



ATHENA BELL TIMES TRANSFERS

Education Logistics, Inc.

Training
Guide

2024



Athena Bell Times Transfers Training Guide

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PURPOSE OF THIS GUIDE

The Athena Bell Times Transfers Training Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of creating transfers within the Bell Times Module, 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.

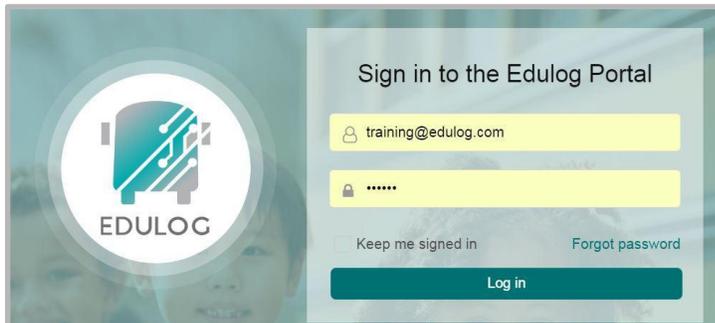
ATHENA TRANSFERS INTRODUCTION

Transfers allow students to switch between buses. Students are picked up and taken to a common transfer location, where they board another bus that takes them to school or home. Any route that includes a transfer location is called a transfer run. Transfer locations are scheduled to align with the bell times of multiple schools, ensuring timely arrivals. Feeder runs bring students to or from home, while collector runs transport them to or from their assigned school.

REFRESHER ON NAVIGATING THE BELL TIMES 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

The Athena Home Page displays all the applications that are activated within your Athena package.



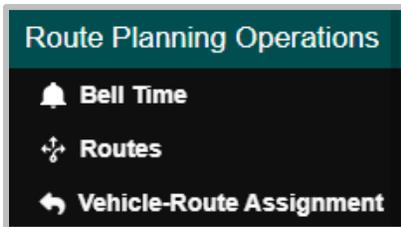
3. Routing Management

Click on the owl icon to enter the Routing Management module.



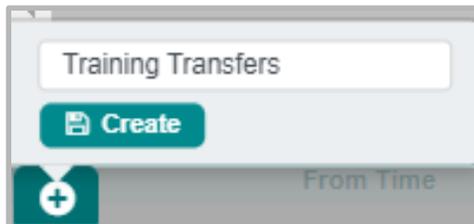
4. Bell Times

Under Route Planning Operations select Bell Time.



- **Create a Task**

This Bell Time module will not display any data until a task is created, to do so, navigate to the lower left of the module, and hover over the “+” tab. Give your task a name based on what you are working on, for example, “[Initials] Training Transfers”.



- **Augment Context Window**

Following the creation of a task, the augment context window should automatically populate; in the event it doesn't, you can select the “Augment Context” button to enable it.



Augment BellTime Context Cancel OK

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

School Cluster

Bell Times for Chosen School School/Bell Times in Chosen Cluster

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

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

Runs To Load: All None Choose Subset

Stops Requests To Load: All None

Unassigned Trips To Load: All None Choose Subset

Within the window:

- Select the school and bell times either individually, or by cluster.

Augment BellTime Context Cancel OK

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

School Cluster

Bell Times for Chosen School School/Bell Times in Chosen Cluster

<input checked="" type="checkbox"/>	School	Type	Bell Time	Programs
<input checked="" type="checkbox"/>	XFR1	ARRIVAL	8:35 AM	DFLT
<input checked="" type="checkbox"/>	XFR1	DEPART	3:30 PM	DFLT

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

Runs To Load: All None Choose Subset

Stops Requests To Load: All None

Unassigned Trips To Load: All None Choose Subset

- Select Runs to Load, Stops to Load, and Trips to Load. The system will default to “None.”
- Select “OK” to pull the data, which will populate in the Data Panel of the Bell Times Module.
Select the Augment Context button again to add another school and bell time.

- **The Data Panel**

When selecting a bell time within the Bell Times Views card, additional run and stop information will populate within the Data Panel. Selecting multiple bell time views will populate all runs and stops for the selected Bell Times.

Bell Time Views

81 - 7:40 AM, MIDLAND HIGH SCHOOL (73 - 7:55 AM)
 73 - 7:55 AM, JEFFERSON MIDDLE SCHOOL (81 - 7:40 AM)

Runs

Run ID	Route	Frequencies	Description	Type	Need
<input type="checkbox"/> 58.1		MTWUF		TO_SCHOOL	No
<input type="checkbox"/> 17.1		MTWUF		TO_SCHOOL	No
<input type="checkbox"/> 3.1		MTWUF		TO_SCHOOL	No
<input type="checkbox"/> 63.1		MTWUF		TO_SCHOOL	No
<input type="checkbox"/> 51.1		MTWUF		TO_SCHOOL	No
<input type="checkbox"/> 10.1		MTWUF		TO_SCHOOL	No

Stops

Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Times	Frequencies	Load
<input type="checkbox"/> 58.1.1	No	S	58.1				0
<input type="checkbox"/> 58.1.3	No	S	58.1				0
<input type="checkbox"/> 58.1.4	No	S	58.1				0
<input type="checkbox"/> 58.1.2	No	S	58.1				0
<input type="checkbox"/> 58.1.5	No	S	58.1	72	8:05 AM	MTWUF	1
<input type="checkbox"/> 58.1.6	No	S	58.1				0
<input type="checkbox"/> 58.1.7	No	S	58.1				0
<input type="checkbox"/> 58.1.10	No	S	58.1				0
<input type="checkbox"/> Drop-Off...	No	S	58.1		8:05 AM	MTWUF	1
<input type="checkbox"/> 17.1.2	No	S	17.1				0
<input type="checkbox"/> 17.1.4	No	S	17.1				0
<input type="checkbox"/> 17.1.6	No	S	17.1	72	8:05 AM	MTWUF	2
<input type="checkbox"/> 10.101.10	No	S	17.1				0
<input type="checkbox"/> BAD17.1.8	No	S	17.1				0
<input type="checkbox"/> 10.101.13	No	S	17.1	81,72	7:40 AM,...	MTWUF	2
<input type="checkbox"/> 03.1.1	No	S	3.1				0

5. Run Masters

Navigate to the Run Masters layer located at the top center of the Module.

Layers:
 Trips
 Run Masters
 Run Covers

ATHENA TRANSFERS 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:

- [Creating Transfer Stops](#)
- [Create Transfer Runs](#)
- [Assigning to Transfer Runs](#)

Creating Transfer Stops

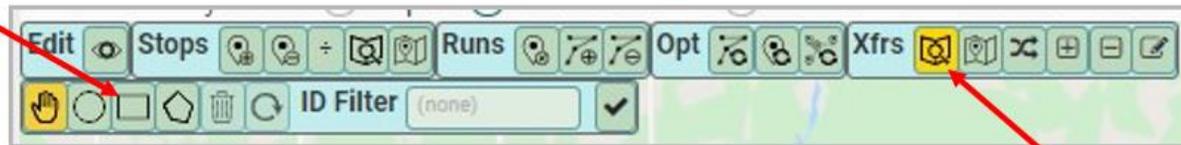
Before creating a transfer, the router will need to find a location that will best suit a transfer point—keep in mind the location has to be spacious and safe for students to exit a bus, and board another; utilize your knowledge of the area to avoid hazardous locations.

Here's How:

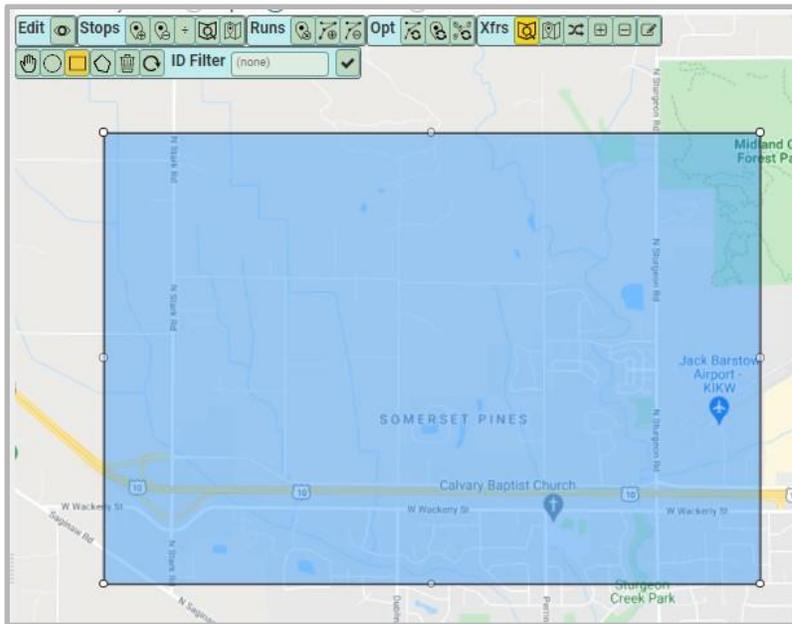
1. Query Transfer Locations

Navigate to the Map Panel, and zoom to the area you would like to add a Transfer Stop; in the toolbar, select the “Query Transfer” button and one of the draw tools.

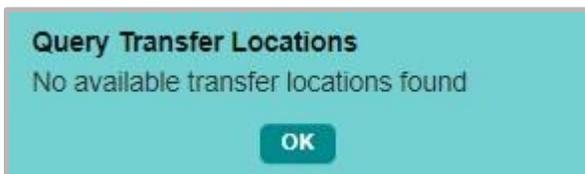
Note: If you already have a transfer location or unsure if one already exists then query for a transfer, if you know one does not exist the start by querying a stop location shown in step 2.



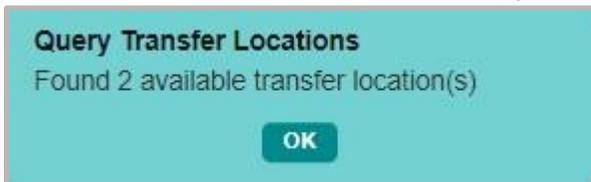
- Draw on the map to query a large area for available transfer locations or if you know where your transfer location is you can make a small query area.



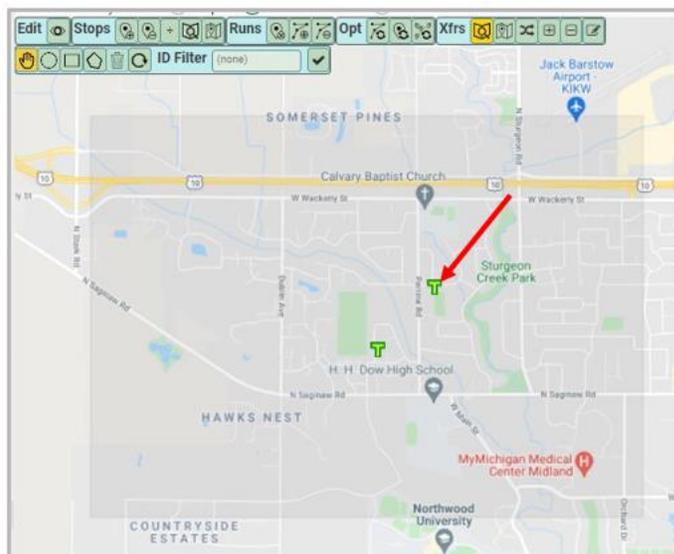
- If there are no transfer location in the area, you will receive the following message:



- If there are transfer locations found, you will see the following message displayed:

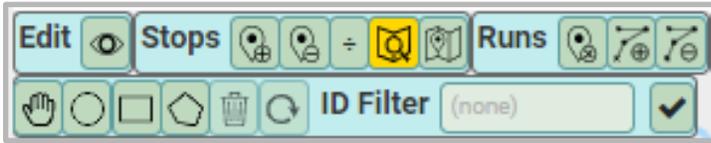


Selecting 'OK' will display Transfer Locations on the map as a green 'T'—these transfer locations are available to assign to runs.

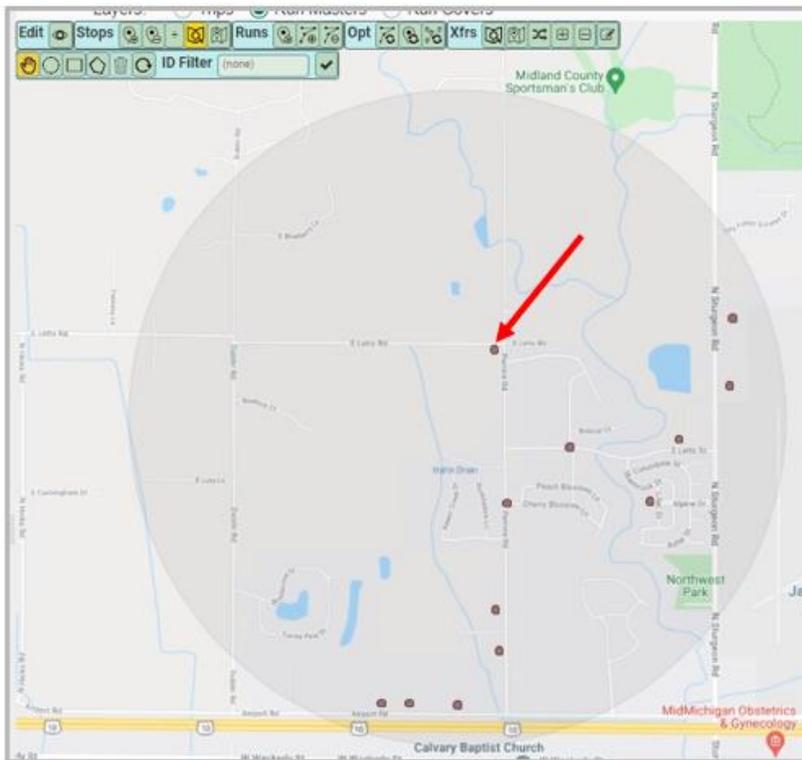
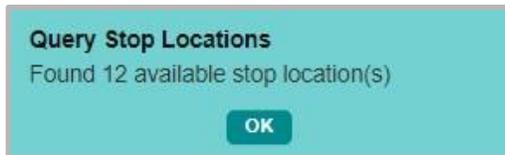


2. Query stop Locations

Should you not find an available transfer location, you can create one by turning an already existing Stop Location into a Transfer Location. Navigate to the Stop Tools on the map, and select the “Stop Query” tool.

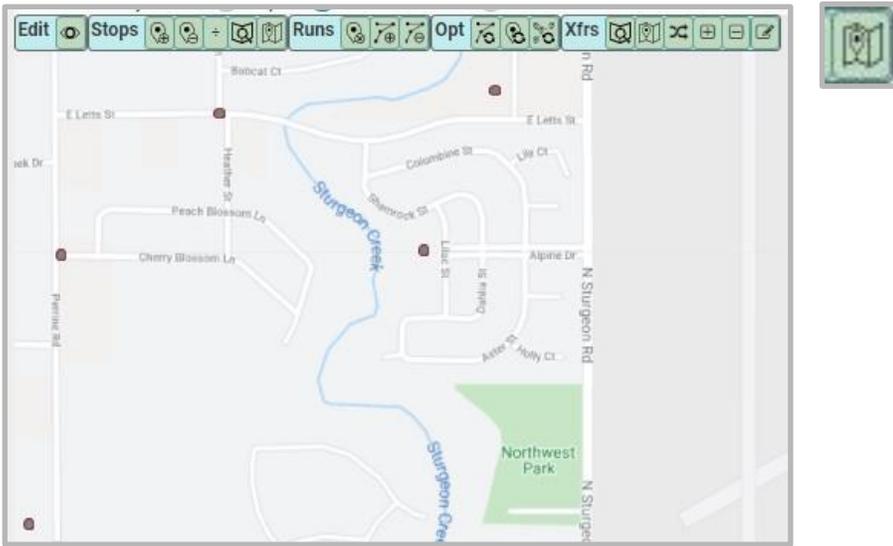


Zoom to the area you would like to search, and using your selected shape, draw a perimeter for your search; all available Stop Locations found will display in gray on the map.



- **Create Stop Location**

Should you not find any available stop locations, the user can create their own stop. Zoom to the location you would like to create a stop, and select the “Add Stop” tool in the toolbar.



A “Stop Creation” window will populate on your screen; fill out the appropriate stop information.

Stop creation

Cancel Save

Stop ID
Stop ID Right Side

Location *
Location

Description *
Description

Comments
Comments

If you do not know the address, you can select the location picker tool, to manually add a stop location point on the map. Select save when you have completed adding information, and the new stop location will display on the map.



Note: In most cases the transfer location is at the same drop off/pickup location of the school. Therefore, the user will most likely want to query or create a stop at the exact same location as the school. For example, if the school's address is 123 Main St, then the transfer location should also be 123 Main St.

3. Create Transfer Location

Selecting the Stop Location on the map, and it will highlight in red.



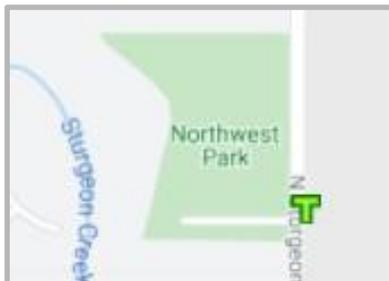
- To create the transfer location, select the “New Transfer Location” tool within the toolbar at the top of the Map Panel.



- The Create New Transfer Location window will open.

A screenshot of a web form titled "Create New Transfer Location". It has a "Cancel" button and a "Save" button. The form contains three input fields: "Code" (empty), "Description" (empty), and "Address" (pre-filled with "6801 STURGEON AVE, 48642").

- Create a Code and Description for the new location and save your changes. The new transfer will display as a green “T” on the map.



4. Transfer Staging

To create Transfer Staging, select the Transfer Location on the map—it will highlight in red—and then select the “Manage Transfer Staging” tool in the toolbar; this will open the Manage Transfer Staging window.



Code	Stop ID	#Stagings
<input checked="" type="checkbox"/> NWPARKTR	NWPARK	0
<input type="checkbox"/> TBASIA	T13.1.1	1

Code	Early	Late	Description
No Rows To Show			

Select the transfer location in the upper left card, and then select the “Add New” button to open the “Create New Staging At Location [selected location]” window—fill out the form with the appropriate information.

Code *

NWPARKTR

Early Time: 07:00 AM

Late Time: 07:15 AM

Description

Following saving the information in the “Create New Staging” window, all available Bell Times will be listed in the “Manage Transfer Staging’s” window.

Manage Transfer Stagings

Transfer Locations

Code	Stop ID	#Stagings
<input checked="" type="checkbox"/> NWPARKTR	NWPARK	1
<input type="checkbox"/> TBASIA	T13.1.1	1

Stagings At The Selected Transfer Location + Add New Edit

Code	Early	Late	Description
<input checked="" type="checkbox"/> NWPKTR	7:00 AM	7:15 AM	

Bell Times Available To Add To The Selected Staging

- 14 - 11:45 AM, LONGVIEW EARLY CHILDHOOD ...
- 14 - 12:30 PM, LONGVIEW EARLY CHILDHOOD ..
- 14 - 1:30 PM, LONGVIEW EARLY CHILDHOOD C..
- 14 - 3:45 PM, LONGVIEW EARLY CHILDHOOD C..
- 14 - 8:30 AM, LONGVIEW EARLY CHILDHOOD C..
- 16 - 3:55 PM, PLYMOUTH ELEMENTARY
- 16 - 8:55 AM, PLYMOUTH ELEMENTARY
- 18 - 2:45 PM, SUGNET ESA

Bell Times In The Selected Staging

No Rows To Show

Close

Select the Bell Times for staging in the lower left card, and select the arrow to move them to the window on the right before closing the window and saving.



Manage Transfer Stagings

Transfer Locations

Code	Stop ID	#Stagings
<input checked="" type="checkbox"/> NWPARKTR	NWPARK	1
<input type="checkbox"/> TBASIA	T13.1.1	1

Stagings At The Selected Transfer Location + Add New Edit

Code	Early	Late	Description
<input checked="" type="checkbox"/> NWPKTR	7:00 AM	7:15 AM	

Bell Times Available To Add To The Selected Staging

- 14 - 12:30 PM, LONGVIEW EARLY CHILDHOOD ...
- 14 - 1:30 PM, LONGVIEW EARLY CHILDHOOD C..
- 14 - 8:30 AM, LONGVIEW EARLY CHILDHOOD C..
- 16 - 8:55 AM, PLYMOUTH ELEMENTARY
- 18 - 7:45 AM, SUGNET ESA
- 21 - 9:00 AM, PRE-PRIMARY PROGRAM AT CAR..
- 27 - 7:40 AM, Juvenile Care Center
- 27 - 8:05 AM, Juvenile Care Center

Bell Times In The Selected Staging

- 73 - 7:55 AM, JEFFERSON MIDDLE SCHOOL
- 81 - 7:40 AM, MIDLAND HIGH SCHOOL

Close

Create Transfer Runs

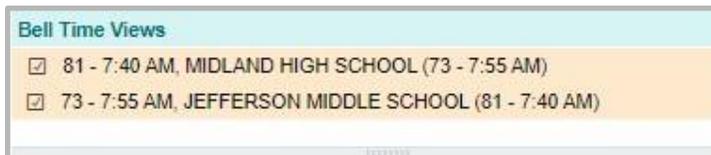
Following the creation of the Transfer Staging, the routing team will begin assigning runs to the newly made Transfer Location.

Reminder: Feeder runs bring students to or from home, while collector runs transport them to or from their assigned school.

Here's How

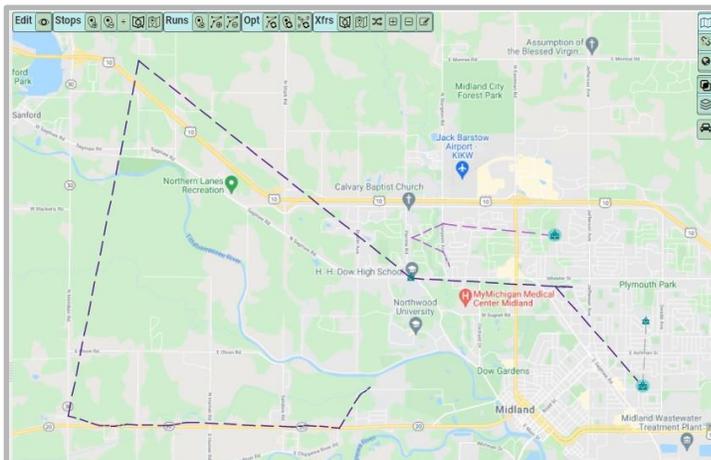
1. Select Bell Times

Navigate to the Data Panel, and select the appropriate Bell Times; the runs for each Bell Time will be listed below in the Runs card.



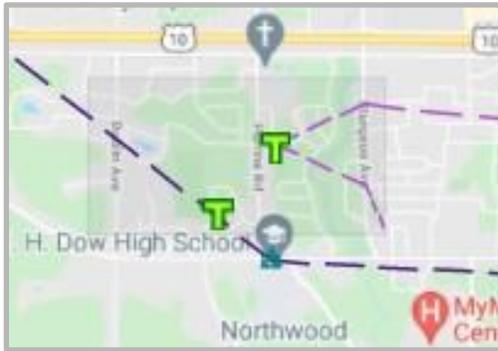
Run ID	Route	Frequencies	Description
<input type="checkbox"/> 56.1		MTWUF	
<input type="checkbox"/> 11.1		MTWUF	
<input type="checkbox"/> 57.1		MTWUF	
<input type="checkbox"/> 58.1		MTWUF	
<input type="checkbox"/> 59.1		MTWUF	
<input type="checkbox"/> 17.1		MTWUF	
<input type="checkbox"/> 60.1		MTWUF	
<input type="checkbox"/> 18		MTWUF	
<input type="checkbox"/> 18.1		MTWUF	
<input checked="" type="checkbox"/> 3.1		MTWUF	
<input type="checkbox"/> 61.1		MTWUF	
<input type="checkbox"/> 19.1		MTWUF	
<input checked="" type="checkbox"/> 4.2		MTWUF	
<input type="checkbox"/> 63.1		MTWUF	

Selecting the Runs in the Data Panel will display them on the Map.



2. Query Transfer Locations

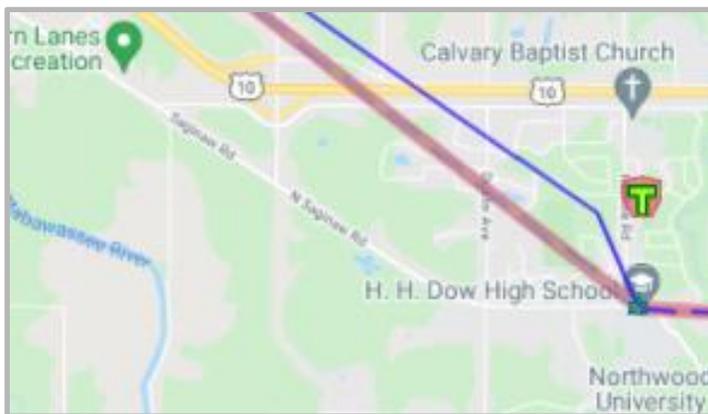
Query Transfer Locations, and ensure the Transfer Staging is in place for the chosen Transfer Location.



3. Assign Feeder Run

Select the Feeder Run that drops off or picks up their student near their home.

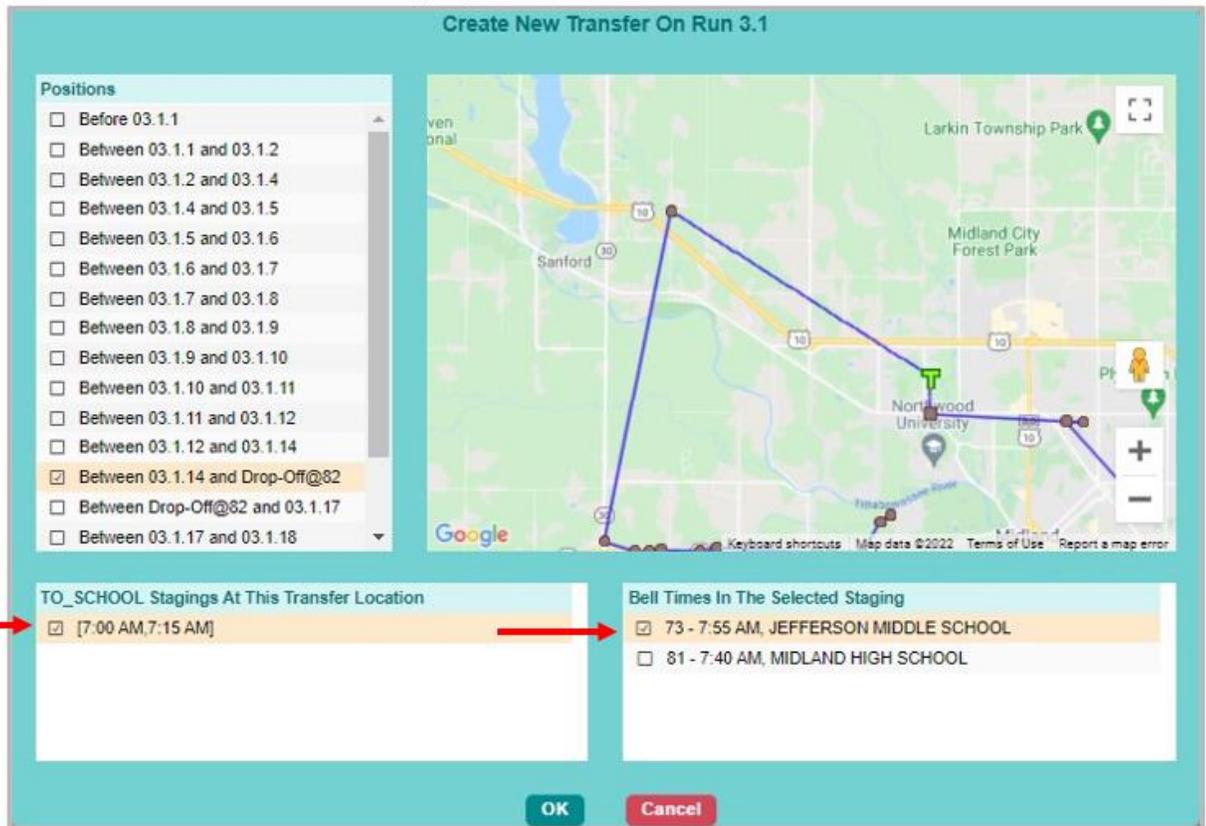
- To assign the Feeder Run to the Transfer Location, hold down the Ctrl Key on your keyboard, and then click on the run that the Transfer Location is being assigned to. Hold down the click and drag the Run to the Transfer Location; hover over the Transfer Location and let go of the click.



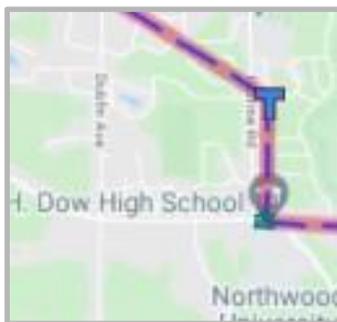
- The following window will open to confirm the assignment, select Feeder, and the “Create New Transfer Run” window will open.



- Select the 7am “To School” time in the “Staging at the Transfer Location” card, and the Bell Time in the “Selected Staging” card.



- Select 'OK' and the Run will be assigned to the location and the Transfer Location will turn blue and be considered a Transfer Stop.



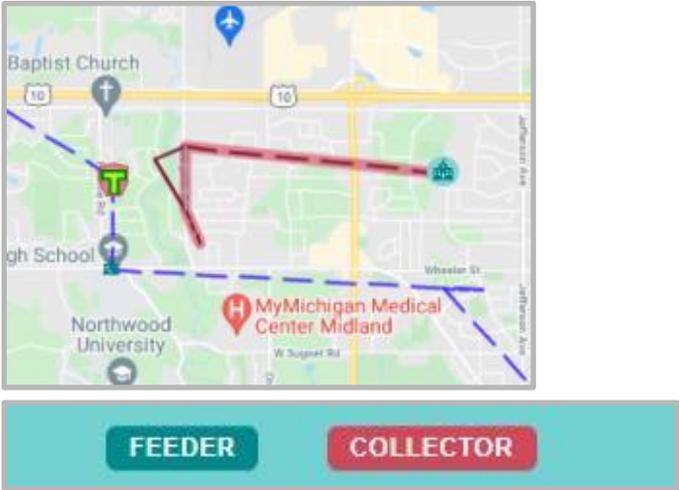
4. Assign Collector Run

Before the routing team can assign the Collector Run, the user needs to select the Transfer Location on the map. The Collector is the run that drops off or picks up their student at their assigned schools.

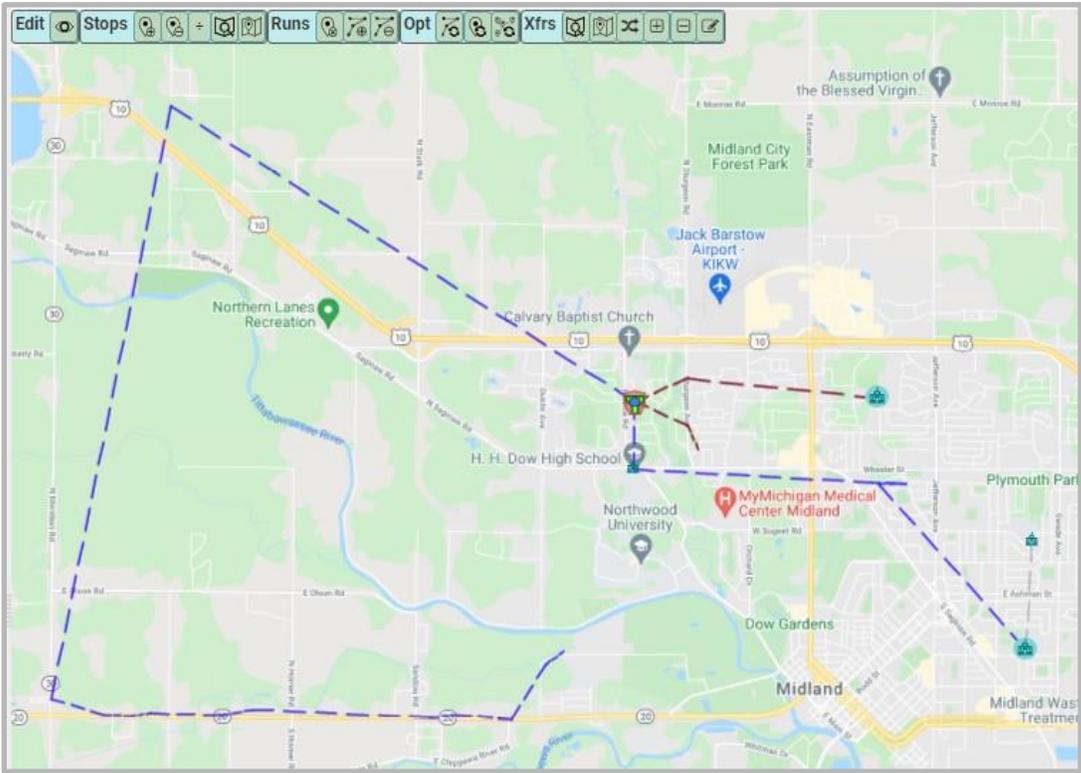
- Right click on the "T" and the "Managing the Stack of Stops" window will open.



- Select the “T” in play, and close the window; the selected Run will now be assigned as the “Collector Run”, and will be picking up the students. Drag the Run to the Transfer Location—Ctrl, click, drag, and drop—Select Collector to save your changes.



- Note: the stop you want to be in play is the type "T". That is what gives you the Green T that can be assigned to a run.
- The Transfer Run is now finalized.



Assigning to Transfer Runs

Once the Transfer Run is established, the routing team can begin assigning trips directly to a Feeder Run.

Here's How

1. Assign Trip to Stop on Feeder Run

Toggle to the Trips layer, and navigate to the Trips card in the Data Panel; find the unassigned trip and select it.

Layers: Trips Run Masters Run Covers

The screenshot shows the 'Trips' data panel with a table of trip information. A red arrow points to the row for trip ID 4581, which is highlighted in orange. The table has columns for ID, Last Name, First Name, Status, Stop, Frequency, and Edu. The 'Status' column for trip 4581 is 'UNASSIGNED'. To the right of the table is a map showing a street layout with a red diamond marker indicating the location of the trip.

ID	Last Name	First Name	Status	Stop	Frequency	Edu
4580	Cole	Kaelyn	UNASSIGNED		MTWUF	
4581	Coleman	Allie	UNASSIGNED		MTWUF	
4584	Corle	Ryan	UNASSIGNED		MTWUF	
4584	Corle	Justin	UNASSIGNED		MTWUF	
4584	Corle	Justin	UNASSIGNED		MTWUF	
5266	Costeux	Elisa	UNASSIGNED		MTWUF	
9242	Crenshaw	Riley	UNASSIGNED		MTWUF	
4915	Crumb	Gabriel	UNASSIGNED		MTWUF	

Select your stop in the Stops card as well.

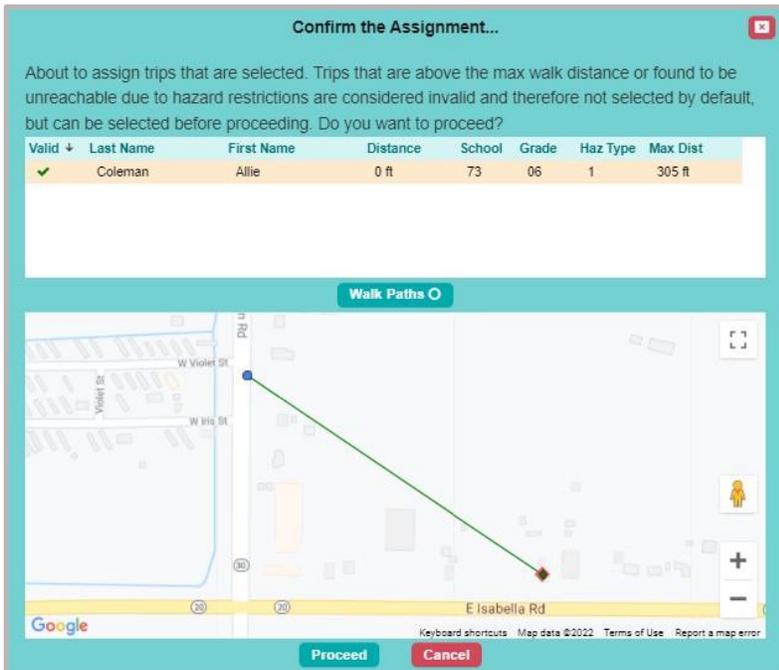
The screenshot shows the 'Stops' data panel with a table of stop information. A red arrow points to the row for stop ID 03.1.12, which is highlighted in orange. The table has columns for Stop ID, NeedUsed, Type, Run ID, School(s), Bell Times, Frequencies, and Load. The 'NeedUsed' column for stop 03.1.12 is 'No'. To the right of the table is a map showing a street layout with a red diamond marker indicating the location of the stop.

Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Times	Frequencies	Load
03.1.11	No	S	3.1				0
03.1.12	No	S	3.1				0
03.1.14	No	S	3.1				0
03.1.2	No	S	3.1				0
03.1.4	No	S	3.1				0

On the Map, select the stop and the unassigned trip, and select the “Assign Trips” tools in the Map toolbar.



An external window will populate, where the user will select Proceed to confirm the assignment.



Toggle back to the Run Masters layer, and when selecting the stop on the run, the trip will be assigned to the stop and will populate in the Workspace Panel under “Students on Selected Stops”.

Runs In Play

Run ID	Route	Frequencies	Load	Max Load	Max Duration	Description
<input type="checkbox"/> 3.1		MTWUF	1	0	0s	

Stops On Selected Runs

Run ID	Stop ID	School(s)	Bell Times	Frequencies	P/D Load	Location
No Data						

Students On Selected Stops

ID	Last Name	First Name	Stop	Frequency	Edulog ID	School
<input type="checkbox"/> 4581	Coleman	Allie	03.1.12	MTWUF	3966	73

2. Assign Stop Request to Feeder Run

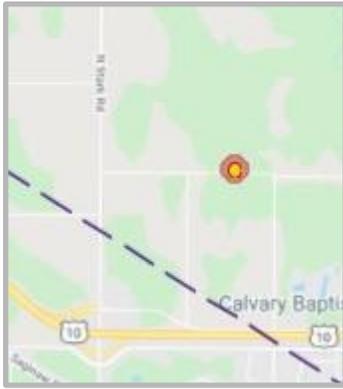
Navigate to the Stop Requests in the Data Panel, and select the Stop Requests on the Map.

Runs

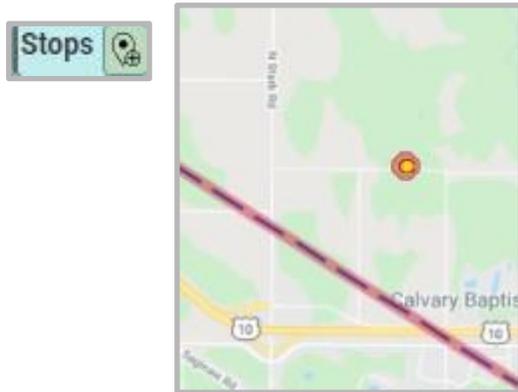
Run ID	Route	Frequencies	Description	Type	Need
<input type="checkbox"/> 56.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 11.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 57.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 59.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 60.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 18		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 18.1		MTWUF		TO_SCHOOL	
<input checked="" type="checkbox"/> 3.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 61.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 19.1		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 4.2		MTWUF		TO_SCHOOL	
<input type="checkbox"/> 50.1		MTWUF		TO_SCHOOL	

Stops

Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Times	Frequencies	Load
<input checked="" type="checkbox"/> 12.2.42	No	R	73	73	7:55 AM	MTWUF	1
<input checked="" type="checkbox"/> 61.2.22	No	R	73	73	7:55 AM	MTWUF	1
<input checked="" type="checkbox"/> 50.2.20	No	R	73	73	7:55 AM	MTWUF	1
<input type="checkbox"/> 50.2.18	No	R	73	73	7:55 AM	MTWUF	1
<input type="checkbox"/> 56.1.1	No	S	56.1				0
<input type="checkbox"/> 56.1.2	No	S	56.1				0
<input type="checkbox"/> 17.101.10	No	S	56.1				0
<input type="checkbox"/> 17.101.11	No	S	56.1				0
<input type="checkbox"/> 56.1.7	No	S	56.1				0
<input type="checkbox"/> 56.1.8	No	S	56.1				0
<input type="checkbox"/> 17.101.14	No	S	56.1				0
<input type="checkbox"/> 17.101.15	No	S	56.1				0



Once the Stop Request is selected, select the Run on the Map, and select the “Stop Assign” tool in the toolbar.



A window will populate to confirm the assignment change—select Proceed and confirm the stop assignment on the Feeder Run.

Confirm this change?

Insert 61.2.22 on run 3.1

Before							After						
<input type="checkbox"/>	Run	Vehicle	Frequency	Load	Duration	Distance	<input type="checkbox"/>	Run	Vehicle	Frequency	Load	Duration	Distance
<input type="checkbox"/>	3.1		MTWUF				<input type="checkbox"/>	3.1		MTWUF			
<input type="checkbox"/>			MTWUF	1	52m 36s	26.64 mi	<input type="checkbox"/>			MTWUF	2	56m 19s	28.11 mi
<input type="checkbox"/>			MTWUF				<input type="checkbox"/>	4.2		MTWUF			
<input type="checkbox"/>			MTWUF	2	15m 15s	4.77 mi	<input type="checkbox"/>			MTWUF	2		

