

Manage people, organizations, services, and policy at scale.

We give individuals, tenant administrators, resellers, and GoOfficePH staff role-aware consoles that keep common work simple while preserving deeper control where responsibility requires it.

The screenshot displays the GoOfficePH Administration and Governance console. The interface is divided into a left sidebar, a top navigation bar, and a main content area.

Top Navigation Bar: Includes the GoOfficePH logo, the user's role "GoOffice Platform Admin" with the email "Signed in as admin@GoOffice.ph", and buttons for "Website" and "Groupware". A dropdown menu shows the user is signed in as "GoOffice Platform Admin".

Left Sidebar (Console): Contains sections for "Personal" (My Organization, Reseller, Platform Operations), "PERSONAL" (Overview, Services and wallet, Import and transfer, Security and account, Help and support), "MY ORGANIZATION" (selected), "RESELLER", and "PLATFORM OPERATIONS". A "Selected tenant" dropdown is at the bottom, currently showing "GoOffice QA Tenant".

Main Content Area:

- Portal / My Organization / Overview:** The current view.
- FIND IN PORTAL:** A search bar for "Search pages, tenants, users, and domains".
- WORKING IN:** GoOffice QA Tenant (gooffice.ph). Summary statistics: **USERS 24**, **DOMAINS 5**, **STORAGE 88 GB / 100 GB**.
- MY ORGANIZATION:** Section header for the organization overview.
- Organization overview:** A detailed view of the organization's console, which groups tenant-scoped people, domains, mail controls, storage, branding, credits, services, and activity reporting. A "Refresh" button is present.
- JUMP TO SECTION:** A dropdown menu to "Open a task, report, or review area".
- Choose a task or report:** A dropdown menu for selecting tasks or reports.
- Task Cards:**
 - 1 Manage access:** Invite users, place them under domains, assign tenant admins, and review account state.
 - 2 Control services:** Manage domains, mail policies, storage pools, app services, credits, and branding.
 - 3 Measure activity:** Use organization reports for user lifecycle, adoption, storage, support, and governance.
- GoOffice QA Tenant:** A summary card for the selected tenant, showing "gooffice.ph - 24 users - 5 domains" and an "Active" status. It includes sub-cards for "Users" (24 total, 21 active, 3 suspended), "Domains" (5 total, 5 verified), "Storage", and "Reserved minimum".
- Common tasks:** A list of tasks including "Manage people" (Invite users, assign domains, and review tenant admins.) and "Manage domains and mail" (Add domains, verify DNS, aliases, and forwarding rules.).

Administration and governance

Manage people, tenants, domains, roles, services, storage, and policy from role-aware consoles.

We give individuals, tenant administrators, resellers, and GoOfficePH staff role-aware consoles that keep common work simple while preserving deeper control where responsibility requires it.

Work from the right scope

Move between Personal, My Organization, Reseller, and Platform Operations without mixing authority.

Make bulk work practical

Search, filter, invite, move, activate, extend, allocate, and report across users and domains.

Delegate responsibly

Assign roles and permissions with tenant boundaries, re-authentication, and audit visibility.

The application experience and the controls around it operate as one GoOfficePH service.

A complete, recognizable interface - not a decorative crop.

The screenshot displays the GoOfficePH Administration and governance interface. The top navigation bar includes the GoOfficePH logo, the user role 'GoOffice Platform Admin', and links to 'Website' and 'Groupware'. A dropdown menu shows the user is signed in as 'GoOffice Platform Admin'. The main content area is titled 'Portal / My Organization / Overview'. It features a sidebar with navigation options: 'CONSOLE' (Personal, My Organization, Reseller, Platform Operations), 'PERSONAL' (Overview, Services and wallet, Import and transfer, Security and account, Help and support), 'MY ORGANIZATION' (selected), 'RESELLER', and 'PLATFORM OPERATIONS'. The 'MY ORGANIZATION' section shows 'Working in GoOffice QA Tenant gooffice.ph' with statistics: 24 users, 5 domains, and 88 GB / 100 GB storage. Below this is the 'Organization overview' section, which includes a search bar, a 'Refresh' button, and a 'JUMP TO SECTION' dropdown. The main content area is divided into three columns: '1 Manage access' (Invite users, place them under domains, assign tenant admins, and review account state), '2 Control services' (Manage domains, mail policies, storage pools, app services, credits, and branding), and '3 Measure activity' (Use organization reports for user lifecycle, adoption, storage, support, and governance). The 'GoOffice QA Tenant' section shows 'Active' status and statistics: 24 users (21 active, 3 suspended), 5 domains (5 verified), and storage information. The 'Common tasks' section includes 'Manage people' (Invite users, assign domains, and review tenant admins) and 'Manage domains and mail' (Add domains, verify DNS, aliases, and forwarding rules).

Administration and governance

Manage people, tenants, domains, roles, services, storage, and policy from role-aware consoles.

Follow the task from entry to outcome.

Make the experience simple without hiding operational depth.

OPERATING AREAS

People and access

Invite existing or new users, review membership requests, place people under domains, and manage lifecycle state.

OPERATING AREAS

Domains and services

Verify domains, apply mail and storage policy, activate apps, and manage shared tenant resources.

OPERATING AREAS

Commercial operations

Keep personal, tenant, reseller, and staff wallets separate while managing plans, credits, and entitlements.

OPERATING AREAS

Platform operations

Review tenants, queues, support, imports, staff access, protection controls, and service health from one operating console.

Administration and governance features - 1 of 2

Technical readers can scan the implemented capability. Everyone else can read what that capability changes in everyday work.

TECHNICAL CAPABILITY	WHAT IT MEANS FOR YOU
SCOPES	
Personal, My Organization, Reseller, and Platform Operations consoles	Show each person the tools that match their responsibility.
PEOPLE	
User search by name, email, tenant, domain, group, and status	Find the right account quickly even in a large platform.
Configurable tenant and domain search scope	Limit staff searches to the organization being managed.
Invite new and existing users	Add people without creating duplicate GoOfficePH accounts.
Membership invitation accept or reject	Let the invited person approve organization membership.
Tenant and domain join requests	Let an existing user request access to the right organization.
Pending membership and notification state	See which invitations or requests still need a decision.
Bulk CSV invitation and preview	Onboard many users after checking the data before provisioning.
Move users across owned domains	Keep organization structure accurate as teams change.
Account lifecycle controls	Activate, suspend, recover, or remove accounts through governed actions.
ROLES	
Role and granular permission assignment	Delegate work without granting unnecessary authority.
Protected platform administrator lifecycle	Require additional safeguards before changing highly privileged accounts.

Customer-facing capability register for the current GoOfficePH production experience. Availability can depend on role, organization policy, subscription, device, and deployment configuration.

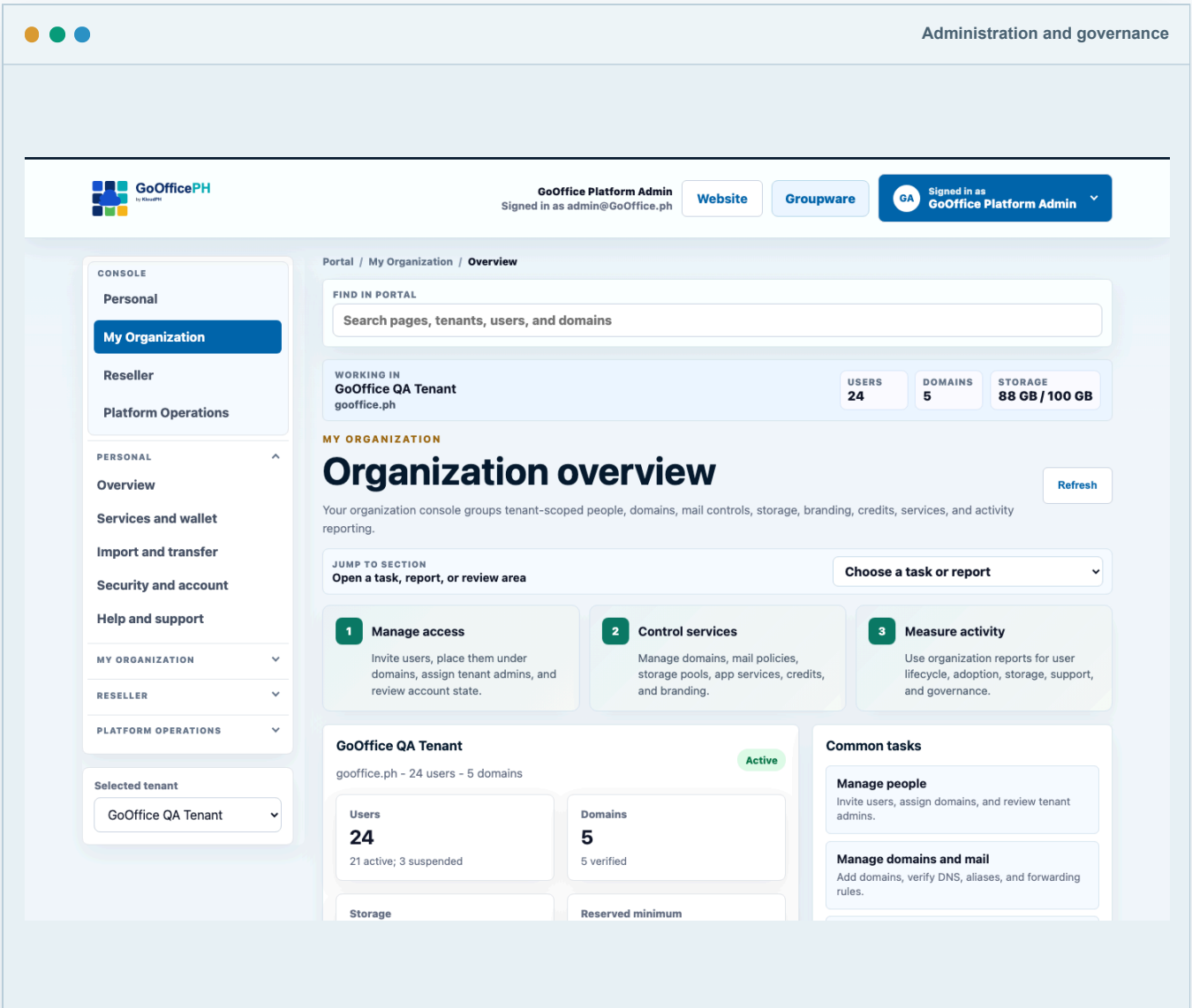
Administration and governance features - 2 of 2

Technical readers can scan the implemented capability. Everyone else can read what that capability changes in everyday work.

TECHNICAL CAPABILITY	WHAT IT MEANS FOR YOU
DOMAINS	
Domain ownership and readiness checks	Confirm the organization controls a domain before enabling dependent services.
Domain Mail and user placement	Keep addresses and users aligned with the organization's owned domains.
SERVICES	
Per-user and bulk app activation	Enable or extend services for one person or a selected population.
STORAGE	
Personal and pooled tenant storage allocation	Assign space where it is needed while retaining organization visibility.
WALLET	
Separate personal, tenant, reseller, and staff balances	Avoid charging the wrong owner for an action.
CREDITS	
Bulk credit allocation and service extension	Fund or renew many eligible users through one controlled workflow.
TENANTS	
Searchable tenant portfolio	Find an organization and open its current operating details quickly.
Tenant statistics, domains, users, storage, services, and requests	Understand an organization before taking administrative action.
QUEUES	
Approvals, support, CRM, import, and operational work queues	Bring pending staff work into focused review areas.
SECURITY	
Recent re-authentication for sensitive actions	Confirm identity before high-impact administration.
AUDIT	
Administrative activity capture	Keep a record of who changed users, roles, domains, services, or policy.
REPORTS	
Role-appropriate online and downloadable reports	Give each responsibility the operational visibility it needs.

Customer-facing capability register for the current GoOfficePH production experience. Availability can depend on role, organization policy, subscription, device, and deployment configuration.

The product remains manageable after adoption.



Role-aware administration

People, services, policy, and evidence remain connected to the application.

Administration Users, roles, services, policy, and configuration	Security Identity, access, protection, and response	Audit Actor, action, target, tenant, result, and time	Reports Online analysis and professional exports
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Introduce the capability around a real outcome.

Confirm the audience

Identify the users, tenant, domains, roles, and external participants involved.

Set policy and access

Apply the organization's service, security, sharing, storage, and retention requirements.

Move a real workflow

Use representative content and measure whether the new path improves clarity and follow-through.

Review and expand

Use activity, support, audit, and report data before increasing the rollout.

Platform capability available to the roles and plans authorized for its scope.

Open the current product page, production catalog, and release history.

- 1 Administration and governance product page**
Benefits, workflow, current screenshots, related applications, and customer-facing capabilities.
<https://www.gooffice.ph/platform/administration-governance/>

- 2 GoOfficePH production catalog**
Current published application versions, descriptions, and launch paths.
<https://www.gooffice.ph/groupware/>

- 3 GoOfficePH platform capabilities**
Identity, administration, security, audit, reports, migration, and service management.
<https://www.gooffice.ph/features/>

See Administration and governance in GoOfficePH.

Manage people, tenants, domains, roles, services, storage, and policy from role-aware consoles.

[gooffice.ph/platform/administration-governance/](https://www.gooffice.ph/platform/administration-governance/)