



# ALIProWeb™ PS/ALI

## File Submittal Guide

(Ver 1.3.20220128)

### Introduction

This File Submittal Guide is provided to assist you in submitting location update files to our ALIProWeb™ PS/ALI service portal. The content of this guide may change from time-to-time without notice. Please check our [www.ALIPRoWeb.com](http://www.ALIPRoWeb.com) or [www.ALIPro.net](http://www.ALIPro.net) website periodically for the most recent version.

### General Information

The ALIProWeb™ PS/ALI (Private Switch/Automatic Location Identification) portal is designed to accept two forms of ALI update files: a National Emergency Number Association (NENA) 2.1 formatted '.DAT' file or an Excel spreadsheet file of type '.xls' or '.xlsx'. The spreadsheet file must be either our 'ALIProWeb-PSALI-Update-Template-20190722.xlsx' or a corrected copy of a previous update error file.

Whichever ALI update file format you elect to use, it must be filled in accurately following the standards set forth in the "NENA Standard Data Formats For E9-1-1 Data Exchange & GIS Mapping", available at <https://www.nena.org/page/DataFormats> or by selecting this link: [Legacy Data Formats for ALI, MSAG & GIS](#).

**LCSI does not provide a web based Graphical User Interface (GUI) for interactive updates like those you may have used in the past with CenturyLink, West, Intrado or others.**

### Location Updates

Customers must establish a written and signed agreement with LCSI, Inc., before they can update location records in the ALI DBMS of record via our ALIProWeb™ portal. A sample of this agreement and instructions of how to get started with our service can be found at [www.ALIPRoWeb.com](http://www.ALIPRoWeb.com) or [www.ALIPro.net](http://www.ALIPro.net). Customers may log onto our ALIProWeb™ PS/ALI Portal web site and create a service account once this agreement is in place; we will provide new customers with ALIProWeb™ account creation and portal use instructions at that time.

## Spreadsheet Submittals

Spreadsheet submittals require adherence to the same NENA 2.1 data format and naming standards as '.DAT' submittals. However, the spreadsheet format only requires you to fill in 16 fields of data rather than the 42 fields required in a '.DAT' file. Also, there are no required trailer records with the spreadsheet format like there are in the '.DAT' format.

### **Location Update Template**

We have created a spreadsheet template, available at <http://lcsiinc.com/WPress/alipro/ALIProWeb/>, if you elect to submit your ALI updates via a spreadsheet formatted file. The field definitions for this spreadsheet can be found in the NENA standard as discussed above.

### **Worksheet Format**

Spreadsheet file submittals should only contain one location update worksheet. The worksheet name is not important. The worksheet containing ALI update records must have column headers in row 1 starting in column A and moving left to right across the columns. These headers must be identical to the headers in our Location Update Template (see above). Customer submitted update files will be rejected if the header names do not match exactly to the template or to those listed in Table 1 below.

Please adhere to the following data entry requirements for each field. Be careful when entering information; ALIProWeb™ will reject records it cannot properly evaluate and upload to the ALI DBMS.

- The field names must be identical to those we provide in the spreadsheet template.
- The FunctionCode should always be filled in with a 'C' for change.
- An NPA (3-digit area code) and CallingNr (7-digit telephone number) must be provided in all cases; a blank entry in either of these fields will cause the record to be rejected.
- The HouseNumber field is the initial numeric portion of a location address.
- Entries in the HouseNumberSuffix field are very rare but sometimes take a form like '1/2' or 'A' or 'B'. This field is typically left blank.
- 'Prefix' and 'post' directionals (PrefixDirectional and PostDirectional) are the portions of a location address which provide direction information either before or after a street name. These fields must either be blank or one of the following: N, S, E, W, NE, NW, SE, SW.
- The StreetName field must be filled in with a valid street name; this name is NOT to contain the descriptor such as ST, AVE, BLVD, et cetera discussed below as the StreetSuffix.
- The StreetSuffix field is to be populated with values like ST, AVE, BLVD, WAY, et cetera. Please use the Standard Suffix Abbreviations from the following USPS site: [https://pe.usps.com/text/pub28/28apc\\_002.htm](https://pe.usps.com/text/pub28/28apc_002.htm).
- THE STREET NAME AND STREET SUFFIX MUST BE SPLIT INTO THE TWO FIELDS ABOVE.
- The CommunityName is generally populated with a City, Town, or other name which is typically the name used when mailing a letter. This field is required.
- The State field must contain a valid two-character state abbreviation only.

- The ZipCode is optional but preferred.
- The ZipCodeSuffix is the 4 digit suffix to a zip code; this is optional.
- The Location field is generally populated with the name of the actual location such as a building name, park name, et cetera. This field is optional but we recommend that you use it to the best advantage to direct emergency responders to your location. For example: Middlefork Elementary School, Operations Center.
- The customer name (CustomerName) field is required and should be populated with your business, school, government entity, or other corporate name.
- The Comments field is generally used to provide more detailed information about a location such as a floor, office, conference room number, employee name, et cetera. For example: 14<sup>th</sup> Floor, Room 1406, Joan Doe.
- All fields must be constrained to the character lengths prescribed in the Table 1 below. The end of your entry will be truncated if it is longer; this could potentially leave confusing information.

Table 1 lists the requirement, name convention, and maximum data entry value length for each field in the Update Template and a data entry example for each.

Table 1.

Required Field	Required Data	Field Name	Max. Length	Example
Yes	Yes	FunctionCode	1	C
Yes	Yes	NPA	3	206
Yes	Yes	CallingNr	7	7264904
Yes	Yes	HouseNumber	10	2412
Yes	Optional	HouseNumberSuffix	4	1/2
Yes	If exists	PrefixDirectional	2	E
Yes	Yes	StreetName	60	McGraw
Yes	If exists	StreetSuffix	4	ST
Yes	If exists	PostDirectional	2	
Yes	Yes	CommunityName	32	Seattle
Yes	Yes	State	2	WA
Yes	Optional	ZipCode	5	98112
Yes	Optional	ZipCodeSuffix	4	2634
Yes	Optional	Location	60	Bendix Building, Operations Center
Yes	Yes	CustomerName	32	LCSI, Inc.
Yes	Optional	Comments	30	14th Floor, Room 1426

## NENA .DAT Submittals

ALIProWeb™ fully supports ALI record updates via submission of a NENA 2.1 standard .DAT file to our PS/ALI portal. Customers may continue using the same ‘.DAT’ files they have formerly with other PS/ALI service providers.

The initial ‘.DAT’ file will have to be uploaded to the ALIProWeb™ portal manually; however, once the initial migration of a customer’s records is complete, we can provide guidance on automating your uploads using the Amazon Web Services Command Language Interface (AWS-CLI) or an AWS PowerShell module. Please make sure your ‘.DAT’ files follow the current NENA 2.1 standard rather than an older version.

### **File Naming Requirements**

NENA.DAT files containing ALI update records must adhere to the same file naming requirements as discussed under Spreadsheet Submittals above. Please refer to that section for details.

### **NENA.DAT File Format**

The NENA.DAT file format is a fixed field text file having strictly defined character positions, lengths, field justifications, and fill requirements. The file also includes a header and footer row that comply with different standards than the ALI records themselves.

Follow all guidelines outlined for the NENA Version 2.1 Format For Data Exchange as provided in the [Legacy Data Formats for ALI, MSAG & GIS](#) documentation.

## File Naming Recommendations

The ALIProWeb™ portal prefixes your update file submittal with a UNIX formatted time stamp to ensure uniqueness. However, we recommend that you name your upload files in a manner that will assist you in tracking changes. We have found the following conventions useful:

LCSI-201905301500.xls	your PortalID followed by a date and time
LCSI-Update24.xlsx	your PortalID followed by a simple update sequence number
LCSI-053019-24.DAT	a combination of a date and sequence number can be used
LCSI-xxxxxxx.xls	anything can be used (limited by the exceptions below)

Filenames must not contain any of the following characters: \ / : \* ? < > | [ ] { } ( ) ~ ! @ , ^ .

## File Uploads

Upload your ALI change file to the ALIProWeb™ PS/ALI portal once it is ready. The file may contain one or more records; it only needs to contain the records you want to change.