



## ModernGov app: Walkthrough

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# 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 Apple<sup>1</sup>);
- Android devices; and
- Windows 10+ devices.

It does not currently run on iPhones or MacBooks.

<sup>1</sup> iOS 10+ at the time of writing.

## Glossary

<b>Agenda Front Sheet</b>	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.
<b>Agenda Pack</b>	The full agenda, including the cover and all reports, available as one document.
<b>Document</b>	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.
<b>Home Screen</b>	The app's main menu – the first screen you see when it opens.
<b>Long-Press</b>	Instead of tapping quickly, lightly pressing and holding your finger or stylus on the screen.
<b>Restricted</b>	<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>
<b>Starred</b>	Documents you have marked as important to you by tapping a star icon.
<b>Supplement</b>	Additional papers to accompany the agenda, decisions or minutes, like an item of urgent business which has arisen after the agenda had been published.
<b>Views</b>	A menu on the left-hand side of the app's home screen which helps you quickly find the documents you want.

## Getting Started

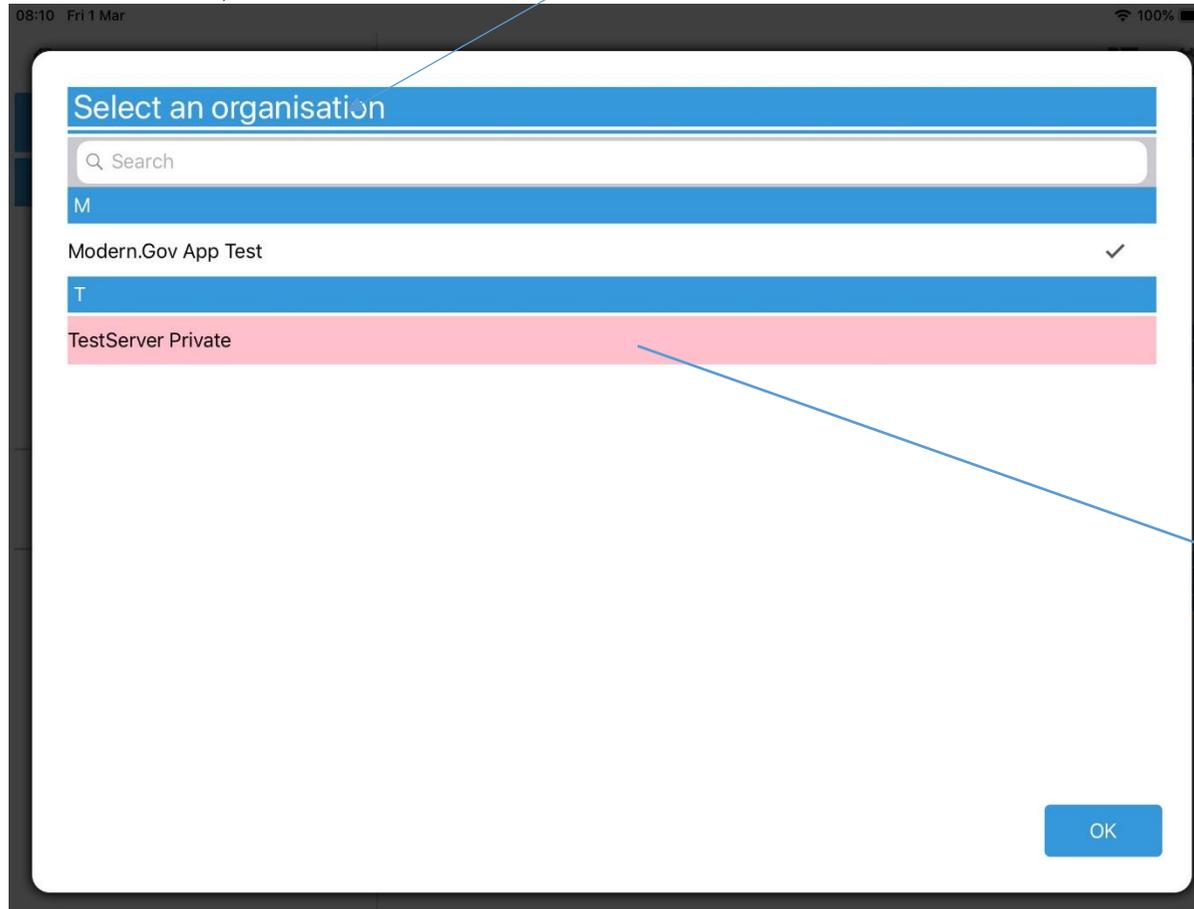
Search for “Modern•Gov” on the App Store (for iPads), Google Play (for Android devices) or Microsoft Store (for Windows devices), and download the free app.

The Modern•Gov app appears on your home screen:



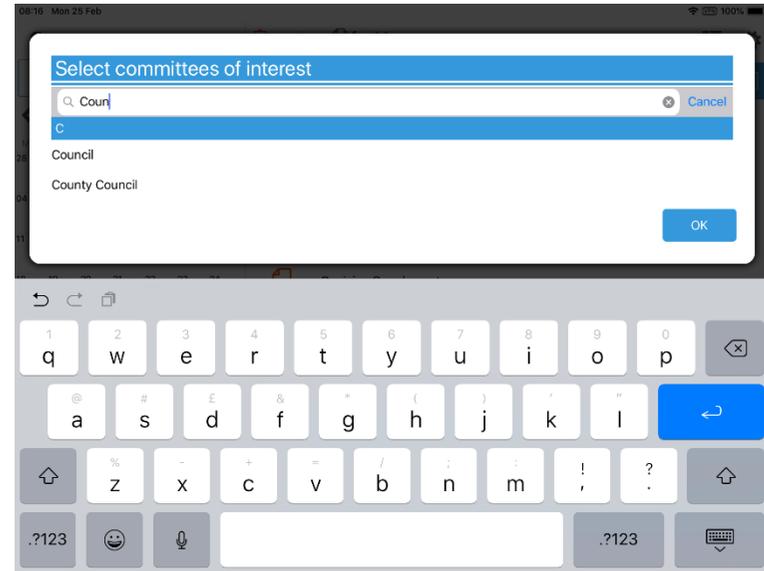
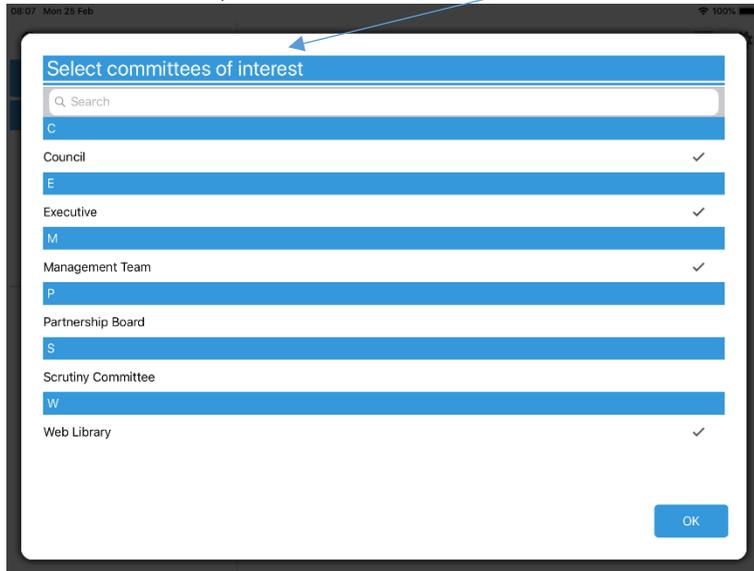
**Tap** the icon to open it.

Select at least one organisation to follow (tip: use the **search bar** at the top – search results will appear after you have typed 4 characters):

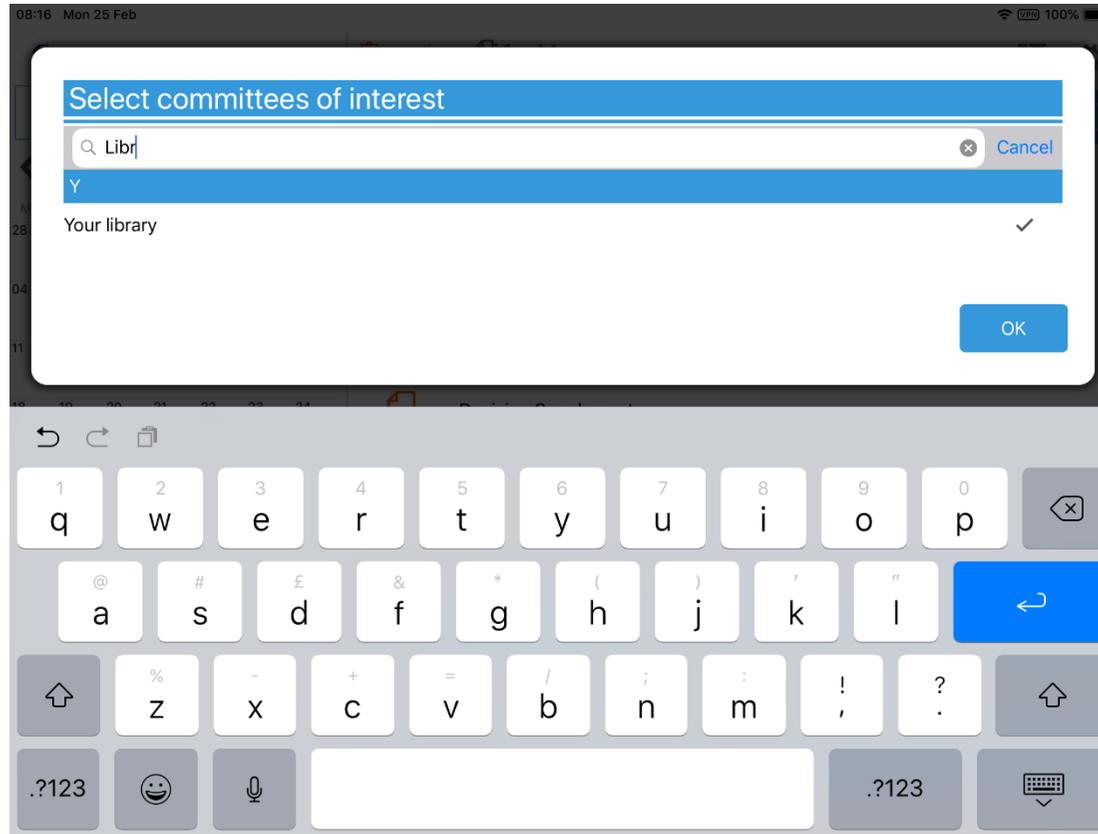


Organisations with restricted access will appear in pink. Your organisation will need to set up your access permissions before these appear in your app.

Select committees to follow (tip: use the **search bar** at the top – search results will appear after you have typed 4 characters):



Your organisation might also have a document library<sup>2</sup> for other available information. You can find this in the committee list – if using the search bar, search results will appear after you have typed 4 characters:



<sup>2</sup> 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 app's home screen with the following elements and callouts:

- Top Bar:** Shows the time (09:36), date (Mon 25 Feb), and signal/battery status (93%).
- Header:** "Modern.Gov App Test" with a document icon.
- Navigation:** A blue bar with a hamburger menu icon and a calendar icon. Callout: "Tap to switch to calendar view."
- Document Views:** A list of views with counts:
 

Upcoming	7
Recently Opened	5
Recently Published	13
Unread	8
Starred	2
Annotated	2

 Callout: "See document 'views'." and "Document 'views': tap any view to help find papers quickly."
- Library:** A section for non-meeting documents, including "Web Library" and "Council" (highlighted). Callout: "Library (non-meeting) documents."
- Committee Subscriptions:** A list of committees: "Executive", "Partnership Board", and "Scrutiny Committee". Callout: "Committee subscriptions. Tap name to see papers only from one committee."
- Meeting Details:** Two blue bars representing meetings:
  - Meeting 1: "Thursday, 28th February, 2019 7.00 pm" with 4 documents. Callout: "Settings menu" (points to the gear icon) and "Filter results" (points to the funnel icon).
  - Meeting 2: "Thursday, 24th January, 2019 7.00 pm" with 1 document. Callout: "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." and "Number of documents available for this meeting." (points to the number 1).
- Document List:** A list of document types: "Agenda", "Additional Papers", "Decision", and "Minutes".

## Documents begin downloading automatically for your subscribed committees:

Executive - Monday, 4th March, 2019 5.00 pm 3 

 Agenda

 Late Item - Urgent Business

 Decision

Document has been downloaded

Document is downloading

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:



Toggle between document view and calendar view

**Upcoming** meetings (with or without documents) – there will be some overlap with results from Recently published documents. For example, agendas for upcoming meetings will appear in both.

**Recently opened** documents

**Recently published** documents – there will be some overlap with results from Upcoming meetings

**Unread** documents – downloaded but not yet opened

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

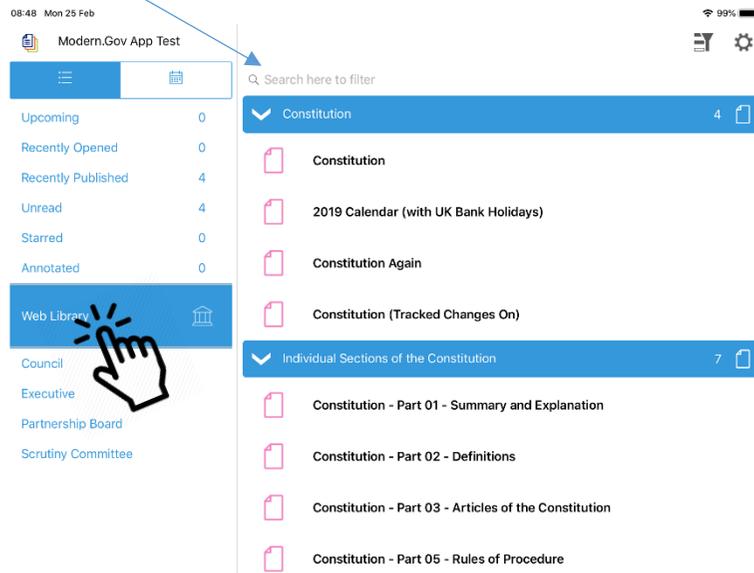
**Annotated** – documents you have annotated appear in this list automatically (including Library items)

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

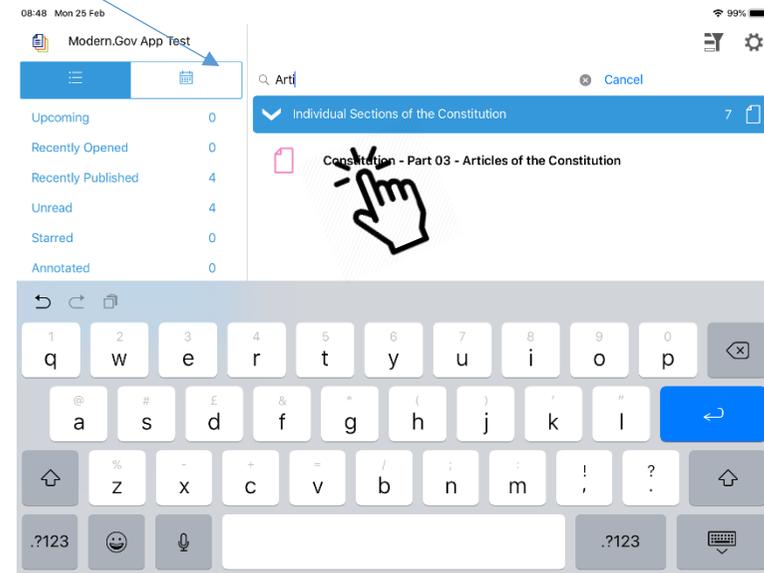
Subscribed committees listed alphabetically

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

A **document title search** is available.



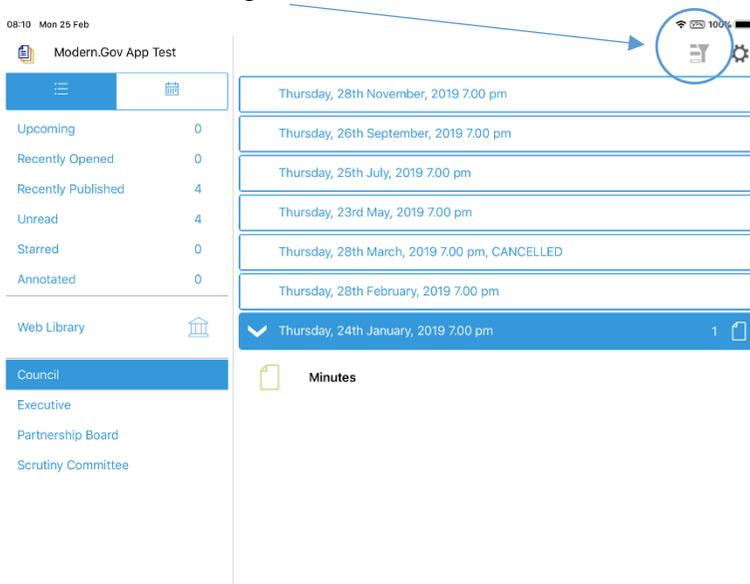
**Type** to search the **titles** of all Library items.



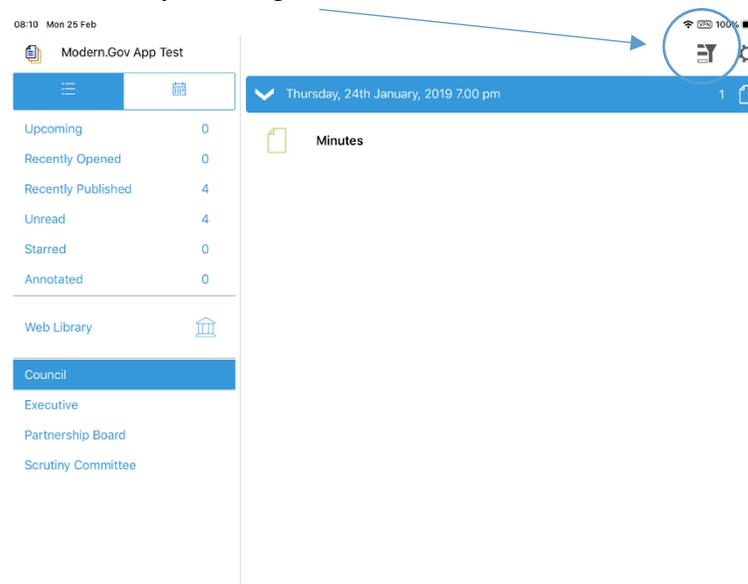
Library items are not automatically downloaded. **Tap** a document **title** to start downloading.

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:

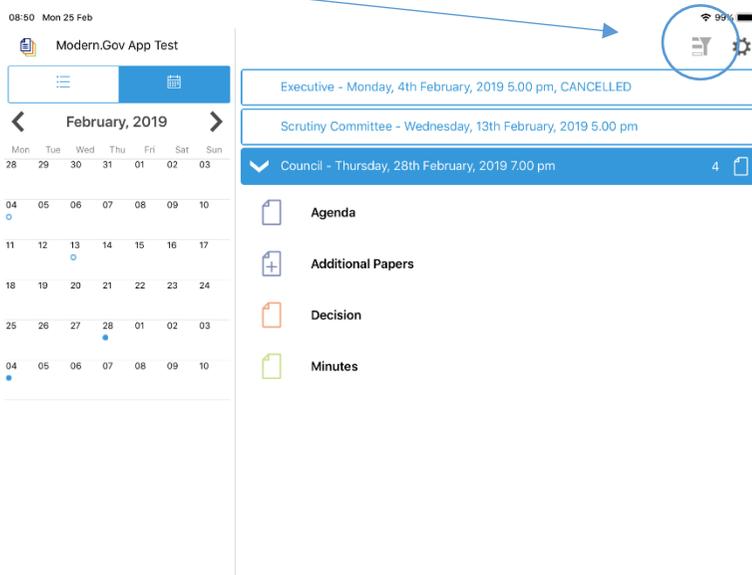
The screenshot shows a mobile application interface for 'Modern.Gov App Test'. At the top, the status bar displays '08:50 Mon 25 Feb' and '99%' battery. The app title 'Modern.Gov App Test' is visible. Below the title is a navigation bar with a list icon on the left and a calendar icon on the right. A callout box points to the list icon: **Tap** to switch back to document view.

The main content area is split into two panels. The left panel is a calendar for February 2019. Callout boxes explain navigation: **Tap** to move back and forth one month at a time... (pointing to the left and right arrows) and ...or **press and hold** on the month name to see the year at a glance. (pointing to 'February, 2019'). The calendar shows dates from 04 to 10 of the month. A hollow dot is on the 13th, and a solid dot is on the 28th.

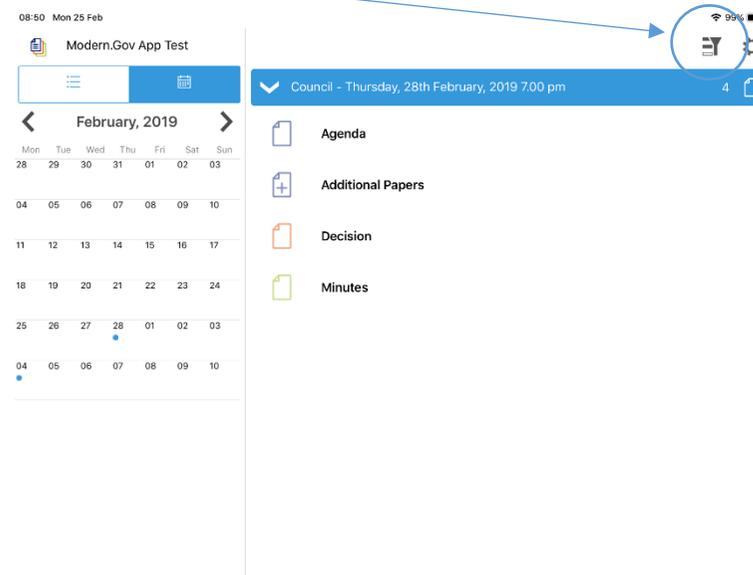
The right panel shows a list of meetings. The top item is 'Executive - Monday, 4th February, 2019 5.00 pm, CANCELLED'. The second item is 'Scrutiny Committee - Wednesday, 13th February, 2019 5.00 pm'. The third item is 'Council - Thursday, 28th February, 2019 7.00 pm', which is highlighted in blue and has a '4' and a document icon next to it. Below this are three categories: 'Agenda' (document icon), 'Additional Papers' (document with plus icon), 'Decision' (document with orange border icon), and 'Minutes' (document with green border icon). A callout box explains: **Hollow** dots represent meetings for which documents are not (yet) available. (pointing to the hollow dot on the 13th). Another callout box explains: **Solid** dots represent meetings for which documents are available. (pointing to the solid dot on the 28th).

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

Filter **off** – shows all meetings



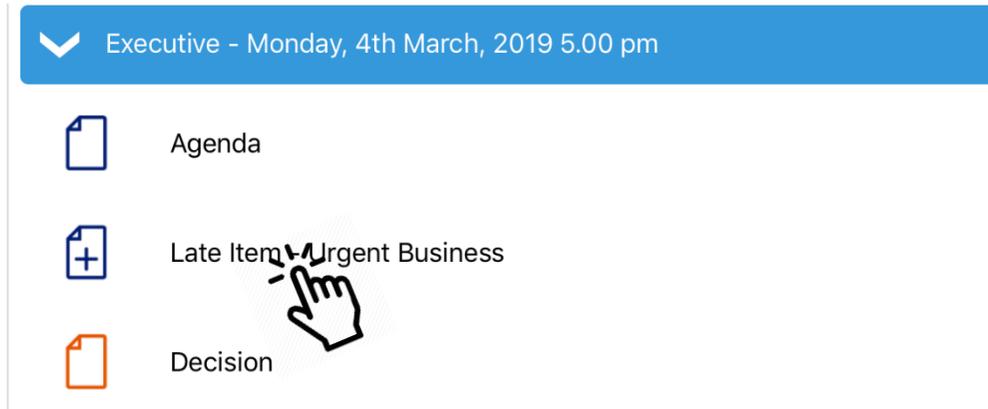
Filter **on** – shows only meetings with documents



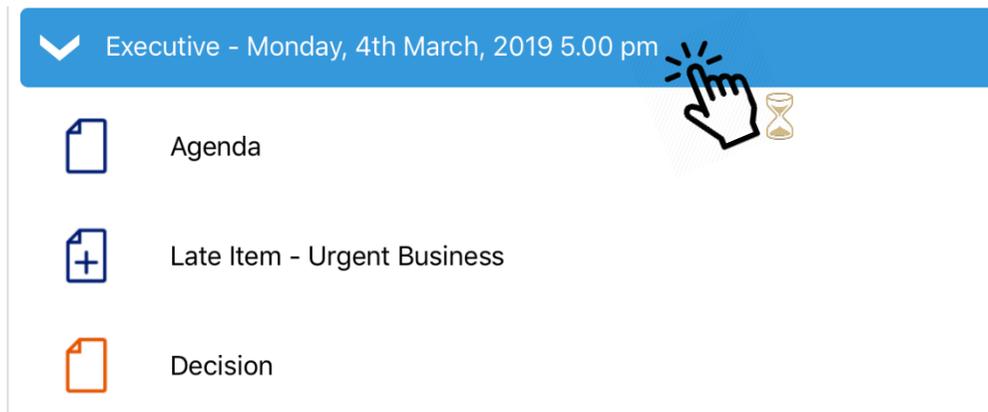
Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** dot in the calendar and a **hollow** meeting details bar.

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

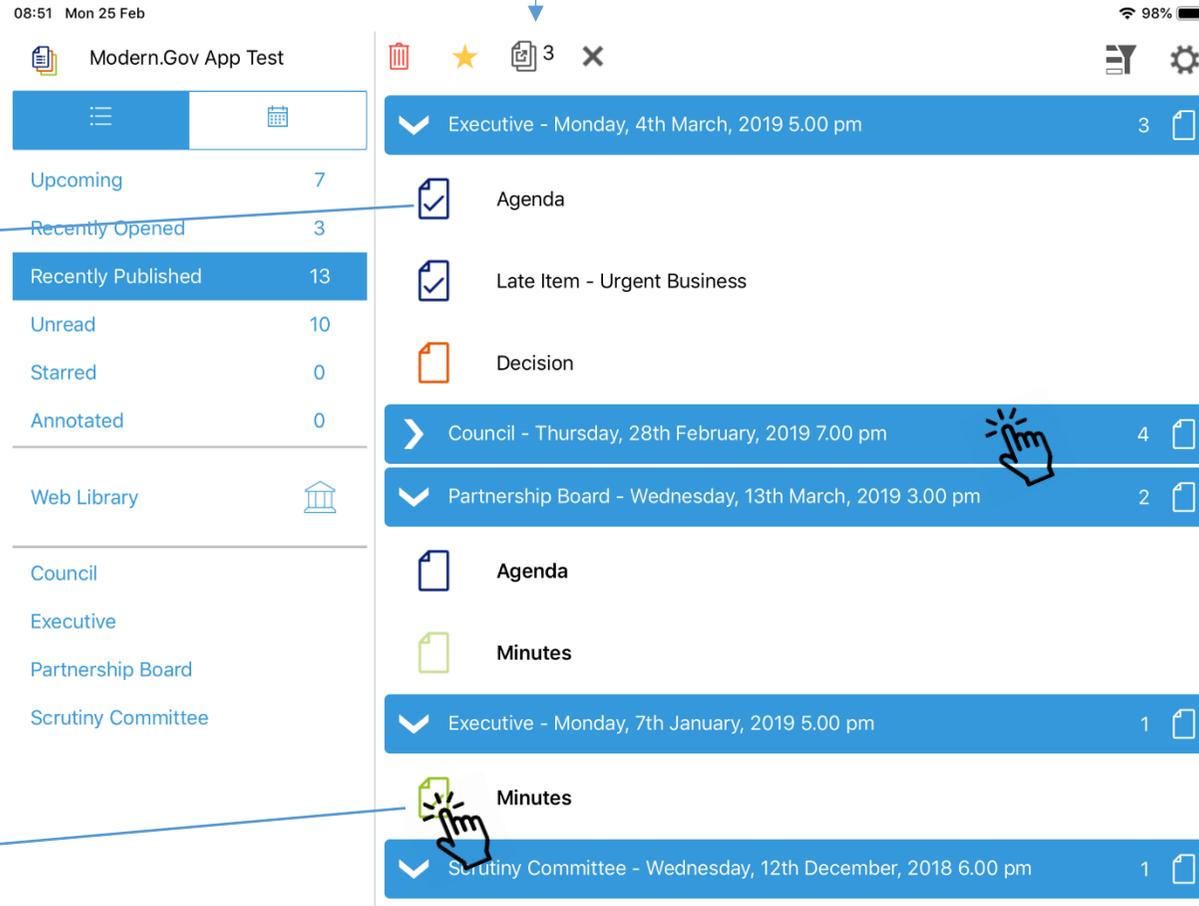
**Tap** a document **name** to open it on its own...



...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):

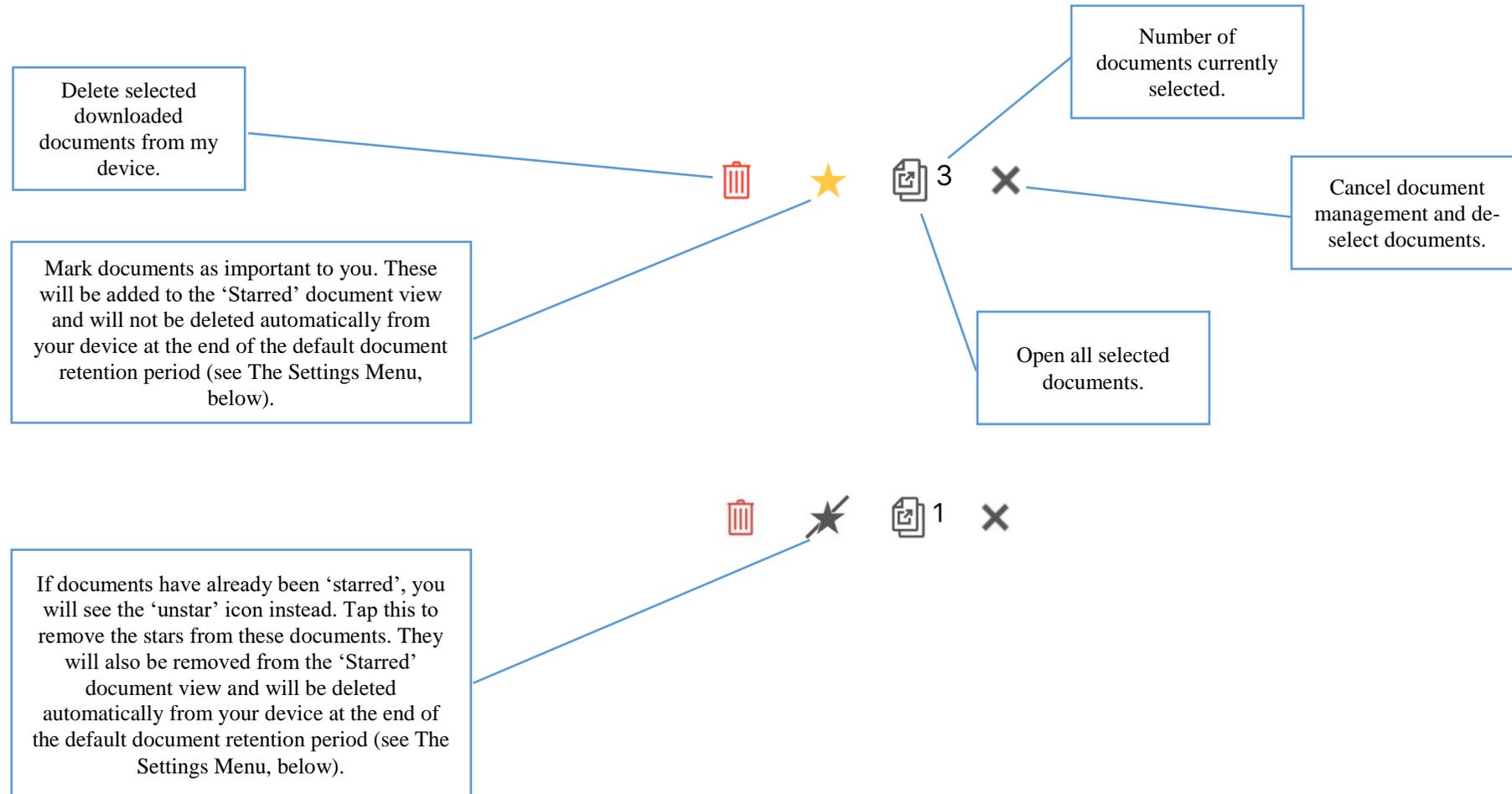


Selected documents have a check mark.

Tap the icon to select documents from any committee, and the web library.

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.

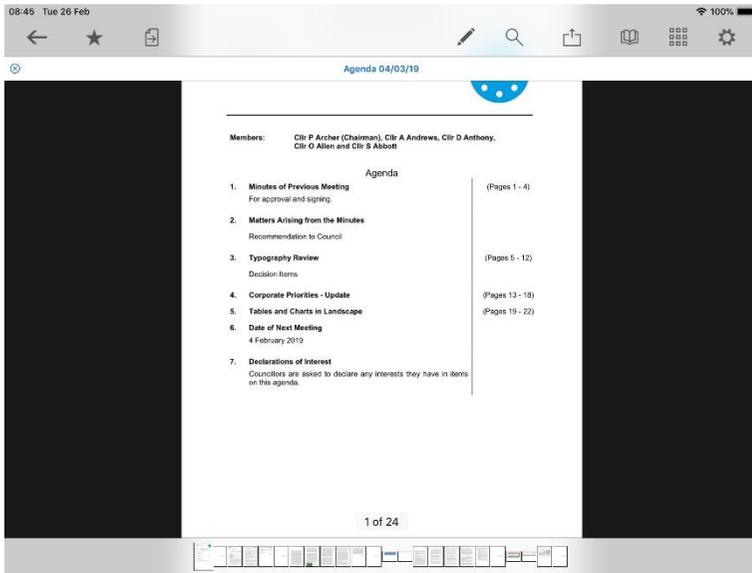
## Document Management Options



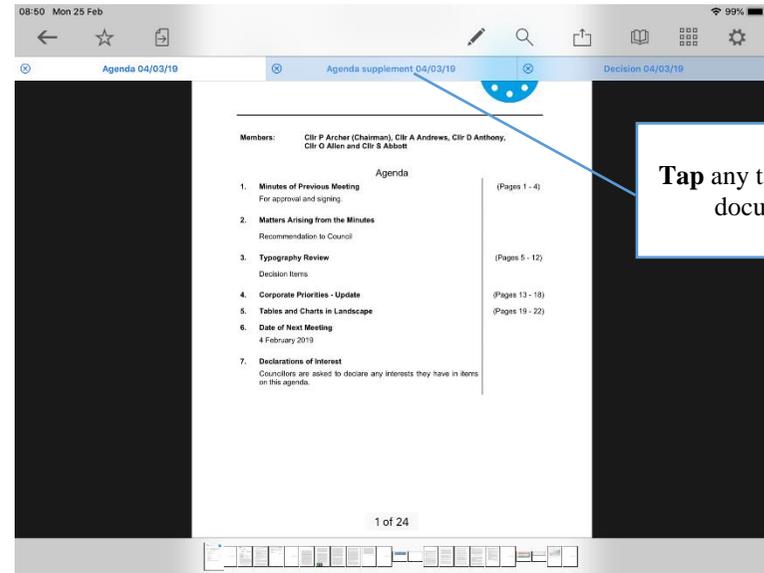
# Viewing and Annotating Documents

The document viewer screen:

With one open document (landscape):

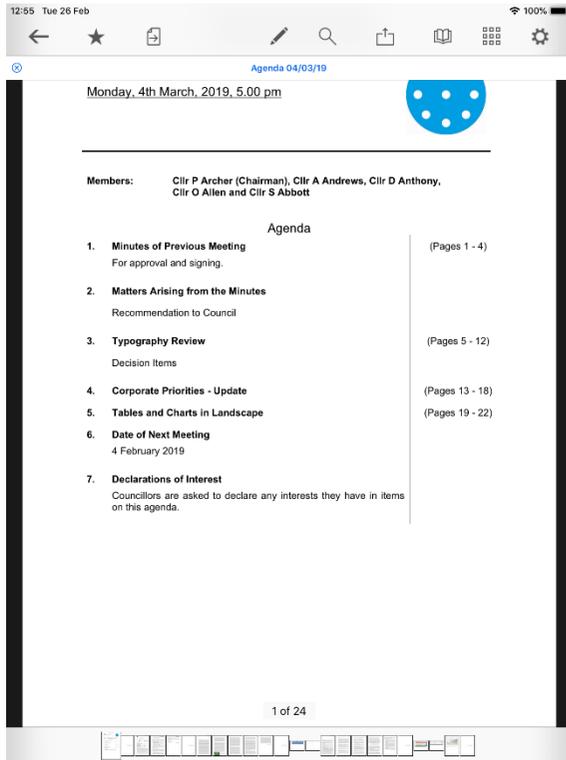


With multiple open documents (landscape):

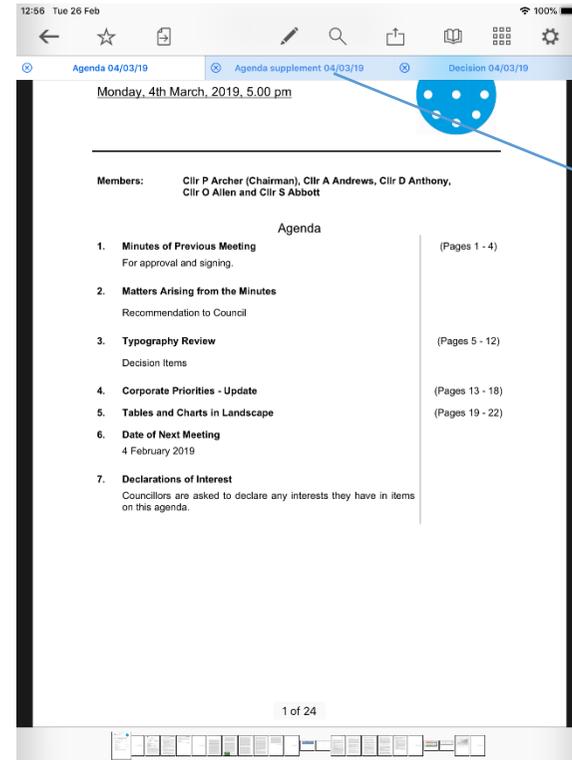


**Tap** anywhere on the document to hide the toolbars. **Tap** again to make them re-appear.

With one open document (portrait):



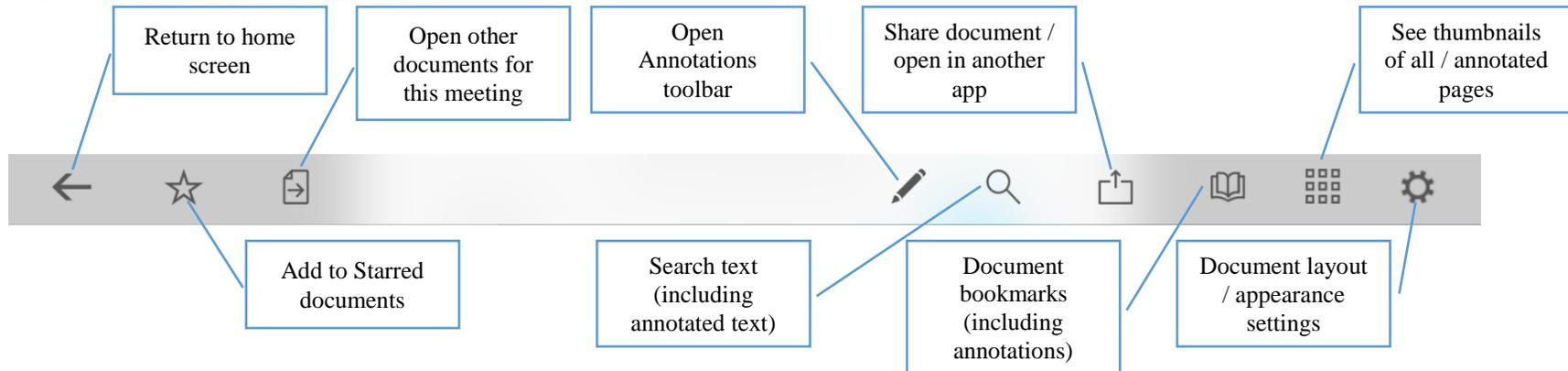
With multiple open documents (portrait):



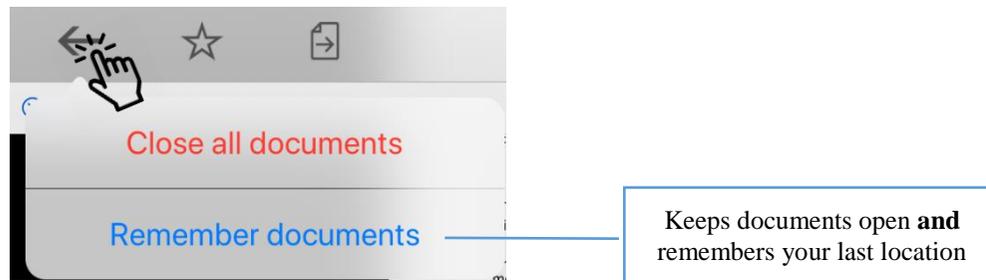
Tap any tab to switch documents.

**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:



Add to Starred documents:

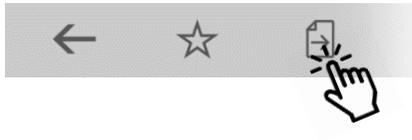


This document will now appear in the 'Starred' document view on the home screen (main menu).

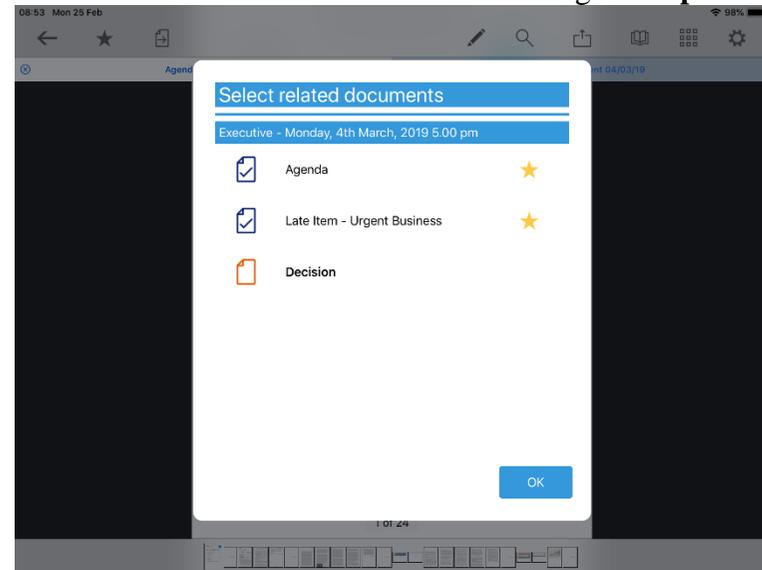
## Open related documents

Tap to open other available documents for this meeting:

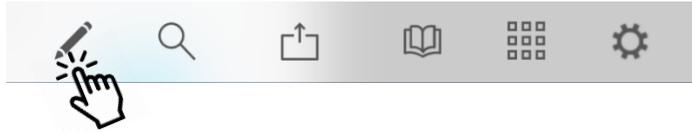
Tap and...



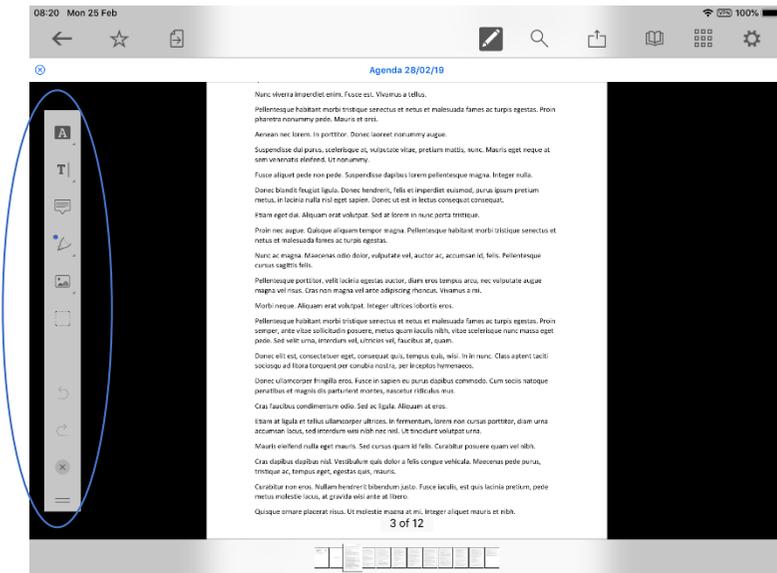
...select one or more other documents for this meeting and **tap OK**:



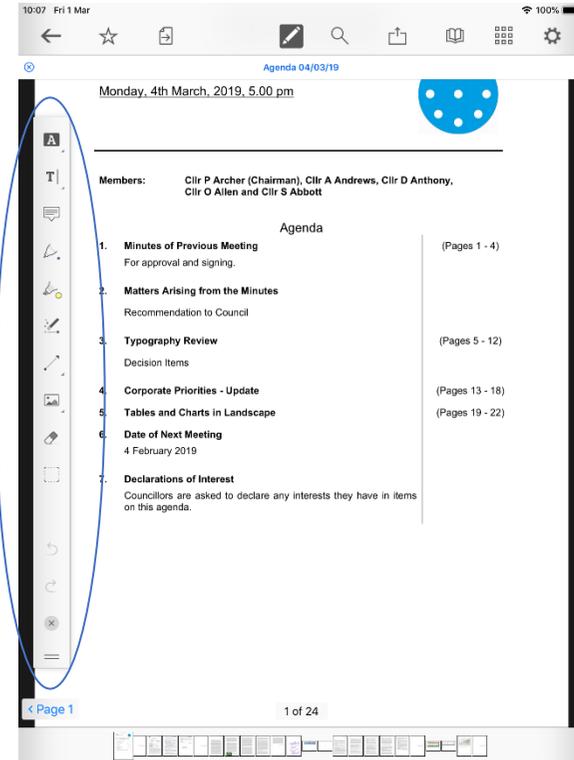
# The Annotations Toolbar



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

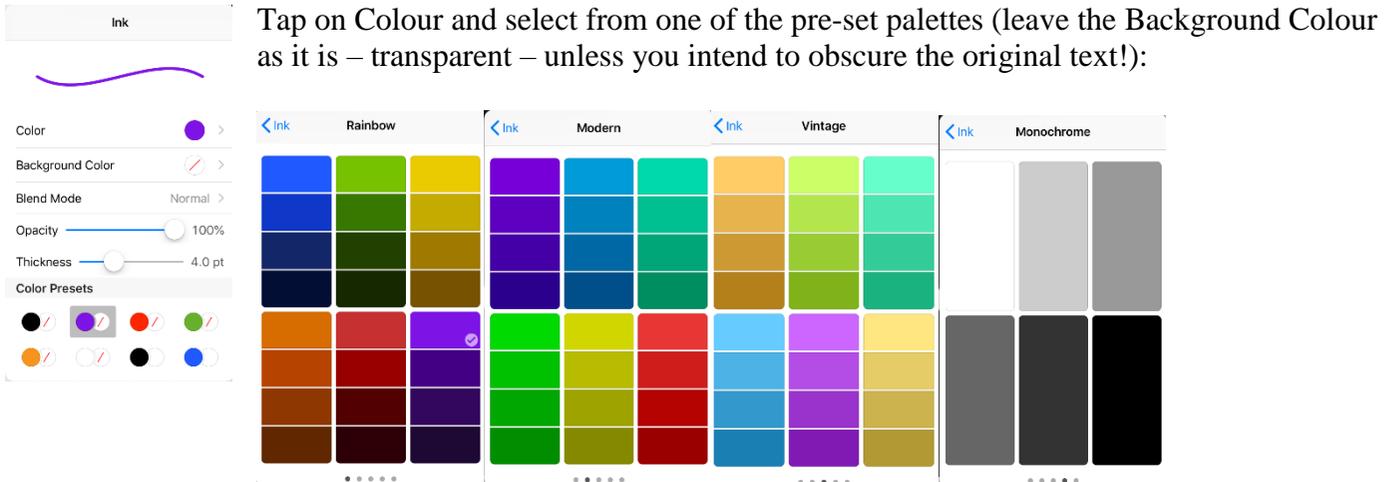
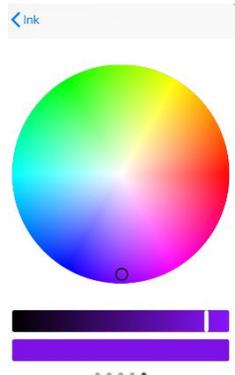
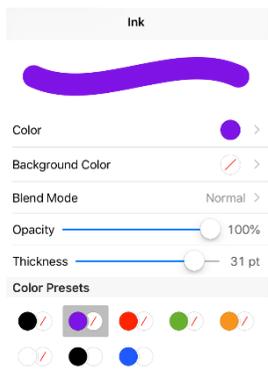


Portrait view (more options immediately accessible from menu):



What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:									
Mark-up text			 <b>Highlight text</b> 		 <u>Underline text</u> 		 <u>Squiggly underline text</u> 		 <del>Strikethrough text</del> 			
Insert text, comments			 Insert text (if enabled in the original document) 			 Insert call-out box, <b>add searchable text</b> 			 Draw and insert a signature 			
Add sticky notes <b>with searchable text</b>			(no expansion required)									
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)									

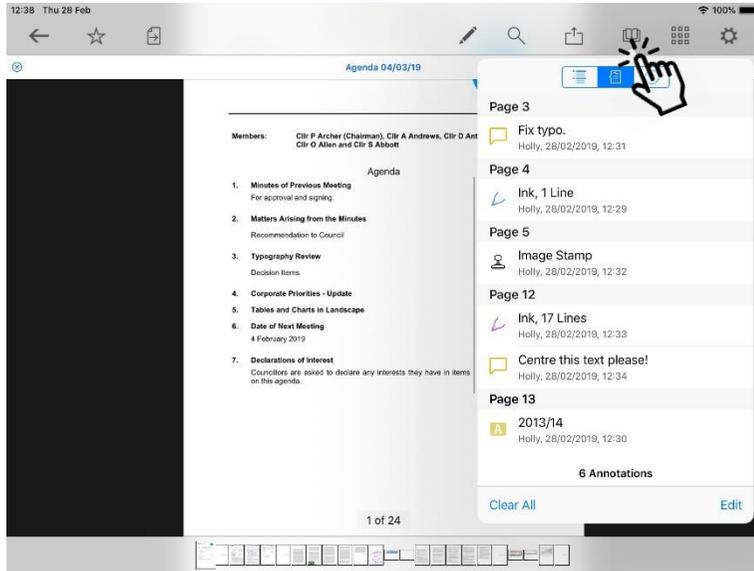
What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
			(Freehand scribble – with highlighter; no expansion required)
			(Smart draw – makes freehand lines straight and freehand circles round; no expansion required)
			 Insert arrow  Insert line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

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> 

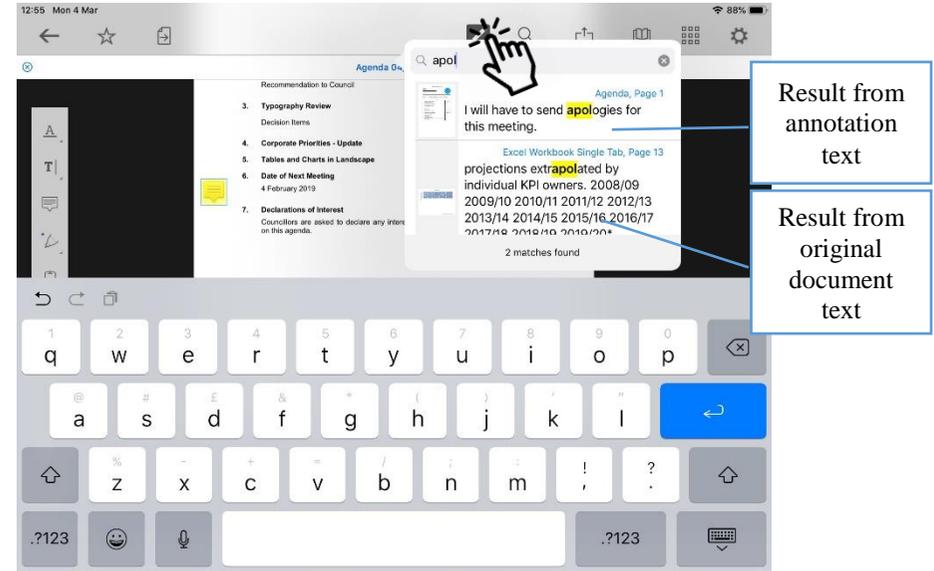
What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
Stylus			(no expansion required – <i>this icon will only show if you have a Bluetooth-enabled stylus connected to your tablet – tapping this simply lets you switch stylus if you have more than one connected</i> )
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, below)



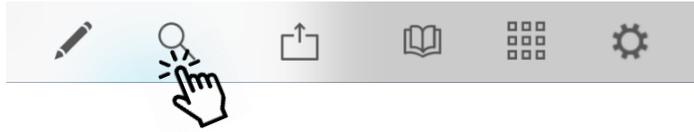
Text annotations appear in search results (see Searching, below)



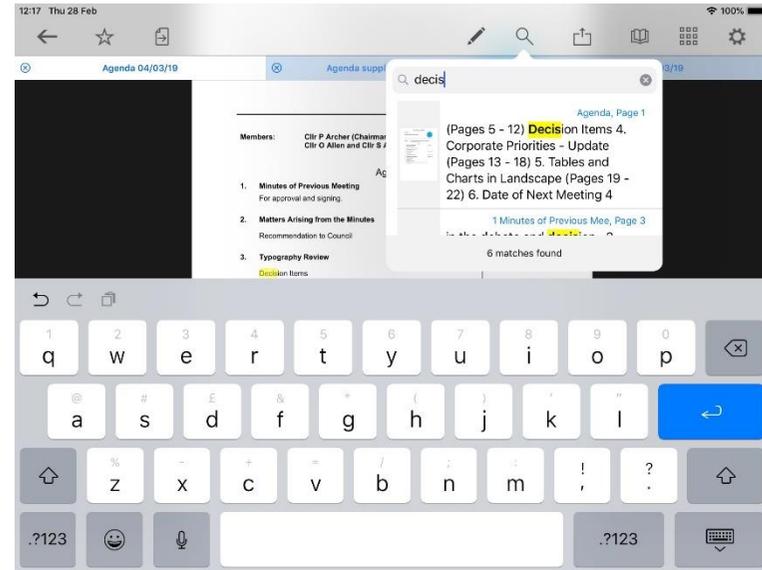
...and to access all your annotated documents from the main menu:



## 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

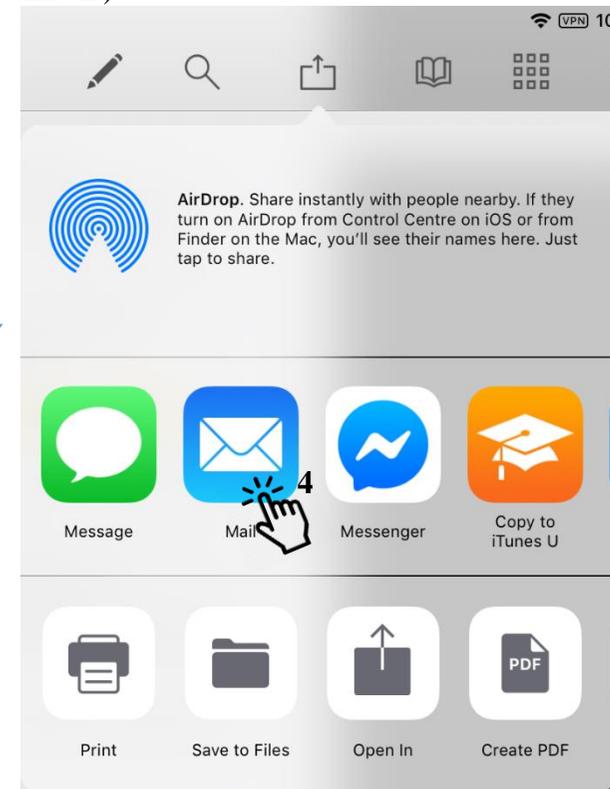
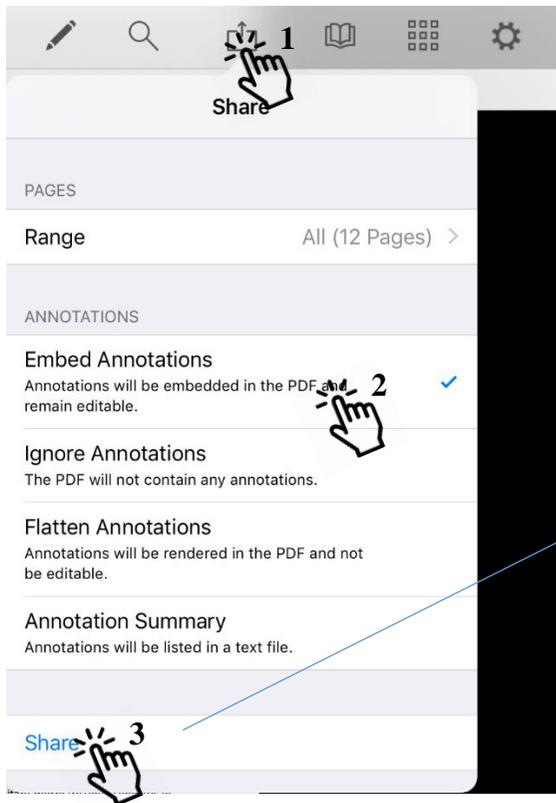
Share **public** documents or open them in another app, with or without annotations:

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.

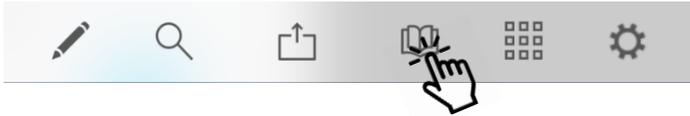
Then **tap** **Share** (3) and choose **how** to share it (4):

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:

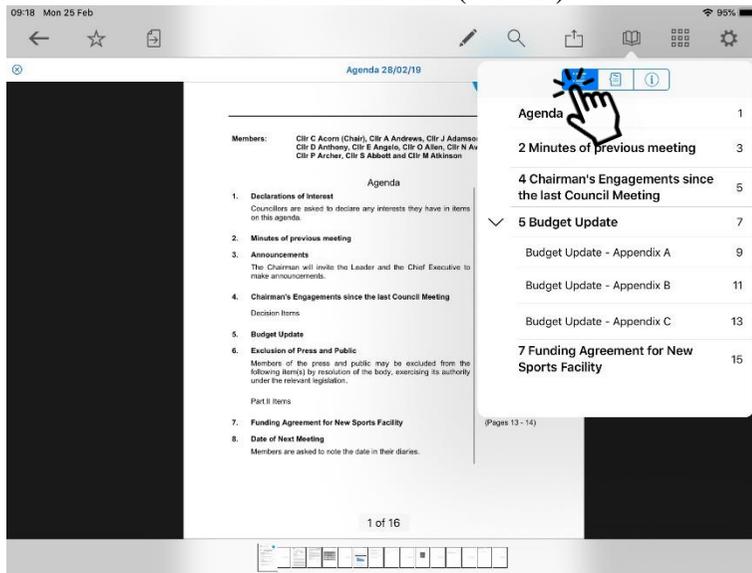
(iPad example shown.)



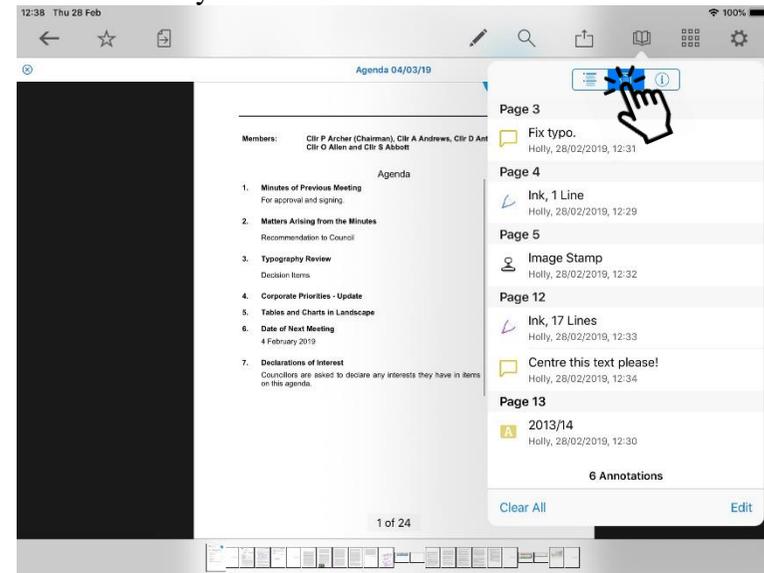
# Bookmarks



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



Or search **annotations** you have made:

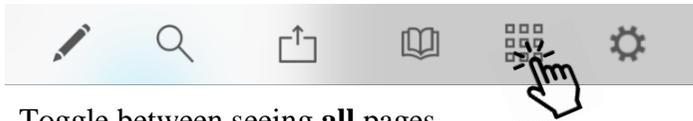


**Tap** the bookmark or annotation bookmark to jump straight to that place in the document.

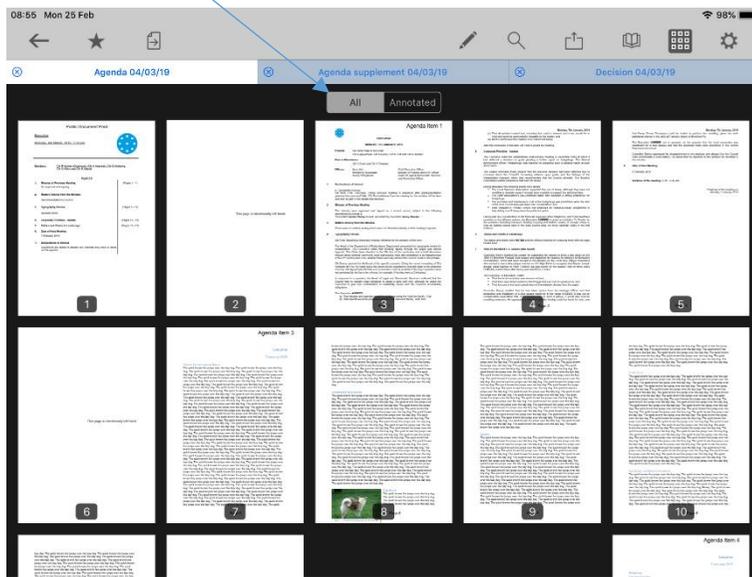
(The third icon, , displays document information – title, date created, etc.)

# Thumbnails

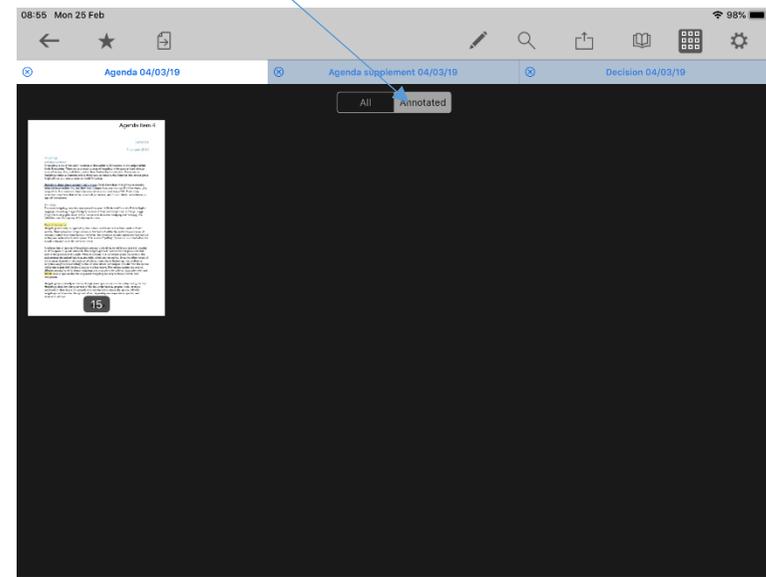
Move quickly around the document using thumbnail images:



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

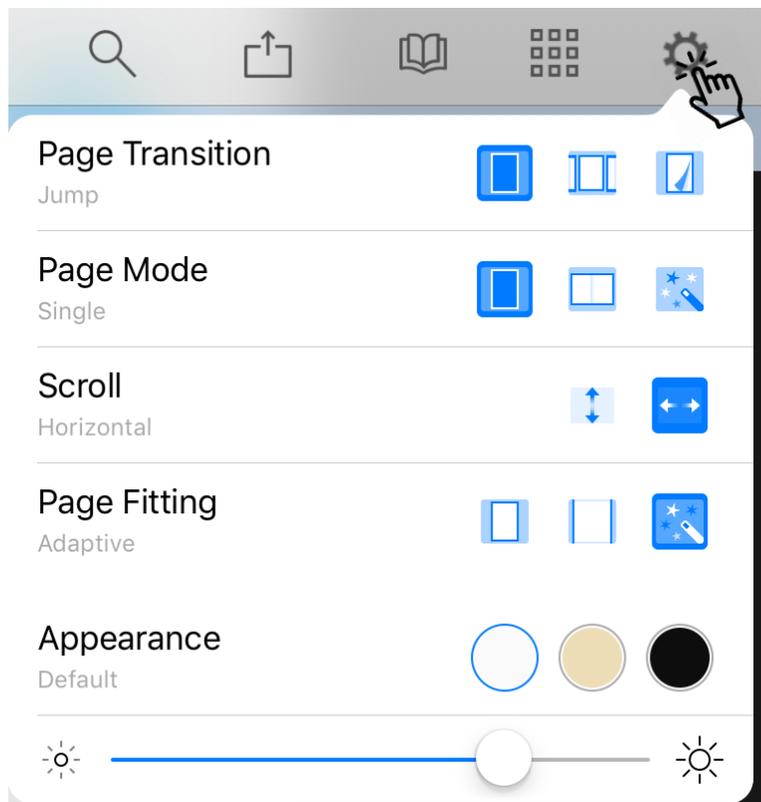


...or just the **annotated** pages.



## 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).

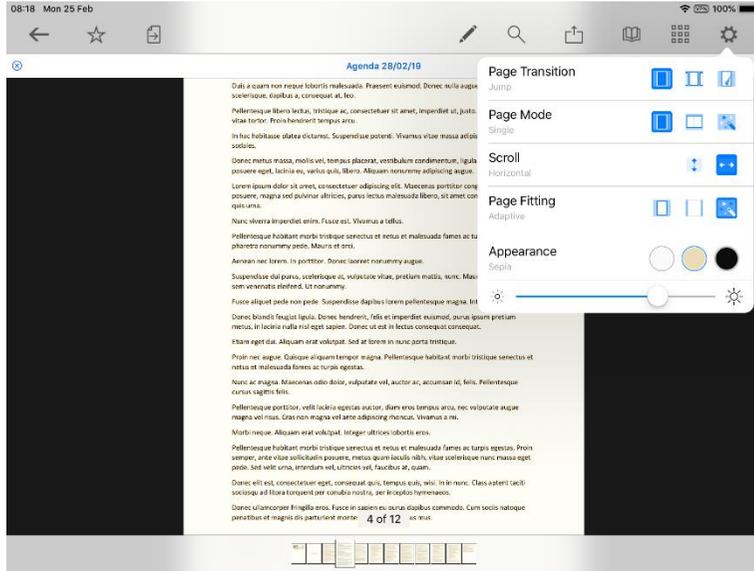
Scroll options: scroll vertically or horizontally through the document.

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)?

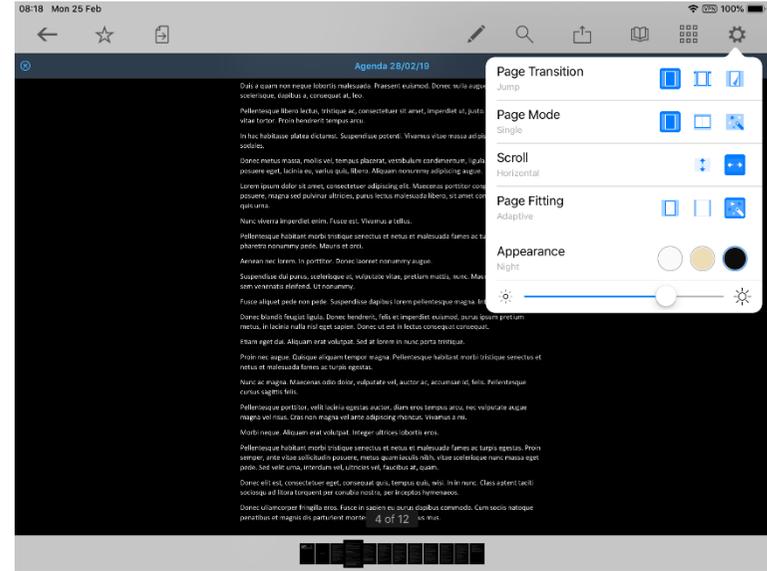
Appearance: default (as published), sepia or night mode – see below.

Screen brightness control (for this app only).

# Sepia

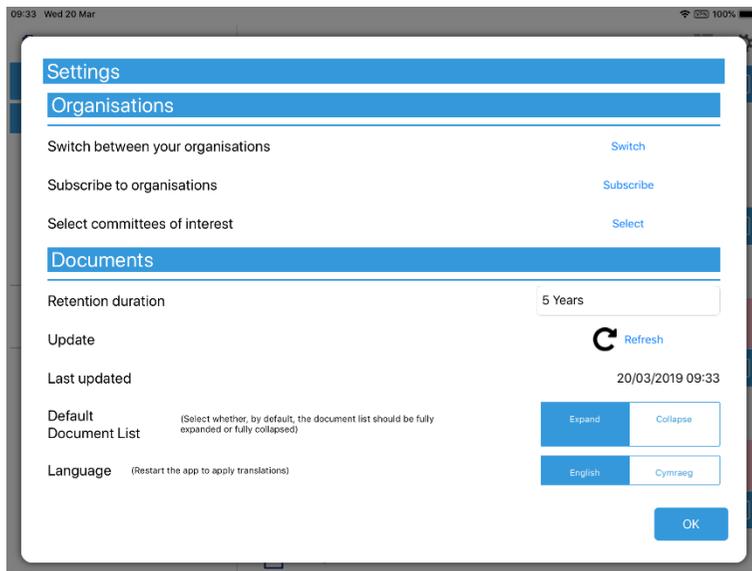


# Night mode



# The Settings Menu

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



Switch between subscribed organisations.

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).

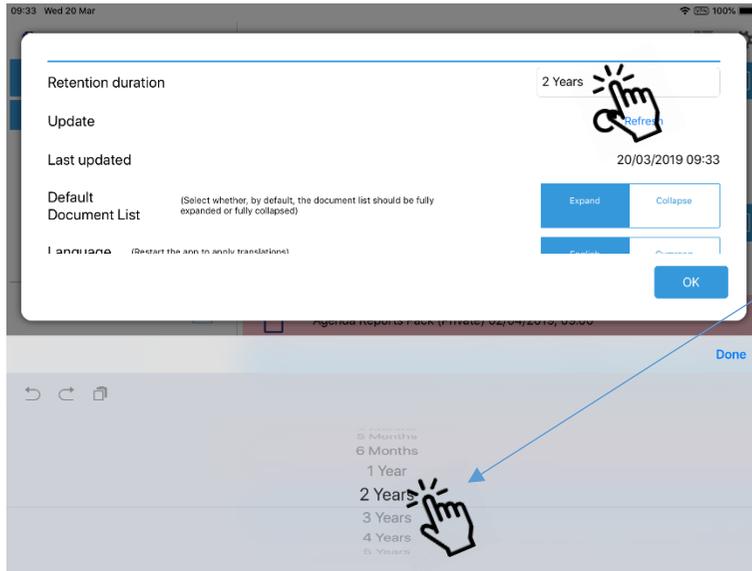
Manual refresh – check for new documents.

Last updated time and date.

Default document display preference: expand or collapse all.

Switch between English and Welsh (app restart required).

## Retention duration setting:

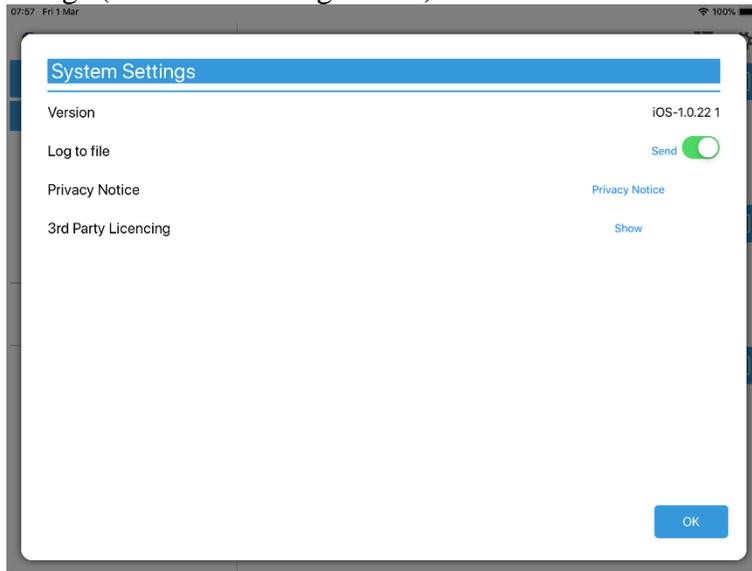


Downloaded documents are automatically removed from your device at the expiration of the retention period.

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 (Apple version shown in example)

Log usage information / send log file to developers

Privacy Notice

3<sup>rd</sup> Party Licensing – links to all third party software used in this app

If you are using the restricted version of the app, you will have additional options to logon and logoff (see end of this document)

## Restricted App Registration Process

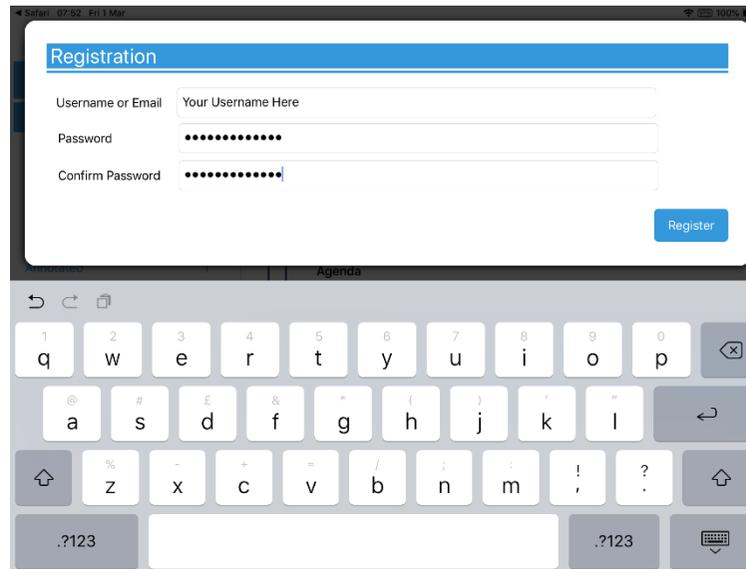
If your organisation has purchased the restricted version of the app, it will be able to make internal or confidential documents available to certain users. (If you haven't done so already, install the ModernGov app as explained above in **Getting Started**.)

Your organisation will contact you directly with your logon details.

You will receive an email inviting you to:

[Register this device](#)

**Open the email on the device with the ModernGov app installed and tap the link in the email.** The app will open and invite you to complete the registration process with the logon details provided by your organisation:



The screenshot shows a mobile device screen displaying the registration process. At the top, there is a blue header with the word "Registration". Below the header, there are three input fields: "Username or Email" with the placeholder text "Your Username Here", "Password" with a masked password of ten dots, and "Confirm Password" with a masked password of ten dots. A blue "Register" button is located at the bottom right of the form. Below the form, a portion of a QWERTY keyboard is visible, indicating the app is open on a mobile device.

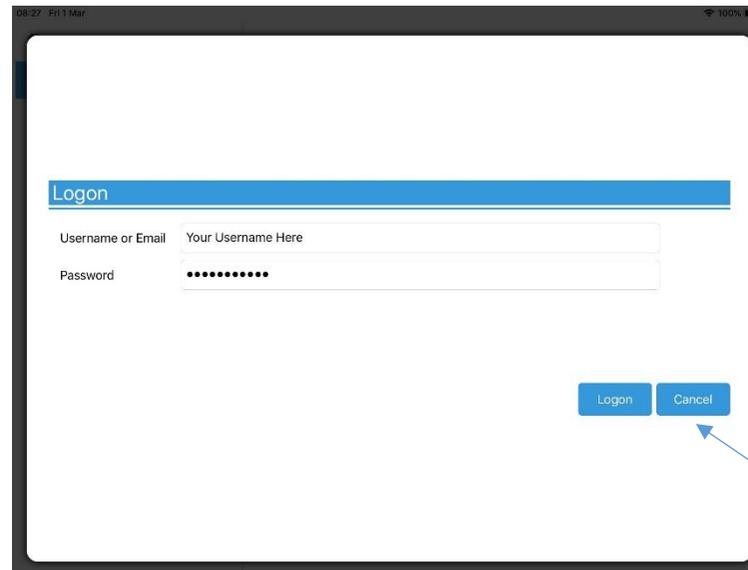
You will then be registered to open, read and annotate documents with restricted access. You will not be able to share restricted documents, nor open them in other apps.

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:



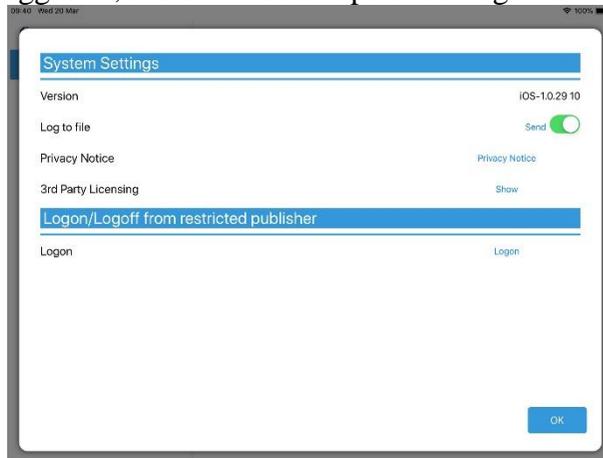
(If you select Cancel, you can still use the app, but will have access only to publicly-available documents from public organisations.)

## Logon and Logoff options in the Settings Menu

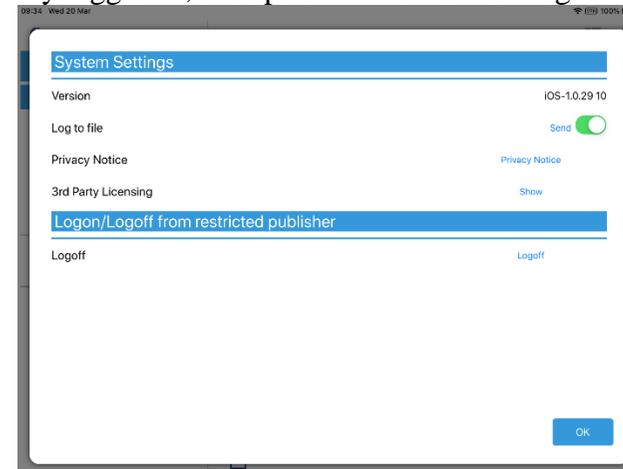
To access, **tap** the Settings icon at the top right of the home screen (main menu):



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.