

Managing Service Catalog Content in Admin

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Understanding How Admin Pages Feed the Service Catalog

In Sherkety ERP & Website Platform, the public service catalog is driven by the content you maintain in the Admin area. Each service page record controls what visitors see when they open a service from a listing page, a menu link, a related service card, or a search result. The most important page details are the **Title**, **Slug**, and **Status**. The **Title** is usually the visible page name. The **Slug** becomes part of the page address visitors open in their browser. The **Status** decides whether the page is available publicly, kept as a draft, or otherwise not ready for visitors.

When you manage service content, you are usually supporting several discovery paths at the same time:

- Service landing pages that introduce a main offering
- Listing or category pages that group related services
- Direct service detail pages opened from internal links, featured sections, or search results

That means one content change can affect more than a single page. If a service title changes, the updated wording may need to stay consistent across the main page, related cards, and any linked service sections.

Inside the Admin editor, the parts you are most likely to update include:

Area	What visitors usually see
Page Title	Main service name
Summary or intro text	Short explanation near the top of the page
Body content	Main service details, benefits, and supporting sections
SEO fields	Search-facing title and description
Featured image or banner	Main visual used on the page or previews

Page placement also matters. If a service belongs under a broader section or category, that relationship can affect where it appears in menus, breadcrumbs, and

related service blocks. Before editing, it helps to understand whether the page stands alone or sits under a parent service path. If you need a refresher on edit entry points from the website side, see [Using Section and Footer Edit Controls](#).

Preparing to Edit Service Content in Admin

Before you start changing service pages, make sure you can access the correct Admin area and save changes. In Sherkety ERP & Website Platform, service content is restricted to signed-in users with the right Admin access. If you can open the Admin area but cannot reach content pages or save updates, your account may not have the required role for website content work. In that case, confirm your access with the person who manages Admin users. For more on access levels, see [Managing Users and Role Based Access](#).

It is also important to identify the exact page you want to edit before opening the editor. Start from the live website and note these details:

- The visible page title
- The page address ending, especially the service **slug**
- Any category or section path shown in navigation or breadcrumbs
- Whether the page is reached from a service listing, a featured card, or a related link

This step helps you avoid editing the wrong service when several pages have similar names.

Gather all update materials before you begin. For a typical service page update, you may need:

- Revised headline text
- Updated summary or body copy
- New button wording
- Internal links to related services or contact pages
- SEO title and meta description
- Replacement banner or featured image

Check the page's current visibility before making changes. If the page is already live, your edits may affect a public page as soon as you save and publish. If it is still a draft, you have more room to review the content first. If the page uses timed visibility, review the scheduled setting carefully so you do not accidentally replace content that is meant to appear later.

[SCREENSHOT: Admin content list showing page title, slug, and status columns]

A few minutes of preparation usually prevents the most common mistakes: editing the wrong page, changing a live page unexpectedly, or publishing incomplete content.

Finding and Updating the Right Service Page

1. Sign in to Sherkety ERP & Website Platform and open the **Admin** area. Go to the content management screen where website pages are listed. If the list is long, use the search box or available filters to narrow the results by service name, page title, or slug. Searching by the exact wording from the live page is usually the fastest option.
2. Open the matching page record and review the basic details before changing anything. Focus on the fields that confirm you have the right page:
 - **Title**
 - **Slug**
 - **Status**
 - Any assigned section, category, or layout setting shown on the form

If the title looks familiar but the slug or section does not match the live website, stop and return to the list. It is better to double-check now than update the wrong service page.

3. Edit the visible content areas. Depending on the page setup, you may see fields for the main headline, summary text, body content, service details, and button labels. Update each field with the final wording you want visitors to read. Keep the opening summary aligned with the service title so the page remains clear when visitors arrive from a listing page or search result.
4. Review links and action buttons inside the page content. If the service page includes a call to action, make sure the button text still matches the destination. For example, if the page now points visitors to a contact or demo step, the label should clearly reflect that action.
5. Replace supporting visuals if needed. Update the **Featured image**, banner, or other media so the page presentation matches the revised content. After changing an image, use the preview if available to confirm the crop, placement, and overall balance of text and visuals.

[SCREENSHOT: Service page edit screen with title, slug, summary, content, status, and image fields]

Once the edits are in place, save your work and review the page again before publishing any public-facing change.

Controlling How Services Appear on the Website

The way a service page appears on the public website depends on more than its written content. In Sherkey ERP & Website Platform, visibility settings decide whether visitors can open the page directly, see it in service listings, or encounter it through internal links. The first setting to review is **Status**. A published page is generally available to visitors. A draft page stays out of normal public view until you publish it. If the page includes scheduled timing, the date and time settings can also determine when the content becomes visible.

Be careful when changing the **Slug**. The slug forms part of the page address, so changing it can affect:

- Saved bookmarks
- Links from category pages or related service cards
- Search engine results
- Shared links sent in messages or campaigns

If you rename a slug, check every place that points to that page and update those links where needed.

Service discovery also depends on placement settings. A page may include options that affect where it appears, such as category assignment, menu inclusion, featured placement, or display order. These settings influence whether the service shows up in directories, highlighted sections, or related service areas. If a service should be promoted more prominently, review those placement controls along with the page content itself.

Search-facing details matter too. Use the SEO fields to shape how the page appears outside the website.

Field	Why it matters
Meta Title	Controls the search-facing page title
Meta Description	Provides the short summary shown in search results
Social preview content	Affects how shared links may appear

Keep these fields aligned with the visible page headline and summary. If the public page says one thing and the search snippet says another, visitors may feel they landed on the wrong page. For broader SEO work, see [Maintaining SEO and Search Facing Page Information](#).

Creating New Service Content Without Breaking Discovery Paths

1. In Sherkety ERP & Website Platform, open the Admin content area and create a new page from the page list. Choose the same service-related layout or page type used by existing service entries whenever possible. This keeps the new page consistent with the rest of the service catalog and reduces the chance of missing important display areas.

2. Complete the core page fields first. At minimum, enter:

- **Page Title**
- **Slug**
- **Summary**
- **Main content**
- Any category, parent page, or navigation setting shown on the form

Use a clear title and a slug that matches the service name closely. If the service belongs under an existing section, assign it correctly so it appears in the right browsing path.

3. Add the page content visitors need to understand the offer. Write the opening summary, fill in the main body sections, and add button text or link labels where the page includes calls to action. Upload the banner or featured image if the page design expects one.

4. Connect the new page to the rest of the website. A service page is much harder to find if it exists alone. Review the relevant listing pages, category pages, and related service blocks so visitors can reach the new page through normal browsing. If the service should appear in a featured area, make sure that placement setting is also updated.

5. Save the page as a draft first. Then preview it and check:

- The page title and summary display correctly
- The slug is correct

- Images appear properly
- Internal links open the right destinations
- The page sits in the correct category or parent section

6. Publish the page only after confirming it appears in the intended website location and can be reached from at least one normal discovery path.

[SCREENSHOT: New service page form with title, slug, category, content, image, and status fields]

This draft-first approach is the safest way to add new services without creating orphaned pages that visitors cannot find.

Fixing Common Problems with Service Visibility and Content Updates

When a service update does not appear as expected, start with the simplest checks. In Sherkety ERP & Website Platform, the most common issue is editing the correct content but leaving the page in the wrong visibility state. Open the page record and confirm the **Status** first. If the page is still a draft, visitors will not see the update on the public website. If the page uses scheduled publishing, review the timing carefully to make sure the content is meant to be live now.

If the page looks unchanged on the website, also confirm that you edited the correct record. Similar service names can make this easy to miss. Compare the **Title**, **Slug**, and category or section assignment against the live page you intended to change.

When a service page cannot be found from the catalog, the problem is usually placement rather than content. Check these areas:

- Category or section assignment
- Inclusion in the correct listing or menu path
- Featured or ordering settings
- Internal links from parent pages or related service sections

A page can be fully published and still feel “missing” if nothing points to it.

If the page opens at the wrong address or a link breaks after an update, review the **Slug**. A slug change can disconnect older links, saved bookmarks, and references from other pages. After changing a slug, test every important route to that service, especially from listing pages and related content blocks.

Display problems with images or formatted sections usually come from the selected media or the way content blocks are arranged. Open the page editor and inspect the image choice, section order, and preview display before republishing.

[SCREENSHOT: Preview of a service page showing image placement and content sections]

For issues that involve saving, notices, or warning messages, the guidance in [Understanding Toast Messages and Action Feedback](#) and [Recognizing Warnings Errors and Dismissible Notices](#) can help you interpret what the Admin area is telling you.

Overview

This guide focuses on managing service catalog pages from the Admin side of Sherkety ERP & Website Platform rather than editing directly on the public website. Use this workflow when you need to maintain structured service pages, control visibility, adjust slugs, update search-facing details, or add new services that must appear in the right category and navigation path.

The main tasks covered here are:

- Understanding how service page records affect the public website
- Preparing the correct content and confirming page status before editing
- Finding the right service page in the Admin content list
- Updating visible page content and supporting images
- Controlling publish state, slug changes, and placement in listings
- Creating new service pages without leaving them disconnected from the catalog
- Troubleshooting visibility, broken links, and display issues

This document assumes you already know how to enter editing workflows from the website and how section-level edit controls work. If you need that foundation first, review [Editing Content Directly From the Website](#) and [Using Section and Footer Edit Controls](#).

Use the Admin content workflow when the change affects the page record itself, such as:

- A service page title or slug
- Publish or draft status
- Category placement

- Search snippet details
- Featured image or banner
- Creation of a brand-new service page

If your goal is to adjust public-facing sections directly while viewing the website, the next guide is the better fit: [Updating Homepage and Public Sections With Inline Tools](#).

Prerequisites

Before you start, make sure these items are in place:

- You can sign in to the **Admin** area of Sherkey ERP & Website Platform
- Your account has permission to open content pages and save website content changes
- You know which live service page you want to edit
- You have checked the current page title and slug on the public website
- You have the updated text ready for the page headline, summary, and main content
- You have any replacement image or banner ready if the page visual is changing
- You know whether the page should remain a draft or be publicly published after editing
- You have the search-facing text ready if you plan to update **Meta Title** or **Meta Description**

It also helps to collect the page's related navigation context before you begin:

- Which listing or category page links to the service
- Whether the service appears in a featured section
- Any related service cards or internal links that may need updating if the title or slug changes

If you are creating a new service page rather than editing an existing one, review a similar live service page first. This gives you a practical model for the title style, summary length, image use, and general page structure expected in the service catalog.

For users who are still deciding whether to work from the website or from Admin, that comparison is covered later in [Choosing Between Inline Editing and Admin Pages](#). The next step in this learning path is [Updating Homepage and Public Sections With Inline Tools](#).

