

How to Set Up Automatic Backups In Gym Assistant

How to Set Up Automatic Backups September 2024

Introduction

This process provides you the ability to automatically save a potential of 3 automatic backup files to various locations. These files would then allow you to recover your data from those specific dates and times should you loose the data within your Gym Assistant program to an unforeseen event.

Be in the Gym Assistant program.

- Begin by clicking **Settings > Backup and Restore**.

The screenshot shows the Gym Assistant software interface. The top menu bar includes 'File', 'Edit', 'Member', 'Reports', 'Billing', 'Documents', 'Portal', and 'Settings'. The 'Settings' menu is open, showing a list of options: 'ALL Settings', 'Preferences', 'Program Options', 'Automatic Updates', 'Appearance', 'Membership Options', 'Membership Plans', 'Punchcard Plans', 'Day-Pass Plans', 'Punchcard Add-Ons', 'Monthly Add-Ons', 'Measurements', 'Custom Fields', 'Pre-Filled Lists', 'Daily Schedules', 'Waivers / Vaccine Status', 'Billing', 'General Billing Options', 'Credit Card Processing', 'ACH Processing', 'Automatic Billing', 'Member Charges To Account', 'Invoices and Statements', 'Notifications', 'Reports and Printing', 'Membership Reports', 'Insurance Reports', 'Mailing Labels', 'Membership Cards', 'Hardware', 'Barcode Reader / Access Control', 'Photo Capture', 'Receipt Printing', 'Cash Drawer', 'Dual Monitors', 'SmartReader', and 'Administration'. The 'Backup and Restore' option is highlighted in red. The main window displays a member profile for 'Cerko' with a 'Date!' field and a table of billing information. The table has columns for 'Billing Plan', 'Billing Option', 'Billing Amount', 'Billing Status', 'Terminate Billing', 'Membership Add-Ons', and 'Linked Memberships'. The table data is as follows:

Billing Plan:	Monthly
Billing Option:	Monthly
Billing Amount:	10.00
Billing Status:	ACTIVE
Terminate Billing:	Never
Membership Add-Ons:	Jon P
Linked Memberships:	1 Dep

- The first option, **External Data Backup**, allows you to choose the number of Days between backup reminders given when closing and reopening Gym Assistant (restarting Gym Assistant daily and your computer once a week is strongly recommended); and allows you to enter a path to a thumb drive, an external drive, an external backup service, etc. If no address path is entered the backup will go to your Backup file within the Gym Assistant folder. Our recommendations

for external backup services can be found by clicking the following link and are listed on that page under **Online Backup Solutions**

<https://www.gymassistant.com/resources/useful-links/>

Backup Settings

External Data Backup

Days between backup reminders:

Backup Path:

Online Data Backup

Backup Data Online every day at

Daily Data Archiving

Archive data at shutdown

Archive Data every day at

Archive Path:

- The second option, **Online Data Backup**, is an automatic external backup sent to our servers each day replacing the backup done the day before and you will select the time of day this will be done. Keep in mind that the computer must be on, the Gym Assistant program must be running, and the computer must be connected to the internet for this to be performed. This option is only available to our customers who pay for yearly support and that have the Online Connect Settings completed (instructions to set up online connect are contained in the article titled: **How to Setup Online Connect**).

Backup Settings

External Data Backup

Days between backup reminders: 3

Backup Path: c:\Gym Assistant 2.6\Backup Browse

Online Data Backup

Backup Data Online every day at 12:00A Online Connect Settings

Daily Data Archiving

Archive data at shutdown

Archive Data every day at 12:15A

Archive Path: Browse

Cancel OK ?

- The third and final option will be the **Daily Data Archiving**. You will select whether you want this Archive to be performed at shutdown or daily at a specific time of day. If you choose the later, the computer must be on, the Gym Assistant program must be running, and the computer must be connected to the internet. The Archive Path need not be created, if no data path address is included, the system will automatically route that backup to the archive file already created in your Gym Assistant folder.
- Once your Backup Settings have been completed > click **OK**

Backup Settings

External Data Backup

Days between backup reminders:

Backup Path:

Online Data Backup

Backup Data Online every day at

Daily Data Archiving

Archive data at shutdown

Archive Data every day at

Archive Path:

Online URL: <https://gymassistant.phpkb.cloud/article/how-to-set-up-automatic-backups-in-gym-assistant.html>