



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.




















What's New














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

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

	Original App	New iOS App
Automatic download of agendas, reports, decisions and minutes, supplementary meeting papers and Library documents		
Document library for non-meeting information		
Document library appears as a distinct menu item, rather than in the list of committee names		
Automatic download of agenda front sheet as a separate document		
Open multiple documents at the same time and from different meetings (and from the document Library)		
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		
Toggle between all meetings / just meetings with documents		
Tap to expand / collapse list of documents available for a meeting		

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

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

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

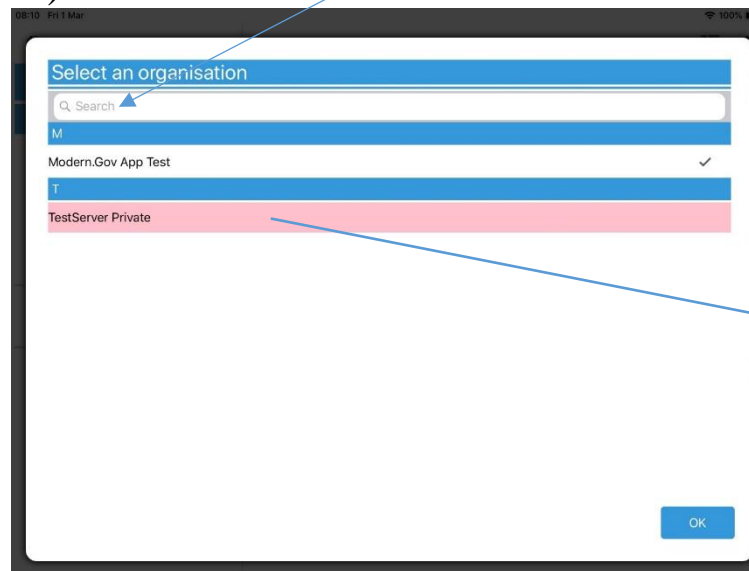
Getting Started

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

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



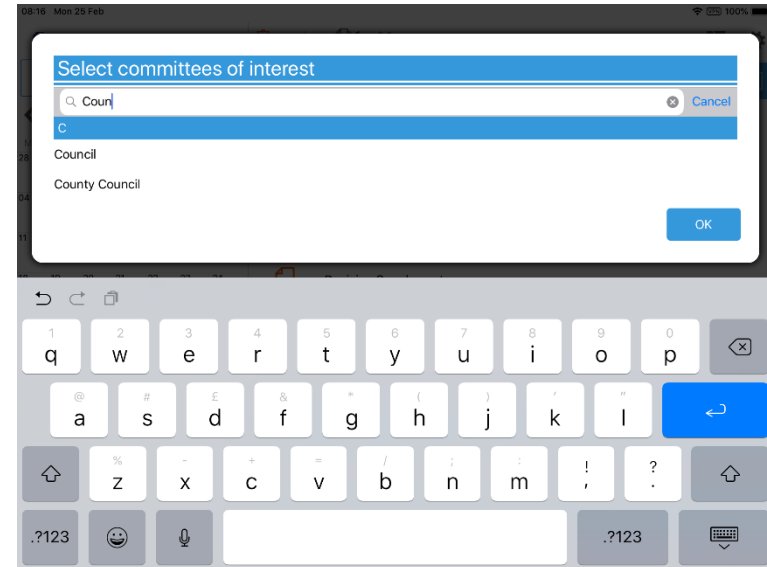
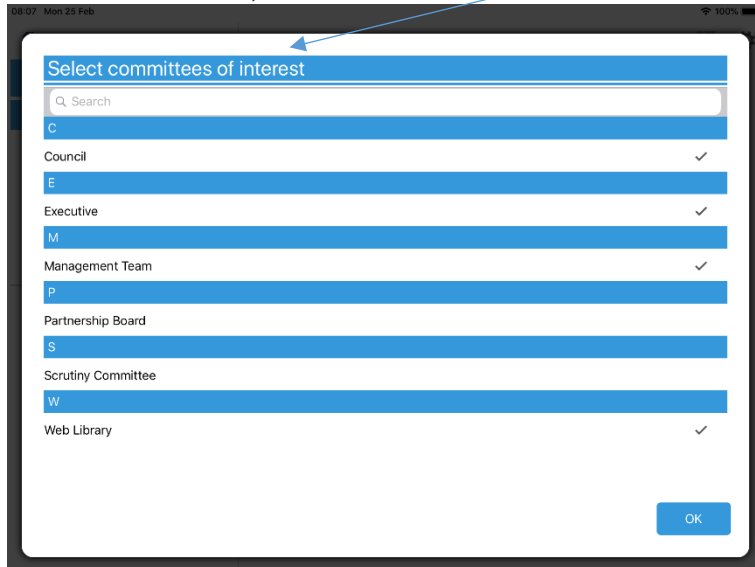
Select at least one organisation to follow (tip: use the **search bar** at the top – search results will appear **after you have typed 4 characters**):



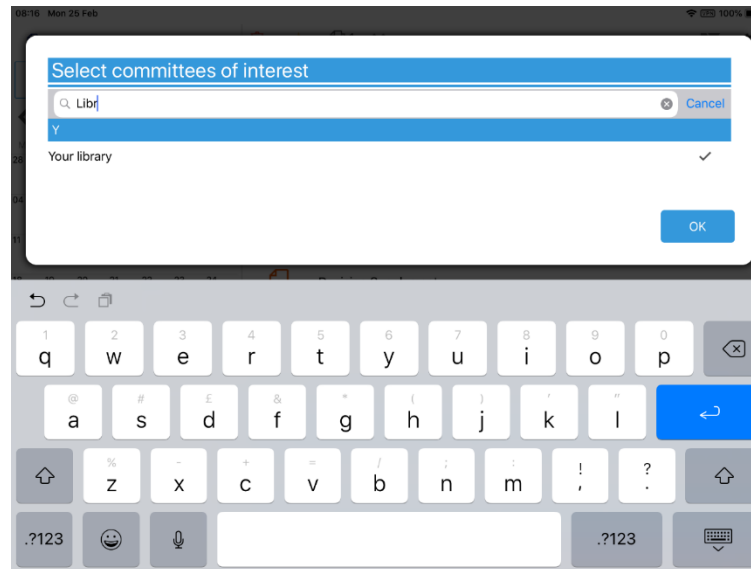
Organisations with restricted access will appear in pink. Your organisation will need to set up your access permissions before these appear in your app.

See **Restricted App Registration Process** for further details.

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



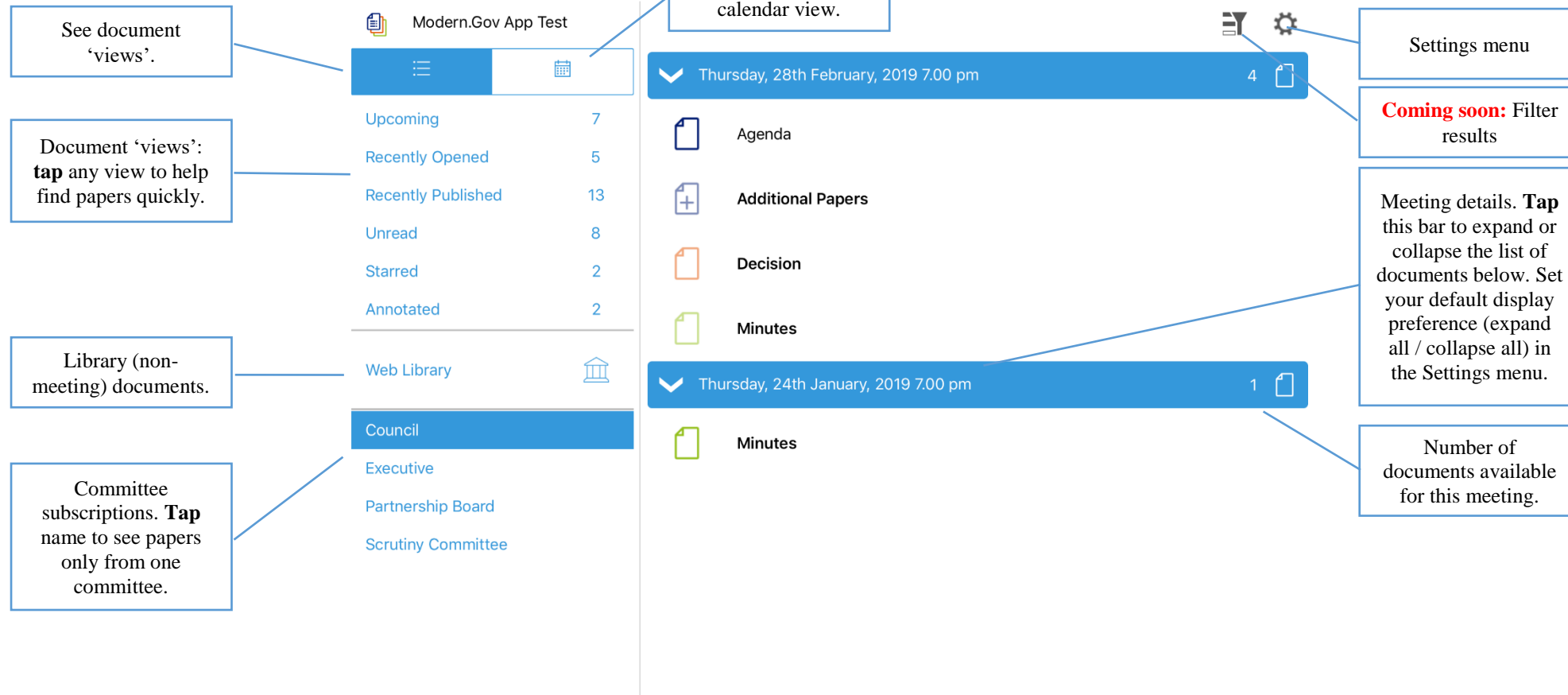
Your organisation might also have a document library² for other available information. You can find this in the committee list – if using the **search bar**, search results will appear **after you have typed 4 characters**:




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

The Home Screen (Main Menu)

The app opens in its home screen:





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

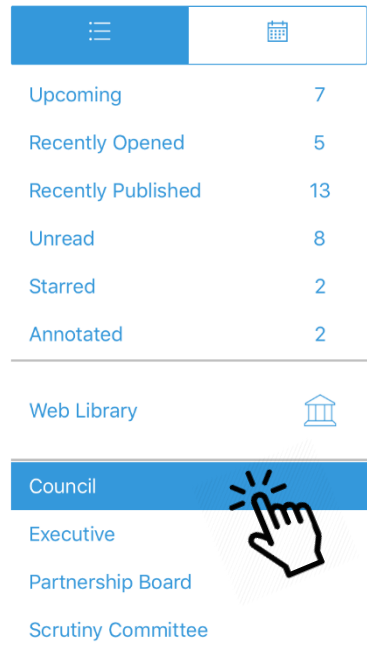


Agenda Reports Pack (Private) 25/02/2019, 19.00



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)

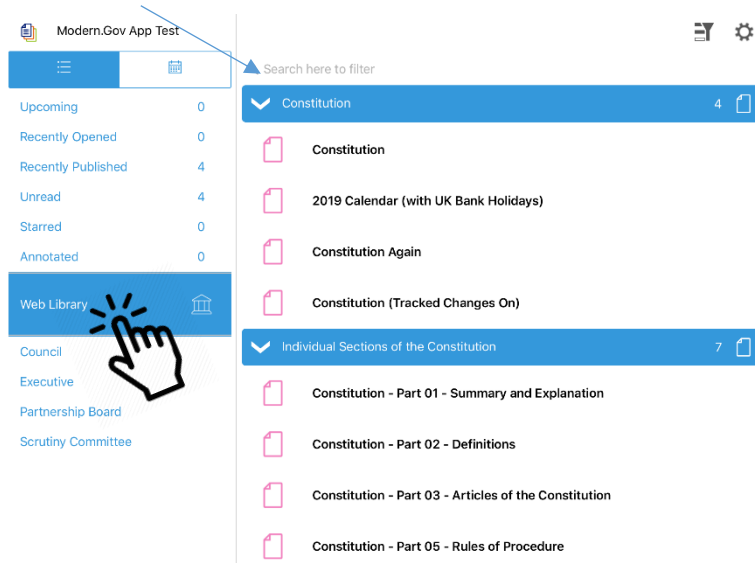
Annotated – documents you have annotated appear in this list automatically (including Library items)

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

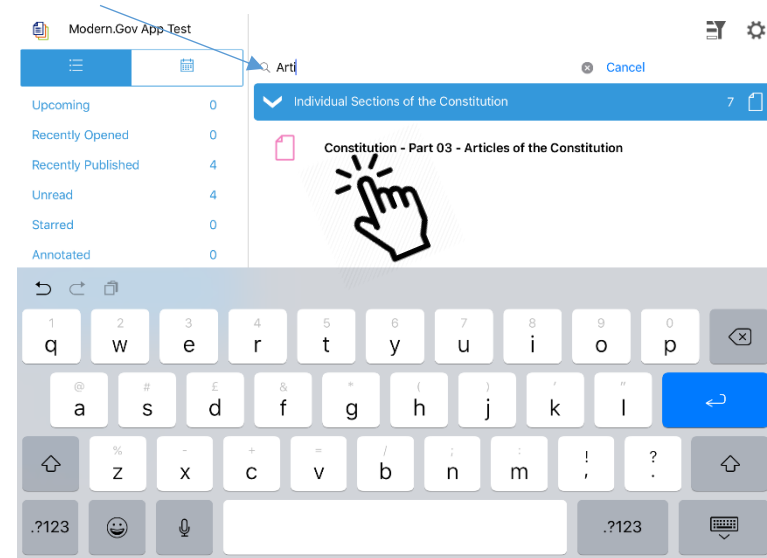
Subscribed committees listed alphabetically

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


A **document title search** is available.



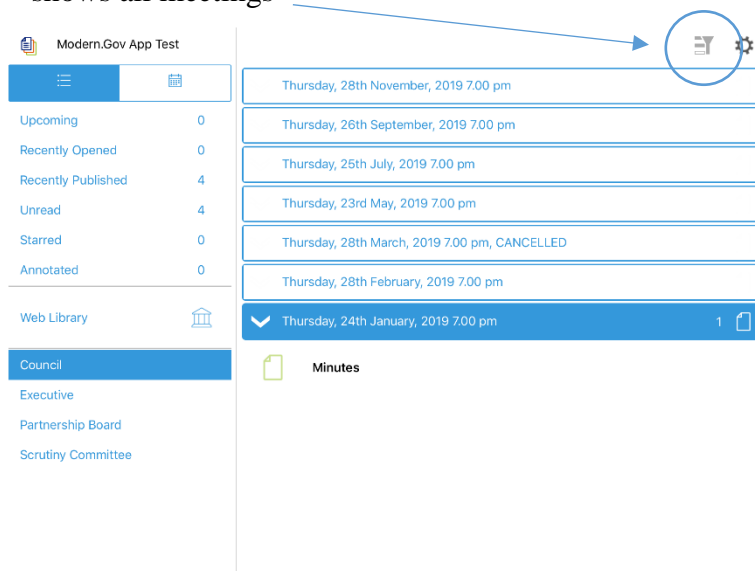
Type to search the **titles** of all Library items.



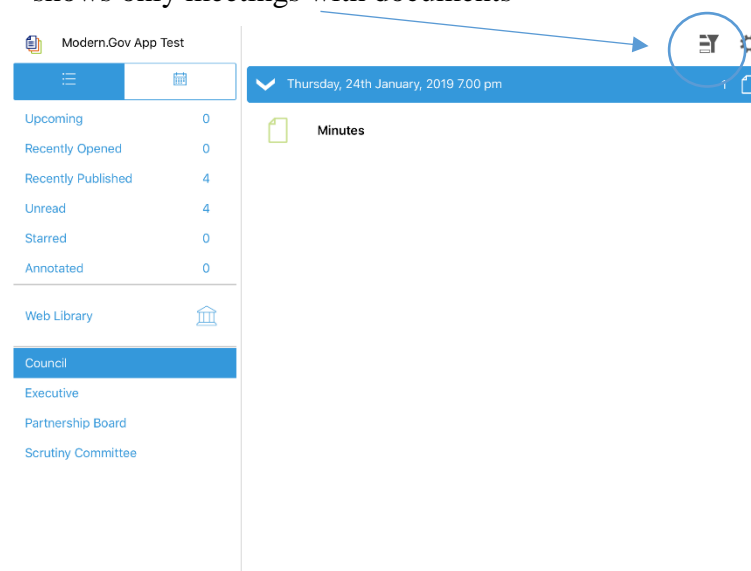
Library items are not automatically downloaded. **Tap** a document **title** to start downloading.

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 text 'Modern.Gov App Test'. Below this is a navigation bar with a list icon and a calendar icon. The main area features a calendar for February 2019. The calendar has a header with the month and year, and a grid of days. Some days have dots on them: a hollow dot on the 4th, 13th, and 24th, and a solid dot on the 28th. To the right of the calendar is a list of meetings. The first meeting is 'Executive - Monday, 4th February, 2019 5.00 pm, CANCELLED'. The second is 'Scrutiny Committee - Wednesday, 13th February, 2019 5.00 pm'. The third 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 the meetings list are three sections: 'Agenda', 'Additional Papers', and 'Decision', each with a document icon. At the bottom, there's a 'Minutes' section with a document icon. Annotations with arrows point to various elements: 'Tap to switch back to document view.' points to the list icon; 'Tap to move back and forth one month at a time...' points to the left and right arrows; '...or press and hold on the month name to see the year at a glance.' points to the 'February, 2019' header; 'Hollow dots represent meetings for which documents are not (yet) available.' points to the hollow dots on the 4th, 13th, and 24th; and 'Solid dots represent meetings for which documents are available.' points to the solid dot on the 28th.

Tap to switch back to document view.

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

...or **press and hold** on the month name to see the year at a glance.

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

Solid dots represent meetings for which documents are available.

Modern.Gov App Test

February, 2019

Mon Tue Wed Thu Fri Sat Sun

28 29 30 31 01 02 03

04 05 06 07 08 09 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 01 02 03

04 05 06 07 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

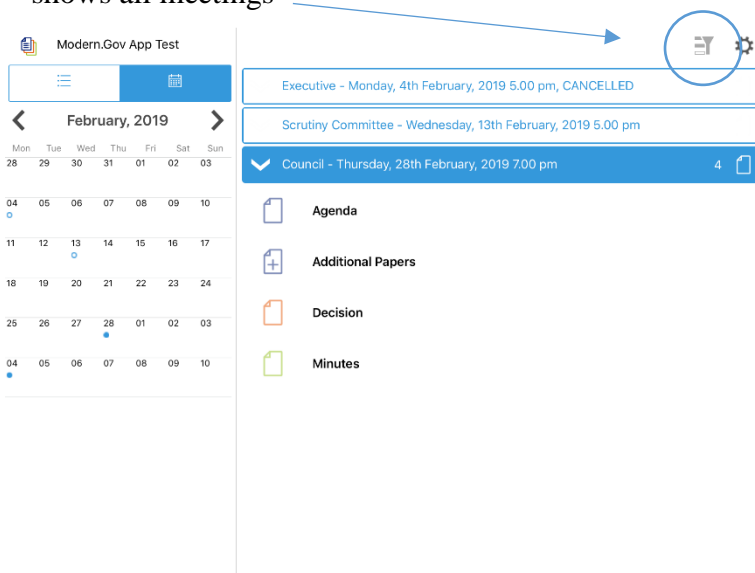
Additional Papers

Decision

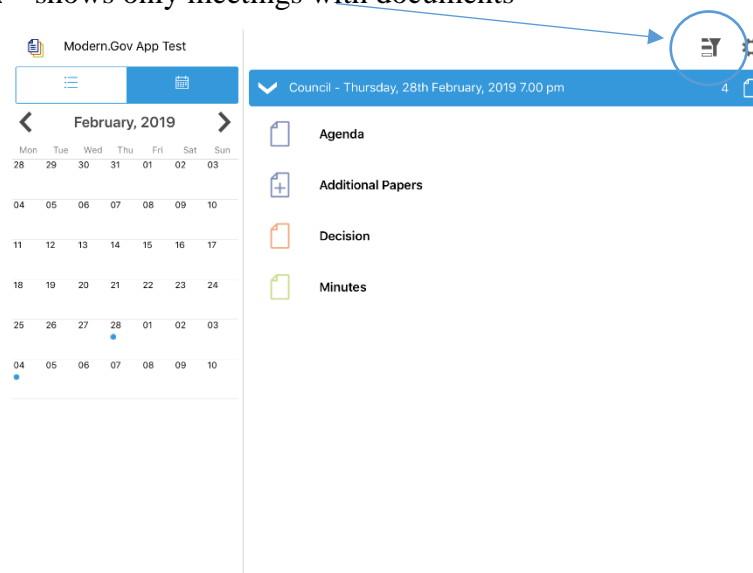
Minutes

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

Filter **off** – shows all meetings



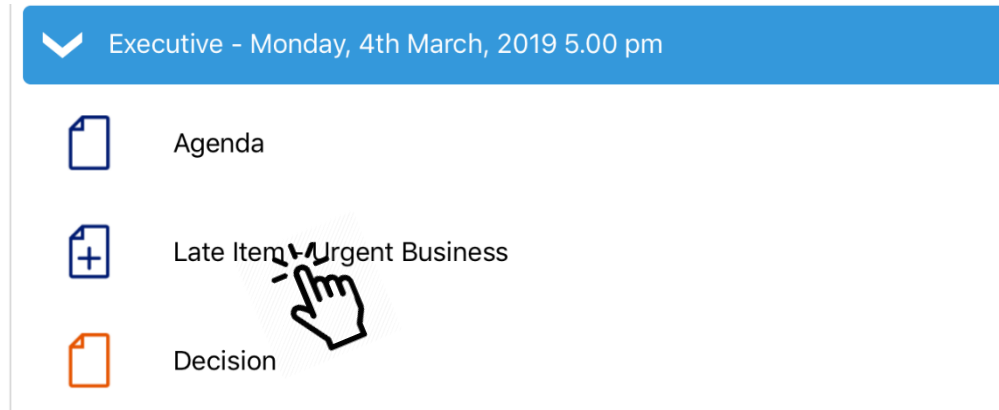
Filter **on** – shows only meetings with documents



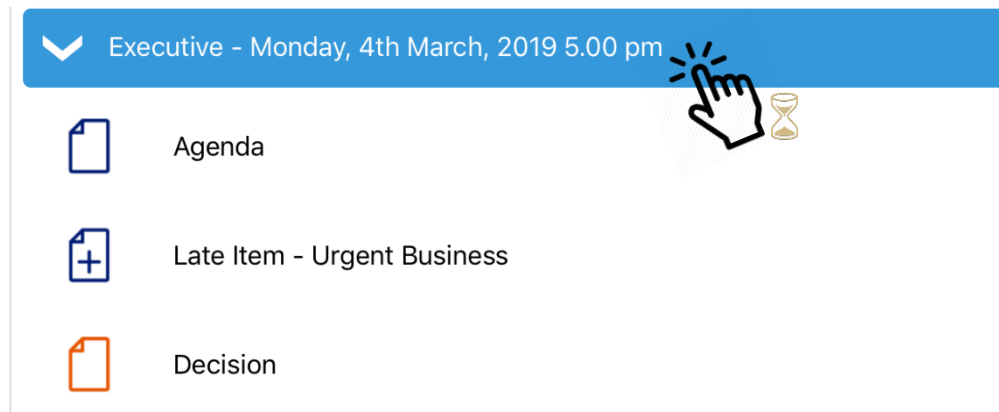
Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** dot in the calendar and a **hollow** meeting details bar.

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):

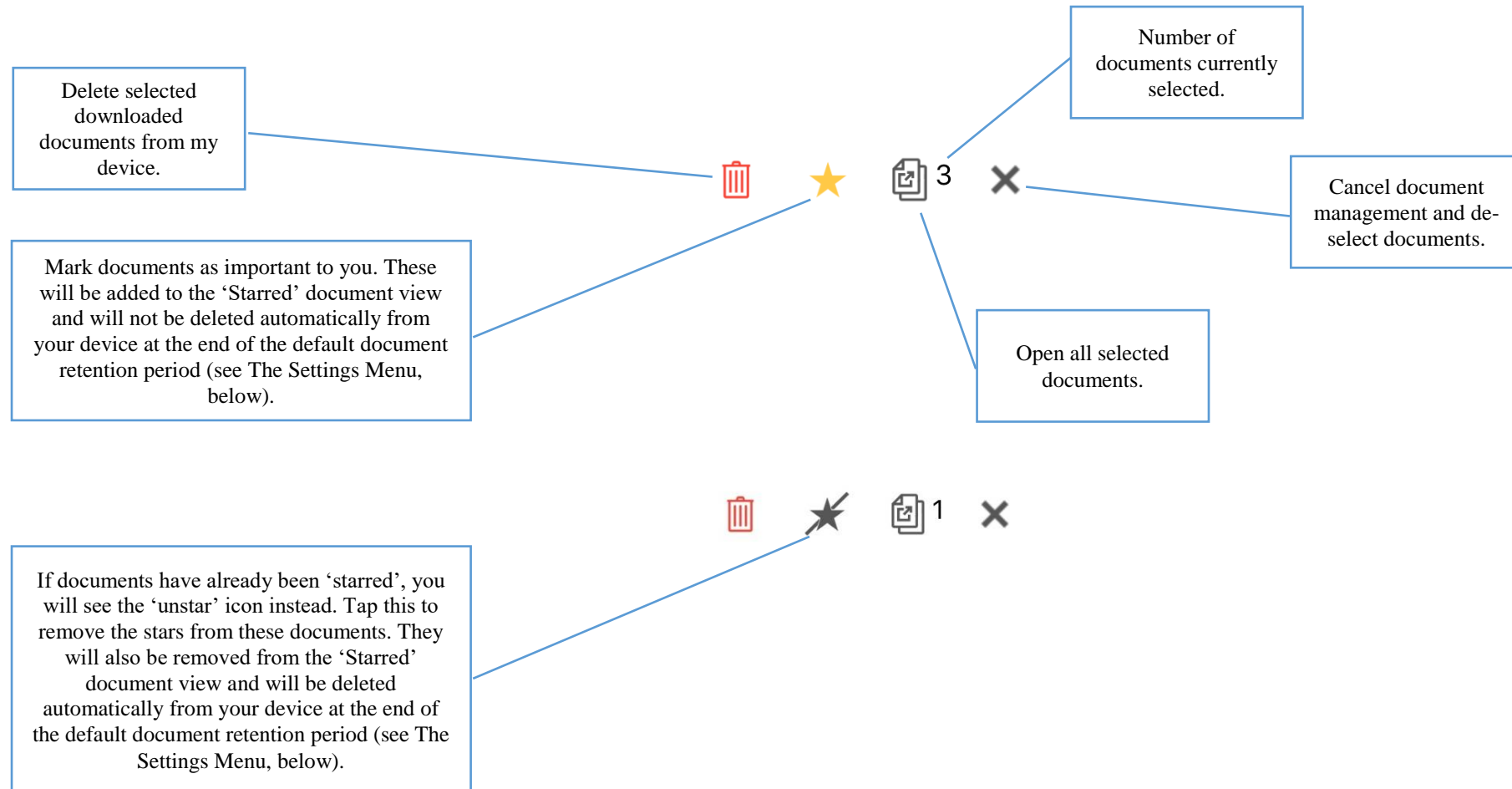
The screenshot displays the 'Modern.Gov App Test' interface. On the left, a sidebar lists document categories: 'Upcoming' (7), 'Recently Opened' (3), 'Recently Published' (13), 'Unread' (10), 'Starred' (0), and 'Annotated' (0). Below these is the 'Web Library' section with icons for 'Council', 'Executive', 'Partnership Board', and 'Scrutiny Committee'. The main content area shows a list of meetings and documents. At the top, there's a header bar with a trash icon, a star, a document icon with a checkmark and the number '3', and a close icon. Below this, a blue bar indicates 'Executive - Monday, 4th March, 2019 5.00 pm' with a count of '3' and a document icon. Underneath, three items are listed: 'Agenda' (with a checkmark icon), 'Late Item - Urgent Business' (with a checkmark icon), and 'Decision' (with a document icon). A blue bar below this indicates 'Council - Thursday, 28th February, 2019 7.00 pm' with a count of '4' and a document icon. Another blue bar indicates 'Partnership Board - Wednesday, 13th March, 2019 3.00 pm' with a count of '2' and a document icon. Below these, 'Agenda' and 'Minutes' are listed with document icons. A blue bar indicates 'Executive - Monday, 7th January, 2019 5.00 pm' with a count of '1' and a document icon. Finally, a blue bar indicates 'Scrutiny Committee - Wednesday, 12th December, 2018 6.00 pm' with a count of '1' and a document icon. A hand icon is shown tapping the 'Minutes' document icon under the 'Scrutiny Committee' meeting.

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.

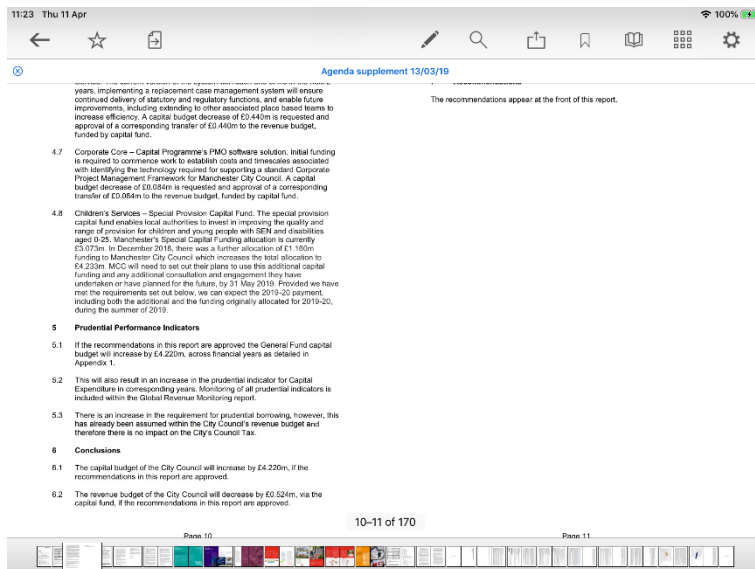
Document Management Options



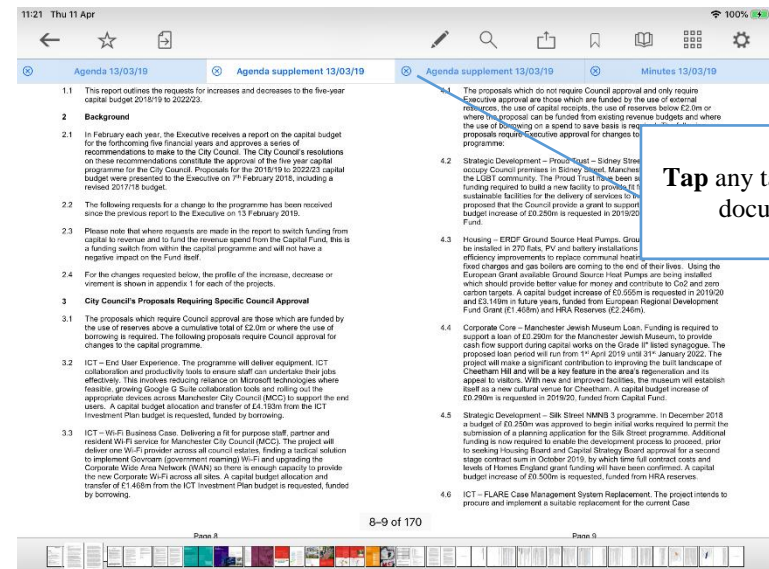
Viewing and Annotating Documents

The document viewer screen:

With one open document (landscape):

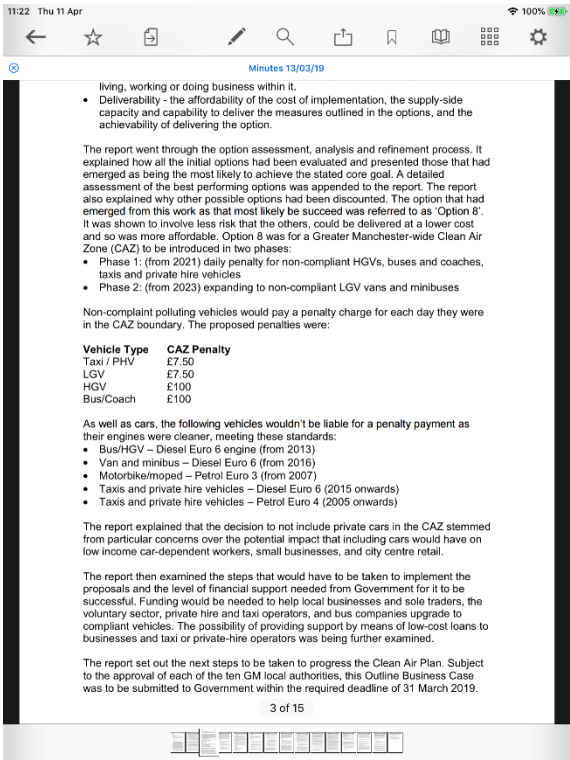


With multiple open documents (landscape):

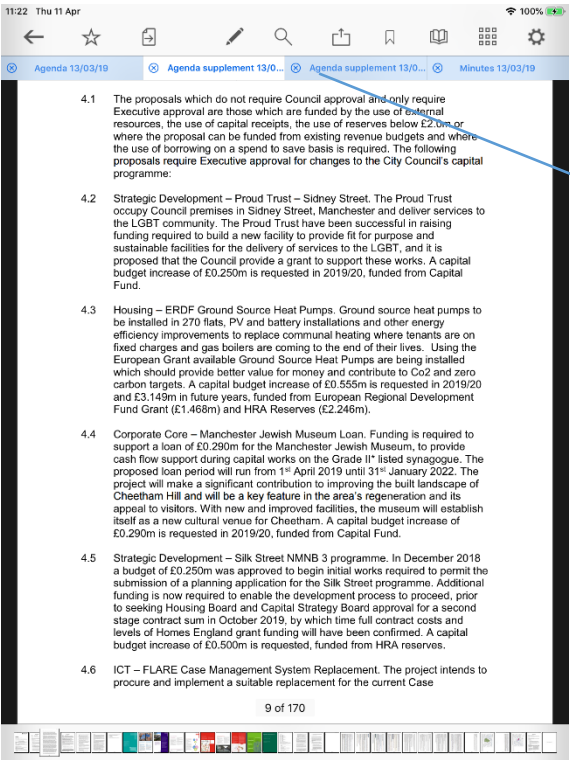


Tap anywhere on the document to hide the toolbars. Tap again to make them re-appear.

With one open document (portrait):



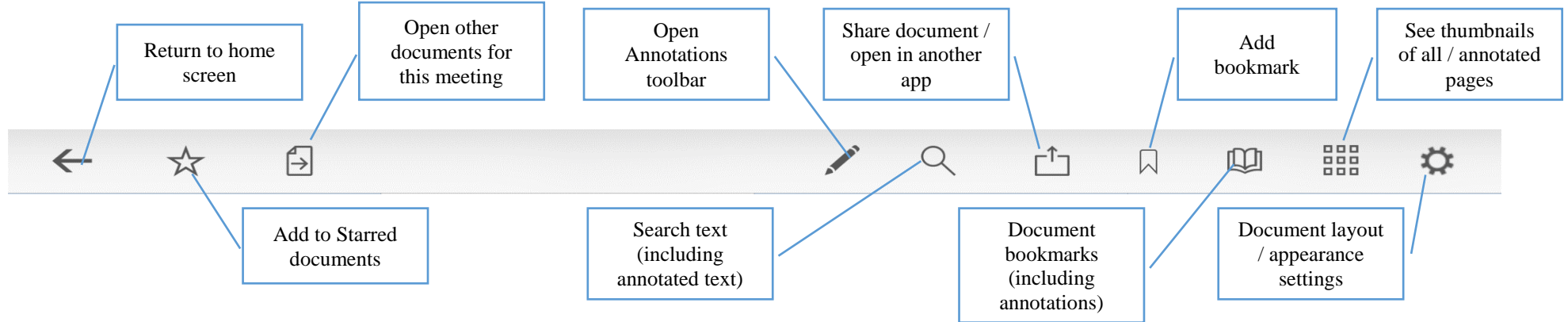
With multiple open documents (portrait):



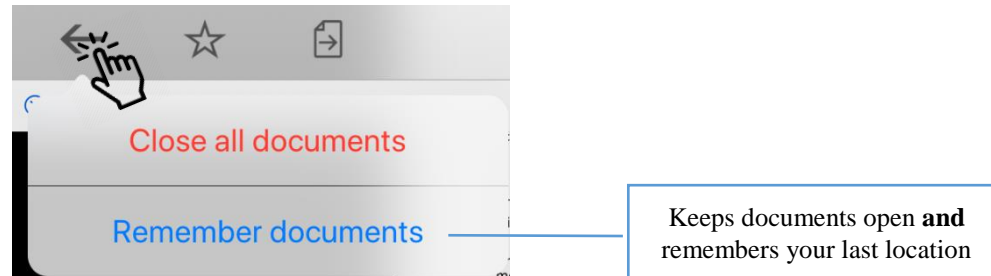
Tap any tab to switch documents.

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:

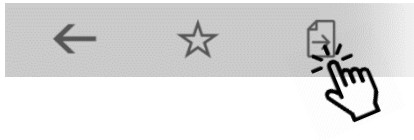


This document will now appear in the 'Starred' document view on the home screen (main menu).

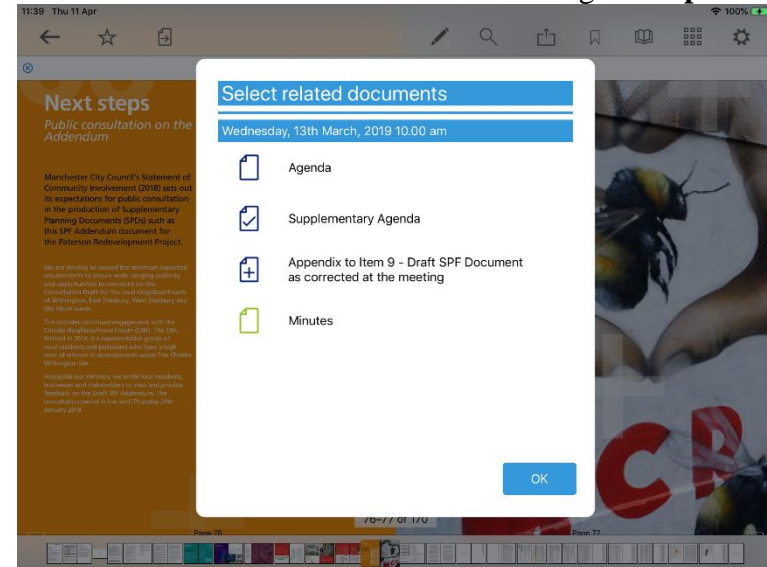
Open related documents

Tap to open other available documents for this meeting:

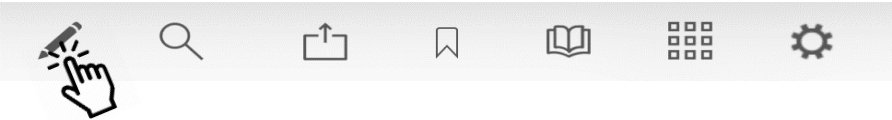
Tap and...



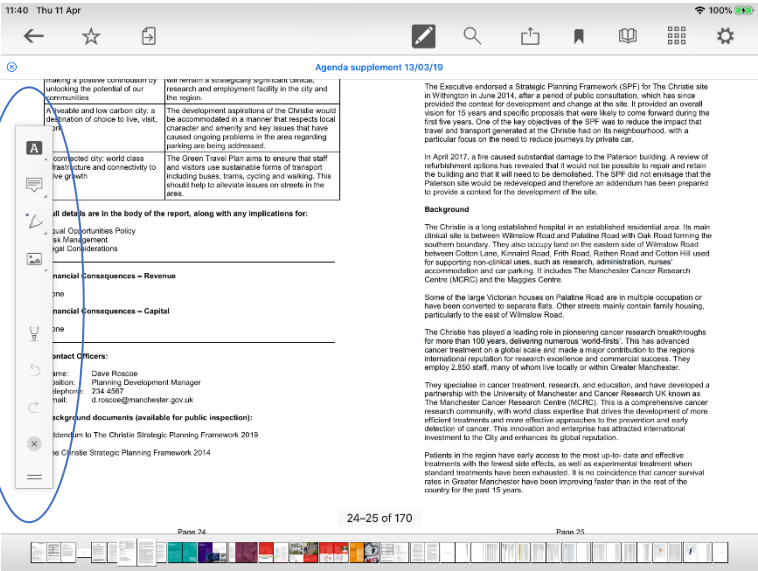
...select one or more other documents for this meeting and **tap OK**:



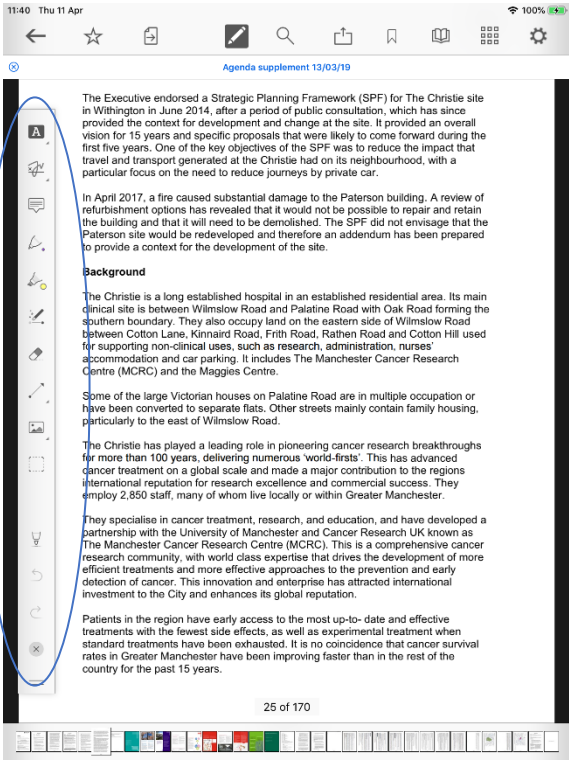
The Annotations Toolbar
























































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



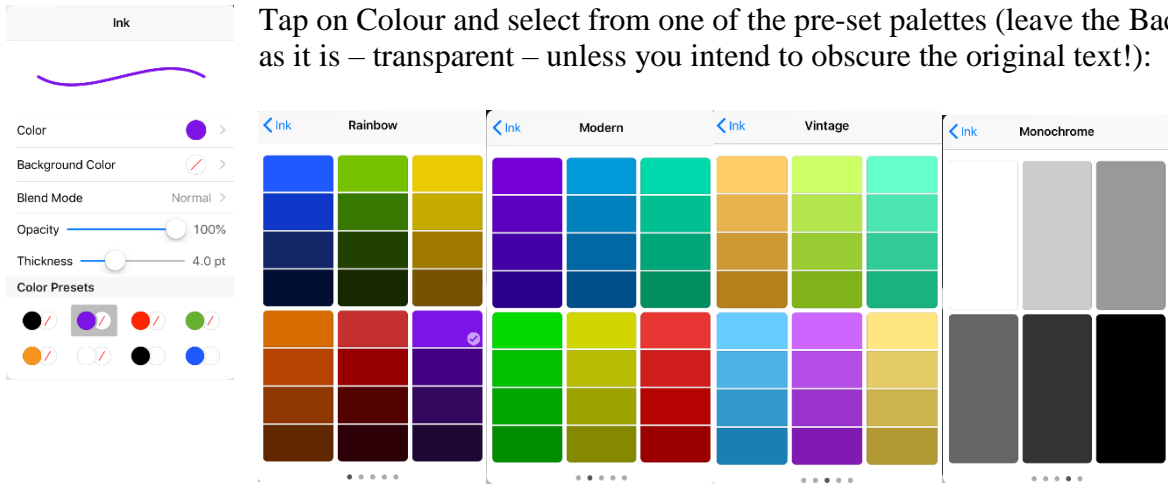

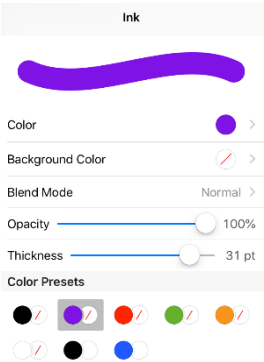










Portrait view (more options immediately accessible from menu):



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)									

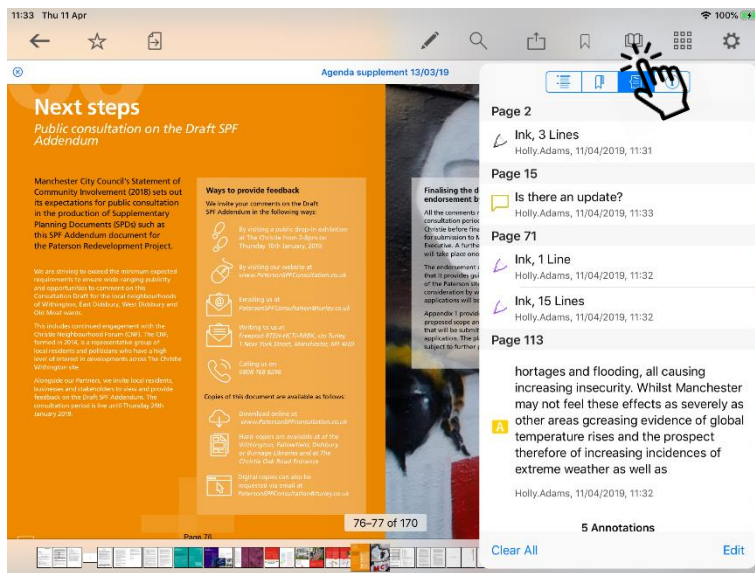
What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:				
			(Freehand scribble – with highlighter; no expansion required)				
			(Smart draw – makes freehand lines straight and freehand circles round; no expansion required)				
			 Insert arrow	 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>

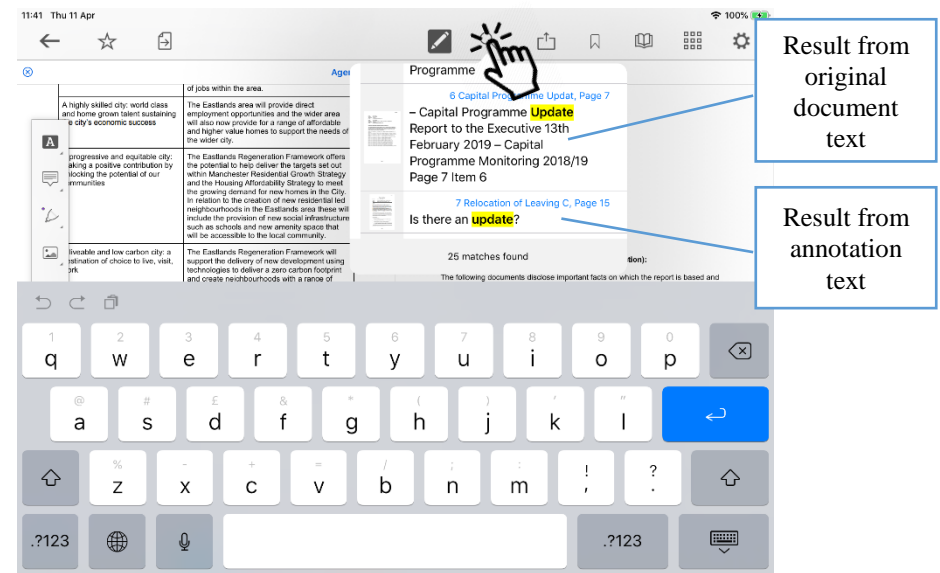
What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
Stylus			(no expansion required – <i>this icon will appear only if you have a Bluetooth-enabled stylus connected to your tablet – tapping this simply lets you switch stylus if you have more than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

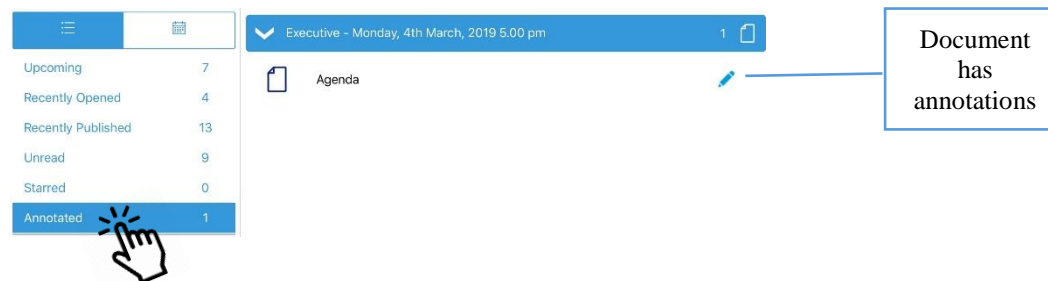
Each annotation becomes a new bookmark (see **Bookmarks: Adding and Navigating**, below)



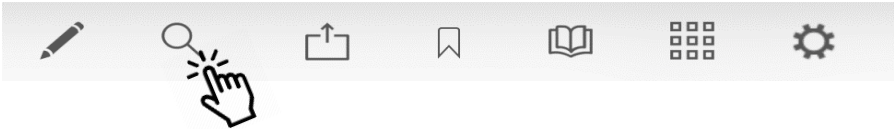
Text annotations appear in search results (see **Searching within the document**, below)



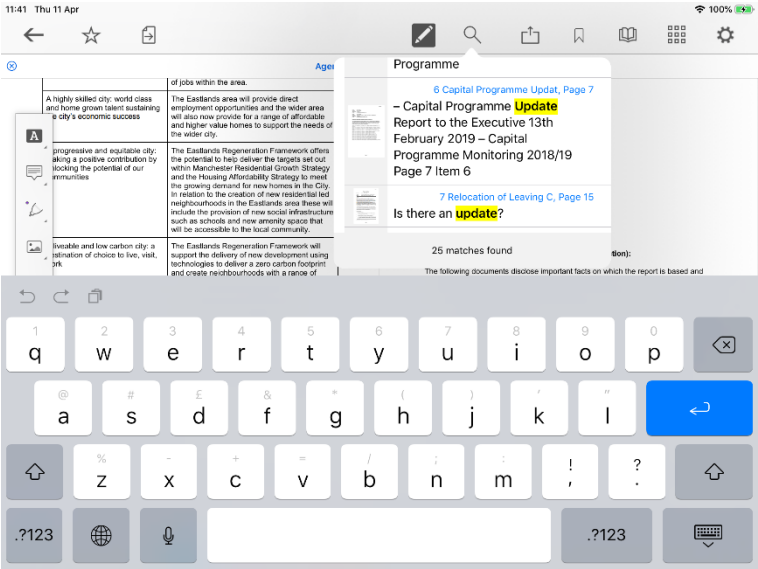
...and to access all your annotated documents from the main menu:



Searching within the document



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



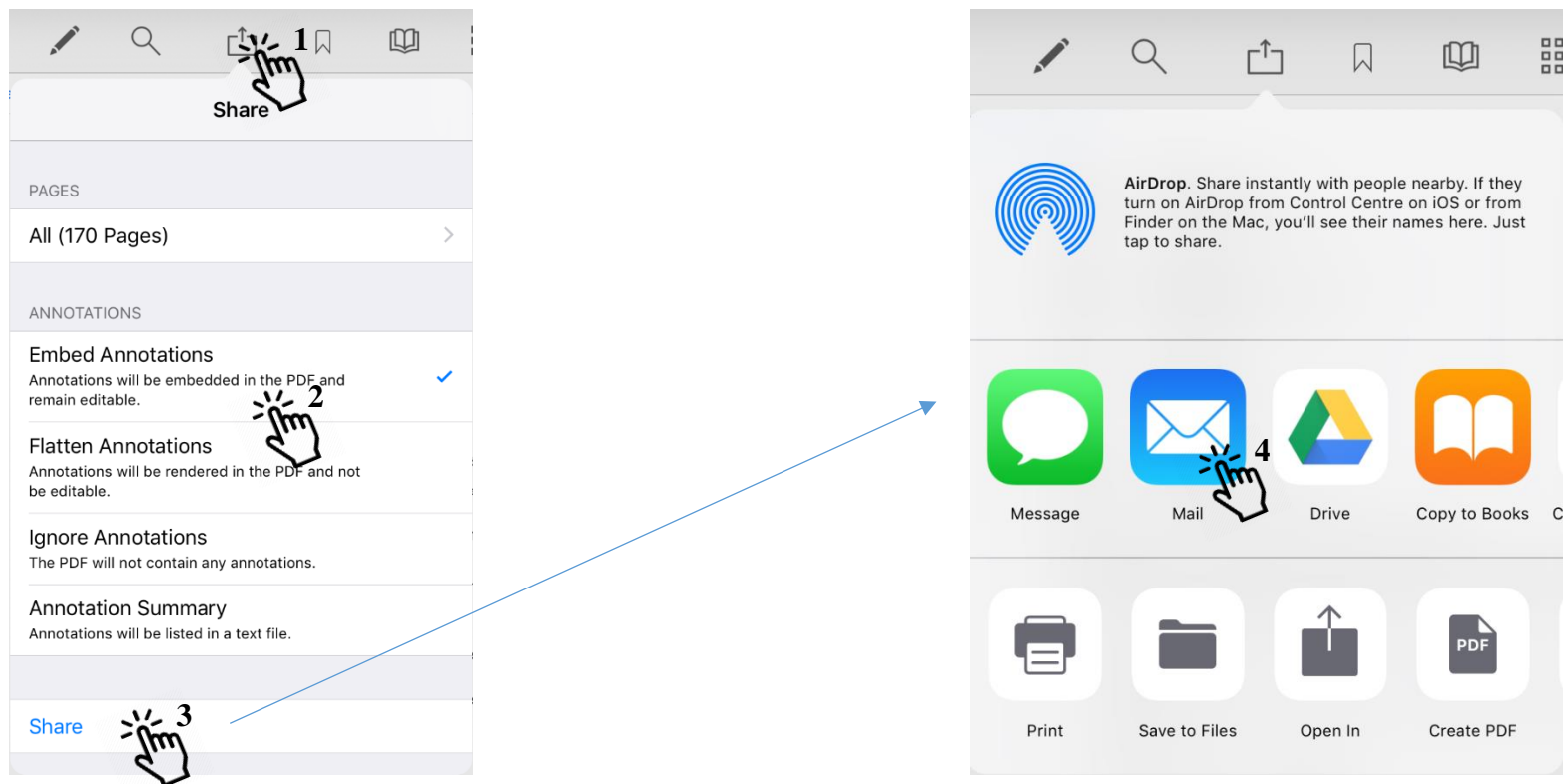
Tap on a result to jump straight to that page.

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).

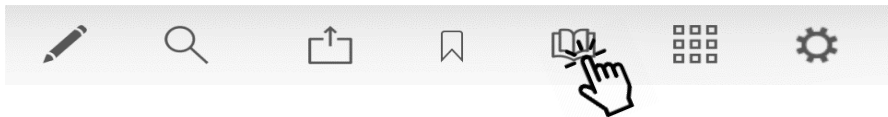
The **Share / Open In...** options you will find for sharing or opening the document in another app will depend upon which other apps you have installed on your device:



Bookmarks: Adding and Navigating

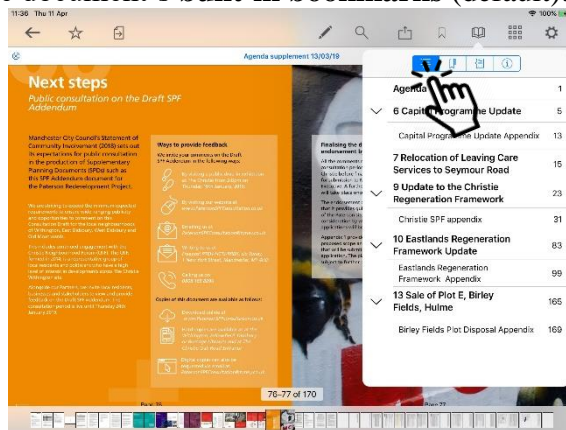


Tap the Add Bookmark icon at any time to add your own bookmarks to the document.

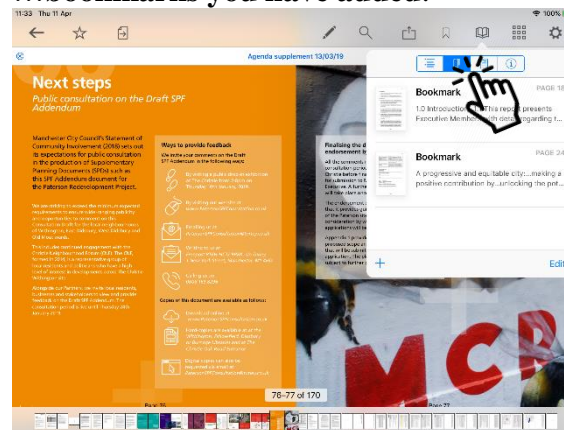


Tap the Bookmark menu to access all bookmarks in the document, then **tap the buttons** to navigate to a particular place in the document using...

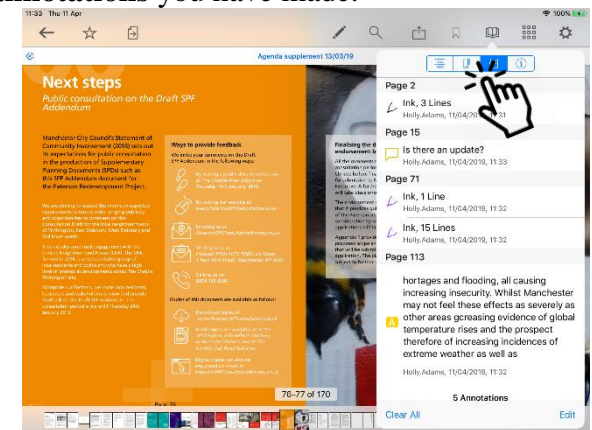
...the document's **built-in bookmarks** (default):



...bookmarks you have added:



...annotations you have made:

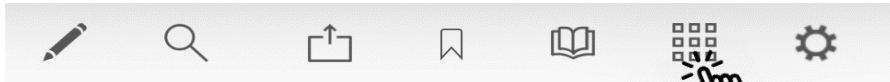


Tap the bookmark or annotation bookmark and jump straight to that place in the document.

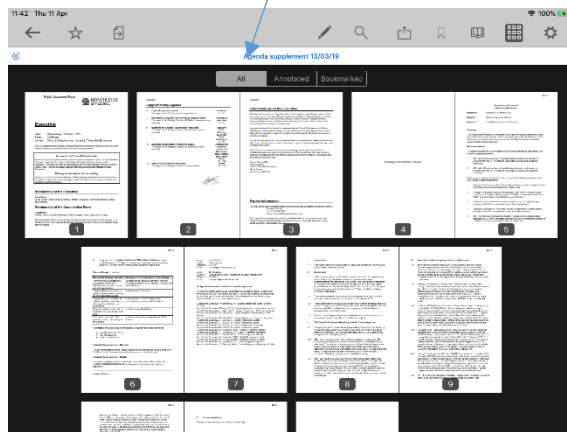
(The fourth button, , displays document information – title, date created, etc.)

Thumbnails

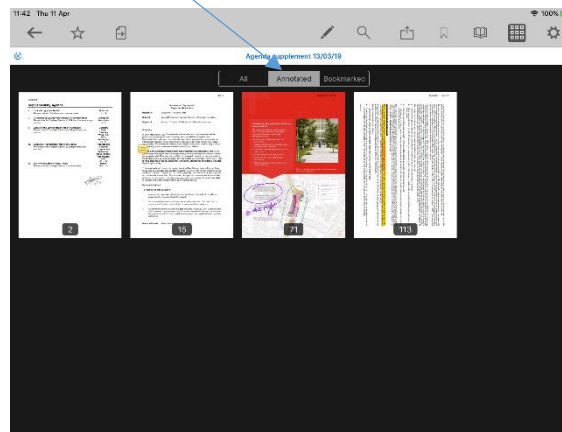
Move quickly around the document using thumbnail images:



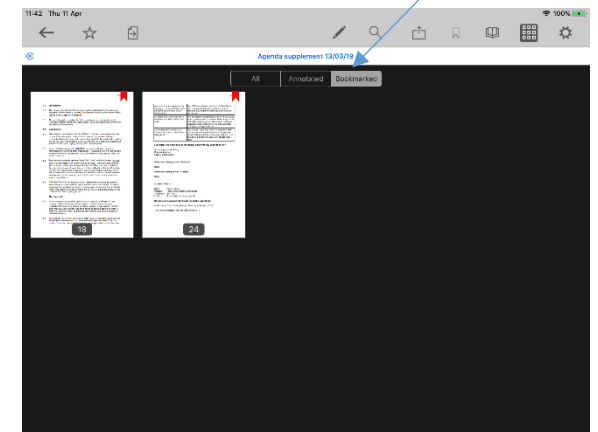
Toggle between seeing **all** pages...



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

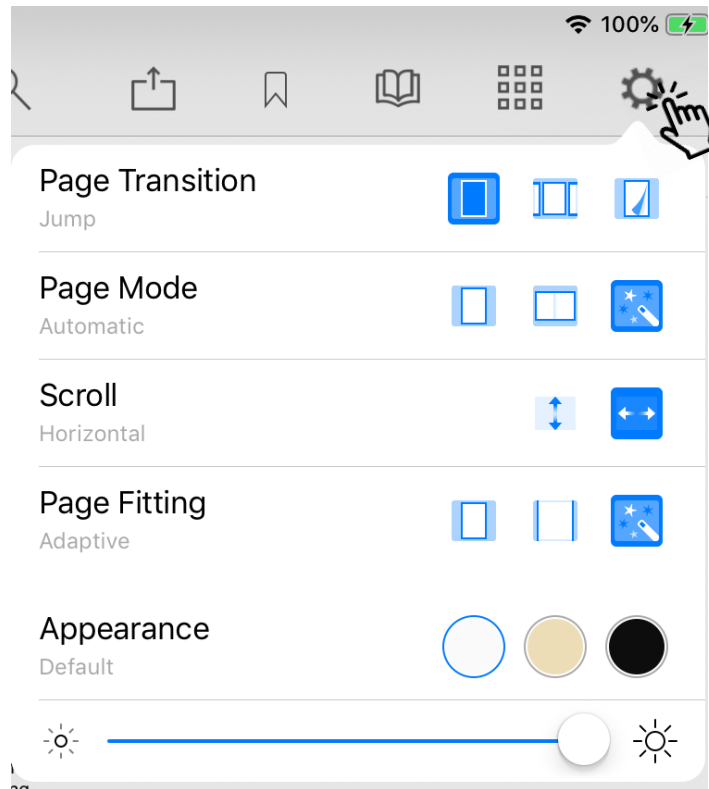


...or the pages **you have bookmarked**.



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).

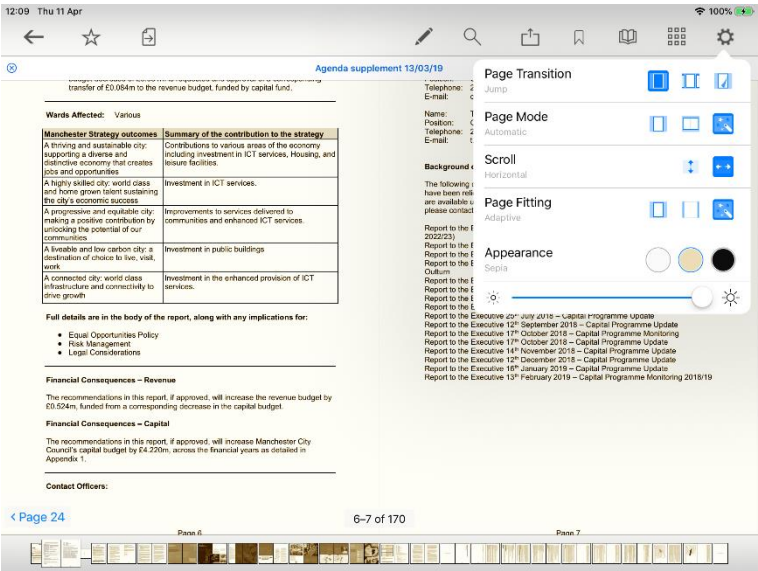
Scroll options: scroll vertically or horizontally through the document.

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)?

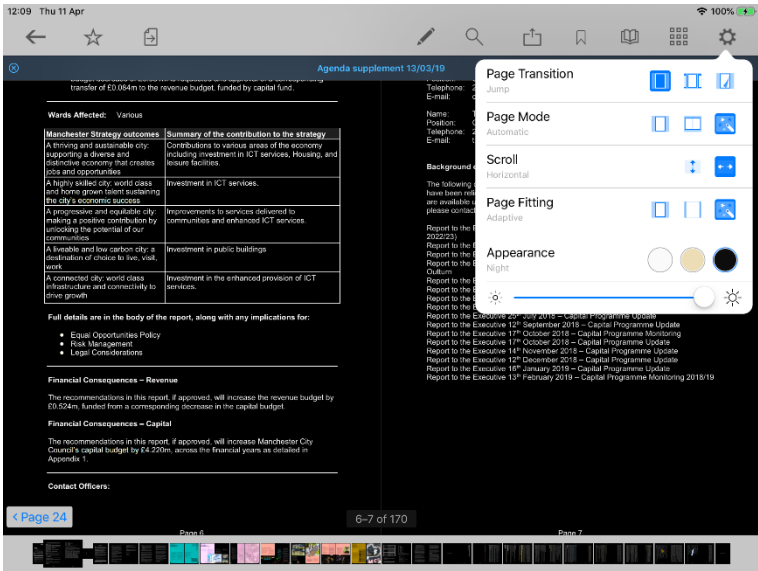
Appearance: default (as published), sepia or night mode – see below.

Screen brightness control (for this app only).

Sepia

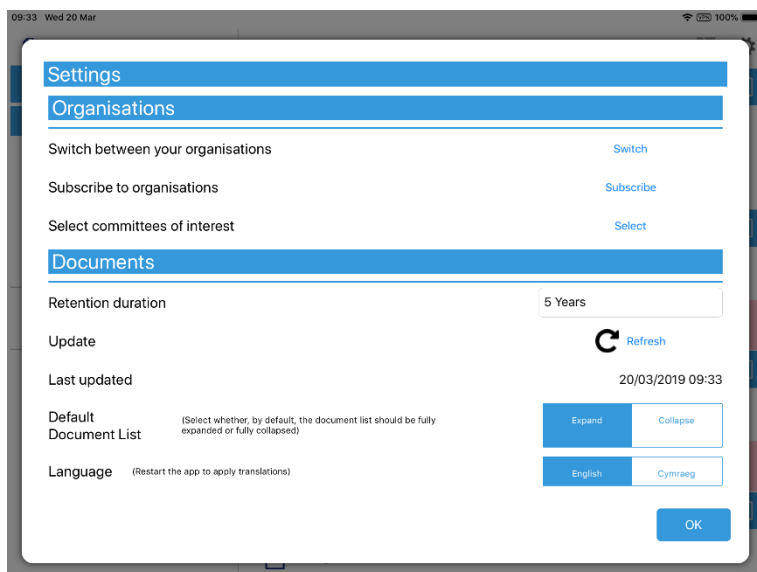


Night mode



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).

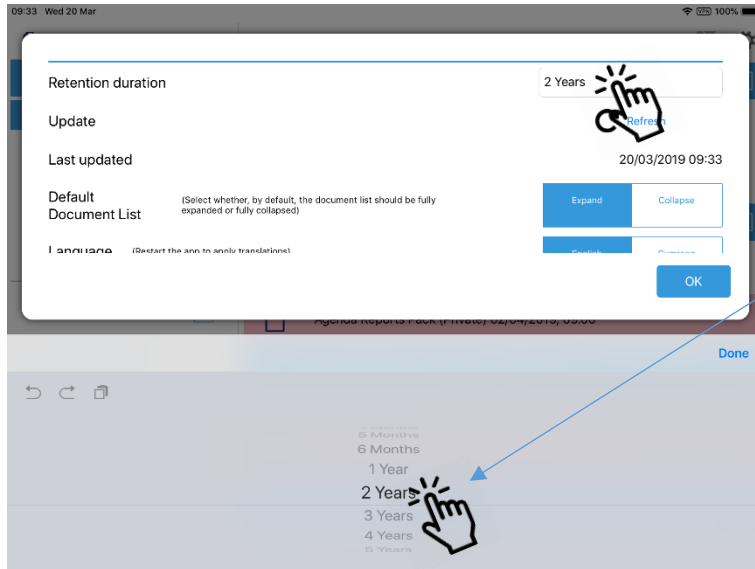
Manual refresh – check for new documents.

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:

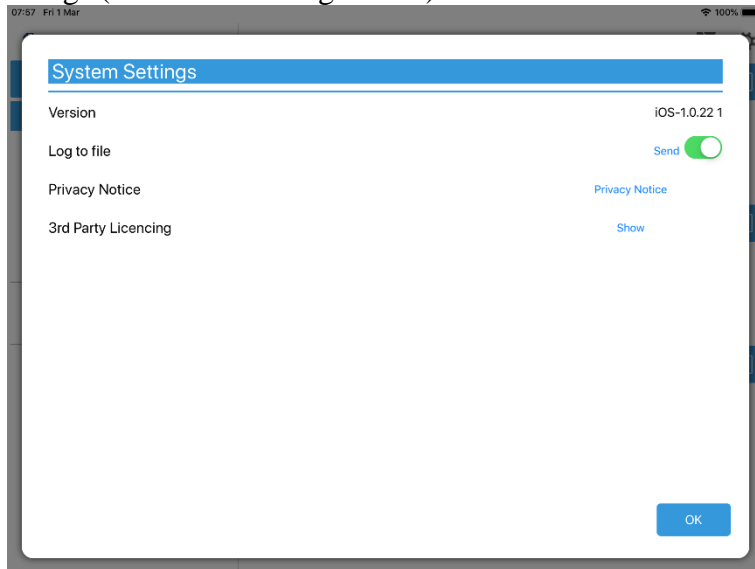


Downloaded documents are automatically removed from your device at the expiration of the retention period.

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.

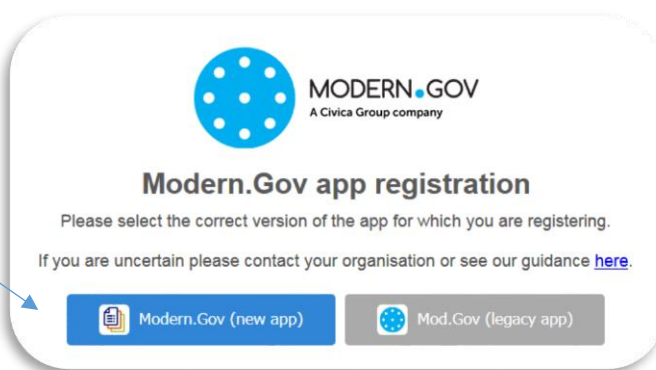
Your organisation will contact you directly with your logon details, and, if in use at your organisation, information on its MDM system.

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 placeholder text 'Your Username Here', 'Password' with masked characters '.....', and 'Confirm Password' with masked characters '.....'. A blue 'Register' button is located at the bottom right of the form area. The background of the app is dark blue with a subtle pattern.

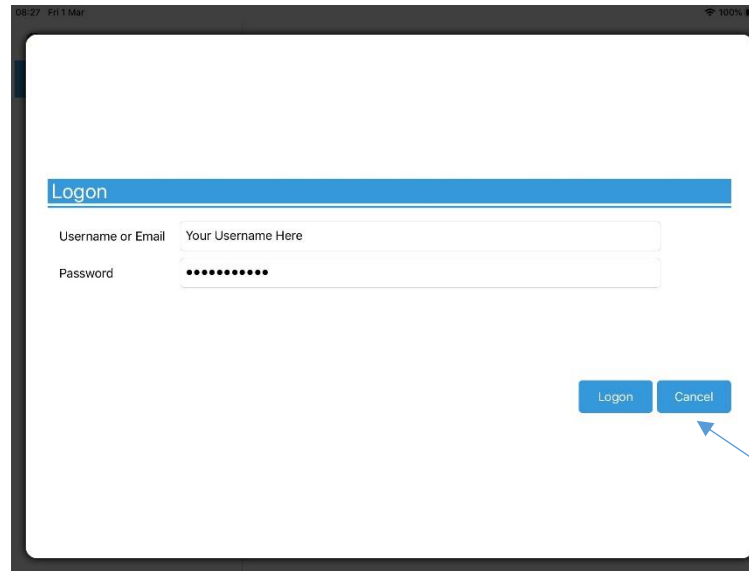
You will then be registered to open, read and annotate documents with restricted access. You will not be able to share restricted documents, nor will you be able to open them in other apps.

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.

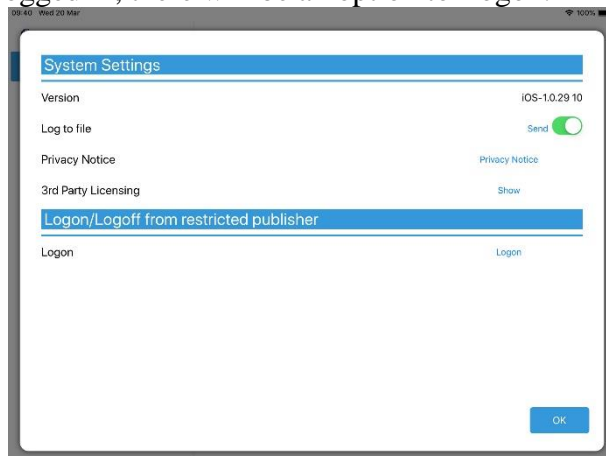
(If you select Cancel, you can still use the app, but will have access only to publicly-available documents from public organisations.)

Logon and Logoff options in the Settings Menu

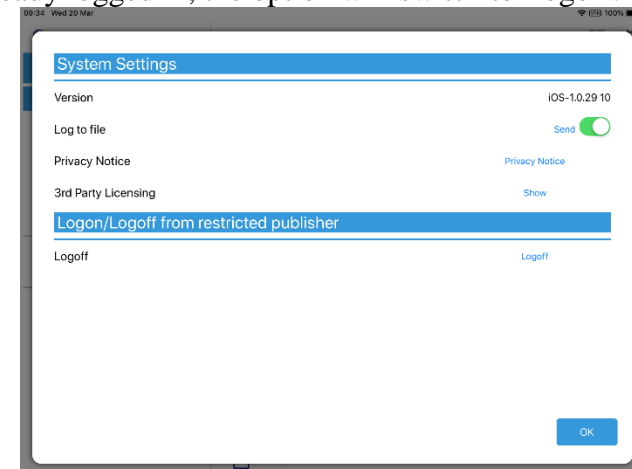
To access, **tap** the Settings icon at the top right of the home screen (main menu):



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:

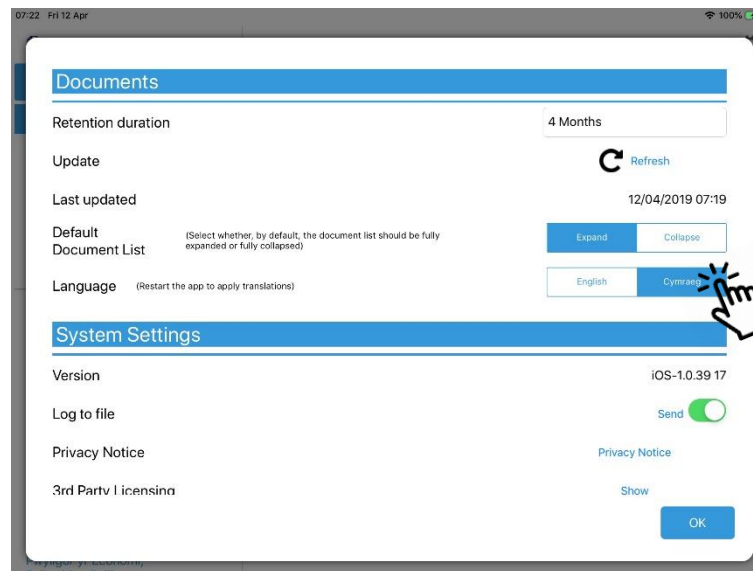


The app will also logoff users automatically when the app has been closed, when the device's screen saver has activated due to inactivity, or when the app has been open but has not registered any activity for two hours.

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.

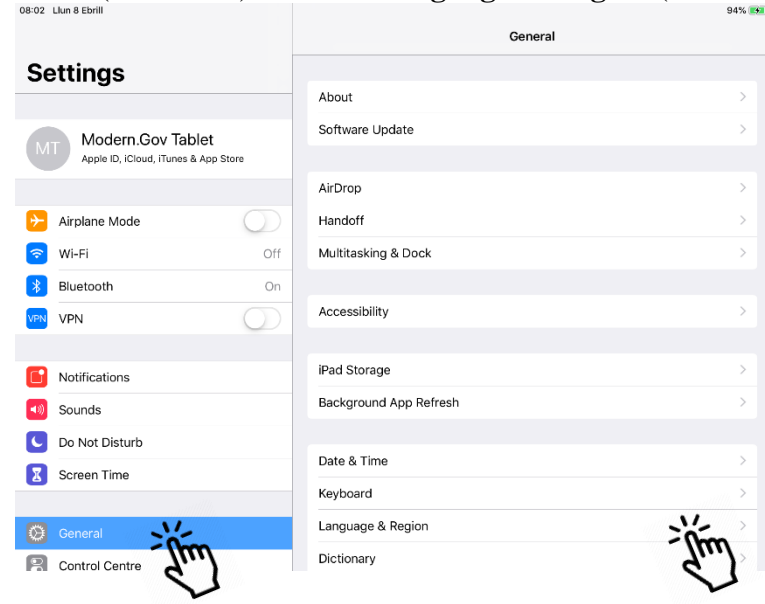
(Important note: documents published to the ModernGov app will still appear in the language in which they were originally published. If they were originally published in English, they will still appear in English.)

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

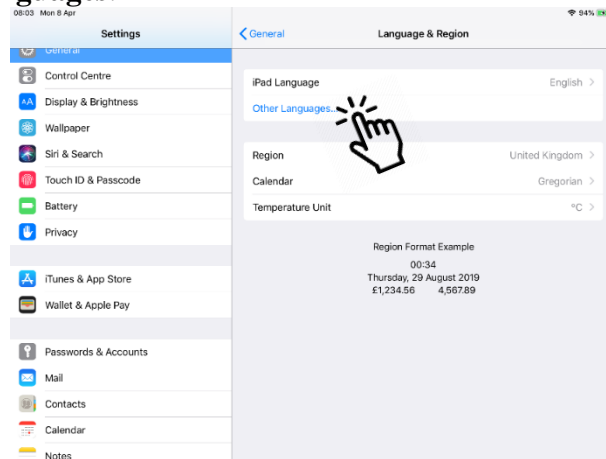
Tap the iPad's **Settings** icon:



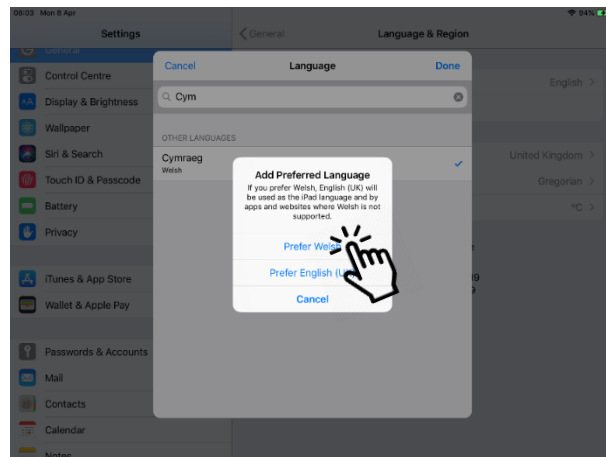
Select **General** (on the left) and then **Language & Region** (on the right):



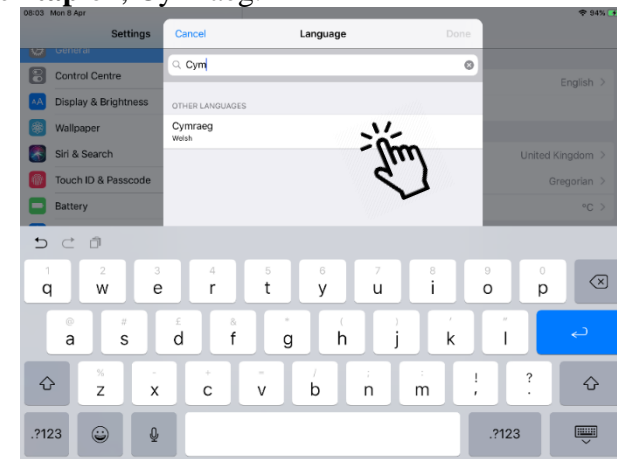
Tap **Other Languages**:



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:

