



ALIProWeb™ PS/ALI

Update Template Guide

(Ver 1.3.20220128)

Introduction

This Update Template Guide is provided to assist you in submitting location update files to our ALIProWeb™ PS/ALI service portal. Please check our website at www.ALIProWeb.com or www.ALIPro.net for a more detailed guide to location updates and file submittals.

General Information

The ALIProWeb™ portal is designed to accept two types of ALI update files: a NENA 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.

Spreadsheet Standards

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.
- 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: 14th 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

Required Field	Required Data	Field Name	Max. Length	Example
Yes	Optional	Location	60	Bendix Building, Operations Center
Yes	Yes	CustomerName	32	LCSI, Inc.
Yes	Optional	Comments	30	14th Floor, Room 1426

NENA .DAT Standards

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.

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 when constructing a .DAT file.

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 Portal ID followed by a date and time
LCSI-Update24.xlsx	your Portal ID 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: \ / : * ? < > | [] { } () ~ ! @ , ^ .

Portal IDs

Upon submittal of your first ALI migration file, LCSI will assign a unique Portal ID to you that will be used when managing your submittals and records. If you became a Customer before January 01, 2022, we will use your old NENA CID as your Portal ID. Early customers no longer need to renew their older NENA CIDs via www.NENA.org to continue using them as your Portal ID.

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.