

Tapestry for Parents and Relatives: iOS app Guide

Where to find Tapestry

Open the App Store and search for 'Tapestry Journal'.

Please note, with the new app they are only supporting devices that run iOS 9 or higher.



Login Information

You will receive an email that contains a link which you can follow to set up your own password and PIN number for Tapestry. This link will expire 30 days after it has been sent. If your link has expired or will not work for another reason, please contact the school office. We advise you to set a secure password for your account.

After you have followed your link and set up a password, you can login on the app as follows:

- 1 – Enter the email address you asked us to register your account to.
- 2 – Enter the password that you have set-up.
- 3 – Tap the 'log in' button when you have finished entering your login details.



On compatible devices, you can also setup touch ID or face ID and login or enter your PIN using your fingerprint or facial recognition.

If you have got more than one child registered on Tapestry, you will be able to switch between their accounts after you have logged in.

Main Tapestry Screen

This is the main Tapestry screen you will see after logging in.

1 – **'You' button:** This takes you to the app settings and options. You can navigate to the lock screen, change your password or PIN, and adjust other app settings.

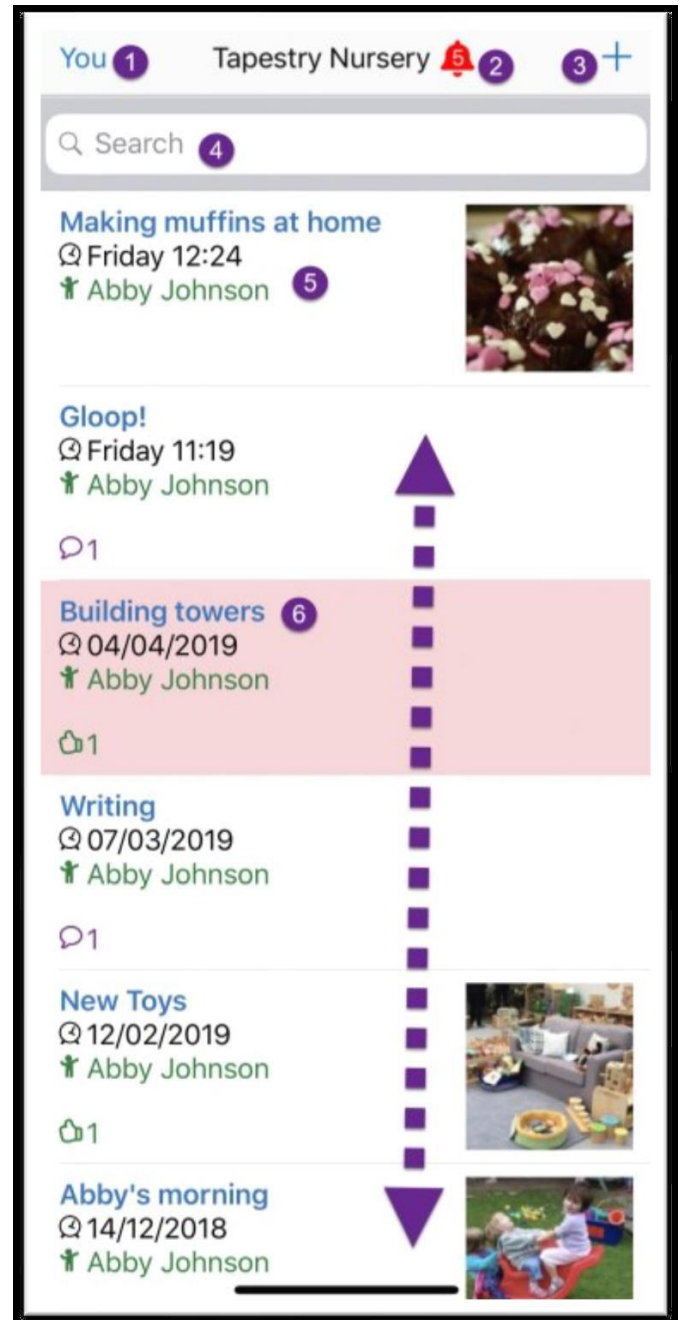
2- **Notifications bell:** This is visible when you have new notifications from us. This will mean there have been new observations uploaded that you can view.

3 – **Add observation button:** Tap the + button to create a new observation.

4 – **Search bar:** You can search for observations based on the title or content of the observation.

5 – **Observation list:** This is a scrollable list of all the observations of your child. Scroll up and down to view the different observations. Tap an observation that you wish to view.

6 – **Red highlight:** This shows which observation has been viewed last.



Viewing an Observation

Tap the observation you want to view on the main Tapestry screen, and you will be taken to the individual observation view. Press 'Back' to return to the main observation screen.

1 – Next observation and previous observation: Tap on the up or down arrow to switch between observations without having to return to the main screen.

2 – Observation Author: This will state which member of staff has created the observation.

3 – Observation media: You will see all attached photos and videos. Tap on the photo to view a larger version.

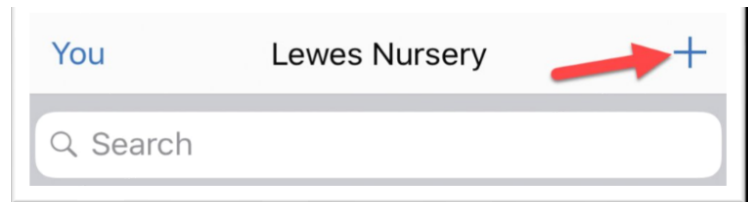
4 – Like button: Tap this to show you like the observation. Staff members will be able to see that you liked the observation.

5 – Child information: This will show which children are attached to the observation. Some observations are 'group observations' shared between several children. You will not see the names of children that your account is not linked to, but instead you will see a total number.

The screenshot shows the 'New Toys' observation page. At the top, there is a navigation bar with a 'Back' button on the left and a dropdown menu on the right with a red notification bubble containing the number '1'. Below the navigation bar, the title 'New Toys' is displayed in a large, bold font. Underneath the title, the author's name 'Sue Tapestry' is shown with a red notification bubble containing the number '2'. To the right of the author's name is a date and time stamp: '12/02/2019 (updated Friday 12:23)'. Below the text, there is a photograph of a playroom with a grey sofa, wooden toys, and a rug. A red notification bubble with the number '3' is positioned in the top right corner of the photo. Below the photo, there is a yellow text box containing the observation text: 'Abby was really excited about the new toys in the setting today. We counted the number of cushions and talked about the patterns and colours.' Below the text box, there is a 'Like' button with a heart icon and the text 'Like • 1 Like', with a red notification bubble containing the number '4'. Below the 'Like' button, there is a green plus sign icon followed by the text '1 Child'. At the bottom, there is a profile picture of a woman, the name 'Abby Johnson', and the text 'Cohort: 2020 Age: 40 months', with a red notification bubble containing the number '5' next to the name.

App Settings

Tap on 'You' to access your Tapestry app settings. You can find this in the top left corner of the main Tapestry screen.



1 - **Lock screen:** This takes you to the app lock screen which secures Tapestry from other device users.

2 - **Log out:** This will log you out of your account.

3) **Enable push Notifications:** You can enable push notifications for this device here.

4) **What we notify you about:** This shows you the notification types on Tapestry and what your preference is for each.

5 - **Change email:** If you want to change the email you use to login.

6 - **Change password:** Use this to change the password you use to login to Tapestry.

7 - **Change PIN:** You can select this option to change your PIN.

8 - **Save email to device:** This option will allow you to save (or remove) an email address so you do not need to enter it each time you login on this device.

9/10 - **Biometric setup:** These options allow you to setup or disable face ID or touch ID to replace logging in with your PIN and password. This is only available on compatible devices.

11 - **Enable offline observations:** This allows you to enable/disable the ability to access the app on this device while offline. This will only appear when enabled by your child's setting.

12 - **Delete local Data:** This allows you to delete any local data stored by Tapestry on the device you are using to access the app.

