

# Architectural & Interior Design Firms



**Bring order to file chaos!**  
**Organise, share and retrieve design and project files effectively.**

Traditionally, architectural and interior design firms are plagued by the immense number of files circulating between their employees, service providers and clients. These files include important drawings, graphics, presentation material and reports. If not managed effectively, these files can adversely affect the productivity and creativity of the team.

In addition, the architects and designers need to effectively juggle multiple client projects, which often demand intensive coordination with numerous team members within tight deadlines.

**Relevanz** solves these problems by introducing software solutions that bring order and freedom leading to:

- ✓ Improvement in client servicing
- ✓ Greatly diminishes cost and risk of physically moving creative assets to multiple parties
- ✓ Re-purposing instead of recreating assets
- ✓ Streamlines business process and eases deadlines
- ✓ Shortening of sales cycles
- ✓ Easy access for external parties of their relevant assets



# Media Hub for Architects & Design Firms

**Bring order to File Chaos!**

**Organise, share and retrieve assets effectively**

Looking into an architect's or designer's hard-drive is like being 'Alice in Wonderland'. The amount of spreadsheets, documents, proposals, drawings, diagrams, digital photos and research papers jammed into a couple of unstructured folders can be daunting. Furthermore, the categorization of these files is often random and inconsistent. It makes the retrieval of important content slow and frustrating for all involved.

Relevanz's **Media Hub** is a centralized, company-wide digital library, which systematically houses all your creative assets. Each document, mock-up, creative design created is currency for business in the creative world. No longer would they be viewed simply as files, which are stored in obscure folders in various unmarked hard-drives.

Instead, they are **Assets**, which should be ready and deployable instantaneously so that the highest profits and satisfaction can be achieved.

The primary benefit of the Media Hub is that all the creative assets are stored and categorized in a single, managed environment.



## Architectural and Interior Designer Firms: Top 4 File Management Problems

**#1 Too many reports/visual files/proposals circulating which makes it difficult to track the latest version**

When all your creative assets and their different versions are stored together in Media Hub, they are easily locatable either through intuitive categories or by its powerful search engine. As the content are all tagged systematically, one may rapidly pinpoint to the correct version and use it.



**#2 New employees spend too much time figuring out the file system of their predecessor**

With Media Hub, all past, present and future assets will no longer be misplaced with the coming and going of employees. As they are digitally stored in a single location, a new team member will be able to get on the job rapidly rather than spending hours going through and deciphering the content of another person's hard drive.

**#3 Dysfunctional email systems inhibit productivity and decrease client satisfaction**

Clients are now expecting quicker turnaround times. Server problems, full email accounts and a slew of other "accidents" may greatly affect the productivity of a creative team. By allowing external parties to access relevant assets, via Media Hub, clients can access their files regardless of where they are, anytime they want to.

Media Hub makes it easy for Account Managers to oversee the development and distribution of files to clients and service providers. It provides an immediate means for them to access and share key files to get their job done more efficiently.

**#4 Different assets, different teams, different locations. Communication becomes a nightmare!**

# Project Management for Architectural and Interior Design Firms

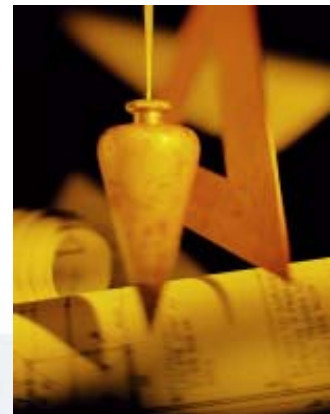
## End Deadline Blues!



With the speed that businesses are operating these days, it is more important than ever to boost collaborative efforts through the right technology.

Our **Project Management Solution** for architectural and interior design firms is a powerful web workspace where team members, partners, suppliers and clients can work together more effectively to achieve project milestones within specified deadlines. Through a simple web-

interface, the software aggregates expertise and resources together on a project, regardless of geographical location. Each member may send or receive instant updates and the latest news at a click of a button. Resources may be shared from one location reducing duplication of work. Furthermore, strategies or instructions may be communicated without the use of expensive long-distance calls or tele-conferences.



### Architectural and Interior Design Firms:

#### Top 5 Project Management Problems



Automate the distribution of news and updates through the Project Management Solution. With it project managers can create one-stop portals where every party involved can participate fully in the process. Files, drawings and useful resources can also be shared quickly and effectively.

**#1 More time spent locating people and updating them via emails than executing plans**

**#2 Low adherence to the timelines set at the beginning of the projects**

Having a good grasp of the development of a project is key to the success of any project. Tasks and milestones may be set with the solution so that the project is monitored and reviewed consistently throughout. Previously fuzzy deadlines immediately become transparent thus ensuring accurate delivery.

Adopting a system that is accessible 24X7X365 can quickly ease such a painful experience. Geographical location, time zones, networks or firewalls will no longer separate people who need to work together. Our Project Management Solution is a web-based solution where ideas can fly across traditional boundaries!

**#3 Project team is separated by different locations and time zones. Coordinating such a project is a huge headache**

**#4 Very often, people need to be reminded about meetings and tasks to be done**

Our solution comes with an email reminder system that effectively sends out prompts for meetings and deadlines at the appropriate moments so that nothing will be overlooked.



Improve your service to clients by setting automated updates to clients at a regular basis through Relevanz's Project Management System. Thus both the project team and the client have a bird's eye view of the project status and this reports are archived as well.

**#5 Clients need to be constantly updated with the latest developments and more time is spent reporting than actually doing work**