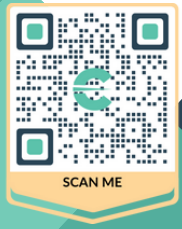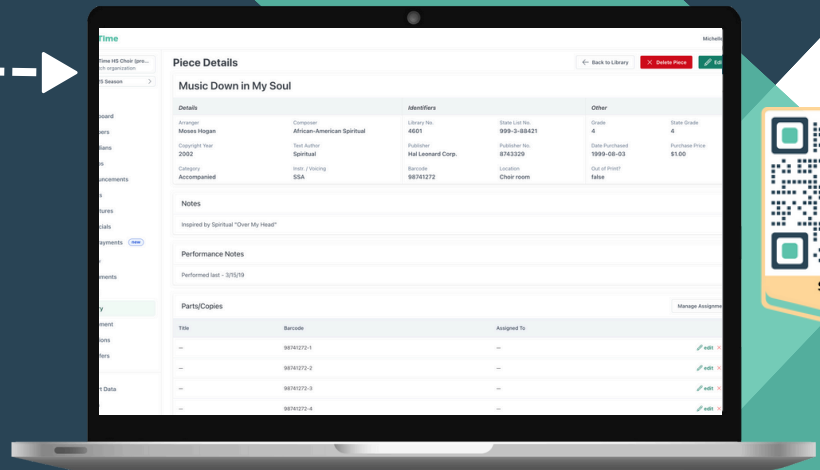# LIBRARY INVENTORY CHEAT SHEET

FOR NEW CUTTIME USERS

Welcome to our lightning fast inventory toolbox for your program's sheet music and other literature. Inside is a collection of tools and data to help you manage your precious assets from acquisition to retirement. Find what you need when you need it fast thanks to partial name match search.

ASSIGN PARTS /COPIES

You can assign a single part or multiple parts/copies to a single student at one time. You can filter and view members who do not have assigned Pieces within the Membership Dashboard.

VIEW ASSIGNMENTS

Once library pieces have been assigned to a student, you can view all of their assignments in one place by navigating to their Program Membership Details. You can also quickly and easily unassign a library item.

PERFORMANCE NOTES

Easily add, modify, or remove your personal performance notes to and from any single piece of music or script for easy reference.

SHARING LIBRARY ACCESS

'Enable your library data to be viewed by other CutTime educators, you can 'opt in' or 'opt out' easily from your Program Settings area.

HELPFUL ARTICLES

Library Inventory Overview

Importing Library Data

Adding Pieces to the Library

Assigning Parts/Copies

Categories, Instrumentation/Voicing, and Publishers

Sharing Access to the Library

Storage Locations

Managing Exports

COMING SOON

Barcode Scanning and QR Codes

Integration with J.W. Pepper

CLICK HERE TO READ OUR BLOG

Questions? Contact us at support@gocuttime.com