

Quick Start—Geographic Update Partnership Software (GUPS) 2020 Census Local Update of Census Addresses Operation (LUCA)

Before you begin

To ensure the protection of the Census Bureau's Title 13, U.S.C. address information, refer to section 4.1 in the *Confidentiality and Security Guidelines*.

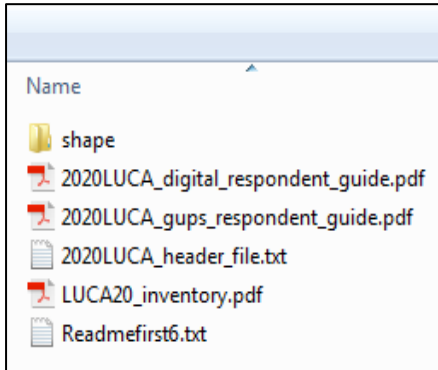


Figure 1: Data Disc Contents

1. To keep your work organized, create a new directory or new folder on your hard drive.
2. Insert the **Partnership Shapefiles and Address Count List DVD**.
3. The screen as shown in Figure 1 opens.
4. Copy all files, except for the “**shape**” folder into the new directory or new folder that you created.
5. Open or print the *2020 Census Local Update of Census Addresses Operation (LUCA) GUPS Respondent Guide* (2020LUCA_gups_respondent_guide.pdf) for detailed instructions on installing and using GUPS. Open the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide, Digital Address List Format* (2020LUCA_digital_respondent_guide.pdf) for detailed instructions on completing LUCA updates.

I. Installing the GUPS Software

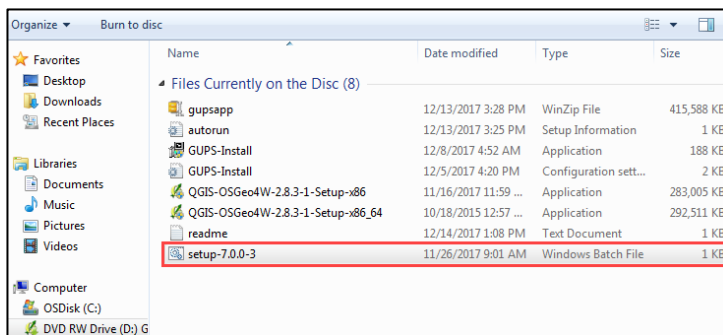


Figure 2: GUPS Disc Contents

1. Insert the **GUPS Software Installation DVD**.
2. If the installation wizard does not automatically open, navigate to your DVD drive, and open the file named **setup-7.0.0-3** (Figure 2).
3. Follow the on-screen instructions for installing the GUPS software.

II. Opening GUPS and Starting Your LUCA Review



Figure 3: QGIS Desktop Icon

1. Double-click the **QGIS Desktop** icon on your desktop (Figure 3).
2. The GUPS application and Map Management window opens.
3. Select Local Update of Census Addresses from the “**Program**” drop-down menu (Figure 4).

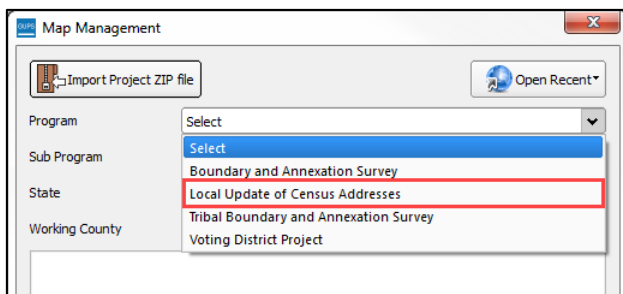


Figure 4: GUPS Program Selection Screen

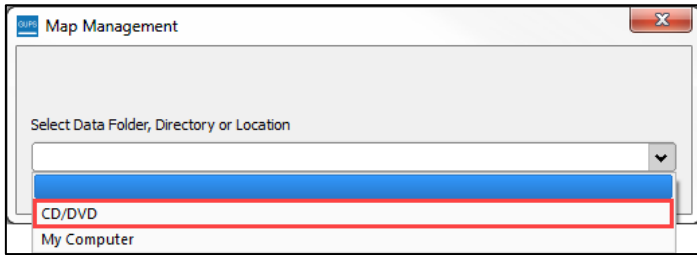


Figure 5: GUPS CD/DVD Selection Screen

4. Select CD/DVD from the “**Data Folder, Directory, or Location**” drop-down menu (Figure 5).
5. When prompted, insert the **Title 13 Address List DVD** (Disc 1) into your DVD drive and select **OK**.

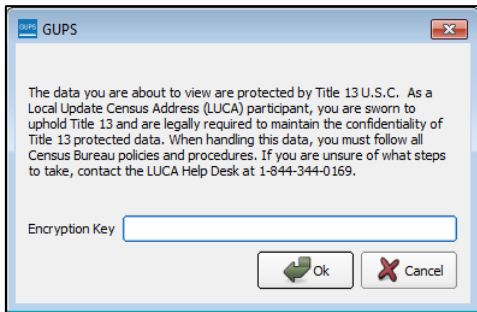


Figure 6: GUPS Encryption Key Box

6. Enter the password the Census Bureau mailed to you separate from your LUCA materials in the **Encryption Key** box (Figure 6).

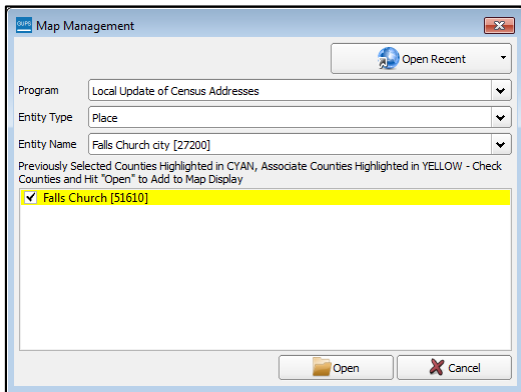


Figure 7: GUPS Entity Selection Screen

7. When prompted, insert the **Partnership Shapefiles and Address Count List DVD** (Disc 2) into your DVD drive and select **OK**.
8. Choose the county or counties you want to begin working with and select **Open** (Figure 7).
9. GUPS will load all the required data from the DVDs, and open a project for you to begin working.

For detailed instructions on completing your LUCA address review and updates, see the *2020 Census Local Update of Census Addresses Operation (LUCA) GUPS Respondent Guide* and the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide, Digital Address List Format* included on your data discs.

For additional information or assistance, please call 1-844-344-0169 or email GEO.2020.LUCA@census.gov. Additional information about the LUCA operation is available at the LUCA Web site at <https://www.census.gov/geo/partnerships/luca.html>.