	Reducible Height
Overall Width *		m	Heaviest Axle Weight
Max Height *		m	Overhang & Projection (Required if Overhang >0.305 or Projection > 3.05)

Component 2 *

Left Overhang ____ m
Right Overhang ____ m

Component Configuration

Front Projection ____ m
Rear Projection ____ m

Name *	
Number of Axles *	
Coupling	Drawbar
Weight *	kg
Height *	m
Reducible Height	m
Length *	m
Width *	m
Left Overhang	m
Right Overhang	m
Projection Front	m
Projection Rear	m
Ground Clearance	m
Reduced Ground Clearance	m
Outside Track	m

(16) Enter component configuration data (mandatory data is marked with an *).

Every time you enter a value ESDAL will calculate the vehicle class. The mandatory fields may change if the class changes.

ESDAL makes some assumptions and will automatically populate some fields.

(17) Clicking on BACK takes you back to step 11 allowing you to amend your vehicle components

BACK   **SAVE VEHICLE**

(18) When you are content with your components click SAVE VEHICLE. You will be prompted to Review and/or Add More Vehicles or Accept Vehicle(s) and Continue. This Quick Start Guide takes you through the Accept vehicle option.
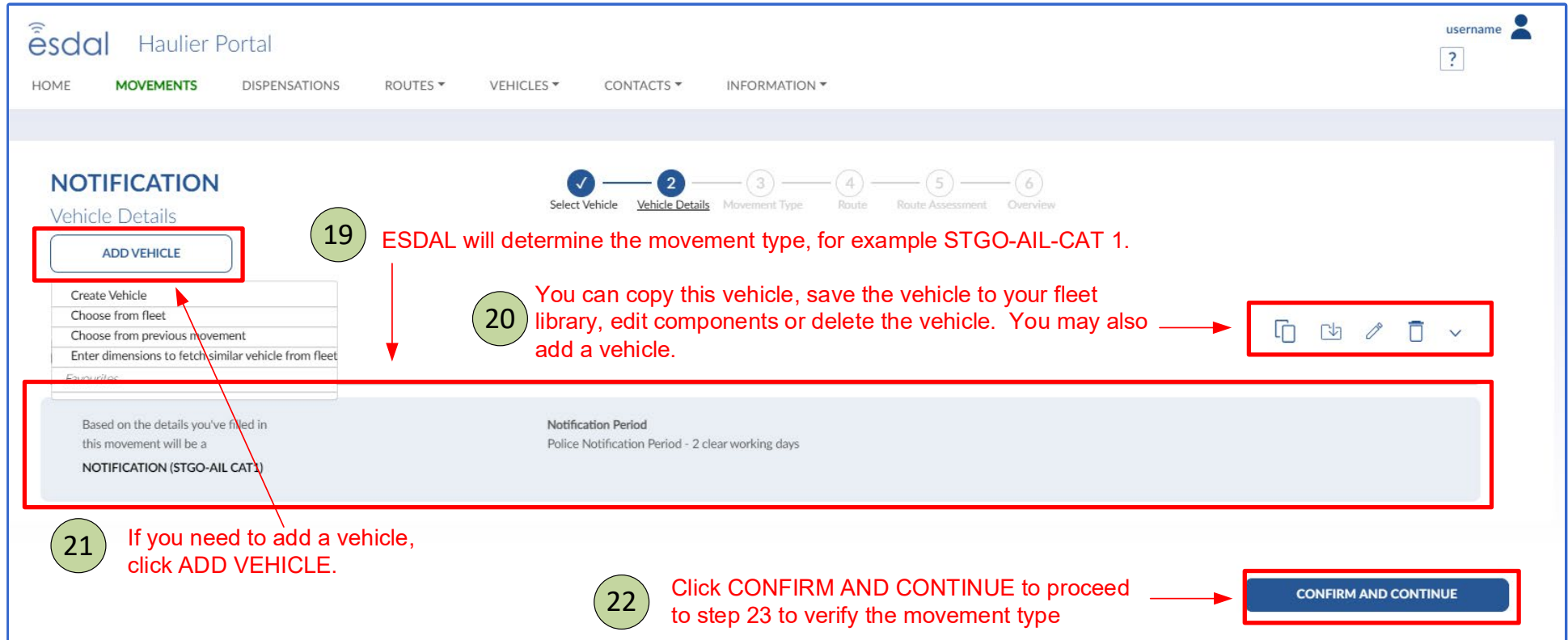
Process:	A. Creating A New Vehicle Movement Notification
Stage in the process:	A6. Completing, Reviewing And Confirming Vehicle Movement Notification Data (1/2)

NOTIFICATION

Vehicle Details

ADD VEHICLE

Create Vehicle
Choose from fleet
Choose from previous movement
Enter dimensions to fetch similar vehicle from fleet
Favourites

Based on the details you've filled in
this movement will be a

NOTIFICATION (STGO-AIL CAT1)

Notification Period
Police Notification Period - 2 clear working days

19 ESDAL will determine the movement type, for example STGO-AIL-CAT 1.

20 You can copy this vehicle, save the vehicle to your fleet library, edit components or delete the vehicle. You may also add a vehicle.

21 If you need to add a vehicle, click ADD VEHICLE.
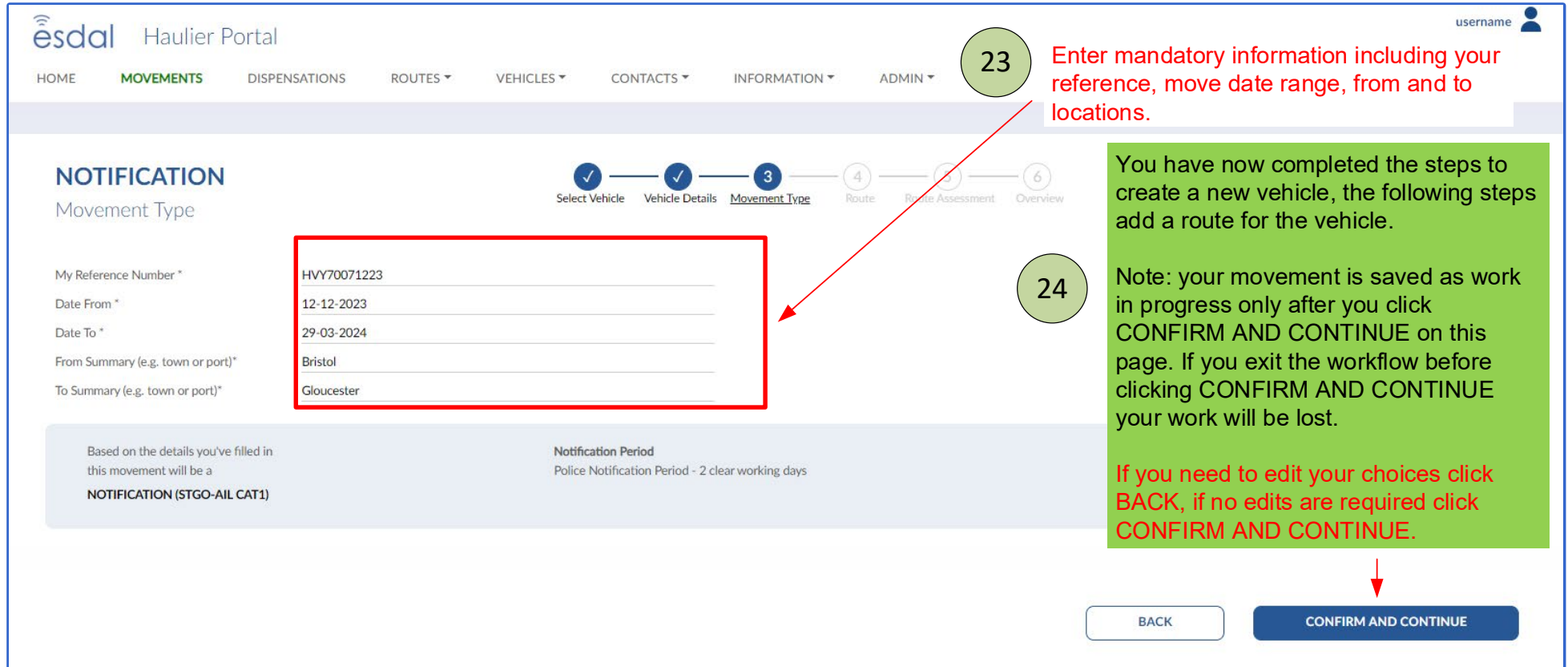
22 Click CONFIRM AND CONTINUE to proceed to step 23 to verify the movement type

CONFIRM AND CONTINUE

Process:	A. Creating A New Vehicle Movement Notification
Stage in the process:	A6. Completing, Reviewing And Confirming Vehicle Movement Notification Data (2/2)

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HOME   **MOVEMENTS**   DISPENSATIONS   ROUTES ▾   VEHICLES ▾   CONTACTS ▾   INFORMATION ▾   ADMIN ▾

NOTIFICATION
Movement Type

✓ Select Vehicle — ✓ Vehicle Details — ③ Movement Type — ④ Route — ⑤ Route Assessment — ⑥ Overview

My Reference Number *	HVY70071223
Date From *	12-12-2023
Date To *	29-03-2024
From Summary (e.g. town or port)*	Bristol
To Summary (e.g. town or port)*	Gloucester

Based on the details you've filled in this movement will be a
NOTIFICATION (STGO-AIL CAT1)

Notification Period
Police Notification Period - 2 clear working days

23 Enter mandatory information including your reference, move date range, from and to locations.

24 You have now completed the steps to create a new vehicle, the following steps add a route for the vehicle.

Note: your movement is saved as work in progress only after you click CONFIRM AND CONTINUE on this page. If you exit the workflow before clicking CONFIRM AND CONTINUE your work will be lost.
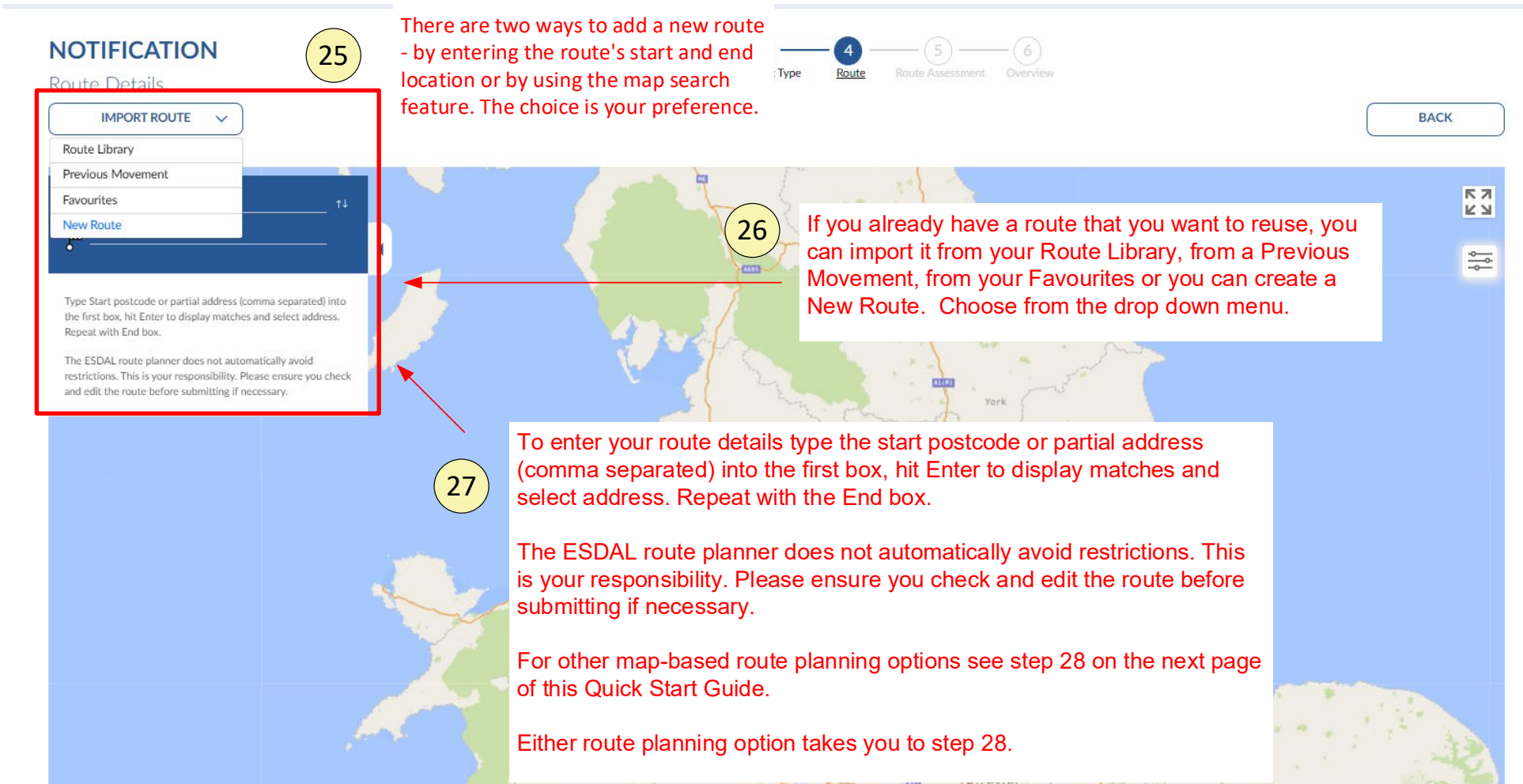
If you need to edit your choices click BACK, if no edits are required click CONFIRM AND CONTINUE.

BACK   CONFIRM AND CONTINUE

NOTIFICATION

Route Details

(25)

IMPORT ROUTE ⌄

- Route Library
- Previous Movement
- Favourites
- New Route

Type Start postcode or partial address (comma separated) into the first box, hit Enter to display matches and select address. Repeat with End box.

The ESDAL route planner does not automatically avoid restrictions. This is your responsibility. Please ensure you check and edit the route before submitting if necessary.

There are two ways to add a new route - by entering the route's start and end location or by using the map search feature. The choice is your preference.

: Type — (4) Route — (5) Route Assessment — (6) Overview

BACK

(26) If you already have a route that you want to reuse, you can import it from your Route Library, from a Previous Movement, from your Favourites or you can create a New Route. Choose from the drop down menu.

(27) To enter your route details type the start postcode or partial address (comma separated) into the first box, hit Enter to display matches and select address. Repeat with the End box.

The ESDAL route planner does not automatically avoid restrictions. This is your responsibility. Please ensure you check and edit the route before submitting if necessary.

For other map-based route planning options see step 28 on the next page of this Quick Start Guide.

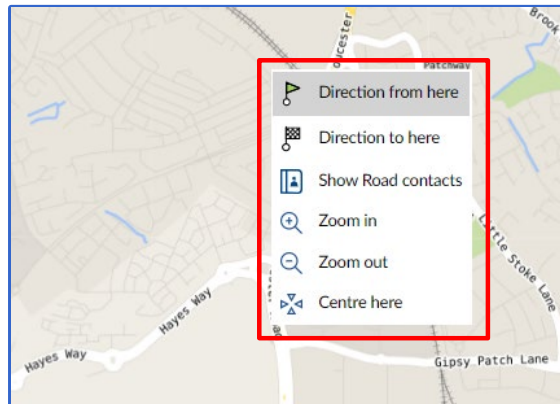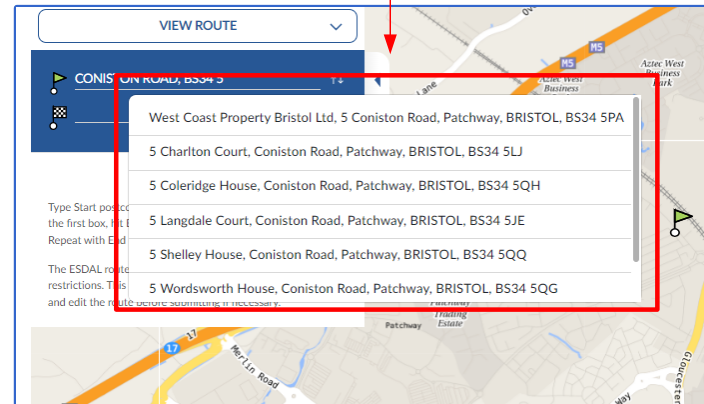Either route planning option takes you to step 28.

**28** Right click on a road on the map and select Direction from here to add your start point.

29 ESDAL will present you with a list of addresses based on the location of the start flag. If a suitable address is listed you can select it. If no suitable address is listed then you can enter it manually at step 35 when saving the route. If you need to use the manual entry then click into the blue start point box.

30 Right click on a road on the map and select Direction to here to add your end point.
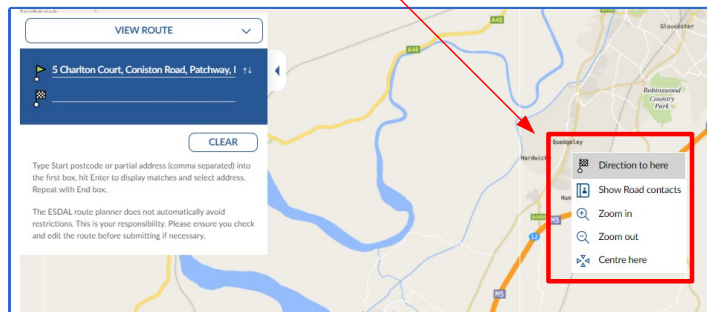
31 ESDAL will present you with a list of addresses based on the location of the end flag. If a suitable address is listed you can select it. If no suitable address is listed then you can enter it manually at step 35 when saving the route. If you need to use the manual entry then click into the blue end point box.
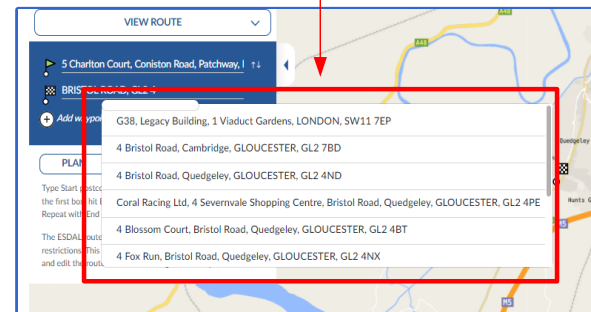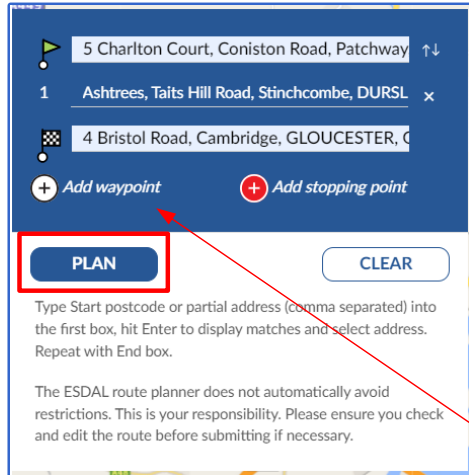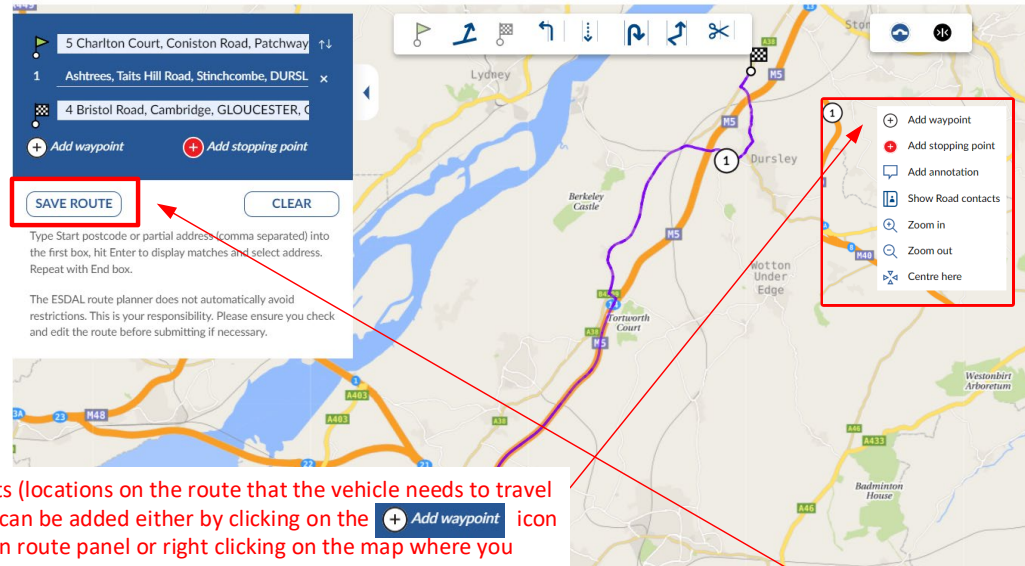
Process: **B. Selecting A Route**

Stage in the process: **B3. Reviewing And Saving Your Planned Route**


33 Click PLAN ROUTE, your route will appear as a purple route from start to finish destination. You can also CLEAR your route and start planning at step 25 in this Quick Start Guide.

32 Waypoints (locations on the route that the vehicle needs to travel through) can be added either by clicking on the ⊕ Add waypoint icon in the plan route panel or right clicking on the map where you want to add the waypoint.

34 Click SAVE ROUTE
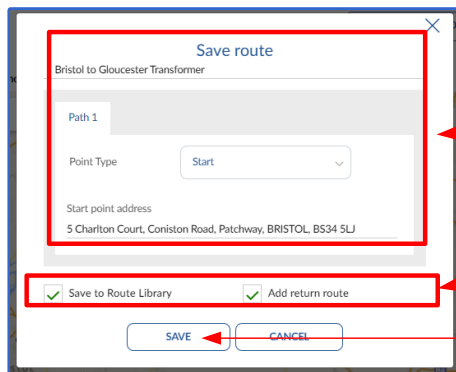
35 If you want to correct/overwrite the address suggested by ESDAL the start and end addresses can be altered here. It is these addresses that will appear on the notification.

36 If required tick Save to Route Library box and Add return route. When adding a return route ESDAL will not use any waypoints.

37 Click SAVE, this will take you to step 38 in this Quick Start Guide.

ADD ROUTE ⌄

MANAGE ROUTES   **CONTINUE TO ROUTE ASSESSMENT**

Please note: To view only the unsuitable affected structures and constraints on the map you must choose the route from the Route Assessment page

VIEW ROUTE ⌄

Test 1 LN 🗑

Test 1 LN (Return) 🗑

📍 4 Bristol Road, Cambridge, GLOUCESTER,

⊕ Add waypoint   ⊕ Add stopping point

CLEAR

Type Start postcode or partial address (comma separated) into the first box, hit Enter to display matches and select address. Repeat with End box.

The ESDAL route planner does not automatically avoid restrictions. This is your responsibility. Please ensure you check and edit the route before submitting if necessary.
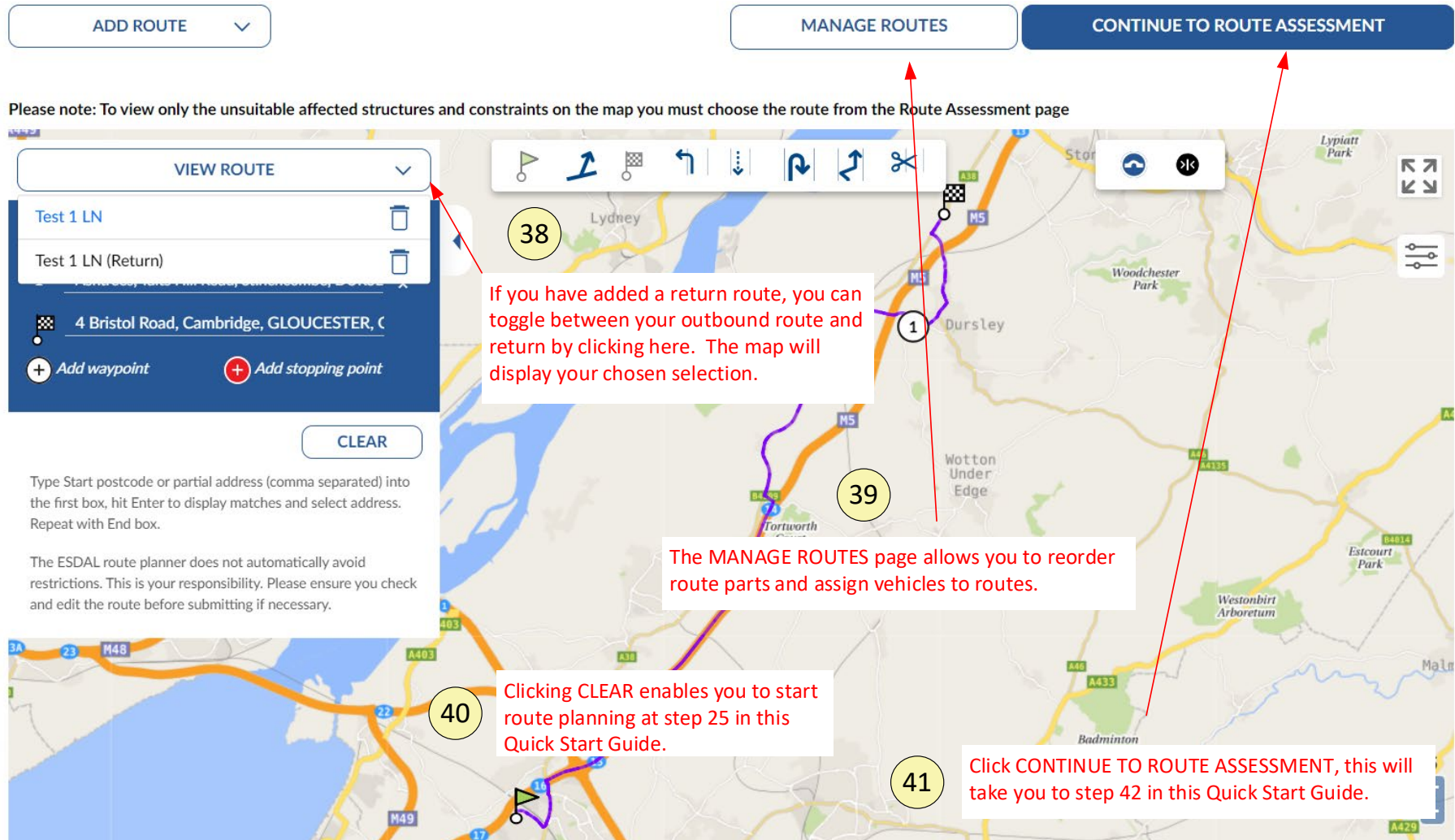
38

If you have added a return route, you can toggle between your outbound route and return by clicking here. The map will display your chosen selection.

39

The MANAGE ROUTES page allows you to reorder route parts and assign vehicles to routes.

40

Clicking CLEAR enables you to start route planning at step 25 in this Quick Start Guide.

41

Click CONTINUE TO ROUTE ASSESSMENT, this will take you to step 42 in this Quick Start Guide.
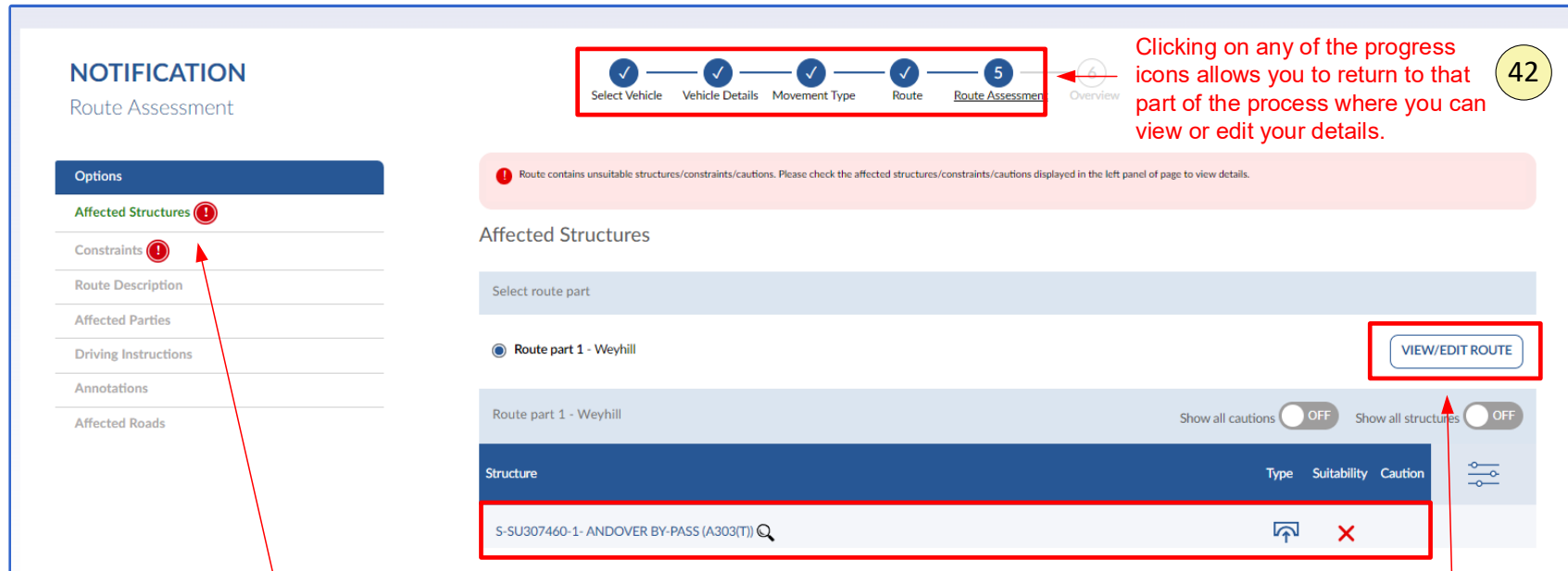
Process:	B. Selecting A Route
Stage in the process:	B5. Modifying Your Planned Route To Account For Unsuitable Structures And Constraints

NOTIFICATION
Route Assessment

✓ Select Vehicle — ✓ Vehicle Details — ✓ Movement Type — ✓ Route — 5 Route Assessment — 6 Overview

42 Clicking on any of the progress icons allows you to return to that part of the process where you can view or edit your details.

Options

Affected Structures ❗

Constraints ❗

Route Description

Affected Parties

Driving Instructions

Annotations

Affected Roads

❗ Route contains unsuitable structures/constraints/cautions. Please check the affected structures/constraints/cautions displayed in the left panel of page to view details.

Affected Structures

Select route part

⦿ **Route part 1** - Weyhill   VIEW/EDIT ROUTE

Route part 1 - Weyhill   Show all cautions OFF   Show all structures OFF

Structure	Type	Suitability	Caution
S-SU307460-1- ANDOVER BY-PASS (A303(T)) 🔍		⬆	✗

43 Exclamation marks in a red circle provide a warning of an unsuitable structure or constraint. For example a structure may not be suitable for a vehicle over a certain weight, a constraint may impose a max axle weight and / or max gross weight. These need to be dealt with before continuing either by editing the route or agreeing actions with the relevant authorities.
Scroll down the page to review all items, click NEXT to step down the list.

44 Unsuitable structures or constraints will be indicated here.

45 Click here to edit your route to avoid unsuitable structures or constraints, alternatively contact the owning authorities to discuss and agree actions.

NOTIFICATION
Route Assessment

Select Vehicle ✓ — Vehicle Details ✓ — Movement Type ✓ — Route ✓ — 5 Route Assessment — 6 Overview

Options

Affected Structures

Constraints

Route Description

Affected Parties

Driving Instructions

Annotations

Affected Roads

Leg : 1 CONISTON ROAD to B4008

Start

CONISTON ROAD	
CONISTON ROAD	200 m
GLOUCESTER ROAD - B4057	200 m
A38	1.5 km
UNCLASSIFIED	900 m
M5	34.1 km
Junction 12	300 m
B4008	800 m
A38	600 m
B4008	300 m

Arrive at destination.

Leg : 2 A38 to LITTLE STOKE LANE

46 Clicking on BACK takes you back to step 38 in this Quick Start Guide to view the route.

47 Once you have either changed the route (you can edit the route by pressing the BACK button) to avoid the constraints or cautions, or discussed the issues with the owning authorities and are happy with the route CONFIRM AND CONTINUE.

BACK   ▶ CONFIRM AND CONTINUE

Process: B. Selecting A Route

Stage in the process: B7. Entering Mandatory Data On Your Confirmed Route To Your Vehicle Movement Notification

NOTIFICATION
Notification Overview

Select Vehicle — Vehicle Details — Movement Type — Route — Route Assessment — 6 Overview

*indicates mandatory fields

Reference Number*	HVY70071223
Operators License*	HVY126512A
From Summary*	Bristol
To Summary*	Gloucester
Date From*	12/12/2023	Time From*	08:00
Date To*	29/03/2024	Time To*	17:00
Client (Not visible to other users)	
Number of movements	1
Maximum number of pieces being moved in any load	1

If you are submitting this notification on behalf of another organisation, then please state the name of that organisation, otherwise leave this field empty.

Acting on behalf of

Load description, including net dimensions (length, width, height and weight)*

400 kV transformer, 3 x 8m, 3 tonnes

Notes to be included in notification

None

Notes on escort

None

Route and Vehicle

48 Enter any other relevant information on this page. Note, Operators' Licence, From and To Dates and Times and Load Description are mandatory.

49 You can review the route and vehicle by expanding this panel by clicking the down arrow.

50 You can view the TERMS AND CONDITIONS by clicking the down arrow.

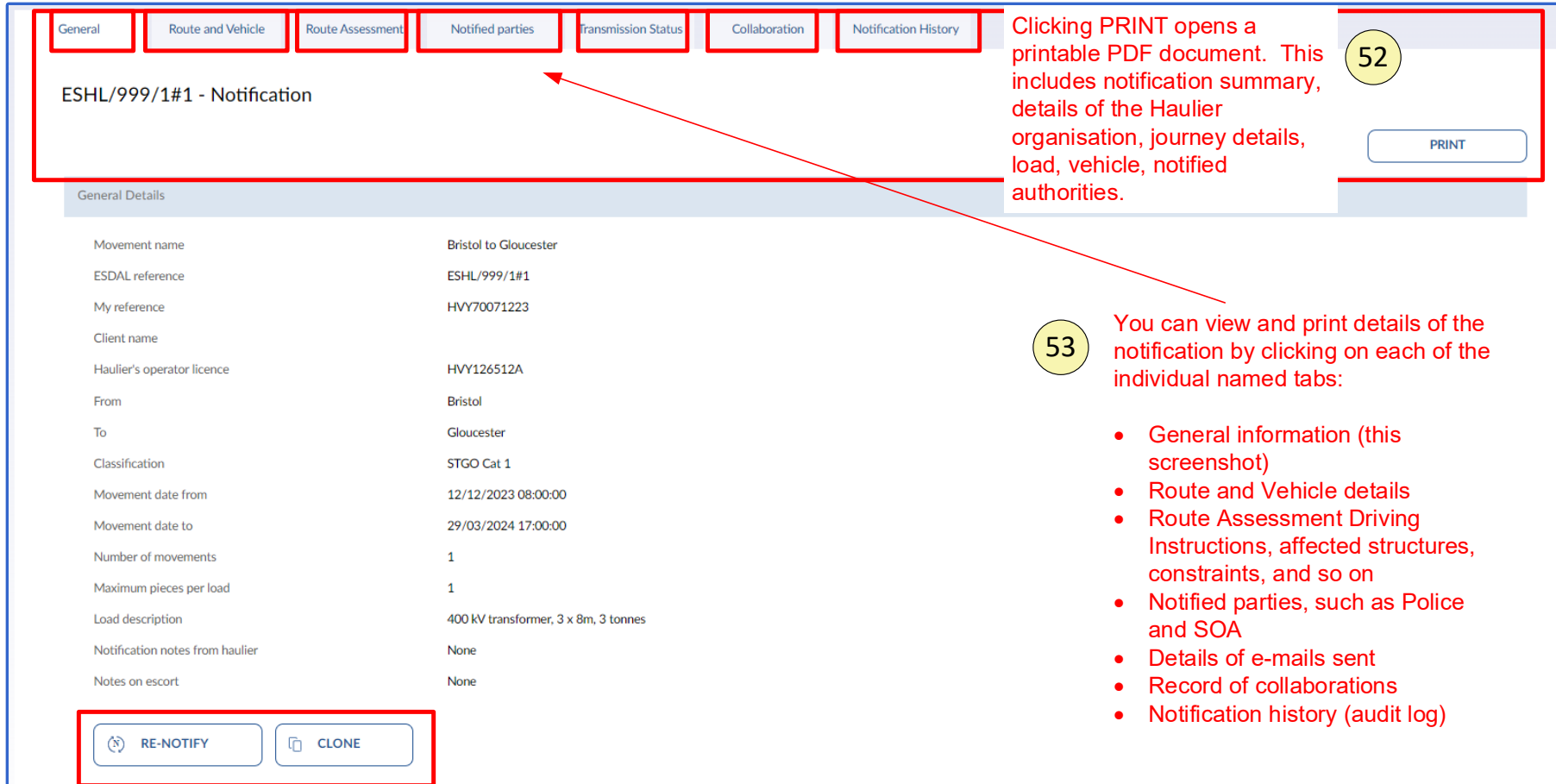BACK   ACCEPT T&C'S AND SUBMIT

Terms and conditions

51 If you need to edit the route or route assessment, click BACK. If no edits are required and you want to send your notification click ACCEPT T&C'S AND SUBMIT.

Process:	B. Selecting A Route
Stage in the process:	B8. Managing Your Vehicle Movement Notification

General	Route and Vehicle	Route Assessment	Notified parties	Transmission Status	Collaboration	Notification History

Clicking PRINT opens a printable PDF document. This includes notification summary, details of the Haulier organisation, journey details, load, vehicle, notified authorities.

(52)

ESHL/999/1#1 - Notification

PRINT

General Details

Movement name	Bristol to Gloucester
ESDAL reference	ESHL/999/1#1
My reference	HVY70071223
Client name	
Haulier's operator licence	HVY126512A
From	Bristol
To	Gloucester
Classification	STGO Cat 1
Movement date from	12/12/2023 08:00:00
Movement date to	29/03/2024 17:00:00
Number of movements	1
Maximum pieces per load	1
Load description	400 kV transformer, 3 x 8m, 3 tonnes
Notification notes from haulier	None
Notes on escort	None

(53) **You can view and print details of the notification by clicking on each of the individual named tabs:**

- **General information (this screenshot)**
- **Route and Vehicle details**
- **Route Assessment Driving Instructions, affected structures, constraints, and so on**
- **Notified parties, such as Police and SOA**
- **Details of e-mails sent**
- **Record of collaborations**
- **Notification history (audit log)**

RE-NOTIFY   CLONE

(54) **You can also RE-NOTIFY or CLONE the notifcation.**

**You have now created a movement.
This will appear in your movement inbox.**

55 Open your movement inbox by clicking on MOVEMENTS from the menu on the Home Page.

When the slider is set to ON the inbox will show "work in progress" (WIP) applications and notifications that need your attention. **56**

57 Each icon has a different purpose, see below for explanations.

58 Movements with collaboration notes (messages from an authority) are indicated with an unopened envelope icon. You need to review and acknowledge all collaboration notes before the movement date.

Open Folders

59 Click to open folders, proceed to step 60 in this Quick Start Guide.

Option	Description
Renotify	Used when an authority requires changes to be made before they can allow the movement to happen or where the user wants to make an edit to the dates / routes to an already submitted notification.
Clone	Allows you to copy a movement (vehicle load combination and route). This produces an editable copy of an ESDAL notification. This functionality can be used to replicate a previously submitted movement.
Withdraw	The withdraw button cancels a previously submitted movement (all versions of the application).
Delete	Used to delete work in progress notifications / applications from your or your organisations inbox.
Revise	Used to create a new version of an application for editing.
Notify	You can use this to notify an approved application.

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

(60)

Folders

...

Left click a movement and drag to a folder to add it

New Folder

|	Status	Collaboration	ESDAL Reference ↑↓	From	Date From ↑↓	To	Date To ↑↓	My Reference ↑↓	
📁 All									
📁 Transformers	SO	⚠	ESHL/992/S1	start	27/12/2023	end	27/12/2023	test	
📁 theCount	STGO Cat 2	N ✉	ESHL/991/1#1	Start	07/12/2023	End	07/12/2023	Test Ref	
📁 old movements	STGO Cat 2	N ✉	ESHL/975/1#1	Start Here	05/12/2023	End Here	05/12/2023	Ref Test	
📁 SO	STGO Cat 2	N ✉	ESHL/966/1#1	Start	04/12/2023	End	04/12/2023	Test Ref	
📁 Kris' Tests									
📁 May 2020									

(61) You can create folders and subfolders. This example shows sub-folders created to save <u>Transformer</u> movements by <u>Year</u> and <u>Location</u>.

Folders can be dragged and dropped in the list, collapsed and deleted.

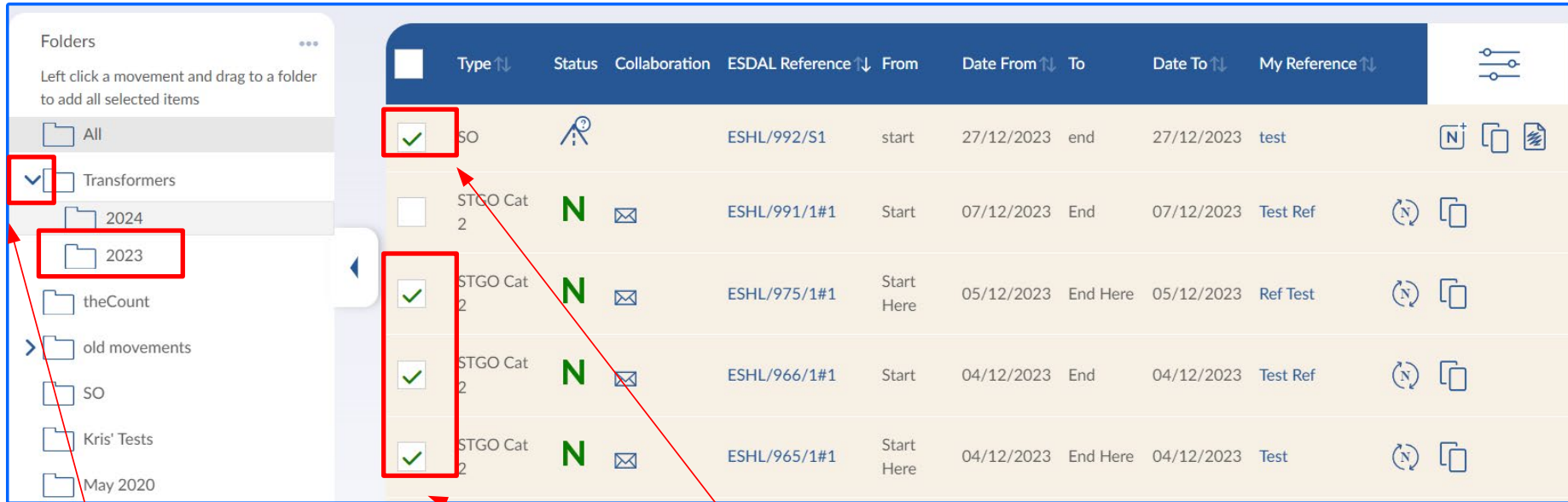📁 All

∨ 📁 Transformers

    📁 2024

∨ 📁 2023

    📁 Gloucester

◀
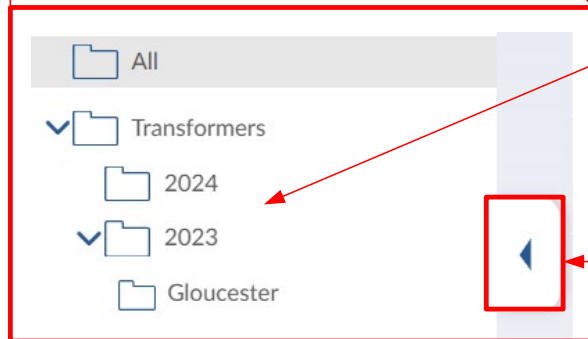
Click to close folders. (62)

63 Using the down arrow buttons, expand the folders you created in step 60 of this Quick Start Guide Click on the folder icon or the folder name to open the folder.

64 Select the movements you want to move into a folder by selecting the tick box for each movement to be moved. Movements moved into a folder also remain in the ALL list.
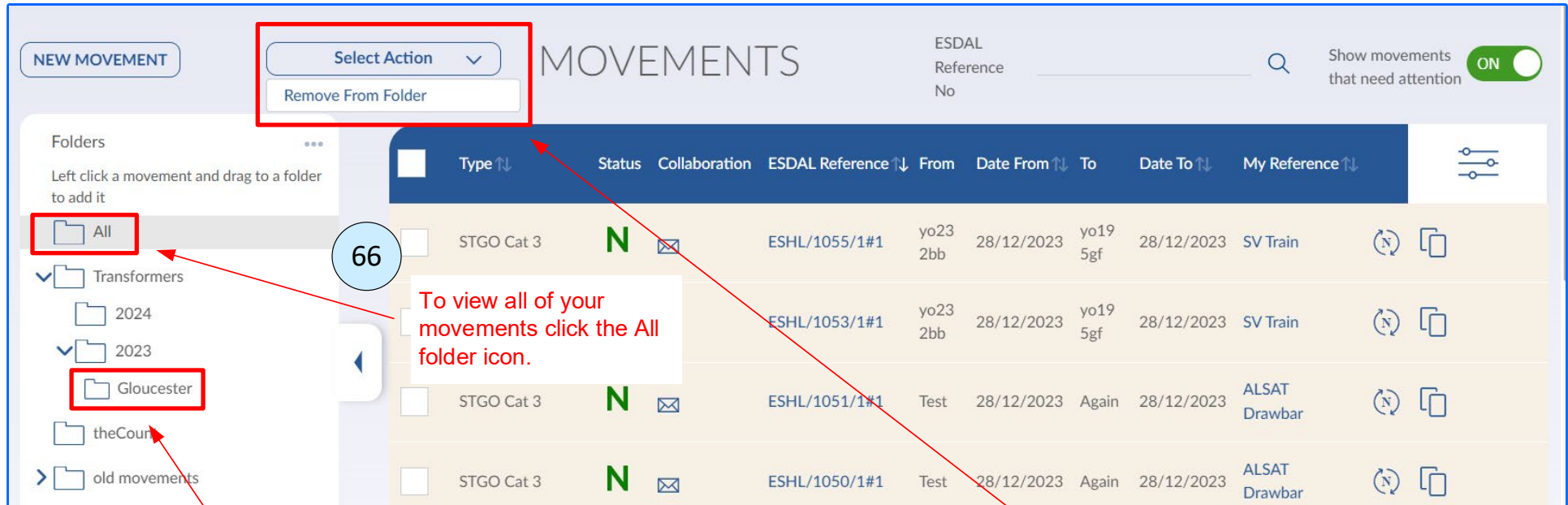
65 Hover over one of the tick boxes you have just selected, click and hold the left mouse button and drag the movements into the chosen folder.

Process: C. Using Folders To Manage Your Vehicle Movement Notifications

Stage in the process: C4. Viewing Movements In Folders

NEW MOVEMENT	Select Action ⌄	MOVEMENTS	ESDAL Reference No	Show movements that need attention ON
	Remove From Folder			

Folders ...

Left click a movement and drag to a folder to add it

📁 All

⌄ 📁 Transformers
　　📁 2024
⌄ 📁 2023
　　📁 Gloucester
📁 theCoun
› 📁 old movements

☐	Type ↑↓	Status	Collaboration	ESDAL Reference ↑↓	From	Date From ↑↓	To	Date To ↑↓	My Reference ↑↓	
☐	STGO Cat 3	N	✉	ESHL/1055/1#1	yo23 2bb	28/12/2023	yo19 5gf	28/12/2023	SV Train	(N) 🗐
☐	STGO Cat 3	N	✉	ESHL/1053/1#1	yo23 2bb	28/12/2023	yo19 5gf	28/12/2023	SV Train	(N) 🗐
☐	STGO Cat 3	N	✉	ESHL/1051/1#1	Test	28/12/2023	Again	28/12/2023	ALSAT Drawbar	(N) 🗐
☐	STGO Cat 3	N	✉	ESHL/1050/1#1	Test	28/12/2023	Again	28/12/2023	ALSAT Drawbar	(N) 🗐

66 To view all of your movements click the All folder icon.

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

68 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.