

Understanding Dialog Actions and Safe Confirmation Steps

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Recognizing What the Dialog Is Asking You to Do

In Sherkety ERP & Website Platform, a dialog usually appears when you are about to finish an edit, leave a screen with unsaved changes, or complete an action that affects content, settings, or user access. The fastest way to understand the dialog is to look at three areas together: the title at the top, the message in the middle, and the action buttons in the footer.

The title usually tells you the type of decision in front of you. A title about unsaved changes means you edited something and are trying to leave before saving. A warning-style title usually appears before a more serious action, such as deleting content, replacing existing information, or applying settings that affect other users. A final approval message often uses direct wording such as **Confirm**, **Continue**, or **Save**.

Then check the footer buttons. The primary button is usually the one meant to move the action forward. In many dialogs, that button is visually stronger than the others and may say **Save**, **Confirm**, **Discard**, or **Continue**. A secondary button such as **Cancel** or **Close** is the safer exit. It lets you back out of the prompt without committing the action shown in the message.

This matters most after you:

- edit fields in the content editor
- change settings in the admin area
- update pricing, SEO, services, or user details
- try to leave a form before saving
- trigger an action that may not be easy to undo

If the wording in the title and the main button do not seem to match what you were doing, stop and review the screen behind the dialog before you continue.

[SCREENSHOT: A confirmation dialog showing a title, message text, and footer buttons such as Save, Cancel, and Discard]

Reviewing Changes Before You Click Save or Confirm

Before you click **Save** or **Confirm** in Sherkety ERP & Website Platform, take a moment to compare the dialog message with the changes you actually made. This is especially important in the admin area, where one action may affect public website content, shared settings, or another user's access.

Start by looking back at the form or editor behind the dialog. Check any text fields you changed, including page titles, headings, descriptions, body content, or metadata fields. If you used dropdown lists, confirm the selected value is the one you intended. If the screen includes toggles or checkboxes, make sure their current on/off state matches the result you want. A small switch left on by mistake can change visibility, publishing status, or configuration behavior.

Next, read the confirmation message carefully. The wording should match the action you just took. If you updated content, the dialog should clearly refer to saving or confirming those edits. If you changed settings, the message should reflect that broader impact. When a dialog uses stronger wording such as **Confirm** or **Continue**, treat that as a signal to slow down and reread the message before proceeding.

Pay close attention to scope:

- Does the action affect only the item you are editing?
- Does it apply to shared website content?
- Does it change site-wide settings?
- Does it affect user accounts or permissions?

If the message sounds broader than expected, click **Cancel** and return to the originating screen. This quick review habit helps prevent accidental publishing, unwanted setting changes, or lost edits.

[SCREENSHOT: An admin form with edited fields and a confirmation dialog asking the user to save or confirm changes]

Choosing Save, Discard, or Cancel in Unsaved Changes Prompts

Unsaved changes prompts are common in Sherkety ERP & Website Platform when you edit content, adjust settings, or update records in the admin area and then try to

leave before saving. These prompts usually offer three choices: **Save**, **Discard**, and **Cancel**. Each one does something different, so it is worth reading the button labels carefully.

Choose **Save** when you want to keep the edits currently shown on the screen. This applies to changes in text fields, longer content areas, metadata fields, settings forms, and other editable sections. If you updated a page heading, changed body content, adjusted a dropdown selection, or switched a toggle, **Save** is the option that keeps those edits.

Choose **Discard** only when you are sure you do not want the pending changes. This removes the edits you made since the last saved version and returns you to the previous page, record, or dialog state. If you changed several fields in one session, **Discard** can remove all of them at once, not just the last field you touched.

Choose **Cancel** when you are not ready to decide yet. **Cancel** closes the prompt and keeps you on the current screen with your unsaved edits still visible. This is the safest choice if you want to review the form again before deciding.

A simple way to remember the difference:

Button	What it does	Best time to use it
Save	Keeps your current edits	You are satisfied with the changes
Discard	Removes unsaved edits	You want to abandon the changes
Cancel	Closes the prompt and keeps edits on screen	You need more time to review

If you made many edits across one form, avoid clicking **Discard** until you have checked exactly what will be lost.

Confirming Important Actions Safely

Some dialogs in Sherkety ERP & Website Platform ask for more than a simple save decision. You may see a confirmation step before publishing content, deleting an item, replacing existing information, resetting settings, or applying a change that affects other people. In these cases, the safest approach is to read the full message, not just the button label.

Start with the exact wording in the dialog body. A good confirmation message usually tells you what action will happen and what it applies to. Look for item names, page names, selected records, or counts. If a dialog refers to multiple items, shared settings, or a broader update than you expected, pause before clicking **Confirm**.

You may also see an extra acknowledgment step before the main action becomes available. This could be a checkbox you must tick or another clear acknowledgment control that signals you understand the impact. If the **Confirm** button is disabled, look for that extra step first before assuming something is broken.

Use this review pattern:

1. Read the title and identify the action type.
2. Find the item name, page name, or count in the message.
3. Check whether the action is limited to one record or affects a wider area.
4. Only then click **Confirm**.

If the dialog feels more destructive than expected, use **Cancel** or close the dialog and return to the original screen. This is especially important when working in **Content**, **Users**, **Settings**, **SEO**, **Services**, or **Pricing**, where one confirmation can affect public-facing information or administrative access.

[SCREENSHOT: A warning dialog with a disabled Confirm button and an acknowledgment checkbox above the footer actions]

Using Safe Review Habits as a Content Editor or Administrator

Whether you work mainly in website content or in admin configuration, consistent review habits make dialogs much easier to handle. In Sherkety ERP & Website Platform, the same basic pattern works across the **Content**, **Users**, **Settings**, **SEO**, **Services**, and **Pricing** areas.

If you are a content editor, focus first on what visitors will see. Before clicking **Save** or **Confirm**, check page titles, headings, body content, status selections, and any publish-related wording in the dialog. If you are editing multilingual content, make sure you are reviewing the correct language version before you approve the change. If you need a refresher on editing workflows, see [Editing Content Directly From the Website](#) and [Previewing Changes Before Saving Content](#).

If you are an administrator, review the wider impact. Double-check permission settings, user-related options, site-wide settings, and any toggle that could affect visibility or access. In list views or bulk actions, confirm the number of selected items before you proceed.

A reliable review pattern is:

1. Read the dialog title.
2. Scan the changed fields or selected items behind the dialog.
3. Verify the main button label.
4. Check whether the action affects one item or many.
5. Then act.

Also pay attention to visual warning signs. A destructive-looking primary button or warning text is there to slow you down. Treat that styling as a cue to verify the scope before you continue. If you already know the basics of opening and closing prompts, this section builds on [Working With Drawers Dialogs and Confirmation Prompts](#) without repeating it.

Handling Common Dialog Mistakes and Recovery Steps

Even careful users sometimes click the wrong button. When that happens in Sherkety ERP & Website Platform, the best recovery step depends on what kind of dialog you were using.

If you clicked **Discard** by mistake, return to the form or editor you were working in and check what values are still present. In many cases, the screen will reopen with the last saved version rather than your recent unsaved edits. Review the fields you changed and re-enter any text, selections, or toggle changes that were lost. This is most common in content editing and settings forms.

If you confirmed the wrong action, first look at the current screen to see whether the affected item can still be edited. For example, if content was saved with the wrong wording, you may be able to reopen the same page section and correct it immediately. If a setting was applied incorrectly, revisit the same admin screen and restore the intended value. The key is to verify the current state before making another change.

If the dialog wording is unclear, do not guess. Click **Cancel** to close the prompt, then review the originating page, selected item, or edited form again. Make sure the action you started matches the message you are about to approve.

If the primary button is disabled, look for one of these causes:

- a required field is still empty
- a checkbox or acknowledgment control has not been selected
- a validation message is shown on the form
- a selection has not been completed

When a dialog does not behave as expected, slow down and inspect the visible fields and messages on the screen before trying again.

Overview

Dialogs in Sherkety ERP & Website Platform are short decision screens that appear when you need to approve, save, cancel, or abandon an action. You will see them most often while editing website content, changing admin settings, updating pricing or SEO details, managing users, or leaving a screen with unsaved work. Their purpose is simple: help you confirm what will happen before the action is completed.

The most important part of any dialog is the relationship between the title, the message, and the footer buttons. The title tells you what kind of decision is being requested. The message explains what the action affects. The footer buttons tell you which choice will commit the action and which choice will back out safely. In practice, this usually means distinguishing between **Save** or **Confirm** on one side and **Cancel** or **Close** on the other. In unsaved changes prompts, **Discard** adds a third option that removes pending edits.

This guide focuses on how to interpret those choices safely. You will learn how to:

- identify the main action in a dialog
- review fields and selections before approving a change
- tell the difference between **Save**, **Discard**, and **Cancel**
- confirm more serious actions carefully
- recover from common mistakes such as discarding or confirming too quickly

If you already understand how dialogs and drawers open and close, this guide gives you the next layer: deciding which button to press and when. The next document in this section, [Understanding Dialog and Drawer Layouts Across the Platform](#), explains how these panels are arranged on different screens so you can review them even more confidently.

Prerequisites

Before using the guidance in this document, it helps to be familiar with the basic dialog behavior already covered in [Working With Drawers Dialogs and Confirmation Prompts](#). You do not need advanced admin knowledge, but you should be comfortable recognizing when a prompt appears over the current screen and knowing how to close it without taking action.

You will get the most value from this guide if you have already done at least one of these tasks in Sherkety ERP & Website Platform:

- edited content from the website or admin content area
- changed a setting in the admin portal
- updated services, pricing, or SEO information
- managed a user record or access-related option
- seen an unsaved changes prompt while leaving a form

It also helps if you can already recognize common interface elements such as:

- footer action buttons like **Save**, **Cancel**, **Close**, **Discard**, and **Confirm**
- text fields, dropdowns, toggles, and checkboxes
- warning messages and disabled buttons
- notifications that appear after an action completes

If you are working in the admin area, make sure you are signed in and have access to the section you want to use, such as **Dashboard**, **Content**, **Users**, **Settings**, **SEO**, **Services**, or **Pricing**. If a page or action is not visible, your account may not have permission to use it. For help with access and navigation, see [Signing In and Accessing the Admin Portal](#) and [Understanding Admin Page Access and Protected Navigation](#).