Copying a Structure

With the Copy action, you can create a full copy of a structure, and, optionally, clone every issue in the structure.



If you need to copy only part of a structure, create a new empty structure and use Issue Clipboard to copy a part of the structure.

To create structure copy:

- 1. Open Manage Structures page using top navigation Structure menu.
- 2. Find the structure you'd like to copy and click Copy link in the Operations column.



If you don't see Copy in the Operations column, then you probably don't have permissions to create new structures.

- 3. Choose if you'd like to clone issues.
- 4. When cloning issues, enter additional parameters for the cloning process.
- 5. Press Copy Structure or Start Cloning.

Copy Structure "Example 2. HyperDrive Project" Structure: Example 2. HyperDrive Project (ID 103) Description: HyperDrive Project structure provides overview and progress tracking for the HyperDrive project. Owner: admin (John H. Ashpool) Issues in Structure: 45 Clone Issues? No — the new structure will contain the same issues as the original structure Yes — the new structure will contain copies (clones) of the issues from the original structure

Copying Structure As-Is vs. Cloning Issues

	Copy Structure	Copy Structure & Clone Issues	
Selected answer for Clone Issues?	No	Yes	
New structure created?	Yes	Yes	
New structure contains:	same JIRA issues as the original structure	clones (copies) of the issues from original structure	
Quick?	Yes	No, background process is launched to do issue cloning	
Permissions required:	View access to the original structure Create Structure permission	View access to the original structure Create Structure permission Bulk Change global JIRA permission A number of project-level permissions	

Cancel

For details about configuring and running cloning, see Copying Structure and Cloning Issues.

Copy Structure

New Structure

The new structure is created with the following properties:

- Structure name is automatically set to "Copy of <old structure name> (<date of copy>)".
- · Structure description is copied.
- View settings are copied.
- You become the owner of the copied structure.
- If you have **Control** access level to the original structure, permission rules are copied. Otherwise, permission rules for the new structure are empty (it is a private structure). To share the new structure, add permission rules.

You can immediately edit new structure's properties on the screen with the copy result.