## 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 a part of a structure, create a new empty structure and use Issue Clipboard to copy a part of the structure.

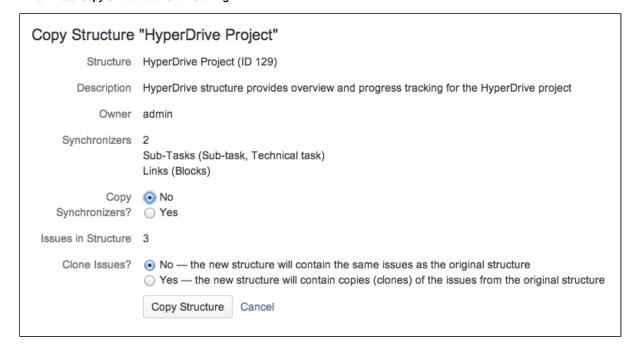
To create structure copy:

- 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 copy synchronizers if any. If you don't see **Copy Synchronizers** option, then you probably don't have a permission to create synchronizers. For details about configuring and running synchronizers copying, see Copying Synchronizers.
- 4. Choose if you'd like to clone issues.
- 5. When cloning issues, enter additional parameters for the cloning process.
- 6. 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.