

GoOfficePH Contacts

We keep personal contacts and organization directories ready wherever people need to address mail, invite collaborators, or schedule work.

The screenshot displays the GoOfficePH Contacts application. At the top, there's a header with the GoOfficePH logo, navigation tabs for 'Website' and 'Groupware', and a user status indicator 'Signed in as Operations Administrator'. The main interface is divided into three sections:

- Left Sidebar:** Contains a 'GOOFFICEPH CONTACTS' header, a 'Contacts' section with a 'Manage people, addresses, tenant books, and offline contact changes' description, a search bar, and a list of filters: 'All contacts', 'Tenant contacts', 'Recently used', 'Shared address books', and 'Queued changes'.
- Center Panel:** Shows a list of 4 contacts. The first contact is 'Maria Santos' with email 'maria.santos@gooffice.ph' and role 'Regional Operation...'. Other contacts include 'Paol...', 'Gra...', and 'Nico...'.
- Right Panel:** Displays the detailed profile for 'Maria Santos'. It includes fields for 'FULL NAME' (Maria Santos), 'NICKNAME' (Maria), 'PRONOUNS' (she/her), and 'PHONETIC NAME' (Optional pronunciation guide). Below these are sections for 'Email addresses' (work: maria.santos@gooffice.ph), 'Phone numbers' (mobile: +63 917 555 0121), 'Companies and roles' (work: Regional Operation, Program Direct, Department), 'BIRTHDAY' (mm/dd/yyyy), 'TAGS' (VIP, supplier, billing), and 'Addresses' (work: Office address).

At the bottom of the screenshot, there's a dark blue banner with the text:

GoOfficePH Contacts

Keep personal contacts, tenant directories, shared address books, and Mail recipient workflows together.

We keep personal contacts and organization directories ready wherever people need to address mail, invite collaborators, or schedule work.

Reach people quickly

Search personal contacts and the organization directory from one focused view.

Use contacts where work happens

Select recipients in Mail, attendees in Calendar, and invitees in Suite and Chat/Meet.

Keep changes dependable

Support responsive editing and queued synchronization when connectivity is limited.

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

A complete, recognizable interface - not a decorative crop.

GoOfficePH Contacts

GoOfficePH

Website Groupware

OA Signed in as Operations Administrator

GOOFFICEPH CONTACTS

Contacts

Manage people, addresses, tenant books, and offline contact changes.

Search contacts ...

All contacts

Tenant contacts

Recently used

Shared address books

Queued changes

Contacts
4 items

New contact

Mari...
maria.santos@gooffice.ph - Regional Operation... synced

Paol...
paolo.reyes@gooffice.ph - Finance Committee ... synced

Gra...
grace.lim@gooffice.ph - Community Programs - ... synced

Nico ...
nico.delacruz@gooffice.ph - Service Delivery ... synced

GOOFFICEPH CONTACTS

Set

Maria Santos

Changes save to GoOfficePH immediately when online. Offline edits are queued locally.

FULL NAME

Maria Santos

NICKNAME

Maria

PRONOUNS

she/her

PHONETIC NAME

Optional pronunciation guide

Email addresses

Add

LABEL	EMAIL		
work	maria.santos@gooffice.ph	☒ Default	-

Phone numbers

Add

LABEL	PHONE		
mobile	+63 917 555 0121	☒ Default	-

Companies and roles

Add

LABEL	COMPANY	TITLE	DEPARTMENT		
work	Regional Operation:	Program Directi	Department	☒ Default	-

BIRTHDAY

mm/dd/yyyy

TAGS

VIP, supplier, billing

Addresses

Add

LABEL	ADDRESS	
work	Office address	-

GoOfficePH Contacts

Keep personal contacts, tenant directories, shared address books, and Mail recipient workflows together.

GoOfficePH
by KloudPH

03 | Product experience

Follow the task from entry to outcome.

Find

Search by name, email, organization, or directory context.

Review

Confirm the contact details and organization relationship.

Use

Address a message, invite a meeting participant, or share a file without retyping identity data.

GoOfficePH Mail

GoOfficePH

Website Groupware

Signed in as Operations Administrator

MAILBOX

Mail

Compose

All mail 3

VIP 1

Unread 0

Flagged 1

Attachments 1

Server folders 3

Inbox 18

Sent Items 12

Drafts 2

Categories 4

Follow-up 4

Search sender, subject, or body

Connected

3 messages

Comfort Compact

VIP Flag

programs@gooffice.ph

Jul 12, 4:35 PM

Regional services briefing ready for review

The briefing pack, agenda, and action list are ready f...

Primary 1 attachment High priority

domains@gooffice.ph

Jul 12, 3:15 PM

Your organization domain is ready

Domain verification is complete and mail service is a...

Updates No attachments Normal

finance@gooffice.ph

Jul 12, 12:40 AM

Program budget comments resolved

All comments are resolved and the updated spreads...

Primary No attachments Normal

programs@gooffice.ph

Jul 12, 4:35 PM

Regional services briefing ready for review

Details

primary review

Images Text ? Help

The regional services briefing pack is ready. Please review the agenda and confirm the action owners before Thursday's meeting.

AI

Analyze Draft reply

Workflow Category: Prim...

Graphics Remote graphic...

Attachments

Download all attachments

145 KB

Preview Download

Connected follow-through

Keep daily communication, attachments, invitations, safety cues, and follow-up in one focused inbox.

Make the experience simple without hiding operational depth.

ADDRESS BOOKS

Personal contacts

Keep frequently used people and details close.

ADDRESS BOOKS

Tenant directory

Use organization-managed identities and domains.

ADDRESS BOOKS

Focused details

See the fields needed to identify and reach the person.

CONNECTED IDENTITY

Mail recipients

Address new messages from trusted contact records.

CONNECTED IDENTITY

Meeting participants

Add attendees without switching to a separate directory.

CONNECTED IDENTITY

Share invitations

Choose collaborators using the same organization identity.

GoOfficePH Mail

Keep daily communication, attachments, invitations, safety cues, and follow-up in one focused inbox.

GoOfficePH Calendar

Keep invitations, schedules, shared calendars, meeting links, and follow-up visible across the workspace.

GoOfficePH Chat/Meet

Bring members and guests into persistent rooms, voice, video, screen sharing, recordings, and transcripts.

GoOfficePH Suite

Keep files, sharing, documents, spreadsheets, presentations, exports, versions, and storage in one workspace.

GoOfficePH Contacts 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
ADDRESS BOOKS	
Personal contacts	Keep frequently used people and their details close.
Tenant directory	Find organization-managed users without maintaining a separate list.
Shared address books	Let teams use a maintained set of common contacts.
FIND	
Name, email, organization, and directory search	Reach the right person using the details you remember.
RECORDS	
Create, edit, and delete contacts	Maintain accurate contact information from one place.
Multiple email addresses and phone fields	Keep the practical ways to reach a person on one record.
Organization, title, notes, and labels	Preserve enough context to identify how a person relates to the work.

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

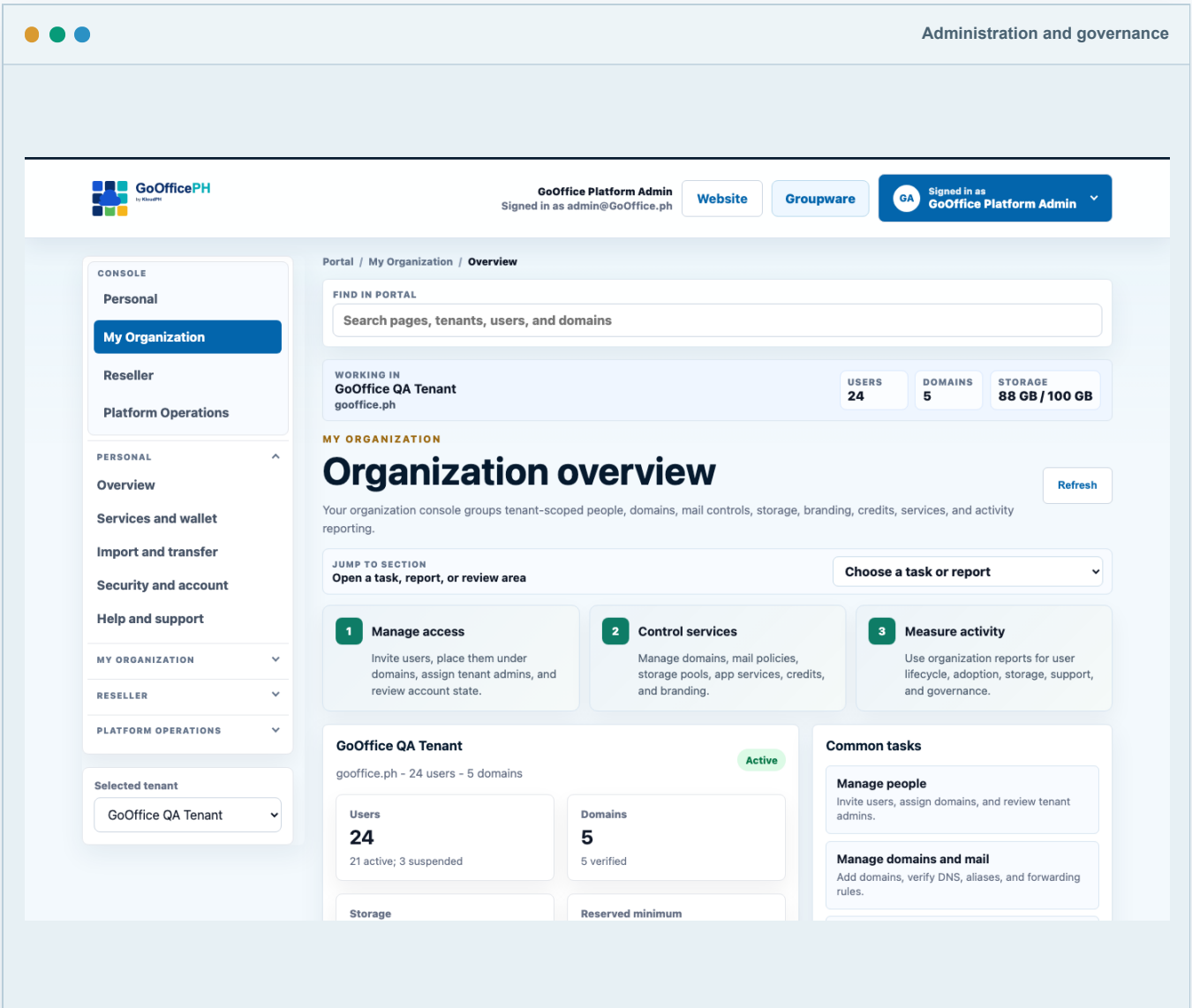
GoOfficePH Contacts features - 2 of 2

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
MAIL	
Mail recipient selection	Address messages from trusted contact records instead of retyping addresses.
CALENDAR	
Meeting attendee selection	Invite people to events directly from the directory.
SUITE	
Share-recipient selection	Choose collaborators using the same managed identity data.
CHAT/MEET	
Room and guest selection	Start collaboration with the intended people more quickly.
IMPORT	
Contact import	Bring existing address-book data into GoOfficePH.
EXPORT	
Contact export	Retain a portable copy when policy permits it.
CONTINUITY	
Queued synchronization	Preserve changes made while connectivity is limited.
RESPONSIVE	
Desktop, tablet, and phone layouts	Find and use contacts wherever the work starts.

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
--	---	---	--

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.

Included in the workspace. Production version 1.0.2.

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

- 1 GoOfficePH Contacts product page**
Benefits, workflow, current screenshots, related applications, and customer-facing capabilities.
<https://www.gooffice.ph/apps/contacts/>
- 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 GoOfficePH Contacts in GoOfficePH.

Keep personal contacts, tenant directories, shared address books, and Mail recipient workflows together.

[gooffice.ph/apps/contacts/](https://www.gooffice.ph/apps/contacts/)