

# GALAXLEAN

To increase your business performance

# Catalogue of possible products



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To increase your business performance



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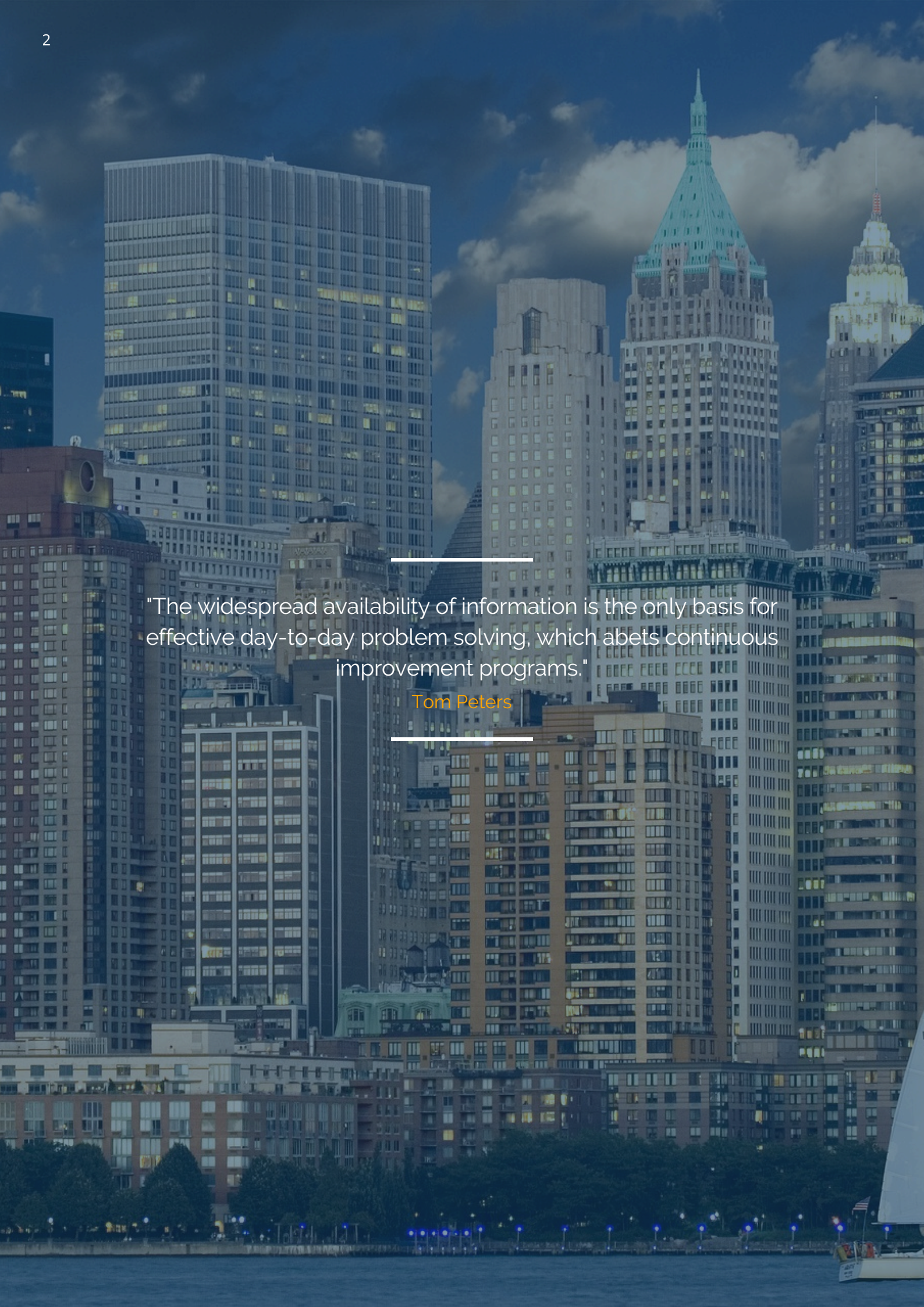
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"The widespread availability of information is the only basis for effective day-to-day problem solving, which abets continuous improvement programs."

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





A nighttime photograph of a city skyline. In the foreground, a large suspension bridge with many lights is visible. In the background, several tall skyscrapers are lit up, including one with a prominent spire. The sky is dark with some light clouds.

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

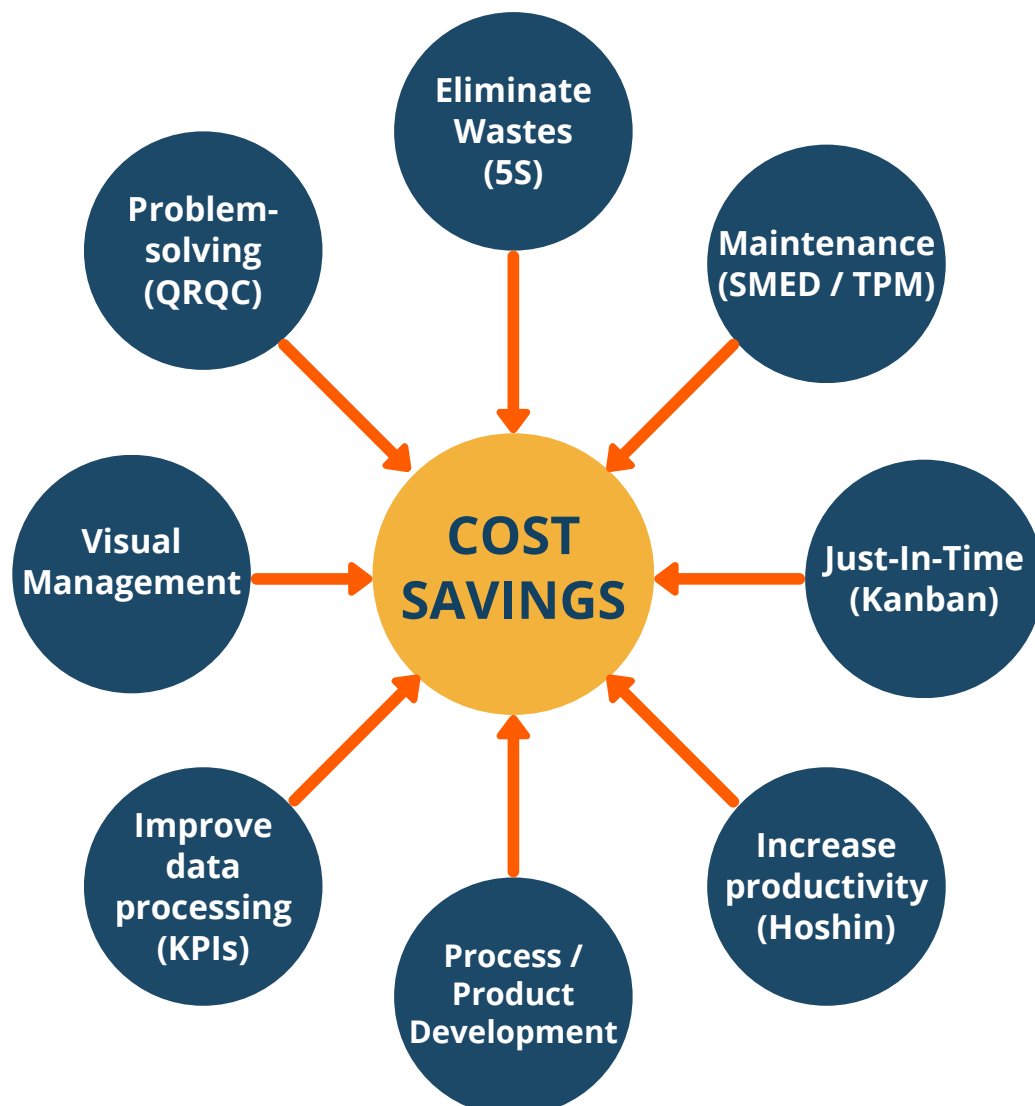
Taiichi ohno



# 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**

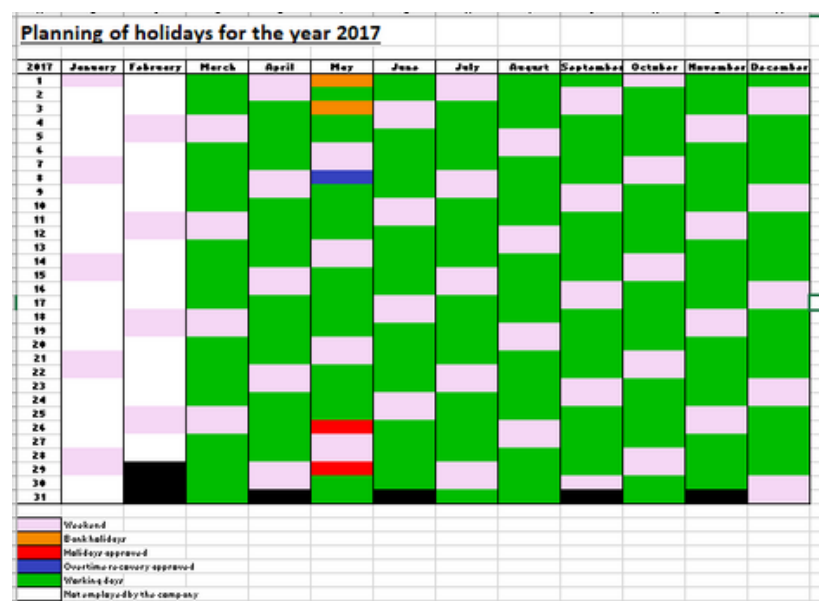
**Compatible with Excel**

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.

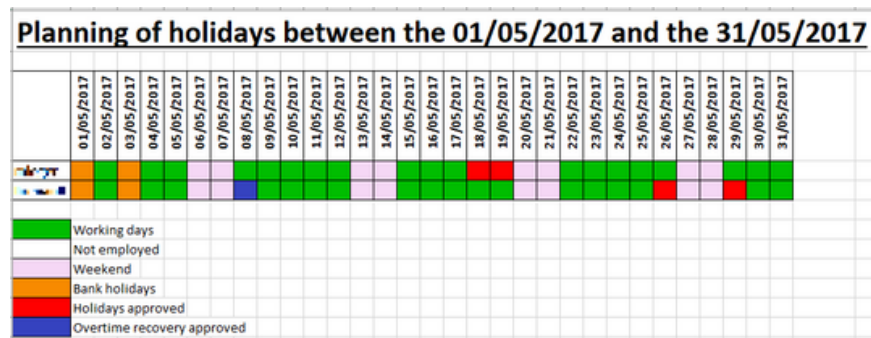
## Visual planning of holidays for users



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

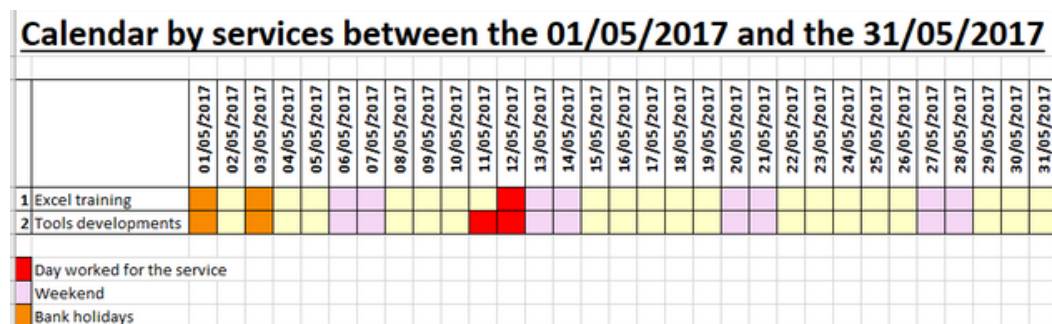


## Visual calendar of holidays taken for a specific period



- 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**.

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## Time controlling and absenteeism control

**Absenteeism and overtime between the 08/05/2017 and the 15/05/2017**

| 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         |          |           |               |           |           |        |           |
| <b>Total</b> | <b>18.00</b> |          |          |       |          | <b>18.00</b> | <b>48.00</b> |          |           | <b>37.50%</b> |           |           |        |           |

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
- Absenteeism and overtime rate
- Possibility to have a full overview of your company or by user





## Easy to:

- ## Automatic to:

- ## Adaptable with your own needs and particularities

## Compatible with Excel

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

## Easy invoicing

- 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

| <b>Cash flow forecast from the 26/08/2017 to the 25/09/2017</b> |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 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             |
| <b>Total Receivable</b>   | <b>19,760.00</b> | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      |
| 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             |
| <b>Total Payable</b>  | <b>-428.25</b>   | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      |
| <b>Cash balance</b>   | <b>19,331.75</b> | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      |
| <b>Cash flow cumulated</b>                                      | <b>29,331.75</b> | <b>29,331.75</b> | <b>29,331.75</b> | <b>29,331.75</b> | <b>29,331.75</b> | <b>29,331.75</b> | <b>29,331.75</b> | <b>29,331.75</b> | <b>29,331.75</b> | <b>29,331.75</b> |

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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             |
| <b>Total</b> | <b>29,331.75 zł</b> |                        | <b>19,331.75 zł</b>    |

|                   |                     |
|-------------------|---------------------|
| <b>Total cash</b> | <b>10,000.00 zł</b> |
|-------------------|---------------------|

- 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 **SS** (methodology to reduce wastes).

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

## Archive status management

Extract your files

Customers:  ☒ All

Period: From  To  ☒ All

Domain:  ☒ All

Archived:   
☐ Yes   
☐ No   
☐ Borrow   
☒ All

**Extraction**

- 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
- 0 – 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  |          | <input type="text" value="od"/> | Domain | <input type="text" value="Audit"/> | Year     | <input type="text" value="2010"/> | Location | <input type="text" value="1B6"/> | <a href="#">Main menu</a> |
|-----------|----------|---------------------------------|--------|------------------------------------|----------|-----------------------------------|----------|----------------------------------|---------------------------|
| 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.

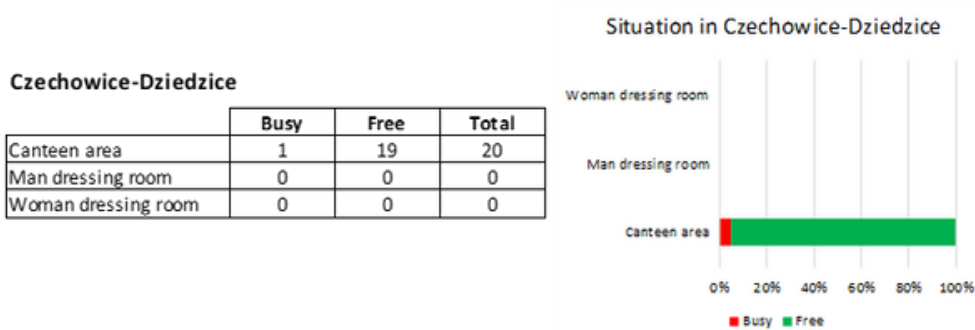
Galaxlean and its consultant might help you to solve this issue by analyzing your current situation with your own data. Together, we will find some new opportunities for improvement.

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

## Staff management

- Parameters defined by the customer

# Locker management



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

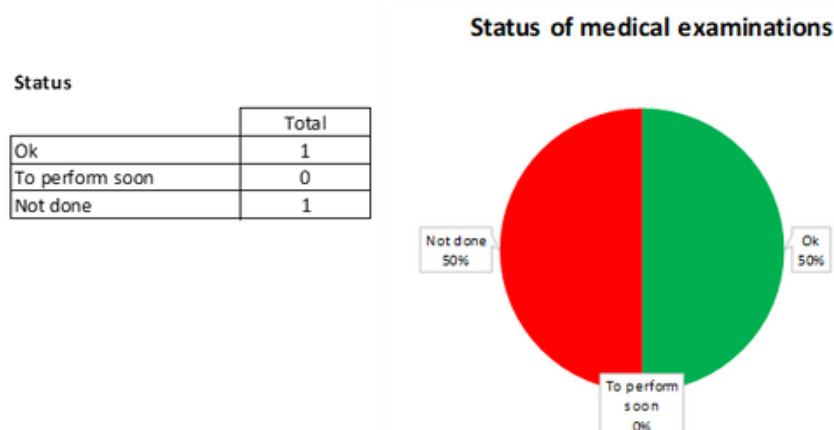
## Lockers situation in the man dressing room on the

|    | 1      | 2      | 3      | 4      | 5      | 6      | 7      | 8      | 9      | 10     | 11     | 12     | 13     | 14     | 15     | 16     | 17     | 18     | 19     | 20     |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1  | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 2  | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 3  | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 4  | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 5  | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 6  | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 7  | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 8  | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 9  | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 10 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 11 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 12 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 13 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 14 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |
| 15 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 | 10-100 |

|                   |     |
|-------------------|-----|
| Free              | 50  |
| Not busy/external | 40  |
| Busy              | 200 |
| Total             | 290 |

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

# Medical examinations management



- 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:  | <input type="text"/>                                   | EMPLOYEE FIRST NAME:  | <input type="text"/> |
| EMPLOYEE'S POSITION:   | <input type="text"/>                                   |                       |                      |
| DEPARTMENT:  | <input type="text"/>                                   |                       |                      |
| ASSESSMENT FOR THE YEAR:   | <input type="text" value="2017"/>                      |                       |                      |
| SUPERIOR:  | <input type="text" value="LEGER Matthieu"/>            |                       |                      |
| SUPERIOR'S POSITION  | <input type="text" value="Mena dzer 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<br>40 | All |
|---------------------|--------|-------------------|-----|
| Direct Production   |        |                   |     |
| Indirect Production |        |                   |     |
| Indirect            |        |                   |     |
| Total               |        |                   |     |

**Total Active**

|                     | Permanent | Temporary | Total |
|---------------------|-----------|-----------|-------|
| Direct Production   |           |           |       |
| Indirect Production |           |           |       |
| Indirect            |           |           |       |
| Total               |           |           |       |

**Total Active (%)**

|                     | Permanent | Temporary | Total |
|---------------------|-----------|-----------|-------|
| Direct Production   |           |           |       |
| Indirect Production |           |           |       |
| Indirect            |           |           |       |
| Total               |           |           |       |

**Total Active at Bielsko-Biala**

|                     | Permanent | Temporary | Total |
|---------------------|-----------|-----------|-------|
| Direct Production   |           |           |       |
| Indirect Production |           |           |       |
| Indirect            |           |           |       |
| Total               |           |           |       |

**Total Active at Bielsko-Biala (%)**

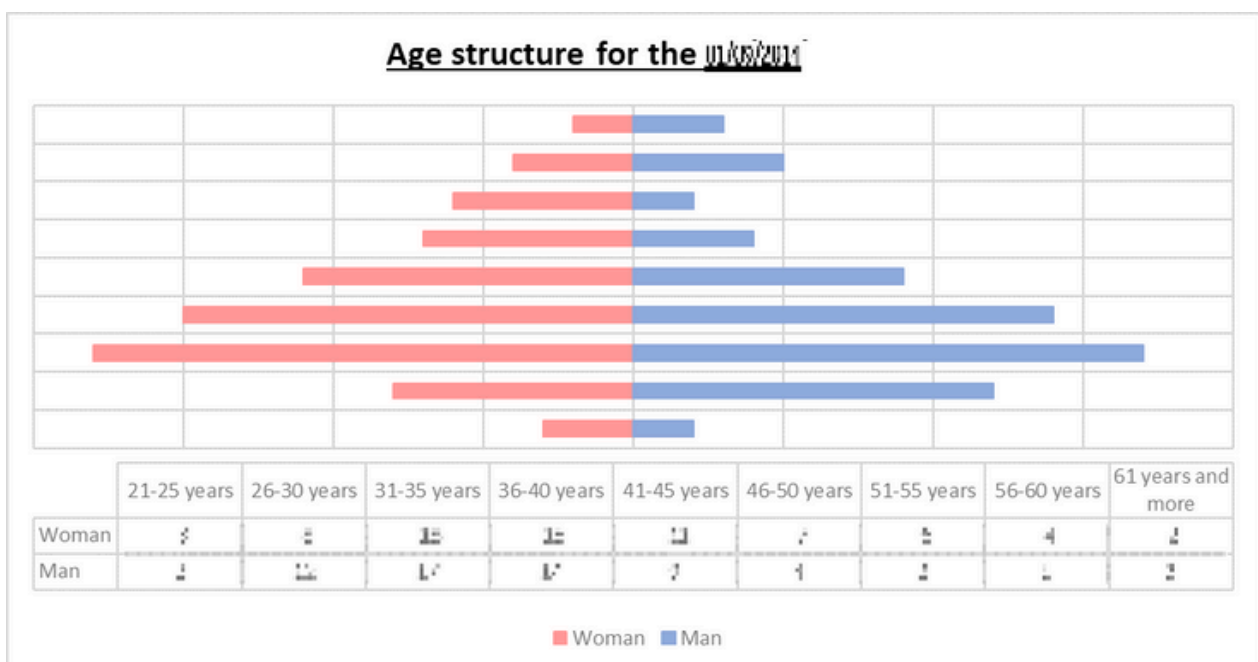
|                     | Permanent | Temporary | Total |
|---------------------|-----------|-----------|-------|
| Direct Production   |           |           |       |
| Indirect Production |           |           |       |
| Indirect            |           |           |       |
| Total               |           |           |       |

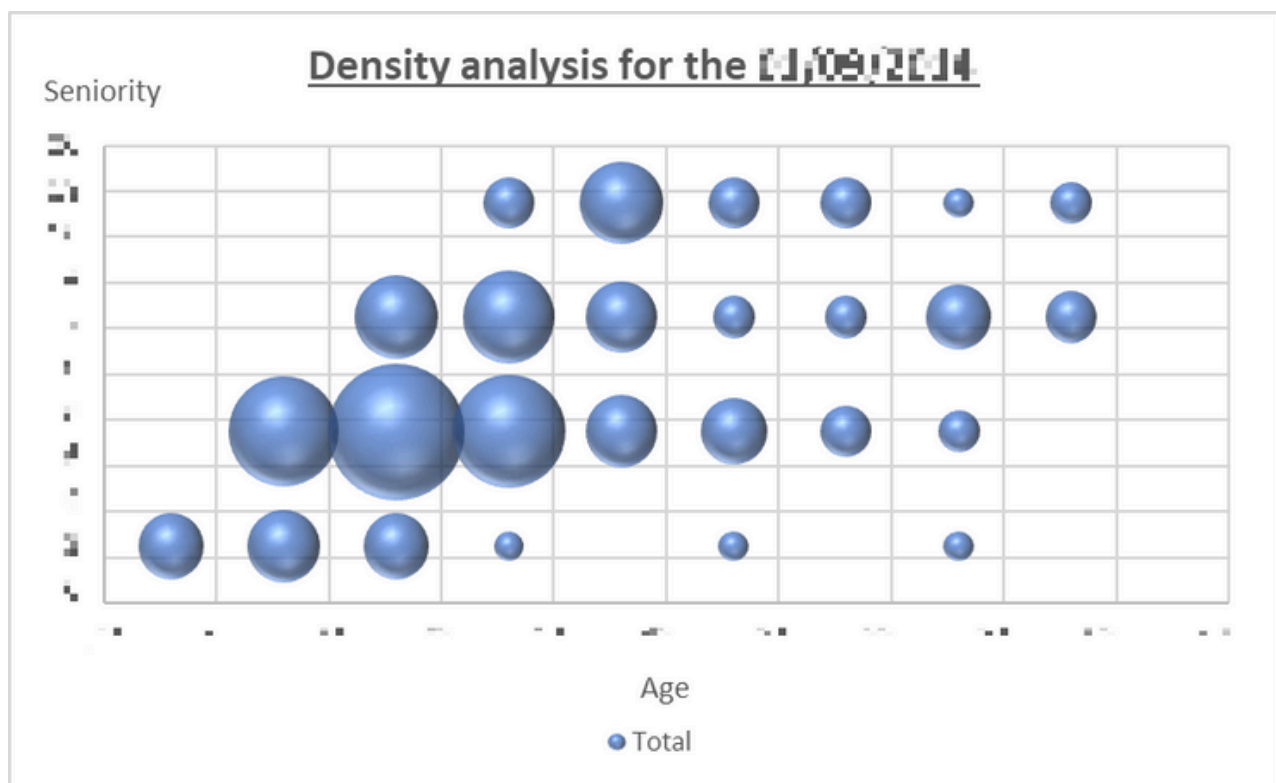
**Total Active Active at Czechowice-Dziedzice**

|                     | Permanent | Temporary | Total |
|---------------------|-----------|-----------|-------|
| Direct Production   |           |           |       |
| Indirect Production |           |           |       |
| Indirect            |           |           |       |
| Total               |           |           |       |

**Total Active Active at Czechowice-Dziedzice (%)**

|                     | Permanent | Temporary | Total |
|---------------------|-----------|-----------|-------|
| Direct Production   |           |           |       |
| Indirect Production |           |           |       |
| Indirect            |           |           |       |
| Total               |           |           |       |





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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

**Nouveaux Adhérents**

**Le Grain Monnaie Locale**

Numéro:  Date d'inscription:

Nom:

Adresse:

Code Postal:  Ville:

Téléphone:

E-mail:

SSAN (Optionnel):

Paiement:  Mois de paiement (si paiement annuel):

Nb de salariés: ☐ 0 ☐ - de 10 ☐ + de 10

Impact localisateur: ☐ Oui ☐ Neutre ☐ Non

Impact environnemental: ☐ Oui ☐ Neutre ☐ Non

Structure: ☐ Auto-entreprise ou association ☐ Indépendante ☐ Franchise

Durée d'activité: ☐ - de 3 ans ☐ Entre 3 et 5 ans ☐ + de 5 ans

**Défis à réaliser:**

☐ Je vends ou j'utilise 3 produits locaux dans mon activité

☐ Je fais travailler 3 prestataires du réseau du grain

☐ Je mets en place le tri sélectif des déchets dans mon entreprise

☐ Je fais entrer 1 de mes fournisseurs dans le réseau du grain

☐ J'agis concrètement en favorisant les énergies renouvelables, la finance solidaire ou éthique, l'agriculture saine, ...

**Ajouter**

- 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?



**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.

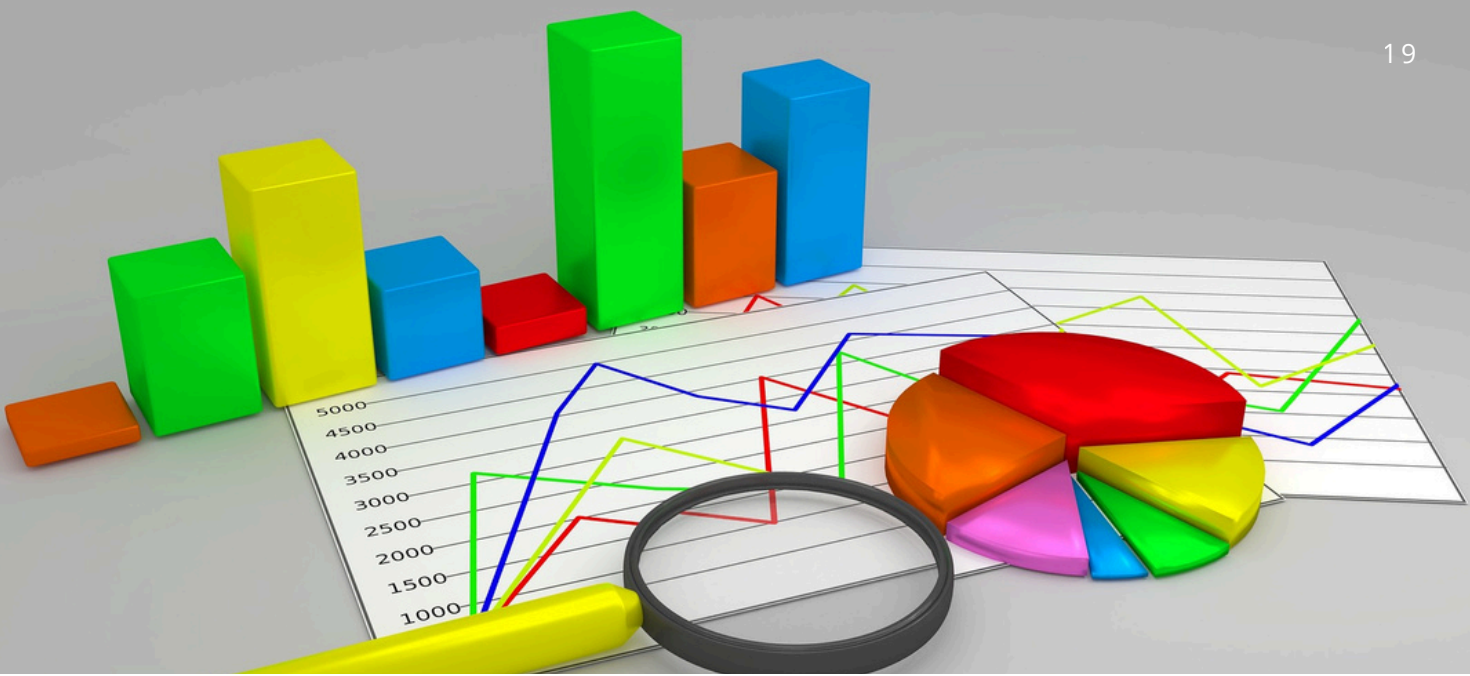
**Email:** [contact@galaxlean.com](mailto:contact@galaxlean.com)

**Phone:** +48 780 711 047 / +33 6 03 58 76 31

## 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**

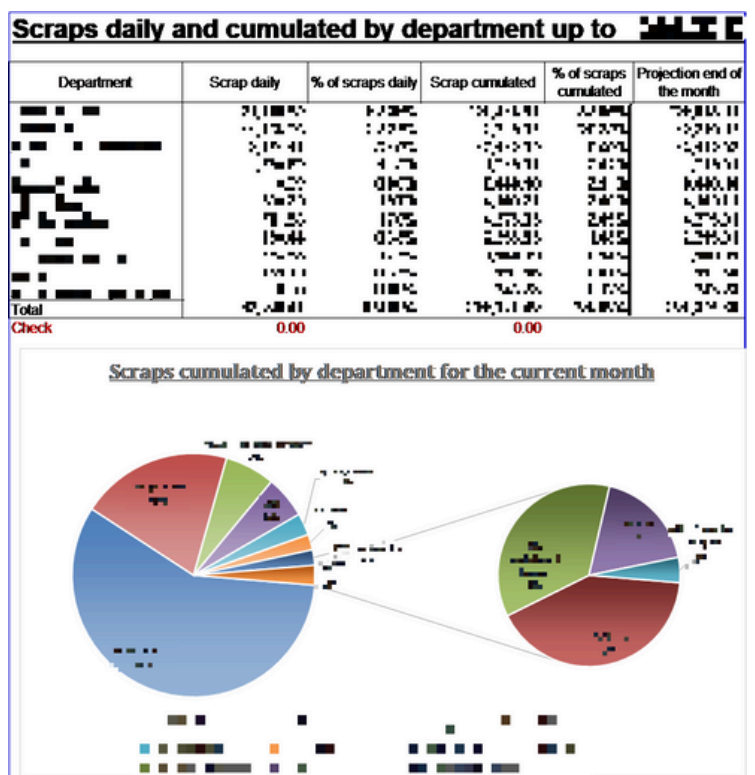
Making the right decisions on time are essential for a business. But before planing and acting, you have to **collect and analyse your own data**.

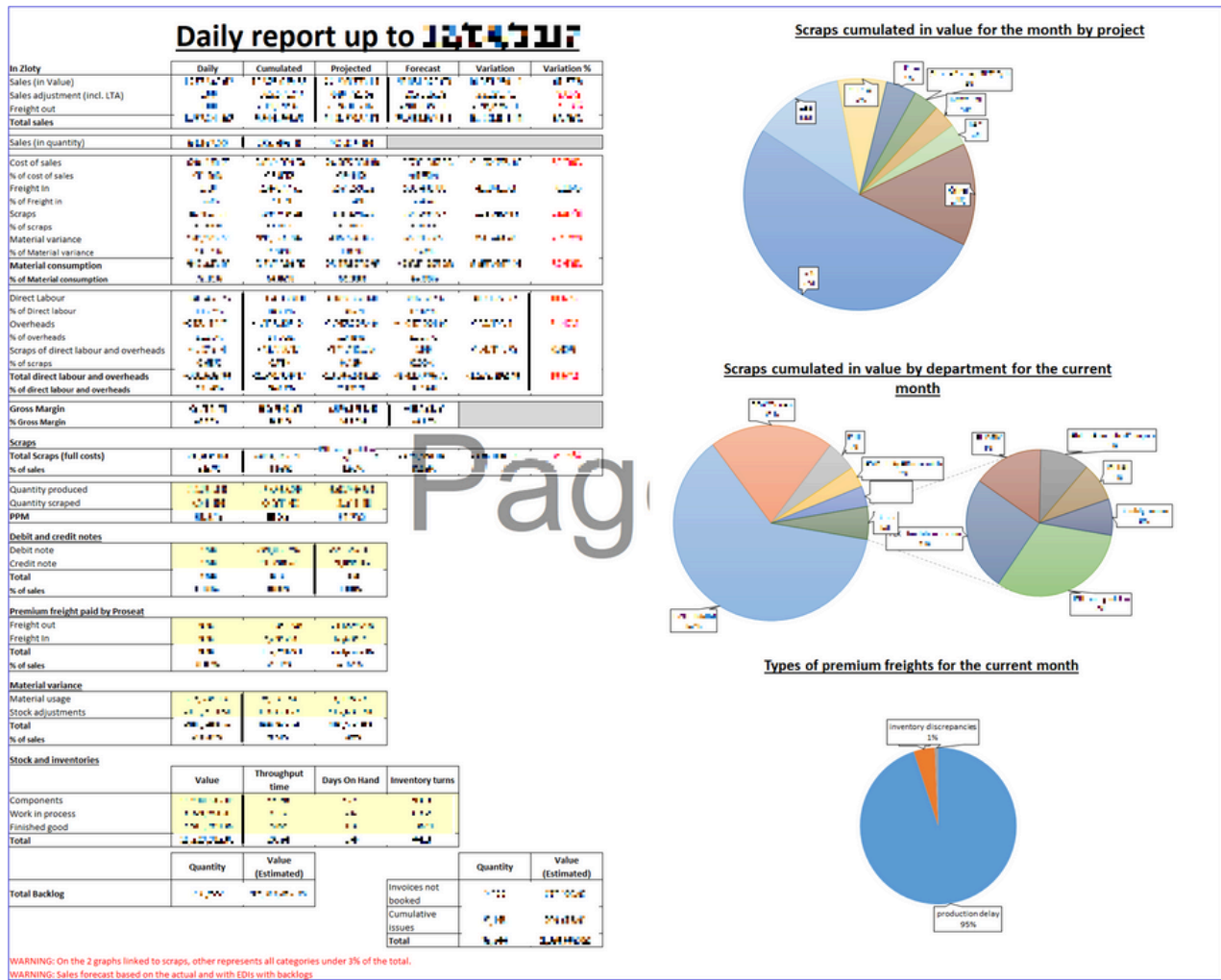
Galaxlean and its consultant might help you to solve this issue with the development of personal tools to analyze automatically your data and with visuals.

Please, have a look on our possible templates below.

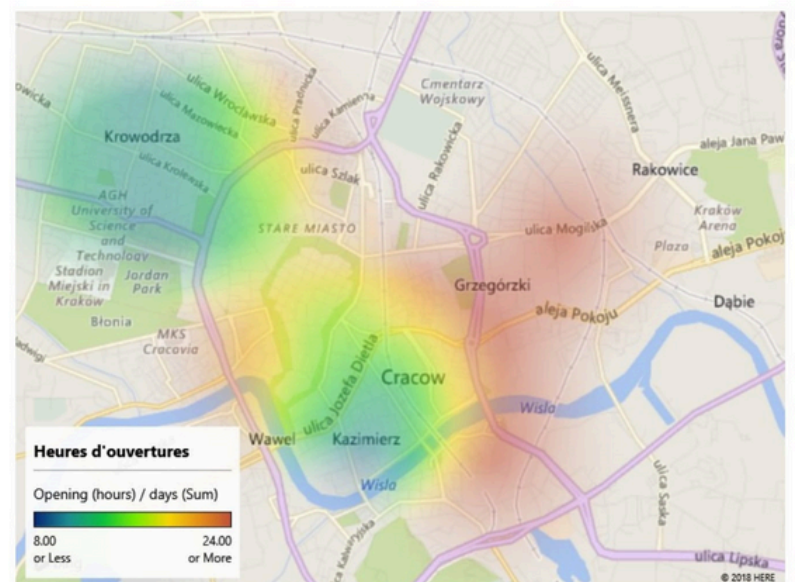
## Daily reporting

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





- Possibility to analyze your geographical data with maps.



## Are you interested?

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