

Actividades de servicio - Copiar Una Actividad De Servicio

Esta guía proporciona un método sencillo para copiar una actividad de servicio en el Lion Portal, lo que facilita la replicación y administración de las iniciativas de servicio. Describe detalles importantes como el estado del borrador automático y la necesidad de actualizar información clave como las fechas y los títulos, asegurando que los usuarios puedan personalizar eficazmente la actividad copiada. Al seguir los pasos de esta guía, los usuarios pueden optimizar la gestión de sus actividades de servicio al tiempo que son conscientes de las limitaciones críticas, como la ausencia de imágenes en las entradas copiadas. En general, este recurso es esencial para cualquier persona que desee mejorar su productividad y organización en la gestión de las actividades de servicio.



Consejo, esta guía le mostrará cómo copiar una actividad de servicio.

Cuando se copia una actividad:

Nota 1: El estado se establece en "Borrador", todas las fechas se establecen en blanco, el informe no se marca, las imágenes de la actividad no se copian. Tendrán que completarse para presentar el informe de la actividad.

Nota 2: Se copian los datos de las métricas y otros puntos de datos de informes. Pueden aceptarse o cambiarse para la nueva actividad.

Nota 3: Las imágenes no se copian a la nueva actividad.

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Iniciar sesión en el Lion Portal lionportal.org

Localice La Actividad Que Desea Copiar



Consejo, hay dos rutas para localizar la actividad que se va a copiar:

- En Servicio > Mis actividades en la barra de navegación superior
- En Mi Club > Pestaña Actividades de servicio del Club

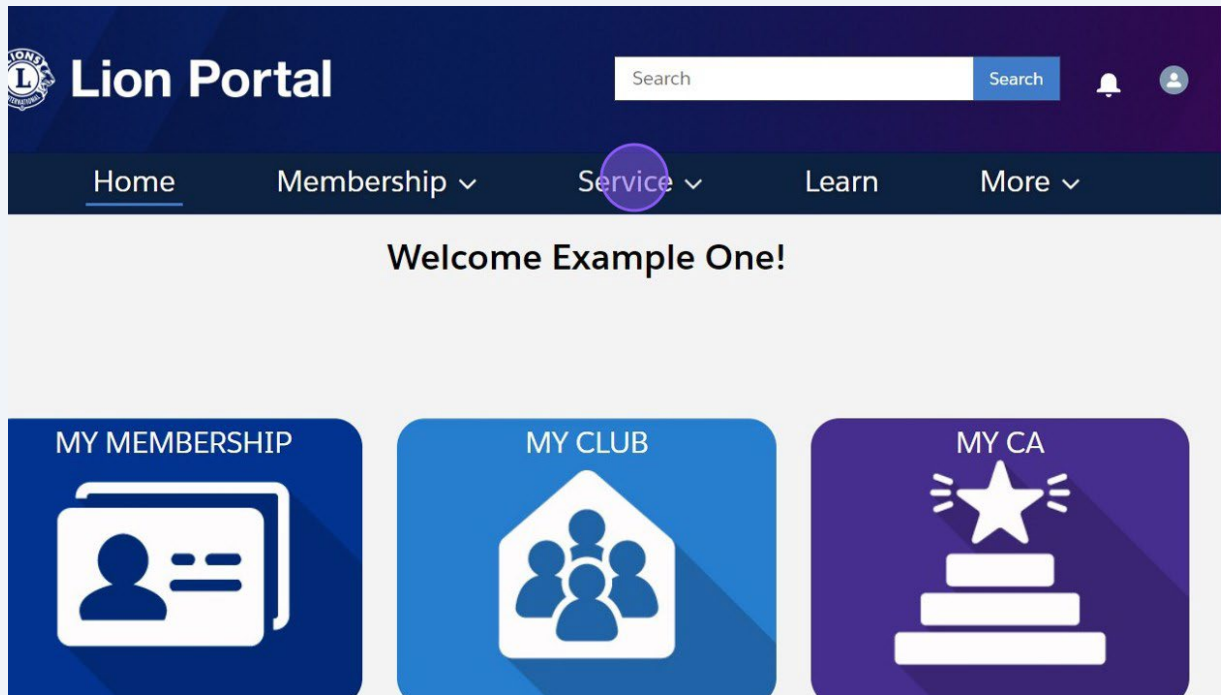
Se muestran ambos



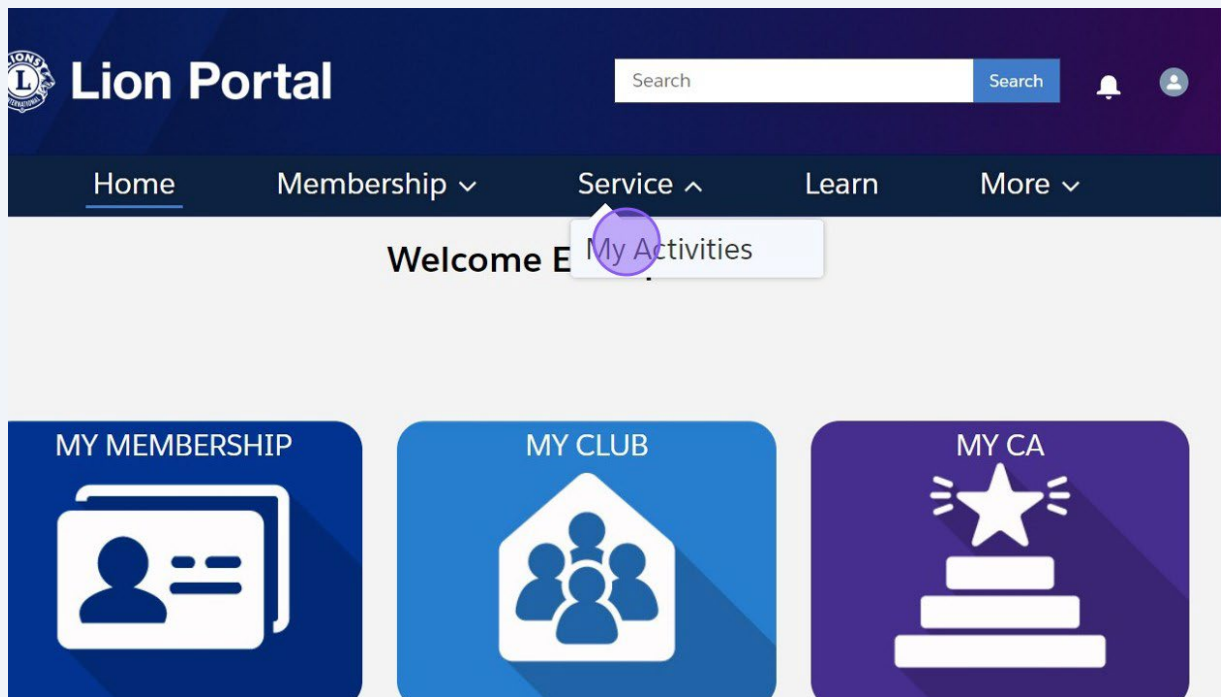
Localizar desde Servicio > Mis actividades

2

Haga clic en "Servicio"



3 Haga clic en "Mis actividades"



4 La lista de "Actividades de mi club (últimos 3 meses)" es la vista predeterminada, haga clic en la flecha hacia abajo junto al título de la vista para cambiar a una vista de lista diferente.

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...	Example O... ▼
3	7/5/2024	Example Cl...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	Example O... ▼
4	8/5/2024	Example Cl...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	Example O... ▼
5	9/2/2024	Example Cl...	SA-052924...	9/2/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	▼
6	9/11/20...	Example Cl...	SA-052924...	9/11/20...	<input checked="" type="checkbox"/>	Lions Cl...	Fundraiser	▼

5 Haga clic en el enlace a la actividad de servicio que desea copiar.

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"/>	

6 Se abrirá la actividad, haga clic en "Copiar" para iniciar el proceso.

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...

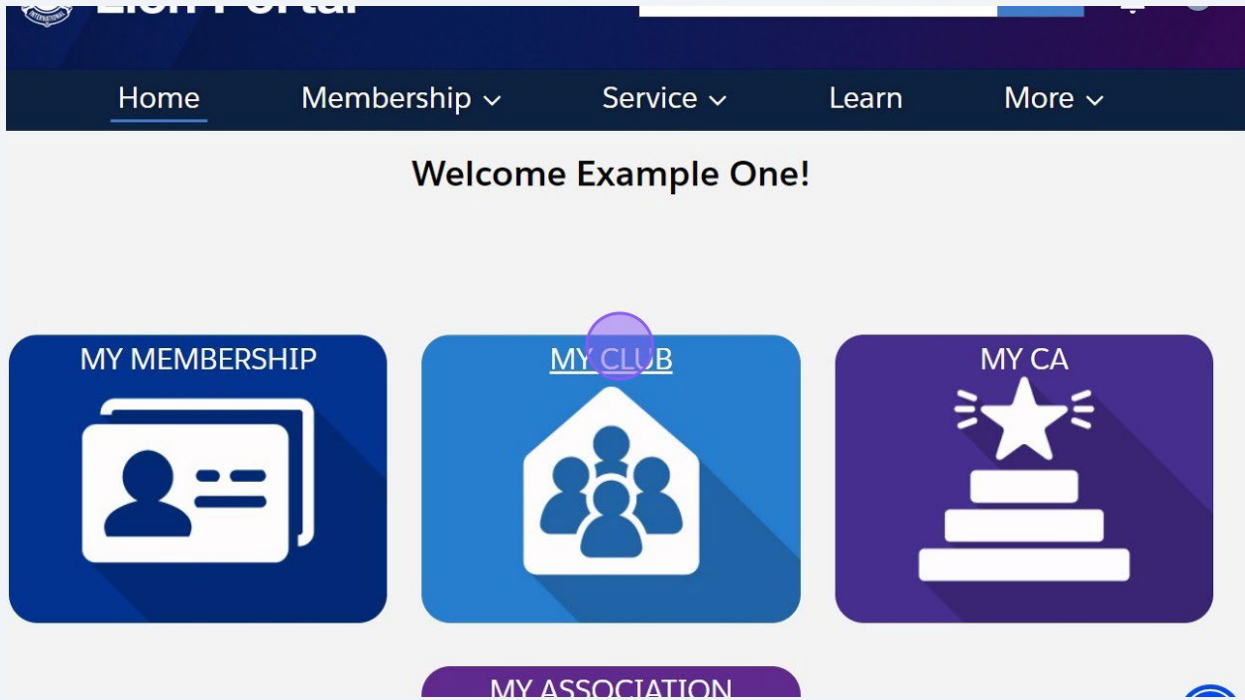




Localizar desde Mi club > Pestaña Actividades de servicio del club

7

Haga clic en "MI CLUB"



8 Haga clic en la pestaña "Actividades de servicio de club"

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 Se muestra la lista de Actividades de servicio de club. Haga clic en el encabezado de columna para ordenar la lista por la columna seleccionada.

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 Haga clic en el enlace a la actividad de servicio que desea copiar.

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 Haga clic aquí.

Lion Portal

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



12 Se abrirá la actividad, haga clic en "Copiar" para iniciar el proceso.

Lion Portal

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

Image Gallery

Image Gallery

Editar la actividad copiada

1 Se mostrará un mensaje de éxito verde. Pulse este icono para cerrar el mensaje. La nueva actividad está lista para actualizarse con los datos de esta nueva actividad.

Lion Portal

Success! Success! Here is your copied activity. Begin editing now.

Search

Home Membership Service Learn More

Service Activity SA-05292424

Edit Copy Delete

Title: Example Club SA7 - Service Project Surfing

Sponsor: [Example Club For Training](#)

Status: Draft

Details

Image Gallery

Information

Record Type: Service Project

Report Complete

Image Gallery

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



¡Alerta! Cuando se copia una actividad de servicio, las fechas de inicio y finalización se establecen en blanco. La actividad está configurada como "No reportado". Estos campos deben actualizarse para presentar el informe de la actividad completada.



Consejo, le sugerimos que edite el **Cargo** de la actividad de servicio para que sea más fácil de encontrar en el futuro. Para guardar las ediciones se necesita una "fecha de inicio".



Ejemplo de método de edición en línea

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Para editar el título, haga clic en el icono de lápiz junto a "Título".

The screenshot displays a web application interface for editing a service project. At the top, there are three tabs: "Example Club SA7 - Service Project Surfing", "Example Club For Training" (which is selected and underlined), and "Draft". Below the tabs, there are two main sections: "Details" and "Image Gallery". The "Details" section is further divided into "Information" and "Image Gallery". The "Information" section contains several fields with edit icons (pencil icons) next to them:

- Record Type: Service Project
- Title: Example Club SA7 - Service Project Surfing (highlighted with a purple circle and a pencil icon)
- Sponsor: Example Club For Training
- Activity Level: Lions Club
- Status: Draft
- Report Complete: (with an information icon)
- Cause: Vision
- Project Type: Other
- Description: We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired.

On the right side of the "Image Gallery" section, there are two tabs: "Imag..." and "Uploa...". Below these tabs, there is a message: "Use the Upload Images tab to begin uploading images." A small blue logo is visible in the bottom right corner of the interface.

15 Haga clic en el campo "Título" para editar el nombre.

The screenshot shows a web interface with two tabs: 'Details' and 'Image Gallery'. The 'Details' tab is active. At the top right, there is a note: '* = Required Information'. Below this, there is a section titled 'Information' with a dropdown arrow. The form contains the following fields and controls:

- Record Type: Service Project
- Report Complete:
- * Title: Club SA7 - Service Project Surfin (highlighted with a blue circle and a red box)
- * Sponsor: Example Club For Training (with a close button 'X')
- * Cause: Vision (dropdown menu)
- Activity Level: Lions Club
- Project Type: Other (dropdown menu)

At the bottom of the form, there are 'Cancel' and 'Save' buttons. A blue circular icon with a white arrow is located in the bottom right corner of the form area.

16 Haga clic en "Guardar"

This screenshot is identical to the one in step 15, showing the same web form. However, the 'Save' button at the bottom of the form is now highlighted with a blue circle and a red box, indicating the next step in the process.



Consejo, si se produce un error al intentar guardar el registro. Los mensajes útiles le guiarán a los puntos a corregir los errores

1


Para guardar la actividad se necesita la "fecha de inicio". Aparecerá el mensaje de error para mostrar el error o errores. Haga clic en el enlace del error. En este ejemplo, el error es "Fecha de inicio".


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 a red asterisk), 'Sponsor' (with a red asterisk), and 'Cause' (with a red asterisk). A red error message box is overlaid on the form, stating 'We hit a snag.' and listing 'Start Date' as a field to review. The 'Save' button is highlighted in blue, and a red 'X' icon is visible next to it. The right side of the image shows a partial view of another tab labeled 'Imag...' and 'Uploa...' with the text 'Use the Upload Images tab to begin uploading images.'

1

Si hace clic en el enlace de error, se desplazará al campo que causa el error. El mensaje siguiente proporcionará detalles del error. Corrija los datos y haga clic en "Guardar".

The screenshot shows a web form with a date field at the top that has a red border and a calendar icon. Below it is a yellow error message box that says "Complete this field with format M/d/yyyy." To the right of the error message is a user profile icon and the text "Example One, 9/22/2024, 9:16 AM". Below the error message is another date field labeled "End Date" with a calendar icon and the format "M/d/yyyy". Underneath is a section titled "Required Metrics" with a downward 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 field for "Non-Lion Family Members Participated" with a checked checkbox. At the bottom of the form are "Cancel" and "Save" buttons. A blue circular icon is visible on the right side of the form.

 Fin del ejemplo del método de edición en línea

 Ejemplo de método de formulario emergente

19 Haga clic en "Editar"

20 Haga clic en el campo o campos para editar y luego haga clic en "Guardar" para guardar las actualizaciones.



Ejemplo de método de fin de formulario emergente



Recordatorio: Las imágenes no se copian a la nueva actividad.

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Nota: no hay imágenes para esta nueva actividad.

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

Imag... Uploa...

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

22 Para volver a la página del club, haga clic en el enlace que aparece debajo de "Patrocinador"

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation links: Home, Membership, Service, Learn, and More. Below the navigation, there is a section for 'Service Activity SA-05292424' with 'Edit', 'Copy', and 'Delete' buttons. The main content area displays a table with columns for Title, Sponsor, and Status. The 'Sponsor' column contains the link 'Example Club For Training', which is circled in purple. A modal window is open over this link, showing details for 'Example Club For Training'. The modal includes a 'Details' tab and an 'Image Gallery' tab. The 'Details' tab shows the following information:

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

23 Haga clic en "Inicio" para volver a la página de inicio.

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation links: Home, Membership, Service, Learn, and More. The 'Home' link is circled in purple. Below the navigation, there is a section for 'Account Example Club For Training' with a '+ Follow' button. The main content area displays a table with columns for Lion ID, Type, Status, Billing Address, and Active Member Count. The table contains the following information:

Lion ID	200158	Type	Lions Club	Status	Active	Billing Address	124 Any Place Naperville, Illinois 60565 United States	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 the following information:

Account Name	Example Club For Training	Type	Lions Club
Parent Account		Active Member Count	

There is also a 'Manage Club Members' button.

24 Esto concluye la guía rápida "Actividades de servicio - Copiar una actividad de servicio"

