



Streamline Architectural Design Operations & Document Management with zipBoard

EO – UAE based Architecture Agency

Background

Architecture firms, like many other organizations, face several challenges when it comes to document management.

Effective architectural design operations and document management are crucial in the architecture industry as they involve handling and collaboration on a vast amount of design plans, project documentation, contracts, and other critical information.

EO is a leading architecture agency that offers innovative design and document management services to clients worldwide.

EO concurrently manages an extensive portfolio of architectural projects, each with unique requirements.

As a cornerstone of their success, EO's in-house design teams and external collaborators diligently review architectural plans, ensuring the highest standards of quality and precision.

On average, EO processes 10,000+ design-related documents every year.

Problem

EO's existing document-handling process posed several challenges:

- Circulation of documents in emails, and multiple tools
- Lengthy communication cycles, hampering document review.
- Human-intensive processes with no real-time reporting.
- Difficulty in tracking revisions and change logs.
- Potential delays in reviewing documents within fixed SLAs.

Solution

EO embraced innovation and digital collaboration by integrating zipBoard with their cloud Document store which also serves as their Document Management System (DMS).



This integration improved their document management & review processes, resulting in remarkable improvements.

zipBoard is a cloud-based document review and collaboration platform designed to streamline architectural design operations and document management by seamlessly integrating into DMS and other tools in the existing workflows of architecture firms.

zipBoard offers a variety of features that make it ideal for document reviews and management, including:

- Version control and tracking
- Automated reporting
- Browser based document markup and stamping tools (no installation required)
- Unlimited internal and external collaborators in one place – right from your browser
- Integrations with popular project management, communication, and document management system

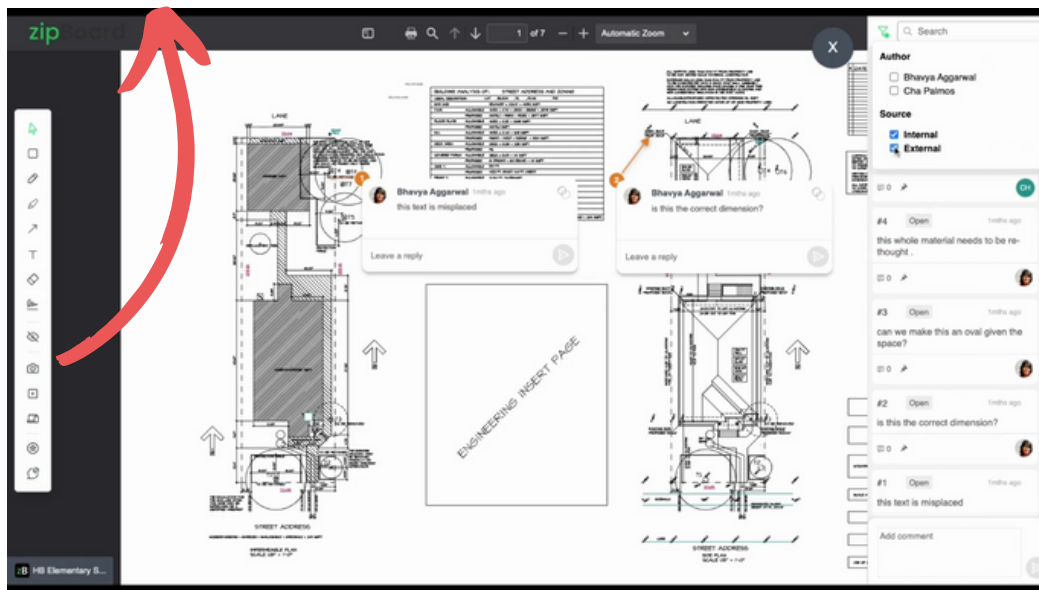
zipBoard offers a variety of features that make it ideal for document reviews and management, including...

Version control and Document tracking

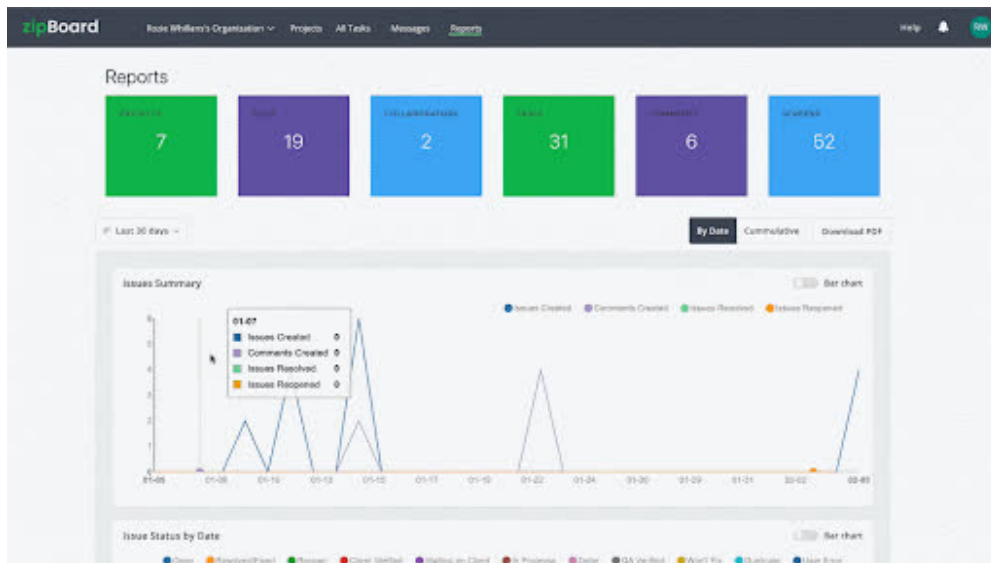
The image displays two overlapping screenshots of the zipBoard web application. The top screenshot shows a Kanban board for a project titled 'zipBoard Marketing (updates)- WIP'. The board is divided into columns: 'IN PROGRESS (2)', 'COMPLETED (5)', and 'TO BE REVIEWED-BHAVYA (2)'. Each card on the board contains task details such as title, status, priority, and assigned users. The bottom screenshot shows a task list table with columns for ID, TITLE, ASSIGNED TO, REPORTED BY, STATUS, TYPE, PRIORITY, DUE DATE, UPDATED ON, and ACTION. The table lists several tasks with their respective details.

ID	TITLE	ASSIGNED TO	REPORTED BY	STATUS	TYPE	PRIORITY	DUE DATE	UPDATED ON	ACTION
T0380205	Create a Page on - Legal document review and approval	Geurau.zipboard	Shavya Aggarwal	In Progress	Task	Low	Nov 09, 2022		
T0380206	Video on youtube is old- pls update the description . https://www.youtube.com/watch?v=HCSjMzFw0	Geurau.zipboard	Shavya Aggarwal	Open	Task	High	Nov 09, 2022		
T0380207	Update the link on this page for relevant anchor text: 'eLearning review and collaboration tool' should be hyper linked to elearning review and QA page: https://blog.zipboard.co/the-basics-of-instructional-design-processes-270e010e3545	Geurau.zipboard	Shavya Aggarwal	Resolved/Fixed	Bug	High	Nov 09, 2022		
T0380104	Collection (3) Business strategy	Geurau.zipboard	Shavya Aggarwal	In Progress	Task	Low	Nov 07, 2022		

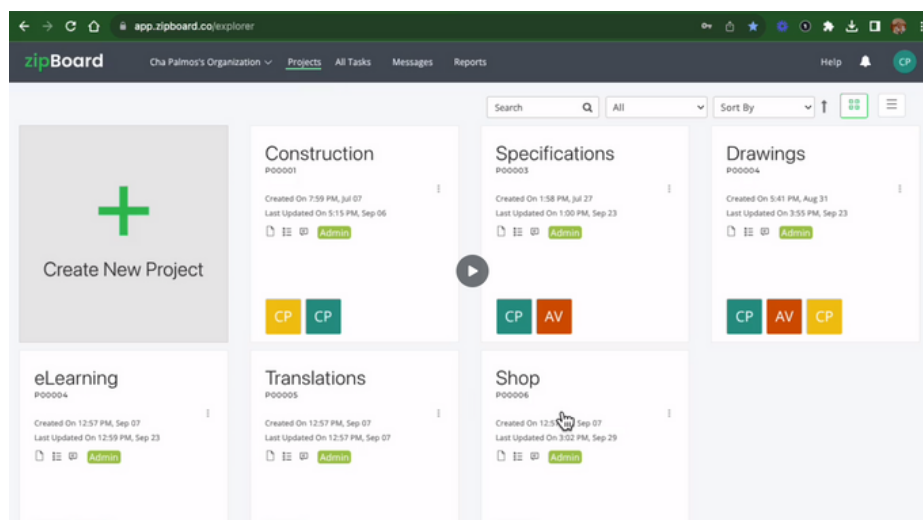
Document commenting, Markup & Stamping tools - accessible in browser



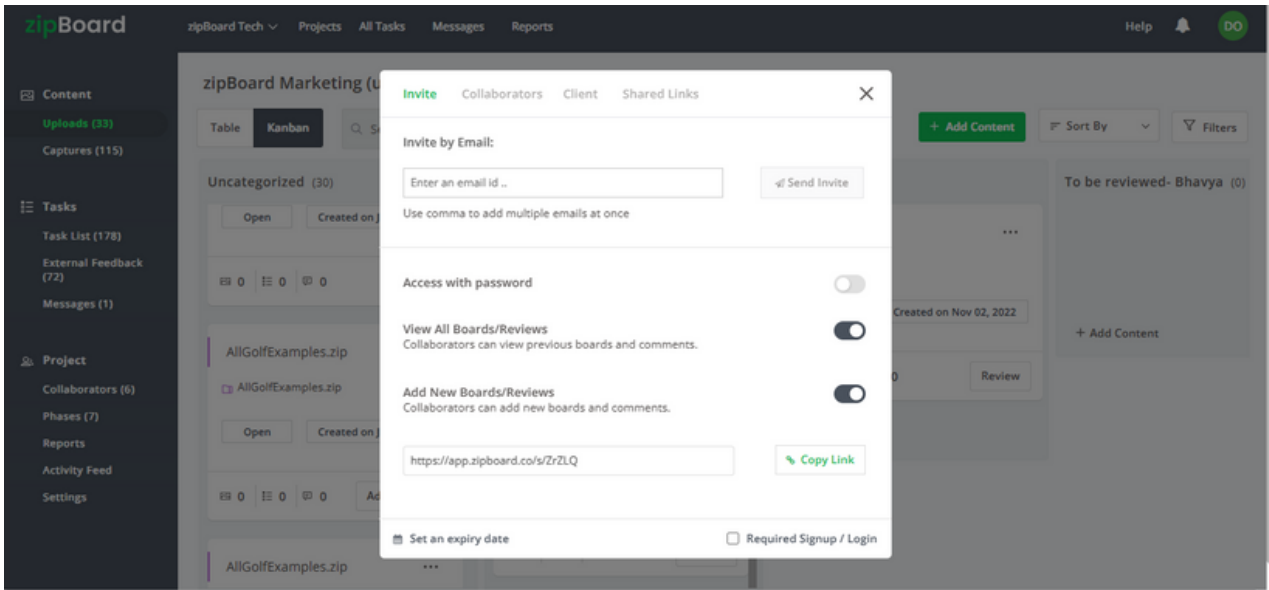
Automated reporting



Project Dashboard & Workflows



Unlimited internal and external collaborators in one place



Built-in and customizable integrations using API



Results After One Year

Remarkable Efficiency Gains (80% Increase)

- EO efficiency in managing architectural plans experienced an extraordinary 50% increase, demonstrating the transformative power of integration.
- Document review and processing time was slashed from an average of 6 days to a mere 1 day, showcasing the single dashboard's impact

Streamlined Document Management

- EO seamlessly handled the influx of 10,000+ documents annually without previous bottlenecks and delays.
- This reflected the effectiveness of the integrated solution, ensuring timely reviews and the realization of project milestones.

Stringent SLA Compliance (95% Achieved)

- EO consistently met or surpassed Service Level Agreements (SLAs) for document reviews.
- Compliance rates soared from 60% pre-integration to an impressive 95%, mitigating the risk of project delays and penalties.

Enhanced Reporting and Tracking

- EO experienced improved real-time tracking and automated reporting.
- The ability to generate project status reports in minutes highlighted the profound impact of integration on reporting efficiency and decision-making.

Cost Savings

- EO reduced costs, helping internal team members save 2 hours per day. This also helped reduced delaying projects and not meeting timelines.

Conclusion

The successful integration of zipBoard with their Document Cloud has empowered the EO team to navigate their complex document management & collaboration challenges efficiently.

With substantial efficiency gains, stringent SLA compliance, and enhanced reporting capabilities, EO has positioned itself as a trailblazer in the construction industry.

Achieve Operational Efficiency with zipBoard

- Streamlined document management process.
- Faster project completion and reduced review cycles.
- Improved compliance and reduced risk of penalties.
- Real-time project tracking and reporting.
- Substantial cost savings and sustainability contribution.

[Request Demo](#)

