

# Documents

## What is a Document Feature in Workspace?

A document is a record that contains information in Text/Image/Document Format.

Using [upload option](#) we can upload, delete, replace, sharing and editing the documents. We can upload word, excel formats and can view them in resources option.

Workspace doc store is secure environment to store and access any of your documents. You can maintain history of the documents and use it for the organization. You can use it as organization shared folders and share specific docs or folders.

In Workspace we have:

1. Upload Document
2. Manage Document
3. Share Document to the Relations