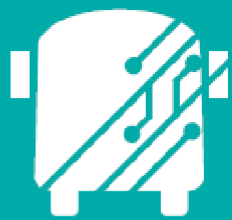


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EDULOG

ATHENA ROUTING & PLANNING

Bell Time Run Masters Training Resource Guide



Bell Time Run Masters

Training Resource Guide

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BELL TIME RUN MASTERS TRAINING RESOURCE GUIDE

PURPOSE OF THIS GUIDE


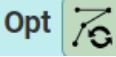




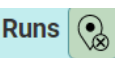





The Bell Time Run Masters Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of updating stops on runs and assigning student trips for a school or bell time. Additionally, this guide will provide you with specific scenarios you may encounter as you begin to independently navigate the system within the User Stories section of this guide.

ATHENA BELL TIME RUN MASTERS INTRODUCTION

The Bell Times Run Masters Layer encompasses the process of building and polishing a schools Runs/Bell Times. Within the Bell Time Trips Guide you were walked through the process of assigning student Trips to Stops. In the Run Masters Layer, you will be associating the stop requests you built within the Trips Layer to established runs.

The Run Masters Layer embodies all the tools necessary for the development and upkeep of districts schools and bell times. This is exemplified in the available workflows meant to aid in the building of new runs for a school or bell time, and the ability to mass unassign stops from runs as well as delete runs when necessary. The Bell Time module, and in extension the Run Masters Layer, is a one-stop shop for all tools relevant to run and route management in Athena.

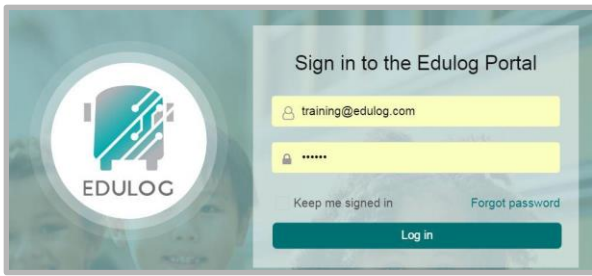
ATHENA STUDENT MAP ASSET KEY

Symbol	Explanation	Symbol	Explanation
	Turn Preview Window ON/OFF		Resequence Selected Run
	Query Stop Locations		Create New Transfer Location
	Create New Stop Location		Manage Transfer Staging
	Unassign All Stops from Selected Run		Add Selected Run to Transfer Location
	Create New Run		Remove Selected Run from Transfer Location
	Delete Selected Run		Tweak Transfer Bell Times

NAVIGATING THE BELL TIME RUN MASTERS MODULE

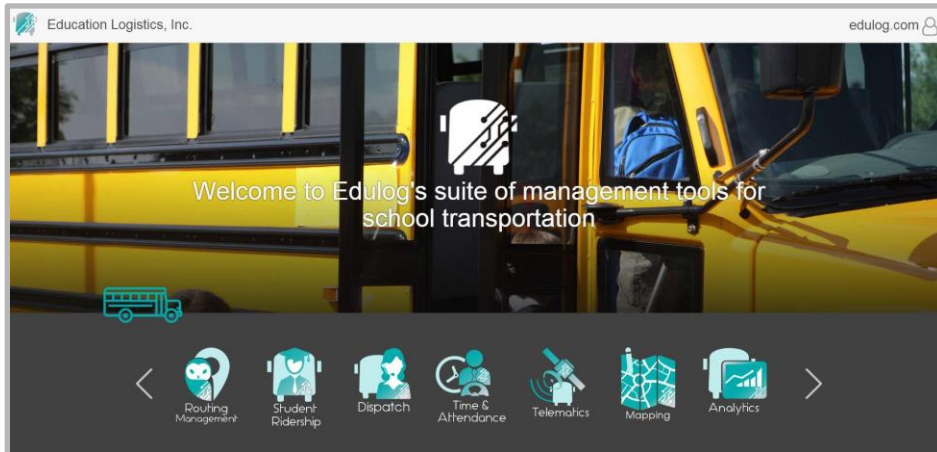
1. Sign In:

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.



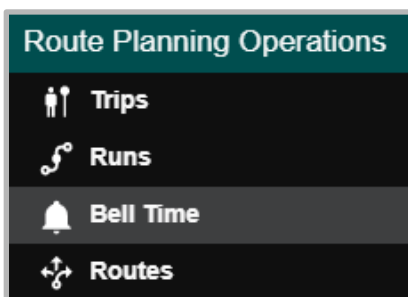
3. Routing Management:

Select the owl icon to enter the Routing Management application.



3.1. Route Planning Operations:

Navigate to "Bell Time" under Route Planning Operations. This module will not display any data until a task is created.



4. Creating a Task:

Hover over the “+” sign in the lower left of the module and craft an identifiable name for your task—select Create.

- If you do not create a task the system will create one for you and record a timestamp.



5. Augment Context:

The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.

- Additionally, within this window users can opt to view individual runs in a selected Bell Time or Cluster, by enabling the “Choose Subset” button within the “Runs to Load” section.

The screenshot shows the "Augment BellTime Context" window. It has a title bar with "Cancel" and "OK" buttons. The main area is divided into two columns. The left column is titled "With Bell Times from a School" and contains a "School" dropdown menu with "SBE" selected, a "Bell Times for Chosen School" table, and a "Runs To Load" section with "Choose Subset" selected. The right column is titled "With Bell Times from a Cluster" and contains a "Cluster" dropdown menu, a "School/Bell Times in Chosen Cluster" table with "No Rows To Show", and a "Trips To Load" section with "All Unassigned" selected. The "Runs To Load" table has columns for "Run ID" and "Description".

Run ID	Description
<input checked="" type="checkbox"/> 06.2	[REDACTED]
<input type="checkbox"/> 06.201	[REDACTED]
<input type="checkbox"/> 08.2	[REDACTED]
<input type="checkbox"/> 08.201	[REDACTED]
<input type="checkbox"/> 10.2	[REDACTED]
<input type="checkbox"/> 10.201	[REDACTED]
<input type="checkbox"/> 14.2	[REDACTED]
<input type="checkbox"/> 14.201	[REDACTED]

When you have completed your search augmentation, select “OK” in the top right of the window; the Bell Time information for your school will populate in the Data Panel.

6. Bell Time View:

The school and selected Bell Time will appear in the Data Panel; select the bell time by checking the box to the left. Once selected, all Runs and Stops for that School and Bell Time will load in the Data Panel.

Bell Time Views

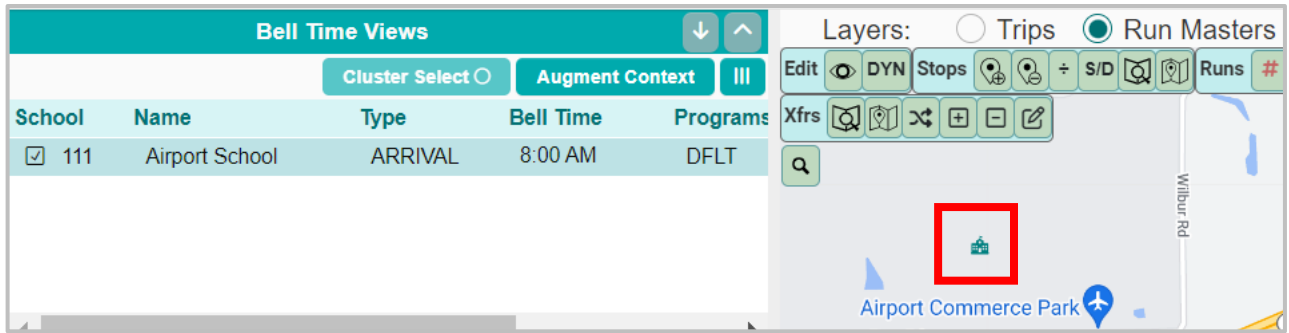
005 - 9:30 AM, SALEM MIDDLE

Runs					
<input type="button" value="All"/> <input type="button" value="All-F"/> <input type="button" value="Clear"/> <input type="button" value="Clear-F"/> <input type="button" value="Sel Stops"/> <input type="button" value="Columns"/>					
Run ID	Route	Frequencies	Description	Type	
<input type="checkbox"/> 005.100		MTWUF	8:55 SALM 086 B KELLEY-GLEN...	TO_SCHOOL	▲
<input type="checkbox"/> 005.110	152	MTWUF	8:50 SALM 152 E WALKER -CRO...	TO_SCHOOL	
<input type="checkbox"/> 005.250	531	MTWUF	8:50 SALM 531 K MCLOUGHLIN ...	TO_SCHOOL	
<input type="checkbox"/> 005.260	218	MTWUF	8:55 SALM 218 M HUSBY-GLEN...	TO_SCHOOL	
<input type="checkbox"/> 005.300	205	MTWUF	8:55 SALM 205 J TAN -WYNDAM...	TO_SCHOOL	
<input type="checkbox"/> 005.350	unassi...	MTWUF	8:40 SALM 064 S WOODRUFF-G...	TO_SCHOOL	
<input type="checkbox"/> 005.350-C		MTWUF	COPY - 8:40 SALM 064 S WOOD...	TO_SCHOOL	
<input type="checkbox"/> 005.350-C-C		MTWUF	COPY - 8:40 SALM 064 S WOOD...	TO_SCHOOL	
<input type="checkbox"/> 005.450	054	MTWUF	8:40 SALM 054 L KREBS -GLEN...	TO_SCHOOL	
<input type="checkbox"/> 005.460	266	MTWUF	9:00 SALM 266 B SVANSSON -B...	TO_SCHOOL	
<input type="checkbox"/> 005.500	311	MTWUF	8:50 SALM 311 L LAMBERT-SAL...	TO_SCHOOL	▼

Stops						
<input type="button" value="All"/> <input type="button" value="All-F"/> <input type="button" value="Clear"/> <input type="button" value="Clear-F"/> <input type="button" value="Sel Runs"/> <input type="button" value="Sel Trips"/> <input type="button" value="Columns"/>						
Stop ID	Type	Run ID	School(s)	Bell Times	Frequencies	Load
<input type="checkbox"/> STEVESTOP1	S	005.100				0
<input type="checkbox"/> STEVESTOP2	S	005.100				0
<input type="checkbox"/> 12.RHS_TEST	S	005.100	005	9:30 AM	MTWUF	1
<input type="checkbox"/> STOP(78)	S	005.100				0
<input type="checkbox"/> CSTOP(09)	S	005.100	005	9:30 AM	MTWUF	1
<input type="checkbox"/> STOP(189)	S	005.100				0
<input type="checkbox"/> JIMMYNEUTRON	S	005.100	005	9:30 AM	TWUF,F,MT...	10
<input type="checkbox"/> STOP(138)	S	005.100	005	9:30 AM	TWF	1
<input type="checkbox"/> 931.02S	S	005.100	005	9:30 AM	TUF,MW,MT...	3
<input type="checkbox"/> STOP(140)	S	005.100	005	9:30 AM	MTWUF	1
<input type="checkbox"/> STOP(152)	S	005.100	005	9:30 AM	MTWUF,TW...	4

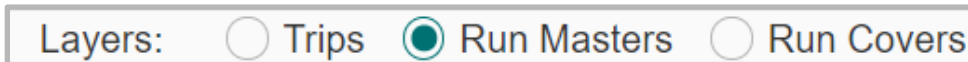
6.1. School Location Displayed:

Upon the selection of a Bell Time within the Bell Time Views card, the school location will populate graphically on the map.



7. Layers:

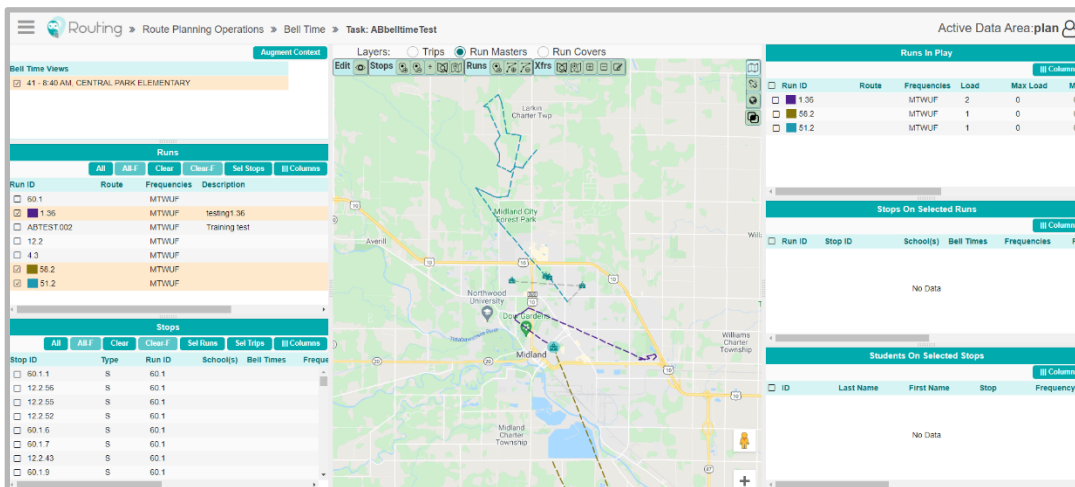
Above the map panel, you will have the ability to choose which layer you want to work with, or toggle between multiple.



- **Trips:** Student Trips from the Trips Module.
- **Run Masters:** Master Runs from the Runs Module.
- **Run Covers:** Run Frequencies from the Runs Module.

8. Run Masters:

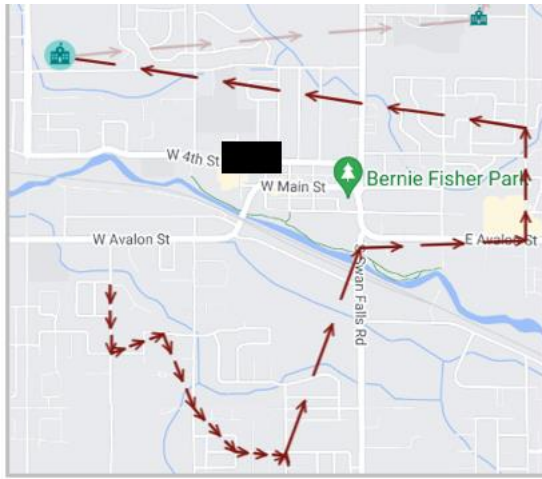
When selecting the Run Masters Layer, runs and stops will be listed in the Data Panel.



8.1. Run Display in Map Panel:

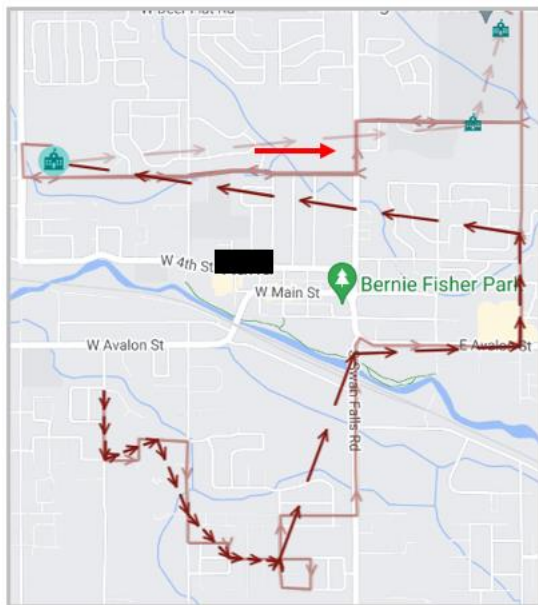
When selecting runs in the Data Panel, the user will be able to view the crows view of the run, as well as the run path simultaneously.

- **Crows View:**



➤ **Run Path:**

By first selecting the run in the Run Covers layer and enabling the paths view, the user will be able to see the selected run's path within the Run Masters layer.



You can select all, clear all, or independently select stops by using the buttons at the top of each card in the Data Panel.



8.2. Workspace Panel:

When selecting a run in the data panel, the information about that run will display in the workspace panel on the right. There are 3 cards of run information:

1. Runs in Play card
2. Stops On Selected Runs card
3. Students On Selected Stops card

Runs In Play									
Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequencies	Riders	Load	Max Load	
<input checked="" type="checkbox"/> 09.018	No	No		018	MTWUF	16	16	60	

Stops On Selected Runs										
Run ID	###	NeedUsed	Stop ID	School(s)	Bell Times	Frequencies	Status	P/D Load	Desc	
<input checked="" type="checkbox"/> 09.018	1	No	09.122	09	8:00 AM	MTWUF	STA	3	S	
<input type="checkbox"/> 09.018	2	No	03.061				STA	0	S	
<input type="checkbox"/> 09.018	3	No	03.060				STA	0	E	
<input type="checkbox"/> 09.018	4	No	03.059				STA	0	S	
<input type="checkbox"/> 09.018	5	No	09.126	09	8:00 AM	MTWUF	STA	3	S	
<input type="checkbox"/> 09.018	6	No	03.067				STA	0	E	
<input type="checkbox"/> 09.018	7	No	03.106	09	8:00 AM	MTWUF	STA	1	M	
<input type="checkbox"/> 09.018	8	No	03.105				STA	0	S	
<input type="checkbox"/> 09.018	9	No	03.104	09	8:00 AM	MTWUF	STA	4	F	
<input type="checkbox"/> 09.018	10	No	03.084				STA	0	F	
<input type="checkbox"/> 09.018	11	No	03.083	09	8:00 AM	MTWUF	STA	5	B	

Students On Selected Stops							
Trip ID	NeedUsed	Last Name	First Name	Stop	Home Stop	Excl Stop	Frequency
<input type="checkbox"/> 8827	No			09.122	No	No	MTWUF
<input type="checkbox"/> 10089	No			09.122	No	No	MTWUF
<input type="checkbox"/> 11151	No			09.122	No	No	MTWUF

Scroll to the right to view additional student information, like District ID, Edulog ID, and School for example.

9. Expand and Collapse Cards

Students On Selected Stops							
First Name	District ID	Stop	Home Stop	Excl Stop	Frequency	Edulog ID	School
		03.052	No	No	MTWUF	8193	09
		03.052	No	No	MTWUF	12413	09
		09.122	No	No	MTWUF	10040	09
		09.122	No	No	MTWUF	12932	09
		09.122	No	No	MTWUF	1154	09
		03.052	No	No	MTWUF	4525	09



- **Up Arrow:** Fully collapse card above.
- **Double Arrow:** Fully collapse card above and below.
- **Down Arrow:** Fully collapse cards below.
- **Double Box:** Reset cards.

10. Tools:

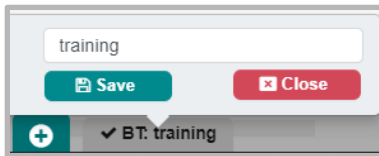
When toggling between the Bell Time Layers, be aware the tools offered in each layer are different. The tools within the Run Masters Layer work the same as the tools in the Runs Module, with the addition of Transfer tools (Xfrs)—Transfers are only available within Bell Time.



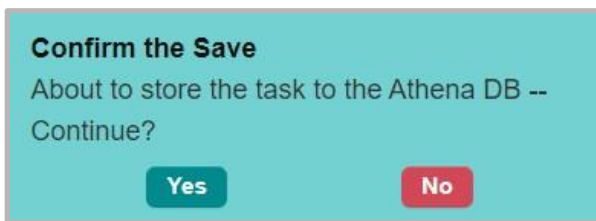
For more information on Transfers, please reference the Athena Transfers Resource Guide.

11. Save:

Navigate to the lower left of your screen, and hover over the task tab. A window will populate; select “Save” to retain your work in the Athena system; select “Close” if you do not need to save your work in this task.



Upon selecting “Save”, a confirmation window will appear; select “yes” to store the task in the database.



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:

- [Move Stop Service to Another Run](#)
- [Add Stop Request to a Run](#)
- [Assign a Stop Location to a Run](#)
- [Create a New Run](#)
- [Divide Stop and Assign to Run](#)

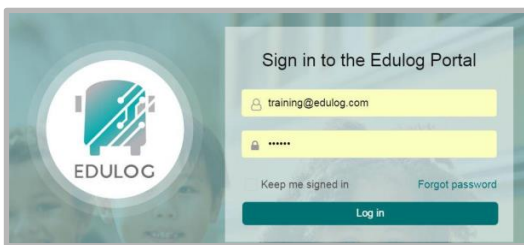
1. Move Stop Service to Another Run

You are a bus driver for the district, and have worked to help build the runs for the upcoming school year. Upon review of one of the runs you are responsible for—KES 102—you realize that one of the stops would be more efficiently serviced on KES 101, so you need to move this stop from your run, and assign it to the other.

Here's How:

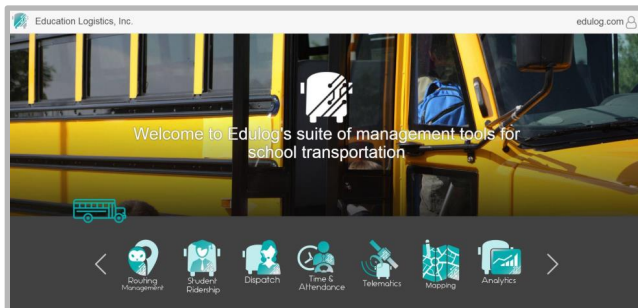
1. Sign In:

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.



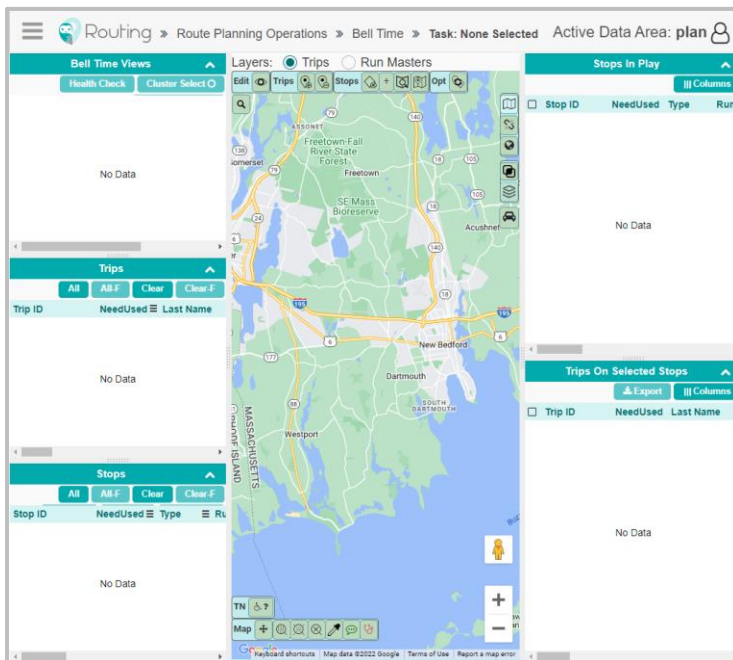
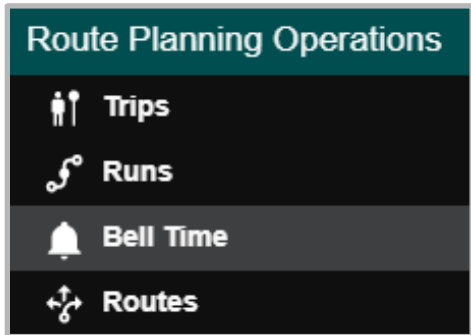
3. Routing Management:

Select the owl icon to enter the Routing Management application.



4. Route Planning Operations:

Navigate to “Bell Time” under Route Planning Operations.



Note: This module will not display any data until a task is created.

5. Creating a Task:

Hover over the “+” sign in the lower left of the module and craft an identifiable name for your task—select Create.

- If you do not create a task the system will create one for you and record a timestamp.



6. Augment Context:

The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.

- Additionally, select the “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 checked="" type="checkbox"/>	School	Type	Bell Time
<input checked="" type="checkbox"/>	KES	ARRIVAL	8:45 AM
<input type="checkbox"/>	KES	ARRIVAL	12:45 PM
<input type="checkbox"/>	KES	DEPART	11:45 AM
<input type="checkbox"/>	KES	DEPART	3:45 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...**

When you have completed your search augmentation, select “OK” in the top right of the window; the Bell Time information for your school will populate in the Data Panel.

7. Layers:

Navigate to the “Run Masters” Layer.

Layers: Trips Run Masters Run Covers

7.1. Bell Time Views:

Select the School and Bell Time in the Data Panel, once selected, the Bell Time, and all the runs for that school and Bell Time will load below.

Bell Time Views

Cluster Select Augment Context

KES - 8:45 AM, KENNEDY ELEMENTARY

Select the Runs in the Data Panel; to select the stops for the Runs, use the “Sel Stops” button at the top of the “Runs” card.

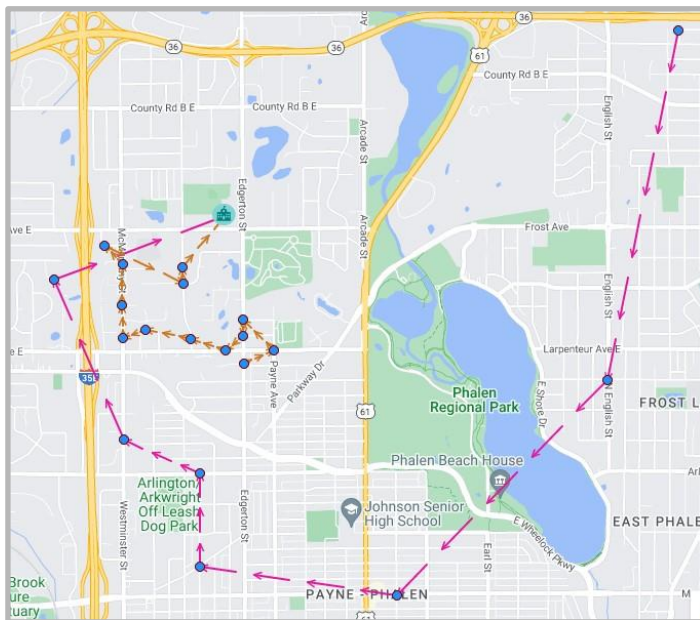
Runs

All All-F Clear Clear-F **Sel Stops** Columns

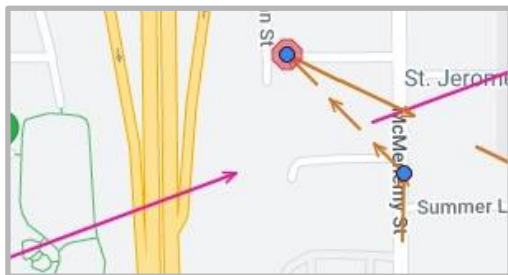
Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequency
<input checked="" type="checkbox"/> KES.101	No	No		KESR...	MTWUF
<input checked="" type="checkbox"/> KES.102	No	No			MTWUF
<input type="checkbox"/> KES.103	No	No			MTWUF

Sel Stops

Once you have selected the Runs and the “Sel Stops”, the data will populate graphically on the Map Panel.

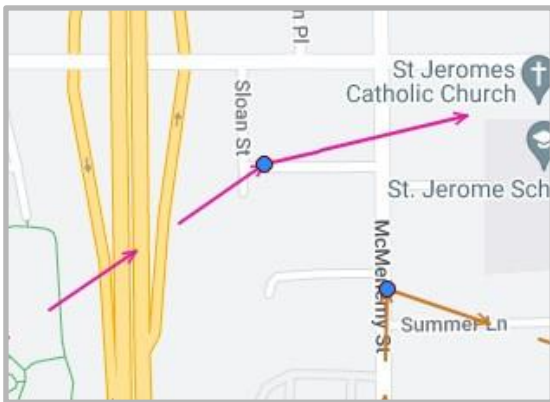


Select the stop you want to unassign, and select the “Unassign Tool”; the stop will be unassigned and turn yellow.





Assign the stop to a new run using the drag and drop method—hold down the “Ctrl” key, left click on your mouse holding it down, and swipe over the run and drag it to the stop. Let go of your mouse click and it will assign.

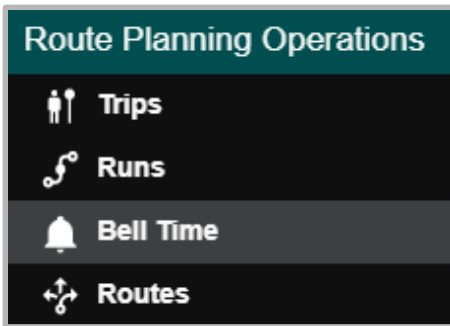


2. Add Stop Request to a Run

A new student has moved into your district, and has populated within Athena as a Stop Request—they need to be assigned to KES 101. Stop Requests are not yet assigned to a run, but have students assigned to the stop; these requests will display on the map in yellow.

Here's How:

1. Navigate to the Bell Time in Route Planning Operations.



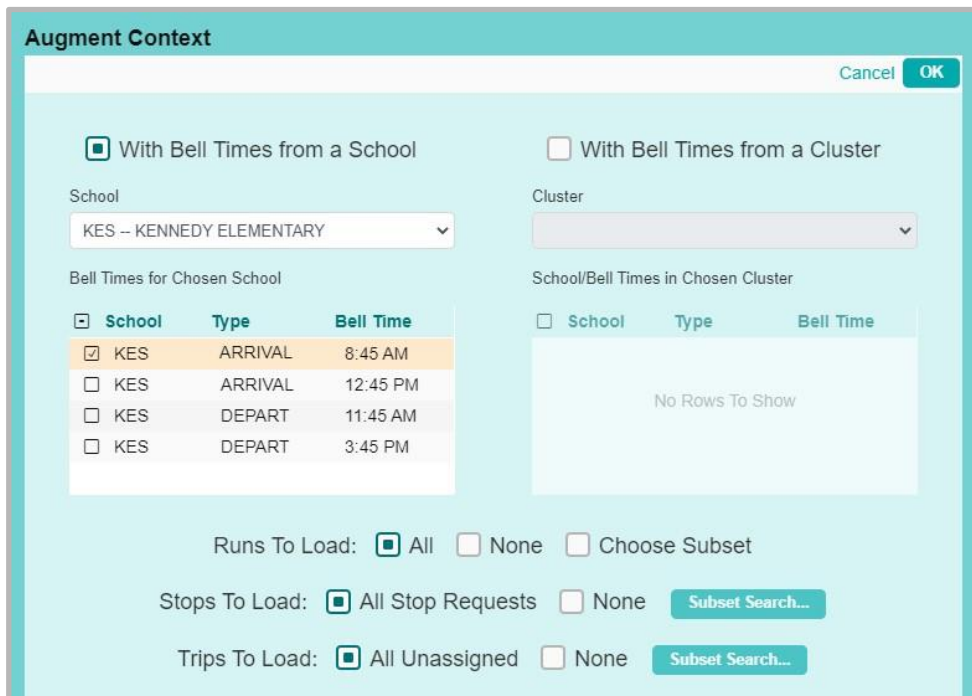
2. Toggle to the Run Masters Layer.



3. Hover over the “+” sign in the lower left of the module and craft an identifiable name for your task—select Create.

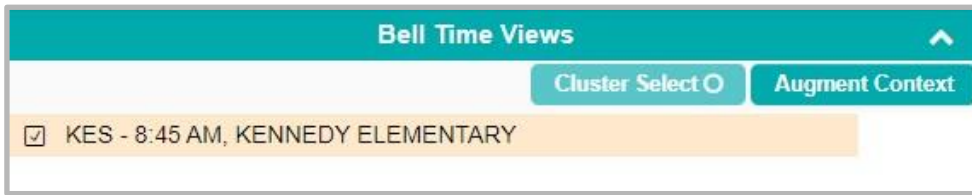


The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.



4. Bell Time Views:

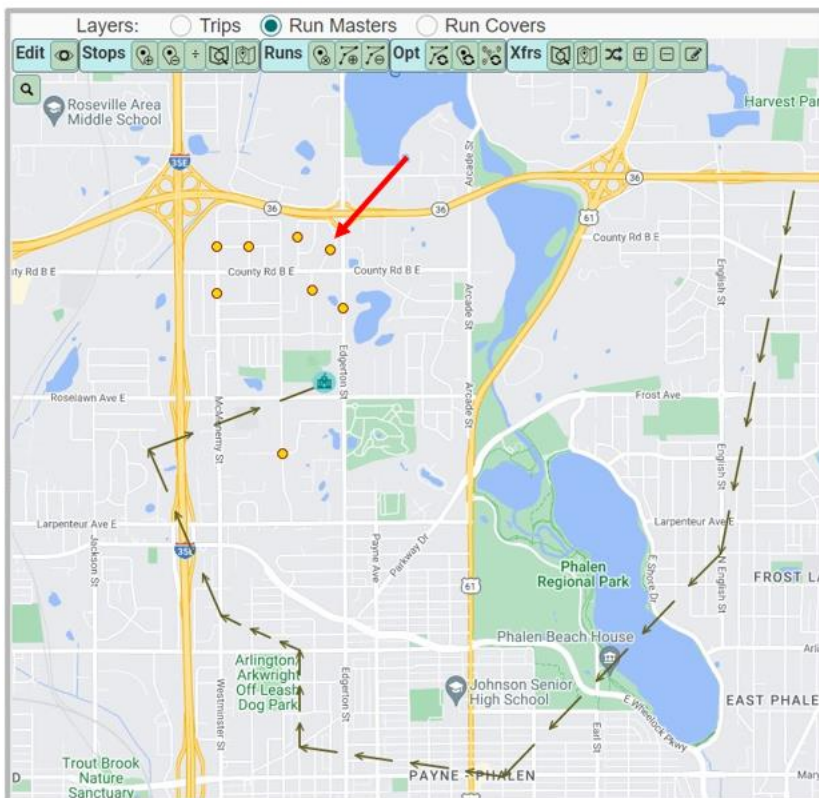
Select the School and Bell Time in the Data Panel, once selected, the Bell Time, and all the runs for that school and Bell Time will load below.



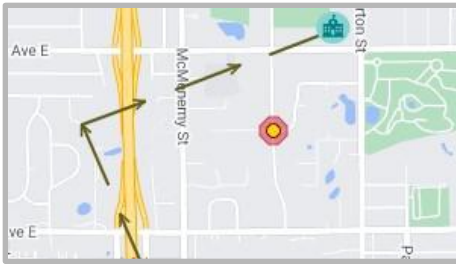
Select the Runs in the Data Panel; to select the stops for the Runs, use the "Sel Stops" button at the top of the "Runs" card.



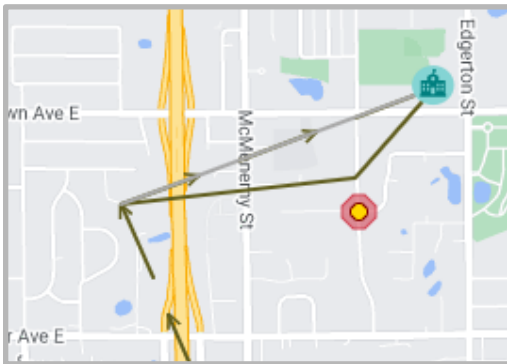
Stop Requests will populate on the Map in yellow.



Select the stop you want to assign.



Drag the run to the stop by holding down the “Ctrl” key while holding your left mouse click; drag the run to the stop and release your mouse click when you are on the Stop Request.



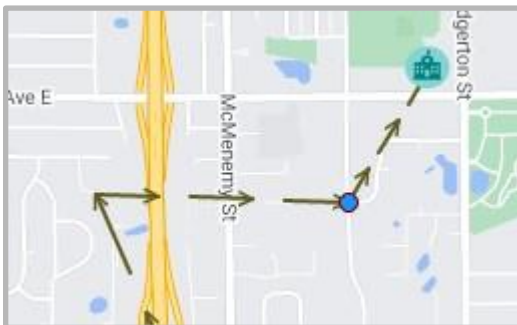
A confirmation window will appear; select proceed to confirm.

Confirm this change?

Insert KES.051001 on run KES.101

Before						After							
<input type="checkbox"/>	Run	Vehicle	Frequency	Load	Duration	Distance	<input type="checkbox"/>	Run	Vehicle	Frequency	Load	Duration	Distance
<input type="checkbox"/>	KES.101		MTWUF	10			<input type="checkbox"/>	KES.101		MTWUF	14		
<input type="checkbox"/>			MTWUF	10	29m 34s	9.27 mi	<input type="checkbox"/>			MTWUF	14	31m 50s	9.85 mi

Once confirming the stop belongs on the run, the stop will turn blue and become a Stop Service.



3. Assign a Stop Location to a Run

You are working with the school district to finalize runs for the Spring term of the school year. The workflow within your district is you create and assign Stop Locations to runs—Stops that do not

have students assigned to them—and your team will later directly assign students to these established runs.

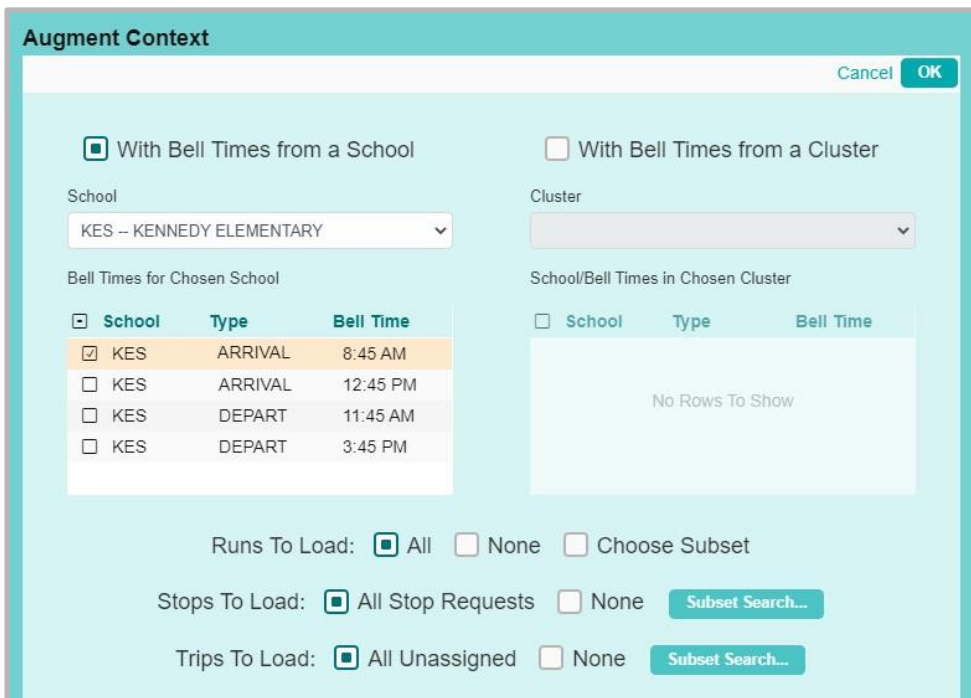
You have been tasked to assign additional Stop Locations to some of these established runs, as you were notified that there are a lot of students in the area in need of transportation. To place them on the map, you must search for them using the Query Stop Locations tool, before you are able to begin the process of adding them to Runs.

Here's How:

1. Hover over the “+” sign in the lower left of the module and craft an identifiable name for your task—select Create.

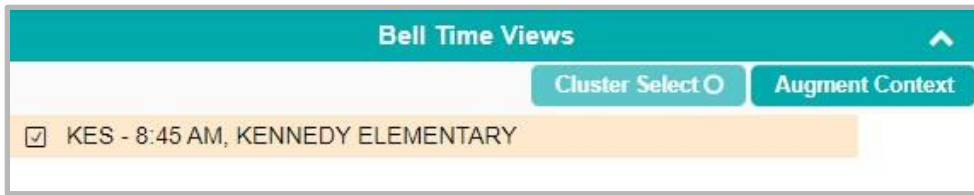


2. The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.

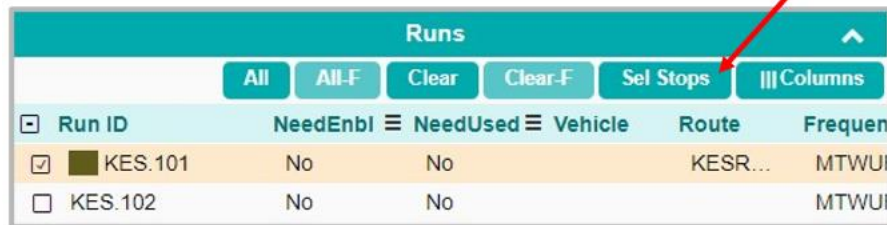


3. Bell Time Views:

Select the School and Bell Time in the Data Panel, once selected, the Bell Time, and all the runs for that school and Bell Time will load below.



Select the Runs in the Data Panel; to select the stops for the Runs, use the “Sel Stops” button at the top of the “Runs” card.



4. Toggle to the Run Masters Layer.



5. Navigate to the Tool Bar located in the upper left corner of the Maps Panel; select the Query Stop Locations Tool.



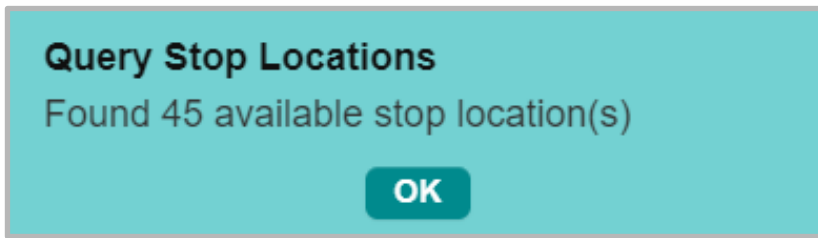
5.1. Select the Draw Circle Tool and draw the diameter on the map; left click where you want the center of your circle, hold the click and move outward from the center; once you have drawn your circle, release the click.



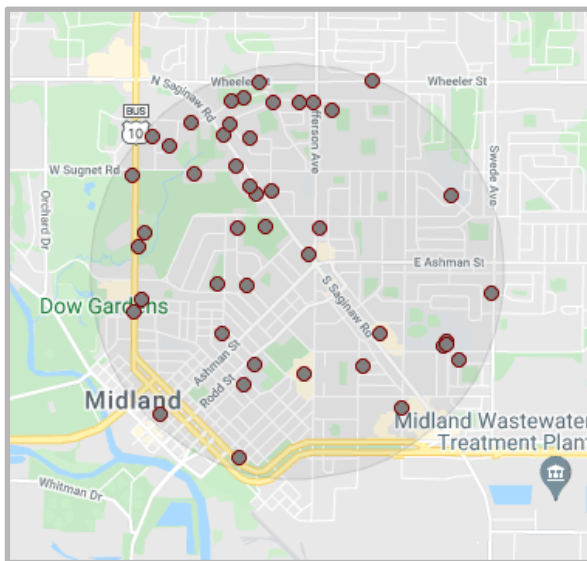
Select the check mark to search.



A Query Stop Location window will open and show how many stops were found in the radius.



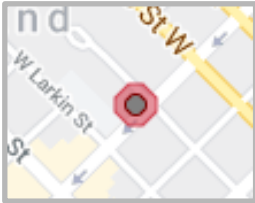
Select "OK", and all Stop Locations that were found will populate within the drawn circle.



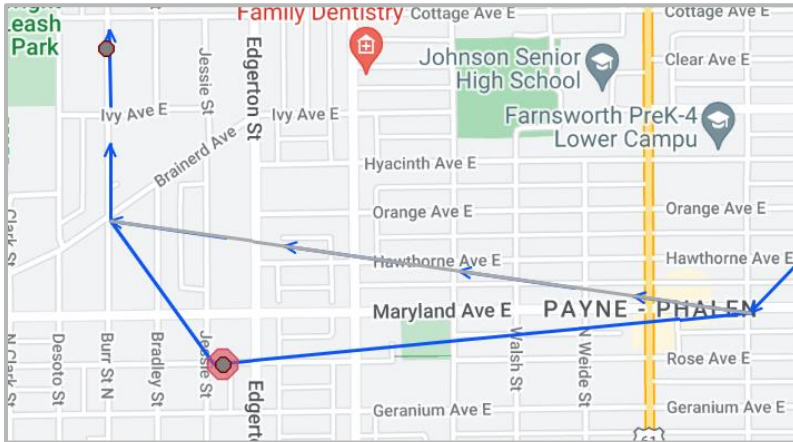
Zoom in to your Stop Location and select your Run on the map.



Select your Stop on the Map.



Drag the run to the stop by holding down the “Ctrl” key while holding your left mouse click; drag the run to the stop and release your mouse click when you are on the Stop Location.



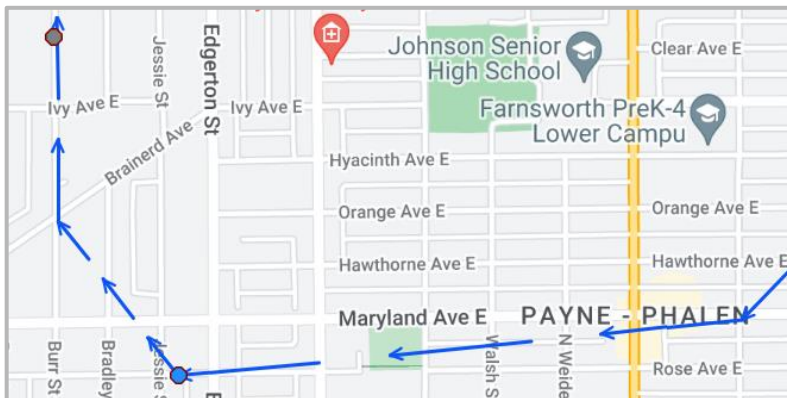
A confirmation window will appear; verify the information and select proceed.

Confirm this change?

Insert 63.1.2 on run ABTEST.002

Before							After						
<input type="checkbox"/> Run	Status	Frequency	Load	Duration	Distance		<input type="checkbox"/> Run	Status	Frequency	Load	Duration	Distance	
<input type="checkbox"/>	ABTES...	STA	MTWUF				<input type="checkbox"/>	ABTES...	STA	MTWUF			
<input type="checkbox"/>			0	17m 44s	5.99 mi		<input type="checkbox"/>			0	23m 41s	6.88 mi	

The stop will be assigned to the run, and will turn from gray to blue indicating it transitioned from a Stop Location to a Stop Service.



4. Create a New Run

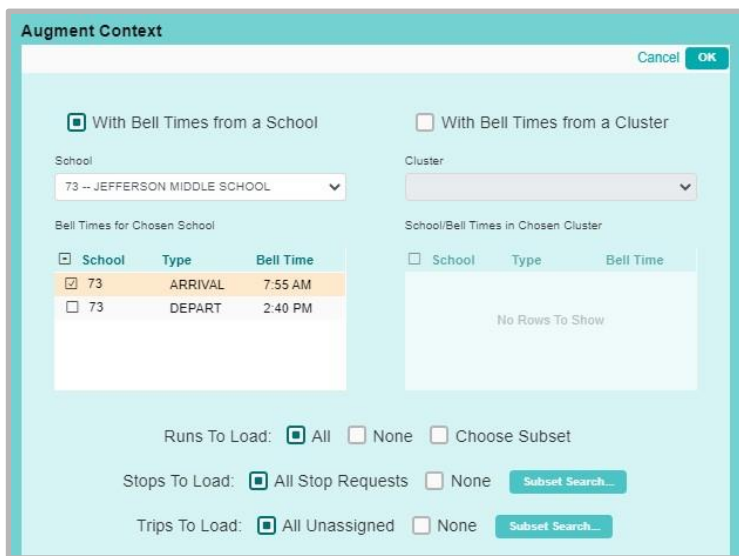
You are tasked to work with the bus drivers to help build out the Runs for the upcoming school year. The workflow within your district is you create and assign Stop Locations to runs—Stops that do not have students assigned to them—and will later directly assign students to these established runs. For this task you will not only be creating a new Run, but will also need to query the area for Stop Locations to assign to your new Run.

Here's How:

1. Hover over the “+” sign in the lower left of the module and craft an identifiable name for your task—select Create.

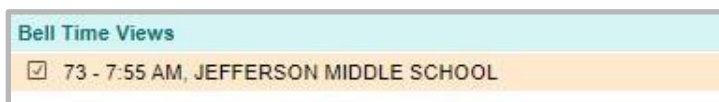


2. The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.



3. Bell Time Views:

Select the School and Bell Time in the Data Panel, once selected, the Bell Time, and all the runs for that school and Bell Time will load below.



The Runs and Stops for that school will be listed in the cards below the “Bell Time Views” card.

Runs					
<input type="button" value="All"/> <input type="button" value="All-F"/> <input type="button" value="Clear"/> <input type="button" value="Clear-F"/> <input type="button" value="Sel Stops"/> <input type="button" value="Columns"/>					
Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Freq
<input type="checkbox"/> 12.1	No	No		12	M
<input type="checkbox"/> 20.1	No	No		20	M
<input type="checkbox"/> 09.1	No	No		09	M
<input type="checkbox"/> 04.1	No	No		04	M

Stops					
<input type="button" value="All"/> <input type="button" value="All-F"/> <input type="button" value="Clear"/> <input type="button" value="Clear-F"/> <input type="button" value="Sel Runs"/> <input type="button" value="Sel Trips"/> <input type="button" value="Columns"/>					
Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Time(s)
<input type="checkbox"/> 12.1.1	No	S	12.1		
<input type="checkbox"/> 12.1.2	No	S	12.1		
<input type="checkbox"/> 12.1.3	No	S	12.1		
<input type="checkbox"/> 12.1.4	No	S	12.1		

4. Creating a Run:

Navigate to the tool bar located at the top left corner of the Map Panel, and select the “New Run” tool.



One selected, the “Create New Run” window will open on your screen; in the window you will fill out the information needed to create a new run within Athena—be sure to select the “Active Bell Times” and add them to the “Drop Off Order”. Save your work when you are finished.

Create New Run

Run ID * Transportation Need Enabled

Description

Max Load Max Duration (mins)

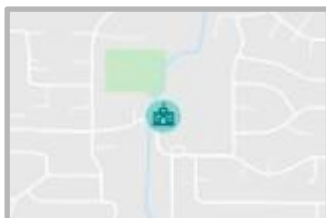
Comments

Add Mode: Add a School Drop-Off Add a Transfer Staging Drop-Off

Active Bell Times

Drop-Off Order *

Following the creation of the new run, the school will display on the map.

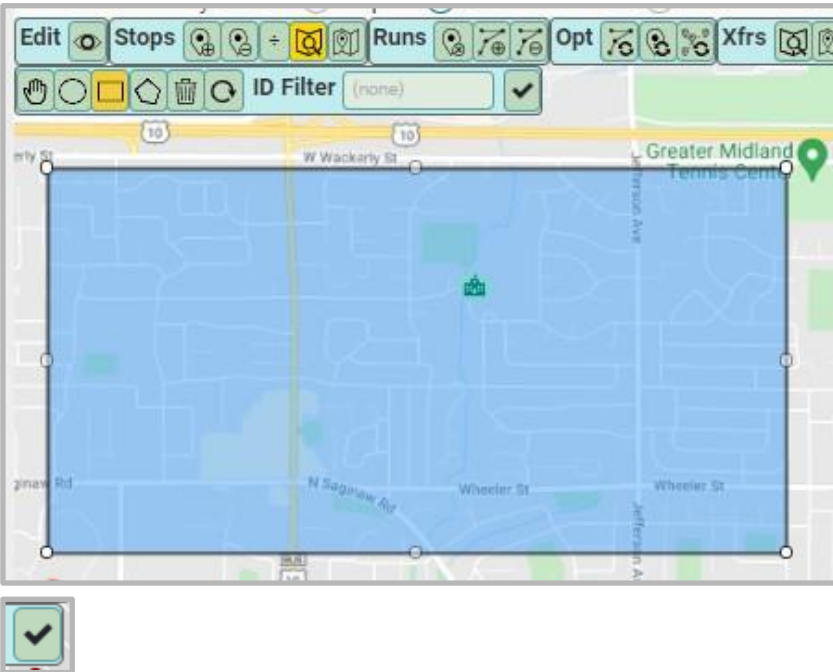


4.1. Query Stop Locations:

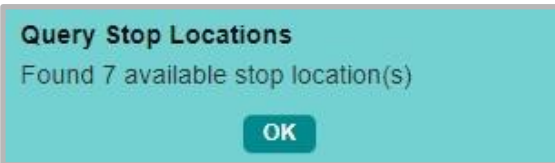
Navigate to the tool bar in the Map Panel, and select the “Query Stop” tool. Select the rectangle tool and draw a large diameter around the school on the map.



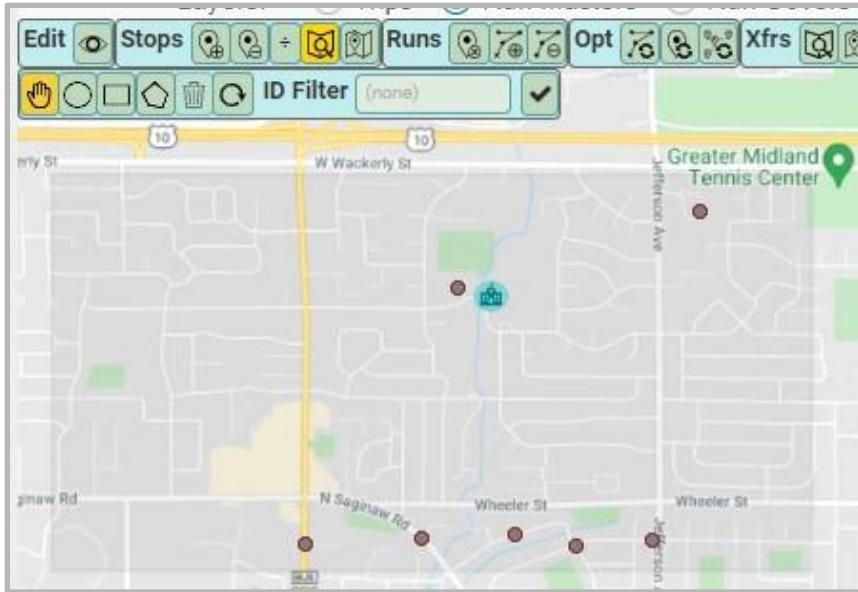
Left clicking at the top left corner of the area you want to search, hold down on the left click and move your mouse down to the right lower corner, drawing a rectangle. Select the check mark to search the area for Stop Locations.



A “Query Stop Locations” window will open and list how many stops were found in the queried search.



Once confirmed, the Stop Locations will appear graphically on the map.



4.2. Assign Stops:

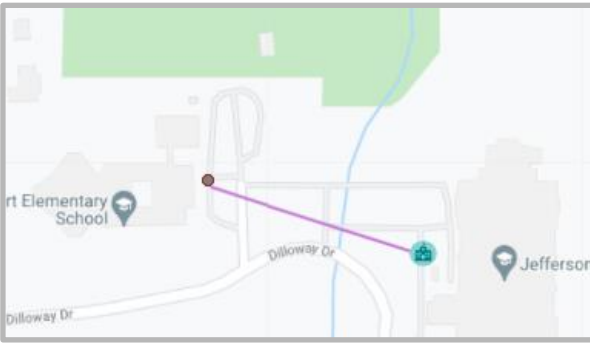
Select the new run in the Workspace Panel.

Runs In Play							
<input checked="" type="checkbox"/> Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequencies	Load	Ma
<input checked="" type="checkbox"/> JMS.01	No	No			MTWUF	0	6

To assign stops, start with the school and the last stop you want the bus to service on the run. Zoom in to the school, and hover your mouse over the school.



Hold down the “Ctrl” key and hold down the left click on your mouse, and move your mouse over the school, connecting it to the last stop that will be serviced on the run. A line will be created connecting the school to the stop.



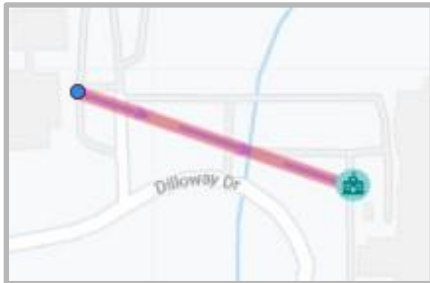
When you release your mouse and “Ctrl” key, a confirmation window will populate on your screen—select proceed.

Confirm this change?

Insert 13.101.1 on run JMS.01

Before						After					
<input type="checkbox"/> Run	Vehicle	Frequency	Load	Duration	Distance	<input type="checkbox"/> Run	Vehicle	Frequency	Load	Duration	Distance
<input type="checkbox"/>	JMS.01	MTWUF				<input type="checkbox"/>	JMS.01	MTWUF			
<input type="checkbox"/>		MTWUF	0	0s	0 ft	<input type="checkbox"/>		MTWUF	0	1m 4s	0.13 mi

Below is an example of what the assigned stop will look like:

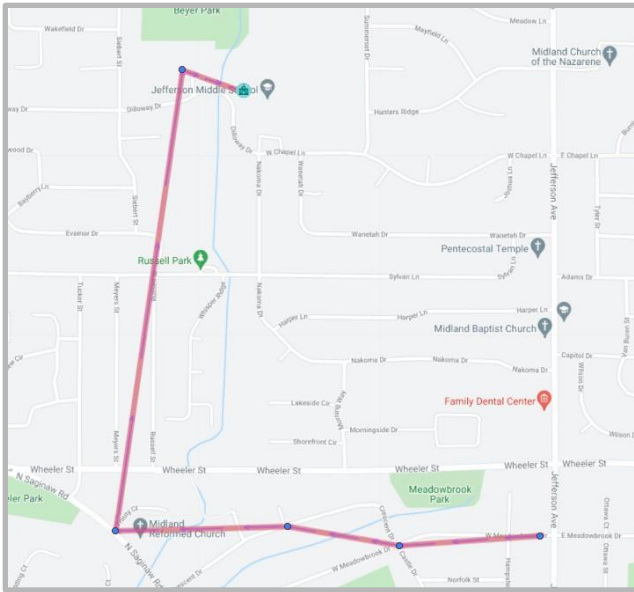


- **Note:** You are able to turn off the confirmation window, so you can quickly assign stops, and not be interrupted by the “Confirm this change?” window.

You do so by navigating to the tool bar in the Map Panel and selecting the “Eye” icon. Once selected you can quickly assign stops to a run.



5. Follow the steps listed above to continue to assign stops to the new Run.



Once all stops are assigned and your run is complete, all stops will show in the Workspace Panel under “Stops on Selected Runs”.

Runs In Play							
Columns							
<input checked="" type="checkbox"/> Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequencies	Load	Ma
<input checked="" type="checkbox"/> JMS.01	No	No			MTWUF	0	6

Stops On Selected Runs							
Columns							
<input type="checkbox"/> Run ID	Stop ID	NeedUsed	School(s)	Bell Times	Frequencies	Status	P/D
<input type="checkbox"/> JMS.01	54.1.10	No				STA	0
<input type="checkbox"/> JMS.01	54.1.9	No				STA	0
<input type="checkbox"/> JMS.01	09.3.6	No				STA	0
<input type="checkbox"/> JMS.01	58.101.5	No				STA	0
<input type="checkbox"/> JMS.01	13.101.1	No				STA	0
<input type="checkbox"/> JMS.01	Drop-Off...	No	73	7:55 AM			0

For more information about Transfers, please see the Athena Transfers Resource Guide.

5. Divide Stop and Assign to Run

You are working in the Bell Time module editing your runs, when you come across an apartment complex. This complex has one stop servicing all the students who live there, and you notice some students who are placed on that stop need to be placed on a run different than the one currently servicing that stop. Instead of creating a new stop location, you will divide the stop

(create a new Stop Request from the Stop Location), and assign the new Stop Request to the appropriate run.

Here's How:

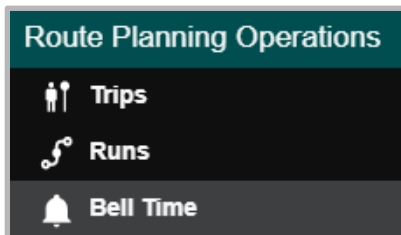
1. Routing Management:

Once logged in, click on the owl icon to enter the Routing Management module.



2. Route Planning Operations:

Under Route Planning Operations select Bell Times—this module will not display until a task is created.



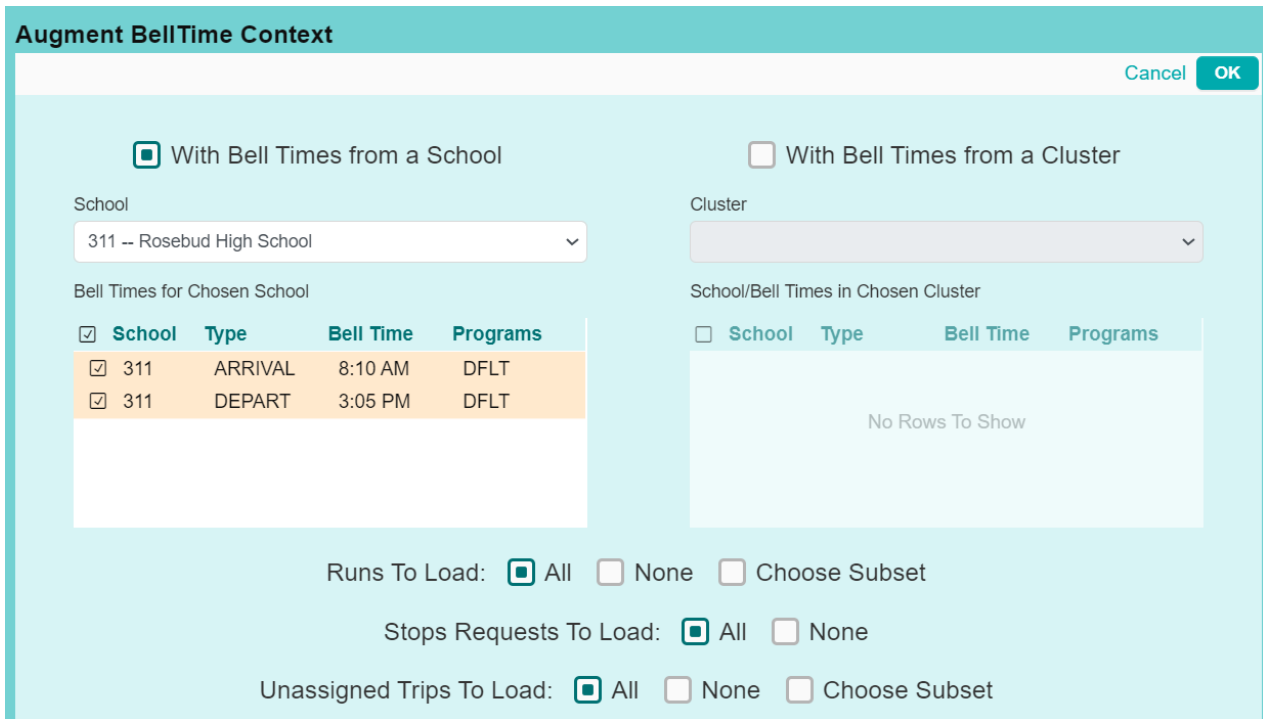
3. Create Task:

Hover over the "+" sign in the lower left of the module and craft an identifiable name for your task—select Create.



4. Augment Context:

The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.



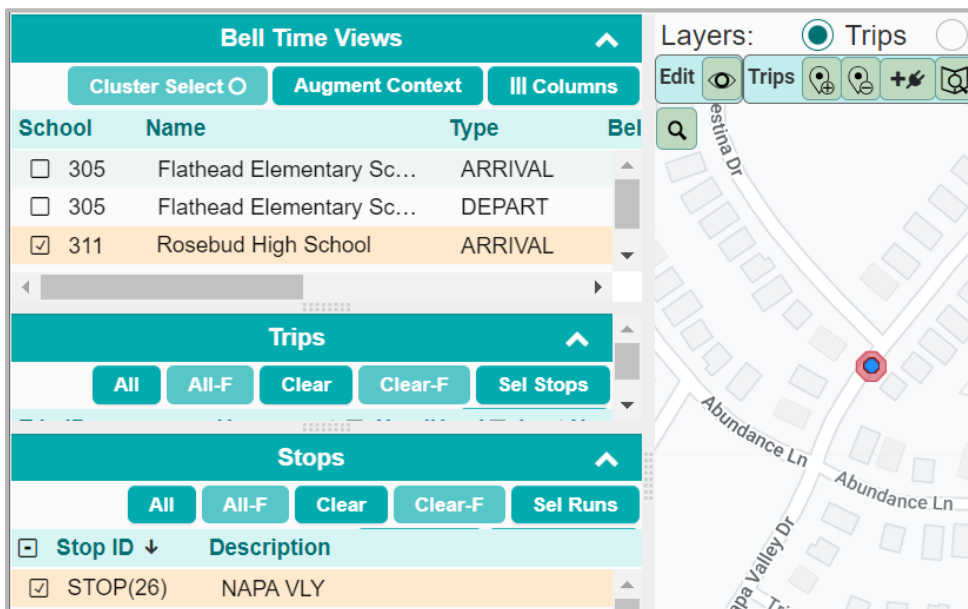
When you have completed your search augmentation, select “OK” in the top right of the window; the Bell Time information for your school will populate in the Data Panel.

4.1 Layers:

Above the map panel, select Trips.

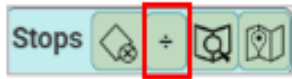


- Once the Bell Times are loaded, select the apartment stop within the “Stops” card of the Data Panel.

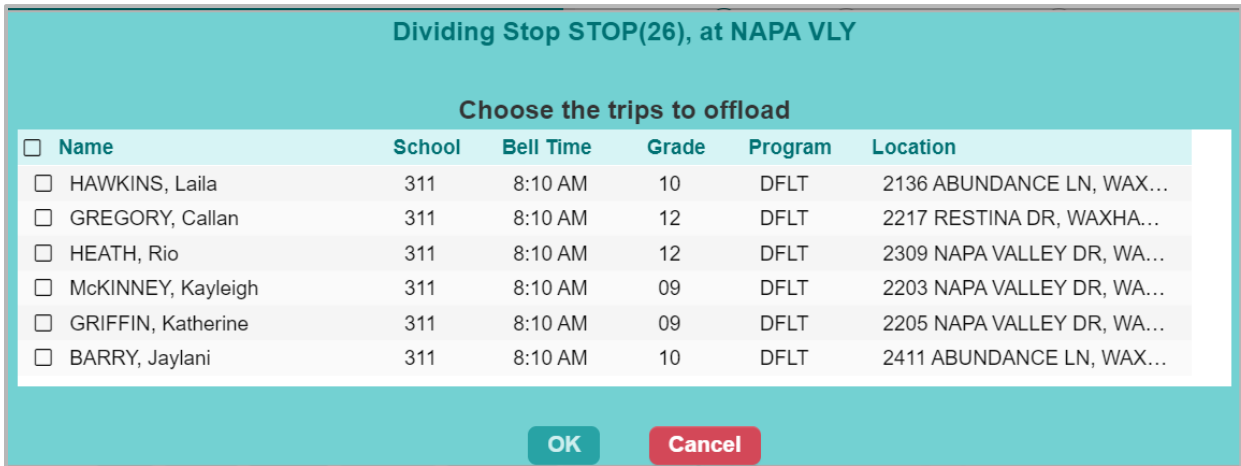


5.1 Divide Tool:

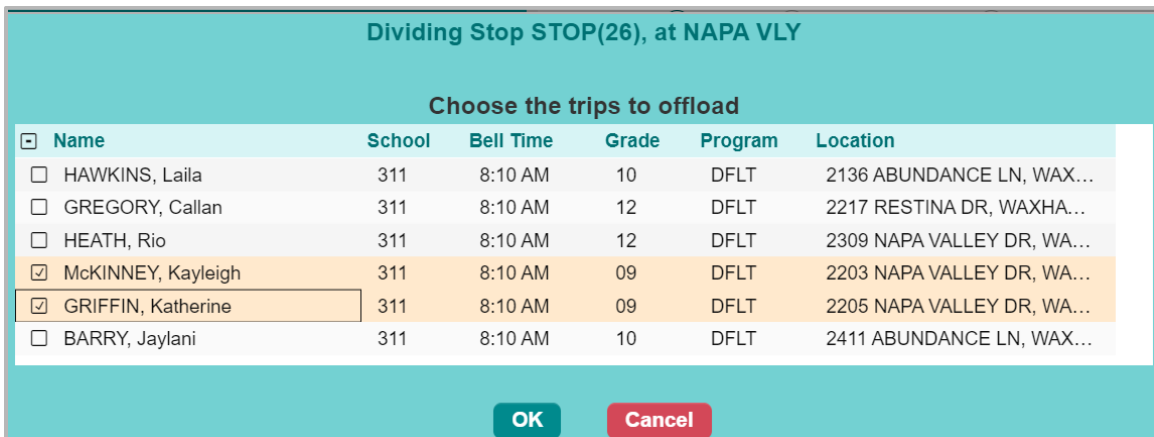
Once the stop is selected, navigate to the toolbar at the top of the Map Panel and select the “Divide” tool.



Once the “Divide” tool is enabled, the user will see the “Dividing Stop” window where all students who are currently assigned to the stop will be listed.



Select the students who need to be assigned to an alternate run.



5.2 Stop Request Created:

Selecting ok will create a new ‘Stop Request’ for the students selected within the “Dividing Stop” window.



The user will additionally see two results for “STOP(26)” as seen in the “Stops in Play” card displayed above—the Stop Service is the original stop that the user divided, and the Stop Request is the result of the divided stop.

- **Note:** Following the divide of the Stop Service, the newly created Stop Request will share the same Stop ID—be mindful of which stop you have selected or “in play” before making stop assignments.

6. Assign the Stop Request:

To assign the new ‘Stop Request’ to an alternate run the user will first right click on the selected stop in the Map Panel, and will see the “Stack” for “STOP(26)”.

- The “Stack” will show all stops and trips associated with the shared address/point.

Make sure that the “In Play” and “Selected” boxes are only checked for the Stop Request. The stop request will display a “R” in the Type column—the user may need to deselect the boxes for the Stop Service.

Managing the stack of stops at NAPA VLY								
In Play	Selected	Stop ID	NeedU...	Type	Run ID	School(s)	Bell Times	Frequencies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STOP(26)	No	R		311	8:10 AM	MTWUF
<input type="checkbox"/>	<input type="checkbox"/>	STOP(26)	No	S	311.804	311	8:10 AM	MTWUF

[Close](#)

Close the stack once the Stop Request has been selected, and navigate to the Run Masters layer. Select the appropriate run, and assign the Stop Request using the “Stop Assign” tool.

Bell Time Views

Cluster Select | Augment Context | Columns

School	Name	Type	Bel
<input type="checkbox"/>	305 Flathead Elementary Sc...	ARRIVAL	
<input type="checkbox"/>	305 Flathead Elementary Sc...	DEPART	
<input checked="" type="checkbox"/>	311 Rosebud High School	ARRIVAL	
<input type="checkbox"/>	311 Rosebud High School	DEPART	

Runs

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

Run ID ↑	NeedEnbl	NeedUsed	Vehicle
<input type="checkbox"/>	No	No	
<input checked="" type="checkbox"/>	No	No	

The user will be asked to confirm the assignment, as seen in the window below.

Confirm this change?

Insert STOP(26) on run 311.020

Before						After					
Run	Vehicle	Frequency	Load	Duration	Distance	Run	Vehicle	Frequency	Load	Duration	Distance
<input type="checkbox"/>	311.020	MTWUF	0			<input type="checkbox"/>	311.020	MTWUF	2		
<input type="checkbox"/>		MTWUF	0	34m	10.01 mi	<input type="checkbox"/>		MTWUF	2	34m 43s	9.23 mi

WARNINGS

- The Max Duration of a run will be exceeded
- The Max Load of a run will be exceeded

WARNING DETAILS

- 311.020, MTWUF will exceed its Max Load of 0 by 2
- 311.020, MTWUF will exceed its Max Duration of 0s by 34m 43s

Proceed | Cancel | Show Maps

7. Assignment Complete:

Following the completion of the assignment, the user can load all runs on the map to see the final product of the two runs servicing the same stop.

Bell Time Views

Cluster Select Augment Context Columns

School	Name	Type	Bel
<input type="checkbox"/>	305 Flathead Elementary Sc...	ARRIVAL	
<input type="checkbox"/>	305 Flathead Elementary Sc...	DEPART	
<input checked="" type="checkbox"/>	311 Rosebud High School	ARRIVAL	
<input type="checkbox"/>	311 Rosebud High School	DEPART	

Runs

All All-F Clear Clear-F Sel Stops

Run ID ↑	NeedEnbl	NeedUsed	Vehicle
<input checked="" type="checkbox"/> 311.001	No	No	
<input checked="" type="checkbox"/> 311.002	No	No	
<input checked="" type="checkbox"/> 311.003	No	No	
<input checked="" type="checkbox"/> 311.004	No	No	
<input checked="" type="checkbox"/> 311.005	No	No	

Stops

All All-F Clear Clear-F Sel Runs

Stop ID ↓	Description
<input type="checkbox"/> STOP(26)	NAPA VLY
<input checked="" type="checkbox"/> STOP(26)	NAPA VLY

Layers: Trips Run Masters Run Covers

Edit Stops Runs Opt

TN Map