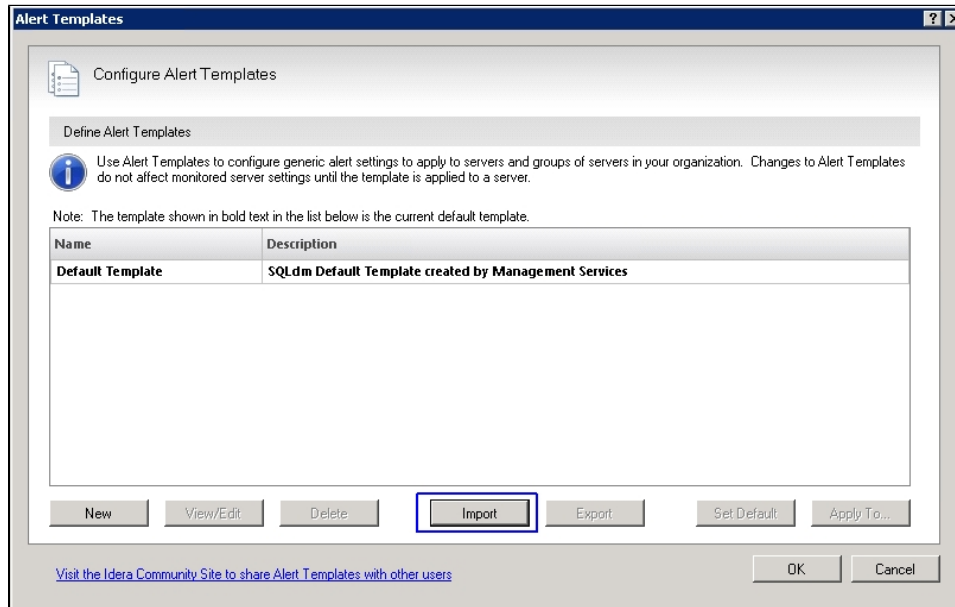


Import an existing template

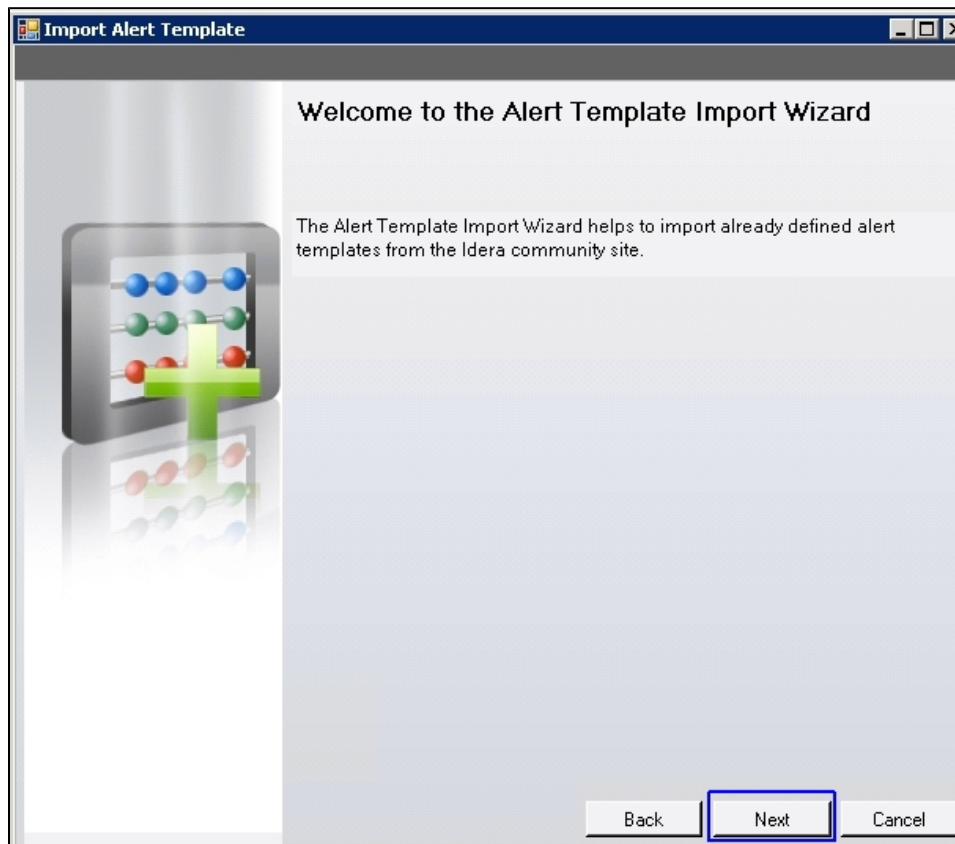
The Alert Templates window allows you to configure generic alert settings that you can apply to servers and groups of servers in your organization. Alert templates save you time and help you to avoid mistakes by simplifying alert configuration across your environment. SQL Diagnostic Manager allows you 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** and click **Import**.



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

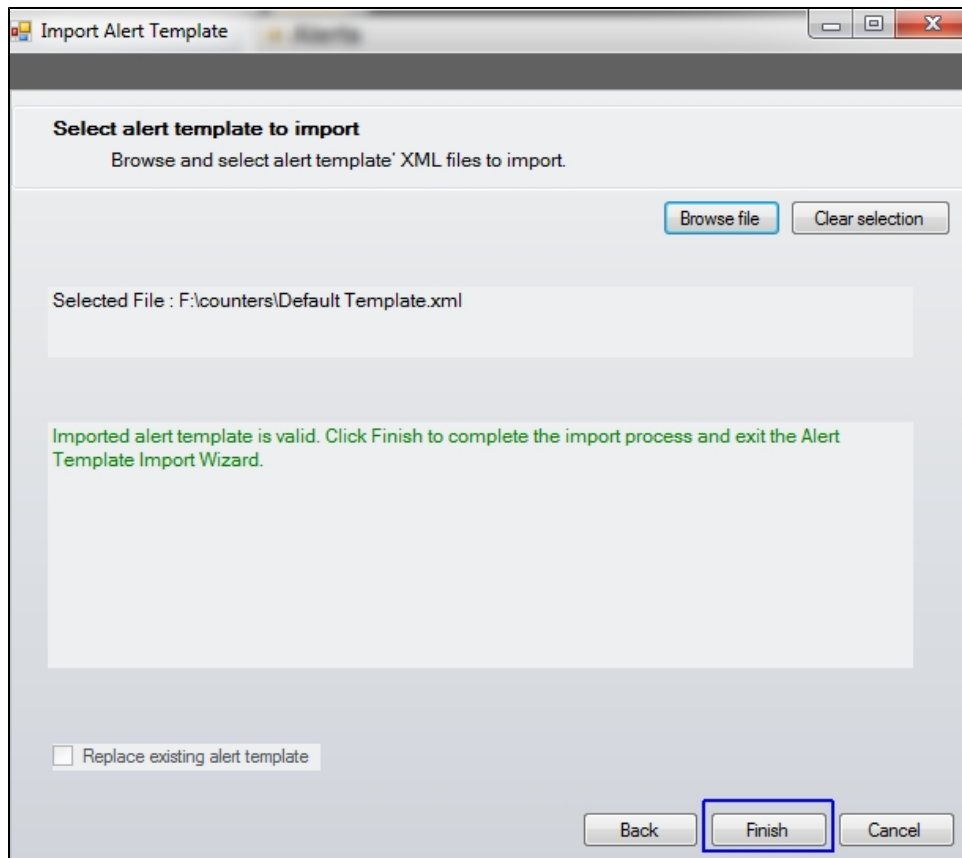


✓ You can also access the Alert Template import wizard by clicking **Administration > Import/Export** from the navigation pane and selecting Alert Template in the import column.

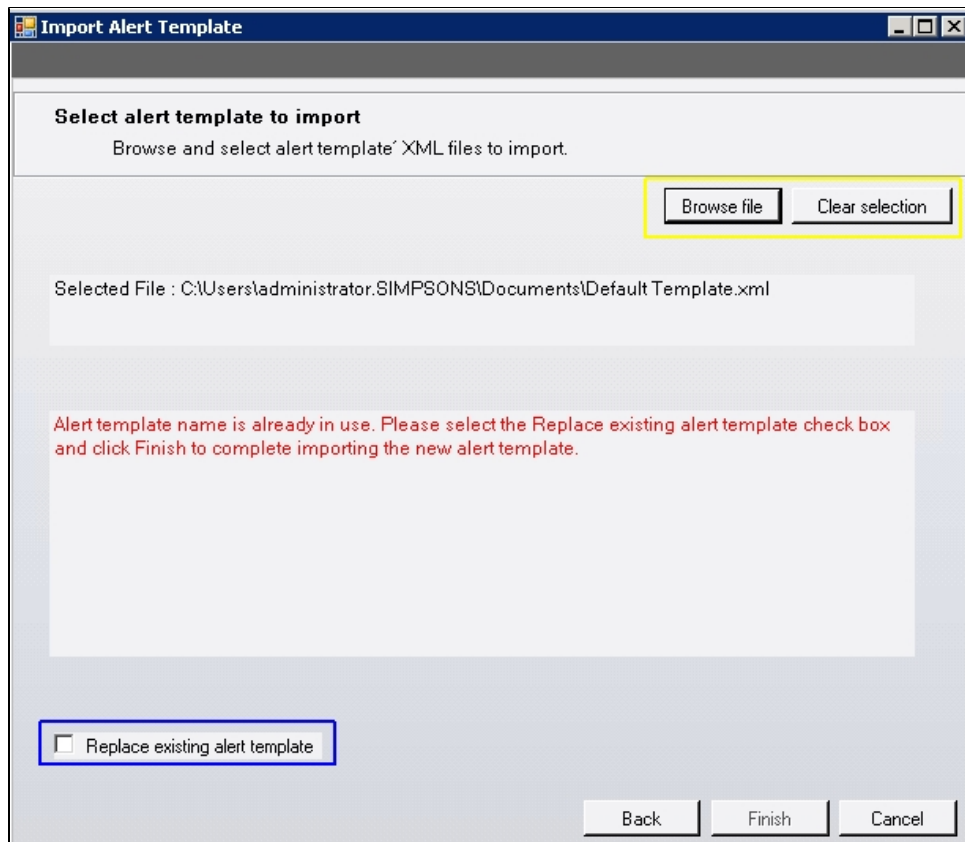
3. On the **Select alert template to import** page, browse for alert templates' XML files to import.

The screenshot shows a window titled "Import Alert Template". Inside, there is a section titled "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" (which is highlighted with a blue rectangle) and "Clear selection". Underneath these buttons is a text field labeled "Selected File :". At the bottom of the window, there is a checkbox labeled "Replace existing alert template" and three buttons: "Back", "Finish", and "Cancel".

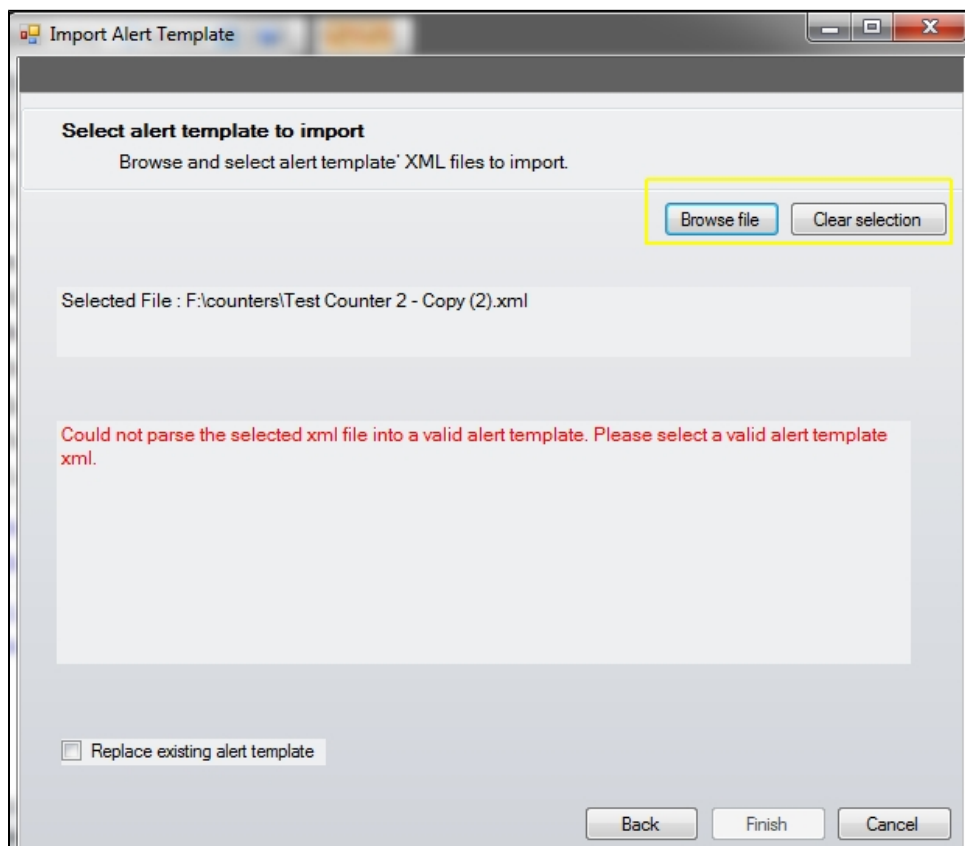
4. If the imported alert template is valid, click **Finish** to complete the import process and exit the wizard.



5. 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.



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



7. 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](#).

SQL **Diagnostic Manager** identifies and resolves SQL Server performance problems before they happen. [Learn more](#) > >

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