1. **CONTENT**

|  |  |  |
| --- | --- | --- |
| **UPDATE/ADDITION FOR FEATURES/FUNCTIONS TO SYSTEM/ TOOLS:….**[Name of software system]  **Name of function:** ……(RF\_RF code on IBM) | | |
| User object | List of department can use those functions | Time to use: |
| Purpose/ values | Describe purpose and benefits | |
| Detailed decribe function | Describe detail roles and functions of each feature | |
| User guide | Link to function.  Attacked user guide, indicate what item, what relate content of function | |
| Supporter | Name:…………. Department:…….. Email:……Telephone:…… | |

1. **User Guide**

[Detailed description of user guide, and specific screenshots of how to use it on the system]

|  |
| --- |
| **HEAD OF REQUEST DEPARTMENT** |