



WORDPRESS EMERGENCY GUIDE

WordPress SOS Free Sample

A practical preview for business owners who want to fix small WordPress issues safely without turning the website into modern art.

FREE SAMPLE

WordPress Checks

SME Friendly

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This free sample gives you the first safety steps. The full guide includes forms, WhatsApp links, plugin updates, SSL, security, speed, broken layouts and printable checklists.

Important Note

This is the free sample version of WordPress SOS for Business Owners.

Use it to calm down, check the basics, and avoid making a small website issue worse.

The full guide continues with contact forms, WhatsApp buttons, plugin updates, SSL, speed, security, broken layouts and maintenance checklists.

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1. Your Website Broke, Now What?

One of the most common messages I get from business owners is some version of this:

"Anees, my website got problem. Can help?"

Sometimes the contact form is not sending. Sometimes the homepage looks strange. Sometimes the website is slow. Sometimes the WhatsApp button is wrong. Sometimes the business owner updated a plugin and the website decided to express itself artistically.

The first rule is simple:

Do not panic-click.

When people panic, they start pressing update buttons, installing plugins, clearing settings, changing themes, disabling things, deleting things, and then wondering why the website is now worse.

WordPress is powerful, but it is also made of many moving parts:

- WordPress core
- Theme
- Plugins
- Hosting
- Database
- Images
- Forms
- Email sending
- Security settings
- Cache
- DNS and domain settings

When something breaks, the problem may not be where you think it is.

A contact form issue may be an email server issue. A slow website may be caused by images. A broken layout may be caused by a plugin. A "not secure" warning may be an SSL issue. A missing page may be a permalink issue.

So before you do anything, slow down.

What To Do First

Open a simple note and write down:

- What is broken?
- When did you first notice it?
- Did anyone update WordPress, plugins or theme recently?
- Did anyone edit the page?

- Did hosting or email settings change?
- Is it broken for everyone or only on your device?
- Is it happening on mobile, desktop or both?

This simple note can save a lot of time later.

Many website problems become easier to solve when you know what changed before the problem started.

2. The Golden Rule: Backup Before Touching Anything

Before you fix anything in WordPress, ask this:

"If I make it worse, can I restore it?"

If the answer is no, stop.

This is the part many business owners skip. They think, "I only update one plugin. Should be okay."

Sometimes it is okay.

Sometimes one plugin update breaks the layout, conflicts with another plugin, crashes the admin page, or creates a PHP error. WordPress plugins are useful, but they are still software. Software has moods.

What A WordPress Backup Usually Includes

A proper WordPress backup has two main parts:

- Website files
- Database

The files contain things like WordPress core, themes, plugins and uploaded images.

The database contains pages, posts, settings, users, form entries and many plugin records.

If you only backup files but not the database, you may not be able to restore the full site properly.

Where Backups May Be Found

Your backup may be available through:

- Hosting control panel
- cPanel backup tool
- Hosting provider's automatic backup
- WordPress backup plugin
- Manual developer backup
- Cloud backup service

If you do not know whether your website has backups, ask your hosting provider:

"Do I have automatic daily backups for my WordPress website, including files and database? How do I restore if something breaks?"

This one question is worth asking before trouble happens.

Safe Habit

Before updating plugins, changing theme settings or editing important pages:

1. Confirm backup exists.
2. Take a fresh backup if possible.
3. Update one thing at a time.
4. Check the website after each change.

This is slower, yes.

But it is less painful than updating 17 plugins at one shot and then playing "Which one destroyed my homepage?"

3. The First 10-Minute Website Check

When something looks wrong, do this basic check before going deeper.

Check 1: Open The Website In Another Browser

Try Chrome, Edge, Safari or Firefox. If the problem appears only in one browser, it may be a cache issue.

Check 2: Open In Incognito Or Private Mode

This helps you see the website without some stored login or cache data.

Check 3: Test On Mobile Data

If your office Wi-Fi has caching or network restrictions, your website may behave differently there. Try using mobile data.

Check 4: Ask Someone Else To Open It

Send the link to a friend or staff member. Ask them what they see.

Check 5: Check The Exact Page

Do not just say "website got problem." Note the exact page URL.

Example:

Good: "https://example.com/contact page form not sending."

Less helpful: "Website spoil."

Check 6: Check If You Are Logged In

Sometimes a page looks different when you are logged into WordPress. Open it in private mode to see what normal visitors see.

Check 7: Screenshot The Problem

Take a screenshot before changing anything. It helps you or your developer understand what happened.

Check 8: Note Recent Changes

Ask:

- Did anyone update plugins?
- Did anyone edit the page?
- Did hosting renew?
- Did domain renew?
- Did email settings change?
- Did someone install a new plugin?

The clue is often there.

Free Sample Checklist

Before you touch anything serious, check these first:

☐	Open the website in another browser
☐	Open the website on mobile data
☐	Screenshot the exact error
☐	Note what changed recently
☐	Confirm you have a backup
☐	Stop if checkout, payments, admin login or live enquiries are affected

Want the Full WordPress SOS Guide?

The full version continues with contact forms, WhatsApp buttons, plugin updates, theme problems, missing images, website speed, SSL warnings, security basics and monthly maintenance checklists.

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www.getcha.com/products/wordpress-sos-business-owners

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