CENTURION BLUE

# Complete Feature Guide

Everything the app does, what it costs, and exactly where to tap. Built for police officers who work secondary employment, and for the officers who schedule them.

Denver edition | Nationwide edition | iPhone · Android · Web

**centurionblue.com** · support@centurionblue.com · text (303) 802-0272

Centurion Blue is a record keeping tool for individual officers. It is not a government app, and it is not affiliated with, endorsed by, or operated by any police department or agency.

# What is in this guide

DENVER Denver edition only · NATIONWIDE Nationwide edition · FREE No subscription needed

PREMIUM Paid subscription · IPHONE Platform limited


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**New to the app?** Read sections 1 and 2, then skip to whichever sections match how you work. Denver officers should also read 6 through 9. Every feature block tells you what it does, how to use it, and where to find it.

**Not advice.** Centurion Blue is a record keeping aid. Nothing in this guide is tax, legal, financial or medical advice. Your department payroll record stays the official one.

# 1 Getting started

One account works everywhere. Set it up once and your jobs follow you from phone to browser.

## Where Centurion Blue runs

Download it from the Apple App Store for iPhone and iPad, or from Google Play for Android. It also runs in any web browser at `centurionblue.com` with nothing to install.

One account covers all of them. A job you log on your phone in the parking lot is on your laptop before you get home.

> **What the phone apps add:** App Lock (Face ID or Touch ID on iPhone, fingerprint or face unlock on Android), home screen widgets, and push notifications. On iPhone you also get Siri and Lock Screen widgets.

## Choosing your edition

Your edition is set when you sign up. The registration screen asks **Where do you work?** Pick Denver Police or Another department. A link from centurionblue.com/departments starts on Another department. The iPhone and Android apps ask the same question; a phone app that has not been updated starts a Denver account, so update it from the App Store or Google Play first. If you start on the nationwide edition and later join Denver PD, tap Switch my account to Denver in Settings. Your jobs and data stay.

| EDITION | WHAT YOU GET |
|---|---|
| DENVER | The DPD pay scale by rank and step does your math for you, plus the Job Exchange, Marketplace, Scheduler Portal, DIA Log, Wellness Portal, and leave banks tracked against the Denver Police contract. |
| NATIONWIDE | Any agency, anywhere. You type your own hourly rate and each raise with its date, your contract's Call Back and Court Time minimums and holiday pay, and your own leave accrual amounts and caps. Premium only, with a 30-day free trial that starts when you register. The Job Exchange, Marketplace, Scheduler Portal, DIA Log and Wellness Portal are Denver only. |

## Your free trial

1. Create your account. No credit card is asked for.
2. You get 30 days of full Premium access. On the nationwide edition it starts when you register. On the Denver edition you choose: tick Start my free 30-day Premium trial now when you register, or tap Start 30-day free Premium trial on Home any time later.
3. When it ends, everything you logged stays saved. Denver officers keep the free Job Exchange and Marketplace. Nationwide officers subscribe to pick up where they left off.

> **One trial per officer.** The 30 days can only be used once on an account, so start it when you are ready to actually use the app.

## Plans and pricing

| PLAN | PRICE | WHAT IT COVERS |
|---|---|---|
| **Free tier** DENVER | **$0 forever** | The Job Exchange, the Marketplace, your calendar, and Settings so you can keep a W-9 on file. The DIA Log and the Wellness Portal are free too, once you switch them on. **Job tracking is not included on the Denver free tier**, that is what Premium adds. |
| **Premium** | **$59.99/year**<br>**or $7.99/month on the website** | Unlocks job logging and the Log, the Dashboard, the Tax Center, the Retirement planner, Range Days (Denver) and Year End Tax Reports, IRS mileage on your 1099 jobs, and Other Expenses. The nationwide edition is Premium only, there is no free nationwide plan. One subscription covers every device you sign in on. |
| **Fitness and Diet Coaching** | **$39.99/year** | A Premium add-on with template workout and nutrition plans. General information only, not medical advice. Bought on the website, not in the phone apps. |

> **How you pay:** in the phone apps Premium is the yearly plan, an in app subscription through Apple or Google. On the website it is a card checkout, yearly or monthly. Either way it unlocks the same thing everywhere.

## Locking the app and backing it up

- Turn on App Lock in Settings so your pay records need your face or fingerprint to open.
- Optional two factor authentication with an authenticator code.
- Data backup and export in Settings, so your records are never trapped in the app.

> **The app never tracks your location.** Drive times and mileage come from the home address you type into Settings. Your phone only asks for location if you tap GPS check in on a scheduled shift, or Use my location in the DIA Log.

## 2 Your account and setup

Signing in, your plan, your profile, and keeping your data safe.

### Sign in / Create account FREE

Every officer signs in with an email and password. The account is what carries your jobs, settings and access from one device to the next, so the phone app and the website show the same records.

**How:** Open the app. On the Sign in screen type your email and password and tap Sign in. New officer: type your email and a password (8+ characters) and tap Create account. The screen says "Almost there" and we email you a confirmation link. Open that email and tap the button in it, then tap "Confirm my email" on the page that opens. After that, come back and sign in. Forgot password? sends a reset email.

*First screen before the app opens: Sign in*

**Watch out:** Free-access codes are NOT entered here. The screen says to create your account (or sign in) first, then enter the code on the next screen. A new account cannot sign in until its email is confirmed: signing in early says the account still needs its email confirmed. If the confirmation email does not arrive, check your junk or spam folder, or tap "Didn't get it? Send it again" (it works once a minute). The link expires, so use it soon. If it has expired or was already used, try signing in first, then ask for a fresh one with "Send it again". Signing up with an email that already has an account says "That email already has an account, use Sign in." Signing up with a city (denvergov.org) address shows a warning first: city email can be pulled in an open-records request and you lose it if you leave the department, so a personal address is suggested. Tap OK to use it anyway.

### 👋 Welcome, one last step (registration) FREE

A one-time registration screen after your first sign-in. It collects your name, phone and personal email, plus your badge number on the Denver edition or your department on the nationwide edition, so support can set up your personalized service. When you finish, the setup screen opens so you can fill in the rest.

**How:** After you confirm your email and sign in for the first time, fill in Full name, Phone number and Personal email address. Denver officers also enter Badge number. Nationwide officers enter their Department. Tap Complete registration.

*Shown once per account, the first time you sign in after confirming your email*

**Watch out:** Required once per ACCOUNT, not per device. A profile left in the browser from a different account cannot skip it. The phone number needs at least 10 digits, and a Denver badge must be a P followed by digits. The screen notes that alerts start switched on, and states none of this is shared with the Denver Police Department (your department, on the nationwide edition).

### Start my free 30-day Premium trial now (trial opt-in at registration) DENVER FREE

A tick box on the Denver registration screen that starts the 30-day Premium trial immediately. Leave it unchecked and you start on the free plan (Job Exchange and Marketplace) instead, keeping the whole 30 days for later.

**How:** On the registration screen, tick "Start my free 30-day Premium trial now" before tapping Complete registration. Or leave it unchecked and start it any time later with "▶ Start my free 30-day trial →" on the bar at the top of the free plan.

*Registration screen, tick box under the badge number (Denver edition)*

**Watch out:** On Denver the trial clock starts only when you choose to start it, never at account creation. It is one trial per officer, recorded on your account, so clearing the browser or switching devices will not give you a second one. The free trial buttons on the Denver pages of the website open this screen with the box already ticked, for a new account that has not used its trial; you can untick it before you tap Complete registration. The nationwide edition has no tick box: it is Premium only, and the 30-day trial starts when you register.

### ⏱ Free trial bar (live countdown) FREE

A gold bar across the top of the app while your trial is running, counting down the time left and offering Premium.

**How:** Nothing to do. It appears at the top of every tab while the trial is live and shows days/hours/minutes remaining. Tap "Get Premium, $59.99/yr" from it to subscribe.

*Top of the app, above the tabs*

**Watch out:** When it hits zero nobody's data is touched. Denver officers drop to the free Primary plan (Job Exchange and Marketplace). The nationwide edition is Premium only, so a nationwide officer goes to the subscribe screen, with everything they logged still saved in the account.

### Your plan card (Primary free vs Premium) DENVER FREE

A side-by-side card on Home comparing the free Primary plan (find and grab Exchange jobs, roster messaging and release, calendar sync, W-9 on file) with Premium (pay, OT and hours auto-tracked, auto-mileage, tax and 1099 reports).

**How:** Home tab, the "Your plan" card. Tap the gold button ("⭐ Start 30-day free Premium trial →" if your trial is unused, otherwise "⭐ Go Premium, $59.99/year →") or tap "Maybe later" to hide it.

🏠 *Home → Your plan*

**Watch out:** Shows while you are signed in and not yet paying for Premium, for example during your trial. Once hidden with Maybe later or the ×, it stays hidden. In the phone apps the button starts the trial or opens the in-app purchase screen instead of the website.

### Unlock the Tracker (pricing screen) FREE

The paywall/upgrade screen. Premium is $59.99/year, or $7.99/month on the website, billed to the account you are signed in as, on every device.

**How:** Tap any Premium prompt, the trial bar's "Get Premium, $59.99/yr", or Settings → ☁️ Your Account → "⭐ Go Premium, $59.99/year". On the website choose "Go Premium → $59.99/year" or "Go monthly → $7.99/month". In the iPhone and Android apps tap "Go Premium → $59.99/year". After paying, tap "I've paid, continue" if the screen does not clear itself.

*Subscribe screen, reached from the trial bar, Settings → ☁️ Your Account, or any upgrade prompt*

**Watch out:** The monthly plan is sold on the website only: in the iPhone and Android apps the two website buttons are hidden and one in-app purchase button for the yearly plan is shown instead. Denver officers also get a "Not ready?" link to continue with the free Exchange and Marketplace. The nationwide edition has no free plan, so that link is not shown there. A free-access code box sits at the bottom of the same screen.

### ☁️ Your Account (cross-device cloud sync) FREE

Shows which email you are signed in as, confirms your data syncs across every device you sign in on, and shows your subscription status: Premium active, days left on your free trial, or the free plan.

**How:** Settings → scroll to "☁️ Your Account". It reads "Signed in as <your email>". Under 💳 Subscription, tap "⭐ Go Premium, $59.99/year" to subscribe, or "Manage or cancel subscription →" once you are paid. Tap "Sign out" to leave the account on this device.

⚙️ *Settings → ☁️ Your Account*

**Watch out:** Sign out finishes any save still in progress first. If some jobs have still not reached your account, it asks "Some of your jobs have not reached your account yet. Staying signed in lets them finish saving. Sign out anyway and lose them?" Choose Cancel to stay signed in and open the app again when you have a signal. Signing out clears your data from that device; it stays in your account.

### Manage or cancel your subscription PREMIUM

A link that takes you to the billing portal to change or cancel your Premium subscription yourself.

**How:** Settings → Customer Support card → "💳 Manage or cancel your subscription". Also on the ☁️ Your Account card as "Manage or cancel subscription →".

⚙️ *Settings → Customer Support, and* ⚙️ *Settings → ☁️ Your Account*

**Watch out:** In the iPhone/Android apps this sends you to the App Store or Google Play subscription screen, because that is where a store subscription is cancelled. If you subscribed on the website, it opens the web billing page instead, even in the phone apps. On the ☁️ Your Account card the link only appears once you are subscribed.

### Switch my account to Denver (edition transfer) NATIONWIDE FREE

Moves a nationwide account onto the Denver edition, unlocking the DPD pay scale, the Exchange, the Scheduler, badge linking and Denver venues. All existing jobs and data stay.

**How:** Settings → the "Now working for Denver PD?" card → tap "Switch my account to Denver →" and confirm.

*Settings → Now working for Denver PD?*

**Watch out:** Only appears on nationwide (general) accounts. The choice is locked into your settings, so it beats any ?general link afterwards, and the page reloads to apply it.

### My Jobs (one-tap job prefill chips) FREE

Every job you log turns itself into a one-tap chip that refills the whole form: employer, type, address, miles, shift times, rate and origin. Newest use of each employer+type pair wins.

**How:** Home → the "My Jobs" row above the form. Tap a chip, the form fills, set the date, tap Add Job. Tap the × on a chip to hide it from the list.

*Home → Quick Add a Job → My Jobs*

**Watch out:** Hours are deliberately NOT carried over, they change every shift. Hiding a chip does not touch the logged jobs themselves. Denver also gets a built-in Lindsey-Flanigan Courthouse preset; that one never shows outside Denver.

### Attach a Word or PDF file (job document) FREE

Keeps post orders, a contract or an assignment sheet attached to the job itself, and lets you read it on your phone at the job. PDFs open in the viewer,.docx text is pulled out and shown in the app.

**How:** Home → Quick Add → "Job document" field → "Attach a Word or PDF file". Once attached, use "Open" to read it or "✕ Remove" to drop it.

*Home → Quick Add a Job → Job document (in the advanced fields)*

**Watch out:** Only shows once the advanced Quick Add fields are on. Old binary.doc files cannot be read in-app and are saved out instead.

### Employer & address suggestions (shared officer directory) FREE

Typing a job name or address suggests places you have worked, Denver venues with their addresses, employers other officers have logged, and live address matches from a map service (Google Maps when you are signed in). Picking a known employer auto-fills the address.

**How:** Start typing in Employer / Job Name or Job Address and pick from the dropdown. The address fills itself in when you pick a known employer.

*Any employer or address box: Quick Add, Calendar multi-add, Exchange post form*

**Watch out:** Denver venues only appear on the Denver edition. Google Maps rows sit below your own suggestions, with a "Google Maps" credit at the bottom of the list, and only text you actually type is looked up. An address you picked from Google is never shared to other officers' list. Only the name, address and job type are shared between officers, never your pay rate. Most recent save wins, so bad entries self-correct.

### ✏️ Edit / ⧉ Duplicate / 🗑️ Delete a job FREE

Opens a logged job back into the form to change it, copies it onto a new date, or deletes it.

**How:** 📅 Calendar → tap the day → on the job card tap "✏️ Edit", "⧉ Duplicate" or "🗑️ Delete". The same ⧉ button sits on rows in the Log tab and in Upcoming Jobs.

*📅 Calendar day card, 📋 Log rows, 🏠 Home lists*

> **Watch out:** Every delete asks first. Deleting a job that came from a scheduler releases the shift server-side, so it does not reappear.

### 📖 How to Use tab FREE

The built-in quick reference: how it works in 3 steps, what each tab does, the job types explained, and a Handy to know section covering shift times, mileage, recurring jobs, getting paid, the cap warning and backups.

**How:** Tap the "📖 How to Use" tab. At the top: "Get Started →" takes you to Home, "🎯 Complete my setup" opens the setup screen, and "Take the tour" replays the spotlight walkthrough.

*📖 How to Use tab*

> **Watch out:** The old Set Up My Rates button is gone. Use Complete my setup, or Settings, for your rates.

### 🎯 Complete my setup (setup screen) FREE

A full-screen setup that asks one thing at a time, with a progress bar and "Step X of Y". It starts with "Welcome to Centurion Blue" and a list of what it will ask, then goes box by box: your name (and badge number on Denver), your home address, then your hourly rate (nationwide) or, on Denver, your rank, promotion (only for a rank above Police Officer), pay grade, date of hire and district station. Then your regular shift, alerts on your phone and, on Denver, Wellness. It ends on "You're all set" with a summary of everything, where anything empty shows "Not set". Whatever you enter goes straight into the matching Settings field.

**How:** It opens by itself right after you register. To run it any time, tap "🎯 Complete my setup" on the Home welcome banner or the How to Use page, "Finish setup" on the Home profile banner, or Settings → "Run setup". Use Back and Next to move, Skip on the optional District station box, and "Finish later" at the top to close it. On the last box tap "Start using Centurion Blue".

*Opens after registering; 🏠 Home welcome and Finish setup banners; 📖 How to Use; ⚙️ Settings → Run setup*

> **Watch out:** A new account sees setup at every sign-in until it is finished or you tap Finish later twice; after that the Home banners and Settings carry the reminder. Existing officers are never pushed into it but can run it from Settings. Pressing Next with something important missing shows one plain reminder (for example "Add your home address. Mileage can't be worked out without it."); press Next again to move on. If your address has no city and state, setup reminds you to add them. Free Denver accounts get the same boxes but no dollar figures. Everything can be changed later in Settings.

### Finish setting up your profile (banner) FREE

A banner that appears when your name or home address still shows the sample text, warning that your reports print the name and that auto mileage stays off until the real address is in.

**How:** 🏠 Home → tap "Finish setup" to open the setup screen, or "Open Settings" to fix the fields directly.

🏠 *Home, top of the page*

> **Watch out:** Free Denver accounts cannot see the address field at all, so on those accounts only the name counts toward the check.

### Profile & preference settings (name, badge, home address, district station, maps, time format, Quick Add fields) FREE

The core setup card: Officer Name, Email Address, Badge Number, Tax / Reporting Year, Home Address, My District Station, IRS Mileage Rate, Weekly cap, 16-Hour Rule, plus preferences for Add Jobs to Calendar, Map for Directions (Apple Maps or Google Maps), Time Format (24-hour military or 12-hour AM/PM) and Quick Add Fields (Simple or Show all fields).

**How:** ⚙️ Settings → the first card. Changes save automatically. The "Run setup" button at the top of the card opens the setup screen, for a first-time setup or when helping someone else.

⚙️ *Settings → Settings & Setup (first card)*

> **Watch out:** Badge Number is entered as P + number and is what links you to jobs a scheduler assigns you. A note under the box shows the roster check: "✓ Matches the department roster.", waiting for Centurion Blue to confirm it, or that it couldn't be confirmed (email support@centurionblue.com). Scheduled jobs link only once the badge is confirmed, and a changed badge is checked right away. Emptying the Officer Name box does not un-register you. Home address is the DEFAULT mileage start; set a district station and each job then lets you pick Home or station as the trip start.

### 📄 W-9 on File (officer's own W-9) DENVER FREE

Fill your W-9 in once and keep it on file. A scheduler you work for can then download it to hand to the employer, so you do not fill one out for every job, but only after you switch that scheduler on under "Who can download your W-9".

**How:** ⚙️ Settings → "📄 W-9 on File" → "📝 Fill out / update my W-9". Once filed you also get "⬇ Download my W-9" and "🗑 Remove", and the list "Who can download your W-9" with a switch for each scheduler who has you on a roster.

⚙️ *Settings →* 📄 *W-9 on File*

> **Watch out:** Only the finished PDF is stored (auto-dated). The stored PDF is encrypted in our database. Your SSN/EIN lives inside that document, not as separate saved fields. No scheduler can download it until you switch them on, and each switch saves the moment you tap it. When the switches arrived on October 14, 2026, a scheduler who could already download your W-9 was left switched on, so check the list and switch off anyone you do not want. Under each name it shows the day that scheduler added you and some of their jobs you work, and it flags a name two schedulers share. If no scheduler is linked yet it says so: check that your name and badge match their roster. Remove switches every scheduler off, and a new W-9 has to be shared again. Part of the free Denver Primary plan.

### Two-Factor Authentication FREE

Adds a second lock to your account: after your password, a 6-digit code from an authenticator app is required to sign in.

**How:** Settings → " Two-Factor Authentication" → "Enable two-factor" → scan the QR code with Google Authenticator, Authy or the iPhone Passwords app → type the 6-digit code → "Verify & turn on". To turn it off, enter a current code and tap "Turn off".

*Settings → Two-Factor Authentication*

**Watch out:** Once on, every sign-in shows a "Two-Factor Check" screen before the app opens. If you cannot scan the QR code there is a manual key to type in instead.

### App Lock (Face ID / Touch ID) PHONE APPS FREE

Requires Face ID or Touch ID every time you open the app or come back to it, on top of your account sign-in.

**How:** Settings → " App Lock" → tick "Require Face ID / Touch ID to open the app".

*Settings → App Lock*

**Watch out:** App only, the card is hidden in a browser. The app itself recommends it: "Worth turning on given your W-9 and pay details live here."

### Centurion Blue Help (AI assistant) FREE

A floating help chat inside the app that answers questions about jobs, pay, mileage, your W-9 and getting started, and hands you to a person when it cannot.

**How:** Tap the blue bubble at the bottom right of any screen. Type a question, or tap one of the starter chips: "How does it work?", "What does it cost?", "How do I add my W-9?", "How is mileage calculated?".

*Floating bubble, bottom-right of every screen*

**Watch out:** It is an automated assistant and is labelled "not tax or legal advice" in the panel footer, which also carries Email and Text links to a person. It answers only Centurion Blue questions and will say so if you ask something off-topic. There is a rate limit of 25 messages per 5 minutes. The bubble fades out while you scroll so it does not cover buttons, and comes back when you stop.

### Customer Support & Personalized Service FREE

The in-app support contact card: email, text, a link to manage or cancel your subscription, the privacy statement and the Privacy Policy & Terms of Service.

**How:** Settings → " Customer Support & Personalized Service" → tap " Email support" (support@centurionblue.com) or " Text (303) 802-0272".

*Settings → Customer Support & Personalized Service*

**Watch out:** The card also states that after registering you get a welcome text and email from customer support, and that none of your information is shared with the Denver Police Department.

### ⬇ Download my data / ⬆ Restore Data / Reset All Data FREE

Saves a copy of everything on this device to a file, restores from one, or wipes all your jobs, expenses and settings back to empty.

**How:** ⚙ Settings → "Your data & privacy" card → "⬇ Download my data " saves the backup, "⬆ Restore Data" loads one back in, "Reset All Data" erases everything.

⚙ *Settings → Your data & privacy*

**Watch out:** Reset All Data asks to confirm, then erases all jobs, expenses and settings on this device AND in your account, so it clears every device you sign in on. Jobs imported for you that were erased this way are not offered back later as missing. The download does not include your W-9 on file or anything you posted to the Exchange. In the phone apps the backup file goes through the share sheet rather than a browser download. This card is on every plan.

### 🗑 Delete my account & all my data FREE

Permanently deletes your account and what is in it: every job, expense and setting, any jobs imported for you that are waiting for review, your W-9 on file, your receipt photos, your Job Exchange and Marketplace posts, the copy on this device, and your sign-in. A Premium subscription bought on the website is cancelled at the same moment.

**How:** ⚙ Settings → "Your data & privacy" → "🗑 Delete my account & all my data". Confirm, read the list of what is about to happen, then type DELETE when asked.

⚙ *Settings → Your data & privacy*

**Watch out:** It cannot be undone, so tap "Download my data" first if you want a copy. A subscription bought on the website is cancelled at once, with no refund for unused time. A subscription bought in the App Store or Google Play is not cancelled by deleting: cancel it in your store subscriptions or it keeps renewing. If you run jobs in the Scheduler, the button refuses until you hand them to another scheduler, or email support@centurionblue.com for help. With two factor sign-in on, you must be signed in with your authenticator code. A roster entry and shift records that a scheduler holds for you stay with that scheduler, and only the link to your account is removed. Ask them, or email us, to have those removed. If your sign-in is shared with another service on the same login, the sign-in is kept and your Centurion Blue records are deleted. If you ever started the free trial, a one-way fingerprint of your email and the date the trial started is kept, so the trial stays one per officer. Payment records held by Stripe, Apple or Google stay with them, and deleted records can sit in routine backups for a limited time. Older phone app: if your app has not been updated, the button only erases your records and signs you out. It does not cancel a subscription or remove your sign-in. Update the app first, or email support@centurionblue.com and we finish the rest.

### 🎟 Free-Access Code FREE

Redeems a comp or free-access code against your account so full access follows you to every device you sign in on.

**How:** ⚙ Settings → "🎟 Free-Access Code" → type the code → "Use code". The same box also sits on the pay screen.

⚙ *Settings →* 🎟 *Free-Access Code, and on the Unlock the Tracker screen*

**Watch out:** Create your account (or sign in) FIRST, then enter the code. It links to the account, not the device, so you only ever enter it once.

### ⚠️ Automatic-saving warning WEB ONLY FREE

Warns you when the browser is blocking automatic saving, which happens when a file is opened directly in Safari, and tells you how to keep your jobs.

**How:** Nothing to do. If it appears, either use Settings → Backup Data or open the app in Chrome.

*Top of the app, under the tabs*

**Watch out:** Your jobs still work for that session, but they are lost when the tab closes unless you back them up.

### Take the tour (spotlight walkthrough) FREE

The older guided walkthrough that dims the screen except one real section at a time: your name and address, rank and pay, your regular shift, leave banks, Job Exchange alerts on Denver, adding and saving your first job, and where the reports live. You type into the real fields as you go.

**How:** 📖 How to Use → "Take the tour". Use Skip on any step that does not apply.

📖 *How to Use*

**Watch out:** New accounts get the setup screen instead. An existing officer whose name or address still shows the sample text gets this tour at sign-in until they close it once. On the free Denver plan, steps for hidden tabs are left out.

### Setup screen: pay boxes (Denver) DENVER FREE

On the Denver edition, setup asks for your rank, then (for a rank above Police Officer) "Were you promoted to [rank] during [year]?", then your pay grade and date of hire, and shows what that makes you, for example "That makes you [your grade] at $X/hr, overtime $Y/hr".

**How:** Pick your rank. For a promotion, tap "No, before [year]" or "Yes, in [year]"; Yes asks for "Date you made [rank]" and "Your rank before that". On Your pay grade, enter your Academy graduation date, or tap "I don't know the date. Let me pick my grade instead." and choose from Pay grade / step. On Your date of hire, enter the date you were hired.

*Setup screen (Denver)*

**Watch out:** The graduation date moves your grade up by itself on every anniversary. Until a grade is set every job reads $0, and setup reminds you once. Longevity is earned from your hire date, not graduation (Article 27.2). A promotion date in the future, before the tax year, or before your date of hire must be fixed before you can move on. Free accounts see no dollar figures.

### Setup screen: regular shift box FREE

Asks "Do you work a regular shift?" and saves your shift type, shift hours and days off. It powers the 16-hour rule check and the warning when an off-duty job overlaps your regular shift.

**How:** Tap Yes and pick your shift from the same choices as the Calendar card's "Your shift" box. For the 9/80 or the 12s with an 8, also pick the day that alternates, how many hours your short day is (8 unless you change it), and which of the two dates shown is your next short day. Then enter "Shift hours, 24-hour" (for example 0600 to 1600); picking a shift fills in the end time for you. Pick the days you are off (Sun to Sat). On Denver, first choose under "Your days off": "The same days every week" or "They change each DPD period". Tap No if you do not work a regular shift.

*Setup screen*

**Watch out:** Once you tap Yes, the shift hours are required and start and end can't be the same (2400 is accepted as midnight). With the per-period choice only the hours are saved; open the Calendar tab, mark this period's days off and switch your schedule on there. With the same days every week, if you pick no days off or a number that is not what your shift usually has (the alternating day is not counted), setup reminds you once; press Next again to move on. If you have not picked an alternating day at all, it also reminds you once. Once you pick the weekday that alternates, the date of your next short day is required, and its length must be at least 1 hour and shorter than your regular day. The "You're all set" summary names your shift, for example "12s with an 8 every other week · 0600 to 1800 · 8-hour day: Fri Oct 23, then every other Friday"; if you skipped the alternating day it says "8-hour day: not set yet, pick it on the Calendar tab". Running setup again fills in what you saved before.

### 'Couldn't reach your account' retry screen FREE

If the app can't read your account at sign-in (weak signal or an outage), it shows "We couldn't reach your account just now. Check your signal and try again. Nothing on your account has changed." instead of sending you to registration or a wrong trial-ended or free-plan screen.

**How:** Tap "Try again" when you have a better signal, or "Sign out".

*App start / sign-in loading screen*

**Watch out:** Nothing is saved to your account until it has been read, so work on another device can't be overwritten.

### Devices stay in sync automatically FREE

When you come back to the app or browser tab, and once a minute while it is open, the app checks whether another device saved newer data. If so it loads it and shows "Updated with the latest from your other device."

**How:** Nothing to do. Keep the app signed in on each device.

*Everywhere (small notice on screen)*

**Watch out:** It waits while you are typing, editing or saving on this device, so nothing you are working on is replaced. Work saved on a phone that never reached the account is kept and sent at the next sign-in.

### Appearance (dark mode) FREE

Picks the app's theme: Light, Dark, Dark at set times, or Automatic, sunset to sunrise.

**How:** Settings → "Appearance" → Theme. For Dark at set times, set "Dark from" and "Light again at". The note under it says what is showing now, and for Automatic the sunrise and sunset times it is using.

*Settings → Appearance*

**Watch out:** The choice is saved on this device only, so your phone and computer can differ. Automatic uses your home address for sunrise and sunset; without one it uses a general location and says so. Printed forms and PDFs stay light.

### Clear messages when a lookup is refused FREE

Receipt scanning, expense mileage lookups, job mileage lookups and DIA "Use my location" now say why they didn't work instead of a generic error.

**How:** If you see a message such as "Sign in to your Centurion Blue account to use this.", sign in and try again. If it says the feature has been used a lot in the last hour, wait a while before trying again.

*Expenses (receipt scan, mileage), job mileage, DIA Log location*

**Watch out:** These lookups need you to be signed in, and each account has an hourly allowance.

### Who can download your W-9 (a switch for each scheduler) DENVER FREE

Once your W-9 is on file, you choose which schedulers can download it. Each scheduler who has you on a roster gets a switch, and only the ones you switch on can download your W-9.

**How:** Settings → "W-9 on File" → "Who can download your W-9". Tap the switch beside a scheduler's name to let them download it, and tap it again to stop them.

*Settings → W-9 on File → Who can download your W-9*

**Watch out:** The list shows only once a W-9 is on file. Each switch saves the moment you tap it. Schedulers pick their own names, so under each name it shows the day that scheduler added you and some of their jobs you work, and a name two schedulers share is flagged. A scheduler who could already download your W-9 when the switches arrived on October 14, 2026 was left switched on. Removing your W-9 switches everyone off.

# 3 Logging a job

The part you will use most. It is built to take about thirty seconds.

### Quick Add a Job PREMIUM

The main job-entry form on the Home tab. You pick the date, name the employer, choose the job type, and enter hours (or shift times) and rate. Pay, miles and deductible mileage calculate live under the form before you save.

**How:** Open the Home tab. In the card titled "➕ Quick Add a Job", set Date, type the Employer / Job Name, pick a Job Type, fill Shift Start / Shift End (or Hours Worked) and Hourly Rate, then tap "+ Add Job". A pop-up confirms "✅ Job entered" with the job name, date and time.

*Home tab, card "➕ Quick Add a Job"*

**Watch out:** You must have a date, plus at least an employer name or hours, or it refuses ("Add at least an employer/job name or hours."). Job logging is part of Premium. On the Denver edition the free plan is the Job Exchange, Marketplace, Calendar and Settings, so Quick Add needs Premium or the 30-day trial. The nationwide edition is Premium only, with a 30-day free trial that starts when you register.

### Quick Add Fields (Simple vs Show all fields) PREMIUM

Controls how much of the job form you see. Simple shows only Date, Employer, Type, Hours and Rate. Show all fields adds Job Address, Travel from, One-Way Miles, Paid?, Notes, Job document and the Telestaff box.

**How:** Settings, then in the main settings grid set "Quick Add Fields" to either "Simple. Date, Employer, Type, Hours, Rate" or "Show all fields (address, shift times, mileage, paid, notes)".

*Settings, setting "Quick Add Fields"*

**Watch out:** Show all fields is the default for everyone. On Simple the shift-time boxes are hidden, so the hint under Hours Worked changes to "(type it, or use Show all fields for shift times)". Editing a job or ticking Repeat always shows every field.

### ⭐ My Jobs one-tap chips PREMIUM

Every job you log automatically becomes a tappable chip above the form. Tapping one refills the whole form with that job's employer, type, address, miles, rate, shift times and OT basis, so a repeat gig takes one tap plus a date.

**How:** Home tab, the row labelled "⭐ My Jobs" just under the Quick Add heading. Tap a chip, set the date, then tap "+ Add Job". Tap the small × on a chip to hide it; it asks 'Hide "<job>" from the one-tap list?' and says the logged jobs are not touched.

*Home tab, "➕ Quick Add a Job" card, "⭐ My Jobs" chip row*

**Watch out:** Up to 10 chips show, newest employer and job type pairs first. Hours are deliberately not carried over, they change every shift, so enter hours each time. Hiding a chip does not touch the logged jobs. There is no manual save button; chips come from your log.

### Court / Overtime Pay built-in prefill DENVER PREMIUM

A ready-made chip that fills the form for a court appearance: employer "Court / Overtime Pay", type Department Paid Overtime at the officer overtime rate, address 520 W. Colfax Avenue (Lindsey-Flanigan Courthouse).

**How:** Home tab, tap the "⚖️ Court / Overtime Pay" chip in the ⭐ My Jobs row, then set the date and hours and tap "+ Add Job".

*Home tab, "⭐ My Jobs" chip row (first chip)*

**Watch out:** Denver only, it is a hard-coded Denver address so it never shows on the nationwide edition. It sets Department Paid Overtime, not the separate "Court Time" job type, so pick deliberately.

### Employer / Job Name auto-fill PREMIUM

Typing a job name suggests names you have used before, Denver venues, and employers other officers have logged. Picking one fills in that job's address, job type and (for your own saved jobs) rate.

**How:** Home tab, tap the "Employer / Job Name" box (labelled "(pick to auto-fill)") and start typing. Pick from the dropdown.

*Home tab, Quick Add, field "Employer / Job Name (pick to auto-fill)"*

**Watch out:** Auto-fill only runs when adding a new job, never while editing one. Names shared by other officers supply the name, address and job type only, never a pay rate, which stays personal. Denver venue suggestions (Ball Arena, Coors Field, Empower Field, Colorado Convention Center and so on) do not appear on the nationwide edition.

### Job Address with live address lookup PREMIUM

The Job Address box suggests addresses you have used, Denver venue addresses (typing "Coors Field" offers its street address), and live real-world matches near your home area. When you are signed in the live matches can come from Google Maps, and then "Google Maps" shows under the list; otherwise they come from TomTom.

**How:** Home tab, Quick Add (Show all fields), "Job Address (optional, for mileage)". Start typing; after 4 characters live suggestions appear underneath. Pick one from the list.

*Home tab, Quick Add, field "Job Address (optional, for mileage)"*

**Watch out:** Live suggestions need a connection and at least 4 typed characters. Only what you type is looked up; an address already in the box or one you just picked is not sent again. Venue suggestions are Denver edition only. Picking a new address clears any old mileage figure and measures again.

### Job Type (seven pay types) PREMIUM

Sets how the job is paid and how the app does the math. The seven types are 1099, Check Only (Non 1099), Direct Employer, Department Paid Overtime, Department Double Time, Call Back, and Court Time.

**How:** Home tab, Quick Add, the "Job Type" dropdown. 1099, Check Only and Direct Employer use hours × the rate you type. Department Paid Overtime uses base × 1.5, Department Double Time base × 2.0, Call Back and Court Time are both paid at time and a half, all four figure their own rate from Settings.

*Home tab, Quick Add, field "Job Type"; also the Job Type column in the Log tab*

**Watch out:** For the four department types the Hourly Rate box goes grey, reads "auto (from Settings)", and should be left blank. Deductible mileage calculates for 1099 only, every other type shows $0 ("No mileage deduction on W-2 or department work"). The One-Way Miles field is hidden unless the type is 1099. The "Paid?" field is hidden and set to "Yes" for the four department types, because they land on the regular paycheck.

### Overtime Rate: Officer Overtime vs 25-Year Detective Rate DENVER PREMIUM

Some Denver secondary-employment jobs pay the detective rate rather than your own officer overtime rate. This picker chooses which one this job uses, showing both live dollar figures.

**How:** Home tab, Quick Add. Set Job Type to "Department Paid Overtime" and the field "Overtime Rate (some jobs pay the detective rate)" appears. Choose "Officer Overtime, $xx.xx/hr" or "25-Year Detective Rate, $xx.xx/hr".

*Home tab, Quick Add, field "Overtime Rate" (only when Job Type = Department Paid Overtime)*

**Watch out:** Denver only, the nationwide edition never shows it and always uses your own rate. It only appears for Department Paid Overtime, not Double Time, Call Back or Court Time. The detective rate is the Detective/Corporal 25-year base × your overtime multiplier, taken at the job's own date.

### Call Back minimum (2-hour vs 3-hour) DENVER PREMIUM

Applies the contract's guaranteed call-back minimum. If you were called back within 2 hours of your next shift you are paid a 2-hour minimum; 2 or more hours before it, a 3-hour minimum. The app pays whichever is greater, the minimum or the hours you actually worked.

**How:** Home tab, Quick Add. Set Job Type to "Call Back" and the field "When were you called back? (sets the contract minimum)" appears. Pick "Within 2 hours of my next shift, 2 hour minimum" or "2 or more hours before my next shift, 3 hour minimum".

*Home tab, Quick Add, field "When were you called back?" (only when Job Type = Call Back)*

**Watch out:** Log the time you actually worked, the app pays you up to the minimum by itself, so do not pad the hours. A note under the form tells you: "The contract pays a minimum of N hours here, so this counts as X hours." Defaults to the 2-hour tier. Denver edition only; the nationwide edition hides this question because it has no contract minimum.

### Court Time continuous duty DENVER PREMIUM

Court Time normally carries a 2-hour contract minimum. Ticking continuous duty removes it, for testimony that ran straight into or out of your regular shift.

**How:** Home tab, Quick Add. Set Job Type to "Court Time", then tick "Continuous duty, testimony ran into or out of my shift, so no 2 hour minimum".

*Home tab, Quick Add, checkbox "Continuous duty" (only when Job Type = Court Time)*

**Watch out:** Court Time is paid at time and a half, like Call Back. Leaving continuous duty unticked on a short appearance is what gets you the 2-hour minimum, so do not tick it out of habit. Denver edition only.

### Use a different DPD rate for this job (one-off custom rate) PREMIUM

An escape hatch for the rare department job that pays a rate other than your contract one. What you type becomes the final hourly pay for that job, with no 1.5x or 2x applied on top.

**How:** Home tab, Quick Add. Pick any of the four department job types, then tick "Use a different DPD rate for this job". The rate box unlocks and its label changes to "Final Hourly Pay ($) (this job only, not multiplied)". Type the real per-hour figure.

*Home tab, Quick Add, checkbox "Use a different DPD rate for this job"*

**Watch out:** Off by default on purpose, so every ordinary department job still auto-calculates. The number you enter is NOT multiplied, officers who type their base rate here will short themselves. Only shows for the OT-family job types.

### ⏱ Take this as comp time PREMIUM

Banks a department overtime job as time off instead of cash. The job then pays $0 and puts hours into your comp bank at the premium rate, so 4 overtime hours bank 6 comp hours, not 4.

**How:** Home tab, Quick Add. Pick Department Paid Overtime, Department Double Time, Call Back or Court Time, then tick "⏱ Take this as comp time". A note under it tells you how many comp hours it banks. To set the default for every new such job: Settings, card "⏱ Department Overtime as Comp Time", set "When you work department overtime" to "Decide on each job (default)" or "Always bank it as comp time".

*Home tab, Quick Add, checkbox "⏱ Take this as comp time"; default in Settings card "⏱ Department Overtime as Comp Time"*

**Watch out:** A banked job shows zero pay, which looks like a bug if you forgot you ticked it. If My Leave Banks is off in Settings the hours are still recorded but have nowhere to display, and the form says so. The per-job box always overrides the Settings default. Denver's contract numbers (120-hour bank cap, Chief's approval past that) are Denver-specific, but the election itself is offered on both editions.

### Shift Start / Shift End to Hours Worked PREMIUM

Type your shift in 24-hour time and Hours Worked fills in by itself, including overnight shifts that cross midnight.

**How:** Home tab, Quick Add. Enter "Shift Start (24-hr, e.g. 0900)" and "Shift End (24-hr, e.g. 1730)". Hours Worked, labelled "(auto-fills from shift times)", updates as you type and stays editable.

*Home tab, Quick Add, fields "Shift Start", "Shift End", "Hours Worked"*

**Watch out:** It also accepts "17:30", "930", "17", and 12-hour forms like "6pm", and tidies them when you leave the box. On a daylight-saving night the app counts the real elapsed hours and shows a note that Hours worked has been set to the real total. You can still overwrite Hours Worked by hand; if it then disagrees with the times, the hint turns red (see the Hours Worked warning). Scrolling the page with the mouse wheel over a number box no longer changes its value. Times are also what the shift-conflict, job-overlap and 16-hour checks need, without them those checks cannot run.

### Travel from (mileage origin: home or your workplace) PREMIUM

Lets a 1099 job's mileage start from your district station (Denver) or your regular workplace (nationwide) instead of home, for the times you drive to the job straight from work.

**How:** Denver: set "My District Station" in Settings. Nationwide: in Settings, card "🚗 Mileage deduction rules", choose "No home office (leave out commuting)" and fill in "Regular workplace". Then on Home, Quick Add (Show all fields), with Job Type = 1099, use "Travel from (mileage starts here)" and choose "Home (default)" or your station (nationwide: "My regular workplace").

*Home tab, Quick Add (Show all fields), field "Travel from" (1099 jobs only)*

**Watch out:** Hidden unless the type is 1099 and a station or workplace address is set. On the nationwide edition the Regular workplace box only shows once you pick the No home office rule. Editing or copying a job keeps the start it was saved with. The chosen start is also what the "📍 Preview drive in Maps" link and the job's Maps link use. With the No home office rule on, picking the station adds a "Miles from station" box (see that entry).

### One-Way Miles with auto mileage PREMIUM

You enter the one-way miles from home once and the app doubles it for the round trip and values it at the IRS rate in force on that job's date. It can also look the drive up for you from your home address.

**How:** Home tab, Quick Add, field "One-Way Miles (auto from home → job)". Fill in a Job Address and it calculates on its own; tap "↻ recalc" to force a fresh lookup.

*Home tab, Quick Add, field "One-Way Miles"*

**Watch out:** 1099 only, the field disappears for every other job type. Auto-lookup never overwrites a number you typed unless you press ↻ recalc. It will not run while your Settings home address is still the sample text, and the hint says "add your real home address in Settings first". If you choose "No home office (leave out commuting)" in Settings, Mileage deduction rules, the home round trip counts as commuting and is not deductible, but keep this box filled: a job with no one-way miles keeps no mileage. Deductible mileage is a tax record only and is never added to your pay. No GPS or location permission is involved.

### Paid? status (Yes / No / Partial) PREMIUM

Marks whether an employer has actually paid you, which feeds the Home "Unpaid" box, the unpaid total and the unpaid alerts.

**How:** Home tab, Quick Add, the "Paid?" dropdown ("-", "Yes", "No", "Partial"). You can also change it any time from the Paid? column in the Log tab.

*Home tab, Quick Add, field "Paid?"; Log tab, "Paid?" column*

**Watch out:** Blank ("-") counts as still owed everywhere: unpaid reminders, dashboard totals and reports. The field is hidden and set to "Yes" for the four department pay types, because those ride the regular paycheck. A duplicated job always comes back as not yet paid.

### Notes on a job PREMIUM

A free-text box on each job for anything you want to remember, carried into the CSV export, the job view and calendar events.

**How:** Home tab, Quick Add, the "Notes" field (marked optional). Also editable inline in the Notes column of the Log tab.

*Home tab, Quick Add, field "Notes"; Log tab, "Notes" column*

**Watch out:** Notes is one of the advanced fields, so it is only visible when Quick Add Fields is set to "Show all fields" (or while editing a job).

### Job document (attach post orders, contract or assignment sheet) PREMIUM

Attaches a Word or PDF file to a job so you can read it on your phone at the gate. Word files open right inside the app as readable text; PDFs open in the phone's viewer.

**How:** Home tab, Quick Add, under "Job document (post orders, contract, assignment sheet)" tap "📎 Attach a Word or PDF file". Once attached it shows the file name and size with "👁️ Open" and "✕ Remove". On a saved job, tap "👁️ View" and the modal shows "📄 Open <filename>".

*Home tab, Quick Add, field "Job document"; and the 👁️ View pop-up on any saved job*

**Watch out:** 5 MB limit, and only.pdf,.doc or.docx are accepted. Old binary.doc files cannot be shown in the app, it offers to save them so you can open them in Word. A repeating job shares ONE copy of the document across all its dates rather than duplicating the file. Documents nothing points at any more are swept away automatically, so removing it from the form is permanent.

### 🗂️ Added to Telestaff checkbox DENVER PREMIUM

Marks whether you have also entered the job in Telestaff. Upcoming Jobs then shows a green "🗂️ Telestaff ✓" or an orange "🗂️ Not in Telestaff" tag so nothing slips.

**How:** Home tab, Quick Add, tick "🗂️ Added to Telestaff". On an already-saved job, tap the "🗂️ Mark" button on its row in Upcoming Jobs, or "🗂️ Mark Telestaff" in the calendar day pop-up.

*Home tab, Quick Add checkbox; Home tab "📅 Upcoming Jobs" row button; calendar day pop-up*

**Watch out:** Denver only. It is a reminder flag for you, it does not talk to Telestaff. Jobs saved from your TeleStaff import are marked as added to Telestaff automatically.

### 🔁 Repeat this job on multiple days FREE

Adds the same job across a date range on the weekdays you choose, plus any extra one-off dates, in a single save. It previews the day count, total hours and total pay first.

**How:** Home tab, Quick Add. Fill the job in once, tick "🔁 Repeat this job on multiple days", set From and To, toggle the weekday buttons "On these weekdays:", and use "Also add specific dates:" with "+ Add date" for extras. The line at the bottom reads "This will add N days, X hours". Tap "➕ Add Job".

*Home tab, Quick Add, checkbox "🔁 Repeat this job on multiple days"*

**Watch out:** Days that overlap your regular DPD shift, would break the 16-hour rule, or clash with a job already logged are SKIPPED, and the confirmation lists how many and why. If you have not entered hours it warns that all those days will save with no hours and no pay. All days created together form one multi-day entry (badge "📋 N-day entry") that can later be edited or deleted as a group. Ticking Repeat forces all the form fields visible so the shift times are reachable. Max range guard is 400 days.

### Live pay preview and cap indicator PREMIUM

Before you save, the form shows Pay, miles and Deductible mileage for the job, plus a line telling you where the job puts you for that week against your hour cap. If you use the "No home office (leave out commuting)" mileage rule, it also explains why the mileage counts or not.

**How:** Home tab, Quick Add. The three-box preview sits above the Add Job button and updates as you type. The cap line reads for example "✅ This week: 28 / 72 hr cap" or "⚠️ This week: 78 / 72 hr cap, over by 6 hr". With the No home office rule on, the middle box reads "Deductible miles" instead of "Round-trip miles", and a 🚗 line under it says why, for example "Home to job and back is commuting, not deductible" or "Straight from <station>, X mi one way is deductible", ending with "Change the rule in Settings, Mileage deduction rules."

*Home tab, Quick Add, preview strip above "➕ Add Job"*

**Watch out:** The cap used is your "Weekly Secondary Employment Hours Cap" from Settings plus any vacation, ASL or comp hours that week, so it can be higher than the number you typed in Settings. The 🚗 line only shows for 1099 jobs with mileage while the No home office rule is on. The app records the rule you chose; which rule fits you is your call, so confirm with a tax professional.

### Regular DPD shift conflict block DENVER PREMIUM

Stops you scheduling secondary employment on top of your own shift. A green banner confirms when the job is safely outside it.

**How:** Nothing to tap. Set your shift schedule on the Calendar tab, then Quick Add checks each job as you fill it in. Green: "✅ Outside your regular shift (0600 to 1600). OK to schedule." Red: "🚫 This job (1400 to 1800) overlaps your regular shift (0600 to 1600). Choose times outside your shift." The times show in your own time format.

*Home tab, Quick Add, banner above the pay preview*

**Watch out:** With no Shift Start/End typed on a shift day it blocks with "🚦 Regular DPD shift... Enter the job's Shift Start/End outside your shift to schedule." It correctly handles an overnight shift that started the day before. On a vacation/ASL/comp day it says "🏖️ You're on vacation/ASL/comp time this day, secondary employment is allowed." The Add Job button greys out while blocked.

### Two-jobs-at-once overlap block PREMIUM

Refuses to save a job whose clock time collides with a job you already logged, including across midnight.

**How:** Nothing to tap. If it triggers you get: "🚫 This overlaps a job you already have: <name> on <date> (times). Two jobs can't run at the same time. Change the times, or edit the other job."

*Home tab, Quick Add (also enforced on the Repeat and multi-day paths)*

**Watch out:** Only fires when BOTH jobs have shift start and end times. A 22:00-02:00 job is compared against the next morning's job as well, because it compares absolute timestamps.

### 16-Hour Rule hard block DENVER PREMIUM

Blocks saving a job that would put you over 16 hours worked in any 24-hour period, counting your regular shift and your other jobs together. The 24 hours run from the start of the first shift in the stretch.

**How:** Settings, tick "Block scheduling a job that would put me over 16 hrs worked in any 24-hr period" under "16-Hour Rule ". After that Quick Add enforces it automatically.

*Settings, "16-Hour Rule" checkbox; enforced on Home tab Quick Add*

**Watch out:** This is a HARD block with no override, unlike the weekly cap warning which you can click through. It only works when it has real clock times: your DPD shift hours (Calendar, Shift schedule) and the job's Shift Start/End. It does NOT track the separate 72-hour weekly cap or the no-split-shift rule, per the Settings note. Off until you turn it on.

### Weekly hour cap warning PREMIUM

Warns before saving a job that pushes a week past your secondary-employment hour cap, and lets you save anyway.

**How:** Set "Weekly Secondary Employment Hours Cap" in Settings. When a job goes over it you get a "⚠️ Weekly cap warning" pop-up that names the week (Sunday to Saturday), the hours it brings that week to and your cap, and asks "Save this job anyway?"

*Settings, "Weekly Secondary Employment Hours Cap"; warning appears on save from Home tab*

**Watch out:** It is a confirm, not a block, tapping OK saves it. Vacation/ASL/comp hours that week are added to the cap first. On a multi-day add the message counts how many weeks go over rather than naming one.

### 📍 Preview drive in Maps FREE

Opens turn-by-turn directions from your chosen mileage origin to the job address before you save it, so you can sanity-check the drive.

**How:** Home tab, Quick Add. Fill in a Job Address and the link "📍 Preview drive in Maps" appears next to the Add Job button.

*Home tab, Quick Add, next to "➕ Add Job"*

**Watch out:** The preview link always opens Google Maps directions, while saved jobs on Home and in the day pop-up honour your "Map for Directions" choice in Settings (Apple Maps or Google Maps).

### Editing a job PREMIUM

Loads an existing job back into the Quick Add form so you can change anything about it, including fields you originally left hidden.

**How:** Tap "Edit" on a job in Today's Jobs, Upcoming Jobs, the Unpaid box, the 👁 View pop-up ("✏️ Edit") or the calendar day pop-up. The Home form retitles itself "✏️ Editing Job", the button becomes "💾 Save Changes", and a "Cancel Edit" button appears.

*Home tab, Quick Add card (retitled "✏️ Editing Job")*

**Watch out:** Editing always reveals all fields so nothing saved is hidden from you. Employer auto-fill is switched off while editing, so retyping the employer will not overwrite your address or rate. Editing keeps the Travel from start the job was saved with. Editing does not turn on the Repeat panel. If the job is deleted somewhere else while the form is open, saving shows "That job was removed while you were editing it, so nothing was saved."

### Editing or deleting a whole multi-day entry PREMIUM

A job added across several days stays linked. You can change all of them in one save, or delete the whole run at once. Edit all copies only what you actually change to the other days.

**How:** On any day of a multi-day entry (badge "📋 N-day entry"), tap "✎ all N" to edit every day, or "🗑 all" to delete them all. When editing, the form reads "✏️ Editing N-day entry", a note says "Saving copies only what you change here to all N days; anything you leave alone stays as each day has it", and the button reads "💾 Save all N days".

*Home tab, "📅 Upcoming Jobs" row buttons "✎ all N" and "🗑 all"*

**Watch out:** Each day keeps its own date, paid status, notes and anything else you leave alone. Changing the date box moves only the day on screen. A new start, end or hours goes only to days that had the same shift as the day on screen, and each of those days gets its hours worked out for its own date; days with different times keep theirs, and the save message says "N days had a different shift, so their times and hours were left as they were." Every day that moves is checked against the 16-hour rule, your other jobs and your regular DPD shift. If any day fails, nothing is saved and you see "🚫 Nothing was saved. The new time doesn't fit on every day:" with the dates listed. If Hours Worked does not match the times, it asks first. Deleting asks "Delete this entire N-day entry? All N jobs will be removed."

### Duplicate a job (⧉) PREMIUM

Copies an existing job into Quick Add as a brand-new entry for a different date, for recurring gigs.

**How:** Tap the "⧉" button on a job in Upcoming Jobs or the Log tab, or "⧉ Duplicate" in the calendar day pop-up. The form fills with everything except the date and the paid status, and flashes "📋 Copied, set the date, then Add Job". Set the date and tap "+ Add Job".

*Home tab "📅 Upcoming Jobs" (⧉); Log tab last column (⧉); calendar day pop-up ("⧉ Duplicate")*

**Watch out:** The Paid? field is cleared, the new occurrence is not paid yet. The attached job document is carried over (same job, same post orders), and so is the Travel from start. Hours are carried over here, unlike the ⭐ My Jobs chips; if they do not match the copied times, the Hours Worked hint turns red.

### 👁 View, the full job detail pop-up PREMIUM

Shows everything recorded about one job in a single card, with Edit, Delete and Open-document buttons.

**How:** Tap "👁 View" on a job in Today's Jobs, Upcoming Jobs or the Unpaid box. The pop-up has "🗑 Delete", "Close", "✏ Edit" and, if a file is attached, "📄 Open <filename>".

*Home tab job rows, button "👁 View"*

**Watch out:** Tapping outside the card or pressing Escape closes it.

### Deleting a job PREMIUM

Removes a job from your log, always asking first. If the job came from your scheduler or from the Exchange, deleting also releases it properly rather than leaving you still holding the shift.

**How:** Tap the "X" on a job in Upcoming Jobs or the Log tab, "🗑 Delete" in the 👁 View pop-up, or "🗑 Delete" in the calendar day pop-up. Confirm "Are you sure you want to delete this job?"

*Home tab "📅 Upcoming Jobs" (X); Log tab last column (X); 👁 View pop-up; calendar day pop-up*

**Watch out:** A job tagged "🗂 Scheduler job" goes back into your scheduler's queue and notifies them; a job tagged "  Exchange job" goes back on the Exchange board. Both need a connection, offline it refuses and nothing is deleted. If a release fails, nothing is deleted and the job is still yours. Deleting also clears away an attached document nothing else uses. A job from your TeleStaff import that you delete on purpose is never offered back by Restore.

### Mark Paid and the Unpaid box PREMIUM

The Home "💰 Unpaid. Collect Payment" card lists every past job still owed, with the running total, e.g. "$1,240.00 owed across 6 jobs". One tap marks a job paid.

**How:** Home tab, card "💰 Unpaid. Collect Payment". Tap "Mark Paid" on a row. Each row also has "👁 View" and "Edit".

*Home tab, card "💰 Unpaid. Collect Payment"*

**Watch out:** Rows show "Unpaid", "Partial" or "Not marked" (a job with a blank Paid? counts as owed). Mark Paid always sets "Yes", to record a partial payment use the Paid? dropdown instead. When it is clear the card reads "All caught up, no unpaid past jobs. 🎉 "

### Mark paid from the phone widget PHONE APPS PREMIUM

The large Lock Screen / home-screen widget lets you mark the oldest unpaid job paid without opening the app. The change is applied to your real log the next time the app runs.

**How:** Add the large Centurion Blue widget, then tap the mark-paid control on it.

*Phone home screen / iPhone Lock Screen widget*

**Watch out:** The widget repaints optimistically, so the real log only catches up the next time you open the app. Phone apps only, not the website. iPhone Lock Screen widgets are iPhone-only.

### Log tab, the full spreadsheet of every job PREMIUM

A row-per-job table of everything you have logged, editable in place: date, employer, job type, address, miles, hours, rate, pay, paid status, W-2 received and notes. Grey cells are calculated.

**How:** Open the "Log" tab, headed "Secondary Employment Log". Type directly into the white cells. Use "+ Add Job" to start a blank row, "⧉" to duplicate a row and "✕" to delete one.

*Log tab*

**Watch out:** The section note says it plainly: "type only in white cells (grey = auto) · Deductible Mileage is a tax record and is NOT part of Pay." On a Department Paid Overtime row, the Officer OT or 25-Yr Detective choice sits right under the Job Type box, with each rate in dollars, and the Hourly Rate cell just shows the result. On the other overtime types the rate is read-only ("Rate from Settings"). Job Address cells offer address suggestions, and changing an address looks up the miles again. "+ Add Job" creates an empty 1099 row dated today with no shift times, so the shift-conflict and 16-hour checks that Quick Add runs do not apply to it. Two cards above the table help after an import: "Add your pay rates" and "🗂️ Set a job's details once".

### Export the log (CSV and PDF) PREMIUM

Downloads your whole job log, either as a CSV spreadsheet with a totals-by-employer block, or as a printable PDF.

**How:** Log tab, top toolbar: "⬇ CSV" or "⬇ Download Log PDF".

*Log tab, buttons "⬇ CSV" and "⬇ Download Log PDF"*

**Watch out:** The CSV appends a "Totals by job / EMPLOYER" section with jobs, hours, pay, deductible mileage and unpaid per employer. In the phone apps every file exit goes through the native save sheet rather than a browser download.

### W-2 Tracker, grouped by employer PREMIUM

Groups every job by employer and tax year so you can tick off each W-2 or 1099 as it arrives, and attach a photo or PDF of the form itself.

**How:** Log tab, section "📋 W-2 Tracker, grouped by employer". Tick the "Rec'd?" box for an employer and every job from them that year is marked received together. Tap "📎 Attach" to add the form, then "📄 View" to open it later.

*Log tab, section "📋 W-2 Tracker, grouped by employer"*

**Watch out:** PDFs must be under 4 MB; photos are compressed automatically. Attaching a form also ticks the group as received, because you literally have it in hand. The Form column reads "1099", "W-2" or "W-2 / 1099" depending on the job types you logged for that employer. There is also a per-row "W-2 Rec'd" checkbox in the main table.

### 🔗 Combine Employers FREE

Folds two spellings of the same place into one, so "Fillmore Auditorium" and "Fillmore Aud." stop splitting your totals. It moves every logged job, one-tap prefill, uploaded W-2 and payday schedule across.

**How:** Settings, card "🔗 Combine Employers". On a computer, drag one employer chip onto the other. On a phone, tap one to pick it up, then tap the one to keep. Confirm the "Fold X into Y?" prompt.

*Settings, card "🔗 Combine Employers"*

**Watch out:** The confirmation says "This cannot be undone automatically." The direction matters: the one you drag onto (or tap second) is the name you KEEP. Nothing shows until you have at least two employers logged. The result alert counts what moved: logged jobs, one-tap prefills and uploaded W-2 docs.

### Add one job to multiple days from the Calendar PREMIUM

A second bulk-entry path: pick days on the month grid (or a date range filtered by weekday), fill the job in once, and add it to all of them. Shows pay per day and the total for the selected days.

**How:** Calendar tab, tap "🗓 Select multiple days". Tap the days you worked, or use "📅 Add a date range" with From/To, "Only these weekdays" and "Add days". Fill the form in the "🗓 Add one job to multiple days" card, then tap "+ Add job to selected days". "Clear days" resets the selection; "Done" leaves the mode.

*Calendar tab, button "🗓 Select multiple days" then card "🗓 Add one job to multiple days"*

**Watch out:** Same skip rules as Repeat: days on a regular DPD shift, days that would break the 16-hour rule, and days clashing with a logged job are skipped and reported. Without shift times entered it refuses on shift days and asks for them. If Hours Worked does not match the shift times it asks first and shows the total over or short. Range adds are capped at 400 days. On the Denver edition this form starts filled in with the LoDo detail: type "Department Double Time", employer "Denver Police Department / LoDo Violence Mitigation", address "1566 Washington St", so clear those if the job is something else. The free Denver plan does not show this button.

### Add a job on a specific calendar day PREMIUM

Jumps to Quick Add with the date already set to the day you tapped on the calendar.

**How:** Calendar tab, tap a day, then tap "+ Add a job on this day" in the day card. You land on Home with the date filled and the cursor in the employer box.

*Calendar tab, day card, button "+ Add a job on this day"*

**Watch out:** The free Denver plan does not show this button, because job logging is part of Premium.

### Home-screen shortcut: Add a Job PHONE APPS PREMIUM

Long-pressing the app icon offers "Add a Job / Quick-add a shift", which opens the app straight on a cleared Quick Add form scrolled into view.

**How:** Long-press the Centurion Blue icon on your phone home screen and choose "Add a Job".

*Phone home screen, app icon long-press*

**Watch out:** The same thing works on the web install via the URL /app.html?quickadd=1. On the free Denver plan it opens the upgrade screen instead, since job logging is part of Premium.

### Siri: "Log a job in Centurion Blue" IPHONE PREMIUM

Opens the app with Quick Add ready. Siri asks "Which employer or venue?" and the answer lands pre-filled in the employer box.

**How:** Say "Log a job in Centurion Blue" or "Add a job in Centurion Blue", then answer Siri's employer question.

*Siri, no setup required*

**Watch out:** It only opens and fills in the form, it does not save a job; you still complete it and tap "+ Add Job". iPhone only, no Shortcuts app setup needed. On the free Denver plan it opens the upgrade screen instead.

### 📍 Today's Jobs card PREMIUM

Lists everything you are working today with the shift times, job type, hours, paid status, pay, and a tappable address that opens directions in your chosen map app.

**How:** Home tab, card "📍 Today's Jobs". Tap the row to see full detail, or the "👁️ View" and "Edit" buttons on it.

*Home tab, card "📍 Today's Jobs"*

**Watch out:** If a job has no address the row says "No address, add one for directions". The map link names which app it will open, e.g. "(Apple Maps)", following Settings, "Map for Directions".

### 📅 Upcoming Jobs card PREMIUM

Every future job with date, name, type, hours, paid status, pay, and per-job buttons for calendar, view, edit, duplicate and delete. Jobs that came from elsewhere carry a "📦 Scheduler job" or "  Exchange job" tag.

**How:** Home tab, card "📅 Upcoming Jobs". Use "📅 Add all to Calendar" to push the whole list to your calendar, or "🔁 Can't work it" on a scheduler/Exchange job to hand it back.

*Home tab, card "📅 Upcoming Jobs"*

**Watch out:** "📅 Add all to Calendar" only appears when a calendar is chosen in Settings. "🔁 Can't work it" only appears on scheduler or Exchange jobs (Denver), and lets you send it to a roster officer or release it, which is safer than deleting.

### Paydays per employer FREE

For your 1099, check-only and direct-employer jobs you can say when each employer pays, and the app works out what is landing on each payday and which work it covers, with a payday-eve alert.

**How:** Settings, card "💵 Paydays". Turn it on, then set a pay schedule per employer. Upcoming paydays show in the Home card "💵 Coming Paydays".

*Settings, card "💵 Paydays"; Home tab card "💵 Coming Paydays"*

**Watch out:** Employers only appear here once you have logged a 1099, check-only or direct-employer job for them ("No 1099, check-only or direct-employer jobs logged yet. Add one and the employer appears here."). Department overtime is deliberately excluded, that runs on the separate DPD exceptions schedule shown on Home.

### Miles from station (No home office rule) PREMIUM

When you use the "No home office (leave out commuting)" mileage rule and a 1099 job starts from your station, Quick Add shows a "Miles from station" box for the one-way drive from the station to the job. That leg is what counts under the rule; the drive home is commuting.

**How:** In Settings, card "🚗 Mileage deduction rules", choose "No home office (leave out commuting)". In Quick Add (Show all fields) pick Job Type 1099 and set "Travel from" to your station. The "Miles from station (one way, the deductible leg)" box fills itself once there is a Job Address. Tap "↻ recalc" to measure again, or type the miles yourself.

*Home tab, Quick Add (Show all fields), next to One-Way Miles*

**Watch out:** On the nationwide edition the box is called "Miles from work". A number you type is never overwritten unless you tap ↻ recalc. Changing the job address clears the box and measures again. If the drive cannot be looked up the hint says "(couldn't look up, type the miles)". Until this box has a figure, the job's mileage is not counted yet. Keep One-Way Miles filled in too; a job with no one-way miles keeps no mileage. The app records the rule you chose; confirm with a tax professional which one fits you.

### Hours Worked does not match the shift times PREMIUM

Warns you when the Hours Worked number and the shift start and end disagree, for example after a job chip or a copied job filled in the times.

**How:** Nothing to turn on. The hint under Hours Worked turns bold red and reads "⚠️ these times are X hrs". When you save, a pop-up says "Hours Worked says X hrs, but the shift times (...) work out to Y hrs." Tap OK to save anyway, or Cancel to fix it.

*Home tab, Quick Add (single job, Repeat, and Edit all); Calendar, Add one job to multiple days*

**Watch out:** On a Repeat, multi-day or Edit all save the pop-up also gives the total over or short across all the days. It only checks when both times and the hours are filled in.

### Add your pay rates PREMIUM

A card on the Log tab that lists every job that still has shifts with no hourly rate, one-off jobs included, so you can fill them in one place. It is most useful if you asked us to load your jobs from your TeleStaff report.

**How:** Log tab, card "Add your pay rates". Each row shows the Job, Shifts and Dates. Type the rate in "Your hourly rate" for the jobs you know, then tap "Save these rates" and confirm "Set these rates?".

*Log tab, above the job table*

**Watch out:** Each rate fills only the shifts for that job that have no rate yet; anything you already typed is left alone, and hours, dates and everything else are untouched. Leave a box blank to come back later. The department pay types (overtime, double time, call back and court time) are not listed, their rate comes from the contract. The card disappears when every job has a rate.

### 🗂️ Set a job's details once PREMIUM

One row per job name you have logged more than once. Fill in the name, type, address, miles or rate once and it applies to every shift under that name, past and future.

**How:** Log tab, card "🗂️ Set a job's details once". Each row shows Job name, Shifts (with a count of shifts that have no rate), Dates, Job Type, Job Address, One-Way Miles and Hourly Rate. Change what you need and tap "Apply to all N". A confirm lists what will change before anything is saved.

*Log tab*

**Watch out:** Empty boxes are left alone, never blanked. Changing the name renames every shift. The Job Type list includes "Department Paid Overtime (25-Yr Detective $x)", so one pick moves them all onto that rate. The confirm flags shifts that already hold a different value. A new address, with the miles box left empty, recalculates the one-way miles from home for those shifts. Hours, dates and Paid are never touched. The card only shows when a job repeats.

### 📥 Imported TeleStaff jobs banner DENVER FREE

If you asked us to load your jobs from your TeleStaff report, a banner tells you they are waiting for your wages.

**How:** The banner reads "📥 N jobs (X shifts) from your TeleStaff report are waiting" and "Add the hourly wage for each job, then save them to your log. They don't count toward your pay, hours or taxes until you do." Tap "Review jobs", or "Continue review (X of Y jobs done)" once you have started.

*Top of the Home tab; on the free Denver plan, the Exchange tab*

**Watch out:** On the free Denver plan the banner adds: "Your jobs will be saved to your account. The Log, Dashboard and Tax Center that show them are part of Premium." The bell also lists imported jobs that need review.

### Review imported jobs DENVER FREE

If you asked us to load your jobs from your TeleStaff report, a full-screen review walks you through each imported job, one card per job with all its shifts, so you can add the wage and check the details before anything goes into your log.

**How:** Tap "Review jobs". The intro reads "We loaded N jobs (X shifts) from your TeleStaff report"; tap "Start" (or "See all jobs"). On each job card check Job name, Payment type (1099 (no taxes taken out), Check only (no 1099), Direct employer (W-2), Department paid overtime, Department double time, Call back, Court time), "Hourly wage ($)" and Location. Look over the shift list: untick a shift you don't want, fix a time in 24-hour form, or use "Tick all" or "Untick all". Tap "Next job"; when no other job needs you it becomes "Review and save". Other options: "Skip for now", "Don't add this job", "See all jobs" and "Back".

*Opened from the Home banner (Exchange tab on the free Denver plan), the bell, or Settings, Jobs we imported for you*

**Watch out:** The wage may be filled in for you ("Filled in from your <job> job on <date>", from a wage you typed earlier in the import, or "Suggested by Centurion Blue"); change it if the job paid differently. If your log has different wages for the job, each shift keeps its own unless you type one wage. Any wage over $300 an hour asks you to double check it. For overtime you pick "Overtime rate" (Officer rate or 25-year detective rate) and can tick "Taken as comp time instead of pay"; the pay is worked out from your Settings rates. Shifts already in your log start unticked and are marked "Already in your log."; notes also flag "Also in another import." and "The report said X hrs." Your progress is kept: close with ✕ ("Finish later") and you see "Saved. Pick up where you left off from Home, the bell, or Settings." (the Exchange tab on the free Denver plan). Typed wages sync to your other devices. An app update waits until you close the review.

### Imported jobs: See all jobs DENVER FREE

Lists every imported job with its status so you can jump straight to the ones that still need something.

**How:** In the review tap "See all jobs". Use the filter chips All, Needs a wage, Ready, Not adding, and Overtime (when there is overtime). Tap a row to go to that job. "Back to job" returns, "Review and save" goes to the summary.

*Review imported jobs, See all jobs*

**Watch out:** Each row shows the job name, shift count, hours and dates, plus a status: "Needs a wage", "Check the times", "Not adding", "Paid from Settings", or the wage ("$X/hr" or "Wages set").

### Imported jobs: Ready to save DENVER FREE

The last step of the review. It totals what will be saved and puts each job's shifts in your log as one multi-day entry.

**How:** Tap "Review and save". The "Ready to save" page shows jobs, shifts, hours and pay. If there are past shifts, next to "All past shifts:" you can tap "Mark paid" or "Mark not paid yet". Tap "Save N shifts to my log". You see "✅ N shifts saved to your log." Use "Keep reviewing" to go back or "Finish later" to stop.

*Review imported jobs, Review and save*

**Watch out:** Jobs that still need a wage stay for later ("Go to it"), or tap "Don't add the rest" to drop them. Shifts already in your log are listed with "Check them". A "Heads up" box can warn about weeks over your weekly cap, overlapping shifts, days over 16 hours (when that check is on) and likely duplicates, then says "None of this stops you from saving." Saved jobs show in the Log, Dashboard and Tax Center, can be changed later with Edit all, and 1099 jobs with an address get their mileage filled in after saving. If saving fails, your wages are kept.

### 📩 Jobs we imported for you DENVER FREE

If you asked us to load your jobs from your TeleStaff report, a Settings card shows the state of those jobs and lets you open the review or put back missing shifts.

**How:** Settings, card "📩 Jobs we imported for you". It reads for example "N jobs waiting (X shifts). N still need a wage.", "N jobs ready to save", or "No imported jobs are waiting." Tap "Review jobs". If more than one import is waiting, each has its own row and "Review jobs" button.

*Settings tab, card "📩 Jobs we imported for you"*

**Watch out:** When saved imported shifts have gone missing from your log, the card says "N imported shifts are missing from your log." and shows a "Restore" button.

### Restore imported shifts missing from your log DENVER FREE

If imported shifts you saved later disappear from your log, for example when an older copy of the app saved over them, the app offers to put them back.

**How:** Tap "Restore" in Settings, Jobs we imported for you, or in the bell. The confirm reads "Put back the N jobs from your TeleStaff import?" and lists them. Tap OK to restore ("✅ N jobs restored to your log."), or Cancel if you removed them on purpose.

*Bell alert, or Settings, Jobs we imported for you, Restore*

**Watch out:** Cancel means the app treats them as removed on purpose and stops asking. Jobs you already entered again by hand are skipped. A shift you delete on purpose is never offered back.

### Sort the Log (by date, employer, location and more) PREMIUM

Shows the jobs on the Log tab in the order you pick: date, employer or job name, location, job type, hours, pay, one-way miles, paid or not, or W-2 received. It only changes what you see on the screen. Your records, your totals and your exports stay exactly as they are.

**How:** Open the Log tab. Above the table, pick an order from "Sort by". The button beside it shows which way the order runs, for example "Newest first" or "A to Z"; tap it to reverse the order. On a computer you can also click a column heading (Date, Employer / Job Name, Job Type, Job Address, One-Way Miles, Hours, Pay $, Paid? or W-2 Rec'd) and click it again to reverse. Pick "Order entered" to go back to the order you typed the jobs in.

*Log tab, "Sort by" above the table*

**Watch out:** The sort bar appears once you have two or more jobs. A job with nothing in the box you sorted by (no date, no employer, no address) goes to the bottom, and jobs that tie are shown newest first. While you are editing, every job stays where it is so the row you are working in does not move; the list is put back in order when you pick or reverse a sort, or open the Log tab again. A row made with "+ Add Job" sits at the top of a sorted list until then. The choice is remembered on that device only, so your phone and your computer can each keep their own. The CSV and PDF exports are not affected by it.

# 4 Money, mileage and taxes

Where the app earns its keep: the deductions and estimates most officers leave on the table.

### Automatic pay calculation by job type PREMIUM

You enter hours (or shift times) and the app works out the pay for that job. Seven job types are supported: 1099, Check Only (Non 1099), Direct Employer, Department Paid Overtime, Department Double Time, Call Back and Court Time. 1099, Check Only and Direct Employer are hours x the hourly rate you type. Department Paid Overtime is base pay x 1.5, Department Double Time is base pay x 2.0, and Call Back and Court Time are both paid at time and a half, all figured from your base rate automatically.

**How:** Home tab, Quick Add a Job. Pick the Date, type the Employer / Job Name, choose the Job Type, then enter Shift Start and Shift End (or type Hours Worked directly). For 1099, Check Only and Direct Employer also type the Hourly Rate. For the department types leave Hourly Rate blank, it is greyed out and calculates itself. The Pay figure appears live in the preview strip at the bottom of the form before you tap Add Job.

*Home > "+ Quick Add a Job" > Job Type / Hours Worked / Hourly Rate; live preview row "Pay"*

**Watch out:** For Department Paid Overtime, Double Time, Call Back and Court Time the Hourly Rate box is greyed out, shows "auto (from Settings)" and the label reads "Hourly Rate (auto from Settings)". Typing a rate there does nothing unless you tick "Use a different DPD rate for this job". On the Denver edition, if you have not picked a pay grade (or entered your Academy Graduation Date) in Settings, department jobs read $0 until you do. On Denver, logging jobs needs Premium or the 30-day trial: the free plan is the Job Exchange, Marketplace, Calendar and Settings and has no Quick Add. The nationwide edition is Premium only, with a 30-day free trial that starts at registration.

### Base Pay & Overtime settings (DPD pay scale by rank and years) DENVER PREMIUM

Pick your Rank and Pay Grade / Step and your Base Hourly Rate ($/hr) loads from the Denver Police pay scale. The overtime, double-time and 25-Year Detective rates are figured from it and shown live. Each grade is named the department's way with today's rate beside it, for example "3rd Grade (PO 3) · $41.75" or "12 years of service".

**How:** Settings > "Base Pay & Overtime". Choose Rank, then Pay Grade / Step. Base Hourly Rate ($/hr) fills in. "Overtime (× base)" defaults to 1.5 and "Double Time (× base)" to 2.0, and the dollar rates show beside them. Instead of picking a grade you can enter your Academy Graduation Date and Date of Hire, and the grade and longevity then step up on their own.

*Settings > "Base Pay & Overtime" card (fields: Rank, Academy Graduation Date, Date of Hire, Promotion Dates, Pay Grade / Step, Base Hourly Rate ($/hr), Overtime (× base), Double Time (× base), 25-Year Detective OT Rate)*

**Watch out:** A new account has no pay grade. The box reads "Select your pay grade", the overtime, double time and detective rates read "not set", and a red note says "Pick your pay grade to set your rate. Until you do, the app shows no rate and every job reads $0, rather than guessing a rate that is not yours." Nothing is priced until you pick a grade or enter your Academy Graduation Date. A Date of Hire on its own sets the rate only once you are past 5 years of service. Once a valid graduation date is in, the Pay Grade box is locked, because the date decides the grade. Choosing "Custom rate (type my own)" takes you off the contract table, and your typed rate is used on every date. On the nationwide edition the card is titled "Hourly Rate & Overtime", the Rank, Pay Grade, graduation, hire, promotion and detective rows are hidden, and you type your own hourly rate, then add raises with their dates, your Call Back and Court Time minimums and holiday pay in the same card. Until a rate is typed, the bell and Home say "Your hourly rate is not set". This card is hidden on the free Denver plan, so you need Premium or the trial.

### Contract raises applied by each job's own date DENVER PREMIUM

Every Denver job is paid at the contract rate in force on the date it was worked, not at today's rate. The city's published Denver Police pay scales for January and July of 2026, 2027 and 2028 are built in, and each raise starts the first Sunday after its contract date (Article 28.2): January 3 and July 4, 2027, then January 2 and July 2, 2028.

**How:** Nothing to turn on. Log the job with its real date and the correct rate is used. The blue banner on Home explains it: "Overtime & double-time rates are set from the current Denver Police Department contract. Each job is figured at the rate in effect on its own date, and rates update automatically as the scheduled contract raises take effect, for the full duration of the contract."

*Home, blue notice above the tiles; source note at the bottom of Settings > Base Pay & Overtime*

**Watch out:** Nationwide officers add each raise themselves in Settings, Hourly Rate & Overtime, Pay raises, with the date it started; department jobs on or after that date use the new rate and earlier jobs keep the old one. Pay raises is on the website now; until the phone apps are updated, they price every department job at the rate before your first raise, so check those totals on the website. Back-dating or correcting a job's date changes its pay. Every rate from January 2026 through July 2028 is the city's own published pay scale, as printed. After July 2028 the rates stay at the July 2028 scale until a new contract is added. The website and the iPhone and Android apps use the city's 2027 and 2028 scales; a phone app that has not been updated works those years out from the contract, which differs for some steps, so update it from the App Store or Google Play. Payroll is the official record.

### 25-Year Detective overtime rate, per job DENVER PREMIUM

Some Denver secondary-employment overtime jobs pay the 25-year Detective/Corporal rate instead of your own officer overtime rate. You can pick which one applies on each Department Paid Overtime job.

**How:** Home > Quick Add a Job, set Job Type to Department Paid Overtime, then an "Overtime Rate (some jobs pay the detective rate)" dropdown appears with "Officer Overtime" and "25-Year Detective Rate". In the Log table, a Department Paid Overtime row gets a small picker under Job Type, "Officer OT $.." or "25-Yr Detective $..", and the Hourly Rate cell shows the resulting rate greyed out. In the "Set a job's details once" card on the Log tab you can pick the detective rate right in the Job Type box to move every shift of that job onto it. The Calendar tab's multi-day add form has the same choice, labeled "Overtime Rate (current pay scale)".

*Home > Quick Add > "Overtime Rate (some jobs pay the detective rate)"; Log tab, picker under Job Type on Department Paid Overtime rows; Log tab "Set a job's details once" card; Calendar tab multi-day add; Settings > Base Pay & Overtime shows "25-Year Detective OT Rate"*

**Watch out:** Only Department Paid Overtime offers the choice, not Double Time, Call Back or Court Time. Each option is priced at the pay scale in force on the job's date. It is a Denver contract rate, and Quick Add does not offer it on the nationwide edition.

### Contract minimums for Call Back and Court Time DENVER PREMIUM

The contract often pays you more hours than you actually worked. Court Time is a 2 hour minimum and Call Back is 2 or 3 hours depending on how far ahead of your next shift you were called. The app pays whichever is greater, the minimum or your actual hours.

**How:** Pick Job Type "Call Back" and a dropdown appears: "When were you called back? (sets the contract minimum)" with "Within 2 hours of my next shift, 2 hour minimum" and "2 or more hours before my next shift, 3 hour minimum". Pick "Court Time" and a "Continuous duty" checkbox appears (tick it when testimony ran into or out of your shift, which removes the 2 hour minimum). A note under the form tells you, for example, "The contract pays a minimum of 2 hours here, so this counts as 2.0 hours."

*Home > Quick Add > "When were you called back? (sets the contract minimum)" / "Continuous duty" checkbox*

**Watch out:** Denver only. These are the DPD 2026 to 2028 contract numbers (Article 17.1 call back, Article 18.1 court). On the nationwide edition you type your own contract's minimums in Settings, Hourly Rate & Overtime (Call Back minimum and Court Time minimum, in hours); left blank, you are paid the hours you actually worked. Once a Court Time minimum is set, Quick Add offers Continuous duty there too. On the website and in the iPhone and Android apps; a phone app that has not been updated does not show it, so update it from the App Store or Google Play. The Continuous duty box's own hint reads "testimony ran into or out of my shift, so no 2 hour minimum".

### Take overtime as comp time instead of cash PREMIUM

Overtime can be banked as time off rather than paid in money. A job banked as comp earns no cash and instead adds hours to your comp bank at the premium rate, so 4 overtime hours bank 6 comp hours, not 4.

**How:** On any Department Paid Overtime, Department Double Time, Call Back or Court Time job, tick "⏱ Take this as comp time" in Quick Add. To set the usual behavior for every new one, go to Settings > "⏱ Department Overtime as Comp Time" > "When you work department overtime" and choose "Always bank it as comp time" instead of "Decide on each job (default)".

*Home > Quick Add > "⏱ Take this as comp time (banks the hours instead of paying cash)"; default at Settings > "⏱ Department Overtime as Comp Time"*

**Watch out:** A comp-banked job reports $0 pay everywhere. That is correct, it was paid in time off, but it means your Dashboard and Tax Summary totals drop when you bank overtime. If My Leave Banks is not switched on, the form says so: "Turn on My Leave Banks in Settings to see the running total."

### One-off custom rate for a department job PREMIUM

A rare escape hatch for a department job that paid an unusual rate. The number you type becomes the final hourly pay for that job with no 1.5x or 2x multiplier applied on top.

**How:** On a Department Paid Overtime, Double Time, Call Back or Court Time job, tick "Use a different DPD rate for this job", then type the figure into the box, which relabels itself "Final Hourly Pay ($) (this job only, not multiplied)".

*Home > Quick Add > "Use a different DPD rate for this job"*

**Watch out:** It is truly a final rate, not a base, so do not enter your base pay expecting it to be multiplied. The checkbox's own hint says "rare, type your final hourly pay below, it won't be multiplied by 1.5x/2x". It is off by default and is cleared whenever you switch to a non-department job type.

### Real hours on clock-change nights (daylight saving) PREMIUM

An overnight 2200 to 0600 shift is not eight hours on the two nights a year the clocks change, it is seven or nine. The app counts the real elapsed hours so your pay is right.

**How:** Nothing to do. Enter the shift times as normal. On a clock-change night a yellow note appears in Quick Add: "Clocks go forward during this shift, so it is one hour shorter." or "Clocks go back during this shift, so it is one hour longer." followed by "Hours worked has been set to the real total."

*Home > Quick Add, yellow note above the Pay preview*

**Watch out:** The rule is read from your device's own time zone, not fixed to Mountain Time, so it stays correct for officers outside Colorado and for past years.

### IRS deductible mileage on 1099 jobs PREMIUM

For 1099 jobs you type the one-way miles, or let the app look them up. With the default setting the app doubles it for the round trip and values it at the IRS standard mileage rate. If you choose "No home office (leave out commuting)" in Settings > Mileage deduction rules, trips from home count nothing and a trip straight from your station counts one way. It is a tax record only and is never added to your pay.

**How:** Home > Quick Add, set Job Type to 1099, then the "One-Way Miles" box appears. Type the miles and the preview shows the round-trip miles and the deductible mileage. The Log tab has three columns for it: One-Way Miles, Round-Trip Miles and Deductible Mileage $.

*Home > Quick Add > "One-Way Miles"; Log tab columns "One-Way Miles" / "Round-Trip Miles" / "Deductible Mileage $"*

**Watch out:** Mileage only counts on 1099 jobs. Check Only, Direct Employer and the department job types show nothing, and the One-Way Miles box is hidden for them. The Quick Add "Simple. Date, Employer, Type, Hours, Rate" mode hides the mileage box; "Show all fields (address, shift times, mileage, paid, notes)" under Settings > Quick Add Fields is the default. Under the No home office rule the Deductible Mileage $ cell also shows the deductible miles in brackets, and hovering over it shows why.

### IRS mileage rate resolved by each job's date, including the 2026 mid-year split PREMIUM

The IRS split the 2026 rate mid-year: 72.5 cents for January 1 to June 30 and 76 cents from July 1 to December 31. The app values every job at the rate in force on that job's own date, so work after July 1 is not under-deducted. It also carries 70 cents for 2025 and 67 cents for 2024.

**How:** Nothing to set. Leave the "IRS Mileage Rate ($/mile)" box in Settings empty (it shows the placeholder "automatic") and the note underneath reads "Following the IRS automatically. Each job uses the rate in effect on its own date, currently 0.760/mile" with a link to the IRS standard mileage rates page.

*Settings > "IRS Mileage Rate ($/mile)" and the note below it*

**Watch out:** Because 2026 has two rates, the Year End Tax Report prints both rather than one, as "0.725 (Jan onward), 0.760 (Jul onward)". That is deliberate, do not expect a single number on a split year.

### Override the IRS mileage rate with your own PREMIUM

If you deliberately want a different per-mile figure, you can type it and it is then used on every date instead of the IRS schedule.

**How:** Settings > "IRS Mileage Rate ($/mile)", type your figure. The note changes to "Using your own rate. Clear the box to follow the IRS rate automatically." Clearing the box hands control back to the IRS schedule.

*Settings > "IRS Mileage Rate ($/mile)"*

**Watch out:** An override freezes the rate for every year, past and future, and the Year End Tax Report then prints that one number. Only use it if you have a reason.

### Auto-mileage from your home address PREMIUM

Instead of typing miles you can let the app look up the driving distance from your home address to the job address and fill in the one-way miles. The lookup uses Google routing first with toll roads avoided, so a toll-road route does not overstate the deduction.

**How:** Put your real address in Settings > "Home Address" (start typing and pick from the suggestions). Then in Quick Add, on a 1099 job, type the Job Address and the miles fill in on their own, with the hint "auto from home → job". Tap "↻ recalc" next to One-Way Miles to force a fresh lookup.

*Settings > "Home Address"; Home > Quick Add > "Job Address (optional, for mileage)" and the "↻ recalc" link next to "One-Way Miles"*

**Watch out:** (1) It never overwrites a number you typed yourself unless you tap ↻ recalc. (2) While your Home Address is still the sample "123 Main St, Denver, CO 80204" it counts as no address, and tapping ↻ recalc gives "add your real home address in Settings first". A home address with a city and ZIP gives the best result. (3) One-Way Miles is always measured from home, even when Travel from is your station. Under the "No home office" mileage rule, a separate "Miles from station" box ("Miles from work" on the nationwide edition) is measured from your station for those jobs. (4) Lookups run on the live app only; in an offline copy you get "(auto-calc runs on the live site)". If you are signed out, or lookups have been used a lot in the last hour, it tells you so instead of giving a number. (5) Changing a 1099 job's address in the Log looks the miles up again once you stop typing and replaces the figure measured to the old address. No location permission is used; it works from the address text.

### Travel from home or your district station PREMIUM

Mileage normally starts at home. If you drive to a 1099 job straight from your police workplace, you can set that as the trip start on each job. On Denver that is your district station. On the nationwide edition it is the Regular workplace address you enter in Settings > Mileage deduction rules.

**How:** Denver: Settings > "My District Station (optional)", pick your station. Nationwide: choose "No home office (leave out commuting)" in Settings > 🚗 Mileage deduction rules and fill in Regular workplace. A "Travel from (mileage starts here)" dropdown then appears on 1099 jobs in Quick Add with "Home (default)" and your station (or "My regular workplace").

*Settings > "My District Station (optional)" or Settings > 🚗 Mileage deduction rules > Regular workplace; Home > Quick Add > "Travel from (mileage starts here)"*

**Watch out:** The dropdown is hidden on non-1099 job types and until a station or workplace is set. With the default mileage setting, picking the station only changes the Maps directions link; One-Way Miles is still measured from home. Under the No home office rule, a job set to start from the station counts one way from there, using the "Miles from station" figure. On the nationwide edition, older versions of the phone apps do not show Travel from; the website does.

### Mileage, what counts (deductibility table) PREMIUM

A plain-English card listing each job type and whether its miles are deductible. 1099 is marked Deductible. Department Paid Overtime, Department Double Time, Direct Employer (W-2), Call Back, Court Time and Check Only (Non 1099) are marked Not deductible. It explains that 1099 work is self-employment, so the miles are a business expense, including the drive from your regular shift straight to a 1099 job, and that driving from home to a 1099 job and back is commuting unless you have a qualified home office.

**How:** Open the 🧾 Tax Center tab and scroll to the "🚗 Mileage, what counts" card. The link "Settings, Mileage deduction rules" takes you to the card where you choose which applies to you.

*🧾 Tax Center > "🚗 Mileage, what counts"*

**Watch out:** The explanation notes that unreimbursed employee expenses were suspended 2018 through 2025 and permanently eliminated starting in 2026, that Colorado starts from federal taxable income so there is no state deduction either, and that a department mileage reimbursement is tax free to you with nothing left to deduct. It is labeled planning information, not tax advice, and says to confirm your situation with a tax professional.

### Business Mileage (non-commute) expense rows PREMIUM

Separate from per-job 1099 mileage, you can log work-related business miles that are not a commute to a 1099 job. They are deducted at the IRS rate in effect on that row's date.

**How:** Other Expenses tab > "🚗 + Add mileage". A row appears where you type the date, a destination address and the miles. There is an auto-calc from your home address to the destination, round trip.

*Other Expenses (tab heading "Other Deductible Business Expenses") > "🚗 + Add mileage" button*

**Watch out:** The category is "Business Mileage (non-commute)". Use it for trips between two 1099 jobs and business errands, which the Mileage deduction rules card also points you to. Do not double-log: miles already entered on a 1099 job are counted there, and entering them here as well deducts them twice. The auto-calc needs a real Home Address in Settings, otherwise it says "+ add your real home address in Settings first".

### Tax Center: household and filing profile PREMIUM

Holds the facts a preparer asks for first: filing status, your salary before payroll deductions, spouse income, kids, childcare, 529, HSA, IRA, charity, student-loan interest, estimated payments already made, and your state and state income tax rate. Everything feeds the running estimate and prints into the accountant packet.

**How:** Tax Center > " Household & filing". Pick Filing status (Single / Married filing jointly / Head of household), fill "Your annual salary before payroll deductions $" (it pre-fills from your base rate x 2080), check "Pre-tax payroll deductions per year $" (Denver officers see 12% of the salary filled in, and nationwide officers also see "Wages that had Social Security tax taken out $"), then the boxes under "More tax items": HSA contributions (outside payroll) $, Traditional IRA contributions $, Charitable donations $, Student loan interest paid $, Federal estimated payments made $, State estimated payments made $, Your state, State income tax rate %. Use "+ Add a child" for each dependent (name or nickname plus birth year).

*Tax Center > " Household & filing"*

**Watch out:** SSNs are never asked for or stored, only a label and a birth year, and the printed packet says so: "SSNs are intentionally never stored in this app, have them ready for your preparer." On your first visit the app sets your state from your approximate location and says so, for example " Set to Colorado from your location, change it anytime."; your own pick always wins after that. Picking a state clears any rate you typed by hand. The Spouse annual income $ box only appears when Filing status is Married filing jointly.

### Off-duty tax estimate, what to set aside PREMIUM

A running set-aside plan built from your real logged numbers. It shows 1099 income logged this year, minus the mileage deduction, minus other deductible expenses for your 1099 work, giving net self-employment income; then self-employment tax (Social Security + Medicare), federal income tax at your marginal rate, and state income tax; then a total to set aside. If you have entered estimated payments already made it subtracts them and shows "Still to set aside".

**How:** Tax Center > " Off-duty tax estimate, what to set aside". It fills in automatically once you have 1099 income logged. Fill in Household & filing above it to make the federal and state figures accurate.

*Tax Center > " Off-duty tax estimate, what to set aside"*

**Watch out:** It only counts 1099 income. Check Only, Direct Employer and department overtime are left out because they are not self-employment. Only expenses marked "1099 / off duty" under Which Work? on the Other Expenses tab are subtracted; expenses marked W-2 / department, or with no work type set yet, appear on their own "Not subtracted" lines. The mileage figure follows your choice in Settings > Mileage deduction rules. It is always the CURRENT calendar year, with no year picker, unlike Year End Tax Reports. Until you log 1099 income it shows "No 1099 income logged for 2026 yet." The federal brackets and standard deductions are planning approximations.

### Rule of thumb: cents per off-duty dollar, and the withholding alternative PREMIUM

Turns the estimate into two numbers you can act on: how many cents of every off-duty dollar to put aside, and either roughly what to send each quarter or how much extra to add to each remaining paycheck if you would rather bump your withholding and skip the vouchers.

**How:** Read the two coloured strips at the bottom of the tax estimate card. They read like "💡 Rule of thumb from your real numbers: set aside about 31¢ of every off-duty dollar." and "📅 As quarterly payments that's ~$X per quarter (next: Q3, Sep 15). Prefer withholding instead? Add ~$Y to each of your ~N remaining paychecks (W-4, line 4c) and skip the vouchers."

🧾 *Tax Center > bottom of the "💵 Off-duty tax estimate, what to set aside" card*

**Watch out:** The quarterly figure is simply the total divided by 4, not a period-aware calculation. The paycheck figure assumes roughly one check every two weeks for the rest of the year, so it shrinks as the year goes on.

### Next estimated-tax due date banner PREMIUM

A banner at the top of the Tax Center naming the next federal quarterly estimated-tax due date. The dates used are April 15, June 15, September 15 and January 15.

**How:** Open the 🧾 Tax Center. The banner reads "⏰ Next estimated-tax due date: Q3, September 15, 2026". Every January it also adds "Jan 31: every employer must send your W-2/1099, chase anything missing below."

🧾 *Tax Center, blue strip under the heading*

**Watch out:** These are the standard federal dates as built in; they do not shift for weekends, holidays or IRS disaster postponements. Your state's dates may differ.

### Quarterly estimated-tax reminder notification PHONE APPS PREMIUM

A push notification ten days before each federal quarterly due date, so the payment does not surprise you.

**How:** Settings > "🔔 Job Reminders & Notifications" > "Money & deadlines", tick "Unpaid jobs, weekly cap, contract renewal, estimated taxes and paydays". The alert reads "Estimated tax due soon. Your next quarterly payment is due 09/15/2026. The Tax Center has your set-aside figure."

*Settings > "🔔 Job Reminders & Notifications" > "Money & deadlines"*

**Watch out:** On the website the box is disabled and reads "Available in the iPhone and Android app. These are scheduled on your phone." The Money & deadlines switch is hidden on the free Denver plan, so you need Premium or the trial. One checkbox, "Unpaid jobs, weekly cap, contract renewal, estimated taxes and paydays", arms the whole bundle, so you cannot turn on estimated-tax alerts alone. Quiet hours hold everything except the time-to-leave alert.

### Family credits & savings PREMIUM

Shows what each thing you entered is actually worth: Child Tax Credit at $2,200 per child under 17, the Child & Dependent Care Credit on up to $3,000 of care for one child or $6,000 for two or more, the state deduction on 529 contributions, and the tax saved by HSA, Traditional IRA (limit $7,000, $8,000 if 50+), charitable donations (up to $1,000, or $2,000 married filing jointly, deductible even without itemizing) and student loan interest (up to $2,500). Savings are figured at your combined federal-plus-state marginal rate.

**How:** Fill in the boxes under "Household & filing" and the results appear automatically in "Family credits & savings" just below the tax estimate.

*Tax Center > "Family credits & savings"*

**Watch out:** The care credit is valued at a flat 20% of the capped amount and counts children under 13. These usually flow through your paycheck withholding or your return rather than reducing your off-duty set-aside, and the card says so. The care credit needs the provider's name, address and tax ID on Form 2441, so fill in "Childcare provider (name, needed on Form 2441)". The 529 line only shows a dollar saving if your state has an income tax.

### Medical receipts, HSA vault and the 7.5% itemizing check PREMIUM

Medical bills are never treated as business deductions, but logging them builds an HSA reimbursement vault (pay out of pocket now, reimburse yourself tax-free from your HSA any time) and the app checks them against the 7.5%-of-income itemizing threshold for you.

**How:** Log the bill in Other Expenses with the category "Medical / HSA vault (not deductible)" and attach a receipt photo. The Tax Center then shows either "→ Above the itemizing threshold (~$X) by $Y, tell your preparer" or "→ Below the 7.5% itemizing line (~$X), no deduction, but your receipts stay HSA-reimbursable forever".

*Other Expenses > category "Medical / HSA vault (not deductible)"; result shown in Tax Center > "Family credits & savings"*

**Watch out:** Medical spending never reduces your off-duty tax estimate, on purpose. The threshold is compared against an approximate income figure (your salary plus net self-employment income), not your real AGI. A reimbursed medical row is left out of the total.

### Tax documents checklist (who still owes you a W-2 or 1099) PREMIUM

Lists every employer you logged this year with its form type and status, so nothing goes missing in January. It counts "3 of 5 employers accounted for" and marks each one Waiting, Received, Received + uploaded, or No 1099 expected. A payer that paid you only on 1099 and less than the reporting line for the year ($2,000 for payments in 2026 on, $600 before) gets an info icon and "No 1099 expected", and counts as accounted for.

**How:** Tax Center > "Tax documents, 2026". Mark forms received and upload them in the W-2 Tracker at the bottom of the Log tab; this card then updates.

*Tax Center > "Tax documents, <year>"*

**Watch out:** Mark forms received in the W-2 Tracker at the bottom of the Log tab; the note on this card links there. A note under the list explains No 1099 expected: the payer does not have to send a 1099, the income is still taxable, and your log is the record of it. On this card an employer is labeled "1099" only if every job you logged for them is a 1099 job; mix in any other type and it is labeled "W-2". This card is fixed to the current calendar year.

### W-2 Tracker with document attachments PREMIUM

Groups every job by employer and tax year with one checkbox per form. Each employer sends one W-2 or 1099 covering every job you worked for them that year, so ticking it once marks all of that employer's jobs received. You can attach a photo or PDF of the actual form and it is stored with that employer on all your devices. A 1099-only payer that paid you under the reporting line shows "No 1099 expected" instead of Waiting.

**How:** Log tab, scroll to "🗒 W-2 Tracker, grouped by employer". Tick the "Rec'd?" box when the form arrives. Tap "📎 Attach" to upload the photo or PDF, then "📄 View" to open it later or the "✕" to remove it.

*Log tab > "🗒 W-2 Tracker, grouped by employer" (columns: Rec'd?, Employer / Job, Form, Jobs, Total Pay $, Status, Document)*

**Watch out:** The Form column has three values: "1099" when every job is 1099, "W-2 / 1099" when a 1099 is mixed with other types, and "W-2" otherwise. Status reads "✓ Received", "N of M marked", "No 1099 expected" with the line in brackets (under $2,000, or under $600 for years before 2026), or "Waiting". A note under the table explains that the payer does not have to send a 1099, the income is still taxable, your log is the record of it, and if a 1099 comes anyway you tick it received. PDFs over 4 MB are rejected with "That PDF is over 4 MB, please attach a smaller file or a photo instead." Attaching a document also ticks the received box. Removing a document leaves the received checkmark in place. The tracker is on the Log tab, which needs Premium on Denver.

### Print Jobs Worked by month, quarter or year PREMIUM

A landscape PDF listing every job worked day by day for the period you pick, with Date, Day, Employer / Job, Type, Shift, Hours, Rate, Pay $, Mileage $, Address, Paid? and Notes, plus a TOTAL row.

**How:** 📄 Year End Tax Reports > "🖨 Print Jobs Worked". Choose Period (Whole Year / Quarter / Month), then Year, and Quarter or Month if you picked one. Tap "⬇ Print Jobs to PDF".

*📄 Year End Tax Reports > "🖨 Print Jobs Worked" > "⬇ Print Jobs to PDF"*

**Watch out:** The file is named for the period, for example Jobs-Worked-Q3-2026.pdf. Every page footer repeats "Mileage $ is a tax record, not part of pay. Record-keeping aid only, not tax advice." and prints "Registered to <your name> · " ahead of it once your real name is in Settings. The Rate column is blank on department overtime rows by design.

### Tax Summary: income, mileage, quarterly breakdown PREMIUM

The year-end figures for your tax preparer, one tax year at a time. An Income Summary with a row for every job type (1099 (self-employment), Check Only (Non 1099), Direct Employer (W-2), Department Paid Overtime (W-2), Department Double Time (W-2), Call Back (W-2) and Court Time (W-2)) with jobs, hours and income; Deductible Business Mileage (1099 only) with total deductible miles, the IRS rate and the deduction; Other Deductible Business Expenses excluding reimbursed; and a Quarterly Breakdown of 1099 Income $, Deduct. Mileage $ and Other (W-2) Income $ for estimated taxes.

**How:** Year End Tax Reports tab. Pick the year in the "· Year" selector next to the Tax Summary heading. Read it on screen or tap "⬇ Tax Summary PDF".

*Year End Tax Reports > Tax Summary section*

**Watch out:** Call Back and Court Time have their own rows and are counted in TOTAL INCOME. Jobs banked as comp time count as $0 income. Under the "No home office" mileage rule the mileage table adds "Home-to-job commuting miles left out (Settings, Mileage deduction rules)" and, when any station job is still waiting for its distance, "1099 jobs from work with no distance yet, not counted".

### Accountant packet PDFs (Tax Summary and Full PDF) PREMIUM

Builds one PDF ready to hand an accountant. The Tax Summary PDF carries the income summary, mileage, quarterly breakdown, other expenses, the Household & Filing facts and Dependents from the Tax Center, copies of every receipt photo for the year, and your uploaded W-2/1099 copies (photos embedded, PDF uploads appended in full at the end). The Full PDF (Everything) adds the Dashboard, the complete job Log and the full expense ledger.

**How:** Either tap "🖨 Print the accountant packet" at the bottom of the Tax Center, or go to Year End Tax Reports and use "⬇ Tax Summary PDF" or "⬇ Full PDF (Everything)".

*Tax Center > "🖨 Print the accountant packet"; Year End Tax Reports > "⬇ Tax Summary PDF" / "⬇ Full PDF (Everything)"*

**Watch out:** Receipt photos are attached to the standalone Tax Summary only; the Full PDF already includes them through its Expenses section. The uploaded W-2/1099 copies are attached to the Tax Summary ONLY, the Full PDF does not include them. When you have chosen a mileage rule, the mileage section prints "Mileage rule used", and under the No home office rule it also lists the commuting miles left out and any jobs still waiting for a distance. Files are named Secondary-Employment-Tax-<year>.pdf and Secondary-Employment-Full-Report-<year>.pdf. On the iPhone and Android apps the file does not download, it opens the share sheet titled "Save or send" so you pick where it goes.

### CSV export of the job log and the expense ledger PREMIUM

Spreadsheet exports for your own analysis or your accountant's software. The log export carries Date, Employer / Job Name, Job Type, Job Address, Shift Start, Shift End, One-Way Miles, Round-Trip Miles, Deductible Mileage $, Hours Worked, Hourly Rate, Pay $, Paid? and Notes, then a Totals by job / EMPLOYER block including an Unpaid $ column. The expense export carries the full row plus Year Deductible $ and totals by category for each year.

**How:** Log tab > "⬇ CSV" produces Secondary-Employment-Log.csv. Other Expenses tab > "⬇ CSV" produces Secondary-Employment-Expenses.csv.

*Log tab > "⬇ CSV"; Other Expenses tab > "⬇ CSV"*

**Watch out:** The file is written so Excel opens it correctly. The log CSV covers every year at once, it is not filtered by the year selector; the expense CSV totals are broken out per year. The Unpaid $ column deliberately excludes department overtime, double time, call back and court time. Under the "No home office" mileage rule the log CSV adds a "Deductible Miles" column. On the phone apps it goes through the share sheet, not a download.

### Dashboard totals and reports PREMIUM

The year's money at a glance: Total Compensation, Total Hours, Total Jobs and Deductible Mileage (Tax), plus this week's hours worked Sunday to Saturday, "By Job Type", "Hours Worked Per Week" graded against your cap, a "Monthly Breakdown" with a Running Pay $ column, and a multi-year summary from 2026 to 2040.

**How:** Dashboard tab. Change the year with the "· Year" selector. Tap "⬇ Download Dashboard PDF" to print it.

*Dashboard tab*

**Watch out:** The page note repeats "Deductible Mileage is a tax record only, not compensation", the mileage figure is never inside Total Compensation. The Hours Worked Per Week table shows only weeks with logged work.

### Weekly secondary employment hours cap PREMIUM

Your own weekly ceiling on secondary-employment hours. The Home tile shows hours this week and whether you are "within 32-hr cap" or "over 32-hr cap", the Dashboard grades every week in a Status column, and Quick Add shows a live line as you fill the form: "✅ This week: 24.0 / 32 hr cap" or "⚠️ This week: 36.0 / 32 hr cap, over by 4.0 hr".

**How:** Settings > "Weekly Secondary Employment Hours Cap", type your number (it ships at 32). After that it is automatic on Home, in Quick Add and on the Dashboard.

*Settings > "Weekly Secondary Employment Hours Cap"; Home KPI "Hours This Week"; Dashboard > "Hours Worked Per Week"*

**Watch out:** The Settings row is hidden on the free Denver plan, and the Home tile and Quick Add line need Premium or the trial. The cap rises automatically in a week containing vacation, ASL or comp time, by the hours you actually booked off, and the Home tile then adds " (incl. vacation)". Weeks run Sunday to Saturday.

### Weekly cap warning before a job saves PREMIUM

Warns you before a job is saved if it would push that week past your cap, and again if you repeat a job across several days.

**How:** Nothing to turn on. Tap Add Job and if the week goes over you get "⚠️ Weekly cap warning. This brings the week of Sep 6 to Sep 12 to 36.0 hours, over your 32-hour secondary employment cap. Save this job anyway?" with an OK or Cancel choice.

*Home > Quick Add > Add Job (confirmation dialog)*

**Watch out:** This is a soft warning you can click straight through. It is not the same as the 16-Hour Rule, which is a hard block with no override. The multi-day version is worded differently: "This puts N weeks over your 32-hour secondary-employment cap. Add anyway?" A cap of 0 means no cap and no warning. Denver accounts start at 32 hours; a new nationwide account starts with no cap (the box shows 0), and you type your department's limit in Settings if it has one. Until the phone apps are updated, they show that account's cap as 32 hours.

### 16-Hour Rule hard block PREMIUM

Blocks scheduling any job that would put you over 16 hours worked in a 24-hour period, per DPD OMS 114.01(3)k.2. Unlike the weekly cap this cannot be clicked through.

**How:** Settings > "16-Hour Rule ", tick "Block scheduling a job that would put me over 16 hrs worked in any 24-hr period". You also need real clock times for it to work: your regular DPD shift hours (Calendar → Shift schedule) and each job's Shift Start and Shift End.

*Settings > "16-Hour Rule "*

**Watch out:** The setting shows on both editions with its DPD citation, so a nationwide officer should check their own agency's rule before relying on it. Off by default. The Settings note says plainly that it does not track the separate 72-hour weekly cap or the no-split-shift rule. Without shift times on both the DPD shift and the job, it does not block. The setting is hidden on the free Denver plan.

### Unpaid jobs and Mark Paid PREMIUM

Shows who still owes you and the total, so no off-duty check goes uncollected. The card totals it as "$1,240.00 owed across 4 jobs" and lists each job with its status (Unpaid / Partial / Not marked).

**How:** Home tab > "💰 Unpaid. Collect Payment". Tap "Mark Paid" on a row once the money arrives; "👁️ View" and "Edit" sit beside it. You can also set a job's Paid? field to Yes, No or Partial in Quick Add and in the Log.

*Home > "💰 Unpaid. Collect Payment" > "Mark Paid"*

**Watch out:** Department Paid Overtime, Department Double Time, Call Back and Court Time never appear here on purpose, they land on your regular paycheck so there is nothing to collect. Their Paid? field is hidden and stored as "Yes". Only jobs dated in the past with pay above zero show up. When there is nothing outstanding the card reads "All caught up, no unpaid past jobs.🎉 "

### Unpaid-jobs reminder notification PHONE APPS PREMIUM

Nudges you if jobs stay unpaid: "You have unpaid jobs. 4 jobs still unpaid, $1240.00 outstanding. Tap Mark Paid once you collect."

**How:** Settings > "🔔 Job Reminders & Notifications" > "Money & deadlines", tick the box. The reminder is re-armed seven days out every time you open the app, so it only actually fires once you stop opening the app.

*Settings > "🔔 Job Reminders & Notifications" > "Money & deadlines"*

**Watch out:** On the website the box is disabled ("Available in the iPhone and Android app. These are scheduled on your phone."). It is part of the Money & deadlines switch, which is hidden on the free Denver plan. Because it re-arms every time you open the app, an officer who checks the app daily will never see it, which is the intent.

### Payday engine for 1099 and W-2 direct-deposit employers PREMIUM

You tell the app when each employer pays you and it works out what is landing on each payday and exactly which work that payday covers. It handles four cycles: Every week, Every 2 weeks, Twice a month (15th & end) and Once a month.

**How:** Settings > "💵 Paydays (optional)", tick "Track my paydays". Every 1099, Check Only and Direct Employer employer you have logged appears in a list. For each one pick a schedule, then enter "a payday" date (the anchor) and a "paid through... days before" figure. As soon as it has enough it previews "Next: 09/12/2026, $840.00 from 3 jobs (08/24/2026 to 09/06/2026)".

*Settings > "💵 Paydays (optional)" > "Track my paydays" > per-employer rows*

**Watch out:** Only Every week and Every 2 weeks truly need a real payday date. Once a month falls back to the 1st of the month when the date box is blank, and Twice a month does not need one. When the app cannot work out a date the row says "Add one real payday date and this fills in." Department overtime is deliberately not here, it runs on the DPD exceptions schedule on Home. An employer left on "Not set" is simply left out. "Paid through" is how far behind the money runs: enter 7 if a Friday payday covers work up to the Friday before. Employers are matched by name, so two spellings split your paydays until you merge them in Settings > 🔗 Combine Employers.

### Coming Paydays card on Home PREMIUM

Lists the next paydays with the amount and what they cover, e.g. "09/12/2026 · Mall Security $840.00 3 jobs worked 08/24/2026 to 09/06/2026".

**How:** Turn on Track my paydays in Settings. The "💵 Coming Paydays" card then appears on Home showing up to eight upcoming paydays.

*Home > "💵 Coming Paydays"*

**Watch out:** The card hides itself entirely if payday tracking is off or if no upcoming payday has any jobs on it, so an empty Home is normal until you have logged work in a pay period. It looks two paydays ahead per employer before trimming to eight.

### Payday-eve alert PHONE APPS PREMIUM

A push the evening before an employer pays you: "Payday tomorrow. Mall Security pays tomorrow, about $840.00."

**How:** Settings > "🔔 Job Reminders & Notifications" > "Money & deadlines" must be ticked. Set the hour under Timing: "Payday alerts, evening before, at" (defaults to 17:00).

*Settings > "🔔 Job Reminders & Notifications" > Timing > "Payday alerts, evening before, at"*

**Watch out:** Only the next three paydays are scheduled at a time. Payday alerts have their own time, separate from the "Daily reminders at" hour used by other reminders. Quiet hours hold them. The Money & deadlines switch and the Timing row are hidden on the free Denver plan.

### Next paycheck: department OT hours and money (DPD exceptions schedule) DENVER PREMIUM

Answers "what overtime is on my next check". The pay period printed on a DPD paystub covers only the regular 80-hour salary; approved overtime is paid on the exceptions schedule. Two Home tiles show OT Hours and OT Pay with the window and the pay date, and a popup lists every future check that has overtime on it, job by job.

**How:** Home tab. Tap either the OT Hours or OT Pay tile, or the gold "💵 Next paycheck: OT hours & money" button.

*Home > "OT Hours" / "OT Pay" tiles and the "💵 Next paycheck: OT hours & money" button*

**Watch out:** Denver only, the tiles and button are hidden on the nationwide edition. The tiles follow the money, not just the literal next check, because the next check's window often closed before you worked. The pay dates are the city's published exceptions sheets for 2026 through 2029. Once they run out the tile reads "pay date schedule ended".

### Tax / Reporting Year setting PREMIUM

One control that sets the year for the Dashboard, the Home totals and Year End Tax Reports at the same time, so you are not flipping three selectors.

**How:** Settings > "Tax / Reporting Year". Each of those tabs also has its own "· Year" badge selector if you want to look at one year without changing the rest. Years run 2026 to 2040.

*Settings > "Tax / Reporting Year"*

**Watch out:** The 🧾 Tax Center ignores this setting, it is always the current calendar year. The Other Expenses tab has its own "· Year" selector that this control does not move.

### Premium plan, pricing and the 30-day trial PREMIUM

Premium unlocks the tracker and the money and tax side: job logging and the Log, the Dashboard, Other Expenses, the Tax Center, Year End Tax Reports and IRS mileage. It is $59.99/year, or $7.99/month on the website, with a 30-day free trial that needs no credit card. The nationwide edition is Premium only, and its 30-day trial starts when you register.

**How:** Tap "Get Premium, $59.99/yr" in the trial bar, or "Go Premium, $59.99/year" in Settings > "Your Account" > "Subscription". On the website the unlock screen offers "Go Premium → $59.99/year" and "Go monthly → $7.99/month", and either opens Stripe checkout. The iPhone and Android apps sell the yearly plan: one "Go Premium → $59.99/year" button opens the App Store or Google Play purchase sheet.

*Trial bar at the top of the app; Settings > "Your Account" > "Subscription"*

**Watch out:** The monthly plan is sold on the website only. The trial is one per officer and cannot be restarted: "This is a one time trial, so it cannot be restarted later." When a Denver trial or subscription ends, nothing is deleted and you go back to the free Denver plan: the Job Exchange, Marketplace, Calendar and Settings (plus DIA Log and Wellness when switched on). When a nationwide trial ends unpaid, you are taken to the pay screen, and everything you logged stays in your account for the day you subscribe. Cancel where you bought it: the store's subscription page in the apps, or "Manage or cancel subscription →" on the web.

### Ask Siri what you have made and who owes you IPHONE FREE

Three money questions answered out loud without opening the app: pay this week, pay this month, and who owes you (which also names the top two employers by amount).

**How:** Say "What have I made this week in Centurion Blue", "What have I made this month in Centurion Blue", or "Who owes me money in Centurion Blue". Other accepted wordings: "How much have I made this week in Centurion Blue", "My pay this week in Centurion Blue", "My pay this month in Centurion Blue", "What am I owed in Centurion Blue" and "Unpaid jobs in Centurion Blue". No setup needed.

*Siri, no in-app setup*

**Watch out:** Because money is spoken aloud, all three need an unlocked phone. The unpaid answer names at most two employers ("Most of it:..."). The unpaid figure reads from a recent window of about 120 days, so very old debts can drop out of the spoken number; the app itself remains the full record.

### Money on the home-screen and Lock Screen widgets PHONE APPS FREE

Puts your money on the home screen. This week's total always shows; you can add this month's total, the unpaid total, hours left under your cap and a countdown to your next job. The large widget lists your next few jobs with times and pay, and you can mark the oldest unpaid job paid right from it.

**How:** Settings > "🏠 Home Screen Widget (app only)" to pick the default fields (Next job, Day off / vacation badge, This month's total, Unpaid total, Upcoming jobs list). To configure one widget on its own, long-press it and choose Edit Widget (on Android, tap it during setup or use Reconfigure) to pick what it shows and which jobs it counts: all, 1099 only, or everything except department OT. On iPhone the same widget goes on the Lock Screen: long-press the Lock Screen then Customize.

*Settings > "🏠 Home Screen Widget (app only)"*

**Watch out:** The widget card is only in the phone apps. The card notes the widget comes in three sizes and that the Upcoming jobs list needs the medium or large size. Lock Screen widgets are iPhone only. Widget figures come from data refreshed when the app runs, so they can lag if the app has not been opened.

### Combine Employers, so your totals are not split in two PREMIUM

Two spellings of the same place, "Fillmore Auditorium" and "Fillmore Aud.", quietly split your totals in two. Merging them moves every logged job, every one-tap prefill, any uploaded W-2 and any payday schedule across to the one you keep.

**How:** Settings > "🔗 Combine Employers". On a computer, drag one onto the other. On a phone, tap one to pick it up, then tap the one you want to keep.

*Settings > "🔗 Combine Employers"*

**Watch out:** The on-screen note lists only jobs, one-tap prefills and uploaded W-2s; the payday schedule moves too, though the note does not say so. The confirmation counts jobs, prefills and W-2 documents only. Worth doing before tax time, because until you merge them the W-2 Tracker shows two employers waiting on forms, the payday engine tracks two schedules, and the Totals by job / EMPLOYER block in your CSV splits the money.

### Data backup and restore FREE

Saves a full copy of everything, every job, expense and setting, as a JSON file you can keep or restore.

**How:** Settings > "Your data & privacy" card > "⬇ Download my data " to save a copy, "⬆ Restore Data" to load one back.

*Settings > Your data & privacy > "⬇ Download my data " / "⬆ Restore Data"*

**Watch out:** The file is named secondary-employment-data.json. Restoring replaces what is on the device ("Data restored."). "Reset All Data" next to it erases jobs, expenses and settings on this device and in your account, and "🗑 Delete my account & all my data" in the same card erases your records for good, so download a copy first. This card is on every plan.

### Dashboard tab PREMIUM

The full picture for a year: total compensation, total hours, total jobs and deductible mileage, this week's hours day by day, totals by job type, hours per week against your cap, a monthly breakdown with running pay, and a multi-year summary from 2026 to 2040.

**How:** Tap the Dashboard tab (or "Full Dashboard →" on Home). Change the year with the "· Year" selector. Tap "⬇ Download Dashboard PDF" for a printable copy.

*Dashboard tab*

**Watch out:** Premium. Only weeks with logged work appear in the weekly table. A week containing vacation, ASL or comp time is compared against your cap plus the hours you booked off, not the bare cap.

### 📋 Log tab (the full job list) PREMIUM

The spreadsheet-style list of every job with date, employer, type, address, map links, one-way and round-trip miles, deductible mileage, hours, rate, pay, Paid?, W-2 Rec'd and notes. Edit in place, add a row, or export.

**How:** Tap the Log tab. "+ Add Job" adds a blank row, type straight into the white cells (grey cells are calculated). "⬇ CSV" and "⬇ Download Log PDF" export it.

*Log tab*

**Watch out:** Only the white cells are editable, grey ones are auto-calculated. Deductible Mileage is a tax record and is never added to Pay.

### Other Expenses tab PREMIUM

The deductible business expense ledger: date, item, category, vendor, amount, frequency, business %, year deductible, which work it belongs to, which job it was for, payment method, receipt photo, reimbursed flag and business purpose. Plus a totals-by-category table and a running "Total deductible" banner.

**How:** Tap the Other Expenses tab (or "Other Expenses →" on Home). "+ Add Expense" adds a row. Change the year with the "· Year" selector. "⬇ CSV" and "⬇ Download Expenses PDF" export it.

*Other Expenses tab*

**Watch out:** Set Frequency to Monthly or Quarterly and the deductible auto-counts each payment from that date through year-end, so a $10/month expense dated June counts 7 payments = $70. Date it in January for a full year. Business % prorates part-personal items like a phone plan. Reimbursed items are left out of the banner total. Which Work? tells the Tax Center whether an expense belongs to your 1099 off-duty work or your W-2 / department job. Only 1099 expenses lower 1099 income in the Tax Center; anything left unset is listed there but not subtracted. Tag a row with a For Job name and Which Work? fills itself in from the jobs you logged under that name, when those jobs are all 1099 or all W-2 / department.

### 📸 Snap or drop a receipt. AI reads it for you PREMIUM

Photograph or drop in a receipt and it becomes a new expense row with the vendor, date, amount and category already filled in.

**How:** Other Expenses tab → tap the dashed "📸 Snap or drop a receipt" box. On a phone it offers the camera or your photo library. On a desktop you can drop several files at once.

*Other Expenses → the dashed drop zone at the top*

**Watch out:** Double-check what it read before relying on it, the app says "just double-check it".

### + Add union dues... and + Common deduction... PREMIUM

Two drop-downs that add a fully filled-in expense row in one tap. Union dues covers DPPA at $91.31/mo or $1,095.72/yr and FOP at $56.31/mo or $675.72/yr. Common deductions covers POST / License Renewal, Professional Association Dues, Duty Ammunition / Range Fees, Body Armor / Vest, Uniforms & Duty Gear, Duty Boots, Off-Duty Weapon & Permit, Training / Continuing Education and Work Cell Phone.

**How:** Other Expenses tab → open "+ Add union dues..." or "+ Common deduction..." and pick an item. The row is created for you to fill in the amount and date.

*Other Expenses → toolbar drop-downs*

**Watch out:** The union-dues drop-down is Denver-specific. Keep your receipts; these are conveniences, not proof.

### Date of Hire and longevity pay DENVER PREMIUM

Longevity is earned from the day you were hired, not from graduation (Article 27.2). Enter your Date of Hire and the app adds longevity to your base rate the way the city's pay scale in force does: from 6 years of service ($1,440 a year) on the 2026 scales and for every rank above Police Officer, and from 5 years ($1,200 a year) on the city's Police Officer scales from January 3, 2027. After that it is $240 a year more for each year, up to 30 years. Each step lands on the first Sunday after your hire anniversary, and each job is figured at the step you held on its date.

**How:** Settings > Base Pay & Overtime > Date of Hire, under Academy Graduation Date. Pick the date. The note under it shows your years of service, how much longevity is in your base pay, and the date of your next step, for example "8 years of service, so longevity of $1,920.00/yr is in your base pay. Next step <date>." Before then it tells you the date longevity first reaches your rate.

*Settings > "Base Pay & Overtime" > "Date of Hire"*

**Watch out:** It is separate from your Academy Graduation Date, which drives the grade steps from Recruit to 1st Grade. With both dates on file each is counted from its own date and the higher step wins. A hire date that cannot be read, or one in the future, shows a red warning and longevity is ignored until you fix it. Hidden on the nationwide edition, and on the free Denver plan.

### Graduation and promotion dates price each job at the grade and rank you held DENVER PREMIUM

Enter your Academy Graduation Date and your grade steps up on each graduation anniversary. Enter the date you made each rank under Promotion Dates and every job is figured at the rank you held on that job's date, so promoting never changes what your past jobs were worth. Clear warnings appear when a date is wrong.

**How:** Settings > Base Pay & Overtime. Under Academy Graduation Date the note reads like "Today you are Police Officer 3rd Grade (PO 3) at $41.75/hr. Next step on <date>." Set your Rank first; a date box then appears under Promotion Dates for each rank above Police Officer, up to your current one.

*Settings > "Base Pay & Overtime" > "Academy Graduation Date" / "Promotion Dates"*

**Watch out:** A graduation date in the future shows "That graduation date is in the future." and every job is priced at the Recruit rate until you fix it; one that cannot be read shows "That graduation date could not be read." Either way the Pay Grade box stays usable so you can set the rate directly. Once a valid graduation date is in, the Pay Grade box is locked, because the date decides the grade. If today's jobs are not being figured at your current rank, the promotion note warns "Add the date you made <rank>." or "Your <rank> date is after today." If you gave the rank you held before your earliest promotion date (the setup screen asks for it), the note says "Before your earliest date here, you are counted as <rank>." Denver only, and hidden on the free Denver plan.

### Mileage deduction rules (home office or commuting rule) PREMIUM

Choose how the app counts mileage on your 1099 jobs. "Not chosen (round trip on every 1099 job)" is how the app has always counted. "I have a qualified home office" counts the same round trip from home, as a deliberate choice. "No home office (leave out commuting)" follows the IRS commuting rule: home to a 1099 job and back counts nothing, and a job you drive to straight from your police workplace counts one way. W-2 and department jobs never get a mileage deduction under any choice.

**How:** Settings > "🚗 Mileage deduction rules" > "How to count 1099 mileage". Pick one; the note under it explains what your choice does. With No home office, Denver officers pick My District Station in Settings, and nationwide officers fill in the "Regular workplace (where your police shift is)" box that appears. Then, on a job you drive to straight from work, set Travel from to your station or workplace in Quick Add, and the "Miles from station" box ("Miles from work" on the nationwide edition) fills in. The card also has a table of trip types and a description of a qualified home office.

*Settings > "🚗 Mileage deduction rules"; linked from 🧾 Tax Center > "🚗 Mileage, what counts"*

**Watch out:** Record keeping only, not tax advice. The app does not decide which rule applies to you: the card describes a qualified home office (a space used regularly and only for your off-duty business, and the main place you run it) and says to confirm your situation with a tax professional. Switching the rule changes no saved job, and switching back brings the old totals back. Under No home office, a station job still needs its One-Way Miles (from home) filled in, or it keeps no mileage. A station job whose distance has not been measured yet counts 0 until the distance arrives, then fills in on its own. Trips between two 1099 jobs and business errands go under Other Expenses with + Add mileage. Hidden on the free Denver plan.

### Changing your station re-measures station trips PREMIUM

Under the No home office mileage rule, changing your district station (or the nationwide Regular workplace) measures your upcoming station jobs again from the new place. If past jobs were measured from the old one, the app asks whether to measure them again too.

**How:** Change My District Station in Settings (or the Regular workplace address in Mileage deduction rules). If past jobs are affected you see "N past jobs were measured from your old station. Measure them again from the new one?" Choose OK only if the old station was picked by mistake. Choose Cancel after a transfer, because those trips really did start at the old station.

*Settings > "My District Station (optional)" or Settings > 🚗 Mileage deduction rules > Regular workplace*

**Watch out:** Only matters under the No home office rule. On the nationwide edition the prompt says "workplace" instead of "station". Station trips saved before their distance arrived are filled in on their own later.

### Mileage rule shown in the job view, Log, reports and exports PREMIUM

When you choose No home office, every place that shows 1099 mileage explains it. The job view shows "Deductible miles", "Mileage deduction" and a "Mileage rule" line such as "Home to job and back is commuting, not deductible", "Straight from District 3, 12.4 mi one way is deductible" or "Waiting for the distance from..., not counted yet". In the Log the Deductible Mileage $ cell adds the deductible miles in brackets, and hovering shows the reason. Year End Tax Reports adds "Home-to-job commuting miles left out" and, when needed, "1099 jobs from work with no distance yet, not counted". The Tax Summary PDF adds those lines and "Mileage rule used", the Log PDF gets a "Ded. mi" column, and the log CSV gets a "Deductible Miles" column.

**How:** Choose the rule in Settings > 🚗 Mileage deduction rules; nothing else to turn on. Tap a job to see its Mileage rule line.

*Job view; Log tab > Deductible Mileage $ column; 📄 Year End Tax Reports > Deductible Business Mileage (1099 only); Tax Summary PDF; Log PDF and ⬇ CSV*

**Watch out:** With any other mileage choice everything prints as before, except the Tax Summary PDF prints "Mileage rule used" when you chose the home office option. When a job is waiting for its distance, the hint tells you to add a job address or the miles from work, or to set My District Station (nationwide: your regular workplace) in Settings. These rows are on 📄 Year End Tax Reports, not the 🧾 Tax Center, whose estimate simply uses the deductible miles.

### Add your pay rates card PREMIUM

When any logged job, other than department time, has shifts with no hourly rate (for example if you asked us to load your jobs from your TeleStaff report), a card on the Log tab lists each such job with its number of shifts, its dates and a "Your hourly rate" box, so you can fill in every shift of a job at once.

**How:** Log tab, card "Add your pay rates" at the top. Type what each job pays per hour and tap "Save these rates". The app lists what it will set and asks you to confirm. Leave a box blank to come back to it later.

*Log tab > "Add your pay rates" card*

**Watch out:** Each rate fills only the shifts that have no rate yet, so anything you already typed is left alone. Hours, dates and everything else are untouched. Department Paid Overtime, Double Time, Call Back and Court Time are not listed, their rate comes from the contract. Shifts with no employer or job name are not listed either. The card disappears once every job has a rate.

### Which Work? on each expense (1099 / off duty or W-2 / department) PREMIUM

Every expense row has a "Which Work?" box that says whether the cost belongs to your 1099 off-duty work or to your W-2 / department job. When the Tax Center works out what to set aside, it only subtracts expenses marked 1099 / off duty from your 1099 income. Expenses marked W-2 / department, or left unset, are listed there as "Not subtracted" so you can see they were not ignored.

**How:** Other Expenses tab. On each row pick "1099 / off duty", "W-2 / department" or "Not set yet" in the Which Work? column. Or type an employer name in "For Job": if every job you logged under that name is 1099, the row fills in as "1099 / off duty (from job)", and if every one is department or W-2 work it fills in as "W-2 / department (from job)". Pick "Not set yet" to override a filled-in answer.

*Other Expenses tab > Which Work? and For Job columns; Tax Center > Off-duty tax estimate*

**Watch out:** A For Job name that matches both 1099 and department or W-2 jobs, or matches nothing, stays unset for you to decide. Check Only jobs do not count toward either side. When expenses are unset, the Tax Center shows a note with the dollar amount that was not subtracted. The Which Work? label also prints on the Expenses PDF and in the CSV. This is record keeping, not tax advice; confirm how an expense is treated with a tax professional.

### "No 1099 expected" for small payers PREMIUM

When an employer paid you only on 1099 jobs and the year's total is under the amount at which a payer has to send a 1099, the app marks it "No 1099 expected" instead of "Waiting", so your tax documents list does not sit open all January. The line is $2,000 for payments made in 2026 on, and $600 before 2026.

**How:** Nothing to set. Look at the Status column in the Log tab's W-2 Tracker, grouped by employer, and at Tax documents in the Tax Center. A payer under the line shows "No 1099 expected (under $2,000)" and counts as accounted for.

*Log tab > W-2 Tracker, grouped by employer > Status; Tax Center > Tax documents*

**Watch out:** The income is still taxable; the app says so, and your log is the record of it. Some payers send a 1099 anyway: if one arrives, tick it received or attach it and the row changes to Received. It only applies to employers paid entirely on 1099 jobs with no form marked received or attached.

### Match your paystub DENVER PREMIUM

Not sure which rank and step to pick? Type the hourly rate from a city paystub, or your yearly salary, and the paystub date, and the app shows the rank and step that pay it on that date. Nothing changes until you tap Use this.

**How:** Settings → "Base Pay & Overtime" → "Not sure which rank or step to pick? Match it from your paystub." Type the "Hourly rate on your paystub" (for example 56.59) or your yearly salary, check the "Paystub date", and tap Find. Tap Use this beside the right match to set your rank and Pay Grade / Step.

*Settings → Base Pay & Overtime → Match it from your paystub*

**Watch out:** The paystub date picks the pay scale in force on that day, and it starts on today's date until you change it, so a stub from before a raise still matches. Rates are compared to the cent. When nothing matches exactly, close matches within a dollar an hour are listed with how far off each one is. A paystub rate can include other pay on top of base pay, so check the date on your stub. If your Date of Hire or Academy Graduation Date gives a different step, the app asks first: Use my paystub clears the date that disagrees, and Keep my date of hire (or Keep my graduation date) leaves it as it is. Denver only. Premium or trial. On the website and in the iPhone and Android apps; a phone app that has not been updated does not show it, so update it from the App Store or Google Play.

### The city's 2027 and 2028 pay scales DENVER PREMIUM

The four Denver Police pay scales the city published for January 2027, July 2027, January 2028 and July 2028 are built in, rank by rank and step by step. Every Denver job dated from January 3, 2027 on is priced from them, and so is the 25-Year Detective overtime rate.

**How:** Nothing to do. Log each job with its real date. Settings → "Base Pay & Overtime" shows today's rate for your rank and step, and the Source line at the bottom of the card names the scales.

*Settings → Base Pay & Overtime (Source line); the pay on every Denver job*

**Watch out:** The app follows the city's sheets as printed. Earlier versions worked 2027 and 2028 out from the contract instead, so a few steps now read differently: a Police Officer at 5 years of service, for example, is 57 or 58 cents an hour higher in every 2027 and 2028 period, because the city's sheets add longevity from year 5. After July 2028 the July 2028 rates carry on until a new contract is added. Payroll is the official record. On the website and in the iPhone and Android apps; a phone app that has not been updated still uses the older scales, so update it from the App Store or Google Play.

### Retirement planner PREMIUM

A Premium tab for trying retirement scenarios with your own numbers. Move a slider to see how your retirement age changes your pension, save up to three scenarios and compare them side by side, and see key dates. It also covers workplace plan pace and growth, Solo 401(k) and SEP room from your off-duty income, Social Security credits, a typed balances tracker and a checklist with yearly review dates. An estimate and record-keeping tool, never advice.

**How:** Retirement tab (after Year End Tax Reports). Add your birth month and year in About you, then open any section. Sliders and boxes are for trying things; tap Save this scenario to keep one. Up to three can be saved and are shown side by side.

*Retirement tab*

**Watch out:** Premium only: the tab is hidden on the free Primary plan. Opening it and moving a slider saves nothing. On the website and in the iPhone and Android apps; a phone app that has not been updated does not show it, so update it from the App Store or Google Play (centurionblue.com/app also opens in a phone's browser). Birth month and year are optional, never a full date of birth. The page never signs in to any account. The IRS had not published its 2027 limits when this was written, so the 2026 limits are used and labelled.

### Retirement planner: key dates, pension scenarios and payment options (Denver)

DENVER PREMIUM

Works out when you are vested, when you reach age 50 and 55 and 25 years of service, the Rule of 80 date, and the earliest day you could retire with a full pension. A slider then shows the pension for any retirement age: Normal, Rule of 80, Early (reduced), Vested and Deferred, using the Denver pay tables through July 2028. The eight payment options show what you and a survivor would get.

**How:** Retirement > Your key dates, Pension scenarios, Payment options. Your service comes from the Date of Hire in Settings; type your birth month and year in About you. Try a yearly raise after July 2028, a promotion, or a different Highest Average Salary.

*Retirement > Pension scenarios*

**Watch out:** Estimates from the plan's published tables, which are rounded. The plan sets the real numbers from your exact record. Pay after July 2028 stays flat plus longevity unless you type a raise. Premium only: the tab is hidden on the free Primary plan. Opening it and moving a slider saves nothing. On the website and in the iPhone and Android apps; a phone app that has not been updated does not show it, so update it from the App Store or Google Play (centurionblue.com/app also opens in a phone's browser).

### Retirement planner: DROP planner, cost of living and refunds (Denver) DENVER PREMIUM

The DROP planner uses your retirement point as the entry date: your pension is locked, you keep working up to 5 years, and your pension plus your 12% contribution build an account at the return you pick. It compares that with working on without DROP. Cost of living raises and the one-time lump sum are projected from your own assumptions, and refund math shows contributions plus 5% interest.

**How:** 🏛 Retirement > DROP planner, Cost of living and lump sums, Leaving early: refunds. Pick the years in DROP and a return. Raises and returns are only guesses for testing.

🏛 *Retirement > DROP planner*

**Watch out:** Cost of living raises are not guaranteed. The plan has not said whether raises apply to DROP deposits. A refund ends your right to a lifetime pension. Premium only: the tab is hidden on the free Primary plan. Opening it and moving a slider saves nothing. On the website and in the iPhone and Android apps; a phone app that has not been updated does not show it, so update it from the App Store or Google Play (centurionblue.com/app also opens in a phone's browser).

### Retirement planner: workplace plan pace and savings growth PREMIUM

Checks how your contributions to a 457(b), 403(b) or 401(k) line up with the yearly IRS limit, including the age catch-ups, and shows what a balance could grow to at a lower, middle and higher return. Denver officers see paydays from the city's calendar, including the 27-payday year in 2027.

**How:** 🏛 Retirement > 457 pace (or Workplace plan pace) and Savings growth. Type the amount per paycheck and your year-to-date total.

🏛 *Retirement > 457 pace*

**Watch out:** Returns are made-up rates for testing, not forecasts. 2026 limits are used for 2027 until the IRS publishes the new ones. Premium only: the tab is hidden on the free Primary plan. Opening it and moving a slider saves nothing. On the website and in the iPhone and Android apps; a phone app that has not been updated does not show it, so update it from the App Store or Google Play (centurionblue.com/app also opens in a phone's browser).

### Retirement planner: Solo 401(k), SEP and Social Security credits PREMIUM

Uses the 1099 income in your Log to show the most that could go into a SEP IRA or a Solo 401(k), and counts Social Security credits from self-employment. Denver city pay is understood to be Medicare only, so it should earn no credits: check your paystub for a Social Security line. Off-duty self-employment earns credits.

**How:** 🏛 Retirement > Off-duty income and Social Security credits. Check Only pay is left out unless you tick the box. Type the credits you already have from your Social Security statement.

🏛 *Retirement > Off-duty income*

**Watch out:** Not a tax calculation. A tax professional can say what fits your return. Premium only: the tab is hidden on the free Primary plan. Opening it and moving a slider saves nothing. On the website and in the iPhone and Android apps; a phone app that has not been updated does not show it, so update it from the App Store or Google Play (centurionblue.com/app also opens in a phone's browser).

### Retirement planner: balances, checklist and the plan guide PREMIUM

A typed record of your retirement account balances with dates, a checklist with yearly review dates (beneficiaries, limits, statements), and a glossary. Denver officers also get a plain-language guide to the pension plan with its tables.

**How:** Retirement > Accounts and balances, Checklist and yearly reviews, Plan guide. Add an account, then add a balance and date each time you check.

*Retirement > Accounts and balances*

**Watch out:** Nothing connects to any account: you type the balances. The page stores no documents and sends no reminders. Premium only: the tab is hidden on the free Primary plan. Opening it and moving a slider saves nothing. On the website and in the iPhone and Android apps; a phone app that has not been updated does not show it, so update it from the App Store or Google Play (centurionblue.com/app also opens in a phone's browser).

### Retirement planner: Guided setup PREMIUM

The first time you open the Retirement tab with nothing saved there, a short Guided setup opens on its own screen, separate from the account setup: a few boxes, one step at a time. Denver officers are asked when service started, their birth month and year, their pay, the Denver 457, Social Security credits and one account balance; nationwide officers are asked about their birth month and year, their pension and savings plans, Social Security credits and one account balance. Every box is optional and nothing is saved until you type it and tap Next.

**How:** Fill in what you know and tap Next, or tap Skip to leave a step alone. Back keeps what you typed, and Finish later closes it. To open it again: Retirement tab, the Guided setup button at the top.

*Retirement tab > Guided setup*

**Watch out:** It does not open again by itself once you finish or close it, and an officer who has already typed something on the tab does not get it by itself. A step with a wrong entry stays put and says why. It reads your Date of Hire and rank and step from Settings and never changes them. Estimates only, not advice.

### Tax Center: corrections to the IRA line, pre-tax pay and self-employment tax PREMIUM

The IRA line now says how much is deductible: an officer in a pension plan counts as covered by a workplace plan, so the deduction shrinks and then ends as income rises. The salary box is gross pay before payroll deductions, with a pre-tax line for the pension contribution and a traditional 457 or 401(k) (12% is filled in for Denver, unless a salary you typed earlier is already saved). Self-employment tax stops its Social Security part at the wage base, and nationwide officers can type their Social Security wages.

**How:** Tax Center > Household & filing: fill the salary box, check the pre-tax box, and tick the coverage box next to the IRA amount if it does not match your situation.

*Tax Center > Household & filing*

**Watch out:** The set-aside is an estimate for planning, not tax advice. The pre-tax figure is shown as a default and is only saved once you type in that box. A phone app that has not been updated keeps the older Tax Center figures.

# 5 Alerts, calendar and widgets

Getting the right nudge at the right time, on the screen you are already looking at.

### 🔔 Job Reminders & Notifications (Settings card) FREE

One Settings card holds most reminder switches in the app: the in-app banner, how far ahead you get warned, time to leave, Job Exchange alerts, money and deadline alerts, alert timing and quiet hours, device notifications, and the calendar reminder alert.

**How:** Open Settings and scroll to the card headed "🔔 Job Reminders & Notifications". Every toggle listed below lives in this one card.

*Settings > 🔔 Job Reminders & Notifications*

**Watch out:** On the Denver free plan this card shows, because Job Exchange alerts are the one alert a free officer needs. The rows that depend on logged jobs are hidden there: Time to leave, Money & deadlines and Timing (which holds quiet hours). Some related switches live elsewhere: the calendar time-to-leave alarm sits in the pay card (hidden on the free plan), "Map for Directions" sits in the top Settings card, the two daily workout reminders sit in their own "⏰ Workout reminders" card, and "Tell me before a Tally Sheet is due" sits in the "💚 Denver Wellness Portal" card.

### Show a reminder banner on the home page (In-app reminder) FREE

Puts a yellow banner at the top of the Home page listing how many jobs are coming up inside your lead time, naming the next one with its date and shift times.

**How:** Settings > 🔔 Job Reminders & Notifications > "In-app reminder" > tick "Show a reminder banner on the home page". The banner then appears on Home. Tap "Dismiss" to hide it.

*Settings > 🔔 Job Reminders & Notifications > In-app reminder; banner shows on Home*

**Watch out:** It is on by default. "Dismiss" only hides it for the rest of today; it comes back tomorrow. This is a banner inside the app, not a phone notification. The Denver free plan has no Home page, so the banner never shows there.

### How far ahead (reminder lead time) FREE

Sets how many days before a job you get reminded. This one setting drives both the Home banner and the phone job reminder.

**How:** Settings > 🔔 Job Reminders & Notifications > "How far ahead", pick one of: "1 day before", "2 days before", "3 days before", "1 week before".

*Settings > 🔔 Job Reminders & Notifications > How far ahead*

**Watch out:** Defaults to 1 day. If the lead time has already passed when the app rebuilds its reminders, no phone reminder is scheduled for that job; the in-app banner is what covers a same-day job.

### Pop a device notification for upcoming jobs (Device notifications) FREE

Sends an actual phone notification before each job you have logged, titled "Secondary job coming up" with the employer, weekday, date and shift times.

**How:** Settings > 🔔 Job Reminders & Notifications > "Device notifications" > tick "Pop a device notification for upcoming jobs". You get a plain-language primer first, then your phone's own permission prompt.

*Settings > 🔔 Job Reminders & Notifications > Device notifications*

**Watch out:** In the iPhone and Android apps these are scheduled on the phone and arrive even if the app is closed; the title reads "Secondary job coming up". In a browser they only fire while the app is actually open, and on iPhone only if you added it to your Home Screen; there the title reads "Secondary job today" or "Secondary job coming up". Only jobs in the next 30 days are scheduled, at most 43 of them, which leaves room on the phone for the leave, workout, money and Wellness alerts.

### Send a test notification FREE

Fires a test notification at you right away so you can confirm reminders actually reach your phone, and tells you in plain words if they are blocked.

**How:** Settings > 🔔 Job Reminders & Notifications > Device notifications > tap "Send a test notification". The status text beside it reads "✅ Notifications allowed" or tells you where to unblock them.

*Settings > 🔔 Job Reminders & Notifications > Device notifications*

**Watch out:** In the phone apps, if notifications are blocked it names the path to fix it: "Settings → Centurion Blue → Notifications" on iPhone, "Settings → Apps → Centurion Blue → Notifications" on Android. In a browser it tells you to allow notifications for the site in your browser or phone settings. The test alert reads "🔔 Test notification, job reminders are working."

### Notification opt-in sheet ("Get a heads-up before your jobs" / "Get a heads-up on new jobs") FREE

Before your phone's own permission box ever appears, the app shows its own sheet listing what alerts will bring you, worded for your plan. Only if you tap "Turn on reminders" does the real phone prompt appear.

**How:** Tick any alert switch, or tap "Turn on" on a prompt. The sheet appears with "Turn on reminders" and "Not now". Tap "Turn on reminders", then allow it on the phone prompt that follows.

*Pop-up sheet over whatever screen you turned an alert on from*

**Watch out:** It only appears while your phone or browser has not yet been asked. The wording follows your plan. Denver free plan: heading "Get a heads-up on new jobs", with "New jobs the moment they land on the Exchange", "Shifts a scheduler assigns you" and, in the phone apps, "Your Wellness Tally Sheet due date, if you use Wellness". Denver Premium: "A reminder before each job you've logged", "Payday and quarterly-tax dates" and "New jobs the moment they land on the Exchange". Nationwide: the job reminder, payday and tax dates, and "A weekly nudge on jobs you still haven't been paid for". iPhone gives an app only one system permission prompt. If you tap "Don't Allow" there, the only way back is through iPhone Settings. In the phone apps one permission covers both reminders scheduled on the phone and alerts sent from the server. Turning on time to leave, Exchange alerts, money alerts, a workout reminder or the Tally Sheet reminder does not switch job reminders back on behind your back. The Home prompt, the bell's "Turn on" row, the Device notifications box and, in the phone apps, the Scheduler Portal phone alerts and Marketplace alerts do switch job reminders and the Home banner on. Tapping "Not now" also hides the Home prompt for good.

### Home prompt: "Want a reminder before your jobs?" / "Turn on alerts?" FREE

A one-line blue prompt on the Home page offering to turn alerts on, shown only while you have not yet answered the phone's permission question.

**How:** On Home, tap "Turn on" to switch alerts on, or "Not now" to dismiss it for good.

*Home page, above the cards*

**Watch out:** If you have jobs in the next two weeks it reads "Want a reminder before your jobs?" with the count. With none it reads "Turn on alerts?" and says alerts cover new Exchange work, Marketplace replies and a heads-up before each job you take. It disappears for good once you tap "Not now" (here or on the opt-in sheet), and never shows once the phone's decision is made either way.

### Tell me when to leave, using live traffic (Time to leave) PHONE APPS FREE

Works out the drive from your home address to the job address using live traffic on the day, and pings you when it is time to head out. The alert names the job, its start time, roughly how many minutes the drive is and how much of that is traffic.

**How:** Settings > 🔔 Job Reminders & Notifications > "Time to leave" > tick "Tell me when to leave, using live traffic". A buffer picker appears: "Right when I should go", "10 minutes before that", "15 minutes before that", "30 minutes before that".

*Settings > 🔔 Job Reminders & Notifications > Time to leave*

**Watch out:** IPhone and Android apps only. In a browser the switch is greyed out with the note "Available in the iPhone and Android app. The alert is scheduled on your phone once the drive is known." It needs your real Home Address, not the sample one, and the job needs a date, a shift start time and an address. Only the next 3 timed jobs inside the next 3 days get one. The default buffer is 15 minutes. Drive times are looked up again when the app opens, when it comes back to the front and when you add or edit a job's address, so a job logged after you turned the switch on still gets its alert; each job is looked up at most once every 3 hours. No location permission is asked for; the drive is worked out from your typed home address, not GPS. Not on the Denver free plan: the row is hidden and no leave alert is scheduled there.

### Tap the leave alert for directions PHONE APPS FREE

Tapping the "Time to leave" notification itself opens turn-by-turn directions to that job in your maps app, instead of just opening the app.

**How:** When the "Time to leave" alert arrives, tap the notification. Directions open in whichever map you picked. Set that under Settings > "Map for Directions" ("Apple Maps" or "Google Maps").

*Settings > Map for Directions sets the app; the tap happens on the notification*

**Watch out:** Only the time-to-leave alert does this. Every other notification just opens the app. The same Map for Directions choice also decides what opens when you tap a job's address in the app, which shows the map name beside it.

### Unpaid jobs, weekly cap, contract renewal, estimated taxes and paydays (Money & deadlines)

PHONE APPS FREE

One switch turns on the money and deadline nudges: jobs still unpaid (with the dollar total), a warning once you pass 85% of your weekly hour cap, the Denver Secondary Employment Contract renewal, a warning when a job lands on a day you marked no off-duty, three days before your free trial ends, ten days before each quarterly estimated-tax date, and the evening before each payday with the employer and rough amount.

**How:** Settings > 🔔 Job Reminders & Notifications > "Money & deadlines" > tick "Unpaid jobs, weekly cap, contract renewal, estimated taxes and paydays".

*Settings > 🔔 Job Reminders & Notifications > Money & deadlines*

**Watch out:** Phone apps only. In a browser the switch is greyed out with the note "Available in the iPhone and Android app. These are scheduled on your phone." Hidden on the Denver free plan. The unpaid nudge is re-armed 7 days out every time you open the app, so it only fires once you stop opening the app. The cap warning and the no off-duty warning arrive the next morning at your daily reminder time. Only the next 3 paydays get an alert. Dollar figures are rebuilt from your current log each time. The contract renewal alert is Denver only. On Denver, if the Wellness tab is on, this switch also brings the Wellness Tally Sheet due reminder and the Gym Log pace nudge. The note under the switch lists only some of these.

### Secondary Employment Contract renewal alert

DENVER PHONE APPS FREE

Reminds you on Nov 15 that your Secondary Employment Contract renews for the calendar year and is due to the unit by Dec 15.

**How:** Comes with the "Money & deadlines" switch. Nothing separate to turn on.

*Settings > 🔔 Job Reminders & Notifications > Money & deadlines*

**Watch out:** Denver only; nationwide accounts never get it. It fires a month ahead, on Nov 15, not on Dec 15. It lands at your "Daily reminders at" time. It rides the Money & deadlines switch, so it is phone apps only and not on the Denver free plan.

### Timing (Daily reminders at / Payday alerts, evening before, at)

FREE

Lets you pick the exact hour your daily-type reminders land, and a separate hour for payday alerts the evening before.

**How:** Settings > 🔔 Job Reminders & Notifications > "Timing". Set "Daily reminders at" and "Payday alerts, evening before, at" using the two time pickers.

*Settings > 🔔 Job Reminders & Notifications > Timing*

**Watch out:** Defaults are 09:00 for daily reminders and 17:00 for payday alerts. "Daily reminders at" sets the time for job reminders and the unpaid, cap, contract, trial, tax, no off-duty and contract-check alerts. It does not move the time-to-leave alert, which is timed by traffic. The pickers show in a browser but the alerts they time are phone apps only. Hidden on the Denver free plan.

### Quiet hours FREE

Holds every reminder that would land inside the window and slides it to the moment quiet hours end, so nothing wakes you.

**How:** Settings > 🔔 Job Reminders & Notifications > Timing > set "Quiet hours" from and to. Tap the "Off" button beside it to clear them.

*Settings > 🔔 Job Reminders & Notifications > Timing*

**Watch out:** "Time to leave" is left out on purpose, so it still fires inside quiet hours. The two daily workout reminders also keep the exact time you picked instead of sliding. Quiet hours that cross midnight work. On the Denver free plan the Timing row, and with it quiet hours, is hidden.

### Tell me when a new job hits the Exchange board (Job Exchange alerts) DENVER FREE

Pushes you the moment a new off-duty job goes live on the Exchange board, including dates a scheduler opens to every officer.

**How:** Settings > 🔔 Job Reminders & Notifications > "Job Exchange" > tick "Tell me when a new job hits the Exchange board".

*Settings > 🔔 Job Reminders & Notifications > Job Exchange*

**Watch out:** Denver only; the switch is hidden on a nationwide account and the server enforces the same rule. It is on by default for Denver accounts, but nothing arrives until you have allowed notifications. It works on the Denver free plan: the notifications card shows there with this switch in it. In the phone apps this switch is what counts. On the website, new Exchange jobs go to browsers that are signed up for Marketplace alerts, so turn on "🔔 Alerts" on the Marketplace (or turn alerts on during setup) as well; on iPhone the site has to be added to your Home Screen first.

### Marketplace listing alerts (🔕 Alerts / 🔔 Alerts on) DENVER FREE

Pings you as soon as a new listing is posted to the officer buy/sell Marketplace board.

**How:** Open the Marketplace and tap the bell button at the right of the tab row. It reads "🔕 Alerts" when off and "🔔 Alerts on" when on.

*Marketplace board, top-right button*

**Watch out:** Marketplace is Denver only. Unread Marketplace messages show separately in the alerts bell. Free on the Denver plan, and the button is on the Marketplace itself so free officers can reach it. In the phone apps, turning it on goes through the same opt-in sheet and also switches job reminders on. On the website it asks the browser for permission directly, and on iPhone the site must be added to your Home Screen first. On the website this same switch is also what brings new Exchange job alerts to that browser.

### 🔔 Enable phone alerts (Scheduler Portal) DENVER FREE

For scheduling officers: a push when an officer grabs an open spot or requests a swap or release, even with the app closed.

**How:** Open the Denver Scheduler Portal and tap "🔔 Enable phone alerts" in the "🔔 Phone alerts" card at the top. The button reads "Turn off" once it is on.

*📂 Denver Scheduler Portal > 🔔 Phone alerts card*

**Watch out:** The card only appears for designated schedulers. On iPhone in a browser you must add the app to your Home Screen first. Client job requests and swaps or releases waiting on you also sit in the alerts bell, so a swiped-away push is not lost. In the phone apps, turning this on also switches job reminders on.

### Push alerts for cancelled dates and swap or release decisions DENVER FREE

When a scheduler cancels a date you were assigned to, you get a "Shift cancelled" notification naming the job and date, so you hear about it before you drive to the post. When you ask for a swap or release, you get a notification once the scheduler decides, for example "Swap approved" or "Release not approved".

**How:** Turn on notifications once, through any of the opt-in paths. These alerts then arrive on their own.

*Arrives as a phone or browser notification; cancelled dates also show in the "🚫 Cancelled Jobs" card on Home and in the alerts bell*

**Watch out:** A cancelled date also lands in the alerts bell with a "View" button, so it is still there if you swipe the push away. An approved request says it is off your schedule now; a denied one says the shift is still yours.

### Alerts bell (Alert Centre) FREE

A bell in the top bar with a red count, opening one list of everything waiting on you: a sample name or sample home address still in your profile, imported jobs that need your review or have gone missing from your log, unpaid jobs and the dollar total, jobs missing hours, cancelled dates, jobs in the next 2 days, open shifts you can take, a Wellness Tally Sheet due, phone alerts being off, unread Marketplace messages, and (schedulers) swaps or releases and client job requests. Each row has a button that jumps straight to the fix. Each row also has an ✕ to clear it when you are done with it.

**How:** Tap the bell at the top right of the header. Tap the button on any row ("Fix", "Review", "Restore", "Collect", "Log them", "View", "Open", "See them", "Turn on", "Read", "Decide") to go straight there. Tap the ✕ at the right end of a row to clear that alert. Tap × at the top of the list to close it.

*Header, top-right bell icon*

**Watch out:** Built because several of these used to exist only as a push, so swiping one away lost it. A row goes away by itself once you deal with the thing it is about, and you can clear one yourself with its ✕ (see "Clear an alert when you are done with it"). If job reminders are off and you have jobs in the next 14 days, a "Phone alerts are off" row appears with a "Turn on" button, and using it does switch job reminders and the Home banner on. The Wellness row only shows when the Wellness tab is on; the swap and client request rows are for schedulers only. With nothing waiting it reads "Nothing needs you right now."

### Remind me to log my workout, every day (daily workout reminder) PHONE APPS FREE

A repeating daily notification at the hour you pick, telling you to log today's session to your Gym Log so the quarter stays accurate.

**How:** Settings > ⏰ Workout reminders > tick "Remind me to log my workout, every day", then set the "Time".

*Settings > ⏰ Workout reminders*

**Watch out:** The card appears once the Wellness tab or the Fitness & Diet Coaching add-on is switched on, on either edition. Phone apps only; in a browser it is greyed out with the note "Available in the iPhone and Android app. The reminder is scheduled on your phone, so it arrives at the time you pick even with no signal." Defaults to 18:00. It repeats daily and keeps the exact time you chose; quiet hours do not move it. Turning it on does not switch your job reminders back on. With Wellness on it asks you to add the session to your Gym Log; with only Fitness on it asks you to check off today's session on your plan.

### Add Jobs to Calendar (choose your calendar) FREE

Picks which calendar the per-job button targets: Apple, Google, Outlook, or off entirely. The button label and the little 📅 buttons in your Upcoming Jobs list change to match.

**How:** Settings, top card (Officer Name / Home Address) > "Add Jobs to Calendar", choose "Apple Calendar", "Google Calendar", "Outlook Calendar", or "Off, no calendar button".

*Settings > Add Jobs to Calendar*

**Watch out:** It sits in the first Settings card, which has no heading of its own. Set it to "Off, no calendar button" and the 📅 buttons disappear from your Upcoming Jobs list, along with the "Add all to Calendar" button. Apple uses a calendar file, which is the only way to carry alerts; Google and Outlook open web links that cannot carry alerts.

### Add to Calendar (one job) FREE

Puts a single job on your calendar as an event carrying the whole job: job type, shift times, hours, pay, hourly rate, round-trip mileage, your notes, PAID status, and the job address as the event location.

**How:** On Home, in the "📅 Upcoming Jobs" card, tap the small 📅 button on the job's row. Or right after saving a job, tap the "📅 Apple Calendar →" link in the green Saved confirmation.

*Home > 📅 Upcoming Jobs card > 📅 button on a row; also the Saved confirmation on Home*

**Watch out:** The per-job 📅 button is only in the Home "📅 Upcoming Jobs" card, not the Log tab. The job needs a date, or you see "Pick a date for the job first." Overnight shifts end on the next day. A job with no shift times becomes an all-day event. On a phone the file opens the share sheet, where you choose Add to Calendar; on a computer it downloads as a calendar file. The button shows only the 📅 icon; the calendar name is in its tooltip.

### 📅 Add all to Calendar FREE

Puts every upcoming job into one calendar file in a single step.

**How:** On Home, in the "📅 Upcoming Jobs" card, tap "📅 Add all to Calendar".

*Home > 📅 Upcoming Jobs card > 📅 Add all to Calendar*

**Watch out:** The button only shows when a calendar is chosen and you have upcoming jobs. On Apple it just opens. On Google it saves centurion-blue-upcoming.ics and opens Google Calendar's Import page; click "Select file from your computer", choose the file and Import. On Outlook it saves the file and you go to Outlook Calendar → Add calendar → Upload from file.

### Calendar reminder alert FREE

Adds a real alert to the calendar events you send out, so your phone's own Calendar app pings you even when Centurion Blue is closed.

**How:** Settings > 🔔 Job Reminders & Notifications > "Calendar reminder alert", pick from "No alert (calendar default)", "At start time", "15 minutes before", "30 minutes before", "1 hour before", "2 hours before", "1 day before".

*Settings > 🔔 Job Reminders & Notifications > Calendar reminder alert*

**Watch out:** The app itself calls this the way to guarantee a phone alert: pick a Calendar reminder alert, then use Add to Calendar on a job, and your phone's Calendar app delivers the alert even when this app is closed. It only works with Apple (calendar file) and the Apple subscription, not the Google or Outlook web links, which cannot carry alerts.

### Time-to-leave alert on calendar events, timed to live traffic FREE

Adds a SECOND alert to your calendar events, timed from the live-traffic drive for that exact job plus your leave buffer, so the calendar itself tells you when to go.

**How:** Settings, in the pay card ("Base Pay & Overtime" on Denver, "Hourly Rate & Overtime" on nationwide), tick "Time-to-leave alert on calendar events, timed to live traffic". Then use Add to Calendar on a job or subscribe the Apple feed.

*Settings > Base Pay & Overtime card (checkbox sits in the row beside "Rank")*

**Watch out:** Odd placement: it sits in the pay card, next to "Rank", not in the notifications card. That card is headed "Base Pay & Overtime" on Denver and "Hourly Rate & Overtime" on nationwide. The note reads "Rides on the.ics and Apple Calendar subscription. The Google and Outlook web links cannot carry alerts, those calendars apply their own defaults." Only timed jobs with an address and a known drive get one. Drive times are refreshed when the app opens, comes back to the front, or a job's address changes; for a job further out, the app looks the drive up when you tap Add to Calendar. Hidden on the Denver free plan along with the pay card.

### Auto-Sync Your Calendar (Subscribe Once) FREE

Gives you one private link you subscribe to once. After that every job syncs on its own, new jobs appear and edits or deletions update themselves, with no tapping per job. Shifts your schedulers place you on are in the feed too, on every plan, including the free Denver plan.

**How:** Settings > "Auto-Sync Your Calendar (Subscribe Once)" > tap "Create my subscription link". Then either tap "Add to Apple Calendar" and hit Subscribe, or tap "Copy link" plus "Google Calendar" / "Outlook" and in that calendar choose Add calendar → From URL and paste.

*Settings > Auto-Sync Your Calendar (Subscribe Once)*

**Watch out:** The card only appears once you are signed in, since the feed has to find your saved data. Your calendar app refreshes on its own schedule, Apple every few hours and Google up to a day, so for a last-minute job the per-job Add to Calendar button is still faster. "Reset link" kills the current link and you must subscribe again everywhere. Not hidden on the Denver free plan.

### Show events on my calendar ( Events on My Calendar) FREE

Court, interviews, callbacks, meetings, training, briefings and personal items like appointments and family show on your calendar beside your regular shift and your jobs, and ride the same private subscription feed. They never count toward pay, hours or your cap.

**How:** Settings > " Events on My Calendar" > tick "Show events on my calendar". Then tap any day on the calendar and choose " Add an event".

*Settings > Events on My Calendar*

**Watch out:** Naming mismatch: the calendar sync card calls these "Personal Events", but the setting is headed " Events on My Calendar" with the box "Show events on my calendar". Events can repeat across a date range on the weekdays you pick, and "Save & add another" stacks several onto one day. Built mainly for detectives and administrative assignments.

### Home Screen Widget (app only) PHONE APPS FREE

Controls what the widget shows across the board. This week's total always shows; you choose whether Next job, the Day off / vacation badge, This month's total, the Unpaid total and the Upcoming jobs list appear.

**How:** Settings > " Home Screen Widget (app only)" > tick or untick: "Next job", "Day off / vacation badge", "This month's total", "Unpaid total", "Upcoming jobs list (medium & large sizes)".

*Settings > Home Screen Widget*

**Watch out:** The card is hidden in a browser; it only appears in the iPhone and Android apps. The widget comes in small, medium and large; the Upcoming jobs list only fits medium and large. Unticking a field makes the widget hide it rather than show a blank.

### Per-widget configuration (long-press the widget → Edit Widget) PHONE APPS FREE

Each widget you place can be set up on its own, apart from the Settings card, to show one of: this week's pay, this month's pay, unpaid total, hours left under your cap, a countdown to your next job, today (regular shift or day off), gym sessions this quarter, vacation hours left, or your next no off-duty day. You also choose which jobs it counts.

**How:** IPhone: long-press the widget, tap "Edit Widget", then pick "Show" and "Count" ("All jobs", "1099 jobs only" or "Everything except department OT"). Android: the same choices appear when you place the widget, or use Reconfigure.

*On the Home Screen, on the widget itself, not inside the app*

**Watch out:** This is per widget, so two widgets can show different things. "1099 jobs only" counts only jobs whose type is 1099; "Everything except department OT" leaves out every department-paid type. Gym sessions this quarter only has a figure on a Denver account with the Wellness tab on, and vacation hours left only on a Denver account with My Leave Banks on.

### Lock Screen widgets IPHONE FREE

Puts the same figures on your iPhone Lock Screen so you see them without unlocking.

**How:** Long-press the Lock Screen, tap Customize, then add the Centurion Blue widget.

*IPhone Lock Screen*

**Watch out:** IPhone only, there is no Android equivalent.

### Mark Paid from the widget PHONE APPS FREE

A check mark next to the Unpaid figure on the widget marks your oldest unpaid job paid without opening the app.

**How:** Add a medium or large widget on iPhone, or the large widget on Android. When you collect, tap the check mark beside "Unpaid". The change lands in your log the next time the app opens.

*Home Screen widget, beside the Unpaid figure*

**Watch out:** It always marks the oldest unpaid job; you do not pick which. The check mark only shows while something is unpaid. The widget updates straight away as a best guess, and your real log catches up when you next open the app, including taps made while the app was closed. If the app is still signing in, the tap is held until your account has loaded, then applied, so it is not lost. The large widget lists at most 5 upcoming jobs.

### Siri IPHONE FREE

Ask Siri about your off-duty work or start a new job without opening the app: your next job, whether you are working today, what you made this week or this month, who owes you money, your schedule, logging a job, or opening your calendar.

**How:** Say, for example, "What's my next job in Centurion Blue", "Am I working today in Centurion Blue", "What have I made this week in Centurion Blue", "What have I made this month in Centurion Blue", "Who owes me money in Centurion Blue", "What's my schedule in Centurion Blue", "Log a job in Centurion Blue" or "Open my calendar in Centurion Blue". For Log a job, Siri asks "Which employer or venue?" and Quick Add opens with your answer filled in.

*Siri, outside the app*

**Watch out:** IPhone only. Nothing to set up; the phrases come with the app. Money answers are worked out by date when you ask, so they do not go stale the way a widget figure can. Siri reads roughly the last 120 days plus everything ahead. Siri answers from the figures the app last saved to the phone, so open the app after big changes.

### Allow notifications on this device (🔔 Notifications, app only) PHONE APPS FREE

A per-device switch in the phone app for server-sent reminders: a heads-up before each job, payday and quarterly estimated-tax dates, a weekly nudge on unpaid jobs, and leave balance and contract-rate changes.

**How:** Settings > "🔔 Notifications (app only)" > tick "Allow notifications on this device". The status line underneath reads "Enabled on this device." or "Off."

*Settings > 🔔 Notifications (app only)*

**Watch out:** The card only appears in the installed app, never in a browser. Each phone has to allow notifications itself. If the phone has blocked them it says so, for example "Notifications are blocked for Centurion Blue in your iPhone Settings." Turning it on goes through the same opt-in sheet as every other alert. Turning it off stops alerts sent from the server on every phone signed in to your account, not only this one. Reminders scheduled on the phone itself, such as job reminders and time to leave, have their own switches.

### 📅 Calendar. Days Worked FREE

A month grid with every day you worked highlighted, plus hours, shift times and pay per day, and a running month summary.

**How:** Tap the 📅 Calendar tab. Use "‹ Prev", "Today" and "Next ›" to move months. Click any day to open its card and see or add jobs.

📅 *Calendar tab*

**Watch out:** On free Denver accounts the tab is renamed "📅 My Schedule" and the add-job buttons are hidden.

### 🗓️ Select multiple days FREE

Adds one job to several days at once. Tap the days on the calendar or add a whole date range filtered to certain weekdays, then fill the job in once.

**How:** 📅 Calendar → "🗓️ Select multiple days" → tap days on the grid, or set "📅 Add a date range" From/To, pick "Only these weekdays" and tap "Add days" → fill the job form → "➕ Add job to selected days".

*📅 Calendar → 🗓️ Select multiple days*

> **Watch out:** Days you are on a regular shift are skipped automatically. The button changes to "✓ Done selecting days" while you are picking. Tap a selected day again to deselect it.

### 🌙 My Days Off & Vacation/ASL/Comp Time (shift schedule) FREE

Records the shift you work and your regular shift hours, and marks your days off and vacation/ASL/comp days on the calendar. It is what powers the 16-hour rule check and stops secondary jobs landing on a regular shift.

**How:** 📅 Calendar → the "🌙 My Days Off & Vacation/ASL/Comp Time" card → tick "Track my days off & vacation/ASL/comp time" → under "Your shift" pick the shift you work, or leave "My own hours" → set Regular shift hours (24-hr) → pick the Schedule basis (By DPD Period, mark your days off, or By Year, same days off every week) → in By DPD Period, under "Tapping a day sets:", choose "🌙 Days off & vacation" or "🚫 No off-duty" and tap days → "💾 Save to Calendar".

*📅 Calendar → 🌙 My Days Off & Vacation/ASL/Comp Time*

> **Watch out:** Optional. Changes save as you make them, and "💾 Save to Calendar" saves and jumps to the calendar. Days you do not mark stay blank. In "🌙 Days off & vacation" mode a tap cycles 🌙 off → 🏖️ vacation/ASL/comp → blank. This tracks the days; to count the hours in each bank you also turn on My Leave Banks. To change your hours for one day only, tap that working day on the calendar and use "Flex this day only". With an alternating day set (see Your shift), that weekday shows half filled, as every other week, in the weekly days-off buttons, and tapping it there explains it instead of changing it. A note under the buttons, and the By DPD Period grid, say those days are filled in from Your shift, so you don't mark them.

### Your shift: 8s, 9/80, 10s or 12s FREE

Tells the app what kind of shift you work, so your end time and any alternating day are worked out for you. The choices are "My own hours" (the default, which works the way the app always has), "8-hour shifts", "9/80, a day off every other week" (9-hour days), "10-hour shifts", "12s with an 8 every other week" (12-hour days with a shorter day every other week) and "12-hour shifts, 36 hours a week".

**How:** 📅 Calendar → 🌙 My Days Off & Vacation/ASL/Comp Time → tick "Track my days off & vacation/ASL/comp time" (the box only shows while it is on) → "Your shift", above the shift hours. Picking one fills in your end time from your start time (start plus 8, 9, 10 or 12 hours), and you can still change either time. For the 9/80 and the 12s with an 8, also pick "Which day alternates?", set "Your short day is" to its length in hours (8 unless you change it; quarter hours such as 7.5 are fine), then under "Which is your next 8-hour day?" tap the right one of the two dates shown, the next two dates that weekday falls on (for example Fri Oct 23 or Fri Oct 30). Setup asks the same questions after you answer Yes to "Do you work a regular shift?".

*📅 Calendar → 🌙 My Days Off & Vacation/ASL/Comp Time → Your shift; also the Setup screen*

**Watch out:** A note under the choice suggests how many days off that shift usually has (2 a week for 8s; 2 plus the alternating day for 9/80; 3 for 10s; 3 plus the alternating day for 12s with an 8; 4 for 12s at 36 hours a week), but it never changes your days off: you still pick them. The alternating day is your short day one week and a day off the next. It starts at your regular start time and lasts the hours you set, so it moves with your start time, and it has to be at least 1 hour and shorter than your regular day. The line under the dates confirms it, for example "Fri Oct 23 is your 8-hour day, Fri Oct 30 is off, then it repeats." The lit date is always your next short day; if it is the wrong week, tap the other date. On that day the hours read "your 8-hour day every other week" (with your own length, for example 7.5-hour), and the shift length line adds, for example, "8 hrs every other Friday". With By DPD Period the grid fills those days in for you. Anything you mark on one date (Off, Working, leave, or Flex this day only) still wins over the pattern; on the weeks you work the alternating day a weekly shift change sets its hours, and its weeks off stay off. Picking My own hours, 8-hour shifts, 10-hour shifts or 12-hour shifts, 36 hours a week ends the alternating day; switching between 9/80 and 12s with an 8 keeps it. Shift length is the clock time from start to end. The Quick Add shift check, the 16-hour rule, leave hours, the weekly cap and the Exchange labels all use each day's own hours. The website and the iPhone and Android apps read it this way; a phone app that has not been updated reads that weekday the old way, so update it from the App Store or Google Play.

### Setup: "Alerts on your phone" box FREE

One box in the first-run setup lists what alerts will bring you on your plan, checks this phone or browser, and lets you turn alerts on right there.

**How:** In setup, on the "Alerts on your phone" box, read the status line. Tap "Turn on alerts" (or "Finish turning on alerts") and allow it on the phone prompt. If alerts are blocked, follow the path it shows, then come back; the box checks again on its own.

*Setup screen > Alerts on your phone*

**Watch out:** The list follows your plan. Nationwide: a reminder before each job you log, and payday and quarterly-tax dates. Denver Premium: new Exchange jobs, a reminder before each job, and payday and tax dates. Denver free plan: new Exchange jobs, shifts a scheduler assigns you, and in the phone apps the Wellness Tally Sheet due date. The status reads "Alerts are on for this phone" (or browser), "Alerts are allowed on this phone, but not switched on for your account yet", "Alerts are not on yet", or that alerts are blocked with where to turn them on. On an iPhone browser it says alerts work once Centurion Blue is on your Home Screen. On the website, turning alerts on here also signs this browser up for new Exchange job and Marketplace alerts when those are switched on. Tapping Next without turning alerts on reminds you once; tap Next again to do it later.

### Imported jobs alerts in the bell (Review / Restore) FREE

If you asked us to load your jobs from your TeleStaff report, the alerts bell tells you when they are waiting for you and when saved ones have gone missing from your log.

**How:** Tap the bell. On "N imported jobs need your review" tap "Review" to add the wage for each job. On "N imported shifts are missing from your log" tap "Restore" to put them back.

*Header bell > alerts list*

**Watch out:** The review row says "Add the wage for each job so your pay and taxes come out right." The missing row says when they were saved and that this can happen when an older copy of the app saves over them. Only shows when you are signed in and jobs were imported for you.

### Flex your DPD shift for one day (day pop-out) FREE

When your shift schedule is on, tapping a working day on the calendar opens a "🚒 Your DPD shift" card first, showing that day's hours and where they come from, and lets you change them for that day only.

**How:** 📅 Calendar → tap a working day. On the "🚒 Your DPD shift" card, under "✏️ Flex this day only", type the new start and end in 24-hour time (for example 0900 and 1900) and tap "Apply to this day". Tap "Back to regular hours" to undo.

📅 *Calendar → tap a day (day pop-out)*

**Watch out:** The card only shows when "Track my days off & vacation/ASL/comp time" is on and the day is a working day. It says whether the hours are "your regular hours", "changed for this day only", "repeats every" that weekday or "your 8-hour day every other week"; applying a change on a day with a weekly change overrides it for that one day only. "Back to regular hours" only appears once the day has been changed. Start and end cannot be the same time. Your pay, the 16-hour check and job conflicts all use the new hours.

### Remind me to start my workout, every day PHONE APPS FREE

A repeating daily nudge at the time you pick, titled "Time for your workout", to get your workout in. It is separate from the reminder to log it.

**How:** Settings > ⏰ Workout reminders > tick "Remind me to start my workout, every day", then set the "Time".

*Settings > ⏰ Workout reminders*

**Watch out:** The card appears once the Wellness tab or the Fitness & Diet Coaching add-on is on. Phone apps only; greyed out in a browser. Defaults to 17:00. It keeps the exact time you chose; quiet hours do not move it. Turning it on does not switch your job reminders back on. General fitness information, not medical advice.

### 🚫 No Off-Duty Days FREE

Lets you mark days when you do not want any secondary employment at all. This list is separate from your days off and vacation, so a marked day can be a work day, a day off or a vacation day. Marked days show on the calendar. On Denver, open Exchange jobs and scheduler shifts on those days carry a "🚫 your no off-duty day" tag. Before a job goes on a marked day, the app asks you to confirm.

**How:** Calendar tab, scroll to the "🚫 No Off-Duty Days" card. Pick a date under "Add a date" and tap "+ Add". Tap ✕ on a row to remove it. You can also tap any day on the calendar and use "🚫 Mark no off-duty" in the "Off-duty work" box on the day card. To mark a lot of days at once, open "🌙 My Days Off & Vacation/ASL/Comp Time", choose By DPD Period, and switch "Tapping a day sets:" to "🚫 No off-duty".

*Calendar tab > 🚫 No Off-Duty Days card; Calendar > tap a day > Off-duty work; Calendar > 🌙 My Days Off > Tapping a day sets: 🚫 No off-duty*

**Watch out:** It never blocks you. It is a note to yourself, so Quick Add, adding to multiple days, and taking an Exchange or scheduler job all just ask "Add this job anyway?" and let you go ahead. A scheduler assignment lands in your log without that question. If you have Premium and Money & deadlines alerts turned on, the phone app sends a "Job on a no off-duty day" notification so you can release it. The "+ Add" box only takes today or a later date. Past dates drop off the list but stay marked on the calendar.

### 🔁 Make this a weekly shift change FREE

Changes your regular shift hours for one weekday across a range of dates, for example every Tuesday from one date to another, without touching your normal shift setting. The app then uses those hours for the regular shift conflict check and the 16-Hour Rule on every matching day.

**How:** Calendar tab, tap a day you are on a regular shift. In "⏰ Shift hours for this day", type the new hours under "Working different hours?" in 24-hour time. Tick "🔁 Make this a weekly shift change", pick the from and to dates, and tap "Save weekly change". To undo it, open one of those days and tap "Remove weekly change".

*Calendar tab > tap a regular-shift day > ⏰ Shift hours for this day > 🔁 Make this a weekly shift change*

**Watch out:** Your regular shift schedule has to be turned on first (🌙 My Days Off & Vacation/ASL/Comp Time), or the shift hours box does not appear. You need both a start date and an end date, and the end date cannot be before the start. Start and end cannot be the same time. A one-day change made with "Apply to this day" still overrides the weekly change on that day. Custom hours only move the window where off-duty work is blocked; you can still book jobs at other times. On your alternating day (a 9/80 or a 12s with an 8), a weekly change sets the hours on the weeks it is worked; the weeks it is off stay off.

### Clear an alert when you are done with it FREE

Every row in the alerts list behind the bell has an ✕. Tap it and that alert is cleared, so the bell only shows what you still want to see. Clearing only hides the alert. It never marks a job paid, deletes a job or changes any of your records.

**How:** Tap the bell at the top right. Tap the ✕ at the right end of a row to clear it. At the bottom of the list, "1 cleared. Show it again" (or "Show them again" when you cleared more than one) brings back everything you cleared.

*Header bell > alerts list*

**Watch out:** A cleared alert stays away until there is something new on it: another unpaid job, another open shift, a new Marketplace message, or a Wellness sheet going past due. Something going away (a job gets paid, another officer takes the shift, a day passes) does not bring it back. Clearing is kept with your account, so it carries to your other devices once they have this update. It does not switch phone notifications off; those are in Settings > Job Reminders & Notifications. With everything cleared the list reads "Nothing new right now." A double tap clears one alert, not two. On the website and in the iPhone and Android apps; a phone app that has not been updated does not show it, so update it from the App Store or Google Play.

### 👥 My Contacts and calendar invitations PREMIUM

Keep a short list of people in My Contacts, then email any of them a calendar invitation for a job or a personal event. It lands in their calendar app, Apple, Google or Outlook, and they do not need an account.

**How:** 📅 Calendar → "👥 My Contacts": type a Name and Email and tap "+ Add". To invite, tap the day, then "✉️ Invite" on the job or event card. Tick the people under "Who to invite", add "Where" and a "Note to your guest" if you like, check "What they will see", then tap "Send invitation". Later, "Send an update" emails the new details to the people already invited, and you can cancel the invitation from the same sheet.

*📅 Calendar → 👥 My Contacts; Calendar → day → job or event card → ✉️ Invite*

**Watch out:** Premium. Use a personal email for your contacts, not a work one. Before your first send, set the name people will see on your invitations; replies go to the personal email in Settings, never a city address. Guests get only the title, date, times, place and the note you typed for them, never your pay, rate, miles or your own notes. A web address cannot go in the title, place or note. Nothing is sent until you tap a Send button. All officers share a daily number of invitation emails, so a send can be refused for the day: try again tomorrow, or let them know another way. Once an invitation is sent the button reads "✉️ Invited" with the number of guests.

### ✉️ Invitation answers (Going, Maybe, Can't make it) PREMIUM

Guests can answer your invitation with the Going, Maybe or Can't make it buttons in their invitation email. The answer shows by their name on the Invite sheet and in the bell, and you get a phone alert when someone answers.

**How:** Nothing to set up. Open the Invite sheet from the job or event card to see each guest's answer, or tap the bell: the row "1 answer to your invitation" lists who answered what, and See opens that day. To stop the phone alert, ⚙️ Settings → "🔔 Job Reminders & Notifications" → "Invitation answers" → untick "Tell me when a guest answers my invitation".

*Invite sheet; header bell; ⚙️ Settings → Job Reminders & Notifications → Invitation answers*

**Watch out:** Premium. The alert is on unless you turn it off, and it reaches every phone or browser where you have alerts on. The bell row covers answers from the last 14 days. An answer a guest gives with their own calendar app's buttons still goes to your email, as before. On the website and in the iPhone and Android apps; a phone app that has not been updated still gets the alert but not the answer screens, so update it from the App Store or Google Play.

### 🔔 Alerts from your schedulers DENVER FREE

A phone alert when a scheduler opens shifts to you or puts you on one: one alert, not one per date.

**How:** Nothing to turn on. To stop it, ⚙️ Settings → "🔔 Job Reminders & Notifications" → "My schedulers" → untick "Tell me when a scheduler opens shifts to me or puts me on one".

⚙️ *Settings → Job Reminders & Notifications → My schedulers*

**Watch out:** Denver only, since the Scheduler is Denver only. It is on unless you turn it off. Between 9 p.m. and 7 a.m. it waits for morning, unless the shift is today or tomorrow. It goes to the phones and browsers where you already have alerts on.

### DPD work periods for 2027 and 2028, including 2028's short Period 14 DENVER FREE

The By DPD Period grid follows the city's Work Period Calendars: 13 periods of 28 days a year, plus a 7-day Period 14 at the end of 2028, from December 24 to December 30, 2028. From 2029 on, Period 1 starts a week later to match.

**How:** 📅 Calendar → "🌙 My Days Off & Vacation/ASL/Comp Time" → Schedule basis By DPD Period → pick the Period. Each one is listed with its dates, and Period 14 of 2028 says it is 7 days.

📅 *Calendar → 🌙 My Days Off & Vacation/ASL/Comp Time → By DPD Period → Period*

**Watch out:** The overtime pay dates follow the city's own exceptions sheets, which overlap for one week at the end of 2028 because of Period 14: work in that week counts on the earlier check, January 12, 2029. On the website and in the iPhone and Android apps; a phone app that has not been updated still uses the older periods, so update it from the App Store or Google Play.

### Range Days: the range schedule and your range day DENVER PREMIUM

A Premium tab for Denver officers, after the Retirement tab. Once your badge number is confirmed, it shows the department's upcoming range days and session times while you are signed in, so you can pick the session you plan to go to, up to four range days. Anyone on Premium or the 30-day trial can also add a range day they signed up for by hand, for example one the schedule does not list, or while the schedule is not shown to them. The tab does not sign you up: you still sign up for your session the way the department asks.

**How:** 🎯 Range Days tab: tap a time under Range schedule to pick it, or fill in Add a range day you signed up for with the kind, the day and the time, then tap Add my range day. Your picks show under Your range day, each with Remove.

🎯 *Range Days tab > Range schedule, Add a range day you signed up for, Your range day*

**Watch out:** The schedule shows only inside the signed-in tab, and only once your badge number is confirmed; until then the tab says why and what to do in Settings, under Badge Number. The schedule itself is never saved in your account, only the range days you pick are. A session the schedule shows as cancelled is struck through and cannot be picked. On the website now; the phone apps get it with their next update.

### Range Days: a reminder the day before DENVER PHONE APPS PREMIUM

Tick Remind me the day before my range day and choose a time, and the iPhone or Android app alerts you the day before each range day you picked or added, at that time, even with no signal. On the website, and in the apps too, Home and the bell show the reminder the day before, and on the day and for a few days after they ask whether you went, with an I went button.

**How:** 🎯 Range Days tab > Reminders: tick Remind me the day before my range day and pick the time you want it. If alerts are off on your phone, the app asks first, and saying no leaves the reminder off.

🎯 *Range Days tab > Reminders*

**Watch out:** Phone alerts come from the iPhone and Android apps only; the website sends none. Quiet hours do not hold this reminder: it keeps the exact time you picked. If you ticked it on the website or another phone and this phone has not allowed alerts, the tab says so and offers Allow notifications. Under After I am set for the year, Stop reminding me until next year is the default, and the reminders come back by themselves the next year.

### Range Days: your record for the year DENVER PREMIUM

Keeps your own record of range days and training. A handgun qualification or a Continuing Education training day makes you set for that year, and the top of the tab says so. A Continuing Education training day counts as your range day for the year and needs only its date. Rifle or shotgun qualifications and other range training are kept on their own and do not count toward it.

**How:** Tap I went on your picked range day, on the tab, on Home or in the bell, or use Record a range day or training: pick what you did, the date (today or earlier), an optional time and a short note, then Save. Each record has a Delete button.

🎯 *Range Days tab > Record a range day or training, Your records*

**Watch out:** A reminder and record keeping aid: the department's own records are the official ones. Your picks, records and reminder setting are kept in your account like other settings, so Download my data includes them and Delete my account removes them.

# 6 Job Exchange and Marketplace

Denver's open boards: pick up work, hand off a shift you cannot cover, buy and sell.

### Denver Secondary Employment Exchange (officer side) DENVER FREE

An open board where officers, including scheduling officers, post off-duty jobs that need filling, plus the open spots your own scheduling officer opened to your roster. Any Denver officer can browse it and take a job, free or paid account. If you track your DPD schedule, every open job also gets a label saying whether it fits your schedule.

**How:** Tap the Exchange tab. "🗂️ Jobs from your scheduler" lists open spots on your scheduler's jobs (tap "Grab"). "📋 Open Jobs" lists everything posted to the public board. Tap "Accept" on a job and confirm, and it drops onto your job list (Premium) or your calendar (free). "↻ Refresh" reloads the board.

*Exchange tab*

**Watch out:** Jobs that are already past their date disappear from the board on their own. Both lists run soonest first. Scheduler spots are only for your roster and are not on the public board. Free officers get the board only; the tracker side stays behind Premium.

### + Post a Job to the Exchange DENVER FREE

Lets an officer put their own unfilled job on the public board: title, date, officers needed, set times or open hours, pay rate, payment type, location, description, and your name and phone number.

**How:** Exchange tab → "+ Post a Job" → fill the form → "Post to Exchange".

*Exchange → + Post a Job*

**Watch out:** Posts are reviewed before they go live: "Most go up the same business day, and you'll get an email the moment yours is live." The banner above asks you to check with your job scheduling officer for permission before posting. You can fill out the Secondary Employment Contract right there with "📄 Fill out the Secondary Employment Contract"; it prefills from your post.

### ⏱ Take part (split an Exchange job) DENVER FREE

Lets you take only part of a posted shift. You enter the hours you can cover and the leftover window goes straight back on the board for someone else.

**How:** On an open Exchange job, tap "⏱ Take part" under Accept, then answer the two prompts: what time you can START and what time you can work until. Confirm, and the rest of the window goes back on the board.

*Exchange → 📋 Open Jobs → ⏱ Take part*

**Watch out:** The button only appears on jobs set up to allow splitting that have set start and end times, need exactly one officer, and nobody has accepted yet. Once anyone accepts, it cannot be split. Your times must sit inside the job window, cover at least 30 minutes, and leave either nothing or at least 30 minutes before and after you for another officer. On a no off-duty day it asks "Take part of this job anyway?"; on a job labelled as not fitting your schedule it asks "Take it anyway?" first.

### 🔁 Can't work it (release an accepted Exchange job) DENVER FREE

Sends a job you already accepted back to the open Exchange so another officer can pick it up.

**How:** Exchange → "✅ Jobs I Accepted" → tap "🔁 Can't work it" on that job and confirm.

*Exchange → ✅ Jobs I Accepted*

### 📮 My Posted Jobs (status and Mark Filled) DENVER FREE

Tracks the jobs you posted: awaiting approval, not approved, how many of the officers you asked for are taken and who took them, or Full. Lets you close a post or delete it.

**How:** Exchange → "📮 My Posted Jobs". Tap "Mark Filled" once you have enough officers, or "Delete" to pull the post.

*Exchange → 📮 My Posted Jobs*

**Watch out:** A pending post shows "⏳ Awaiting approval, usually the same business day". A rejected one shows "🚫 Not approved, check your email". Mark Filled removes the job from the Exchange; Delete removes it permanently.

### ⚙️ My Profile on the Exchange DENVER FREE

The name, email and phone other officers see when they deal with you on the Exchange board.

**How:** Exchange → "⚙️ My Profile" → fill Name (Last Name, First Name), Email Address and optional Phone → "💾 Save".

*Exchange → ⚙️ My Profile*

**Watch out:** The phone number is labelled "(optional, shown to officers who accept your posts)".

### Marketplace alerts (🔕 Alerts / 🔔 Alerts on) DENVER FREE

Turns on a phone alert the moment a new listing is posted to the Marketplace board.

**How:** 🛒 Marketplace → tap "🔕 Alerts" in the top bar and allow notifications when asked. It switches to "🔔 Alerts on". Tap it again to turn alerts off.

🛒 *Marketplace → top-right Alerts button*

**Watch out:** On the website on iPhone or iPad, add the app to your Home Screen and open it from there first, or it says the device doesn't support alerts.

### Show and When filters on the Exchange DENVER FREE

A filter card at the top of the Exchange. "Show" (Fits my schedule / Everything) hides jobs that don't fit your schedule. "When" (Next 30 days / Next 90 days / Any date) limits both lists by date. Each list heading reads "· X of Y shown" when some are filtered out, and a line under the options says what was hidden.

**How:** Exchange → tap a choice under Show or When. Your choices are remembered. If you don't track your schedule, tap "🌙 Go to my days off" to turn on Track my days off.

*Exchange tab, filter card at the top*

**Watch out:** "Show" only appears if you track your schedule (Track my days off on the Calendar tab, called My Schedule on the free Exchange plan). "When" is there for everyone. Jobs with no date are always kept. These options used to live on the Open Work tab, and any choice you set there carries over.

### Fit labels on open Exchange jobs DENVER FREE

If you track your DPD schedule, every open job on the Exchange (public posts and Jobs from your scheduler) gets one label checked against your duty shift, days off, vacation, no off-duty days and jobs already on your books. Labels: "Fits your day off", "Fits, outside your shift", "You are on vacation", "Overlaps your shift", "Clashes with a job you have", "Day you kept clear", "No times posted", "No date posted" and "Open hours".

**How:** Turn on Track my days off on the Calendar tab, then open Exchange. Read the label under each job. When a job doesn't fit, a line under the label gives the reason, for example which shift of yours it runs into or which job it clashes with.

*Exchange → 📋 Open Jobs and 📨 Jobs from your scheduler*

**Watch out:** Labels are advice only; you can still take any job. A job that crosses midnight is also checked against the next day's shift. Officers who don't track a schedule see no labels; on a no off-duty day they see the "🚫 your no off-duty day" tag instead.

### Take it anyway? warning DENVER FREE

Tapping Accept, ⏱ Take part, Grab or ⏱ Part on a job labelled as not fitting your schedule asks once more. The prompt names the problem and the reason, then asks "Take it anyway?".

**How:** Tap OK to take the job anyway, or Cancel to leave it.

*Exchange → Accept, ⏱ Take part, Grab and ⏱ Part buttons*

**Watch out:** It is only a warning, never a block. When the only problem is a day you kept clear, you get just the no off-duty day prompt, not this one too. Officers who don't track a schedule don't see this prompt.

### 🗂️ Jobs from your scheduler (Grab and ⏱️ Part) DENVER FREE

Lists the open spots your scheduling officer opened to your roster, with the same "Grab" and "⏱️ Part" buttons as on Home.

**How:** Exchange → "🗂️ Jobs from your scheduler" → tap "Grab" for the whole shift, or "⏱️ Part" to take part of a shift marked "✂️ can split".

*Exchange → 🗂️ Jobs from your scheduler*

**Watch out:** These spots are only for your roster and are not on the public board. If you track your schedule, each one carries a fit label, and one that doesn't fit asks "Take it anyway?". On a no off-duty day, Grab asks "Take this shift anyway?" and Part asks "Take part of this shift anyway?".

### 🛒 Marketplace in the phone apps DENVER PHONE APPS FREE

The Marketplace opens in a panel inside the iPhone and Android apps, loads from the website, and uses your app sign-in, so you never leave the app.

**How:** Tap the 🛒 Marketplace tab. Switch between "🛒 Marketplace" and "ℹ️ Info" at the top. Tap "‹ CENTURION BLUE" or ✕ to go back to the app.

🛒 *Marketplace tab*

**Watch out:** Some links on the board close the panel and take you straight to the Exchange tab.

### 📩 Imported jobs banner on the Exchange DENVER FREE

If you asked us to load your jobs from your TeleStaff report, the banner for them shows on the Exchange tab on the free Exchange plan, which has no Home tab.

**How:** Exchange → tap "Review jobs" (or "Continue review") on the 📩 banner, add the hourly wage for each job, then save them to your log.

*Exchange tab, top*

**Watch out:** The imported jobs don't count toward your pay, hours or taxes until you save them. The banner notes that the Log, Dashboard and Tax Center that show them are part of Premium.

### Remove a roster message from your list DENVER FREE

Each note under "📣 Roster Messages" (from your scheduler, or another officer's heads-up about a date they released) has an ✕. Tap it when you are done with the message and it leaves your own list. Every other officer still sees it and nothing is deleted.

**How:** On Home or the Exchange tab, find "📣 Roster Messages" and tap the ✕ on a message. Under the list, "1 removed from your list. Other officers still see it. Show it again" brings it back.

*Home and Exchange tab > 📣 Roster Messages*

**Watch out:** Removing is for you only. Only the scheduler can delete a message for everyone (Scheduler tab > 📣 Message my roster > Delete). If you remove every message, the card hides the next time you open the app and comes back when a new message arrives. A double tap removes one message, not two. On the website and in the iPhone and Android apps; a phone app that has not been updated does not show it, so update it from the App Store or Google Play.

# 7 Scheduler Portal

For Denver officers who schedule other officers. Rosters, shifts, client requests and the Exchange.

### Scheduler tab (Denver Scheduler Portal) DENVER PREMIUM

A whole extra tab that only designated Denver scheduling officers see. It is where you build jobs, put officers on dates, and control everything your roster sees.

**How:** If you are a designated scheduler, the Scheduler tab appears in the tab bar. Tap it to open the portal, headed Denver Scheduler Portal.

*Tab bar > Scheduler*

**Watch out:** Three things must all be true or the tab stays hidden: you are set up as a scheduler, you are on the Denver edition, and you are not on the free Denver plan. You cannot make yourself a scheduler. An admin does it, and if your portal was built before you joined, it becomes yours automatically when you sign up with that badge. The portal opens with Who's working and Officer earnings at the top.

### + Create a Job (6-step walkthrough) DENVER PREMIUM

Sets up a standing job (a stadium, a bar, a school) that you then schedule onto dates. A 6-step walkthrough collects the name, pay, address, usual hours, staffing rules, required paperwork, scheduler fee, custom fields and notes, then shows it all for review before it saves.

**How:** Scheduler tab > + Create a Job. A progress bar shows 'Step 1 of 6' and the step name. Step 1, The job: Job Name / Employer, Job Type / Pay, Hourly Rate ($/hr). Step 2, Where and when: Address, Usual Start and Usual End (24-hr). Step 3, How it is staffed: Who fills the spots?, Officer side-deals?, Hours, Split shifts?, Officer GPS check-in/out?. Step 4, Required paperwork: tick the forms every officer must turn in. Step 5, Billing and extras: Scheduler fee, your custom fields, Notes. Step 6, Review: every section with a Edit button, then Create job. Move with ← Back and Next →. Once you have seen the review, a Back to review button jumps you straight there.

*Scheduler > + Create a Job*

**Watch out:** Step 1 needs a name. With no hourly rate it warns that Officer earnings and invoices show no pay for the job and asks 'Go on without a rate?'. Usual hours are optional: fill both or leave both blank if the hours change every date. They pre-fill Start and End when you schedule dates, and open-hours jobs don't use them. Step 5 warns if you pick a scheduler fee type but leave the amount blank. The button reads 'Creating...' while it saves. The done screen reminds you the Secondary Employment Contract (DPD Form 149U) is required and offers Add dates now, Fill out the contract and Done. Tapping Cancel after you typed a name asks before closing. The job type dropdown starts on 'Select one' and custom dropdowns on 'None'. The old one-page form and its Generate quick job button are gone. Job Name and Address suggest employers and addresses you have used before.

### Who fills the spots? / Open or Closed (default for every new date) DENVER PREMIUM

Decides what happens to a date you leave unassigned. Closed means only you fill it. Open means your roster officers can grab the empty spots themselves.

**How:** In the new-job walkthrough, step 3 (How it is staffed) > 'Who fills the spots?' > 'Assigned by me. I assign every spot (closed job)' or 'Open, my roster officers can grab open spots'. Change it later with ✏️ Edit job > 'Open or Closed?' (options there read 'Closed. I assign every spot' / 'Open, roster can grab spots').

📂 *Scheduler > + Create a Job > step 3 > Who fills the spots? (and ✏️ Edit job > Open or Closed?)*

**Watch out:** This only affects slots you leave without an officer. Any slot you assign is saved as closed either way. On a Closed job an unassigned date sits as 'Unfilled' and nobody can see it until you tap 📣 Open to roster or 🌐 All officers.

### Hours: set times vs Open hours (officer schedules their own time) DENVER PREMIUM

Either you set a start and end for every date, or you leave the hours open and the officer picks their own time. You can fence the open hours with an earliest start, latest end, and a shift length.

**How:** New-job walkthrough step 3 (or ✏️ Edit job) > Hours > 'Open hours, the officer schedules their own time'. The 'Open-hours window' boxes appear: Earliest start (24-hr), Latest end (24-hr), Shift length (hrs). Leave them blank for fully open.

📂 *Scheduler > + Create a Job > step 3 > Hours / Open-hours window (and ✏️ Edit job > Hours)*

**Watch out:** Times are typed in 24-hour form with no colon (1800, 2300). The walkthrough checks the window times and that a shift length is more than 0 and no more than 24 hours. On an open-hours job the date wizard, ⚡ Quick add date and ✏️ Edit hide the Start/End boxes and show '⏱️ Open hours, the officer logs their own time', and the job's usual hours are not used. Split shifts cannot be used on an open-hours job.

### Officer side-deals (officer-to-officer transfer without your approval) DENVER PREMIUM

Controls whether an assigned officer can hand their shift to another roster officer directly, or whether every swap has to come to you for approval.

**How:** New-job walkthrough step 3 or ✏️ Edit job > 'Officer side-deals?'. Pick 'No, an officer's swap/transfer needs my approval' or 'Yes, an officer can send their shift to another officer themselves' (Edit job words them 'No, an officer's swap needs my approval' / 'Yes, an officer can transfer their shift themselves'). You can also flip it fast from the job's ⋯ More menu: '  Side-deals: ON (officer can transfer)' / '  Side-deals: OFF (needs your OK)'.

📂 *Scheduler >* 📂 *My Jobs > (job) > ⋯ More >  Side-deals*

**Watch out:** With side-deals OFF the officer's pick lands in your 🔁 Pending Swap Requests card and the officer stays on the shift until you approve or deny. The officer is told this in their own app: 'Side-deals on: your pick takes it right away. Off: your scheduler approves.'

### Officer GPS check-in/out, and no-show alerts DENVER PREMIUM

Turns on an optional per-job geo-stamped check in and check out for assigned officers, and shows you each officer's in and out times with a map link on the date, under a GPS check-in block. Turning it on also switches on no-show alerts: if an assigned officer hasn't checked in 15 minutes after the start time, you get an app notification.

**How:** New-job walkthrough step 3 or ✏️ Edit job > 'Officer GPS check-in/out? (optional)' > 'On, officers check in & out with GPS'. Make sure 🔔 Phone alerts are on so the no-show notification reaches you. After that each date on the job shows a GPS check-in block with each officer's status.

*🗂️ Scheduler > 🗂️ My Jobs > (job) > ✏️ Edit job > Officer GPS check-in/out? (also walkthrough step 3 and ⚡ Quick add's 📋 Job details)*

**Watch out:** It is optional, never required. Leave it Off and officers never have to check in, and there are no no-show alerts for that job. No-show alerts come as an app notification. Turning it on applies to today's and future dates, never past ones. If an officer's phone cannot get a location they can still record the time, and you see it plainly marked 'no location'. The board updates live as officers check in.

### Split shifts (an officer takes part of an open shift) DENVER PREMIUM

Lets an officer take only part of an open shift. The leftover window goes straight back on the board for someone else.

**How:** New-job walkthrough step 3 or ✏️ Edit job > 'Split shifts?' > 'On, officers can take part of a shift'. Officers then see a '✂️ can split' tag and an '⏱️ Part' button next to Grab.

*🗂️ Scheduler > 🗂️ My Jobs > (job) > ✏️ Edit job > Split shifts?*

**Watch out:** Splitting only works on a shift with a real start and end, only one officer needed, and not an open-hours job. The officer must take at least 30 minutes ('Take at least 30 minutes of the shift.') and cannot leave a stub under 30 minutes before or after them. Your 📋 Recent Activity shows what they took and what went back on the board.

### Scheduler fee (goes on the DPD 200) DENVER PREMIUM

Records the scheduling fee you bill the employer for this job so it can be identified on the quarterly DPD 200 and on invoices.

**How:** New-job walkthrough step 5 (Billing and extras) or ✏️ Edit job > 'Scheduler fee' > pick 'None, no scheduling fee', 'Flat fee (per invoice)', 'Per hour', or 'Per officer per hour', then enter the amount.

*🗂️ Scheduler > 🗂️ My Jobs > (job) > ✏️ Edit job > Scheduler fee*

**Watch out:** Per hour means your hours: 'Your hourly scheduling rate. You enter the hours you worked when you build the quarterly DPD 200, and the total is figured then.' Per officer per hour is 'Charged for every officer hour worked. The total is calculated automatically when the quarterly DPD 200 is generated.' If you pick a fee type and leave the amount blank, the walkthrough asks first and the job shows 'fee not set' until you add it.

### 📅 Schedule dates (the 3-step scheduling wizard) DENVER PREMIUM

The main way to put a job on the calendar. You tap the days you need, then set a time and an officer for each slot, and it saves them all at once.

**How:** 🗂️ My Jobs > tap the job to expand > 📅 Schedule dates. Step 1: tap each day on the calendar, tap the same day again to add another slot on it, then "Next: times & officers →". Step 2: set Start, End, Officer and the per-slot note for each slot, then "💾 Save Schedule". Step 3 shows the result.

🗂️ *Scheduler > 🗂️ My Jobs > (job) > 📅 Schedule dates*

> **Watch out:** Each tap on a day adds another slot on that day. Tap three times and you get three separate officer spots for that date. Times are 24-hour with no colon, and they start filled with the job's usual hours. The times on the first slot you save become the job's usual hours for next time. Leaving the Officer dropdown on 'Open (officers can grab it)' is what creates an open spot. A permanent officer or a saved team pre-fills the Officer boxes. If an officer you picked is missing one of the job's required forms, you get a warning and can still go ahead.

### 🔁 Make recurring (repeat the same weekdays out for weeks or until a date) DENVER PREMIUM

Repeats the exact days, times and officers you just set up, weekly, as far out as you need.

**How:** In Step 2 of the wizard, tick "🔁 Make recurring", then choose "for [n] more weeks" (max 104) or "until this date" and pick the end date. Then 💾 Save Schedule.

🗂️ *Scheduler > (job) > 📅 Schedule dates > Step 2 > 🔁 Make recurring*

> **Watch out:** It repeats on the same weekday every 7 days, nothing smarter. Day notes you typed for a base day are carried onto every repeat of that day. The default is 4 more weeks.

### ⚡ Quick add date (one date, several officers, in one shot) DENVER PREMIUM

Adds a single date to a job without opening the wizard, with a row per officer the date needs, and a note that stays with each officer.

**How:** 🗂️ My Jobs > (job) > ⚡ Quick add date. Set Date, Start, End, then use the 👮 Officers rows: pick an officer or leave the row open for the roster, add "details for this officer (optional)", tap "+ Add another officer" for more rows, then "+ Add date".

🗂️ *Scheduler > 🗂️ My Jobs > (job) > ⚡ Quick add date*

> **Watch out:** Every row becomes its own standalone shift, so editing or cancelling one officer's row never touches the others. Start and End start filled with the job's usual hours. The collapsed '📋 Job details' section edits the whole job: its label reads '(type, pay, address, custom fields, changes save to the whole job)', and it includes the 📋 Required paperwork picker. If an officer you picked is missing a required form, you are asked 'Assign anyway?' and can still go ahead.

### Assigning an officer to a date (Assign... / Reassign... picker with badge numbers)

DENVER PREMIUM

The dropdown on every scheduled date that puts an officer on it. Every officer is listed with their badge in brackets so two officers with the same last name cannot be mixed up.

**How:** My Jobs > (job) > find the date > pick a name in the "Assign..." dropdown (it says "Reassign..." if someone is already on it) and tap ✓ to assign, or ↻ to move it to a different officer.

*Scheduler > My Jobs > (job) > Upcoming dates > date row*

**Watch out:** Picking a name in the dropdown does nothing until you tap ✓ or ↻ next to it. Reassigning removes the officer who was on it first. If you have applied a named roster to the job, the dropdown lists only that roster. If the officer is missing one of the job's required forms you are asked 'Assign anyway?' and can still go ahead. Open on an assigned date removes the officer and leaves the date open.

### Duplicate this spot DENVER PREMIUM

One tap clones a scheduled spot into another empty slot on the same date, with the same time, notes, custom fields and shared day notes. Use it when the date needs a second officer.

**How:** My Jobs > (job) > the date row > ⧉. Then assign an officer to the new empty slot like normal.

*Scheduler > My Jobs > (job) > date row > ⧉*

**Watch out:** The copy comes in with no officer on it. It does not copy the officer of the spot you duplicated.

### Open to roster (open one unfilled date to your own officers) DENVER PREMIUM

Marks one unfilled date as open so your roster officers can grab it themselves. It shows in their Exchange tab under "Jobs from your scheduler" and in "Open Shifts You Can Grab" on their Home screen.

**How:** My Jobs > (job) > the unfilled date > Open to roster, then confirm "Open this date to your roster? Officers will be able to grab it, and you can push it to the open Exchange."

*Scheduler > My Jobs > (job) > date row > Open to roster*

**Watch out:** This button only appears on a date that has no officer and is not already open. It stays inside your roster: the officer-side note reads '(Not on the public board below.)'. It does not go on the public Exchange.

### All officers (open one date to every officer and post it on the Exchange) DENVER PREMIUM

Opens a single date to EVERY Denver officer, not just your roster. It stays open to your roster and also goes on the public Exchange board.

**How:** My Jobs > (job) > the unfilled date > All officers, then confirm the box that says "Open this date to ALL officers?"

*Scheduler > My Jobs > (job) > date row > All officers*

**Watch out:** This is a deliberate separate step, nothing reaches the public board on its own. The Exchange post is described to other officers as 'Scheduled opening, please check with your scheduling officer for permission.' A second tap is safe: it answers 'Already on the Exchange board, not posting it twice.' The button only appears on a date with no officer assigned.

### 📣 Push to open Exchange (post a whole job's unfilled dates) DENVER PREMIUM

Posts every unfilled future date on a job to the public Exchange in one go, so any Denver officer can grab them.

**How:** 🗂️ My Jobs > (job) > ⋯ More > 📣 Push to open Exchange. It tells you how many dates it will post and asks you to confirm.

*🗂️ Scheduler > 🗂️ My Jobs > (job) > ⋯ More > 📣 Push to open Exchange*

> **Watch out:** If every date is already assigned or has passed you get: 'No unfilled future dates on this job to push, every date is already assigned to an officer (or has passed).' Dates already on the board are skipped and the message tells you how many were already up. These posts carry the description 'Posted by the scheduler from the roster, open to all officers.'

### 🌐 Also post to the open Exchange (from the end of the wizard) DENVER PREMIUM

After you save a schedule, step 3 tells you how many spots are open to your roster and offers one button to also put them in front of every officer.

**How:** Finish 💾 Save Schedule. On step 3, read the note about "🗂️ Jobs from your scheduler", then tap "🌐 Also post to the open Exchange" if nobody on your roster is taking them. Tap Done to close.

*🗂️ Scheduler > (job) > 📅 Schedule dates > Step 3*

> **Watch out:** The button only shows when the job is set to Open and slots were left unassigned. If every slot got an officer you just see 'Every slot has an officer assigned, nothing left open.'

### 📣 Open-Exchange release (let an assigned officer dump a shift to the public board) DENVER PREMIUM

Per-job switch. When ON, an assigned officer who cannot work it can release it straight to the public Exchange where any officer can grab it, instead of it coming back to you.

**How:** 🗂️ My Jobs > (job) > ⋯ More > "📣 Open-Exchange release: ON" / "📣 Open-Exchange release: OFF" to toggle.

*🗂️ Scheduler > 🗂️ My Jobs > (job) > ⋯ More > 📣 Open-Exchange release*

> **Watch out:** Different from side-deals. Side-deals is officer to a named officer. This one throws the shift open to everybody: the officer sees a '🌐 Send to open Exchange' button under ↩️ Can't work it. With it off, a release comes back to you or opens to your roster instead.

### ✏️ Edit (one officer's day: officer, date, times, details, notes) DENVER PREMIUM

Opens one scheduled slot and lets you change everything about it, including moving it to a different date if it was added on the wrong day, without touching any other slot.

**How:** 🗂️ My Jobs > (job) > the date row > ✏️ Edit. Change 👮 Officer, 📅 Date, Start, End, custom fields, Notes, then "💾 Save this day".

*🗂️ Scheduler > 🗂️ My Jobs > (job) > date row > ✏️ Edit*

> **Watch out:** Setting the Officer dropdown to 'Leave open (no officer)' removes the officer and reopens the slot. Picking an officer who is missing a required form gives a warning you can go past. If you change the end time and another shift on the same job and day started exactly at the old end, the app offers to slide that next officer's start so the shifts stay back to back, and tells you when it cannot.

### 🚫 Cancel a date (with a reason the officers see) DENVER PREMIUM

Cancels one slot and notifies the assigned officers with the reason you type. It moves to your "🚫 Cancelled dates" card and to the officer's "🚫 Cancelled Jobs" card on their Home screen.

**How:** 🗂️ My Jobs > (job) > the date row > 🚫 Cancel. The prompt reads "Cancel this date? Enter a reason, assigned officers will see it (e.g. \"Event postponed\", \"Weather\"):". Type the reason and confirm.

*🗂️ Scheduler > 🗂️ My Jobs > (job) > date row > 🚫 Cancel*

> **Watch out:** It cancels one slot only. A job with two officers on the same date has two separate slots, and cancelling one never touches the other. Cancelling is not the same as deleting: use ✕ to just remove a date quietly.

### 🚫 Cancelled dates card DENVER PREMIUM

A red-bordered card near the top of your portal listing every date you have cancelled that has not happened yet, with the reason you gave.

**How:** It appears on its own in the Scheduler tab once you have cancelled something upcoming.

*🗂️ Scheduler > 🚫 Cancelled dates*

> **Watch out:** Cancelled dates drop off this card by themselves once the date passes. Cancelled dates are also hidden from the job's 'Upcoming dates' list.

### ✕ Remove a date / 🗑️ Delete job DENVER PREMIUM

✕ removes one scheduled date quietly. 🗑️ Delete job removes the job and all of its dates.

**How:** Date row > ✕ (confirm reads "Remove this scheduled date?"). Whole job: 🗂️ My Jobs > (job) > ⋯ More > 🗑️ Delete job.

*🗂️ Scheduler > 🗂️ My Jobs > (job) > date row ✕; ⋯ More > 🗑️ Delete job*

> **Watch out:** Delete is not Cancel. Removing a date does not send the officer a reason. The job delete confirm counts only the non-cancelled dates ('Delete this job and its N scheduled dates?'), and it deletes the job's cancelled dates too. If you only want a job out of the way, 📦 Archive job hides it instead and can be undone.

### 📆 Coverage Calendar DENVER PREMIUM

A month grid of every scheduled shift across your jobs showing the time and who is on it, with open holes highlighted, and a running count like "12 shifts · 3 OPEN" or "12 shifts · fully covered ✓". You can assign straight from it.

**How:** Scheduler tab > 📆 Coverage Calendar. Use ‹ › to change month and the dropdown to filter to one job. Tap any entry to assign, change, or re-open it, then ✕ Close.

*🗂️ Scheduler > 📆 Coverage Calendar*

> **Watch out:** Tapping a chip turns it into a dropdown right there. Tapping away without choosing cancels. Officers show by last name on the chip, and the tooltip gives job, time and full names. Choosing 'Open (officers can grab it)' pulls the officer off and reopens the slot. Assigning an officer who is missing a required form warns first. Archived jobs are left out.

### Everyone Scheduled DENVER PREMIUM

A flat day-by-day list of every upcoming slot with who is on it, so you can eyeball coverage without opening each job.

**How:** Scheduler tab > Everyone Scheduled, then pick a Job or leave it on All jobs.

*Scheduler > Everyone Scheduled*

**Watch out:** Upcoming only. It counts open slots for you at the top: 'N upcoming slots · N still open', and prints OPEN in orange for anything unfilled. Archived jobs are left out. An officer's name can be tapped to text them when they have a phone number on file.

### Officer Roster (add manually or from the department directory) DENVER PREMIUM

The list of officers you can put on your jobs. You can type them in, or search the shared department directory by name or badge and add them with one tap.

**How:** Scheduler tab > Officer Roster. Either "Find in the department directory", type a name or badge, Search, then + Add. Or fill Officer Name, Badge (P + number), Phone, Email and tap + Add Officer.

*Scheduler > Officer Roster*

**Watch out:** The badge is what links the officer to their real account when they sign up. Officers already linked show '✓ on app', the rest show '· links on sign-up' and will not get push alerts until then. An officer who has shared a W-9 with you (they switch you on in Settings, W-9 on File) shows a small 'W-9 ✓' tag (hover for the date). A name with a phone number on file can be tapped to text that officer. Directory search needs at least 2 letters ('Type at least 2 letters or a badge.') and returns at most 30 matches. Email is '(optional, links if they already have an account)'. Phone is '(optional, for the contact sheet)', and it is also what the text buttons use.

### W-9 download for a roster officer DENVER PREMIUM

Downloads the completed W-9 PDF of a roster officer who has switched you on, so you can hand it to the employer instead of making them fill a new one for every job.

**How:** Scheduler tab > Officer Roster > the officer's row > W-9.

*Scheduler > Officer Roster > (officer) > W-9*

**Watch out:** An officer's W-9 opens for you only after that officer switches you on in their own Settings, W-9 on File. Until then you get: '[Officer] has not shared a W-9 with you yet. They can file or share it in the app: Settings → W-9 on File.' Officers who have shared one with you show a 'W-9 ✓' tag on the roster. Only the finished PDF is stored. The stored PDF is encrypted in our database, and the copy you download opens like any PDF. A job's Create invoice panel also has 'All officer W-9s', which bundles the W-9s your assigned officers have shared with you into one PDF and names anyone who has not shared one yet. A job can list the W-9 as required paperwork, which ticks itself when the officer shares one with you.

### My Rosters (named officer groups applied per job) DENVER PREMIUM

Named groups of officers, for example a Coors Field crew, that you apply to a job so only those officers appear in that job's pickers.

**How:** Scheduler tab > My Scheduler Settings > My Rosters. Type a name, + Create roster, then ✎ Choose officers and tick who belongs. Apply it on a job with the "Roster:" dropdown on the job's toolbar.

*Scheduler > My Scheduler Settings > My Rosters; and My Jobs > (job) > Roster:*

**Watch out:** The Roster: dropdown only appears on jobs once you have created at least one named roster. An empty named roster falls back to your full roster. Deleting a roster puts every job using it back on All officers. ⧉ Copy this job keeps the roster applied to the original.

### Save officers to job (remember this job's team) DENVER PREMIUM

Remembers the officers currently on a job's dates as that job's team so they pre-fill automatically the next time you schedule new dates.

**How:** Assign officers to the job's dates first, then My Jobs > (job) > ⋯ More > Save officers to job. The team shows on the job header as "Team: ...".

*Scheduler > My Jobs > (job) > ⋯ More > Save officers to job*

**Watch out:** If no officers are assigned yet you get 'No officers are assigned to this job's dates yet, assign some first, then save.' If someone on the team is missing a required form you are asked 'Save them as this job's team anyway?'. The team pre-fills the wizard's officer boxes, one officer per slot per day, and you can still change any of them. Team names can be tapped to text them.

### Permanent officer on a job DENVER PREMIUM

A job can have one officer locked onto every date. The job header shows "Permanent: (name)" and the wizard pre-fills that officer into every slot.

**How:** When a job has one, the ⋯ More menu shows "Clear permanent (name)" to remove it. Clearing leaves existing dates with their current officers but stops new dates auto-assigning.

*Scheduler > My Jobs > (job) > ⋯ More > Clear permanent*

**Watch out:** There is no button in the portal that sets a permanent officer. You can see one, clear it with Clear permanent, and ⧉ Copy this job carries it to the copy. Do not promise officers they can lock someone on from the app.

### Transfer to scheduler (hand a whole job to another scheduling officer) DENVER PREMIUM

Moves a job and all of its scheduled dates to another designated scheduling officer. It leaves your list and appears on theirs.

**How:** My Jobs > (job) > ⋯ More > Transfer to scheduler. A numbered list of the other scheduling officers appears, type the number and confirm.

*Scheduler > My Jobs > (job) > ⋯ More > Transfer to scheduler*

**Watch out:** If nobody else is set up as a scheduler you get 'No other scheduling officers found. An admin designates schedulers in the Admin panel.' Typing a number that is not on the list gives 'Invalid choice.'

### Pending Swap Requests DENVER PREMIUM

A gold card listing officers waiting on you to approve a swap to a named officer, or a release of a shift they cannot work. You approve or deny each one.

**How:** Scheduler tab > Pending Swap Requests > ✓ Approve or ✕ Deny on the request. It also shows in your alerts list as 'N swap or release waiting on you' with a 'Decide' button.

*Scheduler > Pending Swap Requests*

**Watch out:** The card is hidden when nothing is pending. Until you decide, the officer is still on the shift. Jobs with side-deals turned on skip this card for officer-to-officer transfers. The officers' names can be tapped to text them. When a release carries the officer's note, the card shows 'Approving posts their note in Roster Messages' with the note, so approving shares their heads-up with your roster. Approving a swap to an officer who is missing a required form asks 'Approve the swap anyway?'.

### Recent Activity DENVER PREMIUM

A running feed of grabs, swaps, releases, assignments, opened dates, moved dates and cancellations on your jobs, with who did it and when.

**How:** Scheduler tab > Recent Activity to expand it.

*Scheduler > Recent Activity*

**Watch out:** Partial (split) grabs log the detail too, as 'took [time] · [leftover] back on the board'. Empty state reads 'No activity yet, grabs, swaps and releases on your jobs will show here.'

### Message my roster DENVER PREMIUM

Posts a note that every officer on your roster sees in their app, under "Roster Messages" on their Home screen and in the Exchange tab.

**How:** Scheduler tab > Message my roster > type the message > "Send to roster". Old messages are listed below with a Delete button.

*Scheduler > Message my roster*

**Watch out:** It is an in-app note, not a text message. To text officers, use Text officers on a job or tap an officer's name. Deleting a note removes it from officers' screens: 'Delete this message? Officers will no longer see it.' An officer can remove a note from their own list with its ✕. That hides it for that officer only and does not delete it for anyone else.

### 🔔 Phone alerts (scheduler) DENVER PREMIUM

Pushes you a phone alert the moment an officer grabs an open spot, asks for a swap or release, or a client sends in a job request, even when the app is closed.

**How:** Scheduler tab > 🔔 Phone alerts card > "🔔 Enable phone alerts". The button becomes "Turn off" once they are on.

*🗂️ Scheduler > 🔔 Phone alerts*

**Watch out:** On iPhone in a browser you must add the app to the Home Screen first and open it from there, otherwise the card reads ', not supported here (on iPhone, add to Home Screen first)'. In the phone apps it uses the app's own notifications. Keep these on if you use GPS check-in, because no-show alerts arrive as an app notification. The card is hidden while an admin is running your portal.

### 🗂️ Scheduler tab red badge DENVER PREMIUM

Puts a red count on the Scheduler tab for things waiting on you: officers who claimed spots, pending swaps, and waiting client job requests.

**How:** Look at the tab. It reads "🗂️ Scheduler 🔴 3". Opening the portal clears the badge.

*Tab bar > 🗂️ Scheduler*

**Watch out:** Waiting client requests are counted even if the push never landed, because the count is pulled again at sign-in. The badge is not shown while an admin is running your portal.

### ⚙️ My Scheduler Settings: custom fields, Daily Note Fields, Print Notes DENVER PREMIUM

Builds your own vocabulary. Up to 8 custom fields (Dropdown, 🕐 Time selector, or Free text) that appear on every job and date, up to 7 named Daily Note Fields that appear per day, and a default Print Note that goes on every PDF.

**How:** Scheduler tab > ⚙️ My Scheduler Settings. Name each Custom Field, pick its Type, and for dropdowns list the options one per line. Name your Daily Note Fields (blank = off). Fill Print Notes. Then 💾 Save Settings.

*🗂️ Scheduler > ⚙️ My Scheduler Settings*

**Watch out:** Custom fields set on the job pre-fill new dates, but each date keeps its own copies which you edit with ✏️ Edit on that date. In the new-job walkthrough your custom fields appear in step 5, and if you have none it says 'No custom fields yet. You can add them in Scheduler Settings.' The Print Notes field and the Notes box on the 🖨️ Print Schedule card are mirrored and auto-save as you type.

### Day notes (shared by everyone working a date) DENVER PREMIUM

Notes attached to a whole date rather than one officer, so everyone working that day sees the same thing (briefing, parking, post assignment).

**How:** First name your boxes in My Scheduler Settings > Daily Note Fields. Then on the first row of a date in My Jobs tap "Edit day notes", fill the boxes, and save. The wizard and Quick add date also show a "Day notes" section.

*Scheduler > My Jobs > (job) > date > Edit day notes*

**Watch out:** The Edit day notes button only exists once you have named at least one Daily Note Field. If you have not named any, Quick add date offers a single 'Shared day note' box, labelled ''. Day notes are stored per date, so duplicating a spot carries them onto the copy.

### Print Schedule: Officer Calendar, Schedule, Job Summary, Officer Contacts DENVER PREMIUM

Four PDFs. Officer Calendar is the one to send the client or post at the site: times and each officer's full name, with no rates, badge numbers or fill status. The Schedule is the day-by-day roster for you. The Job Summary gives totals, pay per officer, pay range, hours and fill status. Officer Contacts is a contact sheet of your officers.

**How:** Scheduler tab > Print Schedule card. Pick Job (or All jobs), Officer (or All officers), and a Period: Day, Week, Month, Quarter, Year, Custom (From and To), or Entire event once a job is picked. Add Notes, then tap 'Officer Calendar', '⬇ Print Schedule to PDF', 'Print Job Summary', or 'Print Officer Contacts'.

*Scheduler > Print Schedule*

**Watch out:** The Officer Calendar lays itself out to fit the range: one day prints a big-type day sheet, up to 7 days a week board, up to three weeks just those weeks, longer a month grid. The Officer dropdown is labelled '(filter every report to one officer)', useful for handing an officer their own schedule. The Notes box is '(printed on the PDF · auto-saved for next time)'. Archived jobs still print on your reports.

### Job Archive DENVER PREMIUM

Past dates move here on their own once they have been worked. You can search old work by officer, event, notes, job or year and print the results.

**How:** Scheduler tab > Job Archive. Type in the search box, narrow with the job and year dropdowns, tap 🔎 Search, then ⬇ Print results.

*Scheduler > Job Archive*

**Watch out:** This is why a job's 'Upcoming dates' list looks short. Past dates are hidden from it and counted on the job instead. The on-screen list shows only the first 200 matches; the printed PDF includes all of them. Officer names can be tapped to text them. Not the same as 📦 Archived jobs: this card holds past dates, while 📦 Archived jobs holds whole jobs you put away. An archived job still shows in this card's job list, marked '(archived)'.

### 🔗 Client request links (a private job-request link per business) DENVER PREMIUM

Creates a private link for one client, centurionblue.com/request/<token>, that lets the business send you job requests with no login and no app. A client who books often can use the same link to create a free employer login. One link per client so you can shut one off without breaking the others.

**How:** Scheduler tab > 🔗 Client request links > '+ New client link', name it so you know whose it is, then 📋 Copy and text or email it to the client. 👀 Preview opens it as they will see it.

📂 *Scheduler > 🔗 Client request links*

> **Watch out:** The client fills out their business, name, phone, email, site or venue, street address, where the officer should go on arrival, the on-site contact for the day, the type of job, duties, anything else, plus as many dates as they need with officers per date. Each link's row shows whether it is live or off, how many requests it has taken and when the last one came in.

### ⚙️ Rules on a client link (booking guardrails) DENVER PREMIUM

Sets the limits the client's form enforces for that one link: least notice in hours, shortest shift you will take, most officers per date, how far ahead they can book, plus an optional rate note and cancellation policy shown on their form.

**How:** 🔗 Client request links > the link > ⚙️ Rules, then answer the six prompts in order.

📂 *Scheduler > 🔗 Client request links > (link) > ⚙️ Rules*

> **Watch out:** They are six back-to-back prompt boxes. Cancelling any one of them stops the whole edit and nothing is saved.

### ♻️ New link / 🚫 Turn off / 🗑️ Delete a client link DENVER PREMIUM

Kills a client's access without touching anyone else. Turning a link off blocks new requests. ♻️ New link kills the old URL and mints a fresh one. 🗑️ Delete removes the link for good. Each of these also cuts off any employer login made from that link.

**How:** 🔗 Client request links > the link > "♻️ New link", "🚫 Turn off", "🔗 Turn back on", or "🗑️ Delete".

📂 *Scheduler > 🔗 Client request links > (link)*

> **Watch out:** After ♻️ New link the old URL stops working immediately, so you have to send the client the new one. Turning a link back on after turning it off also makes a new URL, so send that one too. An employer login made from the old link cannot send again until the client adds your new link under Your login. A turned-off link reads: 'This link is off. Anyone who still has it sees "link isn't active."' Deleting a link does not delete requests already sent in, those stay in your inbox.

### 📥 Client job requests inbox DENVER PREMIUM

Everything clients send in lands here, whether through their link or from their employer login, with a badge count and a Home alert. Nothing is on your schedule until you act on it. Each request shows the dates and officers needed, the site, entry instructions, on-site contact, duties, notes, and who booked it.

**How:** Scheduler tab > 📥 Client job requests. Pending ones are at the top with a gold left edge and a reference number, followed by the handled ones.

📁 *Scheduler > 📥 Client job requests*

> **Watch out:** The count reads '· N waiting' or '· nothing waiting'. The card is hidden until you have a client link or request. A request sent from an employer login is marked 🔐 Sent from their employer login. A request the employer took back shows ↩️ Withdrawn by the employer and cannot be approved or put back in the queue.

### ✅ Approve & schedule a client request DENVER PREMIUM

Turns an approved request into real schedule. It puts the dates on a new job named after the client, or onto an existing job you pick, and creates one OPEN shift per officer per date.

**How:** 📥 Client job requests > the request > "✅ Approve & schedule". A numbered prompt appears: "Put these dates on which job?" with "0. Create a NEW job called \"[company]\"" then your existing jobs. Type a number. Then confirm the count of shifts. Afterwards assign officers from each date's picker.

📁 *Scheduler > 📥 Client job requests > ✅ Approve & schedule*

> **Watch out:** Approving creates open shifts, not assignments: the confirm reads 'This creates N open shifts across N dates. Officers can then be assigned or grab them.' Nobody is on them until you assign someone or open them further. A new job made this way is set to Open. The list of existing jobs leaves out archived jobs. Afterwards you are reminded to fill out the Secondary Employment Contract (DPD Form 149U) if this client doesn't have a current one. The app checks the request again right before it builds anything, so a request the employer withdrew while your list sat open is not scheduled. For a request from an employer login, the employer sees it as approved in their login and gets an email if they have confirmed their email address.

### 🚫 Decline / ❓ Need more info / 📋 Copy details / ↩️ Put back in the queue DENVER PREMIUM

The other ways to handle a client request. Declining and asking for more info both save your note with the request. Copy details puts the whole request on your clipboard as plain text.

**How:** 📥 Client job requests > the request > "❓ Need more info", "🚫 Decline", or "📋 Copy details". A handled request shows "↩️ Put back in the queue" to reopen it.

📁 *Scheduler > 📥 Client job requests > (request)*

> **Watch out:** Your note is saved with the request and shown back to you. The statuses you will see are 🆕 New, ✅ Approved, 🚫 Declined, ❓ Asked for more info, ⌛ Expired. On a request sent from an employer login, what you type when you decline or ask for more is a message to the employer: they see it in their login, and get it by email once they have confirmed their email address. The prompt tells you so before you type. On a request from a plain link your note stays private, as before.

### Employer logins (a client's own login at centurionblue.com/employers) DENVER PREMIUM

Lets a business you schedule for create its own free login from the client link you sent it. With the login it can send you requests any time, see where each request stands (sent, needs more information, approved, declined, withdrawn), take back a request you have not decided yet, and get an email when you approve, decline or ask for more.

**How:** Send the client its request link as usual. On that page the client chooses 'Create a free employer login', or opens centurionblue.com/employers and pastes the link. Requests from the login land in 📥 Client job requests like any other.

*Scheduler > Client request links (the logins are listed under each link)*

**Watch out:** The link's rules (notice, minimum hours, officers per date, how far ahead) apply to requests from a login exactly as they do on the plain form. An employer login is not an officer account: it cannot open this app and sees only its own requests. The employer has to confirm its email once before status emails are sent; until then it sees the status by signing in. Approving sends the employer a message that you approved it, not a promise that officers are available. The plain link still works with no login.

### Remove an employer login from a link DENVER PREMIUM

Each client link lists the employer logins made from it, with the business, the contact and the email. Remove disconnects one login from that link without touching the link or anyone else on it.

**How:** Scheduler > Client request links > the link > under 'Employer logins on this link' tap Remove next to the login, then confirm.

*Scheduler > Client request links > (link) > Employer logins on this link*

**Watch out:** The business keeps its login but can no longer send you requests with it. The same link will not let it back in; to let it back, make a new link (♻ New link) and send that. Requests it already sent stay in your inbox. A login marked 'needs your current link to send again' was made from a link you have since replaced or turned off.

### Employer link (live coverage calendar for the client) DENVER PREMIUM

Gives one job's employer a private read-only web link, centurionblue.com/employer/<token>, showing a live coverage calendar: dates, times, which officer is on, open spots, cancellations, and GPS check-ins when that option is on.

**How:** My Jobs > (job) > Employer link > "Create the employer link", then Copy link and send it to the employer. "🚫 Turn off link" kills it. 👀 Preview opens it as they will see it.

*Scheduler > My Jobs > (job) > Employer link*

**Watch out:** Off by default, and it is your choice (the button says 'Your choice, off by default, turn it off anytime'). Anyone holding the link can view it, so share it only with the employer. Pay and notes are never shown. A ✓ appears on the button when a link is live. Turning it off kills the old URL immediately. ⧉ Copy this job does not copy the employer link.

### Send the finalized roster (email the employer the month or one day) DENVER PREMIUM

Drafts the email to the employer with the coverage written into the body, either the whole month or a single day, and can include a link scoped to exactly that month or day.

**How:** My Jobs > (job) > Employer link > scroll to Send the finalized roster. Pick "The whole month" or "A single day", set the Month or Day, enter the Employer email, then "Draft the email" or "Copy the month/day link".

*Scheduler > My Jobs > (job) > Employer link > Send the finalized roster*

> **Watch out:** The 'Copy the month/day link' button only appears once the employer link itself is on. Without it the note reads 'Create the employer link above and the email can include their live calendar too.' The Employer email field is '(saved to the job)'.

### Monthly Detail (PDF the employer signs off on) DENVER PREMIUM

Builds the month's schedule for one job, dates, hours and officers, exactly as the employer will see it, previews it, then downloads the PDF and opens the email.

**How:** My Jobs > (job) > Monthly Detail. Set the Month and the Employer email, review the preview, then "⬇ Download PDF & open email".

*Scheduler > My Jobs > (job) > Monthly Detail*

> **Watch out:** It does not attach the PDF for you: 'After the download, the email opens in your mail app (Outlook), attach the downloaded PDF and send.' The Employer email is '(saved to the job for next month)'.

### Secondary Employment Contract (DPD Form 149U) per job DENVER PREMIUM

Fills the official DPD Form 149U for a job straight from the job's details, prefilled and still signable by the employer, and opens the email to the Secondary Employment Unit. The job header shows "Contract ✓ 2026" or "Contract needed (2026)".

**How:** My Jobs > (job) > Secondary Employment Contract, complete the form, then generate. The PDF downloads and an email to DPD.SecondaryEmployment@denvergov.org opens.

*Scheduler > My Jobs > (job) > Secondary Employment Contract*

> **Watch out:** Every new job's done screen reminds you it is required, with a 'Fill out the contract' button. In November and December only, the portal puts a gold banner over your jobs list naming every job still missing the coming year's agreement, headed 'Annual Secondary Employment Contract renewals, due to the Secondary Employment Unit by Dec 15.' It says 'Officers can't work a job until it's approved for the calendar year.' 'Remind me in 2 weeks' hides it for 14 days. Archived jobs are left off the banner, and ⧉ Copy this job does not copy the contract.

### DPD 200 & quarterly invoicing, Secondary Employment rules DENVER PREMIUM

Builds one quarterly report for the Secondary Employment Unit covering the jobs you schedule: an intro and explanation you can edit, a section per job listing every officer with hours and pay rate per day, your fees, the TeleStaff attestation and a signature. The card also lists the quarterly invoice windows and flags the one that is due now.

**How:** Scheduler tab > "DPD 200 & quarterly invoicing, Secondary Employment rules" > "Generate quarterly DPD 200". "⬇ Blank template (Word)" and "Email the Invoice Inbox" are alongside.

*Scheduler > DPD 200 & quarterly invoicing, Secondary Employment rules*

**Watch out:** The card header shows '⚠ invoices due now' only on days 1 to 15 of January, April, July and October. In January the due window is for the prior year's 4th quarter. The rules block also states off-duty payments must be by check, EFT or other electronic means and that 'Cash is not an acceptable form of payment', and that invoices go in by employer each quarter.

### Create invoice for a job DENVER PREMIUM

Builds a billing invoice for that job's employer from the scheduled work, with editable line items.

**How:** My Jobs > (job) > Create invoice. Then "⬇ Download invoice PDF", or "All officer W-9s" to bundle the W-9s the assigned officers have shared with you.

*Scheduler > My Jobs > (job) > Create invoice*

**Watch out:** Invoice numbers come in the form CB-YYYYMMDD-001. Only non-cancelled dated shifts become lines. A per-officer-hour scheduling fee is added as its own line, 'Scheduling fee, per officer hour'. A job with no hourly rate shows no pay, which the new-job walkthrough warns you about.

### What the officer sees from your scheduling (Home and Exchange cards) DENVER FREE

Everything you do lands on the officer's side in four places: "My Scheduled Shifts" and "Open Shifts You Can Grab" on Home, "🚫 Cancelled Jobs" on Home with your reason, and "Jobs from your scheduler" in the Exchange tab. Assigned shifts also become real tracked jobs on their calendar.

**How:** Nothing to tap. Officers see these cards appear automatically once they are on your roster and linked by badge or email.

*Officer's Home tab and Exchange tab*

**Watch out:** Officers on the free Denver plan get the shift on their calendar but not a tracked job. Jobs from you carry a 'Scheduler job' tag in their job list, and deleting one releases the shift back to you and notifies you rather than just deleting it. Archiving a job on your side changes nothing for them.

### 🎛️ Open full scheduler portal (admin acting as a scheduler) DENVER PREMIUM

Lets an app admin run another scheduler's portal for them. A dark gold banner sits at the top saying whose schedule you are managing, and everything you do belongs to them.

**How:** Admin panel > 🗂️ Scheduler Builder > pick the Scheduling officer > "🎛️ Open full scheduler portal". Leave with "Exit admin mode".

*Admin > 🗂️ Scheduler Builder > 🎛️ Open full scheduler portal*

**Watch out:** While in admin mode the 🔔 Phone alerts card and the tab badge are hidden, because the alerts belong to the real scheduler, and the Home 'Working today' card is not shown. GPS check-ins refresh every 20 seconds instead of live. The new-job walkthrough cannot save usual hours from this view ('Admin view: usual hours can't be saved on the job from here.'). Admins can also build a scheduler who has not signed up yet, and the account is claimed by badge when they do.

### 📅 Who's working (Day, Week, Month) DENVER PREMIUM

The first card in your portal. It shows who is working on your jobs for one day, a week or a month, with a count like '6 shifts · 5 officers · 2 open spots'. Each shift shows its time, the officers, an OPEN chip for empty spots and a 'Paperwork missing' chip when someone on it lacks a required form.

**How:** Scheduler tab > 📅 Who's working. Tap Day, Week or Month. Use ‹ and › to move and Today to come back. With more than one job, pick one from the All jobs dropdown. Tap a shift to open that job in 🗂️ My Jobs. In Week or Month view, tap a day to open it in Day view.

*🗂️ Scheduler > 📅 Who's working (top of the portal)*

**Watch out:** A time marked 'job's usual hours' means the date has no time of its own, so the job's usual hours are shown. Other times read 'Open hours' or 'No time set'. On a phone, Month view shows a day-by-day list instead of a grid. Your view and job pick are remembered. Archived jobs are left out. Officer names can be tapped to text them. With no jobs yet it says to create a job below.

### 💵 Officer earnings DENVER PREMIUM

A table of what each officer earned on your jobs: Officer, Shifts, Hours and Earned, with a Total row. It counts shifts that have already ended and had an officer on them, as scheduled hours times the job's pay rate.

**How:** Scheduler tab > 💵 Officer earnings, under Who's working. Pick This week, This month, This year or All time, and a job if you have more than one.

*🗂️ Scheduler > 💵 Officer earnings*

**Watch out:** Worked shifts with no time, no pay rate, or open hours are not in the totals, and a note says how many and why. Tap 'Show those dates' to see them. For dates missing a time, type a Start and End (24-hr) and tap 'Save times to these N dates'; a date that already has a start or an end keeps it. For a missing rate, set it in ✏️ Edit job. When a date has no time or rate of its own, the job's usual time or rate is used and the card says so. The footnote reads 'What an officer logged or was actually paid stays in their own app.' Archived jobs are left out.

### 📅 Working today (Home card for schedulers) DENVER PREMIUM

Puts a 'Working today' card on your Home screen listing today's shifts on your jobs, plus last night's overnight shifts that are still running. Each row shows the time, job, officers and an OPEN chip for empty spots.

**How:** Open Home. The card shows up to 6 shifts, then '+N more in the portal'. Tap '📁 Open Scheduler Portal' for the rest.

*🏠 Home > 📅 Working today*

**Watch out:** Only for scheduler accounts on the Denver edition, and not on the free Denver plan. Overnight shifts from yesterday are marked 'since yesterday'. It reloads when you come back to Home, at most every 5 minutes. If nobody is on today it says 'Nobody is on your schedule today.'

### 📋 Required paperwork on a job DENVER PREMIUM

Lets you list the forms every officer must turn in before working a job, then track who has turned them in. Built-in forms are W-9, Direct deposit form, Employer agreement, and Background check or ID badge, and you can add your own.

**How:** Pick forms in the new-job walkthrough step 4, in ✏️ Edit job, or in ⚡ Quick add's 📋 Job details, under '📋 Required paperwork'. To add your own, type it in 'Add a form, e.g. Venue security packet' and tap '+ Add a form'. On an existing job you can also tap 📋 Paperwork. In the walkthrough, '👮 Who already turned these in?' lets you tick off officers right away.

*📁 Scheduler > + Create a Job step 4; ✏️ Edit job; ⚡ Quick add date > 📋 Job details; job > 📋 Paperwork*

**Watch out:** A job can require up to 20 forms, and you can have up to 60 custom forms. The W-9 is never ticked by hand: it counts as done when the officer shares a W-9 with you (Settings, W-9 on File, Who can download your W-9). Ticking a form saves right away and counts for every job that needs that form. ⧉ Copy this job keeps the required forms.

### 📋 Paperwork chip and panel on each job DENVER PREMIUM

A job that requires forms shows a chip in its header, '📋 Paperwork: X of Y officers ready'. Tapping it opens the '📋 Required paperwork' panel, which lists the forms and every officer on the job's roster or upcoming dates, with a checkbox for each form.

**How:** Tap the 📋 Paperwork chip or the 📋 Paperwork button on the job. Filter with Everyone, Missing a form, or On this job's upcoming dates, or search 'Find an officer or badge'. Tick a form when the officer turns it in. Use ✏️ Change forms and 💾 Save forms to change the list, and Close when done.

*📁 Scheduler > 📁 My Jobs > (job) > 📋 Paperwork chip or button*

**Watch out:** Before the data loads the chip reads '📋 Paperwork: N forms required'. A ticked form shows 'done' with the date. The W-9 shows '✓ W-9 on file' with the date or '✕ W-9 not shared with you yet'. Each row is tagged 'Ready ✓' or 'Missing N', and officers on upcoming dates are tagged '📅 on upcoming dates'. If the data couldn't load, the panel says so and asks you to tap ↻ Refresh.

### Missing-paperwork warning when assigning DENVER PREMIUM

Warns you when you put an officer on a job who hasn't turned in one of its required forms. The warning is headed 'Required paperwork for [job]' and lists who is missing what.

**How:** Nothing to turn on. It appears when you save dates in 📅 Schedule dates, add a date with ⚡ Quick add date, assign or reassign from a date row, ✏️ Edit, or the 📆 Coverage Calendar, save a team, or approve a swap. Tap OK to go ahead or Cancel to stop.

*📂 Scheduler > any assign step; 🔄 Pending Swap Requests*

**Watch out:** It is a warning, never a block. Assigning asks 'Assign anyway?', saving a team asks 'Save them as this job's team anyway?', and approving a swap asks 'Approve the swap anyway?'. Jobs with no required forms never warn.

### 📱 Text officers (group text from a job) DENVER PREMIUM

Opens your own messages app with the officers on a job already filled in, so you can text them as a group. Nothing is sent from the app.

**How:** 📂 My Jobs > (job) > 📱 Text officers. Pick 'Officers on the upcoming dates', 'This job's saved team', or 'Everyone on my roster for this job'. Type an optional message, tap '📱 Open my messages', confirm, then tap send in your messages app.

*📂 Scheduler > 📂 My Jobs > (job) > 📱 Text officers*

**Watch out:** Officers with no phone number on file are named and left out; add numbers in the 👮 Officer Roster. On iPhone everyone lands in one group thread. On Android it depends on your messaging app. On a computer the numbers are copied for you instead, because texts open from your phone.

### Tap an officer's name to text them DENVER PREMIUM

Across the portal, an officer's name with a phone number on file can be tapped to open a text to that officer.

**How:** Tap the name on the 👮 Officer Roster, a job's dates, the saved team or permanent officer line, 📋 Everyone Scheduled, the 🗄️ Job Archive, 📅 Who's working or 🔄 Pending Swap Requests.

*📂 Scheduler > officer names*

**Watch out:** Names without a phone number stay plain text. On a computer the number is copied instead of opening a text.

### 📦 Archive a job / 📦 Archived jobs DENVER PREMIUM

Puts a job away in your portal only. It stops showing in My Jobs, Who's working, Officer earnings, the Coverage Calendar and Everyone Scheduled. Its dates and officers are untouched, so nothing changes for the officers.

**How:** 📂 My Jobs > (job) > ⋯ More > 📦 Archive job, then confirm. To bring it back, open '📦 Archived jobs' below My Jobs and tap ↩ Restore, or tap ⧉ Copy for next time to start a new job from it.

*📂 Scheduler > 📂 My Jobs > (job) > ⋯ More > 📦 Archive job; 📦 Archived jobs card*

**Watch out:** Archiving is not deleting. Upcoming dates stay on the schedule and officers still see them. The job still prints on your reports. The Archived jobs card lists each job's date range and only appears once something is archived. If every job is archived, My Jobs says so.

### Copy this job DENVER PREMIUM

Starts a new job with the same settings as an old one, handy for a yearly event. The copy keeps the pay rate, address, custom fields, usual hours, required paperwork, open or closed setting, side-deals, open-hours window, Open-Exchange release, scheduler fee, GPS, split shifts, roster and saved team or permanent officer.

**How:** My Jobs > (job) > ⋯ More > Copy this job (or Copy for next time on an archived job). Name the copy, confirm, then pick the new dates in Schedule dates, which opens right away.

*Scheduler > My Jobs > (job) > ⋯ More > Copy this job*

**Watch out:** The suggested name bumps the year by one (Oktoberfest 2026 becomes Oktoberfest 2027), or adds this year if there isn't one. The copy starts with no dates. The Secondary Employment Contract and the employer link are not copied, and you are reminded to fill out the contract. The original job is not changed.

### Release & notify roster (officer side of a scheduler job) DENVER PREMIUM

For an officer who can't work a date you scheduled. Under Can't work it on the job, the officer can release it back to the roster with a heads-up message that goes in Roster Messages for the officers on that job.

**How:** Officer: open the scheduler job in the job list > Can't work it > Release & notify roster. Edit or keep the suggested message, then OK. The same panel has 'Send to a roster officer...', Just message the roster, and Send to open Exchange when you allow it.

*Officer's job list > (scheduler job) > Can't work it > Release & notify roster*

**Watch out:** If you let releases go through, the officer sees 'Released. The date is open to your roster again, and your heads-up is in Roster Messages.' and the job leaves their list. If you must approve, they see 'You keep it until they approve', and the heads-up is posted only when you approve it in Pending Swap Requests.

### Officer Calendar (the schedule to send the client) DENVER PREMIUM

Prints a clean PDF of who is working and when, made to hand to the client or post at the site. It shows the times and each officer's full name, with no rates, no badge numbers and no fill status. The layout fits the dates you pick: one day prints a big-type day sheet, up to 7 days a week board, up to three weeks just those weeks, and anything longer a month grid.

**How:** Scheduler tab > Print Schedule card. Pick the Job (or All jobs), optionally one Officer, and a Period: Day, Week, Month, Quarter, Year, Custom, or Entire event once a job is picked. Add Notes if you want them printed, then tap "Officer Calendar".

*Scheduler > Print Schedule > Officer Calendar*

**Watch out:** Entire event is greyed out until you pick one job. For Day, Week, Custom and Entire event, a line under the period picker says exactly what will print and in what layout; if every date of the job is cancelled it tells you there is nothing to print. The other buttons on the same card are for you: Print Schedule to PDF is the day-by-day roster, and Print Job Summary has totals and pay.

# 8 DIA Log

The DPD 120DIA-1 Airport Police Bureau Daily Activity Log, filled as your shift happens.

### Turn on the DIA Log tab DENVER FREE

Adds a "🛬 DIA Log" tab to your tab bar for officers working Denver International Airport. Until you turn it on, the tab is hidden and the DIA Log view only says: "Turn this on in Settings → DIA Daily Activity Log to use it."

**How:** Go to Settings, scroll to the "🛬 DIA Daily Activity Log" card, and tick "Show the DIA Log tab". The app jumps you straight to the DIA Log tab as soon as you tick it. Unticking it sends you back to Settings.

*Settings → 🛬 DIA Daily Activity Log → "Show the DIA Log tab"*

**Watch out:** Denver edition only. Nationwide officers never see the settings card or the tab. It is left out of the first-run setup steps on purpose, so you have to find it in Settings yourself. It is free: the settings card ends "Included in the free version." Free Denver officers keep the tab even though most other tabs are hidden on the free plan.

### Where the DIA Log tab sits DENVER FREE

The tab's position in the tab bar depends on your plan: free officers get "🛬 DIA Log" as the very first tab; premium officers get it right after "📅 Calendar".

**How:** Nothing to set. Look at the top tab bar after you turn the feature on.

*Top tab bar: 🛬 DIA Log*

**Watch out:** If you upgrade or downgrade, the tab moves. Don't go looking for it in the same spot.

### Shift details (the fold at the top of the sheet) DENVER FREE

A fold at the top of the sheet holding everything about the shift itself: Detail, Start time, End time, Date, Assignment (car), Unit no., Unit inspection, Ser. no., Second officer, Their ser. no., Mileage off, Mileage on, and Overtime. Closed, it shows a one-line summary: detail, start to end time, the unit, "New Damage" if you picked it, and your serial.

**How:** Tap "▾ Shift details" (or "▸ Shift details" when closed) at the top of the DIA Log card to open or close it.

*🛬 DIA Log tab → "Shift details" fold button*

**Watch out:** On a phone the fold starts closed and on a desktop it starts open. If you never open it on your phone, you never fill in your unit, mileage, unit inspection or second officer, and you never check that your badge and car came through. It is the one thing that still opens and closes after the sheet is finalized.

### Detail One, Two or Three and its start time DENVER FREE

Pick which airport detail you are working. Each detail offers its own two start times: Detail One 0600 or 0630, Detail Two 1400 or 1430, Detail Three 2200 or 2230.

**How:** Shift details → "Detail" dropdown, then the "Start time" dropdown next to it.

*DIA Log → Shift details → Detail / Start time*

**Watch out:** Changing the Detail resets the start time to that detail's first time, rewrites your End time to 8 hours after the start, moves Roll Call's Time out to the new start, and re-sorts every action. Set your detail before you start logging, not after.

### End time fills itself in at 8 hours DENVER FREE

The End time box is filled automatically with 8 hours (480 minutes) after your start time, and refills whenever the detail or start time changes. You can type over it for a short day or an early out.

**How:** Shift details → "End time". Type a 4-digit time like 1600 to change it.

*DIA Log → Shift details → End time (placeholder "1600")*

**Watch out:** Any change to Detail or Start time OVERWRITES an End time you typed by hand. Re-enter it after changing either.

### Assignment (the car you are running) DENVER FREE

The DETAIL / ASSIGNMENT box on the filed form. The app prints your detail and this car together, e.g. "Detail One / 923". The car list is the Airport Bureau's own numbers: 911-914, 921-926, 931-934, 941-945, 951-954, 961-965, plus DIA Bike 1 through DIA Bike 4.

**How:** Shift details → "Assignment" (labelled "car") → pick from the dropdown, or pick "Other, type it" and type it in the box that appears.

*DIA Log → Shift details → Assignment (car)*

**Watch out:** Assignment is NOT the same box as Unit no. Assignment is the car assignment; Unit no. is the actual vehicle you drove. 964 is listed once even though the department's own list had it in two groups.

### My permanent car (fills the assignment every shift) DENVER FREE

If you run the same car every shift, set it once in Settings and it fills the Assignment box on every new log sheet, and on the sheet in progress if that sheet has no car yet.

**How:** Settings → DIA Daily Activity Log → "My permanent car" → pick your car (or "No permanent car" to clear it).

*Settings → DIA Daily Activity Log → My permanent car*

**Watch out:** This row only appears once the DIA Log tab is switched on. It never fills Unit no., which stays blank for you to type.

### Unit no. (the actual vehicle you drove) DENVER FREE

A free-text box for the vehicle you actually drove that shift. It is left blank every time so you type the real unit. Once something is typed here, the app treats you as working outside the terminal and every action's Location gets "🔎 Search a business or address" and "📍 Use my location".

**How:** Shift details → "Unit no." (labelled "vehicle driven", placeholder "Type the vehicle") → type it.

🛬 *DIA Log → Shift details → Unit no.*

**Watch out:** Starting a fresh sheet, or the new sheet each day, clears Unit no. on purpose. Retype it for each shift. Leave it blank if you are on foot in the terminal and you keep the plain airport location list.

### Ser. no. is your badge number DENVER FREE

The serial number box is pre-filled from your profile badge number the first time a sheet is created, and prints in the SER. NO. cell on the form.

**How:** Shift details → "Ser. no." (labelled "badge"). Overwrite it if you need to.

🛬 *DIA Log → Shift details → Ser. no.*

**Watch out:** Placeholder is "P00000". If your profile badge was never filled in, this comes up blank and prints blank. A new day's sheet carries the serial forward.

### Second officer and their serial number DENVER FREE

Optional boxes for a partner working the same car, printed on the form alongside your own name and serial. They also appear in the email body when you send the sheet.

**How:** Shift details → "Second officer" (placeholder "Last, First") and "Their ser. no.".

🛬 *DIA Log → Shift details → Second officer / Their ser. no.*

**Watch out:** Cleared when you start a fresh sheet and on the automatic new-day sheet, so re-enter your partner each shift.

### Mileage off and Mileage on DENVER FREE

Odometer at the start and end of the shift. The PDF works out the total for you by subtracting Mileage off from Mileage on.

**How:** Shift details → "Mileage off" and "Mileage on" → type the numbers.

🛬 *DIA Log → Shift details → Mileage off / Mileage on*

**Watch out:** The mileage total only prints if BOTH boxes are filled with numbers. This has nothing to do with the app's IRS mileage deduction, it is just the form's odometer line.

### Overtime minutes add to patrol time DENVER FREE

A minutes box for time you stayed past the 480. Whatever you enter is added to your available time, so your PATROL TIME goes up rather than going negative.

**How:** Shift details → "Overtime" (labelled "min, adds to patrol") → type minutes, e.g. 60.

*DIA Log → Shift details → Overtime*

**Watch out:** It is MINUTES, not hours. Assigned time on the form always prints as 480, and your overtime prints in its own OT box.

### Roll Call leads the sheet DENVER FREE

Every sheet starts with a Roll Call action. It is fixed as a Class 3 at the Airport Office Building (AOB), its Time out is set from your shift start time, and its block is headed "Roll Call". If you took a call instead of going to roll call, you can take it off the sheet (see "Took a call, no roll call").

**How:** Nothing to add. It is already there. Type its "Time in" when roll call ends.

*DIA Log → first action block, "Roll Call"*

**Watch out:** Roll Call has no ✕. The only way to take it off is its "Took a call, no roll call" button. Its Time in starts blank, so its Total shows only a dash and adds nothing to your Class 3 minutes until you fill it in. It has no Class picker (it shows a fixed "3 · Other"), no Kind of action picker, no CAD box and no BWC button, and its Location is plain text, not a dropdown. Every new sheet, including the one that starts each day, starts with Roll Call back on.

### Add an action DENVER FREE

Adds a new action to the sheet. It starts as Class 1, Time out set to the current time rounded to the nearest 5 minutes, location Terminal, kind "Citizen Assists", CAD box pre-filled with the year, and BWC on or off per your Settings default. The button shows how many actions are on the sheet out of 43.

**How:** Tap "+ Add an action (N of 43)" under the last action. The app puts your cursor straight into the new action's Time in box. If a blank new entry from Save is already open, this fills that entry (setting its Time out to now) instead of adding a second empty one.

*DIA Log → button row under the actions*

**Watch out:** The count includes Roll Call but not a blank new entry you have not typed in yet. The form holds 43; past that you get: "The form holds 43 actions (19 on page 1, 24 on page 2). Download this sheet and start a fresh one." On a finalized sheet you get "This sheet is finalized. Reopen it to add an action." Each action block shows which page it lands on, "· page 1" or "· page 2".

### Long Seven and Short Seven (one-tap breaks) DENVER FREE

One tap logs a break. A Long Seven runs 30 minutes, a Short Seven 15. Both come in as Class 3 at the AOB with Time out set to now and Time in already worked out for you.

**How:** Tap "☕ Long Seven, 30" or "☕ Short Seven, 15" in the button row. Change the Time out if the break started earlier and the Time in re-figures itself.

*DIA Log → button row → ☕ Long Seven, 30 / ☕ Short Seven, 15*

**Watch out:** A seven has no Class picker (it shows a fixed "3 · Other"), no Kind of action picker, no CAD box and no BWC button. Its Time in header shows "auto +30" or "auto +15". Typing a different Time out re-works the Time in and replaces whatever you typed there. A seven always gets its own row; it never fills the blank new entry that Save opens. Sheets saved before the rename used "Lunch"; those still count 30 minutes and show as "☕ Long Seven".

### Class 1, 2 and 3 on each action DENVER FREE

Each action is classed using the form's own legend: 1 · Radio Call, 2 · On Sight, 3 · Other.

**How:** On the action block, use the "Class" dropdown.

*DIA Log → an action block → Class*

**Watch out:** Roll Call and the sevens show a fixed "3 · Other" with no dropdown.

### Time out, Time in and Total per action DENVER FREE

Two 4-digit time boxes per action; the Total in minutes is worked out for you and shown next to them. Times that cross midnight are handled.

**How:** Type times as 4 digits, e.g. 0640 and 0715. The app also accepts 640 or 06:40.

*DIA Log → an action block → Time out / Time in / Total*

**Watch out:** An action with a missing or unreadable Time in shows ", " for Total and adds nothing to your class minutes or your Time used.

### Actions sort themselves by Time out DENVER FREE

The sheet keeps itself in the order things actually happened. Every action after Roll Call is sorted by how far its Time out is from the shift start time, so a late-typed action drops into the right place.

**How:** Nothing to do. Type the correct Time out and the action moves itself.

*DIA Log → the action list*

**Watch out:** Actions renumber themselves ("Action 3" can become "Action 5") the moment you correct a time. That is expected, not a bug. Roll Call stays first when it is on the sheet. Actions with no readable Time out, like a blank new entry, sink to the bottom. The sort is measured from the shift start, so an overnight shift's after-midnight actions stay in the right place, and a call up to two hours before your start time still lands at the top.

### Location picker with DIA's own place names DENVER FREE

A dropdown of the places an airport officer actually works. The entries are: Airport Office Building (AOB), Terminal, Concourse, Ramp Level, Great Hall, "Level 6, Ticketing / Departures", "Level 5, Baggage Claim / Arrivals", North Security Checkpoint, South Security Checkpoint, East Screening, West Screening, "International Screening, Level Five", "A-Bridge, Pedestrian Bridge", AGTS Train / Platform, Transit Center / RTD A-Line, East Garage, West Garage, Ground Transportation, "Curbside, Level 6", "Curbside, Level 5", Pikes Peak Lot, Mt. Elbert Lot, Cell Phone Lot, Westin Hotel, Rental Car Facility, Airfield / AOA, Pena Boulevard, and "Lost & Found, Level 1", followed by any locations you saved yourself.

**How:** On the action block, use the "Location" dropdown. Pick "Other, type it" to type a one-off spot (placeholder "Where at DIA?"). Once a vehicle is typed in Unit no., that choice reads "Other, search or type it" and the search buttons appear (see "Search a business or address").

*DIA Log → an action block → Location*

**Watch out:** Several names carry a comma that must not be dropped: "Level 6, Ticketing / Departures", "Level 5, Baggage Claim / Arrivals", "International Screening, Level Five", "Curbside, Level 6", "Curbside, Level 5", "A-Bridge, Pedestrian Bridge", "Lost & Found, Level 1". The two checkpoints, the East and West Screening entries and the two garages are all separate entries. Roll Call's location is fixed to the AOB and shows as plain text with no dropdown.

### Terminal spots: doors, carousels and Plaza levels DENVER FREE

Choosing Terminal as a location opens a second picker to pin the exact spot: Terminal areas (Center Core, Level Five, Level Six, "Plaza, Level Five", "Plaza, Level Six", Police Office), the doors on each of levels 100, 200, 300, 400, 500 and 600, and Baggage Carousel 1 through Baggage Carousel 19.

**How:** Set Location to "Terminal", then use the second dropdown below it. It defaults to "Anywhere in the terminal"; open the grouped list to pick "Terminal areas", "Level 100 doors" through "Level 600 doors", or "Baggage carousels".

*DIA Log → an action block → Location → second dropdown*

**Watch out:** The plaza entries carry a comma: "Plaza, Level Five" and "Plaza, Level Six", listed once per level so the filed form always shows which level. There are 18 doors per level (Door 100 to 117, Door 200 to 217, and so on). Changing the Location clears whatever spot you had picked, so pick the location first, then the spot.

### Concourse and Ramp Level gates DENVER FREE

Choosing Concourse or Ramp Level opens a two-step picker: first the concourse letter, then the exact gate or area. Gate ranges follow the DEN map: A14 to A87, B15 to B95, C23 to C49. Each concourse also offers Center Core and Train Platform, or "Anywhere on the concourse" ("Anywhere on the ramp" when the location is Ramp Level).

**How:** Set Location to "Concourse" or "Ramp Level", pick the concourse letter in the first dropdown, then the gate or area in the second.

🛬 *DIA Log → an action block → Location → Concourse dropdown + gate dropdown*

**Watch out:** The first dropdown's options read "Concourse A", "Concourse B", "Concourse C" even when the Location is Ramp Level. Switching the concourse letter moves you to that concourse's equivalent: from A's Train Platform to B's Train Platform, or from a gate to that concourse's first gate. The location prints as "Concourse A" or "Ramp Level B", with the letter taken from the spot itself.

### A second location on one action DENVER FREE

Lets one action carry two locations, printed on the form separated by a slash (e.g. "Concourse B, Gate B32 / Terminal, Door 512"). The second location gets the same door, carousel and gate pickers as the first.

**How:** On the action block, tap "+ Add a second location" under the Location dropdown. To take it back off, tap "Remove" next to the "Second location" heading.

🛬 *DIA Log → an action block → Location → "+ Add a second location"*

**Watch out:** It stays hidden until you tap the button, so most actions look exactly as they always did. Tapping it starts the second location on "Terminal"; change it if that is not where you were. With a vehicle in Unit no., the second location gets the same search and "Use my location" buttons as the first.

### Add location (save your own spot) DENVER FREE

Adds a location of your own to the dropdown and remembers it for next time.

**How:** Tap "📍 Add location" in the button row and type it at the prompt: "Add a location at DIA (it will be saved for next time):"

🛬 *DIA Log → button row →* 📍 *Add location*

**Watch out:** Your saved locations do not get the Terminal door and carousel pickers or the concourse gate pickers; those only attach to the built-in Terminal, Concourse and Ramp Level entries. Saved locations carry across to the next day's sheet, and they also show up as suggestions when you search for a place.

### Kind of action list DENVER FREE

The dropdown of the form's own categories: Directed Patrol, Arrests, DUI Arrests, DETOX, Street Checks, False Statements, Weapon Violations, Escorts, Citizen Assists, Incident Reports, Offense Reports, Recovered Units, Accident Reports, Accident Violations, Acc. Resp. / No Rept., Moving Violations, Warning Violations, Airport Violations, Parking Violations, Red Tags, Unattended / Susp. Bags, plus Other.

**How:** On the action block, use the "Kind of action" dropdown. Picking "Other" opens a free-text box right below it (placeholder "What kind of action?") and drops your cursor straight into it.

*DIA Log → an action block → Kind of action*

**Watch out:** "Other" left blank prints nothing in front of your disposition text, rather than the bare word "Other". Roll Call and the sevens have no Kind of action picker at all.

### Canned Directed Patrol entries DENVER FREE

Two ready-made directed-patrol lines sit right under Directed Patrol in the dropdown so you do not have to retype them: "Directed Patrol / All Checks OK / Answered General Airport Questions" and "Directed Patrol / Baggage Claim Level / Looking for Baggage Theft / All Clear". They print in full and count as Directed Patrol.

**How:** Kind of action dropdown → pick one of the two long Directed Patrol lines.

*DIA Log → an action block → Kind of action (2nd and 3rd entries)*

**Watch out:** Directed Patrol is not one of the form's 20 tally rows, so neither these nor a plain Directed Patrol print a tally number on the filed form. Patrol is reported as PATROL TIME minutes instead. They still show in the app's on-screen Tally line.

### Disposition, names, license, citation no. DENVER FREE

The free-text box for the details of the action. Whatever you type here is added after the kind of action in the printed Kind of action cell, e.g. "Citizen Assists: lost child reunited". The box grows as you type so the whole entry stays in view.

**How:** On the action block, type in the box labelled "Disposition, names, license, citation no." (placeholder "Details for the log").

*DIA Log → an action block → Disposition, names, license, citation no.*

**Watch out:** This is the one text box Roll Call and the sevens DO get, so you can note who ran roll call or where you took your seven. Details stay on one line: pressing Return or pasting a line break turns it into a space. A very long entry carries onto the next row of the printed form (see "Long entries carry onto the next row").

### CAD number starts on the year DENVER FREE

A CAD box on every real action, pre-filled with the year so you only type the sequence. When filled, it prints in the disposition as "; CAD #<number>".

**How:** On the action block, type past the year in the "CAD number" box (placeholder shows the year followed by 0001).

*DIA Log → an action block → CAD number*

**Watch out:** If you leave the box at just the bare year, nothing prints. The year comes from the sheet's Date, not today's date. Roll Call and the sevens have no CAD box.

### BWC Activated toggle on every action DENVER FREE

A button on each action that records whether your body-worn camera was activated. On, it prints "; BWC Activated" at the end of that action's disposition text; off, the button reads "BWC not activated" and nothing is printed.

**How:** Tap the "BWC Activated" button on the action to switch it off; tap "BWC not activated" to switch it back on. The live disposition text next to the button updates as you tap.

*DIA Log → an action block → BWC button (bottom of the block)*

**Watch out:** Roll Call and the sevens have no BWC button at all, since they are not enforcement actions. The BWC note always prints last in the disposition line.

### BWC default for new actions DENVER FREE

Sets whether new actions come in with BWC Activated already on. It is on unless you turn it off.

**How:** Settings → DIA Daily Activity Log → tick or untick "Mark BWC Activated on new actions by default".

*Settings → DIA Daily Activity Log → "Mark BWC Activated on new actions by default"*

**Watch out:** This row only appears after "Show the DIA Log tab" is ticked. It only affects new actions, not ones already on the sheet.

### Save button on each action DENVER FREE

Marks an action as done and opens a new blank entry below it for your next action. Every box already saves as you type; Save confirms with "Saved ✓" for a second and a half, then puts your cursor in the new entry's Time out box and briefly outlines it in gold.

**How:** Tap "Save" at the bottom of the action block when you finish that action, then fill in the new entry when the next one starts.

*DIA Log → an action block → Save*

**Watch out:** The new entry is headed "New entry, not on the sheet until you fill it in" and reads "Ready for your next action." Until you type in it, it does not print, count toward your totals or get filed. Only one blank entry is open at a time, and tapping Save on it shows "Fill it in first". When the sheet already holds 43 rows the button shows "Saved ✓, form is full" and no new entry opens. Not tapping Save loses nothing.

### Delete an action DENVER FREE

Removes one action from the sheet.

**How:** Tap the "✕" button in the top-right corner of that action block.

*DIA Log → an action block → ✕*

**Watch out:** No confirm prompt, it deletes on the tap. Roll Call has no ✕; use its "🚨 Took a call, no roll call" button instead. The ✕ disappears once the sheet is finalized.

### Running totals strip DENVER FREE

A live line under the actions showing Class 1, Class 2 and Class 3 counts and minutes, your Assigned 480 (plus OT when entered), Time used and Patrol time. Patrol is 480 plus OT minus the time your actions used.

**How:** Nothing to do. It updates as you log.

*DIA Log → the strip just below the Add an action buttons*

**Watch out:** Patrol time never goes below zero. Only actions with both times filled add to the class minutes. The "+ OT" only shows once you have entered overtime minutes. A blank new entry counts for nothing.

### Your sheet so far (live preview and tally) DENVER FREE

A table under the inputs showing exactly what will print: Cl, Out, In, Tot, Location, and Kind of action and disposition, for every action. Under it, a "Tally:" line counting each form category you have used.

**How:** Scroll down past the action buttons. It scrolls sideways on a phone.

*DIA Log → "Your sheet so far"*

**Watch out:** With nothing logged it reads "Nothing logged yet." A blank new entry is left out. The Tally line only counts the form's own categories plus Directed Patrol, which shows here but prints no tally number on the filed form.

### Finalize for sending (and Reopen to edit) DENVER FREE

Locks the sheet so nothing shifts between what you checked and the PDF you send. Every box greys out; the Add an action, seven, Add location, Delete, Save, BWC, roll call, search and Use my location buttons disappear; and a "🔒 Finalized" banner appears at the top with the date and time you locked it. It is reversible.

**How:** Tap "🔒 Finalize for sending" in the button grid and confirm. To unlock, tap "🔓 Reopen to edit" (it appears both in the banner and in the button grid) and confirm.

*DIA Log → action button grid → 🔒 Finalize for sending / 🔓 Reopen to edit*

**Watch out:** Finalize asks: "Finalize this log sheet?" then "The boxes lock so nothing changes while you send it. You can reopen it if you need to fix something." Reopen asks "Reopen this log sheet for editing?". A blank new entry is dropped when you finalize. If the sheet has no actions at all you get "There is nothing on this sheet yet." While locked, only the Shift details fold still opens.

### Email the sheet DENVER FREE

Builds the PDF and hands it to your mail app with a subject and body already written: subject "DIA Daily Activity Log, <Detail> <date>" and a body listing the detail, times, date, officer and serial, second officer, action count, time used and patrol time.

**How:** Tap "📧 Email the sheet". Where your device offers a share sheet for files (most phones and the phone apps), it passes the actual PDF to Outlook, Mail or wherever you like. Otherwise the file downloads first and a mail window opens ready for you to attach it.

*🛩️ DIA Log → action button grid → 📧 Email the sheet*

**Watch out:** Without a share sheet the attach step is manual: the PDF saves to your downloads and the mail window opens a moment later, and you attach the file yourself. If the sheet cannot be built you see "Couldn't build the log sheet:" with the reason.

### Download PDF DENVER FREE

Saves the finished 120DIA-1 PDF and nothing else. It never opens a mail app.

**How:** Tap "⬇ Download PDF". The file is named with the sheet date and your last name, e.g. "2026-07-26 Rivera.pdf".

*🛩️ DIA Log → action button grid → ⬇ Download PDF*

**Watch out:** On a double or triple shift the start time is added to the file name ("2026-07-26 Rivera 1400.pdf") so the second sheet does not overwrite the first. Your last name comes from your registration or Settings name; if the name is still the sample it is left off. In the phone apps the file goes out through the share sheet, where you can save it, rather than a browser download.

### View PDF DENVER FREE

Opens the finished sheet in a full-screen viewer inside the app or website so you can check it before you send it. It works the same on iPhone, Android and the web, and for past sheets too.

**How:** Tap "👁 View PDF". The viewer says "Building the sheet..." and then shows the form's pages. Tap "Zoom in" for a closer look and "Fit to screen" to go back. "Share or save" (called "Download" on the website) hands the file on. Tap "Close", or use Back or Escape, to return to the log.

*🛩️ DIA Log → action button grid → 👁 View PDF (and 👁 View in Past sheets)*

**Watch out:** If the preview cannot be drawn (for example the app opened with no signal) the viewer says so and tells you to use "Share or save" or "Download" to open the sheet instead. If the sheet cannot be built at all, the viewer closes and you see "Couldn't open the log sheet:" with the reason.

### The DPD 120DIA-1 PDF itself DENVER FREE

The PDF is redrawn from the department form's own layout (column grid, row heights, shaded boxes and label text), so it prints like the form it replaces. Page 1 holds 19 rows; a page 2 is added only when you run onto it, holding 24 more, with your assignment, date and "Page 2 of 2" across the top. Your Unit inspection answer prints after "No new damage".

**How:** Produced by any of View PDF, Download PDF, Email the sheet, or the View and PDF buttons in Past sheets.

*DIA Log → action button grid*

**Watch out:** Assigned time always prints 480. Your name comes from your registration or Settings name, with a trailing badge number removed. Time used and Patrol only print once there is at least one action on the sheet. A blank new entry never prints. A long entry can use more than one row, so page 2 can start before you reach 19 actions.

### A new sheet starts by itself each day DENVER FREE

When the date rolls over, the finished sheet is filed under Past sheets and a fresh one opens carrying your detail, start time, serial number, permanent car and your saved locations.

**How:** Nothing to do. Just open the DIA Log tab on the new day.

*DIA Log*

**Watch out:** A sheet with nothing on it beyond an untouched Roll Call is not filed, it is simply replaced. The new sheet clears Unit no., Unit inspection, overtime, mileage and the second officer, sets the End time back to 8 hours after your start, and starts with Roll Call back on. The filed sheet stays under Past sheets for 14 days from the day it is filed, however long you were away.

### New sheet / Start next shift (doubles and triples) DENVER FREE

Files the sheet you are on under Past sheets and opens a fresh one for the same day, which is how you file a second or third sheet on a double or triple. The button reads "🆕 New sheet" normally and changes to "🆕 Start next shift" (and goes gold) once the current sheet is finalized.

**How:** Finalize the sheet you just worked, then tap "🆕 Start next shift" and confirm. Then set the new sheet's Detail and start time in Shift details.

*DIA Log → action button grid → 🆕 New sheet / 🆕 Start next shift*

**Watch out:** The new sheet keeps your car assignment (your permanent car if you set one) but clears Unit no., Unit inspection, overtime, mileage and the second officer, sets the End time to 8 hours after your start, puts Roll Call back on, and never starts locked. A finalized sheet is filed even if barely anything is on it. Each same-day sheet gets its own entry in Past sheets, labelled with its start time so you can tell them apart.

### Past sheets DENVER FREE

A card under the live sheet listing finished sheets, each showing the date, detail, car, number of actions, total minutes and the date it is kept through, with buttons to view or download that sheet's PDF or remove it. Same-day sheets from a double or triple also show their start time.

**How:** Scroll below the log sheet to "🗄️ Past sheets". Tap "👁️ View" to open that sheet in the full-screen viewer, "⬇️ PDF" to save it, or "✕" to remove it.

*🛬 DIA Log → 🗄️ Past sheets*

**Watch out:** Sheets are kept for 14 days after they are filed, then dropped the next time a sheet gets filed. Each row shows the date it is kept through. Print or send what you need before then. A phone app that has not had its next update still keeps a sheet through the next day only, so send it the same day until the app is updated. Removing one asks "Remove the sheet for <date> from Past sheets? Download it first if you still need it." With no past sheets yet, the card is replaced by a note explaining the same 14 day rule.

### Blank form download DENVER FREE

A link to the blank DPD 120DIA-1 in Word format, in case you want the paper form.

**How:** Tap "⬇ Blank form" in the action button grid. It opens in a new tab.

*🛬 DIA Log → action button grid → ⬇ Blank form*

**Watch out:** It is a web link, so it needs a connection.

### How to use this (DIA log guide) DENVER FREE

Opens a guide PDF explaining how to use the DIA log.

**How:** Tap "📖 How to use this" in the action button grid. It opens in a new tab.

*🛬 DIA Log → action button grid → 📖 How to use this*

**Watch out:** It is a web link, so it needs a connection. The Wellness portal has a button with the same label that opens a different guide, so make sure you are on the DIA Log tab.

### The sheet saves and syncs by itself DENVER FREE

Every field on the DIA log saves as you change it, and the whole sheet plus your past sheets ride along with your account sync, so a sheet started on your phone is there on the web. Text you typed in a box right before locking your phone or switching apps is kept too.

**How:** Nothing to do. Type and move on.

*🛬 DIA Log*

**Watch out:** If the device's storage is full the app warns you at the top of the screen; the DIA sheet is part of the same saved data as everything else. On a phone, a dropdown opens once when you tap it; the screen waits until you have picked before it redraws.

### Non-affiliation notice on the DIA Log tab DENVER FREE

A standing note at the bottom of the DIA Log tab stating that Centurion Blue is independent and not endorsed by or tied to the Denver Police Department, Denver International Airport, or the Denver Police Department Airport Bureau, and that it is a record keeping aid, not an official department system.

**How:** Nothing to do. It sits at the bottom of the tab.

*DIA Log → bottom of the page*

**Watch out:** Worth knowing before you tell a supervisor the app is a department system. It is not. Past sheets are dropped after 14 days for the same reason.

### Took a call, no roll call DENVER FREE

Takes Roll Call off the sheet for a shift where you took a call and never made it to roll call. A note, "No roll call this shift", sits where Roll Call was, with a button to put it back.

**How:** On the Roll Call block, tap " Took a call, no roll call". To undo, tap "Add Roll Call back" on the note that replaces it.

*DIA Log → Roll Call block → Took a call, no roll call*

**Watch out:** If you already typed a Time in or details on Roll Call, it asks first: "Take Roll Call off this sheet?" and warns that the time and details will be cleared. Roll Call stays off until you add it back, but every new sheet starts with it on. Adding it back uses a row like any action, so on a full sheet you are told to delete an action first. The button is hidden once the sheet is finalized.

### Unit inspection (no new damage) DENVER FREE

Fills the form's UNIT INSPECTION / No new damage box. Your answer prints after "No new damage" on the PDF, and "New Damage" also shows in the Shift details summary.

**How:** Shift details → "Unit inspection" (labelled "no new damage") → pick "Yes" for no new damage, "New Damage", or "Leave blank".

*DIA Log → Shift details → Unit inspection*

**Watch out:** Picking New Damage shows a reminder: "Describe the new damage in an action on the log." The box only carries the answer, so the description goes in an action. The answer belongs to that one sheet: a new sheet, or the new sheet each day, starts blank again.

### Search a business or address (when driving) DENVER FREE

Once a vehicle is typed in Unit no., each action's location can be searched instead of picked. Suggestions include the airport list and your saved locations, plus a live search centred on the airport (rental car lots, hotels, Pena Blvd), not on your home. Picking one fills the place name, usually with the city, state and ZIP left off, and closes the list.

**How:** Type your vehicle in Unit no. Then on an action tap "🔎 Search a business or address" (or pick "Other, search or type it" in the Location dropdown) and start typing in the box (placeholder "Business, address, or where at DIA"). Live results join the list once you have typed four or more characters. Tap a suggestion, or just type the place yourself.

🛬 *DIA Log → an action block → Location → 🔎 Search a business or address*

**Watch out:** Nothing on the sheet changes until you pick or type a place. Leave the box empty and it goes back to the list with your old location kept. Officers on foot in the terminal (Unit no. blank) keep the plain airport list and do not see these buttons. Suggestions marked "Google Maps" come from Google. The buttons are hidden once the sheet is finalized.

### Use my location (DIA log) DENVER FREE

Fills an action's location with the place you are standing at. A "Where are you?" sheet lists nearby businesses and the street address; tap one and it fills the location with the city, state and ZIP trimmed off.

**How:** With a vehicle in Unit no., tap "📍 Use my location" under an action's Location. Allow location if your phone asks, then tap the place you're at, or Cancel.

🛬 *DIA Log → an action block → Location → 📍 Use my location*

**Watch out:** Only shows once Unit no. has a vehicle, and it is hidden on a finalized sheet. If you are at the terminal it warns that GPS is rough there and the airport list may be quicker. If location is blocked it tells you to allow location for Centurion Blue in your phone's settings, or to search instead. Your position is sent once for the lookup and is not stored or logged. It needs you signed in, and heavy use in one hour is paused for a while with a message saying so.

### Long entries carry onto the next row DENVER FREE

On the PDF, the Kind of action box holds two lines. A longer entry now fills that box at normal size and carries on into the next row of the form, with that row's other boxes left blank, the way you would continue onto the next line of the paper form.

**How:** Nothing to do. Type the full disposition and the PDF lays it out.

🛬 *DIA Log → View PDF / Download PDF / Email the sheet*

**Watch out:** Continuation rows use up the form's 43 rows. If they would run past the end, the app shrinks the longest entries back into a single row instead. If something still cannot fit, the PDF is not built and you are told which action is too long, with the advice to shorten its details or finalize this sheet and start a new one for the rest of the shift. Nothing is ever cut off silently.

# 9 Wellness and fitness

DPD Wellness Rewards points, the APFT sheet, the gym log, and the quarterly packet.

### Denver Wellness Portal (turning it on) DENVER FREE

Adds a 💚 Wellness tab that tracks your DPD Wellness Rewards points toward comp time, builds the quarterly Tally Sheet, and holds your proof files. It is free, and it is a Denver-only feature.

**How:** In the Setup screen, Denver officers are asked "Do you want to track your DPD Wellness here?" Tap "Yes" to turn it on, or "No thanks". Any time after that, go to Settings, scroll to the card headed "💚 Denver Wellness Portal", and tick "Show the Wellness tab". The app jumps you straight to the new tab. Untick it and the tab disappears again and you land back on Settings.

*Settings → 💚 Denver Wellness Portal → "Show the Wellness tab". The tab lands after the DIA Log tab if you have that on, otherwise after Calendar (Premium) or first in the tab bar.*

**Watch out:** The Settings card is hidden on the nationwide edition and the tab never shows there. Wellness Rewards is a DPD program, so nationwide officers do not get it. It is on the free tier: nothing here needs Premium. Once it is on, the same Settings card also holds "Tell me before a Tally Sheet is due" and the "Apple Watch and Health workouts" choice (both greyed out on the website), and in the phone app, "Check by hand".

### Portal navigation: 🏠 Portal, + Log Points, 🚴 APFT, 🏋 Gym Log, 📄 Tally Sheet, 📖 Program DENVER FREE

Six screens inside the Wellness tab, with a "‹ Back" button that walks back through the screens you came from instead of leaving the app.

**How:** Tap the row of buttons across the top of the Wellness tab. "‹ Back" closes an open entry composer first, then steps back through the screens, then drops you on the app's Home tab.

*Wellness tab, top nav row.*

### Points-to-comp-time score and progress bar DENVER FREE

Shows your total points for the year and the hours of comp time they have earned, with markers at 125, 250, 375 and 500, and tells you how many more points reach the next tier.

**How:** Open the Wellness tab. The hero card at the top shows "points in [year]" and "hours of comp time earned". Use the year dropdown in the same card to look at a different year (2024 forward, plus next year).

*Wellness → 🏠 Portal, top card.*

**Watch out:** 500 points is where comp time stops at 20 hours for the year, even though the categories add up to well over 900 possible points. Points do not carry over to the next year, and the comp time lands in a bank titled "Wellness Rewards" by March 1 of the following year.

### Your four quarters card DENVER FREE

One tile per quarter showing the dates it covers, the points on it, its Tally Sheet due date, and its status.

**How:** Wellness → 🏠 Portal → "📅 Your four quarters". Each tile shows its status: "✅ Sent" with the date you ticked it, "In progress", "Not started", "[n] days to send", or "⚠️ [n] days past due". Tap "Open" on a quarter to jump straight to that quarter's Tally Sheet.

*Wellness → 🏠 Portal → 📅 Your four quarters.*

**Watch out:** Fourth Quarter's sheet is due January 15 of the FOLLOWING year, not in December. Past due is only a label: Open, the packet, the email and the Health import all still work for a late quarter. A quarter you ticked as sent during Setup shows just "✅ Sent" with no date, because the app does not know the day you actually sent it.

### What earns points (the 27-activity catalogue) DENVER FREE

Every activity the program pays for, each with its point value, its yearly maximum, a bar showing how much of that maximum you have used, what counts as proof, and the guidelines page number.

**How:** Wellness → 🏠 Portal → "⭐ What earns points". Tap any line to open the composer and log it. For the full department write-up on an activity, go to 📖 Program → "⭐ Every activity, in detail" and tap the activity to expand it.

*Wellness → 🏠 Portal → ⭐ What earns points; longer detail under Wellness → 📖 Program → ⭐ Every activity, in detail.*

**Watch out:** Each activity has its own annual ceiling and the portal holds you to it, so logging a third dental cleaning or a third blood donation adds nothing. On a quarter sheet the ceiling is spent in quarter order, so a later quarter only gets what earlier quarters left.

### Log an activity (proof is required before it saves) DENVER FREE

A one-screen composer for a single activity: date you did it, an optional note, and the proof photo or PDF. Nothing reaches your Tally Sheet until proof is attached.

**How:** Wellness → "+ Log Points", tap the activity. In the composer set "Date you did it", add a note if you want, then tap "📷 Take a photo or pick a file". The Save button changes from "Attach proof to record" to "✓ Record on my sheet" once the file is on. Tap it.

*Wellness → + Log Points (the screen's own heading is "➕ Log an activity"), or tap any line under ⭐ What earns points.*

**Watch out:** Only one composer opens at a time, so extra taps on the activity grid do nothing. An entry with no valid date is refused, because the sheet is filed by quarter. Photos are compressed; a PDF over 4 MB is rejected with a prompt to photograph the page instead. Tapping the Annual Physical Fitness Test or the Gym line does not open a composer, it jumps you to the 🏃 APFT or 🏋️ Gym Log screen instead.

### Wellness Continuing Education, logged in hours DENVER FREE

CE is the one activity logged in hours rather than events: 15 points for every 4 hours, up to 60 points a year. The portal adds the hours up across the year and converts them.

**How:** Wellness → ✚ Log Points → "Wellness Continuing Education". Enter "Hours attended" in the composer and attach the certificate of attendance showing total hours.

*Wellness → ✚ Log Points → Wellness Continuing Education.*

**Watch out:** Hours are summed over the whole YEAR before converting, so 3 hours in Q1 and 3 in Q2 is 15 points on the Q2 sheet, not zero in both. Each quarter is credited with the increase, so the running total is right and no quarter double-claims. The composer opens with 4 hours already filled in.

### Organized Event picker DENVER FREE

Pick the event from a list and the points fill themselves in, from 10 for a short organized walk up to 100 for a 100-mile ultra or a full Ironman, capped at 200 points for the year.

**How:** Wellness → "+ Log Points" → "Organized Event". Choose from the "Which event" dropdown, put the race name in the "Note (event name)" field, and attach a photo of your bib number or the race results.

*Wellness → + Log Points → Organized Event.*

**Watch out:** "Other organized event" only pays 10 points; anything not on the list is evaluated case by case by the program.

### APFT score sheet DENVER FREE

Fill in an Army Physical Fitness Test score sheet in the app and print it laid out to match the Denver Police Academy U.S. Army Fitness Test Score Sheet, with the signature blocks left blank for wet ink.

**How:** Wellness → "🏃 APFT" → "✚ New score sheet". Fill in Name, Badge, Assignment, Date, Time, Age and Sex, then the reps and the POINTS the scorer gives you for Push Ups, Sit Ups and the run. Switch the third event with the "2 Mile Run" / "10K Bike (pass / fail)" buttons. Fill in "Officer verifying scores (print)" and "Academy staff instructor (print)" with their badges, then "⬇ Download score sheet" or "✉ Email it". When the signed copy comes back, tap "📷 Attach the signed sheet".

*Wellness → 🏃 APFT (the screen's own heading is "🏃 Army Physical Fitness Test").*

**Watch out:** You type the points, the app does not calculate them: they come from the Academy's Male and Female charts on the DPD WEB under Health. 50 is the floor (under 50 in an event is worth nothing, and the field shows "under 50, no points"), 100 is the per-event ceiling ("capped at 100"), so one test is worth at most 300. Only your BEST single session in the year counts toward Wellness Rewards even if you test four times. The 10K bike substitute is pass/fail, so 50 points or none, and the checkbox reads "Passed, 50".

### Academy APFT test dates list DENVER FREE

Shows the Academy's published 2025 APFT schedule, quarter by quarter, as a guide to the pattern of test dates.

**How:** Wellness → 🤸 APFT, scroll to "🗓️ Academy test dates".

*Wellness → 🤸 APFT → 🗓️ Academy test dates.*

**Watch out:** These are 2025 dates only. The card says outright the Academy publishes fresh dates every year, so confirm the current ones before you drive out there. Test windows shown are 1000 to 1100 and 1400 to 1500 hours.

### Quarterly Gym / Fitness Attendance Log DENVER FREE

Counts your workouts toward the 52 sessions a quarter that earn 25 Wellness Points, on the department's three-monthly-sheets, four-week-buckets layout.

**How:** Wellness → "🏋️ Gym Log". Pick the quarter with the "First Qtr" / "Second Qtr" / "Third Qtr" / "Fourth Qtr" buttons. The counter at the top reads "[n] of 52 sessions" and flips to "✅ 25 points earned" at 52. Fill the Month 1 / Month 2 / Month 3 tables by hand if you want, or use the day-by-day logger below. "⬇ Download the log" or "✉ Email it", both in the "📎 Gym report instead" card at the bottom, print the sheet.

*Wellness → 🏋️ Gym Log (heading "🏋️ Quarterly Gym / Fitness Attendance Log").*

**Watch out:** It is a cliff, not a slope: 51 sessions earns nothing and 52 earns 25. The arrows on a week box stop at 14, the most the paper form allows in one box, but a number you type there is not checked, so keep each week at 14 or under yourself. Sessions added from the Log a workout form or from Health never push a week past 14. The month name is pre-filled with the real calendar month but you can overwrite it. The printed sheet carries the department's own note that a workout should be at least 30 minutes, not counting stretching and warm up before or cool down after, which is stricter than the in-app copy that says effort matters more than duration. Gym sessions count as work on a quarter for the due reminders even before you reach 52.

### Day-by-day workout logging DENVER FREE

Log one workout at a time with the date, what you did and the start and end times. It adds itself into the right month and week bucket of the paper form automatically, and keeps a session list you can delete from.

**How:** Wellness → 🏋️ Gym Log → "📅 Log a workout". Set the "Day", type the "Exercise" (or tap one of the chips: Lifting/weights, Running, Jogging, Biking, Walking, Hiking, Swimming, Rowing, Yoga, Golf, Skiing, 10k steps), fill "Start time (24-hr, e.g. 0600)" and "End time (24-hr, e.g. 0700)", then tap "➕ Log this workout". Sessions appear under "This quarter's sessions, [n]" with a ✕ to remove.

*Wellness → 🏋️ Gym Log → 📅 Log a workout.*

**Watch out:** The Day box does not keep the date you picked after saving: it goes back to today, or the first day of the selected quarter if today is outside it, so re-set the Day before logging another past workout. Exercise, Start time and End time come back empty. Exercise names you have ever typed are remembered and suggested next time. Adding a session ADDS to whatever the week box already holds rather than recomputing it, so a quarter you filled in by hand before is never wiped. Deleting a session also drops its workout name from the week box when nothing else in that bucket used it. A date outside the selected quarter is refused, an empty Exercise is refused, and an End time at or before the Start time is refused. A line on the Gym Log, just above the Health card, tells you how long it has been since your last logged workout, for example "You trained yesterday. A 30 minute walk today keeps it going."

### Gym attendance report instead of the log DENVER FREE

Attach your gym's own printed attendance report and tick a box to claim the 25 points without filling in the log by hand.

**How:** Wellness → 🏋️ Gym Log → "📎 Gym report instead" → "📷 Attach gym report", then tick "My attached report shows 52 or more sessions this quarter".

*Wellness → 🏋️ Gym Log → 📎 Gym report instead.*

> **Watch out:** Ticking the box awards the 25 points regardless of what the in-app counter says, so it is on you that the report really shows 52. Removing the report file, from the packet screen or from here, does not untick the box and does not delete your logged sessions.

### Apple Health / Health Connect workout import DENVER PHONE APPS FREE

Reads workouts you already recorded on your phone or watch and offers them for the Gym Log. It takes every workout Apple Health or Health Connect holds, from any app or device allowed to write workouts there: Apple Watch, Cyclemeter, Strava, Peloton, Zwift, Garmin, Fitbit, Nike Run Club and the rest. Each row names the app it came from, and the card lists the apps and devices seen on the last check. You add them a month at a time, unless you turn on automatic adding in Settings. After you add a day, the sessions list keeps the app's name. If two apps recorded the same day, the row shows the other one under "also that day"; one session a day still goes on the sheet.

**How:** Wellness → 🏋 Gym Log. On the "⌚ Apple Health" card ("⌚ Health Connect" on Android), tap "⌚ Connect Apple Health" ("⌚ Connect Health Connect"). It opens Settings, Denver Wellness Portal, at "Check by hand": tap the same button there and allow Workouts (Exercise on Android). On iOS 27 or later, pick "All Recorded Data and Future Data" when iPhone asks how much to share. You can also connect from the Setup screen. To read further back, pick a range in the dropdown under "Check by hand" and tap "↻ Check now"; if workouts are waiting for a tap, the app takes you to the Gym Log. After that, unless you chose Off, the automatic check runs each time you open the app or the Wellness tab. Tap "Review" on a quarter, then "+ Add [n]" under a month to add that month's days. Use the ✕ on a day to skip it, or the ✕ on a quarter row to never be offered that quarter again. Choose how new workouts are handled under "Apple Watch and Health workouts" in the same Settings card: "Off, I will tap Connect myself", "Check automatically, I confirm each one" (the default) or "Add them to my gym log automatically".

*Wellness → 🏋 Gym Log → ⌚ Apple Health / ⌚ Health Connect card, above "📅 Log a workout". Settings → 💚 Denver Wellness Portal → Apple Watch and Health workouts, and Check by hand.*

**Watch out:** Not on the website at all. One session per calendar day, never one per workout record, because a watch often records several short workouts a day and this is a sheet you sign: a real workout beats a stretch or cool-down, then the longest one wins. A day under 30 minutes is flagged "under 30 min, check this counts" rather than dropped. Stretch, cool-down, warm-up and "Other" sessions are flagged "check this counts" and never added automatically. With "Add them to my gym log automatically" on, the automatic check adds only the quarter it just read, the one you are in. Workouts turned up by a wider year or back-to-2024 check wait on the card for Review and your tap, except when you tap "↻ Check now" yourself with automatic adding on: then that check's workouts are added, one a day. Nothing is ever added past 14 in one week box, and those days stay listed so you can deal with them by hand. Results from a wider check stay listed while you review them; the automatic check does not clear them. The quarter you are viewing is marked "The quarter shown below." A quarter ticked as emailed to DPD Wellness shows as "Sent", with "Ticked as emailed to DPD Wellness on [date], so it was not checked and nothing is added to it", and tells you how to reopen it: untick it on the Tally Sheet tab, then use Check by hand in Settings, Denver Wellness Portal. When a check finds nothing new, the card names any quarters it skipped because they were marked sent. If "+ Add" reaches a quarter marked sent, a pop-up says how many were not added and how to untick "I have emailed this quarter's Tally Sheet and documentation", add them, and send DPD Wellness a corrected packet. A month import tells you how many days it skipped because a week already held 14. On iPhone an empty result is not proof of anything, because iOS reports "no data" the same way whether there are none or the permission is off; check Settings, Privacy & Security, Health, Centurion Blue. On iOS 27 or later, choosing "Past 30 Days and Future Data" means nothing from more than 30 days before you connected comes across; the card says so, and a quarter only partly covered reads "Partly covered: Apple Health only shares workouts from [date] on, so this count may be short. Add anything earlier by hand." To change it, open the iPhone Settings app, then Privacy & Security, Health, Centurion Blue, tap Workouts and choose Full Access. On Android, see the Health Connect reach note. Samsung Health or Galaxy Watch users must switch the sync on once in Samsung Health, Settings, Health Connect, and allow Exercise. The last check, and the lists of skipped and already-seen workouts, stay on this phone; added sessions sync with your account. Steps and activity rings

are not workouts: only sessions started in the Workout app, or written by another app, come across. If an app's workouts are missing, turn on its own Apple Health or Health Connect option, then on iPhone open Settings, Privacy & Security, Health, pick the app and allow Workouts; on Android open Health Connect, App permissions, pick the app and allow Exercise. Some apps, Zwift for one, reach Health only through Strava. On Android the label is the app that wrote the workout, not the watch model. The automatic check only starts after you have connected once, and waits until your account has finished loading. Skipping a day hides only the records seen at that moment: a workout that reaches Health later on that date is offered again.

### Wellness Rewards Tally Sheet builder DENVER FREE

Builds the department's Tally Sheet for a quarter: ticks the quarter box, fills your name and badge, fills both activity columns, adds up each column sub-total and the TOTAL POINTS, prints the documentation check-off list, and adds a Detail line showing what generated each row.

**How:** Wellness → "📄 Tally Sheet". Pick the quarter with the "First Qtr" / "Second Qtr" / "Third Qtr" / "Fourth Qtr" buttons and check the "What is on the sheet" table. Then tap "⬇ Download the packet" or "✉ Email the packet". Print it, sign the Tally Sheet page, scan it back as one PDF, and email it to DPDWellness@denvergov.org. There is also an "✉ DPDWellness@denvergov.org" button that just opens a blank mail to that address.

*Wellness → 📄 Tally Sheet (heading "📄 Wellness Rewards Tally Sheet") → "Send it" card.*

**Watch out:** The signature line is deliberately left blank: the sheet has to be signed by hand, and the printed sheet says "(My signature affirms all information reported is true and accurate)". Deadlines are the 15th of April, July, October and January. The due box under the quarter buttons shows days left, days past due, or "sent" with the date you ticked it. Once the due date has passed and the quarter is not marked sent, it says the due date has passed, that you can still build this packet and email it to DPDWellness@denvergov.org, and that whether a late sheet is accepted is up to the Resiliency and Wellness Program, so ask them.

### One-PDF packet with every proof behind the sheet DENVER FREE

The packet is one PDF: the Tally Sheet page, then the Gym Log if this quarter claims its points, then the APFT score sheet if a test is claimed, then a labelled page per proof file with your photos drawn full page.

**How:** Wellness → 📄 Tally Sheet → "⬇ Download the packet" (or "✉ Email the packet", which on a phone hands the PDF straight to your mail app or share sheet).

*Wellness → 📄 Tally Sheet → Send it.*

**Watch out:** PDF proofs are merged in as real pages when the app can read them; a password-protected or damaged PDF gets a placeholder page and an alert telling you to attach that file to the same email separately. Each proof gets its own header page reading "Documentation N of M: [label]". On the web the PDF downloads first and then the mail window opens with a note to attach it.

### Packet file naming DENVER FREE

Names the file with your name and badge number the way the department asks, so you do not have to rename the scan.

**How:** Nothing to do. The packet saves as e.g. "[Your Name] [Badge] Wellness First Qtr 2026.pdf"; the gym log adds " Gym Log" and the APFT sheet saves as "[Name] [Badge] APFT [date].pdf".

*Automatic on every download or email from the Wellness tab.*

**Watch out:** The name comes from your registration name or your Settings name, whichever is real, with a trailing badge or P-number stripped; the badge comes from your profile or Settings. If both are blank the file says "Officer".

### Documentation list, missing-proof warning and duplicate flag DENVER FREE

Lists everything going into the packet, warns you about any line claiming points with no proof attached, and flags the same activity logged twice on the same day as a "possible duplicate".

**How:** Wellness → 📄 Tally Sheet → "📎 Documentation in the packet". Tap "📷 Attach" on a flagged line, "View" to open a file, or "✕ Remove" to take an item off the sheet and out of the packet.

*Wellness → 📄 Tally Sheet → 📎 Documentation in the packet.*

**Watch out:** Removing an activity or an APFT sheet takes its POINTS off the sheet too, and the confirm box tells you how many. Removing the gym report only removes the file, your Gym Log and sessions stay. The Gym Log and APFT sheet are generated into the packet, so they never show as "missing proof".

### Mark a quarter as sent DENVER FREE

Records that you emailed the quarter, which stops the reminders for it and unlocks clearing its proof files.

**How:** Wellness → 📄 Tally Sheet → Send it → tick "I have emailed this quarter's Tally Sheet and documentation". To reopen a quarter, untick the same box: the app asks "Reopen [Quarter] Quarter [year]?", reminds you when you marked it emailed, and warns that the packet is built fresh each time, so a new one can differ from the copy you sent. If you add anything, send the corrected packet. In the Setup screen, "Tally Sheets already sent" lets you tick earlier quarters of this year you already turned in.

*Wellness → 📄 Tally Sheet → Send it.*

**Watch out:** Ticking it stops the reminders for that quarter and lets you clear its proof files from the portal home page. A quarter marked sent is never checked by the Health import and nothing is added to it: the Health card shows it as "Sent" and explains how to reopen it. Quarters ticked during Setup show just "✅ Sent" or "sent", with no date, because the app does not know the day you sent them.

### Proof file storage and cleanup DENVER FREE

Shows how many MB of proof photos and PDFs you are carrying, warns when it is getting large, and can wipe the files from quarters you have already sent.

**How:** Wellness → 🏠 Portal → "💾 Your proof files" → "🧹 Clear proof files from sent quarters".

*Wellness → 🏠 Portal → 💾 Your proof files.*

**Watch out:** Only quarters you ticked as sent are cleared, and if nothing is marked sent it just says "Nothing has been marked as sent yet." The activities and their points stay, only the attached photos and PDFs go. Do it after the packet is actually emailed, because the files cannot be recovered. Proof files sync to every device you sign in on, so a big library is a real storage cost; over 8 MB the card adds "getting large, clear the quarters you have already sent".

### Tally Sheet due reminders DENVER FREE

A green banner on Home (red when any quarter is overdue) when a Tally Sheet is due or overdue. It names the quarter and year, when it is due or how many days late, and what is on it: your points, or, when you have gym sessions but no points yet, "You have [n] gym sessions on that quarter and no points yet. 52 sessions in a quarter earns 25 points." The same reminder appears as an alert row and at the top of the Wellness portal.

**How:** Nothing to turn on. On Home, tap "Open" to jump to the Tally Sheet, or "Later" to hide it for the rest of the day. In the alerts list, the row is titled "Wellness Tally Sheet due" and names up to three quarters in words with their year (for example "Third Quarter 2026"), then "+[n] more", with an "Open" action.

*Home screen banner; alerts list; Wellness → 🏠 Portal, top of the page.*

**Watch out:** It checks all eight quarters of last year and this year, so an older unsent sheet is still mentioned after January 1. A quarter starts showing the day AFTER it ends and stays until you tick it as sent. The banner names the nearest quarter still inside its due date, or, when every one is overdue, the most recent overdue one, and adds "[Quarter] is still open too" or "[n] earlier quarters are still open too" for other overdue ones. Past the due date it says you can still build the packet and email it to DPDWellness@denvergov.org, and that whether a late sheet is accepted is up to the Resiliency and Wellness Program. A quarter with no points and no gym sessions drops off 45 days after it ends. The alert row turns to the warning colour once any quarter is past due. A phone notification is separate and needs its own switch, see Tally Sheet due phone notification.

### Daily "log your workout" reminder PHONE APPS FREE

A daily phone notification at a time you pick, telling you to add today's session to your Gym Log so the quarter stays accurate.

**How:** Settings → "⏰ Workout reminders" → tick "Remind me to log my workout, every day" and set the "Time" (6:00 PM unless you change it). It repeats every day at that time. On Denver you can also turn it on in the Setup screen's "Wellness reminders" box with "A daily reminder to log my workout".

*Settings → ⏰ Workout reminders (the card appears when the Wellness tab or the Fitness tab is on).*

**Watch out:** The notification is titled "Log today's workout" and reads "Add today's session to your Gym Log so the quarter stays accurate." If the Wellness Portal is off and only the Fitness tab is on, it reads "Check off today's session on your plan." instead. On the web the row shows greyed out with the note "Available in the iPhone and Android app. The reminder is scheduled on your phone, so it arrives at the time you pick even with no signal." Turning it on asks for the same phone notification permission as everything else, but it does not switch your job reminders back on.

### 📖 Program tab: the whole Wellness Rewards program in the department's own words

DENVER FREE

A reference screen: why the program exists, how points are paid, what counts and when, how to send it in, privacy, the points-to-comp-time table, the quarters and due dates table, and a detailed write-up of every single activity with its proof requirement and guidelines page number.

**How:** Wellness → "📖 Program". Tap any activity under "⭐ Every activity, in detail" to expand it, and "➕ Log this" inside it to log it there and then. There is also a "📖 How to use this" button on the Portal home that opens the guide PDF at centurionblue.com/wellness-guide.pdf.

*Wellness → 📖 Program (heading "📖 The Wellness Rewards Program"); the guide link is Wellness → 🏠 Portal, in the due banner's button row.*

**Watch out:** The privacy section is worth reading: an annual mental health check is your own business, a body composition test only needs proof the test happened (your weight and body fat percentage can be blacked out), and online health assessment answers go to your insurer, not the City or the Department.

### Wellness disclaimer and non-affiliation notice DENVER FREE

A footer on every Wellness screen stating that point values follow the 2025 Wellness Rewards Guidelines, that Centurion Blue is not endorsed by or affiliated with the Denver Police Department, the DPD Resiliency and Wellness Program or the City and County of Denver, and that this is a personal tracking tool.

**How:** Nothing to do, it is at the bottom of every screen in the Wellness tab.

*Wellness tab, footer.*

**Watch out:** It also tells officers to confirm current values and deadlines with DPDWellness@denvergov.org before submitting, because the guidelines are not published publicly and the app is built off the 2025 version.

### Fitness & Diet Coaching add-on PREMIUM

A paid add-on that adds a 🏋 Fitness tab with a general weekly workout template, matching nutrition guidance, a daily checklist and a streak. It is template-only, not personalized medical, dietary or coaching advice.

**How:** Settings → "🏋 Fitness & Diet Coaching (add-on)" → tick "Show the Fitness tab". On the tab, tap "Get Fitness & Diet Coaching, $39.99/yr" to buy through Stripe, or "I already paid, recheck" if you just paid.

*Settings → 🏋 Fitness & Diet Coaching; then the 🏋 Fitness tab.*

**Watch out:** The Fitness tab only shows with Premium (including the nationwide 30-day trial), the same way the Dashboard and Tax Center do, so it needs Premium plus the $39.99/year add-on. It is hidden on the free Denver plan. In the iPhone and Android apps the add-on is not sold yet: the buy button is not shown and you see "This add-on is not available in the app yet. If you already have it, tap recheck." After paying, it can take about 20 seconds to show, hence the recheck button.

### Fitness intake questionnaire PREMIUM

Captures your exercise history, goals, current activity level, injuries and whether you take a prescription medication, for your own record and to trigger the right safety banner.

**How:** 🏋️ Fitness tab (once you have the add-on) → "📝 Tell us where you are starting from". Fill it in and tap "Save & choose my plan". You can reopen it later with "✎ Edit my info" on the plan card, or "Edit what you told us" on the plan picker.

🏋️ *Fitness tab, before the plan picker.*

**Watch out:** The intake never customizes the plan, and nobody reviews it, which the form says outright. Ticking "I am currently taking a prescription medication" (and the GLP-1 sub-box for Ozempic, Wegovy or Zepbound) puts a permanent banner at the top of the tab telling you to talk to your prescribing physician before starting or changing an exercise or diet routine.

### Four workout plan templates PREMIUM

Pick one of four general, evidence-based weekly templates: 🛡️ General Fitness & Duty Readiness, 💪 Strength & Muscle, 🏃 Weight Management & Cardio Endurance, or 🩹 Return to Activity Base.

**How:** 🏋️ Fitness tab → "Choose your plan" → "Choose this plan" under the one you want. Switch later with "🔁 Switch plan".

🏋️ *Fitness tab → Choose your plan.*

**Watch out:** The Return to Activity Base plan's own blurb says "Clear it with your doctor or physical therapist first." Nothing is locked in: switching plans keeps your log.

### Daily plan checklist, streak and log history PREMIUM

Shows today's session from your plan as a checklist you tick off item by item, with a running consecutive-day streak and the plan's nutrition guidance underneath.

**How:** 🏋️ Fitness tab. Tick each exercise as you do it. Tap "📅 View my log history" to see the last 14 days (the button then reads "📅 Hide my log history").

🏋️ *Fitness tab, main card, with "🍽 Nutrition guidance for this plan" below the checklist.*

**Watch out:** The streak counts consecutive days with at least one item checked. Today not being ticked yet does not break it, only a genuinely empty past day does. The day shown is picked from the phone's day of the week, so a night-shift workout after midnight lands on the new day's plan.

### Calorie & Food Log PREMIUM

Sets a daily calorie goal from the standard Mifflin-St Jeor formula using numbers you type in, then logs food across Breakfast, Lunch, Dinner and Snacks with protein, carb and fat bars against it. Included in the coaching add-on at no extra charge.

**How:** 🏋 Fitness tab → "🍽 Calorie & Food Log". Choose "Calculate it for me" (Sex, Age, "Height, inches", "Weight, pounds", Activity level, Goal) or "I already know my number", then "Save my goal". Type in the "Search a food to add..." box under a meal and it asks how many grams, or tap "Add manually" to enter name, calories and optional macros. Recently used foods appear as one-tap chips. Use "Adjust goal" to change it later.

🏋 *Fitness tab → 🍽 Calorie & Food Log.*

**Watch out:** A calculated goal under 1200 kcal is raised to 1200, and the app says so on screen: "Raised to 1200 kcal, a standard safety floor." A custom number must be at least 800. Food data is crowdsourced from product labels (Open Food Facts) and is uneven on generic whole foods, so manual entry is a first-class option, not a fallback. Every screen of the tab carries a notice that this is general information, not medical, dietary or coaching advice, and that Centurion Blue is not a doctor, dietitian or licensed fitness professional.

### Weight log inside the food tracker PREMIUM

Logs today's weight in pounds and feeds it straight back into the calorie calculator, so the goal stays current without a separate update step. Shows your last seven logged weights.

**How:** 🏋 Fitness tab → 🍽 Calorie & Food Log → scroll to "Weight" → "Log today’s weight" (or "Update today’s weight" if you already logged one today) and type the number.

🏋 *Fitness tab → 🍽 Calorie & Food Log → Weight.*

**Watch out:** It overwrites the weight in your calorie goal, which can change your daily target the moment you save it. The history strip shows the last seven logged weights found in the past 30 days.

### Setup: Wellness boxes DENVER FREE

During the Setup screen, Denver officers (free and paid) are asked "Do you want to track your DPD Wellness here?" A Yes turns on the Wellness tab and can bring up more boxes: tick Tally Sheets you already sent this year, connect Apple Health or Health Connect, and pick Wellness reminders.

**How:** In Setup, on the "Wellness" box, tap "Yes" (or "No thanks"). "Tally Sheets already sent" lists each earlier quarter of this year, for example "Quarter 1 (January to March)"; tick the ones you already sent to DPD Wellness. In the phone app, "Connect Apple Health" ("Connect Health Connect" on Android) has a "When new workouts show up" choice: "Show them to me to confirm (recommended)", "Add them to my gym log automatically" or "Off, I'll check myself", and a Connect button that reports how many workouts it checked this year and how many it added. "Wellness reminders" has checkboxes for "A week before each Tally Sheet is due", "A daily reminder to work out" and "A daily reminder to log my workout", each daily one with a time.

*Setup screen (Denver).*

**Watch out:** It is included free, and you can turn it on or off later in Settings. The Tally Sheets already sent box only appears once at least one quarter of this year has ended. Quarters ticked there are left alone, so workouts brought in later are never added to a sheet you already turned in, and they show "✅ Sent" with no date. The Health and reminder boxes only appear in the iPhone and Android app, and you can skip them. If Apple Health answers with no workouts, the box explains how to allow Workouts in the iPhone Settings app.

### Health check: how far back it reads (Look back) DENVER PHONE APPS FREE

Sets how far back a hand check of Apple Health or Health Connect reads. There are three choices: the year shown in the portal's year picker ("All of 2025" for a finished year, "2026 so far" for the current one), "This quarter only", and "Everything back to 2024". The year choice is the default, because Wellness Rewards points are tallied by calendar year.

**How:** Settings → 💚 Denver Wellness Portal → "Check by hand". Pick a range in the dropdown and tap "↻ Check now". To read a different year, change the year picker at the top of the Wellness portal first. The Health card on the Gym Log shows "Looking back: [range]" and, after a year check, "The last check covered [year]".

*Settings → 💚 Denver Wellness Portal → Check by hand; Wellness → 🏋 Gym Log → Health card.*

**Watch out:** Your pick stays after you close and reopen the app. If the year picker is set to a year that has not started, the check reads the current year and the card says so. The automatic check only ever reads the quarter you are in; a wider range is how older workouts come across. "This quarter only" reads the most recent quarter not yet marked sent. With "Add them to my gym log automatically" on, tapping "↻ Check now" adds the workouts that check read, one a day, except stretch, cool-down, warm-up and "Other" sessions, never past 14 in a week, and never on a quarter marked sent. On Android, Health Connect's own 30-day limit still applies, see the Health Connect reach note.

### Health Connect reach note (Android) DENVER ANDROID FREE

On Android, the Health card explains when Health Connect cannot give the app some of your older workouts. It names the date it can read from, for example "Health Connect can only read your workouts from [date] on.", and lists which quarters were not read at all or are only partly covered.

**How:** Nothing to tap. The note appears at the top of the Health card on the Gym Log only when a quarter could not be read or was only partly read. Add older workouts by hand in the Month 1, Month 2 and Month 3 grids or with "Log a workout".

*Wellness → 🏋 Gym Log → 📱 Health Connect card (Android).*

**Watch out:** Health Connect shares other apps' workouts from 30 days before the day you first connected Centurion Blue, plus everything since, so how far back it goes depends on when you connected, not on today. This version of the app does not ask Health Connect for your older workouts, so there is nothing to turn on. A quarter that failed with an error is shown separately, as could not be read because Health Connect returned an error, with advice to check again and add it by hand if it keeps happening, because that is not the 30-day limit. Quarter rows out of reach read "Can't be read: Health Connect only shares workouts from [date] on, so add this quarter by hand". A partly covered count can be short, so check it before you sign.

### Tally Sheet due phone notification DENVER PHONE APPS FREE

A phone notification a week before a quarter's Tally Sheet is due, naming the quarter and year (for example "Third Quarter 2026 is due...") and what is on it: your points, or your gym sessions when you have no points yet, with "52 sessions in a quarter earns 25 points."

**How:** Settings → 💚 Denver Wellness Portal → tick "Tell me before a Tally Sheet is due". You can also tick "A week before each Tally Sheet is due" in the Setup screen's Wellness reminders box.

*Settings → 💚 Denver Wellness Portal; phone notifications.*

**Watch out:** Phone app only; on the web the box is greyed out. If you already have money and deadline alerts on, it is already on through those. It arrives at your "Daily reminders at" time (9:00 AM unless you changed it). It names the nearest quarter still before its reminder date. When every reminder date has passed, it comes the next morning instead, names the most recent open quarter rather than the oldest, and is titled "Wellness Tally Sheet due" or, once the due date has passed, "Wellness Tally Sheet still open". It covers all eight quarters of last year and this year, and stops for a quarter once you tick it as sent. Turning it on does not switch your job reminders back on.

### Gym Log pace notification DENVER PHONE APPS FREE

One phone notification three weeks before the quarter ends if you are short of 52 gym sessions, in the form "[n] of 52 sessions this quarter with [n] days left. [n] more earns the 25 points."

**How:** It comes with "Tell me before a Tally Sheet is due" in Settings → 💚 Denver Wellness Portal (or with money and deadline alerts). Nothing else to set.

*Phone notifications, titled "Gym Log".*

**Watch out:** Only for the quarter in progress, and only when you have fewer than 52 sessions logged. The numbers in it, sessions and days left, are the ones from when the app last set up your notifications, so open the app now and then to keep them current. Phone app only.

### Daily "time for your workout" reminder PHONE APPS FREE

A daily phone notification at a time you pick, nudging you to get your workout in. It names the date of your last logged workout, for example "Your last logged workout was Monday, Sep 28. A 30 minute walk counts."

**How:** Settings → "⏰ Workout reminders" → tick "Remind me to start my workout, every day" and set the "Time" (5:00 PM unless you change it). On Denver you can also tick "A daily reminder to work out" in the Setup screen's Wellness reminders box.

*Settings → ⏰ Workout reminders (the card appears when the Wellness tab or the Fitness tab is on).*

**Watch out:** The notification is titled "Time for your workout". It names a date rather than a day count, because the text is set when the reminder is scheduled. With nothing logged yet it says a 30 minute walk is a good place to start. On the web the row is greyed out: it is scheduled on your phone, so it arrives even with no signal. Turning it on does not switch your job reminders back on. The card also notes this is general fitness information, not medical advice.

### Wellness Tally Sheet reminder: I emailed it DENVER FREE

The Wellness Tally Sheet reminder on Home and in the bell has an I emailed it button. Tap it once you have emailed that quarter's sheet and documentation, and the banner, the bell row, the daily phone alert and the reminder email for that quarter stop.

**How:** Home or the bell > the Tally Sheet reminder > I emailed it. To undo it, open Wellness, then the Tally Sheet tab, and untick that quarter.

*Home banner and the bell, with the Wellness Portal on*

**Watch out:** It marks only that quarter as emailed; the next quarter's reminder comes as usual. Later on the banner still only hides it for the day.

# 10 Leave banks

Vacation, comp, sick and ASL, accruing forward from the balances you enter.

### Track my leave banks (master switch) FREE

Turns the whole leave-bank system on. Until it is ticked, no balances, no bank tiles on the Calendar, and the Calendar day card only offers a plain "⛱️ Vacation" button instead of one button per bank.

**How:** Settings tab, scroll to the card headed "🏦 My Leave Banks (optional)", tick "Track my leave banks". The balance boxes appear underneath once it is on.

*Settings → 🏦 My Leave Banks (optional) → "Track my leave banks"*

**Watch out:** Off until you tick it. It works on the free Denver plan too, because it lives in Settings and on the Calendar, which every Denver officer can open.

### The four core banks: Vacation, Comp time, Sick, Accumulated sick (ASL) FREE

Four running balances shown as tiles: hours left, plus what accrued, what was earned this year, and what was used this year.

**How:** Turn the banks on in Settings, then open the Calendar tab. The "🏦 My Leave Banks" card is the first thing on the Calendar, above the month grid.

*Calendar tab → 🏦 My Leave Banks card (tiles labelled ⛱️ Vacation, ⏱️ Comp time, 🩺 Sick, 🏦 Accumulated sick (ASL))*

**Watch out:** A tile turns red when a bank goes below zero. That usually means the opening balance you typed does not match payroll; nothing is blocked. The "+ accrued" line only shows on Vacation and Sick, the two banks that accrue on their own.

### Opening balances and the "Balances are correct as of" date FREE

You type what each bank actually holds today and the date that figure is good as of. Everything after that (accrual, leave taken, comp earned) is added to or subtracted from that starting point.

**How:** Settings → 🏦 My Leave Banks → set "Balances are correct as of" to the date on the payroll statement you are copying from, then fill in "⛱️ Vacation hours", "⏱️ Comp time hours", "🩺 Sick hours" and "🏦 Accumulated sick (ASL)".

*Settings → 🏦 My Leave Banks → "Balances are correct as of" / "⛱️ Vacation hours" / "⏱️ Comp time hours" / "🩺 Sick hours" / "🏦 Accumulated sick (ASL)"*

**Watch out:** There are only four balance boxes. The extra banks (Saved holiday, Birthday, 2022 Holiday, Bereavement, Military, Saved vacation) have no box of their own, so the only way to give one a starting balance is the TeleStaff import. Change the as-of date and every accrued figure is worked out again from the new date. If you never set a date, it starts as today.

### Vacation accrues by length of employment (Article 9.1 / 9.2) DENVER FREE

Vacation is added automatically for every completed month of service since your as-of date, at the yearly rate for your length of employment: 112 hours in years 1-4, 136 in 5-9, 144 in 10-14, 168 in 15-19, 184 in 20-24, 200 at 25+, divided by twelve.

**How:** Nothing to do beyond setting your balances. Settings → 🏦 My Leave Banks shows a line reading "You are in year N of employment, so vacation accrues at X hours a year (Article 9.1), which is Y hours a month. Sick accrues at 144 hours a year."

*Settings → 🏦 My Leave Banks (the accrual sentence under the balance boxes); the accrued figure also shows on the Calendar tile as "+N accrued"*

**Watch out:** Length of employment is counted from the Academy Graduation Date in Settings, not from the newer Date of Hire box. If the graduation date is blank, the app guesses from your Pay Grade / Step pick, which is only a rough stand-in, and with neither one set it treats you as hired this year, so vacation accrues at the year 1 rate. If the rate steps up on an anniversary partway through, each month is rated on its own date, not on today's rate. Only completed months count, so a partial month adds nothing.

### Sick accrues at 144 hours a year (Article 10.1) DENVER FREE

Sick leave is added at 144 hours a year, twelve hours per completed month, from your as-of date forward.

**How:** Automatic once the banks are on and an as-of date is set. Watch the "+N accrued" line on the 🩺 Sick tile.

*Calendar tab → 🏦 My Leave Banks → 🩺 Sick tile*

**Watch out:** Only Vacation and Sick accrue on their own. Comp is earned from jobs or added by hand, and ASL is a reserve, so neither grows on a clock.

### Set your own accrual rates and caps (nationwide) NATIONWIDE FREE

Outside Denver the same engine runs on numbers you type in yourself instead of the DPD contract: yearly vacation, yearly sick, and three optional caps. Denver article citations and Denver hour figures are dropped entirely.

**How:** Settings → 🏦 My Leave Banks → fill in "🏖️ Vacation earned a year", "🩺 Sick earned a year", "Vacation carryover cap", "Comp time cap", "Sick reserve cap". Leave a cap blank and the app never mentions one.

*Settings → 🏦 My Leave Banks (the rate/cap grid appears only in the nationwide edition)*

**Watch out:** Leave the yearly boxes at zero and nothing accrues; the app says so plainly: "Put your yearly vacation and sick hours in above and the app will accrue them forward from the as-of date. Leave them at zero and it will only track what you add and take by hand." A blank cap is read as "mine has none" and is simply never mentioned, not reported as unlimited.

### Contract cap warnings on each bank FREE

Each tile carries a plain-English note when the balance passes a contract limit: comp over 120 hours (Art. 16.2, further accrual needs the Chief's approval), ASL over 720 hours (Art. 10.1, the excess is paid at base rate with the Chief's approval or added to vacation), vacation over the 144-hour carryover (Art. 9.3, telling you how many hours over you are), and sick above the 144-hour yearly allowance (the unused part rolls into ASL).

**How:** Nothing to tap. The note appears under the tile in the 🏦 My Leave Banks card on the Calendar. The comp and ASL notes are styled as warnings; the vacation and sick ones are informational.

*Calendar tab → 🏦 My Leave Banks → the note under each tile*

**Watch out:** Notices only, nothing is blocked; the department runs the banks. The three Denver limits are also printed in Settings: "Contract limits: vacation carryover 144 hours (Art. 9.3), comp bank 120 hours before the Chief must approve more (Art. 16.2), ASL reserve 720 hours (Art. 10.1)." In the nationwide edition the notes quote the caps you entered instead ("Over the N hour comp cap you entered..."). There is no phone notification for any of this, even though the Notifications card in Settings lists "Leave balances and contract-rate changes".

### Take a day of leave from the calendar FREE

Books a day against a specific bank. It asks how many hours (defaulting to that day's shift length), debits the bank, and marks the day on the calendar as leave so it no longer counts as a regular shift.

**How:** Calendar tab, tap the day. In the "Schedule status" row tap the bank you want: ⛱️ Vacation, ⏱️ Comp time, 🩺 Sick, 🏦 Accumulated sick (ASL), plus any extra banks you switched on. Type the hours when asked. Tap the same bank again to change the hours.

*Calendar tab → tap a day → "Schedule status" row (works in both the inline day card and the day pop-out)*

**Watch out:** The "Schedule status" row only shows when "Track my days off & vacation/ASL/comp time" is ticked in the Calendar card "🌙 My Days Off & Vacation/ASL/Comp Time (optional)", so with that off there is nowhere to tap. The hours box starts at that day's shift length, else your regular shift hours, else 8. On the short day of a 9/80 or a 12s with an 8 it starts at that day's own length. If a booking pushes a bank below zero you get "That puts your <bank> bank at N hours. Check the balance you entered in Settings against your payroll record." but it still saves. Booking leave leaves any 🌙 day off marking underneath, so removing the leave later puts the day back to Off.

### Article 9.3.1 block: no vacation in your year of hire DENVER FREE

Refuses to book vacation on any date inside the calendar year you were hired, and says why.

**How:** Nothing to do. If you tap ⛱️ Vacation on such a day you get: "Article 9.3.1: vacation cannot be used during the calendar year you were hired. Pick a different bank for this day."

*Calendar tab → tap a day → ⛱️ Vacation button*

**Watch out:** Denver only. The hire year comes from your Academy Graduation Date (not the Date of Hire box), or a guess from your pay grade if that is blank, so a missing or wrong graduation date can block the wrong year. With neither set, the app treats this year as your hire year and blocks Vacation for all of it, so enter your graduation date first.

### Clearing a leave day gives the hours back FREE

Setting a booked leave day back to 🌙 Off or 🚨 Working deletes the leave entry, so the hours return to the bank. Removing the entry from the Recent leave list does the same and also clears the calendar marking.

**How:** Calendar tab → tap the day → tap "🌙 Off" or "🚨 Working". Or in the 🏦 My Leave Banks card, find the row under "Recent leave" and tap the ✕.

*Calendar tab → day "Schedule status" row, or Calendar → 🏦 My Leave Banks → Recent leave → ✕*

**Watch out:** Removing from Recent leave asks you to confirm first ("Remove N hours of Vacation on <date>?") and also clears the calendar marking. A day marked ⛱️ by tapping through the period grid in "🌙 My Days Off & Vacation/ASL/Comp Time" is only a schedule marking: it never took hours from a bank, so no bank button lights up for it.

### Add comp time earned FREE

Adds comp hours by hand, for overtime you took as time off that was not logged as a job in the app.

**How:** Calendar tab → 🏦 My Leave Banks card → "+ Add comp time earned". It asks for the hours, then the date, then an optional note.

*Calendar tab → 🏦 My Leave Banks → + Add comp time earned*

**Watch out:** Enter the comp hours, not the overtime hours. The prompt spells it out: "Overtime taken as time off accrues at time and one half, so a 4 hour callout is 6 hours of comp." If the entry pushes you past the comp cap you get an alert quoting Article 16.2 in Denver, or "That is over the N hour cap you entered in Settings." nationwide.

### Comp banked automatically from department overtime jobs PREMIUM

A Department Paid Overtime, Department Double Time, Call Back or Court Time job ticked as comp pays no cash and puts the hours into your comp bank instead, at the premium rate. 4 overtime hours bank 6 comp hours.

**How:** On the job form, tick "⏱️ Take this as comp time". The note under it tells you how many comp hours it banks ("Banks N comp hours, earned at the overtime rate."). The hours show up in the ⏱️ Comp time tile.

*Home tab → job entry form → "⏱️ Take this as comp time" checkbox (only shown on department-paid job types)*

**Watch out:** Logging jobs needs Premium on the Denver plan. Department Double Time banks at your double time multiplier, and the others at your overtime multiplier, both from your pay settings. In Denver comp is figured on the contract minimum, so a 1 hour Call Back with a 3 hour minimum banks 4.5 comp hours. Outside Denver the Call Back and Court Time minimums are not applied, so comp counts the hours you actually worked; the ⏱️ Comp time tile says so and suggests adding any minimum your agency guarantees with "+ Add comp time earned". The bank reads straight off your job log, so editing or deleting the job moves the bank with it. Only jobs on or after your as-of date count. If the banks are off, the note adds "Turn on My Leave Banks in Settings to see the running total."

### Department Overtime as Comp Time (default choice) FREE

Sets whether new department-overtime jobs start with the comp box already ticked, so you set it once instead of on every job.

**How:** Settings → "⏱ Department Overtime as Comp Time" → "When you work department overtime" → pick "Decide on each job (default)" or "Always bank it as comp time".

*Settings → ⏱ Department Overtime as Comp Time → "When you work department overtime"*

**Watch out:** Whichever you pick, the "⏱ Take this as comp time" box still sits on every one of those jobs, so a single job can be flipped either way without changing this setting. The default is applied only when the box first appears on a NEW job, never when you edit an existing one. The Denver footnote adds "The contract grants comp on request up to a 120 hour bank; past that it needs the Chief's approval." Nationwide that is replaced by "Turn on My Leave Banks below to see the running total, and set your department's comp cap there." The setting shows on every plan, but logging the jobs it applies to needs Premium on the Denver plan.

### Extra leave banks (Saved holiday, Birthday, 2022 Holiday, Bereavement, Military, Saved vacation) FREE

Optional extra banks, off until you switch them on. Each one gets its own tile in 🏦 My Leave Banks and its own button on the calendar day card, and in Denver carries the contract article and cap it comes from: Saved holiday 80 hours (Art. 11.4), Birthday leave 8 hours (Art. 11.1), Holiday Time Bank (2022) 100 hours (Art. 11.5), Bereavement 40 hours (Art. 12), Military leave 120 hours (Art. 13.1.2), Saved vacation (no cap or article shown).

**How:** Settings → the card headed "📋 More of the Contract" (Denver) or "📋 Extra Leave Banks" (nationwide) → tick the ones your department actually gives you: "Saved holiday bank", "Birthday leave", "2022 Holiday Time Bank", "Bereavement leave", "Military service leave", "Saved vacation bank".

*Settings → 📋 More of the Contract / 📋 Extra Leave Banks*

**Watch out:** The card is headed "📋 More of the Contract" in Denver and "📋 Extra Leave Banks" nationwide. "2022 Holiday Time Bank" is Denver only, for officers who received the hundred hour bank on January 1, 2022. Outside Denver the other banks show without the Denver caps and article numbers. None of these has an opening balance box in Settings, so unless the TeleStaff import fills them they start at zero.

### Military leave resets every January 1 DENVER FREE

In the Denver edition military leave is treated as a yearly allowance, not a bank: it shows 120 hours minus what you have used this calendar year, and returns to 120 automatically on January 1.

**How:** Switch on "Military service leave" in Settings, then book military days from the calendar day card like any other bank.

*Settings → 📋 More of the Contract → "Military service leave"; tile appears as 🎖 Military leave*

**Watch out:** The yearly reset is Denver only. In the nationwide edition the bank has no 120 hour cap and works like any other bank, starting from zero because it has no balance box and the import does not fill it. Military leave is not counted in the separation payout.

### Saved vacation bank FREE

A separate bank for vacation hours you have banked apart from your regular vacation. It shows on the Calendar and in 🏦 My Leave Banks alongside the others, and counts toward the separation payout.

**How:** Settings → "📋 More of the Contract" (Denver) or "📋 Extra Leave Banks" (nationwide) → tick "Saved vacation bank". It then appears as a 💼 Saved vacation tile and as a button on the calendar day card.

*Settings → 📋 More of the Contract / 📋 Extra Leave Banks → "Saved vacation bank"*

**Watch out:** Deliberately shows no article and no cap: "The contract article and any cap for this bank haven't been confirmed yet, so none is shown until you check your agreement." The TeleStaff import can fill it directly from the report's "Saved Vacation" category.

### Separation payout value ("If you separated today") FREE

Adds a green panel showing what every payable bank is worth in cash at your base rate: a total dollar figure, the total hours, and a per-bank breakdown (hours and dollars).

**How:** Settings → "📋 More of the Contract" (Denver) or "📋 Extra Leave Banks" (nationwide) → tick "Separation payout value". The panel then shows inside the 🏦 My Leave Banks card on the Calendar, headed "💰 If you separated today".

*Settings → 📋 More of the Contract / 📋 Extra Leave Banks → "Separation payout value"; panel shows in Calendar → 🏦 My Leave Banks*

**Watch out:** Bereavement and military leave are left out because they are per occasion grants, not banks. The Denver wording cites Article 33 (all accrued leave and comp paid within sixty days at base rate) and Article 10.2 (all accumulated sick compensated in full). Outside Denver it says instead that which banks your department pays out, and at what rate, is set by your own agreement. Either way the panel ends "This is your own estimate, not a payroll quote." Only banks with hours left appear as rows. The dollars use your base rate, and there is no default pay grade anymore, so until you pick yours the base is blank and the panel reads $0.

### Import balances from the TeleStaff Officer Accrual Report PDF FREE

Reads the ending balance for each leave type straight out of the Officer Accrual Report PDF so you do not have to copy numbers by hand. It maps the report's categories onto the app's banks: Saved Vacation, Saved Holiday, 2022 Holiday, Vacation, Sick, ASL, Comp Time and Birthday.

**How:** Export the Officer Accrual Report from TeleStaff as a PDF. Settings → "📩 Import from TeleStaff (optional)" → "📄 Choose Accrual Report PDF" → pick the file. Review the preview, then tap "✅ Import these balances".

*Settings → 📩 Import from TeleStaff (optional)*

**Watch out:** Only the final TOTAL for each type is read, not the individual transactions, so review the preview before confirming. The card also shows in the nationwide edition, even though the report is a Denver TeleStaff export. The PDF reader loads from the internet, so if you try before it has loaded you see "PDF reader is still loading, try again in a moment." If nothing is found you get "Couldn't find any accrual totals in that PDF. Make sure it's the Officer Accrual Report export from TeleStaff." It only reads leave balances. It is separate from the jobs we load from your TeleStaff report if you ask us to.

### Import preview, as-of date, and unsupported-category warnings FREE

Before anything is written, the import shows every category it found, which bank it will land in, and the hours. It fills "Balances are correct as of" from the report's own generation date when it can find one, otherwise today. Any category it does not support is listed with the hours and flagged as not imported.

**How:** After choosing the PDF, read the rows under the preview, adjust "Balances are correct as of" if you need to, then tap "✅ Import these balances", or "Cancel" to throw it away.

*Settings → 📩 Import from TeleStaff → preview block, "Balances are correct as of" / "✅ Import these balances" / "Cancel"*

**Watch out:** The "Cancel" button sits next to "📄 Choose Accrual Report PDF", not under the preview. "2009 MOU" and "Donning and Doffing" are recognised by name so the warning reads "unsupported", but those hours are not imported, and any new category TeleStaff adds shows up as a warning rather than silently vanishing. "Saved Vacation" is matched before plain "Vacation", so it never lands in the wrong bank. A row for a bank that is not switched on yet previews as "(will be turned on)".

### Import turns the banks on for you FREE

Confirming the import switches "Track my leave banks" on, sets the as-of date, writes each opening balance, and switches on the Settings toggle for any extra bank the report contained (for example Saved Vacation or Saved Holiday) so its tile actually appears.

**How:** Tap "✅ Import these balances". The status line then reads "✅ Imported. Balances now show in My Leave Banks and on the Calendar."

*Settings → 📩 Import from TeleStaff → ✅ Import these balances*

**Watch out:** The import overwrites the opening balance for every bank it matched. It does not touch the leave you already booked on the calendar or comp banked from jobs, so those are applied again on top of the new starting figures from the new as-of date.

### "This does not sync to TeleStaff" warning FREE

A standing amber notice inside the leave-bank settings making clear the app has no live connection to TeleStaff and only knows what you type or import.

**How:** Read it. It sits directly above the "Track my leave banks" checkbox.

*Settings → 🏦 My Leave Banks (amber box above the checkbox)*

**Watch out:** This warning shows in the nationwide edition too. The same point is repeated on the Calendar card, "Payroll is still the official record; this is your running count.", and in Settings, "Payroll is still the official record. These are your own running figures." Nothing updates from TeleStaff by itself; re-import a fresh report or correct the numbers by hand.

### Recent leave list FREE

Shows the last eight leave entries: date, bank, hours (minus for used, plus in green for earned), any note, and a ✕ to remove.

**How:** Calendar tab → 🏦 My Leave Banks card → scroll to "Recent leave".

*Calendar tab → 🏦 My Leave Banks → Recent leave*

**Watch out:** Only eight entries are listed, newest first, and the whole block is hidden when there are none. Comp hours banked from a job do not appear here as a separate row, because they are read live off your job log.

### Update my balances shortcut FREE

Jumps from the Calendar leave card straight to the leave settings and scrolls them into view.

**How:** Calendar tab → 🏦 My Leave Banks card → "⚙ Update my balances".

*Calendar tab → 🏦 My Leave Banks → ⚙ Update my balances*

### Leave balances on the Home tab PREMIUM

A compact one-line summary of every enabled bank at the bottom of Home, with a button through to the full card.

**How:** Home tab, scroll to the bottom, card headed "🏦 My Leave Banks". Tap "See full detail →" to jump to the Calendar card.

*Home tab → 🏦 My Leave Banks → See full detail →*

**Watch out:** Hidden when leave tracking is off. The Home tab is part of Premium on the Denver plan, so free Denver officers see their balances on the Calendar instead. It is the last card on Home.

### Booked leave raises your weekly secondary-employment cap PREMIUM

Hours you booked off count as headroom: your weekly secondary-employment cap goes up by the leave hours you booked that week, because you are not working your regular shift.

**How:** Nothing to do. Book the leave day, then the weekly cap figure on Home reads e.g. "within 32-hr cap (incl. vacation)" and the cap note on job entry uses the raised number.

*Home tab → hours-this-week tile; job entry cap note; Log tab → weeks table "Status" column*

**Watch out:** The wording uses your own cap setting (Denver accounts start at 32 hours; a cap of 0 means no cap, so there is nothing to raise), so it reads "within 32-hr cap (incl. vacation)". Only hours you actually booked are credited, up to that day's shift length, and only for days you were really rostered: a day that was already a scheduled day off gives nothing back. With an alternating day, leave on its short day credits up to that day's own hours, and on its week off credits nothing. A day marked 🏖 by tapping through the period grid still credits the full shift even though it never took hours from a bank. Your days-off schedule must be on. The Log tab explains it as: "A week containing vacation, ASL or comp time is compared against that cap plus the hours you booked off." Home, job entry and the Log need Premium on the Denver plan.

### Leave days on the calendar and in job entry FREE

A booked leave day shows in the month grid as "⛱️ Vac/ASL/Comp" in green, is counted in the month summary line, and tells the job form that secondary employment is allowed that day instead of warning about a shift conflict.

**How:** Nothing to do. Book the day, then the calendar cell and the job form both update.

*Calendar tab → month grid and the summary line under it; Home tab → job entry verdict line*

**Watch out:** The day pop-out spells it out: "⛱️ Vacation / ASL / Comp, no regular shift. You can still book secondary employment." On a leave day the regular shift overlap warning is skipped and the day no longer adds shift hours to the 16 hour rule. The check against your other jobs that day, and the 16 hour rule at save, still run on the job's own times. The job entry part needs Premium on the Denver plan; the calendar marking works on every plan.

### Booked-leave line on the day card FREE

Once a day is booked it says exactly what was taken: "Booked: 8.00 hours of Vacation. Tap the same bank again to change the hours."

**How:** Calendar tab → tap the day. The line sits under the Schedule status buttons.

*Calendar tab → tap a day → under "Schedule status"*

**Watch out:** The booked leave record, not the calendar marking, decides which bank a day drew on, so a day marked ⛱️ from the period grid shows no "Booked" line and no bank button lit.

### Leave banks in the guided tour FREE

The guided tour includes an optional step pointing at the leave bank card in Settings.

**How:** 📖 How to Use tab → "Take the tour". The step is titled "Track your leave banks" and can be skipped.

*📖 How to Use tab → Take the tour*

**Watch out:** "🎯 Complete my setup" now opens the newer setup screen, which does not ask about leave banks. Turn them on yourself in Settings → 🏦 My Leave Banks.

### Leave day shows on the Home Screen widget PHONE APPS FREE

The phone widget's today line reads "Vacation/ASL/Comp" on a day you have booked leave, the same way it reads "Day Off" on a regular day off.

**How:** Add the Centurion Blue widget to your Home Screen. Settings → "🏠 Home Screen Widget (app only)" → leave "Day off / vacation badge" ticked.

*Settings → 🏠 Home Screen Widget → "Day off / vacation badge"; phone Home Screen widget*

**Watch out:** The widget card in Settings only appears inside the phone apps. This badge carries the day's status only; the vacation balance is a separate widget choice (see "Vacation hours left" on the widget). Siri can read the same day status even if you untick the badge.

### Contract holidays DENVER FREE

Marks the twelve recognised holidays on your calendar and works out what each is worth: 1.5x base for hours you are rostered, topped up at straight pay to an eight hour benefit, or an extra day at base if it lands on a day off. It also lists that year's observed dates with the article citation.

**How:** ⚙️ Settings → "📋 More of the Contract" → tick "Contract holidays". The year's recognised holidays list appears underneath. Tap a holiday on the Calendar to see what that day is worth.

⚙️ *Settings → 📋 More of the Contract; Calendar → tap a holiday*

**Watch out:** Denver only. The app warns that Denver publishes the observed dates each year and that you should check yours before relying on the pay figures; some entries are flagged "confirm date". The day card needs your days-off schedule turned on to say what the day is worth, and the dollars use your base rate, so they read $0 until your pay grade is picked. Secondary employment worked that day is paid separately and not counted. Indigenous Peoples' Day is on the website and in the iPhone and Android apps. Nationwide holiday pay is a different switch: Settings, Hourly Rate & Overtime, Holiday pay.

### 🧰 Equipment allowance reminder DENVER PREMIUM

Reminds you in the run-up that your $875 yearly equipment allowance (Article 20.1) is paid on or before November 30, counting down the days, so you can check it lands and keep the receipts.

**How:** ⚙️ Settings → "📋 More of the Contract" → tick "Equipment allowance reminder". A banner then appears on Home in the run-up, with "Log gear" and "Later" buttons.

⚙️ *Settings → 📋 More of the Contract; the banner shows on 🏠 Home*

**Watch out:** The banner only shows in the last 62 days before November 30, and "Later" hides it for the rest of that day. New hires also get a one time $1,500 by their second pay period, per the same article. The banner sits on the Home tab, which needs Premium on the Denver plan.

### Vacation hours left on the Home Screen widget DENVER PHONE APPS FREE

A widget can show how many vacation hours you have left in your leave bank, as its main number.

**How:** Turn on 🏦 My Leave Banks in Settings. Then open the Centurion Blue widget's settings (on iPhone, long-press it and choose Edit Widget) and pick "Vacation hours left".

*Phone Home Screen widget → widget settings → "Vacation hours left"*

**Watch out:** Denver only, and only while leave tracking is on. If it is not, the widget shows this week's pay instead. The number is the same running count as the Calendar, not a live TeleStaff figure.

### Split a leave day between banks FREE

Put part of one day on one leave bank and the rest on another, such as 4 hours of comp time and 6 hours of vacation.

**How:** 📅 Calendar → tap the day → "➗ Split between banks". Type the hours this day takes from each bank, leaving a bank empty to take nothing from it, and tap Save. "Remove leave from this day" clears it.

*📅 Calendar → day → Split between banks*

**Watch out:** It shows once Track my days off and My Leave Banks are both on. The sheet shows your shift hours that day and what each bank would hold once saved. Nothing is written until you tap Save or Remove leave from this day, and Cancel leaves the day as it was. Afterwards the day card lists the hours booked to each bank and the total, and Split between banks changes or removes it.

# 11 Privacy and security

Who can see your records, and who cannot.

### Your records are yours

Your records are stored privately in your own account. Nothing is shared with your department, and Centurion Blue is sold to individual officers only. There are no department accounts, and no department is ever sold access to its officers' records.

### Protecting the account

- Optional two factor authentication with an authenticator code.
- App Lock on phones: Face ID or Touch ID on iPhone, fingerprint or face unlock on Android.
- Download my data in Settings, so you always hold your own copy, and Delete my account and all my data if you ever want everything erased.
- The app never tracks your location. It only asks if you tap GPS check in on a scheduled shift or Use my location in the DIA Log.

### What Centurion Blue is not

It is not a government app. It is not affiliated with, endorsed by, or operated by any police department or agency. It is a record keeping aid, not tax, legal, financial or medical advice, and it does not connect to or pull from TeleStaff or any department system. Your payroll record stays the official one.

# 12 Getting help

Two ways to get an answer, both quick.

### The in app assistant

There is a chat assistant in the app and on the website that knows the whole feature set and can walk you through any of it. Ask it a plain question the way you would ask a colleague. It is kept current as features ship.

### Reaching a person

Email **support@centurionblue.com** or text **(303) 802-0272** for anything the assistant cannot answer, and for any account or billing question.

> **Never send a password, Social Security number or card number in chat.** Nobody at Centurion Blue will ask you for one.


Built for individual police officers. Not affiliated with, endorsed by, or operated by any police department or agency. Not tax, legal, financial or medical advice.