

Synchronize with PDS Office

You can synchronize ministry data you have set up in PDS Church Office and/or Formation Office with the Ministry Scheduler. This includes the names, addresses, and phone numbers of people in given ministries.

On the File menu, click **Data Synchronization > PDS Office Data Synchronization**.

1. Select which PDS program(s) to transfer data from.
2. Enter the data file path for the program(s) you selected. For example, **X:\PDSOffice\Data**. Click **Next**.
3. Your Ministry Scheduler ministries display in the top grid.
 - For any ministries you don't want to schedule, select **Do Not Schedule**. These are still included in synchronization.
 - To consider only one minister per family (the one with the oldest last served date) for scheduling, select the check box on the right. Otherwise, if the check box is cleared, the program will consider all ministers in a family for scheduling.
 - If the grid doesn't contain the ministry you want, click the add icon  or **Add Ministry From Office**.
4. In the bottom grid, select which Ministry Scheduler ministry to associate with each Office ministry. If there is no equivalent, select **Not Used by the Ministry Scheduler**. Click **Next**.
5. The program checks for ministers who haven't been associated with Office members.
 - Click **Yes** to automatically associate the ministers with members.
 - Click **No** to manually associate them.
6. If any ministers were not automatically associated, click **OK** and select the Office member to associate with each minister. If no Office record exists for the minister, leave it blank.
7. Verify the minister/member information, then click **Next**.
8. Select the data transfer options you want, and click **Next**.
9. If any Office members already exist in Ministry Scheduler, their information is updated. If the member is not in Ministry Scheduler, a record is added with their information. Click **OK**.
10. The list of ministers displays. The Add New and Update columns are automatically selected based on whether the minister was found in Office. Verify the selections are correct.
11. When you're ready to add new ministers and update existing data, click **Transfer**.

After you transfer your ministers, the shared ministers icon  displays on those minister records.

Related Topics

[Upload Data to the Minister Web App](#)