

Your first day

September 10, 2026

Your first day

Your first day in PAMS

Your first day in PAMS starts with signing in, then orienting yourself on the profile surface before you begin your regular work. Access to PAMS comes first; the profile surface lets you recognise your account information, approval readouts, branch, and trusted-device list.

If you need to...	Go to
Sign in to PAMS	Sign in
Complete an identity or device check	Complete an additional sign-in check
Recognise the profile fields and device list	Orient yourself on the profile surface
Solve a sign-in or profile problem	When sign-in or profile access goes wrong
Learn the main interface	Understanding the interface
Move between areas of PAMS	Navigation basics
Adjust your working area	Personalizing your workspace

Before you start

Prerequisites

- You have access to PAMS.
- You are signed in before opening the authenticated profile surface.
- A profile record is loaded before its fields appear.
- Leave the profile without unsaved changes when you are finished. The profile route checks for changes before allowing you to leave.

When these conditions are in place, reach the sign-in or profile surface.

Reach the sign-in and profile surfaces

Sign-in is the public entry surface. The profile surface is an authenticated view of your own profile information.

Steps

1. Open the sign-in page.
2. After signing in, open your profile surface.

Result: You are either at the sign-in surface or at the authenticated profile surface.

Sign in

The standard sign-in state is the form you use when PAMS does not require an identity or device check.

Prerequisites

- You are at the sign-in page.
- You have your PAMS sign-in details.

Steps

1. In **Email**, enter your sign-in email.
2. In **Password**, enter your password.
3. Select **Remember Me** if you want PAMS to retain the sign-in choice.
4. Select **Login**.
5. If a required field is empty, complete it when the form displays `User Name is Required` or `Password Required`.

Result: PAMS accepts the sign-in details and displays `Logged in successfully`, or opens [Complete an additional sign-in check](#) when an additional check is required.

Complete an additional sign-in check

An additional sign-in check confirms your identity or handles a device that PAMS does not recognise.

Steps

1. Complete the action in the row that matches the check on screen.

Check on screen	Action
Enter code	Enter the code sent to you.
Verify	Select Verify .
Resend again or Resend again?	Select Resend again or Resend again? when it is available.
Trust this device for further login	Select Not now to continue without trusting the device.
Trust this device for further login	Select Go to continue after choosing to trust the device.

The identity-check screen can display **For your security, Pams requires 2-factor authentication.**

It displays **We've sent a 6-digit verification code to your email address.** It also says, **If you don't see it in your inbox, please check your Spam or Junk folder.** It displays **Verification code not correct or expired** when the code is rejected. If the code is empty, it displays **code is required**.

The trusted-device screen displays **Your are trying to log-in to pams from a nonrecognized device.**

Result: The displayed identity or device check is complete, and PAMS continues the sign-in flow.

Orient yourself on the profile surface

Use the profile surface to recognise the personal and access information attached to your PAMS account.

The main profile fields are arranged as follows:

Area	Fields or readouts
Account identity	User Name, Position, Title, First Name, Middle Name, Last Name, Display Name, Login Email, Cloud Account, and Mobile
Roles and approvals	User Roles and Approval Limit readouts
Branch	Branch belong to (user can be member in one branch) and the selected branch
Trusted devices	Device name, Trusted machine, and First login at

On the profile surface, **User Name**, **Display Name**, **Login Email**, and **Mobile** carry required markers. **Position**, **Title**, **First Name**, **Middle Name**, **Last Name**, and **Cloud Account** do not carry required markers in the displayed profile.

The approval readouts cover four areas: Sales, LGs, Purchasing, and Invoicing. The profile explains that the Sales limit covers validating offers and accepting orders, the LGs limit covers issuing bank guarantees, the Purchasing limit covers purchasing orders, and the Invoicing limit covers issuing invoices.

The profile surface shows **Save** and **Save and Close**. These controls are enabled only when profile data has changed. Use the profile surface for orientation without changing profile data during your first-day tour.

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Security > Users > r.othman@sherkety.net

Save Save and Close X

User Name

r.othman@sherkety.net

Position

☒ Sales responsible
 ☒ Finance responsible
 ☒ PM responsible

Title

Eng.

First Name

Ramy

Middle Name

Last Name

Othman

Display Name

Ramy Othman

Login Email

r.othman@sherkety.net

Cloud Account

Projects.sales8@shoteco.com

Mobile

+avbsertyui

User Roles

☒ Sales Manager

Approval Limit

Sales:

Up to

100.00 EUR ☐ Unlimited

This limit allows you to validate offers and accept orders up to this limit.

LGs:

Up to

200.00 EUR ☐ Unlimited

This limit allows you to issue bank guarentees up to this limit.

Purchasing

Up to

300.00 EUR ☐ Unlimited

This limit allows you to purchase orders up to this limit.

Invoicing:

Up to

∞ ☒ Unlimited

This limit allows you to issue invoices up to this limit.

Branch belong to (user can be member in one branch)

☒ Shotec S.A.E

Trusted Login Devices - Trusted devices 103

Device name	Trusted machine	First login at
Q	(All) ☒	Q ☒
desktop Chrome macOS 10.15	☐	26 Jul 2025 - 07:52 AM
desktop Chrome Windows 10	☐	29 Jul 2025 - 09:43 AM
mobile Safari macOS Unknown	☐	3 Aug 2025 - 05:53 AM
desktop Chrome Windows 10	☐	6 Aug 2025 - 11:01 AM
desktop Chrome Windows 10	☐	14 Aug 2025 - 10:59 AM
Count: 117		

Tickets

When sign-in or profile access goes wrong

Use the exact message on screen to choose the correction.

What you see	What it means	What to do
User Name is required	User Name is empty.	Enter a user name.

What you see	What it means	What to do
No spaces are allowed	User Name contains a space.	Remove the spaces from User Name .
Display name is required	Display Name is empty.	Enter a display name.
Email is required	Login Email is empty.	Enter a login email.
Email is invalid	Login Email is not in an accepted email format.	Correct Login Email .
Mobile is required	Mobile is empty.	Enter a mobile number.
Error: This Email or User Name Already Exists	The email or user name conflicts with an existing account.	Use a different value or contact the person who manages your account.
Error: Server Error	PAMS could not complete the profile request.	Try the request again later or get help .
Incorrect username or password	The sign-in details were rejected.	Check Email and Password , then select Login again.
Are you sure you want to delete this item?	A profile-photo deletion needs confirmation.	Select Cancel to keep the photo or Delete to remove it.
Data saved Successfully	A profile save completed.	Continue from the profile surface.
Data saved Successfully .. This User Password has been Changed .. Please check E-Mail	A password-change save completed.	Check the email associated with the account.
The sign-in page opens an authenticated area	The session is already signed in.	Continue with Understanding the interface .

- Open [Getting help](#) or [General error messages](#) when an access or profile problem needs further assistance.