

Using Admin Dashboard Cues to Reach Common Tasks

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Opening the Admin Dashboard and Recognizing Available Cues

After you sign in to **Sherkety ERP & Website Platform**, the **Dashboard** is the main starting point for admin work. If you need help getting into the admin area, follow [Signing In and Accessing the Admin Portal](#). If you want a full map of the admin sections before using shortcuts, see [Understanding Admin Portal Structure and Main Destinations](#).

On the dashboard, look for visual cues that help you decide where to go next. These cues usually appear as clearly labeled blocks, cards, or tiles. Some show a **number** that represents how many items are in a certain state. Others act as direct links to pages such as **Content**, **Users**, **Settings**, **SEO**, **Services**, or **Pricing**. In many cases, the label itself tells you whether the tile is mainly informational or whether it is meant to be clicked to open a related management page.

[SCREENSHOT: Admin dashboard showing tiles, counters, and shortcut cards]

You may also notice that not every signed-in user sees the same set of dashboard options. A user with broader access, such as an **Administrator**, can see more management destinations than a **Content Editor**. For example, content-focused users may see shortcuts related to website content updates, while administrator-only areas such as user administration or site-wide settings may be hidden.

A good way to read the dashboard is to scan it in two passes:

- First, look for **counts** and **status labels** that show what needs attention.
- Second, identify which cards or links are **clickable shortcuts** to the page where you can act on that information.

When you hover over or select a cue, the destination usually matches the label shown on the dashboard. That makes the dashboard a quick decision screen rather than just a summary page.

Using Dashboard Shortcuts to Open Content Management Pages

For day-to-day publishing work, the dashboard is often the fastest route to the pages where content is managed. Instead of opening the side navigation and browsing section by section, you can click a content-related cue directly from the dashboard and go straight to the relevant admin page.

1. Sign in and open the **Dashboard**.
2. Find a shortcut related to content work, such as a link or tile leading to **Content**, **Services**, **Pricing**, or **SEO**.
3. Click the cue that matches the task you want to complete.
4. Review the page you land on and use the available controls to continue your work.

After selecting a shortcut, you typically arrive on a management screen that already focuses on a common task. On these pages, look for familiar working areas such as:

- A **list** or **grid** of existing items
- **Filter controls** near the top of the page
- Action buttons such as **Edit**, **Create**, or similar page-level actions
- Page headings that confirm which section you opened

For example, if you choose a dashboard shortcut for content work, you should expect to land on the **Content** management page rather than a general dashboard view.

From there, you can review items, open an existing record for editing, or start a new entry if that option is available on the page.

This shortcut-based approach is especially useful for **Content Editors**. If your routine work involves updating website sections, reviewing existing entries, or maintaining localized content, opening the correct page directly from the dashboard saves time and reduces menu browsing. It also helps you stay focused, because the destination page is usually already aligned with the task suggested by the dashboard cue.

[SCREENSHOT: Dashboard shortcut opening a content management list with filters and edit actions]

Following Status and Count Cues to Prioritize Admin Work

The most useful dashboard cues are often the ones that show a visible count. In **Sherkety ERP & Website Platform**, these numbers help you decide what to handle first without opening every admin page one by one. A count can point you toward

content that still needs attention, records that are incomplete, or areas that may need review or maintenance.

When you see a tile with a number and a status-style label, treat it as both a summary and a shortcut. The number tells you how much work is waiting. The label tells you what kind of work it is. If you select that cue, the destination page may already be narrowed to match what the dashboard was showing.

For example, if a dashboard cue refers to a subset of records rather than all records, the page it opens may show only that subset first. That is why the destination list may look filtered when it opens. This is expected behavior and helps you move directly into the right workload instead of searching manually after arrival.

Use these cues to prioritize your day:

- Start with the **highest count** when you need to reduce a backlog.
- Start with the **most urgent status label** when timing matters more than volume.
- Compare related cues before clicking so you choose the page that best matches your role.

Administrators benefit the most from this view because they may be monitoring several parts of the admin area at once, including content, user access, settings, and search-facing information. A quick scan of counts on the dashboard can show which area deserves immediate attention.

If a list opens and contains fewer records than you expected, the dashboard count may have changed since the page loaded, or the destination page may already have filters applied. In that case, review the page heading and filter controls before assuming anything is missing.

[SCREENSHOT: Dashboard cards with visible counts and a filtered destination list]

Moving from Dashboard Cues to User and Site Administration Tasks

The dashboard is not only for content work. It can also act as a launch point for broader administrative tasks. If your account includes administrator-level access, you may see shortcuts that lead directly to pages such as **Users**, **Settings**, **SEO**, **Services**, or **Pricing**. These links are useful when you already know the area you need and want to skip extra navigation.

1. Open the **Dashboard** after signing in.

2. Look for an administrative shortcut such as **Users**, **Settings**, or **SEO**.
3. Select the shortcut that matches the task you need to complete.
4. Confirm the page heading after it opens.
5. Continue using the page's forms, lists, or action buttons.

What you see after clicking depends on the destination:

- **Users** usually opens a user list where you can review accounts and available actions.
- **Settings** opens configuration forms for site-wide options.
- **SEO** opens page-focused search information management.
- **Services** and **Pricing** open management pages for business offerings and pricing details.

These shortcuts are especially helpful when you perform the same admin tasks often. For example, if you regularly maintain search-facing page details, opening **SEO** from the dashboard is faster than moving through multiple admin sections first. The same applies when you need to review user access or adjust site-wide settings.

Keep in mind that **Content Editors** may not see every administrative shortcut. If a page is restricted to administrators, the dashboard usually reflects that by hiding the shortcut entirely. That is normal and matches the access rules described in [Understanding Admin Page Access and Protected Navigation](#) and [Managing Users and Role Based Access](#).

[SCREENSHOT: Dashboard shortcuts leading to Users, Settings, SEO, Services, and Pricing pages]

Getting the Most from Dashboard Cues and Quick Links

The dashboard works best when you use it as your first stop at the beginning of each admin session. Instead of deciding where to go from memory, let the visible cues guide you. In **Sherkety ERP & Website Platform**, this is especially useful when your work changes from day to day and you need a quick picture of what deserves attention.

A simple habit is to compare the dashboard cue you clicked with the heading on the page that opens. If the tile says **SEO**, the destination should clearly show the **SEO** management page. If the cue points to **Content**, **Services**, or **Pricing**, the page title and visible controls should confirm that you reached the correct area. This quick check helps you avoid spending time on the wrong page.

You will get the most value from dashboard cues if you use them intentionally:

- Review counts before opening anything.
- Choose the cue with the **largest number** when you want to clear the biggest workload first.
- Choose the cue with the **most urgent label** when timing matters more than quantity.
- Use dashboard links for pages you open often, such as **Content**, **SEO**, or **Users**.
- If two cues seem related, open the one whose label most closely matches the action you need to take.

For teams with different roles, it also helps to compare what each account type can see. An administrator may rely on dashboard links for user and settings work, while a content editor may use the same dashboard mainly for content-focused destinations. That difference is expected and can actually speed up work by keeping each role focused on the pages it uses most.

If you also use inline editing on the public website, the dashboard remains the better starting point when your task involves full admin pages rather than direct page editing. For that choice, see [Choosing Between Inline Editing and Admin Pages](#).

Common Issues When Dashboard Cues or Shortcuts Are Missing

If a dashboard cue is missing, opens an unexpected page, or leads to an empty list, the cause is usually visible in the admin interface. Start by checking what your account is allowed to access. In **Sherkety ERP & Website Platform**, dashboard shortcuts follow the same access rules as the pages they open. If your account cannot open a page such as **Users** or **Settings**, the related shortcut may not appear on the dashboard at all.

Here are the most common situations and what to check:

Issue	What to check in the interface	Likely result
A shortcut is not visible	Compare your available admin sections with another role or review your allowed pages	The shortcut may be hidden because your account does not have access
A cue opens an empty list	Check the page filters, search box, and current list view	The page may be filtered, or the count may have changed since the dashboard loaded

Issue	What to check in the interface	Likely result
Expected admin areas do not appear	Review whether sections such as Services, Pricing, SEO, or Users are available in your admin navigation	The section may not be available for your role or current setup
A shortcut opens a page you did not expect	Read the page heading and look for active filters or a narrowed list	The cue may be designed to open a filtered view rather than the full page

If a count on the dashboard does not seem to match what you see after clicking, refresh your understanding of the destination page before assuming something is wrong. Counts can change as other users update records, and some shortcuts are meant to open a focused list instead of the full listing.

When the dashboard behavior still seems unclear, compare the destination with the broader navigation patterns described in [Using the Admin Dashboard for Navigation](#) and [Navigating Admin Sections for Content and Configuration](#).

Overview

Use the **Dashboard** in **Sherkety ERP & Website Platform** as a decision screen for your most common admin work. The dashboard is most helpful when you need to quickly spot what needs attention and jump straight to the right page without browsing through the full admin navigation.

Key ideas to remember:

- Dashboard cues can appear as **tiles, cards, shortcut links, or count-based panels**.
- Some cues are mainly informational, while others open a related admin page when clicked.
- The destination usually matches the cue label, such as **Content, Users, Settings, SEO, Services, or Pricing**.
- Count-based cues often open a page that is already focused on a specific workload.
- What you see depends on your role, so administrators usually have more shortcuts than content editors.

This document focused on using those cues to reach common tasks faster. It did not repeat the full admin layout already covered in [Understanding Admin Portal Structure and Main Destinations](#). Instead, the goal here was to show how to read the dashboard

as a practical work surface: scan the counts, choose the right shortcut, confirm the page heading, and continue from the list, form, or management screen that opens.

If your daily work includes repeated visits to the same pages, the dashboard can become your fastest route into the admin area. If your work is more role-specific, the visible shortcuts on your account help narrow your focus so you only see the destinations that matter to you.

The next document in this sequence is [Managing Admin Session Access and Safe Sign Out](#).

Prerequisites

Before using dashboard cues effectively in **Sherkety ERP & Website Platform**, make sure these basics are already in place:

- You can sign in to the admin area successfully. If needed, use [Signing In and Accessing the Admin Portal](#).
- You have access to the **Dashboard** after login.
- Your account has the correct role for the pages you expect to open, such as **Content Editor** or **Administrator**.
- You already understand the main admin destinations at a high level from [Understanding Admin Portal Structure and Main Destinations](#).
- You can recognize common admin page elements such as page headings, lists, filters, and action buttons.

It also helps if you already know which kind of work you are trying to reach from the dashboard. For example:

- Content updates usually lead you toward **Content**
- Search-facing updates usually lead you toward **SEO**
- Offer and package maintenance usually lead you toward **Services** or **Pricing**
- Account and permission work usually lead you toward **Users**
- Site-wide configuration work usually lead you toward **Settings**

If a shortcut you expect is not visible, do not assume the dashboard is incomplete. In many cases, the missing cue simply reflects your current access level. That behavior is normal for protected admin pages and matches the role-based visibility used throughout the admin area.

Once these basics are in place, the dashboard becomes a practical shortcut hub rather than just a landing page.