

**KNOWLEDGE BASE ARTICLE**

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# Configure List Filter



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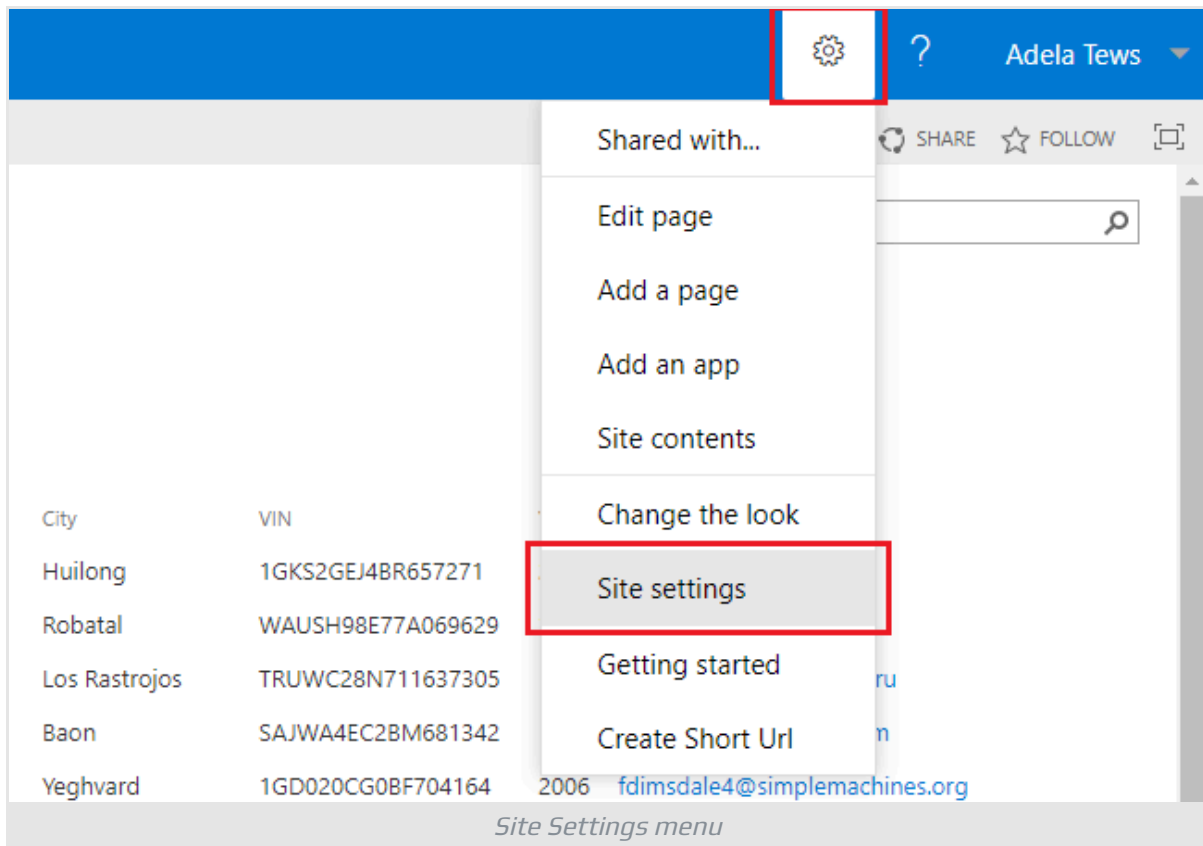
This article describes which filtering controls are available to use within [List Filter Web Part](#).

## Feature Activation

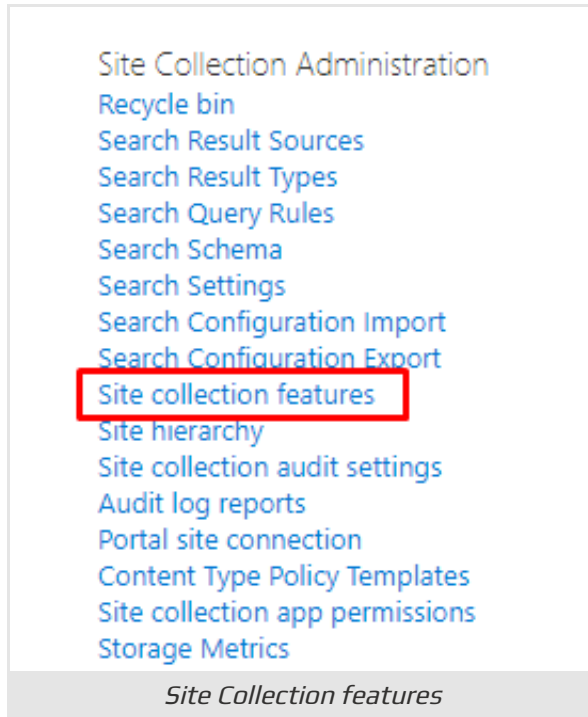
Before using the List Filter **Web Part**, please make sure the List Filter Feature is enabled for the Site Collection:

Navigate to the site where you want to use List Filter

Click **Settings, Site Settings**



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

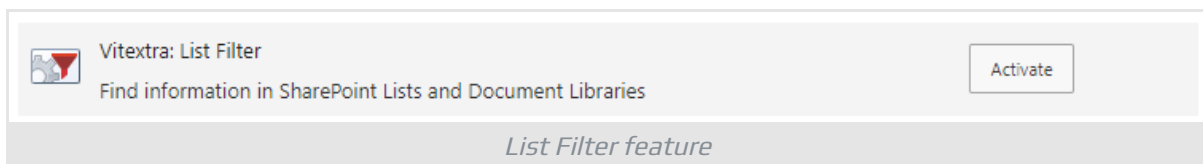


 **Note**

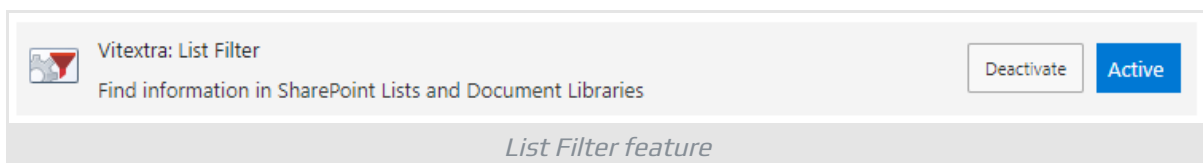
If you are not on root site of a site collection click **Go to top level site settings**

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

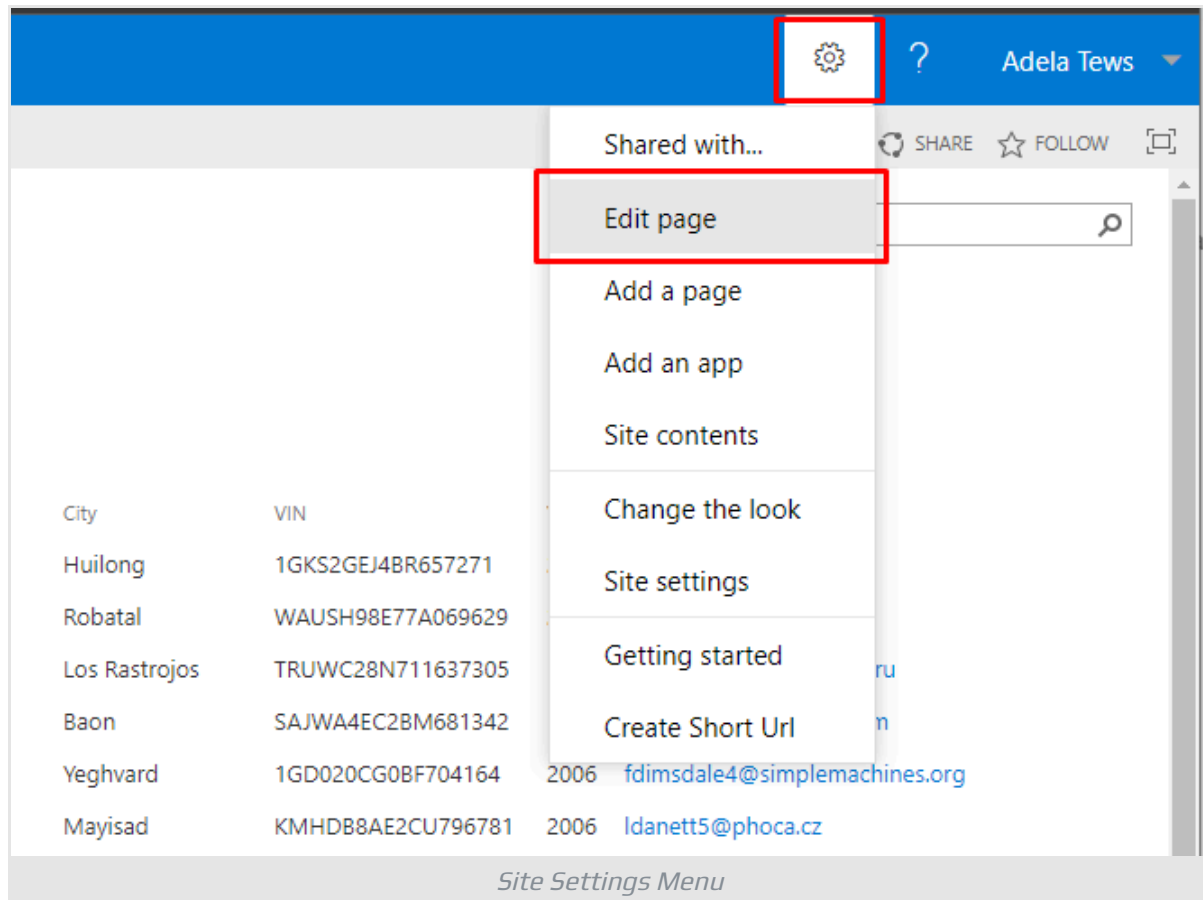


Once the feature is activated you see **Active** badge:



## Add List Filter Web Part

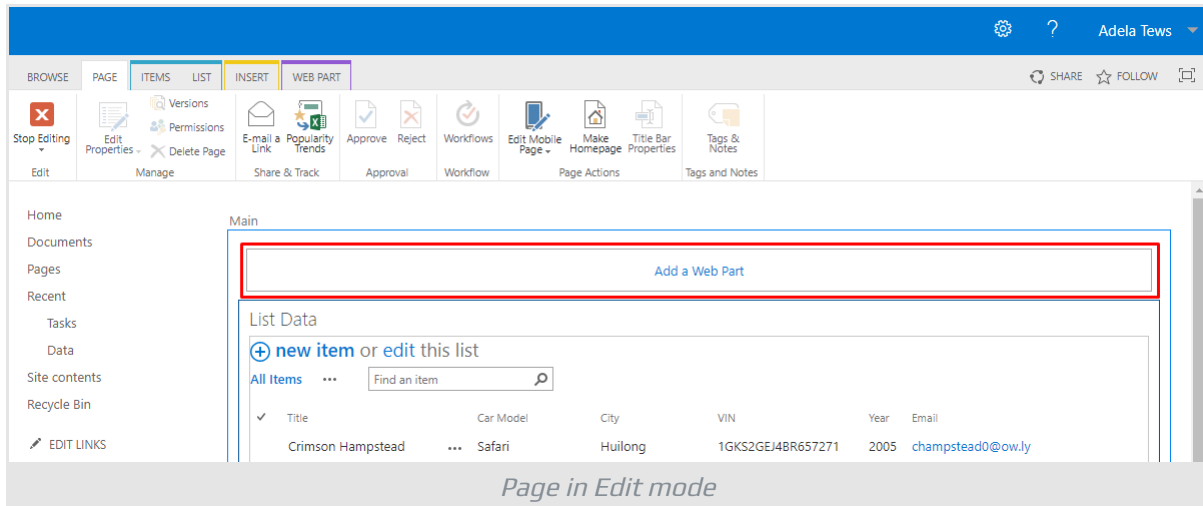
Navigate to the **list** or **document library** where you need to add List Filter.



### Note

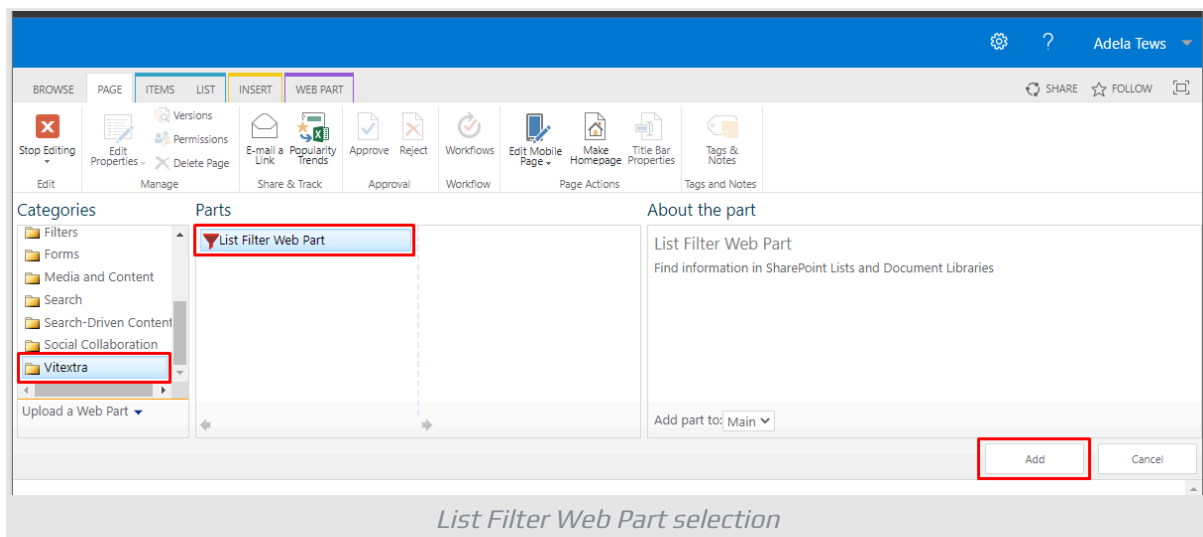
You can add List Filter Web Part to any SharePoint page as well as list or document library.

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



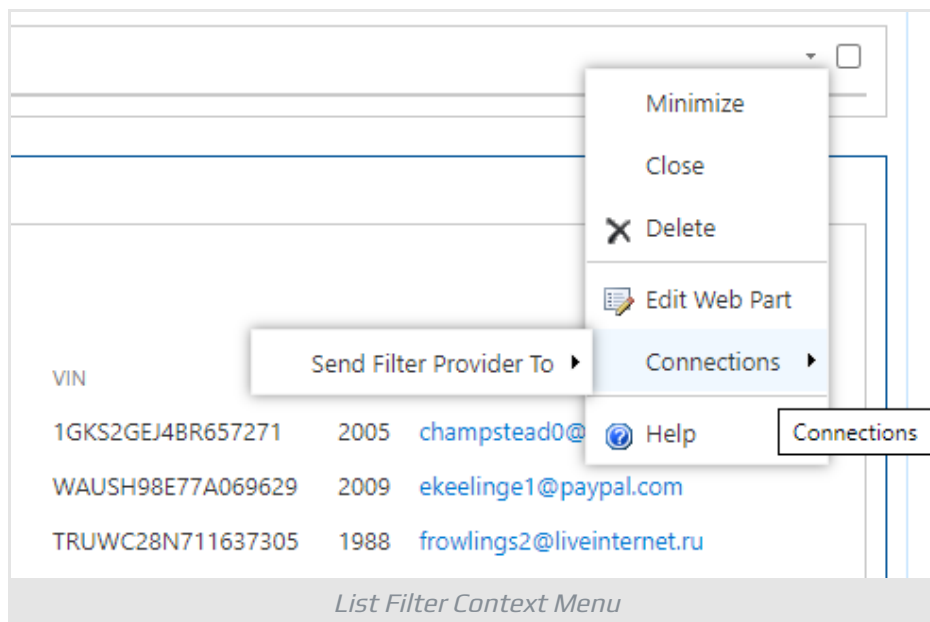
If **Add a Web Part** button is not there click on a page where you want to add List Filter, click **Insert** tab on the ribbon menu, and then click **Web Part**.

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

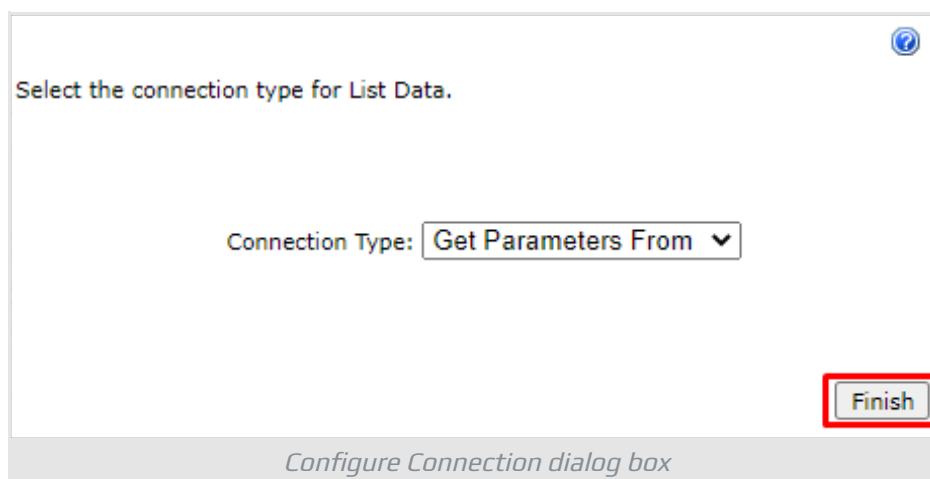


## Connect List Filter

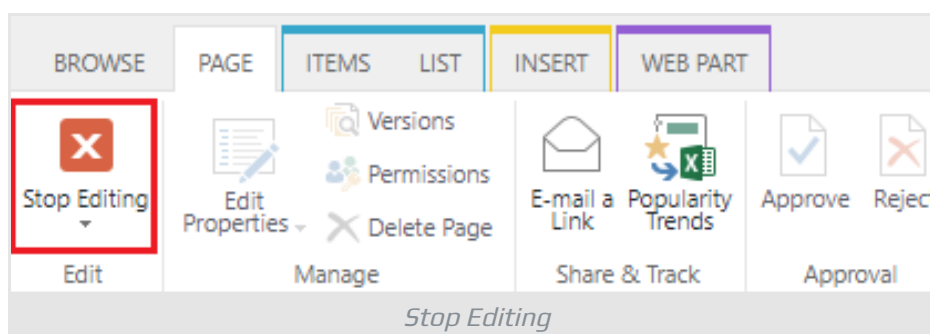
To connect List Filter, point to the List Filter Web Part, click down arrow, point to **Connections**, point to **Send Filter Provider To** and then click the name of List View Web Part to which you want to filter.



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

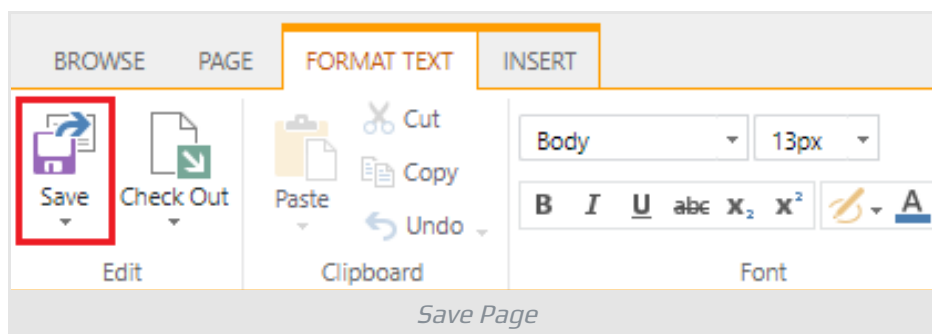


Once the List Filter Web Part is added to a page and connected to List View Web Part, on *Page* tab, click **Stop Editing**:



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



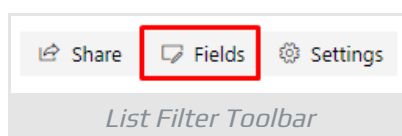


## Configure List Filter

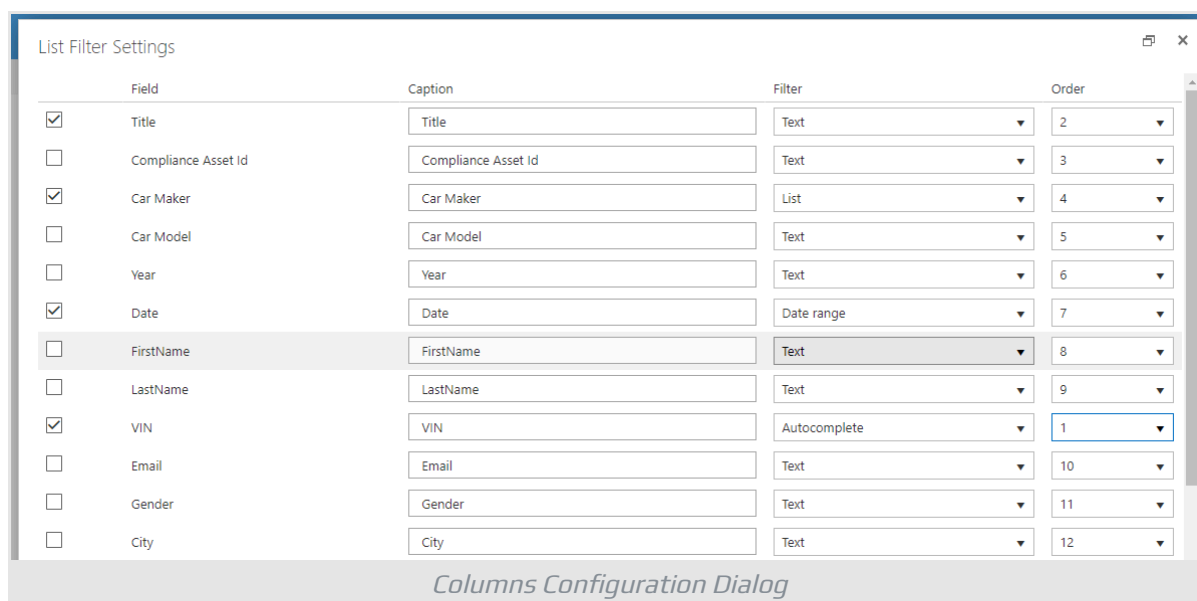
Now you are able to configure List Filter according to the list or document library it's connected to.

### Choose Fields

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



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



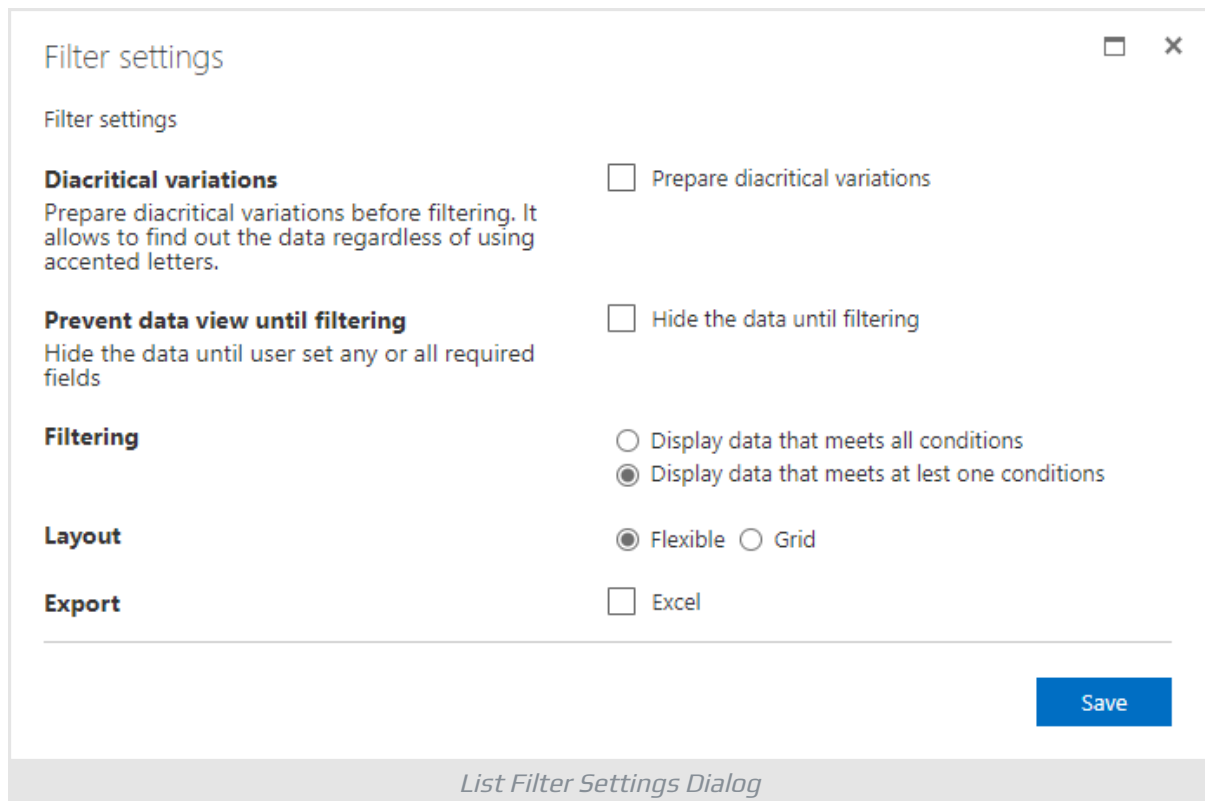
Scroll down and click **Save**.

 **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:



The screenshot shows a dialog box titled "Filter settings" with a close button (X) in the top right corner. The dialog contains several sections of settings:

- Filter settings**: A sub-header for the settings.
- Diacritical variations**: A section with a checkbox labeled "Prepare diacritical variations" and a description: "Prepare diacritical variations before filtering. It allows to find out the data regardless of using accented letters."
- Prevent data view until filtering**: A section with a checkbox labeled "Hide the data until filtering" and a description: "Hide the data until user set any or all required fields"
- Filtering**: A section with two radio button options: "Display data that meets all conditions" (unselected) and "Display data that meets at least one conditions" (selected).
- Layout**: A section with two radio button options: "Flexible" (selected) and "Grid" (unselected).
- Export**: A section with a checkbox labeled "Excel" (unselected).

A blue "Save" button is located at the bottom right of the dialog. Below the dialog, the text "List Filter Settings Dialog" is displayed in a grey bar.

# 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.