

Automatic Billing Setup and Usage

August 15, 2022

Introduction

Gym Assistant can automatically process billing for your credit card members every day.

- You will setup Gym Assistant to handle the billing on one of your workstations.
- Every day at a specified time a batch will be run for those members who need to make a payment.
- If a member charge is declined then another charge will be attempted automatically the next day.
- You can specify the maximum number of times that a member charge should be attempted.

The AutoBill function will be released to the entire Gym Assistant community after a few weeks of testing. At that time the AutoBill feature will appear in the software menus.

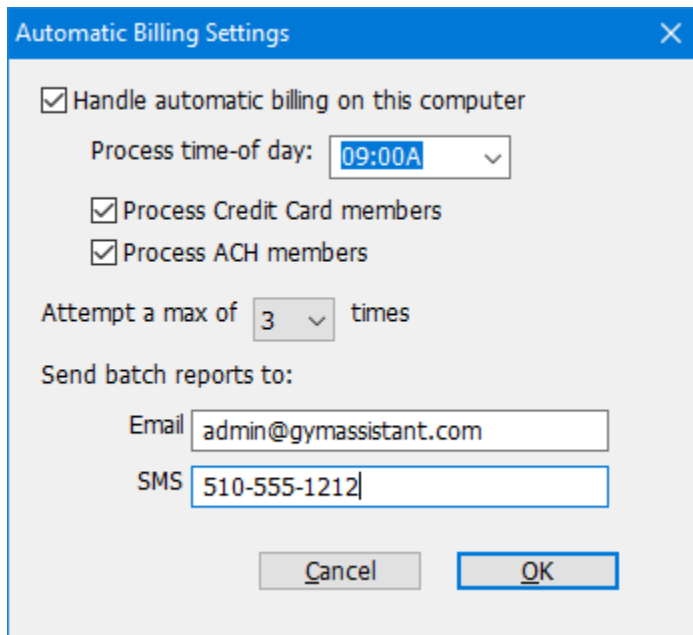
Turn on AutoBill features

- Download the pre-release Gym Assistant build:
 - Select Check for Update from the Help menu.
 - Click Update Anyway.
 - After Gym Assistant restarts select Version Info from the Help menu.
 - The Compile Date should show August 15, 2000 or later.
- Select **Special Features** from the **Utilities** menu.
- Select **Custom Command**, then click **OK**.
- Enter the command "Autobill Config", then click **OK**.
- When asked "Turn AutoBill features ON?" click **Yes**.
- Click **Restart**.

After Gym Assistant restarts you should see an option for **Automatic Billing** in the **Settings** menu.

AutoBill Settings

Select **Automatic Billing** from the **Settings** menu.



The screenshot shows a dialog box titled "Automatic Billing Settings" with a close button (X) in the top right corner. The dialog contains the following options and fields:

- Handle automatic billing on this computer
 - Process time-of day: 09:00A (dropdown menu)
- Process Credit Card members
- Process ACH members
- Attempt a max of 3 (dropdown menu) times
- Send batch reports to:
 - Email: admin@gymassistant.com (text input)
 - SMS: 510-555-1212 (text input)

At the bottom of the dialog are two buttons: "Cancel" and "OK".

Handle automatic billing on this computer

Check this box to run automatic billing on this workstation.

Process time-of day

Set the time-of-day when automatic billing should be processed.

Process Credit Card members

Check this box to process credit card members when AutoBill is run.

Process ACH members

Check this box to process ACH members when AutoBill is run.

Attempt a max of X times

This specifies the maximum number of times that billing will be attempted. If the initial charge is declined then the charge will be attempted again on consecutive days.

Send batch reports to

Specify an email and/or mobile phone to receive batch reports.

Running AutoBill

The AutoBill process will automatically run every day at the specified time-of-day. If AutoBill has not been run for more than 24 hours then it will run when the program starts.

You do not need to take any action to ensure that AutoBill runs every day, other than ensure that Gym Assistant is running on the workstation on which it is enabled.

AutoBill processing will run in the BackOffice application so it will not interrupt your day-to-day operations.

After the AutoBill process is complete you should receive an email or SMS with the batch report.