

Produce a maintenance report

Summarize observed site health and unresolved work accurately.

THE FINISHED RESULT

Every pass, failure and completion claim can be traced to a dated observation.

Before you start

Environment: Your existing website platform and integration tools

Access and plan: Authorized access to a test copy, site records and relevant accounts. Live restore, access changes and publication need owner approval.

Practice project: A staging copy of Harbor

Use a separate demo project and fictional information. Record the exact project and version you use. Keep passwords, verification codes and private customer information out of screenshots and notes.

Official walkthroughs

MDN: [Learn web development](#)

HighLevel: [Getting started with workflows](#)

Open the credited publisher walkthrough for current interface instructions and available screenshots, then return to the SETLY exercise. External courses remain with their publishers; this PDF does not reproduce their complete tutorial.

Your practice task

Finish one action at a time. Inspect the resulting screen or record before moving on. If a control differs, check the matching official instructions instead of guessing.

01 / Step 1

List the site, reporting period, tested version and checks actually performed. Separate completed checks from skipped or blocked checks.

Check: record what changed and confirm you are still working in the intended demo project.

02 / Step 2

Record each issue with impact, evidence, owner and next action. Include backup and restore-test dates as different facts.

Check: record what changed and confirm you are still working in the intended demo project.

03 / Step 3

Summarize approved changes and their verification results. Report incidents without inventing uptime or recovery statistics.

Check: record what changed and confirm you are still working in the intended demo project.

04 / Step 4

Review the report with the site owner and agree on the next maintenance priorities and access needs.

Check: record what changed and confirm you are still working in the intended demo project.

Test, troubleshoot, repeat.

If something goes wrong

If a check was not performed, mark it untested; copying last month's pass creates a false maintenance record.

If your screen is different

Compare the product, editor, user permissions and selected account with the guide. Open the official reference for your version. Do not perform a live change whose effect you cannot verify.

Final verification

Every pass, failure and completion claim can be traced to a dated observation.

Repeat the task with one small variation. Record the test date, project/version, expected result, observed result and a non-sensitive evidence reference. Mark skipped checks as untested.

Your evidence record

Test date: _____ Project/version: _____

Observed result: _____

Evidence reference: _____

Remaining issue and next action: _____

Sources and guide status

Original exercise by Ray / SETLY. Credited technical references are linked on page one. Prepared 1 October 2026. SETLY screen recording and independent learner reproduction are not yet complete. No platform affiliation is implied.

[Open the online practice guide and editable checklist](#)