

Serviceaktiviteter - Kopiera en serviceaktivitet

Denna vägledning ger en enkel metod att kopiera en serviceaktivitet i Lion Portal, vilket gör det enklare att upprepa och hantera serviceaktiviteter. Den beskriver viktiga detaljer som automatisk utkast och att uppdatera viktig information som datum och titlar, vilket säkerställer att användarna kan anpassa den kopierade aktiviteten. Genom att följa stegen i denna vägledning kan användarna effektivisera hanteringen av serviceaktiviteter samtidigt som de är medvetna om begränsningar, till exempel att det inte finns några bilder i de kopierade serviceaktiviteterna. Sammantaget är denna resurs viktig för alla som vill förbättra sin produktivitet och organisation när det gäller att hantera serviceaktiviteter.



Tips! Denna vägledning visar hur du kopierar en serviceaktivitet.

När en aktivitet kopieras:

Notera 1: Statusen är inställd på "Utkast", alla datum är inställda på blank, inrapporterad är avmarkerad och bilder från aktiviteten kopieras inte. Dessa måste fyllas i för att inrapportera aktiviteten.

Notera 2: Mätvärden och andra data inför inrapportering kopieras. Dessa kan accepteras eller ändras för den nya aktiviteten.

Notera 3: Bilder kopieras inte till den nya aktiviteten.

1

Logga in på Lion Portal lionportal.org

Leta reda på aktiviteten att kopiera



Tips! Det finns två sätt att hitta den aktivitet som ska kopieras:

- Från Hjälpinsatser > Mina aktiviteter i det övre navigeringsfältet
- Från Min klubb > fliken Klubbens serviceaktiviteter

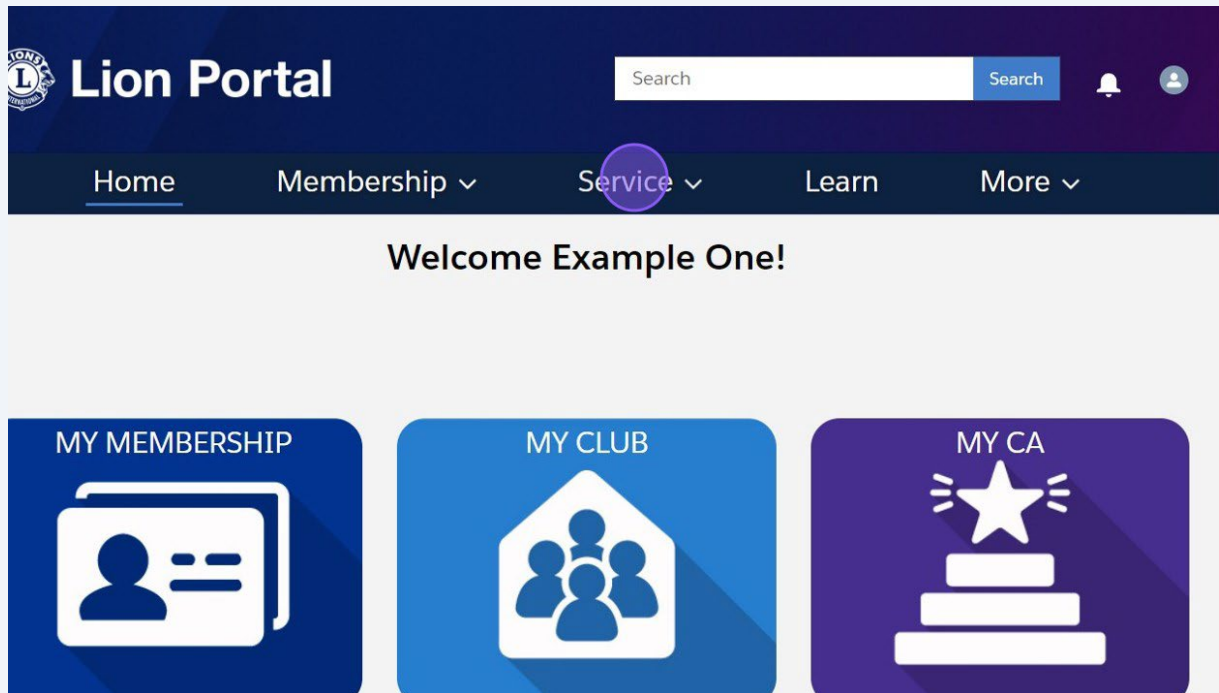
Båda visas



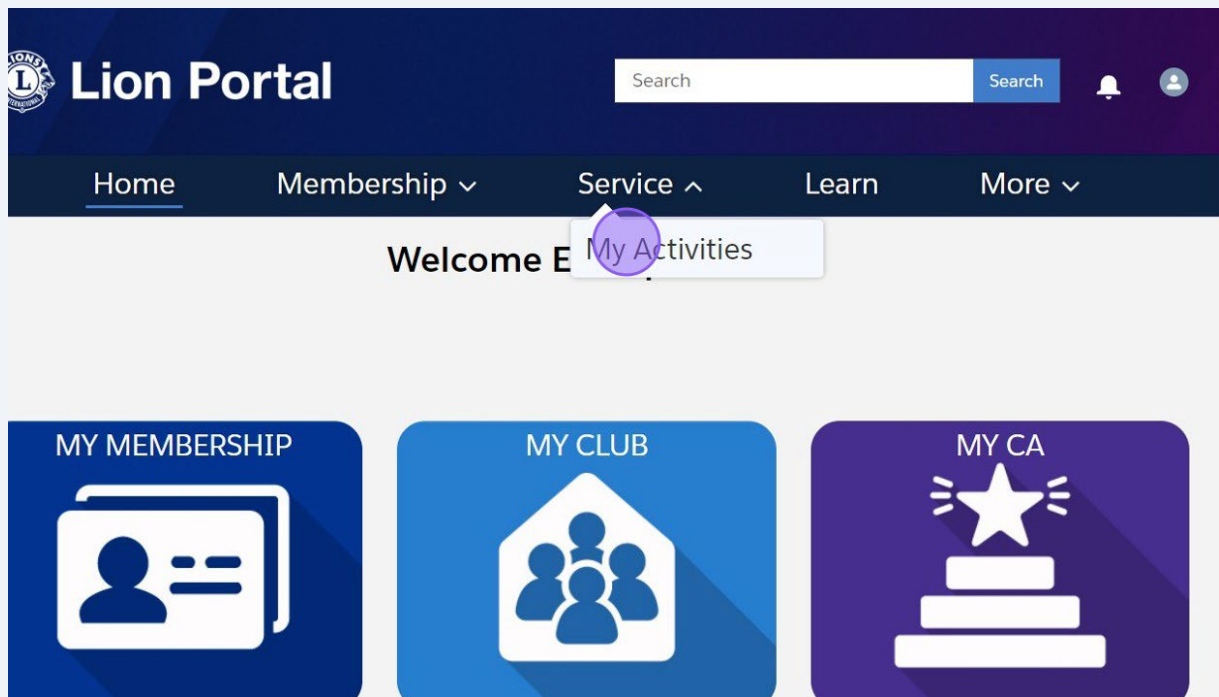
Hitta från Hjälpsatser > Mina aktiviteter

2

Klicka på "Hjälpsatser".



3 Klicka på "Mina aktiviteter".



4 Listan "Mina klubbaktiviteter (senaste tre månader)" är standardvyn. Klicka på pilen nedåt bredvid vyns titel för att ändra till en annan vy.

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"/>	▼

5 Klicka på länken till den serviceaktivitet som du vill kopiera.

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 Aktiviteten öppnas. Klicka på "Kopiera" för att påbörja processen.

Lion Portal Search [Search] [Bell] [User]

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

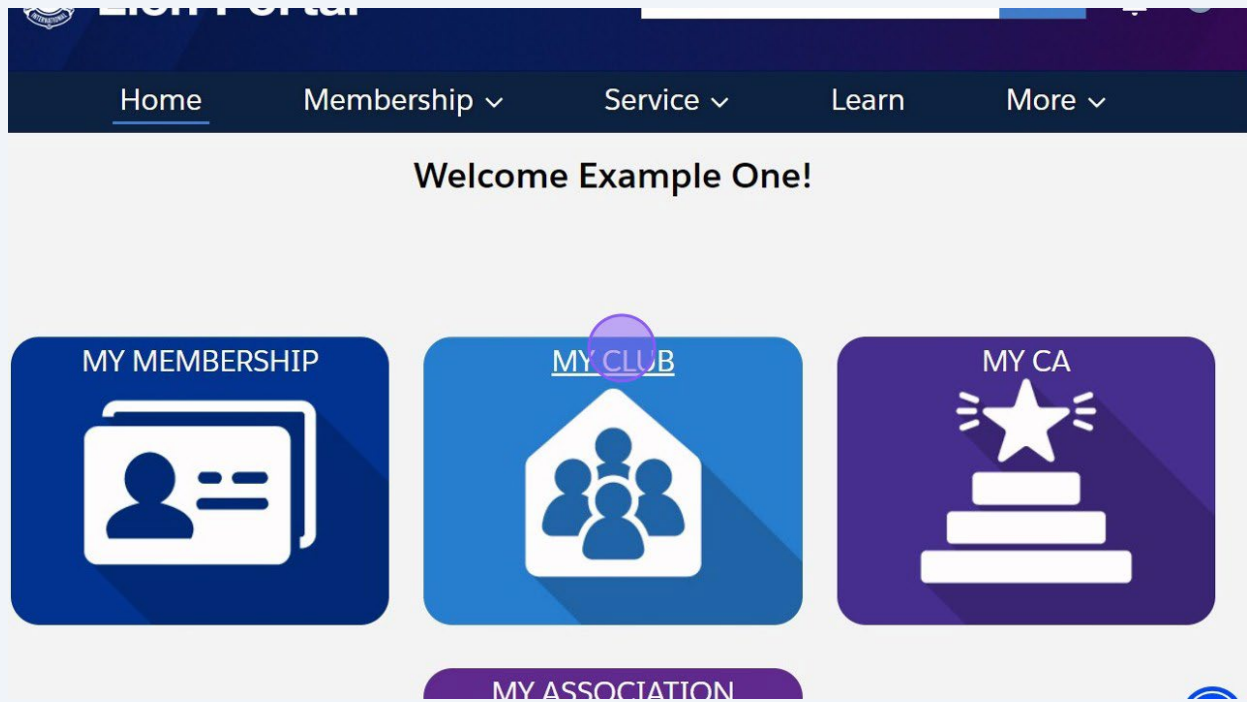
Image Gallery: [Image of a service project]



Hitta från Min klubb > fliken Klubbens serviceaktiviteter

7

Klicka på "MIN KLUBB".



8 Klicka på fliken "Klubbens serviceaktiviteter".

Home Membership ▾ Service ▾ Learn More ▾

Account
Example Club For Training + Follow

Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 56
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Club Details Data Export Club Statements **Club Service Activities** More

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

Member ... Club Acti...

Manage Club Members

Manage Club Officers

9 Listan över klubbens serviceaktiviteter visas. Klicka på kolumnrubriken för att sortera listan efter den valda kolumnen.

Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 56
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Club Details Data Export **Club Service Activities** More

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	✓

Member ... Club Acti...

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

10 Klicka på länken till den serviceaktivitet som du vill kopiera.

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 Klicka på "Kopiera".

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 Aktiviteten öppnas. Klicka på "Kopiera" för att påbörja processen.

Lion Portal

Search Search

Home Membership Service Learn More

Service Activity SA-05292423

Edit Copy Delete

Example Club SA7 - Service Project Surfing Example Club For Training Ready to Report

Details Image Gallery

Information

Record Type Service Project Report Complete

Title

Image Gallery

Image Gallery

Redigera den kopierade aktiviteten

13 Ett grönt meddelande om att det gick bra visas. Klicka på "X" för att stänga meddelandet. Den nya aktiviteten är redo att uppdateras med information om denna nya aktivitet.

Lion Portal

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

Search Search

Home Membership Service Learn More

Service Activity SA-05292424

Edit Copy Delete

Example Club SA7 - Service Project Surfing Example Club For Training Draft

Details Image Gallery

Information

Record Type Service Project Report Complete

Title

Image Gallery

Use the Upload Images tab to begin uploading images.



Observera! När en serviceaktivitet kopieras är startdatum och slutdatumen tomma. Aktiviteten är inställd på "Ej inrapporterad". Dessa fält måste uppdateras för att aktiviteten ska kunna inrapporteras som slutförd.



Tips! Vi föreslår att du ändrar **titeln** på serviceaktiviteten för att göra den lättare att hitta i framtiden. För att spara ändringarna krävs ett "Startdatum".



Exempel på metod för redigering


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Redigera titel genom att klicka på pennan bredvid "Titel".

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

Details Image Gallery

Information

Record Type Service Project	Report Complete ⁱ <input type="checkbox"/>
Title ⁱ Example Club SA7 - Service Project Surfing	
Sponsor ⁱ Example Club For Training	Cause Vision
Activity Level Lions Club	Project Type Other
Status ⁱ Draft	Description ⁱ 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

Imag... Uploa...

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

15 Klicka i fältet "Titel" för att redigera namnet.

Details Image Gallery

* = Required Information

Information

Record Type
Service Project

Report Complete *i*

* Title *i*
Club SA7 - Service Project Surfin

* Sponsor *i*
Example Club For Training X

* Cause
Vision

View all dependencies

Activity Level
Lions Club

This field is calculated upon save

Project Type
Other

Cancel Save

Status *i* Description *i*

Imag... Uploa...

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

16 Klicka på "Spara".

Details Image Gallery

* = Required Information

Information

Record Type
Service Project

Report Complete *i*

* Title *i*
Example Club SA8 - Service Proje

* Sponsor *i*
Example Club For Training X

* Cause
Vision

View all dependencies

Activity Level
Lions Club

This field is calculated upon save

Project Type
Other

Cancel Save

Status *i* Description *i*

Imag... Uploa...

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



Tips! Om det uppstår ett fel när du försöker spara. Hjälpsamma budskap leder dig till de punkter där du kan korrigera felen

17

"Startdatum" krävs för att spara aktiviteten. Felmeddelandet kommer att dyka upp för att visa felet/felen. Klicka på länken till felet. I det här exemplet är det "Startdatum" som är felet.

The screenshot shows a web application interface with a 'Details' tab and an 'Image Gallery' section. The form contains the following fields:

- Record Type: Service Project
- Report Complete:
- * Title: Example Club SA8 - Service Proje
- * Sponsor: Example Club For Training
- * Cause: Vision

A red error message box is displayed over the form, stating: "We hit a snag." Below this, a white box says "Review the following fields" and lists "Start Date". A purple circle highlights the "Start Date" link. At the bottom of the error box are "Cancel" and "Save" buttons. A red circle with a slash is also visible. The right sidebar has tabs for "Imag..." and "Uploa..." and a message: "Use the Upload Images tab to begin uploading images."

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Om du klickar på länken kommer du till det fält som orsakar felet. Nedanstående information ger en detaljerad beskrivning av felet. Rätta till uppgifterna och klicka på "Spara".

The screenshot shows a data entry form for an event. At the top, there is a header with a user icon and the text "Example One, 9/22/2024, 9:16 AM". Below this, there is a red-bordered input field that is empty. A yellow tooltip points to this field with the text "Complete this field with format M/d/yyyy." Below the tooltip is an "End Date" label with an information icon and an empty date input field with a calendar icon. Underneath is a "Required Metrics" section with a dropdown arrow. It contains three items: "People Served" with an information icon and a text input field containing "150"; "Total Volunteers" with an information icon and a text input field containing "95"; and "Non-Lions Participated" with an information icon and a checked checkbox. At the bottom of the form, there is a "Non-Lion Family Members Participated" label with an information icon and a checked checkbox. At the very bottom, there are "Cancel" and "Save" buttons. A blue circular icon is visible on the right side of the form.



Slut på exempel på metod för redigering



Exempel på metod för nytt fönster

19 Klicka på "Ändra".

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it, a service activity is displayed with the ID 'SA-05292424'. The activity name is 'Example Club SA8 - Service Project Surfing', the sponsor is 'Example Club For Training', and the status is 'Draft'. An 'Edit' button is highlighted with a purple circle. Below the activity details, there are tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active, showing a form with fields for 'Record Type' (Service Project), 'Title' (Example Club SA8 - Service Project Surfing), 'Sponsor' (Example Club For Training), 'Cause' (Vision), and 'Report Complete' (checkbox). A purple circle highlights the 'Edit' button in the top right corner.

20 Klicka i det eller de fält som ska ändras och klicka sedan på "Spara" för att spara dina uppdateringar.

The screenshot shows the 'Edit' form for the service activity. The form is titled 'Information' and includes a legend for '* = Required Information'. The fields are: '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). A purple circle highlights the 'Save' button at the bottom right of the form. The background shows the same activity details as in the previous screenshot.



Slut på exempel på metod för nytt fönster



Påminnelse: Bilder kopieras inte till den nya aktiviteten.

21

Notera: Det finns inga bilder för denna nya aktivitet.

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	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
Status Draft	

Image Gallery

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



22 För att återvända till klubbsidan klicka på länken under "Sponsor".

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 a link to '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 information such as Lion ID (200158), Type (Lions Club), Status (Active), and Billing Address (124 Any Place, Naperville, Illinois 60565, United States). There is also a 'Follow' button and a 'Manage Club Members' button visible in the interface.

23 Klicka på "Hem" för att återgå till startsidan.

The screenshot shows the Lion Portal interface with the 'Home' button in the navigation bar highlighted with a purple circle. The main content area displays the 'Account' for 'Example Club For Training' with a '+ Follow' button. Below this, there is a table with columns for Lion ID, Type, Status, Billing Address, and Active Member Count. The table contains the following data:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	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 'Account Name' as 'Example Club For Training' and the 'Type' as 'Lions Club'. There is also a 'Parent Account' field and an 'Active Member Count' field. A 'Manage Club Members' button is visible in the bottom right corner.

24 Detta avslutar snabbvägledningen "Serviceaktiviteter - Kopiera en serviceaktivitet".

