

# Bulk add or update custom fields

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

The screenshot shows the KBPublisher interface. At the top, there's a navigation bar with 'Articles' selected. Below it, there are tabs for 'Articles', 'Drafts', 'Featured', 'Comments', 'Feedbacks', 'Glossary', 'Categories', and 'Template'. A search bar is present with fields for 'Category:', 'Status:', 'Type:', and 'Search:'. Below the search bar is a 'Department:' dropdown. A 'Search' button is located below the search bar. The table below shows a list of articles with columns: ID, Posted, Updated, Title, Category, Rating, Views, and Status. The first article has ID 52, posted on 01 Nov, 2007, updated on 28 Jul, 2019, titled 'System Requirements', category 'Installation', rating 5 stars, and 115 views. The second article has ID 487, posted on 09 Jun, 2019, titled 'Adding Code Snippets', category 'New Category', rating 5 stars, and 6 views. A dropdown menu is open over the table, showing 'Actions with selected' and a list of actions including 'Set Custom Fields'.

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.

The 'Set Custom Fields' dialog box is shown. It has a title bar with a close button (X). Below the title bar is a dropdown menu with 'Remove all custom fields' selected. At the bottom of the dialog, there are two buttons: 'OK' and '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.

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Article ID: 350

Last updated: 28 Jul, 2019

Updated by: Cherevko J.

Revision: 9

User Manual v7.0 -> Tools -> Custom fields -> Bulk add or update custom fields

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