

# Haulier user guide

ESDAL  
(ELECTRONIC SERVICE DELIVERY  
FOR ABNORMAL LOADS)

June 2024

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# 1. Introduction

## 1.1. This Document

This document is the user guide for hauliers using the ESDAL (Electronic Service Delivery for Abnormal Loads) system.

ESDAL is a service provided by the Department for Transport and National Highways for anyone needing to notify police, highway, and structures authorities of planned abnormal load movements on the road network throughout England, Scotland and Wales.

All abnormal loads require a notification to be sent, however certain categories of larger abnormal loads (SO, VR1 and VSO) require an application to be submitted and approved before the notification can be sent. ESDAL guides you through the process of identifying which category your movement falls within.

Section [1.2](#) gives an overview of the process of creating a notification; sections [1.3](#) and [1.4](#) give you details about how to apply for an ESDAL account, and how to log in to ESDAL once you have an account.

Sections 2 to 10 then give 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. Overview of the New Movement Creation Process

The process of creating a new movement in ESDAL has six steps as shown below. As you work through the process, you can see where you are by viewing the tab at the top of the screen.



Depending on your preference, you can access the process and the steps within it in different ways. For example, to create a new movement you can:

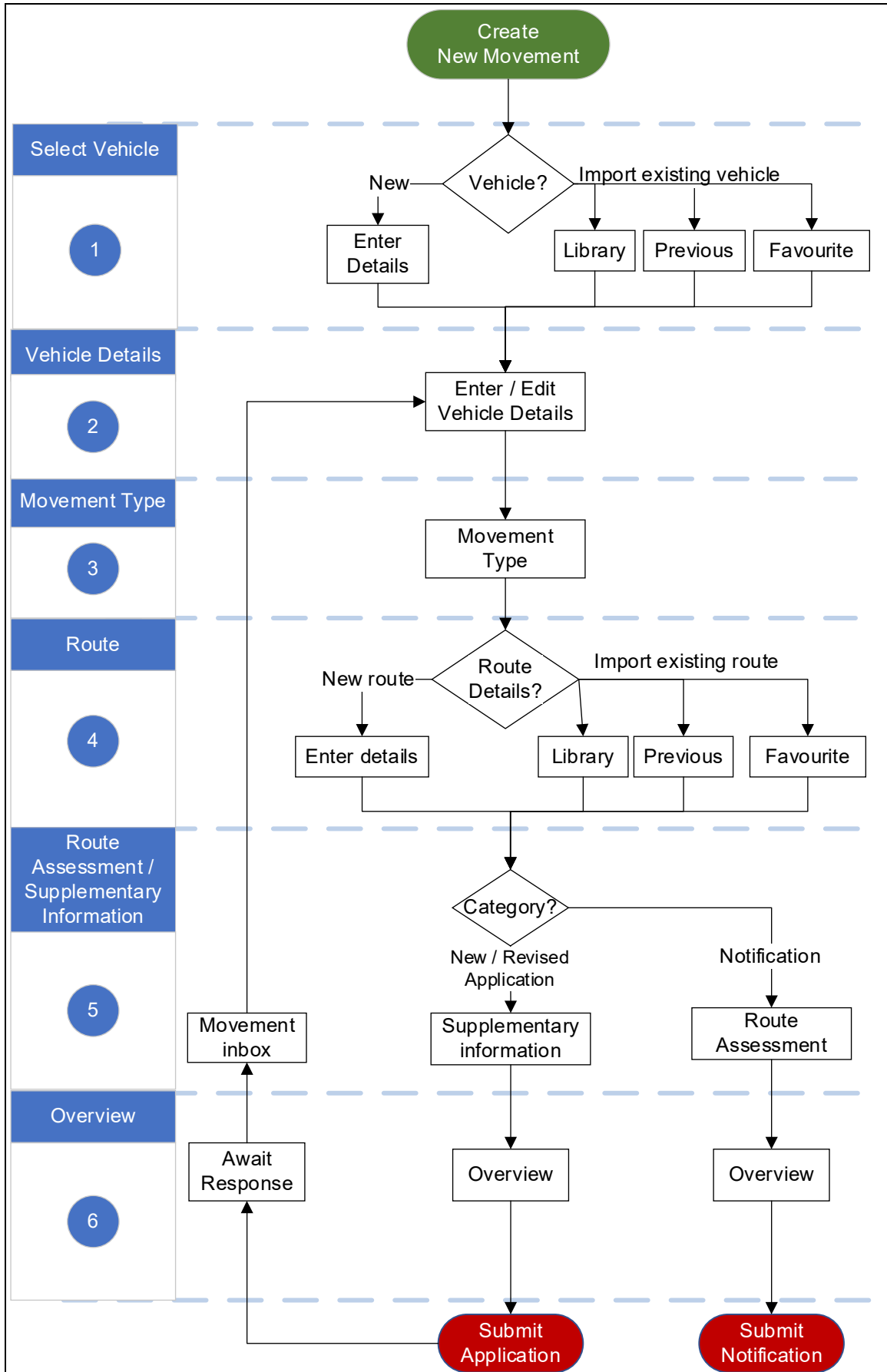
- Use the action area from the home page (section 2.3) or
- Use the new movement button on the movement page (section 3.4)

You can use vehicles and routes from previous movements or from your library, by importing them into new movements. You can also clone or renotify previous movements. The whole process is illustrated overleaf.

During the new movement creation process, a progress bar is visible which shows you where you are in the process, and allows you to navigate between the various steps. You can only navigate to steps that you have completed, to make sure that each step has been completed before moving on to the next.

The flowchart overleaf illustrates the actions and flows within the six steps needed to create a new movement.

The system recognises, whether the movement is a SO / VR1 movement as the vehicle is configured, and therefore whether applications are required. It also ensures that applications have been approved before allowing notifications to be submitted.

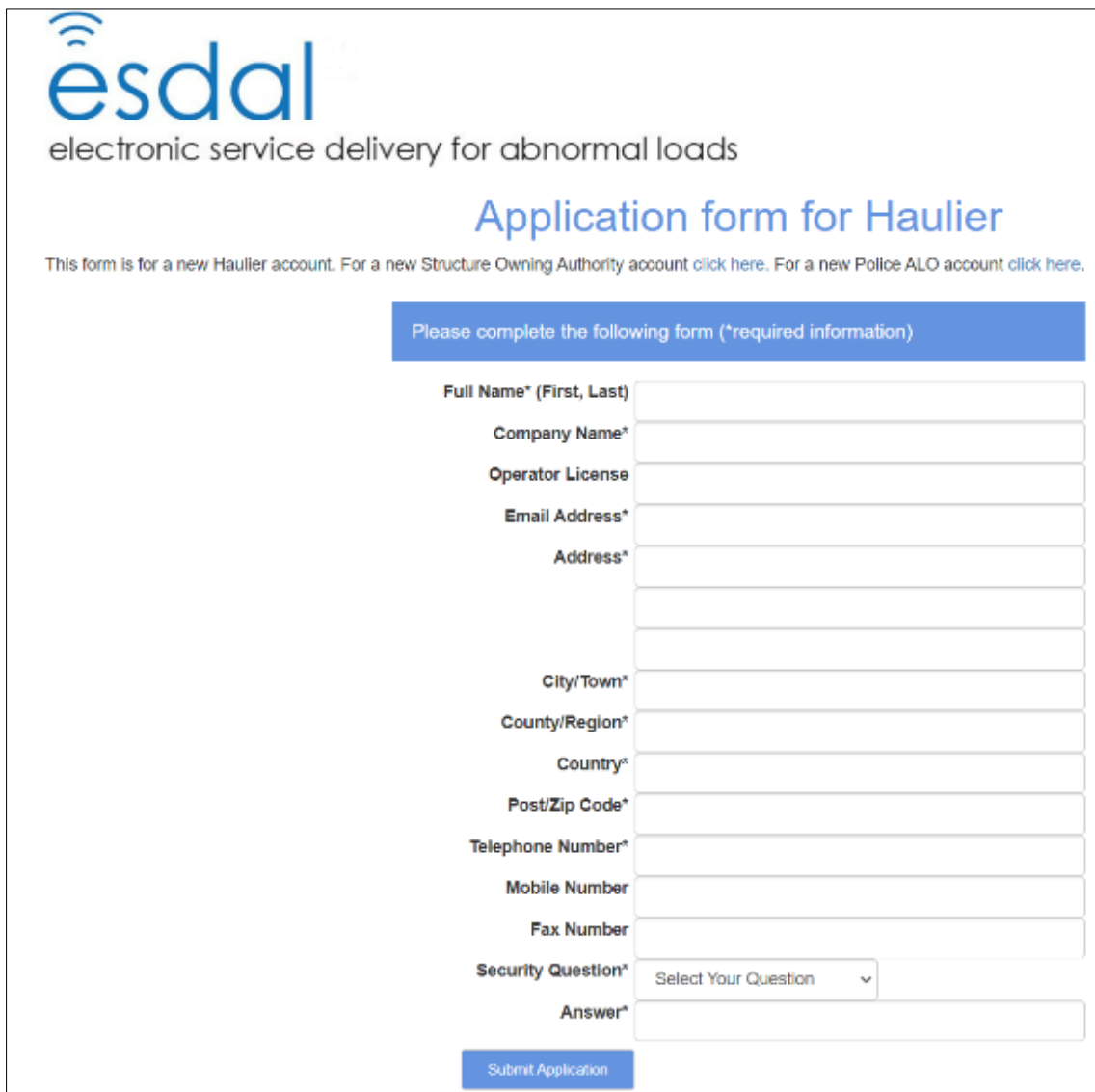


### 1.3. Account Application

To apply for an account, complete the form accessed from the login page of the ESDAL website, or via the below link.

[https://nonesdal.esdal.info/haulier\\_application.php](https://nonesdal.esdal.info/haulier_application.php)

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.



The screenshot shows the ESDAL website interface for a haulier application. At the top left is the ESDAL logo with the tagline "electronic service delivery for abnormal loads". The main heading is "Application form for Haulier". Below this, a note states: "This form is for a new Haulier account. For a new Structure Owning Authority account click here. For a new Police ALO account click here." A blue instruction bar reads "Please complete the following form (\*required information)". The form fields are: Full Name\* (First, Last), Company Name\*, Operator License, Email Address\*, Address\* (with two sub-fields), City/Town\*, County/Region\*, Country\*, Post/Zip Code\*, Telephone Number\*, Mobile Number, Fax Number, Security Question\* (a dropdown menu with "Select Your Question" selected), and Answer\*. A "Submit Application" button is at the bottom.

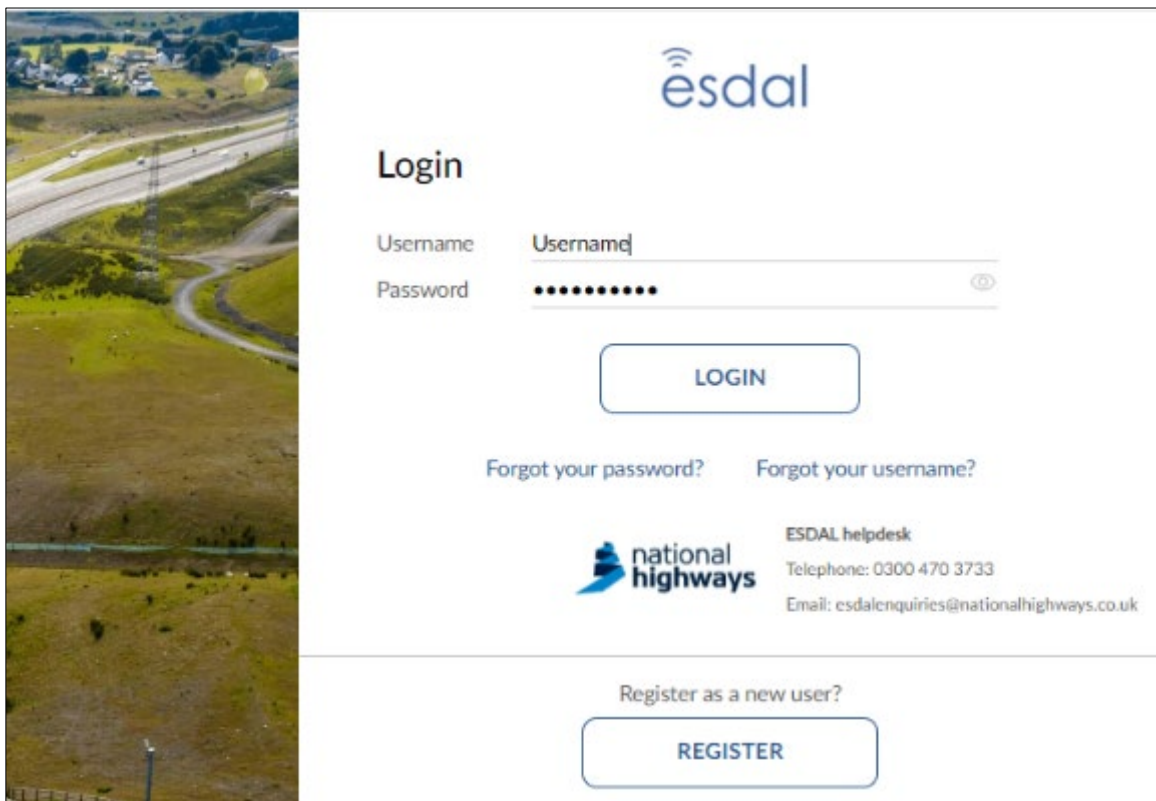
Individual accounts are associated with a particular organisation, and organisations can have multiple individual accounts. All users within an organisation can access all movements and use any routes saved in the Route Library or vehicles added to the Fleet Library. Each individual user has their own login and contact details which will appear on movements.

If required, your organisation can be divided into depots. This makes each depot effectively a separate organisation and so movements, routes and vehicles cannot be shared between depots.

Please contact the helpdesk if you would like to set up depots for your organisation.

## 1.4. Log In

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 / Change Password page, which will allow you to change your temporary password before proceeding.



Your 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 (e.g. ! @ # ~ & \$, etc.)

If your password does not meet the prescribed criteria, a pop-up box 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.

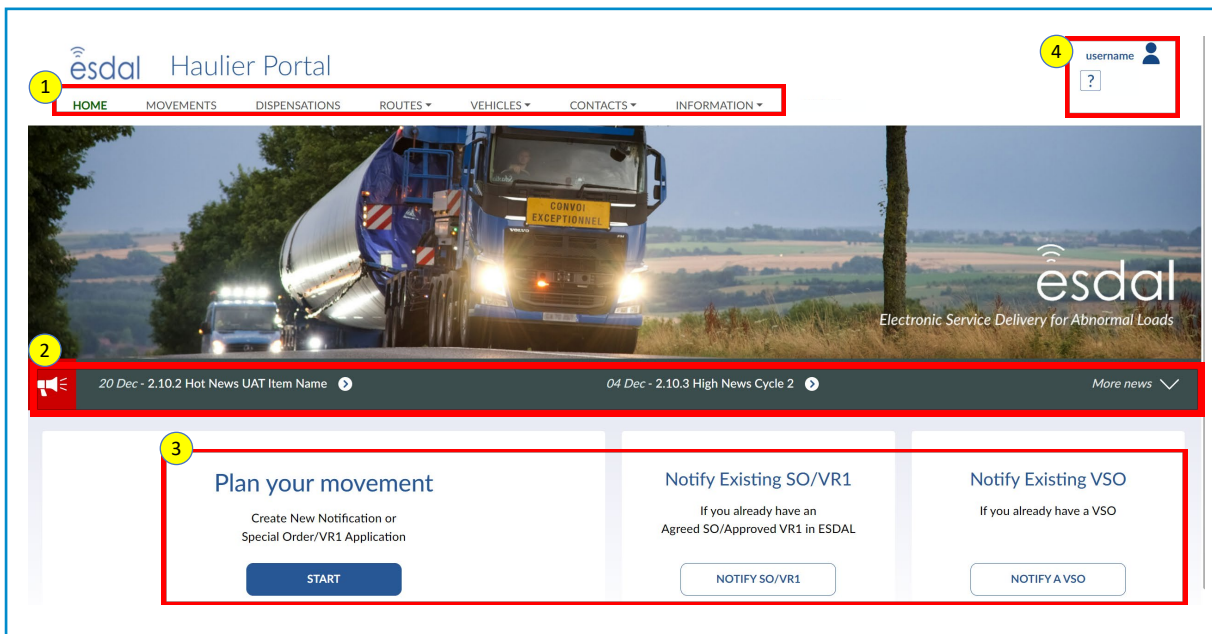
If you forget your username, or for other queries, please call the ESDAL Helpdesk on 0300 470 3733.

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 the ESDAL Haulier Portal home page, shown in the overview diagram below. It is divided into four main sections, each of these are discussed in more detail in the sections shown in the table:

1	Menu bar (see Section <a href="#">2.1</a> )
2	News (see Section <a href="#">2.2</a> )
3	Action areas (see Section <a href="#">2.3</a> )
4	User account control (see Section <a href="#">2.4</a> )



The screenshot shows the ESDAL Haulier Portal home page. The page is divided into four main sections, each highlighted with a red box and a yellow callout number:

- 1**: The menu bar at the top, containing links for HOME, MOVEMENTS, DISPENSATIONS, ROUTES, VEHICLES, CONTACTS, and INFORMATION.
- 2**: The news section, featuring a large image of a blue truck with a yellow sign that reads "CONVOI EXCEPTIONNEL". Below the image are two news items: "20 Dec - 2.10.2 Hot News UAT Item Name" and "04 Dec - 2.10.3 High News Cycle 2".
- 3**: The action areas section, which includes three main buttons: "Plan your movement" (with subtext "Create New Notification or Special Order/VR1 Application" and a "START" button), "Notify Existing SO/VR1" (with subtext "If you already have an Agreed SO/Approved VR1 in ESDAL" and a "NOTIFY SO/VR1" button), and "Notify Existing VSO" (with subtext "If you already have a VSO" and a "NOTIFY A VSO" button).
- 4**: The user account control section, located in the top right corner, showing a "username" field with a question mark icon and a user profile icon.


## 2.1. Menu Bar

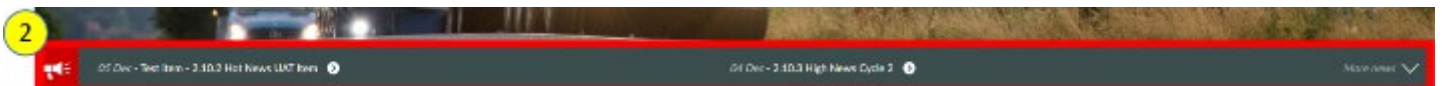


The Menu bar at the top of the home page allows you to navigate to the main functions in ESDAL:

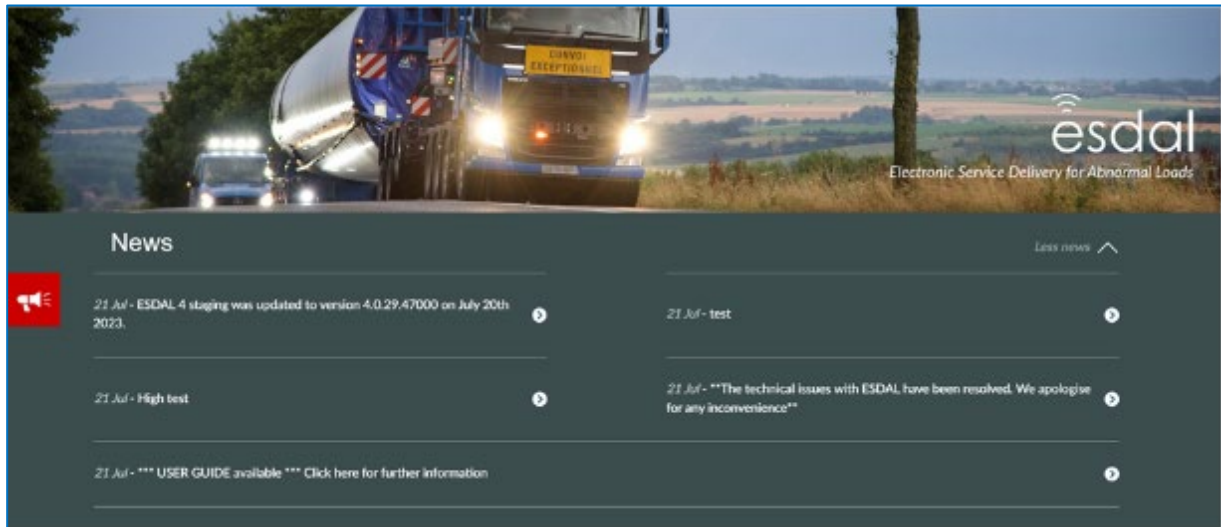
Option	Description	User Guide Section Ref.
<b>MOVEMENTS</b>	Listing, viewing and filtering all the notifications and applications your organisation has created/submitted in ESDAL and allowing new notifications or SO/VR1 Applications to be added.	<a href="#">3</a>
<b>DISPENSATIONS</b>	Managing any agreements between your organisation and an individual police force or Structure Owning Authority (to allow movements along certain routes).	<a href="#">4</a>
<b>ROUTES</b>	Planning and adding routes to a library for later use within movements.	<a href="#">5</a>
<b>VEHICLES</b>	Creating and storing vehicle configurations and vehicle components for later use within movements.	<a href="#">6</a>
<b>CONTACTS</b>	Viewing the <b>CONTACT DIRECTORY</b> for all Abnormal Load contacts and creating an <b>ADDRESS BOOK</b> for use within your organisation.	<a href="#">7</a>
<b>INFORMATION</b>	Accessing news items, help & information, a document library, and useful external links.	<a href="#">8</a>

## 2.2. News

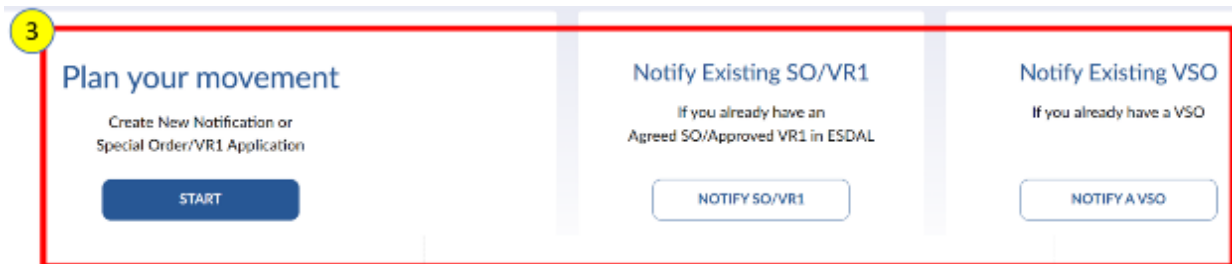
Latest news and critical announcements, known as “hot news” items, are displayed in the **NEWS** section. Hot news is indicated with a red icon 



Clicking the arrow  icon expands the news item, showing more detailed information. Clicking on **MORE NEWS** expands the news section, showing all the latest and archived news items.




### 2.3. Action Areas



There are three action sections on the home page to help you access key functions quickly:

Option	Description	User Guide Section Ref.
<b>PLAN YOUR MOVEMENT</b>	Clicking on START allows you to create a new Notification or SO/VR1 Application. Clicking on this button will take you to the plan a movement/new movement page.	see section <a href="#">3</a>
<b>NOTIFY EXISTING SO/VR1</b>	Using this option, you can notify agreed SO/Approved VR1 applications. When you click this button, the system will display the movement list with a predefined filter (Agreed Special Order and Approved VR1 from the last six months). You can select an application to notify.	
<b>NOTIFY EXISTING VSO</b>	You can use this option if you already have a VSO - select one of the three types – Police only, SOA only, Police & SOA. You will then be redirected to the notification workflow.	

## 2.4. User Account Control

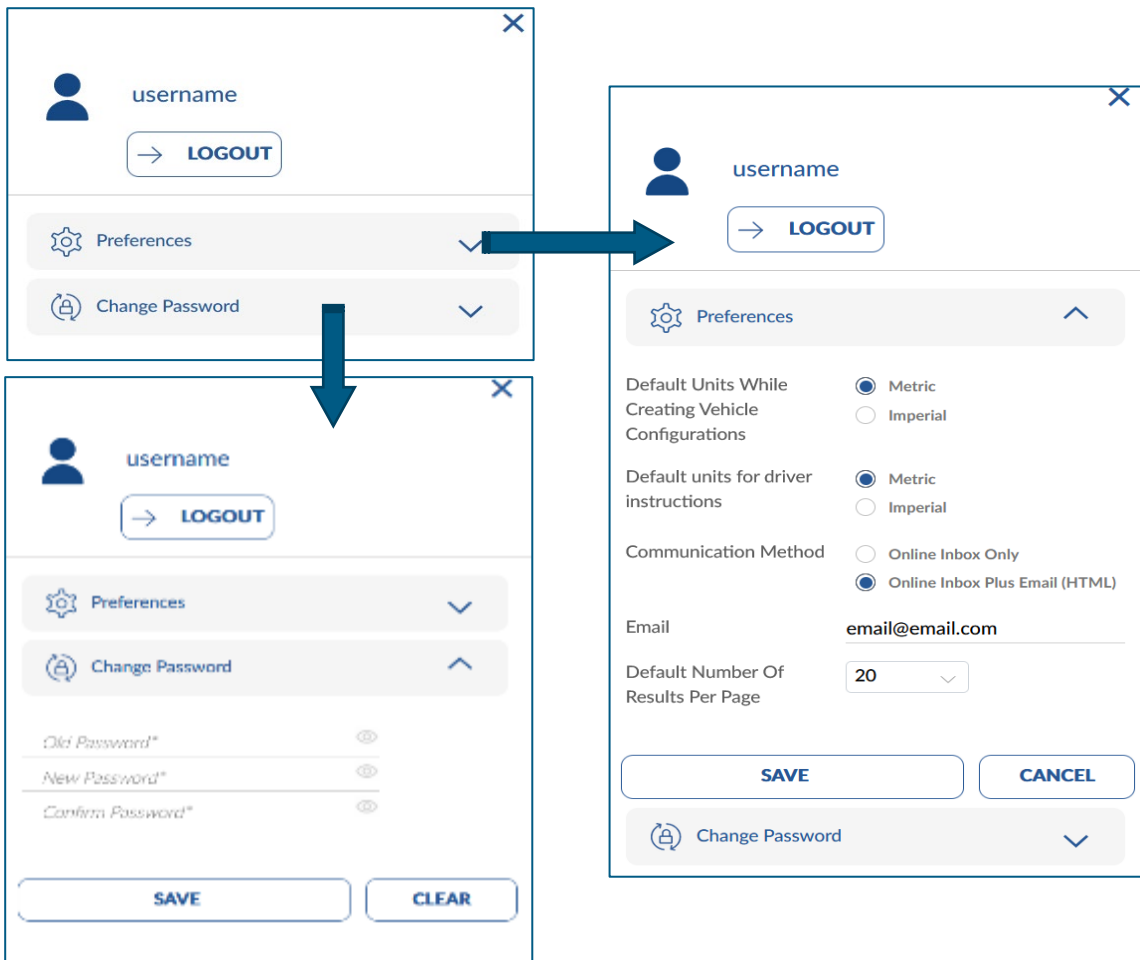
To access the user account control, click on the **user account icon**  in the upper right corner of the home page.

4



User account control allows you to:

- Log out of ESDAL.
- Set your preferences.
- Change your password.



The first screenshot shows the user account control menu. It includes a 'LOGOUT' button, a 'Preferences' dropdown menu, and a 'Change Password' dropdown menu. A blue arrow points from the 'Change Password' dropdown to the second screenshot.

The second screenshot shows the 'Change Password' form. It includes a 'LOGOUT' button, a 'Preferences' dropdown menu, and three password fields: 'Old Password\*', 'New Password\*', and 'Confirm Password\*'. There are 'SAVE' and 'CLEAR' buttons at the bottom.

The third screenshot shows the 'Preferences' form. It includes a 'LOGOUT' button, a 'Preferences' dropdown menu, and several settings: 'Default Units While Creating Vehicle Configurations' (Metric selected), 'Default units for driver instructions' (Metric selected), 'Communication Method' (Online Inbox Plus Email (HTML) selected), 'Email' (email@email.com), and 'Default Number Of Results Per Page' (20). There are 'SAVE' and 'CANCEL' buttons at the bottom.

## 2.5. Help



Clicking this 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.

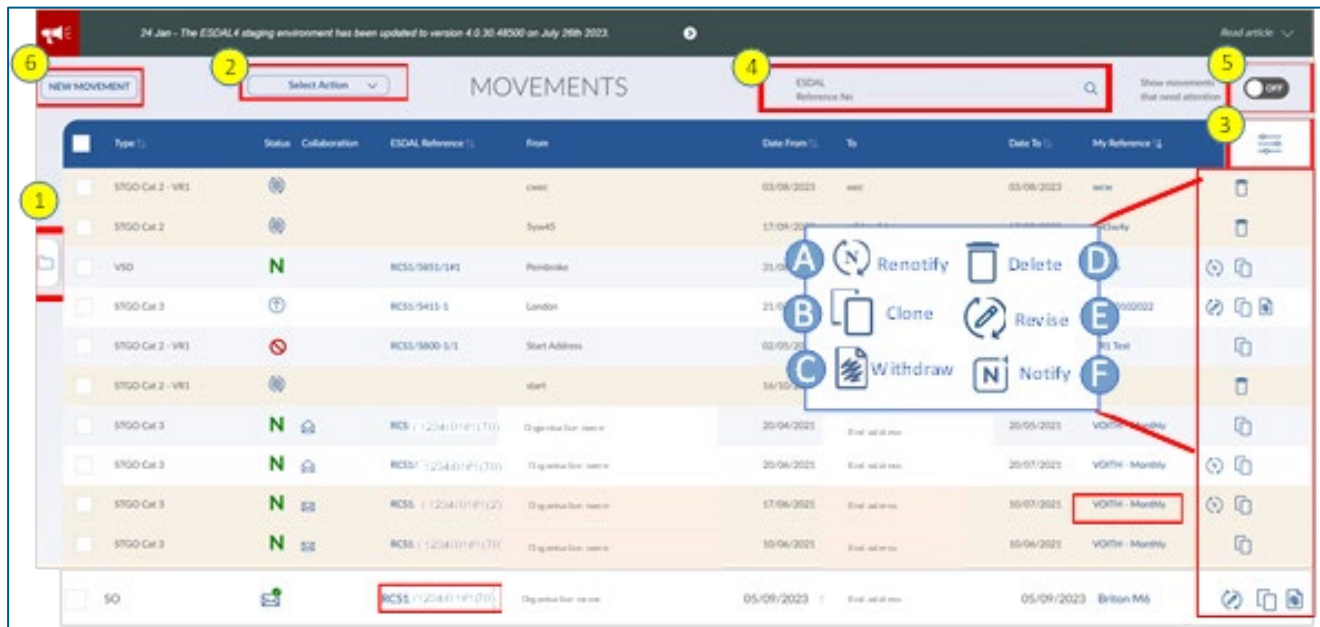
## 3. Movements

### 3.1. Movement Inbox

- From the home page, selecting the movement tab opens the “movement inbox”, which lists movements that your organisation has created on the ESDAL system during the past two years. This section also provides facilities to search for and view movements and take any necessary action.
- Movements needing attention are “work in progress” (WIP) applications and notifications, and any submitted notifications that have an unread collaboration that needs action by your organisation. When you process a WIP movement or acknowledge the unread collaboration, that movement will no longer be highlighted or shown when the “show movements that need attention” toggle is on.
- You can sort the movement list by any column heading that has the arrow symbol alongside the heading name.
- Other features of this page are illustrated and described below and in more detail in the rest of this section.

Ref	Option	Description	User Guide Section Ref.
1	Open Folders	Organise and file movements by creating folders and subfolders.	<a href="#">3.1.1</a>
2	Select Action	Used to remove multiple movements from within a folder.	<a href="#">3.1.2</a>
3	Open Filter	Search for movements in any folder, based on criteria that you specify.	<a href="#">3.1.3</a>
4	Reference Number Search	Search for a specific movement by reference number	<a href="#">3.1.4</a>
5	Show movements that need attention	Toggle switch (defaults to ‘ON’), so that only movements needing attention are shown in the movement inbox. When you toggle to ‘OFF’, every notification and application that has been created or submitted by your organisation within the last three years will be displayed and those requiring attention will be highlighted.	<a href="#">3.1.5</a>
6	New movement	A quick link to the “plan movement” page (see section <a href="#">3.2</a> ).	<a href="#">3.2</a>


The features numbered 1 to 6 in the table above can be found on the movement inbox as indicated in the overview diagram below.



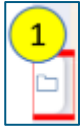
The icons shown to the right of each movement allow you to interact with existing movements as described below – more detail is given in the section as indicated:

Ref	Option	Description	User Guide Section Ref
A	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.	<a href="#">3.9</a>
B	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.	<a href="#">3.8</a>
C	Withdraw	The withdraw button cancels a previously submitted movement (all versions of the application).	<a href="#">3.10</a>
D	Delete	Used to delete work in progress (WIP) notifications / applications from your organisation's inbox.	
E	Revise	Used to create a new version of an application for editing.	<a href="#">3.11</a>

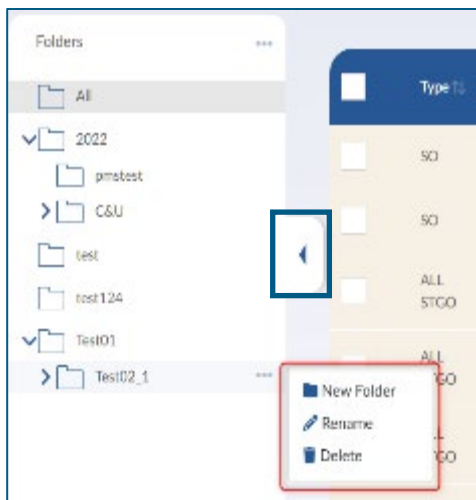


	Notify	You can use this to notify an approved application – all the details are copied to the WIP notification	
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### 3.1.1. Folders



The **FOLDERS** feature allows you to organise and file movements by creating folders and subfolders.

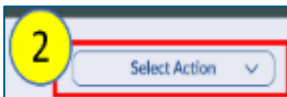


The three horizontal dots icon (\*\*\*) which appears to the right of each folder when you hover over it provides options to:

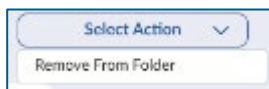
- Create a new folder.
- Rename the folder.
- Delete the folder – this will delete the folder but the movements themselves will remain available in the movement inbox.

You can select single or multiple movements and drag and drop them into a folder from the movement inbox.

### 3.1.2. Select Action

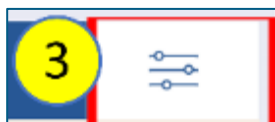


The “select action” button can be used to remove multiple movements from within a folder. Open a folder and click the check box for all movements to be removed from the folder.



Click on the “select action” button and then the “remove from folder” action, click yes to confirm and proceed. The system will confirm successful deletion from the folder.

### 3.1.3. Filters

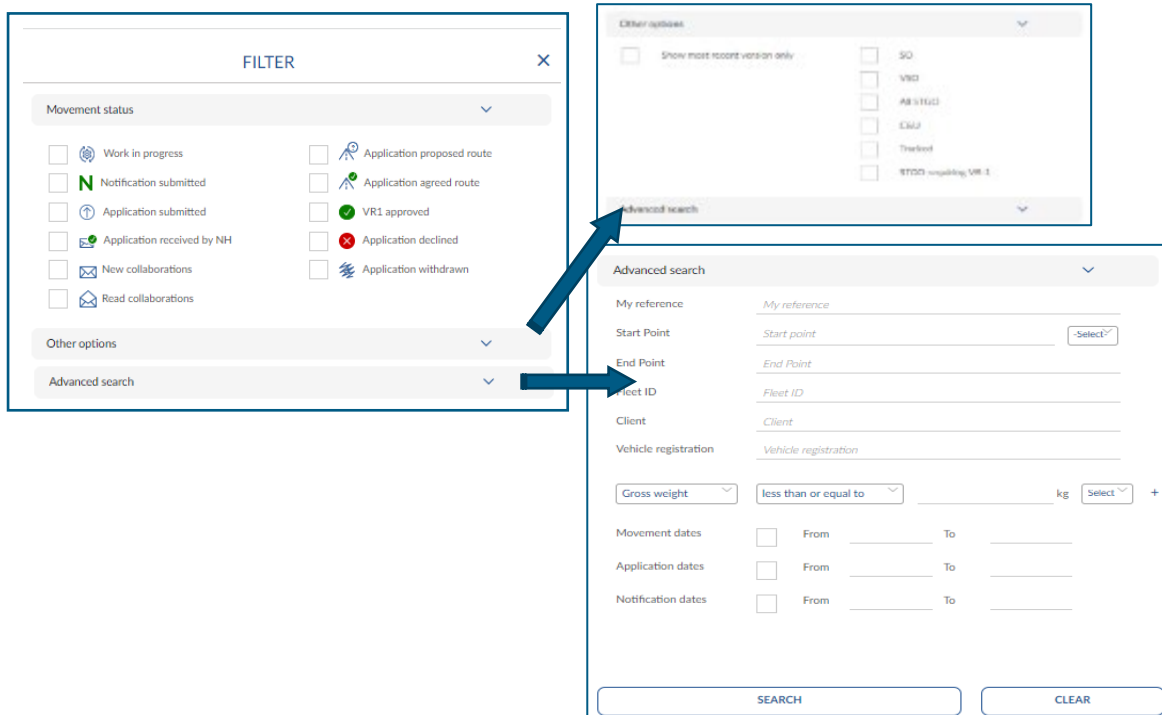


The **FILTER** (🔍) options are on the right-hand side of the movements inbox header. Clicking on the filter icon gives you the option to search the movements in any folder based on the following criteria:

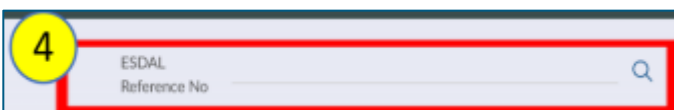
- Movement status.
- Other options, or
- Advanced search.



To access each search, click the down arrow (▼) as shown below in the left box, which will expand the search options to include either of the right-hand boxes as you select them. Click to select your options and then click the SEARCH button to display the corresponding movements.



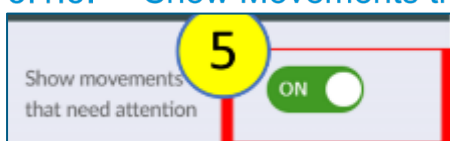
### 3.1.4. Reference Number Search



The ESDAL reference number search allows you to type and search for a specific movement

by reference number. It is located just below the news banner. Entering the characters for a reference will start to automatically filter the contents of the movements list to those characters. For example, as you type ABC1/555, only movements containing ABC1/555 will be displayed, if you type ABC1/5555, only movements containing ABC1/5555 will be displayed.

### 3.1.5. Show Movements that Need Attention Toggle Button



The “show movements that need attention” toggle button allows you to only display movements with a status that requires action by someone in your organisation. Toggle switch defaults to ‘ON’, so that only movements needing attention are shown in the

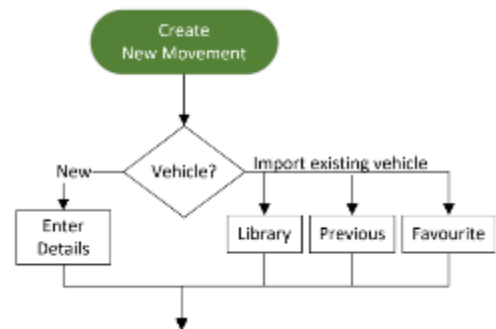
movement inbox. With the toggle off, all movements are displayed, with it on, movements from the last three years with a status of, for example, proposed, agreed, work in progress, submitted (new collaboration), approved VR1, and so on, are displayed.

### 3.2. Create Movement: Step 1 of 6 – Select Vehicle 6

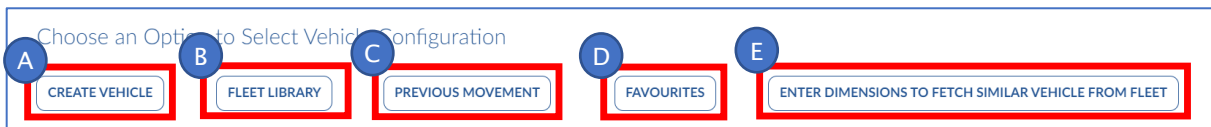


This is **Step 1** of the six-step process needed to create an ESDAL notification or application. You can see which step of the process you are at from the process “timeline” under the menu bar.

The flow chart shows the stages within this step to proceed from Step 1 to 2.



From this page you have option buttons to help you create your notification or application in the way that is easiest for you. These options A to E are as shown and described below.



Ref	Option	Description	User Guide Section Ref.
<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">A</span>	<b>Create Vehicle</b>	Create components either from scratch or from fleet components	<a href="#">3.2.1</a>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">B</span>	<b>Fleet library</b>	Import from vehicles previously saved to your organisation’s library	<a href="#">3.2.2</a>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">C</span>	<b>Previous Movement</b>	Import from previously saved movements	<a href="#">3.2.3</a>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">D</span>	<b>Favourites</b>	Import from previously saved vehicle configurations that have been marked as a “favourite”	<a href="#">3.2.4</a>

E	Enter Dimensions	Search for previously used vehicles with similar dimensions, and import	<a href="#">3.2.5</a>
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### 3.2.1. Create vehicle A

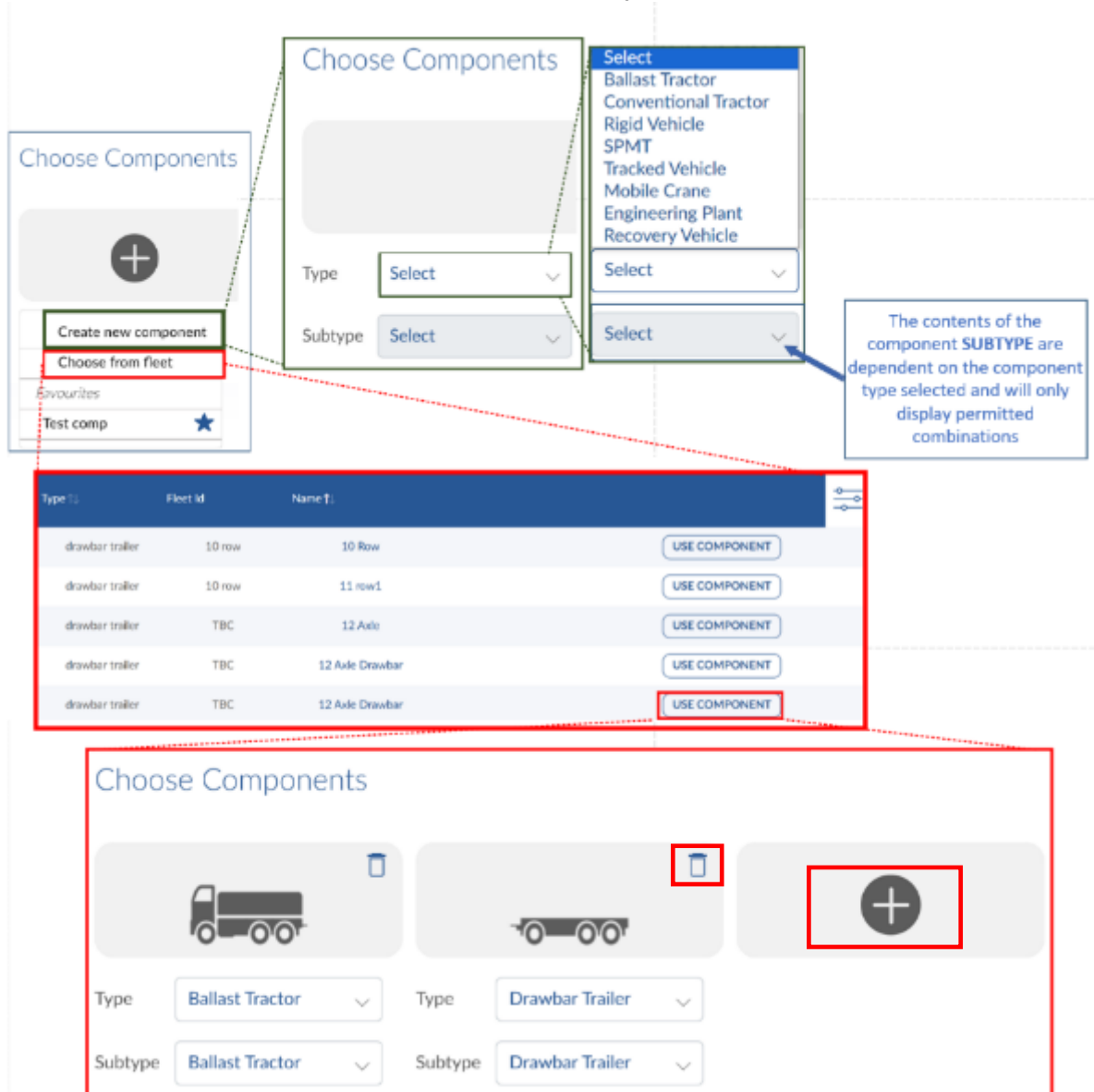
At this stage, creating a vehicle will only consider the basics of the vehicle. Details such as dimensions and weights are added and checked in Step 2 – Vehicle details.

From the Plan Movement - Select Vehicle page click the **Create Vehicle** button to jump to the below series of screens and options:

- Create a **new component** - Select the vehicle TYPE and SUBTYPE from the drop-down options.
- **Choose from fleet** – shows a list of all components saved in your organisation's component library for you to choose from and use. You can use the filters icon to search for specific vehicle components.

- **Favourites** - Components listed under **favourites** are those which have been created and saved as favourites in the past.



Click the USE COMPONENT button to add the component to the vehicle



The interface shows a 'Choose Components' dialog with a dropdown menu listing various vehicle types. A callout box explains that the contents of the component SUBTYPE are dependent on the component type selected and will only display permitted combinations.

Type	Fleet id	Name	USE COMPONENT
drawbar trailer	10 row	10 Row	USE COMPONENT
drawbar trailer	10 row	11 row1	USE COMPONENT
drawbar trailer	TBC	12 Axle	USE COMPONENT
drawbar trailer	TBC	12 Axle Drawbar	USE COMPONENT
drawbar trailer	TBC	12 Axle Drawbar	USE COMPONENT

The configuration panel shows two components: a Ballast Tractor and a Drawbar Trailer. A plus sign icon is highlighted, indicating the next step in the configuration process.

configuration. At this point a  shadow (picture) of the component(s) will be displayed. Use the DELETE icon  to delete individual components.


Once you have chosen the appropriate components, the system will inform you of the vehicle configuration type. You can edit or delete components as needed to ensure the correct configuration is created. Click confirm and continue to proceed to enter vehicle configuration details or the back button to go back one step to the vehicle overview page.

The system cannot identify a configuration type for the component(s) selected. Kindly review.

If the configuration cannot be identified by the system, a notification will appear at the bottom of the page.

You need to complete all mandatory fields (identified with an \*) for the **vehicle configurations** and **each individual component configuration** that will be presented to you as illustrated by the two overview diagrams below. **The measurements entered must include the vehicle and the load.** This will enable ESDAL to make an accurate assessment of the type of notification / application that is needed.

### Vehicle Configuration



Name \*

Gross Weight \*  kg

Overall Length \*  m

Rigid Length \*  m

Overall Width \*  m

Max Height \*  m

Number of Axles [View Axle Details](#)

Component 1 \*  Component 2 \*

Reducible Height  m

Overhang & Projection ( Required if Overhang > 0.305 or Projection > 3.05 )

Left Overhang  m



Right Overhang  m

Front Projection  m

Rear Projection  m

Registration  Fleet ID

### Component Configuration

Name \*

Number of Axles \*

Configuration

Height  m

Reducible Height  m

Width  m

Left Overhang  m

Right Overhang  m

Projection Front  m

Registration  Fleet ID

Based on the details you've filled in, the HGV type is: **CLASSIFICATION (POLICE NOTIFICATION - 2 CLEAR WORKING DAYS)**

**Configuration weight is less than total axle weight!**

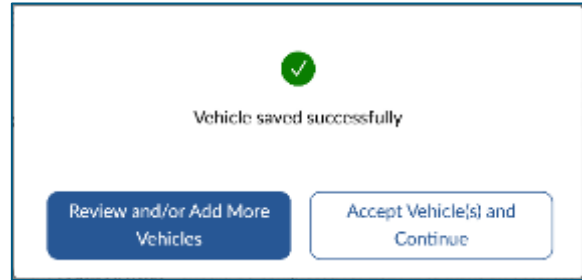
axle	Number of Wheels	Axle Weight (including fuel & oil) (kg)	Distance to Front Axle (m)
1	2	3000	2.6
2	2	3000	3.44
3	4	10000	1.05
4	4	10000	6.05

ESDAL will show a “toast message” (that is, a pop-up information message) in the top right-hand corner if the vehicle configuration does not match the individual component configuration as illustrated on the lower of the two overview diagrams on the previous page. You need to provide a registration and Fleet ID before proceeding to **SAVE VEHICLE**.

Click **SAVE VEHICLE** to be taken to the next step of the process (Step 2 – Vehicle details (see section [3.3](#))).

*N.B. The above images are sample screenshots based on a tractor/trailer combination; the vehicle shadow and mandatory field will vary depending on your vehicle / component configuration.*

You can either Review and/or Add More Vehicles or Accept Vehicle(s) to continue to Step 3 of 6.



### 3.2.2. Fleet Library B

From the Plan Movement - Select Vehicle page you can click the **Fleet Library** button to jump to a list of vehicles within your organisation's fleet and choose one to import into a movement.

Click on the **USE VEHICLE** button to the right of the entry for the vehicle that you wish to use in the movement.

Select vehicle from fleet

Type	Configuration Name	Width	Height	Gross Weight	
drawbar trailer	12 axle drawbar	3	4.95	167080	USE VEHICLE
drawbar trailer	123	4.5	4.06	108760	USE VEHICLE
drawbar trailer	14 row Drawbar Trailer	3	4	87460	USE VEHICLE
semi trailer	150t Casting Transport_updated	4.2	5.5	208400	USE VEHICLE

!

**150t Casting Transport\_updated**

Please edit the vehicle to fix the below errors.

- Axle weight is more than gross weight : Configuration
- Distance to next axle is missing for component 1: A8425\_updated
- Tyre sizes or Tyre center spacings details are missing for component 1: A8425\_updated
- Tyre sizes or Tyre center spacings details are missing for component 2: MN12\_updated

You can edit the contents of the Vehicle / component **SUBTYPE** via this or the Edit component icon

**FILTER** X

Configuration Name  
*Configuration Name*

Type

Search within favourites

You can use the filter icon to search for specific vehicles. configurations.

The system will then check that all fields for the selected vehicle are suitable, giving you error messages if required fields are empty or outside of expected limits. If a particular vehicle selected has items missing from its details, you will be notified, given instructions and offered a button to edit the vehicle.

You will then be taken to the next step of the process - Step 2 Vehicle Details (see section 3.3). You can use the Edit icon on the vehicle overview page to edit the vehicle configurations and components.

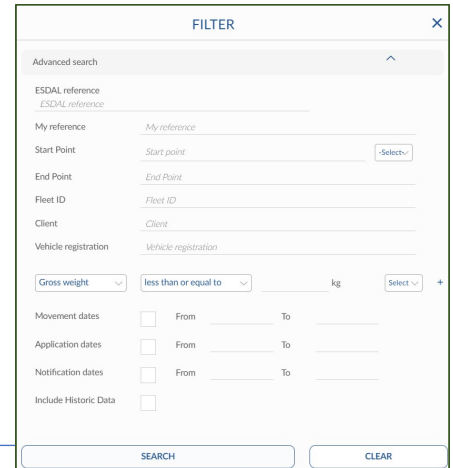
### 3.2.3. Select Vehicle from Previous Movement C

From the Plan Movement - Select Vehicle page, click the **Previous movement** button to jump to a list of your organisation's movements and choose a vehicle to import into a new movement.

You can use the advanced filter icon (in the top right of the list) to search for specific movements, which will give you a filter box as illustrated.

Once you have selected a vehicle, ESDAL will check that all fields for the selected vehicle are suitable, giving you error messages if required fields are empty or outside of expected limits.

You will then be taken to the **Vehicle Details** overview page (see section [3.3](#)).



Select vehicle from previous movements

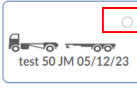
Type	Status	ESDAL Reference	From	Date From	To	Date To	My Reference
STGO Cat 2	N	RCS1/5970/1#1	d12 1as	08/12/2023	d12 1ja	08/12/2023	TEST 50 JM 05/12/23
STGO Cat 3	N	RCS1/5969/1#1	d12 1as	13/12/2023	d12 1ja	13/12/2023	TEST 50 JM 05/12/23
STGO Cat 1	N	RCS1/5968/1#1	ts12 1aw	08/12/2023	ts12 1aj	08/12/2023	TEST 50 JM 05/12/23
C&U	N	RCS1/5967/1#1	ts12 1aw	08/12/2023	ts12 1aj	08/12/2023	TEST 50 JM 05/12/23
C&U	N	RCS1/5966/1#1	ts12 1aw	08/12/2023	ts12 1aj	08/12/2023	TEST 50 JM 05/12/23

**ROUTE PART 1** test 50 JM 051223 (Submitted by Haulier)

Start: Devonport Hotel, The Front, Middleton One Row, DARLINGTON, County Durham, DL2 1AS

End: Middleton Lodge, Station Road, Middleton St. George, DARLINGTON, County Durham, DL2 1JA



Clicking on either the individual “ESDAL Reference” or “My Reference” displays the Route part(s) and associated vehicle configurations as illustrated above.

You can select the vehicle from the previous movement by clicking the radial button to the right of the shadow image of the vehicle.

You will then be taken to the next step of the process - Vehicle Details - STEP 2 (see section [3.3](#)).

### 3.2.4. Select vehicle from Favourites D

From the Plan Movement - Select Vehicle page, click the **Favourites** button to jump to a list of vehicles that you have marked as “favourite” and choose a vehicle to import into a new movement.



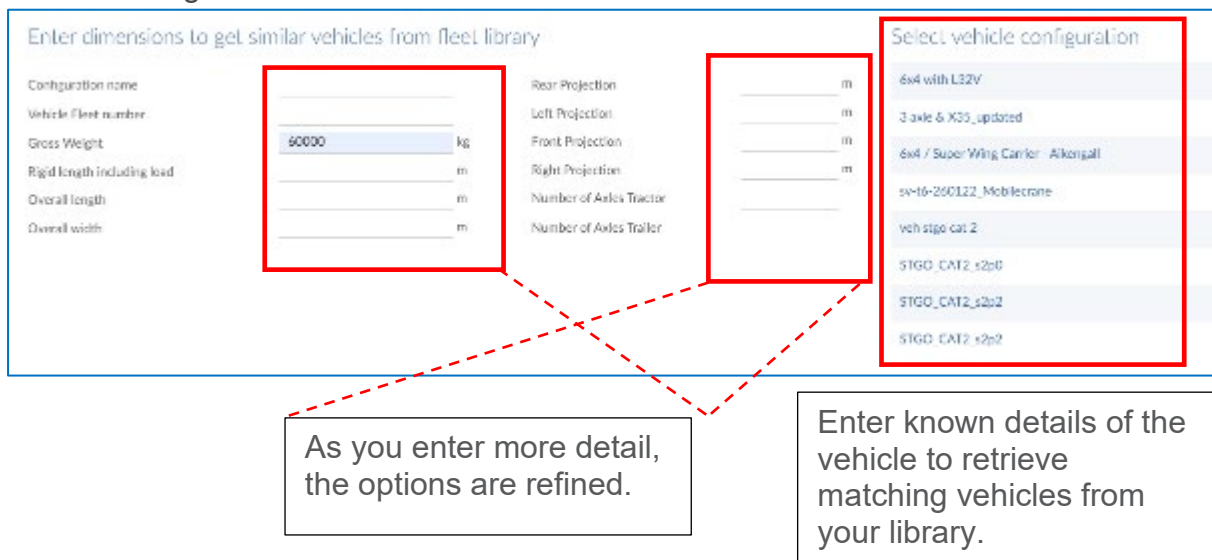
The system will check that all fields for the selected vehicle are suitable, providing error messages if required fields are empty or outside of expected limits.

See section 6 for details on how to mark a vehicle as a favourite.

You will then be taken to the next step of the process - Step 2 - Vehicle Details (see section [3.3](#)).

### 3.2.5. Enter dimension to fetch similar vehicles from fleet E

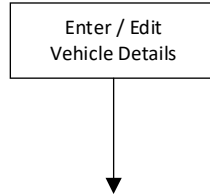
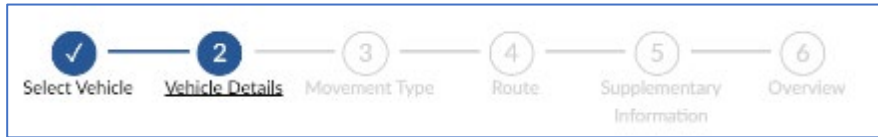
From the Plan Movement - Select Vehicle page, click the **Enter dimensions to fetch similar vehicle from fleet** button to use vehicle details or dimensions to search for a vehicle within your organisation's fleet library as illustrated in the overview diagram below. You can then add this vehicle to a new movement.



You will then be taken to the next step of the process - Step 2 - Vehicle Details (see section [3.3](#)).

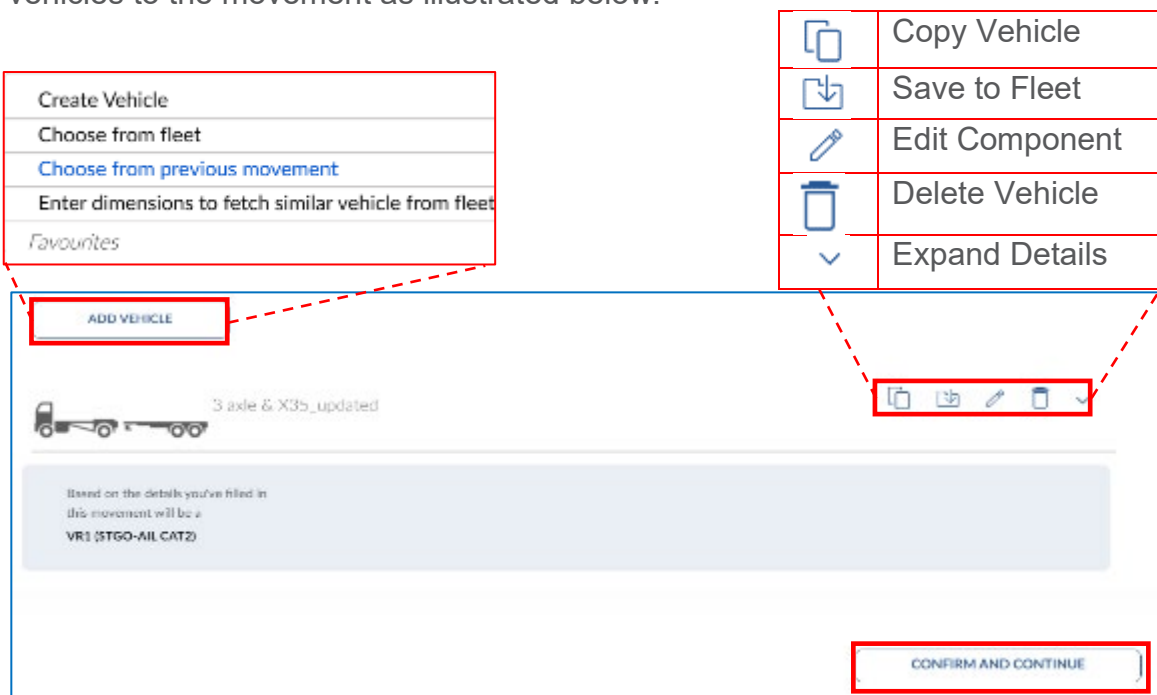







### 3.3. Create Movement: Step 2 of 6 – Vehicle Details



**Step 2** of the six-step process involves the detailed editing of the vehicles selected in Step 1.

From the Plan Movement – Vehicle Details - Select **Add Vehicle** to add additional vehicles to the movement as illustrated below.



	Copy Vehicle
	Save to Fleet
	Edit Component
	Delete Vehicle
	Expand Details

Editing the vehicle configuration within this page will not change its details in the Fleet Library, only within this movement. Use the **Save to Fleet** icon to save the revisions to your fleet library. ESDAL will perform additional validation checks for additional vehicles added or edited, providing error messages if required fields are empty or outside of expected limits or if not suitable for the notification type.

Clicking on the **Edit Component** icon will take you back to the **Vehicle and component configuration page** (See section [3.2.1](#)). Review and revise the vehicle and component details and use the save vehicle button to return to the vehicle details overview page. Use the **Copy Vehicle** button to create a copy of the same vehicle, the **Expand detail** icon to view vehicle configuration and component details and the **Delete Vehicle** icon to delete the vehicle.

Clicking **CONFIRM and CONTINUE** button will take you to the next step of the process –Step 3 - Movement Type (see section [3.4](#) ).

### 3.4. Create Movement: Step 3 of 6 – Movement Type

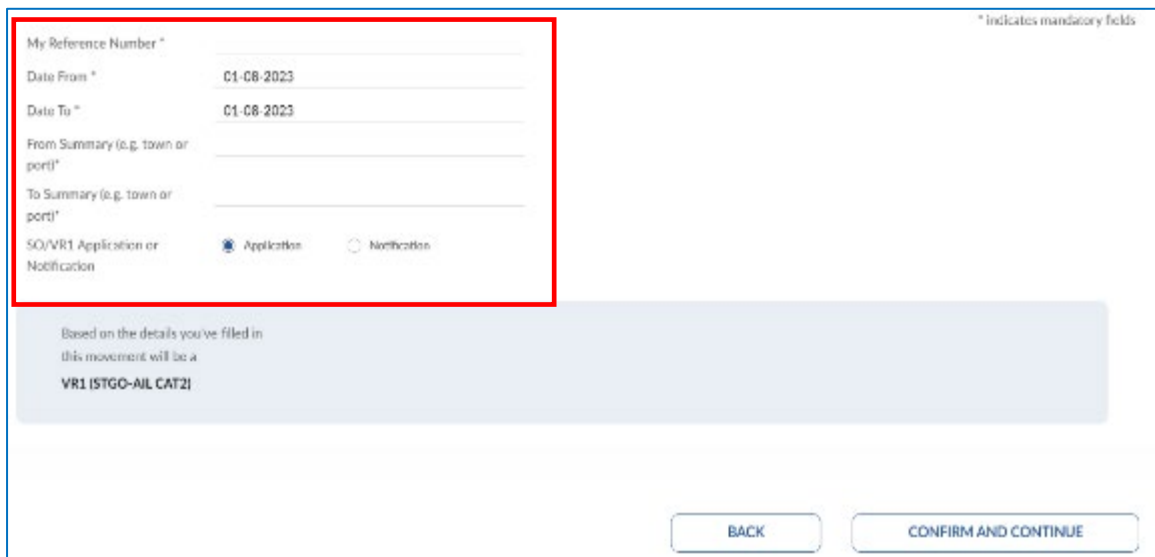


**Step 3** of the six-step process requires the movement type to be established for the vehicle selected in Steps 1 and 2.

You can continue with your movement from the movement type overview page by entering “My reference Number” and the summary location information and checking and revising the proposed movement dates as necessary.

ESDAL will assess the movement type based on the vehicle details entered and advise you of the necessary notification period depending on the movement type (notification, or SO/VR1 application).

\*Note the mandatory fields



\* Indicates mandatory fields

My Reference Number \*

Date From \* 01-08-2023

Date To \* 01-08-2023

From Summary (e.g. town or port) \*

To Summary (e.g. town or port) \*

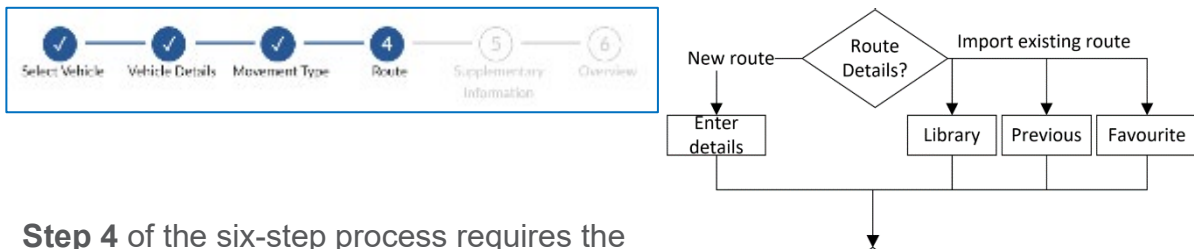
SO/VR1 Application or Notification  Application  Notification

Based on the details you've filled in this movement will be a  
**VR1 (STGO-AIL CAT2)**

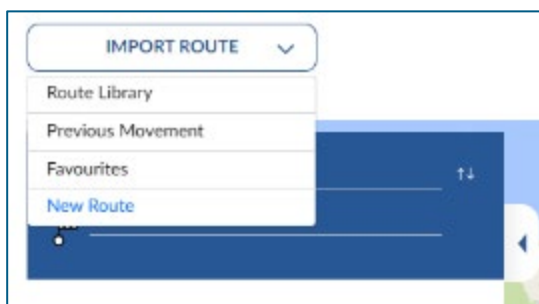
BACK CONFIRM AND CONTINUE

Clicking the CONFIRM and CONTINUE button will take you to the next step of the process, Step 4 – Route Details.

### 3.5. Create Movement: Step 4 of 6 – Route Details



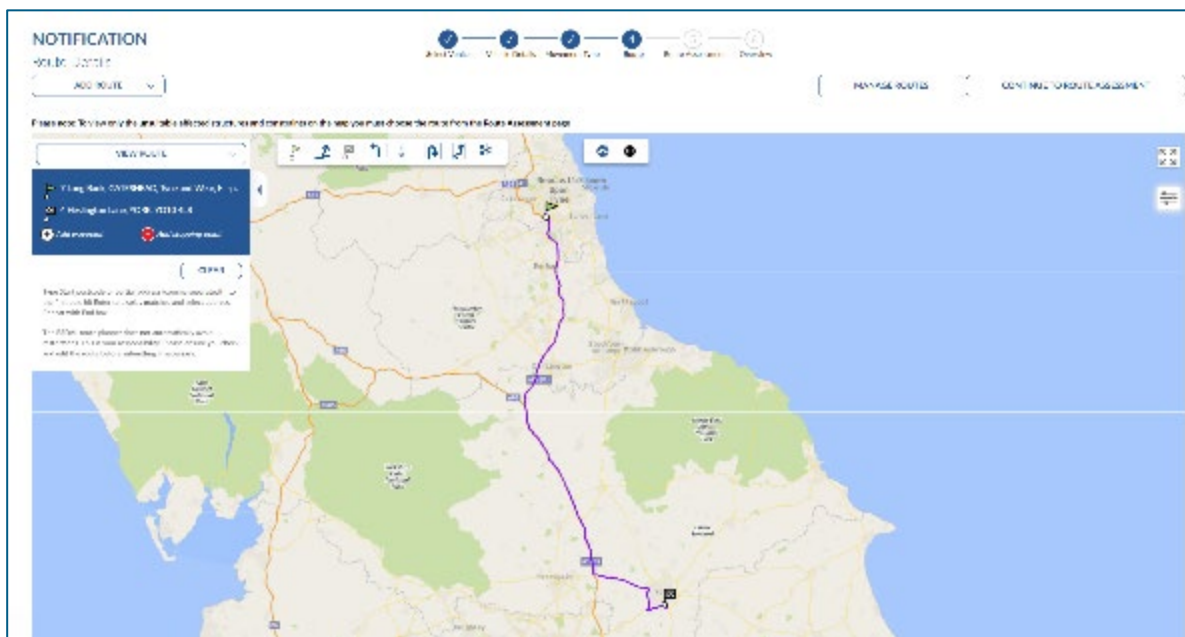
**Step 4** of the six-step process requires the route details to be established.



This page defaults to starting a new route and therefore you do not need to select “new route” when first loading this page. If there is already a route, say because you have cloned or renotified an existing movement, the “import route” button will be “add route” instead.

Detailed instructions for how to create a completely new route are in section 5 – Routes.

Clicking the import route (or add route) button allows you to reuse previously saved routes from your route library, a previous movement, or favourites.



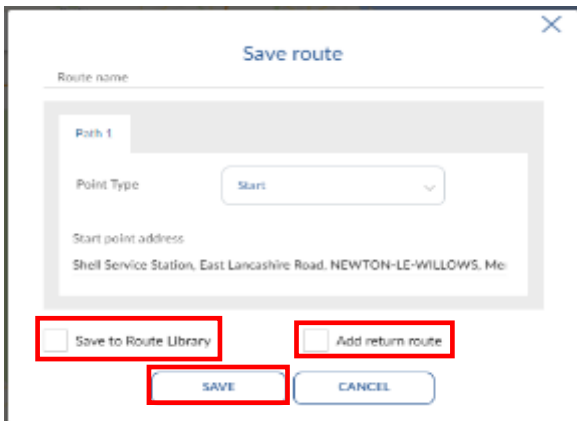
If you have imported a route, the map will display zoomed out to show the whole route. You can:

- Click the continue to route assessment button to proceed to step 5.
- Click the manage routes button if you have multiple routes and vehicles, and to add a return route.
- Edit the route and use the plan button to replan the route.

If you are creating a route from scratch the system will automatically show the plan button once you have entered the start and end locations. Select PLAN.

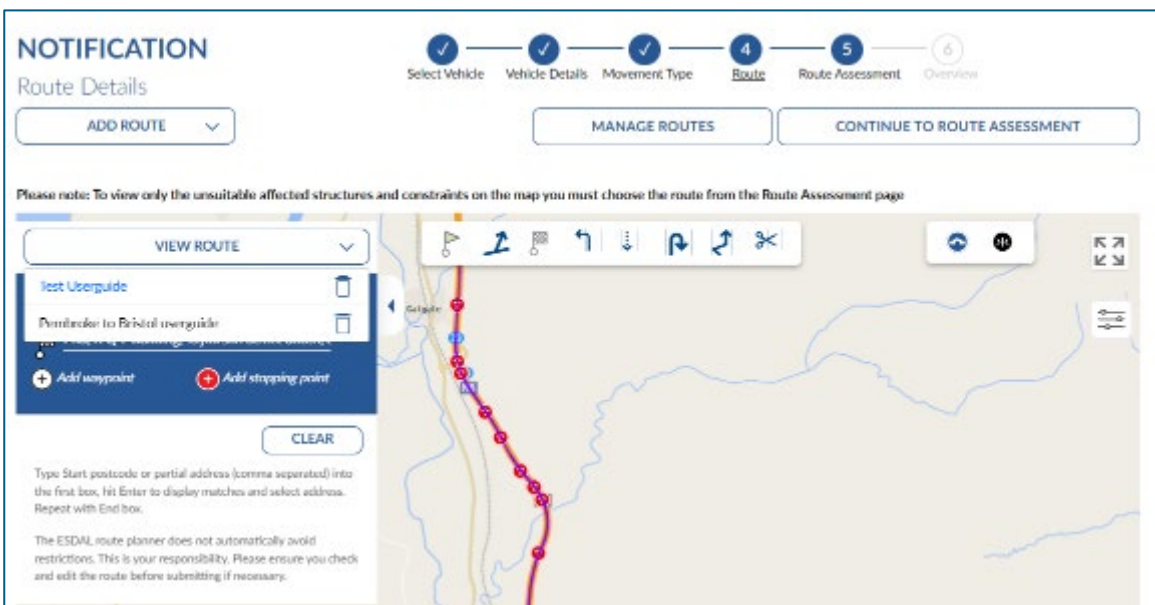
At this stage, you can view the route including details of affected structures and constraints on the route that might apply to your movement. You will have the option of advanced route planning to edit the route to avoid these restrictions. Further details on how to use the advance route planning features are provided in section [5.5](#).

**Structure / constraint and caution suitability will be shown on the Route Assessment page (see section [3.6](#)).**



Having planned the route, you can either save it or **CLEAR** the route. Clicking **SAVE** will provide options to **SAVE TO ROUTE LIBRARY** and **ADD RETURN ROUTE** via ticking the check boxes, then enter route name and click **SAVE**.

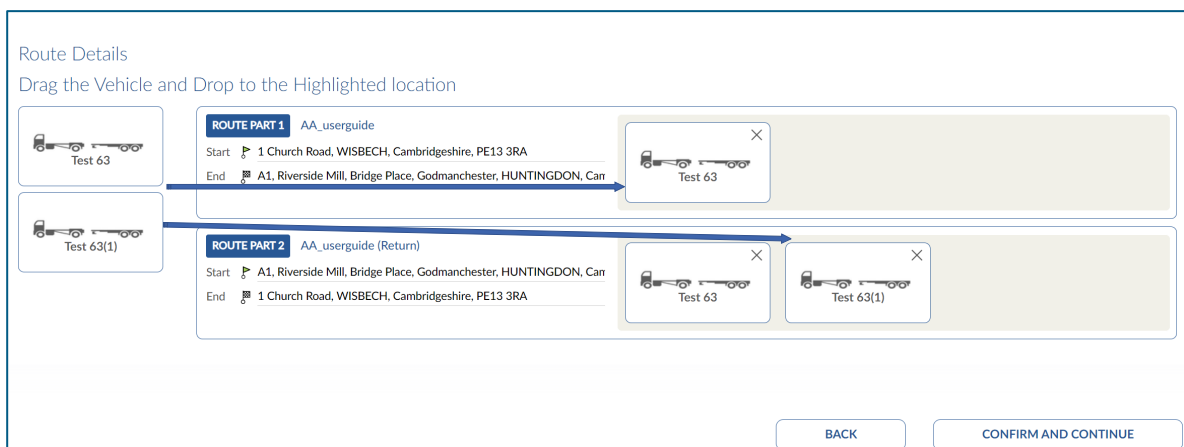
You are then taken to the route details overview page illustrated below.



Here you can use the **MANAGE ROUTES** button, which will bring up a new page showing the route parts as shown overleaf. This page gives an overview of all routes and their sequence, alongside features for editing route orders, deleting route parts, and assigning vehicles. Use the buttons to the right of each route part (from left to right) to add a return route (this option will not be there if a return route exists) view, edit or delete.



To assign multiple vehicles to multiple route parts, click **ASSIGN VEHICLE(S) TO ROUTE PART**, which takes you to a new page where you can “drag and drop” each vehicle to the correct route part (drop them to the right of the route part as shown below).



Click “**CONFIRM AND CONTINUE**” to move to route assessment, or back to return to route details without saving.

You can also edit the route from the map by clicking the view route button, which provides a list of all route parts.

You can add additional routes, using the **ADD ROUTE** button or view the saved route using the **VIEW ROUTE** button.

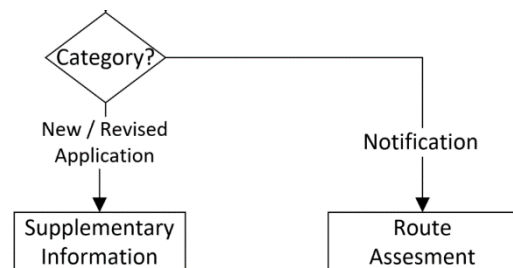


Clicking the **CONTINUE TO ROUTE ASSESSMENT** button will take you to the next step of the process, Step 5 – Supplementary Information/Route Assessment.

### 3.6. Create Movement: Step 5 of 6 – Supplementary Information/Route Assessment



**Step 5** of the six-step process requires different actions to be carried out, depending on whether you are processing an application or a notification. The system will guide you to ensure you are taking the correct steps.



For a notification, you will be taken to the Route Assessment pages of the system.

For an application, you will need to enter supplementary information, the system will then bypass the route assessment stage and move onto Step 6 – Overview. You will then send the application for approval to either the National Highways Abnormal Loads Team and/or Transport Scotland who will then distribute it to all Affected Parties and perform a detailed route assessment:

- If the application is accepted / approved, you will be able to review it before submitting it as a notification.
- If there is an issue with the application, you will be given the opportunity to adjust the movement before either submitting it or resending the application, depending on the issues raised.

### 3.6.1. Supplementary Information

For an application for a SO / VR1 movement, the system will ask you to complete any supplementary details required for the creation of the application before proceeding to Step 6.

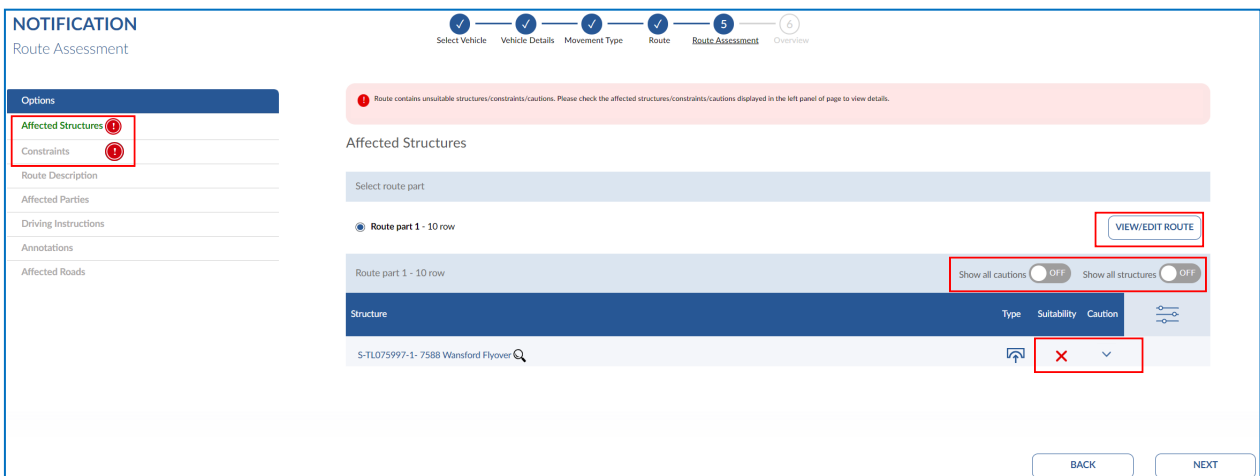
Route Assessment is bypassed at this stage, until the movement is ready to be processed as a notification.

### 3.6.2. Route Assessment

For a notification, ESDAL will take you to the Route assessment page, having performed a suitability assessment for all structures / constraints identified on your route against the vehicle details. ESDAL will display the results of the assessment against the following headers:



#### 3.6.2.1. Affected Structures, Constraints, and Associated Cautions

If the system calculates that your route includes unsuitable structures and/or constraints (shown by the red exclamation mark against structures or constraints in the left menu as illustrated below), you will need to view the structures and constraints and any associated cautions, and edit the route as appropriate to avoid them.



You can view all impacted structures and cautions on your route by using the toggle ON / OFF buttons “Show all cautions” and “Show all structures”.

ESDAL displays the:


- **STRUCTURE NAME** (prefixed with the ESDAL4 Structure Reference Number - ESRN)
- **TYPE** (showing whether it is UNDER BRIDGE , or OVERBRIDGE ).
- **SUITABILITY** shown as either a green tick (✓ : suitable), red cross (✗ : unsuitable), red exclamation mark (!) or grey question mark (?).



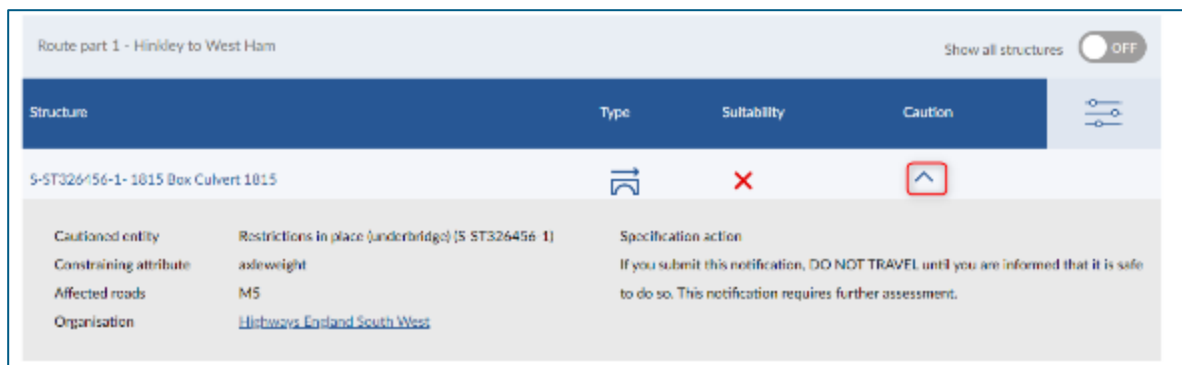

✘	Indicates unsuitable structure(s) on the route
!	Indicates that ESDAL is unable to assess structure(s)
?	Indicates marginally suitable structure(s)
✓	Indicates that assessed structures are suitable

Structure owners can add restrictions to bridges; these can be height, weight and width limits. ESDAL4 will compare the vehicle details in your notification against any restrictions along the route.

If any limits are exceeded, the **Affected Structures and Cautions** section will display them. ESDAL provides a warning for any unsuitable structures.

You can view the caution by expanding the caution , the caution details will be shown below. To hide the details, click on the collapse icon. You can also toggle ON /OFF all cautions and structures.

Route part 1 - Hinkley to West Ham Show all structures  OFF

Structure	Type	Suitability	Caution
5-ST326456-1- 1815 Box Culvert 1815		✘	
Cautioned entity	Restrictions in place (underbridge) (5 ST326456 1)		Specification action
Constraining attribute	axleweight		If you submit this notification, DO NOT TRAVEL until you are informed that it is safe to do so. This notification requires further assessment.
Affected roads	M5		
Organisation	<a href="#">Highways England South West</a>		

For unsuitable structures / constraints, that is, those with a red cross (✘), you need to use the **VIEW / EDIT ROUTE** button to go back to Step 4 of 6: Route details. You should then replan the route avoiding unsuitable structures / constraints and rerun the route assessment. Review and resolve all unsuitable structures and constraints before proceeding to Step 6 of 6: Overview. If this is not possible, contact the Structure owning Authority or police to discuss finding a suitable route.

### 3.6.2.2. Route Description

Clicking Route Description on the left menu as illustrated below provides a simple step by step list of each leg of the route from start to end.

Options

- Affected Structures
- Constraints
- Route Description**
- Affected Parties
- Driving Instructions
- Annotations
- Affected Roads

Leg: 1 A4 to A4

Start

A4

A4 1.4 km

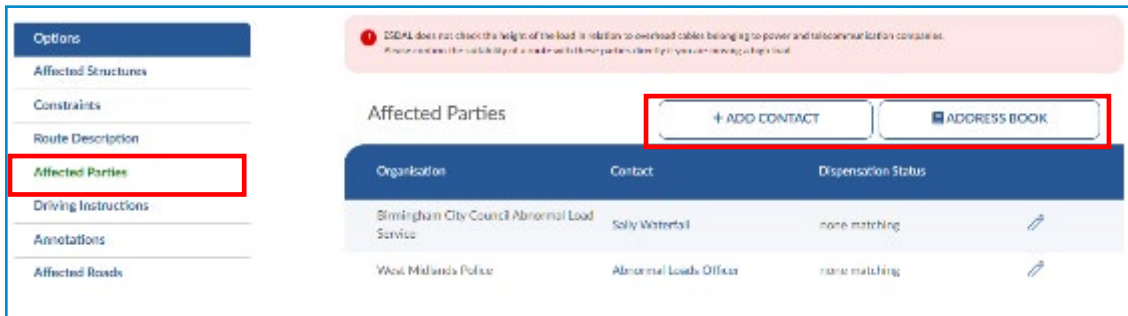
Arrive at destination.



### 3.6.2.3. Affected Parties

The system will identify and display all **Affected Parties** based on the movement details (that is, the route and vehicle information), selected from the left menu as illustrated on the overview diagram below. You can include additional affected parties by using the **ADD CONTACT** and **ADDRESS BOOK** buttons. At the end of the process, the system will send out notifications to all affected parties.

If you have not provided the required clear working days' notice you must contact all affected parties by phone to check if they will allow the movement at short notice. Their contact details can be obtained from the NOTIFIED PARTIES tab of the submitted notification, by selecting each contact's name.



Options

- Affected Structures
- Constraints
- Route Description
- Affected Parties**
- Driving Instructions
- Annotations
- Affected Roads

EDPL does not check the weight of the load in relation to overhead cables belonging to power and telecommunication companies. Please ensure the suitability of a route with these parties when trying to plan moving a large load.

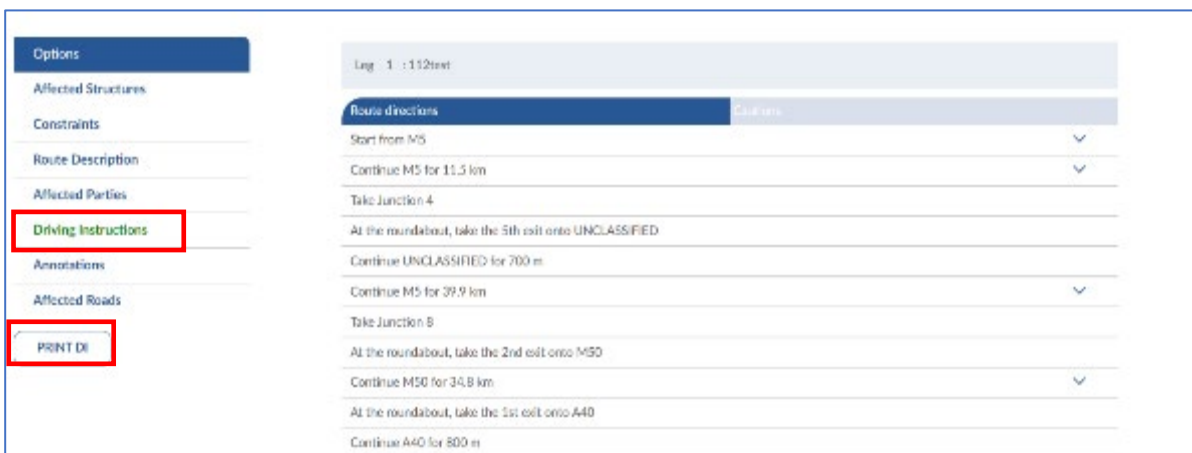
Affected Parties

+ ADD CONTACT ADDRESS BOOK

Organisation	Contact	Dispensation Status	
Birmingham City Council Abnormal Load Service	Sally Waterfall	none matching	
West Midlands Police	Abnormal Loads Officer	none matching	

### 3.6.2.4. Driving Instructions

This section provides detailed **Driving Instructions**, selected from the left menu as illustrated on the overview diagram below. Clicking on the down arrows on the right hand side of each part of the route expands that part to show more detail.



Options

- Affected Structures
- Constraints
- Route Description
- Affected Parties
- Driving Instructions**
- Annotations
- Affected Roads

Lang 1 : 112text

Route directions

Start from M5

Continue M5 for 11.5 km

Take Junction 4

At the roundabout, take the 5th exit onto UNCLASSIFIED

Continue UNCLASSIFIED for 700 m

Continue M5 for 39.9 km

Take Junction 8

At the roundabout, take the 2nd exit onto M50

Continue M50 for 34.8 km

At the roundabout, take the 1st exit onto A40

Continue A40 for 800 m

PRINT DI

Clicking on PRINT DI produces a PDF file detailing each stage of the route, giving directions, grid references and addresses.

### 3.6.2.5. Annotations

This section lists any annotations. If there are special instructions that you need to add to the driving instructions, you can add them as an “annotation” to the route via the map – see section [5.5.1](#).

### 3.6.2.6. Affected Roads

Clicking **AFFECTED ROADS** from the left menu as illustrated in the overview diagram below shows a simple list of all the **AFFECTED ROADS** for the proposed movement, giving the length of each section.



Road	Distance
M5	11.6 km
J4	88 m
Unclassified	930 m
M5	40 km

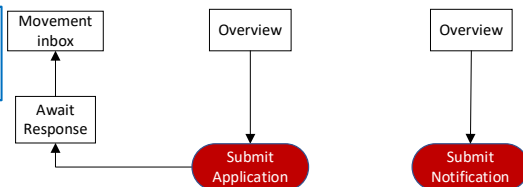
## 3.7. Create Movement: Step 6 of 6 – Overview



At this step, you are provided with an overview of the notification or application.

You must provide any remaining mandatory information as well as accepting the terms and conditions before proceeding.

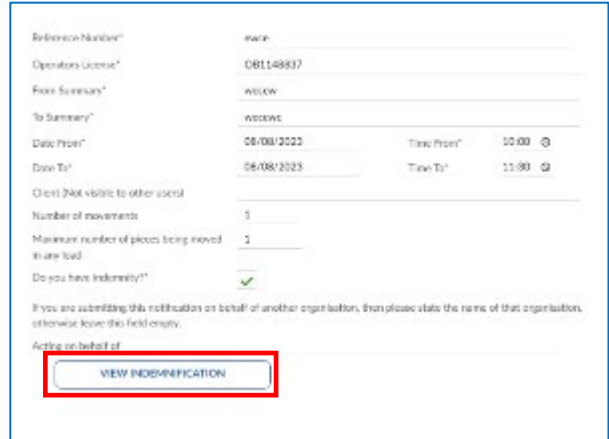
For a notification, you will need to accept the terms and conditions before finally submitting the notification.



### 3.7.1. Notifications

Clicking on **View Indemnification** in the bottom left as illustrated opens a printable copy of your indemnity confirmation (this won't be shown for C&U movements).

Complete all mandatory information (\*) and click on **ACCEPT T & Cs AND SUBMIT** to proceed to the **NOTIFICATION OVERVIEW** page.



Reference Number\*

Operators Licence\*

From Summary\*

To Summary\*

Date From\*  Time From\*

Date To\*  Time To\*

Client (Not visible to other users)

Number of movements

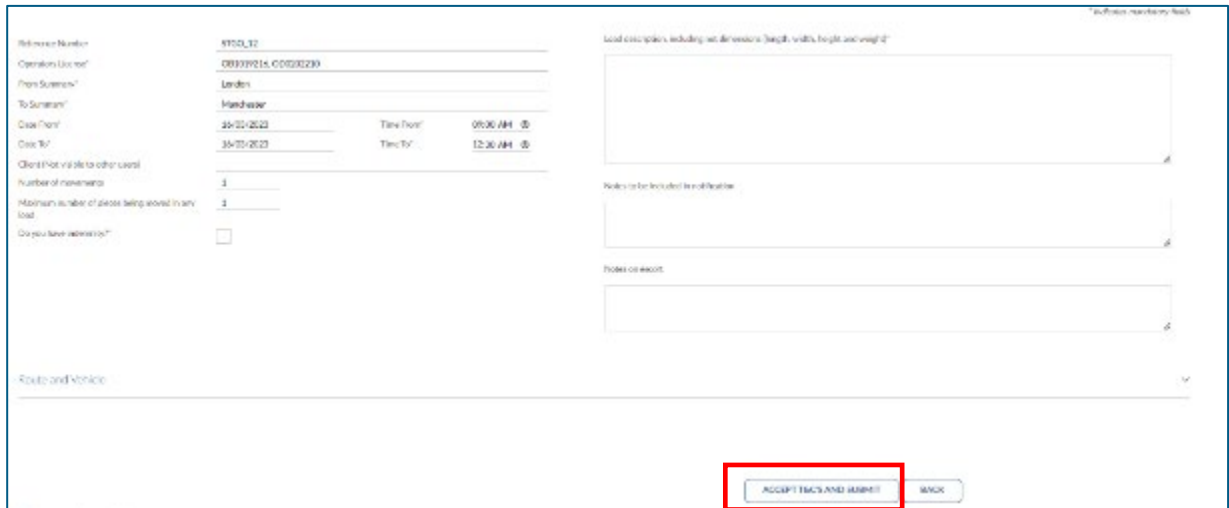
Maximum number of pieces being moved in one load

Do you have indemnity?

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

Acting on behalf of

**VIEW INDEMNIFICATION**



Reference Number

Operators Licence\*

From Summary\*

To Summary\*

Date From\*  Time From\*

Date To\*  Time To\*

Client (Not visible to other users)

Number of movements

Maximum number of pieces being moved in any load

Do you have indemnity?

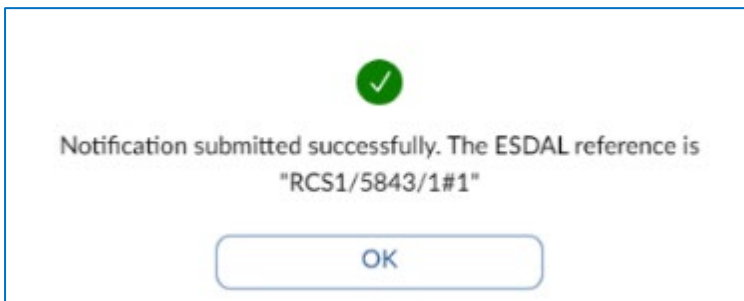
Load description, including an dimensions (length, width, height and weight)

Notes to be included in notification

Notes on escort

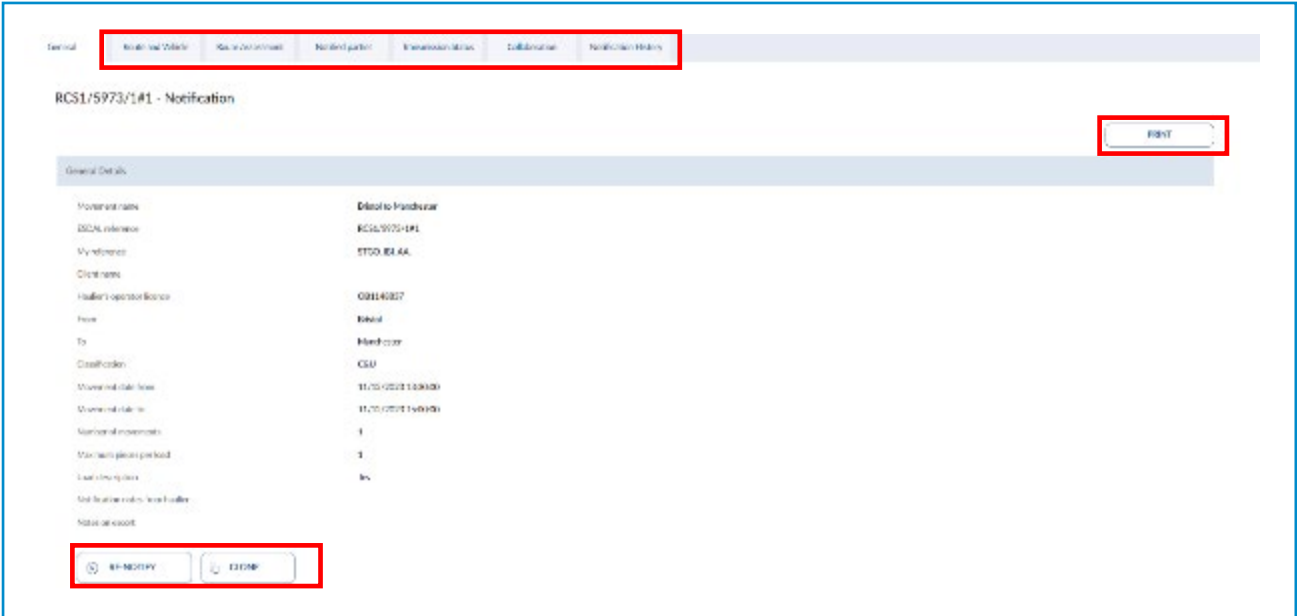
Route and advice

**ACCEPT T&Cs AND SUBMIT**



A submission confirmation, with ESDAL reference, is displayed indicating the Notification has been successfully submitted.

Clicking on the **PRINT** button in the top right will open a new tab in your browser that contains a printable version of the notification. On the same tab, there will also be the option to download the notification as a pdf document.



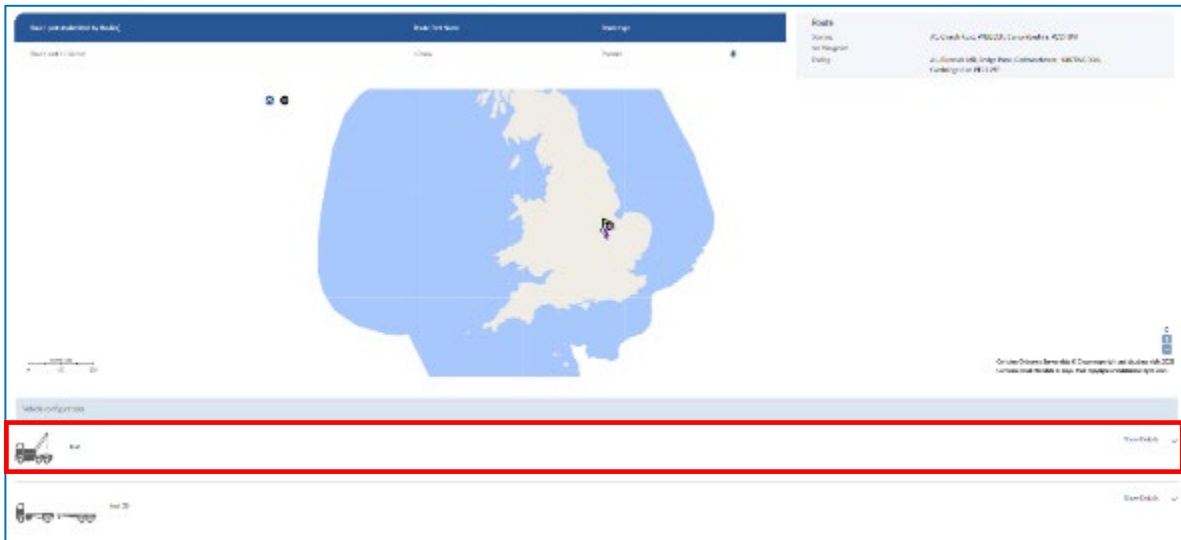
General Details	
Movement name	Diesel to Hradovar
ESDAL reference	RCS1/5973/1#1
My reference	ETD0_01_AA
Client name	
Holder's operator licence	GB114937
From	Reval
To	Hradovar
Classification	CSU
Movement date from	11/05/2021 10:00:00
Movement date to	11/05/2021 16:00:00
Number of movements	1
Maximum plate period	1
Used time slots	1x
Did you receive this notification?	
Notification status	

Further details on the **CLONE** and **RE-NOTIFY** buttons are in sections [3.8](#) and [3.9](#) below.

You can also view further details of the submitted notification using the tabs at the top of this screen, this is also accessible by clicking on either the ESDAL Reference or My Reference from your movement inbox.

You can view the:

- **Route and Vehicle details:** the route summary is shown at the top, scroll down and click show details for the vehicle details as illustrated below.




- **Route Assessment:** You can view summary details from the route assessment page including driving instructions and affected structures as illustrated below.




- **Notified Parties:** You can view all the notified parties for your movement including their contact name, organisation and associated email address. Clicking on the contact name will display their full contact details, including their phone number.

Contact	Organisation	Contact type	Email	On behalf of
Username	Collett & Sons Ltd	Interested party	Username@outlook.com	
Paul Wright	Bedfordshire/Hertfordshire/Cambridgeshire Constabulary	Police also		

Total number of records: 2

- **Transmission Status:** You can access the list of all communications sent to the notified parties. You can also re-transmit using the retransmit  icon.

Name	Organisation	Medium	Details	Status changed on	Status
Paul Wright	Bedfordshire/Hertfordshire/Cambridgeshire Constabulary	Online And Mail	Username@outlook.com	07/12/2023 13:50:06	Delivered
Username	Collett & Sons Ltd	Email	Username@outlook.com	07/12/2023 13:50:07	Delivered

- **Collaboration:** You can view all collaborations notes associated with your movement from an SOA or the Police. Movements with collaboration notes are indicated with a collaboration note icon  on your movement inbox. You are required to review and acknowledge all collaboration notes before the movement date to inform the authority that you have reviewed the notes.

Acknowledge collaboration

Acknowledging these messages is vital for the successful issue that you have made them see. It is also possible to opt for later times that have been made.

Reference: Leeds Office (BU) / Motorist of Three Wise Police (not of clear notes or not for use) RCSU5947/LH1 at 25:00 on 17/06/2022

Message ID: 1, of 1 (not for use) Message ID: 1, for Three Wise Police

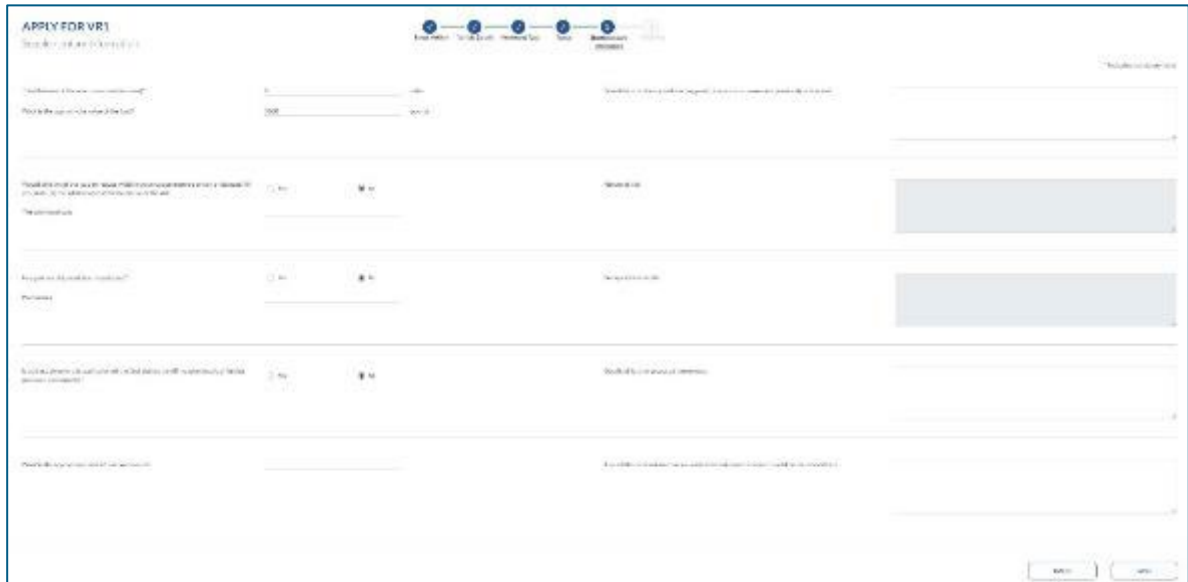
[ACKNOWLEDGE](#)

- **Notification History:** You can view all details of all previous events associated with the movement.

DateTime (UTC)	Event	Details
07/12/2023 13:50:07	transmission delivered	The transmission for RCSU5973/LH1 of type notification has been delivered to Collett & Sons Ltd via email sending 07/12/2023 13:50:07
07/12/2023 13:50:07	transmission forwarded	The transmission for RCSU5973/LH1 of type notification has been forwarded to Collett & Sons Ltd via email from status sending 07/12/2023 13:50:07
07/12/2023 13:50:07	transmission ready for delivery	The transmission for RCSU5973/LH1 of type notification is ready for delivery to Collett & Sons Ltd

### 3.7.2. Applications

For an application, you must add supplementary information as illustrated below before sending the application for approval.



The screenshot shows a web form titled "APPLY FOR VR1". At the top, there is a progress bar with five steps: "1. Introduction", "2. Details", "3. Details", "4. Details", and "5. Details". The form is divided into several sections, each with a heading and a "Mandatory" label. The sections are:

- Section 1:** "Provide the name of the road" (Mandatory). It includes a text input field and a "Save" button.
- Section 2:** "Provide the name of the road" (Mandatory). It includes a text input field and a "Save" button.
- Section 3:** "Provide the name of the road" (Mandatory). It includes a text input field and a "Save" button.
- Section 4:** "Provide the name of the road" (Mandatory). It includes a text input field and a "Save" button.
- Section 5:** "Provide the name of the road" (Mandatory). It includes a text input field and a "Save" button.

At the bottom right of the form, there are two buttons: "Back" and "Next".

Complete all mandatory fields (\*) before submitting your application.

**APPLY FOR SPECIAL ORDER**

Application Overview

Select Vehicle ✓ Vehicle Details ✓ Movement Type ✓ Route ✓ Supplementary Information ✓ Checklist 6

\* Indicates mandatory fields

My Reference Number*	TFS11234
Appt. Name	
From Summary*	Here
To Summary*	There
Date From*	10-06-2023
Date To*	10-06-2023
Client (Not visible to other users)	
Number of movements*	1
Maximum number of pieces being moved in any load*	1
Description (not included in submitted application)	

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

Notes to be included in application

Notes on escort

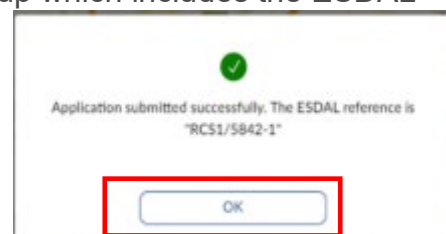
Route and Vehicle

Supplementary Information

BACK APPLY FOR SPECIAL ORDER

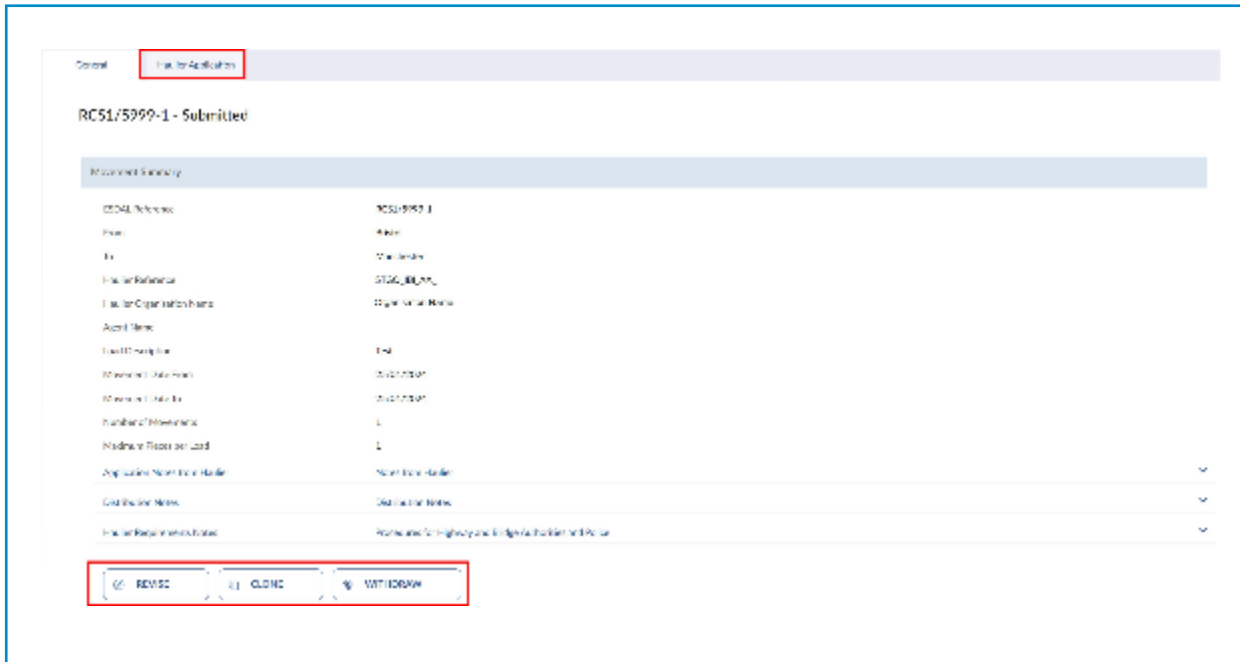
Clicking on the drop-down bar next to either the **Route and Vehicle** or **Supplementary information**, will provide you an overview of the information supplied. You can now apply for a Special Order or go back, using the BACK button, to edit the application.

When you apply, you will see a confirmation pop-up which includes the ESDAL reference.





ESDAL will show the application summary overview. You can view further details of the submitted application using the tabs at the top as illustrated in the overview diagram below, this is also accessible by clicking on either the ESDAL Reference or My Reference from your movement inbox.



Control **View for Applications**

RC51/5999-1 - Submitted

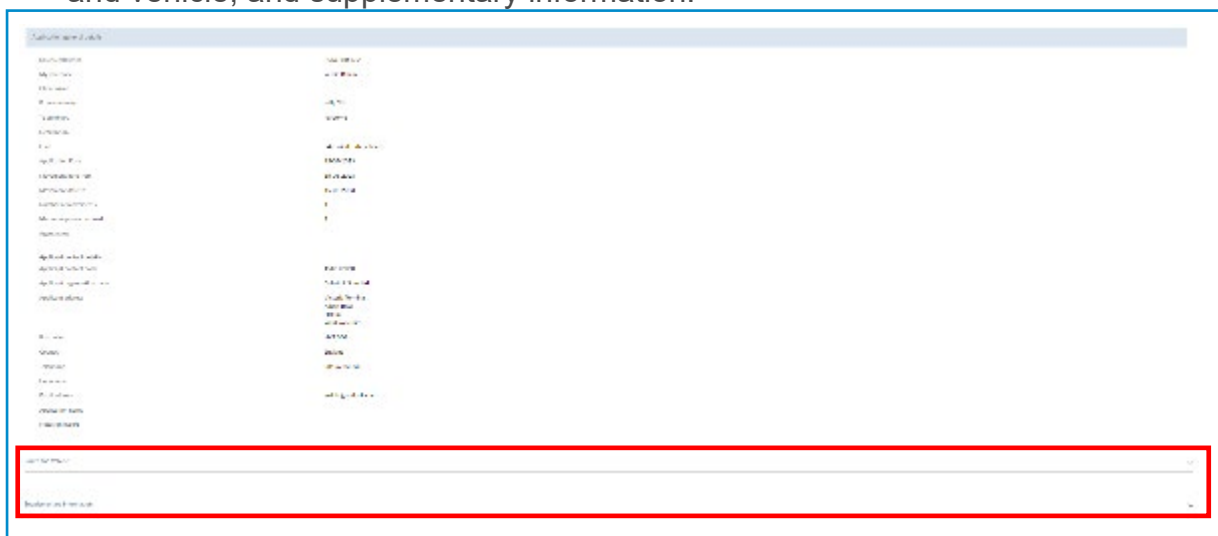
Movement Summary

ESDAL Reference	RC51/5999-1
From	Admin
To	Workplace
Project Reference	0226_BLPN
Project Classification	Highway Works
Asset Name	
Asset Category	TM
Movement Unit Name	0226/0200
Movement Unit ID	0226/0200
Number of Movements	1
Maximum Flows per Day	1
Application Name (for table)	Non-Workplace
Cost Centre Name	0226/0200
Project Reference (for table)	Workplace to Highway and Highways Authorisation Process

**REVISE** **CLONE** **WITHDRAW**

The **PRINT** button in the top right will open a new tab in your browser that contains a printable version of the application. On the same tab, there will also be the option to download the application as a pdf document. Further details on the **NOTIFY**, **REVISE**, **CLONE** and **WITHDRAW** buttons are in sections [3.1.2](#), [3.11](#), [3.8](#) and [3.10](#) below. You can also view the:

- **Haulier Application Details:** This will include details of the applicants, route and vehicle, and supplementary information.



Haulier Application Details

Application ID	RC51/5999-1
Application Name	Non-Workplace
Project Reference	0226_BLPN
Project Classification	Highway Works
Asset Name	
Asset Category	TM
Movement Unit Name	0226/0200
Movement Unit ID	0226/0200
Number of Movements	1
Maximum Flows per Day	1
Application Name (for table)	Non-Workplace
Cost Centre Name	0226/0200
Project Reference (for table)	Workplace to Highway and Highways Authorisation Process
Application Status	ACTIVE
Created	2023-01-10
Updated	2023-01-10
Created By	Admin
Updated By	Admin
Created Date	2023-01-10
Updated Date	2023-01-10

**Print and PDF**



- **Notification History:** You can view any notification history once it has been agreed and notified.

Notification Status	ESDAL Ref	Notification Date
	RCS1/5741/52#1	17/06/2022

### 3.8. Clone

The clone feature within ESDAL allows you to copy a movement (vehicle, load combination and route) and produces an editable copy of an ESDAL notification. This can be used, for example, for a regular movement that occurs once a month. The first movement can be cloned, and subsequent dates changed as required. It reduces most of the work although notifications / applications will still need to be made for any cloned movements.



Once a notification has been sent, the **CLONE** button will appear on the **NOTIFICATION OVERVIEW** page. You can also click the clone button in the **MOVEMENT INBOX** (See section [3.1](#)).

When selecting Clone, ESDAL will present an editable copy of a new notification. Once any required changes have been made, click **ACCEPT T&C'S AND SUBMIT** and continue with the notification as normal. ESDAL will create a completely new reference number for a cloned notification.

### 3.9. Re-Notify

The Re-Notify feature is typically used when an authority requires changes to be made before they can allow the movement to happen, or when you want to edit an already submitted notification, for example to change the dates or edit the vehicle/route.



You can also use the re-notify icon  from the **MOVEMENT INBOX**.

On the **NOTIFICATION OVERVIEW** page, once you have sent a notification you will have the option to **RE-NOTIFY**, this button can be used to easily re-send a notification.

When selecting Re-Notify, ESDAL will present an editable copy of the notification. Once any required changes have been made, click **ACCEPT T&C'S AND SUBMIT** and continue with the notification as normal. The secondary field of the reference number will have advanced by 1, so, for example, renotification ABC1/1234/1#1 will have the reference ABC1/1234/2#1(2).

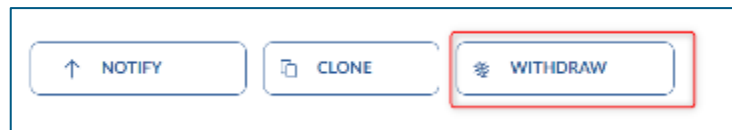
### 3.10. Withdraw

From the **MOVEMENT INBOX** (See section [3.1](#)), you can click on the withdraw icon  to withdraw an application.


*Note: The withdraw button will cancel the entire application (all versions), so do not click it unless you are sure you want to cancel.*



You can also access the withdraw button from the **APPLICATION OVERVIEW** page.



### 3.11. Revise

From the **MOVEMENT INBOX** (see section [3.1](#)), you can click on the revise icon,  to revise a submitted application.

This will take you to Step 1 of 6 (see section [3.2](#)), allowing you to revise the necessary information.









You can also access the revise button from the **APPLICATION OVERVIEW** page.



## 4. Dispensations

### 4.1. Overview

From the home page, selecting the **DISPENSATIONS** tab, you are taken to the Dispensations section illustrated in the overview diagram below, which allows you to create, view and manage any dispensations that have been agreed with the relevant authority. The individual functions are described in more detail in sections 4.2 to 4.4.

NEW DISPENSATION		DISPENSATIONS		
DRN (*)	Brief Description	Valid To (*)	Issued By (*)	
Cheshire Constabulary	3.5m Wide	31/12/2016	Cheshire Constabulary	 
BS/DEP/COLL/ETT/2019	2019 Dispensation	31/12/2019	Merseyside Police	 
DRN-w-13-DMF922	SN925273	06/09/2022	Thames Valley Police	 

You or your organisation will need to contact the relevant Police or SOA authority/authorities directly to apply for a dispensation. An example of a dispensation is “moving wide loads along certain routes within a particular police authority”, the Police can then add the dispensation to ESDAL.

### 4.2. Create a Dispensation


To create a dispensation, click on the **New Dispensation** button in the top left of the Dispensations section, fill in all the mandatory fields (\*) and click on the **SAVE** button. You will receive a confirmatory pop up, on clicking OK the dispensation is created.

### CREATE DISPENSATION

Dispensation Reference No.(DRN)*	<input type="text" value="1105"/>	Gross Weight	<input type="text" value="6000"/> t
Brief Description*	<input type="text" value="Allowed on all routes up to 2.5 m"/>	Signed Axle Weight	<input type="text" value="1000"/> t
Description*	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"><input type="text" value="Allowed on all routes up to 2.5 m"/></div>	Overall Length	<input type="text" value="18"/> m
Valid From	<input type="text" value="27-02-2023"/>	Width	<input type="text" value="3"/> m
Valid To	<input type="text" value="28-02-2023"/>	Height	<input type="text" value="10"/> m
Issued By*	<input type="text" value="D - A69 Carlisle to Newcastle DBFO"/>		


### 4.3. Edit and Delete Dispensations

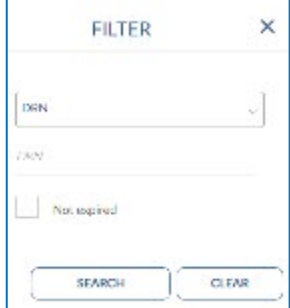
From the dispensations list, click the **EDIT** () icon to the right of a dispensation to edit it.

Click on the **DELETE** () icon to the right of the dispensation to delete it.

### 4.4. Filter Dispensations

The Dispensation Reference Number (DRN), Valid To, and Issued column headers can be used to sort the table, by clicking on the arrows.

Clicking on the **FILTER** () icon on the right-hand side of the blue header bar will open a box on the right allowing you to choose a filter from the options and type the filter information required.

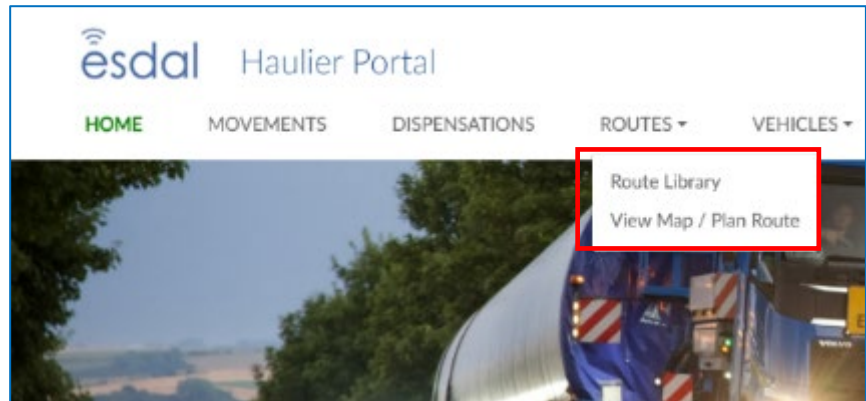


The screenshot shows a 'FILTER' dialog box with a close button (X) in the top right corner. It contains a dropdown menu with 'DRN' selected, a text input field for 'VALID TO', and a checkbox labeled 'Not required'. At the bottom, there are two buttons: 'SEARCH' and 'CLEAR'.

## 5. Routes

Clicking the **ROUTES** tab on the home page produces a drop-down box which offers you the options to select either the “**Route Library**” or “**View Map / Plan Route**” functionality, as illustrated in the overview diagram and described in the sections [5.1](#) to [5.6](#).

- **Route Library** – here you can view and manage routes saved by your organisation.
- **View Map / Plan Route** – here you can create and edit new routes, view structures and constraints, filter the map and perform advanced route planning.



## 5.1. Route Library

This section allows you to view and manage all the routes that have been saved to your organisation’s library. The overview diagram below illustrates the position of the New Route and filter buttons.

Clicking the **NEW ROUTE** button in the top left takes you to the view map / plan route functions.

**FILTER** X

Route name

Search within favourites

SEARCH CLEAR

NEW ROUTE
ROUTES

Route Name	Description	Route Edited/Created	Created At	
0000			18/07/2023 08:32:48	
0001	Pembroke to Bristol		09/08/2023 14:45:15	
0032	Guildford - Newbury	Before 2021 Map Upgrade	26/06/2023 00:59:53	
10 rows				
123		Before 2021 Map Upgrade		
142030	West Durham - TEST DRIVE	<input type="checkbox"/>		
142030	West Durham Wind Farm 40m Blade	<input type="checkbox"/>		
170052	Begmoor Wind Farm	<input type="checkbox"/>		

The actions shown in the table are available from this view by clicking the relevant icon to the right of each route.

	Edit Route
	Delete a Route
	Add route to your favourites
	Added to Favourite
	View detailed route descriptions

## 5.2. View Map / Plan Route

This selection allows you to access a map, to create a new route. You can also access this functionality from the Route Library by clicking on the **NEW ROUTE** button.

A route must contain, as a minimum, a start point ( ) and end point ( ), which you can add by either:

- Adding a postcode if you know it and selecting one of the addresses from the drop-down menu. The list of addresses only appears once you have pressed “enter” after typing the postcode.

↑↓

9 Regent Crescent, The Trafford Centre, MANCHESTER, M17 8AR

K F C, 9 The Orient, The Trafford Centre, MANCHESTER, M17 8EH

Dean & Wood, 9 Acheson Way, Trafford Park, MANCHESTER, M17 1GA

Papyrus, 9 Commerce Way, Trafford Park, MANCHESTER, M17 1HW

Park Tyre Services Ltd, 9 Long Wood Road, Trafford Park, MANCHESTER, M17 1PZ

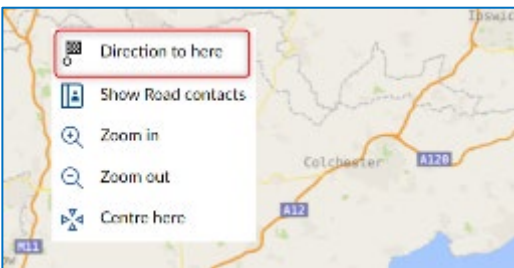
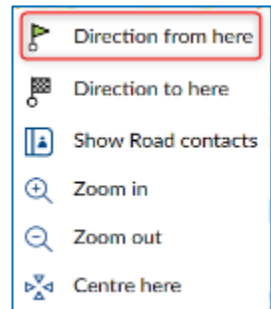
Veola Environmental Services (UK) Plc, 9 Nash Road, Trafford Park, MANCHESTER, M17 1SX



- Right clicking directly onto the map and selecting start / end address locations and selecting one of the addresses from the drop-down menu.

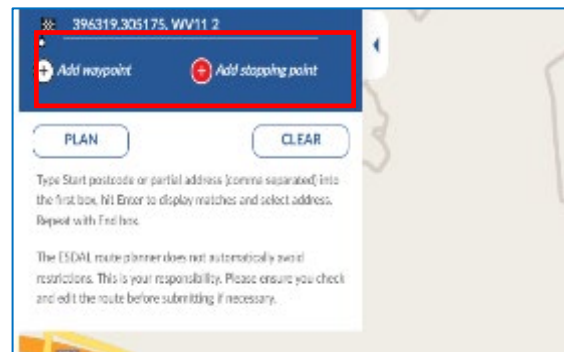
To pin a start location directly onto the map, zoom in on the location. Right-click on the nearest section of the road and from the menu choose **Direction from here**.

The system will place a green flag on the road and try to match an address to the partial postcode that this location gives. If the list of addresses is “close enough” to the address you are starting your journey from, select that address. You can over-write the address displayed here – see section [5.5.4](#) (the final section about saving a route) for an explanation about how this is done.

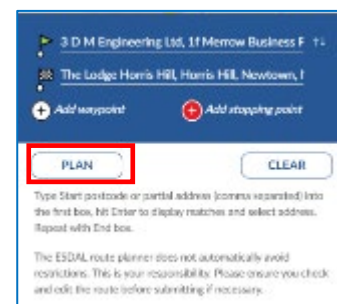


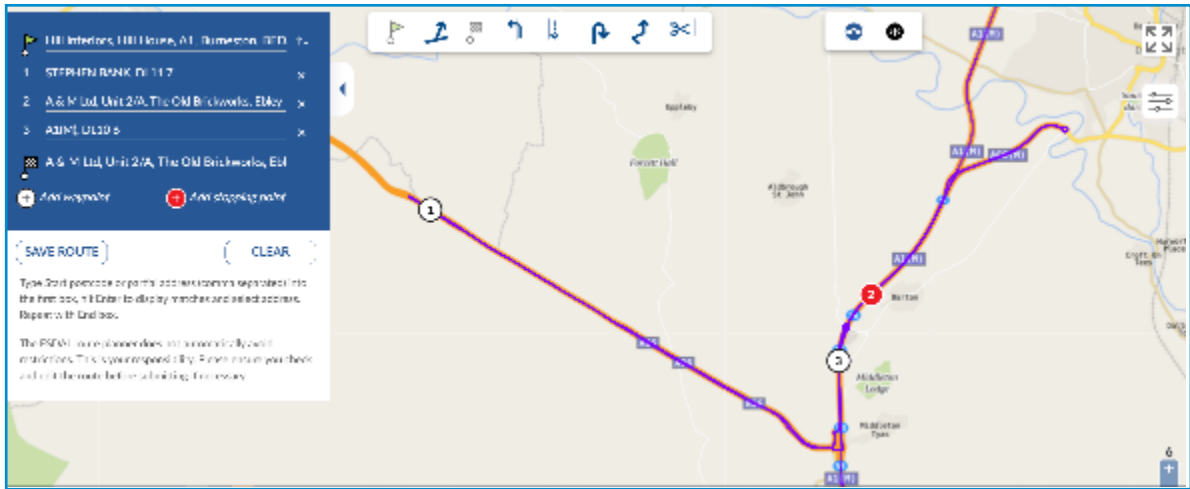
To pin the end location, right click on the nearest section of the road and select the **Direction to here** option. This will place a chequered flag and, again, try to match the partial postcode from this location.

On the few occasions where ESDAL does not match an address to a partial postcode, the system will populate the addresses with co-ordinates. Again, you can over-write the address if you need to (see section [5.5.4](#)). Click return to plan the route.



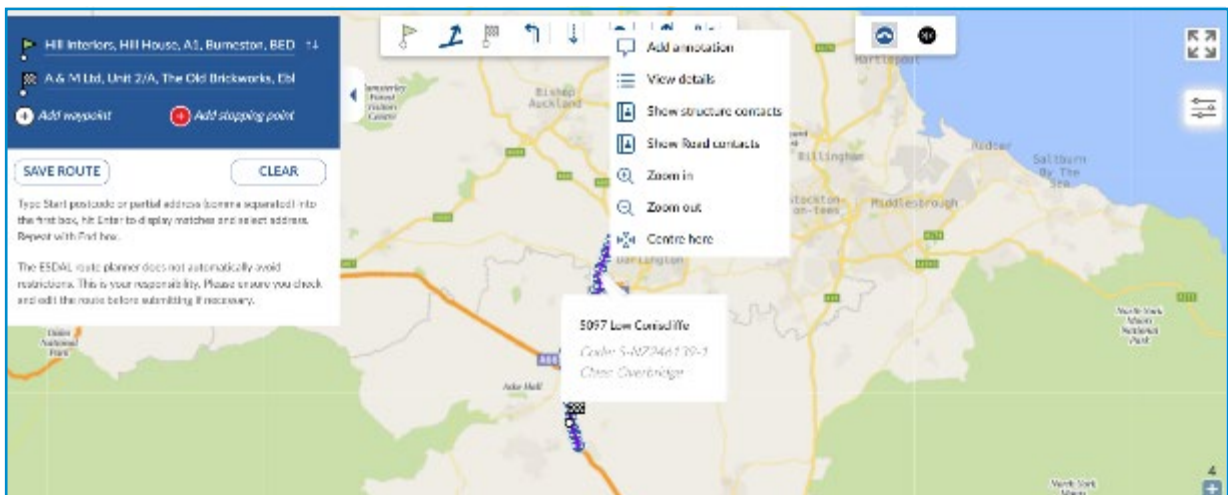
Once you have both locations mapped, click on the **PLAN** button which allows you to plan a route. Once the route is planned, the map will display zoomed out to show the whole route as shown overleaf.



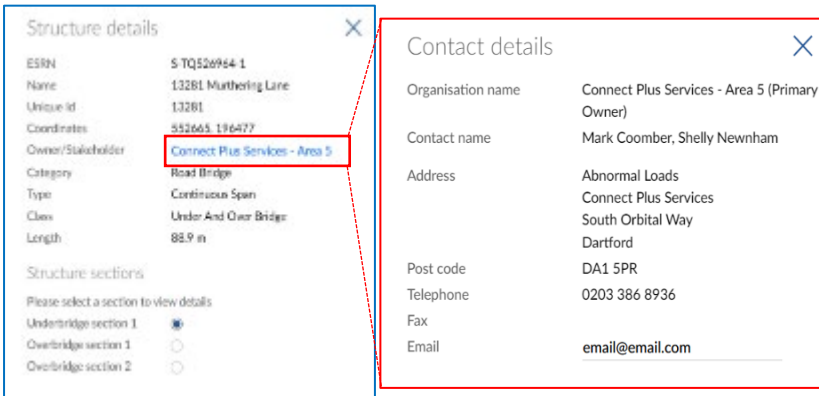


### 5.3. View Affected Structures and Constraints

Clicking on either of the two icons at the top of the map will load up all the affected structures (👉) or constraints (🚫) respectively. Select the affected structures icon and all the bridges on the route will be displayed. Hovering over a structure on the map will show high level details of that structure.



Right click on the individual structure to view additional options.



The image shows two overlapping pop-up windows. The left window, titled 'Structure details', contains the following information:

ESRN	S:TQ526954-1
Name	13281 Murthering Lane
Unique id	13281
Coordinates	552665, 196477
Owner/Stakeholder	Connect Plus Services - Area 5
Category	Road Bridge
Type	Continuous Span
Class	Under And Over Bridge
Length	88.9 m

Below this is a section for 'Structure sections' with radio buttons for 'Underbridge section 1' (selected), 'Overbridge section 1', and 'Overbridge section 2'.

The right window, titled 'Contact details', contains the following information:

Organisation name	Connect Plus Services - Area 5 (Primary Owner)
Contact name	Mark Coomber, Shelly Newnham
Address	Abnormal Loads Connect Plus Services South Orbital Way Dartford
Post code	DA1 5PR
Telephone	0203 386 8936
Fax	
Email	email@email.com

A red dashed line indicates a link from the 'Owner/Stakeholder' field in the 'Structure details' window to the 'Contact details' window.

Having right clicked on the structure, clicking on **View details** from the menu presents you with details about the structure selected.


Clicking the owner/stakeholder link in the “view details” box will provide contact details of the structure owner / stakeholder.

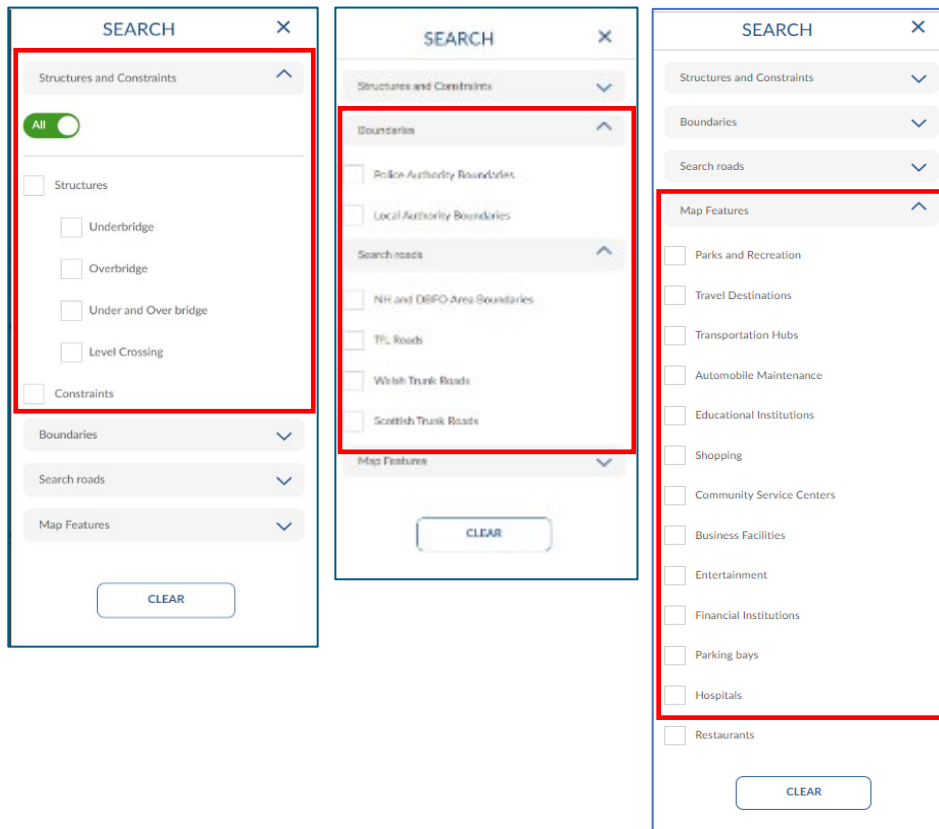
If you choose **show structure contacts**, you will see details for the structure owner.

If you choose **show road contacts**, you will see contacts for the road on which the structure is located.


Constraints can be viewed in a similar way, in that hovering over the constraint gives summary details, and right clicking allows more information to be viewed.

## 5.4. Filter Map View

Within the **View map / plan route** view, click on the filter () icon to bring up a box allowing you to choose from multiple filters for features on the map as illustrated below.



## 5.5. Advanced Route Planning

Within the **View map / plan route** view, after you have planned a route advanced route planning options are 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 use when planning special manoeuvres or off-road routes.


### 5.5.1. Annotations

Annotations are special instructions added to driving instructions to complete a specific journey by a specific vehicle / load combination. Examples of annotations include “When crossing the railway on the A3290, straddle both lanes”, “If anyone or organisation needs to be contacted before performing a specific manoeuvre”.

To add annotations, right click on the route and select the 'Add annotation' option. The type will default to 'Special Manoeuvre'. With this option selected any annotation added will appear in the route description at the point it has been added.

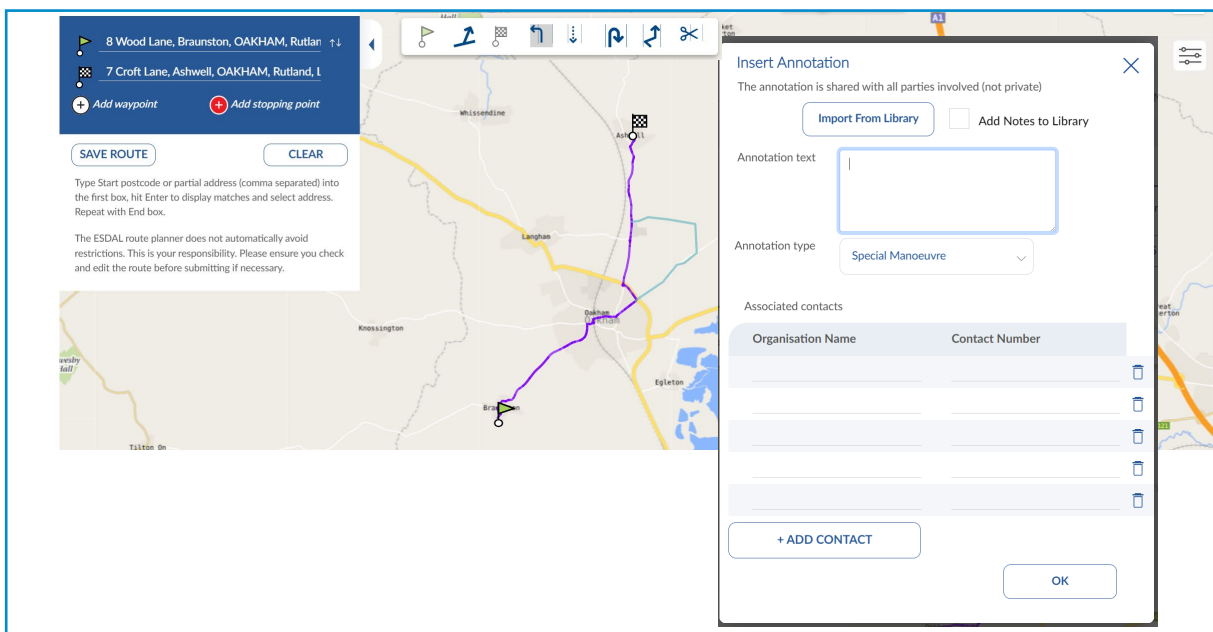
### 5.5.2. Off-Road Sections

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).

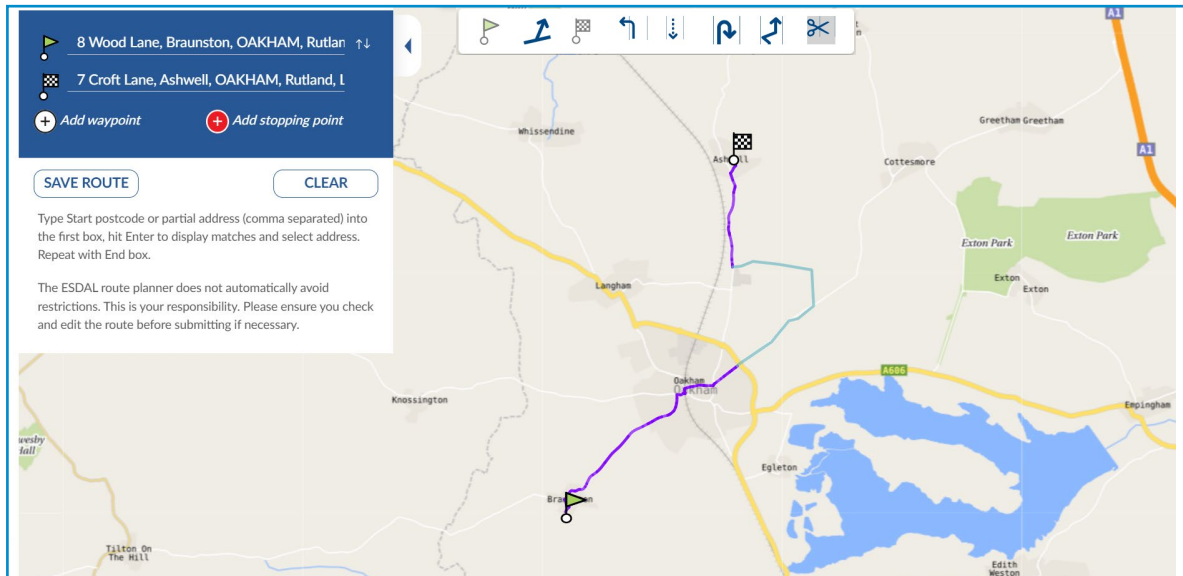
*Note: Do not start or end an **off-road section** on a roundabout. A route may generally be planned successfully if the **off-road section** is extended to just before or just after the roundabout.*




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.

### 5.5.3. 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.

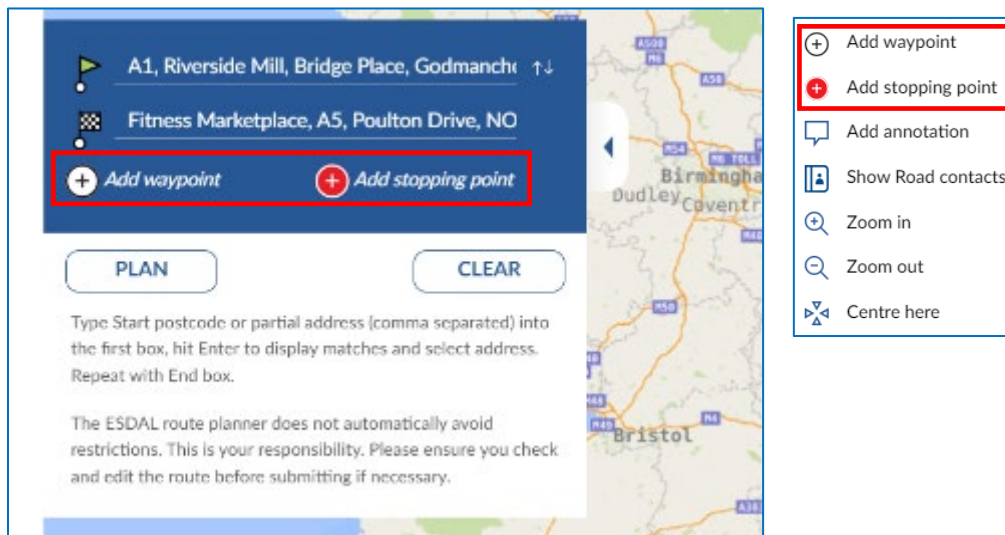
#### 5.5.4. Add Waypoint or Stopping Point.

A way point is a point that you wish to pass through while travelling, this could be a method of avoiding a particular structure or constraint. A stopping point is place where you need to stop briefly, for example to deliver a load.

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.

As before, select the required address from the drop-down menu.



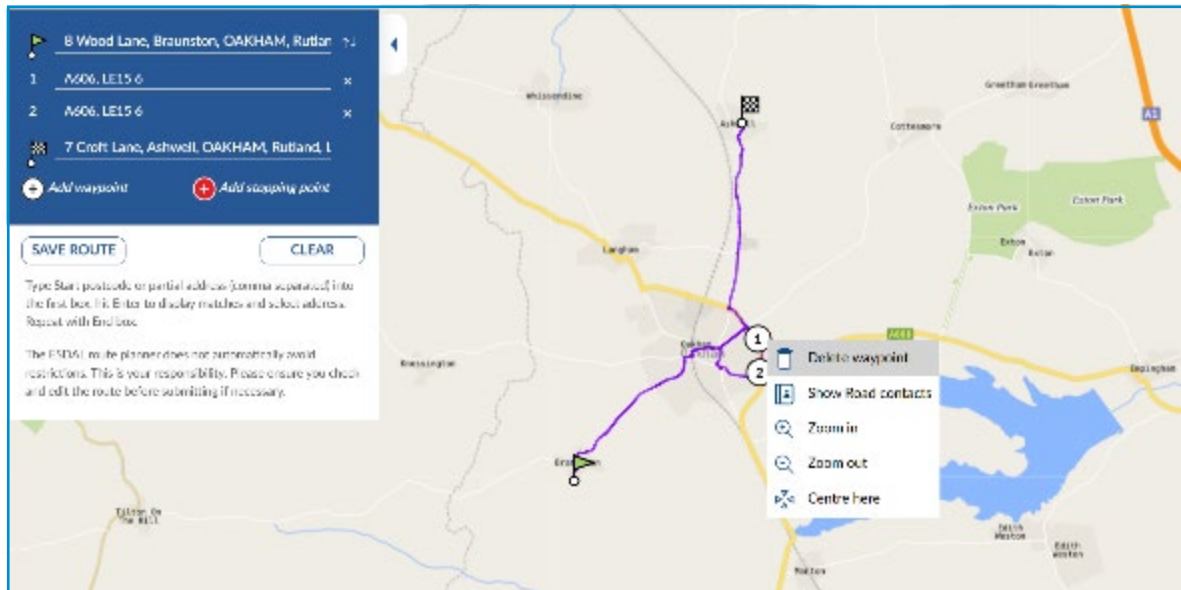
*Note: If your preferred road is a dual carriageway, you will need to zoom in to a level where you can see both carriageways.*

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 or stopping points, click the **Plan button** to redraw the route.

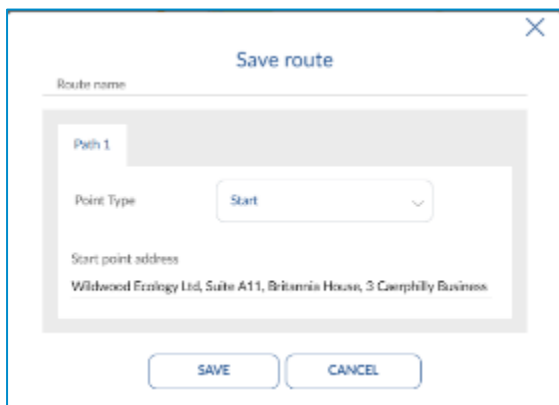
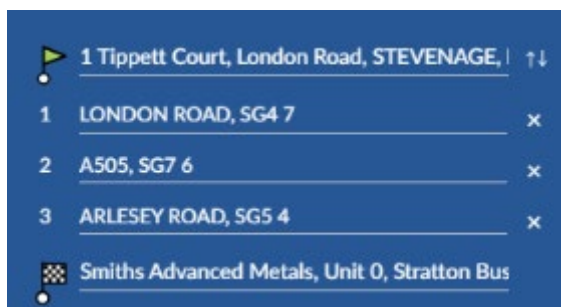
The waypoints or stopping points will be listed on the left, between the start and end locations, and the route will be redrawn with the waypoints or stopping points on the map. Way points will be shown as a black number in a white circle as shown below, stopping points as a white number on a red circle.





To delete a waypoint or stopping point, right click on the waypoint in the map and select **Delete waypoint** as illustrated.

The way points and stopping points can also be deleted from the route overview box, by clicking the **x** to the right of the point.



### Saving a route

Clicking on the Save Route button allows you to save the route by giving the route a unique 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

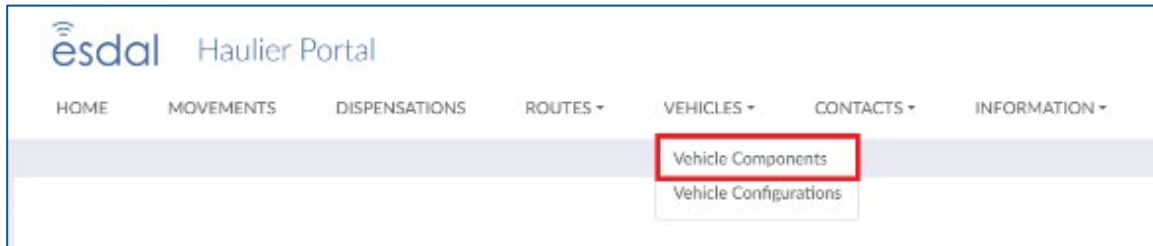
postcodes or addresses suggested by the system. The start and end addresses that you enter here will be those that appear on your notification.

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.



## 6. Vehicles

From the home page, when you select the **VEHICLES** tab as illustrated below, you have a drop down box which allows you to select either “Vehicle components” (see section [6.1](#)) or “Vehicle configurations” (see section [6.2](#)).



Vehicles are divided into two aspects, vehicle components and vehicle configurations. Vehicle components consist of the various elements that make up a vehicle including tractor units, trailer units, tracked vehicles, cranes, engineering plant, rigid vehicle, semi-trailer, drawbar trailer, and so on. These form the building blocks of the transportation vehicle.



















Vehicle configurations represent the combination of vehicle components used to transport an abnormal load, for example an 8x4 truck coupled with a 12-axle trailer, or an Artic Tractor coupled with a 4 axle semi-trailer.

If your organisation carries different loads on the same vehicle with different gross and axle weights, you can create multiple configurations – one for each load carried.





### 6.1. Vehicle Components

From the main menu choose **VEHICLES > VEHICLE COMPONENTS**. This section will allow you to view and manage (add, edit, and delete) vehicle components to be used by your organisation.

This will show all the saved **VEHICLE COMPONENTS** in view mode, as illustrated below with the features that are described overleaf and in the remainder of section 6.

NEW COMPONENT			VEHICLE COMPONENTS		
Type	Fleet M	Name			
drawbar trailer	10 row	10 Row			
drawbar trailer	10 row	11 row1			
drawbar trailer	TBC	12 Axle			
drawbar trailer	TBC	12 Axle Drawbar			
drawbar trailer	TBC	12 Axle Drawbar			
drawbar trailer	TBC	12 Axle Drawbar			

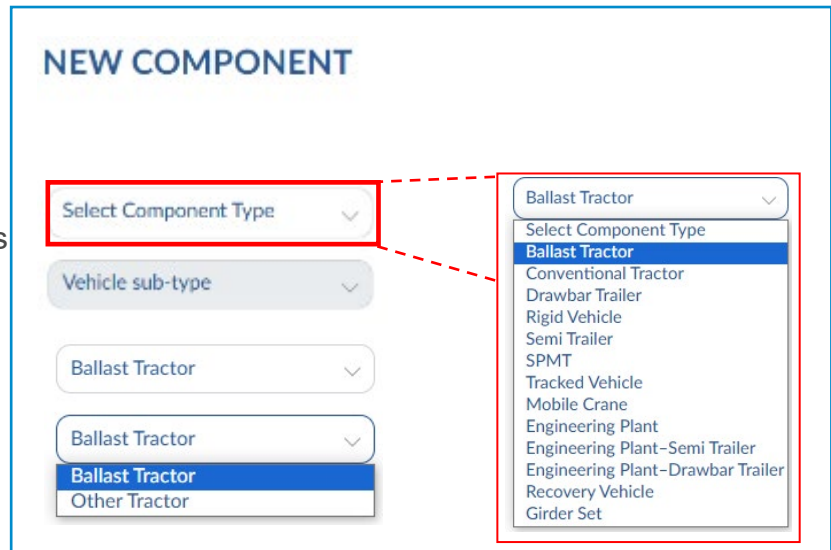
Within this view you can

- Click “New Component” to jump to the functionality to add new components (see section [6.1.1](#)).
- **Edit** – Click on (  ) to edit an existing component.
- **Delete** - Click on the **Delete** (  ) icon and then click ok on the confirmation pop up.
- **FAVOURITE** - click on (  ) to make the component a Favourite.
- **FILTER** and search for a component - Click on the filter icon , which brings up a box to the right with options to search for a component using various criteria.

### 6.1.1. Add new component.

Within the vehicle components view mode, click on the “New component” button to enter the Add component screen.

Clicking on the **Select Component Type** dropdown gives you a list of potential components as shown in the boxes.



**NEW COMPONENT**

Select Component Type

Vehicle sub-type

Ballast Tractor

Ballast Tractor

Ballast Tractor

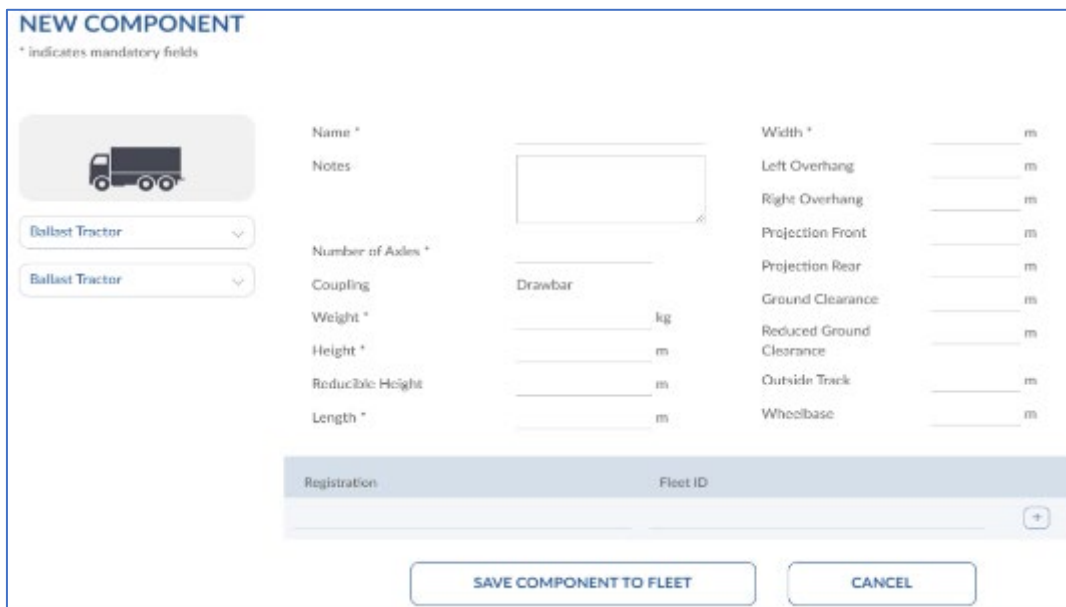
Other Tractor

- Ballast Tractor
- Select Component Type
- Ballast Tractor
- Conventional Tractor
- Drawbar Trailer
- Rigid Vehicle
- Semi Trailer
- SPMT
- Tracked Vehicle
- Mobile Crane
- Engineering Plant
- Engineering Plant-Semi Trailer
- Engineering Plant-Drawbar Trailer
- Recovery Vehicle
- Girder Set

When you have selected a component type you can then select a **VEHICLE SUBTYPE** from the list, which is dependent on the component type selected and will only display permitted combinations.


For example, here Ballast Tractor has been selected, and possible vehicle Subtypes for a Ballast Tractor are suggested.

Having selected the component type and vehicle subtype, you will be prompted to enter the remaining details for the component that you have chosen, and to save the component to the Fleet.



**NEW COMPONENT**

\* indicates mandatory fields



Name \*

Notes

Number of Axles \*

Coupling

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

Wheelbase m

Registration

Fleet ID

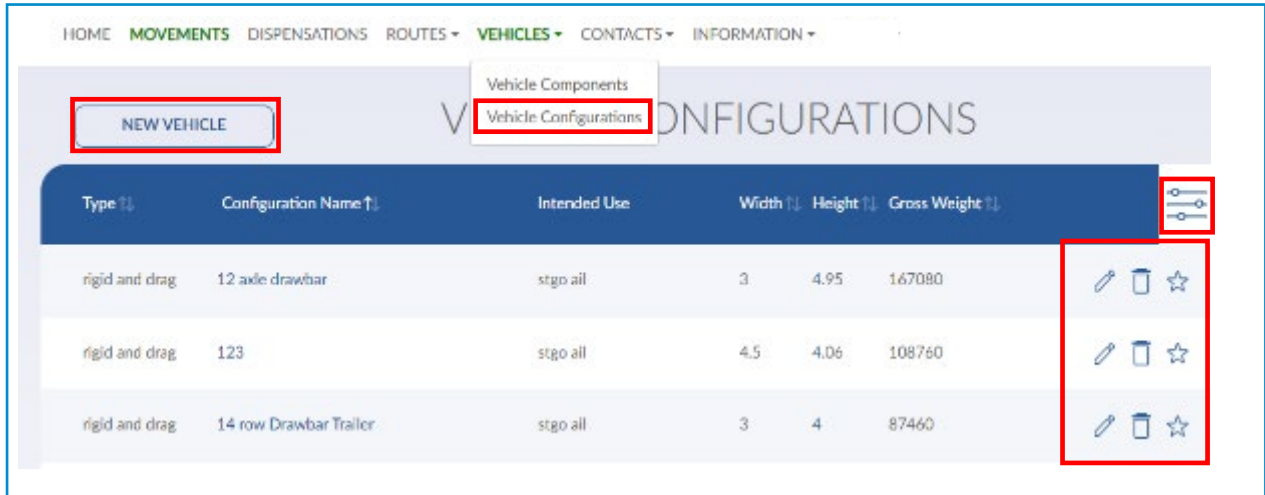
**SAVE COMPONENT TO FLEET** **CANCEL**

The mandatory and additional fields vary depending on the component type and subtype.

Clicking on the **SAVE COMPONENT TO FLEET** button will bring up the confirmation screen that the component has been saved successfully.

## 6.2. Vehicle Configurations

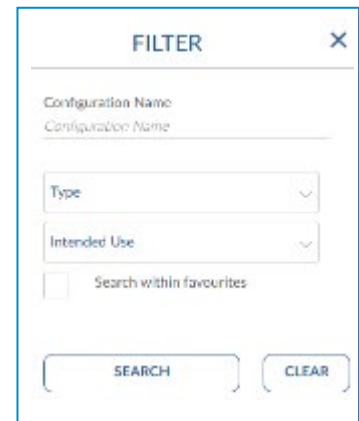
From the vehicles menu, choose VEHICLE CONFIGURATIONS.



Type	Configuration Name	Intended Use	Width	Height	Gross Weight	
rigid and drag	12 axle drawbar	stgo all	3	4.95	167080	[edit] [delete] [star]
rigid and drag	123	stgo all	4.5	4.06	108760	[edit] [delete] [star]
rigid and drag	14 row Drawbar Trailer	stgo all	3	4	87460	[edit] [delete] [star]

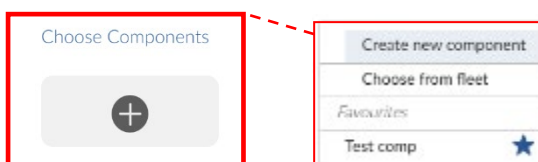
This will show all your saved vehicle configurations in view mode as illustrated above, the features are described overleaf.

- Click on the **NEW VEHICLE** button to make a new configuration (see section [6.2.1](#)).
- Click on the **EDIT** (✎) button to edit an existing configuration.
- Click on the **DELETE** (🗑) button to delete a configuration and confirm “yes” with the pop up.
- **FAVOURITE** - click the (★) button to make the configuration a Favourite.
- **FILTER** and search for a configuration. Click on the filter icon (⚙), which brings up a box to the right with options to search for a configuration using various criteria as shown.



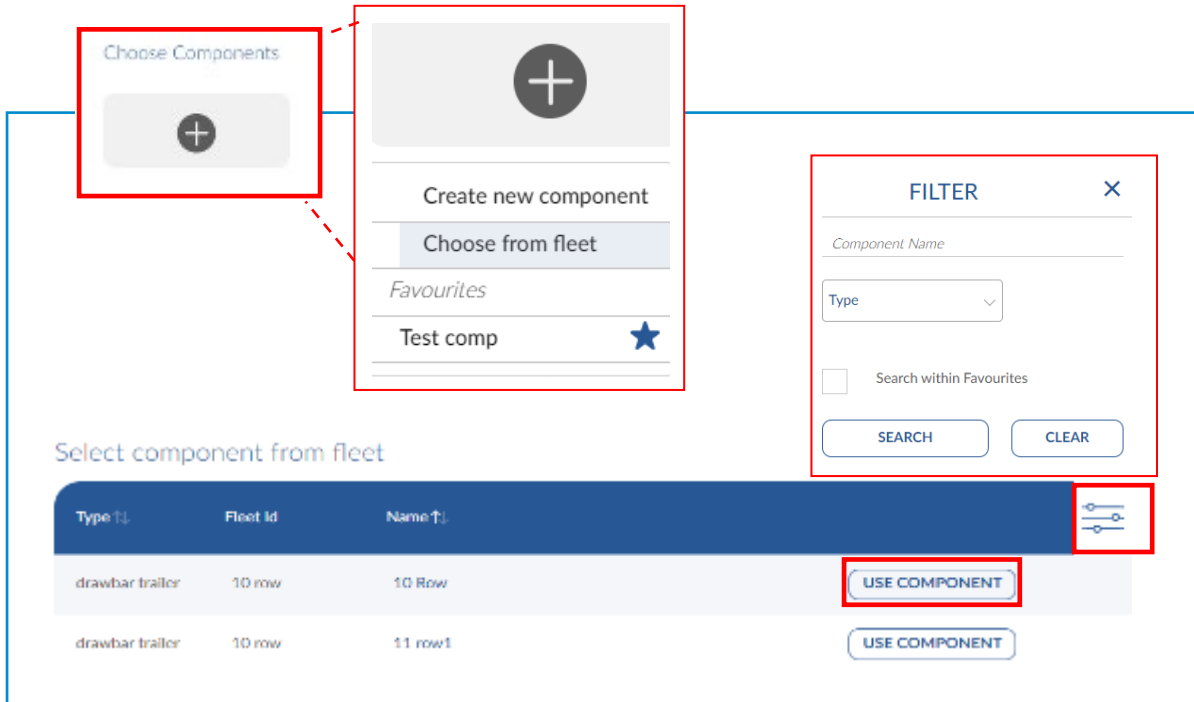
### 6.2.1. Create New Configuration

Within the vehicle configuration view mode, click on the “New vehicle” button to enter the choose components screen. Clicking (+) gives you the option to create a new component or import one from your fleet. Use these options as described in section [3.2](#).



### 6.2.2. Choose from Fleet

You can use previously saved components within your organisation's fleet library using the **Choose from fleet** option, which gives you a list of the components in your fleet as shown below. Click **USE COMPONENT** to the right of a particular component to select that one. You can use the advanced filter icon to search for a component name from within the fleet as shown.

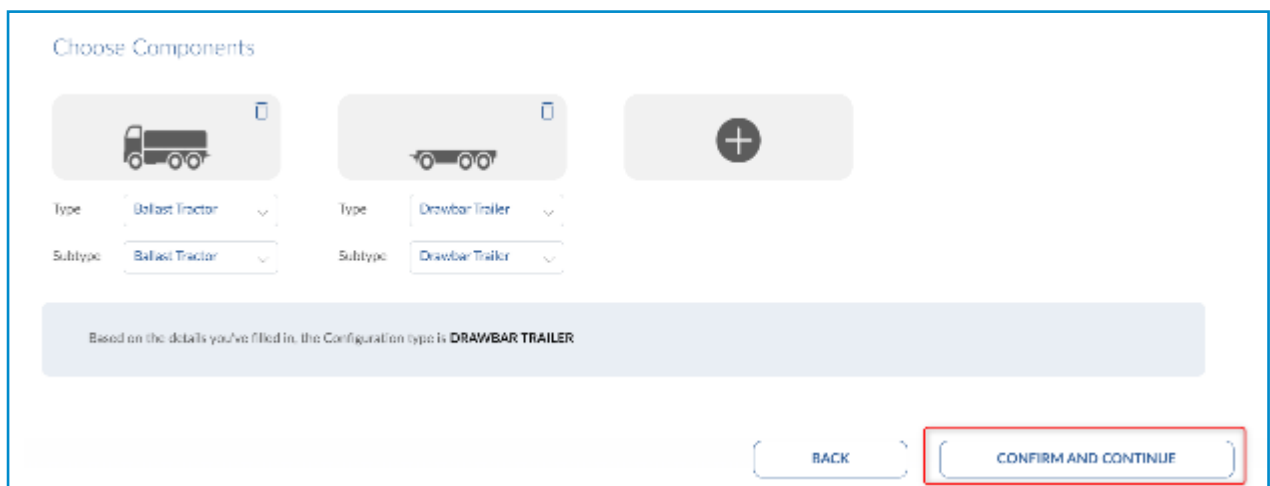


The screenshot shows the 'Choose Components' interface. A red box highlights the 'Choose Components' button with a plus sign. Another red box highlights the 'Choose from fleet' option in the 'Create new component' menu. A third red box highlights the 'FILTER' panel, which includes a search bar for 'Component Name', a 'Type' dropdown menu, and 'SEARCH' and 'CLEAR' buttons. Below the filter panel is a table titled 'Select component from fleet' with columns for 'Type', 'Fleet Id', and 'Name'. The table contains two rows of 'drawbar trailer' components. A red box highlights the 'USE COMPONENT' button for the first row. A fourth red box highlights the filter icon in the top right corner of the table.

Type	Fleet Id	Name
drawbar trailer	10 row	10 Row
drawbar trailer	10 row	11 row1


### 6.2.3. Vehicle Configuration Detail

After selecting the component TYPE AND SUBTYPE (using either of the two methods mentioned above), a shadow (a picture) of the component will be displayed as illustrated below.



The screenshot shows the 'Choose Components' interface with vehicle configuration details. It displays two vehicle icons with their respective 'Type' and 'Subtype' dropdown menus. The first vehicle is a 'Ballast Tractor' and the second is a 'Drawbar Trailer'. Below the dropdowns, a message states: 'Based on the details you've filled in, the Configuration type is **DRAWBAR TRAILER**'. At the bottom right, there are two buttons: 'BACK' and 'CONFIRM AND CONTINUE', with the latter highlighted by a red box.

Selecting **CONFIRM AND CONTINUE** confirms your choice and takes you to the next dialogue box to enter the overall details.

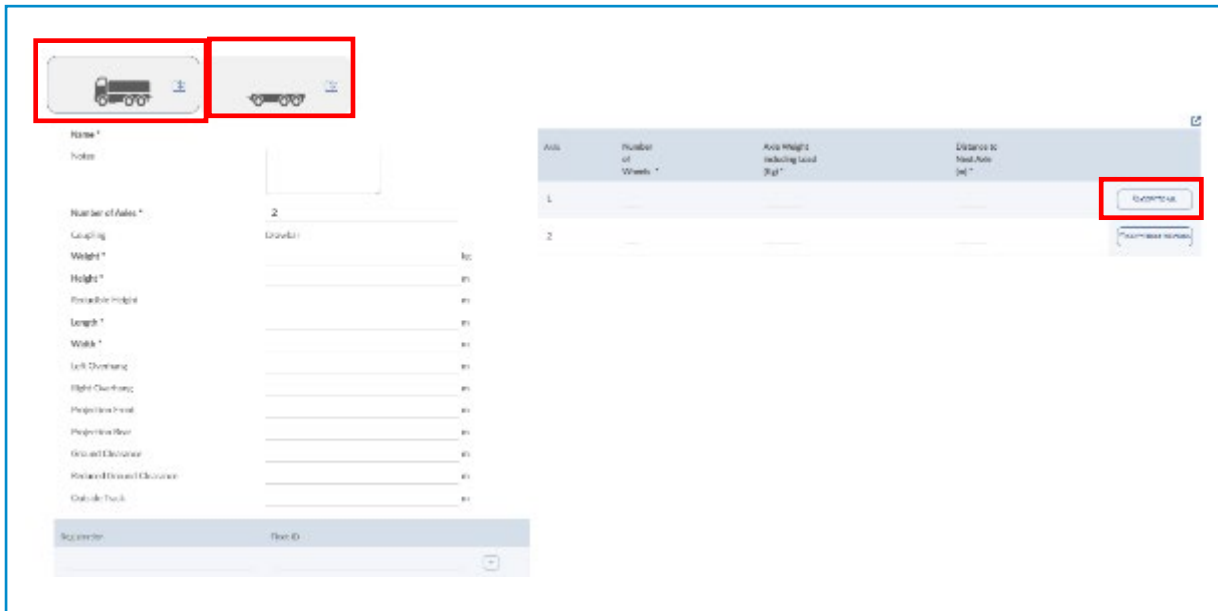


Internal Name *	HE-3245	Max Height *	5	m
Notes	<i>Test</i>	Max axle Weight		kg
		<b>Overhang &amp; Projection</b> ( Required if Overhang >0.305 or Projection > 3.05 )		
Gross Weight *	240000	kg	Left Overhang	
Number of Axles for Tractor			Right Overhang	
Number of Axles for Trailer			Front Projection	
Overall Length *	12	m	Rear Projection	
Rigid Length including Load *	5	m	Weight (Heaviest Component) *	3
Width *	3	m	Travelling speed	mph ▾
			Engineering Plant	<input type="checkbox"/>

Registration	Fleet ID	
12	22	+


Fill in all the mandatory fields (\*) and enter the **Registration**. If more than one tractor is to be used with this configuration, then you can keep adding extra registration details. Keep clicking the **[+]** button to enter each new value. **Fleet ID** is an optional field.

The next step is to select the first vehicle component shadow and fill in the mandatory fields (\*). Mandatory fields vary depending on the configuration selected.



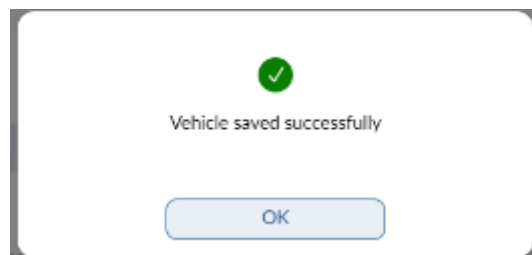
Axle	Number of Wheels *	Axle Weight including load (kg) *	Distance to Next Axle (m) *
1			
2			

If the distances are all the same, click on **Copy to All** to fill in all the blank spaces.

Now complete the details for the remaining components (if there are any) by clicking on each shadow in turn. There will not be additional components when a single vehicle type is selected, such as Tracked Vehicle and Mobile Crane. You can save each component to your organisation's component library by clicking on the  icon.

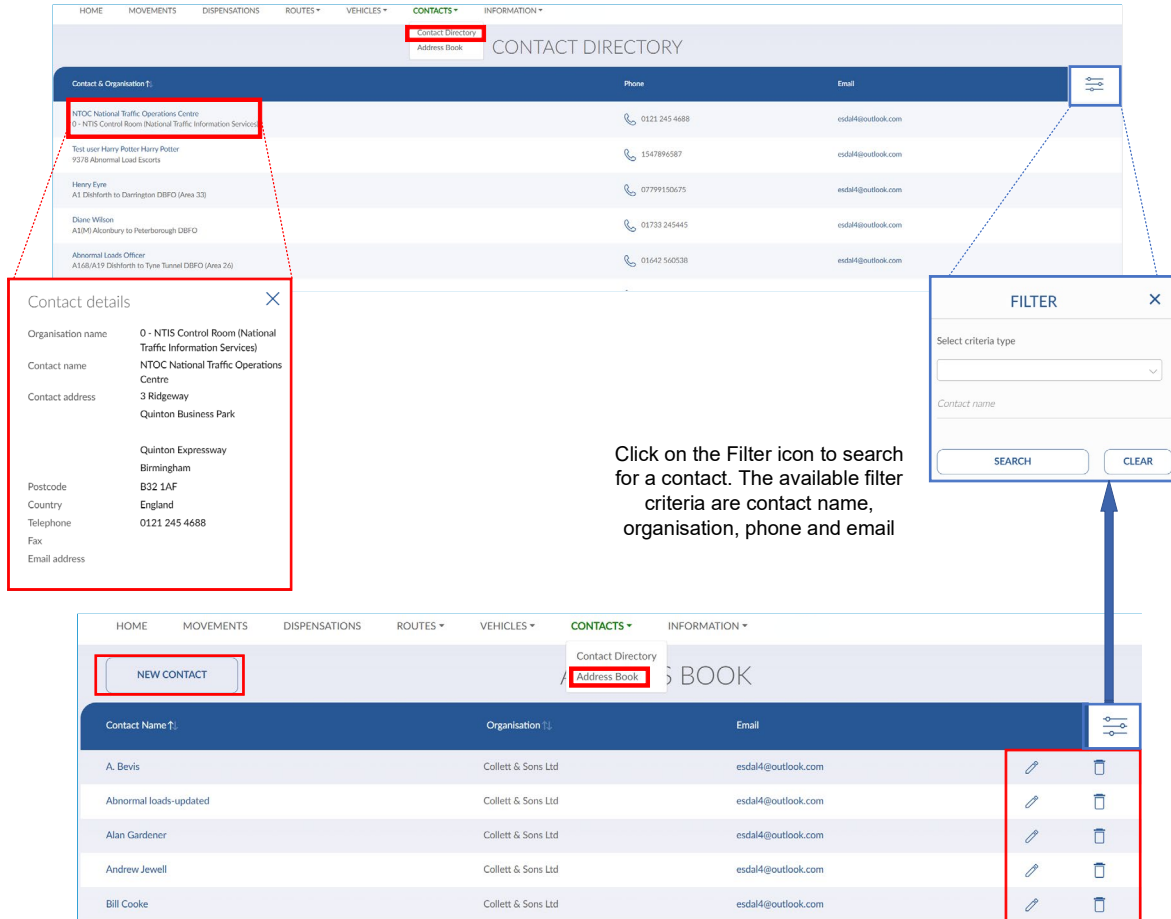
When you have filled all the required fields, click save. The ESDAL system will perform an assessment to check that all the data entered is suitable. Error messages will be shown if required fields are empty or if the data entered is outside of expected limits.

ESDAL will save the vehicle to your fleet library once all error messages are resolved.



## 7. Contacts

Clicking **CONTACTS** from the Menu bar will take you to the **Contact Directory and Address Book** for ESDAL Abnormal Load contacts and relevant parties and your organisation's address book.



Click on the Filter icon to search for a contact. The available filter criteria are contact name, organisation, phone and email

Contact & Organisation ↑	Phone	Email
NTOC National Traffic Operations Centre 0 - NTIS Control Room (National Traffic Information Services)	0121 245 4688	esdal4@outlook.com
Test user Harry Potter Harry Potter 9378 Abnormal Load Escorts	1547896587	esdal4@outlook.com
Henry Eye A1 DeLorath to Darrington DBFO (Area 33)	07799150675	esdal4@outlook.com
Diane Wilson A13M Alaboury to Peterborough DBFO	01733 245445	esdal4@outlook.com
Abnormal Loads Officer A168/A151 Dabforth to Tyne Tunnel DBFO (Area 26)	01642 560538	esdal4@outlook.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, B32 1AF, England, 0121 245 4688  
 Postcode: B32 1AF  
 Country: England  
 Telephone: 0121 245 4688  
 Fax:  
 Email address:

Filter

Select criteria type  
  
 Contact name

Contact Name ↑	Organisation ↑	Email
A. Bevis	Collett & Sons Ltd	esdal4@outlook.com
Abnormal loads-updated	Collett & Sons Ltd	esdal4@outlook.com
Alan Gardener	Collett & Sons Ltd	esdal4@outlook.com
Andrew Jewell	Collett & Sons Ltd	esdal4@outlook.com
Bill Cooke	Collett & Sons Ltd	esdal4@outlook.com

You can also create your own **ADDRESS BOOK** and add these contacts to a notification so that when the notification is sent, ESDAL will email a copy of that notification to those added contacts.

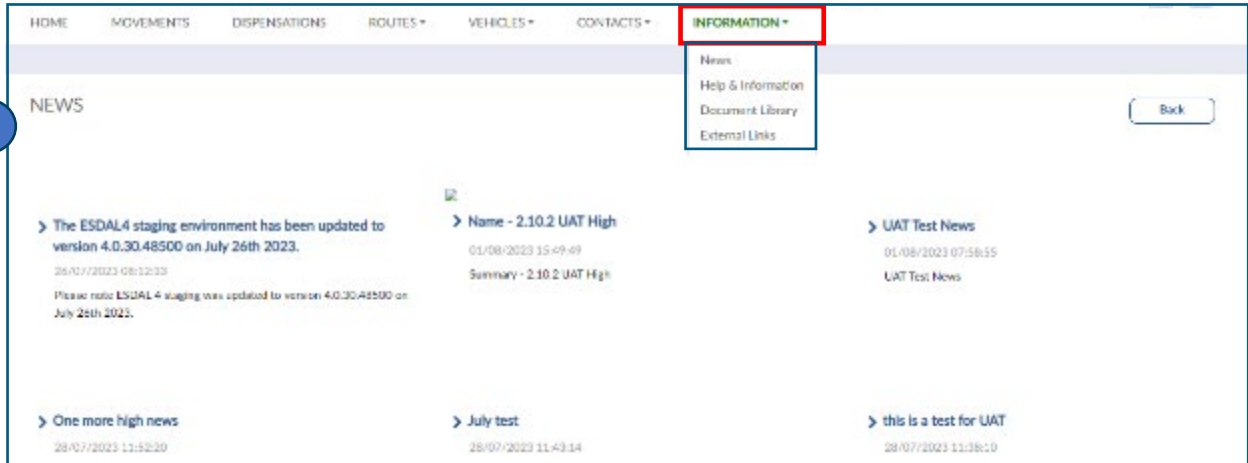
Click on the **NEW CONTACT** button and fill in all the mandatory details then click on the **SAVE** button to save the details.

You can click on the:

- **FILTER** icon to search for contacts based on the contact name, organisation name, and email.
- **EDIT** (✎) icon to edit contacts in the **Address Book**.
- **DELETE** (🗑) icon to delete a **contact**.



## 8. Information



HOME MOVEMENTS DISPENSATIONS ROUTES VEHICLES CONTACTS **INFORMATION**

News  
Help & Information  
Document Library  
External Links

NEWS

1

> The ESDAL4 staging environment has been updated to version 4.0.30.48500 on July 26th 2023.  
26/07/2023 08:12:33  
Please note ESDAL 4 staging was updated to version 4.0.30.48500 on July 26th 2023.

> Name - 2.10.2 UAT High  
01/08/2023 15:49:49  
Summary - 2.10.2 UAT High

> UAT Test News  
01/08/2023 07:58:55  
UAT Test News

> One more high news  
28/07/2023 11:52:20

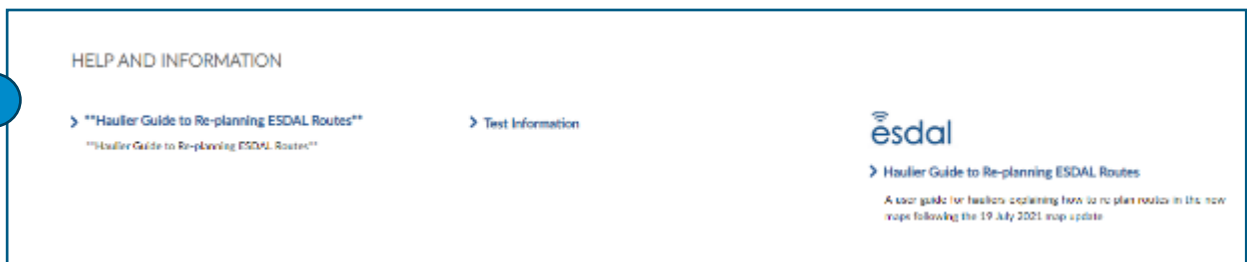
> July test  
28/07/2023 11:43:14

> this is a test for UAT  
28/07/2023 11:38:10

Back

Clicking on the information tab on the Menu bar (shown in the overview diagram above) will provide you with four options as described in the table below and shown in the following diagrams:

Option	Description
1 News	This will show you all ESDAL news items. Clicking on each hyperlink header will give you more detailed information
2 Help & Information	This will 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	This holds files and documents relating to ESDAL. Selecting the file name will download the document. You can filter using the document type header.
4 External Links	This will provide you with ESDAL related external links. Clicking on each hyperlink header will open a new browser window/ tab for the relevant link.



HELP AND INFORMATION

2

> **Haulier Guide to Re-planning ESDAL Routes**  
\*\*Haulier Guide to Re-planning ESDAL Routes\*\*

> Test Information

esdal

> Haulier Guide to Re-planning ESDAL Routes  
A user guide for hauliers explaining how to re-plan routes in the new map following the 19 July 2021 map update

3

DOCUMENT LIBRARY

Select a document type:

- All
- All
- Industry guidelines
- Form
- Approved load limits and preferred routes
- Miscellaneous
- Archive

> Test\_document\_5 (Archive)  
Test\_document\_5 (Archive)  
PDF (1.4 Mb) [1.4 Kb]

> Test\_document\_3 (AL)  
Test\_document\_3 (AL)  
PDF (1.4 Mb) [1.4 Kb]

> Test\_document\_2 (Archive)  
Test\_document\_2 (Archive)  
PDF (1.4 Mb) [1.4 Kb]

4

EXTERNAL LINKS

> HTA  
The Heavy Transport Association, 'HTA' is an internet 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 2002, and reports to the UK Roads Liaison Group.

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

> Transport Office  
The Transport Office also is designed to be a first point of call for all government processes and information for commercial transport businesses in the United Kingdom.

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

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

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