

Getting Started with Configuration

September 16, 2026

Getting Started with Configuration

User Guide > Configuration

The screenshot shows the PAMS Configuration interface for a company branch named 'shotec'. The interface is divided into several sections:

- Header:** PAMS logo, 'Shotec S.A.E.', and navigation icons.
- Breadcrumbs:** Configuration > Company > Branches > shotec.
- Form Fields:**
 - Display Name:** shotec
 - Full Name:** shotec
 - Statement:** Statement
 - Managing Director:** Managing Director
 - Company Registration No.:** Company Registration No.
 - VAT ID Number:** VAT ID Number
 - VatRate:** VatRate %
 - Financial Year Start:** Day, Month
 - Reference Currency:** Euro Member Countries
 - Local currency:** currency
 - Street:** Street
 - Zip Code:** Zip Code
 - Country:** Country
 - State:** State
 - City:** City
- Contact Information:** + Contact Information
- Default:** Default, Last Modifications
- Options:** Fixed Percentage (0 %), Descending Absolute, Descending Accumulative

Configuration record (with data)

Use Configuration to record the core identity and registration details for your business or branch. In your first session, complete the company details for the relevant branch and save the Configuration record.

What you can do

- Open **Branches** to work with branch-specific configuration.
- Use **Configuration Dashboard** to access configuration work.
- Select **Save** to keep your changes while remaining on the Configuration record.
- Select **Save and Close** to save your changes and close the Configuration record.

Complete the basic Configuration record

1. Open **Configuration Dashboard**.
2. Open the Configuration record for the business you are configuring.
3. Select **Branches** and choose the relevant **Branch**.
4. Enter or update the business details required for the record, including:
 - ****Full Name**
 - **Statement**
 - **Managing Director**
 - **Company Registration No.**
 - **VAT ID Number****
5. Select **Save and Close**.

Result

The Configuration record is saved with the selected branch and its business identity details. You can use **Save** when you want to keep working on the record after saving.

Next steps

Return to **Configuration Dashboard** to continue configuration work, or open **Branches** to maintain details for another branch.

Related pages

- [Configuration — Overview](#)
- [Reports settings](#)
- [Configuration — Learning Path](#)
- [Configure Branches](#)
- [Item Categories](#)
- [Reactivation Reasons](#)
- [Manage Demo Data](#)
- [Serial Combinations](#)
- [Serial Combinations](#)
- [Shareable Content](#)
- [Templates](#)

- [Warehouse](#)
- [Product Stage](#)
- [Work Procedure Settings](#)
- [Default Layouts](#)