



*ACTIVE* Network Statement of Work  
ACTIVE Net Technical Services  
GIS Import

January 2015

## GIS IMPORT OVERVIEW

---

GIS Import services involve the configuration, testing, deployment, and training required to import a flat file of address information into your organization's ACTIVE Net site for the purposes of establishing customer residency.

## OBJECTIVES

---

- **Configuration:** Configure ACTIVE Net in accordance with the residency criteria established by your organization and the constraints detailed below.
- **Testing:** Import a sample GIS data file into the ACTIVE Net trainer environment. Perform end user validation of sample GIS data.
- **Training:** Provide instruction to your organization on the controls within ACTIVE Net which affect imported GIS data.
- **Deployment** Import your organization's GIS file into the ACTIVE Net production environment

## TASKS

---

- **Configuration:** A representative from Active will configure ACTIVE Net in accordance with the residency criteria established by your organization and the constraints detailed below.
- **Testing:** Your organization will provide a sample GIS file which adheres to the specification detailed below. A representative from ACTIVE will import the data into the ACTIVE Net trainer environment and will provide feedback on file integrity.
- **Training:** An ACTIVE representative will review the configuration and management settings within ACTIVE Net as they pertain to the operation of the GIS import and GIS data.
- **Deployment:** Your organization will provide a GIS file which adheres to the specification detailed below. A representative from ACTIVE will import the data into the ACTIVE Net production environment and will provide feedback on file integrity.

## DELIVERABLES

---

- A onetime import of GIS data into the ACTIVE Net live environment in accordance with the constraints below.

## ASSUMPTIONS

---

- Your representative is empowered to represent the business interests of your organization. They have access to your organization's GIS data and can make configuration decisions regarding ACTIVE Net.
- Your organization will perform work associated with each task within the allocated timeframe.
- Your representative will have access to ACTIVE Net, internet, phone, and able to install and utilize Cisco Webex software to participate in remote desktop sharing

## CONSTRAINTS

---

ACTIVE Net, the GIS import, and associated services are bound to the following constraints:

- All services will be conducted remotely
- All services will be conducted between 6am to 6pm PST, Monday-Friday, excluding North American holidays
- The import file must be .csv format
- Header fields must be included in the GIS import file.
- Addresses which are not whole integers are supported in the following formats. See appendix A for more details.
  - "101.5 Main St."
  - "101b Main St."
  - "101 ½ Main St." is not a supported format
- GIS data requires validation upon entry. This is achieved in the following manner:
  - Front desk:
    - Staff input address as provided by the customer
    - Staff click a "lookup" button to search the imported GIS records
    - ACTIVE Net validates the address as input against the imported GIS records
    - If a match is found, staff confirms the match and resident status is applied
    - If no match is found, the customer will default to non-resident status
  - Online:
    - Customer enters address, along with other contact information
    - Customer clicks to "submit" information
    - ACTIVE Net validates the address as input against the imported GIS records
    - If a match is found, the customer proceeds with account entry
    - If no match is found, the customer is prompted to leave the address as entered or update the address to attempt validation again

- Imported GIS records will not retroactively assign resident status for customers already entered into ACTIVE Net.
- GIS data supersedes all other forms of residency determination in ACTIVE Net. Upon import, residency will be determined only by an exact match to a resident address or range in the import file.
- Training will include a review of the following activities:
  - Adding a resident customer via the staff interface
  - Adding a non-resident customer via the staff interface
  - Creating a resident customer account via the customer interface
  - Creating a non-resident customer account via the customer interface

## APPENDIX A: IMPORT FILE SPECIFICATION

FIELD NAME	DATA TYPE	MAXIMUM FIELD LENGTH	DESCRIPTION	REQUIRED
FROMADDRESS	INT	10	The first valid address in a range for the GIS record* FROMADDRESS is inclusive.	Yes
THRUADDRESS	INT	10	The last valid address in a range for the GIS record* THRUADDRESS is inclusive.	Yes
STREETNAME	VARCHAR	35	The name of the street. Only exact matches are recognized during residency validation.	Yes
CITY	VARCHAR	30	The city of the GIS record	Yes
STATE	VARCHAR	2	The state of the GIS record	Yes
ZIPCODE	VARCHAR	10	The zip code of the GIS record	Yes
RESIDENT	-1 = yes, 0 = no	2	GIS records marked as "resident" will grant residency privileges to the customer as defined by your ACTIVE Net configuration.	Yes
ODDNUMBERS	-1 = yes, 0 = no	2	The GIS record includes odd numbers within the specified range.	Yes
EVENNUMBERS	-1 = yes, 0 = no	2	The GIS record includes even numbers within the specified range.	Yes

\* Note: GIS records can be imported as individual addresses or a range of addresses.

## APPENDIX B: SAMPLE IMPORT DATA

In the following example the range all odd addresses from 101-499 Main St. are eligible for residency. Non whole integer addresses (ex: 101a Main St.) are not considered within a range

FROMADDRESS	THRUADDRESS	STREETNAME	CITY	STATE	ZIPCODE	RESIDENT	ODDNUMBERS	EVENNUMBERS
101	499	MAIN ST.	LOS ANGELES	CA	90210	-1	-1	0

In the example below the following addresses are eligible for residency: "101a Main St.", "101b Main St.", "105 Main St."

FROMADDRESS	THRUADDRESS	STREETNAME	CITY	STATE	ZIPCODE	RESIDENT	ODDNUMBERS	EVENNUMBERS
101a	101a	MAIN ST.	LOS ANGELES	CA	90210	-1	-1	0
101b	101b	MAIN ST.	LOS ANGELES	CA	90210	-1	-1	0
105	105	MAIN ST.	LOS ANGELES	CA	90210	-1	-1	0