

First Time Login

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Getting Started

First-Time Login

Use the application address issued for your organisation:

`https://shoteco2.pams.net`

This guide is intended for Sales representatives, Account managers, Project managers, Purchasing officers, Warehouse managers, Inventory controllers, Finance officers, and Accountants.

Sign In for the First Time

1. Open a supported web browser and go to `https://shoteco2.pams.net` .
2. Enter the user name and password issued by your administrator.
3. Select the available sign-in option to continue.
4. If the system requests additional verification, follow the verification instructions provided on screen. This may include confirming a trusted login device.
5. After successful sign-in, the application opens the areas available to your user account.

The menus, dashboards, reports, and records you can access depend on the permissions assigned by your administrator. For example, users may have access to Sales, Purchasing, Warehouse, Inventory, Finance, or Project-related information according to their role.

Trusted Login Devices

The Trusted Login Devices screen is used when the application requires confirmation or management of a device used to access the system. Follow the instructions displayed by the application and provide only the information requested by your organisation's verification process.

Available Actions

- Select **Save** to save changes made to a trusted login device record.
- Select **Save and Close** to save the record and return to the previous screen.
- Select **Cancel** to leave the current screen without continuing with the current changes.
- Select **Delete** to remove the selected trusted login device record, where your permissions allow this action.
- Select **Apply filter** to filter the displayed trusted login device records.
- Select **Tickets** to open the available ticket-related function.
- Select **Attach** to add an attachment where this option is available.
- Select **Ok** to confirm the current message, selection, or action.

After Sign-In

After you have signed in, use the navigation options available to your account:

Navigation option	Purpose
Dashboard	Opens the dashboard available to your user account.
Reports	Opens the reports area available under your permissions.
My Desk	Opens your personal work area.
Sales	Opens the Sales area, where authorised users can work with Sales jobs and related commercial activity.

If you cannot sign in, do not recognise a trusted-device request, or do not see an area required for your work, contact your administrator. Do not attempt to use another user's credentials or approve a device that is not under your control.

Related pages

- **Finding Your Way Around**
- [Your First Day with Pams V2](#)

- [Getting Started — Learning Path](#)
- [Trusted Login Devices : 61](#)