The update process starts on the Switchboard.

Make sure that the correct hat (profile) is selected.

Under Business Function select Recreation and under Available Forms and Reports, that the Data Input Forms button is checked.

Then select the REC – ANNUAL UPDATE and click on the launch button.

District POCs: A new profile has been created for you Recreation Mid-Level which will allow you to make corrections during the November review.

A List of Corps Managed PSAs is populated.

Note: See Area Status has been updated to Temporarily Closed for those PSAs that were marked for deletion in Step 2.

Enter the information for the remaining PSAs.

Be sure to indicate if this is a fee area.

Note the Scroll Bar.

Click "Next" button to proceed.

A List of the Non-Fee Areas populates from the previous screen.

If the area is open all year, check the box and dates will prepopulate.

If not, enter the opening and closing dates.

Click "Next" button to proceed to Fee Areas.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilt

Action Edit Query Record Field Help Window

CORPS MANAGED RECREATION AREAS
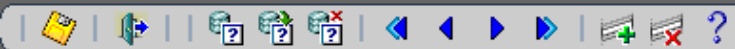
Project Site

CHEATHAM LOCK AND DAM

Fiscal Year

2017

Data Copy Controls

Copy to Next Row   Copy to All Areas

BACK   NEXT   FINISH

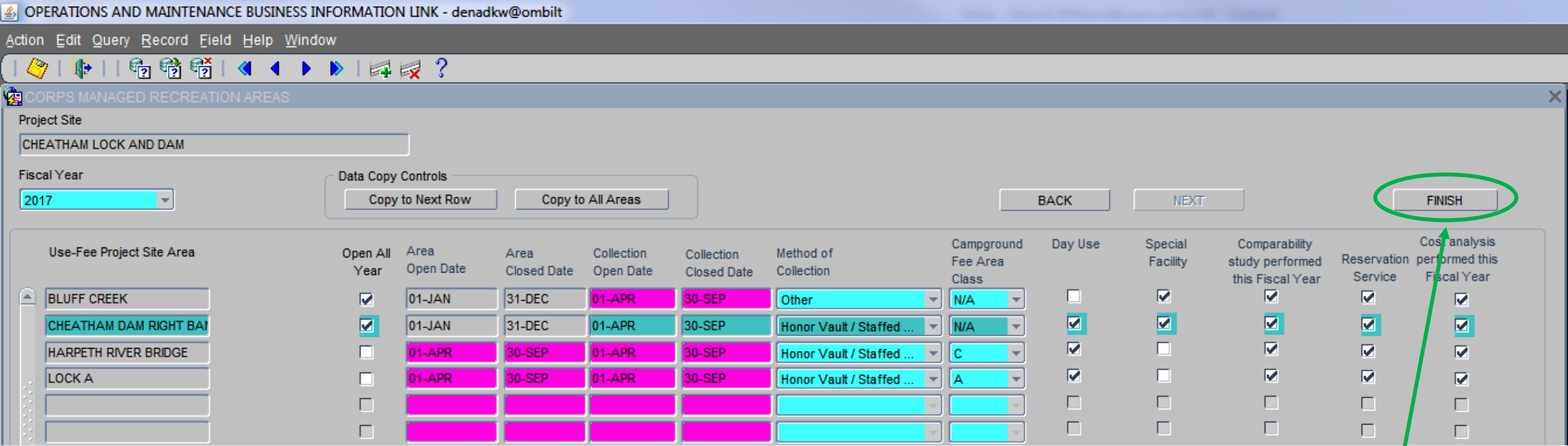| Use-Fee Project Site Area	Open All Year	Area Open Date	Area Closed Date	Collection Open Date	Collection Closed Date	Method of Collection	Campground Fee Area Class	Day Use	Special Facility	Comparability study performed this Fiscal Year	Reservation Service	Cost analysis performed this Fiscal Year
BLUFF CREEK	☑	01-JAN	31-DEC	01-APR	30-SEP	Other	N/A	☐	☑	☑	☑	☑
CHEATHAM DAM RIGHT BAN	☑	01-JAN	31-DEC	01-APR	30-SEP	Honor Vault / Staffed ...	N/A	☑	☑	☑	☑	☑
HARPETH RIVER BRIDGE	☐	01-APR	30-SEP	01-APR	30-SEP	Honor Vault / Staffed ...	C	☑	☐	☑	☑	☑
LOCK A	☐	01-APR	30-SEP	01-APR	30-SEP	Honor Vault / Staffed ...	A	☑	☐	☑	☑	☑
	☐							☐	☐	☐	☐	☐
	☐							☐	☐	☐	☐	☐

A list of the Use Fee Areas populates.
Enter the Information for the Use Fee Areas.

Area Open and Closed Dates	If Special Facility Fees
Collection Dates	Comparability Study
Method of Collection	Reservation Service (NRRS)
Campground Fee Class	Cost Analysis
Day Use Fees in Area	

Click Finish when complete.

Data Copy Controls:
Enter the first row, then click "copy next row" to copy to only the next row/area.
Or Click "copy to all areas" to copy to all rows/areas.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilt

Action Edit Query Record Field Help Window
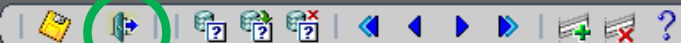
ANNUAL UPDATE

Annual Update

Project Site

CHEATHAM LOCK AND DAM

Fiscal Year

2017

Do not click "Submit" until a... completed. Clicking this bu... the Annual Update form. ... if this button has been cli...

	Launch Form	Status		Progress	% Complete
Step 1:	Project Site Update	Completed			100.00% Complete
Step 2:	Project Site Areas Update	Completed			100.00% Complete
Step 3:	Corps Managed Recreation Update	Completed	No Corps Managed Recreation Areas ☐		100.00% Complete
Step 4:	Interpretive Contacts Update	Not Started	No Interpretive Contacts ☐		.00% Complete
Step 5:	Special Events Update	Not Started	No Special Events ☐		.00% Complete
Step 6:	Facilities Update	Not Started	No Facilities ☐		.00% Complete
Step 7:	Partnerships Update	Not Started	No Partnership Agreements ☐		.00% Complete
Step 8:	Law Enforcement Update	Not Started	No Law Enforcement Agreements ☐		.00% Complete
Step 9:	Leases/Licenses Update	Not Started	No Leases/Licenses Agreements ☐		.00% Complete
Step 10:	Boat Ramp Update	Not Started			.00% Complete
Step 11:	Annual Project Data Update	Not Started			.00% Complete

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Back at the Annual Update Wizard, notice that Step 3 is now 100% completed.

Note: Step 6 is now active.

Exit the annual update through the door .