WordPress Update & Backup Log

The written note you receive after every maintenance session. Format by Jansen G.

SAMPLE / TEMPLATE: example entries only, not a real client

Session summary

Session
Example: Day 1, low-traffic window

Result
2 of 3 updates done; checkout and renewals verified. 1 update paused (see Issues)

Backup taken before work
Full files + database, UpdraftPlus to Google Drive, all parts confirmed complete

Approvals
Followed the client's written update order; nothing deleted

Updates, one at a time

#	Item	Version before → after	Tests after this update	Result	How to undo
1	Example security plugin	x.y.1 → x.y.4	Test order with 100%-off coupon; login; admin screens	Pass	Roll back plugin to x.y.1, or restore backup
2	Example subscriptions add-on	x.y.0 → x.y.2	Test order; subscription created; next payment date correct; renewal listed in Scheduled Actions	Pass	Roll back plugin to x.y.0
3	Example events plugin	x.y.3 → x.y.5	Event pages; event checkout; page-builder layouts	Stopped	Rolled back to x.y.3; site confirmed working

Checks after each update

- Add to cart and checkout with the test coupon; order status correct
- Subscription created with the right next payment date; renewal scheduled in WooCommerce > Status > Scheduled Actions
- WooCommerce logs reviewed (fatal errors, payment gateway log)
- Key pages on desktop and mobile: home, shop, events, page-builder layouts
- Anything that needs confirming in the payment-processor account is flagged to the client (no access needed)

Issues and next steps

- **Example:** Update #3 caused an event-page layout problem. Stopped, rolled back, confirmed the site works, and paused that update until the vendor fix or the client's decision.
- Recommendations are listed separately and wait for approval before any change.

This sample shows the format only. Real logs contain the client's actual plugin names and versions and are shared only with the client.