

# 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 file extension, either *.zip* will be added to it.



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

3. Use **Backup History** checkbox to include 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 if the backup is going on or is finished. Once it's finished, click **Show Results** to see the full name of the backup file.