NHRC SOP Portal Documentation

# 🧭 Overview

The NHRC SOP Portal is a comprehensive platform for managing Standard Operating Procedures (SOPs), amendments, approvals, audit trails, user accounts, notifications, and reports — all in one place.

# 🗂️ Navigation Guide

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| Module | Path | Description |
| Login | /login | Secure user login |
| Dashboard | /dashboard | Live SOP and amendment stats |
| Documents | /documents | View, filter, and download SOPs |
| Upload SOP | /upload | Admin/HOD upload SOPs |
| Amendments | /amendments | Raise and manage amendments |
| My Actions | /my\_actions | View pending assigned SOPs |
| Assign SOP | /assign/<id> | Assign SOPs to users |
| Notifications | /admin/notifications | Send email/popup alerts |
| Audit Log | /audit-log | View all system activity |
| API Keys | /admin/api\_keys | Manage integration keys |

# 📝 Step-by-Step Workflow

1. 1. Login and password reset
2. 2. Upload, approve, and manage SOPs
3. 3. View and filter SOPs
4. 4. Raise and review amendments
5. 5. Assign SOPs
6. 6. Send notifications
7. 7. Export data

# ⚙️ Features

* ✅ Role-based access control (Admin, HOD, Staff)
* ✅ Interactive dashboard with live charts
* ✅ Audit trail with Excel export
* ✅ Amendment lifecycle with email notifications
* ✅ Bulk read/acknowledge SOPs
* ✅ API keys for external integrations

# 🆘 Support

For assistance, email admin@example.com or visit the /help page.