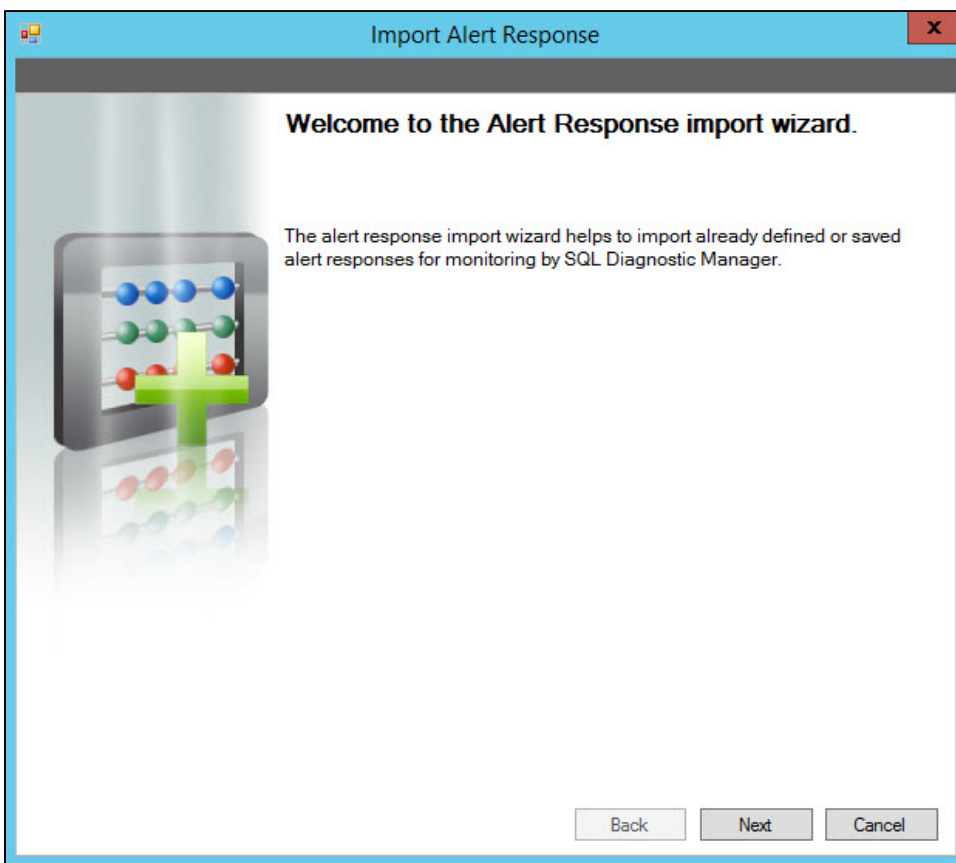# Import an alert response

The Alert Response import wizard allows you to import existing alert response actions.

To import an alert response:

1. Open the Alert Actions and Responses window by selecting **Tools > Alert Actions and Responses** from the SQL Diagnostic Manager console menu and clicking **Import**.
2. On the **Welcome to the Alert Response import wizard** page, click **Next**.

> ✅ You can also access this feature by clicking **Administration>Import/Export** from the navigation pane and then selecting **Alert Response** in the import column.

3. On the **Select Alert Responses to import** page, browse for notification rules' XML files to import.
4. On the **Summary of imported Alert Response** page, you can verify that the selected alert response files were imported correctly. If there are any errors you can view details by clicking **View Validation Errors**.
5. If the imported alert response is valid, click **Finish** to complete the import process and exit the Alert Response import wizard.

> ⊘
> # Export an alert response
>
> For instructions on exporting an alert response, see Export an alert response.

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