

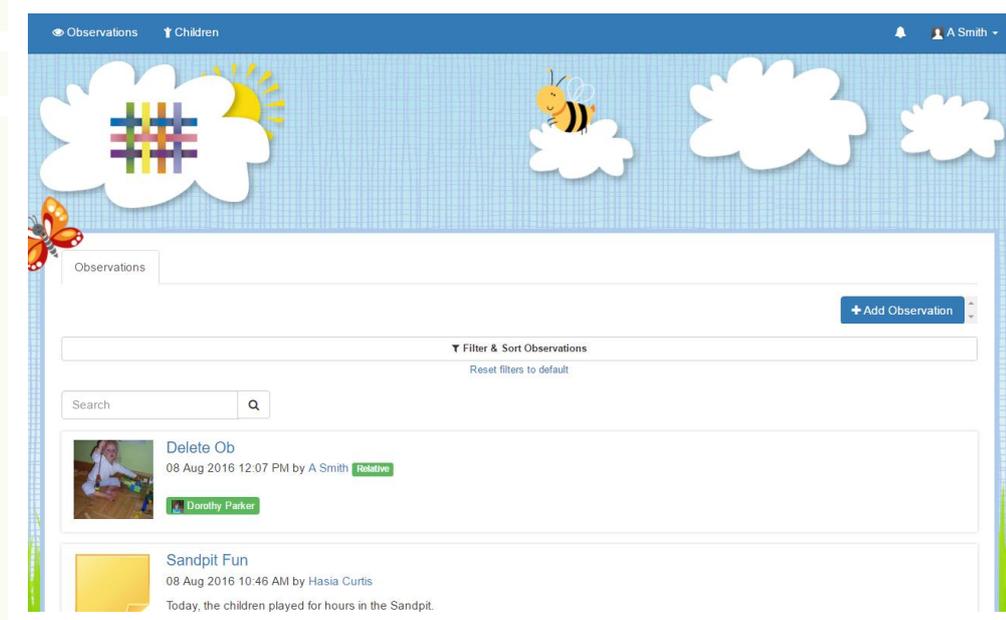
Hello! Welcome to Tapestry! This is a quick walk through guide to the browser version.

Okay so first of all; logging in. If you were sent an email activation by your child's setting (which is practitioner speak for a nursery/childminder/school), you can just use that link to log in for the first time. However, for future times, or if you were assigned a password, you will need to go to this URL to log in: <https://tapestryjournal.com/>. Alternatively you can search for Tapestry through Google.

This is what the log in page will look like. For the purposes of this tutorial, I will be A Smith, relative of Dorothy Parker.



Once you have successfully logged in. You will be taken to the home page. Here you will be able to see your child's observations in chronological order. It is likely that the first time you log in there won't be very many, but this list will grow throughout your child's time at their Setting.



If you want to narrow down the sort of observations you are seeing, you can use the 'Filter & Sort Children'.

To get them to drop down, click on the black 'Filter & Sort Children' button Under the 'Add Observation' button.



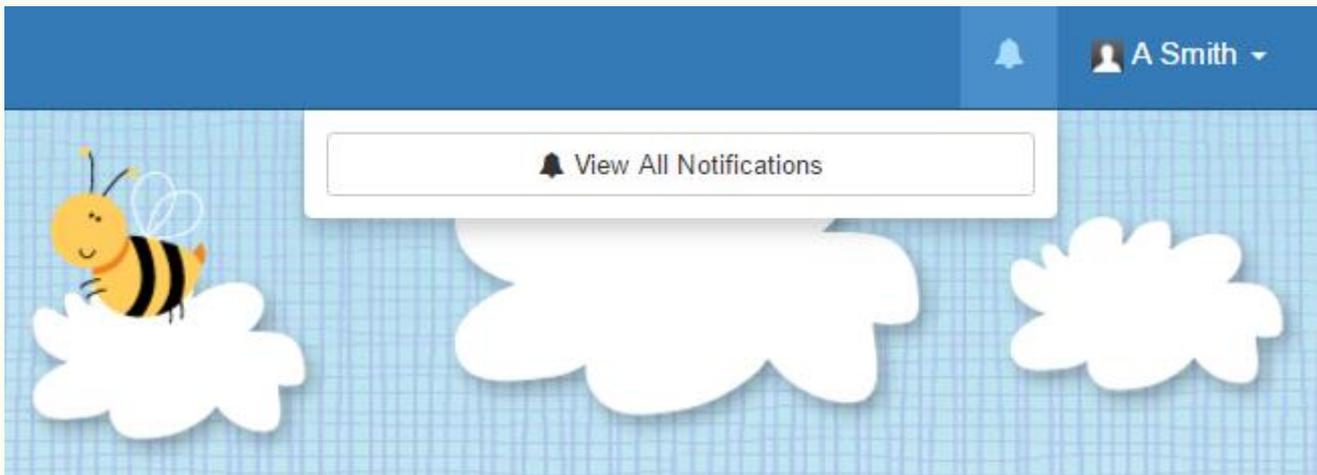
Once you click on it, it will expand to give you a variety of filter options (see below). Select as many as you like, then 'Submit' to apply them.

A screenshot of a 'Filters' dialog box. The dialog has a title bar with the word 'Filters' and a close button (an 'x' icon). The main content area is divided into several sections, each with a title and a dropdown menu. The sections are: 'Observations' (with a sub-section 'Observation Status' set to 'In Journal & Not In Journal'), 'Added' (set to 'All'), 'Media' (set to 'Any'), 'Comments' (set to 'Any'), 'Author' (set to 'Any'), 'Children' (with a sub-section 'Child' set to 'All Children'), and 'Sorting' (with a sub-section 'Order' set to 'Newest'). At the bottom left of the dialog is a blue 'Submit' button.

If there is a specific observation that you are looking for, you can search for a code word in the search bar.

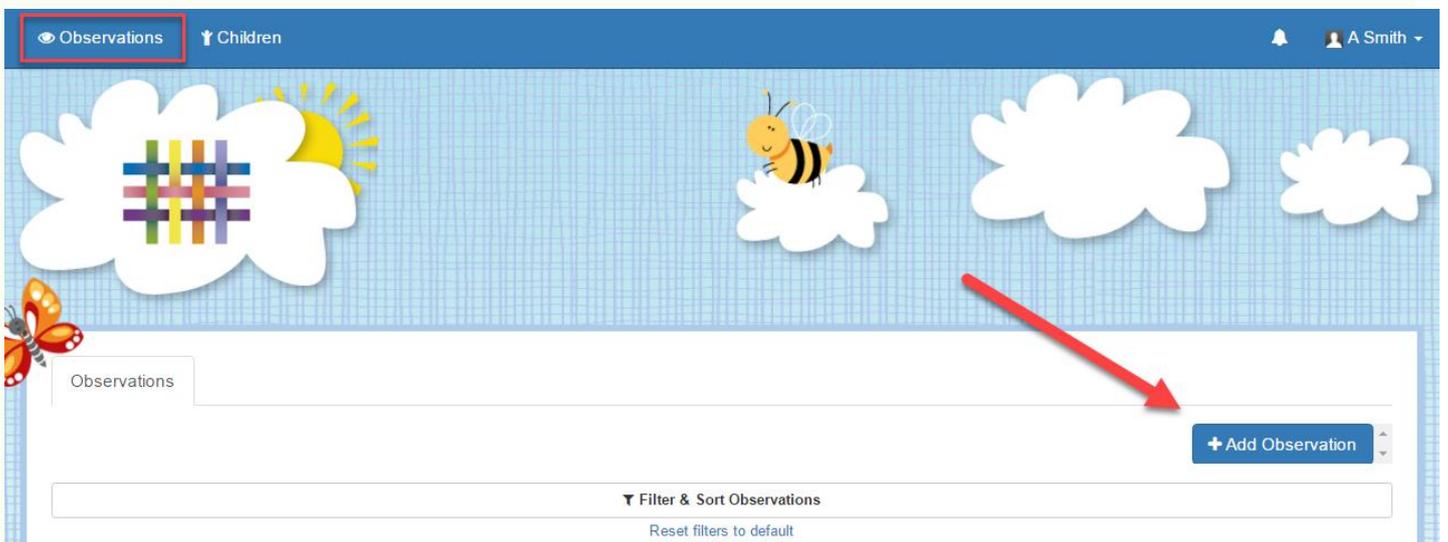


At the top of the screen, next to your name, you will find your notification bell. If any observations/comments have been added since the last time you logged into Tapestry, they will show up there. You can see past notifications by clicking on 'View All Notifications'.



There will be times when you want to add observations to Tapestry. These can then be seen by your child's key person at their Setting and used to make assessments, or just as a contribution to the journal.

In order to add an observation, you first need to click on the blue 'Add Observation' button. This can be found on the home 'Observations' tab.



Once you have clicked on it, you will be taken to the page shown below. Here you will need to pick your child/children from the drop down list, add a title, and then you can add some notes and media.

Don't forget to press 'Save' at the end!

Observations / Add Observation

Add Observation

Save

Observation

Children

Select Children

Title *

Notes

Options

Created *

08 Aug 2016 12:23 PM

Media

Warning! When a relative is viewing an observation with multiple children, any photos will be disguised so they cannot be viewed by relatives.

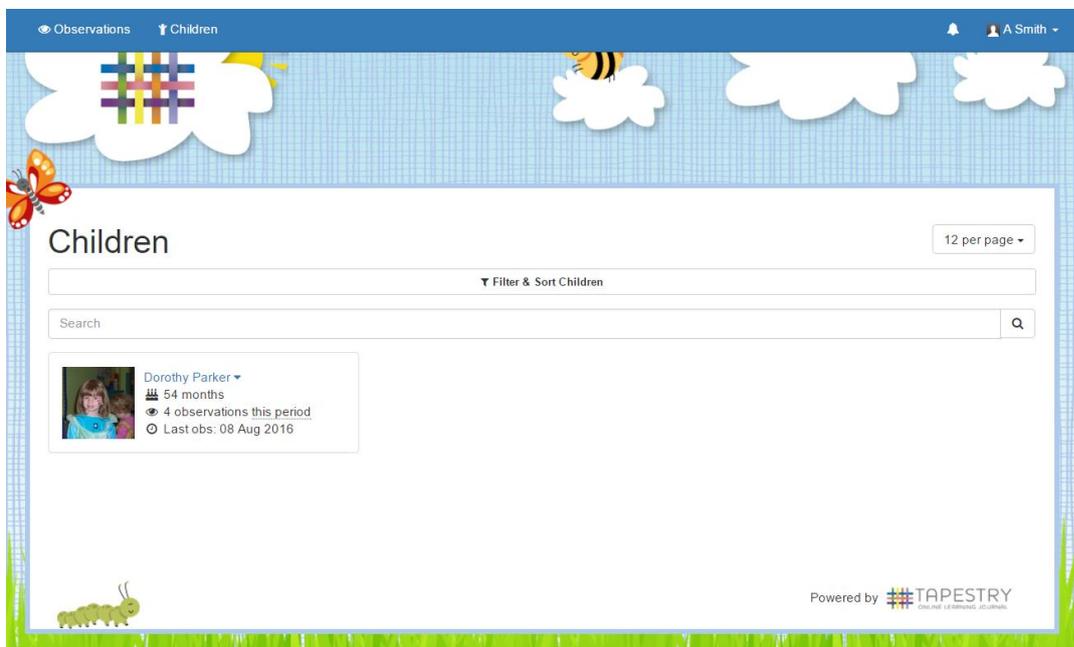
Add Files Start Upload

Click "Save" to save your observation and view it.
Click "Save & Add Another" to save this observation and immediately start adding another.

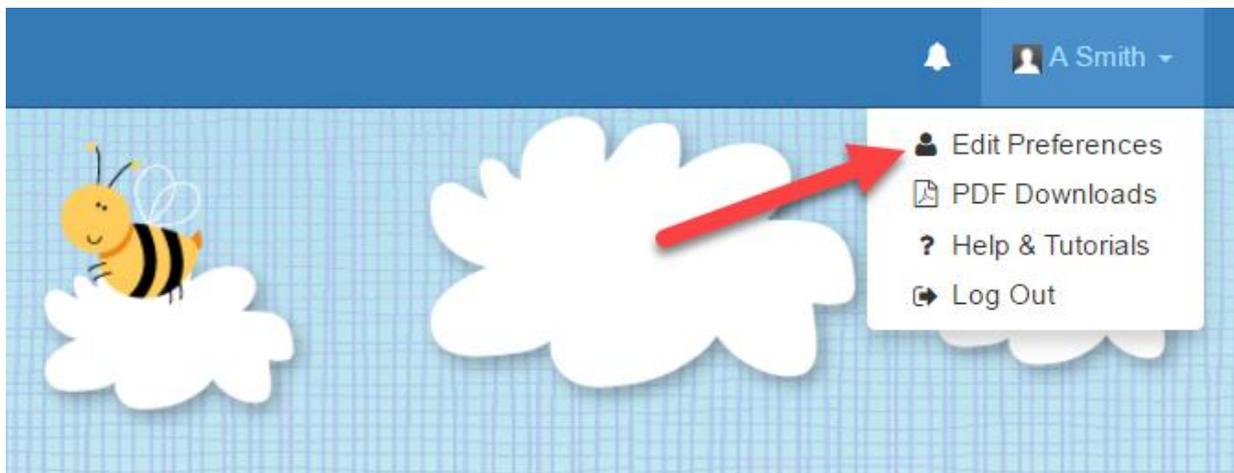
Save & Add Another Save

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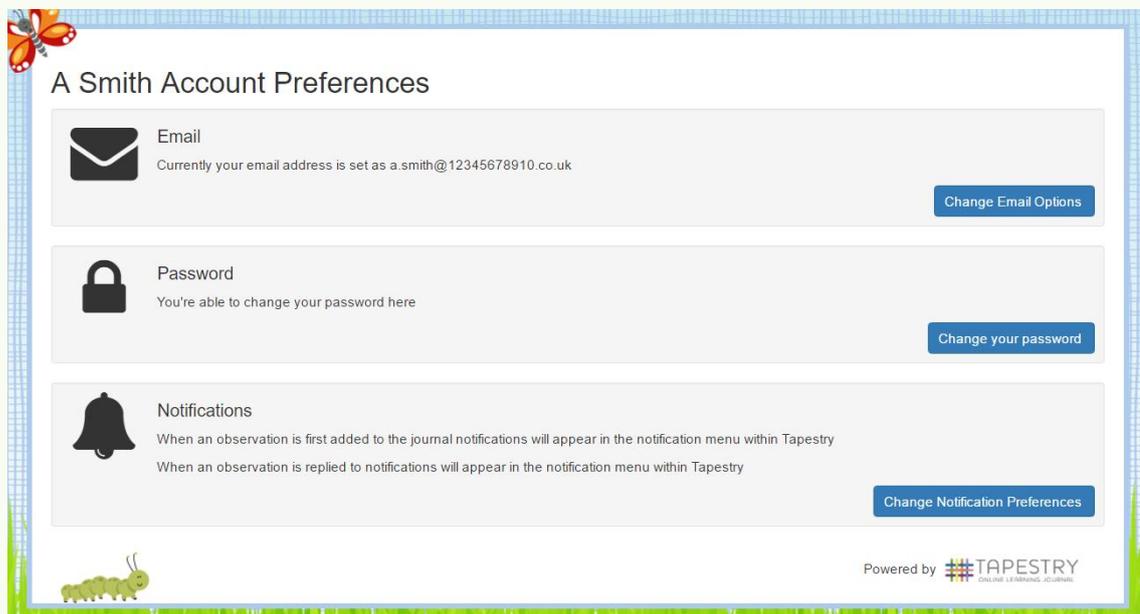
There are a couple of other things you can do on Tapestry. The most obvious, is to look at the 'Children' tab. Here you will be able to find all the children that are linked to you from a particular Setting. Unfortunately, if you have two children on Tapestry, but from different Settings, you will need to have two parent accounts.



The other area on relative accounts is 'Edit Preferences'. You can find this by clicking on your name in the top right hand corner and choosing it from the drop down list. This drop down list is also where you log off from (though it will log you off automatically if you close the page or are inactive for an hour or more).



Clicking on 'Edit Preferences' will take you to this page. As you can see, it will show you which children you are connected to you, your notification preferences, and give you the option to change your email and password.



And that's everything! Hope you enjoy Tapestry!