

# NHRC SOP Portal Comprehensive Documentation

## Overview

The NHRC SOP Portal is a secure, role-based web platform designed to manage Standard Operating Procedures (SOPs), amendments, approvals, versioning, and user acknowledgment.

## User Roles & Permissions

Roles include Admin, Director, HOD, Research Officer, Research Assistant, and Monitor/Guest, each with different access levels.

## Step-by-Step Workflows

Covers login, SOP upload, assignment, acknowledgment, amendment, review, and audit tracking.

## Interactive Features

Real-time dashboard, bulk uploads, search, notifications, and API key generation.

## Database Models

Includes User, SOP, Amendment, AuditLog, ReadLog, SOPAssignment, SupportTicket, and Notification.

## Email Notifications

Covers welcome emails, password resets, assignment alerts, amendment closures, and support replies.

## API & Integration

Admins can manage API keys at `/admin/api_keys` for integrations.

## **Security & Access**

All modules are protected by login and role-based access control with audit trails.

## **Backup & Export**

Audit logs and amendments can be exported. Backups are recommended at the server level.

## **Troubleshooting Guide**

Includes solutions for common issues like password resets, file uploads, and dashboard errors.

## **FAQs**

Answers about SOP versions, amendment notifications, and contacting support.

## **Support**

Contact admin via email or submit a support ticket through the help page.