

# ATHENA RUN UTILITIES

Education Logistics, Inc.

## Training Guide



## Athena Run Utilities Training Guide

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## PURPOSE OF THIS GUIDE

The Athen Run Utilities Training Guide will provide you with explanations of the basic tools within Athena, 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 RUN UTILITIES INTRODUCTION

The Run Utilities Module houses workflows pertinent to run data and upkeep. The Athena Utilities Modules are most notably used when employing batch operations; the batch workflows specific to this module include:

- Direction Override Assignment
- Route Assignment
- Stop Assignment
- Trip Assignment
- Shift Time at School
- Set Stop Duration
- Change School Location
- Regenerate Directions

## NAVIGATING THE RUN UTILITIES MODULE

#### 1. Tools

From the Athena Homepage, select the "Tools" application.



2. Run Utilities

Navigate to the Run Utilities Module.

Utilities	
8 Student Utilities	
🖬 Stop Utilities	
<i>"f</i> ° Run Utilities	

#### 3. Search Tray

Use the search tray to query for specific runs; add filters as needed to narrow your search.



#### 4. Run Utilities Module

The Run Utilities Module displays the familiar panels within Athena: Data Panel, Map Panel, and Workspace Panel—the only card the user will find in the Workspace Panel is the "Selected Runs" card.

The user will see the addition of the "Batch Operations Available" card within the Data Panel, which will display all operations that were performed within the module, whether they were a 'Fail' or a 'Success'.

	Tools	» Utilitie	es » Run Util	ities							A	ctive Data	a Area: <b>plan</b> 🔗
Q				[]] Columns		Sweet Water	Broadwell	m			Selected Runs		^
583 Results	< 1 2	3 4 5	6 7 8 >	» 30 Pages	a		Fikhart	SS		🚽 Delete	🛃 Assign DOs 📔 🚽 Ur	nassign DOs	
Run ID		escription		To or F	Old Salem		55	Q	🗹 Run ID		Description		To or From School S
009.201		Jefferson M	liddle - PM	FF 🔺	Chautauqua	a (123) Athens		LakeF	009.201		Jefferson Middle - PN	N	FROM_SCHO (
01.024		To Douglas	ADDAMS@09:00	тс	н (	Cantrall	Williamsville		01.024		To Douglas ADDAMS	S@09:00	TO_SCHOOL (
01.034		ADDAMS IN	N 9:00	тс		29	Buffalo Hart	8					
01.034-R		REVERSE	- ADDAMS IN 9:00	) FF		Sher	man	- m					
01.040		ADDAMS IN	00:01	TC	s 125		54 Buff	alo					
01.040-R		REVERSE	- ADDAMS IN 9:00	) FF 🔻		Bradfordton	Riverton						
4 6 4				k		Grandv	Mecha	nicsburg					
	Batch C	perations Av	vailable	^	F	Riddle Hill Spring Old	29						
						Southern Hew	Rochester Buckhart						
Created time	Туре	Status	Result	DownI	1	Toronto	Berry						
11/14/23,	Unassign	Compl	Success	📥 🔺									
11/14/23,	Unassign	Compl	Success		Loami	Chatham		inhura					
11/14/23,	Diagnose	Compl	. Partially fa					inburg					

#### 5. Selected Runs Card

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Within the "Selected Runs" card the user can perform individual or batch operations for a number of data pieces.

#### • Unassign and Assign Direction Overrides

#### Assign DO's

When using the "Assign DO's" tool in Run Utilities, the system will assign what it deems as the "best fit" for the selected runs based on the direction overrides currently within the system.

🛃 Assign DOs
Assign DOs To Runs 🛛 🗙
You are about to assign DOs to 2 runs. Do you want to proceed?
Cancel

*Note:* If the user would like to visually see the DO's available for assignment, prior to its assignment to a Run, the user can visit the Direction Override Utilities Module.

#### Unassign DO's

The "Unassign DO's" tool works the same as the assign tool, it will bring you to a confirmation window where you will approve the unassignment of any DO's found on the selected run(s).



#### • Delete Runs

Users can delete individual or a group of runs by using the "Delete" tool.





#### Unassign Routes

Users can unassign the selected run(s) from their routes—the runs do not have to be placed on the same route to use this tool.

🚽 Unassign Routes		
	Warning	×
About to unassign run(s)	from route(s)	
Run ID	Description	Route
009.201	Jefferson Middle - PM	181
Do you want to proceed?		
Cancel		✓ Proceed

#### • Shift Time at School

The "Shift Time" tool allows users to shift the time the bus arrives at the school upon the completion of the selected run. By enabling the tool, the user will be brought to the "Shift Time at School" window where they can double click on the "Time at Stop" and use the plus and minus tools to adjust the arrival time.

This feature will only shift the time for the selected runs, and not all runs associated to this schools bell time.

Shift Time At School								
Run ID	Frequency	To or From School	School	Bell Time	Arr/Dep	Time at Stop		
01.024	MTWUF	TO_SCHOOL	01	9:08 AM	Arr[8:48,9:03]			
01.034	MTWUF	TO_SCHOOL	01	9:08 AM	Arr[8:48,9:03]			
01.040	MTWUF	TO_SCHOOL	01	9:08 AM	Arr[8:48,9:03]	9:03:00 AM		
Connel							Dee	
Cancel							▼ Plo	

Please visit the "Employ the Shift Time at School Tool to adjust the Arrival Time for a Run" User Story for more information on how to incorporate this tool in your day-to-day workflows.

#### • Unassign Stops

Users can unassign all stops from selected runs. Additionally, users can unassign runs that have zero load stops.



#### • Unassign Trips

Users can unassign trips from all stops on the selected run(s).

🧉 Unassign Trips	
Unassign All Trips From Runs	×
You are about to unassign all trips from 3 run(s). Do you want to proceed?	
Cancel	

#### • Diagnose and Fix Gaps

This tool is enabled for runs that have "No Travel Gap" and "Gap" present within their driver directions—these gaps are indicators of the run traveling over a no-travel segment or stop exclusion zone.

When initiated, this tool will:

- (1) Check Waypoints
- (2) Unassign Stops impacted by a no-travel segment
- (3) Reinsert Unassigned Stops
- (4) Repair the gaps by adding direction overrides

The system will be responding to the gap using the best solution it can find—to complete this process manually, and be able to follow the correction of these gaps step-by-step, please visit with the Direction Overrides Training Resource Guide.



#### • Remove Directional Waypoints from Run

Users can remove all directional or turnaround waypoints from a select run or runs.

Remove Directional Waypoints ×						
From Run						
Directional						
Turnaround						
Cancel Save						

#### • Set Stop Duration

Users can set stop durations within individual runs, or within a selected batch of runs.

	S	elected Runs			
😑 🛛 🥃 Shift Times	🛃 Unassign Routes	🛃 Delete 🛛 🦼 Assign DOs	🧉 Unassign DOs	🛃 Reg	enerate Directions
⊯ Unassign Stops		To or From School	School-BellTime	oad	Max Load
😹 Unassign Trips	30	From School	01 - 3:30 PM	0	60
Diagnose And Fix Gaps	30	From School	01 - 3:30 PM	0	60
Remove Directional Waypoints Fi     Change School Location	rom Run				
✓ Enable Needs ✓ Set Stop Duration					
× Clear					
🛓 Export					
Columns					

• Change School Location

Users can change selected school stop locations.

Selected Runs								
😑 🛛 🥃 Shift Times	🛃 Unassign Routes	🧉 Delete 🛛 🧉 Assign DOs	🧉 Unassign DOs	ar R	egenerate Directions			
😹 Unassign Stops		To or From School	School-BellTime	.oad	Max Load			
😹 Unassign Trips	30	From School	01 - 3:30 PM	0	60			
🚽 Diagnose And Fix Gaps	30	From School	01 - 3:30 PM	0	60			
A Remove Directional Waypoints Fi	rom Run							
<b>≼</b> Change School Location								
<b>ፈ</b> Enable Needs								
Set Stop Duration								
× Clear								
🛓 Export								
Columns								

#### • Enable Needs

Users can toggle whether needs are enabled on runs for specific bell times.

		^				
	🧉 Shift Times	🚽 Unassign Routes	🛃 Delete 🛛 🦼 Assign DOs	🧉 Unassign DOs	🥳 F	Regenerate Directions
🚽 Unassign Stop	s		To or From School	School-BellTime	oad	Max Load
🖌 Unassign Trips	1	30	From School	01 - 3:30 PM	0	60
🖌 Diagnose And	Fix Gaps	30	From School	01 - 3:30 PM	0	60
Remove Direct	ional Waypoints F	rom Run				
🧉 Change Schoo	Location					
😹 Enable Needs						
🧉 Set Stop Durat	ion					
× Clear						
📥 Export						
Columns						

#### • Regenerate Directions

Users can now regenerate run directions for selected runs.

Selected Runs							
	😹 Unassign Stops 🛛 🥁 Shift Times	🖌 🚽 Unassign Routes 🛛 🧋	🖌 Delete 🛛 🧉	Assign DOs	🥳 Unassign DOs	🥳 Regenerate Di	irections
🗹 Run ID	Description	To or From School Sch	hool-BellTime	Load	Max Load	Max Duration	Status
<b>01.140</b>	ADDAMS OUT 3:30	FROM_SCHO 01	1 - 3:30 PM	9	60	1s	STA

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#### 6. Batch Operations Available Card

Any operations completed within the Run Utilities module will display in the "Batch Operations Available" card. Each entry will show the date the operation was completed, the type of operation (Unassign Trips, Diagnose and Fix Gaps, etc), and the status and result detailing whether the operation failed or was successful.

		^			
	[]] Colum	ns			
Created time	Туре	Status	Result	Download	
11/14/23, 1:23 PM	Unassign Trips	Completed	Success	<b>2</b>	
11/14/23, 1:21 PM	Unassign Trips	Completed	Success	<u>ک</u>	
11/14/23, 1:15 PM	Diagnose and fix gaps	Completed	Partially failed	<b>*</b>	
11/10/23, 3:31 PM	Diagnose and fix gaps	Completed	Success	<u>له</u>	
11/10/23, 3:14 PM	Diagnose and fix gaps	Completed	Success	٤	

## 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:

- Search for Runs Impacted by No Travel and Google Gaps and Batch Fix Found Gaps
- Employ the Shift Time at School Tool to adjust the Arrival Time for a Run
- Set Stop Duration for Batch Runs

### Search for Runs Impacted by No Travel and Google Gaps and Batch Fix Found Gaps

You have been tasked to perform a validation check on your runs currently in the system, and identify any runs that may be impacted by No Travel and Google Gaps. To identify these runs, you will use the "Instructions" filter within the search tray, before using the batch "Diagnose and Fix Gaps" tool to correct any runs found within your search.

#### Here's How:

#### 1. Tools

From the Athena Homepage, select the "Tools" application.



#### 2. Run Utilities

Navigate to the Run Utilities Module.

Utilities	
ප Student Utilities	
🖬 Stop Utilities	
<i>s</i> ⁰ Run Utilities	

#### 3. Search Tray

Within the search tray, add the "Instructions" filter, and include 'Google Gap' and 'No Travel Gap' to your field.



#### 4. Select Runs

Within the Data Panel, select all runs that were found to have 'Google Gaps' or 'No Travel Gaps' within their run directions.

Г	27 Results	« < 1 2 > »	2 Pa	iges
	Run ID	Description	To or From School	Schoo
	009.201	Jefferson Middle - PM	FROM_SCHO	09 -
	01.024	To Douglas ADDAMS@09:00	TO_SCHOOL	01 -
	01.034	ADDAMS IN 9:00	TO_SCHOOL	01 -
	0123456789		TO_SCHOOL	01 -
	02.015	ELEM RT 15-AM	TO_SCHOOL	02b
	03.052	HARVARD PARK IN 8:30	TO_SCHOOL	03 -
	03.152	HARVARD PARK OUT 3:00	FROM_SCHO	03 -

Next, select all runs in the "Selected Runs" card of the Workspace Panel.

		^			
	😹 Unassign Routes 🛛 😹 Delete	😹 Assign DOs	🧉 Unassign DOs	😹 Regenerate	Directions
Run ID	Description	То ог	From School Sch	ool-BellTime	Status
009.201	Jefferson Middle - PM	FRO	DM_SCHO 09	- 2:31 PM	STA
01.024	To Douglas ADDAMS@09	0:00 TO_	SCHOOL 01	- 9:08 AM	STA
01.034	ADDAMS IN 9:00	то_	SCHOOL 01	- 9:08 AM	STA
0123456789		TO_	SCHOOL 01	- 9:08 AM	STA
02.015	ELEM RT 15-AM	TO_	SCHOOL 02	b - 9:00 AM	STA

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#### 5. Diagnose And Fix Gaps

Once all runs are selected within the "Selected Runs" card, the user will enable the "Diagnose and Fix Gaps" tool.

		Selec	ted Runs			^
=	nassign Routes	🛃 Delete	😹 Assign DOs	🛃 Unassign DOs	😹 Regenerate	e Directions
🚽 Shift Times	Description		То о	r From School Sch	ool-BellTime	Status
😹 Unassign Stops	Jefferson Mid	dle - PM	FR	OM_SCHO 09	- 2:31 PM	STA
🖌 Unassign Trips	To Douglas A	DDAMS@09	:00 TO	_SCHOOL 01	- 9:08 AM	STA
/ Diagnose And Fix Cana	ADDAMS IN 9:00				- 9:08 AM	STA
a Diagnose And Fix Gaps			TO	_SCHOOL 01	- 9:08 AM	STA
Run I	Diagnose		×			
You are about to dia runs. Do you want to	20					
Cancel		✓ Proceed				

The system will notify the user when it has started working on the imitated operation.



6. Once completed the user will see the following message populate on their screen:



The user will additionally see the completed operation populate in the "Batch Operations Available" card:

		~			
				[]] Colum	ns
Created time ↓	Туре	Status	Result	Download	
11/15/23, 12:52	Diagnose and fi	Completed	Success		

### Employ the Shift Time at School Tool to adjust the Arrival Time for a Run

You have confirmed that the AM and PM run for Adams elementary arrival and departure times are incorrect. You would like to correct the time at school for both runs simultaneously. To do so, you work in Run Utilities, and use the "Shift Time" tool to make the appropriate corrections for your selected runs.

#### 1. Search Tray

Within the search tray, add the "Schools" filter, and select Addams Elementary.



#### 2. Select Runs

The results of your search will populate all runs associated to the school. Select the AM and PM default runs for the school.

Run ID	Description	To or From School	School-E
01.024	To Douglas ADDAMS@09:00	TO_SCHOOL	01 - 🔺
01.034	ADDAMS IN 9:00	TO_SCHOOL	01 -
0123456789		TO_SCHOOL	01 -
01.040	ADDAMS IN 9:00	TO_SCHOOL	01 -
01.040-R	REVERSE - ADDAMS IN 9:00	FROM_SCHO	01 -
01.040-R-R	REVERSE - ADDAMS IN 9:00	FROM_SCHO	01 -
01.078	ADDAMS IN 9:00	TO_SCHOOL	01 -
01.101	ADDAMS OUT 3:30	FROM_SCHO	01 -
01.178	ADDAMS OUT 3:30 basia	FROM_SCHO	01 -
01.178-C	COPY - ADDAMS OUT 3:30 basia	FROM_SCHO	01 -
01.179	ADDAMS OUT 3:30	FROM_SCHO	01 -

#### 3. Shift Times

Once selected the user will select the runs in the "Selected Runs" card, and enable the "Shift Times" tool.

	Selected Runs									
	🧉 Shift Times	😹 Unassign Routes	🖌 Delete	🛃 Assign DOs	😹 Unassign DOs	🖌 Regenerat	e Directions			
🛛 Run ID	D	escription		To or From So	hool School-BellT	ime Status	Frequer			
<b>0</b> 1.034		ADDAMS IN 9:00		TO_SCHOOL	01 - 9:08 AM	STA	MTWUF			
<b>0</b> 1.179		ADDAMS OUT 3:30		FROM_SCH	D 01 - 3:30 PM	I STA	MTWUF			

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#### 4. Shift Time at School Window

Within the Shift Times window you would like to change the AM runs "Time at Stop" from 8:05:00AM to 8:15:00AM.

Shift Time At School							
Run ID	Frequency	To or From School	School	Bell Time	Arr/Dep	Time at Stop	
01.034	MTWUF	TO_SCHOOL	01	9:08 AM	Arr[8:48,9:03]	8:05:00 AM	
01.179	MTWUF	FROM_SCHOOL	01	3:30 PM	Dep[3:31,3:40]	4:31:00 PM	
Cancel							

• To open the shift tool bar, the user will double click on the time in the "Time at Stop" column. The user will then see the tool bar populate, with the plus and minus tools to change the time.

S	hift Tim	• ×			
ol	School 01	Bell Time 9:08 AM	Arr/Dep Arr[8:48.9:03]	Time at Stop	
-	01	3:30 PM	Dep[3:31,3:40]	8:05:00 AM	
					✓ Proceed

The portion of the Time highlighted in blue, is what is editable. To edit the minutes—change the time from 5 after to 15 after—the user will select directly on the 5 in the window.



Selecting the 5 will highlight it in the toolbar, and allow the user to use the plus button to adjust the time as needed.



To save the new time, select the check mark. The new time will update in the "Shift Time at School" window, and the text will change to blue.

Shift Time At School							
Run ID	Frequency	To or From School	School	Bell Time	Arr/Dep	Time at Stop	
01.034	MTWUF	TO_SCHOOL	01	9:08 AM	Arr[8:48,9:03]	8:15:00 AM	
01.179	MTWUF	FROM_SCHOOL	01	3:30 PM	Dep[3:31,3:40]	4:31:00 PM	
Cancel							

• Selecting proceed will bring the user to a confirmation window, where they will select proceed again to initiate the operation.



The user will see the following message confirming the start of the operation:



5. Once completed, the user will see the following message populate on their screen:



The user will additionally see the successful record of the operation within the "Batch Operations Available" card:

	<b>^</b>			
				Columns
Created time ↓	Туре	Status	Result	Download
11/15/23, 1:31 PM	Shift time at school	Completed	Success	<u>▲</u>

#### Set Stop Duration for Batch Runs

You need to bulk update stop and school stop durations for multiple runs. To do so, you will work in Run Utilities, utilizing the "Set Stop Duration" function.

1. Search Tray

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Within the search tray, add the "Schools" filter, and select Addams Elementary.



#### 2. Select Runs

The results of your search will populate all runs associated to the school. Select the runs that you wish to batch-update.

Run ID	Description	To or From School	School-E
01.024	To Douglas ADDAMS@09:00	TO_SCHOOL	01 - 🔺
01.034	ADDAMS IN 9:00	TO_SCHOOL	01 -
0123456789		TO_SCHOOL	01 -
01.040	ADDAMS IN 9:00	TO_SCHOOL	01 -
01.040-R	REVERSE - ADDAMS IN 9:00	FROM_SCHO	01 -
01.040-R-R	REVERSE - ADDAMS IN 9:00	FROM_SCHO	01 -
01.078	ADDAMS IN 9:00	TO_SCHOOL	01 -
01.101	ADDAMS OUT 3:30	FROM_SCHO	01 -
01.178	ADDAMS OUT 3:30 basia	FROM_SCHO	01 -
01.178-C	COPY - ADDAMS OUT 3:30 basia	FROM_SCHO	01 -
01.179	ADDAMS OUT 3:30	FROM_SCHO	01 -

#### 3. Set Stop Duration

Once selected the user will select the runs in the "Selected Runs" card, and enable the "Set Stop Duration" tool.

Selected Runs				^		
😑 🥃 Shift Times	🚽 Unassign Routes	🧉 Delete	🛃 Assign DOs	🛃 Unassign DOs	ar R	egenerate Directions
😹 Unassign Stops		Тоо	r From School	School-BellTime	oad	Max Load
😹 Unassign Trips	30	F	From School	01 - 3:30 PM	0	60
✓ Diagnose And Fix Gaps	30	F	From School	01 - 3:30 PM	0	60
	rom Run					
× Clear						
🛓 Export						
Columns						

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#### 4. Batch Set Stop Duration

The user can now update:

- a.) Minimum stop duration (required field).
- **b.)** School stop duration (required field).
- c.) Number of students included in minimum stop duration.
- d.) Extra time per additional student at stop.

Batch Set Stop Duration			
Please fill the information a	bout stops/schools stop duration :		
Minimum stop duration	School stop duration	Number of students included in minimum stop duration	Extra time per additional student at stop
			Cancel Save

• Minimum stop duration must be completed before "Save" is available.



• School stop duration must be completed in addition to *Minimum stop duration* before "Save" is available.



• Once *Minimum stop duration* and *School stop duration* are completed, you have the option to save, or add information into the two remaining fields.

Batch Set Stop Duration			
Please fill the information about	stops/schools stop duration :		
Minimum stop duration	School stop duration 1m 40s	Number of students included in minimum stop duration	Extra time per additional student at stop
			Cancel

Please note, that if you wish to enter information into the *Number of students included in minimum stop duration* or *Extra time per additional student at stop* fields, both fields will

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need to be completed in addition to the *Minimum stop duration* and *School stop duration* fields.



#### 5. Save

Click the "Save" button, after all required fields have been filled out.

Batch Set Stop Duration				
Please fill the information	about stops/schools stop duration :			
Minimum stop duration	School stop duration	Number of students included in minimum stop duration	Extra time per additional student at stop	
8m 20s	8m 20s	8	30s	
			Cancel	

Once "Save" is clicked another pop-up window will appear. If the user is ready, click the "Proceed" button.



The user will see the following message confirming the start of the operation:



Once completed, the user will see the following message populate on their screen:

