

# ATHENA USER INTERFACE TOUR

Education Logistics, Inc.

Training  
Guide

2025



# Athena User Interface Tour

## Training Guide

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## PURPOSE OF THIS GUIDE

The Athena User Interface Tour Training Guide will provide you with explanations of the basic tools within Athena, walk you through the every-day assets you will be interacting with when piloting the system, 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.

## INTRODUCTION TO ATHENA ROUTING

The Athena User Interface is a cloud-based routing management solution designed to meet school district's needs at a variety of levels. Perform, plan, communicate, and manage all daily and long-term busing activities with intuitive, easy-to-use workspaces customized for each user and role. The need for IT hardware or software support is limited due to our quick-response time when implementing updates, with no involvement required from the district. Moreover, a district's data is secure thanks to our three-tiered security measure in place.

Edulog follows software best practices by implementing business intelligence geared towards data analysis and advanced reporting capabilities; this along with our adoption of artificial intelligence, will provide districts with ample information to support smart and efficient system management.

## ATHENA USER INTERFACE TOUR

This is an introduction to the spaces, assets, and tools of Athena.

### **GETTING STARTED**

#### **1. Chrome Browser**

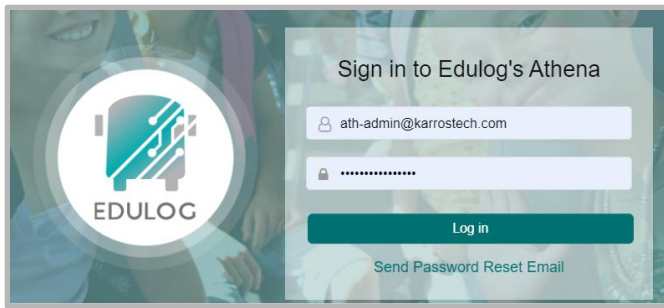
When working within the Athena System it is recommended to access the platform via Chrome.



Note: To access Athena, you will need to utilize your district assigned link.

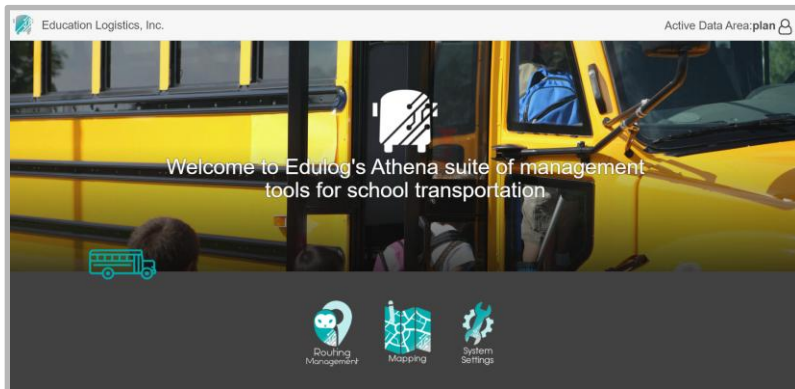
#### **2. Sign In**

You will be brought to the sign in page where you will enter your Username (email) and password.



### 3. Athena Portal Home Page

Once logged in, you will be taken to the Athena Portal Home Page.



### 4. Applications

The ribbon located at the bottom of the home page showcases the various applications you are able to interact with within Athena.



### 5. Routing Management

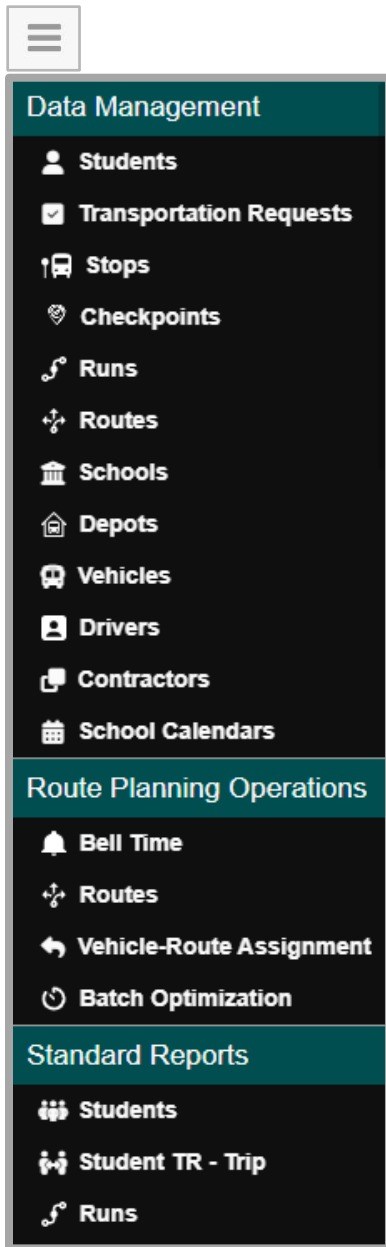
Routing Management houses a majority of the tasks and workflows you will interact with on a daily basis, such as: Data Management, Stop Associations, Run and Route Development, and more.



### 6. Action Bar

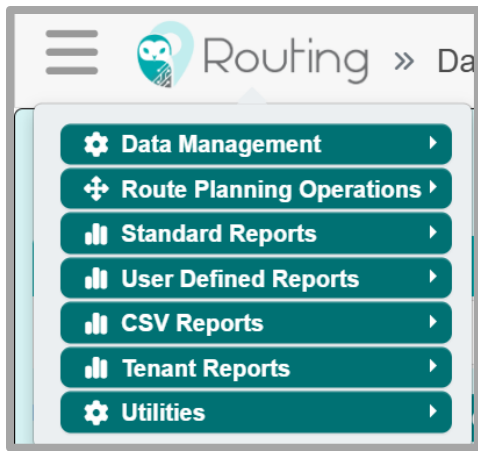
The Action Bar menu displays the list of modules available to you within your chosen application from the Athena Home page.

Click on the upper left hamburger menu icon to show and hide the Action Bar.



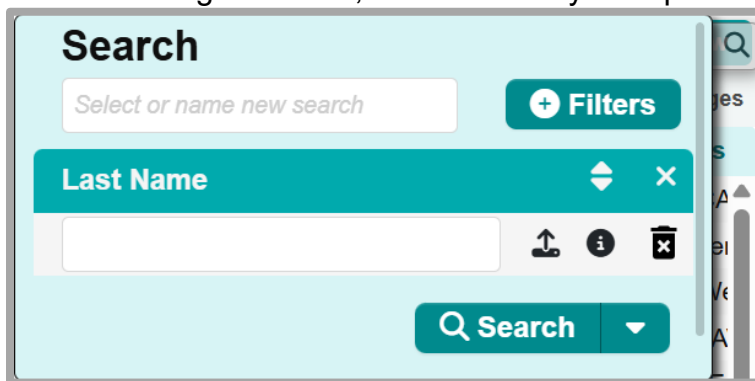
## 7. Navigation Bar

When hovering across the top of the page, the Navigation Bar will appear showing the path that directed the user to the module they are currently working in. This allows users to quickly navigate to other modules within the system.



## 8. Search Tray

When entering a module, the search tray will open.

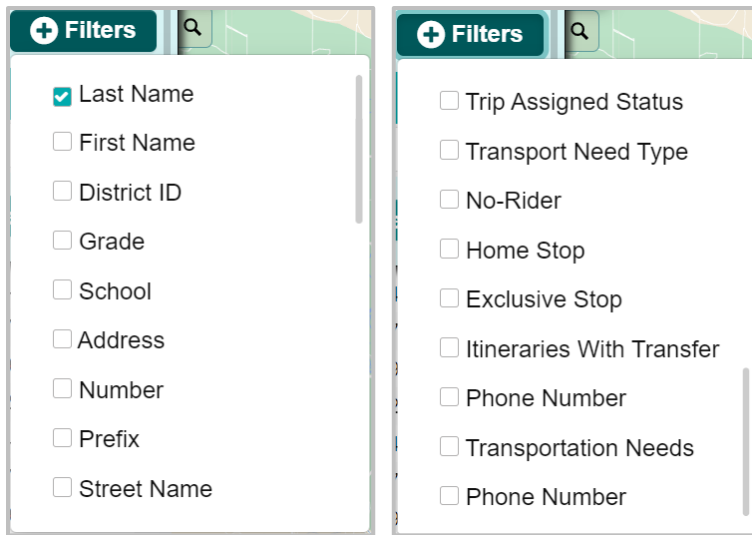


Click on the search tab to show and hide the Search Tray.

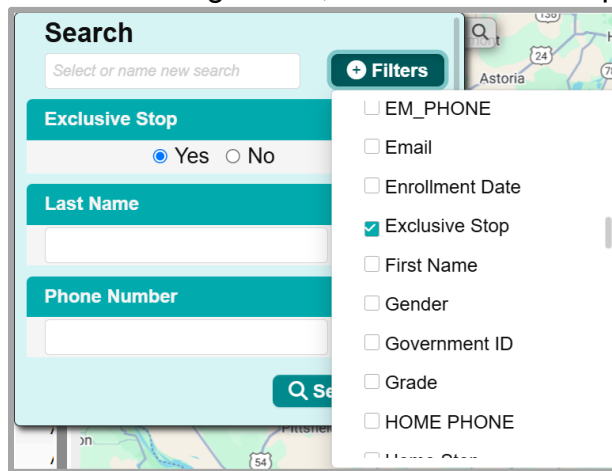


## 9. Filters

In the search tray, there are several filters available to narrow your search results, by selecting “+Filter” a drop-down menu will appear for you to choose one or multiple filters to add to your search.



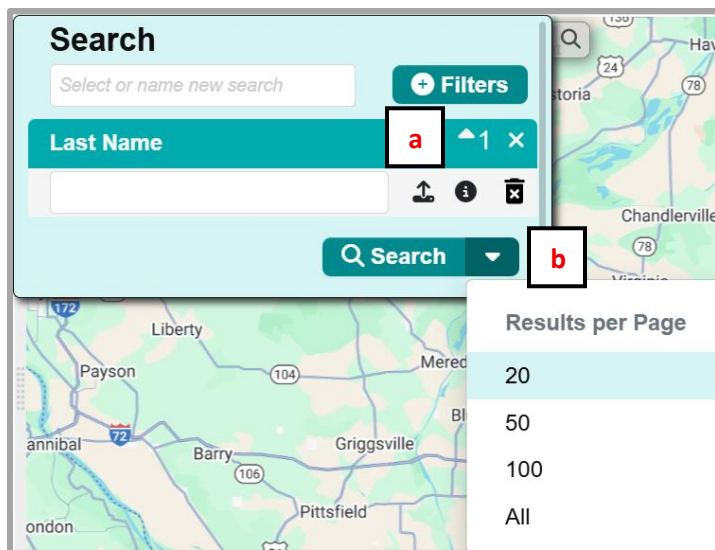
- When selecting a filter, a search box will appear in the search tray.



## 10. Advanced Sorting

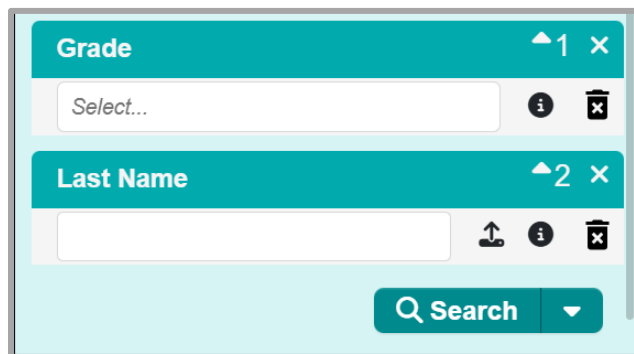
Within the Search Box you have access to additional sorting tools that can focus your student search even more.





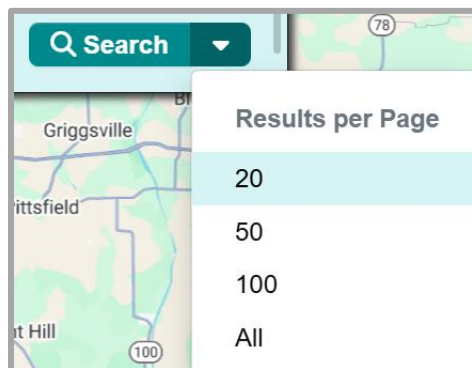
### a) Sorting within the Search Box

The sorting feature allows you to choose how you want your student data to be displayed within the search results. For example, if you choose to sort your students first by school grade, and second by last name, your results will first populate in order of grade 1-12, and within each grade level, students will be alphabetized by last name.



### b) Results per Page

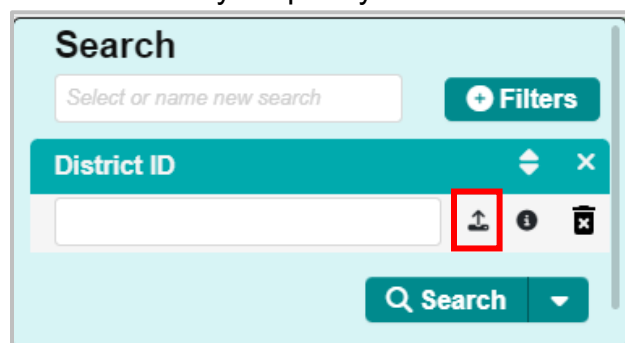
You are able to filter your search results per page—the options being, 20, 50, 100, ALL.



## 11. Import from External List

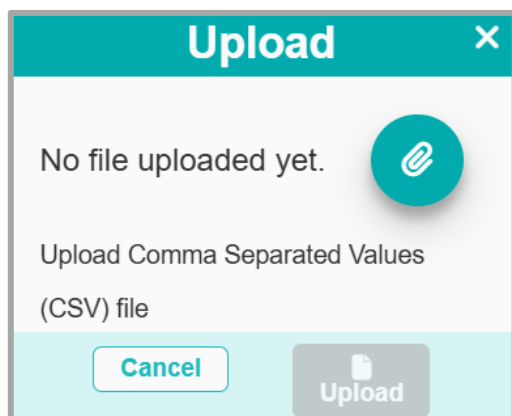
This tool allows users the ability to import an external list of records via search filters, allowing

users the ability to quickly view the data within the imported list.



#### a) Upload CSV File

Selecting the “Upload Data” tool will populate the Upload window where the user can select the CSV file.



**Note:** When creating the CSV file to pull into the Search Tray’s Filter, ensure the column header within the CSV file matches the Filter heading in Athena.

## 12. Advanced Search

The Advanced Search feature allows you to combine multiple operations via search tray into a single query. **Operations being symbols to represent “or”, “and”, “starts with”, “ends with”, etc.** For example, let’s say I want to search for all students who have the last name Albert or Abraham. Within that search I want to see all students whose phone number fields are filled out and see the students who are an exclusive stop. So my search tray would look like below:

Please reference the [OPERATIONS CHEAT SHEET](#) of this guide by following the provided link.

### 13. Panel Layout

After selecting a module from the Action Bar, it will take you to the module's landing page. There are three panels in this landing page, which are consistent throughout all Athena modules.

#### a) Data Panel

The far left is the Data Panel, which is the starting point for all updates and changes. Data Panel allows the user to sort, organize, and select from the returned search results/filters. Selecting one or more results in the Data Panel will display them graphically on the Map Panel. It will also populate in the Workspace Panel.

#### b) Map Panel

In the center is the Map Panel. The Map Panel not only allows the user to see a graphical

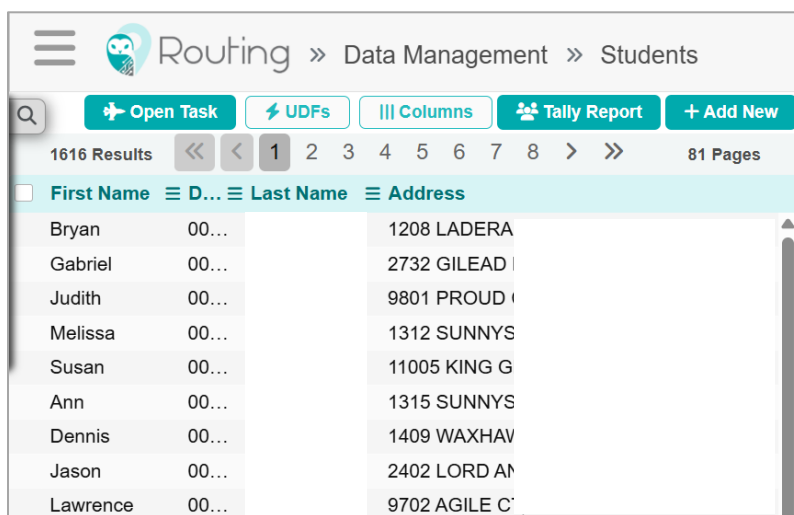
representation of the location for the selected search result(s), but it also functions as an interactive interface for data manipulation.

### c) Workspace Panel

To the far right is the Workspace Panel. The Workspace Panel is where information for the selected items will display. This workspace allows the user to modify information in the system. Selecting one or more items in the Data Panel will be reflected within the Workspace, with the most recently selected record displayed. If a user deselects a record, the previously selected record (if applicable) will be rendered instead.

## 14. Data Panel

When searching for students in the Student Module, all students in that search will load in the Data Panel.



First Name	D...	Last Name	Address
Bryan	00...		1208 LADERA
Gabriel	00...		2732 GILEAD
Judith	00...		9801 PROUD
Melissa	00...		1312 SUNNYS
Susan	00...		11005 KING G
Ann	00...		1315 SUNNYS
Dennis	00...		1409 WAXHAV
Jason	00...		2402 LORD AN
Lawrence	00...		9702 AGILE C

- **Selecting Data**

Once the Action Bar and Search Tray are hidden, you can see all the data listed in the Data Panel on the left side of the screen.

The screenshot shows the Routing application interface. On the left is a data panel with a table of students. A red arrow points to the row for 'Gabriel'. In the center is a map showing the location of Gabriel, with another red arrow pointing to the location pin. On the right is a workspace panel with a 'Student' form. A red arrow points to the form, which displays details for Gabriel, including his first name, last name, middle name, suffix, nickname, date of birth, district ID, government ID, and Edulog ID.

When selecting an item in the data panel, the location will show graphically on the map, and the information will show in the Workspace Panel to the far right.

## • Columns

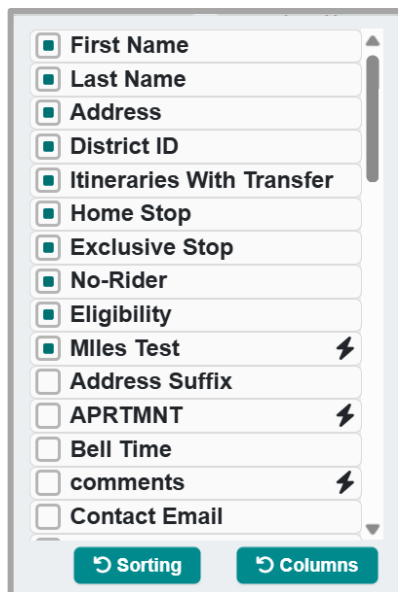
There are several columns, columns house a variety of fields and filters to help organize the data listed in the Data Panel.

The screenshot shows the Routing application interface with the 'Columns' panel open. A red arrow points to the 'Columns' button in the upper ribbon. The 'Columns' panel is open, showing a list of columns that can be added or hidden. The columns include First Name, District ID, Last Name, Address, Itineraries With Transfer, Home Stop, Exclusive Stop, No-Rider, Eligibility, Miles Test, Address Suffix, APRTMNT, Bell Time, comments, and Contact Email. The 'Columns' button is highlighted with a red arrow.

To add or hide columns in the Data Panel, click on the Columns button.

## • Reorder Columns

You can move columns in the order you would like to see them in the Data Panel (from left to right) by grabbing the name in the upper ribbon of the Data Panel.

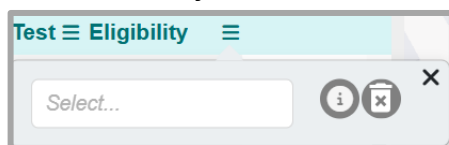


- **Data Filter**

There is another method of filtering Data within the ribbon of the Data Panel itself. You should see menu icons next to the name of the columns in the upper ribbon.

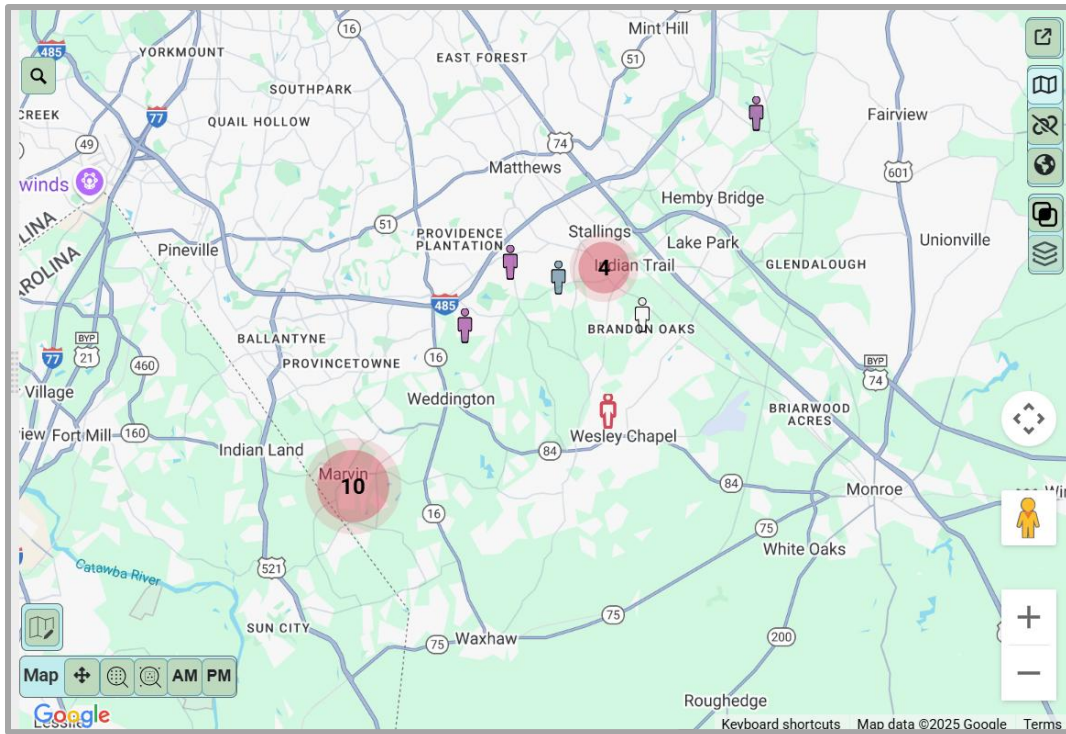


When you select the menu icon, a smaller window will populate that allows you to filter the information in just that column.











## 15. Map Panel

The Center Panel is the Map Panel. When Selecting from the Data Panel, the information will show graphically on the map.



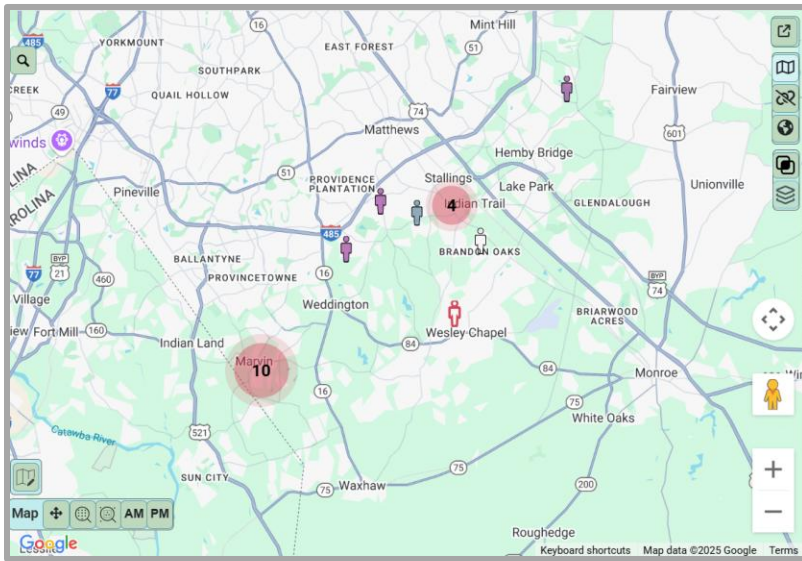
- **Map Tools**

Symbol:	Description:	Symbol:	Description:
	Google Road Map		Selected Map Overlays
	Hybrid Map		Pegman
	Satellite Map		Zoom All
	Map Overlays		Zoom Selected

- **Google Road Map**

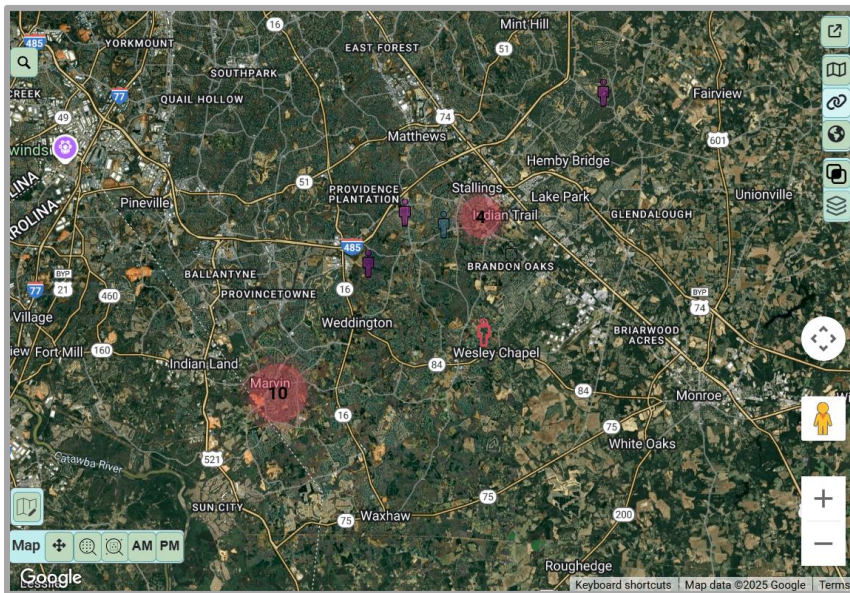
This Map display option reflects streets, street names, and location names.





- **Hybrid Map**

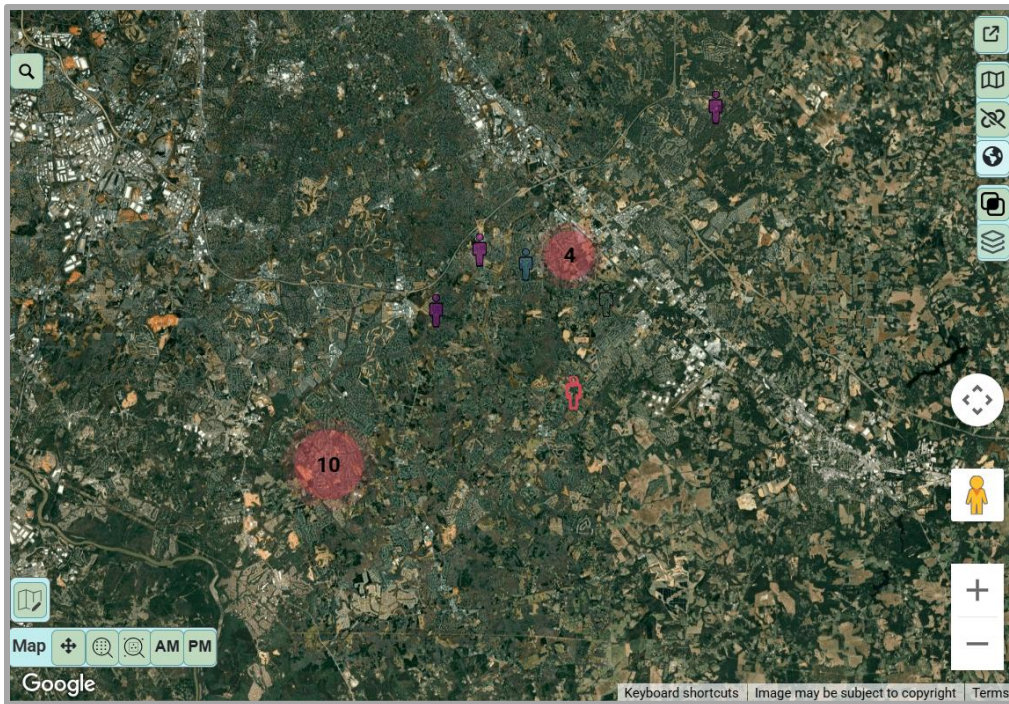
This map display option reflects satellite imagery to show an accurate representation of the area, with streets and locations overlaid.



- **Satellite Map**

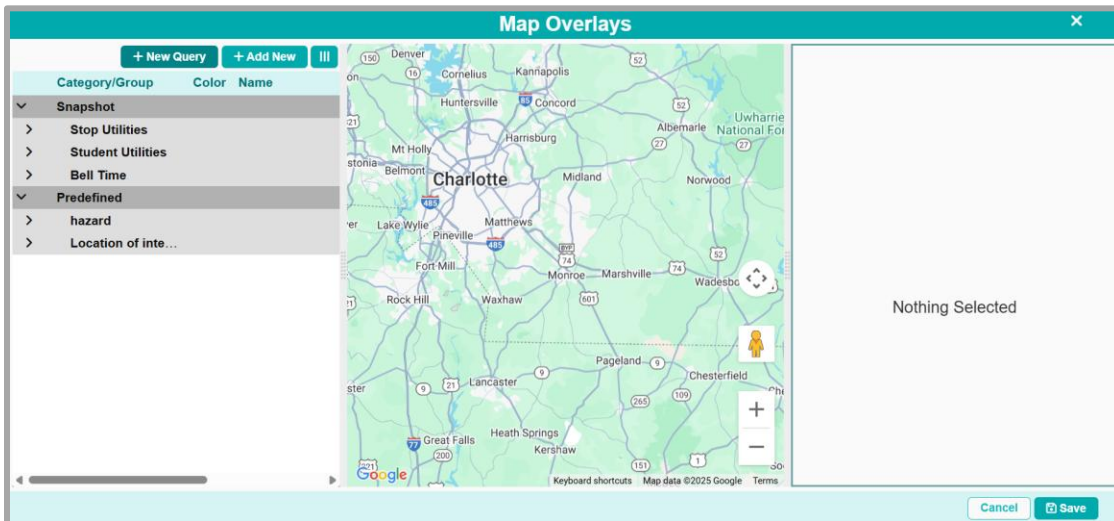
This map display option displays accurate satellite imagery of the area, without the streets or locations reflected.





- **Map Overlays**

When selecting the Map Overlays tool, you will be brought to a new window, where you have the ability to “Query” Athena data, or upload a file, to overlay on your map.



Selecting “New Query” will bring you to a second window as seen below:

Custom Query

Entity Picker

Category/Group	Name
> GEOCODE	

Search

Q Search

Name \*

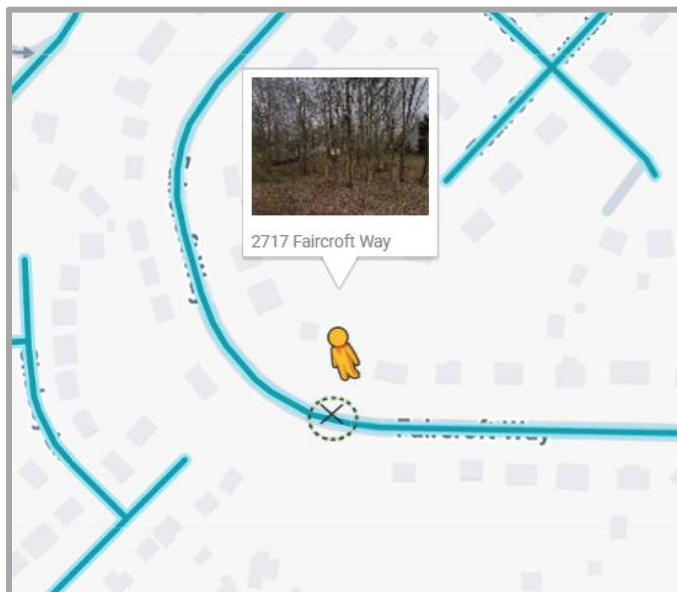
Name

Cancel

Save

- Pegman**

When selecting this icon, drag and drop the pegman over the area you want to view on the map. When you see the street view image, drop the icon and it will open Street View in Google.



To close Google street view, click on the arrow in the upper left corner.



## 16. Workspace Panel

The Workspace Panel populates additional information pertaining to the data you selected in the Data Panel. The Workspace Panel will have several panes of information to work in, as seen below.

Last Name	First Name	District ID	Address	Itin...
AATest	test		332 N Wes...	X
ABBEY	KALISE	1390122_A...	5 RIDGE CT	X
ABBEY_05	KAMARE	1339862	1149 N Da...	X
ABDEFAT...	MARIAM	1398803	A123 S 2n...	X
ABDELGH...	JOUD	1392981	3408 Rasp...	X
ABDELGH...	JOUD	1392981_A...	155 S DUR...	X
ABITOGU...	KOLADE	1372558	80 LOCKS...	X
ABODUNRIN	HANNAH	1381824	2629 W LA...	X
ABRAHAM	EVA	1380315	401 CLIPP...	X
ABRAMS_01	CARRIE	1405312	310 E Jeffe...	X
ABRONJ04	ASHLEE	1397799	405 Avond...	X
ABUEED_01	JASSAR	1397881	2205 CHE...	X
ABUEID_02	AISHA	1403448	2205 CHE...	X
ABUEID_03	MALAK	1397230	2205 CHE...	X
ACAKPO...	AYLA	1339768	827 COVE...	X
ACEVEDO...	ISAIAH	1351522	16 GETTY...	X
ACKELSO...	JONATHAN	1402240	1624 S 2N...	X

The right pane shows the 'Selected Students' section with a table of selected students. Below this is a 'Student' section with fields for First Name, Last Name, and Middle Name. At the bottom are expandable sections for 'Transportation Requests & Itinerary', 'Contacts', 'Transportation Needs', 'Additional Needs', and 'Documents'.

Each module will have different panes displayed based on the data that was selected. Select the arrow in the upper right of each pane to expand or collapse the pane.

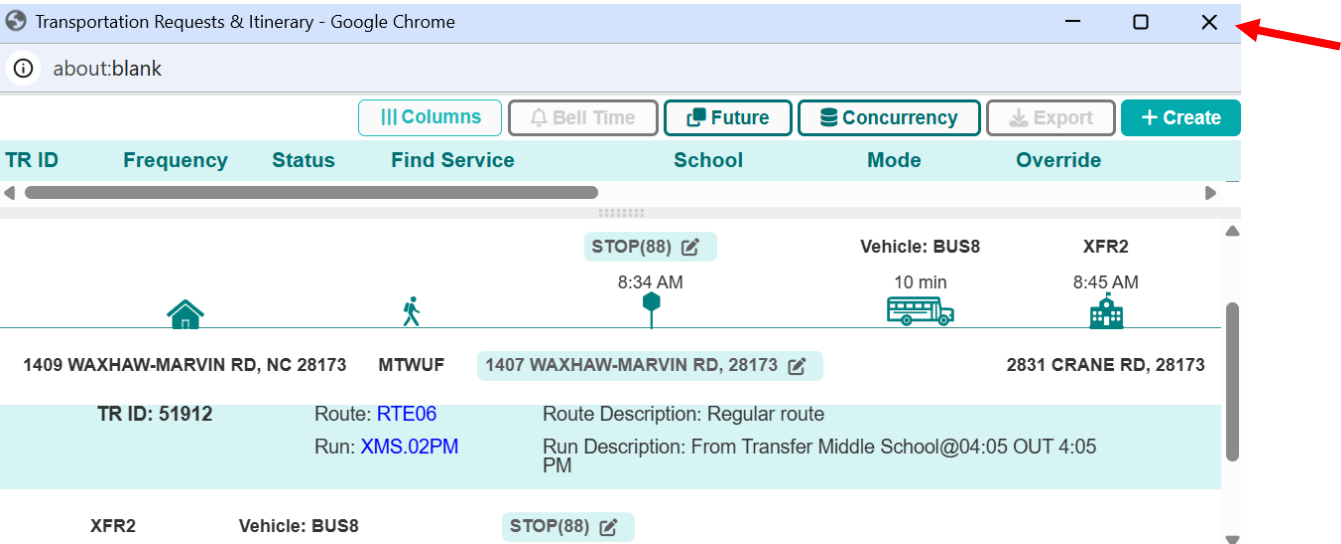
- Expand:
- Collapse:

Additionally, the 'Remove' button will unselect all the data selected by the checkbox.



In most cards within Data Management, there is an option to pop-out each Workspace Panel Card into a separate child window by clicking the *Breakout Panel* button:

To return the card back into the main page, simply click the “X” to close the child window.



### 17. Sorted Lists

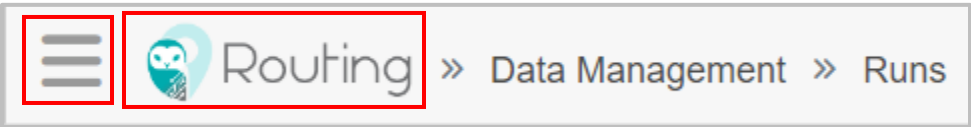
Data is sorted alphabetically and numerically within the workspace panel. This sorting allows users the ability to review clusters or lists of data within multiple areas within Data Management and Settings.

Eligibility Rules						
<input type="checkbox"/>	Name	Description	Grades	Programs	Attendance	Walk
<input type="checkbox"/>	Addams	Addams	01	BD	01R Riverton	49 ADDAM...
			02	DFLT	1 SPRING...	
			03	ECAM	11C Addam...	
			04	EO	12 ADDAM...	
			05			
			06			
			KF			
			PK			

Sorting by Numerical and alphabetical values

### 18. Return to Home

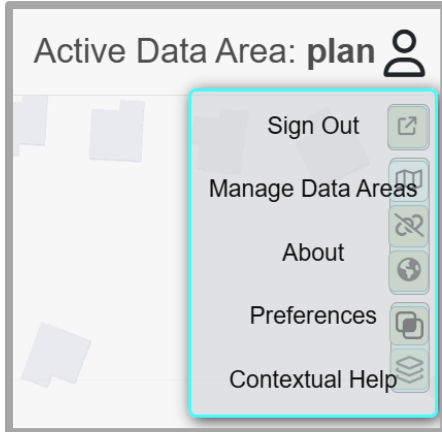
To return to the “Portal Home Page” the user can click on the module Icon. The user can also navigate to the “Action Bar” by selecting the hamburger icon.



Then select “Home” located at the bottom of the “Action Bar”

## 19. Account Settings

Hover over the Profile icon in the upper right corner of the page. There will be a list of several account options based on user permissions. All users have access to the “Contextual Help” which brings up useful guides for completing processes and navigating the different tools within Athena.



## OPERATIONS CHEAT SHEET

**Reminder:** Operations are symbols that represent “or”, “and”, “starts with”, “ends with”, etc, that you employ within the search tray to further narrow your search results.



Operation	Symbol/Symbol Placement:	Example for Field Last Name:	Definition of Search Query Example:
OR	_,'_	ABRAHAM,ALBERT	Query for all students who have a last name starting with <i>ABRAHAM</i> or a last name starting with <i>ALBERT</i> .
AND	N/A	N/A	The AND operation is only used in between fields (like in first name = Maria AND last name = Albert)
STARTS WITH	_*	AB*	Query for all students who have a last name starting with <i>AB</i> .
ENDS WITH	*_	*AM	Query for all students who have a last name ending with <i>AM</i> .
CONTAINS	*_* _	*LB*	Query for all students who have a last name that includes the string <i>LB</i> .
DOES NOT CONTAIN	!_	!ALBERT	Query for all students who have a last name that does not start with the string <i>ALBERT</i> .
EQUALS	" _"	"ABRAHAM"	Query for all students who have a last name that exactly matches the string <i>ABRAHAM</i> .

Operation	Symbol/Symbol Placement:	Example for Field Phone Number:	Definition of Search Query Example:
NON-EMPTY	+	+	Query for all students whose Phone Number field is non-empty (contains data).
EMPTY	!+	!+	Query for all students whose Phone Number field is empty (contains no data).
CONTAINS + SIGN	+_ _+_ _+	+001 5+5 001+	Query for all students whose Phone Number field contains: +001/5+5/001+

### Numeric Fields

Operation	Symbol/Symbol Placement:	Example for (Street) Number:	Definition of Search Query Example:
GREATER THAN	>_	>200	Query for all students who have a street number greater than 200.
LESS THAN	<_	<400	Query for all students who have a street number lower than 400.