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EDULOG

ATHENA ROUTING & PLANNING

Stops in Data Management Training Resource
Guide



Stops in Data Management

Training Resource Guide

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TABLE OF CONTENTS

PURPOSE OF THIS GUIDE.....	5
ATHENA STOPS INTRODUCTION	5
ATHENA STUDENT MAP ASSET KEY	5
NAVIGATING THE STOPS MODULE.....	6
ATHENA USER STORIES	15
1. Search Student’s Stop.....	15
2. Add Stop.....	17
3. Change Stop Time.....	19
4. Relocate Stop.....	21
5. Approve Stop	24
6. Bulk Change Stop ID.....	26
7. Delete Stop.....	29

STOPS TRAINING RESOURCE GUIDE

PURPOSE OF THIS GUIDE










The Stops in Data Management Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of searching for, creating, updating and deactivating stops 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 STOPS INTRODUCTION

The purpose of the Stops Module is to house data, otherwise known as attributes, regarding stops—attributes include stop location, stop services, students associated with the service, and stop identification codes. From this module the user will have the ability to search for, create, look-up information, update, and deactivate stops. Information regarding selected stops will be displayed in the workspace panel and viewed on the map.

Stop locations will appear in the map panel when selected from the data panel—blue indicates a stop location that is being serviced, yellow a location that is not being serviced, and red indicates the stop in which the workspace panel is showing information. Within the Stops Workspace Panel, the user will be able to view the run services that utilize the stops. When the need arises to share this information, it can be exported in a csv file format, and it can be shared via email or printed—users will have control over what data is shared within the file, and how it is formatted.

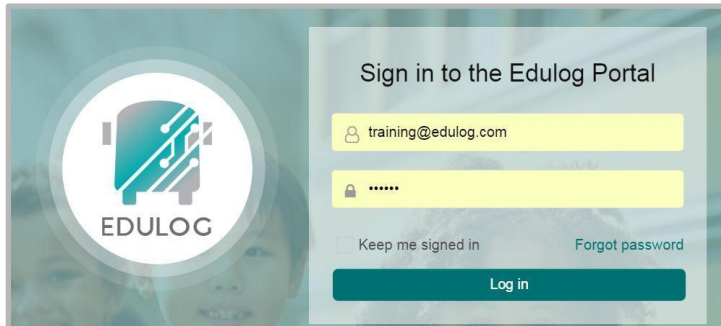
ATHENA STUDENT MAP ASSET KEY

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		

NAVIGATING THE STOPS MODULE

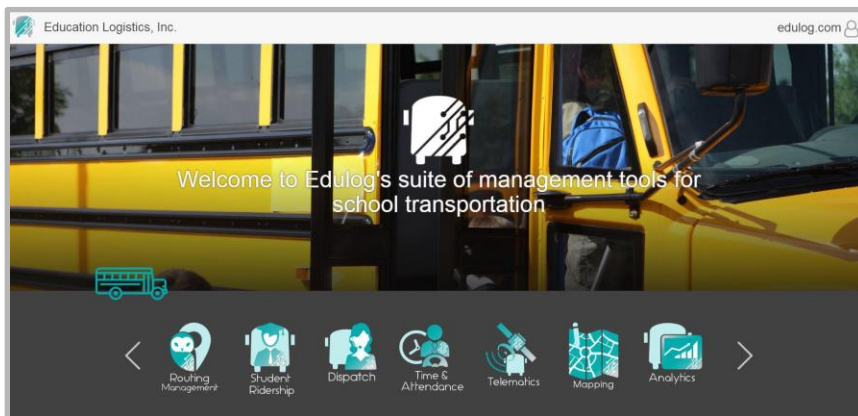
1. Sign In:

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.

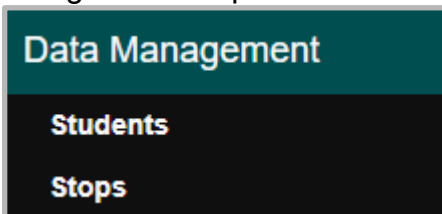


3. Routing Management:

Select the owl icon to enter the Routing Management application.

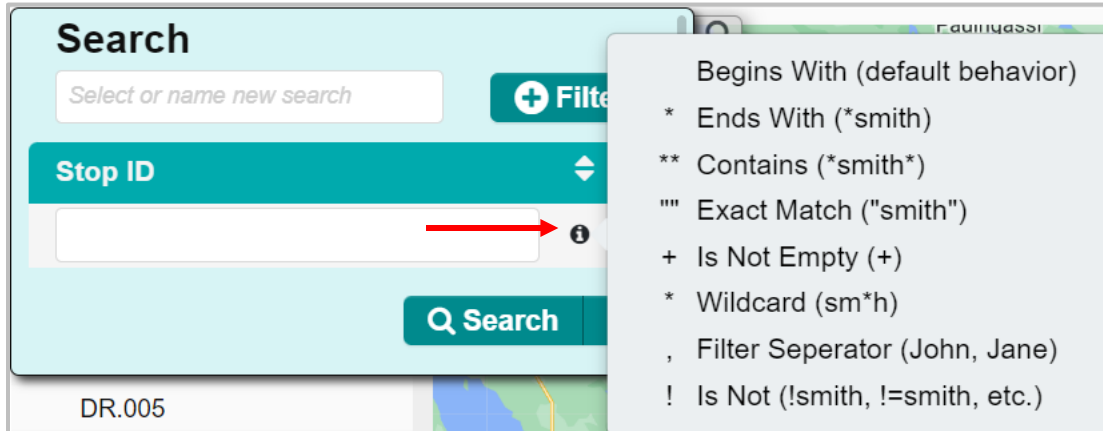


4. Navigate to "Stops" under "Data Management" in the action bar.

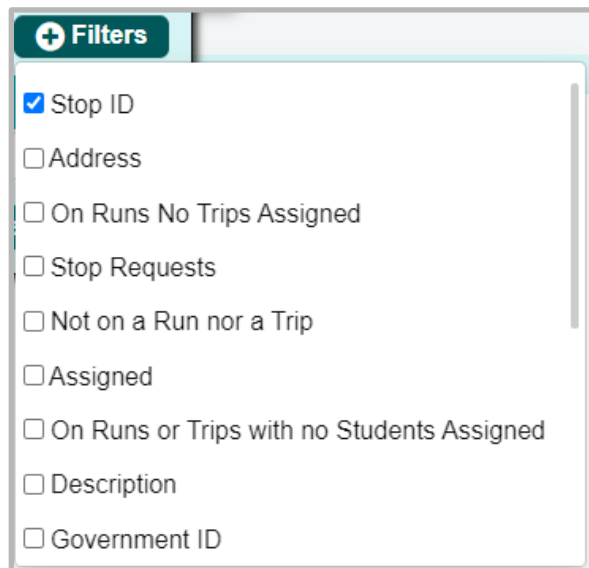


5. Stop Search Tray

Click on the Search Tab and the Search Tray will appear. To access the advanced search capabilities, navigate to the “information” icon within the search field, and a menu will populate to help guide your search parameters.

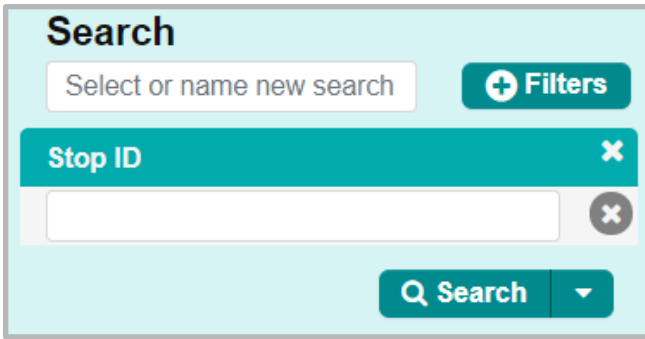


There are several different search options in the “Filters” field, browse the filters to determine your search parameters



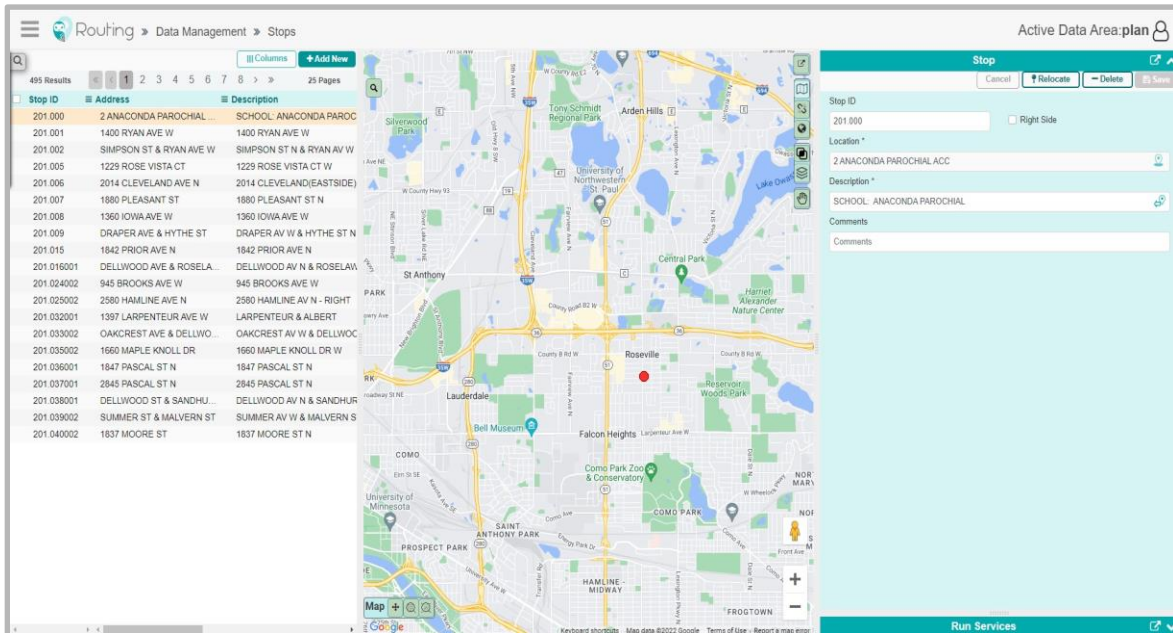
5.1 Search Stop ID:

Enter your Stop ID and search—you may also search for all stops by keeping the field blank and selecting search.



6. Stop Panels:

Following your search, three panels will populate—the Data Panel, Map Panel, and Workspace Panel.



7. Stops Data Panel:

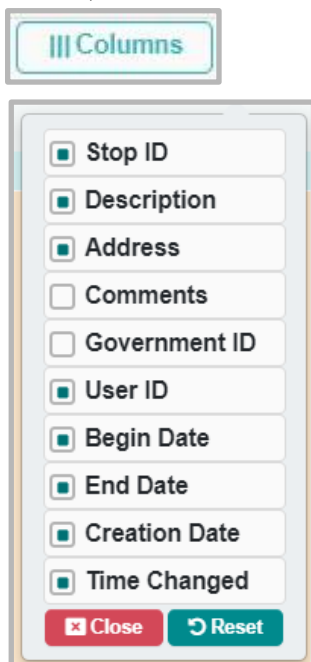
The Data Panel is the starting point for making updates and changes to stop information, and displays the results from the search query. In the Data Panel the user has the ability to sort, organize, and select stops from the returned search results.

Stop ID	Address	Description
201.000	2 ANACONDA PAROCHIAL ...	SCHOOL: ANACONDA PAROC
201.001	1400 RYAN AVE W	1400 RYAN AVE W
201.002	SIMPSON ST & RYAN AVE W	SIMPSON ST N & RYAN AV W
201.005	1229 ROSE VISTA CT	1229 ROSE VISTA CT W
201.006	2014 CLEVELAND AVE N	2014 CLEVELAND(EASTSIDE)
201.007	1880 PLEASANT ST	1880 PLEASANT ST N
201.008	1360 IOWA AVE W	1360 IOWA AVE W
201.009	DRAPER AVE & HYTHE ST	DRAPER AV W & HYTHE ST N
201.015	1842 PRIOR AVE N	1842 PRIOR AVE N
201.016001	DELLWOOD AVE & ROSELA...	DELLWOOD AV N & ROSELAW

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

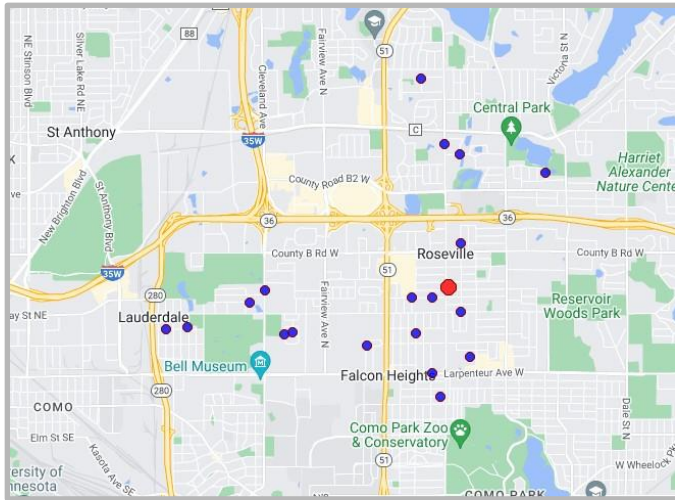
7.1 Columns:

The column button will allow a user to choose what information is shown in the Data Panel; it will set as a user default until changed.



8. Stops Map Panel:

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



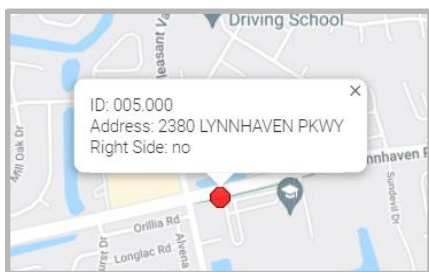
Stops selected in the Data Panel will populate on the Map in identifiable colors:

- **Red:** Selecting a “Focal Stop” in the Data Panel, will not only populate that stop on the map—easily identified by Stop Icon—but will display additional information in the Workspace Panel. Only one stop at a time can be selected as the “Focal Stop”, however you can view multiple stops graphically on the map at once.
- **Blue:** A small blue dot identifies a stop that is selected in the Data Panel, but is not the “Focal Stop”.

8.1 Tooltip Display:

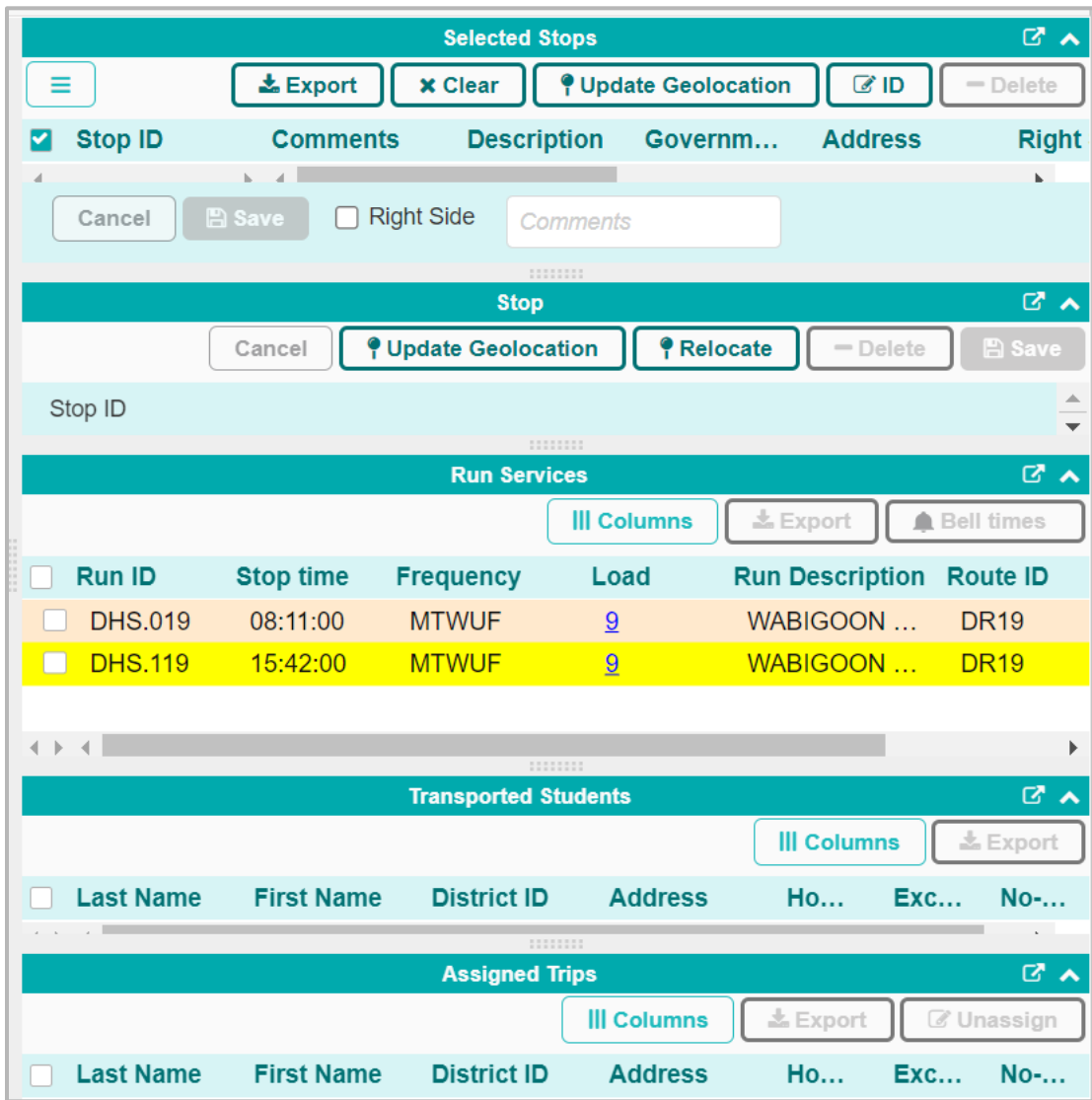
When hovering over a stop in the Map Panel, a “tooltip” will display. Within a “tooltip” you will find the following information:

- **ID:** The Stop’s unique identification number—also known as the Stop ID.
- **Address:** The physical location of the stop—this is generally at the corner of an intersection.



8.2 Stops Workspace Panel:

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



8.2.1 Selected Stops:

The “Selected Stops” card will populate when the user has selected multiple stops within the data panel. Within this card the user has the ability to perform bulk operations such as: Update Geolocation, Update Stop ID, and Bulk Delete Stops.

- To bulk delete stops the stops must not be assigned to any runs, nor have trips assigned to them.



8.2.2 Run Services:

When selecting a stop, and that stop is associated with a run, that additional run information will populate in the “Run Services” card.

In this card you can find information such as: Run ID, Stop Time, Run Description, etc.

Run Services						
Run ID	Stop time	Frequency	Load	Run Description	Route ID	Route Descript...
<input type="checkbox"/> KES.102	08:36:36	MTWUF	1	Kennedy Sc...		
<input type="checkbox"/> KES.202	15:51:23	MTWUF	1	Kennedy Sc...		

➤ **Export:**

To generate stop reports, navigate to the “Selected Stops” card in the Workspace Panel, check the “Stop ID” box, and the “Export” button will become available. The data will be exported into a CSV file to your downloads folder.

8.2.3 Transported Students:

When selecting a Run Service, the list of passengers will appear in the “Transported Students” card below. When students are assigned to the stop, the load number will increase in the “Load” column of the “Run Services” card.

Run Services						
Run ID	Stop time	Bell Time	Frequency	Load	Run Description	Route ID
<input type="checkbox"/> 110.007	8:15:57 AM		MTWUF	4	DRIVER: A. THOMAS	12
<input type="checkbox"/> 110.107	4:05:49 PM		MTWUF	3	DRIVER: A. THOMAS	12
<input type="checkbox"/> 140.102	2:35:46 PM		MTWUF	2	DRIVER: AARON SCOTT	2
<input type="checkbox"/> 120.102	3:18:17 PM		MTWUF	2	DRIVER: D. ROZIER	14
<input type="checkbox"/> 140.002	7:09:37 AM		MTWUF	2	DRIVER: AARON SCOTT	2
<input checked="" type="checkbox"/> 120.002	7:44:21 AM		MTWUF	2	DRIVER: D. ROZIER	14

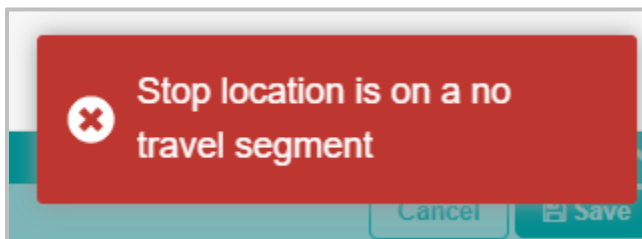
Transported Students		
Last Name	First Name	District ID
<input type="checkbox"/> WARE	DUANE	120X03208
<input type="checkbox"/> GAR...	WARREN	120X03207

9. Add Stop:

To add a stop, select the “Add New” button in the Data Panel, and the form will populate in the Workspace Panel to be completed.

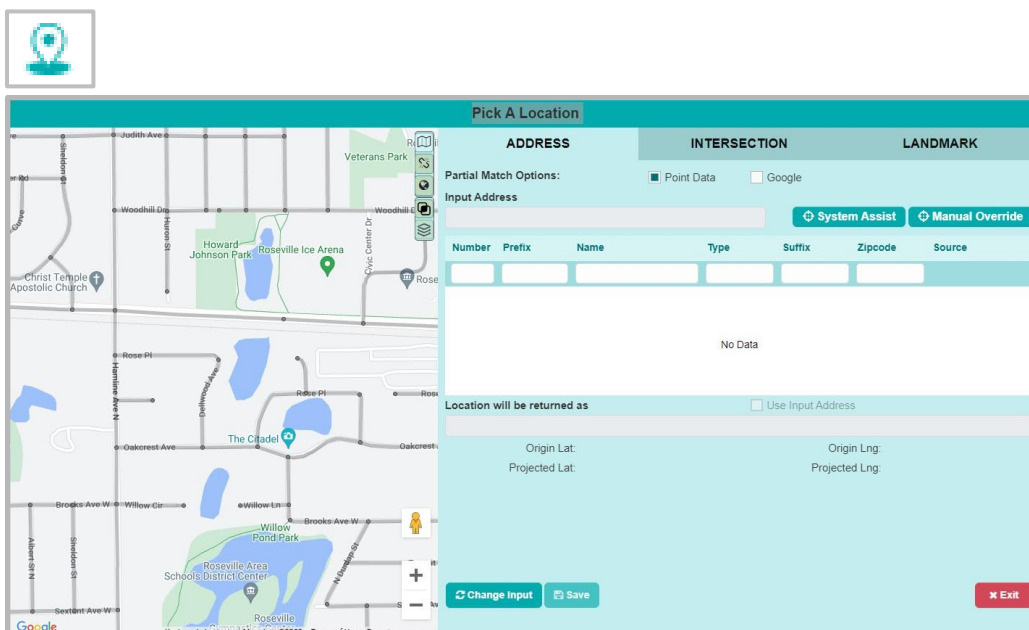


9.1 When creating a stop, if that new stop location falls within a no-travel segment the stop creation will fail and the user will see the following error message:



9.2 Adding a Location:

To add a location to the stop, select the location icon, and the “Pick a Location” window will open on your screen. You have the option to manually type in the address, or find the location on the map panel in the pop-out window. Once you have selected the address select “Save”, and the address will appear in the location box of the “Stop” card.



9.3 Description of the fields within the “Stop” card:

Click on the copy description icon to copy the address to the “Description” field.

- This field is important as this information will be given and accessed by the driver.
- To indicate “right-hand side pickup, make sure to check the appropriate box in the “Stop” card.

Right hand side
- You have the ability to add additional comments if needed in the “Comments” field.

10. Save Changes:

Any changes that want to be saved and retained in the system, will need to be saved within the “Stop” card in the Workspace Panel.

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:

- Search Student's Stop
- Add Stop
- Relocate Stop
- Approve Stop
- Bulk Change Stop ID
- Delete Stop

1. Search Student's Stop

You are a school secretary tasked with updating student information in the system, as well as utilizing the system to make informed decisions on student ridership. A parent calls in to request the location and service time of their student's bus stop; you navigate to the "Data Management: Stops" module, and search the student's information.

Here's How:

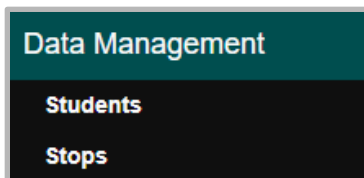
1. Routing Management:

Enter Routing Management, and select the Athena Owl.



2. Stops Module:

Click on "Stops" under "Data Management" in the action bar.



3. Stop Search Tray:

The Search Tray will appear; add the "Stop ID" filter to the search window and search; the results of your search query will populate in the Data Panel.

Search

Select or name new search + Filters

Stop ID ×

Q Search ▼

Search

Select or name new search + Filters

Stop ID ×

Q Search ▼

Stop ID

Address

On Runs No Trips Assigned

4. Select Stop:

Select a Stop(s) in the Data Panel, all stops selected in the Data Panel will populate graphically on the map and in the Workspace Panel.

The screenshot shows the 'Routing > Data Management > Stops' interface. On the left is a table of stops with columns for Stop ID, Description, and Address. A map in the center shows the geographic location of the selected stop. On the right is a 'Stop' detail panel with the following information:

- Stop ID: 005.000
- Location*: 2380 LYNNHAVEN PKWY
- Description*: SCHOOL SALEM MIDDLE
- Comments: (empty)

Below the 'Stop' panel is a 'Run Services' section with a table header: Run ID, Stop time, Bell Time, Frequency, Load, Run Description, Route ID. The table currently shows 'No Data'.

5. Stops on Runs:

Stops will show on each run with its location description in the "Run Services" card.

Stop

Cancel Save

Stop ID Right hand side

Location* 📍

Description*

Comments

Run Services							
						Export	Columns
<input type="checkbox"/> Run ID	Stop time	Bell Time	Frequency	Load	Run Description	Route ID	
<input type="checkbox"/> 005.990	9:12:25 AM		MTWUF	0	CINDRA OLSON	2053	
<input type="checkbox"/> 005.991	4:08:47 PM		MTWUF	0	CINDRA OLSON	2053	

2. Add Stop

You work with the school district to help design and update routes; you were flagged that a new stop had been approved, and you have confirmed its location and are ready to add the stop information to the Stops Module.

Here's How:

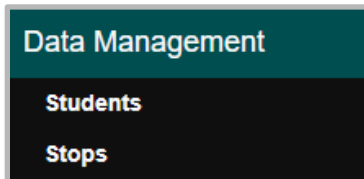
1. Routing Management:

Enter Routing Management, and select the Athena Owl.



2. Stops Module:

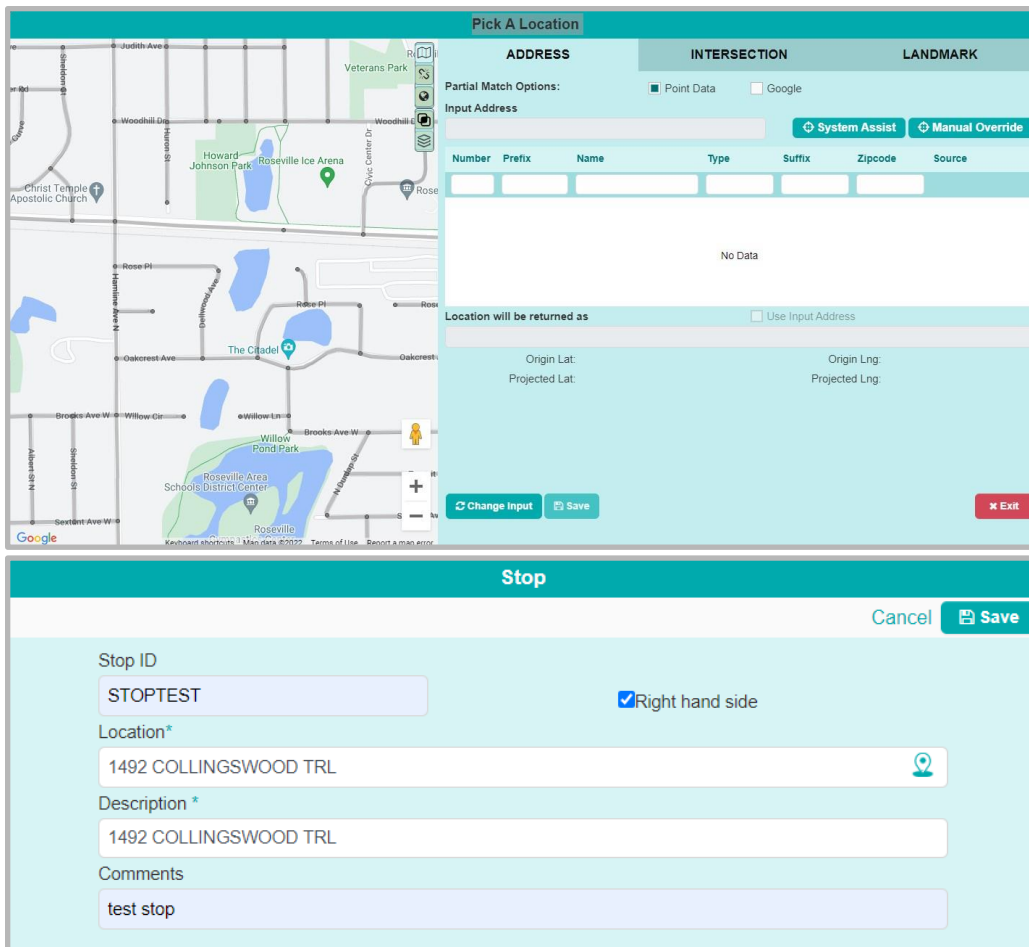
Click on "Stops" under "Data Management" in the action bar.



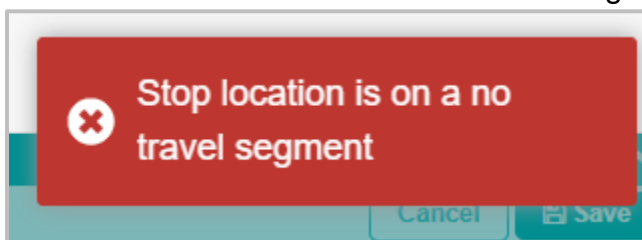
3. Add Stop:

To add a location to the stop, select the location icon, and the "Pick a Location" window will open on your screen. You have the option to manually type in the address, or find the location on the map panel in the pop-out window. Once you have selected the address select "Save", and the address will appear in the location box of the "Stop" card.



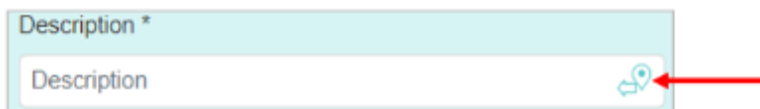


3.1. When creating a stop, if that new stop location falls within a no-travel segment the stop creation will fail and the user will see the following error message:



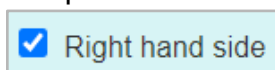
3.2. Description of the fields within the “Stop” card:

Click on the copy description icon to copy the address to the “Description” field.



This field is important as this information will be given and accessed by the driver.

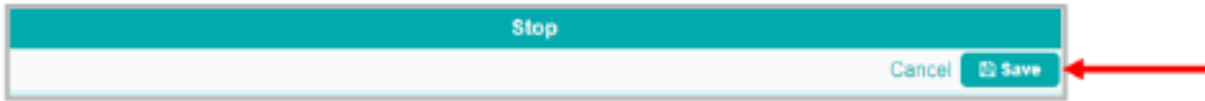
- To indicate “right-hand side pickup, make sure to check the appropriate box in the “Stop” card.



- You have the ability to add additional comments if needed in the “Comments” field.

4. Save Changes:

Any changes that want to be saved and retained in the system, will need to be saved within the “Stop” card in the Workspace Panel.



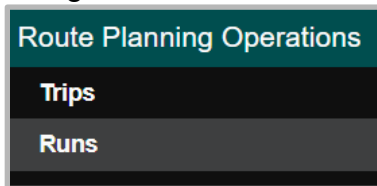
3. Change Stop Time

You work with the school district to help design and update routes, and you need to update a stop time. To do so, navigate to the “Runs” module in “Routing Management”.

Here’s How:

1. Runs:

Navigate to “Runs” under “Route Planning Operations” in the action bar.



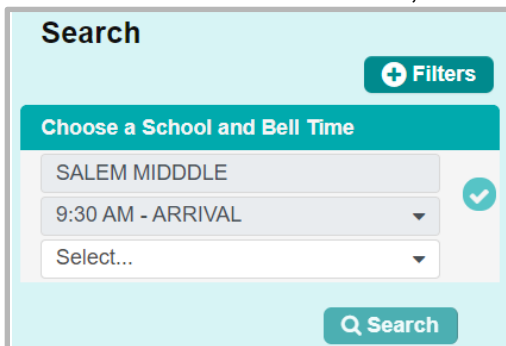
2. Create Task:

Before you can work within the “Runs” module, create a task by selecting the plus icon at the bottom left corner of the screen—select create when you are finished.



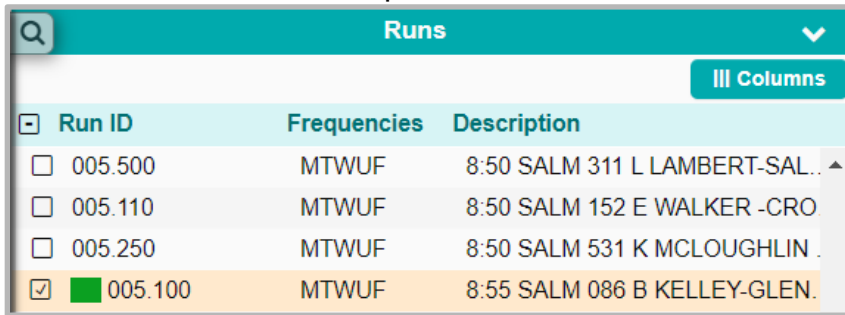
3. Search:

Select a school and bell time, and add any additional criteria if needed.



4. Select a Run:

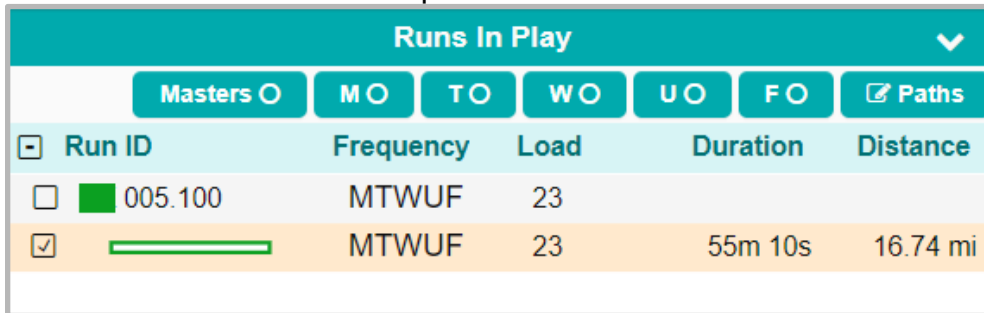
Select the Run that the Stop is associated to in the Data Panel.



Run ID	Frequencies	Description
<input type="checkbox"/> 005.500	MTWUF	8:50 SALM 311 L LAMBERT-SAL...
<input type="checkbox"/> 005.110	MTWUF	8:50 SALM 152 E WALKER -CRO
<input type="checkbox"/> 005.250	MTWUF	8:50 SALM 531 K MCLOUGHLIN .
<input checked="" type="checkbox"/> 005.100	MTWUF	8:55 SALM 086 B KELLEY-GLEN.

5. Select Cover:

Select the cover in the Workspace Panel.



Run ID	Frequency	Load	Duration	Distance
<input type="checkbox"/> 005.100	MTWUF	23		
<input checked="" type="checkbox"/>	MTWUF	23	55m 10s	16.74 mi

6. Stops on Run:

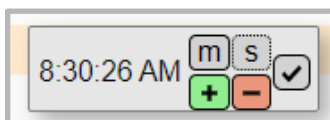
Open the "Stops on Run" card, and find the time and stop that needs to be adjusted.



Stop ID	School(s)	Location	Time at Stop
<input type="checkbox"/> STOP(138)	005	2828 LIVINGSTON LOOP, 23456	8:30:21 AM
<input checked="" type="checkbox"/> STOP(127)	005	2830 LIVINGSTON LOOP	8:30:26 AM
<input type="checkbox"/> 931.02S	005	CURRITUCK DR & LIVINGSTON...	8:30:55 AM
<input type="checkbox"/> STOP(140)	005	2754 LIVINGSTON LOOP	8:34:38 AM

6.1 Change Stop Time:

Double click on the time and stop you want to change, and adjust the time using the "+" and "-" symbols; select the checkmark to save the changes in the system.



4. Relocate Stop

You work with the school district to help design and update routes, and you have been tasked to relocate a stop due to new construction in the neighborhood.

Here's How:

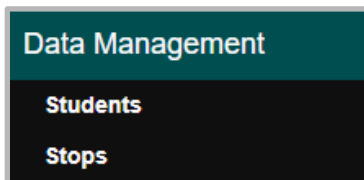
1. Routing Management:

Enter Routing Management, and select the Athena Owl.



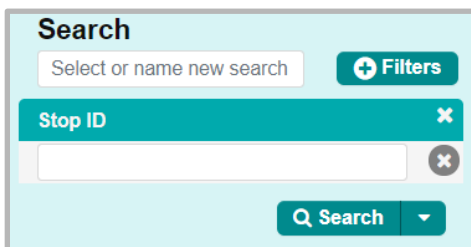
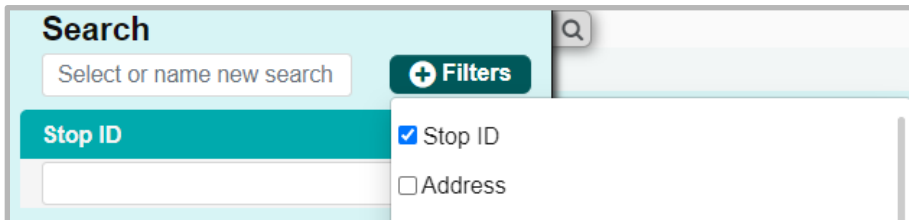
2. Stops Module:

Click on "Stops" under "Data Management" in the action bar.



3. Stop Search Tray:

The Search Tray will appear; add the "Stop ID" filter to the search window and search; the results of your search query will populate in the Data Panel.



4. Select Stop:

Select the appropriate Stop in the Data Panel, the stop selected in the Data Panel will populate graphically on the map and in the Workspace Panel.

Stop ID	Comments	Description	Government...	Address	Right Side
STOP(1)		Home St...		1843 DES...	✘
STOP(10)		EDGERT...		EDGERTO...	✘
STOP(11)		1699 DE...		1699 DES...	✘
STOP(12)		McMene...		350 LEWIS...	✘
STOP(2)		1527 WE...		1527 WES...	✘



Stop
↗ ↕

Cancel
Relocate
— Delete
Save

Stop ID

Right Side

Location *

Description *

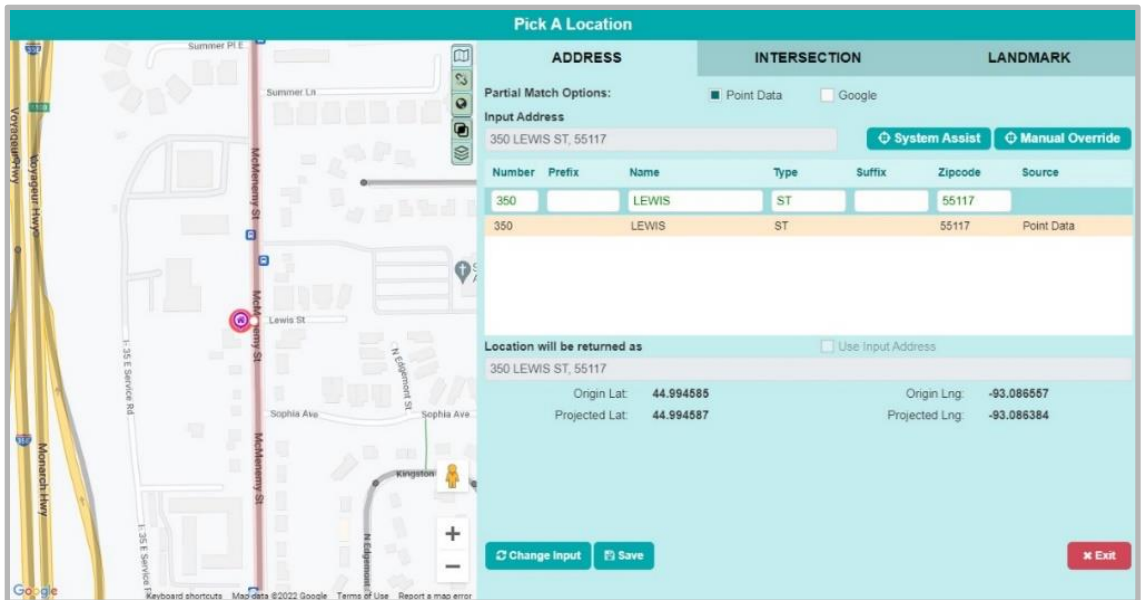
Comments

4.1 Relocate Stop:

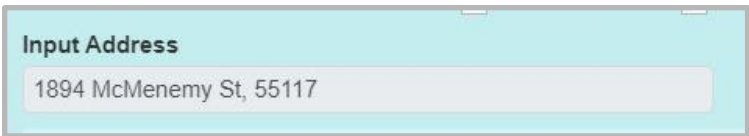
Select the “Relocate” button at the top right of the “Stop” card in the Workspace Panel.



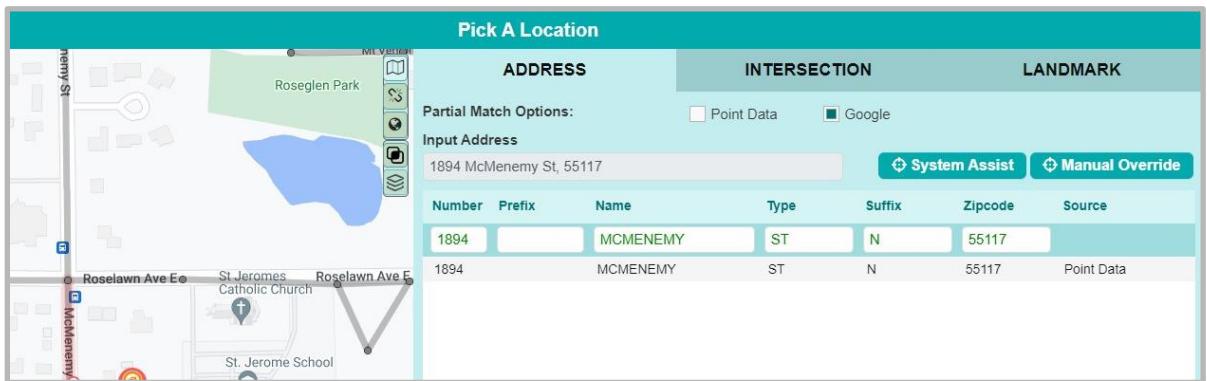
The “Pick a Location” window will open on your screen, and the current address will be recorded in the window.



To change the address, select the “Change Input” button in the pop-up window, and type the new address into the “Input Address” field.



The stop location will show on the map, and if the address is matched, it will display in green below. If the location is correct, select “Save” and “Confirm” the change in the window that populates on your screen.

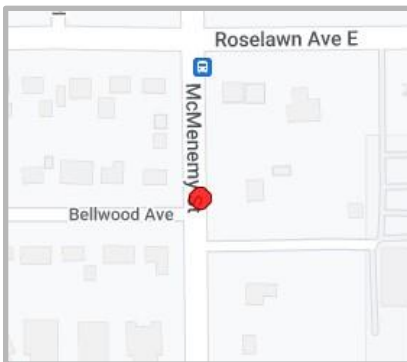




The new address will appear in the “Location” address field in the Workspace Panel—**be sure to change the description before saving.**

A screenshot of the "Stop" management form. At the top, there are buttons for "Cancel", "Relocate", "Delete", and "Save". The form fields include: "Stop ID" with the value "STOP(12)" and a "Right Side" checkbox; "Location *" with the value "1894 MCMENEMY ST N, 55117"; "Description *" with the value "McMenemy & Bellwood"; and "Comments" with the value "Comments".

The stop will be relocated and move to the new location on the map.



5. Approve Stop

You work with the school district to help design and update routes, and you have been tasked with approving a stop location for a new housing development that has just wrapped up construction. In order to decide if the stop location is appropriate, use the Street View tool to approve the stop location.

Here's How:

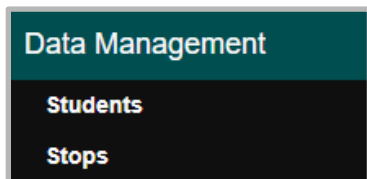
1. Routing Management:

Enter Routing Management, and select the Athena Owl.

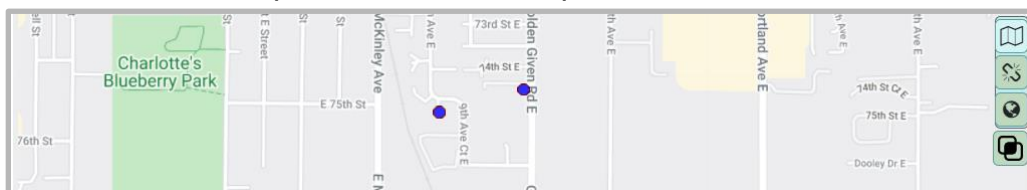


2. Stops Module:

Click on “Stops” under “Data Management” in the action bar.

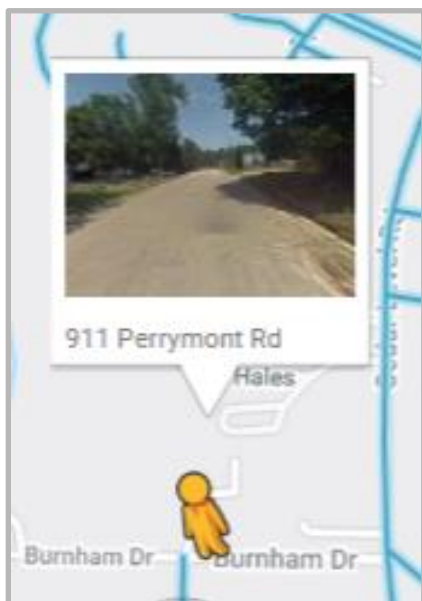


3. Zoom in on the Stop Location in the Map Panel.



4. Street View Tool:

Grab the street view tool by clicking on the pegman, hold your click, drag and drop it on the desired location. Once dropped, a street view image will appear; click and drag the image to get a 360-degree view of the street.





Once you determine if this is an appropriate location for the stop, click on the back arrow in the upper left corner of the image to exit the Street View.



6. Bulk Change Stop ID

You work with the school district to help design and update routes, and the district has recently tasked you with updating multiple Stop IDs from “Run 08”. Using the Bulk Edit Stop ID tool in the Stops in Data Management Module, you are able to update all the stops associated with “Run 08” at once.

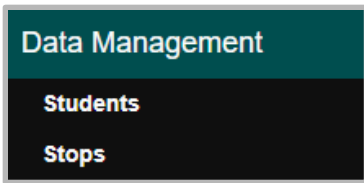
1. Routing Management:

Enter Routing Management, and select the Athena Owl.



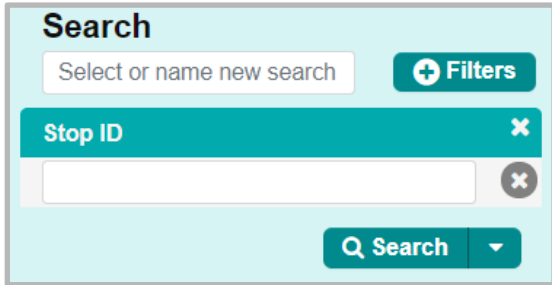
2. Stops Module:

Click on “Stops” under “Data Management” in the action bar.



3. Stop Search Tray:

The Search Tray will appear; add the "Stop ID" filter to the search window and search; the results of your search query will populate in the Data Panel.



4. Select Stops:

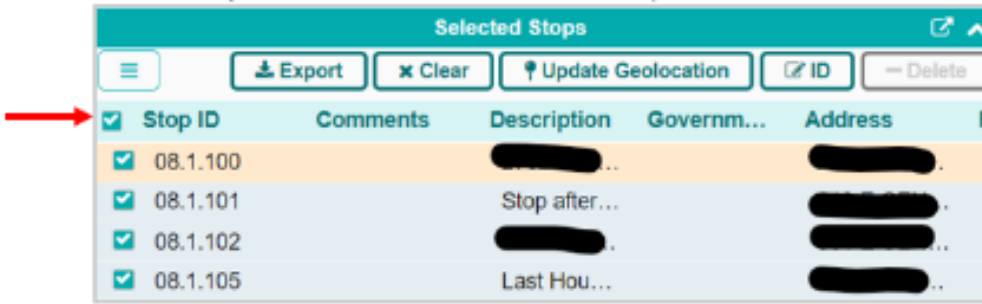
Select the stops that need to be updated in the Data Panel, and the user will see them populate in the "Selected Stops" card of the Workspace Panel.

<input type="checkbox"/>	Stop ID	Comments	Description	Government...	Address
<input type="checkbox"/>	08.1.100		[REDACTED]		2757
<input type="checkbox"/>	08.1.101		[REDACTED]		610 E
<input type="checkbox"/>	08.1.102		[REDACTED]		361 E
<input type="checkbox"/>	08.1.105		Last Hou...		3013

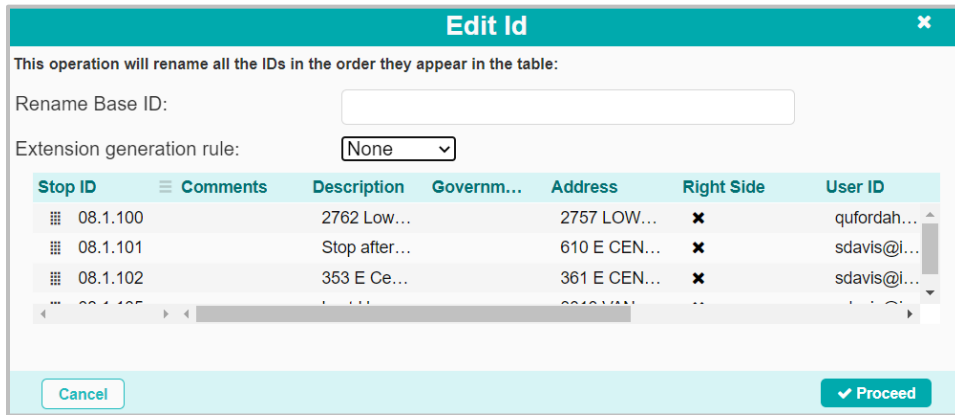
Selected Stops					
<input checked="" type="checkbox"/>	Stop ID	Comments	Description	Government...	Address
<input checked="" type="checkbox"/>	08.1.100		[REDACTED]		[REDACTED]
<input checked="" type="checkbox"/>	08.1.101		Stop after...		[REDACTED]
<input checked="" type="checkbox"/>	08.1.102		[REDACTED]		[REDACTED]
<input checked="" type="checkbox"/>	08.1.105		Last Hou...		[REDACTED]

5. Bulk Change Stop ID:

To rename multiple Stop Ids at once, the user will first navigate to the "Selected Stops" card where they will select the box next to "Stop ID" in the header column to select all stops.

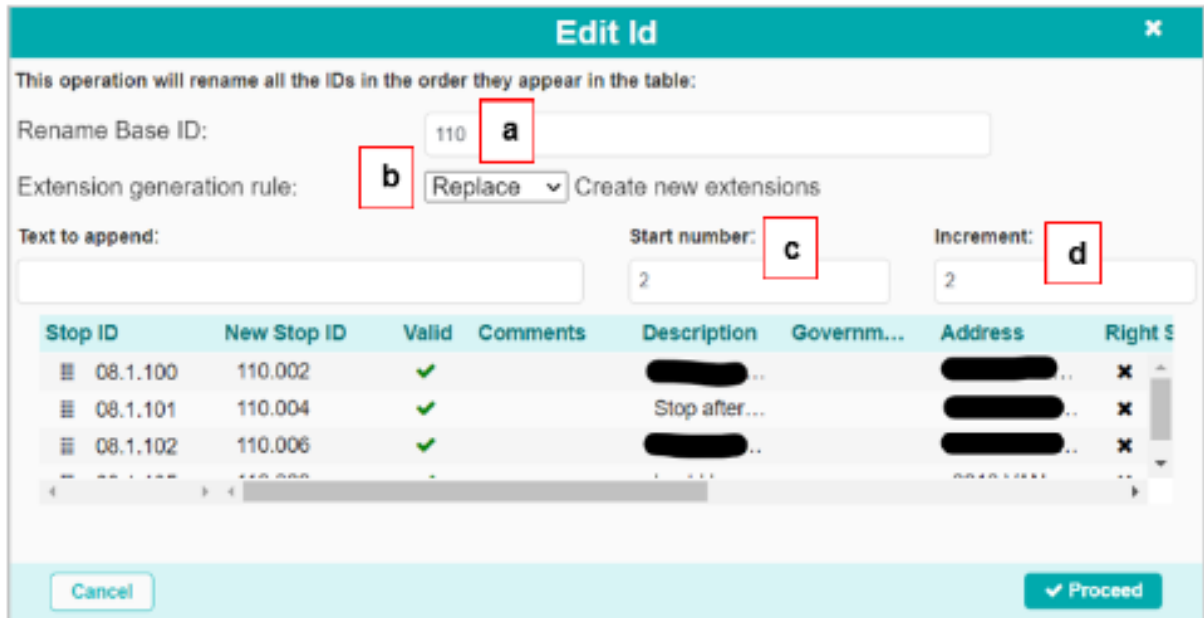


Once selected the user will select the “ID” button at the top of the card to populate the “Edit ID” window.



5.1 Edit ID Window:

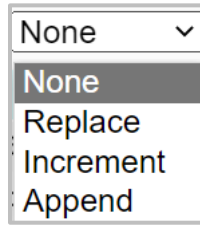
Within the “Edit ID” window there are a few fields for the user to keep in mind when editing Stop IDs:



- 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 '08' to '110'.

- 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, the start number changed from '.1.100' to '.002'.
- d. Increment:** The increment determines the gap between each number growth. In the case of this example the Stop Ids started at '100' and grew in increments of one, however were changed to grow in increments of two as seen in the example: '110.002' , '110.004' , '110.006' , etc.

When the user has edited these fields to their satisfaction, they will select “Proceed” to save their changes, and the Stop IDs will be updated within the system—the user will see those changes immediately reflected in the “Selected Stops” card and within the Data Panel.

7. Delete Stop

You are a router that has completed routing and planning for the upcoming school. The Transportation Director has tasked you with cleaning up and deleting inactive stops.

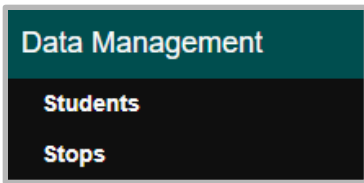
1. Routing Management:

Enter Routing Management, and select the Athena Owl.



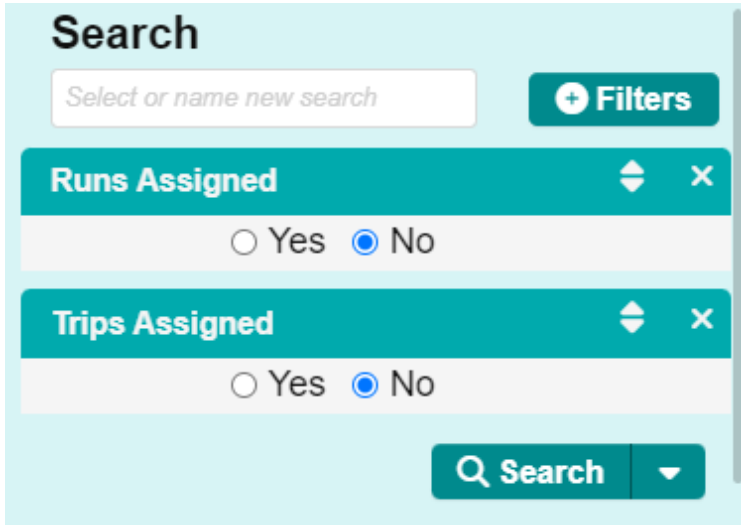
2. Stops Module:

Click on “Stops” under “Data Management” in the action bar.



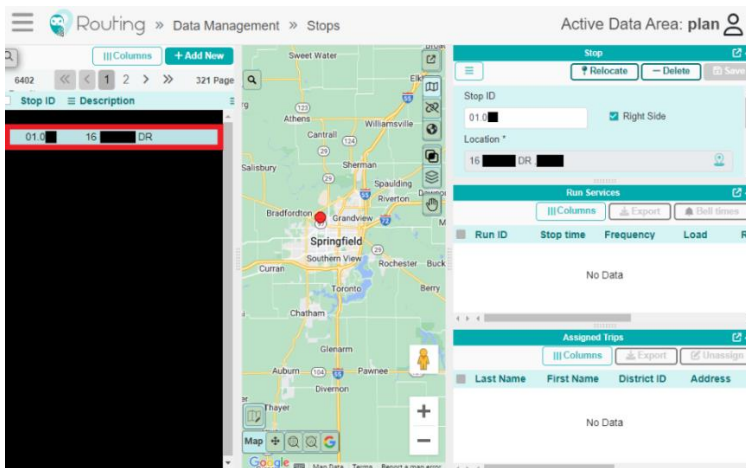
3. Stop Search Tray:

The Search Tray will appear; add the “Runs Assigned” filter to the search window and select the “No” radio button for that filter, before adding the “Trips Assigned” filter to the search window and selecting the “No” radio button for that filter. Then click the Search button. The results of your search query will populate in the Data Panel.



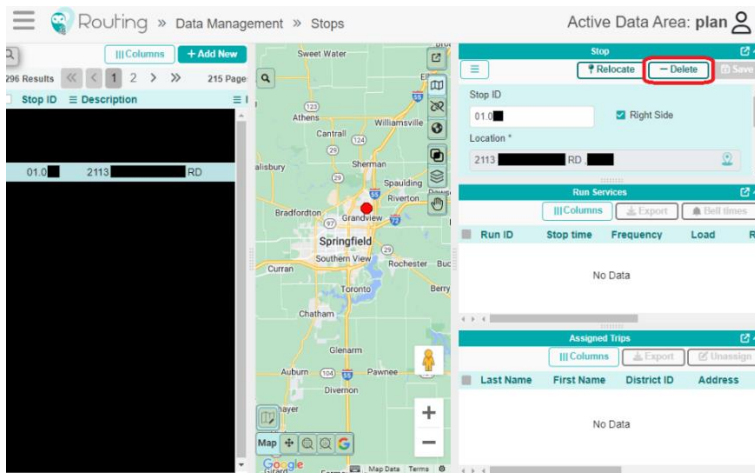
4. Stop in Data Panel:

Select any Stop within the Data Panel in order to access the Workspace Panel.



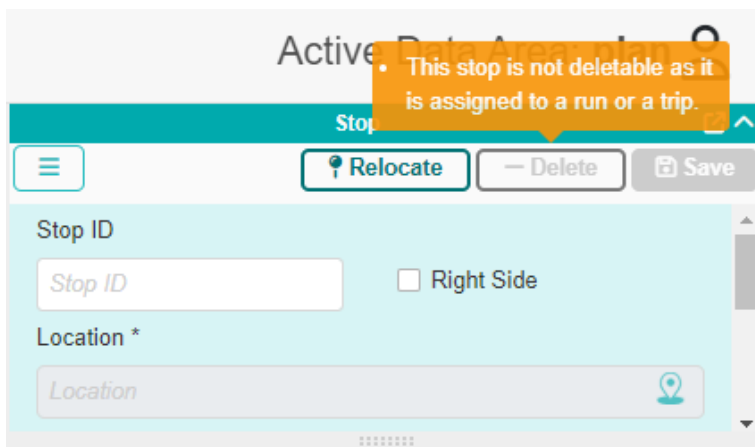
5. Delete Button:

Click the Delete Button.



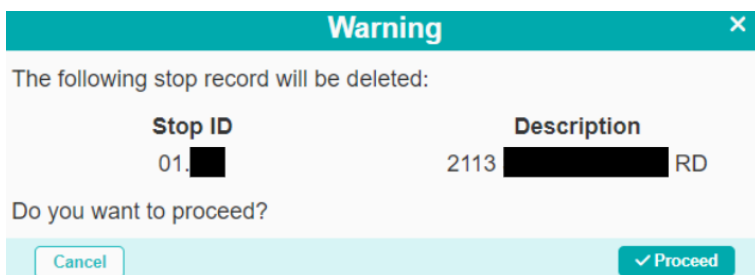
5.1 Inactive Delete Button:

If your Delete button is inactive, hover over it to display a descriptive tooltip. Please note that stops can only be deleted if they are not assigned to runs AND not assigned to student trips.



6. Warning Message

A warning message will ask you if you want to proceed with the deletion of the stop. Click the Proceed button.



7. Successful Stop Deletion

In the upper-right of your screen, you will see a displayed message stating, "Stop record successfully deleted."



Stop record successfully
deleted