SHERKETY BYTES ALIGN

Managing Services Pricing and Site Settings

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Opening the admin area and locating pricing settings

To start, sign in to **Sherkety ERP & Website Platform** and open the admin area. If you need help getting in or returning to the main admin landing page, use Signing In and Accessing the Admin Portal and Using the Admin Dashboard for Navigation rather than repeating those steps here.

Once you are inside the admin area, look for the menu items that relate to this workflow:

- **Services**
- **Pricing**
- **Settings**
- In some layouts, you may also see these listed from the dashboard as quick links or cards

These are the main places you will use when updating public website information. The **Services** page controls what service entries appear on the website. The **Pricing** page controls plan or tier information shown to visitors. The **Settings** page controls shared website details such as branding, contact information, and other site-wide text.

Before you begin editing, gather the exact information you plan to enter so you do not have to stop halfway through a form. This usually includes:

What to prepare	Examples of what you are checking
Service details	Service name, short description, display order
Pricing details	Tier name, amount, billing wording, included items
Shared business details	Company name, footer wording, contact details, social links
Branding files	Logo, favicon, homepage images if those fields are available

When you open any of these admin pages, look for a **Save**, **Update**, or similar action before leaving the screen. Changes usually do not appear on the public website until you save the form. If you switch pages without saving, your edits may be lost.

[SCREENSHOT: Admin area showing the Services, Pricing, and Settings menu items]

Managing the list of services shown on the website

Open the **Services** page from the admin navigation. You will usually see a list of existing services in a table or card layout. Start by scanning the current entries and checking whether the names, descriptions, and order match what should appear on the public website.

1. To add a new service, click **Add**, **New Service**, or the similar action shown on the page.
2. Enter the service details in the form. Focus on the fields that describe what visitors will read, such as the **Title** and **Description**.
3. If the form includes a visibility control such as **Active**, **Visible**, or a similar on/off option, set it correctly before saving.
4. Click **Save** or **Create**.

When you edit an existing service, open it from the list and update only the parts that need to change. This is the right place to revise public-facing wording, adjust the order in which services appear, or hide a service that should no longer be shown. If the page includes drag handles, order numbers, or move controls, use those to place important services higher in the list.

To retire an outdated service, look for actions such as **Delete**, **Remove**, **Archive**, or an **Active** toggle. If you are unsure whether the service might be needed later, turning off visibility is usually safer than removing it completely. After saving, refresh the public services area and confirm the change appears as expected.

Pay close attention to duplicate entries. If two services have similar names, open each one and confirm you are editing the correct record before saving. This helps avoid changing the wrong public listing.

[SCREENSHOT: Services management page with service list and Add button]

Updating pricing tiers and service rates

Open the **Pricing** page from the admin menu. This screen is where you manage the prices, plans, or package levels that appear in public pricing sections. Depending on the layout, pricing may be grouped by service, by package type, or as a list of tier rows.

1. Review the existing pricing entries and identify which service or package each one belongs to.
2. To add a new tier, click **Add**, **New Pricing Tier**, or the equivalent action on the page.
3. Complete the pricing form using the labels shown on screen. Common items to check include the tier name, the amount, and the short billing label that visitors will read.
4. If the form includes a list of included features, limits, or highlights, enter them carefully so the public pricing card is clear and consistent.
5. Save the new entry.

When changing an existing price, open the current tier and compare every visible field before you update it. Some pricing screens separate the main amount from supporting text. For example, one field may hold the number itself, while another controls wording such as monthly or yearly billing. If the page shows more than one price-related field, review all of them so the public display stays consistent.

You may also need to manage the order of tiers. If the pricing page includes row controls, sort handles, or position numbers, use them to place entry-level, mid-level, and premium offers in the correct sequence. For retired plans, either remove the entry or switch off its visibility so it no longer appears publicly.

After saving, open the public pricing area and verify:

- Tier names are correct
- Amounts match the approved prices
- Billing wording is accurate
- Features appear under the right tier
- Tiers are shown in the intended order

[SCREENSHOT: Pricing management screen showing tier rows and editable price fields]

Editing site-wide settings that control public content

Open the **Settings** page to manage information that appears across multiple public pages. In **Sherkety ERP & Website Platform**, this page is especially important because one update here can affect the homepage, footer, contact areas, and shared branding elements at the same time.

1. Enter the **Settings** page and review the grouped sections on the form.

2. Look for areas related to business information, homepage text, contact details, and branding images.
3. Update the fields that need to change, then save the page before leaving it.
4. Refresh the public website to confirm the updated content appears in the right places.

You may see text fields for items such as the site title, tagline, footer wording, or company description. Edit these carefully because they can appear in more than one location. A small wording change in settings may affect several public pages at once.

You may also see contact-related fields. These can include business email, phone number, address, or social media links. If visitors use the header, footer, or contact section to reach your business, these values need to stay consistent. When you update one of these fields, check the public website in more than one place to make sure the same detail appears everywhere.

Branding fields often include image upload areas for items such as the logo, favicon, or homepage visuals. If an upload field shows file guidance, accepted format notes, or preview thumbnails, review those before replacing an image. After uploading, save the page and confirm the new image appears correctly on the public website.

[SCREENSHOT: Site settings page with grouped sections for business info, contact details, and branding]

Saving changes and checking how they appear on the live site

Each admin page in **Sherkety ERP & Website Platform** has its own save step, so always finish your work on the current screen before moving to another one. After updating **Services**, **Pricing**, or **Settings**, click **Save**, **Update**, or the action shown on that page. Watch for a confirmation message, toast notification, or other success indicator. If you want help recognizing these messages, see Understanding Toast Messages and Action Feedback.

1. Save your changes on the current admin page.
2. Wait for the success message or confirmation state.
3. Open the related public page in a new tab or refresh the page if it is already open.
4. Compare what you changed in admin with what visitors now see.

Check the public website in the areas affected by your update:

- **Services** section for service names, descriptions, and visibility

- **Pricing** section for tier names, amounts, labels, and order
- **Homepage** blocks for shared text or featured content
- **Header** and **footer** for branding and contact details

If you changed site-wide settings, do not stop after checking one page. Shared content can appear in several places, especially in the navigation area, footer, and contact sections. Review each location where that information is likely to appear.

For image changes, confirm more than just whether the file uploaded. Make sure the image displays clearly, uses the correct branding, and appears in the intended place. For text changes, read the public wording exactly as a visitor would. This helps you catch spacing issues, outdated phrases, or mismatched labels before users do.

[SCREENSHOT: Success message after saving, alongside the updated public page in another tab]

Fixing common problems with services, pricing, and settings updates

If a service, price, or shared setting does not appear correctly on the public website, start with the simplest checks first. Most issues come from visibility settings, unsaved changes, or editing the wrong record.

A service or pricing tier is missing from the website:

- Reopen the item in **Services** or **Pricing**
- Check whether it is marked **Active**, **Visible**, or similar
- Confirm you clicked **Save** after editing
- Review its position in the list in case it appears lower than expected

Updated text or prices still show the old version:

- Refresh the public page fully
- Return to the admin form and confirm the new values are still there
- Make sure you edited the correct service or pricing tier, especially if names are similar
- Save again if you are unsure whether the previous update completed

A logo or other branding image does not display:

- Reopen the image field in **Settings**
- Check whether the upload completed and whether a preview is shown

- Replace the file if needed
- Save the settings page again, then refresh the public page

Contact details do not match across pages:

- Compare the values on the **Settings** page with what appears in the header, footer, and contact section
- Look for older wording or outdated details in shared text fields
- Update the settings record, save, and recheck each public location

If the admin page shows a loading issue, an error notice, or missing content state, pause before making more edits. It is better to reload the page and confirm the current values than to overwrite information accidentally. For more help with these interface states, see Understanding Loading Placeholders Empty States and Errors and Recognizing Warnings Errors and Dismissible Notices.

Overview

Use the admin pages in **Sherkety ERP & Website Platform** when you need to maintain the public-facing service catalog, pricing information, and shared website details from one place. This workflow is useful when your team needs to introduce a new service, revise package prices, retire an old offer, or update business details that appear across the site.

The three main areas covered in this guide work together:

- **Services** controls which service entries appear on the website
- **Pricing** controls the plans, tiers, or rates attached to those offerings
- **Settings** controls shared text, contact details, and branding used across multiple pages

A common pattern is to update more than one of these pages during the same session. For example, if you launch a new offer, you may need to add the service in **Services**, create its price options in **Pricing**, and adjust homepage or footer wording in **Settings** so visitors see a consistent message everywhere.

This guide focuses on the admin pages used for structured updates. If you need to change page sections directly while viewing the website, use the inline editing guides instead, such as Editing Content Directly From the Website and Choosing Between Inline Editing and Admin Pages.

Because these changes affect what public visitors see, always review the live website after saving. A correct admin form is only part of the job—the final check is making sure the service text, prices, and shared business details display properly on the public pages.

Prerequisites

Before you start, make sure you have the right access and the final content ready. This helps you complete updates in one pass without leaving half-finished entries in the admin area.

You should have:

- A working admin sign-in for **Sherkety ERP & Website Platform**
- Permission to open the **Services**, **Pricing**, and **Settings** pages
- Approved service names and descriptions
- Confirmed pricing amounts, tier names, and billing wording
- Current business details for shared website areas
- Any branding files you plan to upload, if you are replacing images

It also helps to prepare a quick review list of the public pages you expect to change, such as:

- Homepage service highlights
- Public pricing sections
- Header branding
- Footer contact details
- Contact-related content blocks

If you are not sure whether your account can reach these admin pages, check the navigation after signing in. Missing menu items usually mean your access is limited. In that case, review Understanding Role Visibility and Access Restrictions or coordinate with the person who manages admin accounts.

For the smoothest workflow, keep one browser tab open on the relevant admin page and another on the matching public page. That makes it easier to save a change, refresh the public view, and confirm the result immediately.

The next step in this admin sequence is Maintaining SEO and Search Facing Page Information, where you update the search-related details that support these public page changes.