

# LEANFORMS

**Record, validate and improve  
your business processes**

*Understanding your business*



*LEANFORMS is simple and versatile software that allows users to record, validate and improve their business processes using web based forms. LEANFORMS makes it easy to map and collect data from existing processes data and use this data for optimising process processes using web based forms. LEANFORMS works across a wide range of business processes ranging from manufacturing to administration offices and from healthcare to logistics. LEANFORMS is flexible and adaptable and can be used effectively in all sectors.*

## **LEANFORMS – assign action items, analyse and improve**

With LEANFORMS you can quickly produce simple electronic forms to:

- ✓ gather information (industrial data, instructions, best practices)
- ✓ compile reports (complaints, incidents, mistakes, suggestions for improvements)
- ✓ manage actions and ensure the right way of working

All data entered by users is stored centrally. All system information can be easily retrieved in order to analyse trends and compile management information reports. In this way, you can validate that all of your business processes are working correctly.

## **Features**

LEANFORMS is simple to use and has a number of features that allow users:

- ✓ to design, customise and manage (multilingual) forms
- ✓ to get started quickly with a versatile library of example forms
- ✓ to easily prepare custom-made reports
- ✓ to automatically forward forms to other users
- ✓ to easily insert photographs and other images directly to your forms
- ✓ to add appendices e.g. Word documents
- ✓ to easily locate and print forms (e.g. for communication boards)
- ✓ to export data to Windows based programs

LEANFORMS is web based. This means that you have no need for on-going maintenance and no additional IT costs. LEANFORMS also has the ability to exchange data with other applications.

LEANFORMS can be used immediately without the need for customisation.

# UNDERSTANDING YOUR BUSINESS

## Simple and effective

LEANFORMS has been developed based on our practical experience. Many organisations work with numerous complex software packages. This means that it is not easy to validate existing data in these systems and the data is not always available when and where it is required.

LEANFORMS adheres to the principle of Lean Manufacturing: it prevents waste and makes your data accessible without unnecessary complications. It is very user-friendly and it can be used quickly by all members of staff, with little or no support.

## What are the benefits?

LEANFORMS is provided under licence at a very competitive price. What's more, there is no requirement for further training and consultancy. For the initial investment you will achieve:

- ✓ better information and reports in a format that exactly meets your needs
- ✓ no time wasted looking for data. Reports communicated quickly.
- ✓ better communication and cooperation as the information is readily accessible to all
- ✓ flexibility – forms can be adapted to changes in practises in your organisation

**LEANFORMS has low cost and gives substantial return on investment**

The image displays three overlapping screenshots of the LEANFORMS software interface. The top-left screenshot shows a user profile for Anton Schaeferlaeckens and a form titled '5S Productie' with fields for 'Formulier nr.' (P55-232) and 'Indiener'. The top-right screenshot shows a 'Formulier beheer' (Form Management) screen with a table of forms and a search filter set to 'Nederlands'. The bottom screenshot shows a 'Formulier beheer' screen with a process flow diagram (routing table) involving roles like 'Kwaliteitsmanager' and 'Juergen'.

Code	Titel	Status	Categorie
0036	P55	Actief	Lean
0037	BBS1	Actief	Veiligheid
0043	KPI	Actief	Management
0049	Au	Actief	Audits
0050	Ver	Actief	Lean
0051	lbrlog	Actief	Veiligheid
0056	old	Actief	Lean
0059	RFOBSERV	Actief	Veiligheid
0051	RFSAFGTBOM	Actief	Veiligheid
0052	TRA	Actief	Veiligheid
0053	HeCa	Actief	Zorg
0054	muda	Actief	Lean
0057	VC	Actief	Zorg
0052	OO	Actief	Administration

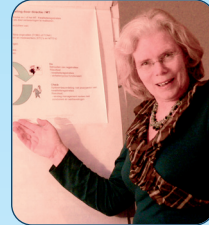
Formulier beheer

Titel: verbeterCycus  
Code: VC  
Nummer: 37  
Categorie: Zorg  
Status: Actief

*Design forms, routing tables and reports, accessible from one screen - Drag and Drop*

## Experiences

As a quality advisor in the medical sector, I find that continuous improvement of processes is a major challenge. Using the plan-do-check-act-cycle, LEANFORMS makes it possible to systematically log quality issues and to develop improvement plans. With a simple keystroke, trend analyses and progress reports can be generated to allow evaluation of the system.



*Lucie van Cranenburgh, owner of De Cranenburgh, Bureau voor Kwaliteitsmanagement*

We have spent a considerable time looking for a reliable form generator that can be used by industrial organisations to improve their processes. When I saw how simple it is to make and to adapt forms using LEANFORMS, I was delighted. The language module is very practical for companies with multi-lingual staff. LEANFORMS is a very useful addition to our product portfolio.



*Lex Blanker, managing director Visual Solutions & Improvements*

### Want to learn more?

Would you like to discover if LEANFORMS could work for you? You can order a free demo right now to find out how easily it works in practice.

***If you have any more questions we would be delighted to answer them.***

### LEANFORMS

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