State of South Dakota

Automated Permitting System

INTERNET USERS MANUAL

(http://www.sdtruckinfo.com/)

Revised: 2/9/05

The South Dakota Automated Permitting System (e-SDAPS) was created through a cooperative effort involving the South Dakota Department of Transportation's Office of Research, the South Dakota Highway Patrol, and C.W. Beilfuss, Inc. The intent of the project was to create an automated permitting system that would make the permit application process easier for both issuing agencies and the public. e-SDAPS allows the user to store and recall information, run route analysis, check the status of permit requests, and create reports that summarize permit activity.

The Department of Transportation maintains current route clearance and restriction information in the e-SDAPS database. This enables the user to have "one click" route analysis on permit applications.

Permits issued on the internet require payment via credit card or escrow account. Escrow accounts can be set up by contacting Highway Patrol District Four Headquarters in Pierre. Once issued, permits can be faxed or e-mailed to the applicant. Permits will be displayed in Adobe Acrobat PDF format. Click the Adobe icon on the "My Reports" page to download Acrobat Reader.

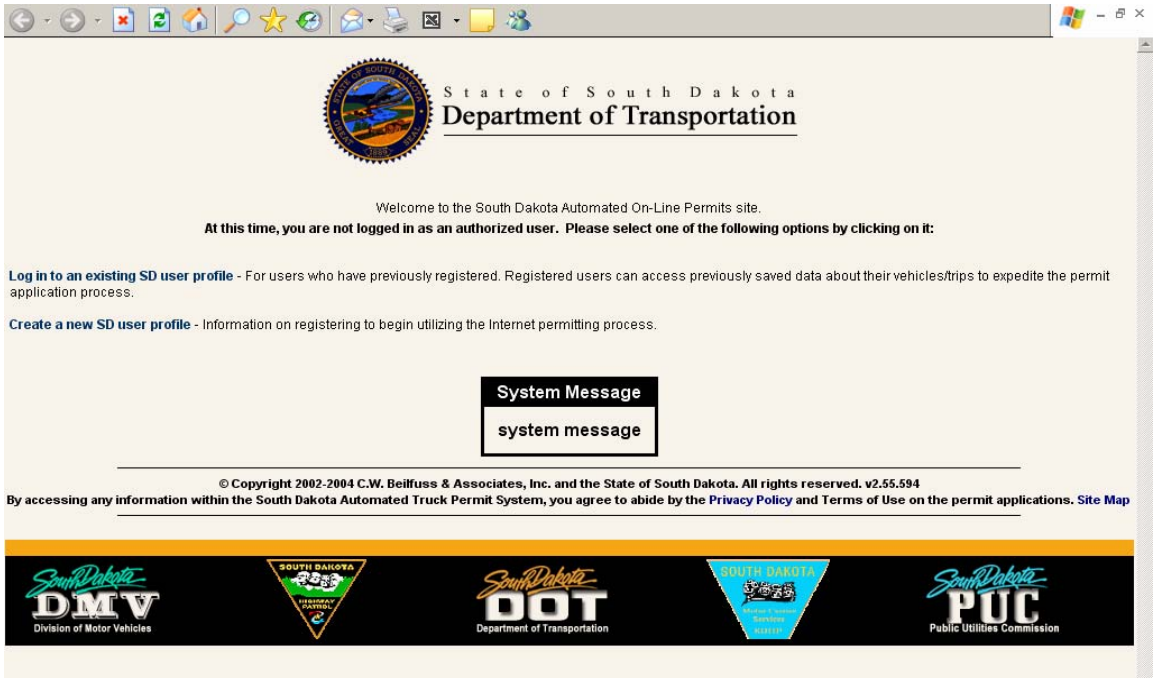
The following instructions outline how the public can log onto the website and apply for a permit on the e-SDAPS system.

Becoming an e-SDAPS User

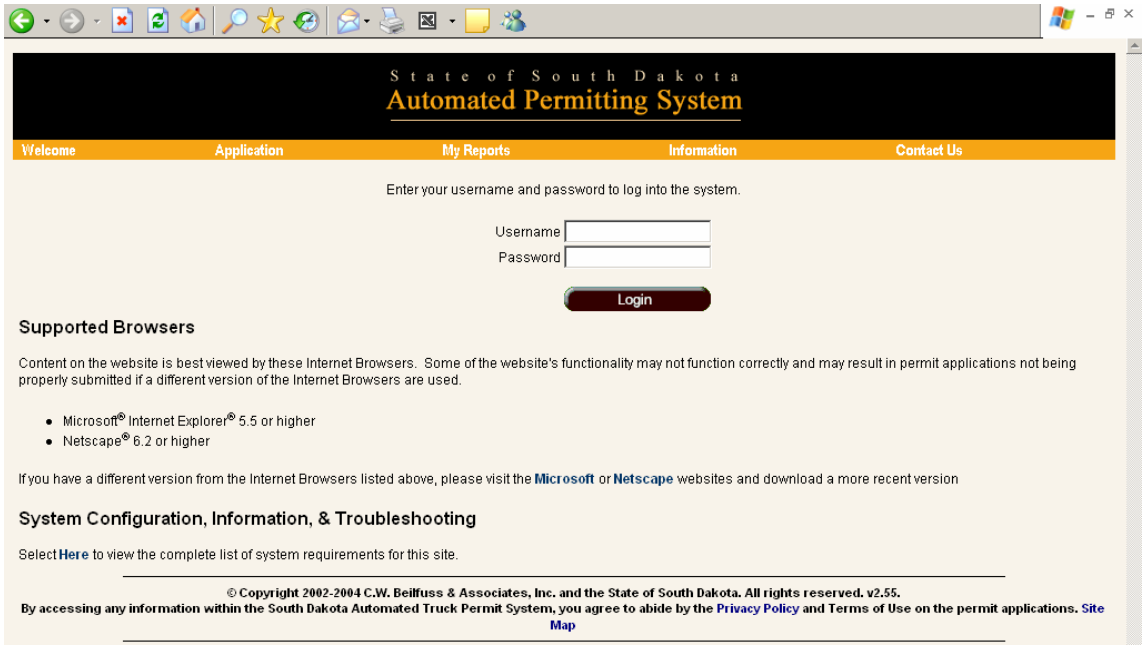
To become an e-SDAPS User, contact Janet by Phone or e-mail at (605) 773-4578 or janet.mckenzie@state.sd.us. She will create your user account.

After your account has been created, the administrator must log in to add authorized users. Permit applications cannot be completed under the administrator username. The authorized user will be those individuals within the company that will actually be applying for permits. At least one user account will be required to submit a permit request.

Once an authorized user has been created, click on "Log in to an existing SD user profile"

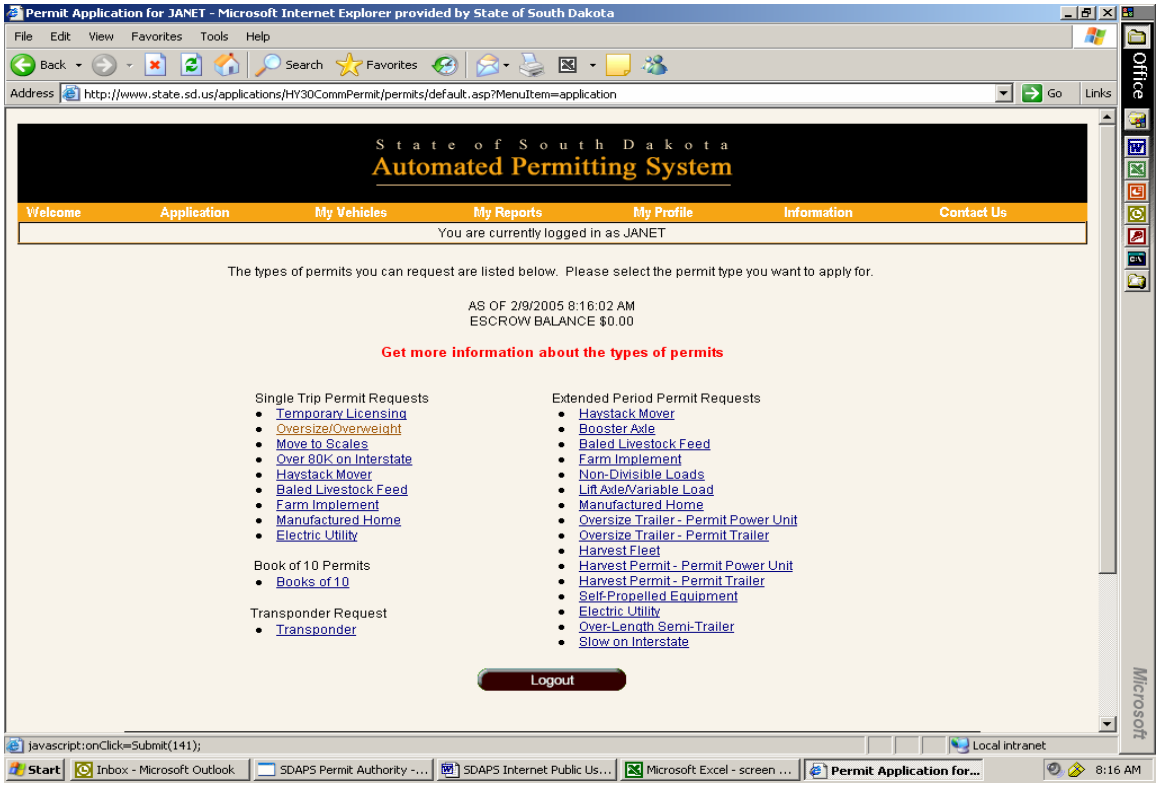


Enter a username and password
Click on the “Login” button

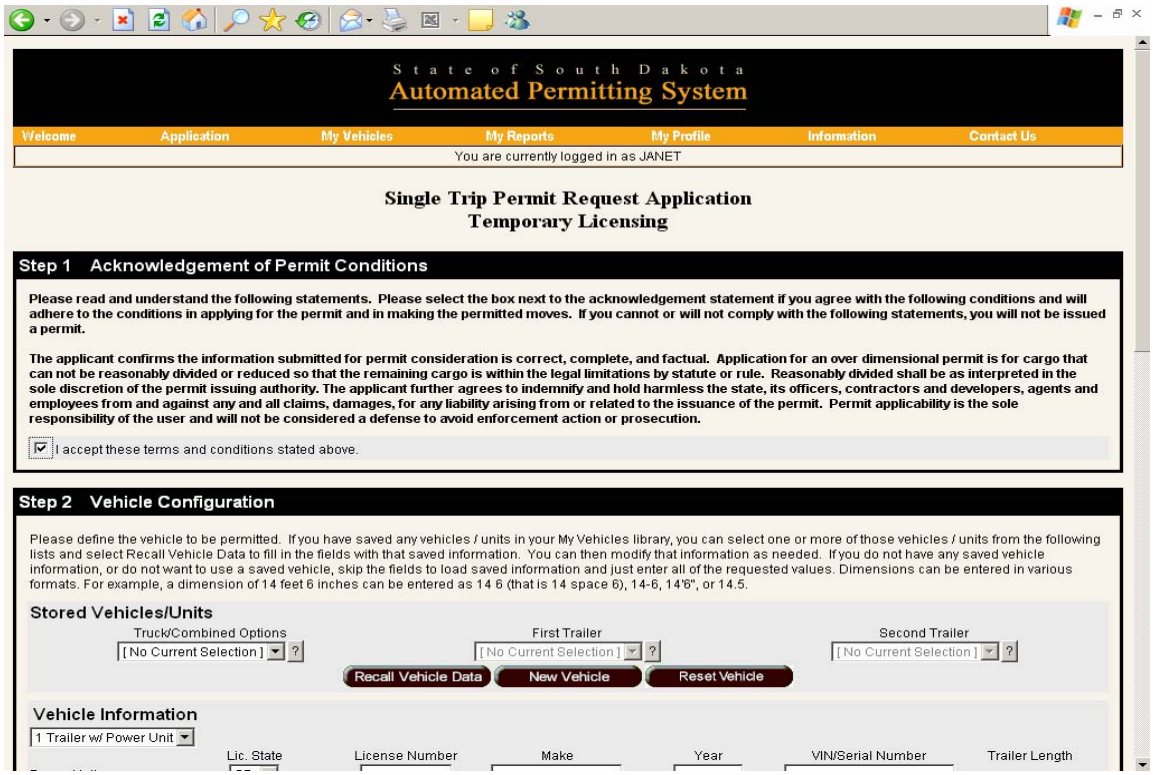


This will take the user to the “Welcome” page
Click on the “Start New Request” button

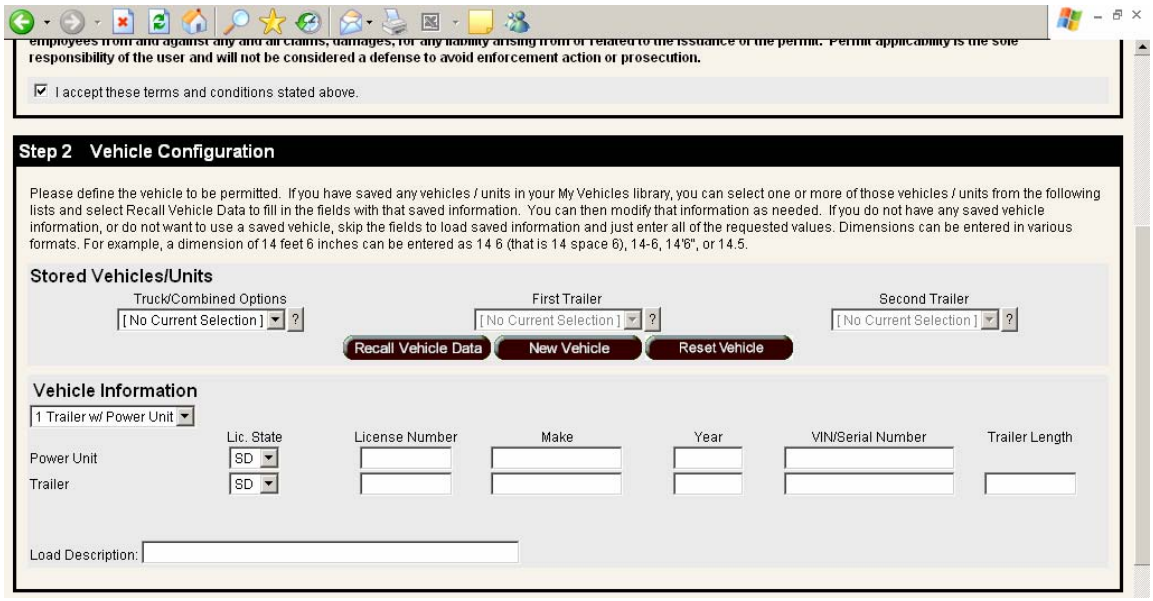
Click on the desired permit



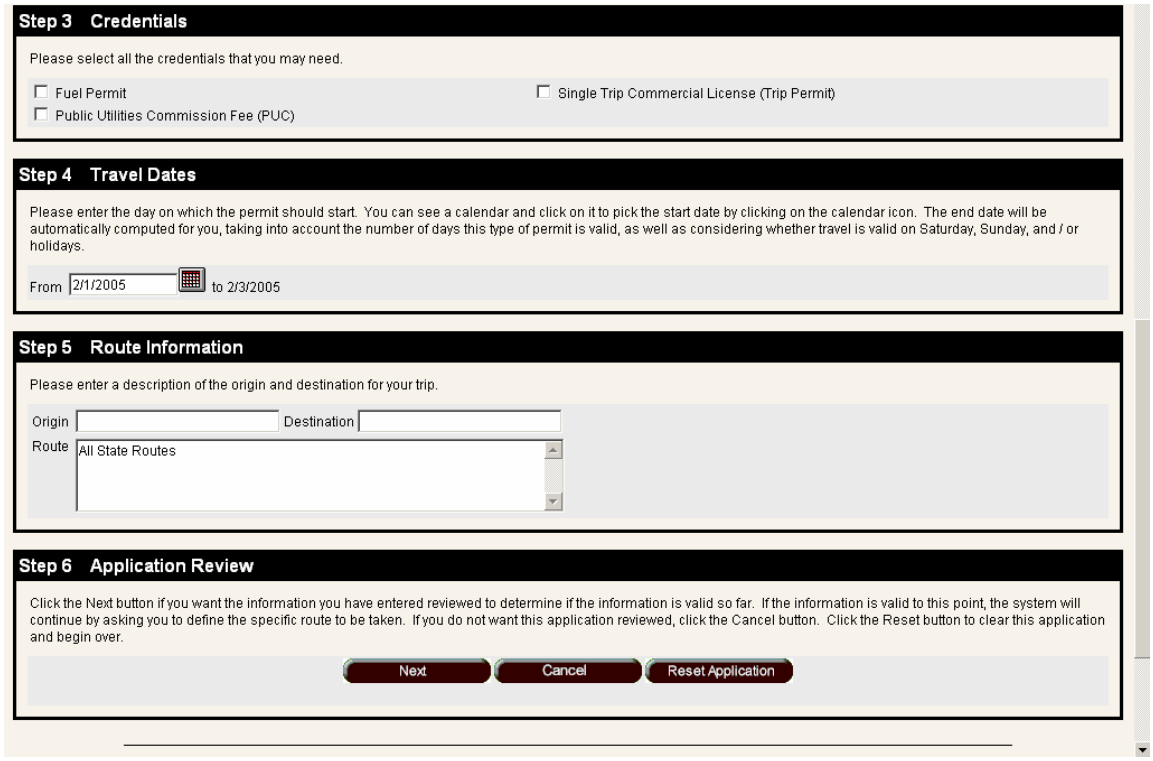
You must check the box and accept the terms and conditions of the permit.



Click on the vehicle information and select type of vehicle. Example: “1 trailer w/power unit”
Enter the vehicle information
Enter the load description



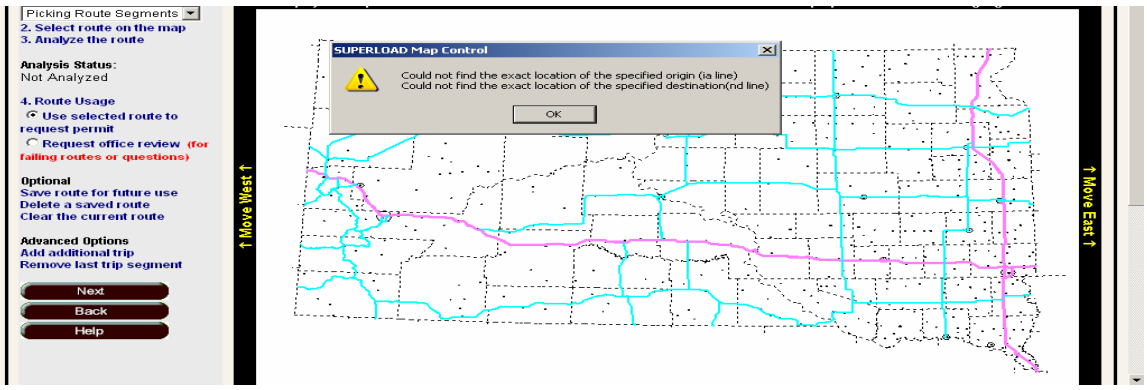
In the “Credentials” area, put an “x” next to any of the temporary credentials that are needed for the permit
The system will automatically default to the date of application and expiration. Click on the calendar icon to change the beginning date
Enter the route information



Using the Routing Function

When applying for oversize and overweight permits, the SDAPS system will complete route verification. Route restrictions are updated by the Department of Transportation and will include all current permanent and temporary restriction information. The route verification will occur during step 6 of the permit application process.

Step 6 – Application review
Click on the "Next" box – This will bring up the routing map
If the following message is displayed, click on the OK button and continue routing:

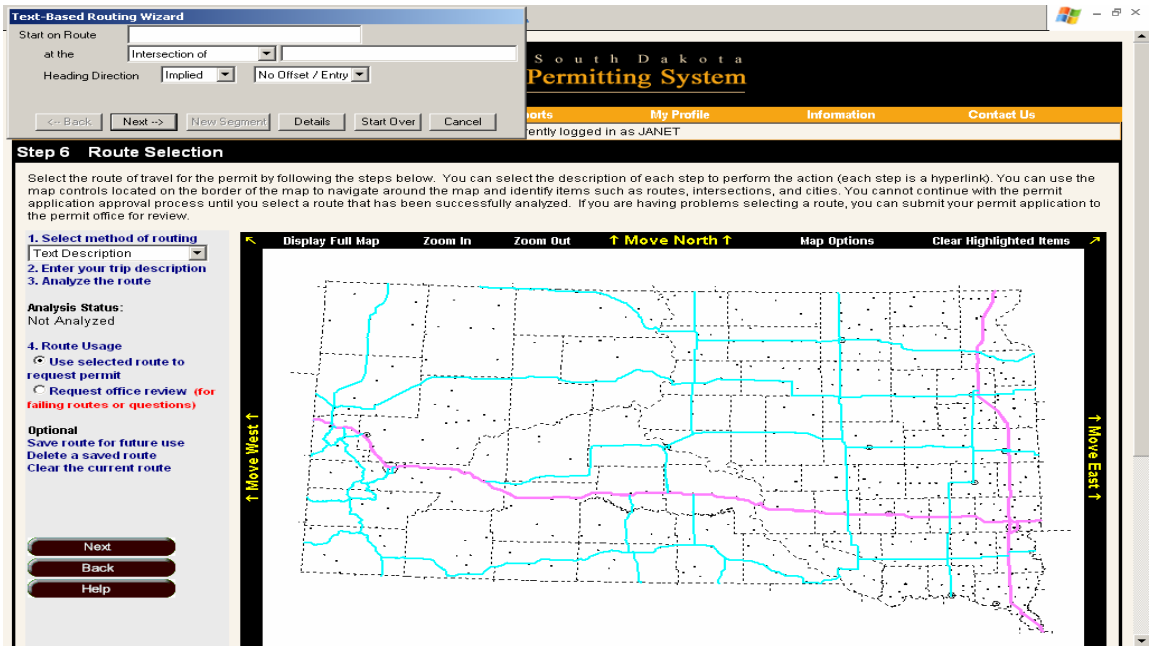


There are four available options for routing:

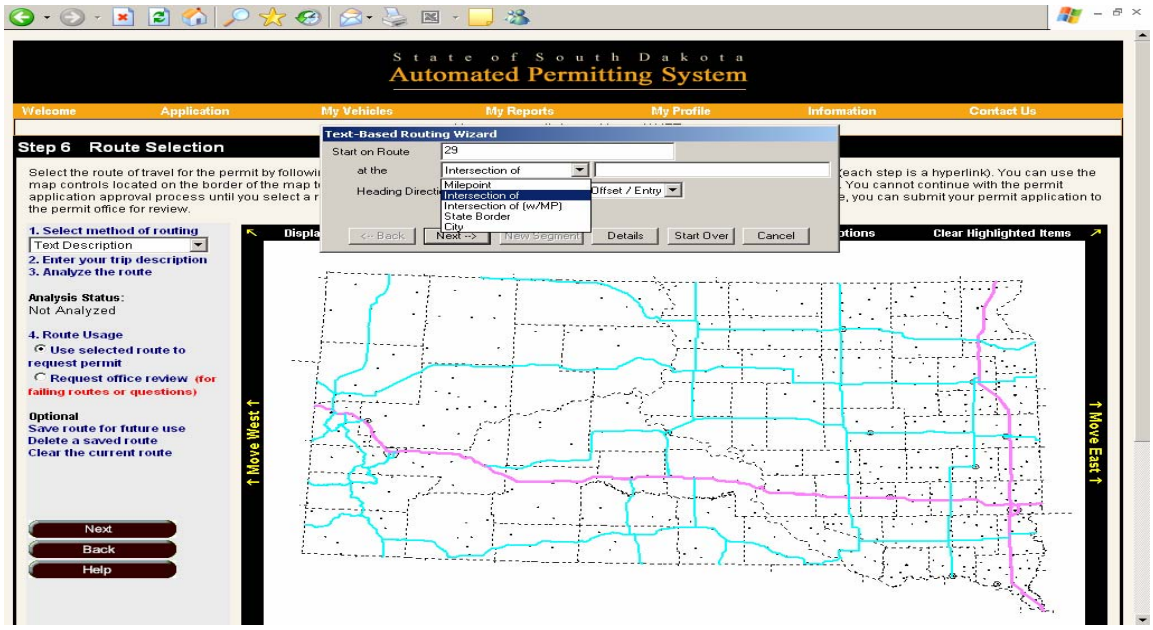
1. Text Description
2. Picking Routing Segments
3. Auto Origin/ Destination
4. Loading a Saved Trip

Routing option #1 (Text Description Routing)

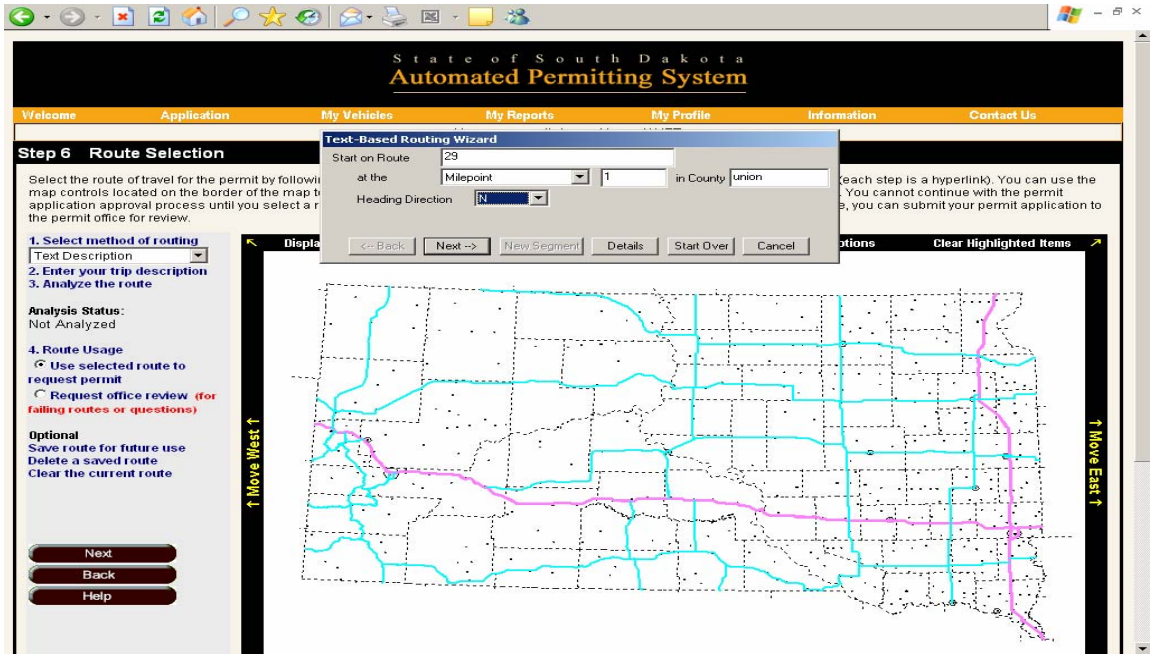
Click on the step #1 down arrow and select the "text routing" option
Click on step #2 "Enter your trip description"
A pop up will appear and the user will have several options on how to enter the text route for the permit



Enter the route that the permit vehicle will start on
Example: Start on route 29
Underneath that there will be several options to pick from:
Mile point, intersection of, intersection w/mp, state border, or city
Enter the proper text routing information, for whichever option is chosen
Example: Travel direction (N, S, E, W), mile point, intersection location, etc

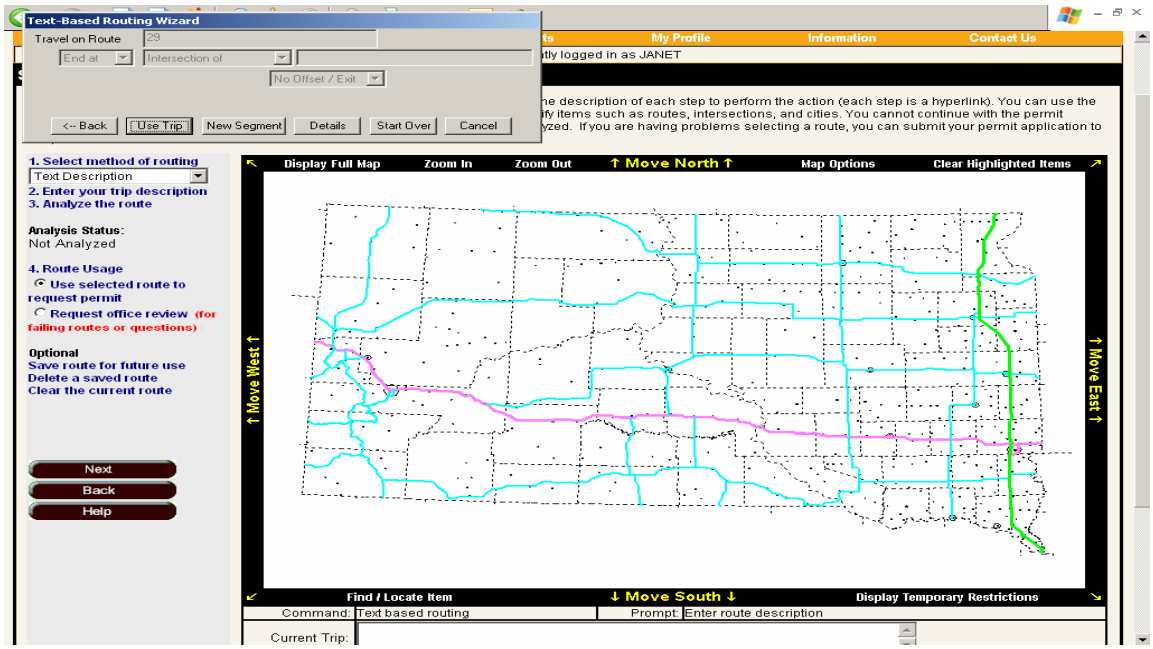


This is an example of text routing a point of origin
Note: After entering the text description click on "Next"

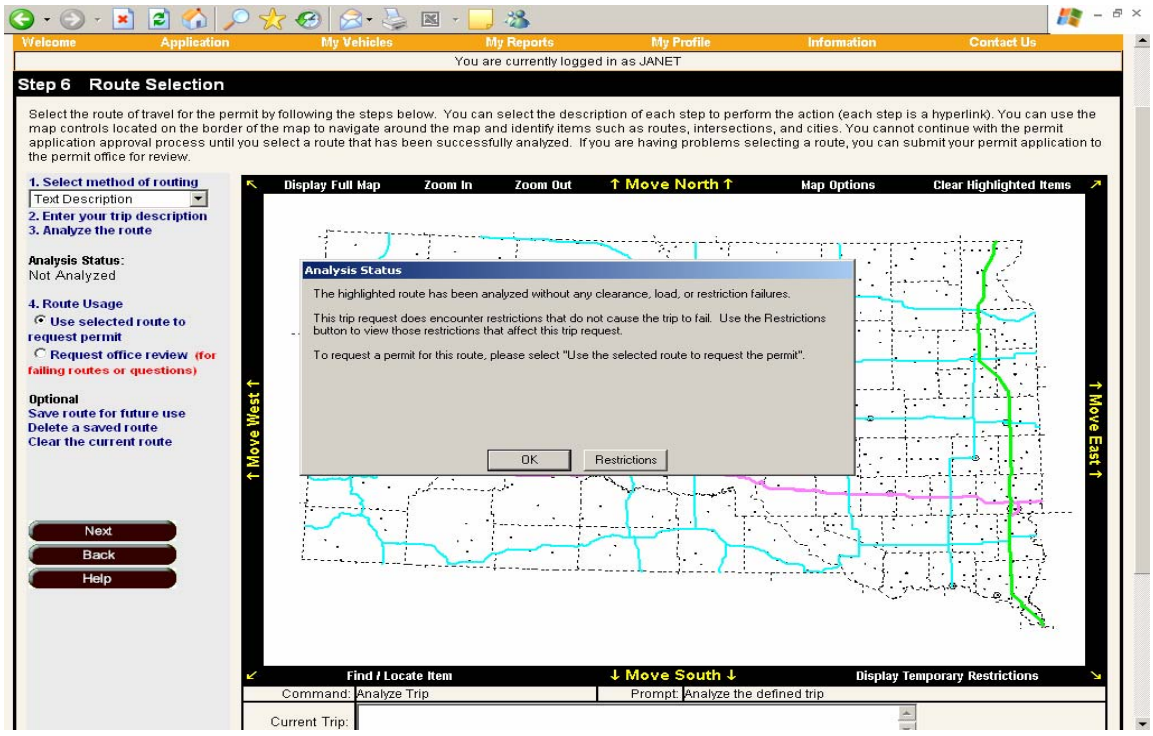


Enter the next routing segment and "Go to" or if at the destination point "End at"

Enter the intersection, or intersection with mile point, then continue with the text routing description until the destination point is reached. For the last text routing segment, the "End at" option must be chosen. Routing will end at that specific point
Click on “use trip”
The route for this trip should be highlighted on the routing map
Click on step #3 "Analyze the route"



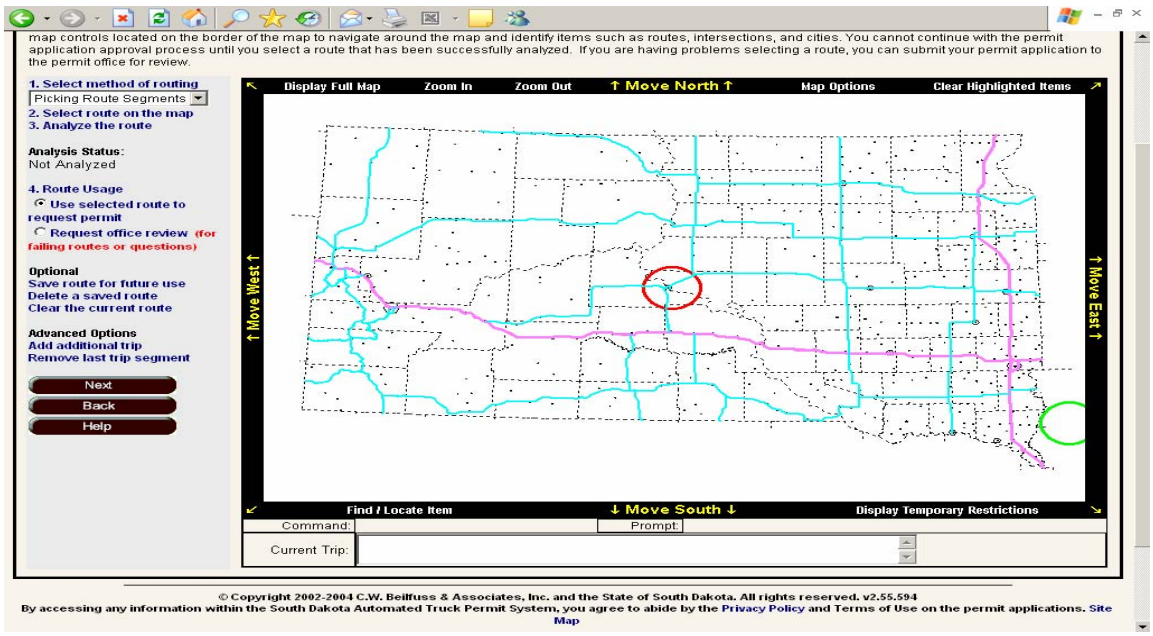
Once the highlighted route has been analyzed without any clearance, load, and or restriction failures…Click "OK"



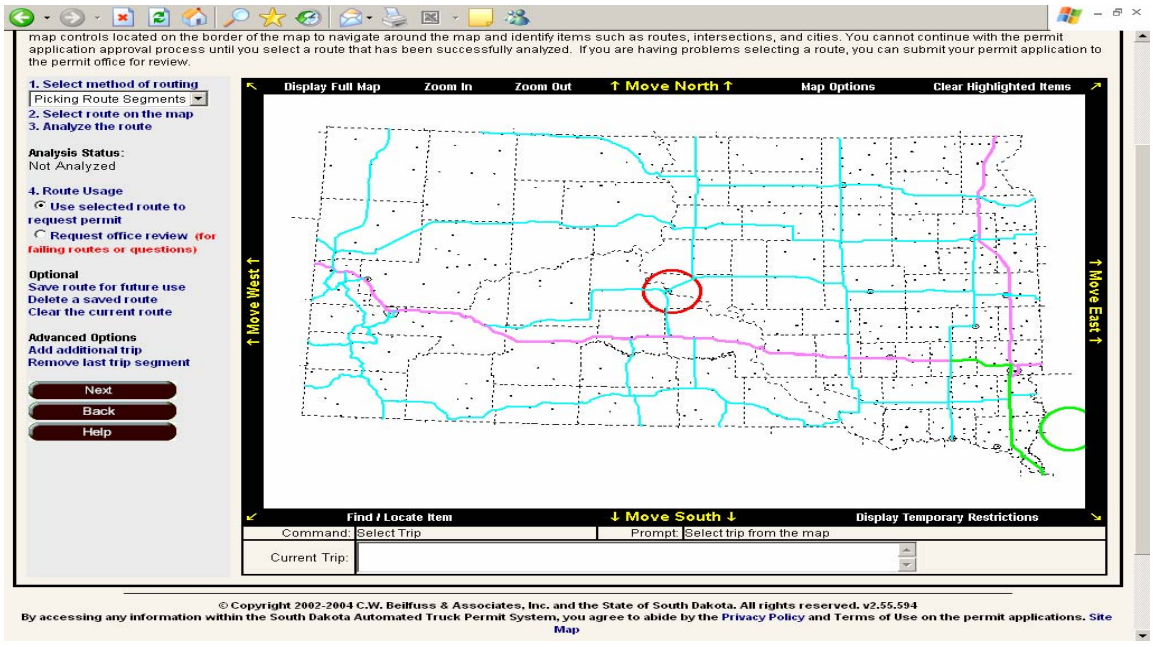
Click on "Next" on the bottom of the page. The routing for the over size and/or overweight permit is now finished

Routing Option #2 (Pick route segments)

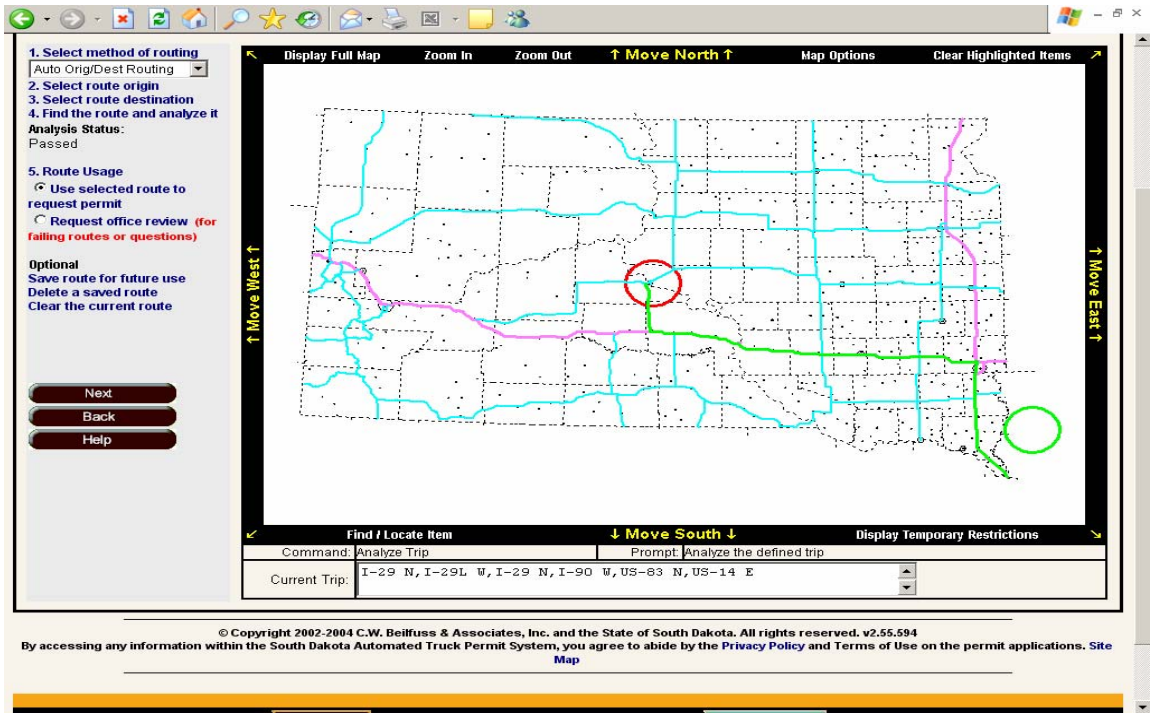
Click on the step #1 down arrow and select the "picking route segments option"
Click on step #2 "Select route on map"
Use the cursor and click on the point of origin
Continue clicking on that route segment by segment until you have reached a change in route.
Note: Use the "Zoom in" feature on the map tool bar. Not having the map zoomed in close enough may result in routing errors
Continue until the route destination is reached



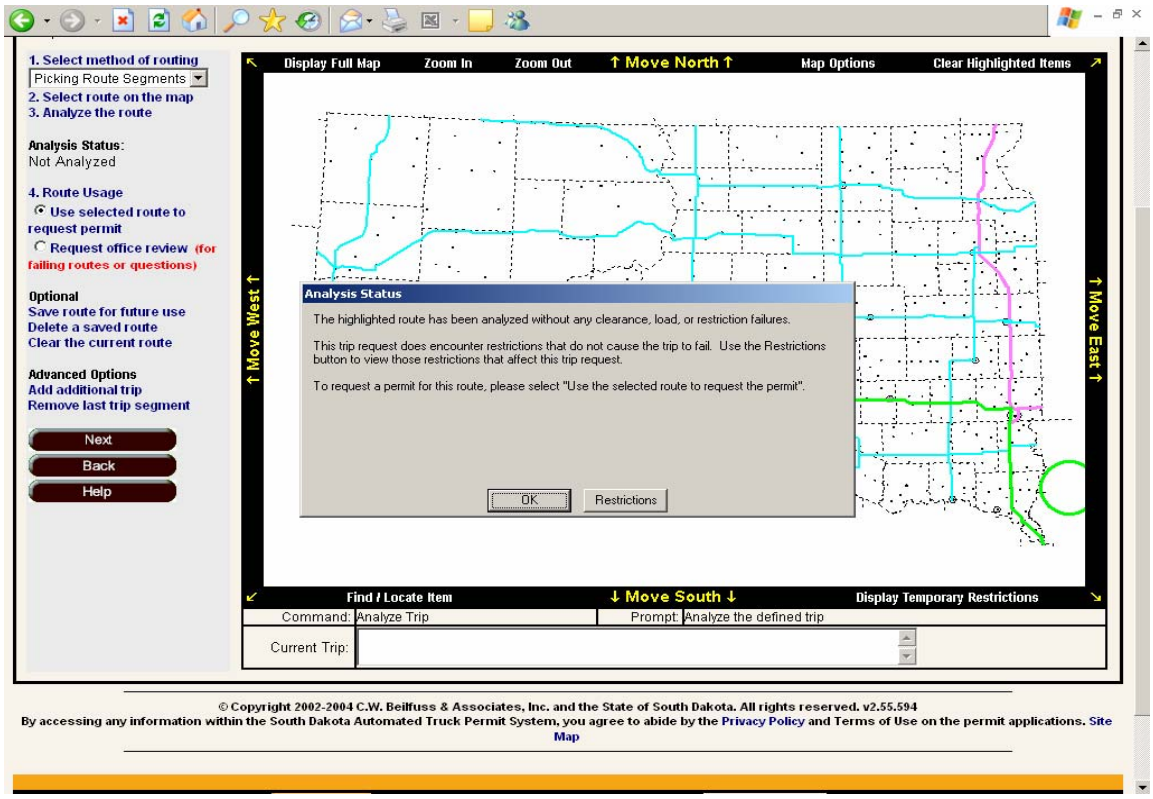
Example: I 29 North, to I 90 West, to US 83 ending at Pierre, SD



Keep selecting route segments until you reach your destination point

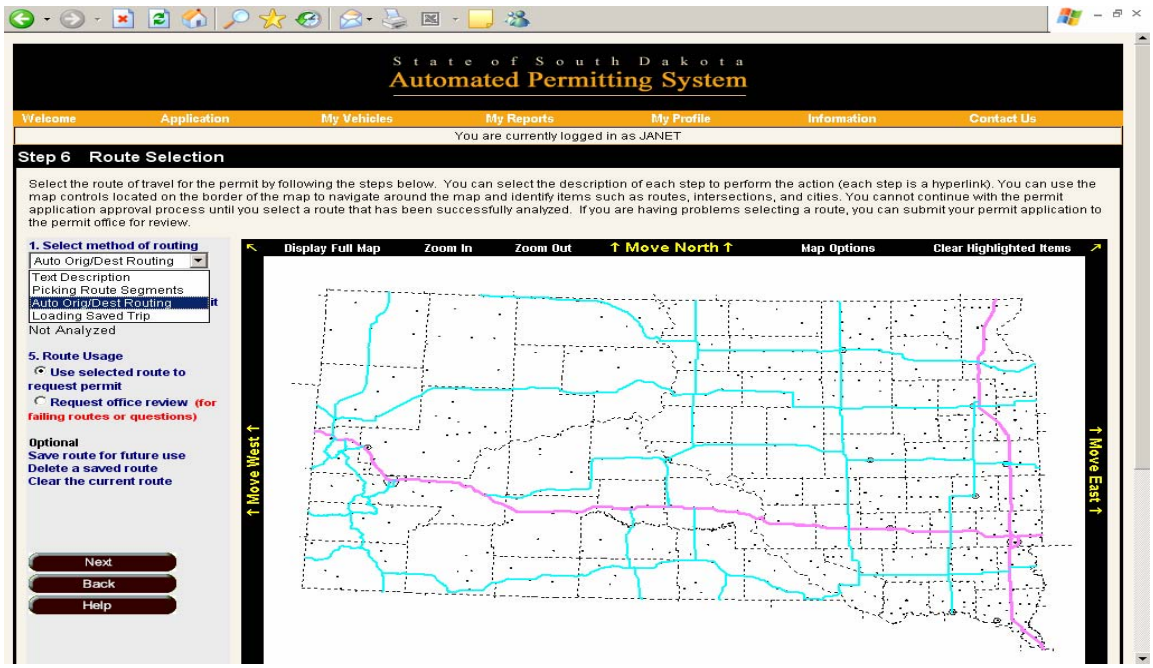


Once you have reached you route destination, you will need to analyze the highlighted route
Select Step 3 “Analyze the route.”

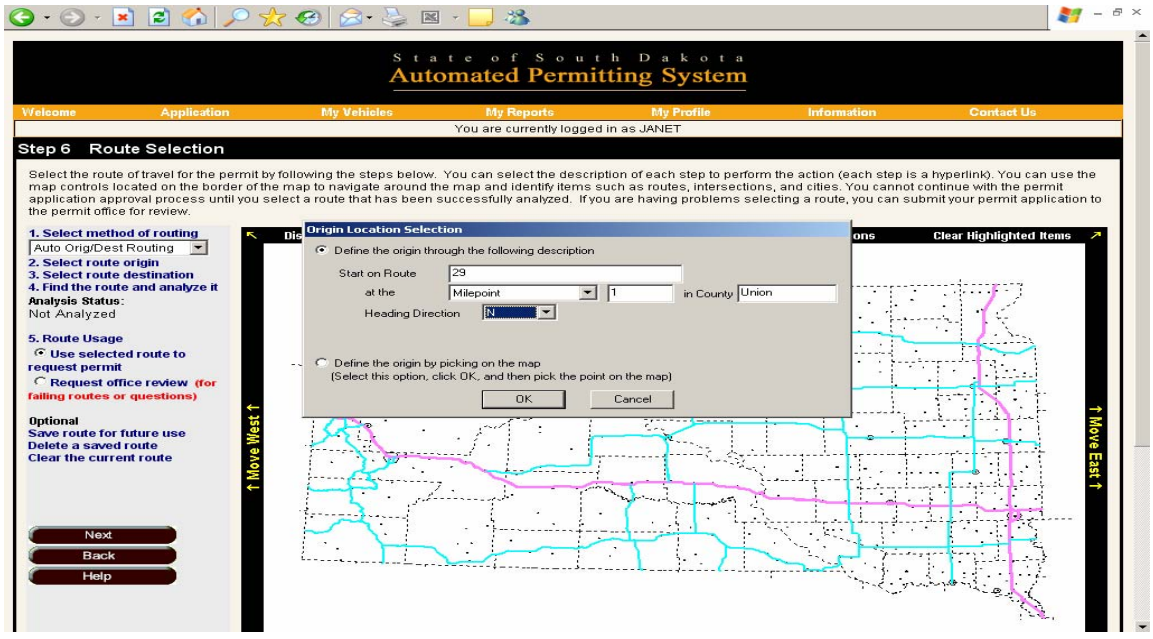


Routing Option #3 "Auto origin / destination routing"

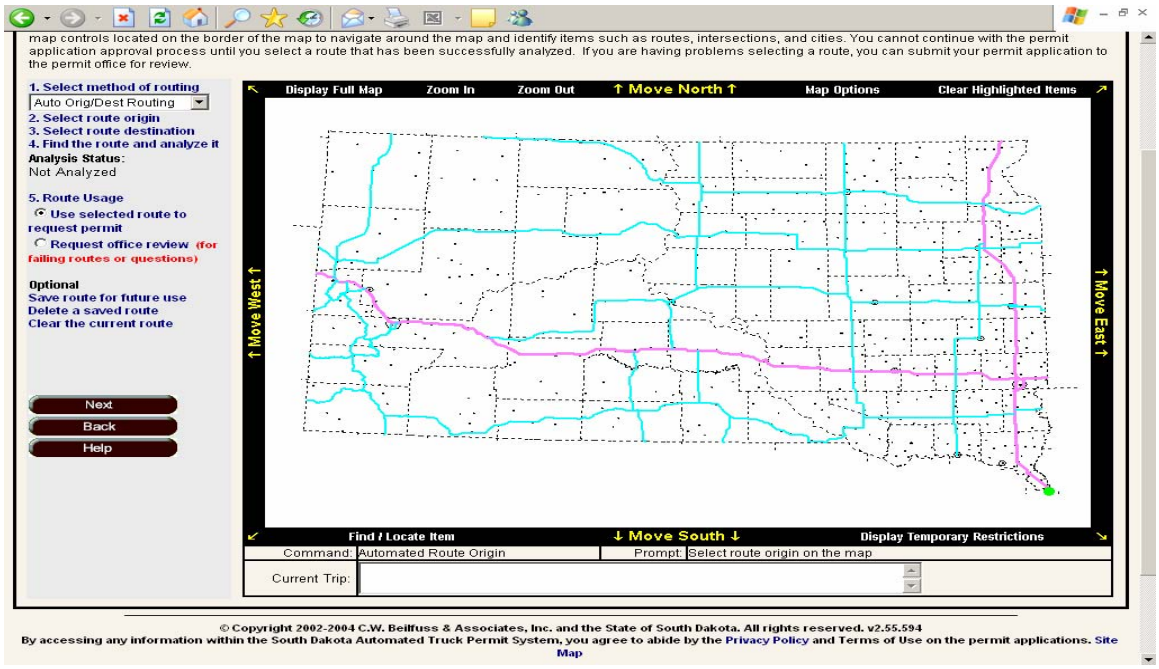
To select this method of routing, click on the step #1 down arrow
Select the auto origin/destination routing option
Click on step #2 "Select route origin"



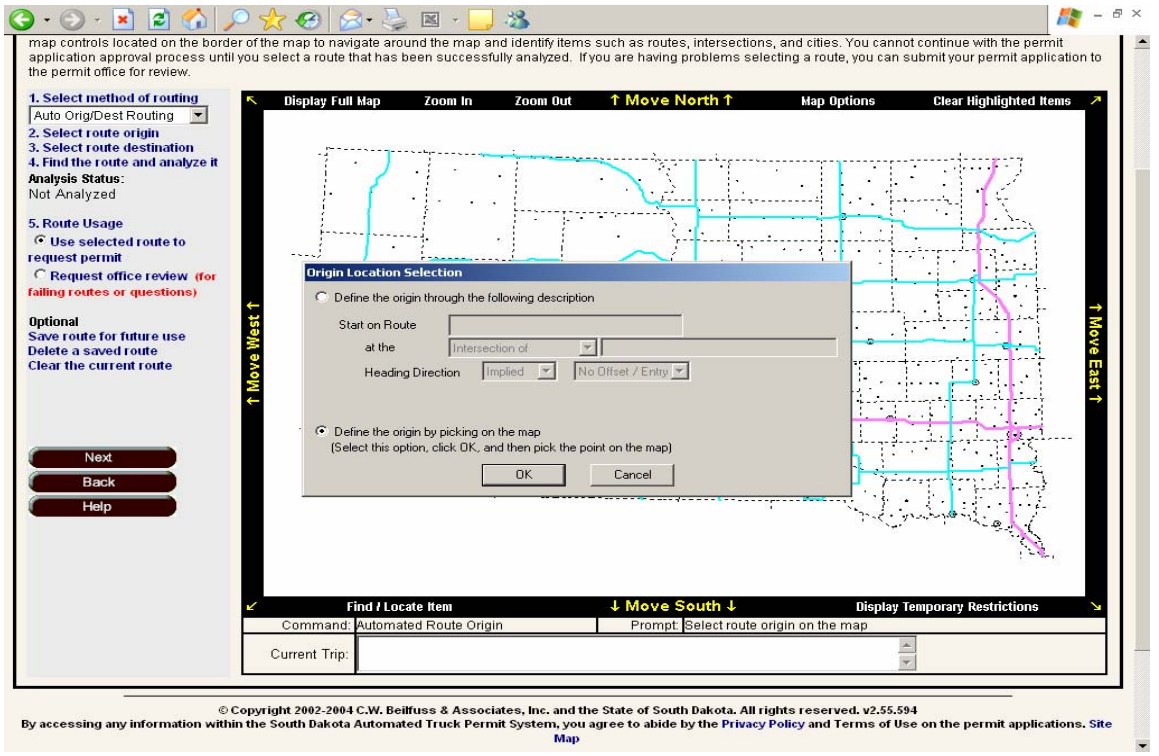
A pop up box will appear and provide two options on how to locate the route on the SDAPS map



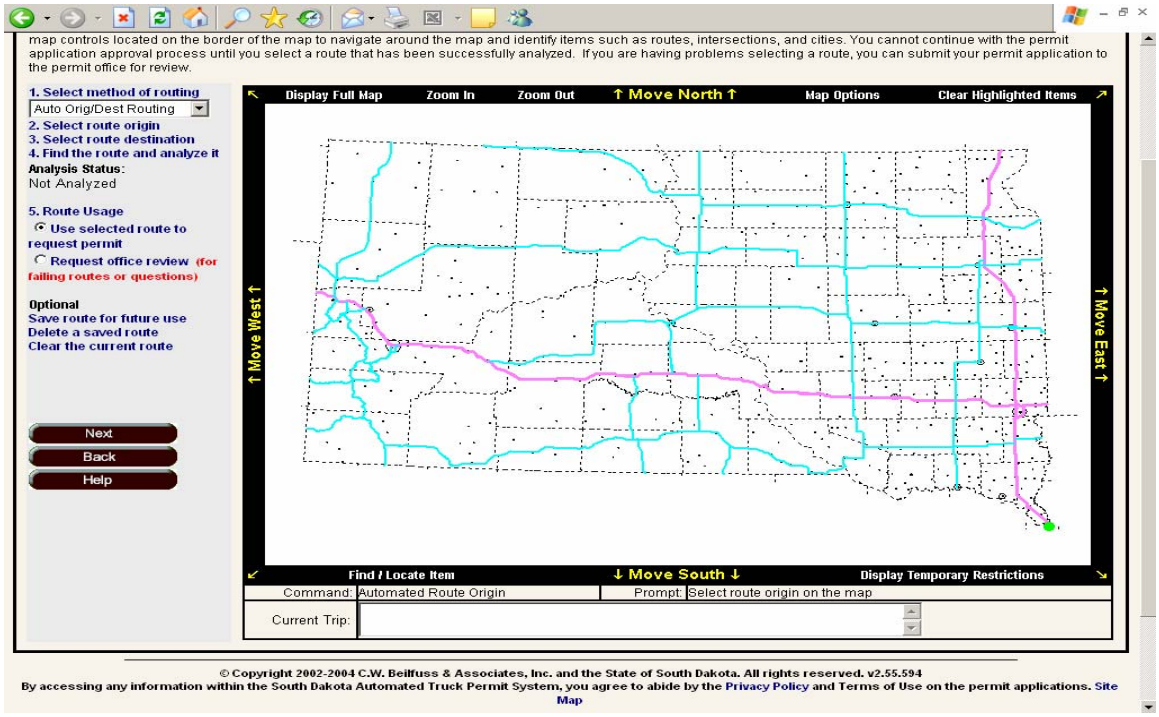
Define the origin through description and then click "OK", the SDAPS routing system will highlight the origin point with a green dot
Now the origin point is located on the map



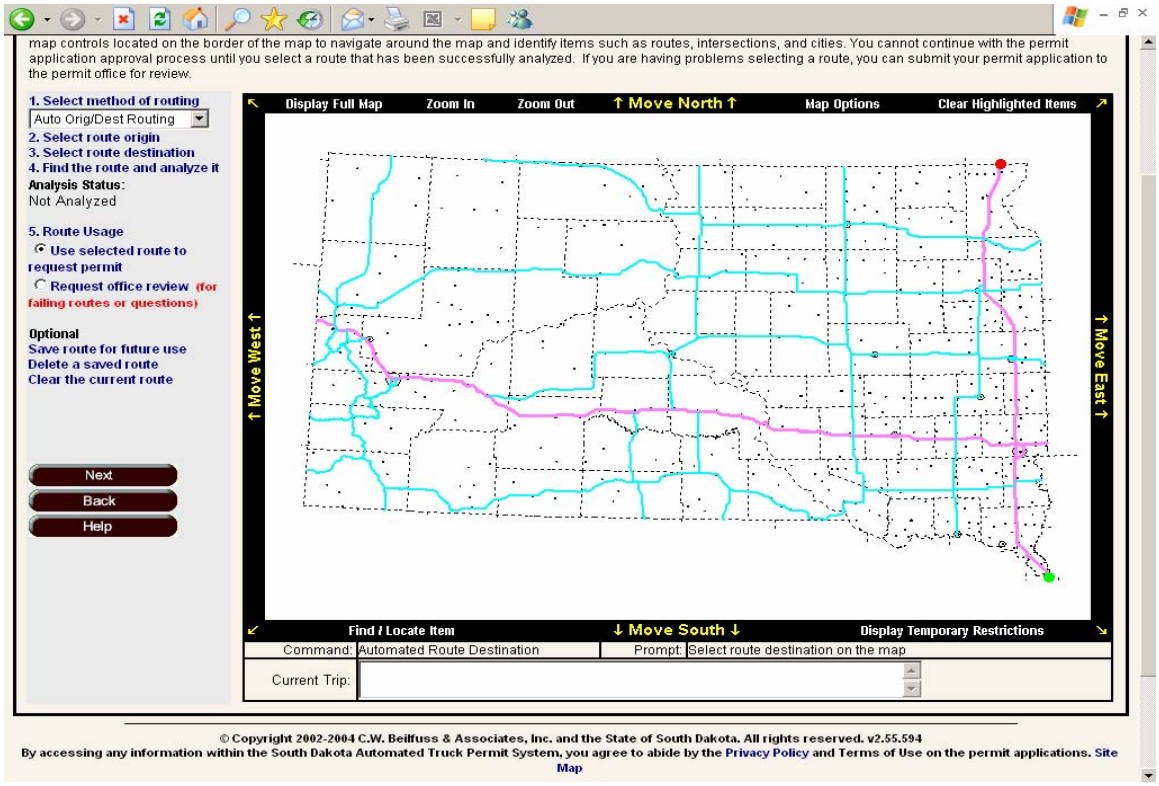
Another way of locating the origin point…
Use “Define the origin by picking on the map”
Just select this option and then click "OK"



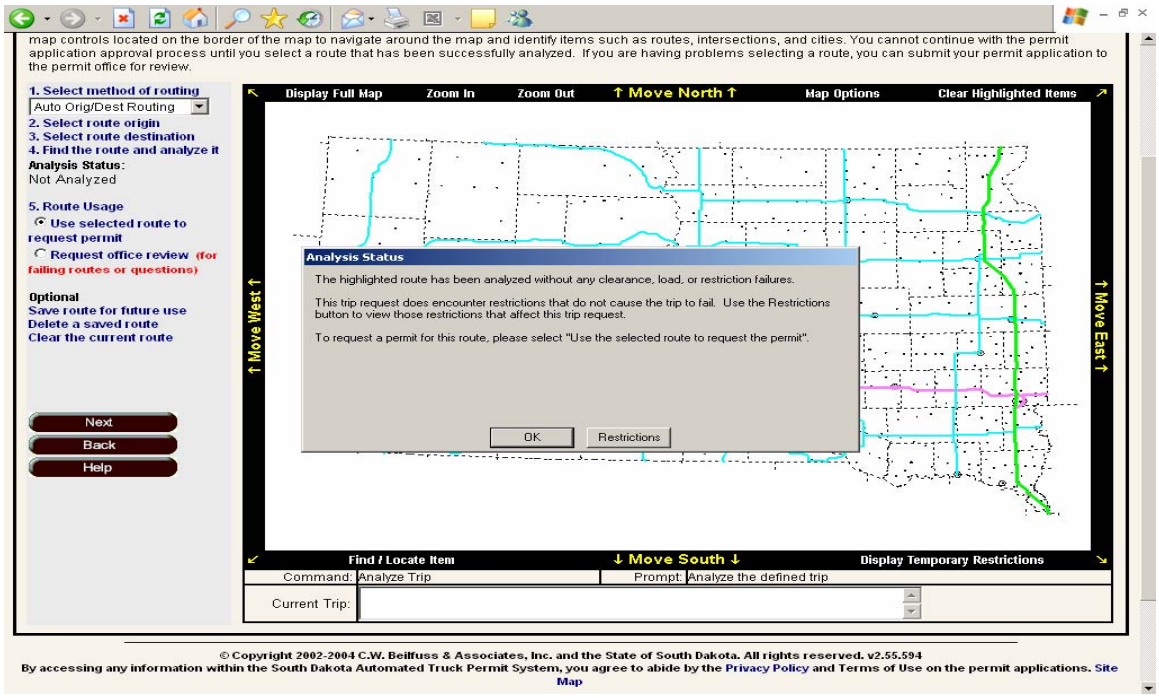
Now place the mouse cursor on the origin point on the map and left click on it
This will highlight the origin point with a green dot



For the route destination, select step #3, Select route destination and follow the same directions for the load origin. The destination point will be highlighted on the SDAPS routing map with a red dot



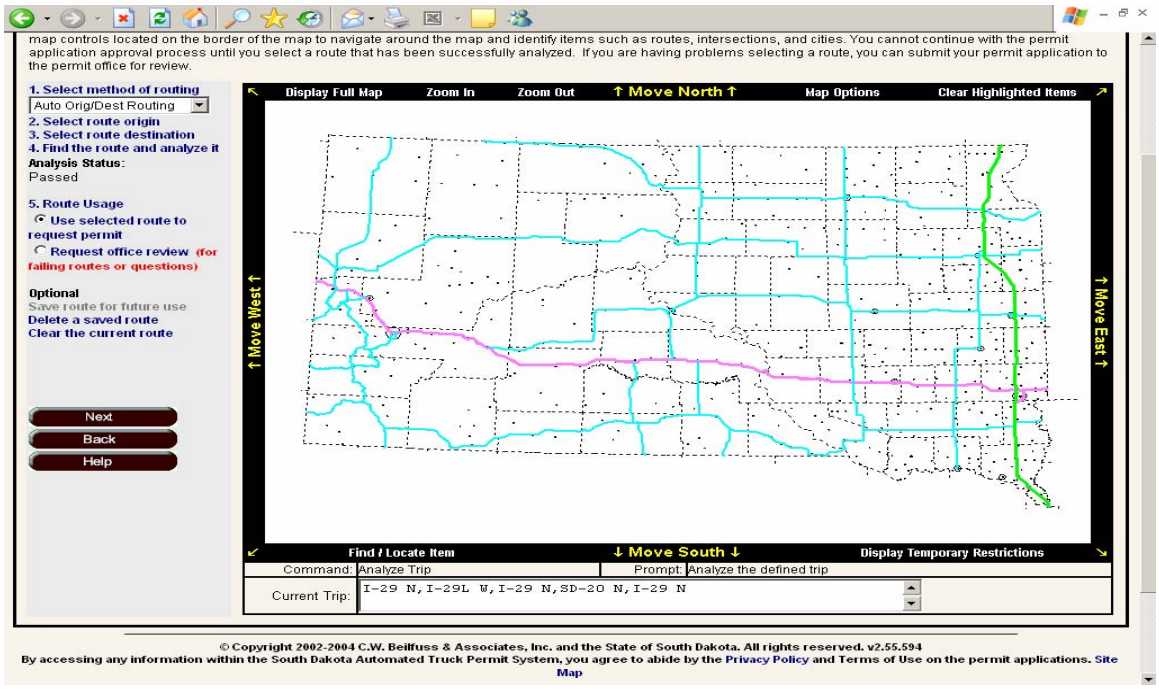
Click on step #4: Find route and analyze



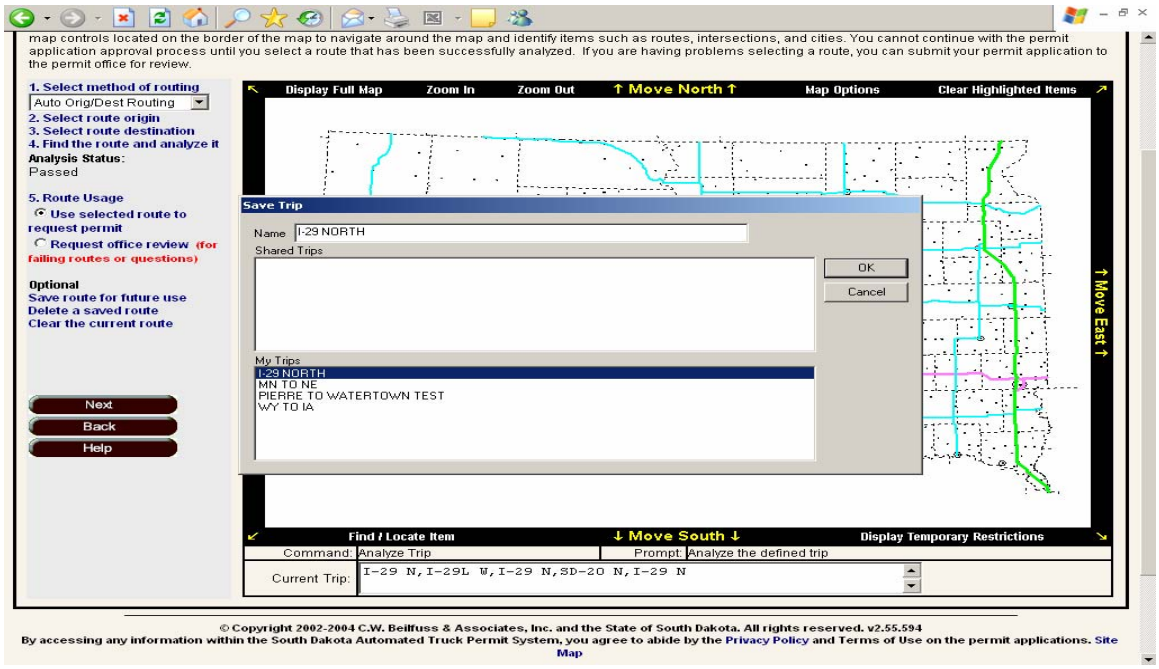
Once the route has been analyzed without any route restrictions, the permit application can continue.

How to save a route in the SDAPS routing map

Enter a route on the SDAPS routing map
Analyze the route without any route restriction failures
Click on "save route for future use" under the OPTIONAL field on the left hand side of the screen



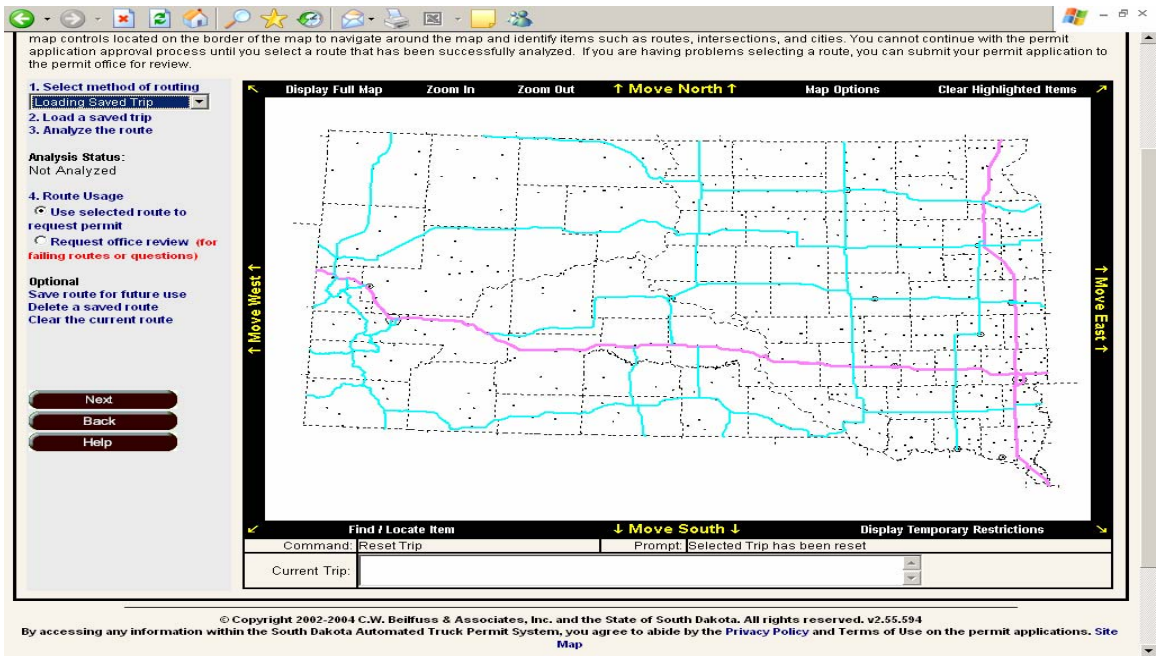
The user will assign a name to the route
Example: I 29 North



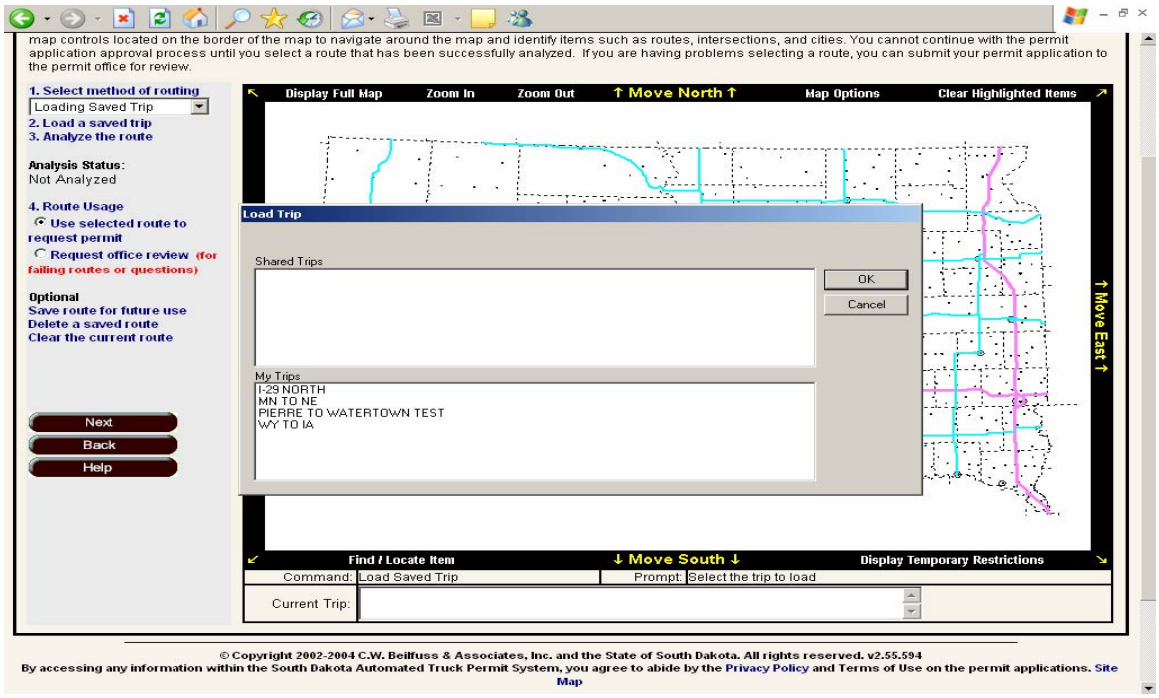
Then click on the "OK" box

How to Load a Saved Trip.

After completing the initial permit application and the user arrives at the routing page, click on the step #1 down arrow and choose the "Loading saved trip" option
Click on step #2 "Load a saved trip"

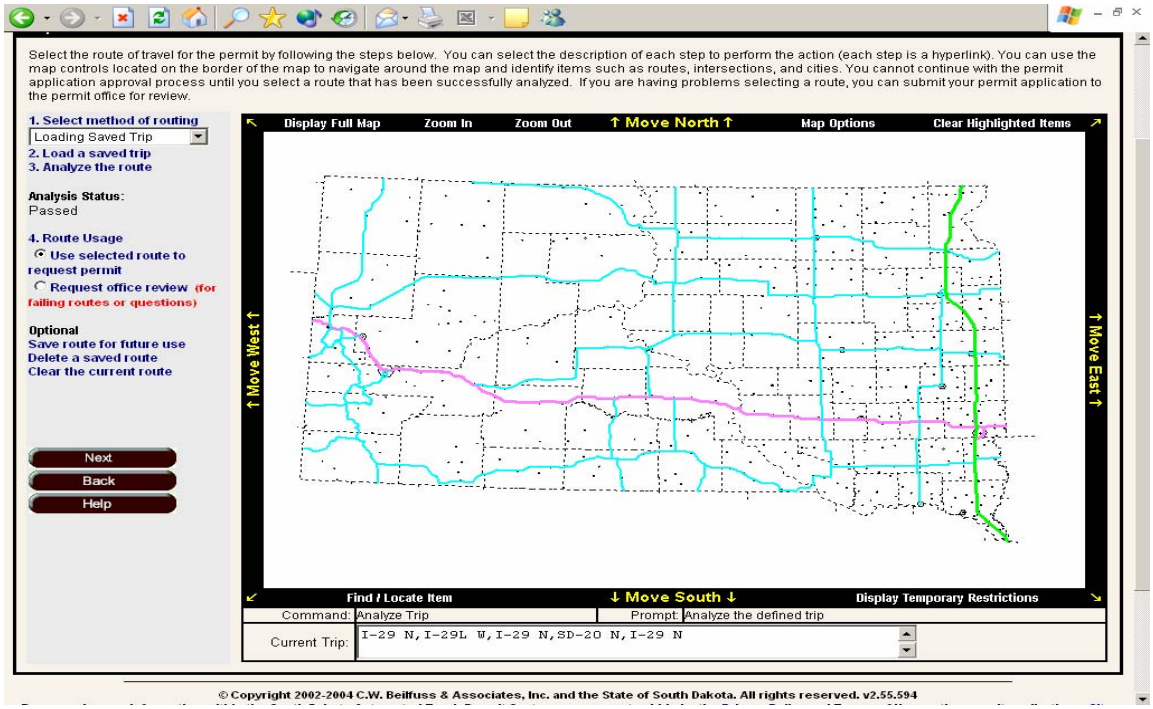


All of the user's saved trips will appear in the pop up box



The user will select the desired trip and click "OK"
Example: I 29 North

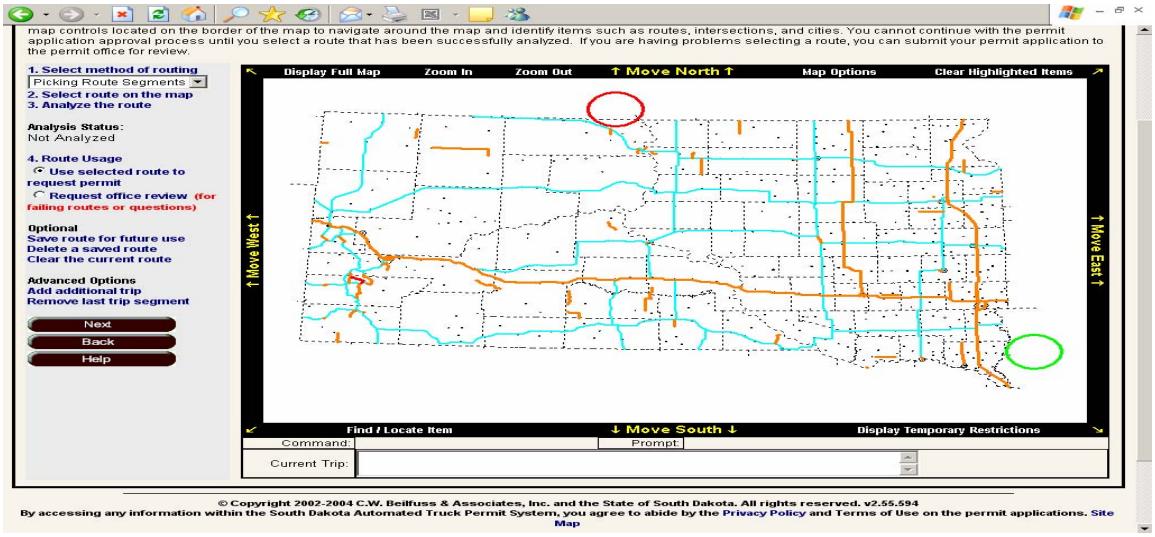
The route will then appear on the map



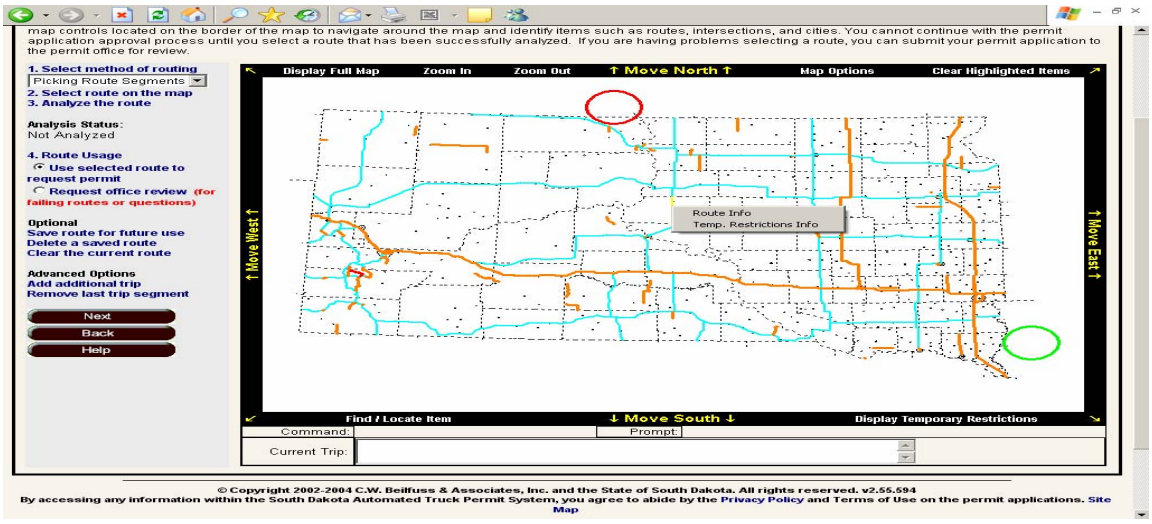
Note: You will need to perform analysis on this route for each permit as route restrictions may change on a daily basis.

Special Map Features

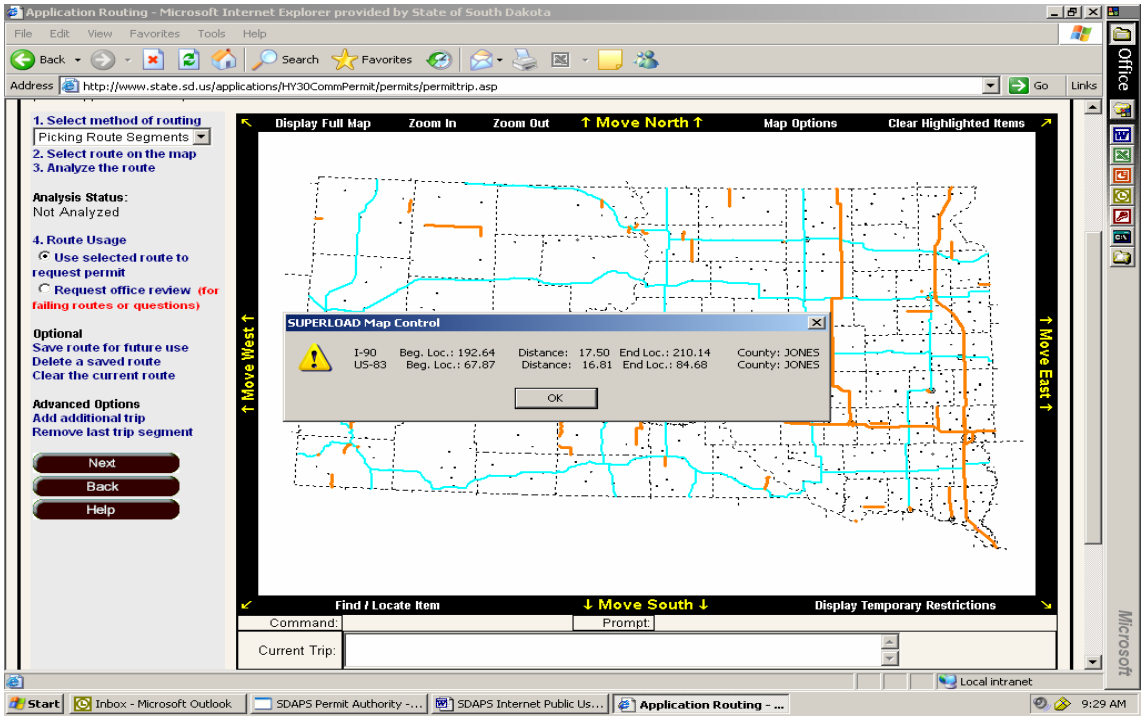
The arrows in each corner of the map will move your screen in the indicated direction.
Display Full Map will take you back to the original screen with the full map displayed. This is very useful after you have zoomed in to pinpoint a location.
Clicking on **Zoom In** will give you a magnifying glass with a + sign in the middle. Point the magnifying glass at the section of the map you want to zoom in on and left click. This will enlarge the map so you can read the road numbers and city names. When you have reached the desired size, a right mouse click will disable Zoom In.
Clicking on **Zoom Out** will give you a magnifying glass with a – sign in the middle. Pointing the magnifying glass at the map and clicking will zoom out. Zoom Out is useful when you are routing in a small area and have zoomed in too far. Right click will disable Zoom Out.
Move North, East, South, West will move you in the chosen direction by increments. This is very useful when the map is zoomed in.
Map Options indicates what the colors on the map mean. Changing the colors is not advised as it could cause confusion on route approval or restrictions.
Clicking on **Clear Highlighted Items** will remove any selected routes from the screen. This is helpful when you have made a mistake in routing and wish to start over.
Display Temporary Restrictions brings up the following screen:



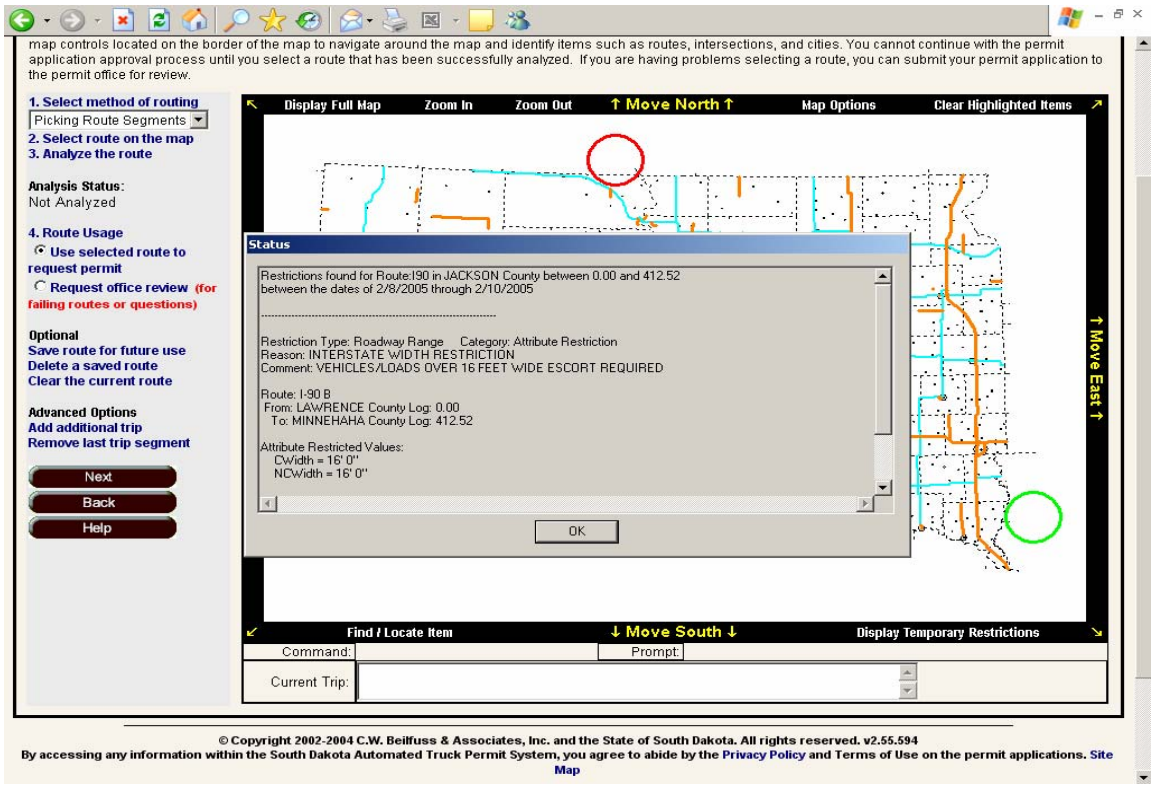
The orange road segments indicate some type of restrictions. Right clicking on one of the orange routes will bring up the following screen:



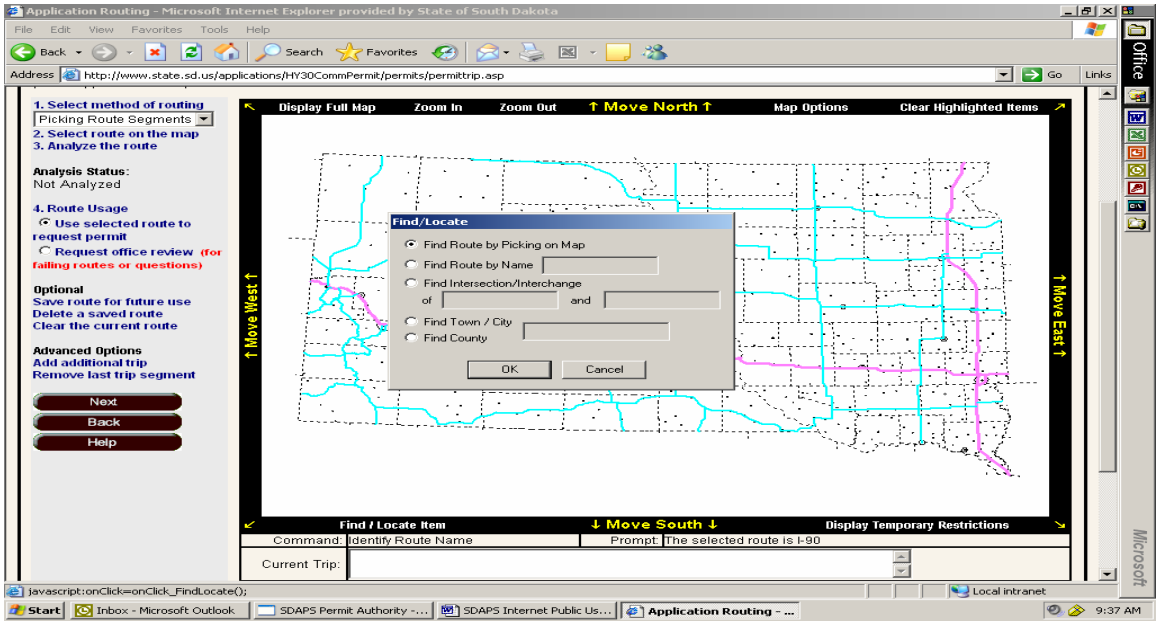
Choosing “Route Info” shows the route the restriction is on, where it begins, distance, where it ends and the county.



Choosing ”Temp. Restrictions Info” will provide details on the selected restriction.

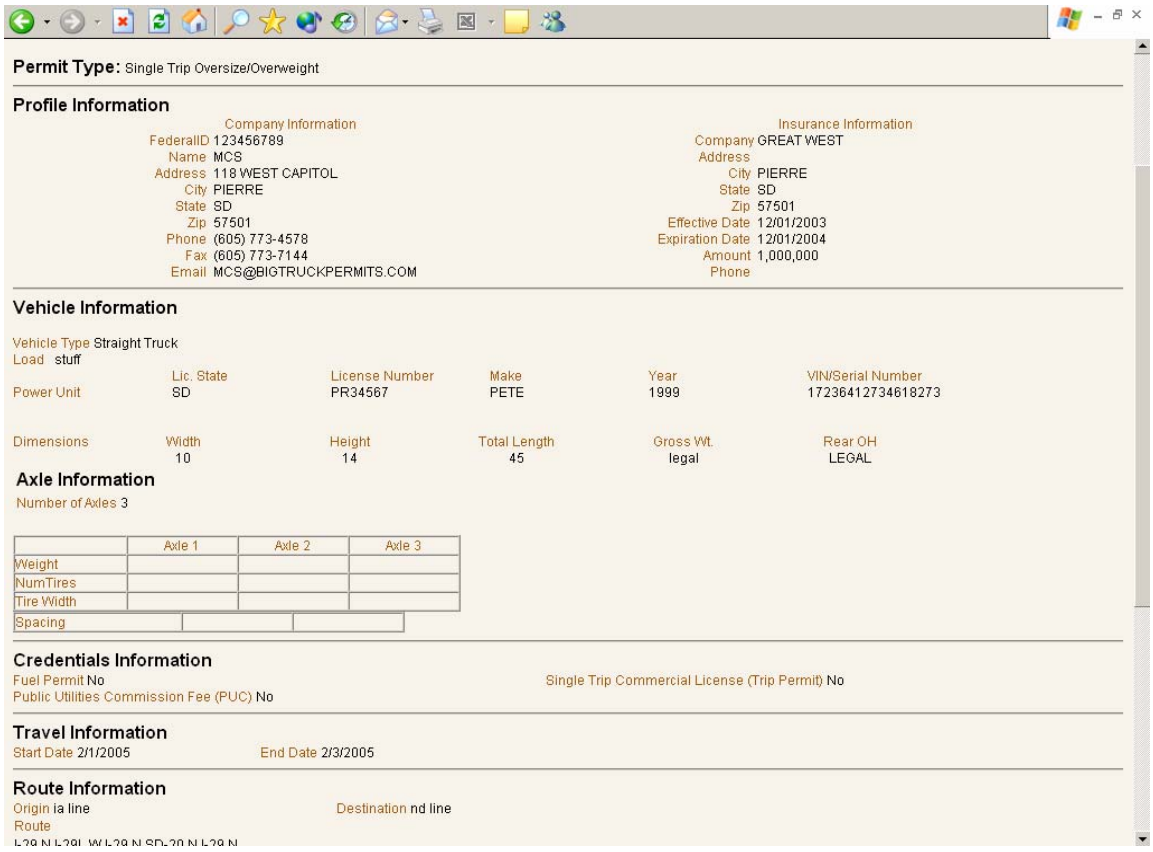


Find/Locate Item allows the user to find a specific location. You will still need to select a route, but it will help locate a specific area.



Previewing the Permit

Once routing has been completed, click on the “Next” button
Review the permit and make sure all of the information is correct



Permit Type: Single Trip Oversize/Overweight

Profile Information

Company Information
FederalID 123456789
Name MCS
Address 118 WEST CAPITOL
City PIERRE
State SD
Zip 57501
Phone (605) 773-4578
Fax (605) 773-7144
Email MCS@BIGTRUCKPERMITS.COM

Insurance Information
Company GREAT WEST
Address
City PIERRE
State SD
Zip 57501
Effective Date 12/01/2003
Expiration Date 12/01/2004
Amount 1,000,000
Phone

Vehicle Information

Vehicle Type Straight Truck
Load stuff

	Lic. State	License Number	Make	Year	VIN/Serial Number
Power Unit	SD	PR34567	PETE	1999	17236412734618273

Dimensions	Width	Height	Total Length	Gross Wt.	Rear OH
	10	14	45	legal	LEGAL

Axle Information

Number of Axles 3

	Axle 1	Axle 2	Axle 3
Weight			
NumTires			
Tire Width			
Spacing			

Credentials Information

Fuel Permit No
Public Utilities Commission Fee (PUC) No
Single Trip Commercial License (Trip Permit) No

Travel Information

Start Date 2/1/2005
End Date 2/3/2005

Route Information

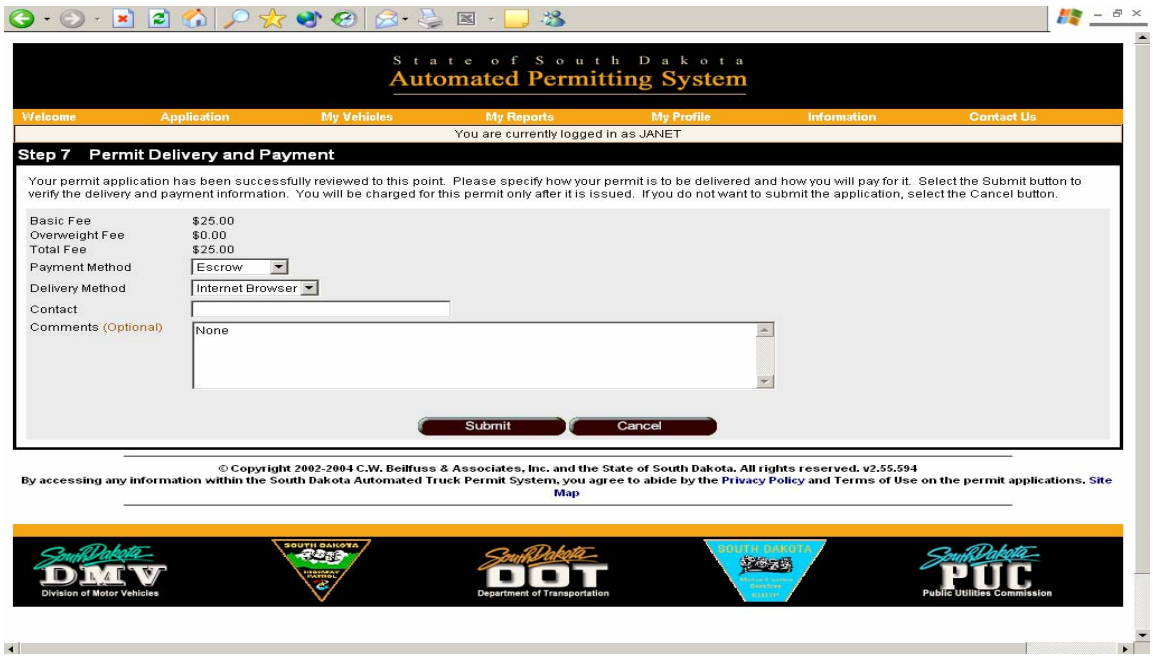
Origin ia line
Destination nd line
Route
I-29 N I-29L W I-29 N SD-20 N I-29 N

Click on the “Next” button again

Select a payment method: Either credit card or escrow account may be chosen.
Credit card number, type of card, and expiration date must be entered

Select your delivery method: either Internet Browser (this option will allow you to view and print the permit) Fax, or e-mail

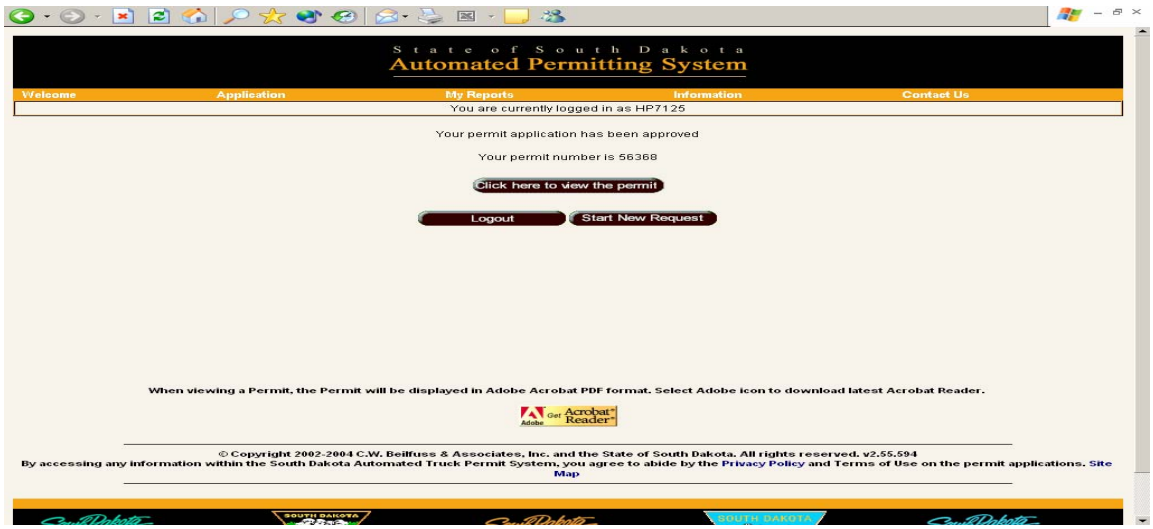
You must enter a contact name, this is a required field
All of the other fields below this are optional



Click on the “Submit” button

Write down or print your request number.

Either logout or click on start new request and begin another permit



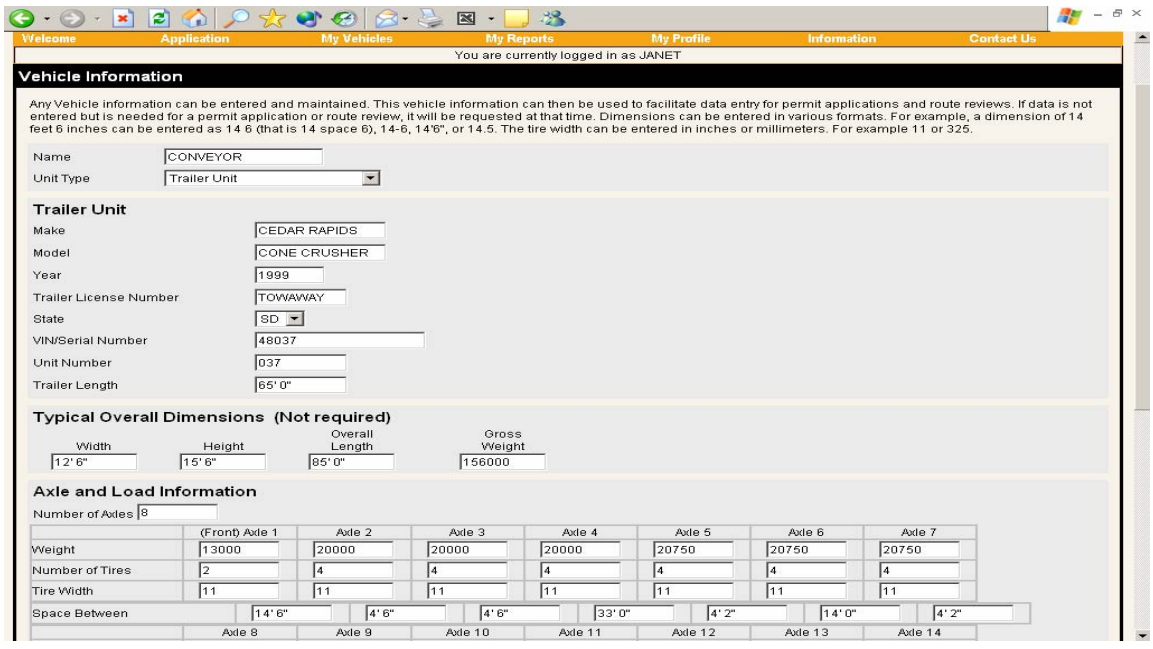
Storing Vehicle Information in SDAPS

By storing vehicle information in the system, users will be able to speed up the application process by prompting the system to populate the vehicle information fields. This is especially helpful on overweight permit applications, which require vehicle tire sizes and axle configurations.

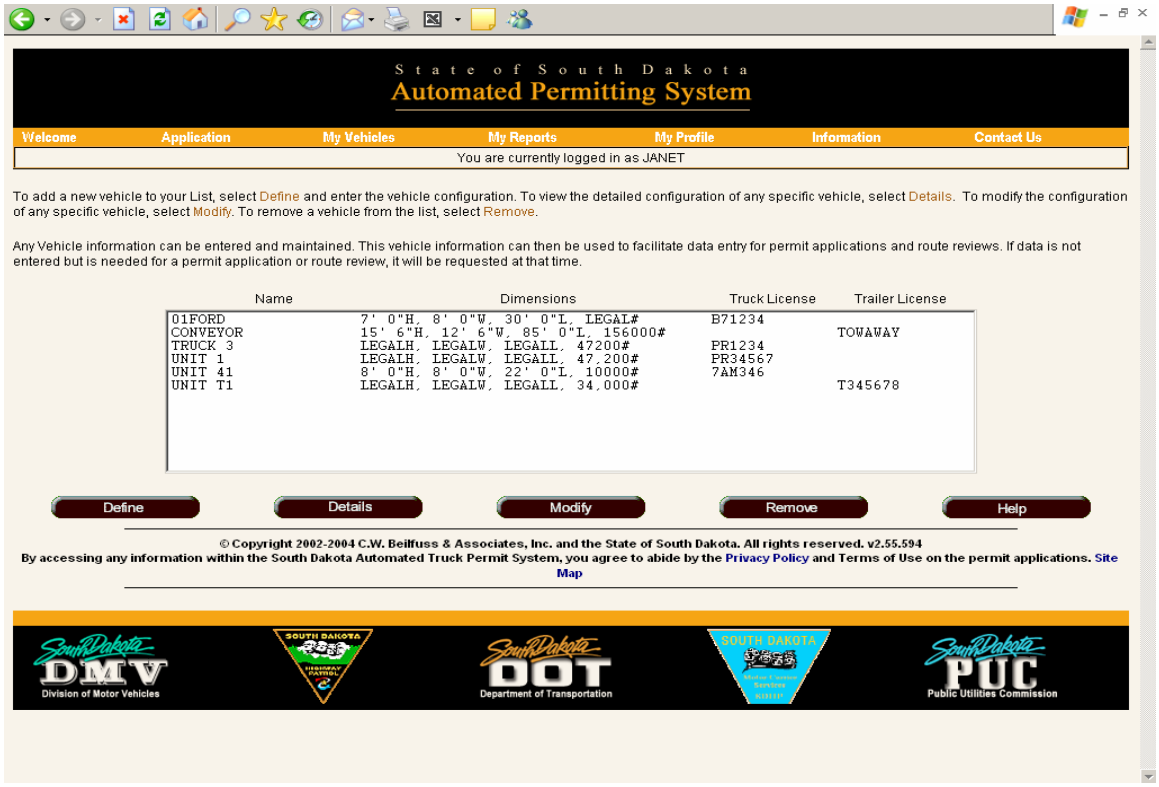
Log in to an existing user profile.
Enter your user name and password.
Click on the “login” button.
Click on the “My Vehicles” tab at the top of the page.
Click on the “Define” button.
Name the vehicle. Use a name that will help you identify the vehicle. Example: “Unit# 110”
Click on the type of vehicle that you want to store, truck, trailer, or truck trailer combination.
Enter in the make/model/year/license #/state/licensed weight/VIN#/Unit#.
Enter in the typical overall dimensions: width/height/overall length/gross weight.

> **Note: “Gross weight” refers to the actual gross weight of the vehicle. If the gross weight of the vehicle changes from load to load, enter the maximum legal gross weight. The user will have the option of changing the gross weight during application process.**

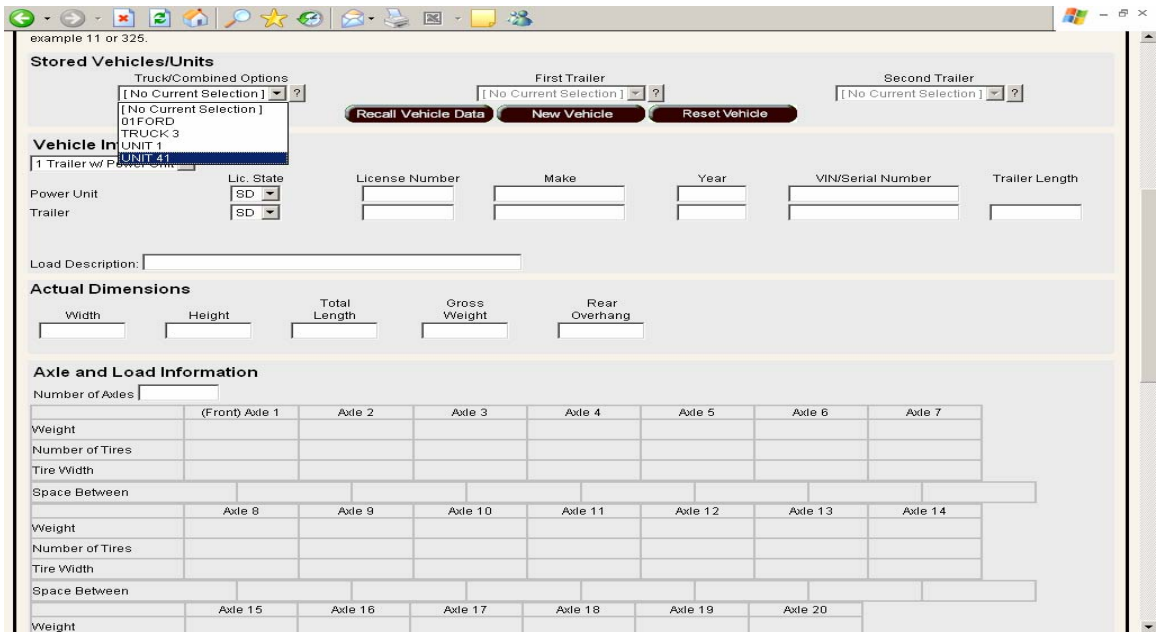
Enter the axle and load information.
The first step is to enter in the number of axles your vehicle has, then use the tab button on the keyboard.
Enter the weight of each axle for the vehicle.
Enter in the number of tires for each axle.
Enter in the tire width for each axle.
Enter in the distance between axles “Space between”
Click on the “Save button” on the bottom of the page.
Review the stored information; it would be a good idea to print this page for your records.



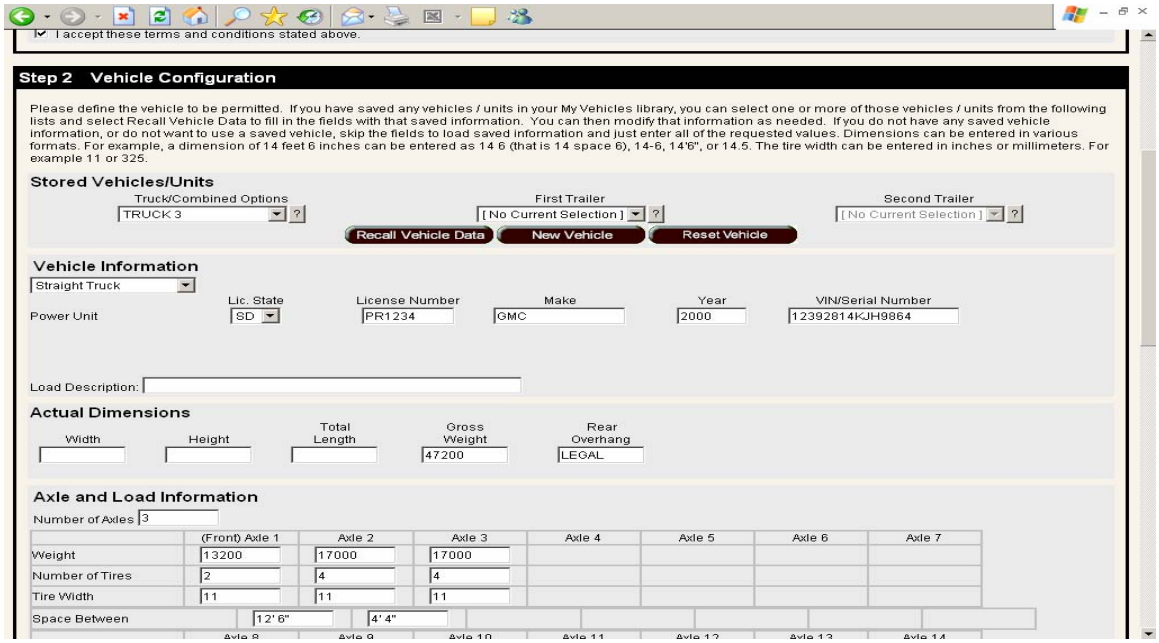
The My Vehicles page will display information pertaining to all stored vehicles.



To recall this information from within the permit application, go to “Stored Vehicle/Units” on the permit application page.
Click on the down arrow and select the stored unit that you want to use for this permit application.
Example: “Unit# 110”



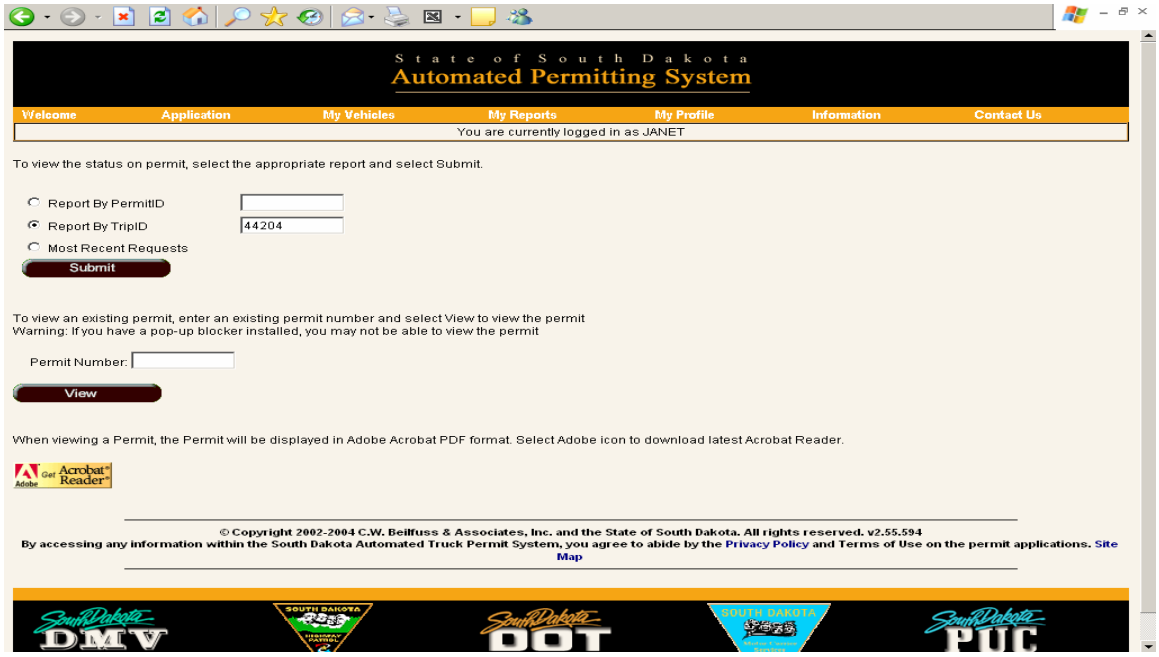
Click on the “Recall Vehicle Data” button.
This will enter the stored vehicle information in the permit application.



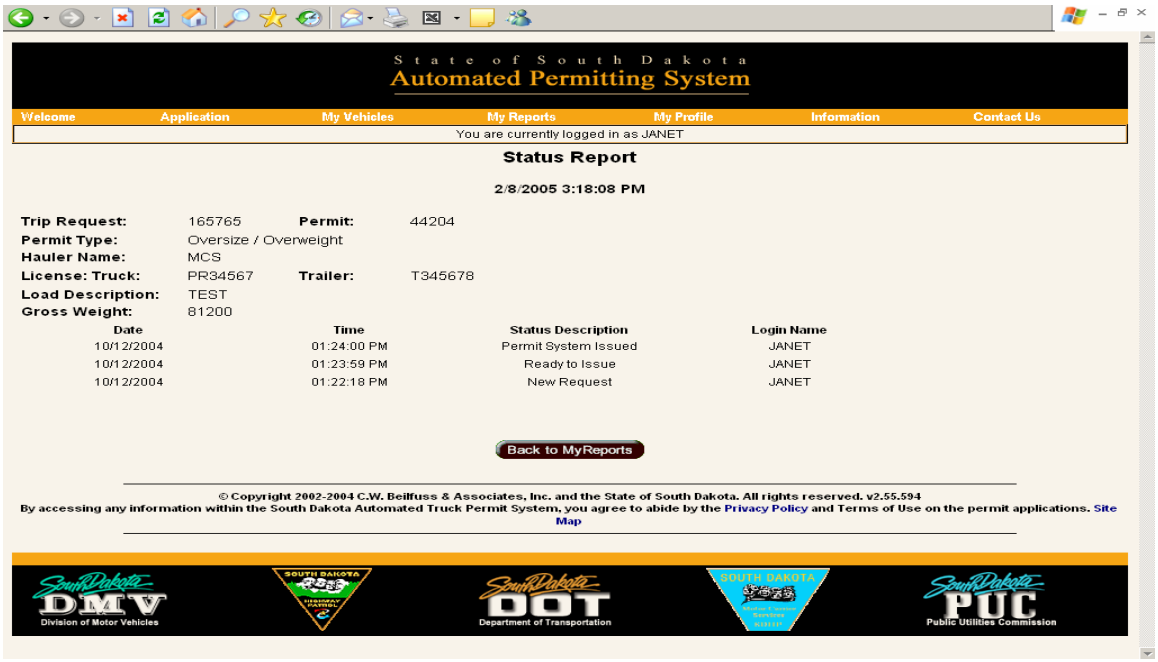
A user may also add an additional vehicle to their profile by clicking on the “New vehicle” button from within the permit application.

Using “My Reports” to Track Permit Activity

Click on the “My Reports” tab at the top of the page.

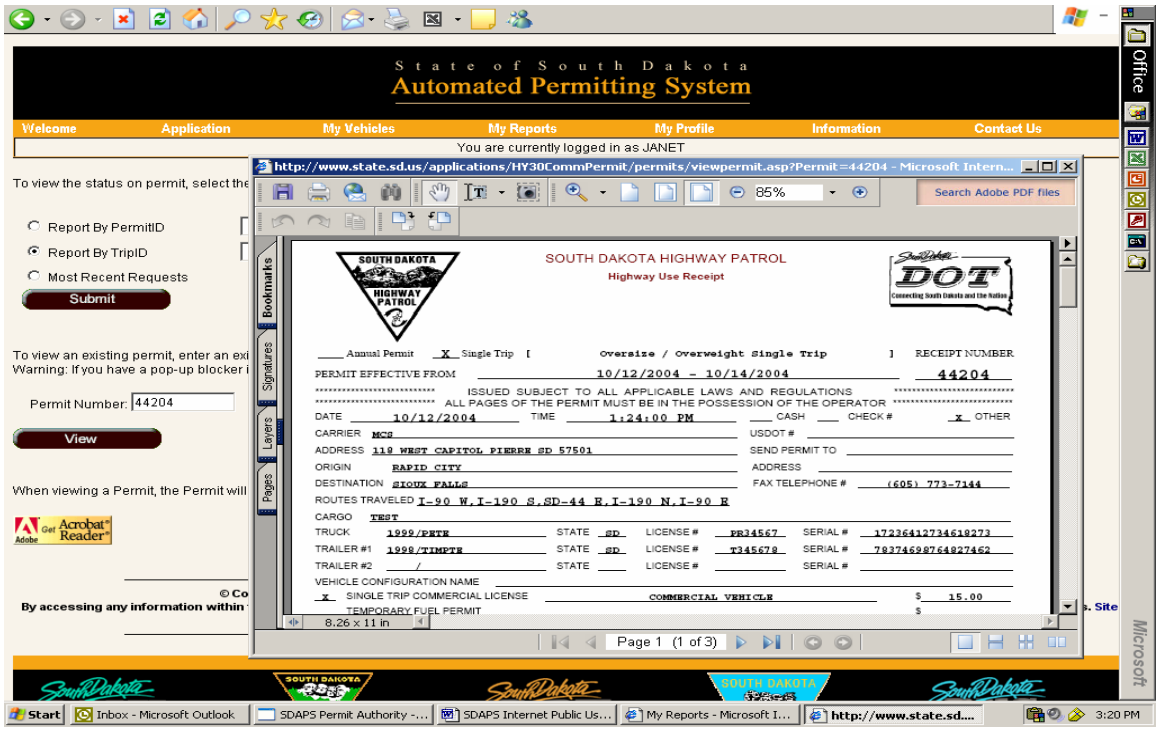


A user may check the status of the permit by Permit ID, Trip ID, or by searching for the most recent request.

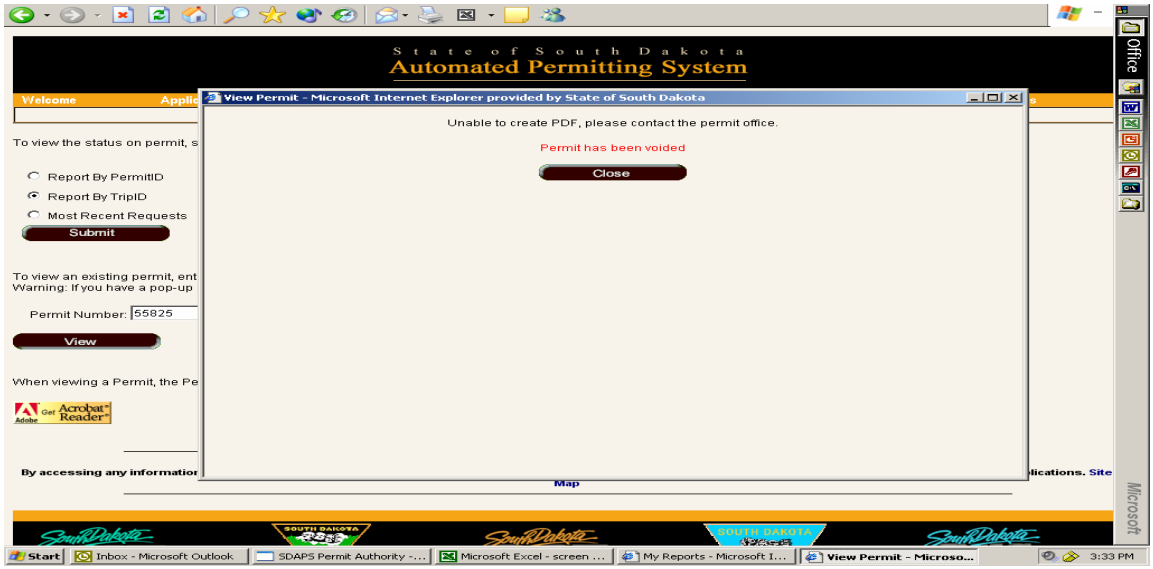


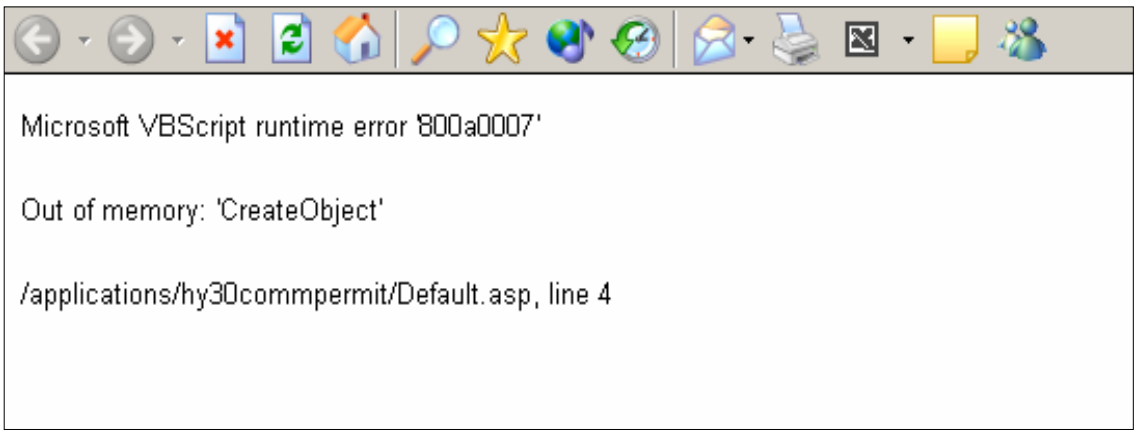
An existing permit can be viewed by entering the permit number in the appropriate box and clicking View.

When viewing a permit, the permit will be displayed in Adobe Acrobat PDF format. Click the Adobe icon on the “My Reports” page to download Acrobat Reader.



As with any internet system, problems do occur when connecting or printing. An example of a two common errors are displayed below:





Any error messages received should be reported immediately to the number listed below.

If you have questions or need assistance using eSDAPS, you may call the following number:

South Dakota Highway Patrol
District Four Headquarters
(605) 773-4578