

GoOfficePH Work Boards 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
CORE	
Boards, columns, and cards	See work move through understandable stages from backlog to completion.
Drag-and-drop card movement	Update status as naturally as moving a card on a physical board.
Board, list, and My Work views	Let visual and detail-oriented users work from the same underlying data.
PLANNING	
Calendar and timeline views	See deadlines and delivery sequence across time.
Gantt-style dependencies	Understand which work must finish before another item can begin.
MANAGEMENT	
Dashboard and portfolio views	Review progress across one board or a group of initiatives.
Workload view	See when assignments are uneven or a person is overcommitted.
CARDS	
Owners, watchers, dates, priority, and labels	Make responsibility, urgency, and context visible on every item.
Descriptions, comments, mentions, and reactions	Discuss the work where the commitment is tracked.
Checklists and subtasks	Break a large commitment into concrete, finishable steps.
Attachments and source links	Keep the related email, file, chat, meeting, or whiteboard one action away.
FLOW	
Work-in-progress limits	Prevent too many items from being started without being finished.
Blocked, review, and approval states	Make delays and required decisions visible before deadlines slip.
SLA and due-date tracking	See when service commitments or deadlines need attention.

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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AUTOMATION	
Trigger-and-action rules	Reduce repetitive reminders, routing, and status updates.
Recurring work	Create routine operational tasks automatically.
INTAKE	
Forms-to-card intake	Collect requests in a consistent format and route them into visible work.
TEMPLATES	
Reusable board and workflow templates	Start proven workflows without designing every board from zero.
Government, project, support, approval, and operations templates	Begin with a model that already resembles the team's work.
INTEGRATION	
Mail-to-card	Turn a request in email into owned, dated work.
Chat message-to-card	Capture a commitment before it disappears in conversation history.
Meeting action item-to-card	Move decisions and assignments from the call into execution.
Document comment and approval-to-card	Track requested changes and approvals beside the source file.
INSIGHT	
Board summaries and blocker cues	Understand what changed and what needs intervention without reading every card.
GOVERNANCE	
Owner, editor, viewer, and guest permissions	Share the board without giving everyone the same authority.
Activity and audit history	Review who changed a card, workflow, assignment, or rule.
REPORTING	
PDF and spreadsheet exports	Share progress in a format suitable for management or formal submission.

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