# Functional Requirement

#### 1.1 Send Email

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

\*\*Description\*\*: Users can send emails to one or more contacts through the system, with the option to back up emails.

\*\*Input\*\*:

- Recipient list (contacts selected by the user)

- Email subject

- Email body

- Attachments (optional)

- Backup option (optional)

\*\*Output\*\*:

- After successfully sending the email, the sent email entry is displayed in the email list.

- If backup is selected, the backup email is stored in the backup data storage.

#### 1.2 Receive Email

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

\*\*Description\*\*: The system automatically retrieves new emails from the external email server and stores them in the system.

\*\*Input\*\*:

- Connection information of the external email server

\*\*Output\*\*:

- The list of emails stored in the system, displayed in the user's inbox.

#### 1.3 Search Email

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

\*\*Description\*\*: Users can search for emails based on conditions such as keywords, senders, recipients, etc.

\*\*Input\*\*:

- Search criteria (keywords, sender, recipient, date range, etc.)

\*\*Output\*\*:

- A list of emails that match the search criteria.

#### 1.4 Archive Email

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

\*\*Description\*\*: Users can archive emails into the designated archive folder in the system.

\*\*Input\*\*:

- Emails selected by the user

\*\*Output\*\*:

- A list of archived emails, with the email status updated to "Archived."

#### 1.5 Restore Email

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

\*\*Description\*\*: Users can restore emails from archived emails or backup data.

\*\*Input\*\*:

- Emails selected from the archived emails or backup data

\*\*Output\*\*:

- Emails restored to the original email list, with the email status updated to "Restored."

#### 1.6 Manage Contacts

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

\*\*Description\*\*: Administrators can add, modify, or delete contact information.

\*\*Input\*\*:

- New contact information or modified contact information

- Contact information to be deleted

\*\*Output\*\*:

- The updated contact list.

#### 1.7 Create Contact

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

\*\*Description\*\*: Administrators can create new contact information.

\*\*Input\*\*:

- Detailed information of the new contact

\*\*Output\*\*:

- The newly created contact is displayed in the contact list.

#### 1.8 Edit Contact Information

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

\*\*Description\*\*: Administrators can modify existing contact information.

\*\*Input\*\*:

- Modified contact information

\*\*Output\*\*:

- The updated contact list.

#### 1.9 Search for Contacts

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

\*\*Description\*\*: Users can search for contacts based on certain conditions.

\*\*Input\*\*:

- Search criteria (name, email, etc.)

\*\*Output\*\*:

- A list of contacts that match the search criteria.

#### 1.10 Manage Schedule

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

\*\*Description\*\*: Users can create, modify, or delete schedule arrangements.

\*\*Input\*\*:

- New schedule arrangement information or modified schedule arrangement information

- Schedule arrangement information to be deleted

\*\*Output\*\*:

- The updated schedule arrangement list.

#### 1.11 Create Schedule

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

\*\*Description\*\*: Users can create new schedule arrangements.

\*\*Input\*\*:

- Detailed information of the schedule arrangement

\*\*Output\*\*:

- The newly created schedule arrangement is displayed in the schedule list.

#### 1.12 Edit Schedule

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

\*\*Description\*\*: Users can modify existing schedule arrangements.

\*\*Input\*\*:

- Modified schedule arrangement information

\*\*Output\*\*:

- The updated schedule arrangement list.

#### 1.13 Delete Schedule

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

\*\*Description\*\*: Users can delete existing schedule arrangements.

\*\*Input\*\*:

- Schedule arrangement information to be deleted

\*\*Output\*\*:

- The updated schedule arrangement list.

#### 1.14 Set Reminders

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

\*\*Description\*\*: Users can set reminders for emails or schedules.

\*\*Input\*\*:

- Reminder settings (reminder time, reminder method, etc.)

\*\*Output\*\*:

- Information of the email or schedule arrangement after setting the reminder.

#### 1.15 Manage Archive Policies

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

\*\*Description\*\*: Administrators can create, modify, or delete archive policies.

\*\*Input\*\*:

- Detailed information of the archive policy

\*\*Output\*\*:

- The updated archive policy list.

#### 1.16 View Archived Emails

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

\*\*Description\*\*: Users can view archived emails.

\*\*Input\*\*:

- Select the archived email to view

\*\*Output\*\*:

- Display the detailed information of the selected archived email.

#### 1.17 Manage Backup Policies

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

\*\*Description\*\*: Administrators can create, modify, or delete backup policies.

\*\*Input\*\*:

- Detailed information of the backup policy

\*\*Output\*\*:

- The updated backup policy list.

#### 1.18 Restore Backup Data

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

\*\*Description\*\*: Administrators can restore backup data.

\*\*Input\*\*:

- Backup data to be restored

\*\*Output\*\*:

- The restored data is stored in the system.

#### 1.19 Manage Administrator Permissions

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

\*\*Description\*\*: Administrators can set permissions for other administrators.

\*\*Input\*\*:

- Permission setting information

\*\*Output\*\*:

- The updated list of administrator permissions.

#### 1.20 Create Shared Account

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

\*\*Description\*\*: Administrators can create shared accounts and assign them to specified contacts.

\*\*Input\*\*:

- Detailed information of the shared account

\*\*Output\*\*:

- Information of the newly created shared account.

#### 1.21 Delete Shared Account

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

\*\*Description\*\*: Administrators can delete shared accounts.

\*\*Input\*\*:

- Information of the shared account to be deleted

\*\*Output\*\*:

- The updated list of shared accounts.

#### 1.22 Manage Email Flow Capture

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

\*\*Description\*\*: Administrators can create, modify, or delete email flow capture policies.

\*\*Input\*\*:

- Detailed information of the email flow capture policy

\*\*Output\*\*:

- The updated list of email flow capture policies.

#### 1.23 Classify and Archive Emails

\*\*Function Number: FR-23\*\*

\*\*Description\*\*: Users can archive emails according to classification rules.

\*\*Input\*\*:

- Classification rules

- Emails to be archived

\*\*Output\*\*:

- A list of emails archived according to the classification rules.

#### 1.24 Handle Expired Emails

\*\*Function Number: FR-24\*\*

\*\*Description\*\*: Users can archive or back up expired emails.

\*\*Input\*\*:

- Expired emails

\*\*Output\*\*:

- A list of processed emails (archived or backed up).

#### 1.25 Manage Email Formatting

\*\*Function Number: FR-25\*\*

\*\*Description\*\*: Administrators can create, modify, or delete email formatting rules.

\*\*Input\*\*:

- Detailed information of the email formatting rules

\*\*Output\*\*:

- The updated list of email formatting rules.

#### 1.26 Manage Email Folders

\*\*Function Number: FR-26\*\*

\*\*Description\*\*: Users can create, rename, move, or delete email folders.

\*\*Input\*\*:

- Folder operation information (create, rename, move, delete)

\*\*Output\*\*:

- The updated email folder structure.

#### 1.27 View Email Statistics

\*\*Function Number: FR-27\*\*

\*\*Description\*\*: Users can view email statistics.

\*\*Input\*\*:

- Statistical dimensions and filtering criteria

\*\*Output\*\*:

- Statistical reports (charts or tables).

#### 1.28 Manage Compliance Audits

\*\*Function Number: FR-28\*\*

\*\*Description\*\*: Administrators can create, modify, or delete compliance audit policies.

\*\*Input\*\*:

- Detailed information of the compliance audit policy

\*\*Output\*\*:

- The updated list of compliance audit policies.

#### 1.29 View Backup Logs

\*\*Function Number: FR-29\*\*

\*\*Description\*\*: Administrators can view logs of backup operations.

\*\*Input\*\*:

- Log filtering criteria

\*\*Output\*\*:

- A list of backup logs that match the filtering criteria.

#### 1.30 Restore Data from a Specific Point in Time

\*\*Function Number: FR-30\*\*

\*\*Description\*\*: Administrators can restore data from a specific point in time from backups.

\*\*Input\*\*:

- Time point selection

\*\*Output\*\*:

- The restored data is stored in the system.

#### 1.31 Manage Backup Logs

\*\*Function Number: FR-31\*\*

\*\*Description\*\*: Administrators can view, export, or clear backup logs.

\*\*Input\*\*:

- Type of log operation (view, export, clear)

\*\*Output\*\*:

- The updated list of backup logs or the exported backup log file.