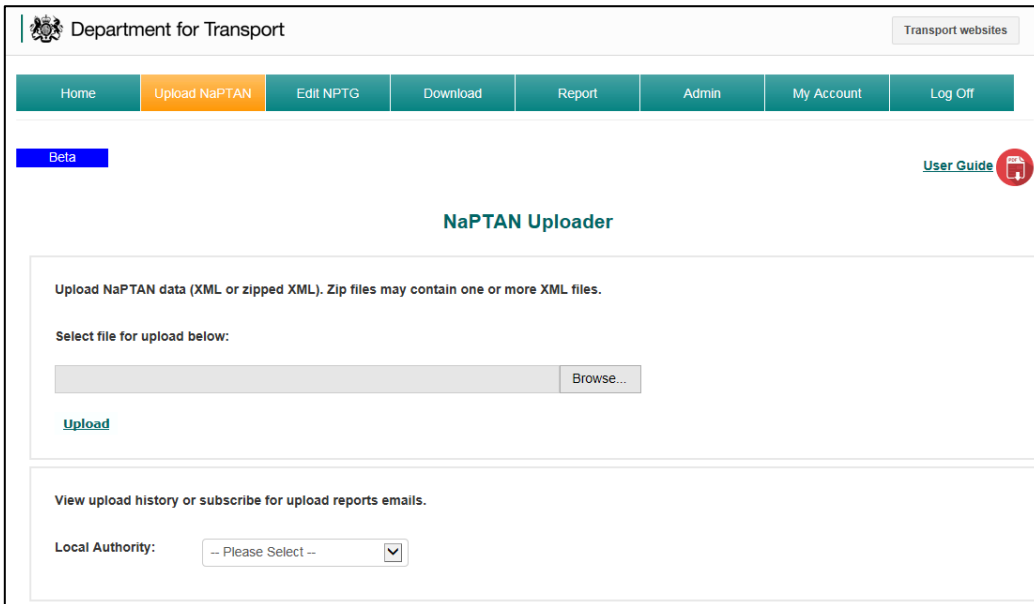


NAPTAN / NPTG SYSTEM

USER GUIDE FOR LOCAL AUTHORITY DATA MANAGERS

Version 1.3 (November 2016)

This is a user guide for the NaPTAN and NPTG system, built and run by the Department for Transport. It replaced the old system, managed by Landmark, in May 2016.



NaPTAN / NPTG Upload screen

What is the NaPTAN/NPTG system for?

- Uploading NaPTAN data (user account permission required)
- Editing NPTG data (user account permission required)
- Downloading NaPTAN or NPTG data

Where is it?

It's at <http://naptan.app.dft.gov.uk/>

(If you have not used it before, click "Register for Local Authority Account")

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TO UPLOAD NAPTAN DATA

Uploads are accepted in NaPTAN version 2 XML (zipped or unzipped).

To upload via FTP, please contact naptan.nptg@dft.gsi.gov.uk

1. Log into <http://naptan.app.dft.gov.uk/>
2. Click the **Upload NaPTAN** tab to go to the Upload screen.
3. Click **Browse...** (in Google Chrome, **Choose File**) to navigate to the XML or zip file on your computer. Select your file and click “Open” in the popup dialogue box.
4. Click the **Upload** link and await the on-screen upload confirmation message – this will confirm whether your upload was accepted as a valid XML file. (Once it passes this stage, the system will perform further validation checks.)
5. Wait for confirmation email (should take about 30mins) which will advise whether your file passed validation and any warnings that it generated. The email contains a link to an upload report where you can view any warnings.
6. If you do not receive an email within 90mins, check the upload history (see below “Other functionality > View previous upload reports for a Local Authority”) to see whether there is a record of your upload. If not, please retry the upload. If the retry does not work, please contact naptan.nptg@dft.gsi.gov.uk
7. Most of the CSV and XML output files are written as part of a nightly process, so data changes will take effect the next day.

TO DOWNLOAD NAPTAN AND NPTG DATA

Currently available formats for download: Version 2.1 CSV and Version 2.1 XML. (These are the same as the Version 2 formats offered by the Landmark system. NaPTAN Version 1 has been discontinued.)

OPTION 1 - Go to <http://naptan.app.dft.gov.uk/datarequest/help> to see various NaPTAN and NPTG download options. No account or login required.

OPTION 2 - download via the NaPTAN/NPTG system (requires account)

1. Log into <http://naptan.app.dft.gov.uk/>
2. Click the **Download** tab
3. Click [Set Download Preferences](#)
4. Use the dropdown controls to choose your preferred datasets and formats.
5. If you have chosen NaPTAN “Selected Areas”, tick the “Selected” tickboxes of the Admin Areas whose NaPTAN data you wish to download.
6. When you have specified your preferences, click [Save Download Preferences](#)
7. Then click [Download](#)

TO EDIT NPTG DATA

1. Log into <http://naptan.app.dft.gov.uk/>
2. Click the **Edit NPTG** tab to go to the NPTG Menu.
3. From the dropdown, select the Admin Area whose NPTG data you need to edit.
4. Choose from the following links:
 - a. [Add/Edit Localities](#) (goes to “All localities in this area” screen)
 - b. [Add/Edit Hierarchies](#) (goes to “Creation of Hierarchy within National Gazetteer” screen)
 - c. [Add/Edit Alternate Name Links](#) (goes to “Creation of Alternate Names within National Gazetteer” screen)
5. See below for details of how each of these works

EDIT NPTG DATA > ADD / EDIT LOCALITIES > EDIT AN EXISTING LOCALITY

1. On the “All localities in this area” screen, find the locality you wish to edit by entering part of its name in the filter box under Locality (Qualifier Name)

District	Locality (Qualifier Name)	Add	Edit	ID	Type	Active?	Grid Ref	Lat/Lon
Aylesbury Vale	Maids Moreton	New	Edit	E0044003	Neither	<input checked="" type="checkbox"/>	470380, 235590	52.0143, -0.97591

2. Click its “Edit” link (fourth column along)
3. Make changes as desired (see options on screenshot below) and click **Save Changes**

[Return to Localities List](#) [Save Changes](#)

District: Aylesbury Vale

Location: Maids Moreton

Qualifier:

Short Name:

Easting: 470380

Northing: 235590

Location Language: EN (English)

Qualifier Language: EN (English)

Short Name Language: EN (English)

Classification: -- Please Select --

Type: Neither

NOTE: Grid References must be entered to 1m accuracy

EDIT NPTG DATA > ADD/EDIT LOCALITIES > ADD A NEW LOCALITY

1. On the “All localities in this area” screen, find a locality that you know is geographically close to your new locality.

Beta

All Localities in this Area

[Return to Area Menu](#)

Buckinghamshire

Localities

District	Locality (Qualifier Name)	Add	Edit	ID	Type	Active?	Grid Ref	Lat/Lon
Wycombe	Princes Risborough	New	Edit	E0043654	Parent	<input checked="" type="checkbox"/>	480780, 203460	51.724, -0.83191

2. Click its “New” link (third column along, under “Add” heading)
3. Details of the existing locality then appear. Overwrite them with those of your new locality and click **Save New Locality Record**

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Add New Locality Based on Approximate Match

Buckinghamshire

[Return to Localities List](#) [Save New Locality Record](#)

District: Wycombe

Location: Princes Risborough

Qualifier:

Short Name:

Easting: 480780

Northing: 203460

Location Language: EN (English)

Qualifier Language: EN (English)

Short Name Language: EN (English)

Classification: -- Please Select --

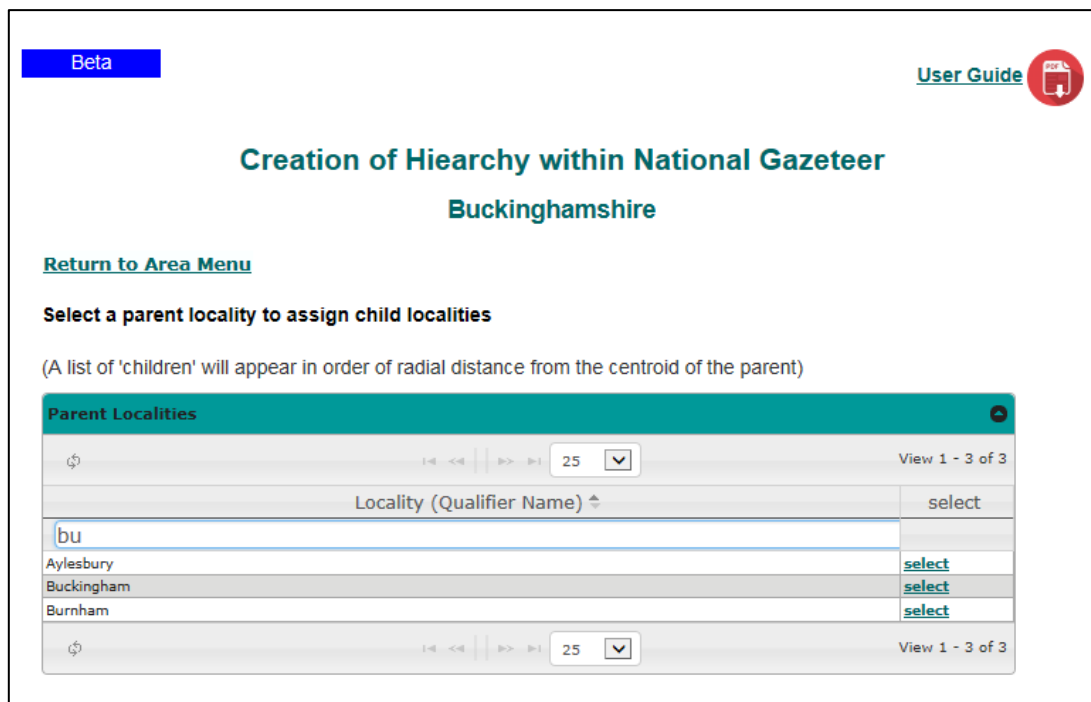
Type: Parent

NOTE: Grid References must be entered to 1m accuracy

4. Further explanation - the “overwriting” approach to doing this ensures that a new locality will be given the same District as the existing locality, if it has one. So, in the example above, a new locality created using Princes Risborough’s “New” link would be automatically assigned Wycombe as its District.

EDIT NPTG DATA > ADD / EDIT HIERARCHIES

1. On the “Creation of Hierarchy within National Gazetteer” screen, find the parent locality whose child localities you wish to change. You can filter the list by entering part of its name in the filter box under **Parent Localities**



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Creation of Hierarchy within National Gazetteer

Buckinghamshire

[Return to Area Menu](#)

Select a parent locality to assign child localities

(A list of 'children' will appear in order of radial distance from the centroid of the parent)

Parent Localities

25 View 1 - 3 of 3

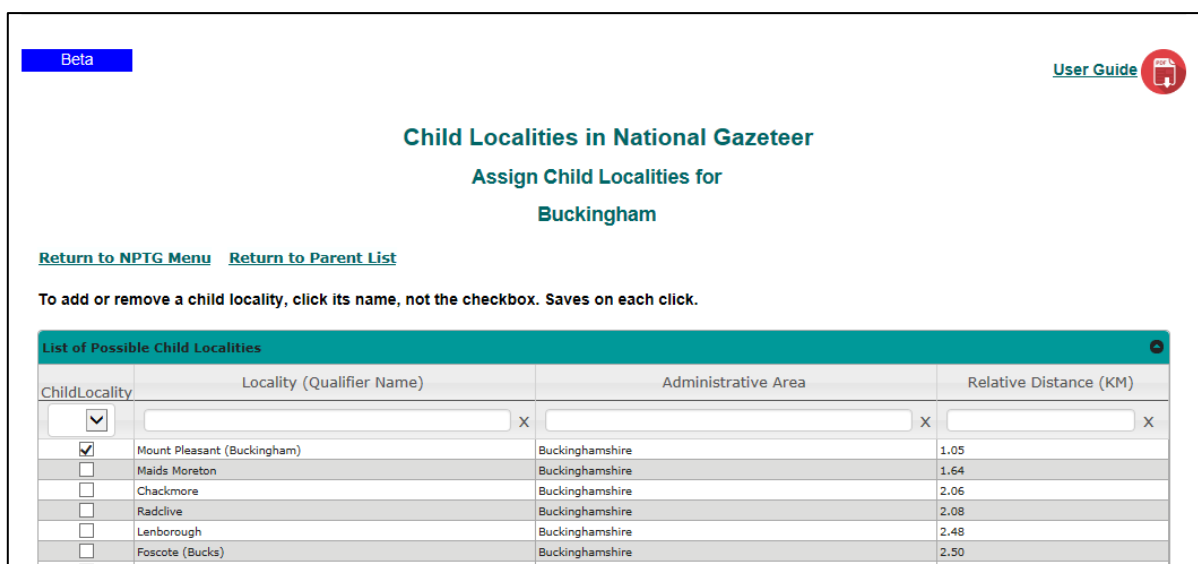
Locality (Qualifier Name) select

DU

Aylesbury	select
Buckingham	select
Burnham	select

25 View 1 - 3 of 3

2. Click its “select” link to go to the “Assign Child Localities...” screen, which shows a list of the geographically closest localities to the parent.



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Child Localities in National Gazetteer

Assign Child Localities for Buckingham

[Return to NPTG Menu](#) [Return to Parent List](#)

To add or remove a child locality, click its name, not the checkbox. Saves on each click.

List of Possible Child Localities

ChildLocality	Locality (Qualifier Name)	Administrative Area	Relative Distance (KM)
<input checked="" type="checkbox"/>	Mount Pleasant (Buckingham)	Buckinghamshire	1.05
<input type="checkbox"/>	Maids Moreton	Buckinghamshire	1.64
<input type="checkbox"/>	Chackmore	Buckinghamshire	2.06
<input type="checkbox"/>	Radclive	Buckinghamshire	2.08
<input type="checkbox"/>	Lenborough	Buckinghamshire	2.48
<input type="checkbox"/>	Foscoate (Bucks)	Buckinghamshire	2.50
<input type="checkbox"/>	Goswath	Buckinghamshire	2.72

3. Tick any localities without a tick which you wish to be child localities of the selected locality. (There’s no **Save Changes** link on this screen – the save happens when you tick or untick.)

EDIT NPTG DATA > ADD / EDIT ALTERNATE NAME LINKS

For some admin areas, this feature is not yet working properly. If you need to make changes and cannot, please contact naptan.nptg@dft.gsi.gov.uk

This functionality is for logically linking two names that denote the same locality. For example, Cardiff (E0035815) and Caerdydd (N0071090) are the English and Welsh names for the same locality. In NPTG, this is represented as a primary locality (E0035815) and an “alternate” (N0071090).

1. On the “Creation of Alternate Names” screen, click the alternate name for which you wish to assign a primary name.

The screenshot shows a web interface titled "Creation of Alternate Names within National Gazetteer" for the area of Cardiff. At the top, there is a link "Return to Area Menu". Below this, a prompt asks the user to "Please click on a Alternate name to assign a 'Primary Name'", with a note that the list of primary names will appear in order of radial distance from the centroid of the alternate name. A dropdown menu is open, showing a search bar labeled "Locality (Qualifier Name)" and a list of four options: "Caerdydd, Cardiff", "Ely (Caerdydd), Cardiff", "Llys-faen (Cardiff), Cardiff", and "Ystum Taf, Cardiff". The first option, "Caerdydd, Cardiff", is highlighted. At the bottom of the dropdown, there are navigation arrows and a "View 1 - 4 of 4" indicator.

2. You are then offered a list of the geographically closest localities to your alternate locality. Check the tickbox of the one which is the primary name for your alternate locality. This should usually be the one at the top of the list (since the co-ordinates of the primary and alternate should be the same).

OTHER FUNCTIONALITY > View NaPTAN Upload Reports

To view NaPTAN upload reports for a local authority, including information on any warnings or errors, click the **Upload NaPTAN** tab and select the local authority from the dropdown below **View upload history or subscribe for upload reports emails**

From here, you can choose to view either...

- **Last Upload Report** – confirmation of the most recent upload, listing any records that caused warnings or errors. Warnings/errors may also be downloaded as a CSV file from this page, which may be helpful if there is a high volume of them.
- **Upload History** – table of information about recent uploads, including name of uploader (except for FTP uploads, which do not show a name), counts of stops, stop areas and links to upload reports, if there were errors. Note - this table is updated more often than the daily updated [Last Submissions page](#).

Submission Date	User	Active Stops	Deleted Stops	Pending Stops	Active Stop Areas	Deleted Stop Areas	Pending Stop Areas	Last Uploaded Version	Import Time	Outcome	Errors Report
8/18/2016	J Horwood	3258	93	0	188	26	0		24	Ok	no errors
8/17/2016	J Horwood	3258	93	0	188	26	0		41	Ok	no errors
6/14/2016	J Horwood	3259	92	0	187	26	0		55	Ok	no errors
5/24/2016	M Griffin	3259	92	0	187	26	0		57	Ok	no errors

OTHER FUNCTIONALITY > Get NaPTAN update email alerts

If you upload via the web interface, you will automatically receive a confirmation email without following the steps below. These are only necessary for FTP users and people who wish to be alerted when someone else uploads NaPTAN data.

To subscribe to email alerts when one or more authorities' NaPTAN data is updated, click the **Upload NaPTAN** tab and select the local authority from the dropdown as shown on the previous page.

Below the [View Last Upload Report](#) and [View Upload History](#) options is the **Upload Report Distribution List** form...

View previous upload reports for a Local Authority

Local Authority:

[View Last Upload Report](#)
[View Upload History](#)

Local Authority:
Date Last Updated:
Last Updated By:

Upload Report Distribution List

Upload Report Distribution List	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No records to view
Email <input type="text"/>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No records to view

To subscribe for email alerts whenever the selected authority's data is uploaded...

- click the highlighted plus sign
- enter your email address in the popup box that appears
- click "Submit" button

To unsubscribe, click on the bin symbol, next to the plus sign.

HOW THE SYSTEM WORKS

Validation of uploaded NaPTAN files

NaPTAN uploads are checked for validation against the NaPTAN schema. (We use a [version 2.5 xsd file](#) for this purpose, since this is also compatible with all earlier versions.) Uploads that fail will trigger an on-screen message.

To identify errors in a file that failed validation against the schema, or to pre-check a file you're about to upload, try our [standalone NaPTAN validator tool](#).

Once an uploaded file has passed this stage, several other checks are made on its contents. Where a record (e.g. a bus stop) contains erroneous data (e.g. a NPTG locality reference for a locality that doesn't exist), this record's Status will be changed to "pending" but it will otherwise remain unchanged in the database. Any pending records must be corrected as soon as possible and resubmitted, otherwise any changes you wish to make to them will not take effect.

When will changes in uploaded data be reflected in downloadable files?

See point 7 of **TO UPLOAD NAPATAN DATA**, above.

Output files

We hope to add more information here soon about...

- what output files represent (for example, what is *AlternativeDescriptors.csv*)
- how the data in output files are populated (for example, what are derived elements in XML files derived from)

Please send any questions, comments or suggestions (either about the system or this user guide) to naptan.nptg@dft.gsi.gov.uk

TROUBLESHOOTING

Some problems that may occur and advice on what to do about them. If in doubt, please get in touch - naptan.nptg@dft.gsi.gov.uk

1. “Stack Trace” error

Problem: The message below occurs on uploading a NaPTAN file.

```
The file you provided was not uploaded successfully.

The server was unable to process the request due to an i
exception information back to the client, or turn on tracing
fault, String action, MessageVersion version, FaultConve
ProxyOperationRuntime operation, Object[] ins, Object[] c
System.ServiceModel.Channels.ServiceChannelProxy.In
System.Runtime.Remoting.Proxies.RealProxy.PrivateInv
DfT.ADST.NaPTANNPTG.Web.XMLImportServiceRefere
DfT.ADST.NaPTANNPTG.Web.frmNaPTANUpload.Hanc
```

Solution: Wait a few minutes and retry the upload. If the error persists, contact naptan.nptg@dft.gsi.gov.uk

Further information: This fairly common error is related to performance of the application and occurs when the uploader has too many jobs to do at once. If it occurs too often for too many users, we may need to change the settings.