# Functional Requirement

### 1.1 Email Sending Function

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

\*\*Description:\*\* Users can create, edit, and send emails, including selecting recipients, filling in the subject and body, and adding attachments. Administrators can view email sending records.

\*\*Input:\*\*

- Recipient list

- Email subject

- Email body

- List of attachment files

- Archiving policy selection

\*\*Output:\*\*

- Record of successful email sending

- Email archiving record

- Backup log record

### 1.2 Email Receiving Function

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

\*\*Description:\*\* The system automatically pushes new emails to the user's inbox and processes them according to the user's reception permissions and archiving policies.

\*\*Input:\*\*

- New email data

- User reception permissions

\*\*Output:\*\*

- Updated inbox email list

- Email archiving record

- Backup log record

### 1.3 Email Formatting Function

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

\*\*Description:\*\* Users can format emails in the draft box, including adjusting font, color, size, and inserting multimedia elements, and save them to the draft box.

\*\*Input:\*\*

- Email draft ID

- Formatting settings (font, color, size, etc.)

- List of multimedia files

\*\*Output:\*\*

- Formatted email draft

- Draft box update record

- Backup log record

### 1.4 Email Search Function

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

\*\*Description:\*\* Users can search for emails based on conditions such as subject, sender, recipient, and date, and view the search results.

\*\*Input:\*\*

- Search keywords (subject, sender, recipient, date, etc.)

\*\*Output:\*\*

- List of matching emails and their summary information

- Backup log record

### 1.5 Email Folder Organization Function

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

\*\*Description:\*\* Users can create new email folders or move emails to existing folders. Administrators can manage user folder permissions.

\*\*Input:\*\*

- Folder name

- List of email IDs

- Archiving policy selection

\*\*Output:\*\*

- Updated list of email folders

- Email archiving record

- Backup log record

### 1.6 Add New Contact Function

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

\*\*Description:\*\* Users can add new contact information and add contacts to distribution groups. Administrators can view and manage contact information.

\*\*Input:\*\*

- Contact information (name, email address, phone number, etc.)

- List of distribution group IDs

\*\*Output:\*\*

- New contact record

- Distribution group update record

- Backup log record

### 1.7 Manage Contacts Function

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

\*\*Description:\*\* Users can edit or delete contact information. Administrators can manage user contact permissions.

\*\*Input:\*\*

- Contact ID

- Updated contact information

- List of distribution group IDs

\*\*Output:\*\*

- Updated or deleted contact record

- Distribution group update record

- Backup log record

### 1.8 Create Distribution Group Function

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

\*\*Description:\*\* Users can create new distribution groups and add contacts. Administrators can view and manage distribution group information.

\*\*Input:\*\*

- Distribution group name

- List of contact IDs

- Archiving policy selection

\*\*Output:\*\*

- New distribution group record

- Updated list of distribution group members

- Backup log record

### 1.9 Edit Distribution Group Function

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

\*\*Description:\*\* Users can edit the name, description, and member list of a distribution group. Administrators can manage user distribution group permissions.

\*\*Input:\*\*

- Distribution group ID

- Updated distribution group name

- Description information

- List of contact IDs

\*\*Output:\*\*

- Updated distribution group record

- Updated list of distribution group members

- Backup log record

### 1.10 Delete Distribution Group Function

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

\*\*Description:\*\* Users can delete distribution groups. Administrators can manage user distribution group deletion permissions.

\*\*Input:\*\*

- Distribution group ID

\*\*Output:\*\*

- Record of successful deletion of the distribution group

- Updated list of distribution group members

- Backup log record

### 1.11 Set Reminder Task Function

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

\*\*Description:\*\* Users can create new reminder tasks, including setting reminder times and content, and link them to calendar events or contacts/distribution groups.

\*\*Input:\*\*

- Reminder task title

- Time

- Date

- Associated contact or distribution group ID

\*\*Output:\*\*

- New reminder task record

- Updated calendar event list

- Backup log record

### 1.12 Manage Calendar Events Function

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

\*\*Description:\*\* Users can edit or delete calendar events. Administrators can manage user calendar event permissions.

\*\*Input:\*\*

- Calendar event ID

- Updated calendar event information

- Associated contact or distribution group ID

\*\*Output:\*\*

- Updated or deleted calendar event record

- Updated calendar event list

- Backup log record

### 1.13 Add Archiving Policy Function

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

\*\*Description:\*\* Users can create new archiving policies, including setting archiving frequency, archiving object types (emails, calendar events, contacts, distribution groups), and archiving conditions. Administrators can manage user archiving policies.

\*\*Input:\*\*

- Archiving policy name

- Archiving frequency

- Archiving object type

- Archiving conditions

\*\*Output:\*\*

- New archiving policy record

- Updated list of archiving policies

- Backup log record

### 1.14 Edit Archiving Policy Function

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

\*\*Description:\*\* Users can edit existing archiving policies, including modifying archiving frequency, archiving object types, and archiving conditions. Administrators can manage user archiving policy editing permissions.

\*\*Input:\*\*

- Archiving policy ID

- Updated archiving frequency

- Archiving object type

- Archiving conditions

\*\*Output:\*\*

- Updated archiving policy record

- Updated list of archiving policies

- Backup log record

### 1.15 Apply Archiving Policy Function

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

\*\*Description:\*\* Users can apply archiving policies. The system archives emails, calendar events, contacts, or distribution groups that meet the archiving policy rules.

\*\*Input:\*\*

- Archiving policy ID

- List of archiving objects

\*\*Output:\*\*

- Records of successfully archived emails, calendar events, contacts, or distribution groups

- Updated list of archiving objects

- Backup log record

### 1.16 Query Archived Emails Function

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

\*\*Description:\*\* Users can query archived emails. The system returns a list of matching archived emails and their summary information based on user query conditions.

\*\*Input:\*\*

- Query conditions (subject, sender, date range, etc.)

\*\*Output:\*\*

- List of matching archived emails and their summary information

- Backup log record

### 1.17 Delete Expired Emails Function

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

\*\*Description:\*\* Users can delete expired emails. The system deletes expired emails based on user permissions and operation confirmation, and updates the email list.

\*\*Input:\*\*

- List of expired email IDs

\*\*Output:\*\*

- Record of deleted expired emails

- Updated email list

- Backup log record

### 1.18 Create Email Account Function

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

\*\*Description:\*\* Users can create new email accounts through the registration page. The system verifies and saves the new account information.

\*\*Input:\*\*

- Username

- Password

- Confirm password

- Email address

- Initial archiving policy

\*\*Output:\*\*

- New email account record

- Updated user list

- Backup log record

### 1.19 Manage Email Account Function

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

\*\*Description:\*\* Users can edit or delete email account information. Administrators can manage user email account permissions.

\*\*Input:\*\*

- Email account ID

- Updated account information

\*\*Output:\*\*

- Updated or deleted email account record

- Updated user list

- Backup log record

### 1.20 Delete Email Account Function

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

\*\*Description:\*\* Users can delete email accounts. Administrators can manage user email account deletion permissions.

\*\*Input:\*\*

- Email account ID

\*\*Output:\*\*

- Record of successful deletion of the email account

- Updated user list

- Backup log record

### 1.21 Add Backup Log Entry Function

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

\*\*Description:\*\* Users can create new backup log entries to record system operations.

\*\*Input:\*\*

- Backup log description information (operation type, operation time, involved data entities, etc.)

\*\*Output:\*\*

- New backup log record

- Updated backup log list

- Backup log record

### 1.22 Query Backup Log Function

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

\*\*Description:\*\* Users can query backup logs. The system returns a list of matching backup logs and their summary information based on user query conditions.

\*\*Input:\*\*

- Query conditions (operation type, operation time range, involved data entities, etc.)

\*\*Output:\*\*

- List of matching backup logs and their summary information

- Backup log record

### 1.23 Restore Email Data Function

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

\*\*Description:\*\* Users can restore email data. The system restores email data based on user permissions and operation confirmation, and updates the email list.

\*\*Input:\*\*

- List of email data IDs to be restored

\*\*Output:\*\*

- Record of restored email data

- Updated email list

- Backup log record

### 1.24 Restore Calendar Data Function

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

\*\*Description:\*\* Users can restore calendar data. The system restores calendar data based on user permissions and operation confirmation, and updates the calendar event list.

\*\*Input:\*\*

- List of calendar data IDs to be restored

\*\*Output:\*\*

- Record of restored calendar data

- Updated calendar event list

- Backup log record

### 1.25 Restore Contact Data Function

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

\*\*Description:\*\* Users can restore contact data. The system restores contact data based on user permissions and operation confirmation, and updates the contact list.

\*\*Input:\*\*

- List of contact data IDs to be restored

\*\*Output:\*\*

- Record of restored contact data

- Updated contact list

- Backup log record

### 1.26 Record Restore Operation Log Function

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

\*\*Description:\*\* The system records user restore operations, including restore time, type of restored data items, and involved data entities.

\*\*Input:\*\*

- Restore operation information (restore time, type of restored data items, involved data entities, etc.)

\*\*Output:\*\*

- Restore operation log record

- Updated backup log list

- Backup log record

### 1.27 Administrator Permission Allocation Function

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

\*\*Description:\*\* Administrators can allocate permissions to users, including sending emails, creating distribution groups, managing email accounts, etc.

\*\*Input:\*\*

- User ID

- Type of permissions allocated

\*\*Output:\*\*

- Record of successful user permission allocation

- Updated list of permissions

- Backup log record

### 1.28 Administrator Permission Modification Function

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

\*\*Description:\*\* Administrators can modify user permissions, including sending emails, creating distribution groups, managing email accounts, etc.

\*\*Input:\*\*

- User ID

- Updated type of permissions

\*\*Output:\*\*

- Record of successful user permission modification

- Updated list of permissions

- Backup log record

### 1.29 Administrator Permission Revocation Function

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

\*\*Description:\*\* Administrators can revoke certain permissions from users, including sending emails, creating distribution groups, managing email accounts, etc.

\*\*Input:\*\*

- User ID

- Type of permissions revoked

\*\*Output:\*\*

- Record of successful user permission revocation

- Updated list of permissions

- Backup log record

### 1.30 Email Account Deactivation Function

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

\*\*Description:\*\* Users can deactivate email accounts. The system deactivates email accounts based on user permissions and operation confirmation, and updates the user list.

\*\*Input:\*\*

- Email account ID

\*\*Output:\*\*

- Record of successful deactivation of the email account

- Updated user list

- Backup log record