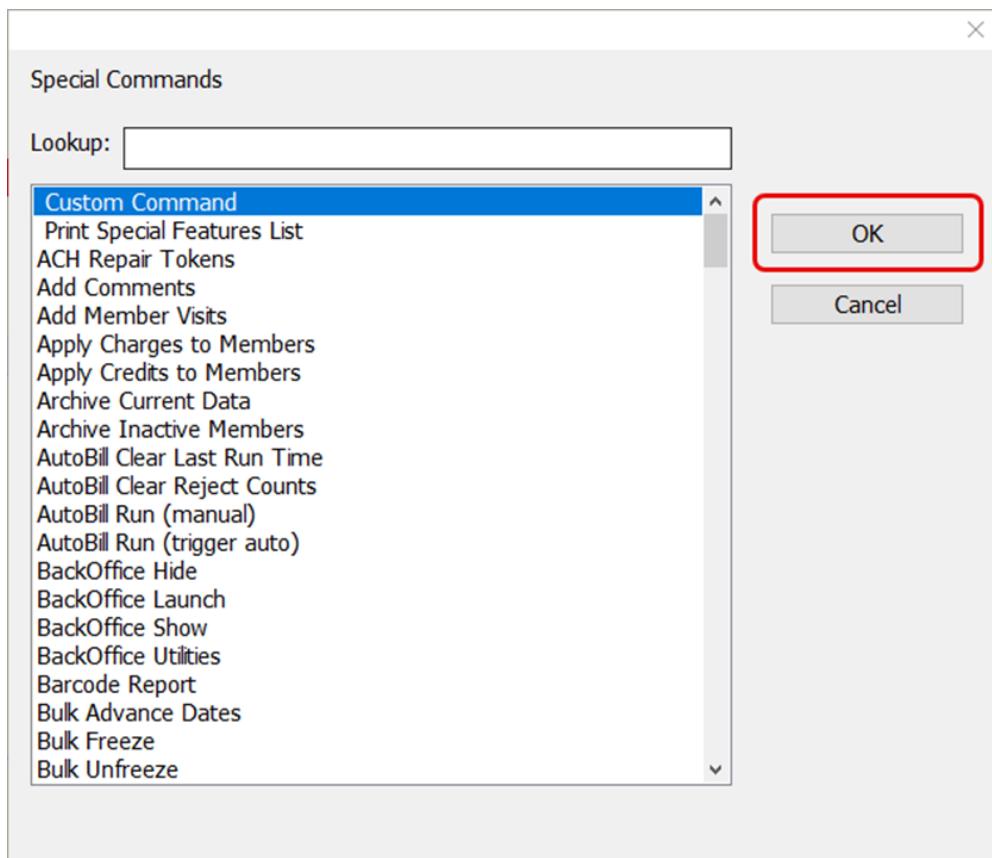


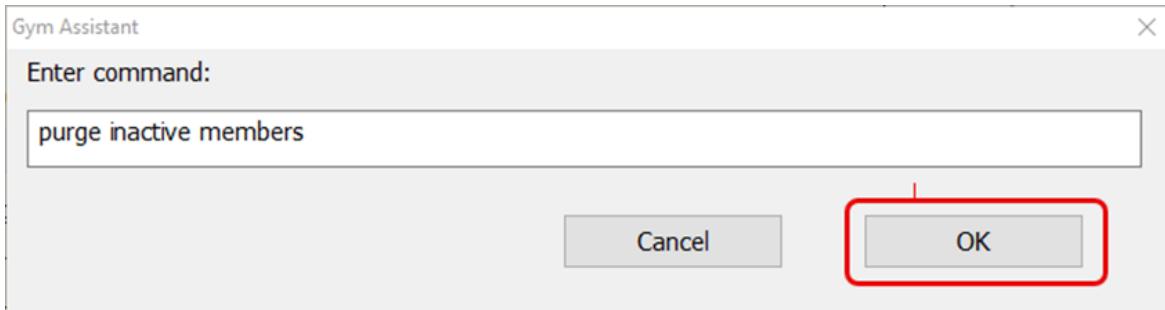
# Purge (permanently delete) inactive members

**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.

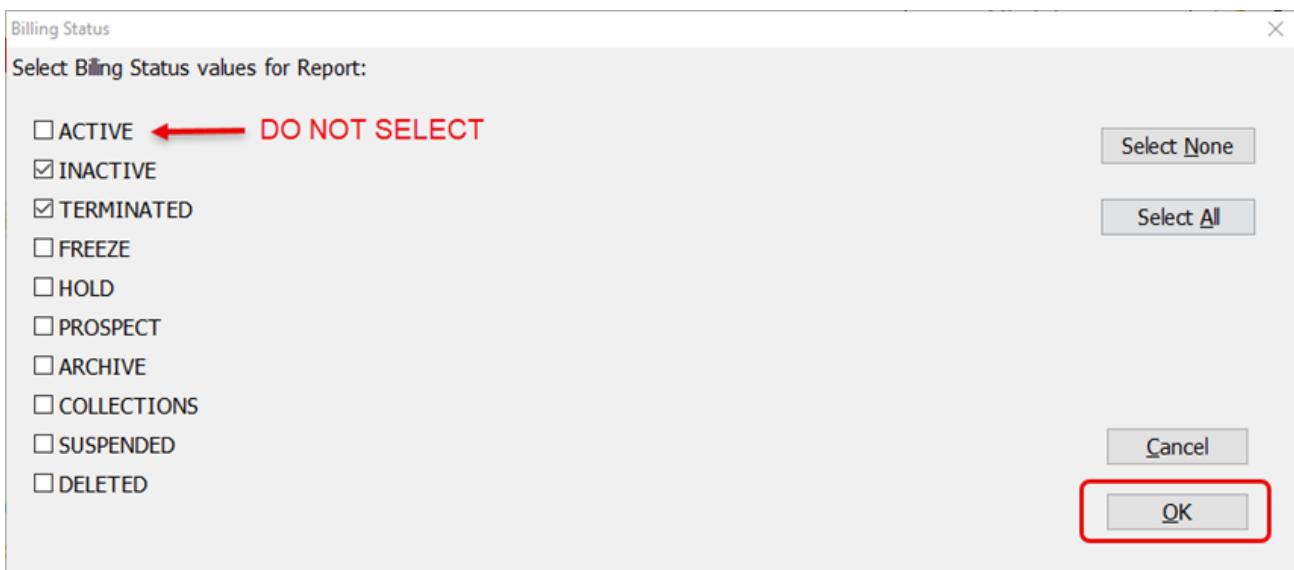
In Gym Assistant click Utilities/ Special Features  
Highlight Custom Command then click OK.



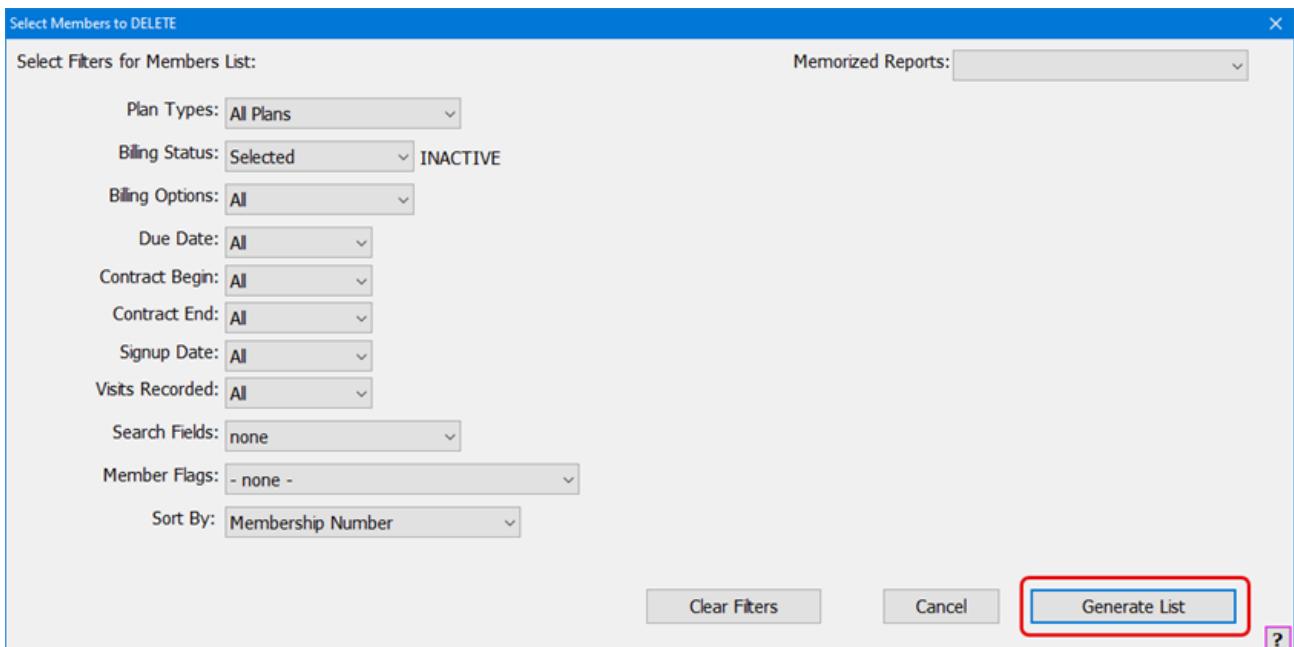
In the blank field enter “Purge Inactive Members” (without the quotes, not case sensitive) then click OK



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



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



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

start again with different filters.

Members to Delete [Club Sarinah 01/21/2025]						
Member Number	Member Name	Membership Type	Billing Status	Billing Option	Billing Amount	Due Date
3 795	Wnnp, Qbal #4, Member	test	TERMINATED	Credit Card	29.95	* 11/21/2024
797	Member, Test	test	INACTIVE	Monthly	0.50	* 07/01/2024
798	Xuph, Rz1yl	test	TERMINATED	Monthly	0.50	09/01/2025
800	Itdnnt, Zxsz	test	TERMINATED	Monthly	0.50	* 05/01/2024
600001	Wnnp, Dependent	test	TERMINATED	Credit Card	29.95	* 04/12/2024
			TERMINATED	Monthly	0.50	* 11/21/2024

Search Criteria:

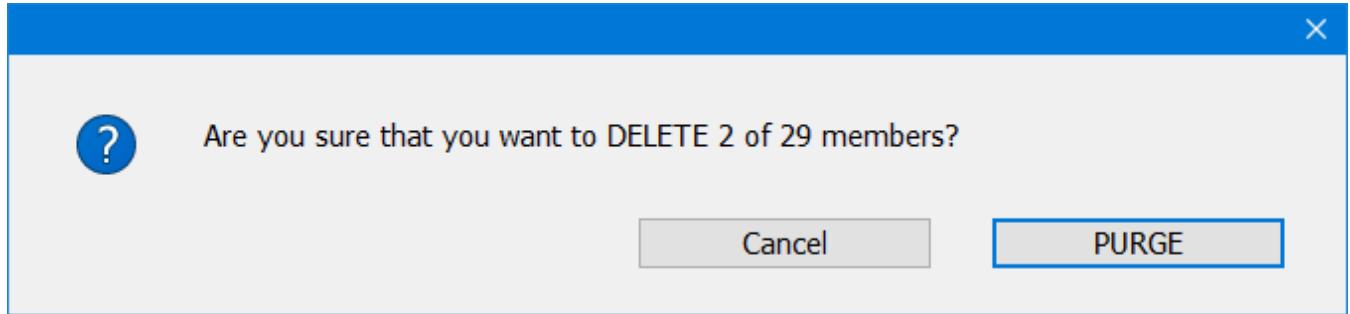
Membership Types: All  
Billing Status: INACTIVE, TERMINATED  
Home Club: ALL

Sorted by: Membership Number

6 matches found

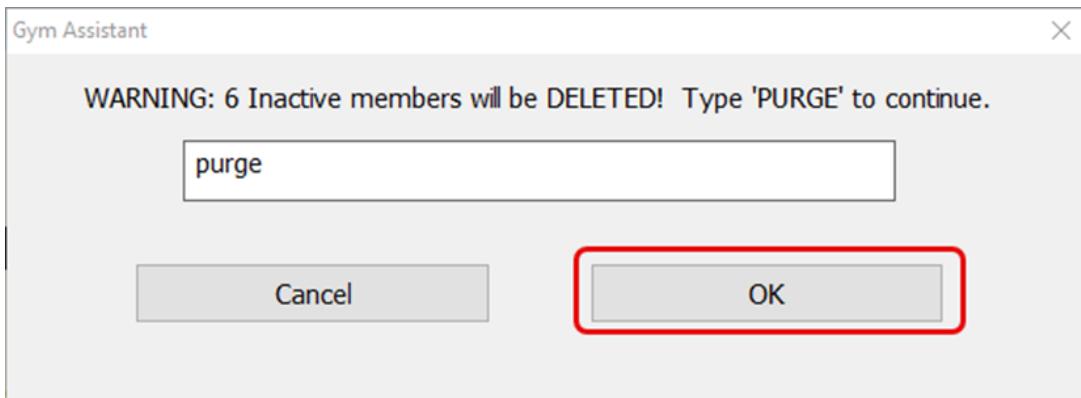
Print Save Copy View in Browser View Cancel Continue

Click either CANCEL or PURGE.

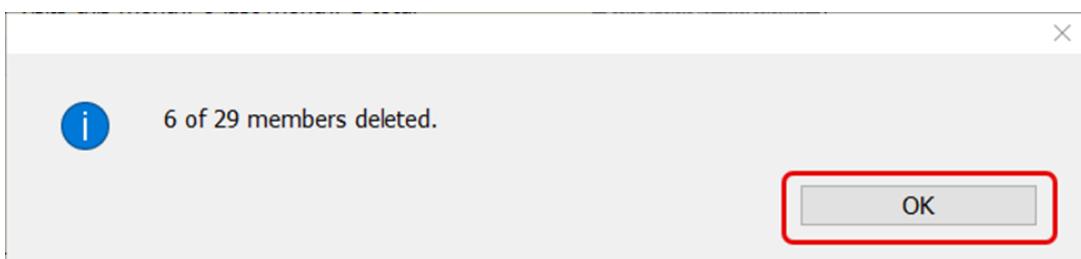


Clicking CANCEL will discontinue the purge while clicking PURGE will result in those members on the list being deleted permanently.

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



Purging inactive members is completed. Click OK.

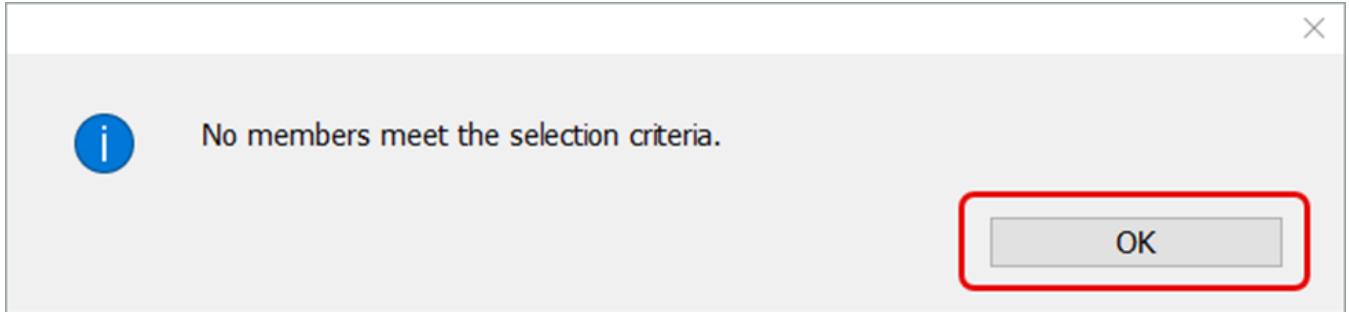


You may verify how many inactive members are still in the system after the purge by running a



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!



Thank you for using Gym Assistant. Should you have any questions please call our Support line at 877-496-2778 ext.2, or email [support@gymassistant.com](mailto:support@gymassistant.com).

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