

Palveluaktiviteetit - Kopioi palveluaktiviteetit

Tämä opas antaa ohjeet palveluaktiviteetin kopioimiseen Lion Portalissa, helpottaen palvelualoitteiden hallintaa. Oppaassa kerrotaan mm. automaattisesta luonnoksen tilasta, sekä tärkeiden tietojen päivittämisestä, kt. päivämäärät, virkailijat, jolla varmistetaan että käyttäjät kopioivat ja kustomoivat aktiviteetteja oikein. Seuraamalla tämän oppaan ohjeita käyttäjät voivat helpottaa palveluaktiviteettien hallintaa Lion Portalissa, tiedostaen kriittiset rajoitteet, kuten kuvien puuttuminen kopioiduista aktiviteeteista. Kaikkiaan, tämä resurssi on hyödyllinen kaikille, jotka haluavat parantaa toimintansa tehokkuutta palveluaktiviteettien hallinnassa.



Vinkki! Tämä opas näyttää, miten kopioidaan palveluaktiviteetti.

Kun aktiviteetti on kopioitu:

Huom 1: status on asetettu "Luonnos" tilaan, kaikki päivämääräkohdat ovat tyhjiä, ilmoitettu -ruutu on tyhjä ja valokuvat on poistettu. Nämä tarvitaan täyttää ennen raportin toimittamista.

Huom 2: Mittaritiedot ja muut raportointitiedot ovat kopioituna. Nämä voidaan hyväksyä sellaisenaan, tai niitä voidaan muuttaa uuden aktiviteetin mukaiseksi.

Huom 3: Valokuvia ei ole kopioitu uutee aktiviteettiin.

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Kirjaudu Lion Portaliin lionportal.org

Etsi kopioitava aktiviteetti



Vinkki! On kaksi tapaa löytää aktiviteetti kopioitavaksi:

- Palvelut > Omat aktiviteetit yläreunan palkissa
- Oma klubi > Klubin palveluaktiviteetit välilehti

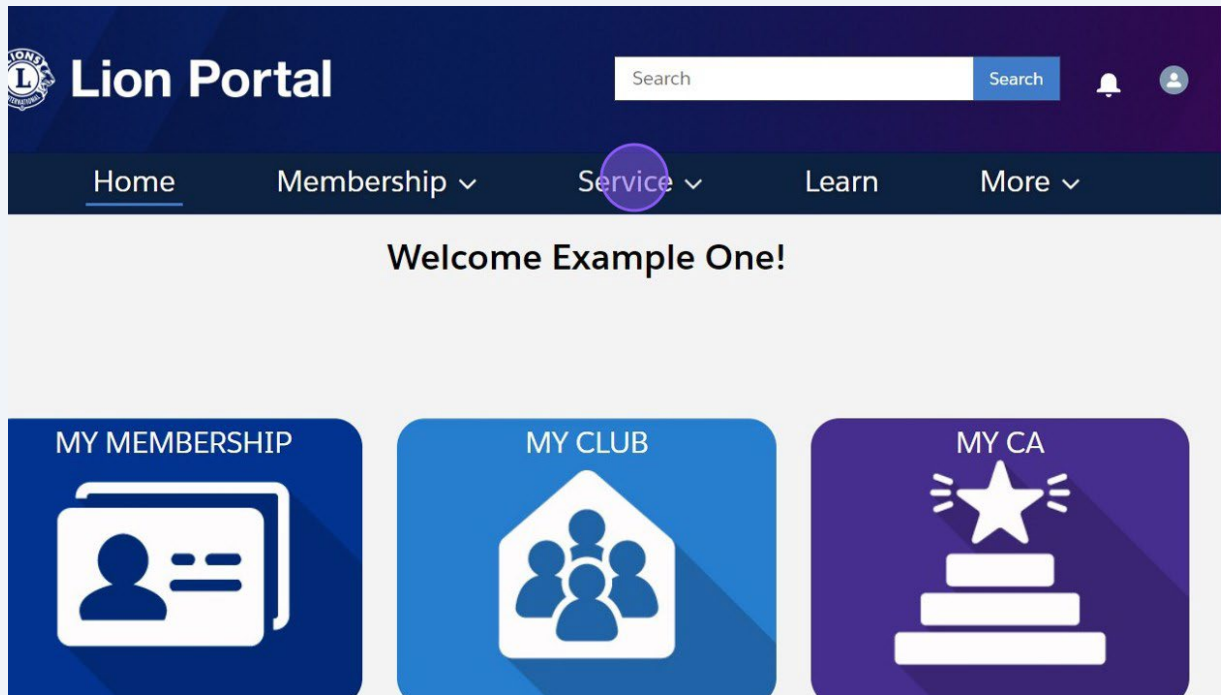
Molemmat näkyvät



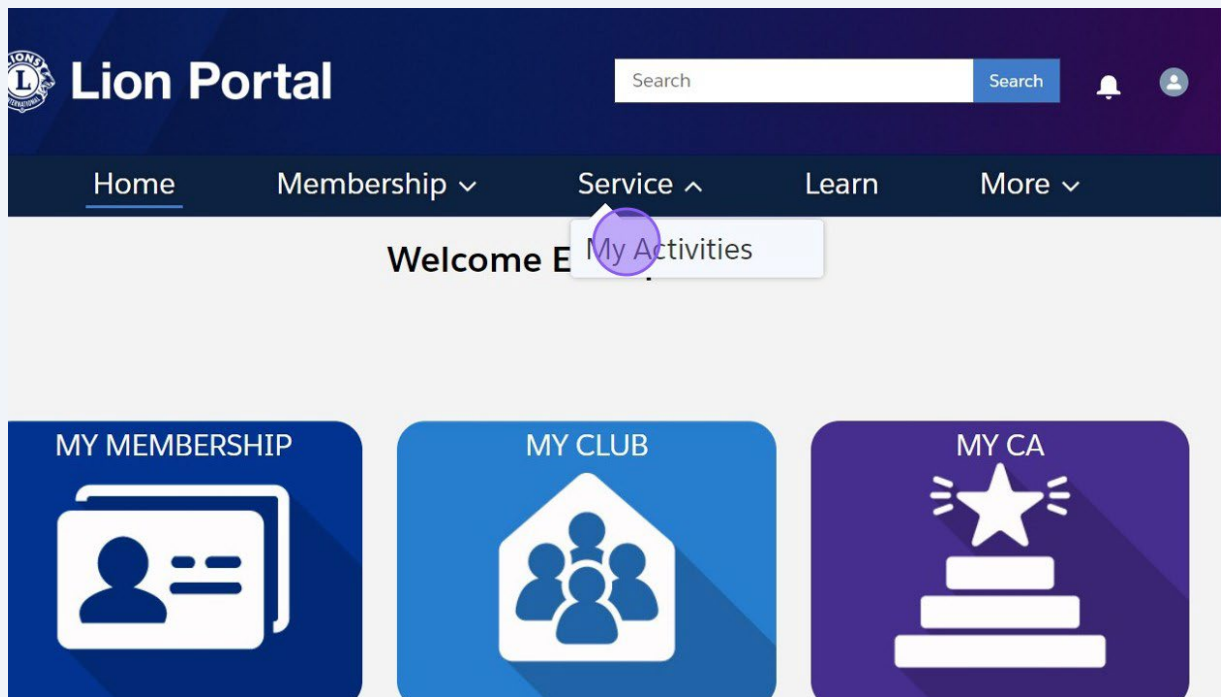
Etsi Palvelut > Omat aktiviteetit

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Klikkaa "Palvelu"



3 Klikkaa "Omat aktiviteetit"



4 Lista "Oman klubin aktiviteetit (viimeiset 3 kk) on oletusnäkymä. Klikkaa alaspäin olevaa nuolta vaihtaaksesi toiseen näkymään.

Create Service Activity

My Activities

My Club Activities (Last 3 Months) ▼

8 items · Sorted by End Date · Filtered by All service activities - Start Date, Logged In Users Club Activities · Updated a few seconds ago

Search this list...

End... ↑	Title	Service ...	Start ...	R...	Activ...	Record ...	Si...	Created...
1	Example Cl...	SA-052924...	9/1/2024	<input type="checkbox"/>	Lions Cl...	Donation	<input type="checkbox"/>	▼
2	7/4/2024 Example Cl...	SA-052924...	7/4/2024	<input type="checkbox"/>	Lions Cl...	Service Pro...	<input type="checkbox"/>	Example O... ▼
3	7/5/2024 Example Cl...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	Example O... ▼
4	8/5/2024 Example Cl...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	Example O... ▼
5	9/2/2024 Example Cl...	SA-052924...	9/2/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	▼
6	9/11/20... Example Cl...	SA-052924...	9/11/20...	<input checked="" type="checkbox"/>	Lions Cl...	Fundraiser	<input type="checkbox"/>	▼

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Klikkaa haluamaasi Palveluaktiiviteettia jonka haluat kopioida.

My Activities



My Club Activities (Last 3 Months) ▼

8 items · Sorted by End Date · Filtered by All service activities · Start Date, Logged In Users Club Activities · Updated a few seconds ago

Search this list...



End... ↑	Title	Service ...	Start ...	R...	Activ...	Record ...	Si...	Created...
1	Example Club SA6...	SA-052924...	9/1/2024	<input type="checkbox"/>	Lions Cl...	Donation	<input type="checkbox"/>	
2	7/4/2024 Example Club SA7...	SA-052924...	7/4/2024	<input type="checkbox"/>	Lions Cl...	Service Pro...	<input type="checkbox"/>	Example O...
3	7/5/2024 Example Club SA1...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	Example O...
4	8/5/2024 Example Club SA2...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	Example O...
5	9/2/2024 Example Club SA2...	SA-052924...	9/2/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
6	9/11/20... Example Club SA5...	SA-052924...	9/11/20...	<input checked="" type="checkbox"/>	Lions Cl...	Fundraiser	<input type="checkbox"/>	
7	9/15/20... Example Club SA3...	SA-052924...	9/15/20...	<input checked="" type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	

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Aktiviteetti avautuu, klikkaa "Kopioi" aloittaaksesi prosessin.

Lion Portal Search Search

Home Membership ▼ Service ▼ Learn More ▼



Service Activity
SA-05292423

Edit

Copy

Delete

Title
Example Club SA7 - Service Project Surfing

Sponsor
[Example Club For Training](#)

Status
Ready to Report

Details Image Gallery

Image Gallery Upload

Information

Record Type

Service Project



Report Complete



Title

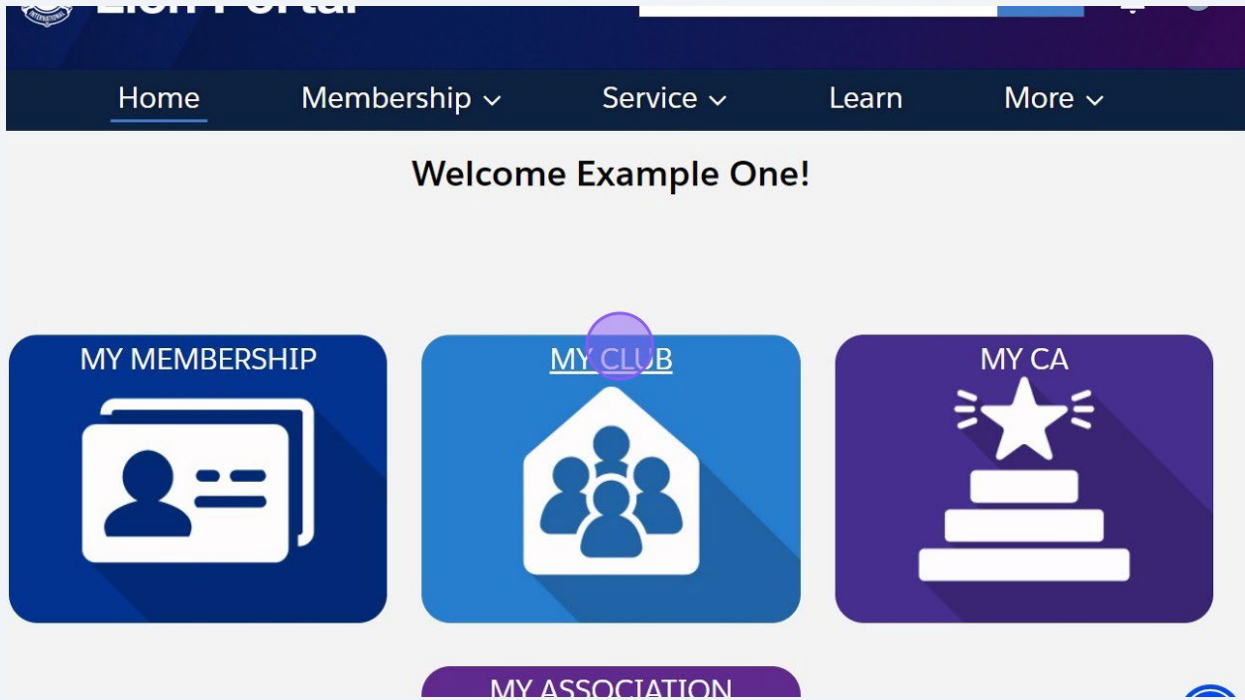




Etsi Oma klubi > Klubin palveluaktiviteetit välillehti

7

Klikkaa "MINUN KLUBINI"



8 Klikkaa "Klubin palveluaktiviteetit" välilehteä

Home Membership Service Learn More

Account Example Club For Training + Follow

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Club Details Data Export Club Statements Club Service Activities More Member ... Club Acti...

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count
District 1 J	56
Region or Zone	Club Specialty
SE Zone 1	Cultural
Lion ID	Club Sub-Specialty
200158	

Manage Club Members

Manage Club Officers

9 Lista klubin palveluaktiviteeteista ilmestyy Klikkaa sarakkeen otsikkoa, josta voit järjestää listan haluamasi tiedon perusteella.

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Club Details Data Export Club Service Activities More Member ... Club Acti...

Service Activities (9) 9 items • Updated a minute ago

	End Date	Title	Service Acti...	Start Date	Re
1	7/5/2024	Example Club ...	SA-05292416	7/5/2024	✓
2	8/5/2024	Example Club ...	SA-05292417	8/5/2024	✓
3	9/15/2024	Example Club ...	SA-05292418	9/15/2024	✓
4	9/17/2024	Example Club ...	SA-05292419	9/17/2024	✓
5	9/11/2024	Example Club ...	SA-05292420	9/11/2024	✓

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

10 Klikkaa haluamaasi Palveluaktiiviteettia jonka haluat kopioida.

Service Activities (8)
8 items · Updated a few seconds ago

	End Date	Title	Service Acti...	Start Date	Re
1	7/5/2024	Example Club ...	SA-05292416	7/5/2024	<input checked="" type="checkbox"/>
2	8/5/2024	Example Club ...	SA-05292417	8/5/2024	<input checked="" type="checkbox"/>
3	9/15/2024	Example Club ...	SA-05292418	9/15/2024	<input checked="" type="checkbox"/>
4	9/17/2024	Example Club ...	SA-05292419	9/17/2024	<input checked="" type="checkbox"/>
5	9/11/2024	Example Club ...	SA-05292420	9/11/2024	<input checked="" type="checkbox"/>
6		Example Club ...	SA-05292421	9/1/2024	<input type="checkbox"/>
7	9/2/2024	Example Club ...	SA-05292422	9/2/2024	<input checked="" type="checkbox"/>
8	7/4/2024	Example Club ...	SA-05292423	7/4/2024	<input type="checkbox"/>

View All

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

View Delegates

View Club Officers

11 Klikkaa tästä.

Lion Portal Search Search

Home Membership Service Learn More

Service Activity
SA-05292423

Edit Copy Delete

Title: Example Club SA7 - Service Project Surfing
Sponsor: [Example Club For Training](#)
Status: Ready to Report

Details Image Gallery

Information

Record Type: Service Project
Report Complete:

Title

Image Gallery Upload

12 Aktiviteetti avautuu, klikkaa "Kopioi" aloittaaksesi prosessin.

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. Below the navigation, a service activity card is displayed for 'SA-05292423'. The card includes fields for Name (Example Club SA7 - Service Project Surfing), Sponsor (Example Club For Training), and Status (Ready to Report). There are buttons for Edit, Copy (highlighted with a purple circle), and Delete. Below the card, there are tabs for Details and Image Gallery. The Details tab is active, showing a form with fields for Record Type (Service Project), Report Complete (checkbox), and Title. An image gallery tab is also visible, showing a photo of a surfing event.

Muokkaa kopioitua aktiviteettia

1 Vihreä onnistumisviesti näkyy ruudussa. Klikkaa "X" sulkeaksesi tämän viestin. Uusi aktiviteetti on valmiina päivitettäväksi sen tiedoilla.

The screenshot shows the Lion Portal interface with a success message displayed at the top. The message reads: 'Success! Success! Here is your copied activity. Begin editing now.' The message has a green background and a close button (X) in the top right corner. Below the message, the service activity card is visible, showing the same activity as in the previous screenshot, but with the status changed to 'Draft'. The 'Copy' button is now disabled. The rest of the interface, including the navigation and form fields, remains the same.



Huomio! Kun aktiviteetti on kopioitu, sen aloitus- ja päättymispäivämäärät ovat tyhjä. Aktiviteetti on tilassa "Ei ilmoitettu". Nämä kentät tulee päivittää, jotta aktiviteetti voidaan ilmoittaa.



Vinkki! Suosittelemme, että editoit palveluaktiviteetin otsikkoa, jotta se on helpompi löytää tulevaisuudessa. Jotta muokkaukset tallentuvat tulee "Aloituspäivämäärä" lisätä.



Rivimuokkauksen esimerkki

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Pääset muokkaamaan otsikkoa klikkaamalla kynän kuvaa "Otsikko" -kohdan vieressä.

Example Club SA7 - Service Project Surfing [Example Club For Training](#) Draft

Details Image Gallery

Imag... Uploa...

Use the **Upload Images** tab to begin uploading images.

Information

Record Type	Service Project	Report Complete	<input type="checkbox"/>
Title	Example Club SA7 - Service Project Surfing	Cause	Vision
Sponsor	Example Club For Training	Project Type	Other
Activity Level	Lions Club	Description	We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired. Participants were age 6 to 70.
Status	Draft		

15 Klikkaa "Otsikko" kenttään muokataksesi nimeä.

The screenshot shows a web interface with two tabs: 'Details' and 'Image Gallery'. The 'Details' tab is active. At the top right, there are two more tabs: 'Imag...' and 'Uploa...'. Below the tabs, there is a note: 'Use the **Upload Images** tab to begin uploading images.' The main form area has a header '* = Required Information'. Under the 'Information' section, the 'Title' field is highlighted with a purple circle and a blue border. The text in the title field is 'Club SA7 - Service Project Surfin'. Other fields include 'Record Type' (Service Project), 'Report Complete' (checkbox), 'Sponsor' (Example Club For Training), 'Cause' (Vision), 'Activity Level' (Lions Club), and 'Project Type' (Other). At the bottom, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a purple circle.

16 Klikkaa "Tallenna"

This screenshot is identical to the one in step 15, but the 'Save' button at the bottom is now highlighted with a purple circle. Additionally, the 'Title' field is highlighted with a yellow background. The rest of the form and interface elements remain the same.



Vinkki! Jos saat virheilmoituksen yrittäessäsi tallentaa tietoja. Hyödylliset viestit auttavat virheen löytämisessä

1


"Aloituspäivämäärä" vaaditaan aktiviteetin tallentamiseksi. Virheilmoitus ilmestyy ruutuun ja näyttää, missä virhe on. Klikkaa linkkiä virheviestissä. Tässä esimerkki "Aloituspäivämäärän" virheestä.


The screenshot shows a web application interface with two tabs: "Details" and "Image Gallery". The "Details" tab is active. At the top right of the form area, it says "* = Required Information". The form is titled "Information" and contains several fields: "Record Type", "Service Project", "Title" (with a yellow highlight and an information icon), "Sponsor" (with a dropdown menu showing "Example Club For Training"), "Cause" (with a dropdown menu showing "Vision"), and "Report Complete" (with a checkbox). A red error banner with a white "X" icon and the text "We hit a snag." is overlaid on the form. Below the banner, a white box with a purple circle around the word "Review" contains the text "Review the following fields" and a link to "Start Date". At the bottom of the form, there are "Cancel" and "Save" buttons. To the right of the form, there is a sidebar with tabs for "Imag..." and "Uploa...". The sidebar contains the text "Use the Upload Images tab to begin uploading images." and a blue circular icon with a white "f" at the bottom right.

1

Virhelinkkiä klikkaamalla pääset siihen kohtaan jossa virhe on tapahtunut. Viesti alla antaa lisätietoja virheestä. Korjaa tiedot ja klikkaa "Tallenna"

The screenshot shows a web form with a date field at the top that has a red border and a calendar icon. A yellow tooltip message reads: "Complete this field with format M/d/yyyy." Below this is the "End Date" label with an information icon and another date input field with a calendar icon. Underneath is a section titled "Required Metrics" with a dropdown arrow. It contains three input fields: "People Served" with the value "150", "Total Volunteers" with the value "95", and "Non-Lions Participated" with a checked checkbox. Below these is a partially visible "Non-Lion Family Members Participated" field with a checked checkbox. At the bottom of the form are "Cancel" and "Save" buttons. A user profile header shows "Example One, 9/22/2024, 9:16 AM" and a blue circular icon with a white 'f' is visible on the right side of the form.

 Rivimuokkausesimerkki päätty

 Ponnahduslomakkeen menetelmän esimerkki

19 Klikkaa "Muokkaa"

The screenshot shows a web application interface for a service activity. At the top, there is a navigation bar with links for Home, Membership, Service, Learn, and More. Below the navigation bar, the page title is "Service Activity SA-05292424". To the right of the title, there are three buttons: "Edit" (highlighted with a purple circle), "Copy", and "Delete". Below the title, there is a section for "Details" and "Image Gallery". The "Details" section is expanded to show "Information". The "Information" section contains several fields: "Record Type" (Service Project), "Report Complete" (checkbox), "Title" (Example Club SA8 - Service Project Surfing), "Sponsor" (Example Club For Training), "Cause" (Vision), and "Activity Level" (Lions Club). To the right of the "Information" section, there is a "Image Gallery" section with a "Upload Images" button and a message: "Use the Upload Images tab to begin uploading images."

20 Klikkaa kenttiä, muokkaa ja klikkaa "Tallenna".

The screenshot shows a modal form for editing a service activity. The form is titled "Information" and contains several fields: "Record Type" (Service Project), "Report Complete" (checkbox), "* Title" (Example Club SA8 - Service Project S), "* Sponsor" (Example Club For Training), "* Cause" (Vision), "Activity Level" (Lions Club), and "Project Type" (Other). The form also includes a "Cancel" button, a "Save" button, and a "View all dependencies" link. A purple circle highlights the "Save" button. At the bottom right of the modal, there is a blue circular icon with a white person silhouette.



Ponnahduslomakkeen menetelmän esimerkki päättyy



Muistutus: Valokuvia ei ole kopioitu uutee aktiviteettiin.

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Huom: uudelle aktiviteetille ei ole kuvia.

Example Club SA8 - Service Project Surfing Sponsor [Example Club For Training](#) Status Draft



Details Image Gallery

Information

Record Type Service Project	Report Complete <input type="checkbox"/>
Title Example Club SA8 - Service Project Surfing	
Sponsor Example Club For Training	Cause Vision
Activity Level Lions Club	Project Type Other
Status Draft	Description We partnered with another club and a local surfing based youth

Image Gallery

Use the **Upload Images** tab to begin uploading images.



22 Palaa klubin sivulle ja klikkaa alla olevaa "Sponsori" linkkiä.

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. Below the navigation, there is a section for Service Activity SA-05292424 with Edit, Copy, and Delete buttons. A table lists service activities, with the 'Sponsor' column containing a link to 'Example Club For Training'. A modal window is open for this club, displaying details such as Lion ID (200158), Type (Lions Club), Status (Active), and Billing Address (124 Any Place, Naperville, Illinois 60565, United States). The modal also has tabs for Details and Image Gallery.

23 Klikkaa "Koti" palataksesi etusivulle.

The screenshot shows the Lion Portal interface with the 'Home' button in the navigation bar highlighted with a purple circle. Below the navigation, there is a section for Account Example Club For Training with a Follow button. A table lists account details, including Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (56). Below the table, there are tabs for Club Details, Data Export, Club Statements, Club Service Activities, and More. The Club Details tab is active, showing Account Name (Example Club For Training), Parent Account, Type (Lions Club), and Active Member Count. A Manage Club Members button is visible in the bottom right corner.

Tähän päättyy "Palveluaktiviteetit - Kopioi palveluaktiviteetit" pikaopas.

