

How to upload a Fares Triangle - Create Fares Data Service



Department
for Transport



Table of Contents

Introduction	2
Downloading the template	2
Completing the template	3
<i>Entering the fare stages</i>	3
<i>Entering the prices</i>	4
<i>Useful tips</i>	5
Saving your file as a .xlsx or .csv file	6
<i>In Google Sheets (FREE)</i>	6
<i>In Microsoft Excel</i>	7
<i>In OpenOffice Calc (FREE)</i>	8
Uploading your file	9
I get an error when I upload my file...	10

Introduction

To create your NeTEx file 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
1	Shott Drive								
2	110	The Stag pub							
3	110	110	Frederick Drive						
4	110	110	110	Red Lane					
5	170	170	110	110	Rail Station				
6	170	170	110	110	100	Redtree Street			
7	170	170	170	170	100	100	Park Lane		
8	170	170	170	170	100	100	100	Daws Bank/Plough Ave	
9									

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 fares triangle CSV
template - File Type CSV - File
Size 255B](#)

CSV, 255B

Completing the template

Entering the fare stages

The place names along the top of the triangle are called **fare stages**. These are the parts of your service where your **prices** change - they are not necessarily linked to the stops along the service or any of the stop names.

A **fare stage** can be anything you choose it to be, however, you will be asked to match each fare stage to stops so please make sure they are meaningful to you. This name is also used in the final NeTEx file that is produced.

To enter your fare stages, start by entering the first fare stage in **cell A1**, as shown below.

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

Then, enter the name of your next fare stage one column to the right, and one cell down from the previous fare stage. Continue this pattern until you have entered all of your fare stages.

For example:

- **Fare Stage 1** goes in cell **A1**
- **Fare Stage 2** goes in cell **B2**
- **Fare Stage 3** goes in cell **C3**
- **Fare Stage 4** goes in cell **D4**

Entering the prices

The numbers in the fares triangle are the **price** it costs for a passenger to go between each of the **fare stages**. They are given in pence, meaning that a price of '£1.65' would be represented as '165', and a price of '£10.00' would be represented as '1000'.

DO NOT include any other characters in your prices, for example, commas or full stops; it is important that the prices given are whole numbers, with no other symbols present.

To read a price from a **Fares Triangle**, first find the **fare stage** where the journey starts along the top of the triangle. Then, read down the list of prices until you are on the row that corresponds to the **fare stage** at the end of the journey.

*For example, if your journey starts at 'The Stag Pub' and ends at 'Redtree Street', to find the price for your journey you would start on cell **B2** and move down the list of prices until you get to cell **B6** (as row 6 corresponds to **Redtree Street**).*

Please assign a price in pence to every fare stage in your CSV or your file upload will fail.

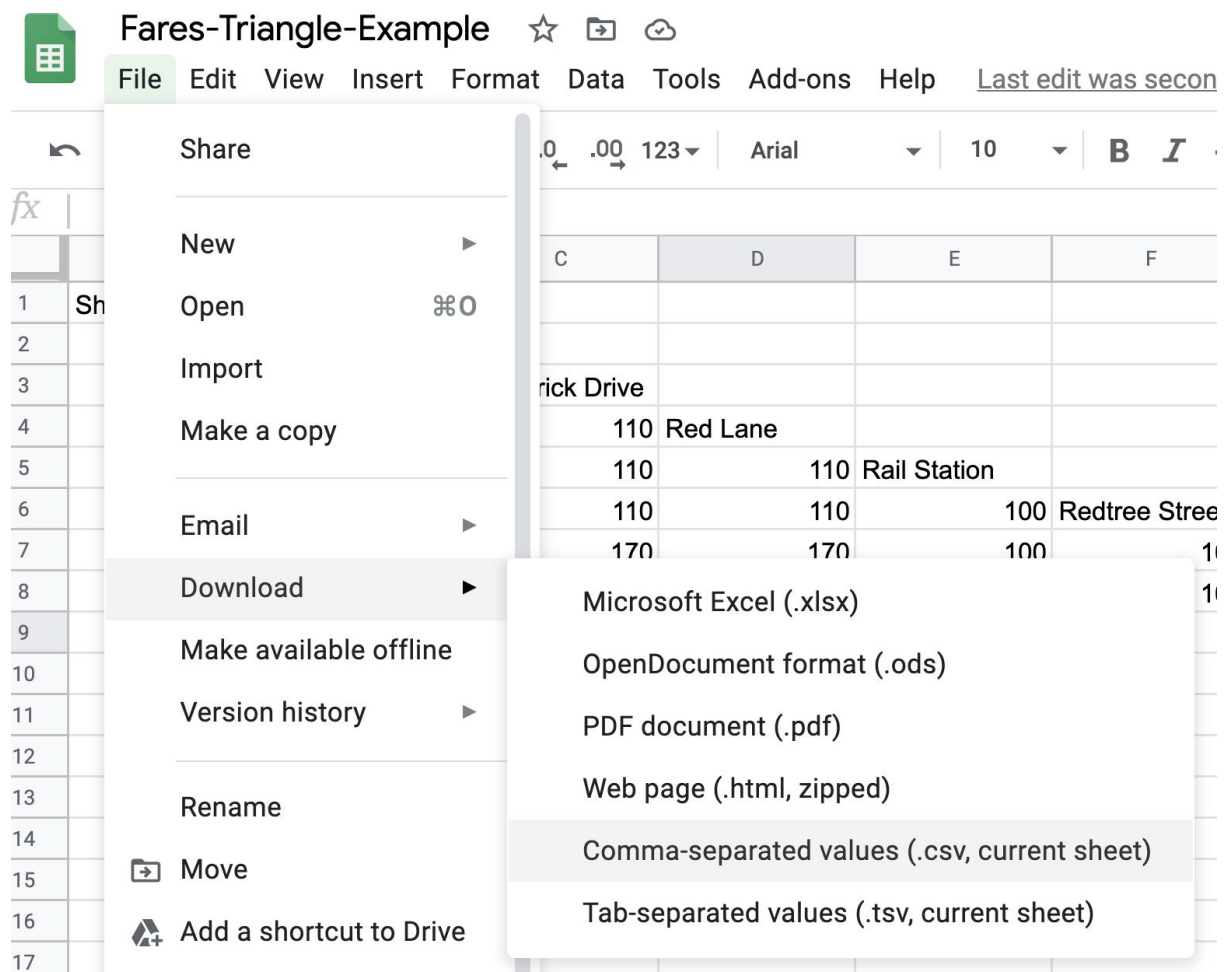
Useful tips

- The **fare stage** names matter. These names will be shown back to you on your journey through the site and they will be used to represent your data in your NeTEx file. Take care to make sure they are spelt correctly and are less than 70 characters long.
- The **prices** should be whole numbers only; they should not contain any other symbols or characters, including commas and full stops.
- The **prices** you enter will not be validated so please make sure they are entered correctly.
- If you have an existing output from a 3rd party system, this can be imported as long as it follows the format in the template provided.

Saving your file as a .csv or .xlsx

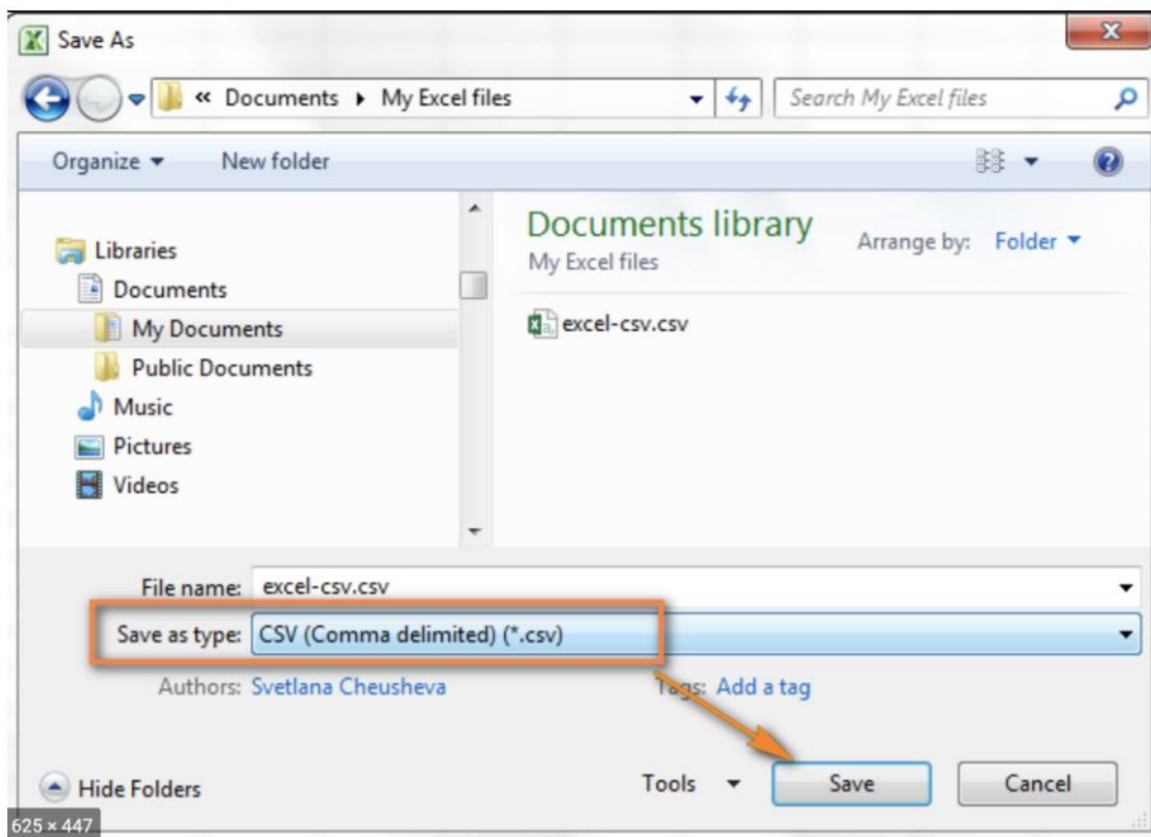
In Google Sheets (FREE)

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.



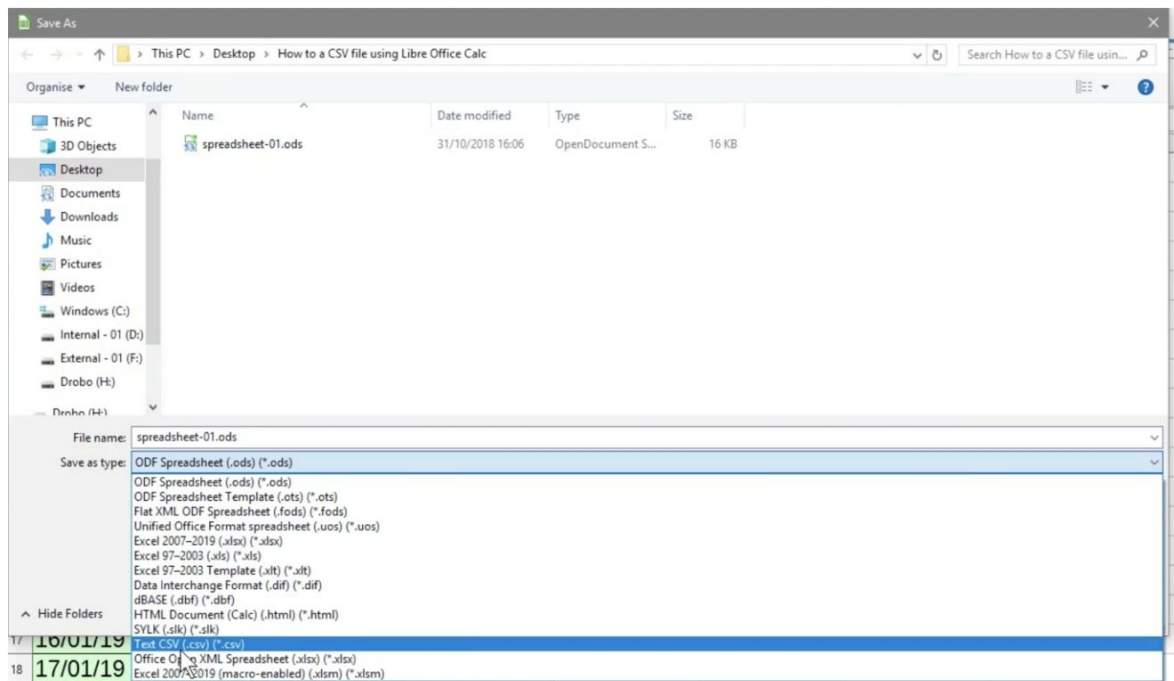
In Microsoft Excel

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.

- All price fields must contain a price in pence.
- All price fields must be whole numbers with no decimal places, special characters, symbols, punctuation or letters.
- The fare stages along the tops of your fares triangle are mandatory. There must be a minimum of two fare stages on a fares triangle.