

Smarter Transportation.



EDULOG

ATHENA ROUTING & PLANNING

Runs in Data Management Training Resource
Guide



Runs in Data Management

Training Resource Guide

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PURPOSE OF THIS GUIDE

The Runs in Data Management Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of updating run 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 RUNS IN DATA MANAGEMENT INTRODUCTION

Information regarding runs 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 runs in Athena:

- Run ID
- Description
- Load
- Duration/Frequency
- Bell Time

From here not only is the run information able to be updated, but the user is able to copy the original and reverse of the runs within Runs in Data Management to be used in the development of a new run.

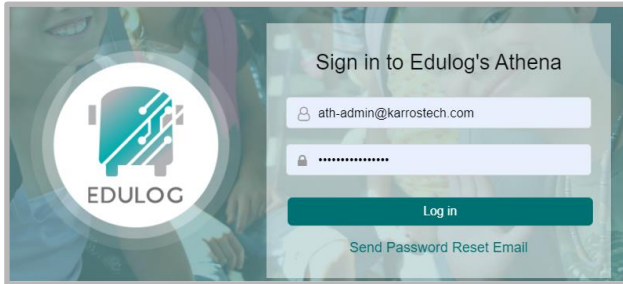
ATHENA MAP ASSET KEY

Symbol	Explanation	Symbol	Explanation
	Zoom to Extents		Satellite
	Zoom all		Map Overlays
	Zoom Selected		Pre-Selected Map Overlays
	Road Map View		Street View
	Hybrid View		Turn Run Lines On
	Turn Paths On		

NAVIGATING THE RUNS IN DATA MANAGEMENT MODULE

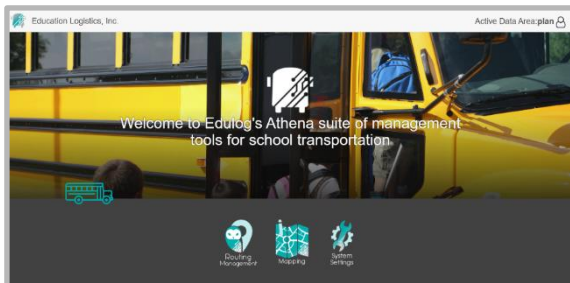
1. Sign In:

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.



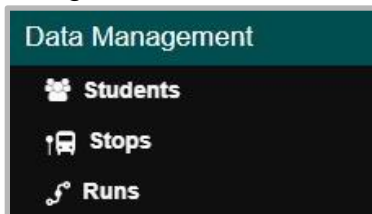
3. Routing Management:

Select the Routing Management application.



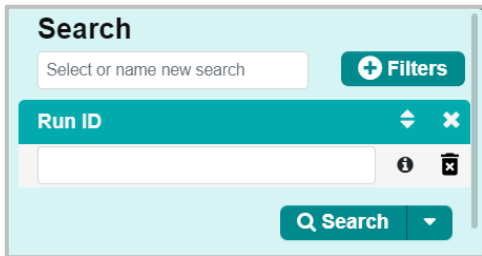
4. Runs Module:

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



5. Search Run ID:

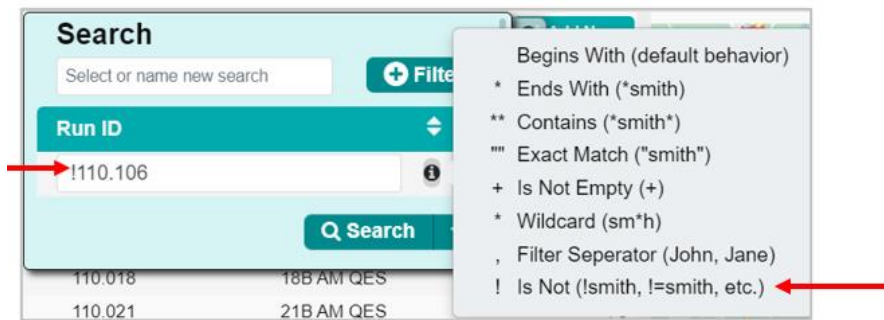
The Search Tray will appear, where the user will enter the Run ID of the run they would like to work with. If the user would like to search all runs, leave the search field blank and select "ALL" in the search drop down.



5.1 Advanced Search Operations:

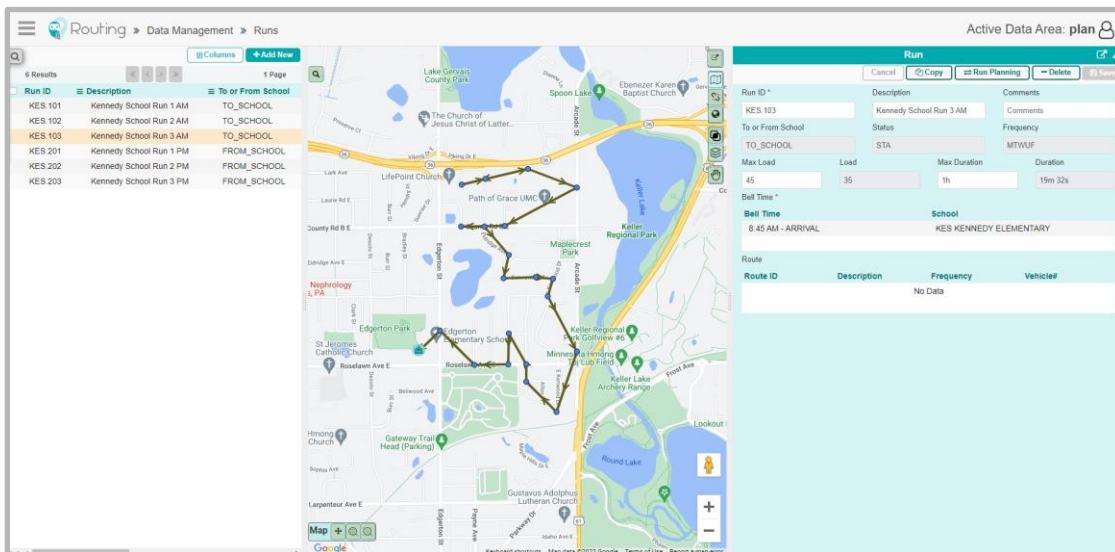
The Advanced Search feature allows you to combine multiple operations via search tray into a single query—**operations being symbols to represent “or”, “and”, “starts with”, “ends with”, etc.**

When creating your search parameters, you can now select the information icon to the left of the search tray, in doing so, an “operation cheat sheet” will populate where you can click directly on the operation symbol that is appropriate to your search parameters. Once selected in the information window, the symbol will populate within your search tray.



6. Select Run:

Once you have selected a run, it will highlight in yellow in the Data Panel, will display graphically on the Map Panel, and all associated run information will populate in the Workspace Panel.



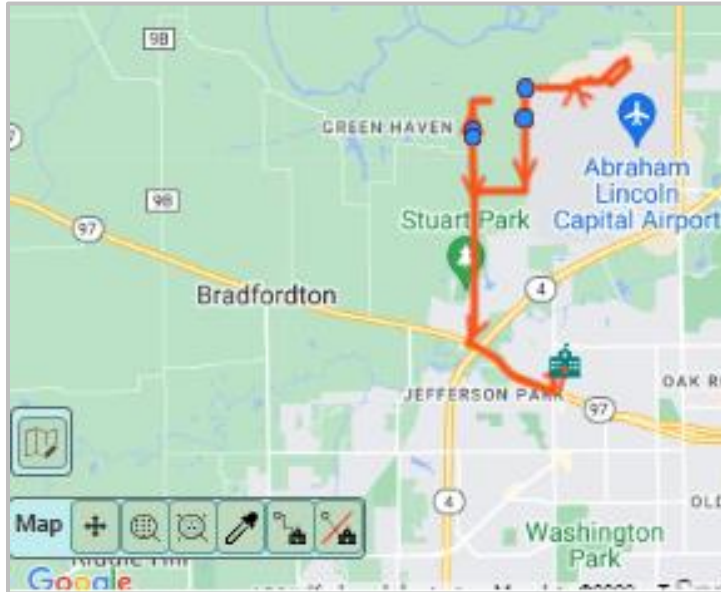
Data Panel

Map Panel

Workspace Panel

6.1 Run Path View in Map Panel:

To display a runs “path” within Runs in Data Management, navigate to the tool bar at the bottom left corner of the Map Panel, and “Turn Paths On”.



7. Workspace Panel:

By selecting a run within the Data Panel, the following cards will populate within the Workspace Panel, where the user can access relevant information associate with that individual run:

- **Run:** All foundation run information can be found in the Run Card—Run ID, Max Load/Duration, Bell Time, etc.

Run			
Cancel Change School Location Copy Bell times Delete Save			
Run ID *	Description	Comments	
06.201	06.201 From Shadow Butte	Comments	
To or From School	Status	Frequency	
FROM_SCHOOL	STA	MTWUF	
Max Load	Load	Max Duration	Duration
75	10	45m	20m 37s
Bell Time *			
Bell Time	School	School Location ID	School Location Type
3:50 PM - DEPART	SBE SHADOW BUTTE ELEM...	GPSSBE	GPS
Route			
Route ID	Description	Frequency	Vehicle#
06	Route 06	MTWUF	

- **Run Covers:** The cover the run is associated to is found in the Run Covers card.

Frequency	Load	Duration	Distance
<input type="checkbox"/> MTWUUF	10	20m 37s	56414 ft.

- **Run Passengers:** The passengers found on that run will display in the Run Passengers card.

Last Name	First Name	Exclusive Stop	Home Stop	Grade
<input type="checkbox"/>	[REDACTED]	x	x	01
<input type="checkbox"/>	[REDACTED]	x	x	04
<input type="checkbox"/>	[REDACTED]	x	x	04
<input type="checkbox"/>	[REDACTED]	x	x	04
<input type="checkbox"/>	[REDACTED]	x	x	02
<input type="checkbox"/>	[REDACTED]	x	x	06
<input type="checkbox"/>	[REDACTED]	x	x	05
<input type="checkbox"/>	[REDACTED]	x	x	03
<input type="checkbox"/>	[REDACTED]	x	x	01
<input type="checkbox"/>	[REDACTED]	x	x	04

- **Run Stops:**

The “Run Stops” card displays all stops associated with the selected run. Within this card, the user has the ability to adjust some elements of stop data.

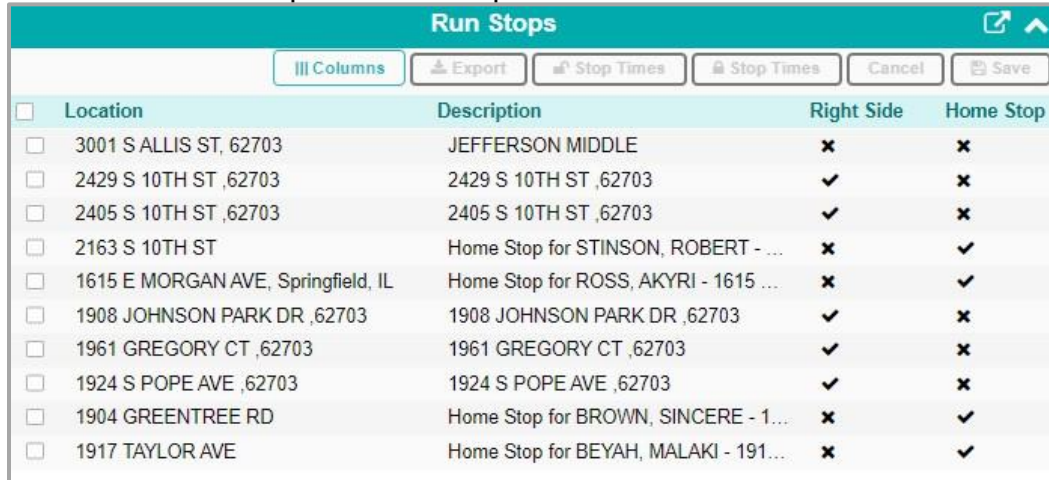
Stop ID	School(s)	Time at Stop	Duration	Drive Time	Bell Times
<input type="checkbox"/> STOP(69)	STMS	7:01:06 AM	0s	11s	7:40 AM
<input type="checkbox"/> STOP(68)	STMS	7:01:17 AM	1m	12s	7:40 AM
<input checked="" type="checkbox"/> STOP(59)	STMS	7:02:29 AM	(0s)	36s	7:40 AM
<input type="checkbox"/> STOP(75)	STMS	7:02:25 AM	0s	35s	7:40 AM
<input type="checkbox"/> STOP(76)	STMS	7:03:00 AM	0s	35s	7:40 AM
<input type="checkbox"/> 96.027	STMS	7:06:00 AM	0s	1m	7:40 AM
<input type="checkbox"/> 96.028	STMS	7:07:00 AM	0s	20s	7:40 AM
<input type="checkbox"/> STOP(10)	STMS	7:07:20 AM	0s	32s	7:40 AM
<input type="checkbox"/> 96.030	STMS	7:07:52 AM	0s	1m	7:40 AM

Double clicking on the following fields will populate a window where you are able to edit the time by minutes or seconds:

- Adjust Time at Stop**
- Adjust Duration**
- Adjust Drive Time**
- Lock a Stop:** Locking a stop ensures that if you adjust the stop time, duration, or drive time of a stop below that locked stop, will not adjust the time fields for any stops coming before it.

7.1 Columns in Run Stops Card:

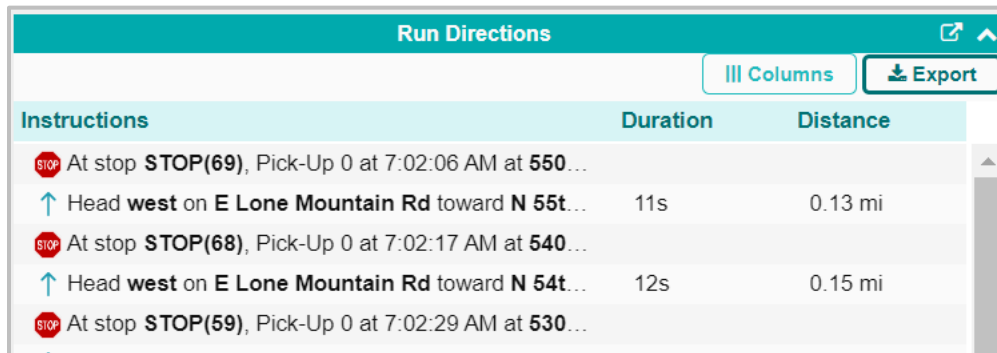
In the Run Stops card, you can scroll to the right to view additional columns, like Location and Description for example.



	Location	Description	Right Side	Home Stop
<input type="checkbox"/>	3001 S ALLIS ST, 62703	JEFFERSON MIDDLE	x	x
<input type="checkbox"/>	2429 S 10TH ST ,62703	2429 S 10TH ST ,62703	✓	x
<input type="checkbox"/>	2405 S 10TH ST ,62703	2405 S 10TH ST ,62703	✓	x
<input type="checkbox"/>	2163 S 10TH ST	Home Stop for STINSON, ROBERT - ...	x	✓
<input type="checkbox"/>	1615 E MORGAN AVE, Springfield, IL	Home Stop for ROSS, AKYRI - 1615 ...	x	✓
<input type="checkbox"/>	1908 JOHNSON PARK DR ,62703	1908 JOHNSON PARK DR ,62703	✓	x
<input type="checkbox"/>	1961 GREGORY CT ,62703	1961 GREGORY CT ,62703	✓	x
<input type="checkbox"/>	1924 S POPE AVE ,62703	1924 S POPE AVE ,62703	✓	x
<input type="checkbox"/>	1904 GREENTREE RD	Home Stop for BROWN, SINCERE - 1...	x	✓
<input type="checkbox"/>	1917 TAYLOR AVE	Home Stop for BEYAH, MALAKI - 191...	x	✓

7.2 Run Directions:

The “Run Directions” card allows the user to see the full turn-by-turn directions for the selected run, and be able to export the directions directly for this card.



Instructions	Duration	Distance
At stop STOP(69) , Pick-Up 0 at 7:02:06 AM at 550 ...		
↑ Head west on E Lone Mountain Rd toward N 55t ...	11s	0.13 mi
At stop STOP(68) , Pick-Up 0 at 7:02:17 AM at 540 ...		
↑ Head west on E Lone Mountain Rd toward N 54t ...	12s	0.15 mi
At stop STOP(59) , Pick-Up 0 at 7:02:29 AM at 530 ...		

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:

- [Copy Run](#)
 - [Copy Reverse Run](#)
 - [Change Run ID](#)
 - [Create a Run](#)
-

1. Copy Run:

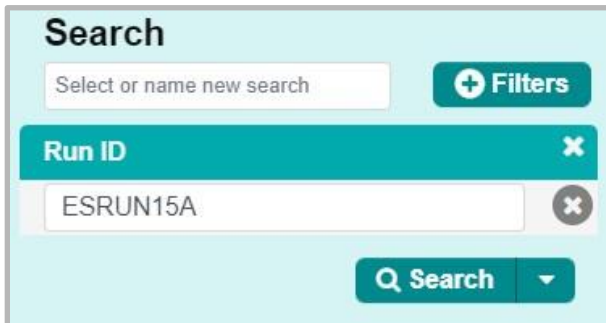
You are a driver for your district, and you are working with your System Administrator to develop runs for the upcoming school year. You finished building the AM run for your school, and now would like to copy the AM run path to create half-day AM run path.

Here's How:

1. Once logged in, navigate to Runs in Data Management.



2. The Search Tray will populate once you enter the Runs module, where you will enter the Run ID you would like to update.



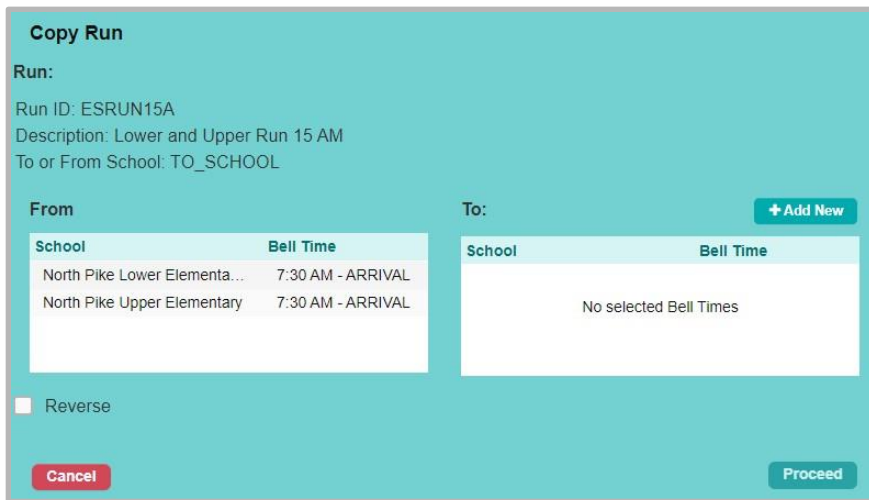
3. Select the run in the Data Panel.

<input checked="" type="checkbox"/>	Run ID	Description	To or From School
	ESRUN15A	Lower and Upper Run 15 AM	TO_SCHOOL

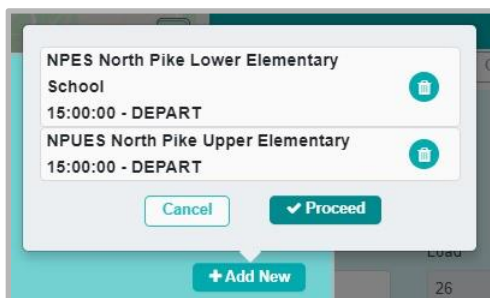
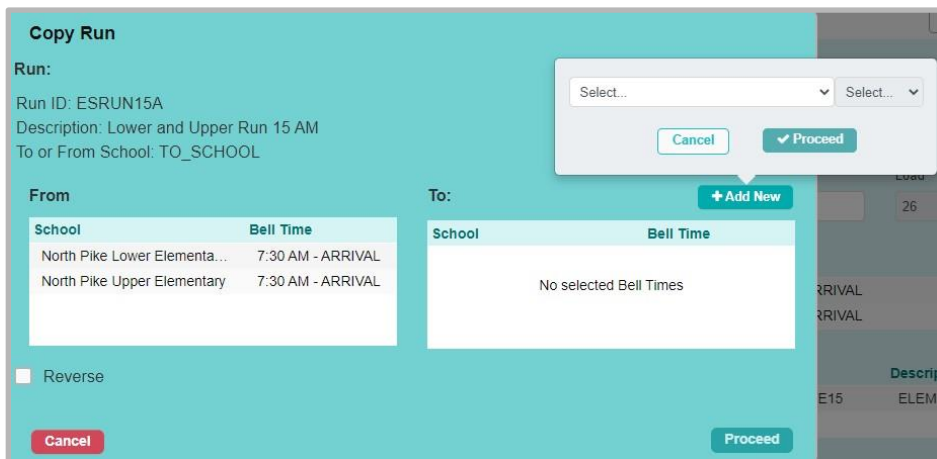
3.2 In the Workspace Panel, within the "Run" card select the "Copy" button.



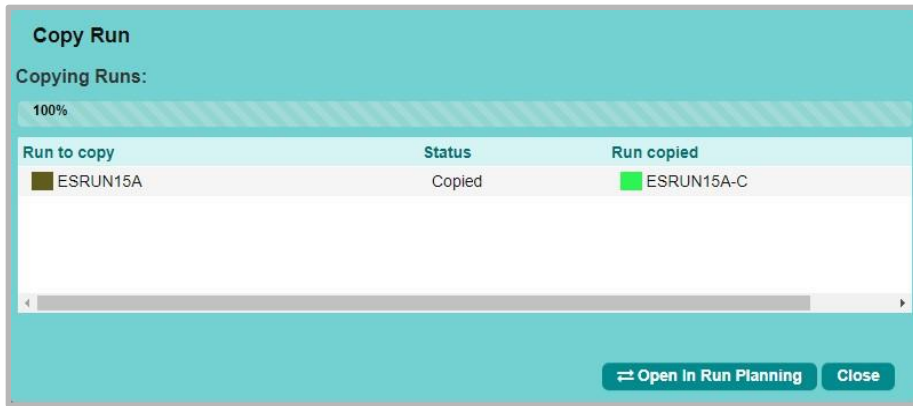
3.2 The “Copy Run” window will open; the run(s) in the left space labeled “From” are the run(s) you are going to copy, and in the right space labeled “To” is where you will add the school and bell time.



To add the school and bell time, select “+Add New”, and select “Proceed” to confirm the change.



The “Copy Run” window will display the status of the upload; once the upload reaches 100% you can close the window, and select “Proceed” for the final time.



- Once the run is copied, you will see the new run populate in the Data Panel. The new run will have a “C” at the end of the Run ID, and “COPY” within the description. To change the name, please reference the “[Change Run ID](#)” story of this guide.

Run ID	Description	To or From School
ESRUN15A	Lower and Upper Run 15 AM	TO_SCHOOL
ESRUN15A-C	COPY - Lower and Upper Run 15 ...	TO_SCHOOL

2. Copy Reverse Run:

You are a driver for your district, and you are working with your System Administrator to develop runs for the upcoming school year. You finished building the AM run for your school, and now would like to reverse the AM run path to create the subsequent PM run.

Here’s How:

- Once logged in, navigate to Runs in Data Management.



- The Search Tray will populate once you enter the Runs module, where you will enter the Run ID you would like to update.

Search

Select or name new search + Filters

Run ID ×

ESRUN15A ×

Q Search ▼

3. Select the run in the Data Panel.

Run ID	Description	To or From School
ESRUN15A	Lower and Upper Run 15 AM	TO_SCHOOL

3.1 In the Workspace Panel, within the “Run” card select the “Copy” button.



Run ✎ ▼

Cancel Copy Run Planning Delete Save

Run ID * Description Comments

To or From School Status Frequency

3.2 The “Copy Run” window will open; the run(s) in the left space labeled “From” are the run(s) you are going to copy, and in the right space labeled “To” is where you will add the school and bell time.

Copy Run

Run:
 Run ID: ESRUN15A
 Description: Lower and Upper Run 15 AM
 To or From School: TO_SCHOOL

From

School	Bell Time
North Pike Lower Elementa...	7:30 AM - ARRIVAL
North Pike Upper Elementary	7:30 AM - ARRIVAL

To: + Add New

School	Bell Time
No selected Bell Times	

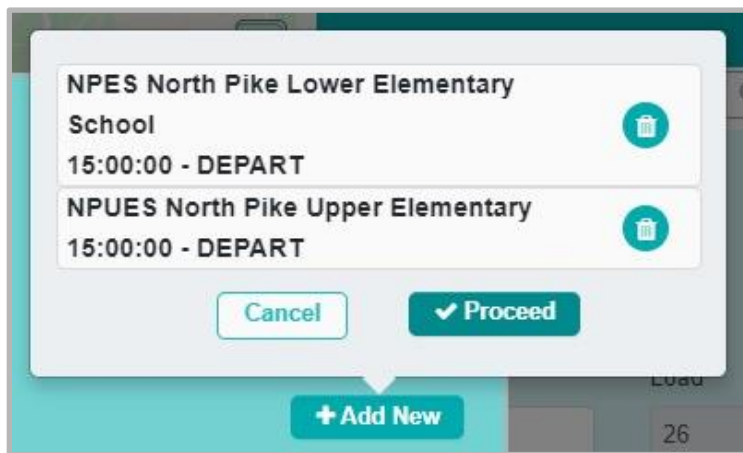
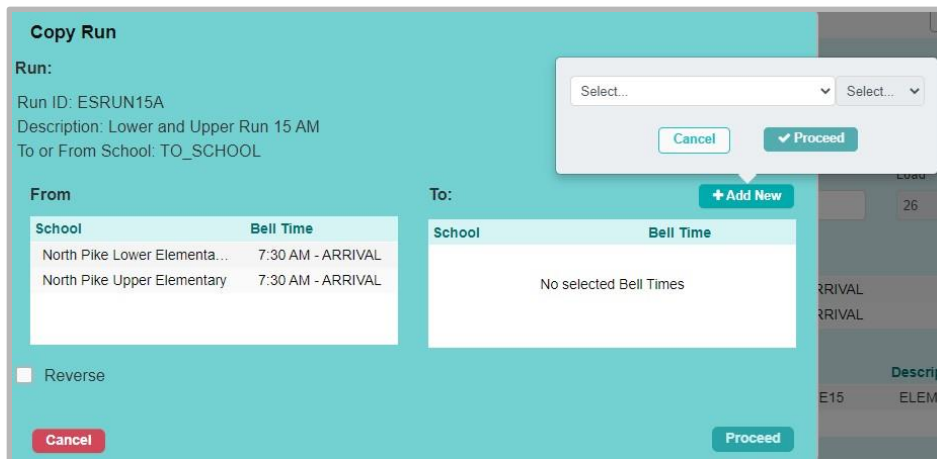
Reverse

Cancel Proceed

Check the “Reverse” box in the lower left corner of the window.



To add the school and bell time, select “+Add New”, and select “Proceed” to confirm the change.



The “Copy Run” window will display the status of the upload; once the upload reaches 100% you can close the window, and select “Proceed” for the final time.



- Once the run is copied, you will see the new run populate in the Data Panel. The new run will have a “R” at the end of the Run ID, and “REVERSE” within the description. To change the name, please reference the [“Change Run ID”](#) story of this guide.

ESRUN15A-R	REVERSE - Lower and Upper Ru...	FROM_SCHO...
------------	---------------------------------	--------------

3. Change Run ID:

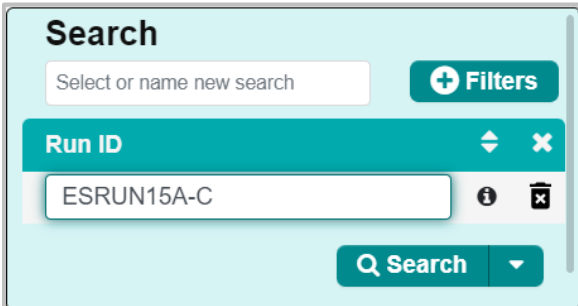
Now that you have created a new AM and PM run within the “Copy Run” window, you would like to change the Run ID to better identify the new runs.

Here’s How:

- Once logged in, navigate to Runs in Data Management.



- Within the Search Tray, query for the runs you created.



- The results of your search query will populate in the Data Panel, where you can select an individual run, populating the run information in the Workspace Panel.

ESRUN15A-C	COPY - Lower and Upper Run 15 ...	TO_SCHOOL
ESRUN15A-R	REVERSE - Lower and Upper Ru...	FROM_SCHO...

The screenshot shows a 'Run' form with a teal header. At the top right, there is a share icon and a dropdown arrow. Below the header are five buttons: 'Cancel', 'Copy', 'Run Planning', 'Delete', and 'Save'. The form has three input fields: 'Run ID *' containing 'ESRUN15A-C', 'Description' containing 'COPY - Lower and Upper Run', and 'Comments' containing 'Comments'.

- 3.1 Locate the Run ID and Description fields, and update those fields to reflect the information appropriate for the new run—Save your changes when you have finished.

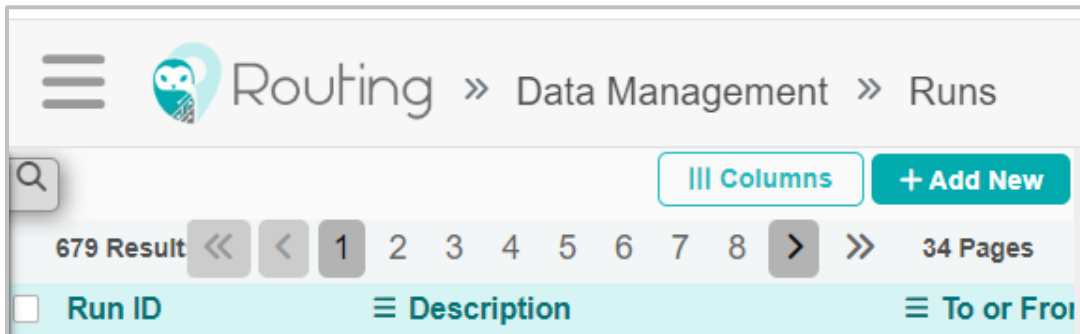
The screenshot shows the 'Run' form with updated values: 'Run ID *' is 'ESRUN15A-Training', 'Description' is 'Training - Lower and Upper Rur', and 'Comments' is 'Comments'. The 'Save' button is highlighted in teal. Below the form is a separate teal 'Save' button.

4. Create a Run

1. Once logged in, navigate to Runs in Data Management.



2. Select the “Add New” tool located in the upper right-hand corner of the Data Panel.



3. Selecting the “Add New” tool will populate a blank Run card within the Workspace Panel—fill in the appropriate information concerning the new run.

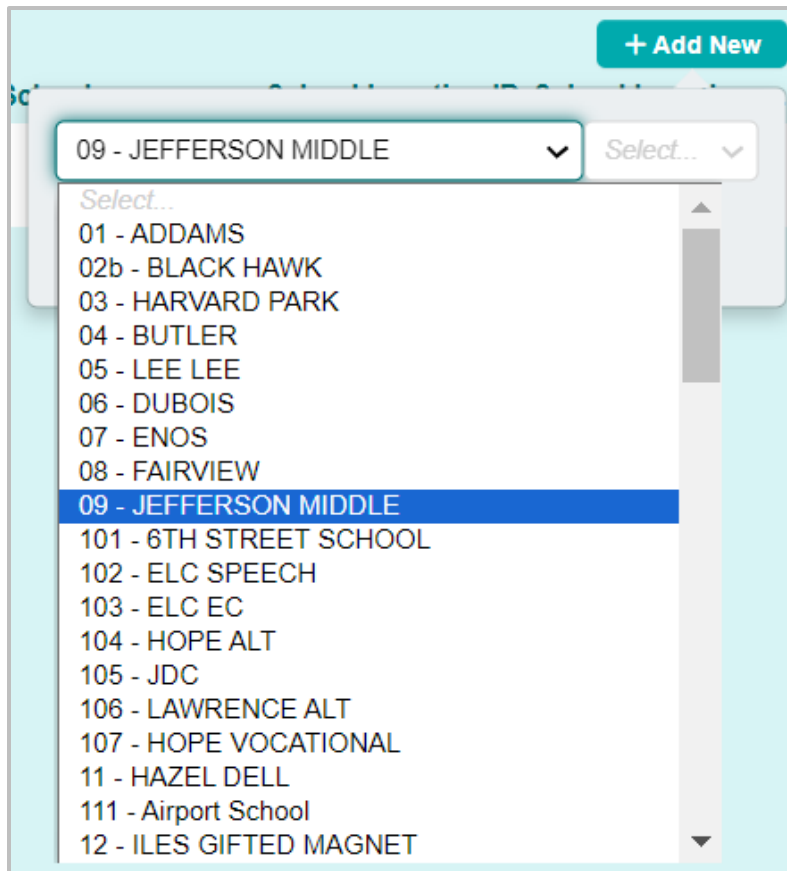
3.1. Add Bell Times:

In the lower table of the Run card the user will add the Bell Times that will be serviced by this run.

Select “Add New” to view the following drop down where the user will select the associated schools and their Bell Times. Once added, save your changes in the card.

a.) School Drop Down:

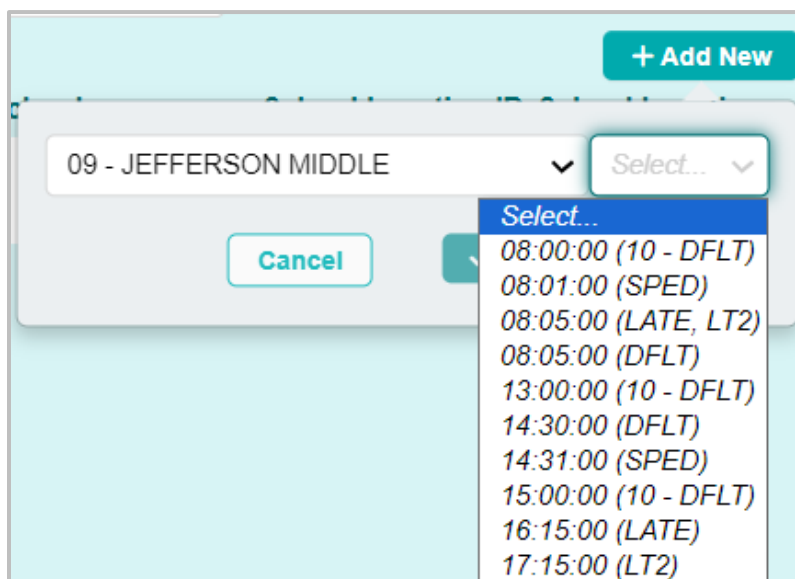
In the first drop down the user will see all schools within the system.



b.) Bell Time Drop Down:

In the second drop down the user will see all Bell Times associated to the selected school.

- Next to the bell times the user will see the associated grades and/or programs for that bell time.



- Once saved, the user will see the new runs information populate within the Workspace Panel, as well as see that run populate graphically on the map.

The screenshot displays a software interface for managing school runs. On the left is a map showing a location near Springfield, Missouri. On the right is a 'Run' configuration panel with the following details:

- Run ID ***: TEST1
- Description**: Test Run
- Comments**: *Comments*
- To or From School**: TO_SCHOOL
- Status**: STA
- Frequency**: MTWUF
- Max Load**: 45
- Load**: *Load*
- Max Duration**: 1h
- Duration**: *Duration*
- Bell Time ***: 8:00 AM - ARRIVAL

Below the configuration are several sections:

- Run Covers**: Includes 'Columns' and 'Export' buttons.
- Run Passengers**: Includes 'Columns' button.
- Run Stops**: Includes 'Columns', 'Export', 'Lock Times', 'Unlock Times', 'Cancel', and 'Save' buttons.
- Run Directions**: Includes 'Columns' and 'Export' buttons.

At the bottom, a table shows the run details:

Section	Instructions	Duration	Distance
Run	At school 09 Drop Off 0 at 12:01:00 AM at BAILE		