

**R2S2 OCM Status for Adrien to share with AOs
Week Ending 07/06/2017**

There are two important messages in this document. **Please read completely** and distribute to staff working in the district and sector offices, as well as those working in the numerous fee collection locations across the state.

1. Details and timing of the Interim Manual Fulfillment Process (including ordering the perforated paper for the new Form 453)
2. Information about the disposition of ReserveAmerica equipment after deployment of the R2S2 equipment.

**If You Use an Okidata Printer to Print 453s
OR Print Reserve America Reports to Manage Reservations
PLEASE READ**

Background: Between August 1, 2017 R2S2 Go-Live and March 2018, many of the parks scheduled for R2S2 in one of the five rollout waves will have to use an Interim Manual Fulfillment Process (IMFP) until they receive their R2S2 equipment.

Action: To ensure these locations can print due-in (and other) reports from the R2S2 platform AND the newly formatted Form 453 on perforated paper (to replace those currently printed on the okidata printers), we asked staff to run a Printer Test. 211 FCLs participated in the test effort and submitted results.

If you did not receive the Printer Test or a request to run the new 453, you may launch the attached PowerPoint instructions. Use the Due-In report to test printing capability for the reports. This is a test environment and only contains data for some parks. If you select Big Basin Redwoods SP, you can print a report with data. You also may print the 453 by selecting the 453 link from the report portal as show in the instructions. We recommend you test the new Form 453 with the perforated paper.

New 453 Perforated Paper - Deliveries Coming Soon to Some Districts: During the July 5, 2017 What's In It For You forum, the R2S2 Team shared that parks with reservable overnight, group day-use and boat-use inventory on the ReserveAmerica system will be using the Interim Manual Fulfillment Process to check in visitors with advance reservations starting August 1, 2017. These parks will continue to use the IMFP until they receive their R2S2 point-of-sale equipment.

Parks currently printing the R453 form on the two-part tractor-feed paper (shown below) on their ReserveAmerica Okidata dot-matrix printers will print the new Form 453s on plain perforated paper using their ReserveAmerica (or DPR) laser or inkjet printers.

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Perforated paper supplies have been ordered and stored at the DARC Warehouse in Sacramento in quantities sufficient to supply each park as long as they need to use the IMFP (until they receive their R2S2 equipment). Perforated paper delivery to the district offices will begin the week of July 10, 2017.

We need your help to ensure perforated paper is distributed to each fee collection location that currently prints 453s on Okidata printers prior to our August 1, 2017 go-live date.

Folks will continue using the Interim Manual Fulfillment Process, and the perforated paper, until they receive their R2S2 equipment based on the five R2S2 equipment deployment waves, pictured on the next five pages.

If you have questions about this process or need more information, please email the R2S2 Team at: DPR.R2S2@parks.ca.gov

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WAVE 1

Monterey

- 1.Andrew Molera SP
- 2.Julia Pfeiffer Burns SP
- 3.Limekiln SP
- 4.Pfeiffer Big Sur SP
- 5.Fremont Peak SP
- 6.Henry W. Coe SP
- 7.San Juan Bautista SHP
- 8.Point Lobos SNR
- *Monterey District Office
- *Headquarters Pass Office

**North Coast
Redwoods**

- 9.Benbow SRA
- 10.Grizzly Creek Redwoods SP
- 11.Humboldt Redwoods SNR
- 12.Richardson Grove SP
- 13.Sinkyone Wilderness SP
- 14.Standish-Hickey SRA
- 15.Del Norte Coast Redwoods SP
- 16.Jedediah Smith Redwoods SP
- 17.Patrick's Point SP
- 18.Prairie Creek
- 19.Redwoods SP

**San Luis Obispo
Coast**

- 20.Hearst San Simeon SP
- 21.Montana de Oro SP
- 22.Morro Bay SP
- 23.Morro Strand SB

Orange Coast

- 24.Crystal Cove SP
- 25.Doheny SB
- 26.San Clemente SB
- 27.San Onofre SB
- *Orange Coast District
Special Events Office
- *Orange Coast District Office

San Diego Coast

- 28.Border Field SP
- 29.Old Town San Diego SHP
- 30.Silver Strand SB
- 31.Torrey Pines SB
- 32.Torrey Pines SNR
- *Carlsbad SB
- *San Diego Coast District
Office

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WAVE 2

Gold Fields

- 1.Auburn SRA
- 2.Brannan Island SRA
- 3.Folsom Powerhouse SHP
- 4.Marshall Gold Discovery SHP
- 5.Folsom Lake SRA (remaining sites)

Capital

- 6.California State Capitol Museum
- 7.Leland Stanford Mansion SHP
- 8.State Indian Museum SHP
- 9.Sutter's Fort SHP
- 10.Railtown 1897 SHP
- 11.Old Sacramento SHP

Inland Empire

- 12.California Citrus SHP
- 13.Lake Perris SRA
- 14.Mount San Jacinto SP

Angeles

- 15.Leo Carillo SP
- 16.Malibu Creek SP
- 17.Malibu Lagoon SB
- 18.Point Mugu SP
- 19.Topanga SP
- 20.Will Rogers SHP

Channel Coast

- 21.Carpinteria SB
- 22.La Purisima Mission SHP
- 23.El Capitan SB
- 24.Gaviota SP
- 25.Refugio SB
- 26.Emma Wood SB
- 27.San Buenaventura SB

Oceano

- 28.Oceano Dunes SVRA
- 29.Pismo SB

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WAVE 3

Andreas

- 1.Hungry Valley SVRA
- 2.Hollister Hills SVRA

Tehachapi

- 3.Antelope Valley California Poppy Reserve SNR
- 4.Red Rock Canyon SP
- 5.Saddleback Butte SP
- 6.Silverwood Lake SRA
- 7.Colonel Allensworth SHP
- 8.Fort Tejon SHP

Colorado Desert

- 9.Anza-Borrego Desert SP
- 10.Cuyamaca Rancho SP
- 11.Palomar Mountain SP
- 12.Picacho SRA
- 13.Salton Sea SRA

Ocotillo Wells

- 14.Herber Dunes SVRA
- 15.Ocotillo Wells SVRA

WAVE 4

Central Valley

1. Calaveras Big Trees SP
2. Caswell Memorial SP
3. Columbia SHP
4. Indian Grinding Rock SHP
5. Turlock Lake SRA
6. George J. Hatfield SRA
7. McConnell SRA
8. San Luis Reservoir SRA
9. California State Mining and Mineral Museum
10. Millerton Lake SRA

Santa Cruz

11. Natural Bridges SB
12. New Brighton SB
13. Seacliff SB
14. The Forest of Nisene Marks SP
15. Wilder Ranch SP
16. Santa Cruz Mission SHP
17. Butano SP
18. Half Moon Bay SB

Santa Cruz Continued

19. Pescadero SB
20. San Gregorio SB
21. Manresa SB
22. Sunset SB
23. Big Basin Redwoods SP
24. Castle Rock SP
25. Henry Cowell Redwoods SP
26. Portola Redwoods SP
27. Pomponio SB

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WAVE 5

Bay Area

- 1. Mount Diablo SP
- 2. China Camp SP
- 3. Samuel P. Taylor SP
- 4. Tomales Bay SP
- 5. Angel Island SP
- 6. Annadel SP
- 7. Bothe-Napa Valley SP
- 8. Sonoma Coast SP
- 9. Sugarloaf Ridge SP
- 10. Petaluma Adobe SHP
- 11. Sonoma SHP
- 12. Mount Tamalpais SP

Sonoma-Mendocino

- 13. MacKerricker SP
- 14. Russian Gulch SP
- 15. Westport-Union Landing SB
- 16. Hendy Woods SP
- 17. Manchester SP
- 18. Van Damme SP
- 19. Armstrong Redwoods SNR
- 20. Fort Ross SHP
- 21. Salt Point SP

Northern Buttes

- 22. Castle Crags SP
- 23. McArthur-Burney Falls Memorial SP
- 24. Clear Lake SP
- 25. Lake Oroville SRA
- 26. Bidwell Mansion SHP
- 27. Bidwell-Sacramento River SP
- 28. Colusa-Sacramento River SRA
- 29. Woodson Bridge SRA

Twin Cities

- 30. Carnegie SVRA
- 31. Prairie City SVRA

Sierra

- 32. Donner Memorial SP
- 33. Kings Beach SRA
- 34. Plumas-Eureka SP
- 35. Ed Z'berg Sugar Pine Point SP
- 36. Tahoe SRA
- 37. D. L. Bliss SP
- 38. Emerald Bay SP
- 39. Empire Mine SHP
- 40. Malakoff Diggins SHP
- 41. South Yuba River SP
- 42. Bodie SHP
- 43. Grover Hot Springs SP

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**If Your Park will Receive R2S2 Equipment
PLEASE READ**

Background: The R2S2 Project Team will deploy R2S2/ReserveCalifornia equipment in five waves between August 1, 2017 and February 28, 2018. In addition to delivering, installing and testing the new equipment, team members will remove the equipment that currently belongs to Reserve America (RA). The RA equipment becomes DPR property at midnight July 31, 2017, when the RA contract expires. The R2S2 Team needs your help to identify and label the RA equipment to ensure this equipment is disposed of properly upon receipt and installation of the R2S2 equipment.

Action: DPR staff will place a label (provided by the R2S2 Team) on each piece of RA equipment in their possession. This will help the R2S2 Team identify the RA equipment and will ensure removal and disposition in accordance with California recycling regulations for electronic waste.

Process: Each location scheduled to receive R2S2 equipment will receive brightly colored labels, instructions and a checklist for the RA equipment through inter-office mail. Staff will place a label on each piece of RA equipment and complete the checklist by the date specified in the instructions. RA equipment may include:

- Desktop/Tower/Laptop
- Monitors
- Keyboards
- Computer Mice
- Laser printers
- Okidata dot matrix printers
- Cash drawers (needs further discussion)
- Non-RA credit card readers
- Power cords for items listed above

DPR Staff will print the park name and equipment location (e.g., Folsom Lake SRA, Granite Bay kiosk) on the labels provided and will attach a label to each piece of RA equipment. Staff also will complete the RA equipment checklist as described in the instructions. This includes listing hard drive and card reader (VX 520) identification numbers and any DPR property tag numbers.

The R2S2 Team will disconnect and remove all labeled RA equipment according to the executed statement of work as follows:

- Verify checklist/catalog entries and return the checklists to DPR Headquarters.
- Remove hard drives and card readers and deliver to designated Parks location.
- Dispose of or recycle all other electronic equipment in accordance with DPR and California regulations.

Next Steps: The R2S2 Team will coordinate distribution of the instructions, checklist and stickers to each park scheduled to receive R2S2 equipment. The park will coordinate distribution to each fee collection location within the park. Additionally, the R2S2 Team will provide contact numbers for support if staff have questions as they work through this Equipment Disposition Process.