

Managing Services and Pricing From the Admin Portal

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Opening the Services and Pricing Admin Pages

In Sherkety ERP & Website Platform, services and pricing are managed from the admin area after you sign in. If you already know how to enter and leave the admin area safely, use [Signing Out and Ending Admin Sessions Safely](#) as your reference for session handling, then return here to work with commercial content.

Use the admin navigation to open the pages related to:

- **Services**
- **Pricing**
- **Settings** when you need supporting site-wide commercial details

The main working screens for this task are the **Services** page and the **Pricing** page. On these pages, you work with lists of existing entries rather than editing public pages directly. Each list typically shows the current records in rows or cards with controls such as:

- **Create or New**
- **Edit**
- **Save**
- status indicators
- row actions for managing an existing item

If your account has the right access, you can open these pages and make changes. In Sherkety ERP & Website Platform, admin pages are protected, so users without the required role will not be able to edit service or pricing content. In practice, this means **Administrators** and **Content Editors** are the people who should confirm they can open the relevant admin pages before starting work.

When you first arrive on a list page, look for:

- a search box to find a service quickly
- filters to narrow the list

- status labels that show whether an item is active or not
- action buttons beside each entry

[SCREENSHOT: Services list page showing search, status labels, and edit actions]

Some changes become visible on the public website only after you save and publish them. If a page shows draft-style status controls, treat **Save** as storing your work and **Publish** as making it public. If an item is inactive, hidden, or unpublished, visitors may not see it even though it exists in the admin list.

Creating and Updating Service Listings

Use the **Services** page when you need to add a new public offering or revise an existing one. This page is where you manage the service cards, service detail content, and the text visitors read before they contact Sherkety.

1. Open **Admin** and go to **Services**.
2. Click **Create** or **New Service** to open the service form.
3. Complete the main fields shown on the form.
4. Save the record, then review its visibility settings before publishing.

The service form may include several content areas. Focus on the fields that control how the service appears publicly.

Field area	What to enter
Service Name	The public name visitors will see in listings and headings
Slug	The page identifier used for the service page
Short Description	A brief summary for cards or previews
Full Description	The main service explanation on the public page
Category	The section this service belongs to

You may also see presentation fields that shape the public layout, such as:

- **Hero text**
- **Summary**
- **Feature bullets**
- **Display order**
- image selectors for a thumbnail or banner

These fields matter because they affect how the service is introduced on the website, not just how it is stored in the admin area.

To update an existing service, find it in the list and click **Edit**. Make your changes, then use:

- **Save** to keep the edits
- **Cancel** to leave without applying the current changes
- any preview or open-site action, if available, to check the result visually

[SCREENSHOT: Service edit form with name, description, category, and visibility controls]

Before you finish, check the service status. If the form includes an **Active** switch, **Status** field, or **Publish** checkbox, use it carefully. A service can be fully written but still hidden from visitors if it is not active or not published.

Maintaining Packages, Tiers, and Included Details

Use the **Pricing** page or the package section linked from a service record when you need to define what customers get at each level. This is where you build the commercial structure behind entry, standard, and premium offers.

1. Open the relevant service from **Services** or go directly to **Pricing**.
2. Select the package or tier area for that service.
3. Click **Create** or **Add Package**.
4. Fill in the package details and save the record.

A package record usually needs a clear public label and a display position. Look for fields such as:

Package field	Purpose
Package Name	The public tier name
Subtitle	Supporting text under the package name
Internal Label	A back-office label to help staff identify the package
Sort Order	Controls where the package appears in comparisons or cards

After naming the package, complete the included details. Depending on the form, this may be entered as:

- feature lists

- itemized inclusions
- limits
- duration
- quantity caps
- other included benefits shown on the public pricing card

Be specific when editing these fields. If a package includes a fixed number of items, a time period, or a capped allowance, enter that information in the package details so the public page stays consistent.

If Sherkey ERP & Website Platform lets you arrange packages visually, use drag handles or move controls to place them in the correct order. If not, update the **Sort Order** numbers manually. This is especially important when you want the public page to show a progression from basic to premium.

You may also see controls for:

- **Featured**
- **Recommended**
- callout text
- package visibility

[SCREENSHOT: Package editor showing tier name, included features, sort order, and featured badge]

Use these fields to highlight the package you want visitors to notice first in comparison tables or pricing cards.

Editing Prices and Public Commercial Information

The **Pricing** page is where you enter the amounts and customer-facing price notes that appear on the public website. This includes both numeric prices and the supporting text around them.

1. Open **Pricing** from the admin navigation.
2. Select the service or package you want to update.
3. Enter the pricing values shown on the form.
4. Save the changes and review the public wording before publishing.

Depending on the pricing editor, you may see fields such as:

- **Base Price**

- **Recurring Price**
- **Currency**
- **Billing Period**
- **Setup Fee**
- **Discount Amount**
- **Price Note**

Enter these exactly as you want them presented. If the page shows a monthly or recurring offer, make sure the amount and the **Billing Period** match. If the price needs explanation, use the visible note fields rather than adding that information into a description paragraph.

Customer-facing commercial text can be just as important as the number itself. Look for fields used for:

- promotional labels
- disclaimer text
- fee or tax notes
- call-to-action text beside the price

For example, if a package should not show a number, use the available alternate text option instead of forcing a zero or leaving the price in an unclear state. If the editor includes a hidden-price option or a text field for a contact-based offer, use that to present a **Contact for pricing** style message when appropriate.

When both service-level and package-level pricing are available, review the package record carefully. In most pricing workflows, the package price is what visitors notice first on package cards or comparison blocks, while broader service pricing may act as a default. Always check the specific package you are editing so the public page does not show an outdated amount.

[SCREENSHOT: Pricing editor with price fields, billing period, currency, and public price note]

Publishing Changes to the Public Site

Saving and publishing are not always the same action in Sherkey ERP & Website Platform. When you update services, packages, or pricing, make sure you complete the full workflow so the public website shows the final version.

1. Open the service, package, or pricing record you want to update.

2. Make your edits and click **Save**.
3. Review any status field such as **Draft**, **Published**, or **Archived**.
4. Use **Publish** if the record must go live on the public site.
5. Open the public page or preview action to confirm the result.

If the admin page supports multiple record states, treat them this way:

- **Draft**: saved for internal work, not ready for visitors
- **Published**: visible on the public site
- **Archived**: removed from normal public display
- **Scheduled**: prepared for later release, if that option appears

Before a record can be published, the page may stop you with validation messages. These usually appear when a required field has been left empty. Pay close attention to fields such as:

- title or service name
- slug
- package name
- price
- visibility-related settings

If the page highlights a field in error, complete that field first, then save again.

Use any available **Preview**, **Open in Site**, or public page link to check:

- the service title
- package order
- featured badges
- displayed price
- supporting commercial text

[SCREENSHOT: Publish controls with status selector and preview action]

If you unpublish, archive, or disable a service, its related pricing blocks may stop appearing on the public page as well. After changing a service's visibility, always review the connected packages and pricing entries to make sure the public site still shows the intended offer.

Fixing Common Problems with Services and Pricing Updates

If a service or price change does not appear as expected, the issue is usually on the record itself rather than the website layout. Start by reopening the exact service or package and checking its visible settings one by one.

If the service does not appear on the public site:

- Confirm the service is marked **Active** if that switch is available
- Check whether the record is **Published** rather than left in **Draft**
- Review the category or listing placement fields
- Make sure you saved the record after editing

If the package order or featured badge looks wrong:

- Open each package and review the **Sort Order**
- Recheck any drag-and-drop arrangement if the page supports it
- Confirm the correct package is marked **Featured** or **Recommended**
- Save changes at the package level before leaving the page

If the price is missing or displayed incorrectly:

- Verify the **Currency**
- Confirm the **Billing Period**
- Check the numeric value for formatting mistakes
- Review whether a text-based pricing state such as contact pricing is overriding the number
- Compare service-level pricing with package-level pricing to see which one is being shown publicly

If your edits are not retained after leaving the page:

- Look for an unsaved changes warning before navigating away
- Check for required fields highlighted with validation errors
- Make sure your role allows editing on that page
- Reopen the record to confirm the last saved version

[SCREENSHOT: Validation warning or unsaved changes message on a service or pricing form]

If you continue to see access-related limits while trying to update records, compare your permissions with the guidance in [Managing Users and Role Based Access](#). If the issue is about where a page can be opened or why some admin destinations are

protected, the next document is [Understanding Admin Page Access and Protected Navigation](#).

Overview

This document focuses on the admin pages used to manage public commercial offerings in Sherkety ERP & Website Platform. The main areas covered are the **Services** page and the **Pricing** page, where authorized users maintain service listings, package tiers, and public price information.

You use these screens when you need to:

- add a new service
- revise service descriptions
- organize package tiers
- update displayed prices
- control whether an offer is visible on the public website

The workflow usually follows a simple pattern:

- open the correct admin page
- find or create the record
- edit the visible fields
- save the record
- publish it if needed
- confirm the result on the public page

This guide stays focused on the commercial side of the admin portal. It does not repeat sign-in steps, dashboard orientation, or sign-out handling already covered in:

- [Signing In and Accessing the Admin Portal](#)
- [Using the Admin Dashboard for Navigation](#)
- [Signing Out and Ending Admin Sessions Safely](#)

Use this guide when your goal is to keep service cards, package comparisons, and pricing details accurate for visitors. If you need broader content editing tools, including direct page editing and multilingual content updates, use the related admin editing guides elsewhere in this documentation set.

Prerequisites

Before you start editing services or pricing in Sherkety ERP & Website Platform, make sure the following are true:

- You can sign in to the admin portal successfully
- Your account has access to the **Services** and **Pricing** pages
- You know which public offering you need to update before opening the editor
- You have the final wording, package details, and price values ready to enter
- You understand whether the change should be saved as a draft or published immediately

It also helps to confirm these working conditions before you begin:

- You can open the admin navigation without access errors
- You can find the existing service or package in the list view
- You know whether the change belongs at the service level or package level
- You are prepared to review the public page after saving or publishing

If your work includes search-facing text as well as pricing, keep the SEO guidance nearby:

- [Maintaining SEO and Search Facing Page Information](#)
- [Maintaining Page SEO Details in Admin](#)

If you are unsure whether to edit a public page directly or use the admin list pages described here, compare the workflows in:

- [Choosing Between Inline Editing and Admin Pages](#)
- [Managing Service Catalog Content in Admin](#)

For users who can open the admin portal but cannot reach certain pages, continue with [Understanding Admin Page Access and Protected Navigation](#).