# Viewing and commenting on a report

Please note that this can only be done when the staff at your child's setting have made the report visible to you.
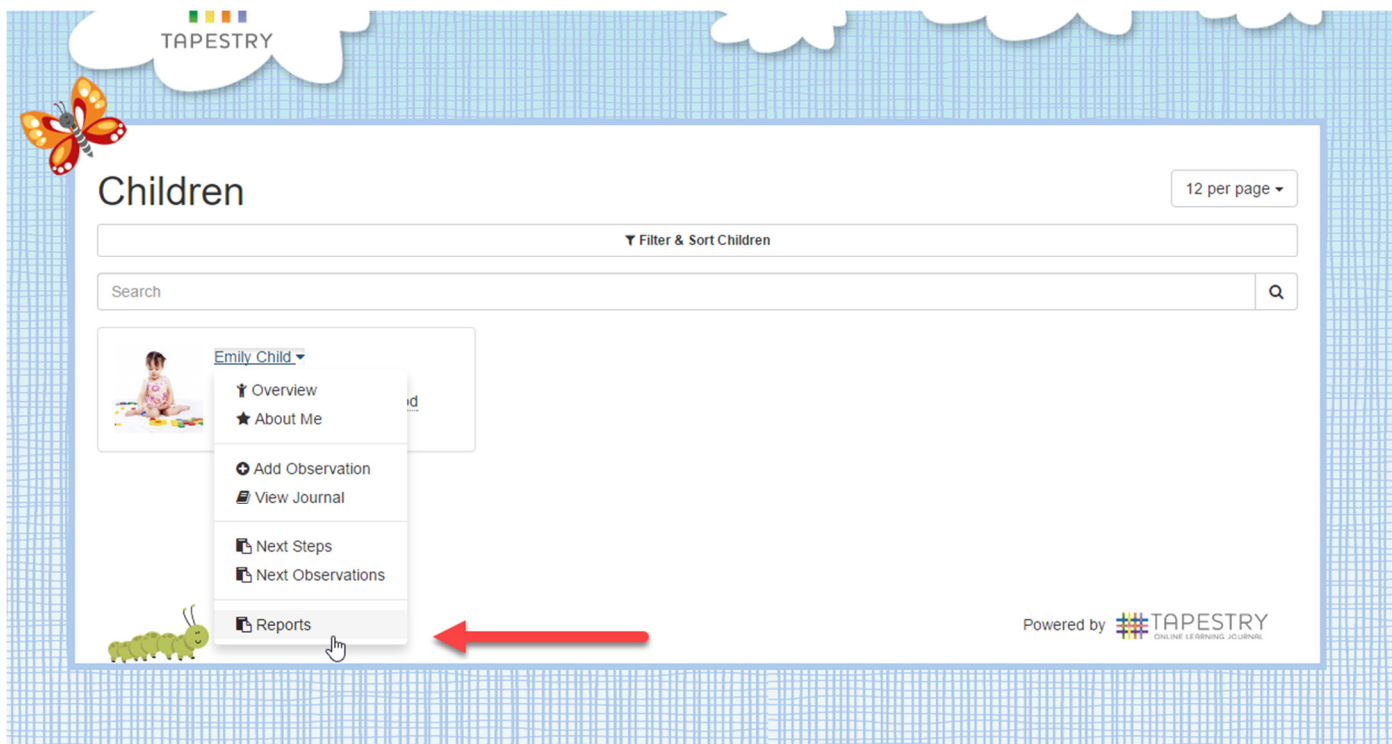
Step 1: Login to the browser version of Tapestry at **tapestryjournal.com**

The reports function is not available on the app but you can access it from a browser on your mobile or tablet device.
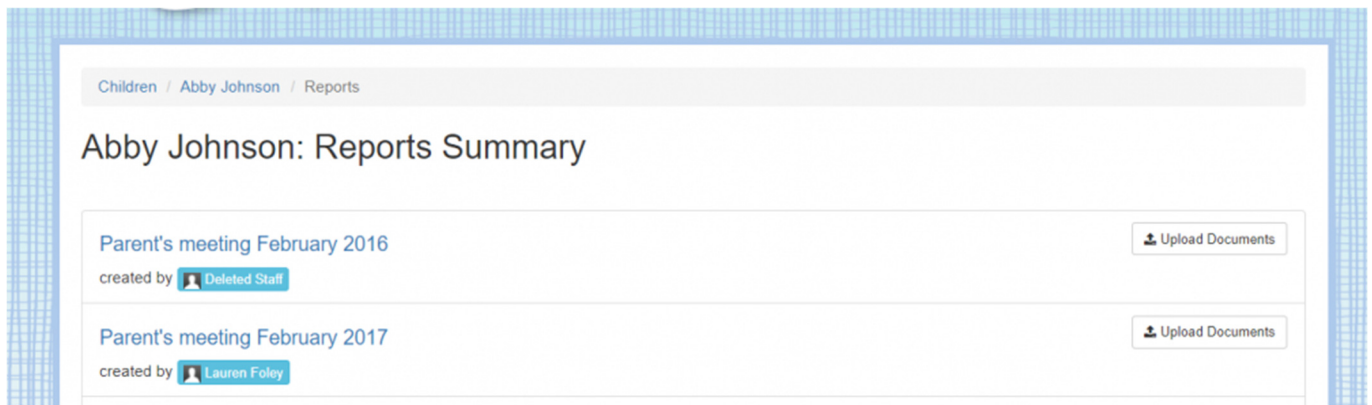
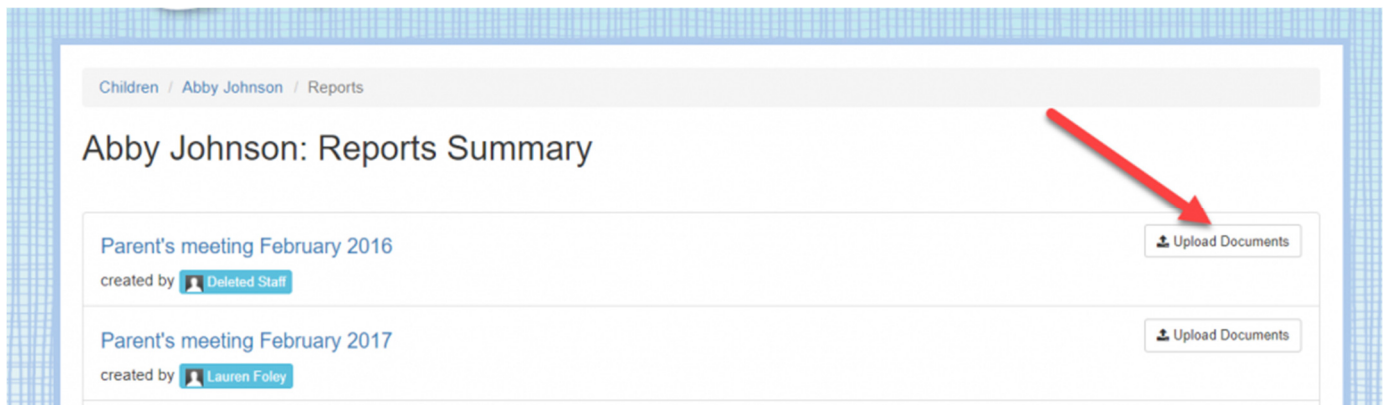Step 2: Click on the 'Children' tab at the top of the page.
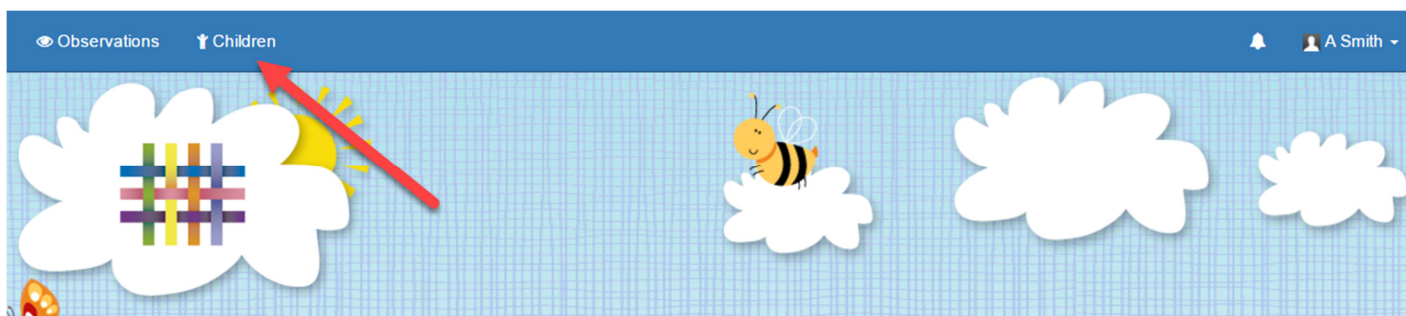
Step 3: In your child's profile box click on their name, then the 'Reports' option.


Step 4: To view the report you just need to click on the name of the report you want to see

Step 5: If you'd like to upload a document, however, please click on 'upload documents'.

You can upload Word documents (.doc, .docx) PDF files (.pdf) and text files (.txt, .rtf) from your device by clicking on 'browse' (1), once added to the report click on 'upload' to upload it to the system, and then click on 'save uploaded documents' (3).
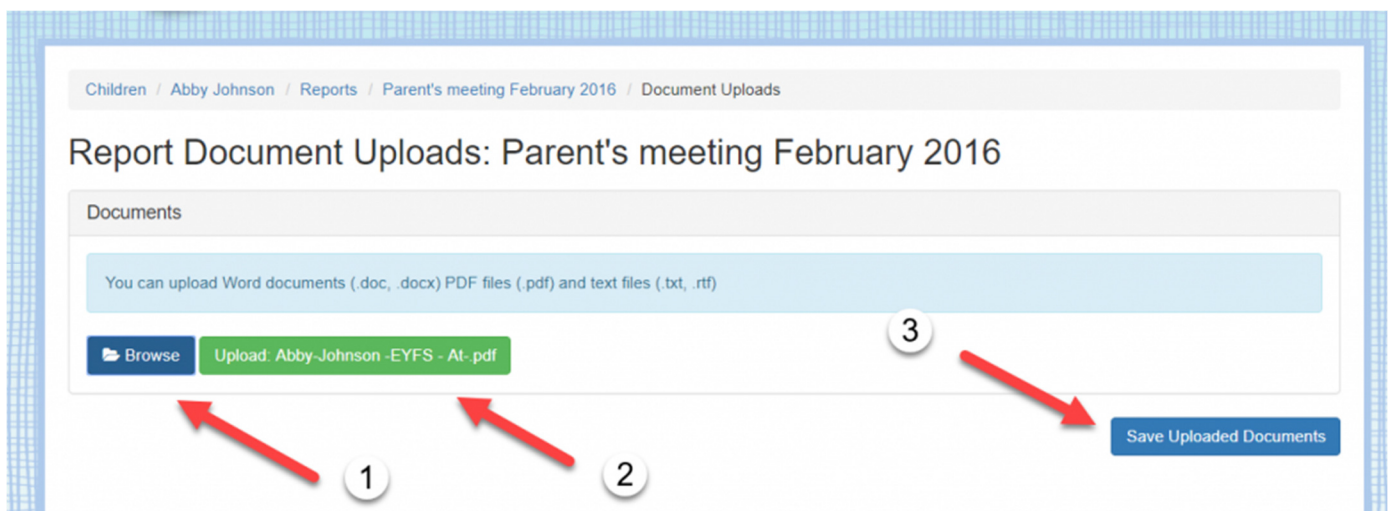
 Step 6: If you'd like to add a comment to the report, please enter the report by clicking on the title as stated in step 4 and scroll all the way down to the bottom of the report.

Type in your comment in the box and then press 'add comment'.

Add a comment

Add Comment

If you have any problems with your Tapestry account, please contact your child's school or early years setting.