

USER GUIDE FOR MODERN.GOV RESTRICTED APP (Ipad version)

Produced by Carmarthenshire Democratic Services.

01267 224028

Democraticservices@carmarthenshire.gov.uk

The aim of this document is to provide basic usage information for Members and officers on using the Private Papers functionality of the Mod.Gov App. PRIVATE PAPERS means papers available for members for their relevant committee, including any exempt reports.

Elected Members and officers, through a registration process will have permission to see the full Private Pack for Committees of which they are a member. The pack will be automatically downloaded onto their device.

All members have been sent a registration email in order to access Mod.Gov, including the restricted app. Once the registration process is complete you will be able to see the private papers. For security reasons the restricted app will ask you to input your user name and password to gain access on each occasion. If you have not clicked on this link you will only have access to the papers available to the general public.

Restricted app – Carmarthenshire Private or Sir Gar Private

Public app – Carmarthenshire or Sir Gar

Once your device is registered on the restricted app, you will be able to view all documents, including exempt reports, but only for Committees of which you are a member.

If you have not registered your device, contact Democratic Services who will send you a new registration link.

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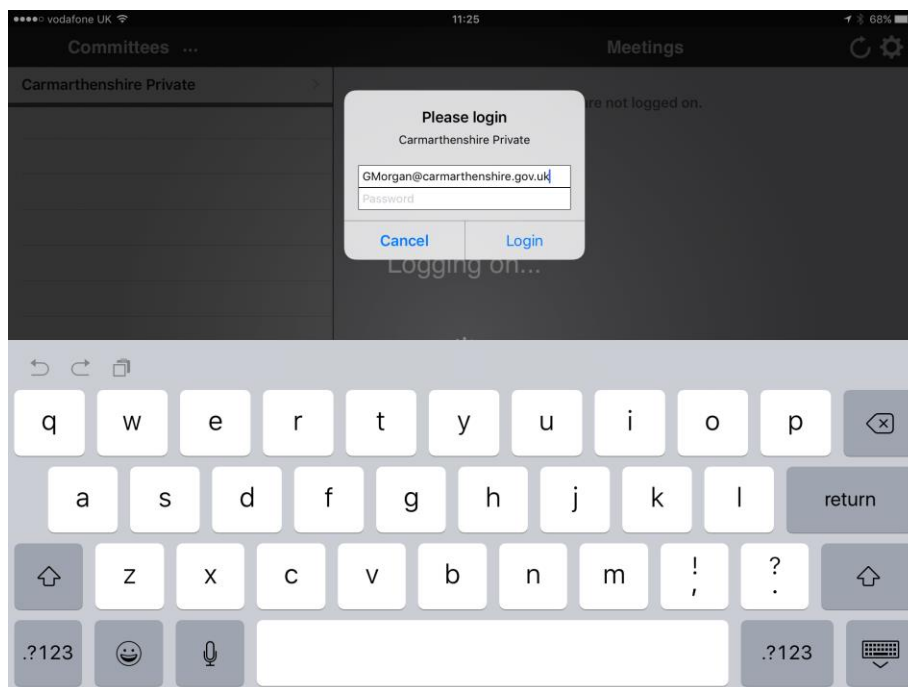
1. Log in to your device
2. Find the Mod.Gov App



or



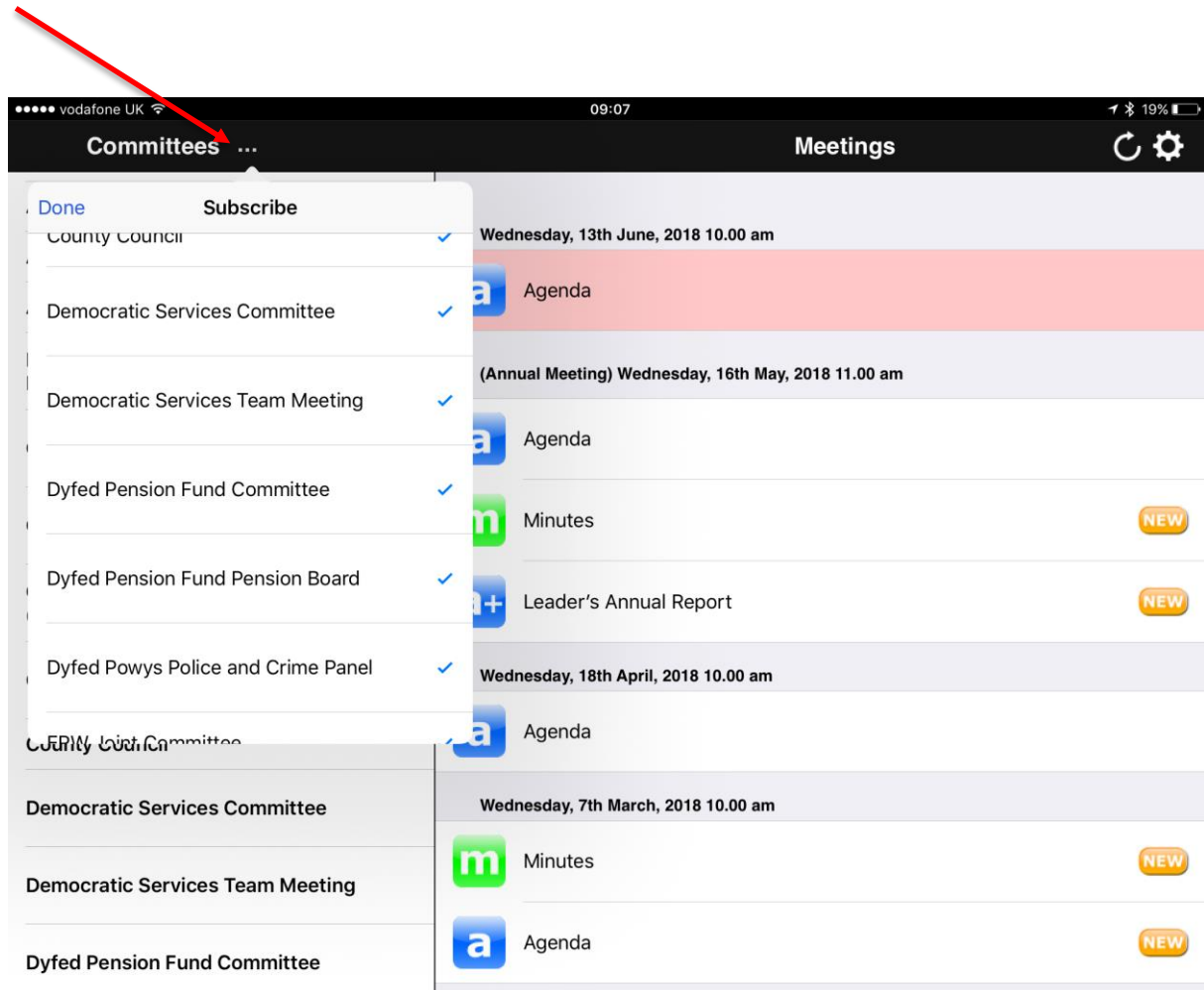
3. When prompted enter your e-mail address and Password
 - Please note this is your full email address and normally your network password (if you have asked Democratic Services for a different password, please use this one)



Once you have logged into the app you can change which publisher you are viewing in the top left hand corner. The publisher is the County Council which uses Mod.Gov – in this case, Carmarthenshire.

Select the Committees you want to view (you can add more at any time):

Pick the Committees you wish to view by touching each Committee name a blue tick will appear, then click Done



The app will then download the documents. (This may take some time) Press on the meeting to view the document

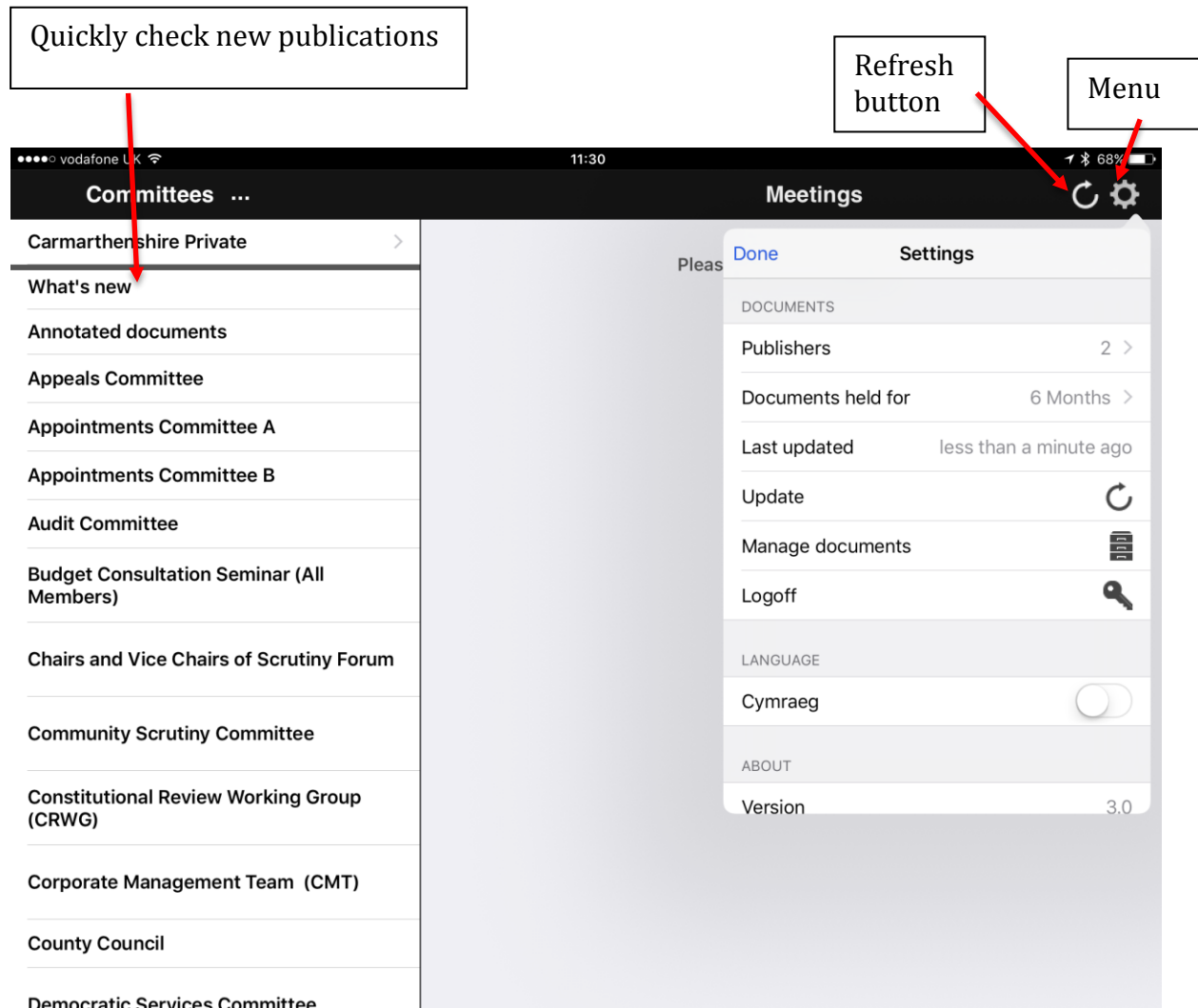
Colour chart:

Bright blue - Document downloaded

Light Blue - Document loading

If the Committee is white there are no exempt reports, if the Committee is Pink the agenda includes exempt information

Settings






Manage your settings:-

The menu under the cog in the top right allows you to

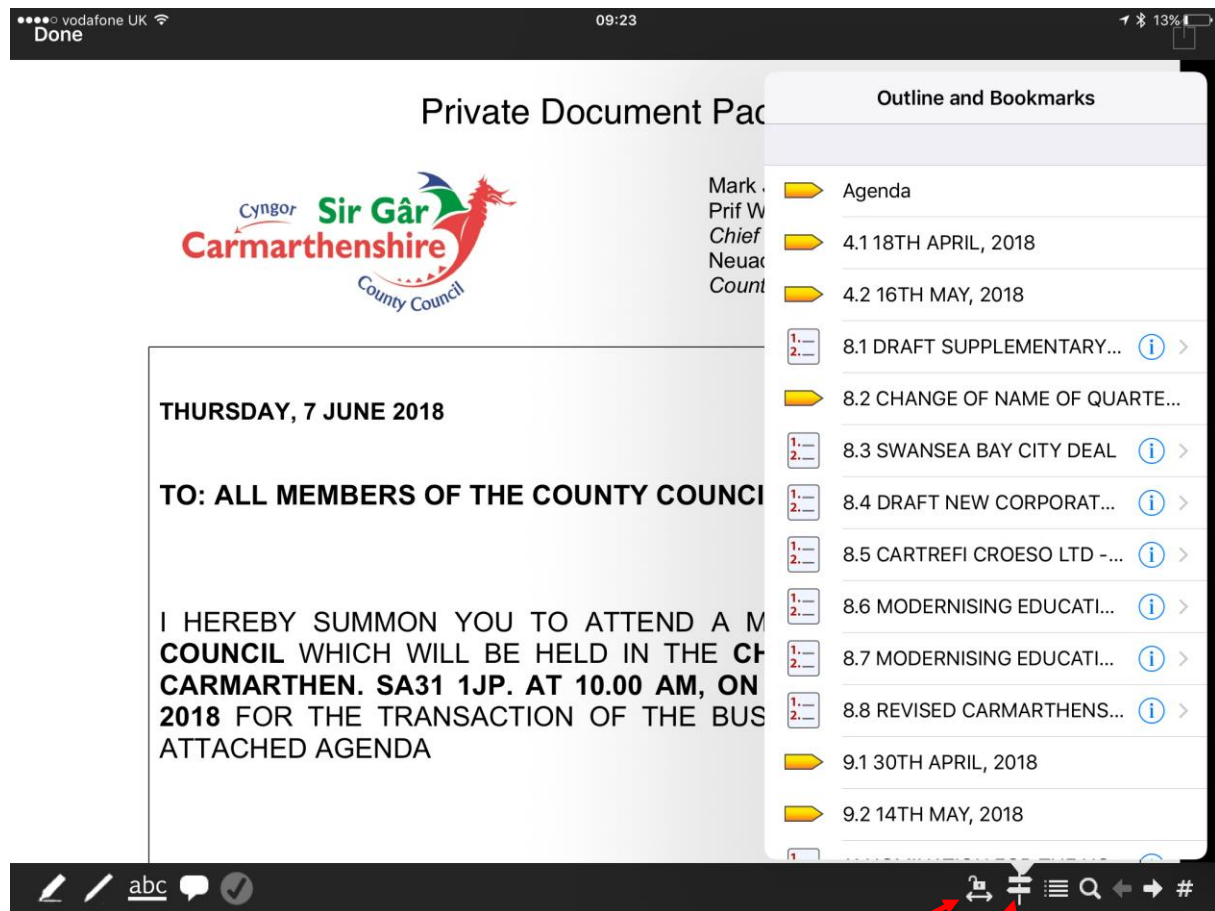
- Choose from a list of other publishers and public information for other local authorities.
- Change the language of the entire app so that the menus will appear in Welsh.
- Choose how long documents are held for the standard retention period within the Mod.Gov App, assuming that it does not have to be re-

installed for any reason is 3 months. If there are specific documents you wish to keep longer they can be pinned within the App.

1. **Settings** 
2. **Manage**  **Documents**
3. Select the Required Document(s)
-  4. **Pin**

Please be aware that any Private documents including Public Papers in a Private Pack cannot be used outside of that specific installation of the Mod.Gov App.

Navigate through a document pack



Padlock to lock screen or unlock to zoom in and out

Use built in bookmarks to move between agenda items and reports



The first bookmark identifies the item, the second indicates that the item has additional attachments.

Search text –

Step 3

Step 2

Step 1

09:22 13%

160 Matches Found

Swansea bay Cancel

we therefore call on Welsh government to facilitate the establishment of a Community Health and Care service charged with the delivery and overall management of an integrated social model for health and care throughout the Hywel Dda area. The service would be democratically accountable to the electorate through the three local authorities and to the health board who would retain statutory responsibility for their functions and staff".

8. TO CONSIDER THE RECOMMENDATIONS OF THE EXECUTIVE BOARD IN RESPECT OF THE FOLLOWING ITEMS:-

8.1	DRAFT SUPPLEMENTARY PLANNING GUIDANCE - WIND AND SOLAR ENERGY CARMARTHENSHIRE LOCAL DEVELOPMENT PLAN	23 - 70
8.2	CHANGE OF NAME OF QUARTER BACH COMMUNITY COUNCIL AND TRELECH COMMUNITY COUNCIL	71 - 74
8.3	SWANSEA BAY CITY DEAL	75 - 180
8.4	DRAFT NEW CORPORATE STRATEGY 2018-23	181 - 228
8.5	CARTREFI CROESO LTD - FINANCING REQUIREMENT, APPOINTMENT OF DIRECTORS AND SHAREHOLDERS AGREEMENT DELEGATION	229 - 252

Cyngor Sir Gâr Carmarthenshire County Council

EICH CYNGOR arleinamdani
www.sirgarllyw.cymru

YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales

Page 4

Page 4 of 438

8.6 MODERNISING EDUCATION PROGRAMME - PROPOSAL TO INCREASE THE CAPACITY OF GORSLAS COMMUNITY

253 - 322

abc

Choose the search text button and then enter your text in the search box, press the return key and the word will be highlighted. To find more, use the blue arrows on the top left hand side of the screen.

Page forward/page back

Done 09:23 13%

Private Document Pack

Cyngor Sir Gâr Carmarthenshire County Council

THURSDAY, 7 JUNE 2018

TO: ALL MEMBERS OF THE COUNTY COUNCIL

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE COUNTY COUNCIL WHICH WILL BE HELD IN THE CHURCH HALL, CARMARTHEN. SA31 1JP. AT 10.00 AM, ON THURSDAY, 7 JUNE 2018 FOR THE TRANSACTION OF THE BUSINESS OF THE COUNCIL. THE ATTACHED AGENDA

Outline and Bookmarks

- Agenda
- 4.1 18TH APRIL, 2018
- 4.2 16TH MAY, 2018
- 8.1 DRAFT SUPPLEMENTARY... (i) >
- 8.2 CHANGE OF NAME OF QUARTERS... (i) >
- 8.3 SWANSEA BAY CITY DEAL (i) >
- 8.4 DRAFT NEW CORPORATE... (i) >
- 8.5 CARTREFFI CROESO LTD -... (i) >
- 8.6 MODERNISING EDUCATION... (i) >
- 8.7 MODERNISING EDUCATION... (i) >
- 8.8 REVISED CARMARTHENS... (i) >
- 9.1 30TH APRIL, 2018
- 9.2 14TH MAY, 2018

Navigation icons: back, forward, search, etc.

Search by page number

The screenshot shows a mobile application interface. At the top, the status bar displays 'vodafone UK', 'Done', '09:20', and '14%' battery. The main content area is titled 'Agenda Item 8.2'. Below this, the document header reads 'COUNTY COUNCIL' and '13TH JUNE 2018'. The document content includes a title 'CHANGE OF NAME OF QUARTER BACH COMMUNITY COUNCIL AND TRELECH COMMUNITY COUNCIL', a 'Purpose' section, 'Executive Board Recommendations', and 'Reasons'. A 'Go To Page Number' overlay is positioned at the bottom, featuring a horizontal scroll bar and a text input field containing '71'. Two red arrows point to the scroll bar and the input field. The bottom of the screen shows a navigation bar with icons for back, forward, and search, and a dropdown arrow.

Agenda Item 8.2

COUNTY COUNCIL
13TH JUNE 2018

CHANGE OF NAME OF QUARTER BACH COMMUNITY COUNCIL AND TRELECH COMMUNITY COUNCIL

Purpose: To seek Council's approval to change the name of Quarter Bach Community Council and Trelech Community Council

Executive Board Recommendations:

It is recommended that the Council consider giving approval to the change of name for Quarter Bach Community Council to Cwarter Bach Community Council and to give approval to the change of name for Trelech Community Council to Trelech a'r Betws.

Reasons: To meet County Council's duty under Section 76 of the Local Government Act 1972.

Relevant scrutiny committee to be consulted NA

Exec Board Decision Required YES

Council Decision Required YES

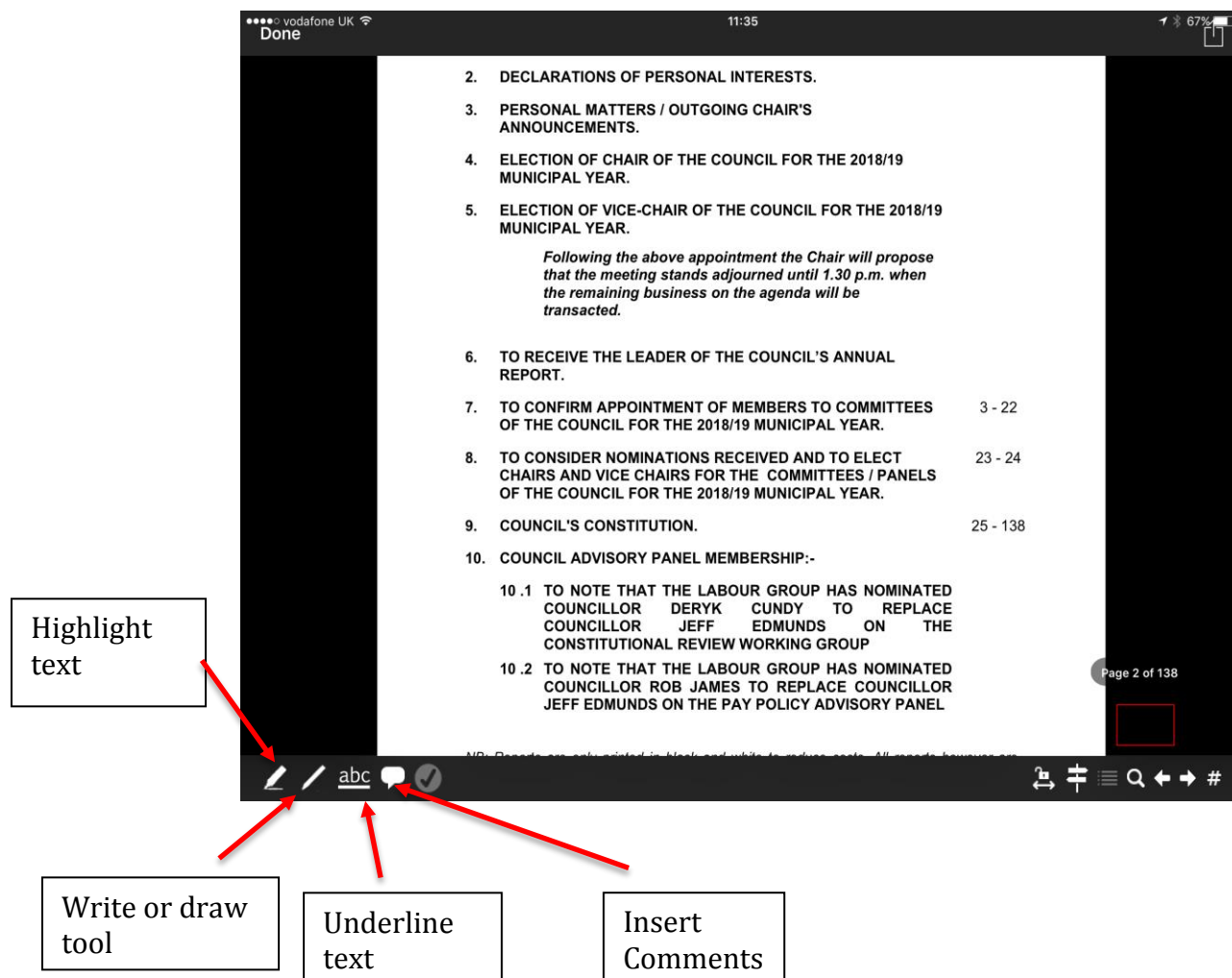
EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr David Jenkins (Resources)

Go To Page Number

71

Jump to a specific page – just type in the page number or scroll through using the bar.

Annotating Papers/Adding Bookmarks



Video on how to annotate a document on the App (opens in new window):

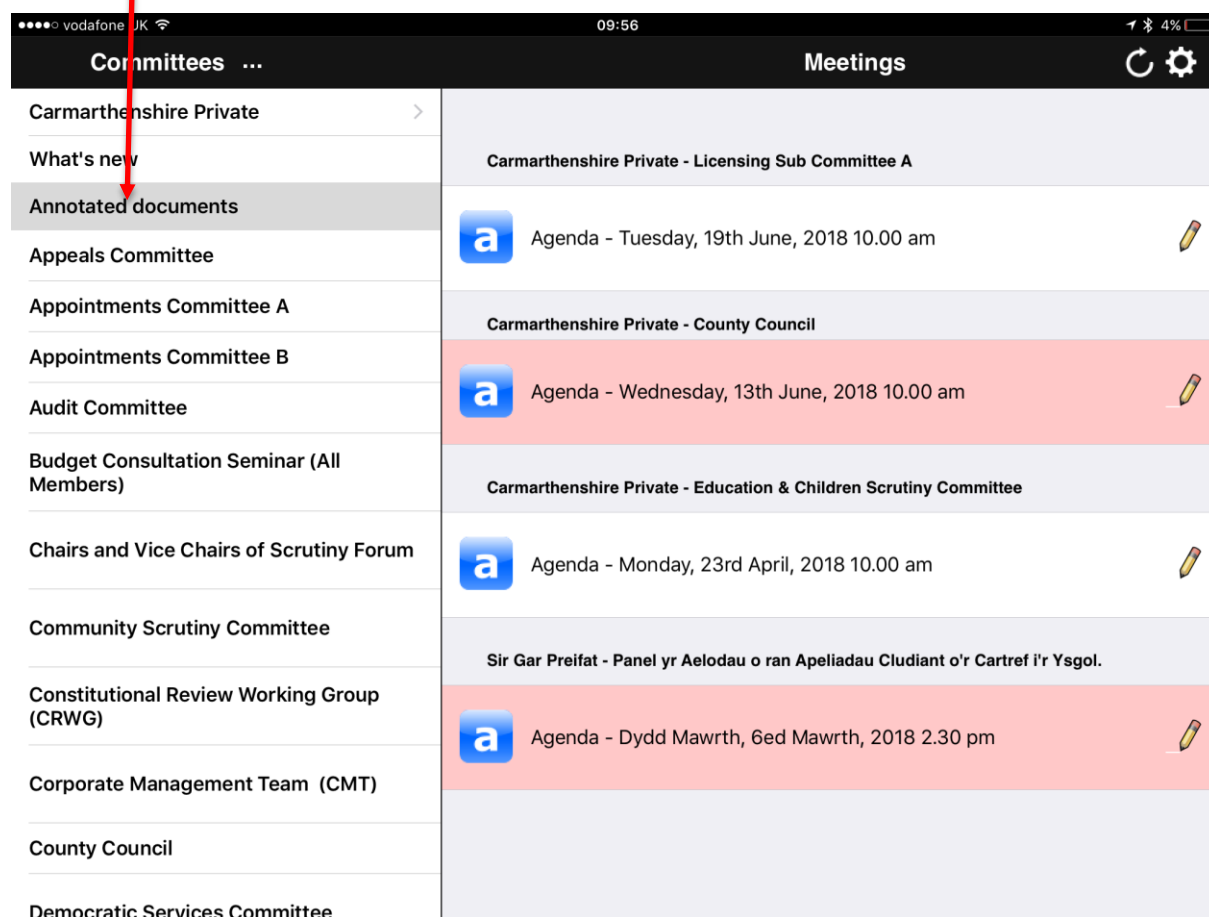
[uploads/47/Annotating a document.mp4](#)

Viewing the documents that you have annotated

Once you have annotated a document, when you select the committee that the document belongs to, the following icon will appear alongside the document name in the document list to indicate that it has been annotated.



If you want to see all the documents that you have annotated, close any open document to go back to the main screen and tap Annotated documents.



Protecting documents from being automatically deleted

Selecting the relevant documents

Firstly you need to select the documents that you want to protect from being deleted automatically.

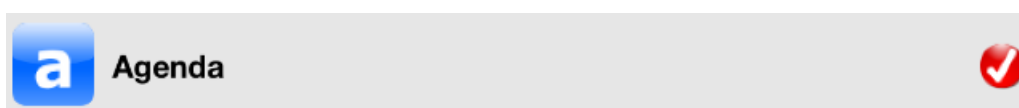
Close any open document to go back to the main screen.

Tap the relevant committee name (or tap Annotated documents if there are annotated documents from various committees that you would like to select).



Tap the Filing cabinet icon on the top right hand side of your screen.

Tap the documents to select them (selected documents will be ticked).



Note: you can unselect a ticked document by tapping it.

Pinning ticked documents to protect them from being deleted automatically after the period specified

As shown in Section 8.1, all the documents that you download in the mod.gov app will be automatically deleted after the period that you have specified in the Settings popup unless you protect specific documents from automatic deletion.



Tap the Pin icon on the bottom of the screen to pin the documents that you have ticked in Section 9.1.

Pinned documents will be shown with a pin icon.



Agenda



Unpinning ticked documents so that they are deleted automatically after the period specified



Tap the Unpin icon on the bottom of the screen to unpin the documents that you have ticked in Section 9.1.

Deleting annotated documents

You can delete annotated documents if you do not want to keep them and you do not want to wait until they are automatically deleted.

Tap Annotated documents.



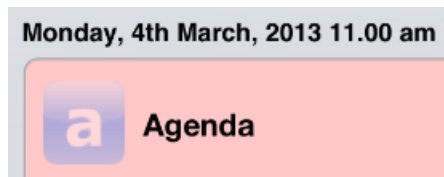
Tap the Filing cabinet icon on the top right hand side of your screen.

Tick the annotated documents that you want to delete.









Tap the Trash icon on the bottom of the screen – the annotated documents that you ticked will no longer appear in the Annotated documents list.







Note: Don't worry if you delete an original (ie unannotated) document by mistake. The document icon will be shown as greyed out in the documents list. All you have to do is tap it to download it again or it will be automatically downloaded in the next update.








Tap a document to download and read it:

	Agenda
	Minutes
	Further despatch/supplementary report
	Document is downloading
	Has annotations
	Delete (swipe document name to access)

Navigation

	Jump to bookmark
	Jump to annotation
	Search text
	Page back
	Page forward
	Jump to page number – type in the page number

Annotation Icons

	Highlight
	Write / draw
	Underline text
	Type
	Accept annotations

Newly-downloaded documents need a moment to prepare themselves for annotation. As soon as the document is ready, these annotation and navigation icons will appear at the bottom of the screen.