

# Managing Custom Fields

Superusers can manage custom fields in the admin area. Click the "Custom Fields" link in the **Articles** section of the left navigation bar to open the "Custom Fields" page.

ID	Field Name	Type	Status	Required	Actions
4	Applicable To	Checkbox	External	NO	Actions
3	Type	Dropdown	External	NO	Actions
2	Approved On	Date Time	Internal	NO	Actions
1	Original Author	Text Field	Internal	YES	Actions

You can create, edit or delete custom fields in this section. This section contains columns which are explained below:

- ID:** This column displays the serial ID of the custom field in the database.
- Field Name:** This column displays the name of the custom field. This name is displayed along with its values on the article page at the front end of the knowledge base.
- Type:** This column displays whether the custom field is of type text, drop-down or check box.
- Status:** Internal value in the column showcase that the field is for internal users and is visible only to logged in members.
- Required:** Yes label represents that this field is mandatory and the article creator has to fill value for this field while article creation/update, whereas, no represents an optional field. You can click on the label to change its value.
- Actions:** This column contains two operations that can be performed on custom fields:
  - Edit** - Click to modify the details of a custom field.
  - Delete** - Click to remove the custom field from the knowledge base. After that, this custom field will no longer display with published articles.
- You can perform the same action on more than one custom field using the "Select Bulk Action" drop-down. For this, mark the checkboxes corresponding to custom fields on which operation is required and then select the desired bulk action and click on the "Apply" button.

## Custom Fields

**Applicable To:** Standard Edition, Standard (Multi-Language) Edition, Enterprise Edition (MySQL), Enterprise Multi-Language Edition (MySQL), Enterprise Edition (SQL Server), Enterprise Multi-Language Edition (SQL Server)

Online URL: <https://www.phpkb.com/kb/article/managing-custom-fields-88.html>