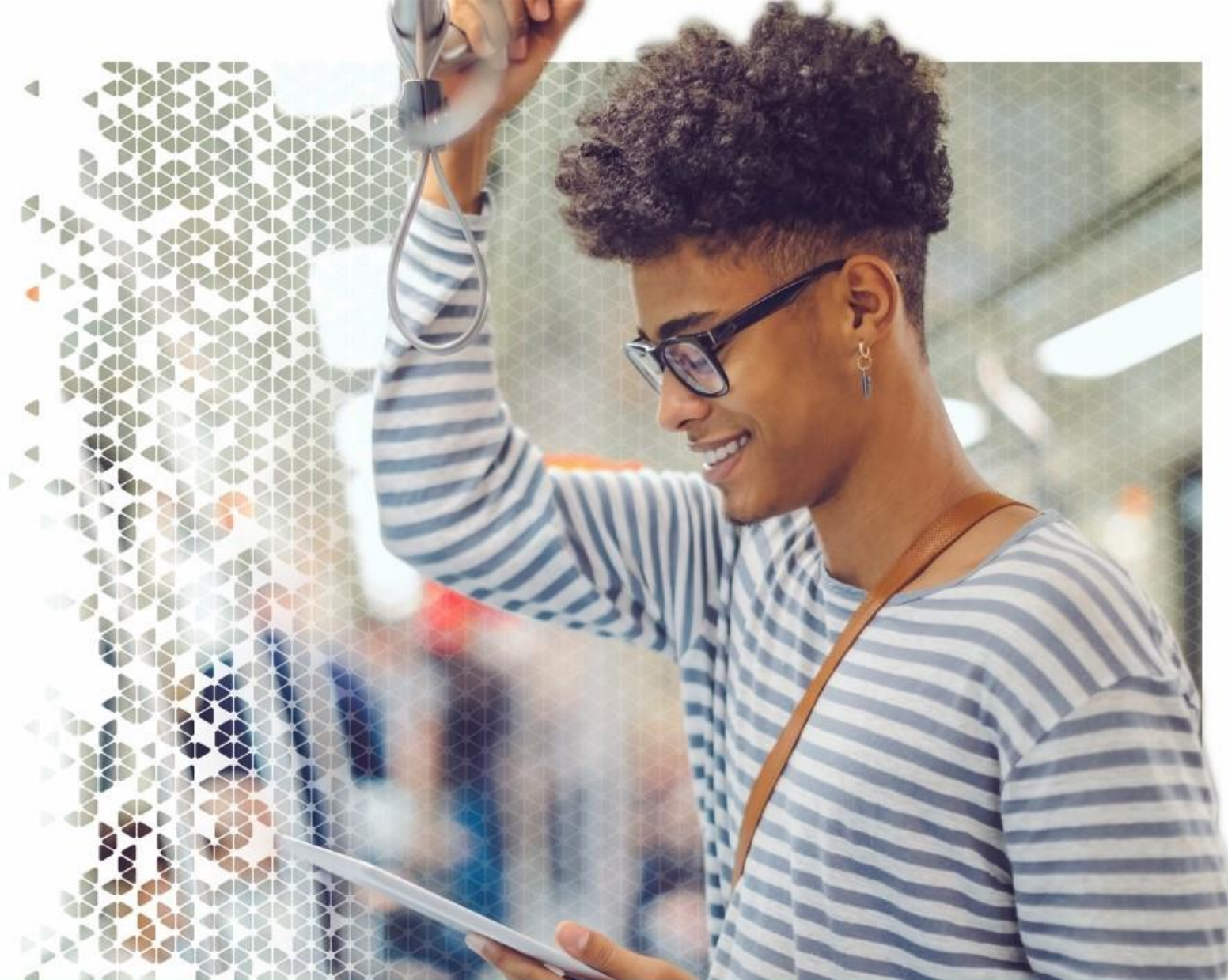


CIVICA

Transforming the way you work



Modern.Gov Windows App: Walkthrough

Modern.Gov

July 2019

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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 can run on any Windows 10+ device.












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 or Long-Click	<p>If using a touchscreen, lightly press and hold your finger or stylus on the screen.</p> <p>If using a mouse, click and hold the left mouse button.</p>
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 / clicking 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 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 App
Toggle between all meetings / just meetings with documents		
Tap or click 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 or long-click 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 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		

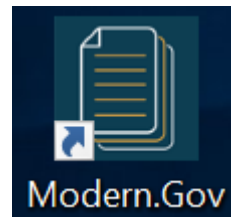
	Original App	New App
Share original document – whole document, page range or single page (public documents only)		
Share document with annotations – whole document, page range or single page (public documents only)		
Open / save document in another app on your device		
Delete document from device		
Two-factor security		
ADFS integration to reduce the need for multiple passwords		
Subscribe to multiple publishers		
Searchable document publisher list		
Subscribe to multiple committees		
Searchable committee list		

	Original App	New App
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

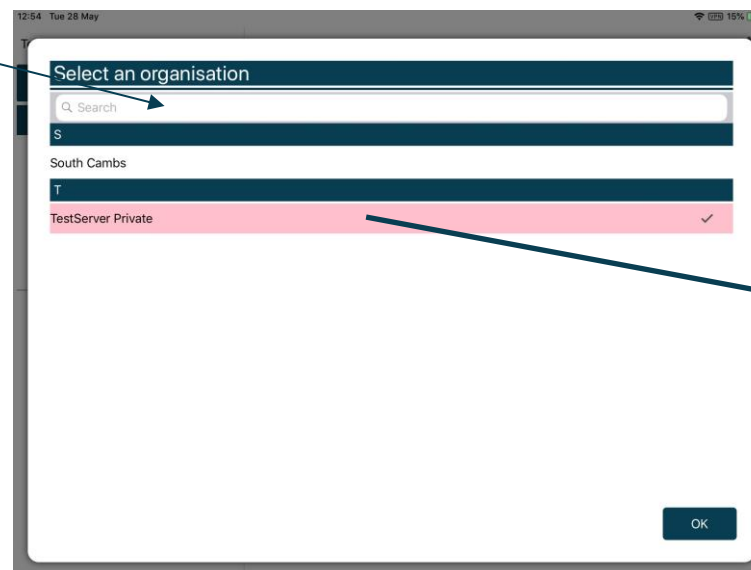
Search for “Modern•Gov” on the Microsoft Store and download the free app.

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



Select at least one organisation to follow. **Swipe down / click and drag down** anywhere on the screen to refresh the list at any time.

Tip: use the **search bar** at the top – search results will appear **after you have typed 4 characters**:



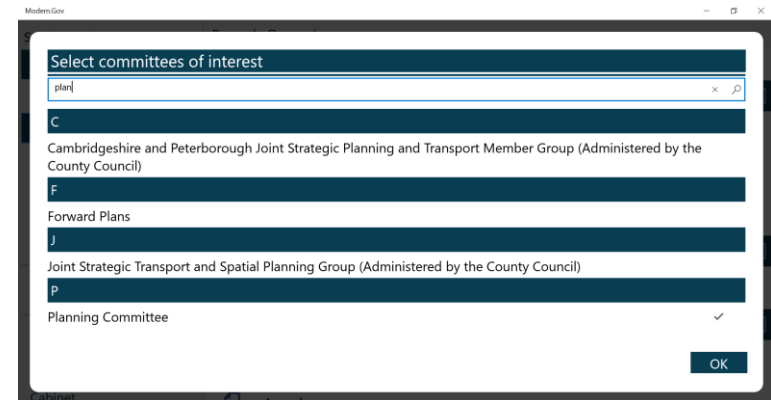
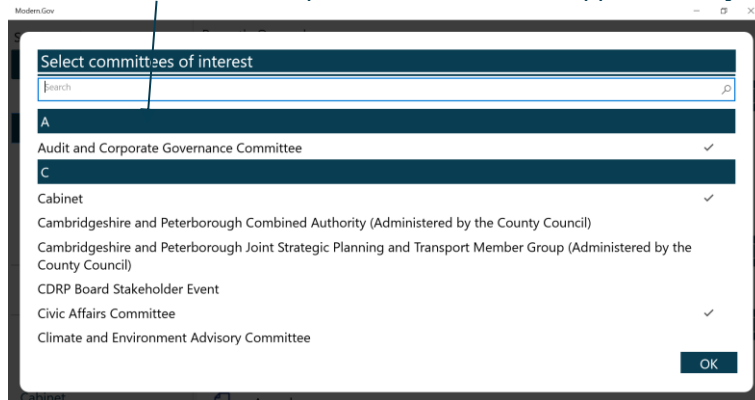
Organisations with restricted access will appear in pink. Your organisation will need to set up your access permissions before these appear in your app.

See

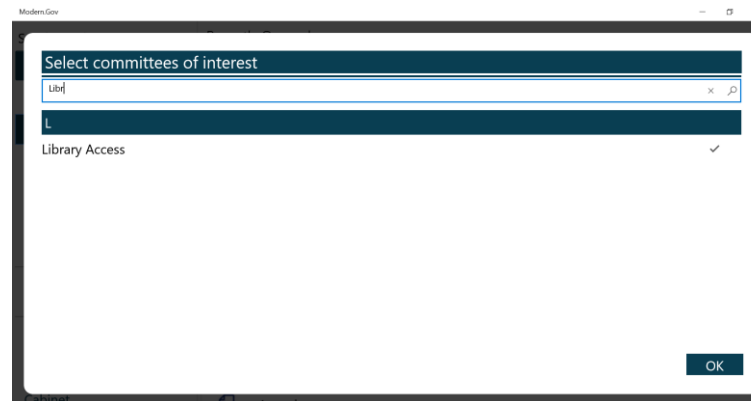
Restricted App Registration Process for further details.

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

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 library¹ 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**:



¹ 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:

See document 'views'.

Document 'views': tap or click any view to help find papers quickly

Library (non-meeting) documents and links

Committee subscriptions. Tap or click name to see papers from only one committee

South Cambs

≡

📅

Upcoming1

Recently Opened0

Recently Published19

Unread19

Starred0

Annotated0

Library Access🏛️

Audit and Corporate Governance Committee

Cabinet

Civic Affairs Committee

Council

Planning Committee

Scrutiny and Overview Committee

Weekly Bulletin

Tap or click to switch to calendar view.

🔍⚙️

Settings Menu

Coming soon: Filter results

Meeting details. Tap or click this bar to expand or collapse the list of documents below. Set your default display preference (expand all / collapse all) in The Settings Menu

Number of documents available for this meeting

✓ Audit and Corporate Governance Committee - Tuesday, 30 April 2019 9.30 a.m.1📄

📄 Agenda

✓ Cabinet - Wednesday, 1 May 2019 10.00 a.m.2📄

📄 Agenda

📄 Decision

✓ Civic Affairs Committee - Tuesday, 4 June 2019 10.00 a.m.1📄

📄 Agenda

✓ Council - (Annual Meeting) Thursday, 16 May 2019 2.00 p.m.4📄

📄 Agenda

📄 Supplement - Political Proportionality and Allocation of Seats to Committees (Item 08); Appointments to CPCA (Item 10) and Appointments to Outside Bodies (Item 11)

📄 Supplement - Nominations for Chairmen/Vice-Chairmen; Cabinet appointments; CPCA nominations and Major Opposition Leader's Statement

Additional document icons:



Document has annotations (will show in the Annotated view from the left-hand menu)



Document is starred and has annotations (will show in both the Starred and Annotated views from the left-hand menu)



Document is starred (will show in the Starred view from the left-hand menu)

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 or clicking** on the options on the left-hand side:



Upcoming1


Recently Opened0

Recently Published19

Unread19

Starred0

Annotated0

Library Access

Audit and Corporate Governance Committee

Cabinet

Civic Affairs Committee

Council

Planning Committee

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)

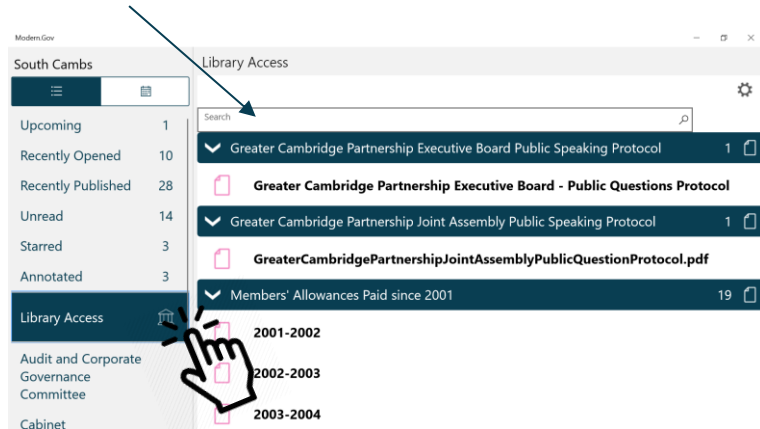
Annotated – documents you have annotated appear in this list automatically (including Library items)

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

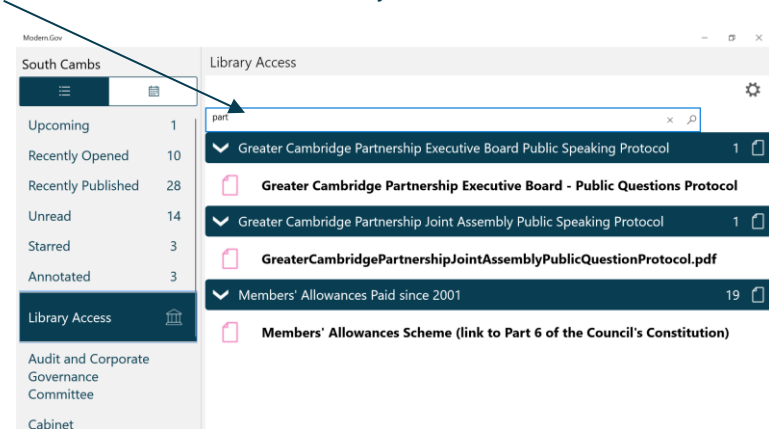
Subscribed committees listed alphabetically. **Tap or click** a committee name to see documents only for that body.

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


A **document title search** is available.



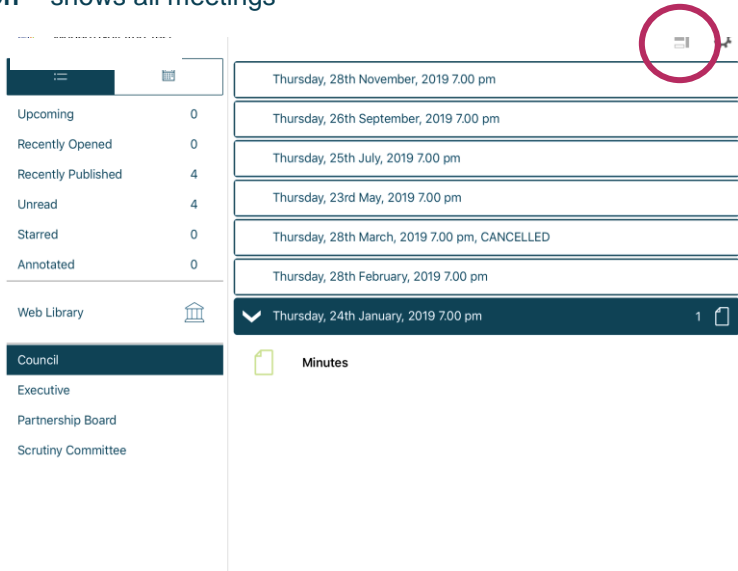
Type to search the **titles** of all Library items.



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

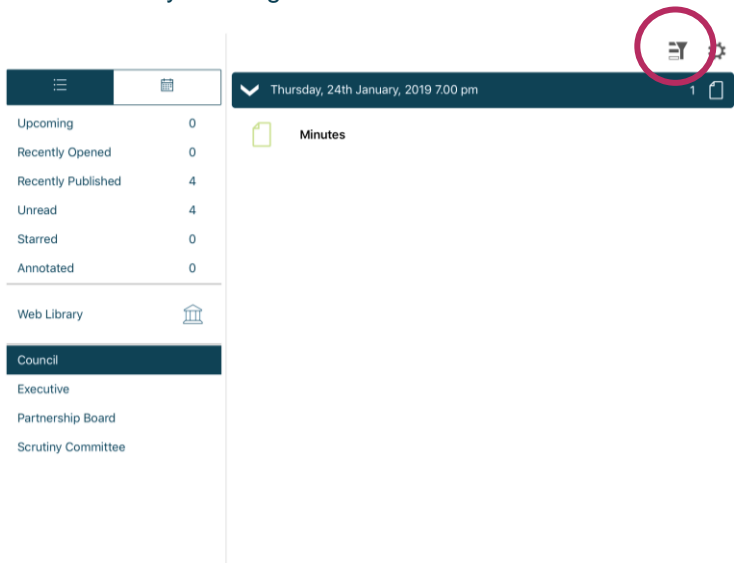
Coming Soon: Use the Filter  (at the top right) to show all meetings or only those with available documents:

Filter **off** – shows all meetings



The screenshot shows the Civica app interface with the filter icon circled in red. The interface includes a sidebar with a list of categories: Upcoming (0), Recently Opened (0), Recently Published (4), Unread (4), Starred (0), Annotated (0), Web Library (with a building icon), Council (selected), Executive, Partnership Board, and Scrutiny Committee. The main content area displays a list of meeting details bars. The top five bars are hollow, indicating no documents are available. The bottom bar is solid and shows a dropdown arrow, a checkmark, the date and time 'Thursday, 24th January, 2019 7.00 pm', a count of '1', and a document icon. Below this bar, a 'Minutes' document is listed with a yellow document icon.

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



The screenshot shows the Civica app interface with the filter icon circled in red. The interface is similar to the previous one, but the sidebar categories are: Upcoming (0), Recently Opened (0), Recently Published (4), Unread (4), Starred (0), Annotated (0), Web Library (with a building icon), Council (selected), Executive, Partnership Board, and Scrutiny Committee. The main content area displays a single solid meeting details bar for 'Thursday, 24th January, 2019 7.00 pm' with a count of '1' and a document icon. Below this bar, a 'Minutes' document is listed with a yellow document icon.

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 or click** a date to see meetings on that date:

Tap or click to switch back to document view.

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

...or long-press / long-click the month name to see the year at a glance.

☰

📅

February, 2019

Mon

Tue

Wed

Thu

Fri

Sat

Sun

28

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30

31

01

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03

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05

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07

08

09

10

11

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01

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08

09

10

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

📄

📄

Agenda

📄+

Additional Papers

📄


Decision

📄

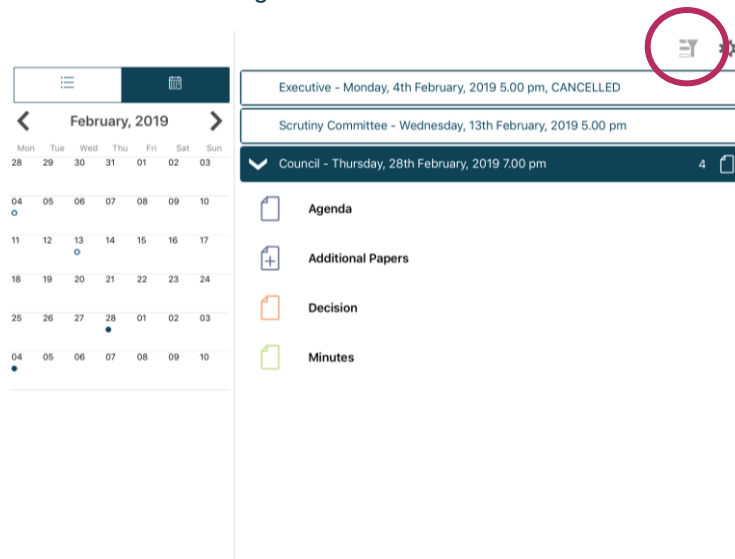
Minutes

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

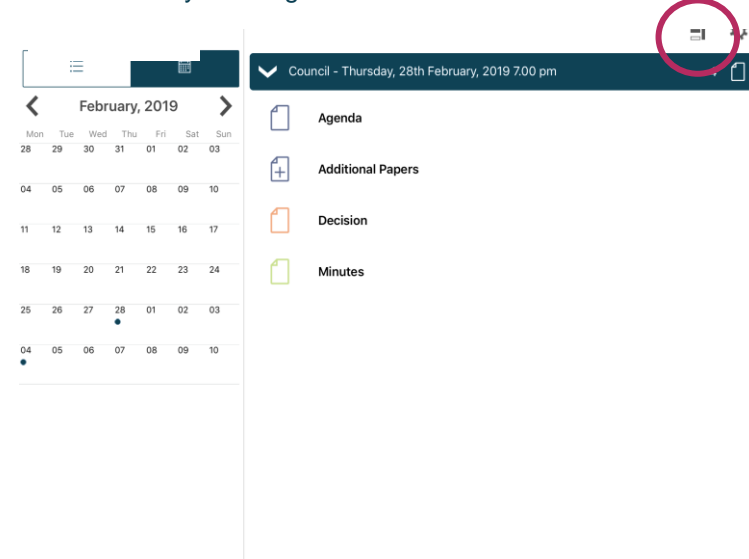
Coming Soon: Solid dots represent meetings for which documents are available.

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

Filter **off** – shows all meetings



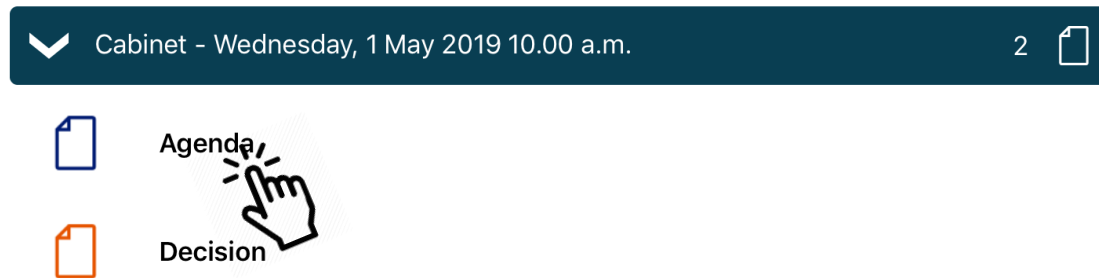
Filter **on** – shows only meetings with documents



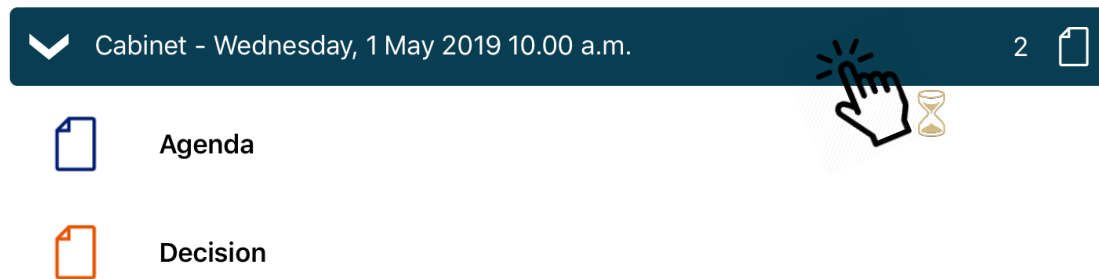
Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** dot in the calendar and a **hollow** meeting details bar.

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

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



...or **long-press / long-click** the **meeting details bar** to open all the documents for that meeting:



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

The screenshot displays the CIVICA Public app interface. On the left, a sidebar lists various document categories and committees. The main area shows a list of documents with expandable details bars. Callouts provide instructions on how to interact with the interface.

Selected documents have a check mark.

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

Tap or click 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.

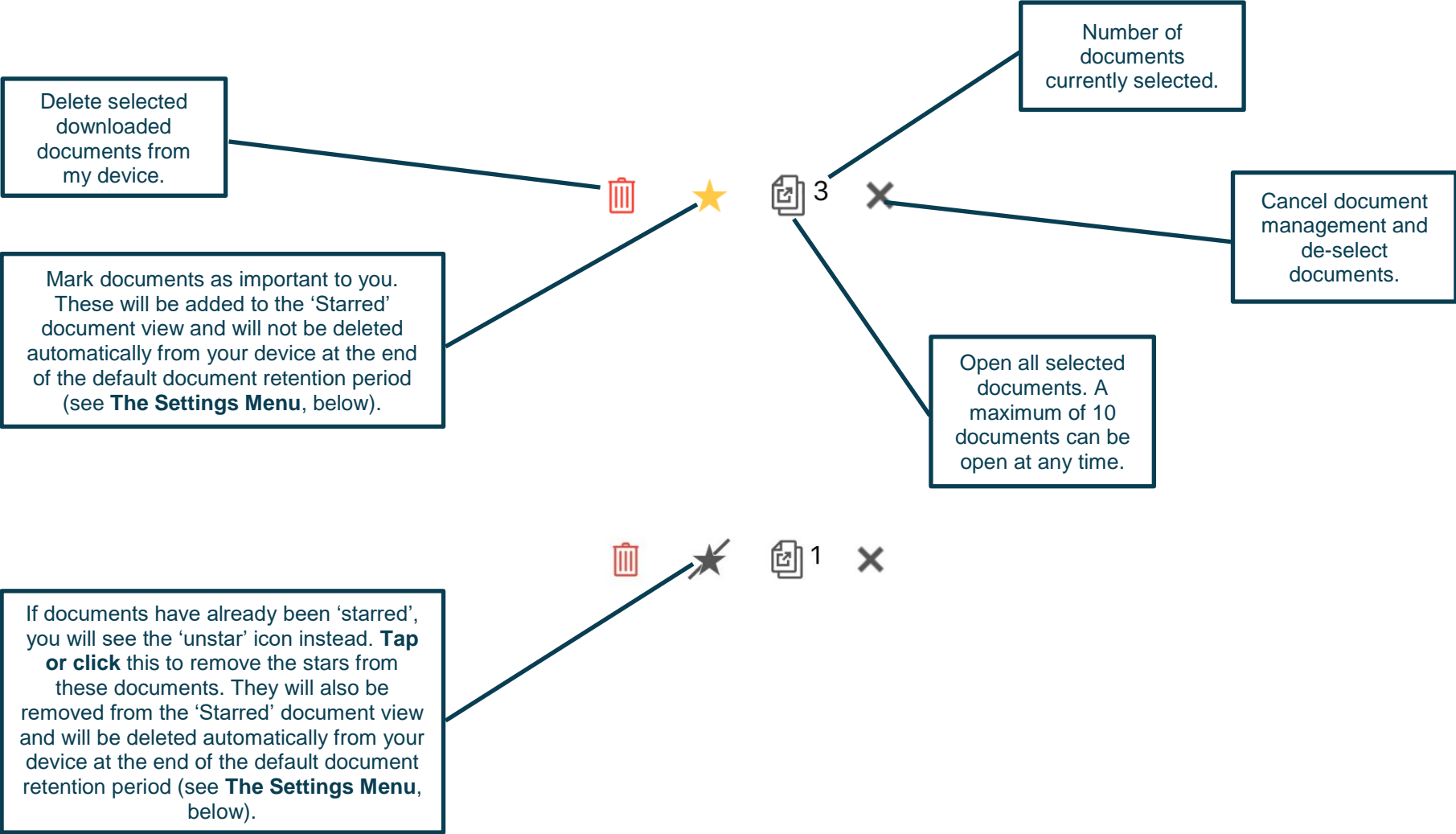
Document Management Options:

- Trash icon
- Star icon
- Document icon with '4'
- Close icon (X)

Document List:

- South Cambs**
 - Upcoming: 1
 - Recently Opened: 0
 - Recently Published: 19
 - Unread: 19
 - Starred: 0
 - Annotated: 0
- Library Access** (Icon: Building)
- Audit and Corporate Governance Committee**
 - Agenda
- Cabinet**
 - Agenda
 - Decision
- Civic Affairs Committee**
 - Agenda
- Council**
 - Agenda
 - Supplement - Political Proportionality and Allocation of Seats to Committees (Item 08); Appointments to CPCA (Item 10) and Appointments to Outside Bodies (Item 11)
 - Supplement - Nominations for Chairmen/Vice-Chairmen; Cabinet appointments; CPCA nominations and Major Opposition Leader's Statement
 - Decision
- Planning Committee**
- Scrutiny and Overview Committee**
- Weekly Bulletin**

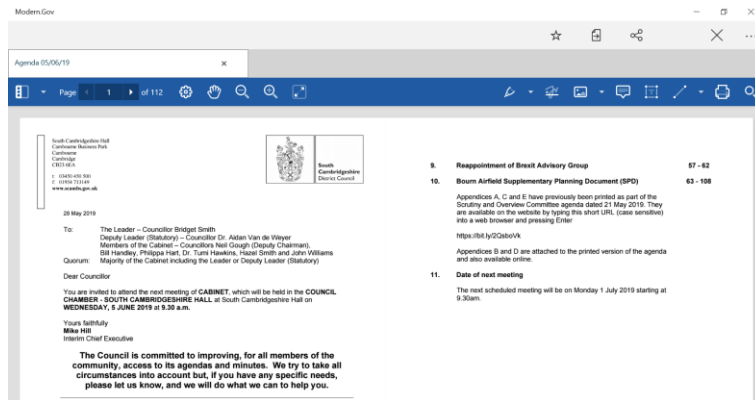
Document Management Options



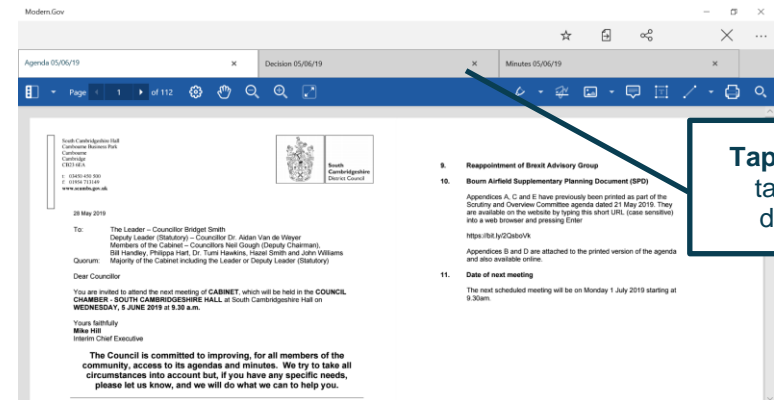
Viewing and Annotating Documents

The document viewer screen:

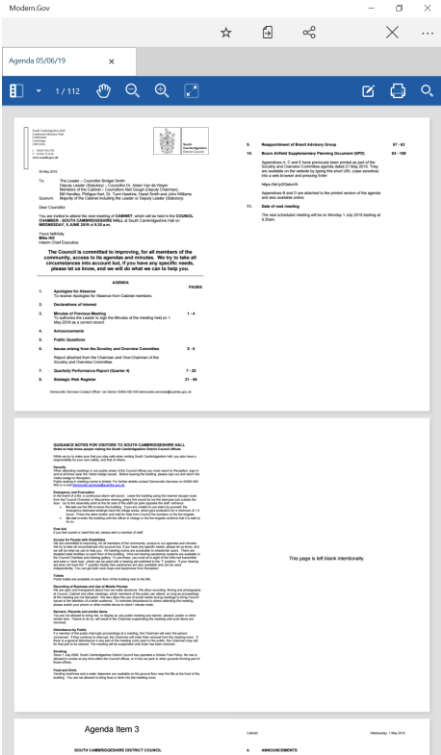
With one open document (landscape):



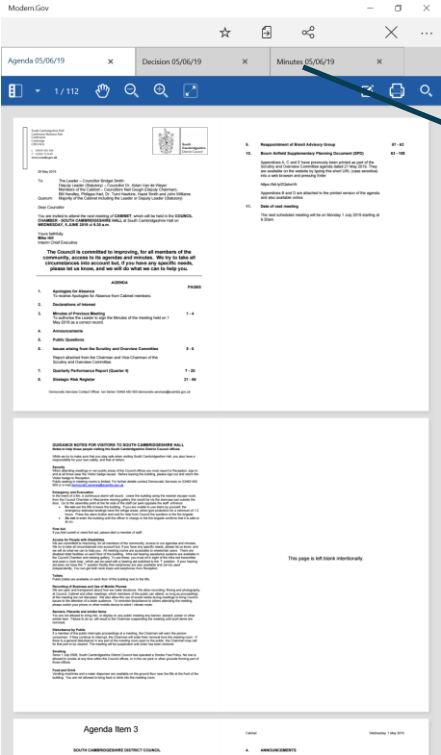
With multiple open documents (landscape) – a maximum of 10 documents can be open at any time:



With one open document (portrait):

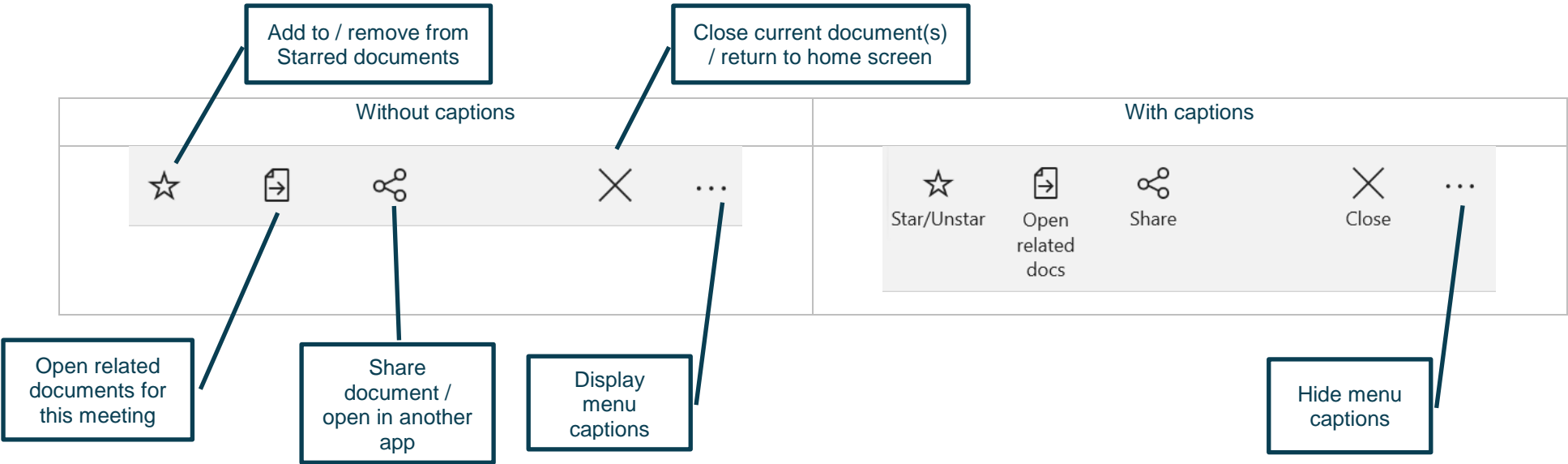


With multiple open documents (portrait) – a maximum of 10 documents can be open at any time:

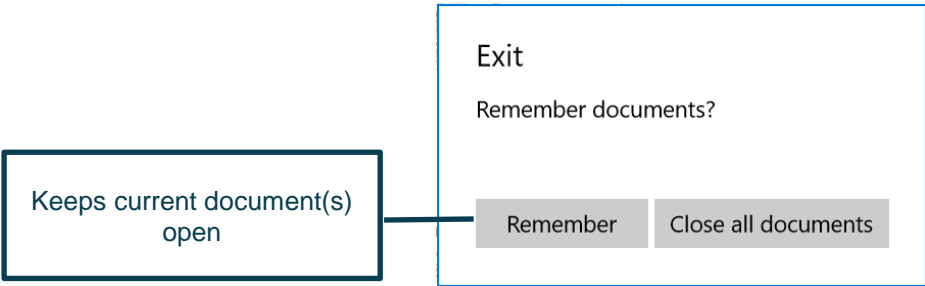


Tap or click any tab to switch documents.

Document Viewer: Toolbar Icons



Tapping or clicking the close icon prompts you to select from these options:



Add to Starred documents:

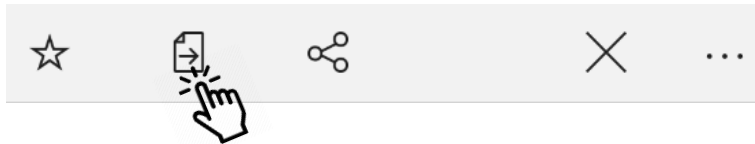


This document will now appear in the 'Starred' document view on the home screen (main menu), and will have this icon in the document list: ★

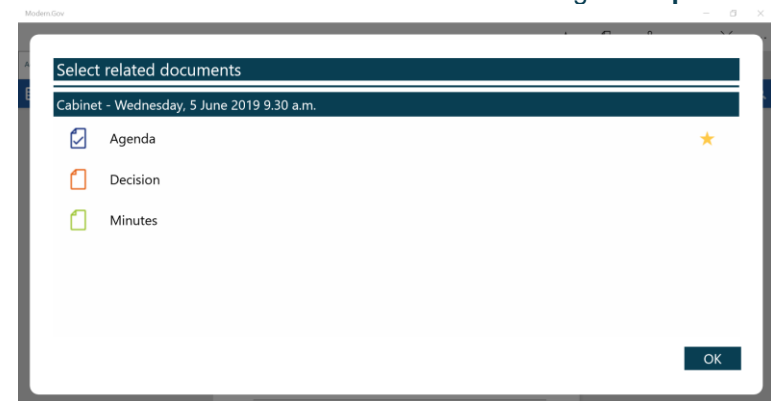
Open related documents

Tap or click to open related documents for this meeting:

Tap or click and...



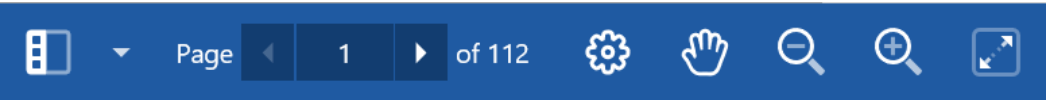
...select one or more other documents for this meeting and tap or click OK:



Document Navigation and Appearance Options

Navigation Toolbar Icons



Landscape view



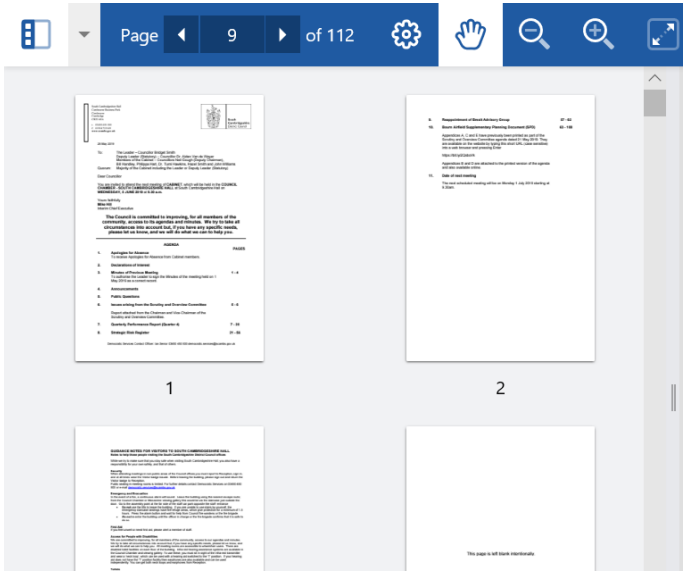
Portrait view

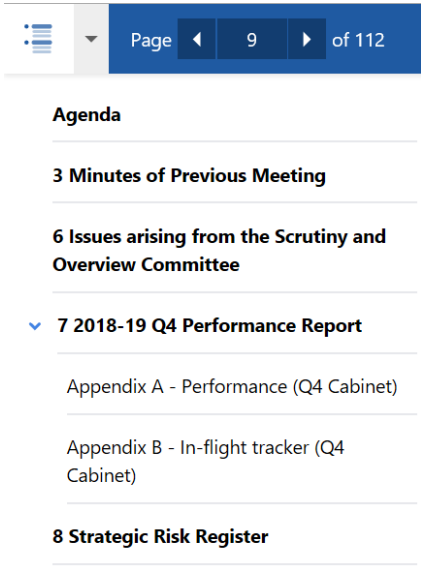
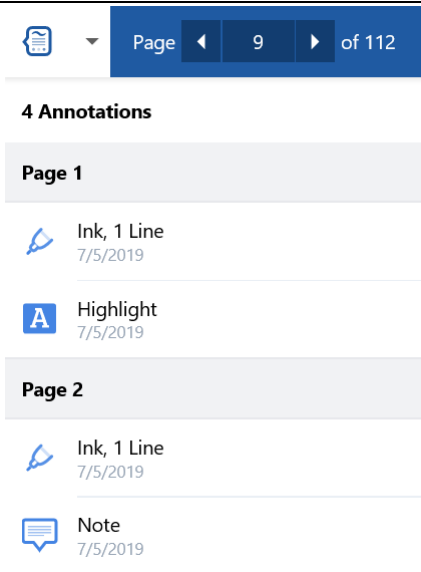


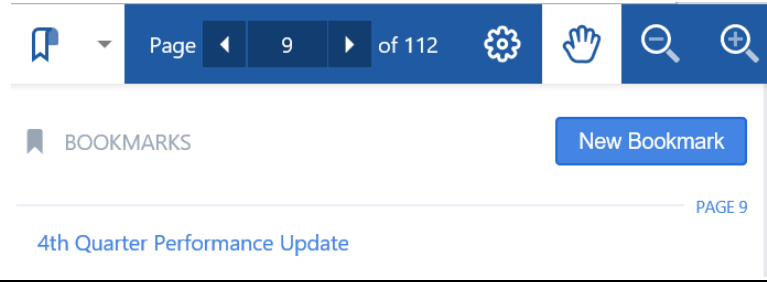
What does it do?	Default Icon	Notes
Display thumbnails / outline / annotations / bookmarks		See below
Navigate – page up / down or type desired page number		Landscape view only
Current page		Portrait view only
Page layout, transition and rotation settings		Landscape view only
Click or press and drag page to scroll		

What does it do?	Default Icon	Notes
Zoom		
Toggle full-screen mode on/off		

Display thumbnails / outline / annotations / bookmarks

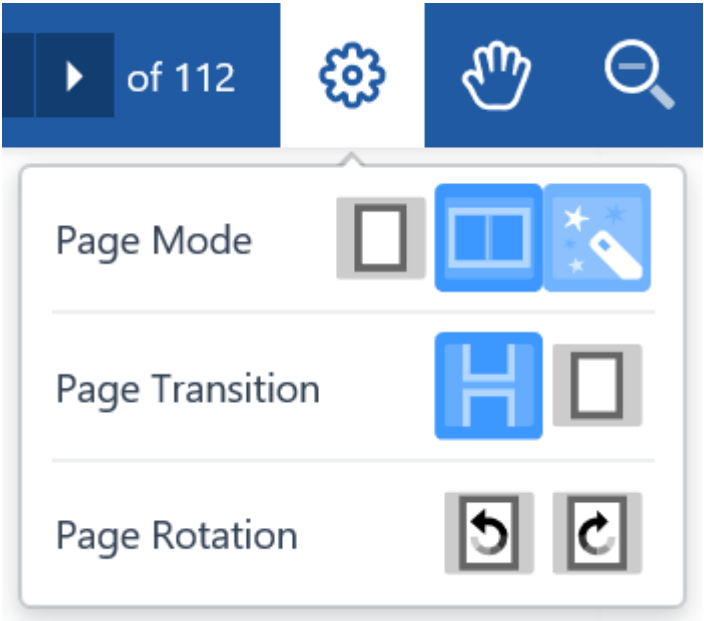
What does it do?	Appearance	Notes
Displays thumbnail images of each page of the document		<p>Tap or click a page image to jump straight to it.</p> <p>Change the size of this viewing pane by clicking / pressing on this icon and dragging the bar horizontally.</p>

What does it do?	Appearance	Notes
Displays this document's built-in structure.	 <p>The screenshot shows a document structure under the 'Appearance' tab. At the top is a page navigation bar with 'Page 9 of 112'. Below it is a list of sections: '3 Minutes of Previous Meeting', '6 Issues arising from the Scrutiny and Overview Committee', '7 2018-19 Q4 Performance Report' (which is expanded to show 'Appendix A - Performance (Q4 Cabinet)' and 'Appendix B - In-flight tracker (Q4 Cabinet)'), and '8 Strategic Risk Register'.</p>	Tap or click on an item to jump straight to that place in the document.
Displays any annotations you have made.	 <p>The screenshot shows a list of annotations under the 'Annotations' tab. It is divided into 'Page 1' and 'Page 2'. Page 1 has two annotations: 'Ink, 1 Line' and 'Highlight', both dated 7/5/2019. Page 2 has two annotations: 'Ink, 1 Line' and 'Note', both dated 7/5/2019.</p>	Tap or click on an annotation to jump straight to that place in the document.

What does it do?	Appearance	Notes
<p>Add your own bookmarks to the document.</p> <p>The full list of all your bookmarks will appear here.</p>		<p>Tap or click New Bookmark to add a bookmark to the currently-open page.</p> <p>Tap or click any bookmark name to jump straight to that place in the document.</p>

Appearance and Scrolling

Change your document appearance and scrolling options (landscape view only):



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).

Select how it looks as you move from page to page: jump (see one or two pages at a time) or scroll continuously through the document.

Rotate document anti-clockwise / clockwise.

The Annotations Toolbar

Annotated documents will appear in the Annotated view on the left-hand side of the main menu, and will have this icon in the document list: 

Landscape view




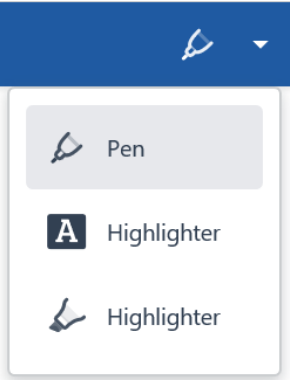
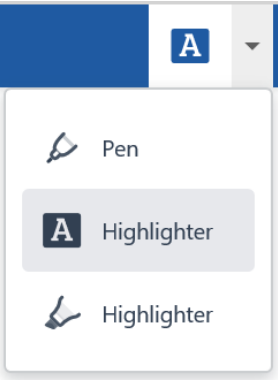
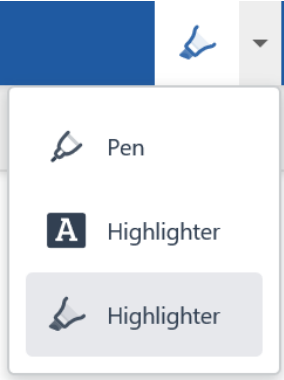
Portrait view


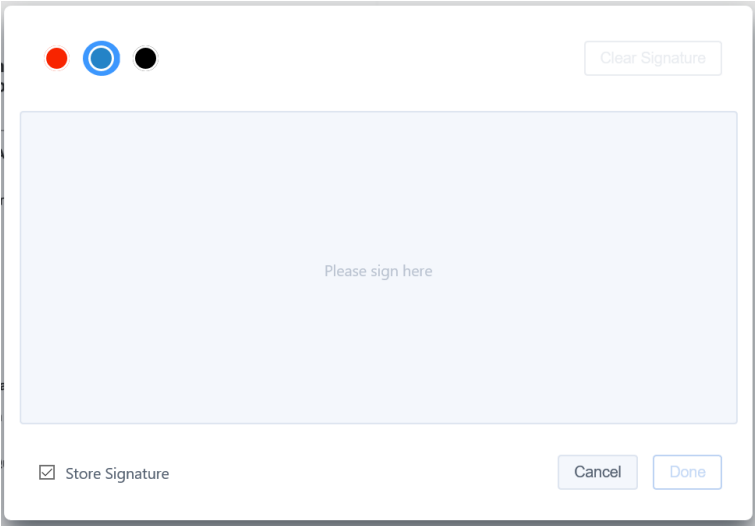

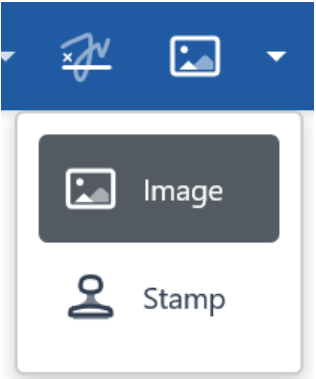
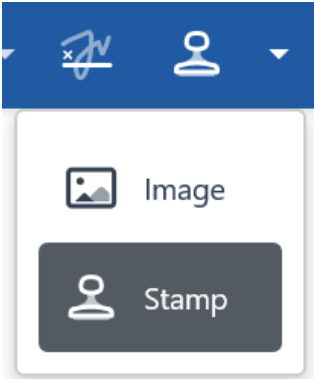
Tap or click to expand Annotations options:












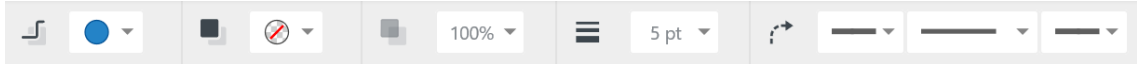



Tap or click to return to previous menu:











What does it do?	Default Icon	Options:		
Mark-up text		 Freehand scribble – with pen	 Text highlighter	 Freehand scribble – with highlighter

What does it do?	Default Icon	Options:	
Insert signature		<div data-bbox="972 268 1724 796"></div> <p>Use a mouse, stylus or fingertip to sign your name in red, blue or black ink. Signatures can be stored and re-used.</p>	
Insert objects		<div data-bbox="844 837 1158 1217"></div> <p>Insert photo from your device (some Windows devices will require you to give permission to access your photos)</p>	<div data-bbox="1541 837 1854 1217"></div> <p>Insert preset stamp ('Draft', 'Sign Here') or create your own</p>

What does it do?	Default Icon	Options:
Insert sticky notes		 <p>Multiple options available to customise sticky note icon shape and colour.</p>
Insert text box		 <p>Multiple options available to customise text appearance and layout.</p>
Insert shapes		<div>       </div> <div> <p>Line Arrow Rectangle Ellipse Polygon Polyline</p>  <p>Multiple options available to customise shape appearance, colour, line style, arrow appearance, etc.</p> </div>
Print		<p>Send to printer, if a printer or print options like print-to-PDF available on your device.</p>

Searching within the document

Tap or click the magnifying glass. Type your search term. Results in the document will be highlighted. Use the up and down arrows to scroll through results.



house


×

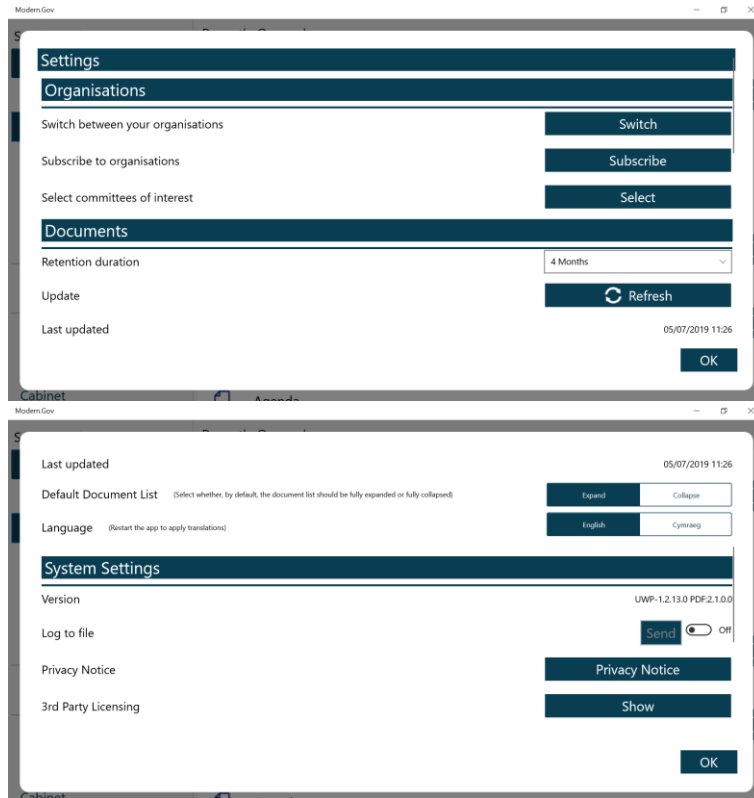
1 of 16

Close

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d to design and set o deliver business imate & jor Growth Sites. ding (£40k) for	I = 3 L = 2 6	<ul style="list-style-type: none">Ensuring adequate governance arrangements for every programme and projectProvision of trainingEnsuring sufficient people resources for each project	31/12/20 Phil Bird 31/12/20 Phil Bird 31/12/20 Phil Bird
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The Settings Menu

To access, **tap or click** 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 (1 month-5 years).

Manual refresh – check for new documents.

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 (see below)

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.

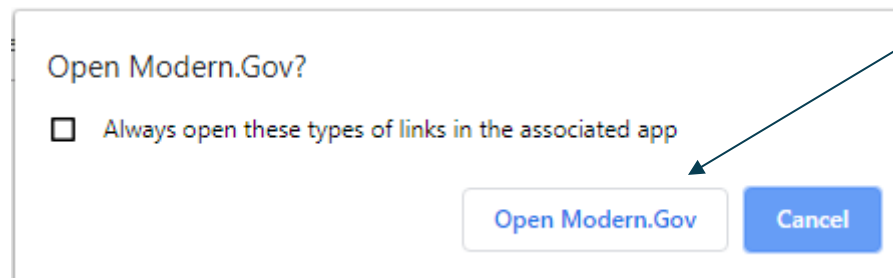
Your organisation will contact you directly with your logon details, and, if in use at your organisation, information on its MDM system.

You will receive an email inviting you to:

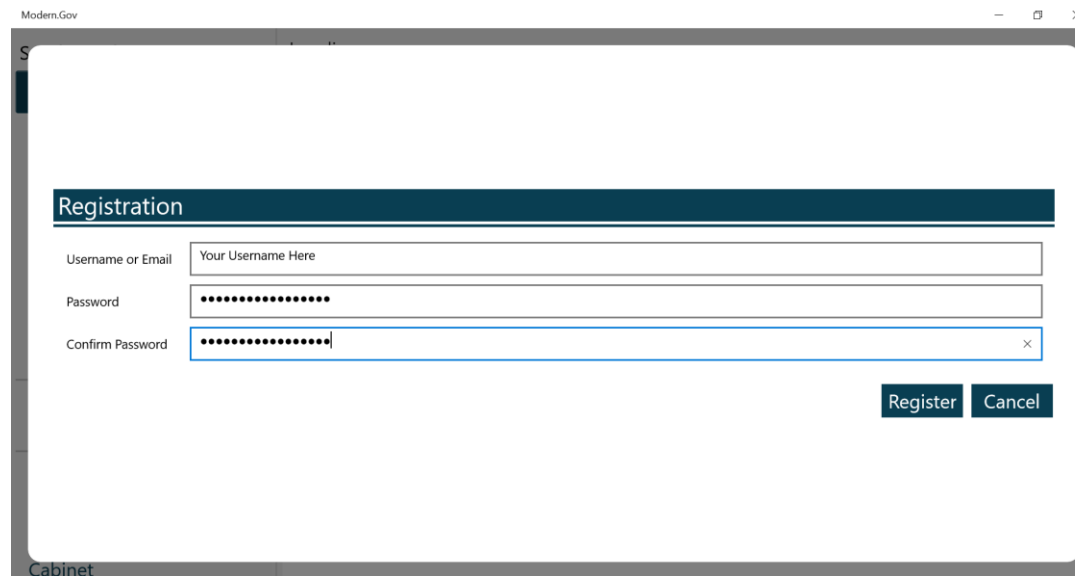
[Register this device](#)

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

Your default web browser will open and you will be asked to **confirm** that you want to open the ModernGov app – tap or click **Open ModernGov**.



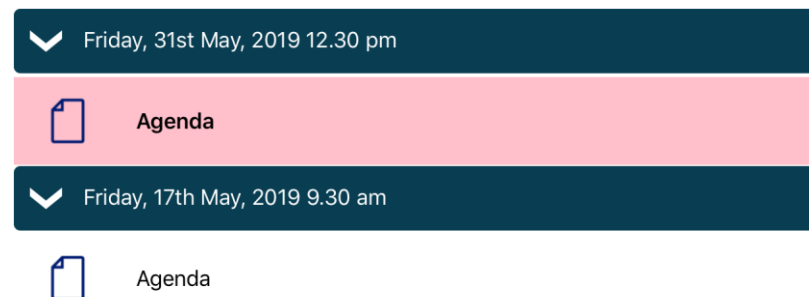
The app will open and invite you to complete the registration process with the logon details provided by your organisation:

A screenshot of a web browser window showing the Modern.Gov registration page. The page has a dark blue header 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, and "Confirm Password" with masked characters. To the right of the "Confirm Password" field is a small "x" icon. At the bottom right of the form are two buttons: "Register" and "Cancel". The browser window has a title bar that says "Modern.Gov" and standard window controls. On the left side of the browser window, a portion of a sidebar is visible with the word "Cabinet" at the bottom.

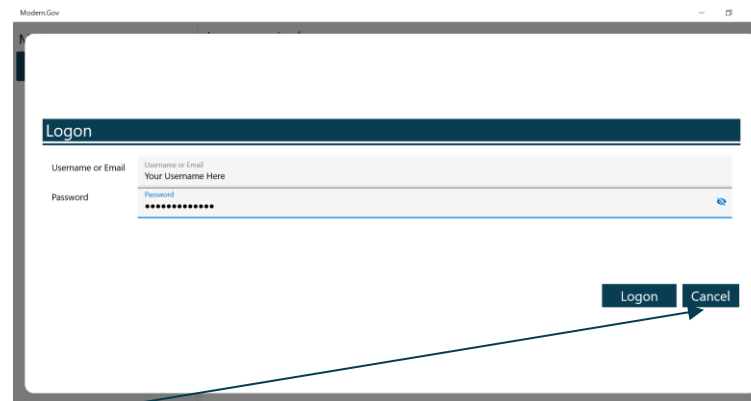
You will then be registered to open, read and annotate documents with restricted access. You will not be able to share restricted documents, nor will you be able to open them in other apps.

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):


A screenshot of a document menu interface. It shows a list of items. The first item is a dark blue bar with a white checkmark icon and the text "Friday, 31st May, 2019 12.30 pm". Below this is a pink bar containing a document icon and the text "Agenda". The third item is another dark blue bar with a white checkmark icon and the text "Friday, 17th May, 2019 9.30 am". Below this is another pink bar containing a document icon and the text "Agenda".

When you next open the Modern•Gov app you will be prompted to login:

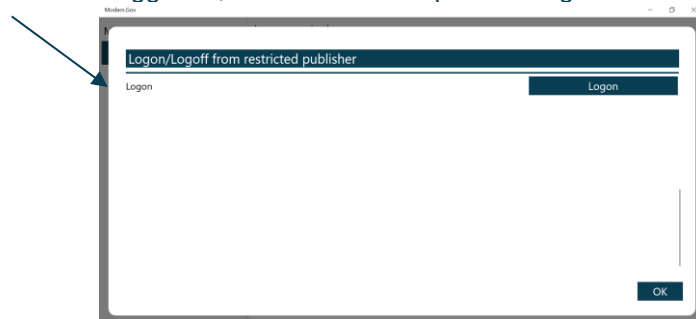


(If you select **Cancel**, you can still use the app, but will have access only to publicly-available documents from public organisations.)

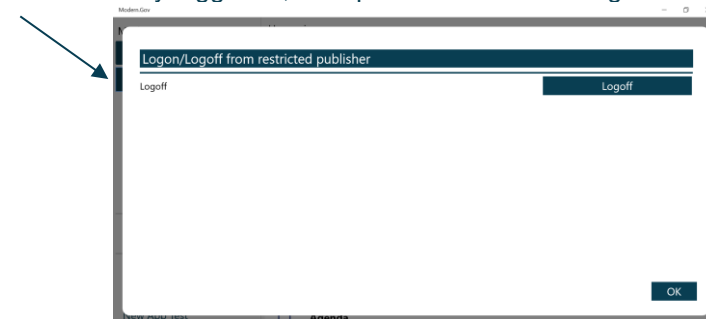
Logon and Logoff options in the Settings Menu

To access, **tap or click** 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:

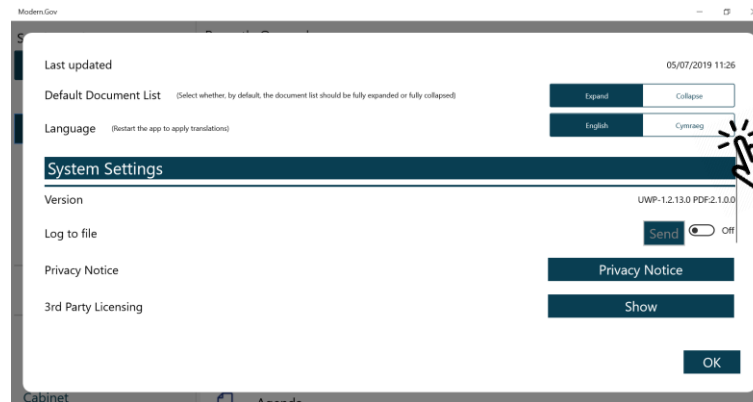


The app will also logoff users automatically when the app has been closed, when the device's screen saver has activated due to inactivity, or when the app has been open but has not registered any activity for two hours.

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 device.

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



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

(Important note: documents published to the Modern.Gov 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:
1.0	Holly Adams	5 July 2019	Initial version for beta testing	Complete