

# ATHENA ROUTES IN DATA MANAGEMENT

Education Logistics, Inc.

Training  
Guide

2025



# Athena Routes in Data Management Training Guide

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# TABLE OF CONTENTS

PURPOSE OF THIS GUIDE	3
ATHENA ROUTES IN DATA MANAGEMENT INTRODUCTION	3
ATHENA MAP ASSET KEY	3
NAVIGATING THE ROUTES IN DATA MANAGEMENT MODULE	3
ATHENA USER STORIES	8
View Bell Time Run Masters and Covers	9
Assign and Unassign Depots	11
Batch Change Route ID	13

## PURPOSE OF THIS GUIDE

The Athena Routes in Data Management Training Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of updating route information 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 IN DATA MANAGEMENT INTRODUCTION

Information regarding routes can be found in the Data Management area of the actions bar. In this space you will be able to locate and update all fundamental data associated to routes in Athena:

- Route ID
- Description
- Depot Location
- Bell Time

From here not only is the route information able to be updated, but the user is able to perform bulk operations on multiple routes: Assign/Unassign Depot Locations, make changes to run directions within the Bell Time tool, and Bulk Change IDs.

## ATHENA MAP ASSET KEY

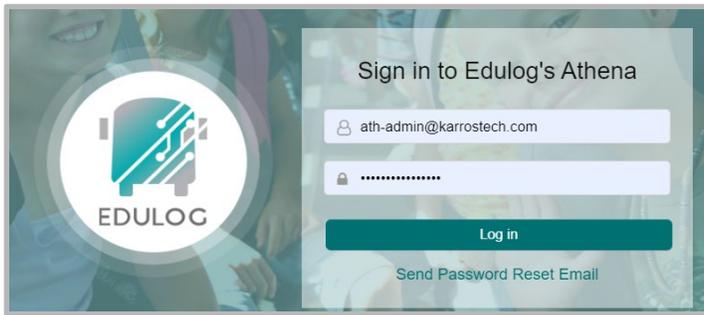
Symbol	Explanation	Symbol	Explanation
	Zoom to Extents		Hybrid View
	Zoom all		Satellite
	Zoom Selected		Map Overlays
	AM/PM Run View		Pre-Selected Map Overlays
	Road Map View		Street View
	Hybrid View		Select on Map
	Turn Paths On		Turn Run Lines On

## NAVIGATING THE ROUTES IN DATA MANAGEMENT MODULE

### 1. Sign In

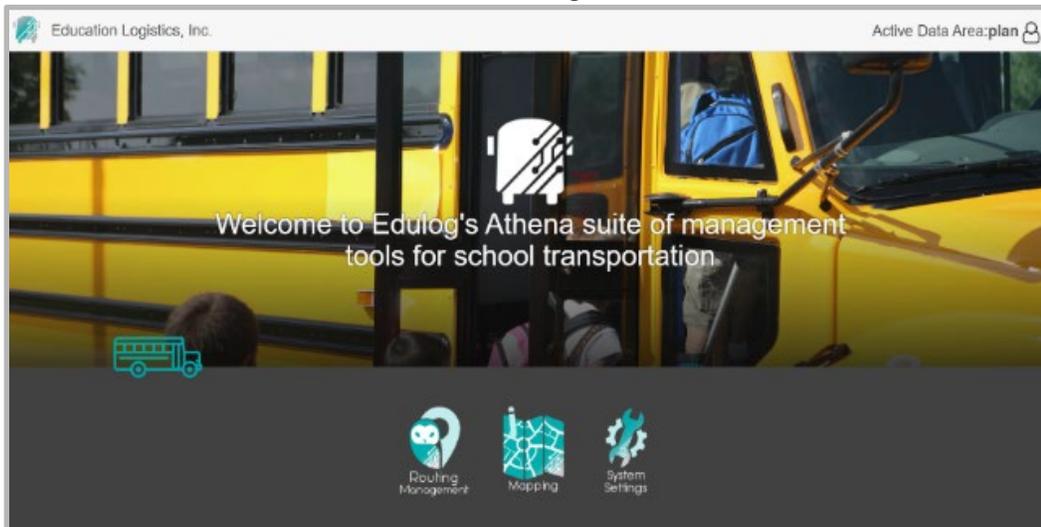
You will first be brought to the Sign In page, where you will enter your Username (email) and

Password.



## 2. Athena Portal Home Page

Welcome to the Athena Portal Home Page.



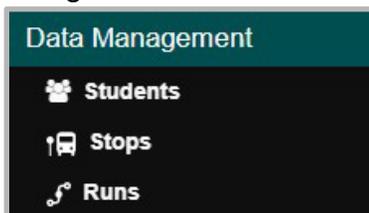
## 3. Routing Management

Select the Routing Management application.



## 4. Routes Module

Navigate to the Routes Module under Data Management in the Action Bar.



## 5. Search Route ID

The Search Tray will appear, where the user will enter the Route ID of the route they would like to work with. If the user would like to search all routes, leave the search field blank and select “ALL” in the search drop down. The results of your query will populate within the Data Panel.

The Search panel includes a search input field with the placeholder text "Select or name new search" and a "+ Filters" button. Below this is a "Run ID" section with a dropdown arrow and a close button. A search button labeled "Q Search" is also present.

Route	Description	Contractor
05	Bus 05	
07	bus 07	
KESROUTE1	Kennedy School Route 1	
KESROUTE4	Kennedy School Route 4	
KESROUTE5	Kennedy School Route 5	
KESROUTE9	Kennedy School Route 9	
KESRT.002	Kennedy School Route 2	
KESRT.004	Kennedy School Route 3	
SN001	Special Needs Bus 1	

## 6. Add Route

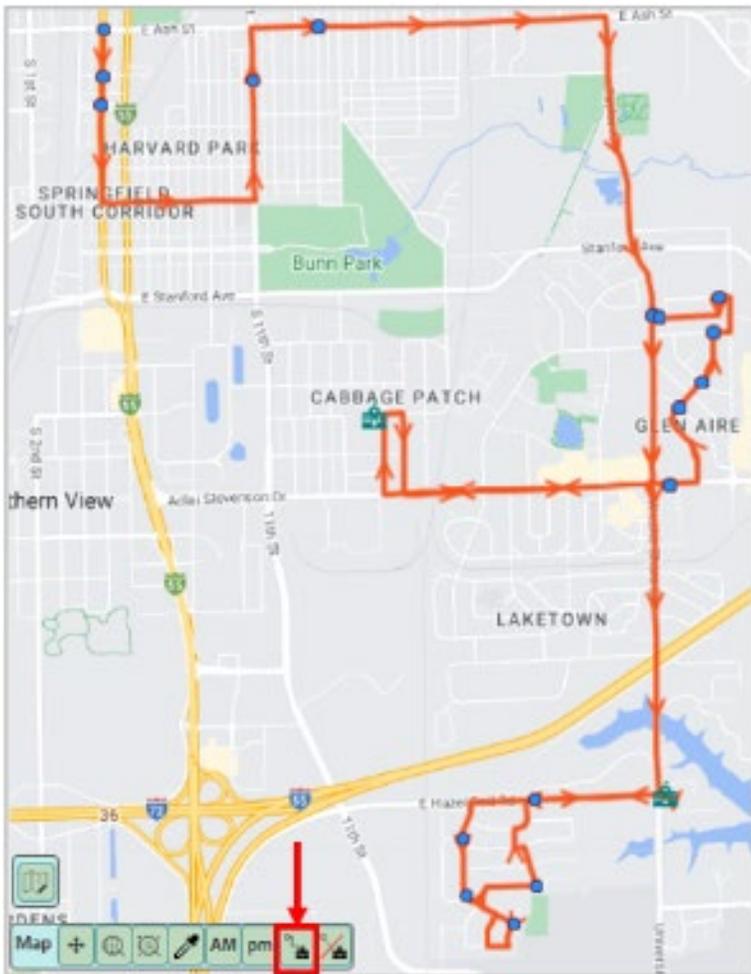
In the Data Panel, the user can create a new route using the “Add” tool. Once selected, the Route card will populate in the Workspace Panel where the user can add a Route ID and Description.

The interface shows a breadcrumb trail: Routing » Data Management » Routes. There is a search icon, a "Columns" button, and a "+ Add New" button. Below this is a pagination bar showing "161 Result" and page numbers from 1 to 9. The main form is titled "Route" and contains three input fields: "Route \*" (with a placeholder "Route"), "Description" (with a placeholder "Description"), and "Comments" (with a placeholder "Comments"). There are "Cancel" and "Save" buttons at the top right of the form.

## 7. The Map Panel

Routes that are selected will display on the Map Panel. In the bottom left corner of the Map Panel, the user is able to enable the “AM Run View” as well as the “PM Run View”—the run that is enabled will be capitalized.

To view the selected run's path, select the "Turn Paths On" tool.



## 8. Workspace Panel

Additional information for the selected routes will populate within the Workspace Panel within the "Selected Routes" and "Route" cards.

**Selected Routes**
↗ ↕

☰
Export
✖ Clear
🕒 Bell times
🏠 Assign Depot
🗑 Unassign Depot
🔗 ID

<input type="checkbox"/> Route	Description	Contractor	Comments
<input type="checkbox"/> 362	362-BA-Chrys		imported
<input type="checkbox"/> 365	365-CS-JG-AZ		imported

**Route**
↗ ↕

☰
🕒 Bell times
🗑 Edit Directions
🏠 Assign Depot
🗑 Unassign Depot
💾 Save

Route *	Description	Comments
362	362-BA-Chrys	imported

**Route Covers**
↗ ↕

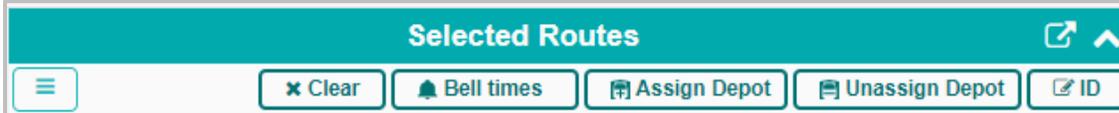
☰ Columns
Export

<input type="checkbox"/> Frequency	Duration	Distance
<input type="checkbox"/> MTWUF	1h 47m 25s	298885 ft.

Runs on Route						
Run ID	Frequency	Type	Anchor Bell	NeedEnbl	Frc	
<input type="checkbox"/> 362.001	MTWUF	TO_SCHOOL		✘	7:	
<input type="checkbox"/> 362.101	MTWUF	FROM_SCHOOL	CHRYS - 1:45 PM	✘	1:	

- **Selected Routes Card**

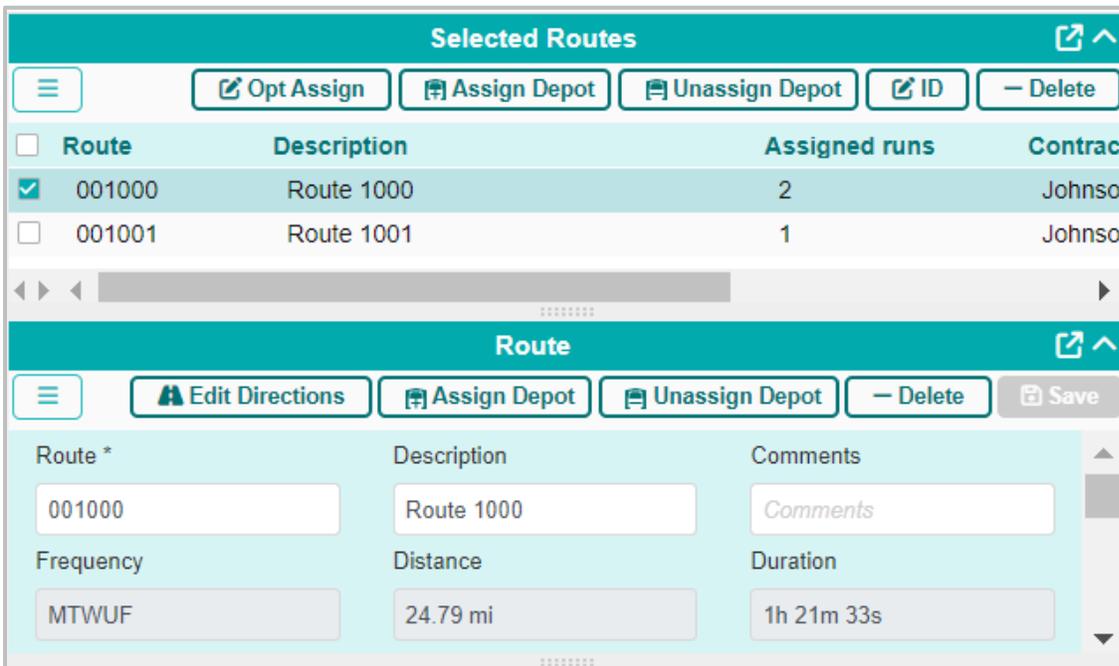
Within the Selected Routes card the user has the ability to preform bulk operations such as Assign and Unassign Depots, Edit Route IDs, as well as access the “Bell Time Run Master and Run Covers” Layers through the Bell Times button.



- **Route Card**

Within the Route card the user has the same operational capabilities as what is presented in the selected Routes card—Assign and Unassign Depots, and Delete Routes.

- Operations will only be preformed on the route that is highlighted in the Selected Routes card.



- **Route Covers**

The “Route Covers” card displays are covers associated to that route. Every route will display the typical “MTWUF” route cover.

Route Covers		
Frequency	Duration	Distance
<input type="checkbox"/> MTWUF	2h 39m 17s	483442 ft.

- **Runs on Route**

When selecting a route in the Data Panel or the Selected Routes card, all runs that are associated to that route will populate in the “Runs on Route” card.

Runs on Route					
Run ID	Frequency	Type	Anchor Bell	NeedEnbl	From Ti
<input type="checkbox"/> 365.001	MTWUF	TO_SCHOOL		✘	7:30:02
<input checked="" type="checkbox"/> 365.101	MTWUF	FROM_SCHOOL	ASPIR - 2:30 PM	✘	2:35:00

- **Shift Runs**

To adjust the ‘From’ and ‘To’ run times, navigate to the “Shift Runs” button within the ‘Runs on Route’ card. It is important to note, that the run times can only be adjusted within the early and late bell time window, as seen in the “Anchor Bell” field.

Run ID	From Time	To Time	Offset	Arr/Dep
365.101	2:35:30 PM	3:16:11 PM	30s	Dep [2:35,2:40]

## 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:

- [View Bell Time Run Masters and Covers](#)
- [Assign and Unassign Depots](#)
- [Batch Change Route ID](#)

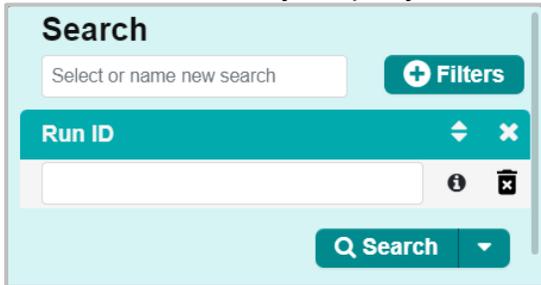
## View Bell Time Run Masters and Covers

You want to quickly view the associated runs for Franklin's AM Bell Time. To do so, you navigate to the Bell Time tool within the Routes card, and navigate to the Run Masters Layer.

### Here's How:

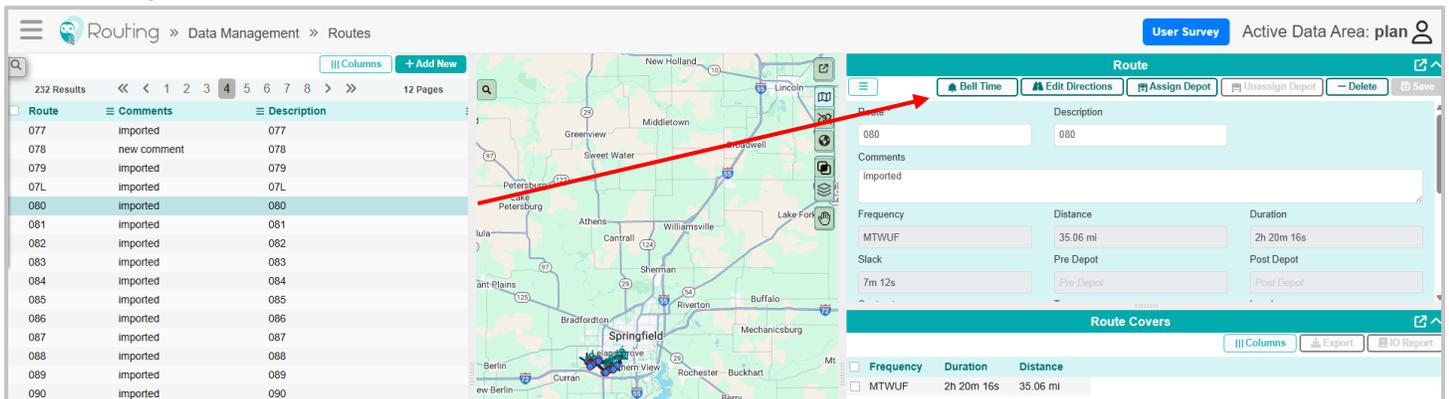
#### 1. Search Route ID

Use the Search Tray to query for the appropriate route.



#### 2. Workspace Panel

Following the selection of a route in the Data Panel, the user will see the "Route" card populate in the Workspace Panel.

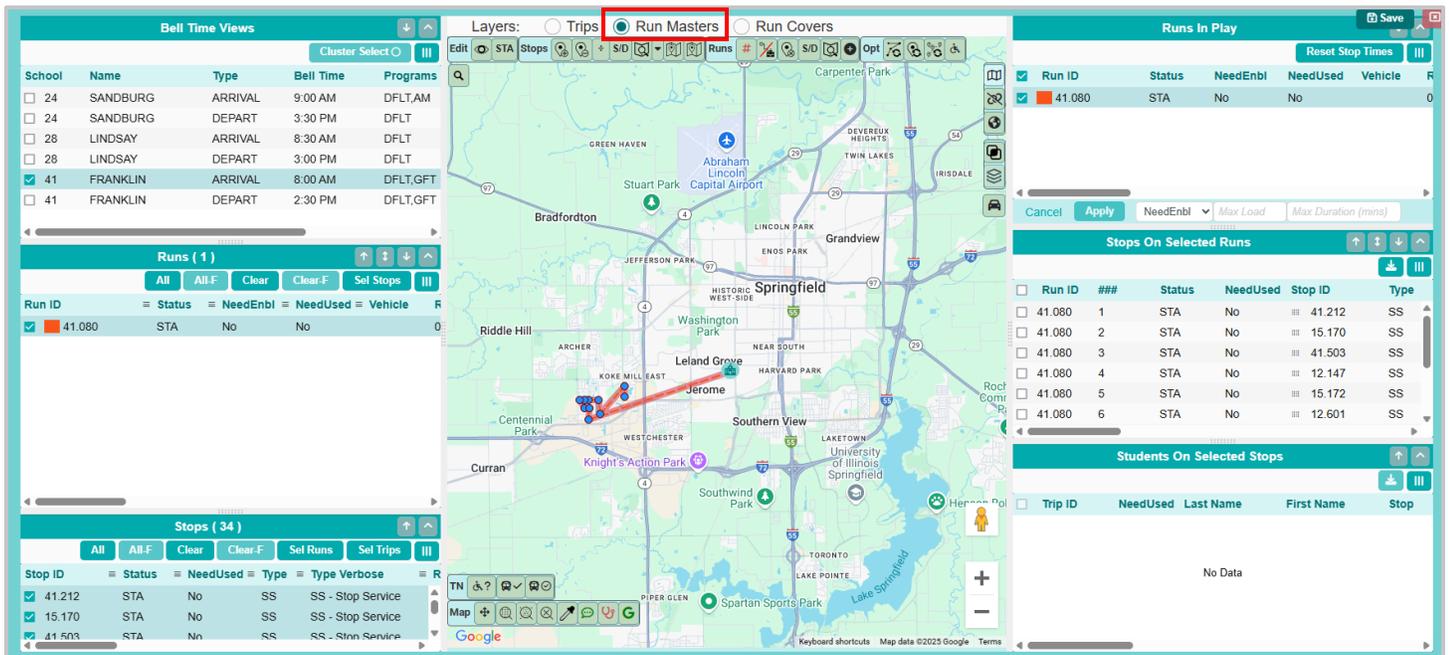


#### 3. Bell Time View

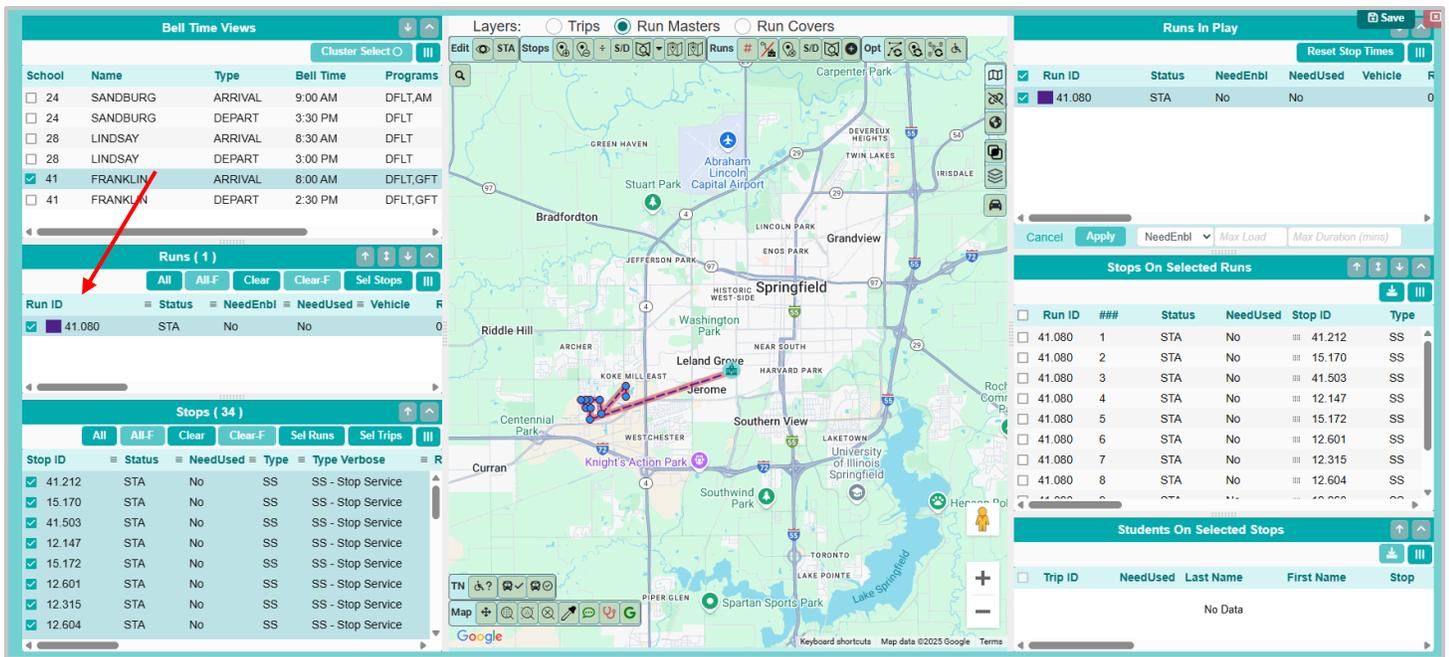
Within the "Route" card the user will find the "Bell Time" button, that when selected will populate the Bell Time Trips, Run Masters, and Run Cover layers.



"Run Masters" layer will automatically populate when opening the Bell Times Modal, when you select the AM Bell Time for Franklin.

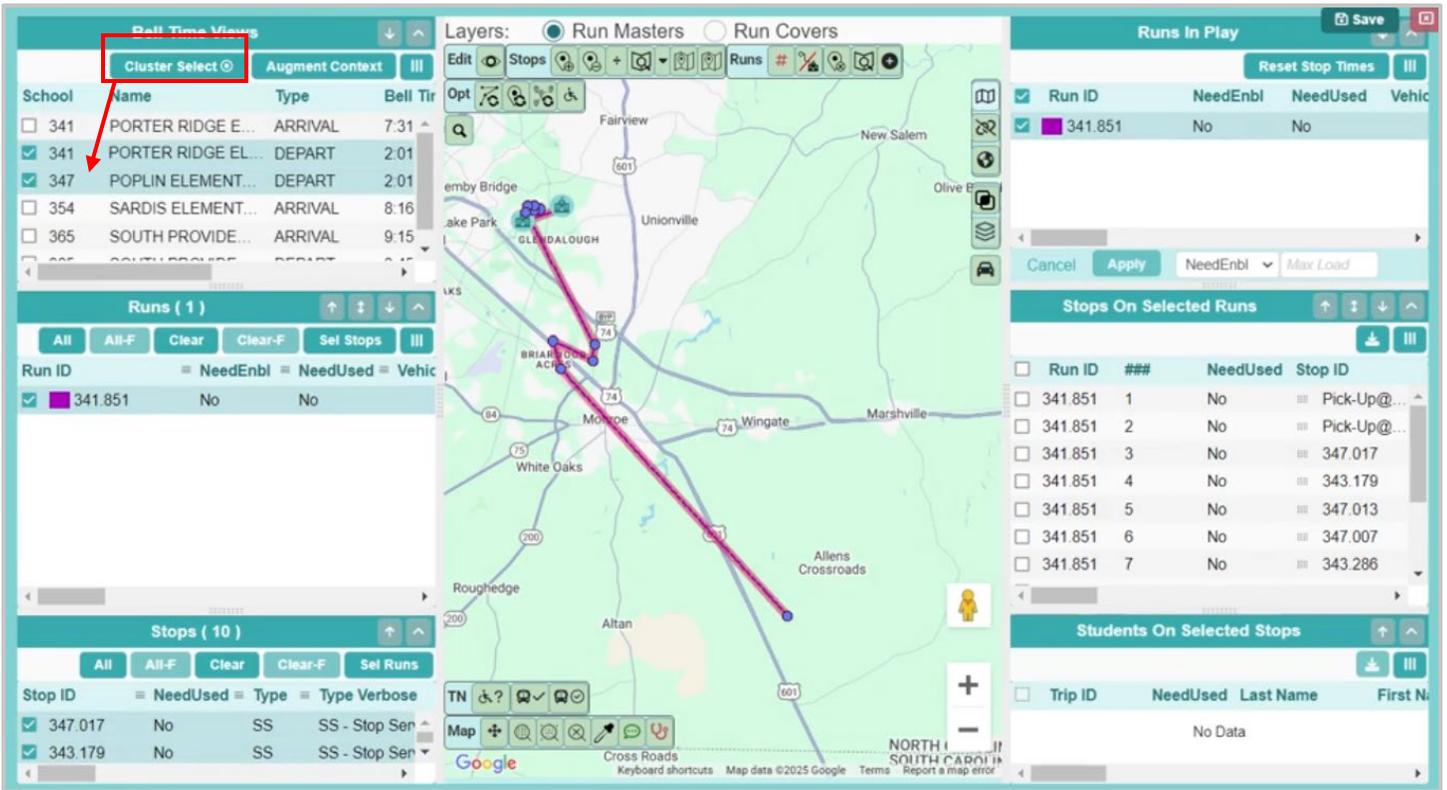


The run(s) associated to the selected route will populate in the “Runs” card.

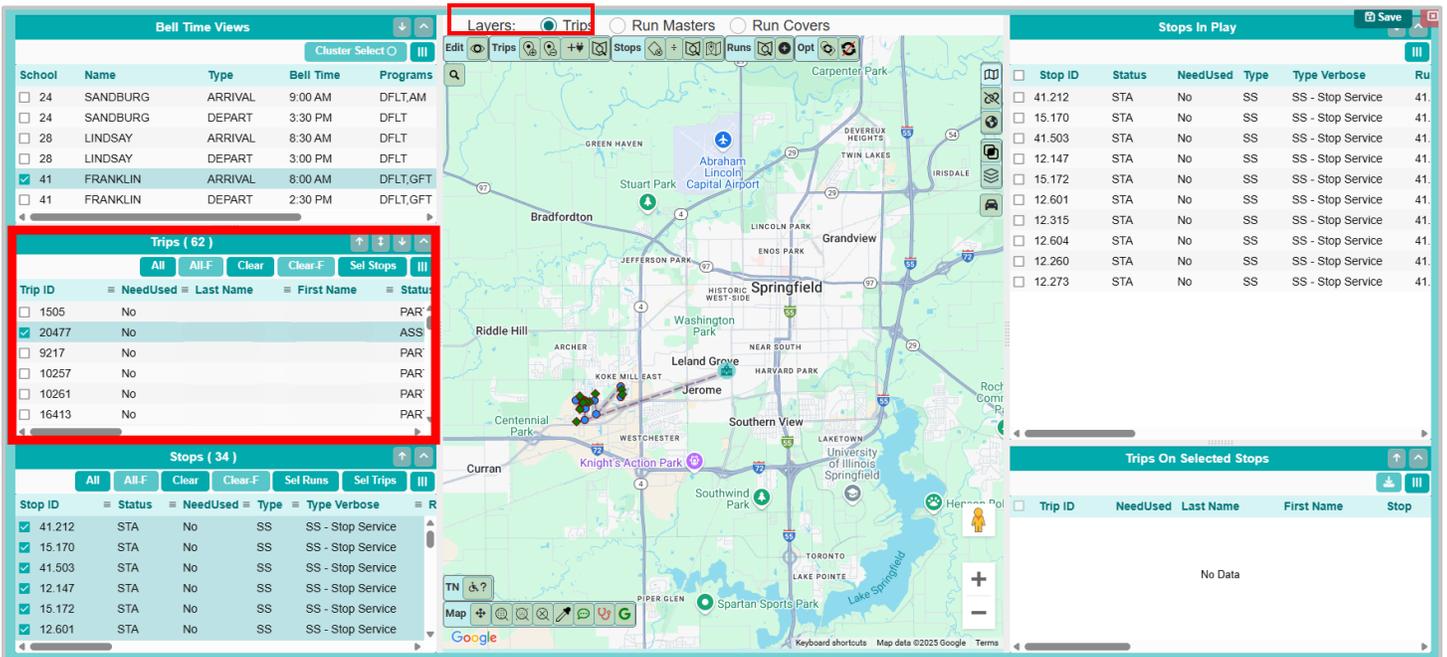


Within the Bell Time window the user can edit the selected run, however it is recommended that users only utilize this tool after all their runs and routes are finalized within the system—the Bell Time window in the Route card has the same functionality as the Bell Time Module.

- Please note: When a Bell Time is selected that is part of a Cluster, the associated Bell Times will be automatically selected as well.



When moving to the Trips Layer, note that the associated trip will automatically select as well.



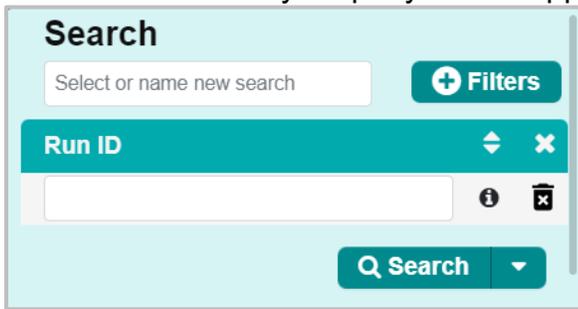
## Assign and Unassign Depots

You are working with the district to reassign depots for the established routes in the system. Using the Assign Depot and Unassign Depot tools in the Routes in Data Management Module, you are able to bulk reassign (replace) the current depot location.

## Here's How:

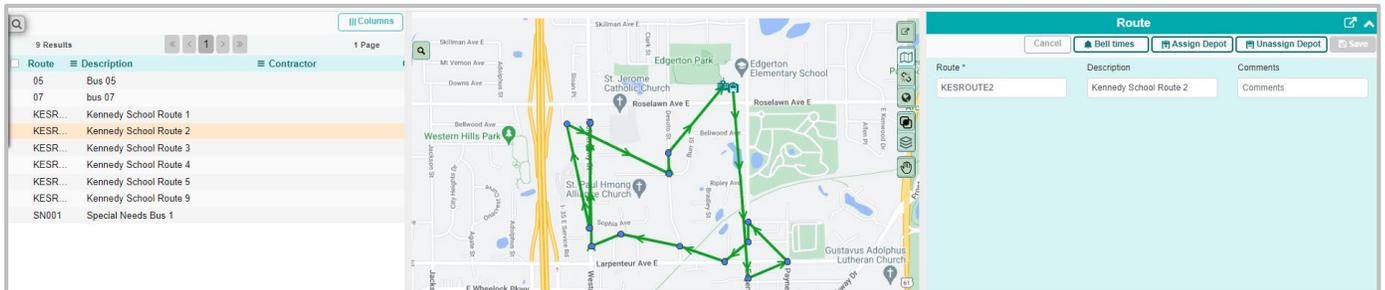
### 1. Search Route ID

Use the Search Tray to query for the appropriate route.



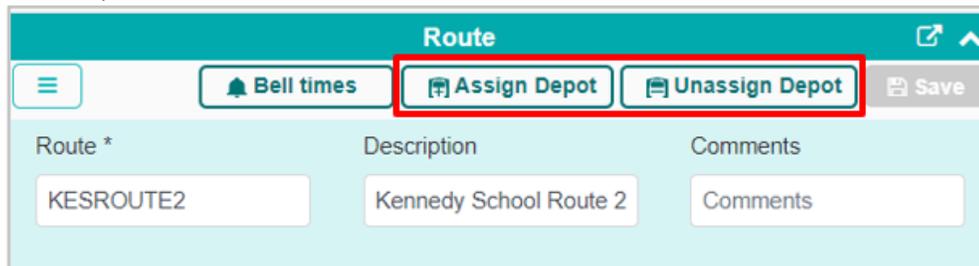
### 2. Workspace Panel

Following the selection of a route in the Data Panel, the user will see the "Route" card populate in the Workspace Panel.



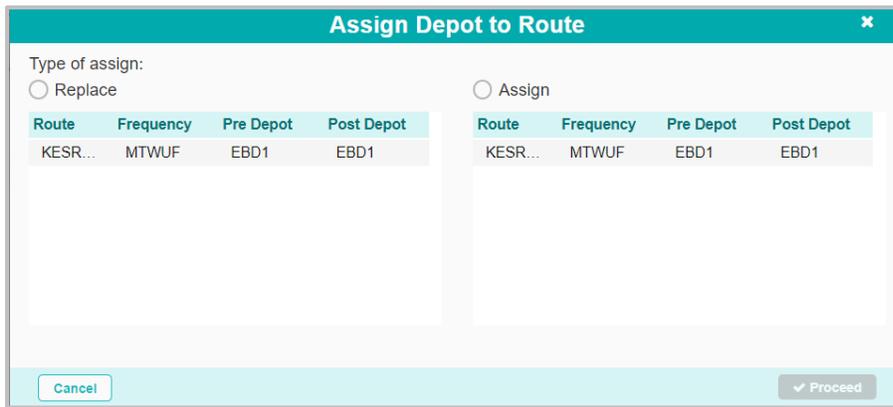
### 3. Assign and Unassign Depots

Within the Route card the user will find the "Assign Depot" and "Unassign Depot" buttons, that when selected will populate external windows. The user can either bulk assign or unassign depot locations, or perform the same operations on individual routes.



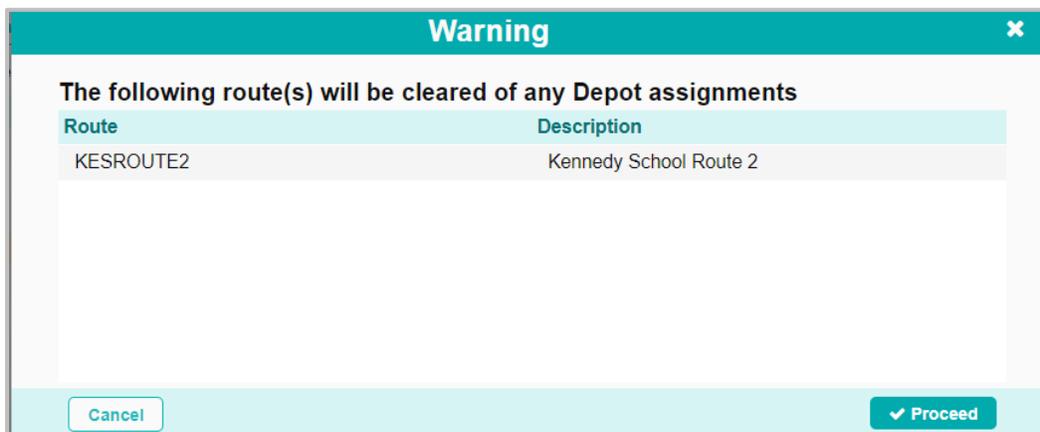
- **Assign Depot**

Within the Assign Depot window, the user has the ability to either replace the current depot assignment, or assign a new depot location to the route.



- **Unassign Depot**

Within the Unassign Depot window, the user has the ability to unassign the depot assignment currently associated with the selected route.



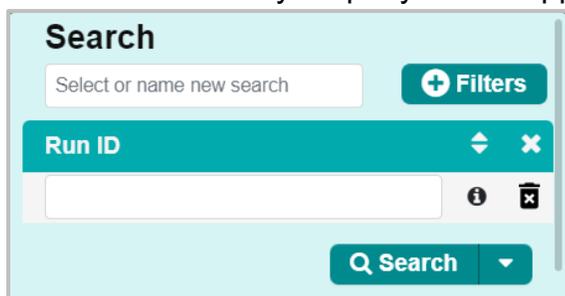
## Batch Change Route ID

You work with the school district to help design and update routes, and the district has recently tasked you with updating multiple Route IDs. Using the Bulk Edit Route ID tool in the Routes in Data Management Module, you are able to update all associated routes.

### Here's How:

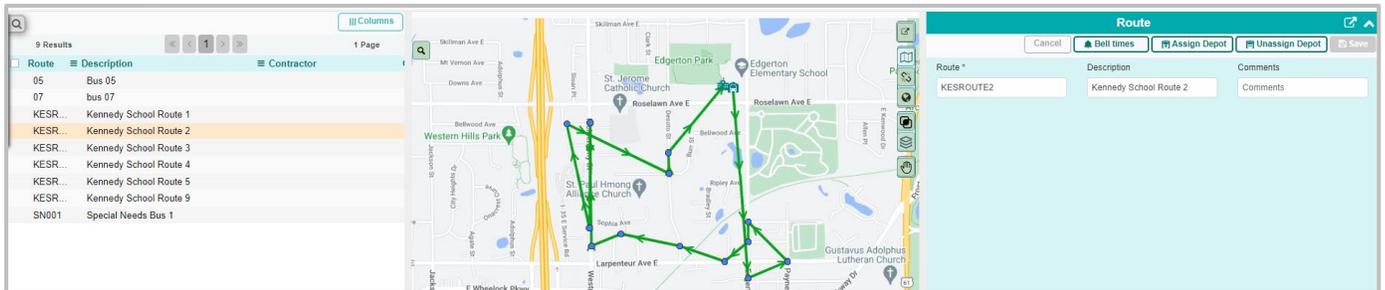
1. **Search Route ID**

Use the Search Tray to query for the appropriate route.



## 2. Workspace Panel

Following the selection of a route in the Data Panel, the user will see the “Route” card populate in the Workspace Panel.



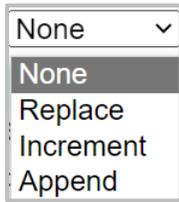
## 3. Batch Change Route ID

Within the Route card the user will find the “ID” button, that when selected will populate external window where the user can bulk change Route IDs.

A screenshot of a dialog box titled 'Edit ID'. It contains several input fields and a table. The 'Rename Base ID' field has 'KESRT' and is labeled 'a'. The 'Extension generation rule' dropdown is set to 'Replace' and is labeled 'b'. The 'Start number' field has '2' and is labeled 'c'. The 'Increment' field has '2' and is labeled 'd'. Below these fields is a table with columns: Route, New Route ID, Valid, Description, and Contractor. The table contains three rows of data for routes KESROUTE2, KESROUTE3, and KESROUTE4. At the bottom are 'Cancel' and 'Proceed' buttons.

Route	New Route ID	Valid	Description	Contractor
KESROUTE2	KESRT.002	✓	Kennedy School Route 2	
KESROUTE3	KESRT.004	✓	Kennedy School Route 3	
KESROUTE4	KESRT.006	✓	Kennedy School Route 4	

- **Rename Base ID:** In this field the user will be able to change the “Base ID” or the first few symbols coming before the first decimal. In the case of this example, the Base ID changed from “KESROUTE#” to “KESRT”.
- **Extension Generation Rule:** In this expandable field the user can determine the “rules” for updating any of the fields within this window; whether the new data will: replace, increment, or append the current data.



- **Start Number:** Altering the start number changes the numeral spaces following that first decimal. For example, as seen in the graphic above, a number was added to the ID—the numbers following the Base ID—and it starts at 2.
- **Increment:** The increment determines the gap between each number growth. In the case of this example, the IDs start at 2 and grow in increments of two.

When the user has edited these fields to their satisfaction, select “Proceed” to save their changes, and the Route IDs will be updated within the system—the user can see those changes reflected within the Routes Data Panel following a page refresh.