

Set Permissions to View Information on Mobile Devices

With mobile access, your staff view your diocesan contact information on an Android™ phone or an Apple® iPhone®, iPad®, or iPod touch®.

Useful Information

Information can only be edited within Church Office, then synchronized to DioOffice before being viewed on the app. PDS Mobile is a viewer, so data isn't stored on your mobile device.

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 and Passwords > Access and Privileges**. Under Mobile Access, set the access permissions in each section for the user.

After users have access rights, upload the mobile information to the PDS web service. Optionally, you can synchronize your diocesan data.

1. On the Parishes & Facilities tab, click **Data Transfer > Set the Options Used in Synchronization**.
2. On the Mobile Access tab, select the information you want to publish to PDSMobile, and select what parish staff can access.
3. Click **Save**.
4. When prompted to update the web service, click **Yes**.
5. When the update is complete, click **Close**.
6. To ensure your staff is viewing the latest data, you can run the [Diocesan Synchronization](#).

Logging In to PDSMobile

After you upload the mobile data, 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 DioOffice. The Organization ID is the PDS site number for your diocese. For more on how to use the app, see [View Contact Information on Mobile Devices](#).

Related Topics

- [Transfer Data](#)
- [Set the Synchronization Options](#)
- [Synchronize Diocesan Data with Parish Data](#)
- [View Contact Information on Mobile Devices](#)