ATHENA RUN UTILITIES

Education Logistics, Inc.

Training Guide

2024

Athena Run Utilities
Training Guide

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TABLE OF CONTENTS

PURPOSE OF THIS GUIDE

The Athen Run Utilities Training Guide will provide you with explanations of the basic tools within Athena, 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 RUN UTILITIES INTRODUCTION

The Run Utilities Module houses workflows pertinent to run data and upkeep. The Athena Utilities Modules are most notably used when employing batch operations; the batch workflows specific to this module include:

- Direction Override Assignment
- Route Assignment
- Stop Assignment
- Trip Assignment
- Shift Time at School
- Set Stop Duration
- Change School Location
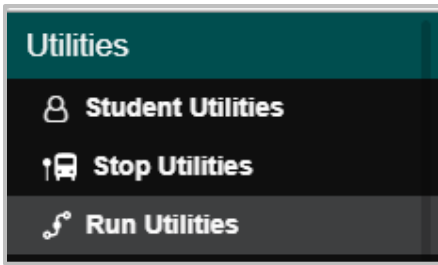- Regenerate Directions

NAVIGATING THE RUN UTILITIES MODULE

1. **Tools**
   From the Athena Homepage, select the "Tools" application.
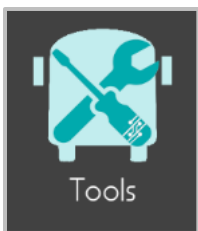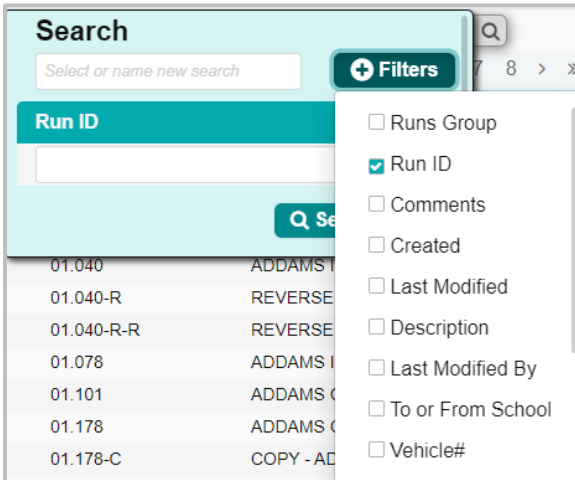

2. **Run Utilities**
   Navigate to the Run Utilities Module.

3. Search Tray

Use the search tray to query for specific runs; add filters as needed to narrow your search.

4. Run Utilities Module

The Run Utilities Module displays the familiar panels within Athena: Data Panel, Map Panel, and Workspace Panel—the only card the user will find in the Workspace Panel is the "Selected Runs" card.

The user will see the addition of the "Batch Operations Available" card within the Data Panel, which will display all operations that were performed within the module, whether they were a 'Fail' or a 'Success'.
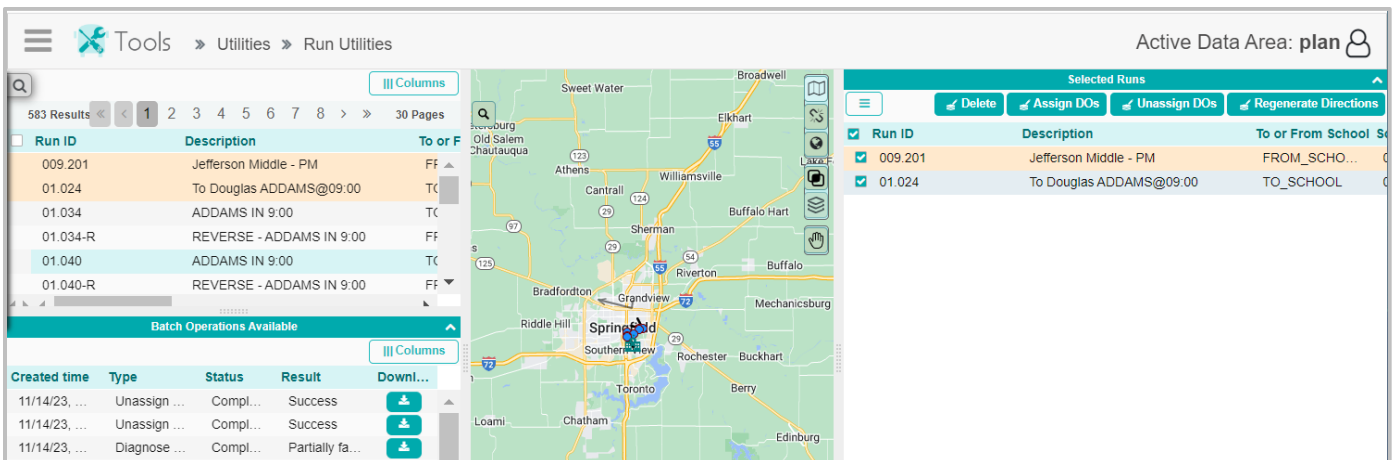

5. Selected Runs Card

Within the "Selected Runs" card the user can perform individual or batch operations for a number of data pieces.

- **Unassign and Assign Direction Overrides**
   - **Assign DO's**
      When using the "Assign DO's" tool in Run Utilities, the system will assign what it deems as the "best fit" for the selected runs based on the direction overrides currently within the system.
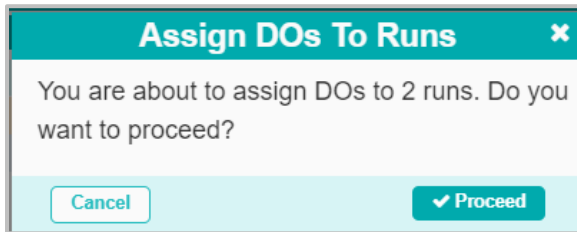
      Note: If the user would like to visually see the DO's available for assignment, prior to its assignment to a Run, the user can visit the Direction Override Utilities Module.
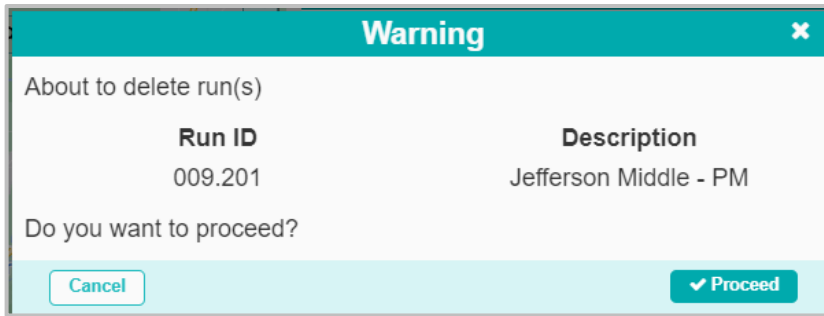
    - **Unassign DO's**
      The "Unassign DO's" tool works the same as the assign tool, it will bring you to a confirmation window where you will approve the unassignment of any DO's found on the selected run(s).
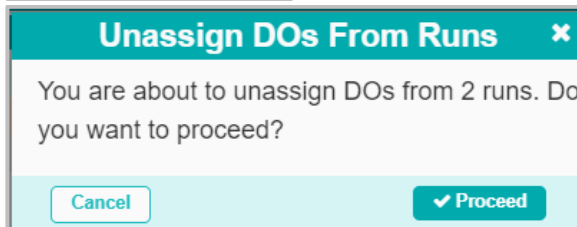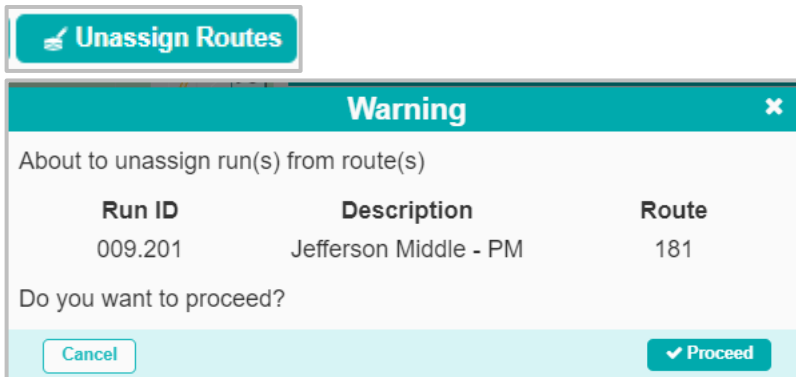

- **Delete Runs**
  Users can delete individual or a group of runs by using the "Delete" tool.

- **Unassign Routes**

  Users can unassign the selected run(s) from their routes—the runs do not have to be placed on the same route to use this tool.

- **Shift Time at School**

  The "Shift Time" tool allows users to shift the time the bus arrives at the school upon the completion of the selected run. By enabling the tool, the user will be brought to the "Shift Time at School" window where they can double click on the "Time at Stop" and use the plus and minus tools to adjust the arrival time.

 This feature will only shift the time for the selected runs, and not all runs associated to this schools bell time.
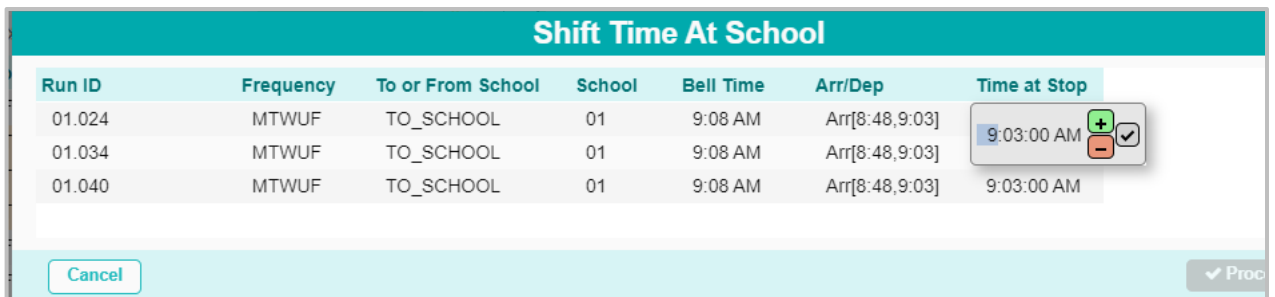
  Please visit the "Employ the Shift Time at School Tool to adjust the Arrival Time for a Run" User Story for more information on how to incorporate this tool in your day-to-day workflows.
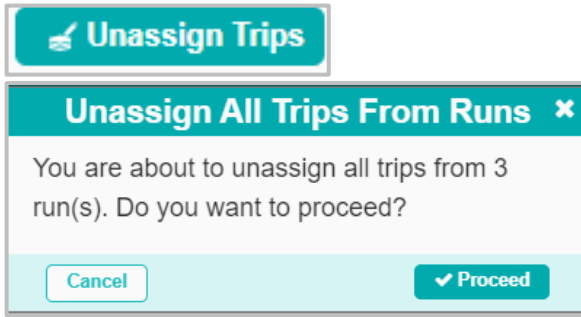
- **Unassign Stops**
  Users can unassign all stops from selected runs. Additionally, users can unassign runs that have zero load stops.
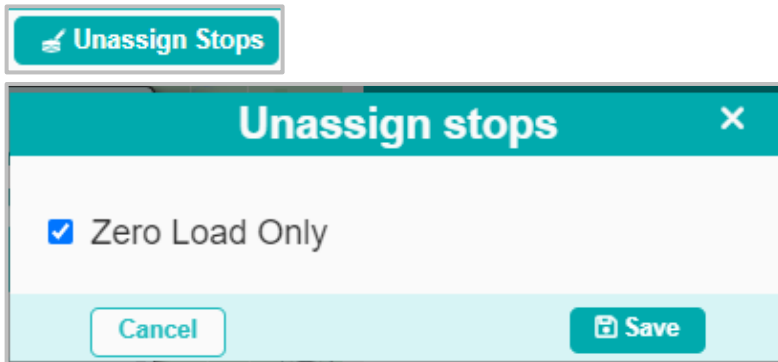
- **Unassign Trips**
  Users can unassign trips from all stops on the selected run(s).

- **Diagnose and Fix Gaps**
  This tool is enabled for runs that have "No Travel Gap" and "Gap" present within their driver directions—these gaps are indicators of the run traveling over a no-travel segment or stop exclusion zone.

  When initiated, this tool will:
  - (1) Check Waypoints
  - (2) Unassign Stops impacted by a no-travel segment
  - (3) Reinsert Unassigned Stops
  - (4) Repair the gaps by adding direction overrides

  The system will be responding to the gap using the best solution it can find—**to complete this process manually, and be able to follow the correction of these gaps step-by-step, please visit with the Direction Overrides Training Resource Guide.**
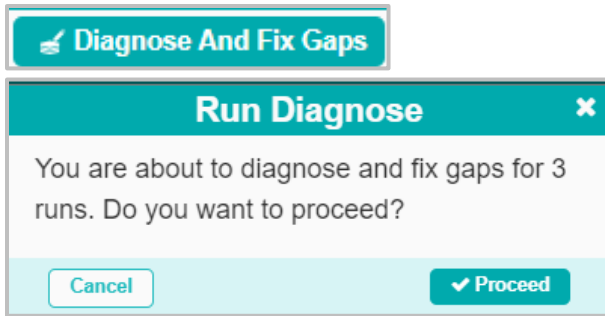
- **Remove Directional Waypoints from Run**
  Users can remove all directional or turnaround waypoints from a select run or runs.
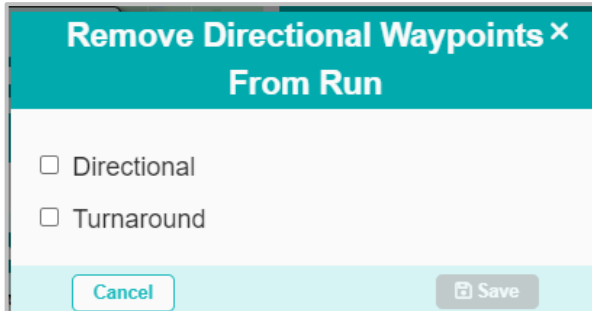
- **Set Stop Duration**
  Users can set stop durations within individual runs, or within a selected batch of runs.

- **Change School Location**
  Users can change selected school stop locations.
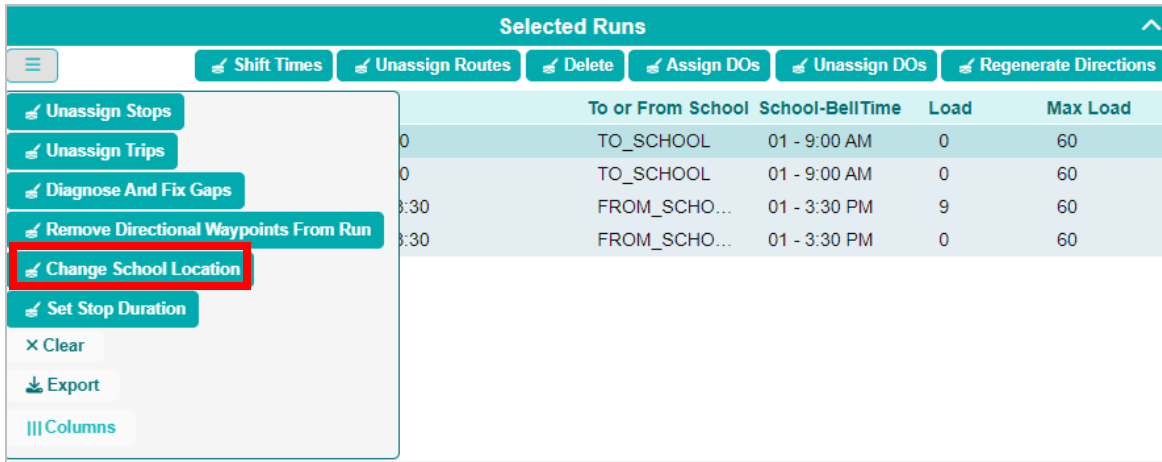
- **Regenerate Directions**
  Users can now regenerate run directions for selected runs.
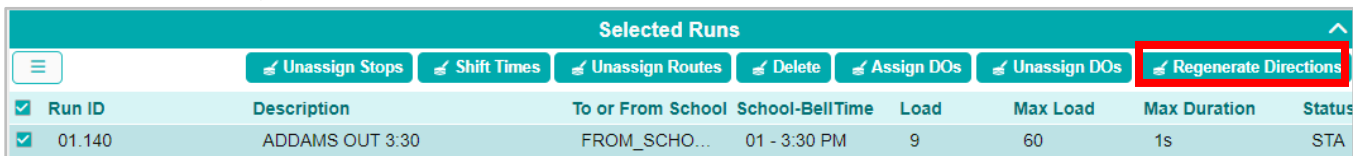
6. **Batch Operations Available Card**
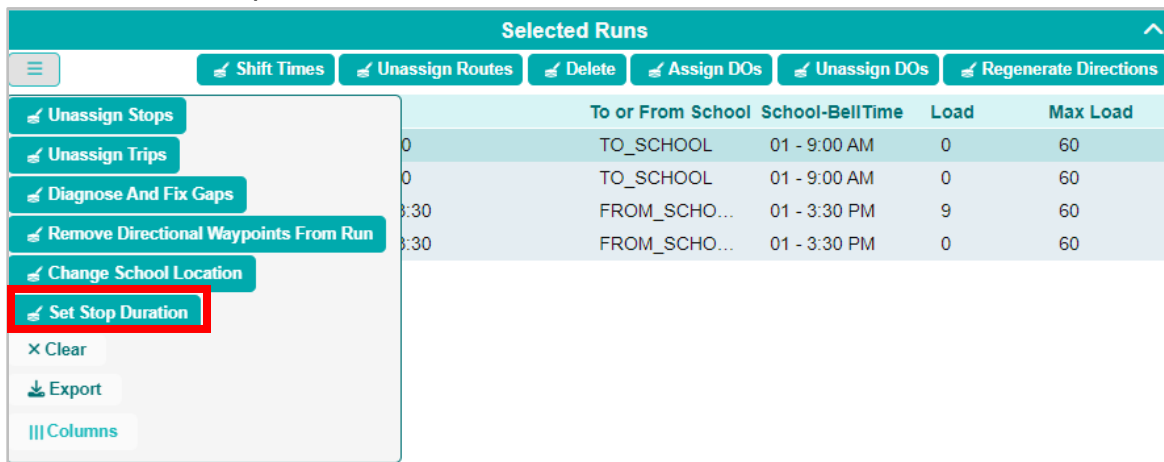   Any operations completed within the Run Utilities module will display in the "Batch Operations Available" card. Each entry will show the date the operation was completed, the type of operation (Unassign Trips, Diagnose and Fix Gaps, etc), and the status and result detailing whether the operation failed or was successful.

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 for Runs Impacted by No Travel and Google Gaps and Batch Fix Found Gaps
- Employ the Shift Time at School Tool to adjust the Arrival Time for a Run
- Set Stop Duration for Batch Runs

Search for Runs Impacted by No Travel and Google Gaps and Batch Fix Found Gaps

You have been tasked to perform a validation check on your runs currently in the system, and identify any runs that may be impacted by No Travel and Google Gaps. To identify these runs, you will use the "Instructions" filter within the search tray, before using the batch "Diagnose and Fix Gaps" tool to correct any runs found within your search.

Here's How:

1. **Tools**
   From the Athena Homepage, select the "Tools" application.
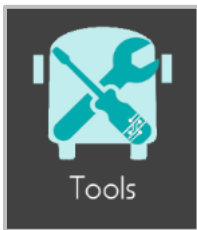
2. **Run Utilities**
   Navigate to the Run Utilities Module.
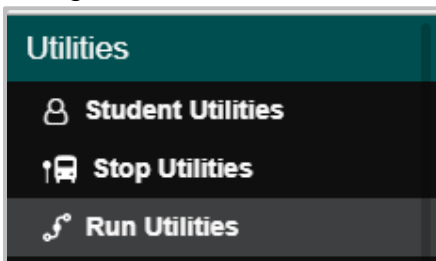
3. **Search Tray**
   Within the search tray, add the "Instructions" filter, and include 'Google Gap' and 'No Travel Gap' to your field.
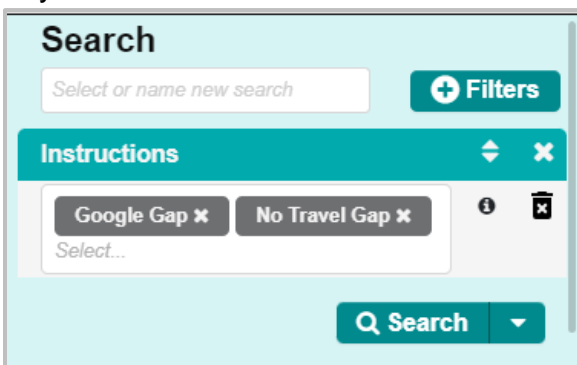
4. Select Runs

Within the Data Panel, select all runs that were found to have 'Google Gaps' or 'No Travel Gaps' within their run directions.

☑ Run ID	Description	To or From School	Schoo
009.201	Jefferson Middle - PM	FROM_SCHO...	09 -
01.024	To Douglas ADDAMS@09:00	TO_SCHOOL	01 -
01.034	ADDAMS IN 9:00	TO_SCHOOL	01 -
0123456789		TO_SCHOOL	01 -
02.015	ELEM RT 15-AM	TO_SCHOOL	02b
03.052	HARVARD PARK IN 8:30	TO_SCHOOL	03 -
03.152	HARVARD PARK OUT 3:00	FROM_SCHO...	03 -

27 Results — « < 1 2 > » — 2 Pages

Next, select all runs in the "Selected Runs" card of the Workspace Panel.

Selected Runs

Unassign Routes | Delete | Assign DOs | Unassign DOs | Regenerate Directions

☑ Run ID	Description	To or From School	School-BellTime	Status
☑ 009.201	Jefferson Middle - PM	FROM_SCHO...	09 - 2:31 PM	STA
☑ 01.024	To Douglas ADDAMS@09:00	TO_SCHOOL	01 - 9:08 AM	STA
☑ 01.034	ADDAMS IN 9:00	TO_SCHOOL	01 - 9:08 AM	STA
☑ 0123456789		TO_SCHOOL	01 - 9:08 AM	STA
☑ 02.015	ELEM RT 15-AM	TO_SCHOOL	02b - 9:00 AM	STA

5. Diagnose And Fix Gaps

Once all runs are selected within the "Selected Runs" card, the user will enable the "Diagnose and Fix Gaps" tool.

Selected Runs

Unassign Routes | Delete | Assign DOs | Unassign DOs | Regenerate Directions

- Shift Times
- Unassign Stops
- Unassign Trips
- **Diagnose And Fix Gaps**

Description	To or From School	School-BellTime	Status
Jefferson Middle - PM	FROM_SCHO...	09 - 2:31 PM	STA
To Douglas ADDAMS@09:00	TO_SCHOOL	01 - 9:08 AM	STA
ADDAMS IN 9:00	TO_SCHOOL	01 - 9:08 AM	STA
	TO_SCHOOL	01 - 9:08 AM	STA

Run Diagnose ✕

You are about to diagnose and fix gaps for 20 runs. Do you want to proceed?

Cancel | ✔ Proceed

The system will notify the user when it has started working on the imitated operation.

11

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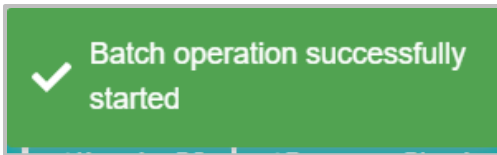
6. Once completed the user will see the following message populate on their screen:

The user will additionally see the completed operation populate in the "Batch Operations Available" card:

Created time ↓	Type	Status	Result	Download	
11/15/23, 12:52...	Diagnose and fi...	Completed	Success	⬇	▲

Employ the Shift Time at School Tool to adjust the Arrival Time for a Run
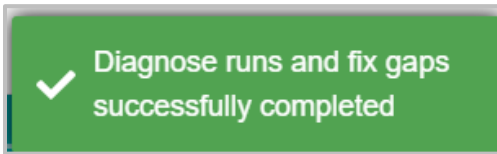
You have confirmed that the AM and PM run for Adams elementary arrival and departure times are incorrect. You would like to correct the time at school for both runs simultaneously. To do so, you work in Run Utilities, and use the "Shift Time" tool to make the appropriate corrections for your selected runs.

1. **Search Tray**
   Within the search tray, add the "Schools" filter, and select Addams Elementary.
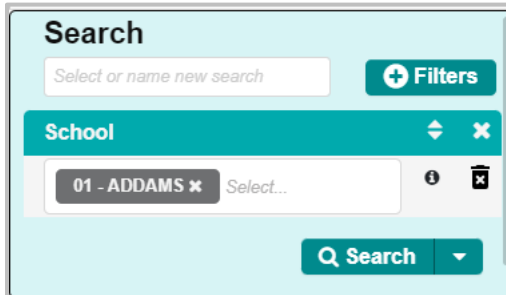
2. **Select Runs**
   The results of your search will populate all runs associated to the school. Select the AM and PM default runs for the school.

Run ID	Description	To or From School	School-E
☐ 01.024	To Douglas ADDAMS@09:00	TO_SCHOOL	01 - ▲
01.034	ADDAMS IN 9:00	TO_SCHOOL	01 -
0123456789		TO_SCHOOL	01 -
01.040	ADDAMS IN 9:00	TO_SCHOOL	01 -
01.040-R	REVERSE - ADDAMS IN 9:00	FROM_SCHO...	01 -
01.040-R-R	REVERSE - ADDAMS IN 9:00	FROM_SCHO...	01 -
01.078	ADDAMS IN 9:00	TO_SCHOOL	01 -
01.101	ADDAMS OUT 3:30	FROM_SCHO...	01 -
01.178	ADDAMS OUT 3:30 basia	FROM_SCHO...	01 -
01.178-C	COPY - ADDAMS OUT 3:30 basia	FROM_SCHO...	01 -
01.179	ADDAMS OUT 3:30	FROM_SCHO...	01 -

3. Shift Times

Once selected the user will select the runs in the "Selected Runs" card, and enable the "Shift Times" tool.

Selected Runs ⌃

☰ | ✏ Shift Times | ✏ Unassign Routes | ✏ Delete | ✏ Assign DOs | ✏ Unassign DOs | ✏ Regenerate Directions

| ☑ Run ID	Description	To or From School	School-Bell Time	Status	Frequen
☑ 01.034	ADDAMS IN 9:00	TO_SCHOOL	01 - 9:08 AM	STA	MTWUF
☑ 01.179	ADDAMS OUT 3:30	FROM_SCHO...	01 - 3:30 PM	STA	MTWUF

4. Shift Time at School Window

Within the Shift Times window you would like to change the AM runs "Time at Stop" from 8:05:00AM to 8:15:00AM.

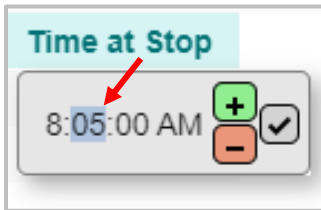**Shift Time At School** ✕

| Run ID	Frequency	To or From School	School	Bell Time	Arr/Dep	Time at Stop
01.034	MTWUF	TO_SCHOOL	01	9:08 AM	Arr[8:48,9:03]	8:05:00 AM
01.179	MTWUF	FROM_SCHOOL	01	3:30 PM	Dep[3:31,3:40]	4:31:00 PM

Cancel | ✔ Proceed

- To open the shift tool bar, the user will double click on the time in the "Time at Stop" column. The user will then see the tool bar populate, with the plus and minus tools to change the time.
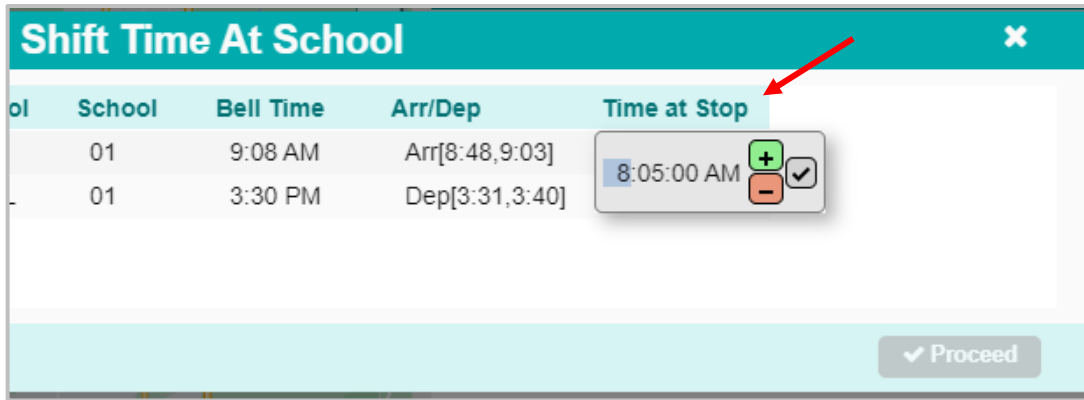
The portion of the Time highlighted in blue, is what is editable. To edit the minutes—change the time from 5 after to 15 after—the user will select directly on the 5 in the window.

Selecting the 5 will highlight it in the toolbar, and allow the user to use the plus button to adjust the time as needed.
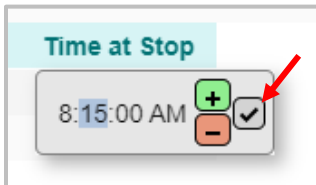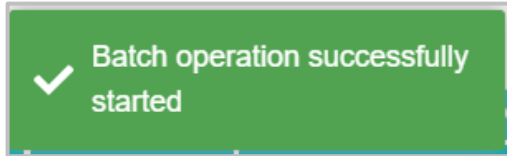

To save the new time, select the check mark. The new time will update in the "Shift Time at School" window, and the text will change to blue.
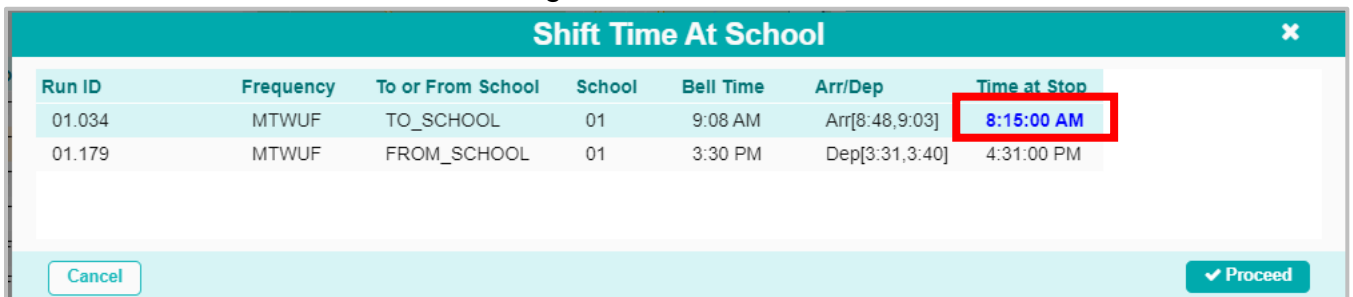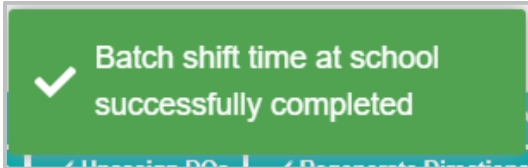

- Selecting proceed will bring the user to a confirmation window, where they will select proceed again to initiate the operation.
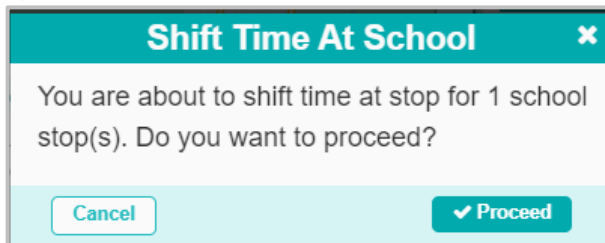
The user will see the following message confirming the start of the operation:

5. Once completed, the user will see the following message populate on their screen:

The user will additionally see the successful record of the operation within the "Batch Operations Available" card:

Batch Operations Available				
				||| Columns
Created time ↓	Type	Status	Result	Download
11/15/23, 1:31 PM	Shift time at school	Completed	Success	🔽

Set Stop Duration for Batch Runs

You need to bulk update stop and school stop durations for multiple runs. To do so, you will work in Run Utilities, utilizing the "Set Stop Duration" function.

1. Search Tray
Within the search tray, add the "Schools" filter, and select Addams Elementary.
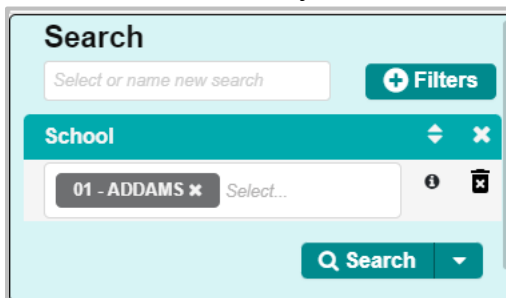
2. Select Runs
The results of your search will populate all runs associated to the school. Select the runs that you wish to batch-update.

Run ID	Description	To or From School	School-E
01.024	To Douglas ADDAMS@09:00	TO_SCHOOL	01 -
01.034	ADDAMS IN 9:00	TO_SCHOOL	01 -
0123456789		TO_SCHOOL	01 -
01.040	ADDAMS IN 9:00	TO_SCHOOL	01 -
01.040-R	REVERSE - ADDAMS IN 9:00	FROM_SCHO...	01 -
01.040-R-R	REVERSE - ADDAMS IN 9:00	FROM_SCHO...	01 -
01.078	ADDAMS IN 9:00	TO_SCHOOL	01 -
01.101	ADDAMS OUT 3:30	FROM_SCHO...	01 -
01.178	ADDAMS OUT 3:30 basia	FROM_SCHO...	01 -
01.178-C	COPY - ADDAMS OUT 3:30 basia	FROM_SCHO...	01 -
01.179	ADDAMS OUT 3:30	FROM_SCHO...	01 -

3. **Set Stop Duration**

Once selected the user will select the runs in the "Selected Runs" card, and enable the "Set Stop Duration" tool.

4. **Batch Set Stop Duration**
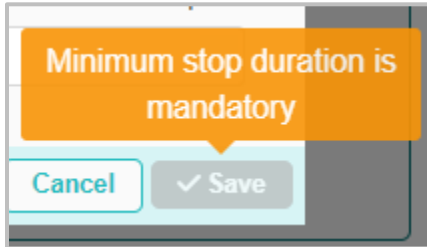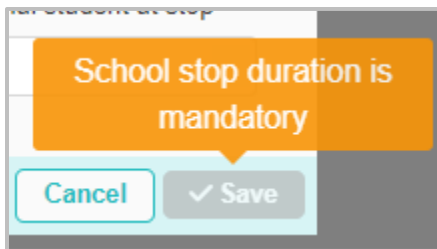
The user can now update:

a.) Minimum stop duration (required field).

b.) School stop duration (required field).

c.) Number of students included in minimum stop duration.

d.) Extra time per additional student at stop.

Batch Set Stop Duration

Please fill the information about stops/schools stop duration :

Minimum stop duration | School stop duration | Number of students included in minimum stop duration | Extra time per additional student at stop

Cancel | ✓ Save

- *Minimum stop duration* must be completed before "Save" is available.

Minimum stop duration is mandatory

Cancel | ✓ Save

- *School stop duration* must be completed in addition to *Minimum stop duration* before "Save" is available.

School stop duration is mandatory

Cancel | ✓ Save

- Once *Minimum stop duration* and *School stop duration* are completed, you have the option to save, or add information into the two remaining fields.

Batch Set Stop Duration

Please fill the information about stops/schools stop duration :

Minimum stop duration | School stop duration | Number of students included in minimum stop duration | Extra time per additional student at stop

1m 40s | 1m 40s

Cancel | ✓ Save

Please note, that if you wish to enter information into the *Number of students included in minimum stop duration* or *Extra time per additional student at stop* fields, both fields will need to be completed in addition to the *Minimum stop duration* and *School stop duration* fields.
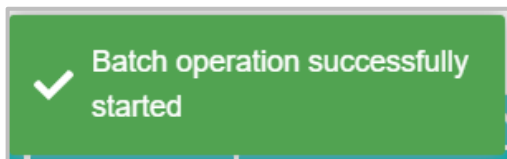
Extra time per additional student at stop is mandatory when number of students included in minimum stop duration is not empty

Number of students included in minimum stop duration is mandatory when Extra time per additional student at stop is not empty
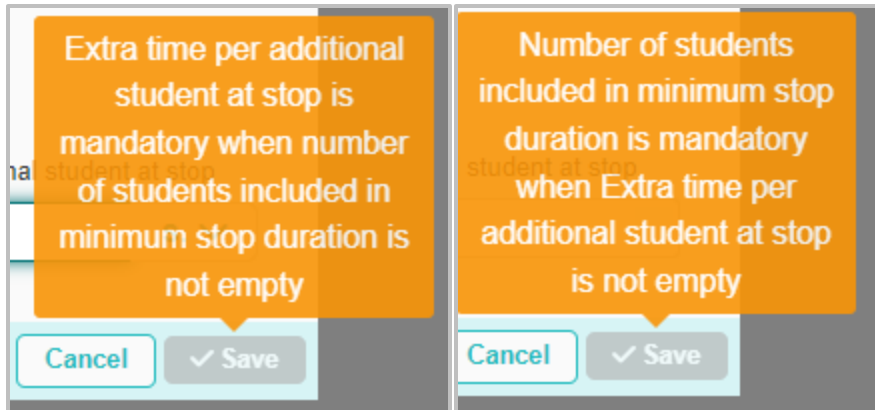
5. Save

Click the "Save" button, after all required fields have been filled out.

Batch Set Stop Duration

Please fill the information about stops/schools stop duration :

Minimum stop duration	School stop duration	Number of students included in minimum stop duration	Extra time per additional student at stop
8m 20s	8m 20s	8	30s

Cancel ✓ Save

Once "Save" is clicked another pop-up window will appear. If the user is ready, click the "Proceed" button.

Set stop duration

You are about to update stops duration on 2 runs. Do you want to proceed?

Cancel ✓ Proceed

The user will see the following message confirming the start of the operation:

✓ Batch operation successfully started

Once completed, the user will see the following message populate on their screen:

✓ Batch shift time at school successfully completed

18