

ATHENA SCHOOLS

Education Logistics, Inc.

Training Guide



Athena Schools Training Guide

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TABLE OF CONTENTS

PURPOSE OF THIS GUIDE	3
ATHENA SCHOOLS INTRODUCTION	3
NAVIGATING THE SCHOOLS MODULE	3
ATHENA USER STORIES	9
Relocate a School	9
Create New Bell Time	12
Edit Hazard and Max Distance	15
Shift Bell Time	17

PURPOSE OF THIS GUIDE

The Athena Schools Training Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of creating and editing Schools 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 SCHOOLS INTRODUCTION

Information regarding schools 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 a school within Athena:

- Basic Information: School Code, Name, Grades, Programs, and Contact Information.
- Update School Bell Times and Programs.
- Create School Clusters.
- Adjust established Eligibility Rules.
- Create alternative pick-up or drop-off locations.

Additionally, any user will be able to update school information so long as transportation is not impacted, including adding a new school location and relocating schools as needed. Moreover, if a school location is no longer in use, it can become disabled if no other object is associated with it.

NAVIGATING THE SCHOOLS MODULE

GETTING STARTED

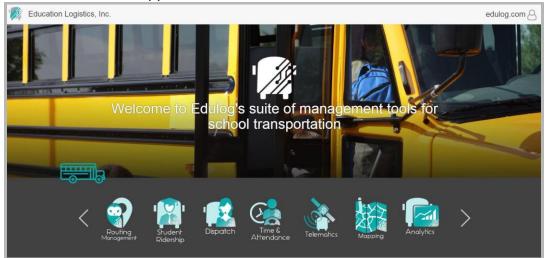
1. Sign In

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

	Sign in to the Edulog Portal
	A training@edulog.com
	·····
EDULOG	Keep me signed in Forgot password
and have 1	Log in
and the second	

2. Athena Portal Home Page

Once logged in, you will come to the Athena Portal Home Page, where at the bottom of this screen are Athena applications that interact with each other.



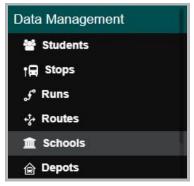
3. Routing Management

Click on the owl icon to enter the Routing Management.



4. Schools Module

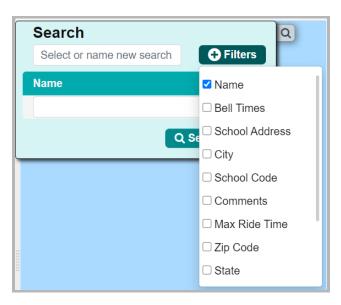
In the Action Bar, click on Schools under Data Management.



5. Search Tray

In the search tray Filters button, there are several different search criteria to choose from.

- For example, selecting Name in Filters, a Name search box will appear in the Search Tray. Enter your Name then click on the Search button.
- If you want to search all schools, leave the box empty and click on the Search button.



6. Schools in the Data Panel

The Schools will be listed in the Data Panel by School Code.

Q			Columns	+ Add New
12 Results		« < 1 > »		1 Page
School Code	≡ Name		≡ City	≡ Address
103			Kuna	
105			Kuna	
106			Kuna	
107			Kuna	
108			Kuna	
109			Meri	
202			Kuna	
203			Kuna	
224			Kuna	
401			Meri	
402			Kuna	
492			Kuna	

7. Schools in the Workspace Panel

When selecting a school in the data panel, all school information will be listed in the workspace panel.

School	C 🗸
School Operations	ଟ 🗸
Clusters	ଟ 🗸
Eligibility Rules	ଟ 🗸
School Premises	C 🔨

• School Information

The School card provides the user will all the basic information relevant to the selected school, including: School Code, Grades, Programs, Address, and Contact Information. Additional Capabilities within the School card:

- Delete a School
- Relocate a School
- Add Zone to School Details

	Sci	ool	C 🔨
			Cancel – Delete 🕒 Save
School Code *	Name *		School District
01	ADDAMS		1
Grades		Programs	
01,02,03,04,05,06,KF,PK		BD,DFLT,ECAM,SPED	
Address *		City	Zip Code
100 ADDAMS ELEMENTARY ACC ,	62702	City	Zip Code
State	Country	Mailing Address	
Sta	Country	Mailing	
URL			
URL			
Board Name		Board ID	
Board Name Test		Board ID	
Board School ID		Calendar ID	
Board School ID Test		Basia's Test Calendar	
Phone Number		Email	
Phone Number		Email	
Zone	Туре	Level	
Zone	Туре	Leve	el se
Last Modified	Last Modified By	Created	Created By
11/10/2023 2:32 PM	jsimonich@edulog.com	08/25/2023 3:50 AM	UNKNOWN

• School Operations

The School Operations card provides the user with an overview of the Programs and Bell Times that are associated with the selected school. In this card the user can perform the following functionality:

- Create a New Bell Time
- Shift Established Bell Times
- Adjust Max Distance and Hazard Type

≡	School Operations								
	🛓 Export 🖉 Edit Hazard/Max Dist 🖉 Clone 🗖 Delete								
In Bell Time	In Early Time	In Late Time	Out Bell Time	Out Early Ti	Out Late Time F				
5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM 🔺				
5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM				
5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM				
8:50 AM	8:30 AM	8:40 AM	2:35 PM	3:41 PM	3:45 PM				
8:50 AM	8:30 AM	8:40 AM	1:35 PM	1:41 PM	1:45 PM				
5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM				

Clusters

A cluster is created when two schools that share the same Bell Time would like to share transportation—allowing the user to create runs and routes for both schools at the same time. When a School Cluster is created, it will be listed with the Cluster Name, Schools and Bell Times.

	Clusters		C 🔨
		III Columns	- Delete + Add New
Cluster Name	Schools	Bell Times	
103, 107 - AM	Ross Elementary School	8:50 AM	A
	Hubbard Elementary School	8:50 AM	
103, 107 - PM - WED	Ross Elementary School	1:35 PM	
	Hubbard Elementary School	1:35 PM	
🗌 106, 107, 103 - AM	Hubbard Elementary School	8:50 AM	
	Ross Elementary School	8:50 AM	
	Indian Creek Elementary School	8:50 AM	
106, 107, 103 - PM	Hubbard Elementary School	2:35 PM	
	Ross Elementary School	3:35 PM	•

• Eligibility Rules

The Eligibility Rules card provides the user with an overview of the current boundary postings that make up their school's transportation Eligibility: Attendance, Walk, and Hazard. Within this card the user can:

- Add New Boundaries
- Adjust Grades and Programs the Boundaries apply to

	Eligibility Rules								
			[]] Co	umns 🛛 🛃 Ex	(port) ® View	- Delete	+ Add New		
Name	Description	Grades	Programs	Attendance	Walk	Hazard			
Hubbard		KG, 01, 02, 03	DFLT						
Hubbard		PK	AM, PM						
Hubbard		01, 02, 03, KG	SPED						

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School Premises

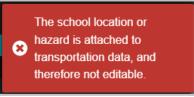
The School Premises card is where the user can edit or add additional pick-up/drop-off locations.

	School Premises								
			(III Columns 🛃 Export 🗛 Segme	ents — Delete + Add New				
D	Туре	Address	Description						
ATE	PICKUP	ATESTPU	ATESTPU						
TestPU	PICKUP	301 W SCARRITT ST	Test Pickup						
TestDO	DROPOFF	301 W SCARRITT ST	TestDO						

By clicking the "+ Add New" button, a child window will appear with the "Location" title. If you want to update an existing location, you can left click the line you wish to update, bringing up the same child window.

Lo	ocation	×
ID *	Type *	
TestDO	DROPOFF	~
Address *		
301 W SCARRITT ST		Ω
Description		
TestDO		
Cancel) Save

Please note that you should only change the *Location ID*, *Location Type*, and *Location Description* from here. If you try to update the *Location Address* and it is already assigned to a run, it will not allow you to save:



Additionally, within this card, the user can enter the Geocode Editor within a pop-out window to add any missing segments or points that might prevent the user from adding a new drop-off location. To do so, click the "Segments" button.

				School Premises	^
				III Col	umns 🛓 Export 🗛 Segments — Delete + Add New
– 10	D	Туре	Address	Description	7
	ATE	PICKUP	ATESTPU	ATESTPU	
	TestP	PICKUP	301 W SCARRITT ST	Test Pickup	
	TestDO	DROPOFF	301 W SCARRITT ST	TestDO	
					1



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:

- Relocate a School
- Create New Bell Time
- Edit Hazard and Max Distance
- Shift Bell Time

Relocate a School

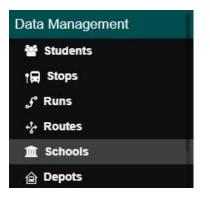
You are a school administrator, and your district allocated the funds to begin construction on a new High School, and the local Middle School would take over its old location. Over the summer construction of the new High School was completed; now before students transition back to school, you need to update the location of the High School in Athena.

Here's How:

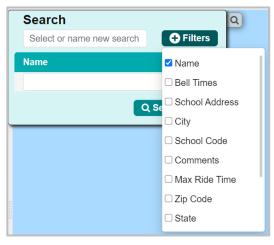
1. Once logged in, click on the owl icon to enter the Routing Management.



2. In the Action Bar, click on Schools under Data Management.



3. The Search Tray will open, where you will select the Search Tray Filters button. There are several different search criteria to choose from. For example, select "Name" and enter the school name then click on the Search button.



- If you want to search all schools, leave the box empty and click on the Search button.
- **4.** The Search results will be displayed in the "Data Panel", select the school you wish to work with, and its information will populate in the "Workplace Panel".

🗏 🌍 Ro	outing » Data Management									Active Data Area: plan {
			Columns	+ Add New				Sc	hool	Z
17 Results	« < 1 > :	>		1 Page	٩	E es				Cancel 🗎 S
		≡ City	School Add			53	School Code *	Name *		School District
BCS	BLACK CANYON JR SR HIGH SC		BLACK CA	DFLT		•	BCS	BLACK CANYON JR SR	HIGH SCHOOL	Select
BRE BVE	BITTE VIEW ELEMENTARY SCH		214 E 2ND	DFLT DFLT	N - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		Grades		Programs	
CBE	BUTTE VIEW ELEMENTARY SUP		1	DFLT DFLT, RDY			07,08,09,10,11,12,13			
EHS		Em	7:	DFLT			Address *		City	Zip Code
EMS			E	DFLT		1	BLACK CANYON ACC		2 City	Zip Code
OLA			1:	DFLT		Black (State	URL	City	Zip Code
PON			2!	DFLT		Black Can				
PRA			11	DFLT	Little Tikes Daycare	< 1, 1, 1, 19 H S.	St	RL		
SBE			2:	DFLT, A, B		9	Comments			
steve1			31	DFLT		PI	Comments			
steve2			31	DFLT			Board Name		Calendar ID	
SWT			S	DFLT			Board Name		Select	
TEST			4	DFLT	Gem Island Sports Complex					
TEST2			B		Emmet					
TEST4			4	B, DFLT,	Emmett	k /1 //				
TEST7			34	DFLT, RD	Enimet					
							=	Grades Pro	grams Bell Times	C
							_		111111	
								Haza	rd Type	C
					Kart Ida	aho O +		Clu	sters	G
					Map + Q Q			Eligibi	ity Rules	C
					KeyBoard shortcuts Map data @2022 Google _ Terms of L				Premises	C

• Navigate to the "School" card in the Workspace Panel, where you will find the selected schools basic information: School Code, Grades, District, Address, and more.

			Scho	ol	C 🔨
					Cancel 🖹 Save
School Code *	Name *				School District
BCS					Select
Grades				Programs	
07,08,09,10,11,12,13				DFLT	
Address *				City	Zip Code
			2	City	Zip Code
State		URL			
State		URL			
Comments					
Comments					
Board Name				Calendar ID	
Board Name				Select	

• Update the address within the "School" card and save—if the school location needs to be moved a distance greater than 500m, you will need to make multiple moves before the system will accept the new address.

Address *		City	Zip Code
	2	City	Zip Code
State	URL		
State	URL		

Create New Bell Time

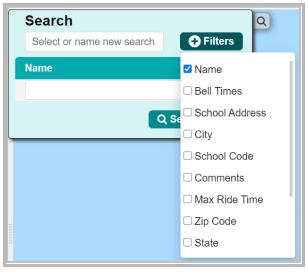
Your district has decided to make all Wednesday's a half day for the local Elementary school, and the record this change, you will need to create a new bell time using the "School Operation Creation" window.

Here's How:

1. In the Action Bar, click on Schools under Data Management.



2. Search for the school in the Search Tray.



3. Select the school within the Data Panel.

12 Results		« < 1 > »		
School Code	≡ Name		≡ City	=
103			Kuna	
105			Kuna	
106			Kuna	
107			Kuna	
108			Kuna	
109			Meri	
202			Kuna	
203			Kuna	
224			Kuna	
401			Meri	
402			Kuna	
492			Kuna	

4. Navigate to the School Operations card within the Workspace Panel, and select "Add New".

≡			School Oper	ations				~
		Columns 🔤 🔳	Export 🛛 🖓 E	dit Hazard/Max D)ist 🛛 🖓 Clon	e 🗌 — Delete	+ Add N	lew
In Bell Time	In Early Time	In Late Time	Out Bell Time	Out Early Ti	. Out Late Tim	e Frequency	Grade	
5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	02	-
5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	03	
5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	04	
8:50 AM	8:30 AM	8:40 AM	2:35 PM	3:41 PM	3:45 PM	MTUF	01	

Selecting "Add New" will populate the "School Operation Creation" window for the selected school. In this window the user will create a new Bell Time and associate the affected grades and programs.

		Schoo	ol Operatio	on Creation - Hu	bbard					×
	Bell Time	In Early	/ Time	In Late Time	Out Be	II Time	Out Early	Time	Out Late	Time
08	▲ : 45 AM	▲ 08 :	▲ 35 AM	▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲	M 12 :	▲ 35 PM	1 2 : 4	• PM	▲ · · · · · · · · · · · · · · · · · · ·	▲ 45 P
*	*	b	• Frequency	MON TUE	ED THU	FRI SAT	\$] SUN	*	•	•
:	School Grades		G	rades Selected	Sch	ool Programs	d	Pro	grams Sele	cted
Code	Description	C	Code	Description	Code	Description	Ľ	Code	Descri	ption
KG	KG		01	01	DFLT	Default		EARL	Early	
PK	PK		02	02	AM	AM – Mornii	ng		,	
13	13		03	03	PM	PM – Aftern				
			04	04	SYN	SYN				
			05	05	SPED	SPED	_			
		_	06	06	ELDL	ELL/DL	2			
			< 07	07	ADD	New program	n <			
			08	08	JS	Jesse Progr	am f			
			09	09	ADD	test				
			10	10	BE	Bailey Progr	am			
			11	11						
			12	12						
4		Þ	•	•			Þ	•		
			Hazard Type		Max Distance					
		е								
			0	~	1001					
	1	Note that mo	difying hazard or	max distance for a school ope	ration will change it	t for all the frequencie	s of that school	operation		
										Save

a.) Create Bell Time: Using the arrows or by typing directly into the spaces, create your new bell time. Be aware if the early or late bell times are not correct based on the anchor bell time (In Bell Time / Out Bell Time) the system will provide you with a timeline warning until it is corrected.



b.) Select Frequency

c.) Select Grades: Select the appropriate grades within the "School Grades" list, and use the

14

top arrow to move them into the "Grades Selected" list.

- **d.)** Select School Program: If a program is missing within the School Program list, reach out to your SLM to walk you through adding a new program to your site data.
- e.) Set Hazard Type and Max Distance: Modifying the hazard or max distance for a school operation will change it for all the frequencies of that school operation.
 - Once you are satisfied with your changes in the School Operations window, save and the new Bell Time will populate within the School Operations card.

≡			Sci	nool Operatio	ons				C 🗸
			Column	s 🛃 🕹 Export	🖉 Edit Haza	ard/Max Dist	Clone	- Delete	+ Add New
In Bell Time	In Early Time	In Late Time	Out Bell Time	Out Early Ti	Out Late Time	Frequency	Grade	Program	Hazard
5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	03	ELDL	2
5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	04	ELDL	2
5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	01	SYN	2
8:45 AM	8:35 AM	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	01	EARL	0
8:45 AM	8:35 AM	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	02	EARL	0

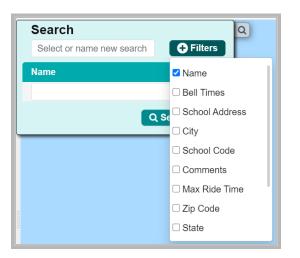
Edit Hazard and Max Distance

Here's How:

1. In the Action Bar, click on Schools under Data Management.



2. Search for the school in the Search Tray.



3. Select the school within the Data Panel.

12 Results		« < 1 > »		
School Code	≡ Name		≡ City	≡
103			Kuna	
105			Kuna	
106			Kuna	
107			Kuna	
108			Kuna	
109			Meri	
202			Kuna	
203			Kuna	
224			Kuna	
401			Meri	
402			Kuna	
492			Kuna	

4. Navigate to the School Operations card within the Workspace Panel, and select the Bell Time that you would like to adjust the Max Walk Distance or Hazard Type.

=				School	Operation	S			C	<mark>م</mark> '
				Columns	🕹 Export	C Edit Hazaro	d/Max Dist 🛛 🖓	Clone – [Delete + Add No	ew
🗌 ïme	In Late Time	Out Bell Time		Out Late Time		Grade	Program	Hazard	Max Dist	
	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	02	EARL	0	1001 ft.	*
	8:40 AM	2:35 PM	3:41 PM	3:45 PM	MTUF	02	DFLT	0	1001 ft.	
	8:40 AM	1:35 PM	1:41 PM	1:45 PM	W	02	DFLT	0	1001 ft.	
	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	03	EARL	0	1001 ft.	
	8:40 AM	2:35 PM	3:41 PM	3:45 PM	MTUF	03	DFLT	1	5280 ft.	
	8:40 AM	1:35 PM	1:41 PM	1:45 PM	W	03	DFLT	1	5280 ft.	
	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	04	EARL	1	1010 ft.	

• Following the selection of the Bell Time, select the "Edit Hazard/Max Dist" tool within the School Operations card to populate the "Edit Hazard" window.

≡			chool Operations			C 🔨
	III Columns	📥 Export	🔄 Edit Hazard/Max Dist	Clone	- Delete	+ Add New

• Once you have made the appropriate changes to the fields select "Save".

Edit	Hazard ×
Hazard Type	Max Distance
2 🗸	1001
Note that modifying hazard operation will change it for a school operation	or max distance for a school all the frequencies of that
Cancel	🖺 Save

|--|

8:30 AM	8:40 AM	1:35 PM	1:41 PM	1:45 PM	W	03	DFLT	1	5280 ft.
🗹 8:35 AM	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	04	EARL	2	1001 ft.

Shift Bell Time

You district has decided to move the school start and end time 10 minutes later then the previous years bell times. To adjust the School Bell Times, the user will user the Bell Time Shift feature to adjust all Bell Times associated with the DFLT program.

Here's How:

1. Within the School Operations Card, by selecting directing on a bell time, the Shift Bell Times window will open.

Minimum Offset	5m	Minute -	Minute +				🗌 do CS	🗌 do So	OPS
School	Туре	Clear Locks	Bell	Offset	Earliest	Offset	Latest	Offset	Cluster
103	ARRIVAL		5:00 AM		4:45 AM		4:50 AM		test and hubbard
103	ARRIVAL		8:50 AM		8:30 AM		8:40 AM		103, 107 - AM,106,
103	DEPART		10:40 AM		10:46 AM		10:50 AM		
103	ARRIVAL		12:50 PM		12:40 PM		12:47 PM		
103	DEPART		1:35 PM		1:41 PM		1:45 PM		103, 107 - PM - WE
103	DEPART		2:35 PM		3:41 PM		3:45 PM		106, 107, 103 - PM,
103	DEPART		3:00 PM		3:05 PM		3:15 PM		
105	ARRIVAL		9:05 AM		8:33 AM		8:43 AM		Cluster q, Jesse
105	DEPART		1:31 PM		1:41 PM		1:45 PM		
105	DEPART		3:42 PM		3:45 PM		3:45 PM		
106	ARRIVAL		8:50 AM		8:30 AM		8:40 AM		106, 107, 103 - AM, 🖕
4									•
Bell – B	ell +		Earlies	st – Ea	rliest +		Latest -	Lates	t +

2. Select your school bell time in the window.

				Shift	Bell Time				×	3
Minimum Offset	5m	Minute -	Minute +				🗌 do CS	🔳 do S	OPS	
School	Туре	Clear Locks	Bell	Offset	Earliest	Offset	Latest	Offset	Cluster	
103	ARRIVAL		5:00 AM		4:45 AM		4:50 AM		test and hubbard	4
103	ARRIVAL		8:50 AM		8:30 AM		8:40 AM		103, 107 - AM,106,	
103	DEPART		10:40 AM		10:46 AM		10:50 AM			
103	ARRIVAL		12:50 PM		12:40 PM		12:47 PM			ł
103	DEPART		1:35 PM		1:41 PM		1:45 PM		103, 107 - PM - WE	
103	DEPART		2:35 PM		3:41 PM		3:45 PM		106, 107, 103 - PM,	
103	DEPART		3:00 PM		3:05 PM		3:15 PM			
105	ARRIVAL		9:05 AM		8:33 AM		8:43 AM		Cluster q,Jesse	
105	DEPART		1:31 PM		1:41 PM		1:45 PM			
105	DEPART		3:42 PM		3:45 PM		3:45 PM			
106	ARRIVAL		8:50 AM		8:30 AM		8:40 AM		106, 107, 103 - AM,	,
(•	
			2 Bell Tim	e(s) sele	cted					
Bell – B	ell +		Earlies	st – Ea	rliest 🕇		Latest -	Lates	t +	
Cancel									✓ Proceed	

• Over on the right there are options to do CS (Cluster Schools) or do SOPS (School Operation Pairs).

🗌 do CS 🔳 do SOPS

- Do CS = when selected, it will select the associated cluster.
- Do SOPS = when selected, it will select the associated pair.

- Selecting either option, enables all clustered, or associated bell times to be adjusted simultaneously.
- **3.** Set the "Minimum Offset"—how many minutes you would like to adjust the bell times by, at a time—by either typing in the offset time, or using the minute tools to adjust the increment.

	Minimum Offset	5m	Minute -	Minute +
--	----------------	----	----------	----------

4. Use the Bell Time tools at the bottom of the window to adjust the anchor Bell Time, Earliest, and Latest times.

				Shift	Bell Time				×
Minimum Offset	5m	Minute -	Minute +				🗌 do CS	🔳 do S	OPS
School	Туре	Clear Locks	Bell	Offset	Earliest	Offset	Latest	Offset	Cluster
103	ARRIVAL		5:10 AM	10m	4:50 AM	5m	4:55 AM	5 m	test and hubbard
103	ARRIVAL		8:50 AM		8:30 AM		8:40 AM		103, 107 - AM,106,
103	DEPART		10:40 AM		10:46 AM		10:50 AM		
103	ARRIVAL		12:50 PM		12:40 PM		12:47 PM		
103	DEPART		1:35 PM		1:41 PM		1:45 PM		103, 107 - PM - WE
103	DEPART		2:35 PM		3:41 PM		5.45 PM		106, 107, 103 - PM,
103	DEPART		3:10 PM	10m	3:10 PM	5m	3:20 PM	5m	
105	ARRIVAL		9:05 AM		0:00 AM		0.43 AM		Cluster q,Jesse
105	DEPART		1:31 PM		1:41 PM		1:45 PM		
105	DEPART		3:42 PM		3:45 PM		3:45 PM		
106	ARRIVAL		8:50 AM		8:30 AM		8:40 AM		106, 107, 103 - AM, ,
•									E E
			2 Bell Tim	e(s) sele	cted				
Bell -	Bell +		Earlies	st – Ea	rliest +		Latest -	Lates	t +
Cancel									✓ Proceed

5. Select the Proceed button when the Bell Times have been shifted to the user's satisfaction.



 All associated stops will be updated to accommodate the changes and retain their original proportions.