BBSPV GUPS Quick Reference Guide

A. Getting Started

This version of the GUPS software includes new tools and enhancements from the previously supplied GUPS release in December 2015. It also assists the user in downloading the required updated shapefiles.

YOU MUST USE THE 2016 Partnership shapefiles on the data disk or downloaded them through GUPS version 2.0. Updates made using the old partnership shapefiles can no longer be processed.

1. Installing GUPS Software- Make sure you install GUPS 2.0, the disk included in this mailing, replacing original GUPS. During the installation a GUPSGIS folder will be created on your computer. This is where your files will be stored. To access these files, use the GUPS Map Management tool.

2. Once GUPS 2.0 is installed, you will be asked to select a program, please select Block Boundary Suggestion Project Verification and select the state and county you want to edit.

3. You will be prompted to select a data source. You can use the data disk that is provided by selecting CD/DVD or automatically download the files by selecting Census Web. Again, only these shapefiles can be used to make updates.

B. How to use the BBSPV GUPS Users Guide

The Users' Guide may appear to bit lengthy however, please keep in mind that there are more screenshots than text and these screenshots prove to be very helpful in describing the required steps and expected results.

We do recommend that you definitely:
1. Read Part 1: BBSPV Overview

2. Review the suggested workflow to determine what updates you want to perform during BBSPV. The most common update includes road updates, boundary corrections (including legal updates), and block boundary flagging.

3. If you submitted Holds and Do Not Holds during BBSP--Review Part E of this guide to perform verification of your BBSP submissions

Keep in mind, if you did not participate in BBSP from December 2015 through May of 2016, we are still accepting BBSP updates and you can perform verification of these updates during Phase 2- Voting District Project (VTD).

C. FYIs

We strongly recommend that you use the GUPS 2.0 software to make the updates. During BBSP, GUPS generated change files were generally of better quality than Non-GUPS generated updates.

Please submit your work as early or on a flow basis as possible. This allows the RDO staff to thoroughly review your updates and allows time to work with you if there are issues with your submission.

When you know which counties for which you will not be performing updates, please send an email to rdo@census.gov with a list of these counties at your earliest convenience.

If you plan on making place updates, you need to make these updates using the modify area tool to add or remove faces. Simply adding/deleting boundaries or flagging the current boundary as a do not hold does not make the update.

D. New GUPS 2.0 tools and enhancements

1. New tools:

a. Show/Hide Legend: This allows you to hide the legend.

b. Clean GUPS Data: This allows you to delete GUPS data by project, program, or all GUPS data

c. Add/Remove Imagery: You can add USGS NAIP imagery by clicking on a button.

2. Enhancements:

a. BBSP Verification: If you submitted block boundary holds and do not holds during BBSP, you can use the Review Block Boundary tool to review what was held or not held.

b. Limited Linear Features Naming- You can only add names to roads, rails, and hydro features.

E. Performing BBSP Verification using the Block Boundary Review Tool

1. Introduction

As a part of BBSP Verification, the Block Boundary Review Tool was modified to allow users who participated in BBSP to review the Holds and Do Not Holds that they submitted.

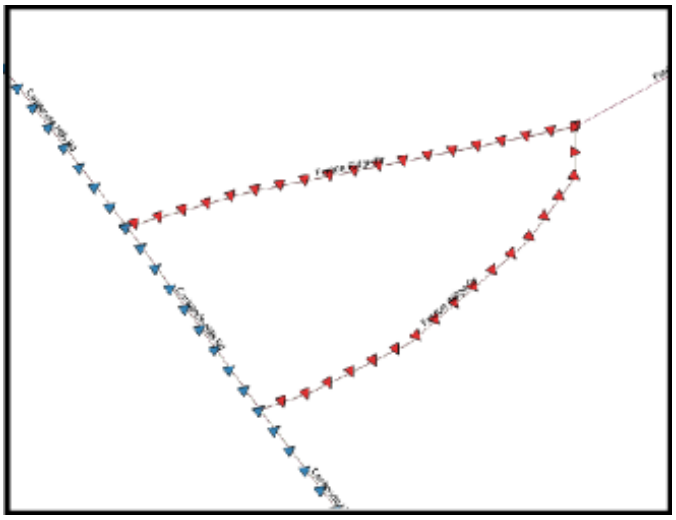
Here is some of the technical information going on in the background to put BBSP and BBSPV edits into context.

- Holds submitted during BBSP were assigned a value of BBSP_2020=1. During processing at Census, these were converted to CBBFLG=1 and the BBSP_2020 field was cleared.

- Do Not Holds submitted during BBSP were assigned a value of BBSP_2020=2. During processing at Census, these were converted to CBBFLG=2 and the BBSP_2020 field was cleared.

- This process allows you to make additional block boundary edits in BBSPV as well, which you will be able to review using this tool.

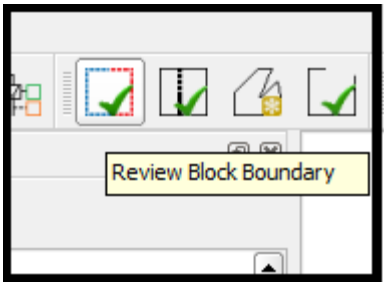
To represent the previously supplied Holds and Do Not Holds, a new symbology was created.



Holds set during BBSP are represented with blue triangles while Do Not Holds are represented with red triangles. The symbology for planned/ineligible and new Holds and Do Not Holds are the same.

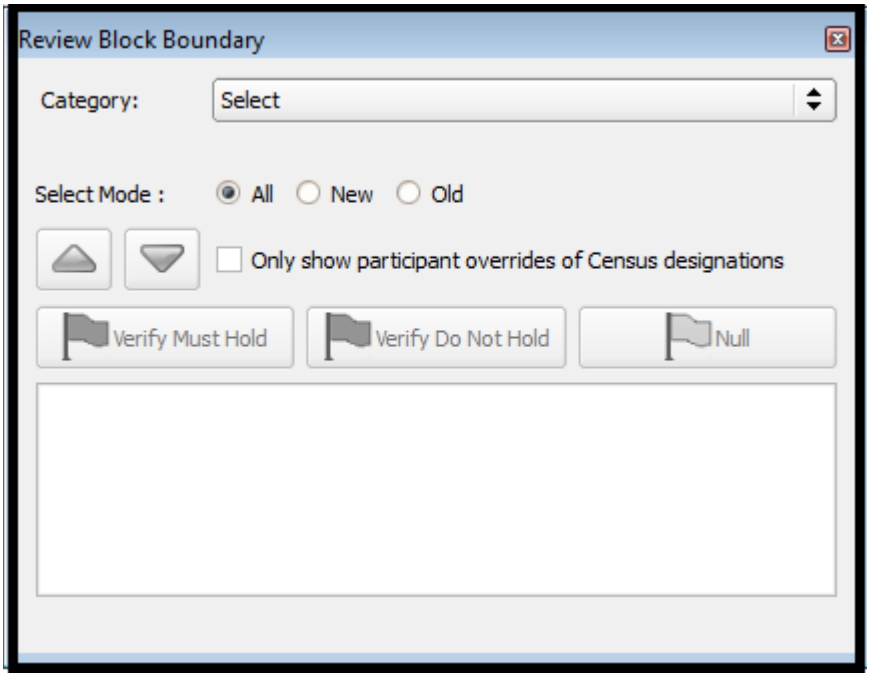
2. Procedures

1. Open the Review Block Boundary Tool

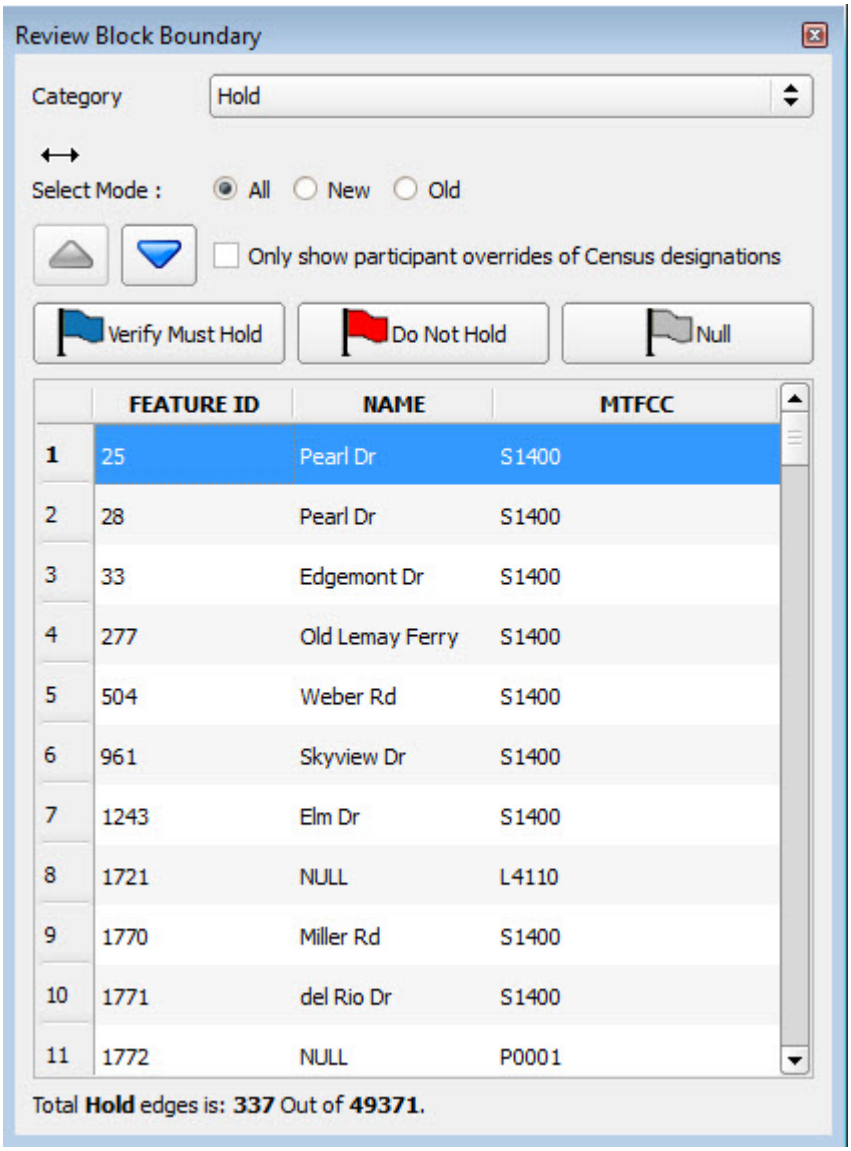


2. Select which category you would like to review: Hold or Do Not Hold

3. Select the mode: Old, New, or All.
    a. Old selects the previously supplied Holds/Do Not Holds from BBSP
    b. New selects the Holds/Do Not Holds from BBSPV, this round of updates
    c. All selects the Holds/Do Not Holds from both BBSP and BBSPV

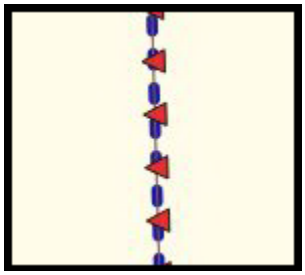


4. Once you select the category and mode, a list of edges that meet the criteria will appear

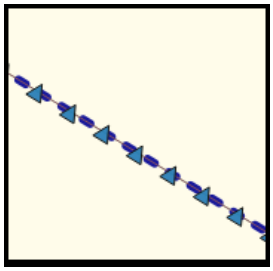


5. Select the first record and GUPS will zoom to it. You have the option to either:
    a. Verify the Hold/Do Not Holds
    b. Change the current Hold/Do Not Hold to the opposite
    c. Remove the Hold/Do Not Hold from the edge

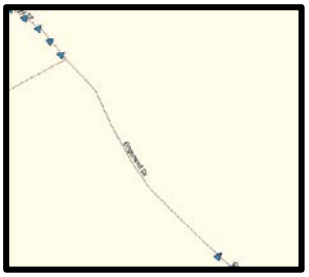
6. Once you select an action for the edge it will disappear from the Review Block Boundary Tool and:
    a. If you select a new Hold/Do Not Hold, the original blue (Hold) or Do Not Hold (red) dashed symbology will appear on the edge.
    b. If you select Null, the blue or red triangle symbology will disappear
    c. To bring the record back to the tool, make sure that you have either selected New or All as the mode and refresh.



Do Not Hold to Hold



Verified Hold



Hold to Null

7. While performing your review, there may be instances where a BBSPV Hold/Do Not Hold conflicts with Census's planned or ineligible block boundaries. (CBBFLG=4 planned, CBBFLG=9 ineligible). These can be reviewed by checking the 'Only show participant override of Census designators' option.