Checklist Plus +

Bridge the functionality gap

Achieve full migration to Google Workspace with Templafy

Templafy

Introduction

Templafy's software infrastructure is **uniquely positioned** to enable companies with dual Microsoft and Google Workspace systems in to transition to a single system setup **without losing business-critical functionalities**.

The information contained in this publication is designed to give an **overview** of both **Microsoft and Google Workspace functionalities**. Additionally, it identifies the **functionality gaps** that will impact business content management, distribution and production if not addressed before or during a digital migration to a single-system setup.

Comparison checklist

Overview and feature comparison: Google Workspace vs. Microsoft Office.

	G	Office
	Document and content management	
Content management and sharing	Google Currents	SharePoint
Business email	Gmail	Outlook
Document creation and editing	Google Docs Google Sheets Google Slides	Microsoft Word Microsoft Excel Microsoft PowerPoint
Document storage and sync	Google Drive	SharePoint OneDrive
Team communication	Google Meet Google Chat Google Sites Jamboard	Microsoft Teams Yammer
Notes	Google Keep	OneNote

Office 365 or Google Workspace?

A majority of companies today choose Office 365, but there are increasing numbers of companies, including large enterprises, that are migrating to Google Workspace. There are many reasons why these companies choose Google Workspace, including:

- ✓ better collaboration capabilities

- ✓ lower prices on software, users and storage

- ✓ Google's full cloud-based approach

- ✓ different features that fit better with company setup and strategy

However, there are some significant limitations to be aware of - especially when it comes to document content creation. We have listed some of the most critical limitations in the next section.

Mind the gap

Functionality gaps you should be aware of when migrating Google Workspace.

Automation and information customization
There is limited capability in Google Workspace to support templates that automatically adapt to the individual employee.

Document template limitations
It is not possible for content specialists (non-IT experts) to build functional and easy-to-use templates in Google Workspace.

Metadata control
It is not possible to control/manage document metadata in Google Workspace.

Content distribution, filtering and access
No easy way to distribute and give employees intuitive, filtered (segmented), access to the latest content organization-wide.

Next stop: Smooth migration

How Templafy bridges the gaps to enable a smooth transition.

Smart template functionality
Dynamic fields that automatically adapt to the individual employee creating the document.

Document automation
Dynamics feature automatically compile long and complex documents using only company-approved content.

Control and track content metadata
Templafy enables companies to control and track the metadata in all company business content.
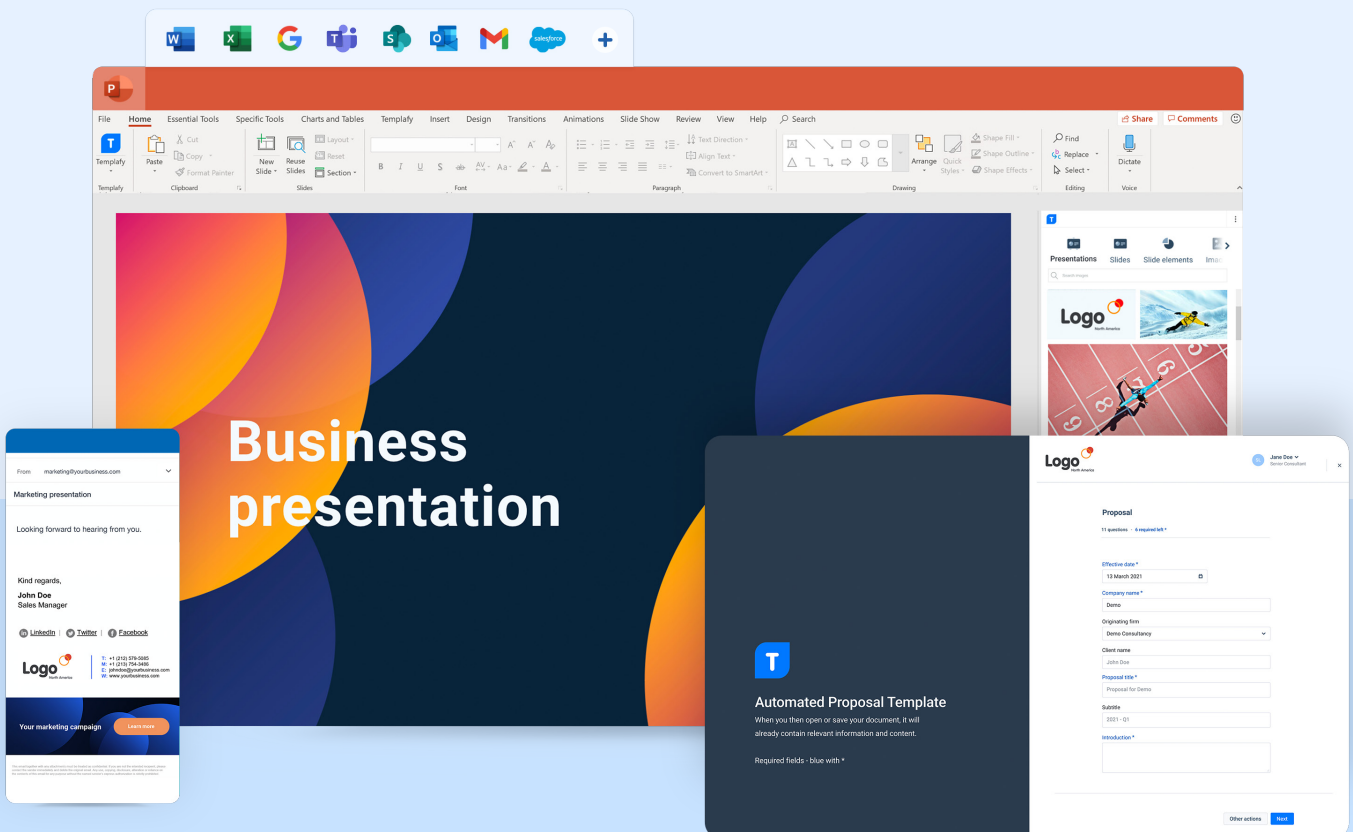
Easy global content distribution and access
Templafy's Library enables instant distribution and easy access to all branded and relevant company content-elements through integrated task panes.

For more information on enabling content inside Google Workspace, visit our dedicated page here.

Accelerate business performance with content enablement

Templafy's **content enablement platform** aligns workforces and enables employees to **create on-brand, high-performing business content fast** from **inside Google Workspace**.

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Business content connected