




Import/export alert definitions

Gold



The **alert definitions** for Observer contain data about how alerts are defined and posted. The default alert definitions are loaded when you first [install Observer](#). However, you can **export the alert definitions from one ServiceNow instance and import them to another ServiceNow instance**. You can also export alert definitions if you want to make changes to those definitions without affecting your current view in Observer.

Procedure

To export existing alert definitions to a .JSON or .CSV file, follow these steps:

1. [Log into Observer](#) and click  > **Monitor** to navigate to the [Monitor](#) page.
2. In the upper left-hand corner of the page, click  > . You can then choose to download as either a .JSON or .CSV file.

To import .JSON or .CSV alert definitions to another instance of Observer, follow these steps:

1. [Log into Observer](#) and click  > **Monitor** to navigate to the [Monitor](#) page.
2. In the upper left-hand corner of the page, click  > .

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