

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

```

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,

```

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: ;
- Buttons: Find Next, Replace, Replace All (highlighted), Replace All in All Opened Documents, Close
- Options:
 - Backward direction
 - Match whole word only
 - Match case
 - Wrap around
- Search Mode:
 - Normal
 - Extended (\n, \r, \t, \0, \x...)
 - Regular expression matches newline
- Transparency:
 - 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 three overlapping windows from Microsoft Excel. The top window is the 'File' menu, with 'Advanced' selected. The middle window is the 'Excel Options' dialog box, with the 'Advanced' tab selected and the 'Editing options' section visible. The 'Decimal separator' is set to a comma (,) and the 'Thousands separator' is set to a space. The bottom window is the 'Customize Format' dialog box, with the 'Numbers' tab selected and the 'List separator' set to a semicolon (;).

The image shows the Windows Control Panel with the 'Clock and Region' settings. The 'Region' window is open, showing the 'Administrative' tab. The 'Language preferences' section is visible, and the 'List separator' is set to a semicolon (;).

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



Finnish Transport and Communications Agency

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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