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retrieve the desired files ensure data security and optimize the use of storage space document management software provides a central repository for storing managing and accessing documents electronically with it you can organize retrieve and share information without perusing a mountain of papers in a dozen nine square foot file cabinets the file management system may include the following functions assign the number of queued documents for processing owner and process map to track the various stages of processing report generation notes status create modify move copy delete and other file operations add or edit basic metadata in this section tables that list functionality and feature support comparisons for the four main windows file systems ntfs exfat udf and fat32 a file is a unit of data in the file system that a user can access and manage functions to use to create delete and maintain files

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