


# Archiving a Structure

When you **Archive** a structure it becomes read-only and is hidden from search results and menus. The issues within the structure are not affected in any way. They remain in Jira and can still be part of another structure.

 *Read-only* means that users cannot add, remove or move items (issues, folders, memos, generators) in the archived structure.

## Archive a Structure

To archive a structure:

1. Open the [Manage Structures](#) page using the top navigation **Structure** menu.
2. Find the structure you'd like to archive and click the **Archive** link in the Operations column.
3. Review the structure you are about to archive and confirm the operation. You can **Unarchive** the structure in the future.

Manage Structures

Recent

Favorite

My

Popular

Search

All


Archived


Paused

Recent Structures

This page lets you manage your recently used structures.

Name	Owner	Access	Popularity	Operations
<div>★ <a href="#">SAFe Planning</a></div> <div>Use Transformations to group stories by Sprints, Assignees, Versions, etc to see the work load distribution and do the load balancing</div>	admin (M. Reynolds)	Control	1	<div><a href="#">Configure</a></div> <div><a href="#">Views</a></div> <div><a href="#">Delete</a></div> <div><a href="#">Archive</a></div> <div><a href="#">Import</a></div> <div><a href="#">Export</a></div> <div><a href="#">Copy</a></div>

 You need **Control** access level to be able to archive a structure.

 If there are any synchronizers installed for the structure you archive, they will be disabled.

## Unarchive a Structure

You can restore an archived structure to make it editable and visible in all menus.

To **unarchive** a structure:

1. Open the [Manage Structures](#) page using the top navigation **Structure** menu.
2. Select the **Archived** tab and locate the archived structure. You can also search for the structure using the **Search** tab – just remember to check the **Show Archived** box.
3. Once you locate the structure, click the **Unarchive** link in the Operations column.

## Manage Structures

Recent

Favorite

My

Popular

Search

All

**Archived**

Paused

### Archived Structures



This page shows all archived structures available to you.

Name	Owner	Access	Popularity	Operations
★ <a href="#">SAFE Planning</a> Use Transformations to group stories by Sprints, Assignees, Versions, etc to see the work load distribution and do the load balancing	admin (M. Reynolds)	Control	1	<a href="#">Configure</a> <a href="#">Views</a> <a href="#">Delete</a> <a href="#">Unarchive</a> <a href="#">Import</a> <a href="#">Export</a> <a href="#">Copy</a>



You need **Control** access level to be able to unarchive a structure.

## Searching for Archived structures

Archived structures can be found on the following tabs on the **Manage Structures** page:

- **Archived** tab
- **Favorite** tab - if your favorites list contains any archived structures
- **Search** tab (Search by structure parameters) - you must check the **Show Archived** box
- **Search** tab (Search by the structure ID)

When an archived structure is opened, an **Archive** label appears next to the structure's name, so users can quickly identify it and know that it is read-only.

Sort Test ▾

**ARCHIVED**

	Summary	Assignee	Progress	TP	Story Points	Key
●	Story 3.2	Bob Robertson	<div></div>	=		VIP-10
	Story 3.1	Claire Clayton	<div></div>	=		VIP-9
	Story 2.2	Bob Robertson	<div></div>	=	16	VIP-8
	Story 2.1	Claire Clayton	<div></div>	=	16	VIP-7
	Story 1.3	Bob Robertson	<div></div>	=	16	VIP-6

## Synchronizers and Archiving

If there are any synchronizers installed for the structure you archive, they will be disabled. After unarchiving, we recommend that you review the synchronizers configuration and resync prior to enabling them.

Until the structure is unarchived, you cannot resync and enable synchronizers. However, you can [Export](#) an archived structure, if you have a special permission to control synchronizers.