

**7 WAYS  
SPREADSHEETS  
WILL  
RUIN YOUR LIFE**

AND WHAT TO DO ABOUT IT.



# THEY **WASTE** YOUR TIME

- Manual entry
- Manual notifications
- Manual reminders
- Manual grading
- Manual record-keeping

Are your hands **tired** yet?



**THEY'RE FULL OF ERRORS**



**People make mistakes.**

A spreadsheet will record those mistakes, and make it hard to recover correct versions of the records.

**2**

# THEY'RE A LEGAL LIABILITY RISK



- A spreadsheet isn't good evidence of **compliance**.
- They are easily **manipulated** or even faked.
- An **auditor** may not accept your spreadsheet tracking.

# THEY AREN'T SECURE

Employee Privacy

Data Backup

Internal Information Security

## AT RISK

# 4

# THEY'RE NOT AVAILABLE 24/7



Spreadsheet programs only allow one user to edit at a time; if the computer hosting the spreadsheet is turned off, no one can get to it at all.



5

# THEY EXCLUDE YOUR END USERS

Employees have to **rely on training managers** for information about their training history.

Trainees don't have direct **access** to their own records.

Feedback is **slow**;

Involvement, autonomy, & accountability are **limited**.



# THEY WON'T REDUCE YOUR **COST**



By **wasting time** maintaining records manually, you may end up hiring **MORE** employees to keep up.





# ELEAP IS DIFFERENT

**Secure**



**Automatic**



**Multi-user**



**Available**

**Anytime,**

**Anywhere**



**Fast**



**Accountable**



**Reliable**

*eLeap*

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