

# Grouping Fixtures

Grouping Fixtures is a powerful tool to allow you to look at subsets of fixtures on a property quickly and easily. Looking at lights and want to see just your Pole Lights? Make a group. Looking at HVAC units and want to see just the HVAC units on top of the Walgreens? Make a group. Groups help categorize and locate your fixtures quickly and efficiently. Also, Groups that are created by the administrator are available to Vendors and Surveyors to locate specific fixtures on the Work Order Map.

## What are the best ways to Group Fixtures?

- Fixture Type
- Fixture Location
- Fixture Ownership
- Fixture Maintenance Vendor
- Height off Ground

### Fixture Type

Grouping all fixtures by type is a great way to keep track of how many of a specific item you have on a property. Pole Lights, HVAC units by type and tonnage, even landscaping material can be grouped by species if it helps your technicians plan for maintenance. It also can make it easy for technicians to survey a specific type of item.

### Fixture Location

Fixture Location is a great way to look at a small group of fixtures when you have a large number at a single property. Say you have four to five hundred light fixtures on a property. Looking at a list of all of them to find your pole lights would be daunting. Group all of your Pole lights together and you can easily display just those fixtures and find your specific fixture quickly. Fixture Location is a great way to name your groups also. Show me all the HVAC units on top of the Kroger Grocery Store. That list shortened from 75 in the whole center to the 8 units that are on the Kroger roof.

### Fixture Ownership

Fixture Ownership is a great way to group fixtures if you happen to have more than one ownership entity for a property location and the division of maintenance is based on parcels or areas of the property. If a property is divided into Phases and each phases has different ownership or maintenance entities, this is a great way to group fixtures and easily export those that belong to or maintained by one group over the other.

## Fixture Maintenance Vendor

Not all Fixtures of a certain type are maintained by the same vendor. Grouping Fixtures by the Maintenance Contractor that services them makes it easy to keep track of the units associated with the vendor in question.

## Fixtures By Height

The height of Fixtures is baked into how Fixtures are entered into our system. It is a great way to know what type of vendor you should send to maintain a specific Fixtures, and what type of equipment they will need to reach it if it is a good distance off the ground.

## Any other Category that Makes sense to You

There are any number of ways of categorizing Fixtures that will make sense to you with your Fixtures on your Properties. If you ever need to see a Group of Fixtures as a subset of the whole, then save it as a Group. Any individual Fixture can be a part of several groups. Making Groups is simple and they are easy to recall when you need them.

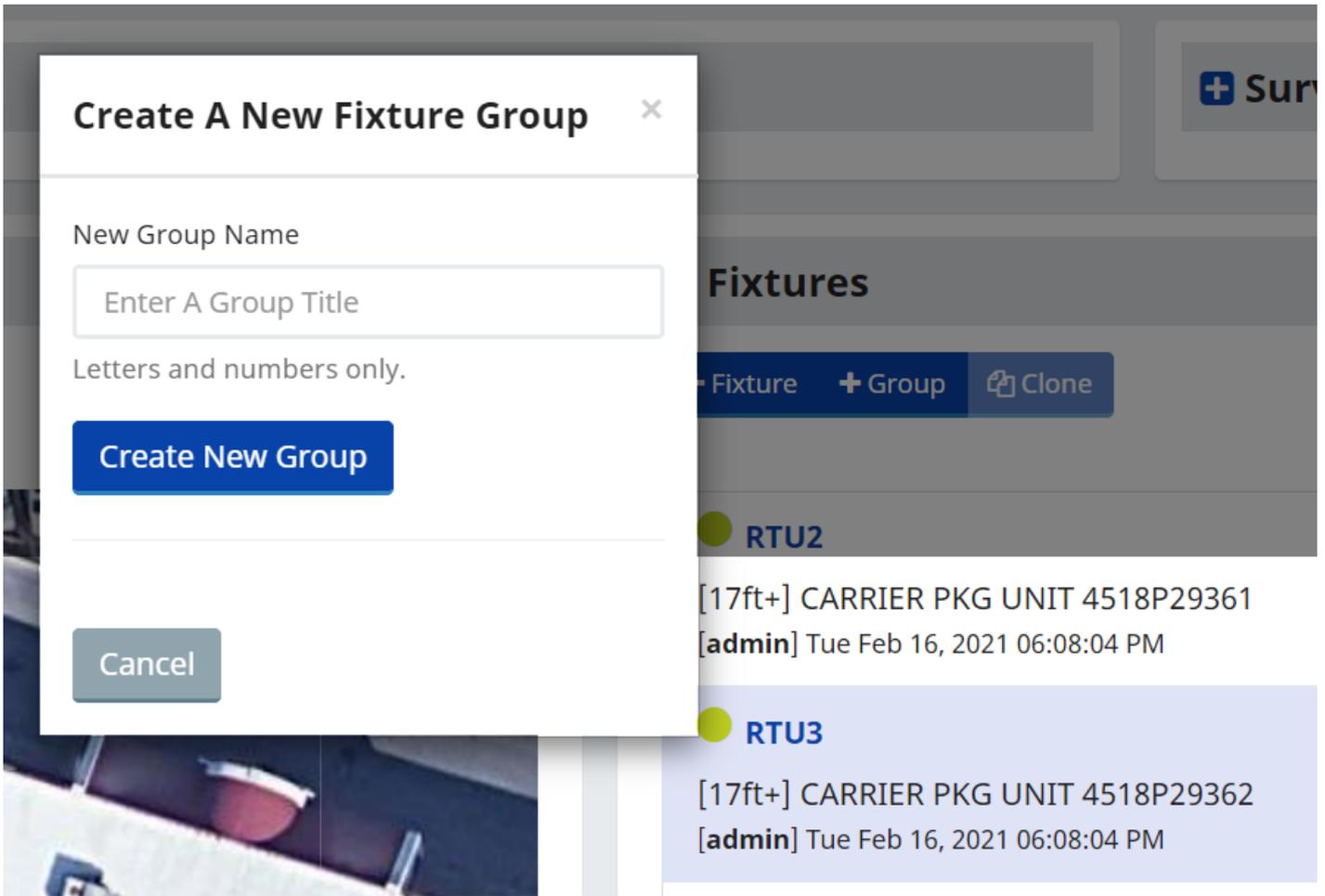
## How To Group Fixtures

Grouping fixtures is an easy. Use the following steps to create a Group:

- Select the Fixture or Fixtures you want to Group using the Square Check Box to the right of the Fixture Name.

The screenshot shows a software interface for managing fixtures. At the top, there is a header bar with a minus sign icon and the text "Fixtures" on the left, and a "4/4" indicator on the right. Below the header bar, there are three buttons: "+ Fixture", "+ Group", and "Clone". The main content area displays a list of fixtures. The first fixture is "RTU2" with a green circle icon, a blue checkmark, and a "1/1" indicator. Below the name is the description "[17ft+] CARRIER PKG UNIT 4518P29361" and the timestamp "[admin] Tue Feb 16, 2021 06:08:04 PM". The second fixture is "RTU3" with a green circle icon, a blue checkmark, and a "1/1" indicator. Below the name is the description "[17ft+] CARRIER PKG UNIT 4518P29362" and the timestamp "[admin] Tue Feb 16, 2021 06:08:04 PM".

- Click the +Group button at the top of the Fixture List.



- Enter the Name your new Group and click on the Create New Group button

Your new Group is done and already includes any fixtures you selected when making the Group. You only need to select one fixture to create a Group. You can add any other Fixtures you create to existing Groups.

## Create A New Fixture Group

If you **Clone** a **Fixture** that is part of a **Group**, The Clone will also be added to the same group, automatically. It is good practice if you are creating a Fixture that you are going to Clone and add to a Group, go ahead and use your first Fixture to Create the Group. Any Clones will already be a part of the group automatically.

Letters and numbers only.

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**Create New Group**

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