

# How to: Migrate your first Jira Project with Project Configurator for Jira



**Uplifting a project with its configuration and transferring it to another Jira instance can be time consuming and difficult. Learn how to migrate your first project with Project Configurator by following the steps below.**

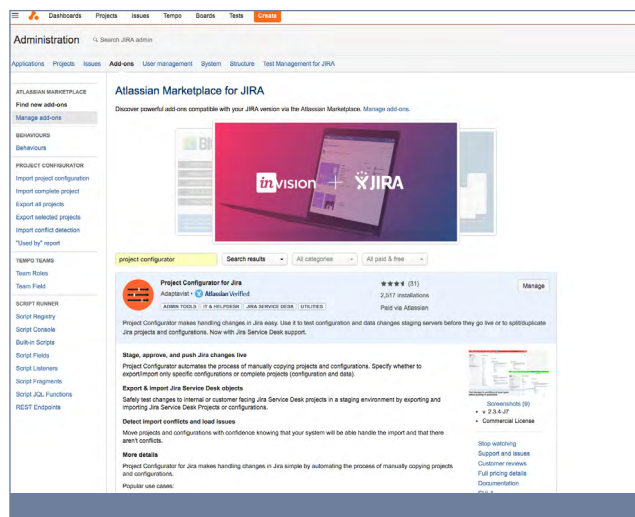
Using Project Configurator for Jira's ability to migrate Jira projects and configurations you can do the following:

- Test project data and configurations on a staging server before merging with a production server.
- Merge two Jira instances together.
- Split Jira projects and configurations into two or more new Jira instances.
- Split out Jira projects from a production instance for archiving.
- Replicate your Jira Service Desks.

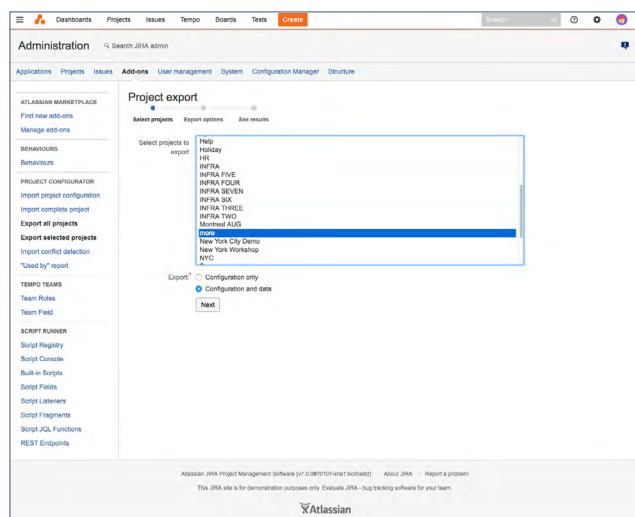
From the Project Configurator for Jira section in the admin menu, perform the following actions -

## SETUP:

- Add a copy of Project Configurator to both your source and target instance.
  - Source Instance - the instance you want to export from.
  - Target Instance - the instance you want to import your projects to.
- You can install Project Configurator either through the [UPM](#) or by downloading the app from the [Atlassian Marketplace](#).
- Apply your license to the target instance only.
  - Project Configurator will allow you to export without a license on the source instance.
  - To retrieve your license details please head to [my.atlassian.com](https://my.atlassian.com) or to the marketplace to start your evaluation.



Installing via the UPM



Select your project or projects for export



**EXPORTING:**

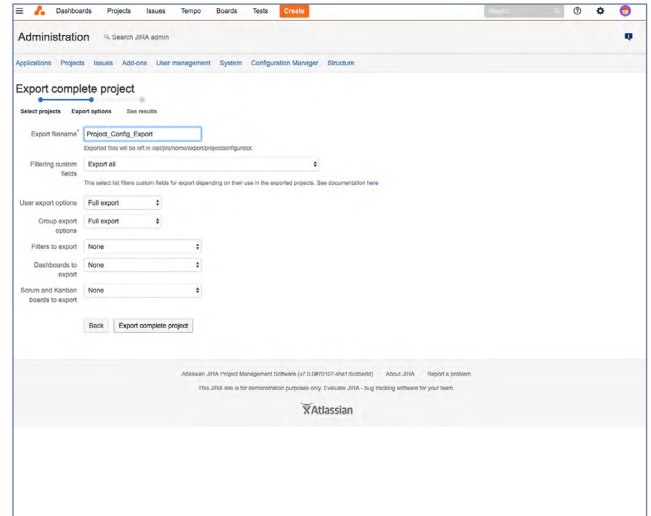
- Navigate to the 'export all projects' or 'export selected projects' tab.
- Select the projects that you want to export.
- Then select the 'configuration and data' option.
- Select the next button and then select the options that apply to your migration.
- Finish the export by clicking the export complete project button.
- Your export will then be saved in your Jira\_HOME/export/projectconfigurator location as a ZIP file.

**MIGRATION BEST PRACTICES:**

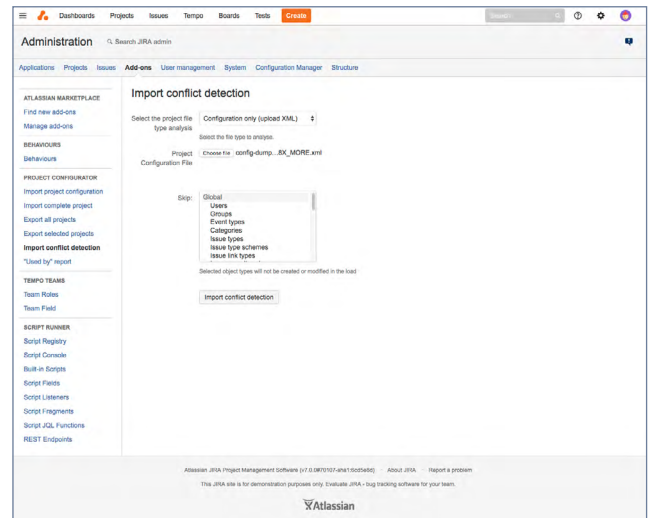
While we've tried to make Project configurator as easy to use as possible, there are a few things you should do to ensure a successful import.

- Make a full backup of your target instance's database including attachments.
- Disable Outgoing Mail to not spam users.
- Perform the migration out of office hours (it might take some time and lock out users).
- Verify that conflicts don't exist between both of the instances and if they do, decide how each of them should be handled.
- Simulate the import on a staging environment to check the system load and to ensure that your target Jira instance performs the way that you expect it to.

To read more about these best practices, follow this [link](#).



Select the appropriate configurations



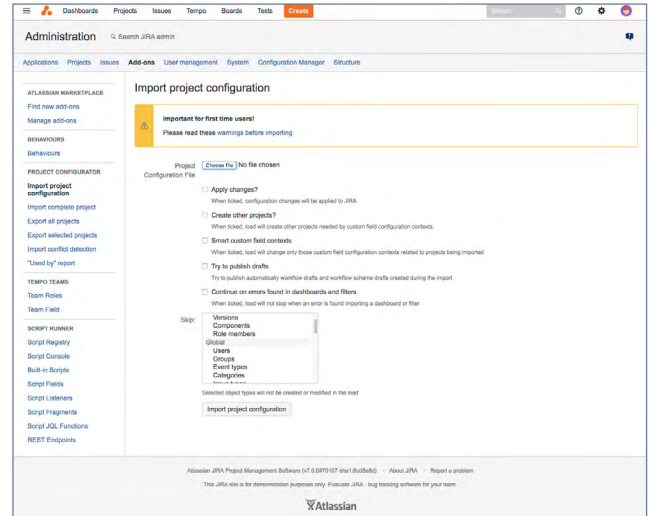
Run the conflict detection feature



**IMPORTING:**

- Place the exported project file into your target server.
- Select the 'import complete project' tab in the Project Configurator.
- Select your exported file from your source instance.
- Select the appropriate configuration options appropriate to your project.
- Run the import.
- Check for issues in the report.
- See our list of regular import issues and how to resolve them, [here](#).

Congratulations! Your projects have now been migrated to your target instance.



Select the appropriate configurations

**Need help? ➤**

If you run into any trouble, please feel free to get in touch with our support team.

<https://productsupport.adaptavist.com/servicedesk/customer/portal/37>