

# How to upload a Fares Triangle



Department  
for Transport



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# Introduction

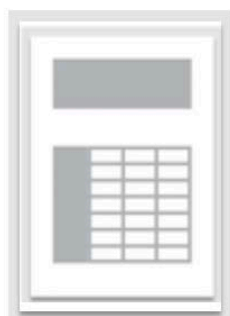
In order to create your NeTEx by uploading a csv, we need your fares data to be in a '**Fares Triangle**' format.

The below screenshot shows an example of this:

	A	B	C	D	E	F	G	H	I	J
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 file. It will be shown as a download link as illustrated below:



[Download fares triangle CSV  
template - File Type CSV - File  
Size 353B](#)

CSV, 353B

# Completing the template

## Entering the fare stages

The place names along the top of the triangle, are called the **Fare Stages**. These are the parts of your service where your **prices** changed - 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 A1 as shown below:

	A	B	C	D	E	F	G	H	I	J
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 each fare stage in order in the column to the right and one cell down from the last as below:

- Fare stage 1 – A1
- Fare stage 2 – B2
- Fare stage 3 – C3
- Fare stage 4 – D4

## 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 the price is £1.65, it would be '165'. If the price is £10.00, 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 'B2' 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 7.

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

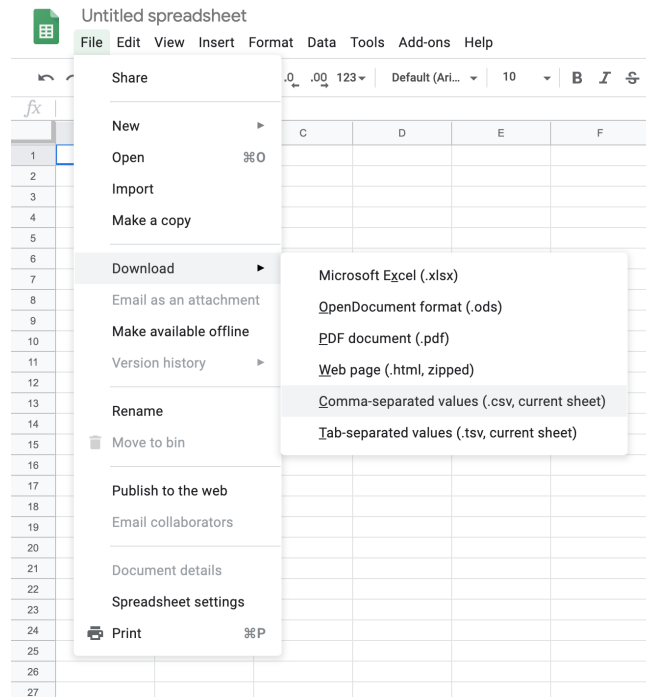
## Useful tips

- The **Fare Stage** names matter, as this is how we will be representing your data in the NeTEx file. Take care to make sure they're spelled correctly and are less than 70 characters in length
- There are no rules for the **prices**, apart from that they must be a whole number with no symbols such as commas and full stops
- We do not validate your **prices** so please ensure these are correct
- If you have an existing output from a 3<sup>rd</sup> party system, this can be imported as long as it follows the format in the template provided

# Saving your file as a CSV

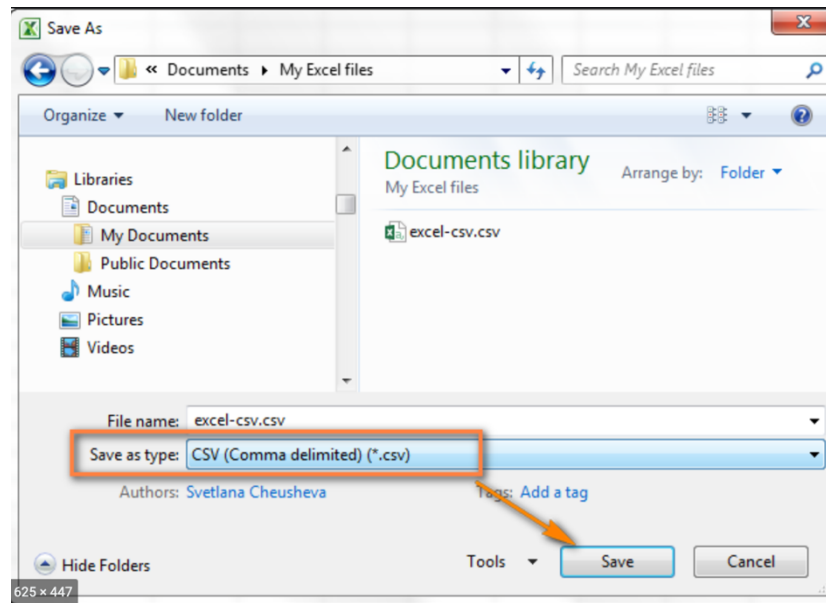
## In Google Sheets (Free)

Once completed, click on File and select download. Then, select **Comma-separated values (.csv current sheet)** as shown in the below example



## In Microsoft Excel

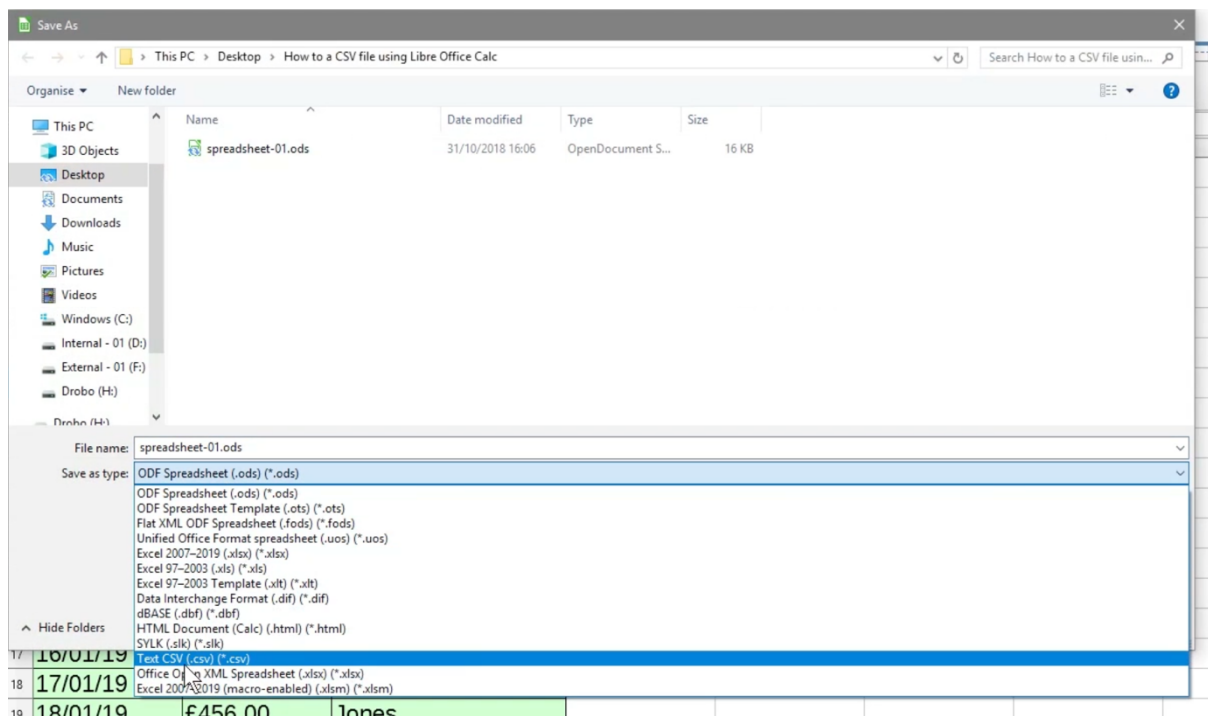
In Excel, click file and Save As. Then choose a name for your file, and change the file format to CSV (.csv) as shown below:



## 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) then 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.





## Uploading your file

Now you have your CSV file in the correct format you can upload this to 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
- All price fields must be whole numbers with no decimal places, special characters or letters
- Remember that prices should be entered in pence
- The Fare Stages along the top of your triangle are mandatory and there must be a minimum of two