

Setting Up Your Profile

August 17, 2026

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Getting Started

Your profile records the information associated with your user account. Keeping it current helps ensure that your work is correctly associated with you across Sales, Purchasing, Warehouse, Projects Management, and Financial activities.

Access the platform at <https://shoteco2.pams.net> .

Where to find profile settings

Open the **Security** area and select **My Profile** to view or update your profile record.

Before you start work

Review your profile record and complete the details required by your organisation. Maintaining an accurate profile supports clear ownership of Offers, Orders, RFQs, approvals, payments, and project activities.