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## Copying a project to another sub portal

Ester Andersson - 2024-07-29 - [Tips & Tricks](#)

1. Go to the client you wish to copy a project from
2. Go to the project you wish to copy
3. Click on the triangle on the right-hand side of the "Copy" button and click "Copy to another client"
4. If the course has content that is from the local client library you will be asked to confirm that those will be copied to the other client as well.
5. Select which client you wish to copy the template to
6. All done!

The screenshot shows the Learnifier dashboard for a project titled "Customer Success Playbook". The page includes a header with navigation links (Dashboard, Projects, Users, Library, Reports, Automations, Settings) and a sub-header with tabs (Overview, Participants, Waitlist, Course Page, Events, Assignments, Details, Communications, Reports, Settings). The main content area displays the project details, including the course title, creation and update dates, and a "Copy" button. A green arrow points to the "Copy" button, which has a dropdown menu open showing "Create template" and "Copy to another client". Below the project details, there is a section for "1 participants" with progress indicators for "Not Started", "On Track", and "Completed". The "Status" is "Ongoing". On the right side, there are sections for "Awards" and "Next Course".

**Project Details:**

- PROJECT TITLE (ADMIN): Customer Success Playbook
- COURSE TITLE (LEARNER): Customer Success Playbook
- CREATED: Demo Ester Friday, July 1, 2022
- UPDATED: Demo Ester Tuesday, June 20, 2023

**Buttons:** Edit course, Preview, Delete, Copy

**Dropdown Menu (from Copy button):**

- Create template
- Copy to another client

**Participants:** 1 participant

**Status:** Ongoing

**Awards:**

NAME	EXPIRES	TYPE
Introduction to Learnifier	6 months	Certificate

**Next Course:**

Automatically enroll Learners that have completed this Course to the following Next Course:

**Add Next Course**