

## Quick Start—Geographic Update Partnership Software (GUPS)

### 2020 Census Local Update of Census Addresses Operation (LUCA) Feedback Phase

#### Getting Started

Open (or print) the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide, Geographic Update Partnership Software (GUPS) Participants* (e.g., 2020LUCA\_FB\_gups\_respondent\_guide.pdf) for instructions on the use of GUPS. Consult the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide, Digital Address List Participants* (e.g., 2020LUCA\_FB\_digital\_respondent\_guide.pdf) for instructions on reviewing the Census Bureau’s *Detailed Feedback Address List* and, if warranted, submitting qualifying addresses for appeal. Refer to the *Confidentiality and Security Guidelines*, included as an appendix in the respondent guide, to ensure the protection of the U.S. Census Bureau’s Title 13 U.S.C. information.

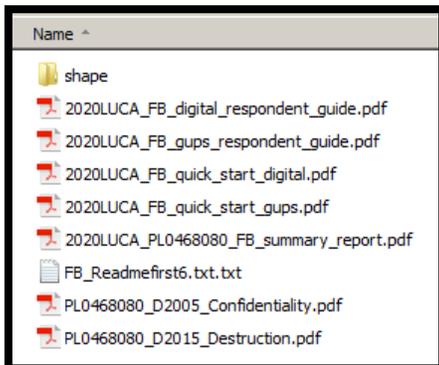


Figure 1: Non-Title 13 Data Disc Contents

1. First, create a new folder (or new directory) on a computer that meets the requirements outlined in the *Confidentiality and Security Guidelines*.
2. Insert the **Non-Title 13 Data Disc** DVD into the CD/DVD drive of the computer.
3. When the window opens, as shown in **Figure 1**, showing the DVD contents, **Copy and Paste** all of the contents into the new folder created in step 1, excluding the “**shape**” folder. Remove the **Non-Title 13 Data Disc** DVD.

**NOTE:** The LUCA Feedback Phase materials package for some participants may include a printed insert (D-2282) that explains the absence of records on their *Detailed Feedback Address List*. If this occurs, a corresponding file (**2020LUCA\_FB\_insert.pdf**) will be present on their DVD(s). This file is absent from the images included in this quick start guide because it is not present for all participants.

#### I. Installing the GUPS Software

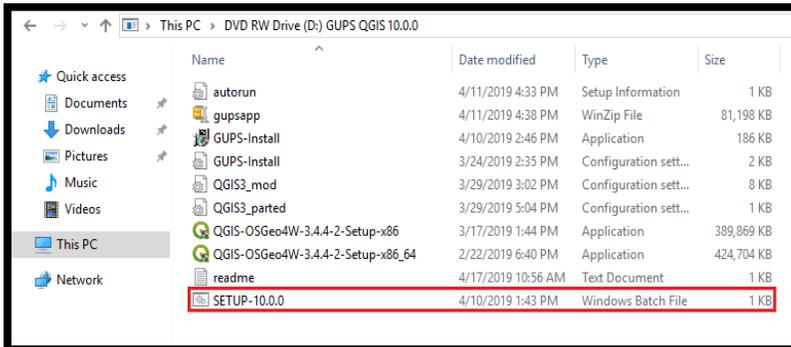


Figure 2: GUPS Software Installer DVD Contents

1. Insert the **GUPS Software Installer** DVD into the CD/DVD drive of the computer.
2. The software should auto-install, but if the installation wizard does not automatically open, navigate to the DVD drive, and open the file named **setup-10.0.0** as shown in **Figure 2**. The file name may vary slightly, but there will be only one setup file on the DVD.
3. Follow the on-screen instructions for installing the GUPS software. The LUCA Feedback GUPS Respondent Guide provides specific details regarding installation.

#### II. Opening GUPS and Starting the LUCA Feedback Review

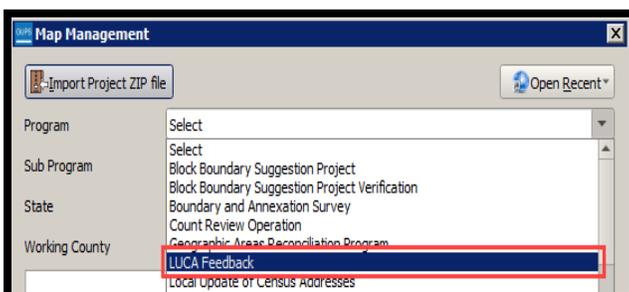


Figure 3: GUPS Map Management Window

1. Double-click the **QGIS Desktop** icon on the desktop or launch **QGIS** from the computer’s Start Menu.
2. The GUPS application and Map Management window opens.
3. Select **LUCA Feedback** from the “**Program**” drop-down menu as shown in **Figure 3**.

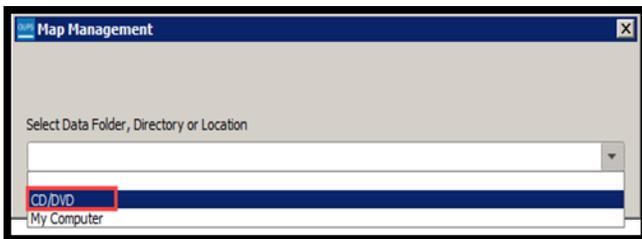


Figure 4: GUPS CD/DVD Selection

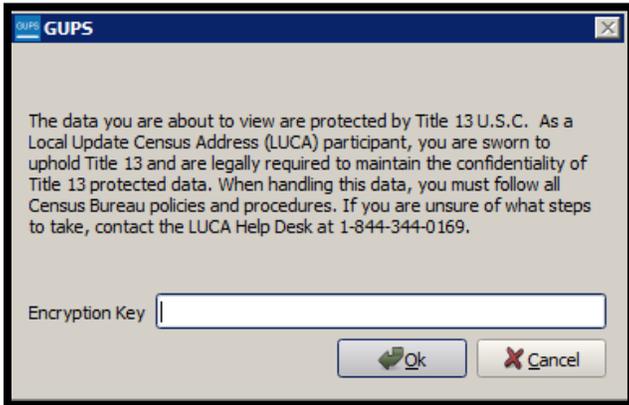


Figure 5: GUPS Encryption Key Window

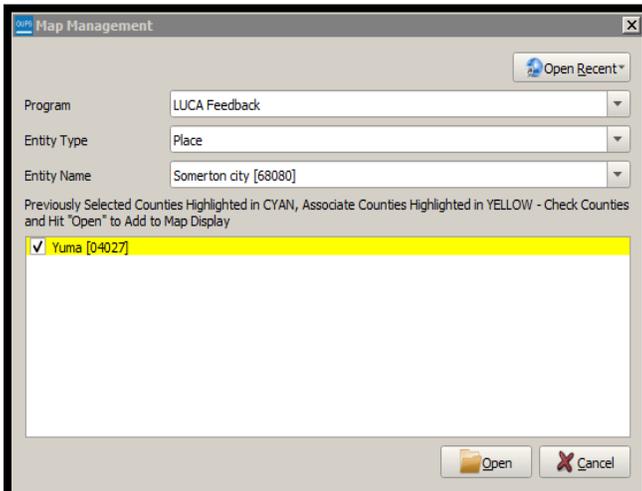


Figure 6: GUPS Entity Selection

4. Select **CD/DVD** from the “Select Data Folder, Directory or Location” drop-down menu shown in **Figure 4**.
  5. When prompted, insert the **Title 13 Data Disc** DVD into the CD/DVD drive of the computer and select **OK**.
  6. Enter the password the Census Bureau mailed separately from the LUCA Feedback Phase materials in the **Encryption Key** box shown in **Figure 5**. This password differs from the password used during the Review Phase. **The password does not appear on-screen as it is typed**. If the password is misplaced or the password letter was not received, please call (844) 344-0169 or email [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov) for assistance.
  7. When prompted, insert the **Non-Title 13 Data Disc** DVD into the CD/DVD drive of the computer and select **OK**.
  8. Choose the desired county or counties to review the LUCA Feedback materials and select **Open** as shown in **Figure 6**.
  9. GUPS loads all the required data from the DVDs, and opens a project to begin working.
- IMPORTANT:** Both of the Feedback Phase respondent guides provided with the digital materials are necessary to conduct a review of the LUCA Feedback Phase materials using GUPS. If information is absent from the LUCA Feedback GUPS Respondent Guide, check the LUCA Feedback Digital Respondent Guide prior to contacting the Census Bureau or the 2020 Census LUCA Appeals Office.

If questions remain regarding Getting Started, consult the respondent guide first, and then call or email the LUCA Help Desk staff at (844) 344-0169 or [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov). Locate the 2020 Census LUCA Appeals Office contact information on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.