

Property and Geo File

Usage

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Note: *The address entries screens can be customized based on the department requirements and past data sets.*

Introduction

This manual describes how to manage locations for your dispatch system. This manual covers the basic fields found in the standard system. Your entry screens might be different, based on additional customization. Accessing property entries is done by selecting the upside down arrow to the right of the house icon.

There are three possible views:

- Edit/View all Address Types. This view includes all location for all address types, including ranges and intersections.
- Edit/View Ranges. This view displays ranges.
- Edit/View Intersections. This view displays intersections.

Dual Mode Address Screen System

There are two types of screens that display address data.

- **Property Entry Screen.** This screen is used to edit the data.
- **Emergency Address Information.** This screen displays pertinent information at the time of an alarm. It does not allow editing.

Editing Address

Select the menu choice **Edit/View all Address Types**. This will bring up the address edit browse. From here you can search for addresses to maintain. Press the Edit button to edit an address. Displayed will be the Property Entry Screen.

The top section is the same for all location types. It includes location information that is the same for ranges, intersections, boxes, and addresses.

Different tabs will be available depending on the type of location. Change the location type to see how the tabs change.

The following fields are edited in the top panel of the address screen and are included with all location types:

Field Description	How it is Used	Special Notes	Example Entries
Location Type	Type of address determines which tabs are displayed.	Select from the pick list.	ADDR, RANGE, INT
Primary Agency	Select the primary responding agency for this address.	Select from the pick list. This field is used by multi jurisdictional systems.	12345
Response Box Code	The response box code is utilized by the dispatch system. It represents a geo graphic area and links with running orders.	Select from the pick list. Additional explanations are found in the dispatch setup.	100
Town, State, Zip	Enter the data in the space provided.	Select from the pick list	Pittsford, NY 13431
Latitude, Longitude	Enter the decimal latitude in the space provided.	Press the Get Latitude and Longitude button to access the ESRI web site. This feature only works if you router allows it.	Longitude is always negative.

The following sections describe each tab.

Editing Ranges

Select the menu choice **Edit/View Ranges**. Range records represent street segments. Some streets can be represented by one segment, where others are broken up into several segments. This will bring up the range browse.

Field Description	How it is Used	Special Notes	Example Entries
Primary Street	The street name of the range or block	None	Main Street
Lower Street Number	The lower street number or start of the street segment.	None	1
Cross Street 1	The street that crosses at the lower street number.	None	Oak Street
Upper Street Number	The upper street number or end of the street segment.	None	44
Cross Street 2	The street that crosses at the upper street number.	None	Maple Street
(O)dd	Enter O if range applies only to odd street numbers	None	O
(E)ven	Enter E if range applies only to even street numbers	None	E
(B)oth	Enter B if range applies both odd and even numbers	None	B

Using the Odd and Even flag assists in determining the appropriate response where a range of street numbers may not fall within the same cross streets. Under “normal” circumstances numbers 1-10 would be found between the same cross streets. Occasionally, this is not the case, as in the following example: If the north side of Main St. between A St. and B St. has ODD numbers 1-9 and the south side of Main St. has EVEN numbers 2-6 between A St. and B St. While Even numbers 8-10 are between B St. and C St. You can see in this example that setting range from 1-10, encompassing both odd and even numbers falling between A St. and B St. would have an exception, number 8. Number 8 falls between B St. and C St.

Tab: Address

This is displayed when the address type is **ADDR**.

Field Description	How it is Used	Special Notes	Example Entries
Address Type	Enter the address type in the space provided.	Select from the pick list.	A-Apartment
Street Number	Enter the street number in the space provided.	None	9999
Street Name	Enter the street name in the space provided.	Select from the pick list.	Cullens Run
Suite/Apt	Enter the suite or apartment number in the space provided.	None	54
Occupant	Enter the occupant in the space provided.	None	Post Office
Range Record ID	Enter this field to link the entered address with a range record. This	Using range records is more efficient in that you only maintain hydrant and cross street date in one record.	None
Nearest Cross Street	This field is used if no range record ID is entered.	Enter the nearest cross street in the space provided.	None
Second Cross Street	This field is used if no range record ID is entered.	Enter the second cross street in the space provided.	None

Invalids	Enter invalid data in the space provided.	None	None
Comments	Enter additional comments in the space provided.	None	None
First Person to Call	Enter the first person to call in the space provided.	None	None
Phone Number	Enter the phone number in the space provided.	None	None

Property Status

The property status is a place to track the following example statuses.

- AOOS - Alarm out of service.
- CI - Chiefs investigation.
- SOOS - Sprinkler back in service.

Additional property status types can be added in the property setup. This information can be displayed in bulletin boards, rip and runs and pagers. It is also a historical record that is kept on file permanently. Select the Property Status tab to enter a new property status. The following fields are entered in the space provided.

Field Description	How it is Used	Special Notes	Example Entries
Type	The type of status.	Select from the pick list.	Alarm out service.
Out of Service Box			
Date and Time	Enter the date and time the entry was made	Use military time format.	01/12/2007 09:00
Authority	Enter the person who called it.	None	Bob the building manager.
Dispatcher	Enter the dispatcher that took the call.	Select from the pick list.	None.
In Service Box			
Date and Time	Enter the date and time the entry was closed	Use military time format.	01/12/2007 11:00
Authority	Enter the person who called it.	None	Bob the building manager.
Dispatcher	Enter the dispatcher that took the call.	Select from the pick list.	None.
Status	Enter the current status in the space provided.	Select from the pick list.	None.
Caller Information			
Caller	Enter the call name in the space provided.	None	None
Phone	Enter the phone number in the space provided.	None	None
Comments	Enter the comments in the space provided.	None	None
Event Status			
Status	Enter the current status in the space provided.	Select from the pick list.	None.

Example: Alarm out of Service

Follow these steps to take a building out of service. This example assumes you know how to access an address in edit mode.

1. Access an address in the edit mode.
2. Select the **Property Status** tab.
3. Press the **New** button.
4. Enter all of the fields that are relevant. Enter in the type, Event Start info, and Call Information. Enter Open in the status field.
5. Close the window. The alarm is now out service for the selected building.

The address is not out of service.

Follow these steps to put a building back in service, ie close out the out of service event.

1. Access an address in the edit mode.
2. Select the **Property Status** tab.
3. Edit the event.
4. Enter the Event End data. Enter Closed in the Status field.
5. Close the window. The event is now closed and the building is back in service.

Emergency Address Information

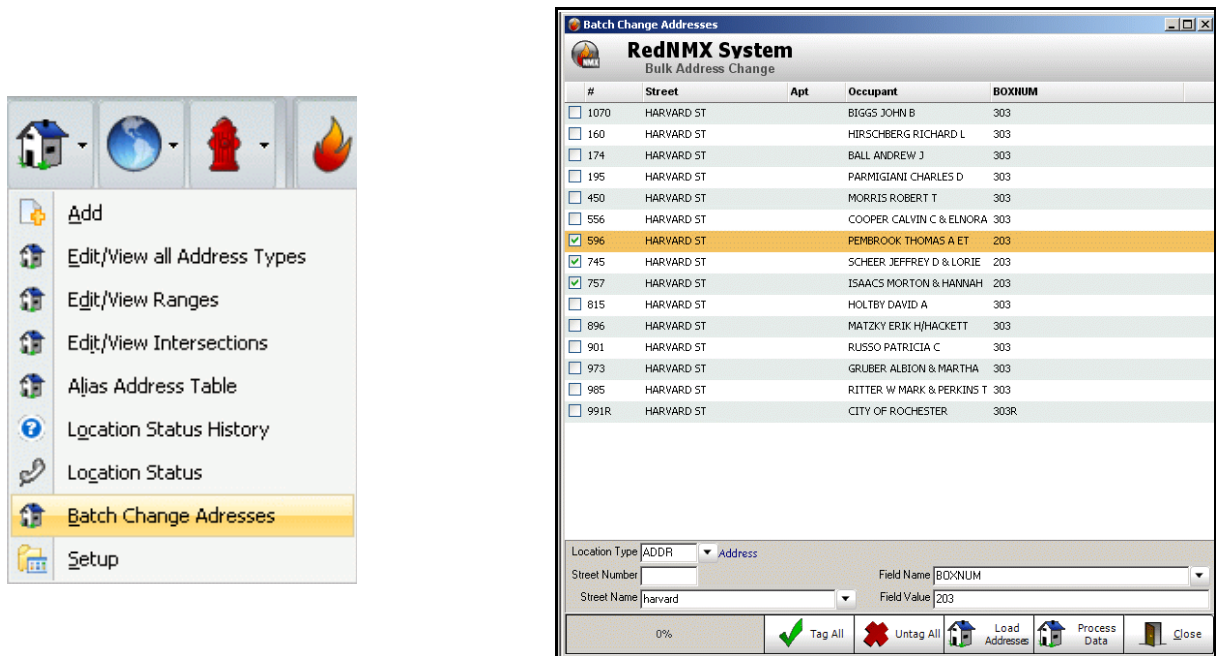
The Emergency Address Screen can be accessed from several different places.

- Dispatch Command Screen
- Property Edit Screen
- Dispatch Call Taker Screen

Batch Change Addresses

This section covers the procedure for changing a specific field in several addresses quickly. It allows you to select a field name, then enter the field value, and change it for a specific set of addresses. Follow these steps to run the procedure:

1. Select the drop menu in the Property Icon, then select the Batch Change Addresses.



The screenshot shows the 'Batch Change Addresses' dialog box in the RedNMX System. The dialog has a title bar and a menu bar. Below the menu bar is a table of addresses with columns: #, Street, Apt, Occupant, and BOXNUM. The table contains 14 rows of data. The row with # 596 is highlighted in yellow and has a checkmark in the first column. The rows with # 745 and # 757 also have checkmarks. Below the table is a filter section with the following fields: Location Type (set to ADDR), Street Number (empty), Street Name (set to Harvard), Field Name (set to BOXNUM), and Field Value (set to 203). At the bottom of the dialog are buttons for Tag All, Untag All, Load Addresses, Process Data, and Close. The progress bar at the bottom left shows 0%.

#	Street	Apt	Occupant	BOXNUM
<input type="checkbox"/>	1070	HARVARD ST	BIGGS JOHN B	303
<input type="checkbox"/>	160	HARVARD ST	HIRSCHBERG RICHARD L	303
<input type="checkbox"/>	174	HARVARD ST	BALL ANDREW J	303
<input type="checkbox"/>	195	HARVARD ST	PARMIGIANI CHARLES D	303
<input type="checkbox"/>	450	HARVARD ST	MORRIS ROBERT T	303
<input type="checkbox"/>	556	HARVARD ST	COOPER CALVIN C & ELINORA	303
<input checked="" type="checkbox"/>	596	HARVARD ST	PEMBROOK THOMAS A ET	203
<input checked="" type="checkbox"/>	745	HARVARD ST	SCHER JEFFREY D & LORIE	203
<input checked="" type="checkbox"/>	757	HARVARD ST	ISAACS MORTON & HANNAH	203
<input type="checkbox"/>	815	HARVARD ST	HOLTBY DAVID A	303
<input type="checkbox"/>	896	HARVARD ST	MATZKY ERIK H/HACKETT	303
<input type="checkbox"/>	901	HARVARD ST	RUSSO PATRICIA C	303
<input type="checkbox"/>	973	HARVARD ST	GRUBER ALBION & MARTHA	303
<input type="checkbox"/>	985	HARVARD ST	RITTER W MARK & PERKINS T	303
<input type="checkbox"/>	991R	HARVARD ST	CITY OF ROCHESTER	303R

2. Enter the filter field, Location Type, Street Number and Street Name.
3. Enter the field name you would like to change. Refer to section in this manual, **Identifying a Field Name** to find out how to identify a field and value.
4. Press the **Load Addresses** button. This will query the database and display the value of the field to be changed.
5. Check off the addresses that are to be changed. You can use the Tag All button to check off all addresses.
7. Enter the Field Value.
8. Press the **Process Data** button. This will change the tagged records and replace the contents of the field with the entered value.

Identifying a Field Name

Please note there are times when the field value is different than what is displayed.

The screenshot shows the 'Property Entry Screen' with a 'RedNMX Field Definition' dialog box open. The dialog box displays the following information:

Entry Type	Table Look Up Field
Field Value 1	
Table Name: PROP	
Description: Property Geo File	
Field Name: DISPBOXID	
Description: Box or Dispatch Code	
Type: Numeric	Width: 10
Reference Table: DISPBOX	
Description: Box Table	
Link: PROP.DISPBOXID = DISPBOX.DISPBOXID	

The dialog box also includes a 'Close' button. The background screen shows various fields for property entry, including 'Response Zone' (set to 100) and 'Town/State/Zip' (ROCHESTER, NY, 14619).

For example, the response box uses the DISPBOX.DISPBOXID as the field value for the entry in the PROP.DISPBOXID field on property entry screen. The field displays says **100**, but the actual value of the PROP.DISPBOXID field is **1**.

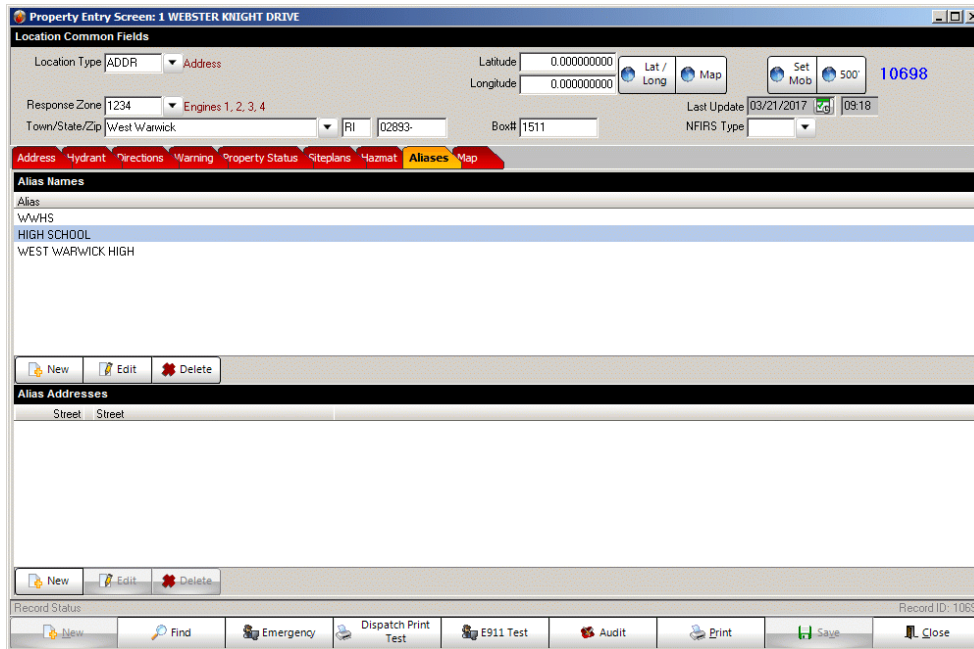
You can find out the actual value of the field by pressing the following keys at the same time:

CTRL-ALT-F

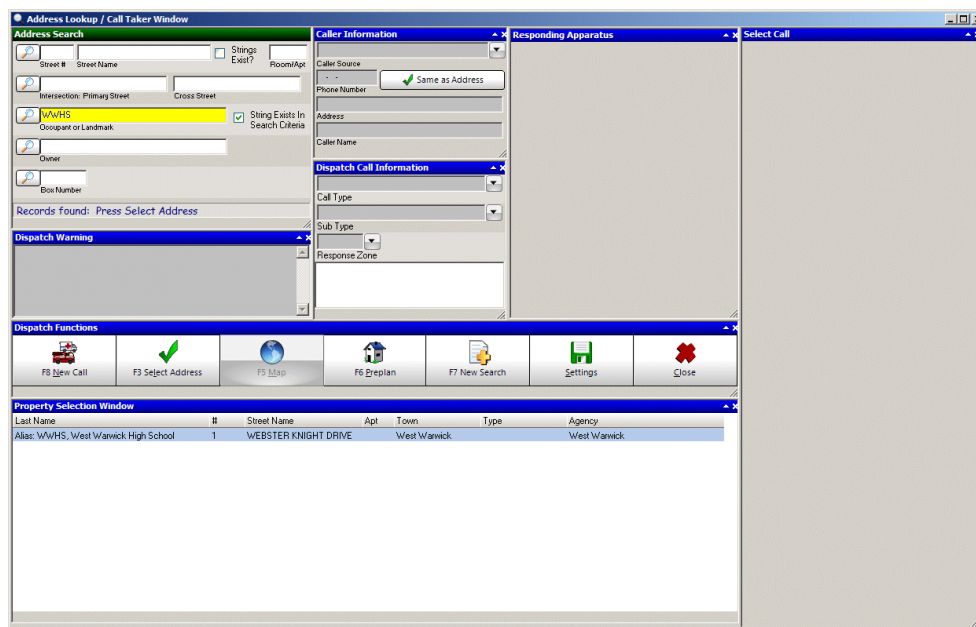
This brings up the field value form.

Tab: Alias Property Names

Select the Aliases tab in the property entry screen to enter Alias Names for a specific occupant. This table is used to cross reference common place names with occupant data. For example, WEST WARWICK HIGH SCHOOL could also be know as WWHS, or simply HIGH SCHOOL.

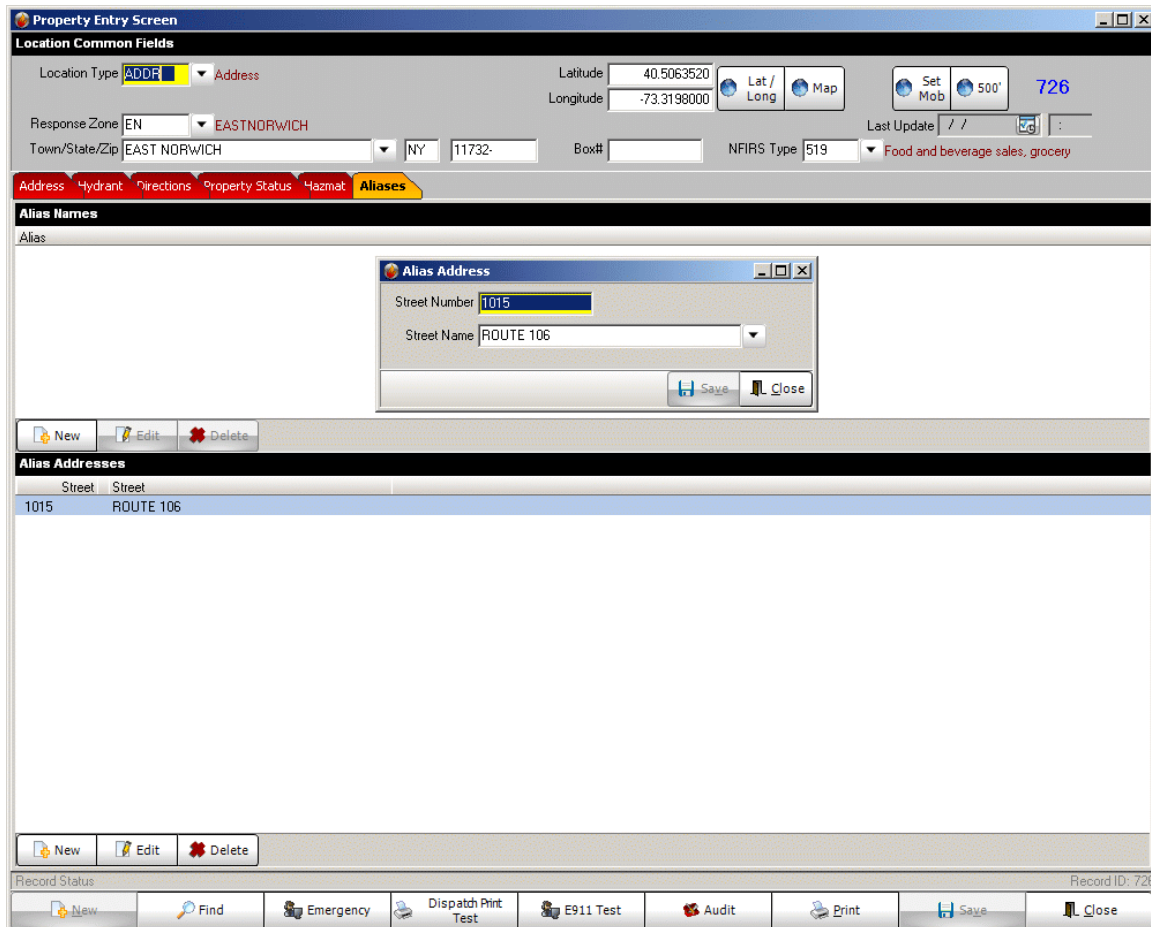


The following shows an example how the search worked. By entering WWHS, it found WEST WARWICK HIGH SCHOOL.



Tab: Alias Addresses

Select the Aliases tab to enter address aliases. These tables are used to cross reference addresses with data that comes from a 3rd party CAD System.



This example uses 1015 ROUTE 106 as an alias for 1015 OYSTER BAY ROAD. The fire department recognizes the location as 1015 OYSTER BAY ROAD, where their CAD center dispatches them as 1015 ROUTE 106. You can have as many address aliases per address as needed.

Please enter each address alias for each address as needed. This example covers the following address aliases.

Range	CAD Street Name	Fire Department Street Name
298 - 600	ROUTE 106	PINE HOLLOW ROAD
853 - 1053	ROUTE 106	OYSTER BAY ROAD
1055 - 2206	ROUTE 106	JERICO OYSTER BAY ROAD