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Stop Utilities Training Resource Guide

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Training Resource Guide

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STOP UTILITIES TRAINING RESOURCE GUIDE

PURPOSE OF THIS GUIDE

The Stop Utilities Training Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of batch diagnosing stops that may fall within a no-travel segment, 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 STOP UTILITIES INTRODUCTION

The Stop Utilities Module houses workflows pertinent to stop data and upkeep. The Athena Utilities Modules are most notably used when employing batch operations; some of the batch workflows specific to this module include:

- Batch Unassign Trips
- Diagnose Stops

The Batch Diagnose tool follows the implementation of no-travel segments in Athena mapping. No-travel segments are areas that are forbidden for school buses to cross. With the creation of No-travel segments, some previously created stops may fall within zones—the diagnose stops tool allows users to identify stops that fall in these no-travel segments.
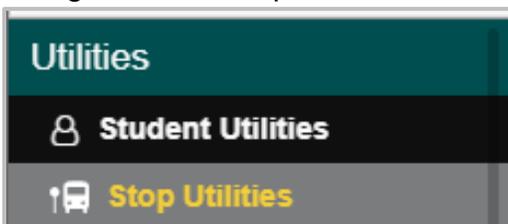
NAVIGATING THE STOP UTILITIES MODULE

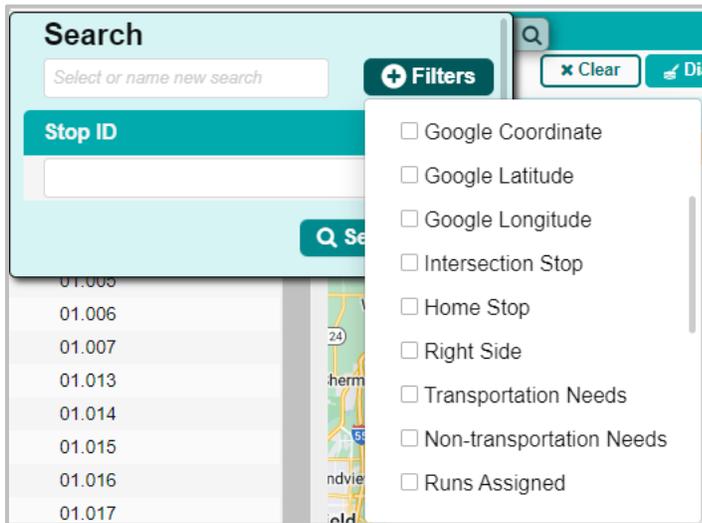**1.** From the Athena Homepage, select the "Tools" application.

2. Navigate to the Stop Utilities Module.

3. **Search Tray:**
   Within the search tray, users will find filters specific to stop data related searches. Some search filters of note in this space being:
   - Search by Runs Assigned
   - Search by Stop Type: Intersection Stop, Home Stop, and Right-Side pickup.
   - Search by Location

4. **Stop Utility Spaces:**
   The Stop Utilities Module displays the familiar panels within Athena: Data Panel, Map Panel, and Workspace Panel—the only card the user will find in the Workspace Panel is the "Selected Stops" card.

   ➢ The user will see the addition of the "Batch Operations Available" card within the Data Panel, which will display all operations that were performed within the module, whether they were a 'Fail' or a 'Success'.
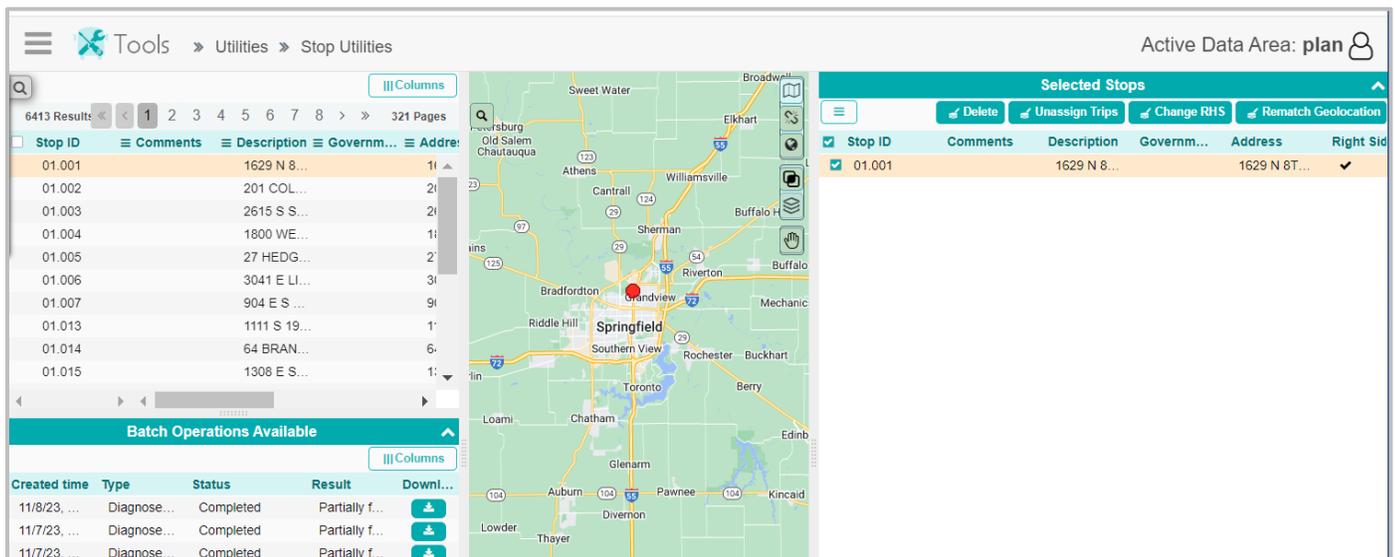
5. **Selected Stops Card:**
   Within the "Selected Stops" card the user can perform individual or batch operations for a number of data pieces:

   5.1 **Rematch Geolocation:**
   This tool allows the user to update a stops geolocation in batch—this is a tool that will most often be employed following a large-scale map update in Athena.
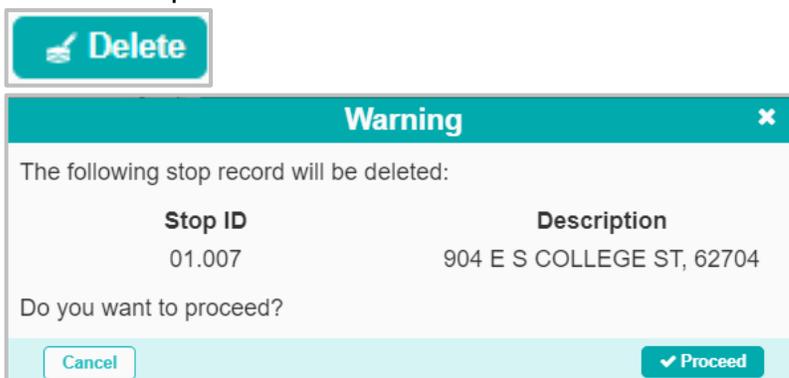
   Rematch Geolocation

   Rematch stop geolocation ✕

   You are about to rematch the geolocation of 3 stops. Do you want to proceed?

   Cancel   ✔ Proceed

   5.2 **Unassign Trips:**
   Users can batch unassign trips from the stop type of their choice: Stop Requests, Stop Services, or all.

   Unassign Trips

   Unassign Trips ✕

   Stop type to unassign trips from?

   ○ Stop Requests   ○ Stop Services   ○ All

   Cancel   💾 Save
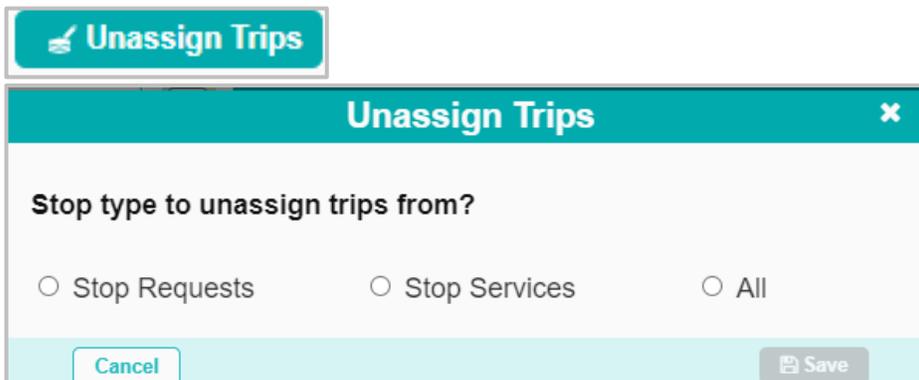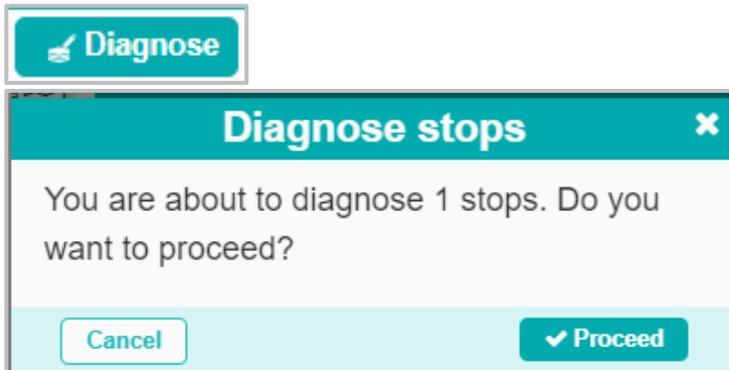
   5.3 **Delete:**
   User's can delete individual or a large selection of stops by using the "Delete" tool—once deleted the stop's point data will additionally be removed from the system.
   > *Note*: Stops can only be deleted if they are not associated with any other transportation data.

   Delete

   Warning ✕

   The following stop record will be deleted:

Stop ID	Description
01.007	904 E S COLLEGE ST, 62704

   Do you want to proceed?

   Cancel   ✔ Proceed

5.4 Diagnose:

The Diagnose stop tool will initiate a review of all selected stops to determine if they are within a no-travel segment—following the completion of the operation the system will produce a report of all the selected stops, with a message informing the user of whether the stop was found to be within a no-travel segment.

5.5 Unassign Stops:

The Unassign Stops tool will unassign all selected stops from their corresponding runs. Following the selection of the tool users will additionally be prompted with the option to delete the runs that are empty as a result of the deassignment.
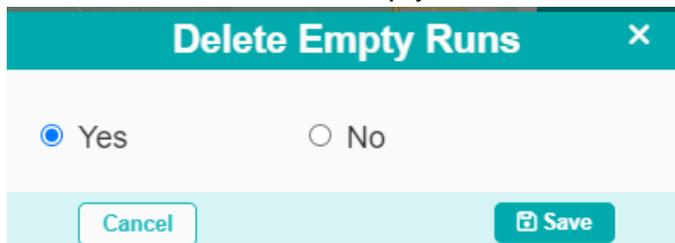
ATHENA USER STORIES

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:

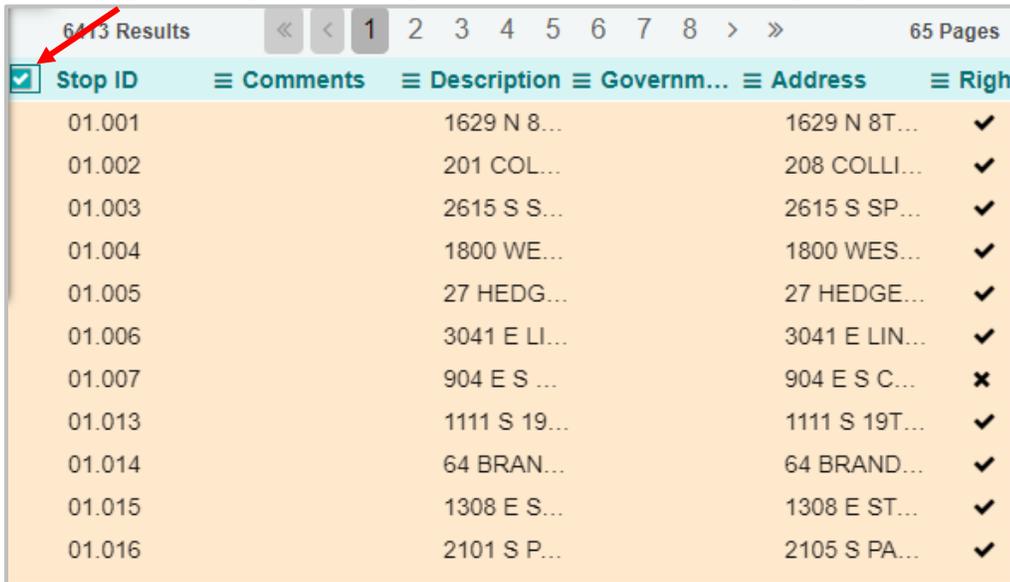➤ Diagnose Stops

1. Diagnose Stops

You have been assigned with running a batch diagnostic of your current stops in the system in an effort to catch any stops sitting in a no-travel zone. Within the Stop Utilities Module you use the "Diagnose" tool to identify impacted stops.

Here's How:

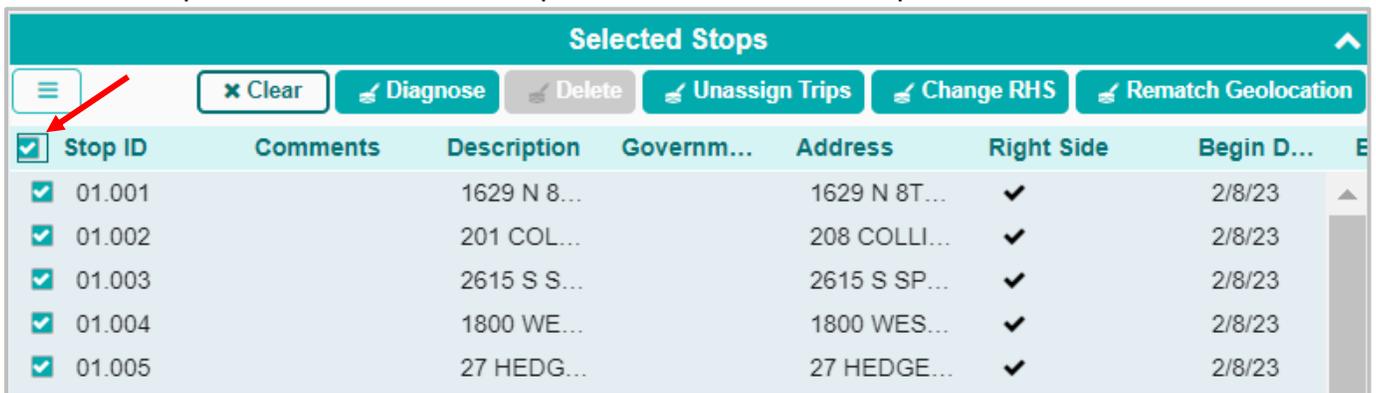**1.** Navigate to the Stop Utilities Module.

2. Work page by page, selecting all stops on the presenting page of the Data Panel.

3. Once selected in the Data Panel, the user will see the stops populate in the "Selected Stops" card of the Workspace Panel. Select all stops within the selected stops card.
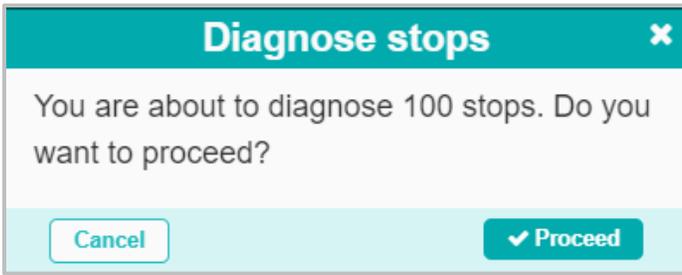

4. Select the "Diagnose" tool in the card to initiate the stop review.

Diagnose stops ✕

You are about to diagnose 100 stops. Do you want to proceed?

Cancel   ✔ Proceed

Once initiated, the user will see the following notification populate on their screen:


✔ Batch operation successfully started
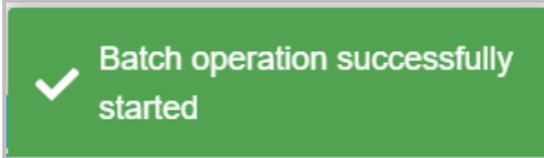
5. Once the operation has completed, the user will see the following notification on their screen, as well as see a record of the operation populate in the "Batch Operations Available" card:

✔ Batch diagnose stop successfully completed

Batch Operations Available ⌃

|||Columns
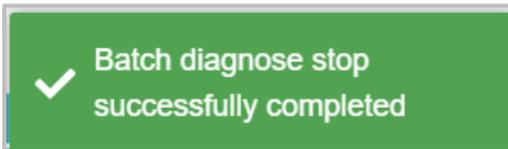
Created time	Type ↑	Status	Result	Download	
11/16/23, 9:57 AM	Diagnose stops	Completed	Success	⬇	▲

5.1 To review the results of the operation, the user can download the results file, using the download tool within the operation record.

Download
⬇
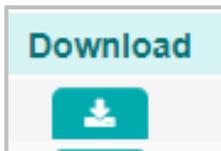
The file will provide a breakdown of each stop that was reviewed, as well as provide the user with its findings:

	A	B	C	D	E	F	G	H	I	J
1	Job key	Job Status	Creation d	Task statu	Stop code	Descriptio	Message			
2	904531d1-	COMPLETI	2023-11-1	SUCCESS	1.002	201 COLLI	The stop location is not on a hazard zone			
3	904531d1-	COMPLETI	2023-11-1	SUCCESS	1.001	1629 N 8T	The stop location is not on a hazard zone			
4	904531d1-	COMPLETI	2023-11-1	SUCCESS	1.003	2615 S SPF	The stop location is not on a hazard zone			
5	904531d1-	COMPLETI	2023-11-1	SUCCESS	1.004	1800 WES	The stop location is not on a hazard zone			
6	904531d1-	COMPLETI	2023-11-1	SUCCESS	1.005	27 HEDGE	The stop location is not on a hazard zone			
7										