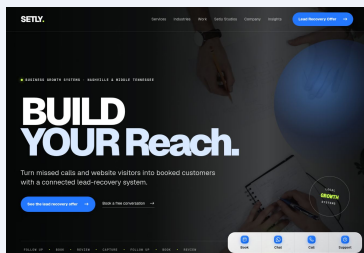


Monthly maintenance report

Show what was checked, changed and left unresolved.



FROM THE SETLY PROJECT LIBRARY

A real project screenshot for visual inspiration. Follow the written steps for your own business.

YOUR ACTION PLAN

- 1 Summarize completed checks with dates and evidence.
- 2 List updates and why each mattered.
- 3 Separate resolved incidents from open risks or decisions.
- 4 Assign next actions without claiming that a site is permanently secure or error-free.

EXAMPLE - ILLUSTRATIVE

The report says Contact form tested on 1 October, not Everything works forever.

CHECK YOUR RESULT

Can the owner identify what still needs a decision or action?

Monthly maintenance report

Use the prompts below to make this resource specific to your business. Save a local copy after completing it. Keep passwords and private customer data out of this worksheet.

Reporting period:**Checks completed:****Changes made:****Incidents resolved:****Open items:****Next actions:****DONE WHEN**

Can the owner identify what still needs a decision or action?

FURTHER READING

[Wix Help Center](#)

Independent Setly planning resource. Platform settings and requirements can change; use the linked official help for current configuration details.