# ATHENA ROUTES

Education Logistics, Inc.

Training Guide







## Athena Routes Training Guide

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### PURPOSE OF THIS GUIDE

The Athena Routes Training Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of assigning runs to established routes 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 INTRODUCTION

Routes refer to the activities a single bus executes within a day—essentially what a bus does from the time it leaves its depot to the time it returns. Within the Routes Module, "Bell Times" and other process windows are visible in the module to optimize the user experience. Unassigned runs will additionally appear in the Routes Module; the user will have the opportunity to identify runs that need to be assigned to a route, and can do so by clicking and dragging the unassigned runs to the appropriate route.

### ATHENA MAP ASSET KEY

Symbol	Explanation	Symbol	Explanation
+	Zoom to Extents	Ø	Satellite
	Zoom all		Map Overlays
<u>i</u>	Zoom Selected		Pre-Selected Map Overlays
	Road Map View		Street View
<b>S</b> S	Hybrid View		

### NAVIGATING ROUTES MODULE

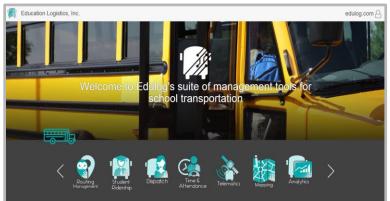
#### 1. Sign In

You will first come to the Sign In page where you will enter your Username (email) and Password.



#### 2. Athena Portal Home Page

You will be brought to the Athena Portal Home Page; at the bottom of this screen are the Athena applications.



#### 3. Routing Management

Select the owl icon to enter the Routing Management application.



#### 4. Routes

Under Route Planning Operations select Routes.

Route Planning Operations
Trips
Runs
Bell Time
Routes

#### 5. Create Task

Before you can start working within the Routes module, you will first need to create a task by clicking on the plus icon at the bottom left corner of the screen.

Name	
Create	
Ó	

#### 6. Panes

Within the Route Management module, you will encounter several panels:

- Routes and Unassigned Runs
- The Map Panel
- Routes in Play
- Runs on Selected Route
- Directions for Selected Route & Frequency

	Routing » Route Plan	ning Operations » R	outes » Task: None	Selected					Active D	ata Area: <b>pla</b>	n Effective o	n: <b>4/15/21</b> 🛆	5
Q	Routes	¥ ^			٥				Route	es in Play		~	•
-		– Delete III Columns			S	3					🕼 DH Path		j
Route	Description	Vehicle De	El Car	1 1 1 1 1 1	and the	9 0	Route	Frequency	Vehicle	Depot	Slack	Duration [	2
	No Data				4 6 8 8 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					No Data	v		
			Map 🔍 📿 🥕 AM pm	stas sche date dhe othe	_		Cancel	pply Depot	Pupe on S	elected Route	v		
			Google			4		Direct		ted Route & Fre	auencv		
•	Unassigned Runs	· · ·	Routes	Map di	ata ©2021 Terms of U	50	1	111011					4
		III Columns											-
🗆 Run ID	Frequency Type	From Time	Unassigned Runs		0		<b>.</b>	€Q <					-
4	No Data												

#### 7. Data Panel

Once you create your task and complete your search, Routes and Unassigned Runs will listed in the Data Panel.

Q	R	✓ <sup>4</sup>	
-		+ Add New - Delete	III Columns
Route	Description	Vehicle	Depot
005	ALPHONSO		<u>^</u>
016	PENNY		
038	DEBORAH		
041	RHONDA		
052	JEANNE		
053	LINDA		

		~		
				olumns
Run ID	Frequency	Туре	From Time	To Time
005.100	MTWUF	TO_SCHOOL	8:26:29 AM	9:15 🔺
005.350-C	MTWUF	TO_SCHOOL	9:15:00 AM	9:15
005.350-C-C	MTWUF	TO_SCHOOL	9:15:00 AM	9:15
005.351	MTWUF	FROM_SCHOOL	4:05:00 PM	4:12
083.100	MTWUF	TO_SCHOOL	8:25:00 AM	8:25
083.101	MTWUF	FROM_SCHOOL	3:15:00 PM	3:15
083.140	MTWUF	TO_SCHOOL	8:25:00 AM	8:25

#### 8. Routes

Select the routes you want to work with by clicking on the box to the left of the route number.

Q	Ro	outes		~
-		+ Add New	— Delete	III Columns
Route	Description	Vehic	le	Depot
☑ 005				A
016				
038				
041				
052				
053				

Routes will show graphically on the map, and they will additionally be listed in the "Routes in Play" panel, as well as show in the "Timeline".

Q		Routes		~							Routes	In Play		~
		+ Add New	- Delete	Columns		ALAN		<u>\$</u> \$					C DH Paths	III Columns
<ul> <li>Route</li> </ul>	Description	Vehi	cle Dep	pot		$\sim$			oute	Frequency	Vehicle	Depot	Slack	Duration
005				-	CREDALE		SAM T		005	MTWUF				-
016					SALE					MTWUF			10m 29s	1h 42i
038					63	-23		🖱 🛯	016	MTWUF				
041										MTWUF			48m 36s	50m 3
052									038	MTWUF				
053						N Carly		A 🗆 🗆		MTWUF			7h 10m	19m 3
054						$\times$ $\times$ $\wedge$			041	MTWUF				
062										MTWHE			17m 11c	1h 23
064						603		+ Can	cel Apply	Depot			~	
078					Man Q Tot e								•	
084						pm stps scns apts ans	ptns				Runs on Sele			
<ī				•	Google	Map data ©2021 Terr	ns of Use Report a ma	p error		Direction	s for Selecter	d Route & Frequ	lency	^
	Una	ssigned Runs		~	Routes									
				Columns	Route Vehicle Depot	t 7AM BAM	PAM	10AM	11AM	12PM	1P1	M 2PM	3PM	4PM
🗆 Run ID	Frequency	Туре	From Time	To Time	MTWUF	- T								
005.100	MTWUF	TO_SCHOOL	8:26:29 AM	9:15 🔺	016									
005.350-C	MTWUF	TO_SCHOOL	9:15:00 AM	9:15	MTWUF									
005.350-C-C	MTWUF	TO_SCHOOL	9:15:00 AM	9:15	038									
005.351	MTWUF	FROM_SCHOOL	4:05:00 PM	4:12	MTWUF									
083.100	MTWUF	TO_SCHOOL	8:25:00 AM	8:25	041									
083.101	MTWUF	FROM_SCHOOL	3:15:00 PM	3:15	MTWUF									
083.140	MTWUF	TO_SCHOOL	8:25:00 AM	8:25									•••	
	MTWUF	FROM_SCHOOL	3:15:00 PM	3:15	052									
083.141				3:21	MTWUF									
-	MTWUF	FROM_SCHOOL	3:15:00 PM	J.Z I										
083.141 083.601	MTWUF MTWUF	FROM_SCHOOL TO_SCHOOL	3:15:00 PM 7:05:00 AM	7:05	Unassigned Runs			(				$\square$	J	
083.141		-			Unassigned Runs		• @						)	

#### • Unassigned Runs

Select unassigned runs in the "Data Panel" and they will show up in the lower portion of the timeline.

		Unassign	ed Runs		^
		All A	II-F Clear Clear	r-F 🕂 🕂 🖊 Assign	
un ID	Frequency	Туре	Anchor Bell	■ NeedEnbl ■	NeedUsed ≡
Routes					
Route Vehicle Depot	7AM 8AM	9AM 10AM	11AM 12PM	1PM 2PM 3	PM 4PM
005					
MTWUF				••••••	
016					
MTWUF					
038					
MTWUF					
041					
MTWUF					
052					
MTWUF					
Unassigned Runs					
005.100					
MTWUF					
005.351					
MTWUF					
MTWUF 083.601 MTWUF					

#### 9. Workspace Panel

Within the Workspace Panel the user will find the following card to work in: Routes in Play, Runs on Selected Route, and Directions for selected Route & Frequency.

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#### • Routes in Play

When the user selects one or more routes within the Data Panel, those routes will additionally populate within the Routes in Play card. Within this card the user is able to perform multiple functions: Bulk Edit the name and description, assign and unassign depots, and compare run durations based on time of day.

	a		b	Routes In Pla	у		d	^
	🕼 Bu	lk Edit	🛱 Depots	🖹 Depots	✓ TN Feas	🕼 DH Paths	掛 Times	III Columns
Route	Frequency	Vehicle		Pre I	Post Depot	Slack	Duration	Distance
61	MTWUF							
	MTWUF					1h 20m 56s	1h 24m 14s	29.07 m
65	MTWUF							-

#### a.) Bulk Edit

Bulk Edit 2 Routes								
Naming sec	luence:							
Prefix								
Start at	369							
	Save	Cancel						

#### b.) Assign Depot

			Assign Depot to Route					
Select a	Depot to Assig	n:	Select	Select				
Assign a	S:		Pre Depot	Post Depot				
Frequen	cy:		MON T	e 🔳 WED 🔳 THU 🔳 FRI 🗌 S/	AT 🗌 SUN			
Route	Frequency	Pre Depot	Post Depot	Route Frequency Pre Depot	Post Depot			
61	MTWUF			61 MTWUF				
65	MTWUF			65 MTWUF				
Cance	1				✓ Proceed			

#### c.) Remove Depot

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	Warning				
The following route(s) will b	e cleared of any Depot assignments				
Route	Description				
61	61- CSHS- LMES				
65	65- STMS - LMES				
Cancel		✓ Proceed			

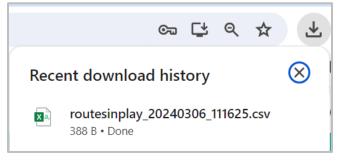
#### d.) Times

Toggle between the "Pessimistic", "Best-Guess", and "Optimistic" times for the selected runs.

Route	Run ID	Frequency	Start Time	Duration	Pessimistic	Best-Guess	Optimistic	
61	61.001	MTWUF	6:19:07 AM	35m 53s				4
61	61.002	MTWUF	8:23:00 AM	17m				
61	61.102	MTWUF	3:35:00 PM	24m	18m 3s	15m 18s	16m 56s	
65	65.001	MTWUF	6:38:59 AM	41m 1s				
65	65.002	MTWUF	8:05:59 AM	34m 1s				
65	65.102	MTWUF	3:37:00 PM	39m 27s	55m 18s	46m 2s	48m 54s	
	Gen	erate Pessimi	stic Best-Guess	Optimistic	times for se	elected runs		

#### e.) Export

Export route data found within the Routes in Play card as a CSV file.



#### Runs on Selected Route

The Runs on Selected Route card will populate all runs presently associated with the route the user has selected within the Routes in Play card. Additionally, within this card, the user can unassign runs from the selected route either individually or in bulk.

 Users can additionally export information found in this card as a CSV file using the export tool located next to the Unassign tool.

	Runs on Route 011							
			—₩ Unassign 🛃 III					
<ul> <li>Section</li> </ul>	Туре	Load						
Run 12.011	TO_SCHOOL	3						
🗆 Run 17.011	TO_SCHOOL	18						
🗌 Run 09.111	FROM_SCHOOL	5						
🗌 Run 13.111	FROM_SCHOOL	11						

Selecting the "Unassign" button will populate a warning message that will require users to verify whether they would like to unassign the selected runs.

Confirm the Unassign ×
About to unassign runs 61.002, 61.001, 61.102. Continue?
Cancel

#### • Directions for Selected Route & Frequency:

The user can view the run direction play out in real time by selecting a direction directly within the card, see the run direction displayed on the map, as well as export the run directions as a CSV file using the Export tool.

	Directions for Rout	e 011, MTWUF	^
			2
Section	Instructions		Duration
🗌 Run 12.011	👓 At stop <b>05.120</b> , Pick-U	Up 1 at 7:53:12 AM at	
🗌 Run 12.011	↑ Head west on	toward	44s
🗌 Run 12.011	Turn left onto		43s
🔲 Run 12.011	← Turn <b>left</b> onto		58s

### 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:

- Create New Route
- Assign a Run to a Route
- Assign a Depot to a Route
- Change Route ID

#### **Create New Route**

You work with the school district to help design and update routes; you noticed there were multiple runs that remained unassigned, and were tasked with creating a new route.

#### Here's How:

#### 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

You will be brought to the Athena Portal Home Page; at the bottom of this screen are the Athena applications.



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#### 3. Routing Management

Select the owl icon to enter the Routing Management application.



#### 4. Routes

Under Route Planning Operations select Routes.

Route Planning Operations	
Trips	
Runs	
Bell Time	
Routes	

#### 5. Create Task

Before you can start working within the Routes module, you will first need to create a task by clicking on the plus icon at the bottom left corner of the screen.



#### 6. Augment Context

After creating the task, a child window will pop up, asking you to augment the context that you would like to update. Within this window, you can search and filter for Routes and Unassigned Runs that you would like to build upon or edit.

Augment Routes Con	text					
٩	Routes	l	Q Unassigned Runs			
Availab	Routes in the context: 0 le Routes in your search: 231 e Routes selected to load: 231		Available U	ssigned Runs in the context: 0 Inassigned Runs in your search: 124 nassigned Runs selected to load: 124		
Route	Description		🗹 Run ID	Description		
<b>0001</b>		<u>^</u>	☑ 01.078-R	COPY - REVERSE - ADDAMS IN 11:30		
<b>0001.0001001</b>	016	-	🗹 01.078-R-R	REVERSE - ADDAMS IN 9:00		
0001.0001002	015		☑ 01.082-R	REVERSE - ADDAMS IN 9:00		
0001.0001003	013		01.178B			
004	004		01.EO1			
005	005		01.EO2			
006	006		🗹 01.T11-C	COPY - Test Frequency Run		
007.1	007		🗹 01.T11-R	REVERSE - Test Frequency Run		
027	027		01.TEST			
028	028		02.901			
✓ 029	029		02.911			
<b>0</b> 30	030	-	02.P01	BLACK HAWK OUT @ 3:30		
				Cancel OK		

 Filter routes by using the magnifying glass icon next to "Routes." Filter unassigned runs by clicking the magnifying glass icon next to "Unassigned Runs."

Augment Routes Context						
	✓ → Filters					
Description	Bell Time		~		~	• Filters
	Comments			Description		Aide
R Route	Contractor					Bell Time
	Created	Î			_	Comments
<sup>2</sup> 00 Routes Group	Depot Name		R	Run ID		
☑ 00	Description		01			Description
<ul> <li>✓ 00</li> <li>✓ 00</li> </ul>	Distance		<b>2</b> 01	Runs Group		Description
00 🔽	Empty Route		<b>2</b> 01	Select a group		
☑ 007.1 00			✓ 01	Select a group		Dynamic Status
<ul> <li>✓ 027</li> <li>✓ 028</li> <li>02</li> </ul>			<ul><li>✓ 01</li><li>✓ 01</li></ul>			Empty Run
<ul> <li>✓ 020</li> <li>✓ 029</li> <li>02</li> </ul>			<ul> <li>✓ 01.</li> <li>✓ 01.</li> </ul>	[11-R	REVER	End Date
<b>2</b> 030 03	30	-	_	TEST		

#### 7. Add New

Navigate to the "Add New" button at the top of the Data Pane. When selected, a "Create New Route" window will pop-out; fill out the form in its entirety, and select save.

+ Add New

**Note:** Depot's must first be created in the Depot module before being able to query for them in the "Create New Route" window.

Create New Route	
	Cancel 🛛 🖺 Save
Route *	
1001	
Description	
Training Test	
Depot	
333	~

#### 8. New Route

The new route will be listed in the Data Panel, and when selected, will show in the "Routes in Play" card.

Q	Routes	~	Lilliwaup	Belfair	10	(509) Renton			Routes In Play	у
	+ Add New	- Delete	odsport	Dentan	Vashon Island	Ū	55		C2 DH	I Paths
Route	Desc	ription				Kent	0	Route	Frequency	Vehicle
2 🗖 10	00 CL/	AM Route	komish	3	Fe	deral Way	9	🗆 🔂 100	EMPTY	

#### 9. Save

To finalize your task, navigate to the lower left of the screen and hover over your created task, and select "Save".



#### Assign a Run to a Route

You have created the new route, and now need to assign the appropriate runs; you will do so by working within the "Unassigned Runs" and "Timeline" cards in the Routes Module.

#### Here's How:

1. Routes

Under Route Planning Operations select Routes.

Route Planning Operations
Trips
Runs
Bell Time
Routes

2. Create Task

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Before you can start working within the Routes module, you will first need to create a task by clicking on the plus icon at the bottom left corner of the screen.

Name	
Create	

#### 3. Augment Context

After creating the task, a child window will pop up, asking you to augment the context that you would like to update. Within this window, you can search and filter for Routes and Unassigned Runs that you would like to build upon or edit.

Q	Routes		٩	Unassigned Runs	
F	Routes in the context: 0		Unas	signed Runs in the context: 0	
Availab	le Routes in your search: 231		Available U	nassigned Runs in your search: 124	
Available	e Routes selected to load: 231		Available Un	assigned Runs selected to load: 124	
Route	Description		🗹 Run ID	Description	
<b>0001</b>		*	01.078-R	COPY - REVERSE - ADDAMS IN 11:30	
0001.0001001	016	-	01.078-R-R	REVERSE - ADDAMS IN 9:00	
0001.0001002	015		01.082-R	REVERSE - ADDAMS IN 9:00	
✓ 0001.0001003	013		01.178B		
☑ 004	004		01.EO1		
☑ 005	005		01.EO2		
✓ 006	006		01.T11-C	COPY - Test Frequency Run	
<b>007.1</b>	007		🗹 01.T11-R	REVERSE - Test Frequency Run	
<b>V</b> 027	027		01.TEST		
✓ 028	028		02.901		
✓ 029	029		2 02.911		
<b>V</b> 030	030	-	02.P01	BLACK HAWK OUT @ 3:30	

• Filter routes by using the magnifying glass icon next to "Routes." Filter unassigned runs by clicking the magnifying glass icon next to "Unassigned Runs."

ugr	ment Routes Context							
~	Description	~	Filters     Bell Time		<b>~</b>		~	• Filters
			Comments			Description		Aide
	R Route			*				Bell Time
~	00 Routes Group		Depot Name Description		✓ R ✓ 01	Run ID		<ul> <li>Comments</li> <li>Created</li> </ul>
<b>~</b>	00 Select a group 00				<ul><li>✓ 01</li><li>✓ 01</li></ul>	Runs Group		Description
~	00	007	<ul> <li>Duration</li> <li>Empty Route</li> </ul>		<ul><li>✓ 01</li><li>✓ 01</li></ul>	Select a group		<ul> <li>Directions Override</li> <li>Dynamic Status</li> </ul>
	027 028	027			<ul><li>✓ 01</li><li>✓ 01</li></ul>			Empty Run
~	029 030	029		Ţ	<b>2</b> 01.	T11-R TEST	REVER	End Date

#### 4. Search

Select the Route ID filter in the "Search" window, and query for your route(s).

Search	Q
	🕒 Filters
Route	Z Route
	Bell Times
Bell Times	×
Select	<b>X</b>
	Q Search

#### 5. Routes

Select the route you want to work with by clicking on the box to the left of the route number.

Q	Routes 🗸								
	+ Add New	- Delete	III Columns						
Route	Description		Vehicle						
IDU 100	CL AM Route								

The route will be listed in the "Routes in Play" panel, and within the "Timeline".

									-	· .	_				
			Ro	utes I	n Play					~					
						C DH	Path	18	III Co	lumns					
Route	e	Freque	ency	Vehi	cle	Depo	ot		S	lack					
0 📕 1	00	EMP	ΤY												
Route	Routes Vehicle	Depot	6A)	и	7AM	8AM		9AM		10AM		11AM	12PM	1PM	2P
100										-			-		

• Unassigned Runs

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Navigate to the "Unassigned Runs" panel, and select the runs you will be working with.

	Unassi	gned Runs		~
			Colum	าทร
Run ID	Frequency	Туре	Load	
☑ ABA.002	MTWUF	FROM_SCHOOL	0	-
BMA.001	MTWUF	TO_SCHOOL	1	
ECE.001	MTWUF	TO_SCHOOL	3	
☑ ECEAP-PM	MTWUF	FROM_SCHOOL	2	
ECEAP_BK	MTWUF	TO_SCHOOL	0	
☑ ECEAP	MTWUF	FROM_SCHOOL	0	
FCA,002	MTWUF	TO_SCHOOL	2	
FCA.001	MTWUF	TO_SCHOOL	4	
FCA.004	MTWUF	TO SCHOOL	1	

#### Runs will additionally populate on the "Timeline."

Routes Route Vehicle Depot	6A1	a	7AM	SAN	4	9AM	10AM	11AM	1	2PM	1PM	2PN	1 3P	м	4PM	5PM	66	PM	7PM
100																			
Unassigned Runs			. (	0	$\otimes$	$\langle \mathfrak{s} \rangle$	ÐÐ	Ð	Q	۵									
ABA.002																			
MTWUF																			
BMA.001																			
MTWUF																			
ECE.001																			
MTWUF																			
ECEAP-PM																			
MTWUF																			
ECEAP_BK																			
MTWUF																			
ECEAP_bMK																			
MTWUF																			
FCA,002																			
MTWUF																			

#### • Assign

To assign an "Unassigned Run" to a route, first select a route directly in the "Timeline." Once selected, the route will be outlined in red.

		Routes																
I.	Route	Vehicle	Depot	 6AM	74	M	8AM	9AM	10AM	11AM	12	2PM	1	IPM	2	PM	3	F
	100																	

Locate and select the run you want to assign to the route within the "Timeline".

Routes Route Vehicle	Depot	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5F
100													
Unassigned R	uns			0	$\langle \!$	Ð.	ÐQ					$= \triangleright$	
ABA.002													
MTWUF													
BMA.001													
MTWUF													
ECE.001				XXX									
MTWUF													

17 Education Logistics, Inc. Confidential Information. Do not communicate, disclose, or make available all or any part of this document without permission. The selected run will be outline in red, and filled with "X's".



#### Select the "Assign Runs" tool.



• Confirm

Following assigning the run to a route, a confirmation window will appear—click "yes" to confirm the assignment.



Another confirmation window will appear to finalize the change; select "proceed" to accept the changes. You will follow this process to add any additional runs to the route.

Confirm th	is change?			
Runs I	Position Before	Pos	sition After	
ECE.0	UNASSIGNED	0	1 on route 100	
Routes	#Runs	Slack	Duration	Distance
100 Before	0	0s	0s	0 ft
100 Change	. 1	0s	42m 32s	15.13 mi
100 After	1	0s	42m 32s	15.13 mi
	Proceed		Cano	el

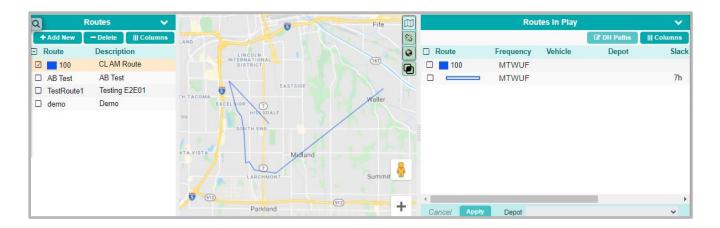
#### Slack

<u>Slack</u> is the extra time a bus driver could potentially have within the run or route. <u>Negative slack</u> is when a route does not have the amount of time necessary to fulfill the task within bell times.

18

#### 6. New Route

Once your new route has been confirmed, you will be able to select it in the Data Panel, and it will show graphically on the map and the "Routes in Play" pane.



#### Routes in Play

The route will have a master and cover assigned to it.

- The master is the foundation of this run.
- The cover(s) are any differentiation from the Master.

Route	Frequency
🗆 🔜 100	MTWUF
	MTWUF

#### Runs on Route

When selecting the master in "Routes in Play" your runs will be listed in the "Runs on Route" panel.

	Route	es in Play		~
			C DH Paths	Columns
Route	Frequency	Vehicle	Depot	Slack
100	MTWUF			
	MTWUF			7h
4				×.
Cancel Apply	Depot			~
	Runs or	Route 10	00	~
				Columns
Section	Туре		Description	
Run ECE.001	TO_SCHOO	L		
Run ECEAP	FROM_SCH	OOL		

#### • Directions for Selected Route

When selecting just the cover in "Routes in Play", open the "Directions for Selected Route" card, and you can see the turn-by-turn directions for your route.

Routes In Play					
			🕼 DH Paths	Columns	
Route	Frequency	Vehicle	Depot	Slack	
🗆 🔜 100	MTWUF				
	MTWUF			7h	
Dire	ctions for Rout	e 100, Frequ	uency MTWUF	~	
				Columns	
Section	Instruction	s			
Run ECE.001	📾 At stop	STOP(30): Pi	ick-Up 1 at 7:47:28	8 AM at 145 🔺	
Run ECE.001	↑ Head w	vest on E 70th	h St toward A St		
Run ECE.001	🔿 Turn rig	ght after Auto	Zone Auto Parts (d	on the left)	
Run ECE.001	🕤 Turn le	ft onto S 48th	St		
Run ECE.001	🕤 Turn le	ft onto SAlas	ka St		
Run ECE.001	🕤 Turn le	ft at the 1st cr	oss street onto S	49th St	
Run ECE.001	← Turn le	ft onto SAso	tin St	-	
4				•	

#### 7. Save

To finalize your task, you must go down to the lower left of the screen and hover over the task—select "Save".



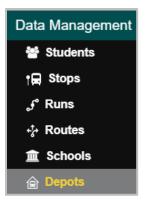
#### Assign a Depot to a Route

Once you have created the new route, and assigned the appropriate runs to it, the user will need to create and assign the pre and post depot locations to the route in order to factor the deadhead time into the route details.

#### Here's How:

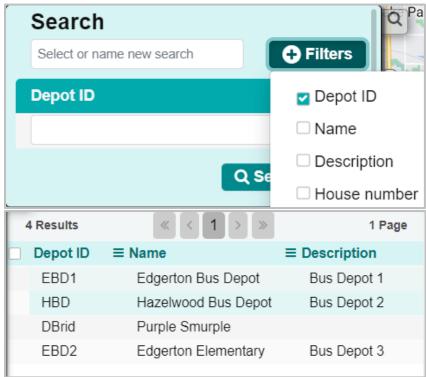
#### 1. Depots

Under "Data Management" navigate to Depots.



#### 2. Search Tray

In the search bar select the "Depot ID" filter; leave the search field blank and select "Search" to view all depot locations saved in the system.



• If you do not see the depot location for your route, you will need to add a new depot location to the system by selecting "+Add New".



• Once selected a form will populate in the Workspace Panel with the following fields to complete:

	Depot	C 🗸
	Ca	ncel 📃 🗕 Delete 🖹 Save
Depot ID *	Name	Description
HBD	Hazelwood Bus Depot	Bus Depot 2
Address *		Capacity
2125 HAZELWOOD	2	40
Contractor		
Select		
Secondary Depots		+ Add New
Depot ID	Name	
	No Data	

- **Depot ID:** When creating a Depot ID, you can assign it a number, location, or any other identifiable name.
- **Name:** Traditionally this field is for inputting the school the school/district the buses will be servicing.
- **Description:** This field can be used to keep track of the number of depots associated with a single school/district.
- Address: In this field you can either manually type in the address of the depot, or you can select the map location icon within the field to locate the depot in the map view. 🤦
- Capacity: The number of buses the depot houses.
- **Contractor:** If the district is using a contractor to supply the buses, you would plug in the name of that company in this field.
- **Secondary Depots:** If there is a secondary depot that is associated with the serviced school, you would associate them here.

#### 3. Routes

Once you have added the depot location to the system, navigate to "Route Planning Operations" and select Routes.

Route Planning Operations				
Trips				
Runs				
Bell Time				
Routes				

#### 4. Create Task

Before you can start working within the Routes module, you will first need to create a task by clicking on the plus icon at the bottom left corner of the screen.

Name	
Create	
<b>O</b>	

#### 5. Search

Select the Route ID filter in the "Search" window, and query for your route(s).

Search	Q
	Filters
Route	Z Route
	Bell Times
Bell Times	×
Select	
	Q Search

#### 6. Routes

Select the route you want to work with by clicking on the box to the left of the Rout number; the route will be listed in the "Routes in Play" panel, as well as populate in the "Timeline".

Q	Routes						
_	🕼 Bell Times	+ Add New	— Delete	III Columns			
Route	De	Description		≡ Frequ			
V KES	ROUTE1 K	ennedy School .	All-Day	/ MTW			

#### 7. Assign Pre-Depot to Route

In the "Routes in Play" panel within the Workspace Panel, you will find the "Assign Depot" button. Before you can assign a depot to the route, you must select the route in the "Routes in Play" card.

	R		~		
	🕜 Bulk Edit	🗊 Assign De	epot	🗐 Una	ssign Depot
- Route		Frequency	Veh	icle	Pre De
V KES	SROUTE1	MTWUF			
		MTWUF			EBD1

Once selected, the "Assign Depot to Route" window will populate on the screen. Select the "Assign" button in the window, and locate the appropriate depot location in the "Select a Depot to Assign" drop-down field.

Assign Depot to Route			
Type of assign:		<ul> <li>Assign</li> </ul>	
Select a Depot to Assign:	HBD		
Assign as:	Pre Depot	Post Depot	
Frequency:		NED 🔳 THU 🔳 FRI 🔄 SAT 📃 S	SUN
Route Frequency Pre Depot	Post Depot	Route Frequency Pre Depot F	Post Depot Valid
KESR MTWUF EBD1	EBD1	KESR MTWUF HBD	HBD 🖌
Cancel			✓ Proceed

Some additional fields of note in this window are described as such:

- **Frequency:** The user has the ability to assign the frequency of this depot location; should the bus be come from a different location on a few of the days.
- **Pre/Post Depot:** If the pre and post depot locations are different, you can deselect the Post Depot field, and assign it as a secondary depot location.
- **Replace:** To replace an already assigned depot location, select the "Replace" button in the window and the window will update as below:

Assign C Type of as Replace		ute			Assign	L			
Select a D	epot to Repla	ice:	EBD1						
Select a D	epot to Assig	n:	HBD						
Route	Frequency	Pre Depot	Post Depot		Route	Frequency	Pre Depot	Post Depot	Valid
KESR	MTWUF	EBD1	EBD1		KESR	MTWUF	HBD	HBD	×

- In this window you will select the current depot location in the "Select a Depot to Replace" drop-down, and add the new location to the "Select a Depot to Assign" field. The changes will be shown in the lower right window.
- The depot location will show these updates in the "Routes in Play" card as well as in the "Timeline".

Route	Frequency	Vehicle	Pre Depot	Post Depot
KESROUTE1	MTWUF			
	MTWUF		HBD	HBD
Routes Route Vehicle ESROUTE1 (none) MTWUF, Dep: HBD	8:30AM 9A			

#### Change Route ID

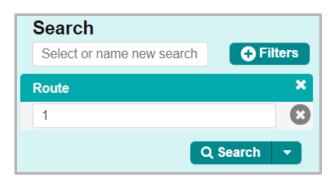
While working to build new routes within the system, you notice some of the established Route ID/Description information is outdated and needs to be updated in the system.

#### Here's How:

#### 1. Search Route ID

Click on the "Search Tab" and the Search Tray will appear; search your "Route ID".





#### 2. Routes Selected

Routes will be listed in the Data Panel—select your Route.

- Route	Description	Contractor
105		
116		
122		
124		

Selected Routes will be listed in the Workspace Panel.

Selected Routes						~		
				× Clear	📥 Export	Columns		
Route	Description		c	ontractor		Comments		
105								
•						+		
Route 🗸								
					Cor			
					Can	ice/ 🖻 Save		
Route *		Description *	Comm	ents				
105			Comr	ments				

#### 3. Change Route ID

In the Route panel, under "Route" enter the new name; add a new "Description" and any comments if needed, and "Save".

	✓		
			Cancel 🛛 🖺 Save
Route *	Description *	Comments	
100	Add Desctiption	Add Comments	