

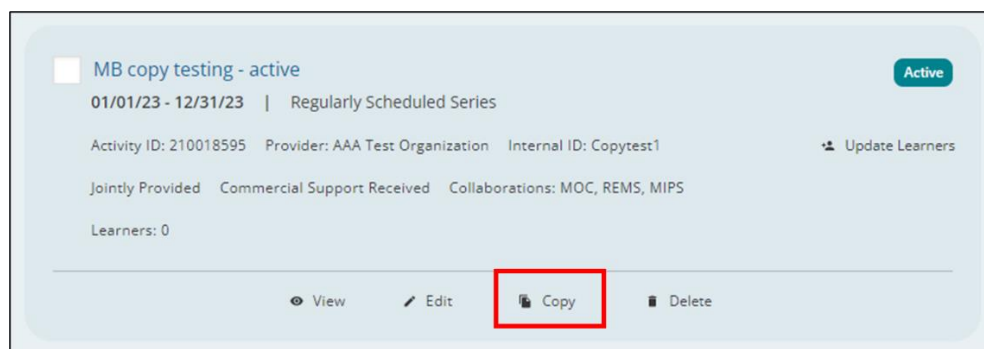
# Using the Copy Activity Function in PARS

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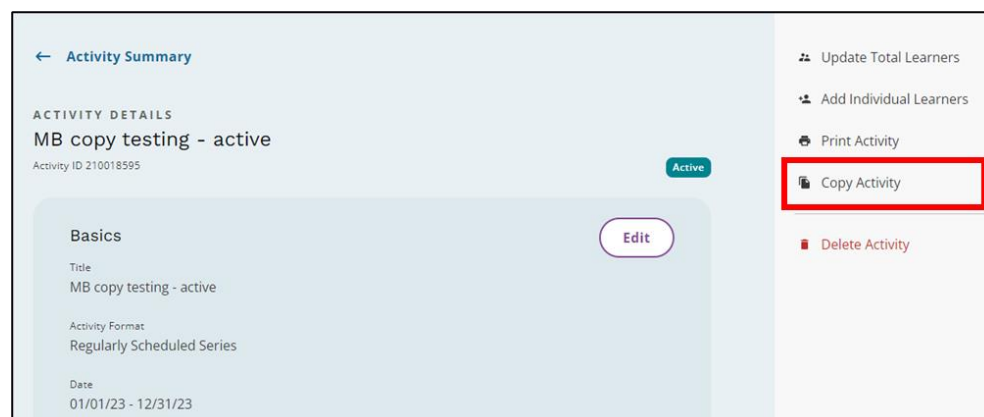
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## How do I copy an activity?

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.



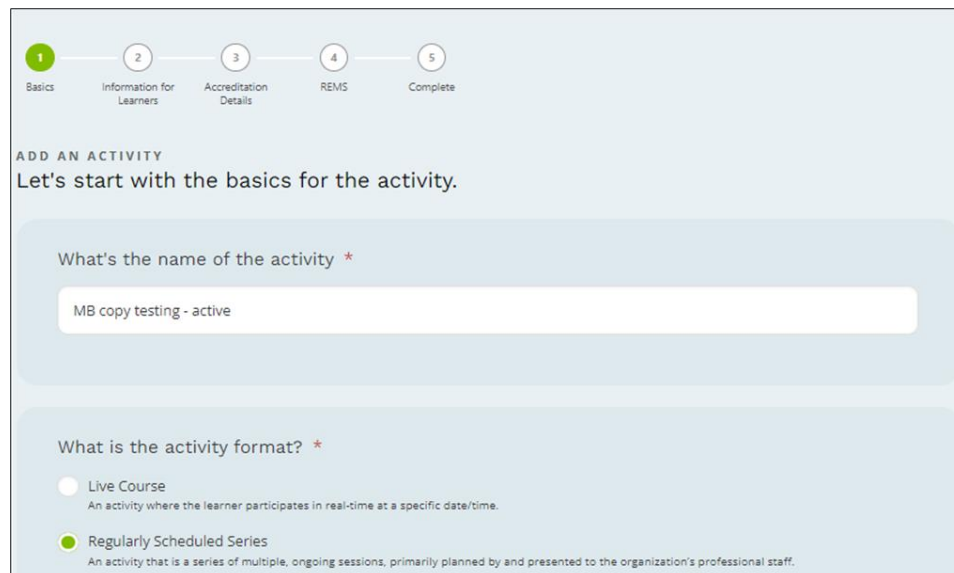
The second way to copy an activity is from the activity detail view of the activity you want to copy. On the right panel, you will see a Copy option. Click the Copy option.



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.



## 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:

- Credit selection and amount - 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