

CIVICA



# Modern.Gov Android 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 additional restricted services to provide allowed users secure access to its internal or restricted meeting papers and to access the in-app voting features.

The app runs on any device running an Android operating system currently supported by Google<sup>1</sup>. Minimum required memory is 4GB.

It can also be installed on a Chromebook though, due to the Chromebook's unique operating system, performance may differ from that on an Android device.

### Notes for meeting administrators and IT teams:

1. Please read the registration guidance in our [Online Help](#).
2. If you are using any build of Issue Manager below B1505, you will need to amend one System Parameter before issuing registrations. Please see the specific guidance on page 37 of this manual, or contact Support to arrange an upgrade to Issue Manager.
3. Please ensure that your security certificates are up-to-date. Expired certificates may affect app performance on some Android devices/versions.

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<sup>1</sup>Android 8.1 (Oreo) at time of publication.












## Glossary













<b>Agenda Front Sheet</b>	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.
<b>Agenda Pack</b>	The full agenda, including the cover and all reports, available as one document.
<b>Document</b>	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.
<b>Home Screen</b>	The app's main menu – the first screen you see when it opens.
<b>Long-Press</b>	Instead of tapping quickly, lightly pressing and holding your finger or stylus on the screen.
<b>Restricted</b>	<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>
<b>Starred</b>	Documents you have marked as important to you by tapping a star icon.
<b>Supplement</b>	Additional papers to accompany the agenda, decisions or minutes, like an item of urgent business which has arisen after the agenda had been published.
<b>Views</b>	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 Android App
Automatic download of agendas, reports, decisions and minutes, supplementary meeting papers and Library documents		
Document library for non-meeting information		
Document library appears as a distinct menu item, rather than in the list of committee names		
Automatic download of agenda front sheet as a separate document		
Open multiple documents at the same time and from different meetings (and from the document Library) – a maximum of 10 documents may be open at any time		
Quickly find documents from: What's New / Recently Published, Annotated, or browse by committee name		
Quickly find documents from above options and from: Upcoming, Recently Opened, Unread or Starred		
In-app calendar to browse meetings by date		

	Original App	New Android App
Toggle between all meetings / just meetings with documents		
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 Android App
Open other documents from this meeting without returning to main menu		
Annotation tools – scribble, underline or highlight text, add sticky notes		
Advanced annotation tools including text strikethrough, adding call-outs, stamps, signatures and images, and options to select, copy and paste annotations and signatures.		
Remember last-used annotation settings.		
Remember last-viewed page when re-opening document.		
Pinch-to-zoom document view		
Lock document width to fit screen		
Automatic document zoom to best fit current screen rotation		
User-defined in-document scrolling preferences: horizontal or vertical		
User-defined in-document page transition preferences: jump one page at a time or continuous scroll		



	Original App	New Android App
User-defined in-document appearance preferences: default or night mode		
Screen saver override		
Share original document – whole document, page range or single page (public documents only)		
Share document with annotations – whole document, page range or single page (public documents only)		
Open / save document in another app on your device		
Delete document from device		
Two-factor security		
ADFS integration to reduce the need for multiple passwords		
Subscribe to multiple publishers		
Searchable document publisher list		

	Original App	New Android App
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 2 years	 Up to 5 years
Remote lock / wipe of device		
Welsh Language		
In-app Voting (restricted app only; chargeable feature)		
Quick switch from Modern.Gov to Microsoft Teams (restricted app only; bundled with In-app Voting module)		

## Getting Started

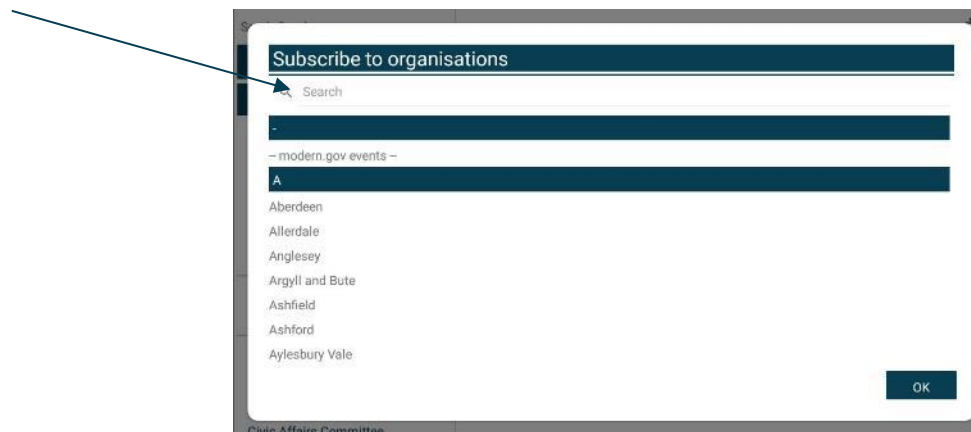
Search for “Modern•Gov” on the Play Store and download the free app.

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**:



Tap an organisation name to select it.

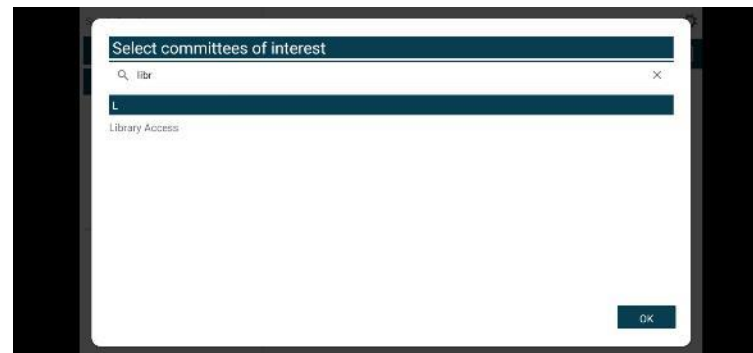
Tap OK to confirm your selection(s). Subscriptions can be changed at any time from **The Settings Menu**.

After subscribing, 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:



Your organisation might also have a document library<sup>2</sup> for other available information. You can find this in the committee list:



<sup>2</sup> 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:

The screenshot shows the CIVICA app home screen for 'South Cambs'. It features a left-hand navigation menu, a top header with a calendar icon, and a main content area displaying meeting agendas. Callout boxes provide instructions on how to use these features.

**Callout Boxes:**

- See document 'views'.** Points to the top navigation bar.
- Document 'views': tap any view to help find papers quickly** Points to the list of document views.
- Library (non-meeting) documents and links** Points to the 'Library Access' section.
- Committee subscriptions. Tap name to see papers from only one committee** Points to the list of committees.
- Tap to switch to calendar view.** Points to the calendar icon in the top header.
- Settings Menu** Points to the gear icon in the top right.
- Coming soon: Filter results** Points to the filter icon in the top right.
- Meeting details. Tap this bar to expand or collapse the list of documents below. Set your default display preference (expand all / collapse all) in The Settings Menu** Points to a meeting header bar.
- Number of documents available for this meeting** Points to the document count in a meeting header bar.

**Main Content Area:**

**South Cambs**

- Upcoming: 1
- Recently Opened: 0
- Recently Published: 19**
- Unread: 19
- Starred: 0
- Annotated: 0

**Library Access** (Icon: Building)

- Audit and Corporate Governance Committee
- Cabinet**
- Civic Affairs Committee
- Council
- Planning Committee
- Scrutiny and Overview Committee
- Weekly Bulletin



**Meeting Agendas:**

- Audit and Corporate Governance Committee - Tuesday, 30 April 2019 9.30 a.m.** (1 document)
  - Agenda
- Cabinet - Wednesday, 1 May 2019 10.00 a.m.** (2 documents)
  - Agenda
  - Decision
- Civic Affairs Committee - Tuesday, 4 June 2019 10.00 a.m.** (1 document)
  - Agenda
- Council - (Annual Meeting) Thursday, 16 May 2019 2.00 p.m.** (4 documents)
  - Agenda
  - Supplement - Political Proportionality and Allocation of Seats to Committees (Item 08); Appointments to CPCA (Item 10) and Appointments to Outside Bodies (Item 11)
  - Supplement - Nominations for Chairmen/Vice-Chairmen; Cabinet appointments; CPCA nominations and Major Opposition Leader's Statement

Documents begin downloading automatically for your subscribed committees:

	Agenda	Document has been downloaded
	Late Item - Urgent Business	Document is downloading
	Decision	Document has not yet been downloaded

Restricted version of the app only:

	Agenda Frontsheet	Download agenda frontsheet only.
	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 (smaller screens viewed in portrait mode can access this menu by tapping at the top left):



Toggle between document view and calendar view

**Upcoming** meetings, with or without documents (there will be some overlap with results from Recently published documents)

**Recently opened** documents (10 most recent meeting documents and 10 most recent Library items)

**Recently published** documents (there will be some overlap with results from Upcoming meetings)

**Unread** documents – downloaded but not yet opened (excluding Library items)

**Starred** – documents you have marked as important to you appear in this list automatically (including Library items)

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

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

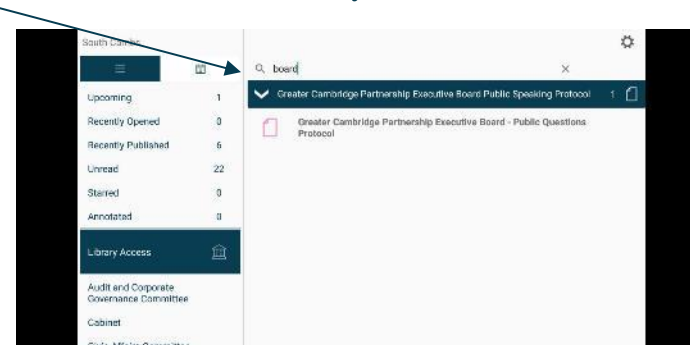
Subscribed committees listed alphabetically. **Tap** a committee name to see documents only for that body.

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 Library item title to start downloading.

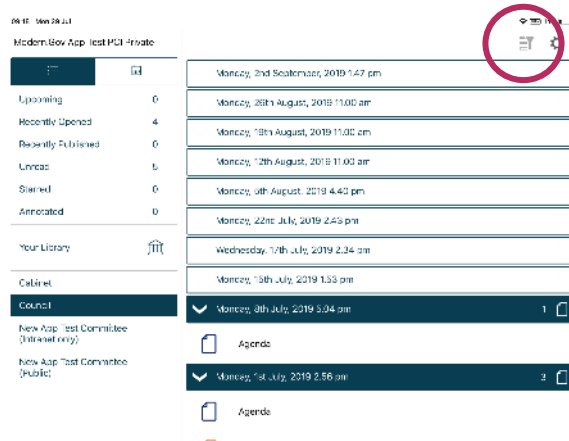
**Note:** The system handles library documents differently than committee papers. Although you can annotate and star Library documents, your version will be replaced whenever your organisation uploads a new copy of that item. If you wish to retain copies of your annotated or older Library items, open the item and then use the **Sharing and exporting** options to save them externally (public documents only).



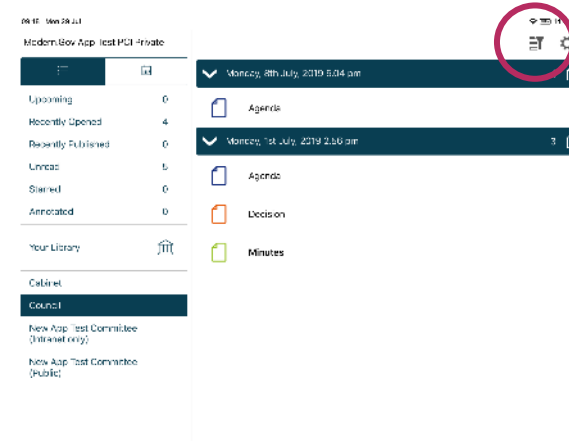


Coming Soon: Use the Filter (at the top right) to show all meetings or only those with available documents:

Filter off – shows all meetings



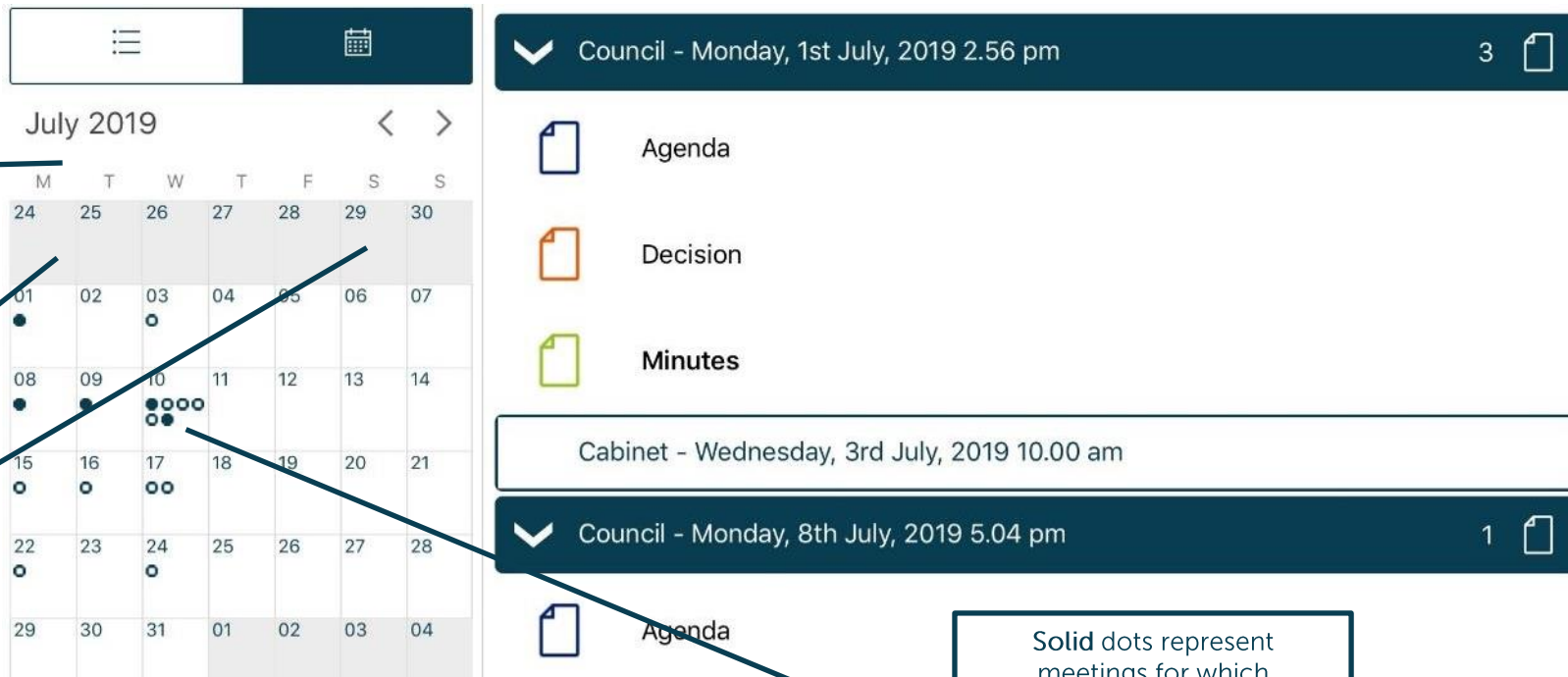
Filter on – shows only meetings with documents



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:



Tap to switch back to document view.

Tap the month name to see the year at a glance.

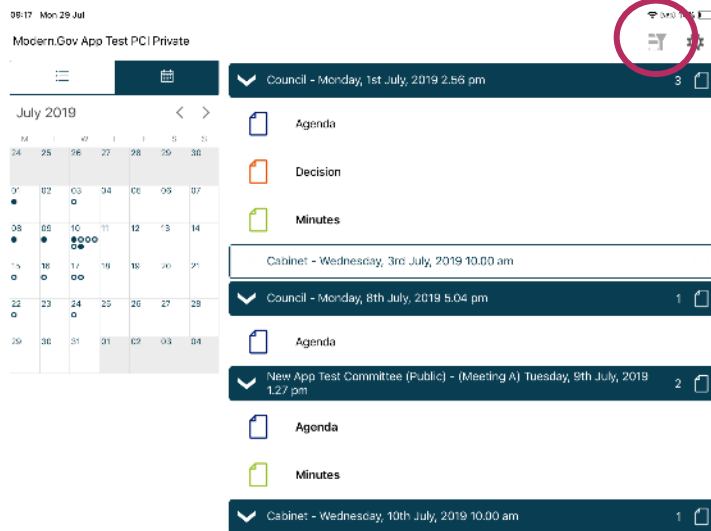
Tap to move back and forth one month at a time.

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

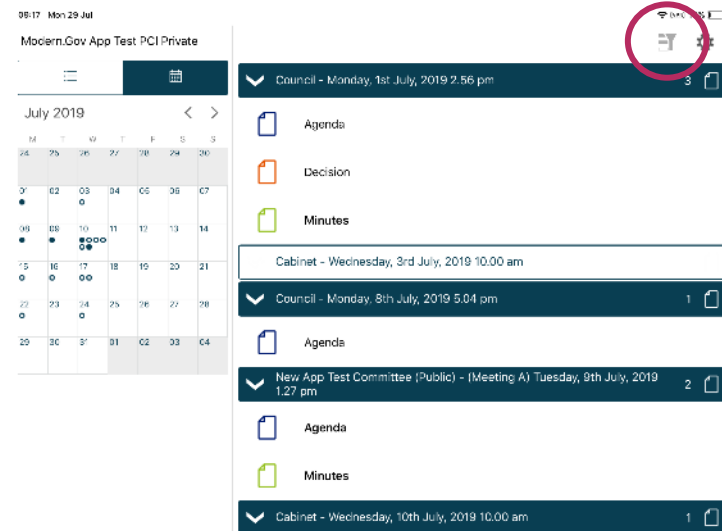


Coming Soon: Use the Filter (at the top right) to show all meetings or only those with available documents:

Filter **off** – shows all meetings



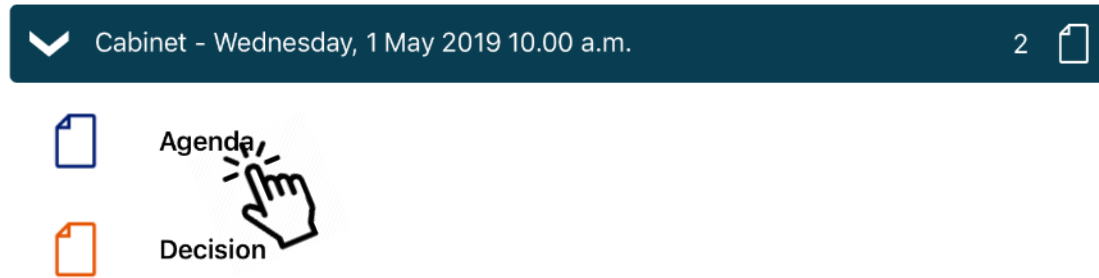
Filter **on** – shows only meetings with documents



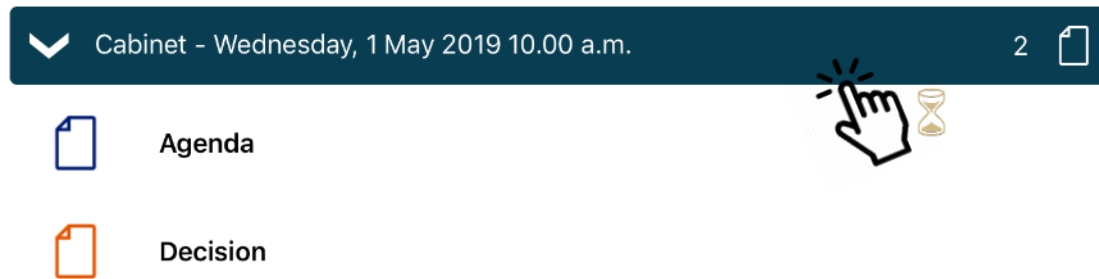
Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** dot in the calendar and a **hollow** meeting details bar.

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

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



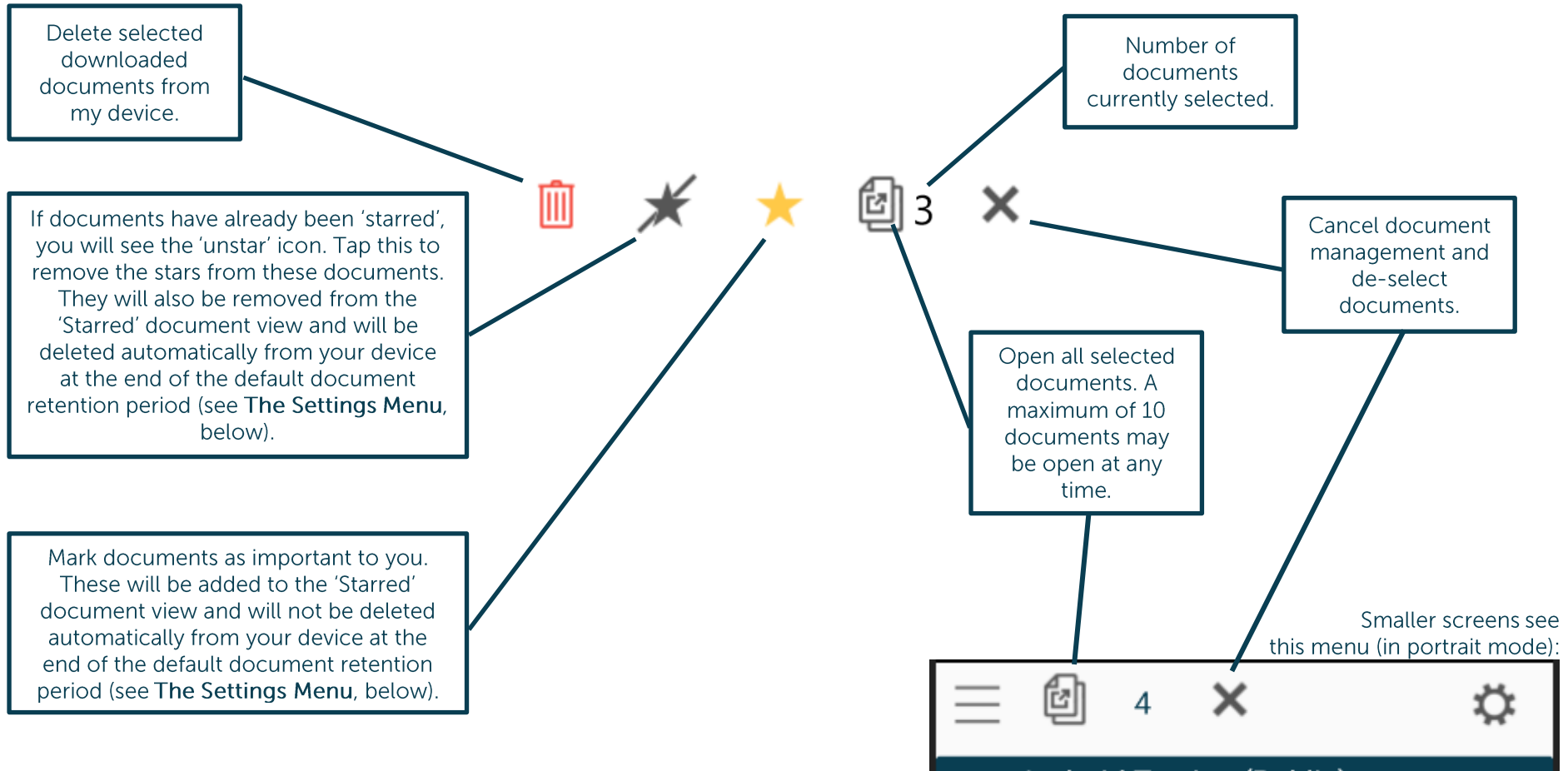
...or press and hold (long-press) on the meeting details bar to open all the documents for that meeting:



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

The screenshot displays the CIVICA app interface for 'South Cambs'. On the left is a navigation menu with categories: Upcoming (1), Recently Opened (0), Recently Published (19), Unread (19), Starred (0), Annotated (0), Library Access, and a list of committees: Audit and Corporate Governance Committee, Cabinet, Civic Affairs Committee, Council, Planning Committee, Scrutiny and Overview Committee, and Weekly Bulletin. The main area shows a list of documents grouped by meeting details bars. The first bar is for 'Audit and Corporate Governance Committee - Tuesday, 30 April 2019 9.30 a.m.' with 1 document, 'Agenda'. The second bar is for 'Cabinet - Wednesday, 1 May 2019 10.00 a.m.' with 2 documents, 'Agenda' and 'Decision'. The third bar is for 'Civic Affairs Committee - Tuesday, 4 June 2019 10.00 a.m.' with 1 document. The fourth bar is for 'Council - (Annual Meeting) Thursday, 16 May 2019 2.00 p.m.' with 4 documents, including 'Agenda', 'Supplement - Political Proportionality and Allocation of Seats to Committees (Item 08); Appointments to CPCA (Item 10) and Appointments to Outside Bodies (Item 11)', 'Supplement - Nominations for Chairmen/Vice-Chairmen; Cabinet appointments; CPCA nominations and Major Opposition Leader's Statement', and 'Decision'. Callouts include: 1. A box pointing to checkmarks on document icons: 'Selected documents have a check mark.' 2. A box pointing to a document icon with a hand: 'Tap the icon to select documents from any committee, and the web library.' 3. A box pointing to a meeting details bar with a hand: '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.'

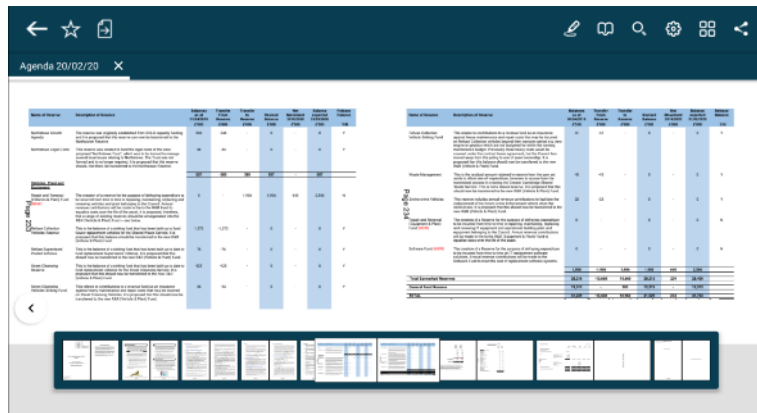
### Document Management Options



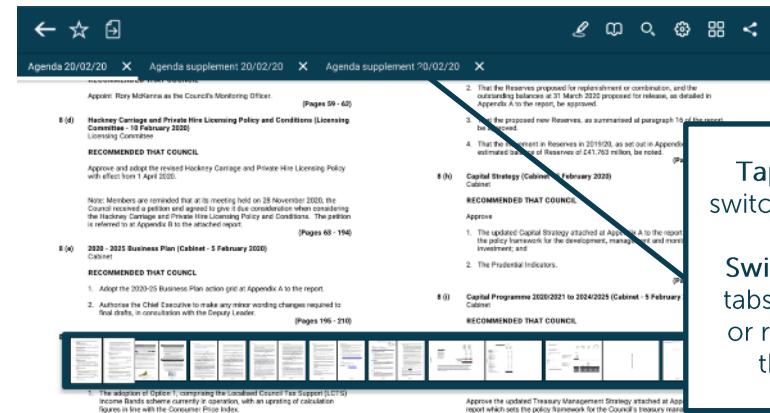
# Viewing and Annotating Documents

The document viewer screen (public app):

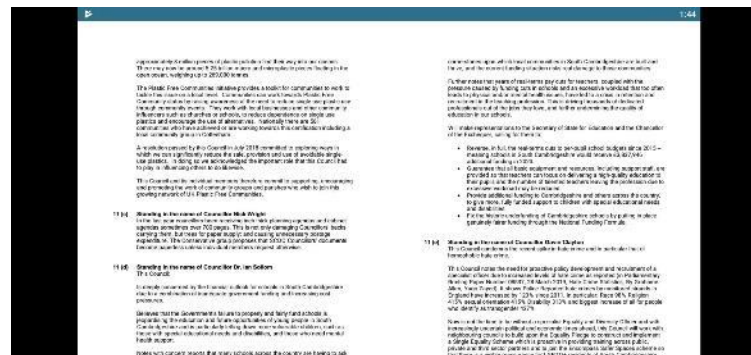
With one open document (landscape):



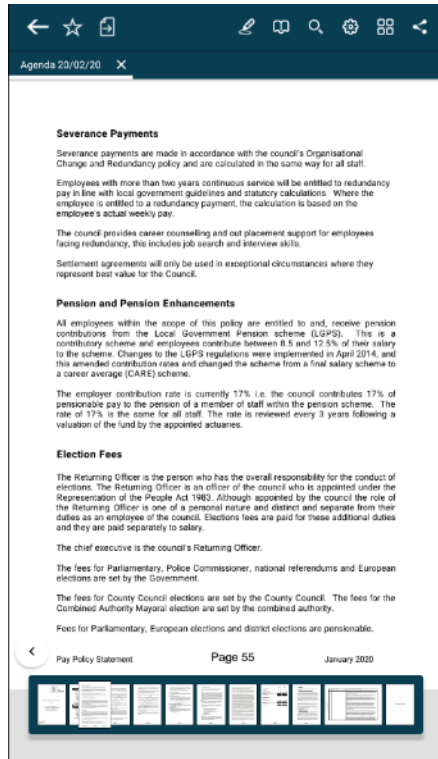
With multiple open documents (landscape) – a maximum of 10 documents may be open at any time:



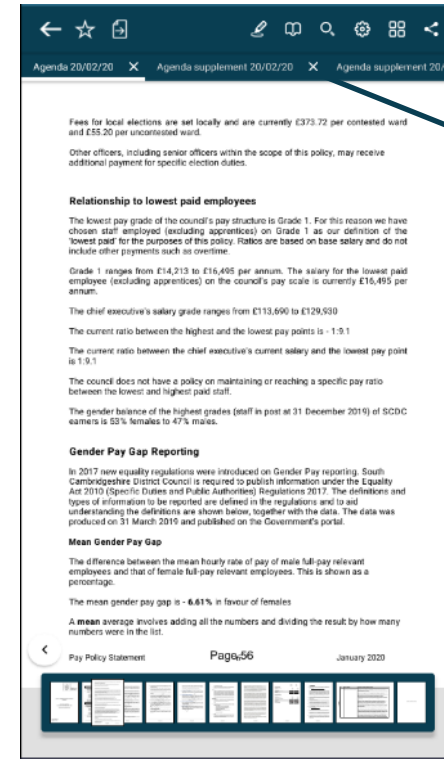
Tap anywhere on the document to hide the toolbars. Tap again to make them re-appear:



With one open document (portrait):



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



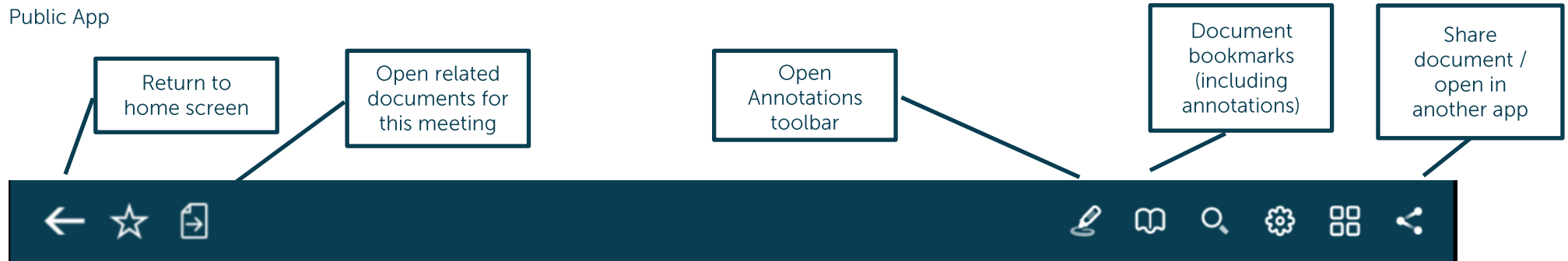
Tap any tab to switch documents.

As in landscape mode, tap anywhere on the document to hide the toolbars. Tap again to make them re-appear.



## Document Viewer: Toolbar Icons

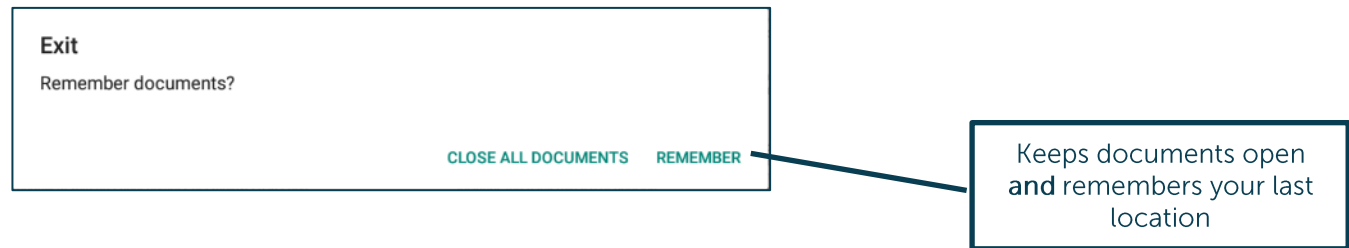
Public App



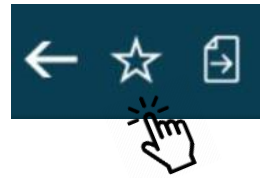
Restricted App



Return to home screen prompts you to select from these options:



Add to Starred documents:



Remove from Starred documents:



This document will now appear in the 'Starred' document view on the home screen (main menu). Tap again to remove the star.

## Open related documents

Tap to open related documents for this meeting:




Tap and...  
(Public App)



(Restricted App)



More

-  Open related docs
-  Online Meeting
-  Attendance / Voting

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

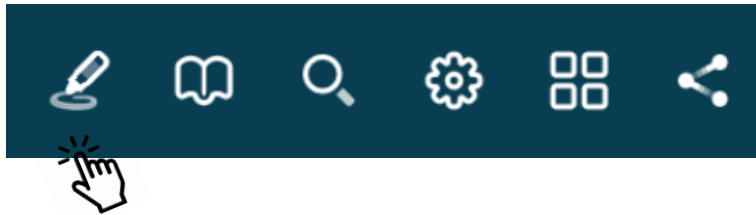


If you are viewing a Library document when you tap Open related documents, the documents list will display all other Library items.

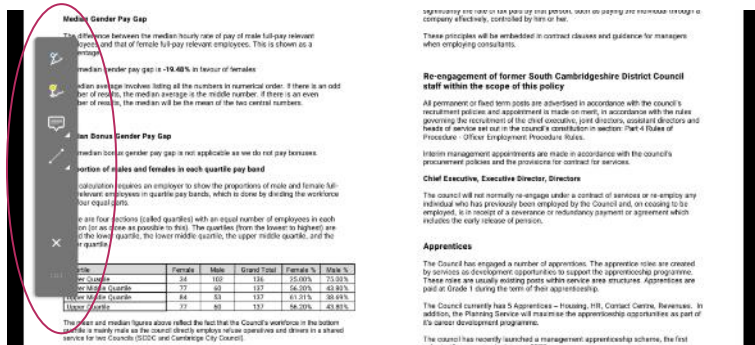
## The Annotations Toolbar

The first time you access the annotations toolbar, you will be asked to provide an author name for the annotations.

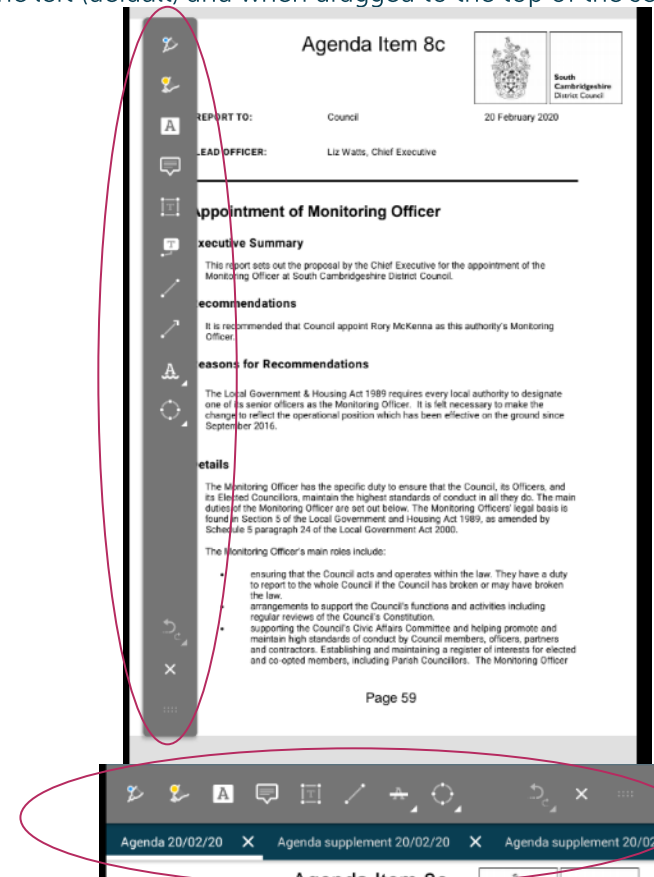
Different annotation icons will display depending upon your device orientation, screen size and where you place the annotations toolbar.



Example of landscape view, with some options available only from sub-menus – on the left (default) and when dragged to the top of the screen. More options are available when the toolbar is at the top:





















Example of portrait view, more options immediately accessible from menu – on the left (default) and when dragged to the top of the screen:



Annotations Icons – As mentioned above, **different annotation icons will display depending upon your device orientation, screen size and where you drag the annotations toolbar on your screen.**

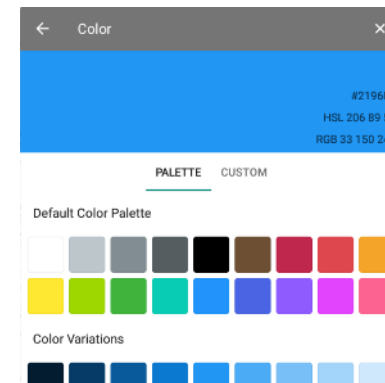
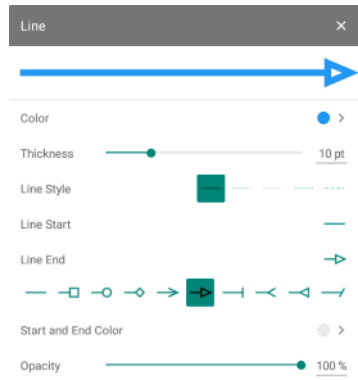
Long-press or long-click on any icon with a small arrow at the bottom right to expand a sub-menu of additional annotation options.

 Scribble anywhere	 Highlight anything	 Highlight text (only)	 Squiggly underline	 Strikethrough	 Underline
 Insert sticky note*	 Insert text box*	 Insert call-out*	 Draw straight lines	 Draw arrows	 Draw circles & ovals
 Draw rectangles	 Customise (see below)	 Undo	 Redo	 Move toolbar (press/click and drag)	 Close toolbar

Tap or click on any annotation you have made to bring up these further options, including cut / paste and delete:



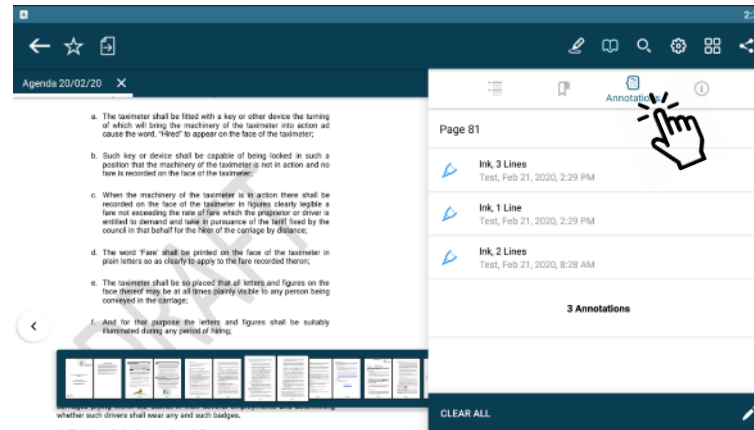
Tap or click on the coloured dot to bring up customisations, including colour, line thickness, line style, line start and end shapes and opacity:



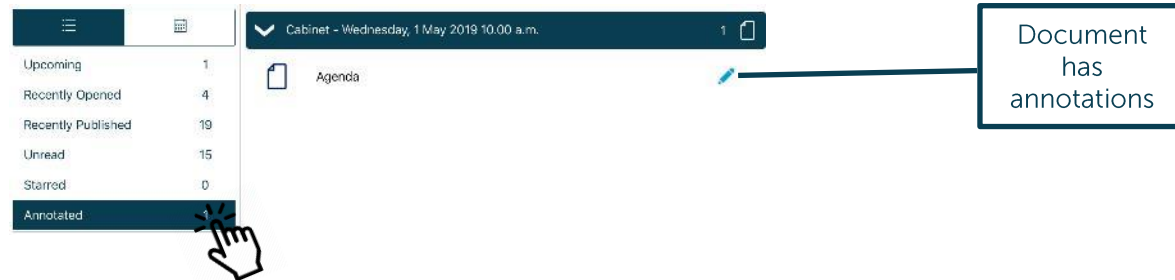
Tap on the coloured dot on the second row of the customisations screen (left image) to select a different ink colour (right image).

\* Any text you add to these three annotation types is searchable.

It's easy to find all your annotations. Each annotation becomes a new bookmark (see [Bookmarks: Adding and Navigating](#), below)



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



## Bookmarks: Adding and Navigating

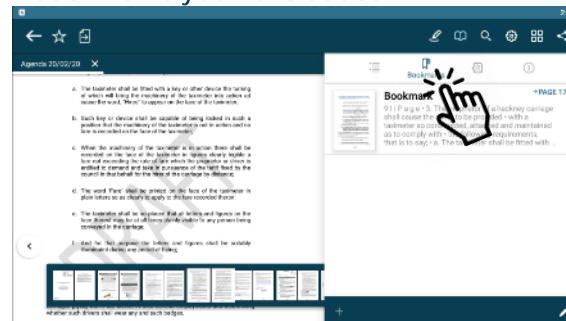


Tap the Bookmark menu to access all bookmarks in the document, then tap the buttons to navigate to a particular place in the document using...

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



...bookmarks you have added:



Tap the + button at the bottom left to add a new bookmark.

...annotations you have made:



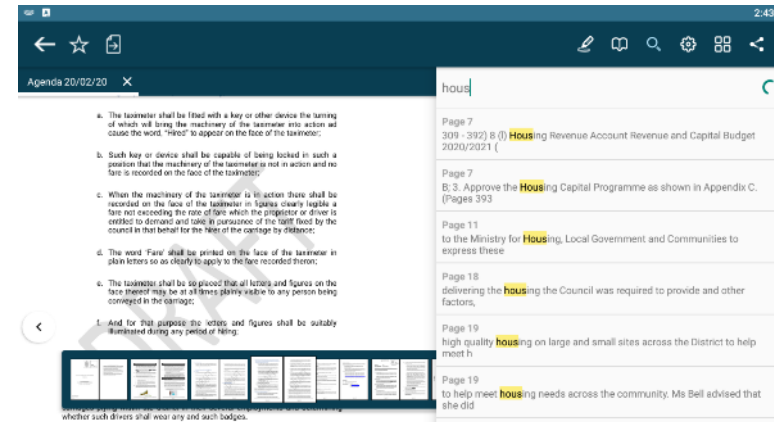
Tap the bookmark or annotation bookmark and jump straight to that place in the document.

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

## 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.

## Appearance and Scrolling Settings

Change your document appearance and scrolling options from the Settings menu:



### Page Transition



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

### Page Layout



How many pages do you want to see on screen? Single, double or automatic (the software will choose what it thinks is the best layout).

### Scroll Direction



Scroll options: scroll vertically or horizontally through the document.

### Theme



Appearance: default (as published) or night mode – see next page.

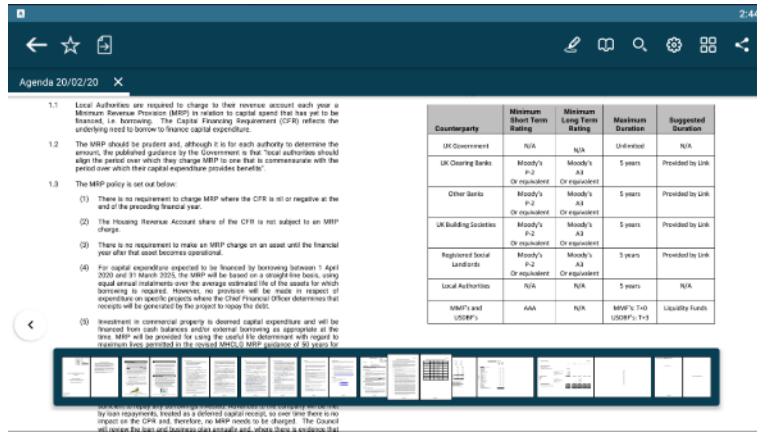
### Keep screen on



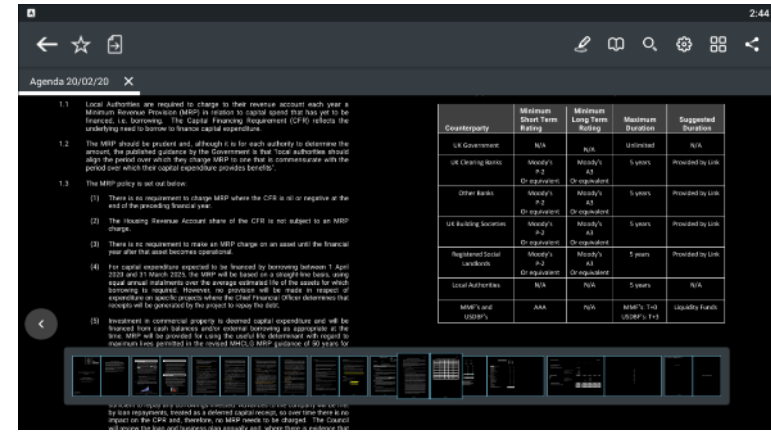
Override your device's screen saver / screen timeout setting.



Default

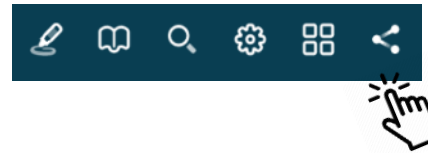


Night mode



Sharing and exporting

Share public documents or open them in another app, with or without annotations by tapping the Share icon.

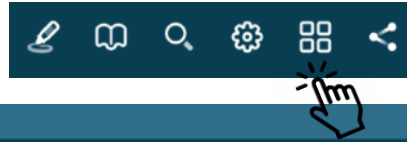


The options available for sharing or opening the document in another app will depend upon which other apps are installed on your device.

Once you select your preferred next step, further options will ask you to choose whether to share / open the entire document, current page or selection of pages, with or without annotations.

Thumbnails

Move quickly around the document using thumbnail images:



Thumbnail navigation interface showing document thumbnails with page numbers 316 through 320. A hand icon indicates a tap gesture on thumbnail 319.

Navigation bar with icons for back, star, share, edit, search, settings, and a grid of thumbnails.

**Annex D**

**Liability Benchmark**

	31.3.2019 Actual £m	31.3.2020 Estimate £m	31.3.2021 Forecast £m	31.3.2022 Forecast £m	31.3.2023 Forecast £m
Loans (L1)	271.4	261.9	423.7	108.2	175.4
Other financial assets	23.2	13.8	78.1	68.8	162.3
Loans (L2) and Capital	244.6	245.7	501.8	177.0	337.7
Other financial liabilities	18	10	10	10	10
<b>Liability Benchmark</b>	<b>263.7</b>	<b>259.7</b>	<b>513.6</b>	<b>187.0</b>	<b>347.7</b>

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**Annex E**

**Minimum Revenue Provision Policy**

1.1 Local Authorities are required to change to their revenue account each year a Minimum Revenue Provision (MRP) in relation to capital spend that has not yet been accounted for in the revenue account. The Capital Financing Regulations (CFR) which the authority has to comply with require capital expenditure to be accounted for in the revenue account in the year in which it is incurred. The MRP should be provided and, although it is for each authority to determine the amount, the published guidance by the Government is that "local authorities should adjust the annual level which they charge MRP to one that is commensurate with the period over which their capital expenditure provides benefit".

1.2 The MRP policy is set out below.

1.3 There is no requirement to charge MRP where the CFR is in respect of the end of the preceding financial year.

(1) The Minimum Revenue Account shall of the CFR is not subject to an MRP charge.

(2) There is no requirement to make an MRP charge on an asset until the financial year after that asset becomes operational.

(3) The capital expenditure expected to be received by borrowing between 1 April 2020 and 31 March 2021, the MRP will be based on a proportionate basis using asset annual treatments over the average estimated life of the assets for which borrowing is required. However, the MRP will be based on a proportionate basis using asset annual treatments over the average estimated life of the assets for which borrowing is required if the asset is expected to be replaced by a new asset of a similar type and value within the period of the asset's useful life. The MRP will be based on a proportionate basis using asset annual treatments over the average estimated life of the assets for which borrowing is required if the asset is expected to be replaced by a new asset of a similar type and value within the period of the asset's useful life.

(4) Investment in commercial property is deemed capital expenditure and will be treated as such for MRP purposes unless it is shown to be otherwise. An exception to this rule is provided for land for residential development which is shown to be used for residential purposes. MRP will be based on a proportionate basis using asset annual treatments over the average estimated life of the assets for which borrowing is required if the asset is expected to be replaced by a new asset of a similar type and value within the period of the asset's useful life.

(5) Investments in Council Housing Capital Companies, in the form of borrowing or assets, will be treated as capital expenditure for MRP purposes. The general rule is that the net value of the assets held by the company will be used to determine the MRP. However, the MRP will be based on a proportionate basis using asset annual treatments over the average estimated life of the assets for which borrowing is required if the asset is expected to be replaced by a new asset of a similar type and value within the period of the asset's useful life.

(6) Investments in Council Housing Capital Companies, in the form of borrowing or assets, will be treated as capital expenditure for MRP purposes. The general rule is that the net value of the assets held by the company will be used to determine the MRP. However, the MRP will be based on a proportionate basis using asset annual treatments over the average estimated life of the assets for which borrowing is required if the asset is expected to be replaced by a new asset of a similar type and value within the period of the asset's useful life.

(7) Investments in Council Housing Capital Companies, in the form of borrowing or assets, will be treated as capital expenditure for MRP purposes. The general rule is that the net value of the assets held by the company will be used to determine the MRP. However, the MRP will be based on a proportionate basis using asset annual treatments over the average estimated life of the assets for which borrowing is required if the asset is expected to be replaced by a new asset of a similar type and value within the period of the asset's useful life.

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**Annex F**

**Approved Investment Counterparties and Limits**

Counterparty	Minimum Short Term Rating	Minimum Long Term Rating	Maximum Maturity	Restricted
UK Government	N/A	N/A	Unlimited	N/A
UK clearing banks	Moody's P-2 or equivalent	Moody's A-1 or equivalent	5 years	Provided by Link
Other banks	Moody's P-2 or equivalent	Moody's A-1 or equivalent	5 years	Provided by Link
UK Building Societies	Moody's P-2 or equivalent	Moody's A-1 or equivalent	5 years	Provided by Link
Registered Social Landlords	P-2 or equivalent	A-1 or equivalent	5 years	Provided by Link
Local Authorities	N/A	N/A	5 years	N/A
MRP's and USDF's	A-1	N/A	Moody's P-2 or equivalent	Specific Funds

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**Annex G**

**Approved Investment Counterparties: Detailed List**

The full list of approved counterparties is shown below, showing the category under which the counterparty has been approved, the appropriate rating and current status. These counterparties have also been approved under specified and non-specified counterparties (in line with MRCG's guidance).

Name	Moody's Current Default Rating	Category	Link ID
<b>Specified counterparties</b>			
All UK Local Authorities	N/A	Local Authority	Link
All UK Public Authorities	N/A	Public Authority	Link
All UK Financial Institutions	N/A	Financial Institution	Link
Asset Management Account	N/A	ASSET	Link
Banking Bank Plc	Strong Link Asset Service Credit	UK Bank	Link
HSBC Bank Plc	Strong Link Asset Service Credit	UK Bank	Link
London Bank Plc	Strong Link Asset Service Credit	UK Bank	Link
Other UK Bank & Clearing Bank	Strong Link Asset Service Credit	UK Bank	Link
Other UK Bank & Clearing Bank	Strong Link Asset Service Credit	UK Bank	Link
Subsidiaries of UK Banks	Strong Link Asset Service Credit	UK Bank	Link
International Deposit Banks under the Financial Services and Markets Act 2000 and provided under the same period of their validity	Strong Link Asset Service Credit	UK Bank	Link

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**Annex H**


**Limits on Investment Per Sector**

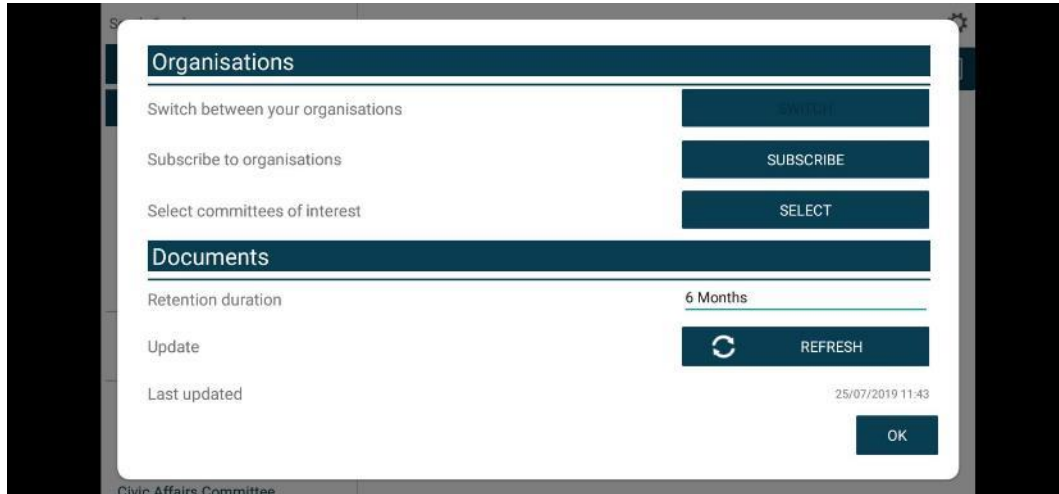
Name	Moody's Current Default Rating	Category	Link ID
<b>Other Specified Investments - UK Building Societies</b>			
Northwide Building Society	276,000	Asset greater than £100,000	Link
Paragon Building Society	50,000	Asset greater than £100,000	Link
Co-operative Building Society	45,400	Asset greater than £100,000	Link
Reliance Building Society	Using Link Asset Service Credit	Asset greater than £100,000	Link
Aviva Building Society	21,000	Assets between £100,000 and £500,000	Link
Paragon Building Society	14,000	Assets between £100,000 and £500,000	Link
Aviva Building Society	6,500	Assets between £100,000 and £500,000	Link
Northwide Building Society	6,200	Assets between £100,000 and £500,000	Link

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Swipe to scroll through the thumbnails and tap any image to jump straight to that page.

## The Settings Menu

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



Switch between subscribed organisations (if you have subscribed to more than one).

Subscribe to other organisations (or unsubscribe from organisations).

Select committees to follow (or to stop following)

Change how long documents will be stored on your device (see below).

Manual refresh – tap to check for new documents. Long-press for a full app refresh.

Last updated time and date.

Retention duration setting:

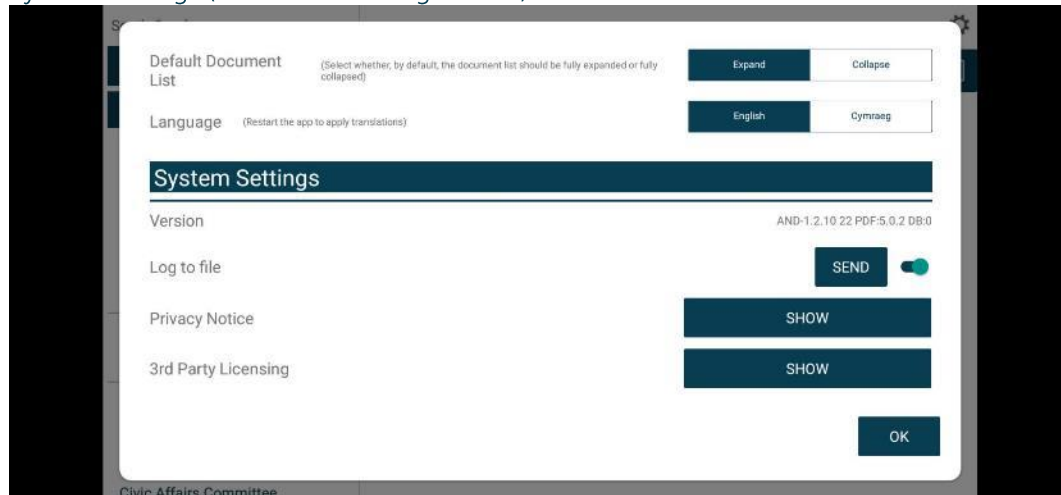


Downloaded documents are automatically removed from your device at the expiration of the retention period.

To adjust this setting, tap the duration period and then choose how long from 1 month to 5 years using the options in the pop-up.

Starred documents are exempt from automatic deletion.

System Settings (bottom of Settings menu):



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).

App Version number

Log usage information / send log file to developers

Privacy Notice

3<sup>rd</sup> Party Licensing – details of all third party software used in this app

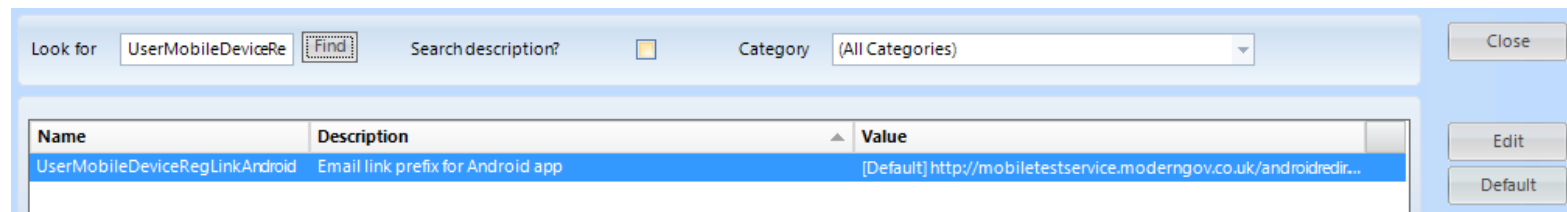
## Restricted App Registration Process

### For administrators:

Please read the registration guidance in our [Online Help](#).

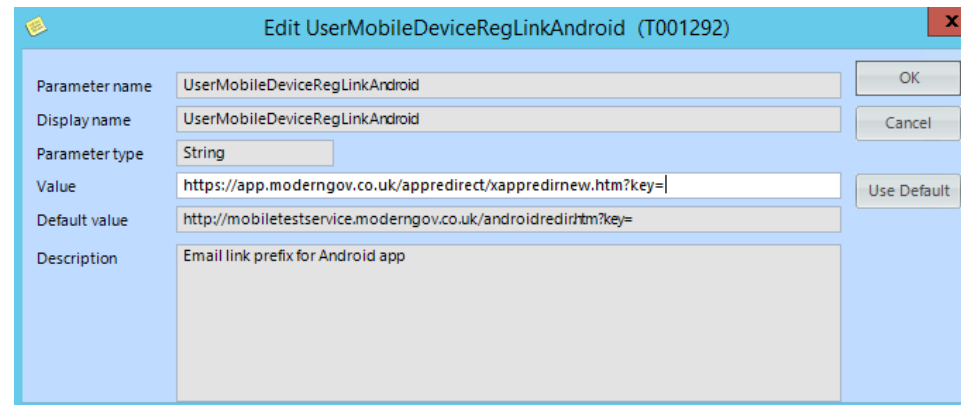
If you are using any build of Issue Manager below B1505, you will need to amend one System Parameter before issuing registrations.

From Configure > Advanced > System Parameters, enter UserMobileDeviceRegLinkAndroid into the Look for box and click Find.



Highlight the result and click Edit.

Copy and paste the following link into the Value field: <https://app.moderngov.co.uk/appredirect/xappredirnew.htm?key=>



Click OK.

Please contact Support if you wish to arrange an upgrade to Issue Manager.

## For users:

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 **Modern•Gov** app installed and tap the link in the email.

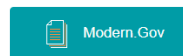
You will be directed to a website and invited to select the **Modern•Gov** button to launch the app and continue the registration process.



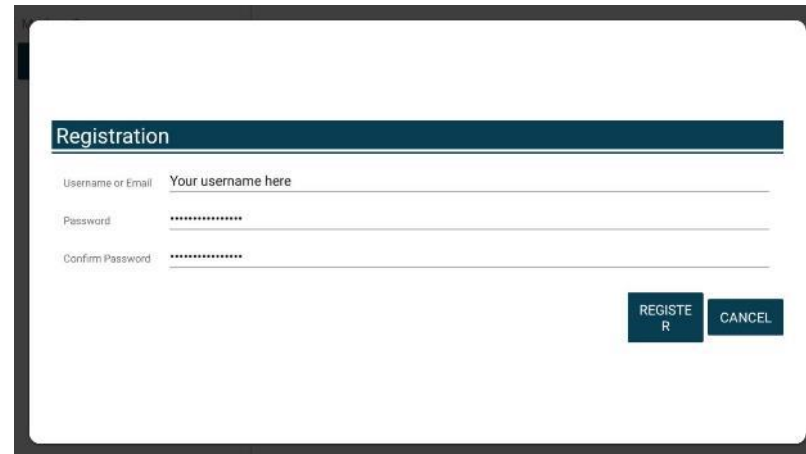
### Modern.Gov app registration

Please select the button below to continue the app registration.

If you are unsure how to use the app, please see our [guidance](#).



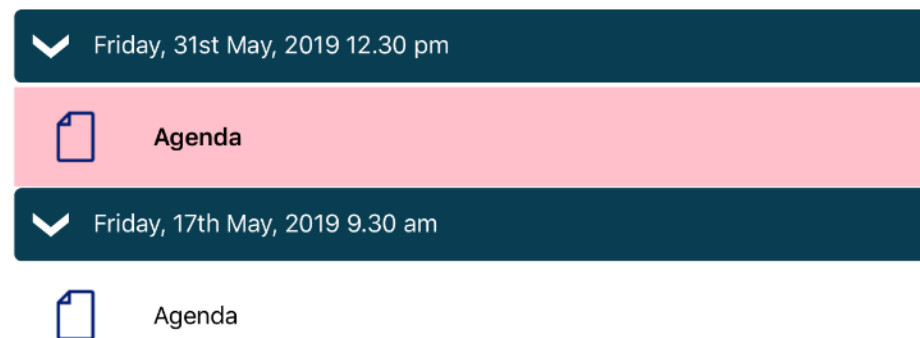
The app will open and invite you to complete the registration process with the logon details provided by your organisation:



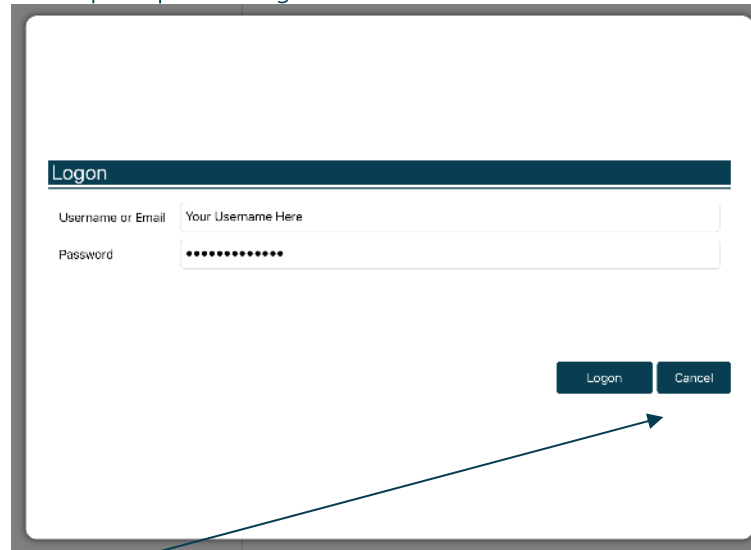
You will then be registered to open, read and annotate documents with restricted access which have been published since registering. You will not be able to share restricted documents, nor will you be able to open them in other apps.

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:



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

If you have subscribed to an organisation with restricted access, it will appear with a pink background when you access Switch between your organisations from **The Settings Menu**:

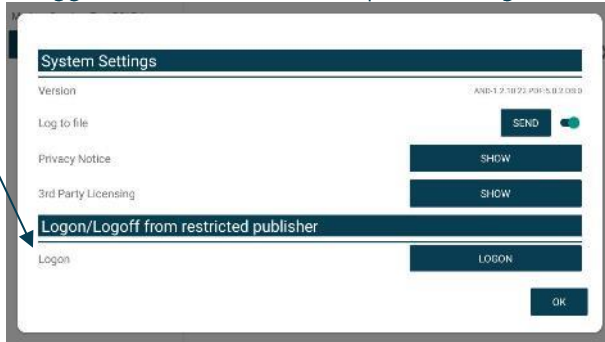




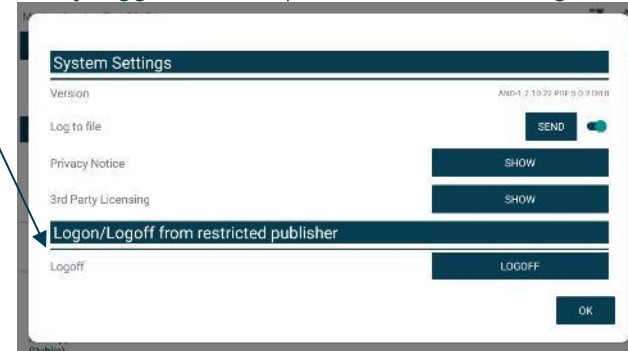
## Logon and Logoff options in the Settings Menu

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.

**Chromebook users:** clicking X at the top right of *any* app moves the app into the background but does not close it. This is a feature of the Chromebook operating system and not specific to the Modern.Gov app. You will still be logged out of the Modern.Gov app after two hours of inactivity. For greater security, **long-press** or **long-click** on the icon in your Chromebook toolbar and select Close.

## In-App Voting

In-app voting was introduced in the spring of 2020. Planned recorded votes set up in Issue Manager before the meeting now appear in the app, and additional recorded votes can be created in-app if requested during the meeting. Users with administrative rights will be able to start and stop votes during the meeting.

Vote details from the app, whether for planned or ad hoc recorded votes, will sync automatically with Issue Manager for merging into minutes. They will also appear on the website if you have this feature enabled.

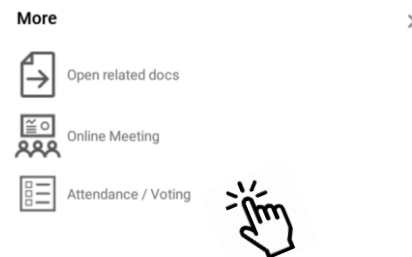
This feature is available only on the restricted version of the Modern.Gov app because the system needs to know the user's identity to check their eligibility to vote. Public app users will not see any changes to their app's appearance or functionality.

Please refer to [Recorded Voting Online Help](#) for guidance on system parameters to assign administration features and casting vote options to specific users, and the Recorded Vote features in Issue Manager, minutes templates, extracts and on the web. Please do not go into the Recorded Vote tab in Issue Manager while In-App Voting has a vote in progress.

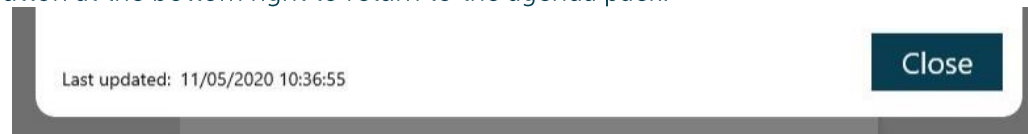
To access from the Document Viewer Toolbar, tap the **More** button:



Tap the **Attendance / Voting** option:



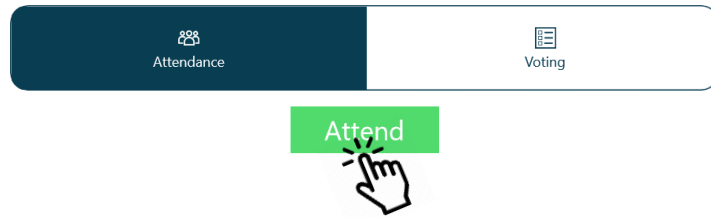
From any screen, tap the **Close** button at the bottom right to return to the agenda pack:



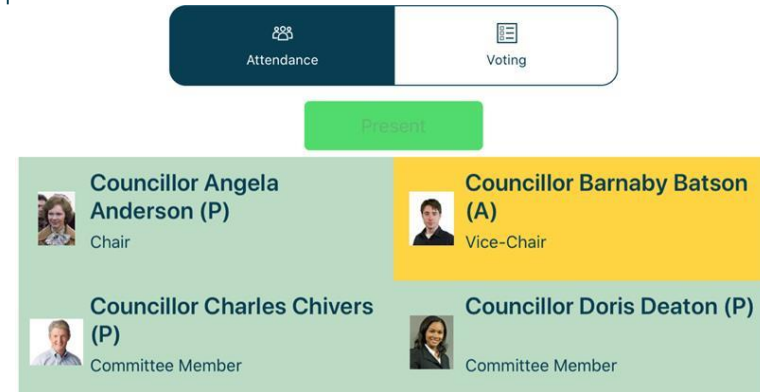
### Committee Members

Committee members will see two buttons, one for attendance and one for voting.

Tap Attendance (left button), then the Attend button to record your presence:



The attendance list below will update automatically as attendees confirm their presence:

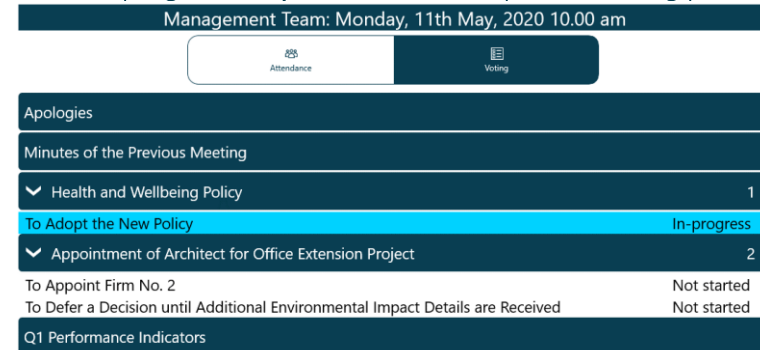


(Apologies previously received and entered by the meeting administrator display on an amber background.)

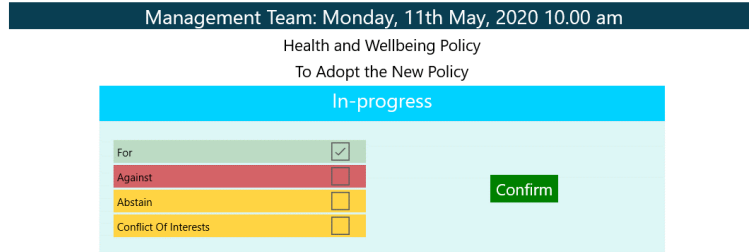
Tap Voting (right button) to access the vote list, which displays the list of agenda items and votes to be held:



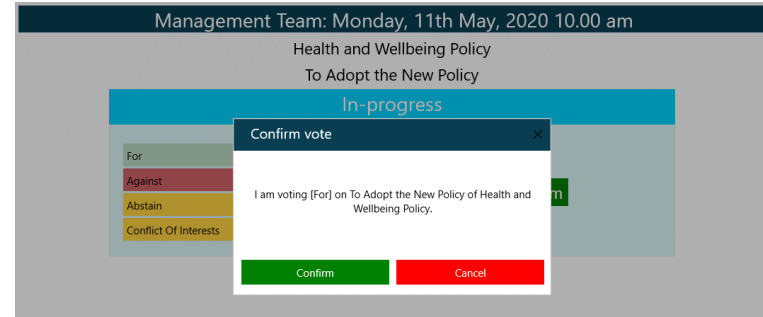
When the Chair calls for a vote, the item will be highlighted and its status updated to "In progress". Tap on that row to open the voting panel.



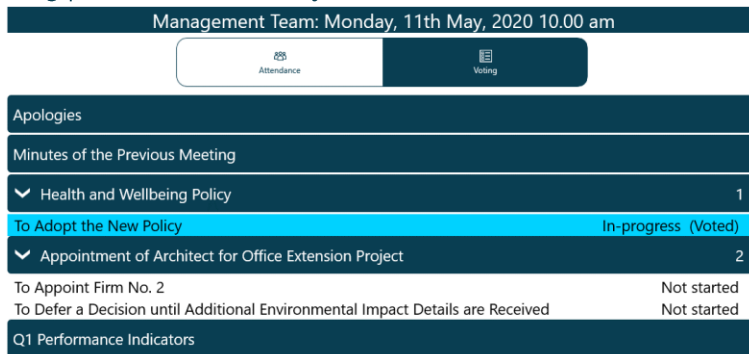
Make a selection from the available options, then **Confirm**:



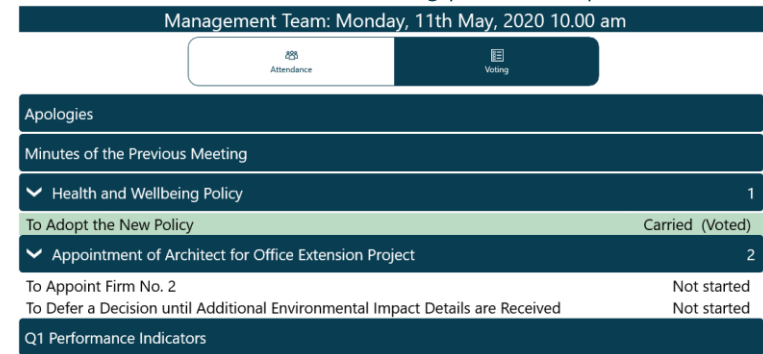
Your selection displays. **Confirm** to proceed or **Cancel** to return to the options and make a different selection:



The voting panel indicates that your vote has been received:



When the Chair ends the vote, the voting panel will update with the result:

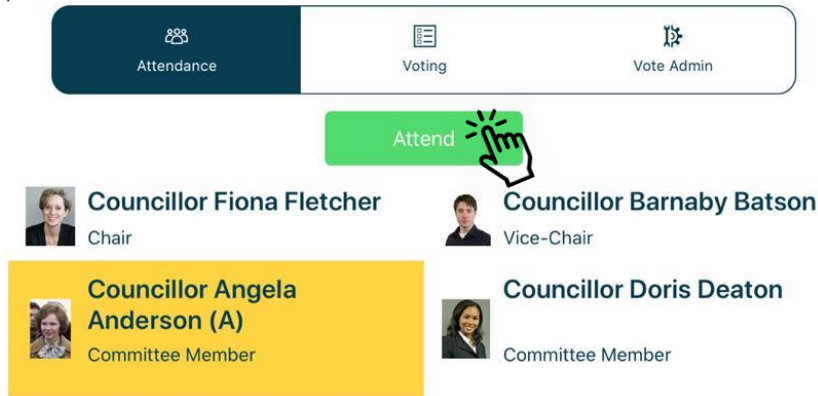


## Voting Administrators and Casting Votes

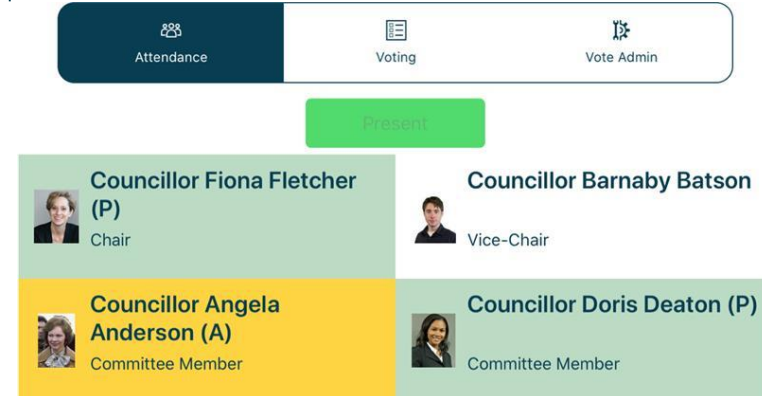
### Getting started

Administrators will see three buttons, one for attendance, one for voting and one for administering votes (including making a casting vote in the event of a draw).

Tap Attendance (left button), then the Attend button to record your presence:



The attendance list below will update automatically as attendees confirm their presence:



(Apologies previously received and entered into Issue Manager display on an amber background.)

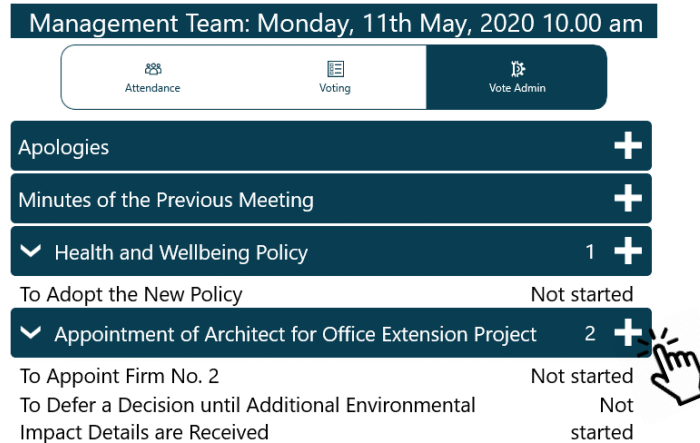
Tap Voting (middle button) to access the vote list, which displays the list of agenda items and votes to be held:



(If you are eligible to vote in a meeting, return to this screen after starting the vote, then follow the instructions for voters.)

### Adding votes

To add more votes, tap + next to the agenda item name:

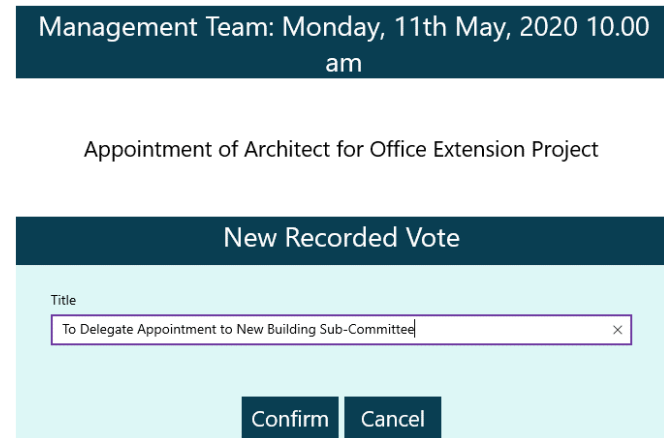


Tap Vote Admin (right button) to access administration options, which shows the voting list in the same order that voters see:



The votes displayed initially will be those created in Issue Manager before the meeting.

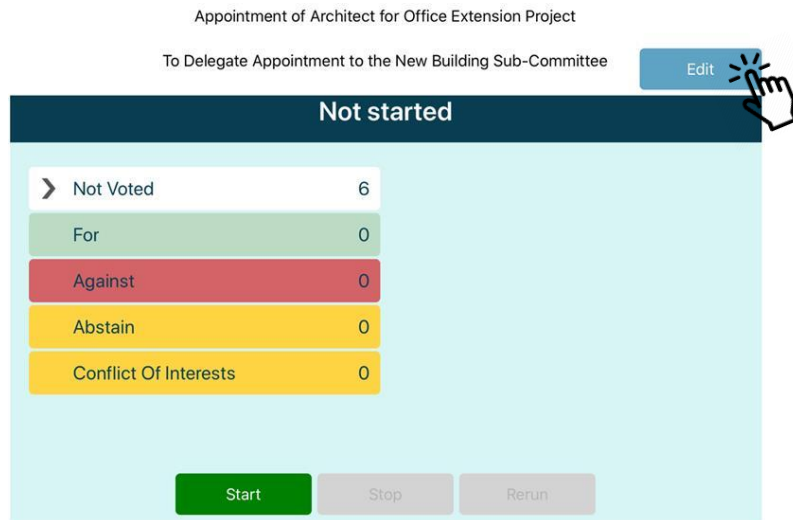
The Ad Hoc Vote panel opens. Add details and Confirm, or Cancel to exit without creating a new vote:



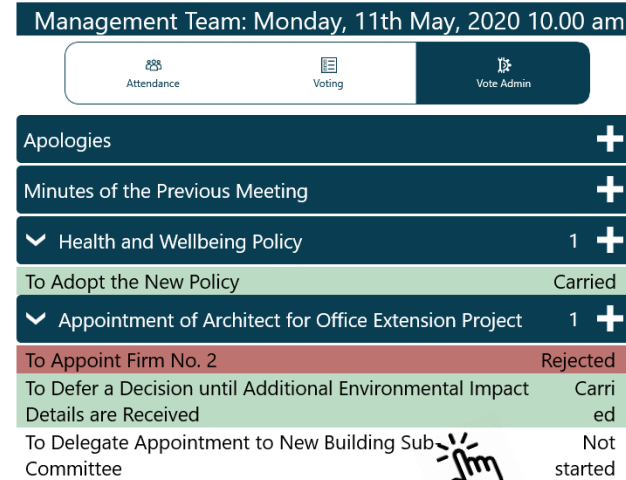
Confirm again to proceed or Cancel to return and make changes:



Edit to amend the title or delete the ad hoc vote:



Once confirmed, the vote appears in the voting list. To edit or delete the new vote, tap the title to open it:

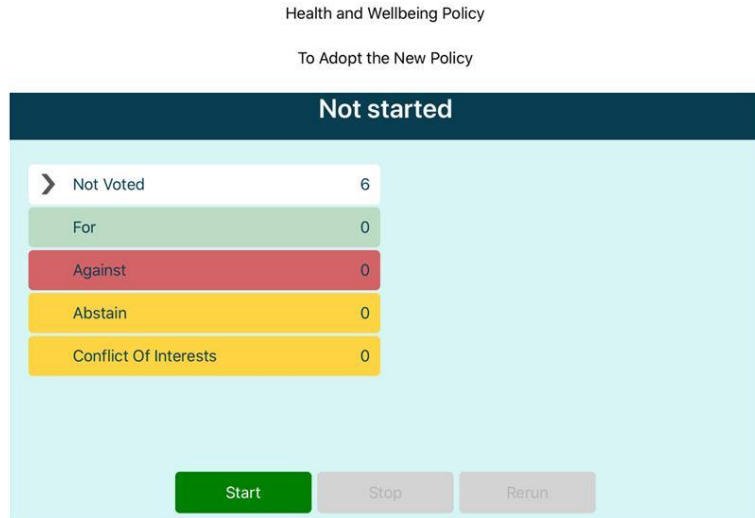


Amend the title and Confirm, Cancel to return without saving changes, or Delete the vote entirely:

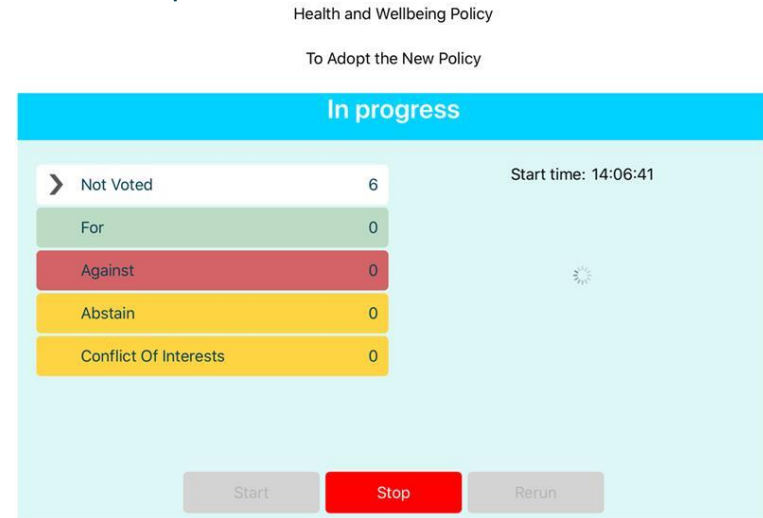


### Running a vote

To start voting on an item **tap** the item name and the screen will change to:



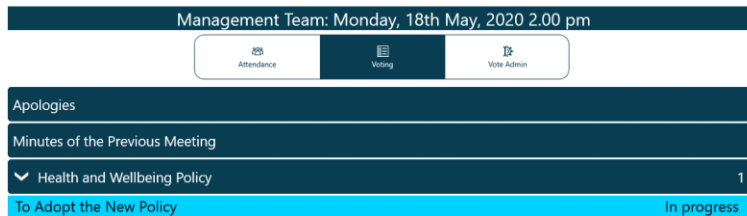
**Start** updates the status on all apps to "In progress", and voters can now cast their votes. **Tap** on > to see live results as votes are cast.



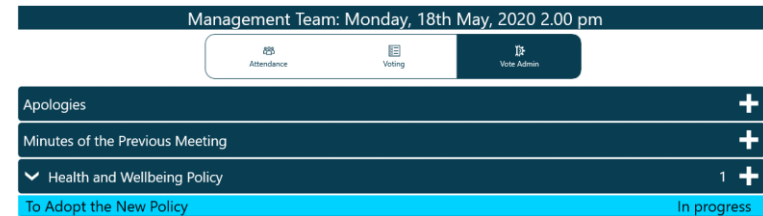
If you are eligible to vote, **Close** this screen from the bottom right...



...and return to the **Voting** menu (second button) to select the item, and cast your vote:

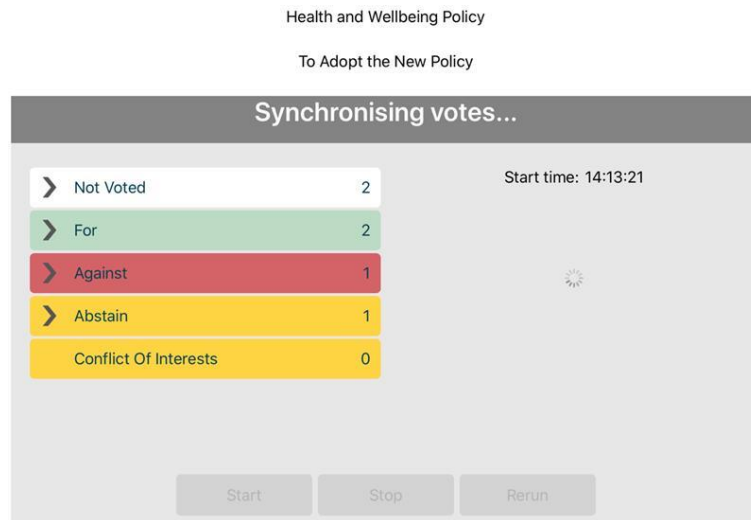


Then return to the Vote Admin screen (third button) and select the item to resume administration of the vote:

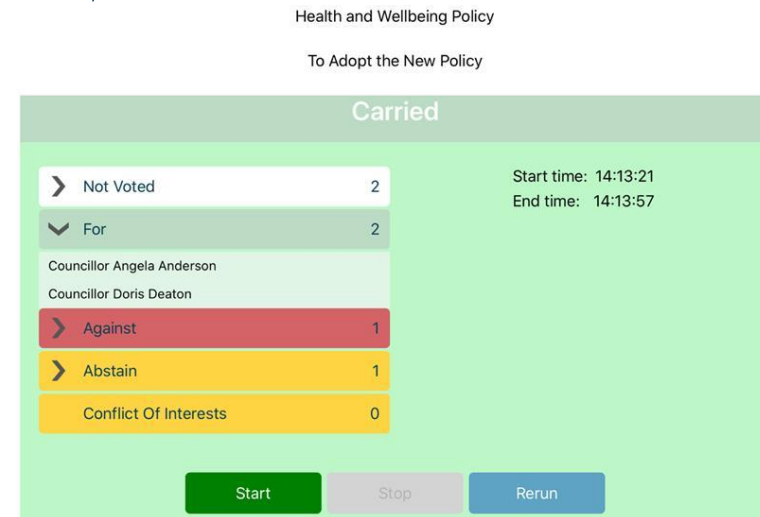




When the vote has finished, **tap** the Stop button. The results will synchronise:



The outcome will be displayed. **Tap** on > to expand the lists of who cast which votes, or who didn't vote.

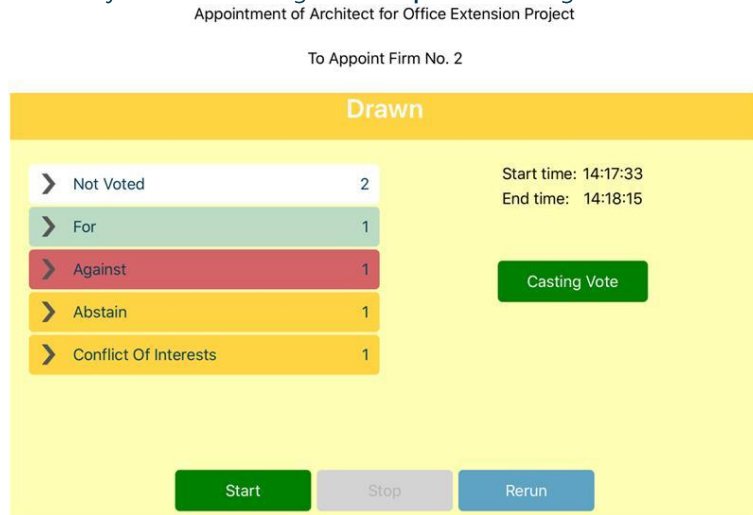


If stopped prematurely, **Start** allows you to resume the vote, *retaining* the results already recorded.

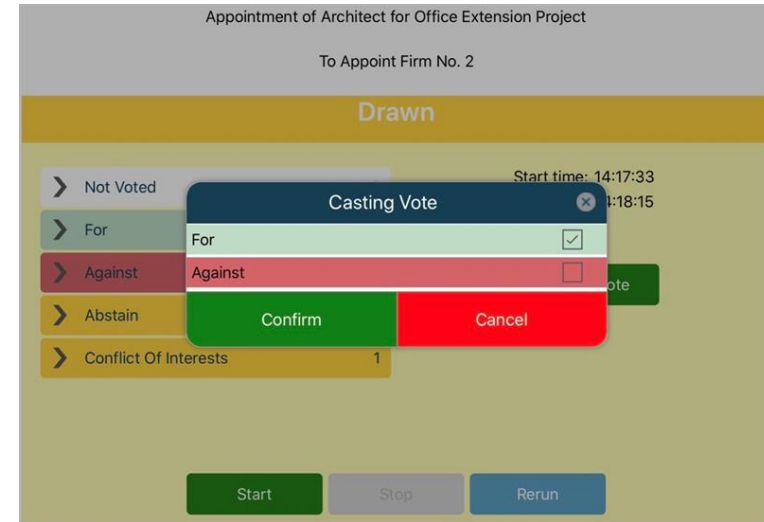
If necessary, **Rerun** will *nullify* all results, allowing the vote to begin afresh.

## Casting Votes

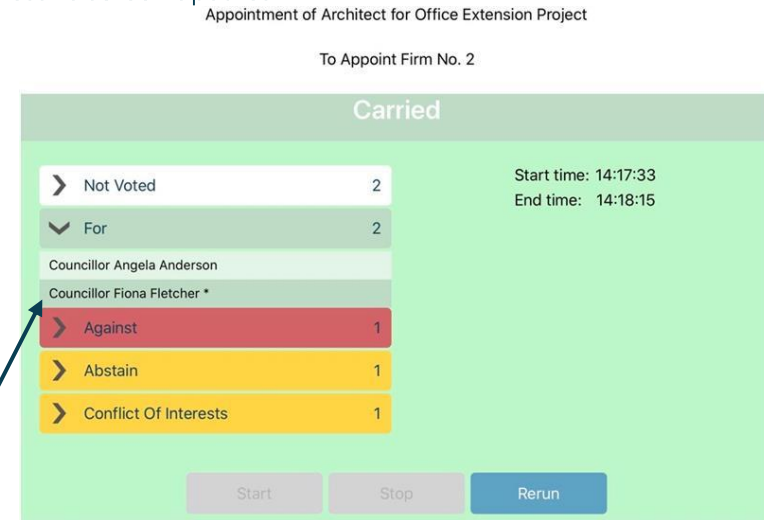
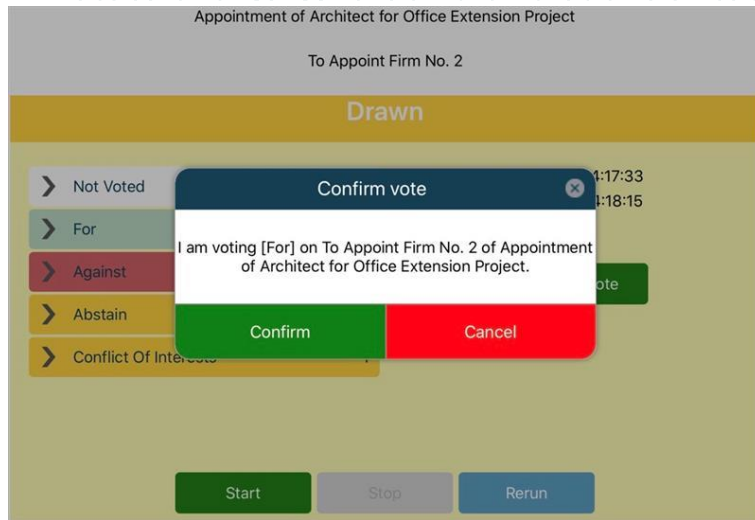
In the event of a draw, the Casting Vote option becomes available to users who may make a casting vote. Tap the Casting Vote button:



Make the Casting Vote and tap Confirm:



Confirm the selection or Cancel to return and make a different selection: The results screen updates:



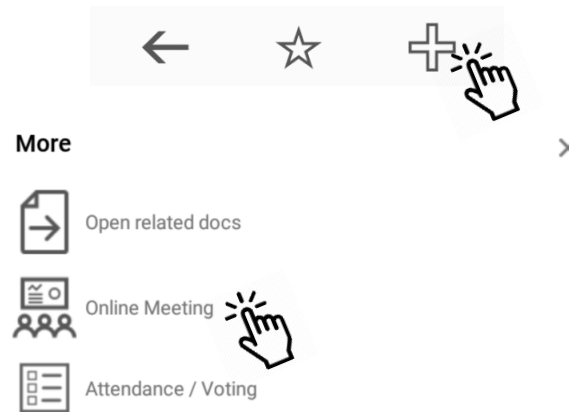
Tap the > to see all the voters for each outcome. The casting vote will be indicated by a \* and a darker background.

## Online Meeting (Microsoft Teams)

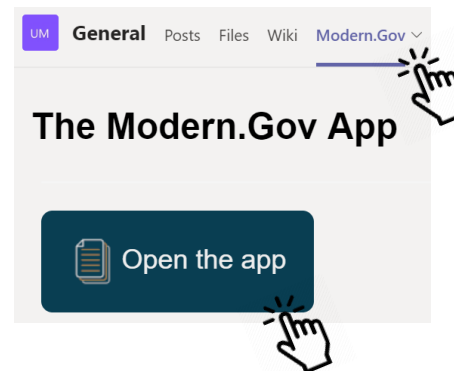
Restricted app and In-App Voting module required.

**Microsoft Teams must be installed and configured on your device to use this feature.**

If your organisation uses Microsoft Teams for online meetings, switch quickly between the agenda and Teams:






Your organisation's administrators will set up Microsoft Teams with a reciprocal link from the Teams meeting back to Modern.Gov:



## Quick switching between Modern.Gov and other online meeting applications

We know that not everyone uses Microsoft Teams for their online meetings.

To switch quickly between apps on your **Android 8.0** or later device:

1. Tap the Recent icon () at the bottom of your phone or, if your phone does not have a Recent icon, touch the Home icon ( or ) twice.
2. Swipe left or right to find the app that you want to use.
3. Tap the app.

On an **Android 9.0** or later device you can also:

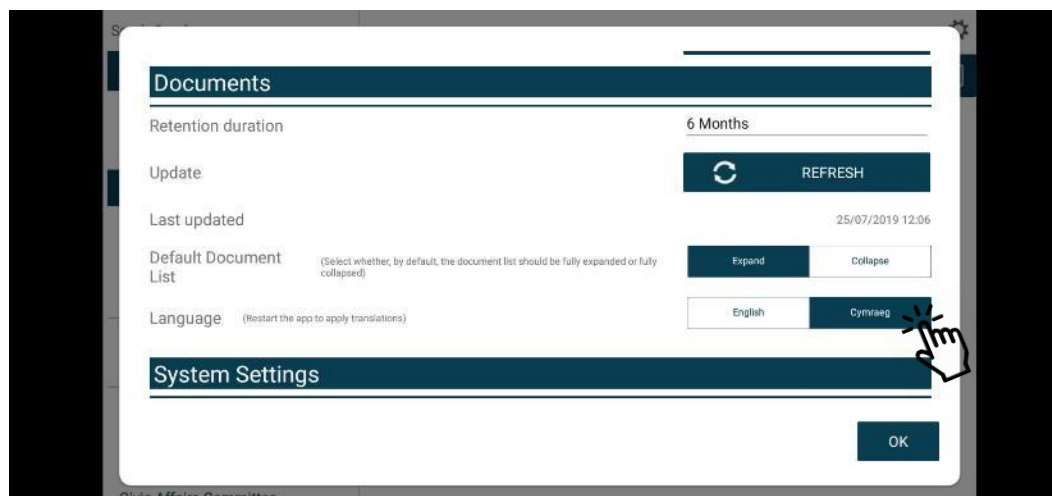
1. Swipe up from the bottom of your screen, hold briefly and let go.
2. Swipe left or right to find the app that you want to use.
3. Tap the app that you want to open.

These methods also work for switching between Modern.Gov and Microsoft Teams without using the Online Meetings link.

## Welsh Language Version

A Welsh-language version of the app is available. When the app is opened for the first time, it will automatically select the default language you have set for your device. **You will need to have the Android Welsh language option installed on your device to enable all Welsh language features<sup>3</sup>.**

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 device'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.)

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<sup>3</sup> Some app translations rely on your device settings: updates and amendments will appear automatically once made by Android.

Document Control:				
Version:	Author:	Date:	Comments:	Status:
3.1	Holly Adams	18 January 2021	Removed references to legacy app, updated registration website screenshots.  Addition of agenda frontsheets as standalone documents.	Complete
3.0	Holly Adams	21 September 2020	Additional features for in-app voting, iPhone support, Microsoft Teams integration	Superseded