



The Lean Desktop and Networking Pocket Guide XL - Tools for the Front-Line Worker in Eliminating Waste when using Software Applications

Vlado Baban, Matt Smith, Doug Fertuck, Bob Angeli, P.E., Don Tapping

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The Lean Desktop and Networking Pocket Guide XL is designed to be a convenient, quick reference book providing valuable insight into how Lean can be applied to data as it is pulled, analyzed, formatted, and sent through various Desktop and networking applications. The Lean Desktop and Networking Pocket Guide XL details the application of Lean (i.e., the tools and concepts derived from the Toyota Production System), that when leveraged with Microsoft Office and Open Source applications, can assist to better manage data on a daily basis while improving office productivity. Desktop Lean will create a new generation of power users and enhance a typical office worker's ability to work individually, as well as collaborate in work group type situations. This new power user is a person that readily learns new applications while integrating Lean tools and concepts to eliminate all process waste. The following are the applications that will be referenced throughout this pocket guide: Microsoft Office (Excel, Access, and Visio) Microsoft Internet Explorer/Mozilla Firefox Google Docs CRM (Customer Relationship Management) Open Source applications (Open Source refers to software that is distributed freely, along with the source code) such as vTiger, Zimbra, Survey Monkey, etc. Learn through case study examples on how the Lean concepts of 5S (Windows Explorer), takt time (Excel), continuous flow (vTiger), leveling (Excel), value stream mapping (Excel and Visio), work load balancing (Excel), etc. can be used within the context of the Desktop and networking environment. The Lean Desktop and Networking Pocket Guide XL takes Lean into the 21st century! Note: The Lean Desktop and Networking Pocket Guide XL has a wide range of application case study examples, from writing simple formulas, to creating hyperlinks, to compiling programs in MS Access. Keep in mind the intent of this book is to not teach the various applications, but demonstrate how Lean can be leveraged within applications for the typical worker today.

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