

Setting Up Your Profile

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Your profile helps Sherkety ERP & Website Platform feel more personal and easier to use. A few quick updates can make your account clearer for your team and help you receive information in the way that works best for you.

This guide walks you through the most common profile changes:

- Your name
- Your profile photo
- Your language
- Your timezone
- Your notification preferences

Before You Start

Make sure you are signed in to Sherkety ERP & Website Platform with your user account.

If you need help getting into your account first, see [Admin Authentication](#).

Open Your Profile Settings

To begin:

1. Sign in to Sherkety ERP & Website Platform.
2. Look for your account area, usually in the top-right corner.
3. Select your name, avatar, or account menu.
4. Choose **Profile**, **My Profile**, or **Settings**, depending on what you see.

If you are still learning your way around, these guides may help:

- [Admin Dashboard](#)
- [Site Settings](#)
- [User Management](#)

Update Your Name

Your name is how other people may recognize you inside Sherkety ERP & Website Platform.

To change your name

1. Open your profile settings.
2. Find the field for your **name**.
3. Enter your updated name.
4. Save your changes.

Tips for choosing your display name

- Use your real name so teammates can identify you easily.
- Check spelling before saving.
- If your company has a naming style, follow that format.

Change Your Profile Photo

A profile photo helps make your account easier to recognize, especially for teams working together in the admin area.

To update your photo

1. Open your profile settings.
2. Select your current photo or the photo upload option.
3. Choose a clear image from your device.
4. Save your changes.

Good photo tips

- Use a recent and clear photo.
- Make sure your face is easy to see.
- Avoid busy backgrounds if possible.

If your photo does not appear right away, refresh the page and check again.

Choose Your Language

Sherkety ERP & Website Platform supports multilingual use, so you may be able to choose the language that is most comfortable for you.

To change your language

1. Open your profile settings.
2. Find the **language** option.
3. Select your preferred language.
4. Save your changes.

After saving, Sherkety ERP & Website Platform may update the visible text to match your selection.

For more help with language options while browsing, see [Language Switching and Multilingual Browsing](#).

Set Your Timezone

Your timezone helps Sherkety ERP & Website Platform show times and dates more accurately for your location.

This is especially useful when viewing scheduled items, date-based information, or time-related updates.

To change your timezone

1. Open your profile settings.
2. Find the **timezone** option.
3. Choose your current city, region, or timezone.
4. Save your changes.

Why this matters

The correct timezone can help with:

- More accurate date and time display
- Better alignment with your local working hours
- Fewer misunderstandings when reviewing time-based information

If you regularly work with dates, you may also want to review [Calendar Date Picker](#).

Manage Notification Preferences

Notifications help you stay informed about important activity in Sherkety ERP & Website Platform. You may be able to decide which updates you want to receive.

To update notification preferences

1. Open your profile settings.
2. Find **notifications** or **notification preferences**.
3. Turn options on or off based on what you want to receive.
4. Save your changes.

Common notification choices

Depending on your account, you may see options related to:

- Activity updates
- Reminders
- Important account messages
- Status confirmations after actions

To learn more about messages shown inside the interface, see [In-App Notifications](#).

Save and Review Your Changes

After updating your profile:

1. Review each setting carefully.
2. Select **Save** or **Update**.
3. Confirm that your new details appear correctly.

It is a good idea to check:

- Your name displays correctly
- Your photo appears as expected
- Your language is correct
- Your timezone matches your location
- Your notifications are set the way you want

If You Cannot Edit a Setting

In some cases, certain profile details may not be available for you to change. This can depend on your account access or how your organization uses Sherkety ERP &

Website Platform.

If a setting is unavailable:

- Check whether the change is saved automatically or needs confirmation
- Refresh the page and try again
- Contact your administrator for help

If your organization manages users centrally, see [User Management](#).

Related Guides

You may also find these guides helpful as you continue setting up your account:

- [Admin Dashboard](#)
- [Language Switching and Multilingual Browsing](#)
- [Theme Switching](#)
- [In-App Notifications](#)
- [User Management](#)

Next Step

Once your profile is set up, you can continue getting comfortable with Sherkety ERP & Website Platform by learning how to move around the interface and access the areas you use most often.