



# 10 Reasons to Use a CMMS over Maintenance Spreadsheets





# THE PROBLEM WITH USING SPREADSHEETS FOR MAINTENANCE MANAGEMENT

It's no surprise that spreadsheets have long been the preferred maintenance tracking tool for facility and maintenance managers. After all, nearly every business owns spreadsheet software, such as Microsoft Excel, and most employees are already familiar with using it.

But despite their convenience, spreadsheets are just simply not designed for maintenance purposes and add to the everyday complexity of maintenance management. In the following pages, you will see why more and more maintenance managers are ditching homemade maintenance spreadsheets and investing in computerized maintenance management software (CMMS).



## 1. PREVENTIVE MAINTENANCE TRIGGERS

Maintenance software allows you to easily schedule preventive maintenance work and automatically notify technicians when work needs to be done. Work orders can be triggered by calendar date, runtime or meter reading, or monitored equipment condition.

Spreadsheet software has no notification mechanism, meaning that technicians must constantly open spreadsheets and search through lists of dates in order to find upcoming work assignments.

## 2. REPORTING AND ANALYTICS

Spreadsheet software only provides basic reports, graphs, and charts, and may require additional formatting to produce the desired results. Also, complex calculations require the use of formulas which can become invalidated by syntax errors or data entry mistakes.

In comparison, CMMS reports are preformatted and can be generated with little effort, usually within a mouse click or two. Calculations in maintenance software are also performed automatically, meaning there are no formulas to memorize and there is less room for error.





### 3. SYSTEM ACCESSIBILITY

Web-based CMMS software can be accessed from any internet-enabled computer, laptop, tablet, or smart phone, allowing you to take the software with you wherever you go. Spreadsheet software restricts employees to local computers and requires them to return to the workstation each time an update needs to be made.

### 4. ACCESS TO CRITICAL DOCUMENTS

Another benefit of computerized maintenance software is the ability to upload and attach critical maintenance and safety documents to work orders. This includes resources like manuals, schematics, warranty agreements, images, and even videos. Without this capability, you can spend hours searching for operations manuals or drawings. Paper versions of these documents can also be lost or permanently damaged.





## 6. SAFEGUARD MAINTENANCE DATA

Spreadsheet files stored in a shared location allow anyone to access them and make changes to their contents. This makes the file vulnerable to unwanted changes, deletion, or corruption, with no way to restore the previous version. Additionally, there may be multiple copies of the same file on employee workstations, meaning that technicians risk working from an out-of-date version.

CMMS software allows administrators to set user rights that control what technicians do and see in the software. This greatly reduces the risk that changes will be lost, overwritten, or deleted. If disaster strikes, the database that houses the information can be restored back to its most recent version.

## 5. REAL-TIME INFORMATION

When a spreadsheet is in use, other employees must wait until the file becomes available before they can make updates. If a technician forgets to close the file before walking away from the computer, all other team members become locked out. Computerized maintenance management software allows multiple people to be logged into the system at once and updates instantly, ensuring that everyone is working from the most up-to-date information.







## 8. INVENTORY CONTROL AND PART TRACKING

An effective supply chain management strategy relies on the accurate tracking of maintenance, repair, and operations (MRO) inventory. A CMMS stores all of your inventory and vendor information in a single place, so that you can track parts usage and optimize inventory costs. When parts are used, the CMMS automatically reduces stock levels and notifies you when parts need to be reordered. Spreadsheets struggle to connect you inventory, vendor, and purchasing data in a meaningful way, making it more difficult to react to what is going on in your facility.

## 7. AUDITING, REGULATION, AND COMPLIANCE

Maintenance software makes passing audits and complying with regulatory requirements a cinch by creating a digital paper trail of work orders. The software can also quickly generate reports that detail work performed and automatically log when changes were made and who made them. Preparing for audits using spreadsheets requires much more time and effort. Maintenance managers must search through a sea of spreadsheets, paper copies, and other notes in order to find the appropriate documentation.





## 10. SPECIALIZATION

As useful as spreadsheets can be, they will never live up to the power of computerized maintenance management software. Spreadsheet software was just not designed with facility and maintenance managers in mind, and cannot effectively handle the complex tasks that befall maintenance managers. Even with advanced knowledge, it is almost impossible to achieve the same level of sophistication of a CMMS in a spreadsheet. In comparison, CMMS software was developed specifically for use in industrial settings, and offers industry-specific features and capabilities.

## 9. CUSTOMER SERVICE

CMMS software creates a communication channel between the maintenance team and the rest of your organization via a service request portal. New requests are automatically displayed in the software, where managers can address the request, document the work, and automatically communicate the work request's status throughout.

With spreadsheets, data must be entered by hand, and updates must be provided by phone or email. If critical information needed to complete the request is not provided initially, additional follow-up is required, further delaying repairs.



# FTMaintenance

FTMaintenance is a feature-rich, easy-to-use CMMS solution that automates maintenance tasks and connects you with powerful data for smarter maintenance management. Available as an affordable Software as a Service (SaaS) subscription, a convenient cloud-based purchase, or a traditional locally hosted solution, FTMaintenance is designed to work in any environment and fit any budget. Learn more at [www.ftmaintenance.com](http://www.ftmaintenance.com).

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