# explain the functional requirements of a DMS

Following requirements are included in document management systems:

* Versioning: be able to jump back to older versions
* Searching: find documents (e.g.: images, text, …) faster
* Accessibility: only some departments should have access to specific documents
* Security: documents should be saved redundant (no documents should be lost)

Most DM Systems implement these requirements.

Components:

* Save metadata about documents (user, data of change, …)
* Integration in other application in order to work more efficient and effectively
* Distribution: sometimes document should not be changed: PDF