Modern.gov **app**

Using your iPad and modern.gov

Introduction:

This guide is in the five parts below. It is not intended as a single document to be read in one go, but separate parts or reference points, that users will ‘consult’ at different stages of getting to know, and then using Modern.Gov and the iPad.

1. iPad ‘basic gestures’ (how to use) – try it, it’s simple!

2. Screenshot walkthrough of how to get the best out of Modern.Gov on the iPad

3. Top Tips – Becoming an expert Modern.Gov user ✓

4. Wi-Fi Connections

5. Ergonomic advice on comfortable use of iPad

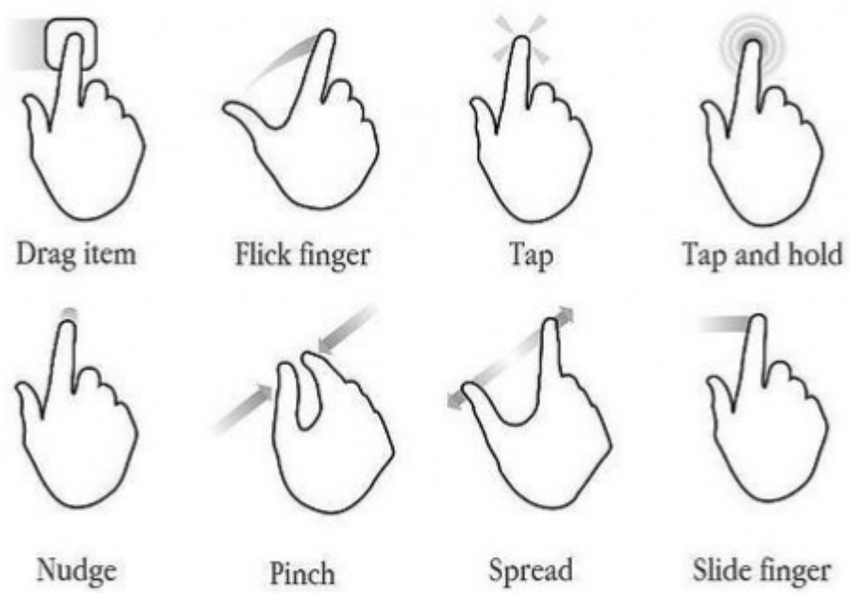
For further advice, or in the first instance to report any ‘technical’ issues with the app or the iPad, please contact a member of the Democracy Team on 01282 477259

Thank you, and enjoy! – It’s simple and easy to use ☺ **…..**

1. Basic Gestures - iPad

Most navigation on the iPad is done with a simple tap or swipe of the finger, such as tapping an icon to launch the application (i.e. Modern.Gov). The most commonly used gestures with Modern.Gov are:

- ‘Tap’ to open or activate applications, documents, menus, icons etc.
- ‘Slide’ to move icons and buttons/ sliders i.e. the ‘go to page number’ slider
- ‘Flick’ to move from page to page in a document
- ‘Pinch’ to zoom in or reduce a document or object size
- ‘Spread’ to zoom out or increase document object size



2. Screenshot walkthrough

Switch the iPad ON

i. To start have the iPad in the ‘landscape’ position

ii. Press the power ‘on/off’ button at the top left hand corner of the iPad

iii. If iPad is in sleep mode press the round ‘Home’ button twice (in the middle of the right hand screen border), then;

iv. Enter the 6 digit passcode (477325)

Activate Sonic Wall

v. ‘Swipe’ through the desktop app icons to find the SonicWall icon, tap SonicWall and;

vi. Log into SonicWall, once connected tap the round ‘Home’ button to go back to the desktop – once connected, VPN will appear at the top left of your screen near the Wi-Fi icon.

Open Modern.Gov

vii. ‘Swipe’ the screen of app icons to find mod.gov

viii. ‘Tap’ the app to open it

ix. Log into mod.gov (user name and password);

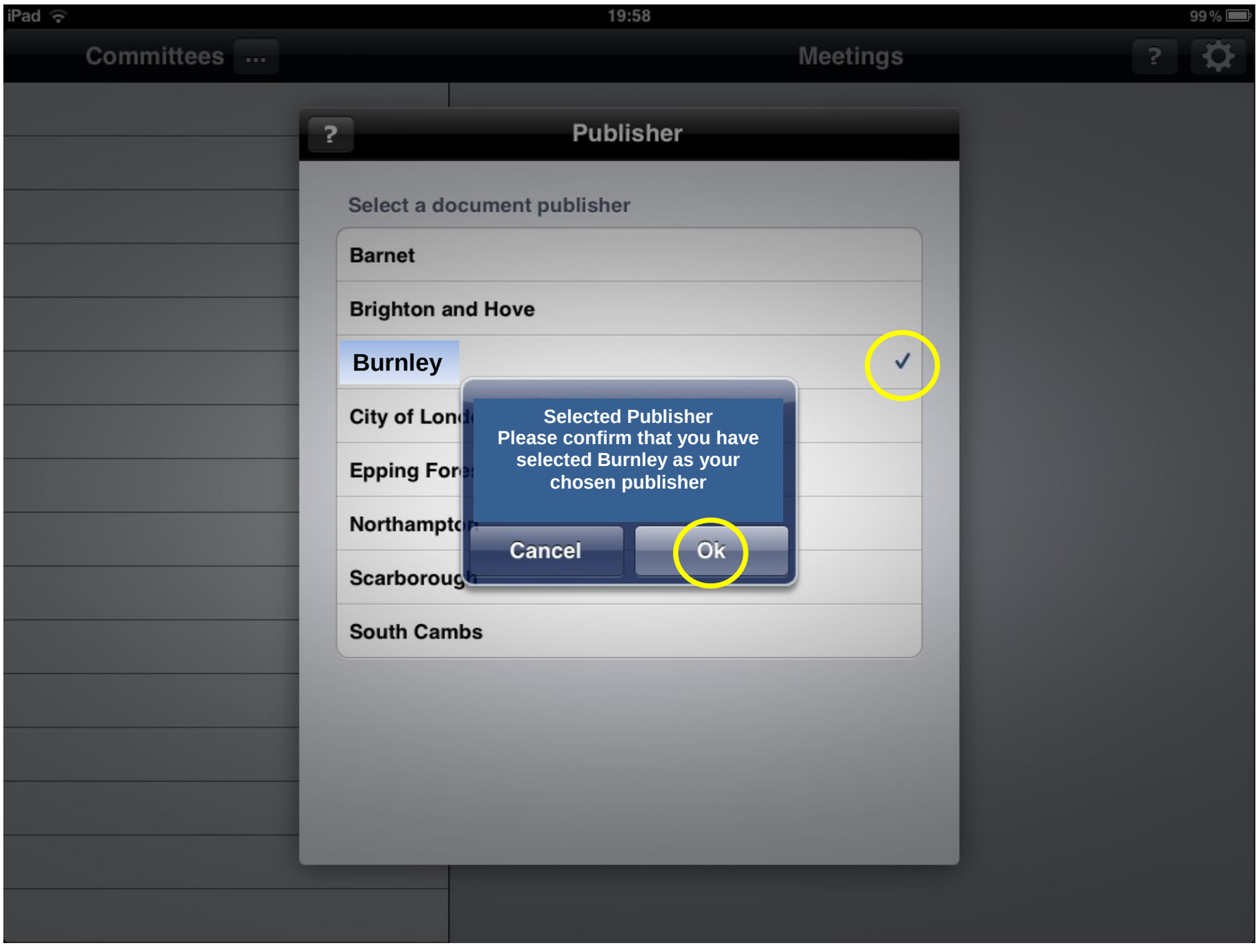
x. The home screen/ menu appears; then AWAY YOU GO…..

The Modern.gov **app** is on your iPad desktop

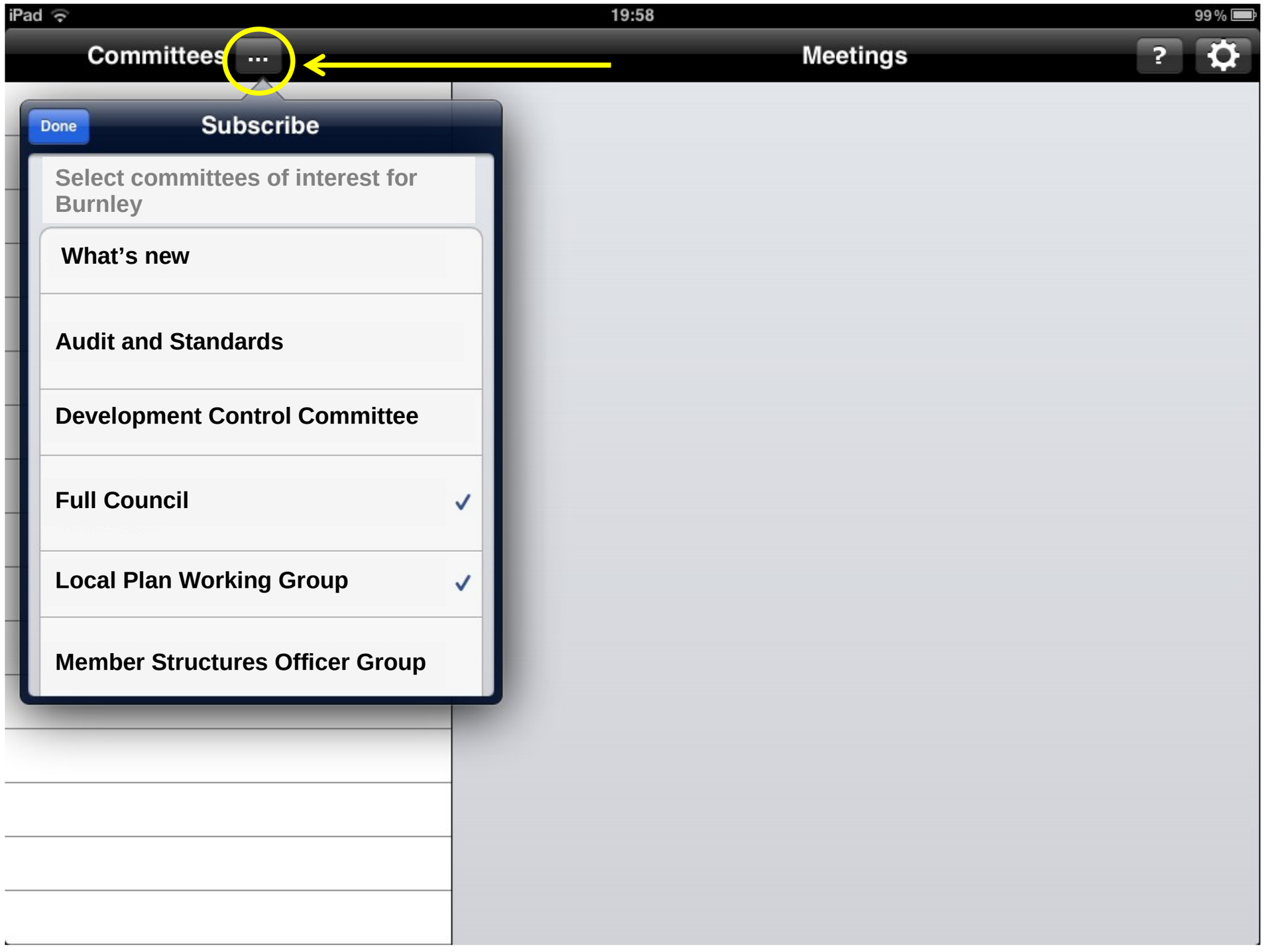
"Tap the **app"** to open it, and enter your login

When the **app** opens select Burnley Private as the ‘publisher’

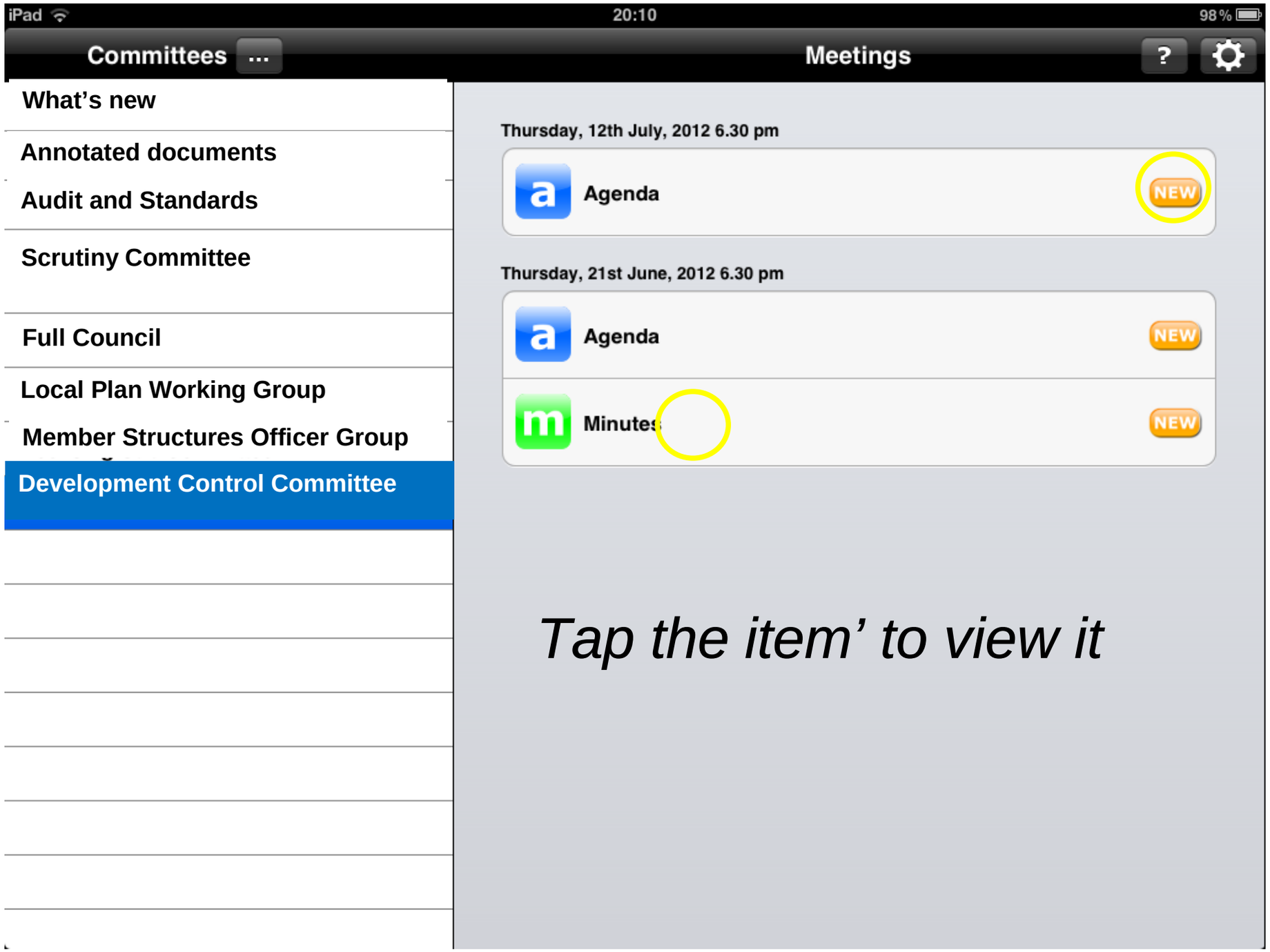
... To confirm select ‘OK’ (its then set for all time!)



Select the ‘committees’ you want documents for



The **app** will then present relevant/ available agenda packs etc...



iPad 20:18 97%

Done

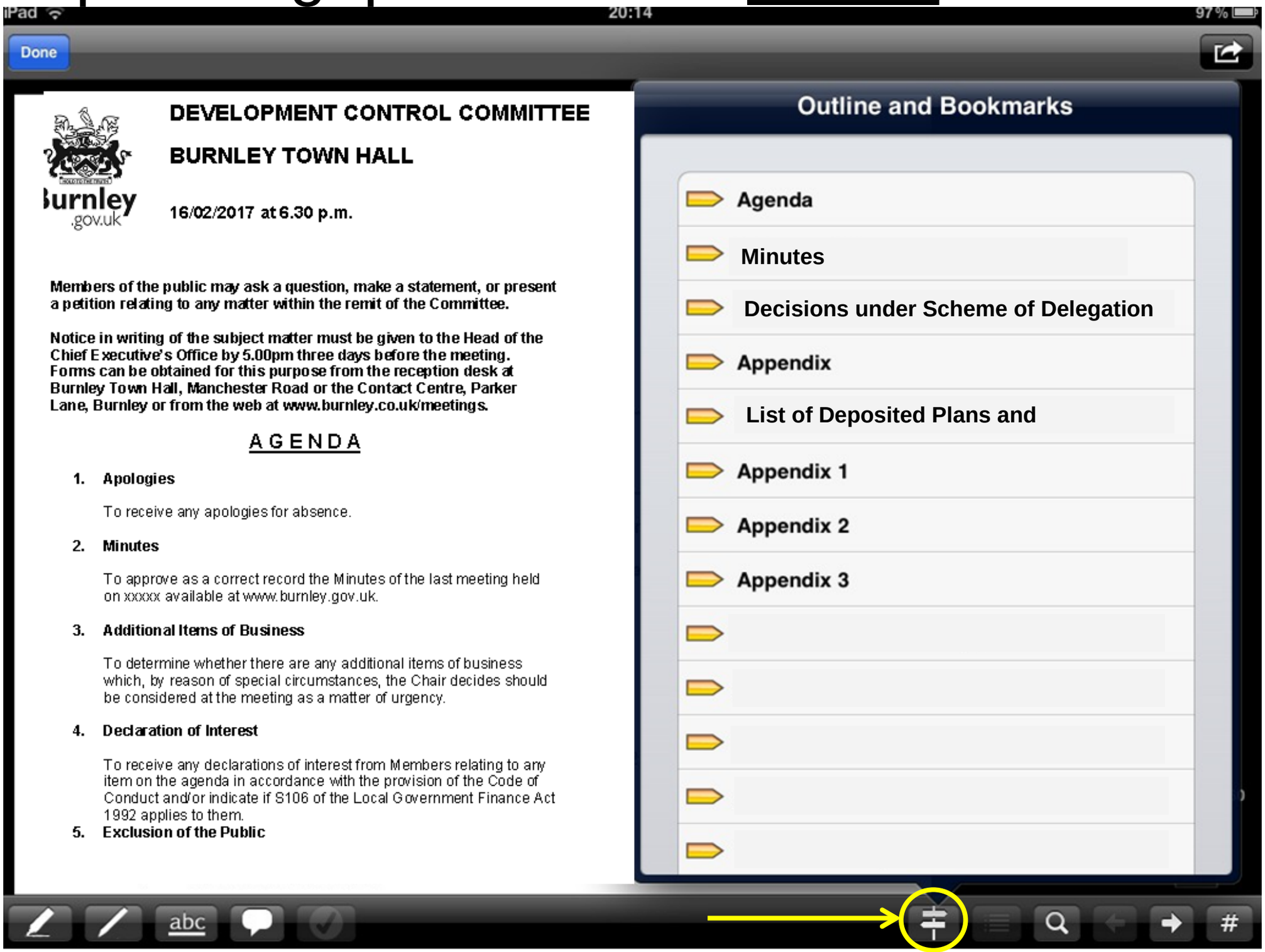
‘Done’ takes you back to the main page/ menu

DEVELOPMENT CONTROL COMMITTEE

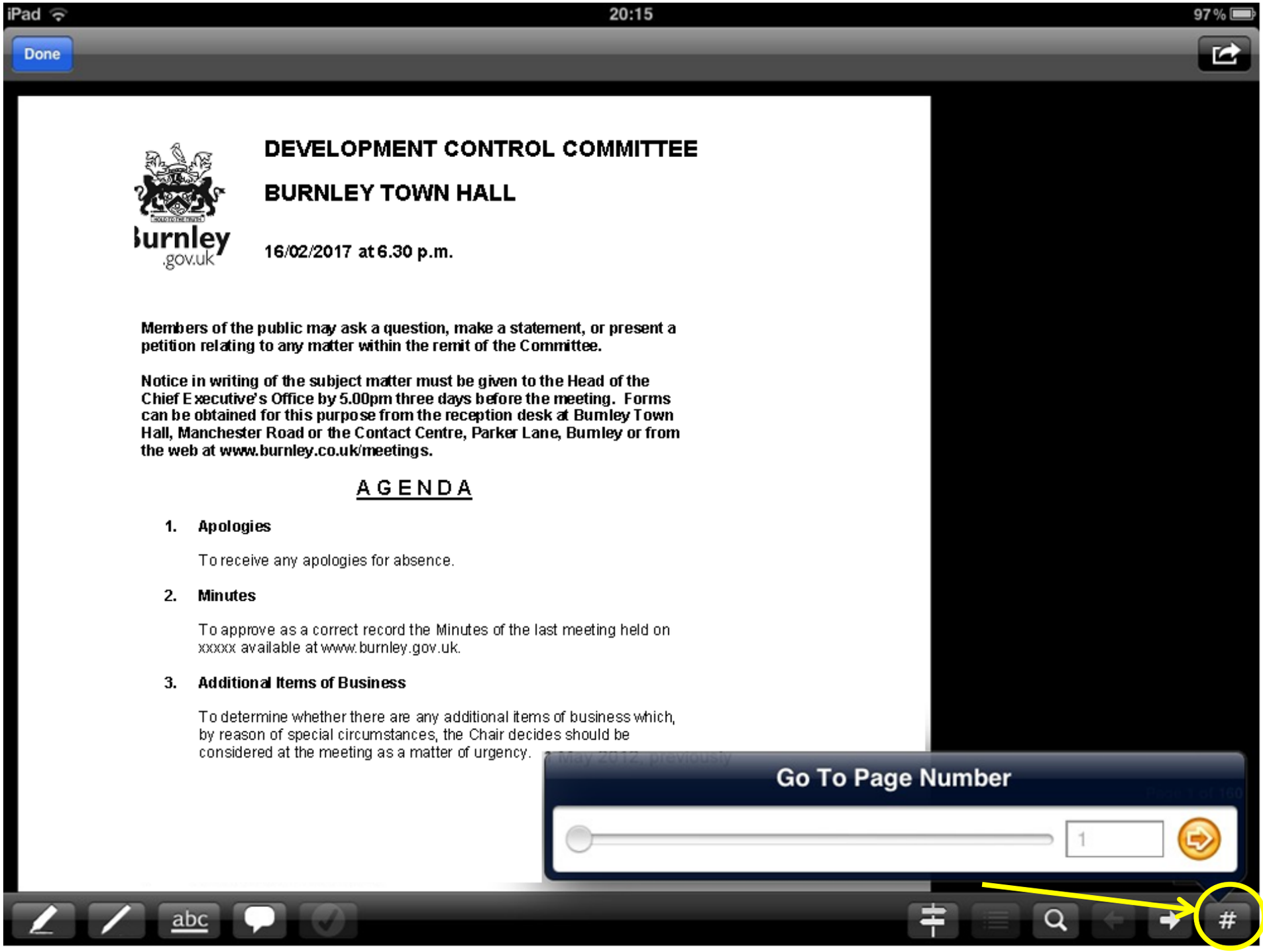
Thursday 16th February 2017
at 6.30 p.m.

Burnley .gov.uk

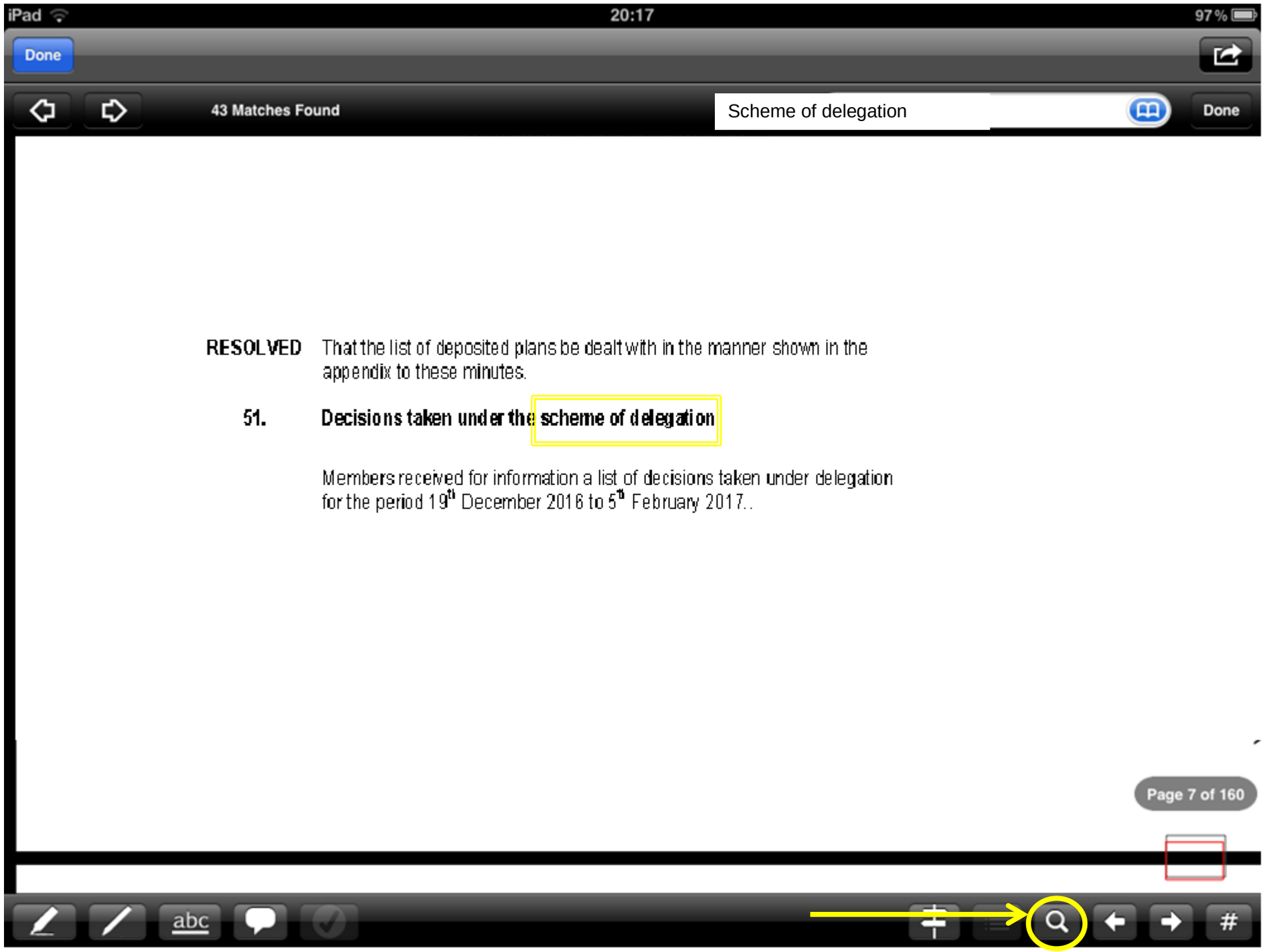
‘Tap the signpost’ to view built in bookmarks



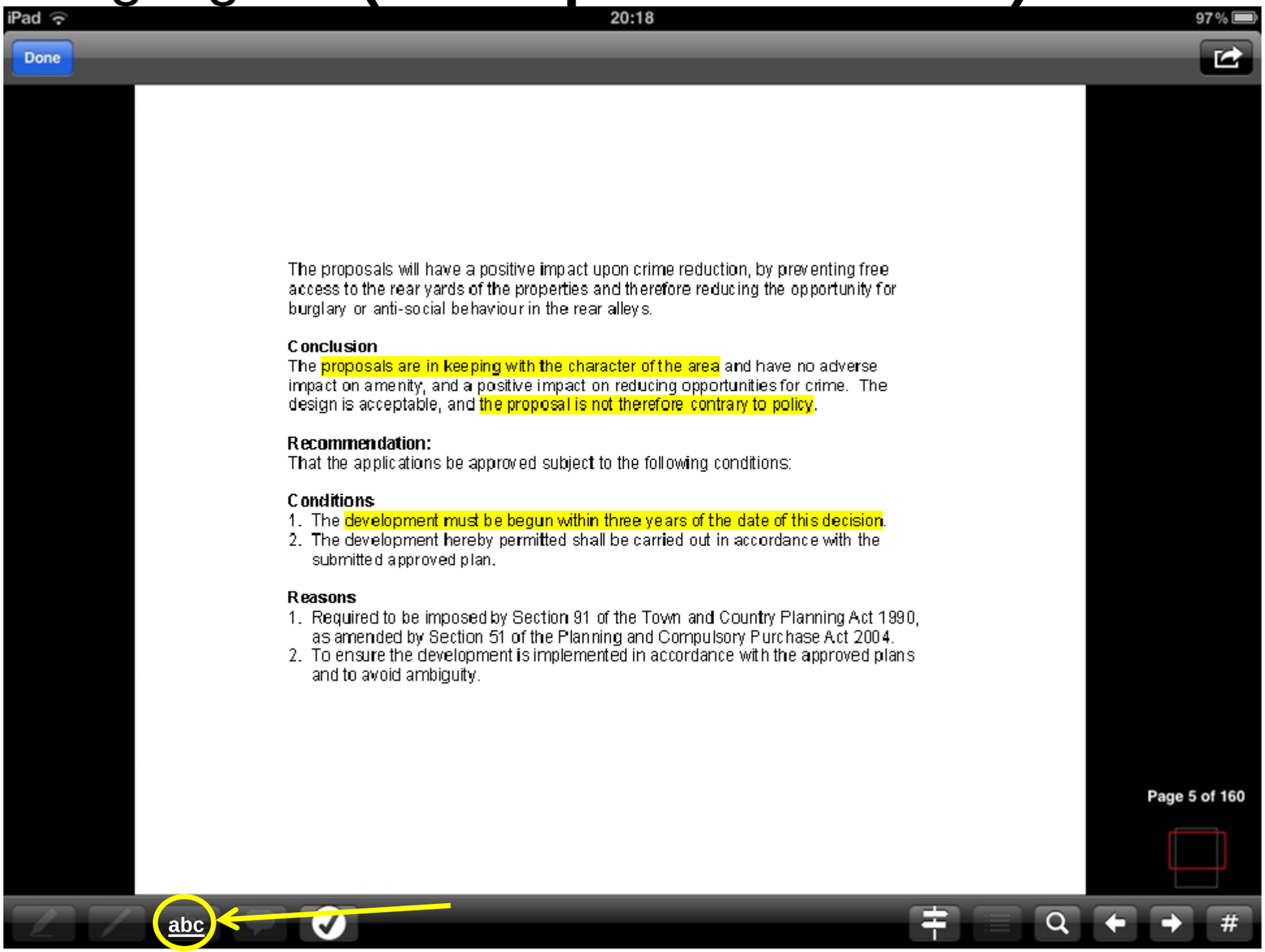
Go to specific pages using the ‘number sign’/hashtag



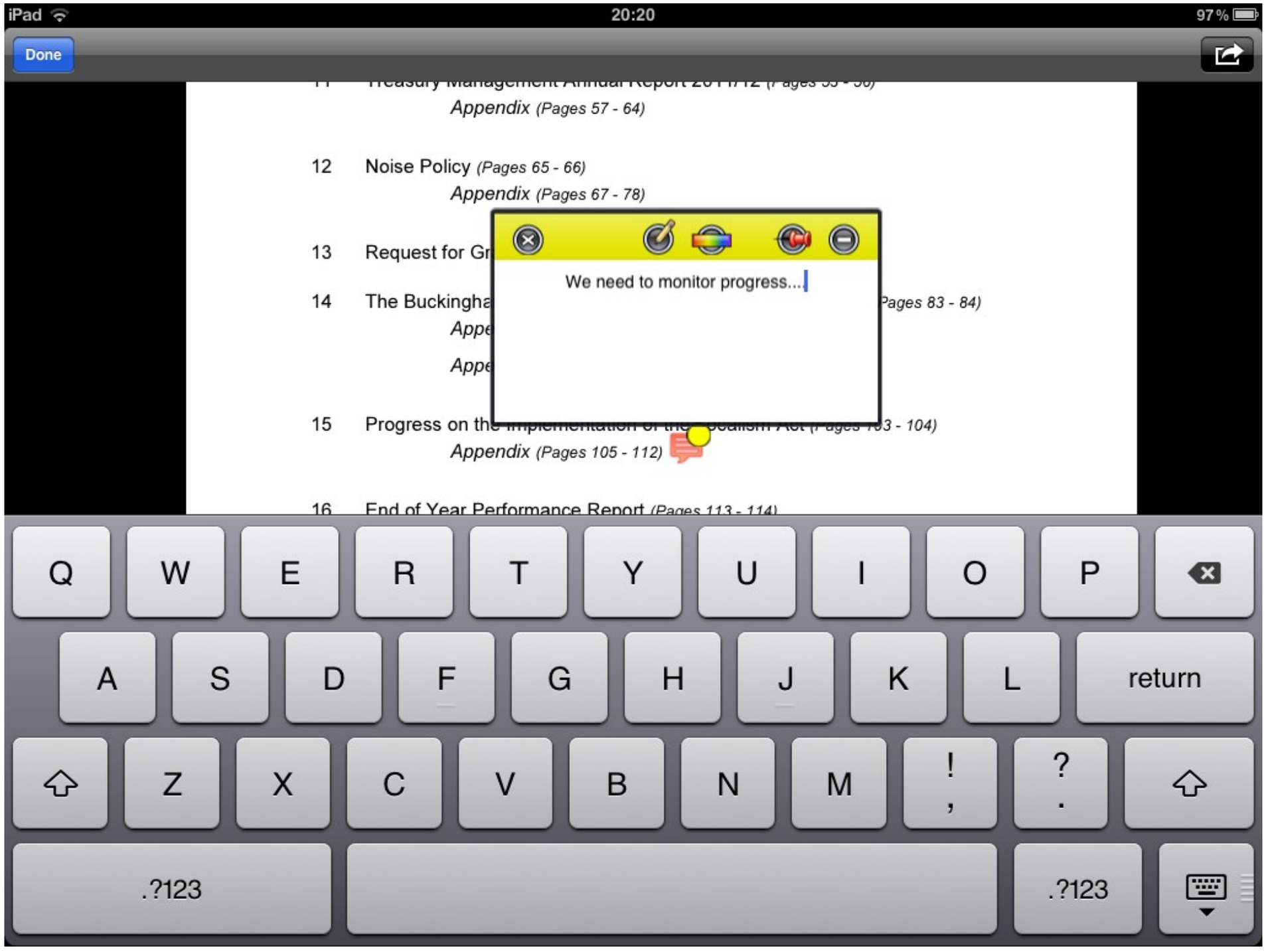
... Or ‘search’ for text



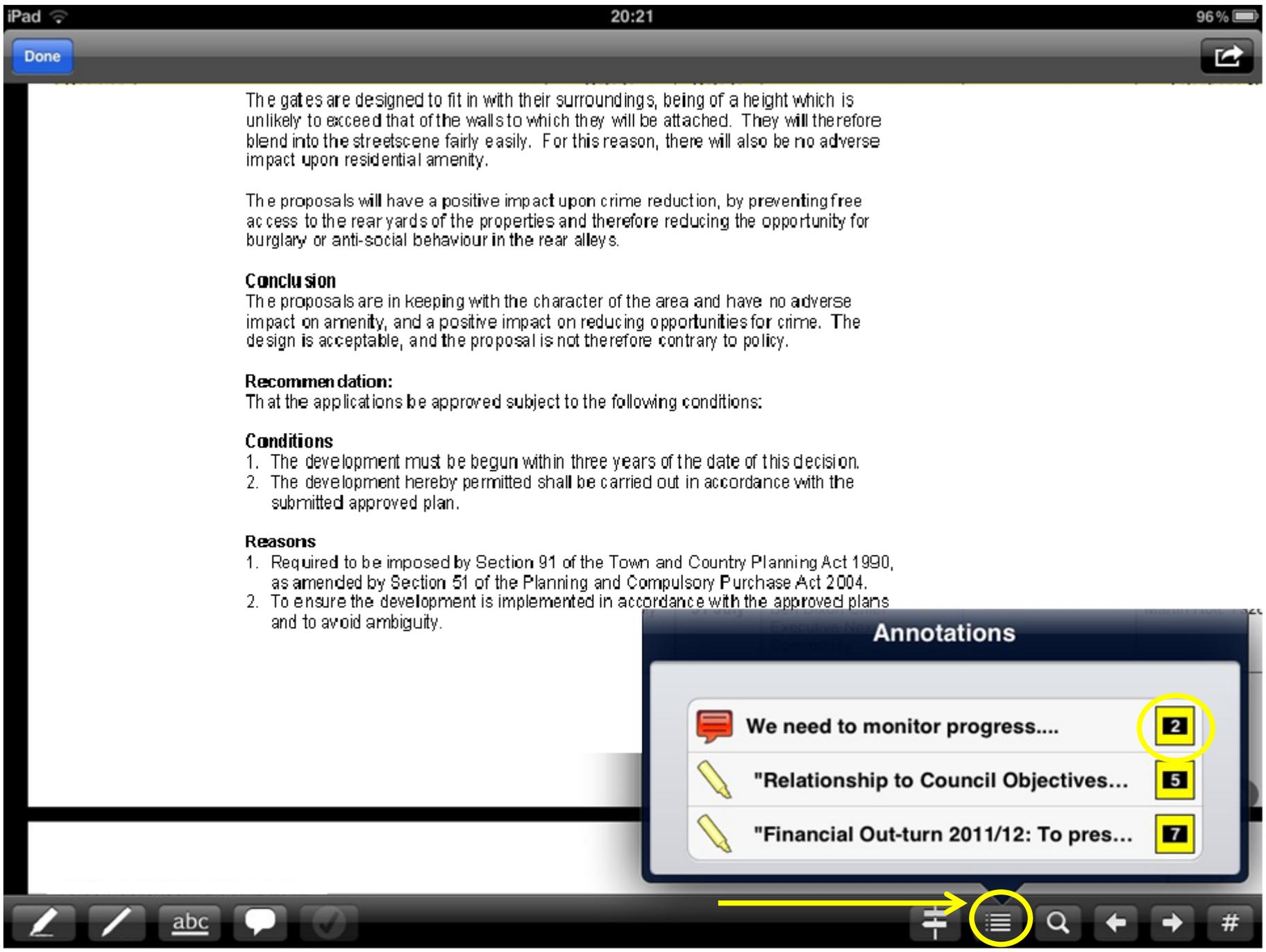
Tap the ‘abc’ icon and drag fingertip over text to highlight it **(and tap the ✓ to save)**



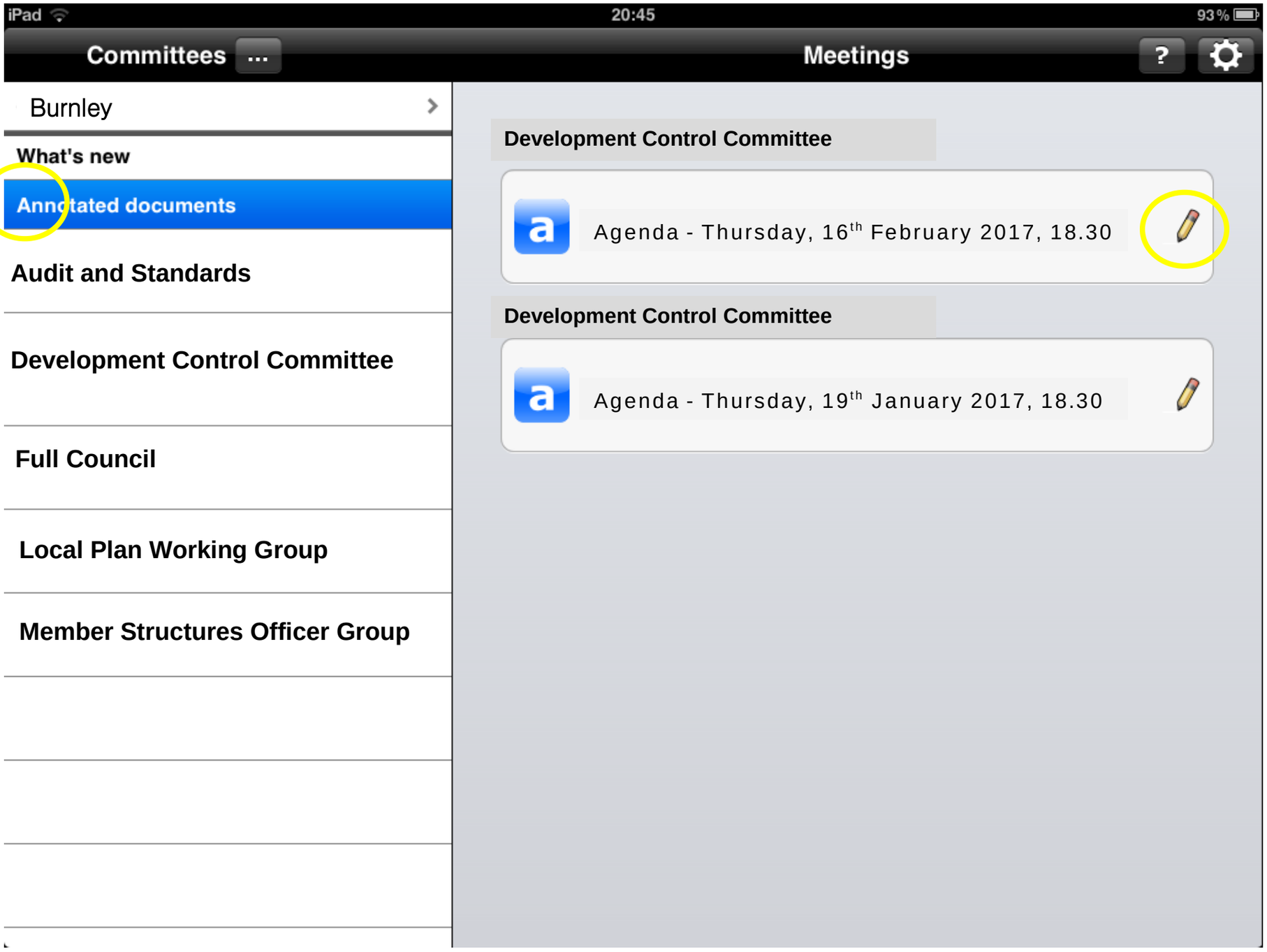
Tap the ‘speech bubble’ to type notes or comments and tap the ✓ to save



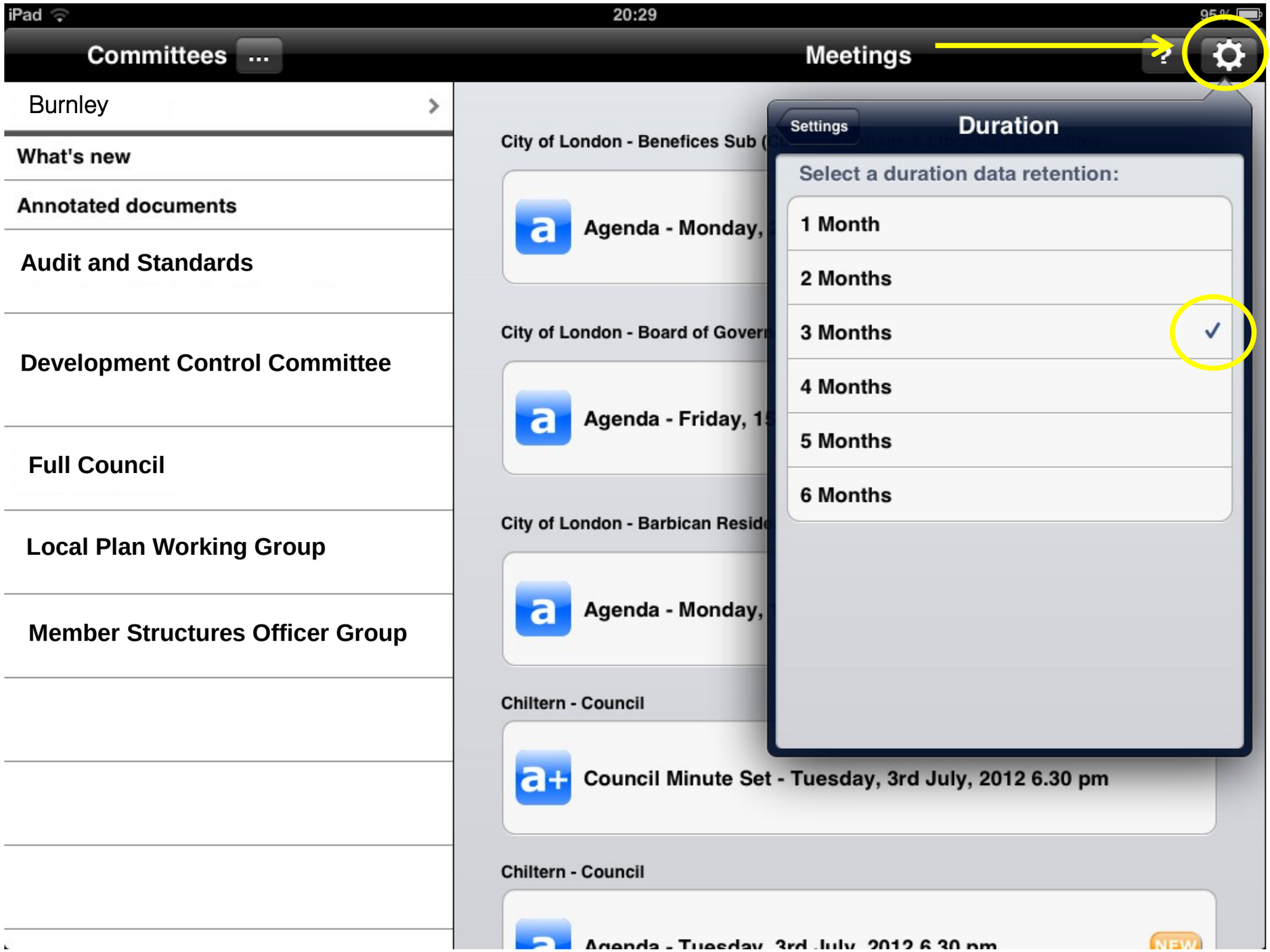
Go to your annotations - ‘Tap the List’



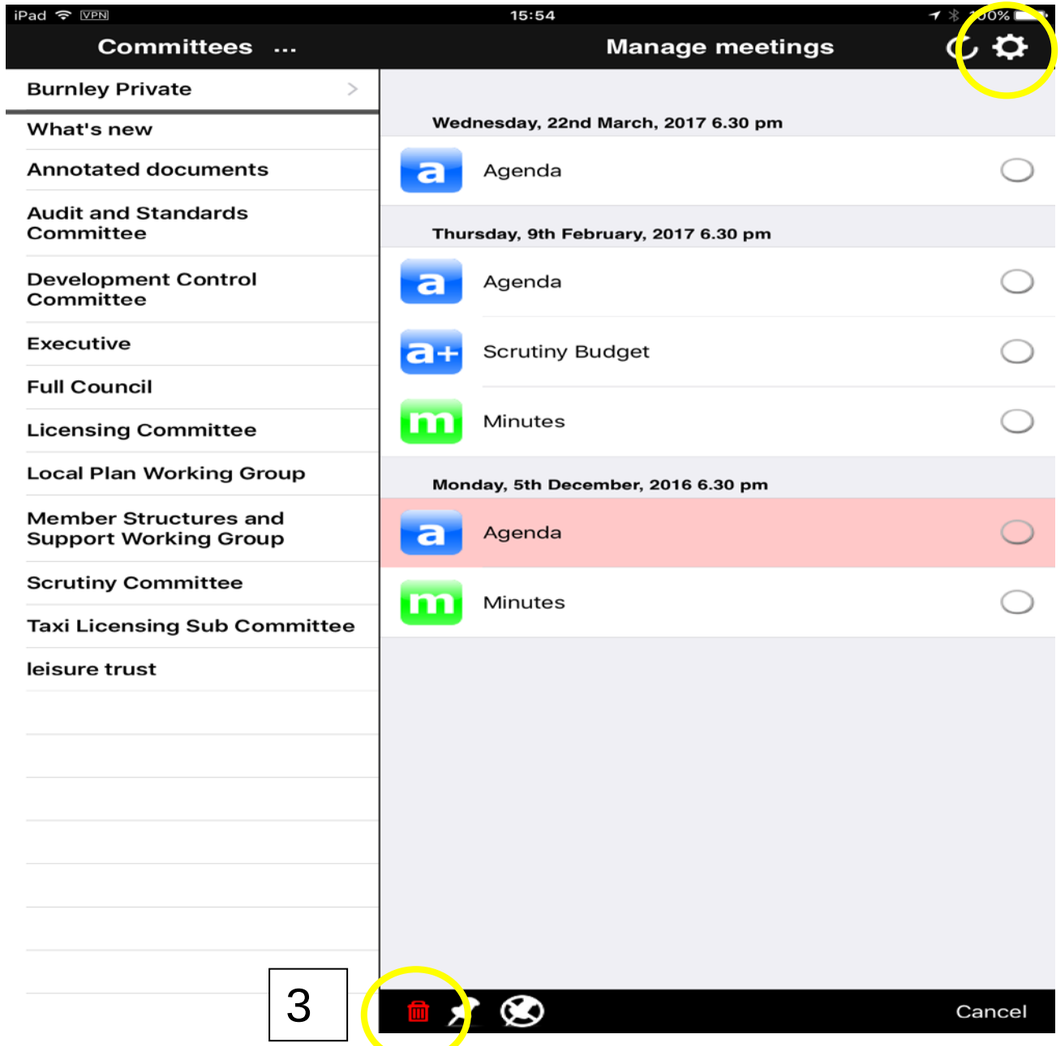
Find the documents you have annotated

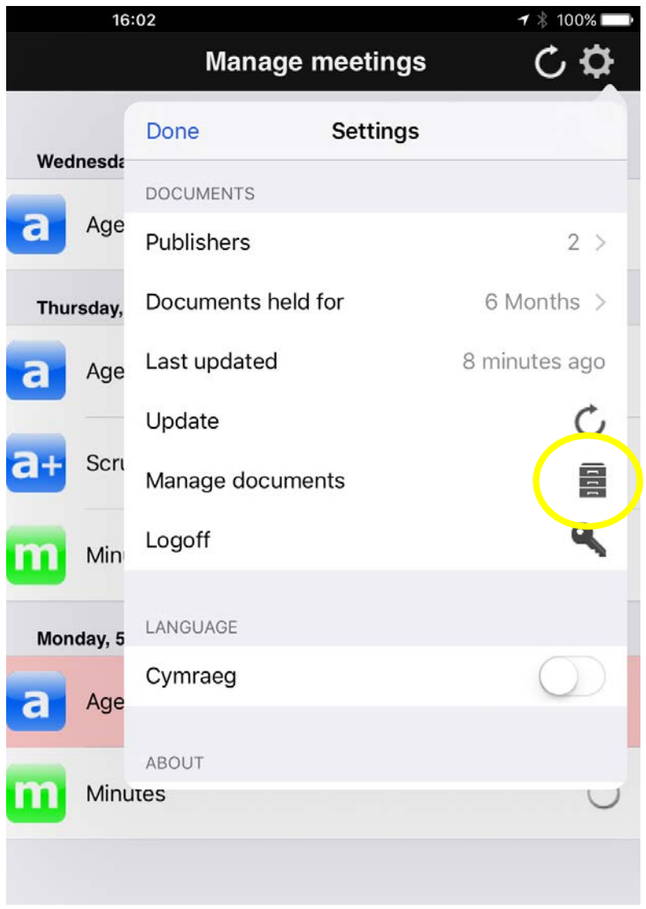


Storing Documents – set the duration to keep them on the iPad



Delete docs – tap on the cog (1), then select ‘manage documents’ (2). Select the docs to delete, and then tap the red bin at the bottom of the page (3)





3. Top Tips – Becoming an expert Modern.Gov user

- Make sure your iPad is 100% charged before attending a meeting
- You can change the brightness of the screen by tapping the settings icon (grey cog), then tap “Display and Brightness”. A slider bar allows you to adjust to your personal preference.
- If your emails aren’t updating, are you connected to the VPN? A logo is displayed top left of your screen. If that is not there, please login to SonicWall as per the instructions on p4, and try again.
- When trying to get emails an error message saying your user credentials have been revoked appears. Your password has been entered incorrectly 3 times and you are locked out of your account. Contact Democracy on 477259 or the IT helpdesk on 477325, and ask them to check if your account is locked.
- Agendas won’t open in Modern Gov. Occasionally if the Wi-Fi is interrupted when downloading agendas won’t open properly. Follow the steps to delete a document (on page 19, then download it again. If the problem persists, contact Democracy on 477325.
- The Committee list is blank? Tap on the settings cog and select ‘publishers’. Unselect ‘Burnley Private’ then tap settings again. Go back in and reselect ‘Burnley Private. The list should now be populated. If the problem persists, contact Democracy on 477325.

- If you are having problems, please tell us as soon as possible, we can usually resolve them quite quickly, but sometimes rely on other colleagues in IT who aren’t in the evenings when meetings are held.

4. Wi-Fi Connections

Once set up your iPad will automatically connect to the Town Hall Wi-Fi network as you enter the building. This will then automatically update and download all relevant agenda packs etc. to your device

To connect to other Wi-Fi networks i.e. at home etc. – on the iPad desktop tap the settings icon:

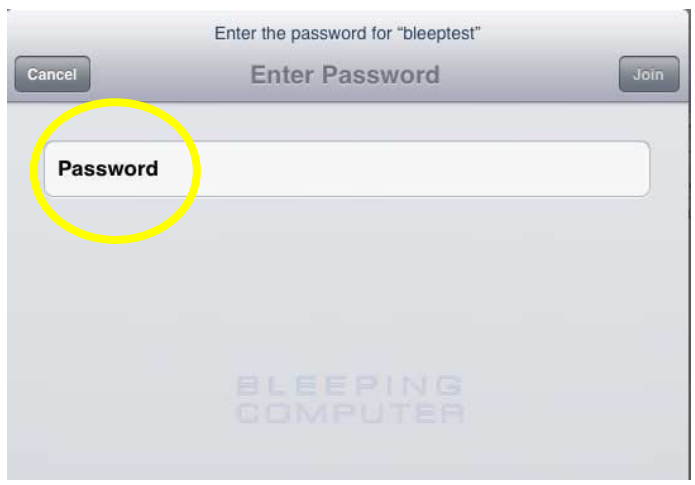
Settings

This opens the ‘General Settings’ screen below. Tap on the Wi-Fi setting; the iPad will then search for available Wi-Fi network(s).

From ‘Choose a Network’ list, select the [available] network that you wish to join:

NOTE: It may take several minutes for the iPad to ‘see’ [and list] all of the available networks. If the network you want to join doesn’t appear – check it is switched on and operating normally

Once you tap on a network name in the list, connection will be attempted, and then you will be asked to enter the password for the chosen network (similar screen to the one below):



In the password field, enter the required password. The iPad will now attempt to connect to the network, and when finished, will display the Wi-Fi settings screen again, but this time with the joined network listed and with a checkmark next to it, to indicate a connection, as shown below.

Connection is confirmed in the upper left-hand corner of the iPad screen where you will see the following icon (or similar)

ALL DONE!

Press the 'Home' button to go back to your desktop and use your Wi-Fi connected iPad.

To ensure that the iPad automatically joins this or other recognised networks, when they come in range, make sure that 'Ask to Join Networks' is switched to the 'OFF' position.

5. Ergonomic advice on comfortable use of the iPad

- When reading, use the iPad cover to angle/ support the tablet to reduce the need for you to bend your head forward to read
- Whenever possible try to place the iPad on a surface rather than holding it or balancing it on your knee!
- Use a light touch when ‘tapping’ the screen, it will be more efficient as well as preventing potential problems
- When typing or touching the screen regularly have the iPad flat or slightly angled (using the cover) to ensure your wrists are not in awkward positions
- If you find you are leaning forwards to view the screen, enlarge the image or text
- Keep your screen clean for good visibility and hygiene reasons
- Remember movement is really important, if you find yourself using a tablet intensively for more than 20 minutes take a short break, stretch your hands, shoulders and neck and look into the distance to relax your eyes