

OPERATIONS BOARD

Regional Service Delivery

Coordinate regional programs, documents, approvals, and service reviews.

Board

List

Calendar

Dashboard

Timeline

Workload

Portfolio

Automation

Audit

Owner

All owners

Focus

All work

Sort

Due date

Density

Compact

Hide empty

5 visible of 5 cards

4 active cards. 0 overdue. 0 blocked. AI summary: review queue is ready for approval attention.

CONNECTED WORKSPACE

Related work

2 linked items keep context close.

Create work item

View related work

Backlog

1

Backlog

1 card

+

Hide

Prepare procurement intake

Next

Procurement

Planning

Medium

Due 2026-07-24

Suite

Procurement Lead

3 subtasks

To Do

1

To Do

1 card

+

Hide

Confirm regional outreach schedule

Next

Calendar

Regional

Normal

Due 2026-07-18

Source

Programs Team

2 subtasks

In Progress

1

In Progress

1 card

WIP 1/4

+

Hide

Finalize service continuity plan

Next

Continuity

Suite

High

Due 2026-07-16

Suite

Operations Team

3 subtasks

For Review

1

For Review

1 card

WIP 1/3

+

Hide

Review FY2027 program budget

Next

Budget

Approval

High

Due 2026-07-15

Mail

Finance Committee

3 subtasks

Done

1

Done

1 card

+

Hide

Complete organization domain onboarding

Next

Mail

Domain

Normal

Due 2026-07-11

Mail

Tenant Administrator

3 subtasks

WORK EXECUTION

GoOfficePH Work Boards

We turn requests, conversations, meetings, documents, and approvals into visible work with owners, dates, status, automation, and reporting.

We turn requests, conversations, meetings, documents, and approvals into visible work with owners, dates, status, automation, and reporting.

See the whole flow

Board, list, calendar, dashboard, timeline, workload, and portfolio views serve different responsibilities.

Keep work accountable

Owners, due dates, priorities, checklists, dependencies, and review states make the next action clear.

Connect the source

Link the email, meeting, file, chat, approval, or whiteboard that created the work.

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

A complete, recognizable interface - not a decorative crop.

GoOfficePH Work Boards

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Domain

Normal

Due 2026-07-11

Mail

Tenant Administrator

3 subtasks

GoOfficePH Work Boards

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

Follow the task from entry to outcome.

Capture

Create work from a template or from Mail, Chat/Meet, Suite, Calendar, or Whiteboard.

Deliver

Move cards through an understandable workflow with WIP limits, checklists, dependencies, and automation.

Improve

Use dashboards, workload, portfolio, SLA, and audit views to understand delivery.

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.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.

EVERYDAY WORK

Board and list

Give visual and structured workers a comfortable view of the same data.

EVERYDAY WORK

My work

Bring assigned commitments from multiple boards into one personal view.

EVERYDAY WORK

Templates

Start quickly with practical workflows for projects, approvals, procurement, support, and operations.

MANAGEMENT DEPTH

Dashboards and workload

See throughput, blockers, deadlines, and assignment pressure.

MANAGEMENT DEPTH

Automation and approvals

Reduce repetitive follow-up while keeping consequential decisions reviewable.

MANAGEMENT DEPTH

Portfolio and audit

Understand progress across boards with traceable actions and exportable reporting.

GoOfficePH Mail

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

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 Connected Workspace

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

GoOfficePH Work Boards 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
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.

GoOfficePH Work Boards 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
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.

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

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

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 1.0.3.

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

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

- 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 Work Boards in GoOfficePH.

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

gooffice.ph/apps/work-boards/