

How to upload a Fare Zone - Create Fares Data Service



Department
for Transport



TRANSPORT FOR THE
NORTH

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Introduction

To create your NeTEx file by uploading a CSV, we need information about your **fare zone**.

The below screenshot shows an example of a **fare zone**.

	A	B	C
1	FareZoneName	NaptanCodes	AtcoCodes
2	Test Town Centre	Test-Naptan-1	Test-Atco-1
3		Test-Naptan-2	Test-Atco-2
4		Test-Naptan-3	Test-Atco-3
5		Test-Naptan-4	Test-Atco-4
6		Test-Naptan-5	Test-Atco-5
7		Test-Naptan-6	Test-Atco-6
8		Test-Naptan-7	Test-Atco-7
9		Test-Naptan-8	Test-Atco-8
10		Test-Naptan-9	Test-Atco-9
11		Test-Naptan-10	Test-Atco-10
12		Test-Naptan-11	Test-Atco-11
13		Test-Naptan-12	Test-Atco-12
14		Test-Naptan-13	Test-Atco-13
15		Test-Naptan-14	Test-Atco-14
16		Test-Naptan-15	Test-Atco-15
17		Test-Naptan-16	Test-Atco-16
18		Test-Naptan-17	Test-Atco-17
19		Test-Naptan-18	Test-Atco-18
20			
21			

Downloading the template

A template will be provided on the page where you need to upload your CSV. It will be shown as a download link, as illustrated below.



[Download fare zone CSV
template - File Type CSV - File
Size 673B](#)

CSV, 673B

Completing the template

Entering the fare zone name

The **A** column of the document contains the **fare zone name**. You only need to enter the fare zone name once in the **A** column.

A **fare zone name** can be anything you choose it to be. However, this name is used in the final NeTEx file that is produced, so please make sure that it is correct before uploading.

Enter your **fare zone name** in cell **A2**, as shown below.

	A	B	C
1	FareZoneName	NaptanCodes	AtcoCodes
2	Test Town Centre	Test-Naptan-1	Test-Atco-1
3		Test-Naptan-2	Test-Atco-2
4		Test-Naptan-3	Test-Atco-3
5		Test-Naptan-4	Test-Atco-4
6		Test-Naptan-5	Test-Atco-5
7		Test-Naptan-6	Test-Atco-6
8		Test-Naptan-7	Test-Atco-7
9		Test-Naptan-8	Test-Atco-8
10		Test-Naptan-9	Test-Atco-9
11		Test-Naptan-10	Test-Atco-10
12		Test-Naptan-11	Test-Atco-11
13		Test-Naptan-12	Test-Atco-12
14		Test-Naptan-13	Test-Atco-13
15		Test-Naptan-14	Test-Atco-14
16		Test-Naptan-15	Test-Atco-15
17		Test-Naptan-16	Test-Atco-16
18		Test-Naptan-17	Test-Atco-17
19		Test-Naptan-18	Test-Atco-18
20			
21			

Entering the stops

Once you've entered your fare zone name, you then need to enter the stop codes for each **stop** within your fare zone.

When entering the stop codes, you can enter either the **NaPTAN** or **ATCO** code for each stop. You are not required to enter both for each stop, but entering both will not cause any problems.

You can also enter a mixture of NaPTAN and ATCO codes throughout the document. For example, if you only know the NaPTAN codes for the first 5 stops in your fare zone but not their ATCO codes, you can enter just these NaPTAN codes. If you then only know the ATCO codes for the 6th stop onwards, but not their NaPTAN codes, you are free to enter only their ATCO codes.

	A	B	C	
1	FareZoneName	NaptanCodes	AtcoCodes	
2	Test Town Centre	Test-Naptan-1		
3		Test-Naptan-2		
4		Test-Naptan-3		
5		Test-Naptan-4		
6		Test-Naptan-5		
7			Test-Atco-6	
8			Test-Atco-7	
9			Test-Atco-8	
10			Test-Atco-9	
11			Test-Atco-10	
12			Test-Atco-11	
13			Test-Atco-12	
14				

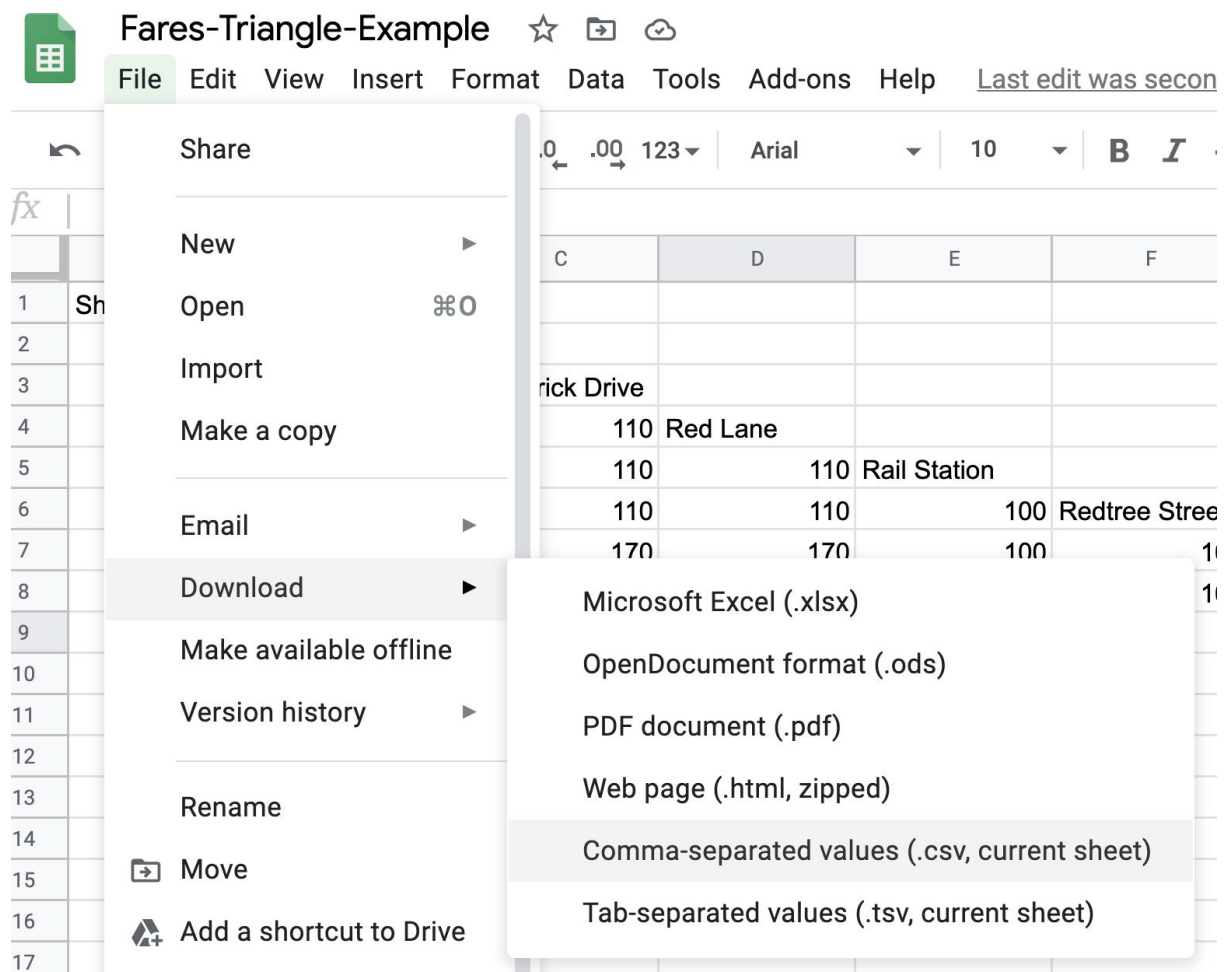
Useful tips

- Please **DO NOT** enter the NaPTAN or ATCO codes in the wrong column. This will prevent the tool from finding your stops correctly and you will be redirected to an error page.
- Please also **DO NOT** enter incorrect information in the columns. If you do not know the ATCO or NaPTAN code for a stop, simply leave that stop out.
- Finally, please also **DO NOT** leave any blank rows between your stops. This will prevent the tool from reading your data correctly.

Saving your file as a .csv or .xlsx

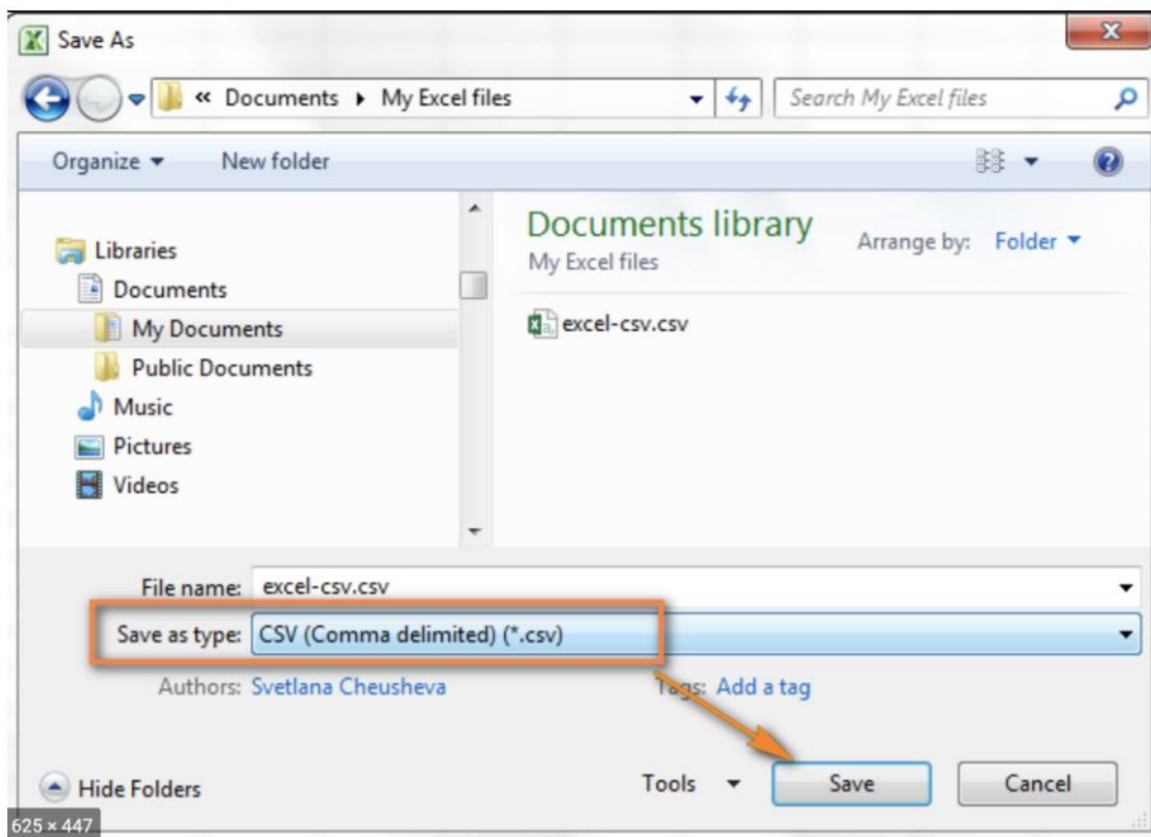
In Google Sheets (FREE)

Once complete, click on '**File**' and select '**Download**'. Then, select '**Comma-separated values (.csv, current sheet)**' as shown in the screenshot below. Alternatively, you can select '**Microsoft Excel (.xlsx)**' from the same list to save your file.



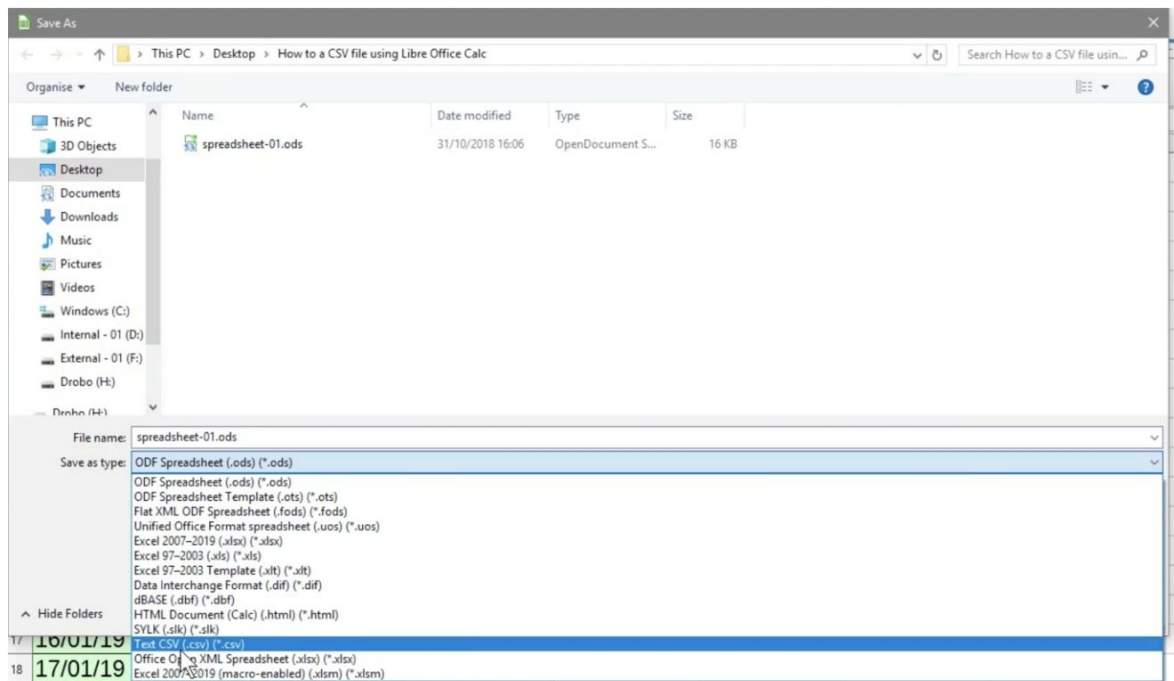
In Microsoft Excel

Once complete, click '**File**' and then '**Save As**'. Choose a name for your file and then choose a suitable file format from the dropdown list provided. The default format will be '**Excel workbook (.xlsx)**'. You can keep this format, or you can change it to the '**CSV (Comma delimited) (*.csv)**' format.



In OpenOffice Calc (FREE)

Once complete, click **'File'** and then **'Save As'**. In the pop-up window that appears, select a suitable file format from the **'Save as type'** dropdown list. Suitable file formats include any that have **(.xlsx)**, **(.xls)** or **(.csv)** next to it. You can then save the file.



Uploading your file

Now you have your CSV file in one of the accepted formats, you can upload your fares triangle to the Create Fares Data Service by selecting the file from your computer.

To do this, click the following button on the CSV upload page:

No file chosen

Once you have selected your fares triangle, please click '**Upload and continue**' to upload your file.

I get an error when I upload my file...

There are a few common problems that can occur when uploading your file. Please check that your file conforms to the below conditions before trying again.

- Column **A** must contain at least one **fare zone name**. Preferably, only one fare zone name should be provided and this should be in cell **A2**.
- A stop must have the **NaPTAN** and/or **ATCO** codes in the correct columns (use the column headers as a guide).
- The **NaPTAN** or **ATCO** codes given must be valid codes that are present in the **NaPTAN Database** and **Traveline National Data Set**.