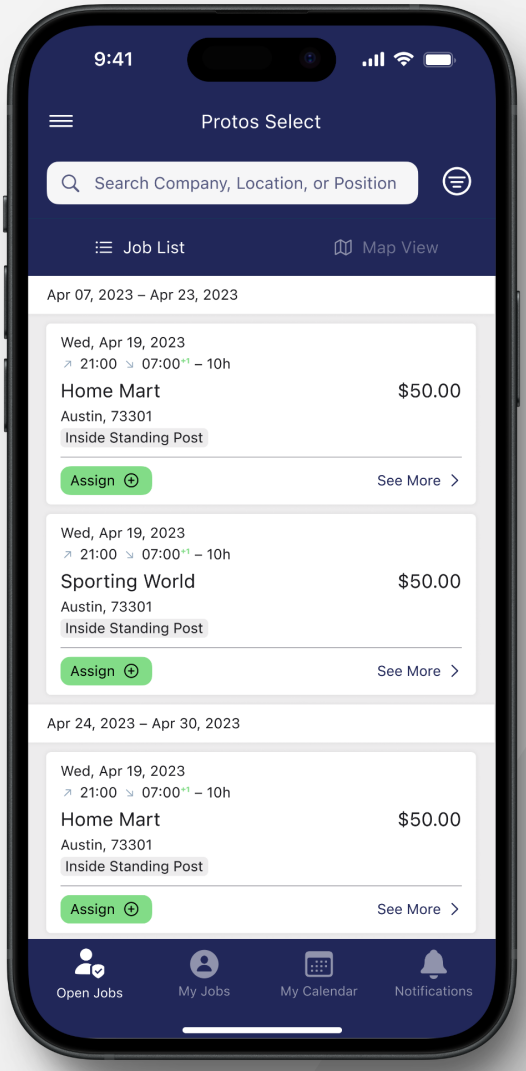
PROTOS SELECT

USER GUIDE



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Protos Select Mobile App User Guide

Introduction 2

Installing on iPhone 2

- iOS Location Settings
- IOS Notification Settings

Installing on Android 3

- Android Location Settings for Samsung
- Android Notification Settings for Samsung
- Android Location Settings for Google Pixel
- Android Notification Settings for Google Pixel 4

Register 4

Sign In 4

View User Profile 5

Open Shifts 5

My Shifts 5

Report an Incident 6

My Calendar 6

Notifications 7

Sign Out 7

Introduction

Protos Select is the leading app for off-duty officer shift selection. Off-duty officers can schedule their shifts, review their calendar, and answer messages from their agency or client. This guide will walk you through installing the application, managing your phone settings, and how to use each feature.

Installing on iPhone

1. From the home screen of your iPhone, locate the **App Store** and tap to open
2. Tap on the **magnify glass search** icon in the bottom right
3. Type Protos Select in the search bar at the top and hit Search on your keyboard
4. Tap on the **Get** button to begin your download
5. You can also directly download Protos Select from this link: https://apps.apple.com/us/app/protos-select/id6474273692

iOS Location Settings

1. Select **Settings** on your iPhone
2. Select **Privacy and Security**
3. Tap on **Location Services**
4. Slide the toggle to **ON** (green)
5. Scroll down to find Protos Select
6. Choose the **While Using the App** or **Always** option
7. Slide the toggle for **Precise Location** to **ON** (green)

iOS Notification Settings

1. Select **Settings** on your iPhone
2. Scroll down to where apps are listed
3. Sorted in alphabetical order, look for Protos Select and tap on it
4. Tap on **Notifications** and slide the **Allow Notifications** toggle to **ON** (green)
5. Select the ways in which you want to be notified, including **lock screen, notification center, banner style, sounds, badges, etc.**

Installing on Android

1. From the home screen, locate the **Play Store** and tap to open
2. Type Protos Select in the search bar at the top and tap the **magnify glass** on your keyboard to search
3. Select the Protos Select app and tap on the **Install** button
4. You can also directly download Protos Select from this link: https://play.google.com/store/apps/details?id=com.prsm.odsmobile&pli=1

Android Location Settings for Samsung

1. Launch the **Settings** application on your device
2. Tap on **Location** in the list of options provided
3. Toggle the switch to **ON** at the top (blue)
4. Select **App Permissions** and tap on it
5. Find the Protos Select app in the list of applications and tap on it
6. Tap the **Allow Only While Using App** or **Allow all the Time** option

Android Notification Settings for Samsung

1. Open the **Settings** application on your device
2. Tap on **App** or **App Settings** from the list of options provided
3. Look for the Protos Select app and tap on it
4. Tap on **Notifications**
5. Toggle the **Show Notifications** to **ON** (blue)
6. Tap on **General Notifications**
7. Select your preferred method of notifications, including **sounds, badges, pop-ups, etc.**

Android Location Settings for Google Pixel

1. Open the **Settings** app on your device
2. Select **Location** in the list of options and tap on it
3. Use the toggle to turn **Use Location** to **ON** (slider to the right)
4. Next, tap on **See All** to view all your applications
5. Scroll to find the Protos Select app
6. Tap the radio buttons for **Allow all the Time** or **Allow Only When Using the App** depending on your preference
7. Swipe down from the top of the screen and touch and hold **Location**
8. If you don't find Location, tap **Edit** or **Settings**
9. Drag Location into your **Quick Settings**
10. Tap **Location Services Google Location Accuracy**
11. Turn **ON Improve Location Accuracy**

Android Notification Settings for Google Pixel

1. Open the **Settings** app on your device and tap on **Notifications**
2. Tap on **App Settings**
3. Select **All Apps** and locate the Protos Select app in the list
4. Turn Notifications **ON** and select your preferred method of notifications

Register

1. Open the Protos Select app
2. Tap on the **Sign In** button
3. If you have NOT created an account, tap on the **Sign-Up** link located under the Continue button
4. Complete the fields with your **email address** and **create a password** for your account
5. On the next page, tap on the **Officer Sign Up** button
    a. Fill out the required* fields and once the form has been completed, tap on **Next**
    b. Enter all required* information for Police Department State, Police Precinct Department, SSN, etc. then tap on **Next**
    c. Upload the documents required* on the form and tap on **Next**.
    d. Read through the Independent Contract Status and agree to the terms. Check the **Yes** or **No** option, certifying that all information provided is accurate in its entirety.
    e. At the bottom of the form, use your full legal name as it appears on your tax returns and **apply** your signature in the box.
6. Tap the **Submit** button and a message will appear advising you that your application to work for Off-Duty Services has been submitted.

Note: If at any point you need to stop or exit the application while filling out the form, you can click the Save option in the bottom right corner and save your data.

Sign In

1. Open the Protos Select app
2. Tap on the **Sign In** button
3. Enter your **email address** and then **create a new password**
    a. Note: if this is not your first time signing in, you can login with your established email and password.
4. Tap on the **Continue** button to Sign In

View User Profile

1. Sign In and open the Protos Select app and click on the navigation menu in the top left corner
2. Tap on the profile picture/avatar icon
3. You can review your profile details here to make sure they are correct
4. If the details are different or have changed, please contact your reporting manager to have this updated.

Open Shifts

1. Sign In and open the Protos Select app
2. Once logged in, you will land on the Open Shifts tab
3. In the top right corner, click on the menu
4. Filter the Open Shifts by pay preference and/or date range
    a. To select a minimum pay, use your finger to move the slider to your desired amount
    b. To filter by a specific date range, tap on Add Date Range and select the From and To dates in the fields to the right to change the desired time frame
5. Tap the Show Results button once you have selected your filtering options
6. Scroll through the shifts to find the one that is most suitable for you and click Select
7. A pop-up will appear to Don't Select or to Select Shift
8. Tap on Select Shift if you want to add this shift to your calendar
9. If you want to cancel this selection, tap on Don't Select
10. A final message will appear stating that your selection is in progress, click OK

My Shifts

1. Sign In to the Protos Select app
2. Once logged in, at the bottom of the application, tap on My Shifts
3. View your current and upcoming shifts under the Current tab
4. If you need to drop a shift, find the shift that you scheduled and tap on Drop Shift
5. A popup will appear to contact dispatch if this is currently too close to the start time
    a. If the shift is not too close to the start time or is more than 12 hours from its start time, a popup will appear to confirm that you would like to drop this shift. If so, tap on Drop Shift, if not, tap the Cancel option
    b. If your shift is beginning and you need to clock in/out, tap on the See More option in the bottom corner of the shift you are working
6. To clock in, tap on the Clock In button
7. To clock out, tap on Clock Out, this will only appear if you are already clocked in
8. To view past shifts, tap on the History tab under the search bar

Report an Incident

1. To report an incident, go to **My Shifts** and tap on the shift you are currently working in which you need to report an incident.
2. Tap on the **Add An Incident** button/link
3. If you need to add pictures, upload them here and click on the image outline with the + plus symbol or by tapping on the image outline with a camera in the middle
    a. If you tap on the camera image, this will allow you to take a picture within the app. **Select Allow** for use of your phone's camera
    b. If you have selected the + icon image, this will allow you to add images from your Photos Album, make sure to tap **Allow** so that you can access photos
4. Fill in all the fields to report the incident that occurred.
5. Tap on the **Report Incident** button at the bottom once you are done to submit
6. To cancel the incident report, tap on the **X** in the top left corner

My Calendar

1. **Sign In** to the Protos Select app
2. At the bottom of the application, tap on **My Calendar**
3. Select how you would like to view your **Calendar**:
    a. Day
    b. Multi-day
    c. Week
    d. Month
4. If you have selected the **Day** view, it will reflect the scheduled shifts you have selected for that day and when they start/end
5. When selecting the **Multi Day** it will show you the scheduled shifts you selected over the course of the next 4 days as well as their start/end time
6. Selecting the **Week** tab, you will see the scheduled shifts selected for the next week and the start/end time
    a. Toward the bottom, you will see more details on the shifts that you have scheduled.
7. The **Month** tab will reflect all your scheduled shifts with a purple dot on the days you are scheduled
    a. Tap on a specific day to get more shift details including location and the time start/end

Notifications

1. Sign In to the Protos Select app
2. At the bottom of the application, tap on Notifications for a list of:
    a. New updates
    b. Approved shifts
    c. Shifts about to begin
    d. Shift details
3. For approved shifts, select the Go to Shift Details button, it will bring you to the My Shifts page to view further information for that specific shift as well as clocking in/out and reporting incidents

Sign Out

1. Open the Protos Select app and click on the navigation menu in the top left corner
2. At the bottom, select Sign Out

For more information, please contact us at:

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- protosselect.com