

Choosing Between Inline Editing and Admin Pages

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Deciding Whether to Edit on the Live Page or Open the Admin

In Sherkety ERP & Website Platform, you usually have two ways to make changes: edit content directly on the public page, or open an admin screen such as **Content**, **Services**, **Pricing**, **Settings**, or **SEO**. The right choice depends on what kind of information you are changing and whether that information belongs only to the page you are viewing.

Use inline editing when the content is already visible on the page and you want to adjust that exact block in context. This usually includes headings, paragraph text, button labels, section text, images, and other page sections you can see while browsing the website. If you are updating wording in a homepage banner, changing a paragraph in a public section, or replacing an image in a visible block, inline editing is usually the fastest option. For related guidance on page-level editing tools, see [Editing Footer and Shared Website Sections Inline](#).

Open an admin page when the change belongs to a structured record or a site-wide setting rather than a single visible block. This includes service entries in **Services**, price information in **Pricing**, user access in **Users**, business-wide values in **Settings**, and search-facing fields in **SEO**. These screens are designed for information that may appear in cards, lists, comparison sections, or multiple pages at once.

A simple rule helps: if the change is page-specific and visible where you are standing, edit it on the page. If the change is reused across listings, templates, or search results, open the matching admin screen instead.

Typically, **Content Editors** spend more time editing visible page sections and localized copy, while **Administrators** handle shared business records, pricing structures, settings, and SEO details.

[SCREENSHOT: public page with editable section controls beside a visible content block]

Updating Page Content Directly on the Website

Inline editing works best when you want to change content exactly where it appears. In Sherkety ERP & Website Platform, this is the right path for visible items such as hero headlines, supporting text, button labels, section descriptions, promotional copy, and images shown in the current page layout. If you can see the content on the page and it belongs only to that section, inline editing is usually the correct choice.

1. Open the public page that contains the content you want to change.
2. Select the editable area or use the edit control for that section.
3. Update the text, image, or other visible content in the editor.
4. Review the change in place so you can check spacing, alignment, and how it fits with nearby content.
5. Save the update, then confirm the page looks correct.

The biggest advantage of inline editing is context. You are not guessing where a sentence will appear or whether a button label will fit. You can see the surrounding layout, nearby images, and the full section while you work. That makes inline editing especially useful for homepage sections, promotional blocks, trust content, shared footer content, and other public-facing areas where wording and visual balance matter.

Do not use inline editing when the content actually comes from a dedicated admin record. For example, a service card shown on a page may be fed from the **Services** screen, a pricing table may be controlled from **Pricing**, and search metadata belongs in **SEO**. In those cases, editing the visible page text may not update the source that drives the listing.

If you are unsure whether a section is page content or shared content, check whether the same wording appears in multiple places. If it does, the correct source is often an admin screen rather than the page itself.

Using Admin Pages for Services, Pricing, and Shared Records

Open the admin area when you are working with information that behaves like a record rather than a one-off page block. In Sherkety ERP & Website Platform, the most common examples are **Services**, **Pricing**, and other shared content maintained through forms. These screens are the right place for repeatable items that appear in listings, cards, comparison sections, or multiple public pages.

The **Services** screen is where you manage service entries that may feed service cards, service teasers, and service detail content. If you need to rename a service, revise its description, adjust how it appears in a list, or maintain details used across the website, use **Services** instead of editing one public page and hoping the change carries everywhere.

The **Pricing** screen is the correct place for package names, price values, pricing tiers, and similar structured information. If a number appears in a pricing table or comparison layout, update the pricing record rather than typing over a value in a page section. This helps keep pricing consistent everywhere that package is shown.

Admin forms are also better for reordering repeatable items. If a list of services or packages needs to appear in a different order, make that change in the matching admin screen where the records are managed. That is more reliable than adjusting individual page blocks one by one.

Keep in mind that one admin update can affect several public locations at once. A revised service title may refresh a homepage teaser, a service listing, and a detail page. A changed price may update multiple pricing displays. That broad impact is exactly why shared records belong in admin pages.

[SCREENSHOT: admin navigation showing Content, Services, Pricing, Settings, SEO, and Users]

Opening Admin Settings for Site-Wide and SEO Changes

Some changes are not really page edits at all. They are configuration changes, and in Sherkety ERP & Website Platform those belong in **Settings** or **SEO**, not inside a page section.

Use **Settings** when you need to update business information or other values that apply across the website. This is the right place for site-wide details that may appear in shared layouts, contact areas, or reusable sections. If the same value shows up in more than one place, treat it as a settings change rather than a page edit. Editing one visible block may only change that single instance, while the shared value remains unchanged elsewhere.

Use **SEO** when the goal is to change how a page is represented in search and sharing previews. Search-facing fields are separate from visible page copy. If you need to update the page title, meta description, slug, or social sharing details, open **SEO** and edit the dedicated fields there. Changing a headline on the page does not automatically mean the search title or description has changed.

This distinction matters most when a request sounds like “fix how this page appears in Google” or “update the page link text.” Those are not inline content tasks. They belong in **SEO**. Likewise, if someone asks for a business-wide detail to be updated everywhere, that usually points to **Settings**.

Administrators should use these admin screens whenever a change affects multiple templates, shared areas, or search behavior. If you try to solve these requests through inline editing alone, the visible page may look correct while the underlying site-wide or search-facing information stays outdated.

For more on search-facing updates, see [Maintaining SEO and Search Facing Page Information](#).

Choosing the Right Editing Path for Common Tasks

When you receive a change request, start by asking two questions: **Can I see this exact content on the current page?** and **Is this value reused somewhere else?** Your answers usually tell you whether to use inline editing or an admin screen.

Use these examples as a guide:

Task	Best place to update it	Why
Correct a typo in a homepage paragraph	Inline editing	It is visible page copy in a specific section
Swap a banner or hero image	Inline editing	You can review the image directly in the page layout
Edit a service description used in service cards or service pages	Services	The service record may feed multiple locations
Change a listed package price	Pricing	Price values belong to structured pricing entries
Update shared business details	Settings	The same information may appear across the site
Revise page title or meta description	SEO	Search metadata is managed separately from visible content

Some requests are less obvious. For example, a homepage service teaser may look like ordinary page text, but if it matches a service entry shown elsewhere, the source may be the **Services** screen. Before editing, search the website for the same service

name, summary, or card text. If the wording repeats across listings or detail pages, update the service record instead of only changing the homepage block.

A quick decision guide:

- Choose **inline editing** when:
 - the content is visible on the current page
 - the change is specific to that section
 - you want to check layout and wording in context
- Choose an **admin page** when:
 - the value is reused across pages
 - the content belongs to a form field such as a service, price, setting, or SEO field
 - the change affects listings, templates, or search results

[SCREENSHOT: side-by-side example of a homepage section and its related admin record]

Avoiding Common Mistakes When Switching Between Inline Editing and Admin Pages

A common problem is making a change inline and then not seeing the expected result everywhere. This usually happens when the visible content is being pulled from a shared record in **Services**, **Pricing**, **Settings**, or **SEO**. If a service title changes on one page but still appears old in a service list, you likely edited page copy instead of the underlying service entry.

Another frequent mistake is updating the same information in two places without checking which one is the source of truth. For example, you might change a service summary in a page block and then later update the service record in **Services**. If both versions remain visible in different places, the website becomes inconsistent. Before saving, pause and check whether the value appears in cards, comparison sections, or other pages.

If an SEO change does not affect search snippets, review where you made the edit. Updating visible text on the page does not replace the fields in **SEO**. Open the **SEO** screen and confirm the page title, meta description, slug, and any sharing details were updated there rather than only in the page content.

Be especially careful in **Settings**. A single shared value may appear in multiple layouts or sections. If you change a site-wide detail unintentionally, review the public pages where that information is displayed and confirm whether the field is meant to be shared. If the update had a wider effect than expected, return to **Settings** and correct the shared value there.

When something looks wrong after saving:

- Check whether the content is page-specific or shared
- Look for the same wording or value elsewhere on the site
- Open the matching admin screen if the content appears in multiple places
- Review any success or error messages after saving

For help recognizing save feedback and warnings, see [Understanding Toast Messages and Action Feedback](#) and [Recognizing Warnings Errors and Dismissible Notices](#).

Overview

Sherkety ERP & Website Platform gives editors a practical split between **editing what you see** and **managing what the site reuses**. That split is the key to choosing the right workflow.

Use the public website when the task is about visible section content. This includes headlines, descriptive text, button wording, images, and other page blocks that belong to the layout you are currently viewing. Inline editing is best when context matters and you want to see the exact result before saving.

Use the admin area when the task belongs to a dedicated screen:

- **Content** for managed website content records
- **Services** for service entries and service-related details
- **Pricing** for package and price information
- **Settings** for shared business and site-wide values
- **SEO** for page title, meta description, slug, and search-facing details
- **Users** for account and role management

This document is mainly about making the right choice before you start editing. If you already know how to use the edit controls on public pages, the next skill is recognizing when **not** to use them. Shared records, pricing data, and metadata are safer and more consistent when maintained in their own admin forms.

If you need a refresher on inline controls themselves, return to [Editing Footer and Shared Website Sections Inline](#). If you are ready to continue with more page-level editing practice, the next document is [Editing Homepage and Service Sections Inline](#).

Prerequisites

Before choosing between inline editing and admin pages in Sherkety ERP & Website Platform, make sure these basics are already in place:

- You can sign in to the admin area successfully. If needed, review [Signing In and Accessing the Admin Portal](#).
- Your account has permission to open the areas you need, such as **Content**, **Services**, **Pricing**, **Settings**, or **SEO**.
- You already know how to open edit controls on public pages and save content changes.
- You are familiar with shared website areas such as footer content and reusable sections from [Editing Footer and Shared Website Sections Inline](#).
- You know which page or section the requested change belongs to before you begin.

It also helps to gather the request clearly before editing:

- the exact wording, image, or value that needs to change
- where it appears on the website
- whether it appears in one place or several places
- whether the request is about visible page content, pricing, business details, or search metadata

If you are unsure whether a value is shared, check the public website first. Search for the same service name, price, or phrase in other sections and pages. That quick review often tells you whether you should stay on the page and edit inline or move to an admin screen.

For multilingual content, make sure you are working in the correct language before saving changes, especially when editing public-facing copy or localized records.