



Iowa Department of **REVENUE**

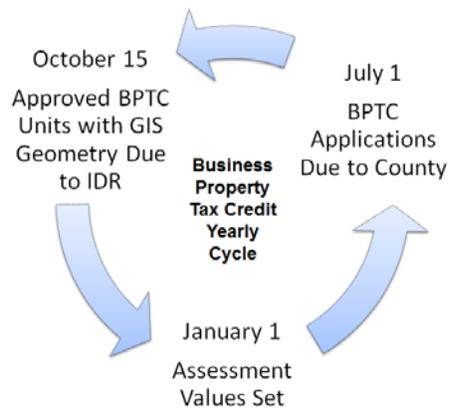
BPTC Geospatial Data Submittal Guide

September, 2016

Updated 10/11/16

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BPTC Geospatial Data Submittal Guide

Overview

This is the process to submit the business property tax units and the parcel geometry that represents them as part of the local government statutory requirement of the Business Property Tax Credit (BPTC). It requires the county to join the Unit Id file to their parcel geometry.

To assist local governments in the production of the layer package, the ISAC working group GIS Subcommittee has prepared this step-by-step guide. This guide introduces users to the fundamentals of joining data and creating layer packages in ArcGIS versions 9.3 and up, to easily share data.

Prior to beginning this process, the current BPTC Unit Id file must be obtained from the County Auditor or Assessor. This file contains the information on the individual parcels that have been approved for the BPTC. The file is integral to the BPTC submittal process and the LocalGovExchange portal (www.localgovexchange.iowa.gov).

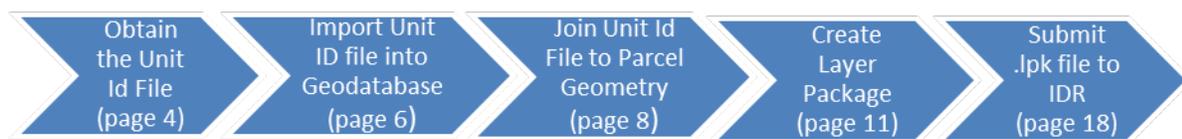
Timing

Once familiar with this process, it should come together quickly for you. This guide includes detailed screen shots to step you through the process. It makes the document long, but makes the process quick.

Questions

If you have questions regarding the process of joining the data and creating the layer package, you may contact BJ Covington at bj.covington@iowa.gov or 515-725-1270. You may also contact your ISAC Working Group GIS Subcommittee members: Micah Cutler at mcutler@hardincountyia.gov or 641-939-8124; Amy Vermillion at gis@poweshiekcounty.org or 641-623-5445; and Mark Warren at mwarren@mpw.org or 563-262-3328. BJ will also be available for on-site visits on request, as necessary.

GIS Data Submittal Process



About this Guide

To draw attention to key components of joining the files and creating the layer package, this guide includes the following formatting:

- **Actions** are red
- **Program Elements** are blue
- **Key Items of Information** are bold black

Requirements

In order to provide the necessary data, three steps must be accomplished:

Step 1 – Join the Unit Id file for BPTC to the parcel geometry file. The Unit Id file is available from the county auditor, or see page 4 for instructions on obtaining the file from the [LocalGovExchange](#) portal. To ensure a successful join, please import the Unit Id file into a new geodatabase (gdb) prior to conducting the join. When joining the parcel geometry to the Unit ID table in ArcGIS, please select the “**Keep all records**” join option to ensure that all parcel geometry is included in the layer package. At a minimum, the Iowa Department of Revenue requires that the file contains:

From the Unit ID Table:

- Assessment Year
- DOM County Code
- Unique Parcel Identifier
- Business Property Tax Credit Unit Number

From your local parcel geometry:

- a field that enables the auditor to look up by the parcel number in their tax administration system for those parcels that do not have a BPTC. This will enable the auditor to confirm that only the approved geometry is receiving the credit after any splits or combines as a part of their regular function. In many systems, this is called the PIN.
- For instructions on creating a gdb and importing tables (Table to Table), please see page 6.
- For instructions on joining files, please see page 8.

Step 2 – Create a layer package containing the joined data and geometry

- Be sure to include the following tags in your layer file:
 - County Name
 - BPTC
 - Fiscal Year of Claims
- Name the layer package using this convention: DOMNumber_CountyName_MMYYYY.lpk

For instruction on creating layer packages, please see page 11 or

<http://desktop.arcgis.com/en/desktop/latest/map/working-with-layers/saving-layers-and-layer-packages.htm>

Step 3 – Zip the layer package and upload to the SFTP server by October 15 each year.

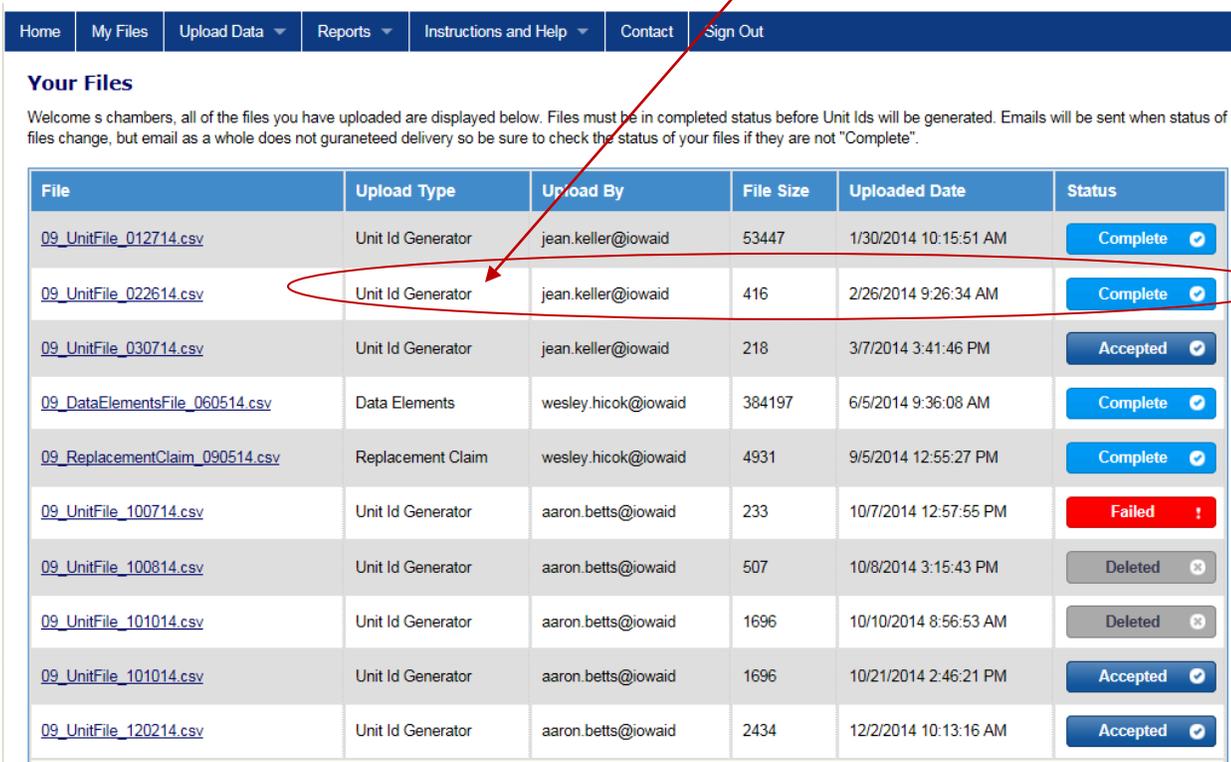
- If you do not possess a SFTP Client, please see the instructions on page 22.
- The host server is <sftp://sftp.iowa.gov>. Please contact BJ.Covington@iowa.gov for your username and password assignment.

Obtaining the Unit Id File

Once the assessor has processed all of the July 1 BPTC applications, determined the final recommended units and generated all necessary Unit Ids, it is time to retrieve the most current version of the BPTC Unit Id file to join to your map.

In order to retrieve the download file of BPTC Unit Ids:

1. Log on to the website at <https://localgovexchange.iowa.gov/>
2. Select the “completed” button to the right of any Unit Id file:



Home My Files Upload Data Reports Instructions and Help Contact Sign Out

Your Files

Welcome s chambers, all of the files you have uploaded are displayed below. Files must be in completed status before Unit Ids will be generated. Emails will be sent when status of files change, but email as a whole does not guaranteed delivery so be sure to check the status of your files if they are not "Complete".

File	Upload Type	Upload By	File Size	Uploaded Date	Status
09_UnitFile_012714.csv	Unit Id Generator	jean.keller@iowaid	53447	1/30/2014 10:15:51 AM	Complete ✓
09_UnitFile_022614.csv	Unit Id Generator	jean.keller@iowaid	416	2/26/2014 9:26:34 AM	Complete ✓
09_UnitFile_030714.csv	Unit Id Generator	jean.keller@iowaid	218	3/7/2014 3:41:46 PM	Accepted ✓
09_DataElementsFile_060514.csv	Data Elements	wesley.hicok@iowaid	384197	6/5/2014 9:36:08 AM	Complete ✓
09_ReplacementClaim_090514.csv	Replacement Claim	wesley.hicok@iowaid	4931	9/5/2014 12:55:27 PM	Complete ✓
09_UnitFile_100714.csv	Unit Id Generator	aaron.betts@iowaid	233	10/7/2014 12:57:55 PM	Failed !
09_UnitFile_100814.csv	Unit Id Generator	aaron.betts@iowaid	507	10/8/2014 3:15:43 PM	Deleted ✕
09_UnitFile_101014.csv	Unit Id Generator	aaron.betts@iowaid	1696	10/10/2014 8:56:53 AM	Deleted ✕
09_UnitFile_101014.csv	Unit Id Generator	aaron.betts@iowaid	1696	10/21/2014 2:46:21 PM	Accepted ✓
09_UnitFile_120214.csv	Unit Id Generator	aaron.betts@iowaid	2434	12/2/2014 10:13:16 AM	Accepted ✓

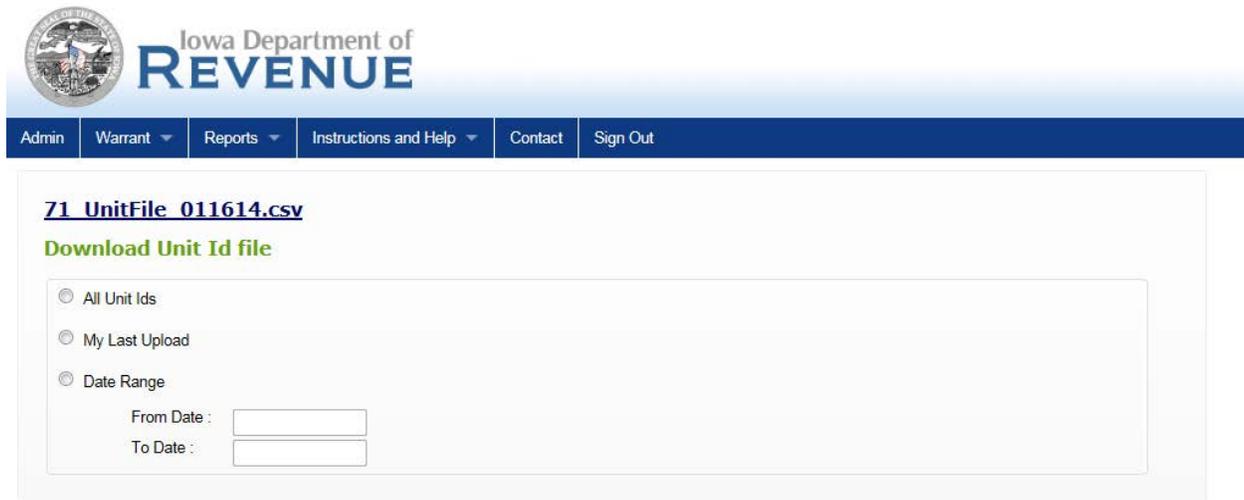
3. The “File Status” screen will display, where you will see the large blue bar titled “Download Business Property Tax Generated Credit Unit Numbers”. Select the blue bar.

Your file has been processed and unit numbers have been assigned. You may download or view the file by clicking the button below.

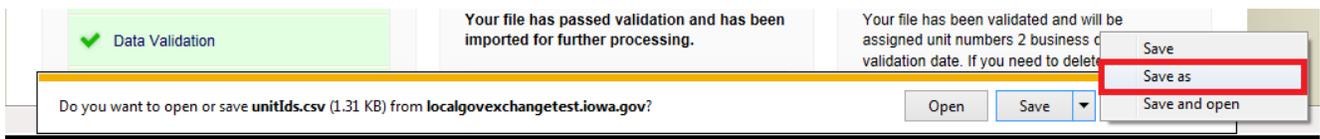
[Download Business Property Tax Generated Credit Unit Numbers](#)

Status ✓	File Validation ✓ File validation determines if your file is	Content Validation ✓ Content validation determines if your file
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You will be presented with three options for generating the Unit Id file: All Unit Ids, My Last Upload and Date Range. **Choose “All Unit Ids”.**



- Once you have selected the download option and clicked on the “Download” button, you will see the message “Do you want to open or save unitIds.csv from localgovexchange.iowa.gov?” **It is highly recommended that you select the “Save as” option.** This will permit you to rename the file to a logical name for your system. An example would be: **UnitIds_01162014**, representing the date that you downloaded the file. If you use the default file name (which is *unitIds.csv*), you may inadvertently replace an earlier file you have already retrieved with the file you are downloading.



Take note of where you save this file! In the next step, you will be importing the csv into a geodatabase table prior to conducting the join.

If you have any trouble accessing the Unit Id file through LocalGovExchange, please contact Susan Chambers at susan.chambers@iowa.gov or (515) 281-3159.

Note Regarding the Unique Parcel Identifier field in the Unit ID File:

In some counties, a concatenation of several pieces of data is used to create uniqueness in the Unique Parcel Identifier field, which creates a discrepancy between the Unit ID file data and the parcel cadaster unique id field. The Data Elements file contains both of these fields, which can assist in parsing the cadaster unique id. If you need assistance with this, please contact BJ Covington at bj.covington@iowa.gov or 515-725-1270.

Creating a File Geodatabase

In order to ensure a clean join, it is necessary to import the Unit Id's file into ArcGIS through the use of a Geodatabase (gdb). This is the native data file format for ArcGIS and will ensure that data is correctly written into the final table when you convert your data into the layer package format.

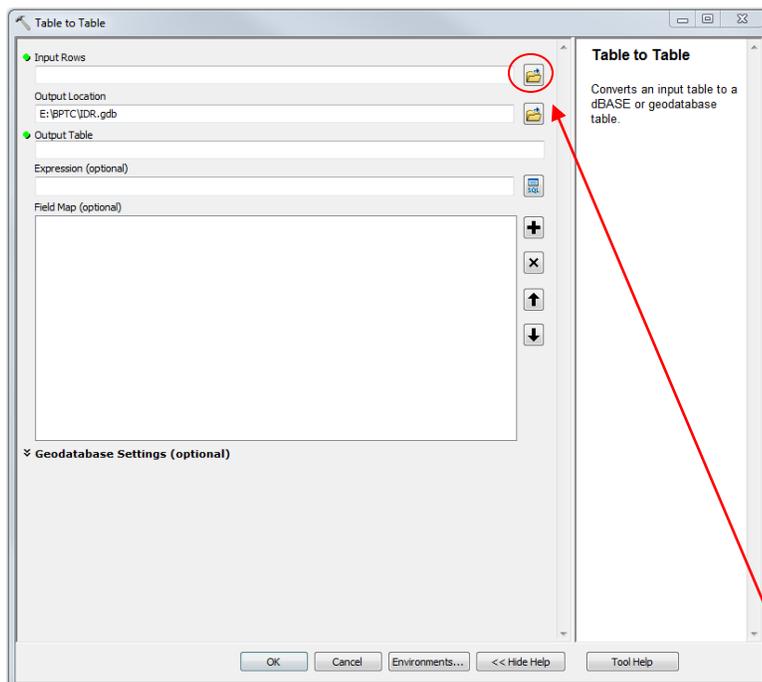
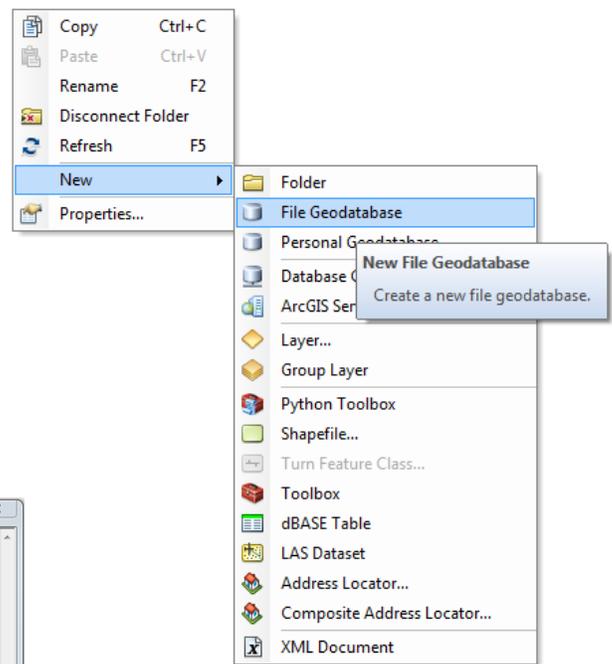
In order to create a geodatabase, **first open ArcCatalog**. The icon for this application looks like this:



If you have never been in ArcCatalog before, it is the default application that allows users to organize data in ESRI formats, much like Windows Explorer allows for users to organize Windows format files on their computer and within their network.

Working in ArcCatalog is very similar to working in Windows Explorer. **To create a geodatabase, navigate to the folder that you want to house your gdb, right click, select New, and scroll to File Geodatabase.**

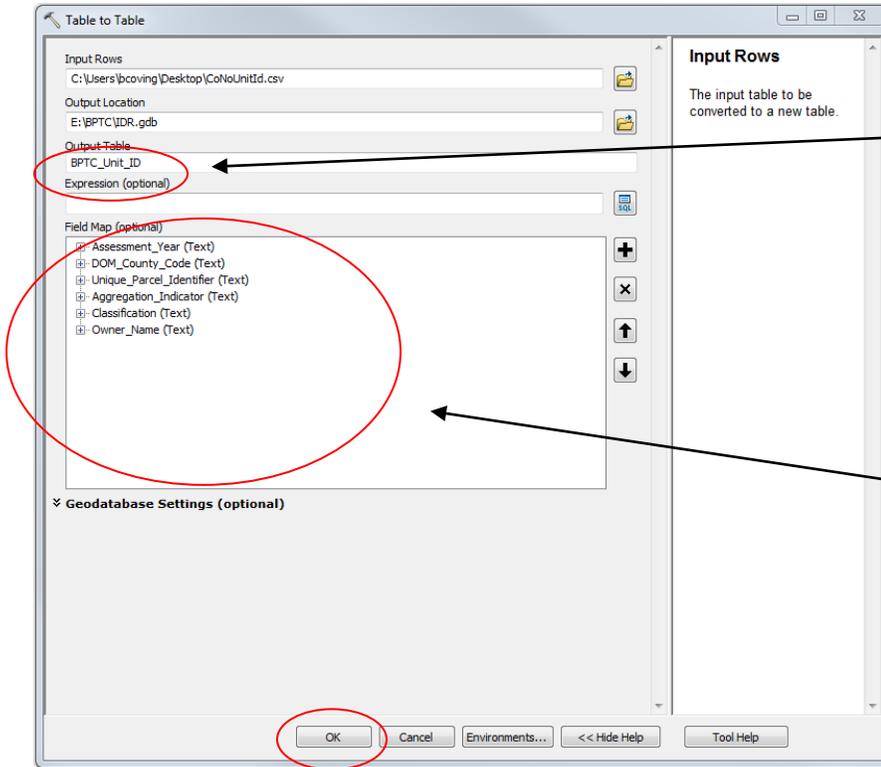
ArcCatalog will create a new geodatabase in the location you have selected, which will appear on the right side of the screen. The default name will be "New File Geodatabase.gdb". **To rename the gdb, either click twice on the name until it turns blue, or right click and select Rename.**



Importing the Unit Id Table

To import the Unit Id table, **right click** the geodatabase you want to import the table into and select **Import > Table (single)**. This will start the import script wizard which is entitled "Table to Table".

The "Input Rows" field refers to the rows that you wish to import into the gdb from outside, which in this case is the Unit Id csv. Navigate to the location of your Unit Id file using the file icon on the right side of the field.



The “Output Table” field will assign the name for your new table in the gdb. Please name the table using the following convention: **UnitID_YYYY**.

Note: ArcCatalog will not accept a leading numeric character when naming the output table.

When you identify the input rows, the field map will be populated with your field (column) headings from the Unit Id file. Take some time to double check that these fields are correct prior to importing. This is also where you can check to make sure that your field data types are in the correct format. Note: for your unique parcel ids to join correctly with your parcel geometry, the field must be string/text.

To begin the import of the outside data, press OK at the bottom of the Table to Table wizard.

This tool should import the data fields and assign field headings that conform to the rules of ArcGIS data types.

For more information on using ArcCatalog, see the following:

<http://desktop.arcgis.com/en/arcmap/10.3/main/get-started/a-quick-tour-of-arccatalog.htm>

http://webhelp.esri.com/arcgisdesktop/9.3/pdf/ArcCatalog_Tutorial.pdf

For more information on the Table to Table import tool, see the following:

<http://pro.arcgis.com/en/pro-app/tool-reference/conversion/table-to-table.htm>

Joining Data

Joining (appending) data is a fundamental process in database and GIS work, allowing users to combine data based on shared characteristics. Joining data in ArcGIS is fairly straightforward, but there are a few rules that must be observed in order to properly (and successfully) complete a join. This guide describes conceptually the process of joining data. For a tutorial in joining data in ArcGIS, please go to <http://pro.arcgis.com/en/pro-app/help/data/tables/joins-and-relates.htm>.

Data Fundamentals - Keys

In order to successfully join data from different tables, each table must have a shared field (columnar data) called a key. A key is a field that can uniquely identify a record in a table. For those familiar with Microsoft Excel, the numeric values that reference rows can be thought of as a key as row is identified uniquely. In order to join data from two (or more tables), you must identify shared keys among the data sets to establish the relationships between the data sets. In this example there are two tables. Table 1 represents the attribute table for the file that contains the geometry (point, polygon, polyline, etc.) that we want to join our data to, which is represented by Table 2.

OID	Unique_Parcel_ID	Assessment_Year
1	1910101	2014
2	1910102	2014
3	1910103	2014

Table 1

Parcel_Number	Property_Type
1910103	Agricultural
1910101	Commercial
1910102	Residential

Table 2

Each table contains data, in both numeric and text fields. Prior to joining the data to the geometry, you have to conduct a little analysis of the contents of both attribute tables. Essentially what you are looking for are values in the fields of both tables that are identical. These are the values that will establish the relationship between the data in the two tables.

The field OID does not appear to match any of the data in either of the tables. Field 2 in Table 1 and the Industry field in Table 2 both contain the same *type* of data (text), but do not match each other, so no join could be conducted on these fields. Field 1 from Table 1 and the Location field from Table 2 both contain numeric values in a consistent format. Although the fields are named differently, these are the fields that will join consistently because the data is consistent. To express this visually it looks like this:

OID	Unique_Parcel_ID	Assessment_Year
1	1910101	2014
2	1910102	2014
3	1910103	2014

Parcel_Number	Property_Type
1910103	Agricultural
1910101	Commercial
1910102	Residential

Table 1

Table 2

Field 1, 1910101 will join to Location, 1910101 because the values are the same. When the join is

OID	Unique_Parcel_ID	Assessment_Year	Parcel_Number	Property_Type
1	1910101	2014	1910101	Commercial
2	1910102	2014	1910102	Residential
3	1910103	2014	1910103	Agricultural

performed, ArcMap uses this logic. The two tables from above are joined (appended) based on the selected values. These values establish the relationship between the data in Field 2 (sand) with the information in the Industry field (Quarry). Thus, the user can infer that the material at location 1910101 is being quarried.

After the tables are joined and the data appended from Table 2 to Table 1, the attribute table in ArcMap for Table 1 will contain the values for both tables. When opened, the joined Table 1 will look like this:

OID	Unique_Parcel_ID	Assessment_Year	Parcel_Number	Property_Type
1	1910101	2014	1910101	Commercial
2	1910102	2014	1910102	Residential
3	1910103	2014	1910103	Agricultural

You can now query, visualize, and build reports based on the joined data in Table 1.

Using these same principles, you can perform multiple joins on to geometric shapes in ArcMap.

Field Names

In order to interpret and communicate data contained within the database, the program must read the field (i.e. column) headings. Field names must be alpha-numeric (ABC's and 123's) and cannot contain special characters (-, [], ^, etc.) with the exception of the underscore (_). In a database, the program reads the headings as one continuous string of data, meaning that when the string is broken, the program does not look for additional information. For example, if you field is named Parcel ID, the program will interpret this name as Parcel and drop the second word. To avoid this error, you must either replace the space (" ") with an underscore (_), or you must combine the words into a single string of text (ParcelID). By doing this, you are creating a single string that the database program can interpret. For more information on field naming, please see:

<http://support.esri.com/cn/knowledgebase/techarticles/detail/23087>

Leading Zeros

When joining data in ArcGIS it is important to pay attention to the type of data that you will be using as the key field. One of the perennial problems when joining data is the interpretation of leading zeros (zeros in front of a number) by different programs. ArcGIS does not allow the user to set a data type when importing data into the program, but there are other methods that can be used to address this issue.

Using Excel: <http://up206a.yohman.com/arcmeps-data-import-nightmare-text-or-number/>

Using the Field Calculator: http://www.esri.com/news/arcuser/0405/files/fieldcalc_1.pdf

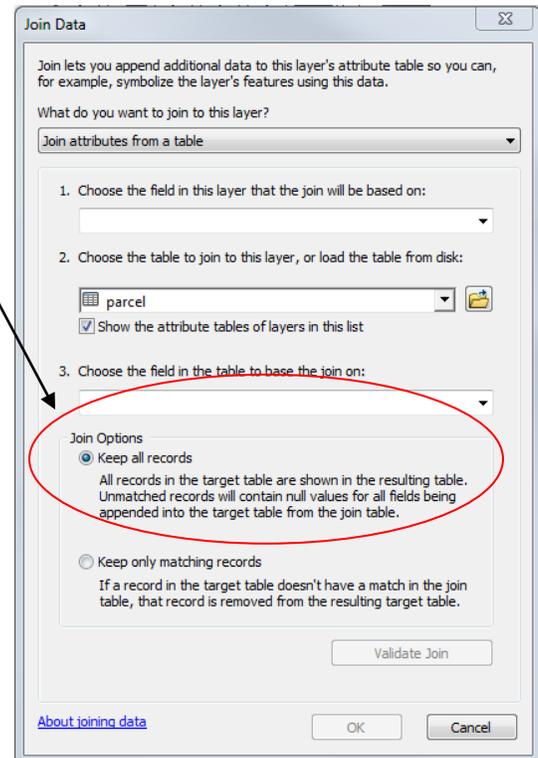
Including All Records

In order to build a complete picture of the geometric data that comprises the real estate records for your county, you must select the **“Keep all records”** option from the Join Data screen in ArcMap. This will populate the join table with both the BPTC records as well as all records that do not join to a BPTC unit.

Modifying Data

In order to successfully join the BPTC unit ID’s to your GIS geometry, it may be necessary to modify the data by creating new fields to successfully join all of the records. The field calculator is a handy tool that is built in to ArcGIS to assist with this. For more information on the use of the Field Calculator, please see:

http://www.esri.com/news/arcuser/0405/files/fieldcalc_1.pdf



Additional Resources

Help information on joining tables:

<http://desktop.arcgis.com/en/desktop/latest/manage-data/tables/essentials-of-joining-tables.htm>.

<http://pro.arcgis.com/en/pro-app/help/data/tables/joins-and-relates.htm>.

<http://desktop.arcgis.com/en/desktop/latest/manage-data/tables/about-joining-and-relating-tables.htm#GUID-40A1F094-1E46-43E1-AFFA-4593F284C714>

http://help.arcgis.com/EN/ARCGISDESKTOP/10.0/HELP/index.html#/About_joining_and_relating_tables/005s000002n000000/

<http://help.arcgis.com/EN/ARCGISDESKTOP/10.0/HELP/index.html#/005s0000002p000000>

http://excel.tips.net/T002680_Converting_From_Numbers_to_Text.html

<http://www.esri.com/news/arcuser/0312/best-practices-when-using-excel-files-with-arcgis.html>

ESRI guided instruction tutorials:

<https://learn.arcgis.com/en/projects/homeless-in-the-badlands/lessons/download-homelessness-data/>

Layer Package Overview

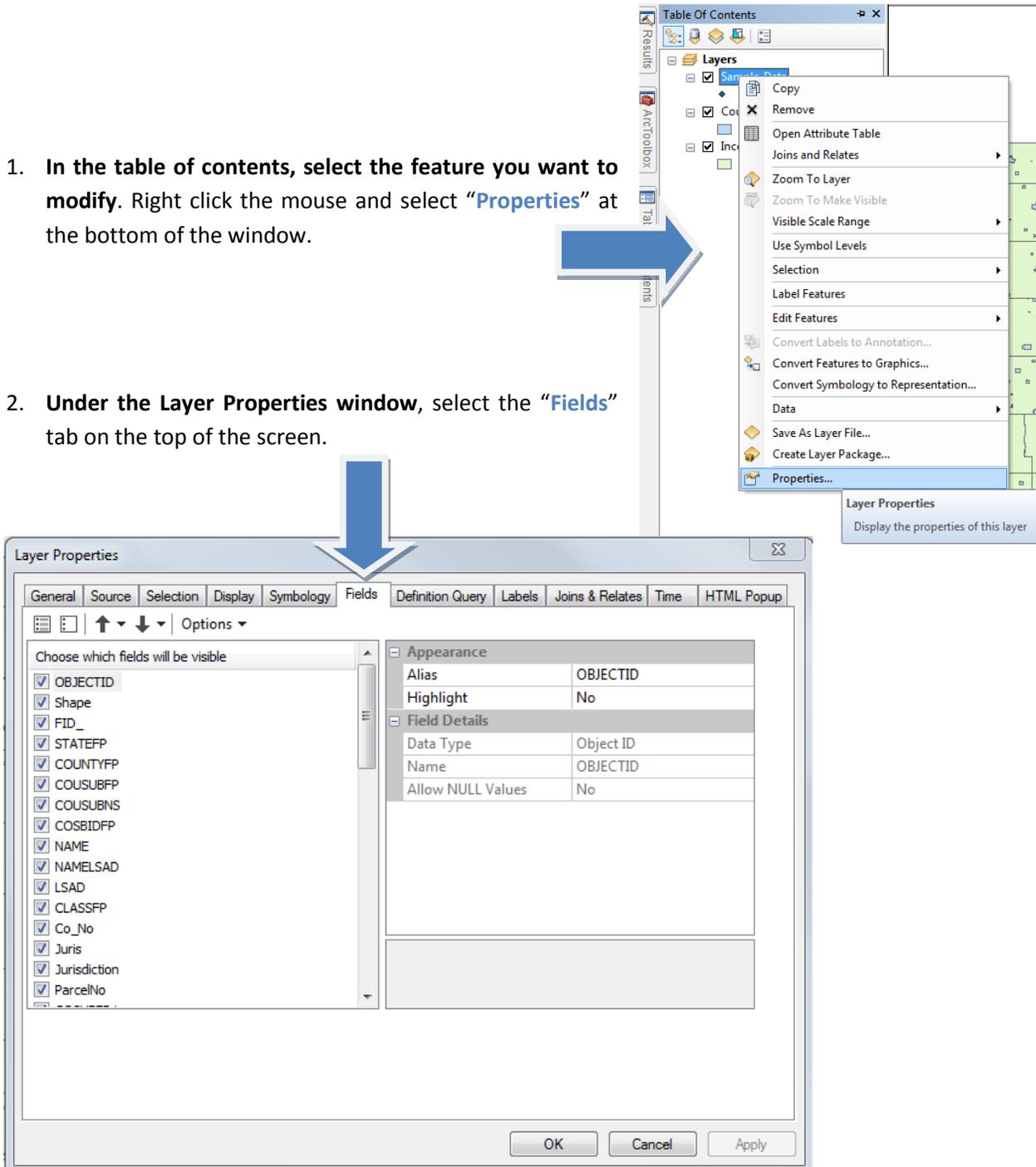
The advantage of using a layer package over packing layers in a geodatabase or zipping layer files/shape files is that you can set the symbology, labels, etc.

Creating a layer package is very user friendly, and can be accomplished through the ArcMap graphical user interface (GUI).

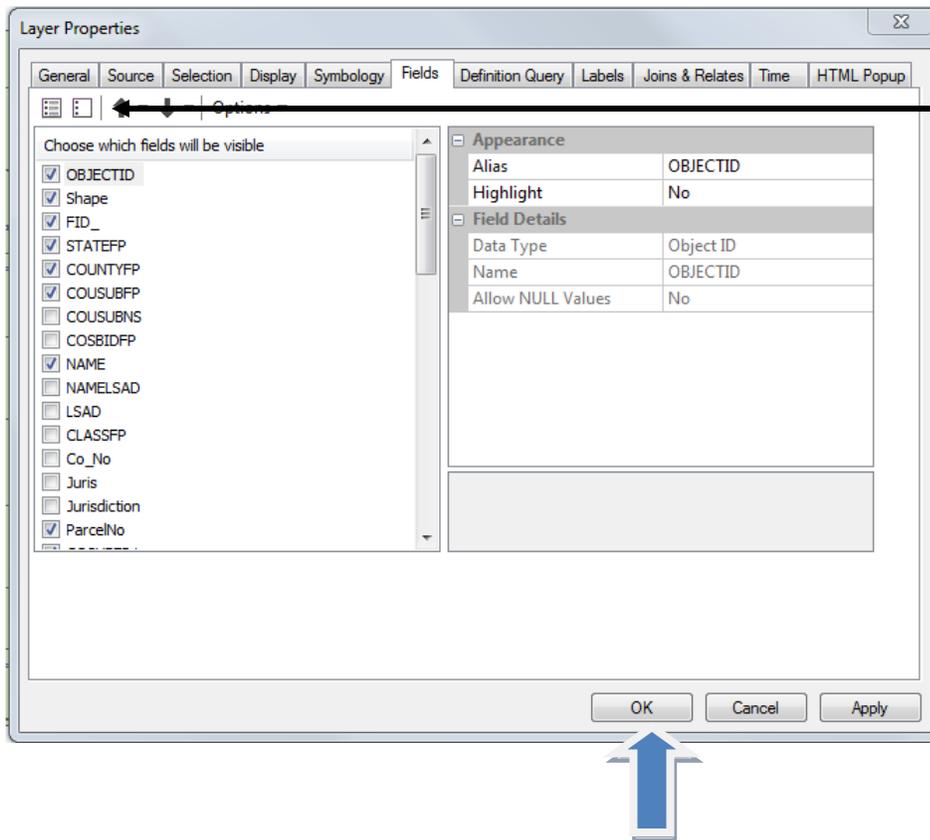
Preparing the Data for Export

Your feature data may contain fields that are not included in the Unit Id file. Here is an easy method to strip these fields from the attributes table.

1. In the table of contents, select the feature you want to modify. Right click the mouse and select “Properties” at the bottom of the window.
2. Under the Layer Properties window, select the “Fields” tab on the top of the screen.



3. Select the fields that you want to include with the layer package data by clicking on the checkboxes.



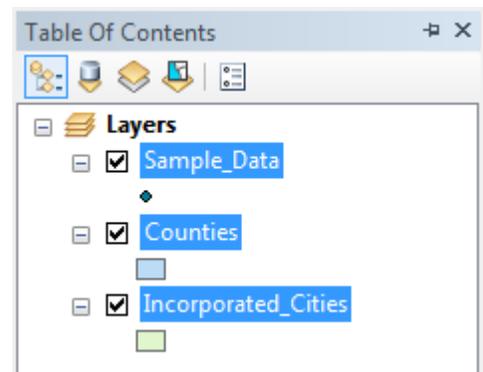
If you want to select all/unselect all, use these buttons.

4. Once your selections are made, click "OK" at the bottom of the window.
5. Repeat this step on any layers you want to include in your layer package that contains data that is not necessary for this exercise.

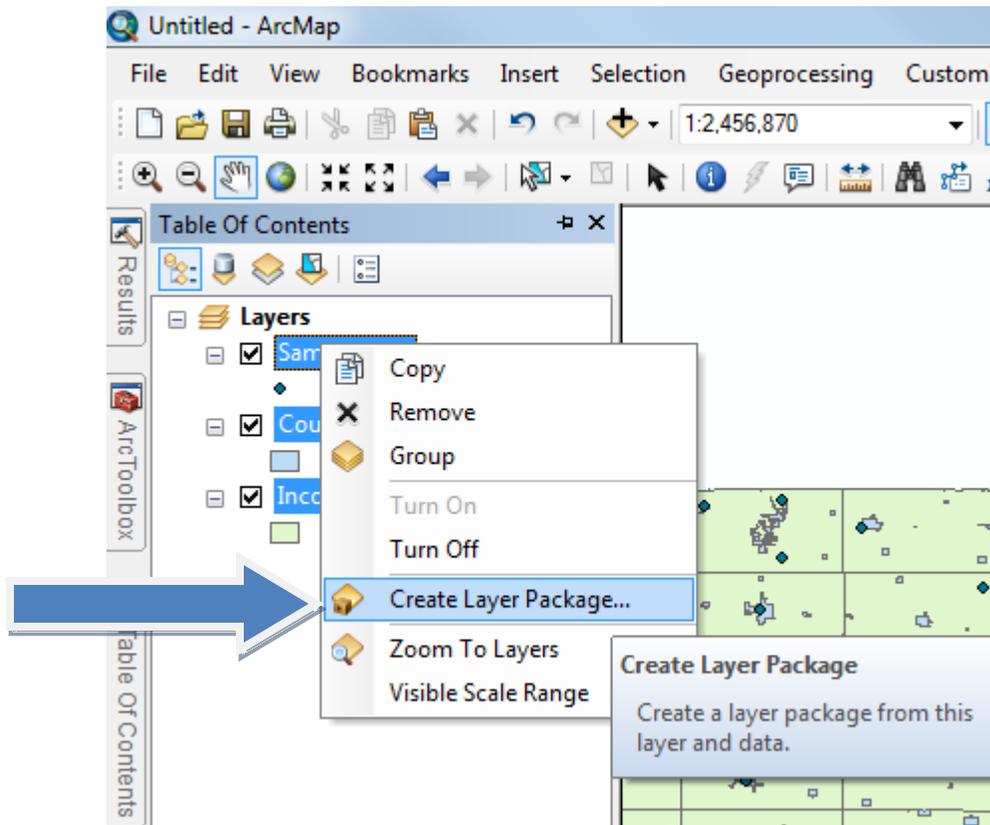
Creating a Layer Package

Creating a layer package is fairly straightforward in the ArcMap program. This option is available for all versions of the software beginning with v9.3 and can be accomplished by right clicking the layers that you want to include in the table of contents.

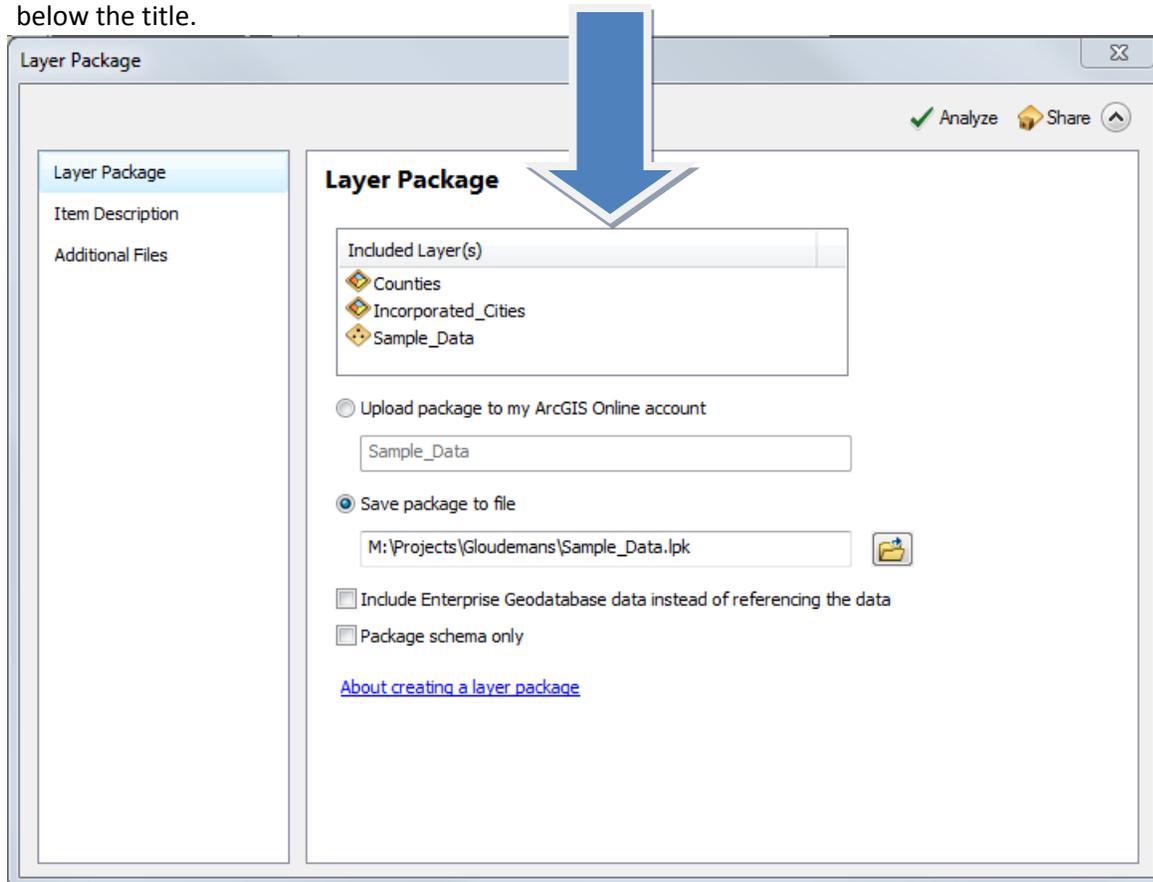
1. Select the layers you want to include in your layer package by clicking on them with your mouse in the table of contents. To select more than one layer, press the **control (Ctrl)** key and click on the layers you want to include.



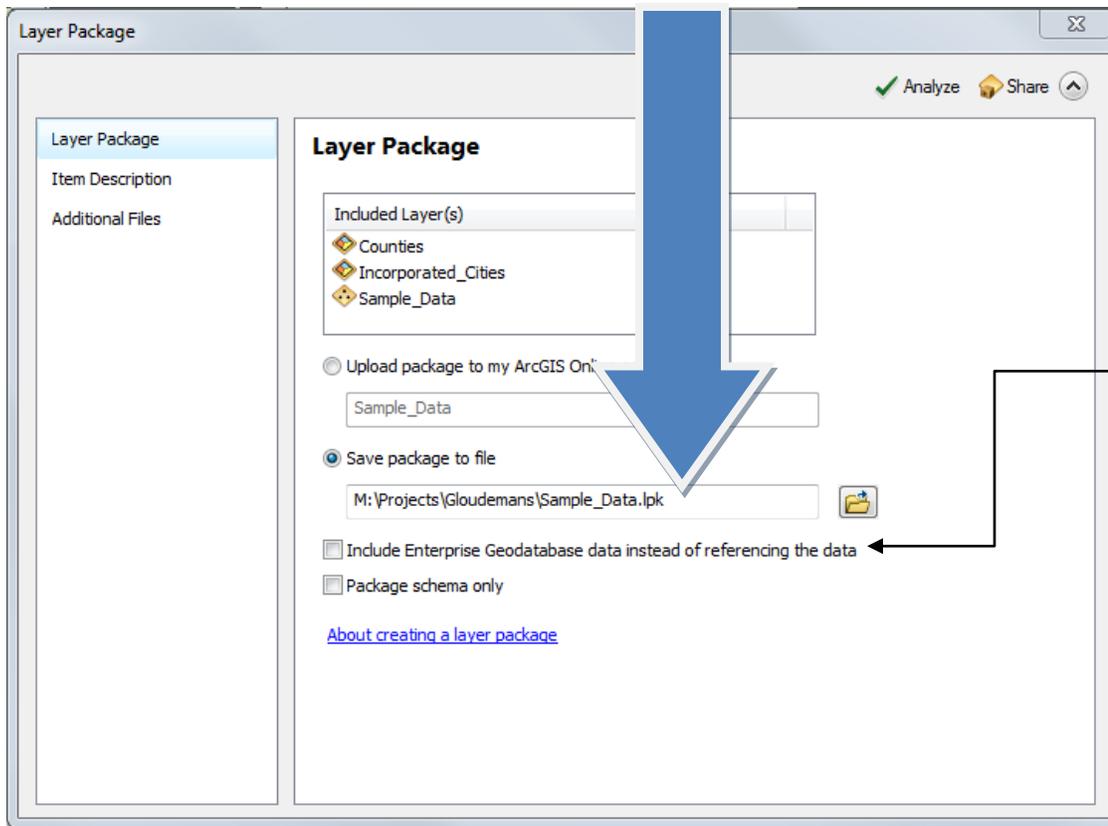
2. To create the layer package, **right click** your mouse and select “**Create Layer Package**”.



3. Once the **Layer Package** window opens, check to make sure that you selected the correct layers in the box below the title.



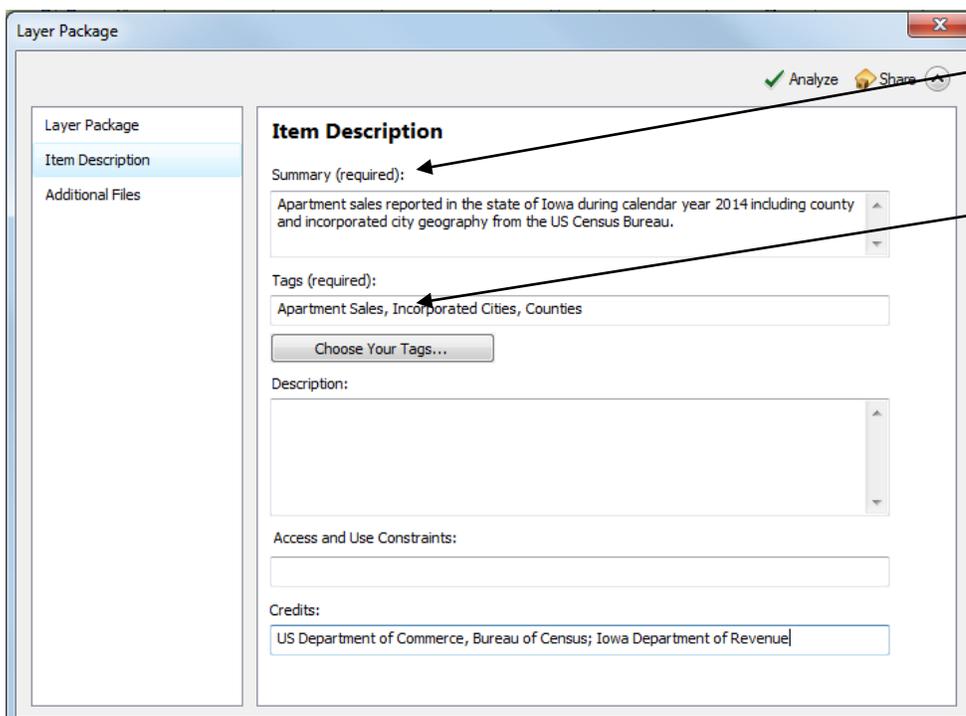
This is also the time to select the save location for the layer package, under the Save package to file prompt. Make sure to name your layer file using the following pattern: **DOMNumber CountyName MMYYYY.lpk**



If your data is being stored as an Enterprise Geodatabase (SDE) make sure to check **“Include Enterprise Geodatabase data instead of referencing the data”**, if you don’t do this the geometry and attributes will not be written to the layer package(lpk).

***Prior to saving your layer package**, you will need to complete several steps to provide information for users. This information is called “Metadata” and contains information on the contents of the layers, the intended use, and credits for the layer data’s creators.

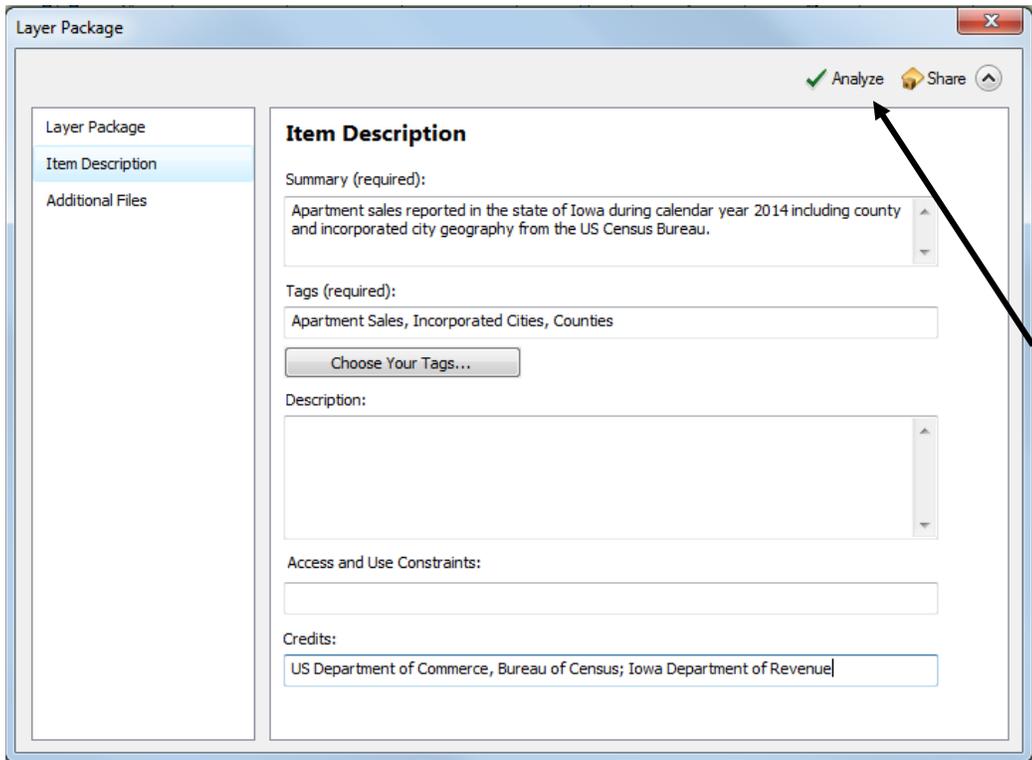
4. **To begin to construct the layer package**, you must first create the package metadata.



A **Summary** must be included. This should be a brief overview of the data included in the layer package.

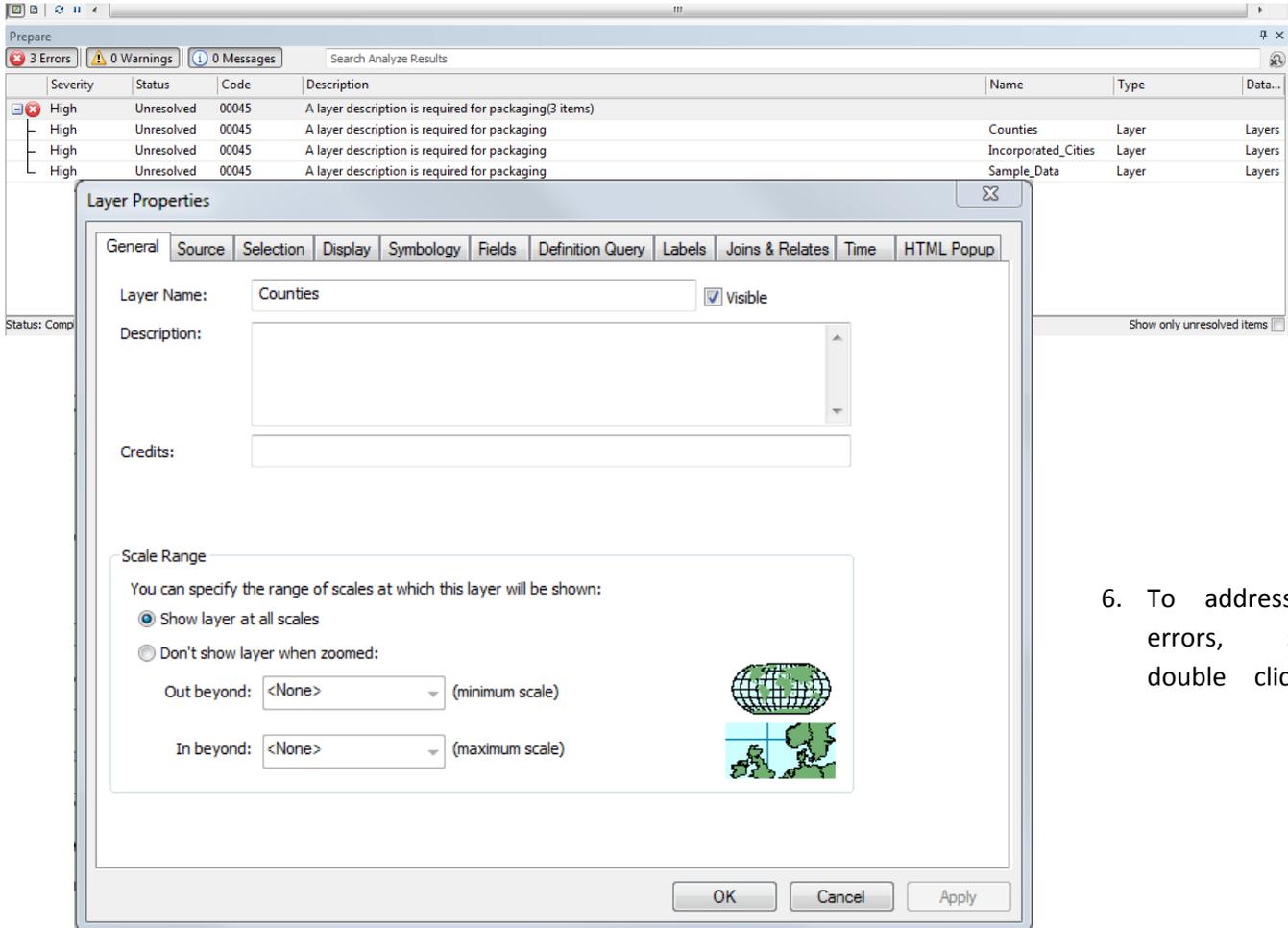
Tags are also required. These allow for easier searches to be performed on the data when it is stored.

Additional data is not required, but can help future users understand the purpose and intended use of the data.



In order to create the layer package, metadata must exist for each layer that is included in the layer package. To accomplish this, you can either enter the metadata in each layer through the Properties > General tab, or by clicking **Analyze** in the **Layer Package** window.

- 5. The **Prepare window** will show all errors, warnings, and messages that will affect the **Layer Package's** creation. Errors will not allow any further progress with the creation of the layer package and require immediate action to address. Warnings and messages will not impede creation of the layer package, but could cause future problems with use of the files.

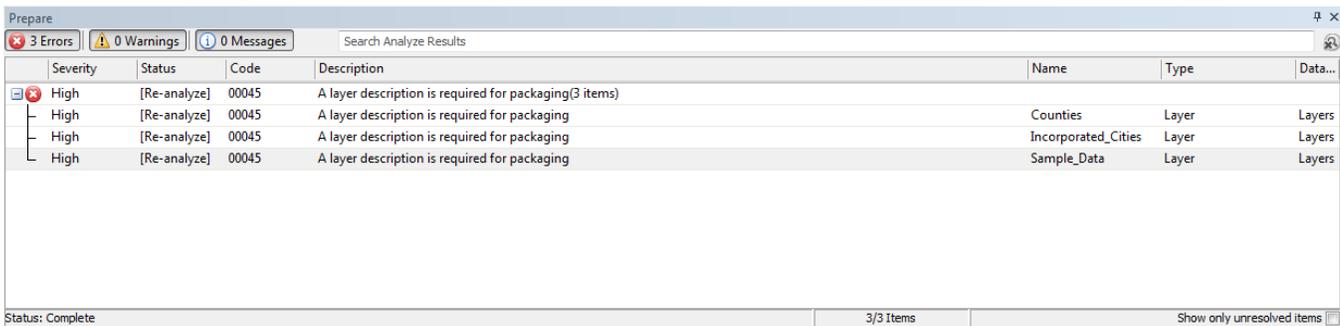


- 6. To address the errors, simply double click on

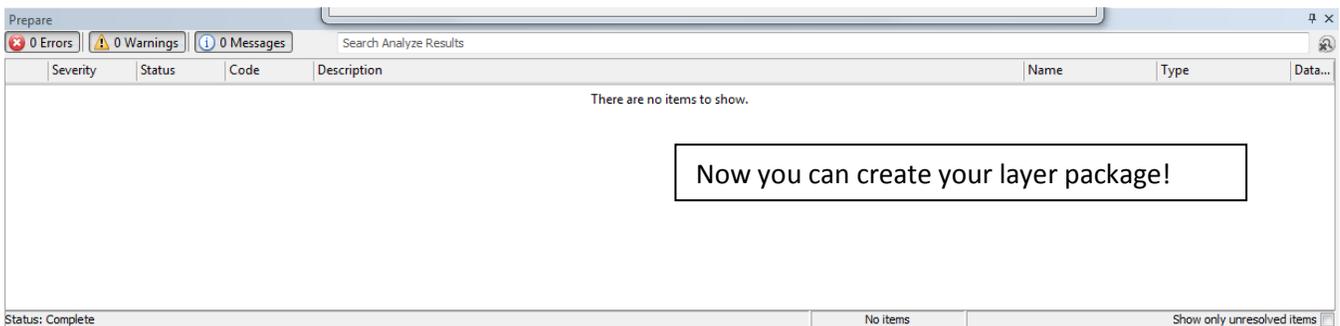
the layer listed in the **Prepare window** to call up the layer's properties (**Layer Properties > General** tab as mentioned above).

Just like the Layer Package metadata requirements, a Description must be entered into the component layers.

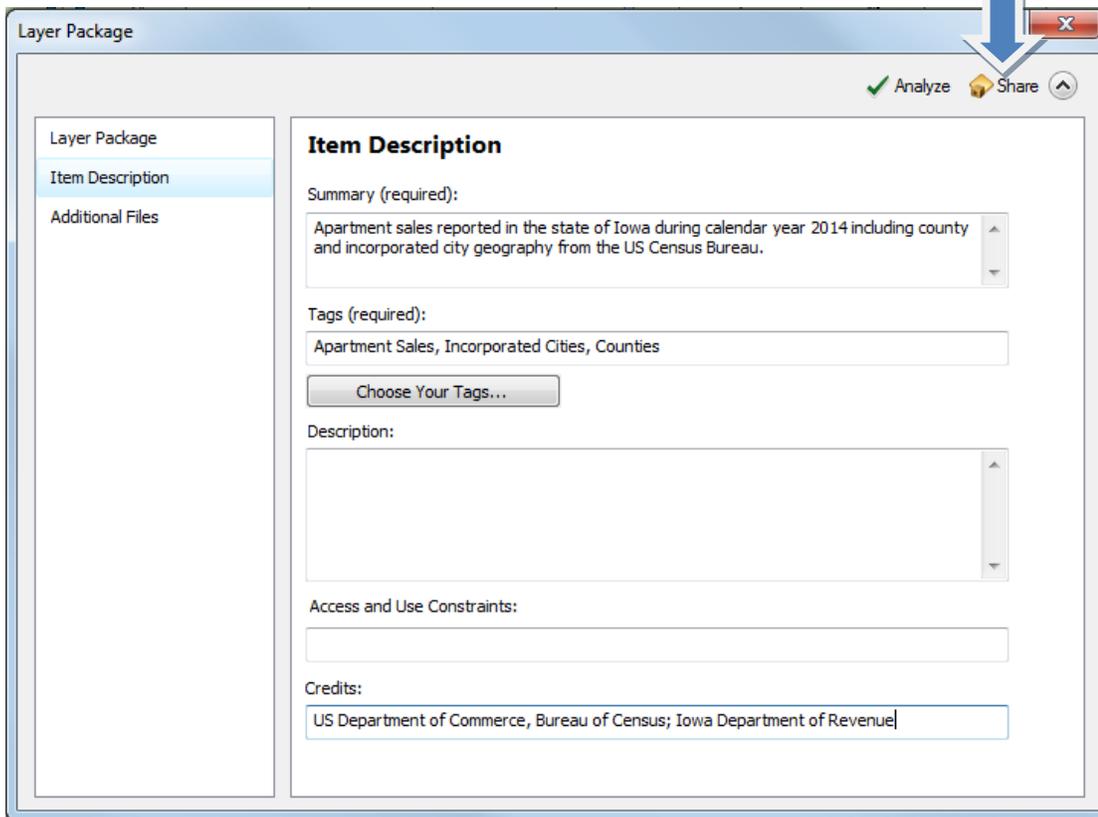
- When each of the errors have been addressed, the status will change from **Unresolved** to **[Re-analyze]**. This is done in the Layer Package window using the Analyze button.



- Once all of the errors have been corrected, the Prepare window will look like this:



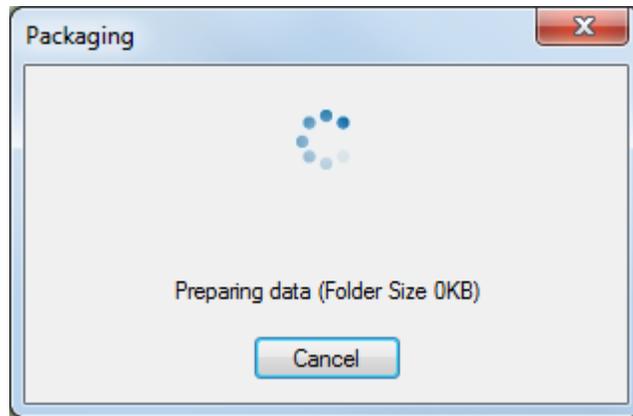
9. To create the layer package, select **Share** in the **Layer Package** window.



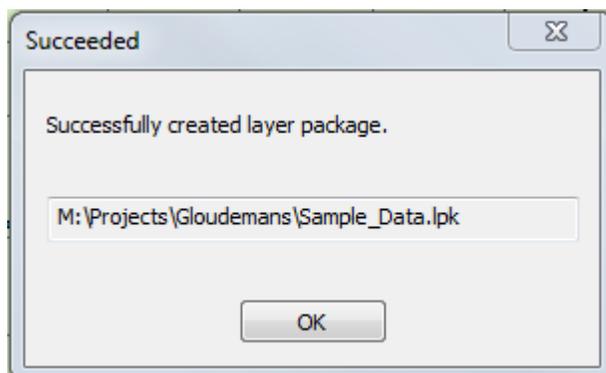
10. If all the component layers are ready to package, the following prompt will appear:

This is good!

If there are errors that need to be addressed, reference steps 6 and 7.



11. Once the layer package is created, the following prompt will be displayed:



Layer Package Transmission

Sending a layer package through a FTP or email is very simple. Because all of the layers, symbology, labels, etc. are already contained in one package, the file can be accessed through windows explorer in one file, in a .lpk format. Please name your layer file using the following pattern: **DOMNumber_CountyName_MMYYYY.lpk**

Name	Date modified	Type	Size
Jurisdiction.sbn	10/20/2009 3:22 PM	SBN File	2 KB
Jurisdiction.sbx	10/20/2009 3:22 PM	SBX File	1 KB
Jurisdiction.shp	7/13/2011 2:58 PM	SHP File	261 KB
Jurisdiction.shp.xml	5/29/2014 1:30 PM	XML Document	11 KB
Jurisdiction.shx	7/13/2011 2:58 PM	SHX File	1 KB
Jurisdiction_Units.xls	5/29/2014 1:59 PM	Microsoft Excel 97...	32 KB
LOST 3 Year by Place.xls	1/15/2016 9:20 AM	Microsoft Excel 97...	552 KB
PEP_2012_PEPANNRES_with_ann.xls	5/29/2014 12:40 PM	Microsoft Excel 97...	34 KB
Place_Sub.mxd	1/20/2016 2:23 PM	ArcGIS ArcMap D...	18,969 KB
POPEST2011_PEPANNRES_with_ann.xls	5/29/2014 12:47 PM	Microsoft Excel 97...	38 KB
Population by County City.mxd	5/29/2014 1:29 PM	ArcGIS ArcMap D...	457 KB
Population by County City.pdf	5/29/2014 1:22 PM	Adobe Acrobat D...	524 KB
Potential_Inputs.mxd	1/26/2016 9:19 AM	ArcGIS ArcMap D...	3,200 KB
Sample_Data.lpk	2/1/2016 10:40 AM	ArcGIS Layer Pack...	1,079 KB
schema.ini	1/12/2016 2:14 PM	Configuration sett...	1 KB

Please see <https://blogs.esri.com/esri/arcgis/2009/06/12/a-tutorial-for-creating-good-layer-packages/> for additional information on creating layer packages. For layers that contain a join or patriciate in a relationship class, please see this: <http://desktop.arcgis.com/en/arcmap/10.3/tools/data-management-toolbox/package-layer.htm>.

The .lpk file can be zipped or attached directly to email or uploaded to a FTP server with ease. For this project, you will need to upload through a secure file transfer protocol (sFTP) client. Instructions on downloading and installing a sFTP client can be found on page 20. The examples below are for the FileZilla sFTP client but WinSCP could be used as well.

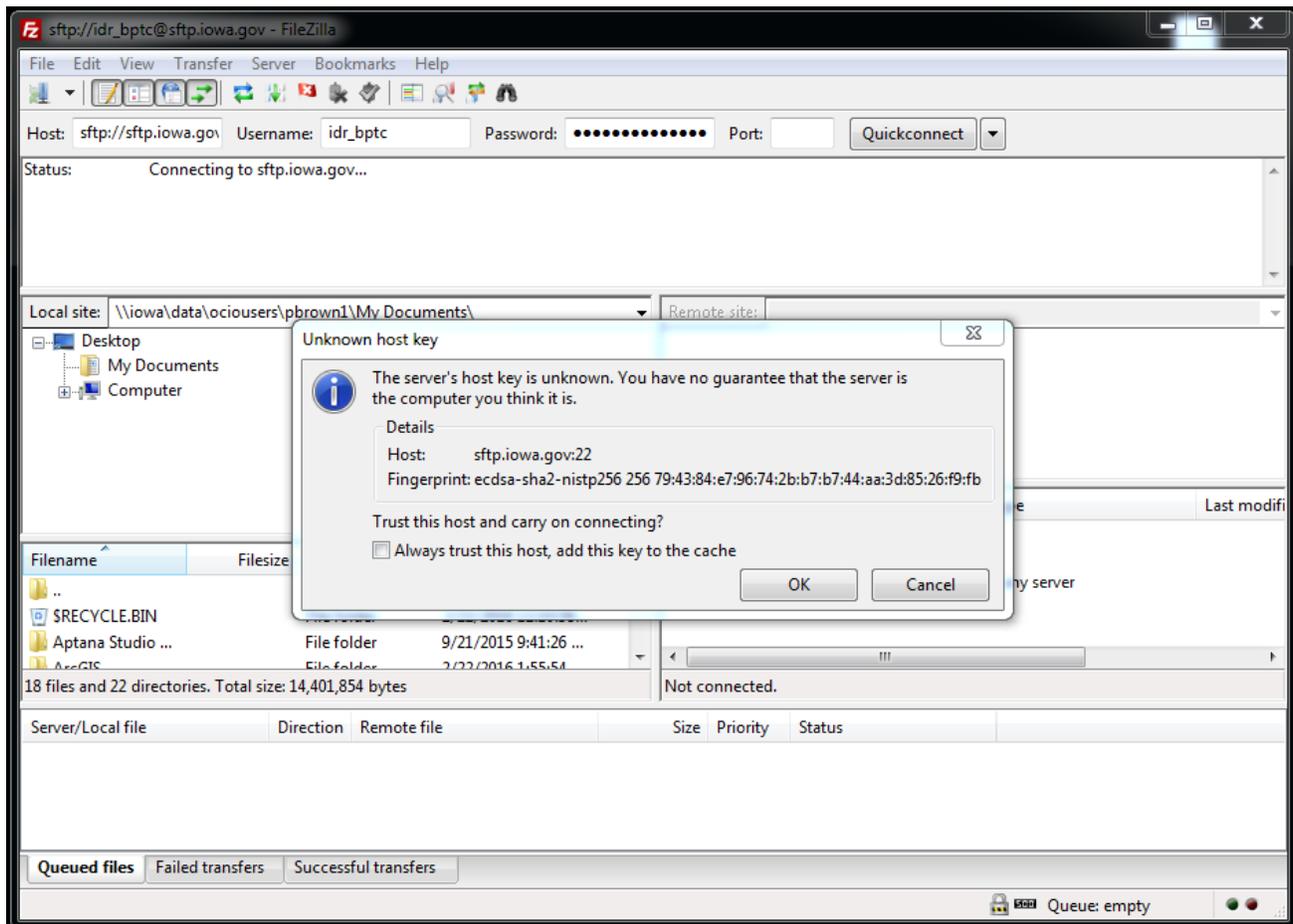
For the purposes of this upload, you will need to contact BJ Covington at bj.covington@iowa.gov to obtain a user id and password.

Logging into the sFTP using FileZilla's "Quickconnect" Toolbar



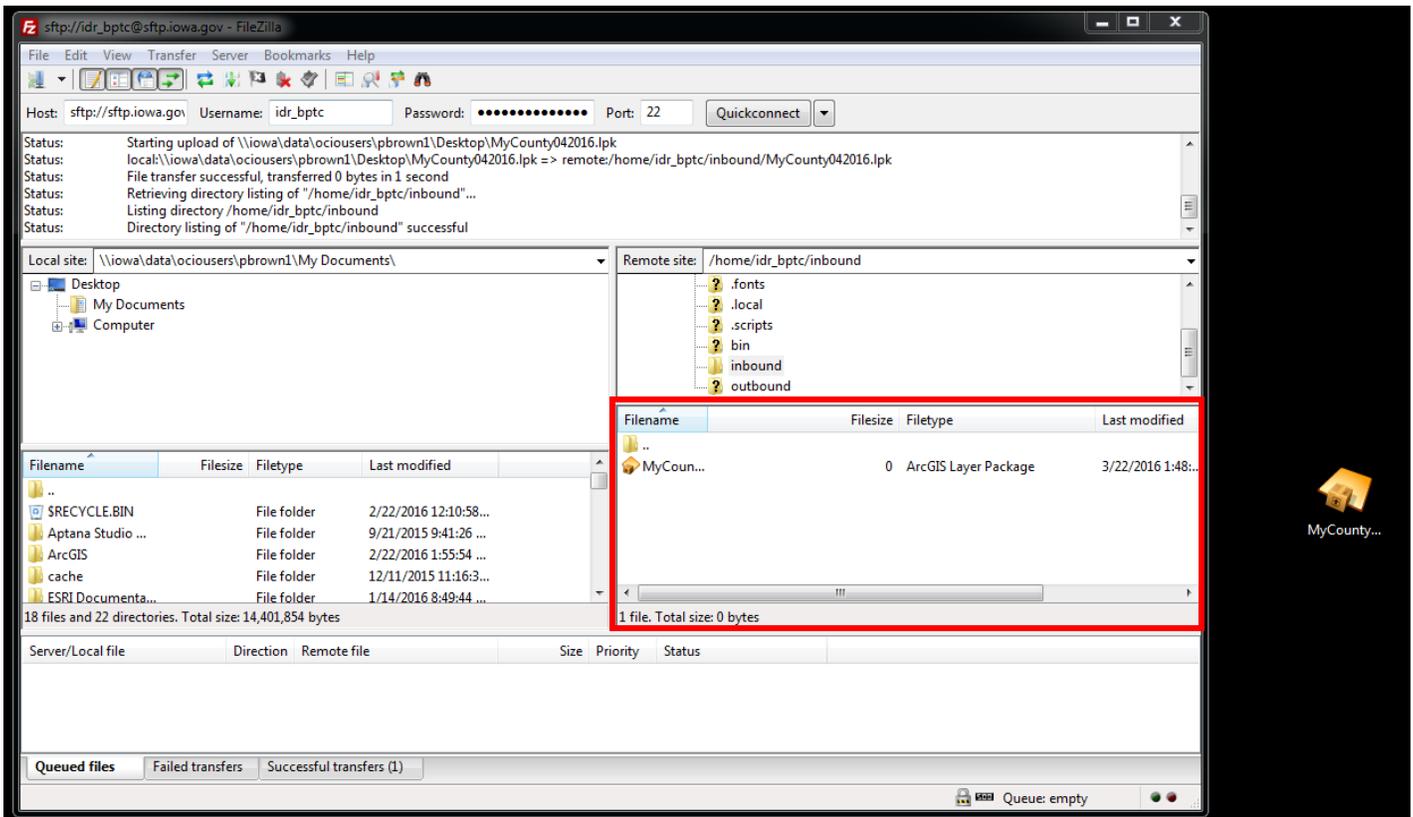
The Quickconnect Toolbar.

To upload the data, you must identify the host address. The host for this sFTP is sftp://sftp.iowa.gov. The username is obtained from bj.covington@iowa.gov when you contact him for access. You will also be given your password at that time. Upon entering the host location, username, password, and port (22), you may see the following dialog:



This is fine. Just click ok to continue.

The Upload Interface



5) This concludes your file upload.

Obtaining a Secure File Transfer Protocol Client (sFTP)

The State of Iowa only accepts data transmitted through encrypted means. We recommend the use of the FileZilla SFTP client software to accomplish the data transfer. Instructions for obtaining this software are below.

Downloading and Installing FileZilla

Downloading the FileZilla FTP Client

Specialized software generically referred to as an “FTP Client” must be downloaded from the web before the sFTP site can be accessed and data transferred. The recommended FTP Client is called FileZilla. **The software should ONLY BE DOWNLOADED FROM https://filezilla-project.org/download.php?show_all=1**. There are many other second party websites which provide downloads of FileZilla, but many of them also install spyware, malware, viruses, etc. in addition to the FileZilla application.

There are two download options for FileZilla available at https://filezilla-project.org/download.php?show_all=1

- 1) Download the “Installer Version” **FileZilla_X.X.X.X_win-setup.exe** if you have the ability to install software on your machine.
- 2) For those who cannot install software on their machine, download the “Zip Version” **“FileZilla_X.X.X.X_win32.zip”**.



Instructions for installing the “Installer” and “Zip” Versions of FileZilla are online at:

https://wiki.filezilla-project.org/Client_Installation

If you have previously downloaded a “Zip Version” of FileZilla and it suddenly stops functioning correctly, it may be because a newer version is available. If this happens:

- Navigate to https://filezilla-project.org/download.php?show_all=1 and compare the available Zip Version on the website to the Zip Version of FileZilla currently on your machine. You can determine the current version on your machine by opening the program and selecting “About” found within the “Help” menu.
- If there is a discrepancy between the current installed version and newest available version on the website, download the newest “Zip Version” of FileZilla from the website to the same location you downloaded the preceding version. Extract it to that same directory.
- Your bookmarked sites should be retained. Delete any remnants of the old “Zip Version”, including any shortcuts you may have created on your Desktop.

- In the file directory you extracted the new “Zip Version”, right click on the file “FileZilla.exe”, and select “Send to” → “Desktop”. This will create a shortcut on your Desktop of the updated Zip Version.