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ATHENA ROUTING & PLANNING

Depots Training Resource Guide



Depots

Training Resource Guide

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DEPOTS TRAINING RESOURCE GUIDE

PURPOSE OF THIS GUIDE

The Depots Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of assigning depot locations within the software, as well as provide you with specific scenarios you may encounter as you begin to independently navigate the system within the User Stories section of this guide.

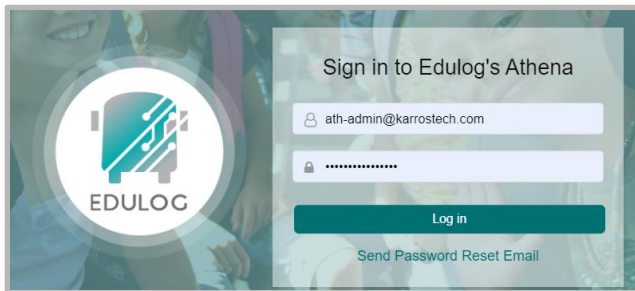
ATHENA DEPOTS INTRODUCTION

The Depot module is unique to Athena as it is an extension of workflows within the Routes module—users, for the most part, will only work within “Depots” when building routes. Depots are designated places where buses are housed, and the depot module helps to keep track of depot locations and will assist in keeping proper mileage rosters for all vehicles. Additionally, pre and post deadheads will be calculated using depot locations to further aid in the development of accurate run directions.

NAVIGATING THE DEPOTS MODULE

1. Sign In:

You will first come to the sign in page where you will enter your Username (email) and password.



2. Athena Portal Home Page:

You will be brought to the Athena Portal Home Page; at the bottom of this screen are the Athena applications.



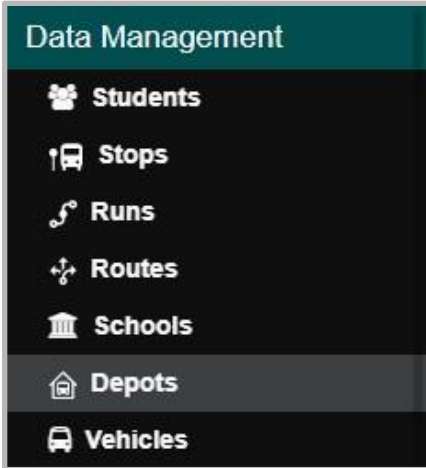
3. Routing Management:

Select the owl icon to enter the Routing Management application.



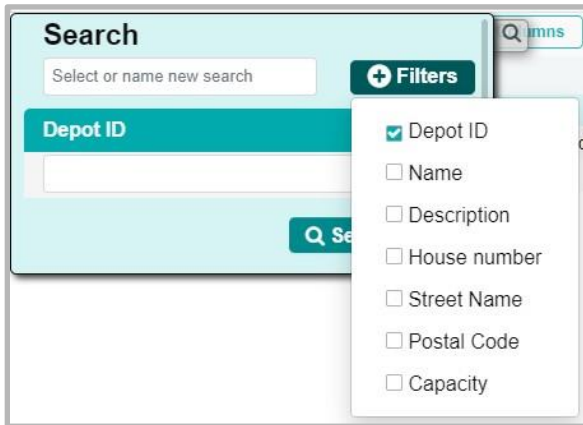
4. Data Management:

Under Data Management select the “Depots” module.



5. Depots Search:

The Depots search has several filters to choose from.

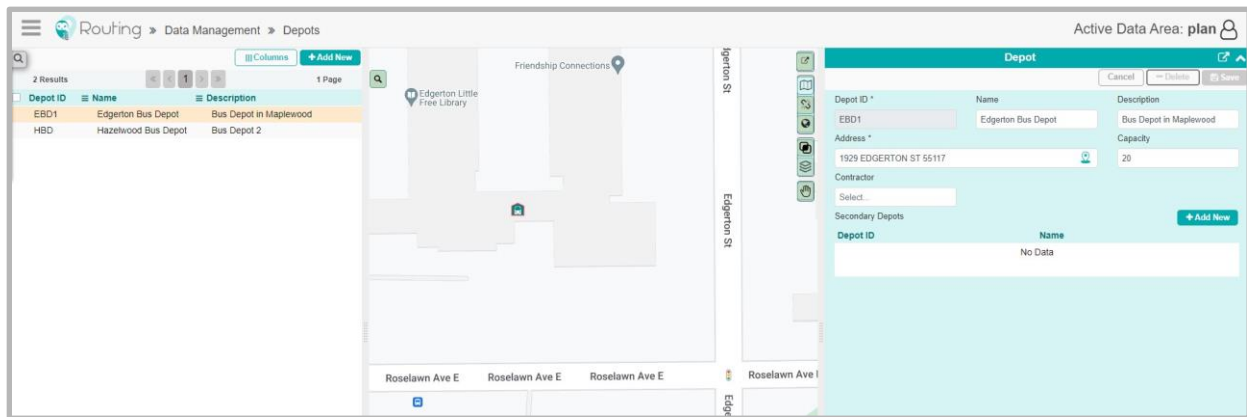


6. Data Panel:

The results of the search query will be listed in the Data Panel.



When selecting a depot in the Data Panel, it will show graphically on the map, as well as additional information will populate in the Workspace Panel.



6.1 Depot Information:

Within the “Depot” information card, the user will find fields for the Depot ID, Name, Description, Address, and more.

The image shows a close-up of the 'Depot' information card. It has a teal header with the title 'Depot' and navigation icons. Below the header are 'Cancel', 'Delete', and 'Save' buttons. The form contains several input fields: 'Depot ID *' (EBD1), 'Name' (Edgerton Bus Depot), 'Description' (Bus Depot in Maplewood), 'Address *' (1929 EDGERTON ST 55117 with a location pin icon), and 'Capacity' (20). There is a 'Contractor' dropdown menu with 'Select...' as the current value. Below these is a 'Secondary Depots' section with a table header 'Depot ID' and 'Name', and a 'No Data' message. A '+ Add New' button is located at the bottom right of the form.

- **Depot ID:** When creating a Depot ID, you can assign it a number, location, or any other identifiable name.
- **Name:** Traditionally this field is for inputting the school the school/district the buses will be servicing.
- **Description:** This field can be used to keep track of the number of depots associated with a single school/district.
- **Address:** In this field you can either manually type in the address of the depot, or you can select the map query button within the field to locate the depot in the map view. 📍

- **Capacity:** The number of buses the depot houses.
- **Contractor:** If the district is using a contractor to supply the buses, you would plug in the name of that company in this field.
- **Secondary Depots:** If there is a secondary depot that is associated with the serviced school, you would associate them here.

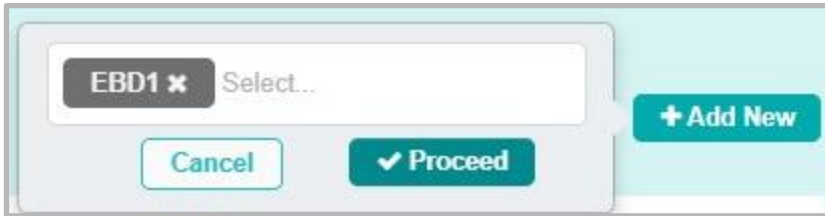
6.2 Add Depot:

To add a new depot, select the “Add New” button in the Data Panel, and fill out the depot information form—Select “Save”.

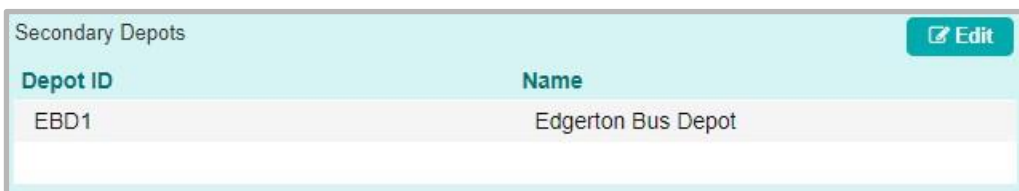
6.3 Add a Secondary Depot:

To add a secondary Depot, select the “Add New” button in the depot information card of the Workspace Panel. Within the search field, find the secondary depot of choice and select “proceed”.

If the depot is not listed, the user will need to first add a new depot—navigate to the Data Panel and select “Add New”—before it will appear in the Data Panel and be available to add as a secondary Depot location.



After saving, the depot will be listed in the “Secondary Depots” section of the “Depots” informational card—the list can continue to be edited by selecting “Edit” in the “Depots” card.



ATHENA USER STORIES

The User Stories section of this guide will offer you scenarios that are applicable to some of the workflows you might encounter in your day-to-day tasks within Athena. Some scenarios that will be discussed include:

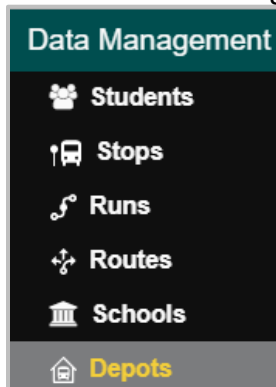
1. Assign a Depot to a Route

When working within the Routes modules, following the creation of a new route, and the assignment of runs, the user will need to create and assign the pre and post depot locations to the route in order to factor the deadhead time into the route details.

Here's How

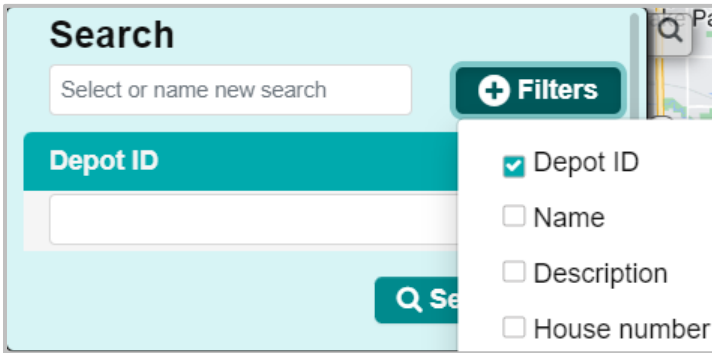
1. Depots:

Under “Data Management” navigate to Depots.

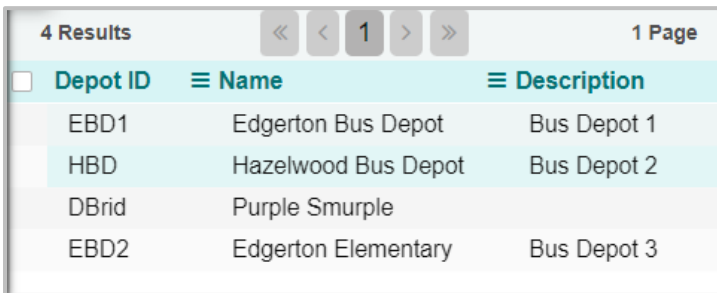


1.1 Search:

In the search bar select the “Depot ID” filter; leave the search field blank and select “Search” to view all depot locations saved in the system.



The screenshot shows a search interface with a search bar containing the text "Select or name new search". To the right of the search bar is a "+ Filters" button. A dropdown menu is open, showing the following options: Depot ID, Name, Description, and House number. Below the search bar is a "Q Search" button.



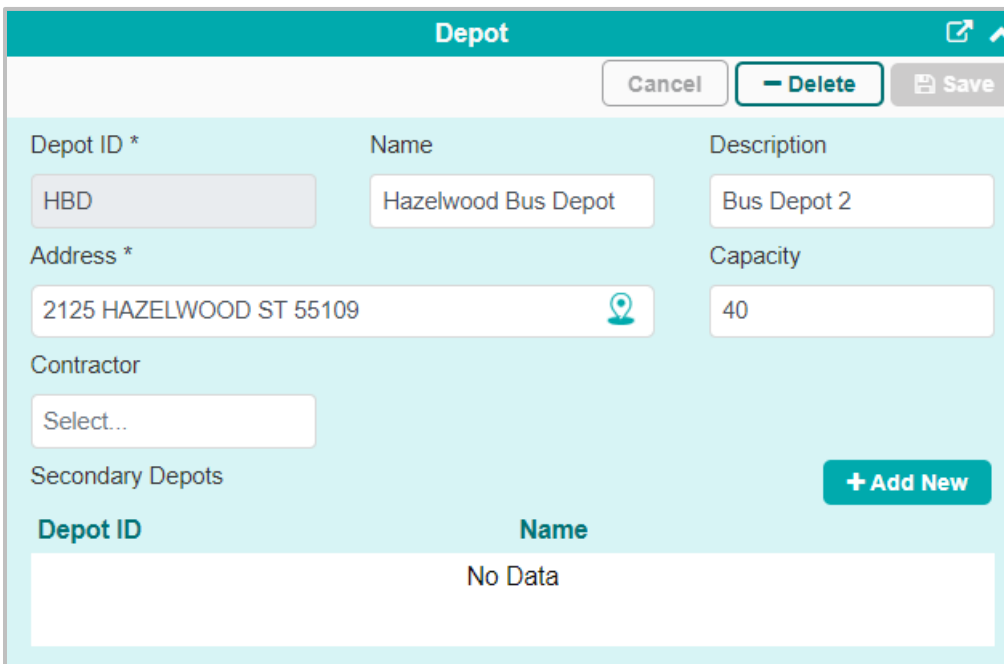
The screenshot shows a table with 4 results. The table has columns for Depot ID, Name, and Description. The results are:

Depot ID	Name	Description
EBD1	Edgerton Bus Depot	Bus Depot 1
HBD	Hazelwood Bus Depot	Bus Depot 2
DBrid	Purple Smurple	
EBD2	Edgerton Elementary	Bus Depot 3

1.2 If you do not see the depot location for your route, you will need to add a new depot location to the system by selecting “+Add New”.



Once selected a form will populate in the Workspace Panel with the following fields to complete:



The screenshot shows a form titled "Depot" with the following fields:

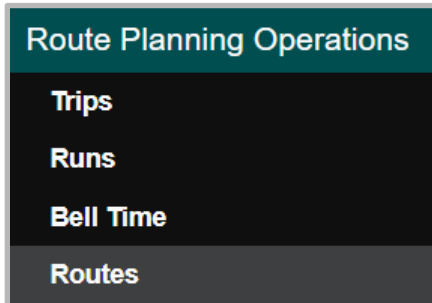
- Depot ID *: HBD
- Name: Hazelwood Bus Depot
- Description: Bus Depot 2
- Address *: 2125 HAZELWOOD ST 55109
- Capacity: 40
- Contractor: Select...
- Secondary Depots: No Data

Buttons: Cancel, - Delete, Save, + Add New

- **Depot ID:** When creating a Depot ID, you can assign it a number, location, or any other identifiable name.
- **Name:** Traditionally this field is for inputting the school the school/district the buses will be servicing.
- **Description:** This field can be used to keep track of the number of depots associated with a single school/district.
- **Address:** In this field you can either manually type in the address of the depot, or you can select the map query button within the field to locate the depot in the map view. 📍
- **Capacity:** The number of buses the depot houses.
- **Contractor:** If the district is using a contractor to supply the buses, you would plug in the name of that company in this field.
- **Secondary Depots:** If there is a secondary depot that is associated with the serviced school, you would associate them here.

2. Routes:

Once you have added the depot location to the system, navigate to “Route Planning Operations” and select Routes.



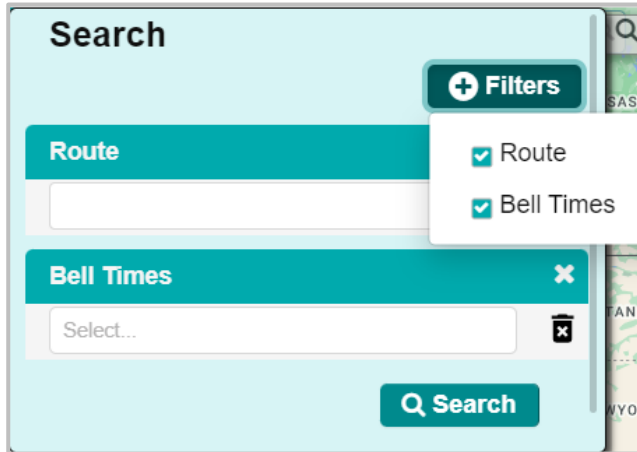
3. Create Task:

Before you can start working within the Routes module, you will first need to create a task by clicking on the plus icon at the bottom left corner of the screen.



4. Search:

Select the Route ID filter in the “Search” window, and query for your route(s).



5. Routes:

Select the route you want to work with by clicking on the box to the left of the Rout number; the route will be listed in the “Routes in Play” panel, as well as populate in the “Timeline”.

The screenshot shows a 'Routes' panel with a teal header. Below the header, there are buttons for 'Bell Times', 'Add New', 'Delete', and 'Columns'. Below the buttons is a table with the following data:

<input type="checkbox"/>	Route	Description	AM/PM	Frequ
<input checked="" type="checkbox"/>	KESROUTE1	Kennedy School ...	All-Day	MTW

6. Assign Pre-Depot to Route:

In the “Routes in Play” panel within the Workspace Panel, you will find the “Assign Depot” button. Before you can assign a depot to the route, you must select the route in the “Routes in Play” card.

The screenshot shows a 'Routes In Play' panel with a teal header. Below the header, there are buttons for 'Bulk Edit', 'Assign Depot', and 'Unassign Depot'. Below the buttons is a table with the following data:

<input type="checkbox"/>	Route	Frequency	Vehicle	Pre De
<input checked="" type="checkbox"/>	KESROUTE1	MTWUF		
<input type="checkbox"/>		MTWUF		EBD1

Once selected, the “Assign Depot to Route” window will populate on the screen. Select the “Assign” button in the window, and locate the appropriate depot location in the “Select a Depot to Assign” drop-down field.

Assign Depot to Route

Type of assign:
 Replace Assign

Select a Depot to Assign:

Assign as:
 Pre Depot Post Depot

Frequency:
 MON TUE WED THU FRI SAT SUN

Route	Frequency	Pre Depot	Post Depot
KESR...	MTWUF	EBD1	EBD1

Route	Frequency	Pre Depot	Post Depot	Valid
KESR...	MTWUF	HBD	HBD	✓

Some additional fields of note in this window are described as such:

- **Frequency:** The user has the ability to assign the frequency of this depot location; should the bus be come from a different location on a few of the days.
- **Pre/Post Depot:** If the pre and post depot locations are different, you can deselect the Post Depot field, and assign it as a secondary depot location.
- **Replace:** To replace an already assigned depot location, select the “Replace” button in the window and the window will update as below:

Assign Depot to Route

Type of assign:
 Replace Assign

Select a Depot to Replace:

Select a Depot to Assign:

Assign as:
 Pre Depot Post Depot

Frequency:
 MON TUE WED THU FRI SAT SUN

Route	Frequency	Pre Depot	Post Depot
KESR...	MTWUF	EBD1	EBD1

Route	Frequency	Pre Depot	Post Depot	Valid
KESR...	MTWUF	HBD	HBD	✓

- In this window you will select the current depot location in the “Select a Depot to Replace” drop-down, and add the new location to the “Select a Depot to Assign” field. The changes will be shown in the lower right window.
- The depot location will show these updates in the “Routes in Play” card as well as in the “Timeline”.

<input checked="" type="checkbox"/> Route	Frequency	Vehicle	Pre Depot	Post Depot
<input checked="" type="checkbox"/> ■ KESROUTE1	MTWUF			
<input checked="" type="checkbox"/> ■	MTWUF		HBD	HBD

Routes			
Route	Vehicle	8:30AM	9A
ESROUTE1	(none)	■	
MTWUF, Dep: HBD		■	