

Music Folders: Librarian's Guide

The whole loop for one concert: pull the music, build and pack the folders, hand them out, and get every one of them back. Written for librarians and music directors.

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Where it lives: **Music Folders** in the left sidebar (on a phone: **More**, then **Music Folders**). Pick the concert in the box at the top right. **Who can use it:** librarians, music directors, the president and account owners can pull, build, pack and record who has a folder. Other leadership roles can look but not change anything; section leaders and members don't see the page.

1. The page at a glance

Under the concert picker are two tabs. **Prepare** is the pull list: every piece on the program, what to pull, and anything the page doesn't know yet. **Folders** is every folder for the concert in number order, with what's packed, who holds it and where it is. One line under the tabs sums up the tab you're on, and each tab has one main button on the right of its toolbar. Everything else is under **More** in the header: **Print pull sheet**, **Print build sheet**, **Print changes sheet**, **Print labels...**, **Numbering...**, **Folder settings...**, **Rebuild from roster...**, **Mark all packed** and **Clear packing ticks**.

Music Folders

Dec 6, 2026 — Winter Concert (Concert Band) ▾More

Prepare

Folders 40

40 folders · 31 packed · 12 out · 1 missing

All sections ▾

Not packed

Out

Pack next

Check in...

The header, the two tabs, the status line and the Folders toolbar. Here twelve folders are out with players, so the tab's main button is the roll call.

TAB	THE STATUS LINE SAYS	THE MAIN BUTTON
Prepare	<i>6 of 8 pulled · 2 not scanned · 1 set never counted · 1 short, and program changed since the build</i> once folders exist and something moved.	Build folders until folders exist; then Update folders whenever the program or roster has changed since the last build.
Folders	<i>40 folders · 31 packed · 12 out · 1 missing, plus N checked in</i> after the concert and <i>N changes since the last build.</i>	Check in... (the roll call) while any folder is out or missing; otherwise Hand out , if your music goes home with players.

Nothing waits on anything. A piece that isn't scanned, a set nobody has counted and a part you're short of are each a small chip on the piece's row with the fix behind a tap. None of them stops you building. The page opens on Prepare until folders exist, then on Folders; the tab you pick is kept in the address, so a print preview or a refresh lands you back where you were.

2. Folder settings: five optional questions

Each ensemble has five folder settings, and a band that has never answered them runs on the defaults: plain numbers, labels only for new folders, one folder per performing member, no answer yet on whether music goes home, and the section leader responsible for each folder. Open them any time from **More**, then **Folder settings...** They come prefilled with what you chose last time; the first time, the last button reads **Start using folders**, after that **Save settings**. **Cancel** closes the dialog with nothing changed.

QUESTION	WHAT YOUR ANSWER CHANGES
Do you put a short prefix on your folder numbers?	Up to two letters or digits. CB makes folder 1 print as CB-01 , so a Concert Band folder and a Jazz Band folder never share a number. Leave it blank for plain numbers.
Do you make new folder labels for every performance session?	Yes, every concert is a fresh set: each concert is renumbered from your scheme and every folder gets a new label. No, the folders carry over: a folder keeps its number from concert to concert; only folders new this concert get a label. (The default.)
How do you decide how many folders to make?	A set number for each instrument and chair, usually the copies you own: four Clarinet 1 folders exist whether or not four players are seated, and players beyond four share. Or one folder per performing member: a folder for everyone seated, none for empty seats. (The default.)
Do folders go home with players?	Yes: the Folders tab offers Hand out (every folder to whoever is responsible for it, in one go) and Check in... (the roll call). No: folders stay in the section bins; you record only the exceptions, one folder at a time. Your answer also pre-selects the next question.
Who is responsible for a folder before it's checked out?	The name the Folders tab, My Section and the build sheet show for a folder nobody has checked out, and who Hand out gives it to. The player seated on that chair: copy 1 of a chair belongs to its first seated player, copy 2 to the second, following the seating chart as it changes (percussion and extra folders have no chair, so they start with nobody). The section leader: the section's folders are the leader's until they hand each one to a player; the holder reads <i>Clarinet section · Ana Ruiz</i> . Nobody until it's checked out: every folder starts with no name, and Hand out is not offered. Pre-selected from the previous answer (the seated player when folders go home, the section leader when they stay) until you choose. A name you set by hand on a folder stays whatever this says.

Set number per chair? Right after saving you'll see **How many folders for each chair**. It starts from this concert's seating with two spare per part; change any count to the copies you own and save. The folders are rebuilt to match. Change the counts any time under **Numbering...**

Never answered the custody question? The Folders tab asks it on one line: *Do folders go home with players?* **Yes / No**. Until you answer, the tab works bin-only: no Hand out button, but every per-folder action still works.

3. Your folder numbering scheme

Folder numbers come from a **scheme**: a list of parts in the order their numbers run, with how many folders each part gets. Backstage Baton proposes one from your first concert's chairs, in score order from flutes down to percussion, and saves it on the first build. Open it from **More**, then **Numbering...**

PART	Folders	Numbers	Move	
Flute 1	4	CB-01 to 04	↑	↓
Flute 2	3	CB-05 to 07	↑	↓
Oboe	2	CB-08 to 09	↑	↓
... every part, in score order ...				
Extra folders (no one seated) Always last. Grows on its own if a part runs out.	10	CB-110 to 119		

Numbering: the order of the list is the order of the numbers.

- **Move a part:** drag its row by the grip, or use the up and down arrows. The number ranges re-lay from the top as you go.
- **More or fewer folders:** change the count on that row.
- **Extra folders** always sit at the end. They hold folders for instruments the program calls for but nobody is seated on, and they grow if a part runs out of numbers.
- **A new part on the roster**, say a second alto sax, gets its own row next to its instrument automatically.

When you tap **Save changes** and this concert's folders already have numbers, you choose:

Keep existing numbers	Nothing on the folders changes. The new scheme is used for folders added from now on. The safe choice once folders are labeled.
Renumber all N folders	Every folder on this concert gets a fresh number in the new order, including any you typed by hand. The old set is retired and the next concert inherits the new one. Every printed label is then out of date: the label chooser opens on Every folder. Refused while any folder is out with a player.

4. Prepare: the pull list

Prepare lists every piece on the program, collapsed. Each header shows the cabinet number, how many copies to pull in total and how many more you'd need. Open a piece to see each part: how many folders need it, how many copies you have on hand, and how many the published set came with. The toolbar above the list has **Expand all**, **Mark all pulled** (later **Clear pulled marks**), **Print pull sheet**, and the tab's main button, **Build folders**.

Expand all

Mark all pulled

Print pull sheet

Build folders

▼ Blue Sky Day cabinet #23

Pull 89 · need 20 more

Short 2

Mark pulled

1st Flute	Short 3	4	have 1 · short 3
2nd Flute		4	have 4
Solo & 1st Cornet	chair 1	4	✓ Players share Change

► Afterlife cabinet #41

Not scanned

Scan instruments...

No instrument list — goes in every folder until scanned.

► Second Suite in F cabinet #12

Pull 62

Count

Pulled

The Prepare tab: one piece open with a decision made and one still short, one piece not yet scanned, one with parts nobody has counted.

Walking the cabinet

1. **Print pull sheet** (on the toolbar, or under More). It lists pieces in cabinet order, the number to pull of each part, SHORT beside anything you don't have enough of, and a "more copies needed" list at the end.
2. Tap **Mark pulled** on each piece as it comes out (it turns into **Pulled**), or **Mark all pulled** when the whole program is out.
3. Deal with the chips on any row (below), now or later. None of them blocks the build.
4. Tap **Build folders**. Section 7 says what happens next.

The chips on a piece

CHIP	WHAT IT MEANS AND WHAT IS BEHIND IT
Not scanned	The piece has no instrument list yet. Scan instruments... opens the camera: photograph the instrumentation page, usually inside the cover or on the first page of the score, and check the list it reads. Until then the piece goes into <i>every</i> folder as "part not listed yet", so no folder can read complete when it isn't.
Needs a look	A part's printed label didn't match an instrument. Re-scan instruments... usually fixes it; if it still doesn't, tell us the label.
Count	Parts nobody has counted. Count as printed fills them in from the publisher's count (only offered when the set has one); Count by hand opens the piece in the Music Library with counting open. Section 5 has all three ways to count.
Short 2	Two parts have fewer copies than folders. The menu decides them all at once: Made copies... (opens the piece so you can enter the new count per part), Players share , or On order . Inside the piece each short part has the same menu. Once every short part is decided the chip reads <i>Short 2 · decided</i> .

Extra folders. When the program calls for an instrument nobody is seated on (an E-flat clarinet part, a harp), one line above the list says so: *The program calls for E-flat Clarinet — nobody is seated on them.* **Add folders** builds a folder for it, numbered from Extra folders, in case someone borrows or subs in. Your answer is remembered; change it later under **More**, then **Rebuild from roster....**

5. Counting your sets

The pull list can only tell you what's short if it knows how many copies of each part you have. That number, **copies on hand**, belongs to the piece in your **Music Library**, not to a concert: count a set once and every concert uses it. A part nobody has counted shows *not counted*, which means *never counted*, not zero.

PARTS IN THIS SET (5) — what's physically in the box

3 of 4 counted · set last checked Sep 2026

Done — mark set checked

Each box saves as you leave it; an empty box means uncounted — never zero.

PART	INSTRUMENT	SET	ON HAND	COUNTED	STAMPED
1st Flute	Flute 1	5	5	Sep 2026	☒
2nd Flute	Flute 2	5	4	Sep 2026	☒
Oboe	Oboe	2			☐
1st B♭ Clarinet	Clarinet 1	6	6	Sep 2026	☒
Full Score	reference — not counted stock				

A piece in the Music Library after tapping **Inventory this set**: the On hand column becomes boxes. *Set* is what the publisher printed; *On hand* is what you have. The empty Oboe box means nobody has counted it yet.

Three ways to count

WAY	BEST FOR, AND HOW
Count as printed	A set that came complete from the publisher. One tap fills On hand with the <i>Set</i> number for every part nobody has counted yet. Counts someone already made are kept. It's on the piece in the library, and in the Count menu on the Prepare tab.
Inventory this set	Counting at the cabinet, box by box. Type the copies for each part; tick Stamped where your band's stamp is on the copies. Each box saves as you leave it; there is no Save button. Works on a phone.
Count sheet	Many sets at once, or moving over a paper ledger. Export a spreadsheet of every part, fill in the counts, and import the same file. You see exactly what will change before anything is saved.

Counting a set at the cabinet

1. In the **Music Library**, open the piece and expand **Parts in this set**. From the Prepare tab, **Count**, then **Count by hand**, takes you straight here with counting already open.
2. Tap **Inventory this set**.
3. Count each part's copies and type the number.
Leave a box empty if you haven't counted that part.
4. Tick **Stamped** where it applies.
5. Tap **Done — mark set checked**. Today becomes the date the set was last checked, even if every count was already right.

Empty is not zero. An empty box means nobody has counted. **0** means you counted and have none, so every folder that needs that part will show as short.

Scores and reference copies aren't counted. Parts marked *Available separately* (World Parts, parts sold separately) aren't in the box, so they're never counted, pulled or packed. Found or lost copies later? Open the piece, tap Inventory this set, and change just that box.

The count sheet round trip

1. In the Music Library header, find **Count Sheet** and click **Export**. You get a spreadsheet with one row per part of every scanned piece.
2. Fill in the **Copies on hand** and **Stamped** columns. Don't change the ID column; it's how each row finds its part.
3. Back in the library: **Count Sheet**, then **Import**, and choose the same file.
4. Review what will change, and any rows that were skipped with the reason, then apply.

6. When you're short of a part

A part is **short** when you have fewer copies than folders need it. It is a decision, not a dead end, and the decision never holds anything up: build, pack and hand out with what you have, and decide when the order arrives if you like. The **Short N** menu on the piece decides every short part at once; inside the piece, each part has its own.

Made copies...	You made more copies, of music you're licensed to copy or that's public domain. Enter the new number on hand and tap Save count . If it now covers every folder, the shortage disappears. That new count is saved to the piece in your library.
Players share	Players share the copies you have. It's recorded for this concert and printed on the pull sheet, and the section's header on the Folders tab says who shares.
On order	More copies are coming. Recorded for this concert.
Change	Undo a decision and pick again.

The small tags on a part

solo	A solo part: one copy, in the section's first folder only.
+ Piccolo	A doubling book (C Flute & Piccolo) that also goes in the named instrument's folders.
for Euphonium	The piece has no part of its own for that instrument, so this one stands in.
everyone	No part number printed while the same instrument has numbered parts: pull one per player.
wraps	Extra copies for folders whose own part isn't printed. A fourth horn folder gets a horn part when only three are printed.
chair 2	Cornet and trumpet share one set of chairs; this book goes to chair 2.
one of these	Two versions of the same part (treble and bass clef). Players read one, so the counts don't add.

Percussion is pulled one copy of each printed part, into percussion folders sized to the program: Percussion 1, 2 and so on, Mallets, and Timpani. The section decides who carries which. A line under the list says how many percussion folders there are; **Details** lists the stations and instruments the program calls for.

7. Build folders

Tap **Build folders** on the Prepare tab (or on the empty Folders tab). It is never greyed out. Three things happen:

1. A folder is made for each seated player, or the set number for each chair if that's how your band works, plus any extra folders you asked for.
2. Each folder gets its **number** from your scheme. A chair keeps the number it had last concert; otherwise it takes the next free number in its part's range. The **holder** is not stored at all: it is worked out from your fifth setting each time you look, so it follows the seating chart (or the section leadership) as it changes. Only a name you set by hand on a folder is kept.
3. Each folder gets its **pieces**: every piece on the program, dealt by the rules in section 6, so each folder is complete. A piece that isn't scanned yet rides in every folder as *Title — part not listed yet*; when you scan it, the right part replaces the placeholder in place and any packing tick carries over.

The confirmation tells you what it did: how many folders were numbered and how many kept last concert's number, how many pieces aren't scanned, any parts with no instrument (hand those out by hand), any folders with no number, and any that took a number from Extra folders (widen that part's range under **Numbering...** to keep it in its own block). From now on the page opens on the Folders tab, unless you've picked a tab yourself.

After the first build the same button reads **Update folders** whenever the program or roster has moved. Section 12 explains what an update does, and when the folders refresh by themselves.

8. Folders: every folder and where it is

Folders is one look at every folder for the concert, section by section in folder-number order, with the section's number range beside its name. Each row shows the number, the part, how much of it is packed, who is responsible for it, where it is right now, when it last moved, and one action that fits its state.

#	PART	PACKED	HOLDER	STATE	LAST MOVED	ACTIONS
FLUTE #1–7 · 1 shares Flute 2						
CB-01	Flute 1 – 1	8/8 ✓	Dana Park	Out — Dana Park	Nov 12	Check in... ...
CB-02	Flute 1 – 2	8/8 ✓	Sam Reyes set by hand	In bin		Check out ...
CB-03	Flute 1 – 3 1 part not listed yet	6/8	Flutes section · Kay Lund	In bin		Assign... ...
CB-05	Flute 2 – 1	8/8 ✓	Lee Tanaka	Missing	since Dec 7	Check in... ...
CB-06	Flute 2 – 2	8/8 ✓	Ana Cole	Checked in	Dec 7	...
no folder #	Flute 2 – 3	0/8	nobody yet	In bin		Assign... ...

The Flute section on the Folders tab: one folder out, one missing since the concert, one already checked in, one with a name set by hand, one that is the section leader's (and has a piece not yet scanned), and one whose part's number range is full.

The Holder column is worked out, not typed. Your fifth folder setting (section 2) decides who is responsible for a folder before anyone checks it out: the player seated on that chair, the section and its leader (*Flutes section · Kay Lund*, or *Flutes section (no leader yet)*), or nobody. **Assign...** sets a name by hand; it stays whatever the seating chart does and carries a small *set by hand* mark. **Clear holder**, inside Assign..., removes the name set by hand and the folder goes back to the seating chart, the section leader or nobody. My Section and the build sheet show the same words.

Where a folder is

In bin	In the section's crate or with the librarian. The default; a normal rehearsal night writes nothing.
Out — name	With that member, since the date shown.
Checked in	Back in the library after the concert.
Missing	Not back at the roll call, <i>since</i> the date shown. The last holder is kept so you know who to ask.

The row's one action

Assign...	The folder is the section's, or nobody's. Pick a name from the players seated on that chair, or search the roster; the name is then set by hand.
Check out	In the bin with a player responsible (seated on that chair, or set by hand): one tap and it's out with them.
Check in...	Out or missing: bring it back, and say if anything is missing from it.

A row that's already checked in only has the ... menu.

- **Filters:** the section box (*All sections*), **Not packed** and **Out. Pack next** opens the first folder with anything left in it.
- **Tap a row** to open it: the packing list on top, then *Holder: name · state* with **Assign...**, **Check out**, **Check in...**, **Mark missing** or **Found**, whichever fit. On a phone the row opens as a sheet.
- **The ... menu** on every row: **Change number...**, **Print label** (just that folder's label) and **History**.
- A row that reads *1 part not listed yet* has a piece you haven't scanned. *Removed from the set* means the program no longer calls for that folder, but it was out or packed, so it was kept rather than deleted: empty it when it comes back.

9. Packing the folders

CB-02 Flute 1 – 2 2/4 Sam Reyes In bin

Pack whole folder (2 pieces)

☒ Sleigh Ride 1st Flute

☒ Afterlife Flute 1

☐ Blue Sky Day 1st Flute

☐ Second Suite in F — part not listed yet

Holder:
Sam
Reyes ·
In bin

Assign... Check out Check in... Mark missing

An open folder: tick each piece in, or pack it all at once. The custody buttons sit under the list.

- **Tap a folder** to open its list, then tick each piece in as it goes into the folder.
- **Pack whole folder** ticks every piece in one tap.
- When a folder is done it shows ✓ *Packed. Moving to the next folder...* and the next folder with anything unpacked opens by itself.
- **Pack next** on the toolbar opens the first folder with something left in it; the **Not packed** filter hides the finished ones.
- A piece you haven't scanned yet is listed as *part not listed yet* and can be ticked like any other. When the scan lands, the tick carries over to the real part.
- The packed pill on the row turns green with a tick at 8/8.

Mark all packed, under More, ticks every piece in every folder after a confirm. Use it when the physical folders really are done. **Clear packing ticks**, also under More, starts packing over.

10. Hand out, check in, roll call

This is the back half of the loop, the four months after folder night. Custody is recorded on this concert's folders, and every move is kept in the folder's history with who recorded it.

Handing the folders out

- **Hand out** (the Folders tab's main button when music goes home with players) checks every folder out to whoever is responsible for it — the player seated on its chair or its section leader, unless you set a name by hand — after one confirm: *Hand out every folder?* then **Hand out all**. A folder with nobody responsible stays in the bin, and the confirmation says how many did. The label names the part, not the player.

- **Check out** on one row does the same for that folder alone. Use it for the exceptions when folders normally stay in the bins.
- **Assign...** sets a name by hand without moving the folder: the players seated on that chair come first, then a search of the roster. **Clear holder** removes the name set by hand and the folder goes back to the seating chart, the section leader or nobody, whichever your setting says.

Sharing with section leaders

Section leaders have a Folders tab of their own in My Section, but it shows nothing for a concert until you say the folders are ready. When they are, tap **Share with section leaders** on the line under the status line; it then reads *Shared with section leaders* with the date and your name, and the status line drops *not yet shared*. From then on a leader sees their own section's folders, hands each one to a player with one tap, and takes it back the same way; every tap shows on your board straight away. **Unshare** hides them again while you rework the set.

Ready is your call, not the app's: sharing is not tied to every folder being packed or to Hand out. Until you share, a leader cannot check a folder out, so a change of program or seating still updates the folders for you rather than waiting on a folder that went out early.

The roll call after the concert

Roll call

Tap every folder that is **not** back. The rest are checked in.

FLUTE

CB-01

CB-02

CB-04

CB-05
Not back

CB-06

CLARINET

CB-10

CB-11

CB-12

CB-14

CB-15

CB-16

CB-17

Check in 11 folders

Cancel

11 of 12 back

The roll call: one tile per folder that's out, by section. CB-05 has been tapped, so it will be marked missing; the other eleven are checked in.

1. Sit down with the crates and tap **Check in...** on the Folders tab. It's the main button whenever any folder is out or missing.
2. Tap the number of every folder that is **not** in the crate. A tapped tile reads *Not back*; tap again to undo. A folder already marked missing starts tapped, and the footer counts *11 of 12 back*.
3. Tap **Check in 11 folders**. Everything you didn't tap is *Checked in*; the tapped folders are *Missing* with their last holder kept, and the confirmation names them.

One folder at a time

- **Check in...** on a row opens *Anything missing?*: the folder's pieces with a box each. Tick any piece that did not come back, leave the rest alone, and tap **Check in folder**. A ticked piece is recorded against that folder.
- **Mark missing**, in the open row, when a folder can't be found between concerts; **Found** puts it back in the bin.

- **History** lists every check-out, check-in, assignment, missing and found event for the folder, with the date, who recorded it, and any piece reported missing. A folder nobody has touched says so: a normal night writes nothing.

11. Labels and printed sheets

Everything that prints is under **More** in the header. Print pull sheet is also on the Prepare toolbar, and each folder's ... menu has **Print label** for that folder alone.

ITEM	WHAT IT'S FOR
Print pull sheet	Your cabinet walk: pieces in cabinet order, how many of each part to pull, SHORT lines with your decision, and a list of copies still needed at the end.
Print build sheet	Every folder from lowest number to highest with its part and holder, your checklist at the shelf; then one page per section in the same order. A piece not yet scanned prints as "part not known yet".
Print check-out sheet	Your paper copy at hand-out: every folder in number order with the part, who it is assigned to, and two tick boxes (Out / Back); a folder already out prints its state. The last page lists folders by player's name, then section folders, then folders with nobody assigned yet — tape it to the music box so people find their own number.
Print changes sheet	After a program change: only what to add to or pull out of each folder, not the whole set again. Also offered on the Folders tab's changes line.
Print labels...	Two-by-seven label sheets. The player's part is in large type, the folder number sits upper right, and your band's name is on each label. Choose Only folders new this concert (the usual choice), Every folder (after a renumber), Just these numbers... , or Blank labels to hand-write.
Change number...	In a folder's ... menu: type a new number for that one folder. The number belongs to the physical folder; the label prints it at both ends.

12. When the program or roster changes

Programs change: a piece is added, one is dropped, a player joins or sits out. Music Folders keeps up in three ways, depending on how far along you are.

Nothing packed, nothing out	The folders refresh themselves the next time you open the page after the program or seating changed. Nothing to do.
Packing has started	Nothing changes behind your back: a packed folder is a physical thing. The Prepare tab's main button reads Update folders and its status line says <i>program changed since the build</i> . Press it when you're ready to change the physical folders.
Any folder is out or missing	An update only <i>records</i> the changes so the changes sheet prints; no folder or piece is touched until the folders are back. Rebuild and renumber wait the same way.

Either way, the Folders tab then carries a short note at the top, *Since your last build*, written for the shelf: **why** (the program changed, or the seating or your folder settings changed), **what** (*2 pieces were added to the program: Sleigh Ride, Afterlife; 46 folders are no longer needed*, counted by instrument, with *Show all* for the full list) and **what to do** (*Put a copy in every folder that takes it; Empty them and file the music back in the cabinet*). Under it, two buttons:

- **Print changes sheet:** the checklist — only what to add to or pull out of each folder, by folder number.
- **Done, folders match** once the shelf matches the sheet. That only clears the note; nothing in the app changes. If the new count is not what you meant, the number of folders comes from your seating and your folder settings (More, then Numbering or Folder settings) — change them and tap *Update folders*.

Ticks carry over. A piece that stays in the same folder keeps its packed tick through an update or a rebuild. Only pieces that are new to a folder need ticking. A folder the program no longer calls for is kept, marked *Removed from the set*, if it was packed or out.

Rebuild from roster..., under More, deals every folder again from today's seating and program, and lets you change which extra instruments get a folder. A folder someone is carrying is never rewritten.

13. On a phone

Music Folders is built to be used at the cabinet, and at the crates after the concert, with a phone in one hand.

- Open it from **More**, then **Music Folders**. The concert picker runs the full width with the page's **More** menu beside it; the two tabs run the full width under it.
- On Prepare, parts show as one line each: the part on the left, the number to pull on the right, and *have N · short N* underneath.
- On Folders, each row shows its number and part, then holder, state and last moved on a second line. Tapping a row opens it as a sheet from the bottom, with the packing list and the custody buttons.
- The roll call is made for the phone: number tiles big enough to tap with the crate in front of you.
- Print items open a clean printable page in a new tab, ready to print or save as a PDF.

14. Questions

Why is there a folder for an empty chair?	Your band keeps a set number of folders per chair. Folders beyond the seated players have no holder, and players beyond the count share.
A folder says "no folder #".	Its part's range is full. Widen the range under More, then Numbering... , or the folder takes one from Extra folders on the next build.
Can I build before every piece is scanned?	Yes. The unscanned piece rides in every folder as "part not listed yet" so nothing is left out; scan it when you have the score and the right part drops into place.
Does a decision on a short part hold anything up?	No. Build, pack and hand out with what you have. Decide when the order arrives.
Our folders never leave the building. Do I need Hand out?	No. Answer No to "Do folders go home with players?" and the tab works bin-only. Use Check out on a row for the one player who takes a folder home for the week.
A folder was checked in but a piece is gone.	Check in... on the row asks "Anything missing?": tick the piece. It's recorded against that folder and shows in its History.
Can I start the folders over?	More, then Rebuild from roster.... Packed ticks carry over for any piece still in the same folder. While folders are out it only records the changes.
Does the pull sheet tell us to photocopy music?	No. It shows what's short and what you decided. <i>Made copies</i> is only for music you may copy. <i>Players share</i> is always available.
Who can change folders?	Librarians, music directors, the president and account owners. Other leaders can view the page; members never see it. Section leaders never see this page either, but once you tap Share with section leaders they see their own section's folders in My Section and can check them out and in.
When do section leaders see the folders?	Only after you tap Share with section leaders on the Folders tab. Until then their Folders tab says you are still preparing them. Share when the set is packed and you are done changing it; Unshare if you need to rework it.

ONE CONCERT, START TO FINISH

1. Pick the concert at the top of Music Folders. First time for this ensemble? *More* → *Folder settings...*, if you want; the defaults work.
2. Prepare: *Print pull sheet* and walk the cabinet; *Mark pulled* as you go.
3. Chips as you get to them: *Scan instruments...*, *Count*, *Short N*. None of them waits.
4. *Build folders*. Add folders for any instrument nobody is seated on, if you want them.
5. More: print the build sheet, and labels for the new folders.
6. Folders: pack; tick pieces in, or *Pack whole folder*. *Pack next* keeps you moving.
7. Program changed? *Update folders*, print the changes sheet, then *Done* — *folders updated*.
8. Folder night: *Hand out* (or *Check out* the exceptions).
9. After the concert: *Check in...*, tap the numbers that are not back, *Check in N folders*.
10. Chase the *Missing* rows; *Found* when they turn up.

Help Center: **Help** → **Music Library** in the app has the same material as short articles. Questions or ideas: use the chat or the feedback button inside the app.