# Functional Requirement

#### 1.1 Asset Registration Function

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

\*\*Description:\*\* Users can register new asset information, including entering basic asset details. The system stores this information in the database and notifies the administrator via email for review.

\*\*Input:\*\* Asset name, model, purchase date, supplier, user ID, asset category ID.

\*\*Output:\*\* The registered asset information is stored in the database, and an email notification is generated to inform the administrator of the new asset registration request.

#### 1.2 Asset Information Modification Function

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

\*\*Description:\*\* Users can modify existing asset information and notify the administrator via email for approval.

\*\*Input:\*\* Asset ID, modified asset name, model, purchase date, supplier, etc., user ID.

\*\*Output:\*\* The updated asset information is stored in the database, and an email notification is generated to inform the administrator of the asset modification request.

#### 1.3 Asset Query Function

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

\*\*Description:\*\* Users can query detailed information of assets based on asset ID, name, or other identifiers, including asset status and historical operations.

\*\*Input:\*\* Query conditions (e.g., asset ID, name).

\*\*Output:\*\* Matching asset details, including asset name, model, purchase date, supplier, usage status, location, etc.

#### 1.4 Asset Transfer Function

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

\*\*Description:\*\* Users can initiate asset transfer requests, including selecting the assets to be transferred, entering recipient information, and providing reasons for the transfer. The system generates a transfer request and notifies the administrator for approval.

\*\*Input:\*\* Asset ID, recipient's user ID or department name, reason for transfer, user ID.

\*\*Output:\*\* The transfer request is stored in the database, and an email notification is generated to inform the administrator of the asset transfer request.

#### 1.5 Asset Return Function

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

\*\*Description:\*\* Users can initiate asset return requests. The system generates a return request and notifies the administrator for approval.

\*\*Input:\*\* Asset ID, reason for return, user ID.

\*\*Output:\*\* The return request is stored in the database, and an email notification is generated to inform the administrator of the asset return request.

#### 1.6 Asset Deletion Function

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

\*\*Description:\*\* Users can initiate requests to delete scrap assets. The system generates a deletion request and notifies the administrator for approval.

\*\*Input:\*\* Scrap asset ID, reason for deletion, user ID.

\*\*Output:\*\* The deletion request is stored in the database, and an email notification is generated to inform the administrator of the asset deletion request.

#### 1.7 User Addition Function

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

\*\*Description:\*\* Administrators can add new user information to the system, including setting usernames, passwords, roles, etc., and generate initial login credentials to be sent to the new user.

\*\*Input:\*\* New username, password, name, contact information, role, etc., administrator ID.

\*\*Output:\*\* New user information is stored in the database, and an email notification is generated to inform the new user of the initial login credentials.

#### 1.8 User Profile Modification Function

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

\*\*Description:\*\* Users can modify their personal information, including name and contact details. The system generates a modification request and notifies the administrator for approval.

\*\*Input:\*\* User ID, modified name, contact information, etc.

\*\*Output:\*\* The modified user information is stored in the database, and an email notification is generated to inform the administrator of the user profile modification request.

#### 1.9 User Permission Allocation Function

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

\*\*Description:\*\* Administrators can assign permissions to users, including view, edit, delete, etc., and notify users of the permission allocation results.

\*\*Input:\*\* User ID, permission name, administrator ID.

\*\*Output:\*\* Permission information is stored in the database, and an email notification is generated to inform the user of the permission allocation results.

#### 1.10 Approval Process Submission Function

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

\*\*Description:\*\* Users can submit various approval processes, including asset transfer, return, deletion, etc. The system generates an approval request and notifies the administrator for approval.

\*\*Input:\*\* Process type, related asset ID, reason for operation, user ID.

\*\*Output:\*\* The approval request is stored in the database, and an email notification is generated to inform the administrator of the approval process request.

#### 1.11 Approval Process Viewing Function

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

\*\*Description:\*\* Users can view the status of their submitted approval processes, including pending review, reviewed, approved, rejected, etc.

\*\*Input:\*\* Approval process ID, user ID.

\*\*Output:\*\* The status information of the approval process is displayed to the user, including process title, description, submission time, current status, reviewer, etc.

#### 1.12 Approval Request Processing Function

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

\*\*Description:\*\* Users can process various approval requests, including approval or rejection, and provide reasons or comments. The system updates the approval request status and notifies the applicant.

\*\*Input:\*\* Approval request ID, processing result (approve/reject), reason or comment, user ID.

\*\*Output:\*\* The updated approval request status is stored in the database, and an email notification is generated to inform the applicant of the approval request processing result.

#### 1.13 Asset Report Export Function

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

\*\*Description:\*\* Users can export asset reports based on specific conditions. The system generates a report file and notifies the administrator via email.

\*\*Input:\*\* Asset scope (e.g., all assets, specific category assets, or assets filtered by time period), report format (e.g., Excel, PDF), user ID.

\*\*Output:\*\* The report file is available for download, and an email notification is generated to inform the administrator of the report export.

#### 1.14 Asset Data Import Function

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

\*\*Description:\*\* Users can upload files containing asset data (e.g., Excel, CSV). The system imports the data and notifies the administrator for review.

\*\*Input:\*\* File (format: .xlsx, .csv), including fields such as asset name, model, purchase date, supplier, etc.

\*\*Output:\*\* The imported asset data is stored in the database, and an email notification is generated to inform the administrator of the asset data import.

#### 1.15 Administrator Operation Record Viewing Function

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

\*\*Description:\*\* Users can view administrator operation records, including operation time, type, details, etc., and export these records as reports.

\*\*Input:\*\* Query conditions (e.g., operation date range, operation type), user ID.

\*\*Output:\*\* Matching administrator operation records are displayed to the user, and the report file is available for download.

#### 1.16 Email Sending Function

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

\*\*Description:\*\* Users can send emails to specified recipients, including entering recipient email addresses, email subject, and body content.

\*\*Input:\*\* Recipient email address, email subject, email body content, user ID.

\*\*Output:\*\* The email is successfully sent to the recipient's email address, and an email sending record is stored in the database.

#### 1.17 Email Viewing Function

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

\*\*Description:\*\* Users can view sent or received emails, including email subject, sender, recipient, send time, email body, and attachments, and export these emails as reports.

\*\*Input:\*\* Query conditions (e.g., email subject, sender, recipient), user ID.

\*\*Output:\*\* Matching email details are displayed to the user, and the report file is available for download.