

GoOfficePH Suite
Files and open work stay connected in one workspace

FILES Documents and team folders

DOCUMENT Regional Service Readiness Letter.odt

SPREADSHEET FY2027 Program Budget.ods

PRESENTATION Regional Services Briefing.odp

Folder tree

- F All files
- F Documents
- F Shared with me
- F Team folders

Menu Files x

I found 4 items in /Documents.

GoOfficePH Files 37.4 GB of 100.0 GB used

My files
Personal owner

All files Documents

NAME

☐ Approved Operations Manual. PDF

SPREADSHEET FY2027 Program Budget.ods

Approved program allocation

#	Program	Q1	Q2	Q3	Q4
1	Regional services	4.8M	5.2M	5.6M	5.9M
2	Digital access	3.1M	3.4M	3.8M	4.0M
3	Continuity	2.6M	2.8M	2.9M	3.1M
4	Annual total	10.5M	11.4M	12.3M	13.0M

Quarterly allocation

Q1
Q2
Q3
Q4

PRESENTATION Regional Services Briefing.odp

1 Overview
2 Coverage
3 Timeline

REGIONAL SERVICES 2027
Closer services. Clearer outcomes.
One coordinated program across people, locations, and delivery partners.

- 18 service centers coordinated
- 96% largest requests within SLA
- 12 provinces in the first wave

FILES AND OFFICE WORK

GoOfficePH Suite

We keep files, team folders, documents, spreadsheets, presentations, sharing, recovery, and format-aware export in one workspace.

We keep files, team folders, documents, spreadsheets, presentations, sharing, recovery, and format-aware export in one workspace.

Find the right file

Personal files, shared items, team folders, search, recent activity, and storage status stay together.

Create without switching tools

Open documents, spreadsheets, presentations, and PDFs from the same Suite workspace.

Collaborate with control

Invite people, apply permissions, review activity and versions, restore items, and manage quota-aware saving.

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

A complete, recognizable interface - not a decorative crop.

GoOfficePH Suite

GoOfficePH Suite
Files and open work stay connected in one workspace

FILES Documents and team folders

GoOfficePH Suite

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My files Personal owner

All files Documents

NAME

Approved Operations Manual.pdf

GOOFFICEPH SUITE

Search here ...

A All files

P Personal files

R Recent

V Favorites

S Shares

T Team folders

Tags

Folder tree

F All files

F Documents

F Shared with me

F Team folders

Deleted files

DOCUMENT Regional Service Readiness Letter.odt

File Home Insert Draw Layout References Collaboration Protection View

Operations Division
Philippine-hosted sovereign work
operation@gooffice.ph

12 July 2026

Office of Regional Services
Program and Delivery Directors

Subject: Regional service continuity readiness for Q3

Dear Program Directors,

We are confirming readiness for the third-quarter regional service schedule. The continuity review is complete, alternate work locations are available, and recovery owners have accepted their assignments.

Please complete these final actions before 18 July:

- Confirm local service contacts and escalation paths.
- Review the attached operating schedule with each delivery partner.
- Record any exception in the regional operations workspace.

Thank you for helping us keep essential services available and accountable across every participating location.

Maria Santos
Director, Regional Operations
GoOfficePH Program Office

SPREADSHEET FY2027 Program Budget.ods

File Home Insert Draw Layout Formulas Data Pivot Table Collaboration Protection View

+SUM(B3:E6) | Approved program allocation

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Quarterly allocation

Q1

Q2

Q3

Q4

PRESSENTATION Regional Services Briefing.odp

File Home Insert Draw Design Transitions Animation Collaboration Protection Plugins

1 Overview

2 Coverage

3 Timeline

REGIONAL SERVICES 2027

Closer services.
Clearer outcomes.

One coordinated program across people, locations, and delivery partners.

18 service centers coordinated

96% target requests within SLA

12 provinces in the first wave

GoOfficePH Suite

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

GoOfficePH Suite

GoOfficePH Suite

Website Groupware

OA Signed in as Operations Administrator

GOOFFICEPH SUITE

Menu Files x

I found 4 items in /Documents.

GoOfficePH Files 37.4 GB of 100.0 GB used - 37.4%

My files Personal owner

Operations Team folder manager

All files Documents

4 items

NAME	ACTIONS	SIZE	MODIFIED
Approved Operations Manual.pdf	Open More	2.1 MB	Jul 11, 11:30 PM
FY2027 Program Budget.ods	Open More	873 KB	Jul 12, 3:55 PM
Regional Services Briefing.odp	Open More	1.4 MB	Jul 12, 1:10 AM
Service Continuity Plan.odt	Open More	319 KB	Jul 12, 4:20 PM

Select a file or folder to see actions, sharing guidance, export options, permissions, and version history.

Managed by GoOfficePH Files

I keep storage, sharing, locks, permissions, and history inside GoOfficePH Suite.

Work areas

Review personal and team folders with your current permissions.

Review work areas

Recent activity

GoOfficePH Suite

Product experience

Follow the task from entry to outcome.

Organize

Use personal files, team folders, recent activity, shared items, favorites, tags, and search.

Create and collaborate

Open a document, spreadsheet, presentation, or PDF and work with invited collaborators.

Publish and recover

Export only valid formats, review versions, restore deleted items, and keep an auditable activity trail.

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....

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.

CONTENT WORKSPACE

Files and team folders

Give personal and shared work a clear place with role-aware access.

CONTENT WORKSPACE

Office editing

Create letters, budgets, presentations, and other everyday office content.

CONTENT WORKSPACE

Format-aware conversion

Offer PDF, OpenDocument, and Microsoft-compatible choices that match the source file type.

COLLABORATION AND CONTINUITY

Share invitations

Invite people with clear permissions and an understandable acceptance flow.

COLLABORATION AND CONTINUITY

Versions and recovery

Review history, restore a prior version, or recover a deleted file.

COLLABORATION AND CONTINUITY

Locks and save recovery

Coordinate editor sessions, file locks, callback retries, and recovery when the connection is interrupted.

GoOfficePH Mail

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

GoOfficePH Work Boards

Turn messages, meetings, documents, and approvals into visible owners, due dates, reviews, and completed work.

GoOfficePH Connected Workspace

Keep related messages, meetings, files, schedules, contacts, boards, whiteboards, and credit actions close to the work they support.

Desktop GoOfficePH Groupware

Give managed Windows, macOS, and Linux devices a consistent desktop path into Mail, Suite, Chat/Meet, Calendar, and Contacts.

GoOfficePH Suite 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
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.

GoOfficePH Suite 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
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.

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

Administration and governance

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.

Subscription or entitlement controlled. Production version 1.1.0.

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

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

- 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 Suite in GoOfficePH.

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

gooffice.ph/apps/suite/