BZ Logistics Assets System — Functional Requirements (For Logistics Team)

# 1. Introduction

The BZ Logistics Assets System is being developed to help the logistics department manage and track all assets in a structured and reliable way. This document explains the main features and workflows.

# 2. Main Goals

* Register all assets in one place, either one by one or in bulk from an Excel sheet.
* Record purchase requests (PRs) with their items.
* Track every asset from the day it is purchased until the end of its use.
* Keep a full history of what happened to each asset (changes, movements, updates).
* Make it easier to search, filter, and report on assets for audits and donors.

# 3. Roles and Responsibilities

* PR Admin: Adds PRs (purchase requests) and records the expected items under each PR.
* Logistics Admin: Registers the actual assets, manages updates, transfers, and status changes.
* Super Admin: Approves sensitive changes (info edits).

# 4. Key Features

## 4.1 PR Management

PR Admins will insert PRs with code, date, attached file, total price and supplier. They will also record the expected items under each PR.

## 4.2 Asset Management

Logistics Admins will register the actual physical assets. This can be done one by one or by bulk upload from Excel. Each asset will be linked to its PR, location, floor, brand, color, supplier, and status. Supporting documents like warranty files or photos can also be attached. Every asset will have a QR/Barcode label for easier tracking.

## 4.3 Asset History

Every change to an asset will be recorded automatically, such as status updates, description edits, or location changes. This creates a full timeline of each asset’s life cycle.

## 4.4 Change Requests

If a Logistics Admin wants to change sensitive information (like location), they will submit a request. Another admin will review and approve or reject the request. This ensures accountability between admins.

## 4.5 Bulk Import

Admins can use an Excel template to add many assets at once. The template will have drop-down lists for categories, sub-categories, and other details to avoid typing errors. Free text will only be allowed in description and notes.

## 4.6 Search and Reporting

The system will make it easy to search and filter assets by location, category, supplier, status, brand, or donor. Reports can be generated to show assets by location, warranty expiry, donor-funded items, or movements.

## 4.7 Notifications

The system will send notifications only for change requests (such as location change requests, information edits, or PR edit requests). Admins will be alerted when they need to review and approve requests.

# 5. What the System Will Deliver

* A central place to register and manage all assets.
* Ability to upload many assets at once using Excel.
* Tracking of PRs and linking them to assets.
* A full history for each asset to ensure accountability.
* Request and approval process for important changes.
* Notifications to keep admins updated on pending requests.
* Search and reporting features to help with audits and donor requirements.