



# ATHENA QUICK GUIDE

## ALTERNATE REPORTS

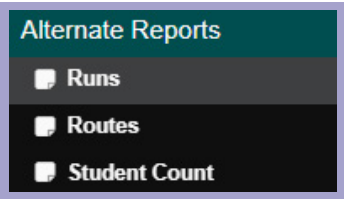
**Introduction:** This document describes how to create Alternate Reports from Athena Routing and Planning application.

How to create Athena Alternate Reports

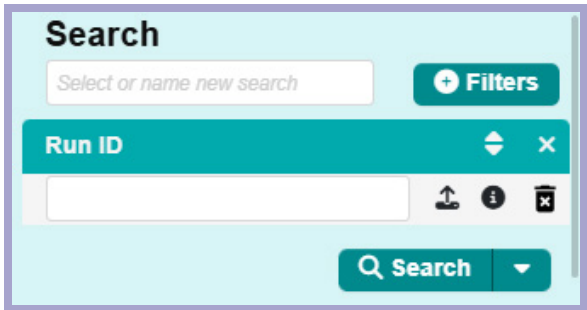
**STEP 1:**  
Once logged in, select "Routing Mangement" from the Athena Portal Home Page.



**STEP 2:**  
The action bar will appear, select "Runs" from the "Alternate Reports" menu.



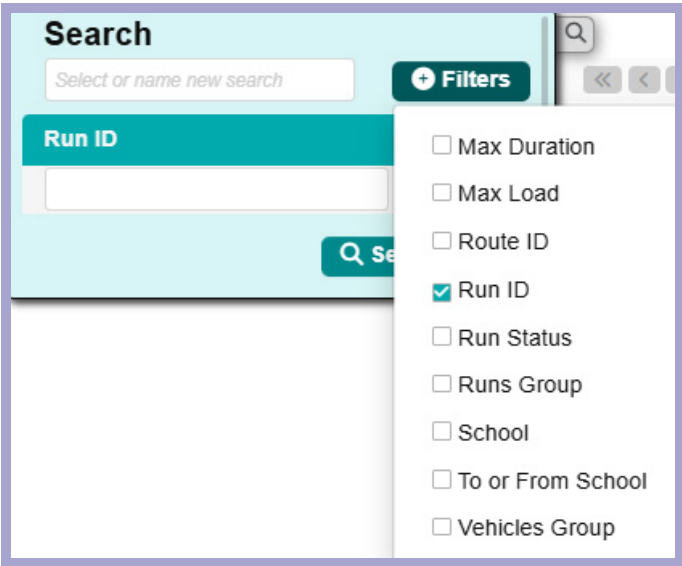
**STEP 3:**  
The search tray will open. To search for all runs, leave the Run ID search field blank.



To open the search tray, select the search tab.

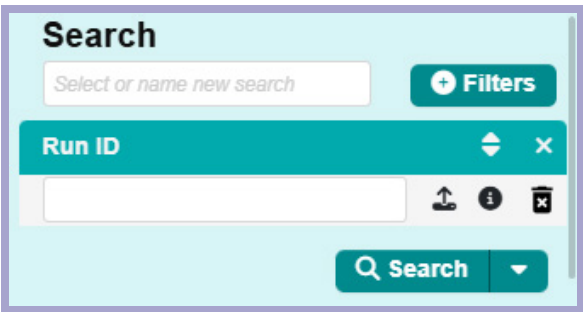


**STEP 4:**  
The Runs report allows you to apply run related filters. Select the "Filters" button. Select a filter(s).



Once you have completed your search, the search tray will close and the data will appear in the data panel.

**STEP 5:**  
To search for all runs, leave the Run ID search field blank and select "Search".





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### MODULE LAYOUT

The screenshot displays the Athena Routing software interface for the 'Alternate Reports' module. The interface is organized into five numbered sections:

- Calendar:** A date picker set to 02/12/2025.
- Data Panel:** A table of 629 results with columns for Run ID, Description, Stop Count, Load, Max Load, and Frequency. It includes checkboxes for selecting specific runs.
- Selected Runs Card:** A table showing the details of selected runs, including Description, Frequency, Load, Max Duration, Max Load, Run ID, School-BellTime, Status, Stop Count, and To or From School.
- Preview Card:** A section titled 'Run Report' for Run ID: AB.025, Route ID: 002. It displays a detailed report including vehicle information, stop times, and a list of passengers with their names, phone numbers, and school grades.
- Report Available:** A table showing a history of generated reports, including the file name, creation time, and a download icon.

- 1. Calendar:** The date for reports will automatically populate as today's date. You can select the date for which you want the report to run, allowing you to generate reports for upcoming dates.
- 2. Data Panel:** Select which runs you would like display in the report within the data panel. Use the search tray to query for the applicable information.
- 3. Selected Runs Card:** The Selected Runs card will display the data that was selected within the data panel.
- 4. Preview Card:** The Preview card will display an example of the desired report.
- 5. Report Available:** The Report Available card will display a history of all generated reports, the data and time of their creation, as well as provide the ability to re-download a previously generated report.

### STEP 6:

In the Preview card, select the "Instruction Options". In this drop-down menu, you can toggle what information you want to be viewed in the report.

The 'Instruction Options' dropdown menu is shown with the following settings:

- Passenger List: ☒
- Run Direction: ☒
- Deadhead: ☐
- Distance: ☒
- Cardinal Directions: ☐





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**STEP 7:**

Then select the "Sort Order", which allows you to sort by either Run ID or Run Start Time.

Options

▼ Sort Order

+

Auto

Run ID

Run Start Time

**STEP 8:**

Select the "Generate Report" button.

Generate Report

▼

**STEP 9:**

The report will save to the "Reports Available" card in the data panel.

Report Available		
		<div><div>View Reports Queue</div><div>Columns</div></div>
File Name	Creation Time	
alternaterun_5b2dee1a-12c1-44bb-a998-045dc0ea4598_1739399059411.pdf	2/12/2025, 05:24 PM	
alternaterun_5b2dee1a-12c1-44bb-a998-045dc0ea4598_1739398044897.pdf	2/12/2025, 05:07 PM	

**STEP 10:**

You can download the report by selecting the download icon. 

**STEP 11:**

You can open your report from you downloads folder on your computer.

Run Report

02/12/2025

Run ID: 01.078-R

Route ID:

Start: 11:35:59 AM

Distance: 17.72 mi

Desc: COPY - REVERSE - ADDAMS IN

Desc:

End: 12:16:21 PM

Load: 0

11:30

Veh #:

Comments:

Duration: 0:40:22

Max Load: 60

Seq#	Stop Time	Description	Run Load	Stop Load	Student Name	Phone	Special Needs	School	Grade
1	11:35:59 AM	ADDAMS	0	0					
Proceed on S College St toward W Canedy St 0.09 mi									
Turn left onto W Canedy St 0.3 mi									
Turn right onto S Walnut St 0.75 mi									
Turn left onto IL-97 N/W Jefferson St 1.3 mi									
Turn right onto Bruns Ln 0.35 mi									
Turn right onto Wenzel Ln 0.11 mi									
Turn right onto Babiak Ln 0.02 mi									
2	11:45:00 AM	ADDAMS	0	0					
Proceed on Babiak Ln toward Stelte Ln 0.04 mi									
Turn right onto Stelte Ln 0.11 mi									
Turn left onto Bruns Ln 0.22 mi									
Turn right onto IL-97 N 0.12 mi									
Turn left onto Harriet Ln Destination will be on the right 0.02 mi									
3	11:47:26 AM	W JEFFERSON ST & HARRIET LN	0	0					
Proceed on Harriet Ln 0.1 mi									