

zzTestAzure

Monday, 25th April, 2022, 10.59 am

Agenda

1 Modern.Gov Doc Sample

(Pages 3 - 76)

Gary Hall
Chief Executive

















































Electronic agendas sent to Members of the zzTestAzure Councillors

The minutes of this meeting will be available on the internet at
www.southribble.gov.uk

Forthcoming Meetings
Time Not Specified Date Not Specified -

















































This page is intentionally left blank

New Ipad App Icons explained

	Agenda		Return to home screen		Mark up text tool		Scribbles and shapes		Insert objects
	Decisions		Star documents		Text highlighter		Freehand scribble pen		Insert photo
	Minutes		Open related documents for this meeting		Underline text		Freehand scribble highlighter		Insert preset stamp
	Supplements		Annotations Toolbar		Squiggly underline text		Smart draw – makes freehand lines straight		Clipboard: insert saved annotation
	Hide papers for meeting		Search for Text		Strikethrough text		Insert shapes		Record audio
	Number of papers		Share Document / open in another app		Insert text, comments		Insert arrow		Select existing annotation
	Calendar		Add bookmark		Insert Text box		Insert rectangle		Stylus
	Document view		Document Bookmarks (including annotations)		Insert call-out box		Insert Ellipse		Undo and redo
	Document Layout / appearance settings		See thumbnails of all document pages		Draw and insert a signature		Insert Polygon		Move the annotation toolbar
					Add sticky note		Insert jointed line segment		Close the annotation toolbar

This page is intentionally left blank

New Ipad App Icons explained

	Agenda		Return to home screen		Mark up text tool		Scribbles and shapes		Insert objects
	Decisions		Star documents		Text highlighter		Freehand scribble pen		Insert photo
	Minutes		Open related documents for this meeting		Underline text		Freehand scribble highlighter		Insert preset stamp
	Supplements		Annotations Toolbar		Squiggly underline text		Smart draw – makes freehand lines straight		Clipboard: insert saved annotation
	Hide papers for meeting		Search for Text		Strikethrough text		Insert shapes		Record audio
	Number of papers		Share Document / open in another app		Insert text, comments		Insert arrow		Select existing annotation
	Calendar		Add bookmark		Insert Text box		Insert rectangle		Stylus
	Document view		Document Bookmarks (including annotations)		Insert call-out box		Insert Ellipse		Undo and redo
	Document Layout / appearance settings		See thumbnails of all document pages		Draw and insert a signature		Insert Polygon		Move the annotation toolbar
					Add sticky note		Insert jointed line segment		Close the annotation toolbar

This page is intentionally left blank

CIVICA

Modern.Gov

This page is intentionally left blank

CIVICA

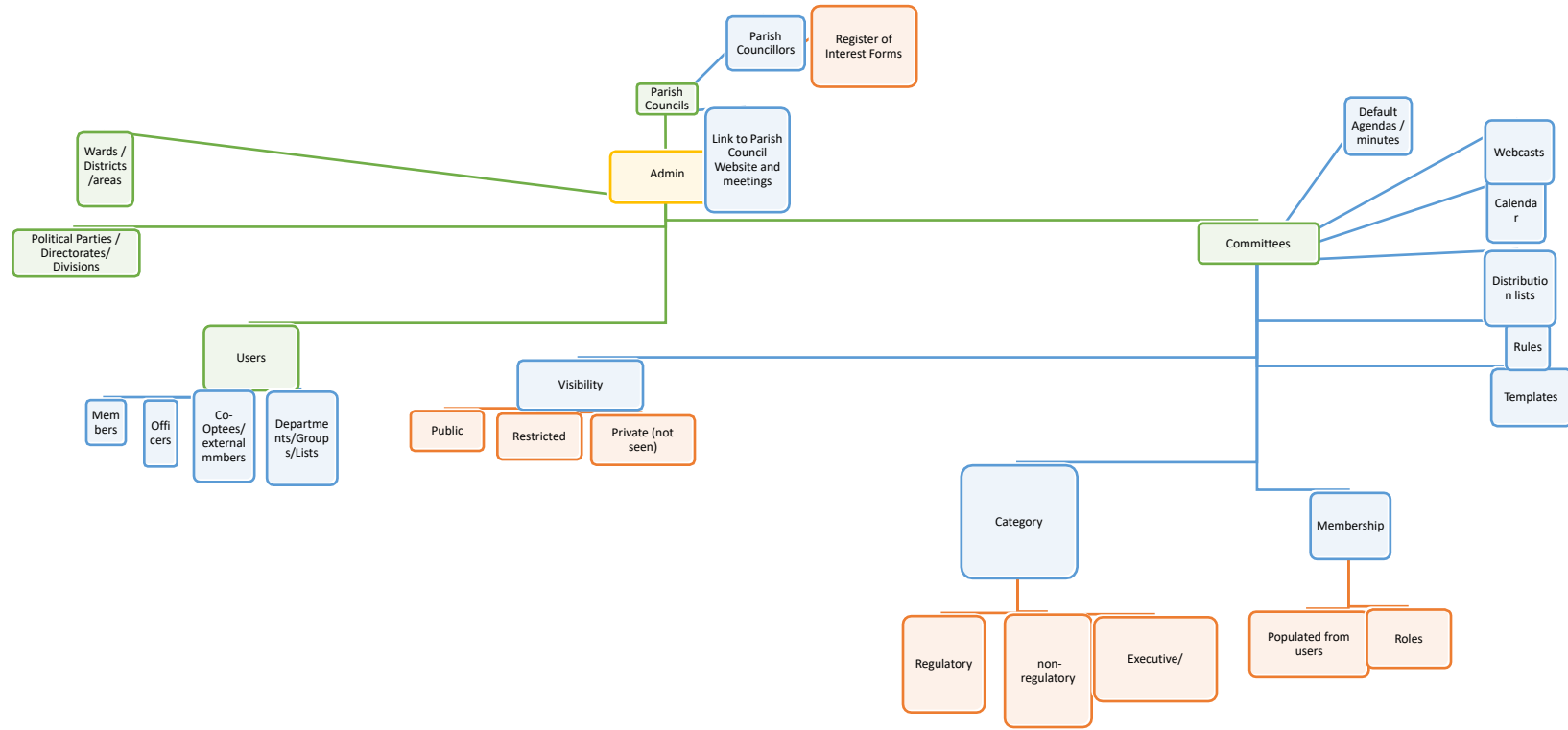
Modern.Gov

This page is intentionally left blank

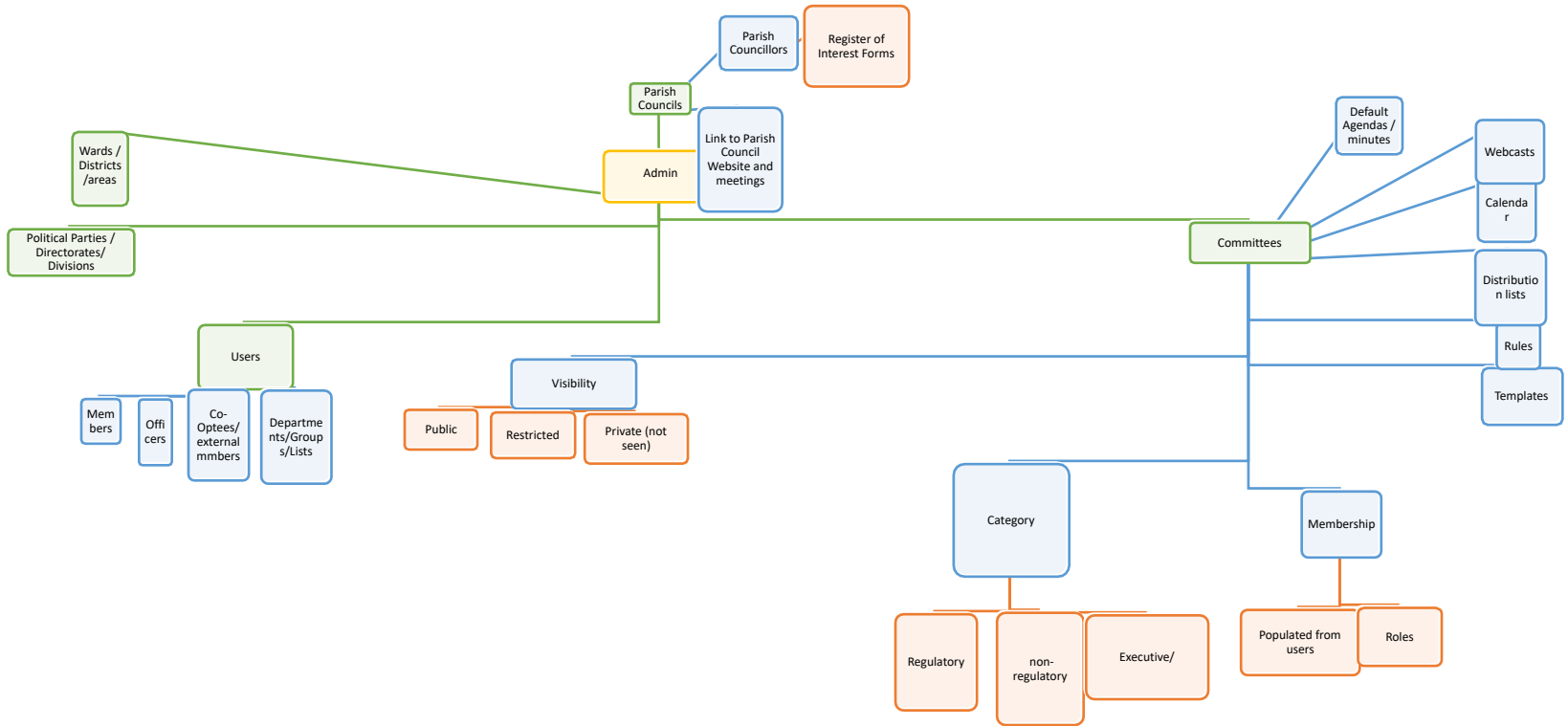
CIVICA

Modern.Gov

This page is intentionally left blank



This page is intentionally left blank



This page is intentionally left blank

CIVICA

Modern.Gov

This page is intentionally left blank

Id	Committee	Preferred time and day*	Apr18
175	Barrow Committees	10:00AM Tuesday	
151	Constitution		
182	Council	10:00AM Wednesday	
178	Dumfries and Galloway Council	3:00PM Tuesday	
164	Education Appeals		
145	Executive	9:30AM Tuesday	4
170	Hertfordshire CC Test	9:00AM	
174	Herts exec support cttees		
165	Library		
159	Licensing	Wednesday	
180	Manchester City Council		
133	martha test		
149	Martha's Committee		1
148	Planning Committee		
160	Regulation		
134	Scrutiny Task & Finish Group – Sustainable Transport		
140	the Baking Contest Committee	Tuesday	
179	University of Hertfordshire	2:00PM	
132	zzTest		

May18	Jun18	Jul18	Aug18	Sep18	Oct18	Nov18	Dec18	Jan19
1	1	1	1	1	5			2
1								1
			1 1,1		3	1		
				7	4	2	1	4
1	1	1	1	1	1	1	6	1
	1 1,1		1	1	1	1	1	1
		5						
1	1							
				1	1			
1	1	1						
				1,1		18	1	7
	1							
1								
	1							
			1,1			1	1	
							27	

Feb19	Mar19
6	6

14	14
----	----

This page is intentionally left blank

Id	Committee	Preferred time and day*	Apr18
175	Barrow Committees	10:00AM Tuesday	
151	Constitution		
182	Council	10:00AM Wednesday	
178	Dumfries and Galloway Council	3:00PM Tuesday	
164	Education Appeals		
145	Executive	9:30AM Tuesday	4
170	Hertfordshire CC Test	9:00AM	
174	Herts exec support ctees		
165	Library		
159	Licensing	Wednesday	
180	Manchester City Council		
133	martha test		
149	Martha's Committee		1
148	Planning Committee		
160	Regulation		
134	Scrutiny Task & Finish Group – Sustainable Transport		
140	the Baking Contest Committee	Tuesday	
179	University of Hertfordshire	2:00PM	
132	zzTest		

May18	Jun18	Jul18	Aug18	Sep18	Oct18	Nov18	Dec18	Jan19	
1	1	1	1	1	5				2
1								1	
			1 1,1		3	1	1		
				7	4	2	6	4	
1	1	1	1	1	1	1	1	1	1
	1 1,1		1	1	1	1			
		5							
1	1								
				1	1				
1	1	1					1		
				1,1		18		7	
	1								
1									
	1								
						1	1		
		1,1					27		

Feb19	Mar19
6	6

14	14
----	----

This page is intentionally left blank



Modern.Gov iOS Tablet App: Walkthrough

Modern.Gov

1 June 2019

Document Owner:	
Name:	Business Unit (BU):
Holly Adams, Development and Testing Team, Modern.Gov	Democracy & Engagement

Approved Author(s) / Editor(s):	
Name/Group:	Business Unit (BU):
Ben Parker	Democracy & Engagement
Development and Testing Team, Modern.Gov	Democracy & Engagement

Approved Distribution:	
Name/Group:	Business Unit (BU):
Development and Testing Team, Modern.Gov	Democracy & Engagement

Contents

Introduction.....	4
Glossary.....	5
What's New	6
Getting Started	11
The Home Screen (Main Menu).....	14
Document Management Options.....	23
Viewing and Annotating Documents	24
Document Viewer: Toolbar Icons	26
Open related documents	27
The Annotations Toolbar	28
Searching within the document	34
Sharing and exporting	35
Bookmarks: Adding and Navigating	36
Thumbnails	37
Appearance and Scrolling	38
The Settings Menu	40
Restricted App Registration Process	43
Welsh Language Version	48

Introduction

The free Modern•Gov app automatically downloads meeting papers for your subscribed committees, supporting your organisation's commitment to reduce its reliance on paper. A wide range of annotation tools allows you to mark-up documents as easily as if they were on paper. The app complements your existing Modern•Gov website, intranet and/or extranet.

This easy-to-use app offers free access to publicly-available meeting papers from any organisation using Modern•Gov's decision management system to support its democratic, governance and transparency processes.

Organisations can also purchase the restricted service to provide allowed users secure access to its internal or restricted meeting papers.

The app is available on iPads of any size (as long as the iPad's operating system, iOS, is supported by Apple¹). It does not currently run on iPhones or MacBooks.

¹ iOS 11+ at the time of writing.












Glossary













Agenda Front Sheet	Coming Soon: The front cover of any agenda, available as a standalone document without any supporting papers. Particularly handy for those running the meeting so they can have the agenda cover in front of them at all times.
Agenda Pack	The full agenda, including the cover and all reports, available as one document.
Document	Catch-all term for all the files published to the app by an organisation, regardless of whether they are documents, spreadsheets, images, presentation slides or other file types.
Home Screen	The app's main menu – the first screen you see when it opens.
Long-Press	Instead of tapping quickly, lightly pressing and holding your finger or stylus on the screen.
Restricted	<p>Anything which is not publicly available. This could refer to an organisation which uses the app for internal meetings but does not publish anything onto its public-facing website ('restricted organisation').</p> <p>It could also be used in relation to documents from a public organisation which have access restricted to certain users in accordance with relevant legislation or rules (e.g., a report dealing with an employment matter).</p> <p>Access to restricted information must be enabled by the organisation providing it.</p> <p>If you have access to restricted organisations, committees and documents, they will appear in menus against a pink background to differentiate them from publicly-available information.</p>
Starred	Documents you have marked as important to you by tapping a star icon.
Supplement	Additional papers to accompany the agenda, decisions or minutes, like an item of urgent business which has arisen after the agenda had been published.
Views	A menu on the left-hand side of the app's home screen which helps you quickly find the documents you want.














What's New















The original app launched nearly a decade ago. Since then, we've kept it updated regularly and listened to feedback from our customers to add improvements, and the time has now come to launch a brand new version. If you have the older version on your device, don't worry: both can be run simultaneously for the time being – the original version won't be discontinued immediately.














Why switch? Here's what the new app offers:

	Original App	New iOS App
Automatic download of agendas, reports, decisions and minutes, supplementary meeting papers and Library documents		
Document library for non-meeting information		
Document library appears as a distinct menu item, rather than in the list of committee names		
Automatic download of agenda front sheet as a separate document		
Open multiple documents at the same time and from different meetings (and from the document Library) – a maximum of 10 documents may be open at any time		
Quickly find documents from: What's New / Recently Published, Annotated, or browse by committee name		
Quickly find documents from above options and from: Upcoming, Recently Opened, Unread or Starred		
In-app calendar to browse meetings by date		

	Original App	New iOS App
Toggle between all meetings / just meetings with documents		
Tap to expand / collapse list of documents available for a meeting		
User-defined default settings to expand all / collapse all lists of documents available for a meeting		
Long-press meeting name to open all available documents at once		
Document navigation using page forward / page back buttons		
Document navigation using 'Jump to Page Number' button		
Document navigation using thumbnail images to jump forwards, backwards or to any page		
Document navigation using bookmarks created by the user		
Advanced document navigation tools using bookmarks and free text search within a document		
Advanced document navigation using annotations as bookmarks.		

	Original App	New iOS App
Open other documents from this meeting without returning to main menu		
Annotation tools – scribble, underline or highlight text, add sticky notes		
Advanced annotation tools including text strikethrough, adding call-outs, stamps, signatures and images, and options to select, copy and paste annotations and signatures.		
Remember last-used annotation settings.		
Remember last-viewed page when re-opening document.		
Pinch-to-zoom document view		
Lock document width to fit screen		
Lock document height to fit screen		
Automatic document zoom to best fit screen rotation		
User-defined in-document scrolling preferences: horizontal or vertical		

	Original App	New iOS App
User-defined in-document page transition preferences: see one page at a time, see continuous pages, see page turn animation		
User-defined in-document appearance preferences: default, sepia or night mode		
User-defined in-document screen brightness control		
Share original document – whole document, page range or single page (public documents only)		
Share document with annotations – whole document, page range or single page (public documents only)		
Select text to be read aloud to you		
Open / save document in another app on your device		
Delete document from device		
Two-factor security		
ADFS integration to reduce the need for multiple passwords		

	Original App	New iOS App
Subscribe to multiple publishers		
Searchable document publisher list		
Subscribe to multiple committees		
Searchable committee list		
Pin / Star important documents for easy identification and retention		
Automatically delete documents from device at end of user-defined default document retention period.	 Up to 6 months	 Up to 5 years
Remote lock / wipe of device		
Welsh Language		

Getting Started

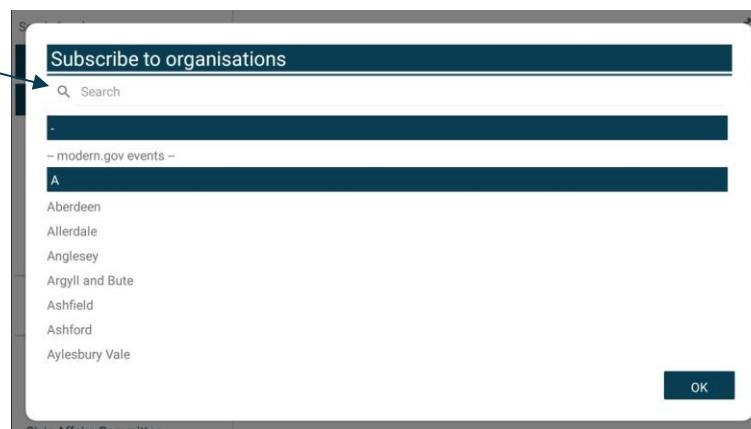
Search for “Modern•Gov” on the App Store and download the free app.

The Modern•Gov app appears on your home screen. Tap the icon to open the app:



Select at least one organisation to follow. **Swipe down** on the screen to refresh the list at any time.

Tip: use the **search bar** at the top:

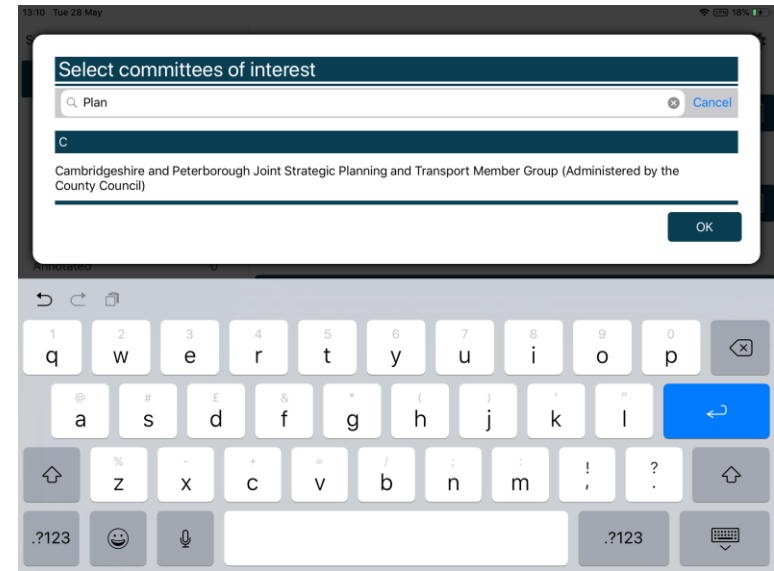
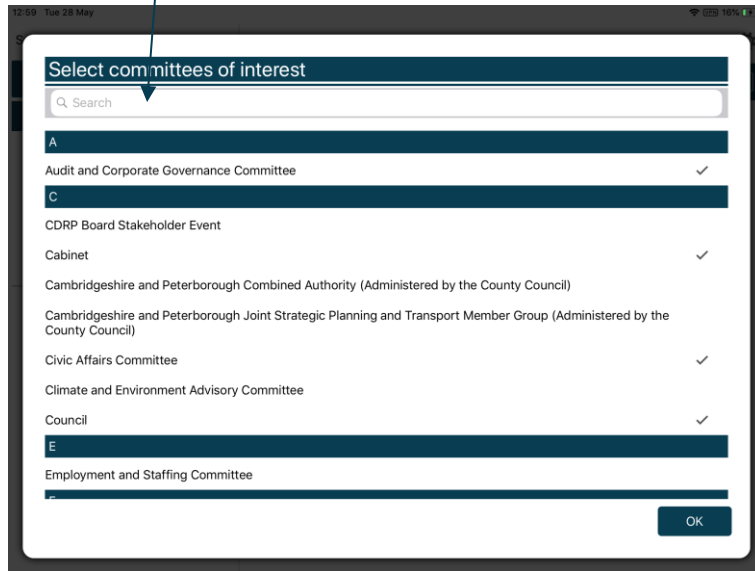


Tap an organisation name to select it.

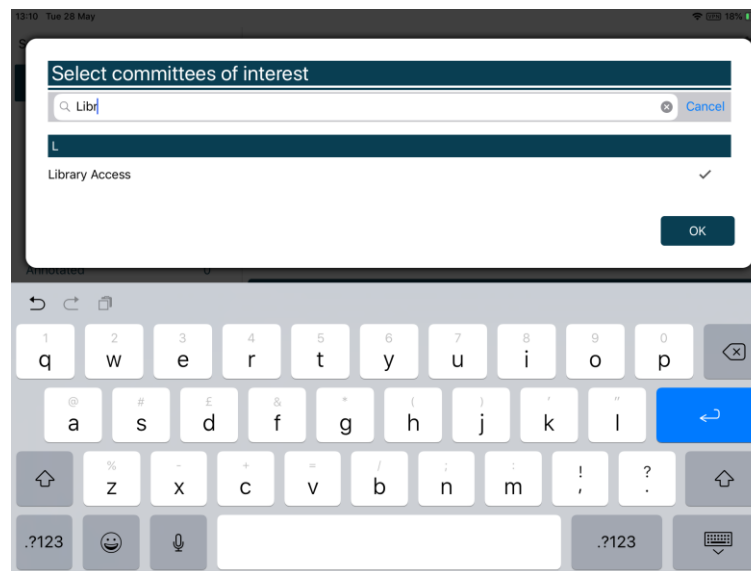
Tap OK to confirm your selection(s). Subscriptions can be changed at any time from **The Settings Menu**.

The organisation's list of committees will appear. Select committees to follow. **Swipe down** on the screen to refresh the list at any time.

Tip: use the **search bar** at the top:



Your organisation might also have a document library² for other available information. You can find this in the committee list:



² Organisations choose their own name for this document storage feature; most use a variation on 'library'. If you cannot find it, please ask the organisation if they provide one and, if so, what they call it.

The Home Screen (Main Menu)


The app opens in its home screen:

The screenshot shows the CIVICA app interface. On the left is a navigation menu for 'South Cambs' with categories like 'Upcoming', 'Recently Published', 'Unread', 'Starred', 'Annotated', 'Library Access', and a list of committees. The main area displays a list of meetings with expandable sections for 'Agenda' and 'Decision'. On the right, there are icons for a filter and settings menu.

Callout boxes and their descriptions:

- See document 'views'.**: Points to the top navigation bar.
- Document 'views': tap any view to help find papers quickly**: Points to the 'Recently Published' category in the menu.
- Library (non-meeting) documents and links**: Points to the 'Library Access' section.
- Committee subscriptions. Tap name to see papers from only one committee**: Points to the list of committees.
- Tap to switch to calendar view.**: Points to the calendar icon in the top navigation bar.
- Settings Menu**: Points to the gear icon.
- Coming soon: Filter results**: Points to the filter icon.
- Meeting details. Tap this bar to expand or collapse the list of documents below. Set your default display preference (expand all / collapse all) in The Settings Menu**: Points to a meeting header bar.
- Number of documents available for this meeting**: Points to the document count in a meeting header bar.

Documents begin downloading automatically for your subscribed committees:

	Agenda	Document has been downloaded
	Late Item - Urgent Business	Document is downloading
	Decision	Document has not yet been downloaded

Restricted version of the app only:

	Agenda Frontsheet	
	Agenda Reports Pack (Private) 25/02/2019, 19.00	Access restrictions apply.

Find documents easily by **tapping** on the options on the left-hand side:

The screenshot shows a sidebar menu with two main sections. The top section contains document status filters: 'Upcoming' (1), 'Recently Opened' (0), 'Recently Published' (19), 'Unread' (19), 'Starred' (0), and 'Annotated' (0). Below this is a 'Library Access' section with a building icon. The bottom section lists committees: 'Audit and Corporate Governance Committee', 'Cabinet', 'Civic Affairs Committee', 'Council' (highlighted with a hand icon), 'Planning Committee', and 'Scrutiny and Overview Committee'.

Toggle between document view and calendar view

Upcoming meetings, with or without documents (there will be some overlap with results from Recently published documents)

Recently opened documents (10 most recent meeting documents and 10 most recent Library items)

Recently published documents (there will be some overlap with results from Upcoming meetings)

Unread documents – downloaded but not yet opened (excluding Library items)

Starred – documents you have marked as important to you appear in this list automatically (including Library items)

Annotated – documents you have annotated appear in this list automatically (including Library items)

Library of other (non-meeting) documents published by this organisation.

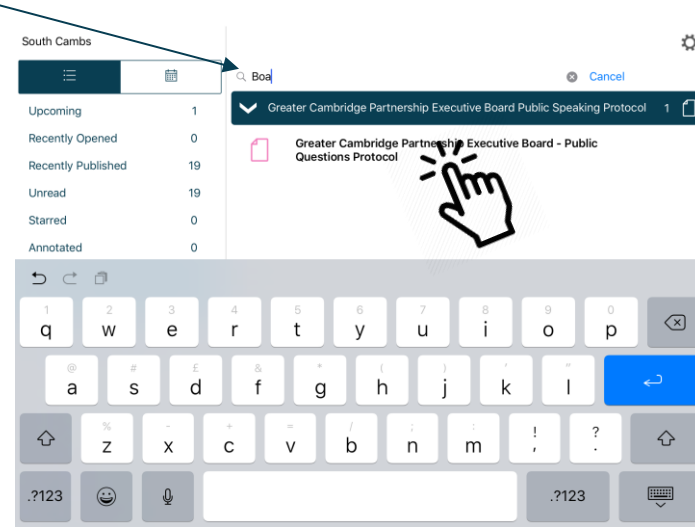
Subscribed committees listed alphabetically. **Tap** a committee name to see documents only for that body.

Tap on the library to see what other information has been made available by your organisation.

A document title search is available.



Type to search the titles of all Library items.



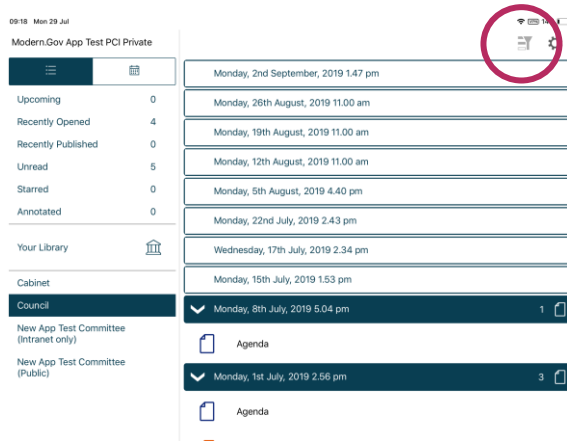
Library items are not automatically downloaded. Tap a Library item title to start downloading.

Coming Soon: Use the Filter

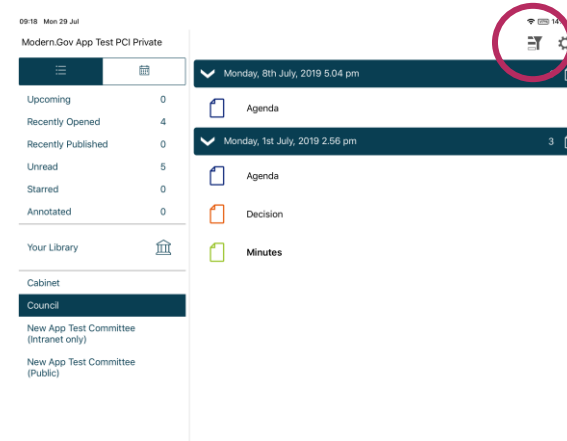


(at the top right) to show all meetings or only those with available documents:

Filter **off** – shows all meetings



Filter **on** – shows only meetings with documents



Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** meeting details bar.

Meetings for which documents have been published are represented by a **solid** meeting details bar.

Use the calendar to browse by date. **Tap** a date to see meetings on that date:

09:46 Mon 29 Jul

VPN 18%

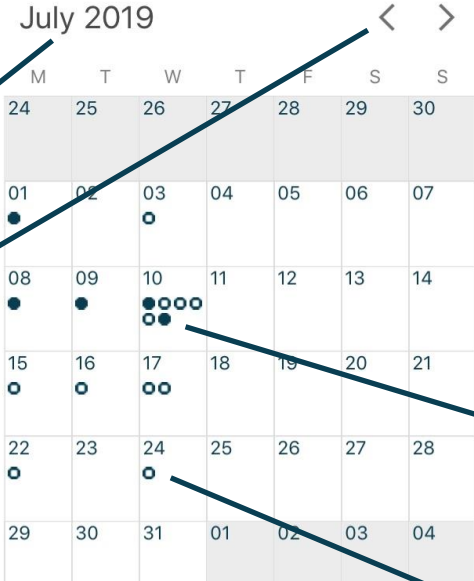
Modern.Gov App Test PCI Private



Tap to switch back to document view.



Tap the month name to see the year at a glance.



Tap to move back and forth one month at a time.

Page 45

Council - Monday, 1st July, 2019 2.56 pm 3

- Agenda
- Decision
- Minutes

Cabinet - Wednesday, 3rd July, 2019 10.00 am

Council - Monday, 8th July, 2019 5.04 pm 1

- Agenda

Coming Soon: Hollow dots represent meetings for which documents are not (yet) available.

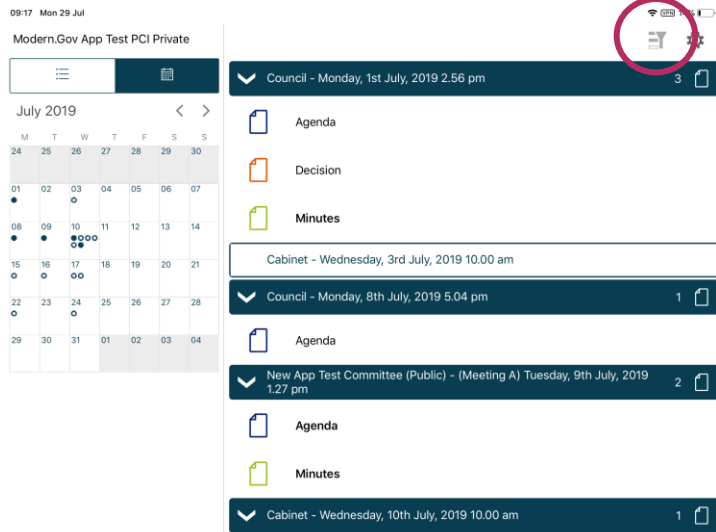
Coming Soon: Solid dots represent meetings for which documents are available.

Coming Soon: Use the Filter

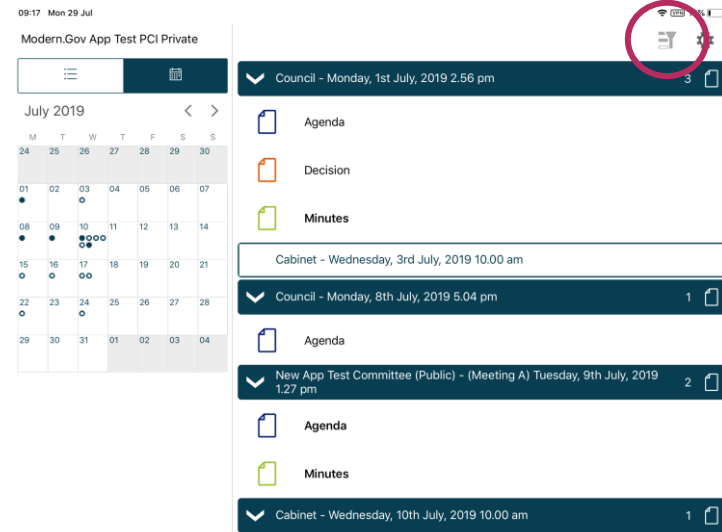


(at the top right) to show all meetings or only those with available documents:

Filter **off** – shows all meetings



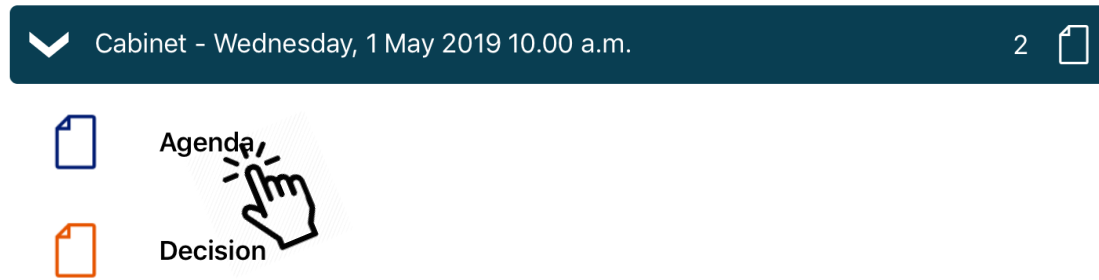
Filter **on** – shows only meetings with documents



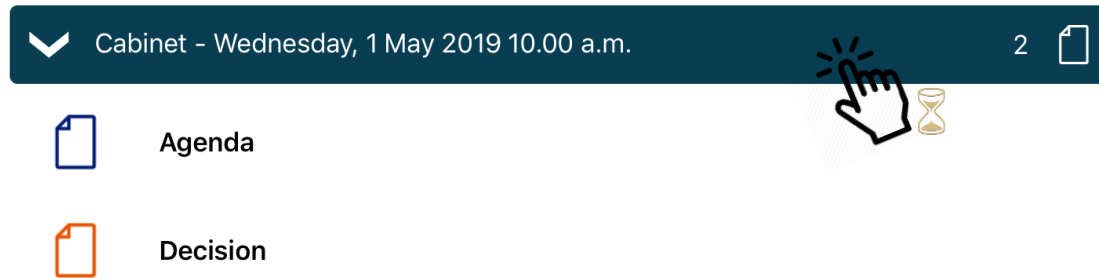
Meetings for which documents have not yet been published, or where no documents are available, are represented by a hollow dot in the calendar and a hollow meeting details bar.

Meetings for which documents have been published are represented by a solid dot in the calendar and a solid meeting details bar.

Tap a document **name** to open it on its own...



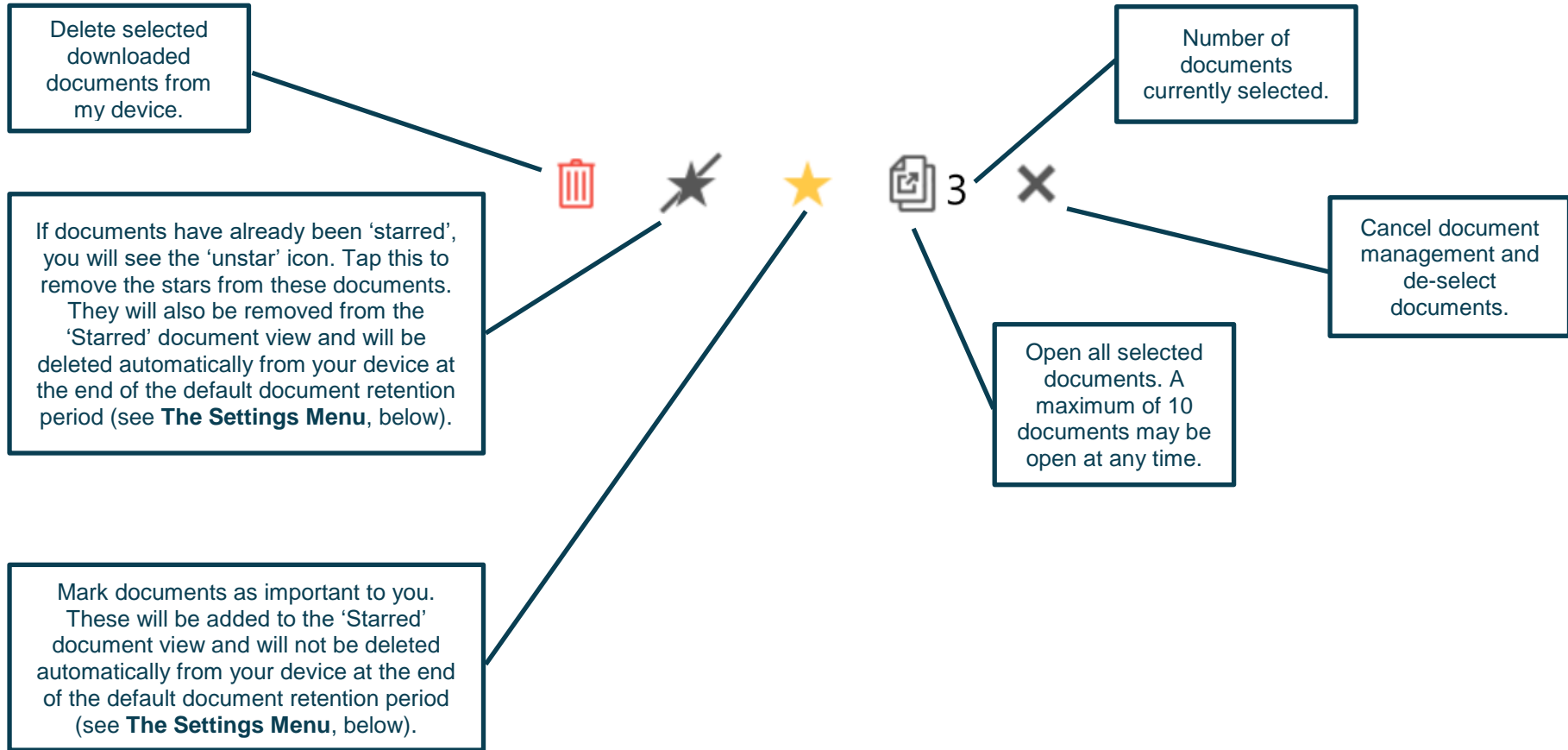
...or **press and hold** on the **meeting details bar** to open all the documents for that meeting:



Tap a document icon to select it. Document Management Options appear (see next page):

The screenshot displays the CIVICA app interface for 'South Cams'. On the left is a navigation menu with categories: Upcoming (1), Recently Opened (0), Recently Published (19), Unread (19), Starred (0), Annotated (0), Library Access, and a list of committees: Audit and Corporate Governance Committee, Cabinet, Civic Affairs Committee, Council, Planning Committee, Scrutiny and Overview Committee, and Weekly Bulletin. The main content area shows a list of documents with expandable bars. The top bar is 'Audit and Corporate Governance Committee - Tuesday, 30 April 2019 9.30 a.m.' with 1 document. Below it is 'Cabinet - Wednesday, 1 May 2019 10.00 a.m.' with 2 documents. The next bar is 'Civic Affairs Committee - Tuesday, 4 June 2019 10.00 a.m.' with 1 document. The bottom bar is 'Council - (Annual Meeting) Thursday, 16 May 2019 2.00 p.m.' with 4 documents. A hand icon is shown tapping the right side of the 'Council' bar. Document icons include Agenda, Decision, and Supplement documents. At the top right, there are icons for trash, star, 4 documents, and a close button, along with a settings gear icon. Three callout boxes provide instructions: 1. 'Selected documents have a check mark.' points to a checkmark icon on the 'Agenda' document under the 'Audit and Corporate Governance Committee' bar. 2. 'Tap the icon to select documents from any committee, and the web library.' points to a plus icon on the 'Decision' document under the 'Council' bar. 3. 'Tap the meeting details bar to expand or collapse the list of documents. Set your default display preference (expand all / collapse all) in The Settings Menu.' points to the right side of the 'Council' bar.

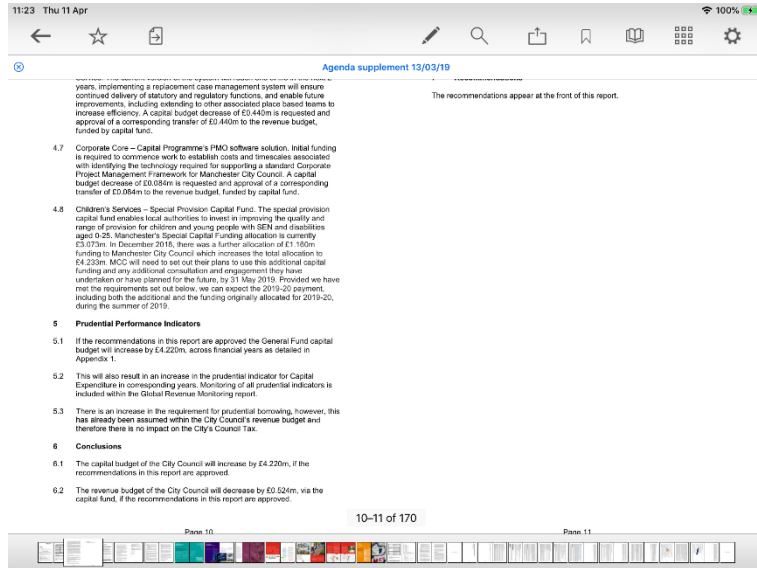
Document Management Options



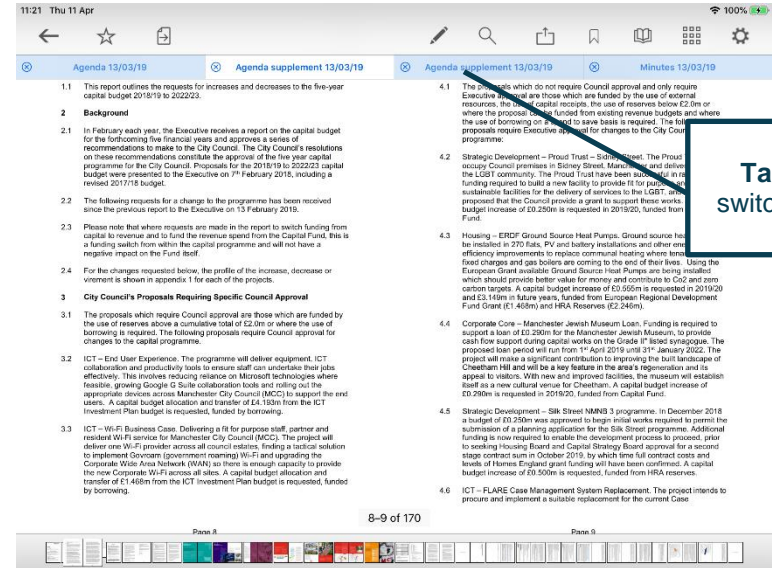
Viewing and Annotating Documents

The document viewer screen:

With one open document (landscape):

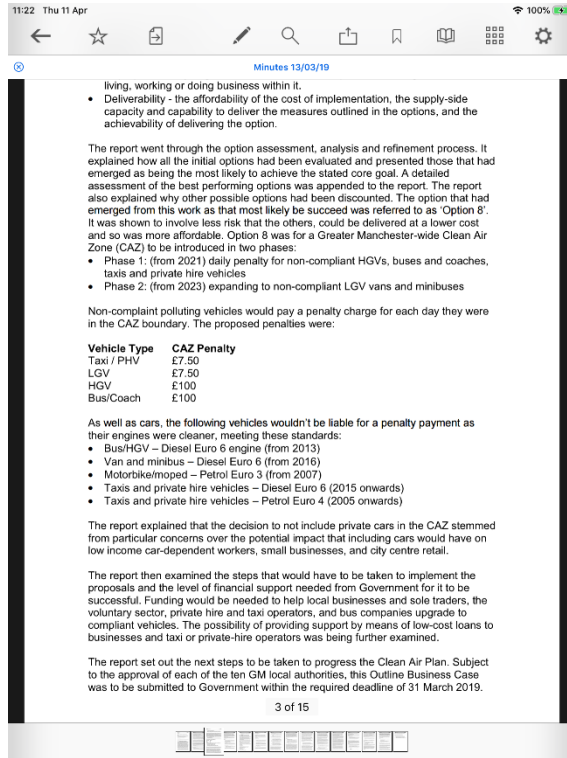


With multiple open documents (landscape) – a maximum of 10 documents may be open at any time:

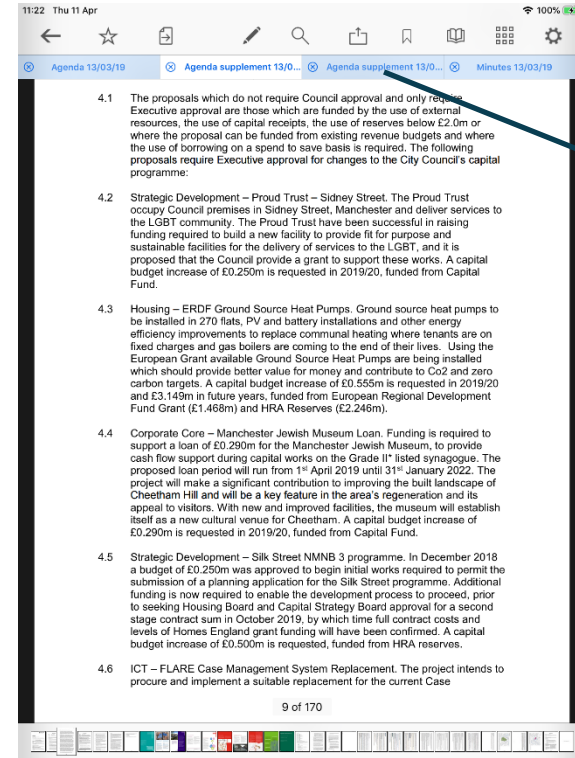


Tap anywhere on the document to hide the toolbars. Tap again to make them re-appear.

With one open document (portrait):



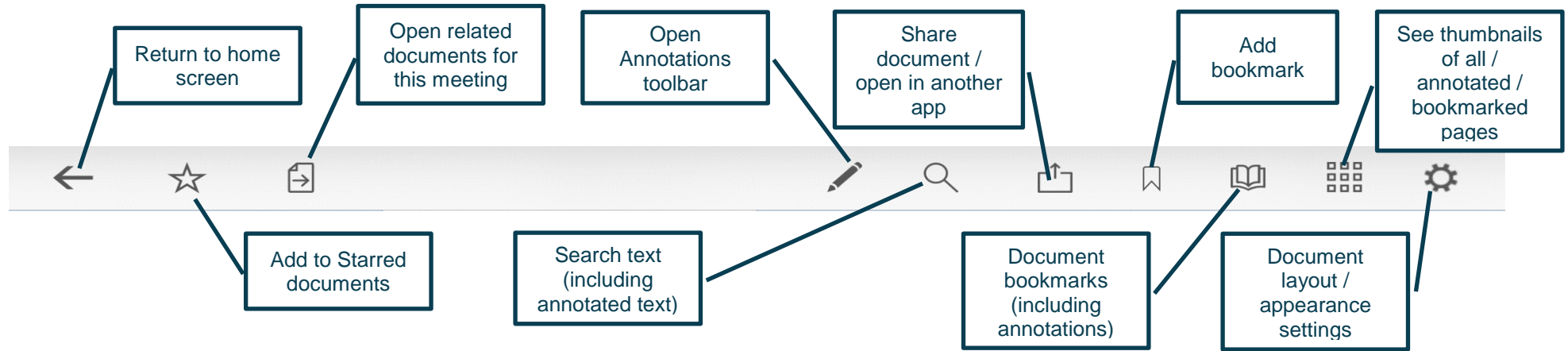
With multiple open documents (portrait) – a maximum of 10 documents may be open at any time:



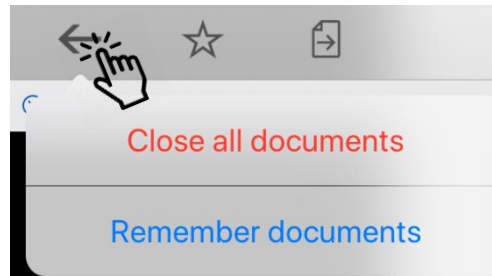
Tap any tab to switch documents.

Tap anywhere on the document to hide the toolbars. Tap again to make them re-appear.

Document Viewer: Toolbar Icons



Return to home screen prompts you to select from these options:



Keeps documents open **and** remembers your last location

Add to Starred documents:

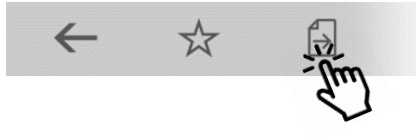


This document will now appear in the 'Starred' document view on the home screen (main menu).

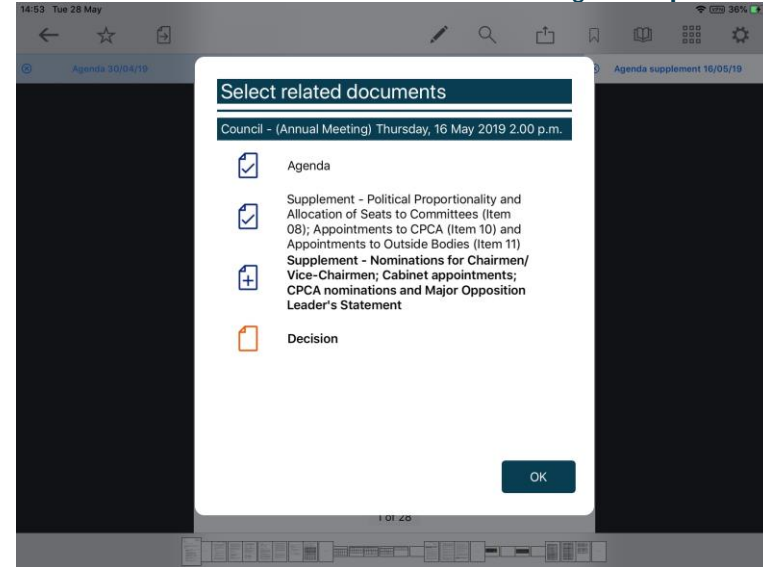
Open related documents

Tap to open related documents for this meeting:

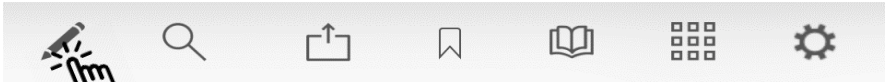
Tap and...



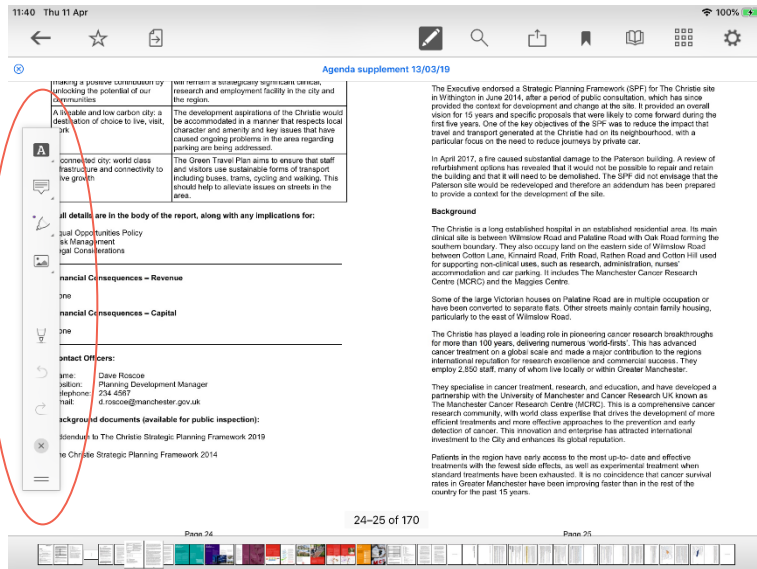
...select one or more other documents for this meeting and **tap OK**:



The Annotations Toolbar

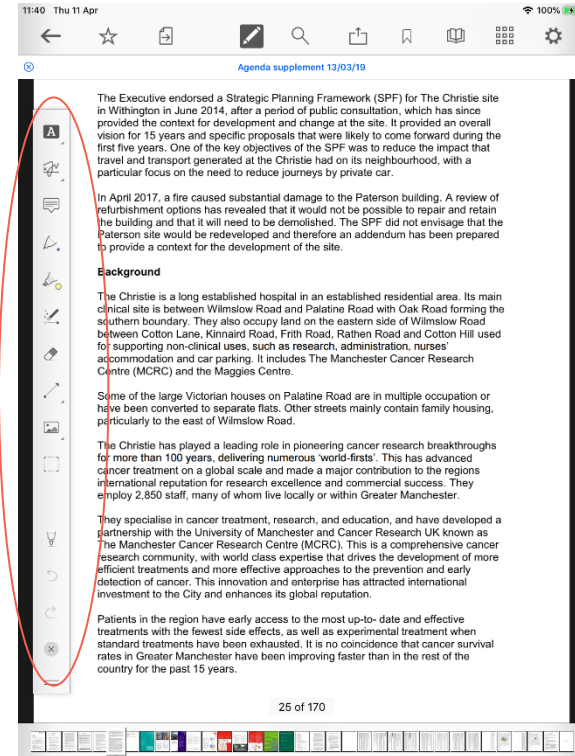



































Landscape view (some options available only from sub-menus):






















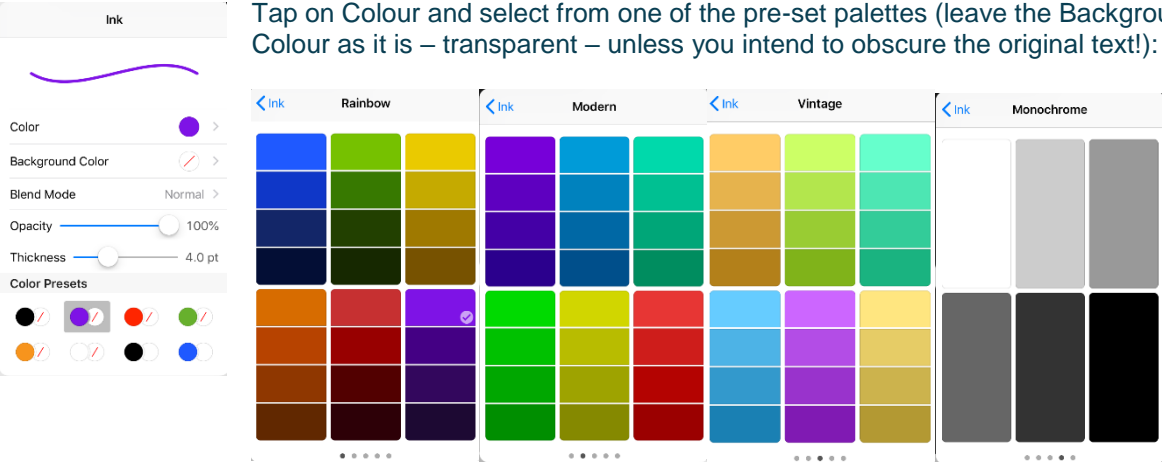
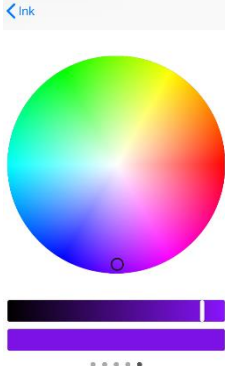
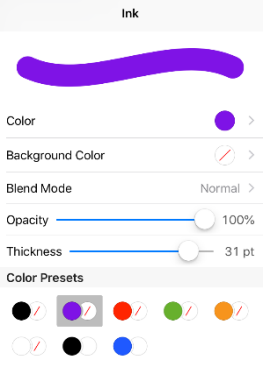


Page 54







Portrait view (more options immediately accessible from menu):



What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:									
Mark-up text			 Highlight text 	 Underline text 	 Squiggly underline text 	 Strikethrough text 						
Insert text, comments	 (Note: the Add Sticky Note tool will appear here in Landscape Mode after you begin annotating)		 Insert text box, add searchable text 	 Insert call-out box, add searchable text 	 Draw and insert a signature 							
Add sticky notes with searchable text			(no expansion required. Note: if your device is in Landscape Mode, this menu will combine with the above Insert Text, Comments icon when you begin using annotation tools)									
Scribbles and shapes			 Freehand scribble – with pen	 Freehand scribble – with highlighter	 Smart draw – makes freehand lines straight and freehand circles round	 Insert arrow	 Insert line	 Insert rectangle	 Insert circle / oval	 Insert polygon	 Insert jointed line segment	 Erase annotation
			 (Freehand scribble – with pen; no expansion required)									

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:									
			(Freehand scribble – with highlighter; no expansion required)									
			(Smart draw – makes freehand lines straight and freehand circles round; no expansion required)									
								Insert arrow	Insert line	Insert rectangle	Insert circle / oval	Insert polygon
Erase annotation	(found in scribbles & shapes menu)		(no expansion required)									
Insert objects								Insert photo from your device (app will ask you to grant permission to access your photos)	Insert preset stamp ('Draft', 'Sign Here') or create your own	Clipboard: Insert saved annotation / Paste copied annotation	Record audio (app will ask you to grant permission to access your microphone)	Select existing annotations (landscape menu only)
Select annotations	(found in insert objects menu)		(Select existing annotations – no expansion required. Available options: <ul style="list-style-type: none"> ▶ Inspector – change colour, font, line thickness, etc. – these options depend upon annotation type ▶ Edit ▶ Copy – copied annotations can be pasted to the clipboard in the Insert Objects menu ▶ Delete) 									

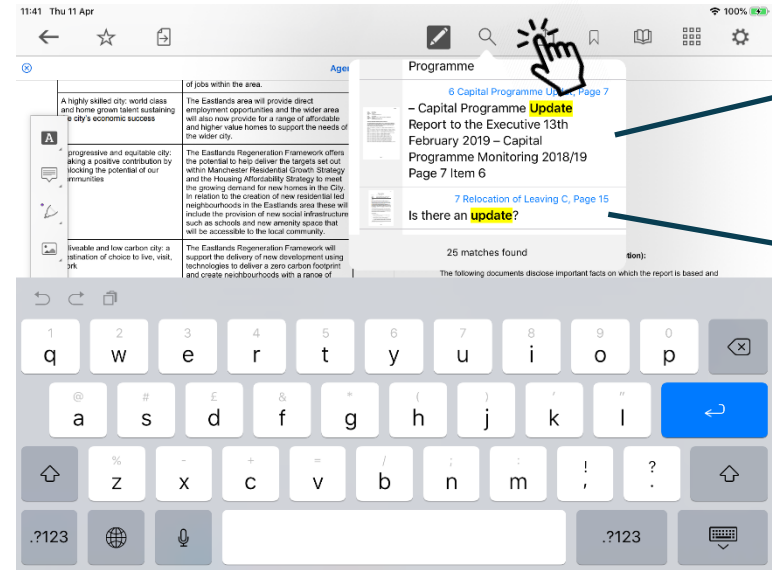
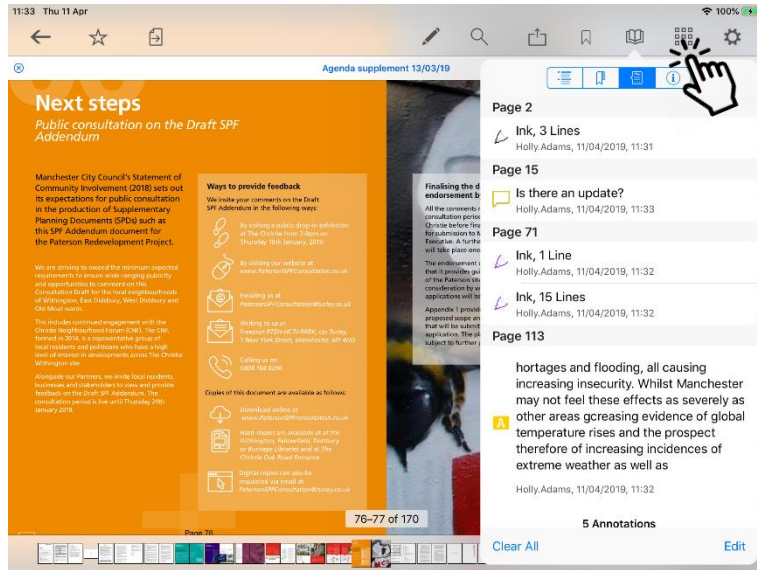
What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
<p>Customise ink settings – colour, thickness, etc.</p>			<p>Tap on Colour and select from one of the pre-set palettes (leave the Background Colour as it is – transparent – unless you intend to obscure the original text!):</p>  <p>(Swipe to change palettes)</p> <p>Or keep swiping through the palettes and define a custom colour:</p>  <p>Drag the slider bar in the menu to change the ink thickness:</p> 
<p>Stylus</p>			<p>(no expansion required – this icon will appear only if you have a Bluetooth-enabled stylus connected to your tablet – tapping this simply lets you switch stylus if you have more than one connected)</p>

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
Undo and redo			(no expansion required)
Move the annotation toolbar			(Press and hold this icon to drag the annotation toolbar elsewhere on the screen. Drag it to the top of the screen to replace the default toolbar; no expansion required)
Close the annotation toolbar			(no expansion required)

It's easy to find all your annotations:

Each annotation becomes a new bookmark (see **Bookmarks: Adding and Navigating**, below)

Text annotations appear in search results (see **Searching within the document**, below)

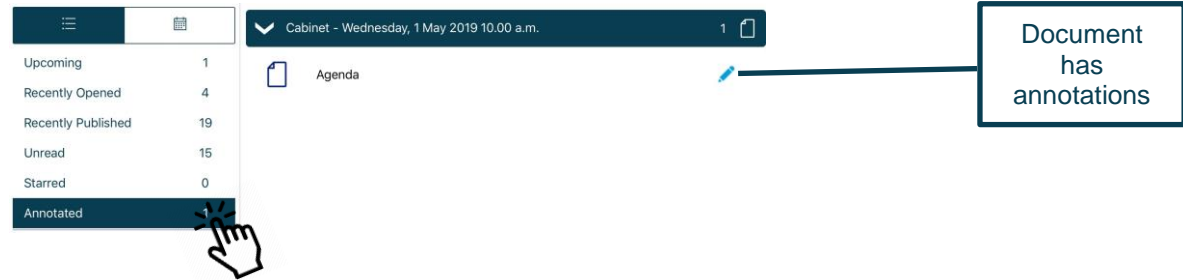


Result from original document text

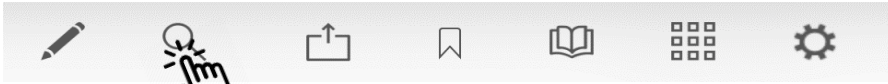
Result from annotation text

Page 59

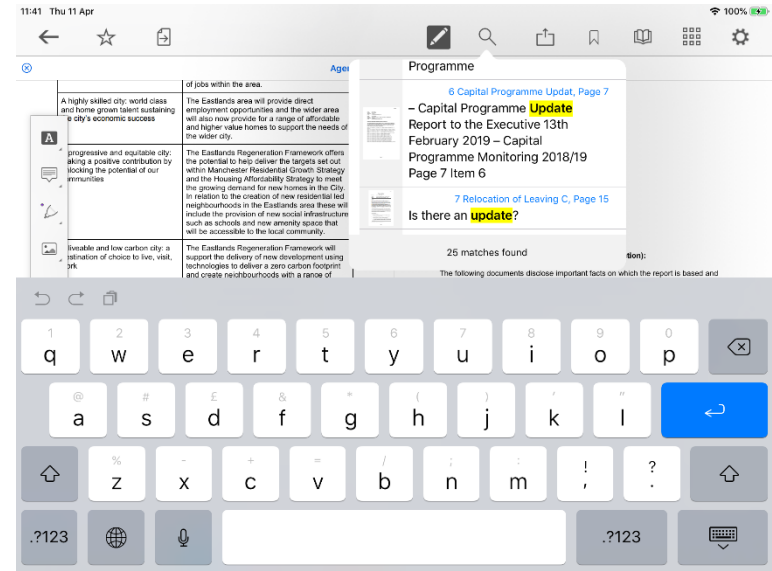
...and to access all your annotated documents from the main menu:



Searching within the document



Search results will also pick up any typed notes you have added as annotations.



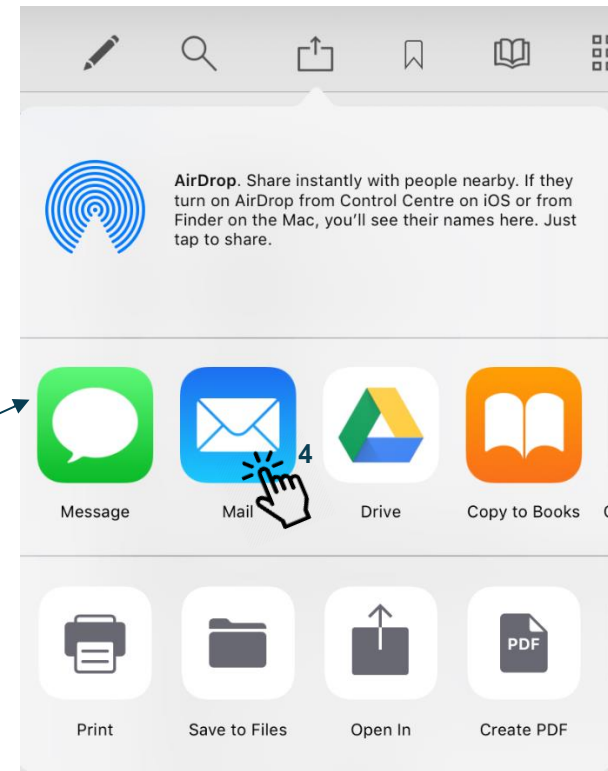
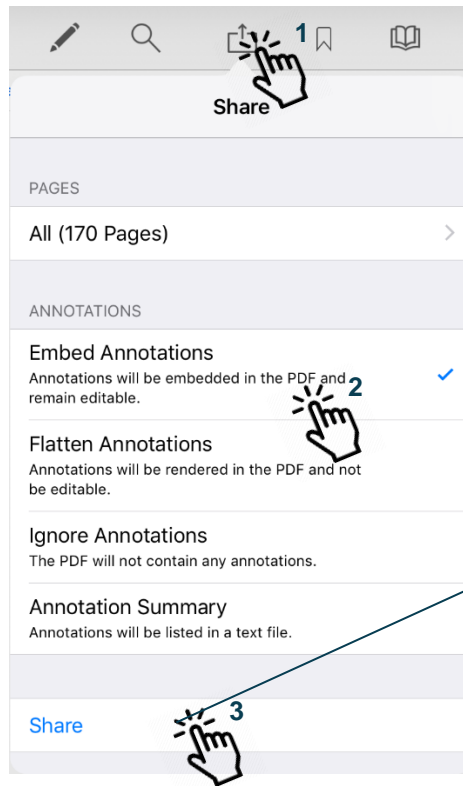
Tap on a result to jump straight to that page.

Sharing and exporting

Share **public** documents or open them in another app, with or without annotations:

First, **tap** the Share icon (1) and select **what** you would like to share (2): the whole document or just certain pages, with or without annotations. Then **tap Share** (3) and choose **how** to share it (4).

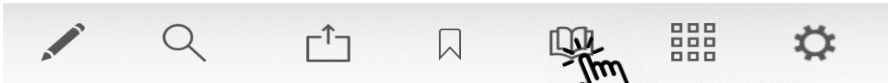
The **Share / Open In...** options you will find for sharing or opening the document in another app will depend upon which other apps you have installed on your device:



Bookmarks: Adding and Navigating

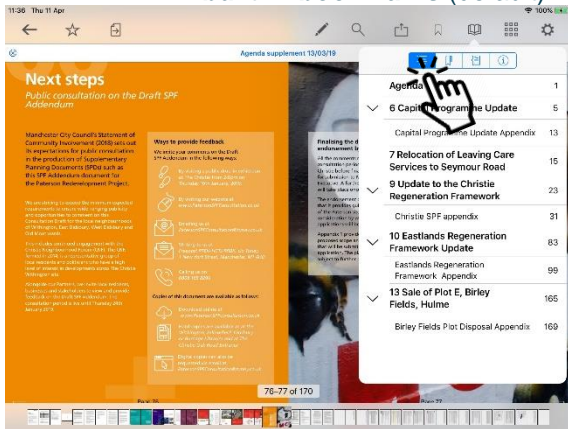


Tap the Add Bookmark icon at any time to add your own bookmarks to the document.

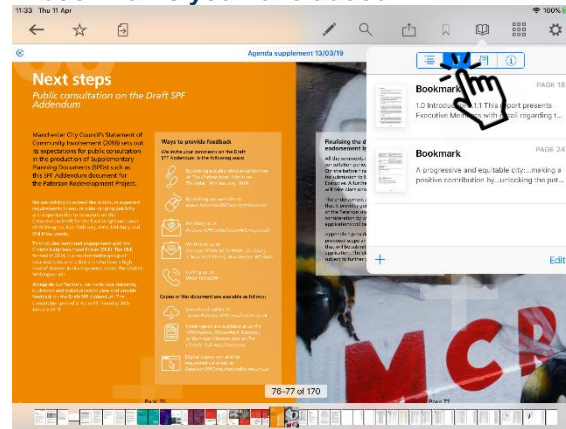


Tap the Bookmark menu to access all bookmarks in the document, then tap the buttons to navigate to a particular place in the document using...

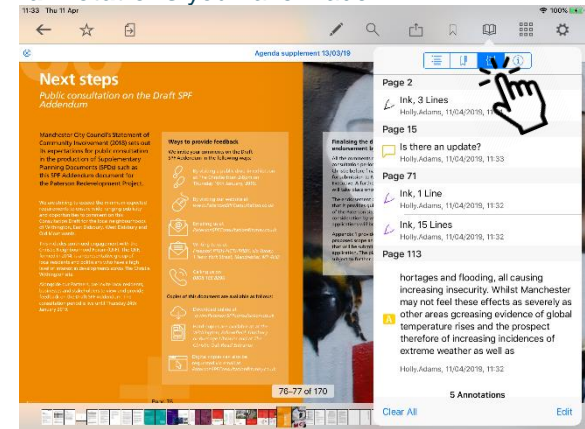
...the document's built-in bookmarks (default):



...bookmarks you have added:



...annotations you have made:

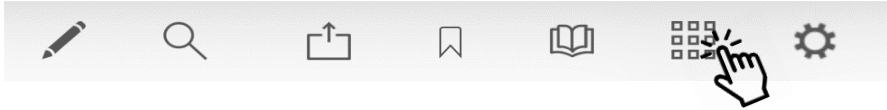


Tap the bookmark or annotation bookmark and jump straight to that place in the document.

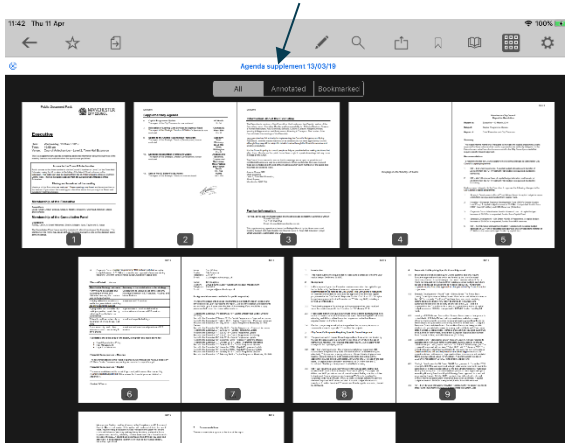
(The fourth button, (i), displays document information – title, date created, etc.)

Thumbnails

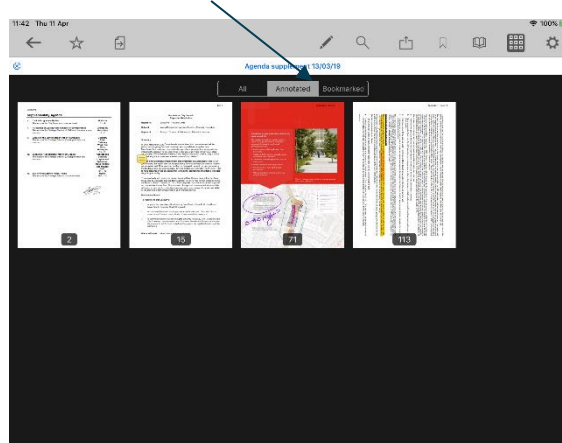
Move quickly around the document using thumbnail images:



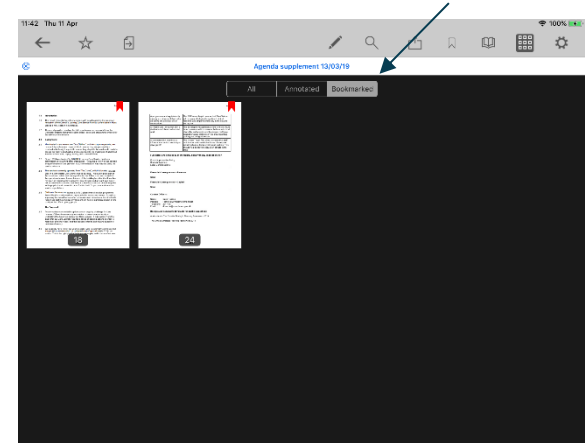
Toggle between seeing **all** pages...



...just the **annotated** pages...

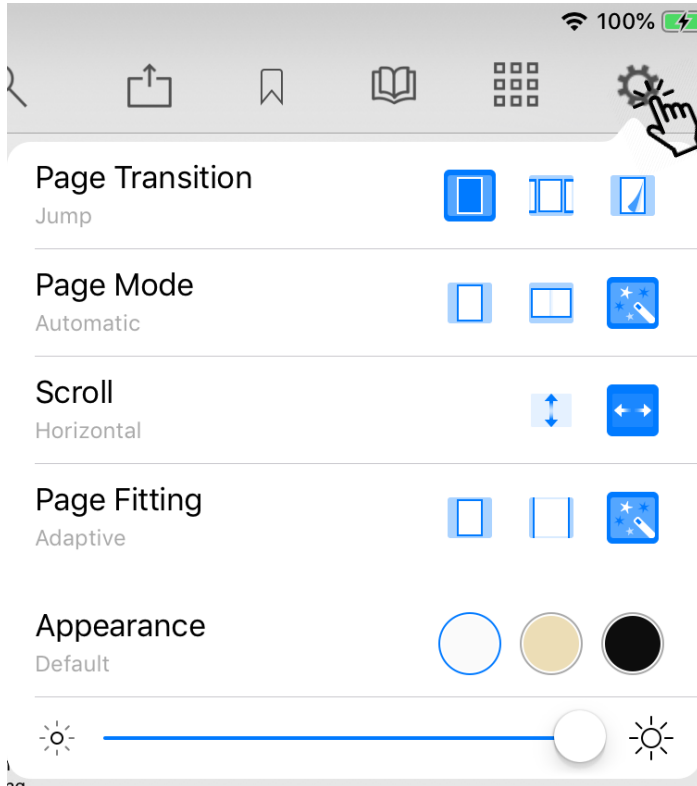


...or the pages **you have bookmarked**.



Appearance and Scrolling

Change your document appearance and scrolling options:



Select how it looks as you move from page to page: jump (see one page at a time), scroll continuously through the document, curl (animated page turns).

How many pages do you want to see on screen? Single, double or adaptive (the software will choose what it thinks is the best layout).

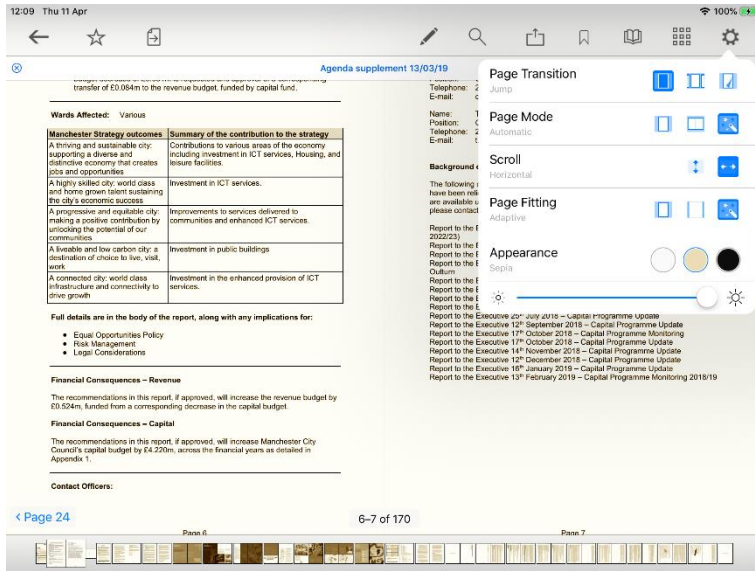
Scroll options: scroll vertically or horizontally through the document.

How should the page fit on your screen: show full height, show full width, or adaptive (the software will choose what it thinks is the best layout)?

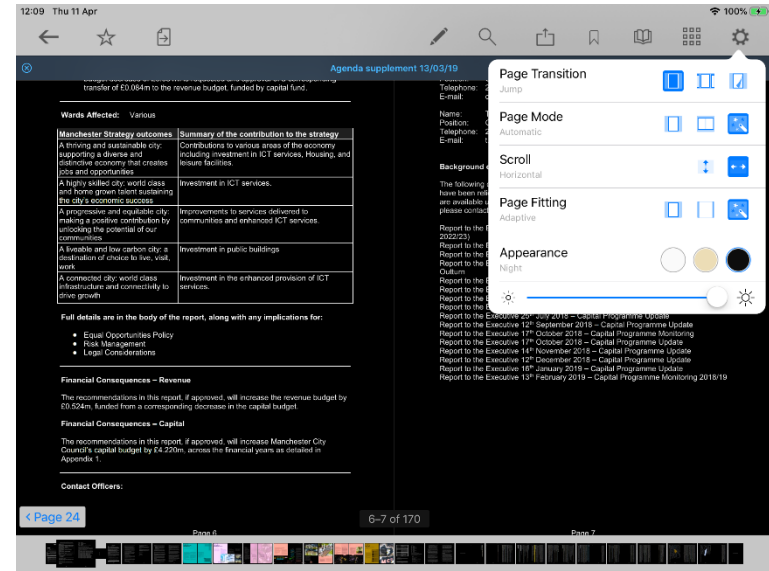
Appearance: default (as published), sepia or night mode – see below.

Screen brightness control (for this app only).

Sepia

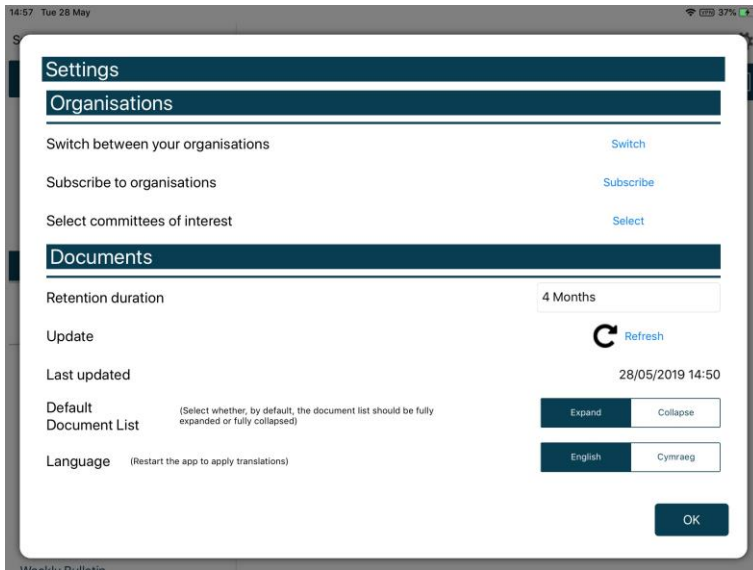


Night mode



The Settings Menu

To access, **tap** the Settings icon at the top right of the home screen (main menu): 

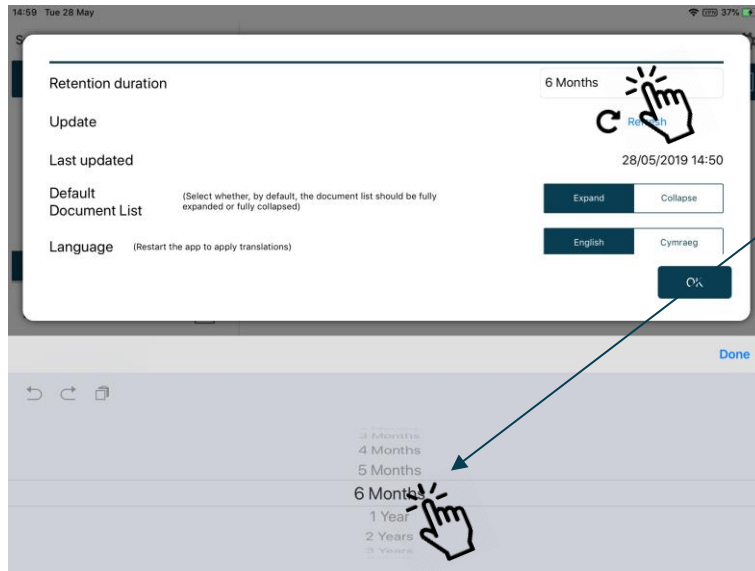


Switch between subscribed organisations (if you have subscribed to more than one).
 Subscribe to other organisations (or unsubscribe from organisations).
 Select committees to follow (or to stop following)

Change how long documents will be stored on your device (see below).
 Manual refresh – **tap** to check for new documents. **Long-press** for a full refresh of the whole app.
 Last updated time and date.

Default document display preference: expand or collapse all sections.
 Choose either English or Welsh as the app’s default language (further information available in **Welsh Language Version**, below).

Retention duration setting:

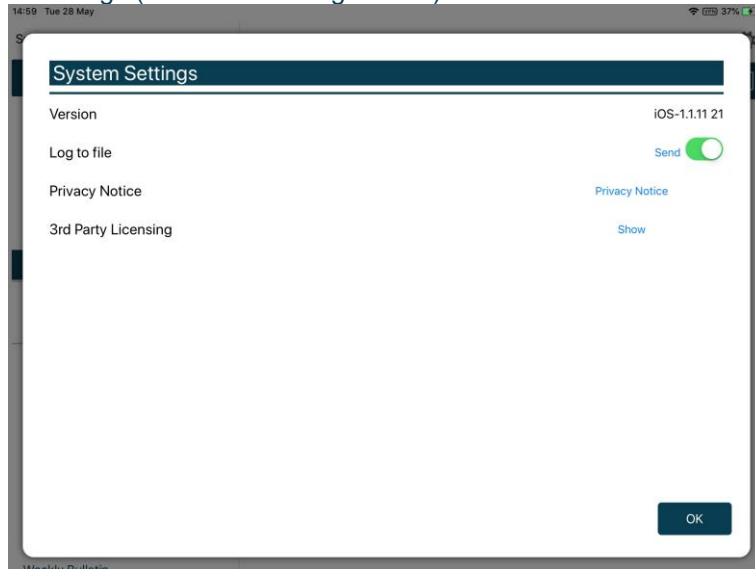


Downloaded documents are automatically removed from your device at the expiration of the retention period.

To adjust this setting, **tap** the duration period and then choose how long from 1 month to 5 years using the options at the bottom of the screen.

Starred documents are exempt from automatic deletion.

System Settings (bottom of Settings menu):



App Version number

Log usage information / send log file to developers

Privacy Notice

3rd Party Licensing – details of all third party software used in this app

Restricted App Registration Process

If your organisation has purchased the restricted version of the app, it will be able to make internal or confidential documents available to certain users. (If you haven't done so already, install the ModernGov app as explained above in **Getting Started**.) **We recommend that you close the app before proceeding with registration.**

Due to the requirement of the app being able to read restricted documents while being offline, there is a possibility that access to the restricted document could be gained from a stolen device. To do so would not be trivial and precautions are in place to mitigate this risk; however, we strongly recommend a Mobile Device Management (MDM) system is used in conjunction with app's own security to reduce the risk further.

Your organisation will contact you directly with your logon details, and, if in use at your organisation, information on its MDM system.

You will receive an email inviting you to:

[Register this device](#)

Now, open the email on the device with the ModernGov app installed and tap the link in the email.

You will be directed to a website and invited to choose between the new ModernGov app (this one) and the legacy version released several years ago; please select the **New App**.



You will be asked to **confirm** that you want to open the ModernGov app – tap **Open**.



The app will open and invite you to complete the registration process with the logon details provided by your organisation:

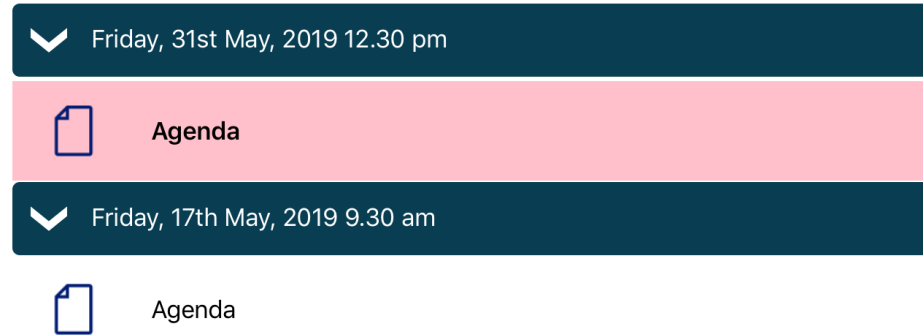
Registration

Username or Email	<input type="text" value="Your Username Here"/>
Password	<input type="password" value="••••••••••"/>
Confirm Password	<input type="password" value="••••••~••••"/>

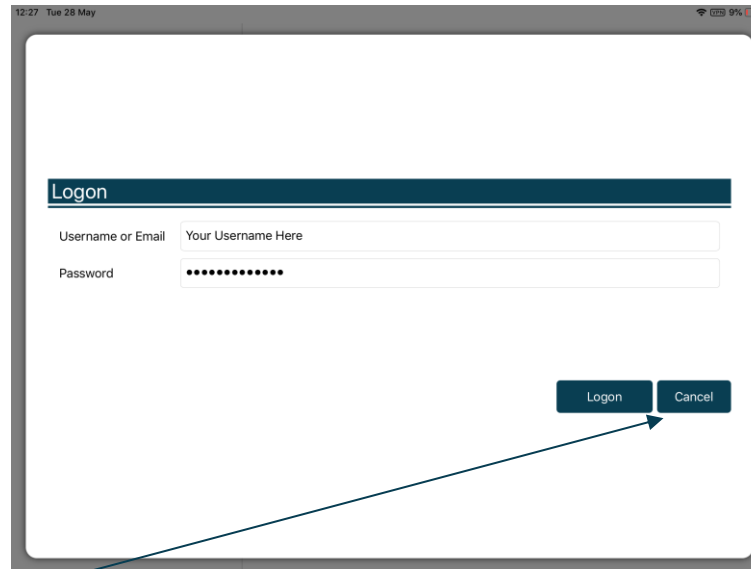
You will then be registered to open, read and annotate documents with restricted access. You will not be able to share restricted documents, nor will you be able to open them in other apps.

Which documents you see will depend upon the access permissions granted by your organisation.

Documents with restricted access appear in menus with a pink background (the documents themselves are not pink):

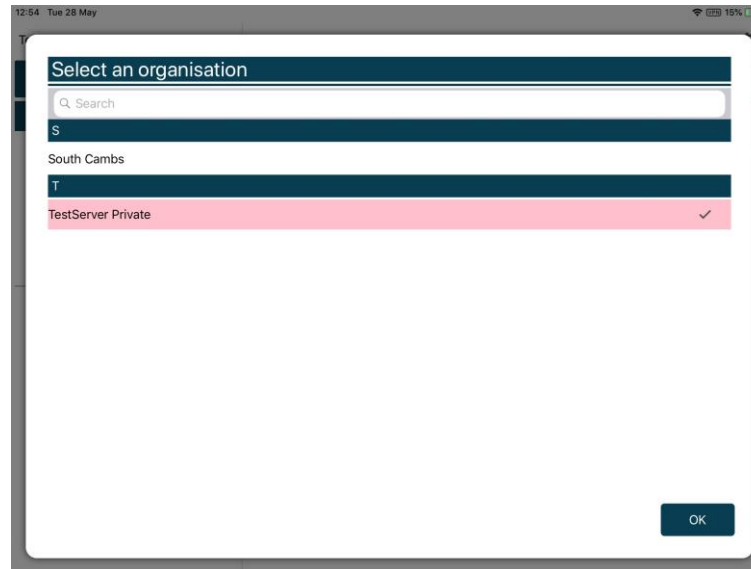


When you next open the ModernGov app you will be prompted to login:



(If you select **Cancel**, you can still use the app, but will have access only to publicly-available documents from public organisations.)

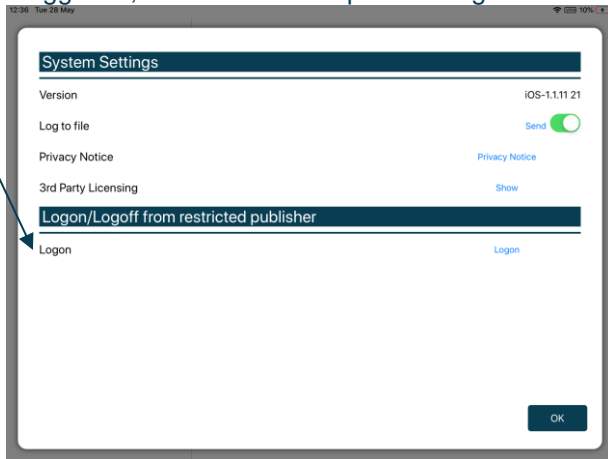
If you have subscribed to an organisation with restricted access, it will appear with a pink background when you access Switch between your organisations from **The Settings Menu**:



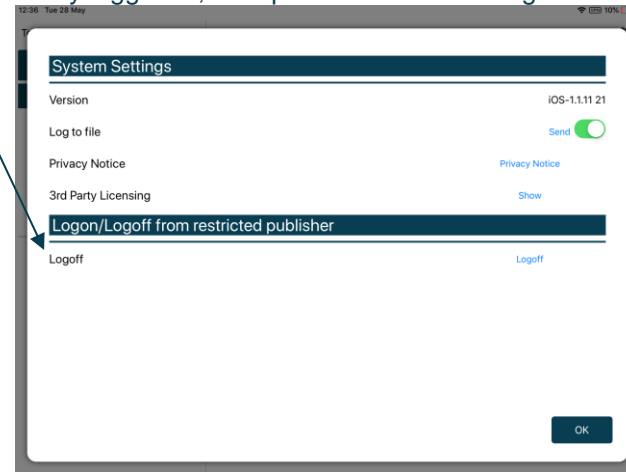
Logon and Logoff options in the Settings Menu

To access, **tap** the Settings icon at the top right of the home screen (main menu): 

If you are not logged in, there will be an option to Logon:



If you are already logged in, the option will switch to Logoff:

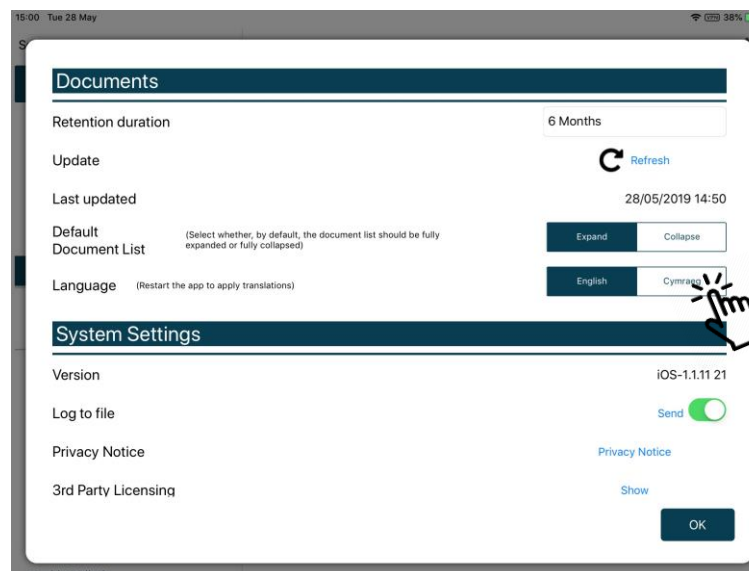


The app will also logoff users automatically when the app has been closed, when the device's screen saver has activated due to inactivity, or when the app has been open but has not registered any activity for two hours.

Welsh Language Version

A Welsh-language version of the app is available. When the app is opened for the first time, it will automatically select the default language you have set for your iPad.

To change the app's default language, open the **Settings** menu and **tap** Cymraeg in the Language section, then **tap** OK.



Restart the app to apply the changes. The app will now open with Welsh as the default language, regardless of your iPad's default language settings.

(Important note: documents published to the ModernGov app will still appear in the language in which they were originally published. If they were originally published in English, they will still appear in English.)

Document Control:				
Version:	Author:	Date:	Comments:	Status:
5.2	Holly Adams	29 July 2019	Minor edits for consistency; updated screenshots of Filters, Document Management Options and Subscribe to organisations.	Complete
5.1	Holly Adams	7 June 2019	Updated cover image	Complete
5.0	Holly Adams	31 May 2019	Application of Civica branding	Complete

This page is intentionally left blank