## **Purge (permanently delete) inactive members**

**EXTREMELY IMPORTANT: Do a backup first** (File/ backup/ To disk) so you can recover in case you make a mistake. Please note that "purge" means to delete permanently. Deleted members in Gym Assistant cannot be re-instated unless you restore from a backup.

In Gym Assistant click Utilities/ Special Features Highlight Custom Command then click OK.

okup:	ОК
CH Repair Tokens dd Comments dd Member Visits pply Charges to Members pply Credits to Members rchive Current Data rchive Inactive Members utoBill Clear Last Run Time	Cancel
utoBill Clear Reject Counts utoBill Run (manual) utoBill Run (trigger auto) ackOffice Hide ackOffice Launch ackOffice Show	
ackOffice Utilities arcode Report ulk Advance Dates ulk Freeze ulk Unfreeze v	

In the blank field enter "Purge Inactive Members" (without the quotes, not case sensitive) then click OK

Gym Assistant		×
Enter command:		
purge inactive members		
	Cancel	ОК

Select all the billing statuses you would like to purge (delete) from Gym Assistant **EXCEPT ACTIVE** then click OK.

Billing Status		×
Select Biling Status values for Report:		
□ ACTIVE	Select None	]
☐ TERMINATED	Select All	
□ FREEZE	Sciece <u>H</u> i	
HOLD		
□ PROSPECT		
ARCHIVE		
	<u>C</u> ancel	
DELETED	<u>O</u> K	]

On the next page it is not necessary to make any changes unless you wish to filter further. Click Generate List.

Select Members to DELETE	×
Select Filters for Members	List: Memorized Reports: ~
Plan Types:	All Plans ~
Biling Status:	Selected ~ INACTIVE
Biling Options:	Al ~
Due Date:	Al ~
Contract Begin:	Al ~
Contract End:	Al ~
Signup Date:	Al ~
Visits Recorded:	Al ~
Search Fields:	none ~
Member Flags:	- none - V
Sort By:	Membership Number v
	Clear Filters Cancel Generate List

If the list of members to be purged looks satisfactory click CONTINUE otherwise

start again with different filters.

📩 Members t	to Delete [Club Sarinah 01/21	/2025]					×
Member Number	Member Name	Membership Type	Billing Status	Billing Option	Billing Amount	Due Date	^
3 795 797 798 800 600001 Search Cr Members Billi Sorted by 6 matches	Wnnp, Qbal #4, Member Member, Test Xuph, Rzlyl Itdnnt, Zxsz Wnnp, Dependent Titeria: Thip Types: All ing Status: INACTIVE, The Home Club: ALL Wembership Number found	test test test test test test test	TERMINATED INACTIVE TERMINATED TERMINATED TERMINATED TERMINATED	Credit Card Monthly Monthly Credit Card Monthly	29.95 0.50 0.50 29.95 0.50 d	* 11/21/2024 * 07/01/2024 * 05/01/2025 * 05/01/2024 * 04/12/2024 * 11/21/2024	-
Print	Save Copy View	in Browser		View	Cancel	Continue	]
Click eith	ner CANCEL or P	URGE.					
?	Are you sure	that you want to	DELETE 2 of 2	29 members?			_

Clicking CANCEL will discontinue the purge while clicking PURGE will result in those members on the list being deleted permanently.

If you clicked PURGE the screen below will appear. Type in "purge" (without quotes) then click OK.

Gym Assistant		$\times$
WARNIN	NG: 6 Inactive members will be DELETED! Type 'PURGE' to continue.	
	purge	
	Cancel OK	

Purging inactive members is completed. Click OK.

		×
1	6 of 29 members deleted.	
		ОК

You may verify how many inactive members are still in the system after the purge by running a

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Members Detail Report (Reports/ Members Detail) with Billing status NOT ACTIVE.

You should see the screen below if you had successfully deleted all inactive members. SUCCESS!

No members meet the selection criteria.

OK

Thank you for using Gym Assistant. Should you have any questions please call our Support line at 877-496-2778 ext.2, or email <u>support@gymassistant.com.</u>

Online URL: <u>https://gymassistant.phpkb.cloud/article/purge-permanently-delete-inactive-members.html</u>