

## 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 interface with the 'Advanced search' section. At the top, there are navigation tabs: Knowledgebase, News, Downloads, Glossary, Ask a Question, Tags, and Site Map. Below these is a breadcrumb trail: KB Home / Advanced search. A search input field is present with a search icon and a help icon. The search options are organized into three columns: 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 sections: Category (with an edit icon), Article type (with an edit icon), and Department (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. The top navigation bar includes KBPublisher, a search icon, a user icon, and a window icon. Below the navigation bar, there are tabs: Articles (selected), Drafts, Featured, Comments, Feedbacks, Glossary, Categories, and Template. The search area includes a 'Category:' dropdown, a 'Status:' dropdown, a 'Type:' dropdown, and a 'Search:' input field with a red '3' next to it. Below these is a 'Department:' dropdown. A 'Search' button is located below the search area. The search results are displayed in a table with columns: ID, Posted, Updated, Title, Category, Rating, Views, Status, and a three-dot menu. The table shows two records: one 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 and 43088 views; and another with ID 487, posted on 09 Jun, 2019, titled 'Adding Code Snippets', in the 'New Category' category, with a rating of 5 stars and 6 views. The table also shows pagination: Records: 1 - 10 of 143, Pages: 1 of 15, and Records per page: 10.

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*
  - *Our London Office*
  - *Our Paris Office*

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

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