

Instructions for Multiple Users Working on LUCA through GUPS

This document provides the steps that a Local Update of Census Addresses Operation (LUCA) liaison must follow if they want to have multiple reviewers (on separate computers) help conduct the LUCA review using the Geographic Update Partnership Software (GUPS). Each person working on the submission or having access to the data must have signed up as a LUCA Liaison or Reviewer by properly completing form D-2004 - Confidentiality Security Guidelines. Additionally, each person must have filled out, signed, and submitted to the Census Bureau the *D-2005, Confidentiality Agreement Form*.

The U.S. Census Bureau will send the GUPS software and data to the designated LUCA Liaison. The LUCA liaison will be responsible for providing the reviewers with the software and Title-13 data by following the *D-2004, Confidentiality Security Guidelines*.

Once reviewers have conducted their review, they must send the .zip files (there will be two files) to the LUCA liaison by following guidelines in the *D-2004*.

The LUCA liaison is responsible for collecting all of the files from the reviewers. **The LUCA liaison must send all .zip files from the reviewers to the Census Bureau as only one submission.** The LUCA liaisons should use the *D-2032, LUCA Digital Respondent Guide* for instructions on how to submit their updates.

Steps for submitting updates from GUPS performed by multiple reviewers:

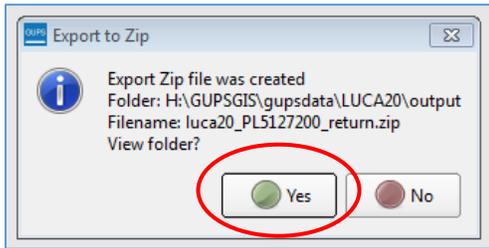
1. The LUCA liaison provides a portion of an entity (i.e. one county within in state) for a Reviewer to review using GUPS. The liaison must provide a copy of GUPS and the data following the confidentiality and security guidelines outlined in form *D-2004*.
2. The LUCA reviewer receives and installs GUPS, then loads the data following instructions in the *D-2033, GUPS Respondent Guide*.
 - a. Use this document for any GUPS questions before contacting the Census Bureau.
3. The reviewer conducts address review of portion(s) of the entity (state, county, etc.) as assigned by the LUCA liaison.
4. Upon completion of the review, the reviewer runs the *Geography Review Tool* (for linear feature validation checks) and the *Address Review Tool* (for address validation checks) by clicking the buttons shown below.



5. Once validation checks run successfully, the reviewer will click the *Export to ZIP* button. Click OK to close the optional contact information window.



6. At the *Export to ZIP* window, click Yes to view the folder.



7. Reviewers must send their encrypted .zip files to the LUCA liaison by following the Title13 guidelines.
- GUPS will export two .zip files: luca20_XXXXX_changes_addresses_return (addresses) and luca20_XXXXX_return (linear features) where XXXXX represents the entity ID.

Name	Date modified	Type	Size
luca20_PL5127200_return.zip	1/30/2018 3:23 PM	WinZip File	21 KB
luca20_PL5127200_changes_addresses_return.zip	1/30/2018 3:23 PM	WinZip File	1 KB

8. The LUCA liaison must then combine all of the individual encrypted .zip files from the reviewers into one folder.
- The LUCA liaison must rename the files, such as in the example below, because when each reviewer uses GUPS to export the files, the software saves the .zip files with the same name each time: luca20_XXXXX_changes_addresses_return (addresses) and luca20_XXXXX_return (linear features). Rename the files to avoid copying over any files.

Name	Date modified	Type	Size
luca20_PL5127200_changes_addresses_return1.zip	1/30/2018 3:20 PM	WinZip File	1 KB
luca20_PL5127200_changes_addresses_return2.zip	1/30/2018 3:20 PM	WinZip File	1 KB
luca20_PL5127200_changes_addresses_return3.zip	1/30/2018 3:20 PM	WinZip File	1 KB
luca20_PL5127200_changes_addresses_return4.zip	1/30/2018 3:20 PM	WinZip File	1 KB
luca20_PL5127200_changes_addresses_return5.zip	1/30/2018 3:20 PM	WinZip File	1 KB
luca20_PL5127200_return1.zip	1/30/2018 3:20 PM	WinZip File	21 KB
luca20_PL5127200_return2.zip	1/30/2018 3:20 PM	WinZip File	21 KB
luca20_PL5127200_return3.zip	1/30/2018 3:20 PM	WinZip File	21 KB
luca20_PL5127200_return4.zip	1/30/2018 3:20 PM	WinZip File	21 KB
luca20_PL5127200_return5.zip	1/30/2018 3:20 PM	WinZip File	21 KB

9. The liaison should fill out the *D-2011, LUCA Return Inventory* form as described in *D-2032, LUCA Digital Respondent Guide* and create a .zip of the file. This will be combined with the address and linear feature .zip files described in the previous step.
10. The liaison should then follow the *D-2032* for instructions on submitting the .zip files to the Census Bureau.