**(SOP) for Updating WordPress Plugins**

**Objective:**

To ensure that all WordPress plugins on the ProVal website are regularly updated for security, functionality, and performance enhancements while maintaining the integrity of the website.

**Procedure:**

**1. Login to ProVal WordPress Admin Backend:**

* Open a web browser.
* Enter the URL for the ProVal WordPress website.
* Input the correct username and password to access the admin backend.

2. **Navigate to Plugins Section:**

* Once logged in, locate and click on the "Plugins" option in the left-hand column of the WordPress admin dashboard.

A screenshot of a computer

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3. **Check for Updates:**

* Within the "Plugins" section, review the list of installed plugins.
* Look for any plugins that have an available update. These will typically have an "Update Now" option displayed beneath them.

4. **Update Plugins:**

* Select the "Update Now" option for each plugin that requires an update. You can go through the list systematically, ensuring each plugin is up to date
* Allow the update process to complete. Depending on the size of the update and the number of plugins being updated, this may take some time.

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**5. Backup the Website (if necessary):**

* Prior to updating plugins, especially for significant updates or if recent changes have been made to the website, it is crucial to create a backup.
  + Navigate to the website's backup system or use a trusted WordPress backup plugin.
  + Create a full backup of the website, including files and the database. Ensure the backup is stored in a secure location.
  + (please note the Website Backup SOP if you need assistance on this)

**6. Verify Website Functionality:**

* Once all necessary plugins have been updated, navigate through the website to ensure everything is functioning as expected.
* Test key functionalities, such as forms, navigation menus, contact options, etc., to confirm they are working correctly.

**Notes:**

- Frequency: This process should be performed regularly, ideally on a scheduled basis, to ensure plugins are always up to date.

- Proactive Monitoring: Keep an eye on plugin updates and security advisories from reputable sources to stay informed about potential vulnerabilities.

**Emergency Protocol (If Website Malfunctions):**

1. If any issues arise after updating plugins, immediately restore the website from the backup created earlier.

2. Investigate the cause of the issue, which might involve a conflicting plugin or compatibility problem.

3. Contact the appropriate technical support if the problem persists or if additional assistance is required.