

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. 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'. The 'Articles' tab is active. Below the tabs, there are search filters: 'Category:' (with a dropdown menu), 'Status:' (with a checkbox), 'Type:' (with a dropdown menu), and 'Search:' (with a text input field). A red '3' is next to the search field. Below these filters is a 'Department:' dropdown menu. A 'Search' button is located below the department dropdown. At the bottom, there's a pagination bar showing 'Records: 1 - 10 of 143', 'Pages: 1 of 15', and 'Records per page: 10'. Below the pagination bar is a table with columns: ID, Posted, Updated, Title, Category, Rating, Views, Status, and Actions. The table contains two rows of data.

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

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.

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