

USER GUIDE FOR MODERN.GOV RESTRICTED APP

(Windows version)

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

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

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

- Restricted app – Carmarthenshire Private or Sir Gar Private
- Public app – Carmarthenshire or Sir Gar

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

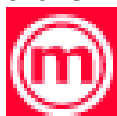
If you have not registered your device, contact Democratic Services who will send you a new registration link.

Index

Logging in	3
Managing your settings	4
Managing document packs	5 - 6
Search text	7
Using bookmarks to navigate documents packs	8
Viewing documents you have annotated	9
Protecting documents from being automatically deleted	10
Deleting annotated documents	11
Quick guide to icons	12

Logging in

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



3. When prompted enter your e-mail address and password.

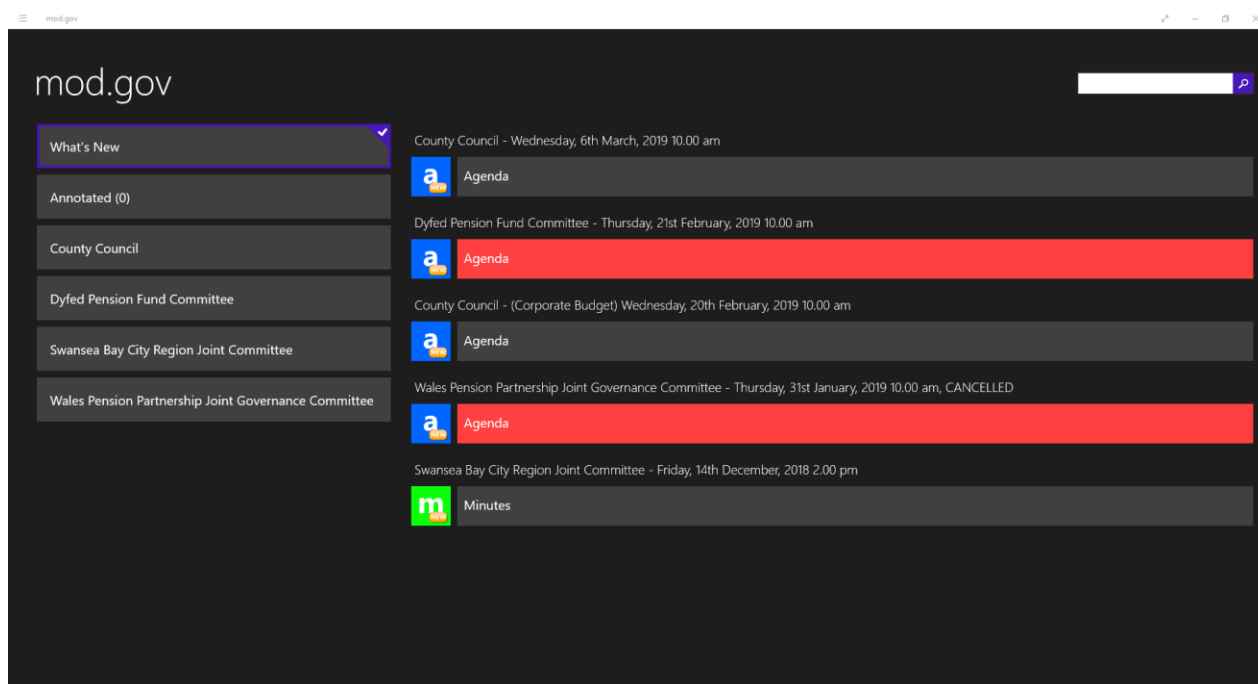
Please note this is your full email address (e.g. JMLaimann@carmarthenshire.gov.uk) and normally your network password (if you have asked Democratic Services for a different password, please use this one).

You are automatically directed to Carmarthenshire County Council's Committees.

4. When prompted to subscribe to committees, select the committees you wish to view and click the → symbol in the top right corner. You can add more committees at any time.

You will only have to follow step 4 when you log in for the first time. After this, the home screen with your selected committees will appear automatically when you log in.

5. You will be directed to the home screen below:

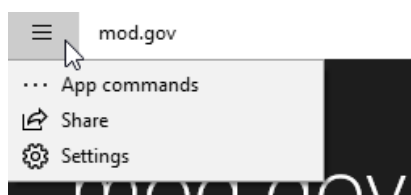


Picture 1: Home Screen. Your committees appear on the left hand side, with the most recent items on the right hand side. **Items in red contain exempt reports.**

Please be aware that any private documents, including public papers in a private pack, cannot be used outside of that specific installation of the Mod.Gov App.

Managing your settings

To make changes to your settings, click on the ☰ symbol in the top left corner. A drop down menu appears:



1. If you select **Setting**, a white box will appear on the right hand side. Under **mod.gov Settings** you can:

Change the language of the entire app so that the menus will appear in Welsh.

Choose how long documents are held for.
The standard retention period within the Mod.Gov App, assuming that it does not have to be re-installed for any reason, is 3 months. If there are specific documents you wish to keep longer they can be pinned within the App (see p. 10).

Choose **Sticky PDF top/bottom menu** to pin the app command lists in the document viewer.

← mod.gov Settings

Subscriptions

Publishers

Carmarthenshire

Carmarthenshire Private

Appearance

Language

English

▼

Documents

Documents held for






6 months

▼

☐ Sticky PDF top menu

☐ Sticky PDF bottom menu

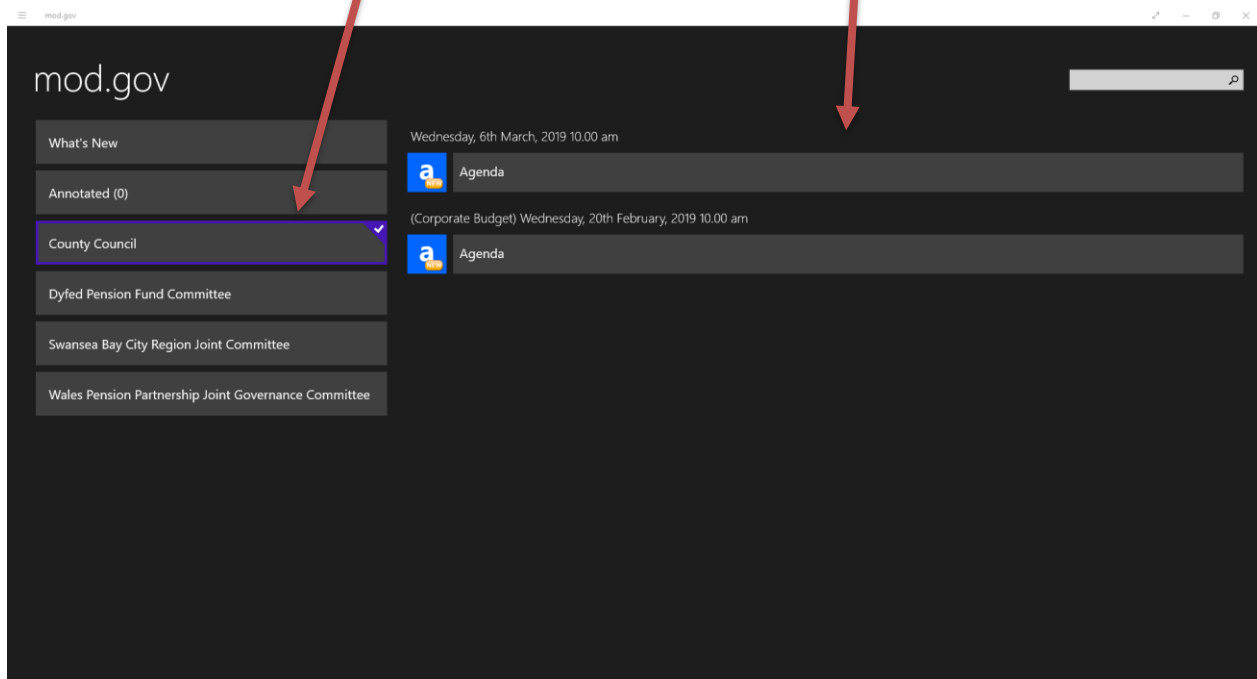
2. If you select **App commands**, the following options will appear at the top:

-  Publisher Subscribe: choose from a list of other publishers to view public information for other local authorities.
-  Committee Subscribe: change which committees you wish to view.
-  Refresh: Update to check for new documents.
-  Publisher Choice: Select which of your chosen publishers you wish to view.
-  Log Off.

App commands also appear when you right click on the screen.

Managing document packs

1. From the list on the left hand side, click on the committee you wish to view. Items associated with this committee will appear on the right hand side (this may take some time). The blue frame and tick indicate which committee you are currently viewing.



Picture 2: County Council has been selected. County Council documents appear on the right hand side.

2. Click on the document you wish to view. The document PDF will open in the app:



3. Right click on the screen. App command menus will appear at the top and bottom of the screen:



4. The commands at the top allow you to annotate the document:



Place a **sticky note** anywhere in the document. A textbox will appear that you can type in. Click “Save” to save your note. Click on the note to change or delete it.



Write by **free hand** anywhere in the document. Click on your writing to delete it, change colour, thickness, opacity or to add a note.



Highlight text in the document. Click on the highlighted text to delete, change colour and opacity or to add a note.



Underline text in the document. Click on the underlined text to delete the underlining, change colour, thickness, opacity or to add a note.

5. The commands at the bottom allow you to navigate through the document. **Search** and **Bookmarks** are explained in detail on the next pages.



View and navigate through your annotations.



Close the document and return to the home screen.



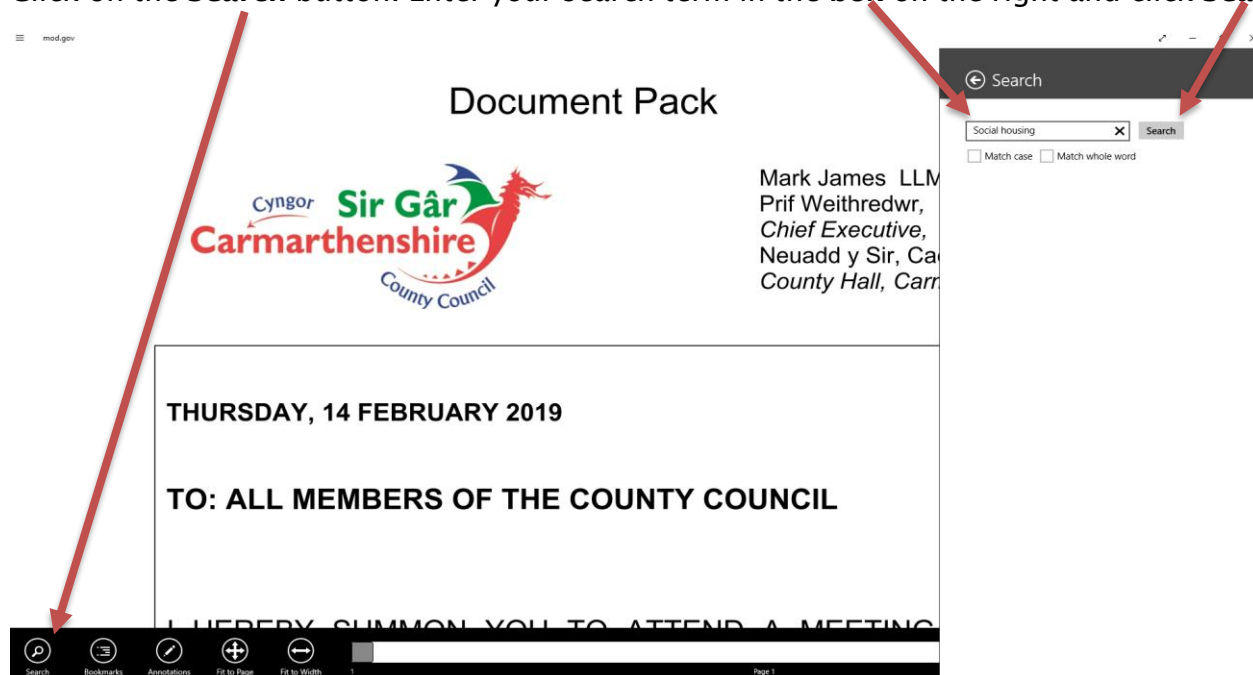
Adjust document size to view the whole page.



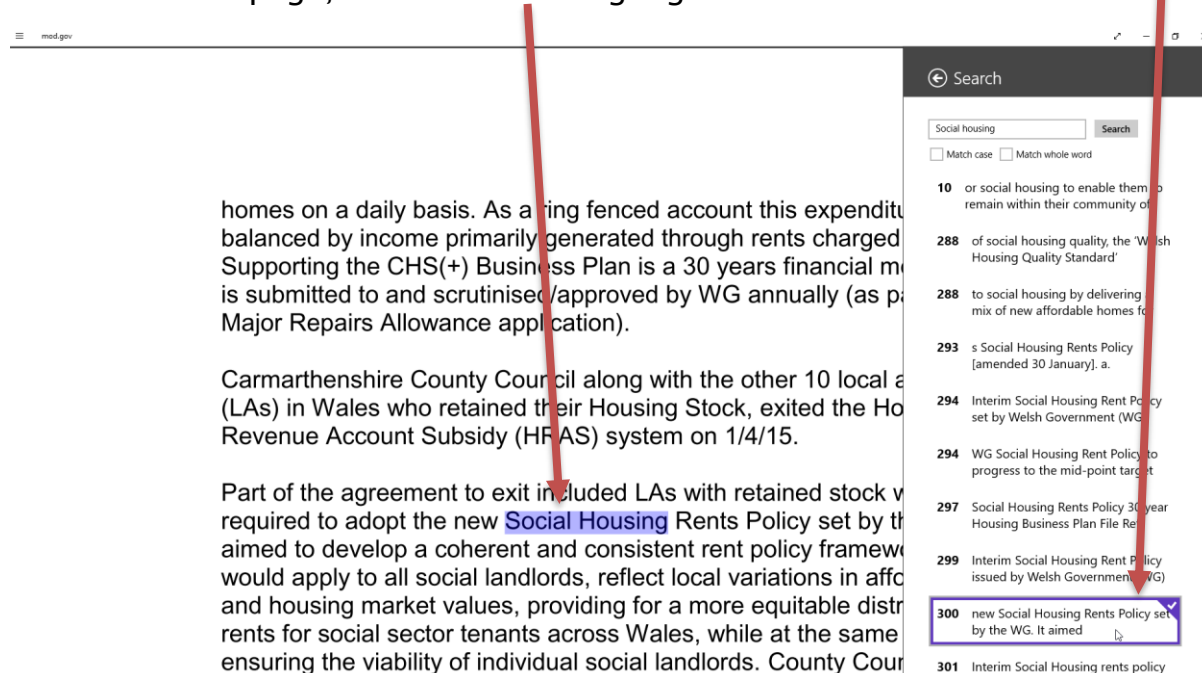
Adjust document size to width of window.

Search text

Click on the **Search** button. Enter your search term in the **box** on the right and click **Search**.



Your results will be listed with page numbers on the right. Click on an item to be directed to the page, with the result highlighted in blue.



Note: Highlighted results can be hidden behind the box on the right. Click on the document text for the box to disappear.

Use bookmarks to navigate document packs

Click on the **Bookmarks** button. The box on the right allows you to navigate through the document using built in bookmarks.

Document Pack

Cyngor Sir Gâr Carmarthenshire County Council

Mark James LLM
Prif Weithredwr,
Chief Executive,
Neuadd y Sir, Ca
County Hall, Carr

THURSDAY, 14 FEBRUARY 2019

TO: ALL MEMBERS OF THE COUNTY COUNCIL

Bookmarks

Agenda

- 4 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 9TH JANUARY 2019
- 8 BUILDING MORE HOMES - INCREASING OUR AMBITION
- 9.1 REVENUE BUDGET STRATEGY 2019/20 TO 2021/22
- REPORT
- TABLE 1
- Appendix A - 2019-2022 Budget Consultation Report
- Appendix B- Savings Proposals
- Appendix C- Equality Impact Assessments
- Appendix D - Budget Pressures Allocations
- 9.2 FIVE YEAR CAPITAL PROGRAMME (COUNCIL FUND) - 2019/20 TO 2023/24

Search Bookmarks Annotations Fit to Page Fit to Width

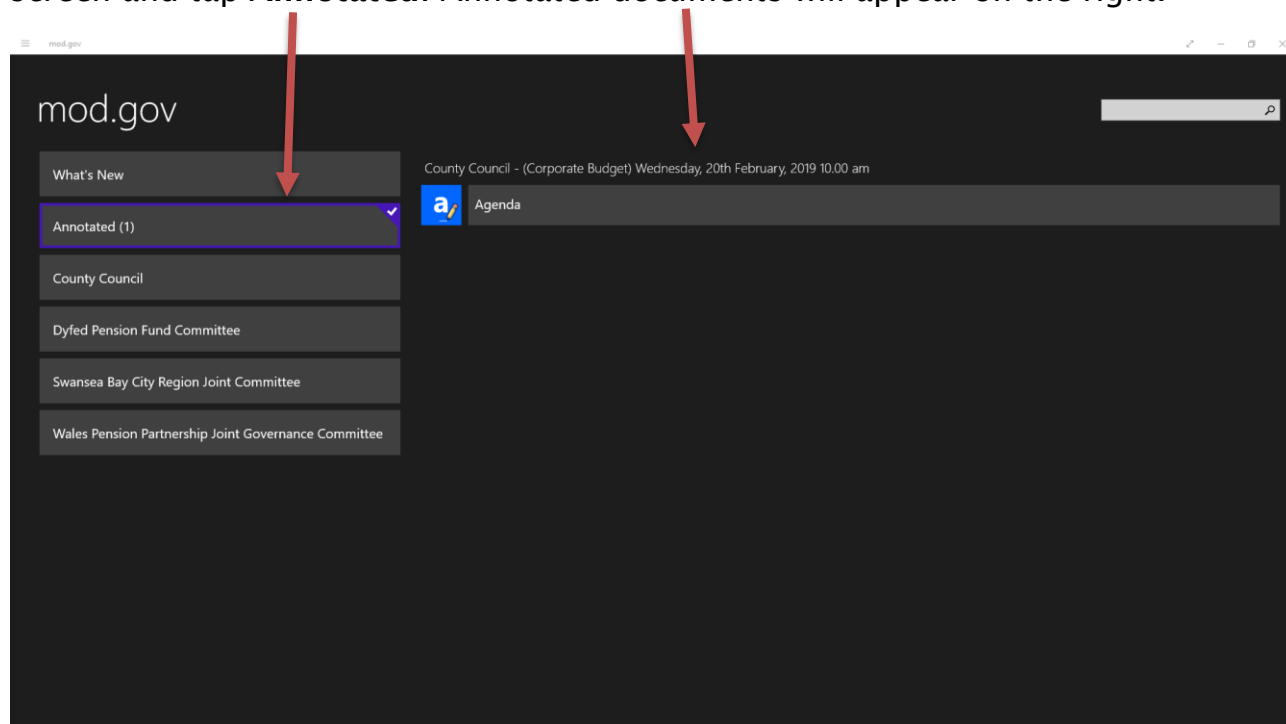
Click on a bookmark to move between different agenda items and reports.

Viewing documents that you have annotated

Once you have annotated a document, when you select the committee that the document belongs to, a pencil symbol will appear in the document icon to indicate that it has been annotated:



If you want to see all documents that you have annotated, go back to the home screen and tap **Annotated**. Annotated documents will appear on the right.



Protecting documents from being automatically deleted

All the documents that you download in the mod.gov app will be automatically deleted after the period that you have specified in the Settings unless you protect specific documents from automatic deletion.

Selecting the relevant documents

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

1. Close any open document to go back to the main screen.
2. Tap the relevant committee name (or tap Annotated documents if there are annotated documents from various committees that you would like to select).
3. Right click on the document that you would like to select. You can select more than one. Selected documents are highlighted with a blue frame and tick:



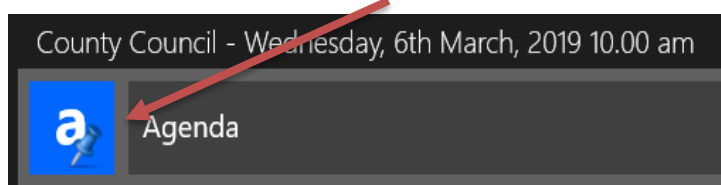
Note: To unselect a ticked document, click right on it again.

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

4. Once you are happy with your selection, right click anywhere on the black background to make the app commands appear.
Alternatively, click on the ☰ symbol in the top left corner and select **App commands** from the drop down menu.
5. Press the **Pin** button at the top of the screen:



6. Pinned documents will be shown with a pin icon:



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

1. Follow steps 1-4 on this page.
2. Press the **Unpin** button at the top of the screen:



Deleting annotated documents

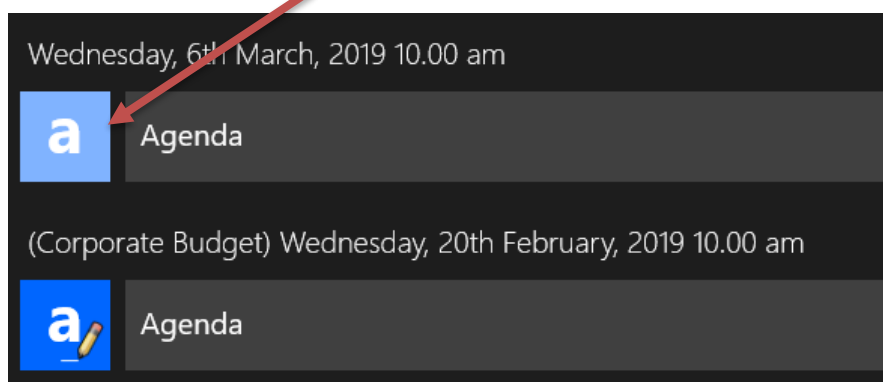
You can delete annotated documents if you do not want to keep them and you do not want to wait until they are automatically deleted.

1. On the home screen, tap **Annotated** on the left hand side.
2. Right click on the documents that you would like to delete. Selected documents are highlighted with a blue frame and tick. You can select more than one document at a time.
3. Once you are happy with your selection, right click anywhere on the black background to make the app commands appear.
Alternatively, click on the ☰ symbol in the top left corner and select **App commands** from the drop down menu.
4. Click on the **Delete** button:



The annotated documents that you ticked will no longer appear in the Annotated documents list.

Note: Don't worry if you delete an original (ie unannotated) document by mistake. The document icon will be shown in pale colour in the documents list.



The document will be automatically downloaded in the next update.

Alternatively, you can download the document yourself:

1. Right click on the documents that you would like to download.
2. Right click anywhere on the black background, or click on the ☰ symbol in the top left corner and select **App commands** from the drop down menu.
3. Click on the **Download** button at the top of the screen:



Quick guide to icons

		Agenda
		Minutes
		Further despatch/supplementary report
		Has annotations
		Is pinned
		Documents are loading
		Contains exempt reports
		Contains no exempt reports

Navigation

		Search text
		Jump to bookmarks
		View and navigate through your annotations
		Close the document and return to the home screen

Annotation

		Highlight
		Write / draw
		Underline text
		Place a sticky note