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ATHENA ROUTING & PLANNING

Vehicles Training Resource Guide

Vehicles

Training Resource Guide

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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

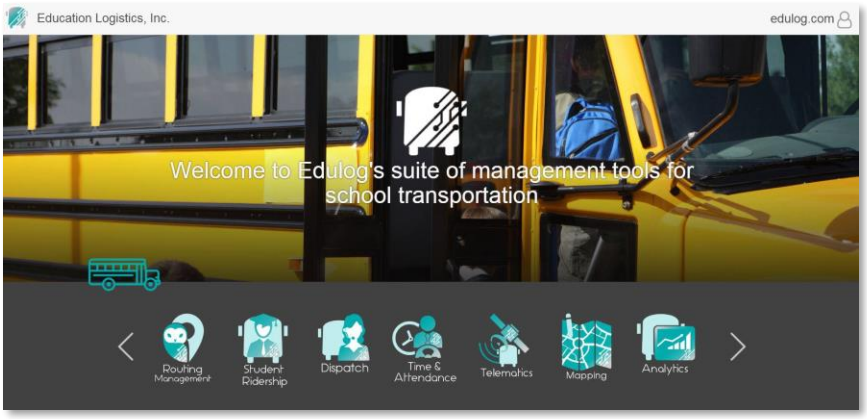
In the Vehicles Module, you can add and edit vehicles. You can also add Transportation Needs and manage vehicle services.

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

NAVIGATING THE VEHICLES MODULE

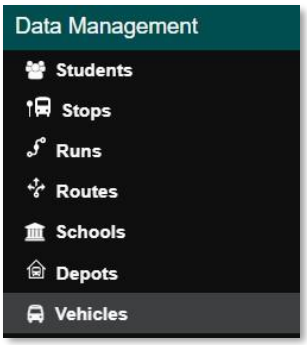
1. **Sign In**
   You will first come to the Sign In page where you will enter your Username (email) and Password.

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.

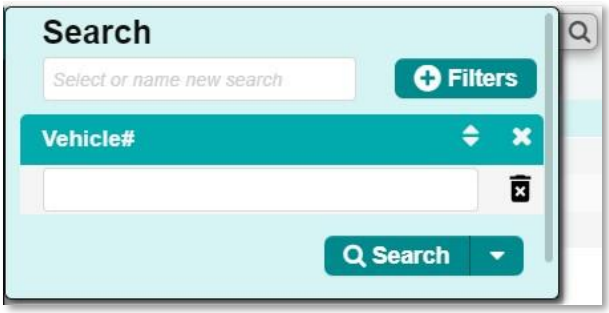


3. **Routing Management**
   Select the owl icon to enter the Routing Management application.

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

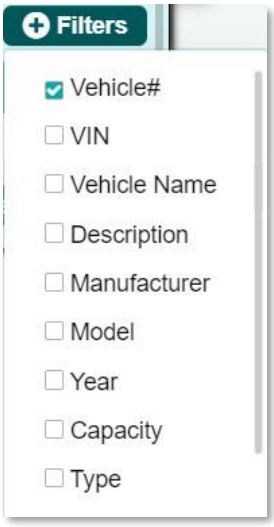


5. **Vehicles Search Tray**
   Click on the Search Tab and the Search Tray will appear.

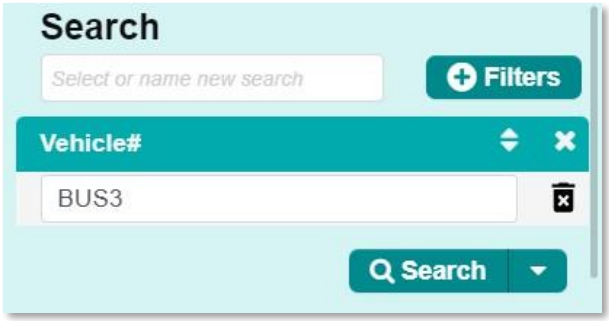


6. **Filters**
   There are several different search options in the “Filters” field, browse the filters to determine

your search parameters.

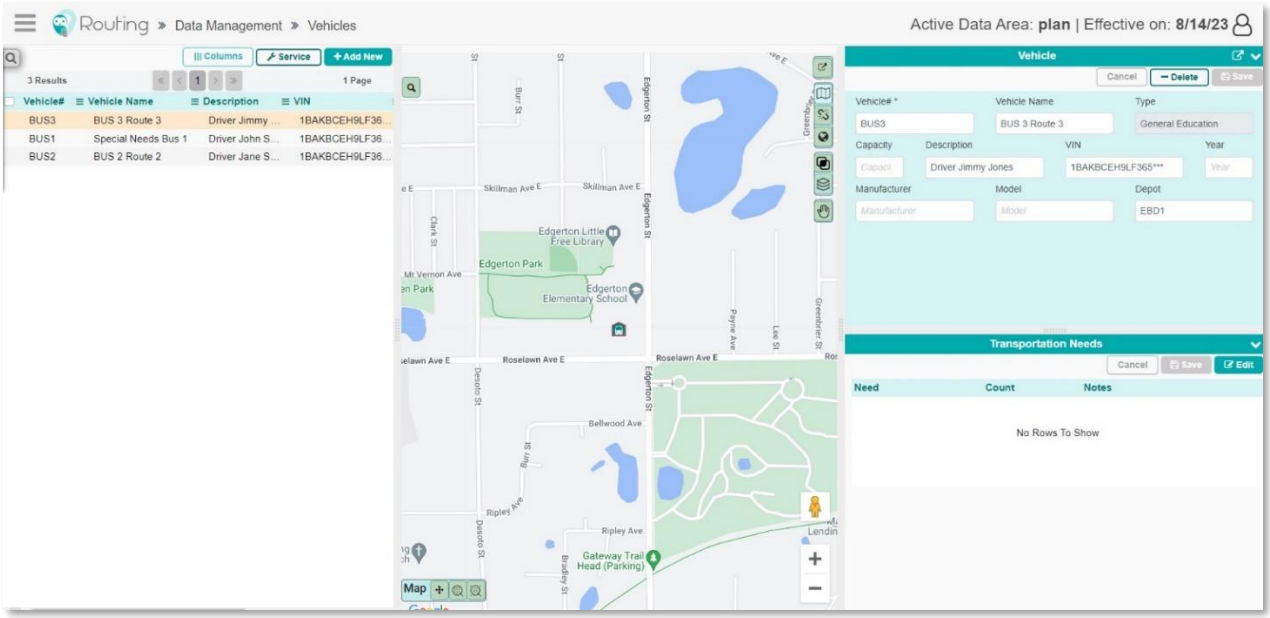


Enter your Vehicle# and search. You may also search for all vehicles by keeping the field blank and selecting search.



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.



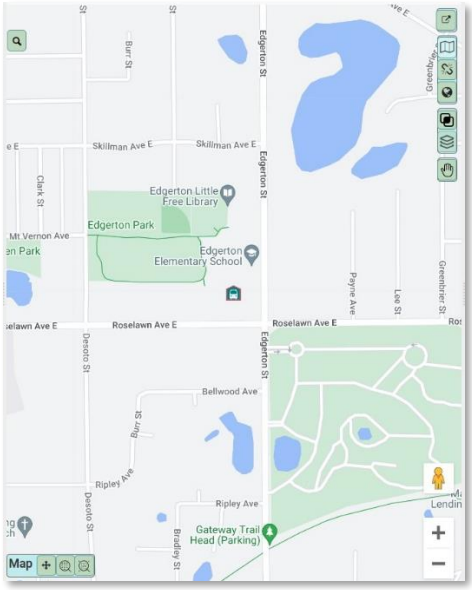
8. **Vehicles Data Panel**

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.

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.

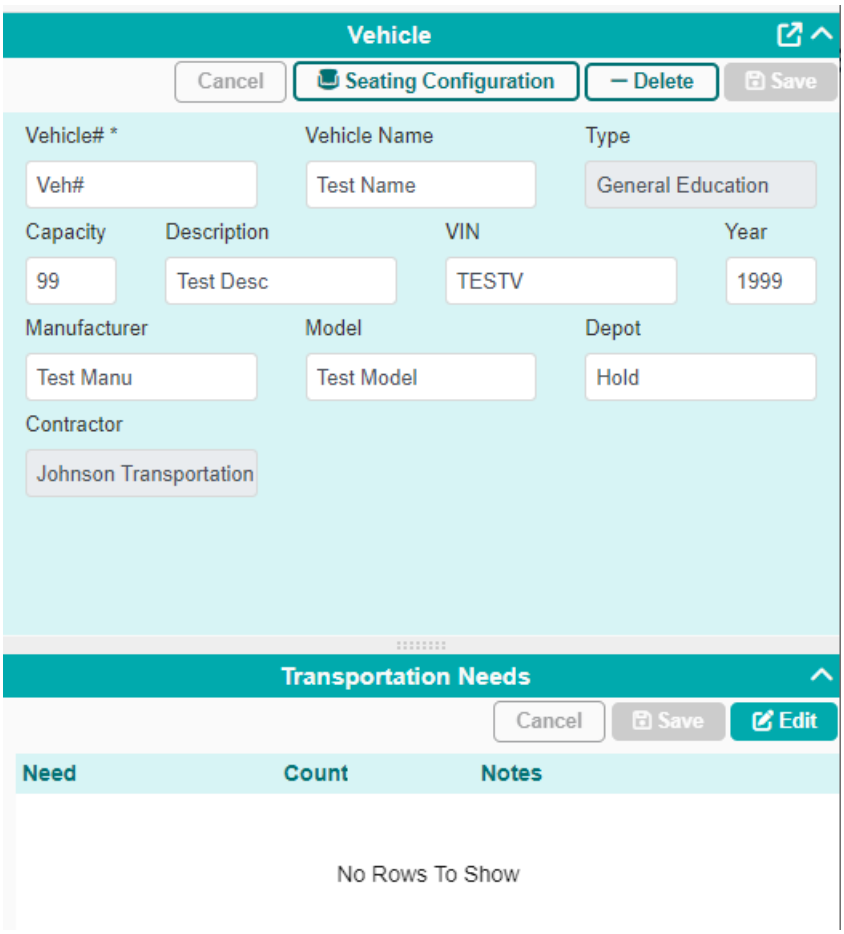
9. **Vehicle Map Panel**

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.



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

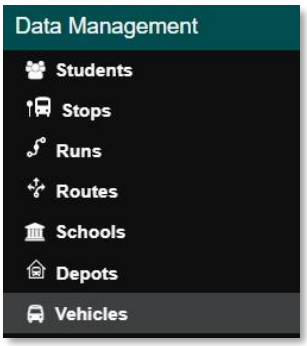
Edit Vehicle Information

You are a router and need to edit vehicle information.

Here's How

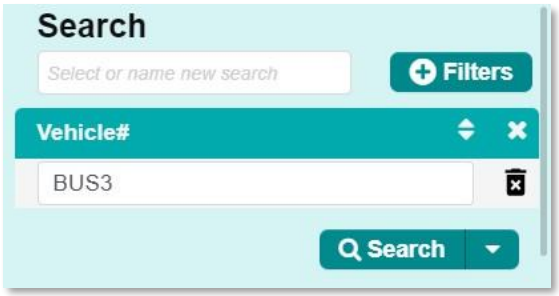
1. **Routing Management**
   Select the owl icon to enter the Routing Management application.

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

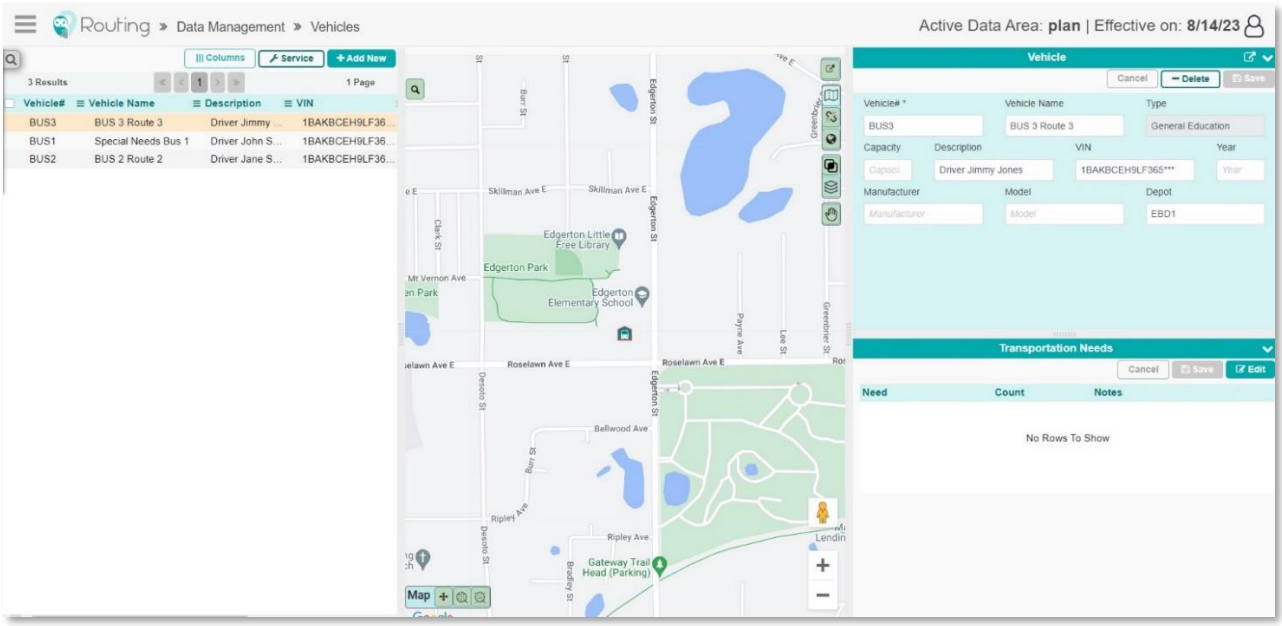


3. **Vehicles Search Tray**
   Click on the Search Tab and the Search Tray will appear.

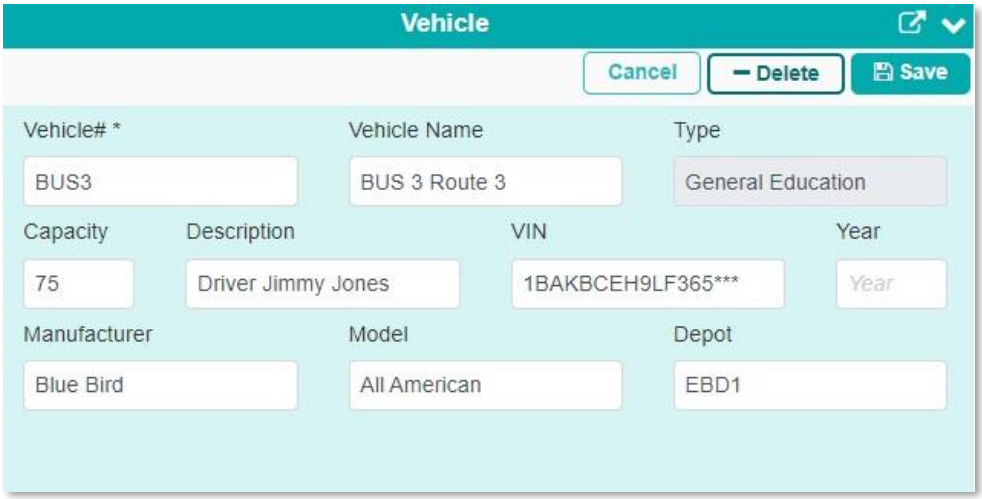
   Enter your Vehicle# and search.



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.



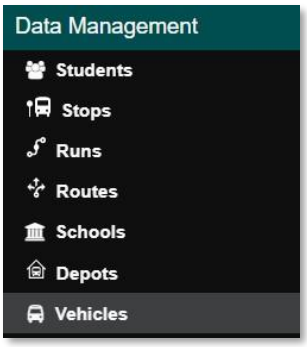
Add New Vehicle

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.

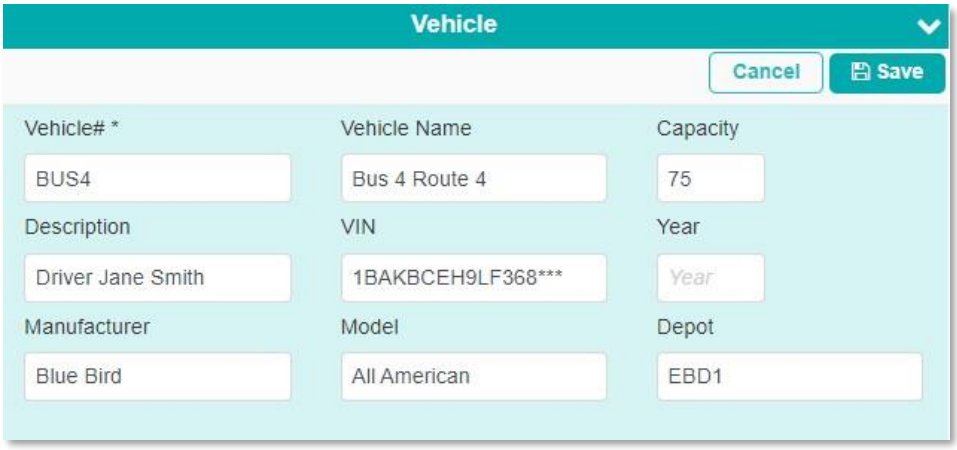
2. Navigate to “Vehicles” under “Data Management” in the action bar.



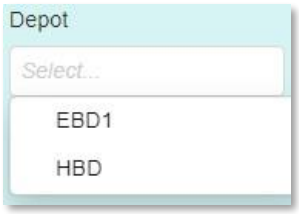
3. **Vehicles Search Tray**
   Click on the Search Tab and close the search tray.

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.



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



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

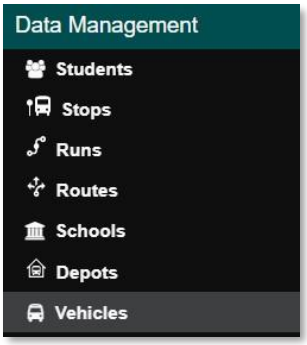
Add Vehicle Transportation Needs

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.

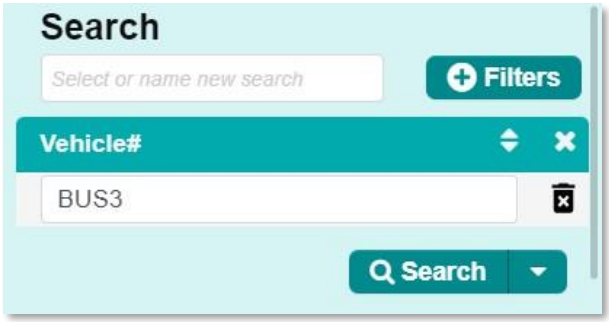
2. Navigate to "Vehicles" under "Data Management" in the action bar.



3. Vehicles Search Tray

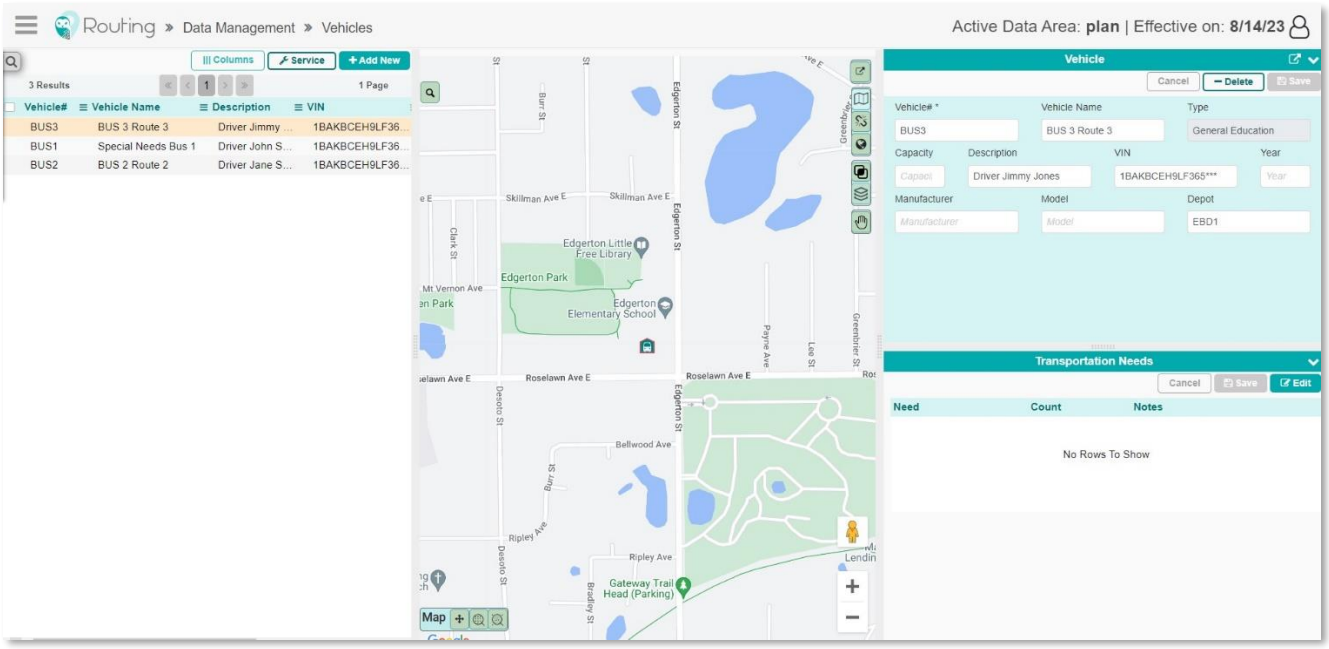
Click on the Search Tab and the Search Tray will appear.

Enter your Vehicle# and search.



4. Select Vehicle

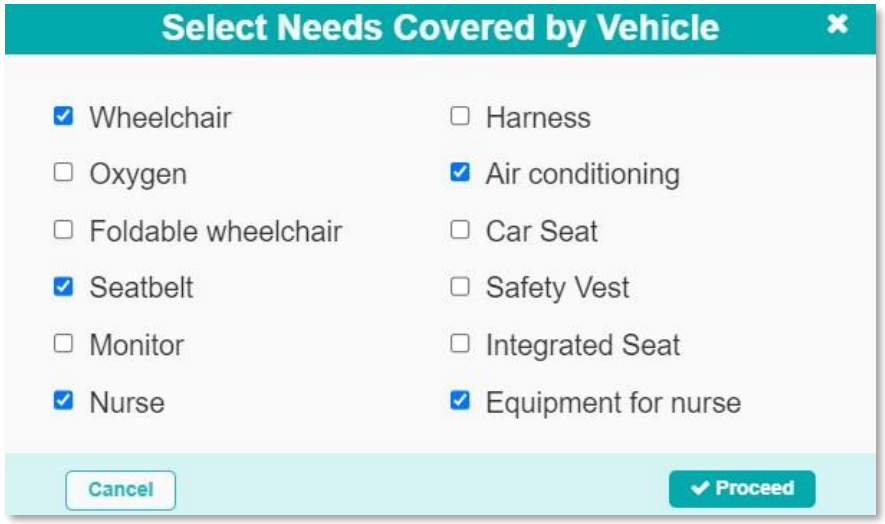
In the Data Panel, select your vehicle.
The vehicle will display graphically on the map and the vehicle information will display in the workspace.

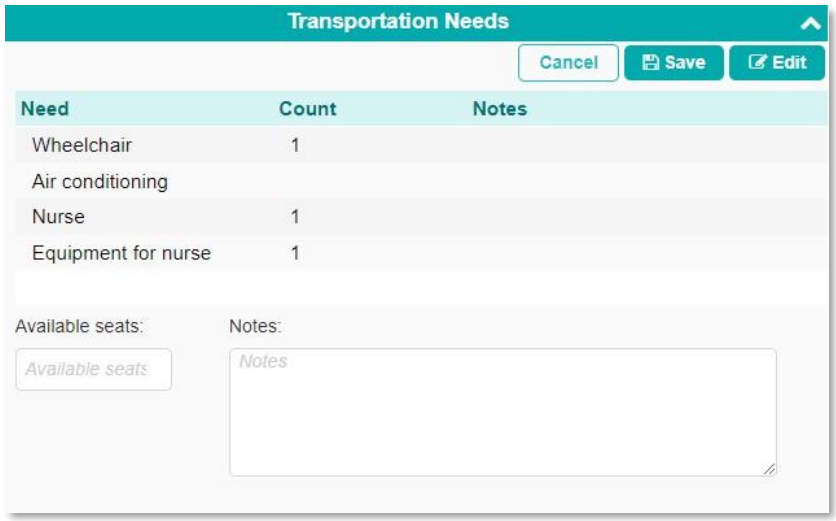


5. Add Transportation Needs

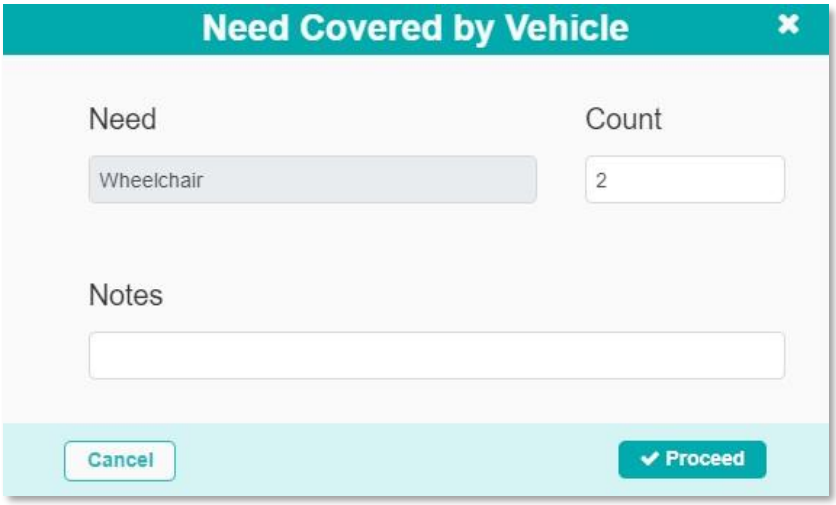
In the workspace panel, in the Transportation Needs card, select the Edit button.

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

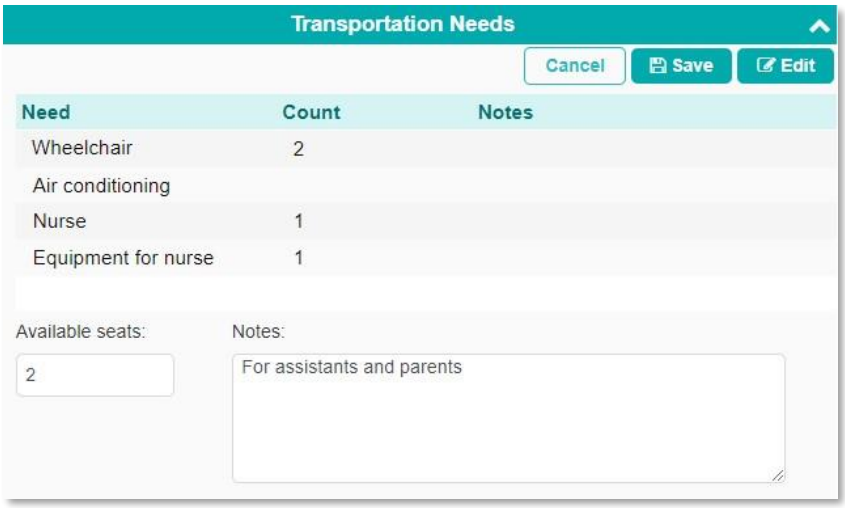




You may also increase the number of needs by clicking on the number and the Need Covered by Vehicle window will open.



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



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

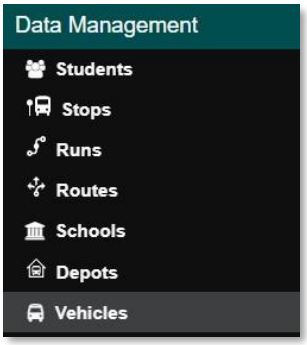
Bulk Edit Vehicle Information

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.

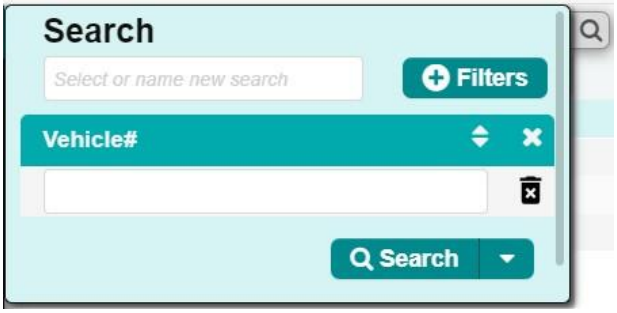
2. Navigate to "Vehicles" under "Data Management" in the action bar.



3. Vehicles Search Tray

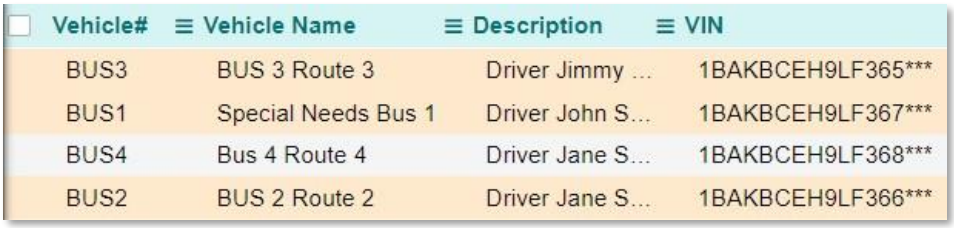
Click on the Search Tab and the Search Tray will appear.

Leave the Vehicle# field blank then click on Search.



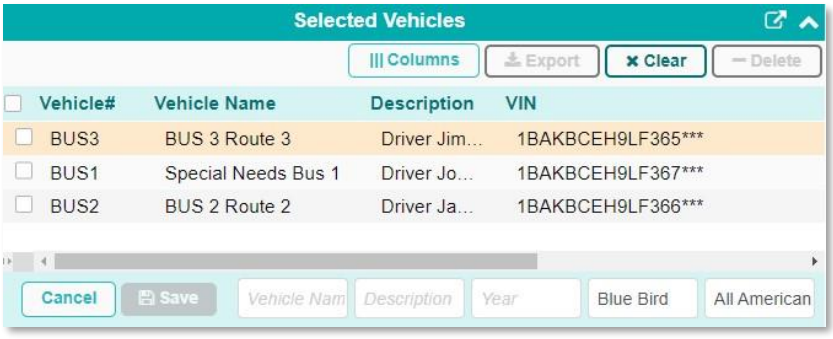
4. Select Vehicle

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



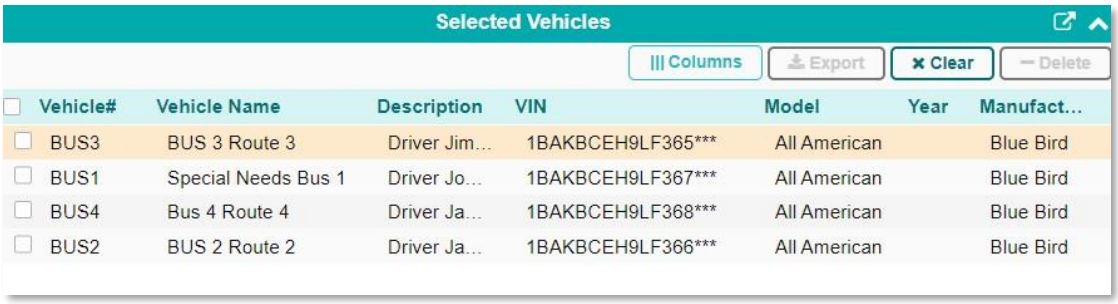
Vehicle#	Vehicle Name	Description	VIN
BUS3	BUS 3 Route 3	Driver Jimmy ...	1BAKBCEH9LF365***
BUS1	Special Needs Bus 1	Driver John S...	1BAKBCEH9LF367***
BUS4	Bus 4 Route 4	Driver Jane S...	1BAKBCEH9LF368***
BUS2	BUS 2 Route 2	Driver Jane S...	1BAKBCEH9LF366***

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.

Then select the Save button.



All vehicles will be updated.

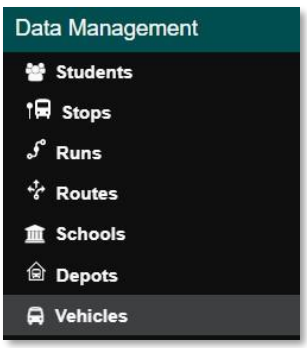
Service Vehicle

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**

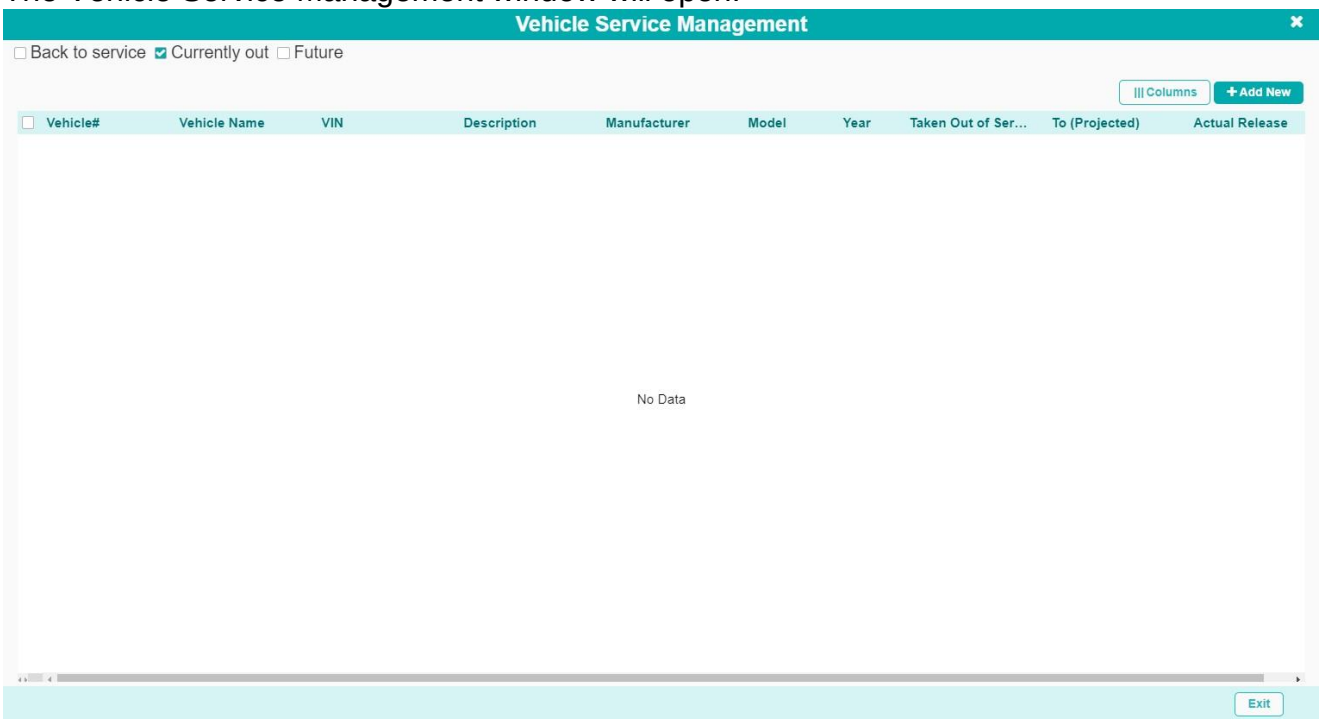
   Click on the Search Tab and close the search tray.

4. **Service**

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

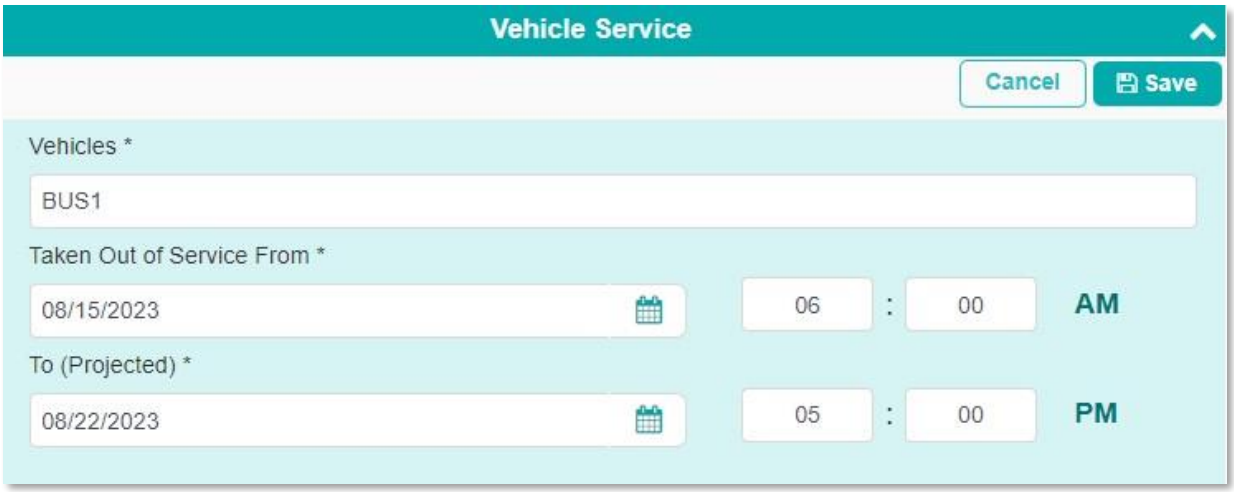
5. **Vehicle Service Management**

   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.

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