



# 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

Copy Structure

Cancel

## Copying Structure As-Is vs. Cloning Issues

	Copy Structure	Copy Structure & Clone Issues
Selected answer for <b>Clone Issues</b> ?	<b>No</b>	<b>Yes</b>
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:	<b>View</b> access to the original structure <b>Create Structure</b> permission	<b>View</b> access to the original structure <b>Create Structure</b> permission <b>Bulk Change</b> 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.