



Template Management

Create and manage reusable content templates used across the platform for AI processing, code analysis, and system operations. This page is accessible to platform administrators only.

Key Features

- **Template Library:** Browse all templates in a sortable list showing name, category, default status, and last updated date
- **Two Template Types:** Switch between Query Templates and Page Templates using the dropdown at the top of the page
- **Four Categories:** Organize templates into AI Processing, Code Analysis, System, or General
- **Default Templates:** Mark a template as the default for its category — it will be automatically selected whenever that category is needed elsewhere on the platform
- **Full Content Editor:** Write or paste multi-line template content directly in the editor when creating or editing
- **Add, Edit, Delete:** Create new templates from scratch, update existing ones, or remove templates no longer needed

How to Use

Browse Templates

1. Open **Template Management** from the admin menu
2. Use the **Query Templates / Page Templates** dropdown to switch between template types
3. Click any column header — Name, Category, Default, or Last Updated — to sort the list

Add a New Template

1. Click **Add New Template** in the top-right corner
2. Enter a descriptive **Name** for the template
3. Select the appropriate **Category** (AI Processing, Code Analysis, System, or General)
4. Type or paste the template **Content** into the editor
5. Check **Set as Default Template for this Category** if this should be the automatic default
6. Click **Save Template**

Edit a Template

1. Find the template in the list
2. Click the **Edit** action on the right side of the row
3. Update the name, category, content, or default status as needed
4. Click **Save Template** to apply changes

Delete a Template

1. Find the template in the list
2. Click the **Delete** action on the right side of the row
3. Confirm the deletion

Tips

- Templates marked as default show a green **Yes** badge in the list — easy to spot at a glance
- The list opens sorted by **Last Updated** (newest first), so recently changed templates appear at the top
- Use descriptive names to keep your library easy to navigate as it grows
- This page is visible only to platform-level administrators