

# Tapestry For Parents on the Web

## Where to find Tapestry

The Tapestry application is accessed by pointing a web browser at:  
<https://eylj.org>

## Login Information

In order to use Tapestry, your setting will have to register a user account for you on their system.

**Your username:** This will be the email address that your setting has registered you with (can be changed later)

**Your password\*:**

\*please change your password to something unique and secure when you log in to Tapestry for the first time.

## The Home Screen

The screenshot shows the home interface with several key elements highlighted by red arrows:

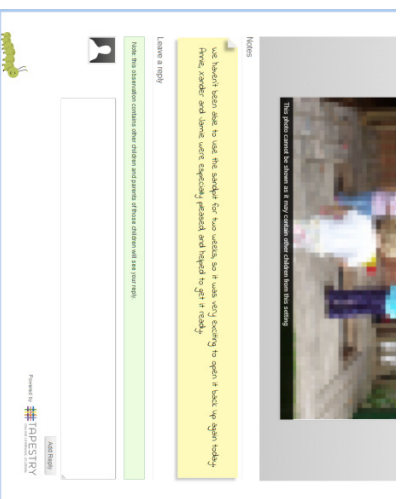
- Observations:** A large green button labeled "Observations" with a red arrow pointing to it.
- Log out:** A red arrow points to the "Log Out" button in the top right navigation bar.
- Preferences:** A red arrow points to the "Full Preferences" link in the top right navigation bar.
- List of your children:** A red arrow points to the "Children" button in the main navigation bar.
- Pages with Images/Videos:** Red arrows point to the "Images" and "Videos" buttons in the main navigation bar.
- Search:** A red arrow points to the "Search" button in the main navigation bar.
- List of observations:** A red arrow points to the "List of observations" link in the left sidebar.
- People who help us:** A red arrow points to the "Assessment" button under the "People who help us" section.

## The Preferences Screen

The preferences screen includes the following sections and settings:

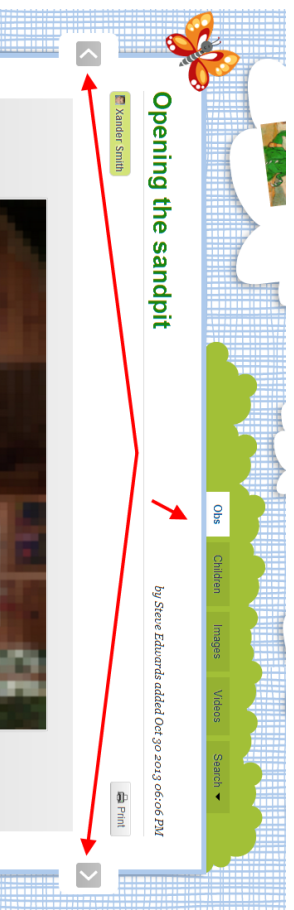
- Connected Children:** A red arrow points to the "List of your children" link.
- Email Notifications:** A red arrow points to the "Opt in/Out of emails" checkbox.
- Email Address:** A red arrow points to the "Change email address" link.
- Password:** A red arrow points to the "Set new password" link.
- Save:** A red arrow points to the "Save" button at the bottom of the form.
- Save preferences:** A red arrow points to the "Save preferences" link at the bottom of the page.

## Viewing Observations



To view an observation click on the title of any observation in the obs, images or video tab. You can scroll up and down to view all of the content in the observation.

At the top of the screen you have access to the navigation tabs, and can jump backwards and forwards through observations using the arrows to the right and left side of the screen.



## Adding an Observation



Click on the "Obs" tab and then on the "Add Observation" button.

## Adding an Observation cont'd..

**sunrise - Add Observation**

Child   **1**

Title  **2**

Created    **3**

Notes  **4**

**Add Media**

Filename	Size	Status
<input type="button" value="Add files"/> <input type="button" value="Start upload"/> <b>5</b>	0 b	0%

**6**

- 1) Adding child/children to an observation:** select children you wish to add to the observation, by selecting them from the drop-down list and clicking the "Add Child" button.
- 2) Add a title to the observation**
- 3) Set date and time:** this will be set automatically, however you can change this if you need to
- 4) Add notes about the observation**
- 5) Upload media such as photos or video:** click on the "Add Files" button to open a file chooser window. Select you file(s), then click the "Start Upload" button to attach them to the observation.
- 6) Save:** Click the "Save" button to record the observation