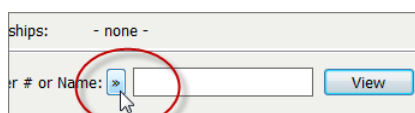


What's New in Gym Assistant 2.0.3?

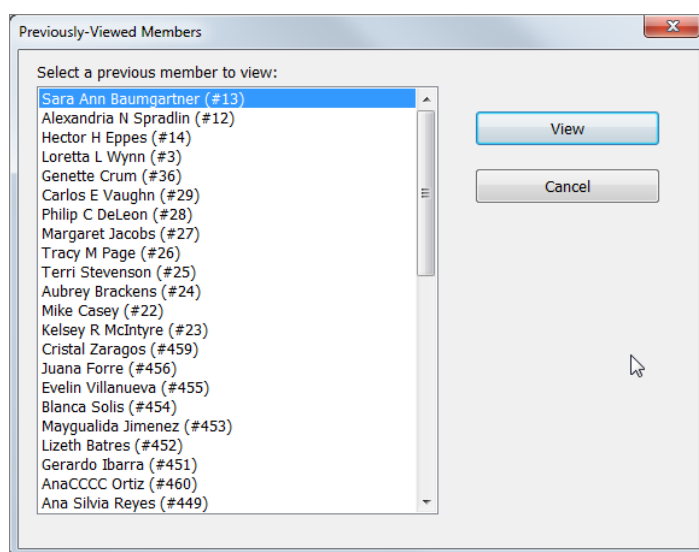
March 2017

Recently-Viewed Members

In the View Members window, the Recently-Viewed Members button displays a list of members that were recently displayed. This button makes it easy to go back and find a member that you recently viewed or modified.



Click on Recently-Viewed Member button



List of recently-viewed members (in order of when they were viewed)

Check-In Monitor

Member photos have been added to more easily identify who's in the club.

Visit times can be displayed as either time-of-day or minutes-since the visit.



Check-In Monitor: Last100 check-ins

	Check-In Time	Mem#	Name	Event	Type	Status
	11 min ago	168	Knight, Tiffany B	Visit	Premium CC Therapy	OK
	11 min ago	158	Pool, Maria C	Visit	90+ Lifetime	OK
	11 min ago	50	Adams, Shirley	Visit	Friends & Family	OK
	11 min ago	59	Bray, Kyle	Visit	M-M No Draft Indiv	TERMINATED (Allowed)
	11 min ago	66	Kelley, Robert	Visit	Dependent	TERMINATED (Allowed)
	10 min ago	61	Minze, Colton A	Visit	M-M No Draft Indiv	INACTIVE (Allowed)
	10 min ago	50	Adams, Shirley	Visit	Friends & Family	OK
	10 min ago	47	Test Card, FF, Derek A	Visit	M-M No Draft Indiv	INACTIVE (Allowed)

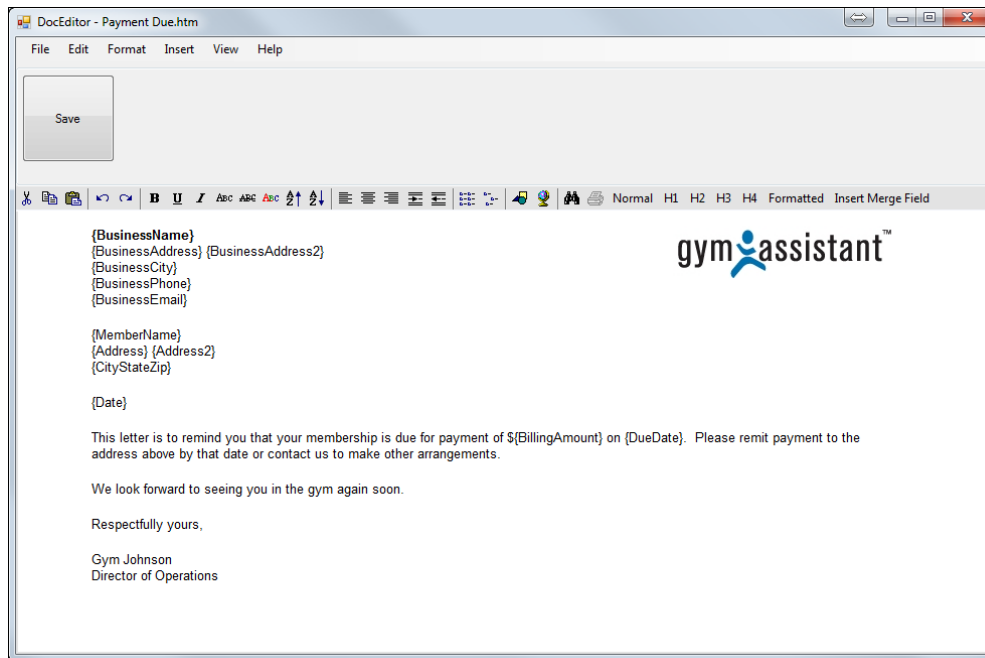
☐ Show Check-Outs ☒ Show Photos ☐ Show Actual Times

Close Check-In

Check-In Monitor window showing time elapsed since each visit

Document Templates (Letters and Forms)

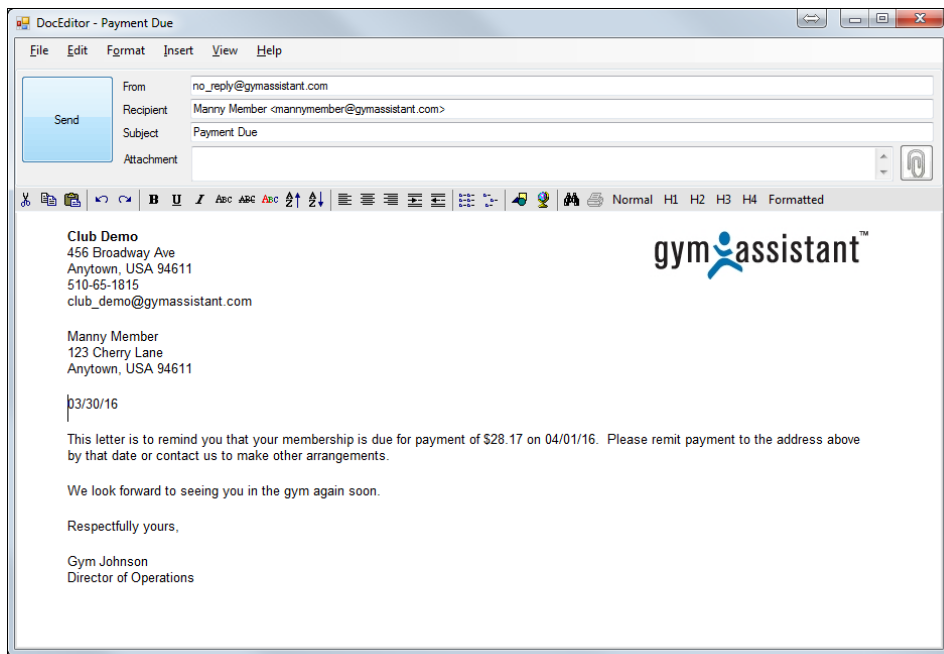
Document templates are now fully customizable with our new Document Editor. Add formatting and images to your emails and letters.



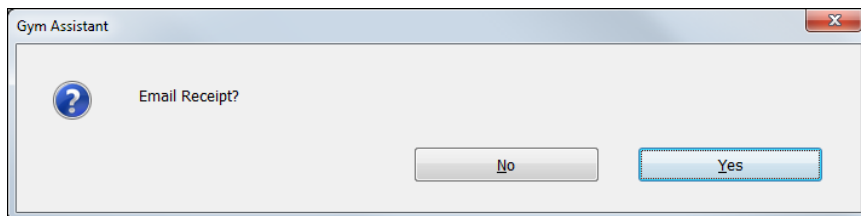
Editing an html document template

Email

Emails are now formatted in HTML (using new Document Editor)



Receipts and Invoices can be emailed



Receipts can be emailed for any transaction.

Status of all emails sent can be tracked

You can see if any email is bounced, delivered or read by the recipient.

Email Statistics

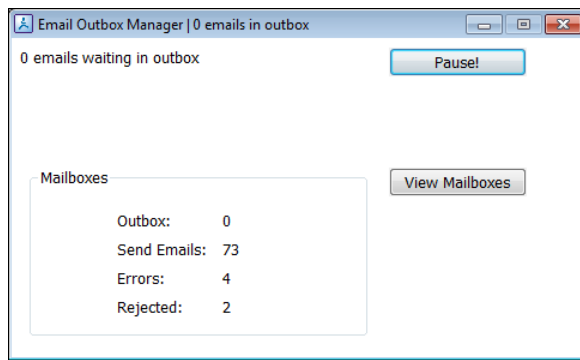
Email Status	Count	%
bounce	9	7.8%
delivered	73	63.5%
open	28	24.3%
processed	3	2.6%
unsubscribe	2	1.7%
Total	115	

Email List

Showing 1-20 of 115 [Previous](#) [Next](#)

create_time	client_id	sender	recipient	subject	status	timestamp
2016-04-01 15:37:38	10001	clubdemo@gymassistant.com	testemail@gymassistant.com	mime test	delivered	2016-04-01 15:39:38
2016-04-01 15:28:57	10001	clubdemo@gymassistant.com	testemail@gymassistant.com	mime test	delivered	2016-04-01 15:32:53
2016-04-01 15:27:07	10001	clubdemo@gymassistant.com	testemail@gymassistant.com	mime test	delivered	2016-04-01 15:29:56
2016-03-28 13:55:46	10001	clubdemo@gymassistant.com	testemail@gymassistant.com	mime test with 3 images	delivered	2016-03-28 13:55:55

Email Outbox Manager shows email status at a glance

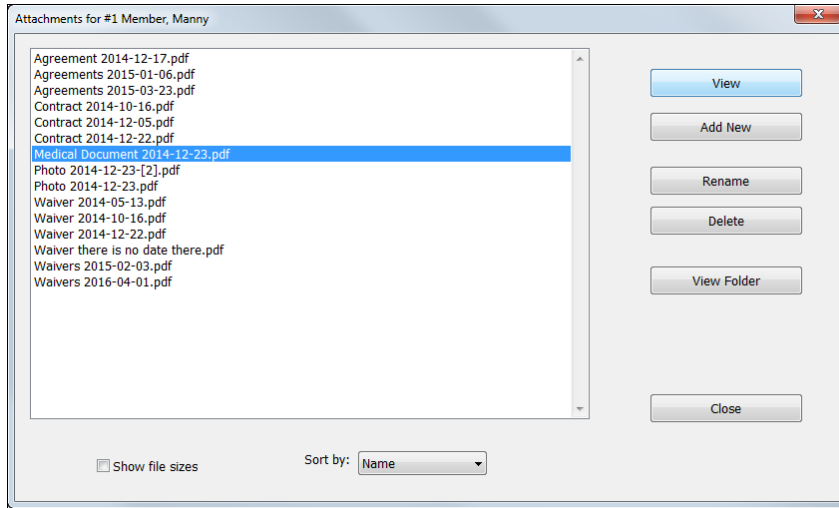


All sent emails are archived.

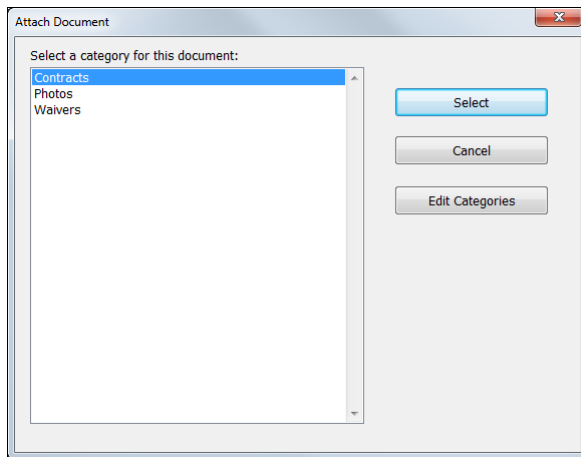
All rejected emails are saved so you can fix problems and re-send.

Attach Documents to Members

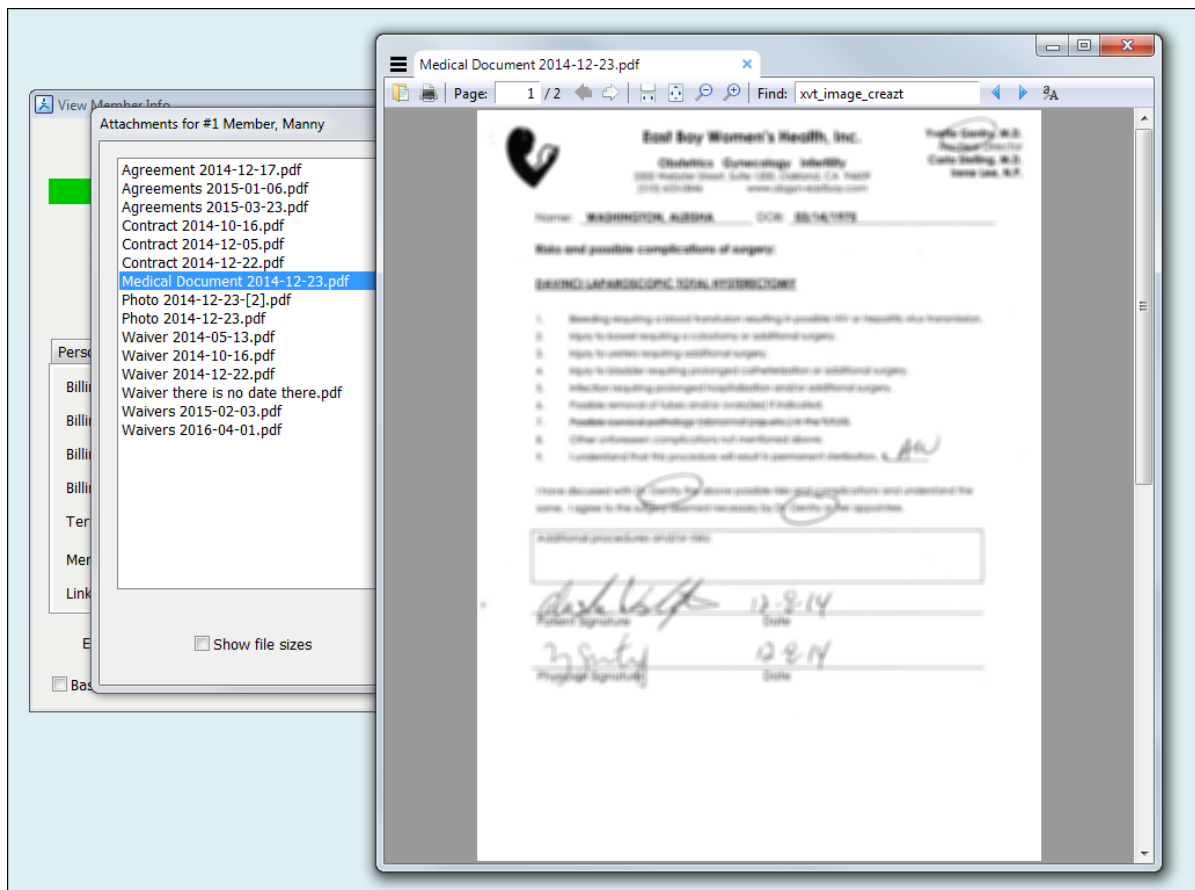
You can now attach scanned documents to a member record.



Viewing list of documents for a member



Selecting a category for a new document. Category list can be customized for your business.

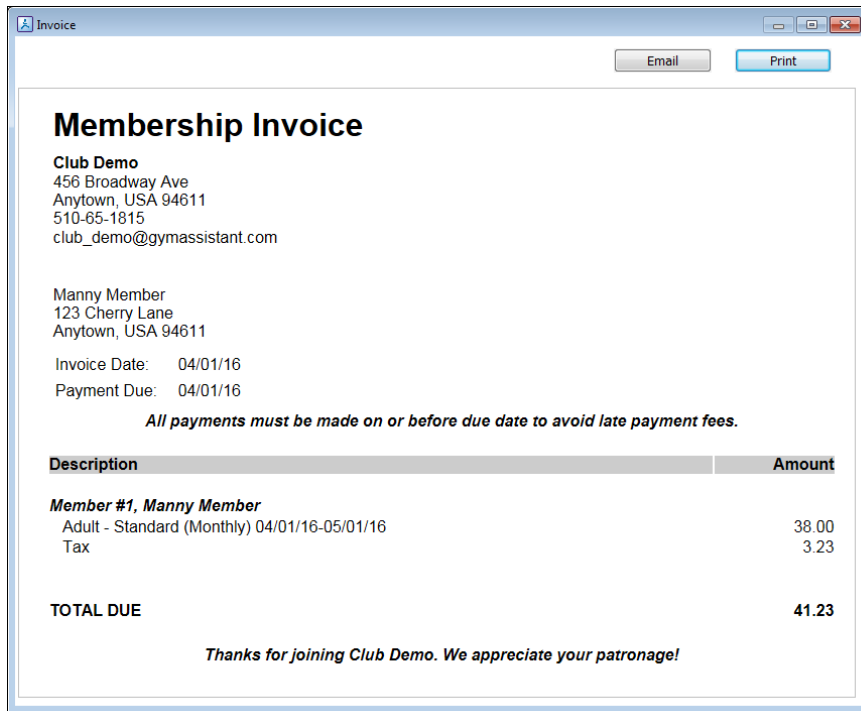


Viewing a member document

We recommend Sumatra PDF Viewer (<http://www.sumatrapdfreader.org/>) as a great replacement for Adobe Acrobat Reader. It is much faster, handles multiple documents as tabs in a single window, and most importantly it doesn't constantly nag you to upgrade or update.

Billing

Invoices can be emailed.



The screenshot shows a software window titled "Invoice". In the top right corner of the window, there are two buttons: "Email" and "Print". The main content area of the window displays a "Membership Invoice" for "Club Demo". It lists the club's address and contact information, followed by the member's details for "Manny Member". The invoice includes the date (04/01/16), the due date (04/01/16), and a reminder to pay on time. A table lists the charges: a monthly membership fee of 38.00 and a tax of 3.23, totaling 41.23. The window concludes with a thank-you message.

Membership Invoice

Club Demo
456 Broadway Ave
Anytown, USA 94611
510-65-1815
club_demo@gymassistant.com

Manny Member
123 Cherry Lane
Anytown, USA 94611

Invoice Date: 04/01/16
Payment Due: 04/01/16

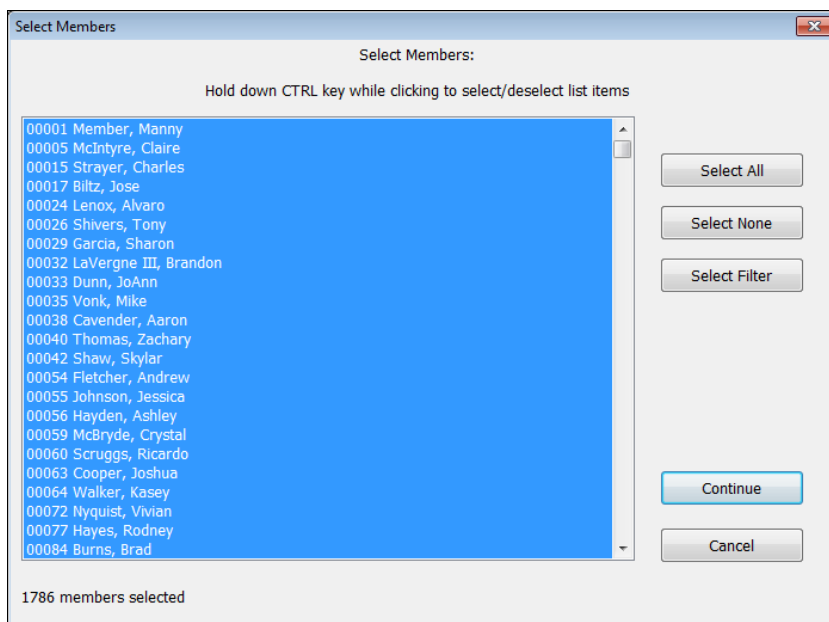
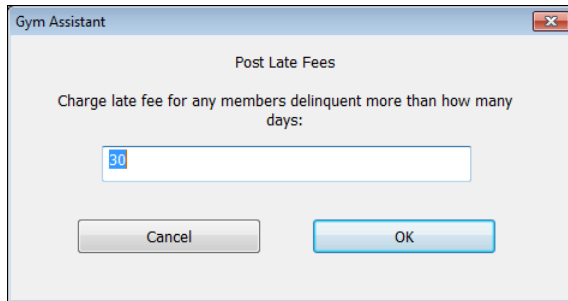
All payments must be made on or before due date to avoid late payment fees.

Description	Amount
Member #1, Manny Member	
Adult - Standard (Monthly) 04/01/16-05/01/16	38.00
Tax	3.23
TOTAL DUE	41.23

Thanks for joining Club Demo. We appreciate your patronage!

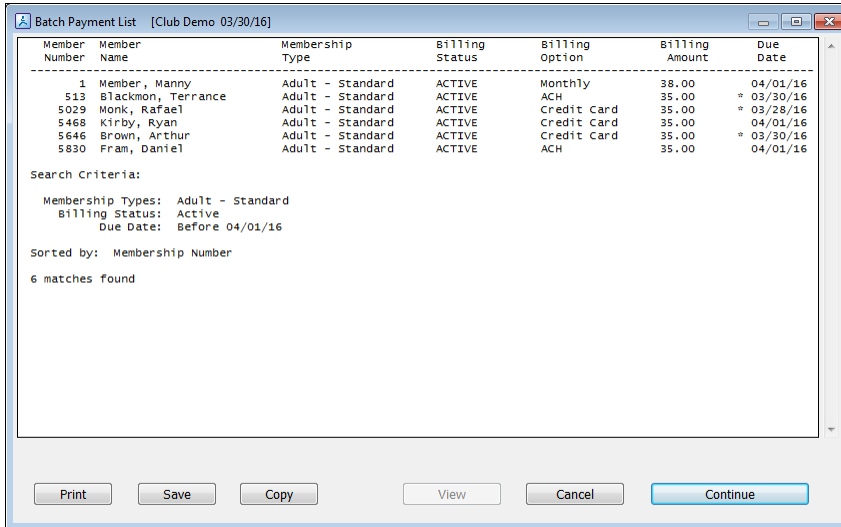
Late Fees

Late fees (and other types of fees) can be easily applied to many members at one time.



Corporate Accounts

For corporate accounts, the Process Group Payment feature (Billing / Process Group Payments) generates an invoice that lists charges for each member. Payment can be recorded for all corporate members at one time.



Batch Payment List [Club Demo 03/30/16]

Member Number	Member Name	Membership Type	Billing Status	Billing Option	Billing Amount	Due Date
1	Member, Manny	Adult - Standard	ACTIVE	Monthly	38.00	04/01/16
513	Blackmon, Terrance	Adult - Standard	ACTIVE	ACH	35.00	* 03/30/16
5029	Monk, Rafael	Adult - Standard	ACTIVE	Credit Card	35.00	* 03/28/16
5468	Kirby, Ryan	Adult - Standard	ACTIVE	Credit Card	35.00	04/01/16
5646	Brown, Arthur	Adult - Standard	ACTIVE	Credit Card	35.00	* 03/30/16
5830	Fram, Daniel	Adult - Standard	ACTIVE	ACH	35.00	04/01/16

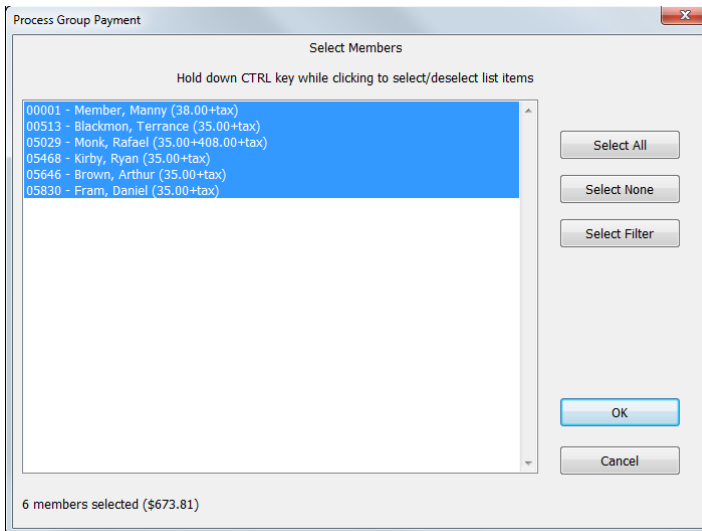
Search Criteria:
Membership Types: Adult - Standard
Billing Status: Active
Due Date: Before 04/01/16

Sorted by: Membership Number

6 matches found

Buttons: Print, Save, Copy, View, Cancel, Continue

List of members in the group



Process Group Payment

Select Members

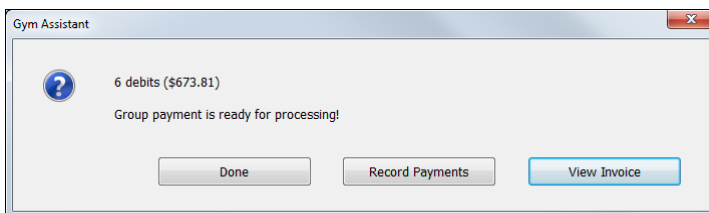
Hold down CTRL key while clicking to select/deselect list items

- 00001 - Member, Manny (38.00+tax)
- 00513 - Blackmon, Terrance (35.00+tax)
- 05029 - Monk, Rafael (35.00+408.00+tax)
- 05468 - Kirby, Ryan (35.00+tax)
- 05646 - Brown, Arthur (35.00+tax)
- 05830 - Fram, Daniel (35.00+tax)

Buttons: Select All, Select None, Select Filter, OK, Cancel

6 members selected (\$673.81)

Selecting which members will be billed



Gym Assistant

6 debits (\$673.81)

Group payment is ready for processing!

Buttons: Done, Record Payments, View Invoice

Record all payments or view invoice

Club Demo
 456 Broadway Ave
 Anytown, USA 94611
 510-65-1815
 club_demo@gymassistant.com

Invoice Date: 04/01/16

Invoice for Group Payment

Mem #	Name	Description	Amount
1	Member, Manny	Adult - Standard (Monthly) 04/01-05/01/16	38.00
1	Member, Manny	Adult - Standard (Monthly) 04/01-05/01/16 (tax)	3.23
513	Blackmon, Terrance	Adult - Standard (ACH) 03/30-04/30/16	35.00
513	Blackmon, Terrance	Adult - Standard (ACH) 03/30-04/30/16 (tax)	2.98
5029	Monk, Rafael	Adult - Standard (Credit Card) 03/28-04/28/16	35.00
5029	Monk, Rafael	Adult - Standard (Credit Card) 03/28-04/28/16 (tax)	2.98
5468	Kirby, Ryan	Adult - Standard (Credit Card) 04/01-05/01/16	35.00
5468	Kirby, Ryan	Adult - Standard (Credit Card) 04/01-05/01/16 (tax)	2.98
5646	Brown, Arthur	Adult - Standard (Credit Card) 03/30-04/30/16	35.00
5646	Brown, Arthur	Adult - Standard (Credit Card) 03/30-04/30/16 (tax)	2.98
5830	Fram, Daniel	Adult - Standard (ACH) 04/01-05/01/16	35.00
5830	Fram, Daniel	Adult - Standard (ACH) 04/01-05/01/16 (tax)	2.98
Total Membership Payments			213.00
Total Taxes			18.13
TOTAL AMOUNT DUE			231.13

Invoice for Group Payment

Quick Edit of basic member fields

One-click direct access when viewing member info. Easily update phone numbers, barcode, custom fields, and more.

Home Phone: (903) 555-1212

Credit Card Processing

You can now choose to submit charges for expired cards (if your processor provides this service).

You can now either “Require” or “Suggest” that card information is tokenized (for merchant processors that provide tokenization).

ACH Processing

You can now either “Require” or “Suggest” that bank information is tokenized.

Processing Methods added for Canada CPA-500 and Canada 80-Byte formats.

Insurance Reports (SilverSneakers, etc.)

Reporting is now available for SilverSneakers (Healthways), Silver & Fit and Healthy Benefits.

To edit Insurance Info click on the Insurance Info field (in the “Other” tab) while viewing a member record.



Select the member’s Insurance Plan and enter their Insurance ID.

A standard Windows-style dialog box titled "Member Insurance Info" with a close button (X) in the top right corner. The dialog has a light gray background. It contains two main input areas: "Insurance Plan:" with a dropdown menu currently showing "Silver Sneakers", and "Insurance ID:" with a text box containing "60145211896743". At the bottom, there are two buttons: "Cancel" and "OK".

To generate all insurance reports at one time, select Insurance Reports from the Reports menu. All reports are generated at one time.

Support for Multiple Facilities

DataSync

Club owners with more than one location can now synchronize **ALL** database info between multiple clubs. Share Members, Journal, Pictures, Notes, Measurements, Documents and Attachments

MemberShare (Member Roaming)

Share **basic** member information between clubs (member #, name, photo, status) to allow members from one club to visit other clubs.

Employee Time Clock

Track Employee hours with simple clock-in/clock-out add-on.

A software window titled "TimeClock 2.0". It features a clean, light blue and white interface. On the left, there's a small icon of a time clock device. To its right, there are two input fields: "Employee ID:" and "Password:". The "Employee ID:" field has a dropdown arrow on its right. To the right of these fields, the text "#1 - Jimi Hendrix" is displayed. Below the input fields, there are three buttons: "View Hours", "Clock In", and "Clock Out". On the far right, the text "You are now clocked In" is shown.

Clock-In / Clock-Out window

Punch Detail Summary

Employee: All Employees
Date Range: 02/04/16 - 02/10/16

Emp#	Name		Clock-In	Clock-Out	Hours
1	Jimi Hendrix				
		Thu	02/04/16 08:45A	11:32A	2.47
		Fri	02/05/16 08:42A	11:26A	2.44
		Sun	02/07/16 08:45A	11:32P	14.47
		Tues	02/09/16 08:45A	10:19A	1.34

					21.52
2	Sam Cooke				
		Thu	02/04/16 08:12A	03:38P	7.26
		Fri	02/05/16 10:15A	03:40P	5.25
		Sat	02/06/16 10:10A	03:50P	5.40
		Sun	02/07/16 08:12A	03:38P	7.26
		Tues	02/09/16 09:01A	02:46P	5.45

					31.42
3	Janis Joplin				
		Thu	02/04/16 09:00A	12:13P	3.13
		Thu	02/04/16 01:38P	05:19P	3.41
		Fri	02/05/16 01:10P	08:13P	7.03
		Tues	02/09/16 01:01P	06:45P	5.44

					19.41
73:15 hrs					

Print

Save

Copy

Cancel

Ok

Employee Hours Detail Report

GAScheduler

A web-based service for scheduling. Allows members to reserve space in group classes and book individual appointments (e.g. personal training, tanning, massage, etc.)

Other Enhancements under-the-hood

Many more minor changes make Gym Assistant and our entire suite of products easier to user, faster and more reliable.

- Automatic Updates no longer require Administrator access.
- Registration and Activation no longer require Administrator access.
- Reporting generation is faster.
- GateKeeper access points are easier to configure.
- Barcode can now include up to 16 alphanumeric characters (letters/numbers)