



Prompt Management Workspace

First Walk Through

Operator Guide

What this app does

Prompt Management Workspace keeps reusable AI prompts together in named groups. It runs in a browser, saves changes locally on that computer, and can export a CSV backup.

For normal use, remember three things: make a group, add a prompt, then **export a CSV backup** when the work matters eg: when you'd rather not have to start over again.!

1 Open the workspace

Open the HTML file in a current desktop browser. The left side contains groups and prompt titles. The larger area on the right shows the selected prompt. A number of prompts are already installed.

2 Start a clean data file

Select **New Data File** only when you want an empty workspace. If the current workspace contains data, the app asks for confirmation before clearing it.

Export a CSV first if you may need the current prompts again. Clearing the workspace replaces the locally saved working data.

3 Create a group

- Select **New Group**.
- Enter a short, clear name such as **Animal Portraits**.
- Select **Save Group**. The new group appears in the Prompt Stack.

4 Add a prompt

- Select **Add Prompt** beside the group.
- Enter a prompt title that will be easy to recognise later.
- Enter the full prompt body, then select **Save Prompt**.
- The saved prompt becomes active and appears in the main workspace.

Optional bracketed reminder

You may type a reminder such as **[Animal]** inside a prompt. The app stores those brackets as ordinary text. It does not replace them automatically. After copying the prompt, replace [Animal] with the subject you want, such as cat, dog, squirrel or fox.



5 Use the prompt

- Select a prompt title in the left stack.
- Read the prompt in the main workspace.
- Select **Copy Prompt**, then paste it into the AI service you use.
- Select **Edit Body** if the wording needs to change.

6 Keep a backup

Select **Export CSV**. In a supported browser, use the Save As window to choose a folder, enter a filename and select Save. If the browser does not offer that window, the CSV is downloaded in the usual browser location. Keep the CSV with your other project files.

If something seems wrong

What you see	What to do
No prompts yet	Select Add Prompt beside the chosen group.
Cannot add another group	EACH CSV workspace holds up to 15 groups. Remove an unused group or start a separate data file.
Cannot add another prompt	Each group holds up to 10 prompts. Use another group for additional prompts.
Imported CSV rejected	Use a CSV previously exported by this app and do not rename its column headings.
Copied prompt still contains [Animal]	Replace the bracketed reminder manually after pasting.