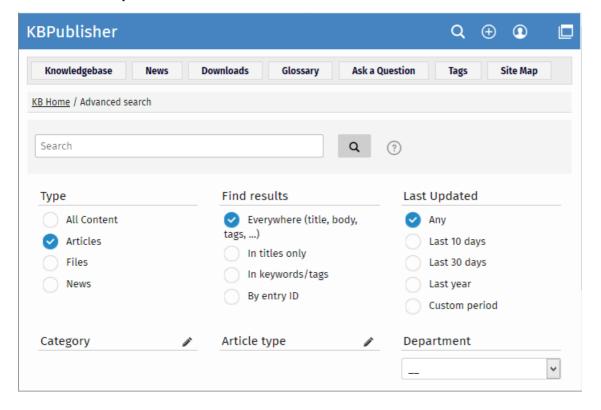
Search in custom fields

You can search for data in both the Public Area and in the Admin Area.

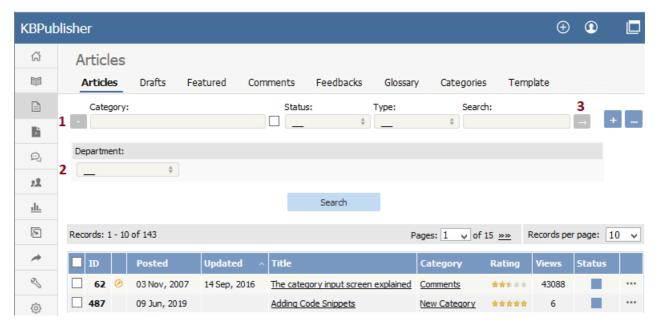
To search in the Public Area

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



To search in the Admin Area

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



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
Teach yourself Photoshop	Product	Extras	DVD T-shirt Game	No	DVD
Nerds Rule	Product	Extras	DVD T-shirt Game	No	T-shirt
How to Make Cards	Product	Extras	DVD T-shirt Game	No	-
Our London Office	Branches	Retail shop	Yes No	Yes	Yes
Our Paris Office	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
 - o Our London Office
 - o Our Paris Office

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

Article ID: 348

Last updated: 28 Jul, 2019 Updated by: Cherevko J.

Revision: 12

User Manual v8.0 -> Tools -> Custom fields -> Search in custom fields

https://www.kbpublisher.com/kb/entry/348/