



How do I copy a Program?

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How to Copy an Existing Program in Passport

As a Passport administrator, copying an existing program can save you time when creating multiple programs with similar details. Follow these steps to copy a program:

Step-by-Step Guide

1. Navigate to Programs

- In the left-hand menu, select **PROGRAMS**.

2. View an Existing Program

- Click the magnifying glass icon to **VIEW** the program you want to copy.

3. Copy the Program

- Click **COPY PROGRAM**.

4. Confirm the Copy

- A dialogue box will appear. Click **OK** to confirm.

5. Return to Program List

- Click the **CLICK HERE** hyperlink to return to your program list.

6. Locate the Copied Program

- The copied program will appear in the list with **(COPY)** at the end of the title. Click the magnifying glass icon to **EDIT** the program.

7. Update the New Program

- Update any relevant information to reflect the new program as necessary, then click **UPDATE PROGRAM**.

By following these steps, you can efficiently create multiple programs with similar details, saving you valuable time.
