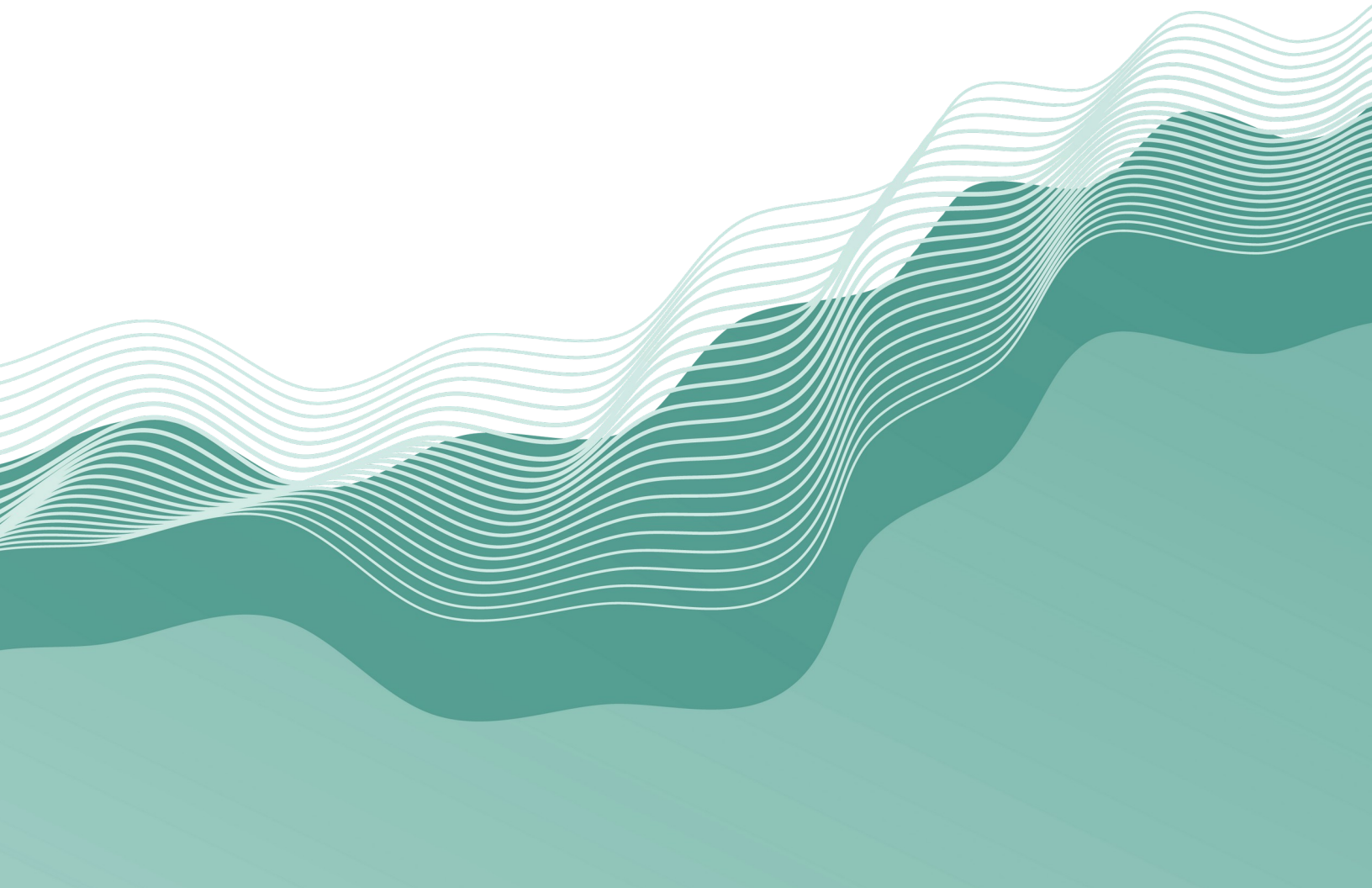




List Filter Online

User Guide

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Introduction

About this Guide

This guide is for people who work with a SharePoint page that shows a list or library through the List Filter web part. It explains how to filter, sort and browse items, work with documents and folders, save filters, share links and export data to Excel. No administrator rights are needed.

The administrator of the page decides which features are available, so your page may show fewer commands and controls than described here. What you can do with an item always depends on your SharePoint permissions.

What You Can Do

- Filter items with the filter pane and see the active filters as chips.
- Sort and filter from the column headers.
- Browse folders with the breadcrumbs, create folders and upload documents.
- Open, preview, download, rename and delete items, view the version history and manage access.
- Save filters, apply them with one click and share a link to a filtered view.
- Export the current page, all items or the selected items to Excel.

Where to Find List Filter

- **On a SharePoint page**, for example a page called *Project documents* or *Contracts* on your intranet.
- **In a Microsoft Teams channel** as a tab.
- **From a native list or library** with the **Open in List Filter** command, if your administrator has enabled it.

The Page at a Glance

A page with List Filter has up to four areas, from top to bottom:

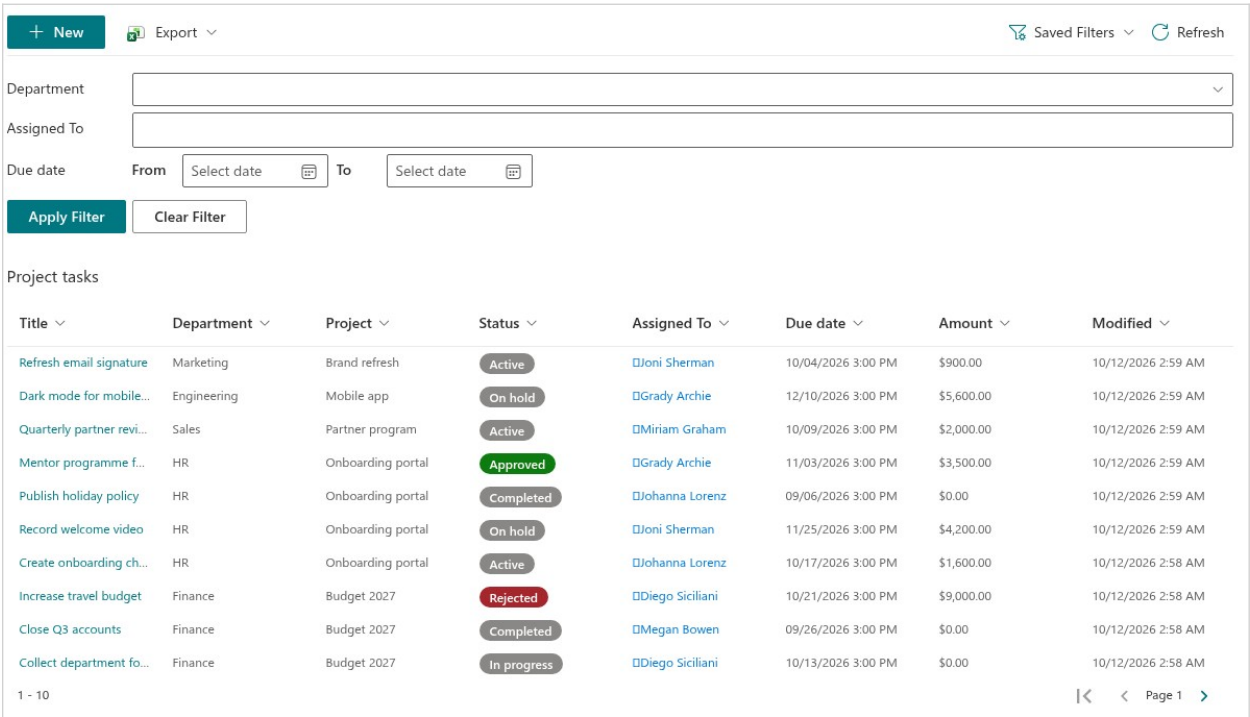


Figure 1. Areas of the web part

Table 1. Areas of the page

Area	Purpose
Command toolbar	New, Export, Saved Filters and Refresh; commands for the selected item.
Filter pane	One filter control per column, Apply Filter and Clear Filter; filter chips with the active filters.
Breadcrumbs	The folder you are in; click a part of the path to go back.
Results	The items with the configured columns, groups and totals; paging controls above or below the table.

Filtering Items

Using the Filter Pane

1. Set the values you want in one or more filter controls.
2. Click **Apply Filter**. The table reloads from the first page.

Clear Filter resets all controls and shows the unfiltered items again.

Filter Controls

The type of control depends on the column:

Table 2. Filter controls

Control	How to use it
Text	Type a part of the value. Items that contain the text are shown.
Text (with options)	Select an operator, such as Equals , Begins with or Is greater than , and type the value.
Dropdown	Select one value from the list. (All) removes the condition; Contains data and Does not contain data find filled or empty values.
Dropdown (Multiple Values)	Check one or several values. Items with any of them are shown.
Date picker	Select an operator, such as On , Before or After , and a date.
Date Range	Select dates in From and To ; either can stay empty.
Relative Date	Select a period, such as Today or Last X Days , and enter the number.
Person or Group	Type a part of a name and select a person from Suggested People .
Term	Type a part of a term and select it from the suggestions.
Numeric range	Move the two handles of the slider to set the lower and upper value.
Yes/No	Switch the toggle to Yes or No .

The filter pane contains the following elements:

- + New** button
- Export** button with a dropdown arrow
- Saved Filters** dropdown menu
- Refresh** button
- Title** text input field
- Department** dropdown menu
- Due date** section with **From** and **To** date pickers
- Assigned To** text input field
- Billable** toggle switch set to **No**
- Apply Filter** button
- Clear Filter** button

Figure 2. Filter pane



Note

A **Date picker** or **Relative Date** control can apply its default condition when the page opens, for example **Today**. If the list looks incomplete, check the filter chips.

Filter Chips

When a filter is active, a row of chips appears under the pane. Each chip reads *Column: value* and has a button that removes this condition. **Clear all the filters** removes all filters, including those set from column headers.

The filter chips bar displays the following:

- Status: Active** (with close button)
- Department: Sales, Marketing** (with close button)
- Modified: Last X Days 7** (with close button)
- Clear all the filters** button

Figure 3. Filter chips



Important

The chips show what is really filtered. A filter restored from a link or a saved filter appears as chips, while the controls of the pane can stay empty. If you click **Apply Filter** with empty controls, the restored filter is replaced.

Cascading Filters

On some pages, the values offered in a drop-down depend on what you selected in the other controls. For example, after you select a department, the **Project** drop-down shows only the projects of this department. This way you never select a combination that returns no items.

Sorting and Filtering from Column Headers

Click the header of a column to open its menu:

- **Sort A to Z** or **Sort Z to A** — sorts the table by this column until you reload the page;
- a list of the column values — click one or several values to show only items with them; **(Empty)** selects items without a value;
- **Clear Filter** — removes the filter of this column.

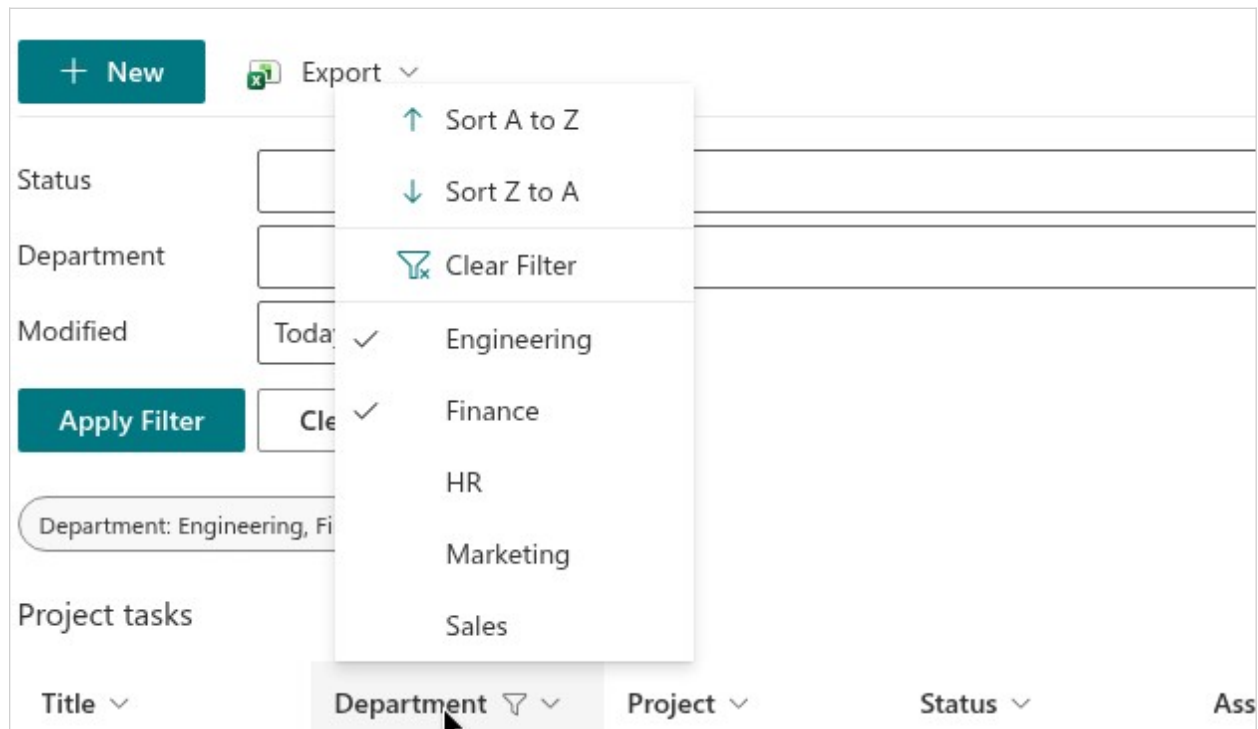
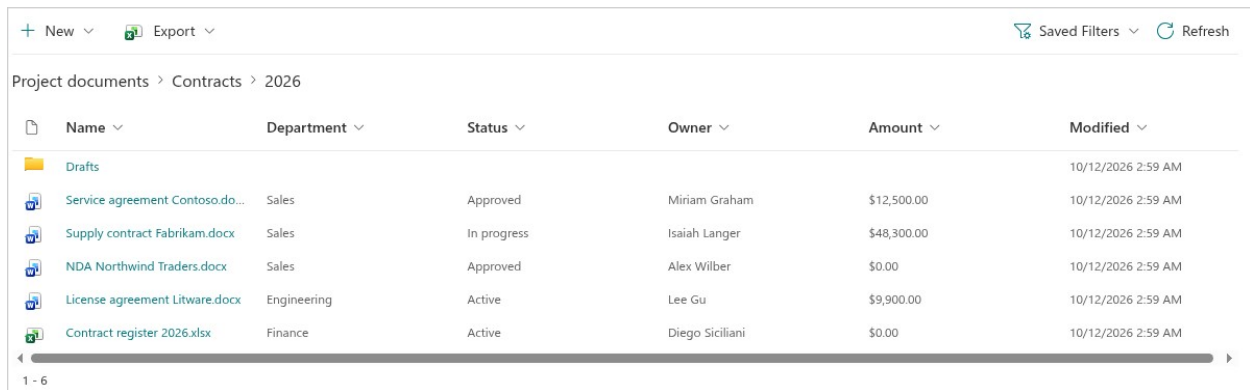


Figure 4. Column header menu

A filtered column is marked with a filter icon, and its filter appears as a chip. The value list is narrowed by the other active filters.

Working with Folders

If the list shows folders, click a folder name to open it. The breadcrumbs above the table show the path: the list name first, then the folders. Click the list name to return to the top level or a folder name to go back to it.



+ New		Export		Saved Filters Refresh		
Project documents > Contracts > 2026						
Name	Department	Status	Owner	Amount	Modified	
Drafts						
Service agreement Contoso.do...	Sales	Approved	Miriam Graham	\$12,500.00	10/12/2026 2:59 AM	
Supply contract Fabrikam.docx	Sales	In progress	Isaiah Langer	\$48,300.00	10/12/2026 2:59 AM	
NDA Northwind Traders.docx	Sales	Approved	Alex Wilber	\$0.00	10/12/2026 2:59 AM	
License agreement Litware.docx	Engineering	Active	Lee Gu	\$9,900.00	10/12/2026 2:59 AM	
Contract register 2026.xlsx	Finance	Active	Diego Siciliani	\$0.00	10/12/2026 2:59 AM	

Figure 5. Breadcrumbs

Note

Opening a folder does not change the page address, so the **Back** button of the browser leaves the page. Use the breadcrumbs instead. Your filters stay active while you move between folders.

To create a folder or upload a document, click **New** in the command toolbar. In a library, the menu offers **Folder** and **Document**; in a list, **New** opens the form of a new item.

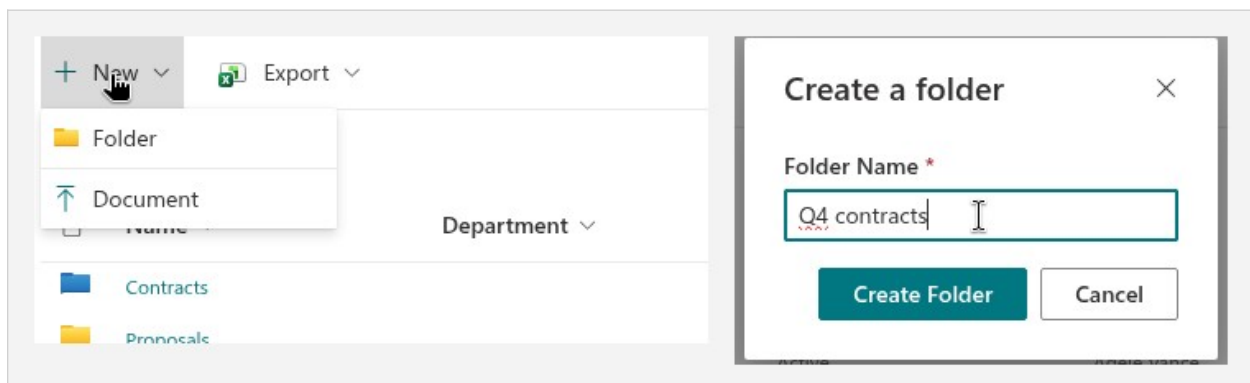


Figure 6. Creating a folder

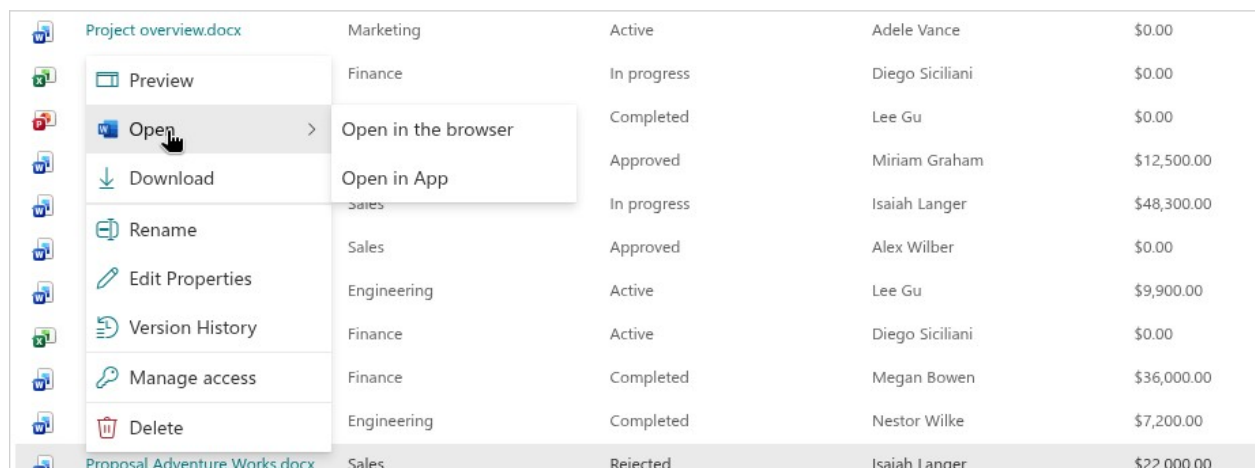
Working with Items

Item Context Menu

Right-click an item to open its menu. The commands depend on the item and your permissions:

Table 3. Item commands

Command	What it does
Open	Opens the item or document in a new tab. For Office files: Open in the browser or Open in App .
Preview	Opens a side panel with the properties of the item and a preview of the document.
Download	Saves a copy of the document.
Rename	Renames a document or folder.
Edit Properties	Opens the edit form of the item.
Version History	Shows the versions of the item; Restore brings back an earlier version.
Folder color	Changes the color of a folder icon (16 colors).
Manage access	Opens the permissions of the item.
Delete	Deletes the item after confirmation.



	Project overview.docx	Marketing	Active	Adele Vance	\$0.00
		Finance	In progress	Diego Siciliani	\$0.00
			Completed	Lee Gu	\$0.00
			Approved	Miriam Graham	\$12,500.00
		Sales	In progress	Isaiah Langer	\$48,300.00
		Sales	Approved	Alex Wilber	\$0.00
		Engineering	Active	Lee Gu	\$9,900.00
		Finance	Active	Diego Siciliani	\$0.00
		Finance	Completed	Megan Bowen	\$36,000.00
		Engineering	Completed	Nestor Wilke	\$7,200.00
	Proposal Adventure Works.docx	Sales	Rejected	Isaiah Lanqer	\$22,000.00

Figure 7. Item context menu

Folder Colors

To color a folder, right-click it, select **Folder color** and click a color. The color is also shown in the native SharePoint library.

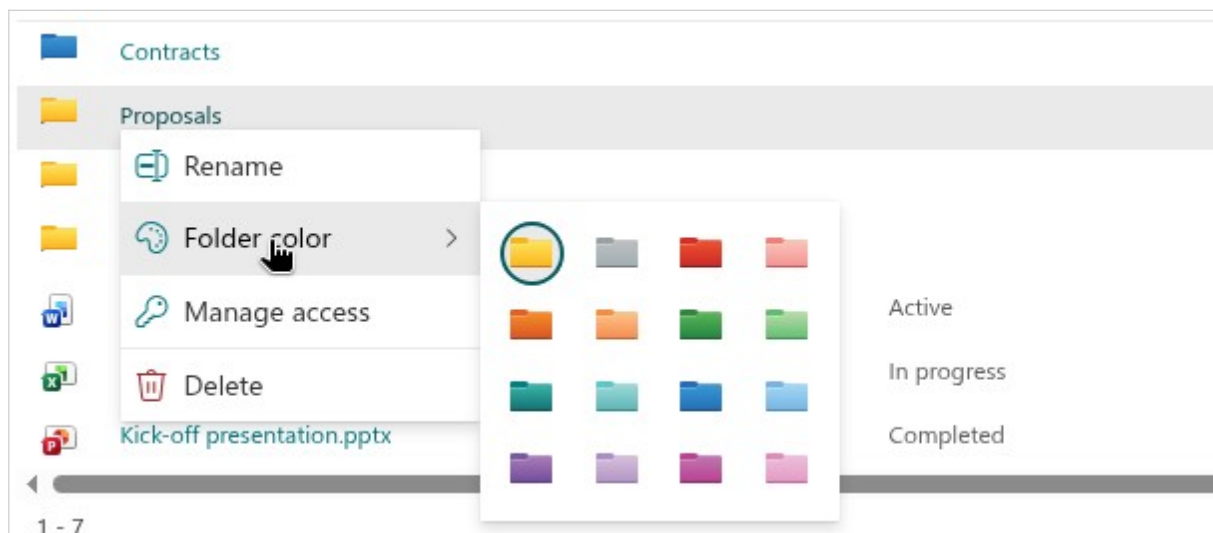


Figure 8. Folder color

People and Attachments

In a person column, click a name to open a card with the photo, job title, department and contact details. In a list with attachments, click the paper-clip icon in the **Attachments** column to see and open the attached files.

Title ▾	Department ▾	Project ▾	Status ▾	Assigned To ▾	Due date ▾	Amount ▾	Modified ▾
Refresh email signature	Marketing	Brand refresh	Active	Joni Sherman	10/04/2026 3:00 PM	\$900.00	10/12/2026 2:59 AM
Print trade fair brochu...	Marketing	Trade fair 2026	On hold	Alex Wilber	11/22/2026 3:00 PM	\$3,100.00	10/12/2026 2:58 AM
Order large exhibition...	Marketing	Trade fair 2026	Rejected	Megan Bow...	11/30/2026 3:00 PM	\$18,000.00	10/12/2026 2:58 AM
Book social media ads	Marketing	Spring campaign	Active	Adele Vance	11/05/2026 3:00 PM	\$7,500.00	10/12/2026 2:58 AM
Plan spring newsletter	Marketing	Spring campaign			09/19/2026 3:00 PM	\$2,200.00	10/12/2026 2:58 AM
Choose new colour pa...	Marketing	Brand refresh			10/08/2026 3:00 PM	\$1,500.00	10/12/2026 2:58 AM
Update logo usage gu...	Marketing	Brand refresh			10/15/2026 3:00 PM	\$5,200.00	10/12/2026 2:58 AM
Write copy for produc...	Marketing	Website relaunch	Active	Alex Wilber	10/29/2026 3:00 PM	\$3,900.00	10/12/2026 2:58 AM

Figure 9. Profile card

Selecting Items and Pages

Depending on the page settings, you can select one item or several items with the check boxes; the check box in the header selects all items of the page. When one item is selected, the command toolbar shows commands for it, such as **Open**, **Download**, **Edit** and **Delete**.

If the items are shown in pages, use the arrows **First Page**, **Previous Page** and **Next Page**. The control shows the range of rows, for example *1 - 30*, and the page number. **Refresh** reloads the items with the current filters.

Saved Filters and Filter Links

The **Saved Filters** menu in the command toolbar contains **Save Current Filter**, **Copy Link to Filter** and your saved filters. The first two commands are available when at least one filter is active.

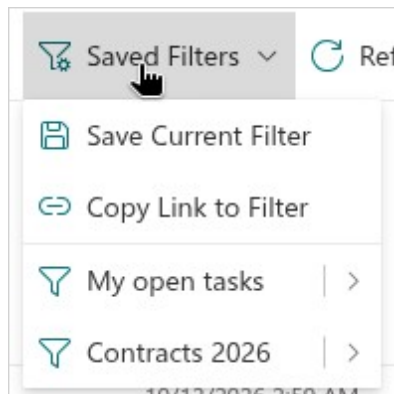


Figure 10. Saved Filters menu

Saving a Filter

1. Apply the filters you need.
2. Open **Saved Filters** and click **Save Current Filter**.
3. Enter a name in **Filter Name** (up to 80 characters) and click **Save**.

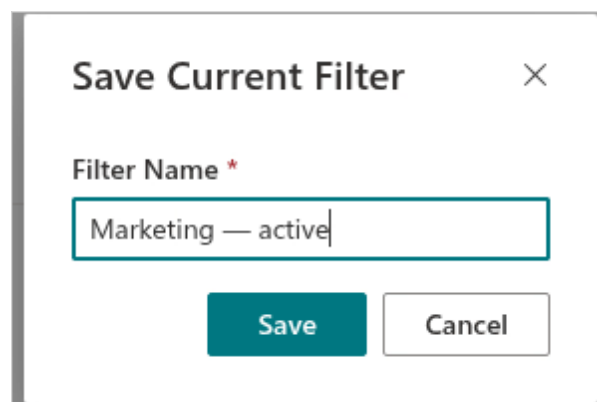


Figure 11. Save Current Filter dialog

To apply a saved filter, click its name in the menu: it replaces all active filters. To delete it, click the arrow next to the name and select **Delete**. A filter saved under an existing name replaces the earlier one.

! Important

Saved filters are stored in your browser for this page. They are not available in another browser, on another device or in a private window, and they are lost when you clear the browser data. Other users do not see them.

Sharing a Link to a Filter

Copy Link to Filter copies a link to the page with your current filters. A message confirms that the link was copied. When a colleague opens the link, the page shows the same filtered view. The link does not grant access: your colleague sees only the items they have permission to see.

Remembered Filter

On some pages, the last filter you applied is restored when you open the page again. To start without filters, click **Clear all the filters** before you leave the page. A filter link always takes precedence over the remembered filter.

Exporting to Excel

Click **Export** in the command toolbar and select what to export:

- **Current Page** — the items you see now;
- **All Items** — all items that match the current filters, from all pages, with groups and totals;
- **Selected items** — only the selected items.

The workbook is named after the list and is saved to your computer. A large export can take some time; a progress bar is shown while it runs.

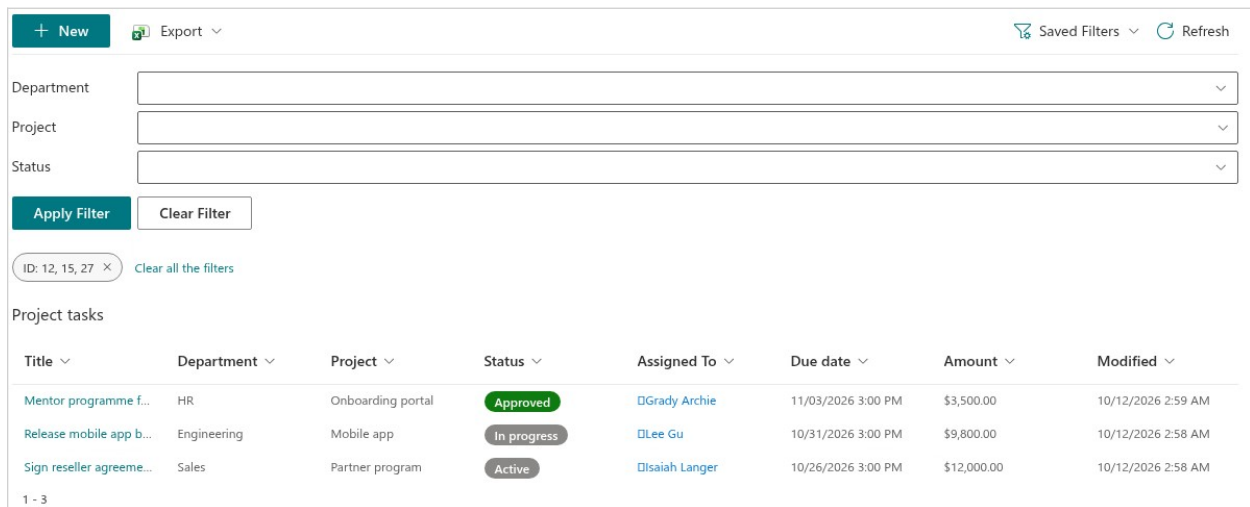
**Tip**

A step-by-step example is given in [KB50022. How To Export a SharePoint List to Excel.](#)

Opening Items from a Native List

If your administrator has enabled the **Open in List Filter** command, you can continue working with items selected in a native SharePoint list:

1. Open the list or library and select one or more items.
2. Click **Open in List Filter** in the command bar.
3. A new tab opens the page with List Filter, showing only the selected items. The selection is shown as a chip, for example *ID: 12, 15, 27*.



The screenshot shows the List Filter interface. At the top, there are buttons for '+ New' and 'Export'. On the right, there are links for 'Saved Filters' and 'Refresh'. Below these are three filter dropdowns: 'Department', 'Project', and 'Status'. Below the filters are 'Apply Filter' and 'Clear Filter' buttons. A chip shows 'ID: 12, 15, 27' with a 'Clear all the filters' link. The table below is titled 'Project tasks' and has columns: Title, Department, Project, Status, Assigned To, Due date, Amount, and Modified. The table contains three rows of data.

Title	Department	Project	Status	Assigned To	Due date	Amount	Modified
Mentor programme f...	HR	Onboarding portal	Approved	Grady Archie	11/03/2026 3:00 PM	\$3,500.00	10/12/2026 2:59 AM
Release mobile app b...	Engineering	Mobile app	In progress	Lee Gu	10/31/2026 3:00 PM	\$9,800.00	10/12/2026 2:58 AM
Sign reseller agreeme...	Sales	Partner program	Active	Isaiah Langer	10/26/2026 3:00 PM	\$12,000.00	10/12/2026 2:58 AM

1 - 3

Figure 12. Selected items in List Filter

Remove the chip or click **Clear all the filters** to see all items.

List Filter in Microsoft Teams

In a Teams channel, open the tab with List Filter. It works in the same way as on a SharePoint page and follows the Teams theme, including the dark theme.

Tips and Troubleshooting

I see fewer items than expected.

Look at the filter chips: a filter may be restored from a link, a saved filter or your last visit. Click **Clear all the filters**. The page can also have a permanent filter set by the administrator, and you see only items you have permission to read.

"Oops! Something went wrong." appears after I apply a filter.

The list is very large and the filter uses a column that SharePoint cannot search quickly. Try another filter or ask the administrator of the page to index the column.

A drop-down shows no values.

SharePoint could not load the values of the column. Ask the administrator of the page to index the column.

My saved filters disappeared.

Saved filters live in the browser. They are lost when browser data is cleared and are not available in another browser or on another device. Use **Copy Link to Filter** to keep a filter as a link.

A command is missing in the menu or toolbar.

Commands that you have no permission for are hidden, and the administrator can switch off the toolbar or selection. Contact the owner of the site.

The Back button does not return to the previous folder.

Use the breadcrumbs above the table to move between folders.

Additional Resources

- [KB10252. List Filter Online: A Quick Guide for End Users](#)
- [KB10253. Saving Filters and Sharing a Link to a Filtered View](#)
- [KB10261. Working with Folders in List Filter Online](#)
- [KB50010. How To Color Folders in SharePoint Online](#)
- [KB50022. How To Export a SharePoint List to Excel](#)