How to Manually Create a Backup

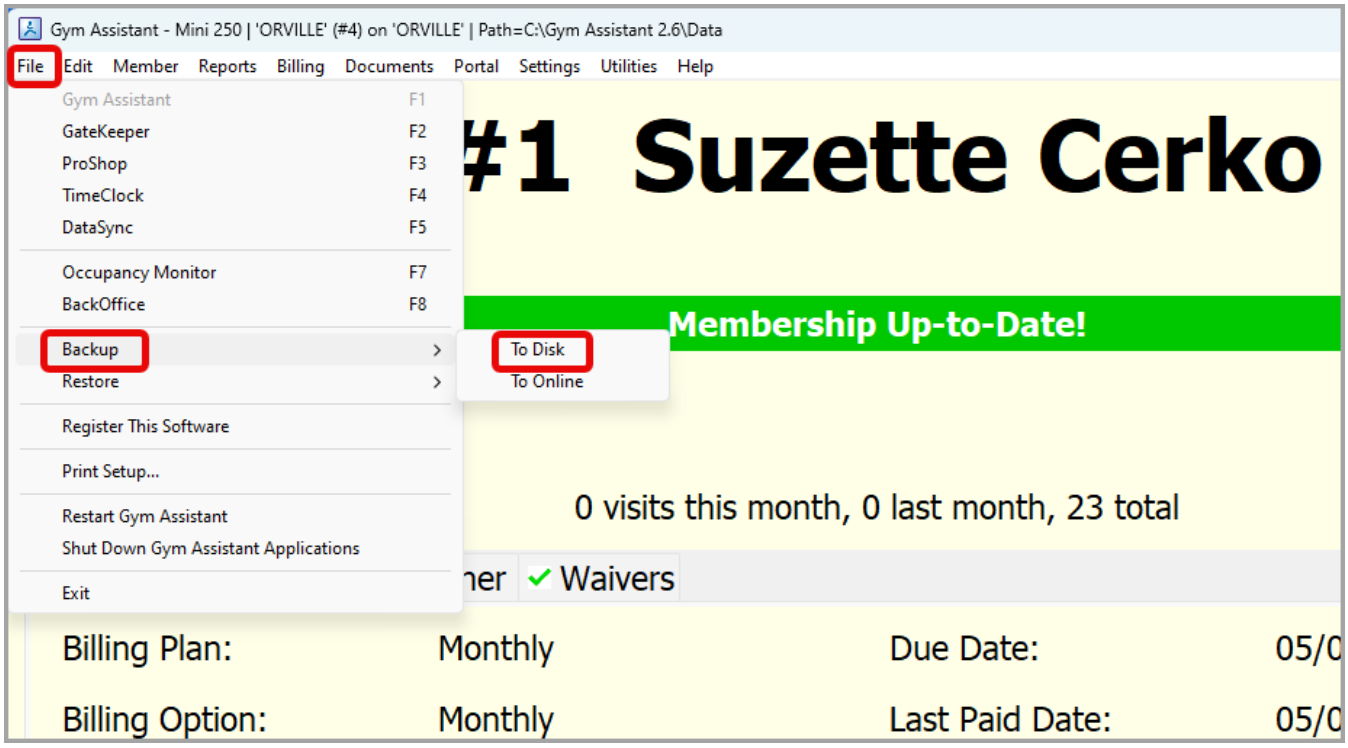
How to Manually Create a Backup September 2024

Introduction

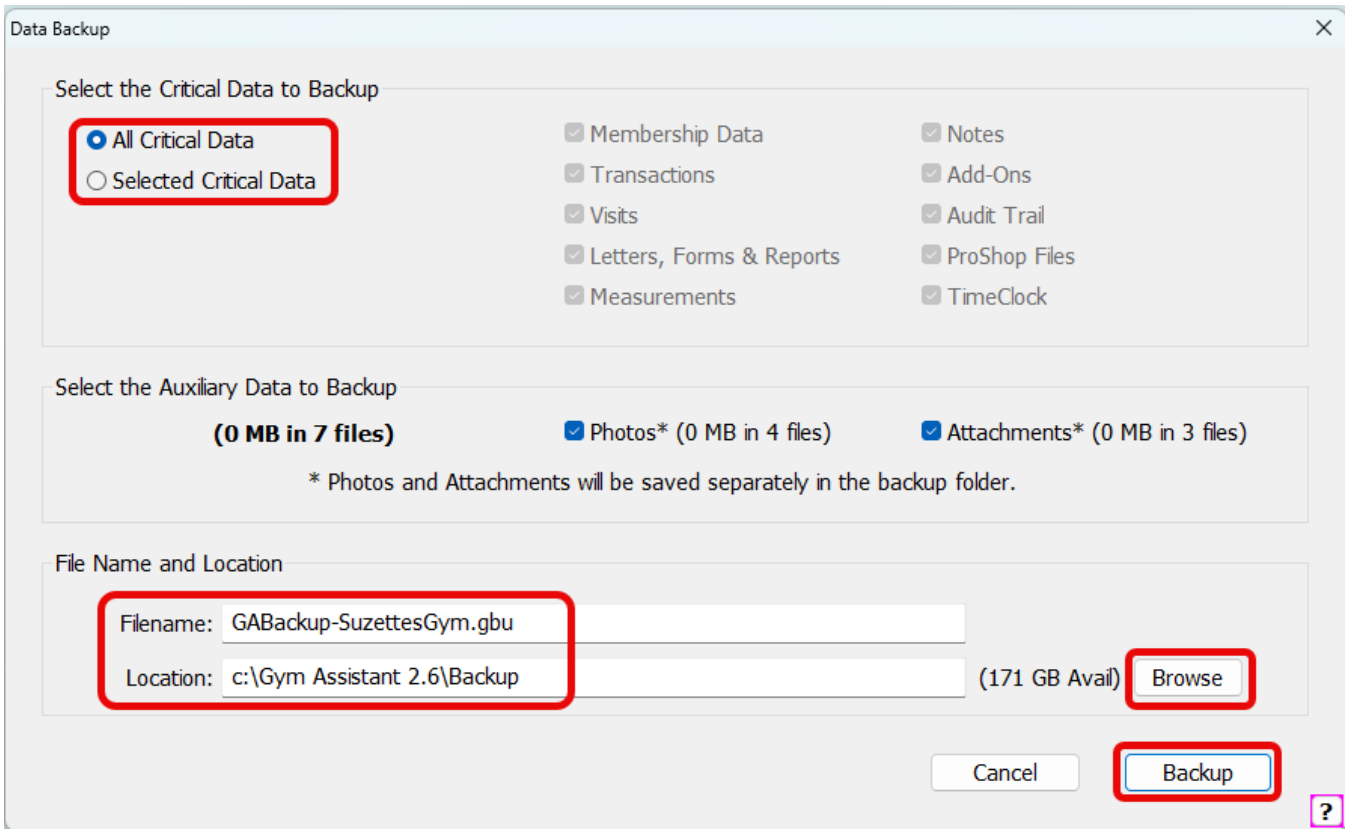
This process provides you ability to manually create a backup. One reason a manual backup would be done would be if you are making any bulk changes in Gym Assistant. The backup can then be used to recover your data back to the date and time the backup was preformed and prior to the bulk changes.

Be in the Gym Assistant program.

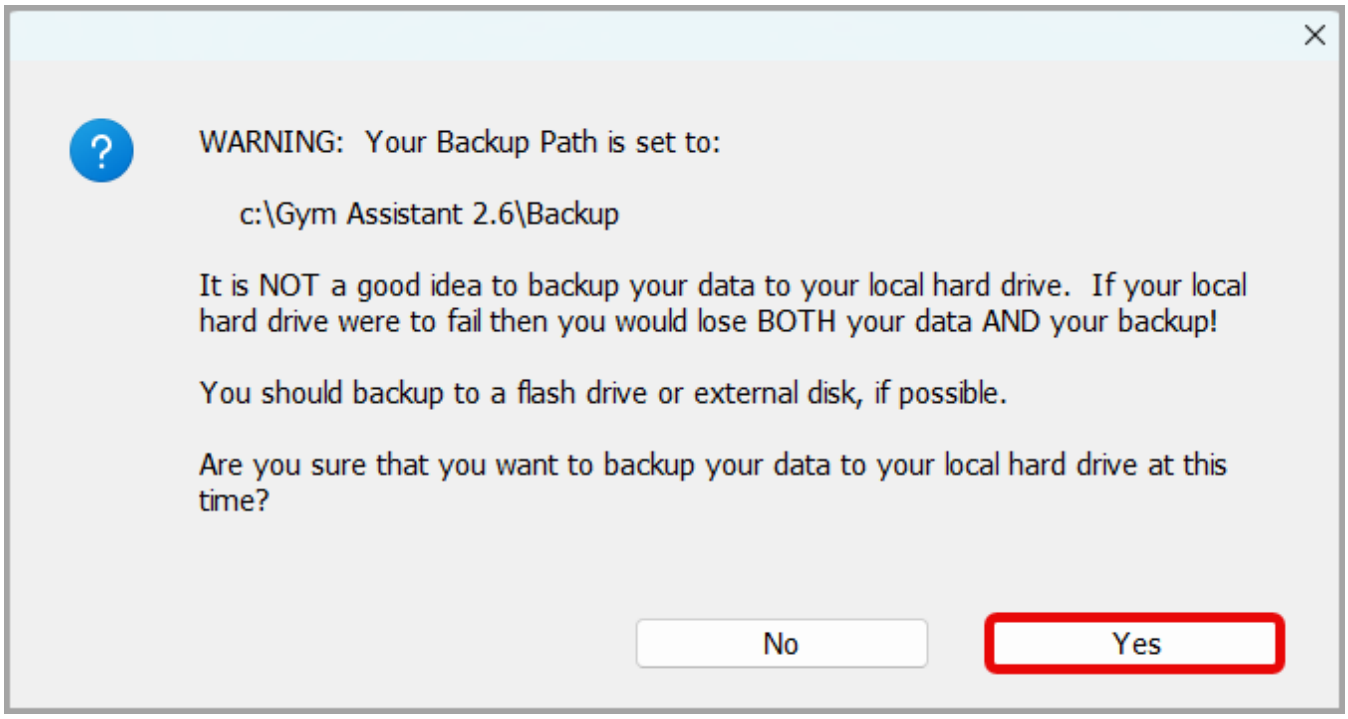
- Begin by clicking **File > Backup > To Disk.**



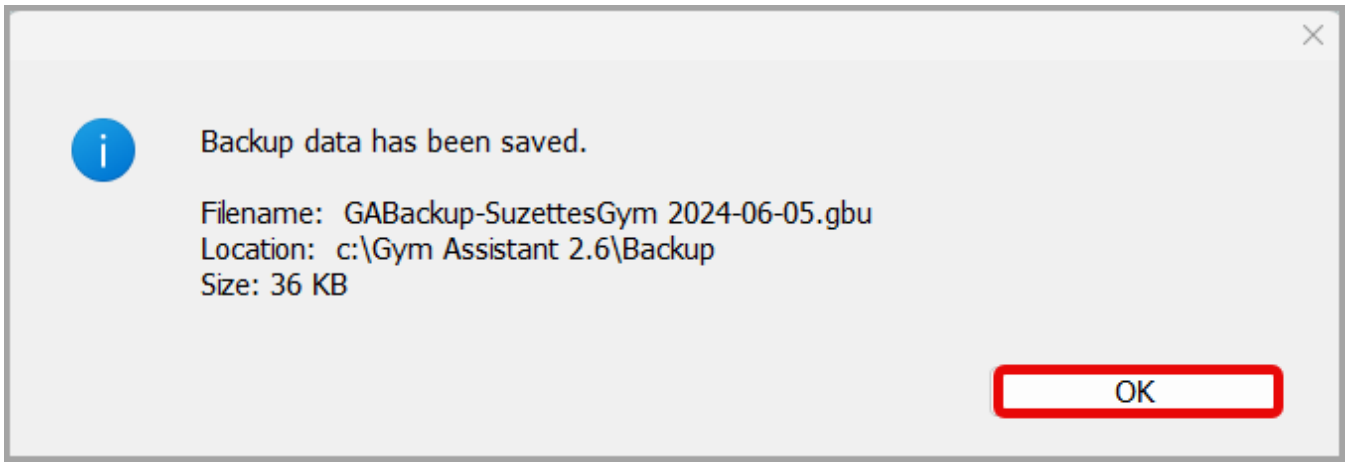
- You will then choose to select **All Critical Data** or **Selected Critical Data**. Verify that the **Filename** and **Location** are correct, or click Browse to select a different location for the Backup to be sent > click **Backup**.



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



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



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