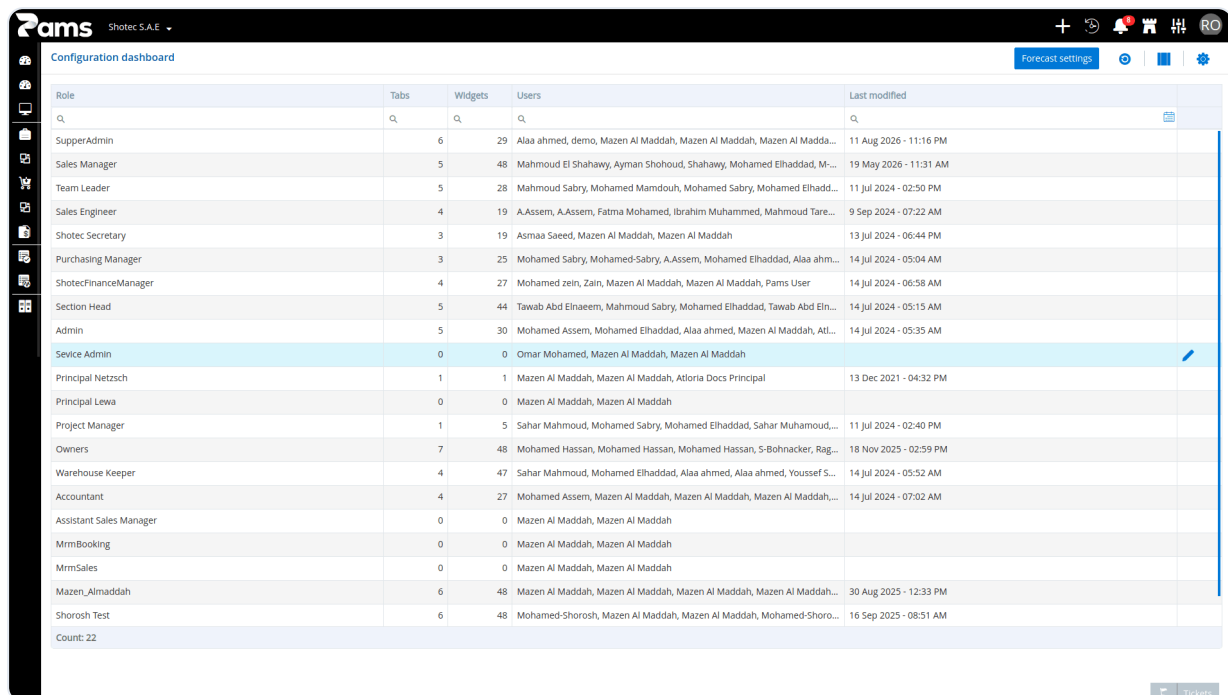


Navigation Basics

August 17, 2026

Navigation Basics

Getting Started



The screenshot shows the 'Configuration dashboard' in the PAMS system. It features a table with columns: Role, Tabs, Widgets, Users, and Last modified. The table lists various roles such as SupperAdmin, Sales Manager, Team Leader, Sales Engineer, Shotec Secretary, Purchasing Manager, ShotecFinanceManager, Section Head, Admin, Service Admin, Principal Netzsch, Principal Lewa, Project Manager, Owners, Warehouse Keeper, Accountant, Assistant Sales Manager, MrmBooking, MrmSales, Mazen_Almaddah, and Shorosh Test. Each row shows the number of tabs and widgets associated with the role, the list of users, and the last modified date. A 'Forecast Settings' button is visible in the top right corner of the dashboard.

Role	Tabs	Widgets	Users	Last modified
SupperAdmin	6	29	Alaa ahmed, demo, Mazen Al Maddah, Mazen Al Maddah, Mazen Al Madda...	11 Aug 2026 - 11:16 PM
Sales Manager	5	48	Mahmoud El Shahawy, Aymen Shohoud, Shahawy, Mohamed Elhaddad, M...	19 May 2026 - 11:31 AM
Team Leader	5	28	Mahmoud Sabry, Mohamed Mamdouh, Mohamed Sabry, Mohamed Elhadd...	11 Jul 2024 - 02:50 PM
Sales Engineer	4	19	A.Assem, A.Assem, Fatma Mohamed, Ibrahim Muhammed, Mahmoud Tare...	9 Sep 2024 - 07:22 AM
Shotec Secretary	3	19	Asmaa Saeed, Mazen Al Maddah, Mazen Al Maddah	13 Jul 2024 - 06:44 PM
Purchasing Manager	3	25	Mohamed Sabry, Mohamed-Sabry, A.Assem, Mohamed Elhaddad, Alaa ahm...	14 Jul 2024 - 05:04 AM
ShotecFinanceManager	4	27	Mohamed zein, Zain, Mazen Al Maddah, Mazen Al Maddah, Pams User	14 Jul 2024 - 06:58 AM
Section Head	5	44	Tawab Abd Elnaeem, Mahmoud Sabry, Mohamed Elhaddad, Tawab Abd Eln...	14 Jul 2024 - 05:15 AM
Admin	5	30	Mohamed Assem, Mohamed Elhaddad, Alaa ahmed, Mazen Al Maddah, Atl...	14 Jul 2024 - 05:35 AM
Service Admin	0	0	Omar Mohamed, Mazen Al Maddah, Mazen Al Maddah	
Principal Netzsch	1	1	Mazen Al Maddah, Mazen Al Maddah, Atloria Docs Principal	13 Dec 2021 - 04:32 PM
Principal Lewa	0	0	Mazen Al Maddah, Mazen Al Maddah	
Project Manager	1	5	Sahar Mahmoud, Mohamed Sabry, Mohamed Elhaddad, Sahar Muhamoud,...	11 Jul 2024 - 02:40 PM
Owners	7	48	Mohamed Hassan, Mohamed Hassan, Mohamed Hassan, S-Bohnacker, Rag...	18 Nov 2025 - 02:59 PM
Warehouse Keeper	4	47	Sahar Mahmoud, Mohamed Elhaddad, Alaa ahmed, Alaa ahmed, Youssef S...	14 Jul 2024 - 05:52 AM
Accountant	4	27	Mohamed Assem, Mazen Al Maddah, Mazen Al Maddah, Mazen Al Maddah,...	14 Jul 2024 - 07:02 AM
Assistant Sales Manager	0	0	Mazen Al Maddah, Mazen Al Maddah	
MrmBooking	0	0	Mazen Al Maddah, Mazen Al Maddah	
MrmSales	0	0	Mazen Al Maddah, Mazen Al Maddah	
Mazen_Almaddah	6	48	Mazen Al Maddah, Mazen Al Maddah, Mazen Al Maddah, Mazen Al Maddah,...	30 Aug 2025 - 12:33 PM
Shorosh Test	6	48	Mohamed-Shorosh, Mazen Al Maddah, Mazen Al Maddah, Mohamed-Shoro...	16 Sep 2025 - 08:51 AM

Count: 22

Dashboard settings — Configurations › Dashboard Settings

Use the Dashboard to access daily operational information and move between areas of the platform. Dashboard settings allow you to adjust the information displayed for your work.

The platform is available at:

<https://shoteco2.pams.net>

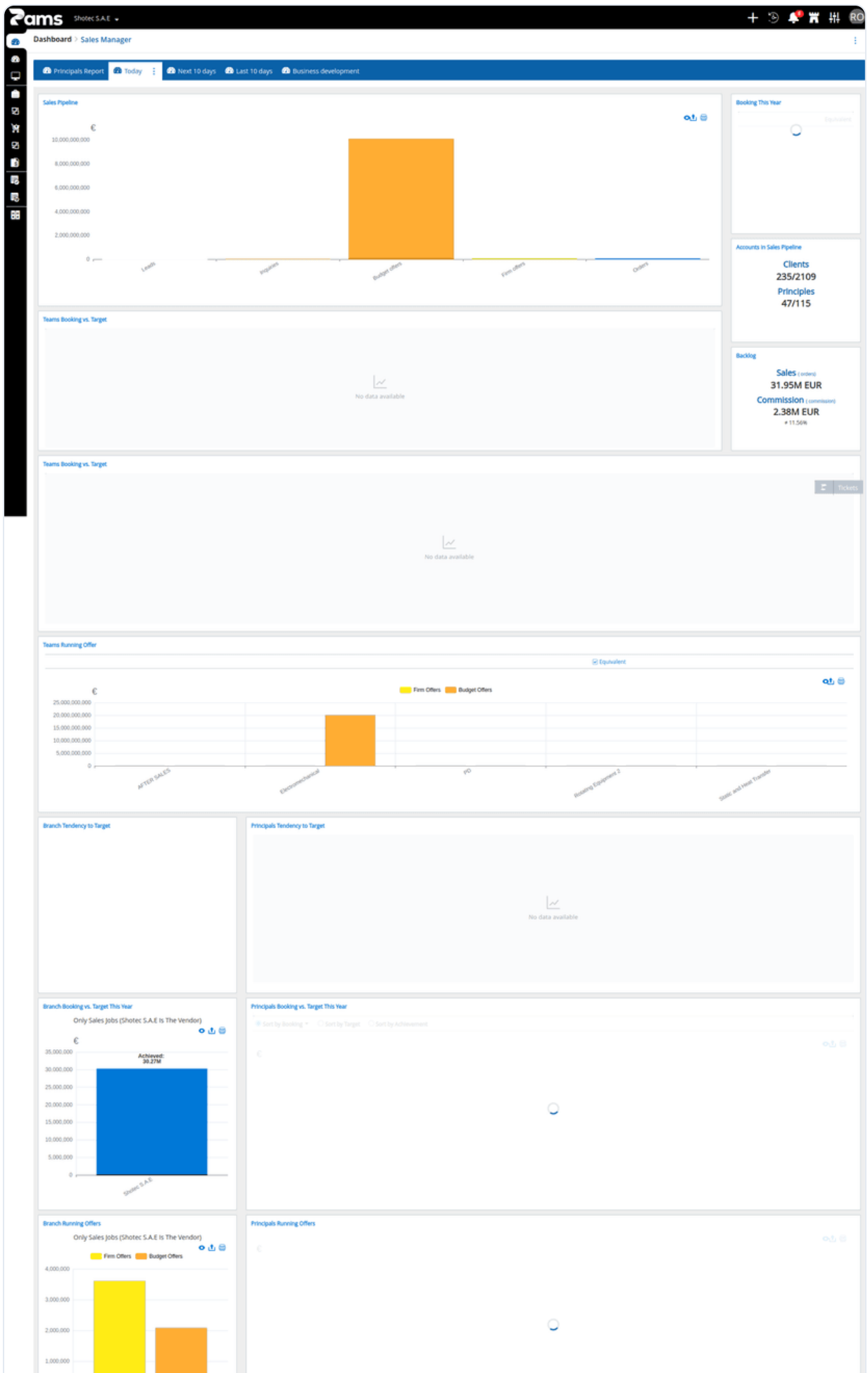
What You Can Do

- Use **Search box** to find and open a required screen directly.
- Use **Select** to choose an available Dashboard setting or option.
- Use **edit** to update a selected Dashboard setting.

- Use **Tickets** to open ticket-related information from the Dashboard.

Open the Dashboard

1. Sign in to the platform.
2. Open **Dashboard** from the main navigation.
3. Review the available Dashboard information for your current work, such as sales activity, procurement activity, Stock, projects, or financial actions.





Dashboard — Dashboard > Custom Dashboard

The Dashboard provides a starting point for operational work. From here, you can use search to reach a required area without navigating through each module.

Use Search to Open a Screen

1. On the Dashboard, select the **Search box**.
2. Enter the name of the area or record you need to open.
3. Select the relevant result.

For example, a Sales representative can search for Sales work, a Purchasing officer can search for Purchasing or Procurement work, and a Finance officer can search for Financial information.

Move Between Modules and Records

Use the main navigation to open a module, such as Sales, Purchasing, Warehouse, Projects Management, Financial, or Job Profitability.

When working with records:

1. Open the required module from the navigation.
2. Choose the relevant item from the module list.
3. Open the individual record to review its details and status.
4. Return to the list when you need to select another record or continue searching.

This approach supports the operational lifecycle from an Offer or RFQ through an Order, delivery, approval, payment, and job profitability review.

Open Dashboard Settings

1. From the Dashboard, open Dashboard settings.
2. Use **Select** to choose the setting or option you want to work with.
3. Select **edit** to make changes to the selected setting.
4. Save or complete the update as required by the available screen options.

Access Tickets

Select **Tickets** on the Dashboard when you need to open ticket-related information. Use the Dashboard to return to your main operational view after reviewing the ticket information.

Navigation Tips

- Use the Dashboard as your primary starting point after sign-in.
- Use the **Search box** when you know the screen or item you need.
- Open the relevant module when you need to work through a list of operational records.
- Open a single record when you need to review or act on its details, such as its Draft, Approved, Awaiting Approval, Ordered, Delivered, Due, or Paid status.

Related pages

- [Understanding the Interface](#)
- [Your First Day with Pams V2](#)
- **Getting Started — Learning Path**
- [Manage Demo Data](#)
- [Serial Combinations](#)

- [Shareable Content](#)
- [Templates](#)
- [Work Procedure Settings](#)
- [Configure 2 Factor Authentication](#)
- [First Time Login](#)