

ATHENA BELL TIMES RUN COVERS

Education Logistics, Inc.

Training
Guide

2024



Athena Bell Times Run Covers Training Guide

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Education Logistics, Inc.

3000 Palmer St.

Missoula, Montana 59808

(406) 728-0893

support@edulog.com

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PURPOSE OF THIS GUIDE

The Athena Bell Times Run Covers Training Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of verifying run directions and altering run paths 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 BELL TIME RUNS COVERS INTRODUCTION

The Bell Times Run Covers Module is the final step in the Bell Times workflow. In this layer you will work towards finalizing the runs you built within the “Run Masters” layer through the verification of run directions and the altering of run paths when necessary. When you have finalized the runs for your school/district, users will have the ability to view Run Directions through a downloaded CSV file, or within the Reporting module in Athena Routing Management.

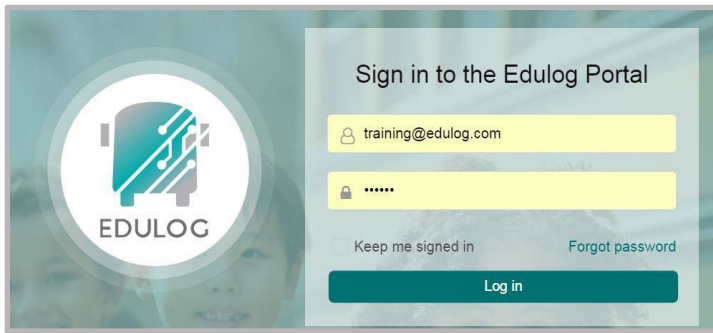
ATHENA MAP ASSET KEY

Symbol	Explanation	Symbol	Explanation
	Turn Paths ON/OFF		Vehicle Check Selected
	Turn Dead Heads ON		Runs-in-Background Active/Inactive
	Inspect Transportation Needs		Traffic View
	Vehicle Check ALL		Turn Stop Numbers On
	Checkpoint Location Assigned to a Run		Checkpoint Location Not Assigned to a Run

NAVIGATING THE BELL TIMES RUN COVERS MODULE

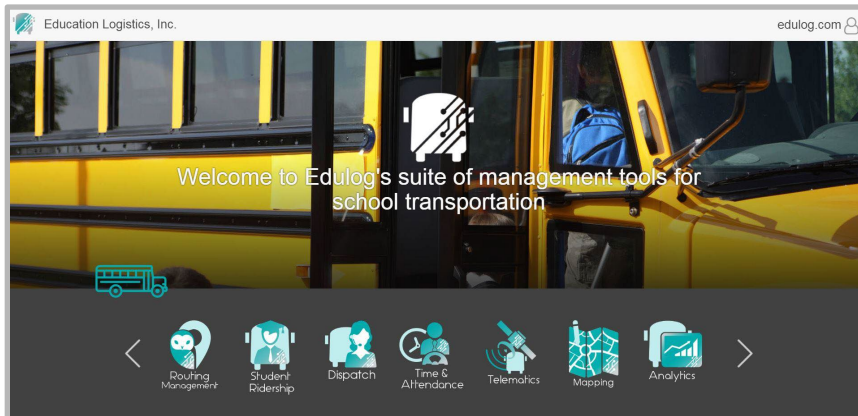
1. Sign In

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.



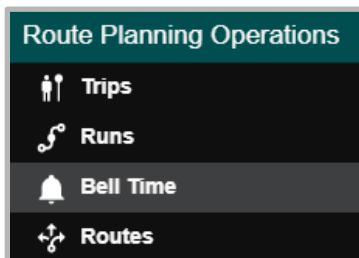
3. Routing Management

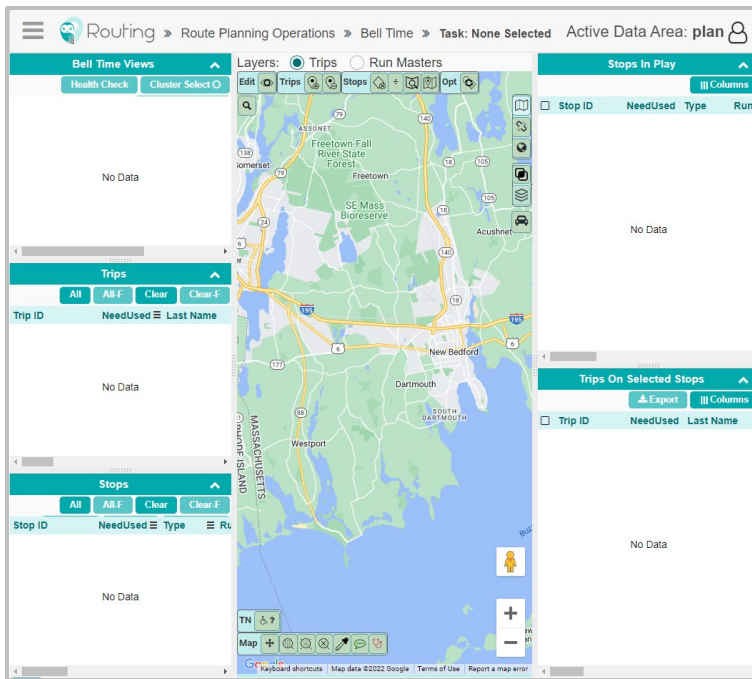
Select the owl icon to enter the Routing Management application.



4. Route Planning Operations

Navigate to "Bell Time" under Route Planning Operations.





Note: This module will not display any data until a task is created.

5. Creating a Task

Hover over the “+” sign in the lower left of the module and craft an identifiable name for your task—select Create.

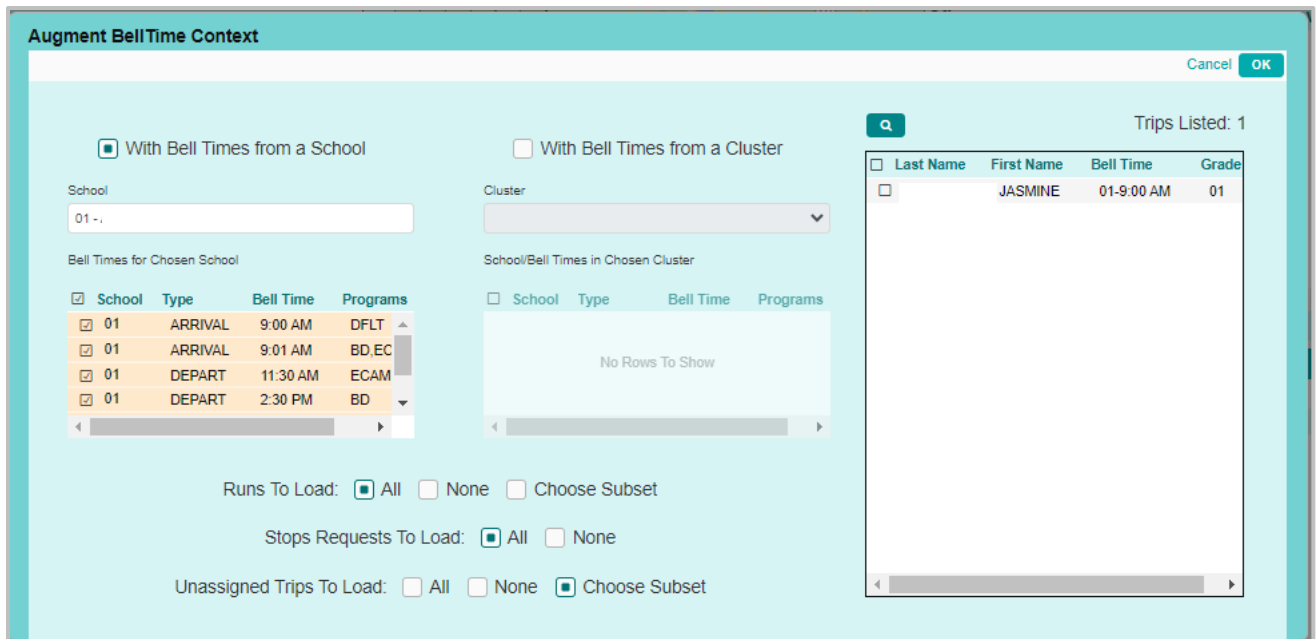
If you do not create a task the system will create one for you and record a timestamp.



6. Augment Context

The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.

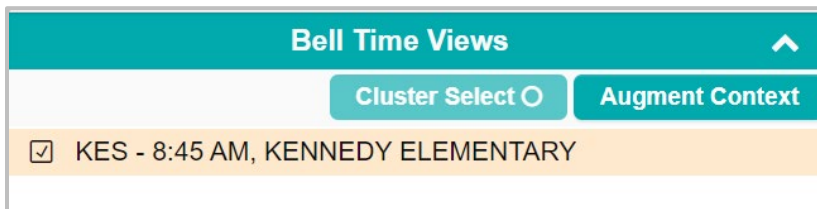
Additionally, select the “Runs to Load”, “Stops to Load”, and “Trips to Load”—the system will default to ALL.



When you have completed your search augmentation, select “OK” in the top right of the window; the Bell Time information for your school will populate in the Data Panel.

7. Bell Time View

The school and selected Bell Time will appear in the Data Panel; select the bell time by checking the box to the left. Once selected, all Runs, Stops and Checkpoints for that School and Bell Time will load in the Data Panel.



8. Layers

Above the map panel, you will have the ability to choose which layer you want to work with, or toggle between multiple.



- Trips: Student Trips from the Trips Module.
- Run Masters: Master Runs from the Runs Module.
- Run Covers: Run Frequencies from the Runs Module.

9. Data Panel

Select the School and Bell Time by checking on the box to its left in the “Bell Time Views” card. Once selected, the Bell Time, and all the Runs, Stops and Checkpoints for that school and Bell Time will load in the Data Panel.

Bell Time Views Cluster Select Augment Context

KES - 8:45 AM, KENNEDY ELEMENTARY

Runs

All All-F Clear Clear-F Sel Stops Columns

<input type="checkbox"/> Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequencies	Descr
<input type="checkbox"/> KES.101	No	No		KESR...	MTWUF	Kenr
<input type="checkbox"/> KES.102	No	No			MTWUF	Kenr
<input type="checkbox"/> KES.103	No	No			MTWUF	Kenr

Stops

All All-F Clear Clear-F Sel Runs Sel Trips Columns

<input type="checkbox"/> Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Times	Freque
<input type="checkbox"/> STOP(7)	No	S	KES.101	KES	8:45 AM	MT)
<input type="checkbox"/> STOP(6)	No	S	KES.101	KES	8:45 AM	MT)
<input type="checkbox"/> STOP(5)	No	S	KES.101	KES	8:45 AM	MT)
<input type="checkbox"/> STOP(4)	No	S	KES.101	KES	8:45 AM	MT)
<input type="checkbox"/> STOP(3)	No	S	KES.101	KES	8:45 AM	MT)
<input type="checkbox"/> STOP(2)	No	S	KES.101	KES	8:45 AM	MT)

All All-F Clear Clear-F Sel Stops Columns

You can select all, clear all, and individually select stops, checkpoints and runs by using the buttons at the top of each card in the Data Panel.

10. Expand and Collapse Cards



- Up Arrow: Fully collapse card above.
- Double Arrow: Fully collapse card above and below.
- Down Arrow: Fully collapse cards below.
- Double Box: Reset cards.

11. Select Run

When you select a run(s), it will display graphically on the map, as well as being listed in the Workspace Panel under “Run Covers in Play”.

Run Covers In Play

MO TO WO UO FO Paths Directions Override Columns

<input checked="" type="checkbox"/> Run ID	Cover	NeedUsed	Frequency	Riders	Load	Duration	Dt
<input checked="" type="checkbox"/> 01.024		No	MTWUF	8	8	20m 48s	4

12. Paths Tool

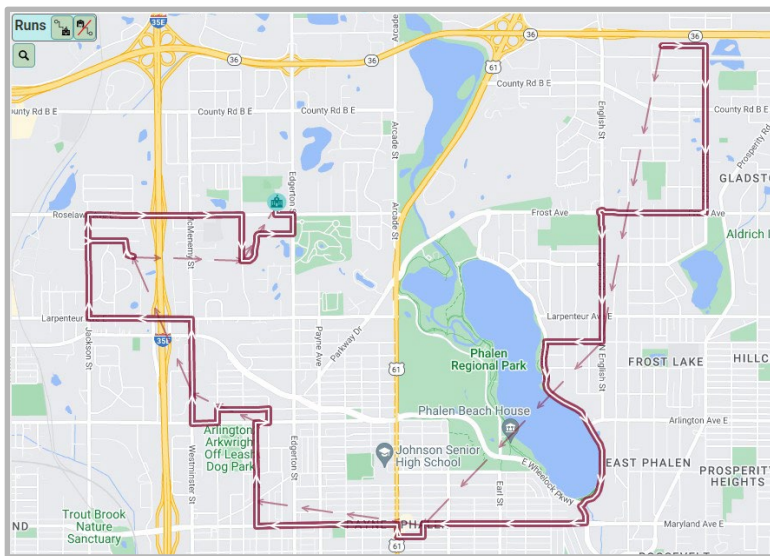
Using Run KES 101 as an example, to view the Run Directions the user will first need to turn on the Paths view—select the Run Tool located in the upper left of the Map Panel.



After you turn on the Run Paths, the user will select the run in the Workspace Panel under “Run Covers in Play”.

Run Covers In Play							
<input type="checkbox"/> MO <input type="checkbox"/> TO <input type="checkbox"/> WO <input type="checkbox"/> UO <input type="checkbox"/> FO <input checked="" type="checkbox"/> Paths <input type="checkbox"/> Directions Override ✓ <input type="checkbox"/>							
<input checked="" type="checkbox"/> Run ID	Cover	NeedUsed	Frequency	Riders	Load	Duration	Di
<input checked="" type="checkbox"/> 01.024		No	MTWUF	8	8	20m 48s	4

The Run Paths will display on the Map.



13. Stops on Selected Run

Once the run is selected in the “Run Covers in Play” card, the stops and checkpoints on the selected run will display below in the “Stops on Run” card.

Run Covers In Play							
<input type="checkbox"/> MO <input type="checkbox"/> TO <input type="checkbox"/> WO <input type="checkbox"/> UO <input type="checkbox"/> FO <input checked="" type="checkbox"/> Paths <input type="checkbox"/> Directions Override ✓ <input type="checkbox"/>							
<input checked="" type="checkbox"/> Run ID	Cover	NeedUsed	Frequency	Riders	Load	Duration	Di
<input checked="" type="checkbox"/> 01.024		No	MTWUF	8	8	20m 48s	4

Stops on Run 01.024, Frequency MTWUF						
##	NeedUsed	Stop ID	School(s)	Bell Times	Status	De
<input type="checkbox"/> 1	No	01.048			STA	E
<input type="checkbox"/> 2	No	01.049	01	9:00 AM	STA	N
<input type="checkbox"/> 3	No	01.050	01	9:00 AM	STA	N
<input type="checkbox"/> 4	No	01.115			STA	E
<input type="checkbox"/> 5	No	01.285	01	9:00 AM	STA	N
<input type="checkbox"/> 6	No	Drop-Off@01	01	9:00 AM		A

To learn how to adjust/lock stop and checkpoint times, reference the following user story: [Adjust and Reset Stop Times on Selected Runs](#).

14. Students on Selected Stops

When you select a stop in the “Stops on Run” card, the students on the selected stop will display below in the “Students on Selected Stops” card. Please note: Students are not assigned to Checkpoints, therefore, student data will not appear if a Checkpoint is selected.

Stops on Run 01.024, Frequency MTWUF						
##	NeedUsed	Stop ID	School(s)	Bell Times	Status	De
<input type="checkbox"/> 1	No	01.048			STA	E
<input checked="" type="checkbox"/> 2	No	01.049	01	9:00 AM	STA	N
<input type="checkbox"/> 3	No	01.050	01	9:00 AM	STA	N
<input type="checkbox"/> 4	No	01.115			STA	E
<input type="checkbox"/> 5	No	01.285	01	9:00 AM	STA	N
<input type="checkbox"/> 6	No	Drop-Off@01	01	9:00 AM		A

Students On Selected Stops				
Trip ID	NeedUsed	Last Name	First Name	Stop
<input type="checkbox"/> 627	No		RAELYNN	01.049
<input type="checkbox"/> 5127	No		THALEAH	01.049
<input type="checkbox"/> 22175	No		JAMARRION	01.049

15. Driver Directions

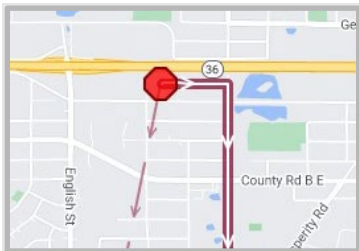
When the user selects the Run in the “Run Covers in Play” card, the driver directions will display in the card below; additionally, the system will use traffic data based on the time and day to generate more optimal driver directions. Minimize the other cards to view the Run Directions.

Run Covers In Play						
MO	TO	WO	UO	FO	Paths	Directions Override
Run ID	Cover	NeedUsed	Frequency	Riders	Load	
<input checked="" type="checkbox"/>	01.024		No	MTWUF	8	8
Stops on Run 01.024, Frequency MTWUF						
Students On Selected Stops						
Directions for Run 01.024, Frequency MTWUF						
Section	Ovr	Instructions	Duration			
<input type="checkbox"/>	Run	At stop 01.048, Pick-Up 0 at 8:34:12 AM at E PHIL...				
<input type="checkbox"/>	Run	↑ Head east on E Phillips St toward N 14th St	32s			
<input type="checkbox"/>	Run	At stop 01.049, Pick-Up 6 at 8:35:30 AM at N 14TH...				
<input type="checkbox"/>	Run	↑ Head east on E Phillips St toward N 15th St	30s			
<input type="checkbox"/>	Run	At stop 01.050, Pick-Up 1 at 8:36:48 AM at N 15TH...				
<input type="checkbox"/>	Run	↑ Head east on E Phillips St toward N 15th St	4s			
<input type="checkbox"/>	Run	↪ Turn right at the 1st cross street onto N 15th St	49s			
<input type="checkbox"/>	Run	↪ Turn right onto E Carpenter St	14s			
<input type="checkbox"/>	Run	At stop 01.115, Pick-Up 0 at 8:38:42 AM at E CAR...				
<input type="checkbox"/>	Run	↑ Head south on N 14th St toward E Reynolds St	1m 11s			

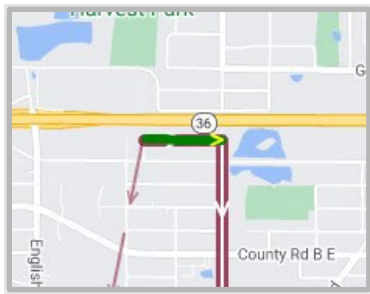
16. Review Run Directions

To review the run directions, click on the first stop or checkpoint at the top of the “Directions for _” card. Once selected, the stop will highlight in red on the map.

Directions for Run 01.024, Frequency MTWUF			
Section	Ovr	Instructions	Duration
<input type="checkbox"/>	Run	At stop 01.048, Pick-Up 0 at 8:34:12 AM at E PHIL...	
<input type="checkbox"/>	Run	↑ Head east on E Phillips St toward N 14th St	32s
<input type="checkbox"/>	Run	At stop 01.049, Pick-Up 6 at 8:35:30 AM at N 14TH...	
<input type="checkbox"/>	Run	↑ Head east on E Phillips St toward N 15th St	30s



To follow the bus’s path on the map, and see the remainder of the run directions in play, click the down arrow on the keyboard; this will take the user to the next instruction and highlight the path in green on the map.



17. Paths Button

When the user comes across directions that are incorrect, they can change the run paths by selecting the “Paths” button located in the tool bar of the “Run Covers in Play” card.



When selecting this button, the “Paths Editor” window will open; zoom to the path that needs to be changes, and check the Run Cover is selected.

Path Editor

Run	Frequency	Duration	Distance	Max Duration
<input type="checkbox"/> KES.101	MTWUF			1h
<input checked="" type="checkbox"/>	MTWUF	31m 50s	9.85 mi	

Run Stops Schools Deadheads Paths Details

Waypoints

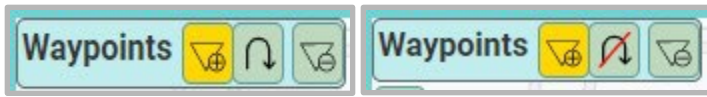
Map

Close

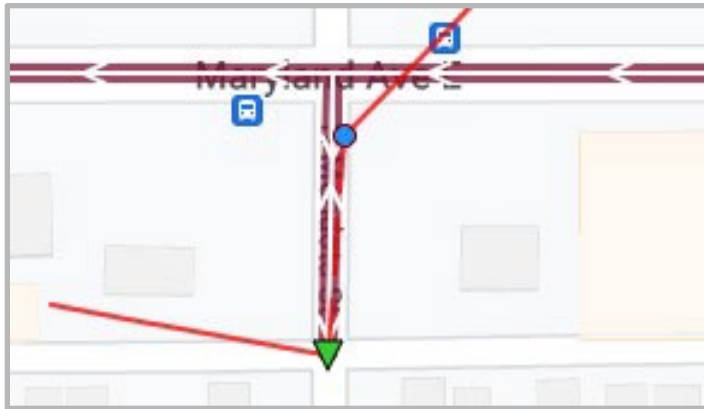
Run	Frequency	Duration	Distance	Max Duration
<input type="checkbox"/> KES.101	MTWUF			1h
<input checked="" type="checkbox"/>	MTWUF	31m 50s	9.85 mi	

18. Creating Turnarounds

Navigate to the “Waypoints” tool in the “Path Editor” window located in the upper left of the map view—select the “Add Waypoint” tool, and turn on the “Turnaround” tool.

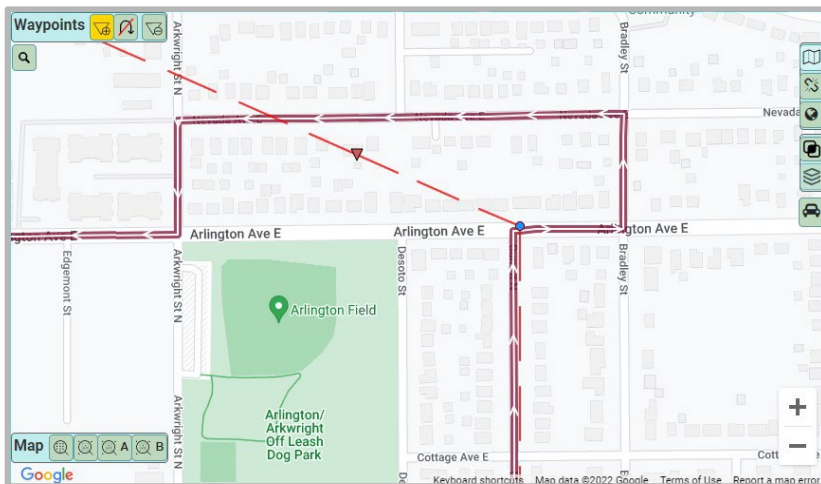


Select the spot where a turnaround is needed; the turnaround waypoint will display in green and the path direction will update.



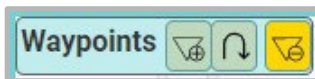
19. Creating Waypoints

As an example, there is construction on Nevada St and we would like the run directions to go south on Bradley St. Zoom to the path you want changed, and turn on the “Add Waypoint” Tool. Locate the red line/direction you want changed and click on it. Drag the waypoint to the location you want the path to go.

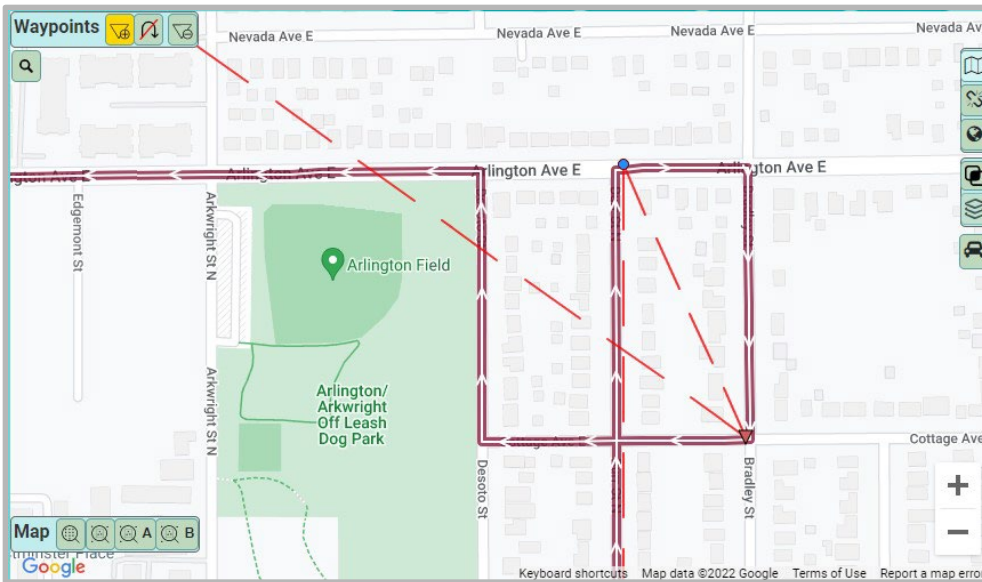


Drag the waypoint to the location you want the path to go—the path will update accordingly.

To remove a waypoint, select the “Remove Waypoint” Tool, and click on the waypoint you want removed.



Once you have finished making your changes in the “Path Editor”, close the window by selecting the Close button—your paths and Run Directions will update.



Layers: Trips Run Masters Run Covers

Runs: KES-101

Run Covers In Play

Run ID	Cover	NeedUsed	Frequency	Riders	Load	Duration
KES-101	No	MTWUF	14	14	32m 36s	

Stops on Run KES.101, Frequency MTWUF

Students On Selected Stops

Directions for Run KES.101, Frequency MTWUF

Section	Instructions	Duration	Distance
Run	At stop \$TOPI(7), Pick-Up 1 at 8:07:24 AM at 2305 ...	1s	16 ft
Run	Head northeast on Barclay St toward Sherren A...	58s	0.21 mi
Run	Barclay St turns right and becomes Sherren Ave E	2m 23s	0.81 mi
Run	Turn right onto Hazelwood St	1m 1s	0.49 mi
Run	Turn right onto Frost Ave	1m 43s	0.66 mi
Run	At the traffic circle, take the 3rd exit onto English St	8s	30 ft
Run	Turn right onto Idaho Ave E	1m 13s	0.27 mi
Run	At stop \$TOPI(6), Pick-Up 1 at 8:13:38 AM at 1617 ...	2m 24s	0.93 mi
Run	Head west on Idaho Ave E toward Chamber St N	31s	0.11 mi
Run	Turn left onto E Shore Dr	1m 56s	0.79 mi
Run	Slight left onto Johnson Pkwy	10s	36 ft
Run	Turn right onto Maryland Ave E	6s	125 ft
Run	Turn left onto N Mendota St	12s	161 ft
Run	Turn around and head north on N Mendota St to ...	2m 25s	0.80 mi
Run	Turn left at the 1st cross street onto Maryland Ave E	28s	0.12 mi
Run	Turn right onto Burr St N	1m 54s	0.38 mi
Run	At stop \$TOPI(4), Pick-Up 2 at 8:23:03 AM at 478 ...	12s	20 ft
Run	Head north on Burr St N toward Brainerd Ave		
Run	Turn right onto Arlington Ave E		

20. Export

After the user has made the necessary changes and verified the Run Directions, the user can export the directions with the “Export” button.



A CSV file will download to the user’s downloads folder. To view the directions, select the file and expand the columns to view all of the data.

Section	Instructions	Duration	Distance
Run	At stop STOP(7), Pick-Up 1 at 8:07:24 AM at 2305 BARCLAY ST, 55109		
Run	Head northeast on Barcaly St toward Sherren Ave E	1s	16 ft
Run	Barcaly St turns right and becomes Sherren Ave E	58s	0.21 mi
Run	Turn right onto Hazelwood St	2m 23s	0.81 mi
Run	Turn right onto Frost Ave	1m 1s	0.49 mi
Run	At the traffic circle, take the 3rd exit onto English St	1m 43s	0.66 mi
Run	Turn right onto Idaho Ave E	8s	30 ft
Run	At stop STOP(6), Pick-Up 1 at 8:13:38 AM at 1617 N ENGLISH ST, 55106		

You can print the exported file, or view the directions in the Reporting module.

Please see the “Athena Reporting Resource Guide” for reporting instructions.

[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:

- [Review Run Directions](#)
- [Adjust and Reset Stop Times on Selected Runs](#)
- [Add a Turnaround](#)
- [Add a Waypoint](#)

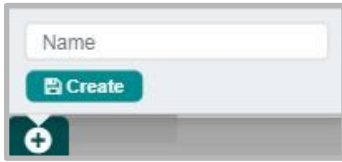
[Review Run Directions](#)

You and your team have spent the last week working in the Bell Time Trips and Run Master layers building runs for the upcoming school year. You now need to review and finalize the developed runs, and their Run Directions, within the Run Covers layer.

Here’s How

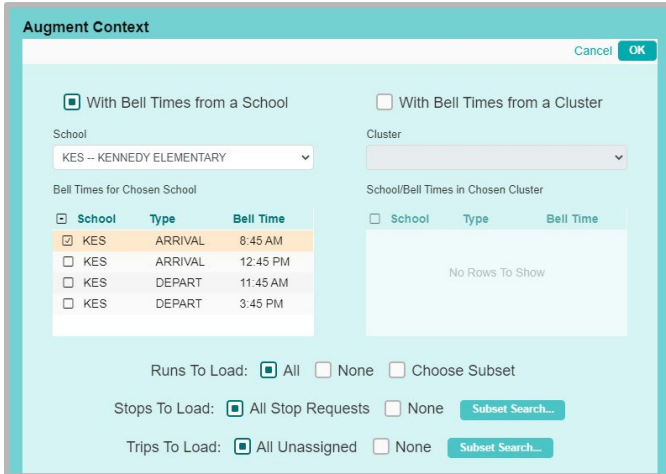
1. Creating a Task

Hover over the “+” sign in the lower left of the module and craft an identifiable name for your task—select Create.



2. Augment Context

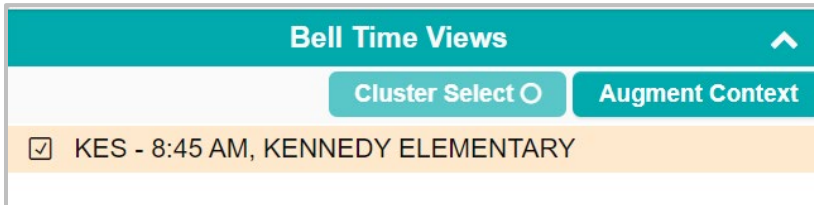
The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.



...ntation, select “OK” in the top right of the window; the Bell Time information for your school will populate in the Data Panel.

3. Bell Time View

The school and selected Bell Time will appear in the Data Panel; select the bell time by checking the box to the left. Once selected, all Runs and Stops for that School and Bell Time will load in the Data Panel.



4. Run Covers

Navigate to the Run Covers Layer.



5. Bell Time Views

Select the School and Bell Time by checking on the box to its left in the “Bell Time Views” card. Once selected, the Bell Time, and all the Runs and Stops for that school and Bell Time will load in the Data Panel.

Bell Time Views Cluster Select Augment Context

KES - 8:45 AM, KENNEDY ELEMENTARY

Runs

All All-F Clear Clear-F Sel Stops Columns

<input type="checkbox"/> Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequencies	Descr
<input type="checkbox"/> KES.101	No	No		KESR...	MTWUF	Kenr
<input type="checkbox"/> KES.102	No	No			MTWUF	Kenr
<input type="checkbox"/> KES.103	No	No			MTWUF	Kenr

Stops

All All-F Clear Clear-F Sel Runs Sel Trips Columns

<input type="checkbox"/> Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Times	Freque
<input type="checkbox"/> STOP(7)	No	S	KES.101	KES	8:45 AM	MTY
<input type="checkbox"/> STOP(6)	No	S	KES.101	KES	8:45 AM	MTY
<input type="checkbox"/> STOP(5)	No	S	KES.101	KES	8:45 AM	MTY
<input type="checkbox"/> STOP(4)	No	S	KES.101	KES	8:45 AM	MTY
<input type="checkbox"/> STOP(3)	No	S	KES.101	KES	8:45 AM	MTY
<input type="checkbox"/> STOP(2)	No	S	KES.101	KES	8:45 AM	MTY

6. Select Run

Select KES 109 in the Runs card; it will populate graphically on the map. Additionally, navigate to the Workspace Panel and select KES 109 in the “Run Covers in Play” card.

Runs

All All-F Clear Clear-F Sel Stops Columns

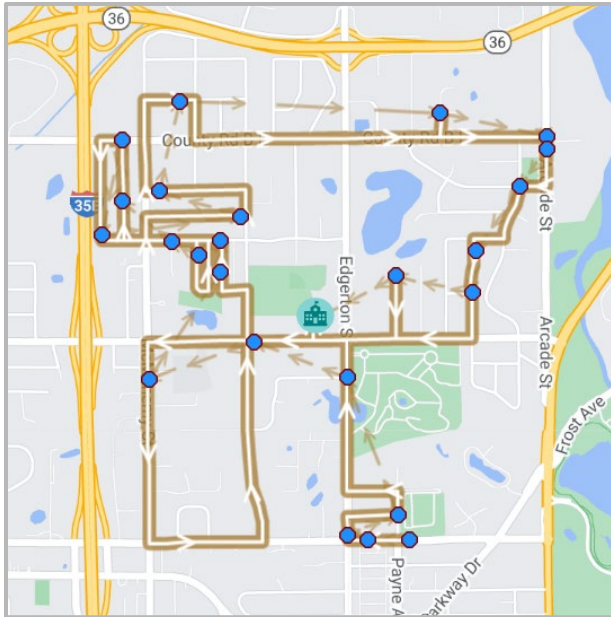
<input type="checkbox"/> Run ID	NeedEnbl	NeedUsed	Vehicle
<input checked="" type="checkbox"/> KES.109	No	No	
<input type="checkbox"/> KES.101	No	No	

Run Covers In Play

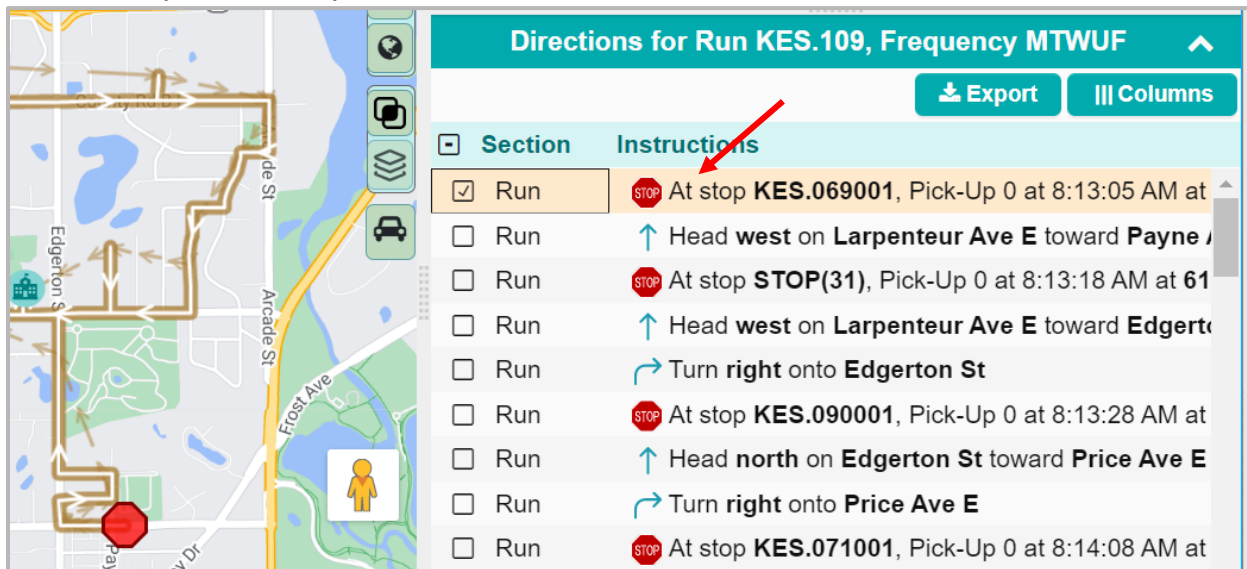
MO TO WO UO FO Paths Columns

<input checked="" type="checkbox"/> Run ID	Cover	NeedUsed	Frequency	Riders	Load	Duration	Dis
<input checked="" type="checkbox"/> KES.109		No	MTWUF	0	0	26m 55s	6.

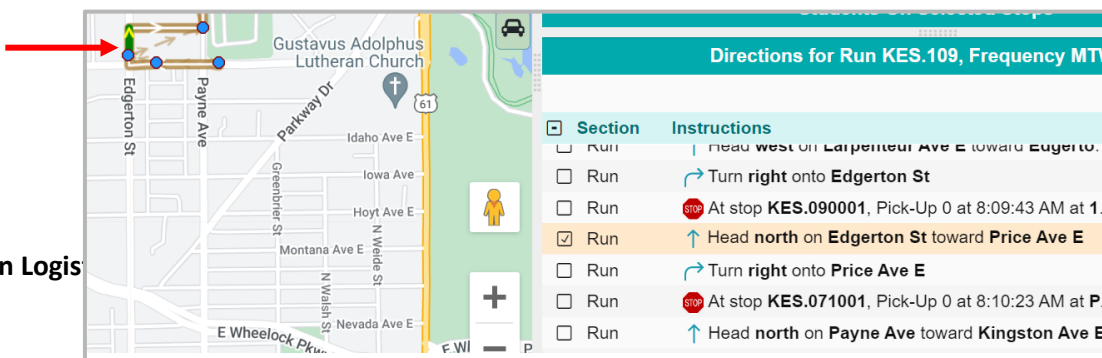
Once on, the run path will incorporate a more accurate view of the bus's path as seen below.



To review a detailed play-by-play of the bus's path, select the first instruction detailed in the "Directions for Run" card in the Workspace Panel. Selecting the first run direction will highlight the first stop on the Map to indicate the start of the run.



Using the down arrow on your keyboard, review each step in the Run Directions as it displays the directions simultaneously on the Map.





Make changes to the run when appropriate. Once the report is finalized, you have the option to export the Run Directions as a CSV file.



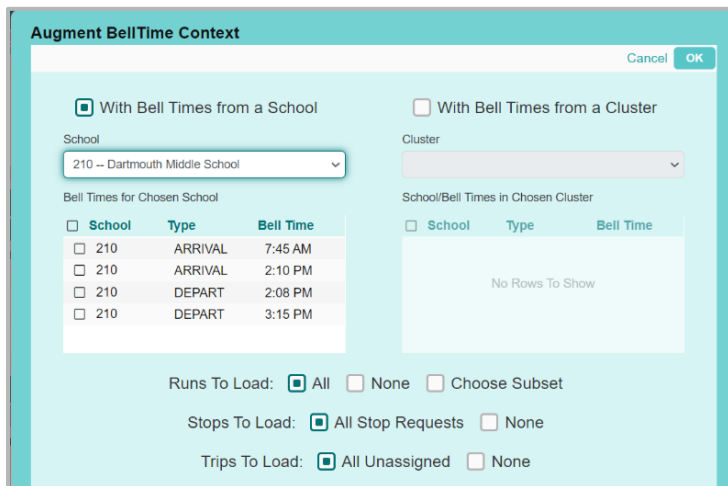
Adjust and Reset Stop Times on Selected Runs

You are working with the district’s drivers to update their runs. The driver of Run 110.006 has requested two of the stops on his run be given 2 minutes for loading time, as the students at those stops are young, and usually need more time to become settled. You accomplish this by navigating to the Run Covers module, and making the appropriate changes to the stop times within the “Stops on Run” card.

Here’s How:

1. Augment Context

The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.



When you have completed your search augmentation, select “OK” in the top right of the window; the Bell Time information for your school will populate in the Data Panel.

2. Bell Time Views

Select Dartmouth Middle School in the “Bell Time View” card. Once selected, all Runs and Stops for that school and bell time will load in the Data Panel.



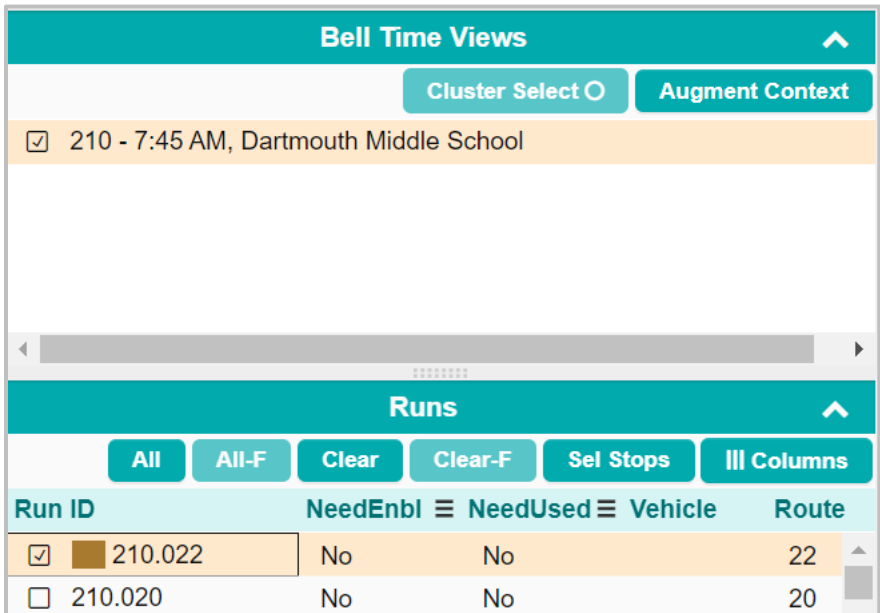
3. Run Covers

Navigate to the Run Covers Layer.



4. Select School and Bell Time

Select the school and Bell Time by checking on the box to its left in the “Bell Time Views” card. Once selected, the Bell Time, and all the Runs and Stops for that school and Bell Time will load in the Data Panel.



5. Select Run

Select 210.022 in the Runs card; it will populate in the Workspace Panel, where you will select Run 210.022 in the “Run Covers in Play” card.



Run Covers In Play						
Run ID	Cover	NeedUsed	Frequency	Riders	Load	Duration
<input checked="" type="checkbox"/> 210.022		No	MTWUF	51	51	13m 22s

6. Shift Stop Time

Once run 210.022 is selected in the “Run Covers in Play” card, all associated stops and checkpoints will populate in the “Stops on Run” card below. Using the side navigation bar in the card, you will scroll to the “Drive Time” column of the card.

Stops on Run 210.022, Frequency MTWUF						
Stop ID	NeedUsed	School(s)	Bell Times	Status	Location	
<input checked="" type="checkbox"/> 210.204	No	210	7:45 AM	STA	ROGERS ST & COLUMBUS S	
<input checked="" type="checkbox"/> 210.205	No	210	7:45 AM	STA	ROGERS ST & PILGRIM AVE	
<input checked="" type="checkbox"/> 210.206	No	210	7:45 AM	STA	ROGERS ST & SAINT JOHN S	
<input checked="" type="checkbox"/> 210.435	No	210	7:45 AM	STA	COVE RD & BOLTON RD	
<input checked="" type="checkbox"/> 210.207	No	210	7:45 AM	STA	HEMLOCK ST & BLISS ST	
<input checked="" type="checkbox"/> 310.316	No	210	7:45 AM	STA	TRIPP ST & KIRBY ST	
<input checked="" type="checkbox"/> 210.210	No	210	7:45 AM	STA	COVE RD & COLUMBUS ST	
<input checked="" type="checkbox"/> STOP(39)	No	210	7:45 AM	STA	DARTMOUTH ST & TEMPLE S	

Stops on Run 210.022, Frequency MTWUF						
Excl Stop	Time at Stop	P/D Load	Duration	DriveTime	Arr/Dep	
No	7:10:38 AM	1	0s	0s		
No	7:17:38 AM	6	0s	0s		
No	7:17:38 AM	10	0s	1m		
No	7:18:38 AM	5	0s	-17s		

Double click directly on the stop time the driver wants to adjust, and a small menu will populate over the selected “Drive Time”; select the check mark to finalize your changes.

Stops on Run 210.022, Frequency MTWUF						
Excl Stop	Time at Stop	P/D Load	Duration	DriveTime	Arr/Dep	
No	7:10:38 AM	1	0s	0s		
No	7:17:38 AM	6	0s	2m 0s		
No	7:17:38 AM	10	0s	1m		
No	7:18:38 AM	5	0s	-17s		

Once the user clicks the check mark, the system will update the stop times, and a times within

the “Time at Stop” menu.

Stops on Run 210.022, Frequency MTWUF					
Excl Stop	Time at Stop	P/D Load	Duration	DriveTime	Arr/Dep
No	7:14:38 AM	1	0s	1m	
No	7:15:38 AM	6	0s	2m	
No	7:17:38 AM	10	0s	1m	

7. Lock Stop Times

If you would like to alter some of the stop or checkpoints times, but retain the original parameters for the rest, lock the stop time of the stop or checkpoint that you would like to remain the same, and all stop times that come before that locked stop will also be unaffected.

Stops on Run 67.001, Frequency MTWUF								
stop	Excl Stop	Time at Stop	P/D Load	Duration	DriveTime	Arr/Dep	Time To Stop	Dist To Stop
No		6:13:54 AM	0	0s	2m		0s	0 ft
No		6:15:54 AM	0	0s	1m		2m	0.96 mi
No		6:16:54 AM	0	0s	9m		3m	1.15 mi
No		6:25:54 AM	0	0s	-7m		12m	1.32 mi
No		6:18:54 AM	0	0s	1m		5m	1.49 mi
No		6:19:54 AM	0	0s	2m 28s		6m	1.73 mi
No		6:22:22 AM	0	0s	3m 27s		8m 28s	3.11 mi
No		6:25:49 AM	0	0s	12m		11m 55s	4.63 mi
No		6:37:49 AM	0	(39s)	45s		23m 55s	5.05 mi
No		6:39:13 AM	0	0s	2m 47s		24m 40s	5.42 mi
No		6:42:00 AM	0	0s	1m		27m 27s	6.53 mi
No		6:43:00 AM	0	0s	2m		28m 27s	10.81 mi
No		6:45:00 AM	1	0s	0s		30m 27s	11.19 mi
No		6:45:00 AM	0	0s	1m		30m 27s	11.25 mi
No		6:46:00 AM	0	0s	21s		31m 27s	11.45 mi

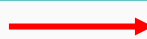
To unlock the stop or checkpoint, select the “Stop Time” button that has the unlock icon next to it.



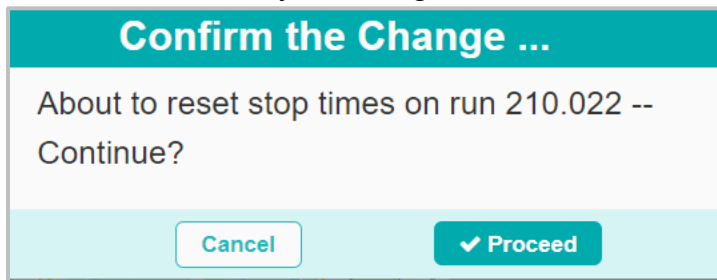
8. Reset Stop Time

Should the driver find that the stop or checkpoint time adjustments are not feasible for the run expectations, the user can reset the stop times back to its original specifications by navigating back to the “Run Masters” layer, to the “Runs in Play” card where you will select the “Reset Stop Times” button.

Runs In Play						
Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequencies	Riders
<input checked="" type="checkbox"/> 210.022	No	No		22	MTWUF	51



Confirm the reset by selecting “Proceed”.



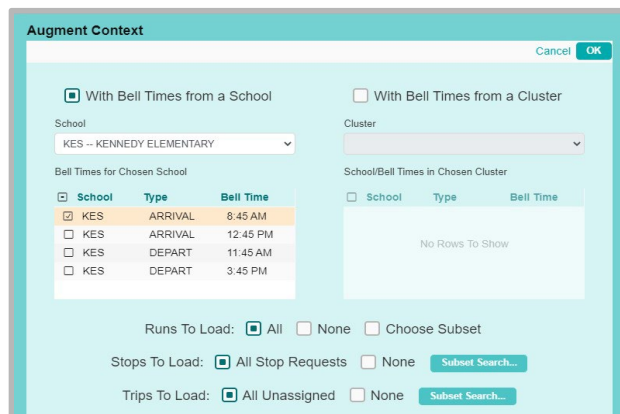
Add a Turnaround

You were tasked with finalizing the Runs for the upcoming school year, and when you were reviewing Run KES 109 you noticed the bus was making an unnecessary 5-minute detour having to circle the block; you decided to add a turnaround to the run to prevent the bus from having to make the detour.

Here's How:

1. Augment Context

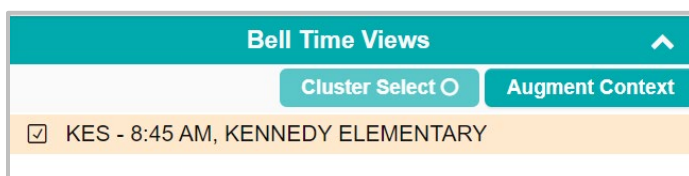
The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.



When you have completed your search augmentation, select “OK” in the top right of the window; the Bell Time information for your school will populate in the Data Panel.

2. Bell Time View

The school and selected Bell Time will appear in the Data Panel; select the bell time by checking the box to the left. Once selected, all Runs and Stops for that School and Bell Time will load in the Data Panel.



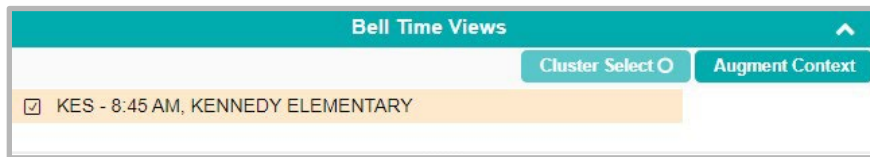
3. Run Covers

Navigate to the Run Covers Layer.



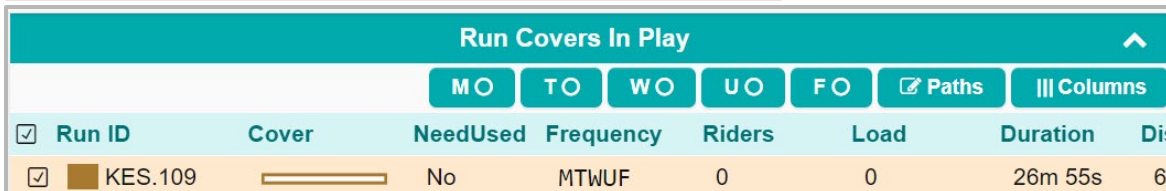
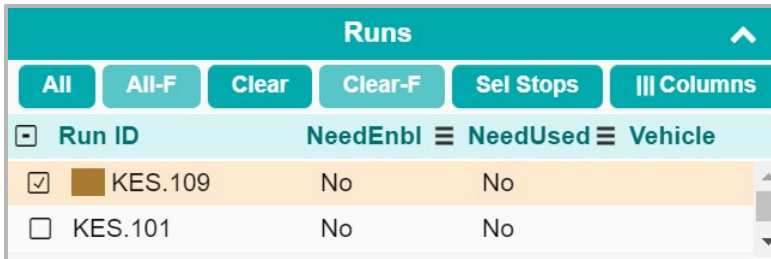
4. Select School and Bell Time

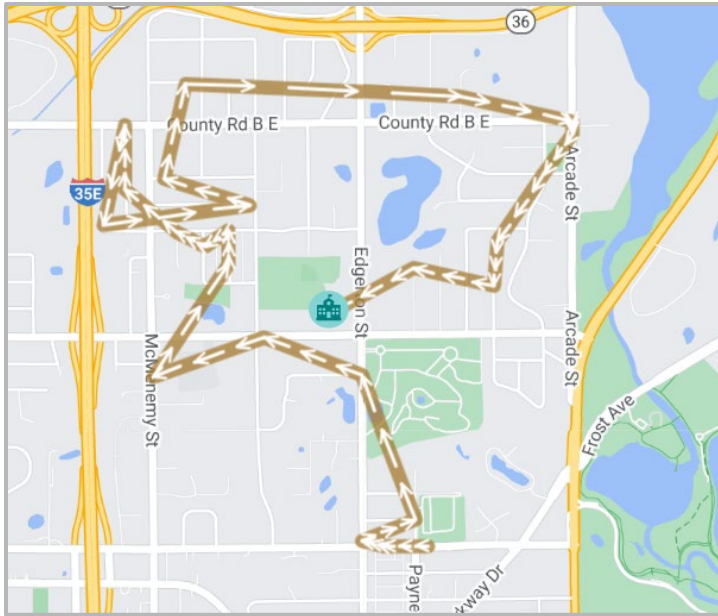
Select the School and Bell Time by checking on the box to its left in the “Bell Time Views” card. Once selected, the Bell Time, and all the Runs and Stops for that school and Bell Time will load in the Data Panel.



5. Select Run

Select KES 109 in the Runs card; it will populate graphically on the map. Additionally, navigate to the Workspace Panel and select KES 109 in the “Run Covers in Play” card.





Selecting the run in the “Run Covers in Play” will highlight the run on the map as shown above, as well as pull the run directions in the last card of the Workspace Panel titled “Directions for Run KES.109. Frequency MTWUF”.

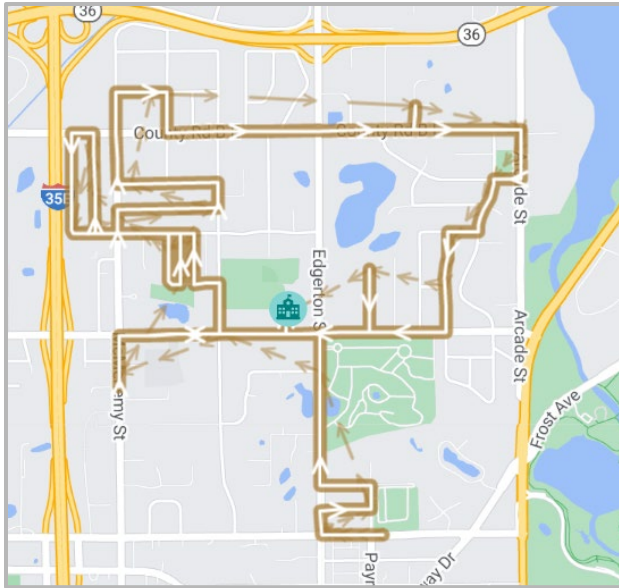
Directions for Run KES.109, Frequency MTWUF			
		Export	Columns
Section	Instructions	Duration	Distance
<input type="checkbox"/> Run	At stop KES.069001 , Pick-Up 0 at 8:13:05 AM at 6...		
<input type="checkbox"/> Run	Head west on Larpenteur Ave E toward Payne Ave	13s	0.10 mi
<input type="checkbox"/> Run	At stop STOP(31) , Pick-Up 0 at 8:13:18 AM at 615 ...		
<input type="checkbox"/> Run	Head west on Larpenteur Ave E toward Edgerto...	8s	249 ft
<input type="checkbox"/> Run	Turn right onto Edgerton St	2s	82 ft
<input type="checkbox"/> Run	At stop KES.090001 , Pick-Up 0 at 8:13:28 AM at 1...		
<input type="checkbox"/> Run	Head north on Edgerton St toward Price Ave E	7s	243 ft
<input type="checkbox"/> Run	Turn right onto Price Ave E	33s	0.12 mi
<input type="checkbox"/> Run	At stop KES.071001 , Pick-Up 0 at 8:14:08 AM at P...		
<input type="checkbox"/> Run	Head north on Payne Ave toward Kingston Ave E	19s	325 ft
<input type="checkbox"/> Run	Turn left onto Kingston Ave E	43s	0.12 mi
<input type="checkbox"/> Run	Turn right onto Edgerton St	38s	0.28 mi

6. Review Run Directions

First you will navigate to the tool bar at the top of the Map Panel, and turn the “Paths” tool on.



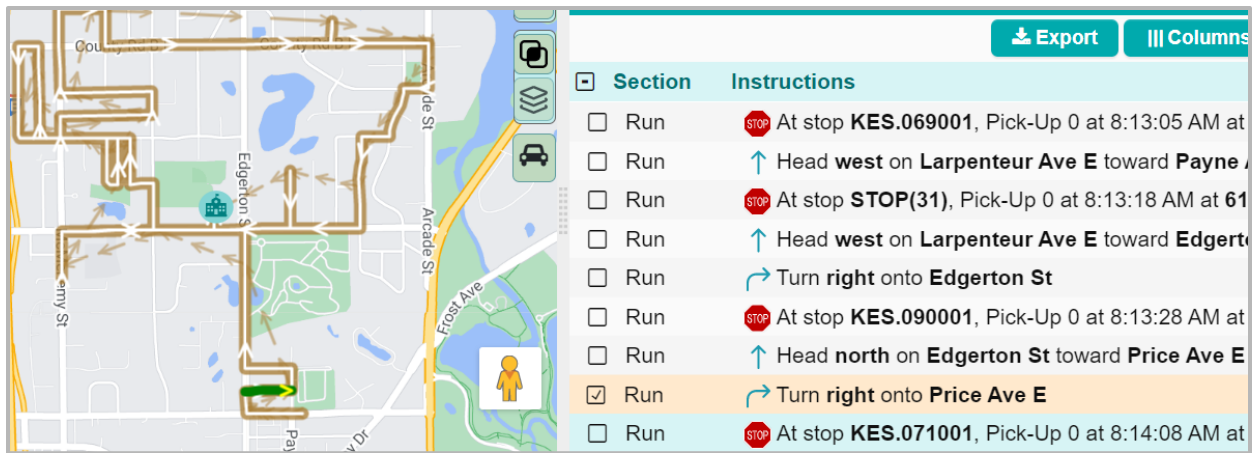
Once on, the run path will incorporate a more accurate view of the bus’s path as seen below.



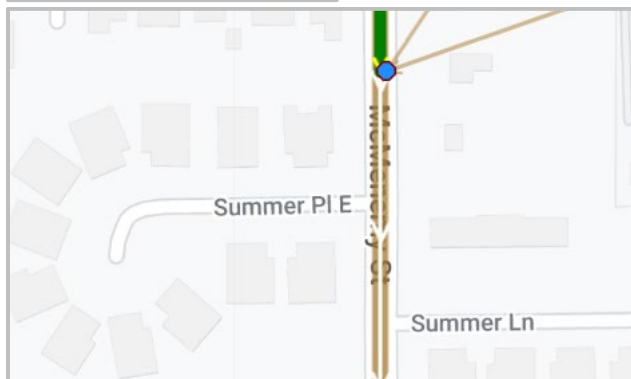
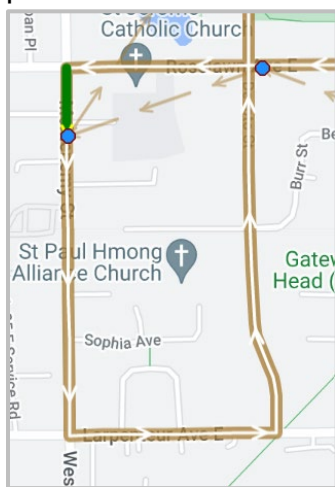
To review a detailed play-by-play of the bus’s path, select the first instruction detailed in the “Directions for Run” card in the Workspace Panel. Selecting the first run direction will highlight the first stop on the Map to indicate the start of the run.

Section	Instructions
<input checked="" type="checkbox"/> Run	At stop KES.069001 , Pick-Up 0 at 8:13:05 AM at
<input type="checkbox"/> Run	Head west on Larpenteur Ave E toward Payne
<input type="checkbox"/> Run	At stop STOP(31) , Pick-Up 0 at 8:13:18 AM at 61
<input type="checkbox"/> Run	Head west on Larpenteur Ave E toward Edgerton
<input type="checkbox"/> Run	Turn right onto Edgerton St
<input type="checkbox"/> Run	At stop KES.090001 , Pick-Up 0 at 8:13:28 AM at
<input type="checkbox"/> Run	Head north on Edgerton St toward Price Ave E
<input type="checkbox"/> Run	Turn right onto Price Ave E
<input type="checkbox"/> Run	At stop KES.071001 , Pick-Up 0 at 8:14:08 AM at

Using the down arrow on your keyboard, review each step in the Run Directions as it displays the directions simultaneously on the Map.



While reviewing you discover an unnecessary detour, so the user needs to investigate a potential street for the bus to turnaround.

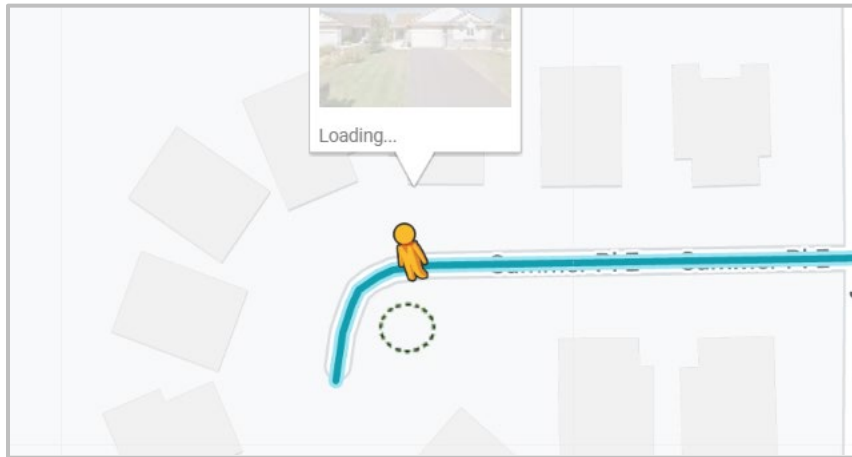


Upon further exploration there is a cul-de-sac down a street located just after the bus's stop **McMenemy St**.

Before the user can create a “turnaround”, they need to investigate whether the bus can realistically make the turn down that street—we do so by utilizing the pegman tool.



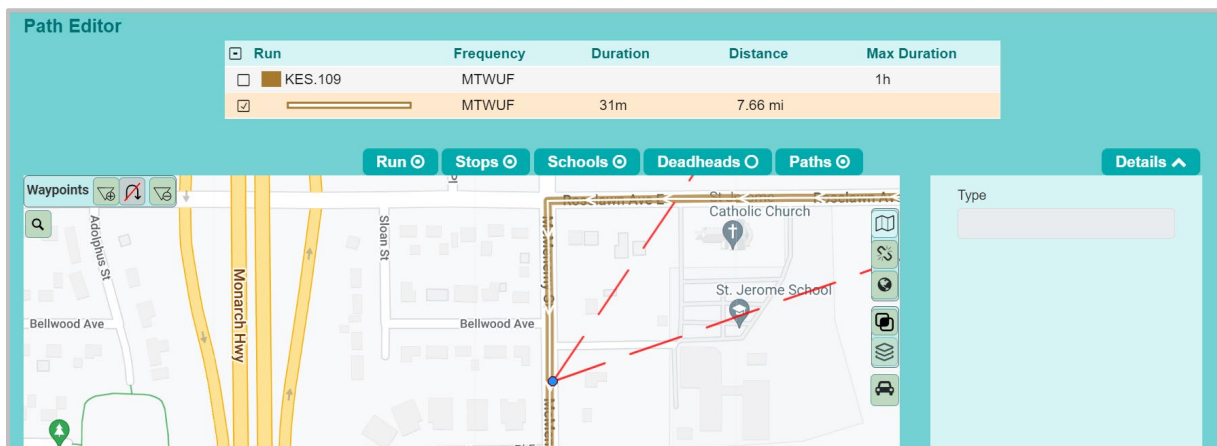
Holding down your left click, drag the pegman to the center of the cul-de-sac and release. This will give you a 360 view of the street.



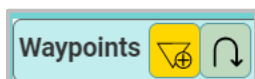
We determine the street will work as a turn around location for the bus; to create the turnaround, navigate to the “Run Covers in Play” card in the Workspace Panel, and select the “Paths” tool.



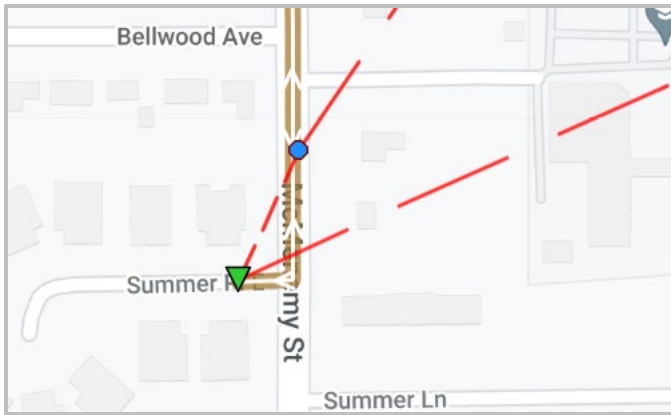
The “Path Editor” window will open on your screen; zoom in on the street you want to add the turnaround.



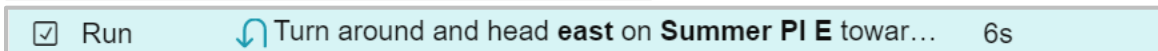
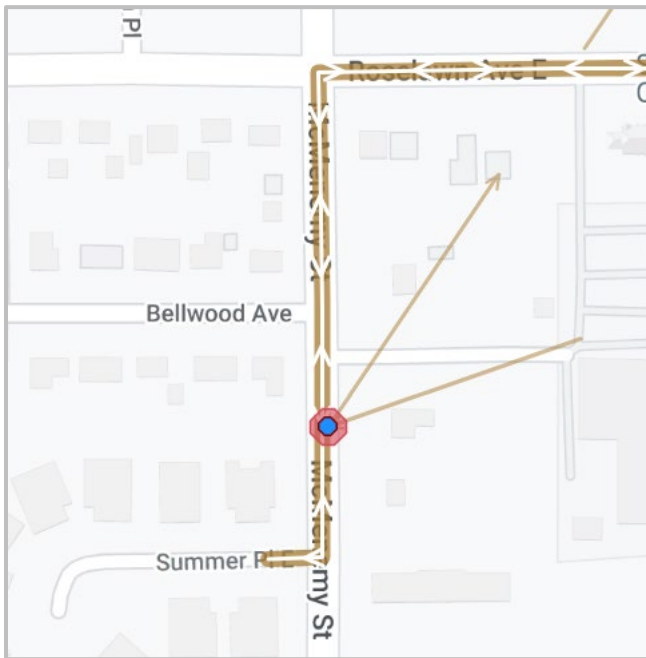
In the upper left corner of the map view in the “Path Editor” window, turn on the “Allow Turnaround” button and then select the “Add Waypoint” tool.



Once the “Add Waypoint” tool is selected, click on the part of the map you want to add the turnaround, and a green triangle will load and automatically update the run accordingly. Close the window when you are done to save the changes.



The run will update incorporating the turnaround both on the map view and in the Run Directions.



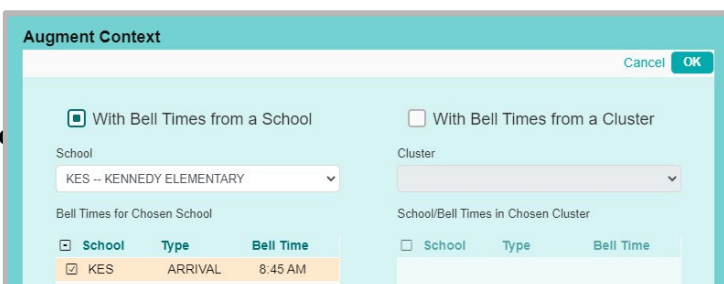
Add a Waypoint

You were tasked with finalizing the Runs for the upcoming school year. When reviewing the Run Directions, you notice the bus is making an unnecessary loop around the block to pick up one student—you would like to adjust the path to simplify the run for this trip utilizing the “Path Editor” and “Add Waypoint” tools.

Here’s How

1. Augment Context

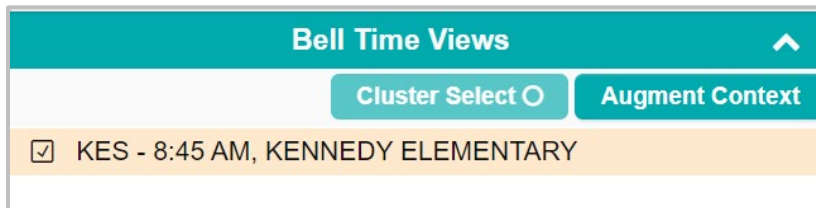
The Augment Context window will automatically populate following the creation of a task. In this window, choose your School and Bell Times in either the School or Cluster drop down.



When you have completed your search augmentation, select “OK” in the top right of the window; the Bell Time information for your school will populate in the Data Panel.

2. Bell Time View

The school and selected Bell Time will appear in the Data Panel; select the bell time by checking the box to the left. Once selected, all Runs and Stops for that School and Bell Time will load in the Data Panel.



3. Run Covers

Navigate to the Run Covers Layer.



4. Select School and Bell Time

Select the School and Bell Time by checking on the box to its left in the “Bell Time Views” card. Once selected, the Bell Time, and all the Runs and Stops for that school and Bell Time will load in the Data Panel.

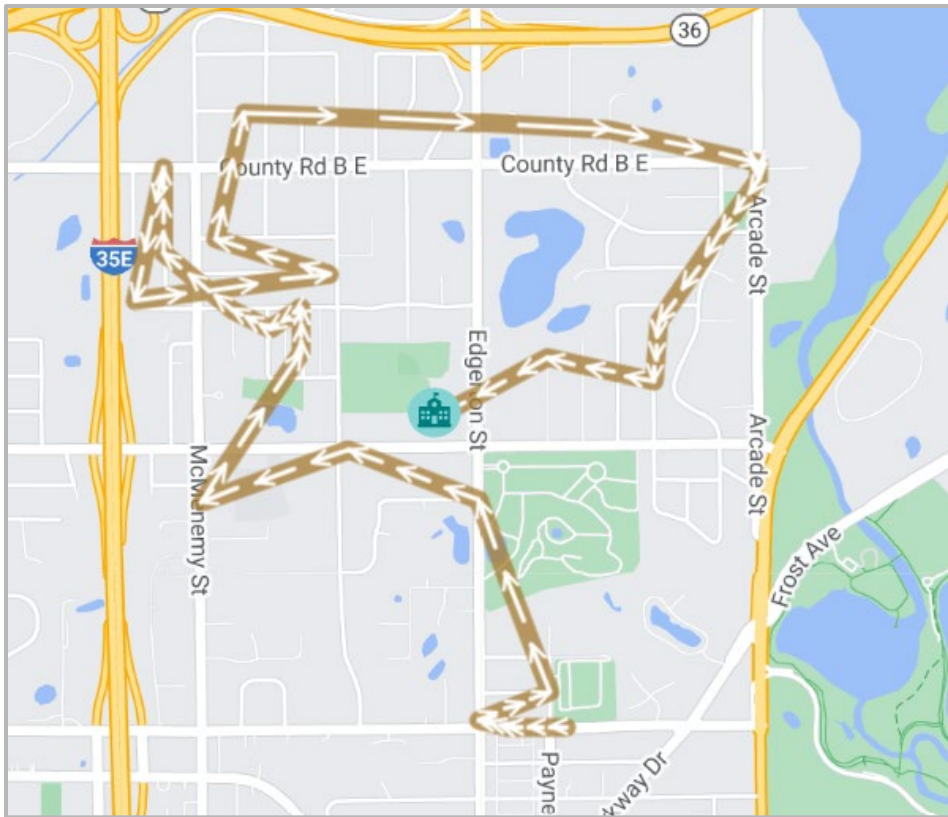
Bell Time Views						
						Cluster Select
						Augment Context
<input checked="" type="checkbox"/> KES - 8:45 AM, KENNEDY ELEMENTARY						
Runs						
						Columns
						Sel Stops
						Clear-F
						Clear
						All-F
						All
Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequencies	Descr
<input type="checkbox"/> KES.101	No	No		KESR...	MTWUF	Kenr
<input type="checkbox"/> KES.102	No	No			MTWUF	Kenr
<input type="checkbox"/> KES.103	No	No			MTWUF	Kenr
Stops						
						Columns
						Sel Trips
						Sel Runs
						Clear-F
						Clear
						All-F
						All
Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Times	Frequ
<input type="checkbox"/> STOP(7)	No	S	KES.101	KES	8:45 AM	MT
<input type="checkbox"/> STOP(6)	No	S	KES.101	KES	8:45 AM	MT
<input type="checkbox"/> STOP(5)	No	S	KES.101	KES	8:45 AM	MT
<input type="checkbox"/> STOP(4)	No	S	KES.101	KES	8:45 AM	MT
<input type="checkbox"/> STOP(3)	No	S	KES.101	KES	8:45 AM	MT
<input type="checkbox"/> STOP(2)	No	S	KES.101	KES	8:45 AM	MT

5. Select Run

Select KES 109 in the Runs card; it will populate graphically on the map. Additionally, navigate to the Workspace Panel and select KES 109 in the “Run Covers in Play” card.

Runs			
			Columns
			Sel Stops
			Clear-F
			Clear
			All-F
			All
Run ID	NeedEnbl	NeedUsed	Vehicle
<input checked="" type="checkbox"/> KES.109	No	No	
<input type="checkbox"/> KES.101	No	No	

Run Covers In Play						
						Columns
						Paths
						FO
						UO
						WO
						TO
						MO
Run ID	Cover	NeedUsed	Frequency	Riders	Load	Duration
<input checked="" type="checkbox"/> KES.109		No	MTWUF	0	0	26m 55s



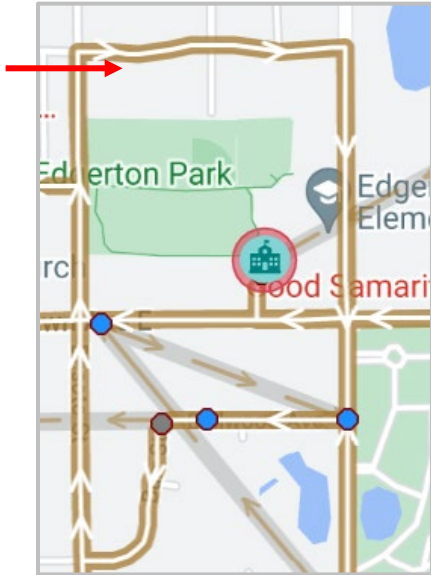
Directions for Run KES.109, Frequency MTWUF			
Export Columns			
Section	Instructions	Duration	Distance
<input type="checkbox"/> Run	At stop KES.069001 , Pick-Up 0 at 8:13:05 AM at 6...		
<input type="checkbox"/> Run	Head west on Larpenteur Ave E toward Payne Ave	13s	0.10 mi
<input type="checkbox"/> Run	At stop STOP(31) , Pick-Up 0 at 8:13:18 AM at 615 ...		
<input type="checkbox"/> Run	Head west on Larpenteur Ave E toward Edgerto...	8s	249 ft
<input type="checkbox"/> Run	Turn right onto Edgerton St	2s	82 ft
<input type="checkbox"/> Run	At stop KES.090001 , Pick-Up 0 at 8:13:28 AM at 1...		
<input type="checkbox"/> Run	Head north on Edgerton St toward Price Ave E	7s	243 ft
<input type="checkbox"/> Run	Turn right onto Price Ave E	33s	0.12 mi
<input type="checkbox"/> Run	At stop KES.071001 , Pick-Up 0 at 8:14:08 AM at P...		
<input type="checkbox"/> Run	Head north on Payne Ave toward Kingston Ave E	19s	325 ft
<input type="checkbox"/> Run	Turn left onto Kingston Ave E	43s	0.12 mi
<input type="checkbox"/> Run	Turn right onto Edgerton St	38s	0.28 mi

Selecting the run in the “Run Covers in Play” will highlight the run on the map as shown above, as well as pull the run directions in the last card of the Workspace Panel titled “Directions for Run KES 109. Frequency MTWUF”.

6. Review Run Directions

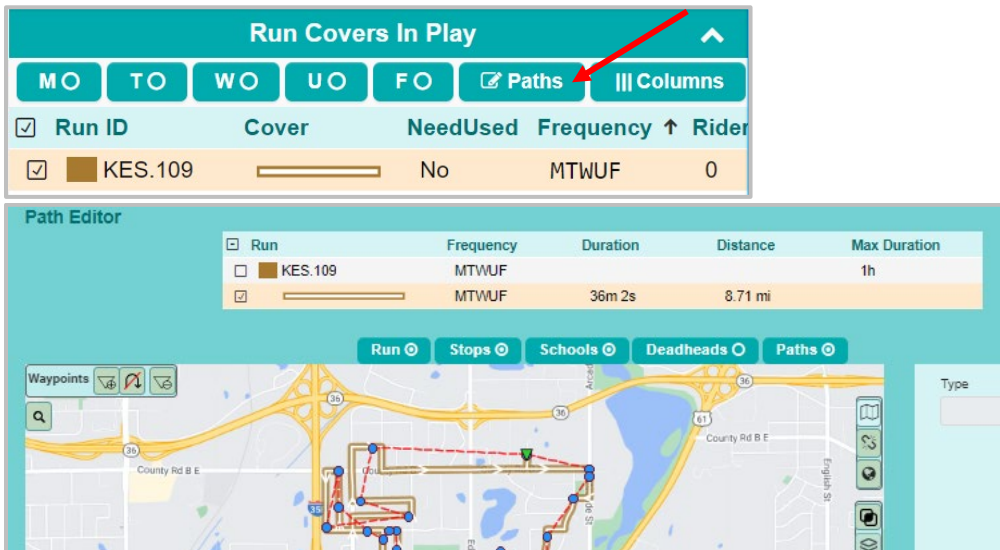
When reviewing the Run Directions, you notice the bus is making an unnecessary loop around

the block to pick up one student—you would like to adjust the path to simplify the run for this trip.



7. Paths Tool

Navigate to the “Paths” tool located in the “Run Covers in Play” card, and the “Path Editor” window will open on your screen.



Once selected, zoom in on the section of the map where the run needs to be redirected. Select the “Add Waypoint” tool and select the street you would like the bus to travel down.



Once the waypoint is added to the map, the run will automatically reroute in the window to incorporate the run direction change.

