

ATHENA QUICK GUIDE

DRIVER PLANNED SUBSTITUTIONS

Introduction: This document describes how to manage Driver Planned Substitution in the Athena Telematics application.

How to use the Athena Telematics Driver Planned Substitutions

PLANNED SUBSTITUTIONS MODULE

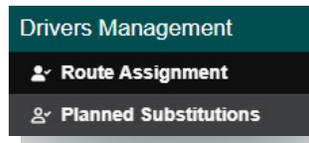
STEP 1:

Log in to the system by entering “User Name”, “Password” and click on the “Login” button.



STEP 2:

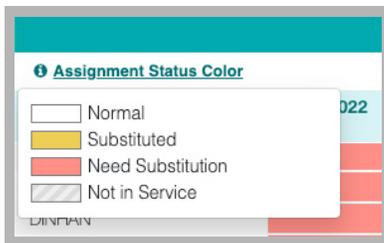
The action bar will appear, click on “Planned Substitutions” in the “Drivers Management” menu.



STEP 3:

All routes and drivers will display on the left side in the data panel.

- Routes panel: show all the Routes and planning assignments. Click on the “Assignment Status Color” text button in the top left of the panel to view the status corresponding to the color.
- Drivers panel: show all the Driver and planning assignments. Click on the “Driver Status Color” text button in the top left of the panel to view the status corresponding to the color.



Active Data Area: plan | Effective on: 8/1/22

| Assignment Status Color | | Routes | | | | | | | | | | System - Assigned | Unassign Driver | Columns |
|-------------------------|---------------------|---------------------|---------------------|-------------------|------------|------------|------------|------------|------------|------------|-------|-------------------|-----------------|---------|
| Route ID | 07/28/2022 (Hold 1) | 07/29/2022 (Hold 2) | 08/01/2022 (Hold 3) | 08/02/2022 (Plan) | 08/03/2022 | 08/04/2022 | 08/05/2022 | 08/06/2022 | 08/09/2022 | 08/10/2022 | Unit# | Depot | 5 | |
| 29 | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | |
| DNH-NAN | | | | | | | | | | | | | | |
| T02 | | | | | | | | | | | | | | |
| 9 | 2291 | | | | 1019 | 1019 | 1019 | 1019 | 1019 | 1019 | | | | |
| 1000032c | 1015 | 1015 | | | | | | | | | | | | |
| 19 | 1008 | 1002 | | | | | | | | | | | | |
| H1001002 | 1012 | 1012 | | | | | | | | | | | | |
| 1089 | CHAU005 | CHAU005 | CHAU005 | | | | | | | | | | | |
| 1000001 | CL100 | CL100 | CL100 | CL100 | CL100 | CL100 | CL100 | | | | | | | |
| 15 | 1012 | 1012 | | 1012 | 1012 | 1012 | | | | | | | | |
| DNH-GAN | 2896 | 2896 | 2896 | 2896 | 2896 | 2896 | 2896 | | | | | | | |
| 18 | 2503 | 1003 | 2503 | 2503 | 1003 | 2503 | CHAU005 | 2503 | 2503 | | | | | |

| Driver Status Color | | Drivers | | | | | | | | | | Unit# | Lic. Expired |
|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|------------|------------|------------|------------|------------|-------|--------------|--------------|
| Driver ID | 07/28/2022 (Hold 1) | 07/29/2022 (Hold 2) | 08/01/2022 (Hold 3) | 08/02/2022 (Plan) | 08/03/2022 | 08/04/2022 | 08/05/2022 | 08/06/2022 | 08/09/2022 | 08/10/2022 | Unit# | Lic. Expired | |
| 2287 | T01 | T01 | T01 | T01 | T01 | T01 | T01 | | | | | 07/01/2032 | |
| CHAU005 | | | | | 16 | | | | | | | 07/01/2032 | |
| CHAU005 | 1089 | 1089 | 1089 | H15 | H15 | | H15 | | | | | 06/29/2024 | |
| 2859 | | | | H12 | H12 | | H12 | | | | | 06/29/2024 | |
| 1002 | | | | | | | | | | | | 06/29/2024 | |
| 1002 | 19 | | | | | | | | | | | 07/31/2024 | |
| 1002 | KHUKONGROUTE1 | | KHUKONGROUTE1 | KHUKONGROUTE1 | KHUKONGROUTE1 | | | | | | | 06/01/2025 | |
| M1005 | | | | | | | | | | | | 06/01/2025 | |
| H51 | | | | | | | | | | | | 06/01/2025 | |
| H53 | | | | | | | | | | | | 06/01/2025 | |
| H55 | | | | | | | | | | | | 06/01/2025 | |
| H54 | | | | | | | | | | | | 06/01/2025 | |

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ASSIGN DRIVER

STEP 1:

Select a Route that needs to assign a Driver in the “Routes” panel.

The “Route Needing Assignment” panel will be displayed to show the route information including the following fields: Route, Route ID, Core Days, Extra Days, Frequency, Depot, Special Ed, Cover, Selecting Date, Start Time, End Time, Assignment Driver, Driver ID, Driver Name, and Lic. Expired.

STEP 2:

Click on the “System - Assisted” button in the “Routes” panel.

Active Data Area: **plan** | Effective on: 8/1/22

| Routes | | | | | | | | | |
|----------|---------------------|---------------------|---------------------|-------------------|------------|------------|------------|------------|------------|
| Route ID | 07/29/2022 (Hold 1) | 08/01/2022 (Hold 2) | 08/02/2022 (Hold 3) | 08/03/2022 (Plan) | 08/04/2022 | 08/05/2022 | 08/08/2022 | 08/09/2022 | 08/10/2022 |
| 1000002c | | | | | | | | | |
| 14 | | | | | | | | | |
| 177 | | | | | | | | | |
| 20 | | | | | | | | | |
| 2134 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |
| 24 | | | | | | | | | |
| 25 | | | | | | | | | |
| 29 | | | | | | | | | |
| 7 | | | | | | | | | |
| DINHAN | | | | | | | | | |
| H100002 | | | | | | | | | |

| Drivers | | | | | | | | | |
|-----------|---------------------|---------------------|---------------------|-------------------|------------|------------|------------|------------|------------|
| Driver ID | 07/29/2022 (Hold 1) | 08/01/2022 (Hold 2) | 08/02/2022 (Hold 3) | 08/03/2022 (Plan) | 08/04/2022 | 08/05/2022 | 08/08/2022 | 08/09/2022 | 08/10/2022 |
| CHAUD03 | | | | | | | | | |
| 13E | | | | | | | | | |
| CHAUD04 | | | | | | | | | |
| MT006 | | | | | | | | | |
| 1012 | | | | | | | | T01 | T01 |
| 1012 | | | | | | | | | |
| 1012 | 15 | | 15 | 15 | 15 | | | | |
| 2896 | | | | | | | | | |
| 2896 | | | | | | | | | |
| 2896 | DINHAN | DINHAN | | DINHAN | DINHAN | | | | |
| 2257 | | | | | | | | H12 | H12 |
| 2257 | T01 | T01 | T01 | T01 | T01 | T01 | | | |
| CHAUD05 | | | | | | | | | |
| | | | | | | | | | 18 |

| Route Needing Assignment | | |
|--------------------------|----------------|--------------|
| Route | Core Days | Extra Days |
| Route ID: 1000002c | 10 | 0 |
| Frequency: MTWUF | Depot | Special Ed |
| | | |
| Cover | Selecting Date | Start Time |
| | 07/29/2022 | 07:45 AM |
| | | End Time |
| | | 04:13 PM |
| Assignment Driver | Driver ID | Driver Name |
| | | Lic. Expired |
| | | |

The “Drivers Evaluated” panel will be displayed to show all Drivers that are suitable for the Route requirement.

Step 3:

Select a Driver that needs to be assigned to the selected Route.

Step 4:

Click on the “Accept” button in the “Drivers Evaluated” panel.

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STEP 5:

Click on the “Assign” button in the confirmation pop-up to assign the Driver to the selected Route.

After assigning the Driver, a successful message will be shown in the top right and the Route and Driver will be updated for the selected date.

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UNASSIGN DRIVER

STEP 1:

Select a Route in a day that has an assigned Driver in the “Driver Route Assignment” panel. Then the “Unassign Driver” button in the “Routes” panel will be enabled.

STEP 2:

Click on the “Unassign Driver” button

Telematics » Drivers Management » Planned Substitutions Active Data Area: plan | Effective on: 8/1/22

| Route ID | 07/29/2022 (Hold 1) | 08/01/2022 (Hold 2) | 08/02/2022 (Hold 3) | 08/03/2022 (Plan) | 08/04/2022 | 08/05/2022 | 08/08/2022 | 08/09/2022 | 08/10/2022 | 08/11/2022 | Until | System - Assisted | Unassign Driver | Depot |
|---------------|---------------------|---------------------|---------------------|-------------------|------------|------------|------------|------------|------------|------------|-------|-------------------|-----------------|-------|
| H1000002 | | | | | | | | | | | | | | |
| TO2 | | | | | | | | | | | | | | |
| 9 | | | 1019 | 1019 | 1019 | 1019 | 1019 | 1019 | 1019 | 1019 | | | | |
| 10BB | CHAU005 | | | | | | | | | | | | | |
| 19 | 1002 | | | | | | | | | | | | | |
| 1000001 | CL100 | | CL100 | CL100 | CL100 | CL100 | | | | | | | | |
| 15 | 1012 | | 1012 | 1012 | 1012 | 1012 | | | | | | | | |
| DINH-ZAN | 2896 | 2896 | | 2896 | | | 2896 | | | | | | | |
| 26 | CHAU002 | CHAU002 | CHAU002 | CHAU002 | CHAU002 | CHAU002 | CHAU002 | CHAU002 | CHAU002 | | | | | |
| 5 | 2880 | 2880 | 2880 | 2880 | 2880 | 2880 | 2880 | 2880 | | | | | | |
| 18 | 1003 | 2503 | | 1003 | 2503 | CHAU005 | 2503 | 2503 | | 2503 | | | | |
| H12 | 10E | 1002 | 1002 | 1002 | 1002 | 1002 | 2257 | 2257 | 2257 | | | | | |
| KHUIONGROUTE1 | 2291 | 1002 | 1002 | 1002 | 2896 | 1012 | 2291 | 2291 | 2291 | | | | | |

| Driver ID | 07/29/2022 (Hold 1) | 08/01/2022 (Hold 2) | 08/02/2022 (Hold 3) | 08/03/2022 (Plan) | 08/04/2022 | 08/05/2022 | 08/08/2022 | 08/09/2022 | 08/10/2022 | 08/11/2022 | Until | Lic. Expired |
|-----------|---------------------|---------------------|---------------------|-------------------|------------|------------|------------|------------|------------|------------|-------|--------------|
| 2257 | TO1 | TO1 | TO1 | TO1 | TO1 | TO1 | | | | | | 07/01/2032 |
| CHAU005 | | | | | | 18 | | | | | | 07/01/2032 |
| CHAU005 | | | 16 | | | | | | | | | 07/01/2032 |
| CHAU005 | 10BB | | | | | | | | | | | 07/01/2032 |
| 2859 | | H15 | H15 | | | H15 | | | | | | |
| 1002 | | KHUIONGROUTE1 | KHUIONGROUTE1 | KHUIONGROUTE1 | | | | | | | | 06/29/2024 |
| 1002 | | H12 | H12 | H12 | H12 | H12 | | | | | | 06/29/2024 |
| 1002 | 19 | | | | | | | | | | | 06/29/2024 |
| MT005 | | | | | | | | | | | | 07/31/2024 |
| 1015 | | | | | | | | | | | | 06/30/2023 |
| H51 | | | | | | | | | | | | |
| H53 | | | | | | | | | | | | |
| r25 | | | | | | | | | | | | 06/01/2025 |

STEP 3:

Click on the “Unassign” button in the confirmation pop-up to unassign the Driver from the selected Route and Date.

Confirmation

On **08/02/2022** of Route **26**, the current Driver **CHAU002** will be unassigned.

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UNASSIGN DRIVER CONTINUED

After unassigning the Driver, a successful message will be shown in the top right and the Route and Driver will be updated for the selected date.

Telematics » Drivers Management » Planned Substitutions
Active Data Area

Successfully Driver CHAU002 is successfully unassigned from Route 26

| Routes | | | | | | | | | | | | |
|-------------------------|---------------------|---------------------|---------------------|-------------------|------------|------------|------------|------------|------------|------------|-------|--------|
| Assignment Status Color | | | | | | | | | | | | System |
| Route ID | 07/29/2022 (Hold 1) | 08/01/2022 (Hold 2) | 08/02/2022 (Hold 3) | 08/03/2022 (Plan) | 08/04/2022 | 08/05/2022 | 08/08/2022 | 08/09/2022 | 08/10/2022 | 08/11/2022 | Until | Depot |
| H100002 | | | | | | | | | | | | |
| T02 | | | | | | | | | | | | |
| 9 | | | 1019 | 1019 | 1019 | 1019 | 1019 | 1019 | 1019 | 1019 | | |
| 10BB | CHAU005 | | | | | | | | | | | |
| 19 | 1002 | | | | | | | | | | | |
| 1000001 | CL100 | | CL100 | CL100 | CL100 | CL100 | | | | | | |
| 15 | 1012 | | 1012 | 1012 | 1012 | 1012 | | | | | | |
| DINH-ZAN | 2896 | 2896 | | 2896 | 2896 | 2896 | 2896 | | | | | |
| 26 | CHAU002 | CHAU002 | | CHAU002 | CHAU002 | CHAU002 | CHAU002 | CHAU002 | CHAU002 | | | |
| 5 | 2880 | 2880 | 2880 | 2880 | 2880 | 2880 | 2880 | 2880 | | | | |
| 18 | 1003 | 2503 | | 1003 | 2503 | CHAU005 | 2503 | 2503 | | | 2503 | |
| H12 | 10E | 1002 | 1002 | 1002 | 1002 | 1002 | 2257 | 2257 | 2257 | | | |
| KHUONGROUTE1 | 2291 | 1002 | 1002 | 1002 | 2896 | 1012 | 2291 | 2291 | 2291 | | | |

| Drivers | | | | | | | | | | | | |
|---------------------|---------------------|---------------------|---------------------|-------------------|------------|------------|------------|------------|------------|------------|-------|--------------|
| Driver Status Color | | | | | | | | | | | | Columns |
| Driver ID | 07/29/2022 (Hold 1) | 08/01/2022 (Hold 2) | 08/02/2022 (Hold 3) | 08/03/2022 (Plan) | 08/04/2022 | 08/05/2022 | 08/08/2022 | 08/09/2022 | 08/10/2022 | 08/11/2022 | Until | Lic. Expired |
| 2257 | T01 | T01 | T01 | T01 | T01 | T01 | | | | | | |
| CHAU005 | | | | | | 18 | | | | | | 07/01/2032 |
| CHAU005 | | | 16 | | | | | | | | | 07/01/2032 |
| CHAU005 | 10BB | | | | | | | | | | | 07/01/2032 |
| 2859 | | H15 | H15 | | | H15 | | | | | | |
| 1002 | | KHUONGROUTE1 | KHUONGROUTE1 | KHUONGROUTE1 | | | | | | | | 06/29/2024 |
| 1002 | | H12 | H12 | H12 | H12 | H12 | | | | | | 06/29/2024 |
| 1002 | 19 | | | | | | | | | | | 06/29/2024 |
| MT005 | | | | | | | | | | | | 07/31/2024 |
| 1015 | | | | | | | | | | | | 06/30/2023 |
| H51 | | | | | | | | | | | | |
| H53 | | | | | | | | | | | | |
| h25 | | | | | | | | | | | | 06/01/2025 |