

# Managing process templates on the job and user tab

1. From the **Job** menu, select **Manage Job/User Favorites**.  
**Tip:** You can also right-click anywhere in the **Job** or **User** tab of the **Process Templates** pane, and select **Manage Job/User Favorites**.
2. In the Manage Job/User Favorites dialog box, click the **Job** or **User** tab.
3. Perform any of the following actions:

| To                                    | Do this                                                                   |
|---------------------------------------|---------------------------------------------------------------------------|
| Add a process template                | Double-click the process template.                                        |
| Delete a process template             | Double-click the process template that you want to remove.                |
| Change the order of process templates | Select a process template, and click <b>Move Up</b> or <b>Move Down</b> . |
| Add a separator                       | Click <b>Add Separator</b> .                                              |
| Move a separator                      | Select the separator, and click <b>Move Up</b> or <b>Move Down</b> .      |

4. Click **OK**.

**Tip:** You can also add a process template to the **Job** tab by selecting the **Add Process Template to Job Favorites** check box in the Start Process dialog box.