

Set Permissions to View Information on Mobile Devices

With mobile access, your staff can view PDS Office family and personnel contact information on an Android™ phone or an Apple® iPhone®, iPad®, or iPod touch®.

PDSMobile is a viewer, so data isn't stored on the mobile device and can't be edited.

Setting What Users Can View

An administrator must give Mobile Access privileges to each PDS user in order for them to view information. Navigate to **Administration > Users & Passwords > Access and Privileges**. Under Data Synchronization, set the access permissions in each Mobile Access section for the user.

After users have access rights, enable mobile access and update the mobile data.

1. On the File menu, click **Data Synchronization > Mobile Access**.
2. Select the families and/or personnel whose information you want to view with mobile devices. You can use Additional Selections to filter the list.
3. Select your automatic update option.
4. Click **Save/OK**.
5. When you're finished, click **Update Mobile Information Now**.

Logging In to PDSMobile

After you enable mobile access and update the information, click **How to Access the Data from the Mobile Devices**. Users can log in to the Mobile Application at www.parish.mobi, using the same user name and password used to log in to PDS Office.

Be sure to communicate these details to your staff so they can enjoy the benefits of PDSMobile! For using the app, see [View Contact Information on Mobile Devices](#).

Related Topics

[Synchronize Your Data](#)

[View Contact Information on Mobile Devices](#)