Manage CSV export column list

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The Manage CSV export gives a lot of column export options. This page lists all the available columns, a description of the information they contain, and sample entries for how that information is formatted.

Basic

Use the fields in this section to include the article's basic identifying information. Useful for searching, filtering, and sorting.

- **Article ID:** A unique identifier for the article, which is always displayed in the URL when you're editing an article. Will display in the CSV as the ID string, a 24-character mix of letters and numbers. Sample Article ID: `694acfb352d6e0dfdc0c9294` .
- **Article Title:** The **Full Article Title** displayed in the article editor. Sample Article Title: `Rename favorites` .
- **Status:** The article's current **Publishing Status**. Refer to Publishing status for a list of the available statuses. Sample Status: `Published` .
- **Permalink:** The article's editable **permalink** as it's displayed in the article editor. Sample Permalink: `rename-favorites` .
- **Author:** The article's current selected **Author**. Sample Author: `Linus Owl` .
- **Category:** The article's current immediate parent category's title. Sample Category: `Export Manage articles to CSV` .
- **Breadcrumbs:** The article's full category hierarchy. It begins with the top-level category and each subsequent category is added after a >. Sample Breacrumbs: `Features > Manage articles > Export Manage articles to CSV` .

Permissions

Use the fields in this section to review any restrictions on who can view or edit this article. Useful for reader group or author team audits or filters.

- **Visibility:** A broad label about whether the article is available to the public or restricted in some way to reader groups. Matches the Visibility column in the Manage interface. Contains only one of two values:
  - `Public` : Corresponds to the eye in the UI. This means the article has no reader group restrictions of any kind.
  - `Restricted` : Corresponds to the lock in the UI. This means the article has some kind of reader group restriction. Check Restrict to Groups and Inherited Group Restrictions for the full details.
- **Restrict to Groups:** A comma-separated list of all reader groups explicitly added to this article in the **Read access** section. Sample Restrict to Groups with single group: `KO Authors only` and with multiple groups: `KO Authors only, Advisory Board` .
- **Inherited Group Restrictions:** A comma-separated list of all reader groups this article's inheriting from its categories in the **Read access** section. Sample Inherited Group Restrictions with single group: `KO Authors only`

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and with multiple groups: `KO Authors only, Advisory Board`.

- **Author Teams:** A comma-separated list of any author teams this article's restricted to editing by in the **Edit access** section. Sample Author Teams: `Docs team, CX`.

History

Use the fields in this section to include information about the article's history, mainly dates and edits. Useful for filtering or sorting.

- **Date Created:** The date and timestamp the article was first created. For example: `12/23/2025 12:21 pm`.
- **Date Modified:** The date and timestamp a change was last saved to the article. For example: `12/23/2025 12:21 pm`.
- **Date Published:** If a **Published Date** has been added to the article, this column displays that date and timestamp. For example: `9/1/2020 8:00:00 PM`.
- **Date Deleted:** If the article's been deleted at any time, this date captures the date and timestamp of the last deletion. For example: `8/30/2022 1:15:00 PM`.
- **Last Modified By:** The name of the author who last saved changes to this article. Displays however the author's name is formatted. For example: `Linus Owl`.
- **Total Views:** The total number of views tracked for this article in **Reporting > Dashboard > Popular Articles Report**. Refer to Popular Articles report for more information on how this number is tracked. For example: `3372`.
- **New Version Ready to Publish:** Indicates whether this article has a version marked ready to review (`TRUE`) or not (`FALSE`). Refer to Article in-app version review process for more information on this setting.

Customizations

Use the fields in this section to include additional text fields beyond **Basic** fields that the article contains. Useful for searching, filtering, and sorting.

- **Meta Description:** The full text of the **Summary** (formerly **Meta Description**) entered in the article editor. **Sample:** `Review your the AI Chatbot reporting Questions from users to see what your users are searching for and which articles are being used to generate answers. Identify content gaps or opportunities to dial in your language.`.
- **Title Tag:** The **Title Tag** entered in the article editor. **Sample Title Tag:** `Article editor settings`.
- **Short Title:** The article's **Short Title** text, if any has been entered. **Sample Short Title:** `Overview`.
- **Internal Title:** The article's **Internal Title** text, if any has been entered. **Sample Internal Title:** `Internal note (article)`.
- **Internal Notes:** The text or HTML of the article's **Author note** (formerly **Internal Note**). This won't designate which style of note it is (warning, info, etc.). **Sample Internal Notes:** `This article uses its own custom styles to reproduce our default alert styles. Toggle to Code View to view and edit those styles.`.

Reporting

Use the fields in this section to include the article's ratings information and view information. Useful for filtering, sorting, or reporting out numbers.

- **Thumbs Up:** The total number of Thumbs Up ratings this article has received, as tracked in the Article Ratings Report. **Sample Thumbs Up:** `83`.
    - This field is only available if ratings are set to use thumbs up/thumbs down ratings.

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- **Thumbs Down:** The total number of Thumbs Down ratings this article has received, as tracked in the Article Ratings Report. Sample Thumbs Down: `5`.
  - This field is only available if ratings are set to use thumbs up/thumbs down ratings.
- **Total Ratings:** The total number of star ratings this article has received, as tracked in the Article Ratings Report. Sample Total Ratings: `25`.
  - This field is only available if ratings are set to use 5 star ratings.
- **Star Rating Average:** The average star rating this article has received, as tracked in the Article Ratings Report. Sample Star Rating Average: `3`.
  - This field is only available if ratings are set to use 5 star ratings.
- **Quality Views:** The total number of quality views tracked for this article in **Reporting > Dashboard > Popular Articles Report**. Refer to Popular Articles report for more information on how this number is tracked. Sample Quality Views: `372`.
- **Last Viewed Date:** The date and timestamp of a reader's most recent viewing of this article. Sample Last Viewed Date: `12/23/2025 12:06:00 PM`.

Advanced

Use the fields in this section to include quick links to edit or view the article, view and audit fields like tags and search phrases, identify synced content relationships, and more. Useful for searching, filtering, auditing, and sorting.

- **App Edit Link:** The URL to open the article for editing within app.knowledgeowl.com. Including this can be a great way to quickly open and edit an article from the CSV. Sample App Edit Link: `/111aaaa111a1a1aaaa1a1111`.
- **View Article Link:** The URL of the live article in your knowledge base. Sample View Article Link: `https://support.knowledgeowl.com/help/website-settings`.
- **Tags:** A comma-separated list of tags added to the article. Sample Tags: `int: ref-customize-website, int: needs-reorg`.
- **Search Phrases:** A comma-separated list of search phrases added to the article. Sample Search Phrases: `banner, image, hero, background`.
- **Related Articles:** A comma-separated list of Related Articles added to the article. Sample Related Articles: `Run a search reindex, Run a required search reindex, Run an optional search reindex`.
- **Shared Content Article:** If this article is a synced article, this column contains the Article ID of the source/parent article it's synced to. Sample Shared Content Article: `111aaaa111a1a1aaaa1a1111`.
- **Linked to Article:** If this article is synced as part of a Shared content category, this column contains the article ID of the source/parent article it's synced to. Sample Linked to Article: `111aaaa111a1a1aaaa1a1111`.
- **Old Links:** A comma-separated list of any Old links added to this article. Sample Old Links: `create-a-custom-home-page-articles-widget, create-a-custom-home-page-articles-list`.
- **Pages to Recommend On:** A comma-separated list of the relative page paths added to this article's **Pages to recommend this article on** section, for use with the Contextual Help Widget. Refer to Use widget for contextual help for more information on using this feature. Sample Pages to Recommend On: `/app/setup/id/{id}, /kb/settings/id/{id}`.
- **Current Version Number:** The version number of the current active version for this article. Sample Current Version Number: `2.12`.
- **Current Version Notes:** The full text of the article's current version's version notes. Sample Current Version Notes: `Updated for new nav and current style guide.`

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- **Order in App:** The number representing the article's placement in the category. 1 is at the top of the category and subsequent numbers are placed below it. Sample Order in App: `11`.
- **Redirect URL:** If this article is a URL redirect article, this column contains the URL the article's being redirected to. If it's not a URL redirect article, it's left blank. Sample Redirect URL: `https://knowledgeowl.statuspage.io/`.
- **Scheduled Archive Date:** If this article has been scheduled to be archived, this column contains the date and timestamp of that scheduled archival. Sample Archive Date: `12/31/2025 1am EST`.
- **Scheduled Publish Date:** If this article has been scheduled to be published, this column contains the date and timestamp of that scheduled publication. Sample Publish Date: `01/05/2026 10am EST`.
- **Required Reading Start Dates:** If this article has been marked as marked as required reading, this column contains a comma-separated list of the date and timestamps for the required reading start dates. Sample Reading Start Dates: `01/05/2025 7:00 pm,01/05/2026 7:00 pm`.

Options

Use the fields in this section to include the article's settings for most checkboxes in the article editor. Useful for filtering, sorting, and quick auditing of how certain settings are used.

- **Template Article:** Indicates whether the article's been marked as a template article (`1`) or not (blank).
- **Topic Article:** Indicates whether the article's been marked as a topic article (`1`) or not (blank).
- **New or Updated Callout:** Indicates whether the article has a New callout (`new`), Updated callout (`updated`), or no callout (`none` or blank).
- **Callout Expiration:** The date and timestamp of the expiration for the new or updated callout. This may include callouts that expired long before the current date. Sample Callout Expiration: `7/12/2025 7:59:00 PM`.
- **Video Callout:** Indicates whether this article has the **Video callout** added (`TRUE`) or not (blank).
- **Remove from Search:** Indicates whether this article has the **Hide from search results** box checked (`TRUE`) or unchecked (`FALSE`).
- **Hide from Table of Contents:** Indicates whether this article has the **Hide from the table of contents** box checked (`TRUE`) or unchecked (`FALSE`).
- **Hide from Homepage:** Indicates whether this article has the **Hide from category landing page** box checked (`TRUE`) or unchecked (`FALSE`).
- **Hide from Article Lists:** Indicates whether this article has the **Hide from article lists** box checked (`TRUE`) or unchecked (`FALSE`).
- **Remove PDF Download:** Indicates the article's setting in the **Export access** section (formerly **Remove "PDF" icon** box) set to **Don't allow readers to export** (`TRUE`) or **Readers can export article as PDF** (blank).
- **Remove Ratings:** Indicates whether this article has **Feedback** set to **Disabled** (`1`) or **Enabled** (blank).
- **Remove Comments:** Indicates whether this article has **Comments** set to **Disabled** (`1`) or **Enabled** (blank).

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