Navrongo Health Research Centre
Ghana Health Service

👩‍🏫 NHRC SOP Portal
Professional Training Manual

Welcome to the NHRC SOP Portal! This sleek and user-friendly guide provides clear instructions, expert tips, and best practices to help you navigate and master the system with ease.

1️⃣ Introduction

The NHRC SOP Portal is your all-in-one solution for managing Standard Operating Procedures, amendments, user activities, approvals, notifications, and audit logs — designed for streamlined operations and full transparency.

2️⃣ Logging In and Changing Password

Go to `/login`.

Enter your **username** and **password**.

If logging in for the first time or after a reset, follow the prompt to set a new password.

Forgot your password? Click **"Forgot Password"** and follow the reset instructions.

3️⃣ Navigating the Dashboard

View SOP statistics, recent amendments, and key alerts on the dashboard.

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4 Browsing and Acknowledging SOPs

Go to `/documents` to browse SOPs.

Filter by *status*, *category*, *owner*, or *keywords* for precise search results.

Click 📥 to download or ✅ to mark an SOP as read and acknowledged.

5 Uploading and Approving SOPs (Admin / HOD)

Go to `/upload`, choose the file, and assign the category/subcategory.

Review and approve or delete drafts under `/sops`.

Ensure SOPs are approved before they become visible to users.

6 Managing Amendments

Submit amendment requests via `/amendments` by selecting the SOP, indicating the section, describing the issue, and suggesting a fix.

Admins/HODs handle reviews, updates, and closures with full audit tracking.

Email alerts keep all stakeholders informed of progress.

7 Submitting Support Tickets

Access the Help Center at `/help` to submit a ticket.

Provide your name, email, subject, and detailed description.

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Use a strong, unique password and update it regularly.

Mark SOPs as read promptly to stay compliant.

Submit amendments proactively to improve documentation.

Monitor notifications frequently to stay on top of updates.

Always log out on shared or public devices.

📧 Need Help?

Contact the administrator at or visit the Help Center to submit a ticket.

⬇ Download This Manual as PDF

NHRC eSOP Web Portal System Version 1.0.0.0

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Developer 👨‍💼:DM-NHRC

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