

Modern.Gov iOS Tablet App: Walkthrough

Modern.Gov

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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 11+ at the time of writing.

Modern.Gov iOS Tablet App: Walkthrough

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	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').
	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).
	Access to restricted information must be enabled by the organisation providing it.
	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.
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		comino soon
Open multiple documents at the same time and from different meetings (and from the document Library) – a maximum of 10 documents may be open at any time		
Quickly find documents from: What's New / Recently Published, Annotated, or browse by committee name		
Quickly find documents from above options and from: Upcoming, Recently Opened, Unread or Starred		
In-app calendar to browse meetings by date		

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

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

	Original App	New iOS App
User-defined in-document page transition preferences: see one page at a time, see continuous pages, see page turn animation		
User-defined in-document appearance preferences: default, sepia or night mode		
User-defined in-document screen brightness control		
Share original document – whole document, page range or single page (public documents only)	\checkmark	
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	\checkmark	
Delete document from device		
Two-factor security	\checkmark	
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	\checkmark	\checkmark
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	\checkmark	
Welsh Language		

Getting Started

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

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



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

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

12:54 Tue 28 May	◆ Ⅲ 15% Lt_)・	
Select an organisation	1	
s		
South Cambs		
T TestServer Private	~	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
	ОК	further details.

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

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

12:59	Tue 28 May	🗢 🕬 16% 🚺
9	Select committees of interest	
	Q Search	
	A	
	Audit and Corporate Governance Committee	~
L	c	
L	CDRP Board Stakeholder Event	
L	Cabinet	~
	Cambridgeshire and Peterborough Combined Authority (Administered by the County Council)	
	Cambridgeshire and Peterborough Joint Strategic Planning and Transport Member Group (Administered by the County Council)	
	Civic Affairs Committee	~
	Climate and Environment Advisory Committee	
	Council	~
	E	
	Employment and Staffing Committee	
		ок

13:10 Tu	ie 28 Ma	y.									🗢 🖙 18% 📭
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.?12	3		Ŷ						.?123		

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**:

Select committees of interest C Libit Library Access CK Amounted 1 2 3 4 5 6 7 8 9 0 X Q W e r t y U i o p X
Q. Libit ② Cancel Library Access ✓ Dimension ✓ 1 2 3 4 5 6 7 8 9 0 7
Library Access
Library Access
Library Access
> 0 > C 0 1 2 3 4 5 6 7 8 9 0
> 0 > C 0 1 2 3 4 5 6 7 8 9 0
qwertyuiop 🏵
@ # £ & * () / / /
asd fghjkl 🗢
☆ z x c v b n m , ? ↔
.?123 📦 🎍 .?123 🕮

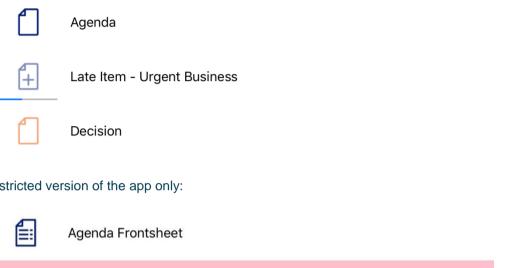
² Organisations choose their own name for this document storage feature; most use a variation on 'library'. If you cannot find it, please ask the organisation if they provide one and, if so, what they call it.

The Home Screen (Main Menu)



CIVICa





Restricted version of the app only:

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

Document has been downloaded

Document is downloading

Document has not yet been downloaded

Access restrictions apply.

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

≣	
Upcoming	1
Recently Opened	0
Recently Publishe	d 19
Unread	19
Starred	0
Annotated	0
Library Access	鉝

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)

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

- **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)

Audit and Corporate Governance Committee

Cabinet

Civic Affairs Committee

Council

Planning Committee

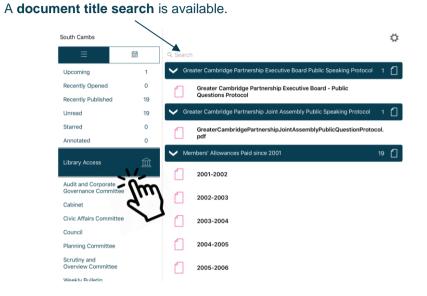
Scrutiny and **Overview Committee**

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

Public

civica

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



Type to	search the titles of all Library items.	
	South Cambs	
	E E Cancel	
	Upcoming 1 V Greater Cambridge Partnership Executive Board Public Speaking Protocol 1	
	Recently Opened 0 Greater Cambridge Partnership Executive Board - Public	
	Recently Published 19 Questions Protocol	
	Unread 19	
	Starred 0	
	Annotated 0	i.
	5 0	
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	.?123 😧 🖉 .?123 🕎	

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



Filter off – shows all meetings

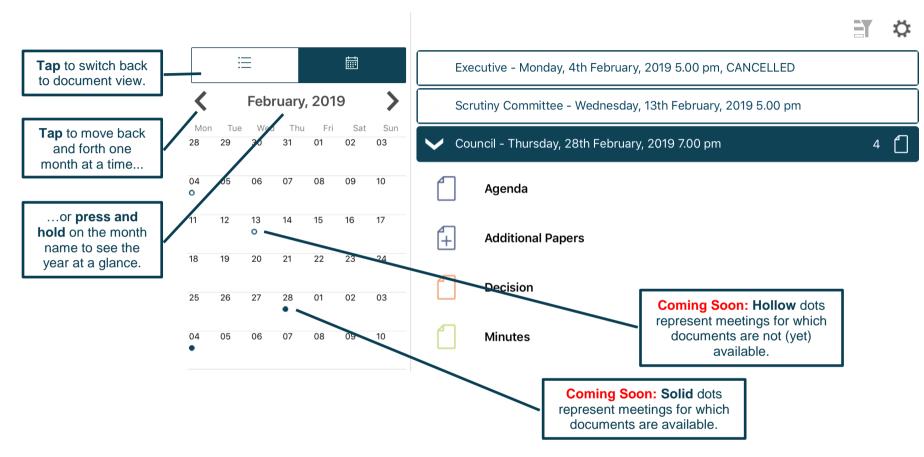
		(=)¢
≔	齛	Thursday, 28th November, 2019 7.00 pm
Upcoming	0	Thursday, 26th September, 2019 7.00 pm
Recently Opened	0	Thursday, 25th July, 2019 7.00 pm
Recently Published Unread	4	Thursday, 23rd May, 2019 7.00 pm
Starred	0	Thursday, 28th March, 2019 7.00 pm, CANCELLED
Annotated	0	Thursday, 28th February, 2019 7.00 pm
Web Library	宜	✓ Thursday, 24th January, 2019 7.00 pm 1 []
Council		Minutes
Executive		
Partnership Board		

Filter on – shows only meetings with documents ÊY Ē Thursday, 24th January, 2019 7.00 pm Upcomina 0 Minutes Recently Opened 0 4 Recently Published Unread 4 0 Starred Annotated 0 宜 Web Library Council Executive Partnership Board Scrutiny Committee

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:





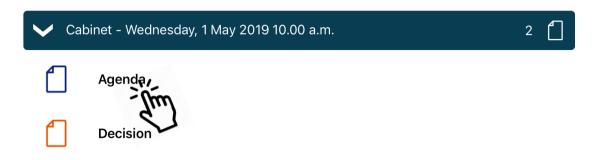
Filter off - shows all meetings Filter on – shows only meetings with documents EY ÈY \equiv = Executive - Monday, 4th February, 2019 5.00 pm, CANCELLED Council - Thursday, 28th February, 2019 7.00 pm < February, 2019 > < February, 2019 > Scrutiny Committee - Wednesday, 13th February, 2019 5.00 pm Agenda 30 31 01 02 03 Council - Thursday, 28th February, 2019 7.00 pm 30 31 01 02 (+ Additional Papers 07 08 09 10 06 Agenda Decision 14 15 16 17 (+) Additional Papers 22 23 24 Minutes Decision 01 02 03 25 26 27 28 01 02 03 04 05 06 07 08 09 10 Minutes 05 06 07 08 09 10

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.

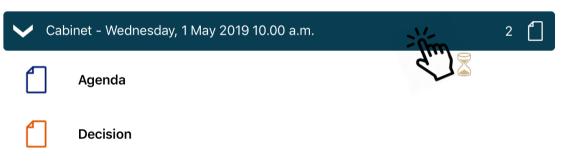
Meetings for which documents have been published are represented by a **solid** dot in the calendar and a **solid** meeting details bar.

Public

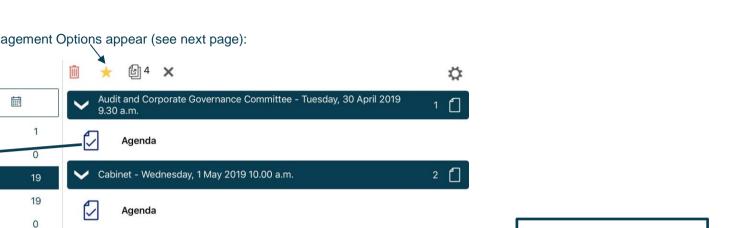
Tap a document name to open it on its own...



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



Public



1

4

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

0

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F)

-nm

Decision

Decision

South Cambs

Upcoming

Recently Or

Unread

Starred

Cabinet

Council

Annotated

Library Access

Audit and Corporate Governance Committee

Civic Affairs Committee

Planning Committee

Overview Committee

scrutiny and

Weekly Rulletin

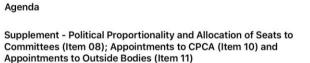
Recently Published

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

Selected

documents have a

check mark.



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

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

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

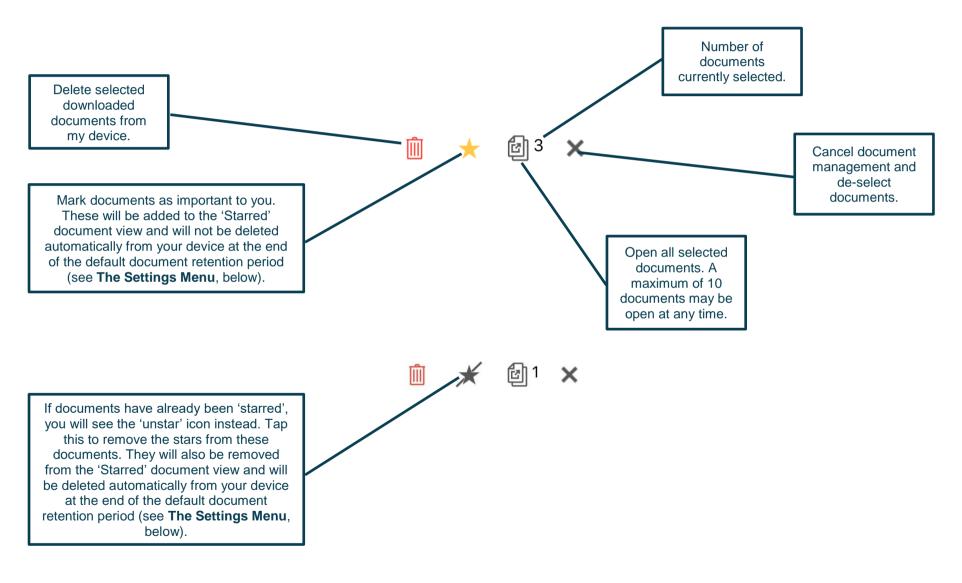
Public

Tap the meeting details bar

to expand or collapse the list of documents. Set your

default display preference

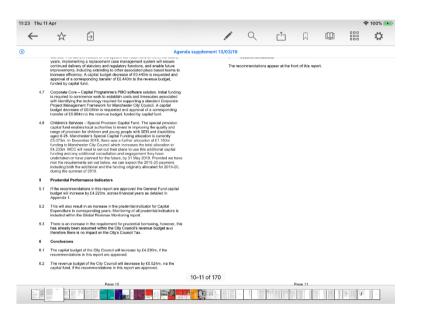
(expand all / collapse all) in **The Settings Menu**.



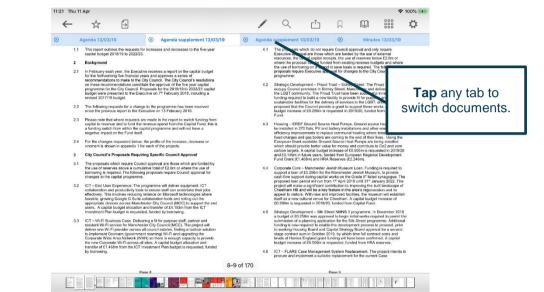
Viewing and Annotating Documents

The document viewer screen:

With one open document (landscape):



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



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

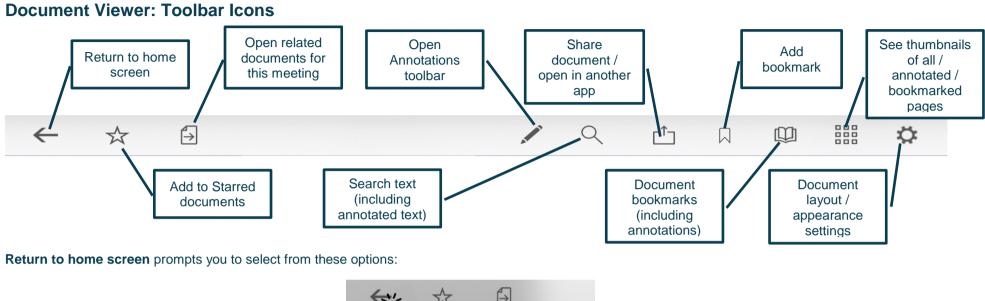
With one open document (portrait):

1:22 Thu 11	Apr								🗢 100% 🛤		11:22 Thu 11 Apr
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	in the CAZ	int polluting ve coundary. The	proposed			ge for eac	h day they	were			
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	their engine • Bus/HG ¹ • Van and • Motorbik • Taxis an	ars, the follow s were cleaner / – Diesel Eun minibus – Die e/moped – Pe d private hire d private hire	r, meeting t o 6 engine sel Euro 6 trol Euro 3 vehicles – I	these stand (from 2013) (from 2016) (from 2007) Diesel Euro	ards:)) 6 (2015 or	nwards)	y payment	as			
	from particu	explained that lar concerns of car-dependent	ver the pot	ential impac	ct that inclu	uding cars	s would have				
	proposals a successful. voluntary se compliant v	hen examined nd the level of Funding would ctor, private h shicles. The po and taxi or priv	financial su to be neede ire and taxi ossibility of	upport need d to help loo operators, providing s	led from G cal busines and bus co upport by r	overnmer sees and s ompanies means of	nt for it to b sole traders upgrade to low-cost lo	e s, the o			
	to the appro	et out the nex val of each of ubmitted to Go	the ten GM	l local authoria in the re	orities, this	Outline E	Business Ca	ase			
				3 of 15							

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

11:22 Thu 11 Apr							4	r 100% 😝	D	
← ☆	r	/	Q		\Box	Ш		¢		
Agenda 13/03/1	19 🛞	Agenda supplement	13/0 🛞	Agenda supp	ement 13/	o 🛞 🕠	linutes 13/	03/19		
4.1	Executive a resources, where the p the use of b	als which do not n pproval are those the use of capital u roposal can be fu corrowing on a spe equire Executive a :	which are eceipts, th nded from ind to save	funded by th e use of rese existing reve basis is req	e use of ex erves below nue budge uired. The	ternal v £2.0m or its and wh following				Tap any tab to switch documents.
4.2	occupy Cou the LGBT o funding req sustainable proposed th	evelopment – Pro incil premises in S ommunity. The Pr uired to build a ne facilities for the d at the Council pro ease of £0.250m i	idney Stre oud Trust I w facility to elivery of s vide a gra	et, Manchest ave been su provide fit fo ervices to the at to support	er and dei iccessful ir or purpose LGBT, ar these work	iver service and and it is s. A capit	əl			switch documents.
4.3	be installed efficiency ir fixed charg European 0 which shou carbon targ and £3.149	ERDF Ground Sou in 270 flats, PV a nprovements to re es and gas boilers srant available Grr Id provide better v ets. A capital budy m in future years, (£1.468m) and Hi	nd battery place comin ound Source alue for mo get increas funded from	nstallations a munal heatin g to the end e Heat Pum ney and con e of £0.555m n European	and other e g where te of their live ps are beir tribute to (n is reques Regional D	energy nants are is. Using t ig installed Co2 and ze ted in 2019	on he iro 3/20			
4.4	support a lo cash flow s proposed lo project will Cheetham appeal to v itself as a n	Core – Mancheste van of £0.290m for upport during capi van period will run make a significant Hill and will be a k sitors. With new a ew cultural venue requested in 2019	the Manch tal works o from 1 st Ap contributio ey feature nd improve for Cheeth	ester Jewish n the Grade ril 2019 until n to improvir n the area's d facilities, t am. A capita	n Museum, II* listed sy 31 st Janua ng the built regenerati he museur I budget in	to provide magogue. ary 2022. 1 landscape on and its n will estal	The The e of			
4.5	a budget of submission funding is n to seeking i stage contr levels of Ho	evelopment – Silk £0.250m was app of a planning app ow required to en- dousing Board an act sum in Octobe wres England grau pase of £0.500m i	roved to b lication for able the de d Capital S r 2019, by nt funding v	egin initial we the Silk Stre velopment p trategy Boan which time fu vill have bee	orks requinet program rocess to p d approval all contract n confirme	ed to perm ime. Addition proceed, port for a second costs and d. A capita	it the onal rior nd			
4.6		E Case Managen I implement a suit					ds to			

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





Add to Starred documents:





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

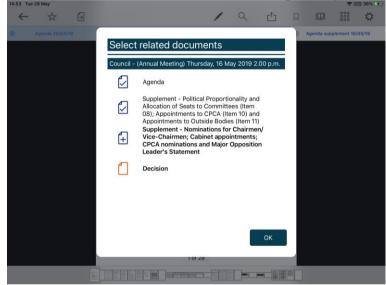
Open related documents

Tap to open related documents for this meeting:

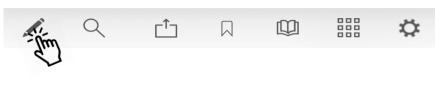
Tap and...



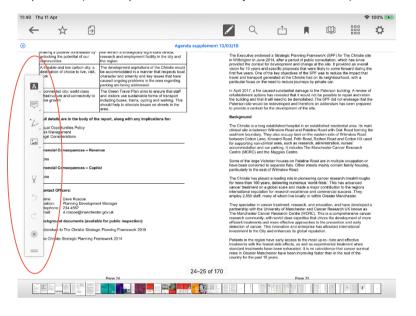
...select one or more other documents for this meeting and **tap** OK:



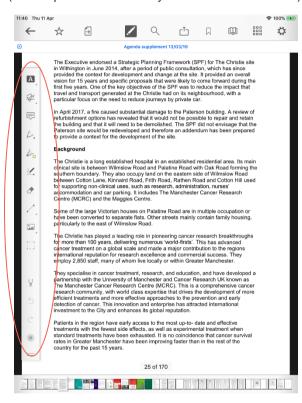
The Annotations Toolbar



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



Portrait view (more options immediately accessible from menu):



What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the ico	on to expan	nd the me	enu and	show:						
	_				A			A.		À			
Mark-up text	A	A	Highlight text		nderline te	<u>ext</u>	Squiggly (underline	text	Strikethrough text			
			A		A			A		- <u>-</u>			
Insert text, comments	(Note: the Add Sticky Note tool will appear here	T	Insert text box, add se text	earchable	Ins	sert call-	out box, add able text		Draw and insert a signature				
in Landscape Mode after you begin annotating)			T			[•				× Pr			
Add sticky notes with searchable text						ar device is in Landscape Mode, this menu will combine with the above iments icon when you begin using annotation tools)							
Scribbles and shapes	•		scribble – with pen highlighter		nsert	Insert	Insert rectangle	Insert circle / oval	Insert	Insert jointed line segment	Erase annotation		
		A.	(Freehand scribble – wi	ith pen; no e	expansion	n required	(k						

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold th	e icon to expar	nd the n	nenu and	show:							
		50	(Freehand scribble	(Freehand scribble – with highlighter; no expansion required)										
		·	(Smart draw – mak	es freehand line	s straig	ht and free	hand circles	s round	; no expansior	required)				
		7	2		1									
		•	Insert arrow	Insert line		Insert Inse rectangle		cle /	Insert polygo	n Insert jointed line segment				
Erase annotation	(found in scribbles & shapes menu)	A	(no expansion required)											
Insert objects			Insert photo from your device (app w ask you to grant permission to access your photos	(app will o grant on to photos)		Clipl Inser anno Paste	Clipboard: Insert saved annotation / Paste copied annotation		())) cord audio will ask you to grant mission to cess your crophone)	Select existing annotations (landscape menu only) (top-level portrait				
Select annotations	(found in insert objects menu)		 (Select existing annotations – no expansion required. Available options: 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) 											

Public

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the	e icon 1	to expa	and the	e men	u and :	show:						
			Ink										ve the Back e original te		
			Color >	< Ink	Rainbow		< Ink	Modern		< Ink	Vintage	< Ink	Monochrome	,	
			Background Color 🖉 >												
			Blend Mode Normal > Opacity 100%												
			Thickness 4.0 pt												
			Color Presets												
Customise															
nk settings –					•••••										
colour, thickness,							(Swip	e to ch	ange p	alette	s)				
etc.															
			Or keep swiping the palettes and define			< Ink					der bar in ange the i			Ink	
			colour:	a cusic	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				thickr		ange men	IIK			
													Color	•	>
								-					Background Color	\bigotimes	
													Blend Mode Opacity	Normal	al > 00%
							0						Thickness	31	1 pt
						_							Color Presets		
															U
Stylus		U U	(no expansion requ tablet – t										stylus conn ne connecte		/01

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
Undo and redo	5 Č	ے ا	(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)



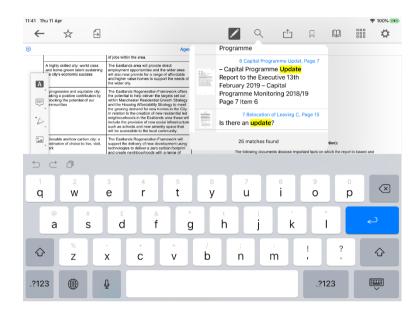
...and to access all your annotated documents from the main menu:



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).

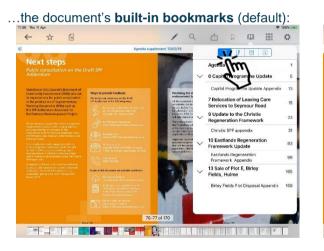
Q 1 Q ΓÎ AirDrop. Share instantly with people nearby. If they PAGES turn on AirDrop from Control Centre on iOS or from Finder on the Mac, you'll see their names here. Just All (170 Pages) tap to share. ANNOTATIONS **Embed Annotations** Annotations will be embedded in the PDF and 2 remain editable. Flatten Annotations Annotations will be rendered in the PDF and not be editable. Message Drive Copy to Books C **Ignore Annotations** The PDF will not contain any annotations. Annotation Summary PDF Annotations will be listed in a text file. Share Print Save to Files Open In Create PDF

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



...bookmarks you have added:



...annotations you have made:

D 100%

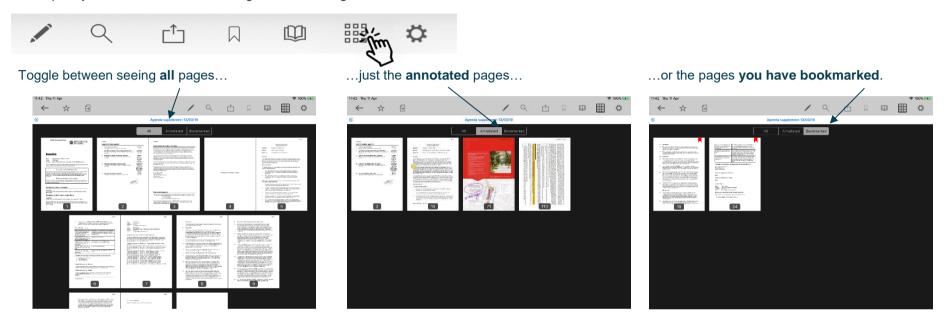


Tap the bookmark or annotation bookmark and jump straight to that place in the document.

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

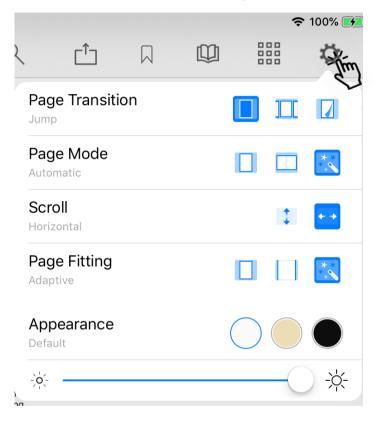
Thumbnails

Move quickly around the document using thumbnail images:



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)?

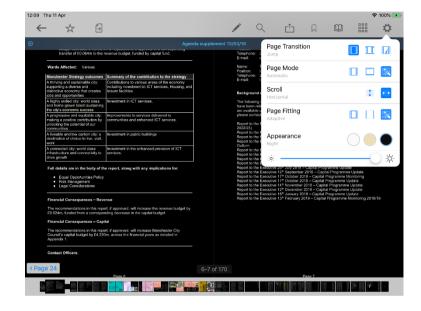
Appearance: default (as published), sepia or night mode – see below.

Screen brightness control (for this app only).

Sepia

	Agenda supple	ement 13/03/19	Page Transition	
transfer of £0.084m to the r	revenue budget, funded by capital fund.	Telephone: 2 E-mail: c	Jump	
Wards Affected: Various		Name: 1 Position: C	Page Mode	
Manchester Strategy outcomes	Summary of the contribution to the strategy	Telephone: 2 E-mail: 1	Automatic	
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	Contributions to various areas of the economy including investment in ICT services, Housing, and leisure facilities.	E-mail: t.	Scroll Horizontal	11
A highly skilled city: world class and home grown talent sustaining the city's economic success	Investment in ICT services.	The following r have been reli- are available u	Page Fitting	
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	Improvements to services delivered to communities and enhanced ICT services.	please contact Report to the F 2022/23)	Adaptive	
A liveable and low carbon city: a destination of choice to live, visit, work	Investment in public buildings	Report to the E Report to the E Report to the E Outturn	Appearance Sepia	$\bigcirc \bigcirc \bigcirc \bigcirc$
A connected city: world class infrastructure and connectivity to drive growth	Investment in the enhanced provision of ICT services.	Report to the E Report to the E Report to the E	ò	
Full details are in the body of th • Equal Opportunities Policy • Risk Management • Legal Considerations	e report, along with any implications for:	Report to the E Report to the E Report to the E Report to the E Report to the E	tecutive 20* July 2018 – Capital Progr excutive 12 th September 2018 – Capital P excutive 17 th October 2018 – Capital P excutive 17 th October 2018 – Capital P excutive 14 th November 2018 – Capital excutive 14 th December 2018 – Capital	Programme Update ogramme Monitoring ogramme Update Programme Update Programme Update
Financial Consequences – Reve	onue	Report to the E Report to the E	ecutive 16 th January 2019 – Capital P secutive 13 th February 2019 – Capital I	rogramme Update Programme Monitoring 2018/19
	art, if approved, will increase the revenue budget by inding decrease in the capital budget.			
Financial Consequences - Capi	ital			
The recommendations in this repo Council's capital budget by £4.220 Appendix 1.	ort, if approved, will increase Manchester City Om, across the financial years as detailed in			
Contact Officers:				

Night mode



The Settings Menu

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



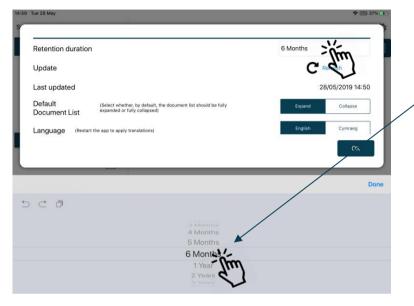
Organisations	
Switch between your organisations	Switch
Subscribe to organisations	Subscribe
Select committees of interest	Select
Documents	
Retention duration	4 Months
Update	C Refresh
Last updated	28/05/2019 14:50
Default (Select whether, by default, the document list should be fully Document List expanded or fully collapsed)	Expand Collapse
Language (Restart the app to apply translations)	English Cymraeg

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

Change how long documents will be stored on your device (see below). Manual refresh – 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 (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):

Version	iOS-1.1.11 2
_og to file	Send C
Privacy Notice	Privacy Notice
3rd Party Licensing	Show

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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 Modern. Gov 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 Moderno Gov app installed and tap the link in the email.

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





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

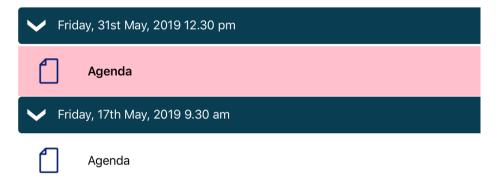
Registration			
Username or Email	Your Username Here		
Password	•••••		
Confirm Password	••••••		
		Register	Cancel

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.

Modern.Gov iOS Tablet App: Walkthrough

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 Modern•Gov app you will be prompted to login:

Logon		
Username or Email	Your Username Here	
Password	•••••	
		Logon Cano

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

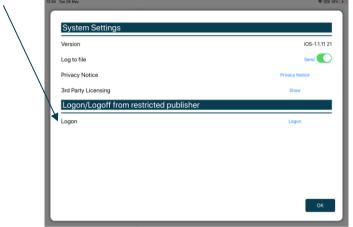
Modern.Gov iOS Tablet App: Walkthrough

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:

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	System Settings	iOS-1.1.11 21
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L.	Log to file	Send 🤍
	Privacy Notice	Privacy Notice
	3rd Party Licensing	Show
	Logon/Logoff from restricted publisher	
L.	Logoff	Logoff
ι.		
		ок

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.

Documents	
Retention duration	6 Months
Jpdate	C Refresh
.ast updated	28/05/2019 14:50
Default (Select whether, by default, the document list should be fully expanded or fully collapsed)	Expand Collapse
anguage (Restart the app to apply translations)	English Cymraeg
System Settings	Ŕ
/ersion	iOS-1.1.11 21
Log to file	Send O
Privacy Notice	Privacy Notice
Brd Party Licensing	Show

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 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.)

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:



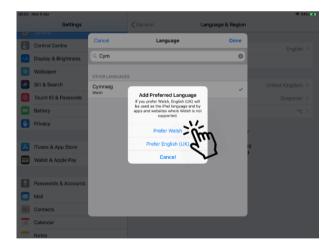
	General	
Settings		
	About	>
Modern.Gov Tablet	Software Update	>
Apple ID, iCloud, iTunes & App S	tore	
	AirDrop	>
Airplane Mode	Handoff	>
ᅙ Wi-Fi	Off Multitasking & Dock	>
8 Bluetooth	On	
	Accessibility	>
Notifications	iPad Storage	>
Sounds	Background App Refresh	>
C Do Not Disturb		
Screen Time	Date & Time	>
-	Keyboard	>
😟 General	Language & Region	20
Control Centre	Dictionary	7

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:

	Settings	General	Language & Region		Edit
10	General				-1
8	Control Centre	iPad Language		English	¢
۸A	Display & Brightness				
*	Wallpaper	PREFERRED LANGUAGE	ORDER		
	Siri & Search	Cymraeg Weish			
M	Touch ID & Passcode	English			
	Battery	Add Language			
C	Privacy	Apps and websites will u	se the first language in this list that they sup	port.	
		Region		United Kingdom	Σ
A	iTunes & App Store	Calendar		Gregorian	5
-	Wallet & Apple Pay	Temperature Unit		°C	×
8	Passwords & Accounts		Region Format Example		
	Mail		00:34 Dydd Iau, 29 Awst 2019		
12	Contacts		£1,234.56 4,567.89		
	Calendar				
-	Notes				

Document Control:					
Version:	Author:	Date:	Comments:	Status:	
5.0	Holly Adams	31 May 2019	Application of Civica branding	Complete	
5.1	Holly Adams	7 June 2019	Updated cover image	Complete	