# Functional Requirement

1.1 Email Creation Function   
 Function ID: FR-01   
 Description: The system allows the Administrator to create a new Email using an Email Template and send it via a selected Email Account to a Distribution Group.   
 Input: Distribution Group, Email Template, customized email content, selected Email Account.   
 Output: A new Email with associated Email Account and Distribution Group, a Compliance Audit Record of the creation, and a success message to the Administrator.  
  
1.2 Email Sending Function   
 Function ID: FR-02   
 Description: The system allows the Administrator to send an Email that has been created and is associated with a valid Email Account and Distribution Group.   
 Input: Selected Email, associated Distribution Group, Email Account, Compliance Audit Record.   
 Output: The Email is sent to all recipients in the Distribution Group, archived, and the Compliance Audit Record is updated with the sending details.  
  
1.3 Email Receiving Function   
 Function ID: FR-03   
 Description: The system can detect, validate, and store incoming Emails via configured Email Accounts. It also archives the Email and updates the Compliance Audit Record.   
 Input: Incoming Email, Email Account.   
 Output: A new Email stored in the system, archived in the Email Archive, and a Compliance Audit Record updated with the receipt details. A notification is sent to the Administrator.  
  
1.4 Email Reading Function   
 Function ID: FR-04   
 Description: The system allows the Administrator to view the content of an Email stored in the Email Archive, along with its Compliance Audit Record.   
 Input: Selected Email from the Email Archive.   
 Output: Displayed Email content and Compliance Audit Record details. The system logs the view action.  
  
1.5 Email Deletion Function   
 Function ID: FR-05   
 Description: The system allows the Administrator to delete an Email from the Email Archive and update the Compliance Audit Record accordingly.   
 Input: Selected Email from the Email Archive, confirmation for deletion.   
 Output: The Email is removed from the system, and the Compliance Audit Record is updated with the deletion details. A confirmation message is displayed.  
  
1.6 Email Archiving Function   
 Function ID: FR-06   
 Description: The system allows the Administrator to manually archive an Email to the Email Archive and update the Compliance Audit Record with the archiving details.   
 Input: Selected Email, confirmation for archiving.   
 Output: The Email is moved to the Email Archive, and the Compliance Audit Record is updated with the archiving timestamp and details.  
  
1.7 Email Recovery Function   
 Function ID: FR-07   
 Description: The system allows the Administrator to recover an Email from the Email Archive and restore it to active email storage.   
 Input: Selected Email from the Email Archive, confirmation for recovery.   
 Output: The Email is restored to active storage, and the Compliance Audit Record is updated with the recovery details.  
  
1.8 Contact Creation Function   
 Function ID: FR-08   
 Description: The system allows the Administrator to create a new Contact and associate it with a Distribution Group.   
 Input: Contact name, email address, phone number, address, and associated Distribution Group.   
 Output: A new Contact stored in the system, associated with the correct Distribution Group, and a Compliance Audit Record updated with the creation details.  
  
1.9 Contact Update Function   
 Function ID: FR-09   
 Description: The system allows the Administrator to modify an existing Contact’s information and update its associated Distribution Group.   
 Input: Selected Contact, updated details (e.g., name, email, phone number), and updated Distribution Group.   
 Output: The Contact is updated in the system, associated with the correct Distribution Group, and the Compliance Audit Record is updated with the modification details.  
  
1.10 Contact Deletion Function   
 Function ID: FR-10   
 Description: The system allows the Administrator to delete an existing Contact and update the Compliance Audit Record accordingly.   
 Input: Selected Contact, confirmation for deletion.   
 Output: The Contact is removed from the system, the Compliance Audit Record is updated with the deletion details, and a confirmation message is displayed.  
  
1.11 Contact Viewing Function   
 Function ID: FR-11   
 Description: The system allows the Administrator to view the details of an existing Contact, including its associated Distribution Group and Compliance Audit Record.   
 Input: Selected Contact.   
 Output: Displayed Contact information, associated Distribution Group details, and Compliance Audit Record (if available). The view action is logged.  
  
1.12 Distribution Group Creation Function   
 Function ID: FR-12   
 Description: The system allows the Administrator to create a new Distribution Group and add one or more Contacts to it.   
 Input: Group name, description, and list of Contacts to include.   
 Output: A new Distribution Group stored in the system, with associated Contacts and a Compliance Audit Record updated with the creation details.  
  
1.13 Distribution Group Update Function   
 Function ID: FR-13   
 Description: The system allows the Administrator to update the name, description, and membership of an existing Distribution Group.   
 Input: Selected Distribution Group, updated name and description, modified list of Contacts.   
 Output: The updated Distribution Group is saved in the system, Compliance Audit Record is updated with the modification details.  
  
1.14 Distribution Group Deletion Function   
 Function ID: FR-14   
 Description: The system allows the Administrator to delete a Distribution Group and disassociate its Contacts.   
 Input: Selected Distribution Group, confirmation for deletion.   
 Output: The Distribution Group is removed from the system, associated Contacts are disassociated, and the Compliance Audit Record is updated with the deletion details.  
  
1.15 Distribution Group Viewing Function   
 Function ID: FR-15   
 Description: The system allows the Administrator to view the details of an existing Distribution Group, including its members and Compliance Audit Record.   
 Input: Selected Distribution Group.   
 Output: Displayed group name, description, associated Contacts, and Compliance Audit Record (if available). The view action is logged.  
  
1.16 Email Account Registration Function   
 Function ID: FR-16   
 Description: The system allows the Administrator to register a new Email Account, including email address, password, and server configuration.   
 Input: Email address, password, server configuration details.   
 Output: A new Email Account registered in the system, with a Compliance Audit Record updated with the registration details.  
  
1.17 Email Account Modification Function   
 Function ID: FR-17   
 Description: The system allows the Administrator to modify the details of an existing Email Account, such as password or server configuration.   
 Input: Selected Email Account, updated details (e.g., password, server configuration).   
 Output: The Email Account is updated in the system, and the Compliance Audit Record is updated with the modification details.  
  
1.18 Email Account Deletion Function   
 Function ID: FR-18   
 Description: The system allows the Administrator to delete an existing Email Account and update the Compliance Audit Record accordingly.   
 Input: Selected Email Account, confirmation for deletion.   
 Output: The Email Account is removed from the system, and the Compliance Audit Record is updated with the deletion details.  
  
1.19 Email Account Viewing Function   
 Function ID: FR-19   
 Description: The system allows the Administrator to view the details of an Email Account, including its server configuration and status.   
 Input: Selected Email Account.   
 Output: Displayed Email Account information, and Compliance Audit Record (if available). The view action is logged.  
  
1.20 Email Template Management Function   
 Function ID: FR-20   
 Description: The system allows the Administrator to create, update, or delete an Email Template.   
 Input: Selected action (create, update, delete), template name, subject, body content, and metadata (for create/update).   
 Output: The Email Template is created, updated, or deleted, and the Compliance Audit Record is updated accordingly.  
  
1.21 Email Template Creation Function   
 Function ID: FR-21   
 Description: The system allows the Administrator to create a new Email Template, including name, subject, body, and metadata.   
 Input: Template name, subject, body content, and metadata.   
 Output: A new Email Template stored in the system, with a Compliance Audit Record updated with the creation details.  
  
1.22 Email Template Update Function   
 Function ID: FR-22   
 Description: The system allows the Administrator to update an existing Email Template’s content or metadata.   
 Input: Selected Email Template, updated fields (e.g., name, subject, body content).   
 Output: The Email Template is updated in the system, and the Compliance Audit Record is updated with the modification details.  
  
1.23 Email Template Deletion Function   
 Function ID: FR-23   
 Description: The system allows the Administrator to delete an existing Email Template and update the Compliance Audit Record accordingly.   
 Input: Selected Email Template, confirmation for deletion.   
 Output: The Email Template is removed from the system, and the Compliance Audit Record is updated with the deletion details.  
  
1.24 Email Status Logging Function   
 Function ID: FR-24   
 Description: The system logs status changes of Emails (e.g., sent, received, read, deleted) in the Email Status Log.   
 Input: Email status change (e.g., "Sent", "Failed"), associated Email, timestamp, and description.   
 Output: A new or updated Email Status Log entry stored in the system, and the Compliance Audit Record updated with the action details.  
  
1.25 Email Status Log Management Function   
 Function ID: FR-25   
 Description: The system allows the Administrator to create, update, or delete an Email Status Log entry.   
 Input: Selected action (create, update, delete), Email, status, timestamp, and notes.   
 Output: The Email Status Log is created, updated, or deleted, and the Compliance Audit Record is updated accordingly.  
  
1.26 Compliance Audit Record Viewing Function   
 Function ID: FR-26   
 Description: The system allows the Administrator to view the details of a Compliance Audit Record, including the associated Email, Contact, or Distribution Group.   
 Input: Selected Compliance Audit Record.   
 Output: Displayed audit record details, including action type, timestamp, and related entities. The view action is logged.  
  
1.27 Compliance Audit Report Generation Function   
 Function ID: FR-27   
 Description: The system allows the Administrator to generate a Compliance Audit Report based on selected records and associated entities.   
 Input: Time range or specific Compliance Audit Records, selected report format (e.g., PDF, CSV).   
 Output: A generated Compliance Audit Report displayed to the Administrator, and the system logs the report generation action.  
  
1.28 Email Archive Record Management Function   
 Function ID: FR-28   
 Description: The system allows the Administrator to create, update, or delete an Email Archive Record, linking it to the Email and Compliance Audit Record.   
 Input: Selected action (create, update, delete), Email, archive date, recovery date, and status.   
 Output: The Email Archive Record is created, updated, or deleted, and the Compliance Audit Record is updated accordingly.  
  
1.29 Email Folder Management Function   
 Function ID: FR-29   
 Description: The system allows the Administrator to create, update, or delete an Email Folder to organize Emails.   
 Input: Selected action (create, update, delete), folder name, description, and parent folder (if applicable).   
 Output: The Email Folder is created, updated, or deleted, and the Compliance Audit Record is updated accordingly. Emails are reorganized if necessary.  
  
1.30 Email Update Function   
 Function ID: FR-30   
 Description: The system allows the Administrator to update an existing Email’s content, associated Email Account, or Distribution Group.   
 Input: Selected Email, updated content, Email Account, Distribution Group.   
 Output: The Email is updated in the system, and the Compliance Audit Record is updated with the modification details.  
  
1.31 Notification Management Function   
 Function ID: FR-31   
 Description: The system allows the Administrator to create, update, or delete a Notification, linking it to Email Accounts and Compliance Audit Records.   
 Input: Selected action (create, update, delete), notification title, message, target Email Account, and event trigger conditions.   
 Output: The Notification is created, updated, or deleted, and the Compliance Audit Record is updated accordingly.