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## Copying a project to another sub portal

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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 navigation bar 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 displays the project title, course title, creation and update dates, and a set of action buttons: Edit course, Preview, Delete, and Copy. A green arrow points to the Copy button, which has a dropdown menu open showing "Create template" and "Copy to another client". Below the Copy button, there is a status indicator "Ongoing" and a "1 participants" section with three progress indicators: Not Started (0), On Track (1), and Not Invited (0). To the right, there is an "Awards" section with an "Attach" button and a table of awards. Below that is a "Next Course" section with an "Add Next Course" button.