

GUPS - Quick Start Guide – New Construction Program (NC)

This quick start guide is intended for use by NC program participants that registered to receive the Geographic Update Partnership Software (GUPS) on CD/DVD or notified the Census Bureau that they would download GUPS from the NC website.

Initial Steps

- 1) Obtain the following materials from the NC CD/DVD (if requested) or the NC website <<https://www.census.gov/programs-surveys/decennial-census/about/newconstruction.html>>:
 - Geographic Update Partnership Software (GUPS): www2.census.gov/geo/pvs/gups/.
 - **Note:** Those requesting the GUPS tool and data on CD/DVD will receive a software and data disc in the mail.
 - 2020 Census New Construction Program GUPS Respondent Guide
 - 2020 Census New Construction Program GUPS Quick Start Guide
- 2) Review the *New Construction Program GUPS Respondent Guide*, the *NC GUPS Quick Start Guide*, and the NC website before beginning any address updates. Training videos can be found in the 'Help' menu within the GUPS tool.

Download and Install GUPS

- 1) Download GUPS from the NC website or CD/DVD onto your computer.
 - 2) Unzip the file and extract all contents of the unzipped package to a folder on your computer.
 - 3) Click the **Setup-X.X.X.X.bat** to start the installation.
 - 4) When the installer opens, the **Welcome to the QGIS GUPS Setup Wizard** screen will appear. Follow the instructions on the Wizard and click the *Next* button.
 - 5) The **License Agreement** screen will appear. Review the License Agreement and click *I Agree* button to continue the install process.
 - 6) The **Choose Install Location** screen will appear. The *Browse* button will allow you to choose the location where GUPS will be installed. It is recommended that you install the application at the default location shown (C:\Program Files\QGIS GUPS). Click *Next* to continue the install process.
 - 7) The **Choose Components** screen will appear. The Select Components to Install box will be greyed out as it is the default. Click *Install* to continue.
 - 8) The software should take 5 to 10 minutes to complete the install. When the install is complete the **Completing the QGIS GUPS Setup Wizard** screen will appear. To complete the install, click the *Finish* button at the bottom of the screen.
- Note:** The software should run automatically for those requesting a DVD. If it does not, please navigate to your DVD drive and begin with Step 3, above).

Start New NC Project

- 1) Double-click the QGIS icon on your desktop [GUPS splash screen appears].
- 2) Click Close (X) on QGIS Tips screen.
- 3) A Map Management dialog page opens.
- 4) Use dropdown box for Program to select New Construction.
- 5) Use State dropdown box to select your state.
- 6) Use Working County dropdown box to select the county you wish to update.
- 7) Use the Select Data Folder, Directory or Location dropdown box to select the location from which you want to pull the county's shapefiles (Options: Census-provided DVD, My Computer or the Census Partnership website).
- 8) From the Entity Type dropdown box select the entity you represent (County, MCD, Place, Tribal Area, or State).
- 9) 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 their shapefiles from the Select Data Folder, Directory or Location dropdown box.
 - Files load and you are ready to make updates.

Perform Address Updates

- 1) The shapefiles of your entity and an address list template participants use to populate address information for your NC submission will appear when you start a new NC project.
- 2) Review the areas eligible for NC review and populate appropriate information.
 - Hint: you can import your own local data layers and shapefiles into GUPS to help review where eligible addresses are located to include in your NC submission.
- 3) Provide new residential addresses, which are under construction beginning March 2019 with completion scheduled by Census Day, April 1, 2020 in the required address information in the appropriate fields: entity ID code, state code, county code, tract number, block number, house number, street name, apartment/unit number, and zip code.

Create Return Zip Files/Address Template

- 1) Select Export to Zip icon on the NC Toolbar.
- 2) From the Select Output Type dialog box select Export for Census button to create a file to return to the Census Bureau. Click the Share with Another Participant button if you would prefer.
- 3) Click OK.
- 4) A window opens showing the location of the of the output file on your local system. This is the file that you will return to the Census Bureau in the next steps.

Return Updates 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 to Step 4).
- 3) If you do not have a SWIM account, click 'Register Account'.
 - Enter the 12-digit token provided by the Census Bureau.
 - Create a password following the five criteria below:
 - o It must be 8 characters in length.
 - o It must have at least one upper case character.
 - o It must have at least one lower case character.
 - o It must have at least one number.
 - o 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 New Construction 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.

New Construction Schedule and Deadlines

- **April 2019** – Mail out of NC invitation phase materials to participants.
- **September 2019** – Mail out and review of NC response materials to participant. The Census Bureau will provide NC webinars and trainings to participants.
- **November 22, 2019** – Deadline for submitting NC address template.

Contact Information

If you have questions, please contact the U.S. Census Bureau:

- Email: <GEO.2020.NC@census.gov>
- Phone: 1-844-242-1765
- New Construction Program website:
<<https://www.census.gov/programs-surveys/decennial-census/about/newconstruction.html>>