

ATHENA ROUTES IN DATA MANAGEMENT

Education Logistics, Inc.

Training Guide

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Athena Routes in Data Management Training Guide

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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	<u>\$</u> 5	Hybrid View
	Zoom all	٢	Satellite
	Zoom Selected		Map Overlays
AM pm	AM/PM Run View		Pre-Selected Map Overlays
	Road Map View		Street View
<u>ج</u> خ	Hybrid View		Select on Map
1	Turn Paths On	1	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.

Search		
Select or name new search	Filters	
Run ID	÷ ×	
	0 🗵	
	Q Search -	
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.002 KESRT.004	Kennedy School Route 2 Kennedy School Route 3	

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.

2							Colu	umns		+ Add New
161 Result < <	1 2	3	4	5	6	7	8	>	»	9 Pages
			Ro	ute						~
								Car	ncel	🛛 🕄 Save
Route *		Desc	cripti	on				Con	nmen	ts
Route		Dea	scrip	tion				Co	mme	nts

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		C 🗸
	🛓 Export 🛛 🗙 Cl	ear 🌲 Bell tin	nes 🛛 🗐 Assign 🛛	Depot 📄 Unassi	gn Depot 🖉 ID
Route	Description		Contracto	or	Comments
362	362-BA-Chrys				imported
365	365-CS-JG-AZ				imported
		Roι	ıte		C 🔨
	A Bell times	A Edit Directio	ns 🕞 😭 Assign De	epot 📄 Unassigi	n Depot 🛛 🖹 Save
Route *		Description		Comments	
362		362-BA-Chry	/S	imported	
		Route (Covers		C 🗸
				[]] Colu	mns 🛃 Export
Frequence	cy Duration	Distance			
MTWUF	1h 47m 25s	298885 ft.			

		Runs on Route		C	š 🔨
			III Columns 🛃 🛓 Expo	ort 🖉 Shift R	uns
Run ID	Frequency	Туре	Anchor Bell	NeedEnbl	Fro
362.001	MTWUF	TO_SCHOOL		×	7:
362.101	MTWUF	FROM_SCHOOL	CHRYS - 1:45 PM	×	10

• 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.

Selected Routes						
	Clear 🔒 Bell times	Assign Depot	📄 Unassign Depot	[ℤ ID		

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.

	Selecte	d Routes	<u>م تا</u>
	🕑 Opt Assign 🛛 🗊 Assign	Depot 🕒 Unassign Depot 🖉 ID	- Delete
Route	Description	Assigned runs	Contrac
001000	Route 1000	2	Johnso
001001	Route 1001	1	Johnsoi
			•
	Ro	oute	<u>م تا</u>
	Edit Directions 📄 😭 Assign D	Depot 📔 Unassign Depot 📔 — Delete	Save
Route *	Description	Comments	^
001000	Route 1000	Comments	
Frequency	Distance	Duration	
MTWUF	24.79 mi	1h 21m 33s	
			Ť

Route Covers

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

		Rou	ite Covers		
					III Columns
Frequency	Duration	Distance			
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			C 🗸
			III Columns 🛃 🛓 E	xport 🕼 Sh	ift Runs
Run ID	Frequency	Туре	Anchor Bell	NeedEnbl	From Ti
365.001	MTWUF	TO_SCHOOL		×	7:30:02
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.

Shift Runs								
Run ID	From Time	To Time	Offect	Arr/Dop				
365.101	2:35:30 PM	3:16:11 PM	30s	Dep [2:35,2:40]				
Second -	Second +		Ainute -	Minute +				
		<u> </u>						
Cancel				✓ Procee	d			

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.

=	Routing » b a	ata Management » Routes						User Survey	Active Data Are	ea: plan 🛆
Q		Columns	+ Add New	New F	Holland		Ro	oute		己 个
232 Results	« < 1 2	3 4 5 6 7 8 > >>	12 Pages Q		G Lincoln		Bell Time	😭 Assign Depot 📄	Unassign Depot	Delete 🖹 Save
Route	≡ Comments	≡ Description		(3)		Dune	Description			1
077	imported	077		Greenview	etown	080	080			
078	new comment	078	(97)	Sweet Water	iroadwell	Comments				
079	imported	079				imported				
07L	imported	07L	Petersburg	(123)	8	imported				
080	imported	080	Petersburg		Lake Fail (7)	Fraguancy	Distance		Duration	
081	imported	081	h da	Athens	Williamsville	requency	Distance		Duration	
082	imported	082	Iula	Cantrall 124		MTWUF	35.06 mi		2h 20m 16s	
083	imported	083				Slack	Pre Depot		Post Depot	
084	imported	084	ant Plains	3 iem		7m 12s				
085	imported	085	(125)		Biverton Buffalo					
086	imported	086		Bradfordton			Route	Covers		21
087	imported	087		Springfield	Mechanicsburg				Columns	rt 📕 IO Report
088	imported	088	in Dulla	id elapst prove	3 Mt		Burnellan Blatanaa			
089	imported	089	Berlin	Curran	Rochester Buckhart	⊢ requency	Duration Distance			
090	imported	090	ew Berlin		Berry	MIWUF	2n 20m 16s 35.06 mi			

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.

	в	ell Time Views			Layers:	🔿 Trips	Run Masters	Run Covers						Runs Ir	1 Play		Save	×
			Cluster	Select O III	Edit Stop	is 🚱 🚱 ÷	S/D 🔍 🕈 🕅 🕅 Runs	# 🄏 😪 S/D 🔯	O Opt 76 Q	3 % & ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						Reset Stop	o Times	I.
School	Name	Туре	Bell Time	Programs	a .,			Carpe	enter Park			Run ID		Status	NeedEnbl	NeedUsed	Vehicle	R
24	SANDBURG	ARRIVAL	9:00 AM	DFLT,AM	F-V-L		es l		21	25		41.080)	STA	No	No		ð
24	SANDBURG	DEPART	3:30 PM	DFLT					\sim 1	3								
28	LINDSAY	ARRIVAL	8:30 AM	DFLT	5	GRE			DEVEREUX HEIGHTS	S4 0								
28	LINDSAY	DEPART	3:00 PM	DFLT	/		Abraha	m	TWIN LAKES									
V 41	FRANKLIN	ARRIVAL	8:00 AM	DFLT,GFT	9		Stuart Park Capital Ai	port	71.00	IRISDALE								
41	FRANKLIN	DEPART	2:30 PM	DFLT,GFT			0	5		8		incel	Apply	NeedEnbl	May Load	Max Duration	(mins)	d
			_		Bi	radfordton		LINCOLN PARK	17				1110	HUUULIIDI	innin	Indix Duration	(mano)	
	D		_					ENOS PARK	andview				Stops	On Selecte	ed Runs	1	• ‡ ↓ ^	L
	K						JEFFERSON PARK (97)		/ 9								🗶 III	
_	All	All-F Clear	Clear-F	ser stops III			HISTOR WEST-S	Springfield	97)			Run ID	###	Status	NeedUsed	Stop ID	Туре	1
Run ID	= Sta	atus = NeedEnbl	= NeedUsed =	Vehicle R			4 Washington	5		• 3 5 1		41.080	1	STA	No		SS	
41.	080 ST	A No	No	0	Riddle Hill		Park		M.	5 - []		41.080	2	STA	No	15.170	SS	
						ARCHER	Leland Grove	NEAR SOUTH		2		41.080	3	STA	No	··· 41.503	SS	
						ĸ	OKE MILL EAST	HARVARD PARK	m D.			41.080	4	STA	No	12.147	SS	1
						000	Jerome			Comr		41.080	5	STA	No	15.172	SS	
					Centenni	ial — 🎖	s	outhern View	-			41.080	6	STA	No	12.601	SS	,
					Park		WESTCHESTER	55 LAKE	ETOWN		4.0						Þ	4
					Curran	Knig	ht's Action Park	UT OT	niversity f Illinois				Stud	lents On S	elected Stops		↑ ^	l
					Guildin		4 Couthaut	Sp	oringfield								اا 🛓	
	_						Pa	ark 💽		Heroon Pol		Trip ID	Nee	dUsed Las	t Name	First Name	Stop	1
		Stops (34)								22 🕂 🛛								
	All All-F	Clear Clear-F	Sel Runs	Sel Trips		× · ~	Mar	TORONT	TO									
Stop ID	= Status	= NeedUsed = Ty	pe = Type Ver	bose = R			· 20	LAKE POIN	TE S						No Data			
41.212	STA	No SS	SS - Stop	Service	TN &? 🛱 🖉		PIPER GLEN	dan Canada Dari	Lake Spr	- 5 [°] -								
15.170	STA	No SS	SS - Stop	Service	Map 💠 🔍 📿 🖉	0 🖉 💬 🤇	U G Spa	nan sports Park		5								
41 503	STA	No SS	SS - Ston	Service	Google		A Har	Keyboard sl	hortcuts Map data	©2025 Google Terms								

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.

	Bell Time Views		• ^	Layers:) F	Run Masters	Run Covers		П		Runs	s in Play	🖻 Sa	ave
	Cluster Select	Augment Cont	ext III	Edit 💿 S	Stops 💮	·} + Ø • Ø Ø	Runs # 1/4 😪 🖸	10				Rese	t Stop Time	s III
School	Name	Туре	Bell Tir	Opt 70	5 0 G					Run ID		NeedEnbl	NeedUsed	Vehic
341	PORTER RIDGE E	ARRIVAL	7:31 ^	9	1/a	Fairview	D	lew Salem		341.8	51	No	No	
341	PORTER RIDGE EL	DEPART	2:01	21				3						
347	POPLIN ELEMENT	DEPART	2:01	emby Bridge	P	(aut)		Olive E						
354	SARDIS ELEMENT	ARRIVAL	8:16	aka Dark	82.0	Unionville								
365	SOUTH PROVIDE	ARRIVAL	9:15	Jake Park	GLENDALOU	JGH		9	4					•
	201711550155		15	X	1			A	C	ancel	Apply	NeedEnbl 🗸		
	Runs (1)		+ ^	LKS		NE K				Stops	On Sele	cted Runs	† I	4 ^
All	All-F Clear Clea	r-F Sel Sto	ops III		-	10	1						-	± III
Run ID	= NeedEnb	I = NeedUse	d = Vehic	1/51	BRIAR OC					Run ID	###	NeedUsed	Stop ID	_
341	.851 No	No			X	24				341.851	1	No	Pick-L	Jp@ ^
				84	-6	Moltoe	74 Wingate	Marshville		341.851	2	No	Pick-U	Jp@
				1	B	15				341.851	3	No	= 347.0	17
				/	white Oaks					341.851	4	No	= 343.17	79
					/	13				341.851	5	No	= 347.0*	13
					200	- (- 1				341.851	6	No	= 347.00	07
				/			Crossroads			341.851	7	No	= 343.28	36 🗸
•			۰.	Roughedg	e									•
	Stops (10)			200		Altan	/ •			Stud	dents On	Selected Stop	s	
	All All-F Clear	Clear-F	Sel Runs											± III
Stop ID	= NeedUsed = Ty	pe = Type \	Verbose	TN &?	R~ R C		601	+		Trip ID	Ne	edUsed Last N	ame	First N
347.01	7 No S	S SS-S	top Sen 📤	Map +	000	2000		_				No Data		
343.17	9 No S	S SS-S	top Sen -	Goode	-1-1-1-	Cross Roads	1	NORTH I						
4			•	opogie	-	Keyboard shortcuts	Map data ©2025 Google Te	erms Report a map error	. 4					•

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.

Search	
Select or name new search	Grilters
Run ID	÷ x
	0 🖬
	Q Search -

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.

Q		[]] Columns		Skilman Ave C	2 ^
9 Resul	s « < 1 > »	1 Page	Q Skillman Ave E	Cancel Rell times (# Assign Depot)	Save
Route	≡ Description ≡ Contractor		Mt Vernon Ave	Edgerton Park PEdgerton P Route* Description Comments	
05	Bus 05		Downs Ave	St. Jarome Cementary School Si KESROLITE2 Kennerty School Route 2 Comments	
07	bus 07		22	7 O Reselawin Ave E O	
KESR.	Kennedy School Route 1				
KESR.	Kennedy School Route 2		Western Hills Park		
KESR.	Kennedy School Route 3		by and the second se		
KESR.	Kennedy School Route 4				
KESR.	Kennedy School Route 5		Si alla Si	St. Paul Hmong 🗭 Roley Av	
KESR.	Kennedy School Route 9		av H	All have Church	
SN001	Special Needs Bus 1		Ormet		
			1 4 A		
			8 a 9 9	gustavus Adolphuš	
			L L	Lapenter/ Ave t	
			E F Wheelock Pkwy		

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.

				Route			ଟ 🗸
C	■	🌲 Bell ti	mes	🗊 Assign Depot	ĵ∎U	nassign Depot	🖹 Save
	Route *		Des	scription		Comments	
	KESROUTE2		Ke	ennedy School Route 2		Comments	

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.

Assign Depot to Route ×									
Type of as Replace	sign: e				🔿 Assign				
Route	Frequency	Pre Depot	Post Depot		Route	Frequency	Pre Depot	Post Depot	
KESR	MTWUF	EBD1	EBD1		KESR	MTWUF	EBD1	EBD1	
Cancel]							✓ Proceed	

Unassign Depot

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

	Warning	×
The following route(s)	will be cleared of any Depot assignments	
Route	Description	
KESROUTE2	Kennedy School Route 2	
Cancel		✓ Proceed

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.

Q		Columns		Sullman Ave E Route	C 🗸
9 Result	s « < 1 > »	1 Page	Skillman Ave E	Cancel 🗰 Bell times (# Assign Depot) 🖷 Unassign Depot	🖹 Save
Route	≡ Description ≡ Contractor		Mt Vernon Ave	Edgerton Park Pegerton Pr Route * Description Comments	
05	Bus 05		Downs Ave	St. Jerome KESROUTE2 Kennedy School Route 2 Comments	
07	bus 07		22	Roselawn Ave E Roselawn Ave E	
KESR	Kennedy School Route 1				
KESR	Kennedy School Route 2		Western Hills Park		
KESR	Kennedy School Route 3		1		
KESR	Kennedy School Route 4				
KESR	Kennedy School Route 5			St. Paul Himong 🔂 Replay Ave	
KESR	Kennedy School Route 9		ay 14	All the Church	
SN001	Special Needs Bus 1		Onact		
				Se Gustavus Adolphus	
			A	Larpenteur Ave E	
			E Ministerio de la		

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.

	181 🖵	E	dit ld	×
This operation will rename all the	IDs in the order the	y appea	r in the table:	
Rename Base ID:	KESRT	а		
Extension generation rule:	b Replace	e v	Create new extensions	
Text to append:			Start number: C	2 d
Route	New Route ID	Valid	Description	Contractor
Ⅲ KESROUTE2	KESRT.002	× .	Kennedy School Route 2	
Ⅲ KESROUTE3	KESRT.004	× .	Kennedy School Route 3	
Ⅲ KESROUTE4	KESRT.006	×	Kennedy School Route 4	
•				•
Cancel				✓ Proceed

- **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.

1	
None	~
	_
None	
Replace	
Theplace	
Increment	
Increment	
Annond	
Append	

- **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.