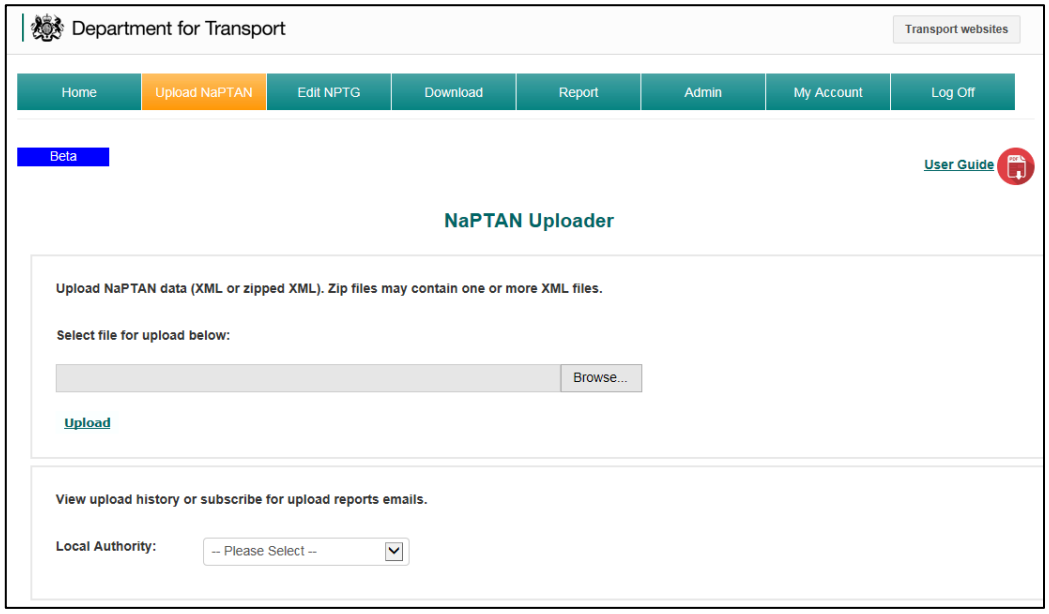
NAPTAN / NPTG SYSTEM

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.

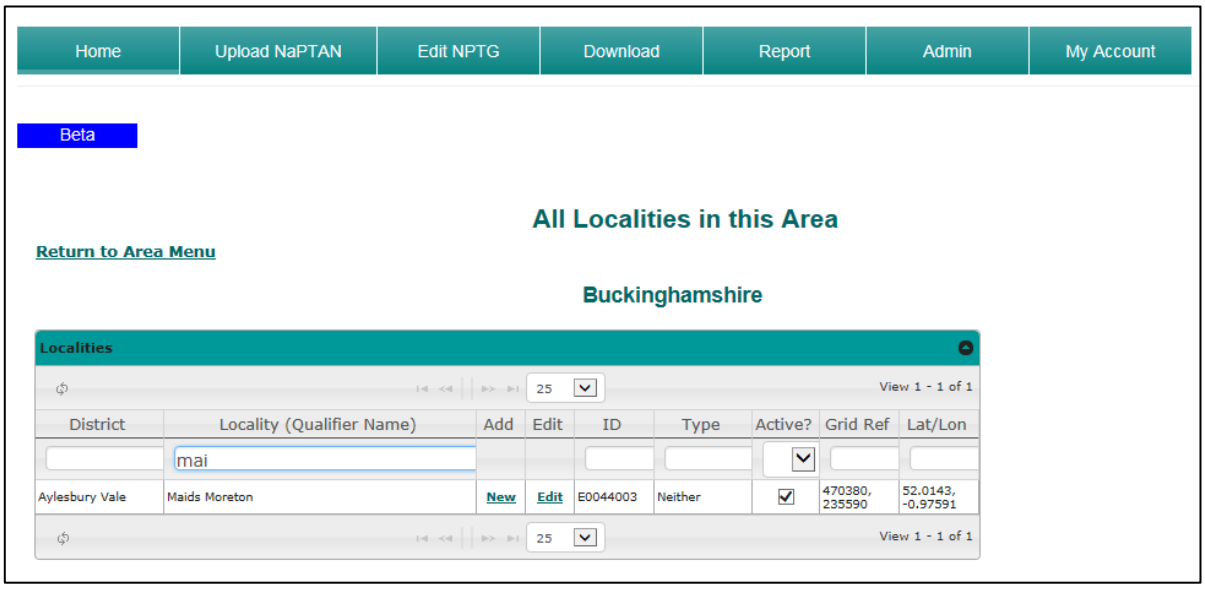
4. Choose from the following links:

    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

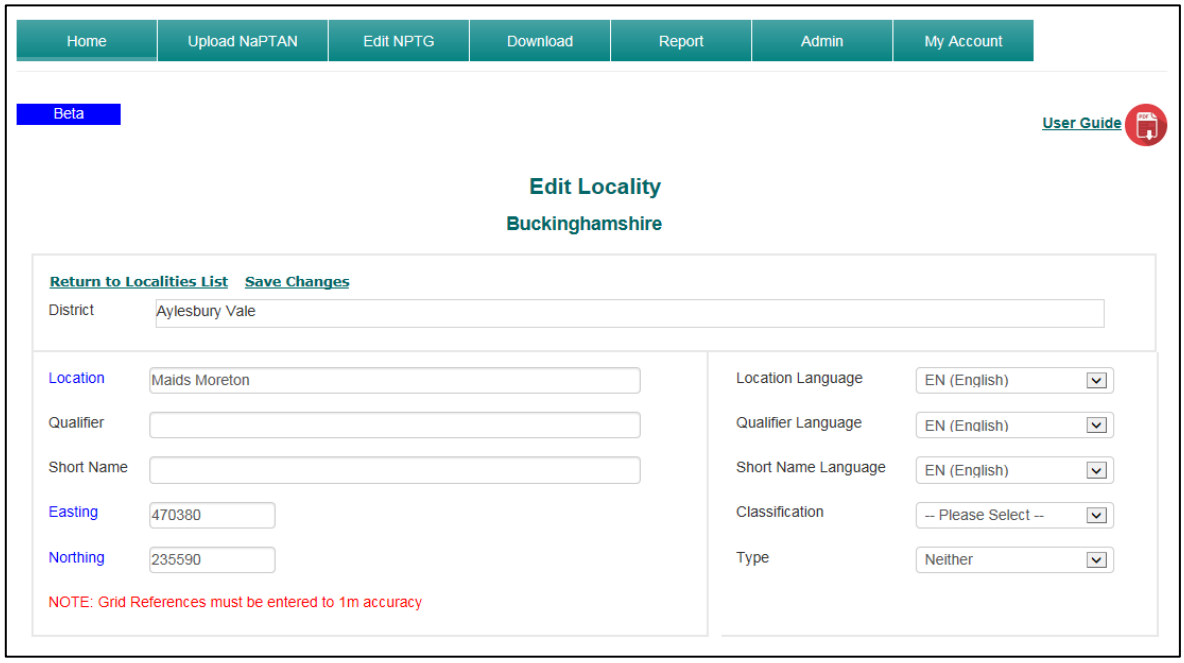
EDIT NPTG DATA > ADD / EDIT LOCALITIES > EDIT AN EXISTING LOCALITY

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)



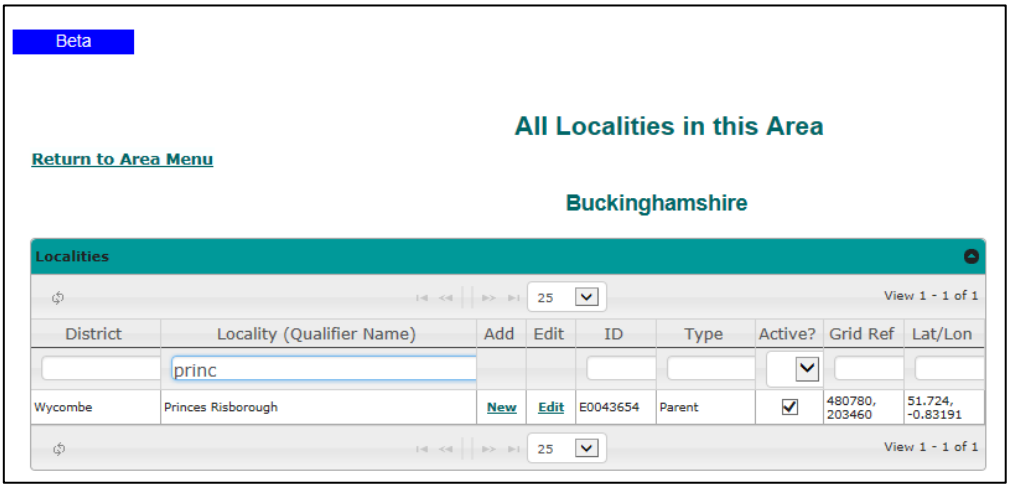
2. Click its “Edit” link (fourth column along)

3. Make changes as desired (see options on screenshot below) and click **Save Changes**



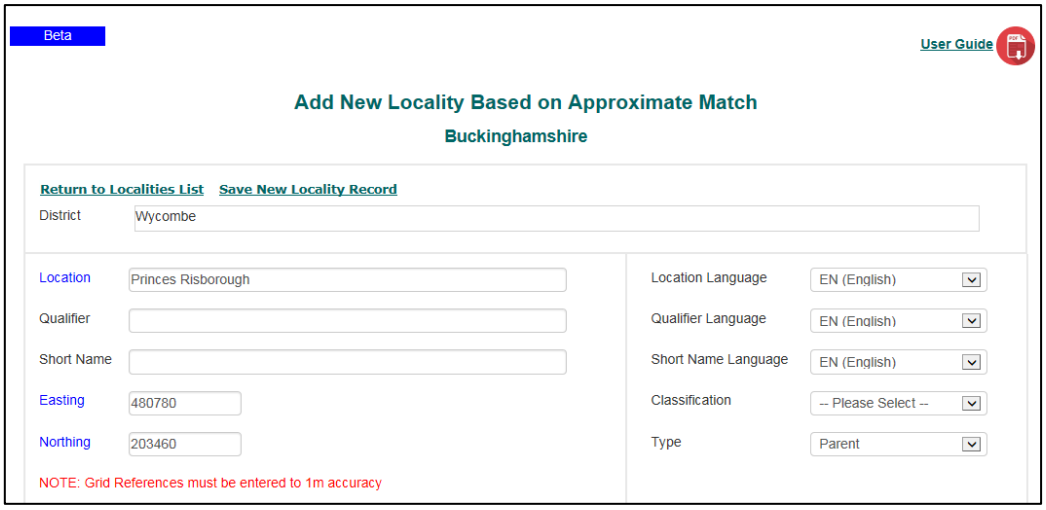
EDIT NPTG DATA > ADD/EDIT LOCALITIES > ADD A NEW LOCALITY

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



2. Click its “New” link (third column along, under “Add” heading)

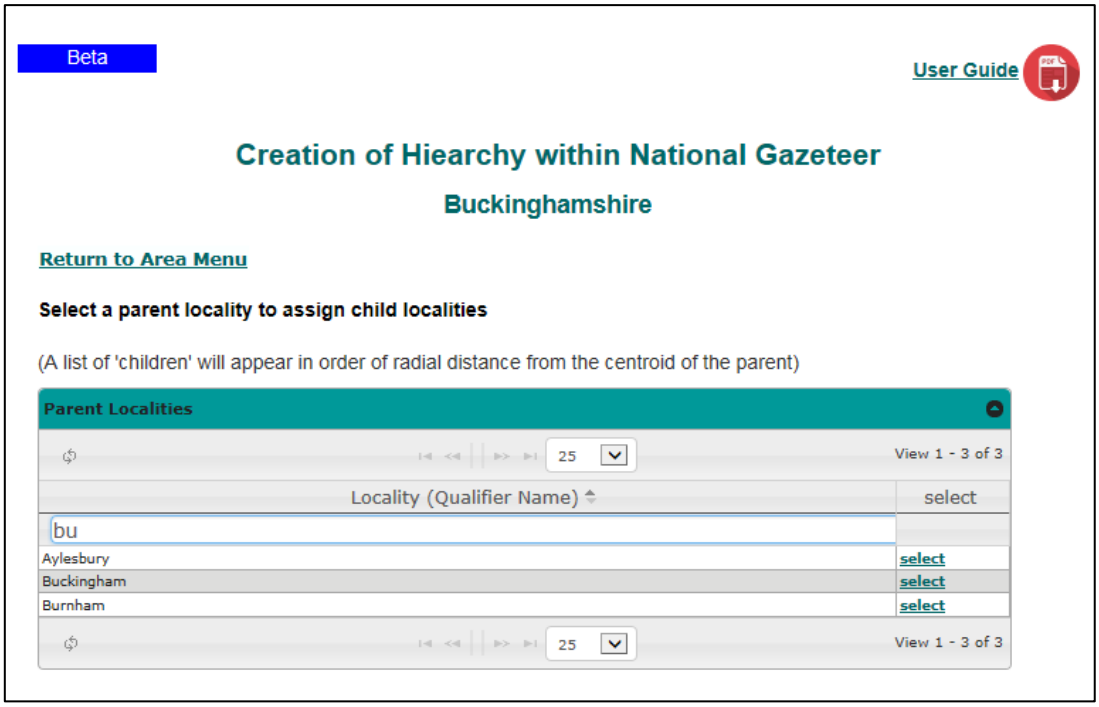
3. Details of the existing locality then appear. Overwrite them with those of your new locality and click **Save New Locality Record**



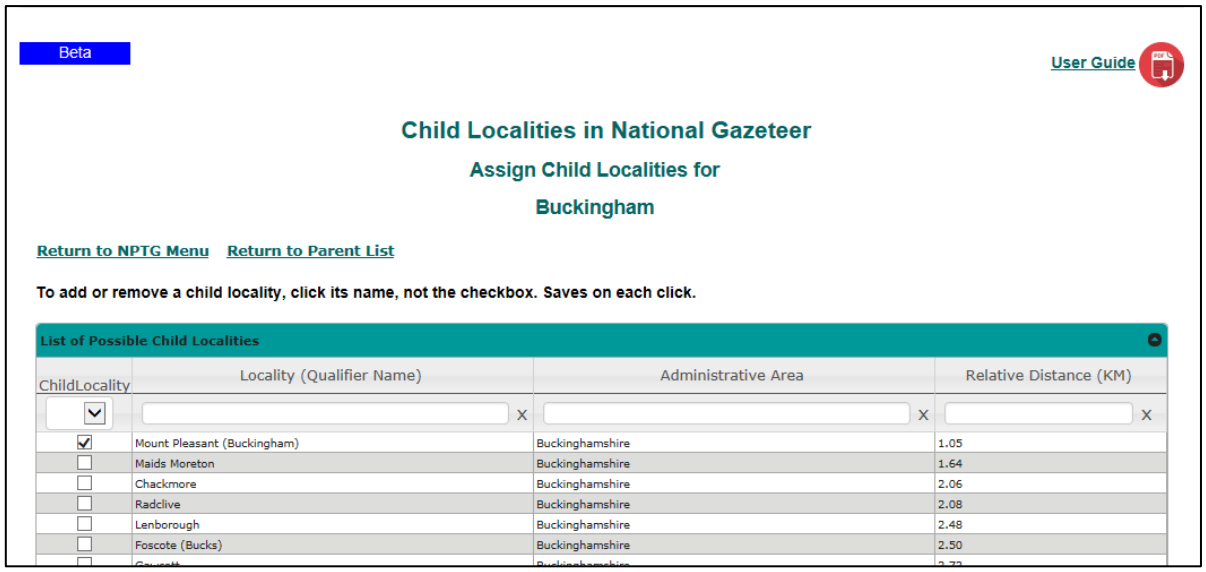
4. Further explanation - the “overwriting” approach to doing this ensures that a new locality will be given the same District as the existing locality, if it has one. So, in the example above, a new locality created using Princes Risborough’s “New” link would be automatically assigned Wycombe as its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



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.



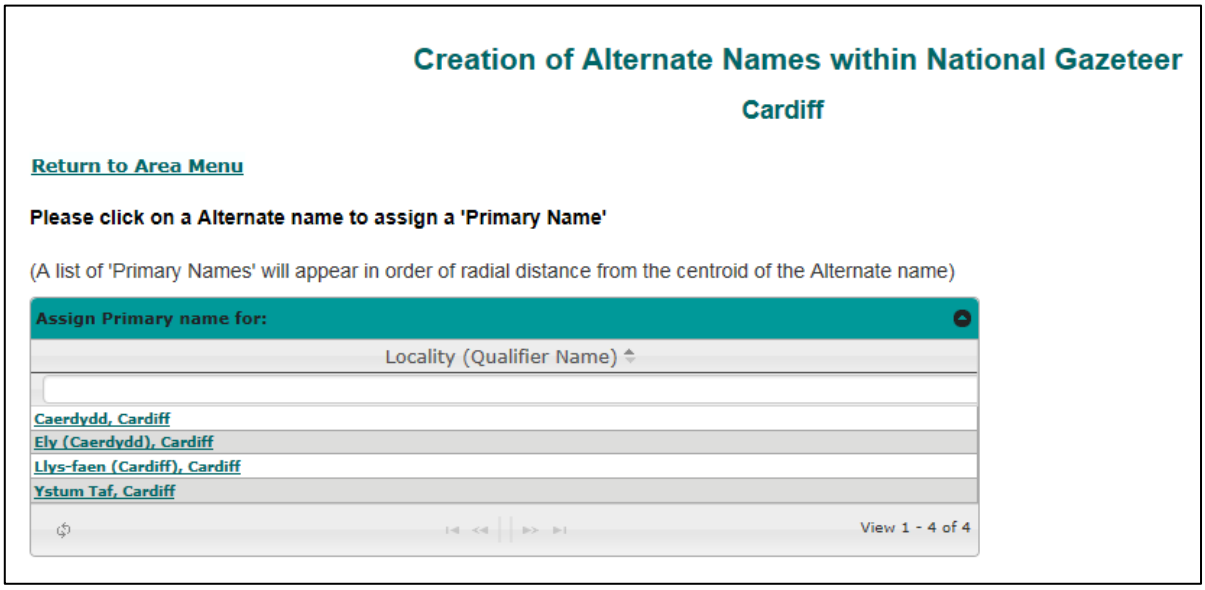
3. Tick any localities without a tick which you wish to be child localities of the selected locality. (There’s no **Save Changes** link on this screen – the save happens when you tick or untick.)

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).

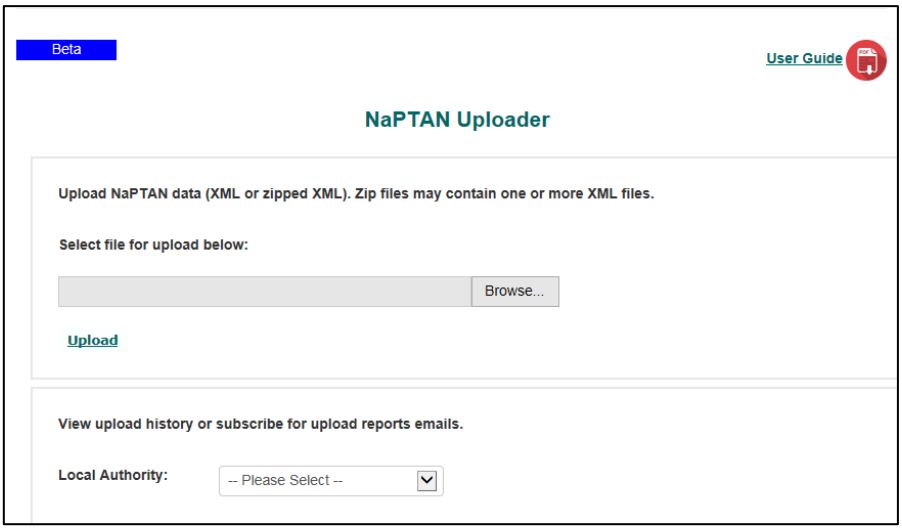
1. On the "Creation of Alternate Names" screen, click the alternate name for which you wish to assign a primary name.



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).

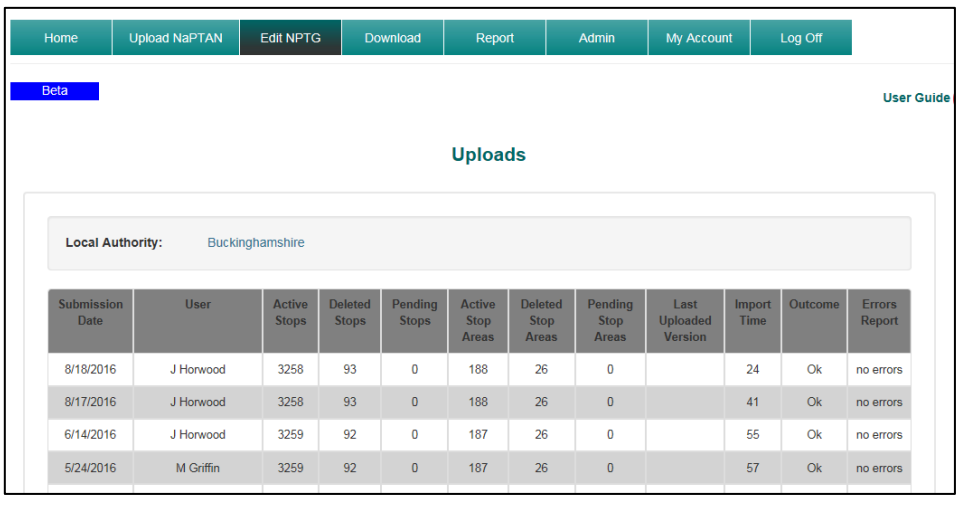
OTHER FUNCTIONALITY > View NaPTAN Upload Reports

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.



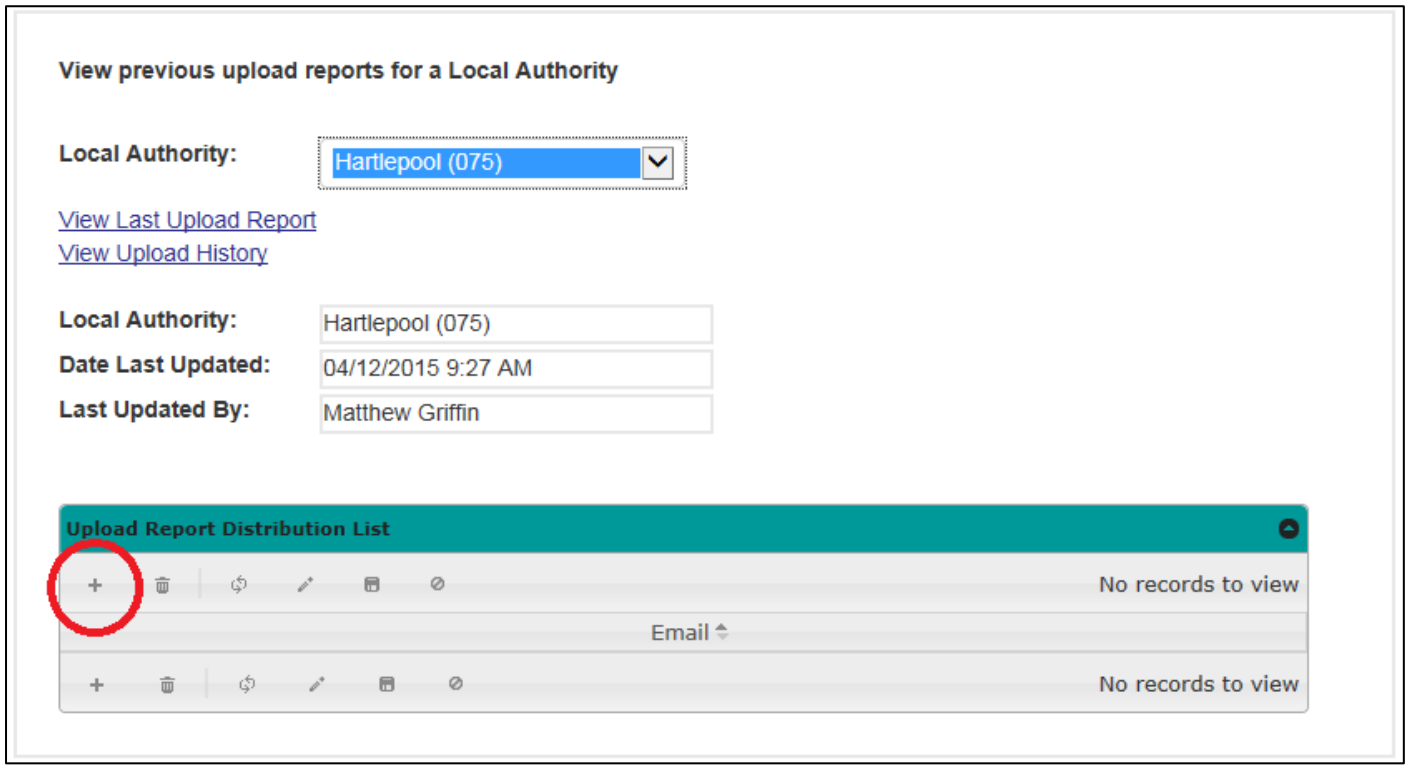
Submission Date	User	Active Stops	Deleted Stops	Pending Stops	Active Stop Areas	Deleted Stop Areas	Pending Stop Areas	Last Uploaded Version	Import Time	Outcome	Errors Report
8/18/2016	J Horwood	3258	93	0	188	26	0		24	Ok	no errors
8/17/2016	J Horwood	3258	93	0	188	26	0		41	Ok	no errors
6/14/2016	J Horwood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



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 NAPTAN 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)

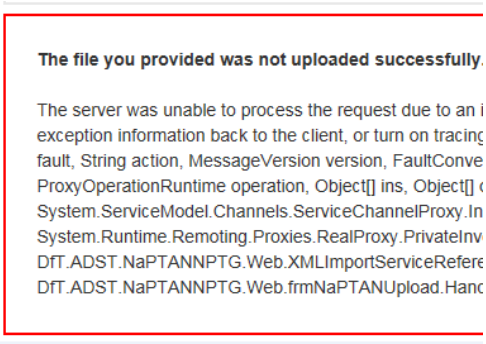
Please send any questions, comments or suggestions (either about the system or this user guide) to naptan.nptg@dft.gsi.gov.uk

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.



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.