



Paperless Meetings Quick Guide

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About Paperless Meetings

What Is Modern.Gov

Modern.gov is the software we use to coordinate the compilation of agendas, publication of papers, web pages, post election results, provide on-line petitions and other uses. It allows information to be published on websites in an easily accessible manner. It is used by many local authorities around the country. The mod.gov app is for automatically downloading, viewing and annotating meeting papers of local authorities that use the modern.gov decision management system.

Paperless Meetings & Security

The Mod.Gov App, allows anyone to download publicly available meeting papers. This saves the council time and money when coordinating these meetings as we no longer need to print and distribute lots of paper.

The Mod.Gov App also allows us to push Private or Restricted papers securely only to those members of the meeting that should have access to the information. This also saves the council time and money, but has the added benefit of ensuring that only the people who should see the papers have access to them.

Accessing Meetings

Downloading the App

Click the link below on your iPad and Modern.Gov will open from the Apple App Store. Click FREE > INSTAL and enter your Apple ID password.

<https://itunes.apple.com/gb/app/mod.gov/id508417355?mt=8>

Downloading Public Meetings

- Open the App
- Tap the COG icon
- Tap Publishers
- Tap Lewisham



This will now give you access to all public committee meetings on Modern.Gov

- Tap ... next to committees
- Tap any committees you wish to see the papers for.



Downloading Private Meetings

If you have to attend any private meetings you will be sent an email invitation with a link to register your iPad. You only have to do this once. Once you have registered your iPad, you will be able to log on each time you open the mod.gov app to see restricted information.

Username: This will be your Lewisham network login.

Password: This will be set when you first log in and must be 8 characters long and contain at least one capital and one number.

This will now give you access to any private meetings you have been invited to on Modern.Gov

- Tap ... next to committees
- Tap the committees you have been invited to.



Accessing Documents

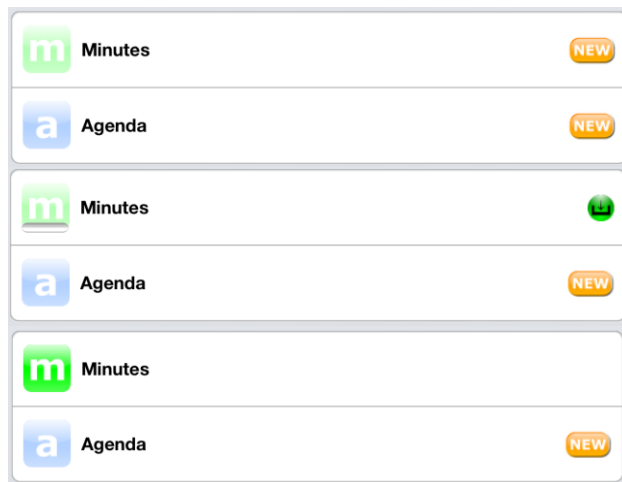
Opening Your First Meeting

Tap on the meeting you would like to access.

Greyed out icons means the papers have not yet been downloaded.

Tap on the icon and it will change to show that it is downloading the papers.

The icon will look like this once the papers have downloaded.



Navigating Your Meeting Papers

Having clicked on agenda or minutes for a meeting, here is an explanation of what the icons do:

These icons allow:

- Highlighting
- Drawing with finger
- Underlining
- Adding comments

Undo/Redo/Eraser buttons appear at the top

Tick ✓ to confirm

To email document or save into iBooks or Adobe Reader
*This function may not be allowed in Private Meetings

To search for text

To go one page backwards/ forwards

To scroll to a page number

Sign post brings up the agenda items, tap to take you to that item

To list annotations made to the document.