

Managing Admin Session Access and Safe Sign Out

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Signing In to the Admin Portal

To begin an admin session in **Sherkety ERP & Website Platform**, open the **Login** screen. This screen is separate from the public website pages and is used only for authorized admin access. On the sign-in form, enter your details in the **Email** field and **Password** field, then click the main **Sign In** button.

[SCREENSHOT: Login screen showing the Email field, Password field, and Sign In button]

Use the account details assigned to you for admin work. If your account has permission to manage content, settings, pricing, SEO, or users, signing in takes you away from the login screen and into a protected admin area such as the **Dashboard**. From there, you can continue to the pages you already learned about in [Using the Admin Dashboard for Navigation](#) and [Using Admin Dashboard Cues to Reach Common Tasks](#).

If your sign-in details are correct, the login page should not stay open. You should be redirected into the admin portal automatically. If you opened a protected admin page before signing in, Sherkety ERP & Website Platform may send you to the login page first and then continue into the admin area after authentication.

When the details are incorrect, expect to remain on the **Login** screen. You may see an error message indicating that sign-in failed. In that case:

- Re-enter the **Email** address carefully
- Check the **Password** for typing mistakes
- Click **Sign In** again

Do not keep trying random combinations. If your assigned credentials no longer work, stop at the login screen and use your organization's normal process for account help. The key sign that sign-in worked is simple: the **Login** page disappears and a protected admin page opens.

Accessing Protected Admin Pages

In **Sherkety ERP & Website Platform**, the public website and the admin portal are separate experiences. Public pages such as service pages, ERP app pages, company type pages, and contact pages can be opened without signing in. Admin pages such as **Dashboard**, **Content**, **Users**, **Settings**, **SEO**, **Services**, and **Pricing** require an active admin session.

If you try to open one of these protected pages without being signed in, you should not see the page contents. Instead, Sherkety ERP & Website Platform redirects you to the **Login** screen. This protects editing and configuration tools from public access. For example, opening an admin-only page directly from a bookmark or browser history should still send you back to sign in first if no session is active.

[SCREENSHOT: Redirect from a protected admin page to the Login screen]

After you sign in successfully, access depends on your role. Users with content editing access can enter the admin area and work with the sections available to them. Users with broader administrative access may also see pages for user management and other configuration tasks. If a page is restricted to a role you do not have, you should expect that page not to be available in normal admin use, even if you know its address.

This is different from the public navigation, where menus are meant for visitors and do not require authentication. If you are unsure whether you are in the public website or the admin portal, look at what actions are available. Public pages focus on browsing, reading, and contacting Sherkety. Admin pages focus on editing, managing, and maintaining content and settings.

For a broader map of where each admin destination fits, use [Understanding Admin Portal Structure and Main Destinations](#) and [Understanding Admin Page Access and Protected Navigation](#).

Understanding How Your Admin Session Works

Once you sign in to **Sherkety ERP & Website Platform**, you do not need to type your **Email** and **Password** again on every admin page. Your access is carried by an active admin session. That session lets you move from **Dashboard** to **Content**, **Services**, **Pricing**, **SEO**, **Settings**, or **Users** without repeating the login process each time.

This is why normal navigation inside the admin area feels continuous. You can open a protected page from the menu, use dashboard shortcuts, or refresh the browser while

working, and your access should remain available as long as the session is still active. If you reload a page and remain in the admin area, that usually means your session is still valid.

[SCREENSHOT: Admin area open after moving between Dashboard, Content, and Settings without signing in again]

If the session expires, Sherkety ERP & Website Platform stops showing protected content and returns you to the **Login** screen before allowing further access. This can happen when enough time passes, when the browser session is interrupted, or after signing out. The practical sign is that a page you were allowed to open earlier now asks you to sign in again.

Keep this in mind when working on a shared or unattended device. If you leave the browser open while still signed in, another person may be able to open protected admin pages without entering your credentials again. That is why ending the session properly matters just as much as signing in correctly.

A good habit is to treat the admin area differently from public browsing. Public pages are safe to leave open for reading. Admin pages are not. If you step away from your desk, finish your work, or switch to a shared computer, use the sign-out action rather than assuming the session will end on its own.

Signing Out Safely When You Finish

When you finish working in **Sherkety ERP & Website Platform**, use the **Sign Out** action from the admin interface. Do not rely on closing the browser tab or walking away from the computer. Closing a tab may hide the page, but it does not always end the active admin session immediately.

Look for the **Sign Out** option in the admin area and select it before leaving. After signing out, Sherkety ERP & Website Platform should end your current authenticated session and return you to the **Login** screen. That return to the sign-in page is the clearest sign that you are no longer active in the admin portal.

[SCREENSHOT: Admin menu with the Sign Out action highlighted]

To confirm that sign-out worked, try reopening a protected page such as **Dashboard** or another admin section. If the session ended correctly, you should be redirected to the **Login** screen and asked to sign in again. If a protected page still opens normally without asking for credentials, your session may still be active and you should sign out again.

Safe sign-out habits matter most on shared devices:

- Always click **Sign Out** before leaving your desk
- Sign out before handing the device to another user
- Avoid leaving admin pages open on public or shared computers
- Do not assume that closing the browser window is enough

If you need a refresher on the basic sign-out action itself, see [Signing Out and Ending Admin Sessions Safely](#). This guide focuses on session behavior and how to verify that protected access has actually ended, not just how to leave the screen.

Handling Common Access and Sign-Out Problems

If access to the admin portal does not behave as expected in **Sherkety ERP & Website Platform**, the quickest fix is usually to check whether you are truly signed in or truly signed out.

If the **Login** page keeps reappearing after you click **Sign In**, first verify the details in the **Email** and **Password** fields. A small typing mistake can keep you on the same screen. After correcting the fields, click **Sign In** again. If the page still returns to login, go back to the main admin entry point and retry from there instead of using an old bookmark.

If a protected page opens and then immediately redirects away, your session may have expired. This often looks like a brief page load followed by a return to the **Login** screen. Sign in again and reopen the page. If the page stays open after that, the issue was likely an expired session rather than a page problem.

If **Sign Out** does not appear to work, refresh the page after using it. Then open a protected admin page such as **Dashboard**. If Sherkety ERP & Website Platform asks you to sign in again, the session has ended correctly. If not, repeat the sign-out action and test again.

When another user can still access the portal on the same device after you thought you signed out, treat that as an active browser session still being available. In that situation:

- Return to the admin area and use **Sign Out** again
- Reopen a protected page to confirm it now redirects to **Login**
- Avoid shared saved sign-in details on that device
- End the browser session before leaving the computer for someone else

For related guidance on protected page behavior, warning messages, and access restrictions, see [Understanding Admin Page Access and Protected Navigation](#) and [Recognizing Warnings Errors and Dismissible Notices](#).

Overview

This guide focuses on one specific part of working in the admin area of **Sherkety ERP & Website Platform**: starting an admin session, using protected pages during that session, and ending access safely when you are done. It applies to users who sign in to manage website content, SEO details, services, pricing, settings, or user accounts.

The most important idea is that admin access is session-based. After a successful sign-in on the **Login** screen, you can move through protected pages such as **Dashboard**, **Content**, **SEO**, **Services**, **Pricing**, **Settings**, and **Users** without signing in again on each page. That access continues until the session ends, expires, or you use **Sign Out**.

This guide does not repeat the full navigation walkthrough from [Using the Admin Dashboard for Navigation](#) or the shortcut-focused help in [Using Admin Dashboard Cues to Reach Common Tasks](#). Instead, it explains what to expect before and after those navigation actions: when the **Login** screen appears, why a protected page may redirect you, and how to confirm that sign-out actually removed access.

Use this page when you need to answer practical questions such as:

- Why did an admin page send me back to **Login**?
- Why can I move between admin pages without signing in again?
- How do I know whether **Sign Out** really worked?
- What should I do on a shared computer?

If your goal is to work inside a specific admin section after signing in, continue with the task-based admin guides linked throughout this document. If your goal is to keep access controlled and avoid leaving an open admin session behind, the sections below are the ones to follow closely.

Prerequisites

Before you work with admin session access in **Sherkety ERP & Website Platform**, make sure the following basics are in place:

- You have an authorized admin account with a valid **Email** and **Password**

- Your role includes access to the admin area, such as content editing or broader administrative permissions
- You can reach the **Login** screen for the admin portal
- You are using a browser session that you can control, especially if you need to sign out and verify access afterward

It also helps to know which kind of work you expect to do after signing in. Different roles may see different admin destinations. For example, some users may work mainly in **Content**, **Services**, **Pricing**, or **SEO**, while others may also need **Users** or **Settings**. If a page is not available after sign-in, that may be a role limitation rather than a login problem.

Before starting on a shared device, decide whether that computer is appropriate for admin work at all. Because Sherkety ERP & Website Platform keeps you signed in across protected pages during an active session, shared environments require extra care. If you must use one, plan to verify sign-out before leaving.

You do not need to prepare any special setup beyond your assigned credentials and access rights, but you should be ready to recognize these screens and actions:

- **Login**
- **Sign In**
- **Dashboard**
- **Sign Out**

If you are still getting familiar with the admin layout, review [Understanding Admin Portal Structure and Main Destinations](#) before following the procedure below.

Step-by-Step Instructions

1. Open the admin **Login** screen in **Sherkety ERP & Website Platform**. Confirm that you can see the **Email** field, **Password** field, and **Sign In** button.
2. Enter your assigned **Email** and **Password**, then click **Sign In**. Wait for the page to respond. A successful sign-in should move you away from the login form and into a protected admin page such as **Dashboard**.
3. Verify that your session is active by opening another protected area, such as **Content**, **SEO**, **Services**, **Pricing**, **Settings**, or **Users**. If those pages open without asking you to sign in again, your admin session is active.

4. Work normally inside the admin portal. You can move between protected pages and refresh the browser as needed. If you are unexpectedly returned to **Login**, sign in again because your session may have expired.
5. When you finish, find and click **Sign Out** in the admin interface. Do not stop at closing the tab or browser window.
6. Confirm that sign-out succeeded. After using **Sign Out**, reopen a protected page such as **Dashboard**. You should be redirected to the **Login** screen instead of seeing admin content.
7. If the protected page still opens, repeat **Sign Out**, refresh the browser, and test the protected page again until Sherkety ERP & Website Platform requires sign-in.

[SCREENSHOT: Full session flow from Login to Dashboard to Sign Out and back to Login]

If you are continuing your admin learning path, the earlier guides on navigation, protected access, and sign-out details remain the best companions for daily use: [Using the Admin Dashboard for Navigation](#), [Understanding Admin Page Access and Protected Navigation](#), and [Signing Out and Ending Admin Sessions Safely](#).