

How to Manually Create a Backup

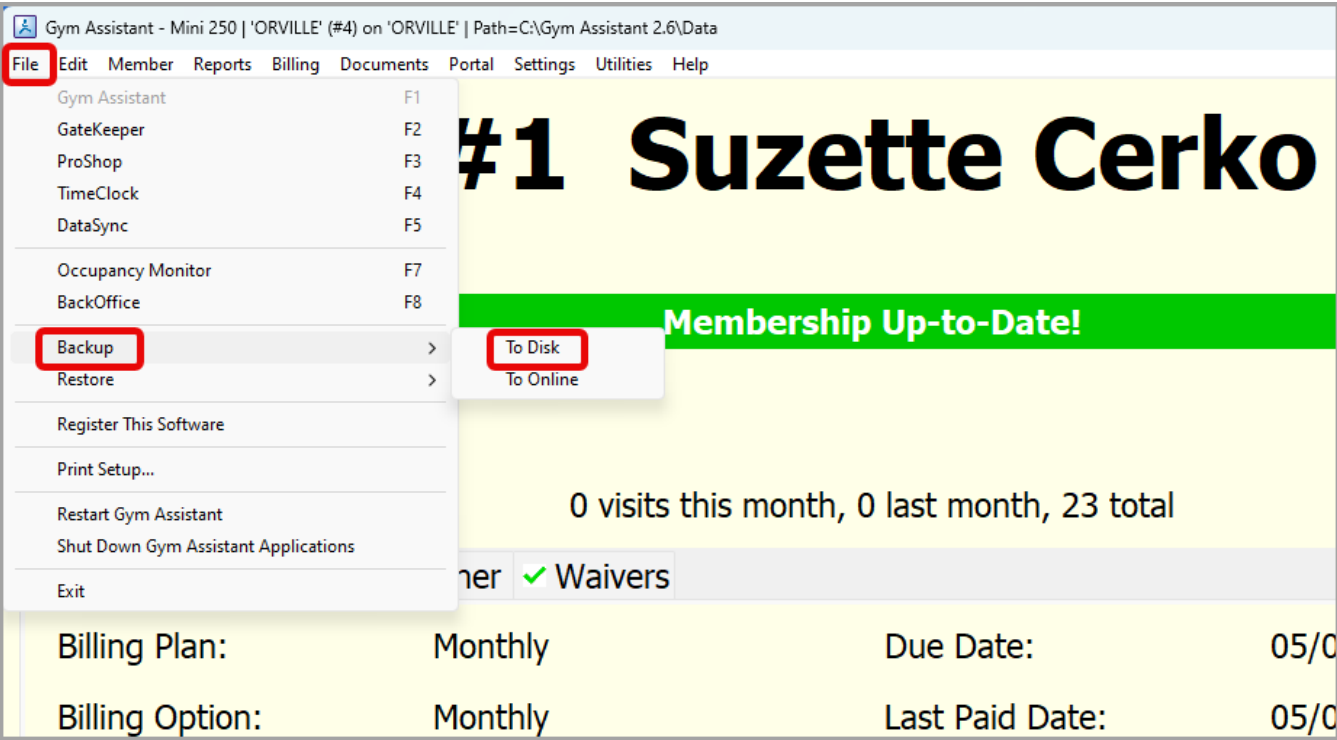
How to Manually Create a Backup September 2024

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**.

Data Backup

Select the Critical Data to Backup

☒ All Critical Data
☐ Selected Critical Data

☒ Membership Data
☒ Transactions
☒ Visits
☒ Letters, Forms & Reports
☒ Measurements

☒ Notes
☒ Add-Ons
☒ Audit Trail
☒ ProShop Files
☒ TimeClock

Select the Auxiliary Data to Backup

(0 MB in 7 files) ☒ Photos* (0 MB in 4 files) ☒ Attachments* (0 MB in 3 files)

* Photos and Attachments will be saved separately in the backup folder.

File Name and Location

Filename: GABackup-SuzettesGym.gbu

Location: c:\Gym Assistant 2.6\Backup (171 GB Avail)

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

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WARNING: Your Backup Path is set to:

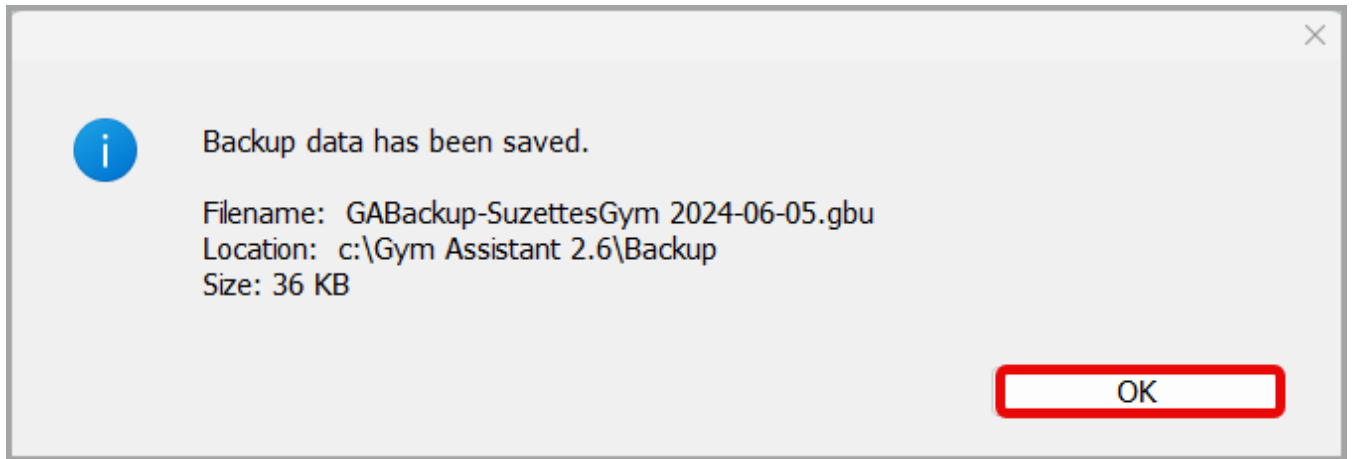
c:\Gym Assistant 2.6\Backup

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?

- 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>