How to Upload a Fares Triangle – Fares Data Build Tool

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Introduction

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.

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:

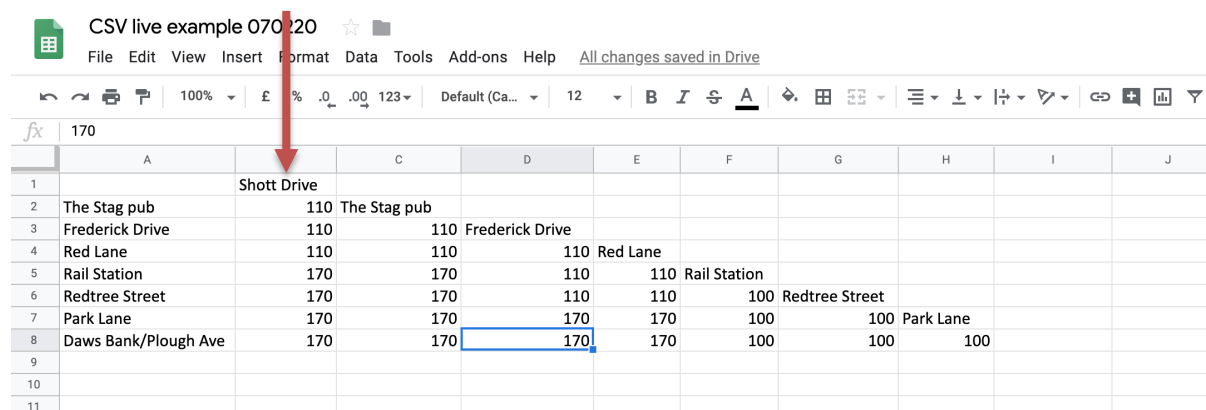
The template can also be found here:

Completing the template

Entering the fare stages

The place names in the A column, and along the top 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 stops or their names.

A fare stage can be anything you choose it to be, however you will be asked to match these fare stages to stops within each stage so please make them meaningful to you. This name is used in our final Netex file that is produced.

To enter your fare stages, start with entering your first fare stage in Cell B1 as shown below.

Then enter each fare stage in order in the column to the right and one cell down from the last as below:

- Fare stage 1 – B1
- Fare stage 2 – C2
- Fare stage 3 – D3
- Fare stage 4 – E5

This is shown in the example below:

Once you have these fare stages in place, add your fare stages to column A, starting with Cell A2 with your 2nd fare stage.

Entering the prices

The numbers in the triangle 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 £'s and pence to £1.70. The cell of the price we found 170 in was 'C6'.

Every **Fare Stage** In the file you upload needs a numeric price in pence entered as shown in the example below, any missing prices will result in the upload of your CSV file failing.
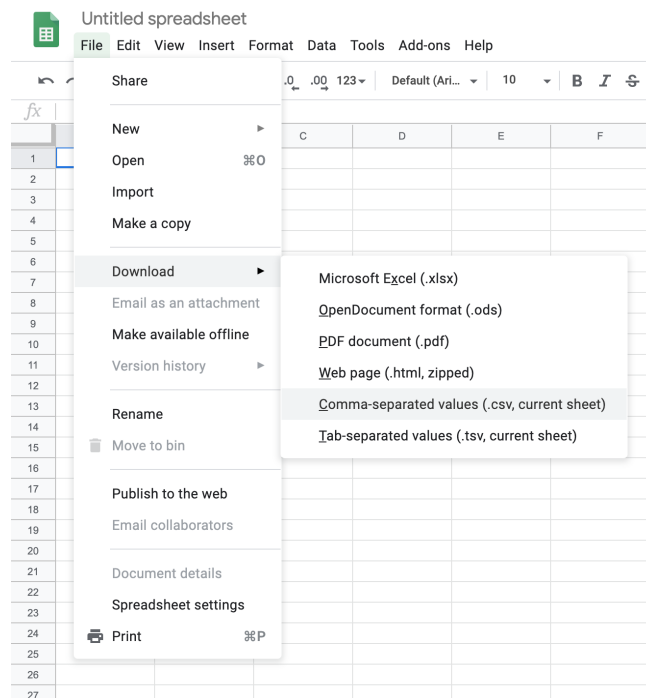
Useful tips

- 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.
- 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 and are not too long. We recommend less than 15 characters but we can support up to 30 if required.
- The spacing 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 your upload will fail and you will be required to do it again.
- There are no rules for the **prices**, apart from that they must be a whole number with no symbols
- We do not validate your **prices** so please ensure these are correct
- 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
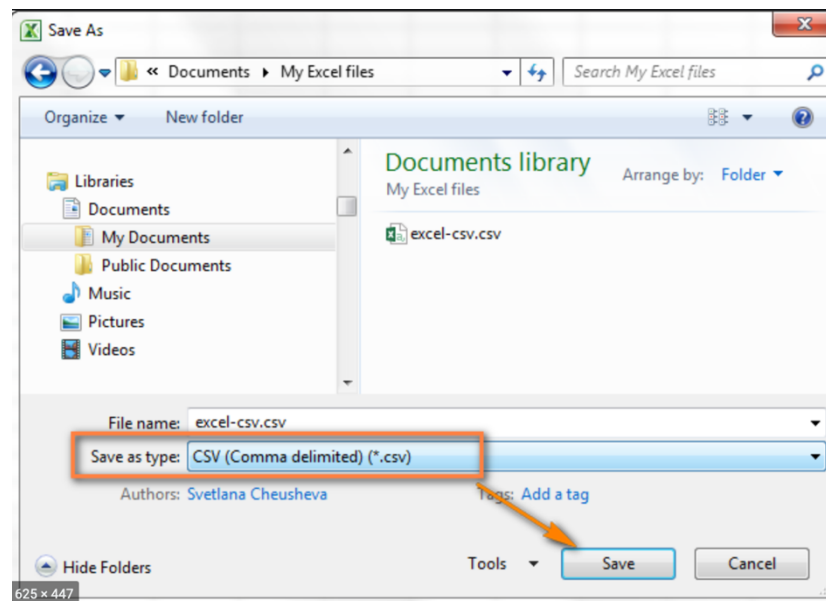
Saving your file as a CSV

In Google Sheets (Free)

Once completed, click on File and move your cursor down to download. Then, select **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
CSV UTF-8 (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
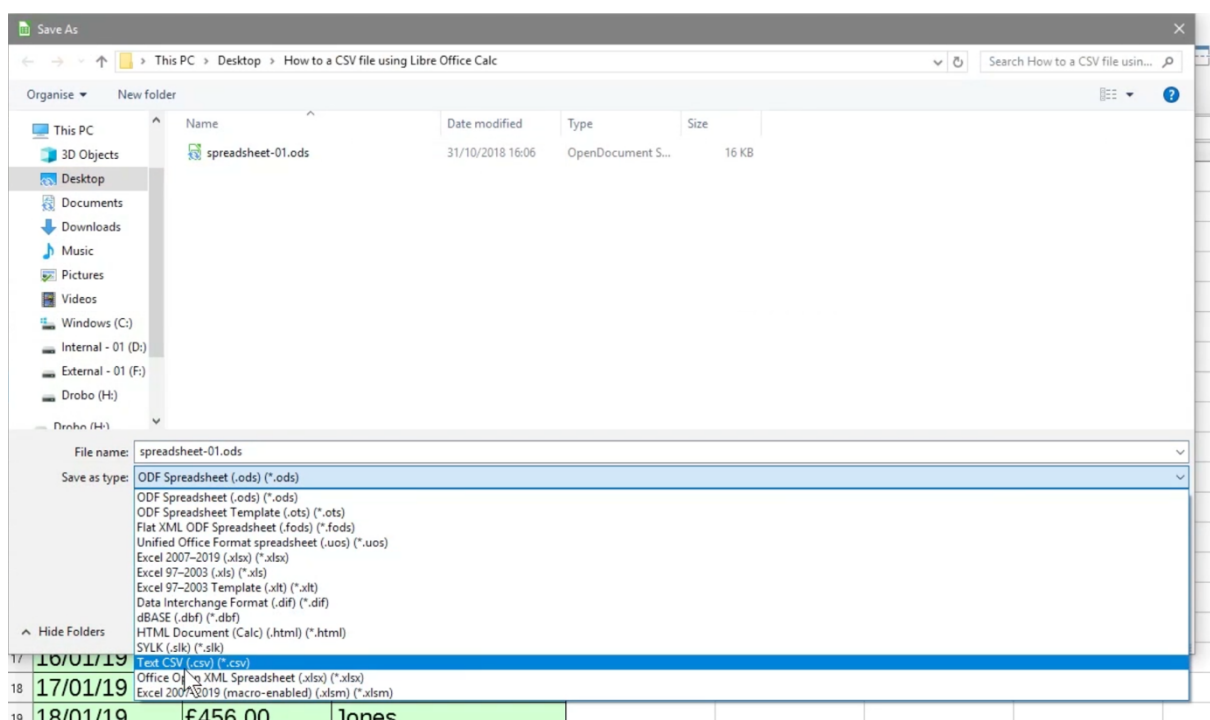
Whilst the versions of Excel and Windows may differ the steps are the same, in some older versions instead of having a 'File' heading in the top left corner a windows logo will appear in order to open the correct menu to select 'Save As' as below:

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 (.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 correct format you can upload this to the fare data build tool 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.