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Athena Routing & Planning

Routes in Data Management Training Resource Guide

Routes in Data Management

Training Resource Guide

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ROUTES IN DATA MANAGEMENT TRAINING RESOURCE GUIDE

PURPOSE OF THIS GUIDE

The Routes in Data Management Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of updating route 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 ROUTES IN DATA MANAGEMENT INTRODUCTION

Information regarding routes 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 routes in Athena:

- Route ID
- Description
- Depot Location
- Bell Time

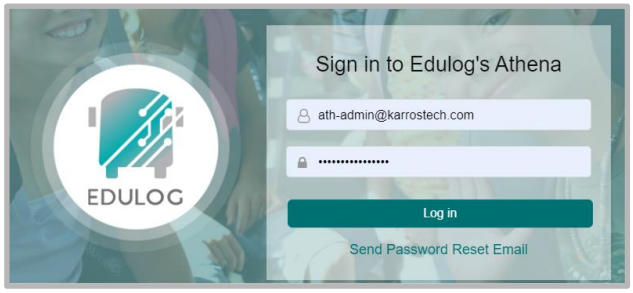
From here not only is the route information able to be updated, but the user is able to perform bulk operations on multiple routes: Assign/Unassign Depot Locations, make changes to run directions within the Bell Time tool, and Bulk Change IDs.

ATHENA MAP ASSET KEY

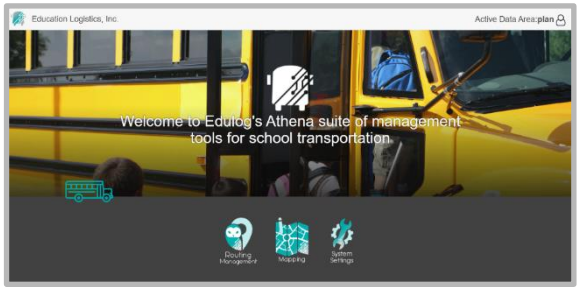
Symbol	Explanation	Symbol	Explanation
	Zoom to Extents		Hybrid View
	Zoom all		Satellite
	Zoom Selected		Map Overlays
	AM/PM Run View		Pre-Selected Map Overlays
	Road Map View		Street View
	Hybrid View		Select on Map
	Turn Paths On		Turn Run Lines On

NAVIGATING THE ROUTES 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.

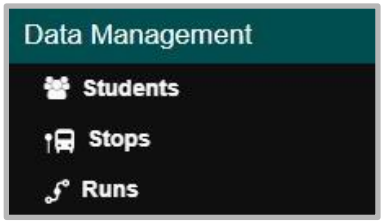


2. **Athena Portal Home Page:**
   Welcome to the Athena Portal Home Page.

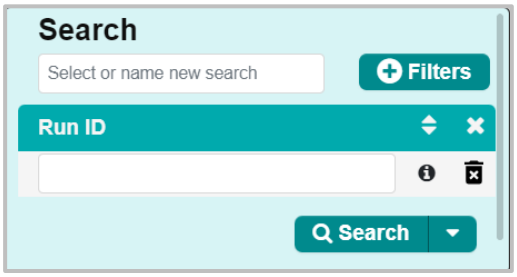


3. **Routing Management:**
   Select the Routing Management application.

4. **Routes Module:**
   Navigate to the Routes Module under Data Management in the Action Bar.



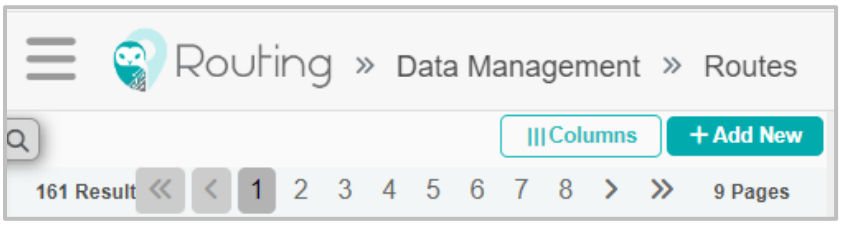
5. **Search Route ID:**
   The Search Tray will appear, where the user will enter the Route ID of the route they would like to work with. If the user would like to search all routes, leave the search field blank and select “ALL” in the search drop down. The results of your query will populate within the Data Panel.

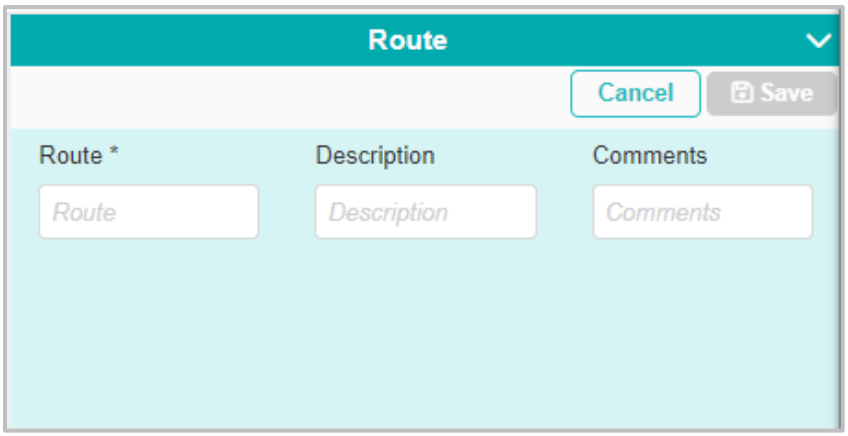


Route	Description	Contractor
05	Bus 05	
07	bus 07	
KESROUTE1	Kennedy School Route 1	
KESROUTE4	Kennedy School Route 4	
KESROUTE5	Kennedy School Route 5	
KESROUTE9	Kennedy School Route 9	
KESRT.002	Kennedy School Route 2	
KESRT.004	Kennedy School Route 3	
SN001	Special Needs Bus 1	

5.1 Add a Route:

In the Data Panel, the user can create a new route using the “Add” tool. Once selected, the Route card will populate in the Workspace Panel where the user can add a Route ID and Description.

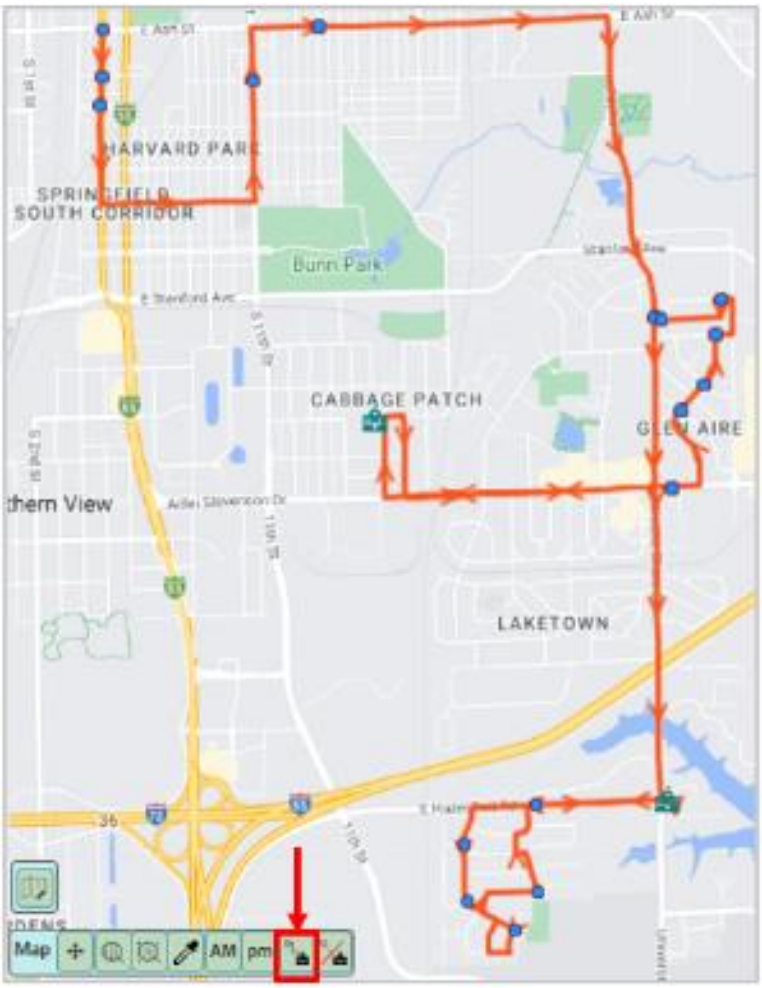




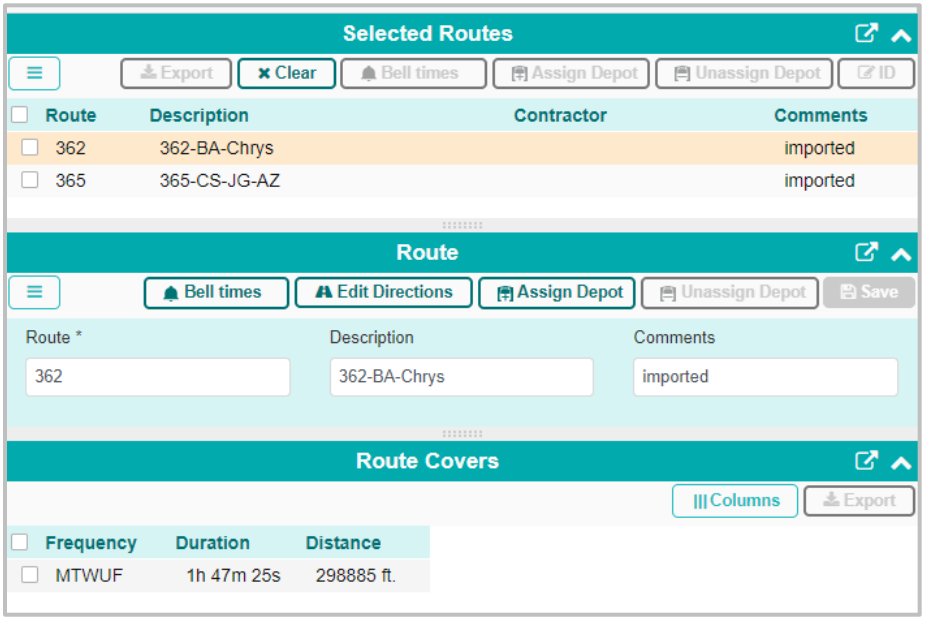
6. The Map Panel:

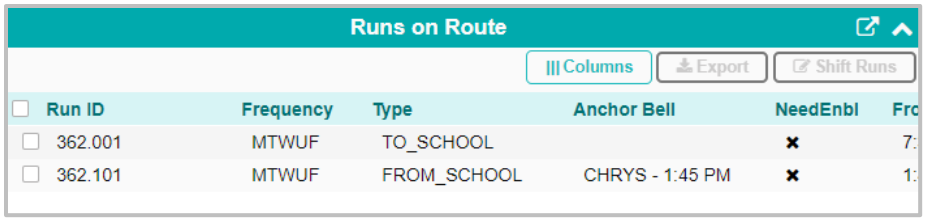
Routes that are selected will display on the Map Panel. In the bottom left corner of the Map Panel, the user is able to enable the “AM Run View” as well as the “PM Run View”—the run that is enabled will be capitalized.

- To view the selected run’s path, select the “Turn Paths On” tool.



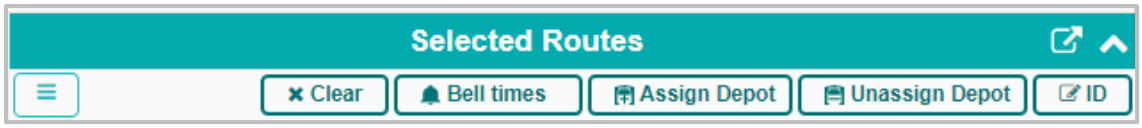
7. **Workspace Panel:**
   Additional information for the selected routes will populate within the Workspace Panel within the "Selected Routes" and "Route" cards.





7.1 Selected Routes Card:

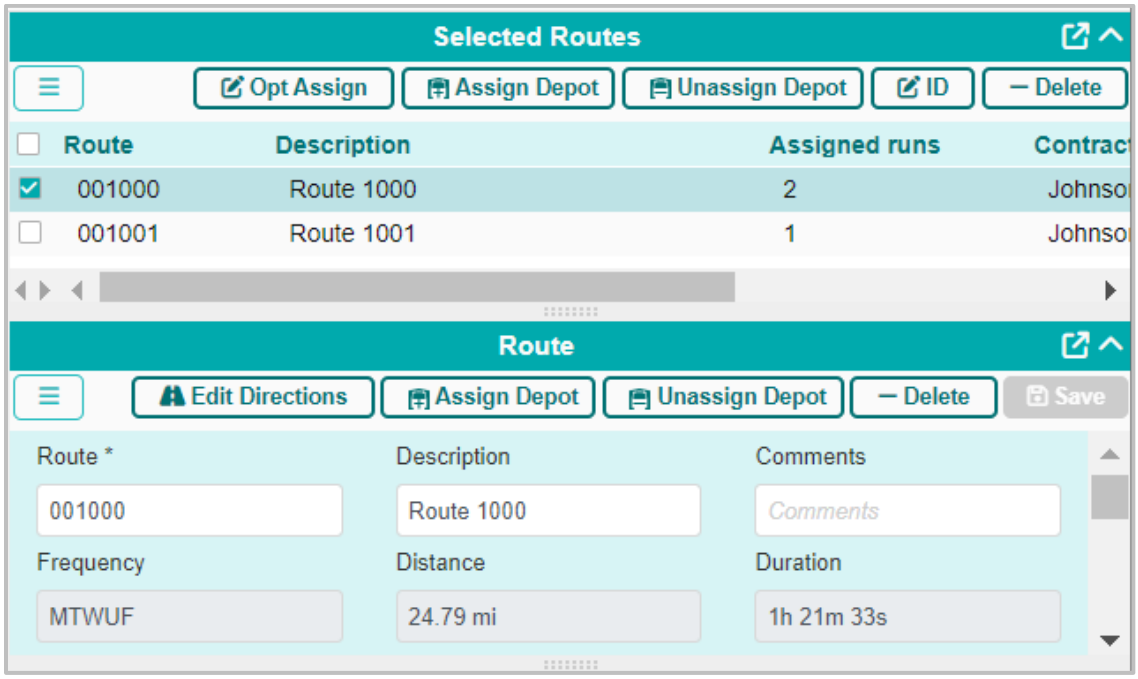
Within the Selected Routes card the user has the ability to preform bulk operations such as Assign and Unassign Depots, Edit Route IDs, as well as access the “Bell Time Run Master and Run Covers” Layers through the Bell Times button.



7.2 Route Card:

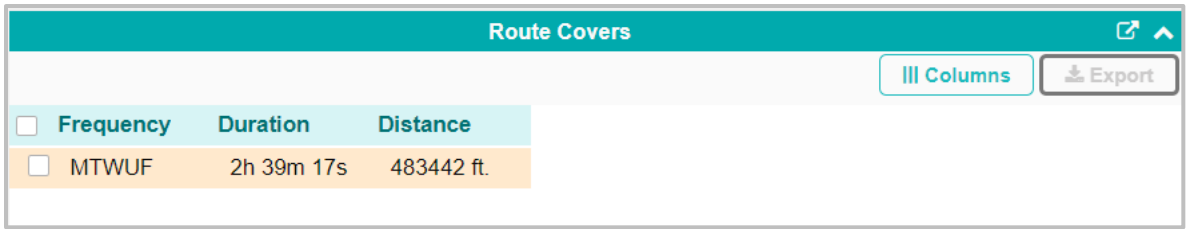
Within the Route card the user has the same operational capabilities as what is presented in the selected Routes card—Assign and Unassign Depots, and Delete Routes.

- Operations will only be preformed on the route that is highlighted in the Selected Routes card.



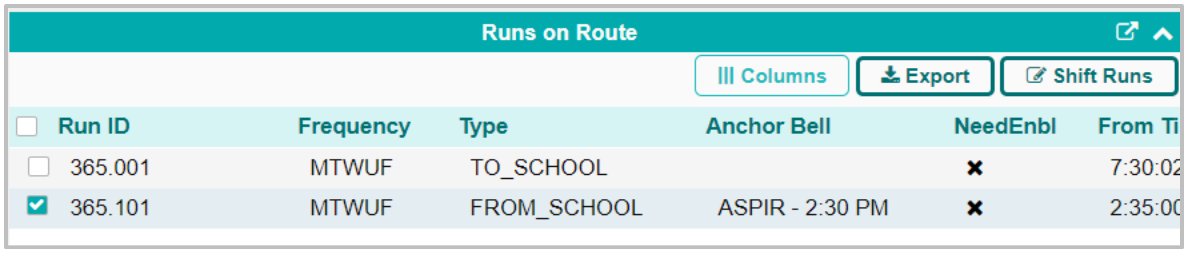
7.3 Route Covers:

The “Route Covers” card displays are covers associated to that route. Every route will display the typical “MTWUF” route cover.



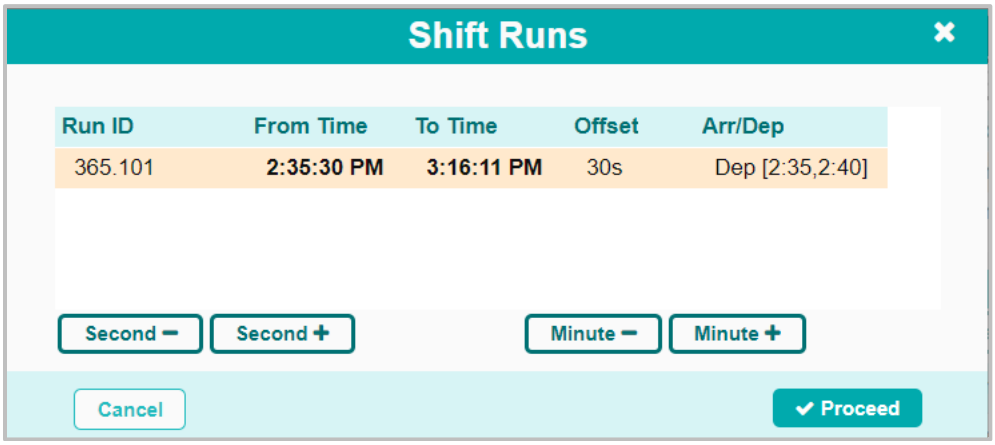
7.4 Runs on Route:

When selecting a route in the Data Panel or the Selected Routes card, all runs that are associated to that route will populate in the “Runs on Route” card.



7.4.1 Shift Runs:

To adjust the ‘From’ and ‘To’ run times, navigate to the “Shift Runs” button within the ‘Runs on Route’ card. It is important to note, that the run times can only be adjusted within the early and late bell time window, as seen in the “Anchor Bell” field.



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:

- View Bell Time Run Masters and Covers
- Assign and Unassign Depots
- Batch Change Route ID

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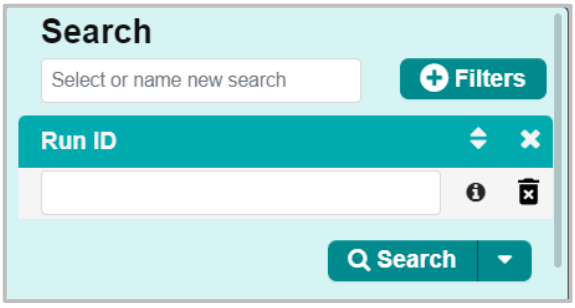
1. View Bell Time Run Masters and Covers

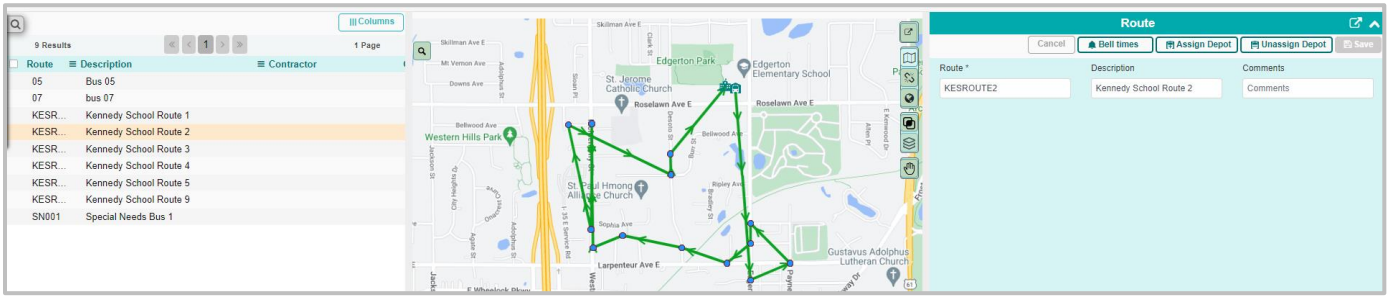
You want to quickly view the associated runs for KES Route 2's AM Bell Time. To do so, you navigate to the Bell Time tool within the Routes card, and navigate to the Run Masters Layer.

Here's How:

1. **Search Route ID:**
   Use the Search Tray to query for the appropriate route.

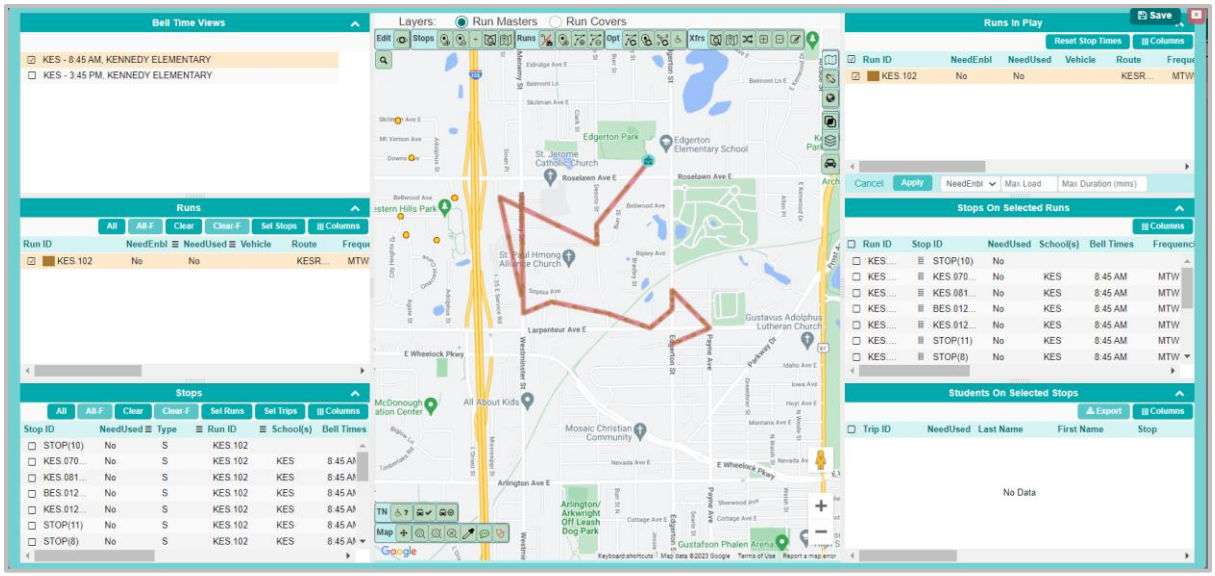


2. Following the selection of a route in the Data Panel, the user will see the "Route" card populate in the Workspace Panel.

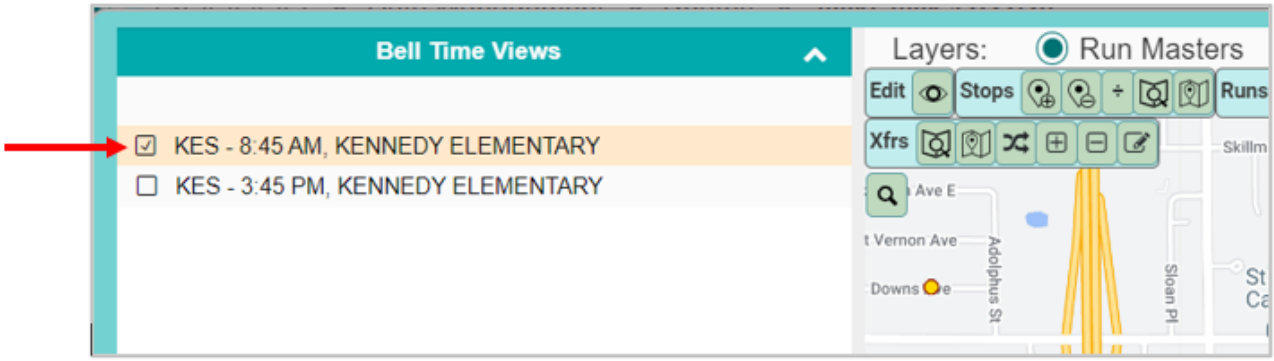


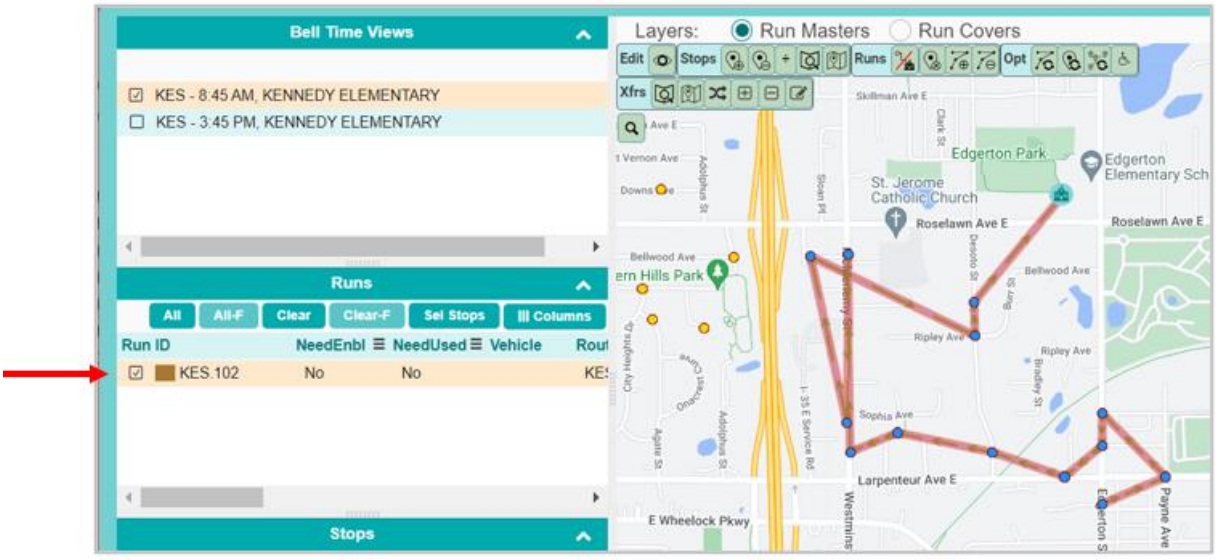
2.1 Bell Time View:

Within the "Route" card the user will find the "Bell Time" button, that when selected will populate the Bell Time Run Masters and Run Cover layers.



Select the “Run Masters” layer, before selecting the AM Bell Time for KES Route 2; the runs associated to the selected route will populate in the “Runs” card





Within the Bell Time window the user has the ability to edit the selected run, however it is recommended that users only utilize this tool after all their runs and routes are finalized within the system—the Bell Time window in the Route card has the same functionality as the Bell Time Module.

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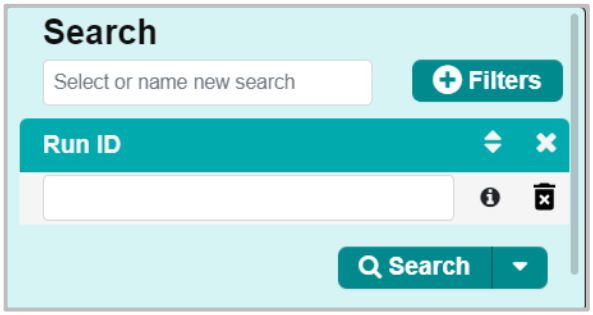
2. Assign and Unassign Depots

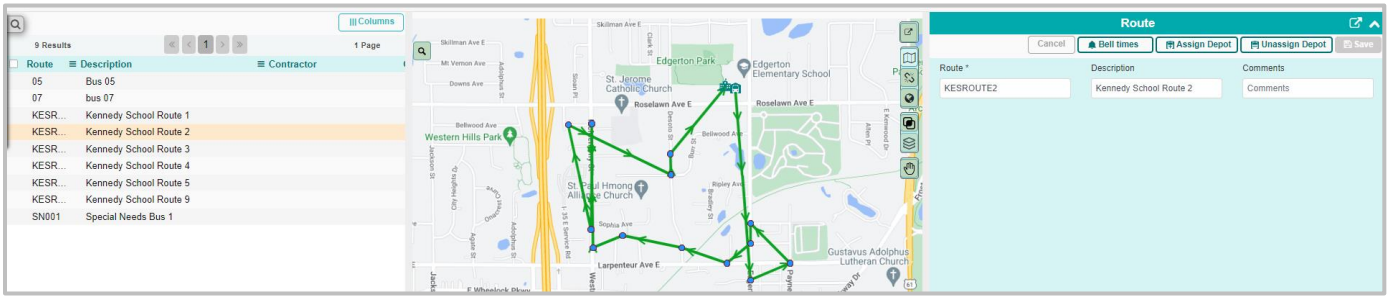
You are working with the district to reassign depots for the established routes in the system. Using the Assign Depot and Unassign Depot tools in the Routes in Data Management Module, you are able to bulk reassign (replace) the current depot location.

Here's How:

1. **Search Route ID:**
   Use the Search Tray to query for the appropriate route.

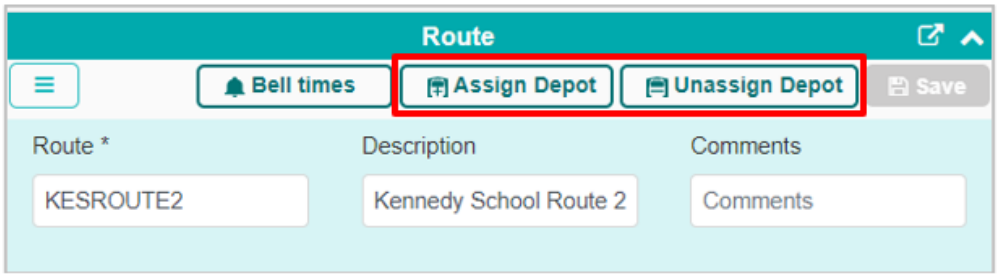


2. Following the selection of a route in the Data Panel, the user will see the "Route" card populate in the Workspace Panel.

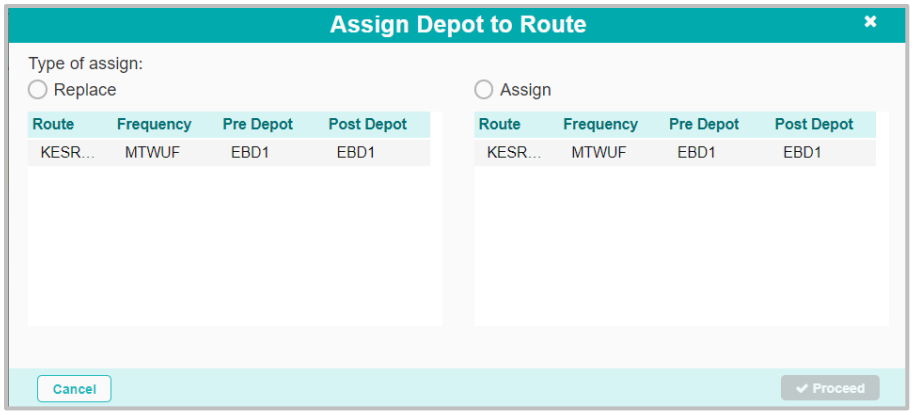


2.1 Assign and Unassign Depots:

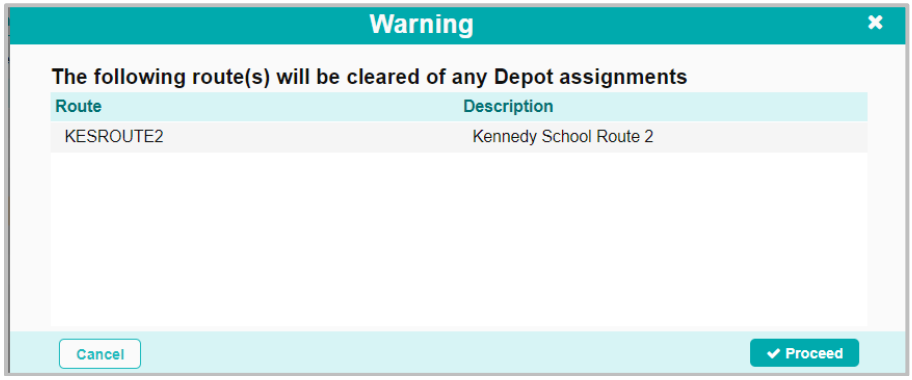
Within the Route card the user will find the "Assign Depot" and "Unassign Depot" buttons, that when selected will populate external windows. The user can either bulk assign or unassign depot locations, or perform the same operations on individual routes.



- **Assign Depot:**
  Within the Assign Depot window, the user has the ability to either replace the current depot assignment, or assign a new depot location to the route.



- **Unassign Depot:**
  Within the Unassign Depot window, the user has the ability to unassign the depot assignment currently associated with the selected route.



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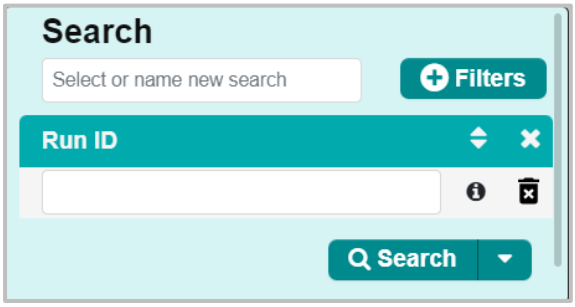
3. Batch Change Route ID

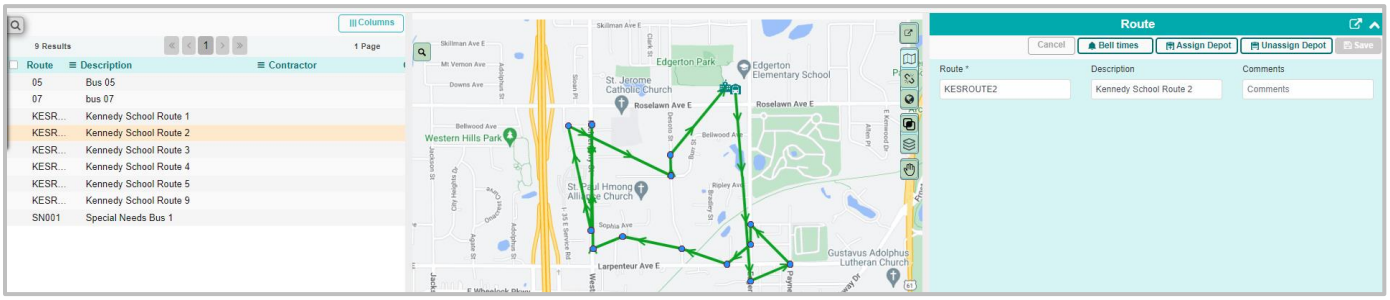
You work with the school district to help design and update routes, and the district has recently tasked you with updating multiple Route IDs. Using the Bulk Edit Route ID tool in the Routes in Data Management Module, you are able to update all associated routes.

Here's How:

1. **Search Route ID:**
   Use the Search Tray to query for the appropriate route.

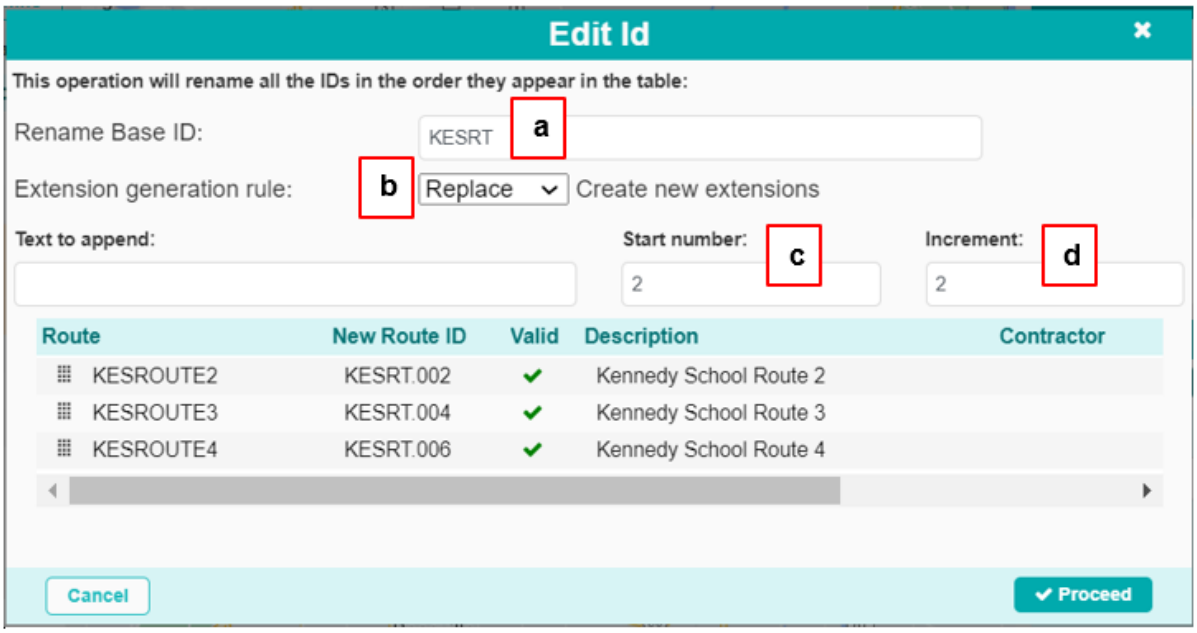


2. Following the selection of a route in the Data Panel, the user will see the “Route” card populate in the Workspace Panel.



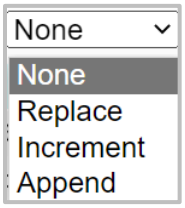
2.1 Batch Change Route ID:

Within the Route card the user will find the “ID” button, that when selected will populate external window where the user can bulk change Route IDs.



a. **Rename Base ID:** In this field the user will be able to change the “Base ID” or the first few symbols coming before the first decimal. In the case of this example, the Base ID changed from “KESROUTE#” to “KESRT”.

b. **Extension Generation Rule:** In this expandable field the user can determine the “rules” for updating any of the fields within this window; whether the new data will: replace, increment, or append the current data.



c. **Start Number:** Altering the start number changes the numeral spaces following that first decimal. For example, as seen in the graphic above, a number was added to the ID—the numbers following the Base ID—and it starts at 2.

d. **Increment:** The increment determines the gap between each number growth. In the case of this example, the IDs start at 2 and grow in increments of two.

When the user has edited these fields to their satisfaction, select “Proceed” to save their changes, and the Route IDs will be updated within the system—the user can see those changes reflected within the Routes Data Panel following a page refresh.