# Functional Requirement

### Functional Requirements

#### 1.1 Asset Registration Function

\*\*Function Number: FR-01\*\*

\*\*Description\*\*: Asset managers can create new asset records, fill in basic asset information, and submit for approval.

\*\*Input\*\*:

- Asset manager authentication information

- Basic asset information (asset number, name, specification model, purchase date, value amount, department of ownership)

- Asset photos/scans

\*\*Output\*\*:

- New asset record stored in the database

- Pending approval asset registration record

- Approval process instance

#### 1.2 Asset Transfer Function

\*\*Function Number: FR-02\*\*

\*\*Description\*\*: Asset managers can initiate asset transfer requests, fill in transfer information, and submit for approval.

\*\*Input\*\*:

- Asset manager authentication information

- Asset information to be transferred (asset ID)

- Transfer information (original department, target department, transfer date, reason for transfer, handover confirmation form)

\*\*Output\*\*:

- Update the department of ownership information in the asset record

- Transfer record stored in the database

- Pending approval transfer record

#### 1.3 Asset Return Function

\*\*Function Number: FR-03\*\*

\*\*Description\*\*: Asset users can return assets, fill in return information, and submit for approval.

\*\*Input\*\*:

- Asset user authentication information

- Asset information to be returned (asset ID)

- Return information (actual return date, asset condition description, photos/videos of damaged parts)

\*\*Output\*\*:

- Update the status of the asset record to "pending warehouse inspection"

- Return record stored in the database

- Pending approval return record

#### 1.4 View Asset Information Function

\*\*Function Number: FR-04\*\*

\*\*Description\*\*: Users can view detailed asset information, including asset status, usage records, transfer records, etc.

\*\*Input\*\*:

- User authentication information

- Query conditions (asset number, department, status)

\*\*Output\*\*:

- Structured asset information view

- Asset usage records

- Asset transfer records

- Asset return records

#### 1.5 Modify Asset Information Function

\*\*Function Number: FR-05\*\*

\*\*Description\*\*: Asset managers can modify asset information, fill in the modified content, and submit for approval.

\*\*Input\*\*:

- Asset manager authentication information

- Asset information to be modified (asset ID)

- Modified content (updated field values, reason for modification, supporting documents for changes)

\*\*Output\*\*:

- Update the information in the asset record

- Modification record stored in the database

- Pending approval modification record

#### 1.6 User Creation Function

\*\*Function Number: FR-06\*\*

\*\*Description\*\*: System administrators can create new user records, fill in user information, and submit for approval.

\*\*Input\*\*:

- System administrator authentication information

- User information (username, name, employee number, phone number, email, role, department)

- User identification documents

\*\*Output\*\*:

- New user record stored in the database

- Pending approval user creation record

#### 1.7 User Modification Function

\*\*Function Number: FR-07\*\*

\*\*Description\*\*: System administrators can modify user information, fill in the modified content, and submit for approval.

\*\*Input\*\*:

- System administrator authentication information

- User information to be modified (user ID)

- Modified content (updated field values, reason for modification, supporting documents for changes)

\*\*Output\*\*:

- Update the information in the user record

- Modification record stored in the database

- Pending approval modification record

#### 1.8 User Deletion Function

\*\*Function Number: FR-08\*\*

\*\*Description\*\*: System administrators can delete user records, fill in the reason for deletion, and submit for approval.

\*\*Input\*\*:

- System administrator authentication information

- User information to be deleted (user ID)

- Reason for deletion (resignation/account consolidation/violation, etc.)

- Supporting documents (resignation proof/violation report, etc.)

\*\*Output\*\*:

- User record marked as "logically deleted" status

- Deletion record stored in the database

- Approval completion notification sent to relevant personnel

#### 1.9 View User Information Function

\*\*Function Number: FR-09\*\*

\*\*Description\*\*: Users can view information of other users, including user status, permission allocation, etc.

\*\*Input\*\*:

- User authentication information

- Query conditions (user ID, department, role)

\*\*Output\*\*:

- Structured user information view

- User permission allocation records

- User status information

#### 1.10 User Permission Allocation Function

\*\*Function Number: FR-10\*\*

\*\*Description\*\*: System administrators can allocate user permissions, fill in permission information, and submit for approval.

\*\*Input\*\*:

- System administrator authentication information

- User information to be allocated permissions (user ID)

- Permission information (permission template selection, permission validity period, approval process priority)

\*\*Output\*\*:

- Update user permission records

- Permission allocation record stored in the database

- Pending approval permission allocation record

#### 1.11 View User Permissions Function

\*\*Function Number: FR-11\*\*

\*\*Description\*\*: Users can view permission information of other users, including permission allocation records, etc.

\*\*Input\*\*:

- User authentication information

- Query conditions (user ID, permission type)

\*\*Output\*\*:

- Structured permission information view

- User permission allocation records

- Permission change history

#### 1.12 Create Approval Function

\*\*Function Number: FR-12\*\*

\*\*Description\*\*: Users can create new approval processes, fill in approval content, and submit for approval.

\*\*Input\*\*:

- User authentication information

- Approval type (expense reimbursement/asset procurement, etc.)

- Approval content (reason for approval, amount, time, supporting documents)

\*\*Output\*\*:

- Approval process instance created

- Pending approval record

- Approval notification sent to relevant personnel

#### 1.13 View Approval Status Function

\*\*Function Number: FR-13\*\*

\*\*Description\*\*: Users can view the detailed status of approvals, including the approval process and handlers.

\*\*Input\*\*:

- User authentication information

- Approval number or business object ID

\*\*Output\*\*:

- Approval process status view

- Approval handling history records

- Predicted approval completion time

#### 1.14 Modify Approval Content Function

\*\*Function Number: FR-14\*\*

\*\*Description\*\*: Users can modify approval content, fill in the modified content, and submit for re-approval.

\*\*Input\*\*:

- User authentication information

- Approval record information (approval ID)

- Modified content (updated field values, reason for modification)

\*\*Output\*\*:

- Update the information in the approval record

- New approval process instance created

- Approval status updated to "pending approval"

#### 1.15 Delete Approval Record Function

\*\*Function Number: FR-15\*\*

\*\*Description\*\*: System administrators can delete approval records, fill in the reason for deletion, and submit for approval.

\*\*Input\*\*:

- System administrator authentication information

- Approval record information (approval ID)

- Reason for deletion (legal compliance requirements, etc.)

- Supporting documents (legal documents, etc.)

\*\*Output\*\*:

- Approval record marked as "logically deleted" status

- Deletion record stored in the database

- Approval completion notification sent to relevant personnel

#### 1.16 Generate Asset Report Function

\*\*Function Number: FR-16\*\*

\*\*Description\*\*: Asset managers can generate asset reports, fill in generation parameters, and submit for approval.

\*\*Input\*\*:

- Asset manager authentication information

- Report type (financial depreciation/usage status analysis, etc.)

- Generation parameters (time range, asset classification, visualization scheme)

\*\*Output\*\*:

- Structured asset report document (PDF/Excel/HTML)

- Pending approval report record

- Approval process instance created

#### 1.17 View Asset Report Function

\*\*Function Number: FR-17\*\*

\*\*Description\*\*: Users can view the detailed content of asset reports, including report versions, export formats, etc.

\*\*Input\*\*:

- User authentication information

- Report number or generation time

\*\*Output\*\*:

- Structured report view

- Interactive charts

- Export format selection

#### 1.18 Manage Transfer Records Function

\*\*Function Number: FR-18\*\*

\*\*Description\*\*: Asset managers can manage transfer records, including modifying notes and re-associating approval processes.

\*\*Input\*\*:

- Asset manager authentication information

- Transfer record information (transfer ID)

- Management operations (modify notes, re-associate process)

\*\*Output\*\*:

- Update the information in the transfer record

- New version of the transfer record created

- Approval process instance created

#### 1.19 Manage Return Records Function

\*\*Function Number: FR-19\*\*

\*\*Description\*\*: Asset managers can manage return records, including correcting acceptance notes and re-associating depreciation calculations.

\*\*Input\*\*:

- Asset manager authentication information

- Return record information (return ID)

- Management operations (correct acceptance notes, re-associate depreciation calculation)

\*\*Output\*\*:

- Update the information in the return record

- New version of the return record created

- Approval process instance created

#### 1.20 Manage Approval Records Function

\*\*Function Number: FR-20\*\*

\*\*Description\*\*: System administrators can manage approval records, including marking approval records and exporting audit packages.

\*\*Input\*\*:

- System administrator authentication information

- Approval record information (approval ID)

- Management operations (mark approval records, export audit package)

\*\*Output\*\*:

- Update the information in the approval record

- New version of the approval record created

- Approval process instance created

#### 1.21 Manage Permission Information Function

\*\*Function Number: FR-21\*\*

\*\*Description\*\*: System security officers can manage permission information, including adjusting permission scope and marking deprecated permissions.

\*\*Input\*\*:

- System security officer authentication information

- Permission information (permission ID)

- Management operations (adjust permission scope, mark deprecated permissions)

\*\*Output\*\*:

- Update the information in the permission record

- New version of the permission record created

- Approval process instance created