## **Inactivate Delinquent Members**

#### Why inactivate delinquent members?

In Gym Assistant version 2.6.0 and higher only active member records are counted towards your database capacity. Inactive member records, on the other hand, can remain in Gym Assistant without reducing your database capacity.

You may currently have members with Billing Status ACTIVE who have been delinquent in payment for some time. Inactivating them releases those corresponding number of slots in your database while retaining their records in Gym Assistant.

Gym Assistant can hold the same number of inactive member records as active member records within your database capacity. For example, if your database capacity is 500 you will have 500 spaces for active members and an additional 500 spaces for inactive members.

# **EXTREMELY IMPORTANT: Do a backup first (File/ backup/ To disk) so you can recover in case you make a mistake.**

### Follow the steps below to inactivate member records:

In Gym Assistant click Utilities/ Special Features/

In the lookup field enter "inactivate" (without quotation marks, not case sensitive) The entry "Inactivate Delinquent Members" is highlighted. Click OK

ine energ		TO	 iiSiitea,	CIICI
				×
Special Com	mands			
Lookup: in-	activato			
Inactivate D	Delinquent Members	$\sim$	OK	
			ÖK	
			Cancel	
		$\sim$		

Click OK to the question "Do you want to INACTIVATE delinquent members"



Enter the number of days that members have to be delinquent before they are inactivated then click OK

	×		
How many days delinquent?			
- + -			
Cancel	ОК		

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

Select Members for INACTIVATE	×
Select Filters for Members	List: Memorized Reports:
Plan Types:	Membership Plans v
Billing Status:	Selected ~ ACTIVE
Billing Options:	All ~
Due Date:	Before v 11/01/2024 »
Contract Begin:	All ~
Contract End:	All ~
Signup Date:	All ~
Visits Recorded:	All ~
Search Fields:	none v
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.

Members for INACTIVATE [Club Sarinah 01/30/2025]							
Member	Member	Membership	Billing	Billing	Billing	Due	
Number	Name	Туре	Status	Option	Amount	Date	
799	Tambu, Azlinah	test	ACTIVE	Monthly	0.50	* 08/12/2023	
806	Tmjddg, Gxx	test	ACTIVE	Credit Card	29.95	* 10/31/2024	
807	Wwqpa, Azmgfyj	test	ACTIVE	Monthly	0.50	* 08/25/2023	
808	Jwasik, Xdzo Djrtzr #9	Online Signup	ACTIVE	Monthly	2.00	* 08/31/2023	
809	Mueeya, Oqcf	Online Signup	ACTIVE	Monthly	2.00	* 08/31/2023	
810	Jajoj, Gcalsvb	Online Signup	ACTIVE	Monthly	2.00	* 09/17/2023	
811	G, Y	test	ACTIVE	Monthly	0.50	* 09/24/2023	
812	Nhvsgov, Qfowdslc	Online Signup	ACTIVE	Monthly	10.00 V	* 09/25/2023	
813	Govus, Talyjjo	Online Signup	ACTIVE	Monthly	2.00	* 10/18/2023	
814	Tambu, Sarinah	Online Signup	ACTIVE	Monthly	2.00	* 03/21/2024	
815	#1, Dependent	test	ACTIVE	Monthly	0.50 d	* 04/25/2021	
816	#5, SSSSS	test	ACTIVE	Monthly	0.50 d	* 08/24/2023	
817	Member, New	Special membership	ACTIVE	Monthly	30.00	* 04/07/2024	
818	Tambu, Sarinah	Online Signup	ACTIVE	Monthly	2.00	* 04/12/2024	
Search Cr Members Billi Sorted by 14 matche	Search Criteria: Membership Types: Membership Billing Status: ACTIVE Due Date: Before 11/01/2024 Home Club: ALL Sorted by: Membership Number 14 matches found						
Print	Save Copy View in	Browser		View	Cancel	Continue	]~

### Click CONTINUE again on the next page.

Select Members	×		
Select Members: Hold down CTRL key while clicking to select/deselect list ite	ems		
<pre>/99 Tambu, Aztrnan 806 Tmjddg, Gxx 807 Wwqpa, Azmgfyj 808 Jwasik, Xdzo Djrtzr #9 809 Mueeya, Oqcf 810 Jajoj, Gcalsvb 811 G, Y 812 Nhvsqov, Qfowdslc 813 Govus, Talyjjo 814 Tambu, Sarinah 815 #1, Dependent 816 #5, Sssss 817 Member, New 818 Tambu, Sarinah</pre>	Select All Select None Select Filter Lookup Continue Cancel		
T memory sector			

Click INACTIVATE.

		×
?	Are you sure that you want to INACTIVATE 14 members?	
	Cancel	)

In the blank field enter "inactivate" (without quotes, not case sensitive) then click OK.

Gym Assistant	×		
WARNING!			
You are about to INACTIVATE 14 members!			
Please type 'INACTIVATE' to continue.			
Cancel			

The next page will appear. Click OK.

		×
1	14 members inactivated.	
		ОК

You have successfully inactivated member records of your choice.

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/inactivate-delinquent-members.html</u>