



Knowledge base > Administration > Tips & Tricks > Copying a project to another sub portal

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 interface for a project titled "Customer Success Playbook". The page includes a navigation bar with options like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below the navigation bar, there are tabs for Overview, Participants, Waitlist, Course Page, Events, Assignments, Details, Communications, Reports, and Settings. The main content area displays the project title, course title, creation and update dates, and a status of "Ongoing". A green arrow points to the "Copy" button, which has a dropdown menu open showing "Create template" and "Copy to another client" options. The page also features a "1 participants" section with progress indicators, an "Awards" section, and a "Next Course" section.

Learnifier

Dashboard Projects Users Library Reports Automations Settings

Go To 🔍 🔔 🗨️ 👤 Demo

OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

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

Edit course Preview Delete Copy

Create template
Copy to another client

1 participants

STATUS Ongoing

1 Not Started
1 In Progress
0 Completed

1 On Track
0 Overdue

0 Not Invited
0 Bounce Backs
0 Project Errors

Note

Discussions

Share your thoughts

Awards

Attach

Learners will automatically receive the attached award(s) after completing the course.

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