

The screenshot displays the 'Template Management' interface. At the top, there's a header with 'Air4media Pilot v10 BETA', 'ACME Creative Agency OWNER', and a user profile 'Laurent P Grouit'. The sidebar on the left contains various navigation items, with 'Template Management' highlighted. The main content area shows a table of templates with the following data:

<input type="checkbox"/>	Name	Category	Default	Last Updated	Actions
<input type="checkbox"/>	Rule	ai	Yes	4/11/2025, 8:09:25 PM	
<input type="checkbox"/>	Code Review	email		11/23/2024, 10:04:44 PM	
<input type="checkbox"/>	Script Comparison	ai		11/23/2024, 10:04:11 PM	
<input type="checkbox"/>	Security Review	ai		11/23/2024, 10:04:18 PM	
<input type="checkbox"/>	Full Script	ai		1/2/2025, 11:25:14 PM	

Below the table, it says 'Showing 1 to 5 of 5 entries'. There is also a '+ Add New Template' button in the top right corner of the main content area.

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