

Classifications (dropdown/ multiple choice)

In Blackbaud Grantmaking (BBGM), we create dropdowns and multiple choices through classifications module (also called Coding Sheet).

We can create multiple levels for the items. We define how many levels the classification will have and build it based on this defined level number. We also define how many choices are allowed.

Also, what record type(s) are going to use this classification. This is limited to Requests, Contacts and Organizations only. Dropdowns for other record types have to be created through custom fields.

Changing the label for any item will apply across and to all the items that used the item recursive. Deleting an item is very dangerous. it will delete all the records from database.

Detaching classifications from a record type will remove it for module and delete all the related data. So, don't do it.

All classifications will show up on record's module and we don't have a choice to hide them.

Sorting the classification items, if rearrange happens, will not affect the data.

Deactivating a one-selection classification makes the selected item disappear from module, but it is not wiped out. When doing a search, it shows the deprecated selection still. The previous selection will be replaced if new selection saved.

Deactivating a multiple-selection classification, does show the inactive selection (marked as inactive) and allows you to choose other selections. New selections will not wipe out the deprecated chosen items.

Deactivated items are not visible to choose from.