# 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.
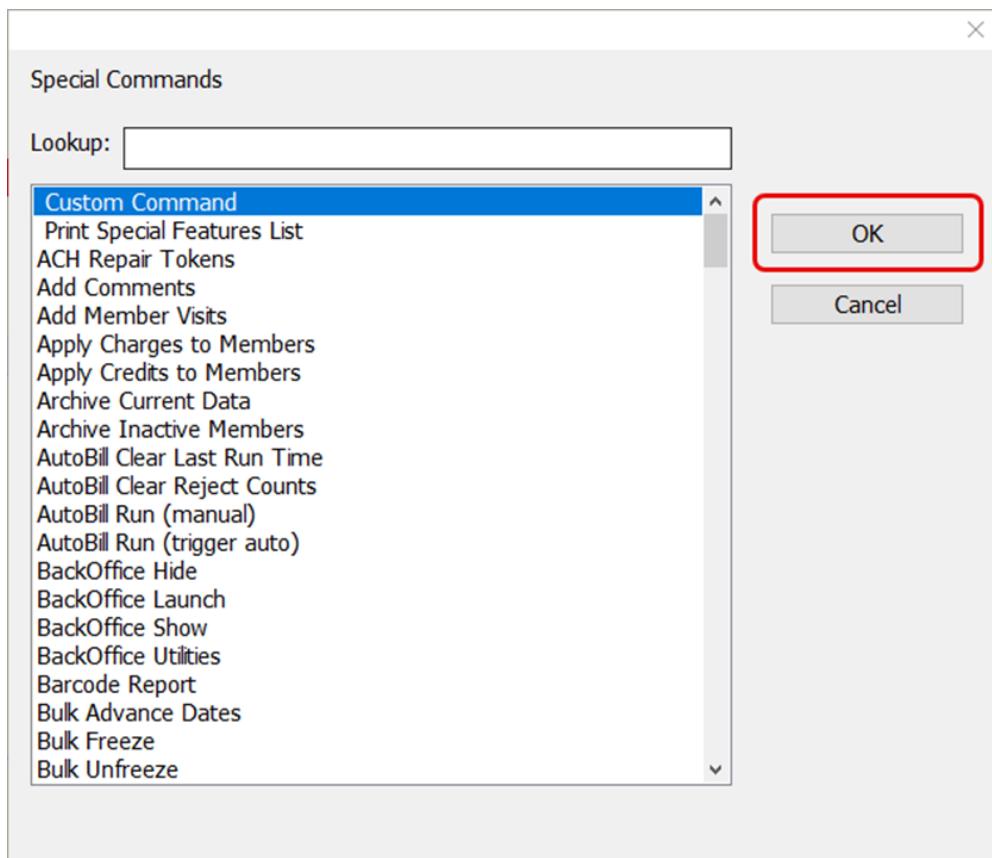
In the blank field enter "Purge Inactive Members" (without the quotes, not case sensitive) then click OK
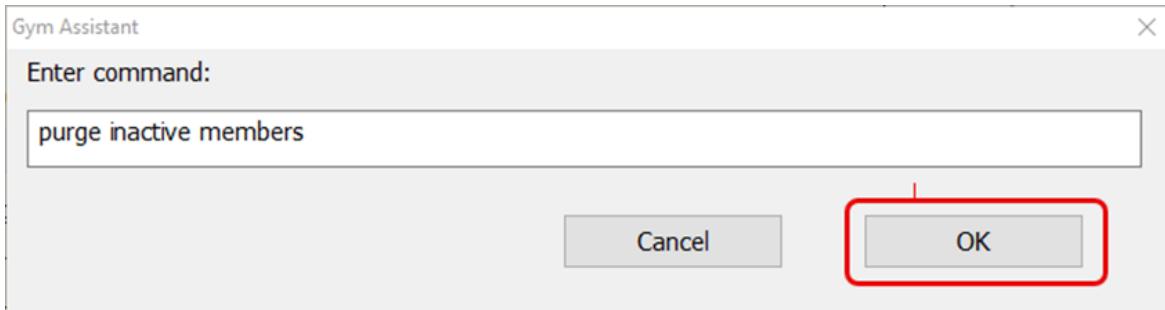
Select all the billing statuses you would like to purge (delete) from Gym Assistant **EXCEPT ACTIVE** then click OK.
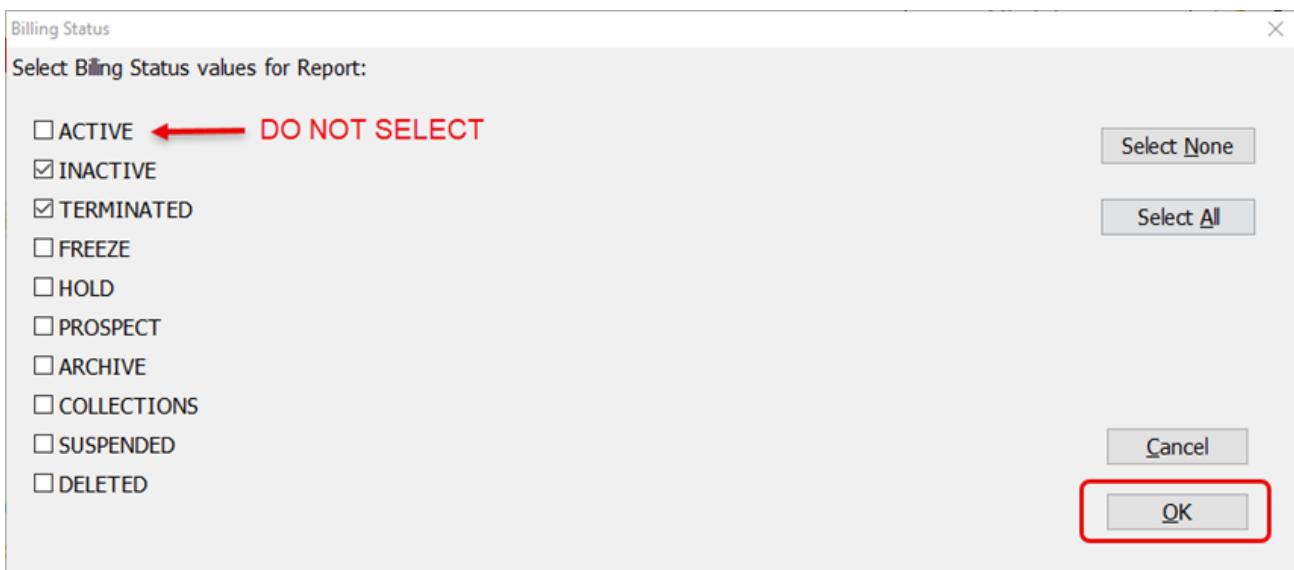
On the next page it is not necessary to make any changes unless you wish to filter further. Click Generate List.
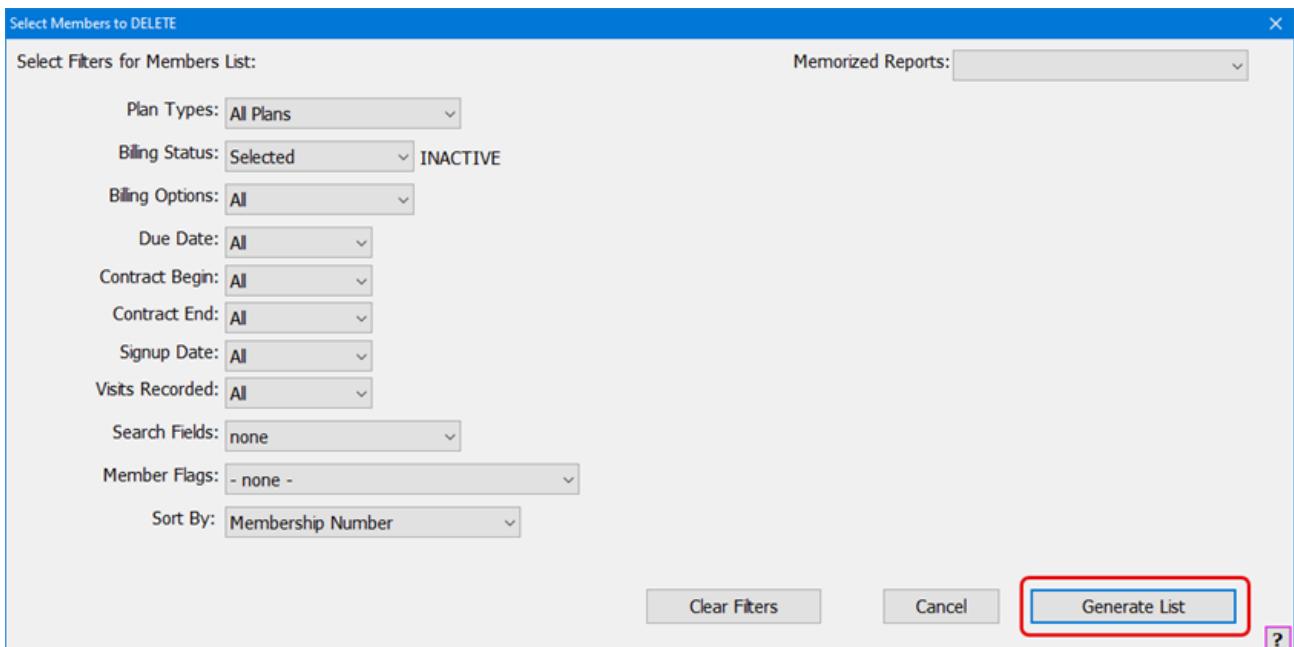
If the list of members to be purged looks satisfactory click CONTINUE otherwise

start again with different filters.


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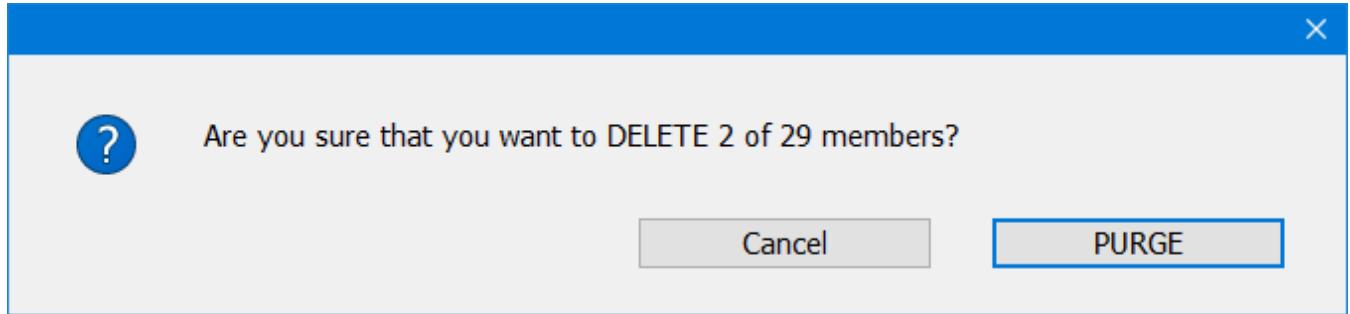
Clicking CANCEL will discontinue the purge while clicking PURGE will result in those members on the list being deleted permanently.

If you clicked PURGE the screen below will appear. Type in "purge" (without quotes) then click OK.
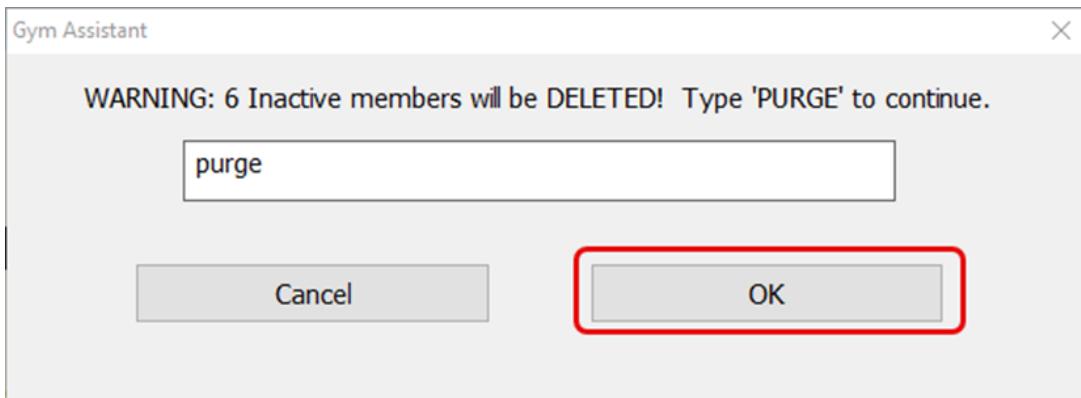
Purging inactive members is completed. Click OK.
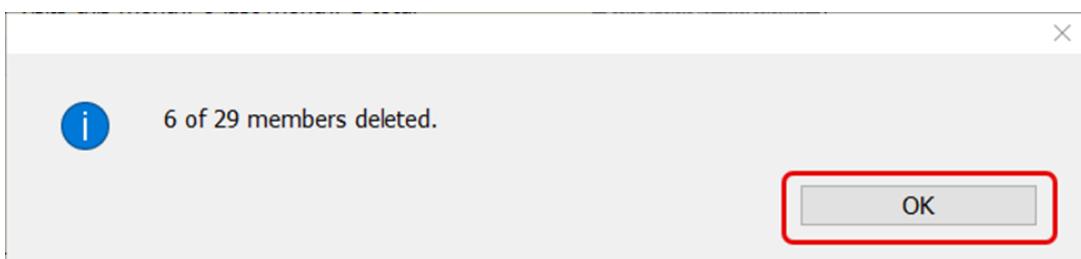
You may verify how many inactive members are still in the system after the purge by running a

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!

No members meet the selection criteria.

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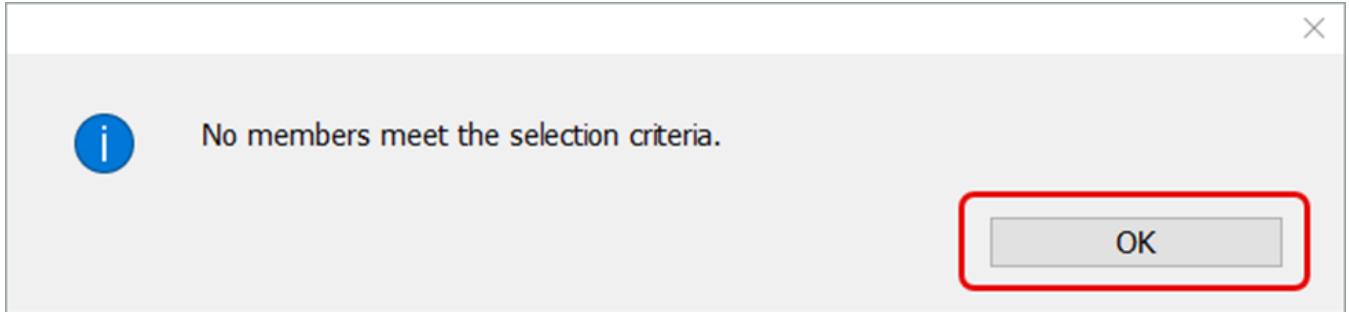
Thank you for using Gym Assistant. Should you have any questions please call our Support line at 877-496-2778 ext.2, or email support@gymassistant.com.