

Planning Safe Follow Up Actions After Migration

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Confirming the migration is complete before anyone edits content

Before you let editors return to normal work, confirm that the migration has fully finished in the **Homepage Migration Tool** area of Sherkety ERP & Website Platform. Start by opening the migration screen and checking the latest run entry. Look for a clear completed state rather than a loading, partial, or error message. If the page still shows a progress indicator, a loading message, or an error notice, pause all follow-up edits until that run settles. [SCREENSHOT: migration tool showing completed run status and latest migration entry]

Next, compare the migrated totals shown in the migration results with the source counts you used during preparation. Focus on the main groups you expect to see after a homepage migration, such as page sections, media items, and repeating content blocks. You do not need to recheck every item one by one here; the goal is to confirm the totals are in the expected range before detailed review begins. If the counts are clearly short or unexpectedly high, treat that as a migration issue rather than asking editors to patch missing content manually.

Also wait for follow-up processing to finish. In Sherkety ERP & Website Platform, newly migrated content may appear incomplete for a short time while related page content finishes loading across the website and admin screens. If editors open pages too early, they may think content is missing when it is simply not fully available yet. Use visible status messages, loading states, and refreshed page results as your signal that the content is ready for review.

Finally, note where the migration was run. If you migrated a staging copy, keep corrections there until the review is complete. If you migrated live content, tell editors exactly which homepage sections are frozen. During this review window, ask everyone to avoid creating new homepage blocks, deleting migrated items, or making bulk edits. For detailed validation steps after the run, refer back to [Checking Migration Results and Validating Homepage Content](#).

Reviewing migrated content in the admin interface

Once the migration run is confirmed complete, move into the admin review screens and inspect the migrated content in an organized way. Open **Admin Content** from the admin area and use the list view to narrow the results to recently changed items. If the screen offers sorting or filtering, use the most recent update view first so the latest migrated entries appear together. This makes it easier to review the homepage sections that were touched by the migration instead of scanning unrelated content. [SCREENSHOT: Admin Content list filtered to recently updated homepage entries]

Open a sample of entries from each homepage content group rather than reviewing only one section. For each item, check the visible fields editors rely on: the title, page label, summary text, main body content, and publishing state. If a page or section includes a URL label or page slug in the editing screen, confirm that it still matches the expected destination. Pay special attention to repeated homepage areas such as cards, highlights, trust items, team entries, or promotional blocks, because these are often where ordering or field placement problems appear.

Then review media records connected to those entries. If Sherkety ERP & Website Platform shows image details in the content editor or media selection window, confirm that the file still opens, the caption is present where expected, and any descriptive text carried over correctly. If the homepage uses image-based cards or banners, open the page preview and compare what you see on screen with the source content you approved before migration.

Use preview and public page views to confirm the final result. Check navigation labels, section headings, buttons, internal links, and embedded content blocks. Do not rewrite anything yet. Your goal in this stage is to identify whether the migrated content displays correctly in both the admin editor and the live page preview. If you need a refresher on what “correct” looks like after a run, use [Checking Migration Results and Validating Homepage Content](#) as your comparison point.

Recording issues that need correction instead of fixing them immediately

When you find problems, resist the urge to fix them on the spot. In Sherkety ERP & Website Platform, immediate edits can hide the real migration pattern and make later cleanup harder. Instead, create a correction log and capture each issue in a consistent format. A shared spreadsheet or review document works well as long as everyone uses the same columns and naming style.

Use a simple table like this:

What to record	What to enter
Page or item location	The page name, section name, or visible URL
Content type	For example homepage section, card, team item, or media item
Field or area affected	Title, summary, body text, image, button label, link, publish status
Problem description	Short note describing what is wrong
Fix method	Manual edit, bulk correction, or rerun decision
Severity	Blocking, important, or cosmetic

This approach helps you separate one-off mistakes from repeated patterns. For example, several broken internal links across different homepage sections should be grouped together, while a single incorrect heading can stand alone. Useful categories include:

- Broken links
- Missing or incorrect images
- Rich text formatting problems
- Duplicate entries
- Wrong publish status
- Misplaced repeated items
- Incorrect labels or summaries

Add a severity level before assigning work. A missing hero button or broken homepage image may block publishing, while a minor spacing or wording issue can wait. Also note whether the issue should be corrected by rerunning part of the migration, applying a broader update, or making a direct editorial change. That distinction matters because editors should not manually rewrite content that may be replaced by a follow-up migration pass.

If multiple reviewers are involved, keep one shared log rather than separate notes. That prevents duplicate fixes and gives administrators a single list to review before reopening normal publishing.

Coordinating with editors before reopening normal publishing

After the review pass, share the findings with editors before anyone starts correcting content. In Sherkety ERP & Website Platform, this step is especially important because the same homepage area may be visible in both inline editing and the admin content screens. Without a clear handoff, one person may update a section while another is still deciding whether that section needs a migration rerun.

Start by telling editors which homepage areas are approved for normal editing and which are still under review. Be specific. For example, you might clear the trust section and team section for edits while keeping the hero area, service cards, or linked promotional blocks frozen. If your team uses **Admin Content**, **SEO**, or inline edit controls on the public page, mention exactly which screen should be used for each approved fix so work stays consistent. [SCREENSHOT: admin note or shared review sheet showing approved and frozen homepage sections]

Assign responsibility by content area, not just by person. One editor may handle body copy and section headings, another may review metadata in the **SEO** screen, and an administrator may handle redirects, media replacements, or publishing status changes. This avoids overlap and makes sign-off easier.

During the stabilization period, set a few temporary rules:

- Do not run bulk edits unless the administrator approves them first.
- Do not change page URLs or navigation labels while migration corrections are still open.
- Do not delete duplicate-looking items until the team confirms which version should remain.
- Do not recreate “missing” content until the item has been checked in the admin list and preview.

Choose one communication channel for approvals and questions so everyone sees the same decisions. Then define a simple sign-off process, such as marking each homepage section as **Under Review**, **Ready for Fixes**, or **Cleared for Publishing**. Once editors know the status of each section, they can work confidently without undoing migration-related decisions.

Applying safe follow-up changes in a controlled order

When you are ready to make corrections, apply them in an order that reduces rework. Start with changes that affect multiple pages or multiple homepage sections at once. In Sherkety ERP & Website Platform, these broader corrections often include shared media replacements, navigation or link destination fixes, and category or label

cleanup that appears across repeated content blocks. If you change individual page content first, you may end up revisiting the same pages after a shared issue is corrected.

For broader corrections, test carefully before applying them widely. If you have a staging copy available, confirm the exact set of affected records there first. If you are working directly in the live admin area, use a small sample instead of changing every matching item at once. Review the results in preview before continuing.

[SCREENSHOT: content editor preview showing corrected homepage section before wider rollout]

Only move to manual page-by-page edits after you are sure the migration will not be rerun for those same records. This is one of the most important follow-up rules. If an editor rewrites a homepage section and an administrator later reruns that migration segment, the new editorial changes may be replaced. Before anyone edits text, images, or button labels manually, confirm that the affected section is marked for direct correction rather than rerun.

A safe working order usually looks like this:

1. Correct shared links, redirects, and media issues.
2. Fix repeated content structures and ordering problems.
3. Apply approved bulk corrections to matching items.
4. Make manual edits to individual homepage sections.
5. Recheck preview and published display after each group of changes.

After corrections are saved, refresh the affected pages and verify that the updated content appears in previews and public views. If a corrected section still shows old content, wait for the page to refresh fully and confirm the latest saved version is the one being displayed before moving on.

Handling common post-migration problems without creating new ones

Some post-migration problems look urgent but should still be checked carefully before anyone edits content. If editors report that a homepage section is missing, first open **Admin Content** and search for the item there. A section may exist but not be visible because it is unpublished, not placed where expected, or still not appearing in the latest page view. Recreating the section too early can produce duplicates and make the final cleanup harder.

If a link or image looks broken on the homepage, inspect the content entry and preview before changing the text around it. Open the affected section, review the saved button label or image selection, and compare it with the page preview. If the visible issue comes from the stored destination or media reference, rewriting the surrounding content will not solve the real problem. [SCREENSHOT: homepage section with broken image or link being checked in the content editor]

Duplicate entries need the same caution. Before deleting anything, check whether the duplicate came from more than one migration run or from someone manually recreating a section after assuming it was lost. Compare the title, visible content, and publish state of both versions. Decide which one should remain, then remove or unpublish the extra item only after the team agrees on the correct record.

If field values look incomplete, compare the migrated result with the original approved source material and your correction log. Do not ask editors to rewrite summaries, headings, or rich text blocks until you know whether the content was partially migrated, incorrectly mapped during the move, or simply placed in the wrong visible field. The safest response is to diagnose first, then choose the right correction method. That keeps Sherkety ERP & Website Platform clean and prevents follow-up fixes from introducing a second round of avoidable errors.

Overview

This stage of the homepage migration process is about control, not speed. After you have already reviewed the migration outcome in [Checking Migration Results and Validating Homepage Content](#), the next job is to decide what should happen before editors return to normal publishing. In Sherkety ERP & Website Platform, that means confirming the migration is truly finished, reviewing migrated homepage content in the admin screens, logging issues in a structured way, and applying corrections in a safe order.

The focus of this guide is follow-up planning for administrators and content editors working with homepage content. It does not repeat how to run the migration itself or how to perform the first validation pass. Instead, it helps you avoid common post-migration mistakes such as fixing the wrong item, reopening editing too early, or overwriting manual changes with a later rerun.

You will work mainly across the **Homepage Migration Tool**, **Admin Content**, preview views, and related admin areas such as **SEO** when metadata or page labels are involved. The key idea is simple: identify what changed, record what is wrong, decide who should fix it, and only then begin corrections.

Use this guide when:

- A homepage migration has finished and you need a safe stabilization period
- Editors are asking when they can resume normal updates
- You have found issues but do not yet know whether they need manual edits or a broader correction
- You want a clear order for follow-up work across homepage sections, media, and links

The next document in this sequence is [Understanding Homepage Migration Tool Purpose and Scope](#), which helps place these follow-up actions in the wider migration workflow.

Prerequisites

Before you use this follow-up process, make sure a few basics are already in place. This guide assumes you are working in Sherkety ERP & Website Platform with access to the admin area and that the homepage migration has already been run. You should also have completed the review steps from [Checking Migration Results and Validating Homepage Content](#), because this document builds on that review rather than replacing it.

You should have access to the screens involved in post-migration review, including:

- **Homepage Migration Tool**
- **Admin Dashboard**
- **Admin Content**
- Preview or public page views for the homepage
- **SEO** if page labels or search-facing details are part of the review

It also helps to have the source material or approved pre-migration reference available so you can compare migrated homepage sections against the expected result. That may include the original homepage layout, approved section text, image selections, button labels, and navigation wording.

Before starting, confirm that:

- The latest migration run shows a completed result rather than an active or failed state
- Editors know that homepage publishing is temporarily restricted during review
- One shared correction log has been prepared

- A reviewer or administrator is assigned to approve reruns, bulk fixes, and final sign-off
- The team knows which homepage sections are in scope for this migration pass

If your team is still unclear about where to find the relevant admin areas, review [Using the Admin Dashboard for Navigation](#) and [Navigating Admin Sections for Content and Configuration](#) before continuing.