Backing Up Structure

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

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 *.xml* or *.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. **Backup as ZIP** option is turned on by default, but you can un-check it to get plain XML 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.