



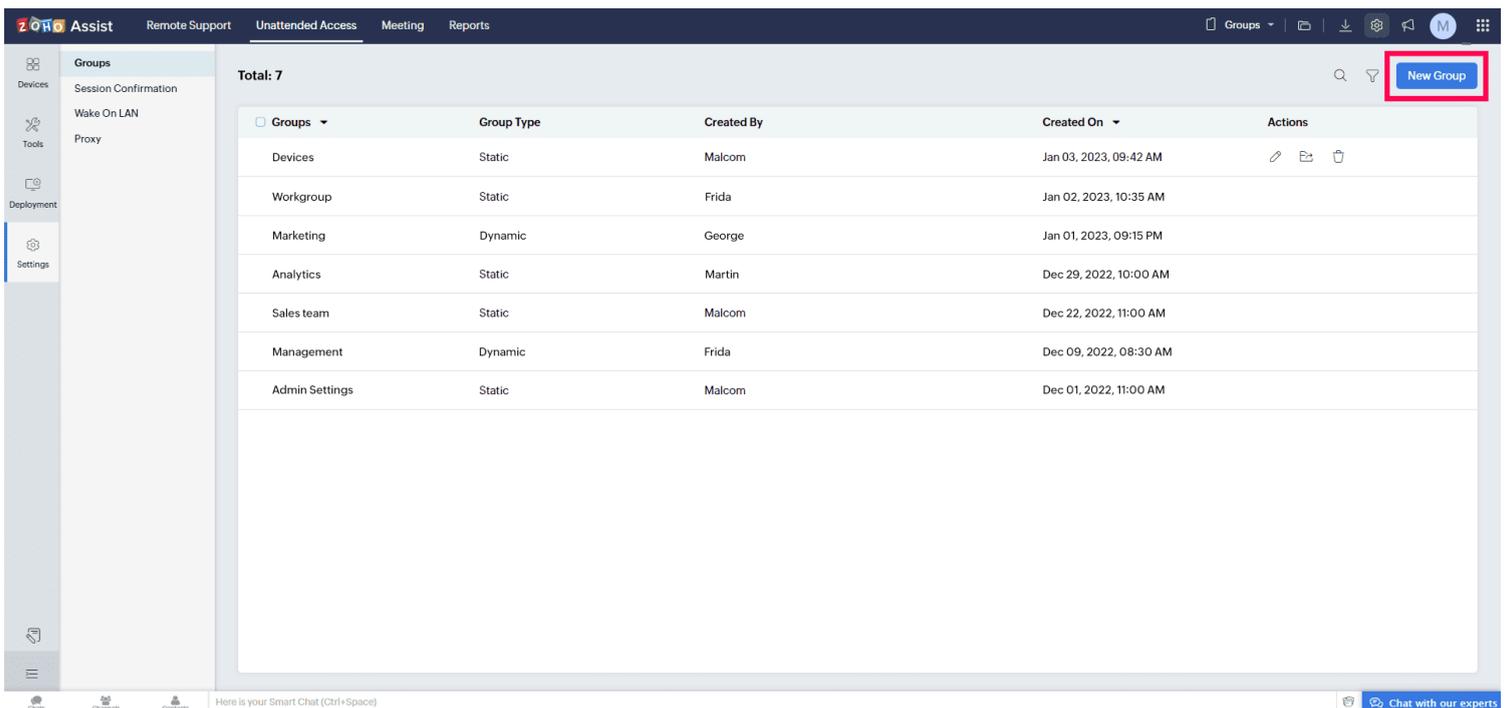
# Grouping Computers

Grouping computers helps you to organize a large list of devices for easy access and identification. Group can be created in two ways - Static and Dynamic. You can rename the group as well as move the computers from one group to another.

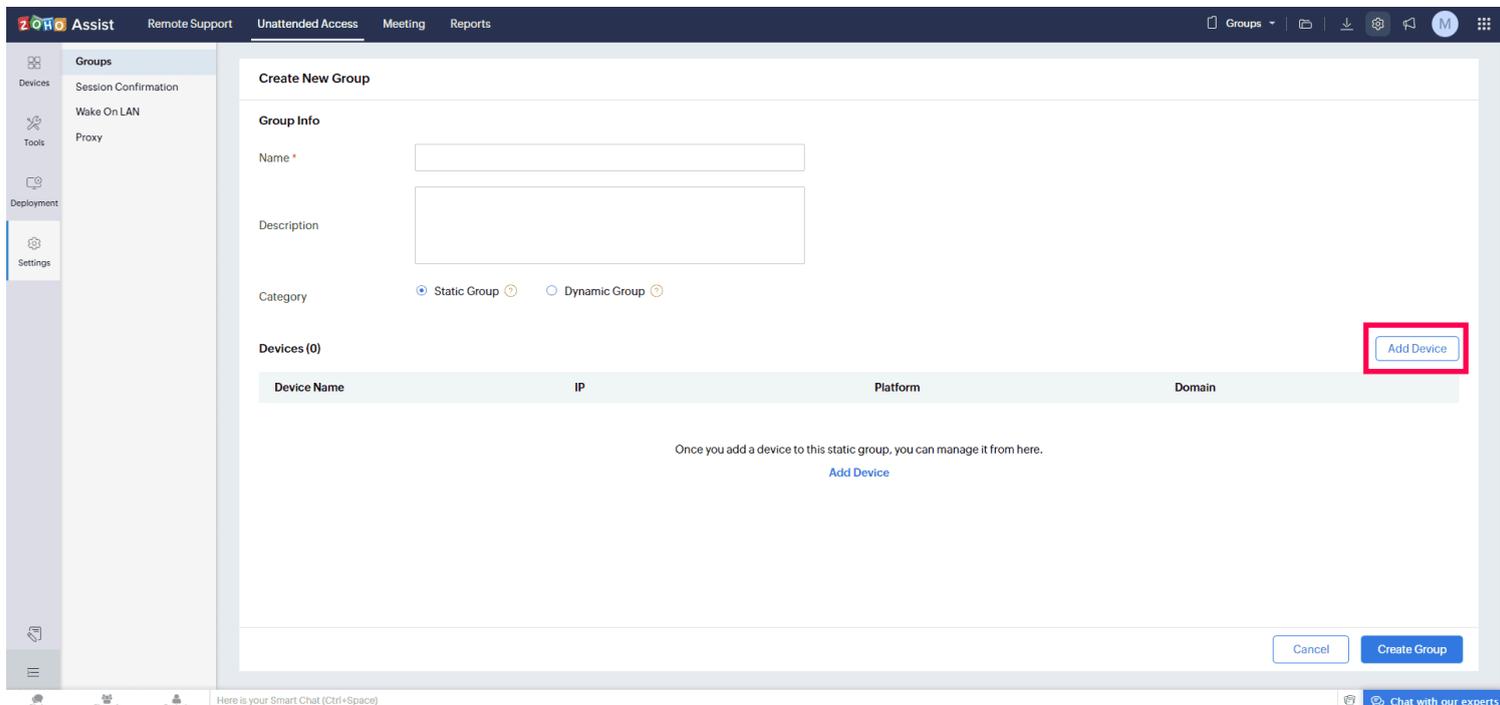
- **Static Group** - Create a group by manually adding devices to it.
- **Dynamic Group** - Create a group based on defined criteria, and devices will be automatically assigned to the group based on these criteria.

## To add a static group:

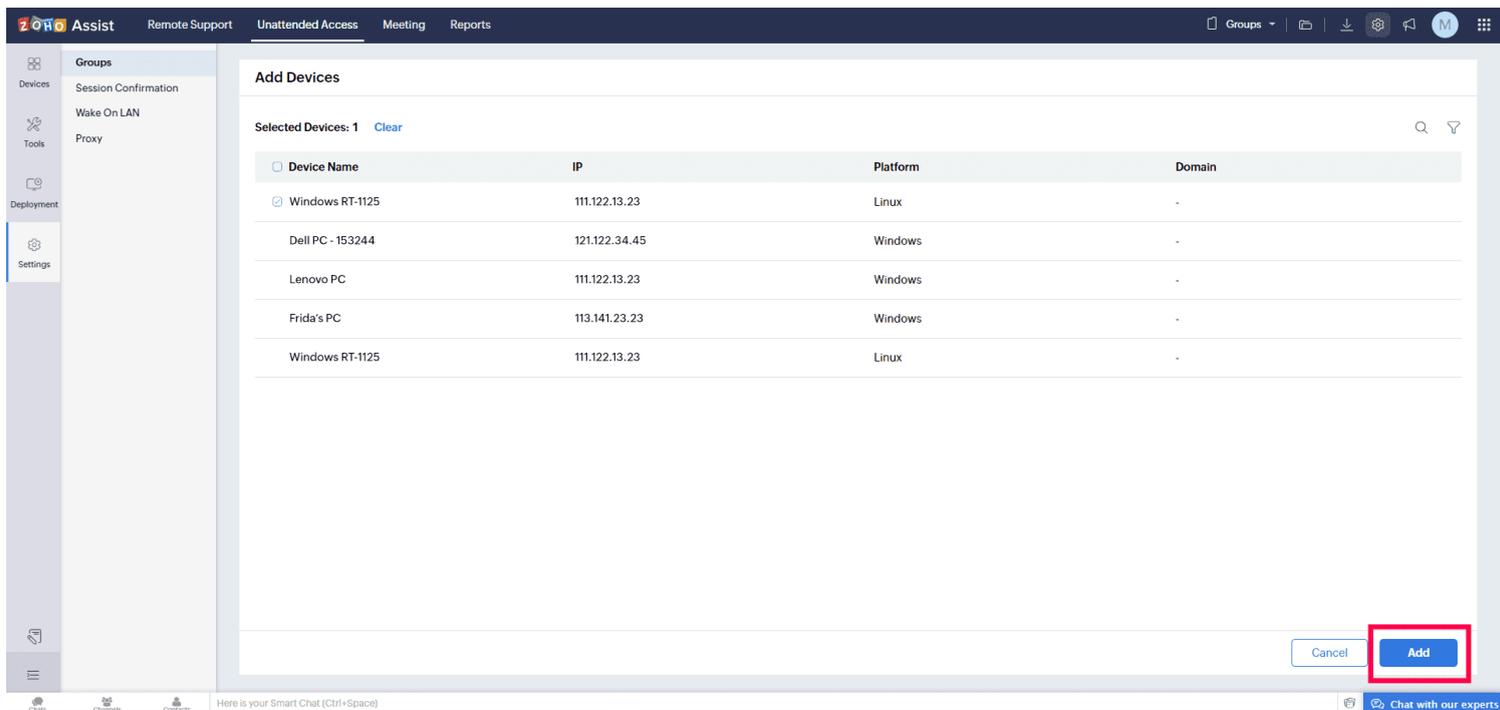
1. Navigate to **Unattended Access > Settings > Groups**.
2. Click **New Group** and enter group details such as group name, description.



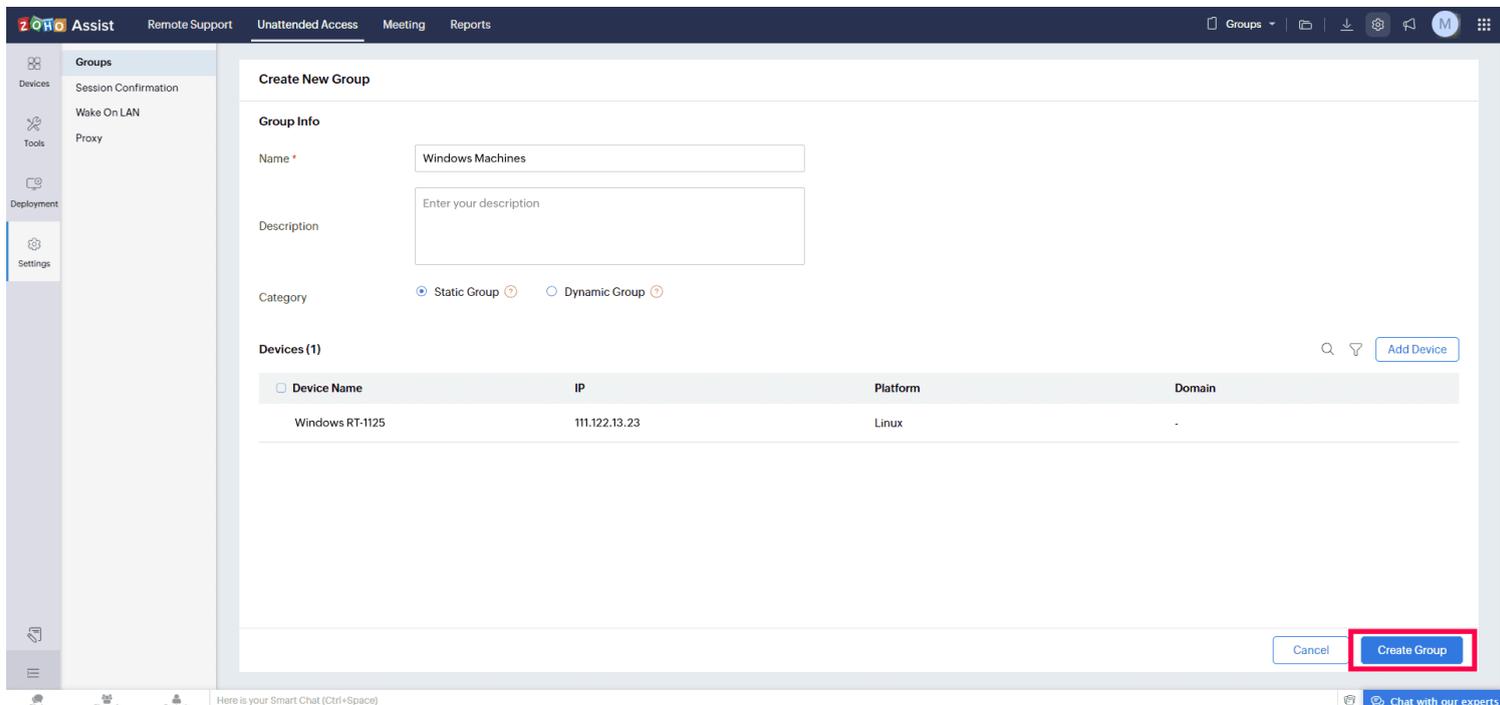
3. Select **Static Group** in the category and click **Add Device**.



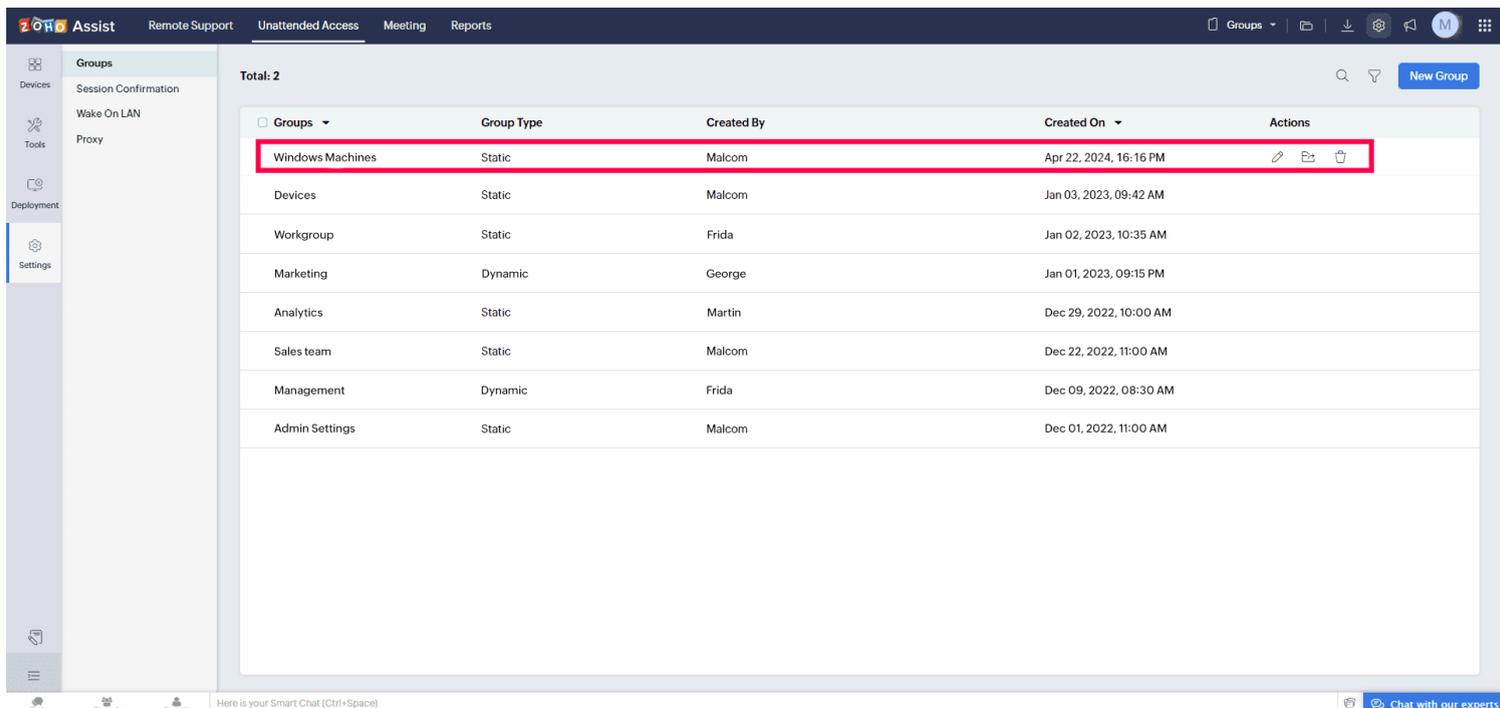
4. Choose the devices you want to add to the group and click Add.



5. Once added, click Create Group to create the group.



6. Group will be listed once created.



## To add a dynamic group:

1. Navigate to Unattended Access and select Settings.
2. Click New Group and enter group details such as group name, description.

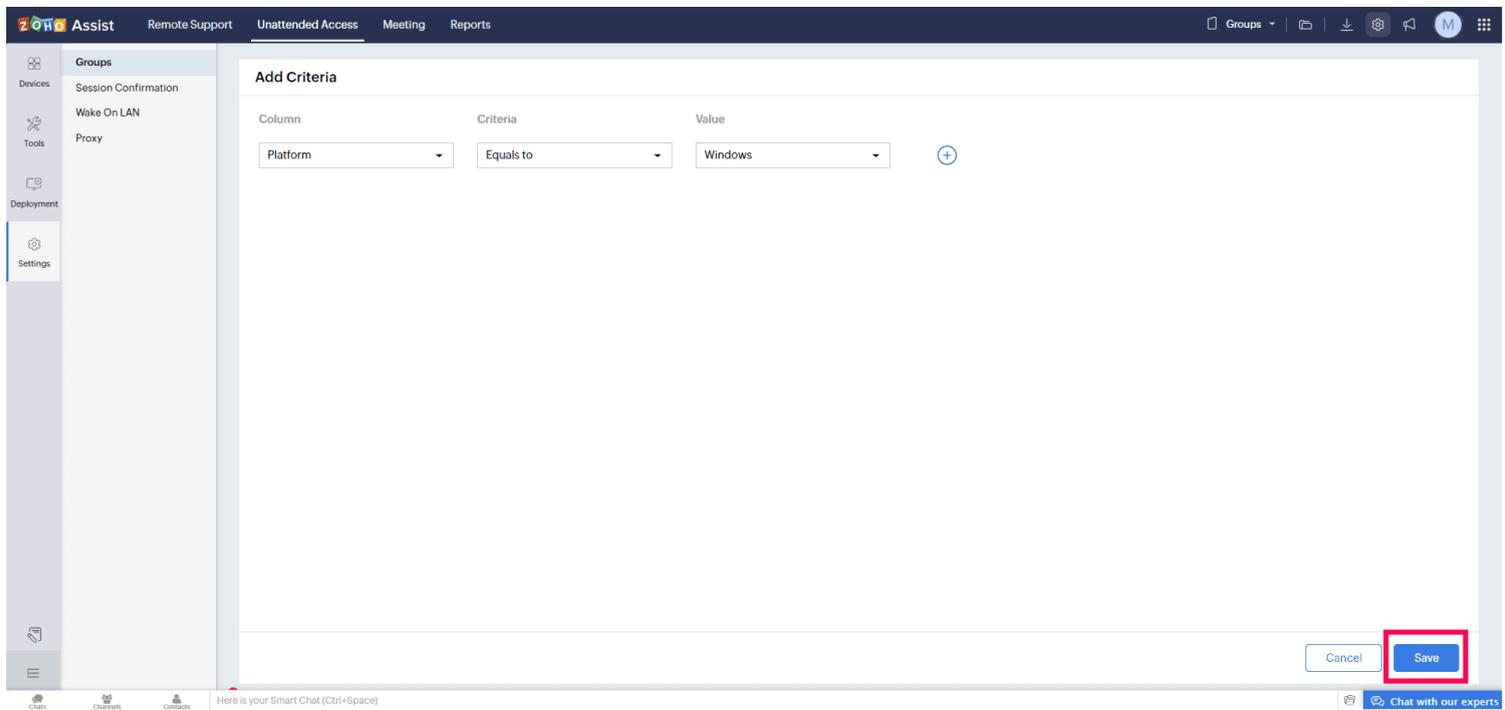
The screenshot shows the Zoho Assist interface with the 'Groups' tab selected. The top navigation bar includes 'Remote Support', 'Unattended Access', 'Meeting', and 'Reports'. The left sidebar contains 'Devices', 'Tools', 'Deployment', and 'Settings'. The main content area displays a table of groups with columns for 'Groups', 'Group Type', 'Created By', 'Created On', and 'Actions'. A 'New Group' button is highlighted in a red box in the top right corner.

Groups	Group Type	Created By	Created On	Actions
Windows Machines	Static	Malcom	Apr 22, 2024, 16:16 PM	
Devices	Static	Malcom	Jan 03, 2023, 09:42 AM	
Workgroup	Static	Frida	Jan 02, 2023, 10:35 AM	
Marketing	Dynamic	George	Jan 01, 2023, 09:15 PM	
Analytics	Static	Martin	Dec 29, 2022, 10:00 AM	
Sales team	Static	Malcom	Dec 22, 2022, 11:00 AM	
Management	Dynamic	Frida	Dec 09, 2022, 08:30 AM	
Admin Settings	Static	Malcom	Dec 01, 2022, 11:00 AM	

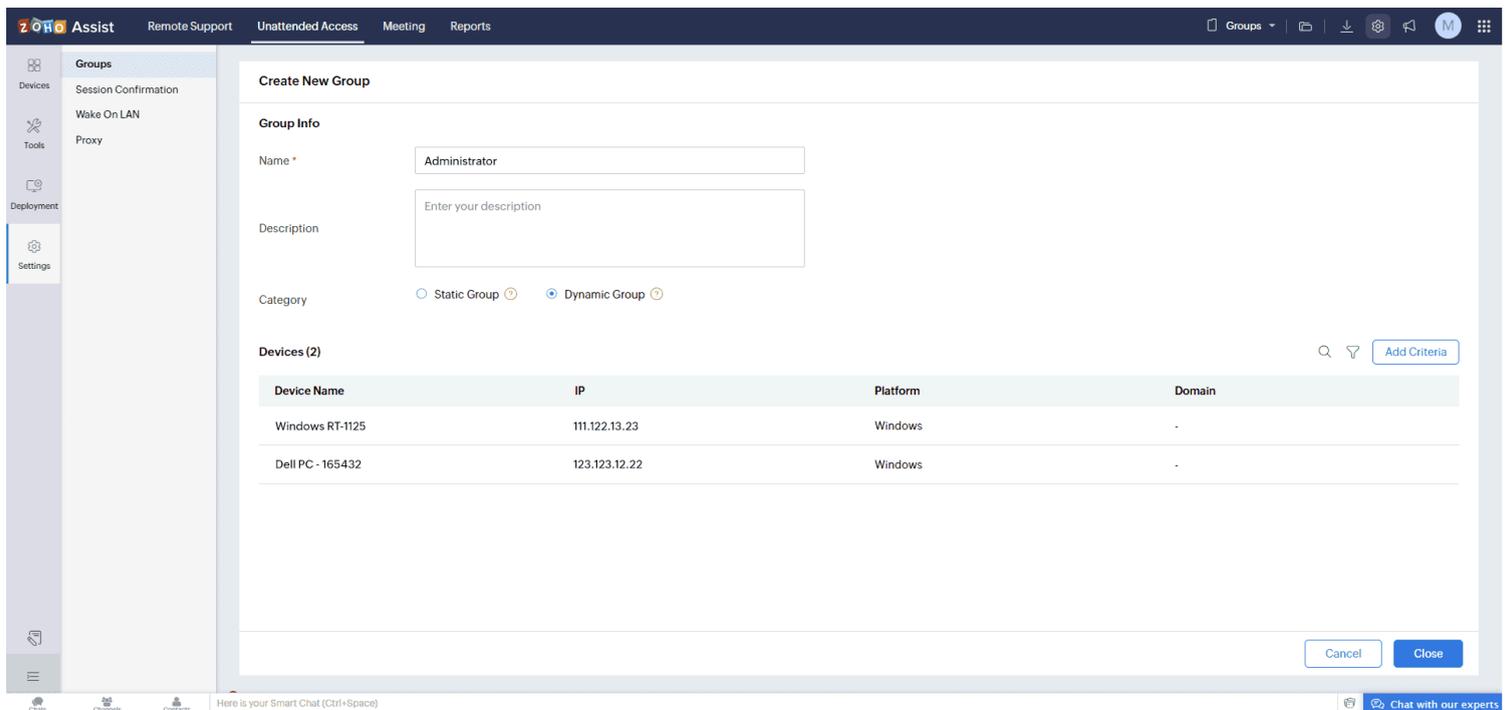
3. Select Dynamic Group in the category and click Add Criteria.

The screenshot shows the 'Create New Group' form in Zoho Assist. The 'Group Info' section includes a 'Name' field with 'Administrator' entered, a 'Description' field with the placeholder 'Enter your description', and a 'Category' section with two radio buttons: 'Static Group' and 'Dynamic Group'. The 'Dynamic Group' radio button is selected. Below this is a 'Devices (0)' section with a table header: 'Device Name', 'IP', 'Platform', and 'Domain'. The 'Add Criteria' button is highlighted in a red box. At the bottom right, there are 'Cancel' and 'Create Group' buttons.

4. Set the criteria for the group based on your requirements and click Save.

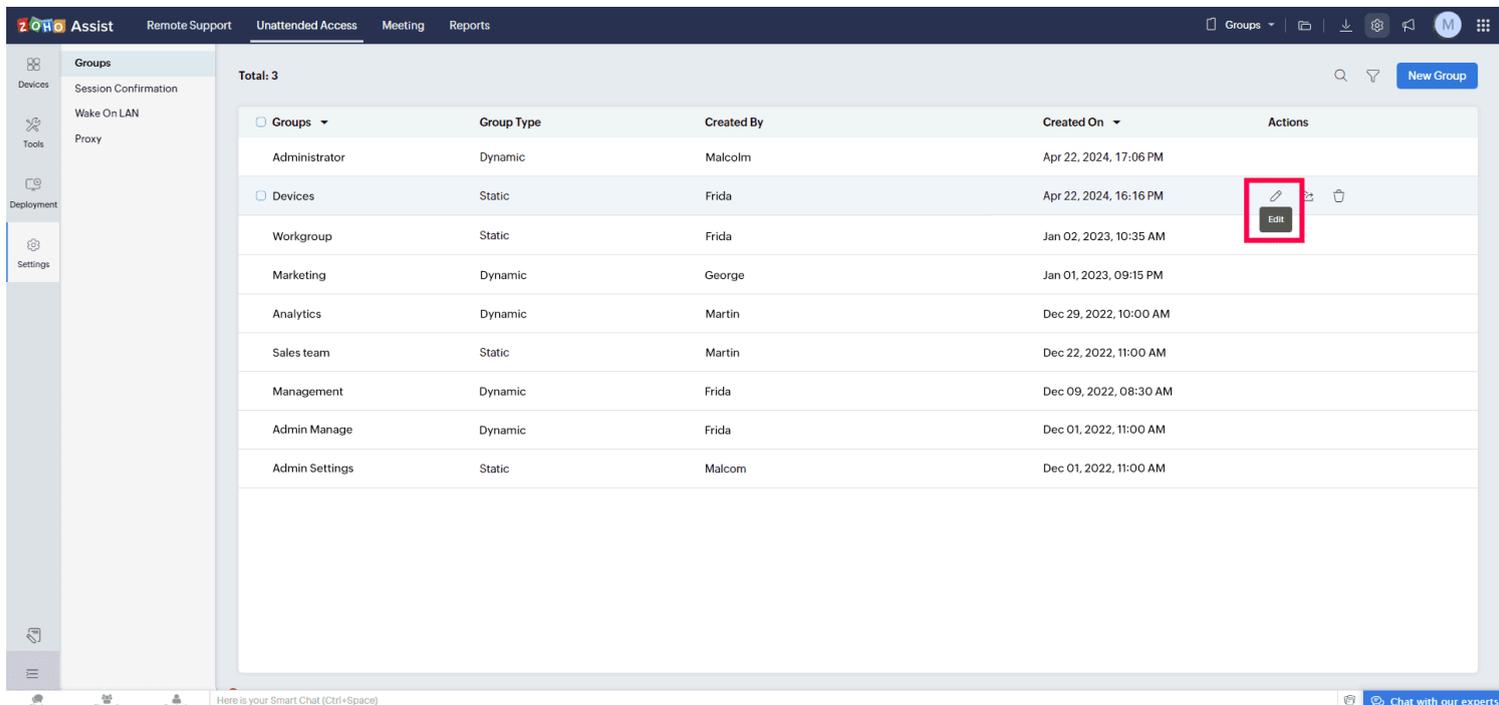


5. Once saved, devices that match the criteria will be listed under the group.

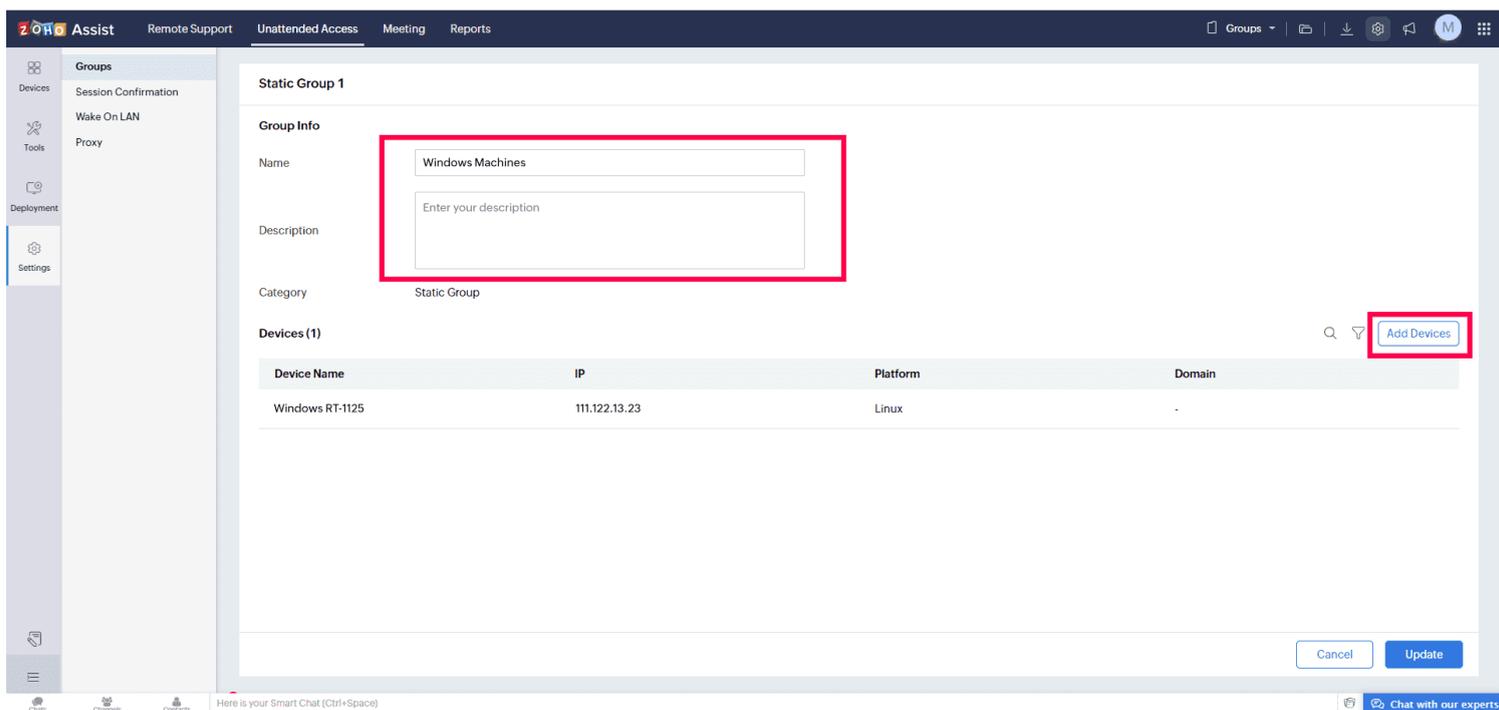


## To edit a group

1. Click on the Edit icon corresponding to the group you want to modify.



2. For a static group, you can modify the group name, description, add or remove devices, and then click Update.



The screenshot displays the Zoho Assist interface for configuring a group. The main content area is titled "Static Group 2" and contains the following information:

- Group Info:**
  - Name:** Windows Machines
  - Description:** Enter your description
  - Category:** Static Group
- Devices (2):** A table listing two devices with columns for Device Name, IP, Platform, and Domain.

Device Name	IP	Platform	Domain
Windows RT-1125	111.122.13.23	Linux	-
Dell PC - 6574	121.112.12.23	Windows	-

At the bottom right of the configuration area, there are two buttons: "Cancel" and "Update". The "Update" button is highlighted with a red box.

3. For a dynamic group, you can change the group name, description, and modify the criteria of the group by clicking **View Criteria** as needed.

**Dynamic Group**

**Group Info**

Name: Windows Machines

Description: An x86-based PC running Windows (227 characters left)

Category: Dynamic Group

**Devices (2)**

Device Name	IP	Platform	Domain
Windows RT-1125	111.122.13.23	Windows	-
Dell PC - 6574	121.112.12.23	Windows	-

Buttons: View Criteria, Cancel, Update

**Dynamic Group**

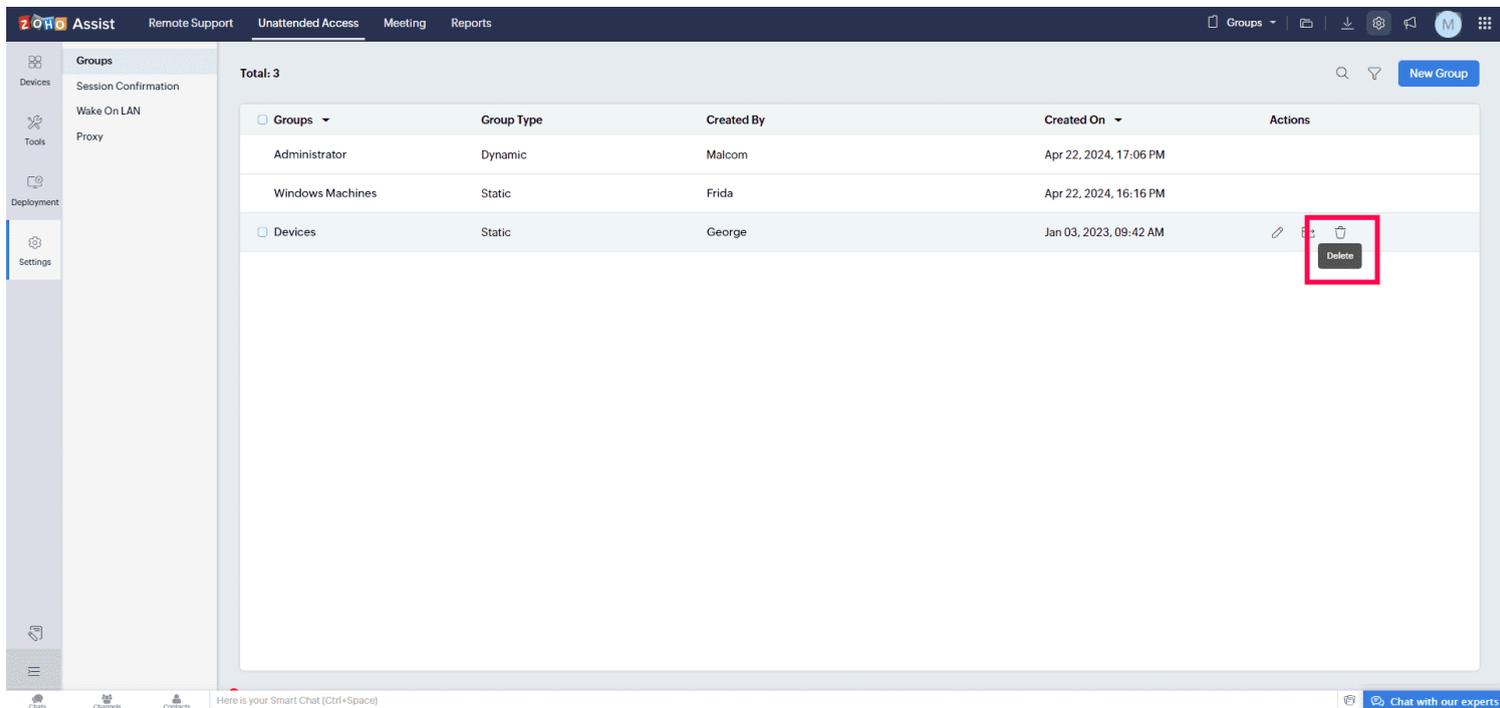
**Criteria (1)**

Column	Criteria	Value
Platform	Equals to	Linux

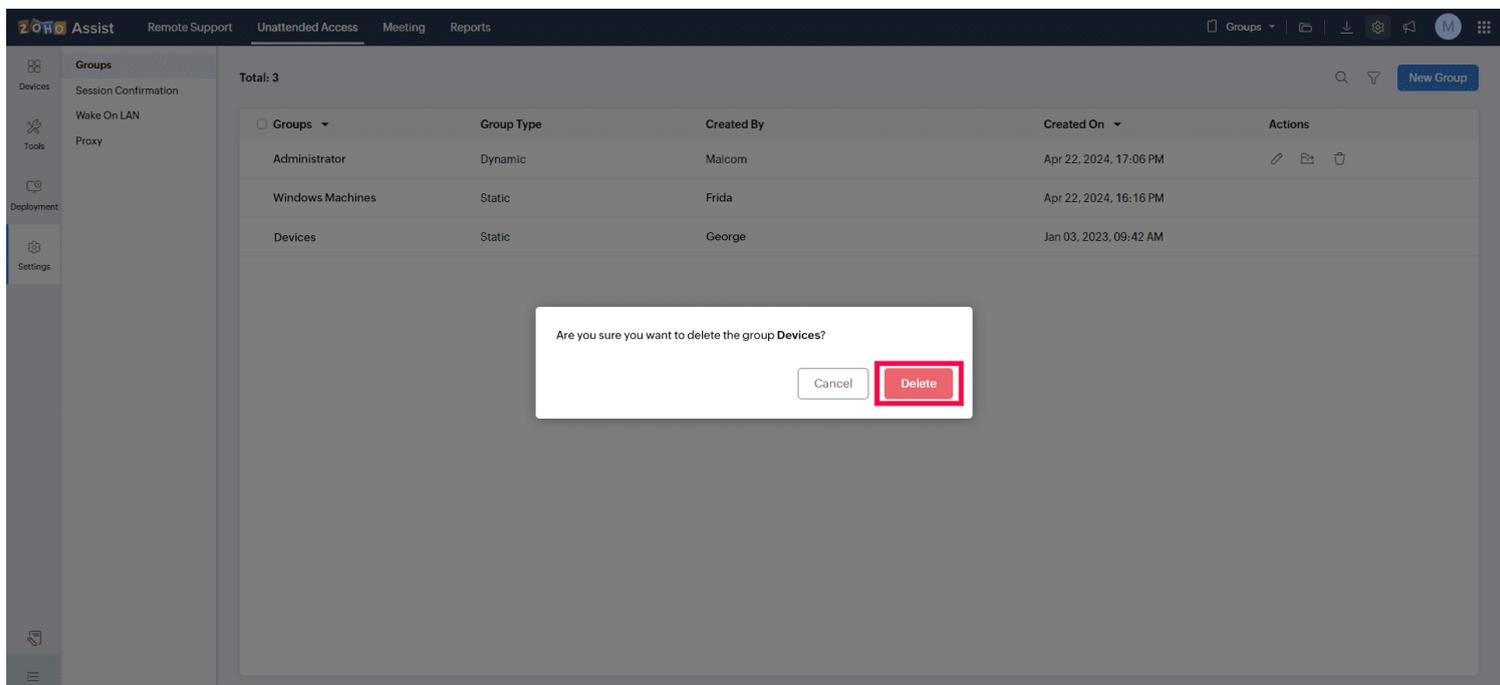
Buttons: Cancel, Save

## To delete a group

1. Click Delete icon next to the group you would like to delete/remove.

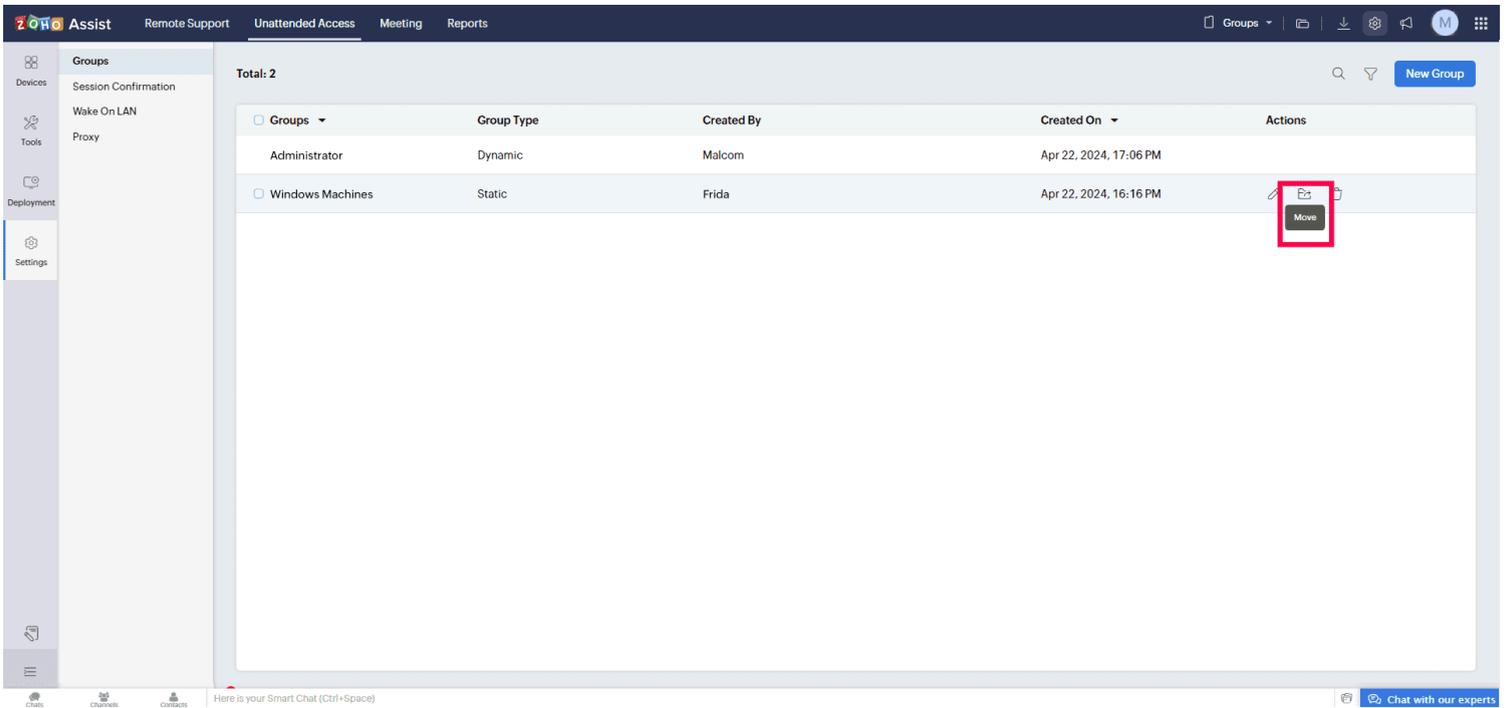


2. Click Delete in the confirmation prompt shown below



## To move a group

1. Click the Move icon next to the group you wish to move.



2. Choose the department from the dropdown to which the selected group should be moved and then click Move.

