

# FAQ - How do I import an Ad Hoc report criteria definition?

## Question

How do I import an Adhoc report criteria definition?

## Solution

Adhoc report criteria can be exported and the system generates an XML file. You can import this file into Unanet.

- To Import the file:
- Navigate to **Reports > Adhoc**.
- Click the *+Adhoc Report* link.
- Click **Import**.
- Click **Choose File** and navigate to the file and click **Open**. **\*\*You can now drag and drop your file directly into Unanet.**
- Click **Import**.
- **Save** the report. If you do not save the report, you must repeat these steps.

## Additional Information

[Help Docs - Adhoc Reports](#)