

Standard Operating Procedure (SOP)

Family Tree Portal – User Registration and Profile Management

1. Purpose

The Family Tree Portal enables family members to register themselves and their family members, maintain profile information, and view family relationships through an interactive Family Tree.

2. Scope

This SOP applies to all registered users of the Family Tree Portal who wish to:

- Register themselves or family members
- Update profile information
- View family relationships
- Search for family members
- Explore the Family Tree

3. User Registration

3.1 Profile Registration

1. Open the Family Tree Portal. (<https://rampur.alquresh.hasbot.in>)
2. Click on **Profile Register**.
3. Complete the registration form by entering mandatory values as given below:
 - First Name
 - Gender
 - Date of Birth
 - Contact Information
 - Address (if required)
 - Parent/Family Reference (if applicable)
 - Your photo and Document for verification
4. Verify the information entered.
5. Click **Submit Registration**.

3.2 Registration Approval

Depending on system settings:

- Registration may become active immediately.
- Registration may require verification or approval by an administrator.

3.3 Registration Confirmation

Upon successful registration, the system will:

- Create a Profile Registration Number (**P.R.N.**).
- Assign a unique Profile Number.
- Allow access to the Family Tree Portal.

4. Adding Family Members

Authorized users may add family members.

Procedure

1. Navigate to same page (Profile Registration).
2. Click **Add Family Member**.
3. Enter the member's details as same as your details as given above:
 - Name
 - Gender
 - Date of Birth
 - Relationship
4. Select the appropriate Parent P.R.N.
5. Click **Register**.

The member will automatically appear in the Family Tree under the selected parent with unique P.R.N.

5. Modifying Profile Details

Users may update their own information.

Procedure

1. Open **View/Modify Profile** menu.
2. Update the required fields.
3. Click **Modify Your Detail**.

Examples of Editable Information

- Contact Number
- Email Address
- Address
- Profile Photograph
- Marital Status
- Occupation and many more

6. Viewing Family Tree

Procedure

1. Select **Family Tree** from the menu.
2. The family hierarchy will be displayed.

Users can:

- View parents
- View children
- View descendants
- Navigate between family branches

7. Viewing Family Member Details

1. Click on a family member's profile card.
2. View available information such as:
 - Name
 - Gender
 - Date of Birth
 - Relationship
 - Profile Information

Information displayed may vary according to privacy settings.

8. Requesting Relationship Corrections

If a family relationship appears incorrect:

1. Open the **View/Modify** from the menu.
2. Make the **Correction**.
3. Submit the request.

The administrator will review and update records if approved.

9. Troubleshooting

Profile Not Visible

- Refresh the page.
- Check P.R.N.

- Contact admin on provided whatsapp no/group if the issue persists.

Family Tree Not Loading

- Check internet connectivity.
- Refresh the browser.
- Try again later.

Incorrect Family Relationship

- Goto view/Modify menu and make the correction.

10. Support

For assistance regarding:

- Registration
- Profile Updates
- Family Tree Issues
- Relationship Corrections

Please contact the Portal Administrator.

11. Document Information

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