

GoOfficePH Suite features

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
FILES	
Personal files and folder navigation	Keep individual working files organized in a familiar directory structure.
Team folders and shared spaces	Give departments and project groups a managed place for common work.
Search, recent, favorites, shares, and tags	Reach important content without browsing every folder.
File list with size, modified date, and actions	Understand what an item is and what can be done with it at a glance.
Create, upload, rename, move, copy, download, and delete	Handle everyday file work from one interface.
Deleted-file restore	Recover an accidentally removed item without recreating it.
VERSIONS	
Version history and restore	Return to a known-good earlier version when a change goes wrong.
OFFICE	
Document editing	Write letters, reports, and structured documents inside the workspace.
Spreadsheet editing	Build budgets, trackers, and operational analyses without leaving Suite.
Presentation editing	Prepare and present populated slide decks from the managed file workspace.
PDF viewing and export	Review fixed-layout documents and create distributable PDF copies.
Print workflow	Prepare an open office document for printing from the editor.

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

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CONVERSION	
Format-aware export options	Only see conversion choices that make sense for the selected file.
OpenDocument output	Keep documents, spreadsheets, and presentations in open standard formats.
Microsoft-compatible output	Share DOCX, XLSX, or PPTX copies when recipients require them.
PDF export and save-to-Files	Download a finished copy or keep the converted version beside the source.
SHARING	
People and link sharing	Invite the right collaborators without exposing the whole workspace.
View, edit, share, and delete permissions	Give each person only the level of access they need.
Share invitation acceptance flow	Let recipients understand and accept the access being offered.
COLLABORATION	
Multi-user collaborative editing	Work on the same document together instead of exchanging competing copies.
Document session and file locking	Reduce accidental conflicts while several people work.
CONTINUITY	
Save callback retry and editor recovery	Protect changes when a network interruption occurs during editing.
ACTIVITY	
File activity and history panels	See meaningful changes, sharing events, and recent work around a file.
STORAGE	
Quota-aware storage reporting	Understand available space before a save or upload fails.
Tenant and administrator storage controls	Allocate and review organization storage from the appropriate administrative scope.

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