

# Export your audit settings

You can export audit settings for an audited SQL Server instance or database. Exported audit settings are saved in an XML format and can be applied to other registered SQL Server instances. This flexibility saves you time when you are configuring audit settings on multiple SQL Server instances or databases, and helps ensure consistent audit settings across your environment. In addition, exporting allows you to back up your audit settings to use should you need to reinstate an audited SQL Server instance. As you configure audit settings, consider which settings you would like to save for future use, and export the settings configured for that particular SQL Server instance or database. You can later import these settings through the Console or apply them to a new registered instance and database through the CLI.

## To export your audit settings:

1. Navigate to target SQL Server instance or database in the **Explore Activity** tree.
2. On the Summary tab, click either **Server Settings** or **Database Settings** to verify that the audit settings are correct. Close that window when done viewing.
3. Click **Export**.
4. Specify the file name or use the default name.
5. Select the location to save the output file. Considering saving the output file to a central location, such as a network share.
6. Click **Save**.

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