Oneoffice

OneOffice at a glance

OneOffice is all-in-one business software that puts your people, your sales-to-cash and your customer tickets in one web app built around Philippine rules: government contributions, night differential, and tax-filing and permit reminders. Built for Philippine SMEs, BPOs and multi-company groups.

Product areas

HR, Timekeeping & Payroll Settings
An HRIS for your people, their time and their pay settings, all in one place.

Payments
Accept Maya, QR Ph, Visa and Mastercard through payment links, product links and event tickets.

Service & Operations
Customer support, compliance, assets and team knowledge, all connected.

Sales, CRM & Invoicing
From first contact to paid invoice, with every number in one system.

Events Ticketing
Sell paid tickets for your events with a link your guests can pay in minutes.

Why OneOffice

One login, fewer tools

HR, time, invoicing, payments, ticketing and compliance in one system.

Built for the Philippines

Government contributions, night differential, OT and holiday multipliers, and tax-filing and permit reminders.

Pay with Maya

Send payment links in pesos through your own Maya account.

Multi-company ready

Run several companies or branches as business units, common for Philippine groups.

Modules

People

HR & Staff

Employee records, a company directory, resume list and screen captures by team and department. Issue memos (Notice to Explain, Disciplinary Action, Promotion) and handle Request ID for staff ID cards. Export staff lists to CSV.

Timekeeping & Requests

Selfie and photo attendance with GPS, geofencing with points of interest and live tracking, time sheets, and requests for overtime, leave, time off and expenses with reimbursement types.

Payroll settings

Set up earnings, deductions, allowances, government contributions, night differential and OT/holiday multipliers in one place.

Recruitment

Post jobs, publish a public careers page, and move candidates through a pipeline with stages you can edit.

Sales & money

Sales to cash

Partners and contacts, estimates (Pending, Approved, Declined, Invoice Made), bulk invoices, recurring invoices with MRR and ARR, purchase orders, delivery receipts, RFP (request for payment) approvals, inventory and currency rates for multi-currency invoices. Export to CSV.

Payments with Maya

Connect your own Maya account and share payment links (₱) for event tickets and products.

Multi-company business units

Run several companies or branches from one account, with reports and invoices by business unit.

Service & operations

Tickets

Support tickets with SLA views, rankings, types, tags and categories, plus a support email inbox. Export to CSV.

Client Portal

A branded portal, with embed code for your site, where clients raise and follow tickets, see their quotes and invoices, and read your knowledge base.

Operations & compliance

Tasks, field check-ins, device inventory, announcements, and a compliance tracker for tax filings, business permits and renewals, one-off or recurring.

Asset registry

Track assets by status and branch, and raise a ticket straight from an asset.

Engagement

CRM pipeline, knowledge base with AI chat (using your own OpenAI key), notes, HR memos, ID requests, project boards, and a form builder with public forms.

Industry apps

Ready-made apps that run on the OneOffice platform and share your staff, customers and payments.

Retail POS

Kiosk ordering, second customer screen, item library, inventory, expenses, e-journal and reports.

✓ **BIR-accredited POS**

- ✓ Kiosk ordering and a second customer-facing screen
- ✓ Item library and inventory
- ✓ Expenses and an e-journal
- ✓ Sales reports

Clinic Management

Patients, appointments, procedures, professional fees and dispensing.

- ✓ Patient records
- ✓ Appointments
- ✓ Procedures and professional fees
- ✓ Dispensing

Hotel Management

Guests, reservations, check-in and check-out, payments and inventory.

- ✓ Guest records
- ✓ Reservations
- ✓ Check-in and check-out
- ✓ Payments and inventory

Property Management

Billing and collections, plus maintenance requests.

- ✓ Billing and collections
- ✓ Maintenance requests

Media billing

Advertising and circulation billing with customers and contracts.

- ✓ Advertising billing
- ✓ Circulation billing
- ✓ Customers and contracts

Voting system

Run association elections with voter lists, login logs and results export.

- ✓ Voter lists
- ✓ Login logs
- ✓ Results export (CSV)

Bus Ticketing

Bus ticketing for transport operators, running on the same platform as your staff, customers and payments.

- ✓ Ticketing for bus and transport operators
- ✓ Shared customer records and payments with the rest of OneOffice
- ✓ Reports alongside your other business units

Payments

Accept Maya, QR Ph, Visa and Mastercard through payment links, product links and event tickets.

Platform and infrastructure

Hosting	Cloud-hosted on Amazon Web Services (AWS).
Uptime	Continuous downtime monitoring, with automated processes and a dedicated team; 99.93% uptime.
Encryption	Data encrypted at rest (AES-256) and in transit.
Backups	Continuous point-in-time database backups, restorable to any point in the last 20 days.
Server logs	Every server process is logged and searchable, with 20 days of log retention.
File storage	1 TB of file storage.
Protection	Logging, penetration testing and DDoS protection.
Integrations	API connections and a secure data API for controlled read and write access.

Privacy and data protection

- ✓ Data encrypted at rest (AES-256) and in transit over encrypted connections (HTTPS).
- ✓ Restricted access, with organisational, physical and technical measures to protect personal data.
- ✓ Continuous point-in-time database backups, restorable to any point in the last 20 days.
- ✓ You remain responsible for having a lawful basis to collect and process the personal data you store in OneOffice, including under the Data Privacy Act of 2012.

- Data subject rights under the Data Privacy Act of 2012 (Republic Act No. 10173). If a breach affects you, we will notify you and the National Privacy Commission where required.
- Privacy questions: privacy@oneoffice.io. Read the privacy notice.

Access

- Web-based. Nothing to install. One login for your whole team.
- Mobile app available via our partner WorkSync, link on request.

Questions buyers ask

Where is our data hosted?

OneOffice is cloud-hosted on Amazon Web Services (AWS).

Is our data encrypted?

Yes. Data is encrypted at rest (AES-256) and in transit over encrypted connections (HTTPS).

Who can access our data?

Access is restricted to the people you set up. Your own clients reach the Client Portal only by invitation: they log in with their email and a password after your company invites them.

What about backups and recovery?

Database backups are continuous and point-in-time, and can be restored to any point in the last 20 days.

How available is the service?

Downtime is monitored continuously, with automated processes and a dedicated team behind a 99.93% uptime.

Can we export our data?

Yes. Staff lists, invoices, tickets and all nine report types export to CSV.

Does it integrate with other systems?

OneOffice supports API connections and a secure data API for controlled read and write access. The Client Portal can be embedded on your own website.

What devices does it run on?

It is web-based: nothing to install, one login for your whole team. A mobile app is available via our partner WorkSync, link on request.

Which payments are supported?

Accept Maya, QR Ph, Visa and Mastercard through payment links, product links and event tickets.

Is OneOffice BIR-accredited?

The Retail POS in the Philippines is BIR-accredited. This applies to the Philippine POS only.

How do we get started, and how is support handled?

Every setup starts with a demo of the modules that matter to your business. Questions go to support@oneoffice.io.

How is pricing done?

Pricing is quoted per business; there is no public price list. Every quote is tailored to your team size and the modules you need. Request a quote.

Request a quote

Every quote is tailored to your team size and the modules you need. Book a demo and we will walk you through the modules that matter to your business.

Email support@oneoffice.io

Web oneoffice.io/ph/contact/

OneOffice Solutions Corporation