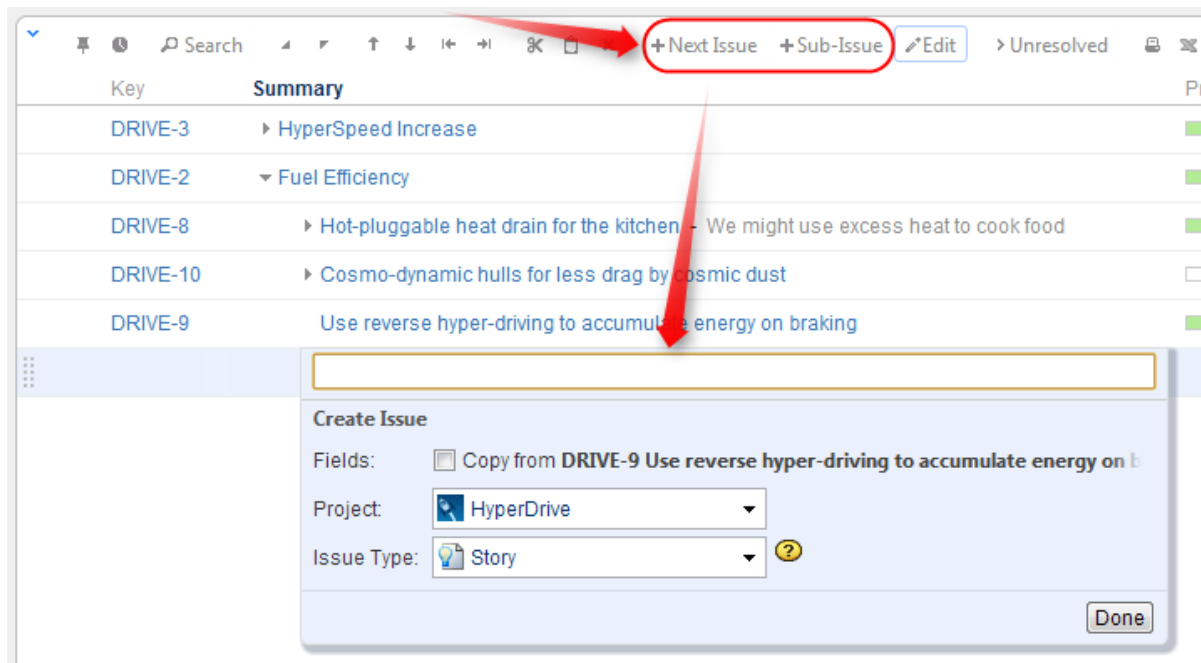


# Creating New Issues

Structure plugin lets you create new issues right in the structure widget.



There are two modes of creating new issues, "creating from scratch" and "cloning". The mode used depends on whether **Categories** checkbox is selected on the summary editor shown above. When "creating from scratch", you can select the Project and Issue Type for the new project.

The selected options (creation mode, selected project and issue type for the "creating from scratch" mode) are remembered in the browser and are automatically suggested next time you create an issue.

## Creating New Issues from Scratch

This is basically the same as using JIRA's **Create Issue** dialog.

1. Click **+New Issue** or **+Sub-Issue** on the toolbar (you can also hit **Enter** or **Shift+Enter** on the keyboard).
2. Make sure **Categories: Copy from...** checkbox is cleared.
3. Select **Project** and **Issue Type**.
4. Enter summary and, optionally, other fields before submitting the new issue.

**i** To be able to edit other fields, you need to add the corresponding columns to your current view, before you start creating a new issue. Then, when editing a field, you can navigate to other fields by using **Tab**, **Shift+Tab**, or **Ctrl+Alt+arrows** keyboard shortcuts, or simply by clicking on a cell you wish to edit.

5. Hit **Enter** or click **Done** to finish editing and create a new issue on the server.
  - a. Hit **Escape** to cancel creating a new issue.

All fields that are not edited before you hit **Done** will assume their default values.

**i** If some fields are required and do not have default values, and you send a new issue to the server without those required fields, the operation will fail – but you can fix it, just add the required fields as columns, edit the field values and hit **Done** again.

**!** You cannot create a JIRA sub-task from scratch in the structure widget. (This is about special issue type, **not** about creating sub-issues - you can create a new issue anywhere in the structure.)

## Cloning Existing Issue

The new issue becomes a "clone" of the selected issue - it has the same Project, Type and most other attributes, but you need to enter the summary for the new issue in the Summary field.

1. Select an issue in the structure.
2. Click **+New Issue** or **+Sub-Issue** on the toolbar (you can also hit **Enter** or **Shift+Enter** on the keyboard).
3. Make sure **Categories: Copy from...** checkbox is selected.
4. Enter summary and, optionally, other fields before submitting the new issue.

5. Hit **Enter** or click **Done** to finish editing and create a new issue on the server.
  - a. Hit **Escape** to cancel creating a new issue.

When you create an issue this way, it copies the following fields from the issue that was previously selected:

- Project and Issue Type
- Parent Issue if the cloned issue is a JIRA sub-task
- Component, Affects Versions, Fix Versions, Environment, Assignee, Priority, Security Level
- All custom fields that are **required** by the fields configuration for that particular Project and Issue Type

Please note that the archived versions are skipped when copying Affects Versions, Fix Versions and version-based custom fields.

## Creating GreenHopper Epics

GreenHopper 6.1 or later introduces the Epic Name custom field, which is required by default for any epic. To simplify the process of creating multiple epics in the widget, Structure will copy the new epic's summary to its Epic Name field, if the latter is empty. This way you can simply type an epic name into the Summary field, and proceed to the next issue. The copying only happens once, when an epic is created. You can change the summary or the epic name at a later time if you want them to be distinct. Of course, you can also add the Epic Name column to the table and enter new epic names explicitly.

## Additional Keyboard Shortcuts

Immediately after you have hit **Enter** or **Shift+Enter** or **Insert** to start editing a new issue, you can also use keyboard to change the creation mode.

Use the following keyboard shortcuts **while the summary field is still empty**:

<b>Enter</b> or <b>Tab</b>	Cycle through Project, Issue Type and Summary field. When Project or Type field is selected, use arrows or start typing to select a project or type.
<b>Ctrl+Enter</b>	Toggles cloning mode ( <b>Categories: Copy</b> checkbox).



If you already have entered the summary, you can use mouse to change creation mode, project or issue type.

## Uploading New Issue to the Server

After you've provided the summary and pressed **Enter**, the structure widget displays only the Summary field for a short moment as it takes some time to actually create an issue in JIRA. After the widget receives the confirmation from the server that the issue has been created, other columns for that issue are loaded.



While the new issue is being uploaded to the server, you can start creating the next issue.

## Using Edit Mode

Note that when you are creating a new issue, Structure widget is in the [Edit Mode](#) – you can also enter values for other fields besides Summary by clicking on the field to be modified, or using [keyboard shortcuts](#). When you have hit **Enter** or clicked **Done**, the new issue will be created with those values you have entered.