



EDULOG

Smarter Transportation.

ATHENA ROUTING & PLANNING

Vehicles Training Resource Guide



Vehicles

Training Resource Guide

2022 by Education Logistics, Inc

All rights reserved.

Date Modified: 03/05/2024

Version: 1.64

EDULOG is a trademark of Education Logistics, Inc.

Education Logistics, Inc.

3000 Palmer St.

Missoula, Montana 59808

(406) 728-0893

<https://www.edulog.com/>

TABLE OF CONTENTS

PURPOSE OF THIS GUIDE.....	5
ATHENA VEHICLES INTRODUCTION.....	5
NAVIGATING THE VEHICLES MODULE	5
ATHENA VEHICLES USER STORIES	9
Edit Vehicle Information	9
Add New Vehicle	11
Add Vehicle Transportation Needs	13
Bulk Edit Vehicle Information	16
Service Vehicle	18



VEHICLES TRAINING RESOURCE GUIDE

PURPOSE OF THIS GUIDE

The Vehicles Training Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedures specific to the Vehicles Module within the software, as well as provide you with unique scenarios you may encounter as you begin to independently navigate the system within the User Stories section of this guide.

ATHENA VEHICLES INTRODUCTION

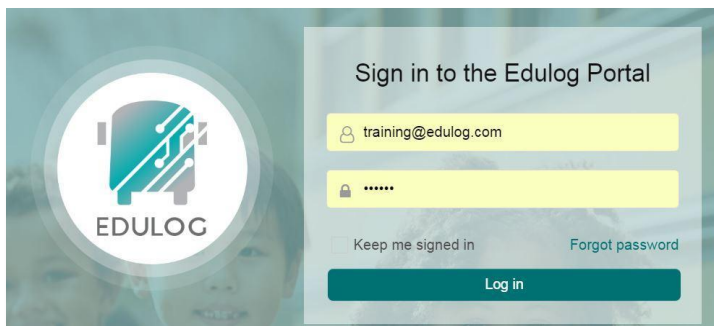
In the Vehicles Module, you can add and edit vehicles. You can also add Transportation Needs and manage vehicle services.

If you would like to assign vehicles to routes, please see the Athena Vehicle-Routes Training Resource Guide.

NAVIGATING THE VEHICLES MODULE

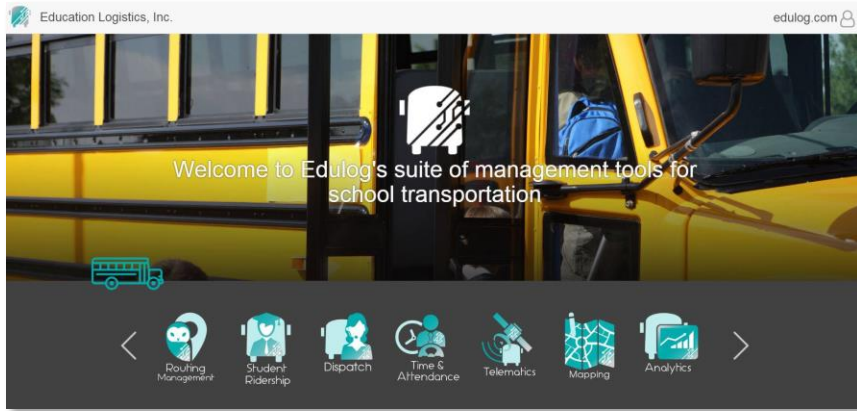
1. Sign In

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.

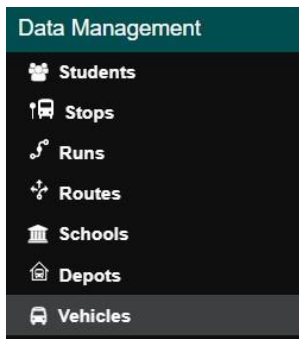


3. Routing Management

Select the owl icon to enter the Routing Management application.

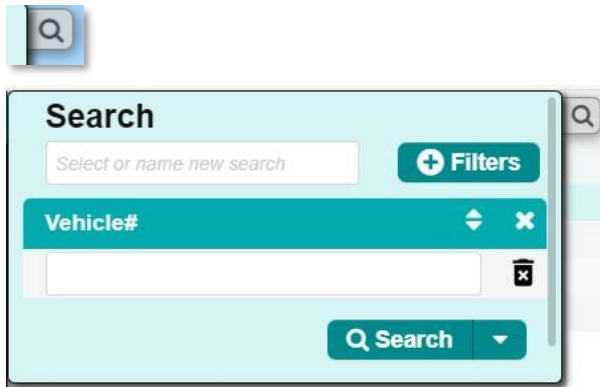


4. Navigate to "Vehicles" under "Data Management" in the action bar.



5. Vehicles Search Tray

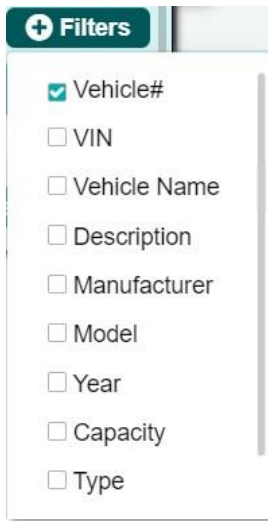
Click on the Search Tab and the Search Tray will appear.



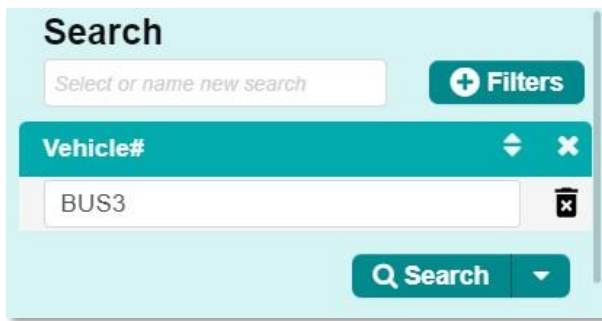
6. Filters

There are several different search options in the "Filters" field, browse the filters to determine

your search parameters.

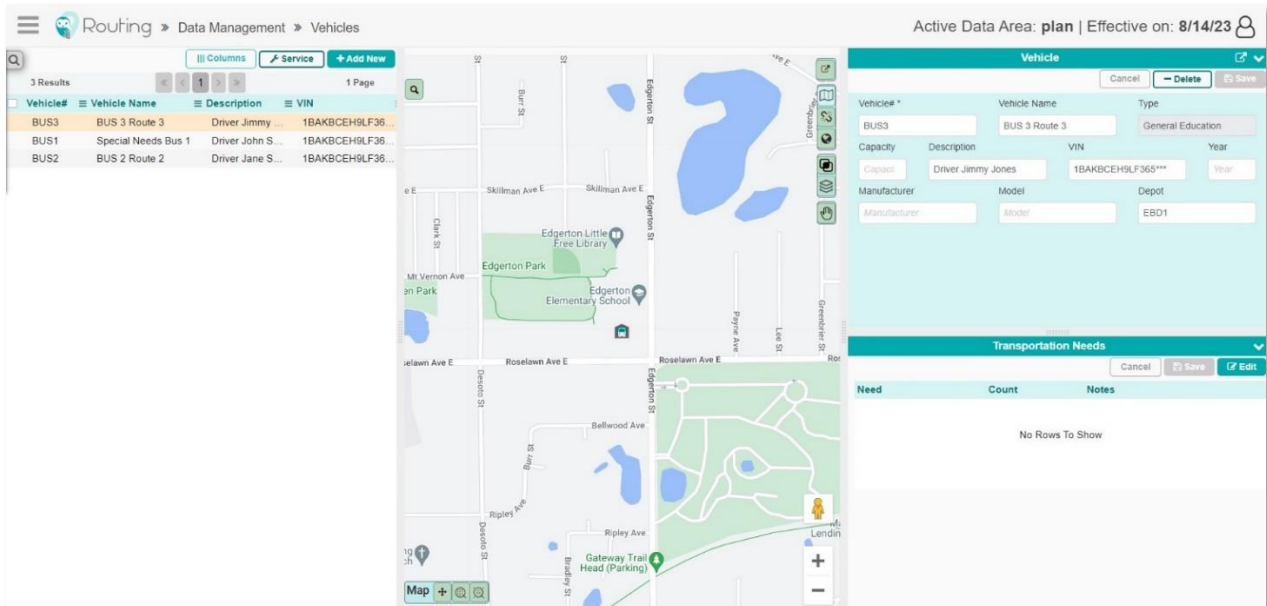


Enter your Vehicle# and search. You may also search for all vehicles by keeping the field blank and selecting search.



7. Vehicle Panels

Following your search, two panels will populate, the Data Panel and Workspace Panel. When selecting a vehicle in the Data Panel, you will see the third panel appear to the right, the Workspace Panel.



8. Vehicles Data Panel

The Data Panel is the starting point for making updates and changes to vehicle information, and displays the results from the search query. In the Data Panel the user can sort, organize, and select vehicles from the returned search results.



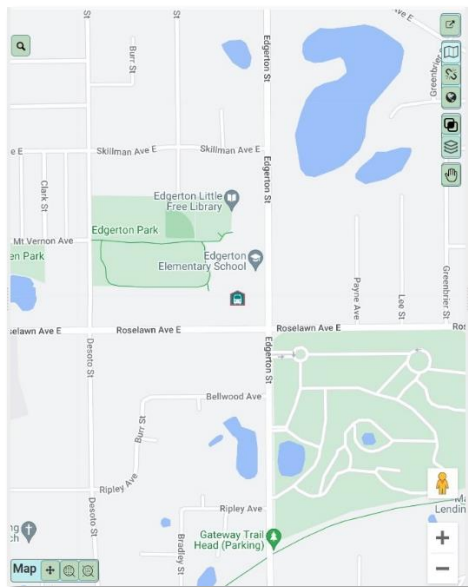
The screenshot shows the 'Routing' application interface. At the top, there is a navigation bar with a menu icon, the 'Routing' logo, and a breadcrumb trail: 'Data Management > Vehicles'. Below the navigation bar, there is a search bar and three buttons: 'Columns', 'Service', and '+ Add New'. The main content area displays '3 Results' and a table with the following data:

Vehicle#	Vehicle Name	Description	VIN
BUS3	BUS 3 Route 3	Driver Jimmy ...	1BAKBCEH9LF36...
BUS1	Special Needs Bus 1	Driver John S...	1BAKBCEH9LF36...
BUS2	BUS 2 Route 2	Driver Jane S...	1BAKBCEH9LF36...

Selecting one or more vehicle from the list in the Data Panel will display them graphically on the map on the Map Panel and the vehicle's information will additionally populate in the Workspace Panel.

9. Vehicle Map Panel

The Map Panel not only allows the user to see a graphical representation of the location for the selected vehicle(s), it functions as a visual interface to select vehicles for data changes.



10. Vehicle Workspace Panel

The Workspace Panel is where information for the selected vehicle(s) will display. Selecting one or more vehicles in the Data Panel will display information regarding the vehicle(s) in the Workspace; this allows the user to modify vehicles information directly in the system.

Vehicle
↗

Cancel
Seating Configuration
– Delete
Save

Vehicle# *

Vehicle Name

Type

Capacity

Description

VIN

Year

Manufacturer

Model

Depot

Contractor

Transportation Needs
↗

Cancel
Save
Edit

Need	Count	Notes
No Rows To Show		

ATHENA VEHICLES 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:

- [Edit Vehicle Information](#)
- [Add New Vehicle](#)
- [Add Vehicle Transportation Needs](#)
- [Bulk Edit Vehicle Information](#)
- [Service Vehicle](#)

Edit Vehicle Information

You are a router and need to edit vehicle information.

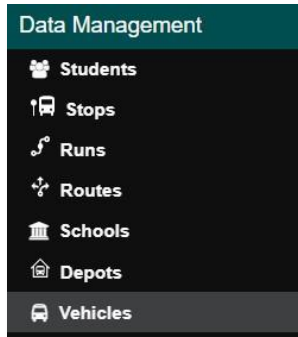
Here's How

1. Routing Management

Select the owl icon to enter the Routing Management application.



2. Navigate to “Vehicles” under “Data Management” in the action bar.

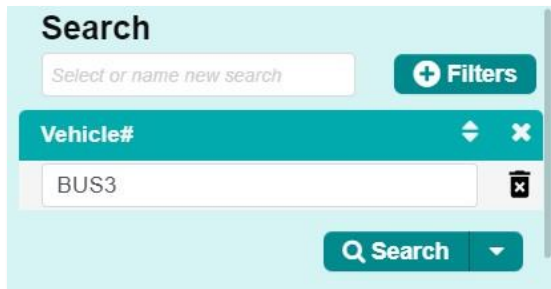


3. Vehicles Search Tray

Click on the Search Tab and the Search Tray will appear.

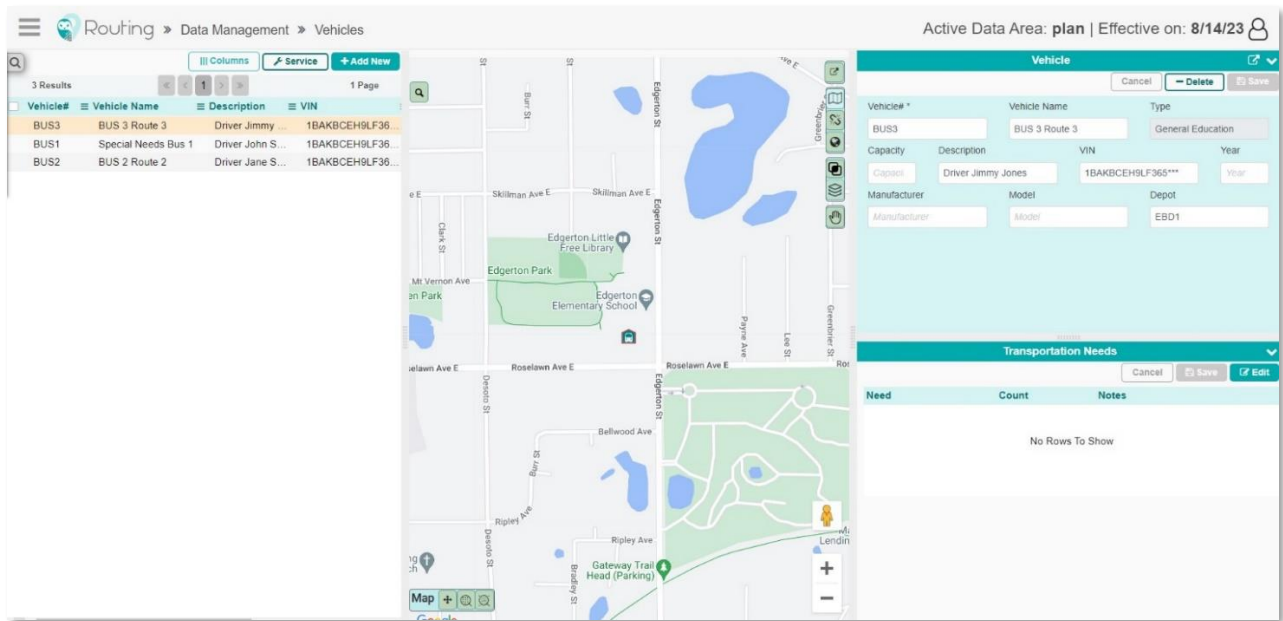


Enter your Vehicle# and search.



4. Select Vehicle

In the Data Panel, select your vehicle. The vehicle will display graphically on the map and the vehicle information will display in the workspace.



5. Make Changes

In the workspace panel, make the changes to vehicle information and then select Save.

This is a close-up of the 'Vehicle' form. At the top, there are buttons for 'Cancel', 'Delete', and 'Save'. The form fields are as follows:

- Vehicle# *: BUS3
- Vehicle Name: BUS 3 Route 3
- Type: General Education
- Capacity: 75
- Description: Driver Jimmy Jones
- VIN: 1BAKBCEH9LF365***
- Year: Year
- Manufacturer: Blue Bird
- Model: All American
- Depot: EBD1

Add New Vehicle

You are a router and need to add a new vehicle to your fleet in Athena.

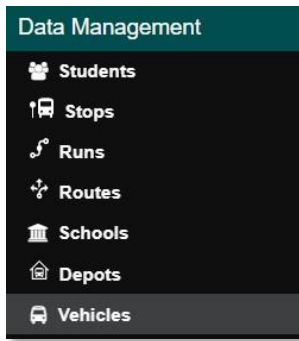
Here's How

1. Routing Management

Select the owl icon to enter the Routing Management application.



2. Navigate to “Vehicles” under “Data Management” in the action bar.



3. Vehicles Search Tray

Click on the Search Tab and close the search tray.



4. Add New

At the top of the Data Panel. Select the Add New Button.



5. Vehicle Information Form

In the Workspace Panel, fill out the Vehicle information.

A form titled "Vehicle" with a teal header and a white body. At the top right are "Cancel" and "Save" buttons. The form contains several input fields arranged in a grid:

Vehicle# *	Vehicle Name	Capacity
<input type="text" value="Vehicle#"/>	<input type="text" value="Vehicle Name"/>	<input type="text" value="Capaci"/>
Description	VIN	Year
<input type="text" value="Description"/>	<input type="text" value="VIN"/>	<input type="text" value="Year"/>
Manufacturer	Model	Depot
<input type="text" value="Manufacturer"/>	<input type="text" value="Model"/>	<input type="text" value="Select..."/>

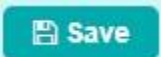
Vehicle		
Vehicle# *	Vehicle Name	Capacity
BUS4	Bus 4 Route 4	75
Description	VIN	Year
Driver Jane Smith	1BAKBCEH9LF368***	Year
Manufacturer	Model	Depot
Blue Bird	All American	EBD1

6. Depots

Depots must be added in the Depots module for them to be available for selection in the Vehicles module.

Depot
Select...
EBD1
HBD

Once all the information has been entered and selected, click on the Save button.



Add Vehicle Transportation Needs

You are a router and need to add Transportation Needs to a vehicle.

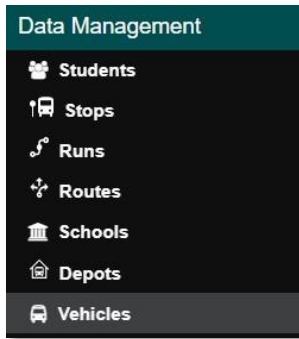
Here's How

1. Routing Management

Select the owl icon to enter the Routing Management application.



2. Navigate to "Vehicles" under "Data Management" in the action bar.

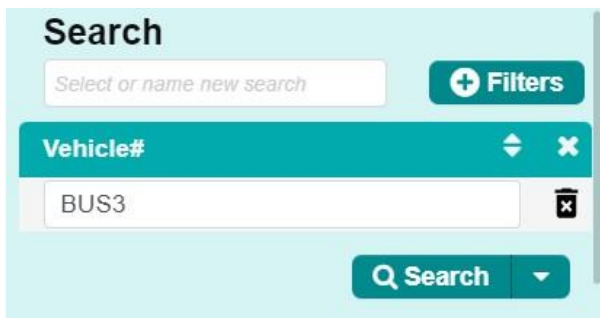


3. Vehicles Search Tray

Click on the Search Tab and the Search Tray will appear.



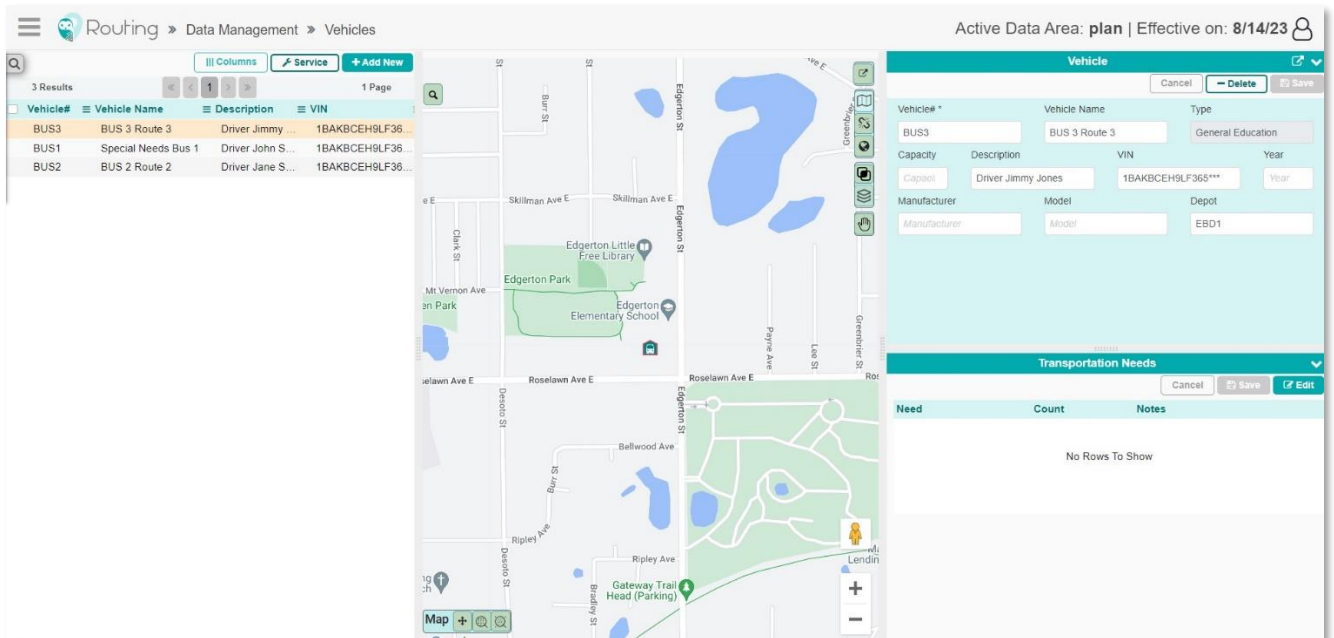
Enter your Vehicle# and search.



4. Select Vehicle

In the Data Panel, select your vehicle.

The vehicle will display graphically on the map and the vehicle information will display in the workspace.



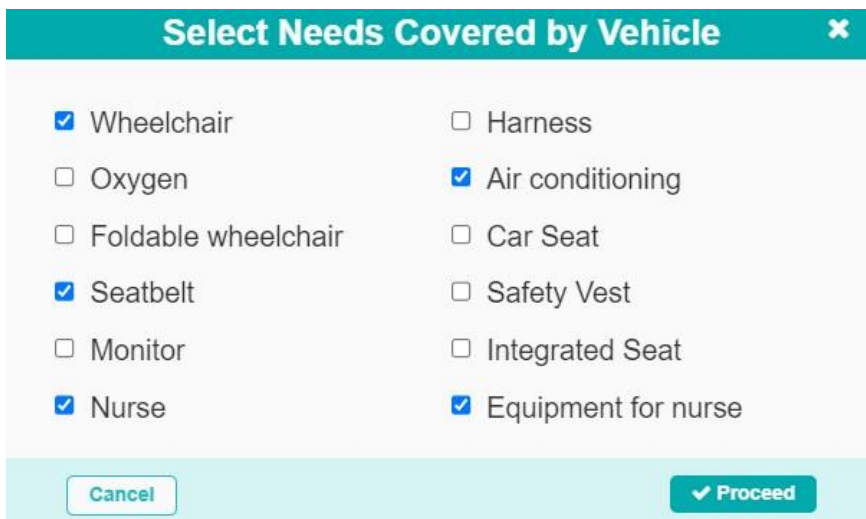
5. Add Transportation Needs

In the workspace panel, in the Transportation Needs card, select the Edit button.

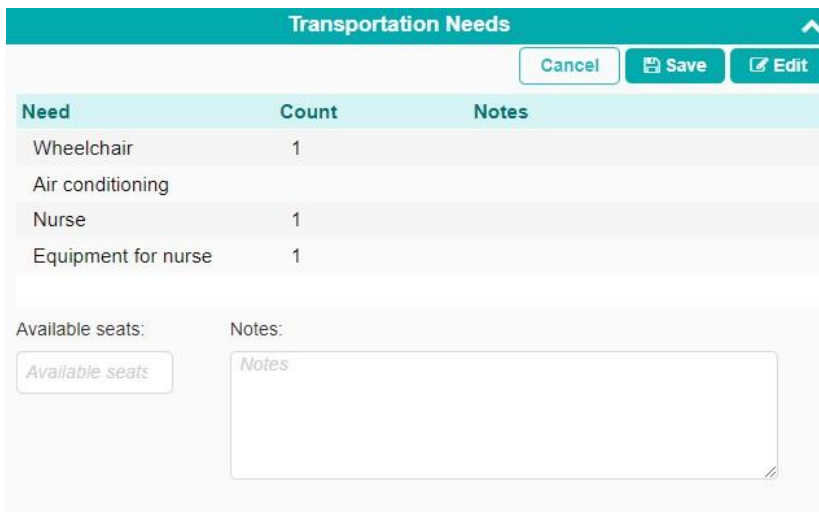


The screenshot shows a card titled "Transportation Needs" with a dropdown arrow on the right. Below the title are three buttons: "Cancel", "Save" (with a floppy disk icon), and "Edit" (with a pencil icon). Below the buttons is a table with three columns: "Need", "Count", and "Notes". The table is currently empty, with the text "No Rows To Show" centered below it.

The Select Needs Covered by Vehicle window will open. Make your selections and then click on the Proceed button.



The screenshot shows a window titled "Select Needs Covered by Vehicle" with a close button (X) in the top right corner. The window contains two columns of checkboxes. The first column has: Wheelchair, Oxygen, Foldable wheelchair, Seatbelt, Monitor, and Nurse. The second column has: Harness, Air conditioning, Car Seat, Safety Vest, Integrated Seat, and Equipment for nurse. At the bottom are two buttons: "Cancel" and "Proceed" (with a checkmark icon).



The screenshot shows the "Transportation Needs" card after selections. The table now contains four rows:

Need	Count	Notes
Wheelchair	1	
Air conditioning		
Nurse	1	
Equipment for nurse	1	

Below the table, there are two sections: "Available seats:" with a text input field containing "Available seats", and "Notes:" with a larger text area containing "Notes".

You may also increase the number of needs by clicking on the number and the Need Covered by Vehicle window will open.

Need Covered by Vehicle
✕

Need	Count
Wheelchair	2
Notes	

Cancel
✓ Proceed

Add the total count and then click on the Proceed button.

Transportation Needs
⬆

Cancel
Save
Edit

Need	Count	Notes
Wheelchair	2	
Air conditioning		
Nurse	1	
Equipment for nurse	1	

Available seats:

Notes:

For assistants and parents

Add any additional seats and notes as needed. Then click on the Save button.

Bulk Edit Vehicle Information

You are a router and need to add the same information to several of your vehicles.

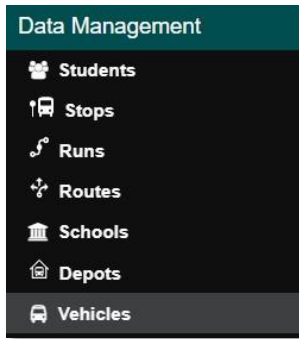
Here's How

1. Routing Management

Select the owl icon to enter the Routing Management application.



2. Navigate to “Vehicles” under “Data Management” in the action bar.

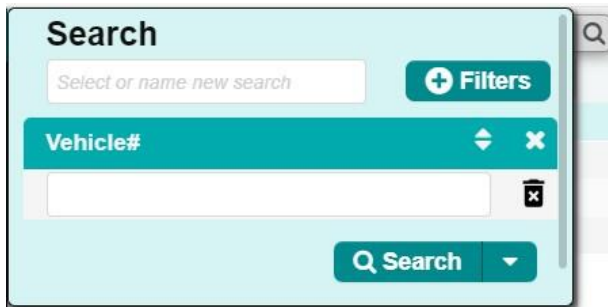


3. Vehicles Search Tray

Click on the Search Tab and the Search Tray will appear.



Leave the Vehicle# field blank then click on Search.

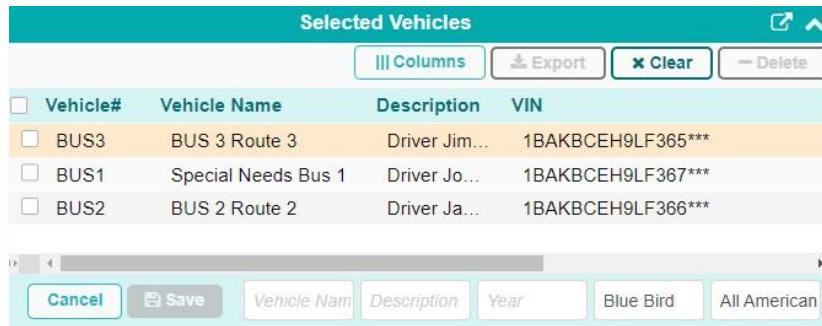


4. Select Vehicle

In the Data Panel, select all the vehicles you want to edit.

<input type="checkbox"/>	Vehicle#	Vehicle Name	Description	VIN
<input type="checkbox"/>	BUS3	BUS 3 Route 3	Driver Jimmy ...	1BAKBCEH9LF365***
<input type="checkbox"/>	BUS1	Special Needs Bus 1	Driver John S...	1BAKBCEH9LF367***
<input type="checkbox"/>	BUS4	Bus 4 Route 4	Driver Jane S...	1BAKBCEH9LF368***
<input type="checkbox"/>	BUS2	BUS 2 Route 2	Driver Jane S...	1BAKBCEH9LF366***

They will display in the workspace panel under the Selected Vehicles card.



Check the boxes to the left of the Vehicle#.

At the bottom of the card, add the information you would like to add for all vehicles selected.

Selected Vehicles						
Vehicle#	Vehicle N...	Description	VIN	Model	Year	Manufact...
<input checked="" type="checkbox"/>	BUS3	BUS 3 Ro...	Driver Jim...	1BAKBC...		
<input checked="" type="checkbox"/>	BUS1	Special N...	Driver Jo...	1BAKBC...		
<input type="checkbox"/>	BUS4	Bus 4 Ro...	Driver Ja...	1BAKBC...	All Americ...	Blue Bird
<input checked="" type="checkbox"/>	BUS2	BUS 2 Ro...	Driver Ja...	1BAKBC...		

Buttons: Columns, Export, Clear, Delete

Form fields: Cancel, Save, Year, Blue Bird, All American

Then select the Save button.

Selected Vehicles						
Vehicle#	Vehicle Name	Description	VIN	Model	Year	Manufact...
<input type="checkbox"/>	BUS3	BUS 3 Route 3	Driver Jim...	1BAKBCEH9LF365***	All American	Blue Bird
<input type="checkbox"/>	BUS1	Special Needs Bus 1	Driver Jo...	1BAKBCEH9LF367***	All American	Blue Bird
<input type="checkbox"/>	BUS4	Bus 4 Route 4	Driver Ja...	1BAKBCEH9LF368***	All American	Blue Bird
<input type="checkbox"/>	BUS2	BUS 2 Route 2	Driver Ja...	1BAKBCEH9LF366***	All American	Blue Bird

Buttons: Columns, Export, Clear, Delete

All vehicles will be updated.

Service Vehicle

You are a router and one of your vehicles needs service next week.

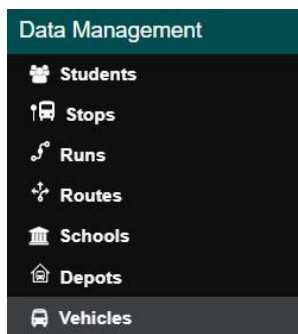
Here's How

1. Routing Management

Select the owl icon to enter the Routing Management application.



2. Navigate to "Vehicles" under "Data Management" in the action bar.



3. Vehicles Search Tray

Click on the Search Tab and close the search tray.



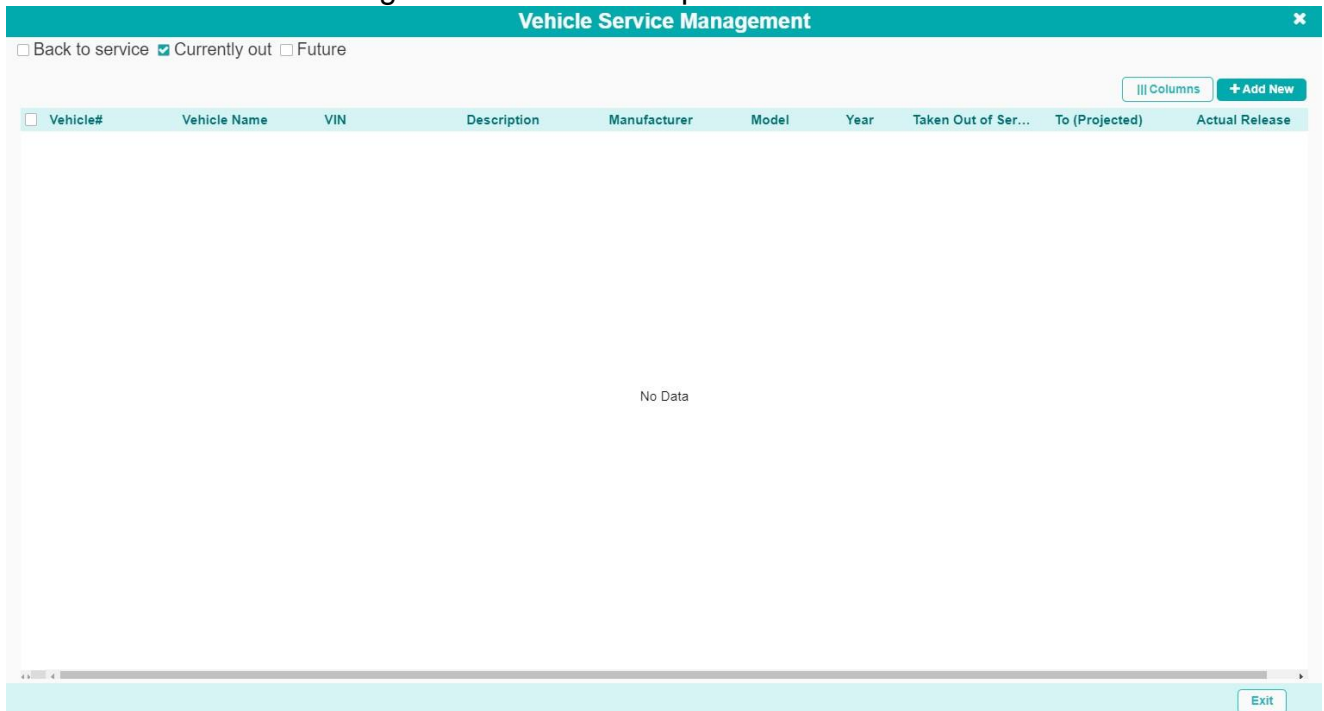
4. Service

At the top of the Data Panel. Select the Service Button.



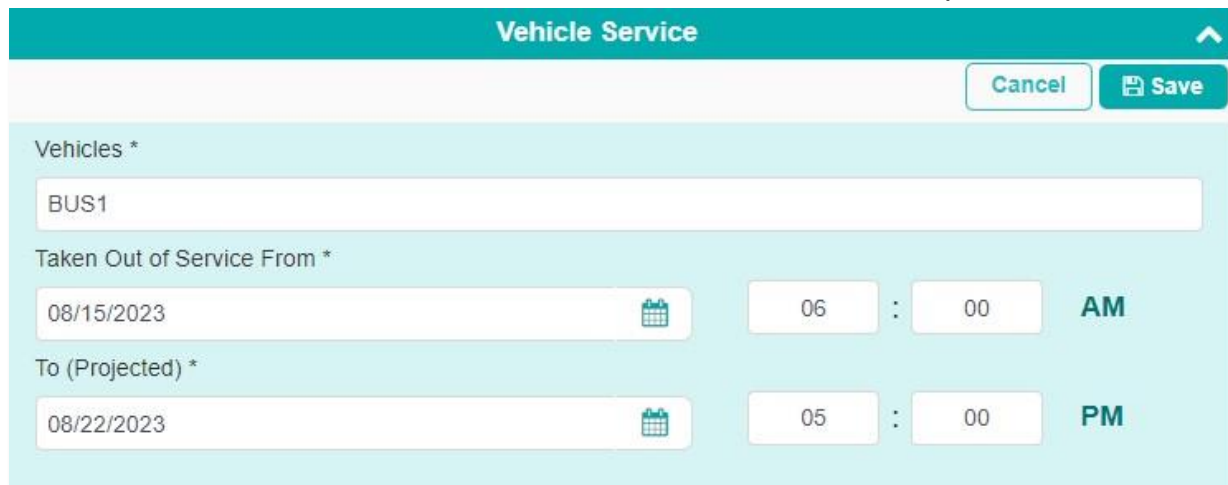
5. Vehicle Service Management

The Vehicle Service Management window will open.



6. Add New

Click on the Add New button and the Vehicle Service window will open.



Select the Vehicle from the drop-down menu, enter the date and time of service.

Date can also be entered using the calendar icon.



Once all your information is entered, select the Save button.

7. Vehicle Service List

You can see the vehicles listed by Future, Currently Out, and any Back Service. Just check the box at the top of the Vehicle Service Management window.

Back to service Currently out Future

Vehicle Service Management									
<input type="checkbox"/> Back to service <input checked="" type="checkbox"/> Currently out <input checked="" type="checkbox"/> Future									
								Columns	+ Add New
<input type="checkbox"/> Vehicle#	Vehicle Name	VIN	Description	Manufacturer	Model	Year	Taken Out of Ser...	To (Projected) Actual Release	
BUS1	Special Needs Bu...	1BAKBCEH9LF3...	Driver John Smith	Blue Bird	All Americ...		8/15/2023 06:00 AM	8/22/2023 05:00 PM	

If you would like to assign vehicles to routes, please see the Athena Vehicle-Routes Training Resource Guide.