# 📘 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.