

Activity Cloning

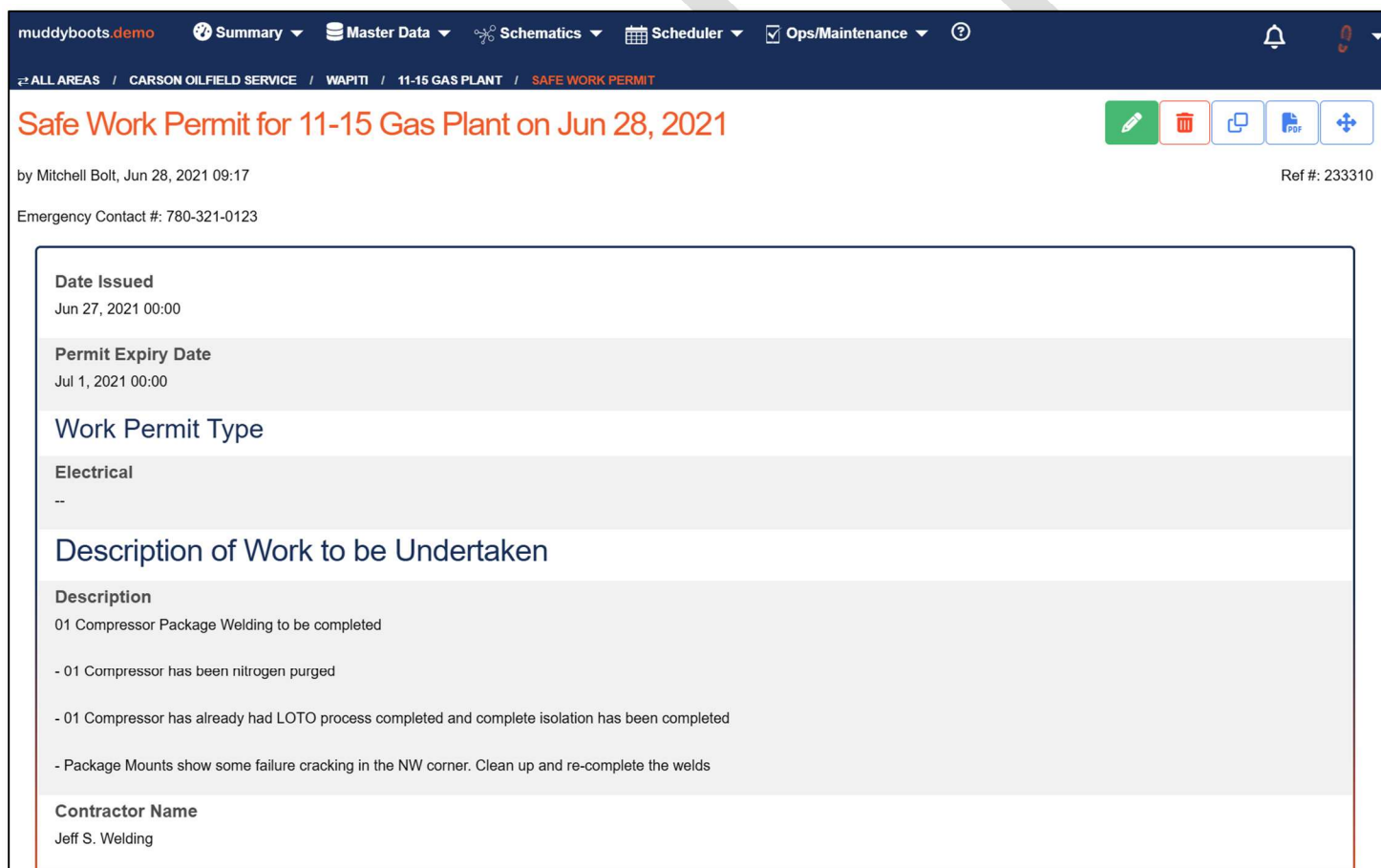
This function allows Activity Reports to be cloned from previously completed reports. The new report can be generated for the original asset (site or equipment) or assigned to a different asset.

Activity Cloning Process

A user must first identify and open a previously recorded activity desired for cloning.

Once the Activity is open, click the **Clone Button**  in the top righthand corner, as shown below in Figure 1.

- If the button is not visible, refer to the [MBO Activity Cloning Configuration Requirements](#) or reach out to your MBO Representative.



The screenshot displays the MBO software interface for cloning an activity. The top navigation bar includes 'muddyboots.demo' and several menu items: Summary, Master Data, Schematics, Scheduler, and Ops/Maintenance. A breadcrumb trail shows the path: ALL AREAS / CARSON OILFIELD SERVICE / WAPITI / 11-15 GAS PLANT / SAFE WORK PERMIT. The main title is 'Safe Work Permit for 11-15 Gas Plant on Jun 28, 2021'. Below the title, it says 'by Mitchell Bolt, Jun 28, 2021 09:17' and 'Emergency Contact #: 780-321-0123'. A reference number 'Ref #: 233310' is in the top right. A toolbar contains icons for edit, delete, clone, PDF, and share. The activity details are shown in a form with the following fields:

Date Issued	Jun 27, 2021 00:00
Permit Expiry Date	Jul 1, 2021 00:00
Work Permit Type	Electrical
Description of Work to be Undertaken	Description 01 Compressor Package Welding to be completed - 01 Compressor has been nitrogen purged - 01 Compressor has already had LOTO process completed and complete isolation has been completed - Package Mounts show some failure cracking in the NW corner. Clean up and re-complete the welds
Contractor Name	Jeff S. Welding

Figure 1. Activity available to clone.

After clicking the Clone Button, the user will be prompted to enter parameters for the new report, as shown below in Figure 2.

muddyboots.demo Summary Master Data Schematics Scheduler Ops/Maintenance

ALL AREAS / CARSON OILFIELD SERVICE / SAFE WORK PERMIT / CLONING

Cloning Safe Work Permit

Recorded For

1 2026-07-21 14:07

* Site

2 11-15 Gas Plant

X CANCEL CLONE RECORDED ACTIVITY 3

Figure 2. Cloned report parameters.

- 1 **Recorded For** will automatically populate to the current date and time but can be adjusted as needed by clicking on the calendar icon.
- 2 **Site** (and/or **Equipment**) must be selected. The original record asset is prepopulated.
- 3 Once the information is correct, click **CLONE RECORDED ACTIVITY** and the new activity will be created.

After successfully cloning, the user will automatically be directed to view the activity.

In order to adjust any of the recorded values within the cloned activity, the user must have the necessary roles to edit reports (shown in Figure 3).

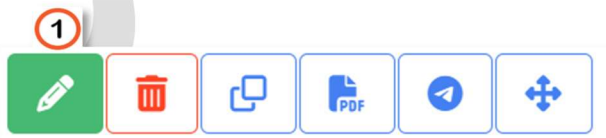


Figure 3. Recorded Activity Options

- 1 The **Edit** icon allows data within the activity to be modified as needed.
 - Once desired edits have been made, click **UPDATE** at the bottom of the recorded activity.

MBO Activity Cloning Configuration Requirements

Before users can use this function, the Activity Options must be configured by a user with the *Operations Admin* role. An MBO team member can also assist with this step.

- 1 Navigate to the Operations Admin menu and select **Activity Options**.
- 2 Search for the desired activity and select the **Edit Button**.
- 3 Enable the toggle “Can be Cloned?” to “Yes” and click **UPDATE ACTIVITY OPTIONS**.

The figure consists of two screenshots from the muddyboots.demo application. The top screenshot shows the 'Activity Options' page. The breadcrumb trail is 'ALL AREAS / CARSON OILFIELD SERVICE / ACTIVITY OPTIONS'. A search bar contains 'Safe Work Permit'. Below the search bar is a table with columns: Activity Label, Applies To, Form Layouts, and Actions. The first row shows 'Safe Work Permit' under 'Activity Label' and 'Site' under 'Applies To'. In the 'Actions' column, there is a green pencil icon (labeled with a circled '2') and a blue eye icon. To the right of the table is a vertical menu with options: Activities Admin, Activity Options (labeled with a circled '1'), and Activity Rules. On the far right, a user profile dropdown for 'Courtney Wilson' is open, showing options like 'Mark as Homepage', 'My Profile', 'Imports & Downloads', 'Maintenance Admin', 'Workflows', 'Company Admin', 'Operations Admin' (highlighted), 'MBO', and 'Logout'. The bottom screenshot shows the 'Edit Safe Work Permit - Site' page. The breadcrumb trail is 'ALL AREAS / CARSON OILFIELD SERVICE / ACTIVITY OPTIONS / SAFE WORK PERMIT / EDIT'. The page has three search boxes for 'Fields', 'Sites', and 'Equipment'. Below these is an 'Options' section with several toggle switches: 'Always on Runsheet?' (No), 'Allow Attachments?' (Yes), 'Only Once per Day?' (No), 'Can be Scheduled?' (Yes), 'Email For External Acceptance?' (No), and 'Can be Cloned?' (Yes, labeled with a circled '3').

Figure 4. MBO Configuration Requirements