



ModernGov iOS 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 Apple¹). It does not currently run on iPhones or MacBooks.

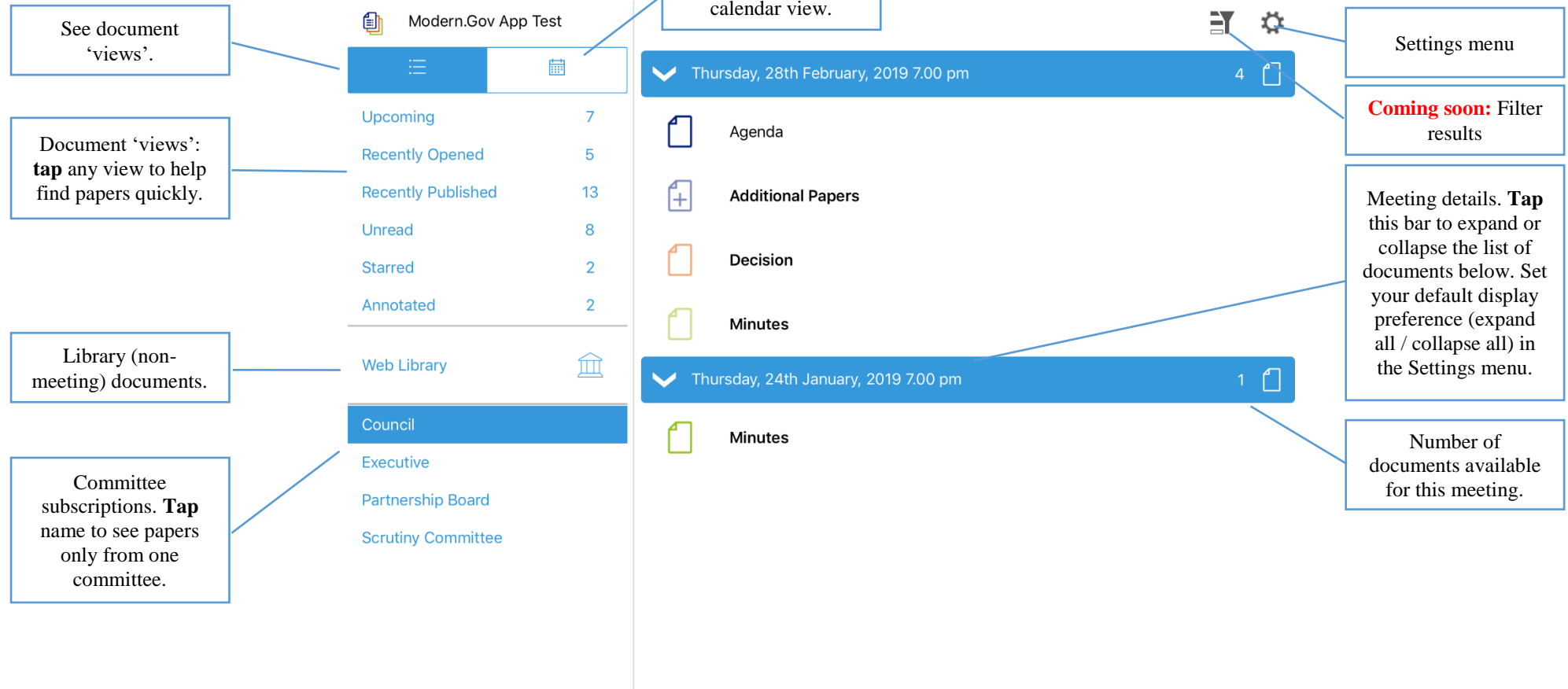
¹ iOS 10+ at the time of writing.

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. |

The Home Screen (Main Menu)

The app opens in its home screen:





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

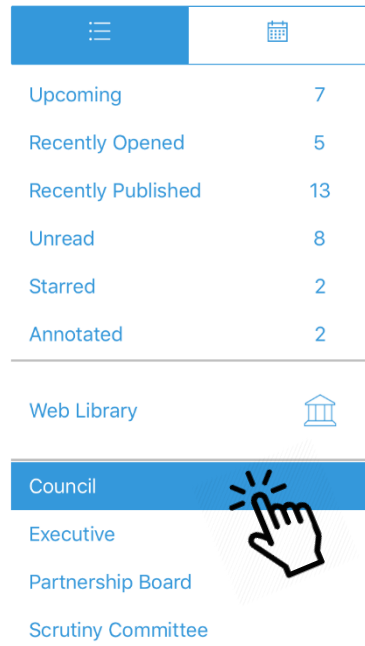


Agenda Reports Pack (Private) 25/02/2019, 19.00



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)

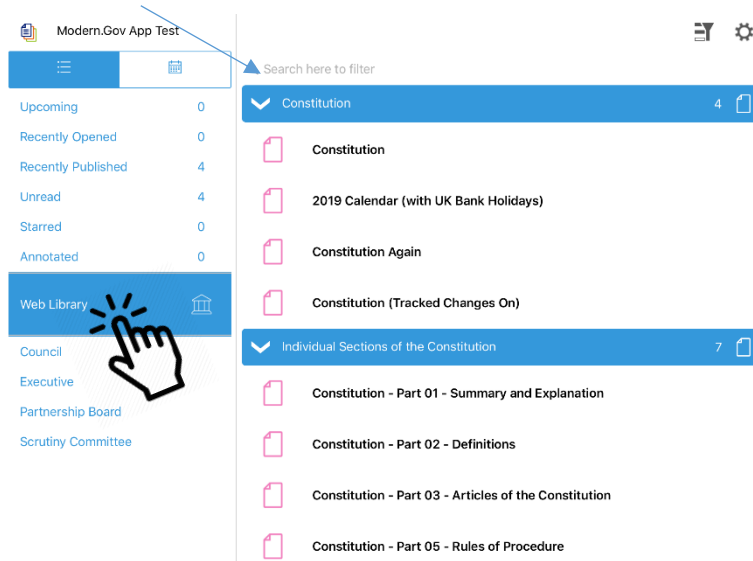
Annotated – documents you have annotated appear in this list automatically (including Library items)

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

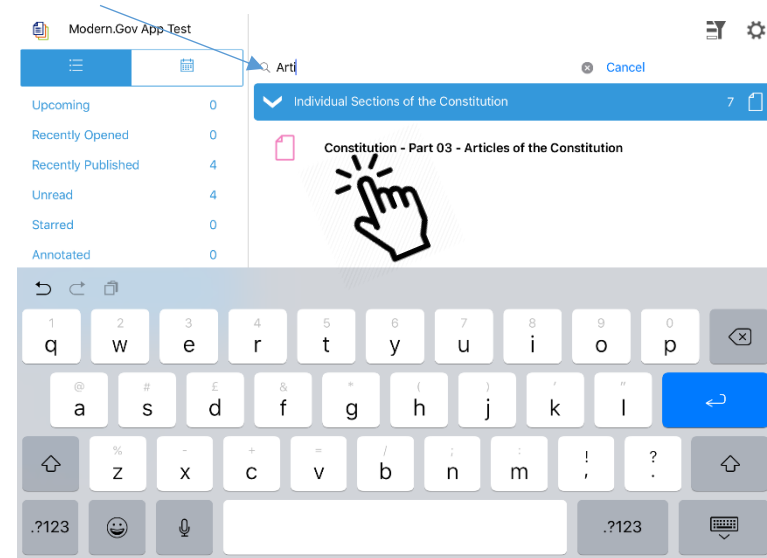
Subscribed committees listed alphabetically

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


A **document title search** is available.



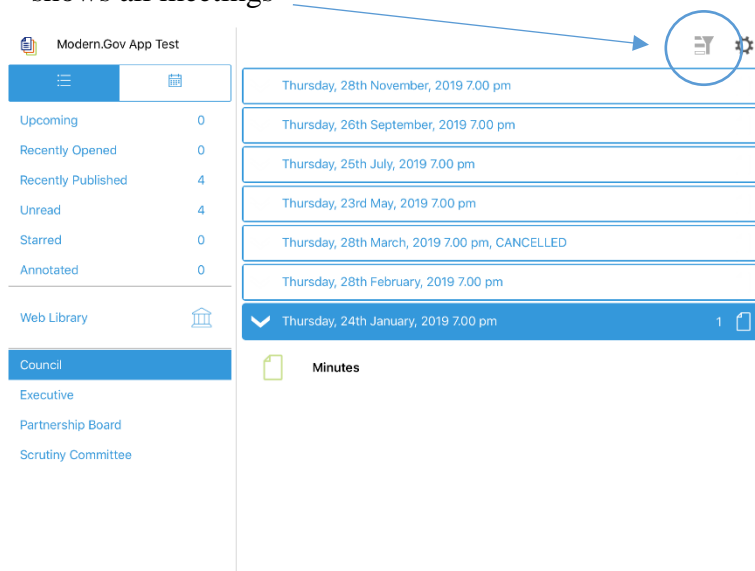
Type to search the **titles** of all Library items.



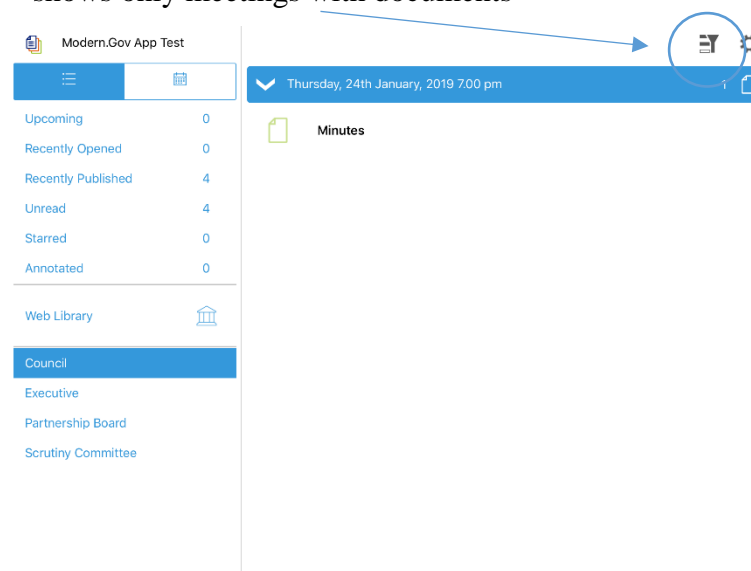
Library items are not automatically downloaded. **Tap** a document **title** to start downloading.

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:

The screenshot shows the 'Modern.Gov App Test' interface. At the top, there's a header with a document icon and the title 'Modern.Gov App Test'. Below the header is a navigation bar with a list icon and a calendar icon. The main content area is divided into two sections. The left section is a calendar for February 2019, showing days of the week and dates. The right section is a list of meetings. The first meeting is 'Executive - Monday, 4th February, 2019 5.00 pm, CANCELLED'. The second meeting is 'Scrutiny Committee - Wednesday, 13th February, 2019 5.00 pm'. The third meeting is 'Council - Thursday, 28th February, 2019 7.00 pm', which is highlighted in blue. Below the list, there are three categories: 'Agenda' (document icon), 'Additional Papers' (document icon with a plus sign), and 'Decision' (document icon). Below these, there are two categories: 'Minutes' (document icon) and 'Decision' (document icon). Annotations explain the following:


- Tap to switch back to document view.** (points to the list icon in the navigation bar)
- Tap to move back and forth one month at a time...** (points to the left and right arrows in the calendar header)
- ...or press and hold on the month name to see the year at a glance.** (points to the month name 'February, 2019' in the calendar header)
- Hollow dots represent meetings for which documents are not (yet) available.** (points to a hollow dot on the calendar for February 13th)
- Solid dots represent meetings for which documents are available.** (points to a solid dot on the calendar for February 28th)

The meeting list on the right shows the following details:

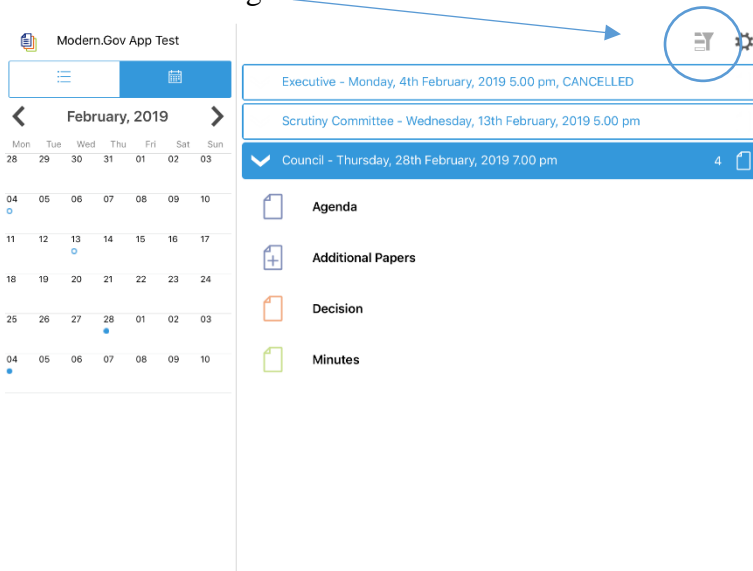
- Executive - Monday, 4th February, 2019 5.00 pm, CANCELLED
- Scrutiny Committee - Wednesday, 13th February, 2019 5.00 pm
- Council - Thursday, 28th February, 2019 7.00 pm (4 documents)

Below the meeting list, there are three categories:

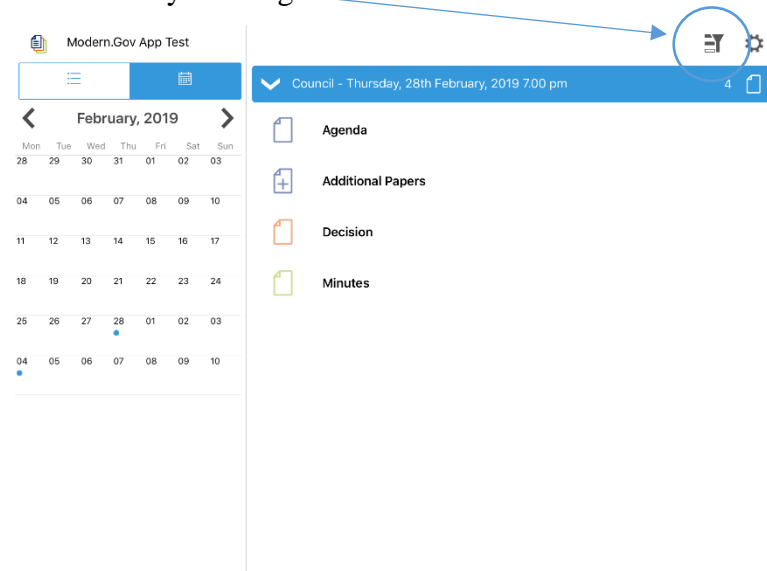
- Agenda
- Additional Papers
- Decision
- Minutes

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

Filter **off** – shows all meetings



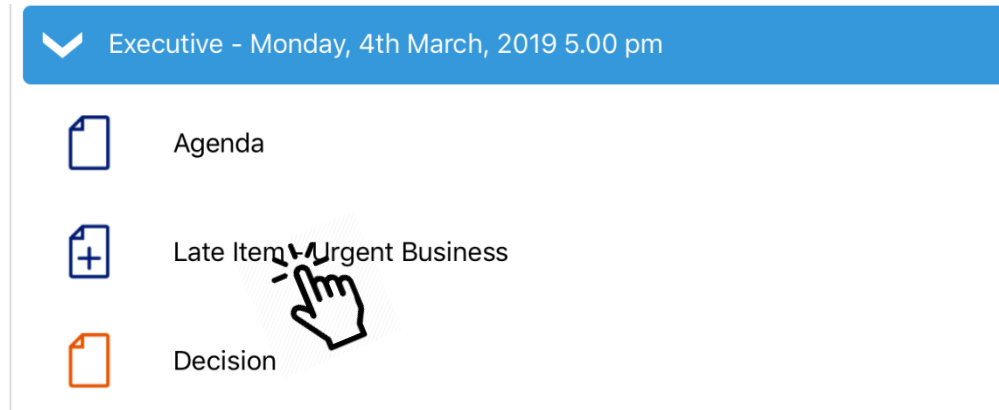
Filter **on** – shows only meetings with documents



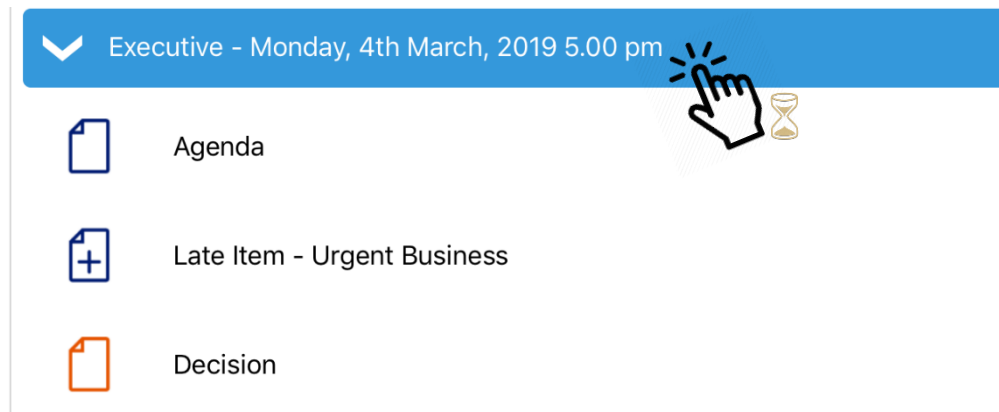
Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** dot in the calendar and a **hollow** meeting details bar.

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 'Modern.Gov App Test' interface. On the left, a sidebar lists document categories: Upcoming (7), Recently Opened (3), Recently Published (13), Unread (10), Starred (0), Annotated (0), Web Library, Council, Executive, Partnership Board, and Scrutiny Committee. The main area shows a list of meetings and documents. The top meeting is 'Executive - Monday, 4th March, 2019 5.00 pm' with 3 documents. Below it are 'Agenda' and 'Late Item - Urgent Business' (both checked), and 'Decision'. The next meeting is 'Council - Thursday, 28th February, 2019 7.00 pm' with 4 documents. Below it is 'Partnership Board - Wednesday, 13th March, 2019 3.00 pm' with 2 documents. The next meeting is 'Executive - Monday, 7th January, 2019 5.00 pm' with 1 document. Below it is 'Minutes'. The bottom meeting is 'Scrutiny Committee - Wednesday, 12th December, 2018 6.00 pm' with 1 document. A hand icon is shown tapping the 'Minutes' document icon. A callout box points to the 'Recently Published' category, stating 'Selected documents have a check mark.' Another callout box points to the 'Minutes' document icon, stating 'Tap the icon to select documents from any committee, and the web library.' A third callout box points to the 'Council - Thursday, 28th February, 2019 7.00 pm' meeting details bar, stating '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.'

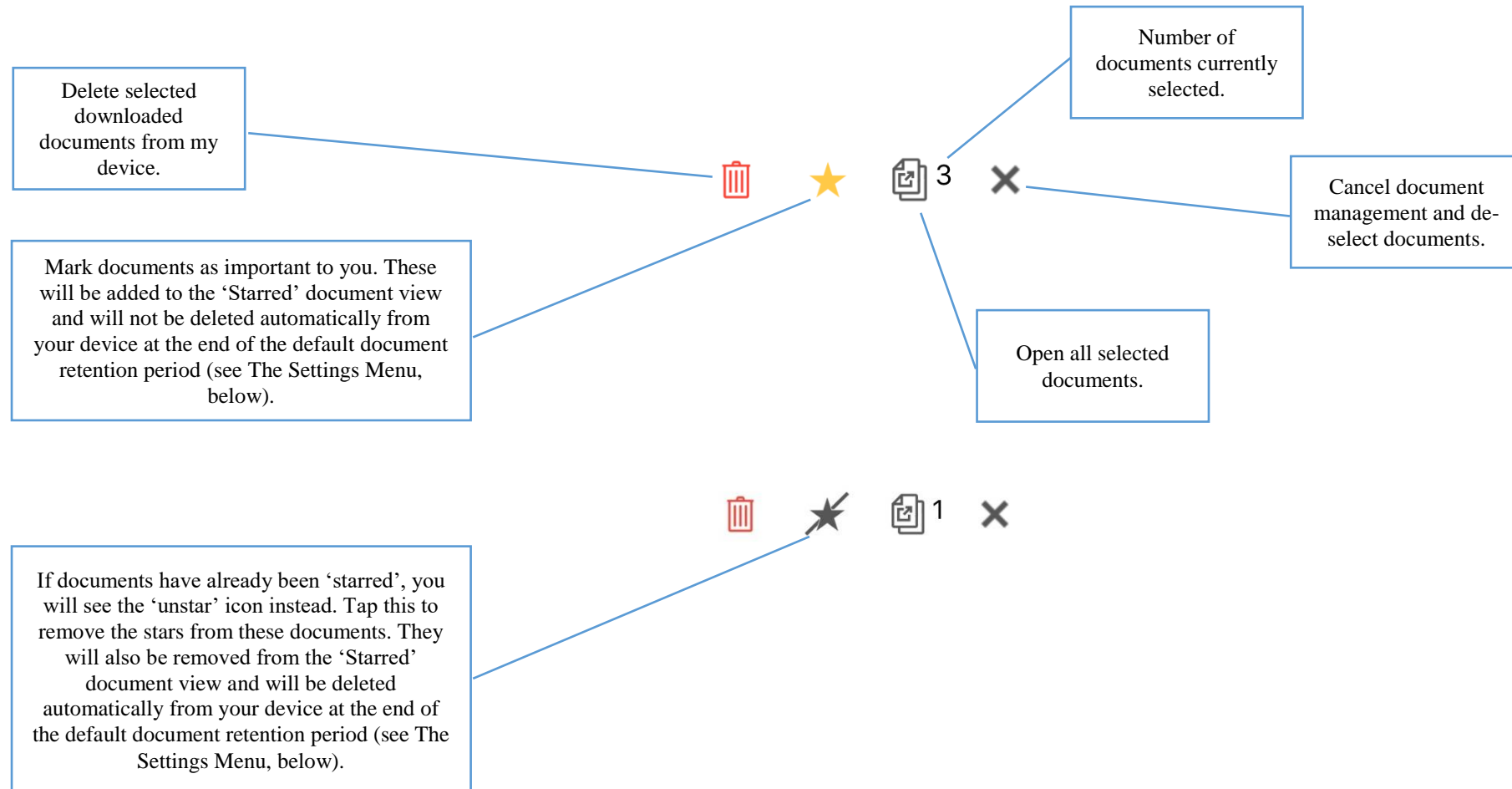
Modern.Gov App Test

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.

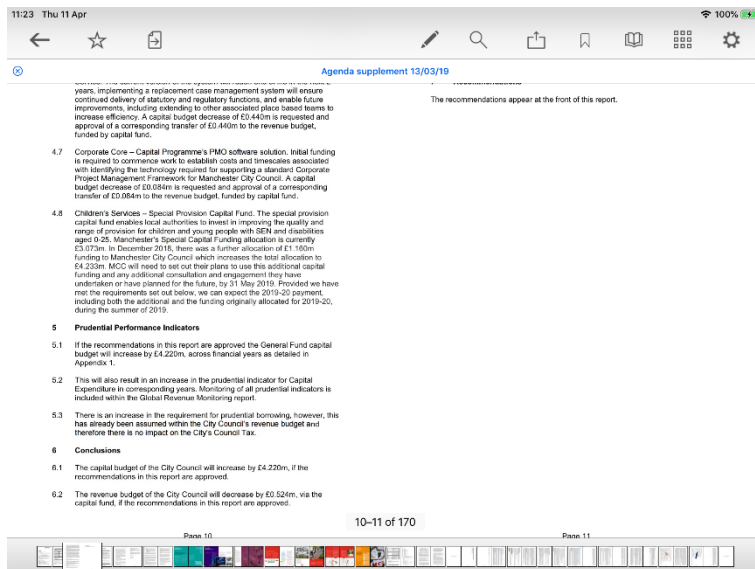
Document Management Options



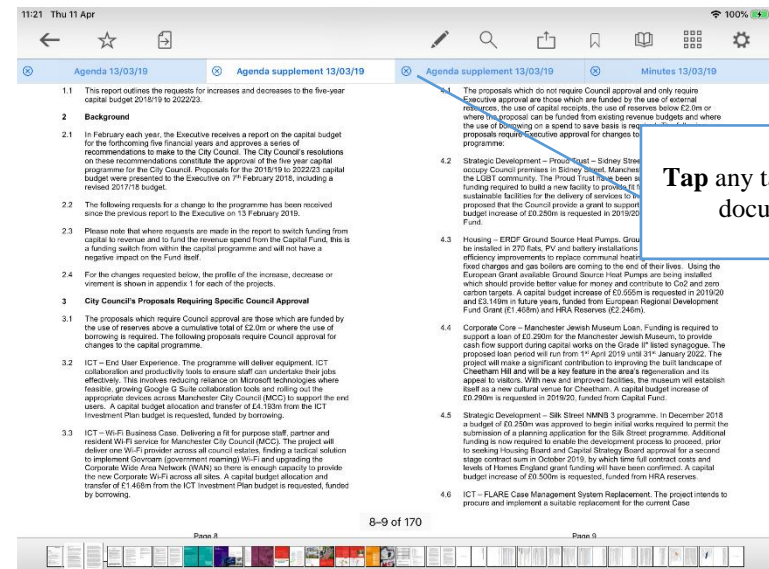
Viewing and Annotating Documents

The document viewer screen:

With one open document (landscape):

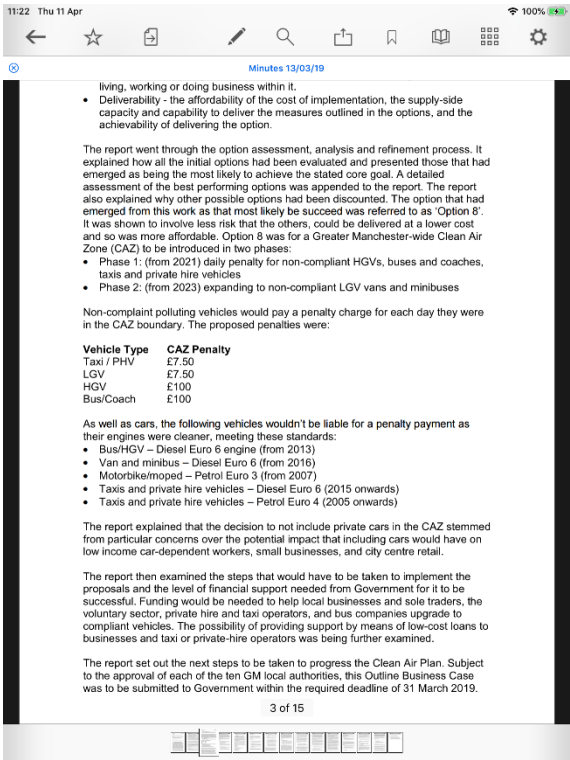


With multiple open documents (landscape):

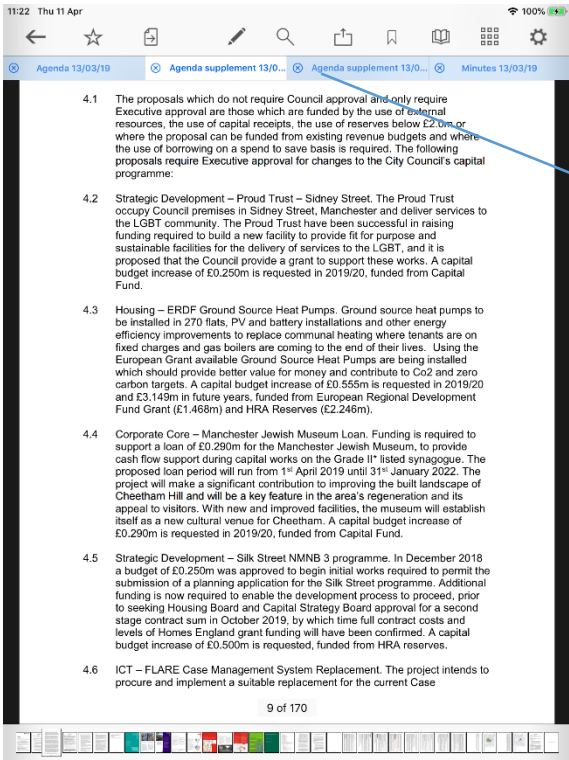


Tap anywhere on the document to hide the toolbars. Tap again to make them re-appear.

With one open document (portrait):



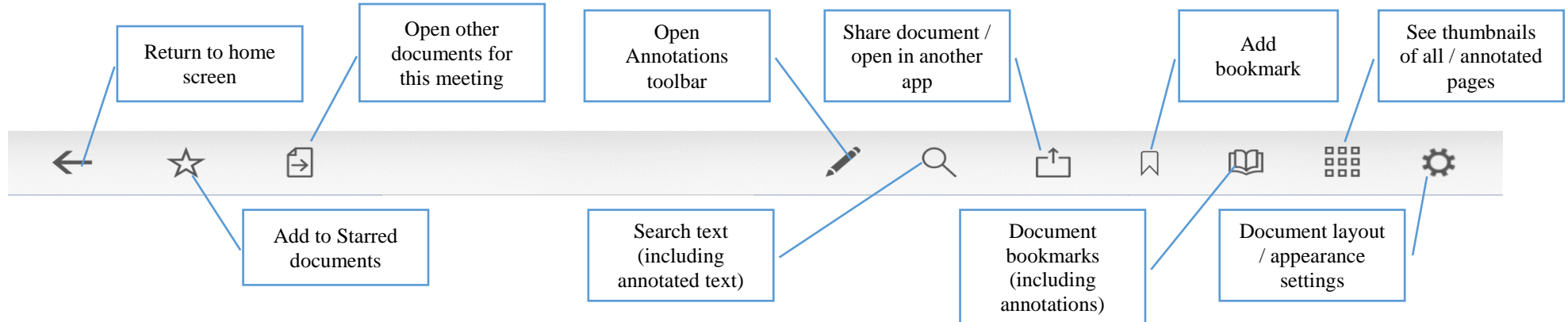
With multiple open documents (portrait):



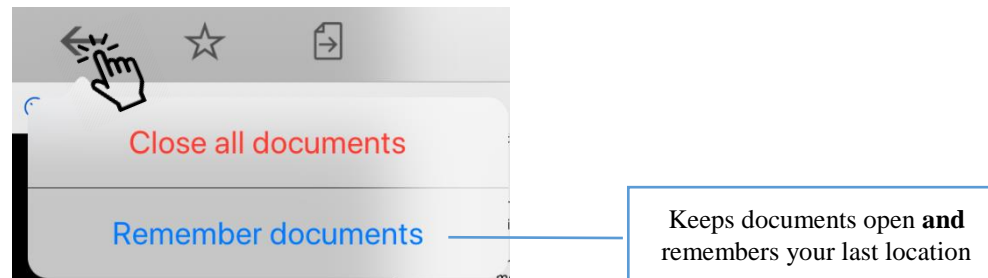
Tap any tab to switch documents.

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:

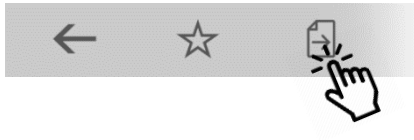


This document will now appear in the 'Starred' document view on the home screen (main menu).

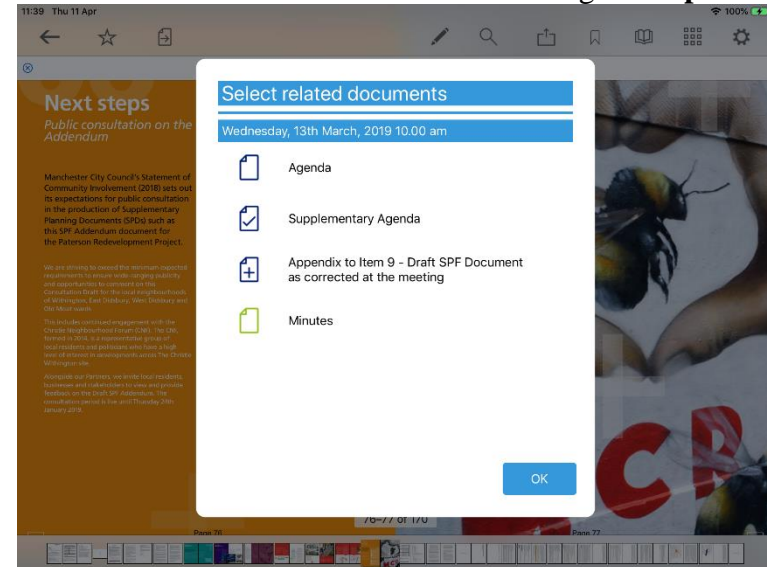
Open related documents

Tap to open other available documents for this meeting:

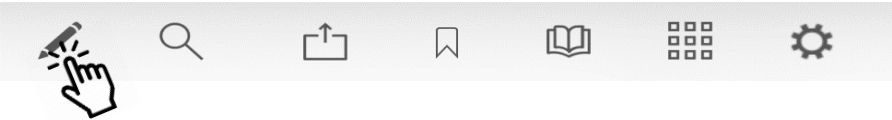
Tap and...



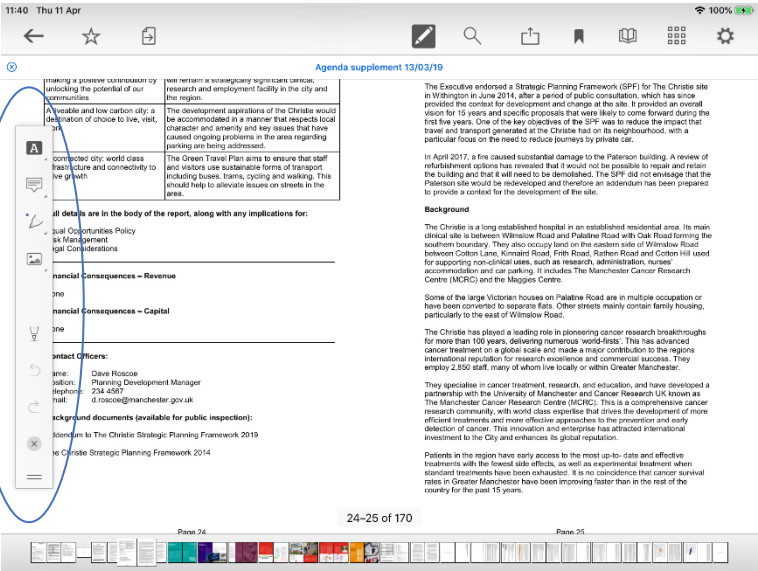
...select one or more other documents for this meeting and **tap OK**:



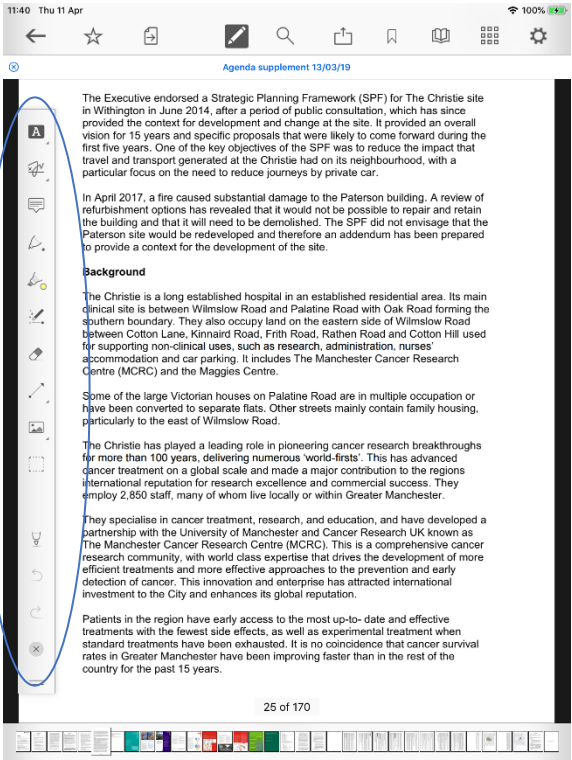
The Annotations Toolbar
























































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



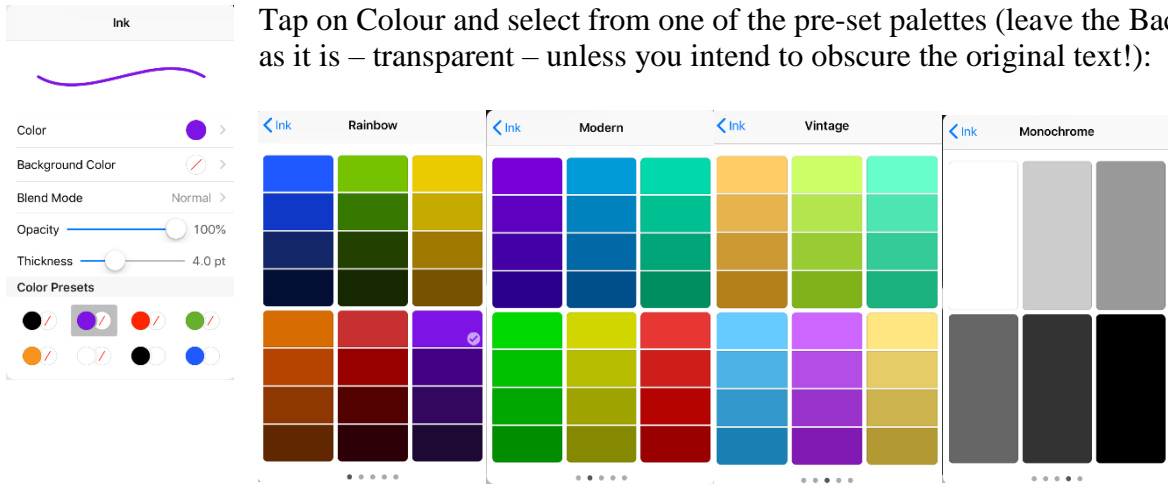

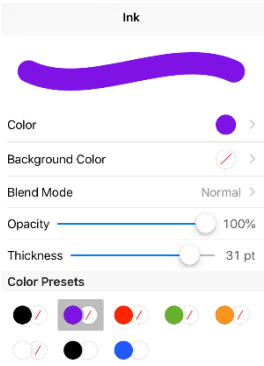










Portrait view (more options immediately accessible from menu):



| What does it do? | Landscape Menu Icon | Portrait Menu Icon | Press and hold the icon to expand the menu and show: | | | | | | | | | |
|--|---|---|--|---|--|---|--|---|---|---|--|---|
| Mark-up text |  |  |  Highlight text  |  <u>Underline text</u>  | |  <u>Squiggly underline text</u>  | |  Strikethrough text  | | | | |
| Insert text, comments |  (Note: the Add Sticky Note tool will appear here in Landscape Mode after you begin annotating) |  |  Insert text (if enabled in the original document)  | | |  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) | | | | | | | | | |

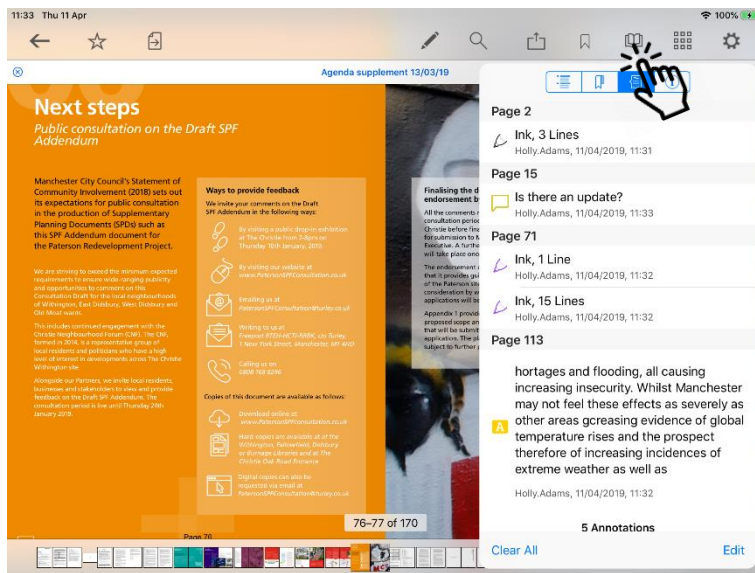
| What does it do? | Landscape Menu Icon | Portrait Menu Icon | Press and hold the icon to expand the menu and show: | | | | |
|--------------------|---|---|---|---|--|---|--|
| | |  | (Freehand scribble – with highlighter; no expansion required) | | | | |
| | |  | (Smart draw – makes freehand lines 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) (top-level portrait menu item) |
| 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: |
|--|---|---|--|
| Customise ink settings – colour, thickness, etc. |  |  | <div><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></div> <div><p>Drag the slider bar in the menu to change the ink thickness:</p></div> |

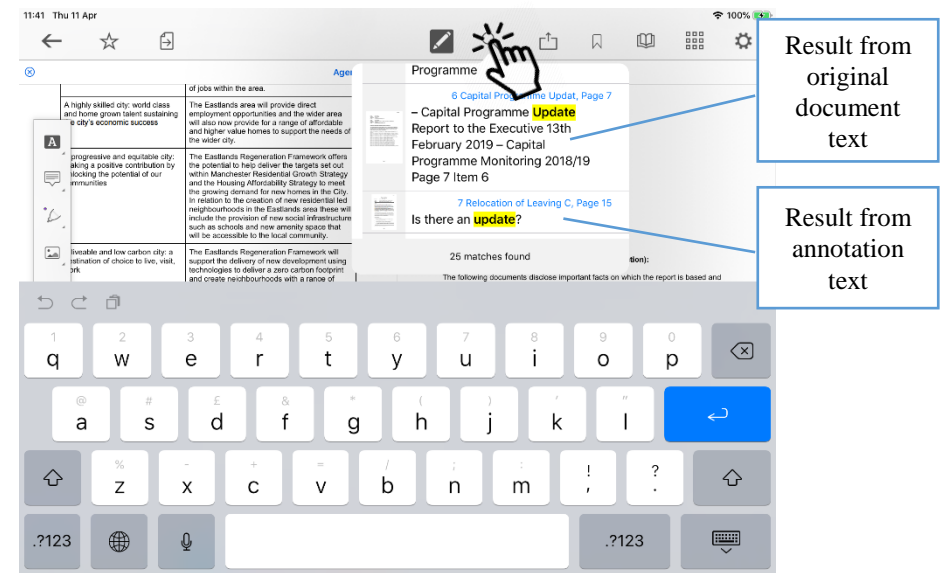
| What does it do? | Landscape Menu Icon | Portrait Menu Icon | Press and hold the icon to expand the menu and show: |
|------------------------------|---|---|---|
| Stylus |  |  | (no expansion required – <i>this icon will appear only if you have a Bluetooth-enabled stylus connected to your tablet –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



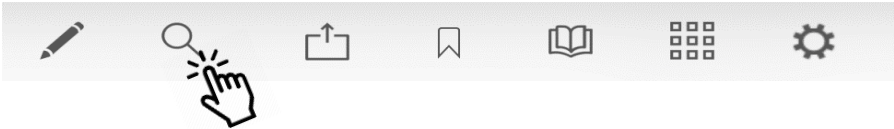
Text annotations appear in search results (see **Searching within the document**, below)



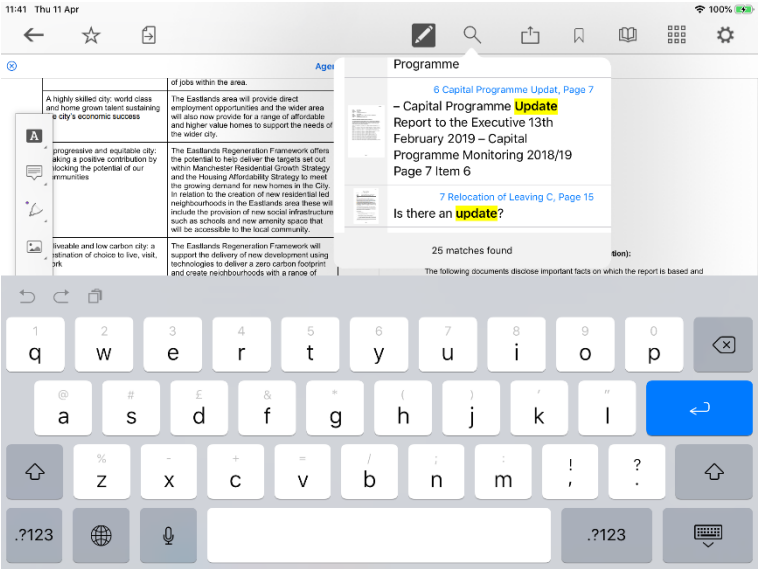
...and to access all your annotated documents from the main menu:



Searching within the document



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



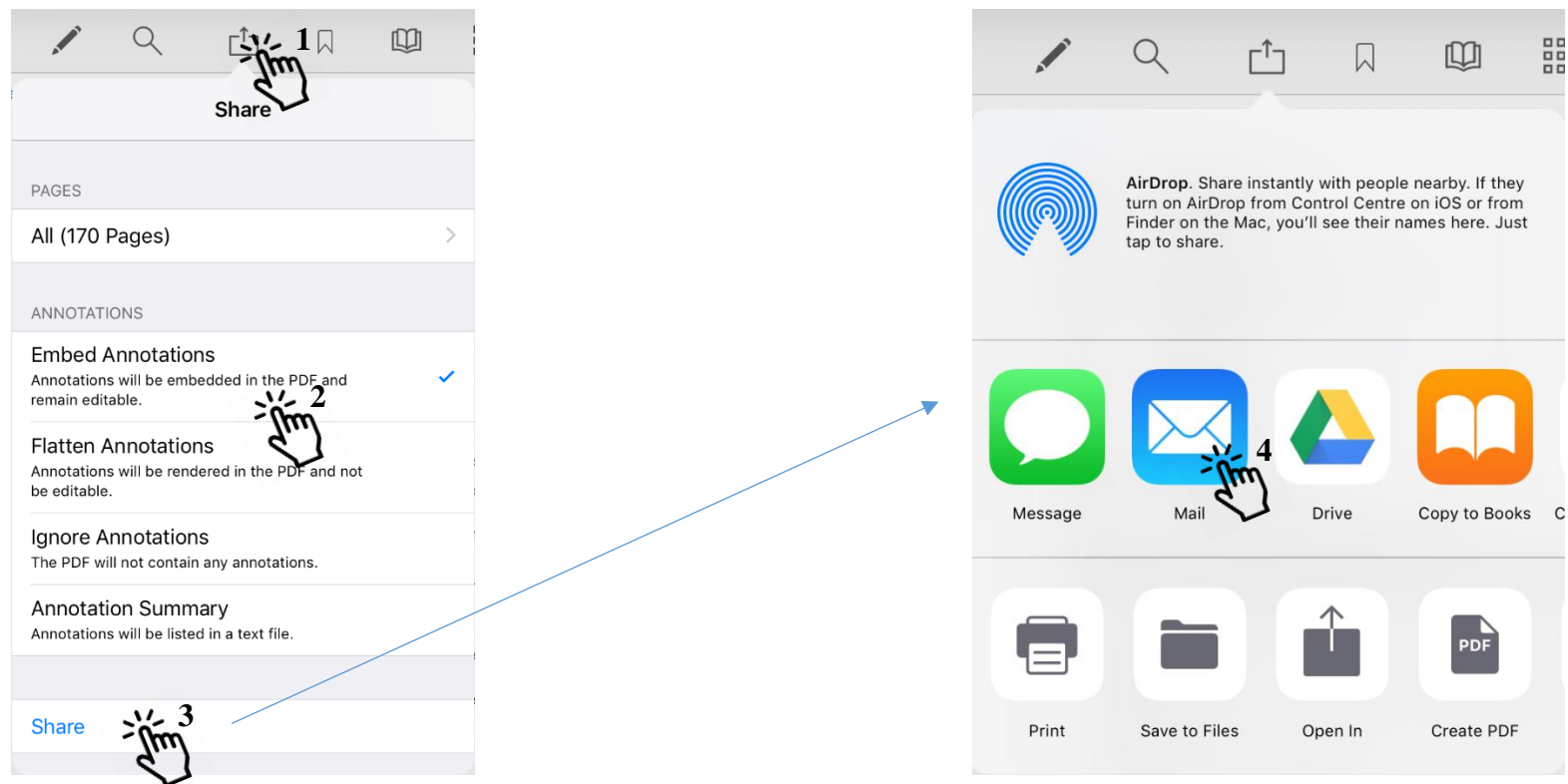
Tap on a result to jump straight to that page.

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).

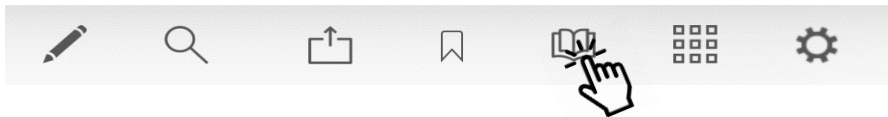
The **Share / Open In...** options you will find for sharing or opening the document in another app will depend upon which other apps you have installed on your device:



Bookmarks: Adding and Navigating

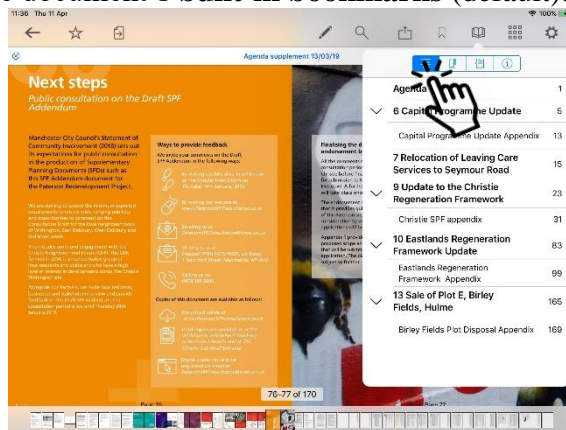


Tap the Add Bookmark icon at any time to add your own bookmarks to the document.

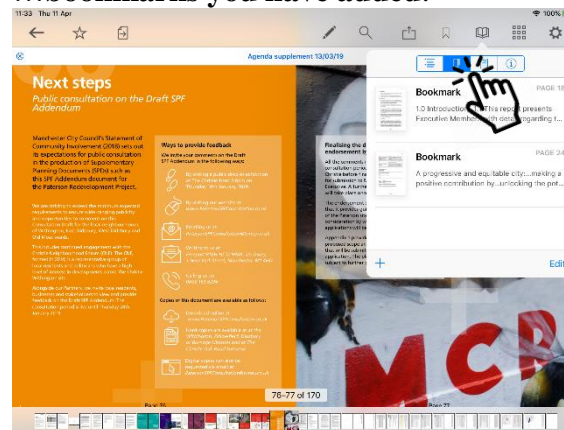


Tap the Bookmark menu to access all bookmarks in the document, then **tap the buttons** to navigate to a particular place in the document using...

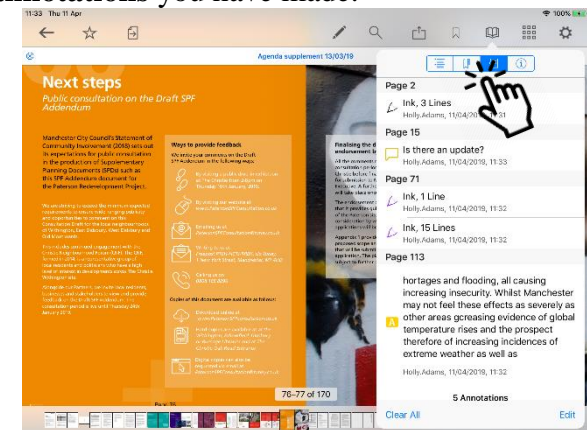
...the document's **built-in bookmarks** (default):



...bookmarks you have added:



...annotations you have made:

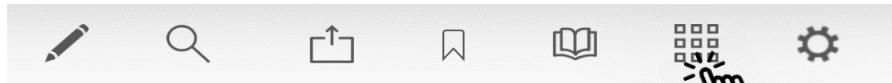


Tap the bookmark or annotation bookmark and jump straight to that place in the document.

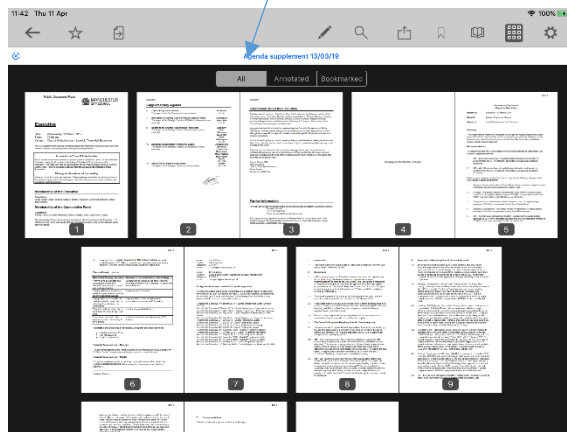
(The fourth button, , displays document information – title, date created, etc.)

Thumbnails

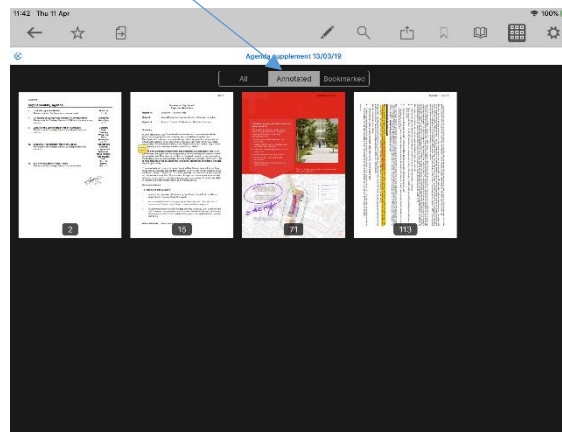
Move quickly around the document using thumbnail images:



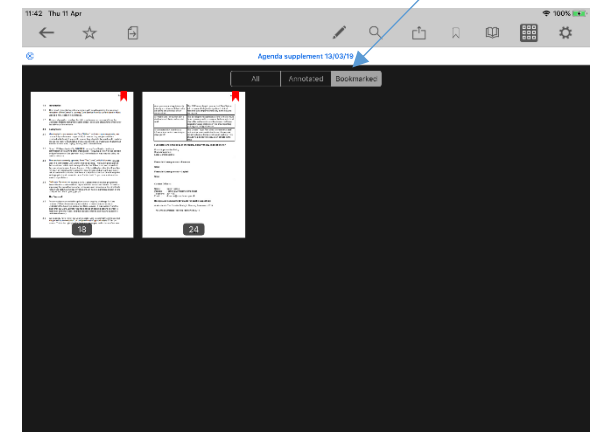
Toggle between seeing **all** pages...



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

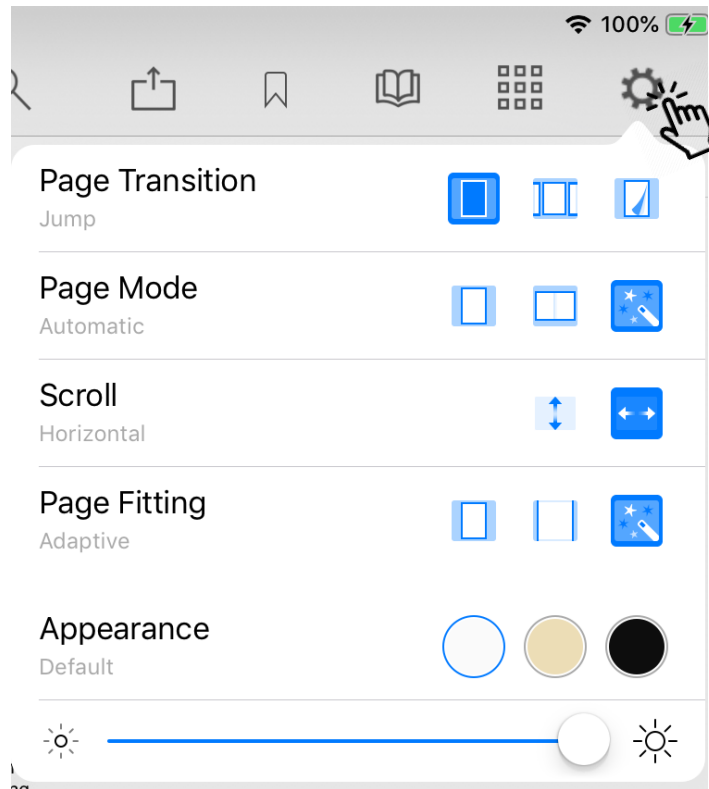


...or the pages **you have bookmarked**.



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).

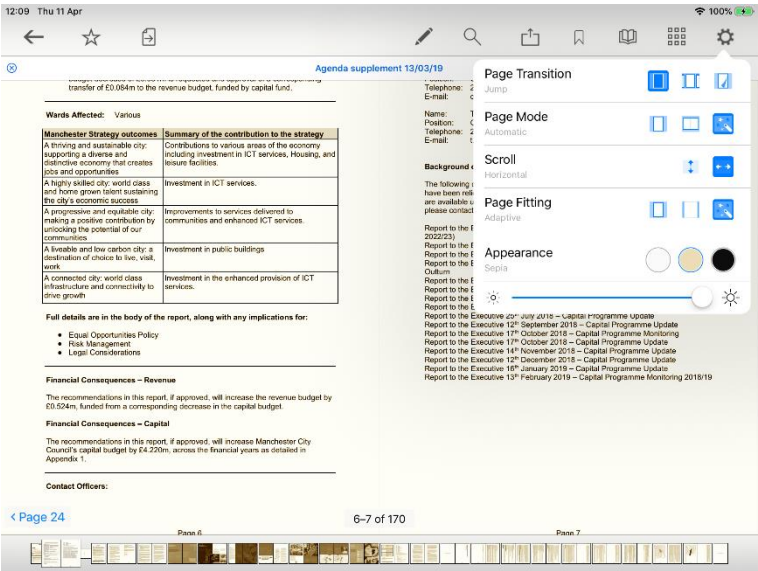
Scroll options: scroll vertically or horizontally through the document.

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)?

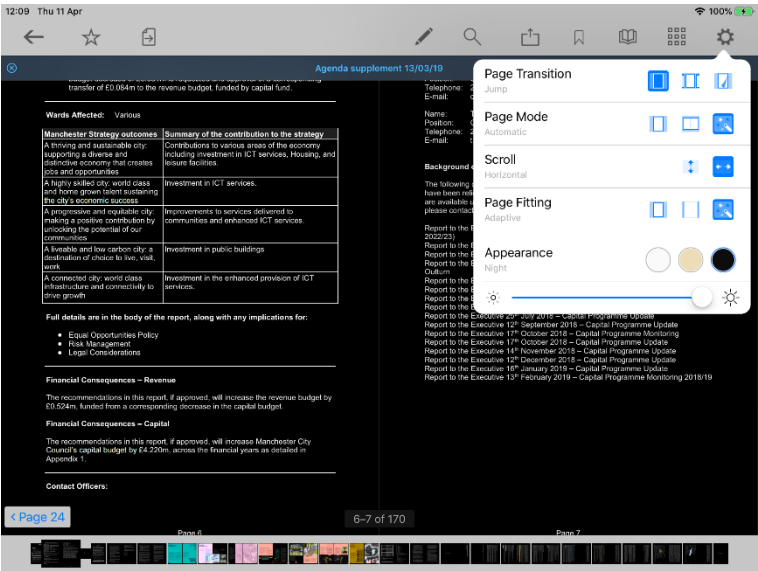
Appearance: default (as published), sepia or night mode – see below.

Screen brightness control (for this app only).

Sepia

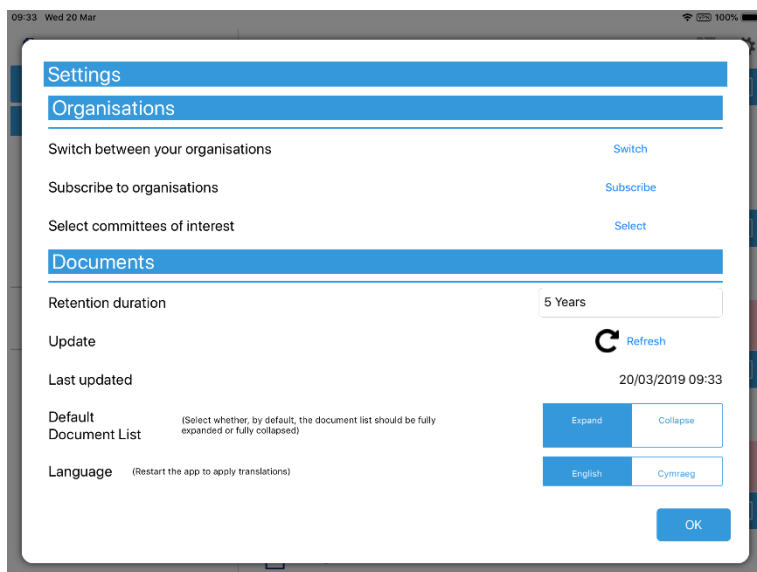


Night mode



The Settings Menu

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



Switch between subscribed organisations.

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).

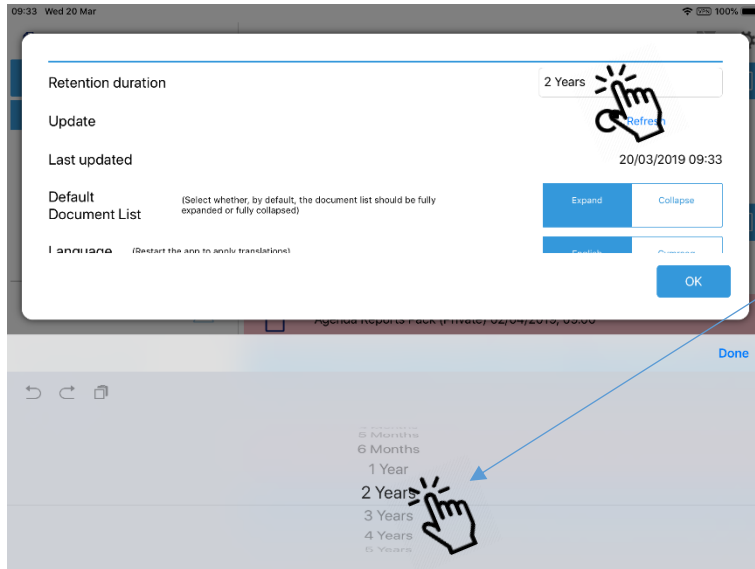
Manual refresh – check for new documents.

Last updated time and date.

Default document display preference: expand or collapse all.

Choose either English or Welsh as the app's default language (further information available in **Welsh Language Version**, below).

Retention duration setting:

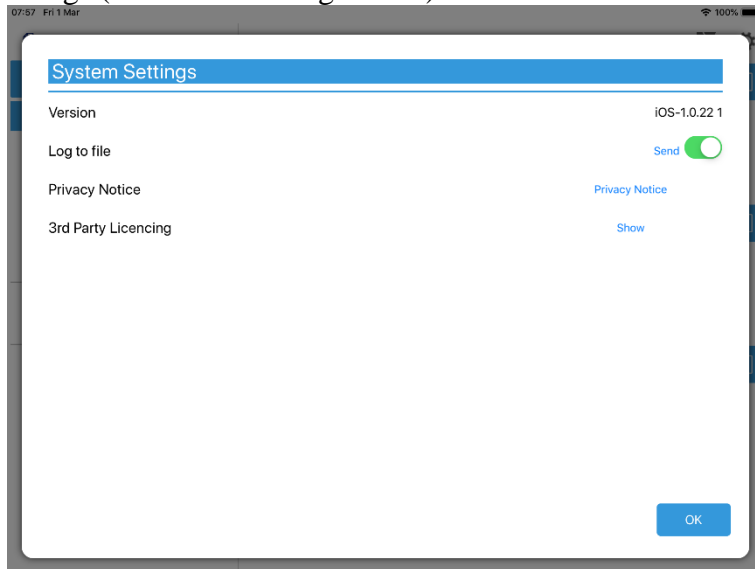


Downloaded documents are automatically removed from your device at the expiration of the retention period.

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 (Apple version shown in example)

Log usage information / send log file to developers

Privacy Notice

3rd 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 **Restricted App Registration Process**, below)

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**.)

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.

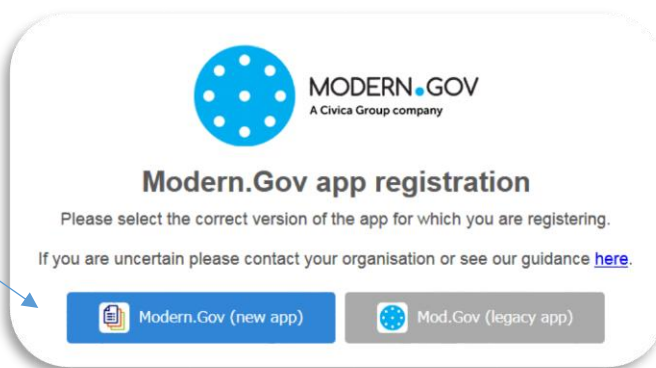
Your organisation will contact you directly with your logon details, and, if in use at your organisation, information on its MDM system.

You will receive an email inviting you to:

[Register this device](#)

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 login details provided by your organisation:

A screenshot of a mobile app interface. At the top, there's a blue header bar with the word "Registration" in white. Below the header, there are three input fields: "Username or Email" with the placeholder text "Your Username Here", "Password" with masked characters (dots), and "Confirm Password" also with masked characters. To the right of the "Confirm Password" field is a blue button with the word "Register" in white. The background of the app is dark blue with some lighter blue patterns.

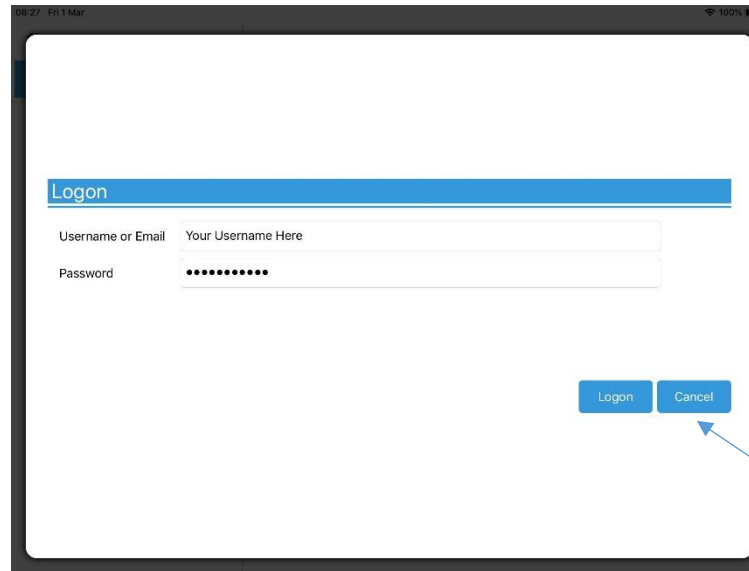
You will then be registered to open, read and annotate documents with restricted access. You will not be able to share restricted documents, nor will you be able to open them in other apps.

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:



The screenshot displays the login interface of the ModernGov app. At the top, there is a blue header bar with the word 'Logon' in white. Below this, there are two input fields: 'Username or Email' with the placeholder text 'Your Username Here' and 'Password' with masked characters. At the bottom right, there are two blue buttons labeled 'Logon' and 'Cancel'. A blue arrow points from the 'Cancel' button to the text below the screenshot.

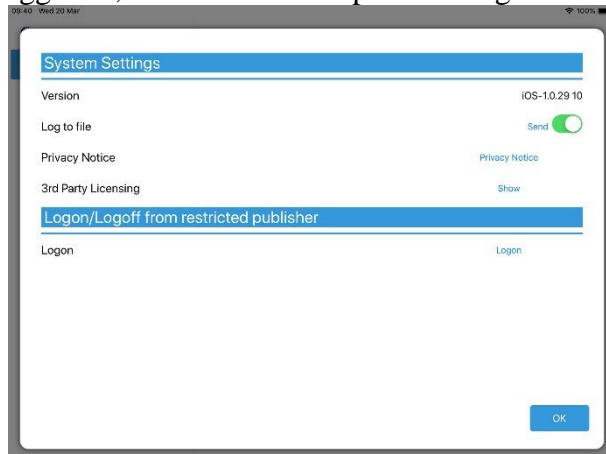
(If you select Cancel, you can still use the app, but will have access only to publicly-available documents from public organisations.)

Logon and Logoff options in the Settings Menu

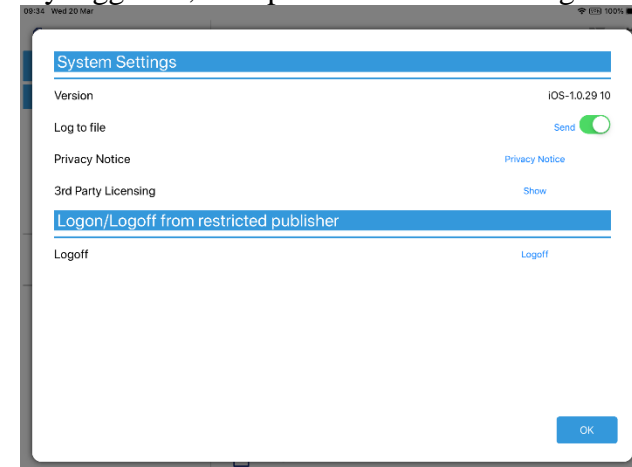
To access, **tap** the Settings icon at the top right of the home screen (main menu):



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:

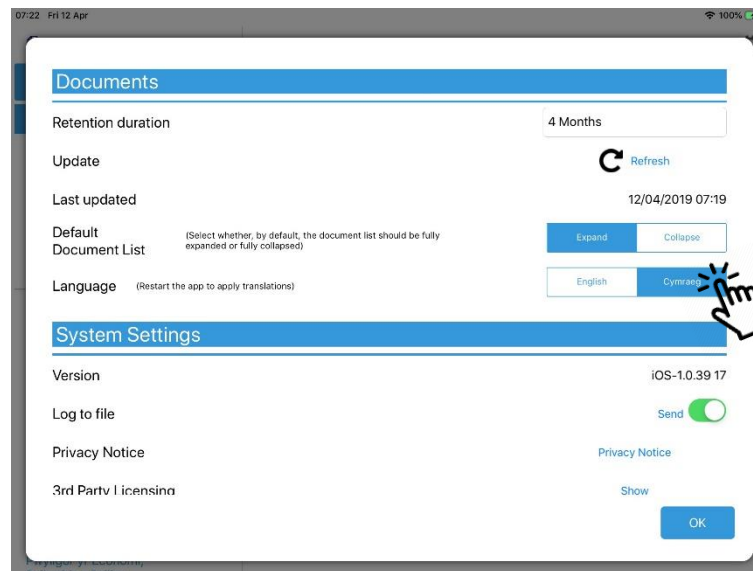


The app will also logoff users automatically when the app has been closed, when the device's screen saver has activated due to inactivity, or when the app has been open but has not registered any activity for two hours.

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.

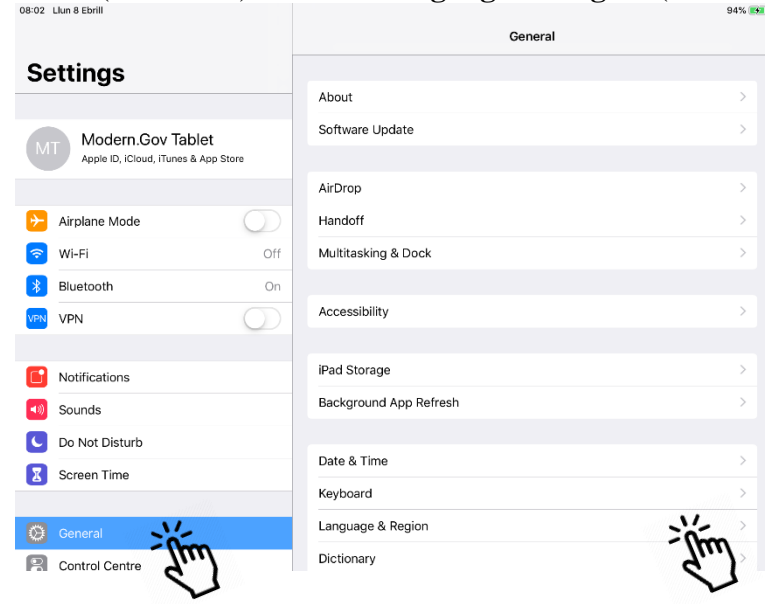
(Important note: documents published to the ModernGov app will still appear in the language in which they were originally published. If they were originally published in English, they will still appear in English.)

If you wish to change your iPad's default language, **close the Modern.Gov app and open the iPad Settings**, then follow these steps:

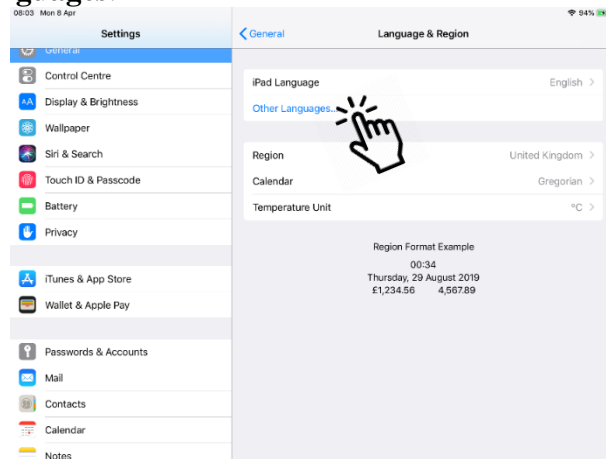
Tap the iPad's **Settings** icon:



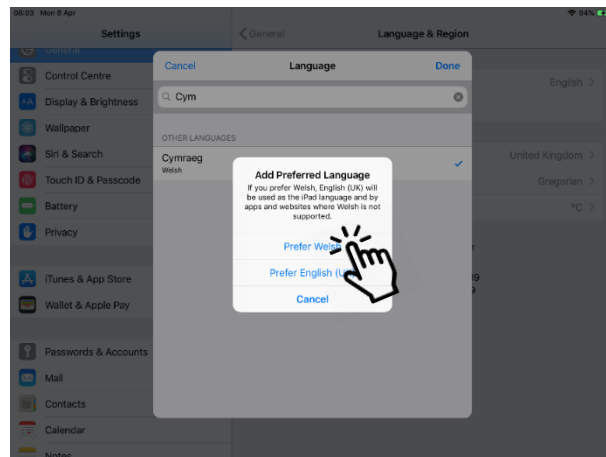
Select **General** (on the left) and then **Language & Region** (on the right):



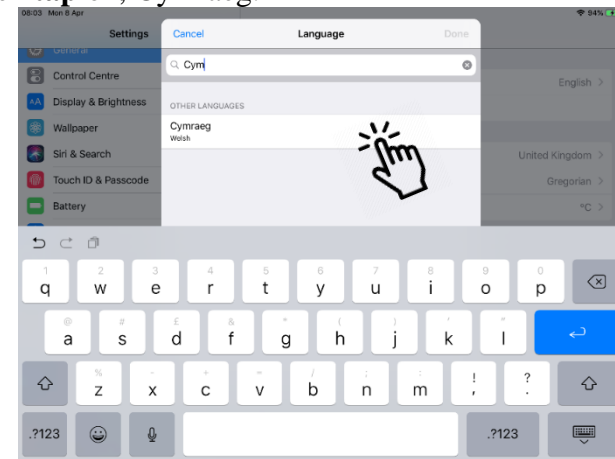
Tap **Other Languages**:



Select **Cymraeg** as the preferred language:



Search for, then **tap** on, **Cymraeg**:



If you wish to switch to another language, or to change your default language preference, return to the **iPad Settings**, open the **Language & Region** menu, and tap **Edit** at the top right:

