

Edit menu in Process Template Editor

Note: Not all menu items are available all the time. Some menu items are available only when specific process templates or process template groups are selected.

Cut

Select a process template that you want to copy to another process template group, and then select **Cut**. When you **Paste** the process template into the new process template group, the process template simultaneously appears in the new process template group and disappears from its original process template group. (Compare to **Copy**.)

Copy

Select a process template that you want to copy to another process template group, and then select **Copy**. When you **Paste** the process template into the new process template group the process template appears in the new process template group and also remains in the original process template group. (Compare to **Cut**.)

Paste

Pastes the copied process template to the selected process template group. (See also **Cut** and **Copy**.)

Note: You can only move a process template from one process template group to another process template group of the same type. For example, you can move an archive process template from one archive process template group to another archive process template group, but not to a purge process template group.