

Editing Structured Content and Repeating Items

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Recognizing structured blocks before you edit

In Sherkety ERP & Website Platform, not every section is edited the same way. Some areas let you click directly into a heading or paragraph and type. Others are built as grouped content blocks made up of repeated items, such as cards, team profiles, testimonials, logo rows, or statistics. Before you start changing anything, look at the section carefully and identify whether you are editing one piece of text or a collection of matching entries.

Structured blocks usually appear inside a clear section boundary. When you open the editor for a section, you may see a main heading and intro text at the top, followed by a set of repeated item containers underneath. Each item usually represents one card, one person, one testimonial, one logo, or one stat. That means changing one item should affect only that item, while changing the section heading affects the whole block.

A simple way to tell the difference is to check whether the content repeats in the same visual pattern:

- A row of service cards with matching layouts
- A team section with one profile per person
- A testimonial area with one quote per card
- A statistics strip with several short value-and-label pairs
- A logo section with one image per brand

Before editing, pause and identify:

- The **section title** or **intro text**
- The **individual repeated items**
- Whether the block looks fixed in size or designed to grow with more items

If the section already contains multiple matching entries, treat it as a repeating block rather than plain text. For language-specific text handling, use the guidance in

Managing Multilingual Fields in the Content Editor.

[SCREENSHOT: editor view showing a section heading above a grid of repeated cards with one item highlighted]

Editing items inside lists and card collections

When you work with lists or card collections in Sherkety ERP & Website Platform, edit one item at a time so you do not accidentally change the whole section. Open the content block, then click the specific card or list item you want to update. This is the safest way to change a title, description, button text, image, or link for a single entry without affecting the neighboring items.

1. Open the page section you want to edit.
2. Select the repeated block, such as a card grid or list.
3. Click the individual item you want to change.
4. Update the visible fields for that item, such as the title, body text, image, or button label.
5. Save your changes in the editor and check the preview.

Many repeating blocks also include item-level actions. Depending on the block, you may see controls such as:

- **Add item** to create another card or list entry
- **Duplicate** to copy an existing item and then adjust its content
- **Delete** to remove an item from the collection
- Drag handles or reorder controls to change the display order

Keep the collection visually consistent as you edit. If one card has a very short title and the next has a much longer one, the row can look uneven. The same applies to descriptions, images, and buttons. Try to keep similar fields at a similar length across the set.

Check these details before moving on:

Field area	What to keep consistent
Titles	Similar length and tone
Descriptions	Comparable amount of text
Images	Matching crop and shape
Buttons	Similar wording and purpose

After updating several items, use preview to confirm the cards still line up neatly and the list reads in the right order. If you need help with preview behavior, see [Previewing Changes Before Saving Content](#).

Managing team, testimonial, and profile-style entries

People-based sections in Sherkety ERP & Website Platform often use repeating profile cards. You may see these in team areas, testimonial sections, advisor highlights, or other profile-style layouts. Each entry usually represents one person or one customer story, so it is important to edit each card as a complete unit rather than changing only the visible text on the page.

1. Open the team, testimonial, or profile section in the editor.
2. Select the individual profile card you want to update.
3. Review all fields attached to that entry before saving.
4. Replace or update the content for that one person or testimonial.
5. Repeat the same check for the remaining entries in the section.

Common fields in these blocks often include:

Entry type	Typical fields to review
Team profile	Name, role or title, bio, profile image
Testimonial	Person name, quote, company or role, photo
Profile card	Name, short description, image, link

When replacing profile images, check the preview right away. A headshot that looks fine in the file picker may appear too zoomed in, too wide, or uneven beside the other cards once it is displayed in the section. Try to use images with a similar framing style so the row stays balanced.

If the section includes links, make sure they are complete and intentional. A missing link label, an empty role field, or an unfinished bio can leave awkward blank space in a profile card. If a field is optional and you do not need it, confirm in preview that hiding that content still looks clean.

When adding a new person or testimonial, compare it with the existing entries instead of building it differently. Match the same style, the same amount of detail, and the same image treatment so the section still feels like one set. For broader guidance on repeated collections, you can also review [Managing Repeating Content and Structured Items](#).

[SCREENSHOT: team or testimonial editor showing repeated profile cards with image, name, role, and text fields]

Updating statistics, logos, and other compact repeating blocks

Compact repeating blocks in Sherkety ERP & Website Platform need a lighter touch than larger card sections. These areas often include statistics, counters, short feature badges, icon lists, and logo rows. Because each item has very little space, even a small text change can affect alignment across the whole row.

Start by opening the block and selecting one item. In a statistics section, you may see short fields such as a value, label, unit, or supporting caption. In a logo row, the main editable element is usually the image itself. In a badge or icon list, each item may contain a short title and a small visual element.

Pay special attention to formatting when editing number-based content. Keep symbols exactly where they belong so the numbers remain easy to scan:

- Percent values should keep the % sign
- Currency values should keep the correct symbol
- Shortened values such as **K**, **M**, or **+** should stay consistent across the row
- Labels should remain brief so they do not wrap awkwardly

Logo sections need the same level of care. When you replace a logo image, check whether the new file has:

- A clean background
- Similar visual weight to the other logos
- Good contrast against the page background
- A size that does not overpower the row

Avoid turning compact items into mini paragraphs. A stat label or feature badge works best when it stays short and readable at a glance. If one item becomes much longer than the others, it can push the row out of balance, especially on smaller screens.

After editing several compact items, preview the section and look for wrapping text, uneven spacing, or one logo that appears much larger than the rest. These are usually quick fixes, but they are easier to catch before you move on.

Reordering and expanding repeating content without breaking page structure

Reordering items is one of the easiest ways to improve a section, but it is also where users most often disturb the intended layout. In Sherkey ERP & Website Platform, keep repeated items inside their original block and only change their sequence within that block. Do not treat a card, testimonial, or stat as a standalone section unless the editor clearly shows that it belongs elsewhere.

1. Open the repeating block you want to reorganize.
2. Identify the items you want to move, duplicate, or remove.
3. Use the drag handle or reorder control to place items in the new sequence.
4. If you need a similar item, use **Duplicate** instead of creating one from scratch.
5. Replace the copied text, image, and links with the new content.
6. Preview the section to confirm the order and spacing still make sense.

Duplicating an item is especially helpful when the block has several matching fields. It preserves the same structure, which reduces the chance of forgetting a title, image, or link. After duplicating, make sure you replace every copied detail so the new item does not accidentally repeat old content.

When expanding a section, think about the visual rhythm of the page. Adding one extra card to a four-card row may change how the section wraps. Adding several new testimonials may make the section much longer than expected. A larger item count is not always a problem, but it should still feel intentional.

Use preview after any major reorder or expansion and check:

- Whether the most important item appears first
- Whether the number of items still suits the section
- Whether rows, columns, and spacing still look balanced
- Whether the section heading still matches the content beneath it

For a closer look at live checking after edits, continue with [Using Live Preview to Check Page Updates](#) after you finish your save review workflow.

Fixing common problems with repeating blocks

If a repeating block looks wrong after editing, the issue is usually something simple: a missing field, an oversized image, an item in the wrong order, or one entry that was left incomplete. In Sherkey ERP & Website Platform, the fastest way to fix these

sections is to review one item at a time instead of trying to correct the whole block at once.

Start with missing content. If a card, profile, or stat does not appear as expected, reopen the block and check whether the item was removed, left incomplete, or saved without all of its visible fields. A repeated item may exist in the editor but still look broken on the page if key text or media was not filled in.

Common layout problems usually come from:

- Titles that are much longer than the rest
- Images with very different proportions
- Empty fields that leave awkward blank space
- Buttons or links that appear on some items but not others
- A saved order that does not match what you expected

If the block order looks wrong, reopen the section and confirm the current saved sequence. Sometimes a previous draft or unsaved rearrangement can make the page seem out of order. Check the item list carefully rather than relying only on memory.

For incomplete sections, compare entries side by side. Ask yourself whether each item includes the same type of content as the others. A team section, for example, usually looks best when every card has a name, role, image, and similar amount of text. A logo row usually works best when every item has a usable image and consistent spacing.

When the page still does not look right, use preview and inspect the section visually before making more edits. That helps you spot whether the problem is text length, image balance, or item order. If you also need help understanding loading, empty, or error states while editing, see [Understanding Loading Placeholders Empty States and Errors](#).

Overview

This guide focuses on editing grouped content in Sherkey ERP & Website Platform without disturbing the structure of the page. Structured content appears in sections where the same layout repeats across multiple entries, such as service cards, team members, testimonials, statistics, badges, and logo rows. These sections are different from simple headings or paragraphs because each item belongs to a shared layout.

The main goal when editing these blocks is to keep each item complete and visually consistent. That means updating the right fields inside the right item, using **Add item**,

Duplicate, **Delete**, and reorder controls carefully, and checking preview after any larger change. It also means recognizing the difference between editing the section heading and editing the repeated entries underneath it.

This document builds on earlier content editor topics rather than repeating them:

- For general multilingual editing, see [Editing Multilingual Content in the Editor](#)
- For language-specific field handling, see [Managing Multilingual Fields in the Content Editor](#)
- For preview basics, see [Previewing Changes Before Saving Content](#)

You will get the most value from this guide if you are updating public website sections that use repeated visual patterns, especially homepage content, service highlights, people-based sections, and compact information rows. The examples here are meant to help you make safe edits while preserving spacing, alignment, and the intended reading order of the page.

[SCREENSHOT: content editor showing a structured section with repeated items and item controls such as add, duplicate, delete, and reorder]

Prerequisites

Before editing structured content in Sherkety ERP & Website Platform, make sure you are ready to work inside the content editor and can identify the section you need to change. You do not need technical knowledge, but you should already be comfortable opening the editor and switching between editable page areas.

You should have:

- Access to the admin area with permission to edit website content
- A clear idea of which page section you need to update
- The final text, images, and links for each repeated item you plan to change
- Basic familiarity with the editor from [Editing Multilingual Content in the Editor](#)
- An understanding of language-specific fields from [Managing Multilingual Fields in the Content Editor](#)

It also helps to prepare your content before you begin:

- Keep titles short enough to fit neatly in cards and compact rows
- Use images that match the style of the existing section
- Confirm names, roles, quotes, and labels before entering them
- Decide the display order of items in advance if you plan to reorder a section

- Gather replacement logos or profile photos before opening the editor

If you are updating a larger block, review the full section on the live page first so you can see how many items it contains and how they are arranged. This makes it easier to spot whether you are editing a heading, a section intro, or one item inside a repeated collection.

After you finish the edits in this guide, the next step is [Validating Saving and Reviewing Content Changes](#), where you will confirm that your updates were saved correctly and appear as expected.