



TRAFICOM

Finnish Transport and Communications Agency

Monthly Monitoring of Taxi Brokering and Dispatch Services

Instructions for CSV-Format of
Monthly Monitoring Data

CSV-File Formatting

- ▶ List separator should be semicolon (;), decimal comma (,) and GPS separator point (.)
- ▶ Default settings can cause some problems with CSV-format.
- ▶ These instructions present a few options to ease the formatting of CSV-file.

	A	B	C	D	E	F	G	H	I	J	K	L
1	CompId	VehicleId	OrderTime	OrderDura	TripDuratic	OrderTime	DepTime	ArrTime	DepLocMU	DepLocGPS	DepLocGPS	Distanc
2	2924753-3	ABC-123				01072022	01072022	01072022	23:38	61.50370	23.74650	1,77
3	2924753-3	ABC-123				01072022	01072022	01072022	23:02	61.50470	23.70160	9,11
4	2924753-3	ABC-123				01072022	01072022	01072022	22:24	61.50370	23.74650	10,01
5	2924753-3	ABC-123				01072022	01072022	01072022	21:10	61.49950	23.76000	1,29
6	2924753-3	ABC-123				01072022	01072022	01072022	20:33	61.50280	23.75650	2,75
7	2924753-3	ÄÄÖ-789				01072022	01072022	01072022	23:53	61.49920	23.75920	8,93

Excel

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24_semicolon.csv
1 CompId;VehicleId;OrderTimeApprox;OrderDuration;TripDuration;OrderTime;DepTime;ArrTime;DepLocMUN;DepLocGPS
2 2924753-3;ABC-123;;;01072022 23:30;01072022 23:33;01072022 23:38;;61.50370;23.74650;1,77;2;0;0;15,1;15,
3 2924753-3;ABC-123;;;01072022 22:47;01072022 22:50;01072022 23:02;;61.50470;23.70160;9,11;1;0;0;30,3;30,
4 2924753-3;ABC-123;;;01072022 22:07;01072022 22:11;01072022 22:24;;61.50370;23.74650;10,01;1;0;0;32,8;32,
5 2924753-3;ABC-123;;;01072022 21:07;01072022 21:07;01072022 21:10;;61.49950;23.76000;1,29;0;0;0;12,8;12,
6 2924753-3;ABC-123;;;01072022 20:14;01072022 20:18;01072022 20:33;;61.50280;23.75650;2,75;2;0;0;23,7;23,
7 2924753-3;ÄÄÖ-789;;;01072022 23:40;01072022 23:40;01072022 23:53;;61.49920;23.75920;8,93;0;0;0;31,1;31,
8 2924753-3;ÄÄÖ-789;;;01072022 23:31;01072022 23:31;01072022 23:34;;61.49950;23.76000;1,66;0;0;0;13,5;13,

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Notepad++

- ▶ If CSV-file is in format that the data collecting system of Traficom could not accept.

Option 1 – Excel & Notepad(++):

- ▶ Excel or etc.: Save file as Text (Tab delimited) (*.txt) -> list separator is now tab “ ”
- ▶ Notepad(++) or etc.: Open Text-file, use Ctrl + H and replace all tabs with semicolons. (Symbol for tab can be different within different programs. One can try to copy single tab from the file or use “\t”.) Similar steps to replace other invalid characters.

Save the file as Normal text file but in the file name replace “.txt” with “.csv”

	A	B	C	D	E	F	G	H	I	J	K	L
1	CompId	VehicleId	Orde	Order	Trip	OrderTime	DepTime	ArrTime	DepLo	DepLocGP	DepLocGP	Distance
2	2924753-3	ABC-123				01072022	01072022	01072022 23:38	61.50370	23.74650		1,77
3	2924753-3	ABC-123				01072022	01072022	01072022 23:02	61.50470	23.70160		9,11
4	2924753-3	ABC-123				01072022	01072022	01072022 22:24	61.50370	23.74650		10,01

Replace dialog box configuration:

- Find what: \t
- Replace with: ;
- In selection
- Backward direction
- Match whole word only
- Match case
- Wrap around
- Search Mode:
 - Normal
 - Extended (\n, \r, \t, \0, \x...)
 - Regular expression
- Transparency
 - On losing focus
 - Always

► Option 2 - Changing default settings:

- Excel: File – Options –Advanced – Editing Options – Decimal separator: “,”
- Windows: Control Panel - Clock and Region - Change date, time, or number formats – Formats: Additional settings - Numbers - List separator: “;”

The image shows a composite of three screenshots illustrating the steps to change default settings in Excel and Windows. The top screenshot shows the Excel ribbon with the 'File' tab selected, and the 'Excel Options' dialog box open to the 'Advanced' tab. The 'Editing options' section is visible, with the 'Decimal separator' dropdown menu highlighted by a blue circle. The middle screenshot shows the Windows 'Clock and Region' control panel window, with the 'Region' window open to the 'Language preferences' tab. The 'Additional settings...' button is highlighted. The bottom screenshot shows the 'Customize Format' dialog box, with the 'List separator' dropdown menu highlighted by a blue circle.

More Formatting Tips:

- ▶ There are many programs that formats for example date, GPS or price fields other way than our system is able to approve. Using these programs to open and save might corrupt otherwise valid structure.
 - ▶ Excel: Open CSV-file from blank document - Data – Get External Data – From Text: Format all columns as Text
- ▶ There may occur some problems with special characters, this can be prevented using ANSI encoding instead of UTF-8.
 - ▶ Notepad++: Encoding – Convert to ANSI



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Monthly monitoring data instructions:

<https://www.traficom.fi/sites/default/files/media/file/Monthly%20reporting%20data%20instructions.pdf>

The example template of CSV-file:

<https://www.traficom.fi/sites/default/files/media/file/kk-aineistojen%20esimerkkiedosto.csv>

In case of any related questions or problems,
please contact us at
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