

## Quick Start (CD/DVD) - Geographic Update Partnership Software (GUPS)

### 2020 Census New Construction Program

#### Getting Started

Open (or print) the *2020 Census New Construction Program Geographic Update Partnership Software (GUPS) Respondent Guide* (e.g., NC\_GUPS\_Respondent\_Guide.pdf) as listed in **Figure 1**. For participants that intend to use the Address List Template rather than GUPS, consult the *2020 Census New Construction Program Digital Respondent Guide* (e.g., NC\_Digital\_Respondent\_Guide.pdf). While available on the **Data Disc** DVD, some of these materials are also available for download from the New Construction Program website:

<https://www.census.gov/programs-surveys/decennial-census/about/new-construction.html>.

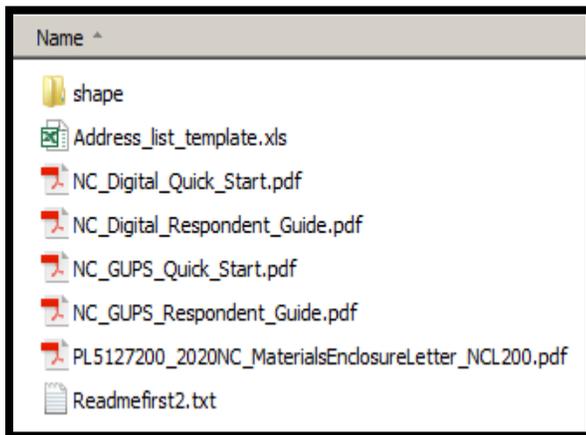


Figure 1: Data Disc Contents

1. First, create a new folder (or new directory) on a local computer to copy the contents from the **Data Disc** DVD. Consider using the "NC2020" naming convention for the folder name.
2. Insert the **Data Disc** into the CD/DVD drive of the local computer with the newly created folder.
3. When the window opens that shows the **Data Disc** contents, as shown in **Figure 1**, select all of the materials and right-click the mouse to **Copy** the selected materials.
4. Navigate to the newly created folder and right-click the mouse to **Paste** the copied materials. Ensure everything from the **Data Disc** is in the new folder and then remove the **Data Disc** from the CD/DVD drive.
5. Open the newly copied 'shape' folder on the local computer. Double-click the **2020NC\_<EntityID>.exe** file to extract the Partnership Shapefiles (e.g., shapefiles).
6. Close the new folder and locate the **GUPS Software Installer Disc** DVD.

#### I. Installing GUPS from DVD

**IMPORTANT:** Participants likely need administrative privileges to install GUPS on their local computer. Check with the local system administrator regarding software installation protocol prior to contacting the New Construction Help Desk for assistance with installation.

1. Insert the **GUPS Software Installer Disc** into the CD/DVD drive of the local computer.
2. The software should auto-install, but if the installation wizard does not auto-launch, navigate to the CD/DVD drive to open (double-click) the **Setup-x.x.x** batch file. The file name may vary due to updated versioning of GUPS, but there is only one setup '.bat' file on the DVD to choose.
3. Follow the on-screen prompts and allow GUPS to install to the default location.
4. If participants encounter problems with installing GUPS from the DVD, navigate to the aforementioned New Construction Program website to download the zipped GUPS installation file to the new folder created in Step 1 of Getting Started. Instructions for installing GUPS after downloading the file are available in the same location of the downloaded file on New Construction Program website. They are very similar to the instructions provided in this section.

#### II. Opening GUPS and Launching the New Construction Program

1. Launch **QGIS** from the All Programs within the Start Menu or double-click the **QGIS** icon from the Desktop. GUPS launches and the **Map Management** window opens.
2. Select the **New Construction Program** from the **Program** menu in the **Map Management** window as shown in **Figure 2**.

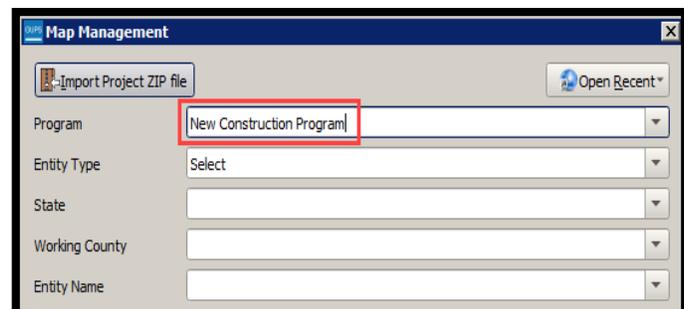


Figure 2: Map Management Window with New Construction Program

3. Select the **Entity Type** that matches your government. There are five choices (Tribe, State, County, Place, and Minor Civil Division). The subsequent sections are dependent on the **Entity Type** selected. Keep choosing the subsequent drop-down selections until the **Select Data Folder, Directory or Location** window appears.
  - Please note that the first two letters of your Entity ID provide the answer as to the Entity Type to select. Tribe is TR; State is ST; County is CO; Place is PL; Minor Civil Division is MC. If you have questions about your government’s entity type, please contact the New Construction Help Desk at (844) 242-1765.
4. Select either **Census Web** (preferred) or **My Computer** from the **Select Data Folder, Directory or Location** window as shown in **Figure 3**.
  - Selecting **Census Web**, the preferred choice, downloads the shapefiles directly from the Census Bureau website into GUPS.
  - Selecting **My Computer** to load the shapefiles into GUPS requires participants navigate to the “shape” folder within the locally created folder from the **Getting Started** section above. **IMPORTANT:** Participant using this option must ensure the selection of the “shape” folder, not the actual shapefiles themselves for the data to load properly.
5. Once the **Select Data Folder, Directory or Location** window completes, the **Map Management** window reappears. After completing the remaining sections, select **Open** on the **Map Management** window, as shown in **Figure 4**.
  - Please note, once the data loads, subsequent launches of GUPS for the New Construction Program will not prompt participants to download the data again.
6. GUPS loads all of the required data and opens the project to begin work as shown in **Figure 5**.
7. Consult the GUPS Respondent Guide for instructions on working with GUPS for the New Construction Program.

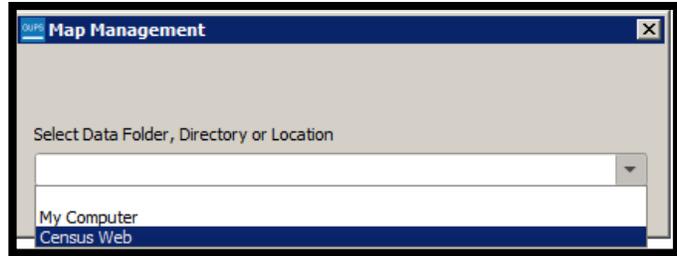


Figure 3: Select Data Folder, Directory or Location Window

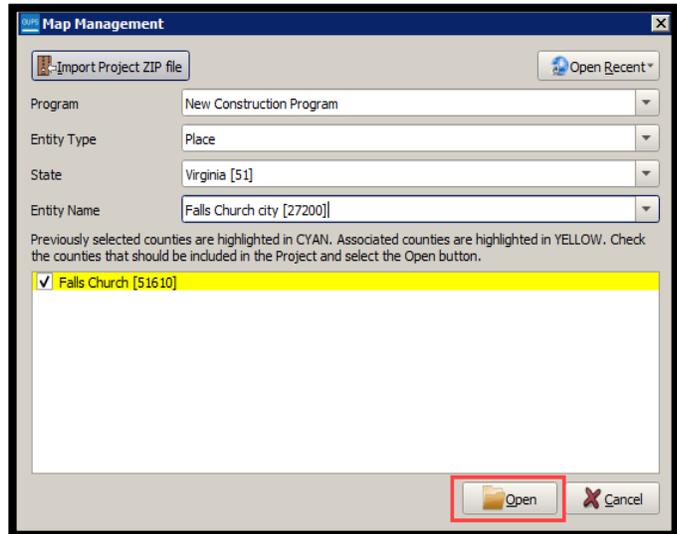


Figure 4: Map Management Window with Entity Type as Place

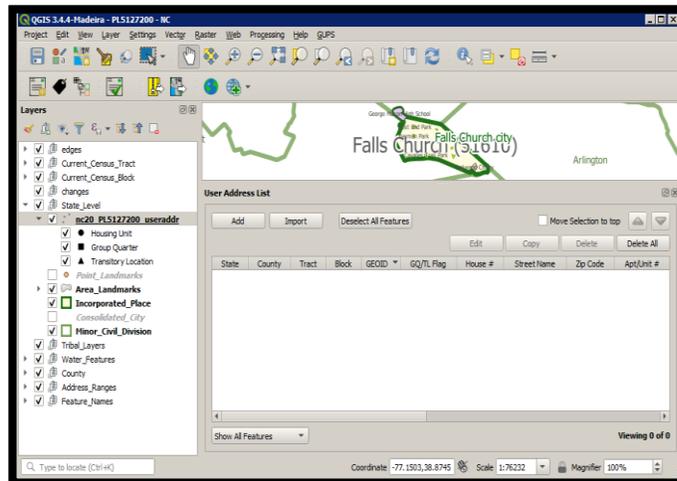


Figure 5: GUPS with New Construction Program Data Loaded

Please contact the New Construction Program Help Desk by phone at (844) 242-1765 or by email at [GEO.2020.NC@census.gov](mailto:GEO.2020.NC@census.gov) if questions remain after consulting the respondent guide(s) or for additional assistance as necessary. As a reminder, information about the New Construction Program, as well as Frequently Asked Questions (FAQs) and schedules, is available on the New Construction Program website at <https://www.census.gov/programs-surveys/decennial-census/about/new-construction.html>.