# Frequently Asked Questions (FAQ)

#### General

**Q: What is a Gym Management System?** A: A Gym Management System is a software application designed to help manage the day-to-day operations of a gym. It includes features like membership management, scheduling, billing, reporting, and more.

### Membership

**Q: How do I add a new member?** A: To add a new member, go to the Registration module, click on "Member Registration," fill out the required details, and click "Register."

### **Scheduling**

**Q:** How do I book a class or session? A: Go to the Scheduling module, select the desired date, click "Schedule" and fill out the required details, and click "Register."

### **Payments**

**Q: How can I monitor contracts?** A: Go to the payments module using the search bar search for your desired item.

## **Reports**

**Q:** How do I generate a report? A: Go to the Reports module, choose the type of report you need and click "Generate Report."

#### **Maintenance**

**Q:** How can I back up the system data? A: Go to the Maintenance module, select "Backup Data" and choose a location for the backup to be stored.

### **User Logs**

**Q: What information is available in the User Logs module?** A: The User Logs module provides detailed logs of user activities, including login times, actions performed, and any changes made to the system.

## **Inventory**

**Q: Can I track the usage of inventory items?** A: Yes, the Inventory module allows you to track the usage and stock levels of items, ensuring efficient inventory management.

### **FAQ**

**Q: Where can I find answers to common questions?** A: The FAQ section is accessible from the main menu. Click on "FAQ" to view a list of frequently asked questions and their answers.