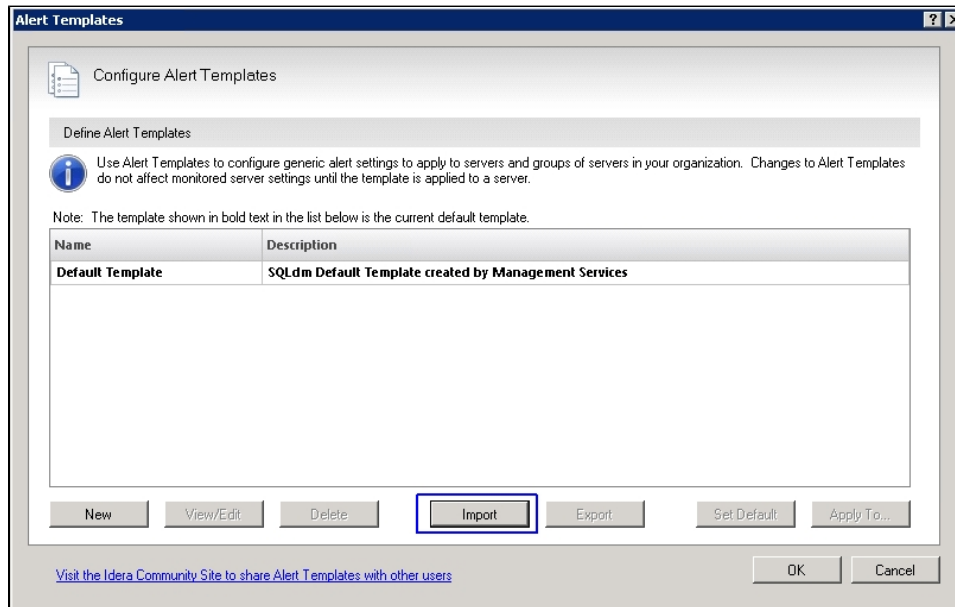


# Import an existing template

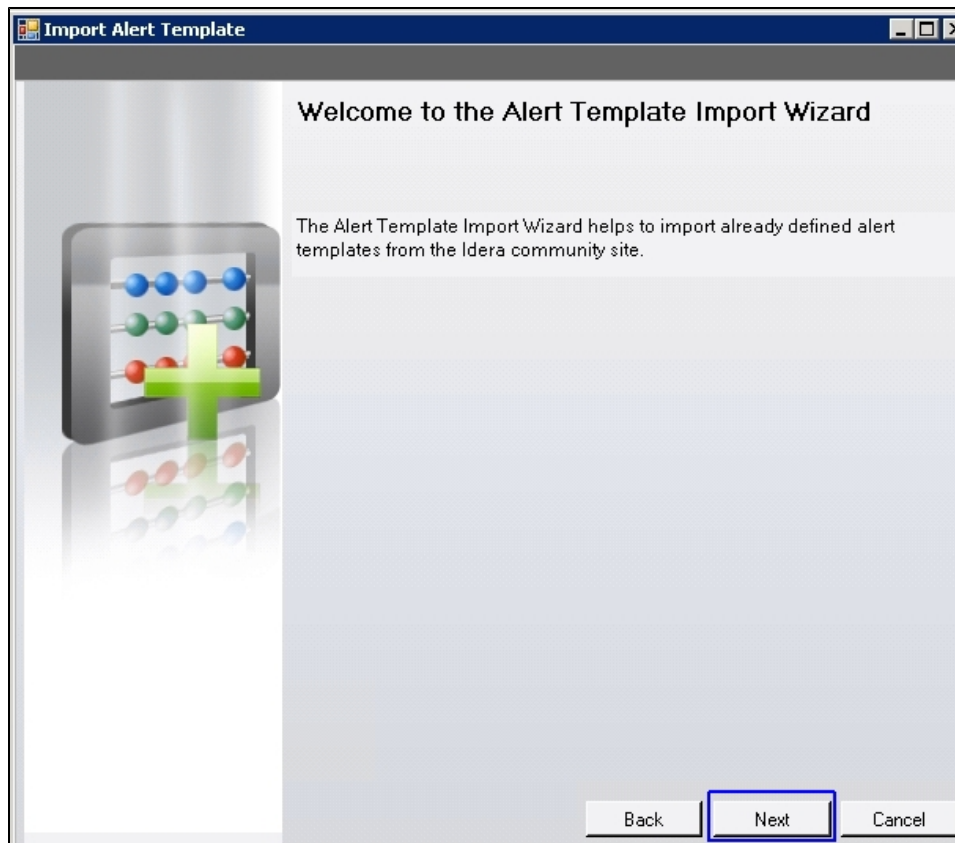
The Alert Templates window allows you to configure generic alert settings that you can apply to servers and groups of servers in your organization. Alert templates save you time and help you to avoid mistakes by simplifying alert configuration across your environment. SQLdm allows you to import an existing alert template from the [Idera community site](#) to suit your needs when alerting on your monitored SQL Server instances.

## To import an alert template:

1. Select **Tools > Alert Configuration Templates**.
2. Click **Import**.



3. On the **Welcome to the Alert Template Import Wizard** page, click **Next** to proceed.



4. On the **Select alert template to import** page, browse for alert templates' XML files to import.

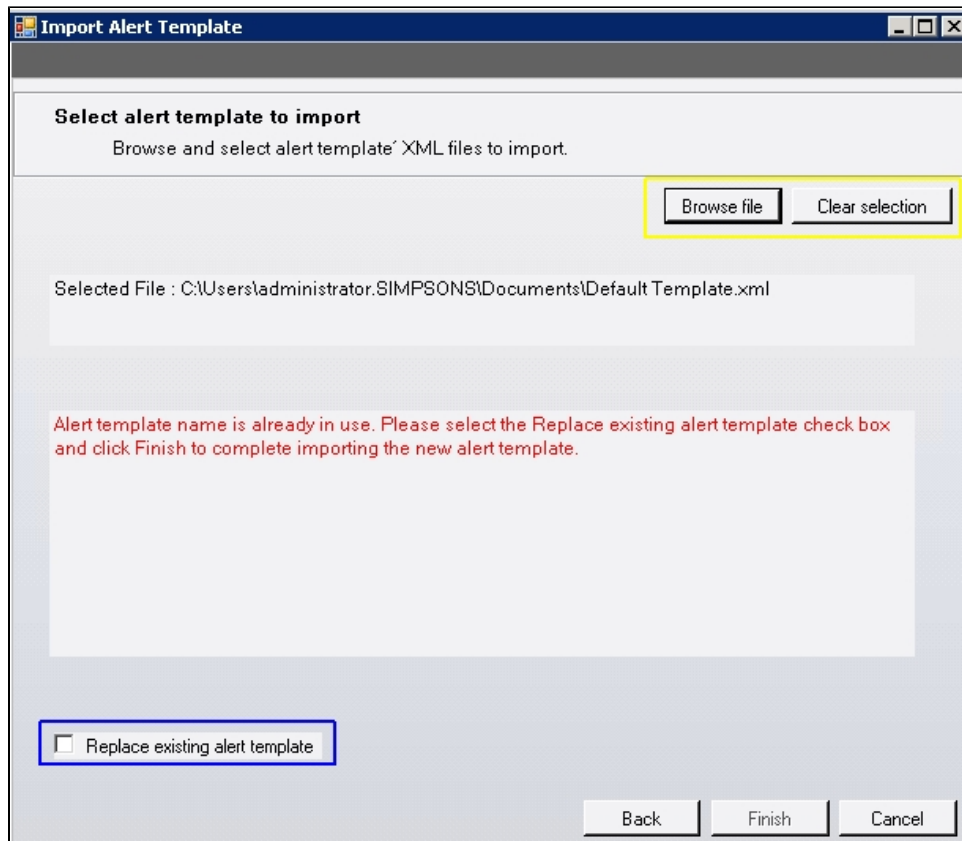
The screenshot shows the 'Import Alert Template' wizard window. The title bar reads 'Import Alert Template'. The main heading is 'Select alert template to import' with the instruction 'Browse and select alert template' XML files to import.' Below this, there are two buttons: 'Browse file' (highlighted with a blue rectangle) and 'Clear selection'. A text field labeled 'Selected File :' is empty. Below the text field is a large empty rectangular area. At the bottom left, there is a checkbox labeled 'Replace existing alert template' which is currently unchecked. At the bottom right, there are three buttons: 'Back', 'Finish', and 'Cancel'.

5. If the imported alert template is valid, click **Finish** to complete the import process and exit the wizard.

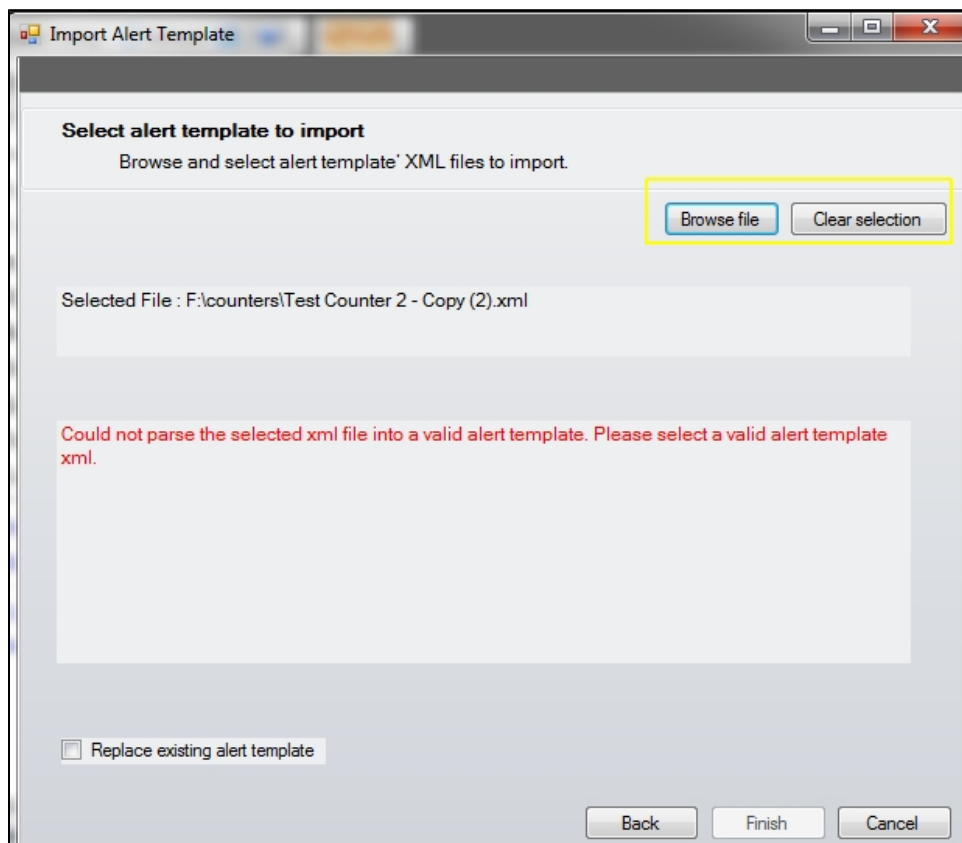
The screenshot shows the 'Import Alert Template' wizard window after a successful import. The title bar reads 'Import Alert Template'. The main heading is 'Select alert template to import' with the instruction 'Browse and select alert template' XML files to import.' Below this, there are two buttons: 'Browse file' and 'Clear selection'. The 'Selected File :' text field now contains the path 'F:\counters\Default Template.xml'. Below the text field is a large rectangular area containing a green message: 'Imported alert template is valid. Click Finish to complete the import process and exit the Alert Template Import Wizard.' At the bottom left, there is a checkbox labeled 'Replace existing alert template' which is currently unchecked. At the bottom right, there are three buttons: 'Back', 'Finish' (highlighted with a blue rectangle), and 'Cancel'.

6. If you imported an alert template already in use (same name). You can click **Clear selection** and browse for a new alert template file. Alternatively, if you wish to replace your current alert template with the imported one, select the **Replace existing alert template** check

box.



7. If you imported an invalid alert template. You can click **Clear selection** and browse for a new alert template file.



8. Click **Finish** to complete import process or **Back** to modify any settings.



### Export an alert template

For instructions on exporting an alert template, see [Export an existing template](#).

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