

ATHENA QUICK GUIDE

ALTERNATE REPORTS

Introduction: This document describes how to create Alternate Reports from Athena Routing and Planning application.

How to create Athena Alternate Reports

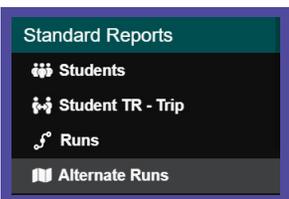
STEP 1:

Once logged in, select "Routing Management" from the Athena Portal Home Page.



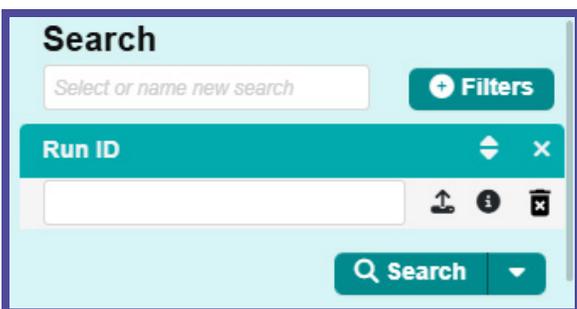
STEP 2:

The action bar will appear. Select "Alternate Runs" from the "Standard Reports" menu.



STEP 3:

The search tray will open. To search for all runs, leave the Run ID search field blank.

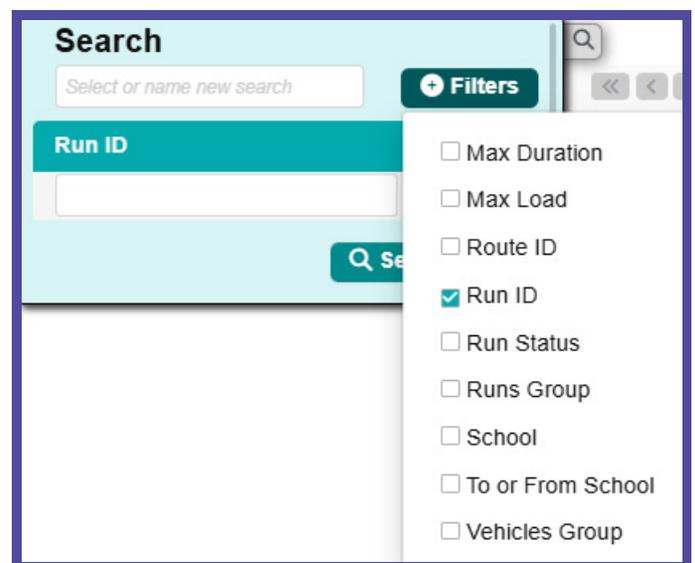


To open the search tray, select the search tab.



STEP 4:

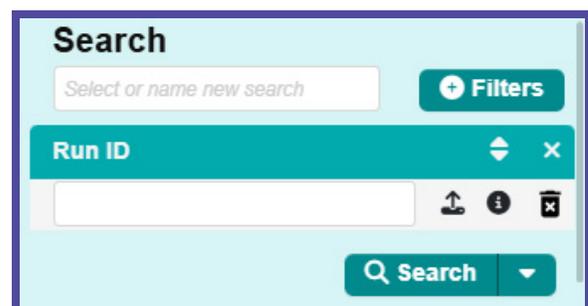
The Alternate Runs report allows you to apply run-related filters. Select the "Filters" button. Select a filter(s).



Once you have completed your search, the search tray will close and the data will appear in the data panel.

STEP 5:

To search for all runs, leave the Run ID search field blank and select "Search".



ATHENA QUICK GUIDE

ALTERNATE REPORTS

MODULE LAYOUT

The screenshot displays the Athena Routing software interface for generating alternate reports. The interface is organized into four main sections:

- Data Panel (1):** A table listing various runs with columns for Description, Frequency, Load, Max Duration, and Max Load. A search tray is located at the top left of this panel.
- Selected Runs Card (2):** A card showing the runs selected for the report, mirroring the columns in the Data Panel.
- Preview Card (3):** A card displaying a preview of the generated report. It includes a 'Scheduled' button, 'Display Options', 'Sort Order', and 'Generate Report' buttons. Below these are options for 'Day Of Printing', 'Automatic Zoom', and 'Export Manually Report To S3'.
- Report Available Card (4):** A card showing a history of generated reports with columns for File Name, Status, Type, Creation..., User..., and Message. It includes a 'View Reports Queue' button.

- 1. Data Panel:** Select which runs you would like display in the report within the data panel. Use the search tray to query for the applicable information.
- 2. Selected Runs Card:** The Selected Runs card will display the data that was selected within the data panel.
- 3. Preview Card:** The Preview card will display an example of the desired report.
- 4. Report Available:** The Report Available card will display a history of all generated reports, the data and time of their creation, as well as provide the ability to re-download a previously generated report.

STEP 6:

In the Preview card, select "Display Options". In this drop-down menu, you can toggle what information you want to be viewed in the report.

The screenshot shows the 'Display Options' menu in the Preview card. It contains three toggle switches:

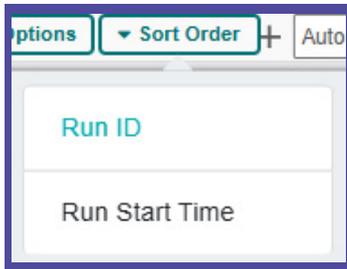
- Passenger List:** Toggled ON.
- Checkpoints:** Toggled ON.
- Run Direction:** Toggled ON.

ATHENA QUICK GUIDE

ALTERNATE REPORTS

STEP 7:

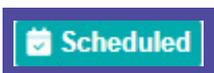
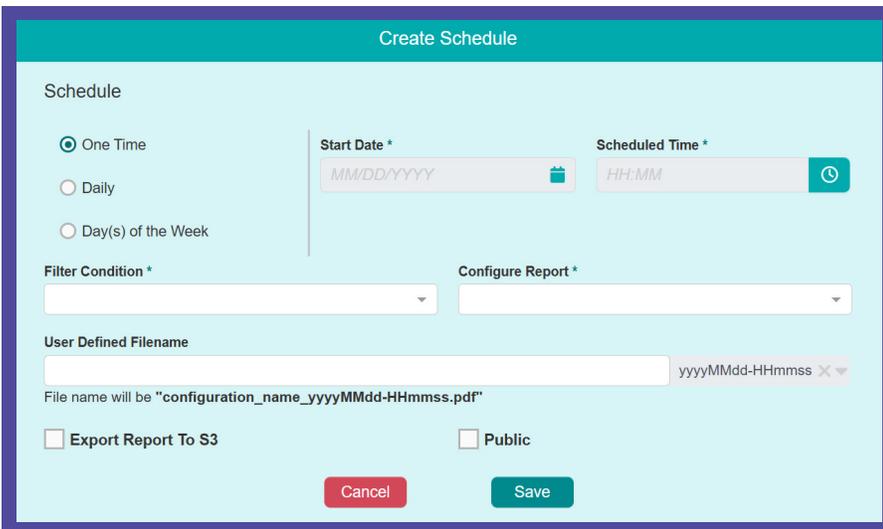
Then select "Sort Order", which allows you to sort by either Run ID or Run Start Time.



A screenshot of a software interface showing a dropdown menu for 'Sort Order'. The menu is open, displaying two options: 'Run ID' and 'Run Start Time'. The 'Sort Order' button is highlighted with a blue border, and the 'Auto' button is visible to its right.

STEP 8:

Select the "Scheduled" button, which allows you to create a schedule for the report.

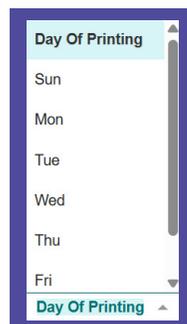



A screenshot of the 'Create Schedule' dialog box. The dialog has a teal header and a light blue background. It contains the following fields and options:

- Schedule:** Radio buttons for 'One Time' (selected), 'Daily', and 'Day(s) of the Week'.
- Start Date *:** A text field with a calendar icon, containing the placeholder 'MM/DD/YYYY'.
- Scheduled Time *:** A text field with a clock icon, containing the placeholder 'HH:MM'.
- Filter Condition *:** A dropdown menu.
- Configure Report *:** A dropdown menu.
- User Defined Filename:** A text field containing 'yyyyMMdd-HHmms' with a clear button (X) and a dropdown arrow.
- File name will be:** "configuration_name_yyyyMMdd-HHmms.pdf"
- Export Report To S3:** A checkbox.
- Public:** A checkbox.
- Buttons:** 'Cancel' (red) and 'Save' (teal).

STEP 9:

Select the "Day of Printing" button, in which you can select a day of the week.



ATHENA QUICK GUIDE

ALTERNATE REPORTS

STEP 10:

Select the "Generate Report" button.



STEP 11:

The report will save to the "Reports Available" card in the data panel.



STEP 12:

You can download the report by selecting the download icon. 

STEP 13:

You can open your report from your downloads folder on your computer.

