

ATHENA USER INTERFACE TOUR

Education Logistics, Inc.

Training
Guide

2024



Athena User Interface Tour

Training Guide

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PURPOSE OF THIS GUIDE

The Athena User Interface Tour Training Guide will provide you with explanations of the basic tools within Athena, walk you through the every-day assets you will be interacting with when piloting the system, 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.

INTRODUCTION TO ATHENA ROUTING

The Athena User Interface is a cloud-based routing management solution designed to meet school district's needs at a variety of levels. Perform, plan, communicate, and manage all daily and long-term busing activities with intuitive, easy-to-use workspaces customized for each user and role. The need for IT hardware or software support is limited due to our quick-response time when implementing updates, with no involvement required from the district. Moreover, a district's data is secure thanks to our three-tiered security measure in place.

EduLog follows software best practices by implementing business intelligence geared towards data analysis and advanced reporting capabilities; this along with our adoption of artificial intelligence, will provide districts with ample information to support smart and efficient system management.

ATHENA USER INTERFACE TOUR

This is an introduction to the spaces, assets, and tools of Athena.

GETTING STARTED

1. Chrome Browser

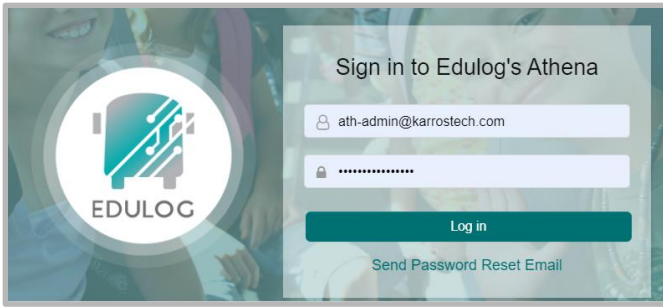
When working within the Athena System it is recommended to access the platform via Chrome.



Note: To access Athena, you will need to utilize your district assigned link.

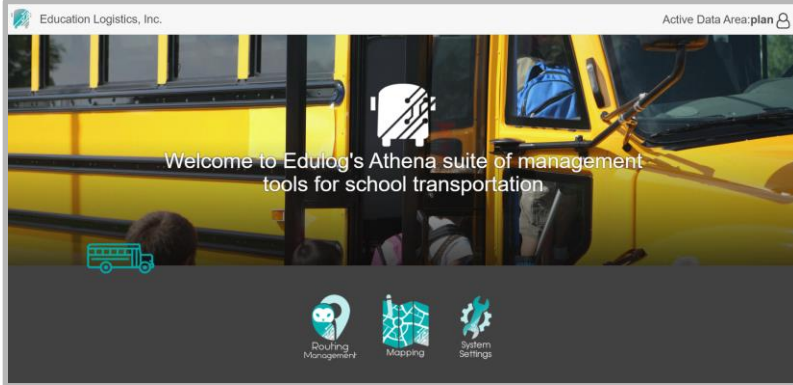
2. Sign In

You will be brought to the sign in page where you will enter your Username (email) and password.



3. Athena Portal Home Page

Once logged in, you will be taken to the Athena Portal Home Page.



4. Applications

The ribbon located at the bottom of the home page, showcases the various applications you are able to interact with within Athena.



5. Routing Management

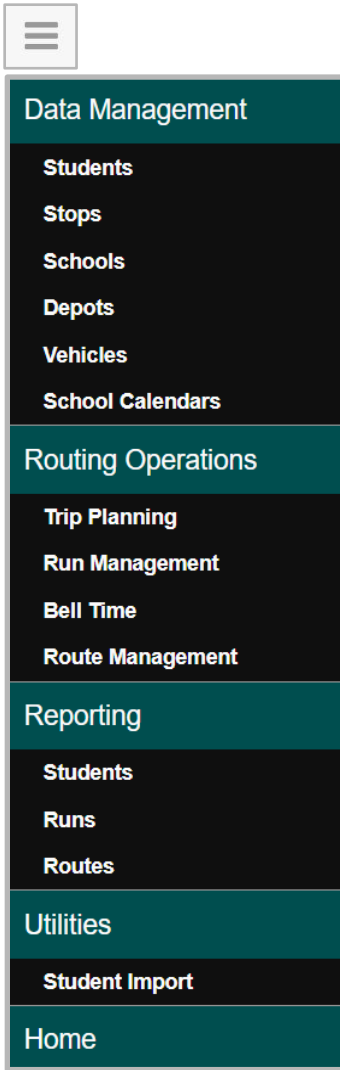
Routing Management houses a majority of the tasks and workflows you will interact with on a daily basis, such as: Data Management, Stop Associations, Run and Route Development, and more.



6. Action Bar

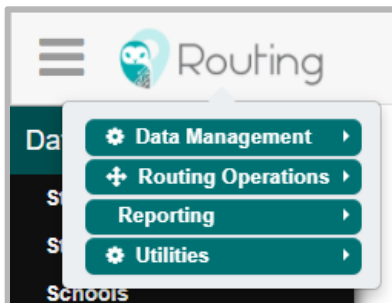
The Action Bar menu displays the list of modules available to you within your chosen application from the Athena Home page.

Click on the upper left hamburger menu icon to show and hide the Action Bar.



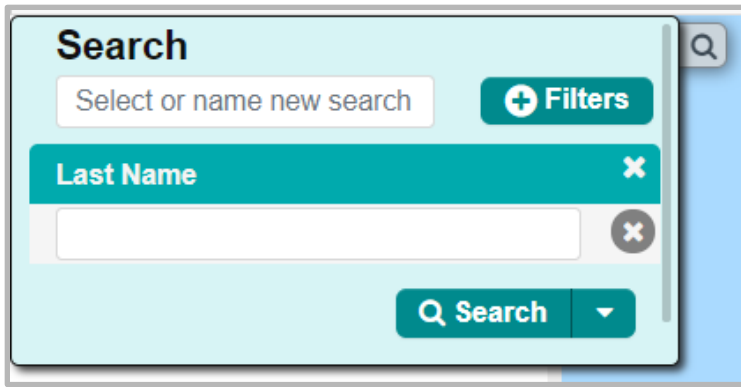
7. Navigation Bar

When hovering across the top of the page, the Navigation Bar will appear showing the path that directed the user to the module they are currently working in. This allows users to quickly navigate to other modules within the system.



8. Search Tray

When entering a module, the search tray will open.

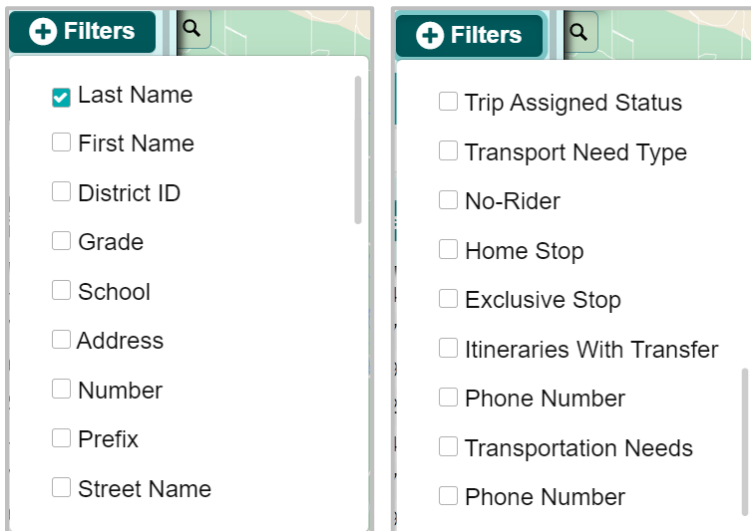


Click on the search tab to show and hide the Search Tray.

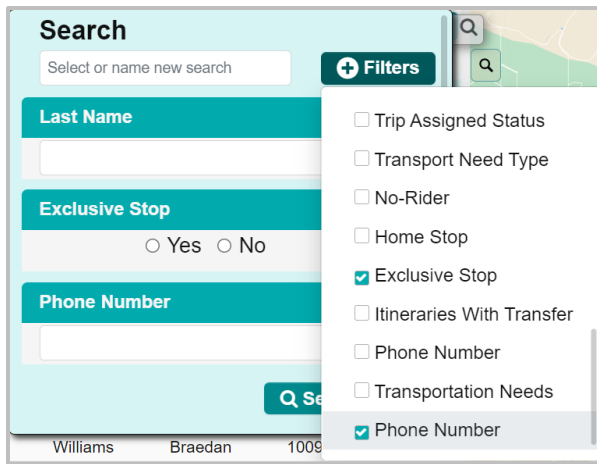


9. Filters

In the search tray, there are several filters available to narrow your search results, by selecting "+Filter" a drop-down menu will appear for you to choose one or multiple filters to add to your search.

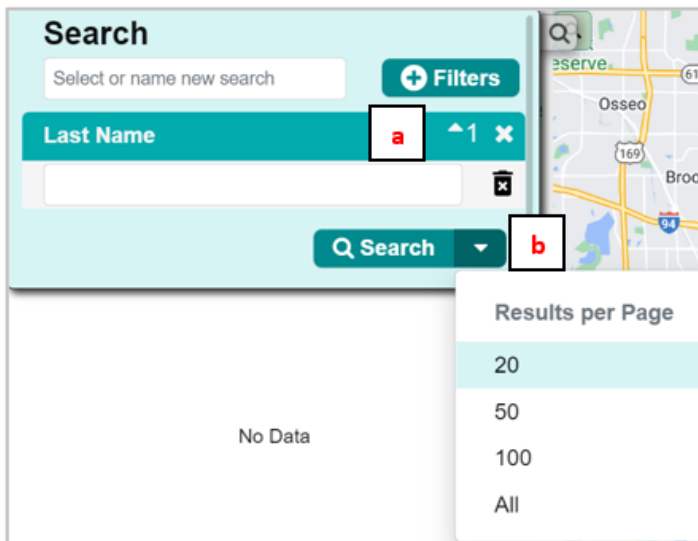


- When selecting a filter, a search box will appear in the search tray.



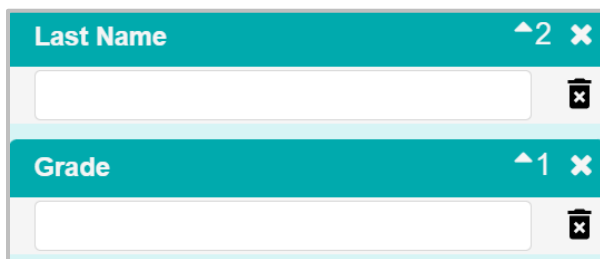
10. Advanced Sorting

Within the Search Box you have access to additional sorting tools that can focus your student search even more.



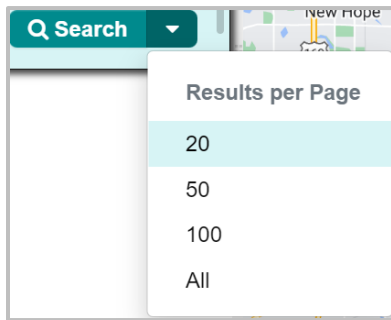
a) Sorting within the Search Box

The sorting feature allows you to choose how you want your student data to be displayed within the search results. For example, if you choose to sort your students first by school grade, and second by last name, your results will first populate in order of grade 1-12, and within each grade level students will be alphabetized by last name.



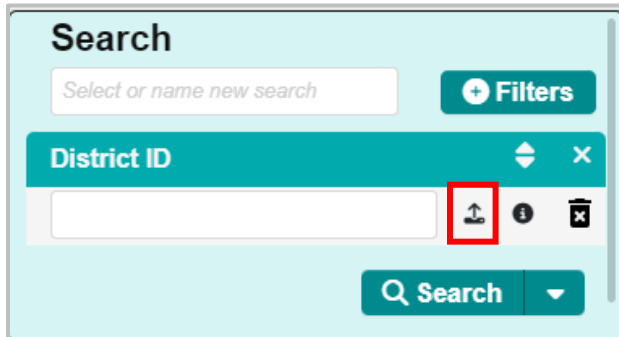
b) Results per Page

You are able to filter your search results per page—the options being, 20, 50, 100, ALL.



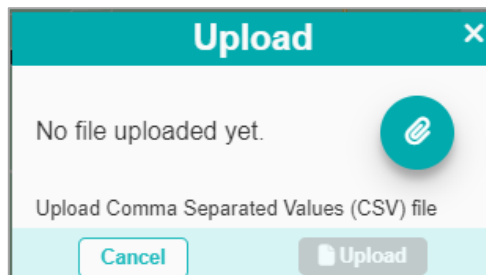
11. Import from External List

This tool allows users the ability to import an external list of records via search filters, allowing users the ability to quickly view the data within the imported list.



a) Upload CSV File

Selecting the “Upload Data” tool will populate the Upload window where the user can select the CSV file.



Note: When creating the CSV file to pull into the Search Tray’s Filter, ensure the column header within the CSV file matches the Filter heading in Athena.

12. Advanced Search

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.** For example, let’s say I want to search for all students who have the last name Albert or Abraham, within that search I want to see all students whose phone number fields are filled out, and see the students who are an exclusive stop; my search tray would look like below:

Search

Select or name new search + Filters

Last Name ^1 ✕

Albert,Abraham ✕

Exclusive Stop ^2 ✕

Yes No ✕

Phone Number ^3 ✕

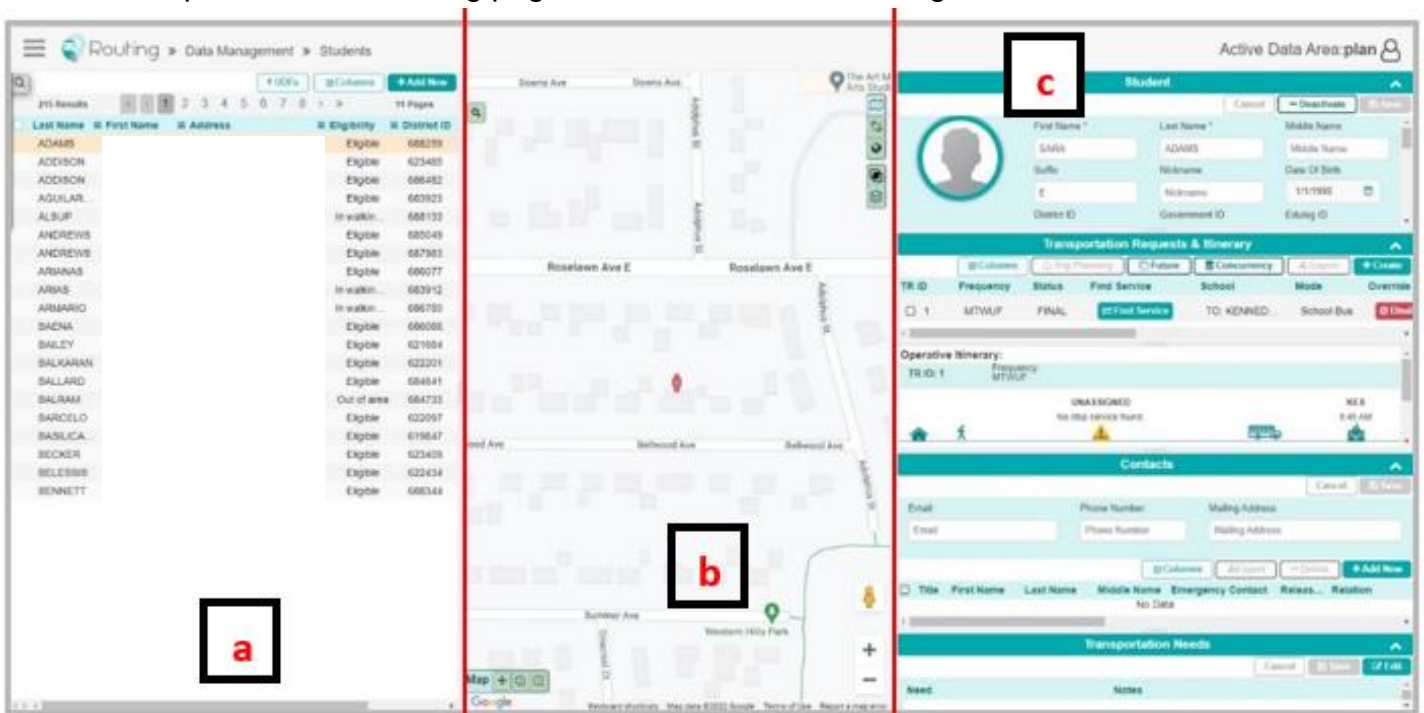
+ ✕

Q Search v

Please reference the [OPERATIONS CHEAT SHEET](#) of this guide by following the provided link.

13. Panel Layout

After selecting a module from the Action Bar, it will take you to the module's landing page. There are three panels in this landing page, which is consistent throughout all Athena modules.



a) Data Panel

The far left is the Data Panel, which is the starting point for all updates and changes. Data Panel allows the user to sort, organize, and select from the returned search results/filters. Selecting one or more results in the Data Panel will display them graphically on the Map Panel. It will also populate in the Workspace Panel.

b) Map Panel

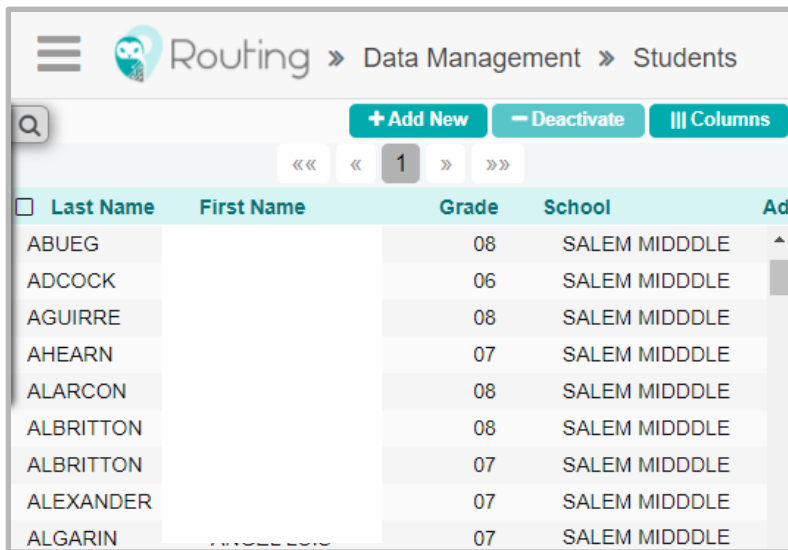
In the center is the Map Panel. The Map Panel not only allows the user to see a graphical representation of the location for the selected search result(s), but it also functions as an interactive interface for data manipulation.

c) Workspace Panel

To the far right is the Workspace Panel. The Workspace Panel is where information for the selected items will display. Selecting one or more items in the Data Panel will be reflected within the Workspace. This space allows the user to modify information in the system.

14. Data Panel

When searching for students in the Student Module, all students in that search will load in the Data Panel.

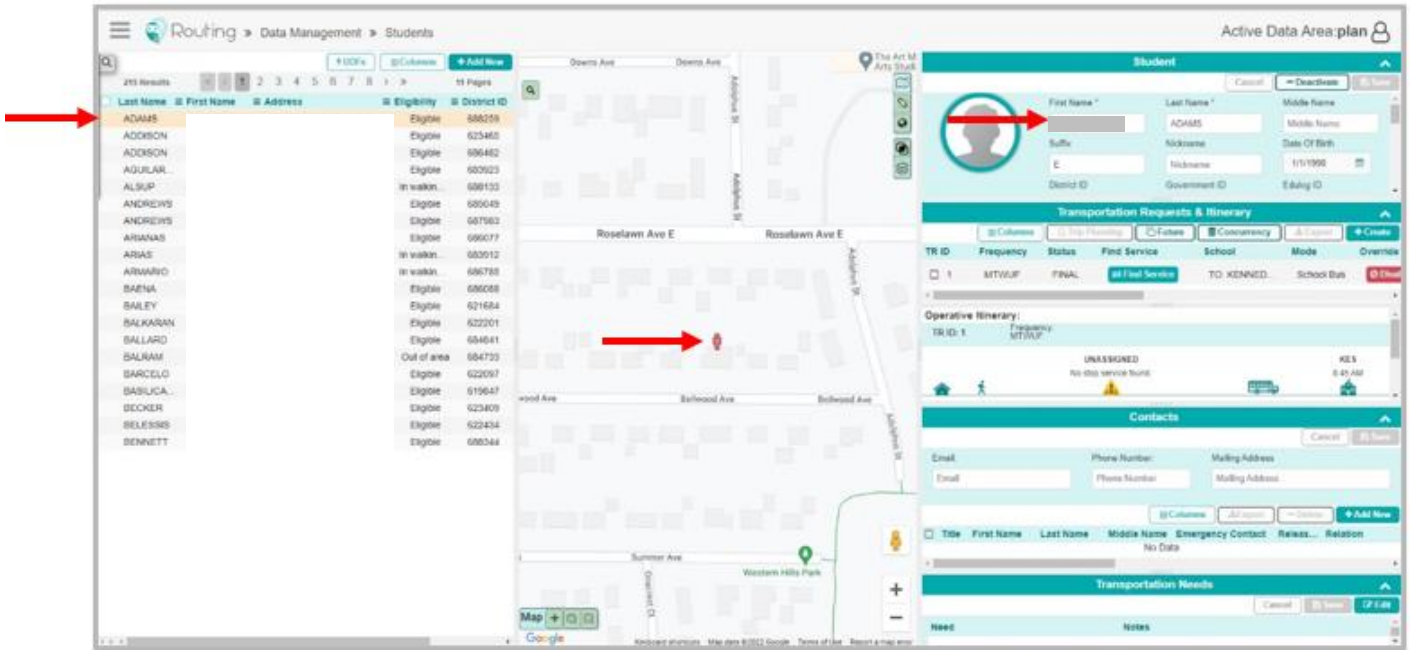


The screenshot shows a web interface for 'Routing > Data Management > Students'. At the top, there is a search bar, a '+ Add New' button, a '- Deactivate' button, and a 'Columns' button. Below these is a pagination control showing '1' in a box with navigation arrows. The main content is a table with the following columns: Last Name, First Name, Grade, School, and Ad. The table contains 10 rows of student data.

<input type="checkbox"/>	Last Name	First Name	Grade	School	Ad
<input type="checkbox"/>	ABUEG		08	SALEM MIDDLE	▲
<input type="checkbox"/>	ADCOCK		06	SALEM MIDDLE	
<input type="checkbox"/>	AGUIRRE		08	SALEM MIDDLE	
<input type="checkbox"/>	AHEARN		07	SALEM MIDDLE	
<input type="checkbox"/>	ALARCON		08	SALEM MIDDLE	
<input type="checkbox"/>	ALBRITTON		08	SALEM MIDDLE	
<input type="checkbox"/>	ALBRITTON		07	SALEM MIDDLE	
<input type="checkbox"/>	ALEXANDER		07	SALEM MIDDLE	
<input type="checkbox"/>	ALGARIN		07	SALEM MIDDLE	

- **Selecting Data**

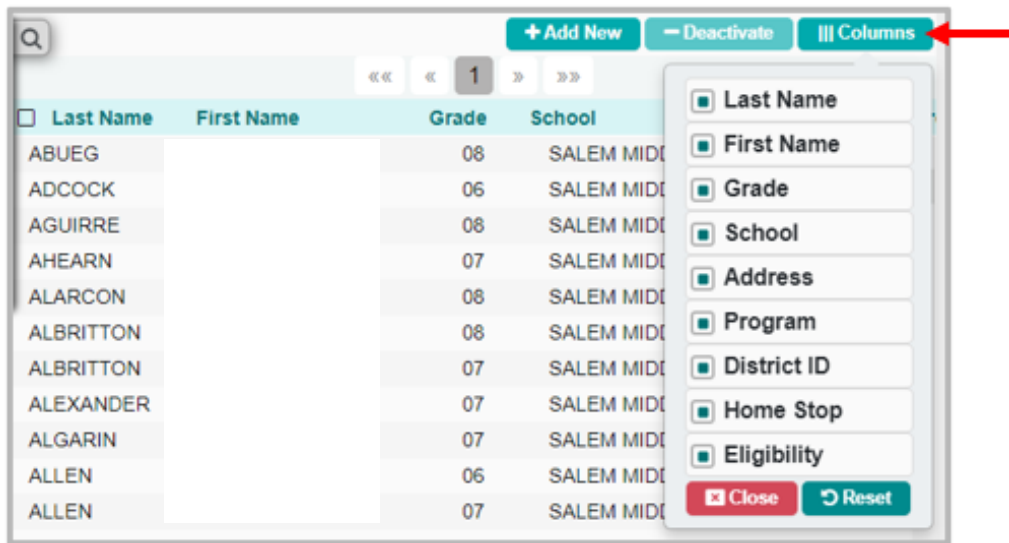
Once the Action Bar and Search Tray are hidden, you can see all the data listed in the Data Panel on the left side of the screen.



When selecting an item in the data panel the location will show graphically on the map, and the information will show in the Workspace Panel to the far right.

- **Columns**

There are several columns, columns house a variety of fields and filters to help organize the data listed in the Data Panel.



To add or hide columns in the Data Panel, click on the Columns button in the upper right of the Data Panel.

- **Reorder Columns**

You can move columns in the order you would like to see them in the Data Panel (from left to right) by grabbing the name in the upper ribbon of the Data Panel.

- Last Name
- First Name
- Address
- District ID
- School
- Grade
- Program
- Eligibility
- Home Stop

- **Data Filter**

There is another method of filtering Data within the ribbon of the Data Panel itself. You should see menu icons next to the name of the columns in the upper ribbon.



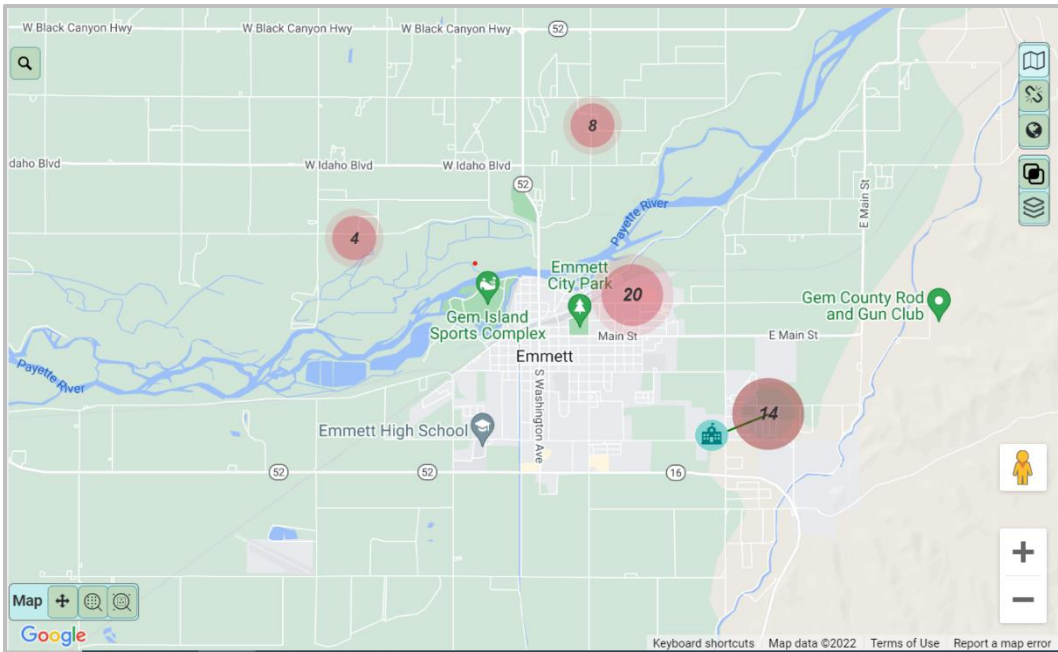
When you select the menu icon, a smaller window will populate that allows you to filter the information in just that column.

Exclusive Stop No-Rider









Yes
 No

15. Map Panel

The Center Panel is the Map Panel. When Selecting from the Data Panel, the information will show graphically on the map.

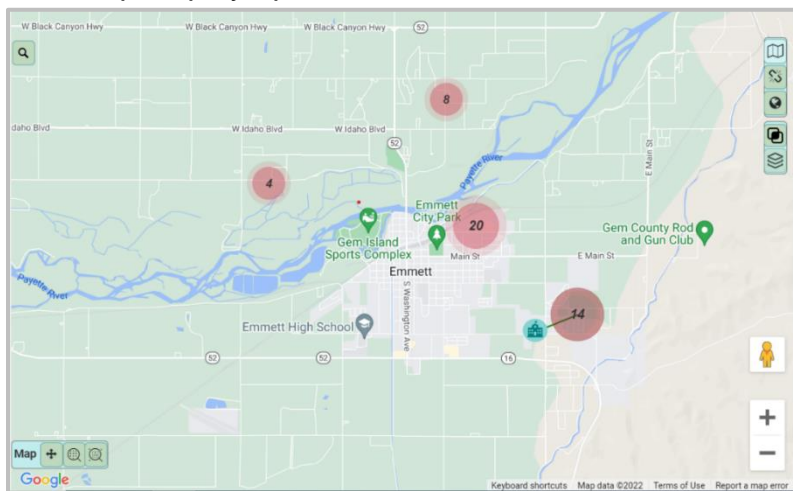


- **Map Tools**

Symbol:	Description:	Symbol:	Description:
	Google Road Map		Selected Map Overlays
	Hybrid Map		Pegman
	Satellite Map		Zoom All
	Map Overlays		Zoom Selected

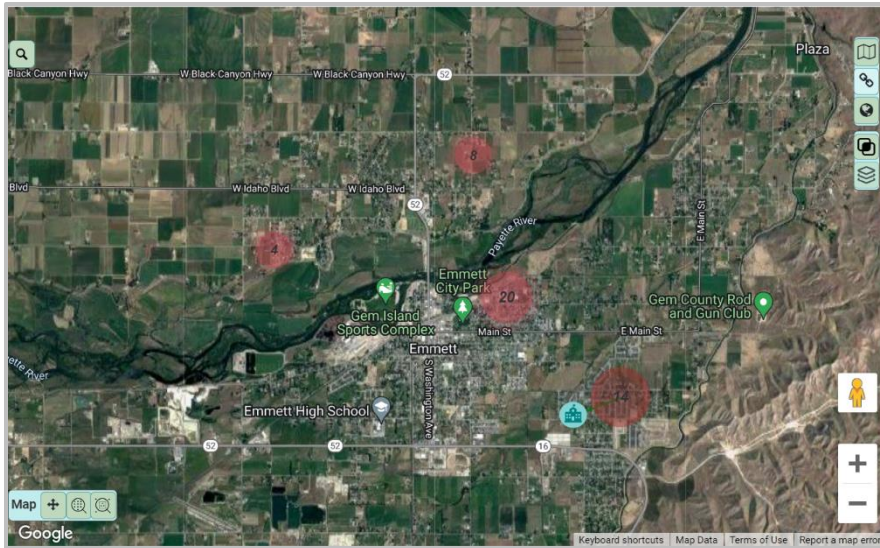
- **Google Road Map**

This Map display option reflects streets, street names, and location names.



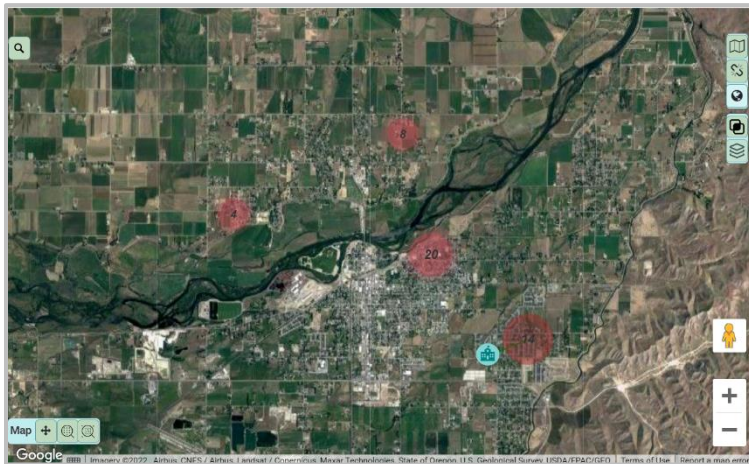
- **Hybrid Map**

This map display option reflects satellite imagery to show an accurate representation of the area, with streets and locations overlaid.



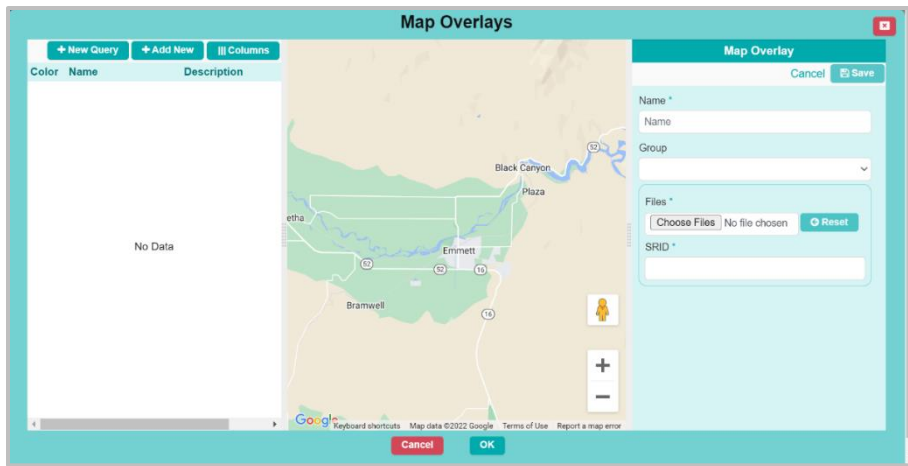
- **Satellite Map**

This map display option displays accurate satellite imagery of the area, without the streets or locations reflected.

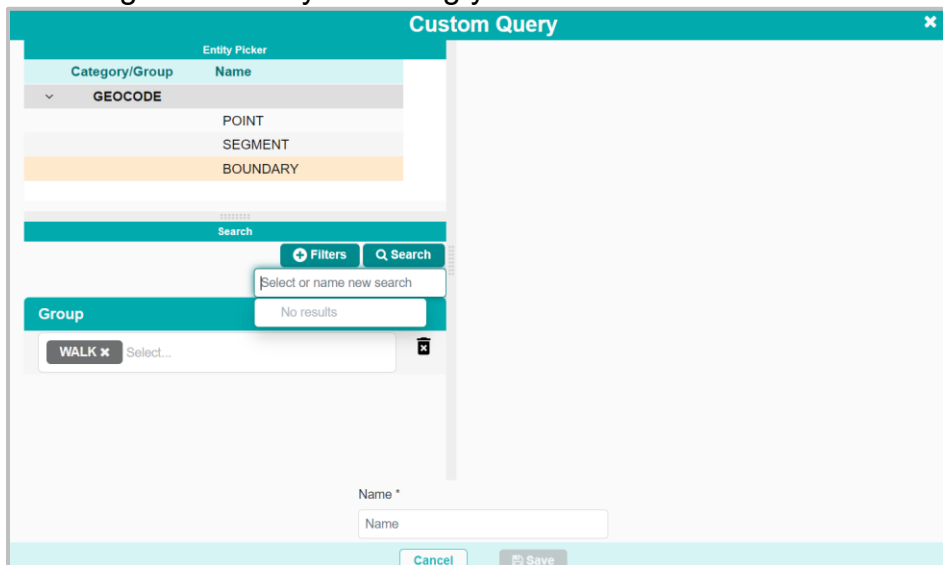


- **Map Overlays**

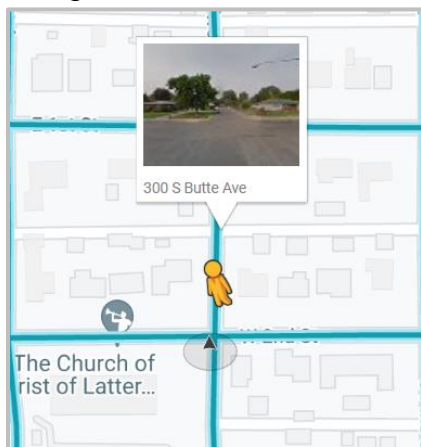
When selecting the Map Overlays tool, you will be brought to a new window, where you have the ability to “Query” Athena data, or upload a file, to overlay on your map.



Selecting “New Query” will bring you to a second window as seen below:



- Pegman**
 When selecting this icon, drag and drop the pegman over the area you want to view on the map. When you see the street view image, drop the icon and it will open Street View in Google.



To close Google street view, click on the arrow in the upper left corner.




16. Workspace Panel

The Workspace Panel populates additional information pertaining to the data you selected in the Data Panel. The Workspace Panel will have several panes of information to work in, as seen below.

Each module will have different panes displayed based on the data that was selected. Select the arrow in the upper right of each pane to expand or collapse the pane.

- Expand: 
- Collapse: 

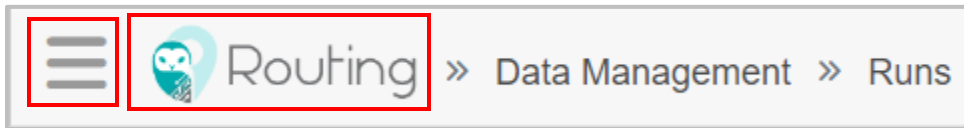
In most cards within Data Management, there is an option to pop-out each Workspace Panel Card into a separate child window by clicking the *Breakout Panel* button: 

To return the card back into the main page, simply click the “X” to close the child window.

Run ID	Description	To or From School	School-BellTime	Load	Max Load	Max Duration	Status
01.082-R	REVERSE - ADDAMS IN 9:00	FROM_SCHO...	01 - 3:00 PM	0	60	1s	STA
01.E01-R-R	REVERSE -	FROM_SCHO...	01 - 2:00 PM	0	40	1h	STA

17. Return to Home

To return to the “Portal Home Page” the user can click on the module Icon. The user can also navigate to the “Action Bar” by selecting the hamburger icon.

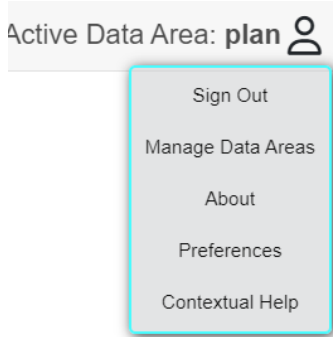


Then select “Home” located at the bottom of the “Action Bar”



18. Account Settings

Hover over the Profile icon in the upper right corner of the page. There will be a list of several account options based on user permissions. All users have access to the “Contextual Help” which brings up useful guides for completing processes and navigating the different tools within Athena.



OPERATIONS CHEAT SHEET

Reminder: Operations are symbols that represent “or”, “and”, “starts with”, “ends with”, etc, that you employ within the search tray to further narrow your search results.

Operation	Symbol/Symbol Placement:	Example for Field Last Name:	Definition of Search Query Example:
OR	—, —	ABRAHAM,ALBERT	Query for all students who have a last name starting with <i>ABRAHAM</i> or a last name starting with <i>ALBERT</i> .
AND	N/A	N/A	The AND operation is only used in between fields (like in first name = Maria AND last name = Albert)
STARTS WITH	—*	AB*	Query for all students who have a last name starting with <i>AB</i> .
ENDS WITH	*—	*AM	Query for all students who have a last name ending with <i>AM</i> .
CONTAINS	*—*	*LB*	Query for all students who have a last name that includes the string <i>LB</i> .
DOES NOT CONTAIN	!—	!ALBERT	Query for all students who have a last name that does not start with the string <i>ALBERT</i> .
EQUALS	“ — ”	“ABRAHAM”	Query for all students who have a last name that exactly matches the string <i>ABRAHAM</i> .

Operation	Symbol/Symbol Placement:	Example for Field Phone Number:	Definition of Search Query Example:
NON-EMPTY	+	+	Query for all students whose Phone Number field is non-empty (contains data).
EMPTY	!+	!+	Query for all students whose Phone Number field is empty (contains no data).
CONTAINS + SIGN	+_ _+_ _+	+001 5+5 001+	Query for all students whose Phone Number field contains: +001/5+5/001+

Numeric Fields

Operation	Symbol/Symbol Placement:	Example for (Street) Number:	Definition of Search Query Example:
GREATER THAN	>_	>200	Query for all students who have a street number greater than 200.
LESS THAN	<_	<400	Query for all students who have a street number lower than 400.