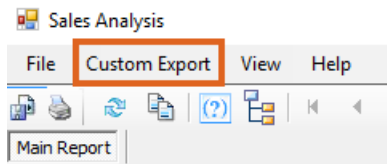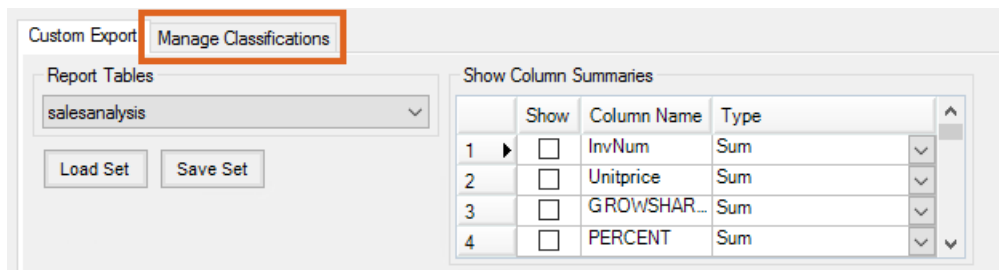# Creating Classification Groups from Agvance Reports

Last Modified on 07/23/2024 8:05 am CDT

The *Manage Classifications* option in *Custom Export* can be used to push report results to Classifications for Commodity, Customers, Employees, Farm, Fields, GL Accounts, LP Tanks, Products, and Vendors.

With the *Custom Reports Export* enabled at the Agvance User level, Users have access to the *Custom Export* on any report. *Custom Export* can be found on the report menu.

After the report runs for the selected criteria and **Custom Export** is selected, the *Custom Export* window will be displayed with the raw data for the report. Select the *Manage Classifications* tab.

This will open a window where the type of Classification can be selected as well as selecting the *ID Column* for the information to populate the Classification. For a Customer Classification, the *CustID* should be selected to connect the Customer to the Classification.

With the *ID Column* selected, the grid will populate with the Customer IDs used in the selected Classification. IDs that are not needed can be unchecked.

Options are available to *Add checked ID's to a new classification*, *Add checked ID's to an existing classification*, or *Remove checked ID's from an existing*. When *Add checked ID's to an existing classification*, or *Remove checked ID's from an existing* is selected, double-clicking in the *Classification Name* field gives the ability to select from the existing Classifications. Otherwise, the *Add checked ID's to a new classification* option provides a text field to name the new Classification.

A possible use case would be setting up a Classification to create mailing labels informing existing LP customers of upcoming summer fill program changes.