



Bulk Journey Planner

User Guide

Document Issue 3.1

Contents

1	INTRODUCTION	3
1.1	A note on terminology	3
1.2	Overview of the process.....	3
2	REGISTRATION	5
3	RUNNING THE BULK JOURNEY PLANNER.....	8
3.1	Downloading and using the template.....	10
3.2	What the column entries indicate	10
3.2.1	PostcodeOrigin and PostcodeDestination	10
3.2.2	OriginName and DestinationName.....	11
3.2.3	ArriveTime and DepartTime	11
3.2.4	ArriveDays and DepartDays.....	11
3.2.5	JourneyDuration	11
3.2.6	JourneyChanges.....	11
3.2.7	Email address	11
3.2.8	Transport modes.....	11
3.3	Uploading the .csv file.....	13
4	LOGGING IN AS AN EXISTING USER.....	15
5	COLLECTING YOUR JOURNEY PLANS	16

1 INTRODUCTION

The Bulk Journey Planner (BJP) allows you to generate and distribute personal public transport journey plans for a number of people, using the Traveline Scotland database of public transport journeys.

This document describes how to use the system, which is accessed through a dedicated section of the Traveline Scotland website.

The Bulk Journey Planner uses a template file – which you download, fill out, and upload through the website – to create journey plans (in PDF or .xml formats) for you to collect and distribute to your travellers (employees, visitors, students etc.)

The system can also send out the files directly to your travellers by email if you wish.

Please note: We will use the data provided by you only in conjunction with this service. We will not pass your details on to any third party.

It is your responsibility to ensure that you act within Data Protection legislation when using the iBJP.

The Information Commissioner's Office website can help you decide what to do to ensure compliance with Data Protection legislation. You can access this and read more details at:

http://www.ico.gov.uk/what_we_cover/data_protection/your_legal_obligations.aspx

1.1 A note on terminology

In this document, *Users* will be those who have access to the service and are responsible for compiling the raw data, configuration and other data required to generate output. We assume readers of this manual will be Users.

Travellers will be the individuals who will receive information from the service.

1.2 Overview of the process

You use the BJP by following these steps:

1. Users register to use the service the first time they use it
2. Users log in
3. New users are taken to the 'Submit new job' page
4. Existing users are taken to a list of previously submitted jobs
5. From the Submit new job page, Users download an approved input template
6. Users enter Travellers' details into the template and save it as a .csv file
7. Users upload completed .csv file
8. System confirms receipt of your file and gives job a unique ID – details are sent to you (the User) by email

9. System deconstructs input file into individual journeys
10. System processes the requests and creates the journey plans
11. System stores journey plans for the User to collect, or sends direct to Travellers by email (if an email address for them has been included in the input file)
12. System emails you (the User) a summary report and details of how to collect your journey plans.

2 REGISTRATION

To begin using the system, Users should log on to www.travelinescotland.com and select “Bulk Journey Planner” from the menu on the left side of the homepage.

If you are a new user, you must register first by clicking on the “Register” hyperlink on the BJP homepage.

The service is free to use, but you must agree to the Terms and Conditions of use.



The screenshot shows the front page of the Bulk Journey Planner website. At the top left is the traveline scotland logo with the phone number 0871 200 22 33*. To the right are links for accessibility, sitemap, contact, help, and disclaimer. A main banner features the text "Providing you with journey planning information for the whole of Scotland!" and "Public Transport made personal" with a map of Scotland. Below the banner is a navigation menu with items like Home, Timetables, Plan your Journey, My Bus Stop Times, Download Free Journey Planner, Bulk Journey Planner, Travel by Bike, txt2traveline, and Useful links. A central section titled "Bulk Journey Planner" includes a "Log in or register" button and a map. A "Welcome to the Traveline Scotland Bulk Journey Planner" section provides instructions for new and existing users. Logos for Transport Scotland, SEStran, and SPT are displayed at the bottom, along with contact information and "log in" and "register" buttons.

Figure 1 - Front page of the Bulk Journey Planner site

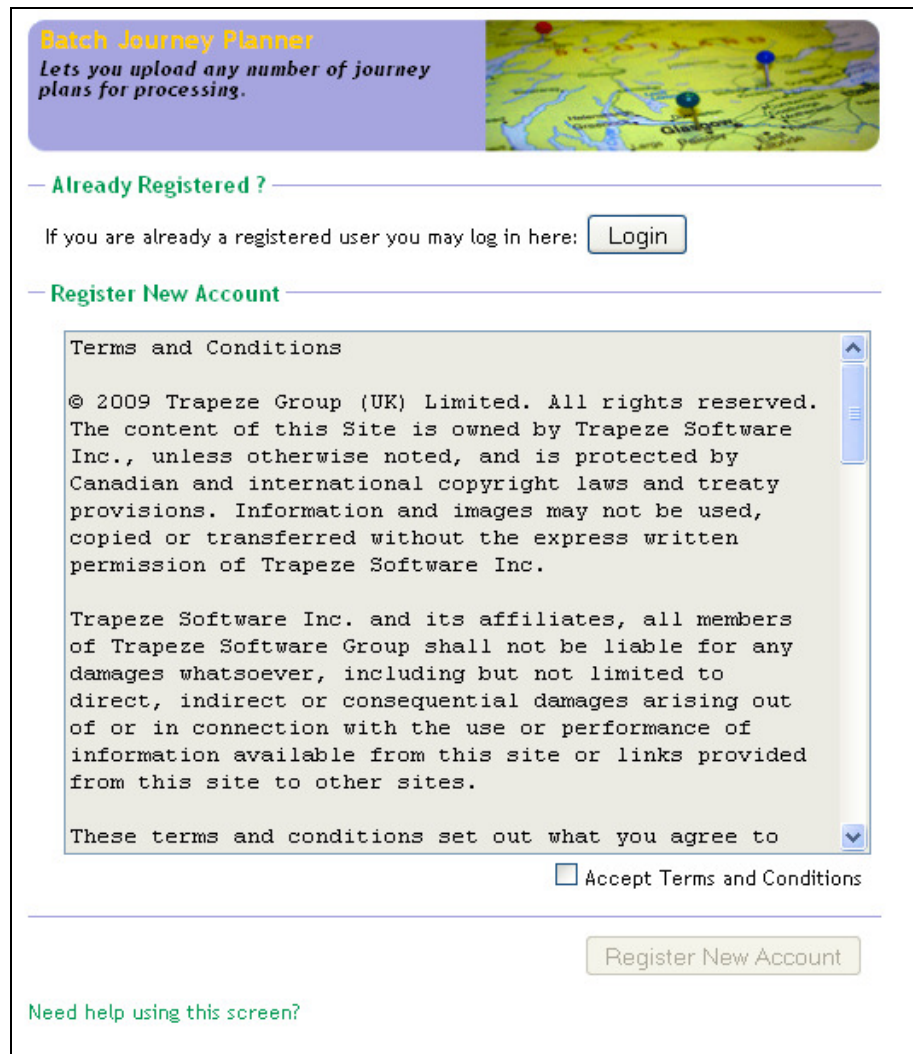


Figure 2 - Terms and Conditions

After accepting the Terms and conditions, the User is taken to the Registration page.

Please note: We will use the data provided by you only in conjunction with this service. We will not pass your details on to any third party.

Register for Batch Journey Planner Access

Use the form below to register for access to the Batch Journey Planner.

Register

Email Address	<input type="text" value="tim.rigley@trapezegroup.co.uk"/>
Confirm Email Address	<input type="text" value="tim.rigley@trapezegroup.co.uk"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
First Name	<input type="text" value="Tim"/>
Surname	<input type="text" value="Rigley"/>
Company Name	<input type="text" value="Trapeze Group (UK) Ltd"/>
Copy text	<input type="text" value="477ex wk2w3"/>

Letters are in lowercase

[Need help using this screen?](#)

Figure 3 - Registering a new account

After successful Registration, the User will be taken to the main Bulk Journey Planner homepage.

3 RUNNING THE BULK JOURNEY PLANNER

The Bulk Journey Planner looks at the origins and destinations in the template file you will upload, and the times and days of the week for potential journeys. If a public transport journey is possible before outward arrival time and after return departure time, this will be included in the resulting journey plans for your travellers.

The steps in more detail

Your first task is to download the template .csv file. You only need to do this once. Thereafter you can edit it, save it under another name, copy it, delete it and so on.


Next you will enter your travellers' details. (We will use the data provided by you only in conjunction with this service. We will not pass your details on to any third party.)

The next step is to save the file on your PC and select it on the Bulk Journey Planner website.

Then you choose the kind of output you want: standard, with your logo, or as XML output.

Full details of all these steps are outlined below. The whole process is managed from the BJP webpage represented in the following screen shot.

Batch Journey Planner



Input template download / upload and selection of Journey Plan style. As per the Terms and Conditions, you confirm that are authorised to provide the personal details included in any input files you submit.

Follow these steps to prepare Batch Journey Planner input. You can complete the process in one go or do each step separately.

1. Download the input template - this is a .csv file that you can edit as a spreadsheet. For more details, see the [User guide](#).
2. Add travellers' details to the .csv file and save it (still as a .csv file)
3. Browse for your completed .csv file and select the file as a Batch Journey Planner Job
4. Select an output style
5. Submit Batch Journey Planner Job

Download Sample Templates

Click to get the [input template](#), save it then add travellers' details.

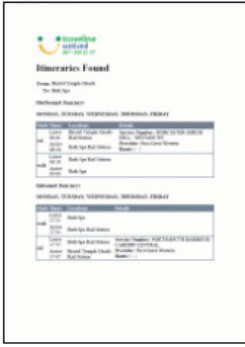
Submit a Batch Journey Planner Job

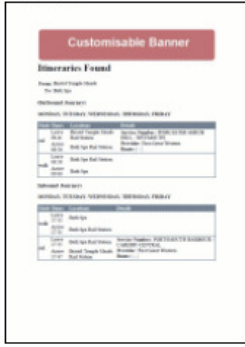
Upload Batch Journey Planner Instructions

Browse...

Select Template

Select the template for the journey plan output:

Style 1 - standard with Traveline banner


Style 2 - will include your own manner


Style 3 - Raw Data (xml) format

Submit Batch Journey Planner Job

Figure 4 - The BJP process

3.1 Downloading and using the template

Firstly, download and save the input template on your computer. The file can be opened in a spreadsheet application. In this document, we assume that you are using Microsoft Excel to edit the .csv file.

If so, ensure you remember to save it as .csv file type.

Also, don't change the first row in the template as these are required headings, but you can overwrite any other rows. The template includes example journeys to help you understand how to fill out the file – these can be deleted once you are familiar with what is required.

If you delete a row, delete the entire row, not just the contents. In other words, you should use the leftmost column of numbers to select rows then right click and select Delete.

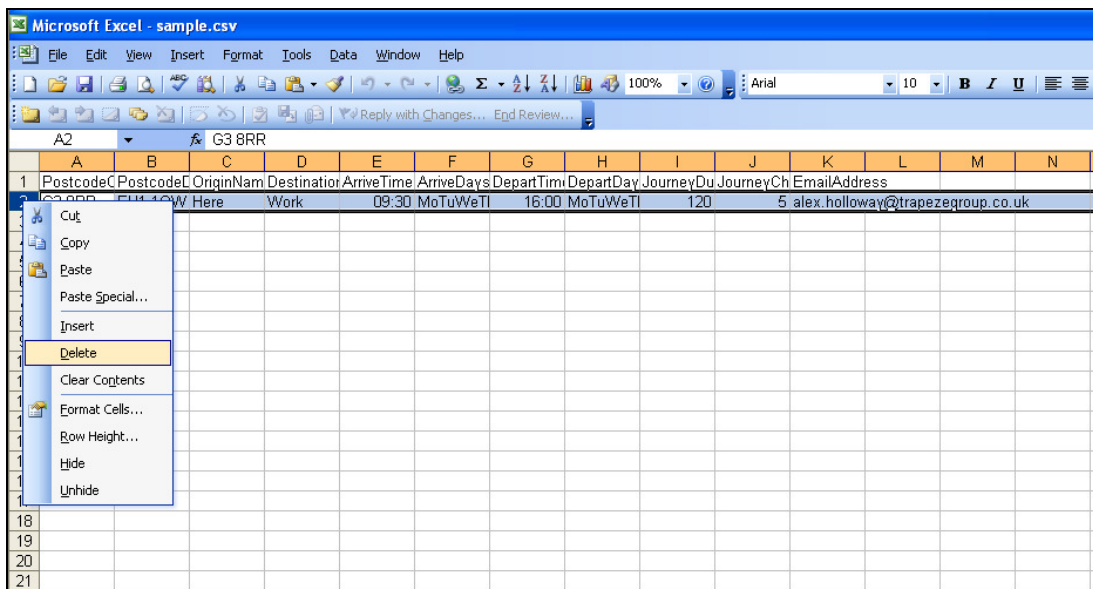


Figure 5 - Deleting complete rows from the .csv file

We recommend that you make a copy of the template so you can use it in future without the need to download it again.

3.2 What the column entries indicate

3.2.1 PostcodeOrigin and PostcodeDestination

In these columns, you should insert your travellers postcode.

Tip: Advanced users can insert Eastings and Northings in the format ["436154,147311"] in these fields instead of postcodes if they wish. You must include the square brackets and inverted commas.

3.2.2 OriginName and DestinationName

Use these columns to insert text (up to 254 characters) to describe these locations in familiar terms for your travellers. (For example, 'Home' or 'Work'). The fields are optional: these words will be inserted into the .pdf output if included, otherwise you will get the PostcodeOrigin and PostcodeDestination.

3.2.3 ArriveTime and DepartTime

These must be in the format HH:MM using the 24 hour clock.

3.2.4 ArriveDays and DepartDays

These columns ensure that travellers will be offered journeys for the days of the week they want to travel. You should put them in order, (starting with Monday) using the first two letters of each day and no spaces. (eg. MoTuWeThFr).

Note: The BJP checks each day of the week you specify in these columns to see that a particular journey is possible on each and every day.

It is not a good idea to include Saturday or Sunday with other days of the week as public transport services are often quite different on these days.

Instead, you can always repeat origins and destinations on separate rows, so the same traveller could be entered twice, for example one input could be for journeys Tuesday to Friday (TuWeThFr) and the next row for journeys on Sundays (Su).

3.2.5 JourneyDuration

This is an optional field and can be used to limit the duration of the journey returned. Time should be entered in minutes.

3.2.6 JourneyChanges

This is an optional field and can be used to limit the number of changes between vehicles that are returned. A change is defined as between 2 vehicles, and excludes walk links. For example, a journey that is returned as walk, bus, walk, bus and then walk, would count as only 2 changes.

3.2.7 Email address

If you would like the system to email the final journey plan directly to your travellers, you should insert their email addresses in this field. This field is optional, and if you want to collect all journey plans and distribute yourself, you should leave it blank.

3.2.8 Transport modes

The list of transport modes should be entered as a list of vehicles enclosed by double quotes and square brackets.

The available vehicle modes are:

- bus
- coach

- rail
- ferry
- tram
- underground
- metro
- air

e.g.

“[bus,rail,coach]” to specify bus, rail and coach modes of transport

Specifying no vehicle modes will result in all vehicle modes being used.

3.3 Uploading the .csv file

Individual .csv files can have a maximum of 1000 rows. The .csv must only contain the columns required by the BJP – if you add any more columns the file will not be processed.

The resulting PDF journey plan files are named after the rows of your .csv file, so you have a way of identifying which traveller should get which journey plan if you include a name or other reference in a separate column of a *copy* of the .csv file.

Once the travellers' details have been filled out, save the file, ensuring it remains in .csv file format. In Microsoft Excel, you should double check you have saved as .csv.

The next step is to upload the completed file. From the Bulk Journey Planner main page, use the 'Browse...' button to find the file on your computer.

Next, choose the style of your final journey plans. The pre-selected choice is a standard format, the second choice allows you to include your own logo (a picture with a maximum size of 300 x 120 pixels). The third choice is for output as .xml.

Finally, click the 'Submit Bulk Journey Planner Job' button. The system will notify you if your submission has been accepted, or if there are problems with the input that need to be rectified.

Please note: We will use the data provided by you only in conjunction with this service. We will not pass your details on to any third party.

Example screens

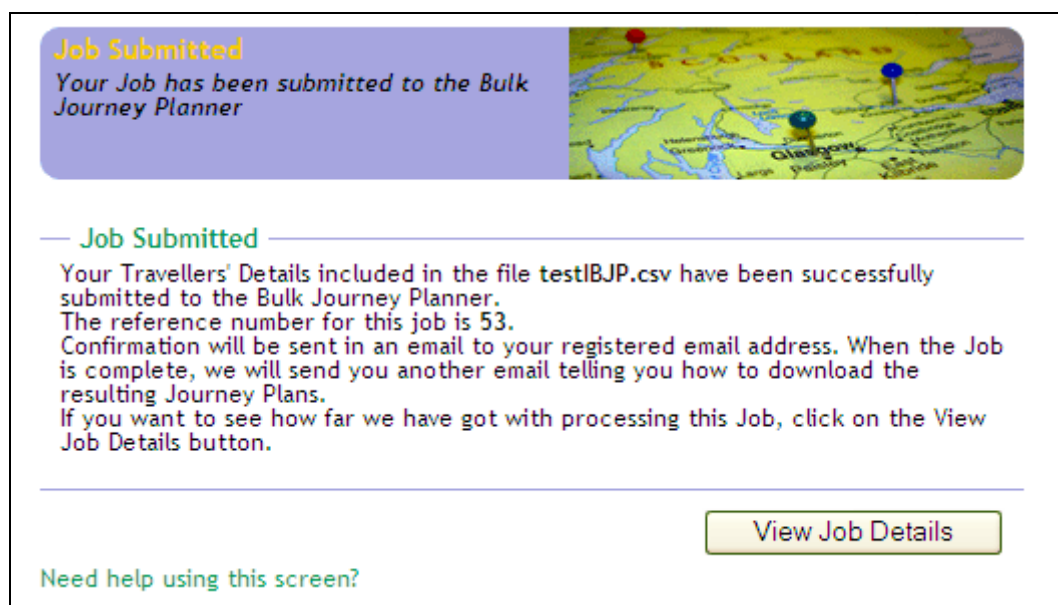
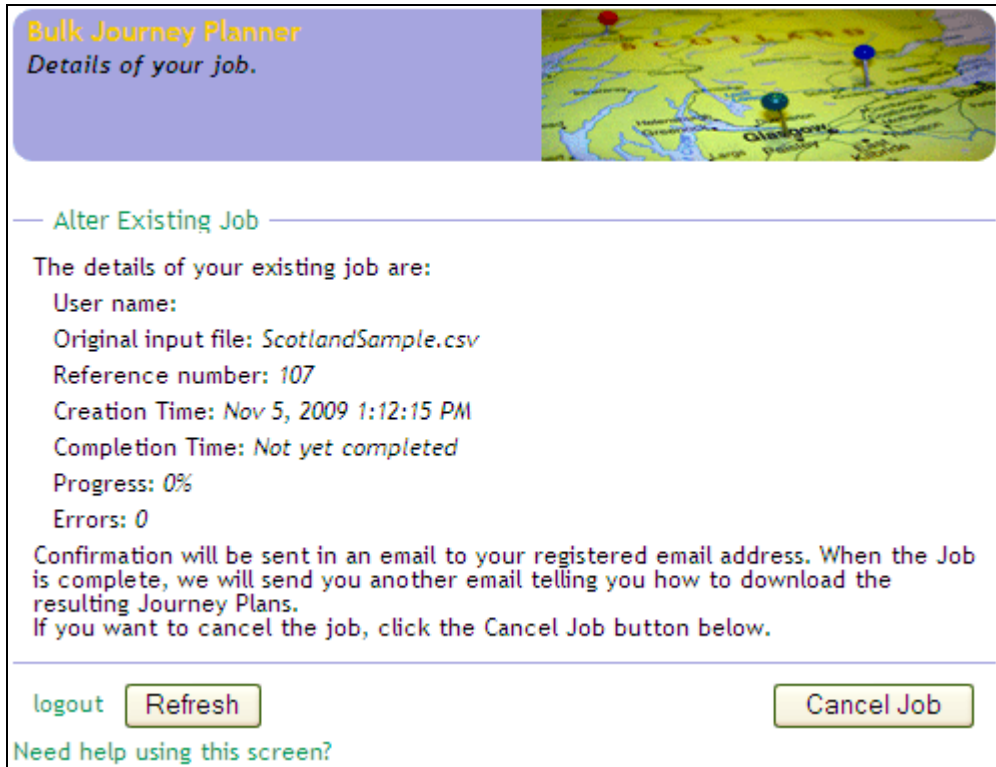


Figure 6 - Successful submission notice

If your submission has been accepted, you will see the above screen. Problems in the .csv file may cause the submission to be rejected and you will be alerted at this point.

Your submission will be given a reference number.

Clicking on the “View Job Details” button will take you to a screen like the one below:



Bulk Journey Planner
Details of your job.

Alter Existing Job

The details of your existing job are:

User name:
Original input file: *ScotlandSample.csv*
Reference number: *107*
Creation Time: *Nov 5, 2009 1:12:15 PM*
Completion Time: *Not yet completed*
Progress: *0%*
Errors: *0*

Confirmation will be sent in an email to your registered email address. When the Job is complete, we will send you another email telling you how to download the resulting Journey Plans.
If you want to cancel the job, click the Cancel Job button below.

logout Refresh Cancel Job

[Need help using this screen?](#)

Figure 7 - Job details

This screen is useful to check the progress of your job. The speed your job is processed depends on the size of the file, and how busy the server is.

4 LOGGING IN AS AN EXISTING USER

If you are an existing user, when you log in to the Bulk Journey Planner site, you will be taken to the Previously submitted jobs page. If a job has been completed within the last seven days, it will appear as a link so you can download the results from here. There will also be an email sent to your registered email address that includes a link to the completed job.

Any jobs (up to 10) completed outside the seven day period will be set out but noted as DATA EXPIRED. So you have seven days after job completion to collect the results.



Previous Jobs Submitted
Collection of previous jobs you have submitted

Previously submitted jobs

Click one of the following jobs to download the results:

- Previous Job Created On: Sep 1, 2009 5:13:48 PM [53] - DATA EXPIRED
- Previous Job Created On: Sep 2, 2009 9:07:04 AM [56] - DATA EXPIRED
- Previous Job Created On: Sep 16, 2009 9:36:40 AM [65] - DATA EXPIRED
- Previous Job Created On: Sep 21, 2009 12:22:45 PM [73] - DATA EXPIRED
- Previous Job Created On: Sep 25, 2009 2:53:56 PM [74] - DATA EXPIRED
- Previous Job Created On: Sep 25, 2009 2:56:59 PM [75] - DATA EXPIRED
- Previous Job Created On: Nov 5, 2009 1:12:15 PM [107]

[logout](#) [Submit New Job](#)

[Need help using this screen?](#)

Figure 8 - Previously submitted jobs page

5 COLLECTING YOUR JOURNEY PLANS

You will receive an email as soon as the journey plan results are ready for collection. In most cases, this will probably be a matter of hours after you submit the .csv file.

bjp-noreply@travelinescotland.com
24/11/2009 11:09

To: martin.owen@trapezgroup.co.uk
cc:
Subject: Internet Bulk Journey Planner Job Complete

The Internet Bulk Journey Planner has completed processing your job (reference **82**) for the travellers' details in the file **ScotlandSample.csv**.

You can collect your journey plans by logging back into your account at: <http://localhost/bjp/start.do>

Please note: the journey plans will be available for 7 days only.

The Journey Plans are created in separate .pdf files for you to deliver to the travellers concerned. Please note that journeys by public transport that satisfy travellers' requirements are not always possible. If we have not found a journey for any of the travellers, there is a report below outlining the reasons for this.

Thank you for using this service. If you have any comments, we would be happy to hear them. Email us at improvements@travelinescotland.com

CSV Entry	Report
1	Success
2	Success
3	Success

Figure 9 - Email indicating completion of Bulk Job

If you don't get an email saying that your job has completed within two days of submission, contact us at improvements@travelinescotland.com.

Results will be downloaded as a .zip file. You will need to extract the individual journey plans from this file.

Results will be available for seven days following job completion, after which time all results for a particular job will be deleted from the server.

You can also access the completed jobs through the Previously submitted jobs page.

[End of document]