

# Kinderloop Reports & Planning

A simple and easy way to keep track of your posts on children, learning tags and plan for the weeks ahead.

**Click the reports or planning icon in your online settings**

## Reports

**Choose view**  
Click to choose group or tag view

**Choose group**  
Click to choose group

**Choose time**  
Click to choose timescale

**Choose date**  
Click arrows to change date

Shows tags or group & child

Shows children with tag used

Shows children without tag used

## Print/share

Simply print your plan to pdf or post to your feed, tagged with the relevant group/learning tags to share with family

## Planning

**Choose view**  
Click to choose group

**Choose date**  
Click arrows to change date

**Add item**  
Click + to add a new item

**Change date**  
Alter the date and save as new to duplicate to another day

**Duplicate**  
Alter the date and save as new to duplicate

**Add planning item**  
Add colour to the exercise

**Select child/tag**  
Tag learning outcomes and/or children, they will then be seen as important/starred in your post choices