

SOUND ACCESS

Patch Sheet

User manual for building input lists, output lists, stage plots, stageboxes, devices and equipment totals. For macOS and Windows.

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soundaccess.co.uk/software

Contents

1. Install
2. The window
3. A show and its acts
4. Inputs
5. Outputs
6. Festival patch
7. Passive split
8. Stage plot
9. Stageboxes
0. Devices
1. Equipment
2. Show Info, Lists, Log and All acts
3. Import a spreadsheet or a rider
4. Print, PDF and Excel
5. Share, Join and the browser view
6. Keyboard shortcuts

1. Install

Download Patch Sheet from soundaccess.co.uk/software. There is a build for macOS and a build for Windows.

- macOS: open the .dmg and drag Patch Sheet into Applications.
- Windows: run the .exe installer.

The first time you open it, the computer may ask you to confirm. On macOS, if the app is blocked, open Privacy & Security and click Open Anyway, or right-click the app and choose Open. On Windows, if SmartScreen appears, click More info, then Run anyway.

A show is saved as a .showpatch file. Double-click a show file to open it in Patch Sheet. File → Open Example Show loads a finished example you can look through.

2. The window

The top bar is the show name, then New, Open, Import Excel / CSV, Import rider, Save, Save As, Share, Join, Print and Export PDF.

Under that, the page tabs are the parts of the current act:

PAGE	WHAT IT IS FOR
Inputs	The channel list: name, mic, stand, patch, cables, 48V.
Split patch	Shown only when this act uses a passive split. Sends each channel on to FOH and monitors.
Outputs	Wedges, fills, IEMs and other sends.
Stage Plot	The stage drawing, built from the input list or drawn by hand.
Stageboxes	Each box drawn as a panel of sockets.
Devices	Consoles, stage racks and the cables between them.
Equipment	Mic, stand, cable and power totals.
Show Info	Venue, dates, the act list, the band logo, and notes.
Lists	Stagebox codes, the multicore, and the mic and stand libraries.
Log	What changed while a show was shared live.

Acts sit on the same bar. The number on an act is how many inputs it uses. **+ Add act** starts another act. **+ Festival patch** starts the shared channel list a festival is built from. When more than one act exists, **All acts** shows every channel list side by side.

Edits can be undone and redone from the Edit menu. Closing with unsaved work asks you to save. If the app closes before a save, the next launch can offer to recover the show.

3. A show and its acts

A show is the whole job: the festival or gig name, the venue, the date, and every act. Each act has its own inputs, outputs, stage plot, stageboxes and devices.

Type the show name in the top bar. The rest of the show details are on Show Info: venue, dates, and company.

On the Inputs page, the strip above the channel list is this act: band name, FOH, monitors, load in, set start and set finish. **Delete act** is on that strip. The same Delete button is on Show Info. Deleting the only act leaves a blank act in its place. Undo brings the act back.

Show Info can also duplicate an act, move acts up and down, and import one act from a spreadsheet.

The band logo is added on Show Info. It shows on the Inputs page and at the top of printed pages for that act. A PNG with a transparent background looks best.

4. Inputs

Each row is one channel. A row counts as used when it has a name, a mic, a patch, or anything else filled in. Empty rows at the end are spare lines to type into.

Columns

COLUMN	WHAT TO PUT THERE
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Patch	The stagebox socket, such as R1 or A12. The letter is the box, the number is the socket.
Instrument	The channel name.
Mic / DI	Type a brand or model. Patch Sheet searches the built-in list of mics, DIs and radio mics, plus any you have saved.
48V	Follows the mic. A condenser asks for phantom. Click the cell to force it on or off, and click again to go back to automatic.
Stand	Tall boom, short boom, straight, clip, and so on.
Pair	The multicore pair for this channel.
Cable	The connection. A blank cell uses the show's default length, set on Lists. You can pick a length, a jack, None, or a digital connection such as AES.
Notes	Anything the crew needs on that channel.

Turn on **Rack columns** when you need the console rack, its ID, the card slot and the channel number on that rack. With a passive split, those columns are the split, not the console. See section 7.

Working on several channels

Click the checkbox on a row to select it. Shift-click another row to select the range. Select all and Deselect are on the toolbar.

With more than one row selected, typing a mic, stand, cable or rack name writes that same value onto every selected row. Channel numbers are different: type a number on one selected row and the following selected rows count up from it.

Clear patch takes the stagebox patch and the rack off the selected rows. The channel name stays.

Delete removes the selected channels. **Delete unused** removes every input this act is not using. On an act made from a festival patch, those unticked channels stay gone.

Filling the list

- **Quick add** drops in a common group, such as a drum kit or a vocal.
- **+ 8 rows** adds spare lines. **Trim empty** removes blank rows at the end.
- **Auto-patch** fills empty patch cells with the next free stagebox socket.
- **Auto pairs** numbers the multicore pairs in channel order.
- **Fill rack** writes a device's name, ID, slot and channel numbers onto the sheet, starting at the first selected row. The number next to it is how many channels to write. Leave it blank to use the rack's own channel count.

The panel on the right adds up mics, stands and cables as you type, and flags a patch that does not fit the box.

5. Outputs

Outputs are the sends: wedges, side fills, drum fills, IEMs and cue. Quick add has common sets. **+ Output** adds one line. **Only show used** hides the empty ones.

Each output has a mix name, a type, a quantity, a stagebox patch and notes. **Auto-patch** gives every used output without a patch the next free output socket. Fill rack works the same way as on inputs.

The same selection tools are here: select rows, clear the patch, or delete the selected outputs.

6. Festival patch

A festival patch is one channel list that the other acts are made from. You set the mics, stands, patches and connections once. Each band then ticks the channels it uses.

1. Click **+ Festival patch**, or on Show Info choose **Use as festival patch** on an existing act. It is marked FEST.
2. Build that list the way you would any input list. Add the stageboxes and devices there too. Acts made from it use the same boxes and devices.
3. Click **+ Add act** and choose **From festival patch**. The new act starts with the same channels.
4. On the band's Inputs page, tick the channels that band uses. Unticked channels stay in the list but are not part of that act.

Change a patch, mic, stand, 48V, pair, cable or rack on the festival patch and the change carries into every act that follows it. A cell you have already changed on an act stays as you left it. That cell is shown in amber, and the tip tells you what the festival patch still has.

Names, notes and the ticks belong to the act. Changing a channel name on one band does not rename it for the others.

Delete unused on a band removes the channels that band is not using, and they stay removed. **Stop following** on Show Info keeps the channels and ticks, and later festival-patch edits stop coming in.

Equipment can show this act, or the whole festival. Whole festival can be the peak act (what you need on stage at once) or every act added together.

7. Passive split

When the show is fed from a passive split, the input list is the split. Consoles and stage racks only receive the channels you send them.

1. Open Devices and tick **This act uses a passive split**.
2. On Inputs, the rack columns are the split: which split, its ID, the slot, and the channel on the split.
3. Open **Split patch**. Each used input has a FOH device and channel, and a monitor device and channel.

Select the rows the same way as on Inputs. Shift-click selects a range. There are two lines, FOH and Mons. Pick the device, type the starting channel, and click **Number selected**. Selected rows are numbered. If nothing is selected, every row is numbered. Typing a channel number on a selected row counts up from that row. Changing the device on a selected row sets it on every selected row.

Clear split takes the FOH and monitor assignments off the selected rows.

Only the devices you choose on Split patch receive those channels. A console that is not in the split patch is not given the whole input list. On the device drawing, a rack that is receiving channels is labelled with how many inputs it has from the split.

The split tick belongs to the act. One band can use a split and the next band can be patched straight to the desk.

8. Stage plot

Auto layout from inputs places the band from the channel list: drums, keys, vocals, wedges and the rest. Drag anything to move it. The left side is the catalogue: risers, backline, people, power and labels. Drag an item onto the stage, or click it to add it.

Select an item to edit its label, size and which channels it belongs to. A drum kit can be broken apart into separate drums and cymbals. Zoom, fit, and the grid are on the toolbar.

A picture can sit behind the stage. Set how see-through it is. Import rider can use a page of the rider as that picture.

The plot is in centimetres. The printed page uses the same drawing.

9. Stageboxes

A new stagebox is 12 pair. Most boxes are 8 pair, 12 pair or 16 pair. Change the size from the pairs menu on the box.

On a 12-pair or 16-pair box, sockets 11 and 12 can be an input or an output. Right-click a socket to lock it as an input, lock it as an output, or leave 11 and 12 free to be either. An 8-pair box is all inputs.

The socket shows the channel patched to it. A socket with two channels on it is marked so you can see the clash. You can type your own label on a socket.

The code is the letter used in the patch column. Box R, socket 1, is written R1. Rename a code and the patches that used the old code are updated.

Lists is the table of every box: code, name, how many sockets, multicore length and colour. Add and remove boxes there or on the Stageboxes page. Each act has its own boxes, unless the act is following a festival patch, in which case the boxes come from the festival patch.

Ties join a socket on one box to a socket on another, for a pass-through. The far end is drawn on the socket.

10. Devices

Devices is the console world: engines, stage racks and network kit, and the cables between them.

Search the left-hand list by brand or model, then click or drag a device onto the drawing. Drag a device to move it. Click it to set the name, the ID and the ports.

The ID is how a device matches the input list. The same ID can exist on two networks. A Yamaha desk and a Rio can both be ID 1. Optocore keeps one shared ID list. Dante devices sit on a Dante network.

Click a port, then another port, to cable them. Click the cable to set its type, length, colour, which end is which, and who supplies it. A solid line is supplied by you, or not set. A dashed line is supplied by the

venue or the band. Swap ends or delete the cable from the side panel. To take a device out of a loop, select it and press Remove and close the loop.

With a passive split, the drawing shows the channels Split patch sent to each device. Give the device an ID and it lines up with that ID on the split.

11. Equipment

Equipment adds up what the act needs: mics and DIs, stands, cables, and power. Totals follow the input list, the output list and the plot.

With more than one act, switch between **This act** and **Whole festival**. Whole festival is either the peak act or every act added together. Spares are extra lines you type in, on top of the count. Each line can say who supplies it.

Export PDF from this page when you only want the equipment list.

12. Show Info, Lists, Log and All acts

Show Info

Show name, venue, dates and company. The act table is where you reorder acts, duplicate one, make one the festival patch, stop an act following, or delete an act. Notes for the act are here too, and they print with the show.

Lists

Stageboxes and the multicore for this act. The default input-cable length and the wedge-cable length used when a cell is left blank. Power drop types. The mic and DI list for this show, and stands. A mic you want in every show can be saved as one of your own. It is then offered whenever you type in the Mic / DI column.

Log

While a show is shared live, the log is a plain-language list of edits. It stays with the show on the server, so it is still there after the app is closed. Your name is asked when you share or when you join with an edit code, and that name is what the log shows.

All acts

Every act's channels side by side: channel, patch and instrument. Use it to see the festival as one sheet.

13. Import a spreadsheet or a rider

Excel or CSV

Import Excel / CSV reads a patch sheet. It looks for a header row with a channel column and a name column (Instrument, Source, Description, or Name), and uses Mic, Stand, 48V, Patch and Notes when those columns are there. One workbook can become several acts, one per sheet.

DiGiCo-style I/O sheets are read as well. The rack name, ID, slot and channel land in the rack columns, and the devices are created to match.

A mic or stand the show does not know yet is added to this show's list, so the channel still says what the spreadsheet said.

A band's rider

Import rider opens a PDF or a Word file. Patch Sheet shows each page and its best guess:

- **Input list** becomes channels.
- **Outputs** becomes the output patch.
- **Stage plot** is placed behind the stage as a picture.
- **Skip** leaves the page out.

Check the guess before you add it. Headings it understands include Channel, Input, Instrument, Description, Mic, Mic/DI, Microphone, Stand, Stand Type, 48V, Player and Attachments. A table like that becomes the channel list, with the microphone model, the stand and phantom.

A Word rider with no table is read from the sentences. A stereo pair from a sound card, a speaking mic, and wedges are added when the rider asks for them.

If a page is a scan or a picture, the channel list cannot be read from it. The dialog says so. You can still use that page as the stage-plot picture and type the channels yourself, or pick another page that has real text.

The imported act is added to the open show. If you have not started a show yet, the rider becomes the show.

14. Print, PDF and Excel

Print and Export PDF ask which pages to include. You can include the input list, outputs, the stage plot, stageboxes, the device drawing, racks, and equipment. A festival can include the festival overview. Pick one act or several. Crew sheets are the short version for the people on stage: the patch, the outputs, the plot, the boxes and a drawing of each rack.

There is also Export Excel. The file it writes imports back into Patch Sheet.

Use the system print dialog for paper. Pick the printer there.

15. Share, Join and the browser view

Share has four choices.

CHOICE	WHAT THE OTHER PERSON GETS
Share live	A share code. You put your name in first. They open Patch Sheet, click Join, paste the code and put their name in. Both copies update as either of you edits. You also get a view-only code. The edit log stays on the server after the app is closed.
Send a file: can edit	A .showpatch they can change.
Send a file: view only	A copy they can read, print and export as a PDF. You can give it a password so they can unlock it.
Browser view	A view-only link for a web browser, on a phone, tablet, Mac or PC.

A live share is remembered in the file. Open that file again and Patch Sheet reconnects. The log shows what changed while you were away.

The browser view can stay on the local network, with no internet: a venue router or an access point. The first time, the computer may ask to allow incoming connections for Patch Sheet. Allow it. The same view can go over the internet. Anyone with the link can open inputs, outputs, the stage plot, stageboxes, racks and equipment. They cannot edit. To edit together, send a share code and they click Join.

Each show has its own link. Opening another file uses that file's link, so leave Patch Sheet open on the show people are viewing.

16. Keyboard shortcuts

On macOS the modifier is Command. On Windows it is Ctrl.

ACTION	SHORTCUT
New show	Command/Ctrl+N
Open	Command/Ctrl+O
Save	Command/Ctrl+S
Save as	Shift+Command/Ctrl+S
Import spreadsheet	Command/Ctrl+I
Import rider	Shift+Command/Ctrl+I
Share	Shift+Command/Ctrl+E
Join	Command/Ctrl+J
Browser view	Shift+Command/Ctrl+B
Print	Command/Ctrl+P
Export PDF	Command/Ctrl+E
Undo	Command/Ctrl+Z
Redo	Shift+Command+Z, or Ctrl+Y on Windows
Inputs	Command/Ctrl+1
Outputs	Command/Ctrl+2
Stage Plot	Command/Ctrl+3
Stageboxes	Command/Ctrl+4
Devices	Command/Ctrl+5
Equipment	Command/Ctrl+6
Show Info	Command/Ctrl+7
Lists	Command/Ctrl+8
All acts	Command/Ctrl+9

Questions about a show file or the app: info@soundaccessevents.co.uk.