

Bulk add or update custom fields

To bulk add or update custom fields, log on to the and Admin area and then:

KBPublisher

Articles

Articles Drafts Featured Comments Feedbacks Glossary Categories Template

Category: Status: Type: Search: Department: Search

Records: 1 - 10 of 141 Pages: 1 of 15 Records per page: 10

ID	Posted	Updated	Title	Category	Rating	Views	Status	Actions
52	01 Nov, 2007	28 Jul, 2019	System Requirements	Installation	★★★★★	115	Public	...
487	09 Jun, 2019		Adding Code Snippets	New Category	★★★★★	6	Public	...

Actions with selected 4

- Move to Category
- Add to Category
- Set Tags
- Set Private
- Set Public (remove private)
- Schedule
- Reset Rating
- Set Type
- Set Author
- Set Custom Fields
- Set Status
- Move to Trash

1. If you are updating:

- an article custom field, click on the **Articles** menu
- a file custom field, click on the **Files** menu
- a news custom field, click on the **News** menu
- a feedback custom field, click on the **Feedback** menu

2. By default, the listing displays all custom fields that are not assigned for specific categories.

To see fields assigned to a specific category, select the category you wish to search on. This displays all custom fields for the category, plus any custom fields that are not assigned to a specific category.

3. Select the items whose custom fields you wish to update.

4. Choose **Set custom fields** from the **Actions with selected** drop-down.

This brings up a second drop-down box for you to select from.

Set Custom Fields

Remove all custom fields

OK Cancel

5. If you wish to:

Remove any custom fields set:

- Choose **remove all custom fields** from the second drop-down box
- Click **OK**

Update a single custom field:

- Choose the custom field from the second drop-down box
- This brings up the fields associated with the category beneath the drop-down
- If the field is not currently associated with the item(s), this brings up a check-box **add to existing**
- If you wish to add the field to the selected items, check this box
- Update the field as required
- Click **OK** to save the change

Update all the custom fields at the one time:

- Choose **set all custom fields** from the second drop-down box
- This brings up the fields associated with the category beneath the drop-down
- Update fields as required
- Click **OK** to save the changes.

Article ID: 350

Last updated: 28 Jul, 2019

Updated by: Cherevko J.

Revision: 9

User Manual v8.0 -> Tools -> Custom fields -> Bulk add or update custom fields

<https://www.kbpublisher.com/kb/entry/350/>