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Routing Methods

Users can generate a basic point-to-point route or stipulate that a route be generated in the following ways:

- Along specified highways and through designated intersections
- Through specified Via Points

**Note:** Via Highways and Via Points are for use when modifying the default route. It is recommended that the user first try to create the route with only an Origin and Destination. If the default route is not the desired route for compelling reasons, edit the route by expanding the Enter Trip Panel and adding Via Highways or Via Points.

Point-To-Point

The user can generate a basic point-to-point route without designated via points.

**To Generate a Route Without Designated Via Points**

1. Generate a route by entering and/or selecting the origin and destination routing options.

2. Expand the Enter Trip Panel by clicking the Expand Chevron icon.

   *The Enter Trip Panel will be displayed.*

3. Select the **None** option in the **Via Points** section. This is the default selection.

![FIGURE 1: ENTER TRIP POINTS: VIA POINTS NONE]
4. Click the **Validate and Run** button.

   *The Trip Results Panel will be displayed.*

**Note:** When the system doesn’t have any problems with the information entered, the **Trip Results Panel** will display the route. Review the route and driving directions. Expand the **Enter Trip Panel** to make any changes. Changes will require the user to click the **Validate and Run** button to update the route.

5. Click the **Next** button to continue the Order Permits process.

**Note:** New information will not be saved if the user clicks the **Back** button before saving or before going to the next screen.

**Note:** On the **Order Permits: Permit Summary** screen users have the option to **Delete Permit**, click the **Save and Exit** button to save any progress and return to the **Carrier Dashboard**, or to **Submit**.

**Note:** If NHDOT Permits is unable to generate a route based on the Origin and Destination submitted in the **Enter Trip Panel**, the **Validation Results Panel** is used to inform the user why the trip failed and provide alternative routing points to enter to calculate the desired route of travel.
Highway Names

This routing method allows users to:

- Stipulate a path between an Origin and Destination
- Identify one or more roadways to use as a Via Point within the generated route

To use this feature, list the roadways of the desired route in order of travel.

Note: Via Highways and Via Points are for use when modifying the default route. It is recommended that the user first try to create the route with only an Origin and Destination. If the default route is not the desired route, edit the route by expanding the Enter Trip Panel and adding Via Highways or Via Points. Any change from the default route must include a compelling reason for not accepting the default route. The carrier will be required to enter a reason for the route change before submitting the application and the permit will not self-issue.

To Generate a Route Via Specified Roadways

1. Generate a route by entering and/or selecting the origin and destination routing options.

2. Expand the Enter Trip Panel by clicking the Expand Chevron icon.

The Enter Trip Panel will be displayed.
3. Select the **Highway** option from the **Via Points** dropdown list.

*The Highway Names field will be displayed.*

![Image of a highway selection interface]

4. Enter the names of roadways that the system should use to generate the route in the **Highway Names** field in the order of travel separated by commas.

**Note:** It is best to not duplicate the Origin and/or Destination in the list of Via Highways.

![Image of a highway selection interface with names entered]

5. Click the **Validate and Run** button.

**Note:** If the route requested is blocked by restrictions or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route.
The Trip Results Panel will be displayed.

**Note:** When the system doesn’t have any problems with the information entered, the Trip Results Panel will display the route. Review the route and driving directions. Expand the Enter Trip Panel to make any changes. Changes will require the user to click the Validate and Run button to update the route.

![Image of Trip Results Panel]

6. Click the Next button to continue the Order Permits process.

**Note:** New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

**Note:** On the Order Permits: Permit Summary screen users have the option to Delete Permit, click the Save and Exit button to save any progress and return to the Carrier Dashboard, or to Submit.

**Note:** If NHDOT Permits is unable to generate a route based on the Origin and Destination submitted in the Enter Trip Panel, the Validation Results Panel is used to inform the user why the trip failed and provide alternative routing points to enter to calculate the desired route of travel.
UNDERSTANDING HIGHWAY NAMES

When entering a route via specified highways, optimal results will be achieved when the official NHDOT Highway name is used.

Note: If the route requested is blocked by restrictions or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route.

For best results, use the official NHDOT Highway Names:

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Naming Convention</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interstate Highways</td>
<td>I-XX where XX is the route number</td>
<td>I-95</td>
</tr>
<tr>
<td>US Highways</td>
<td>US-XX where XX is the route number</td>
<td>US-1</td>
</tr>
<tr>
<td>Route</td>
<td>RT-XX where XX is the route number</td>
<td>NH-4</td>
</tr>
</tbody>
</table>

Find On Map

Note: Via Highways and Via Points are for use when modifying the default route. It is recommended that the user first try to create the route with only an Origin and Destination. If the default route is not the desired route, edit the route by expanding the Enter Trip Panel and adding Via Highways or Via Points. Any change from the default route must include a compelling reason for not accepting the default route. The carrier will be required to enter a reason for the route change before submitting the application and the permit will not self-issue.

TO GENERATE A ROUTE THROUGH DESIGNATED MAP POINTS

1. Generate a route by entering and/or selecting the origin and destination routing options.

2. Expand the Enter Trip Panel by clicking the Expand Chevron icon.

The Enter Trip Panel will be displayed.
3. Select the **Find On Map** option from the **Via Points** dropdown list.

![Figure 3: Enter Trip Points: Via Points Find On Map](image)

4. Click the **Select on Map** link.

   *The Select Lat/Lon Vias on Map screen will be displayed.*

![Select Lat/Lon Vias on Map](image)

5. Zoom in and move around the map. Be sure to zoom in very close to click a location on the map as a Via Point.

6. Select a Via Point by clicking the **Select** radio button and clicking the map in the selected location to add a Via Point.
The Via Point selected will be added to the list beneath the map and a numbered marker will be added to the map.

![Select On Map | Clear Lat Lon Vias
1. 44.31112183256759::71.86824415205836 Remove

The same Via Point location will be placed in the Via Points section of the Enter Trip Panel.

![Via Points]

7. Add additional Via Points to the list by repeating the previous steps. Via Points do not have to be entered in consecutively traveled order.
Note: When selecting each Via Point, decide if this point should be added to the end of the list or before a specific Via Point.

Via Points can be individually removed from the list by clicking the Remove link on that line. The entire list can be removed by clicking the Clear Lat Lon Vias link.

8. Click the **Done** button once finished.

   The **Via Points** will be entered into the trip between the **Origin** and the **Destination**.

9. Click the **Validate and Run** button.

Note: If the route requested is blocked by restrictions or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route. It is best to not duplicate the Origin or Destination in the list of Find on Map vias.

   The **Trip Results Panel** will be displayed.
**Note:** When the system doesn’t have any problems with the information entered, the **Trip Results Panel** will display the route. Review the route and driving directions. Expand the **Enter Trip Panel** to make any changes. Changes will require the user to click the **Validate and Run** button to update the route.

10. Click the **Next** button to continue the Order Permits process.

**Note:** New information will not be saved if the user clicks the **Back** button before saving or before going to the next screen.

**Note:** On the **Order Permits: Permit Summary** screen users have the option to **Delete Permit**, click the **Save and Exit** button to save any progress and return to the **Carrier Dashboard**, or to **Submit**.

**Helpful Hints:**

- When selecting a location, zoom in sufficiently to view both lanes of travel for divided highways.
- Select the location traveling in the correct direction.
- If the user clicks too close to an intersection, the system will assume the intersection as the location selection.

**Note:** If NHDOT Permits is unable to generate a route based on the Origin and Destination submitted in the **Enter Trip Panel**, the **Validation Results Panel** is used to inform the user why the trip failed and provide alternative routing points to enter to calculate the desired route of travel.

**Note:** For Roundtrip permits, do not add via points on road ways with a single direction of travel.