



EDULOG

ATHENA ROUTING & PLANNING

Bell Time Transfers Training Resource Guide

Smarter Transportation.



Bell Time Transfers

Training Resource Guide

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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.

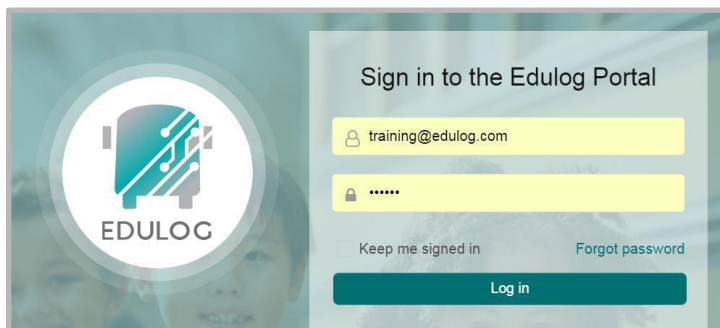
ATHENA TRANSFERS INTRODUCTION

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.



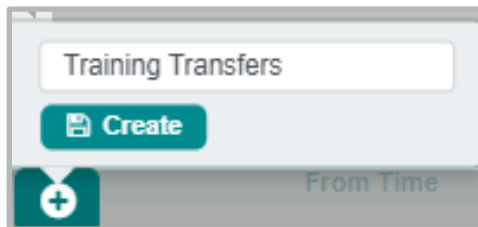
4. Bell Time:

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.



Augment Context Cancel **OK**

With Bell Times from a School
 With Bell Times from a Cluster

School:
Cluster:

Bell Times for Chosen School:

<input type="checkbox"/>	School	Type	Bell Time
No Rows To Show			

 School/Bell Times in Chosen Cluster:

<input type="checkbox"/>	School	Type	Bell Time
No Rows To Show			

Runs To Load: All None Choose Subset

Stops To Load: All Stop Requests None **Subset Search...**

Trips To Load: All Unassigned None **Subset Search...**

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”.

Augment Context Cancel **OK**

With Bell Times from a School
 With Bell Times from a Cluster

School:
Cluster:

Bell Times for Chosen School:

<input type="checkbox"/>	School	Type	Bell Time
<input checked="" type="checkbox"/>	73	ARRIVAL	7:55 AM
<input type="checkbox"/>	73	DEPART	2:40 PM

 School/Bell Times in Chosen Cluster:

<input type="checkbox"/>	School	Type	Bell Time
No Rows To Show			

Runs To Load: All None Choose Subset

Stops To Load: All Stop Requests None **Subset Search...**

Trips To Load: All Unassigned None **Subset Search...**

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.

Bell Time Views

73 - 7:55 AM, JEFFERSON MIDDLE SCHOOL

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.

The screenshot displays the 'Data Panel' interface. At the top, the 'Bell Time Views' section shows two selected items: '81 - 7:40 AM, MIDLAND HIGH SCHOOL (73 - 7:55 AM)' and '73 - 7:55 AM, JEFFERSON MIDDLE SCHOOL (81 - 7:40 AM)'. Below this is the 'Runs' section, which includes a table with columns for Run ID, Route, Frequencies, Description, Type, and Need. The table lists six runs, all with a 'TO_SCHOOL' type and a 'No' need. The 'Stops' section follows, featuring a table with columns for Stop ID, NeedUsed, Type, Run ID, School(s), Bell Times, Frequencies, and Load. This table lists 17 stops, with various frequencies and loads, and includes a 'Drop-Off...' entry.

Run ID	Route	Frequencies	Description	Type	Need
<input type="checkbox"/> 58.1		MTWUF		TO_SCHOOL	No
<input type="checkbox"/> 17.1		MTWUF		TO_SCHOOL	No
<input type="checkbox"/> 3.1		MTWUF		TO_SCHOOL	No
<input type="checkbox"/> 63.1		MTWUF		TO_SCHOOL	No
<input type="checkbox"/> 51.1		MTWUF		TO_SCHOOL	No
<input type="checkbox"/> 10.1		MTWUF		TO_SCHOOL	No

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

Layers: Trips Run Masters Run Covers

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.

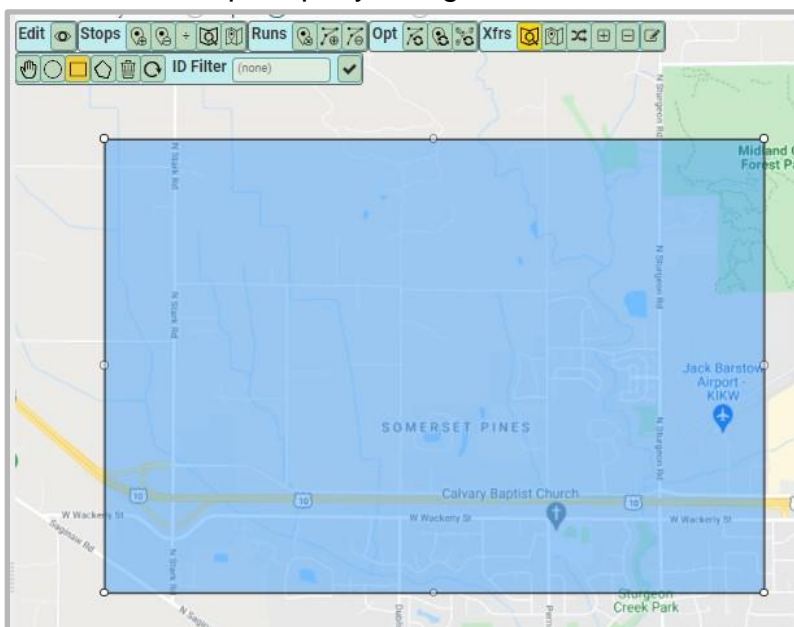
Here's How:

1. Query Transfer Locations:

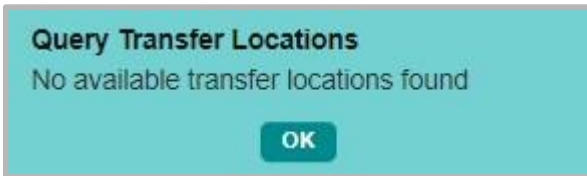
Navigate to the Map Panel, and zoom to the area you would like to add a Transfer Stop; in the toolbar, select the “Query Transfer” button and one of the draw tools.



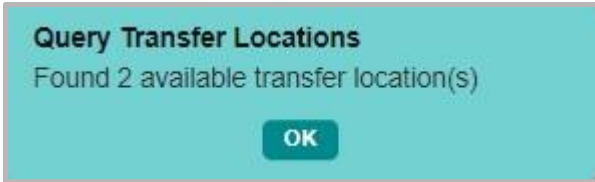
Draw on the map to query a large area for available transfer locations.



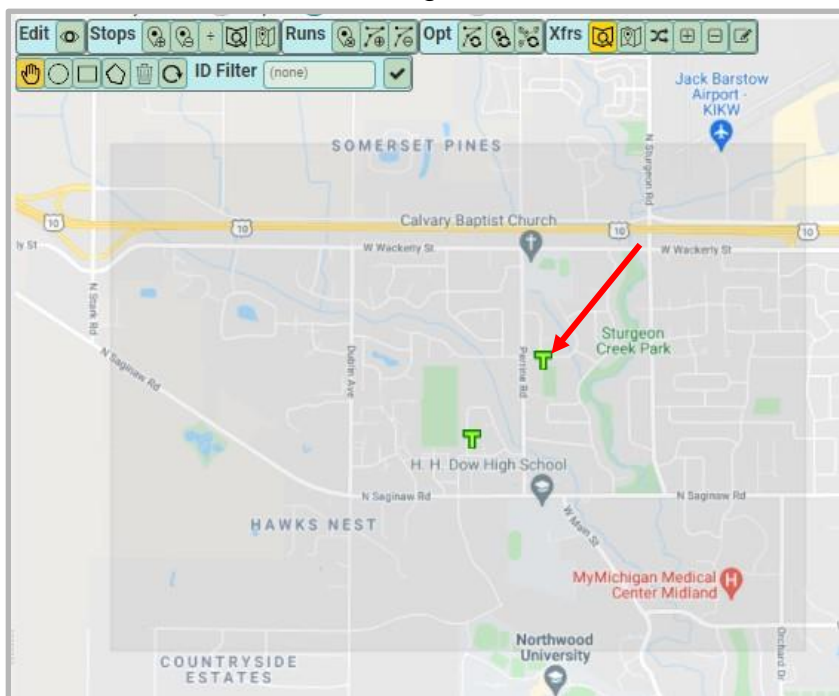
- If there are no transfer location in the area, you will receive the following message:



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

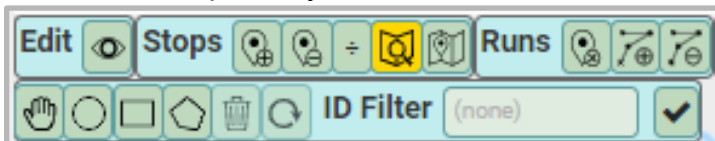


Selecting 'OK' will display Transfer Locations on the map as a green 'T'—these transfer locations are available to assign to runs.



2. Query stop Locations:

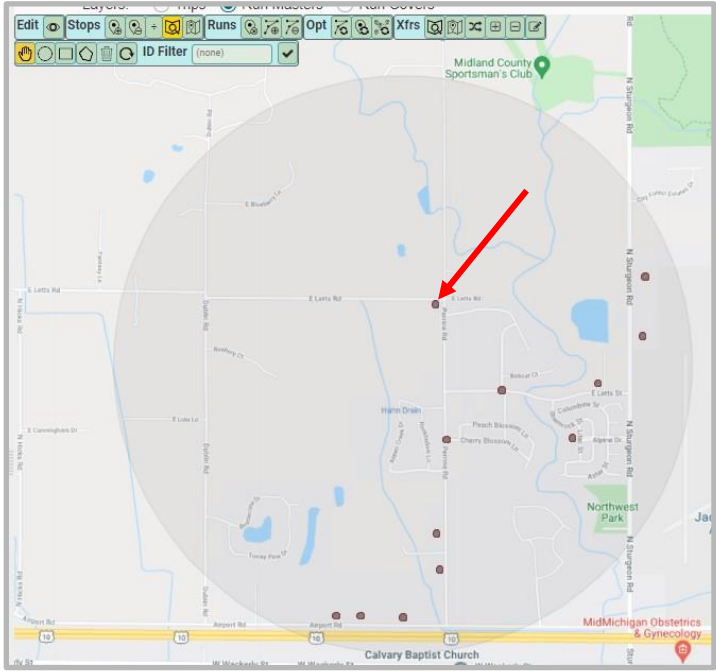
Should you not find an available transfer location, you can create one by turning an already existing Stop Location into a Transfer Location. Navigate to the Stop Tools on the map, and select the “Stop Query” tool.



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.

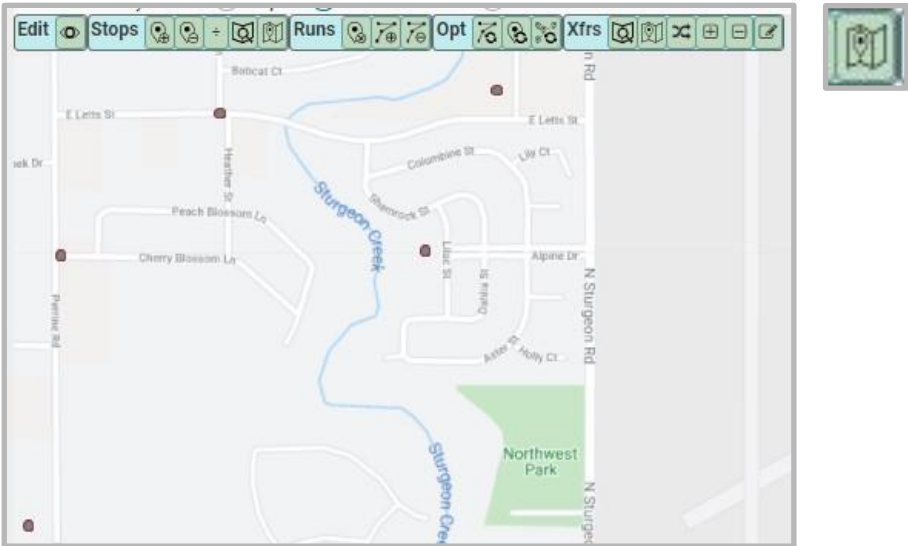
Query Stop Locations
 Found 12 available stop location(s)

OK



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.

Stop creation

Cancel Save

Stop ID
 Right Side

Location *

Description *

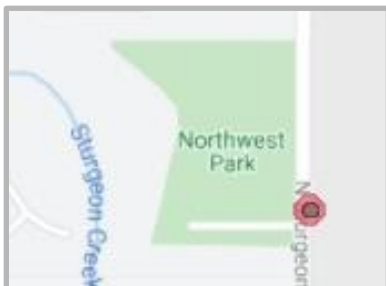
Comments

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 New Transfer Location

Cancel Save

Code

Description

Address
 6801 STURGEON AVE, 48842

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.



Manage Transfer Stagings

Transfer Locations

Code	Stop ID	#Stagings
<input checked="" type="checkbox"/> NWPARKTR	NWPARK	0
<input type="checkbox"/> TBASIA	T13.1.1	1

Stagings At The Selected Transfer Location + Add New Edit

Code	Early	Late	Description
No Rows To Show			

Bell Times Available To Add To The Selected Staging

No Rows To Show

Bell Times In The Selected Staging

No Rows To Show

Close

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.

Create New Staging At Location NWPARKTR

Cancel Save

Code *
NWPARKTR

Early Time 07:00 AM Late Time 07:15 AM

Description

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

Manage Transfer Staging's

Transfer Locations

Code	Stop ID	#Stagings
<input checked="" type="checkbox"/> NWPARKTR	NWPARK	1
<input type="checkbox"/> TBASIA	T13.1.1	1

Stagings At The Selected Transfer Location **+ Add New** **Edit**

Code	Early	Late	Description
<input checked="" type="checkbox"/> NWPARKTR	7:00 AM	7:15 AM	

Bell Times Available To Add To The Selected Staging

- 14 - 11:45 AM, LONGVIEW EARLY CHILDHOOD ...
- 14 - 12:30 PM, LONGVIEW EARLY CHILDHOOD ...
- 14 - 1:30 PM, LONGVIEW EARLY CHILDHOOD C...
- 14 - 3:45 PM, LONGVIEW EARLY CHILDHOOD C...
- 14 - 8:30 AM, LONGVIEW EARLY CHILDHOOD C...
- 16 - 3:55 PM, PLYMOUTH ELEMENTARY
- 16 - 8:55 AM, PLYMOUTH ELEMENTARY
- 18 - 2:45 PM, SUGNET ESA

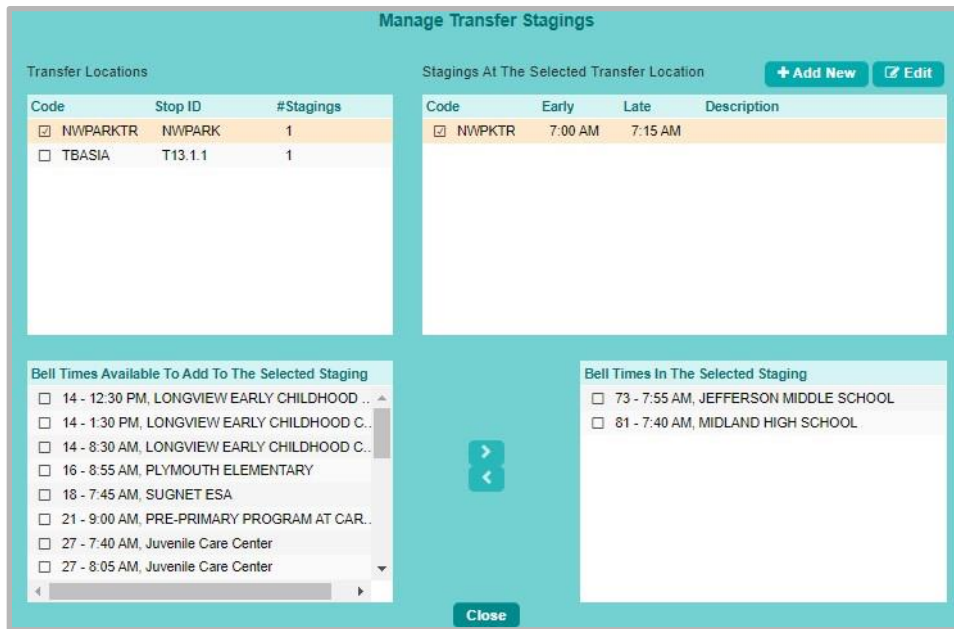
Bell Times In The Selected Staging

No Rows To Show

Close

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.





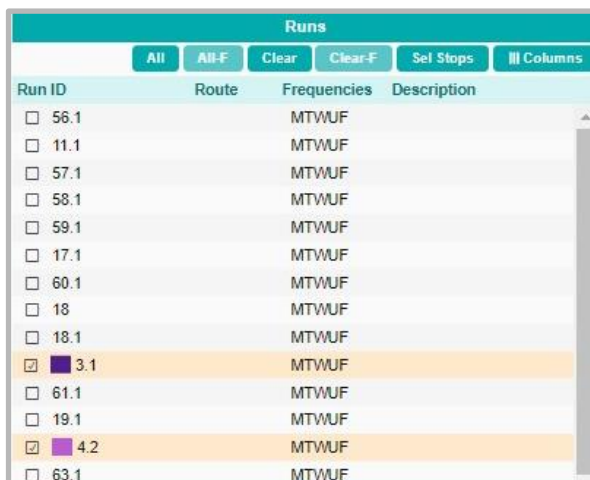
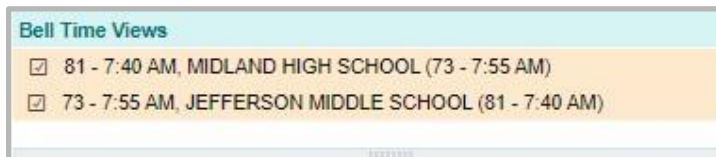
2. Create Transfer Runs

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

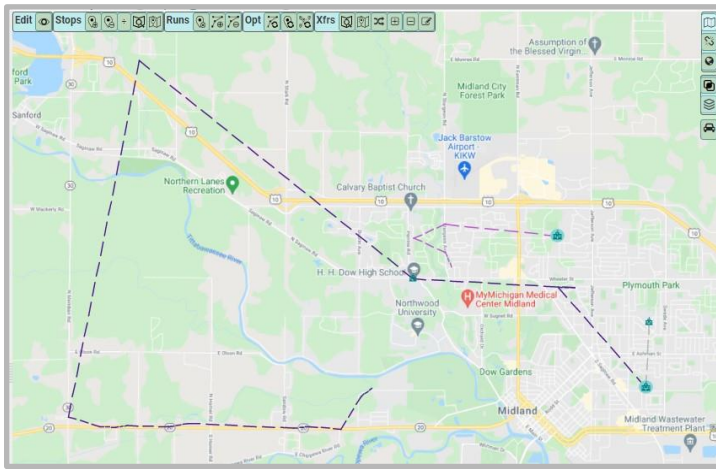
Here's How:

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.

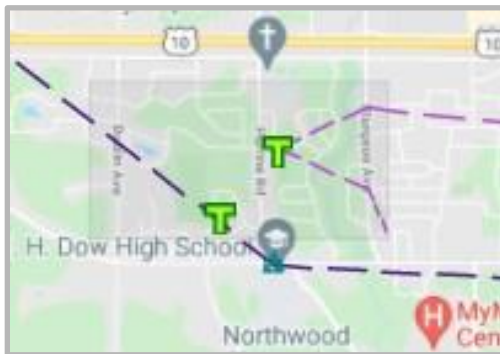


Selecting the Runs in the Data Panel will display them on the Map.



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”.

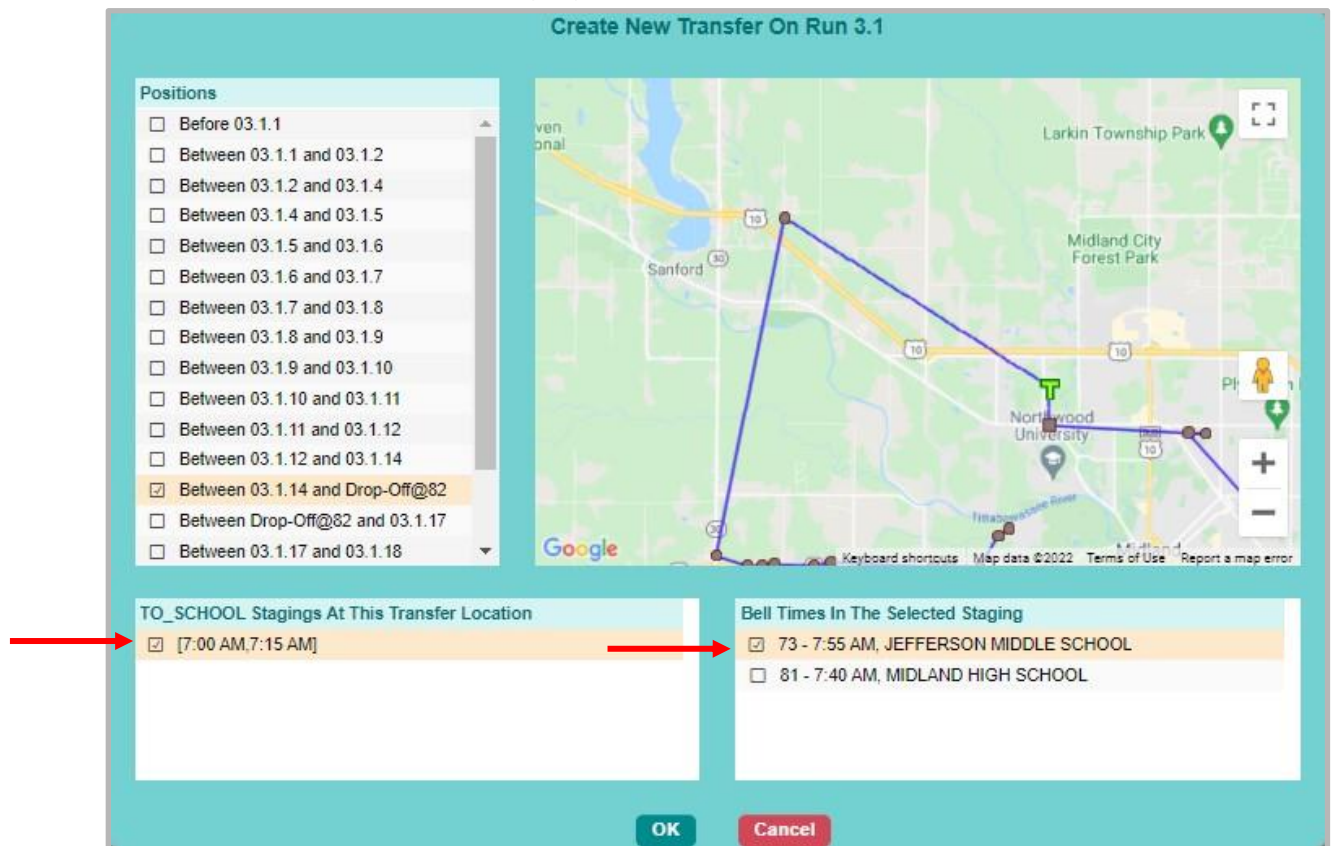
- To assign the Run to the Transfer Location, hold down the Ctrl Key on your keyboard, and then click on the run that the Transfer Location is being assigned to. Hold down the click and drag the Run to the Transfer Location; hover over the Transfer Location and let go of the click.



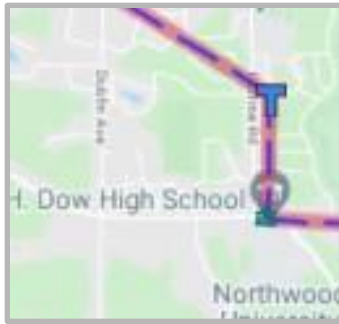
The following window will open to confirm the assignment—select Feeder, and the “Create New Transfer Run” window will open.



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.



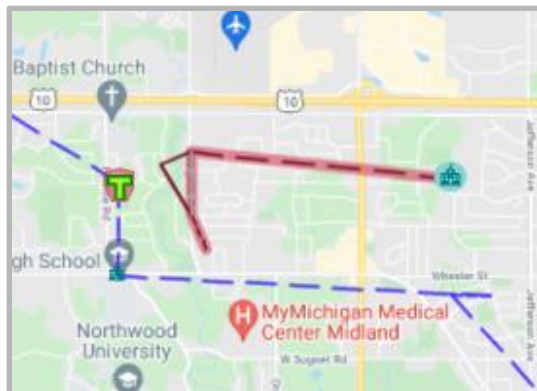
4. Assign Collector Run:

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.

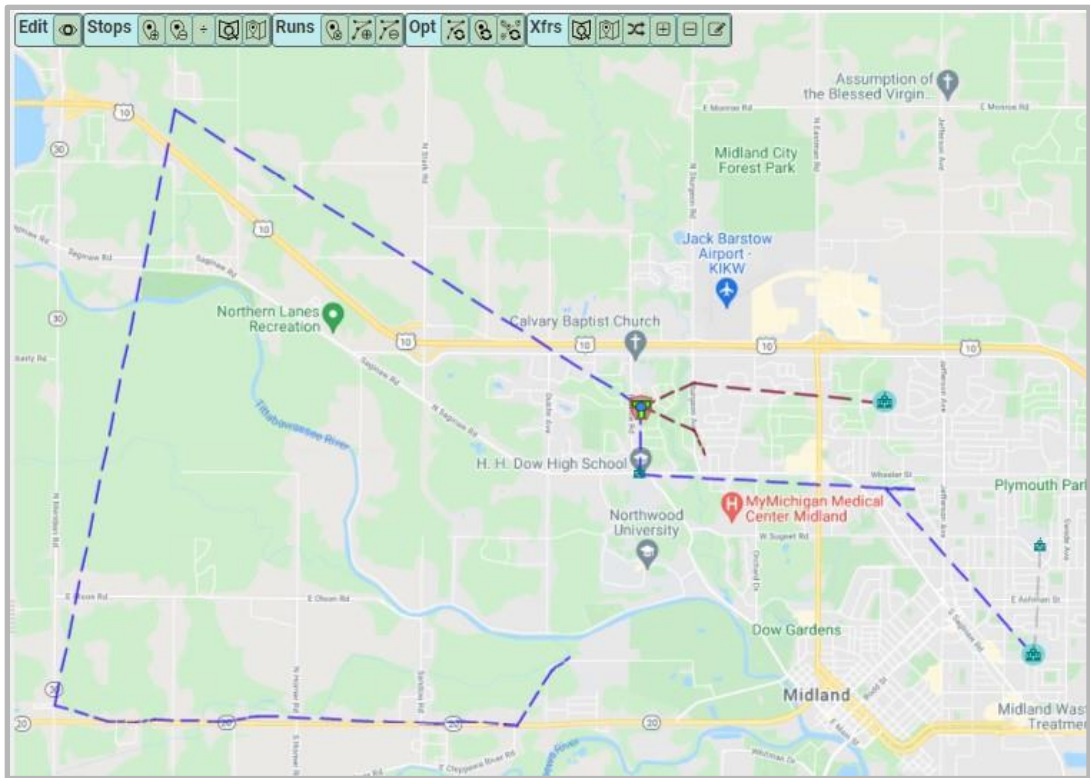
- Right click on the “T” and the “Managing the Stack of Stops” window will open.



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.



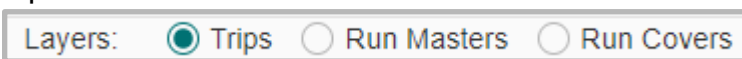
3. Assigning to Transfer Runs

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.



Trips						
ID	Last Name ↑	First Name	Status	Stop	Frequency	Edt
<input type="checkbox"/> 4580	Cole	Kaelyn	UNASSIGNED		MTWUF	
<input type="checkbox"/> 5259	Coleman	Mya	UNASSIGNED		MTWUF	
<input checked="" type="checkbox"/> 4581	Coleman	Allie	UNASSIGNED		MTWUF	
<input type="checkbox"/> 5264	Corle	Ryan	UNASSIGNED		MTWUF	
<input type="checkbox"/> 4584	Corle	Justin	UNASSIGNED		MTWUF	
<input type="checkbox"/> 5266	Costeux	Elisa	UNASSIGNED		MTWUF	
<input type="checkbox"/> 9242	Crenshaw	Riley	UNASSIGNED		MTWUF	
<input type="checkbox"/> 4915	Crumb	Gabriel	UNASSIGNED		MTWUF	

Select your stop in the Stops card as well.

The screenshot shows two data tables. The top table, 'Trips', has columns: ID, Last Name, First Name, Status, Stop, Frequency, and Edu. The bottom table, 'Stops', has columns: Stop ID, NeedUsed, Type, Run ID, School(s), Bell Times, Frequencies, and Load. A red arrow points to the row for Stop ID 03.1.12 in the 'Stops' table.

ID	Last Name	First Name	Status	Stop	Frequency	Edu
4580	Cole	Kaelyn	UNASSIGNED		MTWUF	
5259	Coleman	Mya	UNASSIGNED		MTWUF	
4581	Coleman	Allie	UNASSIGNED		MTWUF	
5264	Corle	Ryan	UNASSIGNED		MTWUF	
4584	Corle	Ryan	UNASSIGNED		MTWUF	

Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Times	Frequencies	Load
03.1.11	No	S	3.1				0
03.1.12	No	S	3.1				0
03.1.14	No	S	3.1				0
03.1.2	No	S	3.1				0
03.1.4	No	S	3.1				0

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.

The dialog box is titled 'Confirm the Assignment...'. It contains a table with the following data:

Valid	Last Name	First Name	Distance	School	Grade	Haz Type	Max Dist
✓	Coleman	Allie	0 ft	73	06	1	305 ft

Below the table is a 'Walk Paths' section with a map showing a green line connecting a stop (red diamond) to a trip location (blue dot). The map includes street names like W Violet St, W Iris St, and E Isabella Rd. At the bottom are 'Proceed' and 'Cancel' buttons.

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”.

The screenshot shows a software interface with a map on the left and three data panels on the right. The map displays a route with a red stop marker. The 'Runs In Play' panel contains a table with one row for Run ID 3.1. The 'Stops On Selected Runs' panel is empty, showing 'No Data'. The 'Students On Selected Stops' panel contains a table with one row for student ID 4581.

Run ID	Route	Frequencies	Load	Max Load	Max Duration	Description
<input checked="" type="checkbox"/> 3.1		MTWUF	1	0	0s	

Run ID	Stop ID	School(s)	Bell Times	Frequencies	P/D Load	Location
No Data						

ID	Last Name	First Name	Stop	Frequency	Edulog ID	School
<input checked="" type="checkbox"/> 4581	Coleman	Allie	03.1.12	MTWUF	3966	73

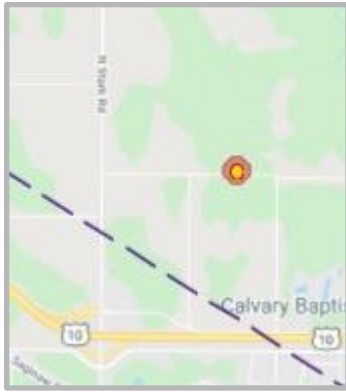
2. Assign Stop Request to Feeder Run:

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

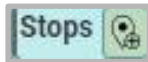
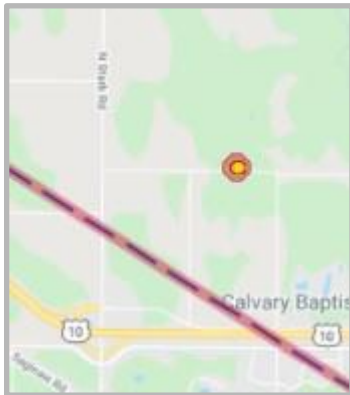
The screenshot shows a software interface with a 'Runs' table, a 'Stops' table, and a map. The 'Runs' table lists various runs, with Run ID 3.1 selected. The 'Stops' table lists stop requests, with Stop IDs 12.2.42, 61.2.22, and 50.2.20 selected. The map shows a route with a red stop marker at the location of the selected stop request.

Run ID	Route	Frequencies	Description	Type	Need
<input type="checkbox"/> 56.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 11.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 57.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 59.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 60.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 18		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 18.1		MTWUF		TO_SCHOOL	
<input checked="" type="checkbox"/> 3.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 61.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 19.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 4.2		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 50.1		MTWUF		TO_SCHOOL	

Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Times	Frequencies	Load
<input checked="" type="checkbox"/> 12.2.42	No	R		73	7:55 AM	MTWUF	1
<input checked="" type="checkbox"/> 61.2.22	No	R		73	7:55 AM	MTWUF	1
<input checked="" type="checkbox"/> 50.2.20	No	R		73	7:55 AM	MTWUF	1
<input type="checkbox"/> 50.2.18	No	R		73	7:55 AM	MTWUF	1
<input type="checkbox"/> 56.1.1	No	S	56.1				0
<input type="checkbox"/> 56.1.2	No	S	56.1				0
<input type="checkbox"/> 17.101.10	No	S	56.1				0
<input type="checkbox"/> 17.101.11	No	S	56.1				0
<input type="checkbox"/> 56.1.7	No	S	56.1				0
<input type="checkbox"/> 56.1.8	No	S	56.1				0
<input type="checkbox"/> 17.101.14	No	S	56.1				0
<input type="checkbox"/> 17.101.15	No	S	56.1				0



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.

Confirm this change?

Insert 61.2.22 on run 3.1

Before							After						
<input type="checkbox"/> Run	Vehicle	Frequency	Load	Duration	Distance		<input type="checkbox"/> Run	Vehicle	Frequency	Load	Duration	Distance	
<input type="checkbox"/> 3.1		MTWUF					<input type="checkbox"/> 3.1		MTWUF				
<input type="checkbox"/> [red line]		MTWUF	1	52m 36s	26.64 mi		<input type="checkbox"/> [red line]		MTWUF	2	56m 19s	28.11 mi	
							<input type="checkbox"/> 4.2		MTWUF				
							<input type="checkbox"/> [purple line]		MTWUF	2	15m 15s	4.77 mi	

