Tools Needed

[Download Management Studio](http://downloadservice/managementconsole/)

To make a release

Open download management studio, you should see “PerfView 1.0” under the list of all owned downloads.

* + The Details node under this tree is for updating the content of the downloads page.
  + The releases node is for updating the file which is available on the downloads page.
* Updating the details page
  + Update the long description (best practice is to add a few bullets every time you upload the download).
  + Click save
  + Right click on English – United States -> Publish Download Detail.  I tend to do this step after I have published the file.
* Updating the file
  + Click on “en-us”, in the right hand pane there is a general tab and a files tab.
  + In the general tab: make sure there are three signers, where two of the signers must have a manager -> employee relationship (Karel -> BrianRob would suffice ;)) Lee Coward can also be a signer but from what I can tell it does not help.
  + In the files tab, right click on PerfView.zip and select “Delete Selected Files”
  + Click Add Files -> browse to the PerfView.Zip you want to upload.
  + Click the ‘save’ icon on the toolbar
  + From the menu bar, Click Download -> Activate to prepare the file to be updated. This will send out a request for everyone to sign off on the download, and it will take ~15 minutes for the process to run its course.
  + Once the download is ready to publish, you can click Download -> Publish. This should send the updated file out to the web fairly quickly.