

Job Aid: Copy an Item

Course: Learning Needs Management

Topic Lab: Copy an Item

Prerequisite Courses

- Introduction to LearningLink Learning Administration
- Learning Needs Management

Description

The purpose of this job aid is to guide administrators through the step-by-step process of copying an item.

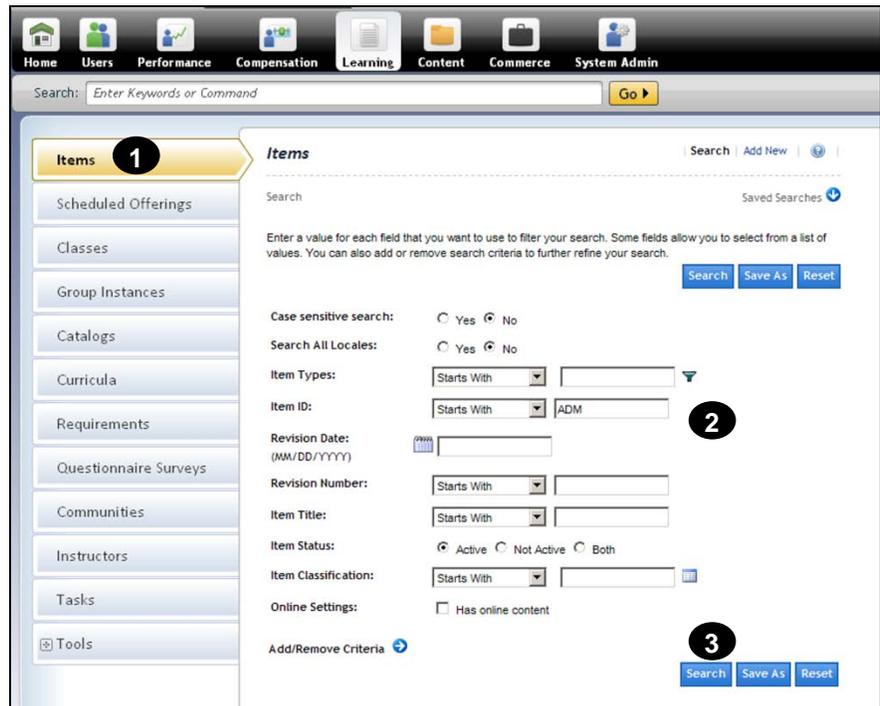
Tasks

- A. Copy an Item

Task A. Copy an Item

Verify the **Admin** tab is selected.

- 1 Navigate to **Learning > Items**.
- 2 Enter criteria on the items search page for the item you wish to copy.
- 3 Select **Search**.



The screenshot shows the LearningLink interface. At the top, there is a navigation bar with tabs: Home, Users, Performance, Compensation, Learning, Content, Commerce, and System Admin. Below this is a search bar with the placeholder text 'Enter Keywords or Command' and a 'Go' button. The main content area is titled 'Items' and has a sidebar on the left with a list of categories: Scheduled Offerings, Classes, Group Instances, Catalogs, Curricula, Requirements, Questionnaire Surveys, Communities, Instructors, Tasks, and Tools. The 'Items' category is selected and highlighted with a yellow arrow and a circled '1'. The main search area contains a search bar and several filter fields: 'Case sensitive search' (radio buttons for Yes/No), 'Search All Locales' (radio buttons for Yes/No), 'Item Types' (dropdown menu set to 'Starts With'), 'Item ID' (dropdown menu set to 'Starts With' with 'ADM' entered), 'Revision Date' (text input), 'Revision Number' (dropdown menu set to 'Starts With'), 'Item Title' (dropdown menu set to 'Starts With'), 'Item Status' (radio buttons for Active/Not Active/Both), and 'Item Classification' (dropdown menu set to 'Starts With'). There are also 'Online Settings' and 'Add/Remove Criteria' options. At the bottom right, there are 'Search', 'Save As', and 'Reset' buttons. A circled '2' is placed over the 'Item ID' field, and a circled '3' is placed over the 'Search' button.

4 Access the item you wish to revise by selecting the edit icon (🔗).

Field Chooser [Download Search Results](#)

Records per Page: 25 (8 total records)

Item	Title
COURSE ADM0100 (Rev 1.5 - 12/23/2004 02:38 PM America/New York)	Effective Administrative Support Professional Simulation
COURSE ADM0102 (Rev 4 - 12/23/2004 02:38 PM America/New York)	Overview to Effective Business Communication
COURSE ADM0103 (Rev 3 - 12/23/2004 02:38 PM America/New York)	Using Effective Business Communication

5 Select Copy Item... on the Summary tab page.

Summary

- Catalogs
- Chargeback
- Competencies
- Cost Calculation
- Curricula
- Custom Fields

Items Search | Add New | ⌵

> Search > Search Results > Edit Summary

Item Type: COURSE [Bookmark](#)

Item ID: ADM0100

Revision Date: 12/23/2004 02:38 PM America/New York

Revision Number: 1.5

Item Title: Effective Administrative Support Professional Simulation

Edit the Item
Sections that cannot be edited are not accessible. Access all sections in **5** new mode.

[Apply Changes](#) [Revise...](#) [Reset](#) [Copy Item...](#) [Schedule](#) [Delete](#)

- 6** Select a new Item Type ID.
- 7** Enter a new Item ID.
A new revision timestamp defaults to today's date and time.
- 8** Choose the kind of data that you want to move from the original item to the new item.
- 9** Select **Copy**.

Copy Item

Old Item Type ID: COURSE

Old Item ID: ADM0100

Old Revision Date: 12/23/2004 02:38 PM America/New York **6**

New Item Type ID: **6**

New Item ID: **7**

New Revision Date: **7**

Revision Time:

Time Zone:

- Copy Authorized to Instruct Data
- Copy Substitutes Data
- Copy Related Competency Data
- Copy Related Document Data
- Copy Related Task Data
- Copy Prerequisite Data **8**
- Copy Request Data
- Copy Online Settings
- Copy Instructor Costs
- Add the new item to the catalog

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- 10** The new item is created.
Edit the new item title.
- 11** Modify other item data, as necessary (source, method, assignment type, create date, etc).
- 12** Select **Apply Changes**.

Edit the Item

Sections that cannot be edited are not accessible. [Access all sections in view mode.](#)

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* = Required Fields

10

Title: 

Classification:

11 Source ID:

Domain ID:

Method ID:

Assign. Type ID:

Approval Process ID:



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Notes