

Template Group

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Template Group

A Template Group is a collection of templates or a set of templates, grouped based on certain criteria. You can add any number of templates to one Template Group. Simply Template group is a collection or assembly of templates grouped based on any particular context required by the Template Group Owner.

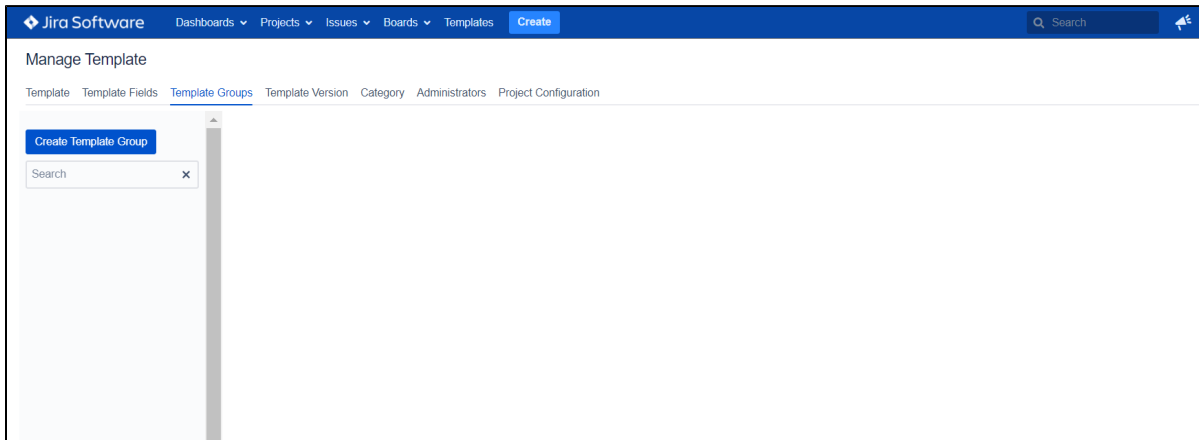
Note: Only the Published Templates can be added to Template Groups.

Create

If you need the templates to be classed or grouped then you can create the Template Group. To create a Template Group follow the steps given below.

Step 1: In the Manage Template section, select the Template Groups menu.

Step 2: Click on the **Create Template Group** button.

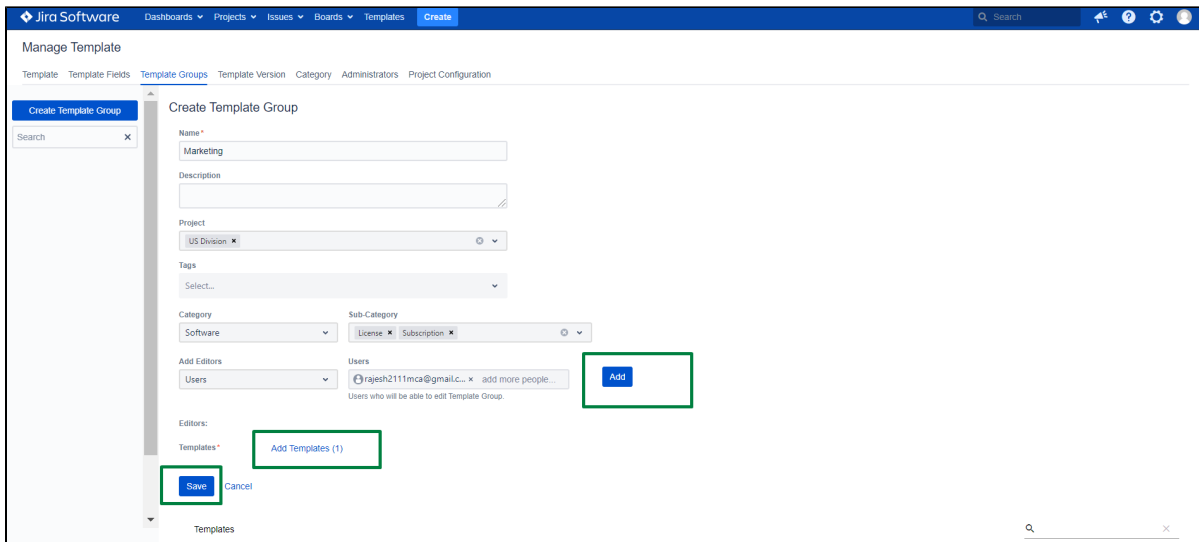


Step 3: On the appearing Create Template Group Screen, fill in all the details and add Project, Tags, Category, and Editors.

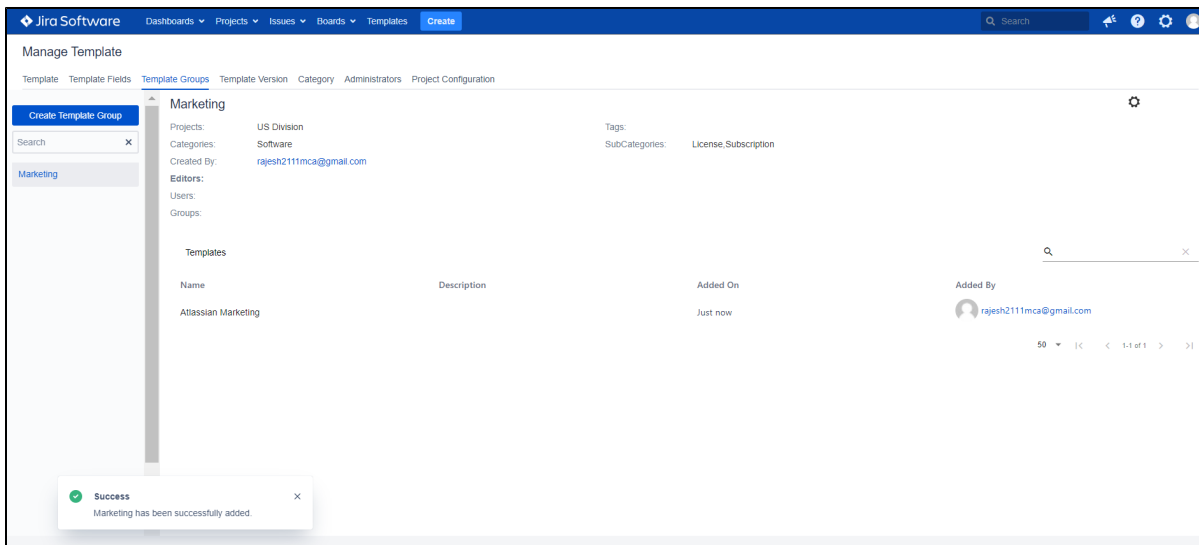
Step 4: Click on the **Add Templates** option, to add Templates to the Template Group.

Step 5: In the appearing Templates screen, select the required templates and click on the **Add** button.

Step 6: Click on the **Save** button.



The Template Group will be created.



Edit

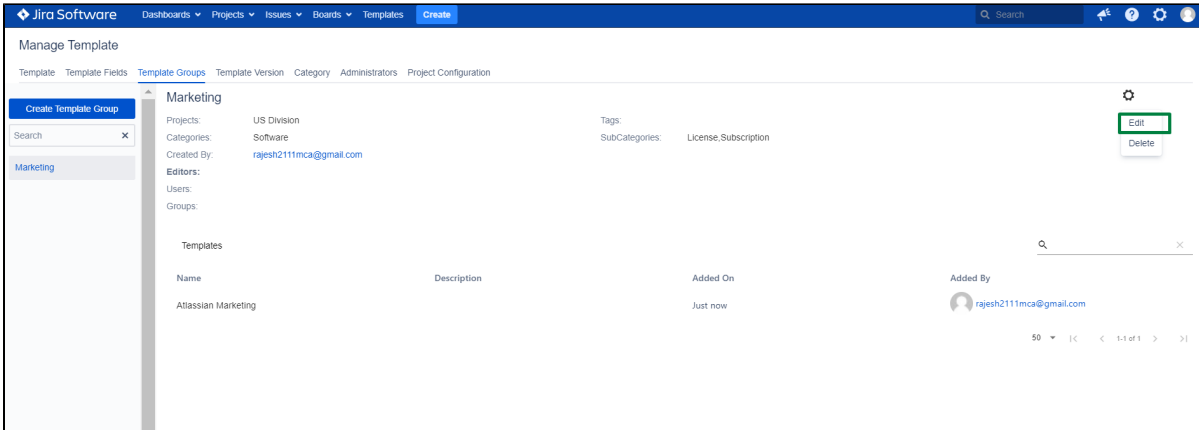
Note: Only the user who created the Template Group, the Application Admin, and the users with edit permission for the Template Group can edit the Template Group.

You need to edit the Template Group if you need to add another template that is newly created or you need to remove an existing template that is currently not active. To edit the Template Group follow the steps given below.

Step 1: In the Manage Template section, select the Template Groups menu.

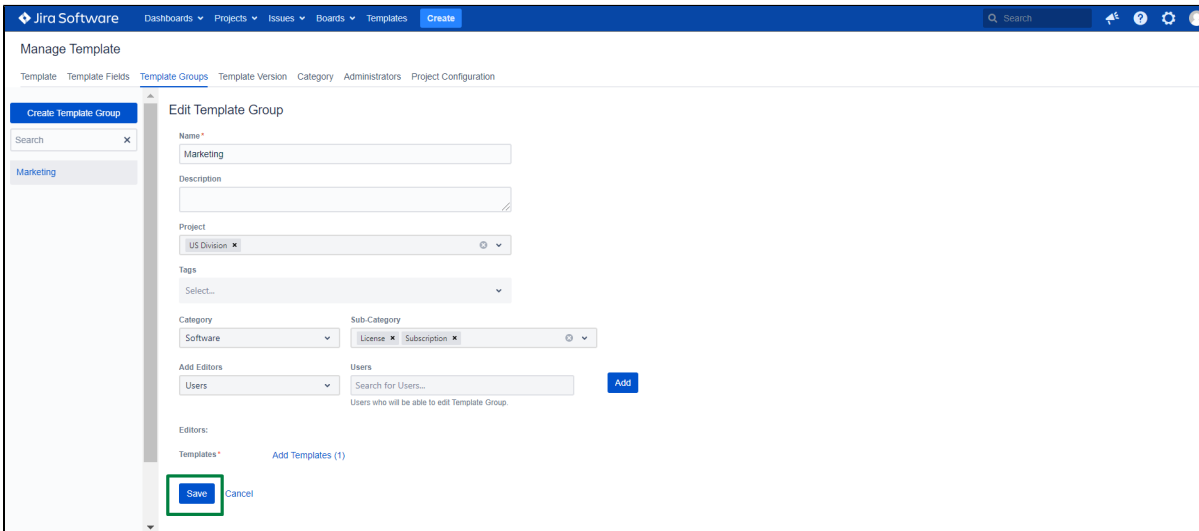
Step 2: Select the required Template Group to edit, from the list of Template Groups.

Step 3: Click on the Settings icon and select the **Edit** option.



Step 4: On the appearing Edit Template Group screen, make the required changes.

Step 6: Click on the **Save** button.



The Template Group will be modified.

Delete

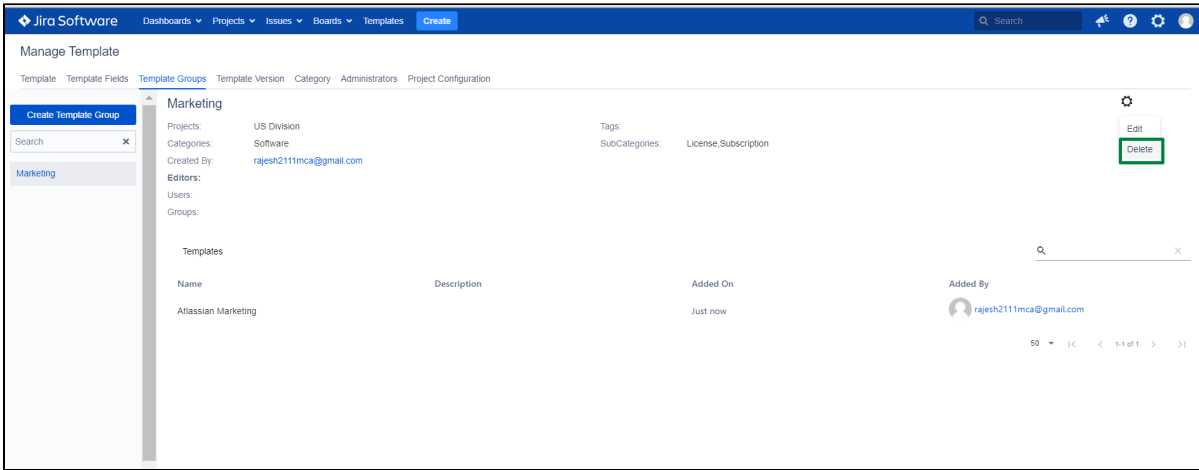
Note: Only the user who created the Template Group, the Application Admin, and the users with edit permission for the Template Group can delete the Template Group.

If you need to remove any Template Group, the Template Manager Application provides you the option to delete the Template Group. To delete any Template Group follow the steps mentioned below.

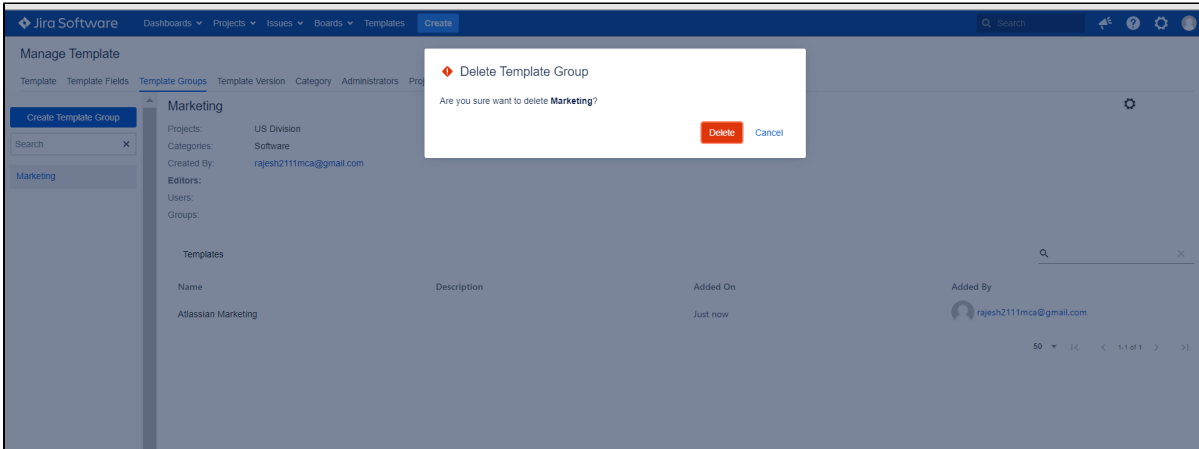
Step 1: In the Manage Template section, select the Template Groups menu.

Step 2: Select the required Template Group to delete, from the list of Template Groups.

Step 3: Click on the Settings icon and select the **Delete** option.



Step 4: On the appearing screen, click on the **Delete** button.



The Template Group will be removed.

