

Managing Repeating Content Items in the Editor

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Understanding repeating content fields in the editor

In Sherkety ERP & Website Platform, repeating content fields appear inside the content editor as sections that hold multiple items under one heading. You will usually see these sections labeled with names such as **Links**, **Cards**, **Statistics**, or **Content Blocks**. Instead of entering one value, you work with a list of rows or stacked cards, each representing one item in that section.

A repeating field usually shows:

- an **Add item** button
- one or more existing items displayed as separate rows or cards
- item actions such as **Duplicate**, **Remove**, or a drag handle for changing order
- field labels inside each item, such as **Title**, **Description**, **Image**, **Link text**, **URL**, **Label**, or **Value**

Some repeating sections are simple. For example, a links list may only include **Link text** and **URL** for each row. Others are more detailed, such as card collections with **Title**, **Description**, and **Image** fields. Statistics sections often use short pairs like **Label** and **Value**, while grouped content blocks can include several fields inside one item and may even contain their own smaller repeated sections.

Validation appears at the item level, not just at the top of the page. If one card is missing a required **Title**, or one statistic is missing a **Value**, the warning appears on that specific item. Optional fields remain available but do not block saving unless they are required by that block's setup.

When a section contains many items, the editor becomes easier to use if you think of each row as one complete content unit. That makes it simpler to review order, spot missing fields, and compare similar items side by side.

[SCREENSHOT: Repeating field section showing stacked cards with Add item, Duplicate, Remove, and reorder handle]

Adding list items, cards, and grouped blocks

To add new repeated content in Sherkety ERP & Website Platform, open the page or section you want to edit and scroll to the repeating field area in the main form.

Common sections include **Links**, **Cards**, **Statistics**, and **Content Blocks**. Each section has its own **Add item** button.

1. Open the content entry you want to update.
2. Find the repeating section where the new content belongs.
3. Click **Add item**.
4. Fill in the fields shown for the new row or block.
5. Repeat the process for any additional items.
6. Click **Save** to keep your changes.

The fields you complete depend on the section:

- In **Links**, you may enter **Link text** and **URL**
- In **Cards**, you may fill in **Title**, **Description**, and **Image**
- In **Statistics**, you may enter **Label** and **Value**
- In **Content Blocks**, you may see a larger set of fields based on the selected block layout

Some sections support more than one block style. In that case, after clicking **Add item**, choose the block type first, then complete the fields that appear for that version. For example, one block may show a heading and body text, while another may also include media or a call-to-action link. Only fill in the fields shown for the block you selected.

After adding several items, review the list before saving. Make sure each new row appears in the correct position and that no item is left partially completed. Once you click **Save**, reopen or refresh the entry if needed and confirm that every new item still appears in the intended order with the values you entered.

[SCREENSHOT: Adding a new card item with Title, Description, Image, and Save button]

Reordering, duplicating, and removing repeated items

The order of repeated items in Sherkety ERP & Website Platform usually controls how they appear on the website. If a card should appear first, or a statistic should move higher in the section, change its position directly in the editor before saving.

1. Locate the item you want to move.
2. Use the drag handle beside that item.
3. Drag it up or down until it sits in the correct position.
4. Release it and check the new order.
5. Click **Save** to keep the updated arrangement.

Use **Duplicate** when you want to reuse an existing item as a starting point. This is especially helpful for cards or grouped blocks that already contain the right structure. After duplicating, edit only the fields that need to change, such as **Title**, **Description**, **Label**, or **Value**. This is faster and helps keep formatting consistent across similar items.

To remove an item, click **Remove** or **Delete** on that row or block. If Sherkety ERP & Website Platform shows a confirmation prompt, review it carefully before continuing. Once confirmed, the item is removed from the current unsaved version of the entry. If you change your mind before saving, you may still be able to restore the original state by refreshing the page and discarding unsaved edits.

Be careful when making several changes at once. Reordering, duplicating, and deleting all count as unsaved changes until you click **Save**. If another editor is updating the same entry at the same time, your view may not reflect their latest changes. When something looks unexpected after saving, refresh the entry and review the current item list before editing further.

[SCREENSHOT: Reordering repeated items with drag handle and using Duplicate and Remove actions]

Editing nested fields inside grouped content blocks

Grouped content blocks in Sherkety ERP & Website Platform are the most detailed type of repeating item. Instead of showing only one or two fields, each block can contain its own set of inputs. Depending on the block, you may see fields such as **Heading**, **Description**, **Image**, **Link text**, **URL**, or other content areas arranged inside the same item.

When a page contains many grouped blocks, the editor may show them in collapsed or expanded states. A collapsed block helps you move through long pages more quickly, while an expanded block lets you edit all fields inside that item. If you are working on several sections in one session, collapse finished blocks so you can focus on the item you are currently editing.

Nested validation works the same way as other repeated content, but the warning appears inside the block where the problem exists. Watch for:

- missing required fields such as **Heading**, **Title**, or **Value**
- invalid entries in **URL**
- incomplete media selections where an **Image** is expected
- partially completed nested rows inside a larger block

If a grouped block contains its own repeated content, review every nested row before saving. One incomplete nested item can prevent the whole entry from saving correctly. Expand the block fully and scan each field label rather than assuming the warning applies only to the top of the block.

Some users may also see extra options in certain blocks. Administrators can have access to additional setup-driven fields or block options that standard content editors do not see. If a teammate's screen includes extra controls and yours does not, that usually reflects role-based access rather than a problem with the editor.

[SCREENSHOT: Expanded grouped content block showing nested fields and validation messages]

Keeping repeating content consistent across entries

Repeating sections are easier to manage when each item follows a clear pattern. In Sherkety ERP & Website Platform, consistency matters both for the website display and for the editing experience. When several cards, links, or statistics appear in one section, uneven naming makes the list harder to scan and easier to mis-edit.

Use consistent wording in fields such as **Title** and **Label**. For example, if one statistics row uses a short phrase and another uses a full sentence, the section becomes harder to review quickly in the editor. Keeping similar items in the same style helps you spot mistakes before saving.

For more complex sections, **Duplicate** is often the safest starting point. If one content block already has the correct combination of fields completed, duplicate it and replace only the values that should change. This reduces the chance of forgetting a required field in a block that contains several inputs.

Before publishing or handing off your changes for review, check every repeated item for:

- complete **Title** or **Label** fields

- correct **Description** text where used
- valid **URL** entries
- the right **Image** on each card or block
- a logical display order from top to bottom

If you manage content across multiple entries, try to keep similar sections structured the same way. A homepage card group, a services list, and a statistics section should each follow their own internal pattern so future edits stay predictable.

Administrators may also need to review section setup when editors request more or fewer items than the current section allows. If **Add item** is no longer available in a section that should accept more entries, the item limit for that section may need review.

Common issues when working with repeating items

Most problems with repeating content in Sherkety ERP & Website Platform come from item limits, missing required fields, or unsaved changes. When a section does not behave as expected, start by checking the item itself rather than the whole entry.

If **Add item** is unavailable:

- check whether the section already contains the maximum number of items allowed
- confirm that you are editing a page you have permission to update
- refresh the editor if the button should be visible but is not appearing correctly

If an item will not save, open that row or block and look for field-level warnings.

Common causes include:

- empty **Title**
- missing **Value** in a statistics row
- incomplete **Link text**
- invalid **URL**
- a required **Image** that has not been selected

If the display order is wrong after saving, make sure you moved the item using the reorder handle and then clicked **Save** afterward. Dragging an item without saving leaves the website order unchanged. It is also worth reopening the entry to confirm the saved order matches what you intended.

If deleted or changed content reappears, another editor may have saved a different version of the same entry. Refresh the page and review the latest saved content

before making more edits. This is especially important when several people are updating homepage sections, service cards, or grouped content blocks at the same time.

If you still cannot identify the problem, compare the incomplete item with another item in the same section that saves correctly. Differences in required fields are often easier to spot when you review two similar rows side by side.

[SCREENSHOT: Repeated item showing validation warning on a required field and disabled save state]

Overview

- Repeating content fields in Sherkety ERP & Website Platform are sections such as **Links**, **Cards**, **Statistics**, and **Content Blocks** that hold multiple items under one heading.
- Each item is edited separately using visible field labels like **Title**, **Description**, **Image**, **Link text**, **URL**, **Label**, and **Value**.
- Use **Add item** to create a new row or block, **Duplicate** to copy an existing one, the drag handle to change order, and **Remove** or **Delete** to discard an item.
- Validation appears on the exact item that needs attention, which makes it easier to fix missing values inside long repeated sections.
- Grouped content blocks may contain nested fields and sometimes their own repeated rows, so expanding and collapsing blocks helps you move through large entries more efficiently.
- Consistency matters. Reusing a well-formed item and checking every repeated row before saving helps prevent broken layouts and incomplete content.
- If you already worked through multilingual entry updates, combine that process with the item management steps in [Editing Multilingual Fields and Localized Content Variants](#) instead of treating them as separate workflows.

This document focuses on managing the repeated items themselves. The next step is learning how those edits fit into the wider editor layout, review process, and save behavior in [Understanding the Content Editor Workspace and Save Flow](#).

Prerequisites

- You can sign in to the admin area of Sherkety ERP & Website Platform and open the content editor for a page or section.

- You have permission to edit content in the entry you are working on.
- You already know how to work with localized fields if your section appears in more than one language. If needed, review [Editing Multilingual Fields and Localized Content Variants](#).
- You can identify common field labels in the editor, such as **Title**, **Description**, **Image**, **Link text**, **URL**, **Label**, and **Value**.
- You understand basic content editing actions such as typing into fields, selecting existing content, and clicking **Save**.
- For more complex page sections, it helps if you have already seen how structured items behave in the editor. If not, read [Editing Structured Content and Repeating Items](#).

Use this guide when you need to add more cards to a section, update a list of links, reorder statistics, or manage grouped content blocks without changing the rest of the page.