

## Search in custom fields

You can search for data in both the [Public Area](#) and in the [Admin Area](#).

### To search in the Public Area

- Click on **Advanced Search**
- Select a type (**Article** or **Files**)
- Click **Extra Options** section which contains all the custom fields

The screenshot shows the KBPublisher Advanced Search interface. At the top, there's a navigation bar with links: Knowledgebase, News, Downloads, Glossary, Ask a Question, Tags, and Site Map. Below this is a breadcrumb trail: KB Home / Advanced search. A search input field is present with a magnifying glass icon and a help icon. Below the search field, there are three columns of filters: Type, Find results, and Last Updated. The Type column has radio buttons for All Content, Articles (selected), Files, and News. The Find results column has radio buttons for Everywhere (title, body, tags, ...) (selected), In titles only, In keywords/tags, and By entry ID. The Last Updated column has radio buttons for Any (selected), Last 10 days, Last 30 days, Last year, and Custom period. At the bottom, there are three more filters: Category, Article type, and Department, each with a dropdown menu.

### To search in the Admin Area

- Click on **Articles** (if field is under Articles, or Files, News or Feedback if field is under, respectively, files, news or feedback)
- Click on the **[+]** button to the left of the search area

The screenshot shows the KBPublisher Admin Area search interface for Articles. At the top, there's a navigation bar with links: Articles, Drafts, Featured, Comments, Feedbacks, Glossary, Categories, and Template. Below this is a search input field with a magnifying glass icon and a help icon. Below the search field, there are three columns of filters: Category, Status, Type, and Search. The Category filter has a dropdown menu. The Status filter has a dropdown menu. The Type filter has a dropdown menu. The Search filter has a text input field. Below these filters is a Department filter with a dropdown menu. A Search button is located below the Department filter. Below the Search button, there's a table showing the search results. The table has columns: ID, Posted, Updated, Title, Category, Rating, Views, Status, and Actions. The first row shows an article with ID 62, posted on 03 Nov, 2007, updated on 14 Sep, 2016, titled 'The category input screen explained', in the 'Comments' category, with a rating of 4 stars, 43088 views, and a status of 'Published'. The second row shows an article with ID 487, posted on 09 Jun, 2019, titled 'Adding Code Snippets', in the 'New Category' category, with a rating of 5 stars, 6 views, and a status of 'Published'.

This brings up a list of all custom fields for articles (or files/news/feedback)

The list of custom fields display by default is custom fields that are included in all categories. If you want custom fields that are listed only in a specific category, select the category

Once you have your list of custom fields

- If necessary, choose a **category**.  
Categories default to 'all' and will also search in sub-categories if you use the default options
- Choose which field you wish to search on, and choose which data you wish to search for
  - If the field is a multi-choice field you will be presented with a list of drop-down values to select from
  - If the field is a checkbox, you will be able to check the value to choose items with that flag set
  - If the field is a text field, you will be able to type text into the field to search on

and so on.

- Click **Search** to start the search.

This brings up a list of all articles with that particular custom field value.

## Some working examples for search

Let's say you have a knowledgebase set up as follows:

Article	Category	Custom field	Valid values for custom field	Custom field defined at category level	Value in custom field
<b>Teach yourself Photoshop</b>	Product	Extras	DVD T-shirt Game	No	DVD
<b>Nerds Rule</b>	Product	Extras	DVD T-shirt Game	No	T-shirt
<b>How to Make Cards</b>	Product	Extras	DVD T-shirt Game	No	-
<b>Our London Office</b>	Branches	Retail shop	Yes No	Yes	Yes
<b>Our Paris Office</b>	Branches	Retail shop	Yes No	Yes	Yes
		Extras	DVD T-shirt Game	No	T-shirt

No valid value has been set for the article *How to make cards*. Also, *Extras* can be defined anywhere.

- If you click on search without defining any further parameters this brings back a list of all articles which contain values in any custom field, hence it would return:
  - *Teach Yourself Photoshop*
  - *Nerds Rule*
  - *Our London Office*
  - *Our Paris Office*
- If you select *T-shirt* in the *Extras* custom field, and then click on search (still not having defined any further parameters, or using *All*), this will bring back:
  - *Nerds Rule*
  - *Our Paris Office*
- If you select *T-shirt* in the *Extras* custom field, and choose the *Product* category, this will bring back:
  - *Nerds Rule*
- If you choose *T-shirt* in the *Extras* custom field, and *Yes* in the *Retail Shop* field, and search all levels, then your search will return:
  - *Nerds Rule*
  - *Our London Office*
  - *Our Paris Office*

This last is because it will search for either field, rather than both fields.

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