

# ATHENA ROUTES

Education Logistics, Inc.

Training  
Guide

2025



# 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.

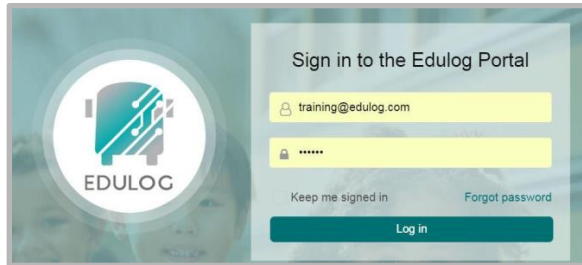
## ATHENA MAP ASSET KEY

Symbol	Explanation	Symbol	Explanation
	Zoom to Extents		Satellite
	Zoom all		Map Overlays
	Zoom Selected		Pre-Selected Map Overlays
	Road Map View		Street View
	Hybrid View		

# NAVIGATING ROUTES MODULE

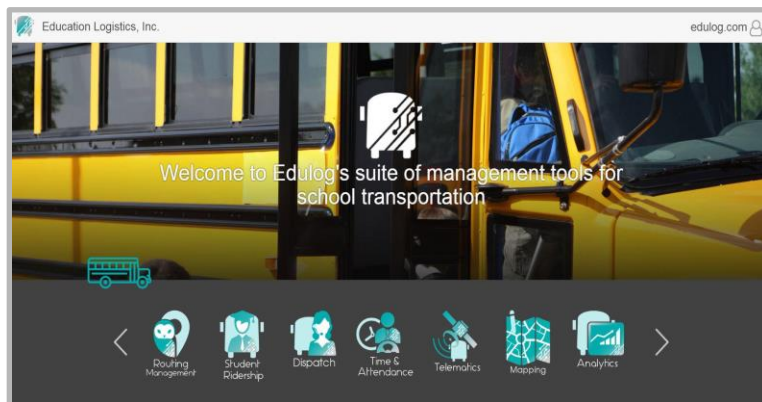
## 1. Sign In

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.



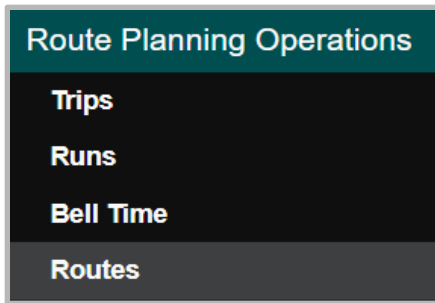
## 3. Routing Management

Select the owl icon to enter the Routing Management application.



## 4. Routes

Under Route Planning Operations select Routes.



## 5. Create Task

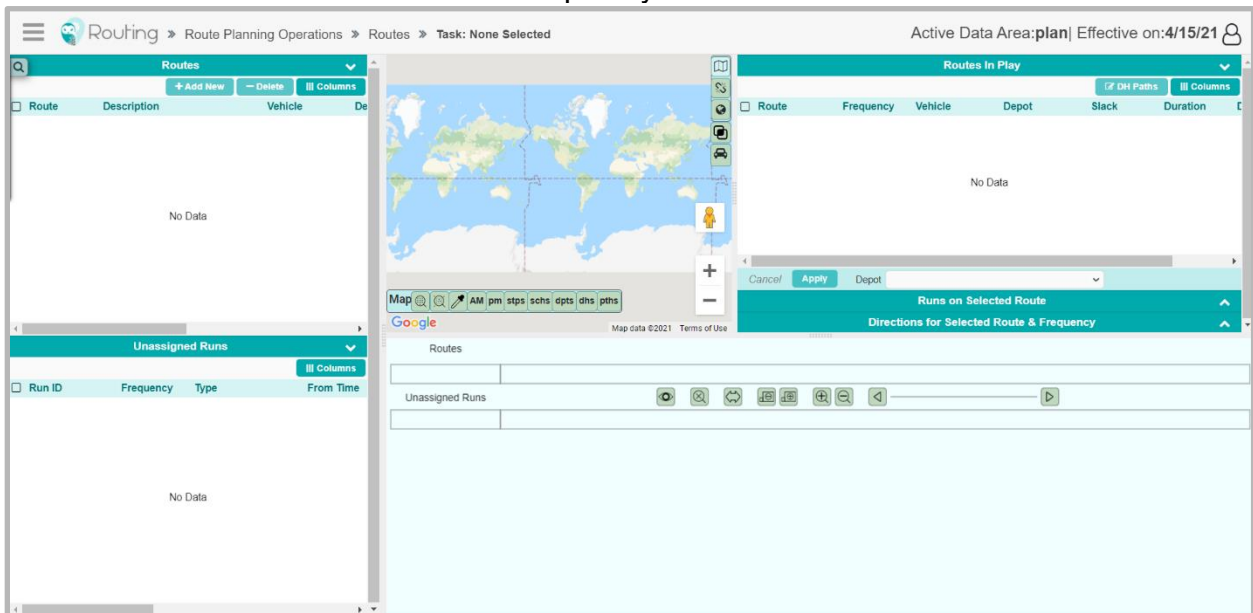
Before you can start working within the Routes module, you will first need to create a task by clicking on the plus icon at the bottom left corner of the screen.



## 6. 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



## 7. Data Panel

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

Routes			
<div><div></div><div>+ Add New</div><div>- Delete</div><div>Columns</div></div>			
<input type="checkbox"/> Route	Description	Vehicle	Depot
<input type="checkbox"/> 005	ALPHONSO		
<input type="checkbox"/> 016	PENNY		
<input type="checkbox"/> 038	DEBORAH		
<input type="checkbox"/> 041	RHONDA		
<input type="checkbox"/> 052	JEANNE		
<input type="checkbox"/> 053	LINDA		

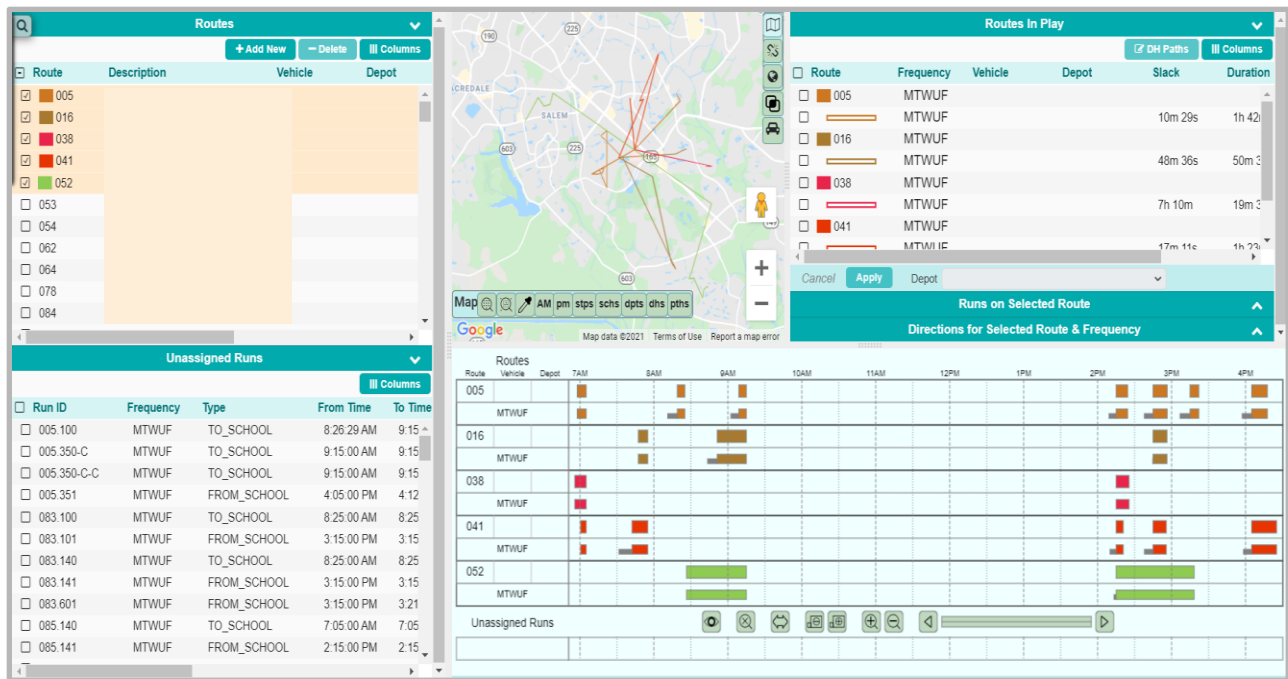
Unassigned Runs				
<div><div></div><div>Columns</div></div>				
<input type="checkbox"/> Run ID	Frequency	Type	From Time	To Time
<input type="checkbox"/> 005.100	MTWUF	TO_SCHOOL	8:26:29 AM	9:15
<input type="checkbox"/> 005.350-C	MTWUF	TO_SCHOOL	9:15:00 AM	9:15
<input type="checkbox"/> 005.350-C-C	MTWUF	TO_SCHOOL	9:15:00 AM	9:15
<input type="checkbox"/> 005.351	MTWUF	FROM_SCHOOL	4:05:00 PM	4:12
<input type="checkbox"/> 083.100	MTWUF	TO_SCHOOL	8:25:00 AM	8:25
<input type="checkbox"/> 083.101	MTWUF	FROM_SCHOOL	3:15:00 PM	3:15
<input type="checkbox"/> 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.

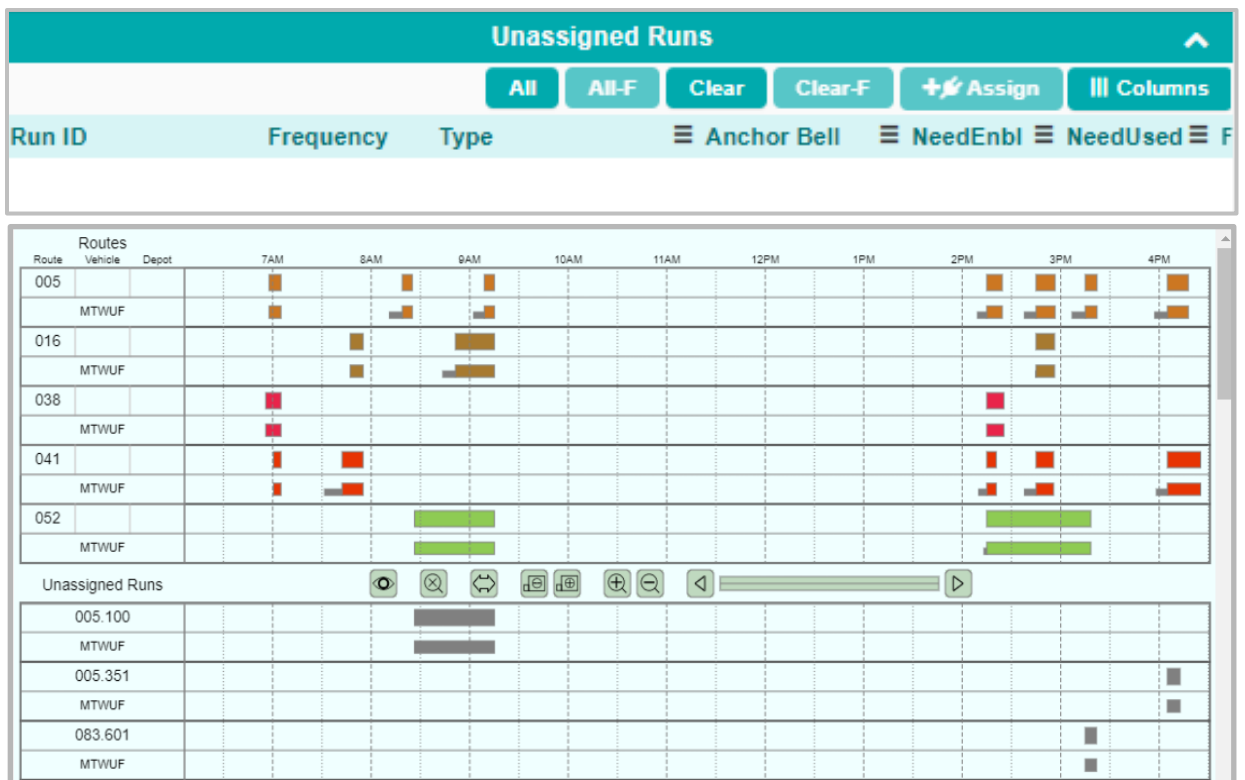
Routes			
<div><div></div><div>+ Add New</div><div>- Delete</div><div>Columns</div></div>			
<input type="checkbox"/> Route	Description	Vehicle	Depot
<input checked="" type="checkbox"/> 005			
<input checked="" type="checkbox"/> 016			
<input checked="" type="checkbox"/> 038			
<input checked="" type="checkbox"/> 041			
<input checked="" type="checkbox"/> 052			
<input type="checkbox"/> 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”.



- ### Unassigned Runs

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



## 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.



- **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.

The screenshot shows the 'Routes In Play' card. Callout 'a' points to the 'Bulk Edit' button. Callout 'b' points to the 'Depots' button. Callout 'c' points to the 'Pre Depot' column header. Callout 'd' points to the 'Columns' button.

Route	Frequency	Vehicle	Pre Depot	Post Depot	Slack	Duration	Distance
<input checked="" type="checkbox"/> 61	MTWUF						
<input checked="" type="checkbox"/> 62	MTWUF				1h 20m 56s	1h 24m 14s	29.07 m
<input checked="" type="checkbox"/> 65	MTWUF						

**a.) Bulk Edit**

The 'Bulk Edit 2 Routes' dialog shows a 'Naming sequence' section with a 'Prefix' text box and a 'Start at' text box containing the value '369'. At the bottom are 'Save' and 'Cancel' buttons.

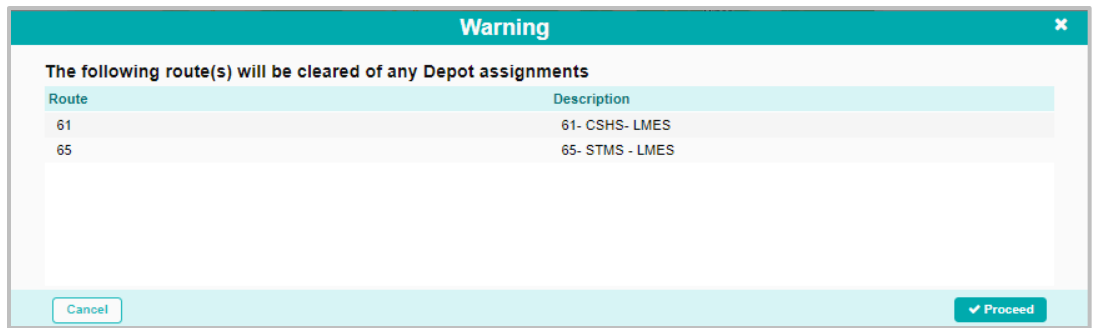
**b.) Assign Depot**

The 'Assign Depot to Route' dialog includes a 'Select a Depot to Assign' dropdown, 'Assign as' radio buttons for 'Pre Depot' and 'Post Depot', and a 'Frequency' section with checkboxes for days of the week (MON, TUE, WED, THU, FRI, SAT, SUN). Below these are two tables showing route data.

Route	Frequency	Pre Depot	Post Depot
61	MTWUF		
65	MTWUF		

Route	Frequency	Pre Depot	Post Depot
61	MTWUF		
65	MTWUF		

**c.) Remove Depot**



#### d.) Times

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

**Comparing Google Run Times After 11:10:37 AM**

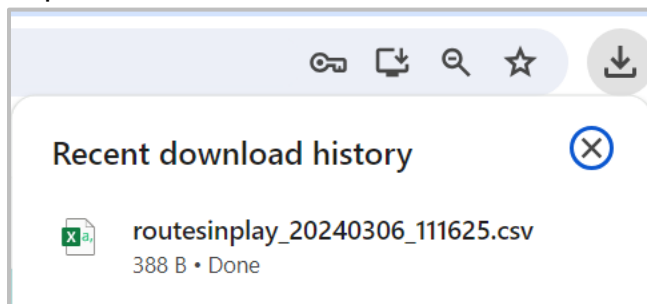
<input checked="" type="checkbox"/>	Route	Run ID	Frequency	Start Time	Duration	Pessimistic	Best-Guess	Optimistic
	61	61.001	MTWUF	6:19:07 AM	35m 53s			
	61	61.002	MTWUF	8:23:00 AM	17m			
	61	61.102	MTWUF	3:35:00 PM	24m	18m 3s	15m 18s	16m 56s
	65	65.001	MTWUF	6:38:59 AM	41m 1s			
	65	65.002	MTWUF	8:05:59 AM	34m 1s			
	65	65.102	MTWUF	3:37:00 PM	39m 27s	55m 18s	46m 2s	48m 54s

Generate **Pessimistic** Best-Guess Optimistic times for selected runs

Close

#### 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			^
			<div> <div>Unassign</div> <div></div> <div></div> </div>
<input type="checkbox"/> Section	Type	Load	
<input checked="" type="checkbox"/> Run 12.011	TO_SCHOOL	3	
<input type="checkbox"/> Run 17.011	TO_SCHOOL	18	
<input type="checkbox"/> Run 09.111	FROM_SCHOOL	5	
<input type="checkbox"/> 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

Proceed

- 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 Route 011, MTWUF			^
			<div> <div></div> <div></div> </div>
Section	Instructions	Duration	
<input type="checkbox"/> Run 12.011	At stop <b>05.120</b> , Pick-Up 1 at 7:53:12 AM at		
<input type="checkbox"/> Run 12.011	Head <b>west</b> on toward	44s	
<input type="checkbox"/> Run 12.011	Turn <b>left</b> onto	43s	
<input type="checkbox"/> 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](#)
- 

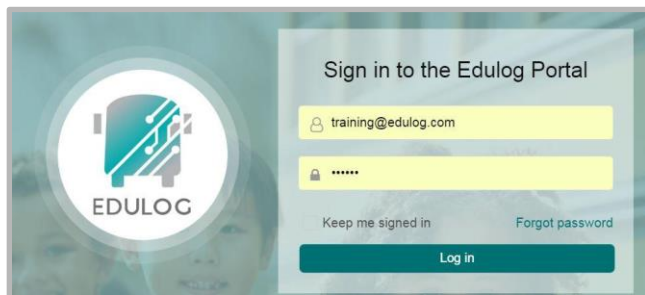
## Create New Route

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:

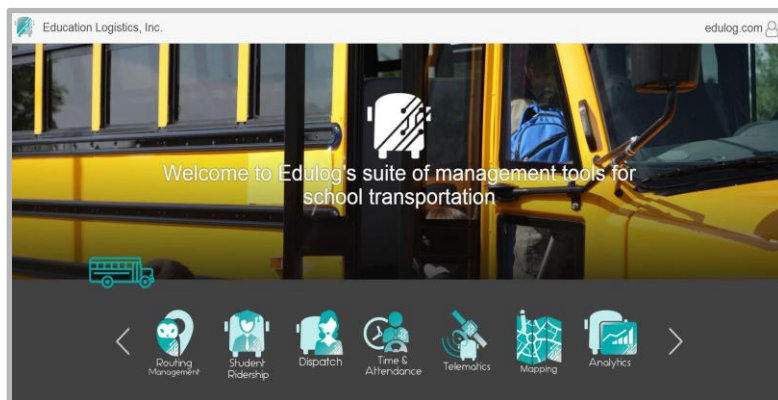
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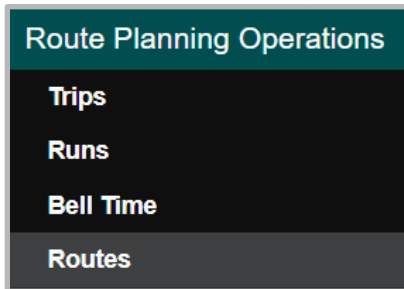
### 3. Routing Management

Select the owl icon to enter the Routing Management application.



### 4. Routes

Under Route Planning Operations select Routes.



### 5. Create Task

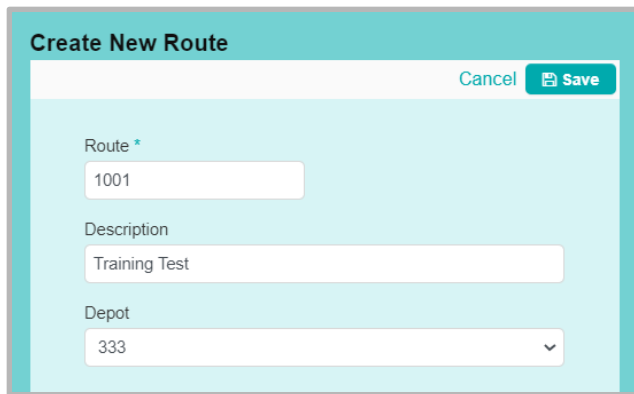
Before you can start working within the Routes module, you will first need to create a task by clicking on the plus icon at the bottom left corner of the screen.



### 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.





**Create New Route**

Cancel Save

Route \*  
1001

Description  
Training Test

Depot  
333

## 8. New Route

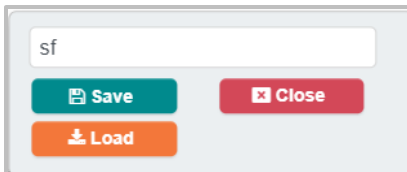
The new route will be listed in the Data Panel, and when selected, will show in the “Routes in Play” card.



Routes		Routes In Play	
+ Add New	- Delete	DH Paths	
Route	Description	Route	Frequency
<input checked="" type="checkbox"/> 100	CLAM Route	<input type="checkbox"/> 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”.



sf

Save Close

Load

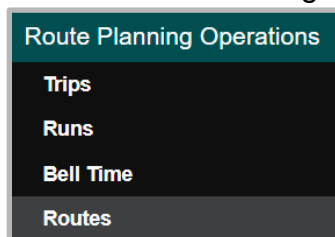
## Assign a Run to a Route

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

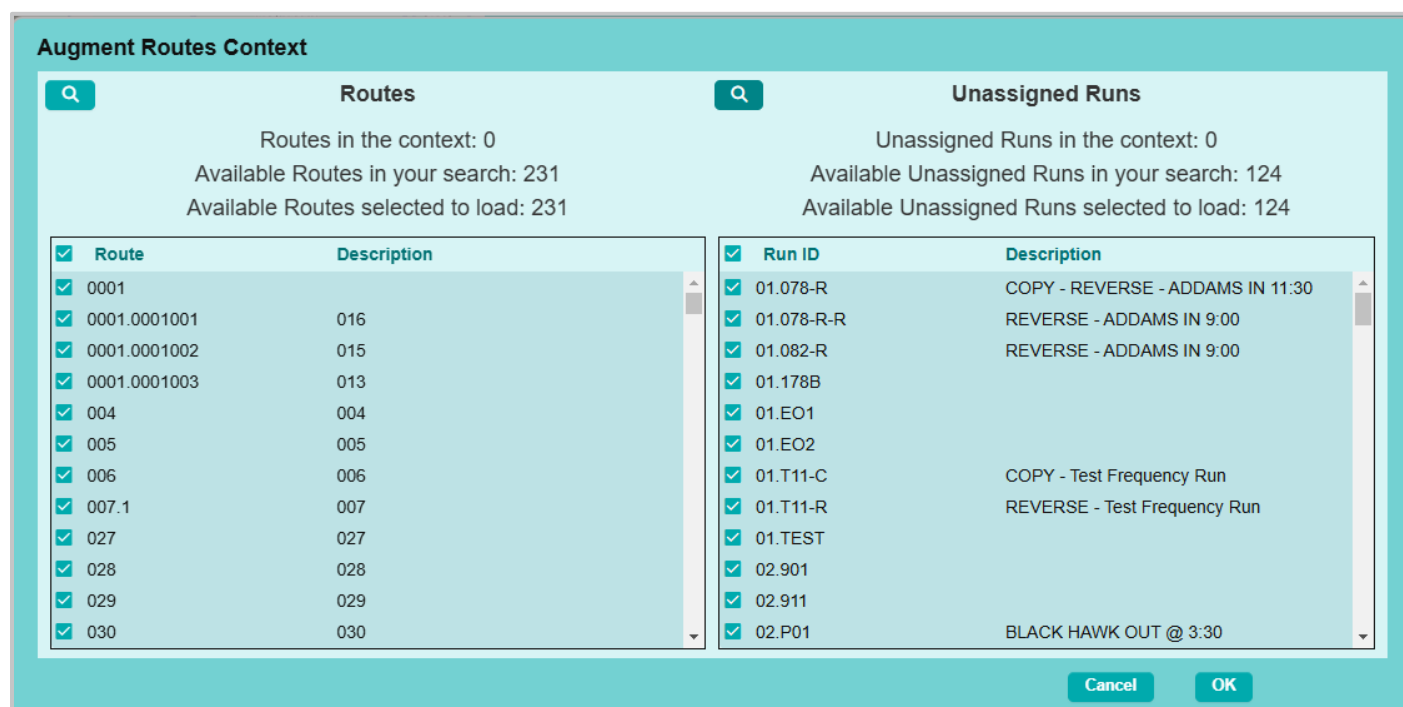
#### 2. Create Task

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.



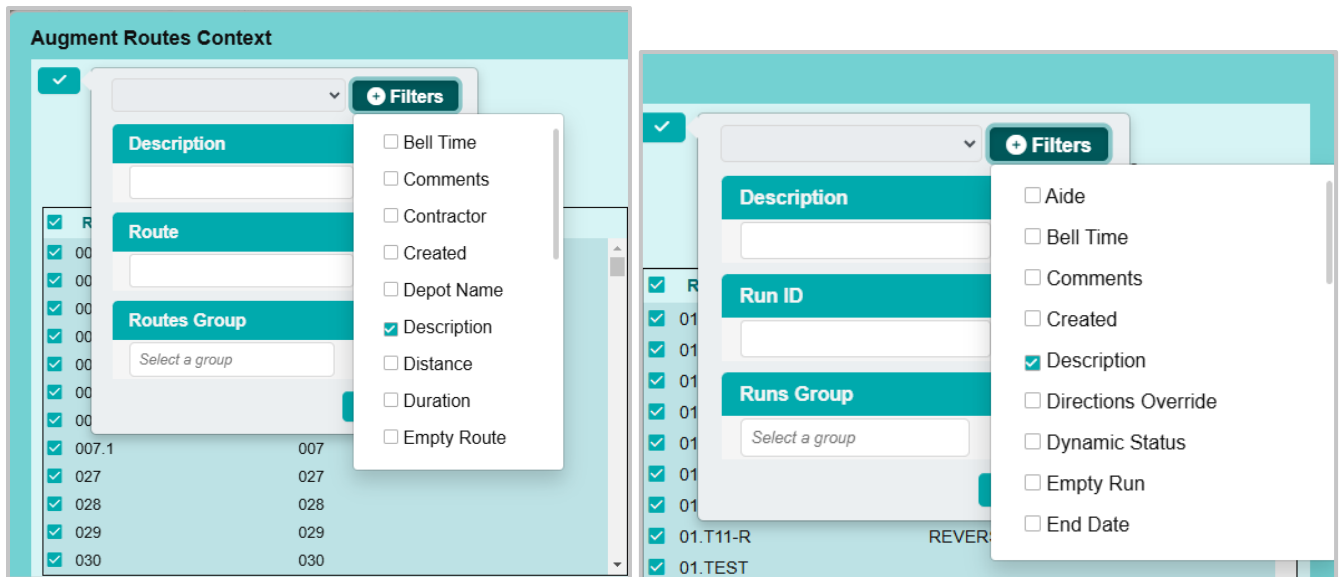
### 3. Augment Context

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.



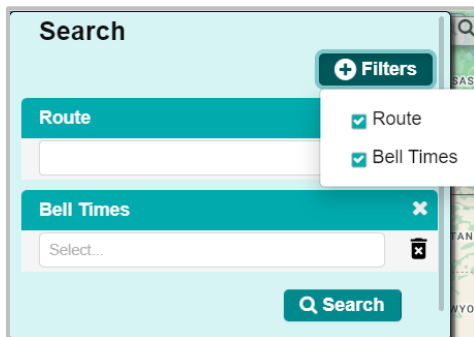
- Filter routes by using the magnifying glass icon next to “Routes.” Filter unassigned runs by clicking the magnifying glass icon next to “Unassigned Runs.”





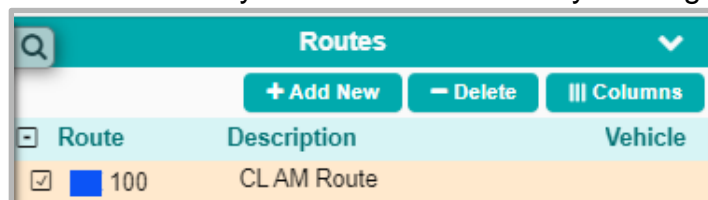
#### 4. Search

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

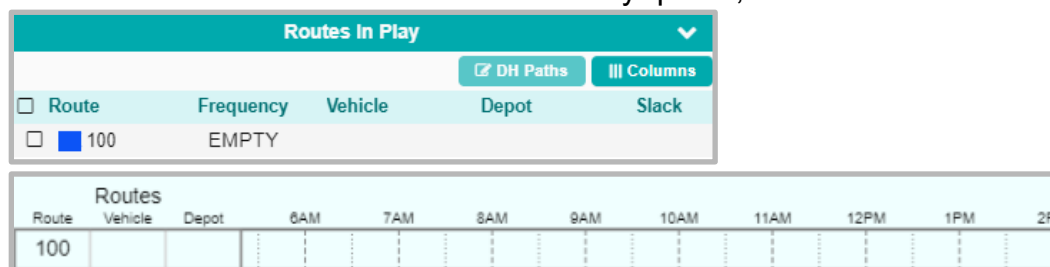


#### 5. Routes

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



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

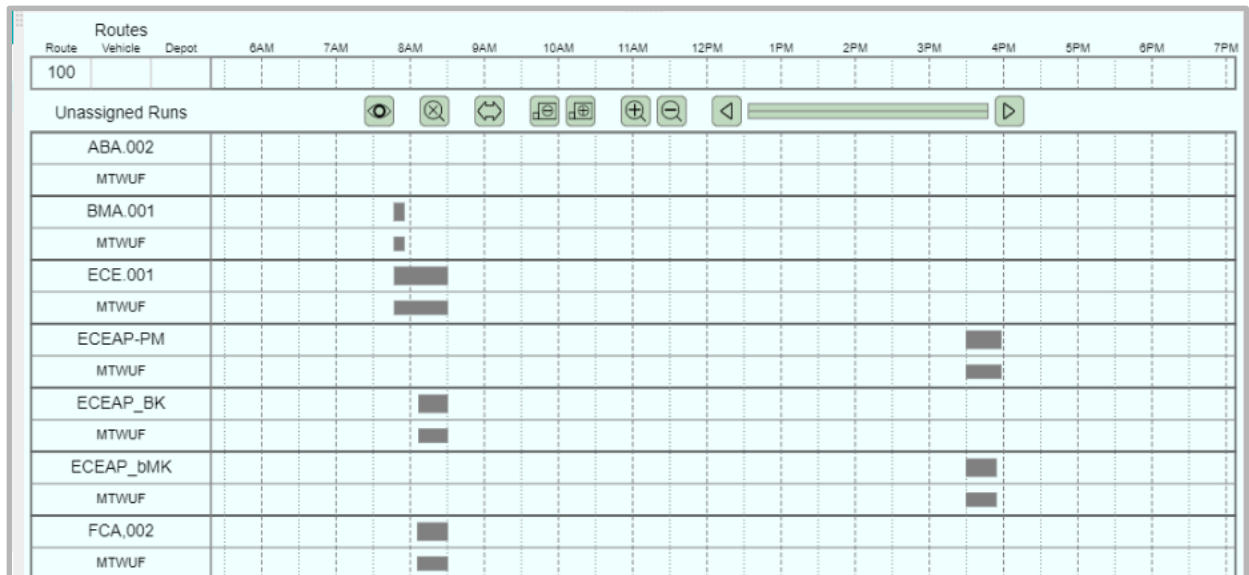


- **Unassigned Runs**

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

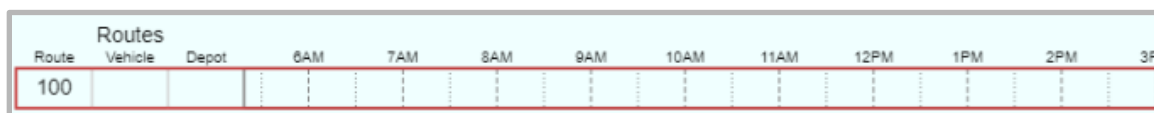
Unassigned Runs				
Columns				
<input checked="" type="checkbox"/> Run ID	Frequency	Type	Load	
<input checked="" type="checkbox"/> ABA.002	MTWUF	FROM_SCHOOL	0	
<input checked="" type="checkbox"/> BMA.001	MTWUF	TO_SCHOOL	1	
<input checked="" type="checkbox"/> ECE.001	MTWUF	TO_SCHOOL	3	
<input checked="" type="checkbox"/> ECEAP-PM	MTWUF	FROM_SCHOOL	2	
<input checked="" type="checkbox"/> ECEAP_BK	MTWUF	TO_SCHOOL	0	
<input checked="" type="checkbox"/> ECEAP_...	MTWUF	FROM_SCHOOL	0	
<input checked="" type="checkbox"/> FCA.002	MTWUF	TO_SCHOOL	2	
<input checked="" type="checkbox"/> FCA.001	MTWUF	TO_SCHOOL	4	
<input checked="" type="checkbox"/> FCA.004	MTWUF	TO_SCHOOL	1	

Runs will additionally populate on the “Timeline.”

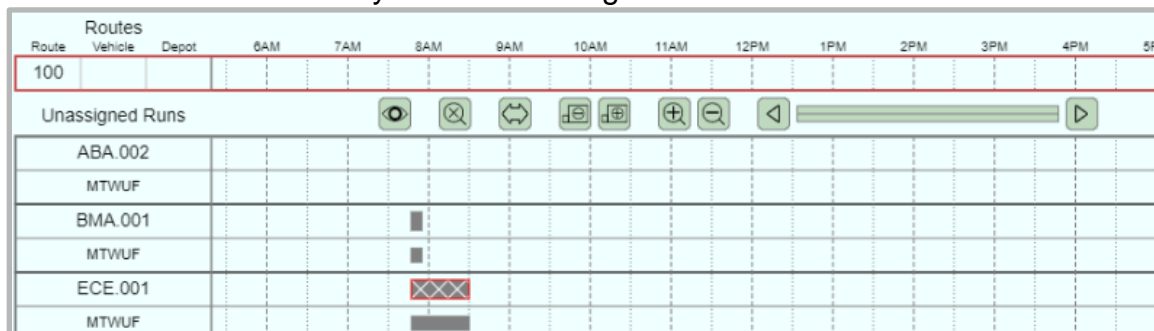


- **Assign**

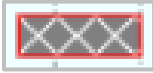
To assign an “Unassigned Run” to a route, first select a route directly in the “Timeline.” Once selected, the route will be outlined in red.



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



The selected run will be outline in red, and filled with “X’s”.

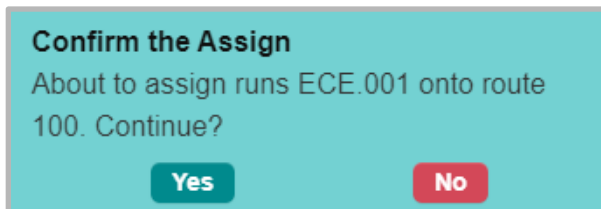


Select the “Assign Runs” tool.

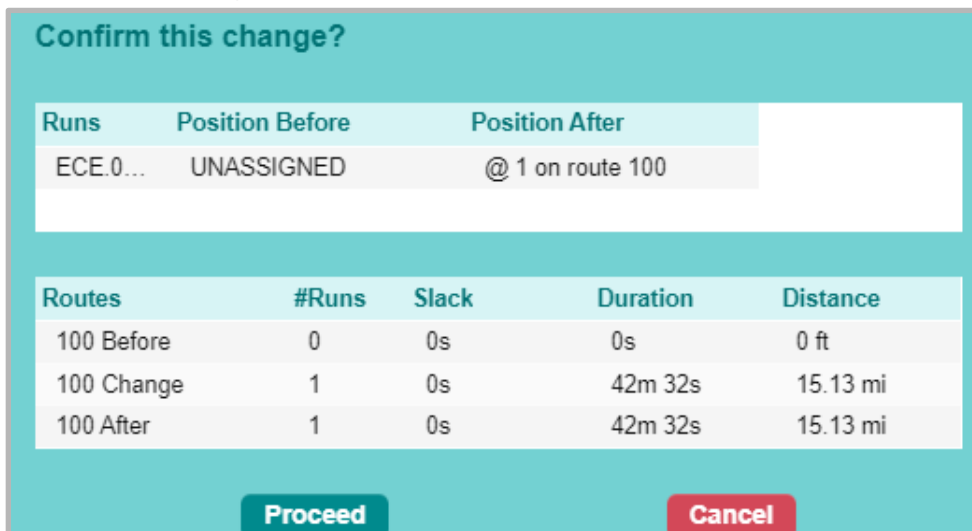


- **Confirm**

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.



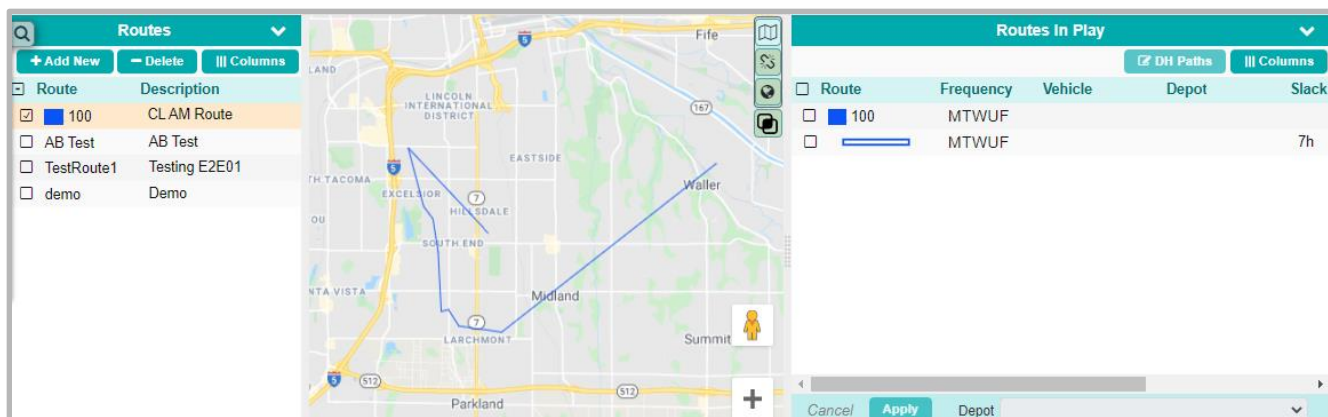
- **Slack**

Slack is the extra time a bus driver could potentially have within the run or route.

Negative slack is when a route does not have the amount of time necessary to fulfill the task within bell times.

## 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**

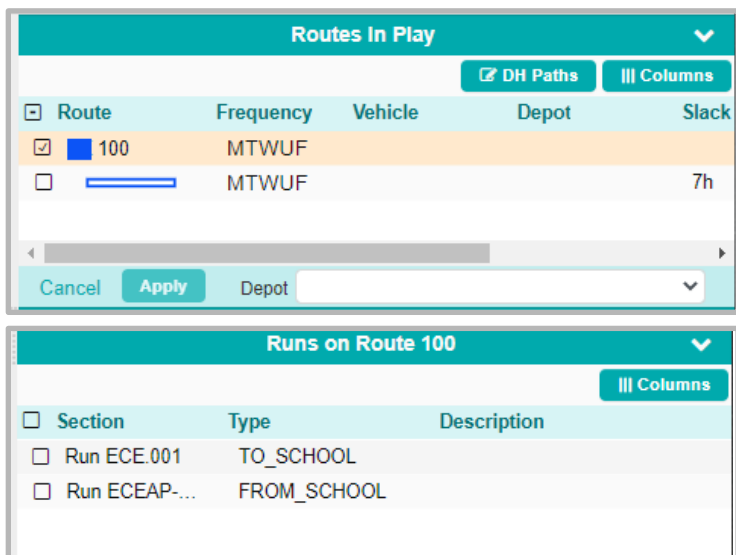
The route will have a master and cover assigned to it.

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

<input type="checkbox"/> Route	Frequency
<input checked="" type="checkbox"/> 100	MTWUF
<input type="checkbox"/> [Cover Icon]	MTWUF

- **Runs on Route**

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



- **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				
<div> <div>☑ DH Paths</div> <div>☰ Columns</div> </div>				
Route	Frequency	Vehicle	Depot	Slack
<input type="checkbox"/> 100	MTWUF			
<input checked="" type="checkbox"/> <div></div>	MTWUF			7h

Directions for Route 100, Frequency MTWUF	
<div>☰ Columns</div>	
Section	Instructions
Run ECE.001	At stop STOP(30): Pick-Up 1 at 7:47:28 AM at 145..
Run ECE.001	Head west on E 70th St toward A St
Run ECE.001	Turn right after AutoZone Auto Parts (on the left)
Run ECE.001	Turn left onto S 48th St
Run ECE.001	Turn left onto S Alaska St
Run ECE.001	Turn left at the 1st cross street onto S 49th St
Run ECE.001	Turn left onto S Asotin St

## 7. Save

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

Save

Close

Load

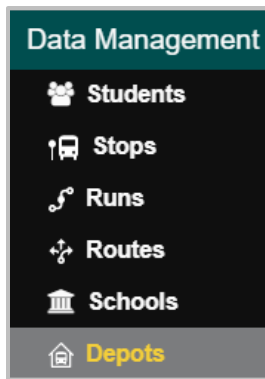
## Assign a Depot to a Route

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.

**Search**

Select or name new search

**Depot ID**

**Filters**

- ☒ Depot ID
- ☐ Name
- ☐ Description
- ☐ House number

**4 Results** 1 Page

<input type="checkbox"/> Depot ID	Name	Description
EBD1	Edgerton Bus Depot	Bus Depot 1
HBD	Hazelwood Bus Depot	Bus Depot 2
DBrid	Purple Smurple	
EBD2	Edgerton Elementary	Bus Depot 3

- 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**

Cancel Delete Save

Depot ID \* Name Description

HBD Hazelwood Bus Depot Bus Depot 2

Address \* Capacity

2125 HAZELWOOD 40

Contractor

Select...

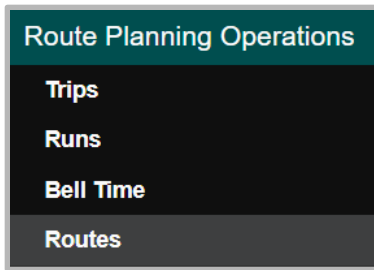
Secondary Depots + Add New

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.



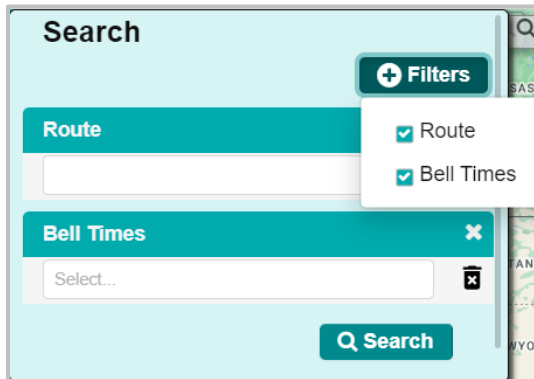
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Before you can start working within the Routes module, you will first need to create a task by clicking on the plus icon at the bottom left corner of the screen.



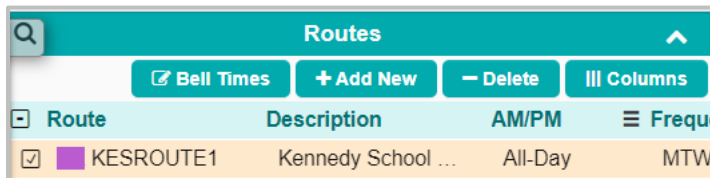
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Select the route you want to work with by clicking on the box to the left of the Rout number; the route will be listed in the "Routes in Play" panel, as well as populate in the "Timeline".



#### 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.



Routes In Play			
<div> <div>Bulk Edit</div> <div>Assign Depot</div> <div>Unassign Depot</div> </div>			
<input type="checkbox"/> Route	Frequency	Vehicle	Pre De
<input checked="" type="checkbox"/> KESROUTE1	MTWUF		
<input type="checkbox"/> <div></div>	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:

☐ Replace
 ☒ Assign

Select a Depot to Assign:

HBD

Assign as:

☒ Pre Depot
 ☐ Post Depot

Frequency:

☒ MON
 ☐ TUE
 ☐ WED
 ☐ THU
 ☐ FRI
 ☐ SAT
 ☐ SUN

Route	Frequency	Pre Depot	Post Depot
KESR...	MTWUF	EBD1	EBD1

Route	Frequency	Pre Depot	Post Depot	Valid
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 Depot to Route

Type of assign:

☒ Replace
 ☐ Assign

Select a Depot to Replace:

Select a Depot to Assign:

Route	Frequency	Pre Depot	Post Depot
KESR...	MTWUF	EBD1	EBD1

Route	Frequency	Pre Depot	Post Depot	Valid
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”.

<input checked="" type="checkbox"/>	Route	Frequency	Vehicle	Pre Depot	Post Depot
<input checked="" type="checkbox"/>	KESROUTE1	MTWUF			
<input checked="" type="checkbox"/>		MTWUF		HBD	HBD

Route	Vehicle	8:30AM	9A
ESROUTE1	(none)		
MTWUF, Dep: HBD			

## 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”.



### Search

Filters

Route

×

Search

## 2. Routes Selected

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

<input type="checkbox"/> Route	Description	Contractor
105		
116		
122		
124		

Selected Routes will be listed in the Workspace Panel.

Selected Routes

Clear
Export
Columns

<input type="checkbox"/> Route	Description	Contractor	Comments
<input type="checkbox"/> 105			

Route

Cancel
Save

Route \*

Description \*

Comments

## 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”.

Route

Cancel
Save

Route \*

Description \*

Comments