



# Modern.Gov iOS App: Walkthrough

Modern.Gov

1 June 2019

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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 the restricted service to provide allowed users secure access to its internal or restricted meeting papers.

The app is available on iPads of any size (as long as the iPad's operating system, iOS, is supported by Apple<sup>1</sup>). It does not currently run on iPhones or MacBooks.

<sup>&</sup>lt;sup>1</sup> iOS 11+ at the time of writing.

Modern.Gov iOS App: Walkthrough

#### 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	Instead of tapping quickly, lightly pressing and holding your finger or stylus on the screen.		
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 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 iOS 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		coming soon
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 iOS App
Toggle between all meetings / just meetings with documents		Coming soon
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 iOS App
Open other documents from this meeting without returning to main menu		
Annotation tools – scribble, underline or highlight text, add sticky noes		
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		
Lock document height to fit screen		
Automatic document zoom to best fit screen rotation		
User-defined in-document scrolling preferences: horizontal or vertical		

	Original App	New iOS App
User-defined in-document page transition preferences: see one page at a time, see continuous pages, see page turn animation		
User-defined in-document appearance preferences: default, sepia or night mode		
User-defined in-document screen brightness control		
Share original document – whole document, page range or single page (public documents only)	$\checkmark$	
Share document with annotations – whole document, page range or single page (public documents only)		
Select text to be read aloud to you		
Open / save document in another app on your device	$\checkmark$	
Delete document from device		
Two-factor security	$\checkmark$	
ADFS integration to reduce the need for multiple passwords		

	Original App	New iOS App
Subscribe to multiple publishers		
Searchable document publisher list		
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 6 months	Up to 5 years
Remote lock / wipe of device		
Welsh Language		

#### **Getting Started**

Search for "Modern•Gov" on the App 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:

12:54 Tue 28 May		
	1	
Select an organisation		
Q. Search		
S		
South Cambs		
T		
TestServer Private	×	Organisations with
		restricted access will
		appear in pink. Your
		organisation will need to
		set up your access
		permissions before these
		appear in your app.
		appear in your app.
		Our Destricted Ann
		See Restricted App
		Registration Process for
	ОК	further details.

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 – search results will appear **after you have typed 4 characters**:

12:59	Tue 28 May	🗢 🕬 16% 🚺
9	Select committees of interest	
	Q Search	
	A	
	Audit and Corporate Governance Committee	~
L	c	
L	CDRP Board Stakeholder Event	
L	Cabinet	~
	Cambridgeshire and Peterborough Combined Authority (Administered by the County Council)	
	Cambridgeshire and Peterborough Joint Strategic Planning and Transport Member Group (Administered by the County Council)	
	Civic Affairs Committee	~
	Climate and Environment Advisory Committee	
	Council	~
	E	
	Employment and Staffing Committee	
		ок

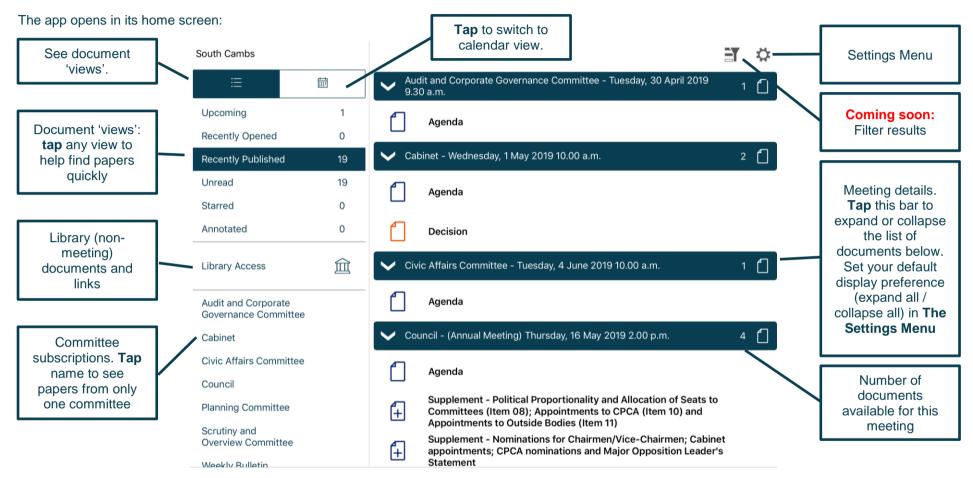
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		Council		bolougii J	onit Strate	gic Planin	ng anu man	sport men	iber Group	Adminis	tereu by th	
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Am	lotated				_	_	_	_	_	_	_	
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		<u> </u>										

Your organisation might also have a document library<sup>2</sup> for other available information. You can find this in the committee list – if using the **search bar**, search results will appear **after you have typed 4 characters**:

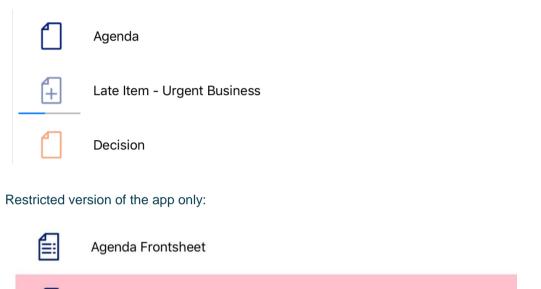
Select committees of interest C Libit Library Access CK Amounted 1 2 3 4 5 6 7 8 9 0 X Q W e r t y U i o p X
Q. Libit       ② Cancel         Library Access       ✓         Dimension       ✓         1       2       3       4       5       6       7       8       9       0       7
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<sup>&</sup>lt;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)







Agenda Reports Pack (Private) 25/02/2019, 19.00

Access restrictions apply.

Document has been downloaded

Document has not yet been downloaded

Document is downloading

Modern.Gov iOS App: Walkthrough

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

≣	
Upcoming	1
Recently Opened	0
Recently Publishe	d 19
Unread	19
Starred	0
Annotated	0
Library Access	鉝

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)

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

- **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)

Audit and Corporate Governance Committee

Cabinet

**Civic Affairs Committee** 

#### Council

**Planning Committee** 

Scrutiny and **Overview Committee** 

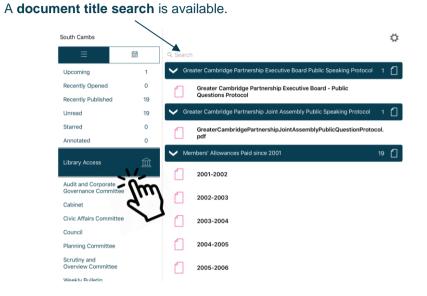


Subscribed committees listed alphabetically. Tap a committee name to see documents only for that body.

#### Public

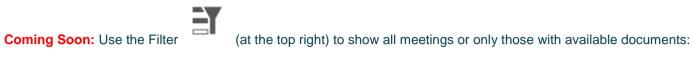
### civica

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



Type to	search the <b>tit</b> l	es of all Library items.	
	South Cambs		0
		d Boa	Cancel
	Upcoming	1 Greater Cambridge Partnership Executive Board Pu	blic Speaking Protocol 1
	Recently Opened	0 Greater Cambridge Partnership Executive B	pard - Public
	Recently Published	19 Questions Protocol	
	Unread	<sup>19</sup> <b>A</b> '')	
	Starred		
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	a s	<sup>£</sup> <sup>&amp;</sup> <sup>*</sup> <sup>(</sup> <sup>)</sup> <sup>'</sup> <sup>k</sup>	
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Library items are not automatically downloaded. Tap a Library item title to start downloading.



#### Filter off – shows all meetings

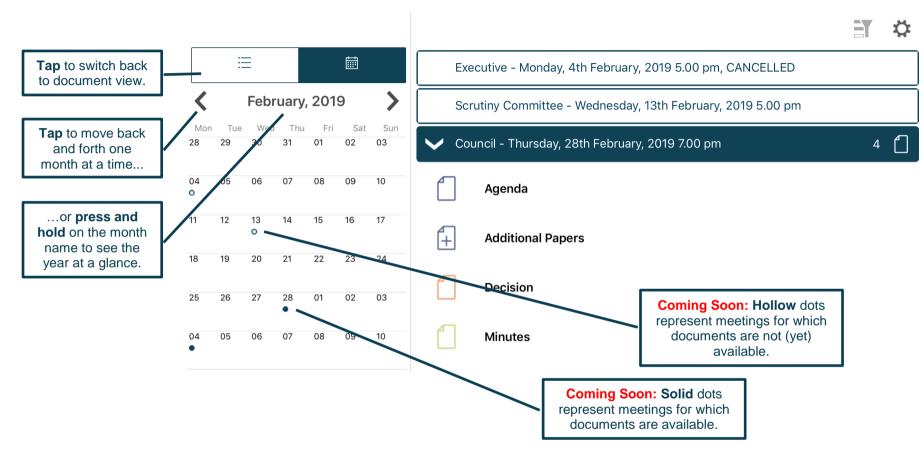
		( <u>∃</u> r )≱
≔	iii	Thursday, 28th November, 2019 7.00 pm
Upcoming	0	Thursday, 26th September, 2019 7.00 pm
Recently Opened	0	Thursday, 25th July, 2019 7.00 pm
Recently Published Unread	4	Thursday, 23rd May, 2019 7.00 pm
Starred	0	Thursday, 28th March, 2019 7.00 pm, CANCELLED
Annotated	0	Thursday, 28th February, 2019 7.00 pm
Web Library	鉝	✓ Thursday, 24th January, 2019 700 pm 1 <sup>↑</sup>
Council		Minutes
Executive		
Partnership Board		

Filter on – shows only meetings with documents ÊY Ē Thursday, 24th January, 2019 7.00 pm Upcoming 0 Minutes Recently Opened 0 4 Recently Published Unread 4 0 Starred Annotated 0 宜 Web Library Council Executive Partnership Board Scrutiny Committee

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:





#### Filter off - shows all meetings Filter on – shows only meetings with documents EY ÈY $\equiv$ $\equiv$ Executive - Monday, 4th February, 2019 5.00 pm, CANCELLED Council - Thursday, 28th February, 2019 7.00 pm < February, 2019 > < February, 2019 > Scrutiny Committee - Wednesday, 13th February, 2019 5.00 pm Agenda 30 31 01 02 03 Council - Thursday, 28th February, 2019 7.00 pm 30 31 01 02 (+ Additional Papers 07 08 09 10 06 Agenda Decision 14 15 16 17 (+) Additional Papers 22 23 24 Minutes Decision 28 01 02 03 25 26 27 01 02 03 04 05 06 07 08 09 10 Minutes 04 05 06 07 08 09 10

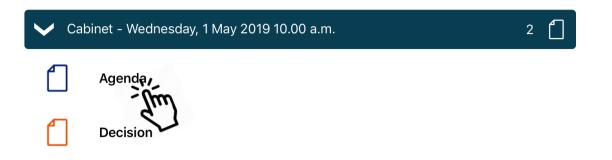
Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** dot in the calendar and a **hollow** meeting details bar.

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

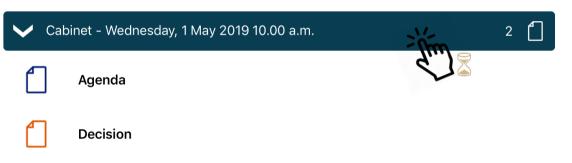
Public



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

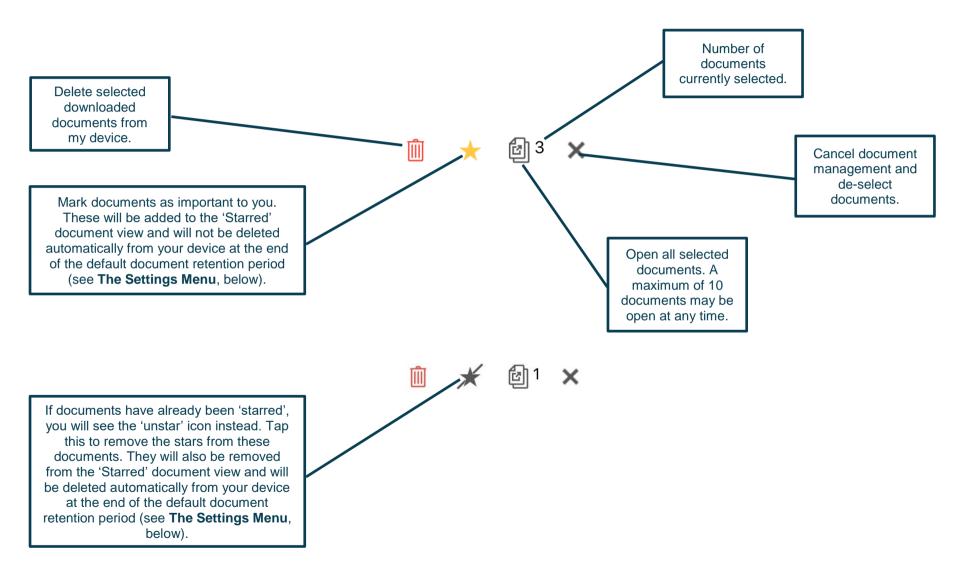


... or press and hold on the meeting details bar to open all the documents for that meeting:



Î 🗗 4 🗙 Ö South Cambs Audit and Corporate Governance Committee - Tuesday, 30 April 2019 t 1 9.30 a.m. Upcoming 1 Agenda Selected Recently Or 0 documents have a 2  $\checkmark$ Cabinet - Wednesday, 1 May 2019 10.00 a.m. check mark. **Recently Published** 19 19 Unread ~ Agenda Starred 0 Tap the meeting details bar 0 Annotated Decision to expand or collapse the list of documents. Set your 1 default display preference 侴 Library Access > Civic Affairs Committee - Tuesday, 4 June 2019 10.00 a.m. (expand all / collapse all) in The Settings Menu. Council - (Annual Meeting) Thursday, 16 May 2019 2.00 p.m. 4 Audit and Corporate Governance Committee Agenda Cabinet **Civic Affairs Committee** Supplement - Political Proportionality and Allocation of Seats to ~ Committees (Item 08); Appointments to CPCA (Item 10) and Appointments to Outside Bodies (Item 11) Council Tap the icon to Supplement - Nominations for Chairmen/Vice-Chairmen; Cabinet **Planning Committee** F) appointments; CPCA nominations and Major Opposition Leader's select documents Statement -nm from any scrutiny and committee, and the **Overview Committee** Decision web library. Weekly Rulletin

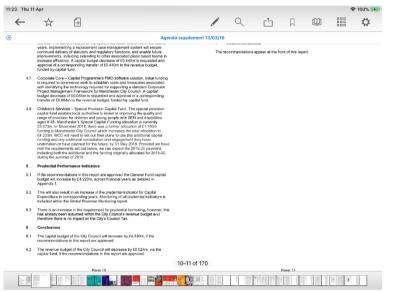
Tap a document icon to select it. Document Management Options appear (see next page):



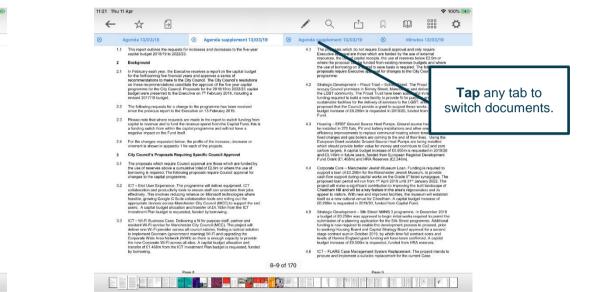
#### **Viewing and Annotating Documents**

The document viewer screen:

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.

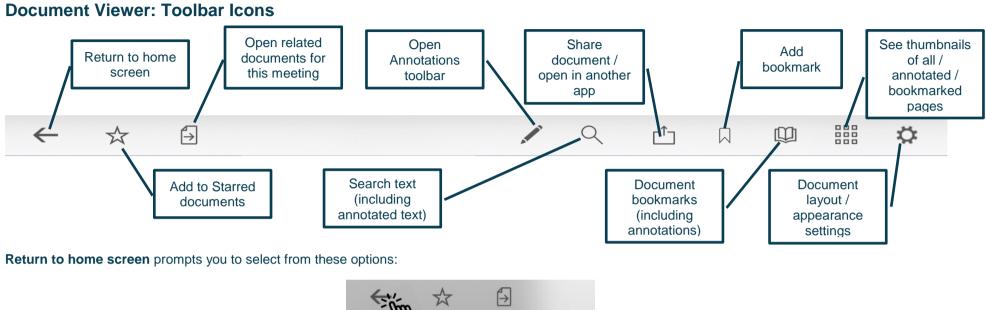
#### With one open document (portrait):

Constraints     Constrain	:22 Thu 11 Apr									100%	<b>62</b> )-
Hing, working or doing business within it.       4.1 <ul> <li>enhershalty: the direction of molementation, the supply-side capacity and capability to deliver the measures outlined in the options, and the archivability of delivering the option.</li> </ul> 4.1            The report went through the option assessment, analysis and refinement process. It explained how all the initial options had been valued and presented those that had emerged as being the most had be on the test adde one grave. A det motion the set atted one grave and A det motion as the most likely to onthere the atted one grave. A det motion the set atted one grave and A det motion as the most likely to onthere the atted one grave. A det motion the set atted one grave and A det motion are as the most likely to onthere the atted one grave. A det motion the set atted one grave and A det motion are as the most likely to busine of a detawer motion.       4.2            Phase 1: (from 2021) daily pen filt. The proceed means and count on the phases.           Phase 2: (from 2023) expanding to non-compliant LGVs, buses and coaches, and the active the active the set atted one grave and minibuses.           A set as any the filt option as a penalty charge for each day they were in the CA2 boundary. The proposed penalties were:           A set as any the whice = Penel D and D a	← :	☆ 🕀			2	Ċ		Ŵ		¢	
<ul> <li>beliverability - the affordability of the cost of implementation, the supply-side capacity and capability to deliver the measures outline of phone, and the achievability of delivering the option.</li> <li>The reprint went hitsing the option assessment, analysis and reference process. It explained how all the initial options had been evaluated and presented those that had energed at being the most likely to achieve the stated core good. A detailed assessment of the best performing options was appended to the report. The report also explained hitsing to the stated core good. A detailed energed at being the most likely to achieve the stated core good. A detailed energed from this work as that most likely to achieve dwas referred to a 8 Option 8.</li> <li>Phase 1 (from 2021) daily penalty for non-compliant LGV sures and coaches, taxis and private hire vehicles</li> <li>Phase 2 (from 2023) expanding to non-compliant LGV sures and numbuses</li> <li>Non- compliant polluting whickes would any a panelty charge for each day they were in the CA2 bounday. The proposed penalties were:</li> <li>Vehicit Type CA2 Penalty Taxi / PHV £ 7.50 LGV for 2.50 LGV for 3.50 L</li></ul>											_
also explained why other possible options had been discounted. The option that had emerged from this work as that most likely be succeed was referred to a 'Option B'. It was shown to involve less risk that the others, could be delivered at a lower cost and so was more affordable. Option 9 was for a Greater Manchester-weld Clean Air Zone (CAZ) to be introduced in two phases: • Phase 1; (from 2017) daily penalty for non-compliant HGVs, buses and coaches, taxis and private hire vehicles • Phase 2; (from 2023) expanding to non-compliant LGV vans and minibuses Non-compliant polluting vehicles would pay a penalty charge for each day they were in the CAZ boundary. The proposed penalties were: <b>Vehicle Type CAZ Penalty</b> Taxi / PHW £7.50 HGV	Tee	Deliverability capacity and achievability he report went xplained how a merged as beir	y - the affordabili d capability to de of delivering the t through the opti all the initial option ng the most likel	ty of the co liver the m option. ion assess ons had be y to achiev	ost of imple neasures of sment, ana sen evalual ve the state	utlined in lysis and ted and p ed core g	refineme resented oal. A de	ons, and th ent proces I those tha atailed	s. It thad		
In the CAZ boundey. The proposed penalties were:       Image of each cay they were the cay and you were they were th	a li a Z	lso explained w merged from th was shown to nd so was more one (CAZ) to b Phase 1: (fro taxis and priv	why other possib his work as that involve less risk re affordable. Op be introduced in 2021) daily p vate hire vehicle	le options most likely that the o tion 8 was two phase enalty for r s	had been be succeed others, coul s for a Greates: non-compl	discounte ed was re Id be deli ater Mane iant HGV	ed. The c ferred to vered at chester-v s, buses	option that as 'Option a lower co vide Clean and coact	had n 8'. st Air		
Taxi / PHV       £7.50         LGV       £7.50         HGV       £100         Bus/Coach       £100         Bus/Coach       £100         As well as cars, the following vehicles wouldn't be liable for a penalty payment as their engines were cleaner, meeting these standards:       4.4         Bus/Coach       £100         As well as cars, the following vehicles wouldn't be liable for a penalty payment as their engines were cleaner, meeting these standards:       4.4         Bus/Coach       £100         As well as cars, the following vehicles busines that would be average to a standards:       4.4         The report explained that the decision to not include private cars in the CA2 stemmed from particular concerns over the potential inpact that including cars would have on low income car-dependent workers, small businesses, and oily centre retail.       4.4         The report then examined the steps that would have to be taken to implement the proposals and the level of financial support hor edied from for particular, and the support hor means of low-cost teams to businesses and sole takens, are busines to be taken to implement the proposals and the level of financial support hymes alog to how-cost teams to businesses and sole takens, are busines to businesses and sole takens, and businesses and busine trades, and businesses case <t< td=""><td>ir</td><td>the CAZ boun</td><td>ndary. The propo</td><td></td><td></td><td>y charge</td><td>for each</td><td>day they v</td><td>vere</td><td></td><td></td></t<>	ir	the CAZ boun	ndary. The propo			y charge	for each	day they v	vere		
their engines were cleaner, meeting these standards:       4.4         • BusHVA - Dissel Euro 6 engine (from 2013)       4.4         • Van and minbus - Dissel Euro 6 (from 2016)       6.0         • Morbikempoed - Petrol Euro 3 (from 2007)       • Taxis and private hire vehicles - Dissel Euro 6 (2015 orwards)         • Taxis and private hire vehicles - Dissel Euro 6 (2015 orwards)       • Taxis and private hire vehicles - Dissel Euro 6 (2015 orwards)         • Taxis and private hire vehicles - Petrol Euro 3 (from 2007)       • Taxis and private hire vehicles - Dissel Euro 6 (2015 orwards)         • The report explained that the decision to not include private care in the CAZ stemmed from particular concerns over the potential ingrach that incluing cars would have on low income car-dependent workers, small businesses, and oly centre retail.       4.1         • The report then examined the steps that would have to be taken to implement the proposals and the level of financial support by means of low-cost loans to businesses and businesses and businesses and bole traders, after to companies upgrade to compliant vehicles. The possibility of providing support by means of low-cost loans to businesses and businesses and busine private-line operander examined.       4.4         • The report set out the next steps to be taken to progress the Clean Air Plan. Subject to the engroval of each of the terro Mincal authorities, this loss class       4.4	T L	axi / PHV GV IGV	£7.50 £7.50 £100								
from particular concerns over the potential impact that including cars would have on low income car-dependent workers, small businesses, and city centre retail. 41 The report then examined the steps that would have to be taken to implement the proposals and the level of financial support needed from Government for it to be successful. Funding would he needed to help local businesses and sole traders, the voluntary sector, private hire and taxi operators, and bus companies upgrade to compilant vehicles. The possibility of providing support by means of low-cost loans to businesses and taxi or private hire to progress the Clean Air Plan. Subject to the approval of each of the tom (Mol can althorities, this Outling Business Case 440	ti • •	heir engines we Bus/HGV – I Van and min Motorbike/m Taxis and pri	are cleaner, mee Diesel Euro 6 en hibus – Diesel Eu loped – Petrol Eu rivate hire vehicle	ting these gine (from uro 6 (from uro 3 (from es – Diese	e standards n 2013) n 2016) n 2007) el Euro 6 (2	:: 1015 onw	ards)	oayment a	5		
The report then examined the steps that would have to be taken to implement the proposals and the level of financial support needed from Government for it to be successful. Funding would be needed to help local businesses and sole traders, the voluntary sector, private hire and taxi operators, and bus companies upgrade to compliant vehicles. The possibility of providing support by means of low-root I clans to businesses and taxi or private-hire operators was being further examined. The report set out the next steps to be taken to progress the Clean Air Plan. Subject to the approval of each of the ten GM local autorities, this could have the same set of the ten GM local autorities. The source shows the same set of the ten GM local autorities, this could be apprecised as a same set of the ten GM local autorities. The source shows the same set of the ten GM local autorities, this could be apprecised as a same set of the ten GM local autorities. The source same set of the ten GM local autorities, the source same set of the ten GM local autorities. The source same set of the ten GM local autorities, the source same set of the ten GM local autorities. The source same set of the ten GM local autorities, this could be apprecised as the ten GM local autorities. The source same set of ten GM local autorities, this could be apprecised as the ten GM local autorities. The ten GM local autorities, this could be apprecised as the ten GM local autorities. The ten GM local autorities that the ten GM local autorities the ten GM local autorities the source same set of ten GM local autorities. The ten GM local autorities the ten GM local autorities the ten GM local autorities. The ten GM local autorities the ten GM local autorit	fi	om particular c	concerns over th	e potential	I impact the	at includi	ng cars v	vould have			
to the approval of each of the ten GM local authorities, this Outline Business Case	T P S V C	he report then roposals and the uccessful. Fund oluntary sector ompliant vehicl	examined the st he level of finand ding would be no r, private hire and les. The possibil	eps that w cial suppor eeded to h d taxi oper ity of provi	vould have rt needed f nelp local b rators, and iding suppo	to be tak rom Gov usinesse bus com ort by me	en to imp emment s and so panies u ans of lo	plement th for it to be le traders, pgrade to w-cost loa	the		
	te	the approval of	of each of the te	n GM loca	al authoritie	s, this Or	utline Bu:	siness Cas	50		
3 of 15				З с	of 15						

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

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<ol> <li>The proposals which do not require Council approval and only form: Executive approval and how which are funded by the use of external resources. In use of object reserves below shores of the use of object reserves how such as required. The following proposals require Executive approval for changes to the City Council's capital programms:</li> <li>Strategic Development – Proud Trust – Sidney Street. The Proud Trust occupy Council premises in Sidney Street, Manchester and deliver services to the LQBT community. The Proved Trust – Sidney Street. The Proud Trust occupy Council premises in Sidney Street, Manchester and deliver services to the LQBT community. The Provide a grant to support these works. A capital budget increase of £0.250m is requested in 2019/20, funded from Capital Fund.</li> <li>Housing – ERDF Ground Source Heat Pumps. Ground source heat pumps to be installed in 270 fats, PV and battery installations and other energy efficiency improvements to replace communal heating where leaneds are on fixed charges and gas bolies are coming to the end of their lives. Using the support a chart available Ground Source Heat Pumps as their installed or othor targets. A capital budget increase of £0.556m is requested in 2019/20, and £3.148m in future years, Indeed from European Regional Development Fund Grant (£1.486m) and HRA Reserves (£2.246m).</li> <li>Corporate Core – Manchester Jawish Mussum, Loan. Funding is required to support a can of £0.290m for 1<sup>4</sup> April 2019 and 13<sup>4</sup> January 2022. The proposed law prediction for the 3019 April 13<sup>4</sup> January 2022. The proposed law and £0.290m for 1<sup>4</sup> April 2019 and 13<sup>4</sup> January 2022. The proposed law and the droven for the Crohest Fund.</li> <li>Strategic Development – Sitk Street from the Areanene. Additional funding is now required to enable the development process to proceed, print to seeking Housing Board and Capital Street programme. In December 2018 a budget increase of £0.2500m is requested from HRA reserves. Additional funding is no</li></ol>	← ☆	⇒		Q 📩	$\Box$	Ŵ		¢		
<ul> <li>Executive approval are those which are funded by the use of external resources, the use of capter coeplist, the use of rearres below budgets and where the proposal can be funded from existing revenue budgets and where the use of conversion on a special is required. The following proposals require Executive approval for changes to the CN Council's capital programme:</li> <li><b>12.</b> Strategic Development – Proud Trust – Sidney Street. The Prout Trust for the CNP Council's capital programme to the CNP Council's capital programme to the CNP Council's capital programme.</li> <li><b>13.</b> Strategic Development – Proud Trust – Sidney Street. The Prout Trust for the CNP Council and austainable facilities for row for the CNP Council and the council provide a grant to support these works. A capital budget increase of ED 250m is requested in 2019/20, funded from Capital Fund.</li> <li><b>14.</b> Housing – ERDF Ground Source Heat Pumps. Ground source heat pumps to be installed in 270 fails, PV and battery installations and other energy efficiency improvements to reade communal heating where tenants are on the European Grant available Ground's power heating where tenants are on the European Grant available Ground's power heat pumps to be installed in 2019/20, funded from Capital Fund.</li> <li><b>14.</b> Corporate Core – Manchester Jawish Museum Loan. Funding is required to support a loan of 20.200 mits funded from Capital Fund.</li> <li><b>15.</b> Strategic Development – Silk Street INME Street programme. In December 2018 a budget increase of ED.250m is requested in 2019/20, funded from Capital Fund.</li> <li><b>15.</b> Strategic Development – Silk Street INME Street programme. Additional funding is now required to begin initial works required to a second staget cortex and a longes to provide batter values for the dava for the Areasers or proved to part the second provide batter values in the proves to reaction of the Silk Street programme. Additional funding is now required to begin mital works requined to point second part and base of</li></ul>	Agenda 13/03/1	9 🛞 Ager	nda supplement 13/	0 🛞 Agenda s	upplement 13/	0 🛞 🛛	/inutes 13/	03/19		
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<ul> <li>be installed in 270 flats, PV and battery installations and other energy efficiency improvements to replace communal healing where lensits are on fixed charges and gas bollers are coming to the end of their lives. Using the European Charant available Ground Source Heat Pumps are being installed which should provide better value for money and contribute to Co2 and zoro carbon targets. A capital budget increase of Co356m is requested in 2019;20 and 23, 149m in future years, funded from European Regional Development Fund Grant (E1 A68m) and HEA Reserves (E2 456m).</li> <li>4.4. Corporate Core – Manchester Jawish Museum Loan. Funding is required to support a loan of £0.29m for the Manchester Jawish Museum, to provide cash flow support d loan of £0.29m for not "1 4/m it 2019 which may acque the built 131* January 2022. The project call and while a key feature in the arrais requested in and its appeal to visitors. With new and improved facilities, the museum will establish the support alore of a planning application to improving the built landscape of Cheetham Hill and will be a key feature in the arrais required to a support a loan of a jaloning application for mage in the sub-stability for a second to begin initial works required to begin initial works required to form Capital Fund.</li> <li>4.5. Strategic Development – Sitk Street NNNB 3 programme. In December 2018 a budget of £0.250m was approved to begin initial works required to parent the submission of a planning application forts for Sit Street programme. Additional funding is now required to capital bis which imme fund contract costs and bis appeal to instance to capital bis which imme fund contract costs and levels of case and a submission for Capital Street programme. Additional funding is now required to beache the development process to proceed, prior to seeking Housing Board and Capital Street programme. Additional funding is now required to beache the development process to proceed, prior to seeking Housing Board and Capital Street programme.</li></ul>	4.2	occupy Council the LGBT comr funding require sustainable fac proposed that t budget increase	premises in Sidne nunity. The Proud d to build a new fa ilities for the delive he Council provide	ey Street, Manch Trust have beer acility to provide t ery of services to e a grant to supp	ester and de successful i it for purpose the LGBT, a ort these wor	iver servic n raising and nd it is ks. A capit	al			switch documents.
<ul> <li>support a loan of £0.200m for the Manchester Jewish Museum, to provide cash flow support during capital works on the Gradel II' listed synapsoque. The proposed loan period will run from 1<sup>st</sup> April 2019 until 31<sup>st</sup> January 2022. The project will make a significant contribution to improving the built landscape of Cheetham Hill and will be a key feature in the area's regeneration and its appeal to visitors. With new and improved facilities, the museum will establish itself as a new cultural venue for Cheetham. A capital budget increase of £0.200m is requested in 2019/20, funded from Capital Fund.</li> <li>4.5 Strategic Development – Silk Street NMNB 3 programme. In December 2018 a budget of £0.250m was approved to begin initial works nequired to permit the turinding is now required to example the divergence of 2019 by which time full contrast. The second stage contract sum in October 2019 by which time full contract sost and levels of Homes England grant funding will have been confirmed. A capital budget increase of £0.500m is requested, funded from CaPit Strategy Board approval for a second stage contract 2019. by which time full contract costs and levels of Homes England grant funding will have been confirmed. A capital budget increase of £0.500m is requested, funded from HRA reserves.</li> <li>4.6 ICT – FLARE Case Management System Replacement. The project Intends to procure and implement a suitable replacement for the current Case</li> </ul>	4.3	be installed in 2 efficiency impro fixed charges a European Gran which should p carbon targets. and £3.149m in	270 flats, PV and to overnents to replace nd gas boilers are t available Ground rovide better value A capital budget i ofuture years, fund	battery installation ce communal here d Source Heat P a for money and increase of £0.55 ded from Europe	ns and other atting where to nd of their livumps are bei contribute to 5m is request an Regional	energy nants are as. Using t ng installed Co2 and ze ted in 2019	on Ihe I Bro 3/20			
<ul> <li>a budget of £0.250m was approved to begin initial works required to permit the submission of a planning application for the Silk Stroet programme. Additional funding is now required to enable the development process to proceed, prior to seeking Housing Board and Capital Strategy Board approval for a second stage contract sum in October 2019, by which time full contract costs and levels of Hones England grant funding with here been confirmed. A capital budget Increase of £0.500m is requested, funded from HPA reserves.</li> <li>C17 = FLARE Case Management System Replacement. The project intends to procure and implement a suitable replacement for the current Case</li> </ul>	4.4	support a loan cash flow supp proposed loan project will mak Cheetham Hill appeal to visito itself as a new	of £0.290m for the ort during capital v period will run fror a significant cor and will be a key for rs. With new and i cultural venue for	Manchester Jew works on the Gra n 1st April 2019 un htribution to impre- eature in the are improved facilitie Cheetham. A ca	vish Museum de II* listed s ntil 31 <sup>st</sup> Janu oving the buil a's regenerat s, the museu oital budget in	to provide ynagogue. ary 2022. 1 landscape on and its n will estal	The The fhe of			
procure and implement a suitable replacement for the current Case	4.5	a budget of £0. submission of a funding is now to seeking Hou stage contract s levels of Home	250m was approv a planning applicat required to enable sing Board and Ca sum in October 20 s England grant fu	ed to begin initia tion for the Silk S the developmen apital Strategy B 19, by which tim unding will have b	works require treet program t process to and approva e full contractent confirme	ed to perm ime. Addition proceed, point for a second costs and d. A capita	iit the onal rior nd			
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			9	of 170						

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





#### Add to Starred documents:





This document will now appear in the 'Starred' document view on the home screen (main menu).

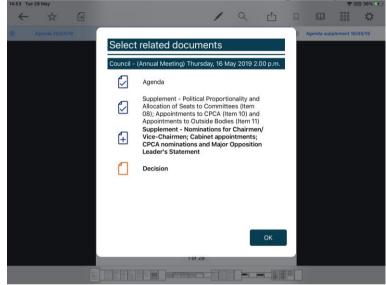
#### **Open related documents**

Tap to open related documents for this meeting:

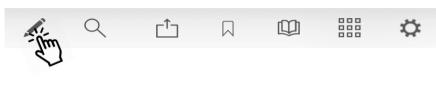
Tap and...



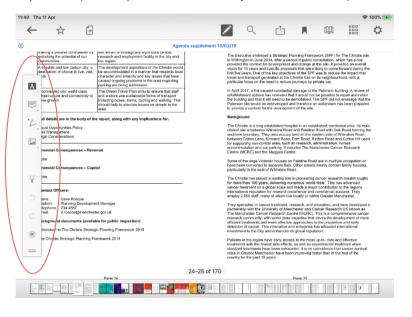
#### ...select one or more other documents for this meeting and **tap** OK:



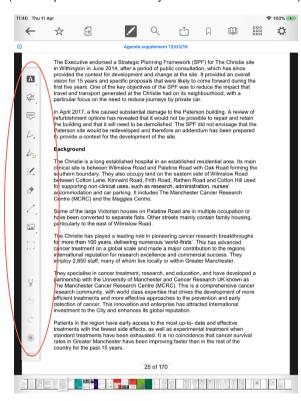
#### **The Annotations Toolbar**



Landscape view (some options available only from sub-menus):



Portrait view (more options immediately accessible from menu):



What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the ic	on to expan	nd the mer	nu and	show:					
					A			A ,	- <u></u>			
Mark-up text		A	Highlight text	<u>Ur</u>	nderline tex	<u>xt</u>	Squiggly (	underline	text	Strikethrou	<del>gh text</del>	
			A		A			A		*		
Insert text, comments	(Note: the Add Sticky Note tool will appear here in Landscape	T	Insert text box, add so text	earchable		ert call-o	Dut box, add able text		Draw and	تي d insert a sig	gnature	
	Mode after you begin annotating)		Т			•				× Ju		
Add sticky notes with searchable text					our device is in Landscape Mode, this menu will combine with the above mments icon when you begin using annotation tools)							
Scribbles and shapes	°¢		Freehand scribble – with pen		nsert I arrow	Insert	Insert	Insert circle / oval	Insert	Insert jointed line segment	Erase annotation	
		A.	(Freehand scribble – w	vith pen; no e	expansion i	required	3)					

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold th	e icon to expar	nd the n	nenu and	show:					
		50	(Freehand scribble	- with highlighte	er; no e	kpansion r	equired)					
		2	(Smart draw – mak	es freehand line	s straig	ht and free	hand circles	round	; no expansion	required)		
		2	~		1		$\bigcirc$					
		•	Insert arrow Insert line re				Insert cir oval	cle /	Insert polygo	Insert jointed line segment		
Erase annotation	(found in scribbles & shapes menu)	<b>A</b>		(no expansion required)								
Insert objects			Insert photo from your device (app w ask you to grant permission to access your photos	Insert photo from ur device (app will ask you to grant permission to cess your photos)		Clipt Insert anno Paste	board: saved tation / copied otation	(app t per ace	()) cord audio will ask you o grant mission to cess your crophone)	Select existing annotations (landscape menu only) (top-level portrait		
Select annotations	(found in insert objects menu)		<ul> <li>(top-level por menu iter</li> <li>(Select existing annotations – no expansion required. Available options:</li> <li>Inspector – change colour, font, line thickness, etc. – these options depend upon annotation type</li> <li>Edit</li> <li>Copy – copied annotations can be pasted to the clipboard in the Insert Objects menu</li> <li>Delete)</li> </ul>									

**CIVICa** 

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the	e icon f	to expai	nd the	men	u and s	show:					
			Ink										ive the Backg e original text	
			Color >	< Ink	Rainbow		< Ink	Modern		<b>(</b> Ink	Vintage	< Ink	Monochrome	
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Customise														
nk settings – colour, thickness,				L	• • • • •		(Swip	e to cha	ange pa	alettes	;)		• • • •	
etc.			Or keep swiping thr palettes and define				Drag the slider bar in the menu to change the ink					Ink		
			colour:	a cusi	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				thickne		ange me			
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What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
Undo and redo	5 Č	5	(no expansion required)
Move the annotation toolbar	=	=	(Press and hold this icon to drag the annotation toolbar elsewhere on the screen. Drag it to the top of the screen to replace the default toolbar; no expansion required)
Close the annotation toolbar	×	×	(no expansion required)

It's easy to find all your annotations:

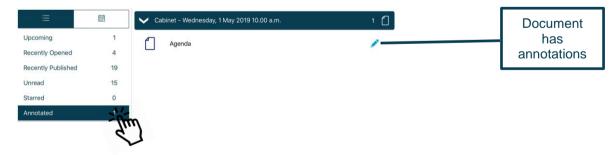
Each annotation becomes a new bookmark (see **Bookmarks: Adding and Navigating**, below)



#### Text annotations appear in search results (see **Searching within the document**, below)



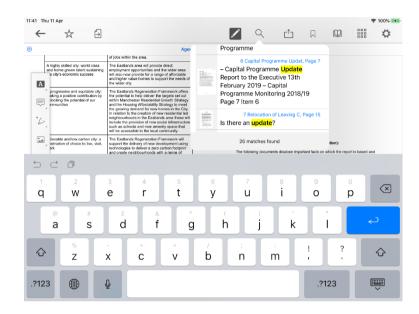
...and to access all your annotated documents from the main menu:



#### 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.

#### Sharing and exporting

Share **public** documents or open them in another app, with or without annotations:

First, **tap** the Share icon (1) and select **what** you would like to share (2): the whole document or just certain pages, with or without annotations. Then **tap Share** (3) and choose **how** to share it (4).

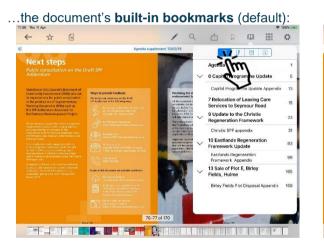
Q 1 Q ΓÎ AirDrop. Share instantly with people nearby. If they PAGES turn on AirDrop from Control Centre on iOS or from Finder on the Mac, you'll see their names here. Just All (170 Pages) tap to share. ANNOTATIONS **Embed Annotations** Annotations will be embedded in the PDF and 2 remain editable. Flatten Annotations Annotations will be rendered in the PDF and not be editable. Message Drive Copy to Books C **Ignore Annotations** The PDF will not contain any annotations. Annotation Summary PDF Annotations will be listed in a text file. Share Print Save to Files Open In Create PDF

The **Share / Open In...** options you will find for sharing or opening the document in another app will depend upon which other apps you have installed on your device:

#### **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...



#### ...bookmarks you have added:



#### ...annotations you have made:

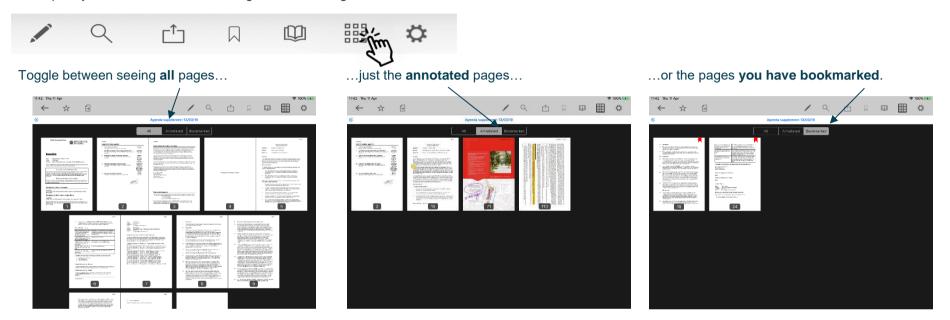


Tap the bookmark or annotation bookmark and jump straight to that place in the document.

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

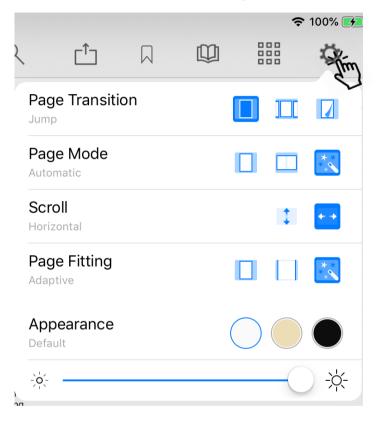
### Thumbnails

Move quickly around the document using thumbnail images:



### **Appearance and Scrolling**

Change your document appearance and scrolling options:



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

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).

Scroll options: scroll vertically or horizontally through the document.

How should the page fit on your screen: show full height, show full width, or adaptive (the software will choose what it thinks is the best layout)?

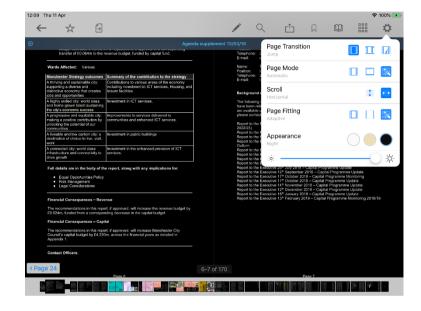
Appearance: default (as published), sepia or night mode – see below.

Screen brightness control (for this app only).

### Sepia

	Agenda sup	plement 13/03/19	Page Transition	
transfer of £0.084m to the	revenue budget, funded by capital fund.	Telephone: 2 E-mail: c	Jump	
Wards Affected: Various	la construction of the	Name: T Position: C Telephone: 2	Page Mode	
Manchester Strategy outcomes A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	Summary of the contribution to the strategy Contributions to various areas of the economy including investment in ICT services, Housing, and leisure facilities.	E-mail: t. Background (	Scroll	
A highly skilled city: world class and home grown talent sustaining the city's economic success	Investment in ICT services.	The following r have been reli- are available u		
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	Improvements to services delivered to communities and enhanced ICT services.	please contact Report to the F 2022/23)	Adaptive	
A liveable and low carbon city: a destination of choice to live, visit, work	Investment in public buildings	Report to the E Report to the E Report to the E Outturn	Appearance Sepia	$\bigcirc \bigcirc \bigcirc \bigcirc$
A connected city: world class infrastructure and connectivity to drive growth	Investment in the enhanced provision of ICT services.	Report to the E Report to the E Report to the E	÷	
Full details are in the body of t • Equal Opportunities Policy • Risk Management • Legal Considerations	he report, along with any implications for: /	Report to the E Report to the E Report to the E Report to the E Report to the E	kecutive 25° July 2018 – Capital Progri xecutive 12 <sup>th</sup> September 2018 – Capital Pi xecutive 17 <sup>th</sup> October 2018 – Capital Pi xecutive 17 <sup>th</sup> October 2018 – Capital Pi xecutive 14 <sup>th</sup> November 2018 – Capital xucutive 12 <sup>th</sup> December 2018 – Capital	I Programme Update ogramme Monitoring ogramme Update Programme Update Programme Update
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£0.524m, funded from a correspo	anding decrease in the capital budget.			
Financial Consequences – Cap The recommendations in this rep Council's capital budget by £4.22 Appendix 1.	ital ort, if approved, will increase Manchester City 00m, across the financial years as detailed in			
Contact Officers:				

### Night mode



### **The Settings Menu**

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



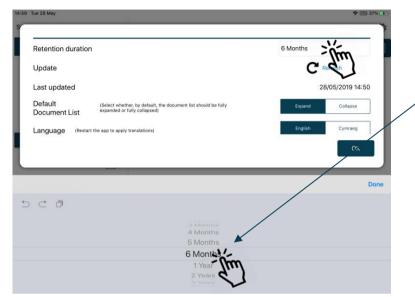
Organisations		
Switch between your organisations	Switch	
Subscribe to organisations	Subscribe	
Select committees of interest	Select	
Documents		
Retention duration	4 Months	
Update	C Refresh	
Last updated	28/05/2019 14:50	
Default (Select whether, by default, the document list should be fully Document List expanded or fully collapsed)	Expand Collapse	
Language (Restart the app to apply translations)	English Cymraeg	

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 – check for new documents. 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 (further information available in **Welsh Language Version**, below).

### 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 at the bottom of the screen.

Starred documents are exempt from automatic deletion.

### System Settings (bottom of Settings menu):

Version	iOS-1.1.11 2
Log to file	Send C
Privacy Notice	Privacy Notice
3rd Party Licensing	Show

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**

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 choose between the new Modern•Gov app (this one) and the legacy version released several years ago; please select the **New App**.





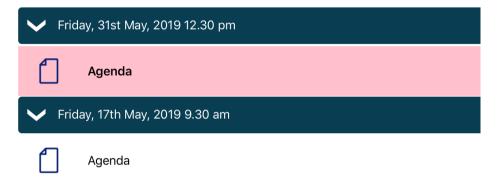
The app will open and invite you to complete the registration process with the logon details provided by your organisation:

Registration			
Username or Email	Your Username Here		
Password	•••••		
Confirm Password	•••••		
	Regi	ister	Cancel

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.

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:

_ogon		
Username or Email	Your Username Here	
Osername or Email	Tour osemanie nere	
Password	•••••	
	_	
		Logon Cano

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

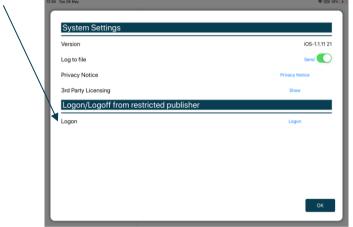
Modern.Gov iOS App: Walkthrough

## 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:

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L.	Log to file	Send 🤍
	Privacy Notice	Privacy Notice
	3rd Party Licensing	Show
	Logon/Logoff from restricted publisher	
L.	Logoff	Logoff
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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.

## 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 iPad.

To change the app's default language, open the Settings menu and tap Cymraeg in the Language section, then tap OK.

Documents	
Retention duration	6 Months
Jpdate	C Refresh
.ast updated	28/05/2019 14:50
Default (Select whether, by default, the document list should be fully expanded or fully collapsed)	Expand Collapse
anguage (Restart the app to apply translations)	English Cymraeg
System Settings	Ŕ
/ersion	iOS-1.1.11 21
Log to file	Send O
Privacy Notice	Privacy Notice
Brd Party Licensing	Show

**Restart** the app to apply the changes. The app will now open with Welsh as the default language, regardless of your iPad's default language settings.

(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.)

If you wish to change your iPad's default language, close the Modern•Gov app and **open the iPad Settings**, then follow these steps:

Tap the **iPad's Settings** icon:



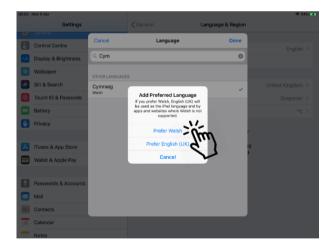
	General	
Settings		
	About	>
MT Modern.Gov Tablet Apple ID, iCloud, iTunes & App S	Software Update	>
	AirDrop	>
Airplane Mode	Handoff	>
🛜 Wi-Fi	Off Multitasking & Dock	>
Bluetooth	On	
VPN VPN	Accessibility	>
C Notifications	iPad Storage	>
Sounds	Background App Refresh	>
C Do Not Disturb		
Screen Time	Date & Time	>
	Keyboard	>
🙆 General	Language & Region	20
Control Centre	Dictionary	-1

## Select General (on the left) and then Language & Region (on the right):

### Tap Other Languages:



### Select Cymraeg as the preferred language:



### Search for, then tap on, Cymraeg:



If you wish to switch to another language, or to change your default language preference, return to the **iPad Settings**, open the **Language & Region** menu, and tap **Edit** at the top right:

	Settings	General	Language & Region		Edit
17	General				-1
8	Control Centre	iPad Language		English	c
۸A	Display & Brightness				
*	Wallpaper	PREFERRED LANGUAGE	ORDER		
8	Siri & Search	Cymraeg Welsh			
M	Touch ID & Passcode	English			
	Battery	Add Language			
C	Privacy	Apps and websites will u	se the first language in this list that they supp	ort.	
		Region		United Kingdom	Σ
A	iTunes & App Store	Calendar		Gregorian	×
•	Wallet & Apple Pay	Temperature Unit		°C	×
0	Passwords & Accounts		Region Format Example		
	Mail		00:34 Dydd Iau, 29 Awst 2019		
12	Contacts		£1,234.56 4,567.89		
•	Calendar				
-	Notes				

Document Control:						
Version:	Author:	Date:	Comments:	Status:		
5.0	Holly Adams	31 May 2019	Application of Civica branding	Complete		