

Moving process templates between groups

1. In the **Process Templates** pane, select the process template that you want to move.
2. Perform one of the following actions:

To	Do this
Copy the process template to another process template group and keep a copy in the original group	From the Edit menu, select Copy , or right-click the selection and select Copy .
Copy the process template to another process template group and remove it from the original group	From the Edit menu, select Cut , or right-click the selection and select Cut .

3. Select the process template group to which you want to copy the process template.
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 you cannot move an archive process template from an archive process template group to a purge process template group.
4. From the **Edit** menu, select **Paste**, or right-click the selection and select **Paste**.

The process template appears in the selected group in Process Template Editor and in the **Process Templates** pane of Job Manager.