Importing Structure

When you **Import** a structure, you get data about which issues should be in the structure and/or how they should be arranged in a hierarchical list, and apply that information to an existing structure.

For example, you can use a Saved Filter Synchronizer to add All Open Issues to a structure (or the results of whatever Saved Filter you have), or GreenHopper Synchronizer to rearrange issues in the structure according to their rank and epic in GreenHopper.

> ⓘ   To run Import, you must have **Control** permissions on the structure and additional permissions may be required by a specific synchronizer.

To import hierarchy into a structure010:

1. Open **Manage Structure** page using top navigation Structure menu.
2. Select the structure you'd like to import into and click **Import** link.

   > ⓘ   If you don't see **Import** link in the **Operations** column, then you possibly don't have **Control** permissions on this structure.

3. Select a synchronizer from the drop-down list and proceed to configure import parameters.

   > ⓘ   If there are no synchronizers in the drop-down list, then either none are currently installed or none of the installed synchronizers support importing into a structure.

4. Enter synchronizer parameters. Each synchronizer has its own parameters, so please refer to specific synchronizer documentation. If you're not yet acquainted with how this specific synchronizer works, please read the *Rules* section on the parameters page.
5. Click **Run Import**. When you start import, it will analyze data and possible update the whole structure.
6. After you click Run Import and confirmed the operation, a job status page will be present. When the job is marked *Finished*, the synchronization is done and you can inspect the results by opening the affected structure.

> ⓘ   When import is run, it runs under your user name and with your permissions. So if you don't have enough permissions to read values somewhere else or to view issues you'd like to import, you may not see the expected result.

> ✅   Import and Export are actually a one-time Resync. Export is resync from Structure and import is resync into Structure. If you need to run export or import periodically, you can set up a synchronizer with all the parameters but without enabling it - so no synchronization happens in the background. When you need to export or import, you can open Synchronization Settings page for the structure and run Resync. Just make sure you've selected the correct Resync direction!