

JIRA export.


1. Login to Jira as admin
2. Choose **setting > system**
3. Select **Import & Export > Backup System** to open the “backup Jira data” page.

Backup JIRA data

This will backup the contents of the database in a portable XML format.

You can use this backup to move JIRA between different databases if required, as well as creating a backup that you can use if something goes wrong. To backup to a file on the server, enter the filename below.

The backup file will be placed here: `C:\jira\home\export`

 Attachments will not be backed up. This needs to be done manually.
XML generation is complex so there might be a delay before it completes!

File name

[Cancel](#)

4. As shown in the screenshot above, the backup will be stored within the export sub directory of the [Jira application home directory](#).
5. In '**File name**' field, type the name to create backup.
6. Ensure that Jira has the necessary file system permissions to write to this location.
7. Click the '**Backup**' button and wait while your Jira data is backed up.
8. Jira will save your XML backup as a zipped archive file.
9. When the backup is complete, a message will be displayed, confirming that Jira has written its data to the file you specified.
10. In our case `/data/jira/work/export/`