



Prompt Management Workspace

User Guide

User Guide | Version 2.10

Purpose

Prompt Management Workspace organises reusable text prompts into groups. It is designed for users who need to find, review, copy and back up prompts without learning a database system.

How the workspace is arranged

Area	Purpose
Top bar	Starts a new data file, imports or exports CSV, creates groups, and changes the prompt viewing backdrop.
Prompt Stack	Lists groups and the prompt titles stored inside them.
Search	Filters group names and prompt titles. It does not search prompt body text.
Main workspace	Shows the selected prompt and provides copy, export and edit actions.

Groups

A group is a named container for related prompts. Examples include Animal Portraits, Product Photography or Restoration Tasks. The workspace supports up to 15 groups.

- Create: select **New Group**, enter a name and select **Save Group**.
- Select: select the group name. Its first prompt becomes active when one exists.
- Rename: point to the group row and use the pencil control.
- Delete: point to the group row and use the bin control. Confirmation is required because all prompts in that group are also removed.

Prompts

Each group supports up to 10 prompts. A prompt requires both a title and a body. The title is for finding the prompt; the body is the text copied or exported.

- Add: select **Add Prompt** on the required group, complete both fields and select **Save Prompt**.
- Select: select a prompt title in the left stack.
- Edit: use the pencil control on the prompt row or select **Edit Body** in the main workspace.
- Delete: use the bin control on the prompt row. The prompt is removed immediately.
- Copy: select **Copy Prompt** to place the prompt body on the clipboard.
- Export: select **Export Prompt** to download the selected prompt as a Markdown file.



Using bracketed reminders

Square brackets can mark text that should be changed for each use. For example, **Create a studio portrait of [Animal]** can be copied and changed to **Create a studio portrait of a fox**. Bracketed reminders are optional and remain ordinary text; the app does not ask for values or make replacements.

A bracketed reminder is not an instruction to the app. Always check the copied prompt and replace any reminder that should not be sent to the AI service.

Search and display

- Search accepts one or more words and shows groups or prompt titles containing all entered words.
- Dark, 50% Gray and White change only the reading backdrop in the main workspace.
- The backdrop choice is for viewing comfort and is not stored in the CSV export.

Starting a new data file

Select **New Data File** to replace the current working collection with an empty one. If any group or prompt data is present, the app requests confirmation. Export a CSV first when the current collection may be needed later.

Saving and backups

The workspace saves changes automatically in browser local storage. This is convenient working storage, not a substitute for a file backup. Browser data can be cleared, separated by browser profile, or unavailable on another computer.

Action	Result
Export CSV	Opens Save As where supported so you can choose the folder and filename. Otherwise, downloads the complete collection to the browser's usual location.
Import CSV	Validates a compatible CSV and replaces the active collection only when the whole file is accepted.
Export Prompt	Downloads one selected prompt as a Markdown file containing its group, title and body.
Automatic local save	Keeps the current collection in that browser profile between sessions.

CSV requirements

A compatible CSV contains these column headings: **group_order**, **group_name**, **prompt_order**, **prompt_title** and **prompt_body**. Empty groups are represented by a row with a group name and blank prompt fields.



Privacy and network use

Prompt data is processed in the browser and saved in local storage. Import and export use local files. The page loads Tailwind CSS from a public content delivery network for its visual styling, so opening the page may make a normal network request even though prompt records are not uploaded by the app.

Troubleshooting

Issue	Resolution
Saved prompts are missing	Open the same HTML file in the same browser profile. If browser data was cleared, restore the latest exported CSV.
CSV import is rejected	Check the five required headings and ensure every prompt row contains both a title and body.
The interface looks unstyled	Check the internet connection or content-blocking rules because Tailwind CSS is loaded from its CDN.
Copy Prompt fails	Use Export Prompt, or manually select and copy the prompt body from the workspace.
A group or prompt limit is reached	Use another group or maintain another exported CSV collection.