

Structure Owning Authority (SOA) Quick Start Guide

ESDAL
(ELECTRONIC SERVICE DELIVERY
FOR ABNORMAL LOADS)

July 2024

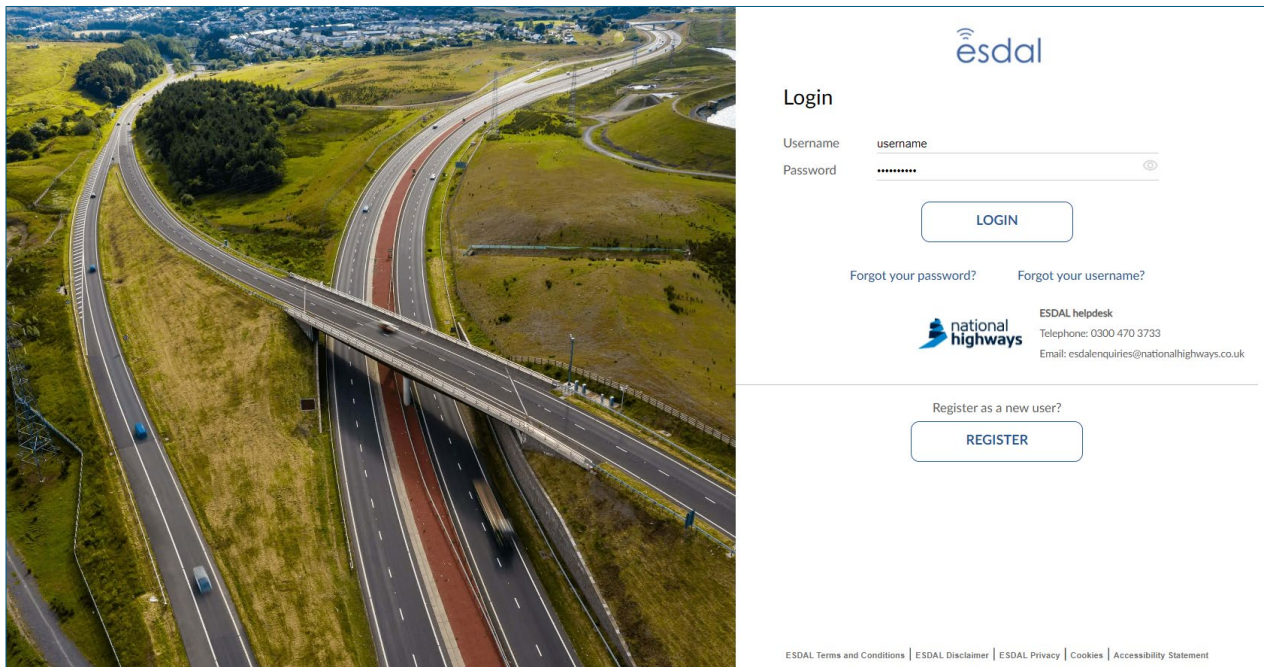
ESDAL Quick Start Guide For Structure Owning Authority (SOA) Users

Introduction

The purpose of this “quick start” guide is to provide SOA Users with an introduction to using the three 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 – Using map functions;
- 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 SOA 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.

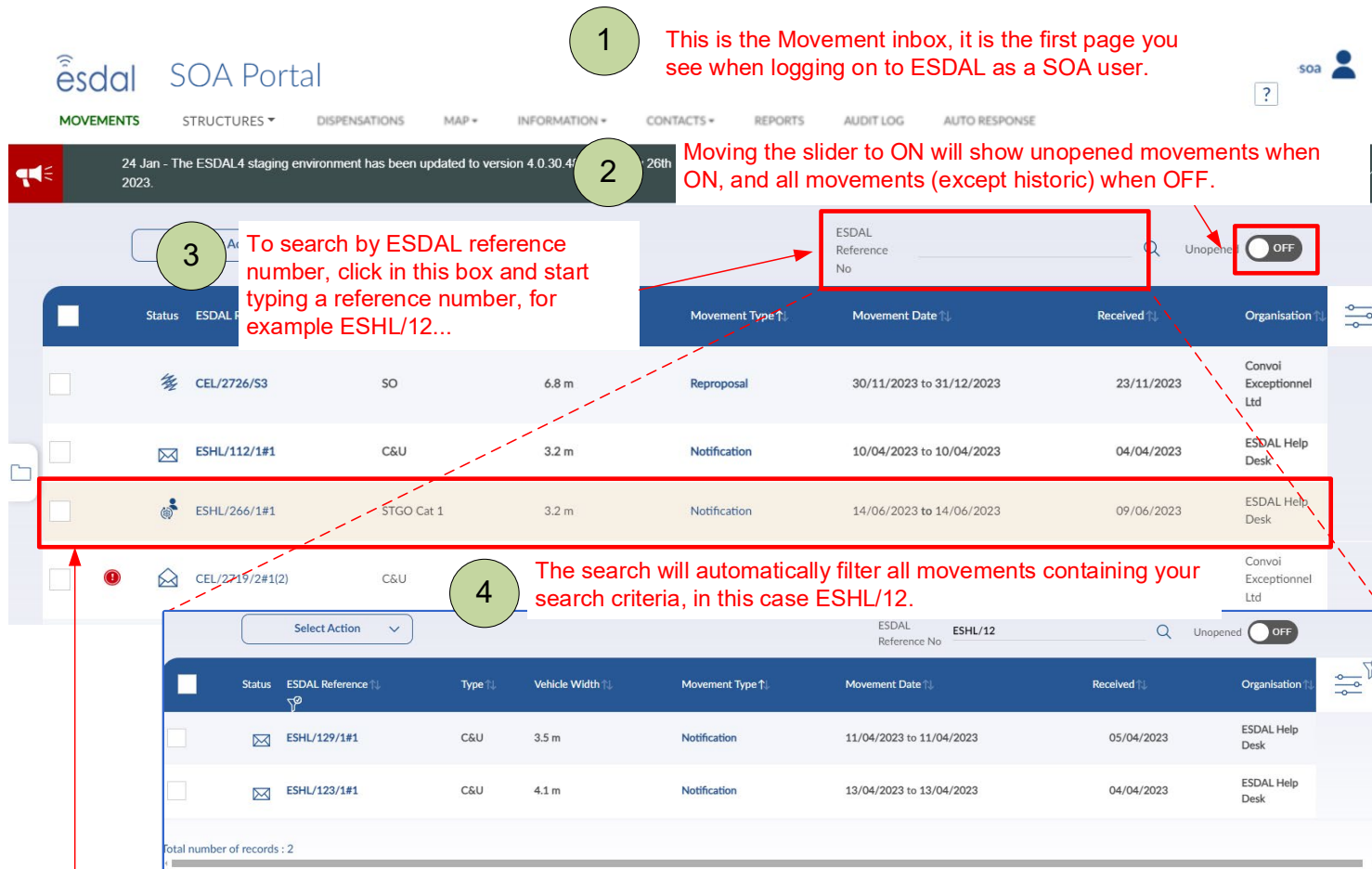
Processes	Stages in each process	Explanatory steps in this Quick Start Guide
Process A - Movements	A1 – Search the Movement Inbox by ESDAL Reference	1 2 3 4 5
	A2 – Search the Movement Inbox by Start and End Point	6 7 8
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Process:

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 SOA 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. 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.

Status	ESDAL Reference	Type	Movement	Received	Organisation	Suitability
	AHH1/2781/S1	SO	Proposal	15/02/2024	Allelys Heavy Haulage Limited	X
	CEL/2757/S3	SO	Reproposal	14/02/2024	Convoi Exceptionnel Ltd	!
	CEL/2757/S1	SO	Proposal	14/02/2024	Convoi Exceptionnel Ltd	!
	ESHL/1151/1#1	SI		14/02/2024	ESDAL Help Desk	?
	ESHL/1150/1#1	SI		14/02/2024	ESDAL Help Desk	?

Process:

A. Movements

Stage in the process:

A3. Search Using Multiple Criteria

9

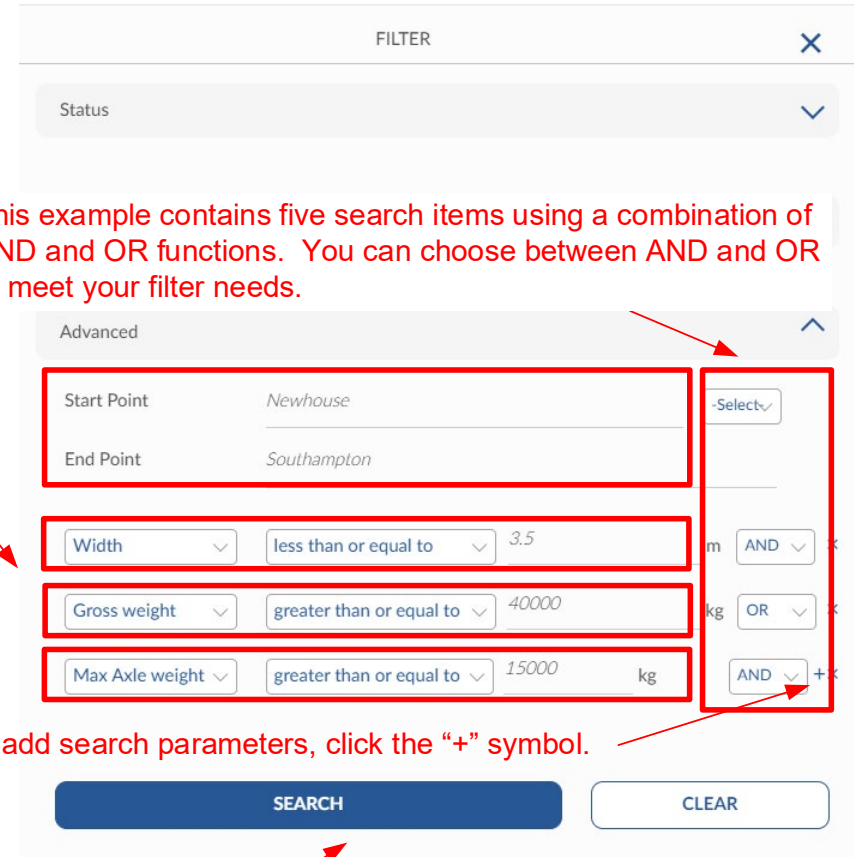
In this example, the search locates all movements that:

- 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.



The screenshot shows a 'FILTER' window with an 'Advanced' section. It contains five search criteria, each in a separate row:

- Start Point: Newhouse
- End Point: Southampton
- Width: less than or equal to 3.5 m
- Gross weight: greater than or equal to 40000 kg
- Max Axle weight: greater than or equal to 15000 kg

Logical operators are used between the rows: AND between Start and End Point, AND between Width and Gross weight, OR between Gross weight and Max Axle weight, and AND between Max Axle weight and the next row. A '+' symbol is visible at the bottom right of the criteria list, indicating where to click to add more search parameters.

Buttons for 'SEARCH' and 'CLEAR' are located at the bottom of the filter window.

11

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

12

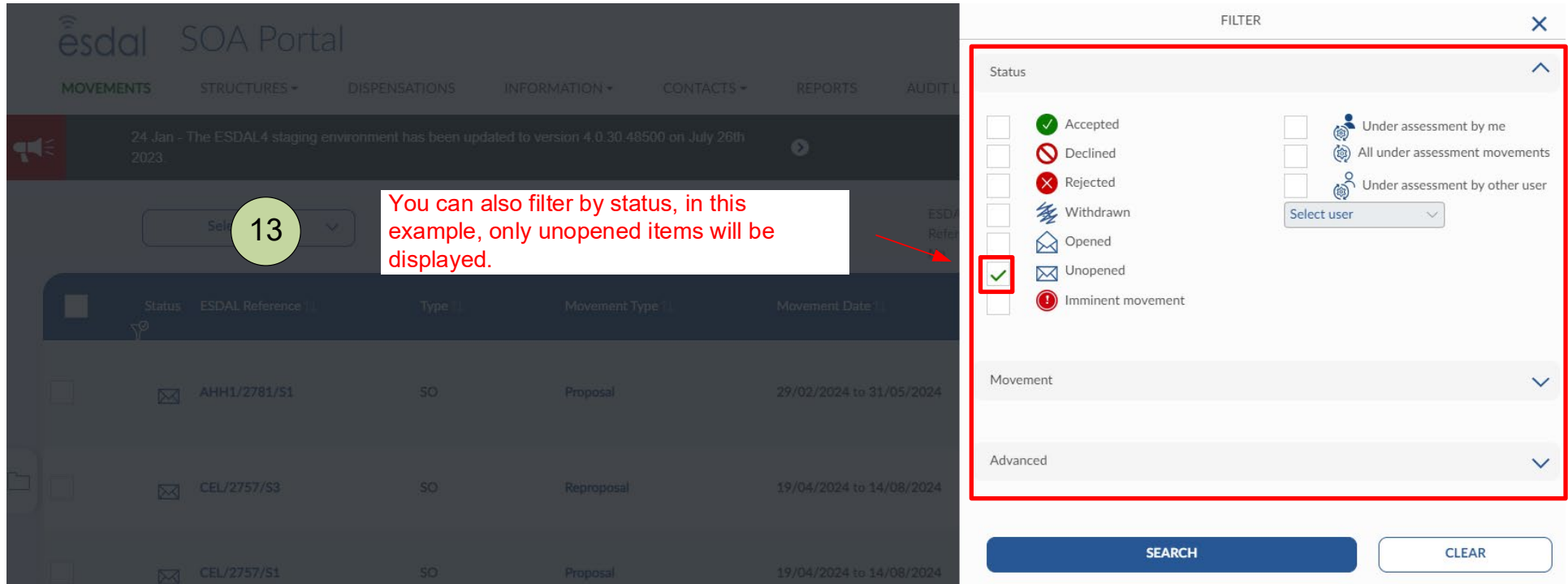
Once you have entered all of your search criteria click SEARCH.

Process:

A. Movements

Stage in the process:

A4. Using Filters



The screenshot shows the ESDAL SOA Portal interface. A filter overlay is open on the right side, titled 'FILTER'. The 'Status' section is expanded, showing a list of status options with checkboxes. The 'Unopened' status is selected, indicated by a green checkmark in a red box. A callout box with red text points to the 'Unopened' checkbox, stating: "You can also filter by status, in this example, only unopened items will be displayed." The main table below the filter shows a list of movements with columns for Status, ESDAL Reference, Type, Movement Type, and Movement Date. The first row shows a movement with status 'Unopened', reference 'AHH1/2781/S1', type 'SO', movement type 'Proposal', and dates '29/02/2024 to 31/05/2024'. Other rows show similar movements with different references and dates.

Status	ESDAL Reference	Type	Movement Type	Movement Date
<input checked="" type="checkbox"/>	AHH1/2781/S1	SO	Proposal	29/02/2024 to 31/05/2024
<input type="checkbox"/>	CEL/2757/S3	SO	Reproposal	19/04/2024 to 14/08/2024
<input type="checkbox"/>	CEL/2757/S1	SO	Proposal	19/04/2024 to 14/08/2024

Process:

A. Movements

Stage in the process:

A5. Structures suitability

14 The suitability column shown next to each movement indicates that the Route Assessment within ESDAL has identified unsuitable or marginally suitable structures within that particular movement. These can be identified by either a red cross, a grey question mark or a green tick when structures have been assessed as suitable. If ESDAL is unable to assess any structure within the movement, this is indicated by a red exclamation mark.

15 The Suitability column will always show the worst-case scenario for the structures that have been assessed in the following order red X, red exclamation mark, grey question mark, green tick.

16 Structures can be edited in the My Structures section of ESDAL, you can find out more about editing structures in the full SOA user guide.

Status	ESDAL Reference	Type	Movement Type	Movement Date	Received	Organisation	Suitability
<input type="checkbox"/>	AHH1/2781/S1			2024	15/02/2024	Allelys Heavy Haulage Limited	X
<input type="checkbox"/>	CEL/2757/S3	X			14/02/2024	Convoi Exceptionnel Ltd	!
<input type="checkbox"/>	CEL/2757/S1	?			14/02/2024	Convoi Exceptionnel Ltd	!
<input type="checkbox"/>	ESH			19/02/2024 to 19/02/2024	14/02/2024	ESDAL Help Desk	?
<input type="checkbox"/>	ESH			19/02/2024 to 19/02/2024	14/02/2024	ESDAL Help Desk	?

Process:

A. Movements

Stage in the process:

A6. 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>
--	--


17

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 organisation.
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: A7. 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.

18

Status	ESDAL Reference 	Type 	Movement Type 	Movement Date 	Received 	Organisation 	Suitability 
<input type="checkbox"/>	 AHH1/2781/S1	SO	Proposal	29/02/2024 to 31/05/2024	15/02/2024	Allelys Heavy Haulage Limited	
<input type="checkbox"/>	 CEL/2757/S3	SO	Reproposal	19/04/2024 to 14/08/2024	14/02/2024	Convoi Exceptionnel Ltd	
<input type="checkbox"/>	 CEL/2757/S1	SO	Proposal	19/04/2024 to 14/08/2024	14/02/2024	Convoi Exceptionnel Ltd	
<input type="checkbox"/>	 ESHL/1151/1#1	STGO Cat 2	Notification	19/02/2024 to 19/02/2024	14/02/2024	ESDAL Help Desk	

19 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 STRUCTURES ▾ DISPENSATIONS INFORMATION ▾ CONTACTS ▾ REPORTS AUDIT LOG AUTO RESPONSE ADMIN ▾

Authorise Movement General ESHL/1151/1#1

PRINT

From Description
To Description
Movement Classification
Haulier Reference
Collaboration Status
Collaboration Notes
ESDAL Reference
Received On
Haulier Contact
Other Contact Details
Licence Number
Indemnity Confirmation
Number Of Movements
Number Of Pieces Moved At Or
Load
Movement Date

start
end

21

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.

22

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

20

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

Select route part

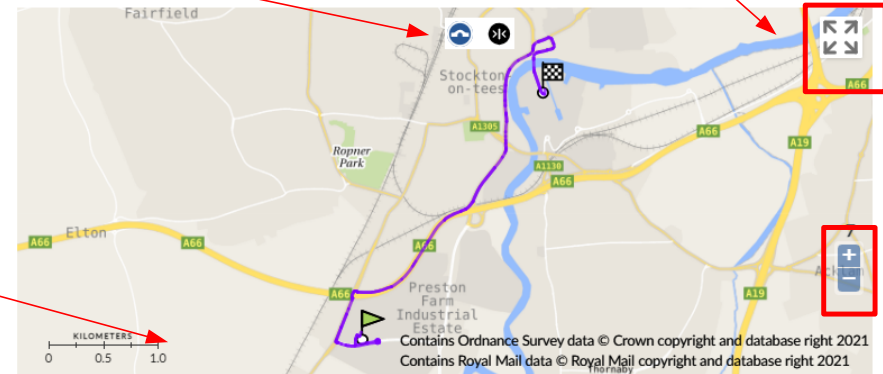
- Route part - Route 123456
- Route part - Route 123456 (Return)

Starting

B G P Consulting, Wellington Court, Preston Farm Business Park, STOCKTON-ON-TEES, Cleveland, TS18 3TA

Ending

Cubic Transportation Systems (Itms) Ltd, Cavendish House, Prince's Wharf, Thornaby, STOCKTON-ON-TEES, Cleveland, TS17 6QY



23

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
- STRUCTURES ▾
- DISPENSATIONS
- INFORMATION ▾
- CONTACTS ▾
- REPORTS
- AUDIT LOG
- AUTO RESPONSE
- ADMIN ▾

Authorise Movement General ESHL/1151/1#1

PRINT

From Description	start
To Description	end
Movement Classification	STGO Cat 2
Haulier Reference	Return
Collaboration Status	Unspecified
Collaboration Notes	None Provided
ESDAL Reference	ESHL/1151/1#1
Received On	
Haulier Contact	
Other Contact Details	
Licence Number	
Indemnity Confirmation	
Number Of Movements	
Number Of Pieces Moved At One Time	
Load	
Movement Date	from 19-02-2024 10:30 to 19-02-2024 11:00

24

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

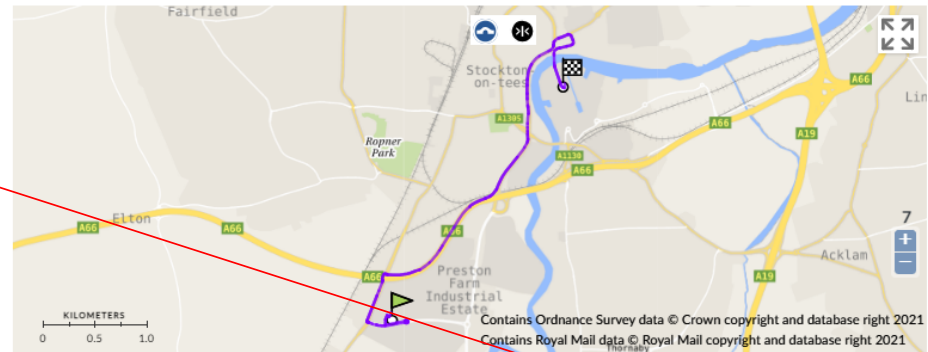
- Route part - Route 123456
- Route part - Route 123456 (Return)

Starting

B G P Consulting, Wellington Court, Preston Farm Business Park, STOCKTON-ON-TEES, Cleveland, TS18 3TA

Ending

Cubic Transportation Systems (Itms) Ltd, Cavendish House, Prince's Wharf, Thornaby, STOCKTON-ON-TEES, Cleveland, TS17 6QY



- Show Vehicles Configuration Summary
- Route Overview
- Roads On Route
- Affected Structures

25

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 Contacts	
Licence	
Number Of Movements	
Number Of Pieces Mov	
Load	
Movement Date	

26

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.

27

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.

28

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

29

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**.

30

Status	ESDAL Reference	Type	Movement Type	Movement Date	Received	Organisation	Suitability
<input type="checkbox"/>	AHH1/2781/S1	SO	Proposal	29/02/2024 to 31/05/2024	15/02/2024	Allelys Heavy Haulage Limited	✗
<input type="checkbox"/>	CEL/2757/S3	SO	Reproposal	19/04/2024 to 14/08/2024	14/02/2024	Convoi Exceptionnel Ltd	!
<input type="checkbox"/>	CEL/2757/S1	SO	Proposal	19/04/2024 to 14/08/2024	14/02/2024	Convoi Exceptionnel Ltd	!
<input type="checkbox"/>	ESHL/1150/1#1	STGO Cat 2	Notification	19/02/2024 to 19/02/2024	14/02/2024	ESDAL Help Desk	?

31

You can create folders and a maximum of 2 further levels of sub-folder per parent folder. This example shows an ALSAT folder and sub-folders created for movements Waiting Assessment, Approved, Rejected and Other.

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

32

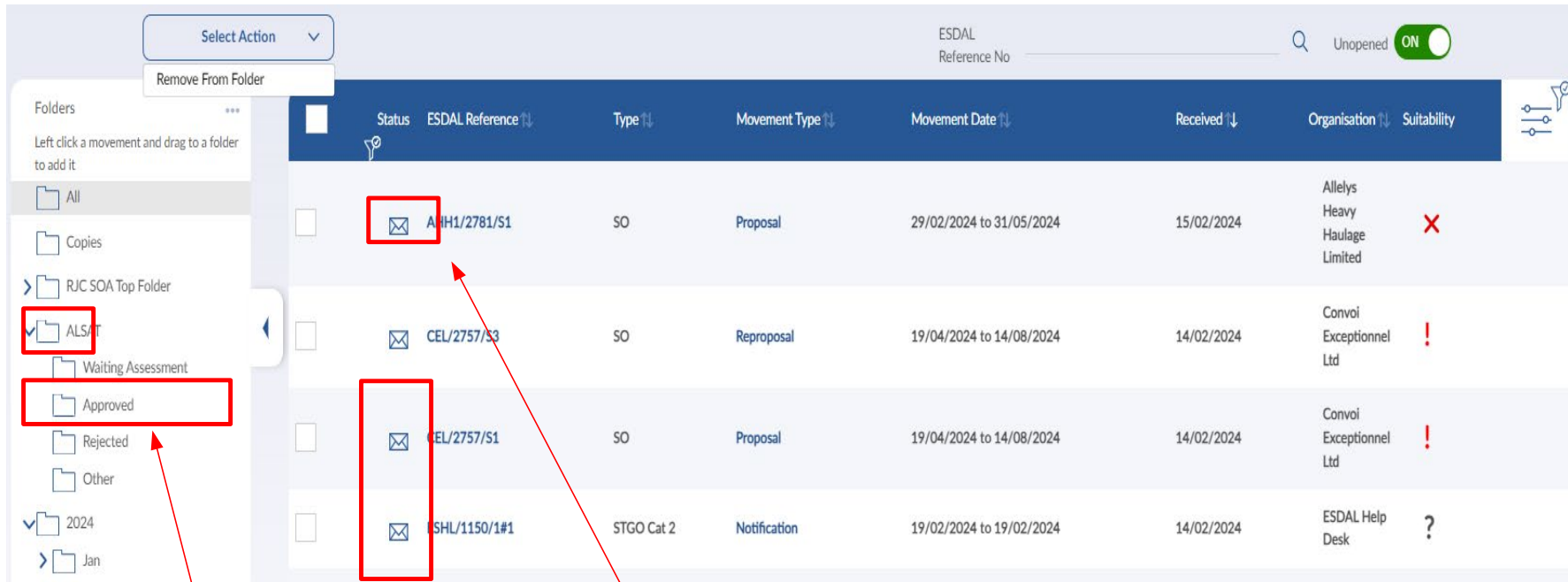
Click to close folders.

Process:

C. Using Folders To Manage Vehicle Movement Notifications

Stage in the process:

C2. Moving Individual Movements Into Folders



The screenshot shows the ESDAL SOA interface. On the left, a 'Folders' panel is visible with a tree structure. The 'Approved' folder is highlighted with a red box. In the main table, the 'tick box' column contains several checkboxes, with the first one highlighted by a red box. Red arrows point from the 'Approved' folder and the highlighted checkbox to the corresponding text instructions below.

Status	ESDAL Reference	Type	Movement Type	Movement Date	Received	Organisation	Suitability
<input checked="" type="checkbox"/>	AHH1/2781/S1	SO	Proposal	29/02/2024 to 31/05/2024	15/02/2024	Allelys Heavy Haulage Limited	✗
<input type="checkbox"/>	CEL/2757/S3	SO	Reproposal	19/04/2024 to 14/08/2024	14/02/2024	Convoi Exceptionnel Ltd	!
<input type="checkbox"/>	CEL/2757/S1	SO	Proposal	19/04/2024 to 14/08/2024	14/02/2024	Convoi Exceptionnel Ltd	!
<input type="checkbox"/>	SHL/1150/1#1	STGO Cat 2	Notification	19/02/2024 to 19/02/2024	14/02/2024	ESDAL Help Desk	?

33 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.

34 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.

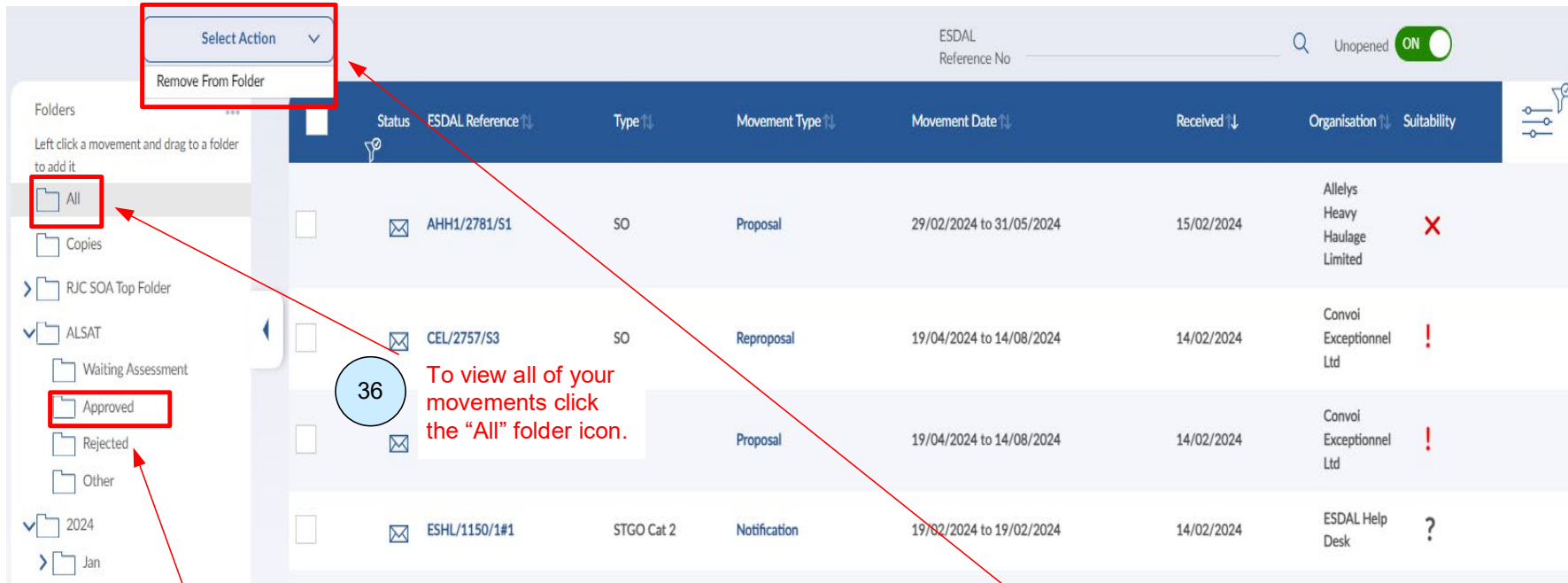
35 Hover over one of the tick boxes you have just selected, click and hold the left mouse button and drag the movements into the chosen folder.

Process:

C. Using Folders To Manage Vehicle Movement Notifications

Stage in the process:

C3. Accessing Folders In Movement Inbox



Status	ESDAL Reference	Type	Movement Type	Movement Date	Received	Organisation	Suitability
<input type="checkbox"/>	AHH1/2781/S1	SO	Proposal	29/02/2024 to 31/05/2024	15/02/2024	Allelys Heavy Haulage Limited	✗
<input type="checkbox"/>	CEL/2757/S3	SO	Reproposal	19/04/2024 to 14/08/2024	14/02/2024	Convoi Exceptionnel Ltd	!
<input type="checkbox"/>			Proposal	19/04/2024 to 14/08/2024	14/02/2024	Convoi Exceptionnel Ltd	!
<input type="checkbox"/>	ESHL/1150/1#1	STGO Cat 2	Notification	19/02/2024 to 19/02/2024	14/02/2024	ESDAL Help Desk	?

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

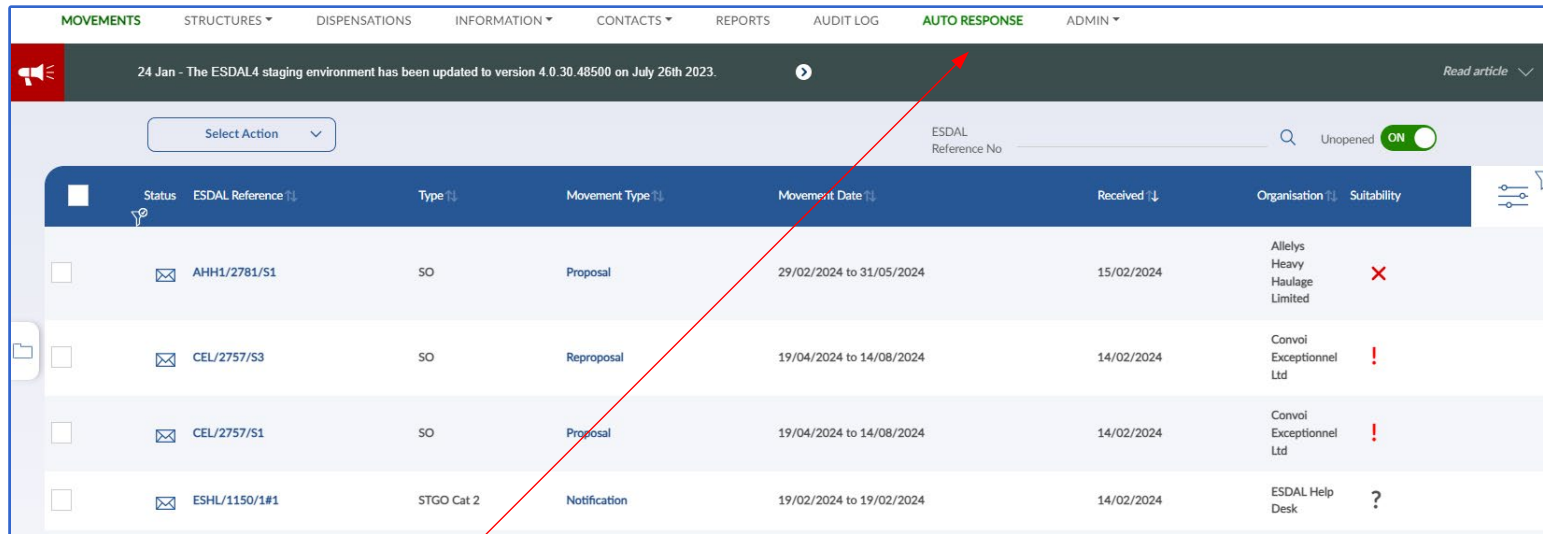
37 Click on the Folder icon to view the contents of your folder.

38 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

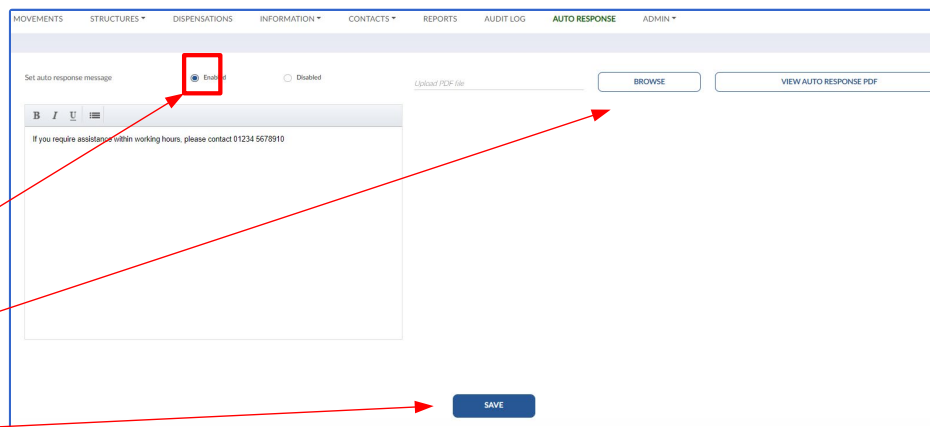


Status	ESDAL Reference	Type	Movement Type	Movement Date	Received	Organisation	Suitability
<input type="checkbox"/>	AHH1/2781/S1	SO	Proposal	29/02/2024 to 31/05/2024	15/02/2024	Allelys Heavy Haulage Limited	✗
<input type="checkbox"/>	CEL/2757/S3	SO	Reproposal	19/04/2024 to 14/08/2024	14/02/2024	Convoi Exceptionnel Ltd	!
<input type="checkbox"/>	CEL/2757/S1	SO	Proposal	19/04/2024 to 14/08/2024	14/02/2024	Convoi Exceptionnel Ltd	!
<input type="checkbox"/>	ESHL/1150/1#1	STGO Cat 2	Notification	19/02/2024 to 19/02/2024	14/02/2024	ESDAL Help Desk	?

39 To set an auto response, Click AUTO RESPONSE.

40 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.

41 Click SAVE.



Set auto response message

Enabled Disabled

Upload PDF file

If you require assistance within working hours, please contact 01234 5678910