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Guide to Asset Grouping in Agilent CrossLab Connect

Welcome to Agilent CrossLab Connect. CrossLab Connect is a software platform which allows users to view their instruments in a list format, view components of those instruments, review entitlements for each instrument, review the instrument service tickets, and request service for an instrument through its Service Management function.

This guide reviews the feature Asset Grouping where users may set up groups of assets to view only those assets in a filter.

Asset grouping allows a user with the Admin access in CrossLab Connect to combine a list of assets in one group that can be viewed on the Service Management page. This list of assets may include all instruments in a lab, a favorites list, or a list of instruments with a related purpose.

Note: You must have Admin access to create these groups and will see the **Admin** icon on the left panel in the application. To create an asset group, click the **Admin** icon and select the **Asset Groups** link (Figure 1).
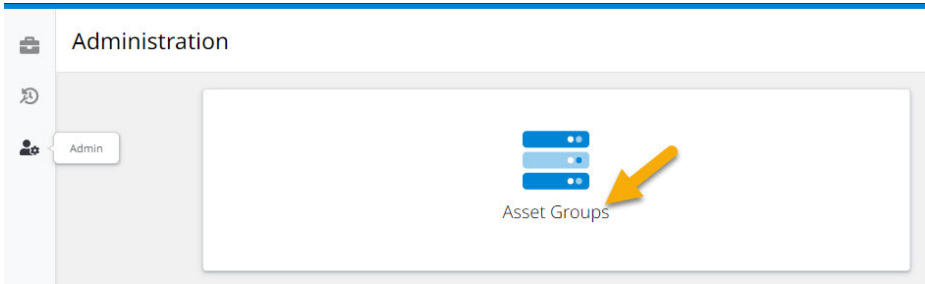

Figure 1. Asset Groups link.

When the page opens, there will be a banner at the top indicating the total number of assets not in a group. Additionally, there will be one group under the table that indicates All Assets. This is a permanent group that reflects all the assets visible to your company at the time and it cannot be edited. Once groups are added, they will populate below the All Assets group and can be sorted by any column chosen in the table (Figure 2).
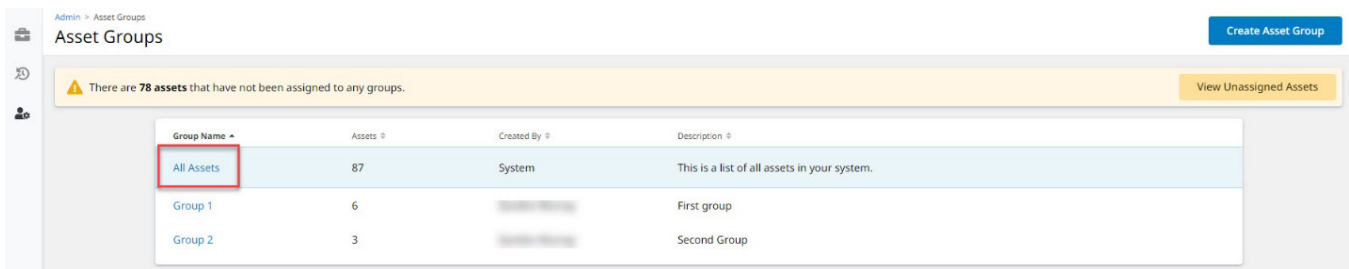

Figure 2. All Assets group.

To create an asset group, click the **Create Asset Group** button on the top right (Figure 3).
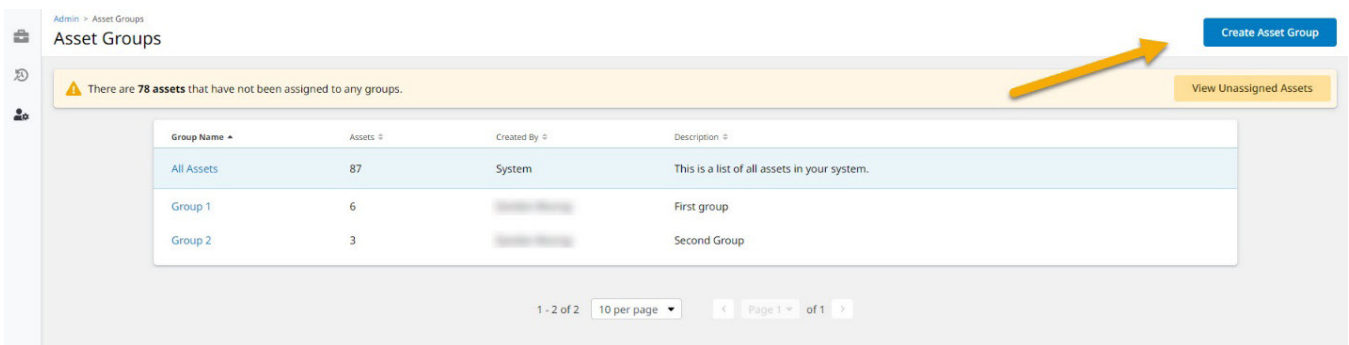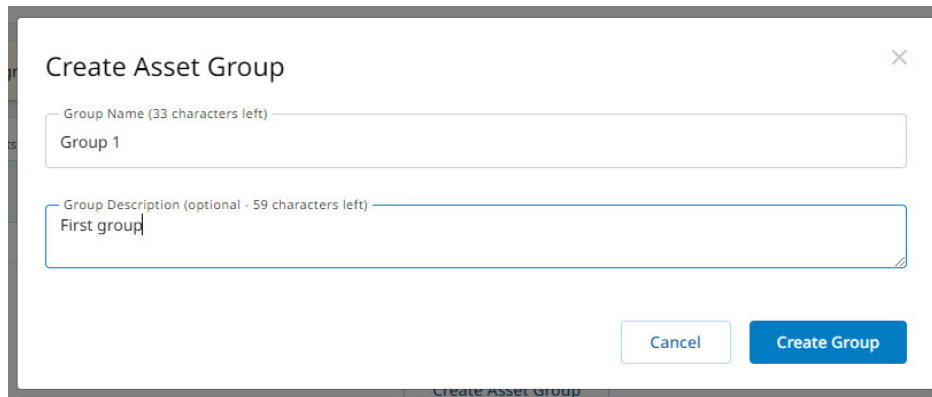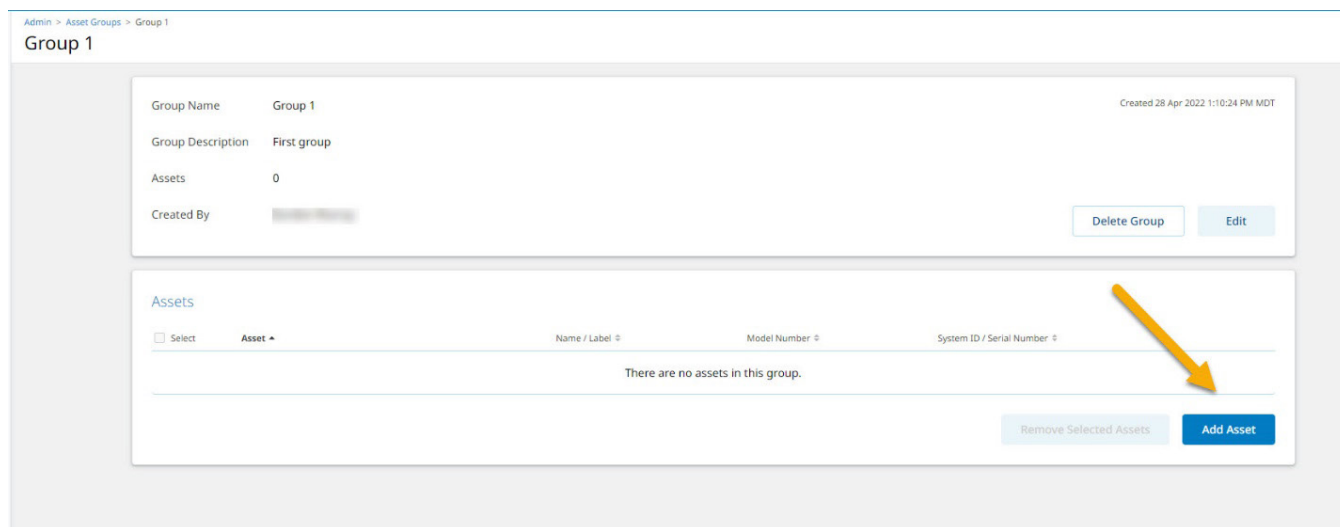

Figure 3. Create Asset Group button.

Name the asset group and provide a brief description, then click the **Create Group** button (Figure 4). The group appears in the list with 0 assets. Click on the group name to add assets.

Figure 4. Create Asset Group screen.

Once on the new group page, click the **Add Asset** button on the bottom right to begin adding assets to the group (Figure 5).

Figure 5. **Add Asset** button.

Type in a keyword or a serial number to bring up the asset or group of assets that should be added to the group. Select the asset (or assets) to be added to the group by checking the box to the left of the asset. Click the **Add Asset** button on the bottom right to add all the assets selected. (See Figure 6)
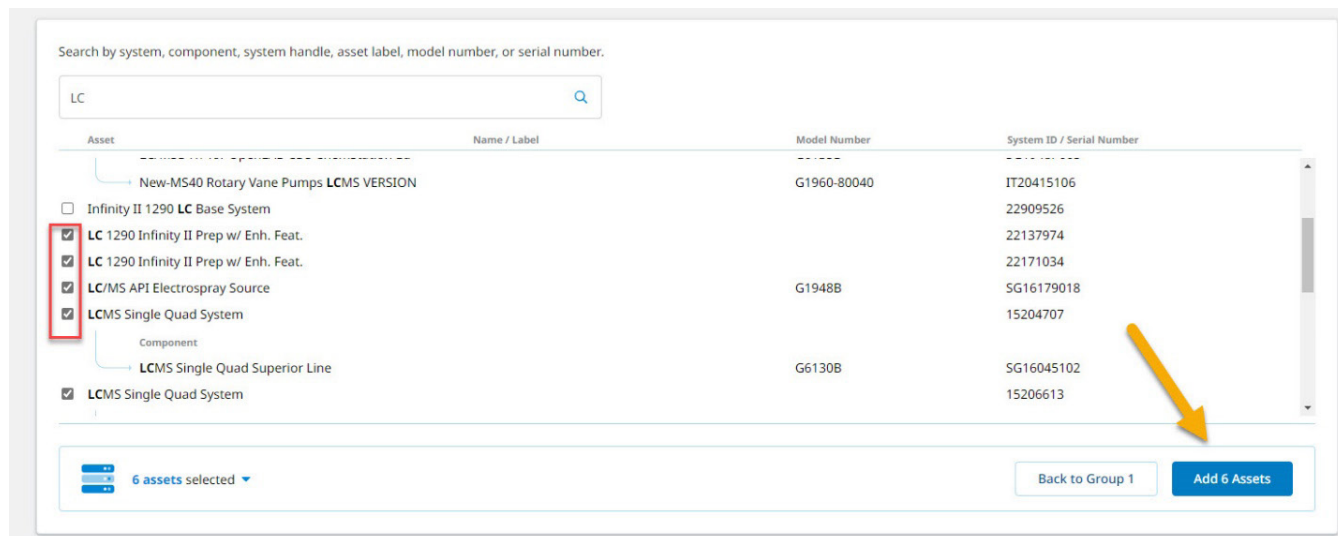

Figure 6. Updated **Add Assets** button.

Use the links on the top left to return to the Asset Groups page to see the entire list of asset groups and create a new asset group (Figure 7).
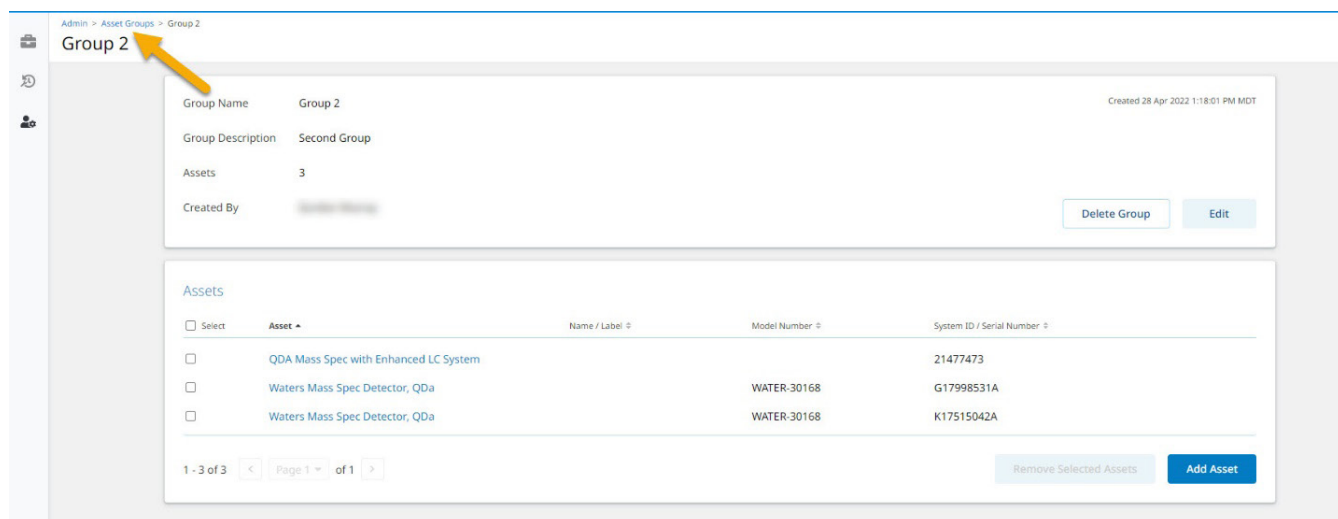

Figure 7. Link to return to the Asset Groups page.

To view the assets that are part of a group, click on the group name on the Asset Groups page (Figure 8). The assets included in the group and other information about the group are shown on the page.
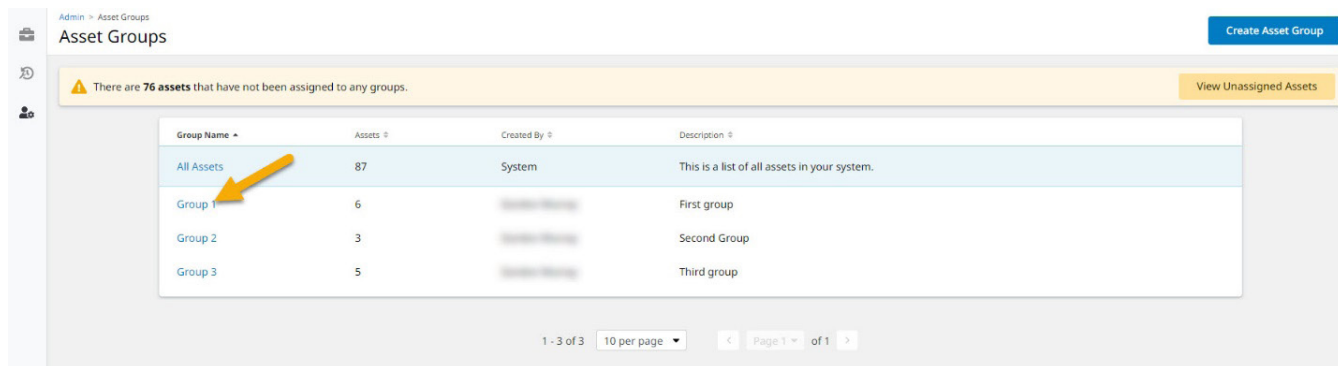

Figure 8. Group name.

An existing group can be deleted entirely or edited by clicking the **Edit** button on the bottom right of the group (Figure 9). The name and description may be edited for this group when editing.
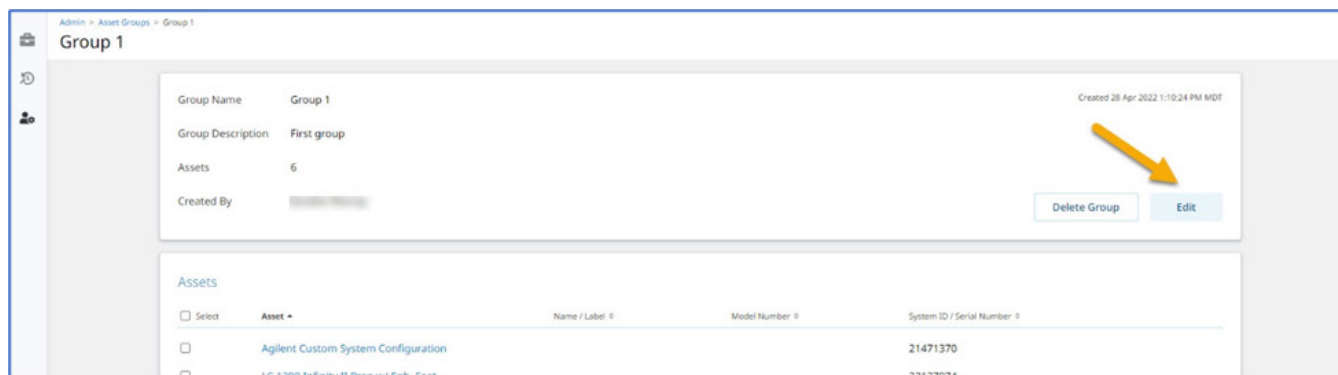

Figure 9. Edit button.

To remove an asset from the Asset Group, select the group, scroll down to the list of assets, select the assets that need to be removed, and click the **Remove Selected Assets** button on the bottom right (Figure 10).
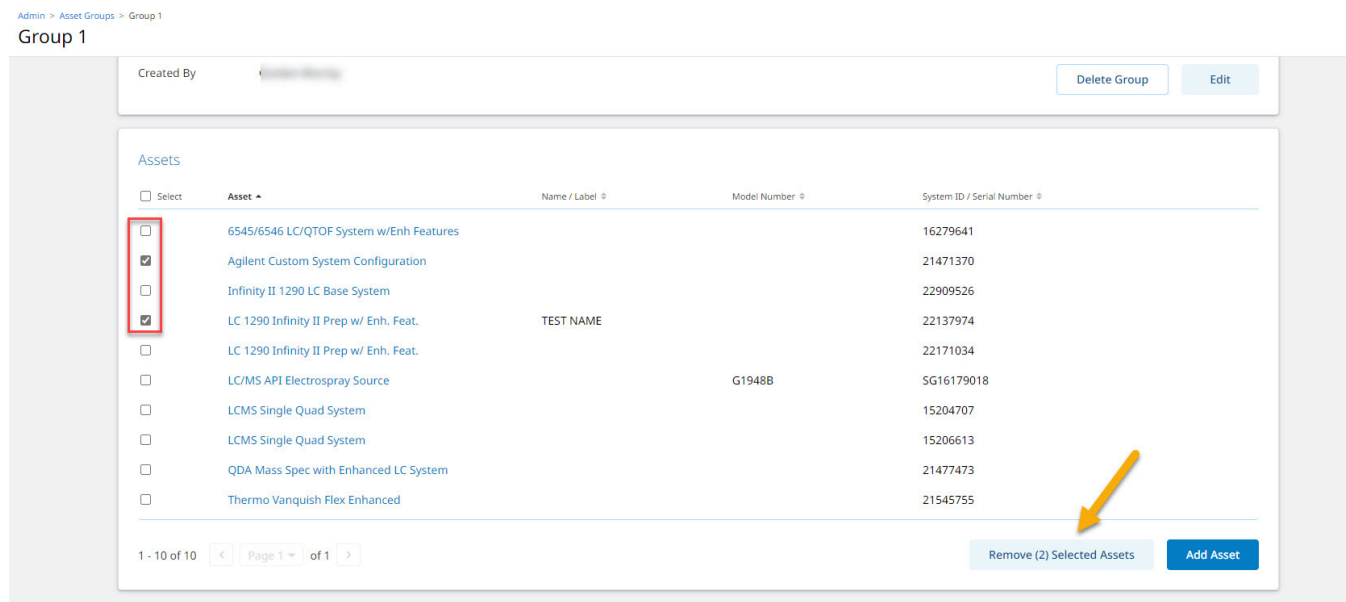

Figure 10. Remove Selected Assets feature.

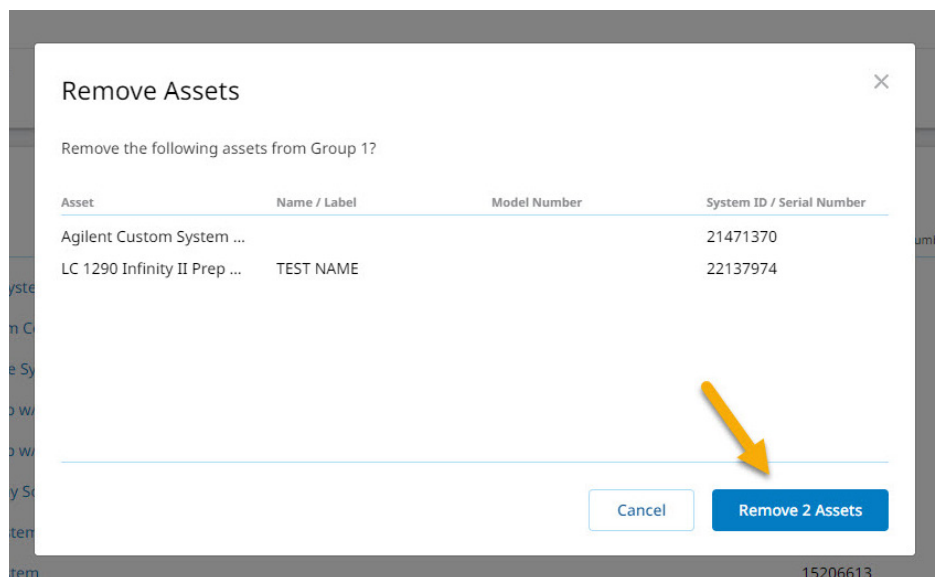A pop-up window appears requesting you to confirm the assets that will be removed from the asset group (Figure 11).

Figure 11. Remove Assets confirmation pop-up window.

When on the Service Management page of Crosslab Connect, use the Asset Groups filter to select the asset group by name (Figure 12). This group selection will apply to the list of assets and be saved even after logging out and back in. To switch to a different asset group view, select **All Assets** or another asset group.
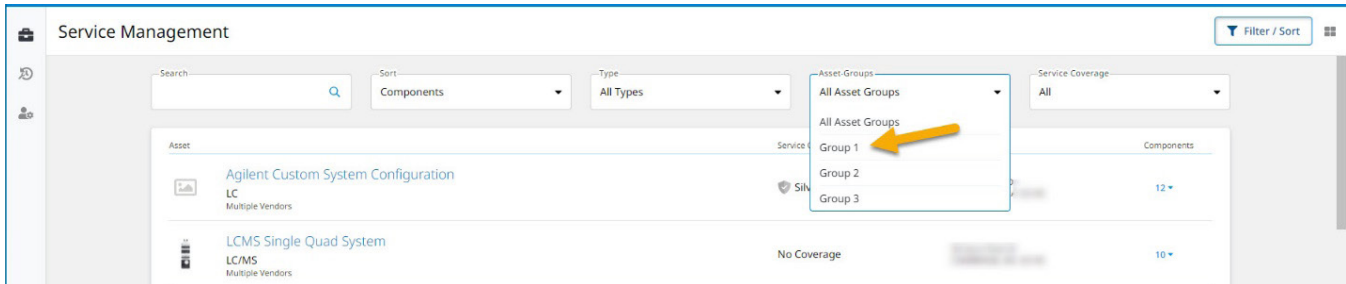

Figure 12. Asset groups filter.

For questions on how to create asset groups or if an error is encountered, use the contact support link on the bottom of the page to request assistance (Figure 13). At the bottom of every page there is a link to request support for any issues encountered in CrossLab Connect, such as if a page does not load, if information is missing or incorrect, or if you receive an error message. Click the support link to submit a ticket to CrossLab Connect Support. You may also email crosslab.support@agilent.com for assistance.
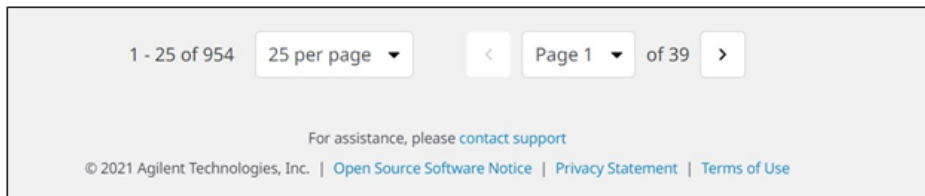

Figure 13. Contact support link.

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