

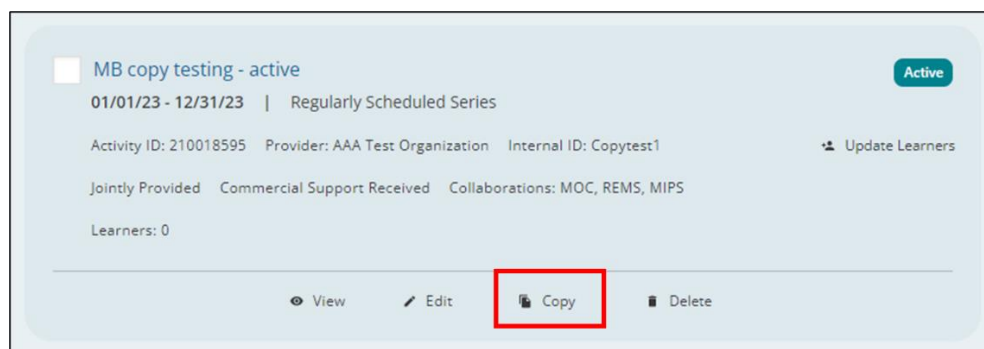
Using the Copy Activity Function in JA-PARS

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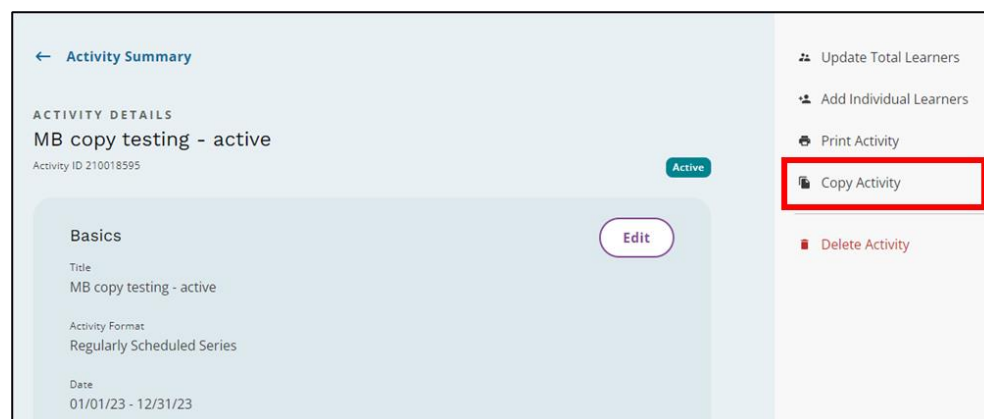
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How do I copy an activity?

There are two ways to copy an activity. From your activity summary, find the activity you would like to copy. Hover your mouse over the activity and you will see a Copy option. Click the Copy option.



The second way to copy an activity is from the activity detail view of the activity you want to copy. On the right panel, you will see a Copy option. Click the Copy option.



Regardless of how you started the Copy process, you should get a pop up asking you to confirm that you want to copy the activity. Select the Yes, Copy button.



You will then be taken into the Add Activity flow. From here you can edit the fields that were copied and enter data for any fields that were not copied. Be sure to continue through all steps of the process.

A screenshot of the 'ADD AN ACTIVITY' flow, Step 1: Basics. The flow consists of five steps: 1. Basics, 2. Information for Learners, 3. Accreditation Details, 4. REMS, and 5. Complete. The current step is 'Basics'. The text says 'ADD AN ACTIVITY' and 'Let's start with the basics for the activity.' There are two main input sections. The first is 'What's the name of the activity *' with a text input field containing 'MB Test Copy - Active'. The second is 'What is the activity format? *' with two radio button options: 'Live Course' (unselected) and 'Regularly Scheduled Series' (selected). Below the 'Regularly Scheduled Series' option is a small description: 'An activity that is a series of multiple, ongoing sessions, primarily planned by and presented to the organization's professional staff.'

Which activities can be copied?

Any existing activity can be copied – draft, active, ready to close, or closed.

Which fields get copied into the new activity?

Step one in the manual add activity flow:

- Title – copied
- Format - copied
- Delivery method/where does activity take place - copied
- Start date – not copied
- End date - not copied
- Location details for in person activities - not copied

Step two in the manual add activity flow:

- Is this an IPCE activity Yes/No - copied
- Credit selection(s) and amount(s) - copied
- Target Audience (if Pharmacy credit is selected) - copied
- Sequence number (if Pharmacy credit is selected) - not copied (continues to be auto-filled)
- Pharmacy activity type (if Pharmacy credit is selected) - copied
- Is this part of pharmacy certificate program (if Pharmacy credit is selected) - copied
- Pharmacy topic designator (if Pharmacy credit is selected) - copied
- Pharmacy live dates (if Pharmacy credit is selected and activity is offered live) - not copied
- Include on CME Passport - copied
- Description - copied
- Who can register - copied
- Is there a fee - copied
- Activity URL - copied
- MOC Registration Yes/No - copied
- MOC Registration Board selections - copied
- MIPS Registration Yes/No - copied
- REMS Registration Yes/No - copied
- REMS Registration Program selections - copied

Step three in the manual add activity flow:

- Internal ID - not copied
- Providership - copied
- Joint provider name(s) - copied
- Outcome measures - copied
- Commercial support Y/N - copied
- Commercial support type(s) monetary and/or in-kind - copied
- Commercial support source(s) - copied
- Commercial support monetary amount - not copied
- Commendation Tagging Yes/No - not copied (defaults to No)
- Commendation criteria - not copied

MOC step in the manual activity add process (if original activity was registered for MOC):

- Practice area(s) - copied
- Board credit type(s) - copied
- Board credit amount(s) - not copied
- MOC Content tag(s) - copied (only applies to American Board of Anesthesiology/ABA)
- MOC credit claim date - not copied
- MOC attestation - not copied

REMS step in the manual activity add process (if original activity was registered for REMS):

- RPC/REMS ID - not copied
- REMS attestation - not copied

Data that is not part of the manual add activity process:

- Learner counts - not copied