

## Att kopiera ett projekt till en annan underportal

Ester Andersson - 2024-07-29 - Tips & Tricks

1. Gå till underportalen från vilken du önskar kopiera ett projekt.
2. Gå till det projekt du vill kopiera.
3. Klicka på triangeln på höger sida om "Copy"-knappen och klicka på "Copy to another client".
4. Om kursen har innehåll från det lokala Library kommer du att ombedas bekräfta att det också ska kopieras till den andra underportalen.
5. Välj vilken underportal du vill kopiera mallen till.
6. Allt klart!

The screenshot shows the Learnifier interface for a course titled "Customer Success Playbook". The course is in an "Ongoing" status. The interface 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 course title, a star icon, and a "Copy" dropdown menu. A green arrow points to the "Copy" dropdown menu, which has "Copy to another client" selected. Below the course title, there are buttons for "Edit course", "Preview", "Delete", and "Copy". The "Copy" dropdown menu also includes "Create template". The course is created by "Demo Ester" on Friday, July 1, 2022, and updated by "Demo Ester" on Tuesday, June 20, 2023. The course has 1 participant, and the status is "Ongoing". The interface also shows a "Note" section, a "Discussions" section with the text "Share your thoughts", and an "Awards" section with an "Attach" button. The "Awards" section includes a table with columns for NAME, EXPIRES, and TYPE. The table has one row: "Introduction to Learnifier", "6 months", and "Certificate". There is also a "Next Course" section with an "Add Next Course" button.