

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

- Left Panel:** Contains a 'GOOFFICEPH CONTACTS' header, a 'Contacts' sub-header, and a description: 'Manage people, addresses, tenant books, and offline contact changes.' Below this is a search bar and a list of filters: 'All contacts', 'Tenant contacts', 'Recently used', 'Shared address books', and 'Queued changes'.
- Central Panel:** Displays a list of 4 contacts. Each contact entry includes a profile icon, a name, an email address, and a role. For example, 'Mari...' with email 'maria.santos@gooffice.ph' and role 'Regional Operation...'. A 'New contact' button is at the top right of this panel.
- Right Panel:** Shows the detailed profile for 'Maria Santos'. It includes fields for 'FULL NAME', 'NICKNAME', 'PRONOUNS', and 'PHONETIC NAME'. Below these are sections for 'Email addresses', 'Phone numbers', 'Companies and roles', 'BIRTHDAY', 'TAGS', and 'Addresses'. Each section has an 'Add' button and a 'Default' checkbox.

PEOPLE AND DIRECTORIES

GoOfficePH Contacts

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

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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

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...

Paol...

Gra...

Nico ...

GOOFFICEPH CONTACTS

Maria Santos

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

FULL NAME

NICKNAME

PRONOUNS

PHONETIC NAME

Email addresses

LABEL

EMAIL

work

maria.santos@gooffice.ph

Default

Phone numbers

LABEL

PHONE

mobile

+63 917 555 0121

Default

Companies and roles

LABEL

COMPANY

TITLE

DEPARTMENT

work

Regional Operation

Program Directr

Department

Default

BIRTHDAY

TAGS

mm/dd/yyyy

VIP, supplier, billing

Addresses

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

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.

GoOfficePH

by KloudPH

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

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

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

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.

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/)