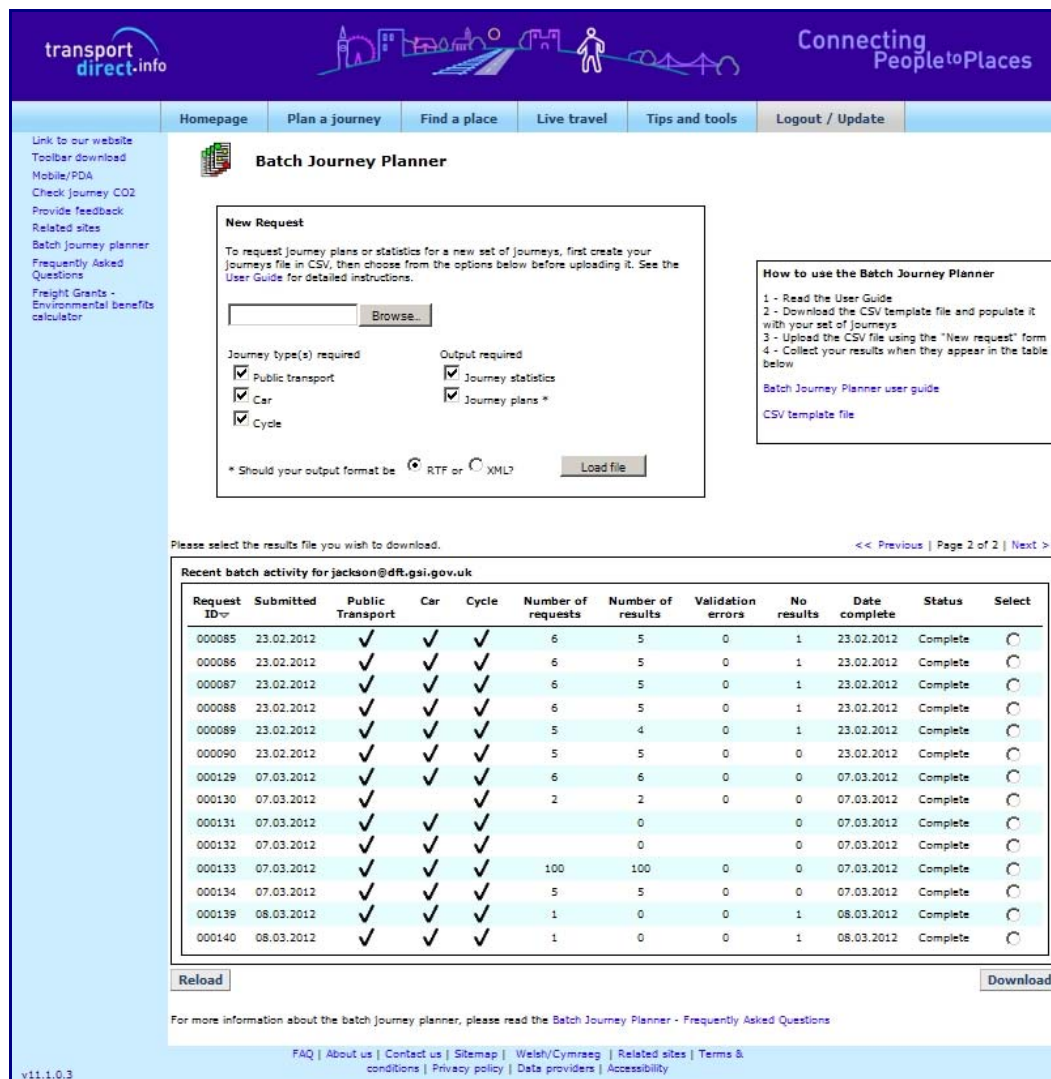


Transport Direct batch journey planner – user guide



The screenshot shows the 'Batch Journey Planner' page on the Transport Direct website. The page has a purple header with the 'transport direct.info' logo and the tagline 'Connecting People to Places'. Below the header is a navigation bar with links: Homepage, Plan a journey, Find a place, Live travel, Tips and tools, and Logout / Update. On the left side, there is a sidebar with links: Link to our website, Toolbar download, Mobile/PDA, Check Journey CO2, Provide feedback, Related sites, Batch Journey planner, Frequently Asked Questions, Freight Grants - Environmental benefits calculator, and a link to the user guide.

The main content area is titled 'Batch Journey Planner'. It contains a 'New Request' section with a text box for the user to enter their request, a 'Browse...' button, and checkboxes for 'Journey type(s) required' (Public transport, Car, Cycle) and 'Output required' (Journey statistics, Journey plans *). There is also a radio button for 'Should your output format be' (RTF or XML?) and a 'Load file' button. To the right of the 'New Request' section is a 'How to use the Batch Journey Planner' section with a list of instructions: 1 - Read the User Guide, 2 - Download the CSV template file and populate it with your set of journeys, 3 - Upload the CSV file using the 'New request' form, 4 - Collect your results when they appear in the table below. Below this list are links for 'Batch Journey Planner user guide' and 'CSV template file'.

Below the 'New Request' section is a table titled 'Recent batch activity for jackson@dfg.gsi.gov.uk'. The table has columns: Request ID, Submitted, Public Transport, Car, Cycle, Number of requests, Number of results, Validation errors, No results, Date complete, Status, and Select. The table contains 15 rows of data, showing various requests and their completion status. At the bottom of the table are 'Reload' and 'Download' buttons.

At the bottom of the page, there is a footer with the text 'v11.1.0.3' and a link to 'For more information about the batch journey planner, please read the Batch Journey Planner - Frequently Asked Questions'. Below this is a row of links: FAQ | About us | Contact us | Sitemap | Welsh/Cymraeg | Related sites | Terms & conditions | Privacy policy | Data providers | Accessibility.

IMPORTANT – PLEASE READ

This user guide is intended for approved users of the Transport Direct batch journey planner, which allows you to send Transport Direct a set of up to 500* journey requests, then collect the results a short time later.

If you aren't already an approved user but wish to be, please follow the instructions on the [registration page](#). If you require a quick guide to what the batch journey planner is, please see our [brochure](#).

* You may split a job of more than 500 journeys into multiple batches. If you require statistics for more than 10,000 journeys, please email TDPortal.Feedback@dft.gsi.gov.uk and we will consider suspending this limit.

STEP 1 - Decide what you want from the batch journey planner

There are two quite different possible outputs from the batch journey planner, so you will need to know in advance which of these meets your needs (although for public transport journeys you can select both if required):

- **A statistics file (.csv), showing...**
 - Duration of each individual journey (in format *hh:mm*)
 - Estimated CO2 emissions for each individual journey (in kilograms)
 - Modes of transport used (public transport journey only)
 - Number of interchanges (public transport journey only)
 - Distance in miles (car and cycle journey plans only)
 - URLs enabling you to replan the journey on the Transport Direct website

	A	B	C	D	E	F	G	H	I
1	JourneyID	Status	PTOutward JourneyTime	PTOutward Changes	PTOutwardModes	PTOutward CO2(kg)	PTReturn JourneyTime	PTReturn Changes	PTReturn Modes
2	Staff001	OK	00:48	1	Walk Underground	1.1	00:47	1	Walk Undergr
3	Staff002	OK	00:25	1	Walk Bus	0.7	00:30	1	Walk Bus
4	Staff003	OK	00:50	1	Walk Bus	1.1	00:51	1	Walk Undergr
5	Staff004	OK	00:51	0	Walk Underground	1.3	00:50	0	Walk Undergr
6	Staff005	OK	01:20	2	Bus Train	1.7	00:42	2	Bus Train
7	Staff006	OK	00:45	1	Walk Underground	1.1	00:45	1	Walk Undergr

excerpt from CSV statistics file, viewed as a spreadsheet (Microsoft Excel)

- **A public transport journey plan** for each journey, comprising a set of detailed directions in Rich Text Format or XML
(Note - journey plans are NOT available for car or cycle journeys)

Transport	Instructions	From	To	Depart	Arrive	Duration
Walk	Walk to Pimlico Station, Stop D (on VAUXHALL BRIDGE ROAD)	SW1P 4DR	Pimlico Station, Stop D (on VAUXHALL BRIDGE ROAD)	12:50	12:55	5 mins
Bus	Take London Buses /36 towards Lewisham	Pimlico Station, Stop D (on VAUXHALL BRIDGE ROAD)	Peckham Library, Stop B (on PECKHAM HIGH STREET)	13:00	13:30	30 mins
Walk	Walk to SE15 5RS	Peckham Library, Stop B (on PECKHAM HIGH STREET)	SE15 5RS	13:30	13:35	5 mins

public transport journey plan

Examples

An example of how the **statistics file** output might be used would be where a transport planner wanted some evidence of the possible impact of relocating a business or service – how much longer/shorter would the average journey be, compared to the old location etc.

An example of how the **public transport journey plan** output might be used would be where a business wished to give each employee a personalised journey plan from their home to their new office location.

STEP 2 – Download the CSV template and enter your list of journeys into it

(a) Log into Transport Direct (www.transportdirect.info), using your username (email address) and password. The Login/Register button is at the top right of the screen.



(b) Go to the [Batch Journey Planner Registered User Options page](#)

(c) Download the **CSV template file** from the link in the “How to use the batch journey planner” box. (To do this, right click the link and choose “Save as...”)

	A	B	C	D	E	F	G	H
		Origin		Destination			Outward	Outward
1	JourneyID	Type	Origin	Type	Destination	OutwardDate	Time	ArrDep
2	Game01	p	SW1A 0AA	p	HA9 0WS	15052012	900	a
3	Game02	p	HA9 0WS	p	SW1A 0AA	14052012	1100	d
4	Game03	c	530268 179545	c	519090 185732	14052012	1900	d
5	Game04	c	519090 185732	c	530268 179545	15052012	900	a
6	Game05	n	9400ZZLUWSM4	n	490014376C	14052012	900	a
7	Game06	n	490014376C	n	9400ZZLUWSM4	14052012	1900	a

the CSV template file, which includes six example journeys

(d) Overwrite the example journeys with your own journeys, then save the CSV file.

A few tips for successful CSV file creation

- The CSV template file contains some example journey data. When you overwrite these with details of your journeys, make sure you follow the requirements in the table below. The maximum number of journeys you can plan in one batch is 500. If you have more journeys than that, you can split your job into multiple batches with no more than 500 journeys in each. If you require over 10,000 journeys, where the multiple batch approach may be impractical, please get in touch with us at TDPortal.Feedback@dft.gsi.gov.uk and we will consider lifting the limit, although we cannot guarantee to do this in all cases.
- Unfamiliar with what a CSV file is? Short explanation here – is.gd/CSVinfo
- If you are viewing the CSV file in Microsoft Excel and entering the same value in every cell in a particular column, be sure to use the "Fill down" feature (see is.gd/XLfillhandle)
- You must save your finished file as a CSV (.csv). When you do this, Excel will return warnings (when you save and when you close) saying that the file "may contain features that are not compatible with CSV". Ignore these warnings and always tell Excel that you wish to save it as a CSV.

What to put in the CSV file

To plan each of your journeys, Transport Direct needs several pieces of information per journey – starting place, destination, date and time of travel etc. You will upload these in the csv file with each row representing one journey.

The table on the following page shows all the CSV file's column headers, the permitted values that you should enter and an explanation of each.

Parameter column header in CSV	What value goes under this header?	Explanation / further info	Example value
JourneyID	A unique ID to allow you to identify this journey Can be any text – letters and/or numbers	Allows you to identify the journey (e.g. to match it to an employee), so each ID must be unique within the CSV file. Use alphanumeric characters only – no commas, ampersands, slashes etc. For data protection reasons, we do not recommend using people's names.	Staff023
OriginType	One of the following: p = postcode n = valid NaPTAN c = co-ordinate (Ordnance Survey Easting and Northing, also known as X/Y co-ordinates)	This tells the planner what kind of origin you are using in this journey. Most users will use postcodes but you can also use NaPTANs and/or grid references if required. A NaPTAN is a public transport stop – railway station, bus stop etc. See data.gov.uk/naptan If you want to use a co-ordinate but don't know it (for example, for a new building that doesn't yet have a postcode), www.streetmap.co.uk may be useful. Co-ordinates must be separated by a pipe symbol " ". For example, 484643 238030	p
Origin	The starting point for the journey	The postcode or NaPTAN or co-ordinates (whichever you have specified in OriginType)	MK11 1BL
DestinationType	One of the following: p = postcode n = valid NaPTAN c = Easting, Northing (OS map co-ordinates)	This tells the planner what kind of destination you are using in this journey. See notes on "OriginType" above.	c
Destination	The journey destination	The postcode or NaPTAN or co-ordinates (whichever you have specified in DestinationType)	484643 238030
OutwardDate	The date of the outward journey Format ddmmyyyy	Must not be in the past by the time the batch runs, or it will be rejected. Unless you require a particular date, we advise you to use a date during the month after next. Remember to use a date that matches your desired day type (e.g. weekday)	26062013
OutwardTime	The time for the outward journey, format hhmm	A valid time between 0001 and 2359	0930
OutwardArrDep	One of the following: d = depart after a = arrive by	Determines whether the journey <u>departs at</u> or <u>arrives by</u> the OutwardTime	a
ReturnDate	The date of the return journey Format ddmmyyyy	Only required if you want to plan a return journey. See notes on "OutwardDate" above.	26062013
ReturnTime	The time for the return journey, format hhmm	Only required if you want to plan a return journey. A valid time between 0001 and 2359	1700
ReturnArrDep	One of the following: d = depart after a = arrive by	Only required if you want to plan a return journey. Determines whether the journey <u>departs at</u> or <u>arrives by</u> the ReturnTime	d

Further notes and advice

- X,Y geographical co-ordinates are usually written with a comma in between the Easting (X) and Northing (Y). For example: **484643,238030** (these co-ordinates map to the junction of Grafton Gate and Avebury Boulevard in Milton Keynes)
If your origin or destination is to be a co-ordinate, remember to replace the comma with a pipe symbol: **484643|238030** This will prevent the CSV from treating the comma in the co-ordinate like a cell separator. (On a UK keyboard, the pipe is to the left of the "Z" key, above the backslash ".")
- Transport Direct cannot plan journeys that are in the past or later than the last day of the month after next. Either of these will result in failure to plan the journey. Bear this in mind when entering dates and use dates that are a few weeks into the future, if possible.
- Remember that public transport results for a weekday will be very different from those for a weekend day or a bank holiday. So if you are interested in weekday commutes, don't use a date that is a Sunday or bank holiday. You may also wish to avoid school holidays, which attract bus service variations in some areas.

Worked example

Viewed as a spreadsheet (for example in Microsoft Excel), a CSV file containing a postcode to postcode journey might look like this:

	A	B	C	D	E	F	G	H	I	J	K
1	JourneyID	OriginType	Origin	DestinationType	Destination	OutwardDate	OutwardTime	OutwardArrDep	ReturnDate	ReturnTime	ReturnArrDep
2	Staff023	p	MK11 1BL	p	MK9 3EP	26032012	900	a	26032012	1700	d

This would produce the following journey - a typical commuter's journey, arriving at the office at a desired time, then leaving at the end of the day:

From postcode MK11 1BL to postcode MK9 3EP to arrive by 9am on 26 June 2013, then leaving at 5pm on the same date.

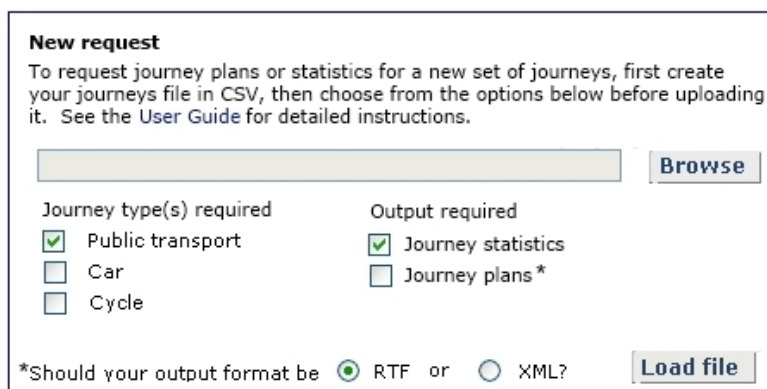
Transport Direct would then plan this journey by using the following URL from the values you entered in the CSV file:

<http://www.transportdirect.info/Web2/JourneyPlanning/JPLandingPage.aspx?oo=p&o=MK11+1BL&do=p&d=MK9+3EP&da=a&t=0900&dt=26062013&r=true&rda=d&rt=1700&rdt=26062013&c=False&p=1>

STEP 3 – State output required and upload your complete CSV file

At Step 1 you decided what output you require. Now it's time to state your requirements and upload your journey data.

- (a) If not already logged in, log into Transport Direct (www.transportdirect.info), using your username (email address) and password. (The Login/register button is at the top right of the screen)
- (b) Go to the [Batch Journey Planner page](#).
- (c) Click the “Browse” button in the “New request” text box, and locate your completed CSV file (where you saved it on your computer)

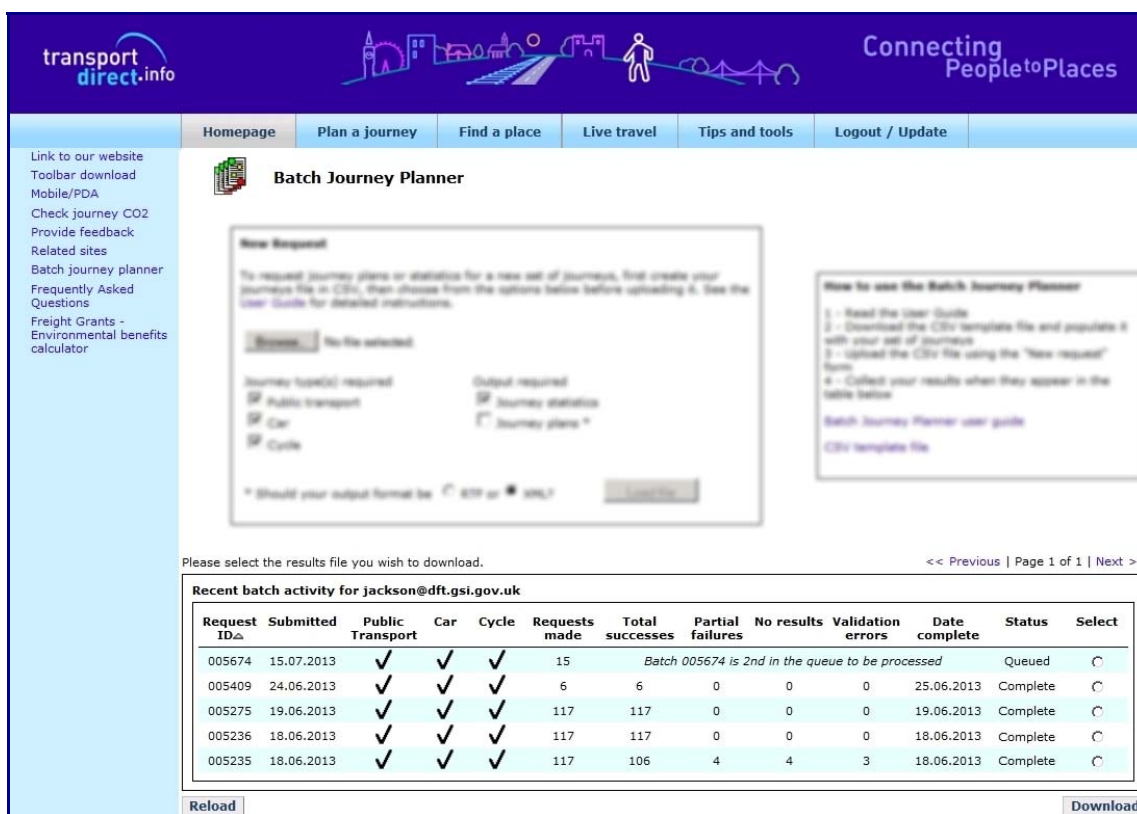


- (d) Choose which **journey type(s)** you require. The options are:
 - Public transport (journeys must be within England, Scotland and Wales)
 - Car (journeys must be within England, Scotland and Wales)
 - Cycle (journeys must be within England or Cardiff)
 (You can choose all if you like)
- (e) Choose which **output type** you require (statistics or journey plan) by ticking the box alongside your preferred type. (Note that journey plans are NOT available for car and cycle journeys.)
- (f) If you have requested public transport journey plans, indicate whether you would like these in...
 - **RTF format** (similar to a Word document, best for reading by a person)
 - or
 - **XML format** (more suited to reading by a machine)
 (If you aren't sure and don't know what XML is, you should probably choose RTF.)
- (g) Click the “Load file” button to send your CSV to Transport Direct.

4 – Download your results when they're ready

You can track progress of your batch by checking the 'Status' column in the 'Recent batch activity' table on the [Batch Journey Planner page](#). For batches not yet complete, this will show either as...

- **Queued**, including its position in the queue - for example *"Batch 001234 is 2nd in the queue to be processed"*) or...
- **Percent complete** – for example, *"75% complete"*



Batch Journey Planner

New Request

To request journey plans or statistics for a new set of journeys, first create your journey file in CSV, then choose from the options below before uploading it. See the [User Guide](#) for detailed instructions.

No file selected

Journey type(s) required:

☒ Public transport ☐ Journey statistics

☒ Car ☐ Journey plans *

☒ Cycle

* Should your output format be: ☐ RTF or ☒ XML?

How to use the Batch Journey Planner

- 1 - Read the User Guide
- 2 - Download the CSV template file and populate it with your set of journeys
- 3 - Upload the CSV file using the "New request" form
- 4 - Collect your results when they appear in the table below

[Batch Journey Planner user guide](#)

[CSV template file](#)

Please select the results file you wish to download. << Previous | Page 1 of 1 | Next >>

Recent batch activity for jackson@dfg.gsi.gov.uk

Request ID	Submitted	Public Transport	Car	Cycle	Requests made	Total successes	Partial failures	No results	Validation errors	Date complete	Status	Select	
005674	15.07.2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15	Batch 005674 is 2nd in the queue to be processed						Queued	<input type="radio"/>
005409	24.06.2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6	6	0	0	0	25.06.2013	Complete	<input type="radio"/>	
005275	19.06.2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	117	117	0	0	0	19.06.2013	Complete	<input type="radio"/>	
005236	18.06.2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	117	117	0	0	0	18.06.2013	Complete	<input type="radio"/>	
005235	18.06.2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	117	106	4	4	3	18.06.2013	Complete	<input type="radio"/>	

We will send you an email notification when your results are ready. Completing your batch could take a few minutes or a few days, depending on how large it is and how busy we are. When you receive the email, log into Transport Direct and go to the Batch Journey Planner page. To download a results file, click the radio button next to it, then click the "Download" button, to the bottom right of the table. Results will be available to download for 28 days, then deleted, so please collect them as soon as you can.

The results file is a zip, containing the output files you requested (statistics and/or journey plans) as well as an RTF summary file showing the number of journeys you planned and whether they were all successful.

Hints and tips

When using postcodes as the origin or destination in a journey...

- Check that zeroes are not typed as the letter "O" (a common mistake)
- PO Box postcodes must not be used, since they are often remote from the address and not appropriate for journey planning. For this reason, Transport Direct will not attempt to plan a journey to a PO Box postcode.
- To check that a postcode will work on the batch journey planner, go to www.transportdirect.info/Web2/Maps/FindMapInput.aspx If a map is returned, the postcode will work in the journey planner. If not, it won't.
- If you are planning journeys to a newly built location or to a site that has yet to be allocated a postcode, you may wish to consider using X,Y co-ordinates.

Need assistance?

If you have difficulty understanding this guide, or using the batch journey planner, please email us at:

TDPortal.Feedback@dft.gsi.gov.uk

We will answer your query and may update the user guide to make it clearer, if necessary.