Functional Requirement

FR-01 Send Email

Description: User composes and sends an email; supports attachments and importance/archive flags.

Input: Recipient address(es), subject, body, optional attachment(s).

Output: Confirmation of send, send log, archive record if policy applies.

FR-02 Receive Email

Description: System retrieves new mail and stores it per archive policy.

Input: Mail-server address, user mailbox, password.

Output: Receive confirmation, receive log, archive record if policy applies.

FR-03 Format Email

Description: User converts email to another format (HTML, plain text, PDF, etc.).

Input: Source email, target format.

Output: Formatted email, formatting log.

FR-04 Search Email

Description: User searches by sender, subject, date, keywords, etc.

Input: Search criteria (sender, subject, date, keywords).

Output: Matched email list or content, search log.

FR-05 Manage Email Folders

Description: Create, edit, delete, rename folders; archive messages per policy.

Input: Folder action (new, edit, delete, rename), folder name, classification rule.

Output: Updated folder structure, archive record if policy applies.

FR-06 Add Contact

Description: Create new contact; optionally archive related mail.

Input: Contact info (name, email, phone).

Output: New contact record, archive record if policy applies.

FR-07 Manage Contact

Description: Edit, delete, or view contacts; update related archived status.

Input: Contact action (edit, delete, view), target contact.

Output: Updated contact info, archive record if policy applies.

FR-08 Delete Contact

Description: Remove contact and update related archive status.

Input: Target contact.

Output: Deletion record, archive record if policy applies.

FR-09 Create Distribution Group

Description: Create group; optionally archive related mail.

Input: Group name, member addresses, description.

Output: New group record, archive record if policy applies.

FR-10 Manage Distribution Group

Description: Edit, delete, or view group; update related archived status.

Input: Group action (edit, delete, view), target group.

Output: Updated group info, archive record if policy applies.

FR-11 Set Reminder Task

Description: Create email- or contact-related reminders; optionally archive mail.

Input: Reminder content, trigger time, method.

Output: New reminder record, archive record if policy applies.

FR-12 View Reminder Task

Description: Display existing reminders with related archive info.

Input: None.

Output: Reminder list/details, associated archive records.

FR-13 Manage Email Archive

Description: Archive, un-archive, or view archive status per policy.

Input: Archive action (archive, un-archive, view), target email.

Output: Updated archive status, archive record.

FR-14 Search Archived Email

Description: Search archived mail by sender, subject, date, keywords, etc.

Input: Search criteria.

Output: Matching archived emails, search log.

FR-15 Server Archive Email

Description: Archive selected mail or mail flow on server per policy.

Input: Target email or flow.

Output: Archive status, archive record.

FR-16 Capture Mail Flow

Description: Capture messages based on rules; archive according to policy.

Input: Capture conditions (time, sender, recipient, type).

Output: Captured flow info, archive record if policy applies.

FR-17 Policy-Based Archive

Description: Archive selected mail/flow to designated location per configured policy.

Input: Target email/flow.

Output: Archive status, archive record.

FR-18 Process Expired Email

Description: Handle expired mail (archive, delete, restore, trigger reminder).

Input: Expired mail, chosen action.

Output: Updated mail status, archive/restore/reminder record.

FR-19 Launch Backup

Description: Back up selected mail or flow; update archive status per policy.

Input: Target email/flow.

Output: Backup status, backup record.

FR-20 Manage Backup Task

Description: Start, stop, modify, or view backup tasks; update archive status.

Input: Task action (start, stop, modify, view), task info.

Output: Updated task status, backup record.

FR-21 Restore Email Data

Description: Restore mail from backup or archive; update archive status.

Input: Target email/flow.

Output: Restored mail status, restore record.

FR-22 Point-in-Time Restore

Description: Restore data to chosen timestamp/version; update archive status.

Input: Timestamp or version.

Output: Restored data status, restore record.

FR-23 View Backup Log

Description: Display backup logs (time, type, user).

Input: None.

Output: Log list/details, linked restore records if any.

FR-24 Manage Restore Records

Description: View, delete, modify, or export restore records; update archive status.

Input: Action (view, delete, modify, export), record info.

Output: Updated restore record, archive record if policy applies.

FR-25 Manage Archive Policy

Description: Create, edit, delete, or view archive policies; apply to mail.

Input: Policy action (create, edit, delete, view), policy info.

Output: Updated policy, archive record.

FR-26 Standardize Shared Account

Description: Normalize shared-account info; update archive status per policy.

Input: Shared-account info (name, permissions, access rules).

Output: Updated shared-account status, archive record.

FR-27 Manage Mailbox Account

Description: Create, edit, delete, or view mailbox accounts; update archive status.

Input: Account action (create, edit, delete, view), account info.

Output: Updated mailbox status, archive record.

FR-28 Delete Mailbox Account

Description: Remove mailbox account; update archive status.

Input: Target mailbox.

Output: Deletion record, archive record.

FR-29 Manage Backup Log

Description: View, delete, or export backup logs; update archive status.

Input: Log action (view, delete, export), log info.

Output: Updated log status, archive record.

FR-30 View Restore Records

Description: Display restore records (time, user, content).

Input: None.

Output: Restore list/details, linked archive records.

FR-31 Add Archive Policy

Description: Create new archive policy; apply to mail.

Input: Policy name, rules, triggers.

Output: New policy record, archive record.

FR-32 View Archive Records

Description: Display archive records (time, user, location).

Input: None.

Output: Archive list/details.

FR-33 Manage Email Reminder Tasks

Description: Edit, delete, or view reminder tasks; update archive status.

Input: Task action (edit, delete, view), task info.

Output: Updated reminder status, archive record.