Admin Job Aid: Copy Substitutes When Copying Learning Items

Purpose

The purpose of this job aid is to guide VA TMS administrators on how to copy the substitutes of learning items when copying the item itself.

In this job aid, you will learn how to:

- Task A. Copy Substitutes When Copying Learning Items
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1. Select **Admin**.
2. Select **Learning**.
3. Select **Items**.
4. Enter **Search Criteria** for an item.
5. Select **Search**.
6. Select the item.

7. Select the Copy link in the Actions area.
8. Ensure that the **Auto Generate ID** checkbox in the **New Item ID** section is checked.

9. Check the **Copy Substitutes Data** checkbox.

10. Check the **Add the new item to the catalog** checkbox.

11. Select **Copy**.