- 1. Update human data: At the beginning of a new season, i.e. a new forecast year, the previous year's human case data will need to be added to the single CSV file, in the data_human folder, with these required fields:
 - County identification field: Either the county FIPS code (fips, FIPS, fips_code, or FIPS_CODE) or the county name (county, district, parish, or Parish), as matched to what is used in mosquito data.
 - date: the onset date of the symptoms of the case ("MM/DD/YYYY" or in non-ambiguous formats such as YYYY-MM-DD)
- 2. Update off-season weather data via GEE app:
 - 1. Go to https://dawneko.users.earthengine.app/view/arbomap-gridmet.
 - 2. Pick your state, and edit the start date to a week or so before the last updated previous data.
 - 3. Click the download link in the popup window on the map. Save or move the file to the data weather folder.

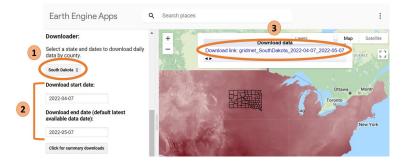


Figure 1: ArboMAP Google Earth Engine app to download gridMET weather data.

- 3. Annual parameter updates: The defaults can be updated by manually editing the header of the ArboMAP_forecast.Rmd file, or the correct setting or file can be picked from the interactive user interface each time.
 - 1. year mosquito end: Update to the current forecast year.
 - 2. year_weather_end: Update to the current forecast year.
 - 3. If the file names of the human (or mosquito) data have changed, those parameters will also need to be updated.
- 4. Optional annual TeX Live update if creating pdf reports (not needed for html reports), then TeX Live, which released beginning of April every year, will need to be updated:
 - 1. Click on the ArboMAP.Rproj file to open the project in RStudio.
 - 2. In RStudio, in the Files pane, click on annual_midApril_tex_update.R.
 - 3. In the Source pane that opens up, make sure the cursor is at the start of line 1, and hit "Run".

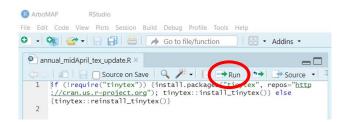


Figure 2: Annual TeX update script as seen in RStudio Source pane.