Copying a Structure

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

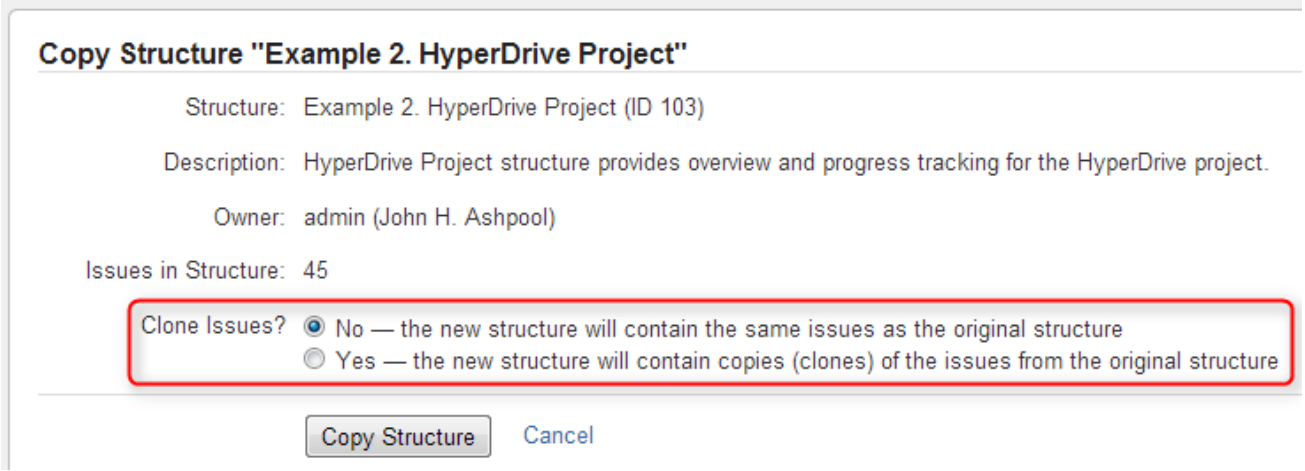
> If you need to copy only part of a structure, create a new empty structure and use Issue Clipboard to copy a part of the structure.

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**.



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

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

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.