

Updating Search Facing Page Information in Admin

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Finding the page settings you need to update

To update search-facing information in Sherkety ERP & Website Platform, start by signing in through the **Login** screen and opening the **Admin** area. You need access to the admin pages used by content editors. If you can open the **Dashboard** but do not see the SEO area in the admin navigation, your account may not include permission to edit search-facing page details. In that case, stop before making changes and use an account with the correct access.

1. From the **Dashboard**, open the admin navigation and go to the **SEO** section.
2. Look for the list of public pages available for editing. This is where you choose the page whose search result title and description you want to update.
3. Find the correct page by checking the page title, navigation label, or page slug shown in the list. If several pages have similar names, compare these details carefully before opening one.
4. Select the page record you want to edit.

[SCREENSHOT: SEO page list in Admin showing page title and slug columns]

It is important to separate two different editing tasks:

- **Visible page content** is the text visitors read on the page itself, such as headings, sections, and calls to action.
- **Search-facing information** is the text used for search listings, such as the **SEO title**, **meta description**, and any search preview text shown in the editor.

If you recently changed page copy using inline editing tools or the content editor, do not assume the search-facing fields changed with it. Those details are usually maintained separately in the **SEO** area. If you need a refresher on where SEO records are managed, see [Managing Page Metadata in the SEO Admin](#). Before editing anything, confirm you are working on the exact public page you intend to update.

Opening a page's search metadata fields

Once you are in the **SEO** area, open the page you identified from the list. Sherkety ERP & Website Platform shows search-facing information inside the page editing view rather than in the visible content sections, so make sure you are in the page's SEO settings and not a general content editor screen.

1. In the page list, click the row or edit action for the page you want to update.
2. Wait for the page editing view to open.
3. Locate the part of the screen that contains the search-facing fields. Depending on the layout, these may appear in a dedicated section for SEO details or in a grouped area within the page editor.
4. Review the existing values before changing anything.

You should look for fields such as:

Field	What to confirm before editing
SEO Title	Matches the page topic and is for search results, not internal naming
Meta Description	Summarizes the page clearly and reflects current content
Search Preview or snippet preview	Shows how the page may appear in search listings
Slug or page identifier	Confirms you opened the correct page record

[SCREENSHOT: Page SEO edit view with SEO Title, Meta Description, and preview area]

Before typing, compare the page details shown in the editor with the page you meant to update. If the screen shows a **slug**, page name, or other page identifier, use it to double-check that you are editing the right record. This matters most when you manage pages with similar names, such as service pages, ERP app pages, or company type pages.

If you already reviewed changes before publication in [Reviewing SEO Updates Before and After Publication](#), use the same habit here: verify the page first, then edit the fields. That avoids fixing the wrong page later.

Updating titles, descriptions, and search snippets

When you edit search-facing fields in Sherkety ERP & Website Platform, keep them closely tied to what visitors will actually see on the page. The goal is to make the search listing accurate, clear, and specific to that page.

1. In the **SEO Title** field, enter a title that clearly describes the page topic. Use the public-facing page subject, not an internal admin label or shorthand name used by your team.
2. In the **Meta Description** field, write a short summary of the page's main message. Focus on what the page currently offers, explains, or highlights.
3. If the editor shows a **Search Preview** text area or snippet field, update that text so it reflects the latest page copy and message.
4. Re-read all search-facing fields together before saving.

As you edit, keep these points in mind:

- Match the wording to the page's visible heading and main content.
- Use the same service names, ERP module names, or page topic terms that appear on the live page.
- Avoid writing a description that promises content the page does not include.
- Do not reuse the exact same title and description on several different pages with different purposes.

For example, a page about **HR** should use HR-related wording in the **SEO Title** and **Meta Description**, while a page about **Sales & CRM** should use terms that match that page's heading and content. The same applies to company type pages, accounting pages, and pricing-related pages. If a page's message changed during a content update, revise the search-facing fields at the same time so search listings stay accurate.

If you are trying to keep wording consistent across similar pages, refer to [Keeping Search Snippets Consistent Across Pages](#). That document helps with consistency, while this screen is where you make the actual page-by-page updates.

Saving changes and checking the preview

After editing the search-facing fields, save your work directly from the page editor. In Sherkey ERP & Website Platform, saving is the point where your updated metadata is stored, so do not leave the page until you confirm the save completed successfully.

1. Click **Save** or **Update** in the page editor.
2. Watch for the confirmation message that appears after the save finishes.
3. Review the preview area on the page, if one is shown.
4. Confirm the updated **SEO Title** and **Meta Description** appear as expected.

5. If the page uses draft and published states, check whether you also need to publish the page before changes appear on the live website.

[SCREENSHOT: Save button and search preview after metadata update]

The preview area is especially useful because it lets you catch problems immediately. Look for:

- Titles that are too long or visually cut off
- Descriptions that stop awkwardly
- Old wording that remained in one field but not the others
- A mismatch between the preview text and the page's actual message

If the editor shows a search snippet preview, use it as a quick quality check rather than a guarantee of exactly how every search engine will display the page. The main purpose is to help you confirm that the page information is complete, readable, and aligned.

If your team uses a publish step, saving may only update the draft version until someone publishes the page. Check the page status before assuming the live website has changed. This is especially important when several editors work on the same public pages. For a broader review process before and after release, use [Reviewing SEO Updates Before and After Publication](#).

Keeping search-facing information aligned with page content

Search-facing information works best when it is maintained as part of the same editing workflow as the page content itself. In Sherkety ERP & Website Platform, that means updating the **SEO Title**, **Meta Description**, and any search preview text whenever the page's visible message changes in a meaningful way.

If you update a page heading, rewrite a service summary, change a featured offer, or shift the page's main focus, return to the **SEO** area and review the search-facing fields for that page. A page can look correct on the website while still showing outdated wording in search results if those fields were left unchanged.

Use these habits to keep pages aligned:

- Update metadata when the page heading or main section message changes.
- Keep the same key terms across the page heading, body content, and search-facing fields.
- Give each public page its own title and description based on its purpose.

- Review SEO details during the same editing session as content changes whenever possible.

This is especially useful on pages that are easy to confuse, such as:

- ERP module pages like **Accounting**, **HR**, **Sales & CRM**, and **Reporting**
- Service and pricing pages
- Company type guidance pages
- Homepage sections that lead to different offers or categories

When administrators and content editors split responsibilities, agree on who updates the page copy and who updates the search-facing fields. That prevents a common problem where the visible content is refreshed first and the metadata is corrected much later. If your team already manages page SEO records regularly, this workflow builds on the process described in [Maintaining Page SEO Details in Admin](#). The difference here is the day-to-day practice of keeping search-facing wording synchronized with the latest public content.

Fixing common problems with page metadata updates

If your metadata update does not look right after saving, start with the page record you edited and work through the visible details on the screen. Most issues come from saving the wrong page, leaving a page unpublished, or comparing the admin preview with older search results.

1. Open the page again in the **SEO** area.
2. Check the page title, slug, or page identifier shown in the editor.
3. Review the saved **SEO Title** and **Meta Description** values.
4. Confirm whether the page has been published if your workflow includes a publish step.
5. Compare the admin preview with the live page and with any external search result separately.

Here are the most common situations and what to check:

- **Changes do not appear on the live page**
 - Make sure you clicked **Save** or **Update**
 - Confirm you edited the correct page record
 - Check whether the page still needs to be published
- **The preview in search results still shows old text**

- The preview inside Admin may be updated even if external search results still show earlier wording
- Recheck the saved values in Admin first before assuming the update failed
- **The wrong page was updated**
 - Compare the page title, slug, and navigation placement
 - Reopen the intended page and correct its fields there
- **Metadata no longer matches the page content**
 - Review recent content edits
 - Update the **SEO Title**, **Meta Description**, and preview text together so they stay consistent

[SCREENSHOT: SEO edit screen showing page title, slug, and metadata fields for verification]

When troubleshooting, avoid making repeated edits across several pages until you confirm which record is correct. One careful check in the **SEO** editor is usually faster than cleaning up multiple mismatched pages afterward.

Overview

This document focuses on updating the search-facing details for public pages inside the **SEO** area of Sherkety ERP & Website Platform. The main fields you work with are the **SEO Title**, **Meta Description**, and any search snippet or preview text shown in the page editor. These fields affect how a page is represented in search listings and should stay aligned with the page's visible heading, message, and purpose.

The workflow in this guide is practical and page-specific:

- Find the correct page in the **SEO** section
- Open its search metadata fields
- Edit the title, description, and preview text
- Save the changes
- Check the preview and page status
- Fix any mismatch before moving on

This guide does not repeat the broader review process already covered in [Reviewing SEO Updates Before and After Publication](#). Instead, it concentrates on the actual

editing work inside Admin: choosing the right page record, changing the search-facing fields, and confirming the result.

Use this guide when you need to:

- Refresh outdated search wording after a content change
- Correct a title or description on a public page
- Make search snippets match the latest service, ERP, or company information
- Verify that a saved metadata update belongs to the right page

Because Sherkety ERP & Website Platform includes many public pages across services, ERP modules, company types, and informational sections, accuracy matters. A small mistake in page selection can update the wrong record, while a small wording mismatch can make search listings feel disconnected from the landing page. The steps above help you keep those details accurate without changing the visible page content itself.

Prerequisites

Before you start updating search-facing page information in Sherkety ERP & Website Platform, make sure the following are in place:

- You can sign in to the **Admin** area through the **Login** screen
- Your account has access to the **SEO** section used for page metadata updates
- You know which public page needs to be updated
- You can identify that page by its title, navigation label, or slug
- You have the final wording ready for the **SEO Title** and **Meta Description**, or you know which current page content should be reflected there

It also helps to confirm these working conditions before editing:

- The visible page content has already been reviewed if the page was recently rewritten
- You understand whether your team uses a draft-and-publish workflow
- You know whether another administrator or content editor is currently updating the same page
- You can compare the page in Admin with the public page if needed

If you are not sure where page metadata is maintained, read [Managing Page Metadata in the SEO Admin](#) first. If your main concern is consistency across similar

pages, [Maintaining Page SEO Details in Admin](#) and [Keeping Search Snippets Consistent Across Pages](#) are useful companion guides.

After you are comfortable updating individual page records, continue with [Understanding Seo Metadata Fields and Page Coverage](#) to learn how the available metadata fields relate to different page types across the website.