

GitHub Upload Checklist

Files to Upload to GitHub

☒ INCLUDE These Files/Folders

Root Directory

- ☐ README.md - Main documentation
- ☐ DEPLOYMENT.md - Deployment guide
- ☐ .gitignore - Git exclusions
- ☐ package.json (if exists in root)
- ☐ package-lock.json (if exists in root)

Backend Folder (backend/)

- ☐ server.js - Main application file
- ☐ database.js - Database initialization
- ☐ package.json - Dependencies list
- ☐ package-lock.json - Locked dependency versions
- ☐ .env.example - Environment template (**NOT .env**)

Backend Subfolders

- ☐ backend/middleware/ - All files (auth.js, validation.js, etc.)
- ☐ backend/utils/ - All files (auth.js, logger.js, etc.)
- ☐ backend/scripts/ - All files (hashPasswords.js, etc.)
- ☐ backend/assets/ - README.md (logo.png is optional)

Frontend Folder (frontend/)

- ☐ index.html - Main HTML file
- ☐ app.js - React application

☒ EXCLUDE These Files/Folders

DO NOT Upload

- ☐ node_modules/ - Will be installed via npm
- ☐ .env - Contains secrets
- ☐ *.db - Database files (SQLite)
- ☐ *.db-shm - Database temp files
- ☐ *.db-wal - Database WAL files
- ☐ *.log - Log files
- ☐ *.backup - Backup files
- ☐ *-old-* - Old backup files
- ☐ nul - Windows temp file

Documentation (Optional - Your Choice)

You may exclude these if you want a cleaner repo:

- ☐ ADMIN_CONSOLE_GUIDE.md
- ☐ ADMIN_FEATURES_IMPLEMENTATION.md
- ☐ ANALYTICS_IMPLEMENTATION_GUIDE.md
- ☐ ANALYTICS_IMPLEMENTATION_STATUS.md
- ☐ ANALYTICS_PROPOSAL.md
- ☐ API_TESTING.md
- ☐ APPROVAL_WORKFLOW_UPDATE.md
- ☐ BROWSER_FIX_GUIDE.md
- ☐ BUDGET_FX_AND_REPORTING_GUIDE.md
- ☐ CACHE_FIX_FINAL.md
- ☐ CHANGES.md
- ☐ CONVERSATION_SUMMARY.md
- ☐ FINANCE_FLOW_FIX.md
- ☐ FINANCE_TO_MD_FLOW_VERIFICATION.md
- ☐ FIXES_SUMMARY.md
- ☐ FRONTEND_FIXES.md
- ☐ FRONTEND_SETUP.md
- ☐ HOD_APPROVAL_FIX.md
- ☐ HOD_REVIEW_FEATURES.md
- ☐ IMPLEMENTATION_COMPLETE.md
- ☐ IMPLEMENTATION_STATUS_OCT29.md
- ☐ IMPLEMENTATION_SUMMARY_V2.2.md
- ☐ IMPLEMENTATION_SUMMARY_V3.0.md
- ☐ NEW_FEATURES_V2.1.md
- ☐ PERMANENT_FIX_SUMMARY.md
- ☐ PO_AND_PROCUREMENT_DETAILS_FIX.md
- ☐ PO_QUICK_GUIDE.md
- ☐ PROCUREMENT_IMPLEMENTATION.md
- ☐ PROFILE_AND_REFRESH_TOKEN_FIX.md
- ☐ PURCHASE_ORDERS_IMPLEMENTATION.md
- ☐ QUICK_REFERENCE_V3.0.md

- `[] QUICK_START_USERS.md`
- `[] README_BLANK_SCREEN_FIX.md`
- `[] SECURITY.md`
- `[] SUBMIT_BUTTON_FIX.md`
- `[] THEME_IMPLEMENTATION.md`
- `[] TROUBLESHOOTING.md`
- `[] USER_MANAGEMENT_GUIDE.md`
- `[] WORKFLOW_GUIDE.md`
- `[] WORKFLOW_STATUS_FIX.md`

Recommendation: Delete or move these to a `docs/archive/` folder if you want to keep them.

Pre-Upload Steps

1. Clean Up Development Files

```
# Remove node_modules (will be reinstalled)
rm -rf node_modules
rm -rf backend/node_modules
rm -rf frontend/node_modules

# Remove database files
rm -f backend/*.db
rm -f backend/*.db-shm
rm -f backend/*.db-wal

# Remove log files
rm -f backend/*.log
rm -f *.log

# Remove temp files
rm -f nul
```

2. Verify .env is NOT Included

```
# Check that .env is in .gitignore
cat .gitignore | grep .env

# Ensure .env.example exists
ls backend/.env.example
```

3. Test Clean Install

```
# Test that the app works from scratch
cd backend
npm install
node scripts/hashPasswords.js
npm start

# Verify it starts without errors
```

Upload to GitHub

Option 1: Using GitHub Desktop

1. Open GitHub Desktop
2. Click "Add" > "Add Existing Repository"
3. Select the `purchase-requisition-system` folder
4. Review changed files (ensure no `.env` or `.db` files)
5. Write commit message: "Initial commit - Purchase Requisition System v3.0"
6. Commit to main
7. Click "Publish repository"
8. Choose public/private
9. Uncheck "Keep this code private" if you want it public
10. Click "Publish Repository"

Option 2: Using Git Command Line

```
# Navigate to project folder
cd C:\Projects\purchase-requisition-system

# Initialize git (if not already initialized)
git init

# Add remote repository
git remote add origin https://github.com/YOUR-USERNAME/purchase-requisition-system.git

# Check what files will be added
git status

# Add all files (respecting .gitignore)
git add .

# Verify no sensitive files are staged
git status

# Create commit
git commit -m "Initial commit - Purchase Requisition System v3.0"

# Push to GitHub
git branch -M main
git push -u origin main
```

☑ Post-Upload Verification

On GitHub Website

1. Visit your repository: <https://github.com/YOUR-USERNAME/purchase-requisition-system>
2. Verify files are uploaded correctly
3. Check that .env is NOT visible
4. Check that node_modules/ is NOT visible
5. Verify README.md displays properly
6. Verify .env.example is visible

Clone Test

```
# Clone to a different folder
cd /tmp
git clone https://github.com/YOUR-USERNAME/purchase-requisition-system.git test-clone
cd test-clone/backend

# Install and run
npm install
cp .env.example .env
# Edit .env with real values
node scripts/hashPasswords.js
npm start

# Verify it works
```

🔒 Security Final Check

Before making repository public:

- [] .env is NOT in repository
- [] JWT_SECRET placeholder in .env.example
- [] No database files (*.db) in repository
- [] No passwords in any code files
- [] .gitignore is properly configured
- [] README.md warns to change default passwords

📄 Repository Settings (Optional)

Add Repository Description

A comprehensive purchase requisition management **system with** multi-level approval workflows, analytics, **and** PDF generation **for** KSB Zambia

Add Topics/Tags

- requisition-system
- purchase-orders
- workflow
- nodejs
- express
- react
- sqlite
- pdf-generation
- analytics

Add README Sections

- [x] Installation instructions
- [x] Features list
- [x] Screenshots (optional - you can add later)
- [x] API documentation
- [x] Deployment guide
- [x] Security information

Essential Files Summary

MUST UPLOAD:

```
purchase-requisition-system/
├── backend/
│   ├── middleware/      ← All files
│   ├── utils/           ← All files
│   ├── scripts/         ← All files
│   ├── assets/          ← README.md only
│   ├── server.js        ← Main file
│   ├── database.js       ← Database init
│   ├── .env.example     ← Template only
│   ├── package.json      ← Dependencies
│   └── package-lock.json ← Lock file
├── frontend/
│   ├── index.html       ← HTML
│   └── app.js            ← React app
├── .gitignore            ← Git rules
├── README.md             ← Documentation
└── DEPLOYMENT.md         ← Deploy guide
```

DO NOT UPLOAD:

- .env (secrets)
- *.db (database)
- node_modules/ (dependencies)
- *.log (logs)
- *.backup (backups)

Important Reminders

1. **Never commit .env file** - Contains secrets
2. **Never commit database files** - Contains user data
3. **Never commit node_modules** - Too large, regenerated
4. **Always test after cloning** - Ensure it works for others
5. **Change default passwords** - After deployment
6. **Update README** - Replace YOUR-USERNAME with actual username

Need Help?

If you encounter issues:

1. Check **.gitignore is working**: `git status`
2. Review **what will be committed**: `git diff --staged`
3. Remove **accidentally added files**: `git rm --cached <file>`
4. **Reset if needed**: `git reset`

Ready to Upload! ☒

Follow the steps above and your application will be ready for deployment from GitHub.

Last Updated: October 31, 2025