

ATHENA TOOLS

Stop Utilities 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. Notravel 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'.

| | 🕻 Tools | » Utilities » s | Stop Utilitie | S | | | | | | | | | Active Da | ita Area: pl | an 🛆 |
|--------------|----------------|------------------|---------------|-----------|------------|-------------|---------------------|----------------|------------|---------|----------|------------------|--------------|---------------------|------------|
| Q | | | | Columns | | Sweet | Water | | Broadw | | | Selected Sto | ps | | ~ |
| 6413 Results | « < 1 2 | 3 4 5 6 7 | 8 > » | 321 Pages | Q | | | E | Ikhart SS | | a Delete | 🥳 Unassign Trips | 🦼 Change RHS | 🖌 Rematch G | eolocation |
| Stop ID | ≡ Comment | s ≡ Description | n ≡ Governm | ≡ Addre: | Old Salem | | | 55 | 0 | Stop ID | Comments | B Description | Governm | Address | Right Sid |
| 01.001 | | 1629 N 8 | | 11 🔺 | Cindutudqu | Athens | | Williamovillo | | 01.001 | | 1629 N 8 | | 1629 N 8T | ~ |
| 01.002 | | 201 COL | | 21 | 23- | С | antrall | willditisville | • | | | | | | |
| 01.003 | | 2615 S S | | 21 | L | | 29 | | Buffalo H | | | | | | |
| 01.004 | | 1800 WE | | 11 | | | Shern | nan | - m | | | | | | |
| 01.005 | | 27 HEDG. | | 2 | (125) | | | 54 | Buffalo | | | | | | |
| 01.006 | | 3041 E LI. | | 31 | | Bradfordton | | Riverton | | | | | | | |
| 01.007 | | 904 E S | | 91 | | Diadioidtoi | Grandvie | W TZ | Mechanic | | | | | | |
| 01.013 | | 1111 S 19. | | 1' | | Riddle Hill | Springfield | | | | | | | | |
| 01.014 | | 64 BRAN. | | 6. | | S | outhern View | Rocheste | r Buckhart | | | | | | |
| 01.015 | | 1308 E S | | 1: 🚽 | lin | | | | | | | | | | |
| 4 | | | | • | | | Toronto | | веггу | | | | | | |
| | Ratab On | arationa Availab | le | | Loami | Chath | am <mark>- /</mark> | | | | | | | | |
| | Batch Op | erations Availab | | ^ | | | | | Edinb | | | | | | |
| | | | L | Columns | | | Glenarm | | | | | | | | |
| Created time | Туре | Status | Result | DownI | (104) | Auburn(| 104 55 Pi | awnee | 04 Kincaid | | | | | | |
| 11/8/23, | Diagnose | Completed | Partially f | | | P. | Divernon | | | | | | | | |
| 11/7/23, | Diagnose | Completed | Partially f | | Lowder | Thayer | | | | | | | | | |
| 11/7/23, | Diagnose | Completed | Partially f | | | | | | | | | | | | |

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 | \odot Stop Services | | | | | | | |
| 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.

| af Delete | | | | | | | | |
|--|---------------------------|--|--|--|--|--|--|--|
| N | /arning × | | | | | | | |
| 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.

| 🦼 Diagnose | | | | | | | |
|--|---------------|---|--|--|--|--|--|
| D | iagnose stops | × | | | | | |
| You are about to diagnose 1 stops. Do you want to proceed? | | | | | | | |
| Cancel | ✓ Proceed | | | | | | |

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.

| Del | ete Empty Runs | × |
|--------|----------------|-----|
| • Yes | ○ No | |
| Cancel | 🖻 S | ave |

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.

| 6413 Results | « < 1 | 2 | 3 4 | 5 | 6 | 7 | 8 | > | >> | 65 Pages |
|--------------|-------------------|----|----------|------|-----|------|-----|---|------------|----------|
| Stop ID | \equiv Comments | ≡D | escrip | tion | ≡ G | over | nm. | = | Address | ≡ Right |
| 01.001 | | | 1629 N | 8 | | | | | 1629 N 8T | 🗸 |
| 01.002 | | 1 | 201 CC |)L | | | | | 208 COLL | I 🗸 |
| 01.003 | | 1 | 2615 S | S | | | | | 2615 S SF | P 🗸 |
| 01.004 | | | 1800 W | /E | | | | | 1800 WES | s 🗸 |
| 01.005 | | 1 | 27 HEC |)G | | | | | 27 HEDGE | E 🗸 |
| 01.006 | | | 3041 E | LI | | | | | 3041 E LII | V 🗸 |
| 01.007 | | 1 | 904 E \$ | S | | | | | 904 E S C | × |
| 01.013 | | | 1111 S | 19 | | | | | 1111 S 19 | Т 🗸 |
| 01.014 | | | 64 BRA | λN | | | | | 64 BRAND | D 🗸 |
| 01.015 | | | 1308 E | S | | | | | 1308 E ST | · 🗸 |
| 01.016 | | 1 | 2101 S | P | | | | | 2105 S PA | · 🗸 |

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.

| | Selected Stops | | | | | | | | | | |
|---|----------------|----------------|-----------------|----------------|--------------|------------|---------------------|--|--|--|--|
| | | 🗙 Clear 🛛 🥃 Di | agnose 🛛 🧉 Delo | ete 🧧 🧹 Unassi | gn Trips 🛛 🦼 | Change RHS | Sematch Geolocation | | | | |
| | Stop ID | Comments | Description | Governm | Address | Right Si | de Begin D E | | | | |
| ~ | 01.001 | | 1629 N 8 | | 1629 N 81 | Г 🗸 | 2/8/23 🔺 | | | | |
| | 01.002 | | 201 COL | 201 COL 208 | | | 2/8/23 | | | | |
| | 01.003 | | 2615 S S | | 2615 S SI | P 🗸 | 2/8/23 | | | | |
| | 01.004 | | 1800 WE | | 1800 WE | S 🗸 | 2/8/23 | | | | |
| | 01.005 | | 27 HEDG | | 27 HEDG | E 🗸 | 2/8/23 | | | | |

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





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



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 diag successful | nose stop ly completed | | | | | | | |
|----------------------------|---------------------------|-----------|---------|----------|--|--|--|--|
| Batch Operations Available | | | | | | | | |
| | | | | Columns | | | | |
| Created time | Туре ↑ | Status | Result | Download | | | | |
| 11/16/23, 9:57 AM | Diagnose stops | Completed | Success | 1 | | | | |

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



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

| | А | В | С | D | Е | F | G | Н | I | J |
|---|----------|------------|------------|------------|-----------|------------|----------|--------------|-------------|------------|
| 1 | Job key | Job Status | Creation d | Task statu | Stop code | Descriptio | Message | | | |
| 2 | 904531d1 | COMPLET | 2023-11-1 | SUCCESS | 1.002 | 201 COLLI | The stop | ocation is r | not on a ha | azard zone |
| 3 | 904531d1 | COMPLET | 2023-11-1 | SUCCESS | 1.001 | 1629 N 8T | The stop | ocation is r | not on a ha | azard zone |
| 4 | 904531d1 | COMPLET | 2023-11-1 | SUCCESS | 1.003 | 2615 S SPF | The stop | ocation is r | not on a ha | azard zone |
| 5 | 904531d1 | COMPLET | 2023-11-1 | SUCCESS | 1.004 | 1800 WES | The stop | ocation is r | not on a ha | azard zone |
| 6 | 904531d1 | COMPLET | 2023-11-1 | SUCCESS | 1.005 | 27 HEDGE | The stop | ocation is r | not on a ha | azard zone |
| 7 | | | | | | | | | | |