

ATHENA RUNS

Education Logistics, Inc.

Training
Guide

2024



Runs in Data Management Training Resource Guide

2022 by Education Logistics, Inc

All rights reserved.

Date Modified: 12/12/2024

Version: 1.68

EDULOG is a trademark of Education Logistics, Inc.

Education Logistics, Inc.

3000 Palmer St.

Missoula, Montana 59808

(406) 728-0893

<https://www.edulog.com/>

Table of Contents

- ATHENA RUNS IN DATA MANAGEMENT INTRODUCTION 4
- ATHENA MAP ASSET KEY.....4
- NAVIGATING THE RUNS IN DATA MANAGEMENT MODULE 5
- ATHENA USER STORIES.....13
- Copy Run.....13
- Copy Reverse Run.....16
- Change Run ID.....19
- Create a Run.....20

PURPOSE OF THIS GUIDE

The Runs in Data Management Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of updating run information 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 RUNS IN DATA MANAGEMENT INTRODUCTION

Information regarding runs can be found in the Data Management area of the actions bar. In this space you will be able to locate and update all fundamental data associated to runs in Athena:

- Run ID
- Description
- Load
- Duration/Frequency
- Bell Time

From here not only is the run information able to be updated, but the user is able to copy the original and reverse of the runs within Runs in Data Management to be used in the development of a new run.

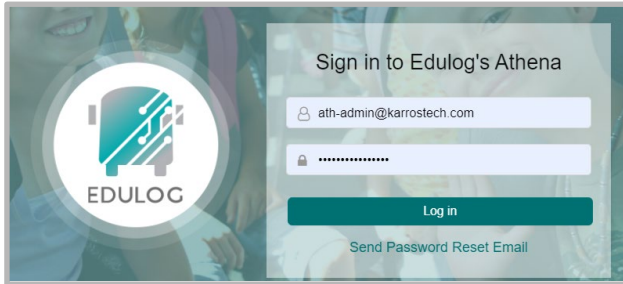
ATHENA MAP ASSET KEY

Symbol	Explanation	Symbol	Explanation
	Zoom to Extents		Satellite
	Zoom all		Map Overlays
	Zoom Selected		Pre-Selected Map Overlays
	Road Map View		Street View
	Hybrid View		Turn Run Lines On
	Turn Paths On		

NAVIGATING THE RUNS IN DATA MANAGEMENT MODULE

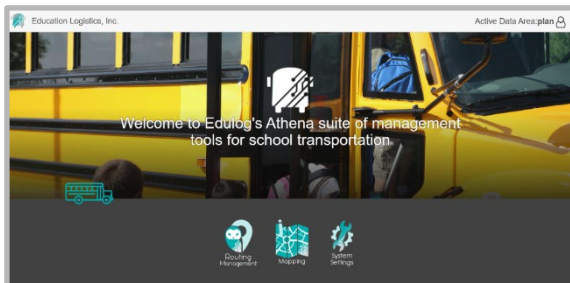
1. Sign In:

You will first be brought to the Sign In page, where you will enter your Username (email) and Password.



2. Athena Portal Home Page:

Welcome to the Athena Portal Home Page.



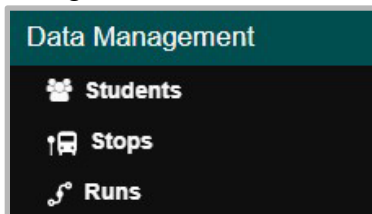
3. Routing Management:

Select the Routing Management application.



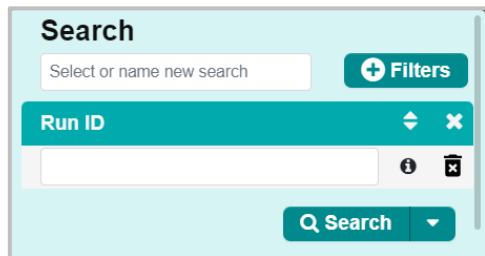
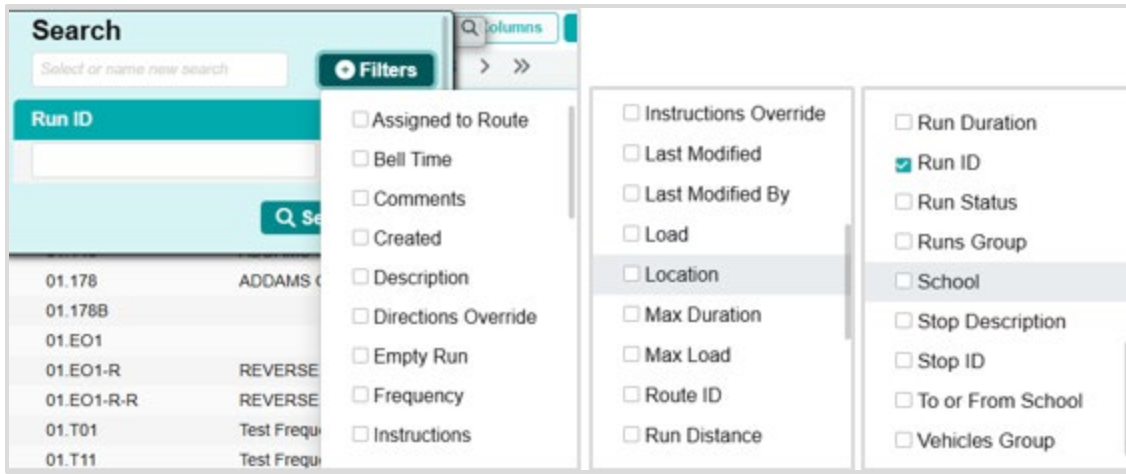
4. Runs Module:

Navigate to the Runs Module under Data Management in the Action Bar.



5. Search:

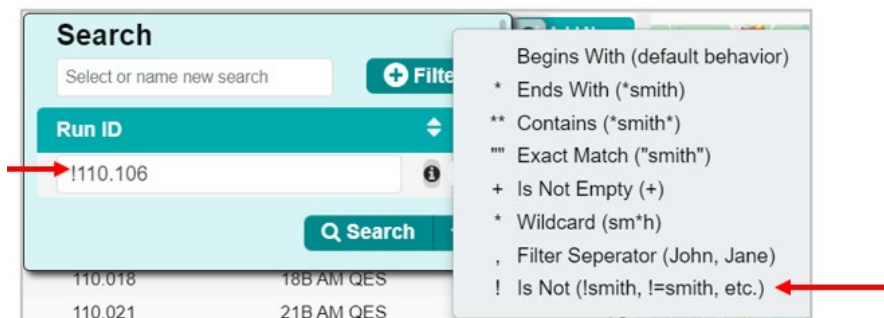
The Search Tray will appear, where the user can filter by run specific fields. If the user would like to search all runs, leave the search field blank and select "ALL" in the search drop down.



5.1 Advanced Search Operations:

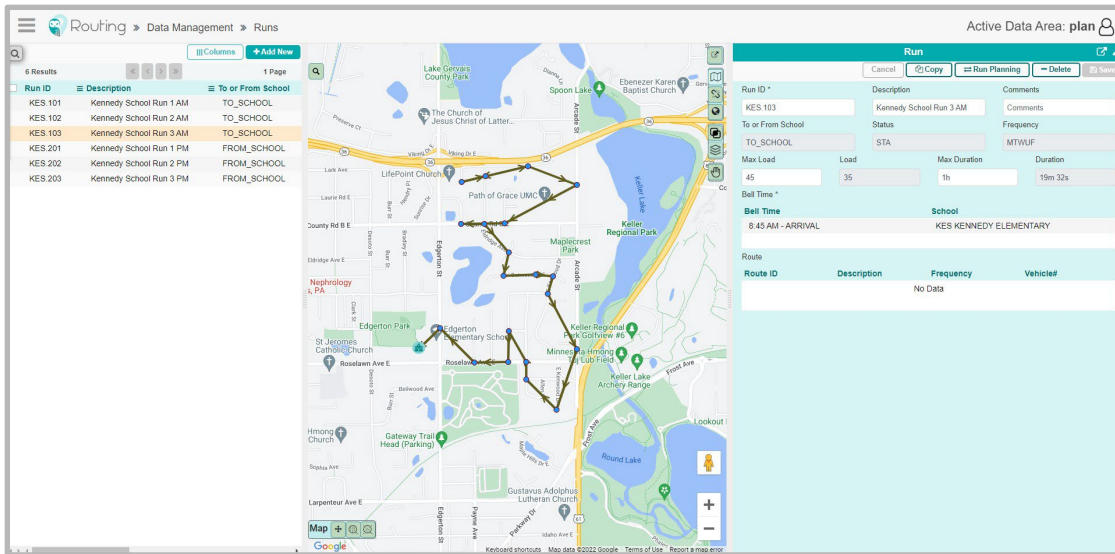
The Advanced Search feature allows you to combine multiple operations via search tray into a single query—**operations being symbols to represent “or”, “and”, “starts with”, “ends with”, etc.**

When creating your search parameters, users can select the information icon to the left of the search tray, in doing so, an “operation cheat sheet” will populate where you can click directly on the operation symbol that is appropriate to your search parameters. Once selected in the information window, the symbol will populate within your search tray.



6. Select Run:

Once you have selected a run, it will highlight in yellow in the Data Panel, will display graphically on the Map Panel, and all associated run information will populate in the Workspace Panel.



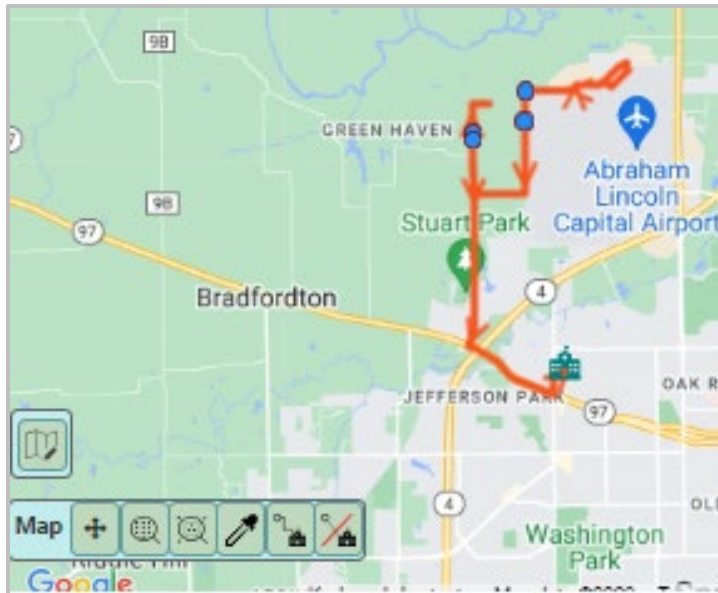
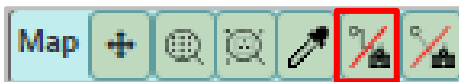
Data Panel

Map Panel

Workspace Panel

6.1 Run Path View in Map Panel:

To display a runs “path” within Runs in Data Management, navigate to the tool bar at the bottom left corner of the Map Panel, and “Turn Paths On”.



7. Workspace Panel:

By selecting a run within the Data Panel, the following cards will populate within the Workspace Panel, where the user can access relevant information associate with that individual run:

- **Run:** All foundation run information can be found in the Run Card—Run ID, Max

Load/Duration, Bell Time, etc.

- **Run Covers:** The cover the run is associated to is found in the Run Covers card.

Frequency	Load	Duration	Distance
MTWUF	10	20m 37s	56414 ft.

- **Run Stops & Trips:**
The “Run Stops & Trips” card displays all stops and students associated with the selected run. Within this card, the user can adjust some elements of stop data.

Stop ID	Status	Location	Description	Right Side	Home Stop	Excl Stop	Time at Stop
Pick-Up@01	STA	18	ADDAMS	x	x	x	3:45:00 PM
STOP(112)	STA	AMHERST		x	x	x	3:59:50 PM
01.124	STA	3315	3315	x	x	x	4:06:36 PM
01.193	STA	TOZER RD	TOZER RD	x	x	x	4:07:04 PM
01.191	STA	3065	3065	x	x	x	4:16:14 PM
02.043	STA	2715	2715	✓	x	x	4:33:00 PM

To see an expanded view, including the stop and student information, users can select the “+” button. To minimize, users can simply select the “-” button.

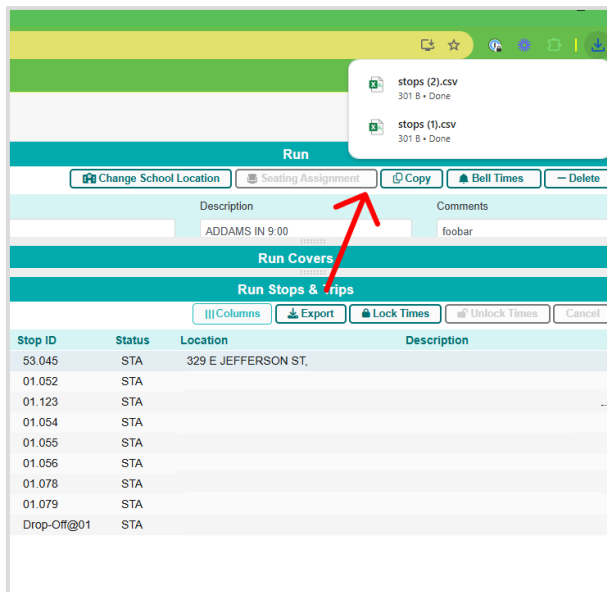
Stop ID	Status	Location	Description	Right Side	Home Stop	Excl Stop	Time at Stop	P/D Load	Duration	DriveTime	TimeToStop																																								
Pick-Up@01	STA	18	ADDAMS	x	x	x	3:45:00 PM	10	1s	14m 49s	0s																																								
<table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>District ID</th> <th>School</th> <th>Grade</th> <th>Prog...</th> <th>Transportation N...</th> <th>Additional Needs</th> <th>Frequency</th> <th>Home Stop</th> </tr> </thead> <tbody> <tr> <td>MICAH</td> <td></td> <td>01 - ADDAMS</td> <td>03</td> <td>DFLT</td> <td></td> <td></td> <td></td> <td>MTWUF</td> <td>x</td> </tr> <tr> <td>TYSEN</td> <td></td> <td>01 - ADDAMS</td> <td>05</td> <td>DFLT</td> <td></td> <td></td> <td></td> <td>MTWUF</td> <td>x</td> </tr> <tr> <td>SOPHIA</td> <td></td> <td>01 - ADDAMS</td> <td>01</td> <td>DFLT</td> <td></td> <td></td> <td></td> <td>MTWUF</td> <td>x</td> </tr> </tbody> </table>												Last Name	First Name	District ID	School	Grade	Prog...	Transportation N...	Additional Needs	Frequency	Home Stop	MICAH		01 - ADDAMS	03	DFLT				MTWUF	x	TYSEN		01 - ADDAMS	05	DFLT				MTWUF	x	SOPHIA		01 - ADDAMS	01	DFLT				MTWUF	x
Last Name	First Name	District ID	School	Grade	Prog...	Transportation N...	Additional Needs	Frequency	Home Stop																																										
MICAH		01 - ADDAMS	03	DFLT				MTWUF	x																																										
TYSEN		01 - ADDAMS	05	DFLT				MTWUF	x																																										
SOPHIA		01 - ADDAMS	01	DFLT				MTWUF	x																																										

- Users can lock or unlock times by selecting a run and clicking either “Lock Times” Or

“Unlock Times” Buttons.

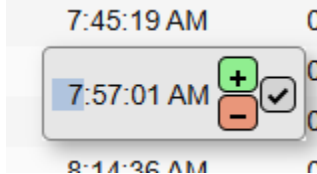
Stop ID	Status	Location	Description	Right Side	Home Stop	Excl Stop	Time at Stop	P/D Load	Duration	DriveTime	Time To Stop
53.045	STA			✓	x	x	7:16:33 AM	0	0s	18m 56s	0s
01.052	STA			x	x	x	7:35:29 AM	0	8m 20s	1m 30s	18m 56s
01.123	STA			x	x	x	7:45:19 AM	0	8m 20s	3m 22s	28m 46s
01.054	STA			✓	x	x	7:57:01 AM	0	8m 20s	11s	40m 28s
01.055	STA			x	x	x	8:05:32 AM	0	8m 20s	44s	48m 59s
01.056	STA			x	x	x	8:14:36 AM	0	8m 20s	3m 14s	58m 3s
01.078	STA			✓	x	x	8:26:10 AM	0	8m 20s	1m 32s	1h 9m 37s
01.079	STA			✓	x	x	8:36:02 AM	0	8m 20s	10m 38s	1h 19m 29s
Drop-Off@01	STA			x	x	x	8:55:00 AM	0	8m 20s	0s	1h 38m 27s

- Users can also export the Run Stops and Trips into a csv file to capture stops and students on runs.

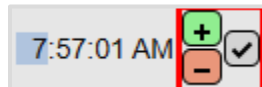


7.1 Time at stop/Duration/ Drive Time Updates:

- Time at Stop:** Users can update the “Time at Stop” field directly within the Run Stops & Trips card. By double clicking the time; a small dialogue box appears, allowing users to add or reduce time.



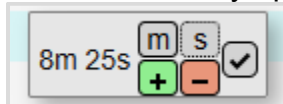
- Users can select the time by clicking, or use keyboard arrow keys to move between the Hour, Minute, or Second fields. Users can update the time at stop by typing in the time, clicking the green plus or red minus buttons, or, users can use the arrow up, or arrow down keys to adjust the time as well. Once the time is updated, users can select the checkbox to update the list.



- Once the time has been updated, all preceding times will be adjusted and highlighted in blue according to updated stop times.

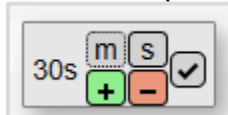
Time at Stop	P/D Load	Duration	Drive Time
7:17:33 AM	0	0s	18m 56s
7:36:29 AM	0	8m 20s	1m 30s
7:46:19 AM	0	8m 20s	3m 22s
7:58:01 AM	0	8m 20s	-49s
8:05:32 AM	0	8m 20s	44s
8:14:36 AM	0	8m 20s	3m 14s
8:26:10 AM	0	8m 20s	1m 32s
8:36:02 AM	0	8m 20s	10m 38s
8:55:00 AM	0	8m 20s	0s

- Duration:** Users can update the “Duration” field directly within the Run Stops & Trips card. By double clicking the time, a small dialogue box appears, allowing users to add or reduce time. By selecting the “m” or “s” button, users can again use the green plus or red minus buttons to add or subtract time, as well as using the arrow keys on the user’s keyboard. When updating the duration for selected stop(s), Time at stop will automatically update, and highlight blue.



Time at Stop	P/D Load	Duration
7:16:28 AM	0	0s
7:35:24 AM	0	8m 20s
7:45:14 AM	0	8m 20s
7:56:56 AM	0	8m 25s

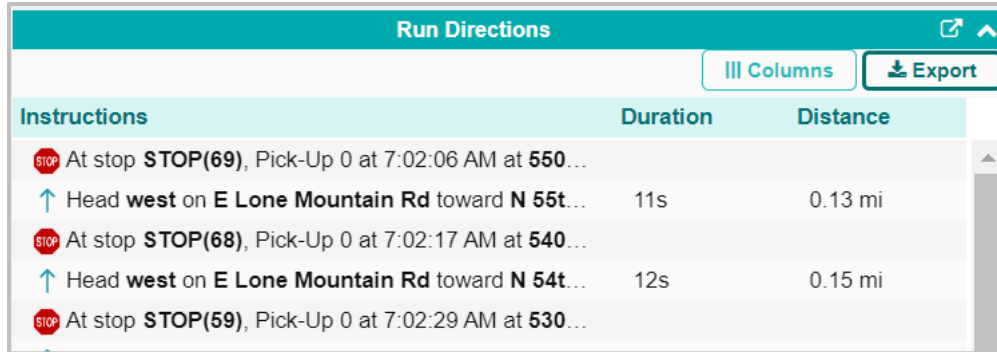
- Drive Time:** Users can update the “Drive Time” field directly within the Run Stops & Trips card. By double clicking the time, a small dialogue box appears, allowing users to add or reduce time. By selecting the “m” or “s” button, users can again use the green plus or red minus buttons to add or subtract time, as well as using the arrow keys on the user’s keyboard. When updating the Drive Time for selected stop(s), Time at stop will automatically update, and highlight blue.



Time at Stop	P/D Load	Duration	Drive Time
7:16:09 AM	0	0s	18m 56s
7:35:05 AM	0	8m 20s	1m 30s
7:44:55 AM	0	8m 20s	3m 22s
7:56:37 AM	0	8m 25s	30s

7.2 Run Directions:

The “Run Directions” card allows the user to see the full turn-by-turn directions for the selected run, and be able to export the directions directly for this card.

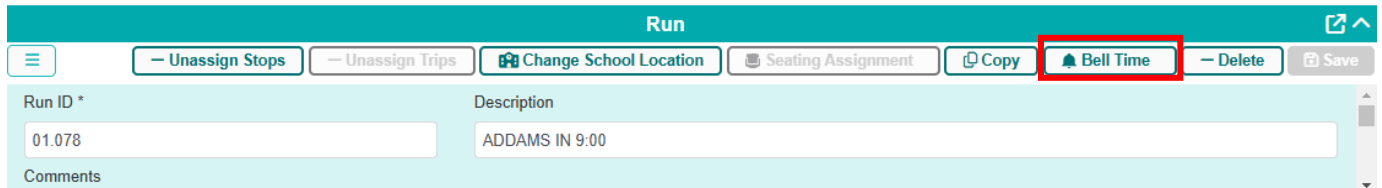


Instructions	Duration	Distance
At stop STOP(69) , Pick-Up 0 at 7:02:06 AM at 550...		
Head west on E Lone Mountain Rd toward N 55t...	11s	0.13 mi
At stop STOP(68) , Pick-Up 0 at 7:02:17 AM at 540...		
Head west on E Lone Mountain Rd toward N 54t...	12s	0.15 mi
At stop STOP(59) , Pick-Up 0 at 7:02:29 AM at 530...		

8. Bell Times Modal

Within the Runs Module, users can access the Bell Times Modal. This allows users to update trips, runs on routes, and run covers without having to leave the Runs Module. *To find out more about Bell Times functionality, please reference the Bell Times Training User Guide.*

When a run is selected, users can access the Bell Times Modal by selecting the “Bell Times” button within the Run Card:



Run

— Unassign Stops — Unassign Trips Change School Location Seating Assignment Copy **Bell Time** — Delete Save

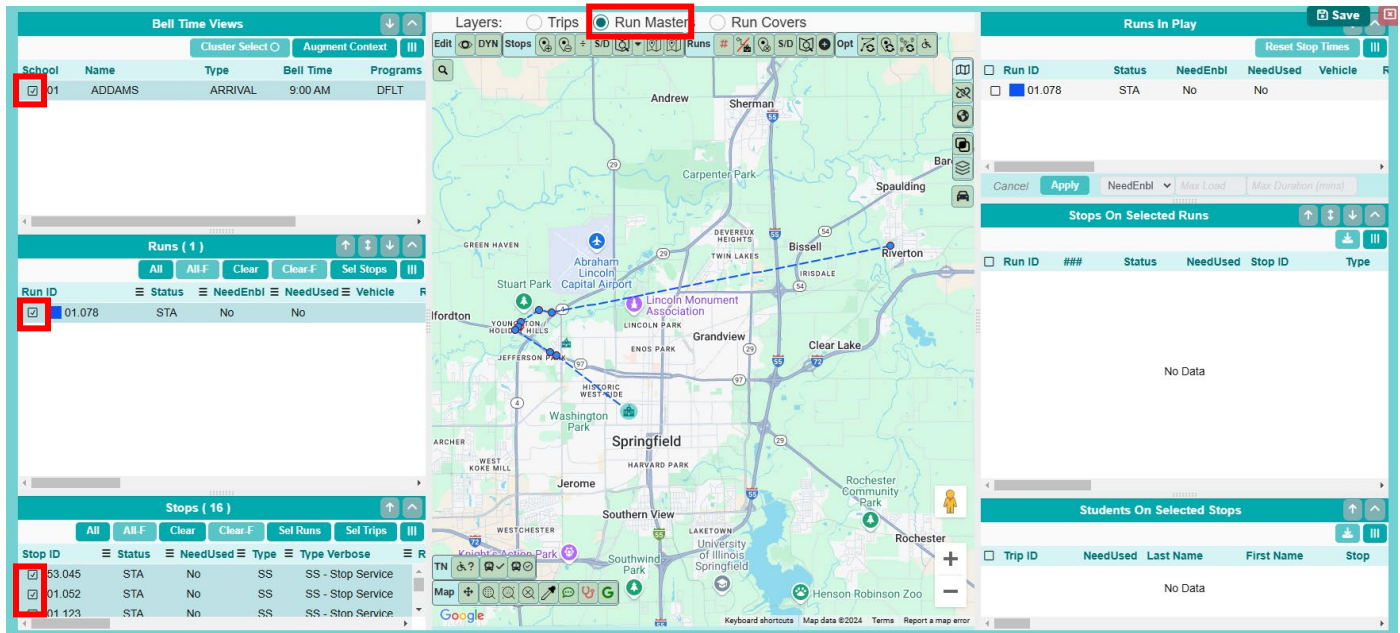
Run ID * 01.078 Description ADDAMS IN 9:00

Comments

The Bell Times Modal will automatically take the user to the Run Masters Layer.

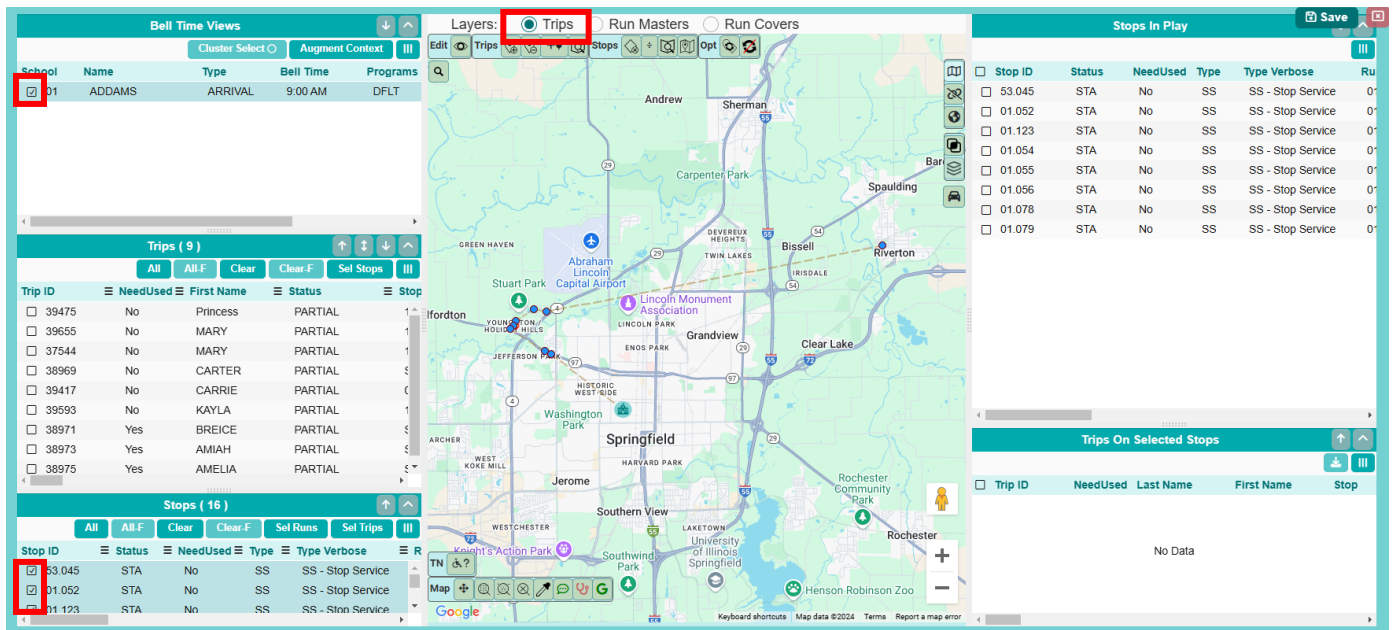
Run Masters Layer

The Bell Time Views, Run, and associated stops will be automatically displayed.



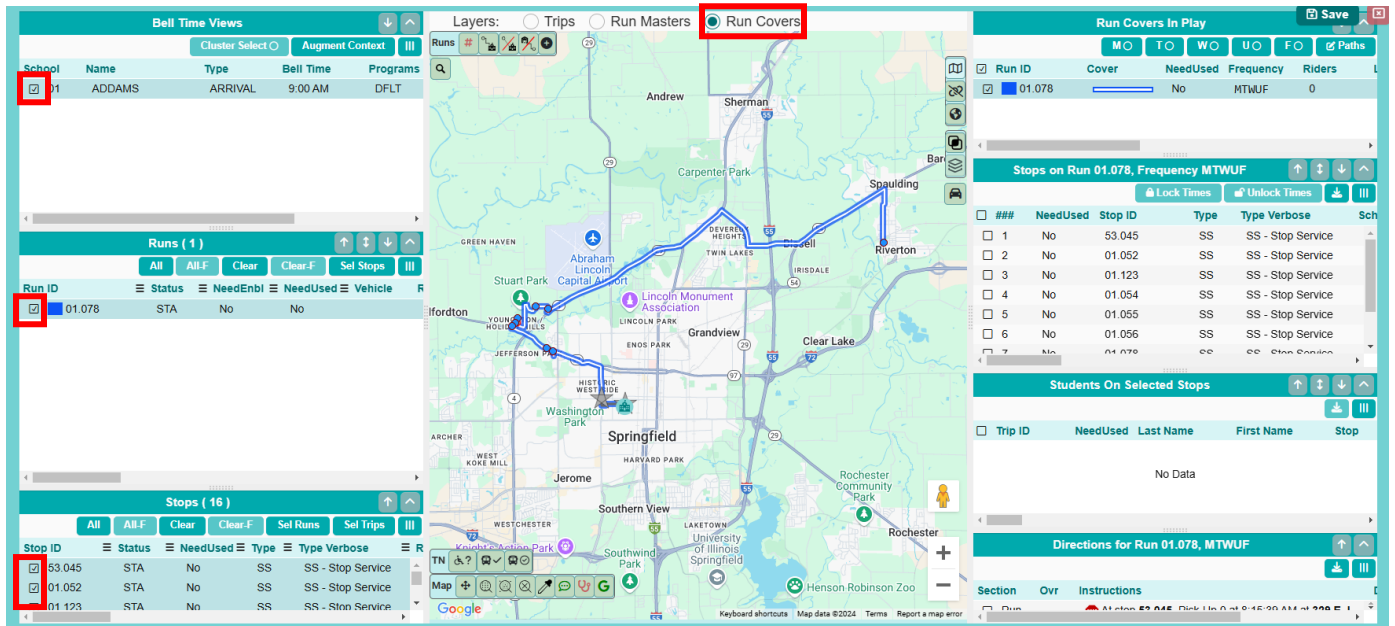
Trips Layer

When accessing the Trips Layer, Bell Time Views, and Stops will be automatically displayed.



Run Covers

When accessing the Run Covers layer the Bell Time Views, Runs, and associated stops will be automatically displayed.



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:

- Copy Run
- Copy Reverse Run
- Change Run ID
- Create a Run

1. Copy Run:

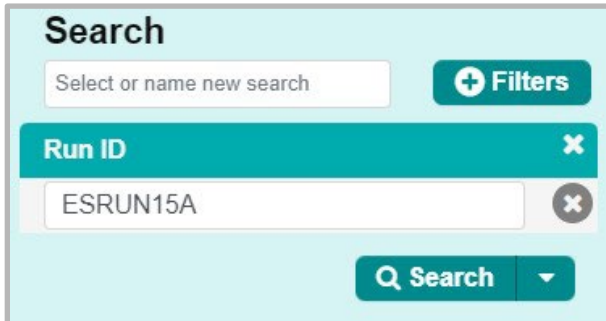
You are a driver for your district, and you are working with your System Administrator to develop runs for the upcoming school year. You finished building the AM run for your school, and now would like to copy the AM run path to create half-day AM run path.

Here's How:

1. Once logged in, navigate to Runs in Data Management.



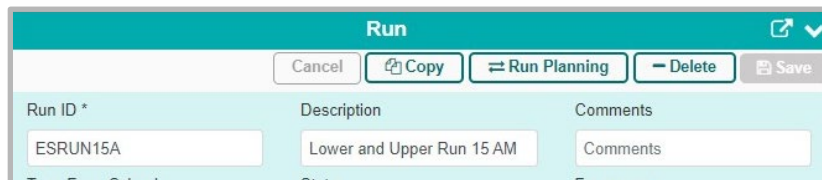
2. The Search Tray will populate once you enter the Runs module, where you will enter the Run ID you would like to update.



3. Select the run in the Data Panel.

<input checked="" type="checkbox"/> Run ID	Description	To or From School
ESRUN15A	Lower and Upper Run 15 AM	TO_SCHOOL

- 3.2 In the Workspace Panel, within the "Run" card select the "Copy" button.



- 3.2 The "Copy Run" window will open; the run(s) in the left space labeled "From" are the run(s) you are going to copy, and in the right space labeled "To" is where you will add the school and bell time.

Copy Run

Run:
 Run ID: ESRUN15A
 Description: Lower and Upper Run 15 AM
 To or From School: TO_SCHOOL

From

School	Bell Time
North Pike Lower Elementa...	7:30 AM - ARRIVAL
North Pike Upper Elementary	7:30 AM - ARRIVAL

To: + Add New

School	Bell Time
No selected Bell Times	

Reverse

Cancel Proceed

To add the school and bell time, select “+Add New”, and select “Proceed” to confirm the change.

Copy Run

Run:
 Run ID: ESRUN15A
 Description: Lower and Upper Run 15 AM
 To or From School: TO_SCHOOL

From

School	Bell Time
North Pike Lower Elementa...	7:30 AM - ARRIVAL
North Pike Upper Elementary	7:30 AM - ARRIVAL

To: + Add New

School	Bell Time
No selected Bell Times	

Reverse

Cancel Proceed

Select... Select...

Cancel ✓ Proceed

NPES North Pike Lower Elementary

School 🗑️

15:00:00 - DEPART

NPUES North Pike Upper Elementary

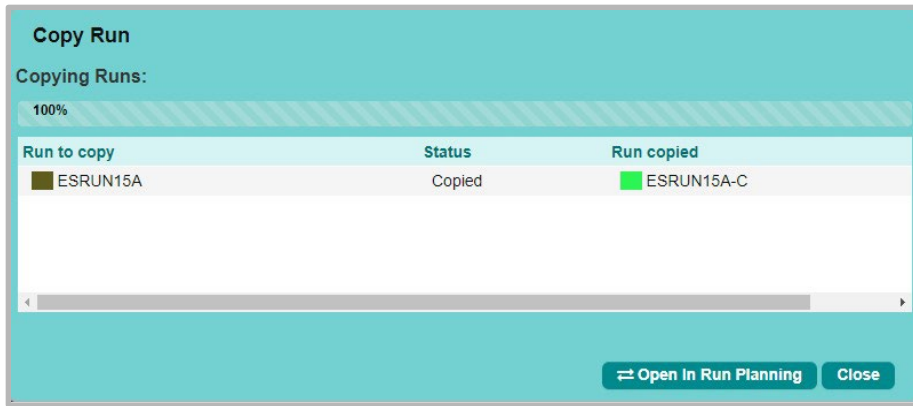
School 🗑️

15:00:00 - DEPART

Cancel ✓ Proceed

+ Add New

The “Copy Run” window will display the status of the upload; once the upload reaches 100% you can close the window, and select “Proceed” for the final time.



- Once the run is copied, you will see the new run populate in the Data Panel. The new run will have a “C” at the end of the Run ID, and “COPY” within the description. To change the name, please reference the “[Change Run ID](#)” story of this guide.

Run ID	Description	To or From School
ESRUN15A	Lower and Upper Run 15 AM	TO_SCHOOL
ESRUN15A-C	COPY - Lower and Upper Run 15 ...	TO_SCHOOL

2. Copy Reverse Run:

You are a driver for your district, and you are working with your System Administrator to develop runs for the upcoming school year. You finished building the AM run for your school, and now would like to reverse the AM run path to create the subsequent PM run.

Here’s How:

- Once logged in, navigate to Runs in Data Management.



- The Search Tray will populate once you enter the Runs module, where you will enter the Run ID you would like to update.

Search

Select or name new search + Filters

Run ID ×

ESRUN15A ×

Q Search ▼

3. Select the run in the Data Panel.

<input checked="" type="checkbox"/> Run ID	Description	To or From School
ESRUN15A	Lower and Upper Run 15 AM	TO_SCHOOL

3.1 In the Workspace Panel, within the “Run” card select the “Copy” button.



Run ↗

Cancel Copy Run Planning Delete Save

Run ID * Description Comments

ESRUN15A Lower and Upper Run 15 AM Comments

3.2 The “Copy Run” window will open; the run(s) in the left space labeled “From” are the run(s) you are going to copy, and in the right space labeled “To” is where you will add the school and bell time.

Copy Run

Run:
 Run ID: ESRUN15A
 Description: Lower and Upper Run 15 AM
 To or From School: TO_SCHOOL

From + Add New

School	Bell Time
North Pike Lower Elementa...	7:30 AM - ARRIVAL
North Pike Upper Elementary	7:30 AM - ARRIVAL

To:

School	Bell Time
No selected Bell Times	

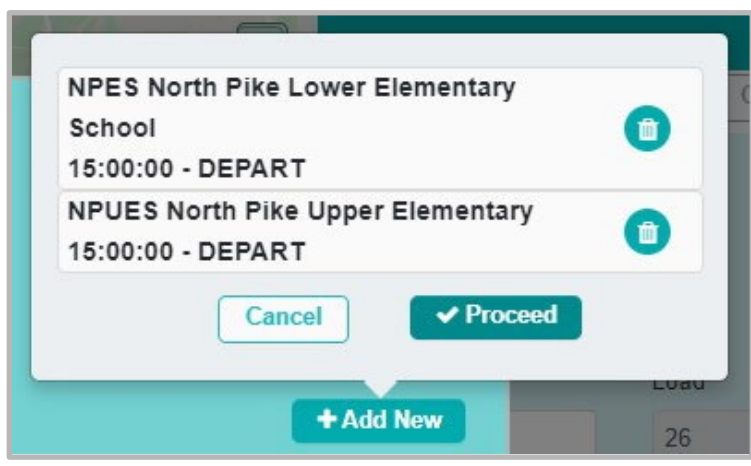
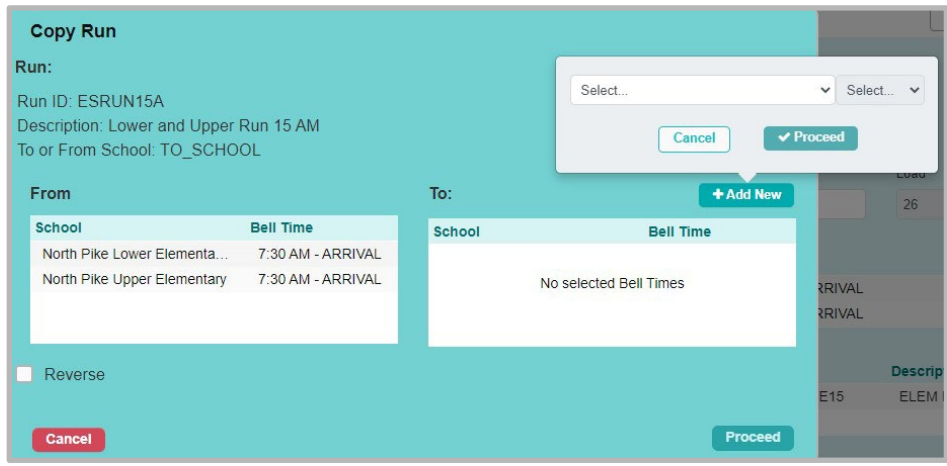
Reverse

Cancel Proceed

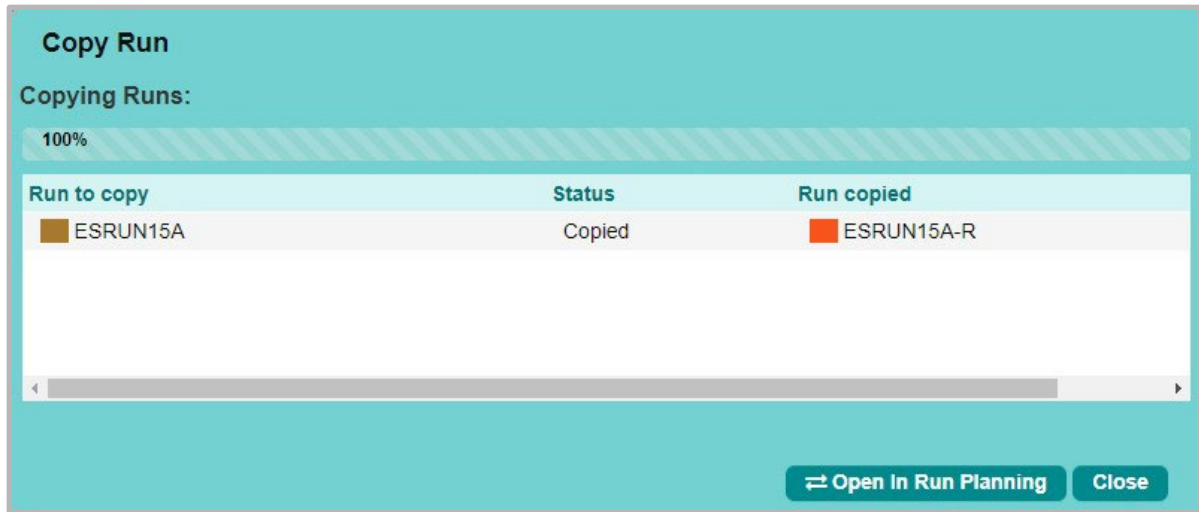
Check the “Reverse” box in the lower left corner of the window.



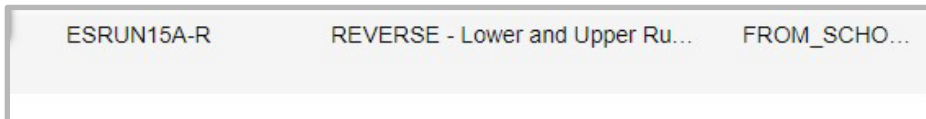
To add the school and bell time, select “+Add New”, and select “Proceed” to confirm the change.



The “Copy Run” window will display the status of the upload; once the upload reaches 100% you can close the window, and select “Proceed” for the final time.



- Once the run is copied, you will see the new run populate in the Data Panel. The new run will have a “R” at the end of the Run ID, and “REVERSE” within the description. To change the name, please reference the [“Change Run ID”](#) story of this guide.

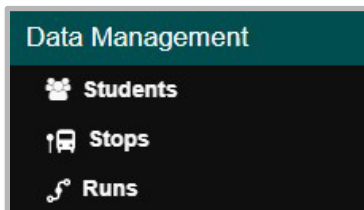


3. Change Run ID:

Now that you have created a new AM and PM run within the “Copy Run” window, you would like to change the Run ID to better identify the new runs.

Here’s How:

- Once logged in, navigate to Runs in Data Management.



- Within the Search Tray, query for the runs you created.

Search

Select or name new search + Filters

Run ID ⌵ ✕

ESRUN15A-C i ✕

Q Search ▾

- The results of your search query will populate in the Data Panel, where you can select an individual run, populating the run information in the Workspace Panel.

ESRUN15A-C	COPY - Lower and Upper Run 15 ...	TO_SCHOOL
ESRUN15A-R	REVERSE - Lower and Upper Ru...	FROM_SCHO...

Run 🔗 ▾

Cancel
Copy
Run Planning
Delete
Save

Run ID *	Description	Comments
ESRUN15A-C	COPY - Lower and Upper Run	Comments

- Locate the Run ID and Description fields, and update those fields to reflect the information appropriate for the new run—Save your changes when you have finished.

Run 🔗 ▾

Cancel
Copy
Run Planning
Delete
Save

Run ID *	Description	Comments
ESRUN15A-Training	Training - Lower and Upper Rur	Comments

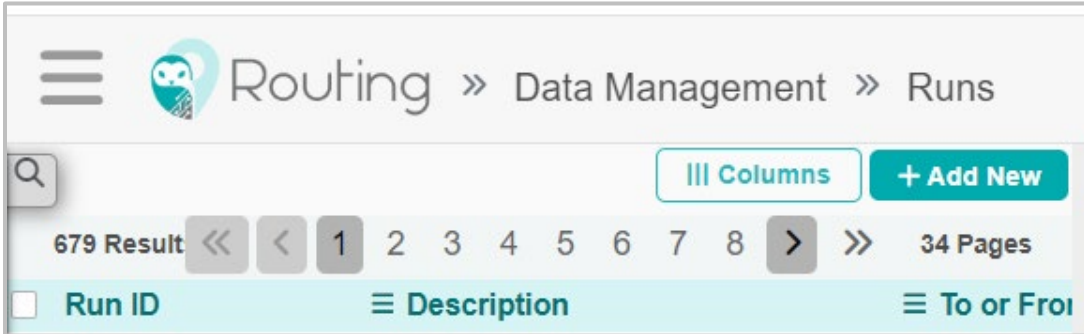
Save

4. Create a Run

- Once logged in, navigate to Runs in Data Management.



2. Select the “Add New” tool located in the upper right-hand corner of the Data Panel.



3. Selecting the “Add New” tool will populate a blank Run card within the Workspace Panel—fill in the appropriate information concerning the new run.

 A screenshot of the "Run" card form. The title bar says "Run" with an up arrow. There are "Cancel" and "Save" buttons in the top right. The form has three main sections:

- Run ID ***: Input field with "Test1".
- Description**: Input field with "Test Run".
- Comments**: Input field with "Comments".
- Max Load**: Input field with "45".
- Max Duration**: Input field with "1h".
- Bell Time ***: Input field with a "+ Add New" button to its right.

 Below these fields is a table with the following headers: "Bell Time", "School", "School Location ID", and "School Location ...". The table content is "No Data".

3.1. Add Bell Times:

In the lower table of the Run card the user will add the Bell Times that will be serviced by this run.

Bell Time *

[+ Add New](#)

Bell Time	School	School Location ID	School Location ...
No Data			

Select "Add New" to view the following drop down where the user will select the associated schools and their Bell Times. Once added, save your changes in the card.

[+ Add New](#)

a.) School Drop Down:

In the first drop down the user will see all schools within the system.

[+ Add New](#)

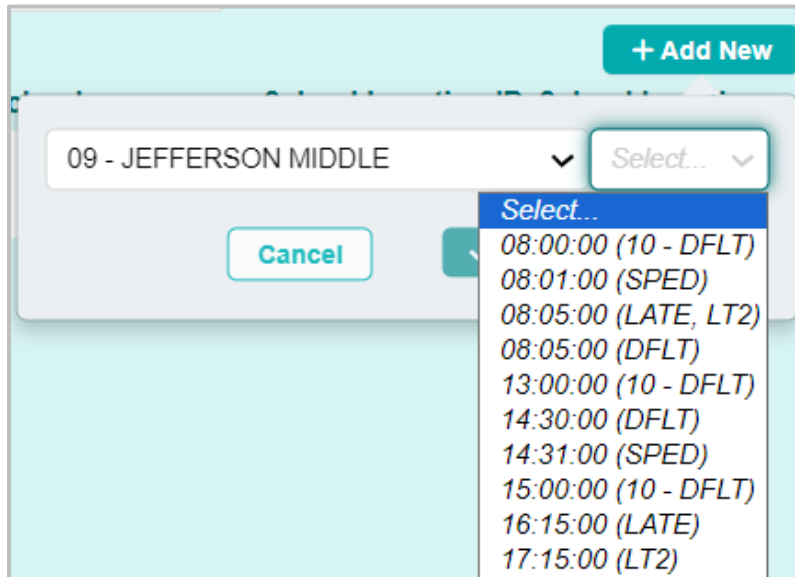
Select...

- 01 - ADDAMS
- 02b - BLACK HAWK
- 03 - HARVARD PARK
- 04 - BUTLER
- 05 - LEE LEE
- 06 - DUBOIS
- 07 - ENOS
- 08 - FAIRVIEW
- 09 - JEFFERSON MIDDLE
- 101 - 6TH STREET SCHOOL
- 102 - ELC SPEECH
- 103 - ELC EC
- 104 - HOPE ALT
- 105 - JDC
- 106 - LAWRENCE ALT
- 107 - HOPE VOCATIONAL
- 11 - HAZEL DELL
- 111 - Airport School
- 12 - ILES GIFTED MAGNET

b.) Bell Time Drop Down:

In the second drop down the user will see all Bell Times associated to the selected school.

- Next to the bell times the user will see the associated grades and/or programs for that bell time.



- Once saved, the user will see the new runs information populate within the Workspace Panel, as well as see that run populate graphically on the map.

The screenshot displays the 'Run' configuration interface. On the left is a map showing the location of the run. The main panel is divided into several sections:

- Run Configuration:** Includes fields for Run ID (*), Description, Comments, To or From School, Status, Frequency, Max Load, Load, and Max Duration. A 'Bell Time *' dropdown is also present.
- Run Details Table:**

Bell Time	School	School Location ID	School Location Type
8:00 AM - ARRIVAL	01 ADDAMS	TestDO	DROPOFF
- Run Covers Table:**

Frequency	Load	Duration	Distance
MTWUF	0	0s	0 ft
- Run Stops & Trips Table:**

Stop ID	Status	Location	Description
Drop-Off@01	STA	301 W SCARRITT ST	ADDAMS
- Run Directions Table:**

Section	Instructions	Duration	Distance
Run	At school 01, Drop-Off 0 at 8:00:00 AM at 301 W S...	0s	