Geographic Update Partnership Software (GUPS)
Boundary and Annexation Survey (BAS) Quick Reference Guide

Initial Steps

1) Report that you are making updates by one of the following methods:
   - Completing the Annual Response Form located on the BAS website: http://www.census.gov/geo/partnerships/bas.html
   - Call: 1-800-972-5651
   - Email: **geo.bas@census.gov**

2) Received DVD should contain:
   - GUPS software installer
   - BAS GUPS Respondent Guide
   - BAS GUPS Quick Reference Guide
   - Readme text file

3) Shapefiles are available at: http://www.census.gov/geo/partnerships/bas/bas_download.html or on DVD by request

Install GUPS on your local system

1) Insert the GUPS installer DVD into the DVD drive
2) Continue past the security pop-up and click 'More info'
3) Select 'Run anyway?'
4) Answer 'YES' to User Account Control warning message
5) *[GUPS Set-up Wizard appears]*
6) Respond to questions in the Wizard

   - Click 'I Agree' to license agreement
   - Select 'GUPS Data' component and click 'Install' button
   - *Installation could take 10-15 minutes – (Monitor progress bar)*
   - Select 'Reboot now' and click 'Finish'
   - *Installation is complete and a blue GUPS icon appears on your desktop*

Review user guides and training videos

1) The BAS GUPS Respondent Guide is located on the GUPS DVD and training videos are located in the GUPS Main Page under the 'Help' menu.
2) Review this material before using GUPS.

United States Census Bureau

Version 1.5   December 15, 2015

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Start a New Project in GUPS

1) Double-click the GUPS icon on your desktop [*QGIS splash screen appears*]
2) Click 'OK' button on 'QGIS Tips!' window
3) *[**Map Management** dialog page opens]*
   - Select '<u>Program</u>' from dropdown menu –'Boundary and Annexation Survey 2016.'
   - <u>Select</u> '<u>State</u>' from dropdown menu
   - <u>Select</u> '<u>Working County</u>' from dropdown menu
   - 'Select Data Folder, Directory or Location' dropdown menu to select the location from which you want to pull the county's shapefiles (Note: Detailed instructions for downloading data from 'Census web' are found on the BAS website and the BAS GUPS Respondent Guide)
   - Select 'Entity Type' from dropdown menu specifying the entity you represent (County, MCD, Place or State)
   - *[Once selected, a list of adjacent counties will appear highlighted. Uncheck any counties you do not want to appear on the Map View.]*
   - If adjacent counties are selected, load shapefiles from the 'Select Data Folder' Directory or Location' dropdown menu
   - The files load and you are ready to make updates

Perform Geographic Review/Updates

1) Use GUPS to make changes to your:
   - Legal Entities
   - Linear Features
   - Area Landmarks and Hydrographic areas
   - Point Landmarks

Perform Quality Control on Updates

1) Use the validation tools provided in GUPS to review your changes before submittal to the Census Bureau
   - Review Change Polygon Tool
   - Geography Review Tool

Create Output Files

1) Select 'Export to Zip' icon on the BAS Toolbar.
2) From the 'Select Output Type' dialog box select 'Export for Census' or 'Share with Another Participant' button
3) Click 'OK'
4) A window opens showing the location of the of the output file on your local system

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Submit files to Census using the Secure Web Incoming Module (SWIM)

1) Open a browser window and enter the SWIM URL: (**https://respond.census.gov/swim/**)
2) If you already have a SWIM account enter your Email address and Password - Skip step 3
3) If you do not have a SWIM account click 'Register Account'
   - Enter the 12 digit token provided by Census
   - Create a password following the five criteria below:
     a) It must be 8 characters in length
     b) It must have at least one upper case character
     c) It must have at least one lower case character
     d) It must have at least one number
     e) It must have at least one special character (valid characters are: #, !, $, &, ?, ~). Do not use commas since they are for spacing purposes only
   - Complete the registration information form
4) Login to SWIM
   - Select Start New Upload button
   - Select BAS radio Button
   - Select your entity type (State, Place, County, County Subdivision, Tribal Area, or Concity)
   - Select your state and county
   - Select the Zip file to upload
   - Click the + Add File button
   - Double-click on the file you want to upload
   - *[Add additional files in the same manner]*
   - Add any additional information to the Comments field
   - Logout

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Response Deadlines

- **January 1** – All boundary changes must be legally in effect on or before this date to be reported under the current BAS year. Please note that the Census Bureau will accept changes legally effective after January 1 for inclusion in the shapefiles for the next BAS year. However, these changes will not appear in this year's American Community Survey (ACS) or Population Estimates Program (PEP) data. Any change you submit that become effective after January 1 will be reflected in the following year's ACS and PEP data.

- **March 1** – You must submit changes by this date if you wish them to be included in this year's ACS and PEP data. Changes reported by March 1 will also be included in the BAS shapefiles for the next BAS year.

- **May 31** – This is the deadline for changes to be submitted for the current BAS year. Changes received between March 2 and May 31 will be reflected in the shapefiles for the next BAS year. However, they will not appear in this year's ACS or PEP data.

Contact Information

If you have questions, please contact the U.S. Census Bureau:
- Email: **geo.bas@census.gov**,
- Phone: 1-800-972-5651
- FAX: 1-800-972-5652