

KNOWLEDGE BASE ARTICLE

Configure List Filter



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This article describes which filtering controls are available to use within List Filter Web Part.

Feature Activation

Before using the List Filter **Web Part**, please make sure the List Filter Feature is enabled for the Site Collection:

Navigate to the site where you want to use List Filter

Click Settings, Site Settings

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		Shared with	🗘 SHARE	☆ FOLLOW	[1]
		Edit page		Q	
		Add a page			
		Add an app			
		Site contents			
City	VIN	Change the look			
Huilong	1GKS2GEJ4BR657271	Site settings			
Robatal	WAUSH98E77A069629	Getting started			
Los Rastrojos	TRUWC28N711637305	Getting started	ru		
Baon	SAJWA4EC2BM681342	Create Short Url	n		
Yeghvard	1GD020CG0BF704164	2006 fdimsdale4@simplema	chines.org		
	Sit	e Settings menu			

On the Site settings page, click **Site collection features** under the **Site Collection Administration** heading.



📝 Note

If you are not on root site of a site collection click Go to top level site settings

Site Collection Administration Go to top level site settings

Scroll down to **Vitextra: List Filter** row and click **Activate** next to the **feature** to enable it

Vitextra: List Filter Find information in SharePoint Lists and Document Libraries	Activate
List Filter feature	

Once the feature is activated you see **Active** badge:



Add List Filter Web Part

Navigate to the **list** or **document library** where you need to add List Filter.

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		Edit page	٩	^
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Los Rastrojos Baon	SAJWA4EC2BM681342	Create Short Url	n	
Yeghvard	1GD020CG0BF704164	2006 fdimsdale4@simplema	chines.org	
Mayisad	KMHDB8AE2CU796781	2006 Idanett5@phoca.cz		
	Site	e Settings Menu		

📝 Note

You can add List Filter Web Part to any SharePoint page as well as list or document library.

Click Add a Web Part button where you want to add List Filter:

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BROWSE	PAGE	ITEMS LIST	INSERT	WEB PART									🔿 SHARE	☆ FOLLOW	
Stop Editing		Versions Permissions Control C	E-mail a Link	Popularity Trends	Approve Reje	ct Workflows			Title Bar Properties	Tags & Notes					
Edit		Manage	Share	& Track	Approval	Workflow	P	Page Actions		Tags and Notes					
Home			Main												
Docume	nts														
Pages									Add	a Web Part					
Recent															
Tasks			List	Data											
Data			(+)	new ite	<mark>m</mark> or edit	this list									
Site cont	tents		All It	ems …	Find an	tem	Q								
Recycle I	Bin		~	Title		Car	Model	City		VIN	Year	Email			
💉 EDIT	LINKS			Crimson	Hampstead	••• Saf	ari	Huilo	ng	1GKS2GEJ4BF	R657271 2005	champstead0@ow.	ly		
	Page in Edit mode														

If **Add a Web Part** button is not there click on a page where you want to add List Filter, click **Insert** tab on the ribbon menu, and then click **Web Part**.

Under *Categories*, select *Vitextra*, select *List Filter Web Part*, and then click **Add**

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BROWSE	PAGE ITEMS LIST	INSERT WEB PAR	r -										🗘 SHARE	☆ FOLLOW	
Stop Editing Edit	Edit Properties - X Delete Page Manage	E-mail a Popularity Trends Share & Track	Approve Reject	Workflows		Make Titlomepage Prop		Tags & Notes gs and Notes							
Categorie	es Parts						About	the part							
Search Search Social C Vitextra	and Content -Driven Content Collaboration a	st Filter Web Part						ilter Web formation ir		sts and Docume	nt Libraries				
Upload a W	Veb Part 👻 🔶		•				Add pa	rt to: Main	~						
													Add	Cance	el
				List F	ilter W	eb Pa	rt se	electio	วท						

Connect List Filter

To connect List Filter, point to the List Filter Web Part, click down arrow, point to **Connections**, point to **Send Filter Provider To** and then click the name of List View Web Part to which you want to filter.

			Minimize	
			Close	
			🗙 Delete	
			📑 Edit Web Pa	rt
VIN	Send Filt	er Provider To 🕨	Connections	5 🕨
1GKS2GEJ4BR6572	271 2005	champstead0@	🕜 Help	Connections
WAUSH98E77A069	9629 2009	ekeelinge1@pay	/pal.com	
TRUWC28N711637	7305 1988	frowlings2@live	internet.ru	
	List Fi	ilter Context Me	пи	

In the Configure Connection dialog box click **Finish**:

Select the connection type for List Data.	0
Connection Type: Get Parameters From 🗸	
	Finish
Configure Connection dialog box	

Once the List Filter Web Part is added to a page and connected to List View Web Part, on *Page* tab, click **Stop Editing**:



or **Save** on *Format Text* tab in case you edit Wiki-page

BROWSE PAG	E FORMAT TEXT	INSERT	
	Cut	Body	▼ 13px ▼
Save Check Out	Paste	В <i>I</i> <u>U</u>	abe \mathbf{X}_2 \mathbf{X}^2 $\mathbf{A}_{\mathbf{x}}$
Edit	Clipboard		Font
	Save l	Page	

Configure List Filter

Now you are able to configure List Filter according to the list or document library it's connected to.

Choose Fields

Click **Fields** on top right corner of the List Filter Web Part to open fields settings dialog box:

년 Share	🕞 Fields	Settings				
List Filter Toolbar						

Mark fields by clicking checkboxes, choose filtering control, and update other properties you need:

	Field	Caption	Filter	Order
/	Title	Title	Text	▼ 2 ▼
	Compliance Asset Id	Compliance Asset Id	Text	▼ 3 ▼
-	Car Maker	Car Maker	List	▼ 4 ▼
	Car Model	Car Model	Text	▼ 5 ▼
	Year	Year	Text	▼ 6 ▼
	Date	Date	Date range	▼ 7 ▼
	FirstName	FirstName	Text	▼ 8 ▼
	LastName	LastName	Text	▼ 9 ▼
-	VIN	VIN	Autocomplete	▼ 1 ▼
	Email	Email	Text	▼ 10 ▼
	Gender	Gender	Text	▼ 11 ▼
	City	City	Text	▼ 12 ▼

Scroll down and click **Save**.

🖓 Tip

You can select any field to show it in the filter panel even the field is not presented in the list view.

Additional Options

To change additional setting of the List Filter click **Settings** button to open settings dialog box:

Filter settings		×
Filter settings		
Diacritical variations Prepare diacritical variations before filtering. It allows to find out the data regardless of using accented letters.	Prepare diacritical variations	
Prevent data view until filtering Hide the data until user set any or all required fields	Hide the data until filtering	
Filtering	 Display data that meets all conditions Display data that meets at lest one conditions 	
Layout	● Flexible 〇 Grid	
Export	Excel	
	Save	
List Filter S	Settings Dialog	

Terms

Document Library

A special type of list that stores files, folders, and information about them. Document Library, as well as List, can contain personal or shared views, item-level permissions, and so on.

Feature

A feature is a set of SharePoint elements (artifacts) such as the following: site column, content type, web part, application page, custom actions, list template, list instance, and others.

List

A list is a storage unit in SharePoint. The list can contain columns of different types, content types, views. Document Library is a special type of List and therefore Library inherits the functionality of List.

Web Part

Web Part is an essential primary component of functionality or content placed on a SharePoint page. In addition, some web parts support customization, such as a configuration of a specific web part or its appearance.