New Modern.Gov App Set Up Instructions
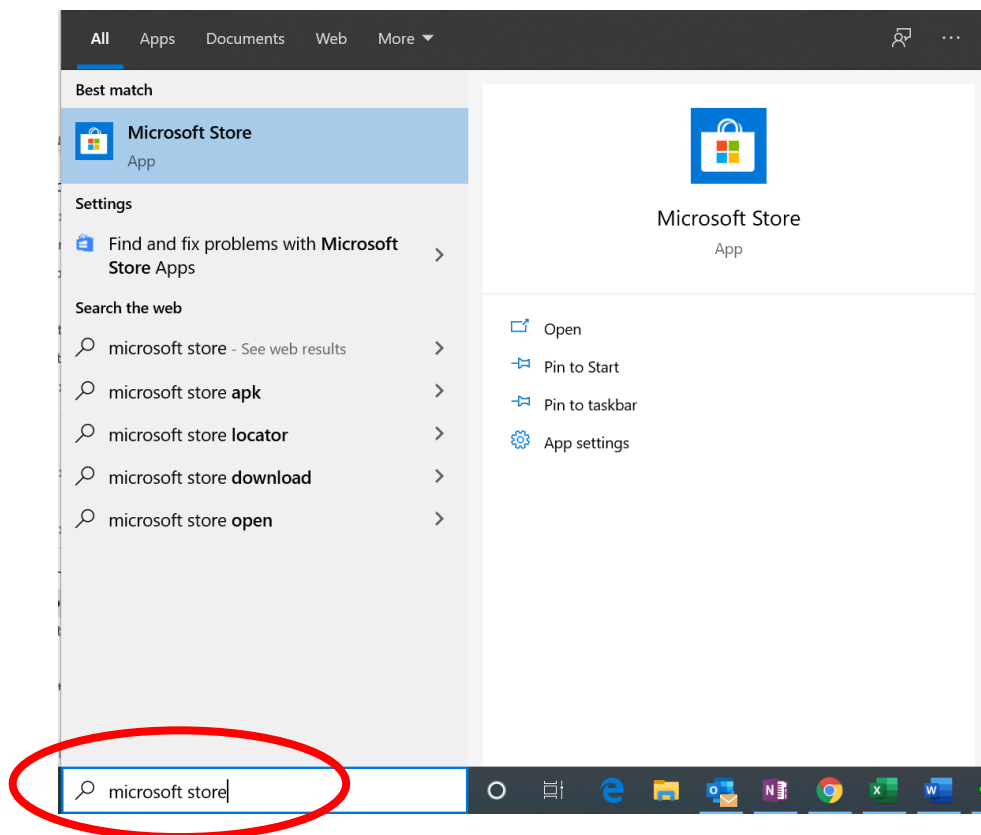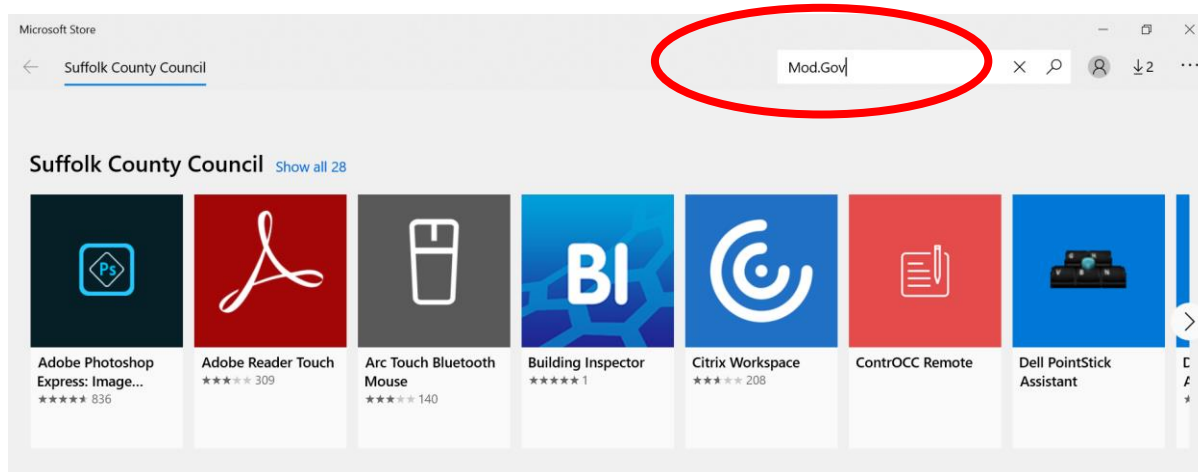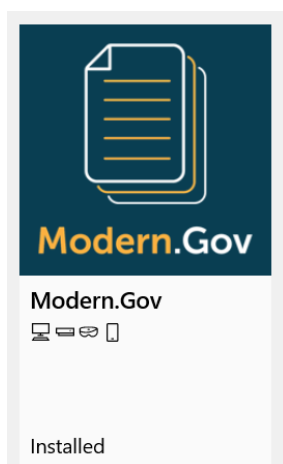
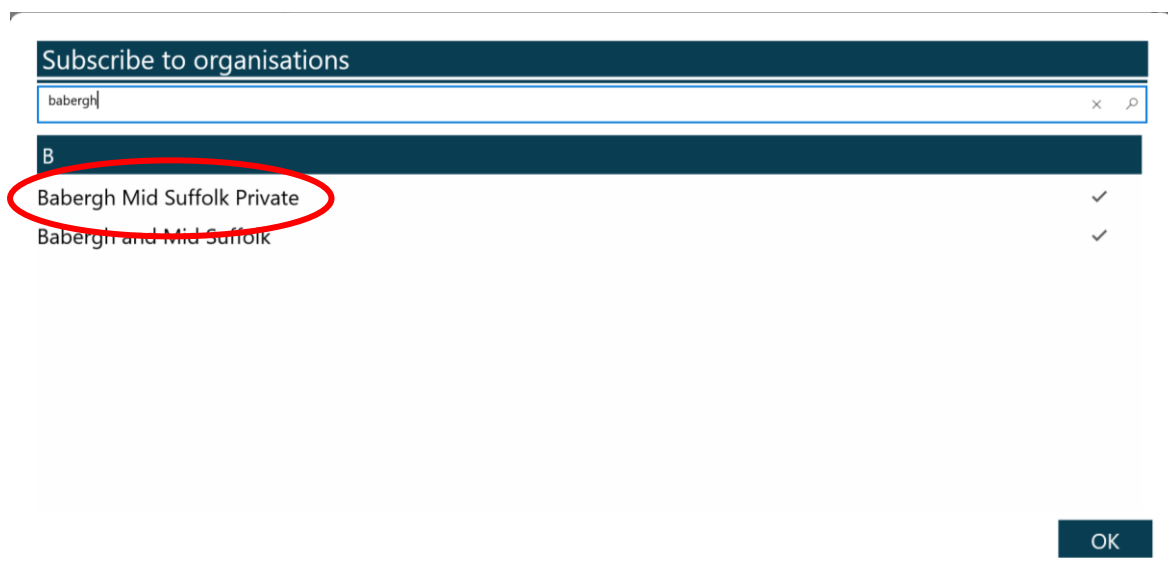In the search box at the bottom of your screen type 'Microsoft Store'

Select Open and in the store search box type 'Mod.Gov'

From the results screen select the icon below and select 'Install'

Once you have installed the new app you will be asked to subscribe to an organisation. In the search box type 'Babergh' and then select 'Babergh Mid Suffolk Private' and click ok

The system will then ask you to select which committees you wish to see papers for. P*lease **do not** select any committees before completing the registration steps below as they will not save and you will have to do it again when you have registered and signed in.*

When you have selected the organisation, please contact either myself or a member of the committees team who will send you a link by email to complete your registration (please note this link needs to be used within 24 hours of it being sent).

When you click on the link you will be asked to select which app you want to register for, please select the 'New App' option.

You will then be asked to sign in

Your user name will be your first name.last name with capitalisation at the beginning of each (for example mine would be Mandy.Smith)

Your password will be the same if you have being using the old app, if you have not been using the old app you can either let myself or a member of the committees team know what password you would like to use and we will set it in the system or we can send you a system generated password.

Once you have logged in you will be taken to the committee set up screen where you need to select the committees you would like to access papers for (by clicking on them – see screen shot below)
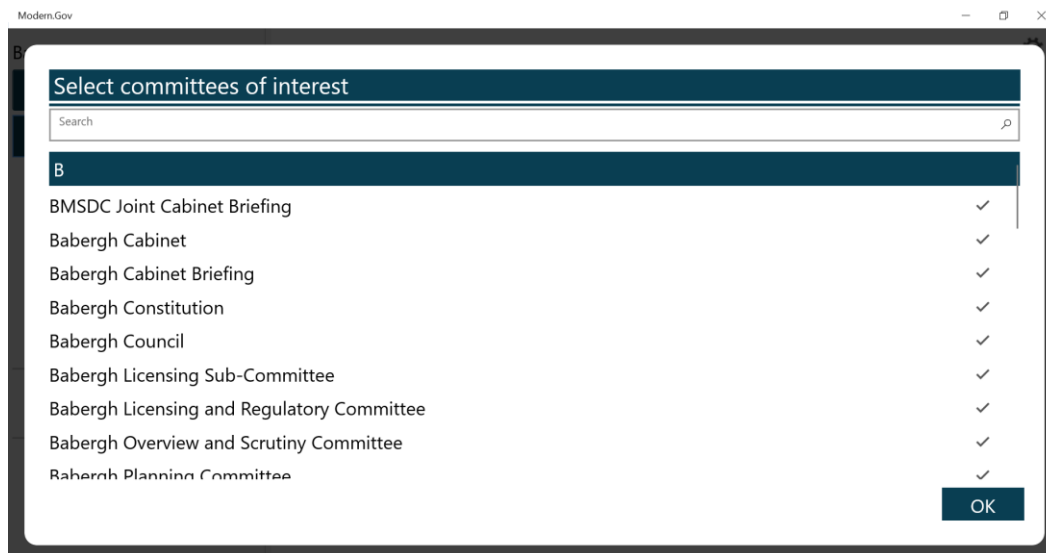
Once you have selected all of the committees you need click the Ok button and the system will begin to download your selections, please note that if you select a lot of committees this may take a while.

You will then be taken to the home page. From here there are a number of ways to find the papers you are looking for by selecting one of the options on the left had side of the screen (see below)
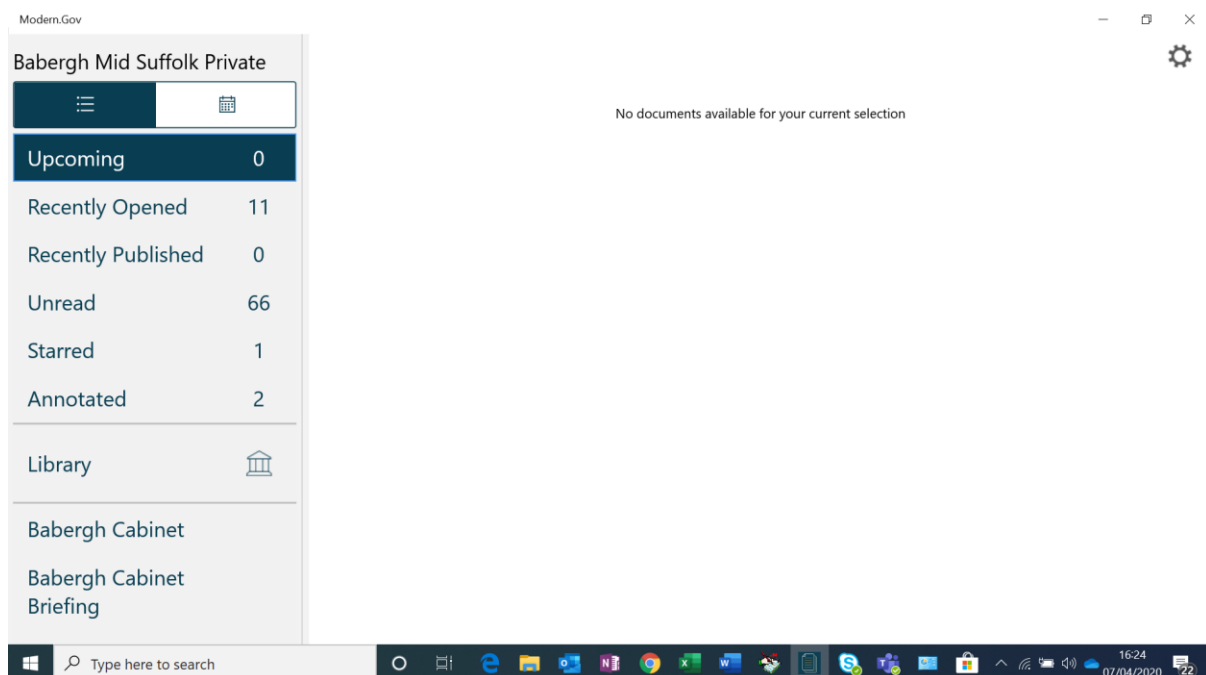
By selecting the calendar icon you can look for papers by date (if there is a dot in the box under the date there is a paper available for you to view).

To view a paper click on the relevant agenda, paper name or decision.

The blue bar at the top of the screen contains all of the tools you can use to view and annotate the paper I have shown these below with a brief description of what they do (please note that if you make any notes or highlights etc on this, only you will be able to view it)
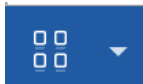
 If you click on the small white arrow next to this icon it opens up a number of different viewing options

Thumbnails	Outline	Annotations	Bookmarks
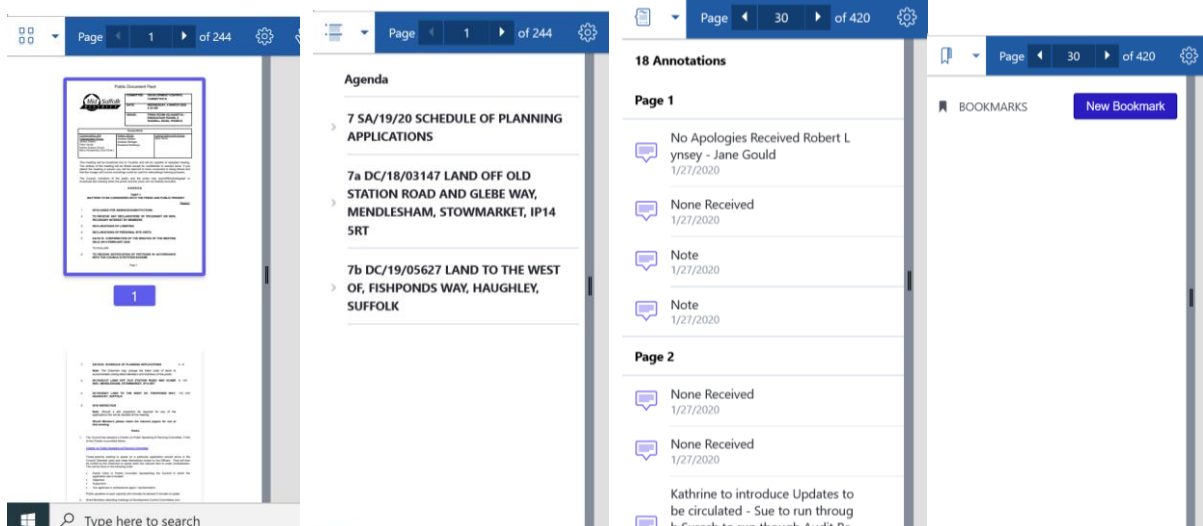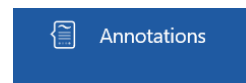
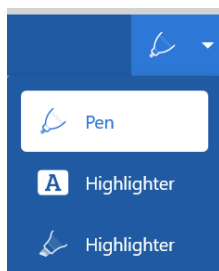| Page ◀ 1 ▶ of 420	This allows you to type the page number you want to view – this is useful if you are in a meeting and someone is referencing information on a particular page

⚙ ✋ 🔍- 🔍+ ▢	These options allow you to change the view of the document

Pen / Highlighter / Highlighter	These options allow you to write hand written notes or highlight text within the document

✍	This option allows you to add a signature to a document – it is likely you will not use this

This option allows you to make a typed note to the document – this will appear as a 'sticky notes' within the document which will show the notes made when hovered over with the mouse – Please note that any notes made to the document are only shown on your copy.

This option allows you to insert a text box to add notes – this works the same as in Word
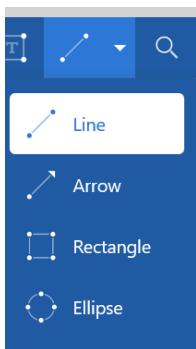
This option allows you to draw lines, arrows, rectangles etc on the document

This option allows you to search for a word, number or phrase within the document

These icons appear at the top of the screen.

The star icon is to mark the document as a favorite

The middle icon opens any related documents such as tabled papers or minutes

The last icon enables you to share the document – Do not use this for restricted papers!!

When you select this icon   the screen below opens:-

Select related documents

Joint Audit and Standards Committee - Monday, 27th January, 2020 9.30 am

☑ Agenda

☐ **Minutes**

OK

If nothing appears there are no related papers available, select the papers you would like to open, a tick will appear in the icon at the left hand side, then click ok.

The paper will then appear as a new tab, click on the tab to view the document:-

Modern.Gov

Agenda 27/01/20 ✕ | Minutes 27/01/20 ✕

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MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

Page(s)

1 SUBSTITUTES AND APOLOGIES

To close a document click on the cross on the relevant tab.