



Blackbox RMS - Artist Edition User Guide

Prepared for independent artists, producers, and self-releasing creators

Welcome

Thank you for choosing Blackbox RMS - Artist Edition.

Artist Edition gives artists a dedicated workspace for releases, imports, profile assets, EPK preparation, outreach, promo, catalog control, and day-to-day release admin. Instead of spreading important work across folders, notes, links, and inboxes, Blackbox keeps it tied to the release and easy to revisit.

This guide walks through the software from first startup to regular day-to-day use.

What Artist Edition is for

Artist Edition helps you manage:

- active releases and older imported projects
- release files and alternate versions
- artwork, logos, artist photos, and profile details
- label contacts and outreach information
- promo campaigns and returned feedback
- catalog history and archive material
- release-based EPK preparation and PDF export

In short, it is your artist operations workspace.

First startup

When you first open Artist Edition, spend a moment in Settings and make sure your core details are in place.

Suggested first steps:

1. confirm your artist name and notification email
2. review your default genre and any other workflow defaults
3. add your main website and contact details
4. return to the home screen once setup is saved

Keeping those basics accurate makes the rest of the app feel much more consistent.

Main areas of the software

Dashboard

The Dashboard is your active working space.

Use it for:

- current releases
- due-soon work
- items that need attention
- opening release cards for editing

This should reflect the projects you are actively developing, preparing, or pitching.

Imported

Imported is your holding area for anything brought in through the import tools.

Imported items stay separate first so you can:

- review them
- rename or tidy them
- check attached files
- move them onto the Dashboard when ready
- archive older imported projects if needed

This keeps the main workspace clean while still letting you bring older material in quickly.

Profile

Profile is the home of your artist-level identity and presentation material.

Use it to keep:

- artist name
- tagline
- artist bio
- booking and management email
- website
- social and platform links
- artist logo
- artist photo

These details also feed into the EPK workflow and help keep presentation material consistent across releases.

EPK

EPK is a dedicated workspace for building a release-based electronic press kit.

Use it to:

- choose the release you want to work on
- review EPK readiness
- edit artist-facing EPK fields
- edit release-specific narrative and selling points
- export the EPK as a PDF

The EPK workspace is tied to the selected release, so each release can have its own tailored presentation while still reusing your core artist identity.

Promo

Promo is where Artist Edition handles outreach.

Use it to:

- create recipient pools
- build campaigns from existing releases
- publish private listening pages
- send promo emails
- review returned feedback

Promo is artist-centred, so it is built around your releases, your contacts, and your outreach history.

Labels

Labels gives you a cleaner way to manage outreach contacts and target labels.

Use it for:

- label names and contact details
- target labels for specific releases
- tracking who belongs in your working outreach circle

This keeps label-facing admin more structured than a loose list in notes or email.

Catalog

Catalog keeps release history and catalog reference information visible.

Use it to track:

- catalog numbers
- release titles
- target labels
- release context

Catalog is especially useful if you want a clearer long-term view of what has already been prepared or released.

Reports

Reports gives you a wider overview of your work.

Depending on the state of your projects, this helps you review:

- active items
- imported items
- archived work
- due-soon releases
- overall workflow progress

Reports help you step back and review momentum instead of only reacting project by project.

Vault

Vault is the storage area for older or supporting material you still want accessible.

Use it when:

- a project should stay available but not active
- you want older files nearby without cluttering the Dashboard
- you want a cleaner divide between active work and stored material

Settings

Settings controls the wider behaviour of the software.

This can include:

- artist name and notification details
- default genre
- app behaviour
- workflow preferences
- update and account details

This is the place to shape the software around the way you work.

Understanding the release workflow

Each release in Artist Edition is the structured home for one project.

A release can hold:

- artist name
- track or release title
- item type
- status
- release date
- genre
- notes
- artwork
- audio versions
- logo and presentation material
- EPK content
- preview links
- target label context

That gives you a practical way to move from loose ideas into real release planning and outreach.

Creating and editing a release

When creating a release, start with the core fields:

- artist name
- track or release title
- item type
- status

Then build it out as the project develops.

Best practice:

- create the release early
- update it as the music and plan evolve
- use clear file names when adding audio and artwork
- keep EPK-facing details on the same release as the assets and notes

Artist Edition becomes more useful when you track the process, not just the finished outcome.

Release dates and reminders

If you know when a release is planned, set the release date clearly inside the release card.

This helps you:

- stay aware of approaching deadlines
- keep release planning visible
- see which items need attention soon

Upcoming releases are easier to manage when dates stay accurate.

Audio files and alternate versions

Artist Edition supports multiple audio files on a release.

This is useful if you work with:

- original mix
- master
- radio edit
- extended mix
- club mix
- instrumental
- alternate demo versions

For each file, you can:

- upload it
- play it
- download it
- replace it
- remove it

Suggested habit:

- label files clearly
- keep naming consistent
- keep the main working version easy to identify

Artwork, visuals, and supporting files

Artist Edition keeps your visual assets with the release instead of scattering them around your machine.

Depending on the section, you may manage:

- artwork
- artist photos
- artist logo
- supporting files
- working presentation material

For relevant files, Blackbox supports:

- upload
- download
- replace
- remove

This makes it easier to stay clear about which assets belong to which release.

Profile and presentation workflow

Profile is the foundation of your presentation layer.

Recommended approach:

1. complete your artist bio
2. add your tagline
3. upload your logo and artist photo
4. add your core website and platform links
5. keep booking and management contact details current

Once those are in place, the EPK workspace has much stronger material to draw from.

EPK workflow

The EPK page is designed as a release-based studio.

The flow is:

1. create or open a release
2. go to EPK
3. select the release you want to work on
4. edit the artist and release-facing EPK fields
5. save the changes
6. export the PDF

Artist-wide information comes from your profile data.

Release-specific information comes from the selected release.

This keeps EPK work connected to the actual release instead of becoming a disconnected document.

Labels and outreach workflow

Labels is where you keep your working label and contact information organised.

Use it to:

- store label contact details
- review target labels for releases
- keep outreach information easier to scan

That makes it easier to move from release prep into outreach without rebuilding the context each time.

Promo workflow

Promo gives you a dedicated outreach flow tied to your releases.

Typical use:

1. create or tidy a release
2. build a recipient pool
3. create a promo campaign from the release
4. publish the private page
5. send the outreach email
6. review returned feedback inside the app

This keeps private listening, downloads, expiry, and feedback in one controlled workflow.

Importing older work

The import tools let you bring older material into Blackbox without rebuilding everything manually.

Folder Import

Use Folder Import when your work already exists in project folders on disk.

Typical use:

1. open Imported
2. click Import Projects
3. choose Folder Import
4. select the root project folder
5. scan the folder
6. review the preview cards before importing

Blackbox will try to detect:

- artist name
- track title
- versions
- artwork
- audio files
- supporting documents

Imported items land in the Imported area first so you can tidy them before moving them into the main workspace.

Spreadsheet Import

Use Spreadsheet Import when your project information lives in CSV spreadsheets.

This is useful for:

- release lists
- planning sheets
- old project tables
- contact-led project lists

The spreadsheet rows become Imported project cards first, ready for review and cleanup.

Asset Import

Use Asset Import when the release cards already exist but the audio or artwork lives in another folder.

This lets you:

- scan a loose asset folder
- match assets back onto existing releases
- avoid duplicating records

Review before moving imported work

Imported releases should be checked before being treated as active.

Look for:

- naming problems
- missing artwork
- missing audio
- duplicated entries
- misplaced supporting files

Once an imported item looks right, move it into the Dashboard and continue building it out there.

Vault and long-term organisation

Vault helps you keep older or supporting material accessible without overcrowding active work.

Use it when:

- you want to keep project history nearby
- the release is no longer active
- the material still matters but does not need to sit in the Dashboard

Updates and customer account access

Artist Edition is tied to your Blackbox customer account.

That account gives you access to:

- your installer
- your license file
- your user guide
- future downloads

Installed live editions also support in-app updates, so staying current does not mean rebuilding your workflow from scratch.

Suggested day-to-day routine

One simple way to use Artist Edition consistently is:

1. open Dashboard
2. review active releases
3. update any release dates or missing details
4. check EPK readiness for anything moving toward outreach
5. review Labels and Promo when a release is ready to send
6. keep Profile details current so presentation material stays accurate

That routine keeps the software useful because the important information stays tied to the work as it develops.

Thank you

Thank you for using Blackbox RMS - Artist Edition.

The goal of Artist Edition is to give artists a more reliable place to manage the operational side of releases, presentation, and outreach without losing creative momentum.