

# ATHENA DEPOTS

Education Logistics, Inc.

Training  
Guide

2024



# Athena Depots Training Guide

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Date Modified: 12/12/2024

Version: 1.68

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## PURPOSE OF THIS GUIDE

The Athena Depots Training Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of assigning depot locations 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.

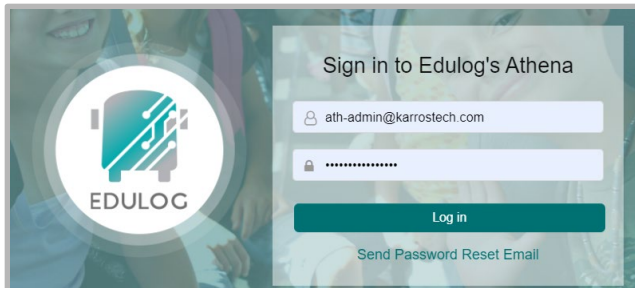
## ATHENA DEPOTS INTRODUCTION

The Depot module is unique to Athena as it is an extension of workflows within the Routes module. Users, for the most part, will only work within “Depots” when building routes. Depots are designated places where buses are housed, and the depot module helps to keep track of depot locations and will assist in keeping proper mileage rosters for all vehicles. Additionally, pre and post deadheads will be calculated using depot locations to further aid in the development of accurate run directions.

## NAVIGATING THE DEPOTS MODULE

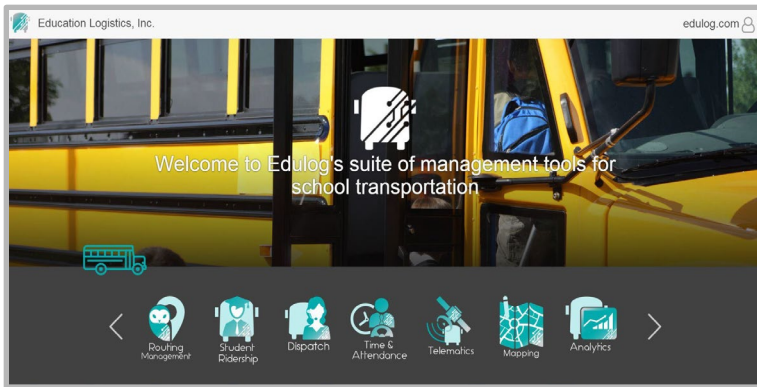
### 1. Sign In

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.



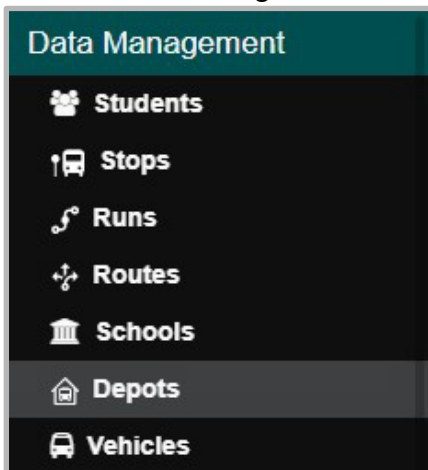
### 3. Routing Management

Select the owl icon to enter the Routing Management application.



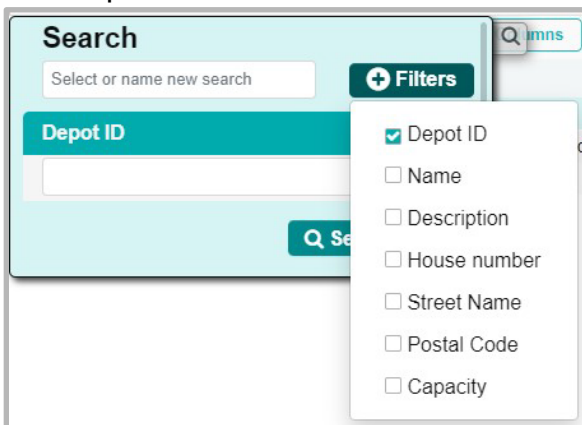
### 4. Data Management

Under Data Management select the "Depots" module.



### 5. Depots Search

The Depots search has several filters to choose from.



## 6. Data Panel

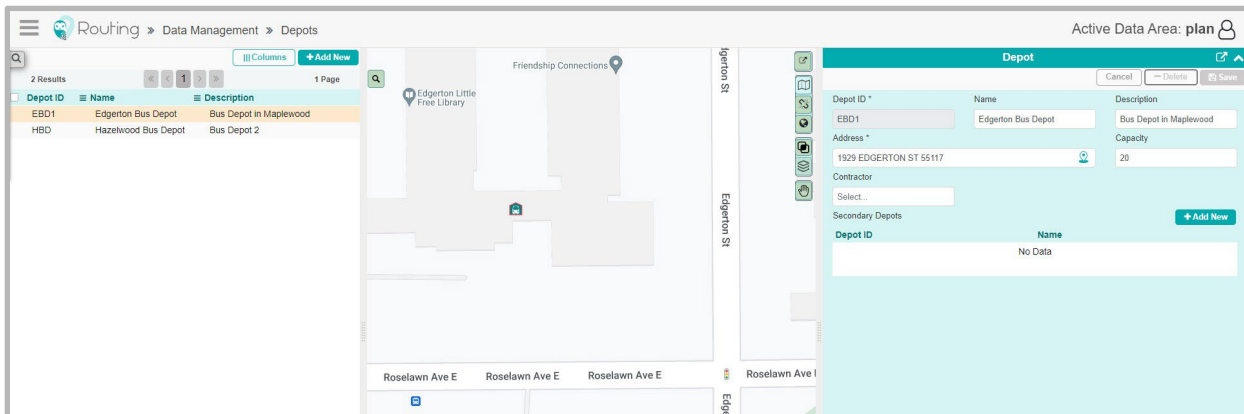
The results of the search query will be listed in the Data Panel.



A screenshot of a data panel interface. At the top, there is a search bar with a magnifying glass icon, a 'Columns' button, and an '+ Add New' button. Below this, it shows '2 Results' and '1 Page'. A table with three columns: 'Depot ID', 'Name', and 'Description'. The first row contains 'EBD1', 'Edgerton Bus Depot', and 'Bus Depot in Maplewood'. The second row contains 'HBD', 'Hazelwood Bus Depot', and 'Bus Depot 2'.

Depot ID	Name	Description
EBD1	Edgerton Bus Depot	Bus Depot in Maplewood
HBD	Hazelwood Bus Depot	Bus Depot 2

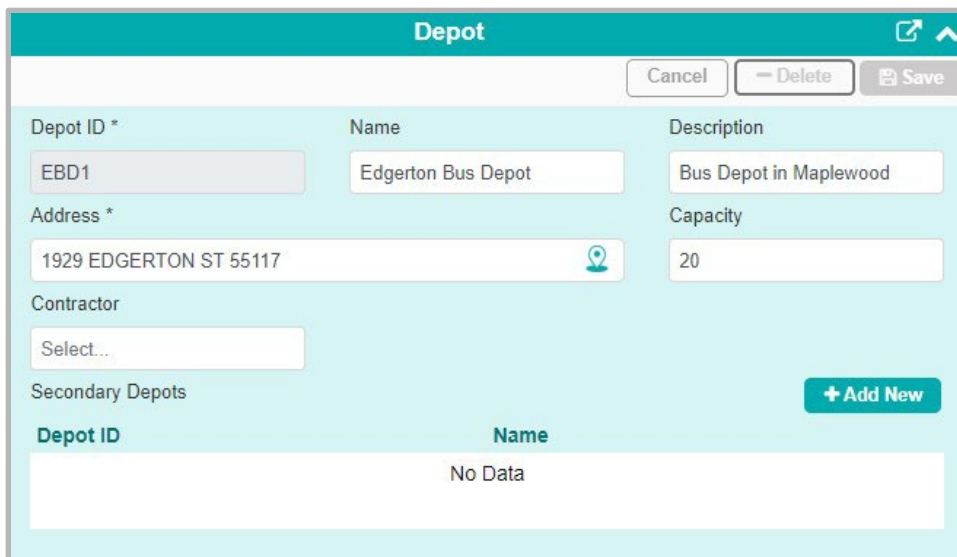
When selecting a depot in the Data Panel, it will show graphically on the map, as well as additional information will populate in the Workspace Panel.



A screenshot of the Routing application interface. The top navigation bar shows 'Routing > Data Management > Depots' and 'Active Data Area: plan'. On the left, the Data Panel shows the same table as above, with 'EBD1' selected. In the center, a map shows the location of 'Edgerton Little Free Library' and 'Edgerton St'. On the right, a 'Depot' information card is displayed with the following fields: Depot ID \* (EBD1), Name (Edgerton Bus Depot), Description (Bus Depot in Maplewood), Address \* (1929 EDGERTON ST 55117), Capacity (20), Contractor (Select...), and Secondary Depots (No Data). There are 'Cancel', 'Delete', and 'Save' buttons at the top of the card, and an '+ Add New' button at the bottom.


- **Depot Information**

Within the “Depot” information card, the user will find fields for the Depot ID, Name, Description, Address, and more.



A close-up screenshot of the 'Depot' information card. It features a teal header with the title 'Depot' and a close icon. Below the header are 'Cancel', 'Delete', and 'Save' buttons. The form contains several input fields: 'Depot ID \*' with 'EBD1', 'Name' with 'Edgerton Bus Depot', 'Description' with 'Bus Depot in Maplewood', 'Address \*' with '1929 EDGERTON ST 55117' and a location pin icon, and 'Capacity' with '20'. There is a 'Contractor' dropdown menu with 'Select...' and a 'Secondary Depots' section with a table showing 'No Data' and an '+ Add New' button.

- **Depot ID:** When creating a Depot ID, you can assign it a number, location, or any other identifiable name.

- **Name:** Traditionally this field is for inputting the school the school/district the buses will be servicing.
- **Description:** This field can be used to keep track of the number of depots associated with a single school/district.
- **Address:** In this field you can either manually type in the address of the depot, or you can select the map location icon within the field to locate the depot in the map view. 
- **Capacity:** The number of buses the depot houses.
- **Contractor:** If the district is using a contractor to supply the buses, you would plug in the name of that company in this field.
- **Secondary Depots:** If there is a secondary depot that is associated with the serviced school, you would associate them here. This list appears sorted in numerical/alphabetical order.

Secondary Depots	
Depot ID	Name
42	Robinson
AAA	AAA

- **Add Depot**

To add a new depot, select the “Add New” button in the Data Panel, and fill out the depot information form, then select “Save”.

**+ Add New**

Depot
↑

Cancel
Save

Depot ID \*

Name

Description

Address \*

Capacity

Contractor

**+ Add New**

Secondary Depots

Depot ID	Name
No Data	

- **Add a Secondary Depot**

To add a secondary Depot, select the “Add New” button in the depot information card of the Workspace Panel. Within the search field, find the secondary depot of choice and select “proceed”.

Secondary Depots

Depot ID	Name
No Data	

**+ Add New**

Proceed

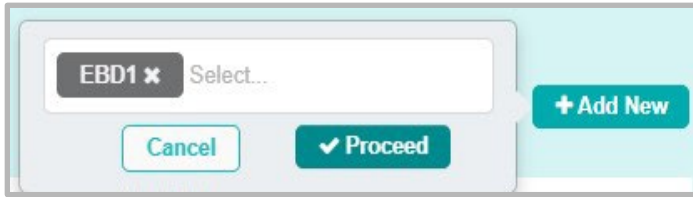
+ Add New

EBD1

HBD



If the depot is not listed, the user will need to first add a new depot, navigate to the Data Panel and select “Add New”, before it will appear in the Data Panel and be available to add as a secondary Depot location.



A screenshot of a user interface dialog box. At the top left, there is a dropdown menu with 'EBD1' selected and a close icon (x). To its right is a text input field containing 'Select...'. Below the dropdown is a 'Cancel' button. To the right of the input field is a 'Proceed' button with a checkmark icon. Further to the right is a '+ Add New' button.

After saving, the depot will be listed in the “Secondary Depots” section of the “Depots” informational card. The list can continue to be edited by selecting “Edit” in the “Depots” card.



A screenshot of a table titled 'Secondary Depots' with an 'Edit' button in the top right corner. The table has two columns: 'Depot ID' and 'Name'. One row is visible with 'EBD1' in the 'Depot ID' column and 'Edgerton Bus Depot' in the 'Name' column.

Depot ID	Name
EBD1	Edgerton Bus Depot

## 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:

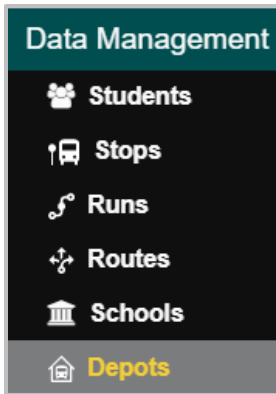
### Assign a Depot to a Route

When working within the Routes modules, following the creation of a new route, and the assignment of runs, the user will need to create and assign the pre and post depot locations to the route in order to factor the deadhead time into the route details.

#### Here's How:

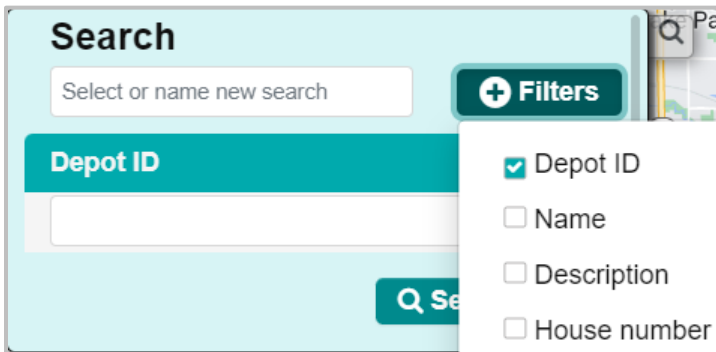
- 1. Depots**

Under “Data Management” navigate to Depots.



## 2. Search

In the search bar select the “Depot ID” filter; leave the search field blank and select “Search” to view all depot locations saved in the system.




4 Results 1 Page

<input type="checkbox"/>	Depot ID	Name	Description
<input type="checkbox"/>	EBD1	Edgerton Bus Depot	Bus Depot 1
<input type="checkbox"/>	HBD	Hazelwood Bus Depot	Bus Depot 2
<input type="checkbox"/>	DBrid	Purple Smurple	
<input type="checkbox"/>	EBD2	Edgerton Elementary	Bus Depot 3

- If you do not see the depot location for your route, you will need to add a new depot location to the system by selecting “+Add New”.

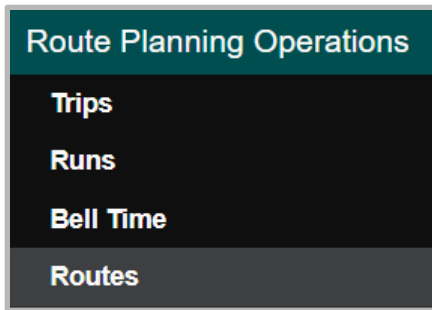


Once selected a form will populate in the Workspace Panel with the following fields to complete:

- **Depot ID:** When creating a Depot ID, you can assign it a number, location, or any other identifiable name.
- **Name:** Traditionally this field is for inputting the school the school/district the buses will be servicing.
- **Description:** This field can be used to keep track of the number of depots associated with a single school/district.
- **Address:** In this field you can either manually type in the address of the depot, or you can select the map location icon within the field to locate the depot in the map view. 
- **Capacity:** The number of buses the depot houses.
- **Contractor:** If the district is using a contractor to supply the buses, you would plug in the name of that company in this field.
- **Secondary Depots:** If there is a secondary depot that is associated with the serviced school, you would associate them here.

### 3. Routes

Once you have added the depot location to the system, navigate to “Route Planning Operations” and select Routes.



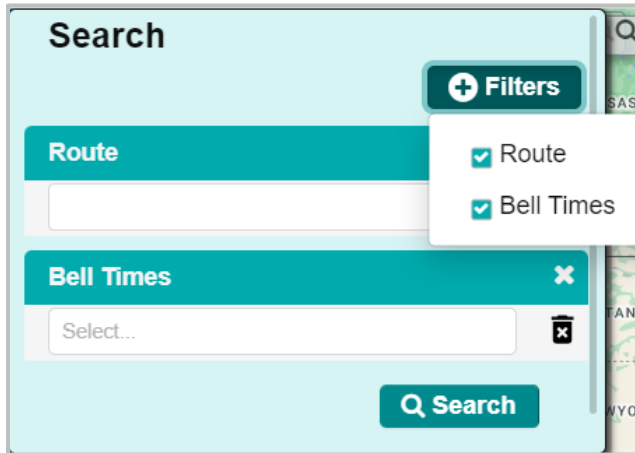
#### 4. Create Task

Before you can start working within the Routes module, you will first need to create a task by clicking on the plus icon at the bottom left corner of the screen.



#### 5. Search

Select the Route ID filter in the "Search" window, and query for your route(s).



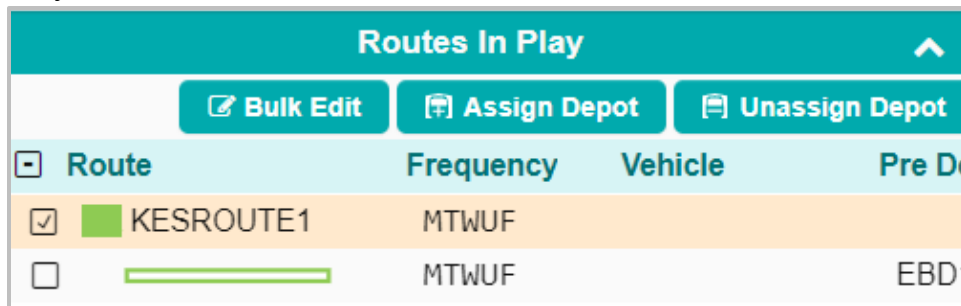
#### 6. Routes

Select the route you want to work with by clicking on the box to the left of the Rout number; the route will be listed in the "Routes in Play" panel, as well as populate in the "Timeline".

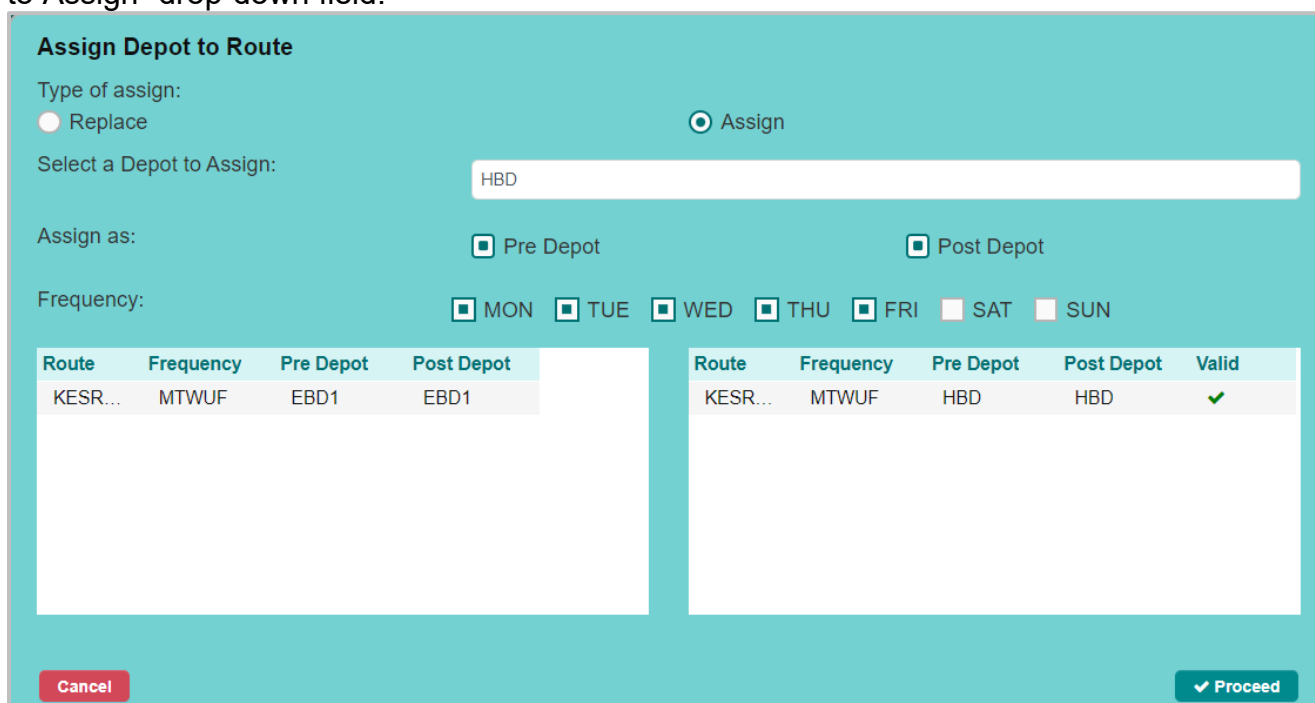


#### 7. Assign Pre-Depot to Route

In the “Routes in Play” panel within the Workspace Panel, you will find the “Assign Depot” button. Before you can assign a depot to the route, you must select the route in the “Routes in Play” card.



Once selected, the “Assign Depot to Route” window will populate on the screen. Select the “Assign” button in the window, and locate the appropriate depot location in the “Select a Depot to Assign” drop-down field.



Some additional fields of note in this window are described as such:

- **Frequency:** The user has the ability to assign the frequency of this depot location; should the bus be come from a different location on a few of the days.
- **Pre/Post Depot:** If the pre and post depot locations are different, you can deselect the Post Depot field, and assign it as a secondary depot location.
- **Replace:** To replace an already assigned depot location, select the “Replace” button in the window and the window will update as below:

### Assign Depot to Route

Type of assign:  
 Replace       Assign


Select a Depot to Replace:


Select a Depot to Assign:

Route	Frequency	Pre Depot	Post Depot
KESR...	MTWUF	EBD1	EBD1

Route	Frequency	Pre Depot	Post Depot	Valid
KESR...	MTWUF	HBD	HBD	✓

- In this window you will select the current depot location in the “Select a Depot to Replace” drop-down, and add the new location to the “Select a Depot to Assign” field. The changes will be shown in the lower right window.
- The depot location will show these updates in the “Routes in Play” card as well as in the “Timeline”.

<input checked="" type="checkbox"/>	Route	Frequency	Vehicle	Pre Depot	Post Depot
<input checked="" type="checkbox"/>	KESROUTE1	MTWUF			
<input checked="" type="checkbox"/>		MTWUF		HBD	HBD

Routes		
Route	Vehicle	8:30AM 9A
ESROUTE1	(none)	
MTWUF, Dep: HBD		