



ALIProWeb™ PS/ALI

Migration Template Guide

(Ver 1.1.20220114)

Introduction

This Migration Template Guide is provided to assist you in submitting the information necessary for LCSI to accurately acquire and lock your Direct Inward Dial (DID) telephone numbers, associate those numbers with LCSI for your management, and perform an initial update to your location information in the Automatic Location Identification Database Management System (ALI DBMS) of record managed by a State contracted administration firm.

General Information

Migrating your ALI data from your existing ALI DBMS update service provider to LCSI requires two separate pieces of information: a complete list of the DID numbers to which you subscribe, and the location information for the telephone numbers you wish to manage within the ALI DBMS of record.

LCSI needs a list of all of your DID numbers, not just the ones you are updating in the ALI DBMS. The reason for this is to ensure they are all locked from use by others. Locking these records during this initial migration period will ensure that you have them available to you in the future should you choose to maintain location information about these numbers. Submission of the DID numbers can be provided in one of several formats which will be discussed below.

LCSI needs an initial submission of the location information associated with each DID number you transmit as the Calling Line Identification (CLID) number through your outbound trunk facilities regardless of what kind of facility you use (i.e., SIP, VoIP, PRI, CAMA, et cetera). These are typically the numbers that are in the current ALI DBMS of record. This information can be provided in one of two formats which will be discussed below.

Migration Template

A migration template spreadsheet has been created so you may easily submit your DID number and location information in one place. The template contains three worksheets: Format A for your DID numbers, Format B for your location information, and Examples.

Format A provides the means to list your DID numbers in a condensed “number plan” method and works well when you have blocks of DID numbers within specific ranges.

Format B is designed to allow you to provide your firm's location information for each DID number you have in service or choose to manage in the ALI DBMS.

The Example worksheet provides specific examples of how the tables of Format A and Format B are to be filled in. Please review these examples closely to ensure you understand what is being requested.

DID Numbers

Please enter your DID number information into the migration template worksheet labeled Format A. Do not adjust or change any of the field names or positions in the worksheet; doing so will render the template unreadable.

The first column (NPA) must contain the area code of a DID number or consecutive series of DID numbers to which you subscribe.

The second column (LowNr) must contain the lowest number value of a 7-digit telephone number in a consecutive series of numbers or the number itself if not part of a series.

The third column (HighNr) must contain the highest number value of a 7-digit telephone number in a consecutive series of numbers or the number itself if not part of a series.

Enter single numbers (not in a consecutive series of numbers) in both the LowNr and HighNr fields.

Do not fill in the quantity field. This field should automatically calculate with the formula $Cn - Bn + 1$. This field is used for reference only and is useful for both you and us to ensure the numbers have been correctly entered.

If a majority of your DID numbers do not fall within ranges of consecutive numbers, Format A may become too onerous. If this is the case, you may disregard this form and simply list the numbers in the Format B worksheet with only the NPA and CallingNr fields filled in. **We will discuss this more under the Combined Information heading below.**

Location Information

Please enter your DID location information into the migration template worksheet labeled Format B. Do not adjust or change any of the field names or positions in the worksheet; doing so will render the template unreadable. **Alternatively, you may submit an Intrado .csv or spreadsheet file containing your location information; you do not need to transcribe the Intrado report format into the ALIProWeb™ input of Format B. See more under the Alternative Submittals heading below.**

Please adhere to the following data entry requirements for each field:

- The field names must be identical to those we provide in the spreadsheet template.

- The FunctionCode identifies what you want done with a record and can only be filled in with an ‘M’ (Migrate); any other value or a blank entry will cause the record to be rejected.
- 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. The Update Template provides a detailed dropdown list for these values.
- THE STREET NAME AND STREET SUFFIX MUST BE SPLIT.
- 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.
- 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: 14th Floor, Room 1406, Operations Center, Joan Doe.
- All fields must be constrained to the character lengths prescribed in the NENA standard. 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 Name	Max. Length	Example
Yes	FunctionCode	1	C
Yes	NPA	3	206
Yes	CallingNr	7	7264904
Yes	HouseNumber	10	2412
Optional	HouseNumberSuffix	4	1/2
If exists	PrefixDirectional	2	E

Required	Field Name	Max. Length	Example
Yes	StreetName	60	McGraw
If exists	StreetSuffix	4	ST
If exists	PostDirectional	2	
Yes	CommunityName	32	Seattle
Yes	State	2	WA
Optional	ZipCode	5	98112
Optional	ZipCodeSuffix	4	2634
Optional	Location	60	Bendix Building
Yes	CustomerName	32	LCSI, Inc.
Optional	Comments	30	14th Floor Operations Center

Combined Information

Your DID number and location information may be easier to compile and submit in a single form rather than using both Format A and Format B. If this is the case, please begin with listing all of your DID numbers in the Format B worksheet with only the area code (NPA) and 7-digit telephone number (CallingNr) fields filled in.

Now add your location information to each DID number you transmit as the Calling Line Identification (CLID) number through your outbound trunk facilities or which you otherwise choose to manage in the ALI DBMS.

For DID numbers remaining with no location information, ALIProWeb™ will fill these records with default information to indicate that these numbers are not currently active or not subject to PS/ALI updates at this time.

Migration Spreadsheet Submittals

Once the migration spreadsheet template file is constructed, email this file to Support@ALIPro.net. The file name should begin with your LCSI portal ID and read as follows: XXXXX-MigrateFile.xlsx.

Alternative Submittals

You may be able to obtain a copy of your current ALI data from your existing PS/ALI provider if the provider is CenturyLink/Intrado. If this is the case, you may elect to submit a CenturyLink/Intrado ALI extract report to us in lieu of the worksheet labeled Format B. ALIProWeb™ can read this file directly and reformat the data appropriately. We do, however, still need a full list of the DID numbers to which you subscribe. This, again, can be provided either in the Format A or Format B worksheets as described under applicable headers above.