

To see where a custom field is used

To see all items where a field is used

- Click on **Settings** menu
- Choose the **Custom Fields** tab
- Click a tab with the entry type
- Click on [i] in the **Entries** column

To see where items with a specific valid value are used

This functionality works in a similar way for articles, files, news and feedback, even though the example given here is for articles.

- Log on to 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 category drop-down

The screenshot shows the KBPublisher Admin interface. The top navigation bar includes 'Articles', 'Drafts', 'Featured', 'Comments', 'Feedbacks', 'Glossary', 'Categories', and 'Template'. The 'Articles' tab is active. Below the navigation bar, there are search filters for 'Category:', 'Status:', 'Type:', and 'Search:'. A red '1' is next to the 'Category:' dropdown. Below the filters, there is a 'Department:' dropdown with a red '2' next to it. A 'Search' button is located below the department dropdown. To the right of the search filters, there is a red '3' next to a '+' button. Below the search filters, there is a table with columns: ID, Posted, Updated, Title, Category, Rating, Views, Status, and Actions. The table contains two rows of data. The first row has ID 62, Posted 03 Nov, 2007, Updated 14 Sep, 2016, Title 'The category input screen explained', Category 'Comments', Rating 4 stars, Views 43088, Status 'Published', and Actions '...'.

ID	Posted	Updated	Title	Category	Rating	Views	Status	Actions
62	03 Nov, 2007	14 Sep, 2016	The category input screen explained	Comments	★★★★	43088	Published	...
487	09 Jun, 2019		Adding Code Snippets	New Category	★★★★★	6	Published	...

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

- Select the specific field and value that you are looking for
- Click on **Search**.

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

Bulk actions available depend on your user access.

For example if your privilege does not allow you to delete items, or allows you to only delete articles that you have created, then there is no 'Delete' action in the list of options. If your privilege does not allow you to update items, or allows you to only update items you have created, then this menu will not be available for you at all.

Article ID: 346

Last updated: 28 Jul, 2019

Updated by: Cherevko J.

Revision: 3

User Manual v8.0 -> Tools -> Custom fields -> To see where a custom field is used

<https://www.kbpublisher.com/kb/entry/346/>