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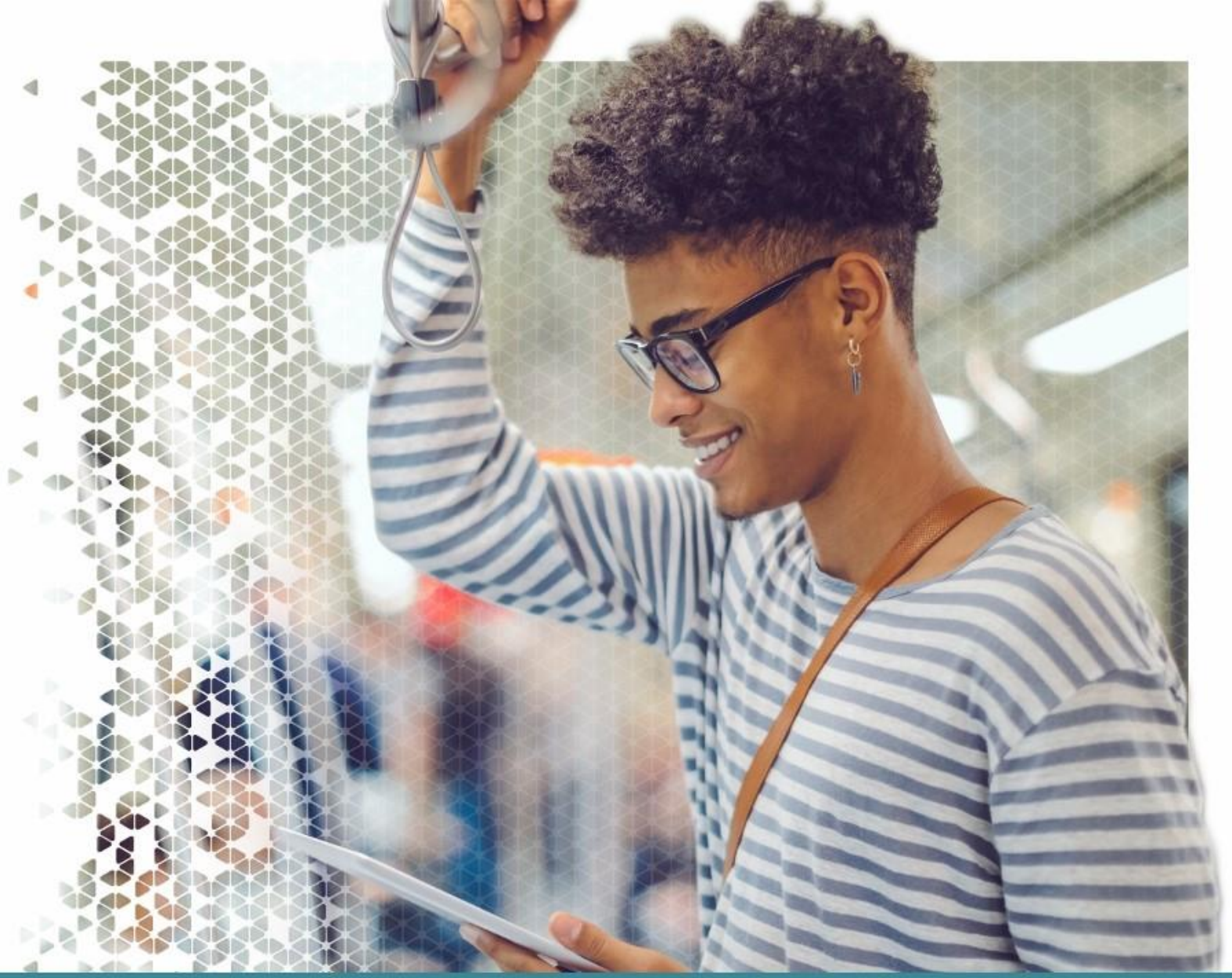
Transforming the way you work



Modern.Gov Windows App: Walkthrough

Modern.Gov

May 2020

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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 Windows 10+ device meeting the following system requirements:

- Minimum: Windows 10 Fall Creators Update (10.0; Build 16299 or higher), 2GB Memory
- Recommended: Windows 10 Fall Creators Update (10.0; Build 16299 or higher), 4GB Memory

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 or Long-Click	If using a touchscreen, lightly press and hold your finger or stylus on the screen. If using a mouse, click and hold the left mouse button.
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 / clicking 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 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 App
Toggle between all meetings / just meetings with documents.		
Tap or click 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 or long-click meeting name to open all available documents at once.		✓
Document navigation using page forward / page back buttons.	✓	✓
Document navigation using ‘Jump to Page Number’.	✓	✓
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 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 like insert text boxes and insert signature, and new options to select, edit, move and delete annotations.		✓
Remember last-used annotation settings.		✓
Remember last-viewed page when re-opening document.		✓
Pinch-to-zoom document view.	✓	✓
Fit document width to screen.	✓	✓
Fit document height to screen.		✓
Automatic document zoom to best fit screen rotation.		✓
User-defined in-document scrolling preferences: horizontal or vertical.		✓

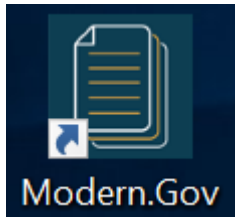
	Original App	New App
Share original document – whole document, page range or single page (public documents only).	✓	✓
Share document with annotations – whole document, page range or single page (public documents only).		✓
Open / save document in another app on your device.	✓	✓
Delete document from device.	✓	✓
Two-factor security.	✓	✓
ADFS integration to reduce the need for multiple passwords.		✓
Subscribe to multiple publishers.	✓	✓
Searchable document publisher list.		✓
Subscribe to multiple committees.	✓	✓
Searchable committee list.		✓

	Original App	New App
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)		

Getting Started

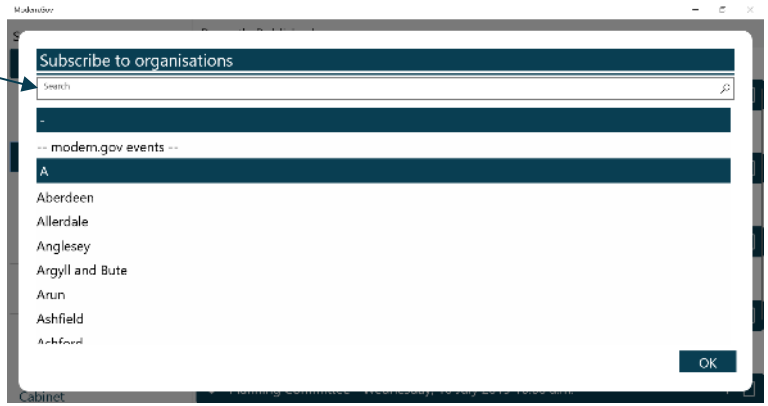
Search for “Modern•Gov” on the Microsoft Store and download the free app.

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



Select at least one organisation to follow. **Swipe down / click and drag down** anywhere on the screen to refresh the list at any time.

Tip: use the **search bar** at the top:

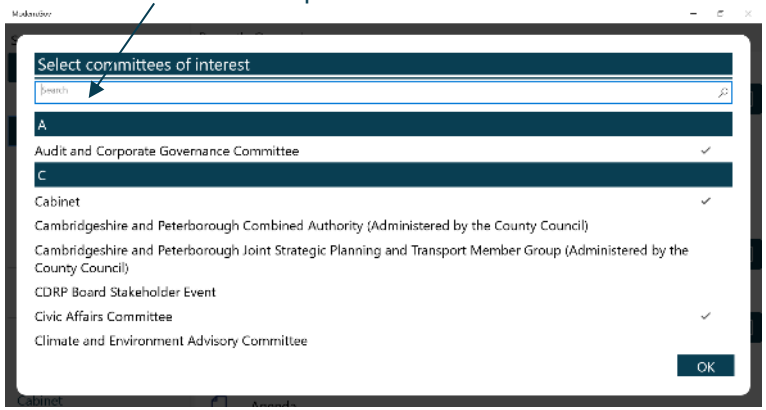


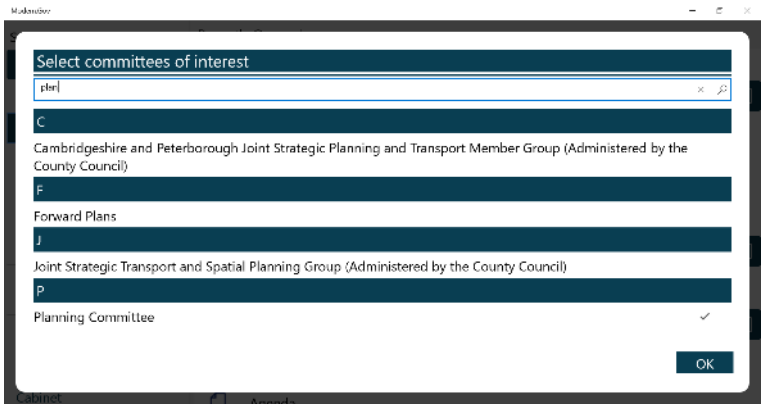
Tap or click an organisation name to select it.

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

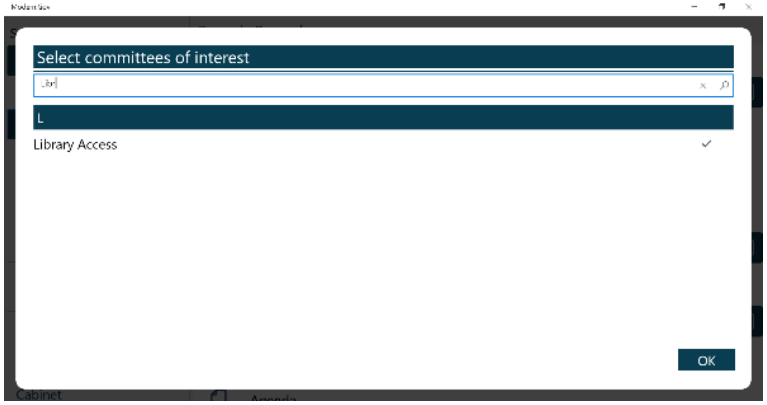
The organisation's list of committees will appear. Select committees to follow. **Swipe down / click and drag down** anywhere on the screen to refresh the list at any time.

Tip: use the **search bar** at the top:





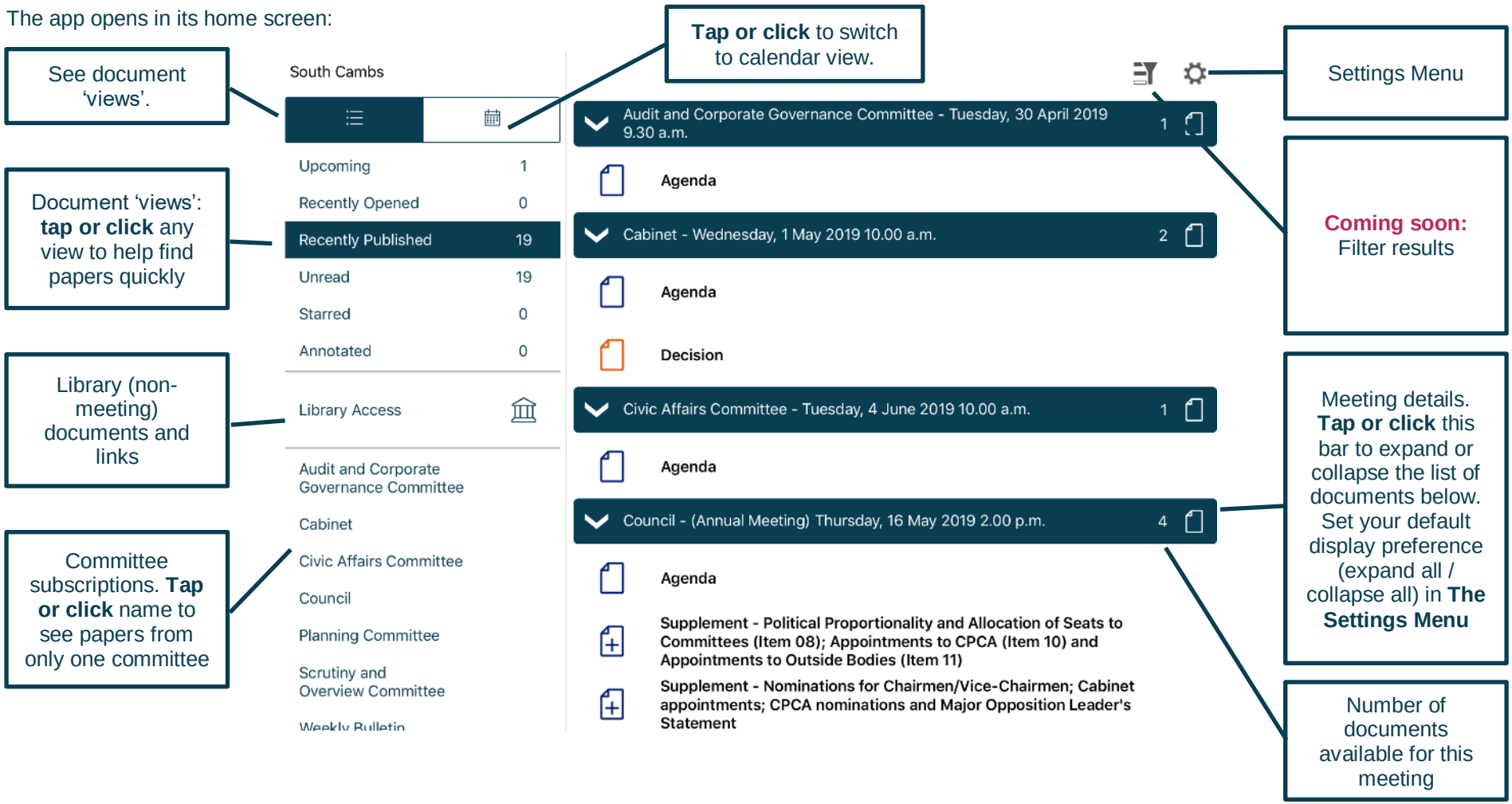
Your organisation might also have a document library[1] for other available information. You can find this in the committee list:



[1] 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:



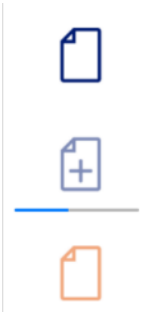
Additional document icons:

Document has annotations (will show in the Annotated view from the left-hand menu)

Document is starred and has annotations (will show in both the Starred and Annotated views from the left-hand menu)

Document is starred (will show in the Starred view from the left-hand menu)

Documents begin downloading automatically for your subscribed committees:



Document has been downloaded

Document is downloading

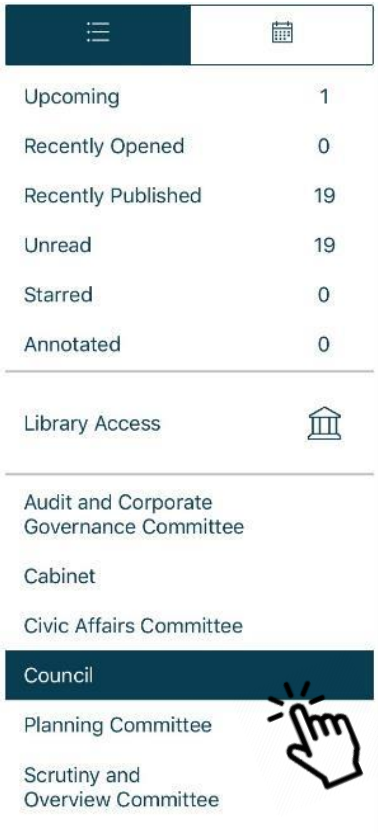
Document has not yet been downloaded

Restricted version of the app only:

Coming soon: Agenda frontsheet as a separate document

Access restrictions apply.

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



Toggle between document view and calendar view

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

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)

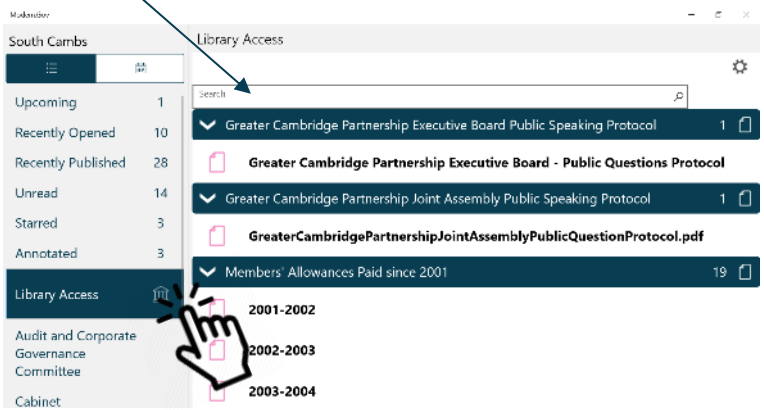
Annotated – documents you have annotated appear in this list automatically (including Library items)

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

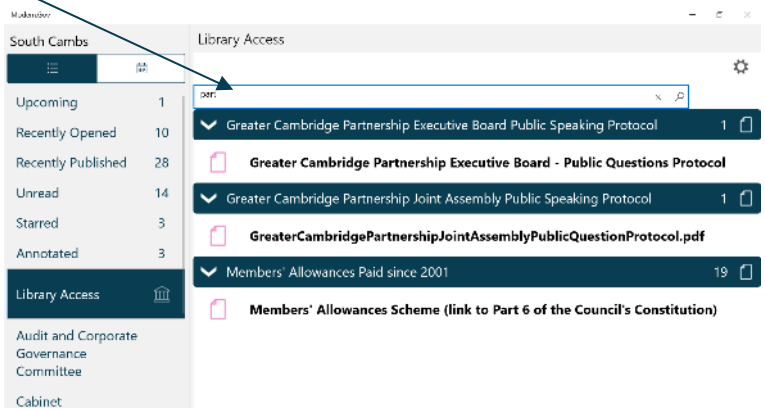
Subscribed committees listed alphabetically. **Tap or click** a committee name to see documents only for that body.

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

A **document title search** is available.



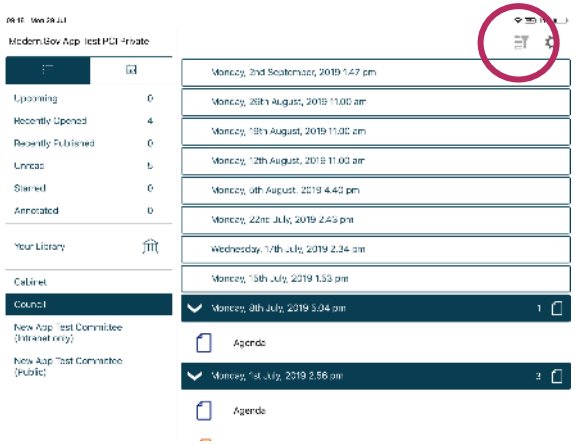
Type to search the **titles** of all Library items.



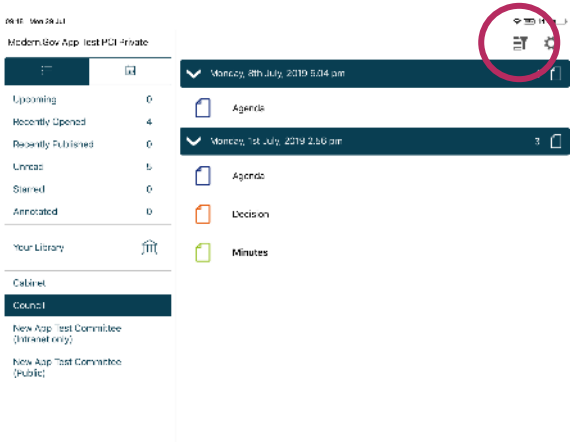
Library items are not automatically downloaded. **Tap or click** a Library item **title** to start downloading.

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

Filter **off** – shows all meetings



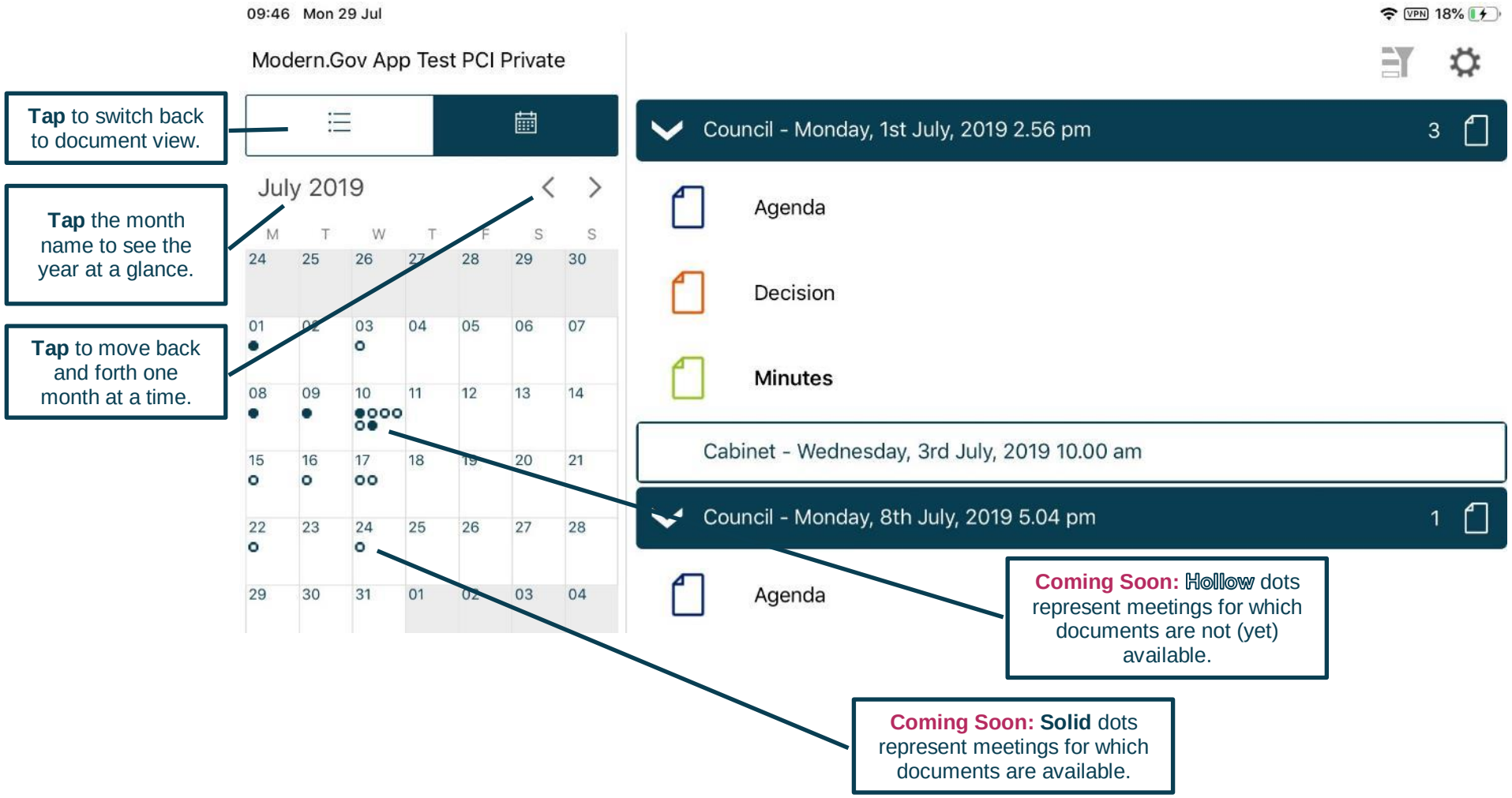
Filter **on** – shows only meetings with documents



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

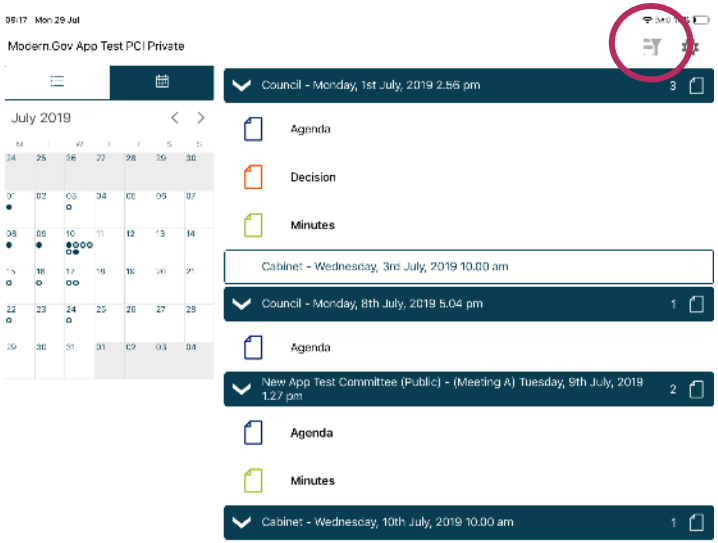
Meetings for which documents have been published are represented by a **solid** meeting details bar.

Use the calendar to browse by date. **Tap** a date to see meetings on that date:

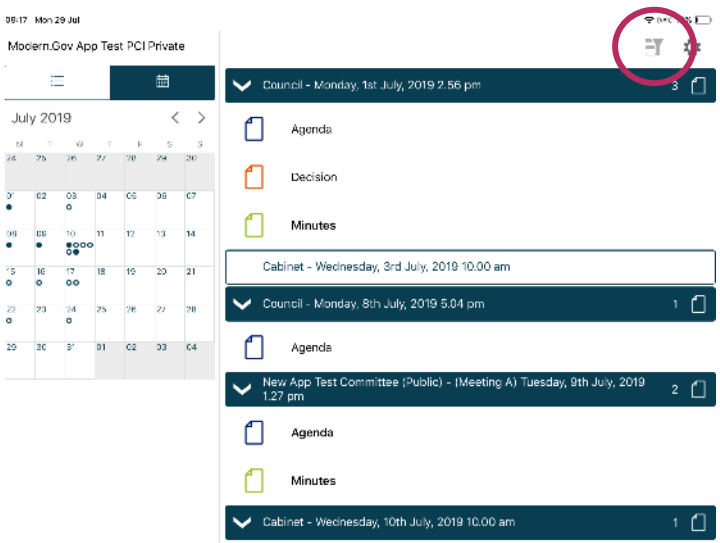


Coming soon: Use the Filter (at the top right) to show all meetings or only those with available documents:

Filter **off** – shows all meetings



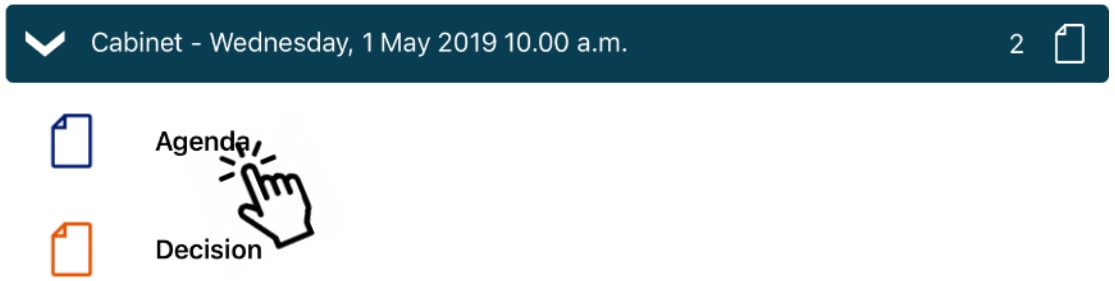
Filter **on** – shows only meetings with documents



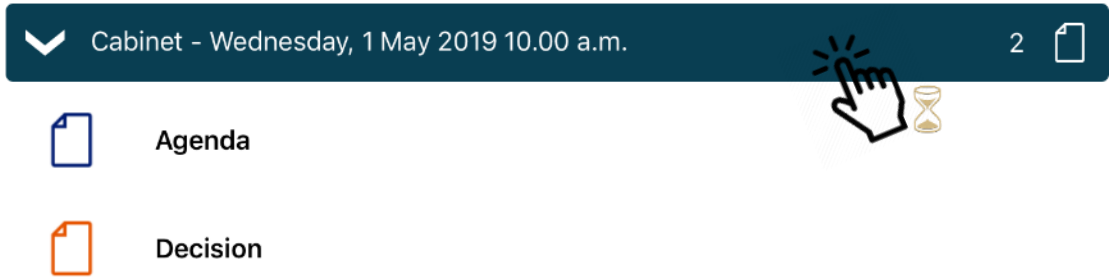
Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** dot in the calendar and a **hollow** meeting details bar.

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

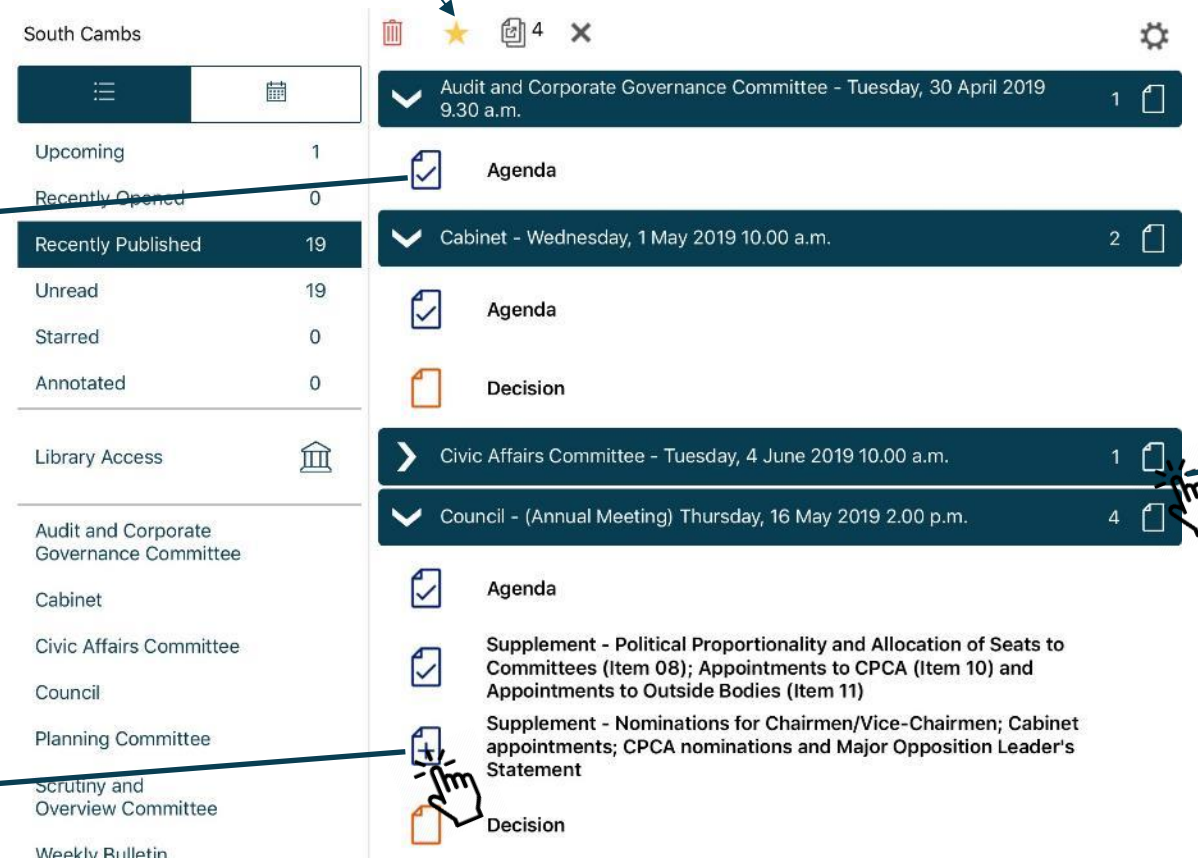
Tap or click a document **name** to open it on its own…



…or **long-press / long-click** the **meeting details bar** to open all the documents for that meeting:



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

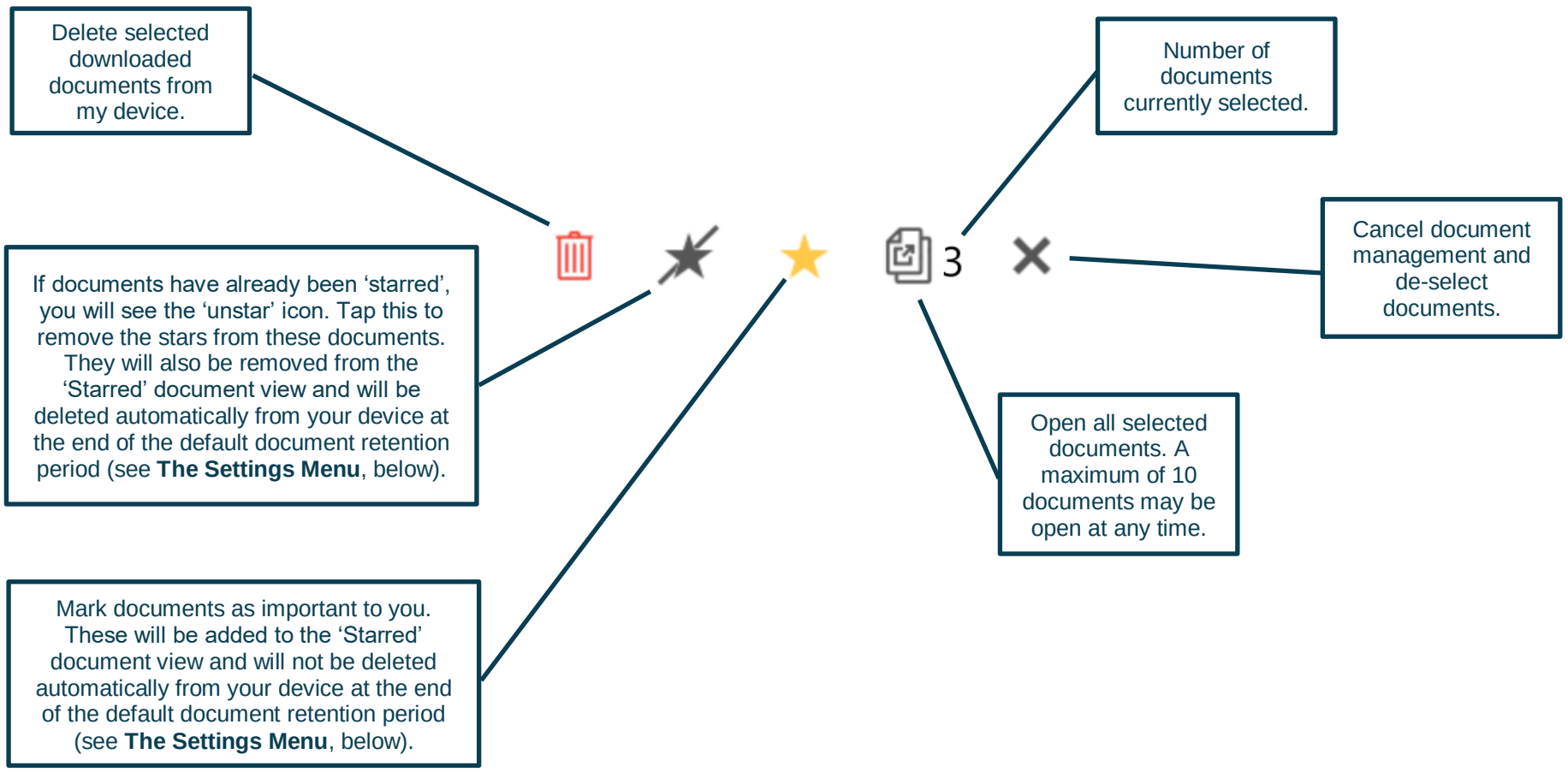


Selected documents have a check mark.

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

Tap or click the meeting details **bar** to expand or collapse the list of documents. Set your default display preference (expand all / collapse all) in **The Settings Menu**.

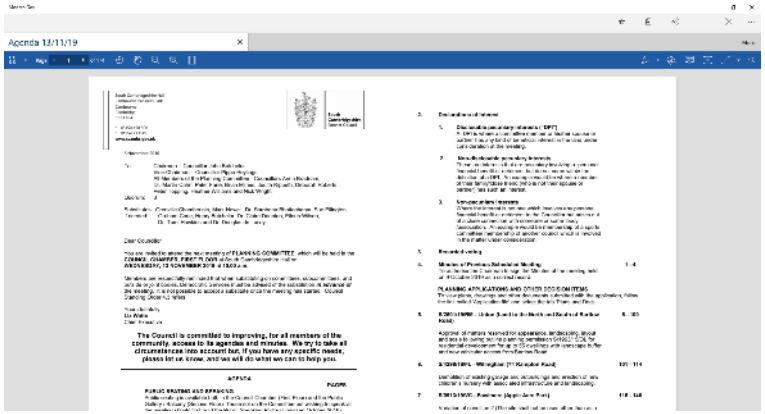
Document Management Options



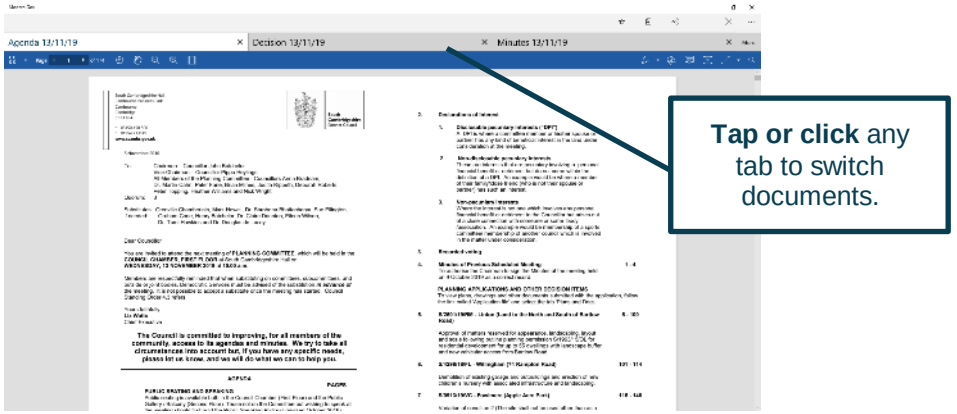
Viewing and Annotating Documents

The document viewer screen:

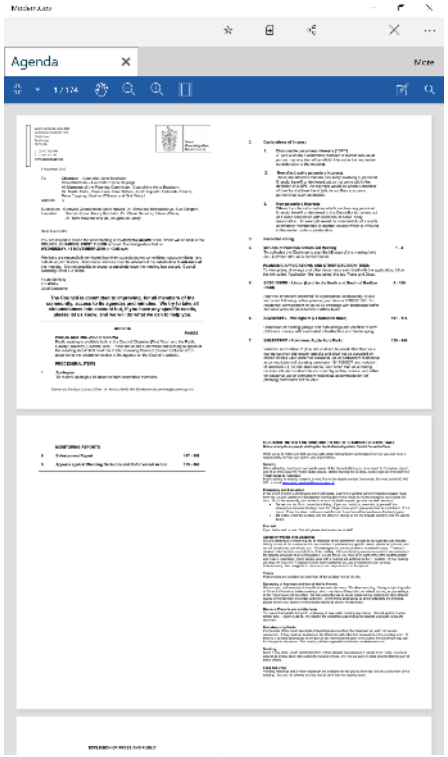
With one open document (landscape):



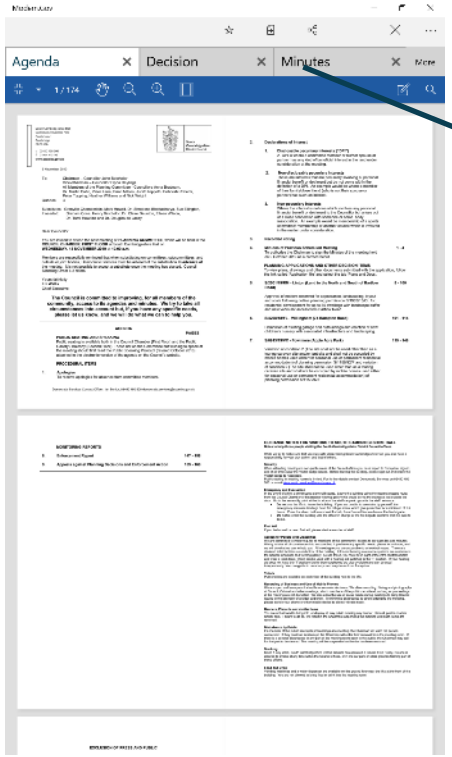
With multiple open documents (landscape) – a maximum of 10 documents can be open at any time:



With one open document (portrait):

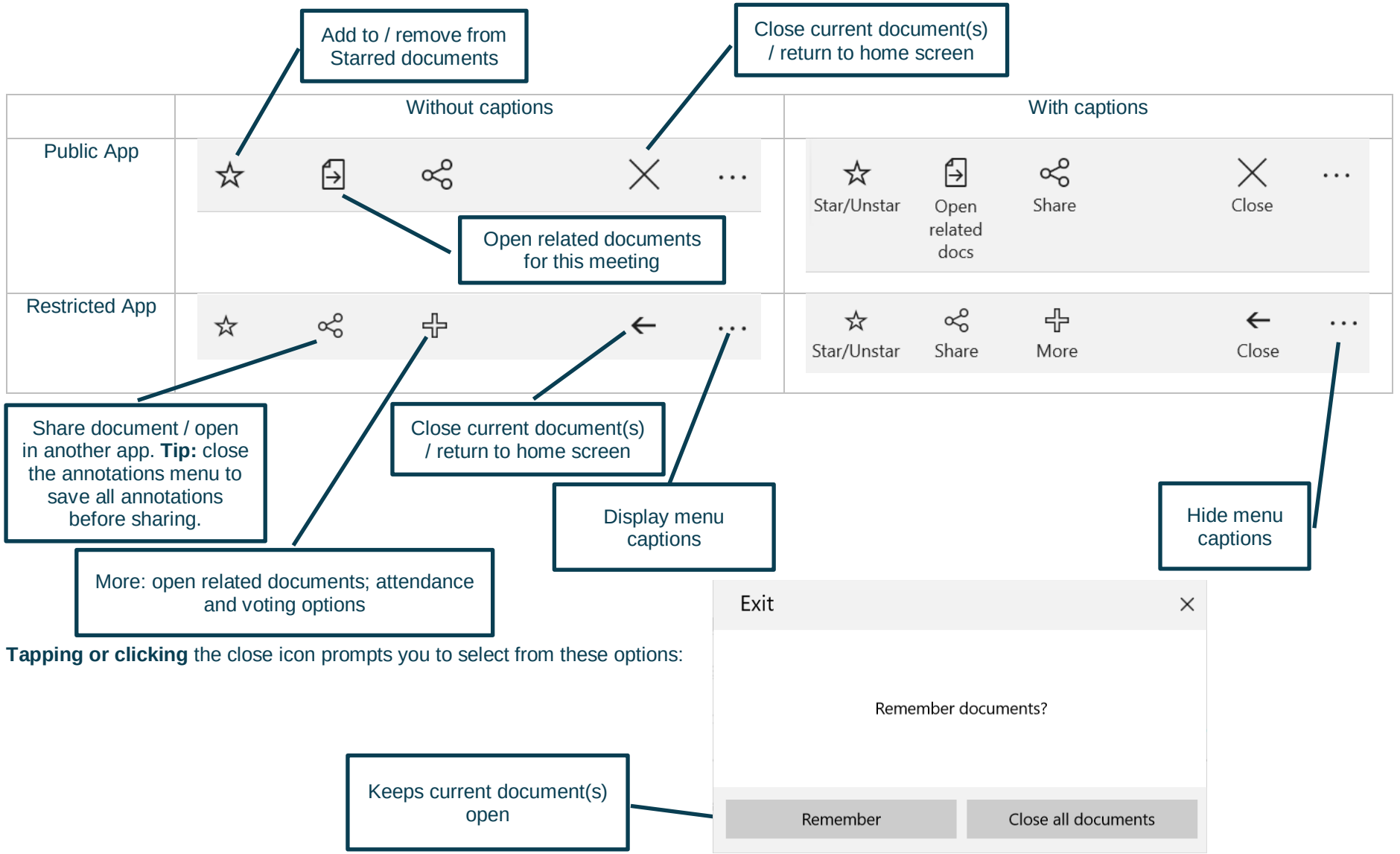


With multiple open documents (portrait) – a maximum of 10 documents can be open at any time:



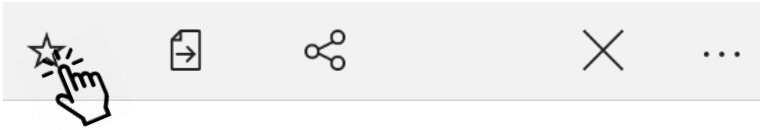
Tap or click any tab to switch documents.

Document Viewer: Toolbar Icons



Tapping or clicking the close icon prompts you to select from these options:

Add to Starred documents:

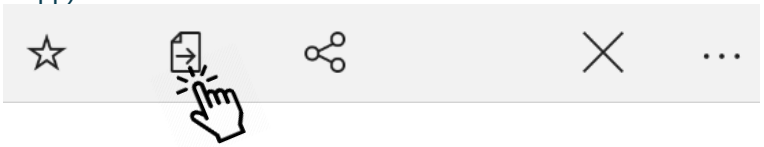


This document will now appear in the 'Starred' document view on the home screen (main menu), and will have this icon in the document list: ★

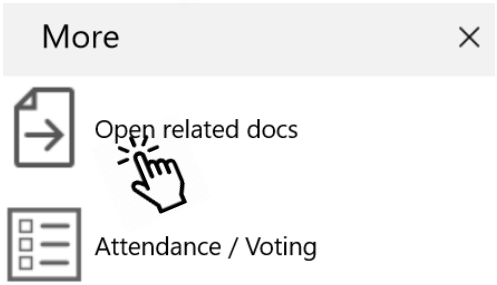
Open related documents

Tap or click to open related documents for this meeting:

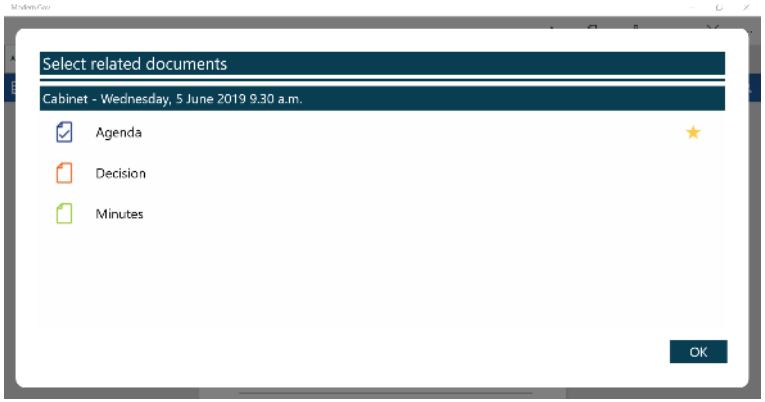
Tap or click and…
(Public App)



(Restricted App)



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



Document Navigation and Appearance Options

Navigation Toolbar Icons

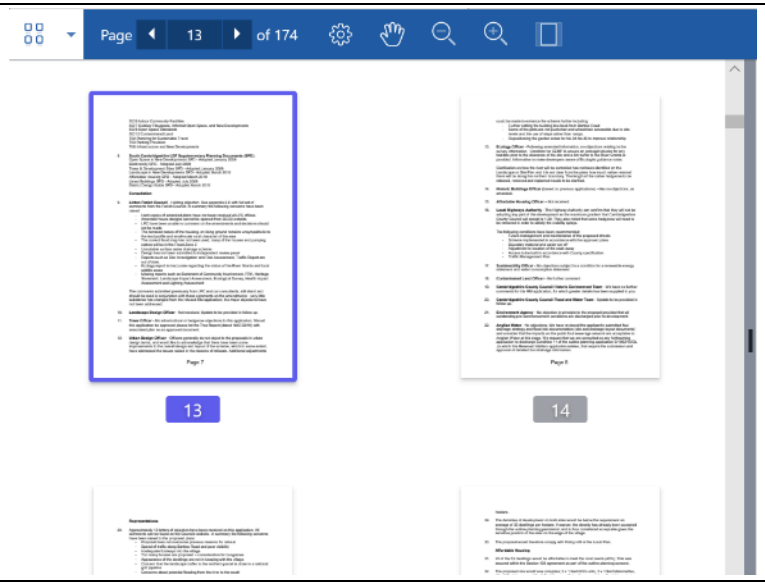
Landscape view

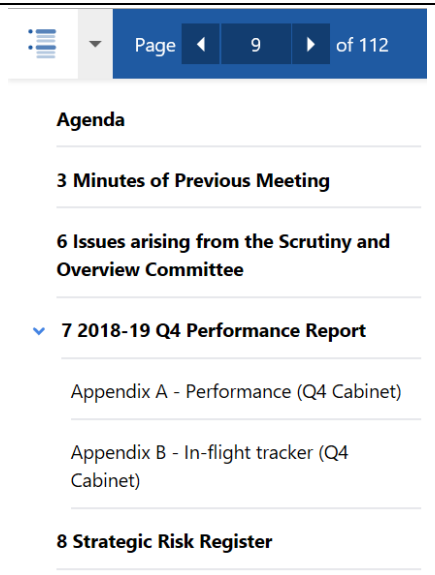
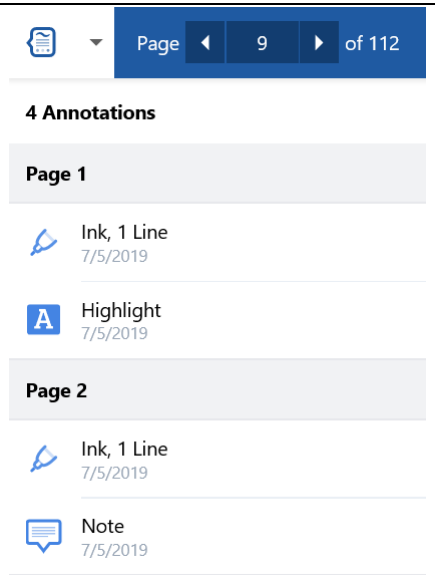
Portrait view

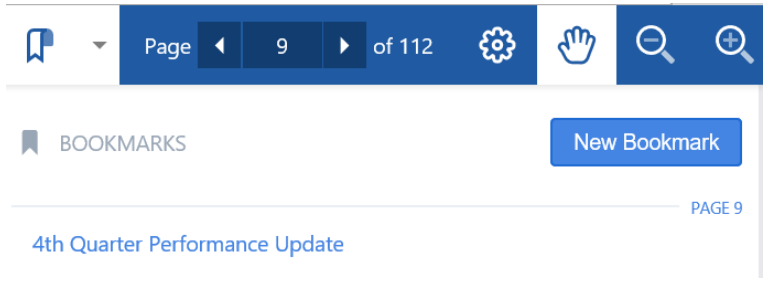
What does it do?	Default Icon	Notes
Display thumbnails / outline / annotations / bookmarks		See below
Navigate – page up / down or type desired page number		Landscape view only
Current page		Portrait view only
Page layout, transition and rotation settings		Landscape view only
Click or press and drag page to scroll		

What does it do?	Default Icon	Notes
Zoom		
Toggle between fit height / fit width		

Display thumbnails / outline / annotations / bookmarks

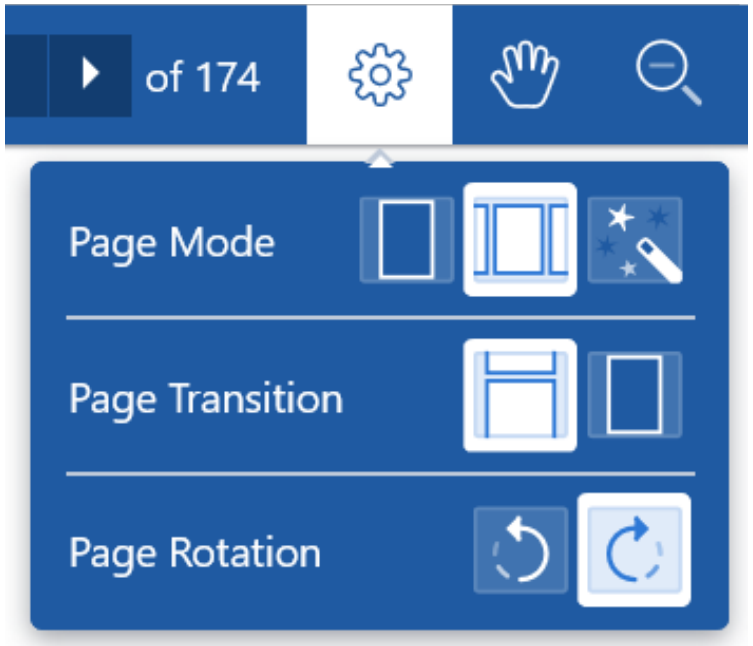
What does it do?	Appearance	Notes
Displays thumbnail images of each page of the document		Tap or click a page image to jump straight to it. Change the size of this viewing pane by clicking / pressing on the **||** icon and dragging the bar horizontally.

What does it do?	Appearance	Notes
Displays this document's built-in structure.		Tap or click on an item to jump straight to that place in the document.
Displays any annotations you have made.		Tap or click on an annotation to jump straight to that place in the document.

What does it do?	Appearance	Notes
Add your own bookmarks to the document. The full list of all your bookmarks will appear here.		Tap or click New Bookmark to add a bookmark to the currently-open page. Tap or click any bookmark name to jump straight to that place in the document.

Appearance and Scrolling

Change your document appearance and scrolling options (landscape view only):



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).

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

Rotate document anti-clockwise / clockwise.

The Annotations Toolbar

Annotated documents will appear in the Annotated view on the left-hand side of the main menu, and will have this icon in the document list:

Annotated meeting documents will remain on your device according to the retention setting you have specified in **The Settings Menu**, or, if you have added them to your Starred documents, until you manually delete them.

Annotated library documents will remain on your device until your organisation republishes them. In order for app users to retain annotated library documents indefinitely, an organisation will need to publish updates to new folders or sub-folders within its document library.

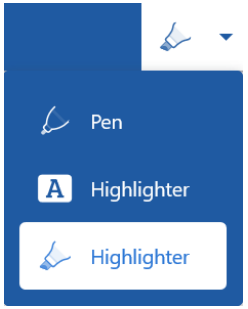
Don't forget to close any active annotation tools before closing the document to ensure that your annotations are saved!

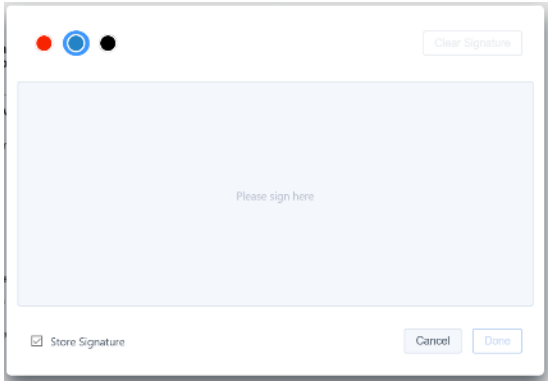
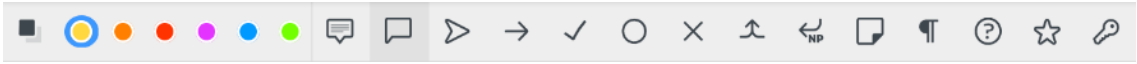
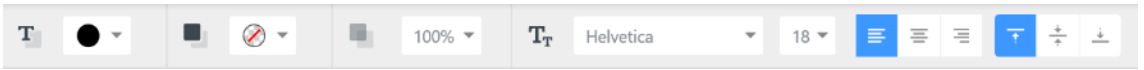
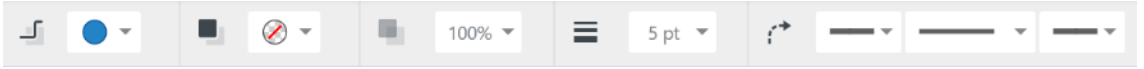
Landscape view

Portrait view

Tap or click to expand Annotations options:

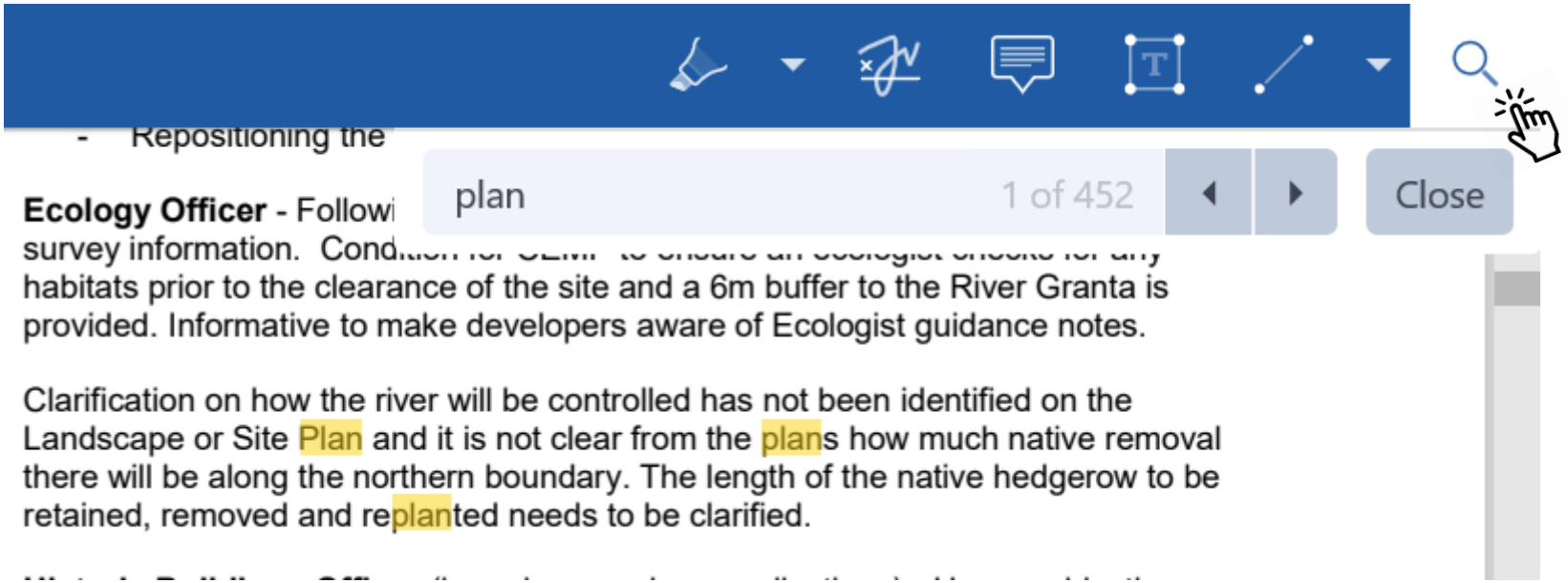
Tap or click the > arrow on the left-hand side to return to previous menu:

What does it do?	Default Icon	Options:		
Mark-up text		Freehand scribble – with pen	Text highlighter	 Freehand scribble – with highlighter

What does it do?	Default Icon	Options:
Insert signature		 Use a mouse, stylus or fingertip to sign your name in red, blue or black ink. Signatures can be stored and re-used.
Insert sticky notes		 Multiple options available to customise sticky note icon shape and colour.
Insert text box		 Multple options available to customise text appearance and layout.
Insert shapes		 Line Arrow Rectangle Ellipse  Multiple options available to customise shape appearance, colour, line style, arrow appearance, etc.

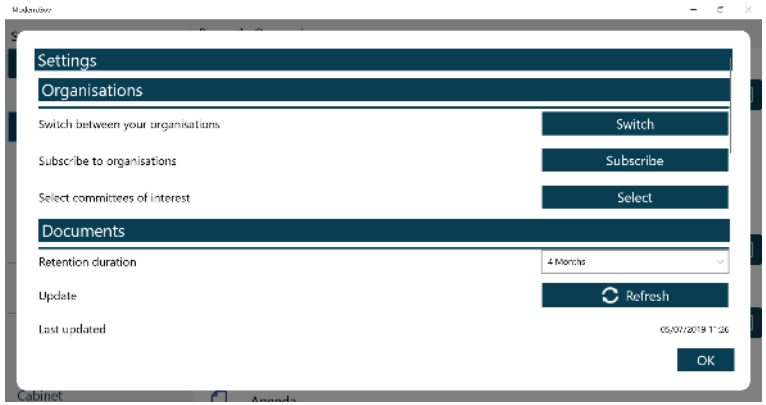
Searching within the document

Tap or click the magnifying glass. Type your search term. Results in the document will be highlighted. Use the up and down arrows to scroll through results.



The Settings Menu

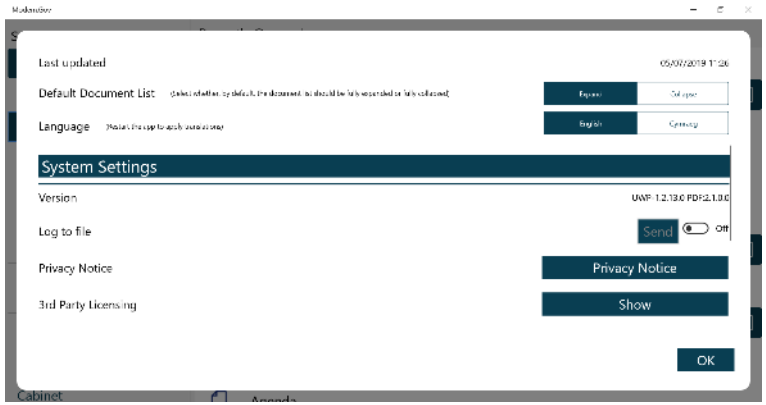
To access, **tap or click** the Settings icon at the top right of the home screen (main menu):



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 (1 month-5 years).
Manual refresh – **tap or click** to check for new documents. **Press and hold** or **right-click** for a full app refresh.
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 (see below)

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, to reduce the risk further, we strongly recommend that:

(a) a Mobile Device Management (MDM) system is used in conjunction with app's own security; and

(b) your device requires you to enter a password to unlock or re-open Windows after the screen saver has activated.

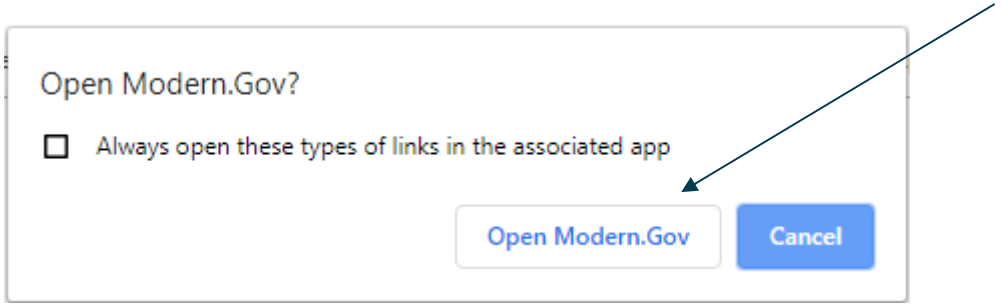
Your organisation will contact you directly with your logon details, and, if in use at your organisation, information on its MDM system.

You will receive an email inviting you to:

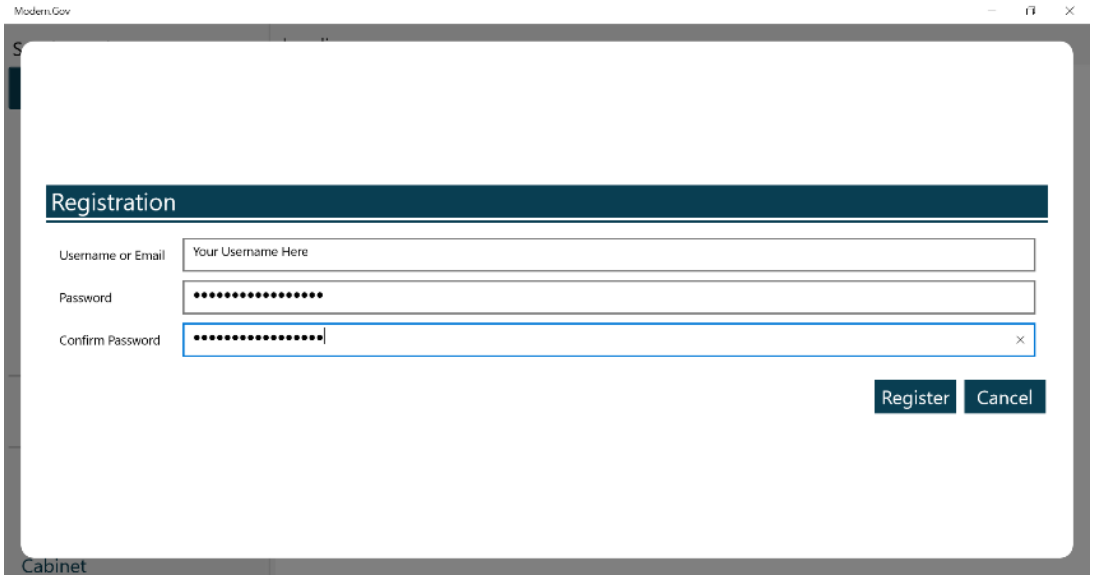
Register this device

Now, open the email on the device with the Modern•Gov app installed and **tap or click the link** in the email.

Your default web browser will open and you will be asked to **confirm** that you want to open the Modern•Gov app – tap or click **Open Modern.Gov**.



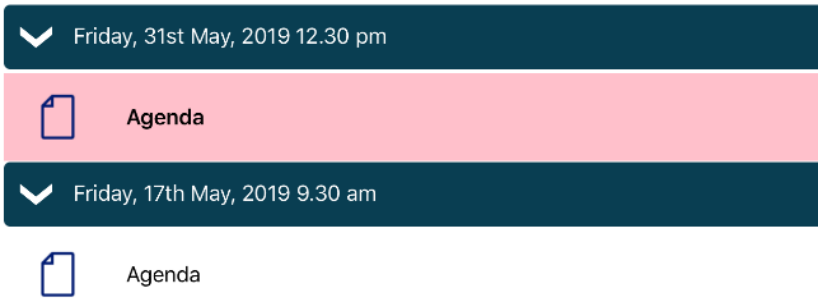
The app will open and invite you to complete the registration process with the logon details provided by your organisation:



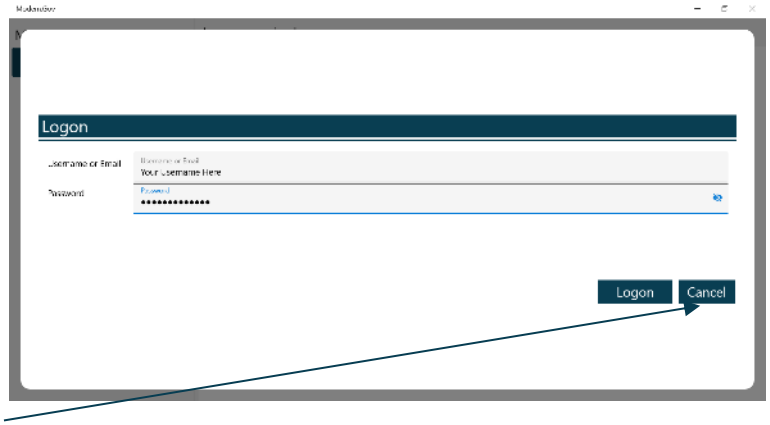
You will then be registered to open, read and annotate documents with restricted access. You will not be able to share restricted documents, nor will you be able to open them in other apps. In-app voting will also be enabled if your organisation has purchased this feature.

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):

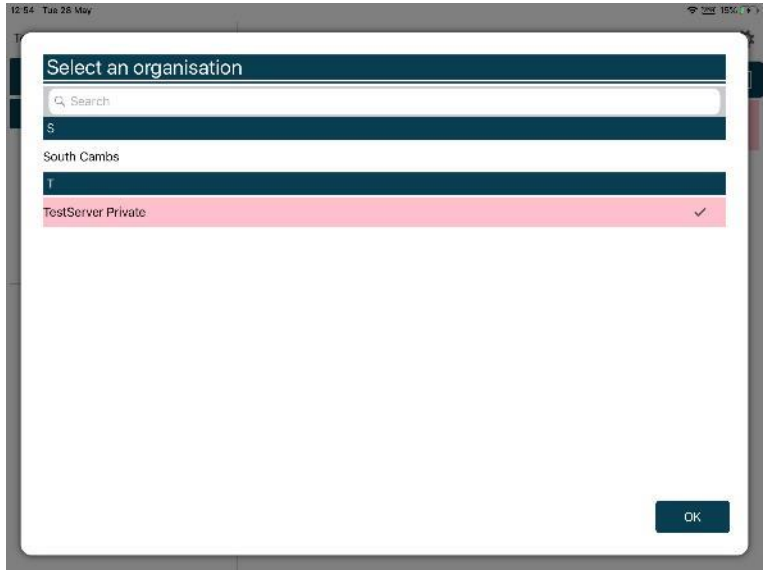


When you next open the Modern•Gov app you will be prompted to login:



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

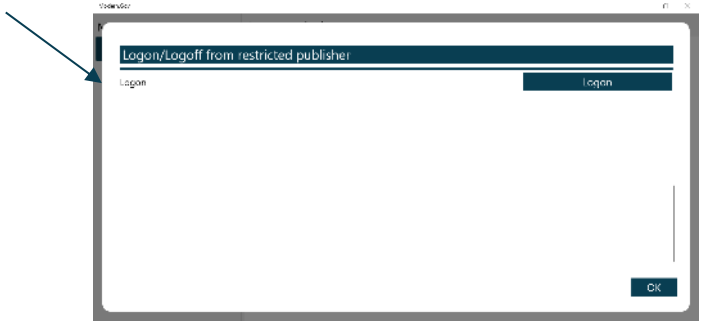
If you have subscribed to an organisation with restricted access, it will appear with a pink background when you access Switch between your organisations from **The Settings Menu**:



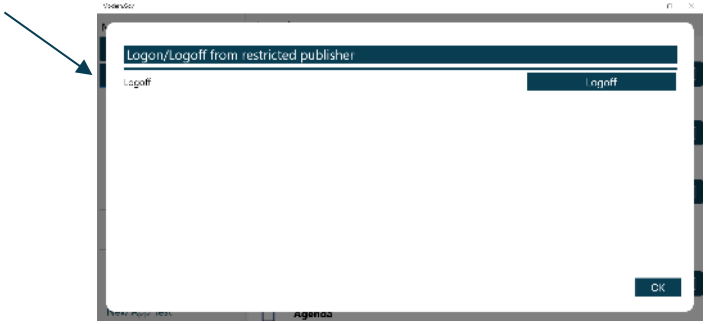
Logon and Logoff options in the Settings Menu

To access, **tap or click** 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.

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.

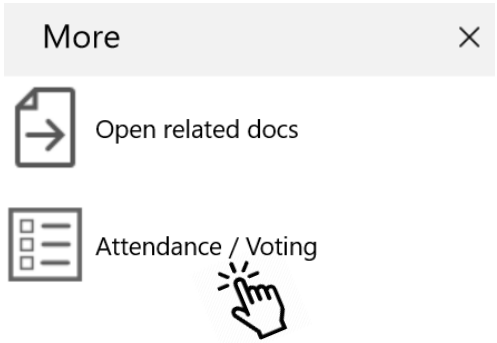
Vote details from the app, whether for planned or ad hoc recorded votes, will sync automatically with Issue Manager for merging into minutes. They will also appear on the website if you have this feature enabled.

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 or click** the **More** button:

Tap or click the **Attendance / Voting** option:

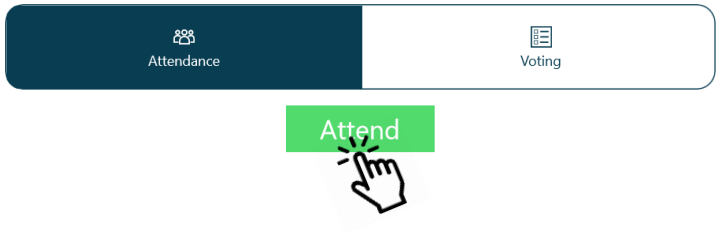


From any screen, **tap or click** the Close button at the bottom right to return to the agenda pack:

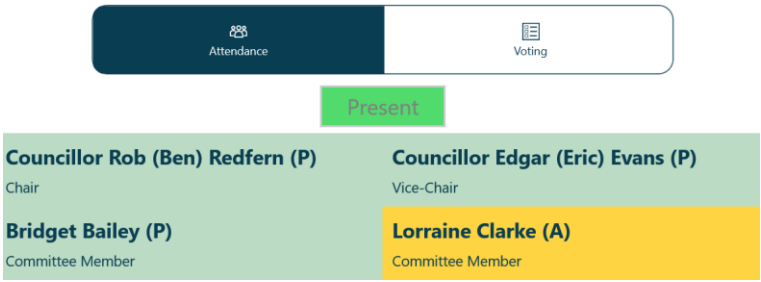
Committee Members

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

Tap or click Attendance (left button), then the Attend button:



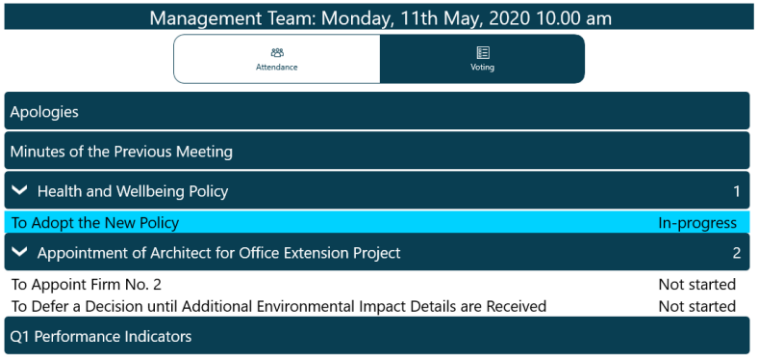
The attendance list will update as attendees confirm their presence:



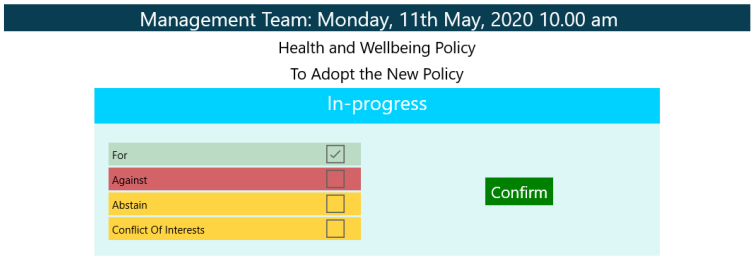
(Apologies previously received and entered by the meeting administrator display on an amber background.)

Tap or click 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 or click** on that row to open the voting panel.

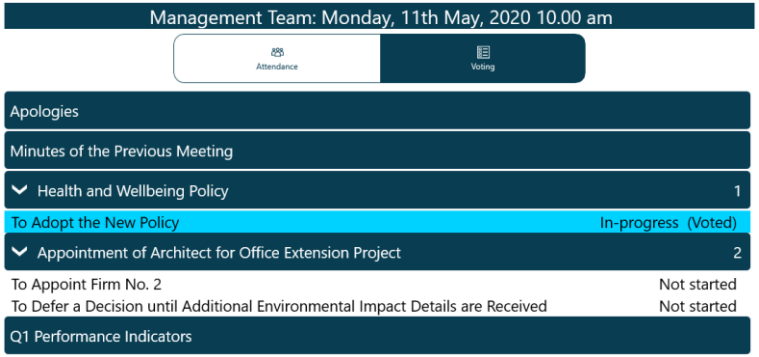


Make a selection from the available options, then **Confirm**:

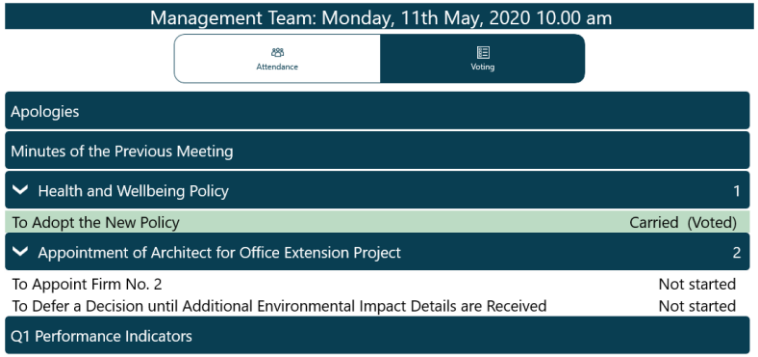


Your selection displays. **Confirm** to proceed or **Cancel** to return to the options and make a different selection:

The voting panel indicates that your vote has been received:



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

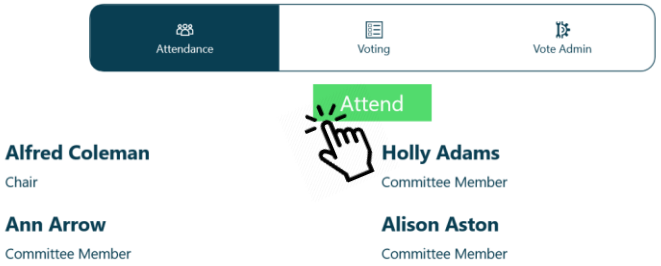


Voting Administrators and Casting Votes

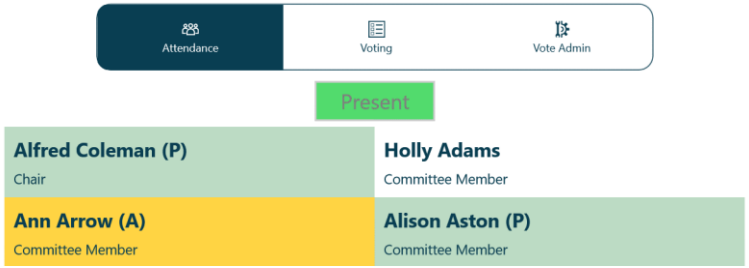
Getting started

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 or click Attendance (left button), then the Attend button:



The attendance list will update as attendees confirm their presence:



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

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

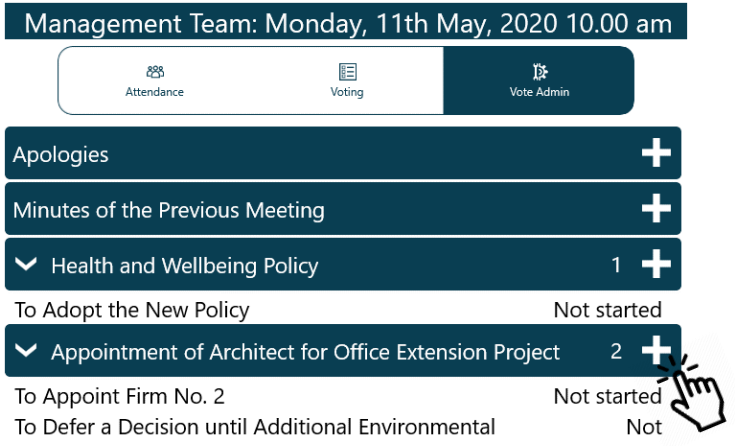
(If you are eligible to vote in a meeting, return to this screen after starting the vote, then follow the instructions for voters.)

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

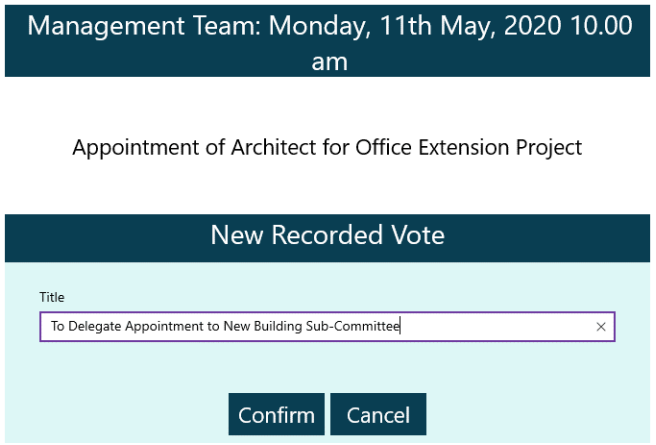
The votes displayed initially will be those created in Issue Manager before the meeting.

Adding more votes

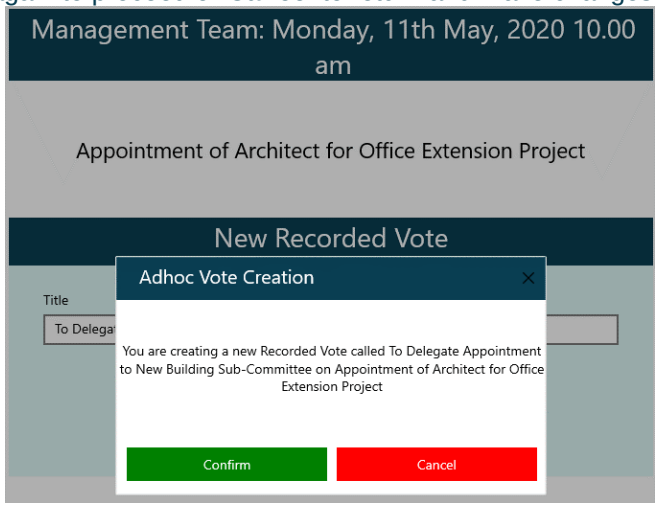
To add more votes, **tap or click +** next to the agenda item name:



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

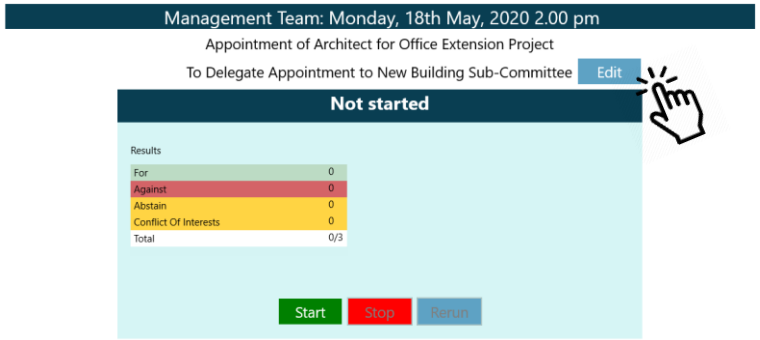


Confirm again to proceed or **Cancel** to return and make changes:



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

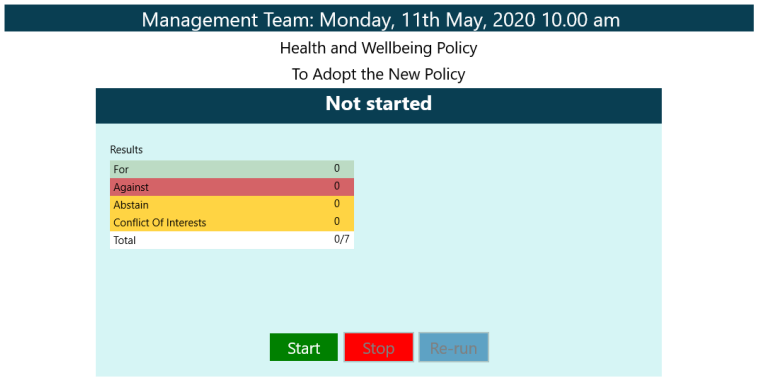
Edit to amend the title or delete the ad hoc vote:



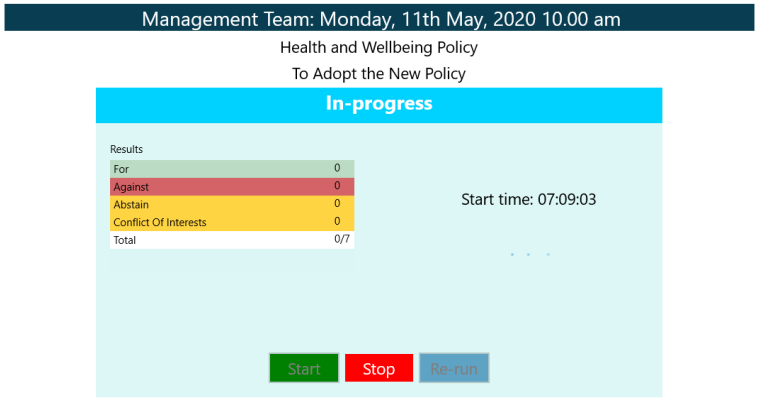
Amend the title and **Confirm**, **Cancel** to return without saving changes, or **Delete** the vote entirely:

Running a vote

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

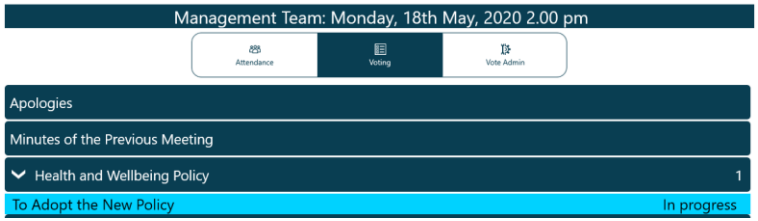


Start updates the status on all apps to “In progress”, and voters can now cast their votes:

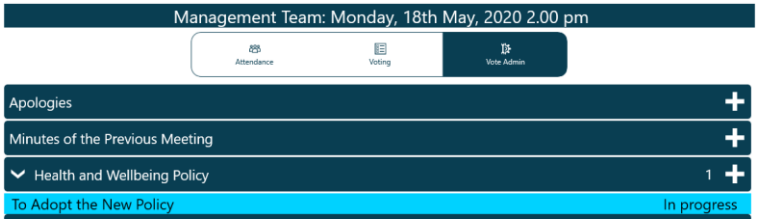


If you are eligible to vote, **Close** this screen from the bottom right…

…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 or click** the Stop button. The results will synchronise:

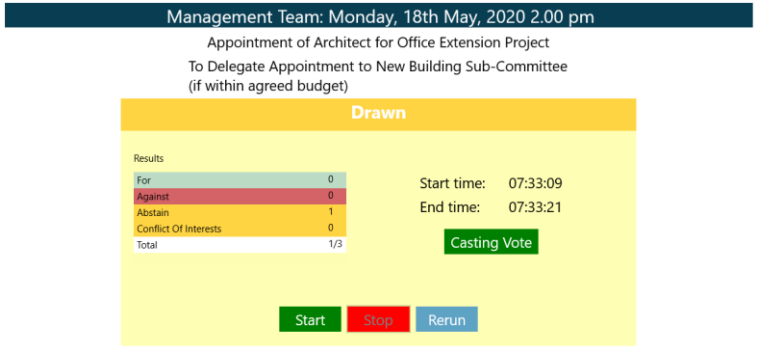
The outcome will be displayed:

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

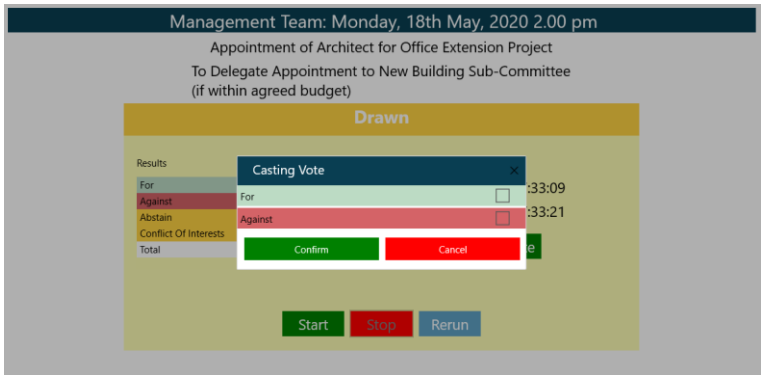
If necessary, **Rerun** will ***nullify*** all results, allowing the vote to begin afresh.

Casting Votes

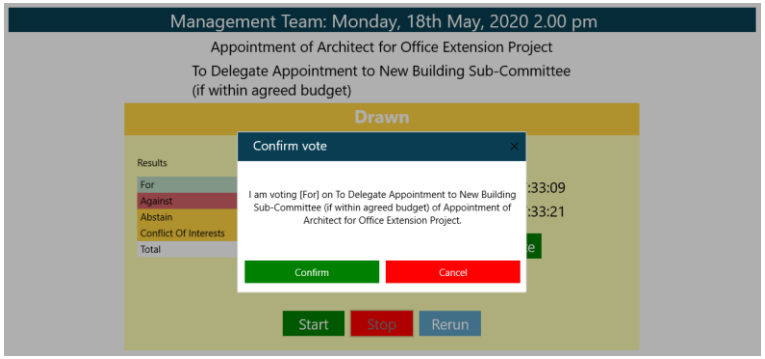
In the event of a draw, the Casting Vote option becomes available to users who may make a casting vote. **Tap or click** the Casting Vote button:



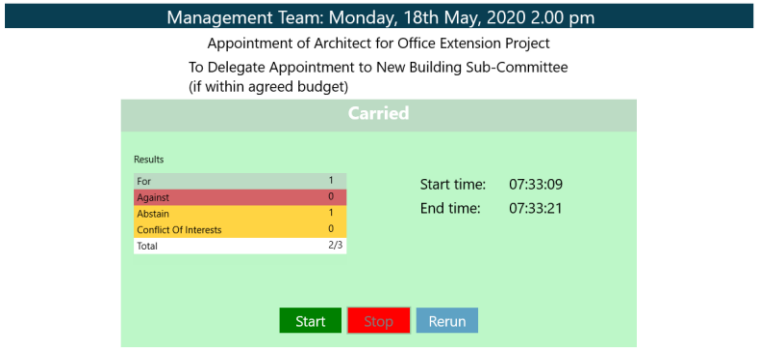
Make the Casting Vote and **tap or click** Confirm:



Confirm the selection or **Cancel** to return and make a different selection:



The results screen updates:



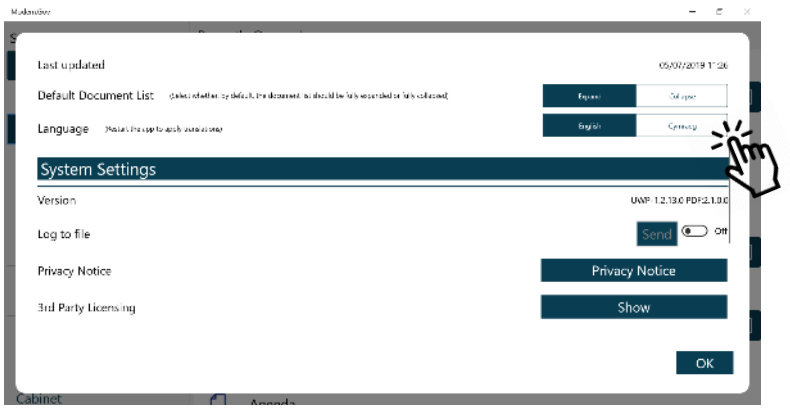
The total votes cast can be greater than the number of eligible voters if all voters participated in the initial vote and the Chair has made a casting vote. For example, a total of 15/14 indicates that the outcome included a casting vote.

Welsh Language Version

A Welsh-language version of the app is available. **You will need to have the Windows Welsh language pack installed on your device before installing the app.** Step-by-step instructions for installing the Welsh language pack begin on the next page.

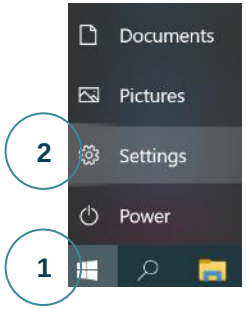
Important note: documents published to the Modern•Gov app will still appear in the language in which they were originally published. If they were originally published in English, they will still appear in English.

To change the app's default language from English to Welsh, open the **Settings** menu and **tap or click** Cymraeg in the Language section, then **tap or click** OK.



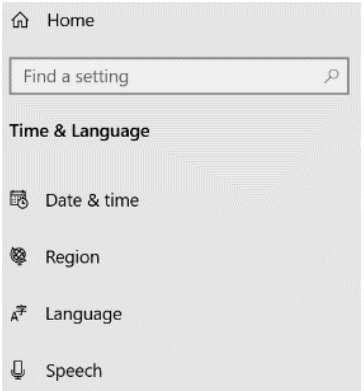
If you already have the Windows Welsh language pack installed, **restart** the app to apply the changes and the app will open with Welsh as the default language.

To install the Welsh language pack (in Windows 10), **tap or click** on your Windows Start icon at the bottom left of your screen (1), then **tap or click** Settings (2):

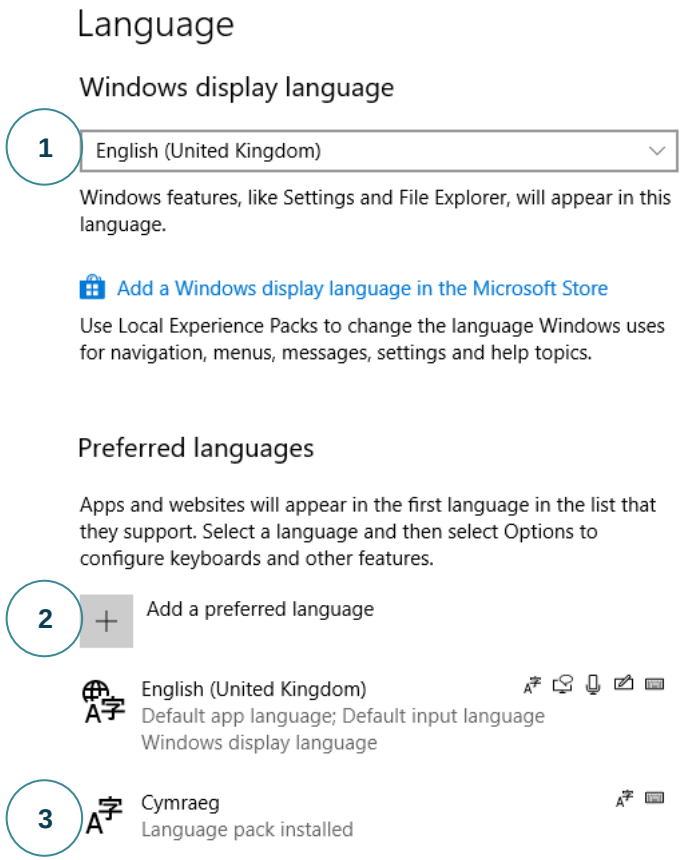


From the Windows Settings menu, **tap or click** on Time & Language:

Select **Language** from the options on the left-hand side of your screen:



The following options will display:



Select Cymraeg from the drop-down menu at (1). If (1) does not offer Cymraeg as an option, **tap or click** on the + sign at (2) and select Cymraeg. When the language pack has installed, it will appear as an option (shown at (3) in this example). Now you can **select** Cymraeg from the drop-down menu at (1).

Close the Settings menu by clicking X at the top right corner of the window.

Log off Windows. When you log back in, your default Windows system language will be Welsh. **Start** the app and it will be in Welsh.

Document Control:				
Version:	**Author:**	**Date:**	**Comments:**	**Status:**
2.0	Holly Adams	1 May 2020	In-app voting added.	Complete
1.5	Holly Adams	4 December 2019	Version for app launch, updated system requirements, new toolbar screenshots	Superseded
1.4	Holly Adams	22 November 2019	Updated details about filter	Superseded
1.3	Holly Adams	11 November 2019	Additional section on Windows Language Settings	Superseded
1.2	Holly Adams	29 July 2019	Minor edits for consistency, updated screenshots of Document Management Options and Subscribe to organisations	Superseded
1.1	Holly Adams	18 July 2019	Clarification of systems requirements	Superseded
1.0	Holly Adams	5 July 2019	Initial version for beta testing	Superseded