

ATHENA BELL TIMES RUN MASTERS

Education Logistics, Inc.

Training
Guide

Athena Bell Times Run Masters

Training Guide

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PURPOSE OF THIS GUIDE

















The Athena Bell Times Run Masters Training Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of updating stops on runs and assigning student trips for a school or bell time. Additionally, this guide will 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 RUN MASTERS INTRODUCTION

The Bell Times Run Masters Layer encompasses the process of building and polishing a schools Runs/Bell Times. Within the Athena Bell Times Trips Training Guide you were walked through the process of assigning student Trips to Stops. In the Run Masters Layer, you will be associating the stop requests you built within the Trips Layer to established runs.

The Run Masters Layer embodies all the tools necessary for the development and upkeep of districts schools and bell times. This is exemplified in the available workflows meant to aid in the building of new runs for a school or bell time, and the ability to mass unassign stops from runs as well as delete runs when necessary. The Bell Times module, and in extension the Run Masters Layer, is a one-stop shop for all tools relevant to run and route management in Athena.

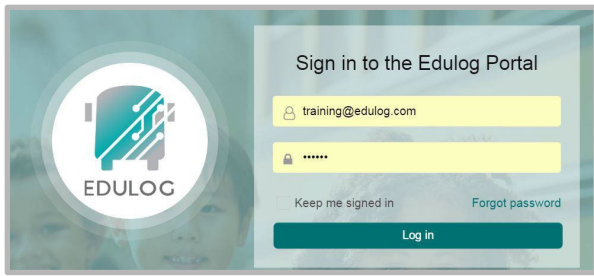
ATHENA STUDENT MAP ASSET KEY

Symbol	Explanation	Symbol	Explanation
	Turn Preview Window ON/OFF	 	Resequence Selected Run
	Query Stop and Checkpoint Locations		Create New Transfer Location
	Create New Stop/Checkpoint Location		Manage Transfer Staging
 	Unassign All Stops from Selected Run		Add Selected Run to Transfer Location
	Create New Run		Remove Selected Run from Transfer Location
	Delete Selected Run		Tweak Transfer Bell Times
	Checkpoint Location Assigned to a Run		Checkpoint Location Not Assigned to a Run

NAVIGATING THE BELL TIMES RUN MASTERS MODULE

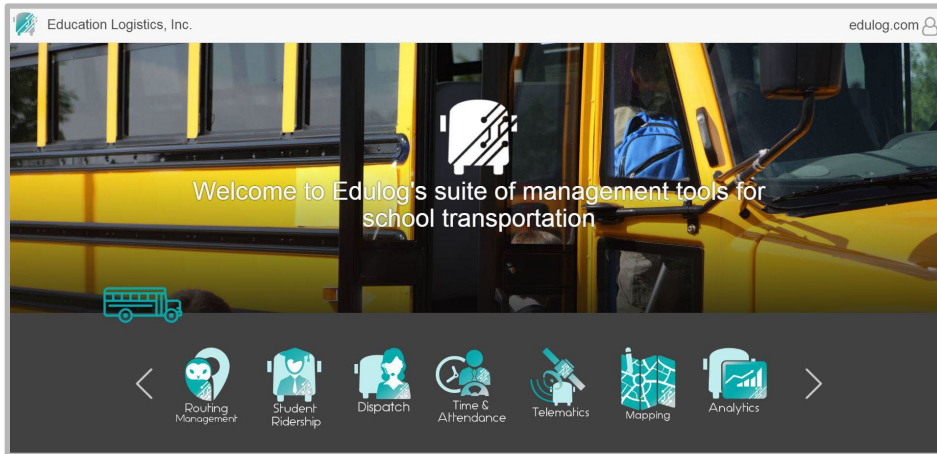
1. Sign In

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. 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.

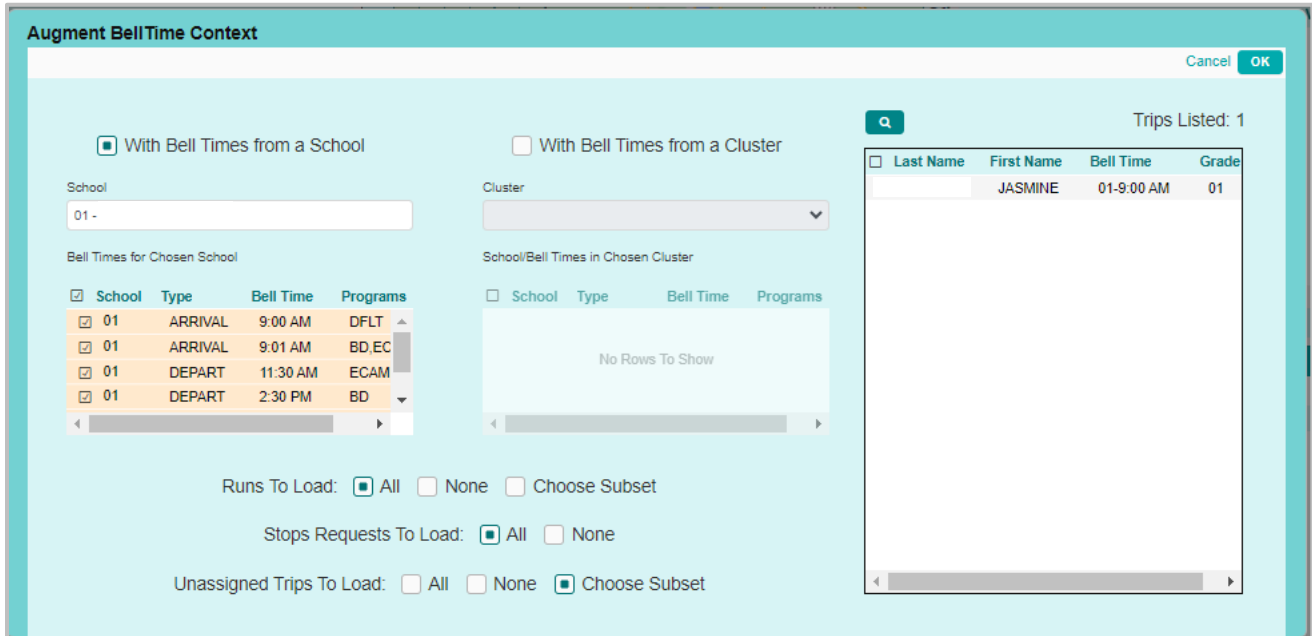
- If you do not create a task the system will create one for you and record a timestamp.



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.

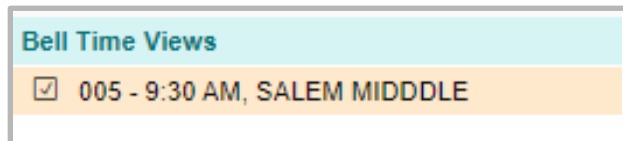
Additionally, within this window users can opt to view individual runs in a selected Bell Time or Cluster, by enabling the “Choose Subset” button within the “Runs to Load” section.



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 Checkpoint locations for that School and Bell Time will load in the Data Panel.



Runs					
<input type="button" value="All"/> <input type="button" value="All-F"/> <input type="button" value="Clear"/> <input type="button" value="Clear-F"/> <input type="button" value="Sel Stops"/> <input type="button" value="Columns"/>					
Run ID	Route	Frequencies	Description	Type	
<input type="checkbox"/> 005.100		MTWUF	8:55 SALM 086 B KELLEY-GLEN...	TO_SCHOOL	
<input type="checkbox"/> 005.110	152	MTWUF	8:50 SALM 152 E WALKER -CRO...	TO_SCHOOL	
<input type="checkbox"/> 005.250	531	MTWUF	8:50 SALM 531 K MCLOUGHLIN ...	TO_SCHOOL	
<input type="checkbox"/> 005.260	218	MTWUF	8:55 SALM 218 M HUSBY-GLEN...	TO_SCHOOL	
<input type="checkbox"/> 005.300	205	MTWUF	8:55 SALM 205 J TAN -WYNDAM...	TO_SCHOOL	
<input type="checkbox"/> 005.350	unassi...	MTWUF	8:40 SALM 064 S WOODRUFF-G...	TO_SCHOOL	
<input type="checkbox"/> 005.350-C		MTWUF	COPY - 8:40 SALM 064 S WOOD...	TO_SCHOOL	
<input type="checkbox"/> 005.350-C-C		MTWUF	COPY - 8:40 SALM 064 S WOOD...	TO_SCHOOL	
<input type="checkbox"/> 005.450	054	MTWUF	8:40 SALM 054 L KREBS -GLEN...	TO_SCHOOL	
<input type="checkbox"/> 005.460	266	MTWUF	9:00 SALM 266 B SVANSSON -B...	TO_SCHOOL	
<input type="checkbox"/> 005.500	311	MTWUF	8:50 SALM 311 L LAMBERT-SAL...	TO_SCHOOL	

Stops						
<input type="button" value="All"/> <input type="button" value="All-F"/> <input type="button" value="Clear"/> <input type="button" value="Clear-F"/> <input type="button" value="Sel Runs"/> <input type="button" value="Sel Trips"/> <input type="button" value="Columns"/>						
Stop ID	Type	Run ID	School(s)	Bell Times	Frequencies	Load
<input type="checkbox"/> STEVESTOP1	S	005.100				0
<input type="checkbox"/> STEVESTOP2	S	005.100				0
<input type="checkbox"/> 12.RHS_TEST	S	005.100	005	9:30 AM	MTWUF	1
<input type="checkbox"/> STOP(78)	S	005.100				0
<input type="checkbox"/> CSTOP(09)	S	005.100	005	9:30 AM	MTWUF	1
<input type="checkbox"/> STOP(189)	S	005.100				0
<input type="checkbox"/> JIMMYNEUTRON	S	005.100	005	9:30 AM	TWUF,F,MT...	10
<input type="checkbox"/> STOP(138)	S	005.100	005	9:30 AM	TWF	1
<input type="checkbox"/> 931.02S	S	005.100	005	9:30 AM	TUF,MW,MT...	3
<input type="checkbox"/> STOP(140)	S	005.100	005	9:30 AM	MTWUF	1
<input type="checkbox"/> STOP(152)	S	005.100	005	9:30 AM	MTWUF,TW...	4

8. School Location

Upon the selection of a Bell Time within the Bell Time Views card, the school location will populate graphically on the map.

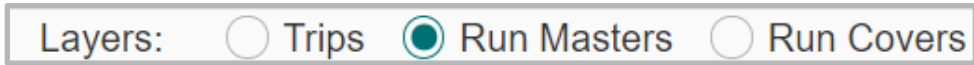
Bell Time Views				
<input type="button" value="Cluster Select"/> <input type="button" value="Augment Context"/> <input type="button" value="Columns"/>				
School	Name	Type	Bell Time	Programs
<input checked="" type="checkbox"/> 111	Airport School	ARRIVAL	8:00 AM	DFLT

Layers: Trips Run Masters

9. Layers

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

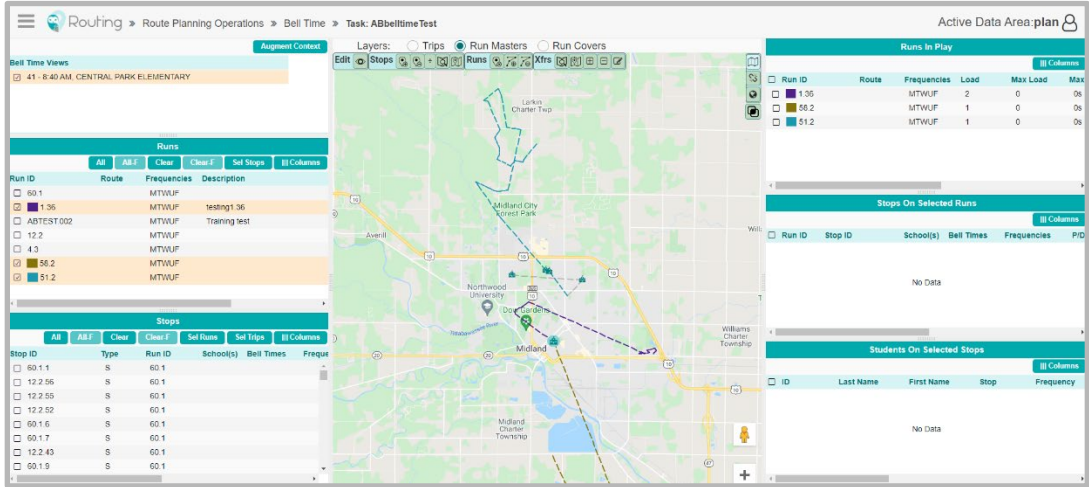
toggle between multiple.



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

10.Run Masters

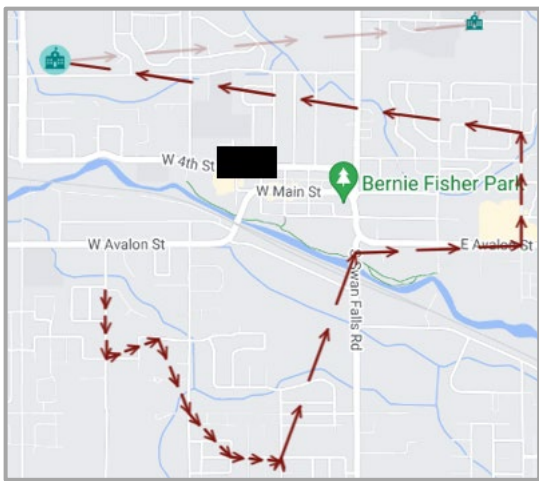
When selecting the Run Masters Layer, runs and stops will be listed in the Data Panel.



11.Run Display in Map Panel

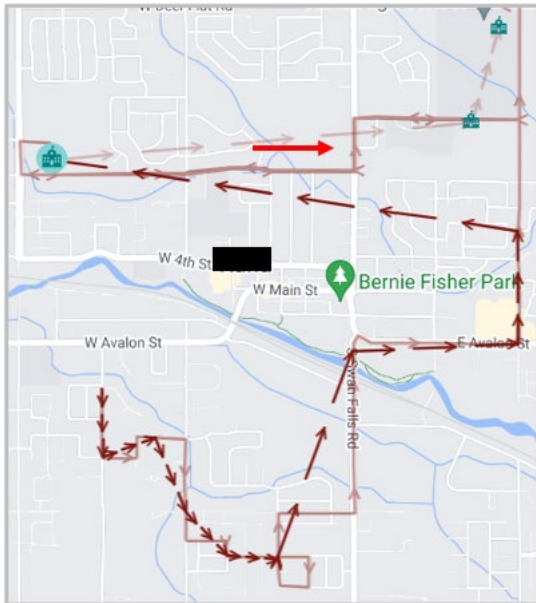
When selecting runs in the Data Panel, the user will be able to view the crows view of the run, as well as the run path simultaneously.

- **Crows View**



- **Run Path**

By first selecting the run in the Run Covers layer and enabling the paths view, the user will be able to see the selected run's path within the Run Masters layer.



You can select all, clear all, or independently select stops by using the buttons at the top of each card in the Data Panel.



12. Workspace Panel

When selecting a run in the data panel, the information about that run will display in the workspace panel on the right. There are 3 cards of run information:

1. Runs in Play card
2. Stops/Checkpoints On Selected Runs card
3. Students On Selected Stops card

Runs In Play									
Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequencies	Riders	Load	Max Load	
<input checked="" type="checkbox"/> 09.018	No	No		018	MTWUF	16	16	60	

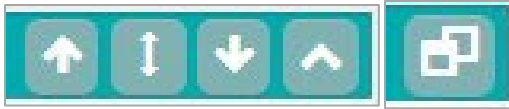
Stops On Selected Runs										
Run ID	###	NeedUsed	Stop ID	School(s)	Bell Times	Frequencies	Status	P/D Load	Desc	
<input checked="" type="checkbox"/> 09.018	1	No	09.122	09	8:00 AM	MTWUF	STA	3	S	^
<input type="checkbox"/> 09.018	2	No	03.061				STA	0	S	
<input type="checkbox"/> 09.018	3	No	03.060				STA	0	E	
<input type="checkbox"/> 09.018	4	No	03.059				STA	0	S	
<input type="checkbox"/> 09.018	5	No	09.126	09	8:00 AM	MTWUF	STA	3	S	
<input type="checkbox"/> 09.018	6	No	03.067				STA	0	E	
<input type="checkbox"/> 09.018	7	No	03.106	09	8:00 AM	MTWUF	STA	1	M	
<input type="checkbox"/> 09.018	8	No	03.105				STA	0	S	
<input type="checkbox"/> 09.018	9	No	03.104	09	8:00 AM	MTWUF	STA	4	F	
<input type="checkbox"/> 09.018	10	No	03.084				STA	0	F	
<input type="checkbox"/> 09.018	11	No	03.083	09	8:00 AM	MTWUF	STA	5	B	
<input type="checkbox"/> 09.018	12	No	Drop Off	09	8:00 AM	MTWUF	STA	10	B	

Students On Selected Stops							
Trip ID	NeedUsed	Last Name	First Name	Stop	Home Stop	Excl Stop	Frequency
<input type="checkbox"/> 8827	No	HEARD-HAM...		09.122	No	No	MTWUF
<input type="checkbox"/> 10089	No	JACKSON		09.122	No	No	MTWUF
<input type="checkbox"/> 11151	No	KERR		09.122	No	No	MTWUF

Scroll to the right to view additional student information, like District ID, Edulog ID, and School for example.

13. Expand and Collapse Cards

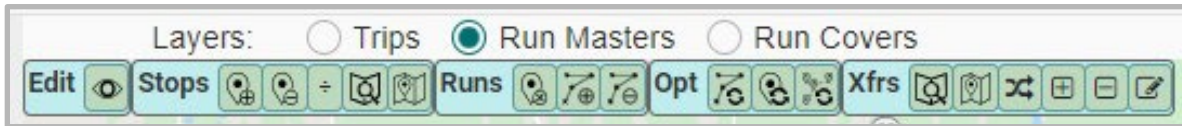
Students On Selected Stops							
First Name	District ID	Stop	Home Stop	Excl Stop	Frequency	Edulog ID	School
HAKIEM		03.052	No	No	MTWUF	8193	09
KEON		03.052	No	No	MTWUF	12413	09
NELLYAWNA		09.122	No	No	MTWUF	10040	09
MYKEL		09.122	No	No	MTWUF	12932	09
BRY'AIRE		09.122	No	No	MTWUF	1154	09
LEAH		03.052	No	No	MTWUF	4525	09



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

14. Tools

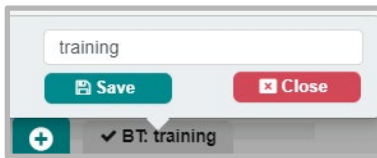
When toggling between the Bell Time Layers, be aware the tools offered in each layer are different. The tools within the Run Masters Layer work the same as the tools in the Runs Module, with the addition of Transfer tools (Xfrs)—Transfers are only available within Bell Time.



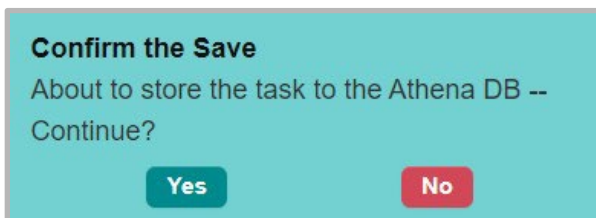
For more information on Transfers, please reference the Athena Transfers Resource Guide.

15. Save

Navigate to the lower left of your screen, and hover over the task tab. A window will populate; select “Save” to retain your work in the Athena system; select “Close” if you do not need to save your work in this task.



Upon selecting “Save”, a confirmation window will appear; select “yes” to store the task in the database.



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:

- [Move Stop Service to Another Run](#)
- [Add Stop Request to a Run](#)
- [Assign a Stop Location to a Run](#)
- [Create a New Run](#)
- [Divide Stop and Assign to Run](#)

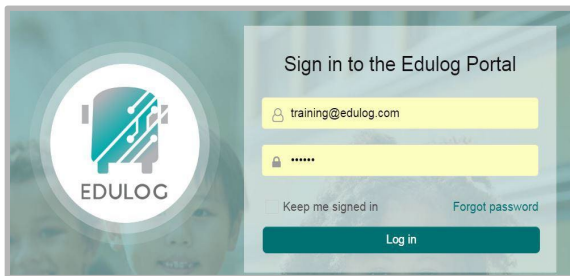
Move Stop Service to Another Run

You are a bus driver for the district, and have worked to help build the runs for the upcoming school year. Upon review of one of the runs you are responsible for—KES 102—you realize that one of the stops would be more efficiently serviced on KES 101, so you need to move this stop from your run, and assign it to the other.

Here's How:

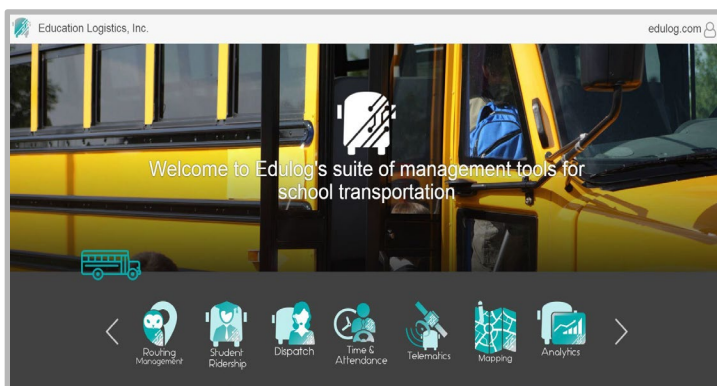
1. Sign In

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.



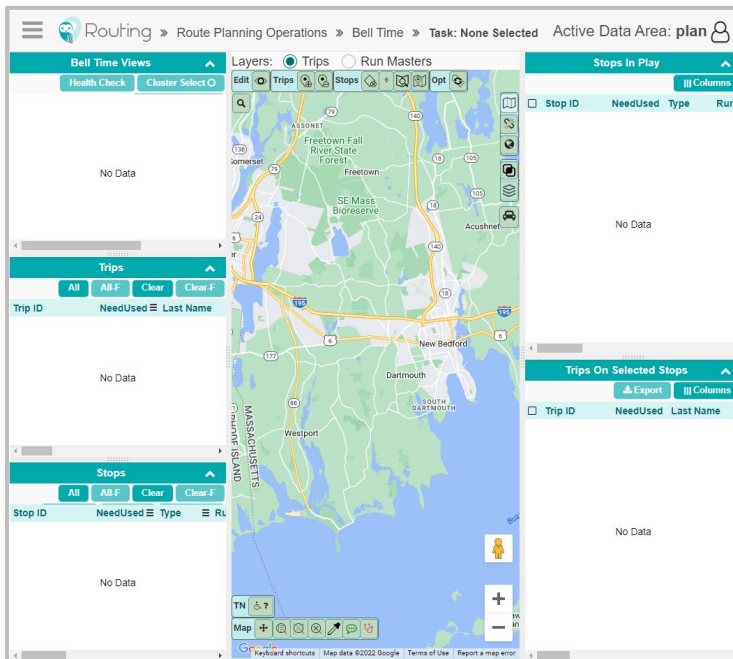
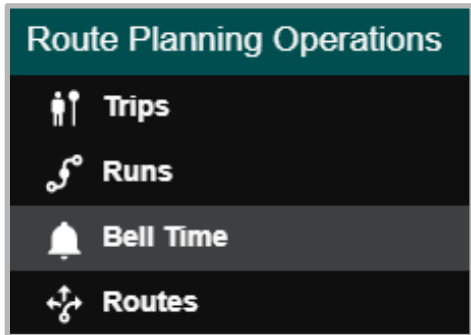
3. Routing Management

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.

Name

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.

Augment Context Cancel

With Bell Times from a School With Bell Times from a Cluster

School:

Cluster:

Bell Times for Chosen School

<input checked="" type="checkbox"/>	School	Type	Bell Time
<input checked="" type="checkbox"/>	KES	ARRIVAL	8:45 AM
<input type="checkbox"/>	KES	ARRIVAL	12:45 PM
<input type="checkbox"/>	KES	DEPART	11:45 AM
<input type="checkbox"/>	KES	DEPART	3:45 PM

School/Bell Times in Chosen Cluster

<input type="checkbox"/>	School	Type	Bell Time
No Rows To Show			

Runs To Load: All None Choose Subset

Stops To Load: All Stop Requests None

Trips To Load: All Unassigned None

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. Layers

Navigate to the “Run Masters” Layer.

Layers: Trips Run Masters Run Covers

8. Bell Time Views

Select the School and Bell Time in the Data Panel, once selected, the Bell Time, and all the runs for that school and Bell Time will load below.

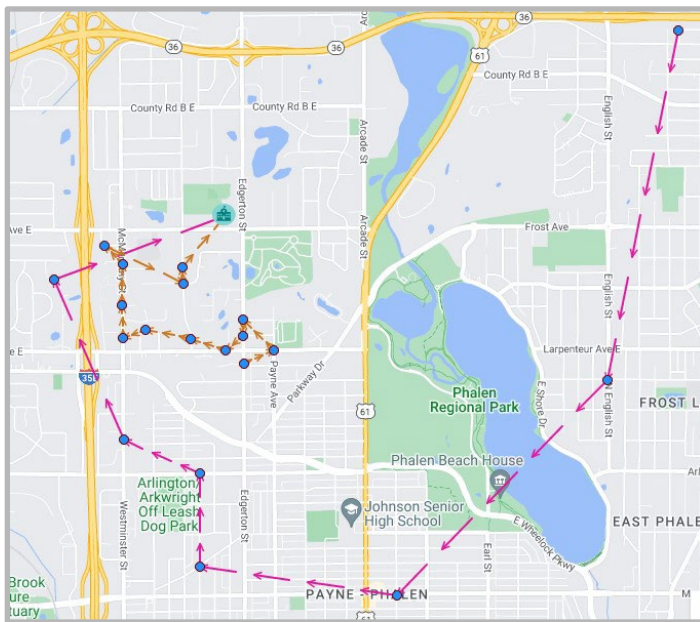
Bell Time Views Cluster Select Augment Context

KES - 8:45 AM, KENNEDY ELEMENTARY

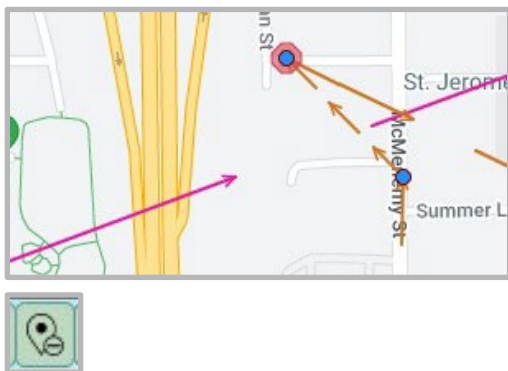
Select the Runs in the Data Panel; to select the stops for the Runs, use the “Sel Stops” button at the top of the “Runs” card.

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

Once you have selected the Runs and the “Sel Stops”, the data will populate graphically on the Map Panel.

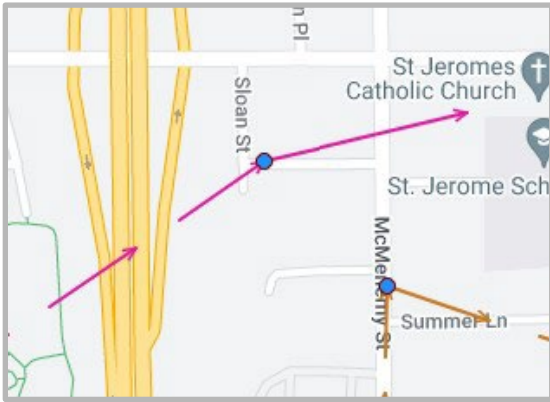


Select the stop you want to unassign, and select the “Unassign Tool”; the stop will be unassigned and turn yellow.





Assign the stop to a new run using the drag and drop method—hold down the “Ctrl” key, left click on your mouse holding it down, and swipe over the run and drag it to the stop. Let go of your mouse click and it will assign.



Add Stop Request to a Run

A new student has moved into your district, and has populated within Athena as a Stop Request—they need to be assigned to KES 101. Stop Requests are not yet assigned to a run, but have students assigned to the stop; these requests will display on the map in yellow.

Here’s How:

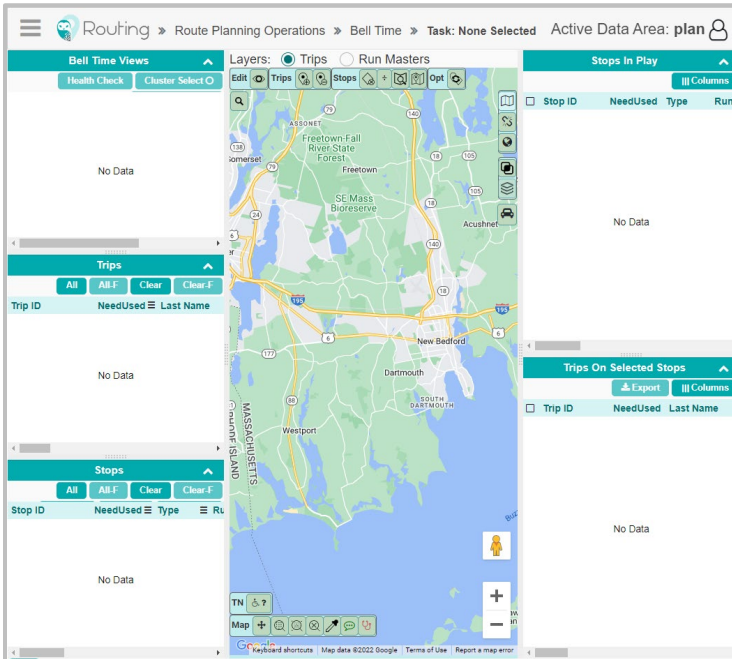
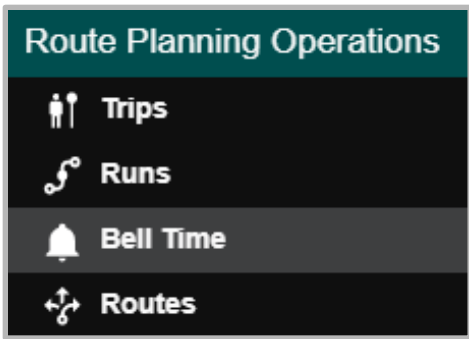
1. Routing Management

Select the owl icon to enter the Routing Management application.



2. Route Planning Operations

Navigate to “Bell Time” under Route Planning Operations.



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

3. Creating a Task

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

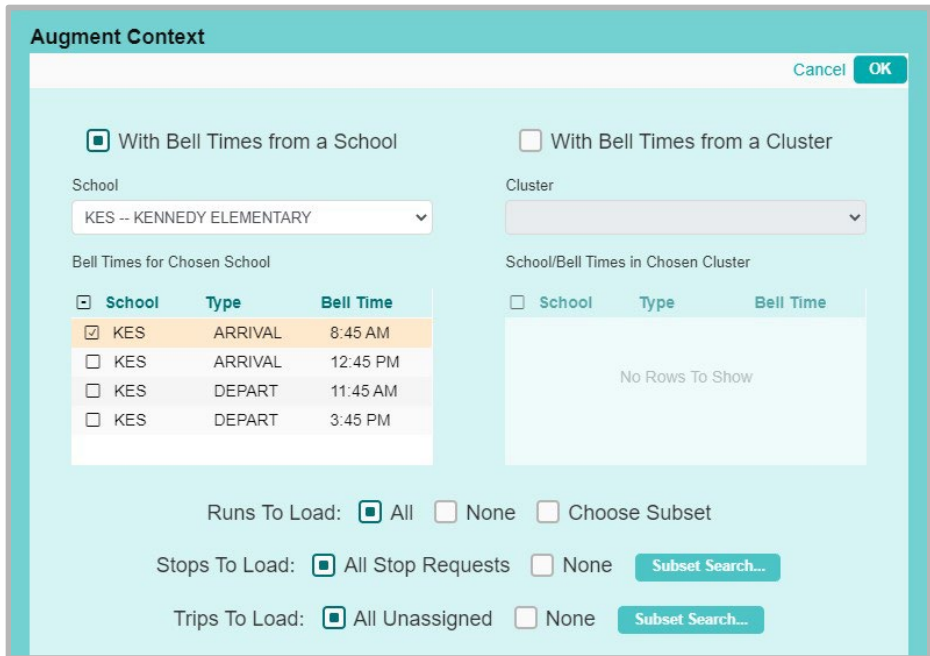
- If you do not create a task the system will create one for you and record a timestamp.



4. 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.

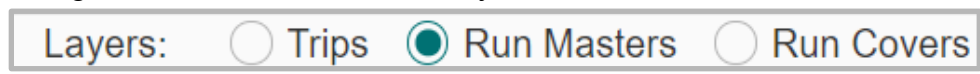
- Additionally, select the “Runs to Load”, “Stops to Load”, and “Trips to Load”—the system will default to ALL.



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.

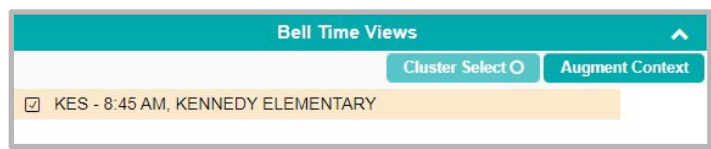
5. Layers

Navigate to the “Run Masters” Layer.



6. Bell Time Views

Select the School and Bell Time in the Data Panel, once selected, the Bell Time, and all the runs for that school and Bell Time will load below.

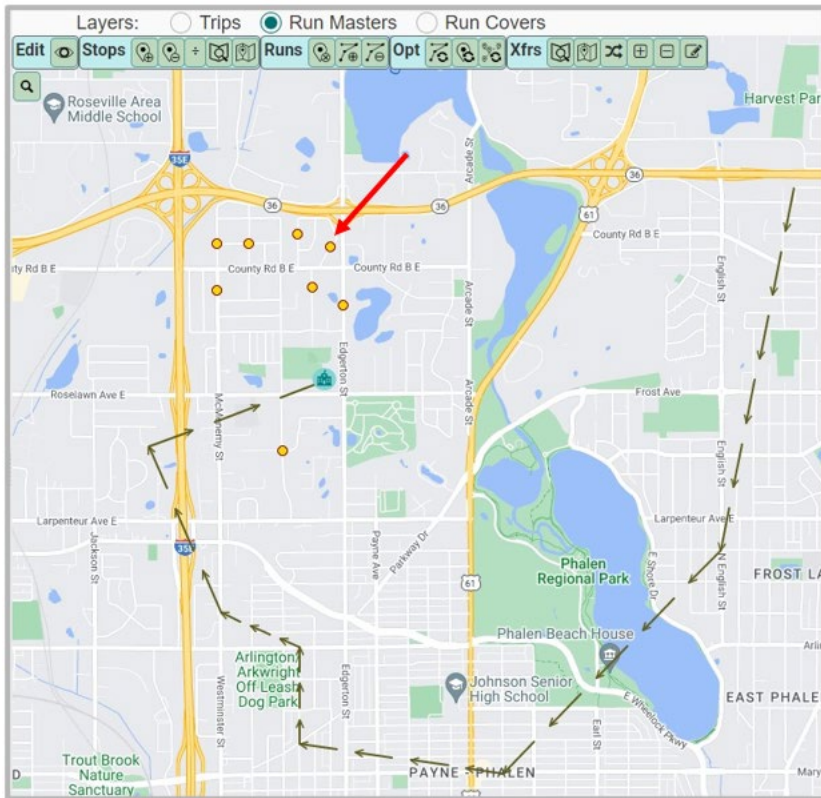


7. Select Runs

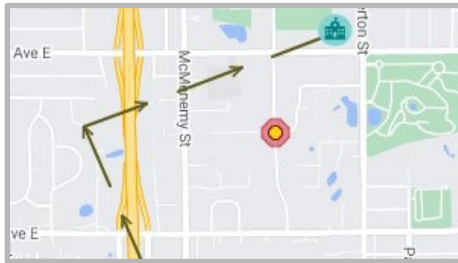
Select the Runs in the Data Panel; to select the stops for the Runs, use the “Sel Stops” button at the top of the “Runs” card.



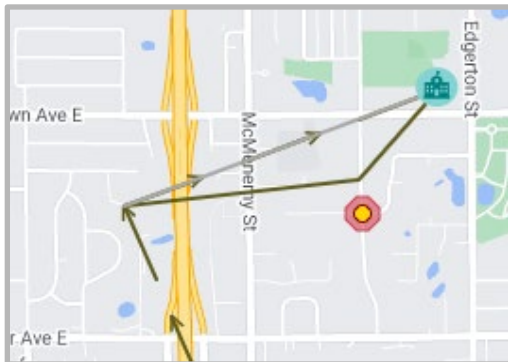
Stop Requests will populate on the Map in yellow.



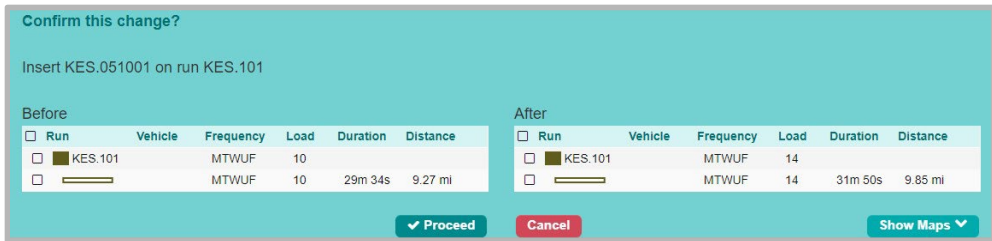
Select the stop you want to assign.



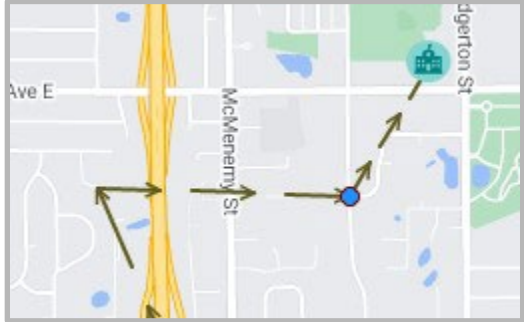
Drag the run to the stop by holding down the "Ctrl" key while holding your left mouse click; drag the run to the stop and release your mouse click when you are on the Stop Request.



A confirmation window will appear; select proceed to confirm.



Once confirming the stop belongs on the run, the stop will turn blue and become a Stop Service.



Assign a Stop Location to a Run

You are working with the school district to finalize runs for the Spring term of the school year. The workflow within your district is you create and assign Stop Locations to runs—Stops that do not have students assigned to them—and your team will later directly assign students to these established runs.

You have been tasked to assign additional Stop and or Checkpoint Locations to some of these established runs, as you were notified that there are a lot of students in the area in need of transportation. To place them on the map, you must search for them using the Query Stop Locations tool, before you are able to begin the process of adding them to Runs.

Here’s How:

1. Create 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.



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.

- 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.

3. Layers

Navigate to the “Run Masters” Layer.

4. Bell Time Views

Select the School and Bell Time in the Data Panel, once selected, the Bell Time, and all the runs for that school and Bell Time will load below.

5. Select Runs

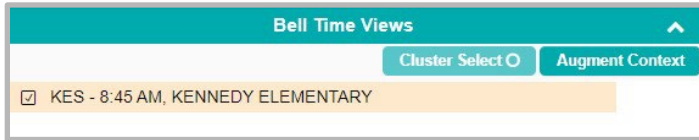
Select the Runs in the Data Panel; to select the stops for the Runs, use the “Sel Stops” button at the top of the “Runs” card.

8. Layers

Navigate to the “Run Masters” Layer.

9. Bell Time Views

Select the School and Bell Time in the Data Panel, once selected, the Bell Time, and all the runs for that school and Bell Time will load below.

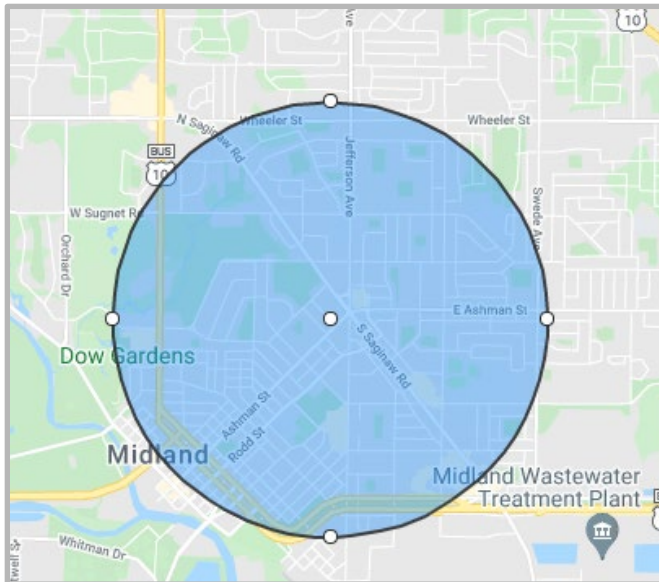


10. Query Stop Tool

Navigate to the Tool Bar located in the upper left corner of the Maps Panel; select the Query Stop Locations Tool.



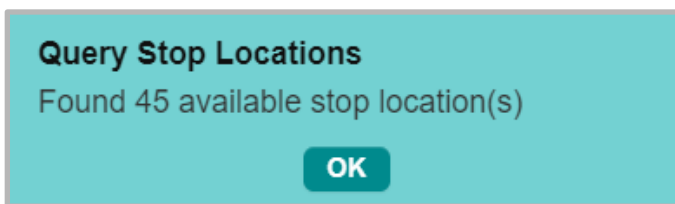
- Select the Draw Circle Tool and draw the diameter on the map; left click where you want the center of your circle, hold the click and move outward from the center; once you have drawn your circle, release the click.



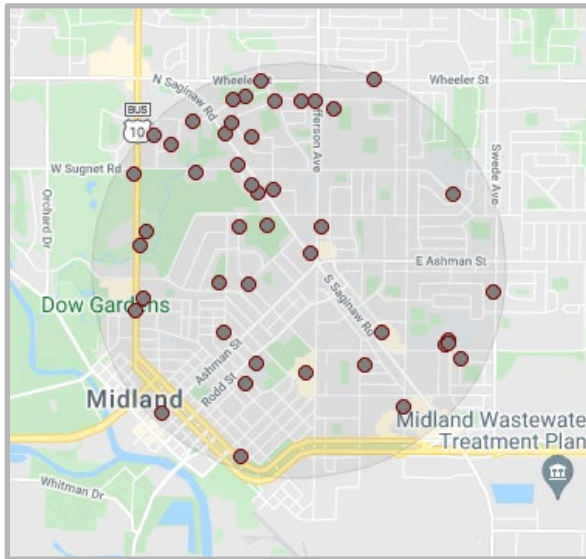
- Select the check mark to search.



- A Query Stop Location window will open and show how many stops were found in the radius.

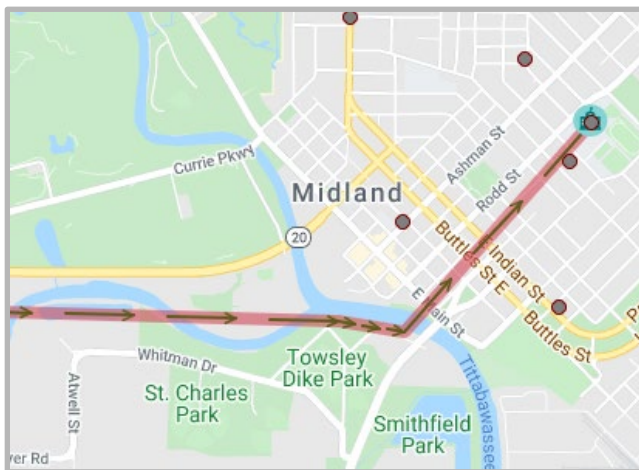


- Select “OK”, and all Stop Locations that were found will populate within the drawn circle.

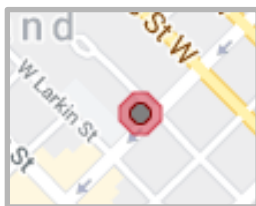


11. Assign Stop

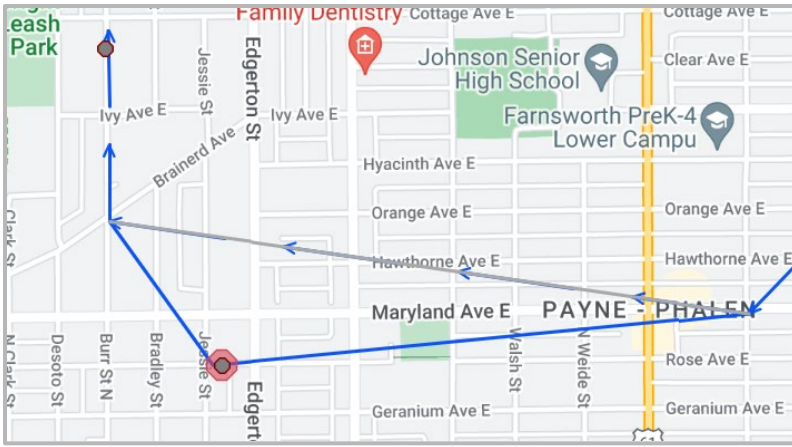
Zoom in to your Stop Location and select your Run on the map.



- Select your Stop on the Map.



- Drag the run to the stop by holding down the “Ctrl” key while holding your left mouse click; drag the run to the stop and release your mouse click when you are on the Stop Location.



- A confirmation window will appear; verify the information and select proceed.

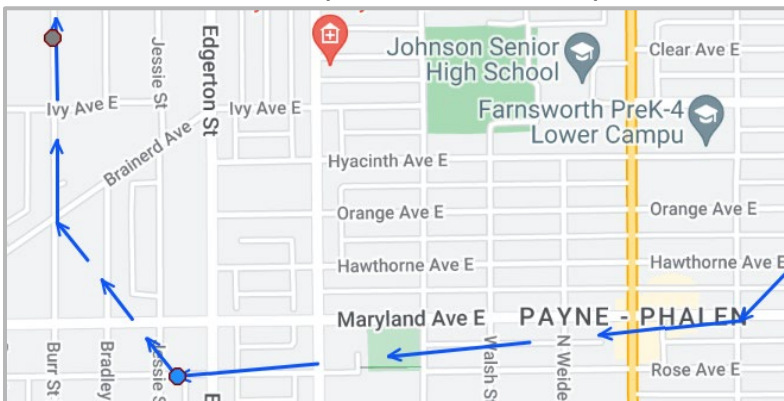
Confirm this change?

Insert 63.1.2 on run ABTEST.002

Before						After					
Run	Status	Frequency	Load	Duration	Distance	Run	Status	Frequency	Load	Duration	Distance
<input type="checkbox"/>	ABTES...	STA	MTWUF			<input type="checkbox"/>	ABTES...	STA	MTWUF		
<input type="checkbox"/>			0	17m 44s	5.99 mi	<input type="checkbox"/>			0	23m 41s	6.88 mi

Proceed Cancel Show Maps

- The stop will be assigned to the run, and will turn from gray to blue indicating it transitioned from a Stop Location to a Stop Service.



Create a New Run

You are tasked to work with the bus drivers to help build out the Runs for the upcoming school year. The workflow within your district is you create and assign Stop Locations to runs—Stops that do not have students assigned to them—and will later directly assign students to these established runs. For this task you will not only be creating a new Run, but will also need to query the area for Stop Locations to assign to your new Run.

Here's How:

1. Create 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.



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.

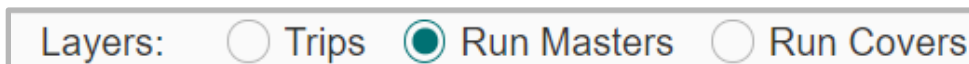
- Additionally, select the “Runs to Load”, “Stops to Load”, and “Trips to Load”—the system will default to ALL.

A screenshot of the 'Augment Context' window. The window has a teal header with the title 'Augment Context' and 'Cancel' and 'OK' buttons in the top right. Below the header, there are two radio buttons: 'With Bell Times from a School' (checked) and 'With Bell Times from a Cluster' (unchecked). Under 'With Bell Times from a School', there is a 'School' dropdown menu showing 'KES -- KENNEDY ELEMENTARY'. Below this is a table titled 'Bell Times for Chosen School' with columns 'School', 'Type', and 'Bell Time'. The table contains four rows: one checked row with 'KES', 'ARRIVAL', and '8:45 AM', and three unchecked rows with 'KES', 'ARRIVAL', '12:45 PM', 'KES', 'DEPART', '11:45 AM', and 'KES', 'DEPART', '3:45 PM'. To the right, under 'With Bell Times from a Cluster', there is a 'Cluster' dropdown menu and a table titled 'School/Bell Times in Chosen Cluster' which is empty and shows 'No Rows To Show'. At the bottom, there are three sections: 'Runs To Load' with radio buttons for 'All' (checked), 'None', and 'Choose Subset'; 'Stops To Load' with radio buttons for 'All Stop Requests' (checked), 'None', and a 'Subset Search...' button; and 'Trips To Load' with radio buttons for 'All Unassigned' (checked), 'None', and a 'Subset Search...' button.

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.

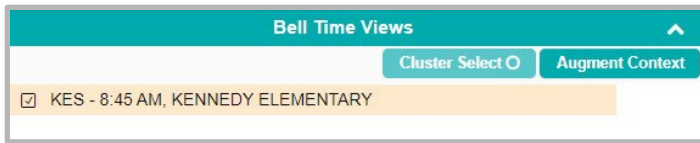
3. Layers

Navigate to the “Run Masters” Layer.



4. Bell Time Views

Select the School and Bell Time in the Data Panel, once selected, the Bell Time, and all the runs for that school and Bell Time will load below.



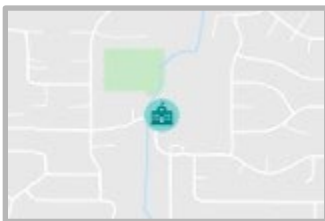
5. Creating a Run

Navigate to the tool bar located at the top left corner of the Map Panel, and select the “New Run” tool.



One selected, the “Create New Run” window will open on your screen; in the window you will fill out the information needed to create a new run within Athena—be sure to select the “Active Bell Times” and add them to the “Drop Off Order”. Save your work when you are finished.

Following the creation of the new run, the school will display on the map.

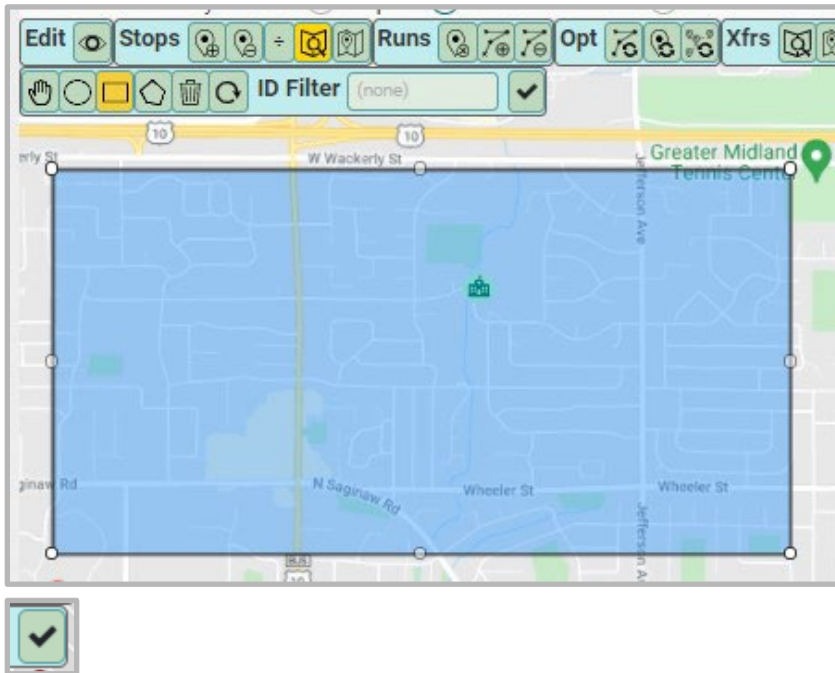


6. Query Stop Tool

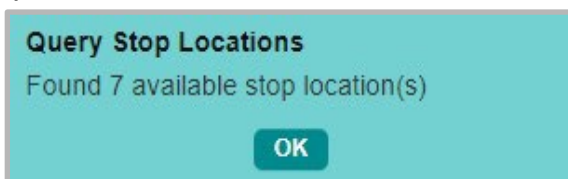
Navigate to the Tool Bar located in the upper left corner of the Maps Panel; select the Query Stop Locations Tool. Then select a draw tool.



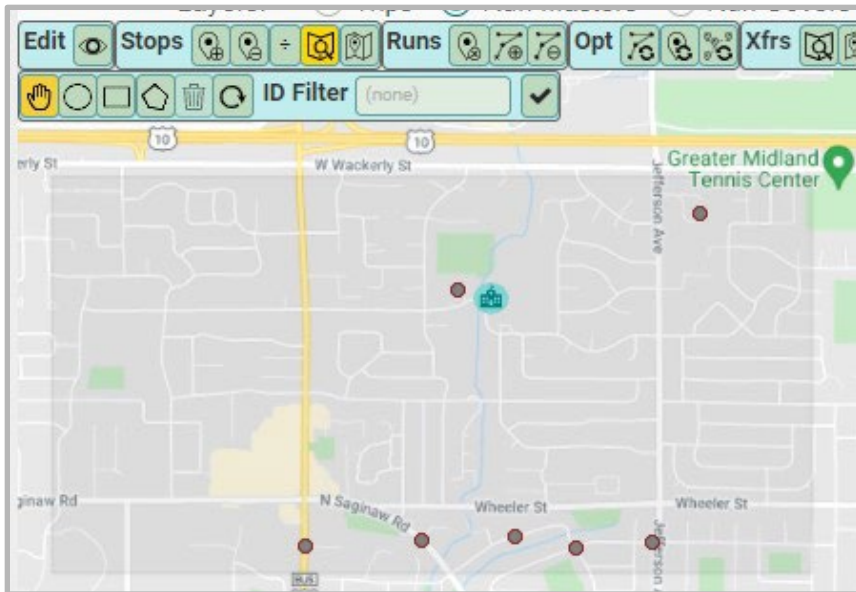
- Left clicking at the top left corner of the area you want to search, hold down on the left click and move your mouse down to the right lower corner, drawing a rectangle. Select the check mark to search the area for Stop Locations.



- A “Query Stop Locations” window will open and list how many stops were found in the queried search.



- Once confirmed, the Stop Locations will appear graphically on the map.

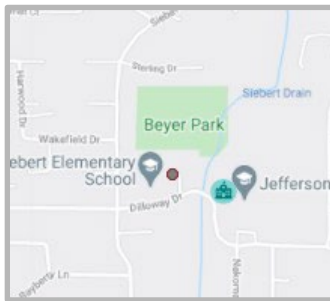


7. Assign Stop

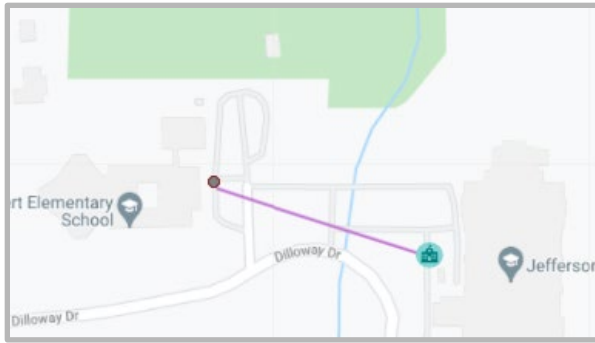
Select the new run in the Workspace Panel.

Runs In Play							
Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequencies	Load	Ma
<input checked="" type="checkbox"/> JMS.01	No	No			MTWUF	0	60

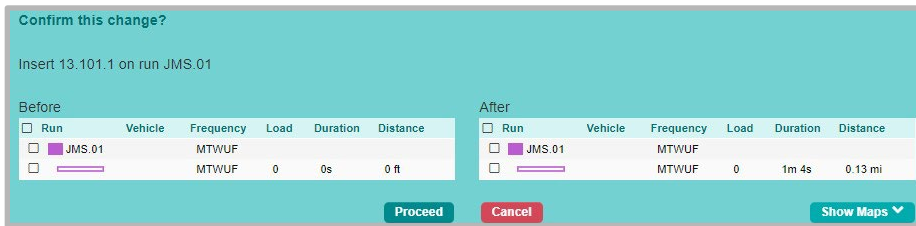
- To assign stops or checkpoint locations, start with the school and the last stop you want the bus to service on the run. Zoom in to the school, and hover your mouse over the school.



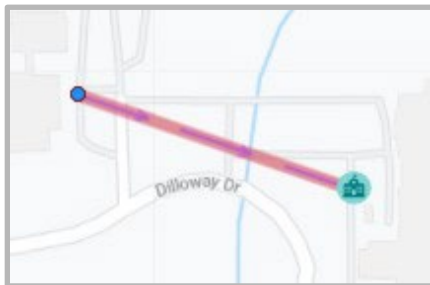
- Hold down the “Ctrl” key and hold down the left click on your mouse, and move your mouse over the school, connecting it to the last stop that will be serviced on the run. A line will be created connecting the school to the stop.



- When you release your mouse and “Ctrl” key, a confirmation window will populate on your screen—select proceed.



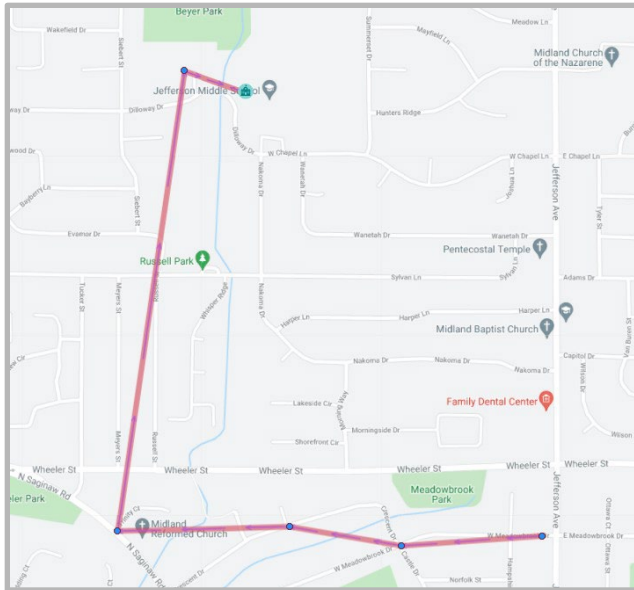
- Below is an example of what the assigned stop will look like:



- **Note:** You are able to turn off the confirmation window, so you can quickly assign stops, and not be interrupted by the “Confirm this change?” window.
- You do so by navigating to the tool bar in the Map Panel and selecting the “Eye” icon. Once selected you can quickly assign stops to a run.



- **Follow the steps listed above to continue to assign stops to the new Run.**



- Once all stops are assigned and your run is complete, all stops will show in the Workspace Panel under “Stops on Selected Runs”.

Runs In Play							
Columns							
<input checked="" type="checkbox"/> Run ID	NeedEnbl	NeedUsed	Vehicle	Route	Frequencies	Load	Ma
<input checked="" type="checkbox"/> JMS.01	No	No			MTWUF	0	60

Stops On Selected Runs							
Columns							
<input type="checkbox"/> Run ID	Stop ID	NeedUsed	School(s)	Bell Times	Frequencies	Status	P/D
<input type="checkbox"/> JMS.01	54.1.10	No				STA	0
<input type="checkbox"/> JMS.01	54.1.9	No				STA	0
<input type="checkbox"/> JMS.01	09.3.6	No				STA	0
<input type="checkbox"/> JMS.01	58.101.5	No				STA	0
<input type="checkbox"/> JMS.01	13.101.1	No				STA	0
<input type="checkbox"/> JMS.01	Drop-Off...	No	73	7:55 AM			0

For more information about Transfers, please see the Athena Transfers Resource Guide.

Divide Stop and Assign to Run

You are working in the Bell Time module editing your runs, when you come across an apartment complex. This complex has one stop servicing all the students who live there, and you notice some students who are placed on that stop need to be placed on a run different than the one currently servicing that stop. Instead of creating a new stop location, you will divide the stop (create a new Stop Request from the Stop Location), and assign the new Stop Request to the appropriate run.

Here's How:

1. Create 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.

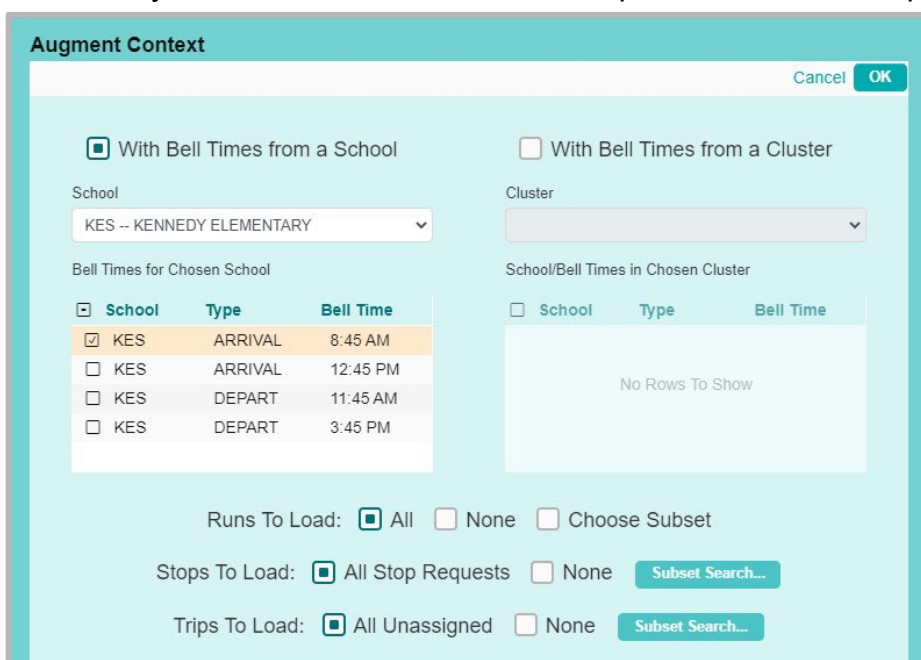


A dialog box with a text input field labeled "Name", a green "Create" button, and a plus sign icon in a dark grey box at the bottom left.

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.

- Additionally, select the “Runs to Load”, “Stops to Load”, and “Trips to Load”.



The "Augment Context" window has a teal header with "Cancel" and "OK" buttons. It contains two radio buttons: "With Bell Times from a School" (checked) and "With Bell Times from a Cluster". Below are "School" and "Cluster" dropdown menus. The "School" dropdown is set to "KES -- KENNEDY ELEMENTARY". Under "Bell Times for Chosen School", there is a table with columns "School", "Type", and "Bell Time".

School	Type	Bell Time	
<input checked="" type="checkbox"/>	KES	ARRIVAL	8:45 AM
<input type="checkbox"/>	KES	ARRIVAL	12:45 PM
<input type="checkbox"/>	KES	DEPART	11:45 AM
<input type="checkbox"/>	KES	DEPART	3:45 PM

Below the table are three sections: "Runs To Load" with radio buttons for "All", "None", and "Choose Subset"; "Stops To Load" with radio buttons for "All Stop Requests", "None", and a "Subset Search..." button; and "Trips To Load" with radio buttons for "All Unassigned", "None", and a "Subset Search..." button.

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.

3. Layers

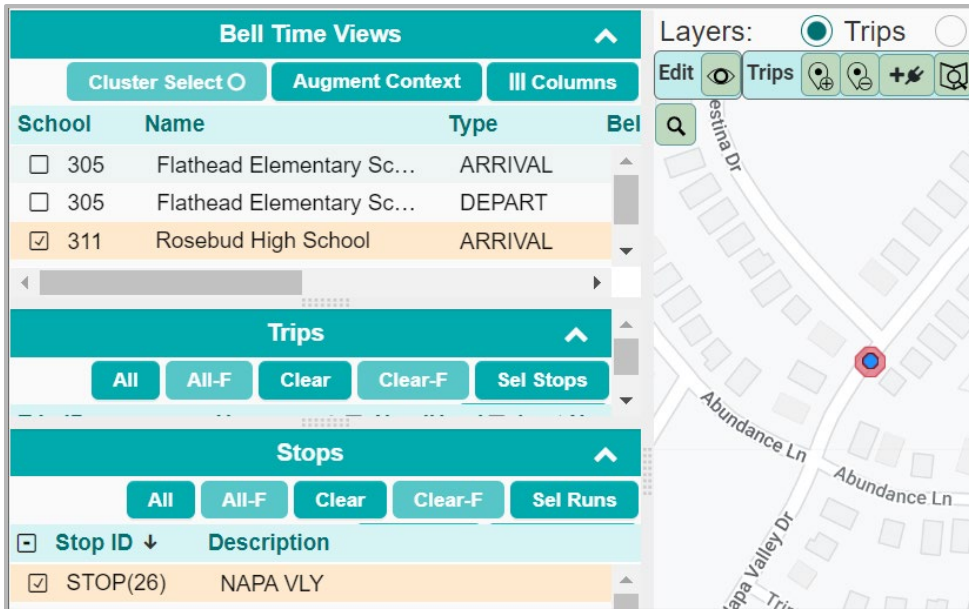
Navigate to the “Trips” Layer.



A horizontal bar with the text "Layers:" followed by three radio buttons: "Trips" (selected), "Run Masters", and "Run Covers".

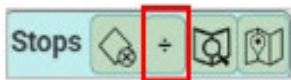
4. Trips

Once the Bell Times are loaded, select the apartment stop within the “Stops” card of the Data Panel.

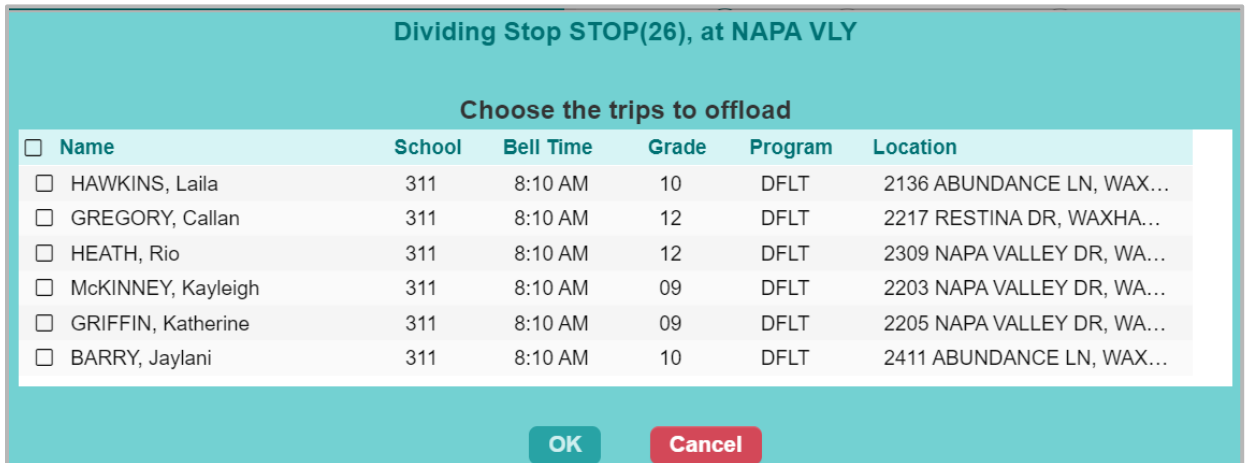


5. Divide Tool

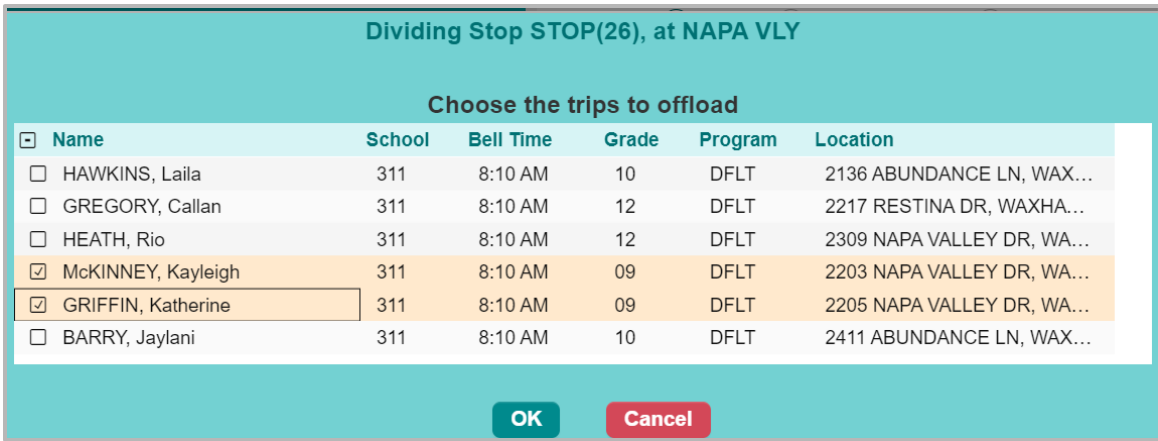
Once the stop is selected, navigate to the toolbar at the top of the Map Panel and select the “Divide” tool.



- Once the “Divide” tool is enabled, the user will see the “Dividing Stop” window where all students who are currently assigned to the stop will be listed.



- Select the students who need to be assigned to an alternate run.



6. Stop Request Created

Selecting ok will create a new 'Stop Request' for the students selected within the "Dividing Stop" window.



The user will additionally see two results for "STOP(26)" as seen in the "Stops in Play" card displayed above—the Stop Service is the original stop that the user divided, and the Stop Request is the result of the divided stop.

Note: Following the divide of the Stop Service, the newly created Stop Request will share the same Stop ID—be mindful of which stop you have selected or "in play" before making stop assignments.

7. Assign the Stop Request

To assign the new 'Stop Request' to an alternate run the user will first right click on the selected stop in the Map Panel, and will see the "Stack" for "STOP(26)". The "Stack" will show all stops and trips associated with the shared address/point.

Make sure that the "In Play" and "Selected" boxes are only checked for the Stop Request. The stop request will display a "R" in the Type column—the user may need to deselect the boxes for the Stop Service.

Managing the stack of stops at NAPA VLY

In Play	Selected	Stop ID	NeedU...	Type	Run ID	School(s)	Bell Times	Frequencies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	STOP(26)	No	R		311	8:10 AM	MTWUF
<input type="checkbox"/>	<input type="checkbox"/>	STOP(26)	No	S	311.804	311	8:10 AM	MTWUF

Close

Close the stack once the Stop Request has been selected, and navigate to the Run Masters layer. Select the appropriate run, and assign the Stop Request using the “Stop Assign” tool.

Bell Time Views

School	Name	Type	Bel
<input type="checkbox"/>	305 Flathead Elementary Sc...	ARRIVAL	
<input type="checkbox"/>	305 Flathead Elementary Sc...	DEPART	
<input checked="" type="checkbox"/>	311 Rosebud High School	ARRIVAL	
<input type="checkbox"/>	311 Rosebud High School	DEPART	

Runs

Run ID	NeedEnbl	NeedUsed	Vehicle
<input type="checkbox"/>	No	No	
<input checked="" type="checkbox"/>	No	No	

The user will be asked to confirm the assignment, as seen in the window below.

Confirm this change?

Insert STOP(26) on run 311.020

Before						After					
Run	Vehicle	Frequency	Load	Duration	Distance	Run	Vehicle	Frequency	Load	Duration	Distance
<input type="checkbox"/>	311.020	MTWUF	0			<input type="checkbox"/>	311.020	MTWUF	2		
<input type="checkbox"/>		MTWUF	0	34m	10.01 mi	<input type="checkbox"/>		MTWUF	2	34m 43s	9.23 mi

WARNINGS

- The Max Duration of a run will be exceeded
- The Max Load of a run will be exceeded

WARNING DETAILS

- 311.020, MTWUF will exceed its Max Load of 0 by 2
- 311.020, MTWUF will exceed its Max Duration of 0s by 34m 43s

8. Assignment Complete

Following the completion of the assignment, the user can load all runs on the map to see the final

product of the two runs servicing the same stop.

The screenshot displays a software interface for managing school bus routes. It is divided into several sections:

- Bell Time Views:** A table showing school schedules. The selected row is for Rosebud High School (311) with an ARRIVAL type.
- Runs:** A table listing individual bus runs. Five runs are listed, all with 'No' for 'NeedEnbl' and 'NeedUsed', and 'Vehicle' status.
- Stops:** A table showing stop details. Two stops are listed, both with the description 'NAPA VLY'.
- Map:** A map showing the geographic layout of the area. A red box highlights a specific stop location on Abundance Ln. Green arrows indicate the route paths between various streets including Frenza Cr, Harvest Time Ln, Napa Valley Dr, and Trindle Vine Ln.