

Athena Routing & Planning

Routes in Data Management Training Resource Guide



Routes in Data Management 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

5
5
6
9
1
3
4

ROUTES IN DATA MANAGEMENT TRAINING RESOURCE GUIDE

PURPOSE OF THIS GUIDE

The Routes in Data Management Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of updating route information within the software, 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 ROUTES IN DATA MANAGEMENT INTRODUCTION

Information regarding routes can be found in the Data Management area of the actions bar, In this space you will be able to locate and update all fundamental data associated to routes in Athena:

- Route ID
- Description
- Depot Location
- Bell Time

From here not only is the route information able to be updated, but the user is able to perform bulk operations on multiple routes: Assign/Unassign Depot Locations, make changes to run directions within the Bell Time tool, and Bulk Change IDs.

ATHENA MAP ASSET KEY

Symbol	Explanation	Symbol	Explanation	
+	Zoom to Extents	\$ 3	Hybrid View	
	Zoom all	٢	Satellite	
	Zoom Selected		Map Overlays	
AMpm	AM/PM Run View		Pre-Selected Map Overlays	
	Road Map View		Street View	
<u>۶</u> 5	Hybrid View		Select on Map	
1	Turn Paths On	Turn Run Lines On		

1. Sign In:

You will first be brought to the Sign In page, where you will enter your Username (email) and Password.



2. Athena Portal Home Page:

Welcome to the Athena Portal Home Page.



3. Routing Management:

Select the Routing Management application.



4. Routes Module:

Navigate to the Routes Module under Data Management in the Action Bar.



5. Search Route ID:

The Search Tray will appear, where the user will enter the Route ID of the route they would like to work with. If the user would like to search all routes, leave the search field blank and select "ALL" in the search drop down. The results of your query will populate within the Data Panel.

Search		
Select or name new search	Filters	
Run ID	* *	
	0 🖬	
	Q Search -	
Route	≡ Description	≡ Contractor
05	Bus 05	
07	bus 07	
KESROUTE1	Kennedy School Route 1	
KESROUTE4	Kennedy School Route 4	
KESROUTE5	Kennedy School Route 5	
KESROUTE9	Kennedy School Route 9	
KESRT.002	Kennedy School Route 2	
KESRT.004	Kennedy School Route 3	

5.1 Add a Route:

In the Data Panel, the user can create a new route using the "Add" tool. Once selected, the Route card will populate in the Workspace Panel where the user can add a Route ID and Description.

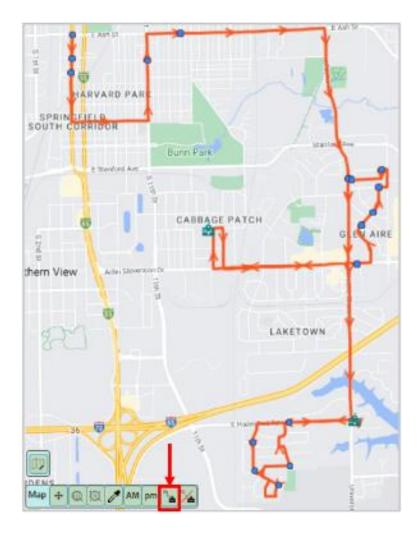
🚍 🌍 Routing » Data Management » Routes													
Q Columns + Add New													
161 Re	esult «	<	1	2	3	4	5	6	7	8	>	>>	9 Pages

Route	~
	Cancel 🗈 Save
Description	Comments
Description	Comments
	Description

6. The Map Panel:

Routes that are selected will display on the Map Panel. In the bottom left corner of the Map Panel, the user is able to enable the "AM Run View" as well as the "PM Run View"—the run that is enabled will be capitalized.

> To view the selected run's path, select the "Turn Paths On" tool.



7. Workspace Panel:

Additional information for the selected routes will populate within the Workspace Panel within the "Selected Routes" and "Route" cards.

		Selected	Routes		C 🗸
	🛓 Export 🛛 🗙 Cle	ear 🌲 Bell tir	nes 🛛 🗐 Assign Dep	ot 📔 Unassign Dep	ot 🕜 🛛
Route	Description		Contractor	Con	nments
362	362-BA-Chrys			imj	ported
365	365-CS-JG-AZ			imj	ported
		Roi			C 🗸
	🛕 Bell times	A Edit Directio	ons 🛛 🕞 Assign Depot	📄 🕒 Unassign Depot	🖹 Save
Route *		Description		Comments	
362		362-BA-Chry	ys	imported	
		Route (۸ 'ک
				[]] Columns	🛓 Export
Frequence	cy Duration	Distance			
MTWUF	1h 47m 25s	298885 ft.			

		Runs on Route		C	~ ^
			III Columns 🕹 Export	🖉 Shift Ru	uns
Run ID	Frequency	Туре	Anchor Bell	NeedEnbl	Fro
362.001	MTWUF	TO_SCHOOL		×	7:
362.101	MTWUF	FROM_SCHOOL	CHRYS - 1:45 PM	×	1:

7.1 Selected Routes Card:

Within the Selected Routes card the user has the ability to preform bulk operations such as Assign and Unassign Depots, Edit Route IDs, as well as access the "Bell Time Run Master and Run Covers" Layers through the Bell Times button.

Selected Routes							
	🗙 Clear 🚺 🌲 Bell times	🕞 Assign Depot 📄 Unassign Depo	x				

7.2 Route Card:

Within the Route card the user has the same operational capabilities as what is presented in the selected Routes card—Assign and Unassign Depots, and Delete Routes.

 Operations will only be preformed on the route that is highlighted in the Selected Routes card.

Selected Routes								
	🕑 Opt Assign 🛛 😭 Assig	gn Depot 🕒 🖹 Unassign Depot 🖉 ID	- Delete					
Route	Description	Assigned runs	Contrac					
001000	Route 1000	2	Johnso					
001001	Route 1001	1	Johnsoi					
\leftrightarrow			+					
	F	Route	2~					
	Edit Directions 🔵 📄 Assign	Depot 📔 Unassign Depot 🔵 — Delet	e 🗈 Save					
Route *	Description	Comments	^					
001000	Route 100	00 Comments						
Frequency	Distance	Duration						
MTWUF	24.79 mi	1h 21m 33s						
			•					

7.3 Route Covers:

The "Route Covers" card displays are covers associated to that route. Every route will display the typical "MTWUF" route cover.

		Rou	ute Cover	rs			C
						III Columns	🛓 Exp
Frequency	Duration	Distance					
MTWUF	2h 39m 17s	483442 ft.					

7.4 Runs on Route:

When selecting a route in the Data Panel or the Selected Routes card, all runs that are associated to that route will populate in the "Runs on Route" card.

	Runs on Route			ଟ୍ର 🗸
		III Columns 🛃	Export 🕼 Sh	ift Runs
Frequency	Туре	Anchor Bell	NeedEnbl	From Ti
MTWUF	TO_SCHOOL		×	7:30:02
MTWUF	FROM_SCHOOL	ASPIR - 2:30 PM	×	2:35:00
	MTWUF	Frequency Type MTWUF TO_SCHOOL	III Columns Frequency Type Anchor Bell MTWUF TO_SCHOOL	III Columns Lesport Sh Frequency Type Anchor Bell NeedEnbl MTWUF TO_SCHOOL X

7.4.1 Shift Runs:

To adjust the 'From' and 'To' run times, navigate to the "Shift Runs" button within the 'Runs on Route' card. It is important to note, that the run times can only be adjusted within the early and late bell time window, as seen in the "Anchor Bell" field.

Shift Runs								
Run ID	From Time	To Time	Offset	Arr/Dep				
365.101	2:35:30 PM	3:16:11 PM	30s	Dep [2:35,2:40]				
Second -	Second +		Minute 🗕	Minute +				
Cancel				✓ Procee	d			

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:

- View Bell Time Run Masters and Covers
- Assign and Unassign Depots
- Batch Change Route ID

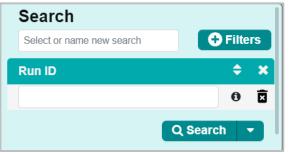
1. View Bell Time Run Masters and Covers

You want to quickly view the associated runs for KES Route 2's AM Bell Time. To do so, you navigate to the Bell Time tool within the Routes card, and navigate to the Run Masters Layer.

Here's How:

1. Search Route ID:

Use the Search Tray to query for the appropriate route.



2. Following the selection of a route in the Data Panel, the user will see the "Route" card populate in the Workspace Panel.

Q		Columns	-	Skilman Ave E					Route	•		۸ "ک
9 Res	ults	1 Page Skillman Av		Cluck St				Cancel	A Bell times	Assign Depot	🖹 Unassign Depot	🖹 Save
Route		tractor (Mt Vernon	Ave a	Edgerton Park	Edgerton Elementary School	PS	Route *		Description		Comments	
05	Bus 05	Downs /	Ave phus	St. Jerome Catholic Church			KESROUTE2		Kennedy Scho	ol Route 2	Comments	
07	bus 07		2 / 2	Roselawn Ave E	Roselawn Ave E	0						
KESR		Bellev	and Ave		Y							
KESR		Western Hil		g Z Beliwor								
KESR	Kennedy School Route 3	hot										
KESR	Kennedy School Route 4	to the				1						
KESR	Kennedy School Route 5	and the second se	an SLP	aul Hmong 🕜 💦 💦 Riol	ny Ann	1						
KESR	Kennedy School Route 9	et ke	Allia	the Church Y		Pr.						
SN00	Special Needs Bus 1		Onach 3	Sophia Ave								
				a superior and a supe		7 12						
				K mar	Gustavus Ar	dolphus						
		E.		Larpenteur Ave E	Lutheran	Church						
		kan na sa	Wheelock Dkun	West	and and	V 61						

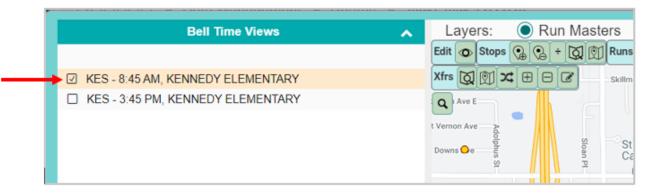
2.1 Bell Time View:

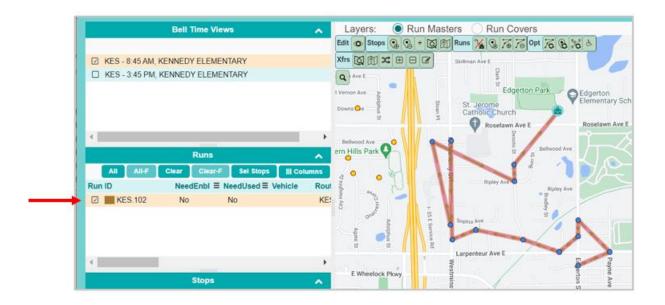
Within the "Route" card the user will find the "Bell Time" button, that when selected will populate the Bell Time Run Masters and Run Cover layers.



	Bell Time Views		~	Layers: 🤇	Run Ma	isters 🔘 R	un Covers			14.0				Runs In Pl	ay		Save
			Edit	Stops 🗿 🤉		Runs 74 😡	76 76 Opt 76	8 % 6 Xfrs [Reset :	Stop Times	III Columns
KES - 8:45 AM, KENN	NEDY ELEMENTARY		٩	4	10	Moo Eldeidge Ave E	22 10 12	Data Car	3000		R	ın ID	Needi	Enbl Needl	Used Veh	icle Rout	e Frequ
KES - 3:45 PM, KENM	NEDY ELEMENTARY			1	W	Sailman Ave E		St C	Belmont La	0		KES 10.	2 No	No		KE	SR MTW
			M. Ve	non Ave	500	St. Jerom	Edgerton Park	P Edgerton Elementar	y School	K S							
	104(0)) 22772-00			elleroot Ase		Catholic Ro	selawn Ave E	Roselawn	Ave E	s Î Arch	4 Can	cel Ap		ibi 🛩 Max Lo	The Lorent	Duration (mins)	
All	Runs All-F Clear Clear-F	Sel Stops III	Columns	Hills Park			1	N AA	\sim	and Dr			Stoj	os On Select	ed Runs		Columns
Run ID	NeedEnbl	Vehicle Route	Freque	0	1		-	20				in ID	Stop ID	NeedUsed	School(s)	Bell Times	Frequence
KES 102	No No	KESR.	MTW		St.	Paul Hmong		viery Ave	1	- Jone	D K	ES	■ STOP(10)	No			
			. 8)	5	V	1 kap				D K	ES	KES.070	No	KES	8:45 AM	MTW
				00							OK	EC	E KES.081	No	1000		
				6	111	Sophia Kye		2 P					= KES.001	IND	KES	8:45 AM	MTW
				1	MÏ	Sephia Ave	/	1			O K		BES.012	No	KES	8:45 AM 8:45 AM	MTW
				dangan di T	Samuce Nd	5		\mathcal{A}	Gustavus	Adolphus		ES					
				Auto II		Larpenteur A	we	2	Gustavus	an Church	ОК	ES	BES.012	No	KES	8:45 AM	MTW
4	_			E Wheelock Pkwy	Samore Rd	5		Payre Ave	Gustavus Luther	Adolphus an Church Tato Aver E		ES ES	BES.012	No No	KES KES	8:45 AM 8:45 AM	MTW MTW
¢	Stops			E Wheelock Pkwy		Larporteur A Wetminster St	WE	Pagne Ave	Gustavus Luther	An Church Car Adaho Ave E Iows Ave		ES ES	 BES.012. KES.012. STOP(11) STOP(8) 	No No No	KES KES KES	8:45 AM 8:45 AM 8:45 AM	MTW MTW MTW
All ALF C	Stops Stear Clear F Sel Run	s Set Trips M	, mini , mini	E Wheelock Pkwy	All About Kie	Larporteur A Wetminster St	we the second seco	Paper Ave	Parameter Di	an Church (a) Idaho Ave E Iows Ave Ployt Ave E		ES ES	 BES.012. KES.012. STOP(11) STOP(8) 	No No No	KES KES KES	8:45 AM 8:45 AM 8:45 AM	MTW MTW MTW MTW
		s Sel Trips III ≣ School(s)	Columns ation	E Wheelock Pkwy		Larponteur A Westminster St ds	osaic Christian	Paper Ave	Gustavus Luther Organism Of Mextans A	an Church (a) Idaho Ave E Iows Ave Ployt Ave E		ES ES ES	 BES.012. KES.012. STOP(11) STOP(8) 	No No No No	KES KES KES	8.45 AM 8.45 AM 8.45 AM 8.45 AM	MTW MTW MTW
top ID NeedU	Clear Clear-F Set Run	≣ School(s)	Columns ation	E Wheelock Pkwy		Larponteur A Westminster St ds		Pyres Ave	Parameter Di	an Church (a) Idaho Ave E Iows Ave Ployt Ave E		ES ES ES	E BES.012 E KES.012 E STOP(11) E STOP(8) Stude	No No No No	KES KES KES KES	8.45 AM 8.45 AM 8.45 AM 8.45 AM	MTW MTW MTW •
top ID NeedU	Clear Clear F Sel Run Ised ≣ Type ≡ Run ID	≣ School(s)	Columns ation	E Wheelock Pkwy		Larponteur A Westminster St ds	osaic Christian		Designed Diversion of A	an Church (a) Idaho Ave E Iows Ave Ployt Ave E		ES ES ES	E BES.012 E KES.012 E STOP(11) E STOP(8) Stude	No No No No	KES KES KES KES	8.45 AM 8.45 AM 8.45 AM 8.45 AM	MTW MTW MTW •
itop ID NeedUs STOP(10) No KES.070 No	Clear Clear F Set Run Ised ≣ Type ≣ Run ID S KES.10	E School(s)	Bell Times	E Wheelock Pkwy	All About Kie Massappi 9	Lapporteur A Weetminister St ds	osaic Christian Community		Designed Diversion of A	In Church		ES ES ES	E BES.012 E KES.012 E STOP(11) E STOP(8) Stude	No No No No	KES KES KES KES	8.45 AM 8.45 AM 8.45 AM 8.45 AM	MTW MTW MTW •
Itop ID NeedUs STOP(10) No KES.070 No KES.081 No	Clear Clear.F Sel Run Ised ≣ Type ≣ Run ID S KES.11 S KES.11	E School(s)	Bell Times 4	E Wheelock Pkwy	All About Kie Massappi 9	Larponteur A Westminster St ds	osaic Christian Community		E Wheeloog Artig	In Church		ES ES ES	E BES.012 E KES.012 E STOP(11) E STOP(8) Stude	No No No No	KES KES KES Cted Stops	8.45 AM 8.45 AM 8.45 AM 8.45 AM	MTW MTW MTW •
itop ID NeedUr STOP(10) No KES.070 No KES.081 No	Clear Clear.F Set Run Ised ≣ Type ≣ Run ID S KES 10 S KES 10 S KES 10	E School(s)	Columns ation Bell Times 4 8:45 AM 1 8:45 AM 1	E Wheelock Pkwy	All About Kie Massappi 9	Lappenteur A Westmussler St dd M M ngton Ave E	osaic Christian Community Heyada Av		Designed Diversion of A	In Church		ES ES ES	E BES.012 E KES.012 E STOP(11) E STOP(8) Stude	No No No No nts On Selec	KES KES KES Cted Stops	8.45 AM 8.45 AM 8.45 AM 8.45 AM	MTW MTW MTW MTW
itop ID NeedUr STOP(10) No KES.070 No KES.081 No BES.012 No	Clear Clear.F Set Run Ised ≡ Type ≡ Run ID S S KES.11 S S KES.11 S S KES.11 S S KES.11 S	E School(s) 22 22 22 22 KES 22 22 KES 22 XES 23 24 24 25 25 25 25 25 25	Columns ation Bell Times ation 8:45 AA 7 8:45 AA 8:45 AA 8:45 AA 7 8:45 AA 7	E Wheelock Pkwy	All About Kie Mannspil 9 Arter	Larponteur A Werminister St dis O M Angton Ave E	onaic Christian Community Community Neyata Ave	Payme A	E Wheeloog Artig	In Church		ES ES ES	E BES.012 E KES.012 E STOP(11) E STOP(8) Stude	No No No No nts On Selec	KES KES KES Cted Stops	8.45 AM 8.45 AM 8.45 AM 8.45 AM	MTW MTW MTW MTW

Select the "Run Masters" layer, before selecting the AM Bell Time for KES Route 2; the runs associated to the selected route will populate in the "Runs" card





Within the Bell Time window the user has the ability to edit the selected run, however it is recommended that users only utilize this tool after all their runs and routes are finalized within the system—the Bell Time window in the Route card has the same functionality as the Bell Time Module.

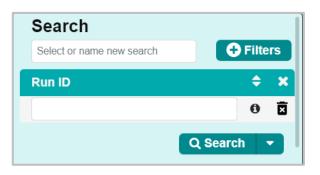
2. Assign and Unassign Depots

You are working with the district to reassign depots for the established routes in the system. Using the Assign Depot and Unassign Depot tools in the Routes in Data Management Module, you are able to bulk reassign (replace) the current depot location.

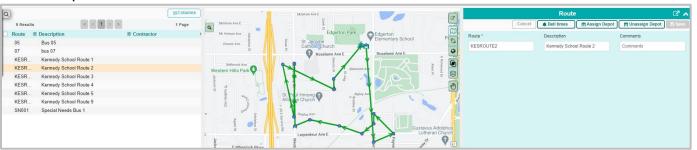
Here's How:

1. Search Route ID:

Use the Search Tray to query for the appropriate route.



2. Following the selection of a route in the Data Panel, the user will see the "Route" card populate in the Workspace Panel.



2.1 Assign and Unassign Depots:

Within the Route card the user will find the "Assign Depot" and "Unassign Depot" buttons, that when selected will populate external windows. The user can either bulk assign or unassign depot locations, or perform the same operations on individual routes.

				Route			ଟ 🗸
■		🌲 Bell ti	imes	🗊 Assign Depot	₿U	nassign Depot	🖹 Save
Route	Route *			scription		Comments	
KES	ROUTE2		Ke	ennedy School Route 2		Comments	

> Assign Depot:

Within the Assign Depot window, the user has the ability to either replace the current depot assignment, or assign a new depot location to the route.

Assign Depot to Route										
Type of a	-				O Assign	1				
Route	Frequency	Pre Depot	Post Depot		Route	Frequency	Pre Depot	Post Depot		
KESR	MTWUF	EBD1	EBD1		KESR	MTWUF	EBD1	EBD1		
Cancel								✓ Proceed		

> Unassign Depot:

Within the Unassign Depot window, the user has the ability to unassign the depot assignment currently associated with the selected route.

	Warning	×
The following route(s)	will be cleared of any Depot assignments	
Route	Description	
KESROUTE2	Kennedy School Route 2	
Cancel		✓ Proceed

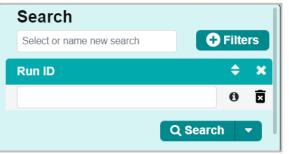
3. Batch Change Route ID

You work with the school district to help design and update routes, and the district has recently tasked you with updating multiple Route IDs. Using the Bulk Edit Route ID tool in the Routes in Data Management Module, you are able to update all associated routes.

Here's How:

1. Search Route ID:

Use the Search Tray to query for the appropriate route.



2. Following the selection of a route in the Data Panel, the user will see the "Route" card populate in the Workspace Panel.

Q		Columns	-	Skilman Ave E	C 🗸
9 Result	s « < 1 > »	1 Page	Skillman Ave E	Cancel Bell times RAssign Depot Hunassign Depot	🖹 Save
	≡ Description ≡ Contract	lor	Mt Vemon Ave	Edgerton Park Edgerton Park Edgerton Prise Route * Description Comments	
05	Bus 05		Downs Ave g	5 Catholic Church Route Comments	
07	bus 07		¥2	2 Roselawn Ave E Roselawn Ave E	
KESR	Kennedy School Route 1		Bellwood Ave		
KESR	Kennedy School Route 2		Western Hills Park		
KESR	Kennedy School Route 3		Juci		
KESR	Kennedy School Route 4		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
KESR	Kennedy School Route 5		N stille	St. Paul Hmong O Reper Am	
KESR	Kennedy School Route 9		an contract in the second	All free Church	
SN001	Special Needs Bus 1		Onact		
			ate o	Gustavus Adolphus Eutheran Church	
			E Wheelook Dive		

2.1 Batch Change Route ID:

Within the Route card the user will find the "ID" button, that when selected will populate external window where the user can bulk change Route IDs.



Edit Id											
Th	This operation will rename all the IDs in the order they appear in the table:										
R	enan	ne Base ID:		KESRT	а						
E	ktens	ion generation rule:	b	Repla	ce 🗸	Create new extensions					
Те	xt to	append:				Start number:	Increment: d				
						2	2				
	Rou	te	New Rou	ute ID	Valid	Description	Contractor				
		KESROUTE2	KESRT	002	×	Kennedy School Route 2					
		KESROUTE3	KESRT	004	×	Kennedy School Route 3					
		KESROUTE4	KESRT	006	× .	Kennedy School Route 4					
	•						►				
	C	ancel					✓ Proceed				

- a. Rename Base ID: In this field the user will be able to change the "Base ID" or the first few symbols coming before the first decimal. In the case of this example, the Base ID changed from "KESROUTE#" to "KESRT".
- **b.** Extension Generation Rule: In this expandable field the user can determine the "rules" for updating any of the fields within this window; whether the new data will: replace, increment, or append the current data.



- **c. Start Number:** Altering the start number changes the numeral spaces following that first decimal. For example, as seen in the graphic above, a number was added to the ID—the numbers following the Base ID—and it starts at 2.
- **d. Increment:** The increment determines the gap between each number growth. In the case of this example, the IDs start at 2 and grow in increments of two.

When the user has edited these fields to their satisfaction, select "Proceed" to save their changes, and the Route IDs will be updated within the system—the user can see those changes reflected within the Routes Data Panel following a page refresh.