

Managing Repeating Content and Structured Items

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Opening structured content fields in the editor modal

In Sherkety ERP & Website Platform, repeating content appears in the editor modal as a grouped content area rather than a single text box. You will usually notice this when a section contains multiple cards or entries on the page, such as team members, statistics blocks, service summaries, FAQ-style items, or other repeated content patterns. Instead of one field for the whole section, the editor shows a collection with separate entries listed as rows or cards.

A single text field is simple: you click into it, type your change, and move on. A repeating content group works differently. You first open the collection, then choose whether to add a new entry or edit one that already exists. Each entry usually contains several related fields together, such as a title, short description, image, label, value, or link. This is how Sherkety ERP & Website Platform keeps card-based sections organized.

Look for controls such as **Add item**, an item row you can click, and action buttons beside each entry. Some collections let you edit directly inside the main modal. Others open the selected item in its own form area, side panel, or nested editing view so you can fill in all fields for that one entry before returning to the list.

Use this approach when the page section clearly repeats the same layout several times. For example, if the public page shows several team cards with the same structure, you should expect to edit those cards as a collection instead of trying to change the section as one long paragraph.

[SCREENSHOT: editor modal showing a repeating content collection with multiple item rows and an Add item button]

If you need help with language switching before editing these grouped fields, refer to [Editing Multilingual Content in the Editor](#).

Adding new items to collections like team members and statistics

1. Open the page section in the editor modal and find the repeating content group you want to update, such as a team member list, statistics block, or service summary collection.
2. Click **Add item** or the similar add action shown in that collection. Sherkety ERP & Website Platform opens a new item form either inside the modal or in a nested panel.
3. Fill in the fields shown for that item. The exact fields depend on the section, but common examples include:

Content type	Common fields you may see
Team member	Name, Role, Bio, Image, Link
Statistic block	Label, Value, Supporting text
Service summary	Title, Summary, Image, Call-to-action link

4. Complete every required field before trying to save. Required fields are usually easy to spot because they stay highlighted, show a warning, or display a validation message if left empty. If a new item does not save, check for blank required fields first.
5. Click the item-level save action to add the entry back into the collection. After saving, confirm that the new item now appears in the list inside the editor modal.

When a collection is empty, Sherkety ERP & Website Platform may show a blank or empty-state message with a clear prompt to add the first item. That is normal and simply means no entries have been created for that section yet.

If a field asks for an image, link, or number, enter the type of content that field expects. For example, a statistic value should be entered as a numeric value if the field only accepts numbers. If something is missing or in the wrong format, the item usually stays open until you fix it.

[SCREENSHOT: new repeating item form with fields for title, description, image, and link]

Editing and organizing existing structured items

1. In the collection list, click the item you want to update. Sherkety ERP & Website Platform opens that entry so you can change its existing fields.
2. Edit the content you need. Depending on the section, this may include text, short descriptions, image selections, statistic values, or links. For example, you might update a team member's **Role**, replace a portrait image, or revise a service summary so it matches the latest public wording.
3. Save the item so your changes are stored inside the collection. Then return to the item list and review the updated entry label or preview text.
4. Reorder items if the section should appear in a different sequence on the page. Look for drag handles, move controls, or other position tools beside each row or card. This is useful when you want a featured team member, top statistic, or priority service summary to appear first.
5. If the editor offers a duplicate or clone action, use it when you want to create a similar item without starting from scratch. This is especially helpful for card-based layouts where the structure stays the same and only a few details change.
6. Remove an item only when you are sure it should no longer appear in that section. After removal, the item disappears from the collection list and will no longer be included when the section is saved.

Keep in mind that the order shown in the collection list usually matches the order visitors will see on the page. If the sequence matters, always review the list before closing the editor modal.

[SCREENSHOT: collection list with edit, reorder, duplicate, and remove controls]

Removing an item affects the content shown in that page section after the collection and modal are saved. If the page still shows the old item later, the issue is usually that the final save or publish step was not completed yet.

Working with nested fields inside each item

Repeating items in Sherkety ERP & Website Platform often contain several field types grouped together. Instead of changing one line of text, you may be editing a complete content card with multiple parts. A team member entry, for example, can include a name, job title, portrait image, short bio, and profile link. A statistics entry may include a label, a value, and a supporting note. A service summary may include a title, summary text, image, and action link.

Inside an item form, pay attention to the field labels and complete them one by one. You may see:

- Plain text fields for short content such as **Name**, **Title**, **Label**, or **Value**
- Larger text areas for summaries, bios, or supporting descriptions
- Image fields for card visuals or profile photos
- Icon choices where a visual symbol is part of the design
- Toggle options for on/off choices
- Link fields for buttons or profile destinations

These grouped fields work together as one item. If one part is incomplete, the item may not save. Sherkety ERP & Website Platform may show validation messages for missing required fields, character limits, number-only entries, or missing media selections. For example, a **Value** field in a statistics card may reject text if it expects a number, while an image-based card may stay incomplete until an image is selected.

Changes inside the item are not fully secured just because you typed them. First, save the item itself. After that, make sure the parent editor modal is also saved. If you close the item or modal too early, your latest edits may not appear in the collection.

[SCREENSHOT: nested item form showing grouped fields such as name, image, description, and link]

This two-level saving pattern is especially important when you are working through several cards in one section.

Saving collection changes and checking how they appear

1. After editing a repeating item, click the save action for that item first. This returns the updated entry to the collection list in the editor modal.
2. Review the collection list before closing anything. Check that the item names, labels, and order look correct. If you added several entries, confirm each one appears in the list and that none are still marked by missing-field warnings.
3. Save the full editor modal. This step stores the collection changes for the section you are editing. If you skip this step, item-level changes may not be applied to the page content.
4. Reopen the section or use the available preview view to confirm the repeating block displays correctly. Look closely at card order, text length, images, and links.

This is the best time to catch issues such as an item appearing in the wrong position or a summary being too short or too long for the layout.

5. If your workspace includes draft or publish behavior, remember that saving in the editor modal is not always the same as making the change live for visitors. In that case, the collection can be saved as edited content first and only appear publicly after the final publish step.

Sherkety ERP & Website Platform may also show a notification message after saving. Use that feedback to confirm whether the item save worked, whether the full modal save succeeded, or whether another action is still needed.

[SCREENSHOT: saved collection list inside the editor modal with updated item order and completed fields]

If you want to check how the section looks before finalizing your work, the next guide is [Previewing Changes Before Saving Content](#).

Fixing common problems with repeating content items

When a repeating item does not behave as expected in Sherkety ERP & Website Platform, the cause is usually visible in the editor modal.

- **The item will not save**
 - Open the item again and look for required fields that are still empty.
 - Check for warning text near fields such as **Name**, **Title**, **Label**, **Value**, **Image**, or **Link**.
 - If a field expects a number, remove text characters and enter a numeric value only.
- **The item order looks wrong on the page**
 - Return to the collection list and confirm the entries are arranged in the intended sequence.
 - Save the collection again after reordering.
 - If you moved items and then closed the modal without saving, the old order may still be in place.
- **An image, link, or value is rejected**
 - Make sure you are filling the correct field with the correct type of content.
 - If the item uses an image field, complete that image selection before saving.

- If the field is for a link, use the link field itself rather than placing that content in a text description box.
- **A deleted or edited item still appears on the site**
 - Confirm that you saved both the item change and the full editor modal.
 - Reopen the section to verify the collection list reflects your latest edits.
 - If your team uses a publish step, the content may still be saved as an internal update and not yet visible on the public page.

[SCREENSHOT: validation message on a repeating item showing a required field error]

If the modal shows a loading or error message instead of the collection, wait for the content to load or try again later. For more on interface feedback, see [Understanding Loading Placeholders Empty States and Errors](#) and [Understanding Toast Messages and Action Feedback](#).

Overview

Repeating content in Sherkety ERP & Website Platform is used for sections where the same layout appears more than once on a page. Common examples include team member cards, statistics blocks, service summaries, and similar grouped content. Instead of editing these sections as one long text area, you manage them as collections made up of individual items.

Each item usually contains several related fields. A team card might combine **Name**, **Role**, **Bio**, **Image**, and **Link**. A statistics card may use **Label**, **Value**, and supporting text. Because these entries are structured, the editor modal helps you keep each card consistent with the page design while still letting you update the actual content.

The main tasks you perform in these collections are:

- Add a new item with **Add item**
- Open an existing item to edit its fields
- Reorder items so they appear in the right sequence
- Duplicate an item when you want to reuse the same layout
- Remove an item that should no longer appear

The most important thing to remember is that collection editing usually has two save points: saving the item itself, then saving the full editor modal. Missing either step can make it seem like your changes were lost.

This guide focuses on repeating and structured content only. If you need help switching languages or editing basic localized text fields, use [Editing Multilingual Content in the Editor](#). If you are ready to check how your updates look before finalizing them, continue with [Previewing Changes Before Saving Content](#).

Prerequisites

Before working with repeating content in Sherkey ERP & Website Platform, make sure the following are already in place:

- You can sign in to the admin area and open editable website content
- You have access to the content editor modal for the page section you want to update
- You already know how to switch between available languages when editing localized content
- You can identify the page section you need to change, such as a team section, statistics area, or service summary block

It also helps to be comfortable with these related workflows:

- Opening the editor from the website or content editing area
- Recognizing field labels and item groupings inside the modal
- Saving changes and watching for confirmation messages
- Reopening a section to verify that your edits were stored correctly

If you have not worked with multilingual fields yet, read [Editing Multilingual Content in the Editor](#) first. That guide explains how language-specific content is handled so you can focus here on the structure of repeating items rather than the language workflow itself.

You should also have the content ready before you begin, especially when adding multiple entries. For example:

- Team member names, roles, and bios
- Statistic labels and values
- Service titles and summary text
- Any images or links required by the item form

Having that information ready makes it much easier to move through each item form without leaving fields incomplete. Once you are set up, you can use the collection

tools in the editor modal to build, organize, and review repeated content blocks efficiently.