Conduct

The complete guide

Version 0.1.14 · 2026-08-26

conductstudio.com/help

Contents

Getting started

What Conduct is for, which screen does what, and the first hour that makes the rest of the app make sense.

What Conduct is for

Conduct is a cue management and collaboration tool for composers writing to picture — film, television, games. It holds the editorial truth of a score: every cue, its number, its versions, its timecodes, its audio, and who is waiting on what.

It is built around one idea: the cue list is the score's source of truth, and everything else — tasks, recording plans, director feedback, delivery — hangs off it rather than living in a separate spreadsheet.

It runs as a Mac app and in the browser. The Mac app can additionally see folders on your disk, which is what makes bounces and your project folder work; the browser covers everything else and is what your collaborators and directors use.

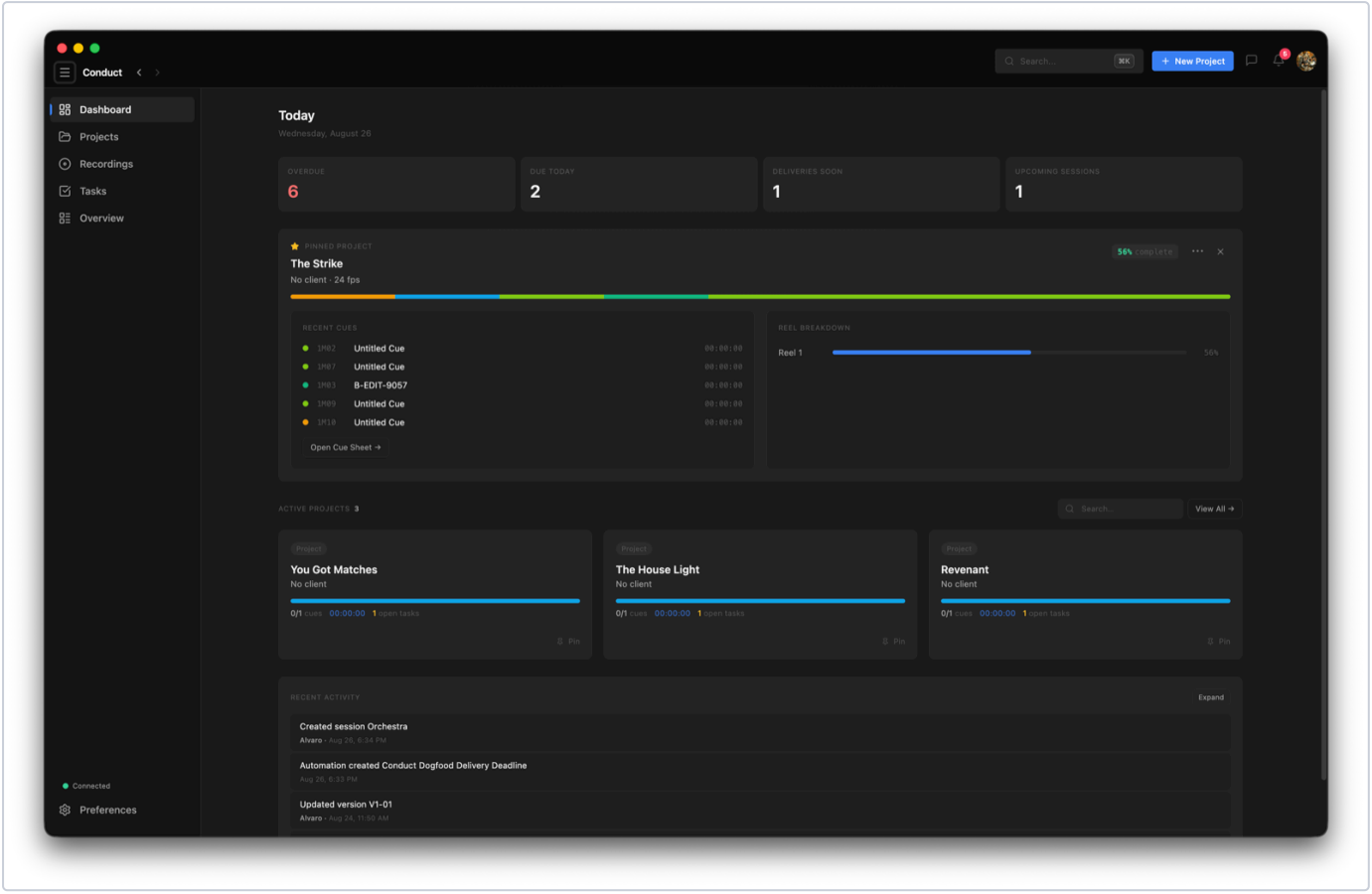
Which screen does what

- Dashboard — where you start. What's overdue, what's coming, what's blocked, and what to do next.
- Projects — every project, and the way in to a project's cue list, picture, folder and settings.
- Recordings — recording plans: dates, running order, and which cues are being covered.
- Tasks — the action layer. Work moving through stages, across all your projects.
- Overview — the wider pulse: recent activity, upcoming sessions and how close each project is to delivery.

> **Cue Log is inside a project**
> The cue list isn't in the sidebar — it lives inside each project, because it belongs to that project. Open a project and you're there.

Your first hour

1. Sign in and create your organization.
   You sign in with a link sent to your email — there is no password to invent or lose.
2. Create one real project.
   Not a test one. Set its type, abbreviation and frame rate now; the abbreviation flows into cue numbering, folder names and export filenames.
3. Add deadlines.
   Composition, orchestration, mix and delivery dates aren't decoration — they're what Dashboard and Tasks use to tell you what's urgent.
4. Get your cues in.
   Type them, or import them in bulk if the project already exists in another tool.
5. Connect the project's folder.
   Desktop app only. This is what makes bounces file themselves.
6. Invite whoever you're working with.
   Collaborators take a seat; directors and supervisors review for free through a link.



Dashboard: the day's pressure in one place.

The habit that makes it work

Keep four things aligned and the rest of the app gets easy: editorial truth in the Cue Log, execution truth in Tasks, priority in Dashboard, and conversation in chat and cue threads.

The common failure is duplicating cue state into a second to-do list somewhere else. If a fact describes the cue — its number, status, version, timecode — it belongs in the Cue Log and nowhere else.

Common questions

Do I need the Mac app, or is the browser enough?

The browser covers cues, versions, chat, tasks and review. The Mac app adds everything that needs to see your disk: connecting a project folder, picking up DAW bounces, offline editing and the on-device analysis tools. Most composers use the Mac app and let collaborators use the browser.

Is there a password?

No. You sign in with a link sent to your email address, so there's no password to store, forget or leak.

Do directors and music supervisors need an account?

No. You send them a review link that opens in any browser. They don't sign up, don't install anything, and don't take a paid seat.

Where is the cue list?

Inside each project rather than in the sidebar, because a cue list belongs to one project. Open the project and it's the main surface.

What should I do first, on a real project?

Set the project's abbreviation, frame rate and deadlines before you add cues. Those decisions flow into cue numbering, folder naming and export filenames, and they are noticeably more annoying to change once a project has grown.

Projects, cues & versions

Set a project up so it stays coherent, then keep the Cue Log as the one place the score's truth lives.

Creating a project properly

Two extra minutes here saves a lot later. The project type and the abbreviation both flow downstream into cue numbering, folder naming and export filenames, and retrofitting either once a project has grown is genuinely painful.

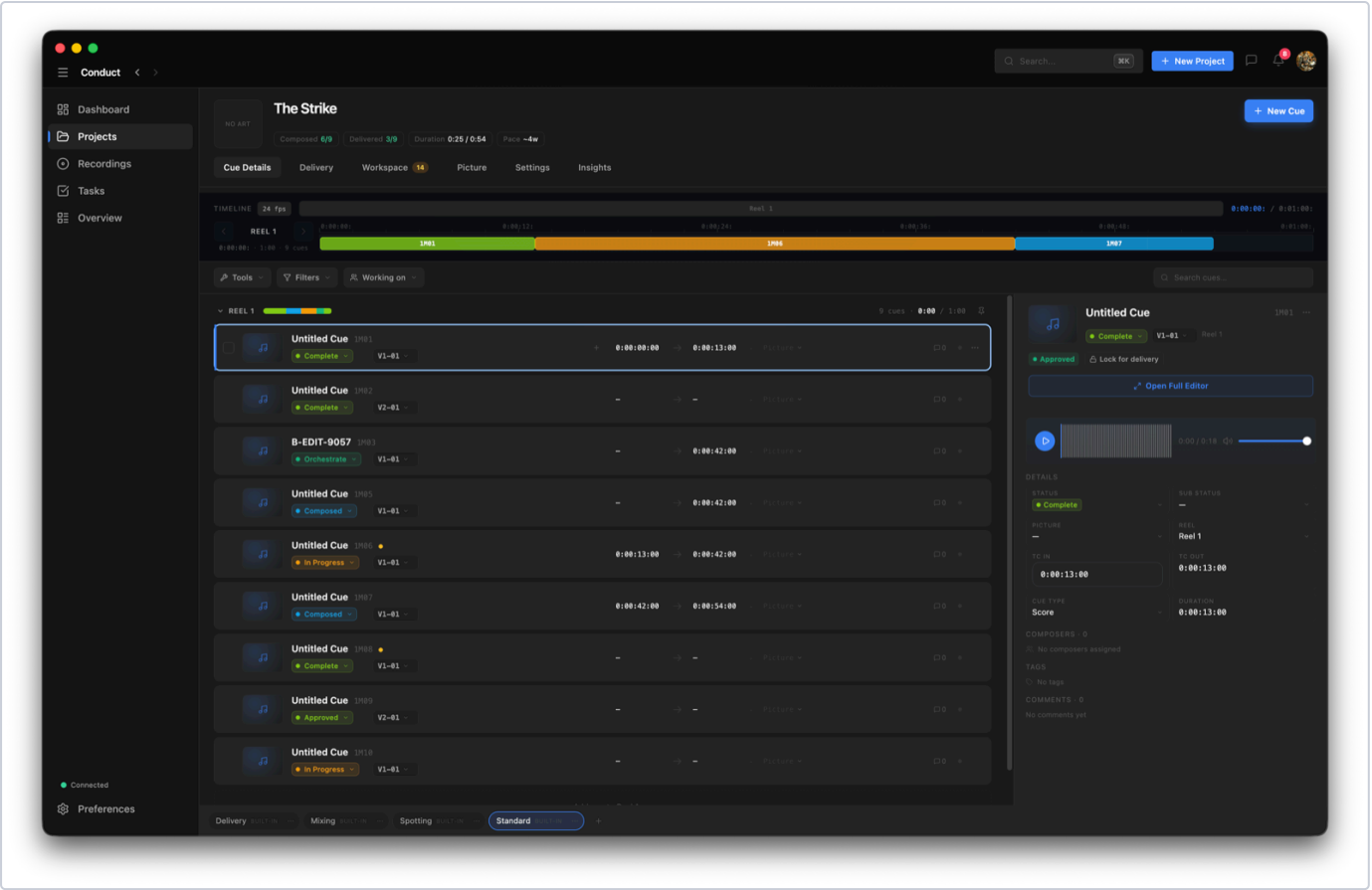
1. Pick the project type that matches the picture.
   A linear film, a series with episodes, or a game where the timeline doesn't behave like picture-led editorial. Choose from day one — this decides how reels and episodes are structured.
2. Set the name, abbreviation and frame rate.
   The abbreviation is the one people forget. It ends up in cue numbers, folder names and exported filenames.
3. Add the deadlines you know.
   Composition, orchestration, mix and delivery. These feed Dashboard and Tasks — without them the app can't tell you what's urgent.

Go to Projects — /projects

The Cue Log is the source of truth

If a fact describes the cue itself — number, title, status, versions, timecodes, reel or episode placement, notes — it belongs here and nowhere else. This is the surface that has to survive handoff.

1. Add cues as you spot.
   In the Cue Log, ⌘N opens quick add. Elsewhere in the desktop app ⌘N starts a new project instead.
2. Or import in bulk.
   If the project already exists in a spreadsheet or another tool, import rather than retyping.
3. Keep status current enough to trust.
   A status nobody updates is worse than no status — it makes the board lie.



The Cue Log — cue numbers, statuses, versions and timecodes in one table.

Versions, not filenames

Every cue carries a full version history, each with its own audio, notes and timecodes. This is the part that replaces naming files v2_FINAL_actualfinal — the version is a real thing in the app, so the filename stops having to carry the meaning.

- Each version holds its own audio, notes and timecodes.
- The player shows one waveform normally, and a stacked A/B view in compare mode.
- In compare mode the transport is shared, so only one version plays at a time — you're always comparing like for like.
- A bounce badge on a version means the DAW file changed after that version was made; render a new bounce to update it.

Saved layouts for real working modes

Spotting, recording, mixing and cue-sheet prep each want to see different columns. Rather than fighting one table, save a layout per mode and switch. Conduct ships sensible ones built in.

Common questions

Can I change the project abbreviation later?

You can, but it's the field most worth getting right up front — it flows into cue numbering, folder names and export filenames, so changing it once a project has real structure means a lot of downstream churn.

Should I track cue work in the Cue Log or in Tasks?

Facts about the cue — number, status, version, timecode — go in the Cue Log. Work that needs doing, assigning and scheduling goes in Tasks. Mixing the two makes both noisy; keeping them separate is what makes the app fast.

How do I compare two versions of a cue?

Open the cue and switch the player to compare mode. You get both waveforms stacked with a shared transport, so only one plays at a time and you're comparing the same moment in each.

What does the bounce badge on a version mean?

The DAW file behind that version has changed since the version was created — so what you're hearing in Conduct is older than what's in your session. Render a new bounce and it'll come in as a fresh version.

Can I import an existing cue list?

Yes. Import in bulk from a spreadsheet rather than retyping — it's in the project's settings alongside the other import routes.

Your project folder

Link a project to a folder on disk so Conduct can see your cue folders, keep their names straight, and pick up bounces.

What the Workspace is

A project's Workspace is the folder on your Mac where that project actually lives — the one holding your cue folders, your DAW sessions and your bounces. Linking it lets Conduct read your structure, tell you when something has drifted, and pick up new mixdowns without you dragging anything.

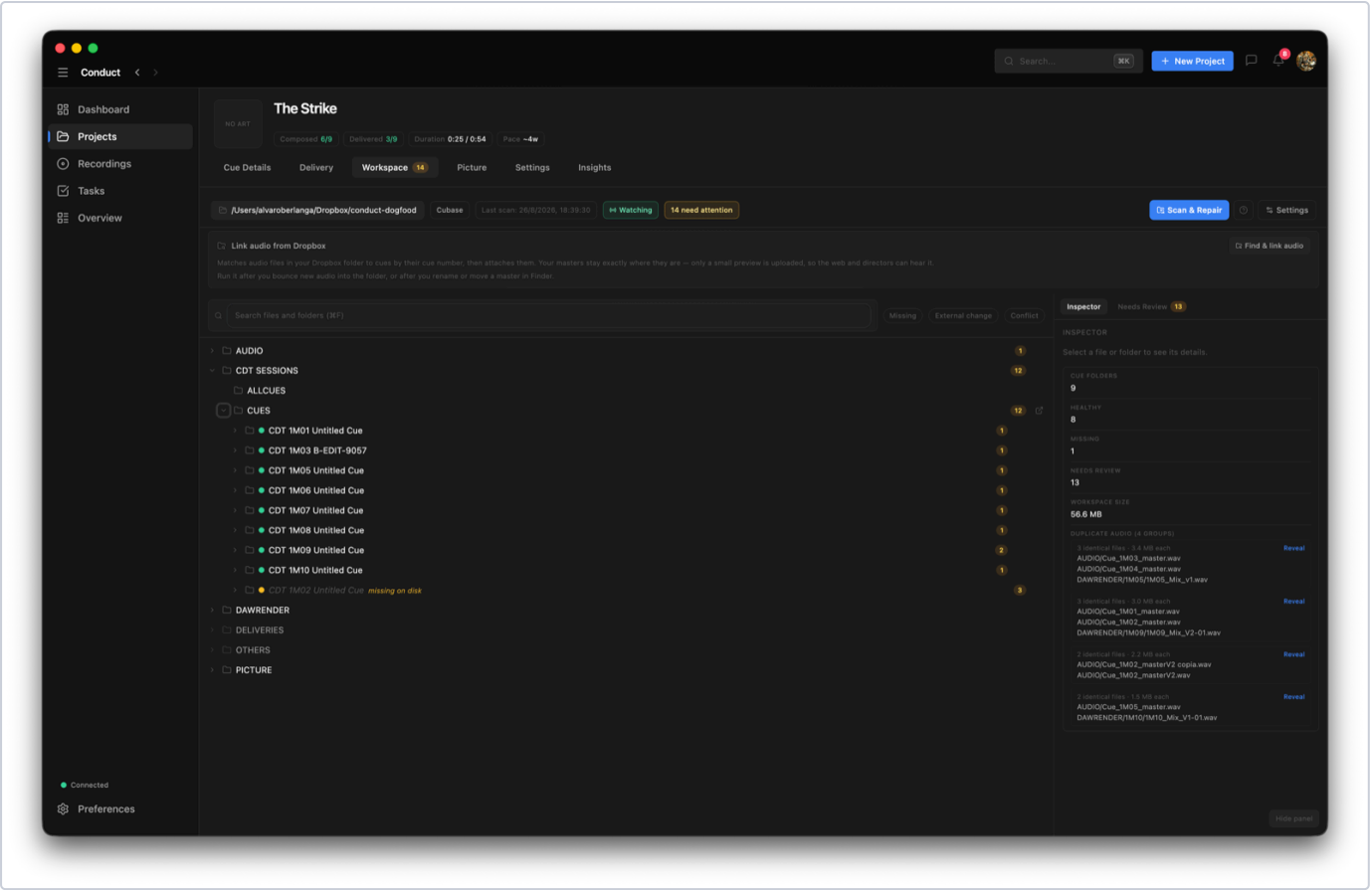
Conduct does not move your working method. You keep exporting where you always export. The folder link just means the app can see it.

> **Desktop only**
> Workspace features need the desktop app, because only it can read a folder on your Mac. On the web you'll see the cues and previews, but not the folder.

Connecting the folder

1. Open the project, then go to its Workspace. `Workspace`
2. Choose the folder this project lives in. `Set Up Workspace`
   Pick the project's own root folder — the one containing its cue folders — not your whole music drive.
3. Let the first scan finish.
   Conduct reads the folder structure and matches what it finds to the cues already in your Cue Log.
4. Check the Workspace tree.
   The coloured dots show which cues have a folder, which are missing one, and which need a look.

> **Everyone links it on their own Mac**
> The folder link is per machine — it is never shared with your team, because the folder sits at a different path on everybody's computer. A teammate who opens the project on their Mac connects it themselves.



The Workspace view: your folder tree on the left, health dots showing what needs attention.

Scan & Repair — what it actually does

> **It is about folders, not audio**
> Scan & Repair never opens, moves, uploads or links an audio file. It only looks at your folder structure. Attaching audio to cues is a different job with a different button.

The scan walks your project folder and compares what's there against the naming template in Workspace Settings. It's looking for two things: cue folders that should exist and don't, and folders that were renamed or moved in Finder since the last time it looked.

The repair is the second half, and it only runs after you approve it. You get a preview listing every change first. Creating adds the missing folders. Renaming moves a folder — with everything inside it — back to the name your template expects. Nothing is ever deleted, and you can cancel the preview and walk away.

Running it

1. Press Scan & Repair in the Workspace header. `Scan & Repair`
2. Read the preview.
   It lists folders to create and folders to rename, showing the old name and the new one.
3. Apply, or cancel. `Apply Changes`
   If nothing needs fixing you'll just see a green "Workspace is healthy" note instead of a preview.

- You added or renamed cues in Conduct and want the folders on disk to match.

- You renamed a cue folder in Finder and want Conduct to line back up with it.
- You changed the folder naming template in Workspace Settings.
- The header is showing "Missing expected folders" or a count of items needing attention.

It works exactly the same way in every project, whether your masters sit on your own disk or in a shared folder. It has nothing to do with how your files are stored.

When the folder moves

If you move the project to another drive, rename its folder, or unplug the disk it lives on, Conduct will say it can't reach the workspace rather than guessing. Your data is untouched — it just can't see the folder.

1. Open the project's Workspace.
   You'll see a "Can't reach this workspace" card instead of the tree.
2. If Conduct can see where the folder went, take the offer. `Reconnect here`
   It names the exact path first — you're confirming a folder, not accepting a guess. Nothing on disk changes.
3. Otherwise point at it yourself. `Locate…`
   Conduct tells you how many of the project's known cue folders it found there, so you can tell a right folder from a wrong one before committing.

Common questions

Will Scan & Repair touch my audio files?

No. It only creates and renames folders. It never opens, moves, uploads, deletes or re-links an audio file. If audio is what you want attached to cues, that is a separate action.

Does Scan & Repair delete anything?

No. It can create a folder and it can rename one, moving that folder and its contents to the expected name. It never deletes a folder or a file, and it shows you every change in a preview you can cancel.

My teammate linked the folder — why do I still have to?

Because the folder is at a different path on your Mac than on theirs. The link is stored per machine and is never shared, so each person connects it once on their own computer.

Do I need the desktop app for this?

Yes. Only the desktop app can read a folder on your machine. On the web you'll still see the project, its cues and the previews, but there is no folder to connect.

Conduct says the workspace is unreachable, but the folder is right there.

That usually means the folder was renamed or moved, or the drive it lives on isn't mounted. Open the project's Workspace and either take the reconnect offer, which names the exact path it found, or use Locate to point at the folder yourself.

Dropbox mode

Keep full-quality masters in your shared folder instead of uploading them, and link each cue to its file.

What Dropbox mode is

Normally Conduct compresses your master and uploads it to the cloud. In Dropbox mode it doesn't. Your full-quality WAV and MOV masters stay in the shared folder where they already live, and Conduct records where each one is instead of taking a copy.

So that people without that folder can still hear the work, Conduct makes a small preview of each master — 192 kbps AAC — and uploads only that. On the desktop app you play the real master at full quality. On the web, teammates and directors play the preview.

> **There is no Dropbox account to connect**
> Conduct never talks to Dropbox. There is no login step, no authorisation screen, and no integration to set up. "Dropbox mode" just means your project folder happens to be one that Dropbox keeps in sync — it works identically with any folder that syncs itself, and it would work with a plain local folder too.

It's off by default and it's an organization-wide setting. Most studios should stay on the normal upload mode unless masters already live in one shared folder the whole team can reach.

Turning it on

1. Open Settings → Organization. `Organization`
   Only the organization owner can change this — it decides where every project's masters live.
2. Switch on Dropbox mode and confirm.
   Conduct explains what changes before it applies anything, and you can switch back later. Files already in the cloud stay reachable.
3. Tell your team.
   It applies to everyone at once, and each person has a one-time setup step of their own — the next section.

Open Settings — /settings

Setting it up on your Mac

This is the step people miss. Turning the mode on organization-wide does not connect anything on your computer. Each person points Conduct at the shared folder on their own machine, once per project.

1. Make sure the shared folder is syncing on your Mac.
   You should be able to open it in Finder.
2. Open the project and connect its folder. `Connect folder…`
   Same folder link as any project — see Your project folder.
3. Link the audio. `Find & link audio`
   Conduct nudges you to do this right after connecting.

> **Before you've connected it**
> You can still hear everything — the previews play. Conduct will tell you that's what you're hearing, so you're never quietly listening to a compressed version while thinking it's the master.

See: How to connect a project folder

Find & link audio — what it actually does

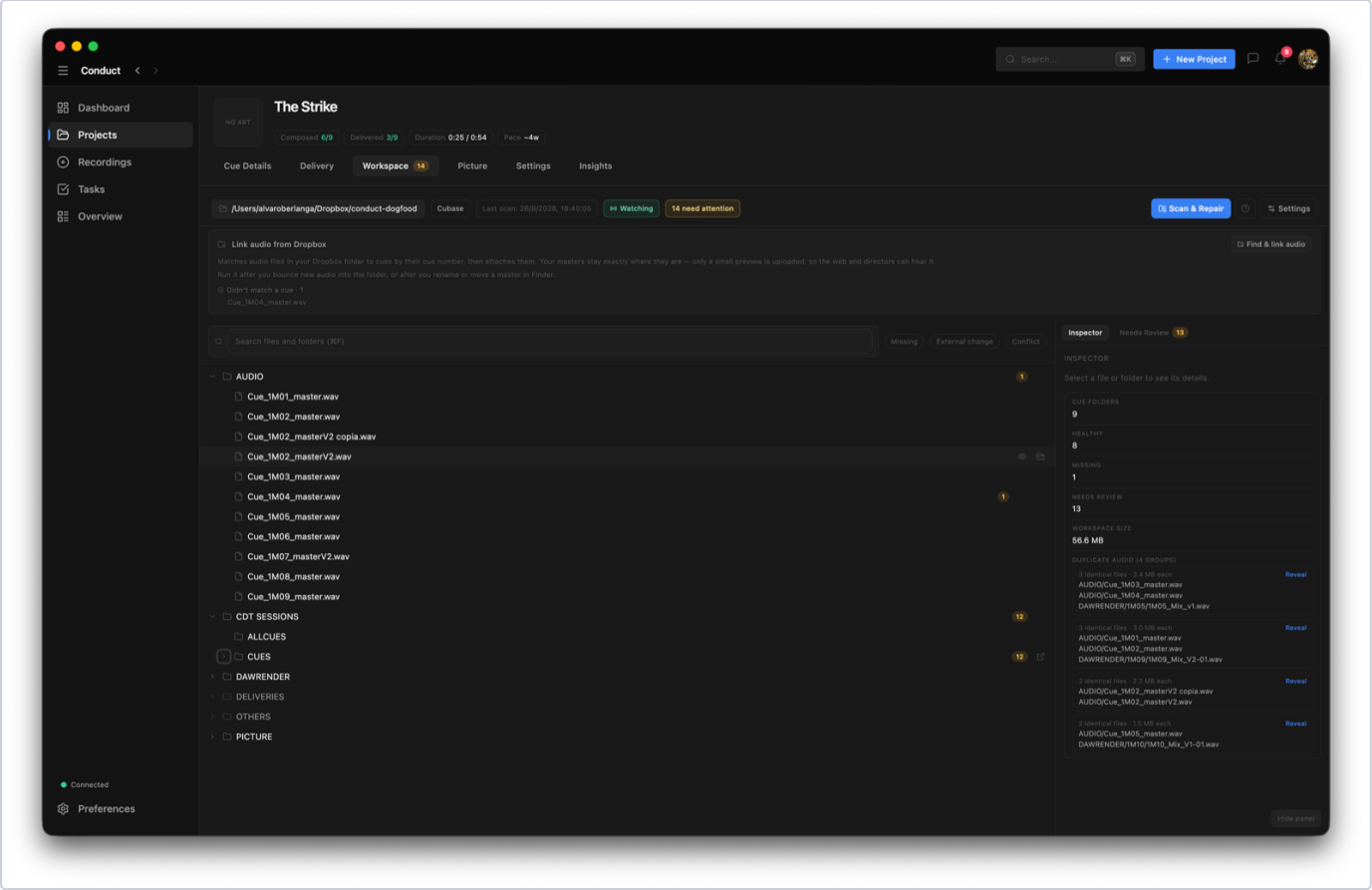
This is the button that attaches audio to cues. It looks through the folder you connected, reads each audio file's name for a cue number, and attaches the file to the matching cue. Then it makes the small preview and uploads that.

- It matches on the cue number in the filename — so 3M04 finds cue 3M04.
- Your master is never moved, renamed, or uploaded. Only the preview is uploaded.
- Files it can't place confidently are queued for you to confirm instead of being guessed at.
- It never downloads a large file to your Mac behind your back.

When to press it

1. After you first connect the folder.
   This is the initial pass that links everything already there.
2. After you bounce new masters into the folder.
   Conduct also notices changes on its own, but pressing it is the way to be sure.
3. After you rename or move a master in Finder.
   The scan re-finds masters that moved and relinks them.

> **Not the same button as Scan & Repair**
> Scan & Repair, up in the Workspace header, fixes FOLDER names and structure and never touches audio. Find & link audio deals with the audio files themselves. They are unrelated jobs that happen to sit on the same screen.



The link panel after a scan. Anything Conduct could not place confidently is listed for you to confirm, rather than guessed at.

Reading the status dots

Cues show a small dot when their master needs your attention. A healthy, in-sync cue shows nothing at all — silence means everything is fine.

- Updating preview — you changed the master, so Conduct is making a fresh preview. The old one keeps playing meanwhile.
- Online only — the master isn't downloaded to this Mac. Right-click it in Finder and choose Make available offline, then re-check.
- Master missing — Conduct can't find the file where it was. It may have been moved or deleted; the existing preview still plays.
- Needs attention — Conduct couldn't make a preview from that master. Open the cue's Audio tab or the link panel to retry.

Common questions

Do I need to connect or log in to Dropbox?

No. Conduct never talks to Dropbox and there is no account to connect, no login, and no integration to authorise. Dropbox mode only means your project folder is one that Dropbox syncs; Conduct just reads a folder on your Mac.

Are my master files uploaded anywhere?

No. Masters stay in your shared folder and are never uploaded. Conduct uploads only a small 192 kbps AAC preview per file, so people on the web and directors on a review link can still hear the work.

What's the difference between Scan & Repair and Find & link audio?

Scan & Repair fixes your folder structure — it creates and renames folders on disk and never touches audio. Find & link audio attaches audio files to cues and makes previews. They are separate jobs; Scan & Repair works the same in every project whether or not you use Dropbox mode.

A cue says the file is online only. What do I do?

That master hasn't been downloaded to your Mac. Find it in Finder, right-click and choose Make available offline, wait for it to download, then re-check in the link panel. Conduct will never pull a large file down on its own.

Why does my teammate hear a lower quality version than I do?

On the desktop app, with the shared folder connected, you play the real master. Anyone on the web — including directors on a review link — plays the preview. If a teammate on desktop is hearing the preview, they haven't connected the shared folder on their machine yet.

Can we switch back to normal uploads?

Yes. The organization owner can turn it off at any time from Settings → Organization, and files already in the cloud stay reachable.

The DAW watcher

Bounce from your DAW and let Conduct pick the file up, match it to the right cue version, and file it for you.

Exporting is the upload

Once a project's folder is connected, Conduct watches it. When you bounce a mixdown out of Logic, Pro Tools, Cubase or anything else, the new file is spotted, matched to a cue version, and filed — without you leaving your DAW or dragging anything into a browser.

You get a notification naming the cue version it matched, with a short window to undo if it guessed wrong.

> **Desktop only**
> Watching a folder needs the desktop app. The web app can't see your disk.

Setting it up

1. Connect the project's folder.
   The watcher runs on the folder you linked as the project's Workspace — there's nothing separate to configure first.
2. Bounce a cue from your DAW as you normally would.
   Export into the project's folder structure, wherever you normally put mixdowns.
3. Watch for the notification.
   It names the cue and version it matched the file to.
4. If the match is wrong, correct it once.
   Conduct remembers the correction and applies it automatically the next time that same folder produces a file.

See: How to connect a project folder

How it decides where a file goes

- A cue number in the parent folder name wins first — a bounce inside a 3M04 folder goes to cue 3M04.
- The filename is read as a fallback, including version tags like v2 or _alt.
- Anything it can't place confidently is queued for you to link by hand rather than guessed at.
- Corrections are learned per folder, so you only fix a given mistake once.

> **WAV and AIFF get compressed on the way up**
> For normal (non-Dropbox-mode) projects, source files are converted to 192 kbps AAC before upload — roughly a sevenfold storage saving, with no audible difference for review. The file you bounced stays untouched on your disk.

Knowing it's actually watching

The Workspace header shows a watch chip. "Watching" means Finder changes will show up here on their own. If it says "Watch unavailable" or "Watching (partial)", Conduct tells you why — the folder was moved, macOS refused permission, or your Mac hit its limit on watched folders.

If the watcher is down, nothing is lost — the folder is still yours and the files are still there. Running a scan by hand picks up whatever changed while it wasn't looking.

Common questions

Do I have to export to a special folder?

No. Export where you already export, as long as it's inside the folder you connected as the project's Workspace. Conduct reads your existing structure rather than asking you to adopt a new one.

It matched my bounce to the wrong cue.

Correct it once from the notification or the review list. Conduct stores that correction against the folder the file came from and applies it automatically next time, so the same mistake doesn't repeat.

Does it upload my full-quality WAV?

In a normal project it converts to 192 kbps AAC before upload — about a sevenfold saving and indistinguishable for review — and leaves your original untouched on disk. In Dropbox mode nothing is uploaded but the preview.

The watch chip says "Watch unavailable".

The chip names the reason. Usually the folder has been moved or renamed, macOS has denied permission to watch it, or your Mac has hit its system limit on watched folders. Reconnecting the folder fixes the first two; a scan by hand always works regardless.

Can I turn the watching off?

Yes — the folder link and the watcher are configured per project in Workspace Settings, and a project with no folder connected simply has nothing being watched.

Picture & AutoSpot

Load a cut, let AutoSpot suggest where the music goes, then triage its regions into real cues.

Working with picture

Each project can hold the picture cut you're writing to. Load it and you get a timeline you can spot against, with your cues laid over it in time.

When a new cut arrives, add it as a new picture version rather than replacing the old one. Conduct keeps the history so you can see what moved between cuts.

What AutoSpot does

AutoSpot listens to the cut and suggests where music is playing. It's a starting point for spotting: instead of scrubbing the whole reel to find every moment, you get a set of proposed regions to accept, adjust or reject.

> **It's in beta, and it's a suggestion**
> AutoSpot proposes; you decide. Treat every region as a draft that needs your eye before it becomes a cue. It is labelled beta in the app for exactly this reason.

The analysis runs on your own machine. Nothing about your picture is sent anywhere to be analysed.

Installing the model

AutoSpot's detection model is a separate download, because it's large and not everyone needs it. Settings → Tools is where you get it.

1. Open Settings → Tools in the desktop app. `Tools`
2. Install AutoSpot Music Detection. `Install`
   It's a substantial download and then a substantial unpack — the progress bar covers both, and you can cancel at any point.
3. Wait for it to say Installed.
   The installing stage after the download is the app unpacking the model onto disk. It is doing real work, not stuck.

> **Apple Silicon, desktop only**
> The on-device tools need an Apple Silicon Mac and the desktop app. On Intel Macs the card will say so rather than letting you start a download that can't work.

Triaging what it found

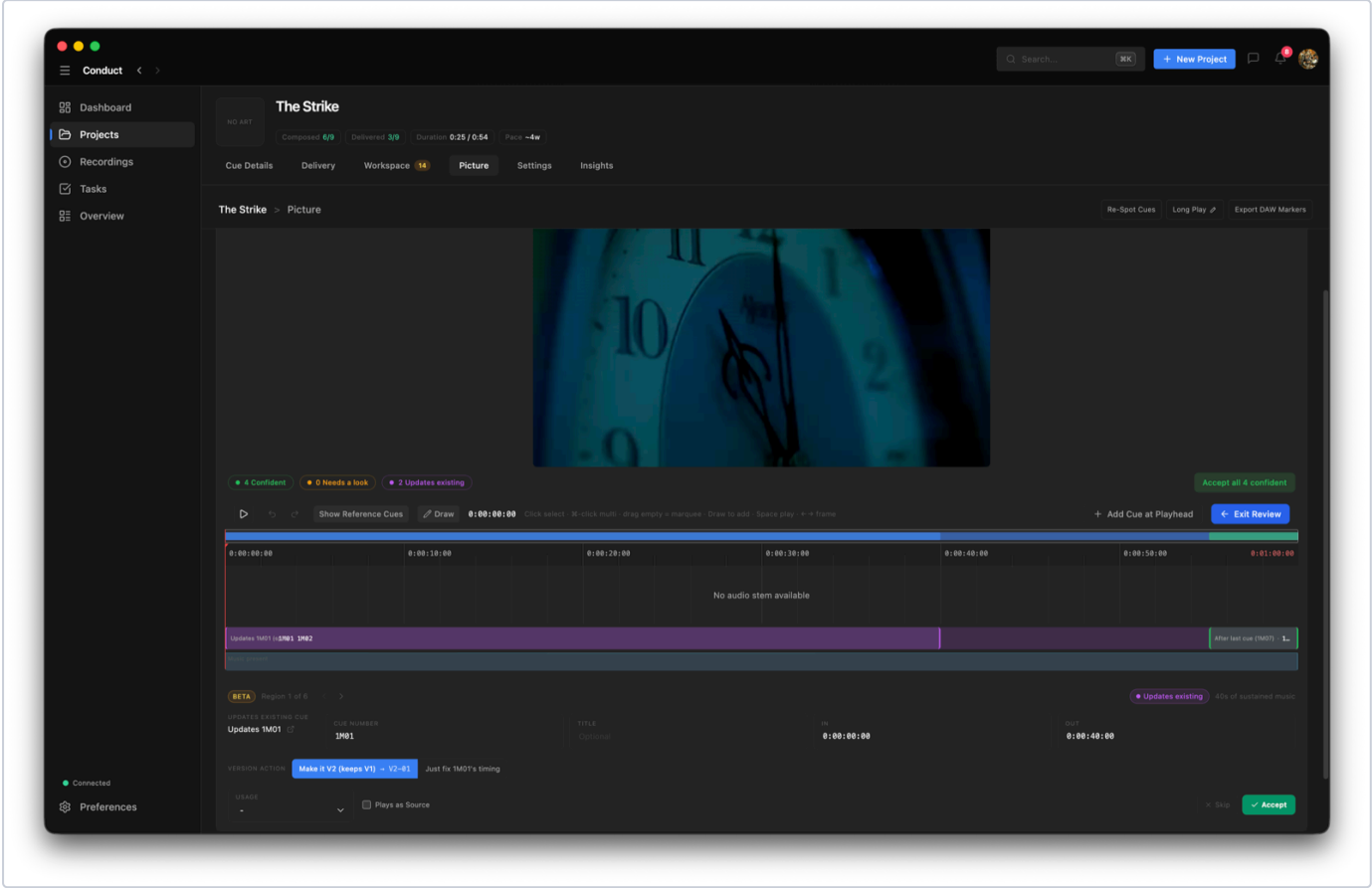
After a scan you review the regions rather than accepting them wholesale. They're colour-coded by how sure AutoSpot is:

- Green — confident. These are usually right and can be accepted in bulk.
- Amber — needs a look. Check the boundaries before you accept.
- Violet — this one updates a cue you already have, rather than creating a new one.

The fast path

1. Accept all the confident regions in one go.
   That clears the bulk of the work and leaves you the genuinely ambiguous ones.
2. Work through the rest one at a time.
   Set the cue number, title, and IN/OUT for each, then accept or skip. The arrow keys move between regions.
3. Add anything it missed.
   Turn on Draw and drag across empty timeline space to create a region by hand.
4. Commit to the Cue Log.
   Nothing reaches your cue list until you finish the review.

> **The lane under the timeline**
> Below the region blocks is a lane showing where music actually plays. A glow there with no block above it is a spot AutoSpot may have missed — a quick way to catch its false negatives.



AutoSpot review: proposed regions over the cut, colour-coded by confidence.

Common questions

Is my picture uploaded somewhere to be analysed?

No. AutoSpot runs entirely on your own Mac. That's why the model is a download — the analysis happens locally rather than on a server.

How accurate is it?

Good enough to save you a first pass, not good enough to trust blindly — which is why it's marked beta and why the regions are colour-coded by confidence. Green regions are usually right; amber ones want checking. Always review before committing to the Cue Log.

The install seemed to take a very long time.

It's a large model, and after the download finishes there's a real unpacking step that writes a lot of data to disk. The progress bar covers both stages. If you'd rather not wait, you can cancel the install and nothing is left behind.

AutoSpot missed a spot.

Check the lane beneath the regions — a glow there with no region above it flags exactly this. Turn on Draw and drag across the empty space to add the region by hand, then treat it like any other.

Can I use AutoSpot in the browser?

No. It needs the desktop app on an Apple Silicon Mac, because the model runs on your own machine.

Sharing with directors

Send a secure link so a director or supervisor can listen and leave timecoded notes — no account, no download.

How review links work

Conduct has two tiers of people. Collaborators — assistants, orchestrators, mixers — are members of your organization and take a seat. Directors, music supervisors and producers are not: they get a link.

The link opens in any browser. There's nothing to install, no account to create, and no file to download. They press play, and they leave notes pinned to exact moments.

> **Reviewers don't cost you a seat**
> Someone using a review link is not an organization member and doesn't consume paid capacity, however many of them you send links to.

Sending one

1. Open the cue version you want reviewed.
2. Generate a review link.
   It's secure and time-limited rather than a permanent public URL.
3. Send it however you normally talk to them.
   Email, message, whatever — it's just a link.
4. Watch for their notes in the app.
   Comments arrive as notifications, pinned to the timecode they were left at.

What comes back

- Comments pinned to exact moments — clicking one jumps the player there.
- Approvals, which flow through into your task board rather than sitting in an inbox.
- Everything attached to the cue version it was about, so it still makes sense months later.

This is the part that replaces the email chain. Feedback about a cue stays on the cue instead of being scattered across threads nobody can find again.

Common questions

Does the director need an account?

No. They open the link in any browser, press play and leave notes. No sign-up, no install, no download.

Does sending review links cost me seats?

No. A review-link recipient isn't an organization member and doesn't take a paid seat, no matter how many you send.

What can someone with the link actually see?

Only what that link was generated for. It's scoped and time-limited rather than granting access to your project, and the organization can revoke it.

Where does their feedback end up?

In the app, attached to the cue version it was about, with each comment pinned to the timecode it was left at. Approvals carry through to your task board automatically.

In Dropbox mode, what do they hear?

The preview, since they're in a browser and don't have your shared folder. That's exactly what previews exist for.

Recordings

Plan a recording day: the date, the running order, which cues are covered and who is in the room.

What Recordings is for

Recordings is where a recording day stops being a plan in your head and becomes something the room can work from: a date, a running order, the cues you're covering, and the people involved.

> **Called Recordings in the sidebar**
> You'll see this called Recordings in the app. Older material may refer to the same surface by another name — it's the same thing.

Create one when the details are real. A recording day that's still a maybe belongs in Tasks or a deadline, not here.

Planning one

1. Create the recording and set its date.
   It shows up on Dashboard and Overview once it exists, so the rest of the team can see it coming.
2. Build the running order.
   The order you'll actually record in, which is rarely cue order.
3. Attach cues and versions.
   Tie each start to the specific cue version being covered, so what was recorded is unambiguous afterwards.
4. Add the roster.
   Who's in the room — players, engineers, whoever needs to know.

Go to Recordings — /sessions

On the day

There's a live view for running the day itself, and a printable sheet if you'd rather have paper on the stand than a screen.

- Work down the running order as you record.
- Takes attach to the cue version they belong to.
- Print the sheet beforehand if the room would rather have paper.

Common questions

When should I create a recording rather than a task?

When the date, the running order and the cues are concrete. Before that it's a plan, and plans live better as a deadline or a task than as a half-empty recording day.

Can I print a running order?

Yes — there's a printable sheet designed for the stand rather than the screen.

Why is it called Recordings and not Sessions?

Recordings is the name in the app today. If you find older material using a different word for the same screen, this is what it means.

Do takes link back to cues?

Yes. Attaching starts and takes to a specific cue version is the point — months later you can tell exactly what was covered and against which version.

Tasks

The action layer: work moving through real stages, across every project, linked back to the cues it's about.

Editorial truth vs. execution truth

The Cue Log says what a cue IS. Tasks says what needs DOING. Keeping those apart is the single biggest thing that decides whether Conduct feels fast or noisy.

A card should sit where the next operational move happens — not where the project feels like it is. That distinction is what makes the board worth reading at a glance.

Stages

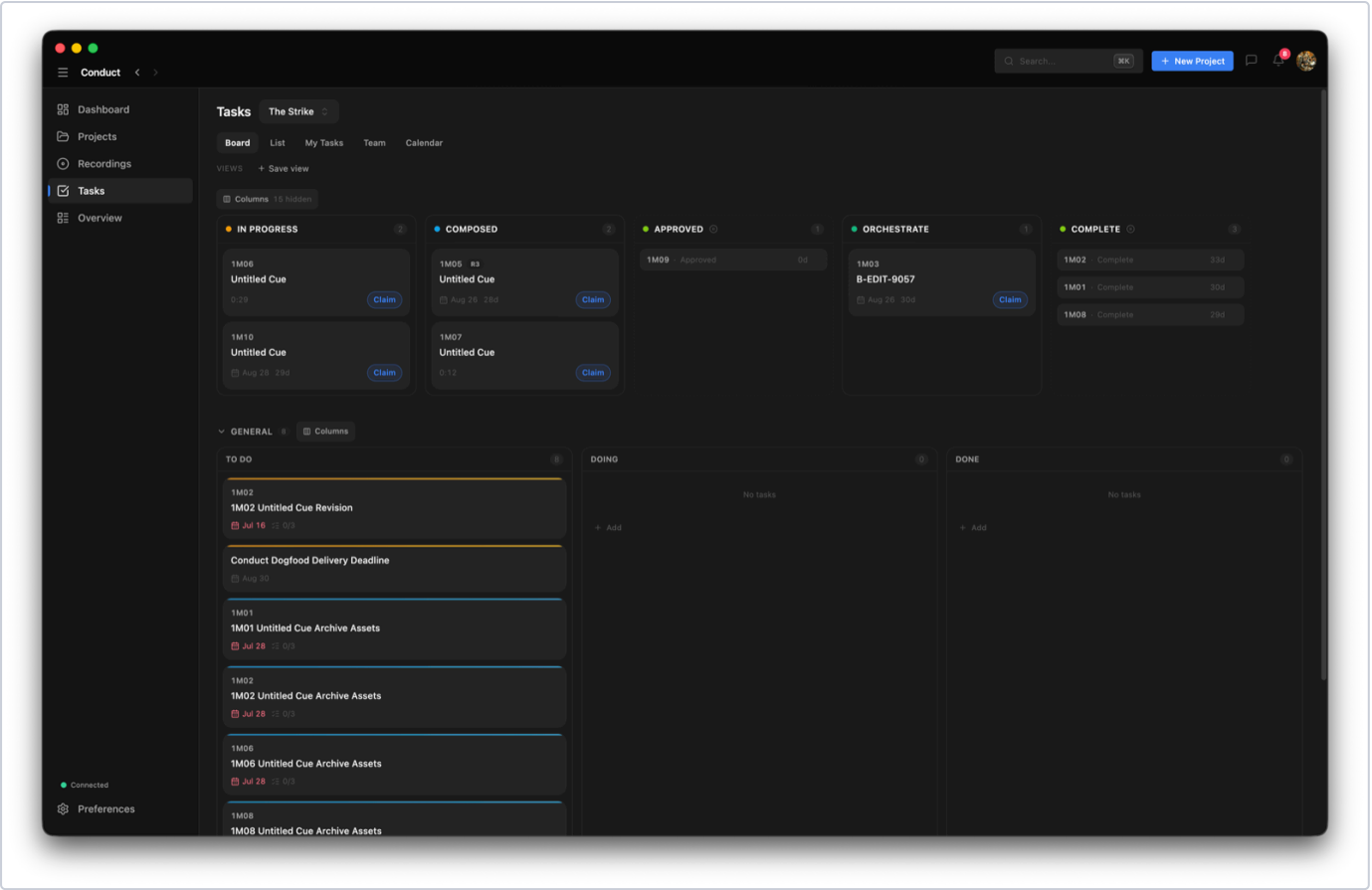
The default stages follow how score work actually moves: to compose, out for revision, in revisions, approved, to mix and master, mixed and mastered, delivered, and denied or omitted.

Use them as real stages rather than as a vague sense of progress. A card in "Approved" should mean somebody approved it.

Go to Tasks — /tasks

Link cards to the work

1. Create the task where the work is.
   Cards can be tied to a project, a cue, or a specific cue version.
2. Link a revision task to the version it's about.
   This is the one that pays off later — a revision note attached to a version is still comprehensible in six months.
3. Move it as the work moves.
   The stage is the signal everyone else reads.



The task board — work by stage, across projects.

Views

- Everything, mine, or the team's — filtered to the slice you need.
- A calendar view when the question is when rather than what.
- Saved views for the slices you keep coming back to.

Common questions

Should cue status live in Tasks or the Cue Log?

The cue's own status belongs in the Cue Log. Tasks is for work that needs doing, assigning and scheduling. Duplicating one into the other is the most common way to make both untrustworthy.

Can a task span projects?

The board spans all your projects, so you see everything in one place. Each card is still tied to the project — and often the cue or version — it's about.

Do approvals from directors reach the board?

Yes. An approval left through a review link flows into the task board rather than sitting somewhere you have to go and check.

Can I change the stages?

The defaults are designed around how score work actually moves, and most people leave them. Project settings is where editorial vocabulary like statuses and fields is customised.

Delivery

Check a project is genuinely ready to send: what's still open, what's mixed, and what the package still needs.

Delivery lives inside each project

Delivery readiness is a per project question, so it lives inside the project rather than as an app-wide board. Open the project and go to its Delivery view.

If you want the wider picture across everything at once, that's Overview — it surfaces how close each project is to delivery alongside recent activity and upcoming recording days.

Open Overview — /overview

What it checks

The point is to stop you cross-checking three places before you send. It pulls together the things that actually block a delivery:

- Cues with work still open against them.
- Mix and master status.
- Stems, and whether they're accounted for.
- The final package and what it's still missing.

Using it

1. Set the project's delivery requirements.
   What this particular delivery needs. Conduct can only check against what you've told it.
2. Open Delivery as you approach the date.
   Not the morning of — early enough that what it flags is still fixable.
3. Clear what it flags.
   Each item points back at the cue or task it came from.

Common questions

Where is the delivery screen?

Inside each project. Delivery readiness is a per project question, so there's no app-wide delivery board; Overview is where you see how every project is tracking at once.

What makes a project 'ready'?

That it meets the delivery requirements you set for it — open work cleared, mixes done, stems accounted for, package complete. Conduct checks against what you've configured, so setting the requirements is the part that makes the check meaningful.

When should I start looking at it?

Well before the delivery date. Its value is catching the thing you'd otherwise find on the morning, which only helps if there's still time to fix it.

Does it send the delivery for me?

No. It tells you whether you're ready and what's missing. Getting the package where it's going stays yours.

Studio Chat

Keep conversation attached to the cue it's about, instead of scattered across email and messaging apps.

Conversation next to the work

Studio Chat replaces the email and messaging threads that usually orbit a score. It slides out over whatever you're doing, so you don't leave the cue to talk about it.

- Channels per project — only members of that project see them.
- A thread on every cue, so notes and revision decisions stay pinned to the cue.
- Direct messages for the quieter conversations.

Mentions, cue refs and timecodes

- @ a teammate to notify them.
- Reference a cue by number and it becomes a link to that cue.
- Paste a timecode and clicking it jumps the player to that moment.

The timecode one matters more than it sounds. "The brass is late" is an argument; a timecode that jumps everyone to the same bar is a decision.

Raising something about a specific cue

1. Open the cue and use its own thread.
   Not a general channel — the thread is attached to the cue, so the conversation is still findable from the cue later.
2. Paste the timecode you mean.
   It becomes clickable, so everyone lands on the same moment instead of describing it.
3. @ the person who needs to act.
   A note nobody is tagged on is a note nobody owns.

Finding conversations again

Cue threads are grouped in the sidebar by project, then by reel or episode, so a thread is where the cue is rather than somewhere in a global scroll. Unread counts and mention badges surface the ones that actually need you.

Common questions

Should notes about a cue go in chat or on the cue?

Use the cue's own thread — it is chat, but attached to the cue. That way the conversation is still findable from the cue months later instead of buried in a general channel.

Can directors see our chat?

No. Channels are visible only to members of that project. Someone reviewing through a link is not a member and sees only what the link was for.

Is it real-time?

Yes — messages, typing indicators and unread counts update live.

What happens to messages I send while offline?

They're held and sent when you reconnect. See the offline topic for how that works and where to check on it.

Working offline

Keep working on a plane or a bad hotel connection — the desktop app queues your changes and syncs when you're back.

How it works

The desktop app keeps its own copy of your data. When the connection goes, you carry on: adding cues, adding versions, editing fields, sending messages. Those changes queue up locally and go out when you're back.

> **Desktop only**
> This is a desktop app feature. The browser needs a connection.

Knowing where you stand

- A status dot shows the connection and whether anything is waiting to go out.
- Click it to see the queue — what's pending, and what failed.
- Draft markers show which items haven't reached the cloud yet.

Nothing is silently dropped. If something can't be sent, it's shown to you rather than disappearing.

Coming back online

Reconnecting drains the queue on its own. If anything needs a human decision — two people edited the same field, a file was renamed underneath a queued upload — a review panel opens with the specific items and what to do about each.

1. Let the queue drain.
   The status dot tells you when it's clear.
2. Work through the review panel if it appears.
   It only opens when something genuinely needs you.
3. Check nothing is left failed.
   Anything that couldn't be sent stays visible in the queue until you deal with it.

Audio while offline

Audio you've played recently is cached so it still plays without a connection, and you can pin the cues you know you'll need before you travel. Settings → Offline is where the cache and pinning live.

Open Settings — /settings

Common questions

Will I lose work if I close the app while offline?

No. Changes are written to your local copy immediately, not held in memory, and the queue survives quitting and reopening.

What if two of us changed the same thing?

Conduct won't silently pick a winner. When you reconnect, a review panel shows the conflict and lets you decide, so nobody's edit vanishes without anyone seeing it.

Can I listen to cues on a plane?

Recently played audio is cached, and you can pin specific cues before you travel so they're guaranteed to be there. Both are in Settings → Offline.

Does offline work in the browser?

No. This needs the desktop app, which keeps its own local copy of your data.

Plans, seats & your account

How organizations, seats and billing fit together, and who actually needs to be a paid member.

Organizations

Your work lives inside an organization. Projects, members and billing all belong to it. You can belong to more than one — a staff job and your own studio, say — and switch between them, with each keeping its own projects and settings.

Who takes a seat

A seat is used by an active member of the organization. Collaborators you bring inside — assistants, orchestrators, mixers — take seats.

> **Reviewers are free**
> Directors, music supervisors and producers who open a review link are NOT organization members and never consume a seat, however many links you send.

If you invite someone and there's no spare capacity, the invitation waits rather than quietly charging you for another seat.

Managing it

1. Open Settings. `Settings`
2. Use Members to invite people and set their roles.
   Roles decide what somebody can change, not just what they can see.
3. Use Billing for the plan and payment details.
   Current plans and prices are on the Conduct site — this guide deliberately doesn't restate them, so it can't go stale.

Open Settings — /settings

Your data

- You can export your data — it isn't locked in.
- The desktop app keeps a local copy, so your work isn't only in the cloud.
- Legal terms, privacy and the data processing addendum are published on the site.

Legal documents — /legal

Common questions

Do directors and reviewers cost me anything?

No. Someone using a review link isn't an organization member and doesn't take a paid seat, no matter how many people you share with.

What happens if I invite someone with no seats left?

The invitation stays pending rather than automatically adding paid capacity. You decide whether to add a seat or free one up.

Can I be in more than one organization?

Yes, and you switch between them in the app. Each keeps its own projects, members and billing.

Where do I find current prices?

On the Conduct site. This guide deliberately doesn't repeat prices or plan limits, because a documented price is a price that eventually goes stale and misleads someone.

Can I get my data out?

Yes, there's an export. And if you use the desktop app, it already keeps a local copy of your work rather than leaving everything solely in the cloud.

Keyboard shortcuts

The handful worth learning. The command palette alone replaces most menu hunting.

Learn this one first

⌘K	Command palette — jump to any page, project, cue, version, task or channel

If you learn nothing else, learn this. It's faster than navigating to almost anything, and it searches your actual content rather than just the menus.

Getting around

⇧⌘2	Dashboard
⇧⌘3	Projects
⇧⌘4	Recordings
⇧⌘5	Tasks
⌥⌘S	Collapse or expand the sidebar
⌘0	Bring the main window forward

> **Desktop app**
> The number shortcuts are desktop menu accelerators. In the browser, use the command palette instead — it goes everywhere these do.

While you work

⌘N	In the Cue Log: add a cue. Elsewhere in the desktop app: new project
⌘F	Focus search — narrow the table before you edit
⌘Z / ⇧⌘Z	Undo and redo — worth knowing before you reorder or bulk-edit
Enter	Commit a field edit
Esc	Cancel a field edit, or close the top layer

Enter and Esc are the pair worth internalising: Esc backs out of the field you're editing without closing the whole popup behind it, so you can't lose a half-finished edit by pressing it once too often.

Getting help

⇧⌘/	Open this guide

⌘,	Preferences

Common questions

Do I need to memorise these?

No. Learn ⌘K and the rest can wait — the palette reaches everything the other shortcuts do.

Why does ⌘N do two different things?

In the Cue Log it adds a cue, because that's overwhelmingly what you want there. Anywhere else in the desktop app it starts a new project.

Do these work in the browser?

⌘K and the editing keys do. The ⇧⌘-number jumps are desktop menu accelerators; in the browser the palette covers the same ground.

Can I change them?

The desktop app's menu accelerators are defined by the app rather than being user-editable today.

Troubleshooting

The things that actually go wrong, what they mean, and how to get a person if none of it helps.

Conduct can't reach my project folder

Almost always the folder was moved or renamed, or the drive it lives on isn't mounted. Your data is fine — Conduct just can't see the folder, and it says so rather than guessing.

1. Check the drive is connected and the folder opens in Finder.
2. Open the project's Workspace.
   If Conduct worked out where the folder went, it offers to reconnect and names the exact path first.
3. Otherwise use Locate and point at it yourself.
   Conduct tells you how many of the project's known cue folders it found there, so you can tell right from wrong before committing.

See: project-folder

A cue won't play

- In Dropbox mode, "online only" means the master isn't on this Mac — make it available offline in Finder, then re-check.
- "Master missing" means the file moved or was deleted; re-link it, or run the link scan to find where it went.
- If the folder itself is unreachable, fix that first — everything else follows from it.

See: dropbox-mode

My bounce didn't show up

1. Check you exported inside the folder you connected.
   Anywhere inside it works; outside it, Conduct isn't looking.
2. Check the watch chip in the Workspace header.
   If it says the watch is unavailable, it names the reason.
3. Run a scan by hand.
   This always works, watcher or not, and picks up anything that changed while it wasn't looking.

See: daw-watcher

A tool download is taking forever

The AutoSpot model is a large download followed by a real unpacking step, and the unpack writes a lot of data to disk. The progress bar covers both stages, so the second half is not the bar being stuck.

You can cancel at any point and nothing is left behind. Settings → Tools also has a Show in Finder button if you want to see where the files land.

Still stuck

Email support@conductstudio.com. Say what you were doing, what you expected and what happened instead, and mention whether you were in the Mac app or the browser — that one detail resolves a surprising share of reports on its own.

Common questions

How do I contact a human?

Email support@conductstudio.com. Include what you were doing, what you expected, what happened, and whether you were in the Mac app or the browser.

Conduct says my workspace is unreachable but the folder is right there.

The folder was probably renamed or moved, or its drive isn't mounted. Open the project's Workspace and either take the reconnect offer — which names the exact path it found — or use Locate to point at it yourself.

Is my work lost if something fails to sync?

No. The desktop app keeps a local copy and queues anything that hasn't gone out. Failures stay visible in the sync queue rather than disappearing, so nothing is silently dropped.

The app looks different from this guide.

You may be on an older version, or in the browser rather than the Mac app — several surfaces described here are desktop only. Check for an update first, and tell us if something here is genuinely wrong.