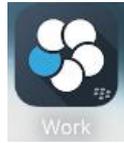# Councillor iPad

Checklist of Features

Accessing emails

Blackberry Work is the app which Councillors can use to access their emails.

They select the icon and then use their 'Touch ID' fingerprint recognition to enter the app.

Accessing calendar

Within Blackberry Work, councillors can view their calendar by selecting the icon

and selecting calendar.

Contacts

When sending an email, a councillor can put the surname of an officer into the 'To' box and the system will locate the officer on the global address book. If you then select that officer's name, it will show you further information such as telephone number. You can also add the officer to your own list of contacts.

Accessing Committee papers

Committee papers can be accessed using the Modern.gov app. Selecting the **'…'** will allow the Councillor to select the committees they wish to receive papers for.

The agenda can then be downloaded and annotated.

Accessing other papers emailed

If a Councillor is emailed some agenda papers for another meeting or from an outside organisation, they can open these up within 'Polaris'.

Polaris – equivalent to Microsoft Office (e.g Word)

Polaris is the app which is an equivalent to Microsoft Office that operates in conjunction with Blackberry Work.

By selecting **'…'** in the right hand corner of a document you have opened, you will be given the option to edit in Polaris.

The document will then open up within Polaris and allow the Councillor to edit it.

Just check that you are in Edit Mode by clicking on the top right corner of the screen.
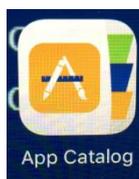
Downloading Apps

The Councillor iPads do not use iTunes or the App Store. They have an 'App Catalog' which is where they can select from the list of approved applications. They just select install against the one they want.

There can sometimes be a slight delay in apps being downloaded.

If there is a problem with an app, it can be deleted by holding your finger down on it until it wobbles and then select the 'x' in the top left corner of the app.

After a short period of time it will once again give you the option to install it within the 'app catalog'.

Apple Pencil

Councillors have been provided with an Apple Pencil in order to annotate within Modern.gov.

The Pencil can be charged up using the apple plug and a small adapter that comes with it. To sync the Pencil to the iPad it should be inserted into the input slot at the foot of the iPad where the plug usually goes. It will then sync using Bluetooth.

Wi-Fi issues

All of the Councillor iPads are set up on 'GCC Mobile' WiFi and will automatically connect when they come into Shire Hall. If a Councillor is finding that the internet is not working, or that emails are not coming through, it can most of the time be resolved by turning off the Wi-Fi and turning it on again.

By doing this, the iPad will find 'GCC Mobile' and bring up a 'splash page'.

This is a page which repeats the user agreement and asks you to select the button which says 'connect to internet'. That will then ensure the councillor is connected correctly.