How to Upload a Fare Zone – Create fares data service
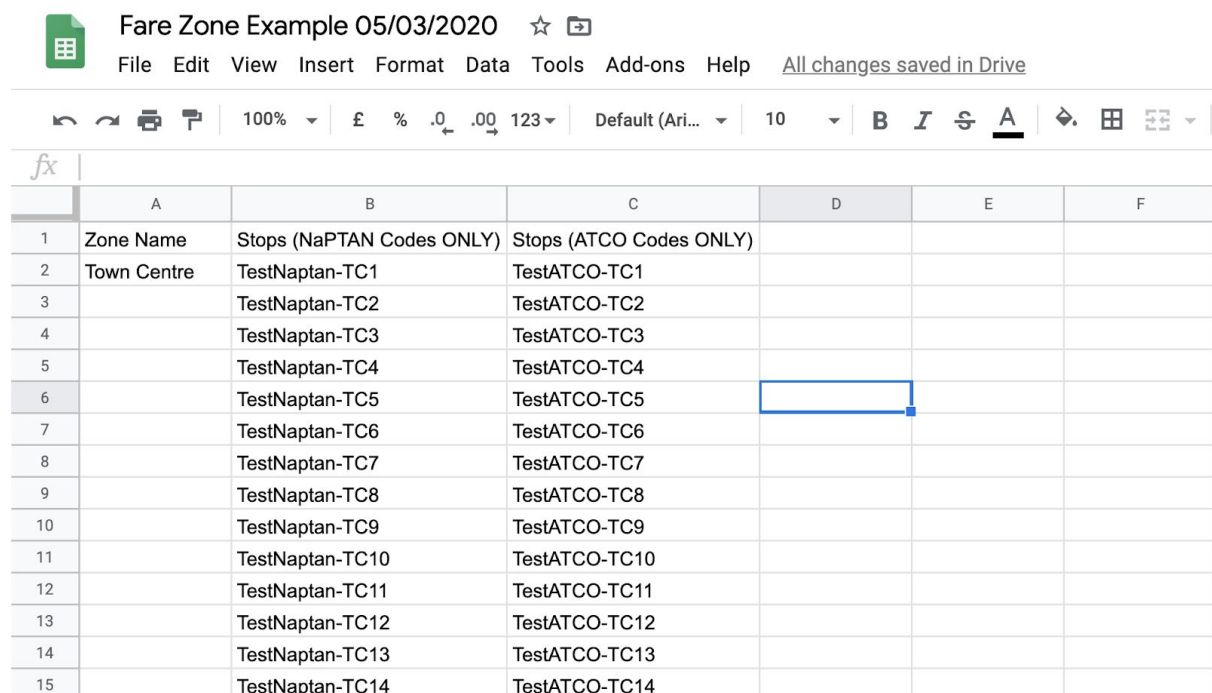
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Introduction

In order to create your NeTEx by uploading a CSV, we need information about your fare zone.

The below screenshot shows an example of a fare zone.

Downloading the template

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

Download Fare Zone CSV Example

CSV, 325B

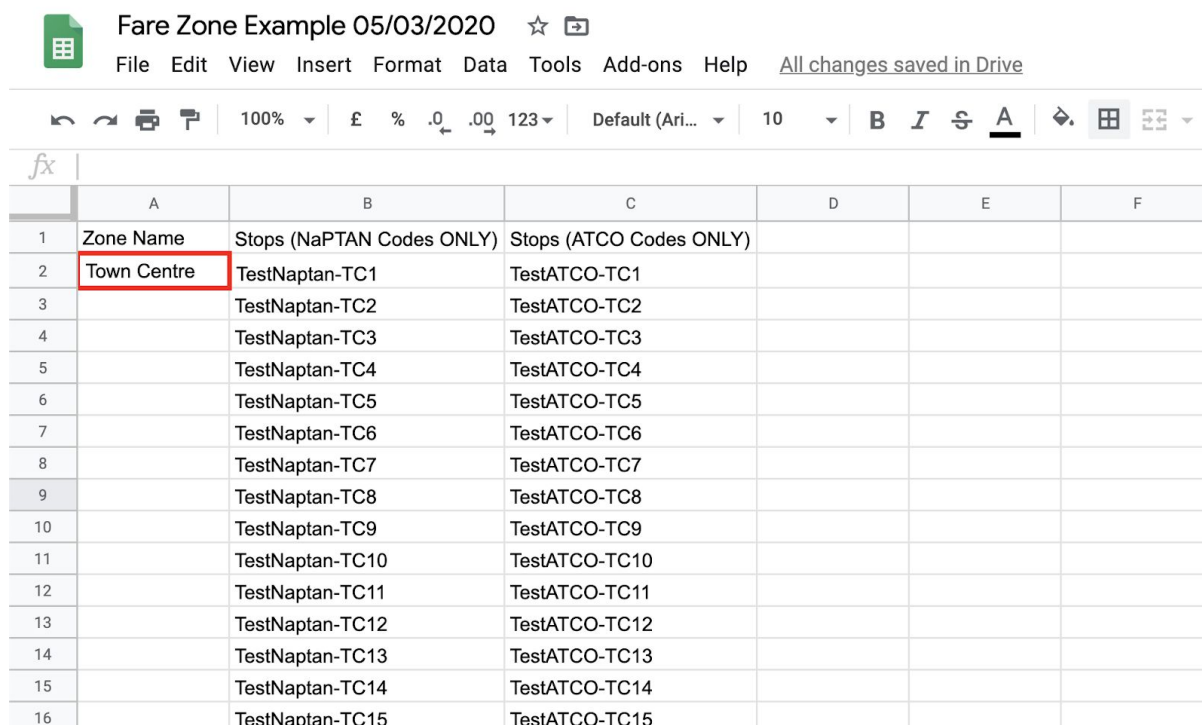# Completing the template

Entering the fare zone name

The A column of the document contains the fare zone name. The A column of this document should only contain **one** fare zone name.

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

Enter your zone name in cell A2 as shown below.

Entering the stops

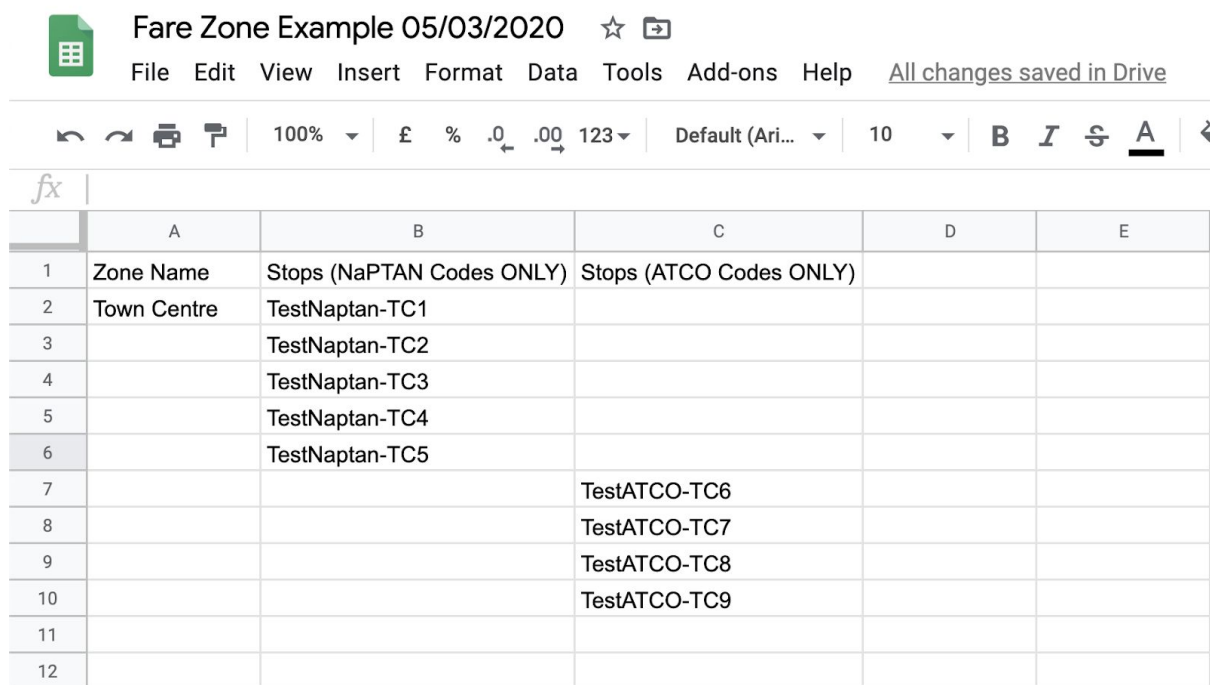Once you've entered your fare zone name, you then need to enter the stop codes for each stop within your fare zone.

When entering stop codes for each stop in your zone, you can enter either NaPTAN **or** ATCO codes. You are not required to add both for each stop.

You can also add a mixture of NaPTAN and ATCO codes throughout the document. For example, if you know the NaPTAN code for the 5th stop in your zone but not it's ATCO code, you can enter it's NaPTAN code only. If you then only know the ATCO code for the 6th stop in your zone but not it's NaPTAN code, you can enter it's ATCO code only.

	A	B	C	D	E
1	Zone Name	Stops (NaPTAN Codes ONLY)	Stops (ATCO Codes ONLY)		
2	Town Centre	TestNaptan-TC1			
3		TestNaptan-TC2			
4		TestNaptan-TC3			
5		TestNaptan-TC4			
6		TestNaptan-TC5			
7			TestATCO-TC6		
8			TestATCO-TC7		
9			TestATCO-TC8		
10			TestATCO-TC9		
11					
12					

Useful tips

- Please **<u>do not</u>** enter 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 **<u>do not</u>** enter incorrect information in the Stops columns. If you do not know the ATCO code or NaPTAN code, simply leave the column blank.
- Finally, please also do not leave any blank rows between your stops. This will prevent the tool from reading your data correctly.The 'A' column can have your **Fare Stages** in, as shown in the example. But they are **NOT** mandatory. However do not remove the column as you may get an error.

Saving your file as a .csv OR .xlsx

In Google Sheets (Free)

Once completed, click on File and move your cursor down to download. Then, select **Microsoft Excel (.xlsx)** or **Comma-seperated values (.csv current sheet)** as shown in the below example
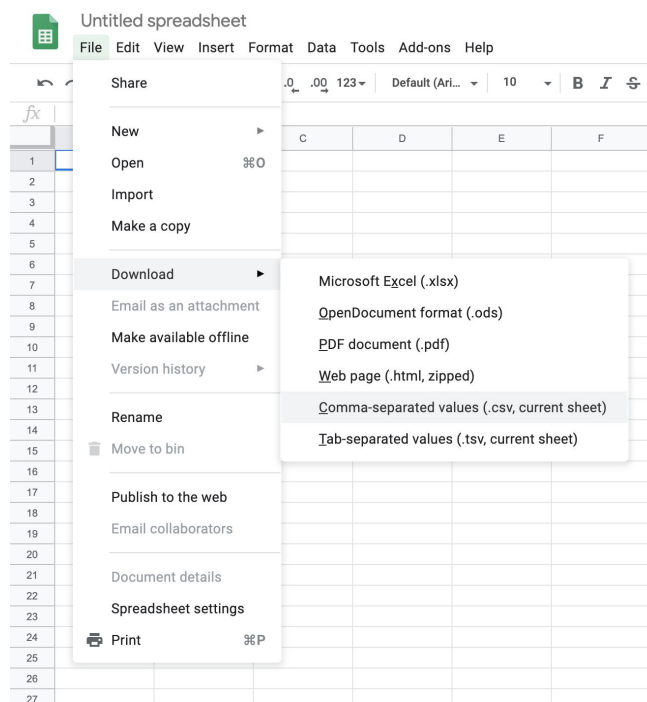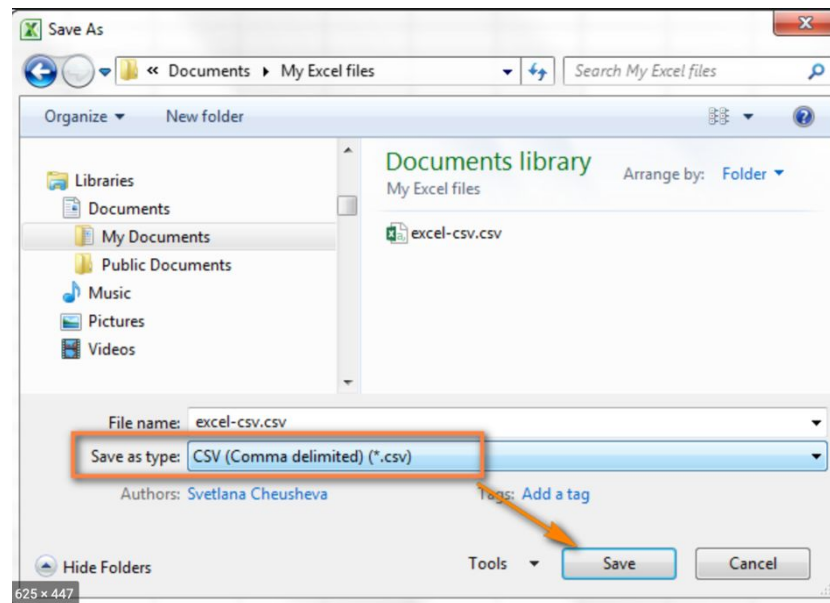
In Microsoft Excel

In Excel, click file and Save As. Then choose a name for your file, and change the file format to Excel workbook (.xlsx) which is likely the default format or alternatively CSV (Comma-delimited) (.csv) as shown below

A video example of how to do this can be found here for slightly older versions of excel: https://youtu.be/QHYUQEJ_PwI?t=223

Whilst the versions of Excel and Windows may differ the steps are the same, in some older versions instead of having a 'File' heading in the top left corner a windows logo will appear in order to open the correct menu to select 'Save As' as below:

In OpenOffice Calc (Free

The steps are the same as if you are using Microsoft Excel however it does look slightly different.

Click File (Top left hand corner) > Save As. Then in the pop up dialogue box that appears select the 'Save as type' as the option that has (.xlsx), (xls) or (.csv) located next to it and save the file.

A video example of how to do this can be found here:
https://youtu.be/6WPHnobtrYc?t=166
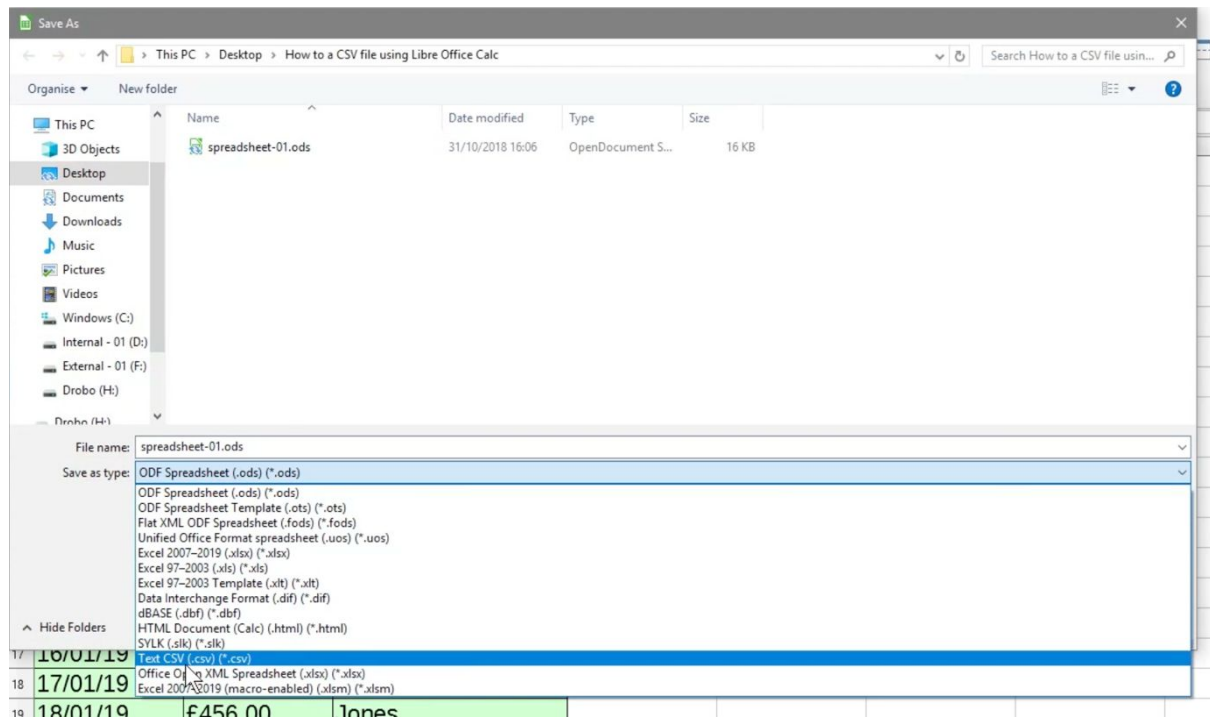
Uploading your file

Now you have your CSV file in the one of the accepted formats you can upload this 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:

Upload a CSV file

Choose file | No file chosen

Once you have selected your file please select 'Upload & Continue' to upload your file.

I get an error shown when I upload my file

There are a few common reasons this may occur which are worth checking are correct in your file before trying again.

- All price fields in the triangle must have a price
- Al price fields must be whole numbers with no decimal places, special characters or letters
- Remember that prices should be entered in pence and not £
- Column A isn't mandatory and can be left blank but should not be removed or used for other things
- The Fare Stages along the top of your triangle are mandatory and there must be a minimum of 2

Other things to think about:

- The tool currently only supports the following fare types:
  - Adult – Single

If your fare type is not listed above then you cannot currently upload your data with this tool.