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

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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.
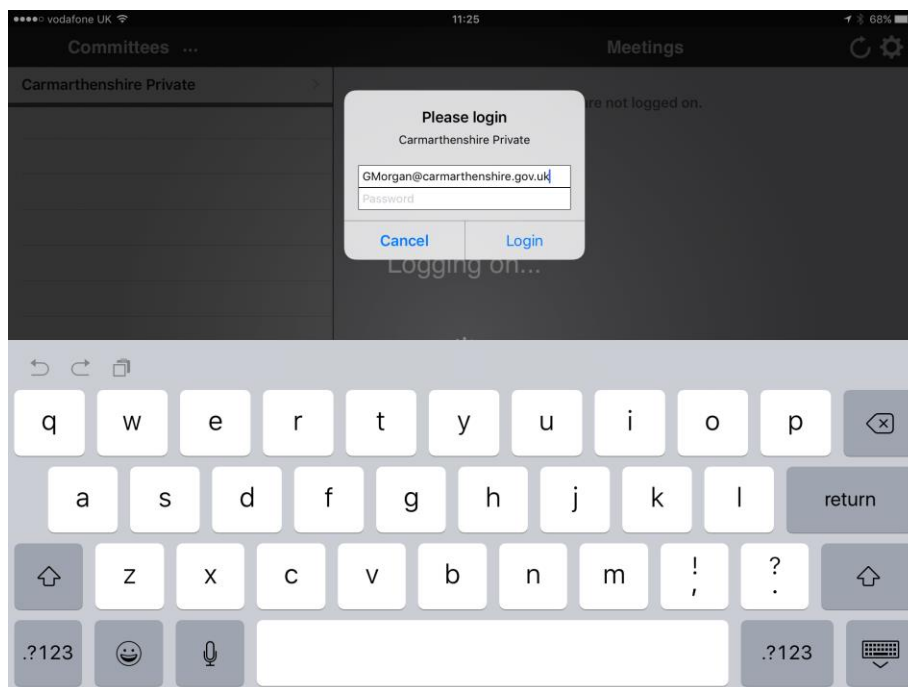

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Index

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

  or

3. When prompted enter your e-mail address and Password
   o Please note this is your <u>full</u> 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
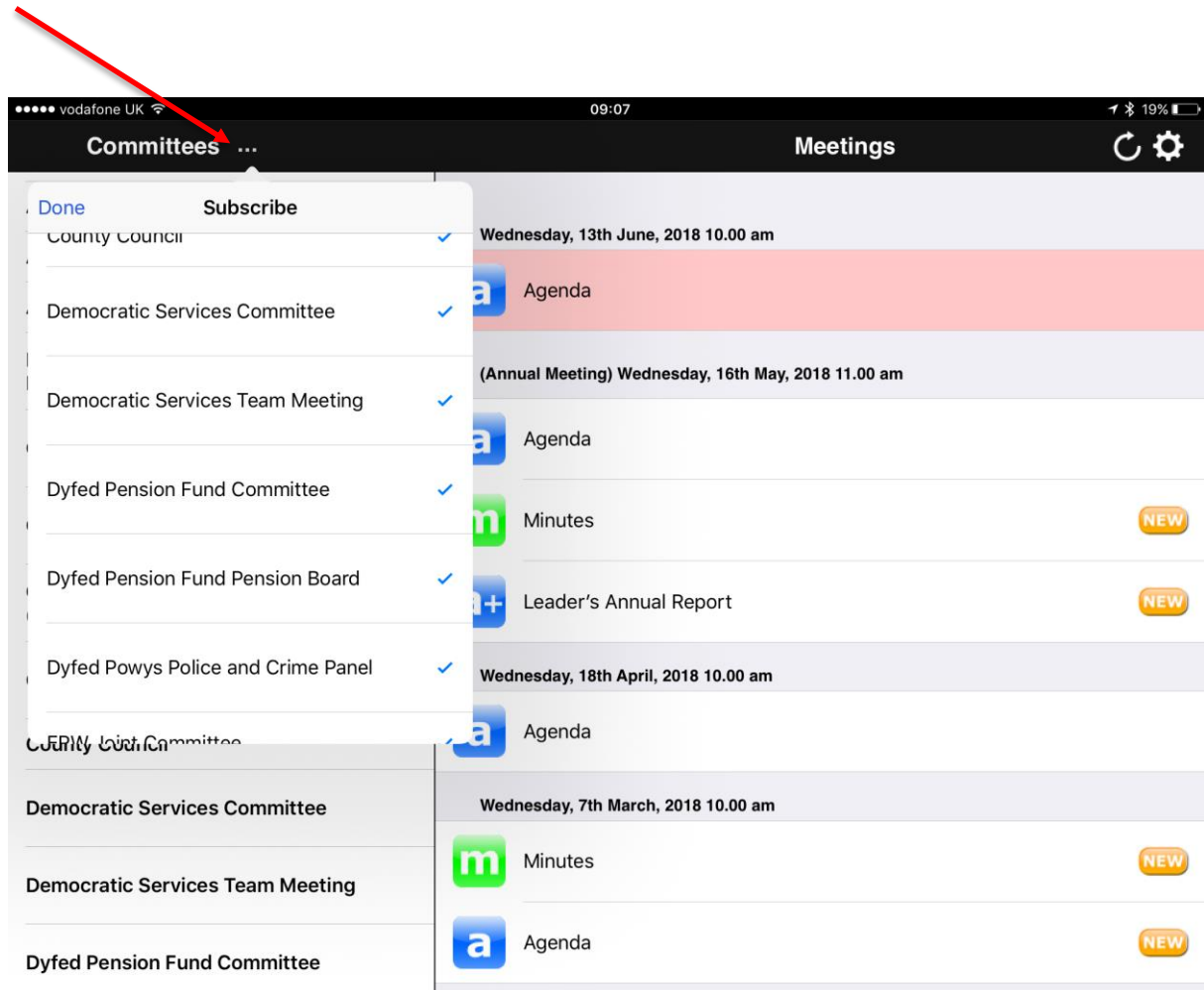
The app will then download the documents. (This may take some time) Press on the meeting to view the document

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

Quickly check new publications

Refresh button
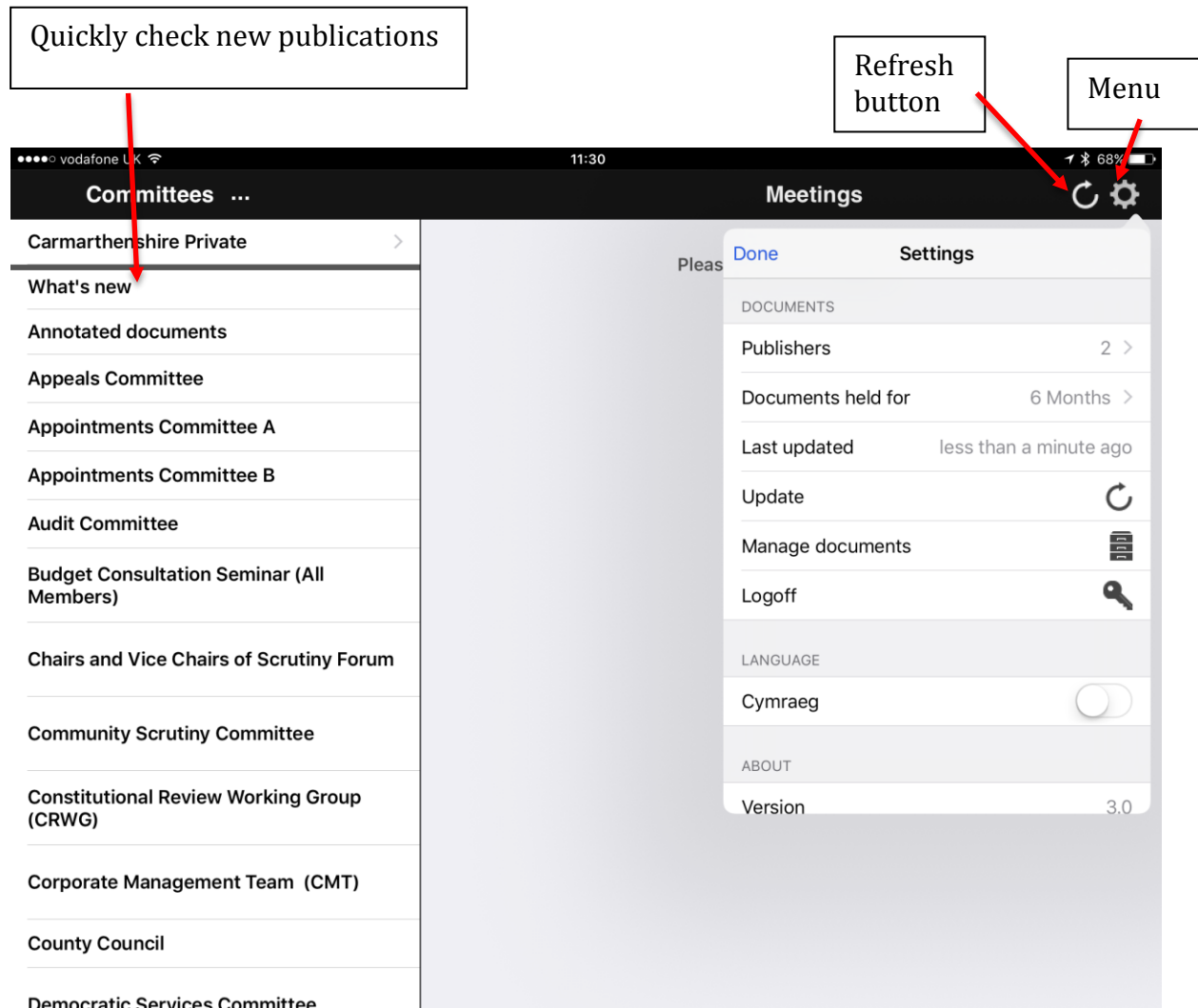
Menu

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
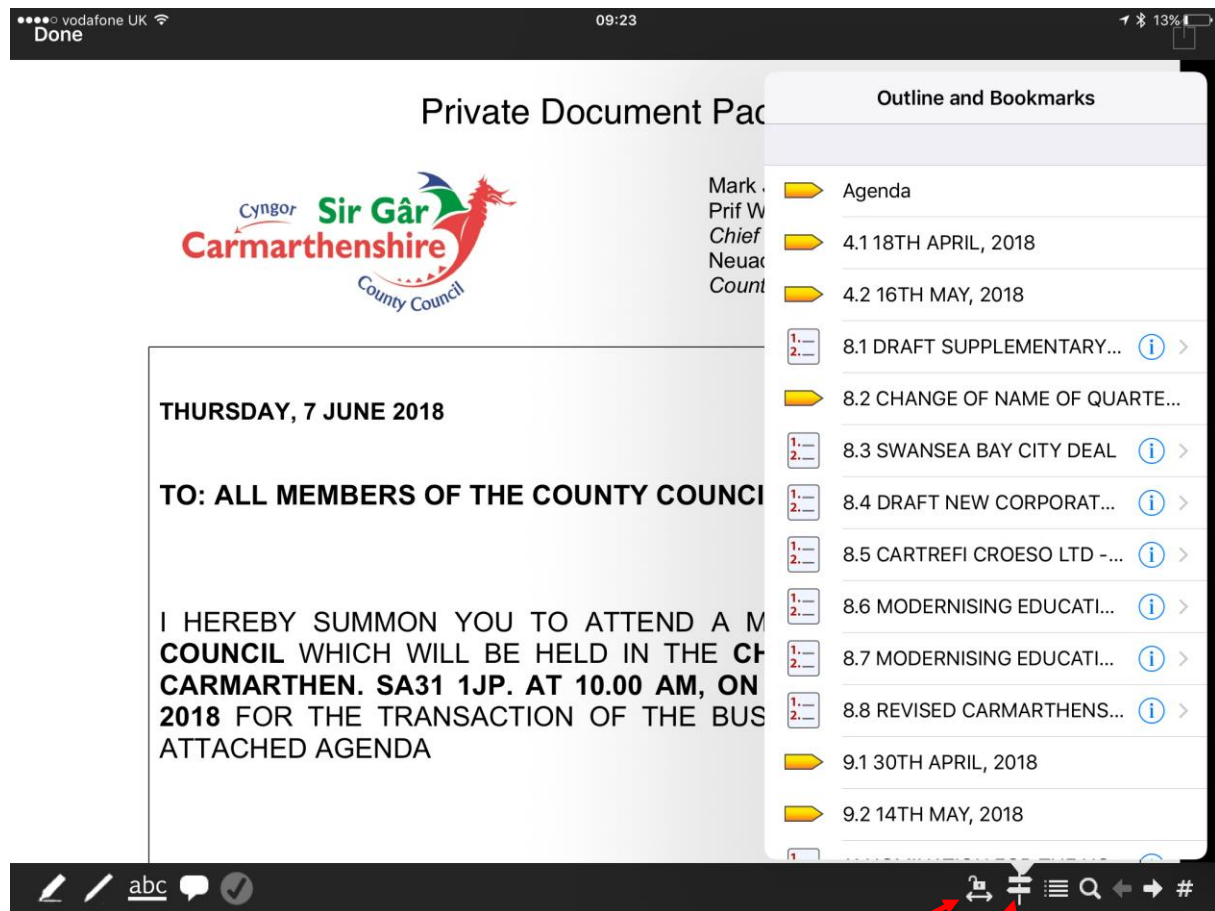
Padlock to lock screen or unlock to zoom in and out

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

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

Search by page number

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

Annotating Papers/Adding Bookmarks

Highlight text

Write or draw tool

Underline text

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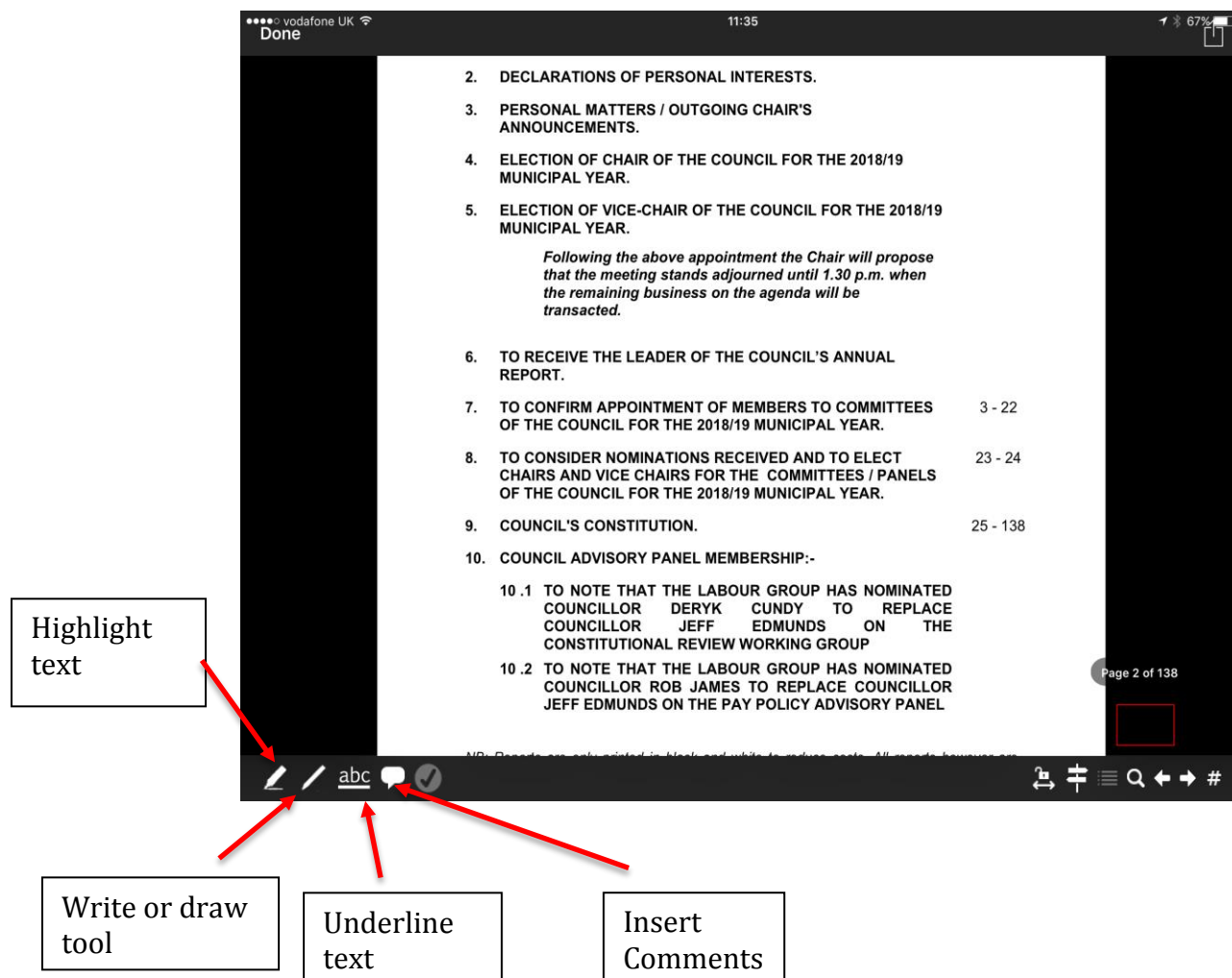
Video on how to annotate a document on the App (opens in new window):

uploads/47/Annotating_a_document.mp4

Viewing the documents that you have annotated

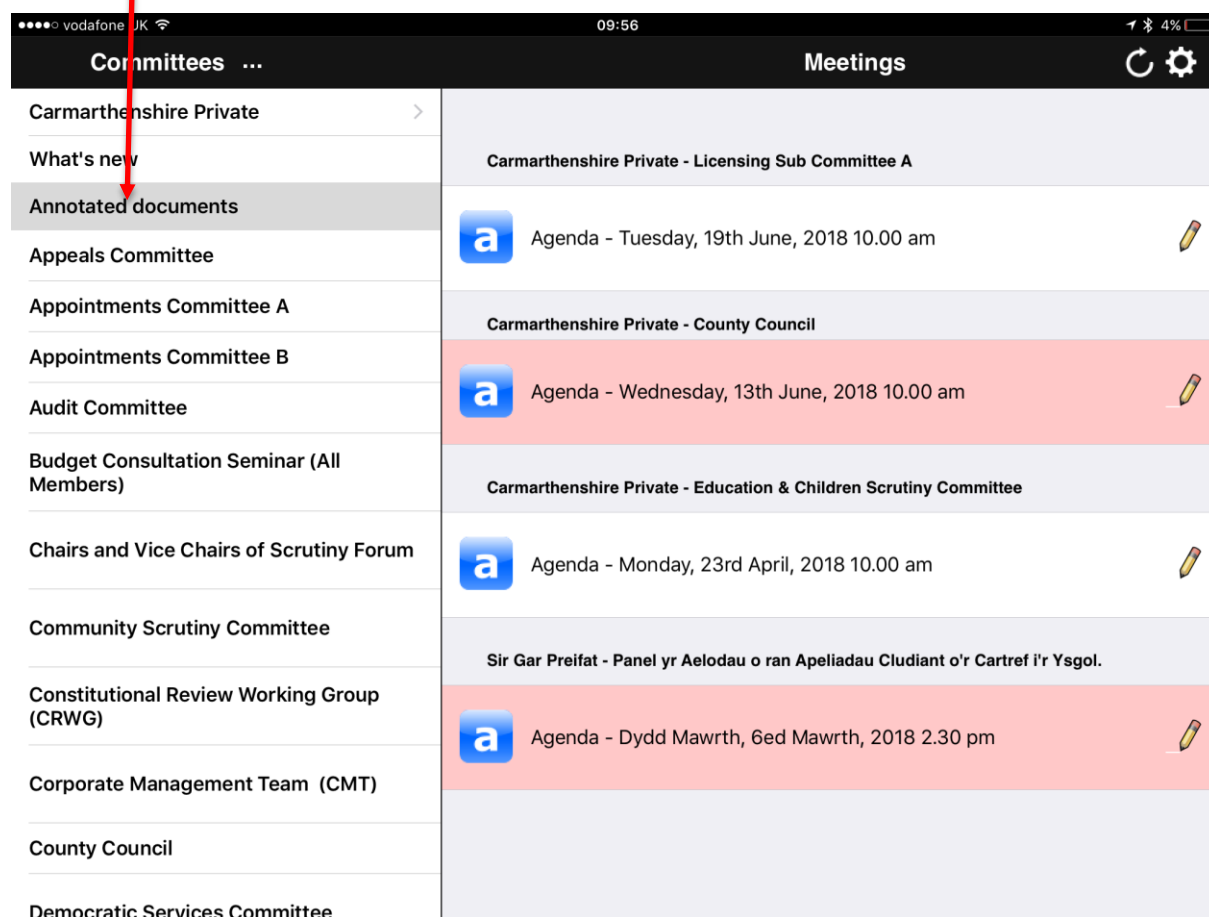Once have you have annotated a document, when you select the committee that the document belongs to, the following icon will appear alongside the document name in the document list to indicate that it has been annotated.

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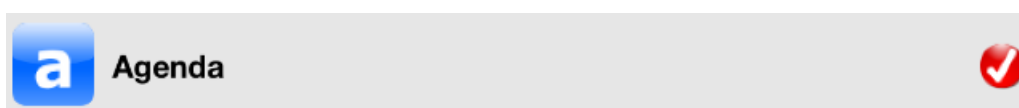
Note: you can unselect a ticked document by tapping it.

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.

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.

Monday, 4th March, 2013 11.00 am
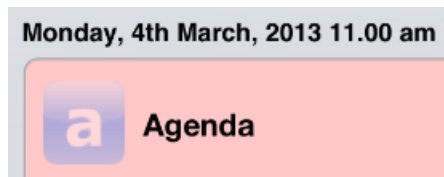
Agenda

Tap a document to download and read it:

(Agenda icon)	**Agenda**
(Minutes icon)	**Minutes**
(a+ icon)	**Further despatch/supplementary report**
(download icon)	**Document is downloading**
(pencil icon)	**Has annotations**
(delete icon)	**Delete (swipe document name to access)**

Navigation

(bookmark icon)	**Jump to bookmark**
(list icon)	**Jump to annotation**
(search icon)	**Search text**
(left arrow icon)	**Page back**
(right arrow icon)	**Page forward**
(# icon)	**Jump to page number – type in the page number**

Annotation Icons

(highlight icon)	**Highlight**
(pen icon)	**Write / draw**
(abc icon)	**Underline text**
(speech bubble icon)	**Type**
(tick icon)	**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.