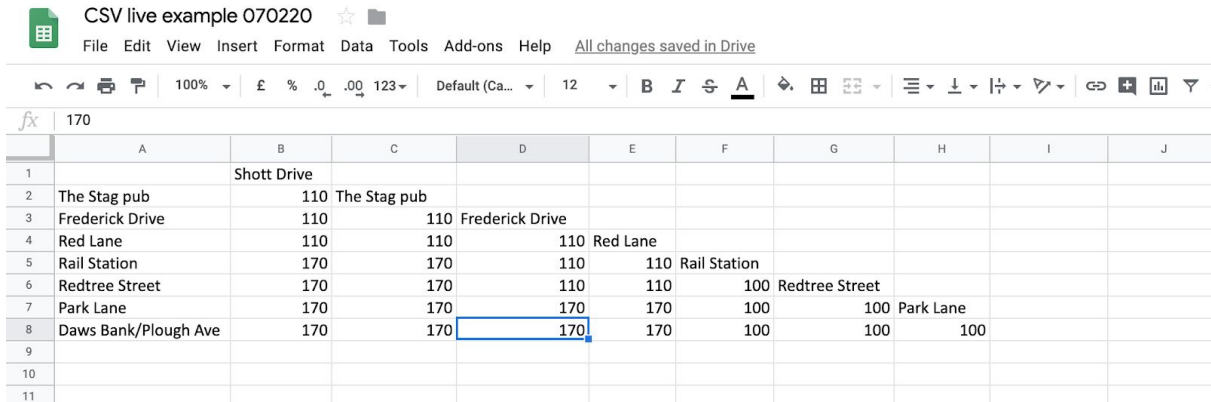


How to Upload a Fares Triangle

In order to create your NeTEx by uploading a csv, we need your Fares data to be in a '**Fares Triangle**' format.

The below screenshot shows an example of this.



	A	B	C	D	E	F	G	H	I	J
1		Shott Drive								
2	The Stag pub	110	The Stag pub							
3	Frederick Drive	110	110	Frederick Drive						
4	Red Lane	110	110	110	Red Lane					
5	Rail Station	170	170	110	110	Rail Station				
6	Redtree Street	170	170	110	110	100	Redtree Street			
7	Park Lane	170	170	170	170	100	100	Park Lane		
8	Daws Bank/Plough Ave	170	170	170	170	100	100	100		
9										
10										
11										

The place names in the A column, and along the right hand side of the triangle, are called the **Fare Stages**. These are the parts of your service where your **prices** are linked to - they are not necessarily linked to bus stops.

The numbers are the **price** it costs for a passenger to go between the **Fare Stages**. They are in pence, meaning that if you want a £1.65 price, it would be '165'. If you wanted a £10.00 price, it would be '1000'.

Do not include any other characters in your prices, for example commas or full stops; it is important they are whole numbers, with no other symbols.

To read a price from the **Fares Triangle**, find the Fare Stage where the journey starts along the top of the triangle; for example if your journey starts at **The Stag pub**, you would use cell 'C2' to find the price.

Then, read **down** the list of prices until you are on the row where the **Fare Stage** name is the end of your journey. For example, starting at **The Stag pub** and ending at Redtree Street would mean that you are looking for the price on row 6.

This means the price from **Fare Stage - The Stag pub** to **Fare Stage - Redtree Street** is 170, which translates in real terms to £1.70. The cell of the price we found 170 in was 'C6'.

Here is a list of useful tips:

- The 'A' column can have your **Fare Stages** in, as shown in the example. They aren't mandatory, and the file will work without them, but it makes reading the table easier - feel free to decide if you want them in or not!

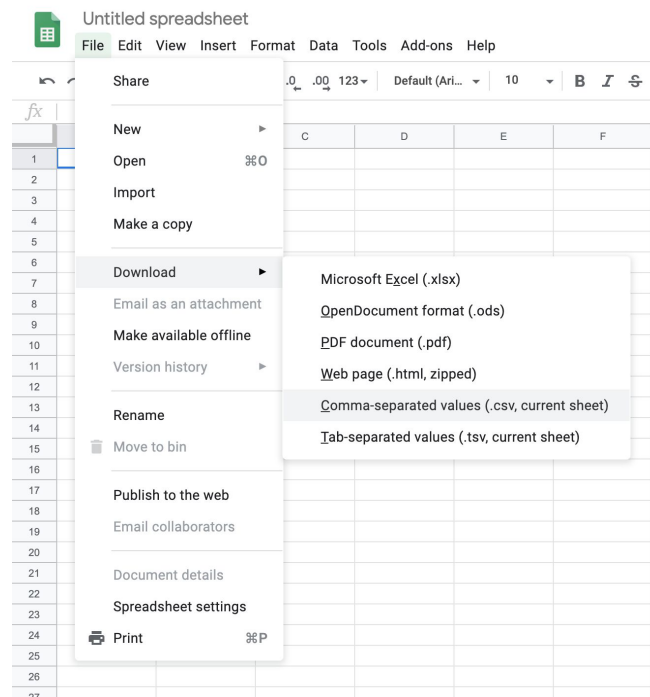
- The **Fare Stage** names matter, as this is how we will be representing your data in the NeTEx format data. Take care to make sure they're correct and spelled correctly.
- The spacing *really* matters. Please make sure that your first **Fare Stage** is in cell B1, and your 2nd **Fare Stage** is in C2, etc. They must adhere to this pattern, or they will not be read in properly.
- There are no rules for the **prices**, apart from that they must be a whole number with no symbols. If it costs less to travel further, that is allowed - please make sure your **prices** are correct.

Saving as a CSV

Here is how to save as a CSV from either Google Sheets or Microsoft Excel.

Google Sheets

Once completed, click on File, and move your cursor down to download. Then, select Comma-separated values (.csv current sheet) as shown in the Screenshot on the right.



Microsoft Excel

In Excel, click file and Save As. Then choose a name for your file, and change the file format to CSV UTF-8 (Comma-delimited) (.csv). Depending on your version of Excel, this may differ, but if all else fails, make sure you name it with ".csv" on the end.

