Backing Up Structure

Backing up Structure saves the existing structures, their configuration, hierarchies and other Structure data. Structure backup does not save the issues themselves or other Jira data - see Structure Backup, Restore and Migration.

To back up Structure:

1. Navigate to **Administration | Structure | Backup Structure**.
2. Enter the name for the backup file. If you omit the file extension, *.zip* will be added to it.

> ⚠️ You cannot specify a directory for the backup file. Backup is always done to the *export* sub-directory under Jira home.

3. Use the **Backup History** checkbox to include the full change history in the backup file.
4. Click **Backup**.
5. If the file already exists, you will be given an option to overwrite the file or cancel the operation.
6. You will see the **Process Status** page where you can track the progress of your backup. Once it's finished, click **Show Results** to see the full name of the backup file.