

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 displays the Learnifier dashboard for a project titled "Customer Success Playbook". The interface includes a navigation bar at the top with options like Dashboard, Projects, Users, Library, Reports, Automations, and Settings. Below the navigation, there are tabs for Overview, Participants, Waitlist, Course Page, Events, Assignments, Details, Communications, Reports, and Settings. The main content area shows the project title (ADMIN) and course title (LEARNER) as "Customer Success Playbook". It also displays creation and update dates: "Created: Demo Ester Friday, July 1, 2022" and "Updated: Demo Ester Tuesday, June 20, 2023". A "Copy" button is visible, with a dropdown menu open showing options: "Create template" and "Copy to another client". A green arrow points to the "Copy to another client" option. Below the copy options, there is a "1 participants" section with a status of "Ongoing". This section includes three circular progress indicators: "1" (Not Started), "1" (On Track), and a green checkmark (Completed). A table of awards is also visible, with columns for Name, Expires, and Type. The table shows one award: "Introduction to Learnifier" with an expiration of "6 months" and a type of "Certificate".