Admin Job Aid: Copy Substitutes When Copying Items

(Revision: September 10, 2020)

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
Task A. Copy Substitutes When Copying Learning Items

1. Select the **Learning Administration** link.
2. Select **Learning Activities**.
3. Select **Items**.
4. Enter **search criteria** for an item.
5. Select **Search**.
6. Select the **item** from the search results.

### Items

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

**Case sensitive search:**
- Yes ☐
- No ☒

**Item Types:**
- Starts With: ☐
- Starts With: [4557680]

**Item ID:**
- Starts With: [4557680]

**Item Title:**
- Starts With: 

**Security Domains:**
- Starts With: ☐
- Starts With: [ ]

**Create Date After:**
- (MM/DD/YYYY)

**Create Date Before:**
- (MM/DD/YYYY)

**Add/Remove Criteria**

**Field Chooser**

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA 4557680 (Rev 1 - 9/1/2020 01:07 PM America/Chicago)</td>
<td>test</td>
</tr>
</tbody>
</table>
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 library** checkbox.

11. Select **Copy**.