Functional Requirement

#### 1.1 Asset Registration Function

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

\*\*Description:\*\* Users can register new assets. The system must support the entry of various types of asset information and submit the asset information to the corresponding approval process for administrator approval.

\*\*Input:\*\* Asset name, asset type, purchase date, cost, status, user ID, approval process ID.

\*\*Output:\*\* A new asset record is added to the database with the status "Pending Approval," and an approval notification is sent to the administrator.

#### 1.2 Modify Asset Information Function

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

\*\*Description:\*\* Users can modify existing asset information. The system must verify the validity of the modified information and submit it to the corresponding approval process for administrator approval.

\*\*Input:\*\* ID of the asset to be modified, modified asset name, asset type, purchase date, etc.

\*\*Output:\*\* The status of the asset record to be modified in the database is updated to "Pending Approval," and an approval notification is sent to the administrator.

#### 1.3 Query Asset Details Function

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

\*\*Description:\*\* Users can query the details of assets in the system. The system must return relevant asset information based on the query conditions provided by the user.

\*\*Input:\*\* Asset query conditions, such as asset number, asset name, etc.

\*\*Output:\*\* An asset details page containing information such as asset name, type, purchase date, and usage status.

#### 1.4 Asset Transfer Function

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

\*\*Description:\*\* Users can submit asset transfer requests. The system must verify the validity of the transfer information and submit the transfer request to the corresponding approval process for administrator approval.

\*\*Input:\*\* ID of the asset to be transferred, target user ID or target department ID, reason for transfer, and additional notes.

\*\*Output:\*\* The status of the asset record to be transferred in the database is updated to "Pending Approval," and an approval notification is sent to the administrator.

#### 1.5 Asset Return Function

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

\*\*Description:\*\* Users can submit asset return requests. The system must verify the validity of the return information and submit the return request to the corresponding approval process for administrator approval.

\*\*Input:\*\* ID of the asset to be returned, return date, reason for return, and additional notes.

\*\*Output:\*\* The status of the asset record to be returned in the database is updated to "Pending Approval," and an approval notification is sent to the administrator.

#### 1.6 Delete Scrap Asset Function

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

\*\*Description:\*\* Users can submit requests to delete scrap assets. The system must verify the validity of the deletion information and submit the deletion request to the corresponding approval process for administrator approval.

\*\*Input:\*\* ID of the asset to be deleted, reason for deletion, and additional notes.

\*\*Output:\*\* The status of the asset record to be deleted in the database is updated to "Pending Approval," and an approval notification is sent to the administrator.

#### 1.7 Add New User Function

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

\*\*Description:\*\* Administrators can create new user accounts. The system must verify the validity of the user information and submit the new user information to the corresponding approval process for administrator approval.

\*\*Input:\*\* Personal information of the new user, including username, password, email, phone number, etc.

\*\*Output:\*\* A new user record is added to the database with the status "Pending Role and Permission Assignment," and an initial login information notification is sent to the new user.

#### 1.8 Modify User Profile Function

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

\*\*Description:\*\* Users can modify their personal information. The system must verify the validity of the modified information and submit the modification request to the corresponding approval process for administrator approval.

\*\*Input:\*\* ID of the user to be modified, modified personal information, including username, password, email, phone number, etc.

\*\*Output:\*\* The status of the user record to be modified in the database is updated to "Pending Approval," and an approval notification is sent to the administrator.

#### 1.9 Query User Information Function

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

\*\*Description:\*\* Users can query user information in the system. The system must return relevant user information based on the query conditions provided by the user.

\*\*Input:\*\* User query conditions, such as username, user ID, etc.

\*\*Output:\*\* A user details page containing information such as user name, role, permissions, and last login time.

#### 1.10 Delete User Function

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

\*\*Description:\*\* Administrators can delete user accounts. The system must verify the validity of the deletion information and submit the deletion request to the corresponding approval process for administrator approval.

\*\*Input:\*\* ID of the user to be deleted, reason for deletion.

\*\*Output:\*\* The status of the user record to be deleted in the database is updated to "Pending Approval," and an approval notification is sent to the administrator.

#### 1.11 Configure Approval Process Function

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

\*\*Description:\*\* Users can configure the approval process. The system must verify the validity of the approval process information and submit the configuration request to the corresponding approval process for administrator approval.

\*\*Input:\*\* Approval process name, approval nodes, approvers at each node, etc.

\*\*Output:\*\* A new approval process record is added to the database with the status "Pending Review," and an approval notification is sent to the administrator.

#### 1.12 Submit Approval Request Function

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

\*\*Description:\*\* Users can submit various approval requests. The system must verify the validity of the approval request information and submit the request to the corresponding approval process for administrator approval.

\*\*Input:\*\* Type of approval request (e.g., asset registration, user profile modification), related request information.

\*\*Output:\*\* A new approval request record is added to the database with the status "Pending Approval," and an approval notification is sent to the administrator.

#### 1.13 View Approval Status Function

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

\*\*Description:\*\* Users can view the status of their submitted approval requests. The system must return relevant approval request information based on the query conditions provided by the user.

\*\*Input:\*\* Approval request query conditions, such as request number, request type, etc.

\*\*Output:\*\* An approval status details page containing information such as request type, request date, current approval status, and approval comments.

#### 1.14 Process Approval Request Function

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

\*\*Description:\*\* Administrators can process approval requests submitted by users. The system must verify the validity of the administrator's approval decision and update the corresponding asset or user information.

\*\*Input:\*\* Approval request ID, approval decision (approve or reject), reason for rejection (if applicable).

\*\*Output:\*\* The status of the corresponding records in the database (e.g., asset information, user profile) is updated, and a new report is generated to reflect the latest status.

#### 1.15 Generate Report Function

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

\*\*Description:\*\* Users or administrators can generate various types of reports. The system must extract data from the database based on the parameters set by the user and generate a report.

\*\*Input:\*\* Report generation parameters, including time range, filtering conditions, etc.

\*\*Output:\*\* A new report record is added to the database with the status "Completed," and a link for viewing and downloading the report is provided.

#### 1.16 Export Report Data Function

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

\*\*Description:\*\* Users or administrators can export data from generated reports. The system must support multiple export formats and record the export operation.

\*\*Input:\*\* ID of the report to be exported, export format (e.g., PDF, Excel).

\*\*Output:\*\* A new email record is added to the database (e.g., export success notification), and a download link for the report file is provided to the user or administrator.

#### 1.17 Set Administrator Permissions Function

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

\*\*Description:\*\* Administrators can set permissions for other administrators. The system must verify the validity of the permission settings and record the changes.

\*\*Input:\*\* Administrator ID, new permission settings (including approval process, report generation, user management, etc.).

\*\*Output:\*\* The administrator's permission settings in the database are updated, and corresponding change records and reports are generated.

#### 1.18 Audit Asset Records Function

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

\*\*Description:\*\* Users can initiate asset audit requests. The system must audit asset records according to audit rules and generate an audit report.

\*\*Input:\*\* Audit request parameters, including the time range and conditions for the audit.

\*\*Output:\*\* A new audit report record is added to the database with the status "Completed," and a link for viewing and downloading the audit report is provided.

#### 1.19 Send Email Notification Function

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

\*\*Description:\*\* The system can automatically send email notifications to users or administrators. The content of the notifications includes approval results, asset changes, etc.

\*\*Input:\*\* Email recipient ID, email subject, email body, etc.

\*\*Output:\*\* A new email record is added to the database with the status "Sent," and the email sending time and recipient's email address are recorded.

#### 1.20 Receive Email Feedback Function

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

\*\*Description:\*\* Users can provide feedback on system issues or suggestions via email. The system must record the feedback information and notify the administrator for processing.

\*\*Input:\*\* Feedback content, contact information, etc.

\*\*Output:\*\* A new feedback record is added to the database with the status "Pending Processing," and a processing notification is sent to the administrator.

#### 1.21 View Email Records Function

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

\*\*Description:\*\* Users can view email records in the system. The system must return relevant email record information based on the query conditions provided by the user.

\*\*Input:\*\* Email record query conditions, such as send date, subject, recipient, etc.

\*\*Output:\*\* An email records list page containing information such as send date, subject, recipient, etc.

#### 1.22 View Asset Change Records Function

\*\*Function Number: FR-22\*\*

\*\*Description:\*\* Users can view asset change records in the system. The system must return relevant change record information based on the query conditions provided by the user.

\*\*Input:\*\* Asset change record query conditions, such as change type, change date, asset name, etc.

\*\*Output:\*\* An asset change records list page containing information such as change date, change type, asset name, and pre- and post-change status.