

PDS MOBILE EMPLOYEE

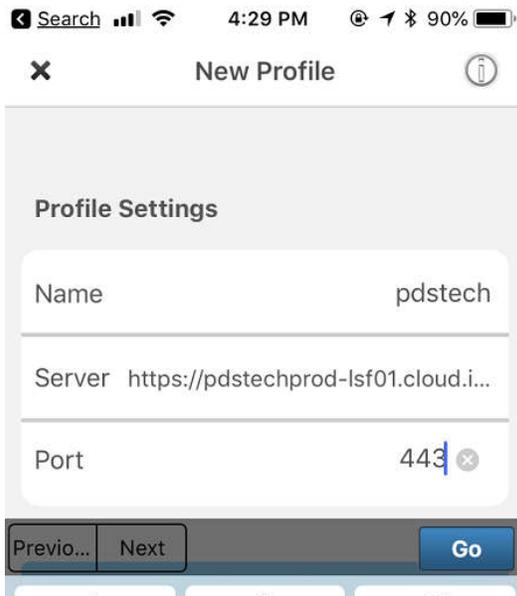
Installing PDS Mobile Employee

1. Search for the application “Lawson Mobile Employee” in the appropriate App Store for your mobile device. Iphone, Ipod Touch, Ipad (iOS 3.1 or later) and Android devices (OS 1.6 or later) are currently supported.
2. Follow the instructions provided for installing the application in the app store and in your specific devices manual.

Configuring PDS Mobile Employee



1. Launch the application by clicking the application icon on your mobile device.
2. If this is the first time you have installed this application update, review the terms of the End User License Agreement. Click the Accept button if you agree to the terms. **NOTE** You must accept the terms of the End User License Agreement in order to access the application.
3. On the application login screen, click the configuration settings icon next to the Login button.



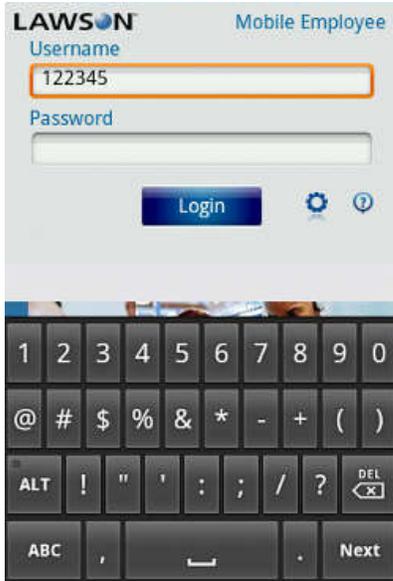
4. In the Name field Enter: PDSTECH
5. In the Server field Enter:
<https://pdstechprod-lsf01.cloud.infor.com>
6. In the field labeled **Port** Enter: **443**
7. Click **Save Profile (or GO)** to save your changes. Your configuration settings will be retained the next time you access the application, and can be updated at any time.

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Access PDS Mobile Employee



1. Launch the application by clicking the application icon on your mobile device.



2. In the **Username** field, type your Employee Self Service **logon id**.
3. In the Password field, type your Employee Self Service password
4. Click on the **Login** button and you will be logged onto the PDS Mobile Employee Application.

Note: Your PDS Mobile Employee logon id and password are the same ids you use to logon to PDS Employee Self Service (<https://ess.pdstech.com>). If you do not know your logon id or password you can have it emailed to you by clicking on the Forgot User name/Password link on the PDS Employee Self Service Web Site (<https://ess.pdstech.com>).

The mobile App will display your My Profile (on left)initially. Clicking on the Hamburger will reveal display a menu of available features (on right)

PDS MOBILE EMPLOYEE

T-Mobile 5:09 PM 84%

T-Mobile 5:10 PM 84%

My Profile Done

 **Matthew E. Fahn**
Staff - Official & Manager

Corporate MIS Staff
Remote Employee works from Home

(Add phone, Street, City, Supervisor)

Work Phone
214-647-9...1

Work Phone Extension
10...19

Work Phone Country Code
Enter Work Phone Country Code

Work Email
...@pdstech.com

Personal Email
...@charter.net

 **Matthew E. Fahn**
Staff - Official & Manager

 Employees

 **My Profile**

 Paychecks

 Leaves

 Benefits

 Pay History

Settings

Logout

Work 214-6...
Work 1021...
Work Enter...
Work ...
Persc ...