ATHENA TELEMATICS VEHICLES ROUTE ASSIGNMENTS

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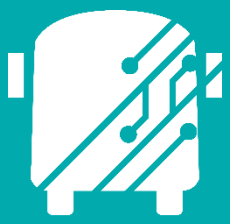

Training Guide

2024

Athena Telematics
Vehicles Route Assignments
Training Guide

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INTRODUCTION

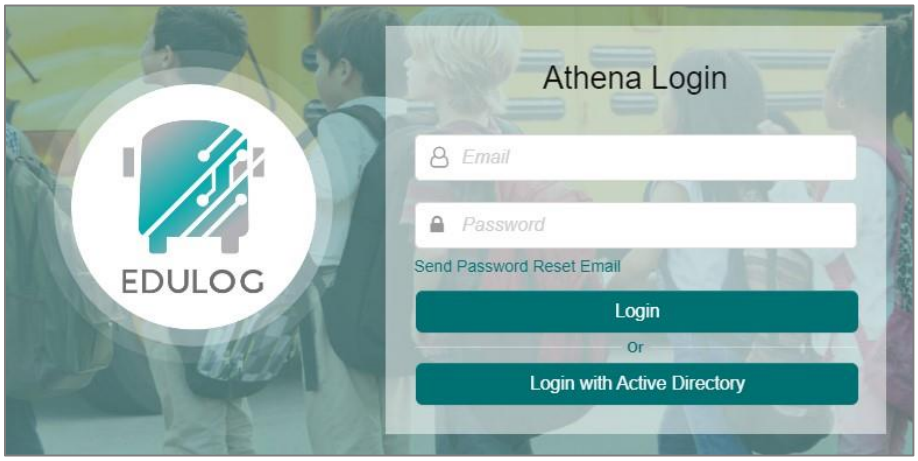
The Athena Telematics Vehicles Route Assignments Training Guide will provide you with explanations of the basic tools within Athena Telematics, walk you through the procedures specific to the Vehicles Route Assignment module within the software.

This module is for long-term vehicle-route assignments; therefore, there are no start dates and end dates for each assignment. The assignment indicates that the assigned vehicle will serve the route throughout the school year.

NAVIGATING THE VEHICLES ROUTE ASSIGNMENT MODULE

Login

At the Login page, enter your Username (email) and Password.



Athena Portal Home Page

Once logged in, you will be taken to the Athena Portal Home Page. At the bottom of this page are the Athena applications.

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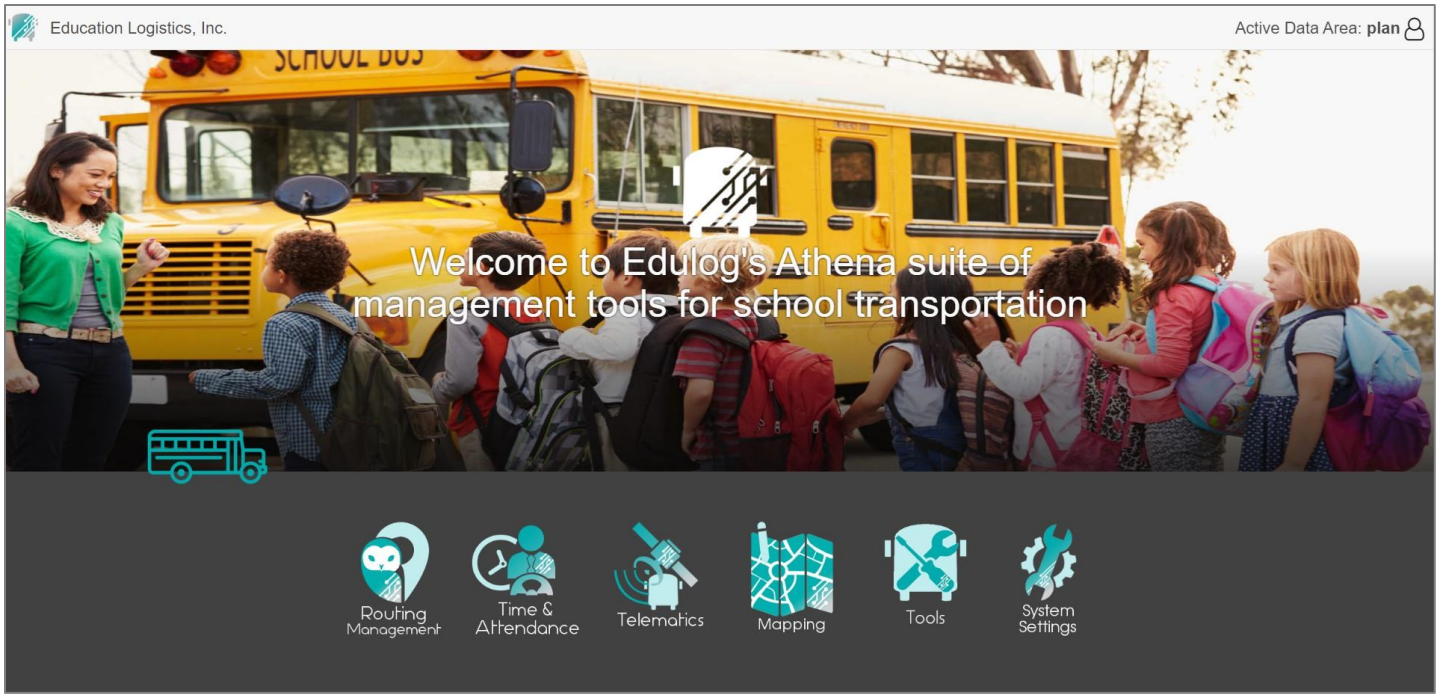

Telematics Application

Select the satellite icon to enter the Telematics application.

Action Bar Main Menu

The Telematics Action Bar will open. This is your main menu.

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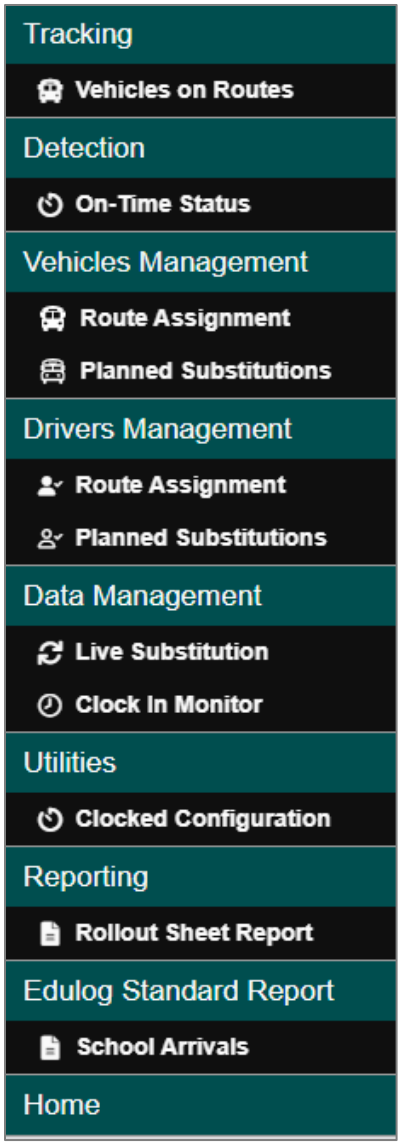
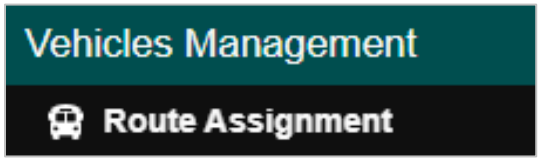


Hamburger Icon

You can open and close the action bar by selecting the hamburger icon at the top left.

Telematics Modules

In the action bar, select Routes Assignment under Vehicle Management.



Route Assignment Module

There are 3 Panels in the route assignment module. Top left is the Vehicle-Route Assignment Panel, on the top right is the Searching panel, and the bottom is the Vehicle Availability panel.

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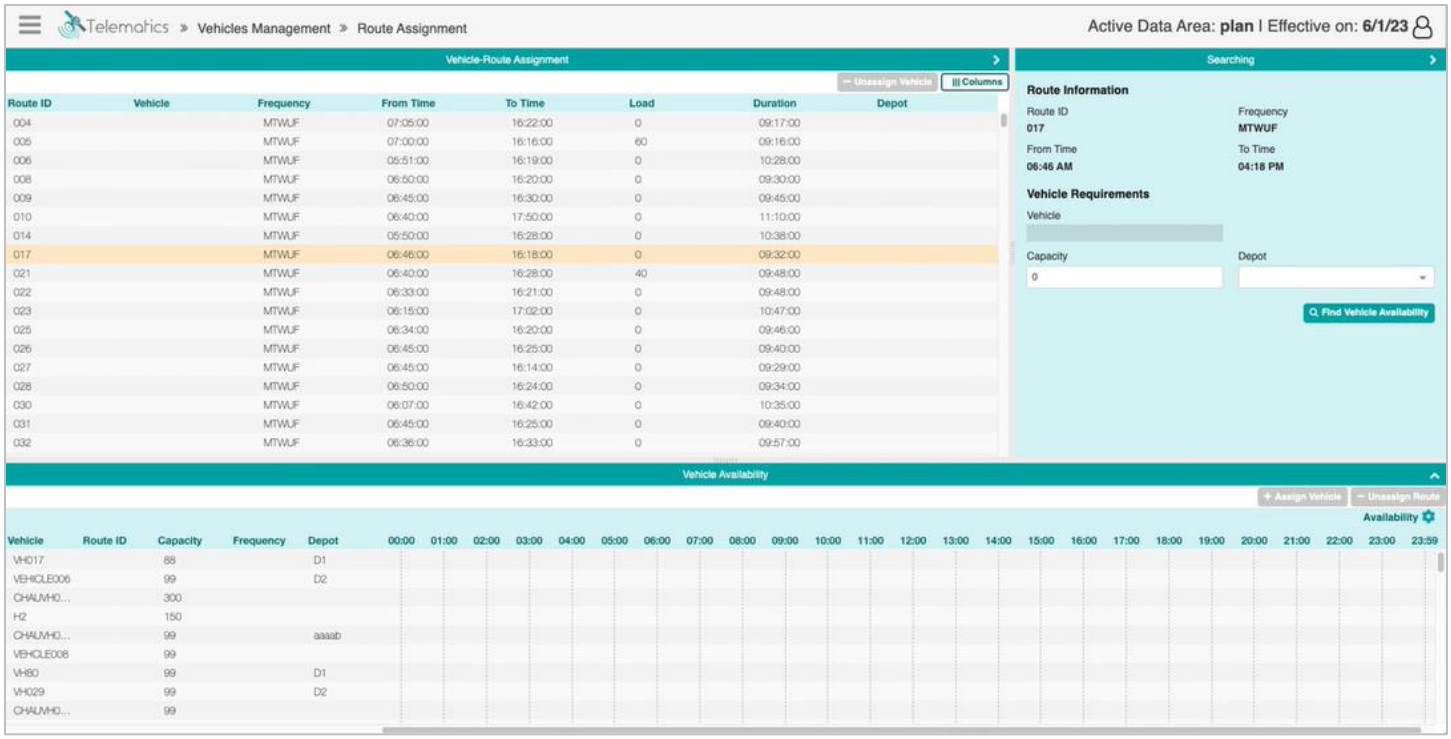
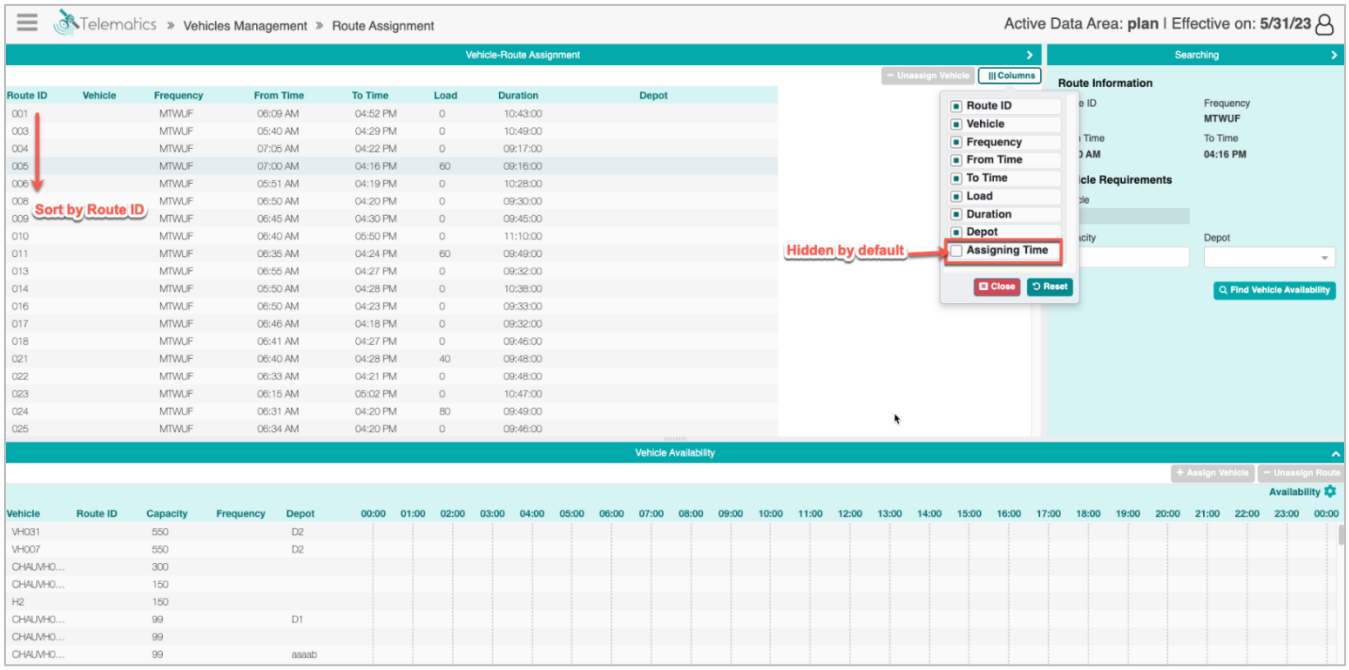


Load Routes with Assignments

Routes must have valid Frequency (if they have at least one working day) to be loaded

Display the routes and assignments on panel with columns:

1. Route ID, Vehicle, Frequency, From Time (AM/PM), To Time (AM/PM), Load, Duration (hours from depot back to depot), Depot (get the start depot of Primary Cover), Assigning Time (**Hidden by default**)
2. The default sorting prioritizes routes that **do not** have a Vehicle Assignment, followed by sorting based on route ID



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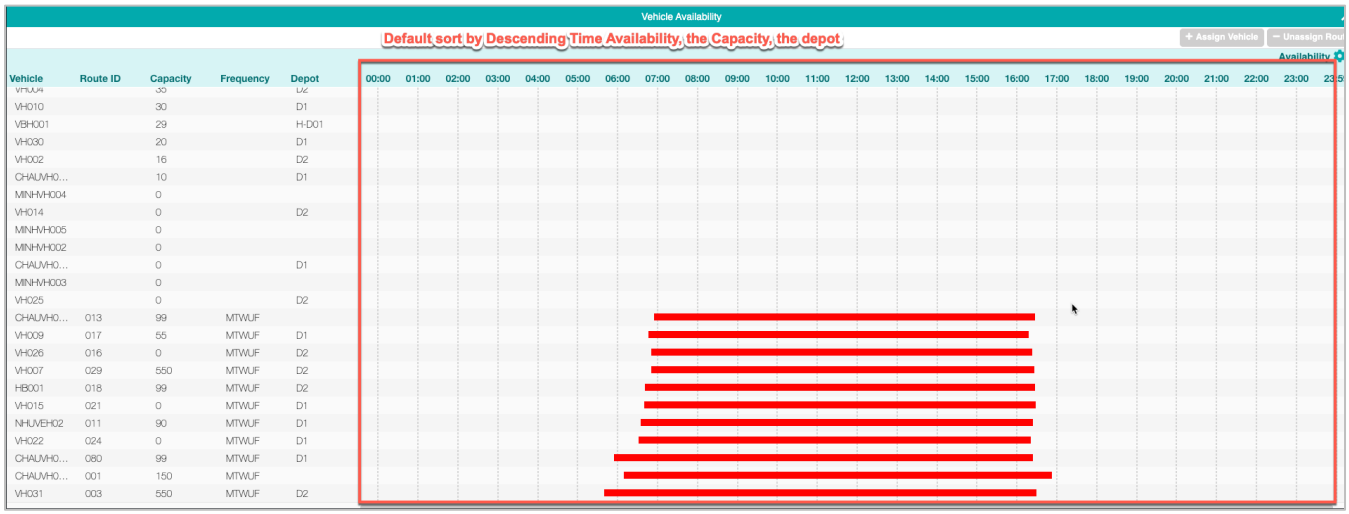
Load Vehicles with Assignments

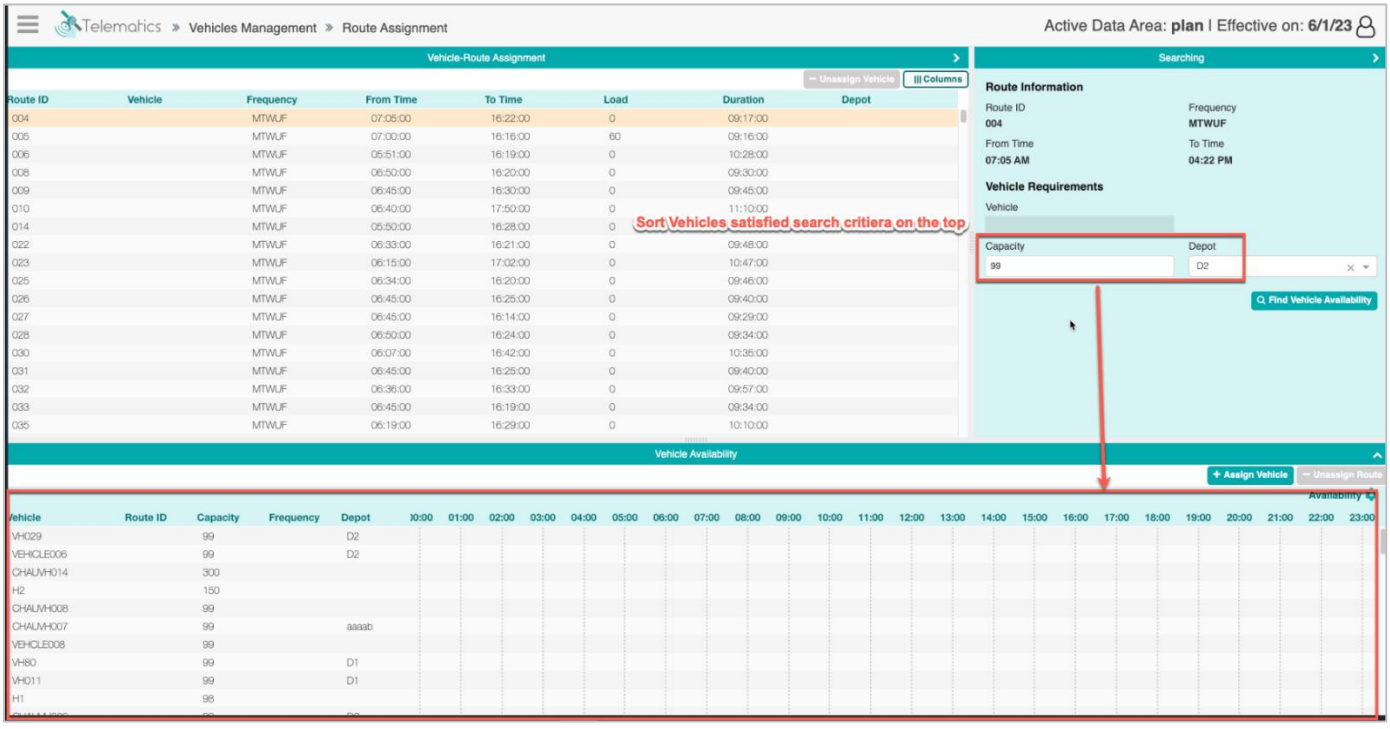
Load all valid Vehicles and Assigned Routes:

1. Vehicle, Route ID (if there is assignment), Capacity, Frequency, Depot, Availability (Vehicle Service Hours will be colored as red)
2. Default sort by Descending Availability (the no-servicing time)



Find Vehicles Availability

1. Users select a route and able to change Capacity and Depot to fulfill the search criteria
2. Click on Find Vehicle Availability button to **sort** vehicles satisfied the specified search criteria on top.



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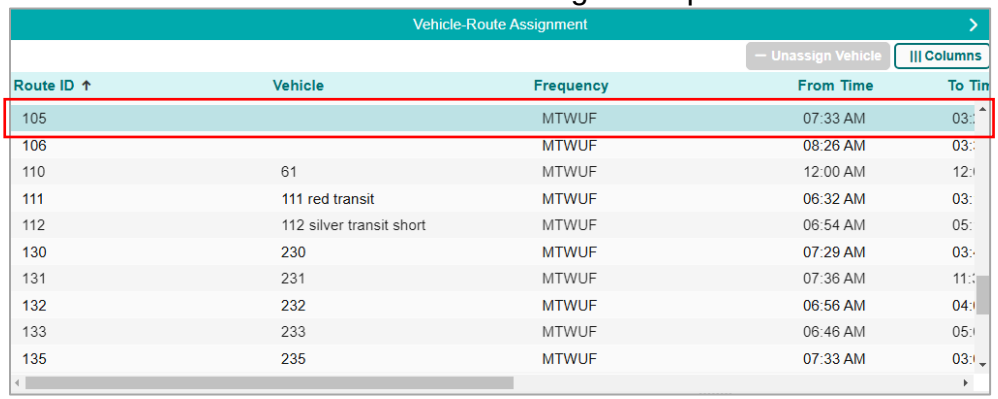
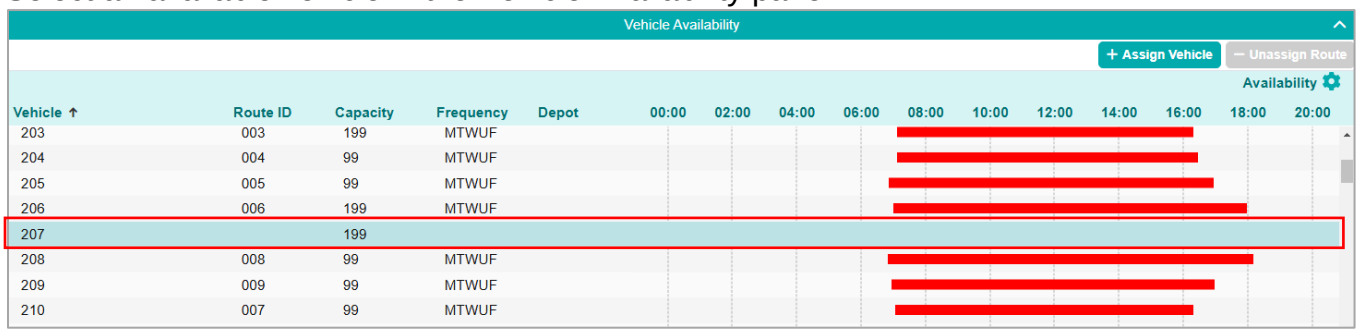
Assign Vehicle to Route

1. Select a route in the Vehicle-Route Assignment panel.

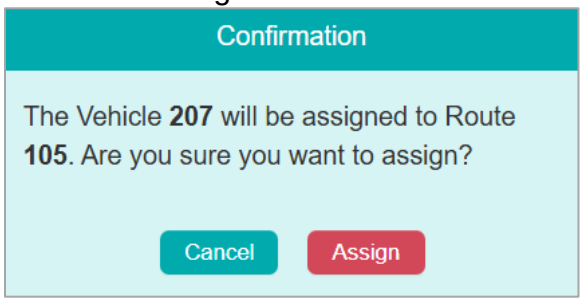


2. Select an available vehicle in the Vehicle Availability panel.

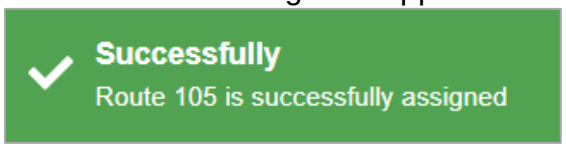


3. Then select the Assign Vehicle button.

4. Select the Assign button in the confirmation window.



5. A successful message will appear at the top right of the module.



Note: If you try to assign a vehicle that is already assigned, you will receive a confirmation message that asks if you want to replace the current vehicle.

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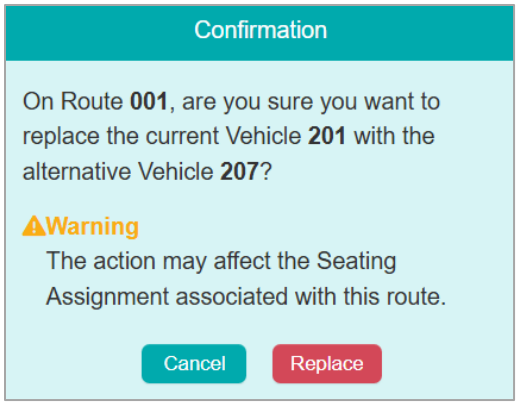
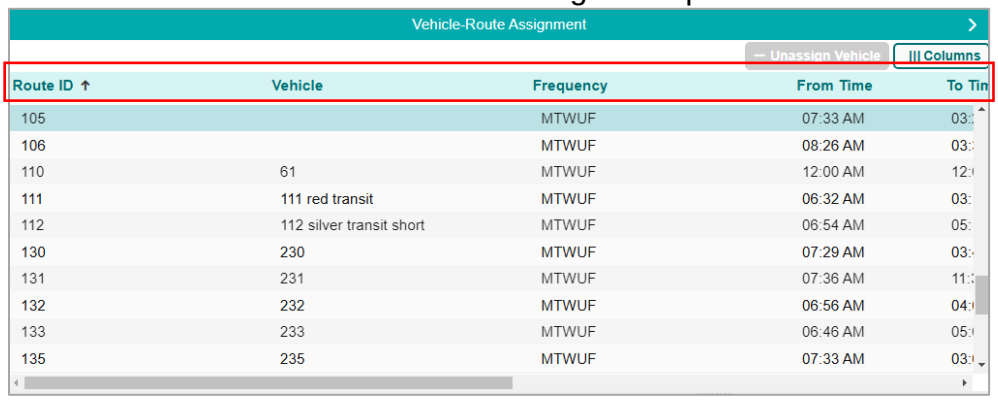


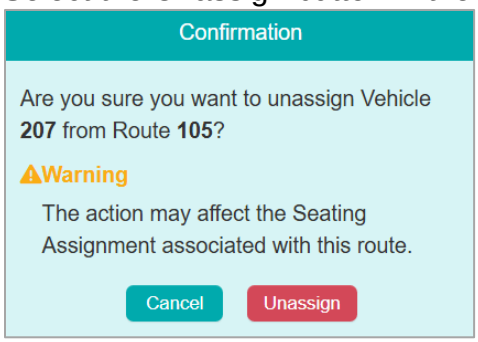
Unassign Vehicle to Route

1. Select a route in the Vehicle-Route Assignment panel.



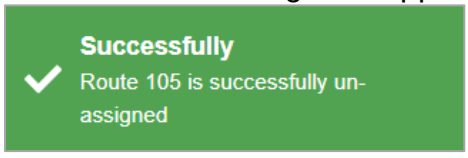
2. Then select the Unssign Vehicle button.

3. Select the Unassign button in the confirmation window.



Note: the warning message that the seating assignments may be affected.

4. A successful message will appear at the top right of the module.



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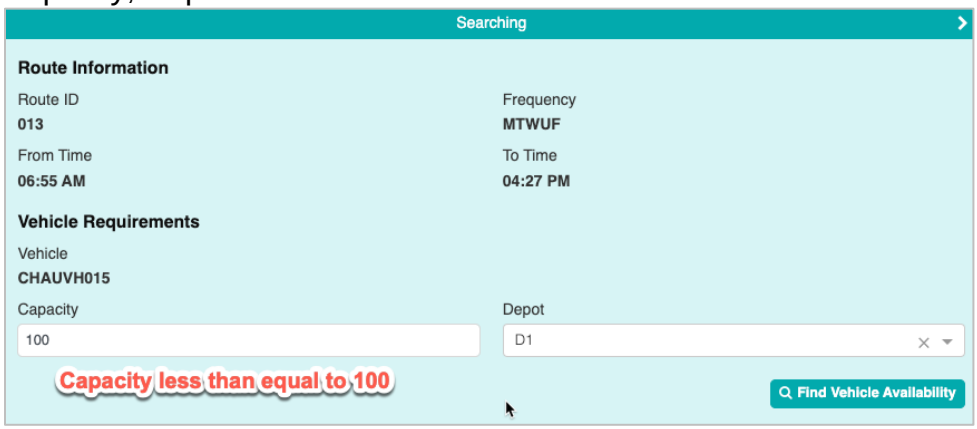
Display Roue Assignment Detail

The system will fill the data when user clicks on Route.

- **Route Information:**
- Route ID, Frequency, From Time, End Time, Load

User can also enter data for searching:

- **Vehicle Requirements**
- Capacity, Depot



Note: Multiple users can view real-time updates made by each other.

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