

USER'S MANUAL

RDO Selector

Real-time RDO selection, by seniority.

For officers, sergeants, Time Managers and the admin. Pick your days off for every DP, manage staffing, and keep the calendar running at **apd.rdopicker.com**.

Sales & Support: **support@rdopicker.com**

Finding things in this manual

- **Search:** press Ctrl+F (Windows) or ⌘F (Mac). On a phone, tap the search icon in your PDF viewer. Every word is searchable.
- **Jump:** every entry in the Contents, Quick find and Index is a link. Blue underlined words are links too.
- **Bookmarks:** open your viewer's bookmarks panel to move between chapters.
- **Every page:** the Contents, Quick find and Index links at the bottom take you back.

Contents

Contents	2
Quick find: I want to...	4
1. Getting started	5
Open the board	5
Sign in	6
First sign-in: choose your own PIN	7
Change your PIN	7
One sign-in per device	7
2. Reading the board	8
What the colors and marks mean	9
3. DPs, deadlines and the calendar	11
The DP buttons	11
Selection deadlines	11
Selection windows	12
A calendar that never runs out	12
4. Picking your days	13
Rules the board enforces	13
5. Copy your RDO's to later DPs	14
6. Paid holidays (MOU 30)	15
7. Using it on a phone	17
8. Sergeants	18
9. Time Managers	19
Sign in as a Time Manager	19
Edit all mode	19
Assign a day	20
Control a day: restrict, minimum, training	20

A person's panel: windows, seniority, remove, reset PIN	21
Add a person	21
Load a roster from Excel	22
Export to Excel	22
10. Admin	24
Open admin settings	24
DPs	25
Board settings	25
Paid holidays	25
Time Managers and their watches	26
Clear a DP	26
Turn admin off on a device	27
11. Who can do what	28
12. Troubleshooting	29
Glossary	30
Index	31

Quick find: I want to...

Tap or click any task to jump straight to the answer.

Officers & sergeants

- › [Sign in the first time](#)
- › [Change my PIN](#)
- › [Switch to another DP](#)
- › [Pick an RDO](#)
- › [Change RDO to T, VC or ML](#)
- › [Erase a day](#)
- › [Move a day](#)
- › [Copy my RDO's to later DPs](#)
- › [Know when a DP closes](#)
- › [Understand the colors](#)
- › [See paid holidays](#)
- › [Use it on my phone](#)
- › [Fix a sign-in problem](#)

Time Managers

- › [Sign in as a Time Manager](#)
- › [Assign a day to someone](#)
- › [Restrict a day](#)
- › [Set a daily minimum](#)
- › [Put everyone on training](#)
- › [Add a person](#)
- › [Remove a person](#)
- › [Change seniority order](#)
- › [Reset someone's PIN](#)
- › [Give someone time after the close](#)
- › [Load a roster from Excel](#)
- › [Export to Excel](#)

Admin

- › [Unlock admin settings](#)
- › [See which DP is open](#)
- › [Add Time Managers](#)
- › [Limit a Time Manager to watches](#)
- › [Edit paid holidays](#)
- › [Lock a board](#)
- › [Clear a DP](#)
- › [Turn admin off on a device](#)

Tip: Looking for something else? Press **Ctrl+F** (or ⌘F) and type a word such as “window”, “restricted” or “Easter”. Or use the [Index](#).

1. Getting started

RDO Selector is a live 28-day calendar for picking RDOs (regular days off), one deployment period (DP) at a time. Everyone on a watch picks from the same board, in seniority order, and sees every pick the moment it's made. It runs in any web browser on a phone, tablet or computer; there is nothing to install.

Role	What they do
Officer	Picks their own days on their watch's Officers board. Sees officer boards only.
Sergeant	Picks their own days on their watch's Sergeants board. Also sees the officer boards.
Time Manager	Manages the boards for the watches the admin assigned them: leave, restrictions, minimums, rosters, seniority, PINs, windows and export.
Admin	Manages everything, including Time Manager accounts and the paid-holiday list.

Open the board

1. Open your browser and go to **apd.rdopicker.com**.
2. On a phone, add it to your home screen so it opens like an app: in Safari tap Share › Add to Home Screen; in Chrome tap ⋮ › Add to Home screen.

Sign in

1. Tap **Sign in** at the top right.
2. Pick your name from the **Name** list. Names are grouped by board and listed by seniority.
3. Type your **PIN** and tap **Sign in**.
4. Your row is highlighted in green and the board opens on the DP that is open for bid.

You stay signed in on that device for 30 days, or until you tap **Sign out**.

The screenshot shows the RDO Selector app interface. At the top, there's a header bar with 'RDO Selector - Watch 1 Officers - Nov 15 - Dec 1...' and an 'Admin' button. Below this is a navigation bar with 'Home', 'DP 12 Nov 15 - Dec 12', and 'You Others'. The main area displays a calendar grid. A 'Sign in' dialog box is open in the foreground. It contains a 'Name' dropdown menu with '2. Brooks Karen' selected, a 'PIN' input field, and a 'Sign in' button. Below the button are links for 'Change my PIN', 'Time Manager...', and 'Admin...'. The background calendar grid shows columns for days of the week (A, B, C, D, E, F, G) and rows for officers (1, 2, 3, 4). The row for officer 2 is highlighted in green.

The sign-in box

First sign-in: choose your own PIN

1. Sign in with the **temporary PIN** your Time Manager gave you.
2. The **Welcome — choose your PIN** box shows your name, watch, rank and seniority. Check that it's you.
3. Type a new 4–8 digit PIN, then type it again.
4. Tap **Save PIN and sign in**. The temporary PIN stops working.

If anything on your profile is wrong, stop and tell your Time Manager.

The screenshot shows the RDO Selector app interface. At the top, there's a header bar with 'RDO Selector — Watch 1 Officers · Nov 15 - Dec 1...' and an 'Admin' button. Below this is a navigation bar with 'Home', 'DP 12', 'Nov 15 - Dec 12', and 'You', 'Others', 'T'. The main content area shows a calendar grid with columns for days of the week and rows for dates. A modal dialog box titled 'Welcome — choose your PIN' is overlaid on the calendar. The dialog contains the following text: 'Vega Nora', 'Watch 1 - Officers', 'Seniority 9 of 9'. Below this, it says: 'Your PIN was set by the admin and is temporary. Check that this is you, then choose your own 4–8 digit PIN. You'll use it from now on.' There are two input fields: 'New PIN (4–8 digits)' and 'Re-enter new PIN'. At the bottom of the dialog is a green button labeled 'Save PIN and sign in'.

Welcome — choose your PIN

Note: Keep your PIN to yourself. Anyone with your name and PIN can change your days. Your new PIN must be different from the temporary one.

Change your PIN

1. Open the sign-in box.
2. Tap **Change my PIN**.
3. Enter your current PIN, then the new PIN twice, and save.

Forgot it? Only a Time Manager or the admin can reset it. See [Troubleshooting](#).

One sign-in per device

A phone or computer holds one sign-in at a time. Signing in as an officer or sergeant signs out any Time Manager or admin sign-in on that browser, and the reverse. The app asks before it does this.

2. Reading the board

The screenshot shows the RDO Selector application window. The title bar reads "RDO Selector - Watch 3 Officers - Nov 15 - Dec 12.xlsx". The ribbon includes tabs for "Home", "DP 12 Nov 15 - Dec 12", and "Copy to later DPs". The formula bar shows "=12-N15 -> 6 on duty (min 8)". The main grid displays a 28-day duty board for three officers: Alvarez Daniel, Brooks Karen, and Chen Marcus. The board is organized into columns for each day, with rows for each officer. The board includes a legend for "Min on duty", "Off", and "On duty". The bottom of the window shows a status bar with "Online: 1 | RDO's: 12/12" and a zoom control.

The board on a computer: names down the left in seniority order, 28 days across, DP buttons and board tabs at the bottom.

Part	What it shows
Title bar	The board and DP dates, your name (or "Time Manager ..."), and the Edit all , Admin and Sign in / Sign out buttons.
Ribbon	The DP badge in its bid-period color, Copy to later DPs , Export to Excel (Time Managers and admin), and the color legend.
Formula bar	Details of the cell you tap: whose day, the code, a holiday name, or how a total is worked out.
Cell A1	The countdown to this DP's close, or "Closed", or your selection-window time. See Deadlines .
Name column	Everyone on the board, most senior at the top. A green dot means they are online now; a badge shows a selection window.
RDO's left	How many of your 12 RDO's are still unplaced; a ✓ when all 12 are down. Drag the RDO chip in this column onto a day.
Day columns	28 days with weekday and date. Weekends are shaded; restricted days are hatched with a lock; paid holidays are gold.
Min on duty / Off / On duty	The day's minimum, how many are off, and how many are working. On duty turns yellow or red when the day is short.

Part	What it shows
DP buttons	Every DP you can open, colored by bid period, with countdowns. See The DP buttons .
Board tabs	One tab per board you can see, for example W3 Officers. Sergeant tabs have a rust dot.
Status bar	Connection state, how many people are online, your RDO count, and the zoom buttons.

What the colors and marks mean

Mark	Meaning
	Your RDO.
	Someone else's RDO.
	Training. Counts as off, never changes color.
	Approved vacation. Counts as off, never changes color.
	Military leave. Counts as off, never changes color.
	At the limit: this RDO brings the day to its staffing limit.
	Over the limit: the day is short-staffed with this RDO.
White dot on a chip	Set by a Time Manager or the admin. Only they can change it.
Hatched column, lock	Restricted day: no new time off can be placed.
Pale gold column	MOU 30 paid holiday. See Paid holidays .

How the colors are decided. On each day, T, VC and ML are counted first. Then RDO's are counted from the most senior person down. When the day reaches its minimum, the least-senior RDO turns yellow-orange; any past that turn red. For example, with 12 people and a minimum of 8 on duty, the 4th person off is at the limit and the 5th and later are over. Colors are a warning, not a block: the day can still be picked, and Time Managers decide.

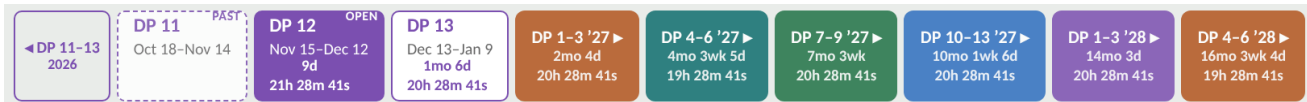
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Name Closes 9d 21h 28m 41s	RDO's left	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Sun 11/22	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29	Mon 11/30	Tue 12/1
1	Alvarez Daniel	✓	O			O			O	O			O			O	O		
2	Brooks Karen	O 3					O		O					O	O	O			
3	Chen Marcus	O 5	O	O										O	O				
4	Delgado Rosa	O 4						O	O					O	O				
5	Evans Tyler	O 2		O	O						O	O		O	O			O	O
6	Foster Nina	O 4					O	O							O	O			
7	Grant Owen	O 4			O	O						O	O	O	O				O
8	Hayes Lucia	O 6								O	O			O	O		O	O	
9	Ibarra Sam	O 8													O				
10	Jordan Tess	O 10						O	O									T	T
11	Khan Omar	O 12																	
12	Lowe Becca	O 12									ML	ML							
13	Min on duty		8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
14	Off		2	2	2	2	2	3	4	2	3	3	2	6	8	3	2	3	3
15	On duty		10	10	10	10	10	9	8	10	9	9	10	6	4	9	10	9	9

Thanksgiving week: the gold holiday stripe, yellow-orange at the limit and red over it.

3. DPs, deadlines and the calendar

Days off are picked one deployment period (DP) at a time. DPs follow the Watch Bid calendar: 28 days each, 13 a year, starting on a Sunday. They are grouped into watch bid periods: DP 1-3, 4-6, 7-9 and 10-13.

The DP buttons



The DP buttons: the past DP, the DP open for bid, the next DP, and later bid periods folded into one button each.

You see	Meaning
Colored button	One DP. Each bid period has its own color, and the DP badge in the ribbon matches it.
OPEN	The DP currently open for bid — the next one to close.
PAST (dashed)	The most recently closed DP, kept on screen for reference. Officers and sergeants can't change it.
Countdown	Time left until that DP closes. See below.
◀ DP 10-13 · 2026	The label of an open bid period. Tap it to fold that bid period into one button.
DP 1-3 '27 ▶	A folded bid period, with the countdown to its first DP. Tap it to open it.
Solid filled button	The DP on screen.

Tap a DP button to switch to that DP. Every visit starts on the DP open for bid.

Selection deadlines

Each DP's selection closes automatically at **1700 Pacific, 14 days before its first day**. Cell A1 and each DP button count down to it.

Time left	How the countdown reads
5 weeks or more	Months, weeks, days, hours, minutes and seconds — for example 4mo 3wk 5d 20h 31m 30s . A zero month, week or day is left out.
Under 5 weeks	Days, hours, minutes and seconds — for example 9d 22h 46m 49s .
Closed	The DP no longer takes picks from officers or sergeants, except during a selection window.
Your turn 9:58	A Time Manager gave you a selection window; minutes left in it.

Months are calendar months. Countdowns color amber in the last day and red in the last hour.

Selection windows

After a DP closes, a Time Manager can give a person a timed **selection window** for that DP. Everyone else stays closed. A badge beside the name shows the time left, or when it opens. Time Managers: see [Open a selection window](#).

During your window you can move only your red RDO's — the ones over the day's staffing limit. Drag a red RDO to any open day that isn't restricted.

-  Red RDO's can move.
-  Yellow and  green RDO's,    and days a Time Manager set stay locked.
- An RDO you move during the window stays movable until the window closes, even if it turns green on its new day.
- You can't add new RDO's, tap to change a day, hold to erase, or drag an RDO back to your RDO's left during a window.
- Copy to later DPs skips any DP where your window is open.
- When the window closes, every day locks.

A calendar that never runs out

- New DPs appear automatically about 18 months ahead, a whole bid period at a time.
- Officers and sergeants see the most recently closed DP plus every DP still open.
- Time Managers and the admin also see the DP before that — the last 2 closed DPs.
- Older DPs are deleted automatically. Export a DP to Excel before it drops off if you need a copy.
- There is nothing to set up each period: no start dates, no DP numbers to type.

4. Picking your days

You can change only **your own row**, and only while the DP on screen is open (or during your selection window).

Tap to add or change

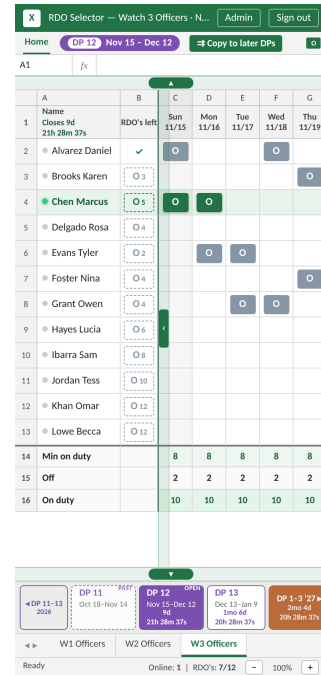
Tap an empty day to place an RDO. Tap it again to change it: **O** > **T** > **VC** > **ML**.

Hold to erase

Press and hold any of your days for about half a second to clear it.

Drag to move

Press an RDO and drag it to another day in your row, or drag the RDO chip from the RDO's left column onto a day. Others see your drag live.



Your row on a phone

Rules the board enforces

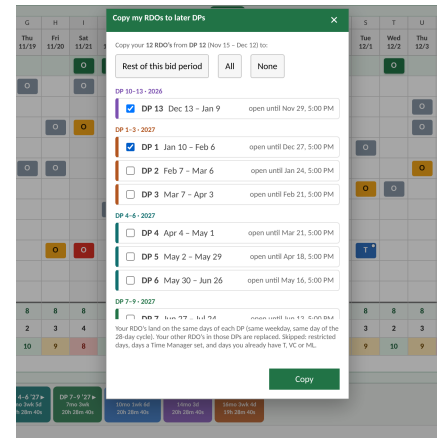
Rule	What you'll see
12 RDO's per DP. T, VC and ML don't count toward the 12.	"All 12 RDO's are already placed"
Only your own row.	Nothing happens on other rows.
Not on restricted days.	"Restricted day — no time off"
Days set by a Time Manager can't be changed by you.	"Set by a Time Manager — ask them to change it"
Only while the DP is open, or during your window.	"DP 12 selection closed ..." or "... your window opens ..."
During a selection window, only red RDO's move (plus any you've moved this window).	"Locked — during your window only red RDO's can move"
Not on a locked board.	"Board is locked"

Tip: Changes save instantly — there is no Save button for your picks. Everyone sees them right away.

5. Copy your RDO's to later DPs

Keep the same rotation without re-picking every DP. One tap copies **all** of your RDO's from the DP on screen to every DP you tick.

1. Open the DP whose RDO's you want to copy and place them.
2. Tap **⇒ Copy to later DPs** in the ribbon.
3. Tick the DPs. **Rest of this bid period** is ticked to start; **All** and **None** help. Closed DPs are greyed out.
4. Tap **Copy**. A message lists the DPs copied and any days skipped.



Copy my RDOs to later DPs

What happens	Detail
Same days	Each RDO lands on the same day of the 28-day cycle — the same weekday.
Replaces	Your existing RDO's in those DPs are replaced; your T, VC and ML stay.
Skipped	Restricted days, days a Time Manager set, and days you already have T, VC or ML.
Still open?	Only DPs still open to you are copied; each keeps its own deadline.

6. Paid holidays (MOU 30)

The paid holidays in MOU 30, Article 5.3, show as a pale gold stripe down the day so you can see them while you pick. Tap a cell in that column and the formula bar names the holiday; the date header shows it too.

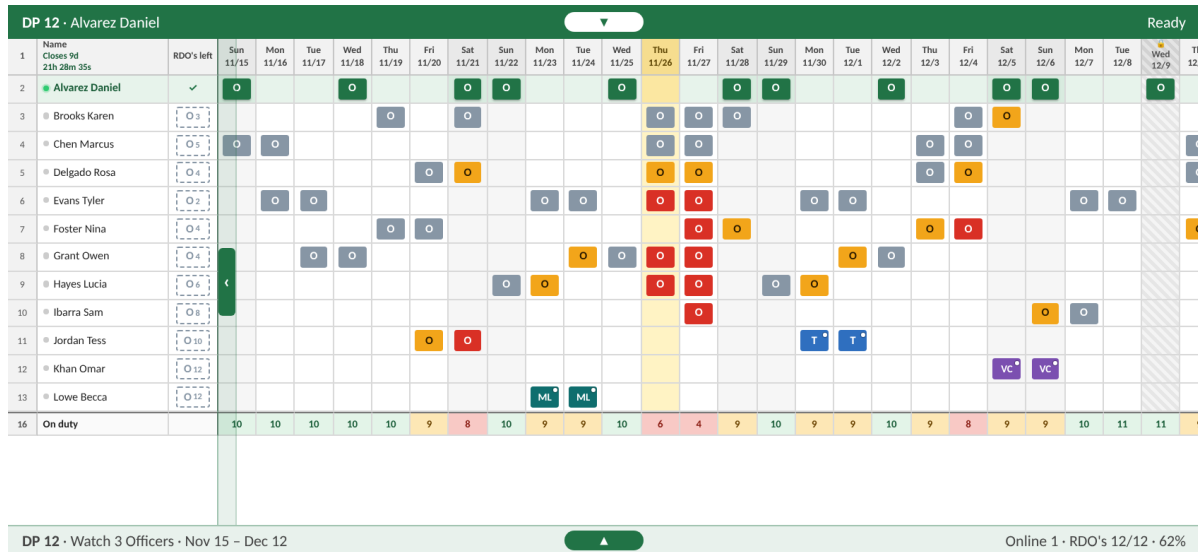
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	Name	RDO's left	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26	Sun 12/27	Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Fri 1/1	Sat 1/2
1	Alvarez Daniel	O 12																					
2	Brooks Karen	O 12																					
3	Chen Marcus	O 6	O	O						O	O			O	O								
4	Delgado Rosa	O 12																					
5	Evans Tyler	O 8												O	O								
6	Foster Nina	O 12																			O	O	
7	Grant Owen	O 12																					
8	Hayes Lucia	O 12																					
9	Ibarra Sam	O 12																					
10	Jordan Tess	O 12																					
11	Khan Omar	O 12																					
12	Lowe Becca	O 12																					
13	Min on duty		8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
14	Off		1	1						1	1			2	2						1	1	
15	On duty		11	11	12	12	12	12	12	11	11	12	12	10	10	12	12	12	12	12	11	11	12

DP 13 (Dec 13 – Jan 9): Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Holiday	Date rule
New Year's Day	January 1
Easter Sunday	Easter (worked out each year)
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

- Holidays are on the actual date; there is no weekend shift.
- The stripe is on screen only — it is never exported to Excel.
- The admin can add or remove dates. See [Paid holidays \(admin\)](#).

7. Using it on a phone



Turned sideways: the toolbars fold away so you can see more days.

To...	Do this
See more of the month	Pinch with two fingers to zoom out; spread to zoom in. The – and + buttons in the status bar work too.
Hide the top or bottom bars	Tap or swipe the small green grab bar. Tap it again to bring the bar back.
Shrink the name column	Tap the green bar beside the names. Each row then shows RDO's left, and a check when all 12 are placed. A1 still counts down.
See all 28 days	Turn the phone sideways. The header and footer fold away by themselves.
Reach other DPs	Scroll the DP buttons sideways; tap the DP badge in the ribbon to bring them into view.

8. Sergeants

Sergeants pick their own days on their watch's **Sergeants** board exactly as officers do — tap, hold, drag, copy — with the same rules and deadlines.

- Sergeants also see every officer board, so they can follow staffing across the watch.
- Sergeants have no extra powers: they can't change anyone else's row, set leave, restrict days or export.
- Sergeant board tabs are marked with a rust dot.

X

RDO Selector – Watch 3 Sergeants · Nov 15 – Dec 12.xlsx

Home

DP 12Nov 15 – Dec 12

→ Copy to later DPs

You

Others

Training

Vacation

Military

At limit

Over

Restricted

Paid holiday

A1

/x

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	Name Closes rd 21h 28m 32s	RDO's left	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Sun 11/22	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29	Mon 11/30	Tue 12/1	Wed 12/2	Thu 12/3	Fri 12/4	Sat 12/5	Sun 12/6	Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12
2	● Morales Victor	O7	O	O										O	O															
3	● Price Dana	O8			O	O										O	O													
4	● Silva Raul	O9												O	O								O							
5	Min on duty		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
6	Off		1	1	1	1				1	1			2	2	1							1							
7	On duty		2	2	2	2	3	3	3	2	2	3	3	1	1	2	3	3	3	3	3	3	2	3	3	3	3	3	3	3

W1 Officers

● W1 Sergeants

W2 Officers

● W2 Sergeants

W3 Officers

● W3 Sergeants

DP 11-13 2024

DP 11
Oct 18–Nov 14 2024

DP 12
Nov 15–Dec 12 2024

DP 13
Dec 13–Jan 9 2025

DP 1-3 '27
2mo 4d
20h 28m 32s

DP 4-5 '27
4mo 3wk 5d
17h 28m 32s

DP 7-9 '27
7mo 3wk
20h 28m 32s

DP 10-12 '27
10mo 1wk 6d
20h 28m 32s

DP 1-3 '28
14mo 3d
20h 28m 32s

DP 4-6 '28
16mo 3wk 4d
19h 28m 32s

Ready

Online: 1 | RDO's: 5/12

100%

A sergeant's view: the Sergeants board, with the officer boards one tab away.

9. Time Managers

Time Managers manage the boards for the watches the admin assigned them — both the Officers and Sergeants boards of each. They don't see watches they aren't assigned to, and they don't pick days for themselves on the board.

Sign in as a Time Manager

1. Tap **Admin** at the top right, then **Time Manager sign-in**. (Or tap **Time Manager...** in the sign-in box.)
2. Pick your name and type your PIN. The first time, use the temporary PIN from the admin, then choose and confirm your own.
3. The title bar shows “Time Manager” and your name. The Admin menu now offers **Rosters for my watches**, **Change my Time Manager PIN** and **Sign out Time Manager**.

Note: A Time Manager sign-in lasts 30 days on that device. On a shared computer, always use **Sign out Time Manager**.

Edit all mode

Edit all is on: the title bar turns rust, and “+ Add person” appears under the last name.

Tap **Edit all** in the title bar. The title bar turns rust and you can work on every row of your boards, in the DP on screen. Tap **Edit all** again to turn it off.

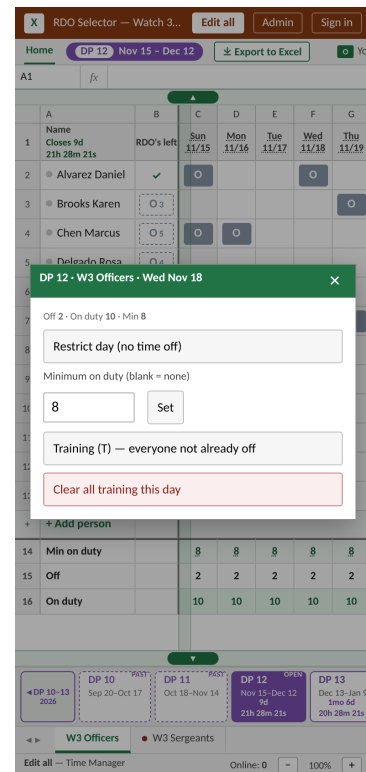
Assign a day

In Edit all, tap anyone's cell. Each tap moves through: blank > **T** > **VC** > **ML** > **O** > blank. Days you set get a white dot, and the person can't move or clear them. You can do this in any DP on the board, including the past ones.

Control a day: restrict, minimum, training

In Edit all, tap a **date** at the top of a column, or tap a number in the **Min on duty** row.

- **Restrict day (no time off)**: nobody can add time off. Existing days stay, and people can still remove their own. Tap again to unrestrict.
- **Minimum on duty**: type a number and tap **Set**. Leave blank for no minimum.
- **Training (T) — everyone not already off**: puts T on everyone working that day.
- **Clear all training this day**: removes that day's T's.



The day panel

A person's panel: windows, seniority, remove, reset PIN

In Edit all, tap a person's **name**.

Open a selection window

Set **Opens**, then a **Length** (15 min, 30 min, 1 hr, 1 day) or **Closes**. To give the people below them a turn too, enter how many in **Back-to-back windows**. Tap **Save window**. **Remove this officer's window** or **Remove all windows** undoes them. During the window the person can move only their red RDO's; see [Selection windows](#).

Change seniority

Tap ▲ **Up** or ▼ **Down**, or type a position and tap **Move** (1 = most senior). Colors recalculate at once.

Remove

Tap **Remove from this board**. Their days in every DP are set aside, not deleted, and come back if they're added again.

Reset a PIN

Type a 4-8 digit temporary PIN and tap **Reset PIN**. They're signed out on every device and choose a new PIN at their next sign-in.

Delgado Rosa - W3 Officers

Selection closes Sun, Nov 1, 5:00 PM. During a window this officer can change their own row even after the close.

Opens
11/01/2026, 05:00 PM

Length
15 min 30 min 1 hr 1 day

Closes
11/01/2026, 05:30 PM

Back-to-back windows of the same length for the next officers below (how many)
0

Save window

Remove this officer's window

Remove all windows

Seniority — #4 of 12
▲ Up ▼ Down 4 Move

1 = most senior. Their days stay with them; staffing colors update for everyone.

Remove from this board

Reset PIN — temporary PIN; they choose their own at next sign-in
2789 Reset PIN

Signs them out on every device right away. Give them the temporary PIN in person.

Edit all — Time Manager Online: 0 100%

A person's panel

Add a person

1. In Edit all, tap + **Add person** under the last name.
2. Enter their name and a temporary PIN.
3. Enter their **Seniority position** (1 = most senior), or leave it blank to add them at the bottom.
4. Tap **Add to board**. Someone returning to work goes back to their seniority spot, and any days they had are restored.

Load a roster from Excel

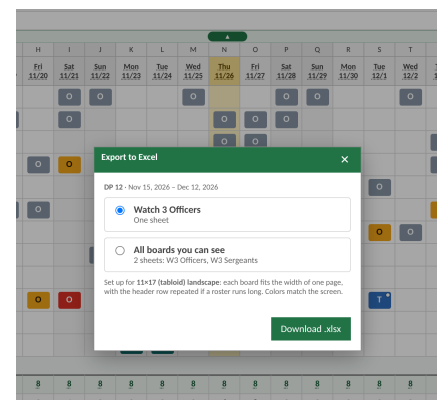
1. Tap **Admin** > **Rosters for my watches**.
2. Pick the board. Tap **Roster template** for an Excel file with one sheet per board: names in seniority order, optional temporary PIN.
3. Fill it in, tap **Import Excel / CSV**, check the list, then tap **Save**.
4. Or type one person per line, most senior first: **Name** or **Name, PIN**.

Tip: Updating a roster never erases picks in any DP. To fix a spelling and keep someone's days, type **New Name = Old Name**. A roster that would remove everyone is refused.

Export to Excel

1. Open the DP you want, then tap **Export to Excel** in the ribbon.
2. Choose **This board** (one sheet) or **All boards you can see**.
3. Tap **Download .xlsx**, open it in Excel and print.

The file is set up for 11×17 landscape with the same colors, daily totals, a legend, and the DP number and dates. Paid holidays are not included.



Export to Excel

Watch 3 Officers · DP 12 · Nov 15, 2026 – Dec 12, 2026

Selection closes Sun, Nov 1, 5:00 PM · Printed Thu, Oct 22, 8:31 PM · RDO Selector - rdo.laapoa.org

#	Name	RDO's	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21	Sun 11/22	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28	Sun 11/29	Mon 11/30	Tue 12/1	Wed 12/2	Thu 12/3	Fri 12/4	Sat 12/5	Sun 12/6	Mon 12/7	Tue 12/8	Wed 12/9 Restr.	Thu 12/10	Fri 12/11	Sat 12/12	
1	Alvarez Daniel	12	O			O			O	O			O			O	O			O			O	O			O			O	O
2	Brooks Karen	9					O		O					O	O	O				O		O	O							O	O
3	Chen Marcus	7	O	O											O							O	O							O	
4	Delgado Rosa	8						O	O					O	O							O	O							O	
5	Evans Tyler	10		O	O						O	O		O	O				O	O						O	O				
6	Foster Nina	8					O	O							O	O			O	O									O	O	
7	Grant Owen	8			O	O							O	O		O													O	O	
8	Hayes Lucia	6								O	O			O	O			O	O												
9	Ibarra Sam	4													O										O	O					O
10	Jordan Tess	2						O	O										T	T											
11	Khan Omar	0																					VC	VC							
12	Lowe Becca	0									ML	ML																			
Min on duty			8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
Off			2	2	2	2	2	3	4	2	3	3	2	6	8	3	2	3	3	2	3	4	3	3	2	1	1	3	3	3	3
On duty			10	10	10	10	10	9	8	10	9	9	10	6	4	9	10	9	9	10	9	8	9	9	10	11	11	9	9	9	9
Legend			O RDO		T Training		VC Vacation		ML Military leave		At staffing limit		Over staffing limit		Restricted day																

The Excel export, printed on 11×17.

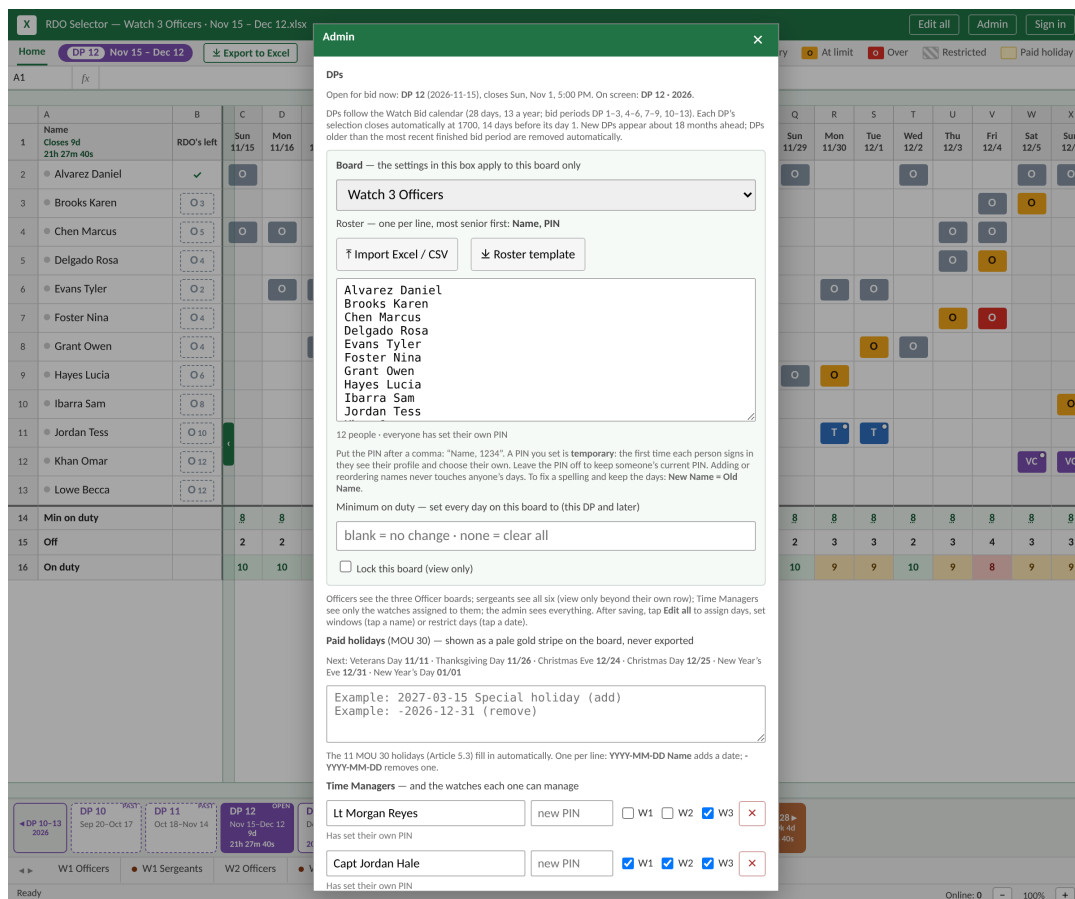
10. Admin

The admin manages Time Managers, paid holidays and every board. Admin access uses the **admin key**, which is separate from any PIN.

Careful: Anyone with the admin key controls everything, including clearing a DP. Enter it only on a device you trust, and turn admin off when you're done.

Open admin settings

1. Tap **Admin** > **Admin settings (admin key)**.
2. Type the admin key and tap **Unlock**. Nothing is shown until the key is accepted.
3. Make changes, then tap **Save** at the bottom.



Admin settings: DPs, then the board settings box.

DPs

The top of the panel shows which DP is open for bid and when it closes, and which DP is on screen. DPs need no setup: the calendar creates them and removes old ones on its own.

Board settings

Pick a board in the **Board** list. The settings in that box apply to that board only:

- **Roster:** the same tools Time Managers use — see [Load a roster from Excel](#).
- **Minimum on duty — set every day on this board to:** one number for every day of the DP on screen and every later DP. Blank = no change; “none” clears them.
- **Lock this board (view only):** freezes the board in every DP for everyone except Time Managers and the admin.

Paid holidays

The 11 MOU 30 holidays fill in automatically. The box shows the next six. To change the list, type one line per change:

Type	Effect
2027-03-15 Special holiday	Adds that date with that name.
-2026-12-31	Removes that date (a leading minus sign).

Only the admin can change holidays. Changes show on every board at once and are never exported.

Time Managers and their watches

Time Managers

12 people - everyone has set their own PIN

Put the PIN after a comma: "Name, 1234". A PIN you set is temporary: the first time each person signs in they see their profile and choose their own. Leave the PIN off to keep someone's current PIN. Adding or reordering names never touches anyone's days. To fix a spelling and keep the days: New Name = Old Name.

Minimum on duty — set every day on this board to (this DP and later)

blank = no change · none = clear all

☐ Lock this board (view only)

Officers see the three Officer boards; sergeants see all six (view only beyond their own row). Time Managers see only the watches assigned to them; the admin sees everything. After saving, tap **Edit all** to assign days, set windows (tap a name) or restrict days (tap a date).

Paid holidays (MOU 30) — shown as a pale gold stripe on the board, never exported

Next: Veterans Day 11/11 · Thanksgiving Day 11/26 · Christmas Eve 12/24 · Christmas Day 12/25 · New Year's Eve 12/31 · New Year's Day 01/01

Example: 2027-03-15 Special holiday (add)
Example: -2026-12-31 (remove)

The 11 MOU 30 holidays (Article 5.3) fill in automatically. One per line: YYYY-MM-DD Name adds a date; - YYYY-MM-DD removes one.

Time Managers — and the watches each one can manage

Lt Morgan Reyes new PIN ☐ W1 ☐ W2 ☒ W3

Has set their own PIN

Capt Jordan Hale new PIN ☒ W1 ☒ W2 ☒ W3

Has set their own PIN

+ Add Time Manager

2 Time Managers - everyone has set their own PIN

A Time Manager sees and manages only the watches ticked: both the Officer and Sergeant boards of each, including rosters, Edit all, PIN resets and export. A PIN typed here is temporary; they choose their own at first sign-in. Leave it blank to keep their current PIN.

☐ Clear DP 12 (Nov 15, 2026 - Dec 12, 2026) on all six boards

[Exit admin on this device](#)

Save

Paid holidays, Time Managers and Clear DP at the bottom of the panel.

1. In the **Time Managers** list, tap **+ Add Time Manager**.
2. Enter their name and a temporary PIN, and tick the watches (W1, W2, W3) they manage. At least one is required.
3. To reset a Time Manager's PIN, type a new temporary PIN on their line. To remove one, tap **x**.
4. Tap **Save**. Time Managers whose access changed are reconnected with their new watches.

Clear a DP

Tick **Clear DP ... on all six boards** and tap **Save** to wipe every RDO, T, VC, ML, restriction and window in the DP on screen. Rosters and PINs stay. This cannot be undone — export first.

Turn admin off on a device

Tap **Exit admin on this device** at the bottom of admin settings. Always do this on a shared computer.

11. Who can do what

	Officer	Sergeant	Time Manager	Admin
See officer boards	Yes	Yes	Assigned watches	Yes
See sergeant boards	No	Yes	Assigned watches	Yes
Closed DPs on screen	Last 1	Last 1	Last 2	Last 2
Pick own days, copy to later DPs	Yes	Yes	—	—
Assign T / VC / ML / RDO to others	No	No	Assigned watches	Yes
Restrict days, set minimums, training	No	No	Assigned watches	Yes
Add, remove, reorder people; reset PINs	No	No	Assigned watches	Yes
Selection windows	No	No	Assigned watches	Yes
Load rosters	No	No	Assigned watches	Yes
Export to Excel	No	No	Yes	Yes
Lock a board	No	No	Yes	Yes
Time Manager accounts, paid holidays, clear a DP	No	No	No	Yes

These rules are checked by the server, not just hidden on screen. Officers never receive sergeant data. Five wrong PINs lock a name for five minutes.

12. Troubleshooting

Problem	What to do
I forgot my PIN.	Ask a Time Manager to reset it. You'll get a temporary PIN and choose a new one.
"Too many tries — wait 5 minutes"	Five wrong PINs lock your name for 5 minutes. Wait, then try again carefully.
"Wrong name or PIN"	Check you picked your own name on the right board, and retype the PIN.
I was signed out suddenly.	"Your PIN was reset by a Time Manager": sign in with the temporary PIN they gave you.
"You were removed from the roster"	Your Time Manager took you off this board. Ask them.
I can't place an RDO.	See Rules the board enforces : you may have 12 already, the day may be restricted, or the DP may be closed.
I'm looking at the wrong DP.	Tap the DP you want in the DP buttons at the bottom. The OPEN one is open for bid.
A DP I need isn't shown.	Tap its folded bid-period button to open it. DPs older than the last closed one (last 2 for Time Managers) are removed automatically.
Copy skipped some days.	Restricted days, Time Manager-set days and days you already have T, VC or ML are skipped. Closed DPs aren't copied.
My day has a white dot and won't change.	A Time Manager or the admin set it. Ask them to change it.
The board shows "Connecting..."	Check your internet connection. It reconnects by itself; if not, reload the page. On a work network, ask IT to allow apd.rdopicker.com.
I can't see the sergeants' board.	Officers only see officer boards. This is by design.
I can't see Export to Excel.	Only Time Managers and the admin can export.
"Time Manager sign-in expired — sign in again"	Tap Admin > Time Manager sign-in and sign in again.
"That board is not one of your watches"	Time Managers manage only their assigned watches. Ask the admin to add the watch.

Tip: Still stuck? Sales & Support: support@rdopicker.com

Glossary

Term	Meaning
RDO	Regular day off. Each person places 12 per DP. Shown as an “O” on the board.
T, VC, ML	Training, approved vacation, military leave.
DP	Deployment period: 28 days, 13 a year, on the Watch Bid calendar.
Bid period	A group of DPs bid together: DP 1-3, 4-6, 7-9 or 10-13. Each has its own color.
Board	One watch’s officers or sergeants, for example W3 Officers.
Minimum on duty	How many people must be working on a day.
At limit / over	Yellow-orange / red RDO’s that reach or pass a day’s staffing limit.
Restricted day	A day when no new time off can be placed.
Paid holiday	A MOU 30 holiday, shown as a gold stripe.
Selection window	A timed turn a Time Manager gives someone after a DP closes.
Temporary PIN	A PIN set by a Time Manager or admin. You replace it at first sign-in.
Edit all	Time Manager mode for working on any row.
Time Manager	Manages the boards for assigned watches.
Admin key	The password for admin settings. Not a PIN.

Sales & Support: **support@rdopicker.com**

Index

Page numbers are links.

1

11x17	22
12 RDO limit	13
1700	11
18 months	12

2

28-day calendar	5
---------------------------	---

A

A1	8
add a person	21
admin	5, 24
admin key	24
apd.rdopicker.com	5
assign a day	20
assign watches	26
assigned day	9
at limit	9

B

back-to-back windows	21
bid period	11
bid period color	11
board is locked	13
browser	5

C

change PIN	7
clear DP	26
clear training	20
collapse names	17

connecting	29
copy to later DPs	14
countdown	8, 11
cycle codes	13

D

day panel	20
deadline	11
DP	5
DP badge	8
DP info	25
drag	13

E

Edit all	19
edit holidays	25
erase	13
Excel import	22
exit admin	27
export	22

F

first sign-in	7
fold	11
fold toolbars	17
forgot PIN	29
formula bar	8

G

gold stripe	9
grab bar	17

H

hold to erase	13
holidays not exported	15
home screen	5

L

landscape	17
legend	8
lock board	25
locked out	29
lockout	28

M

minimum on duty	8
minimums	25
ML (military leave)	9
MOU 30	15
move a day	13

N

not your watch	29
--------------------------	----

O

O (RDO)	9
officer	5
one sign-in per device	7
online dot	8
open a window	21
open for bid	11
over limit	9
own row	13

P

paid holidays	15
past DP	11
permissions	28
perpetual calendar	12
person panel	21
PIN	6
pinch zoom	17

print 22

R

RDO 5

RDO's left 8

red 9

red RDO's only 12

remove a person 21

rename 22

reset PIN 21

restrict a day 20

restricted day 9

retention 12

returning employee 21

ribbon 8

roles 28

roster 22

S

saving 13

selection closed 13

selection closes 11

selection window 12

seniority 9

seniority order 21

sergeant 5

sergeant board 18

session length 6

set minimum 20

sign in 6

sign out 6

signed out 29

skipped days 14

spelling fix 22

staffing limit 9

status bar	9
T	
T (training)	9
tabs	9
tap	13
temporary PIN	7
Time Manager	5, 19
Time Manager accounts	26
Time Manager sign-in	19
title bar	8
too many tries	29
training for everyone	20
U	
unfold	11
unlock	24
V	
VC (vacation)	9
W	
Watch Bid calendar	11
watches	9
web address	5
white dot	9
window rules	12
Y	
yellow-orange	9
your turn	11
Z	
zoom	17