

Setup

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Introduction



Property Icon

This user manual describes how to setup the property, geo file and preplan system. The geo file is your address database that is used by the dispatch system. There are four basic address types.

- **Addresses.** The standard address has a street number and street name. Some might have a suite or apartment number.
- **Intersections.** The intersection is composed of a primary street and a cross street.
- **Ranges.** The range is composed of a primary street, lower number and upper number.
- **Master Box.** Master boxes are geographic locations represented by a simple number. They can be assigned to buildings, intersections, schools or commercial structures.

The main address types are entered by Alpine personnel.

Accessing Property Setup

Accessing property setup is done by selecting the upside down arrow to the right of the house icon and selecting setup. You must have Setup Preplan System security rights to do this.

Address Type

Select this tab to enter address types. Example address types include:

- C - Commercial
- R - Residential
- MF - Member Family
- I - Industrial
- S - School

These types are used in the address entry screen.

Address Status History: Type

Select this tab to enter address status types. Example address status history types include

- AOOS - Alarm out of service.
- BIS - Building back in service.
- SOOS - Sprinkler out of service.

Address Status History: Status

Select this tab to enter address status history status. This sounds abnormal, but it is the status of the address status record. Enter a Y in the Open field if this status type is considered open. Example address status history statuses include:

- Open
- Closed

Boxes, Zones, Districts

Select this tab to enter boxes, zones or districts. This tab is only available if you do not have the Dispatch module. This table is utilized in both the property NFIRS incident and EMS reporting modules.

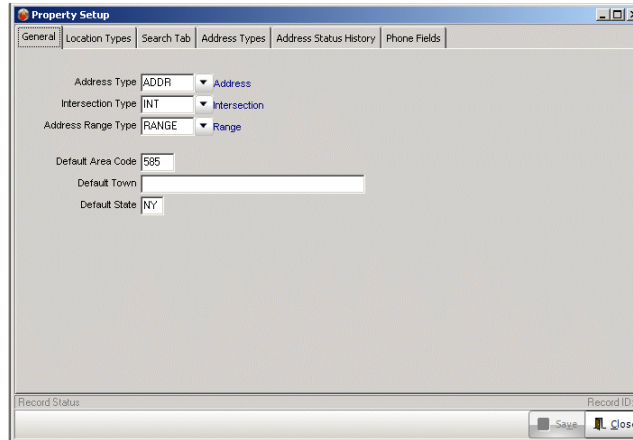
Field Name	How it is Used	Special Notes	Example Entries
Box or Section	Box Code	None	N
Description	Description of the Box	None	Northside of Town
Notes	Additional comments.	None	Enter preplan data here if applicable

There may be additional fields if your box table has been customized.

The following sections are configured by Alpine personnel.

General: Alpine Personnel Only

These fields are used in the main location type and search engine.



The following fields are maintained in this screen.

Field Name	How it is Used	Special Notes	Example Entries
Address Type	This type is assigned to all records that are considered a physical location.	This list is maintained in the location types.	ADDR
Intersection Type	This type is assigned to all records that have both a street name, and street.	This list is maintained in the location types.	INT
Address Range Type	This type is assigned to all records that have lower and upper street number.	This list is maintained in the location types.	RANGE
Default Area Code	This is used in the search function.	N/A	656
Default Town	This is used in the search function.	N/A	BARRINGTON
Default State	This is used in the search function.	N/A	CT

Batch Change Addresses

The Batch Change Address function can accomplish the following examples:

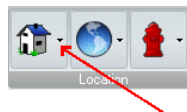
- Instances when you want to enter the first person to call and phone number for several addresses at the same location.
- Enter verbal hydrant location for all addresses on a street.

This is a very powerful function and must be used carefully. Great care must be taken so you do not change critical fields like the street name or number. Follow these steps to utilize the BCA function.

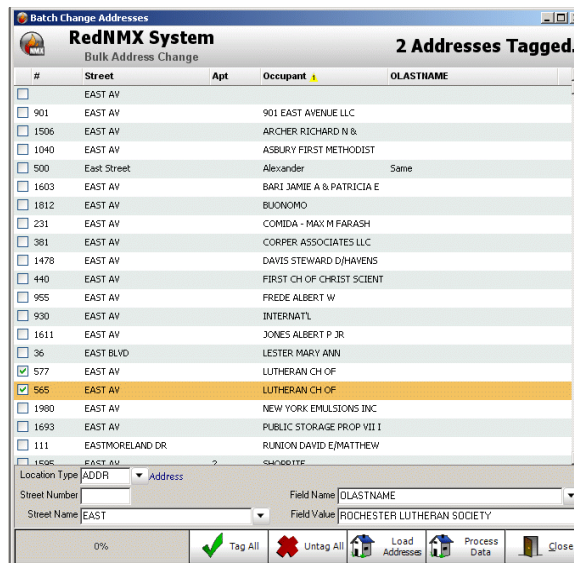
1. Log in as a user that has **Property Setup** security rights.

Note: *Alpine personnel need to turn on the function first.*

2. Select the drop down icon next to the address icon.



3. Select the **Batch Change Address** menu choice. This will bring up the batch change address system.



4. Enter the following fields:

Field Name	How it is Used	Example Entries
Location Type	Enter this field to filter by location type.	ADDR
Street Number	Enter this field to find a specific street number.	55
Street Name	This type is assigned to all records that have lower and upper street number.	RANGE
Field Name	Enter the field name you would like to change.	OLASTNAME
Field Value	Enter the field value you would like to change to.	ROCHESTER LUTHERAN SOCIETY.

5. After you enter the street name and field name, press the **Load Addresses** button.
6. Tag the addresses you would like to change.
7. Press **Process Data** button. This will change all of the addresses that are tagged.