Data Entry Checklist

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1. Roles Setup

- [ ] Admin role created.
- [ ] Staff/Editor roles created.
- [ ] Public user or viewer role (if applicable).
- [ ] Role names follow organizational hierarchy (e.g., Super Admin, District Officer, Clerk).
- [ ] Role slugs/IDs match backend permission logic.

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2. Permissions

- [ ] Permissions for all modules created:
    - [ ] View
    - [ ] Create
    - [ ] Edit
    - [ ] Delete
- [ ] Permissions are grouped (e.g., `user.*`, `post.*`, `settings.*`).
- [ ] Assigned appropriate permissions to each role.

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3. Users

- [ ] At least one Super Admin user is created.
- [ ] Users for all office-level staff are added.
- [ ] Users are assigned to correct roles.
- [ ] Default passwords set and users informed.
- [ ] Users' email or username uniqueness confirmed.
- [ ] Employees and departments are created.

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4. Global Settings

- [ ] Find palika website `example : palikaname.gov.np` .
- [ ] Office name and contact information.
- [ ] Logo uploaded (if applicable) or base64 image updated.
- [ ] Website header/footer content.
- [ ] Default language, date format, and timezone.
- [ ] SMS/Email notification settings.
- [ ] Application year or cycle (e.g., fiscal year) initialized and is dynamic.

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5. Address / Location Data

- [ ] Province, District, Local Level (municipality) records created.
- [ ] Wards (1–20) added per municipality.
- [ ] Zip codes, if used, are included.
- [ ] Area/city/village names entered where required.

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6. Support Contact Information

- [ ] Office address and contact number.
- [ ] Email for public support.
- [ ] Social media links (Facebook, Twitter, etc.).
- [ ] Emergency contact numbers (if required).
- [ ] Display settings for each (visible on footer, contact page, etc.).

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7. Employee List

- [ ] Full list of employees added:
  - ◦ [ ] Name
  - ◦ [ ] Designation
  - ◦ [ ] Department/Section
  - ◦ [ ] Phone/Email
  - ◦ [ ] Profile photo
- [ ] Order of appearance (for website or dashboard display) set.

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8. Citizen Charter (Nagarik Badapatra)

- [ ] Sections or categories defined (e.g., Services, Requirements, Timeline).
- [ ] Charter entries created for each key service.
- [ ] Files (PDF, images) uploaded if applicable.
- [ ] Language variations (English/Nepali) added.
- [ ] Verified accuracy with legal/office team.

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9. Digital Board (if applicable)

- [ ] Slider images or announcements uploaded.
- [ ] Order or scheduling of content set.
- [ ] Images/videos optimized for digital display.
- [ ] Expiry/removal date set (if auto-rotation used).
- [ ] Previewed on actual device or screen to confirm layout.

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10. SMS Provider Configuration (.env)

- [ ] Set default SMS provider: `env SMS Service provider is set to selected provider not Dummy SMS Provider`
- [ ] See SMS Count:
- [ ] SMS is being sent:

Final Verification

- [ ] Navigated through every screen/module using each role to confirm:

    - [ ] Permissions work
    - [ ] Data is visible and accurate
    - [ ] Links and buttons behave as expected
- [ ] All files, images, and links open without error.
- [ ] App logs show no unexpected errors.