How to Manually Create a Backup

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Introduction

This process provides you ability to manually create a backup. One reason a manual backup would be done would be if you are making any bulk changes in Gym Assistant. The backup can then be used to recover your data back to the date and time the backup was preformed and prior to the bulk changes.

Be in the Gym Assistant program.

• Begin by clicking File > Backup > To Disk.



• You will then choose to select **All Critical Data** or **Selected Critical Data**. Verify that the **Filename** and **Location** are correct, or click Browse to select a different location for the Backup to be sent > click **Backup**.

	Membership Data	Notos
		Add-Ons
	Visits	
	Letters, Forms & Reports	ProShop Files
	Measurements	TimeClock
* Photos and A	ttachments will be saved separately in the	backup folder.
Name and Location		
PName and Location Filename: GABackup-SuzettesGyr	n.gbu	

• On the next page click **Yes** making a note of where the backup has been saved if needed.

	×
WARNING: Your Backup Path is set to:	
c:\Gym Assistant 2.6\Backup	
It is NOT a good idea to backup your data to your local hard drive. If your local hard drive were to fail then you would lose BOTH your data AND your backup!	
You should backup to a flash drive or external disk, if possible.	
Are you sure that you want to backup your data to your local hard drive at this time?	
No Yes)
	WARNING: Your Backup Path is set to: c:\Gym Assistant 2.6\Backup It is NOT a good idea to backup your data to your local hard drive. If your local hard drive were to fail then you would lose BOTH your data AND your backup! You should backup to a flash drive or external disk, if possible. Are you sure that you want to backup your data to your local hard drive at this time? No Yes

• Click **OK** in the final box indicating that the Backup data has been saved.



Online URL: https://gymassistant.phpkb.cloud/article/how-to-manually-create-a-backup.html