## **Template Structures and Projects**

Template structure is a structure that you copy & clone to get the real, "workable" structures.

Technically, template structures are ordinary structures, containing ordinary issues. It is up to you to designate a structure to be a template and configure it accordingly.

## **Configuring Template Structures**

Here are some suggestions about configuring template structures:

- 1. Clearly designate them as a template for example, have "[Template]" marker as a part of the structure's name.
- 2. Give permissions to change the template structure only to those users who really need it. If needed, create another JIRA group for them (or ask JIRA administrator to do so).
- 3. Do not install any synchronizers on the template structure (unless you want the template to change, of course... which would be a quite unusual case).
- 4. Do not mark template issues as template in the issue summary. If you need to mark template issues somehow, use a label, which you will be able to remove from cloned templates via Bulk Change.



If you need to remove template issues from a JQL search, you can add to JQL: AND NOT (issue in structure('template structure name')). See structure() JQL function.

## **Creating Issues and a Structure from Template**

Once you have a template structure, you can use Copy action from the **Manage Structures** page and turn on Clone Issues option. For details about configuring and running cloning operation, refer to Copying Structure and Cloning Issues article.

After you have created a new structure with new issues from template, you might want to:

- Rename the new structure and give it a meaningful name.
- Assign permissions for the new structure, if they are different from template structure permissions.
- Open the new structure to make sure it looks good.
- Do a Bulk Change on all issues for example, to remove a template marker.

## **Template Projects**

In the same manner, you can create a template project with template issues, and put them all into a template structure.

When you need to create a new project based on the template project, do the following:

- 1. Manually create an empty new project.
- 2. Create new structure and issues from template structure, as advised above. When configuring cloning parameters, specify the new project in the **Create in Project** parameter.