

Atividades de Serviço - Copiar uma Atividade de Serviço

Este guia oferece um método simples para copiar uma Atividade de Serviço no Lion Portal, facilitando a réplica e o gerenciamento de suas iniciativas de serviço. Ele descreve detalhes importantes, como o status de esboço automático e a necessidade de atualizar informações importantes, como datas e cargos, garantindo que os usuários possam personalizar com eficiência a atividade copiada. Seguindo as etapas deste guia, os usuários podem simplificar o gerenciamento das atividades de serviço e, ao mesmo tempo, estar cientes das limitações críticas, como a ausência de imagens nas entradas copiadas. Em geral, esse recurso é essencial para qualquer pessoa que queira aumentar sua produtividade e organização no gerenciamento de atividades de serviço.


 Dica! Este guia mostrará como copiar uma Atividade de Serviço.

Quando uma atividade é copiada:

Obs.: 1: o status é definido como "Esboço", todas as datas são definidas como em branco, o relatório é desmarcado, as imagens da atividade não são copiadas. Elas precisarão ser preenchidas para reportar a atividade.

Obs.: 2: Os dados das métricas e outros pontos de dados do relatório são copiados. Estes podem ser aceitos ou alterados para a nova atividade.

Obs.: 3: As imagens não são copiadas para a nova atividade.

 1 Faça login no Lion Portal lionportal.org

Localizar a atividade a ser copiada

 Dica! Há dois caminhos para localizar a atividade a ser copiada:

- Em Serviço > Minhas Atividades na barra de navegação superior
- Em Meu clube > guia Atividades de Serviço do Clube

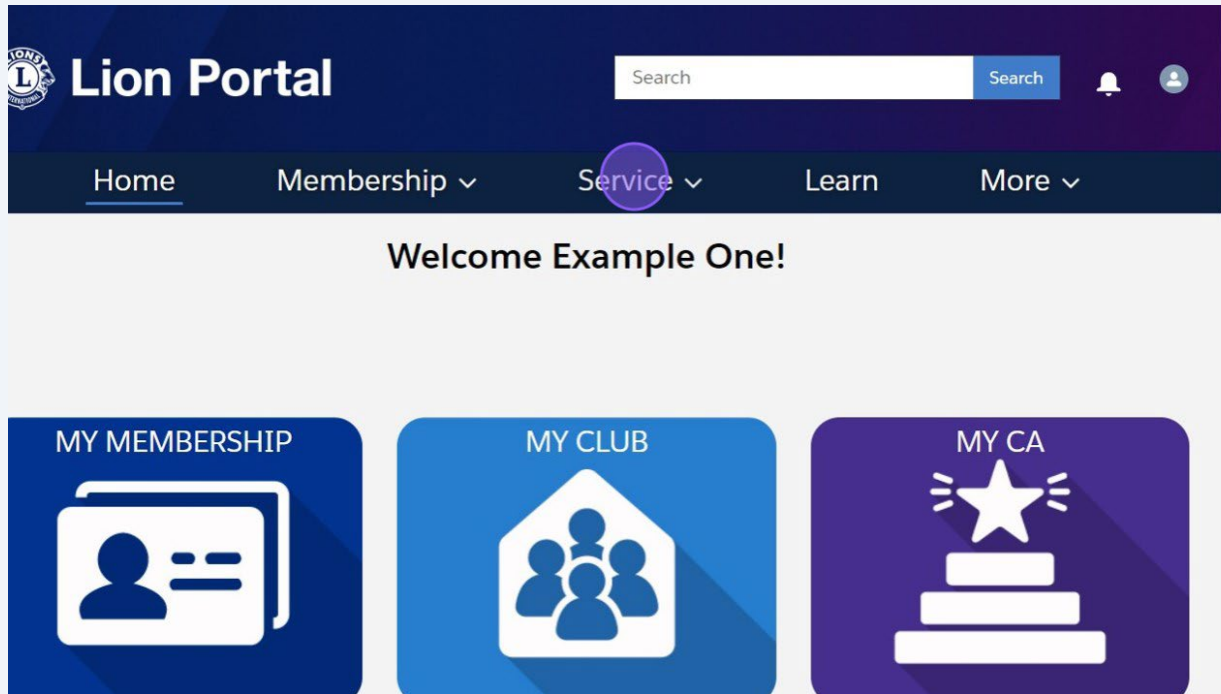
Ambos são exibidos



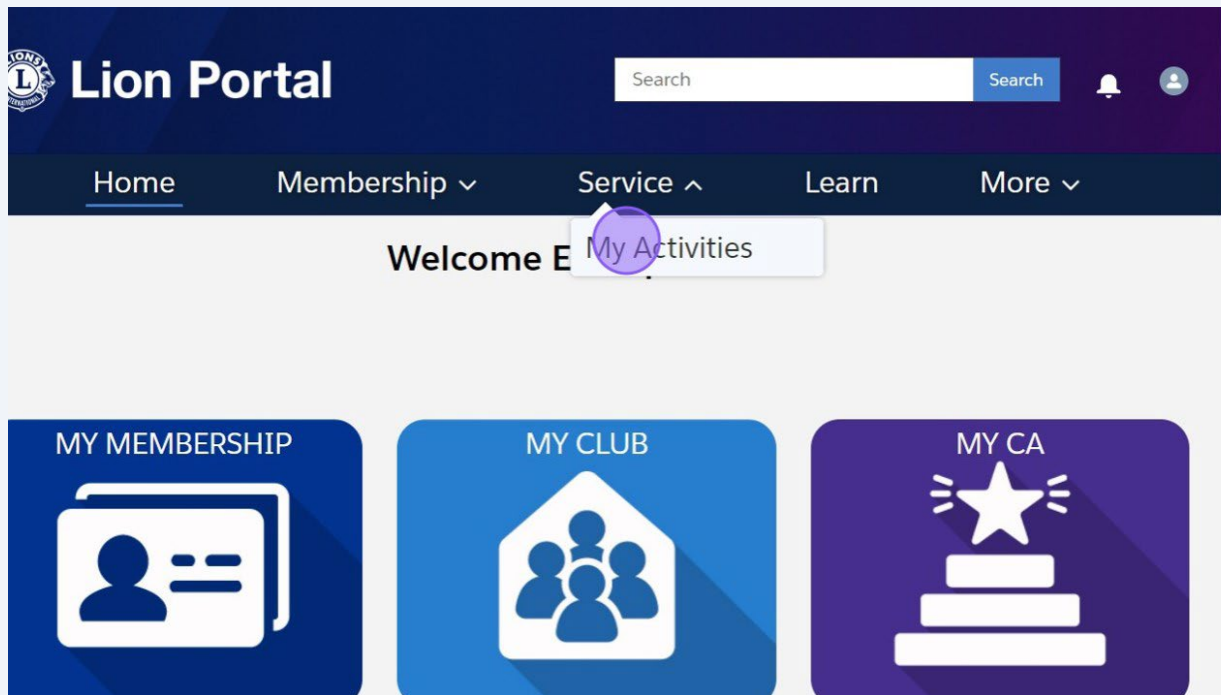
Localizar em Serviço > Minhas Atividades

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Clique "Serviço"



3 Clique "Minhas Atividades"



4 A lista de "Atividades do Meu Clube" (últimos 3 meses) é a visualização padrão; clique na seta para baixo ao lado do título da visualização para mudar para uma visualização 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...	<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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Clique no link da Atividade de Serviço que você deseja 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"/>	

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A atividade será aberta. Clique "Copiar" para iniciar o processo.

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 [Info]

Title [Info]

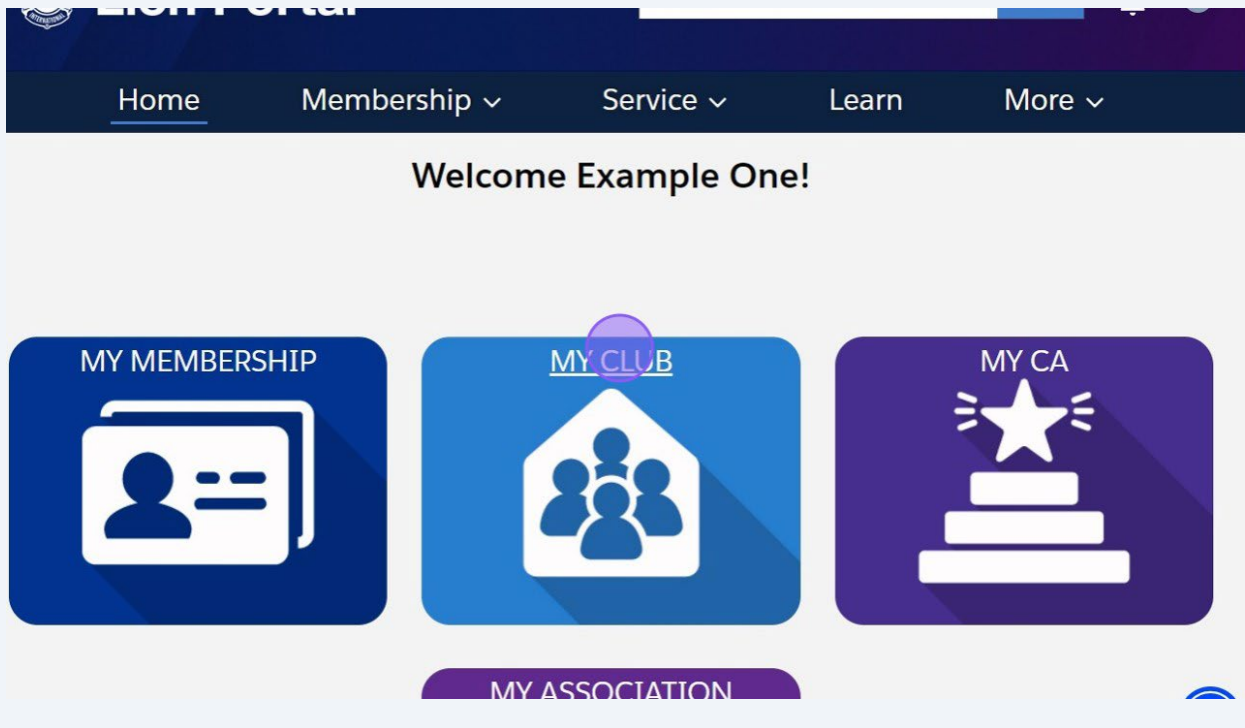




Localize Meu Clube > guia "Atividades de Serviço do Clube"

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Clique "MEU CLUBE"



8 Clique na guia "Atividades de Serviço do Clube"

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is the club header for 'Example Club For Training' with a '+ Follow' button. A summary table displays: Lion ID 200158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 56. The 'Club Service Activities' tab is circled in purple. The left sidebar shows account details like 'Example Club For Training', 'District 1 J', 'SE Zone 1', and 'Lion ID 200158'. The right sidebar has buttons for 'Manage Club Members' and 'Manage Club Officers'.

9 A lista de Atividades de Serviço do Clube é exibida. Clique no título da coluna para ordenar a lista pela coluna selecionada.

The screenshot shows the 'Club Service Activities' tab selected. A table titled 'Service Activities (9)' is displayed with 9 items. The table has columns: End Date, Title, Service Acti..., Start Date, and Re. The 'End Date' column header is circled in purple. The table contains the following data:

	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	✓

The right sidebar contains buttons for 'Manage Club Members', 'Manage Club Officers', and 'Manage Cub Club Leader'.

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Clique no link da Atividade de Serviço que você deseja 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

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Clique aqui.

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



12 A atividade será aberta. Clique "Copiar" para iniciar o processo.

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation tabs: Home, Membership, Service, Learn, and More. Below the navigation, a service activity card is displayed for 'SA-05292423'. The card includes buttons for 'Edit', 'Copy' (highlighted with a purple circle), and 'Delete'. The activity details show the title 'Example Club SA7 - Service Project Surfing', the sponsor 'Example Club For Training', and the status 'Ready to Report'. Below the details, 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' (with a progress indicator), and 'Title'. An 'Image Gallery' tab is also visible, showing a photo of a surfing event.

Edite a Atividade Copiada

13 Uma mensagem de sucesso verde será exibida. Clique no ícone "X" para fechar a mensagem. A nova atividade está pronta para ser atualizada com dados para essa nova atividade.

The screenshot shows the Lion Portal interface with a green success message overlay. The message reads: 'Success! Success! Here is your copied activity. Begin editing now.' and has a purple circle with an 'X' icon to close it. The background shows the same service activity card as in the previous screenshot, but the status is now 'Draft'. The 'Copy' button is now highlighted with a purple circle. The 'Image Gallery' tab is still visible, showing the same photo of a surfing event.



Alerta! Quando uma Atividade de Serviço é copiada, as datas de início e término são definidas como em branco. A atividade fica definida como "Não Reportada". Esses campos devem ser atualizados para reportar a conclusão da atividade.



Dica! Sugerimos que você edite o Título da Atividade de Serviço para facilitar a localização no futuro. Para salvar as edições, é necessária uma "Data de Início".



Exemplo de método de edição em linha

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Para editar o título, clique no ícone de lápis ao lado de "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 "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, each with an edit icon (pencil) and an information icon (i). The fields are: "Record Type" (Service Project), "Title" (Example Club SA7 - Service Project Surfing), "Sponsor" (Example Club For Training), "Activity Level" (Lions Club), "Status" (Draft), "Report Complete" (checkbox), "Cause" (Vision), "Project Type" (Other), and "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). The "Title" field is highlighted with a purple circle, and a pencil icon is visible next to it, indicating it is the focus of the instruction. The "Image Gallery" section is currently empty and has a message: "Use the Upload Images tab to begin uploading images."

15 Clique no campo "Título" para editar o nome.

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

Project Type
Other

This field is calculated upon save

Cancel Save

Status *i* Description *i*

Imag... Uploa...

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

16 Clique "Salvar"

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

Project Type
Other

This field is calculated upon save

Cancel Save

Status *i* Description *i*

Imag... Uploa...

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



Dica! Se houver um erro ao tentar salvar o registro, mensagens úteis o orientarão sobre os pontos para corrigir os erros

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A "Data de início" é necessária para salvar a atividade. A mensagem de erro aparecerá para mostrar o(s) erro(s). Clique no link do erro. Neste exemplo, "Data de início" é o erro.

The screenshot shows a web form with the following elements:

- Details** and **Image Gallery** tabs at the top.
- A legend: *** = Required Information**
- Information** section with 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: **We hit a snag.** with a close button. Below it, it says "Review the following fields" and lists **Start Date** with a link.
- Buttons: **Cancel** and **Save**.
- A purple circle highlights the **Start Date** link in the error message.
- On the right, there are tabs for **Imag...** and **Uploa...** with a note: "Use the **Upload Images** tab to begin uploading images."

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Ao clicar no link de erro, você será direcionado para o campo que está causando o erro. A mensagem abaixo fornecerá detalhes sobre o erro. Corrija os dados e clique "Salvar".

The screenshot shows a web form with a date field at the top that has a red border and a calendar icon. Below it, a yellow error message reads: "Complete this field with format M/d/yyyy." To the right, a user profile is visible with the name "Example One" and the timestamp "9/22/2024, 9:16 AM". Below the error message is an "End Date" field with a calendar icon and the format "M/d/yyyy". A section titled "Required Metrics" is expanded, showing 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, and a blue circular icon with a white arrow on the right side.



Fim do exemplo do método de edição em linha



Exemplo de método do formulário pop-up

19 Clique "Editar"

Home Membership Service Learn More

Service Activity SA-05292424

Example Club SA8 - Service Project Surfing Example Club For Training Draft

Information

Record Type: Service Project

Title: Example Club SA8 - Service Project Surfing

Sponsor: Example Club For Training

Cause: Vision

Status: Draft

Report Complete:

Activity Level: Lions Club

Project Type: Other

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

20 Clique no(s) campo(s) a ser(em) editado(s) e, em seguida, clique "Salvar" para salvar suas atualizações.

Information

Record Type: Service Project

Title: Example Club SA8 - Service Project S

Sponsor: Example Club For Training

Cause: Vision

Activity Level: Lions Club

Project Type: Other

Report Complete:

View all dependencies

Cancel Save

* = Required Information

This field is calculated upon save

We partnered with another club and a local surfing based youth club to provide instruction for



Exemplo de método de formulário pop-up final



Lembrete: As imagens não são copiadas para a nova atividade.

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Observação: não há imagens para essa nova atividade.

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		

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

22

Para retornar à página do Clube, clique no link abaixo "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 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 close button (X) and tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active, showing information such as Lion ID (200158), Type (Lions Club), Status (Active), and Billing Address (124 Any Place, Naperville, Illinois 60565, United States). To the right of the modal, there is an 'Upload Images' section with a message: 'Upload Images tab to begin uploading images.'

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Clique na "Página Inicial" para retornar à página inicial.

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 'Billing Address' column contains the text: '124 Any Place, Naperville, Illinois 60565, United States'. Below the table, there is a 'Club Details' section with tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab is active, showing information such as Account Name (Example Club For Training), Type (Lions Club), and Parent Account. To the right of the 'Club Details' section, there is a 'Member ... Club Acti...' section with a 'Manage Club Members' button.

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Isso conclui o Guia Rápido "Atividades de Serviço - Copiar uma Atividade de Serviço"

