

The screenshot displays the GoOfficePH Administration and Governance console. The top navigation bar includes the GoOfficePH logo, the user's role (GoOffice Platform Admin), and links to Website and Groupware. The main content area is titled "Organization overview" and shows a summary of the GoOffice QA Tenant, including 24 users, 5 domains, and 88 GB of storage. The console is divided into sections for Console, Personal, My Organization, Reseller, and Platform Operations. The "My Organization" section is active, showing a list of tasks and reports. The "Organization overview" section provides a detailed view of the tenant's status, including a list of users and domains.

GoOfficePH
by KloudPH

GoOffice Platform Admin
Signed in as admin@GoOffice.ph

Website Groupware

GA Signed in as GoOffice Platform Admin

Portal / My Organization / Overview

FIND IN PORTAL
Search pages, tenants, users, and domains

WORKING IN
GoOffice QA Tenant
gooffice.ph

USERS 24 DOMAINS 5 STORAGE 88 GB / 100 GB

MY ORGANIZATION

Organization overview

Refresh

Your organization console groups tenant-scoped people, domains, mail controls, storage, branding, credits, services, and activity reporting.

JUMP TO SECTION
Open a task, report, or review area

Choose a task or report

- 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
gooffice.ph - 24 users - 5 domains Active

Users
24
21 active; 3 suspended

Domains
5
5 verified

Common tasks

Manage people
Invite users, assign domains, and review tenant admins.

Manage domains and mail
Add domains, verify DNS, aliases, and forwarding

ADMINISTRATION AND GOVERNANCE

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.

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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.



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.

GoOfficePH

by KlookPH

GoOffice Platform Admin
Signed in as admin@GoOffice.ph

Website

Groupware

GA Signed in as
GoOffice Platform Admin

CONSOLE

Personal

My Organization

Reseller

Platform Operations

PERSONAL

Overview

Services and wallet

Import and transfer

Security and account

Help and support

MY ORGANIZATION

RESELLER

PLATFORM OPERATIONS

Selected tenant

GoOffice QA Tenant

Administration and governance

Portal / My Organization / Overview

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DOMAINS
5

STORAGE
88 GB / 100 GB

MY ORGANIZATION

Organization overview

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Active

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5 verified

Storage

Reserved minimum

Common tasks

Manage people
Invite users, assign domains, and review tenant admins.

Manage domains and mail
Add domains, verify DNS, aliases, and forwarding rules.

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/)