

# Creating Asset Groups



This guide provides a step-by-step process for creating asset groups, making it easy for users to organize individual assets effectively. By following these instructions, you can streamline asset management and improve visibility within your asset register. The guide also highlights essential tips, such as the warning about breaking group connections, ensuring that users are informed and can avoid potential issues. Overall, it's a valuable resource for enhancing asset organization and management efficiency.

1

In this section of the guide, we're going to look at how to create asset groups, previously known as asset systems. The difference between an individual asset

The screenshot shows the 'Asset Register' interface in the micadpro application. The sidebar on the left contains 'Asset Register' and 'Configuration'. The main content area has a search bar with the text 'Try searching Description contains Fire Alarm and Building is Main Block'. Below the search bar, there are three buttons: 'All Assets 84,153', 'Individual Assets 84,015', and 'Asset Groups 138'. The 'Individual Assets' button is circled in yellow. Below these buttons is a table with the following columns: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGION. The table contains 14 rows of data, each representing a different fire door asset.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGION
4	Fire Door - 00004	Broken	Fire Doors	ANAESTHETICS GEN EQUIP	C.TestRegionLoc34
5	Fire Door - 00005	Broken	Fire Doors	BOYLES MACHINE	R.oss Hall Hospital
6	Fire Door - 00006	Broken	Air Handling Unit	DENTAL ANAESTHETIC EQUIP	R.oss Hall Hospital
7	Fire Door - 00007	Expired	Fire Doors	RESUSCITATION TROLLEY	R.oss Hall Hospital
8	Fire Door - 00008	Existing/In Use	Fire Doors	TestAV-ST	R.oss Hall Hospital
9	Fire Door - 00009	Existing/In Use	Air Handling Unit	RESUSCITATION TROLLEY	R.oss Hall Hospital
10	Fire Door - 00010	Existing/In Use	Extractor Fan	RESUSCITATION TROLLEY	R.oss Hall Hospital
11	Fire Door - 00011	Existing/In Use	Fire Door - 60min	INCUBATOR	R.oss Hall Hospital
12	Fire Door - 00012	Existing/In Use	Air Handling Unit	PULMONARY FUNCTION REC	R.oss Hall Hospital
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	R.oss Hall Hospital
14	Fire Door - 00014	Existing/In Use	Fire Door - 30min	RESUSCITATION TROLLEY	R.oss Hall Hospital

2

and an asset group, is that asset groups are the parent of which individual assets are linked to

micadpro

Asset Register

Viewing: Default [Create View](#)

Show: All Assets 84,153 Individual Assets 84,015 **Asset Groups 18**

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGION
4	Fire Door - 00004	Broken	Fire Doors	ANAESTHETICS GEN EQUIP	C..TestRegionLc
5	Fire Door - 00005	Broken	Fire Doors	BOYLES MACHINE	R..oss Hall Hos
8	Fire Door - 00008	Existing/In Use	Fire Doors	TestAV-ST	R..oss Hall Hos
9	Fire Door - 00009	Existing/In Use	Air Handling Unit	RESUSCITATION TROLLEY	R..oss Hall Hos
10	Fire Door - 00010	Existing/In Use	Extractor Fan	RESUSCITATION TROLLEY	R..oss Hall Hos
11	Fire Door - 00011	Existing/In Use	Fire Door - 60min	INCUBATOR	R..oss Hall Hos
12	Fire Door - 00012	Existing/In Use	Air Handling Unit	PULMONARY FUNCTION REC	R..oss Hall Hos
14	Fire Door - 00014	Existing/In Use	Fire Door - 30min	RESUSCITATION TROLLEY	R..oss Hall Hos
15	Fire Door - 00015	Existing/In Use	Passenger Lift	RESUSCITATION TROLLEY	R..oss Hall Hos
16	Fire Door - 00016	Existing/In Use	Fire Doors	RESUSCITATION TROLLEY	R..oss Hall Hos
17	Fire Door - 00017	Existing/In Use	Fire Door - 30min	RESUSCITATION TROLLEY	R..oss Hall Hos

3

To create an asset group. First open up the individual asset you are wanting to turn into a group. Click the Group tab

micadpro

Test Asset

Asset ID: 430162 Status: Disposed Asset Health: Good

GENERAL **GROUP** PHYSICAL INFO LOCATION CUSTOM INFO DOCUMENTS FINANCIALS

PHYSICAL INFO [VIEW ALL](#)

Asset Status: Disposed

Asset ID: 430162

Barcode: 12345

Asset Type: Passenger Lift

Asset Sub Type: RESUSCITATION TROLLEY

Asset Description: Test Asset

AVAILABILITY TO USE

Mon	NA
Tue	NA
Wed	NA
Thu	NA
Fri	NA
Sat	NA
Sun	NA

LOCATION ADDRESS

Region

Site

Building

Floor

Room

Address

FINANCIALS

Date Purchased

Date Delivered

4

Click here to activate the switch, this will change this individual asset into an asset group

The screenshot shows the micad pro interface for an individual asset. At the top, the micad pro logo is on the left, and the user's name 'Ian Johnson Admin [devalpha]' is on the right. Below the header, the asset ID '430162' is displayed along with its status 'Disposed' and health 'Good'. A navigation bar includes tabs for 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. A 'Set as Group Asset' toggle switch is highlighted with a yellow circle. Below the toggle, a message states: 'Currently, this asset is not an Asset Group. Use the button below to create a group asset.' A blue button labeled 'SET AS GROUP ASSET' is positioned below the message.

5

Once activated the screen will change providing you a smaller version of the main asset register page. This page has two tabs. Grouped Assets & Ungrouped Assets. Click on Ungrouped Assets.

The screenshot shows the micad pro interface for a 'Test Asset' (Asset ID: 430162). The asset is now part of an 'Asset Group'. The interface includes a sidebar with 'Asset Register' and 'Configuration' options. The main content area has tabs for 'GENERAL', 'GROUP', 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. The 'GROUP' tab is active, showing two sub-tabs: 'GROUPED ASSETS' and 'UNGROUPED ASSETS'. The 'UNGROUPED ASSETS' tab is highlighted with a yellow circle. Below the tabs is a table with columns for ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGION. Each column has a search input field.

6 The grid will now show you all the individual assets within the asset register.

The screenshot shows the 'Test Asset' group page in the Asset Register. The page includes a sidebar with 'Asset Register' and 'Configuration' options. The main content area displays the 'ASSET GROUP' section with tabs for 'GROUPED ASSETS' and 'UNGROUPED ASSETS'. A table lists individual assets with columns for ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and RI. A yellow circle highlights the 'DESCRIPTION' column header.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	RI
4	Fire Door - 0004	Broken	Fire Doors	ANAESTHETICS GEN EQUIP	C.
5	Fire Door - 0005	Broken	Fire Doors	BOYLES MACHINE	R.
8	Fire Door - 0008	Existing/In Use	Fire Doors	TestAV-ST	R.
9	Fire Door - 0009	Existing/In Use	Air Handling Unit	RESUSCITATION TROLLEY	R.
10	Fire Door - 0010	Existing/In Use	Extractor Fan	RESUSCITATION TROLLEY	R.
11	Fire Door - 0011	Existing/In Use	Fire Door - 60min	INCUBATOR	R.
12	Fire Door - 0012	Existing/In Use	Air Handling Unit	PULMONARY FUNCTION REC	R.
14	Fire Door - 0014	Existing/In Use	Fire Door - 30min	RESUSCITATION TROLLEY	R.
15	Fire Door - 0015	Existing/In Use	Passenger Lift	RESUSCITATION TROLLEY	R.

7 Use the inline searches and filters to find the child/individual assets you wish to attach to this group. In the example below we are searching for all assets which have "test" in the description.

The screenshot shows the same 'Test Asset' group page, but with the 'DESCRIPTION' column filtered. A yellow circle highlights the search input field in the 'DESCRIPTION' column, which contains the text 'test'. The table now only displays assets whose descriptions contain the word 'test'.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	RI
4	Test asset location	Broken	Fire Doors	ANAESTHETICS GEN EQUIP	C.
5	Test	Broken	Fire Doors	BOYLES MACHINE	R.
8	Test Asset	Existing/In Use	Fire Doors	TestAV-ST	R.
9	Test Descr3	Existing/In Use	Air Handling Unit	RESUSCITATION TROLLEY	R.
10	Test Description	Existing/In Use	Extractor Fan	RESUSCITATION TROLLEY	R.
11	testingbydeepak	Existing/In Use	Fire Door - 60min	INCUBATOR	R.
12	Test Vasi	Existing/In Use	Air Handling Unit	PULMONARY FUNCTION REC	R.
14	deepaktesting12345677 test24e232	Existing/In Use	Fire Door - 30min	RESUSCITATION TROLLEY	R.

8

Once you can see the child/individual asset you would like to attach to the group, click the three dots.

The screenshot shows the 'Asset Register' interface. At the top, there are tabs for 'GENERAL', 'GROUP', 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. Below these is the 'ASSET GROUP' section with 'GROUPED ASSETS' and 'UNGROUPED ASSETS' buttons. A table lists assets with columns: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGIO. A search bar is present above the table. A yellow circle highlights the three-dot menu icon in the first row of the table.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGIO
349001	Test Vasi	Existing/In Use	Passenger Lift	MOBILE ANAESTHETIC EQUIP	C.Test
349003	Test	Existing/In Use	Fire Door - External	VENTIL. ALARM PNEUMATIC	C.Test
349012	Test asset location	Existing/In Use	Fire Doors	PIPELINE SECONDARIES	C.Test
349013	Test location group asset	Existing/In Use	Passenger Lift	INCUBATOR	Tartari
349014	Test Descr3	Stolen	Kingsway House DVR		C.Test
430131	deepaktesting12345677	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	Tartari
430134	testingbydeepak	Expired	Kingsway House DVR	INCUBATOR	Tartari
430148	test24e232	Existing/In Use	Passenger Lift		R.Loss I

9

Click Add to Group

This screenshot is similar to the previous one, but a dropdown menu is open for the first asset (ID 349001). The menu contains two options: 'Select' and '+ Add to Group'. A yellow circle highlights the '+ Add to Group' option.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGIO
349001	Test Vasi	Existing/In Use	Passenger Lift	MOBILE ANAESTHETIC EQUIP	C.Test
349003	Test	Existing/In Use	Fire Door - External	VENTIL. ALARM PNEUMATIC	C.Test
349012	Test asset location	Existing/In Use	Fire Doors	PIPELINE SECONDARIES	C.Test
349013	Test location group asset	Existing/In Use	Passenger Lift	INCUBATOR	Tartari
349014	Test Descr3	Stolen	Kingsway House DVR		C.Test
430131	deepaktesting12345677	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	Tartari
430134	testingbydeepak	Expired	Kingsway House DVR	INCUBATOR	Tartari
430148	test24e232	Existing/In Use	Passenger Lift		R.Loss I

10 The page will refresh and that record will be gone.

The screenshot shows the 'Asset Register' interface. At the top, there are tabs for 'Asset Register' and 'Configuration'. Below that, there are filters for 'Asset ID: 430162', 'Status: Disposed', and 'Asset Health: Good'. The main content area is titled 'ASSET GROUP' and has two tabs: 'GROUPED ASSETS' and 'UNGROUPED ASSETS'. A table lists assets with columns: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGION. A search bar is present above the table. A yellow circle highlights the three-dot menu icon for the first asset (ID 349003).

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGIO
349003	Test	Existing/In Use	Fire Door - External	VENTIL. ALARM PNEUMATIC	C..Test
349012	Test asset location	Existing/In Use	Fire Doors	PIPELINE SECONDARIES	C..Test
349013	Test location group asset	Existing/In Use	Passenger Lift	INCUBATOR	Tartari
349014	Test Descr3	Stolen	Kingsway House DVR		C..Test
430131	deepaktesting12345677	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	Tartari
430134	testingbydeepak	Expired	Kingsway House DVR	INCUBATOR	Tartari
430148	test24e232	Existing/In Use	Passenger Lift		R..oss I

11 If you wish to link multiple individual assets at once, click on the 3 dots and choose select.

The screenshot shows the 'Asset Register' interface. At the top, there are tabs for 'Asset Register' and 'Configuration'. Below that, there are filters for 'Asset ID: 430162', 'Status: Disposed', and 'Asset Health: Good'. The main content area is titled 'ASSET GROUP' and has two tabs: 'GROUPED ASSETS' and 'UNGROUPED ASSETS'. A table lists assets with columns: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGION. A search bar is present above the table. A yellow circle highlights the three-dot menu icon for the second asset (ID 349012), with a dropdown menu showing 'Select' and 'Add to Group' options.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGIO
349012	Test asset location	Existing/In Use	Fire Doors	PIPELINE SECONDARIES	C..Test
349013	Test location group asset	Existing/In Use	Passenger Lift	INCUBATOR	Tartari
349014	Test Descr3	Stolen	Kingsway House DVR		C..Test
430131	deepaktesting12345677	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	Tartari
430134	testingbydeepak	Expired	Kingsway House DVR	INCUBATOR	Tartari
430148	test24e232	Existing/In Use	Passenger Lift		R..oss I

12 This will put the grid into selection mode.

The screenshot shows the 'ASSET GROUP' configuration page. At the top, there are tabs for 'GENERAL', 'GROUP', 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. Below the tabs, there are two buttons: 'GROUPED ASSETS' and 'UNGROUPED ASSETS'. The main content is a table with the following columns: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGIO. The table contains several rows of asset data. A yellow circle highlights the selection checkboxes for the first three rows.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGIO
349012	Test asset location	Existing/In Use	Fire Doors	PIPELINE SECONDARIES	C..Test
349013	Test location group asset	Existing/In Use	Passenger Lift	INCUBATOR	Tartari
349014	Test Descr3	Stolen	Kingsway House DVR		C..Test
430131	deepaktesting12345677	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	Tartari
430134	testingbydeepak	Expired	Kingsway House DVR	INCUBATOR	Tartari
430148	test24e232	Existing/In Use	Passenger Lift		R..oss I

13 From here you can tick the assets you want to add to the group.

The screenshot shows the same 'ASSET GROUP' configuration page as in step 12. In this step, the checkboxes for the first two rows (ID 349012 and 349013) are now checked, indicating they have been selected for addition to the group. A yellow circle highlights these checked checkboxes.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGIO
349012	Test asset location	Existing/In Use	Fire Doors	PIPELINE SECONDARIES	C..Test
349013	Test location group asset	Existing/In Use	Passenger Lift	INCUBATOR	Tartari
349014	Test Descr3	Stolen	Kingsway House DVR		C..Test
430131	deepaktesting12345677	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	Tartari
430134	testingbydeepak	Expired	Kingsway House DVR	INCUBATOR	Tartari
430148	test24e232	Existing/In Use	Passenger Lift		R..oss I

14 Then confirm your choice by clicking "Add to Group"

The screenshot shows the 'ASSET GROUP' interface. At the top, there are two tabs: 'GROUPED ASSETS' and 'UNGROUPED ASSETS'. Below the tabs is a table with columns: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGIO. The table contains six rows of asset data. The first three rows are selected, indicated by checked checkboxes in the left margin. At the bottom of the interface, there is a blue 'Add to Group' button, a 'Clear Selection' button, and a 'Select All' button. A status indicator at the bottom right shows '3 of 6 selected'.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGIO
349012	Test asset location	Existing/In Use	Fire Doors	PIPELINE SECONDARIES	C..Test
349013	Test location group asset	Existing/In Use	Passenger Lift	INCUBATOR	Tartari
349014	Test Descr3	Stolen	Kingsway House DVR		C..Test
430131	deepaktesting12345677	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	Tartari
430134	testingbydeepak	Expired	Kingsway House DVR	INCUBATOR	Tartari
430148	test24e232	Existing/In Use	Passenger Lift		R..loss

15 Now if you click on Grouped Assets, you will see that the assets you have linked are now showing under grouped assets and form part of this asset group.

The screenshot shows the 'Test Asset' detail page for Asset ID: 430162. The page has a navigation menu on the left with 'Asset Register' and 'Configuration'. The main content area has tabs for 'GENERAL', 'GROUP', 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. The 'GROUP' tab is active, showing the 'ASSET GROUP' section. This section has two tabs: 'GROUPED ASSETS' and 'UNGROUPED ASSETS'. The 'GROUPED ASSETS' tab is selected and circled in yellow. Below the tabs is a table with columns: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGIO. The table contains three rows of asset data, all of which are linked to the current asset group.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGIO
430131	deepaktesting12345677	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	Tartari
430134	testingbydeepak	Expired	Kingsway House DVR	INCUBATOR	Tartari
430148	test24e232	Existing/In Use	Passenger Lift		R..loss

16

If you wish to break up the group and return a grouped asset back to an individual, reset this toggle. **WARNING** This will instantly break the connections, re-enabling it will not have previous connections saved.

The screenshot shows the 'micad pro' interface. At the top right, the user is identified as 'Ian Johnson Admin [devalpha]'. Below the header, there are tabs for 'Asset Group' and 'Asset Health: Good'. A 'Set as Regular Asset' toggle switch is highlighted with a yellow circle. Below this, a tab labeled '5 UNGROUPED ASSETS' is active, displaying a table of assets.

	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGION	SITE
arch	test	X	Search	Search	Search	Search
01	Test Vasi	Existing/In Use	Passenger Lift	MOBILE ANAESTHETIC EQUIP	C..TestRegionLoc34	Jason
03	Test	Existing/In Use	Fire Door - External	VENTIL ALARM PNEUMATIC	C..TestRegionLoc34	Jason
12	Test asset location	Existing/In Use	Fire Doors	PIPELINE SECONDARIES	C..TestRegionLoc34	Jason
13	Test location group asset	Existing/In Use	Passenger Lift	INCUBATOR	Tartarian Empire	Lost world
14	Test Descr3	Stolen	Kingsway House DVR		C..TestRegionLoc34	Jason