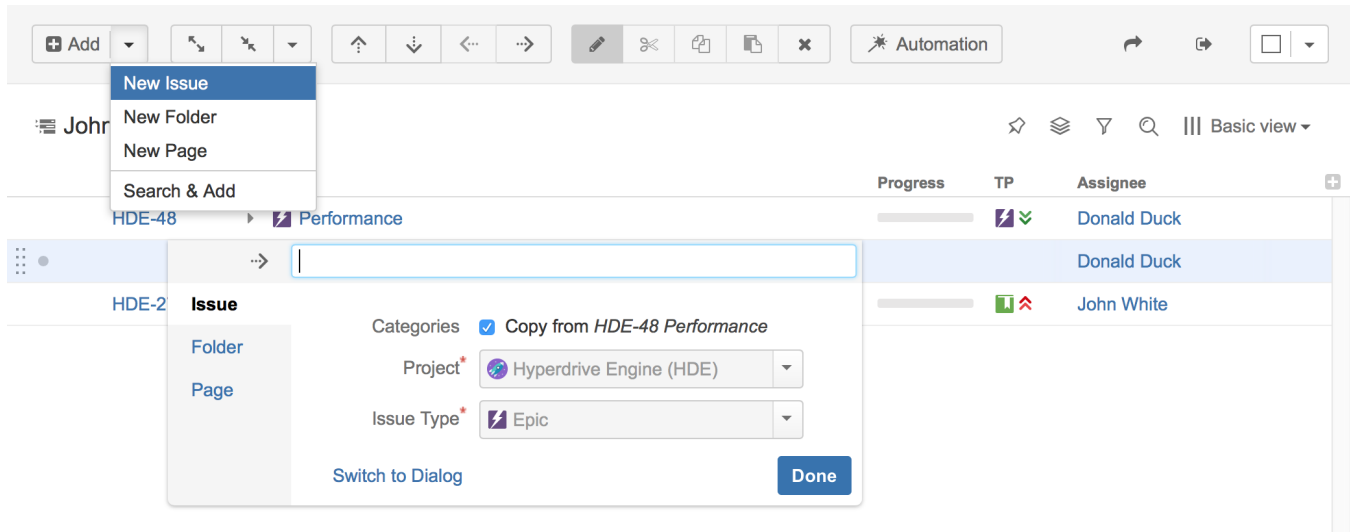



# Creating New Issues

Structure plugin lets you create new issues and folders right in the structure widget or use standard "Create Issue" dialog and add newly created issue to structure automatically.



## Quickly Add a New Issue

1. Use the **Add** button in the toolbar and select **New Issue** or press **Enter**. Use **Shift+Enter** to create an issue as a sub-issue of the currently selected issue.
2. Specify the issue summary.
3. Make sure you have the **Categories** checkbox cleared, select the project and the issue type.
4. Press **Enter** or click **Done** to finish editing and create a new issue on the server.

 Hit **Escape** to cancel creating a new issue.

## Create a New Issue Based on Existing Issue

As you create a new issue, you can copy Project, Type and most other attributes from the previously selected issue.

1. Select an issue in the structure.
2. Use the **Add** button in the toolbar and select **New Issue** or press **Enter**. Use **Shift+Enter** to create an issue as a sub-issue of the currently selected issue.
3. Specify the issue Summary.
4. Make sure **Categories: Copy from...** checkbox is selected.
5. Press **Enter** or click **Done** to finish editing and create a new issue on the server.


When you create an issue this way, the following fields are copied 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.

## Editing Other Fields during Creation

The New Issue panel only allows you to select the project and the issue type or copy some fields from another issue, but sometimes you may want to edit more fields (for example, if you have some required fields).

To be able to edit them, 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 a cell you wish to edit.

 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. The other way to achieve this is to use **Switch to Dialog** functionality and use standard dialog to provide all required values.

 You cannot create a JIRA sub-task from scratch in the structure widget, but if you already have one in the structure, you can create a sub-task with the same parent using the copying option (this refers to JIRA sub-task issue type, not Structure sub-issues).

## Using "Create Issue" Dialog

You can click **Switch To Dialog** in any editor panel to display JIRA's **Create Issue** dialog, which allows to fill in fields not editable or not currently displayed in structure widget.

Create Issue & Add to Structure

Configure Fields

Project\*  
Agile Project  
Only projects enabled for Structure are offered.

Issue Type\*  
Bug

Summary\*

Priority  
Major

Due Date

Component/s  
None

Affects Version/s  
None

Fix Version/s  
None

Assignee  
Automatic  
Assign to me

Reporter\*  
admin  
Start typing to get a list of possible matches.

Environment  
For example operating system, software platform and/or hardware specifications (include as appropriate for the

Switch to Panel

Don't Add to Structure

Create another

Create

Cancel

Once you're done, you can click **Create** and the created issue will be automatically added to the structure.

You can switch back to structure widget editor by clicking **Switch to Panel**. This will preserve all entered data and populate existing columns if possible. You can also switch back to dialog mode at any time. The system will remember the last used mode (dialog or panel) and use it next time you start creating a new issue.

You can click **Don't Add to Structure** if you want to create an issue, but don't want to add issue to the structure.

## Creating JIRA Agile (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 press **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).
<b>Alt+Enter</b>	Switches editor to dialog mode and back to panel.

 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.