



Blackbox RMS - Label Edition User Guide

A practical start-to-finish guide for label owners, managers, and release teams

Welcome

Blackbox RMS - Label Edition is built to help labels run releases in one structured workspace instead of across folders, email threads, notes, and memory.

This guide explains the working flow of the software from first startup through to release management, artist links, contract templates, artist relationship tracking, imports, promo, royalties, and archiving.

The aim is simple:

- keep active work clear
- keep incoming materials organised
- keep catalog information attached to the correct release
- keep artist relationships visible at label level
- keep finished work searchable without cluttering the active workspace

What Label Edition does

Label Edition is designed to manage:

- active releases
- imported catalog items
- archived releases
- artwork
- audio files and alternate versions
- contracts
- Artist Links
- incoming artist submissions
- promo contact pools
- promo campaigns
- hosted promo signup pages
- promo feedback
- royalty statements
- artist-side royalty portal access and payout requests
- artist-level notes and contract status
- reports and operational oversight

In everyday use, it becomes the operational home of the label.

First startup

On first launch, Label Edition routes you into Settings until the required setup fields are completed.

The required fields are:

- Default Label Name
- Submission Notification Email

These matter because the label name is reused across the system, and the notification email is where Artist Link responses are sent.

First startup steps

1. open Label Edition
2. complete the required Settings fields
3. add any other preferences you want to set immediately
4. click Save Settings
5. once setup is complete, Blackbox opens the main home screen

Main areas of the software

Home screen

The home screen is the front door of the app.

Use it to:

- jump into the Dashboard
- add new releases
- check the current version
- move quickly into the main workspace

Dashboard

The Dashboard is the active working area.

Use it for:

- viewing active releases
- spotting releases that are due soon
- spotting releases that need attention
- opening release cards for editing
- sending Artist Links
- importing catalog data
- syncing artist submissions

The shortcut cards are intended to move you quickly into the work that matters most.

Imported

Imported is the holding area for catalog items brought in through the import system.

Use it when:

- you import releases from folders
- you import releases from CSV files
- you want to review imported records before they reach the Dashboard

Imported releases are intentionally separated from active work so the Dashboard does not get flooded during migration.

Imported items can be:

- opened
- tidied
- moved to Dashboard
- moved to Archive

Artists

Artists is the label roster workspace.

Use it to review and manage:

- artist email
- internal notes
- contract relationship status
- default royalty share
- deal and recoupment notes
- preferred contact route
- relationship tags
- last contact and last activity
- linked releases
- linked contracts
- social and platform links
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This gives you an artist-level view that sits above the individual release card.

Promo

Promo is the label's campaign area.

Use it to:

- create contact pools
- delete pools you no longer need
- import contact CSV files into pools
- manage promo contacts
- create promo campaigns from existing releases
- edit draft campaigns before publishing them
- set up a hosted promo signup page
- sync hosted promo signups back into Label Edition
- publish promo campaigns
- open feedback
- manage responses over time

Label Contract Editor

Label Contract Editor is where you manage reusable contract templates.

Use it to:

- store your base contract language
- map dynamic label-side fields
- prepare prefilled contract sessions
- send artist-ready contract sessions through the Artist Link flow

Royalties

Royalties is the statement and payout workspace.

Use it to:

- create royalty statements from existing releases
- save statement drafts and return to them later
- finalise statements when they are ready
- publish and email statements to artists
- choose how much breakdown detail the artist sees
- review payout requests coming back from the artist portal

Catalog

Catalog keeps release history and catalog structure visible.

Use it to review:

- catalog numbers
- label or imprint grouping
- release order
- long-term catalog structure

Reports

Reports give you a wider view of the label operation.

Use Reports when you want to check:

- release totals
- status breakdowns
- what is coming up
- general catalog activity

Archive

Archive is the long-term storage area for releases you do not want in the active workspace.

Use Archive when:

- a release is finished
- an imported back-catalog item should be stored rather than worked
- you want to keep old projects searchable

Archive items can still be:

- opened
- reviewed
- restored
- deleted individually if required

Help

Help keeps guidance close to the app.

Use it when:

- you want a quick reminder of how a section works
- you need to check a workflow without leaving the app

Settings

Settings controls the app-level defaults and portal-linked behaviour.

Important areas include:

- label identity
- default genres
- label imprints
- label logo
- backup behaviour
- theme mode
- submission notification email
- default artist intake message
- license information

A typical daily workflow

One clean way to use Label Edition is:

1. open the home screen and go to Dashboard
2. check due-soon and needs-attention releases
3. open active releases that need work
4. send Artist Links when you need materials back from artists
5. run portal sync when submissions are waiting
6. review anything in Imported
7. check Artists if you need artist-level context or notes
8. build and send promo campaigns if the release is at that stage
9. check Royalties when statements or payout requests need attention
10. move finished items into Archive

If you follow this routine consistently, the app stays accurate and useful.

Creating a release manually

You can create a release directly from the home screen or the Dashboard.

Manual release steps

1. click Add New Release
2. enter the core release information
3. save the release
4. open the release card to continue building it out

The release record should be created early. It is better to start the record early and build it up as the project develops.

Understanding a release card

Each release card becomes the main record for that project.

A release can hold:

- artist name
- track title
- catalog number
- bio
- release date
- genre
- notes
- label
- distributor
- ISRC
- composer
- publisher
- BPM
- key
- artwork
- label logo
- one or more audio files
- one or more contracts
- royalty settings
- remix requests

Release Information

Inside the release page, the Release Information section is where you maintain the main record.

Important fields include:

- Artist Name
- Track Title
- Catalog Number
- Release Date
- Genre
- Notes
- Label
- Distributor

The Release Date field uses a calendar picker, which is especially useful for upcoming releases and reporting.

Release royalty settings

Each release can also carry royalty settings without cluttering the Dashboard cards.

Inside Edit Release, you can choose whether the release should:

- use the artist's default royalty share
- or use a release-specific override

This is useful when an artist has one normal deal, but a particular release needs a different split.

Completion tracking

Label Edition includes workflow markers to show whether a release is actually ready.

These include:

- Mix and Master Complete
- Artwork Complete
- Metadata Complete
- Release Scheduled
- Promotion Done
- Released

Keep these updated honestly. The Dashboard cards and release filtering become far more useful when they reflect reality.

Due-soon reminder

If a release is marked as upcoming or scheduled and its release date is exactly seven days away, Blackbox can show a promo reminder popup.

If several releases land on the same date, Blackbox groups them into one reminder window instead of showing multiple popups.

This makes it easier to prepare promo at the right time without clutter.

Adding and managing artwork

Each release can hold artwork.

Artwork workflow

1. open the release
2. upload the artwork file
3. save the release if needed
4. replace or remove the artwork later if a revised version arrives

Best practice:

- keep the final working cover attached to the release
- replace old files instead of storing multiple versions elsewhere

Adding and managing audio

Each release can hold multiple audio files.

This is useful for:

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

Audio workflow

1. open the release
2. upload the main audio
3. add extra versions if needed
4. set version labels clearly
5. reorder tracks if necessary
6. replace or remove tracks as the release evolves

Each audio file can be:

- played
- downloaded
- replaced
- removed
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Use clear version labels so the release remains readable to you and anyone else working on it.

Blackbox Audio & Artwork desktop folder

Label Edition includes a clean desktop release folder for external upload workflows.

The folder is created automatically as:

- Desktop\Blackbox Audio & Artwork

Inside it, Blackbox creates one folder per release using the artist and track name.

Each release folder contains:

- Audio
- Artwork

This folder is useful when a distributor, promo platform, or other third-party system opens a normal Windows file picker and expects real files on disk.

In practice, this means you can work from Blackbox as the source of truth and still browse to a clean release folder when a service such as DigDis asks you to choose audio or cover art manually.

How the desktop handoff folder updates

The mirrored desktop folder updates automatically when:

- you create a release
- you import a release
- you save changes to a release
- you replace audio
- you add or replace cover art
- an Artist Link submission syncs back into Label Edition

If a release has no artwork yet, the `Artwork` folder may stay empty until cover art is added.

If you later attach artwork to that release and click `Save`, the desktop mirror updates automatically.

What Blackbox copies into that folder

Blackbox mirrors only the release files needed for external delivery:

- release audio files in `Audio`
- release cover art in `Artwork`

It does not place artist profile photos, artist logos, or label logos into those release folders.

The artwork file is copied as stored, without Blackbox downsizing it. If your cover is already prepared to the specification required by your distributor, the mirrored file remains suitable for handoff.

Different distributors may require different artwork dimensions or file types. Blackbox preserves the stored release art, but it is still the user's responsibility to make sure that artwork matches the requirements of the platform they are uploading to.

Adding and managing contracts

Contracts can be attached directly to the release.

Contract workflow

1. open the release
2. upload the contract file
3. replace it later if a revised version is signed
4. remove it if it no longer belongs to that release

This keeps the agreement tied to the record instead of buried in email or folder history.

Artist Links and portal sync

Artist Links are the delivery route for collecting material back from artists.

Typical flow:

1. open the release
2. send an Artist Link
3. the artist fills in the requested details and uploads files
4. the portal receives the submission
5. sync the submission back into Label Edition

This allows files, profile links, and contract completion to come back into the app in a more structured way than email handover.

Contract template workflow

Label Contract Editor lets you prepare reusable contract templates for repeated use.

The basic idea is:

1. create the template once
2. map the fields that should be filled per release
3. prefill the label side
4. send the artist-facing contract session through the Artist Link workflow
5. sync the completed paperwork back onto the release

This keeps label paperwork tied to the release and reduces repeated manual admin.

Artists workspace

Artists is where label relationship management lives.

Each artist page can show:

- working email
- internal notes
- contract relationship status
- default royalty share
- deal notes
- recoupment notes
- preferred contact route
- relationship tags
- first release date
- last contact date
- last activity from linked releases
- socials and platform links
- linked releases
- linked contracts

Use this area when you need the artist-level picture rather than the release-level picture.

Artist royalty settings

The artist page is the default starting point for royalty share setup.

Typical workflow:

1. open the artist card
2. enter the default artist royalty share
3. add any deal or recoupment notes you want to keep internally
4. save the artist

When you later create a royalty statement, Label Edition checks for:

1. a release-level royalty override first
2. otherwise the artist's default royalty share

The statement share still remains editable on the statement itself if a one-off adjustment is needed.

Promo pools, CSV import, and draft editing

Promo pools are the contact lists behind your campaigns.

You can:

- create pools manually
- import contacts into a pool from CSV
- open and maintain pool contacts over time
- delete pools you no longer need

Campaigns can also be saved as drafts before they are sent.

That means you can:

- build the draft early
- reopen it later
- edit title, message, expiry, recipients, and embedded video
- then publish when ready

Promo workflow

Promo is built around existing releases.

Typical promo flow:

1. finish the release details
2. prepare the audio and artwork
3. create, import, or review a contact pool
4. build the promo campaign from the release
5. save as a draft if the campaign is not ready yet
6. publish the playback page
7. send the promo
8. review feedback inside the app

This keeps playback, downloads, and feedback tied to the release record.

Hosted promo intake pages

Promo also includes a hosted signup page workflow for collecting new promo contacts.

Typical setup flow:

1. open Promo
2. click Promo Intake Setup
3. enter the page title and intro text
4. choose the destination pool
5. upload a logo if you want branding on the page
6. choose whether to collect Name and Organisation
7. if needed, enable imprint preferences and tick the saved label imprints you want to show
8. save the hosted page setup
9. publish the hosted page
10. copy the hosted page URL and use it on your website, socials, or link hub

Once the page is live, use Sync Hosted Signups to pull new contacts back into the chosen pool inside Label Edition.

If no imprints are selected, the hosted page simply hides the imprint picker.

Royalties workflow

Royalties is built around release-based statements.

Typical royalty flow:

1. make sure the artist default royalty share is set on the artist card if needed
2. add a release override in Edit Release only if that release needs a different split
3. open Royalties and create a new statement
4. choose the release and artist
5. let Label Edition prefill the share from the release override or artist default
6. edit the statement figures if needed
7. choose whether the artist view should be Net only or Full breakdown
8. finalise the statement
9. publish and email the artist
10. review any payout request that comes back from the artist portal

The artist portal is designed to let the artist:

- view the statement
- print the statement
- remove it from their own portal list without deleting the label record
- send a payout request back to the label

Imports and migration

The import system is built for labels moving older material into Blackbox.

You can bring in:

- folder-based releases
- CSV catalog lists
- loose asset collections

Imported material lands in Imported first so it can be reviewed before being treated as active work.

Reports and catalog visibility

Reports and Catalog help you step back from the individual release card.

Use them when you want a wider view of:

- release totals
- upcoming work
- catalog structure
- overall workflow progress

Archive and long-term storage

Archive keeps finished or older work searchable without cluttering the active workspace.

Use it when:

- the release is finished
- the release is part of your back catalog
- you still want it accessible but not active

Updates and customer account access

Label 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, which makes it easier to stay current without rebuilding your working environment.

Thank you

Thank you for using Blackbox RMS - Label Edition.

The goal of Label Edition is to give labels a clearer, calmer way to manage releases, artist handover, contracts, promo, and day-to-day operations without losing sight of the bigger picture.