

City of Alton, IL
Alarm Registration and False Alarm Management Service
Bulk Data Load Process

MuniDyn OneSourceSolution (OSS)

Bulk Data Load Process

Municipality: Alton, Illinois
Version 1.03

Introduction

Municipal Dynamics (MuniDyn) is managing the Alarm Registration and False Alarm Management (ARFAM) Service for the City of Alton, Illinois. The initial load of alarm registrations (permits) will utilize an Excel workbook to submit data to MuniDyn. The completed workbook and all questions regarding this process should be sent directly to MuniDyn.

Municipal Dynamics contact information:

Email: support@municipaldynamics.com

Phone: 877-686-4396

Process Summary – Automated Data Upload

1. Download the “CAIL Bulk Data Load Template.xls” workbook. Go to www.municipaldynamics.com/CAIL.
2. Complete the four data worksheets (Control Data, Company Data, Registration Data, and User Data) in the “CAIL Bulk Data Load Template.xls”.
3. Calculate the total permit fee owed to the City of Alton for the initial alarm registration. Sum Column T – PermitFee in the RegistrationData worksheet of the “CAIL Bulk Data Load Template.xls”.
4. Rename the template with the alarm company business license number issued by the City of Alton. For example, XYZ Alarm Company with business license number “1234509876”, will submit a completed workbook named “1234509876.xls”.

If your company does not have a currently active business license, contact:

Cynthia Roth
CITY TREASURER
ALTON MUNICIPAL BLDG
101 E 3RD ST RM 188
ALTON IL 62002-6239
Tel: 618-463-3540
Fax: 618-463-3520
Email: croth@alton-il.com
Go to <http://alton-il.com/content.cfm?page=businesslic>

Click on box: “Click here for a business license application”

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5. Email the completed workbook to support@municipaldynamics.com.

6. Mail a check or money order payable to:

CITY OF ALTON – ARFAM

PO BOX 66914

SAINT LOUIS, MO 63166-6914

Write the City of Alton business license number on the check or money order to assure proper credit to your account.

7. Upon receipt of the initial registration fee and the workbook, MuniDyn will contact the alarm company and commence data validation, verification and the bulk load process.

Unresolved errors will be returned to the alarm company for resolution and manual entry.

8. Allow 5 business days for data validation and load into the MuniDyn system from the receipt of both the data and the payment.

9. Once your alarm data has been loaded, you will be directed to the MuniDyn OSS web site for the City of Alton which will be available 24/7, except for scheduled maintenance.

Process Detail – Automated Data Upload

1. The workbook contains four data entry worksheets. Each worksheet has a corresponding data definition workbook. The data definition worksheet explains each data element.

2. Each data worksheet requires the business license number for the alarm company to be entered into cell B2 for control and identification purposes.

3. Key Data Explanations

a. Control Data worksheet– Alarm company license number, name and primary contact information.

b. Company Data worksheet– Alarm, monitoring and installation company information. There must be one entry for each type of company. This worksheet must contain a minimum of three rows of data, one each for a designated alarm, installation and monitoring company. If the alarm company performs all three functions, the same data will appear in each row with the company types A, I, M.

i. Company Number (Column A) is a sequential reference number.

ii. Only one Company Type “A” for Alarm Company.

iii. At least one Company Type “I” for an Installation Company.

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- iv. At least one Company Type “M” for a Monitoring Company.
 - v. If the alarm company performs all functions, enter the same company information for each of the A, I and M companies.
 - vi. Each unique A, I and M company may require a separate business license issued by the City of Alton. Contact the City of Alton Treasurer Department identified on the first page of this document.
 - vii. Company Number in Column A will be used in the Registration Data worksheet Columns Y and Z to designate the installation and monitoring company.
- c. Registration Data worksheet – information for each alarm owner, alarm site, permit and contacts.
- i. Account Number is the alarm company account number for this alarm owner. MuniDyn uses this number to group sites and permit under a single account. This number is loaded into the OSS and available in downloads to enable the alarm company to compare OSS data to their internal system data.
 - ii. New permit requests REQUIRE an electrical permit number. This data will be forwarded to the City of Alton Building & Zoning Department for verification.
- d. User Data – users which the alarm company authorizes to access their alarm registration information via the MuniDyn OSS web site.
- i. Unlimited quantity of users may be assigned.
 - ii. Users may change their passwords after they are logged in.
 - iii. Additional login and access parameters are available beyond what is presented in the worksheet. MuniDyn will coordinate these security measures with the alarm company primary user contact.
4. MuniDyn will email user logins and passwords when the alarm owner data is available online.

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Municipal Dynamics
 Bulk Data Load Template
 Company Data Definitions

Field	Length	Mandatory	Description
CompanyNumber	Int(1)	Y	Numerical sequence reference for each record starting with 1.
CompanyType	varchar(1)	Y	"A" Alarm Company, "I" Installation Company, "M" Monitoring Company. If an alarm company performs more than one function, enter that company data multiple times with a specific A, I or M corresponding to the function performed.
CompanyName	varchar(120)	Y	Legal name of the company.
CompanyShortName	varchar(10)	Y	Abbreviation for the company.
CompanyAddress1	varchar(120)	Y	First line of billing address.
CompanyAddress2	varchar(120)	N	Second line of billing address.
CompanyCity	varchar(120)	Y	Billing city name.
CompanyState	varchar(2)	Y	Two character abbreviation for the billing state or province.
CompanyPostalCode	varchar(9)	Y	US Zip or ZIP+4, no dash, or Canadian Postal Code.
CompanyCounty	varchar(80)	N	Billing county name.
CompanyCountry	varchar(80)	Y	Billing country name.
CompanyLocalTaxID	varchar(20)	Y	Business license number issued by the City of Alton for the company.
CompanyContactFirstName1	varchar(80)	Y	First name of company contact.
CompanyContactLastName1	varchar(80)	Y	Last name of company contact.
CompanyContactEmail1	varchar(120)	Y	Email address of company contact.
CompanyContactPhone1	varchar(20)	Y	Phone number of company contact. Numbers only, no dashes.
CompanyContactPhoneExt1	varchar(10)	N	Phone number extension for company contact.
CompanyContactFax1	varchar(20)	Y	Fax number extension for contact.
CompanyContactFirstName2	varchar(80)	N	First name of contact.
CompanyContactLastName2	varchar(80)	N	Last Name of billing contact.
CompanyContactEmail2	varchar(120)	N	Email address of contact.
CompanyContactPhone2	varchar(20)	N	Phone number of contact. Numbers only, no dashes.
CompanyContactPhoneExt2	varchar(10)	N	Phone number extension for contact.
CompanyContactFax2	varchar(20)	N	Fax number extension for contact.

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 Registration Data Definitions

Field	Len	Mandatory	Description
AccountNumber	varchar(20)	Y	Alarm company account number. Relates multiple sites and permits to the same billing account.
AlarmOwnerBusiness Name	varchar(80)	N	Name of commercial alarm owner. Use this field if the PERMIT TYPE is COMMERCIAL. Use the first name/last name fields for RESIDENTIAL and DUAL alarm permits.
AlarmOwnerFirstName	varchar(50)	Y	First name of the residential alarm owner. Use the first name/last name fields for RESIDENTIAL and DUAL alarm permits.
AlarmOwnerMiddleInitial	varchar(1)	N	Middle initial of the residential alarm owner.
AlarmOwnerLastName	varchar(50)	Y	Last name of the residential alarm owner.
AlarmOwnerNameSuffixID	varchar(5)	N	"JR", "SR", "I", "II", "III", "IV", "V", "ESQ".
AlarmOwnerEmail Address	varchar(120)	N	Email address of alarm owner for electronic billing.
BillingAddress1	varchar(120)	Y	First line of billing address.
BillingAddress2	varchar(120)	Y	Second line of billing address.
BillingCity	varchar(120)	Y	Billing city name.
BillingState	varchar(2)	Y	Two character abbreviation for the billing state or province.
BillingPostalCode	varchar(9)	Y	US Zip or ZIP+4, no dash, or Canadian Postal Code.
BillingCountry	varchar(80)	Y	Billing country name.
BillingContactFirstName	varchar(80)	Y	First name of billing contact.
BillingContactLastName	varchar(80)	Y	Last name of billing contact.
BillingContactPhone	varchar(20)	Y	Phone number of billing contact. Numbers only, no dashes.
BillingContactPhoneExtension	varchar(10)	N	Phone number extension for billing contact.
BillingContactPhoneType	varchar(10)	Y	E.g. "HOME", "WORK", "PAGER", "CELL"
PermitType	varchar(20)	Y	"RESIDENTIAL", "COMMERCIAL", "DUAL"
PermitFee	int(4)	Y	\$25 RESIDENTIAL, \$50COMMERCIAL/DUAL
CoverageType	varchar(20)	Y	"PERIMETER", "INTERIOR", "BOTH"
MonitorType	varchar(20)	Y	"LOCAL", "REMOTE"
ElectricalPermit	varchar(20)	N	Permit number issued by the City of Alton for this alarm site. Electrical permits are MANDATORY for newly issued alarm registrations.
MonitoringCompany	Int(1)	Y	Reference number from Alarm Company tab for company currently monitoring this alarm. Blank if none.

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InstallationCompany	Int(1)	Y	Code number from Alarm Company tab for company which installed this alarm. Blank if none.
AlarmSiteStreetDirectionalPrefix	varchar(10)	N	Street direction prefix: N, S, E, W, etc.
AlarmSiteStreetNumber	varchar(10)	Y	Numeric portion of street address where the alarm is located.
AlarmSiteStreetName	varchar(120)	Y	Alpha portion of street address where the alarm is located.
AlarmSiteStreetDirectionalSuffix	varchar(10)	N	Street direction suffix: N, S, E, W, etc.
AlarmSiteStreetType	varchar(20)	Y	Street type: ST, CT, LN, BLVD, etc.
AlarmSiteUnitNumber	varchar(10)	Y	Unit number if the alarm is located in a multi-unit complex.
AlarmSiteCity	varchar(120)	Y	"ALTON"
AlarmSiteState	varchar(2)	Y	"IL"
AlarmSitePostalCode	varchar(9)	Y	Zip or ZIP+, no dash.
AlarmSiteAlarmLocation	varchar(80)		Text describing exact location of the alarm system.
AlarmSiteContactFirstName1	varchar(80)	Y	First name of the first contact at the alarm site.
AlarmSiteContactLastName1	varchar(80)	Y	Last name of the first contact at the alarm site.
AlarmSiteContactPhone1	varchar(20)	Y	Phone number of the first contact at the alarm site. Numbers only, no dashes.
AlarmSiteContactFirstName2	varchar(80)	Y	First name of the second contact at the alarm site.
AlarmSiteContactLastName2	varchar(80)	Y	Last name of the second contact at the alarm site.
AlarmSiteContactPhone2	varchar(20)	Y	Phone number of the second contact at the alarm site. Numbers only, no dashes.

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 User Data Definitions

Field	Length	Mandatory	Description	Default	Options
UserFirstName	varchar(50)	Y	First name.		
UserMiddleInitial	varchar(1)	N	Middle initial.		
UserLastName	varchar(50)	Y	Last name.		
UserLogonFromHour	varchar(2)	Y	Start hour for logon access.	"00" MIDNIGHT	00-23
UserLogonFromMin	varchar(2)	Y	Start minute for logon access.	"00" MIDNIGHT	00, 15, 30, 45, 59
UserLogonToHour	varchar(2)	Y	End hour for logon access.	"23" 11 PM	00-23
UserLogonToMin	varchar(2)	Y	End minute for logon access.	"59" 11:59 PM	00, 15, 30, 45, 59
UserLogonTimeZone	varchar(3)	Y	Logon time zone to determine access.	Central	Eastern, Central, Mountain, Pacific, Alaska, Hawaii
UserWeekendAccess	varchar(1)	Y	User access Friday midnight through Sunday midnight.	Blank = "T"	"T" or "F"
UserEmail	varchar(120)	Y	Email address.		
UserIPAddress	varchar(20)	N	IP Address restrictions.	No restrictions.	Single IP address. Contiguous range of IP addresses separated by a dash. Multiple IP addresses separated by a comma. Any combination.
UserManager	varchar(1)	Y	Indicate ONE user as primary contact for all users.	Blank	Y

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