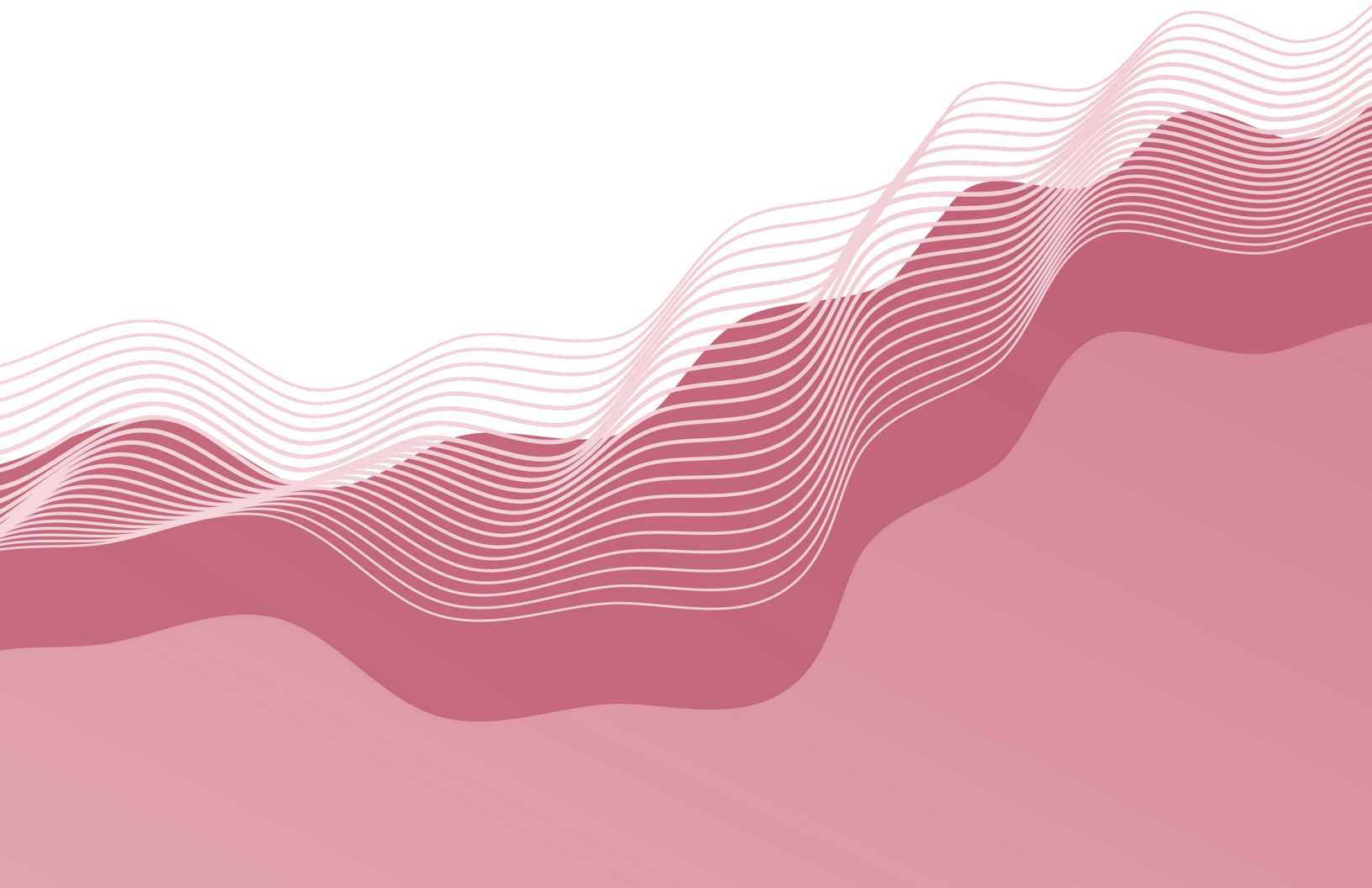




List Filter Online

Administrator Guide

Version 26.10.13 · Updated 10/20/2026



Copyright

Copyright © 2020 - 2026 Vitextra SIA. All rights reserved.

All trademarks and registered trademarks mentioned in this document are property of their respective owners.

Company information:

Email: info@vitextra.com

Website: vitextra.com

Contents

Copyright.....	2
Contents.....	3
Introduction.....	6
Product Overview.....	6
Key Features.....	7
Target Audience.....	8
Solution Architecture.....	9
Components.....	9
Data Access and Security.....	9
Network Requirements.....	10
Localization.....	11
Installation.....	12
Software Requirements.....	12
Deployment Requirements.....	12
Client Requirements.....	12
Required Permissions.....	12
Installation Package.....	13
Deploying the Package.....	13
Making the App Available in Microsoft Teams.....	14
Licensing and Activation.....	15
Adding the Web Part to a Page.....	16

Configuring the Web Part.....	18
Data Source.....	19
Columns.....	20
Folders.....	22
Item Limit.....	23
Sort.....	23
Group By.....	24
Totals.....	25
Filter.....	26
Filter Pane.....	27
Command Toolbar.....	30
Appearance.....	30
Developer Tools.....	31
About.....	32
Column Formatting.....	33
Large Lists and Indexed Columns.....	35
Open in List Filter Command.....	37
Enabling the Command.....	37
Scoping the Command.....	38
Microsoft Teams.....	40
End-User Features.....	41
Updating the Product.....	42
Uninstalling.....	43

Troubleshooting and FAQ.....	44
The web part shows "Not Configured"	44
"Oops! Something went wrong." appears on a large list.....	44
The list shows no items.....	44
A Dropdown filter shows no values.....	44
Saved filters disappeared.....	44
The page always opens with a filter.....	44
Column formatting is not shown.....	44
The Open in List Filter command is not visible.....	45
Saved Filters or Export is missing.....	45
Can the web part show a list view?.....	45
Can the web part be used on SharePoint Server?.....	45
Appendices.....	46
Additional Resources.....	46
Contact Information.....	46

Introduction

Product Overview

Vitextra List Filter Online is a SharePoint Framework (SPFx) solution that shows the items of a SharePoint list or document library on a modern page and lets users find what they need with a configurable filter pane. An administrator selects the columns to display, the filter control for each column and a predefined query; users filter, sort, group and export the data without opening the list settings.

The web part can take data from the current site or from any other site of the tenant. It reads and writes data through the native SharePoint REST API on behalf of the signed-in user, needs no additional API permissions and works on SharePoint pages and in Microsoft Teams.

Department:

Assigned To:

Due date: From To

Project tasks

Title	Department	Project	Status	Assigned To	Due date	Amount	Modified
Active (8)							
Refresh email signature	Marketing	Brand refresh	Active	DJoni Sherman	10/04/2026 3:00 PM	\$900.00	10/12/2026 2:59 AI
Quarterly partner revi...	Sales	Partner program	Active	DMiriam Graham	10/09/2026 3:00 PM	\$2,000.00	10/12/2026 2:59 AI
Create onboarding ch...	HR	Onboarding portal	Active	DJohanna Lorenz	10/17/2026 3:00 PM	\$1,600.00	10/12/2026 2:58 AI
Set up data warehouse	Engineering	Data platform	Active	DNestor Wilke	12/15/2026 3:00 PM	\$15,500.00	10/12/2026 2:58 AI
Sign reseller agreeme...	Sales	Partner program	Active	DIsaiah Langer	10/26/2026 3:00 PM	\$12,000.00	10/12/2026 2:58 AI
Book social media ads	Marketing	Spring campaign	Active	DAdele Vance	11/05/2026 3:00 PM	\$7,500.00	10/12/2026 2:58 AI
Write copy for produc...	Marketing	Website relaunch	Active	DAlex Wilber	10/29/2026 3:00 PM	\$3,900.00	10/12/2026 2:58 AI
Draft new home page...	Marketing	Website relaunch	Active	DAdele Vance	10/22/2026 3:00 PM	\$4,800.00	10/12/2026 2:58 AI
Approved (4)							
Mentor programme f...	HR	Onboarding portal	Approved	DGrady Archie	11/03/2026 3:00 PM	\$3,500.00	10/12/2026 2:59 AI
Prepare 2027 budget ...	Finance	Budget 2027	Approved	DDiego Siciliani	10/06/2026 3:00 PM	\$0.00	10/12/2026 2:58 AI
Count					Maximum	Sum	
30					12/15/2026	\$134,400.00	

1 - 10

Figure 1. List Filter Online on a SharePoint page

Key Features

- Data from the current site or any other site of the tenant
- Filter pane with eleven filter controls: text, drop-downs, dates and date ranges, people, terms, numbers and Yes/No
- Query Builder for a predefined filter with nested AND/OR groups and dynamic conditions
- Cascading filters that narrow drop-down values by the other selected filters
- Saved filters, shareable filter links and an option to remember the user's last filter
- Column captions, display formats and column formatting JSON from the list
- Sorting and grouping by two columns, totals
- Folder navigation with breadcrumbs, flat view and colored folders

- Item commands: open, preview, rename, edit properties, download, manage access, version history, delete
- Export to Excel: current page, all items or selected items
- Index hints and one-click index creation for lists over 5,000 items
- **Open in List Filter** command for native lists and libraries
- Section theme variants, dark mode and 44 interface languages

Target Audience

This guide is intended for Microsoft 365 and SharePoint Online administrators, site owners and IT professionals who install, configure and support List Filter Online. It assumes basic knowledge of SharePoint Online administration, lists and libraries, and modern SharePoint pages.

People who only use a page with the web part do not need this guide. For them, see the *List Filter Online. User Guide*.

Solution Architecture

Components

The solution package contains two components:

Table 1. Components of the solution package

Component	Type	Purpose
List Filter	Web part	Shows the items of a list or library with the command toolbar, the filter pane and the results table. In the toolbox it is listed in the Documents, lists, and libraries group.
Open in List Filter	List view command set	Adds a command to the command bar of native lists and libraries that opens a page with the web part filtered to the selected items. Hidden until it is configured (see <i>Open in List Filter Command</i>).

The web part has three areas: the **command toolbar**, the **filter pane** with filter chips and the **results table**. The results table is always shown; the toolbar and the filter pane can be switched off. An optional breadcrumb bar shows the current folder.

! Important

List Filter Online does not use list views. Instead of selecting a view, you select the columns to display and configure sorting, grouping and filtering in the web part. The web part cannot be connected to other web parts on the page.

Data Access and Security

List Filter Online is a client-side SPFx solution. It runs in the browser under the account of the signed-in user and uses the native SharePoint REST API, so:

- no Microsoft Graph or other API permissions are requested, and nothing has to be approved in the SharePoint admin center;

- users see only the items they are allowed to see in the list itself;
- commands that change data (**New**, **Rename**, **Edit Properties**, **Delete**, **Folder color**, **Manage access**, **Restore** a version) are shown only to users who have the corresponding SharePoint permission;
- a list on another site is read with the same user permissions; the site must be in the same tenant.

List data is not sent to Vitextra. The web part communicates with Vitextra services only for the license check (tenant ID, site URL, product name and version) and sends anonymous usage and error telemetry to Azure Application Insights.

Saved filters and the remembered last filter are stored only in the local storage of the user's browser, separately for each web part and list. They are not written to SharePoint, not shared between browsers or devices and not visible to other users.

Network Requirements

If your organization restricts outbound traffic, make sure that browsers can reach the following endpoints:

Table 2. Endpoints used by the web part

Endpoint	Purpose
https://vitextra-storage.azureedge.net	Web part scripts and resources (the package does not include client-side assets).
https://static.vitextra.com	Web part icons.
https://vitextra.com	License status.
<a href="https://<tenant>.sharepoint.com">https://<tenant>.sharepoint.com	List data, columns, users, terms and file operations through the SharePoint REST API.
Azure Application Insights	Usage and error telemetry.

Localization

The user interface of the web part is available in 44 languages, including English, German, French, Latvian, Russian, Spanish, Italian, Polish, Ukrainian, Chinese and Japanese. The language is selected automatically according to the language of the SharePoint site or the user's Microsoft Teams settings. The web part follows the site theme, the section background (theme variants) and dark mode.

Installation

Software Requirements

Deployment Requirements

SharePoint Online (Microsoft 365). The tenant must have an app catalog.

! Important

List Filter Online is an SPFx solution for Microsoft 365 and cannot be installed on SharePoint Server. For SharePoint Server, Vitextra offers the separate product List Filter.

Client Requirements

Desktop browsers:

- Microsoft Edge (latest released version)
- Google Chrome (latest released version)
- Mozilla Firefox (latest released version)
- Apple Safari (latest released version)

Mobile devices: the Microsoft Teams and SharePoint mobile apps, and the latest versions of Microsoft Edge, Google Chrome and Safari on Android and iOS. The web part works on modern pages only; it cannot be added to classic pages.

Required Permissions

Table 3. Roles required for installation and configuration

Task	Required role or permission
Upload the package to the tenant App Catalog	SharePoint Administrator, or Full Control on the App Catalog site
Enable the Open in List Filter command	Full Control on the App Catalog site (Tenant Wide Extensions list)

Task	Required role or permission
Make the app available in Microsoft Teams	SharePoint Administrator; the Teams app policy must allow custom apps
Add and configure the web part on a page	Edit permission on the page (site member or owner)
Create an index from the filter configurator	Manage Lists permission on the source list
Use the web part	Read permission on the page and on the source list

Installation Package

The solution is distributed through two channels:

- Vitextra Download Center (<https://vitextra.com/en/downloads>)
- Microsoft AppSource



Tip

The Download Center provides new versions as soon as they are released. Publication in AppSource can take up to two weeks because of the Microsoft verification process.

The package from the Download Center is a ZIP archive named `Vitextra.ListFilterOnline.<year>Q<quarter>.zip`. Extract it before installation: it contains the solution file `vitextra.list-filter.sppkg`.

Deploying the Package

1. Open the [Microsoft 365 admin center](#) and go to **Admin centers** → **SharePoint**.
2. In the SharePoint admin center, select **More features** and click **Open** under **Apps**.
3. Click **Upload** and select the extracted file `vitextra.list-filter.sppkg`.
4. In the confirmation dialog, select **Enable this app and add it to all sites** and click **Enable app**.
5. Wait until the package appears in the list of apps.

The package is built for tenant-wide deployment: after this step the web part is available on every site and does not have to be added to sites through **Add an app**.

 Note

List Filter Online requests no API permissions. There is nothing to approve on the **API access** page of the SharePoint admin center. The detailed procedure is described in [KB10251. How to Install List Filter Online and Add It to a Page](#).

Making the App Available in Microsoft Teams

To use the web part in Microsoft Teams, synchronize the solution with Teams:

1. In the App Catalog (**More features** → **Apps** → **Manage apps**), select **Vitextra List Filter**.
2. Click **Add to Teams** (in the classic App Catalog: **Sync to Teams** on the **Files** tab).
3. In Microsoft Teams, open **Apps** → **Built for your org** and find **Vitextra List Filter Online**.

The app is added to a channel as a tab named **List Filter**. A team owner configures the tab in the same way as the web part on a page: the property pane opens from the tab settings. See the section *Microsoft Teams* below.

Licensing and Activation

List Filter Online is a subscription product. After deployment, a trial period with full functionality starts automatically. When the trial ends, the web part shows a notification instead of the list until a license is assigned to your tenant. One license is required per Microsoft 365 tenant.

To activate the product:

1. Find your tenant ID: open the web part properties and expand the **About** group. The **Tenant** field shows the ID.
2. Purchase a subscription on vitextra.com.
3. In **Account** → **My Subscriptions**, open the subscription, select **Assign License** and enter the tenant name and ID.

The **About** group shows the license **Status** (trial, active or expired), the **Version** of the web part, the **Start Date** of the subscription and the **Tenant**.

 Note

The license status is refreshed automatically. For details, see [KB10206. Purchase and Assign Licenses for Vitextra Products](#) and [KB10037. Manage Your Subscription](#).

Adding the Web Part to a Page

1. Open a modern page and click **Edit**. To create a new page, select **New** → **Page** on the site.
2. Hover over a section and click + (Add a new web part).
3. Type *List Filter* in the search box of the toolbox, or open the **Documents, lists, and libraries** group, and select **List Filter**.

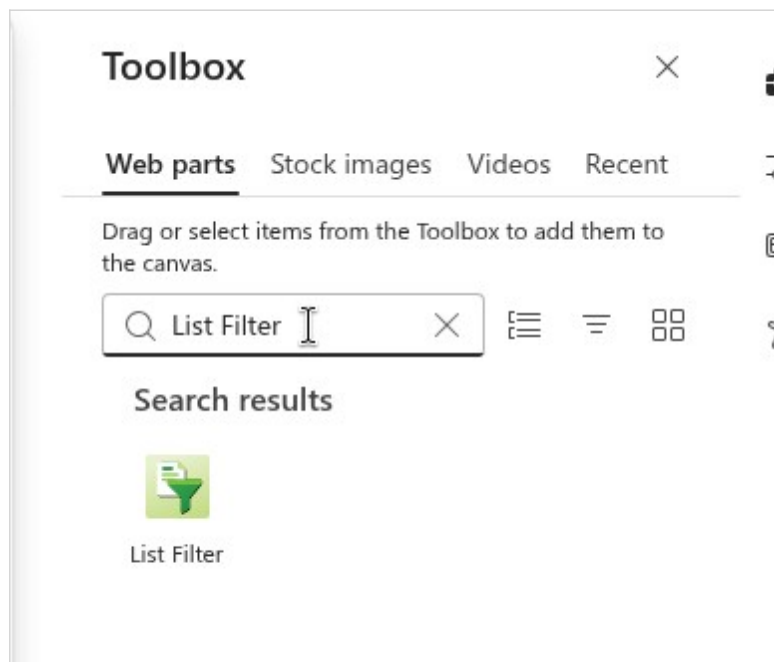


Figure 2. List Filter in the web part toolbox

Until the data source is complete, the web part shows a configuration checklist with three rows: **Site, List or Library** and **Columns**. The **Configure Web Part** button opens the property pane; the pencil icon of the web part opens it as well.

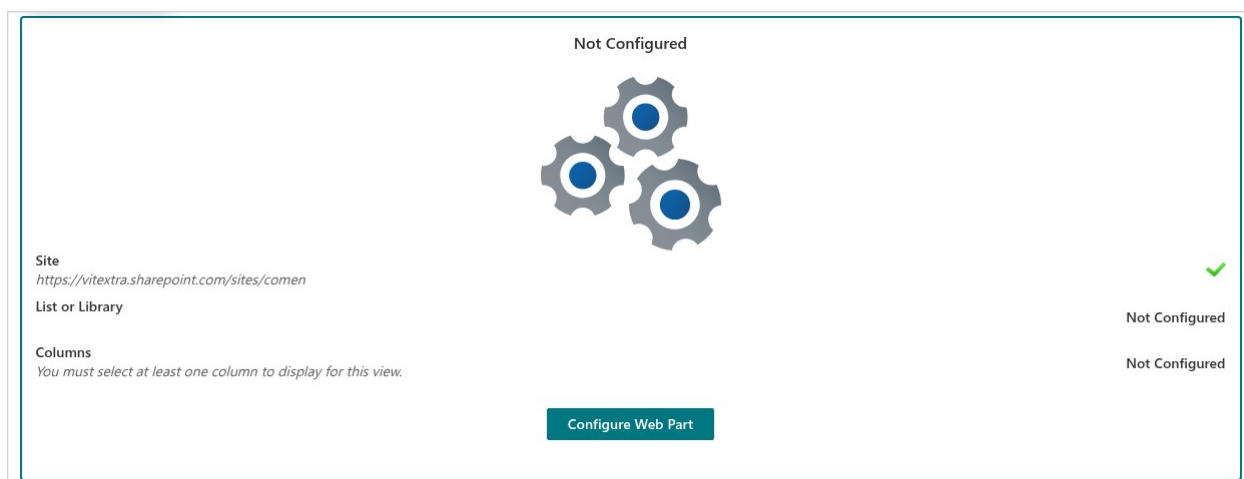


Figure 3. Configuration checklist

When the three parameters are set, the checklist disappears and the web part shows the first items of the list. Click **Publish** or **Republish** to make the page available to users.

 Tip

The web part can be the only content of a page: create the page from the **Apps** template (single-part app page) and select **List Filter**.

Configuring the Web Part

The property pane of the web part contains the following groups:

Table 4. Groups of the property pane

Group	What it configures
Data Source	Site, list or library, and the columns to display (required).
Folders	How folders and their items are shown.
Item Limit	Number of items per page and pagination.
Sort	Default sorting by up to two columns.
Group By	Grouping by up to two columns.
Totals	Calculations shown in the footer of the table.
Filter	Predefined filter built with the Query Builder.
Filter pane	Filter pane, cascading filters, remembered filter and the filter columns.
Command toolbar	Shows or hides the command toolbar.
Appearance	Compact layout, column formatting, breadcrumbs and selection mode.
Developer tools	Developer mode with the CAML query and index indicators.
About	License status, version and tenant.

The screenshot shows a 'List Filter' property pane with a close button (X) in the top right corner. The pane contains several expandable sections, each with a downward arrow (v):

- Data Source**
- Folders**
- Item Limit**
- Sort**
- Group By**
- Totals**
- Filter**
- Filter pane** (expanded, showing an upward arrow ^):
 - Filter pane: ☒ On
 - Cascading filters: ☒ On
 - Remember the user's last filter: ☐ Off
 - Selected Columns**:
 - Department
 - Project
 - Status
 - Select Columns** button
- Command toolbar**
- Appearance**
- Developer tools**
- About**

Figure 4. Property pane groups

Data Source

In the **Scope** option, select **Current Site** (default) to show a list of the site the page belongs to, or **Other Site** to show a list from another site of the tenant. For another site, the **Site URL** picker appears: type the name or URL of the site and select it from the suggestions.

Then select the list or library in the **List** drop-down and click **Select Columns** under **Columns** to choose the columns to display.

List Filter

Data Source

Scope

Current Site

Other Site

Site URL

Community Site

https://vitextra.sharepoint.com/sites/comen

List

Project documents

Columns

Select Columns

Figure 5. Data Source group

! Important

Changing the site or the list resets the selected columns, the filter pane columns and the predefined filter, because they belong to the previous list. Choose the data source first and configure the rest afterwards.

Columns

The **Columns** panel lists all columns of the list with their type. Select **Display** for each column to show and set its **Caption**, **Format** and **Order**. The icons in the **Settings** column control the behavior of the column:

Table 5. Column options

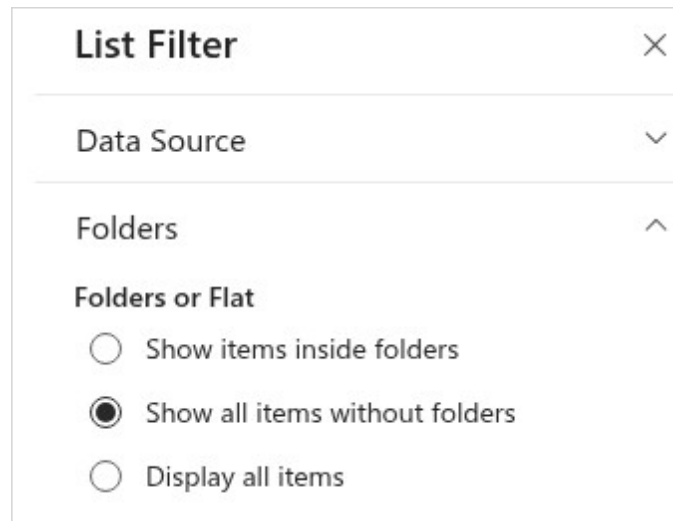
Option	Description
Resizable	Users can change the width of the column.
Collapsible	The web part can hide the column when there is not enough space.

Option	Description
Filterable	Users can filter by the column values from the column header menu.
Can be sorted	Users can sort by the column from the column header menu; the column is offered in the Sort group.
Linked to item	The value is shown as a link that opens the item, the document or the folder.

The **Format** drop-down offers the formats that apply to the column type; for other types it shows **(Default)**:

- Date and Time: **Date and Time, Date Only, Relative Date;**
- Lookup: link to the item or value only;
- Person or Group: **User Name, User Name (with picture) or User Name (with picture and details)**; a click on the name opens a profile card;
- Hyperlink or Picture in picture format: 32 × 32, 64 × 64 or 96 × 96 pixels;
- Thumbnail of a document library: 176 × 99 or 96 × 54 pixels.

Multiple lines of text are shown as multiline text automatically. Click **Save** to apply the selection.



The screenshot shows a 'List Filter' dialog box with a close button (X) in the top right corner. Below the title bar, there is a 'Data Source' dropdown menu. Underneath, the 'Folders' section is expanded, showing a 'Folders or Flat' heading. Below this heading are three radio button options: 'Show items inside folders' (unselected), 'Show all items without folders' (selected), and 'Display all items' (unselected).

Figure 7. Folders group

To show the breadcrumb bar, turn on **Navigation** in the **Appearance** group. Folder navigation is described in [KB10261. Working with Folders in List Filter Online.](#)

Item Limit

Enter the number of items in **Row Limit** (from 1 to 1000; default 20) and choose how it is used in **Pagination navigation**:

- **Display items in batches of the specified size.** — pagination is on; select its **Position: Bottom, Top** or **Top + bottom**;
- **Limit the total number of items returned to the specified amount.** — the web part shows only the first items and no pagination.

Sort

Select up to two columns in **First sort by the column** and **Then sort by the column**, each with its **Direction: Ascending** or **Descending**. Only columns marked **Can be sorted** are offered. A sort chosen by a user in the column header replaces this order until the page is reloaded.

Sort

First sort by the column

Modified

Direction

Ascending

Descending

Then sort by the column

Title

Direction

Ascending

Descending

Figure 8. Sort group

Group By

Select up to two columns in **First group by the column** and **Then group by the column**, each with **Group Ascending** or **Group Descending**. The second drop-down is available after the first column is selected.

Group By

Select up to two columns to determine what type of group and subgroup the items in the view will be displayed in.

First group by the column

Status

Direction

↓ A Z

Group Ascending

↓ Z A

Group Descending

Then group by the column

(None)

Direction

↓ A Z

Group Ascending

↓ Z A

Group Descending

Figure 9. Group By group



Note

Groups are shown expanded; users can collapse and expand them. When pagination is on, groups are formed within the current page.

Totals

Click **Select Columns** in the **Totals** group and choose a function for each column. The results are shown in the footer row of the table and are included in the Excel export.

Table 7. Totals functions

Function	Column types
Count	All column types that support totals

Function	Column types
Average, Maximum, Minimum	Date and Time, Number, Currency
Sum, Std Deviation, Variance	Number, Currency

Columns
Select the columns to show for this list view.

Column	Column Type	Total
Title	Single line of text	Count
Department	Choice	None
Project	Choice	None
Status	Choice	None
Assigned To	Person or Group	None
Due date	Date and Time	Maximum
Amount	Currency	Sum
Modified	Date and Time	None

Cancel Save

Figure 10. Totals columns



Tip

Examples of grouped views with totals are given in [KB10260. Grouping, Sorting and Totals in List Filter Online.](#)

Filter

The **Filter** group contains the Query Builder for a predefined filter. The filter is applied before the users' own filters and defines the set of items the web part works with; users cannot remove it. Click **Edit Filter** to open the Query Builder.

- Click **Add** and select **Condition** to add a condition: a column, an operator and a value.
- Select **Group** to add a nested group. Each group combines its conditions with **AND** or **OR**; groups can be nested.
- Use the delete icons to remove a condition or a group, and click **Save** to apply the filter.

The operators depend on the column type:

Table 8. Query Builder operators

Column type	Operators
Text, Choice, Lookup	Equals, Does not equal, Contains, Begins with, In, Not in, Is null, Is not null
Number, Currency	Equals, Does not equal, Is greater than, Is greater than or equal to, Is less than, Is less than or equal to, Between, Is null, Is not null
Date and Time	On, Not on, After, On or after, Before, On or before, Between, Today, Last X Days / Weeks / Months / Years, Next X Days / Weeks / Months / Years, Is null, Is not null
Person or Group	Equals, Does not equal, Is Current User, Is not Current User, Is null, Is not null
Attachments	Has attachments, Has no attachments

Filter view by:

Status Equals

Department Equals

Assigned To Is Current User

Figure 11. Query Builder

Note

The Query Builder creates a CAML query. A step-by-step example is given in [KB50025. How to Build a Complex Query with the List Filter Online Query Builder.](#)

Filter Pane

The **Filter pane** group contains three switches and the list of filter columns:

- **Filter pane** — shows or hides the filter pane above the results. The pane is also hidden when no columns are selected for it.

- **Cascading filters** — narrows the values of drop-down controls by the filters selected in the other controls of the pane, so users see only values that still return items. Available while the filter pane is on.
- **Remember the user's last filter** — stores the filter a user applied in their browser and restores it on the next visit. A filter link always takes precedence over the remembered filter.

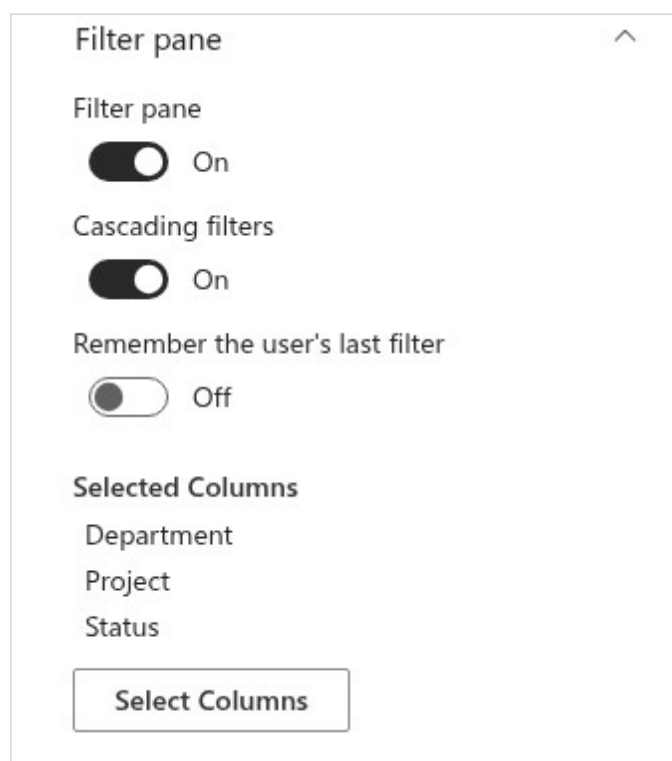


Figure 12. Filter pane options

Click **Select Columns** to open the configurator. For each column, select **Display**, set the **Caption**, choose the **Filter Type** (the control shown to users) and the **Order**. The configurator offers only the controls that fit the column type:

Table 9. Column types and filter controls

Column type	Available filter controls (default in bold)
Single line of text, Calculated	Text , Text (with options), Dropdown, Dropdown (Multiple Values)
Choice	Text, Text (with options), Dropdown , Dropdown (Multiple Values)

Column type	Available filter controls (default in bold)
Number, Currency	Text , Text (with options), Numeric range
Date and Time	Date picker, Date Range , Relative Date
Yes/No, Attachments	Yes/No
Person or Group	Person or Group , Person or Group (Multiple Values), Text, Text (with options), Dropdown, Dropdown (Multiple Values)
Lookup	Text , Text (with options), Dropdown, Dropdown (Multiple Values)
Managed Metadata	Text, Text (with options), Term , Term (Multiple Values), Dropdown, Dropdown (Multiple Values)
Hyperlink or Picture, ID	Text , Text (with options)

Columns

Display	Column	Column Type	Caption	Filter Type	Order
☒	Title	Single line of text	Title	Text	1
☒	Department	Choice	Department	Dropdown	2
☒	Project	Choice	Project	Dropdown	3
☒	Status	Choice	Status	Dropdown	4
☒	Assigned To	Person or Group	Assigned To	Text	5
☒	Due date	Date and Time	Due date	Text (with options)	6
☐	Amount	Currency	Amount	Dropdown	7
☐	Hours	Number	Hours	Dropdown (Multiple Values)	8
☐	Billable	Yes/No	Billable	Yes/No	9
☐	ID	Counter	ID	Text	10
☐	Content Type	Computed	Content Type	Text	11
☐	Modified	Date and Time	Modified	Date Range	12
☐	Created	Date and Time	Created	Date Range	13
☐	Created By	Person or Group	Created By	Person or Group	14
☐	Modified By	Person or Group	Modified By	Person or Group	15
☐	Attachments	Attachments	Attachments	Yes/No	16
☐	Type	Computed	Type	Text	17
☐	RansomwareAnomalyMetalInfo	Lookup	RansomwareAnomalyMetal...	Text	18
☐	Draft Owner Id	Lookup	Draft Owner Id	Text	19
☐	Main Link settings	Computed	Main Link settings	Text	20

Cancel
Save

Figure 13. Filter pane configurator

Multiple lines of text columns cannot be used in the filter pane, because SharePoint does not support filtering by them.

**Tip**

All filter controls are described in [KB10255. Filter Pane Controls and Supported Column Types in List Filter Online](#); cascading filters in [KB10256. Cascading Filters](#).

Command Toolbar

The **Commands** switch in the **Command toolbar** group shows or hides the toolbar above the results. The toolbar contains:

- **New** — creates an item; in a library the menu offers **Folder** and **Document**, in a list with folders **New folder** and **New**. Shown only to users who can add items.
- **Export** — exports the view to Excel: **Current Page**, **All Items** or **Selected items**.
- **Saved Filters** — **Save Current Filter**, **Copy Link to Filter** and the user's saved presets.
- **Refresh** — reloads the data.

When a user selects an item, the toolbar also shows commands for it, such as **Open**, **Download**, **Edit** and **Delete**, depending on the item type and the user's permissions.

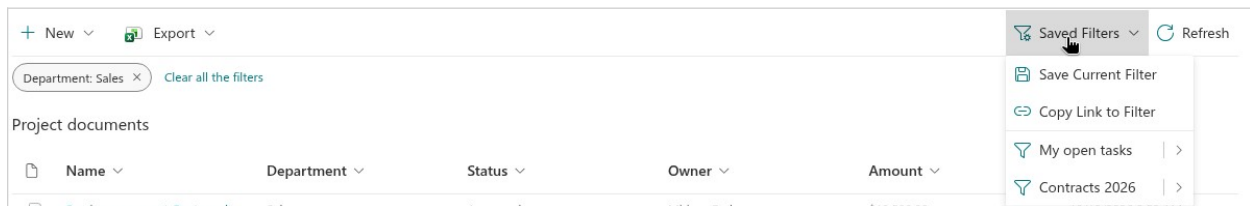


Figure 14. Command toolbar

**Note**

Saved filters and filter links are available only while the command toolbar is shown.

Appearance

- **Compact** — reduces the spacing between rows.
- **Use column formatting from the list** — renders the column formatting JSON defined in the list (see *Column Formatting*).

- **Navigation** — shows the breadcrumb bar above the results.
- **Selection Mode** — **None**, **Single select** or **Multi-select**. A selection is required for item commands in the toolbar and for the **Selected items** export.

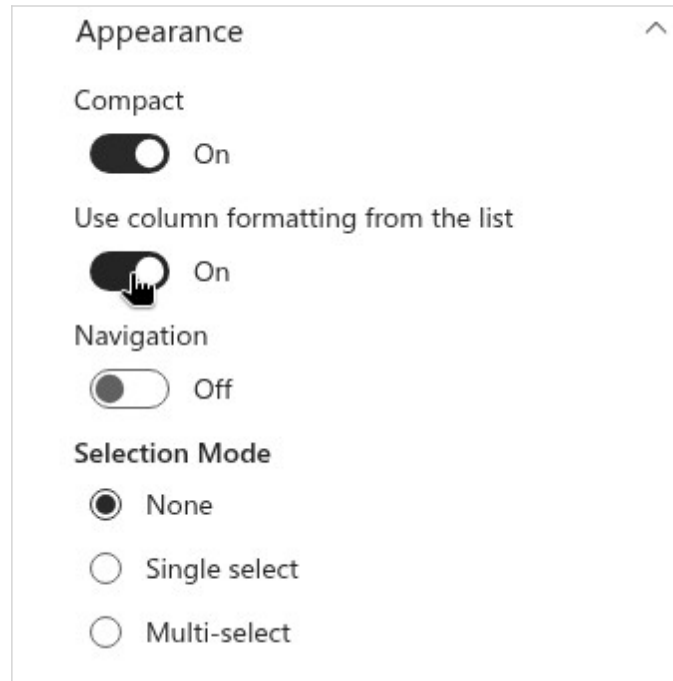


Figure 15. Appearance group

Developer Tools

Turn on **Enable developer mode** to troubleshoot queries:

- the command toolbar gets the **CAML Query** command, which shows the exact CAML query the web part sends to SharePoint for the current view and user filters;
- the **Columns** panel shows the internal name of each column and an indicator **Indexed** or **Not Indexed**.



Figure 16. CAML Query dialog

Turn developer mode off before publishing the page for users.

About

The **About** group shows the license status of the product in your tenant, the version of the web part, the subscription start date, the tenant ID and a link to the product page.

Column Formatting

With **Use column formatting from the list** turned on, the web part renders the column formatting JSON that is defined for the columns of the list, so colored status labels, icons and links look the same as in the native list view.

The web part supports the common subset of the SharePoint column formatting schema:

- elements `div`, `span`, `a`, `img`, `button` and `p` with `txtContent`, `style`, `attributes` and `children`;
- tokens `@currentField`, `[$Field]`, `@me` and `@now`, including properties of person, lookup and hyperlink values;
- operators and expressions: arithmetic, comparison, logical, `if()`, `toString()`, `Number()`, `Date()`, string and number functions.

Not supported are `forEach`, `customRowAction`, `filepreview`, `inline SVG` and the tokens and functions outside this subset. A column that uses an unsupported construct is shown in the default format.

Format Status column

Format view

Format columns

Choose Column

Status

Change the display of this column by adding JSON below. Remove the text from the box to clear the custom formatting. Learn more

```
1 {
2   "$schema": "https://
3   developer.
4   microsoft.com/
5   json-schemas/sp/v2/
6   column-formatting-
7   schema.json",
8   "elementType": "div",
9   "txtContent":
10    "@currentField",
11    "style": {
12      "display":
13        "inline-block",
14      "padding": "2px
15        10px",
16      "border-radius":
17        "12px",
18      "font-weight":
19        "600",
20      "color": "#ffffff",
21      "background-color":
22        "=if
23        (@currentField
24        == 'Approved',
25        '#107c10', if
26        (@currentField
27        == 'Rejected',
28        '#a4262c'.
```

Switch to design mode
This formatting JSON will be discarded

Preview Save Cancel

New Export

Saved Filters Refresh

Department

Project

Status

Apply Filter Clear Filter

Project tasks

Title	Department	Project	Status	Assigned To	Due date	Amount	Modified
Refresh email signature	Marketing	Brand refresh	Active	Olioni Sherman	10/04/2026 3:00 PM	\$900.00	10/12/2026 2:59 AM
Dark mode for mobile...	Engineering	Mobile app	On hold	DGrady Archie	12/10/2026 3:00 PM	\$5,600.00	10/12/2026 2:59 AM
Quarterly partner revi...	Sales	Partner program	Active	DMiriam Graham	10/09/2026 3:00 PM	\$2,000.00	10/12/2026 2:59 AM
Mentor programme f...	HR	Onboarding portal	Approved	DGrady Archie	11/03/2026 3:00 PM	\$3,500.00	10/12/2026 2:59 AM
Publish holiday policy	HR	Onboarding portal	Completed	DJohanna Lorenz	09/06/2026 3:00 PM	\$0.00	10/12/2026 2:59 AM
Record welcome video	HR	Onboarding portal	On hold	Olioni Sherman	11/25/2026 3:00 PM	\$4,200.00	10/12/2026 2:59 AM
Create onboarding ch...	HR	Onboarding portal	Active	DJohanna Lorenz	10/17/2026 3:00 PM	\$1,600.00	10/12/2026 2:58 AM
Increase travel budget	Finance	Budget 2027	Rejected	DDiego Siciliani	10/21/2026 3:00 PM	\$9,000.00	10/12/2026 2:58 AM
Close Q3 accounts	Finance	Budget 2027	Completed	DMegan Bowen	09/26/2026 3:00 PM	\$0.00	10/12/2026 2:58 AM
Collect department fo...	Finance	Budget 2027	In progress	DDiego Siciliani	10/13/2026 3:00 PM	\$0.00	10/12/2026 2:58 AM

Figure 17. Column formatting in the list and in the web part

 Tip

The supported elements, attributes, CSS properties and examples are listed in [KB10259. Using SharePoint Column Formatting JSON in List Filter Online.](#)

Large Lists and Indexed Columns

SharePoint refuses queries that must scan more than 5,000 items (the list view threshold). On large lists, every column used in the predefined filter, the filter pane, the column header filters, sorting and grouping should be indexed.

When the list contains more than 5,000 items, the web part helps you find missing indexes:

- the **Filter pane** group shows a warning with the affected columns: *The column is not indexed. Filtering a large list by this column may not work.;*
- in the filter configurator, a warning icon appears next to each non-indexed column; its tooltip ends with **Create Index**, which creates the index directly in the list.

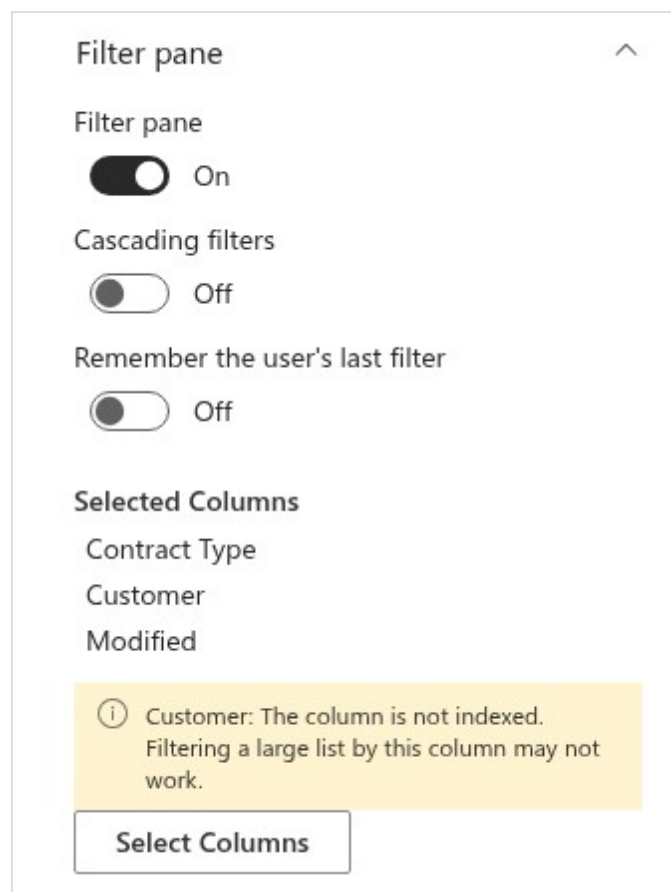


Figure 18. Warning about a non-indexed column

Recommendations for large lists:

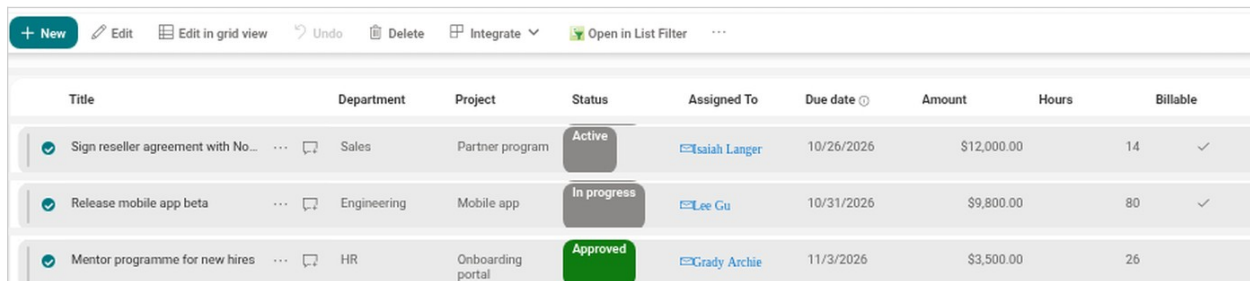
- start the predefined filter with a condition on an indexed column that alone leaves fewer than 5,000 items;
- prefer controls that produce index-friendly comparisons: Dropdown, Person or Group, Date Range, Yes/No; **Contains** (Text control) cannot use an index;
- sort and group by indexed columns, and turn **Filterable** on only for indexed columns;
- use **Show items inside folders** and a small **Row Limit** with pagination.

**Note**

Creating an index requires the Manage Lists permission; a list can have up to 20 indexes. Details and a table of symptoms are given in [KB10257. Filtering Large Lists: Indexed Columns and the 5,000-Item Threshold.](#)

Open in List Filter Command

The **Open in List Filter** command appears in the command bar of native lists and libraries. A user selects items in the ordinary list view and clicks the command; a new tab opens the configured page with the List Filter web part, filtered to the selected items (condition *ID In* the selected IDs).



Title	Department	Project	Status	Assigned To	Due date	Amount	Hours	Billable
✓ Sign reseller agreement with No...	Sales	Partner program	Active	Isaiah Langer	10/26/2026	\$12,000.00	14	✓
✓ Release mobile app beta	Engineering	Mobile app	In progress	Lee Gu	10/31/2026	\$9,800.00	80	✓
✓ Mentor programme for new hires	HR	Onboarding portal	Approved	Grady Archie	11/3/2026	\$3,500.00	26	

Figure 19. Open in List Filter command

Enabling the Command

The command is registered by the solution package but stays hidden until it is configured:

1. Open the App Catalog site and go to **Site contents** → **Tenant Wide Extensions**.
2. Edit the entry of the **Vitextra List Filter** solution with the component ID 7f0e4b0e-3c85-4c65-a441-9a86f6b2d9c1.
3. In **Component Properties**, enter the page that hosts the web part, for example `{"pageUrl": "/sites/Projects/SitePages/Project-Filter.aspx"}`. Absolute and server-relative URLs are accepted.
4. Make sure that the entry is not disabled and save it.

BROWSE

EDIT

Save

Cancel

Paste

Cut

Copy

Delete Item

Spelling

Commit

Clipboard

Actions

Spelling

SharePoint Store

Recent

Apps for SharePoint

Apps for Office

App Requests

Site contents

Title *

Component Id

Component Properties

Web Template

List Template

Location

Sequence

Host Properties

OpenInListFilter

7f0e4b0e-3c85-4c65-a441-9a86f6b2d9c1

{"pageUrl":"/sites/comen/SitePages/Project-Filter.aspx"}

100

ClientSideExtension.ListViewCommandSet.CommandBar

0

Figure 20. Tenant Wide Extensions entry

The command is shown when `pageUrl` has a value and at least one item is selected. Changes in the Tenant Wide Extensions list can take several minutes to take effect; reload the list page after saving.

Scoping the Command

By default the entry applies to all lists and libraries of the tenant. Use the standard columns of the Tenant Wide Extensions list to narrow it down:

Table 10. Scoping columns of the Tenant Wide Extensions list

Column	What it does
List Template	Limits the command to lists of one template, for example 100 for lists or 101 for document libraries.

Column	What it does
Web Template	Limits the command to sites of one template, for example GROUP#0 or SITEPAGEPUBLISHING#0.
Sequence	Order among several extensions in the same location.

To send selections of different lists to different pages, create one entry per target page, each with its own `pageUrl` and scope.

! Important

The web part on the target page must show the same list as the one where the command is used. The command passes only item IDs, which are unique per list; with another list, the page shows unrelated items without any error.

Details and troubleshooting are given in [KB10254. Opening Selected Items in List Filter Online from a Native SharePoint List.](#)

Microsoft Teams

After the solution is synchronized with Teams (see *Making the App Available in Microsoft Teams*), a team owner adds it to a channel:

1. In the channel, click + (Add a tab) and select **Vitextra List Filter Online**.
2. Save the tab. The web part shows the configuration checklist.
3. Open the tab menu, select **Settings** and configure the web part in the property pane in the same way as on a page.

The web part in Teams supports the dark and high-contrast themes of Teams and uses the same SharePoint permissions as on a page. The data source can be any list or library of the tenant, not only the files of the team.



Note

The app also contains a personal app (**List Filter**). Web part settings cannot be stored for a personal app, so use channel tabs or SharePoint pages to publish configured views.

End-User Features

This section summarizes what users can do on a page with the web part. The full description is in the *List Filter Online. User Guide*.

- **Filter pane.** Users set values in the filter controls and click **Apply Filter**; **Clear Filter** resets the pane. Active filters are shown as chips above the results; each chip can be removed separately, **Clear all the filters** removes all.
- **Column header menu.** Sort A to Z or Z to A, filter by one or more column values, **Clear Filter**.
- **Saved filters.** **Save Current Filter** stores the active filters under a name; **Copy Link to Filter** copies a link that opens the page with the same filter.
- **Folders.** Users open folders and return with the breadcrumbs; in a library they can create folders and upload documents with **New**.
- **Item menu.** Open (in the browser or in the app), Preview, Download, Rename, Edit Properties, Version History with Restore, Folder color, Manage access, Delete — according to the user's permissions.
- **Export.** **Current Page**, **All Items** or **Selected items** to an Excel workbook with groups and totals.

Updating the Product

To install a new version, upload the new `vitextra.list-filter.sppkg` file to the App Catalog, confirm replacing the existing package and select **Enable this app and add it to all sites** again. All pages with the web part load the new version automatically; the settings of existing web parts are preserved. If you use the app in Teams, run **Add to Teams** again.

When a newer version is available than the one running on a page, the web part shows the message *There is a new version of this app. Get it now.* to the page editor.



Note

The product uses calendar versioning (year.month.build). Version 26.10 added saved filters and filter links, filter chips, cascading filters, the remembered last filter, column formatting, index hints and the Open in List Filter command, and moved the solution to SharePoint Framework 1.24.

Uninstalling

1. Remove the web part from all pages and Teams tabs where it is used.
2. If the Open in List Filter command is configured, delete or disable its entry in the **Tenant Wide Extensions** list.
3. In the App Catalog, select **Vitextra List Filter** and click **Delete**. Delete it from the recycle bin of the App Catalog site if needed.
4. In the Teams admin center, remove or block the **Vitextra List Filter Online** app if it was synchronized with Teams.

Uninstalling does not change the lists and libraries. Indexes created from the filter configurator remain in the lists; remove them in the list settings if they are no longer needed.

Troubleshooting and FAQ

The web part shows "Not Configured".

Select the site, the list or library and at least one column in the **Data Source** group. If the list was deleted or renamed, select it again.

"Oops! Something went wrong." appears on a large list.

A filter, sort or grouping uses a column without an index on a list with more than 5,000 items. Create the index (see *Large Lists and Indexed Columns*) or add an indexed condition to the predefined filter.

The list shows no items.

Check the predefined filter in the **Filter** group and the active filter chips. Users see only items they have permission to read; check the permissions of the list.

A Dropdown filter shows no values.

SharePoint refused the query that loads the distinct values, usually because the column is not indexed on a large list. Index the column.

Saved filters disappeared.

Saved filters are stored in the browser. They are lost when site data is cleared and are not available in another browser, on another device or in private mode. Use **Copy Link to Filter** to keep a filter independently of the browser.

The page always opens with a filter.

Remember the user's last filter is on, or the page was opened with a filter link. Click **Clear all the filters**; the empty filter is remembered.

Column formatting is not shown.

Turn on **Use column formatting from the list** in the **Appearance** group. Columns that use unsupported constructs, such as `forEach` or `customRowAction`, are shown in the default format.

The Open in List Filter command is not visible.

Check that `pageUrl` is set in **Component Properties**, that the entry is not disabled and matches the list template, and that at least one item is selected. Reload the list page.

Saved Filters or Export is missing.

The command toolbar is switched off in the **Command toolbar** group. Item commands appear only when **Selection Mode** is not **None** and an item is selected.

Can the web part show a list view?

No. Select the columns, sorting, grouping and filter in the web part instead of a list view.

Can the web part be used on SharePoint Server?

No. List Filter Online is an SPFx solution for SharePoint Online and Microsoft Teams only. For SharePoint Server, use Vitextra List Filter.

Appendices

Additional Resources

- [List Filter Online product page](#)
- [KB10250. List Filter Online: Solution Overview](#)
- [KB10251. How to Install List Filter Online and Add It to a Page](#)
- [KB10201. Configuring the List Filter Online Web Part](#)
- [KB10253. Saving Filters and Sharing a Link to a Filtered View](#)
- [KB10254. Opening Selected Items in List Filter Online from a Native SharePoint List](#)
- [KB10255. Filter Pane Controls and Supported Column Types](#)
- [KB10257. Filtering Large Lists: Indexed Columns and the 5,000-Item Threshold](#)
- [KB10259. Using SharePoint Column Formatting JSON in List Filter Online](#)
- [KB50025. How to Build a Complex Query with the List Filter Online Query Builder](#)

Contact Information

Vitextra SIA

Email: info@vitextra.com

Website: vitextra.com