GALAXLEAN

To increase your business performance

Catalogue of possible products

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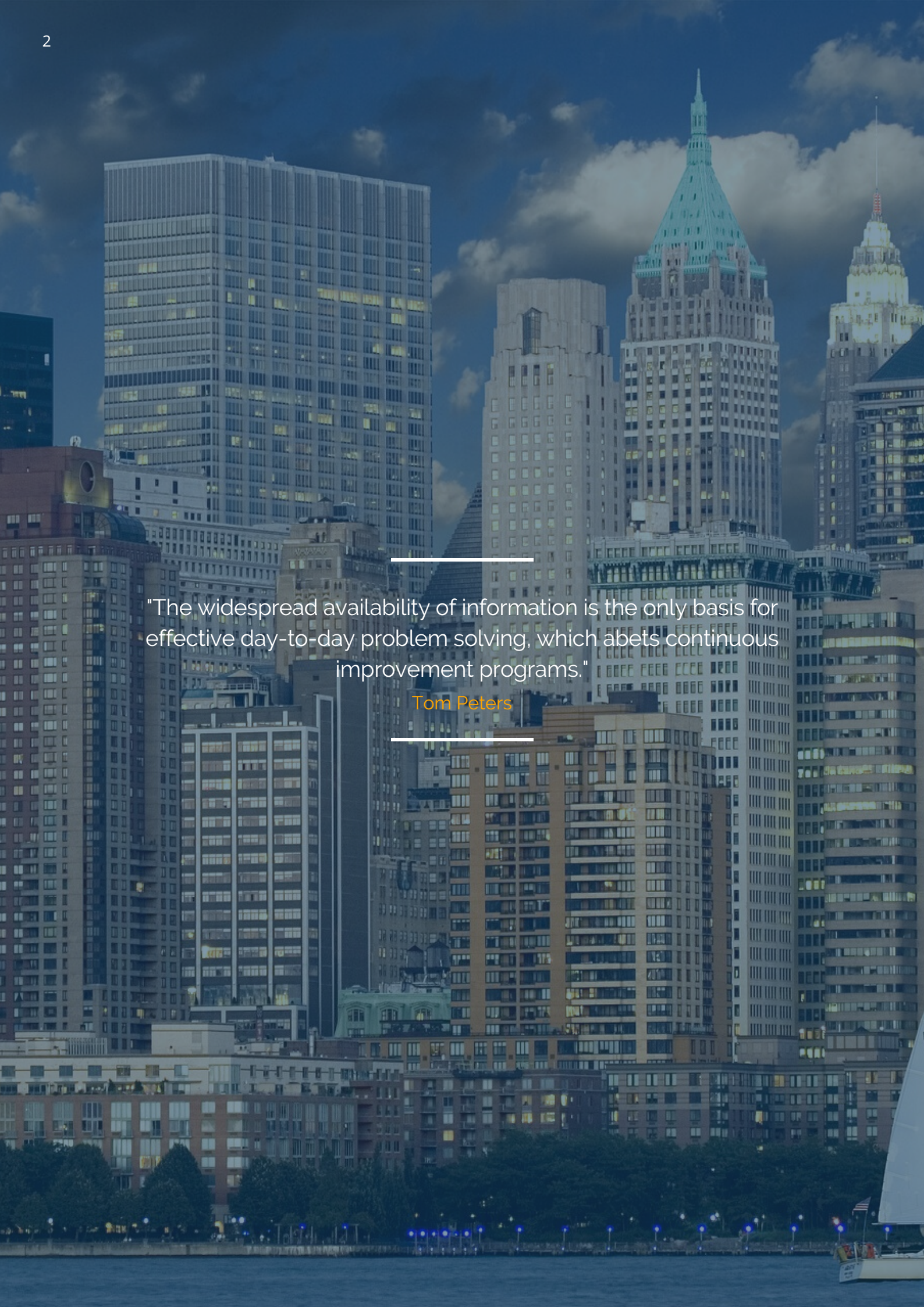


"The widespread availability of information is the only basis for effective day-to-day problem solving, which abets continuous improvement programs."

Tom Peters

Message from the founder of Galaxlean

Dear customers

Galaxlean is a Polish company based in Kraków (Poland). Our goal is to help you to **reduce your costs** and **reach Excellence** with the Lean methodology and with a multi-disciplinary team.

Among our solutions to help you to reduce your wastes, we develop automatized tools to facilitate your decision's making.

Inside this catalogue, you might see several types of tools that Galaxlean might develop for you with **Microsoft Office** and based on your current tools and ERP system.

All tools will be personalized following your own needs and particularities of your business.

Sincerely

Matthieu LEGER
Lean consultant and founder of Galaxlean

"Improving efficiency make sence only when it is tied to cost reduction."

Taiichi ohno

What is Continuous Improvement / Kaizen (改善)?

The first **ACT** would be to prepare reports and KPIs to clarify the current situation and to identify potential improvements.

Following the result obtained, a **PLAN** would be established with the priority in terms of improvements. Immediate actions would have to be **DONE** to protect the company and its customers. A **CHECK** or a control would be used to follow your actions deployed. Then, it would be to **ACT** in the long-term with specific and adapted tools to make improvements.

With all improvements, your goal is to **reduce your costs** and **reach Excellence**.

HOURS MANAGEMENT

Advantages

Easy to:

- Input for the user (times and holidays)
- Control of your personal times / holidays
- Manage your normal / bank holidays

Automatic to:

- Compute your absenteeism and overtime rate
- Perform your invoicing

Adaptable with your own needs and particularities

Compatible with Excel

Every business want to control times spent by people on each task and process. This control will help them to **reduce their costs** and reach excellence.

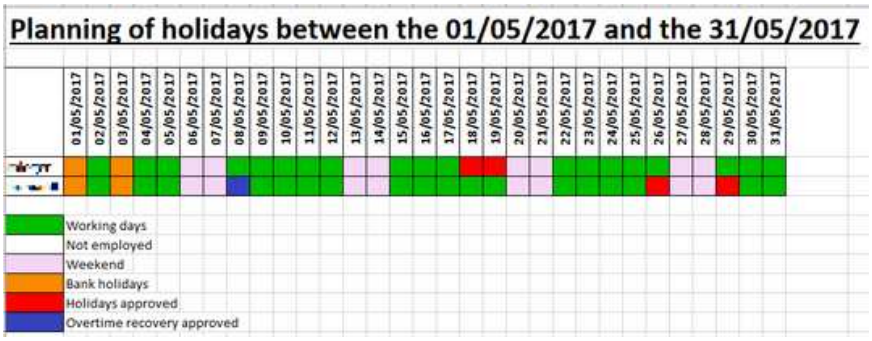
But generally, small business do not have the time to implements this kind of instrument. Galaxlean and its consultant will help you to achieve this goal.

To control your hours, our company can develop several features, as follow.

Visual planning of holidays for users

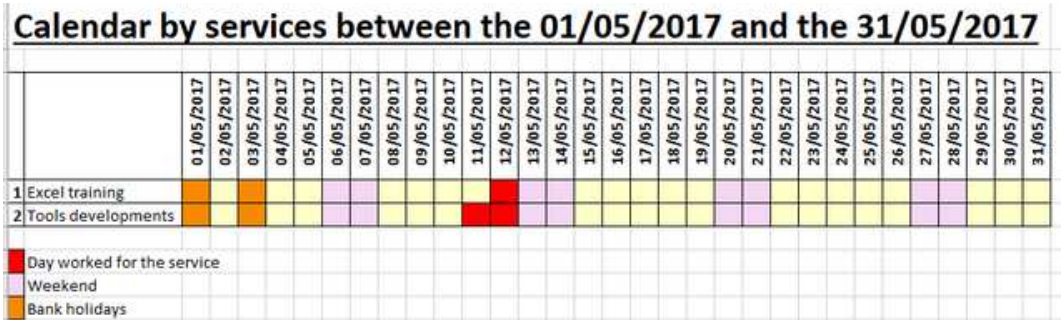
- Template for your employees to know their current planning of holidays
- Option to include holidays not approved

Visual calendar of holidays taken for a specific period



- Quick for checking your employees holidays and being sure that your people do not take their holidays together.
- Option to include not approved holidays

Time controlling by customers and services



With this option, you will be able to control your time spent by activities and customers. This option will be very useful if you want to **improve your revenue** and **reduce your costs**.

Are you interested?

Price: Depending of the personalization (design, data needed, options...), the implementation and hours of trainings.

If yes, please, do not hesitate to contact Galaxlean to have further information.

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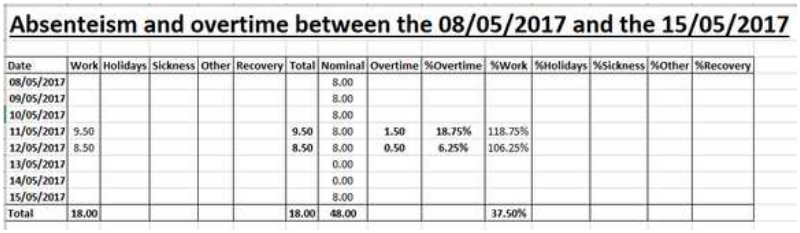
Time controlling and absenteeism control



Date	Work	Holidays	Sickness	Other	Recovery	Total	Nominal	Overtime	%Overtime	%Work	%Holidays	%Sickness	%Other	%Recovery
08/05/2017							8.00							
09/05/2017							8.00							
10/05/2017							8.00							
11/05/2017	9.50					9.50	8.00	1.50	18.75%	118.75%				
12/05/2017	8.50					8.50	8.00	0.50	6.25%	106.25%				
13/05/2017							0.00							
14/05/2017							0.00							
15/05/2017							8.00							
Total	18.00					18.00	48.00			37.50%				

With this feature, as manager / director, you will be able to know:

- Total hours spent by day and split between holidays and working hours
- Total overtime spent on the period selected
- Absenteism and overtime rate
- Possibility to have a full overview of your company or by user

CASH MANAGEMENT

Advantages

Easy to:

- Create invoices
- Input your costs and cash transaction
- Know your next payments / cash to collect
- Search for a document archived
- Manage your cash

Automatic to:

- Compute your cash flow forecast
- Compute the next payments or cash received by customer

Adaptable with your own needs and particularities

Compatible with Excel

To run properly a business, managing your cash is crucial. Doing this things badly might put you on huge risk and force you to close your business.
Galaxlean and its consultant might help you to solve this issue with the development of a personalized tool to have your cash under control.
Please, have a look on our tool with its features below.

Easy invoicing

Example z.o.o.

INVOICE

Ul. Warszawa 125/18
30-834, Kraków
POLAND
Phone: (+48) 609 817 981
matthieu.legerm@gmail.com

Date 26/08/2017
Invoice # 1

Bill To:
Company Name
Customer Name
Street Address
City, ST ZIP Code
Country
Phone

Items over this amount qualify for an additional discount
% discount

Reference	Description	Quantity	Unit price	Amount	Discount applied
				- zł	
				- zł	
				- zł	
				- zł	
				- zł	
				- zł	
				- zł	
				- zł	
				- zł	
				- zł	
				- zł	
Subtotal				- zł	

Make all checks payable to Example z.o.o.

If you have any questions concerning this invoice, contact Matthieu LEGER at matthieu.legerm@gmail.com or (+48) 609 817 981.

Tax 23.00%
Tax amount - zł
Balance due - zł

- Design and format defined by the customer

All invoices might be **print in PDF**.

Visual for the documents not paid or cash received

Perform a paiement | Main menu

Type	Document number	Date	Suppliers / Customers	Description	Currency	Paiement / Receivable Date	Gross amount	Tax amount	Net amount	Balance
Expenses	1	28/06/2017	Eureka	Telecom	PLN	28/07/2017	-350.00	-78.25	-428.25	-428.25
Incomes	1	17/07/2017	Eureka		PLN	16/08/2017	24,000.00	5,760.00	29,760.00	19,760.00

- **Data processed automatically**
- Quick links to documents archived on your computer/drive

Visual cash flow management

Cash flow forecast from the 26/08/2017 to the 25/09/2017

Date	26/08/2017	27/08/2017	28/08/2017	29/08/2017	30/08/2017	31/08/2017	01/09/2017	02/09/2017	03/09/2017	04/09/2017
Delay Receivable	19,760.00									
Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Receivable	**19,760.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Delay Payable	-428.25									
Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Payable	**-428.25**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Cash balance	**19,331.75**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Cash flow cumulated	**29,331.75**	**29,331.75**	**29,331.75**	**29,331.75**	**29,331.75**	**29,331.75**	**29,331.75**	**29,331.75**	**29,331.75**	**29,331.75**

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	Documents booked	Documents without cash	Documents without cash
Incomes	29,760.00 zł	1	**19,760.00 zł**
Expenses	-428.25 zł	1	**-428.25 zł**
Total	**29,331.75 zł**		**19,331.75 zł**

Total cash	**10,000.00 zł**

- Cash flow **forecast for the next 30 days**
- Period for the forecast and designs defined by the customer

ARCHIVE MANAGEMENT

Advantages

Easy to:

- Input for the user (files and customers)
- Research for a document
- Manage your own borrowing

Automatic to:

- See your current archive status

Adaptable with your own needs and particularities

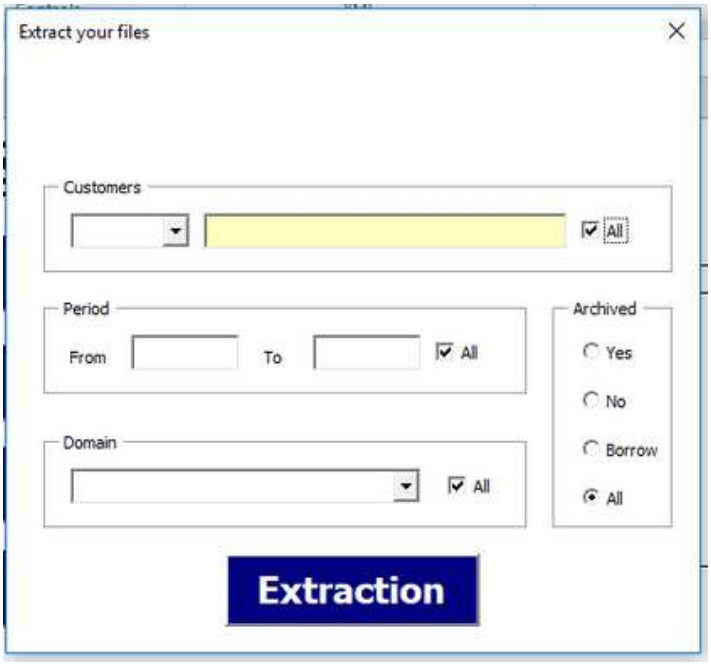
Compatible with Excel

Every business has a lot of documents (accounting, HR,...) to keep for legal reasons. But, if your archive area is not **set in order** properly and **standardized**, you will waste a lot of times.

Galaxlean and its consultant might help you to solve this issue with the development of a personal tool to manage your archive after performing a **5S** (methodology to reduce wastes).

Please, have a look on our tool with its features below.

Archive status management



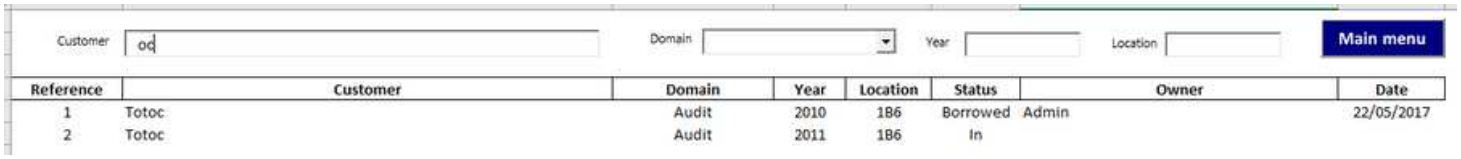
- Possibility to search by customer (or title) / domain / range of year / situation in your archives
- Parameters of research defined by the customer

Template to borrow files

Reference	Customer	Domain	Year	Location	Status
1	Totoc	Audit	2010	1B6	X

- **Easy to input**
- X – You already held the file
- O – You do not held the file
- Other user – The file is held by someone else
- Status defined by the customer

See your current archive status



Customer: od Domain: Year: Location: Main menu

Reference	Customer	Domain	Year	Location	Status	Owner	Date
1	Totoc	Audit	2010	1B6	Borrowed	Admin	22/05/2017
2	Totoc	Audit	2011	1B6	In		

- **Data processed automatically**
- Research by customer (or title) / domain / year / location
- Possibility to know the owner of the file
- Parameters defined by the customer

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HUMAN RESOURCES MANAGEMENT

Advantages

Easy to:

- Input for you and your staff
- Manage your headcount and their movements, your jobs and agencies
- Control of your payroll, evaluation, medical visits...

Automatic to:

- Perform check your current situation
- Detect your potential risk
- Perform your reportings and analysis

Adaptable with your own needs and particularities

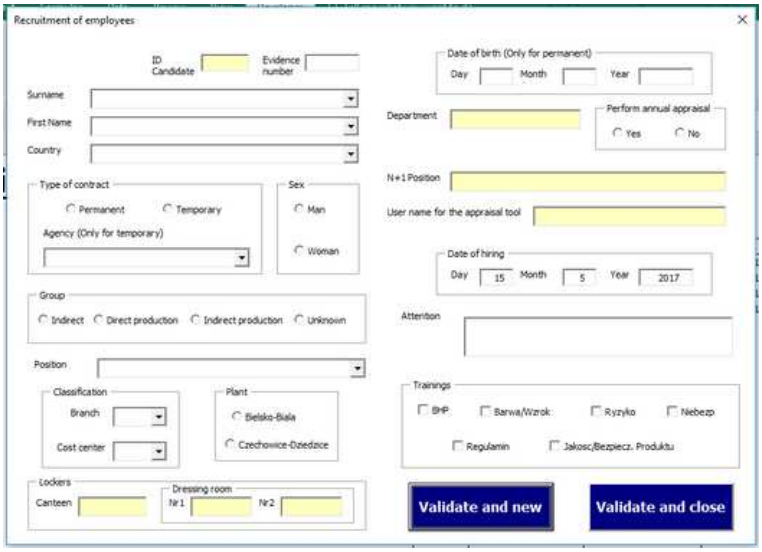
Compatible with Excel

Every business, when it grows, has to hire new talents to sustain its targets and **reach Excellence**. But the departure of your people might damage the reputation of your company and increase your costs. It is the reason why having a good Human Resources Management is essential.

Galaxlean and its consultant might help you to solve this issue by analyzing your current situation with your own data. Together, we will find some new opportunities for improvement.

Please, have a look on our tool with its features below.

Staff management

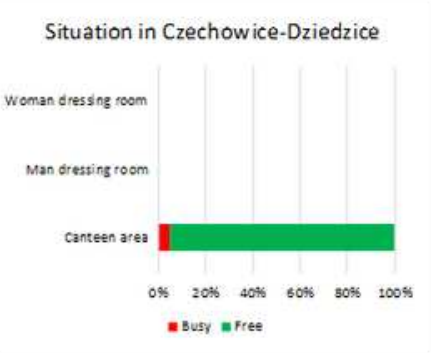


- Parameters defined by the customer

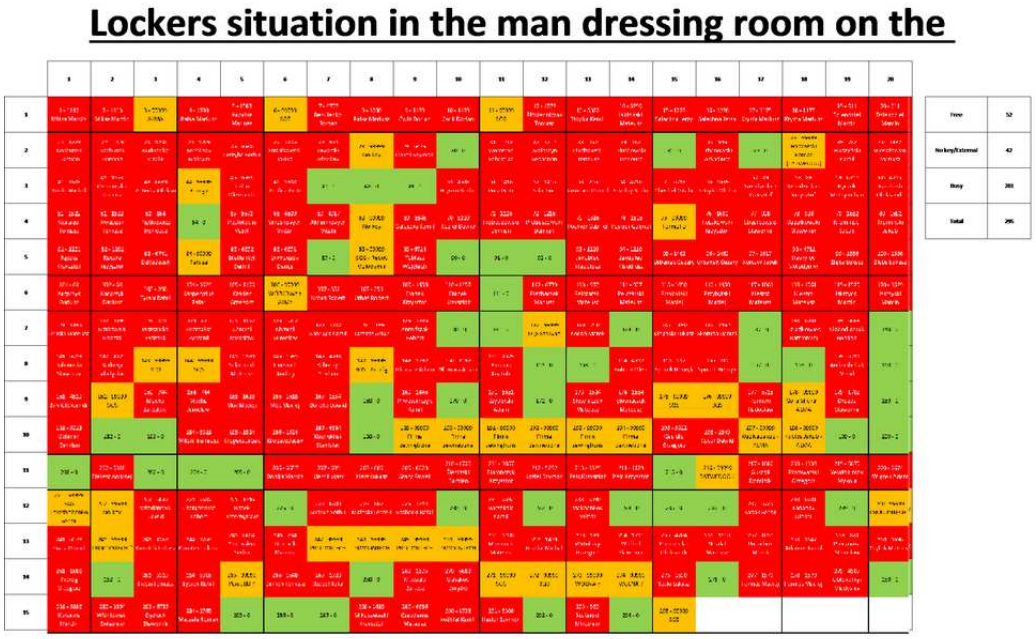
Locker management

Czechowice-Dziedzice

	Busy	Free	Total
Canteen area	1	19	20
Man dressing room	0	0	0
Woman dressing room	0	0	0



- Situation updated automatically when you are into the module
- Visual and graphs defined by the customer

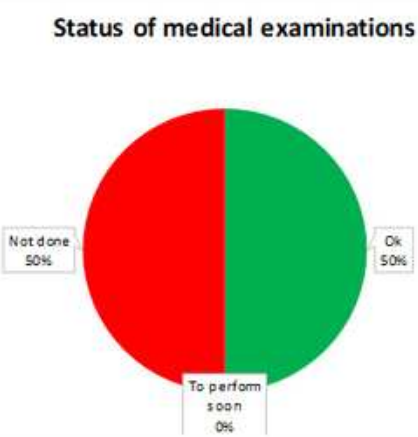


- **Red** for the lockers busy by employees
- **Orange** for the lockers busy by external / key missing
- **Green** for the free lockers

Medical examinations management

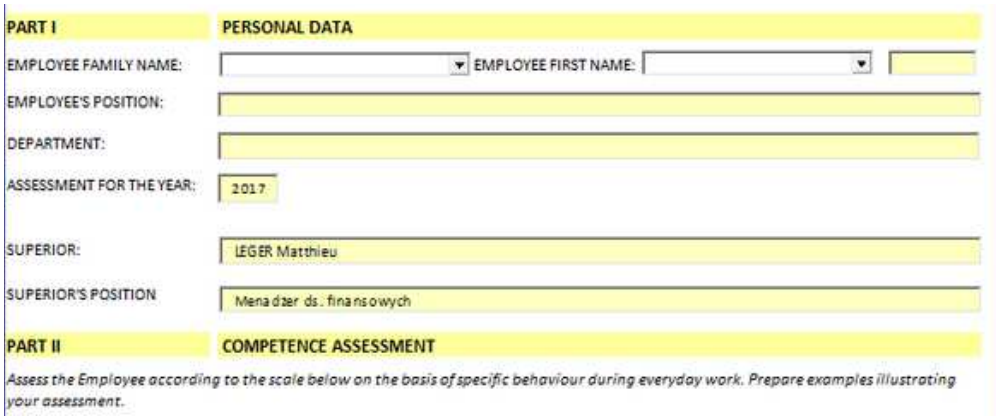
Status

	Total
Ok	1
To perform soon	0
Not done	1



- Situation updated automatically when you are into the module
- Visual and graphs defined by the customer

Yearly appraisals



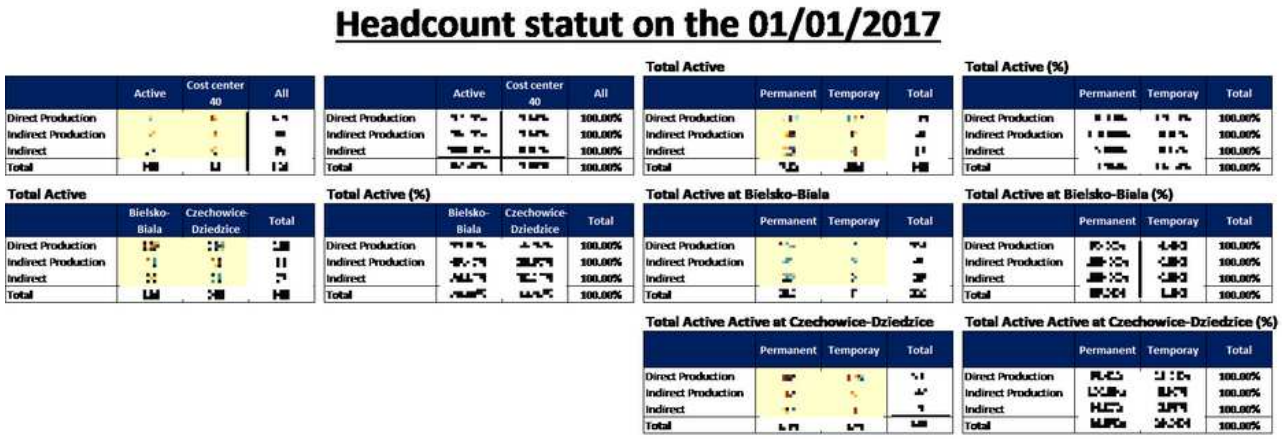
PART I	**PERSONAL DATA**
EMPLOYEE FAMILY NAME:	EMPLOYEE FIRST NAME:
EMPLOYEE'S POSITION:	
DEPARTMENT:	
ASSESSMENT FOR THE YEAR:	2017
SUPERIOR:	LEGER Matthieu
SUPERIOR'S POSITION	Menadżer ds. finansowych
PART II	**COMPETENCE ASSESSMENT**

Assess the Employee according to the scale below on the basis of specific behaviour during everyday work. Prepare examples illustrating your assessment.

- All questions and answers defined by the customer
- Reports and analysis can be **printed in PDF** via PowerPoint.

Reporting and analysis

- Easy to check your human risks within your business



Headcount statut on the 01/01/2017

	Active	Cost center 40	All
Direct Production			
Indirect Production			
Indirect			
Total			

	Active	Cost center 40	All
Direct Production			100,00%
Indirect Production			100,00%
Indirect			100,00%
Total			100,00%

Total Active

	Permanent	Temporay	Total
Direct Production			
Indirect Production			
Indirect			
Total			

Total Active (%)

	Permanent	Temporay	Total
Direct Production			100,00%
Indirect Production			100,00%
Indirect			100,00%
Total			100,00%

Total Active

	Bielsko-Biala	Czechowice-Dziedzice	Total
Direct Production			
Indirect Production			
Indirect			
Total			

Total Active (%)

	Bielsko-Biala	Czechowice-Dziedzice	Total
Direct Production			100,00%
Indirect Production			100,00%
Indirect			100,00%
Total			100,00%

Total Active at Bielsko-Biala

	Permanent	Temporay	Total
Direct Production			
Indirect Production			
Indirect			
Total			

Total Active at Bielsko-Biala (%)

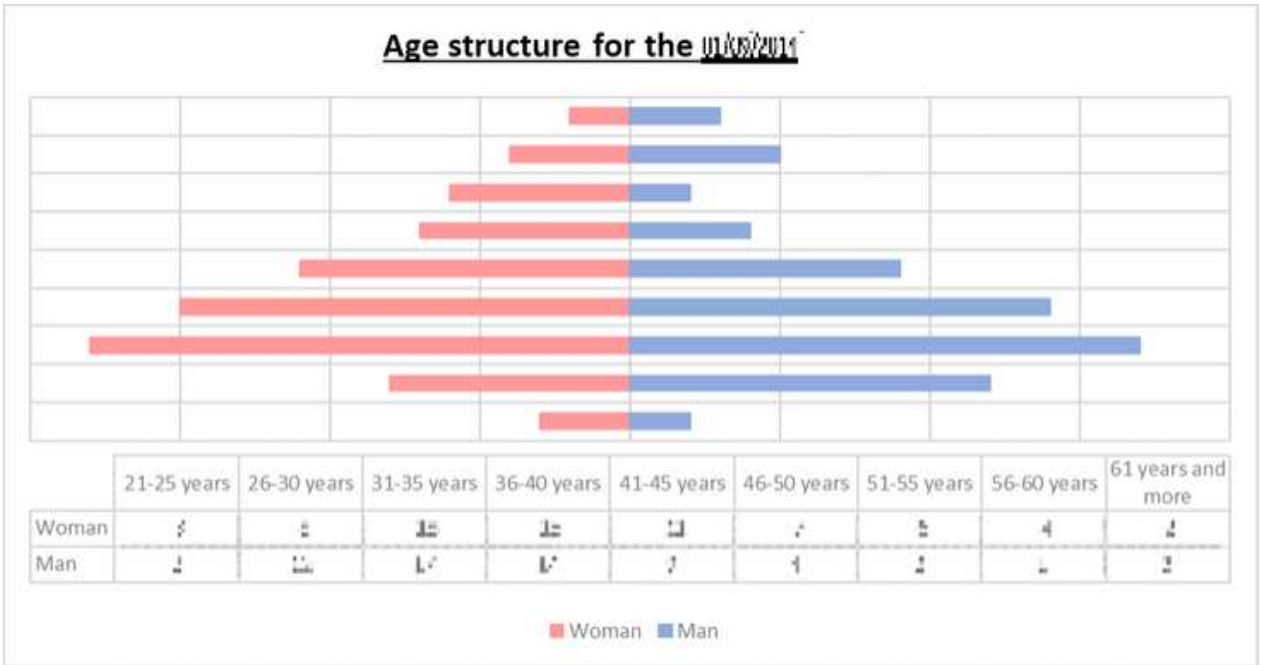
	Permanent	Temporay	Total
Direct Production			100,00%
Indirect Production			100,00%
Indirect			100,00%
Total			100,00%

Total Active Active at Czechowice-Dziedzice

	Permanent	Temporay	Total
Direct Production			
Indirect Production			
Indirect			
Total			

Total Active Active at Czechowice-Dziedzice (%)

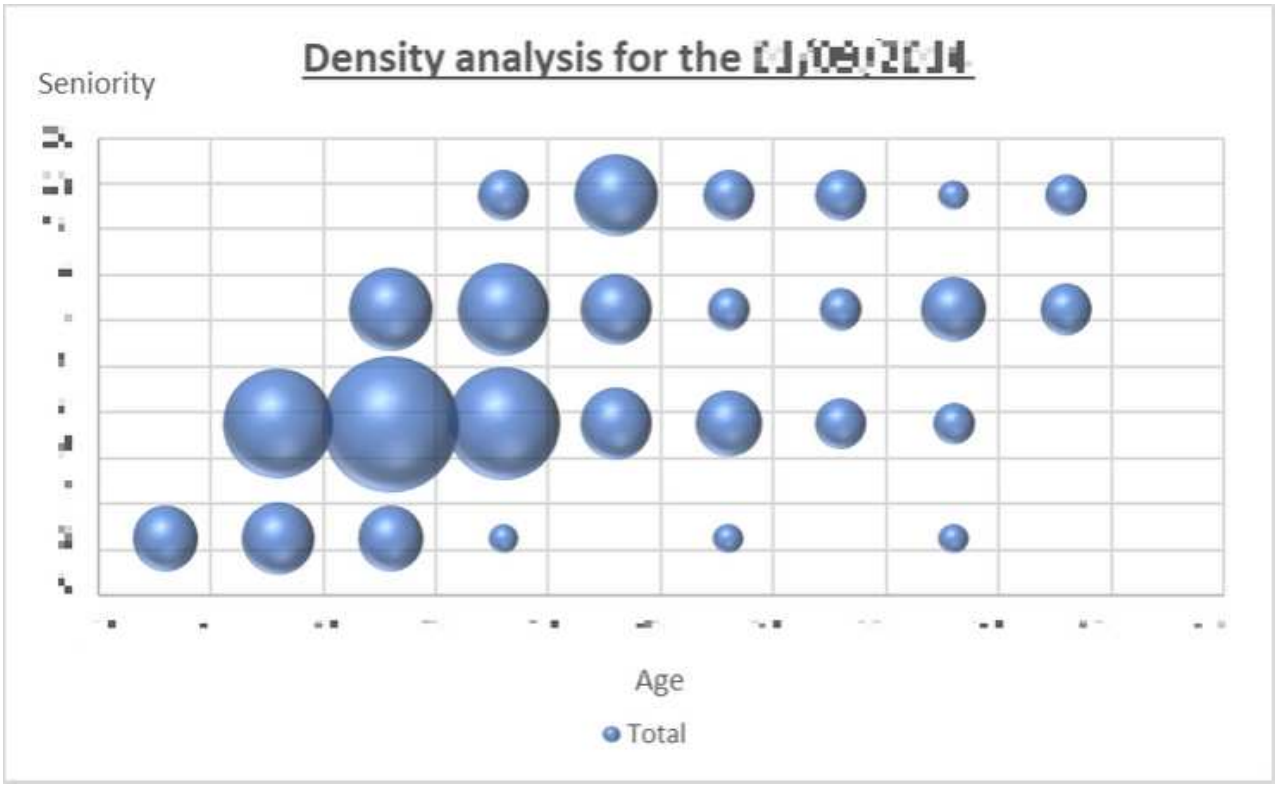
	Permanent	Temporay	Total
Direct Production			100,00%
Indirect Production			100,00%
Indirect			100,00%
Total			100,00%



Age structure for the [illegible]

	21-25 years	26-30 years	31-35 years	36-40 years	41-45 years	46-50 years	51-55 years	56-60 years	61 years and more
Woman									
Man									

Woman Man



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VOLUNTARIES ORGANIZATIONS & CHARITY

Advantages

Easy to:

- Manage your members
- Invoice your member
- Input payments from your members
- Extract your members

Automatic to:

- Perform analysis about your members

Adaptable with your own needs and particularities

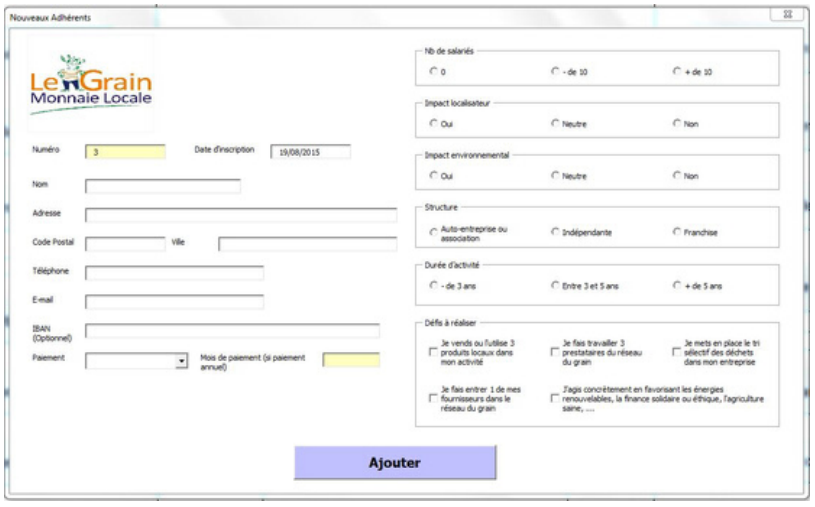
Compatible with Excel

Voluntaries organizations and charities have to manage their funds and members. They have a lot of talented and devoted people but sometime, they are not good enough to control and manage their data. Then, they will start to loose time.

Galaxlean and its consultant might help you to solve this issue with the development of a personal tool to manage your organization.

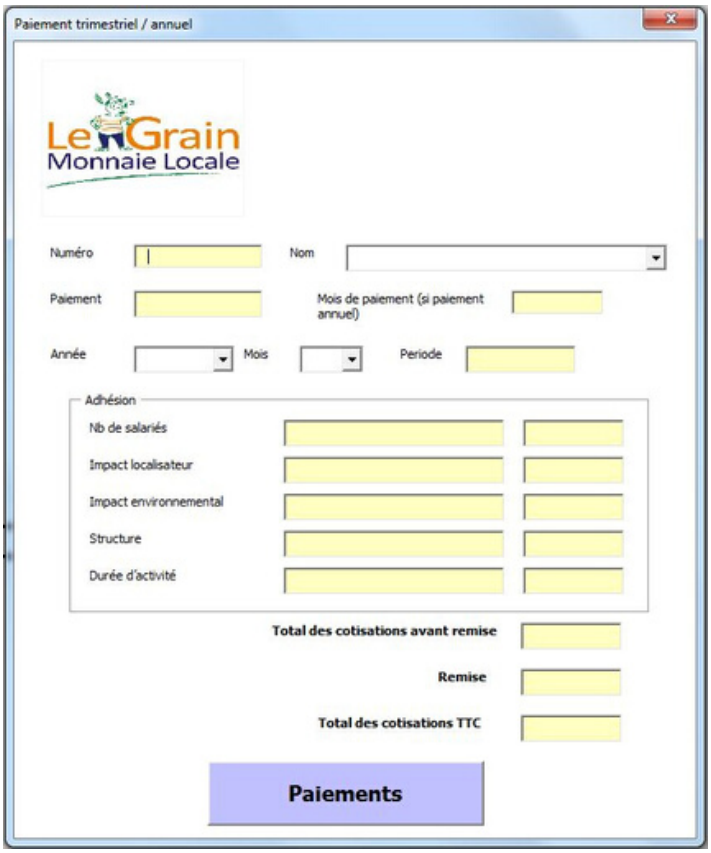
Please, have a look on one tool that I developed for a local voluntaries organization in Le Havre with its features below.

Membership management



- Criteria and parameters personalized and defined by the customer
- Option to modify and suspend a member

Easy invoicing & payment process



Invoices printed and saved on your computer/drive in PDF format

- Easy input of payments
- Easy extraction and control your payments
- Template and parameters defined by the customer
- Quick to process

Are you interested?

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Reporting and analysis

- All types of reporting and analysis are defined by the customer

REPORTING TOOLS

Advantages

Easy to:

- Visualize your data
- Analyse your data
- Make the best decisions

Automatic to:

- Compute your data

Adaptable with your own needs and particularities

Compatible with Excel

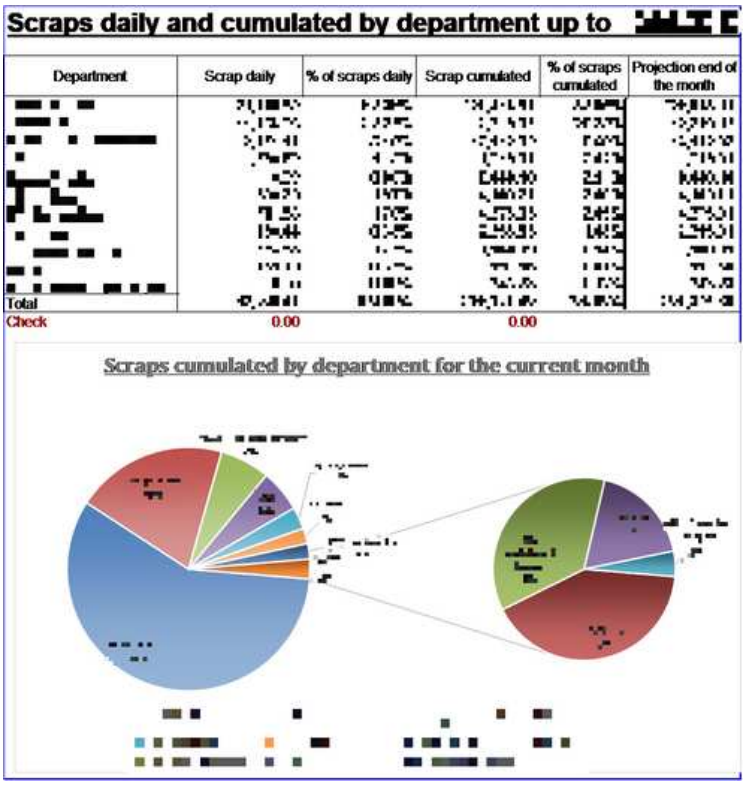
Making the right decisions on time are essential for a business. But before planing and acting, you have to **collect and analyse your own data**.

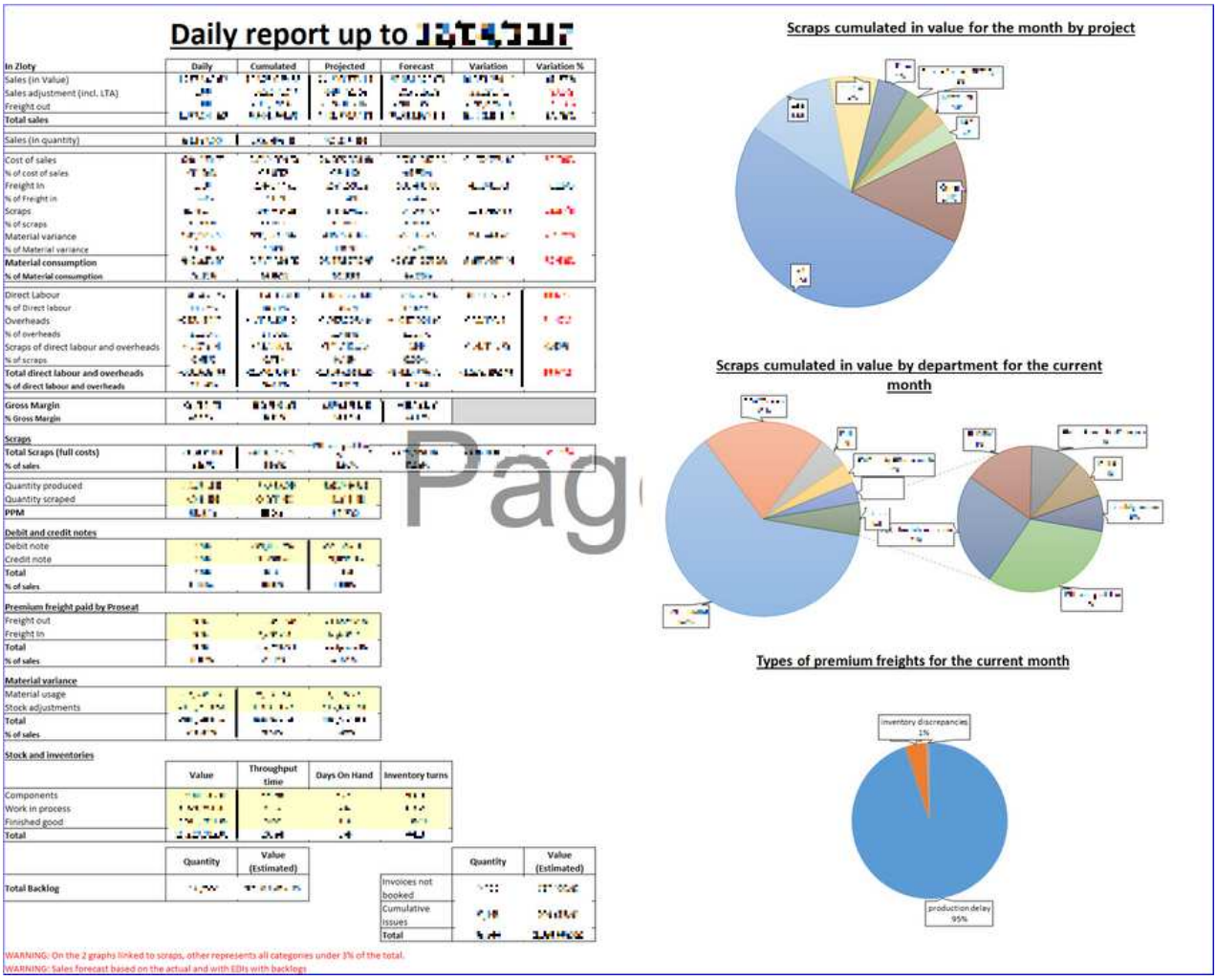
Galaxlean and its consultant might help you to solve this issue with the development of personal tools to analyze automatically your data and with visuals.

Please, have a look on our possible templates below.

Daily reporting

- Based on data from your ERP system
- Quick to process





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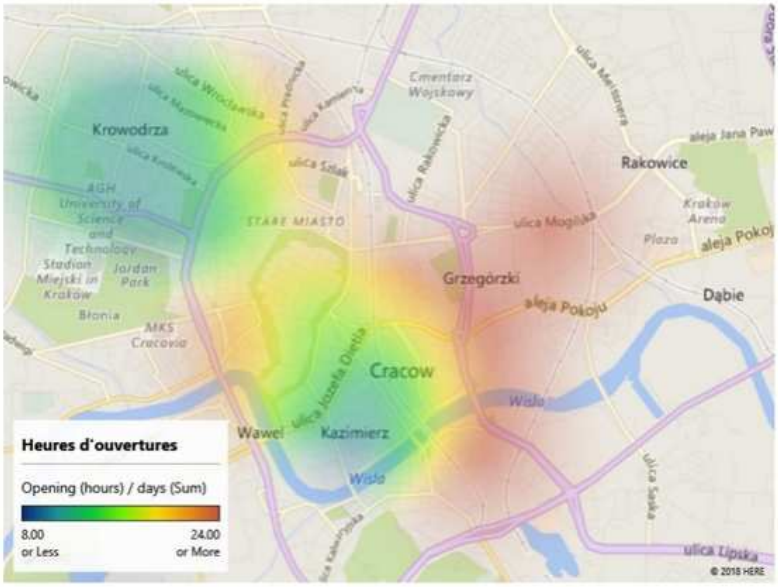
- Possibility to analyze your geographical data with maps.



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