Smarter Transportation.

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ATHENA ROUTING & PLANNING

Bell Time Transfers Training Resource Guide

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Training Resource Guide

Date Modified: 03/23/2023

Version: 1.57

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BELL TIME TRANSFERS TRAINING RESOURCE GUIDE

PURPOSE OF THIS GUIDE

The Bell Time Transfers Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of creating transfers within the Bell Times Module, 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.

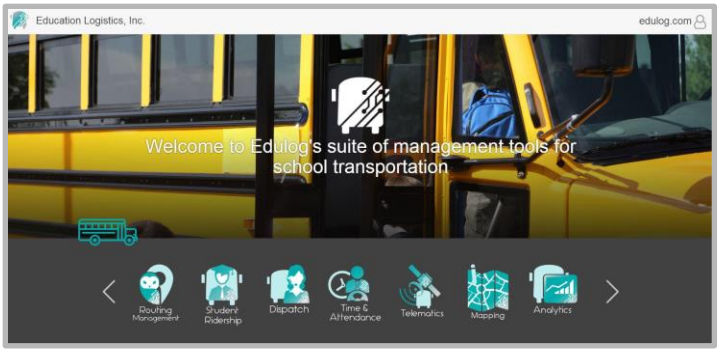
ATHENA TRANSFERS INTRODUCTION

Transfers allow students going to one school to be picked up on a run going to a common bus loading location called a transfer point. Students will arrive at their transfer point and then board another bus which will take them to school or back to their afterschool location. Any run that utilizes a transfer point is considered a transfer run. Transfer connections will take place at a designated transfer stop. These transfer stops take into consideration the bell times of more than one school making on time arrival possible. Runs taking students to a transfer location are called feeder runs. A leg of a trip from a transfer location is on a collector run.

REFRESHER ON NAVIGATING THE BELL TIMES 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:**
   The Athena Home Page displays all the applications that are activated within your Athena package.

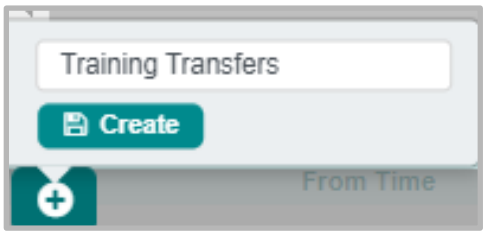


3. **Routing Management:**
   Click on the owl icon to enter the Routing Management module.

4. **Bell Time:**
   Under Route Planning Operations select Bell Time.

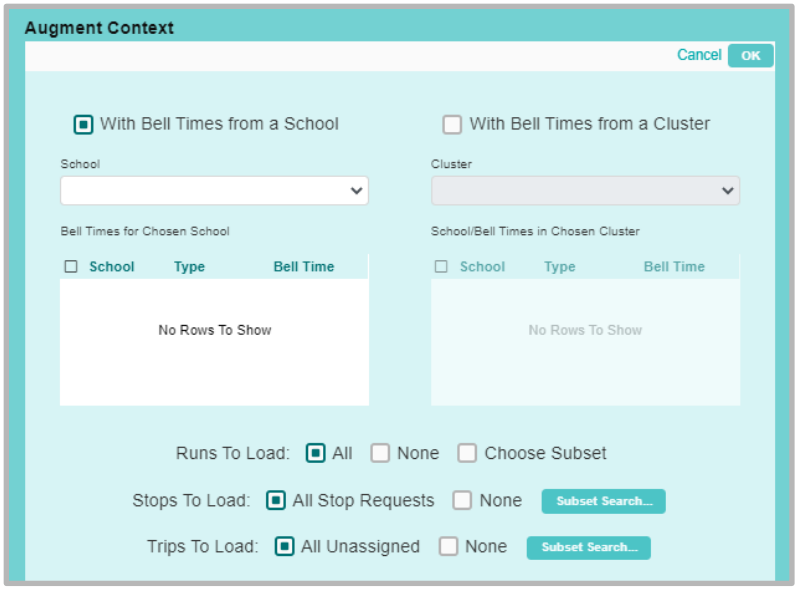
4.1 Create a Task:

This Bell Time module will not display any data until a task is created, to do so, navigate to the lower left of the module, and hover over the "+" tab. Give your task a name based on what you are working on, for example, "[Initials] Training Transfers".



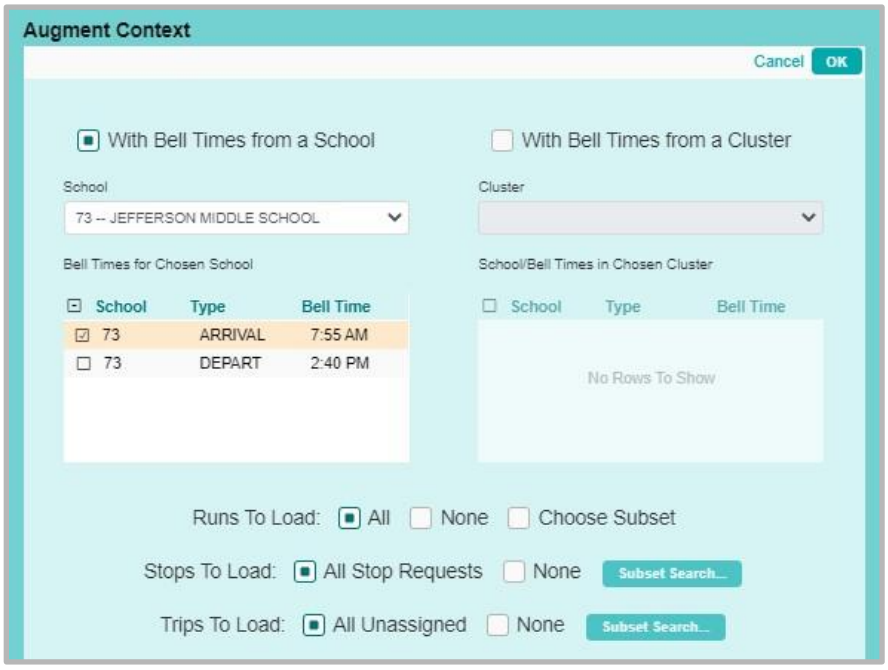
4.2 Augment Context Window:

Following the creation of a task, the augment context window should automatically populate; in the even it doesn't you can select the "Augment Context" button to enable it.

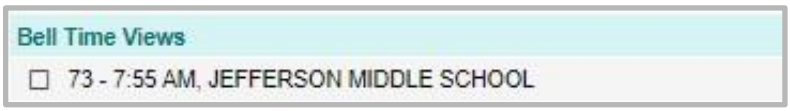


Within the window:

- Select the school and bell times either individually, or by cluster.
- Select Runs to Load, Stops to Load, and Trips to Load—the system will default to “ALL”.

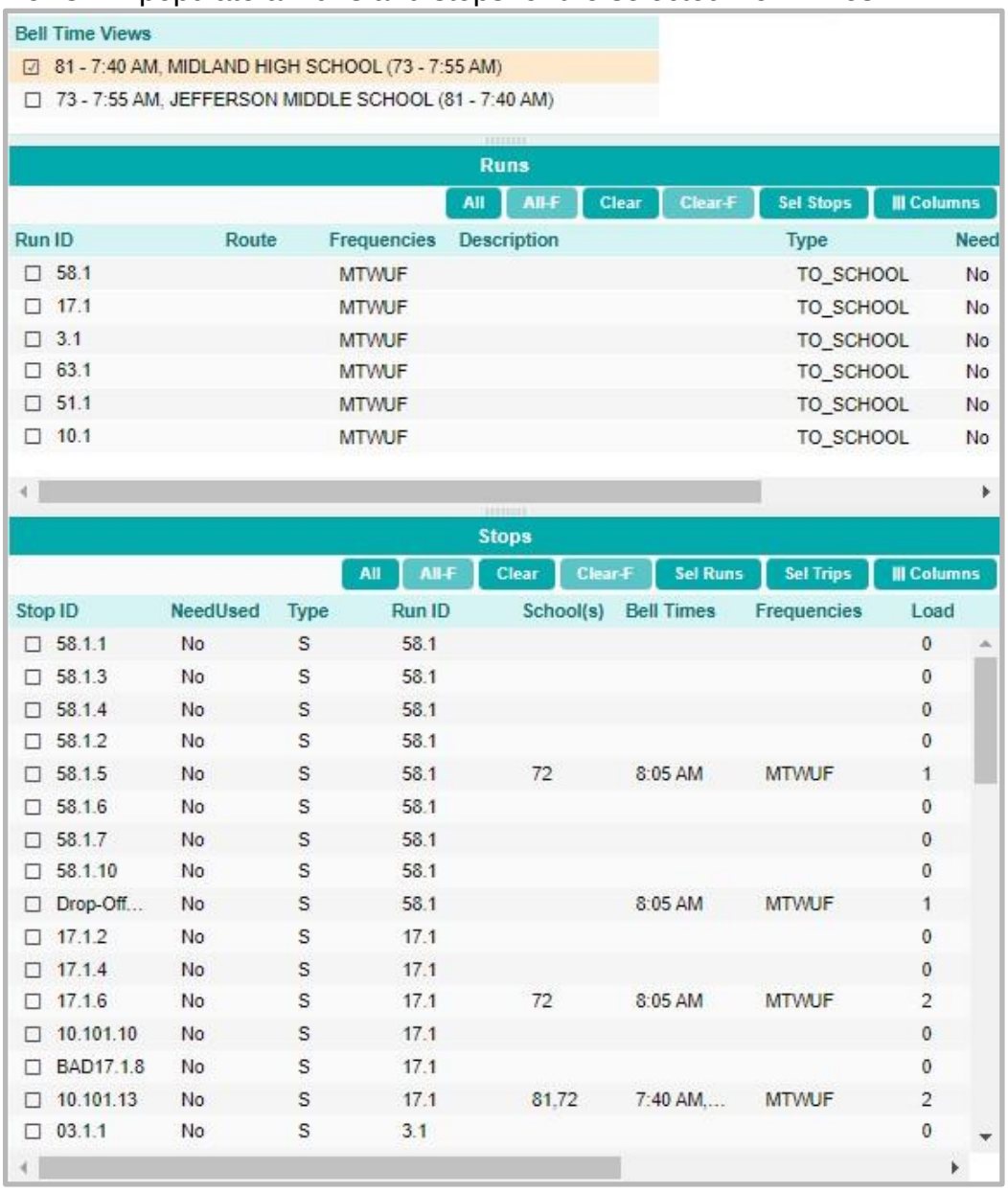


Select “OK” to pull the data, which will populate in the Data Panel of the Bell Times Module. Select the Augment Context button again to add another school and bell time.



4.3 The Data Panel:

When selecting a bell time within the Bell Times Views card, additional run and stop information will populate within the Data Panel. Selecting multiple bell time views will populate all runs and stops for the selected Bell Times.



Bell Time Views

- ☑ 81 - 7:40 AM, MIDLAND HIGH SCHOOL (73 - 7:55 AM)
- ☐ 73 - 7:55 AM, JEFFERSON MIDDLE SCHOOL (81 - 7:40 AM)

Runs

All | All-F | Clear | Clear-F | Sel Stops | Columns

Run ID	Route	Frequencies	Description	Type	Need
☐ 58.1		MTWUF		TO_SCHOOL	No
☐ 17.1		MTWUF		TO_SCHOOL	No
☐ 3.1		MTWUF		TO_SCHOOL	No
☐ 63.1		MTWUF		TO_SCHOOL	No
☐ 51.1		MTWUF		TO_SCHOOL	No
☐ 10.1		MTWUF		TO_SCHOOL	No

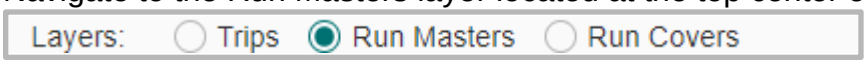
Stops

All | All-F | Clear | Clear-F | Sel Runs | Sel Trips | Columns

Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Times	Frequencies	Load
☐ 58.1.1	No	S	58.1				0
☐ 58.1.3	No	S	58.1				0
☐ 58.1.4	No	S	58.1				0
☐ 58.1.2	No	S	58.1				0
☐ 58.1.5	No	S	58.1	72	8:05 AM	MTWUF	1
☐ 58.1.6	No	S	58.1				0
☐ 58.1.7	No	S	58.1				0
☐ 58.1.10	No	S	58.1				0
☐ Drop-Off...	No	S	58.1		8:05 AM	MTWUF	1
☐ 17.1.2	No	S	17.1				0
☐ 17.1.4	No	S	17.1				0
☐ 17.1.6	No	S	17.1	72	8:05 AM	MTWUF	2
☐ 10.101.10	No	S	17.1				0
☐ BAD17.1.8	No	S	17.1				0
☐ 10.101.13	No	S	17.1	81,72	7:40 AM,...	MTWUF	2
☐ 03.1.1	No	S	3.1				0

5. Run Masters:

Navigate to the Run Masters layer located at the top center of the Module.



ATHENA USER STORIES—TRANSFERS

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:

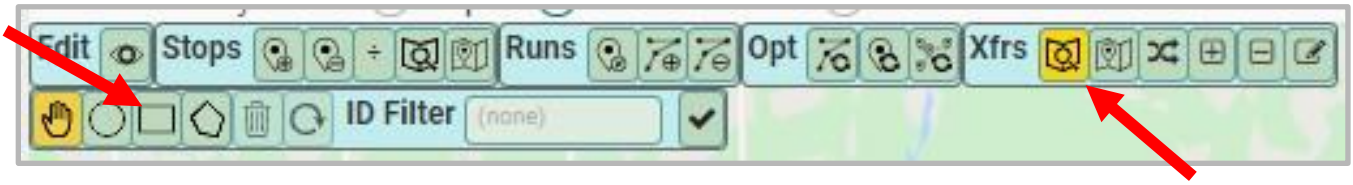
- Creating Transfer Stops
- Create Transfer Runs
- Assigning to Transfer Runs

1. Creating Transfer Stops

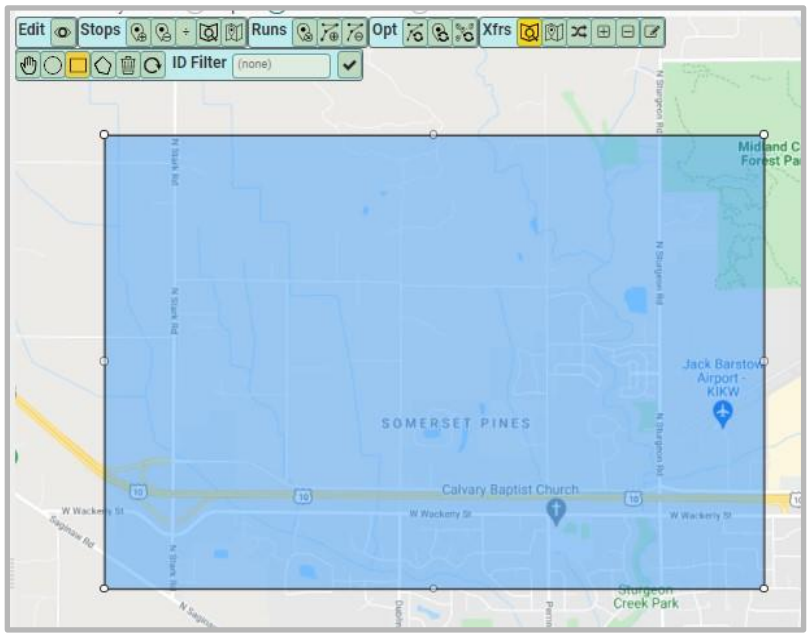
Before creating a transfer, the router will need to find a location that will best suit a transfer point—keep in mind the location has to be spacious and safe for students to exit a bus, and board another; utilize your knowledge of the area to avoid hazardous locations.

Here's How:

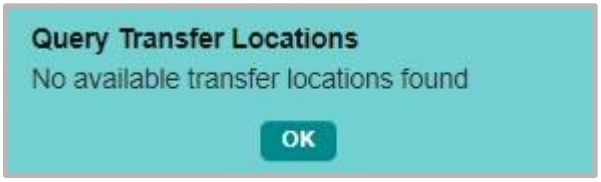
1. **Query Transfer Locations:**
   Navigate to the Map Panel, and zoom to the area you would like to add a Transfer Stop; in the toolbar, select the "Query Transfer" button and one of the draw tools.



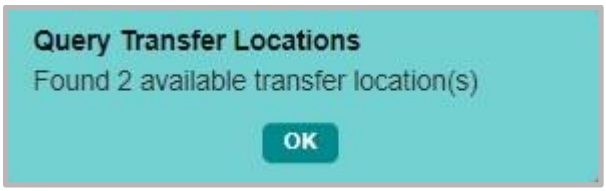
Draw on the map to query a large area for available transfer locations.



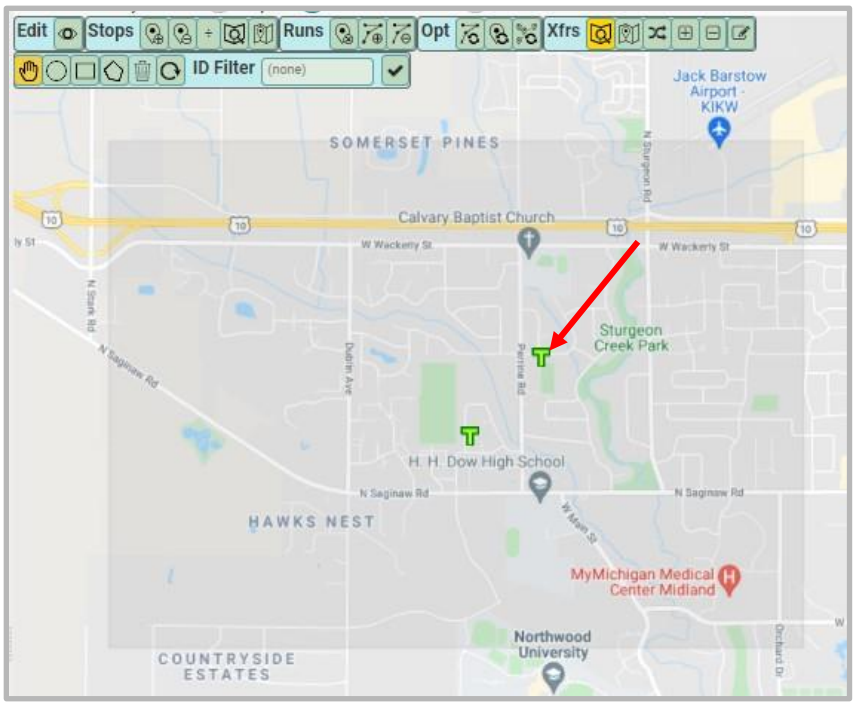
- If there are no transfer location in the area, you will receive the following message:



- If there are transfer locations found, you will see the following message displayed:

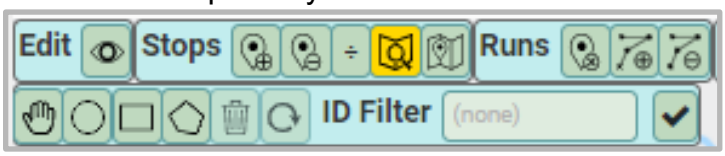


Selecting 'OK' will display Transfer Locations on the map as a green 'T"—these transfer locations are available to assign to runs.

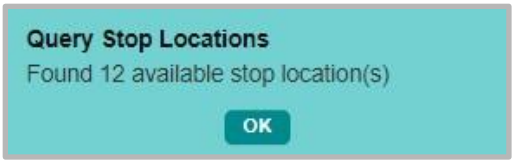


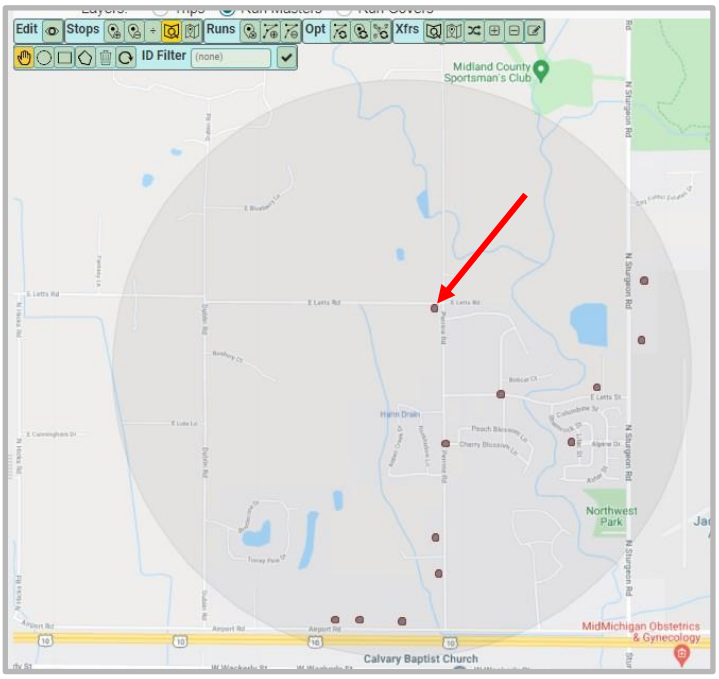
2. Query stop Locations:

Should you not find an available transfer location, you can create one by turning an already existing Stop Location into a Transfer Location. Navigate to the Stop Tools on the map, and select the "Stop Query" tool.



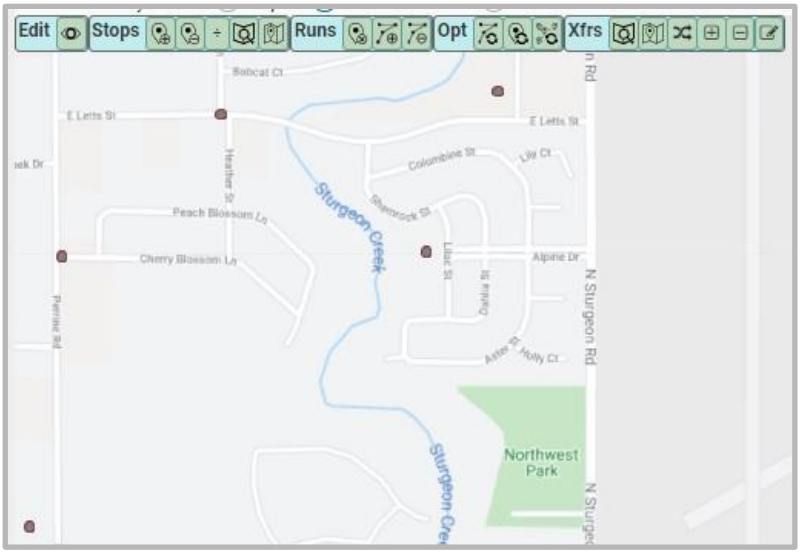
Zoom to the area you would like to search, and using your selected shape, draw a perimeter for your search; all available Stop Locations found will display in gray on the map.



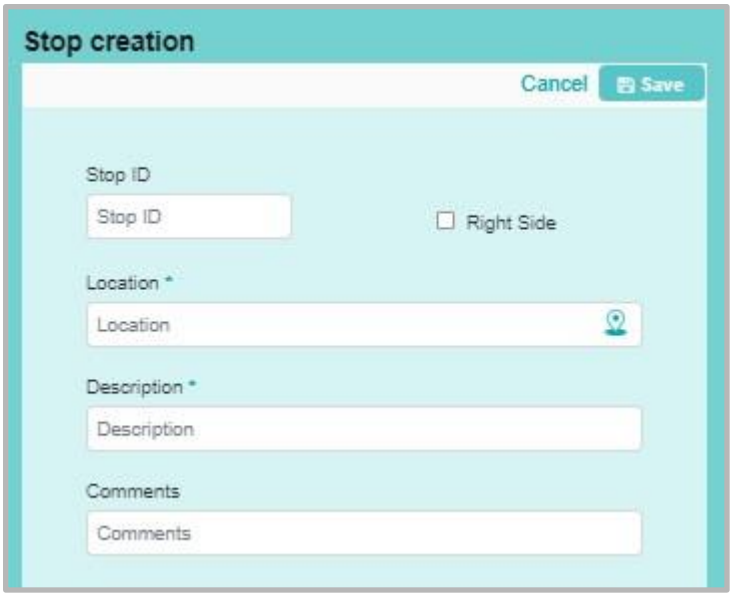


2.1 Create Stop Location:

Should you not find any available stop locations, the user can create their own stop. Zoom to the location you would like to create a stop, and select the “Add Stop” tool in the toolbar.



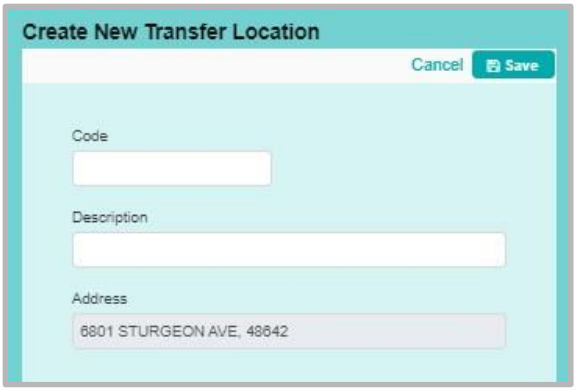
A “Stop Creation” window will populate on your screen; fill out the appropriate stop information.



If you do not know the address, you can select the location picker tool, to manually add a stop location point on the map. Select save when you have completed adding information, and the new stop location will display on the map.

3. **Create Transfer Location:**
   Selecting the Stop Location on the map, and it will highlight in red.

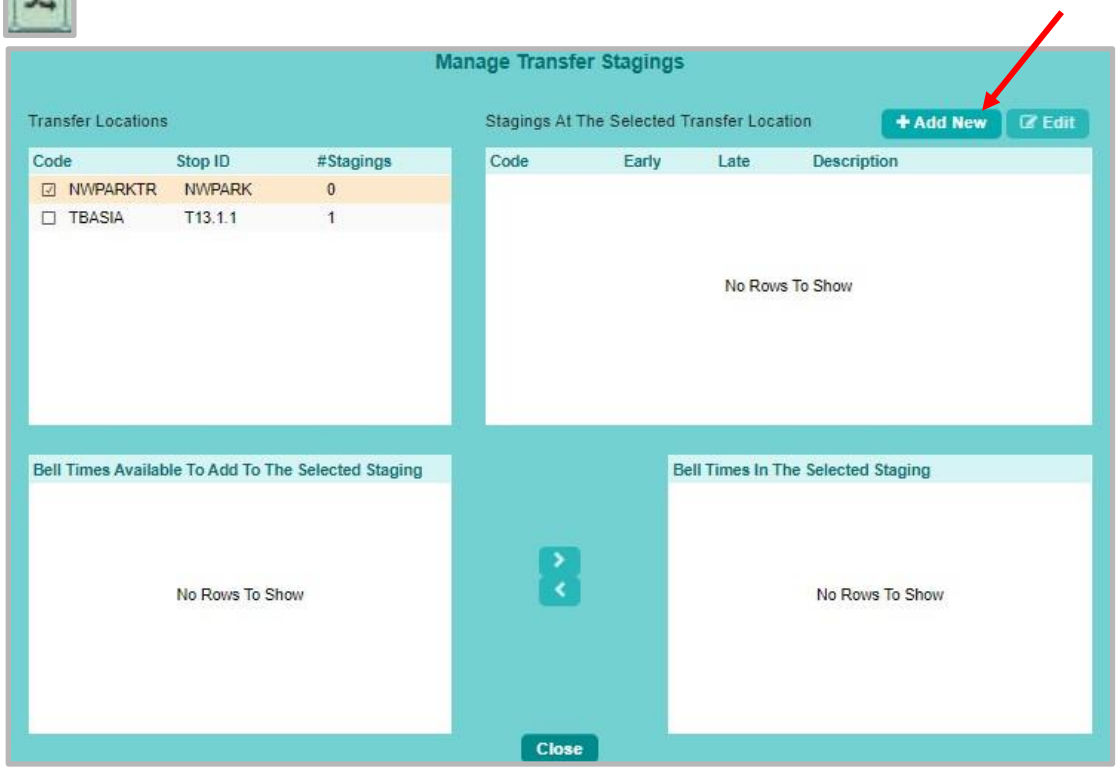
To create the transfer location, select the “New Transfer Location” tool within the toolbar at the top of the Map Panel—the Create New Transfer Location window will open.



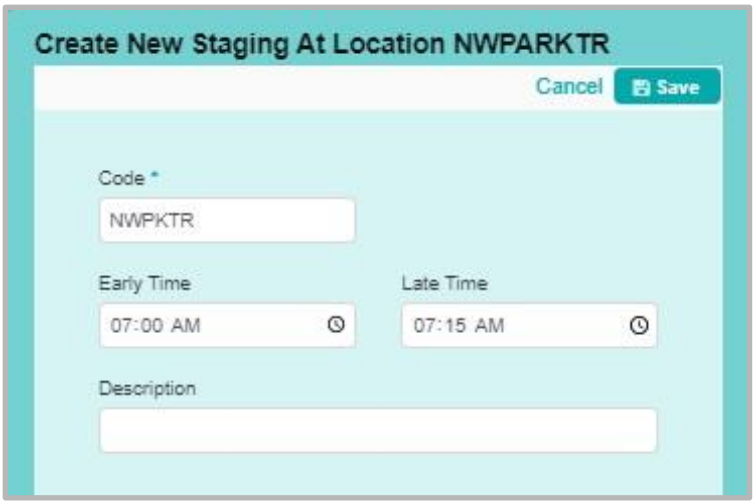
Create a Code and Description for the new location and save your changes. The new transfer will display as a green “T” on the map.

4. **Transfer Staging:**

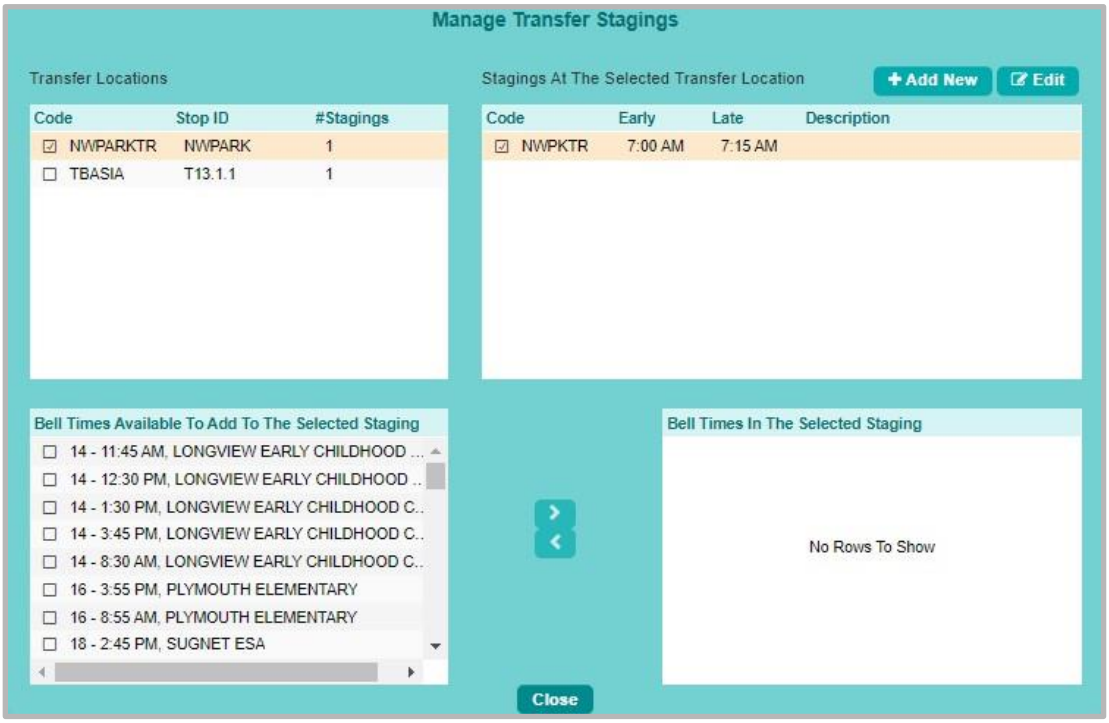
To create Transfer Staging, select the Transfer Location on the map—it will highlight in red—and then select the “Manage Transfer Staging” tool in the toolbar; this will open the Manage Transfer Staging window.



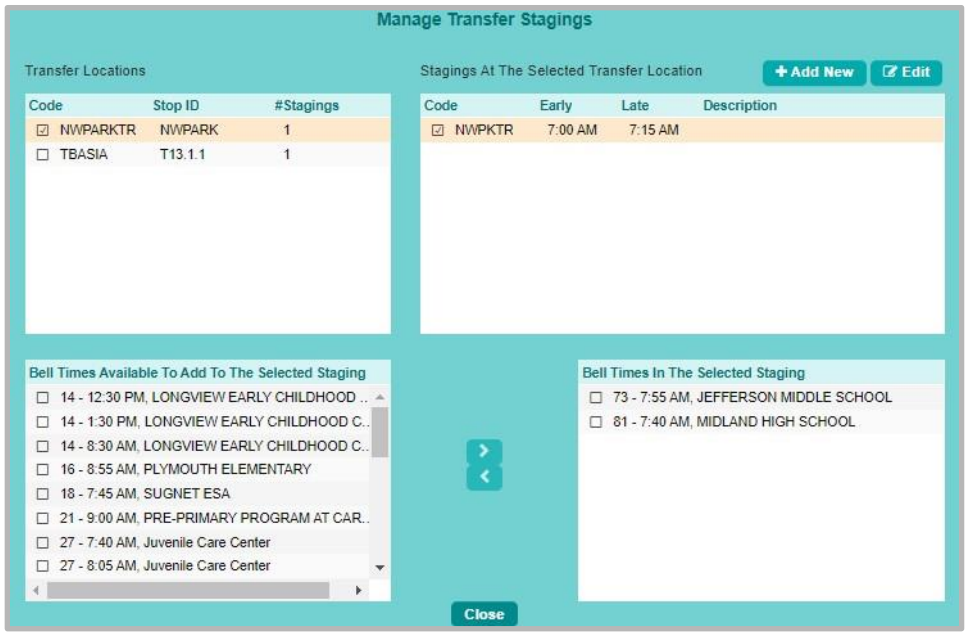
Select the transfer location in the upper left card, and then select the “Add New” button to open the “Create New Staging At Location [selected location]” window—fill out the form with the appropriate information.



Following saving the information in the “Create New Staging” window, all available Bell Times will be listed in the “Manage Transfer Staging’s” window.



Select the Bell Times for staging in the lower left card, and select the arrow to move them to the window on the right before closing the window and saving.

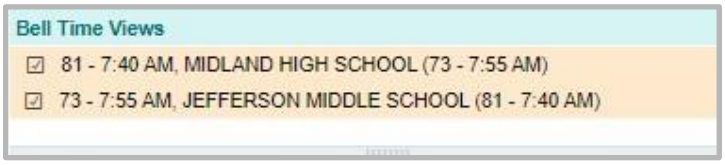


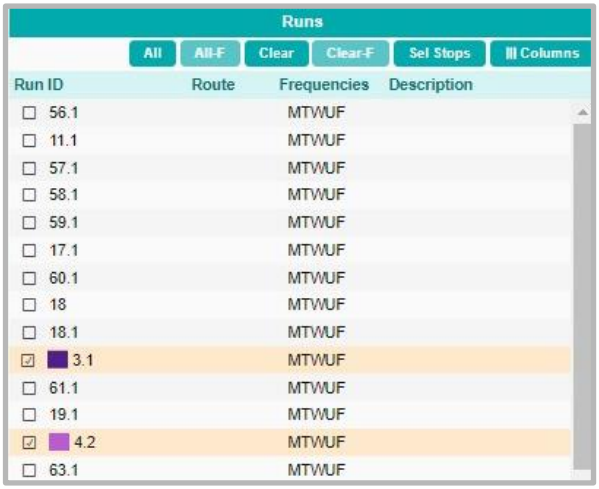
2. Create Transfer Runs

Following the creation of the Transfer Staging, the routing team will begin assigning runs to the newly made Transfer Location.

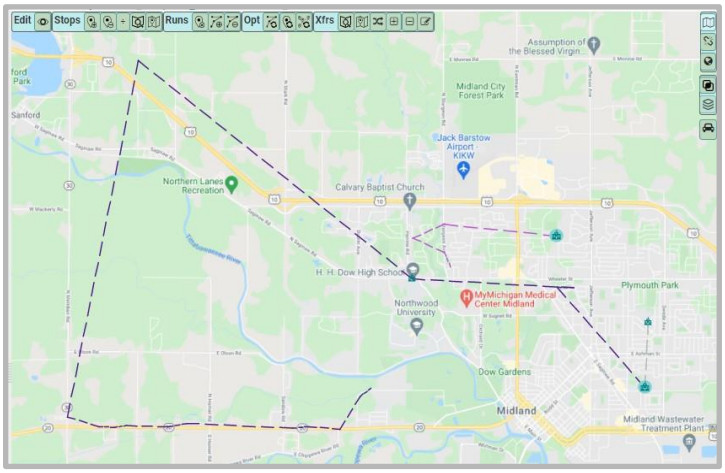
Here's How:

1. **Select Bell Times:**
   Navigate to the Data Panel, and select the appropriate Bell Times; the runs for each Bell Time will be listed below in the Runs card.

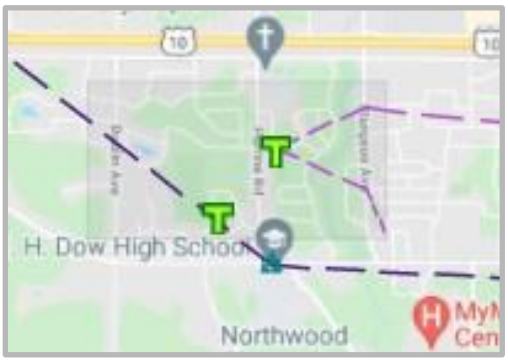




Selecting the Runs in the Data Panel will display them on the Map.



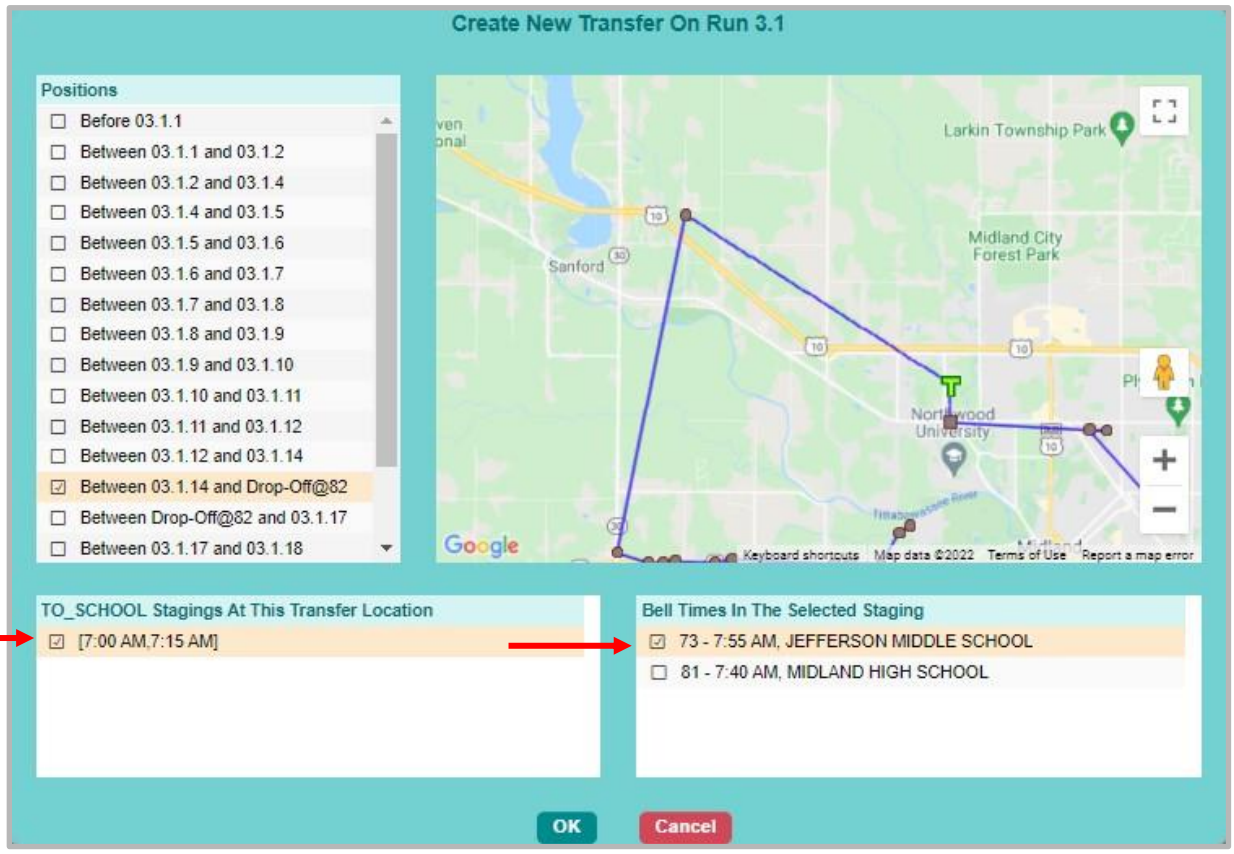
2. **Query Transfer Locations:**
   Query Transfer Locations, and ensure the Transfer Staging is in place for the chosen Transfer Location.



3. **Assign Feeder Run:**
   Select the Run that will be dropping students off at the Transfer Stop—this is called the "Feeder Run".
   - To assign the Run to the Transfer Location, hold down the Ctrl Key on your keyboard, and then click on the run that the Transfer Location is being assigned to. Hold down the click and drag the Run to the Transfer Location; hover over the Transfer Location and let go of the click.

The following window will open to confirm the assignment—select Feeder, and the “Create New Transfer Run” window will open.

Select the 7 am “To School” time in the “Staging at the Transfer Location” card, and the Bell Time in the “Selected Staging” card.



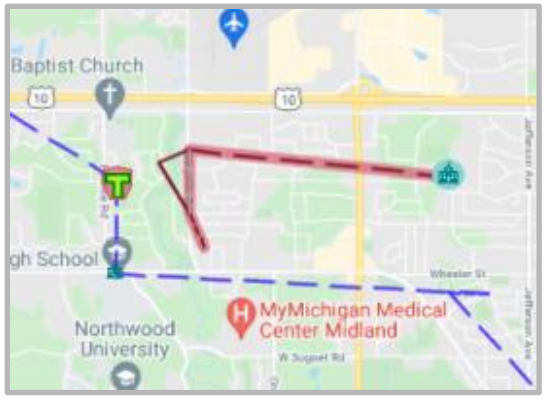
Select ‘OK’ and the Run will be assigned to the location and the Transfer Location will turn blue and be considered a Transfer Stop.

4. **Assign Collector Run:**

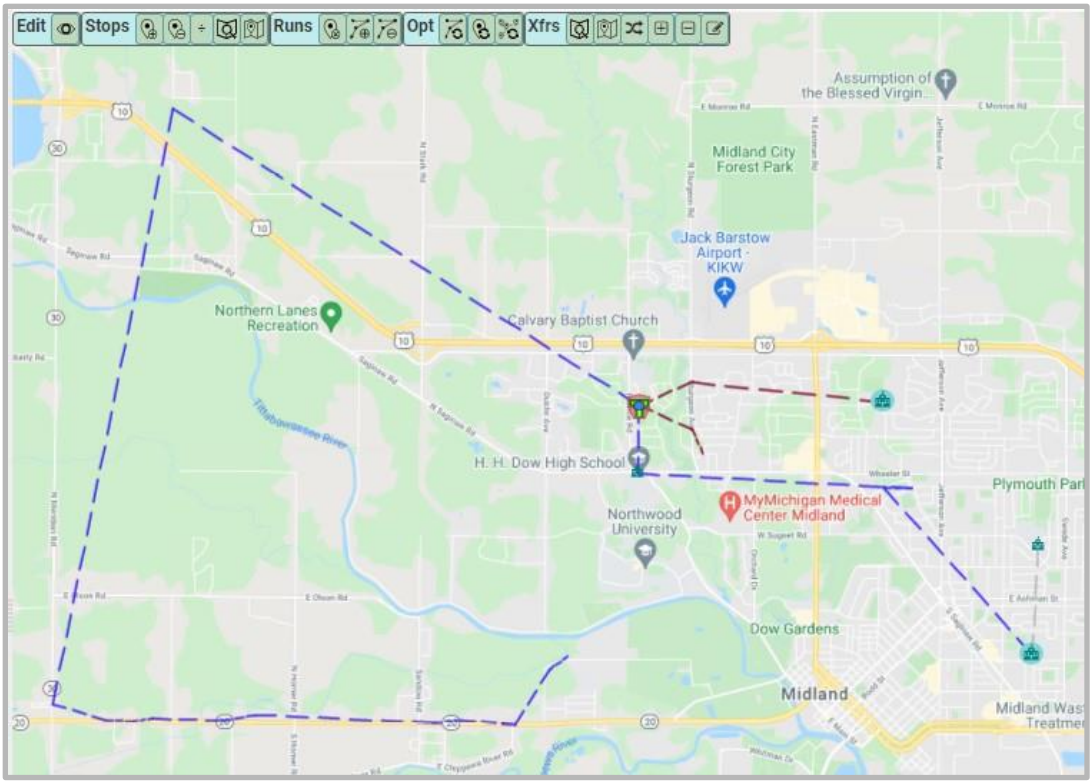
Before the routing team can assign the Collector Run—the run that is picking up the students from the Transfer Location—the user needs to select the Transfer Location on the map.

- Right click on the “T” and the “Managing the Stack of Stops” window will open.

Select the “T” in play, and close the window; the selected Run will now be assigned as the “Collector Run”, and will be picking up the students. Drag the Run to the Transfer Location—Ctrl, click, drag, and drop—Select Collector to save your changes.



The Transfer Run is now finalized.

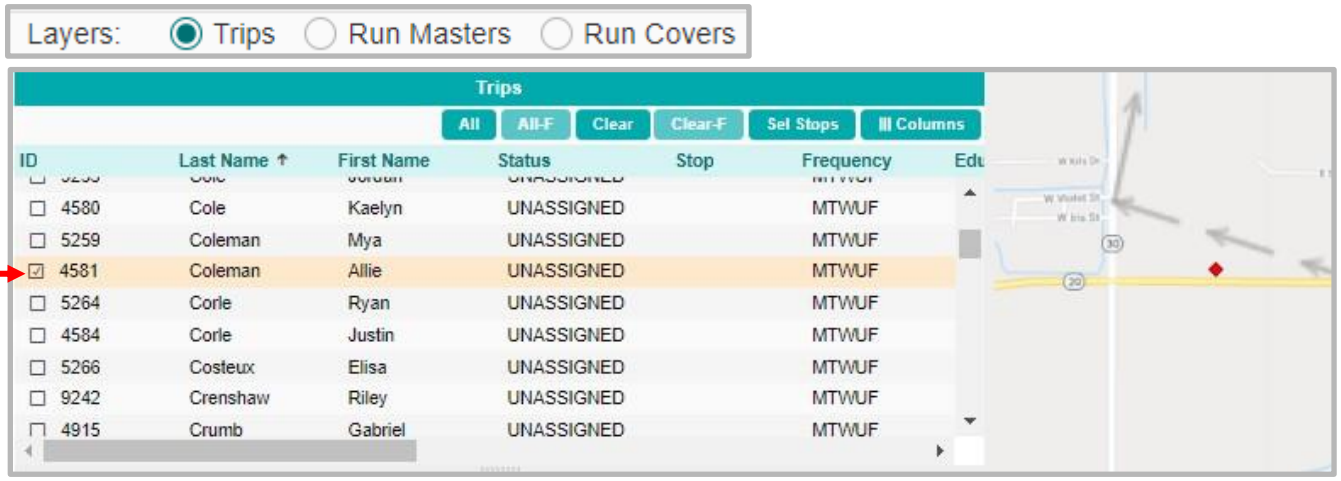


3. Assigning to Transfer Runs

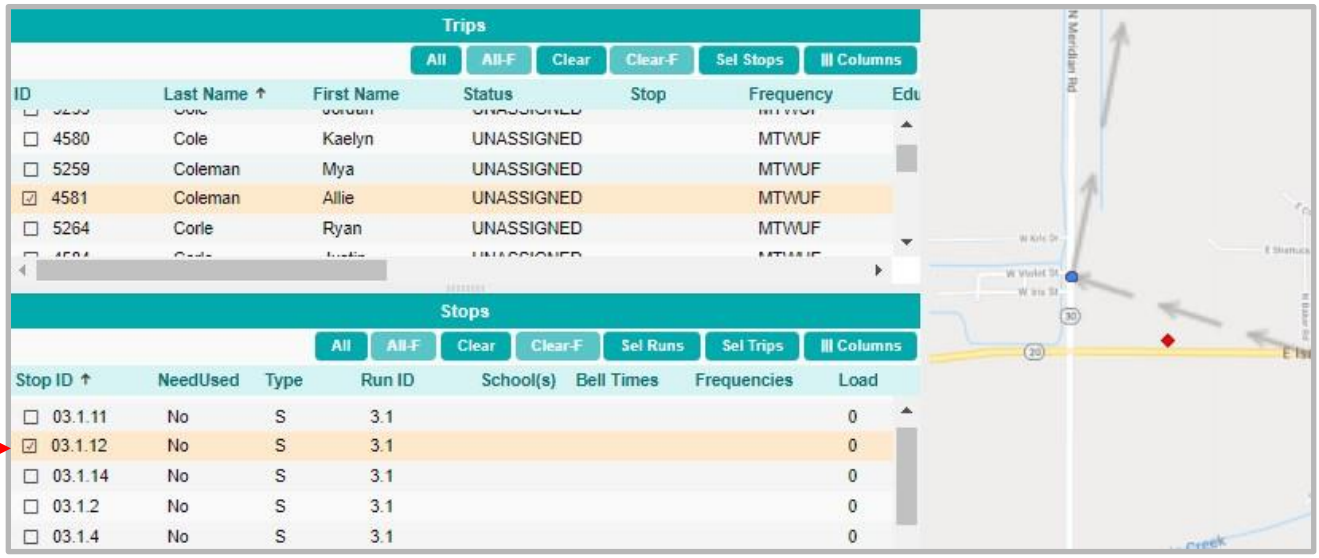
Once the Transfer Run is established, the routing team can begin assigning trips directly to a Feeder Run.

Here's How:

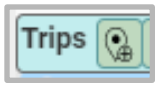
1. **Assign Trip to Stop on Feeder Run:**
   Toggle to the Trips layer, and navigate to the Trips card in the Data Panel; find the unassigned trip and select it.



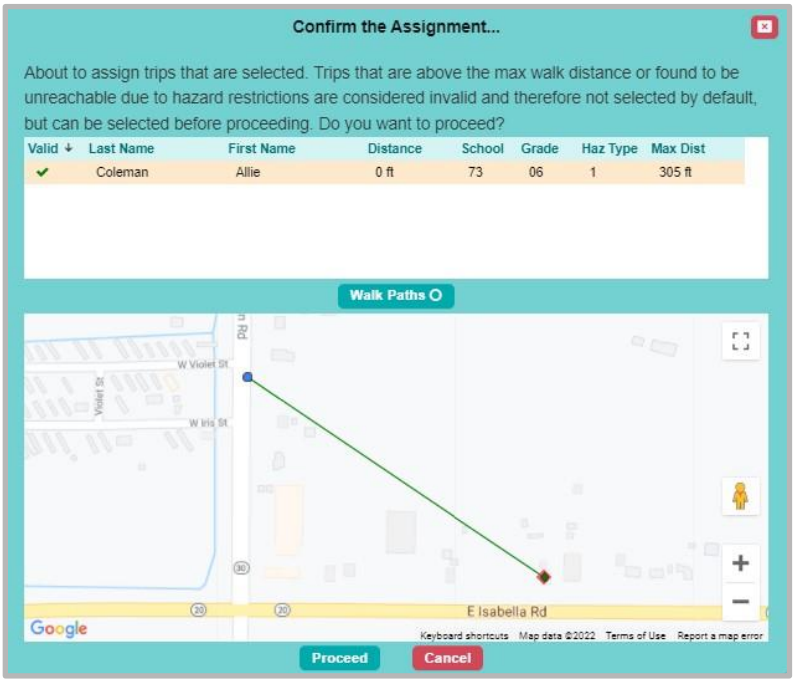
Select your stop in the Stops card as well.



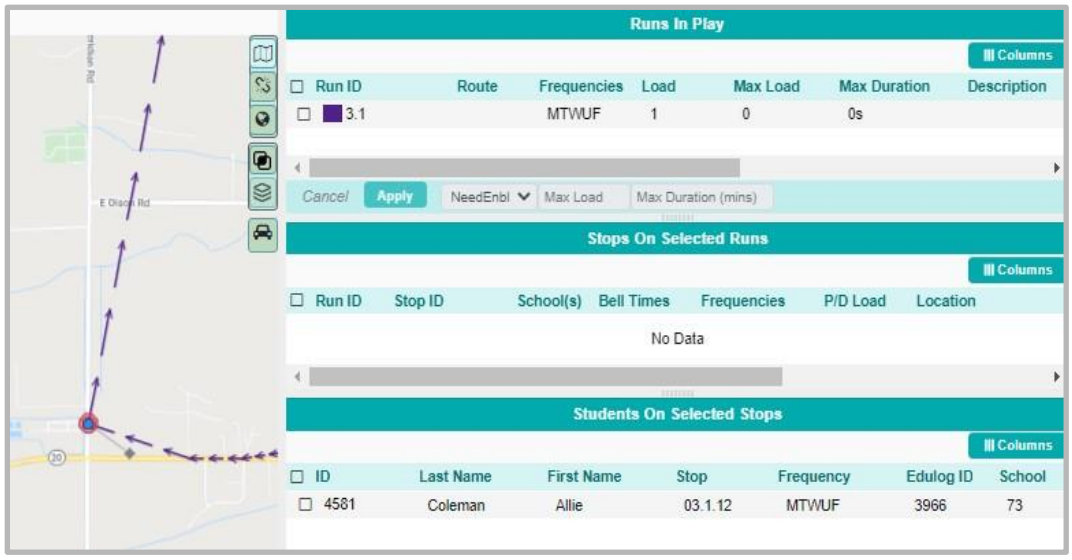
On the Map, select the stop and the unassigned trip, and select the “Assign Trips” tools in the Map toolbar.



An external window will populate, where the user will select Proceed to confirm the assignment.

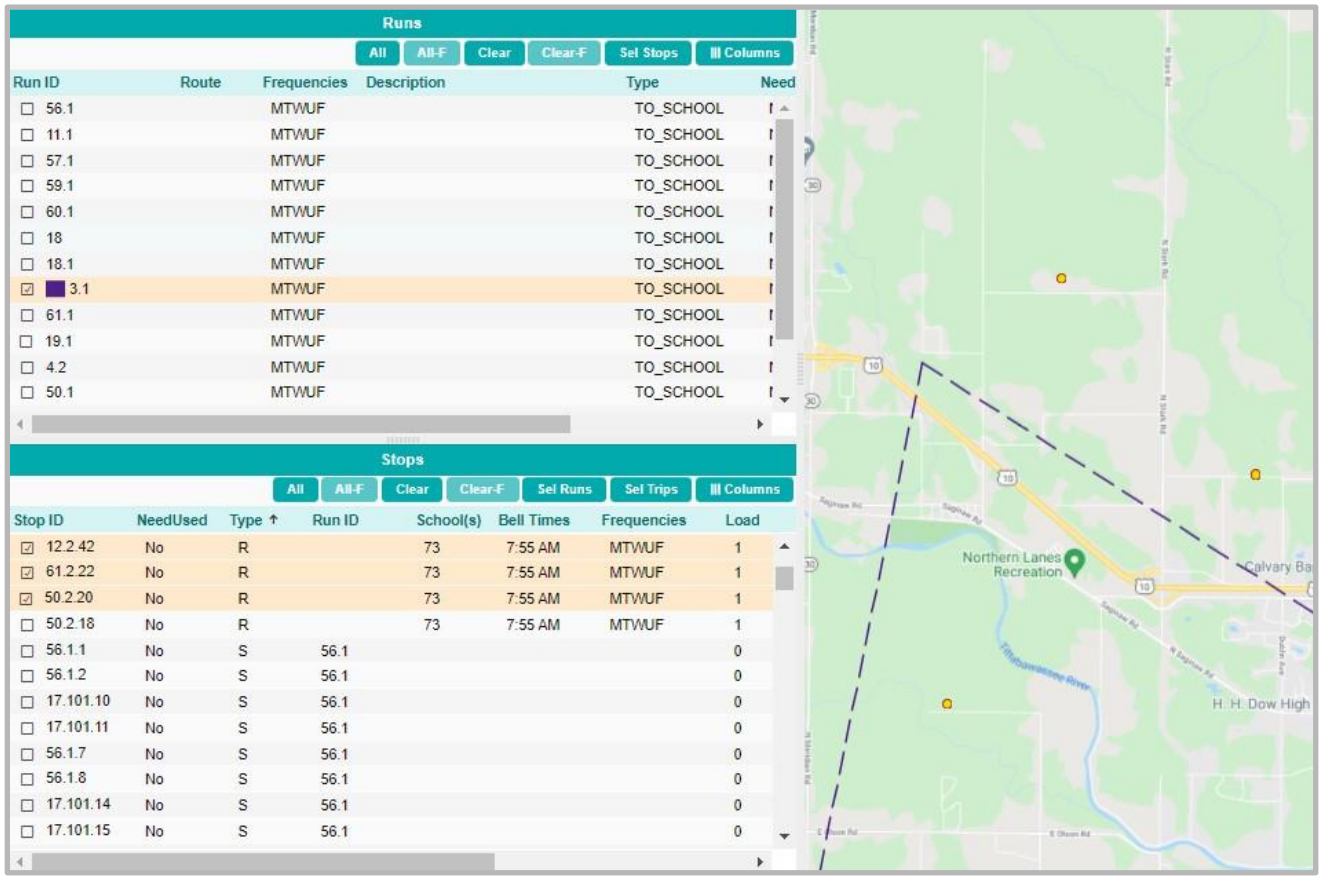


Toggle back to the Run Masters layer, and when selecting the stop on the run, the trip will be assigned to the stop and will populate in the Workspace Panel under “Students on Selected Stops”.



2. Assign Stop Request to Feeder Run:

Navigate to the Stop Requests in the Data Panel, and select the Stop Requests on the Map.



Once the Stop Request is selected, select the Run on the Map, and select the “Stop Assign” tool in the toolbar.

A window will populate to confirm the assignment change—select Proceed and confirm the stop assignment on the Feeder Run.