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.

![Image of the Recently-Viewed Members 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 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.

<table>
<thead>
<tr>
<th>Email Status</th>
<th>Count</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>bounce</td>
<td>0</td>
<td>7.8%</td>
</tr>
<tr>
<td>delivered</td>
<td>73</td>
<td>93.9%</td>
</tr>
<tr>
<td>open</td>
<td>28</td>
<td>24.3%</td>
</tr>
<tr>
<td>processed</td>
<td>3</td>
<td>2.6%</td>
</tr>
<tr>
<td>unsubscribe</td>
<td>2</td>
<td>1.7%</td>
</tr>
<tr>
<td>Total</td>
<td>115</td>
<td></td>
</tr>
</tbody>
</table>

### Email List

<table>
<thead>
<tr>
<th>create_time</th>
<th>client_id</th>
<th>sender</th>
<th>recipient</th>
<th>subject</th>
<th>status</th>
<th>timestamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-04-01 15:37:58</td>
<td>10001</td>
<td><a href="mailto:clubdemo@gymassistant.com">clubdemo@gymassistant.com</a></td>
<td><a href="mailto:testemail@gymassistant.com">testemail@gymassistant.com</a></td>
<td>mine test</td>
<td>delivered</td>
<td>2016-04-01 15:37:58</td>
</tr>
<tr>
<td>2016-04-01 15:28:57</td>
<td>10001</td>
<td><a href="mailto:clubdemo@gymassistant.com">clubdemo@gymassistant.com</a></td>
<td><a href="mailto:testemail@gymassistant.com">testemail@gymassistant.com</a></td>
<td>mine test</td>
<td>delivered</td>
<td>2016-04-01 15:28:57</td>
</tr>
<tr>
<td>2016-04-01 15:27:07</td>
<td>10001</td>
<td><a href="mailto:clubdemo@gymassistant.com">clubdemo@gymassistant.com</a></td>
<td><a href="mailto:testemail@gymassistant.com">testemail@gymassistant.com</a></td>
<td>mine test</td>
<td>delivered</td>
<td>2016-04-01 15:27:07</td>
</tr>
<tr>
<td>2016-03-28 14:46:44</td>
<td>10001</td>
<td><a href="mailto:clubdemo@gymassistant.com">clubdemo@gymassistant.com</a></td>
<td><a href="mailto:testemail@gymassistant.com">testemail@gymassistant.com</a></td>
<td>mine test with 3 images</td>
<td>delivered</td>
<td>2016-03-28 14:46:44</td>
</tr>
</tbody>
</table>
Email Outbox Manager shows email status at a glance

![Email Outbox Manager window]

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.
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.

![Image of Membership Invoice]

**Membership Invoice**

Club Demo  
456 Broadway Ave  
Anytown, USA 94611  
510-555-1015  
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.*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member #1, Manny Member</td>
<td></td>
</tr>
<tr>
<td>Adult - Standard (Monthly) 04/01/16-05/01/16</td>
<td>38.00</td>
</tr>
<tr>
<td>Tax</td>
<td>3.23</td>
</tr>
</tbody>
</table>

**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.

![Post Late Fees dialog box]

![Select Members dialog box]

1786 members selected
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.

List of members in the group

Selecting which members will be billed

Record all payments or view invoice
Quick Edit of basic member fields
One-click direct access when viewing member info. Easily update phone numbers, barcode, custom fields, and more.

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.

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.

Clock-In / Clock-Out window
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 use, 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)