

## Modern.gov on your iPad

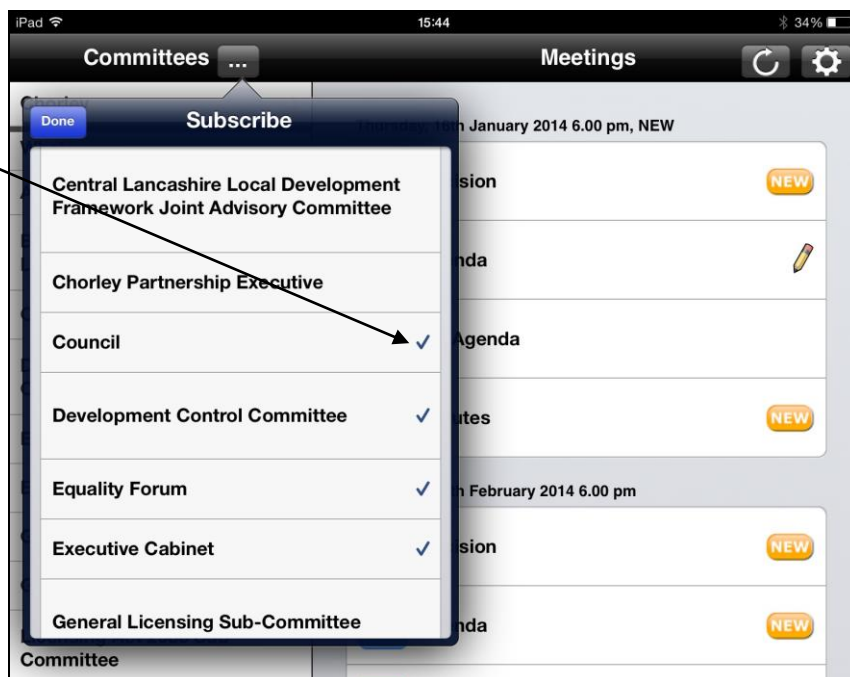


Open the mod.gov app to access agendas and minutes tap the icon.

### Subscribing to Committees

To select the Committees you are interested in tap to add a tick



When you have finished tap Done



Tap on the Committee you are interested in and available documents will appear.

If you have already made annotations on an agenda the pencil icon will appear next to the agenda



	To view the information tap on the relevant decision, agenda or minutes. Newly-downloaded documents need a moment to prepare themselves for annotation. As soon as the document is ready, annotation and navigation icons will appear at the bottom of the screen
	It may be worth downloading the agenda when you arrive at the Town Hall for your meeting or, at home on your own wifi, rather than when you are out and about to save your mobile data

### Annotation tools



Highlight text



Underline text



Accept annotations



Write / draw



Type a sticky note

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## Navigation tools



Lock screen: if you wish to change the view on the iPad from portrait to landscape tap on the lock screen icon, one of the navigation tools, turn the iPad so the document is the way you want it. Tap the lock screen icon again to ensure the screen stays on the view selected. If you wish to zoom follow the same procedure



Jump to bookmark: each agenda item is bookmarked. When there are appendices tap the blue circle icon and for the appendices tap on the icon



Jump to annotation: when you made annotations you can quickly access these in a list format



Search text: if you want to find a specific word you can search the whole document



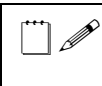
Page back: if you want to jump back to the previous page



Page forward: if you want to jump to the next page



Jump to page number: if you want to go to a specific page type the page number here

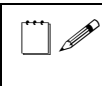


Due to security requirements the iPad will lock itself after five minutes of inactivity, so you will need to tap it every so often to stop it from locking

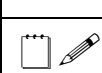
## Changing your settings

Using the settings icon you can change the length of time that documents are held on your iPad screen.

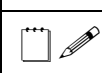
You can prompt the app to update by tapping the icon



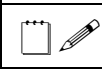
If you wish to export an annotated document tap on the icon and you will be able to attach it to an email



To get back to the home screen press the button in the bottom middle of the iPad



If an agenda pack says Version 2 next to it, it means that the agenda pack has been reissued



If the agenda you wish to view is not there scroll down and see if it has appeared out of date order

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Using your iPad to view documents which aren't publically available

To go into the “restricted app” tap on Chorley then select Chorley Private as the document publisher

You will be prompted to log in using the password you use to use your iPad

	The functions of restricted app are the same way as the public papers app
	You are not able to email a pack from within the restricted app, or print it
	You will only be able to access documents which you are entitled to see

Downloading issues

If the agenda downloads, but the reports say “This document is restricted” you need to delete it and download it again

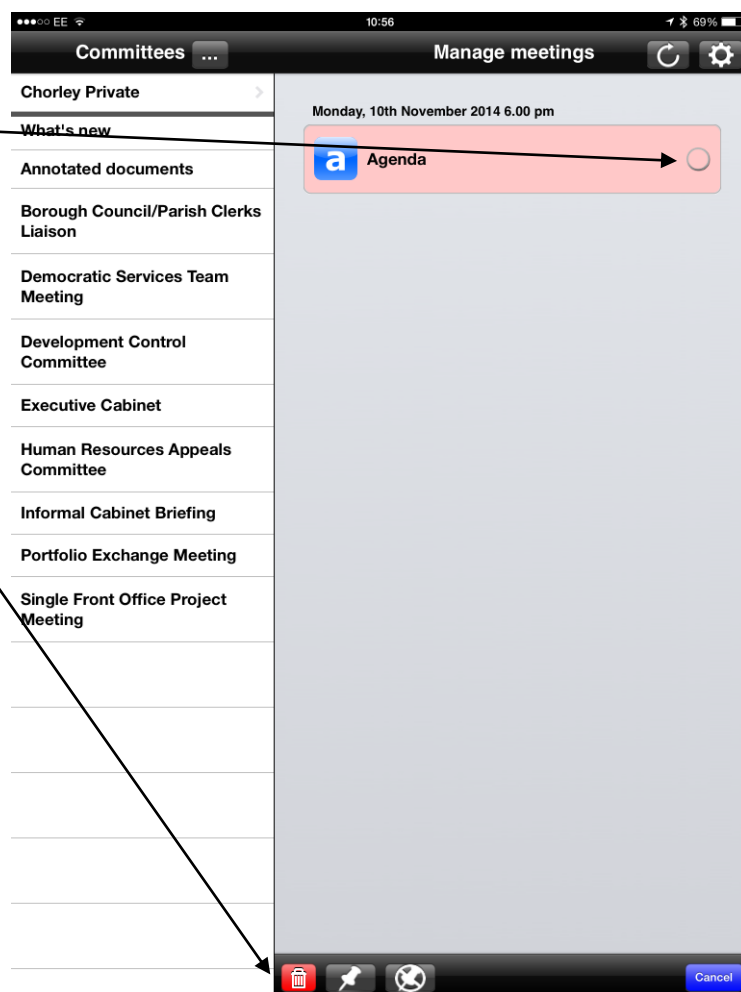
Tap on Settings,

Manage documents

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Tap in the circle by the document you wish to delete

Tap on the red trash icon



The icon for the document will still be viewable, but will appear as a lighter colour to show that the actual document is no longer stored on the iPad

Tap on the agenda and it will download again



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Changing the password

You can change the password for the restricted app by tapping on the icon

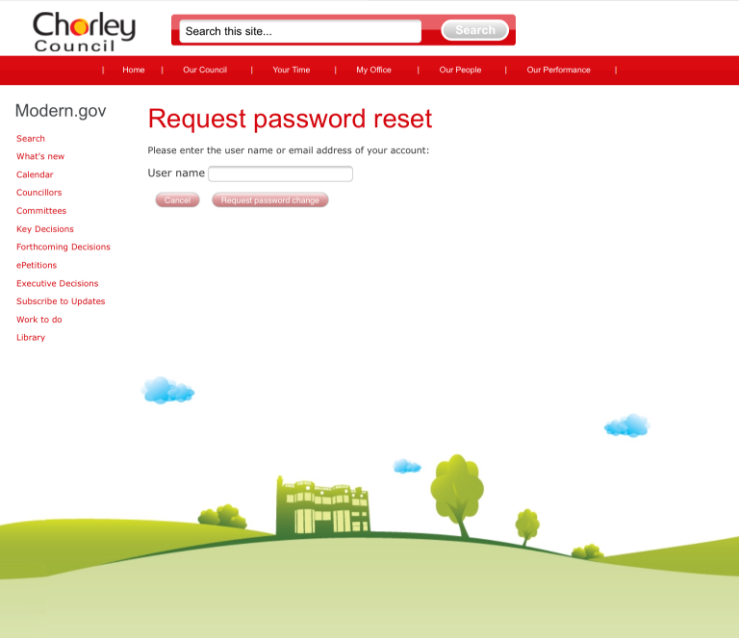


Type in your email address and tap on Request password reset



Type in your email address and tap Request password reset

The system will send you an email with a link. Click on the link and follow the instructions





You can also ask a member of Democratic Services to reset your password on their office computer