KNOWLEDGE BASE ARTICLE

How to Activate, Add, Connect and Configure the List Filter Web Part

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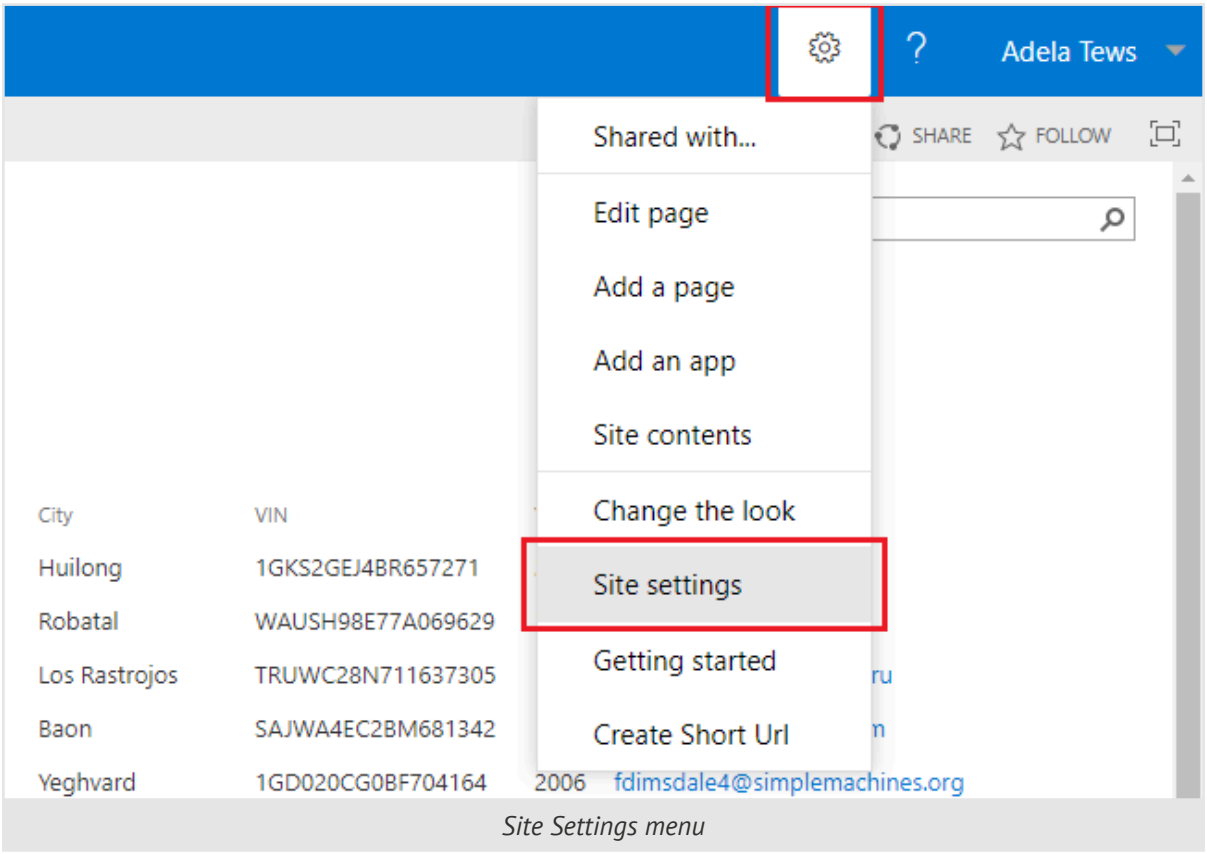
This article describes how to activate, add, connect, and configure the List Filter web part in **SharePoint**.

Feature Activation

Before using the **List** Filter **web part**, make sure the List Filter **feature** is enabled for the **site collection**.

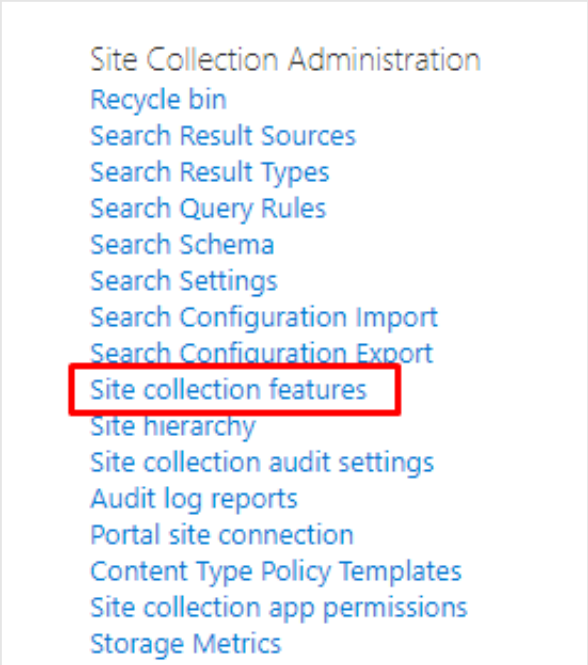
Go to the **site** where you want to use List Filter.

Click **Settings** → **Site Settings**.



Site Settings menu

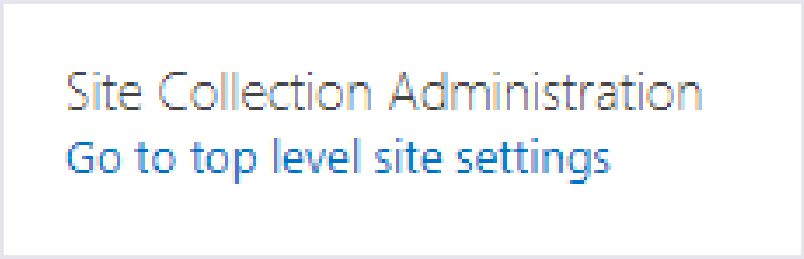
On the Site Settings page, click **Site collection features** under the **Site Collection Administration** heading.



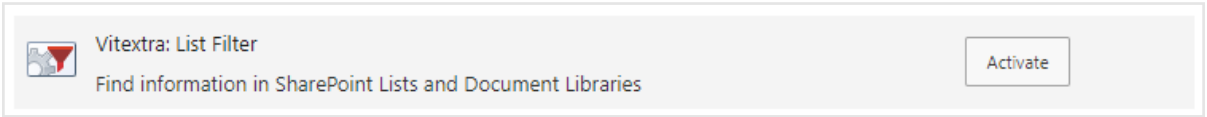
Site Collection features

Note

If you're not on the root site of the site collection, click **Go to top level site settings**.

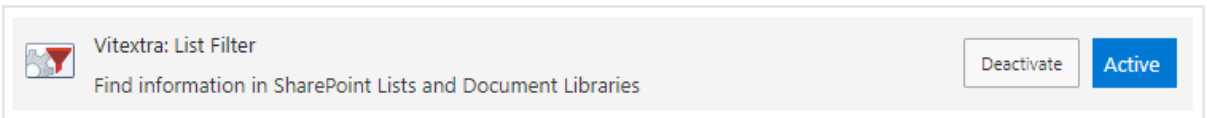


Scroll down to the **Vitextra: List Filter** row and click **Activate** next to the feature.



List Filter feature

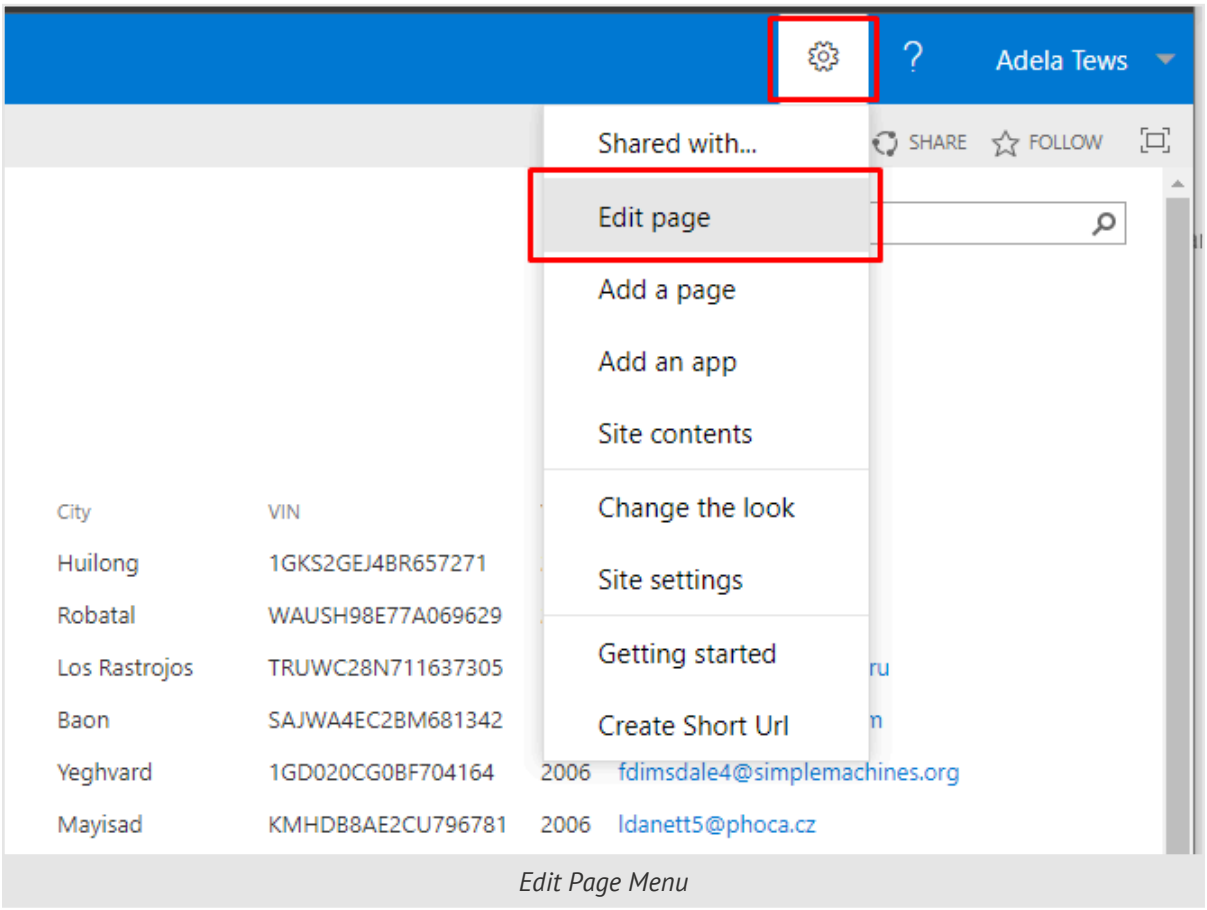
Once the feature is activated, you'll see an **Active** badge:



List Filter feature

Add List Filter Web Part

Go to the list or **document library** where you want to add List Filter.

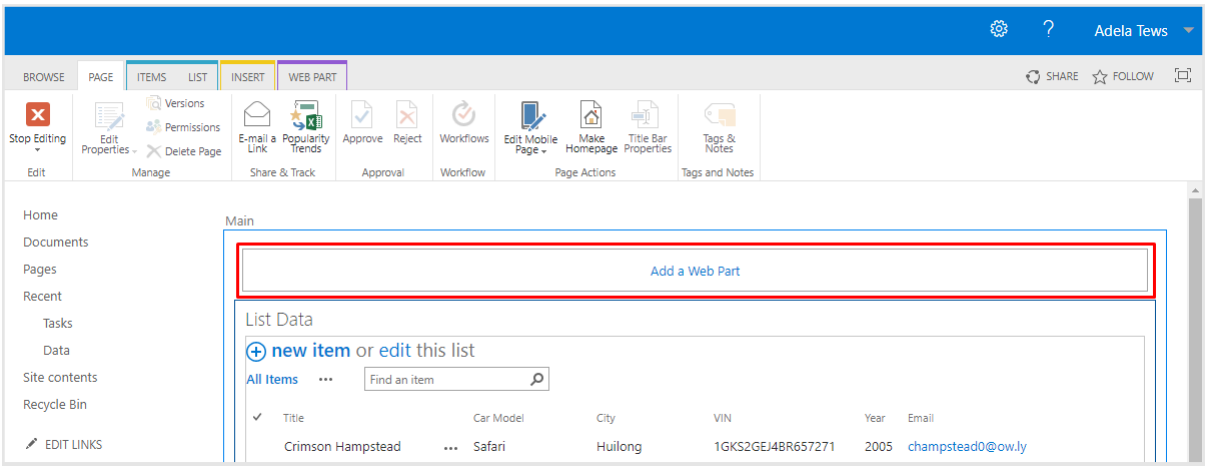


Edit Page Menu

Note

You can add the List Filter web part to any SharePoint page, as well as to a list or document library.

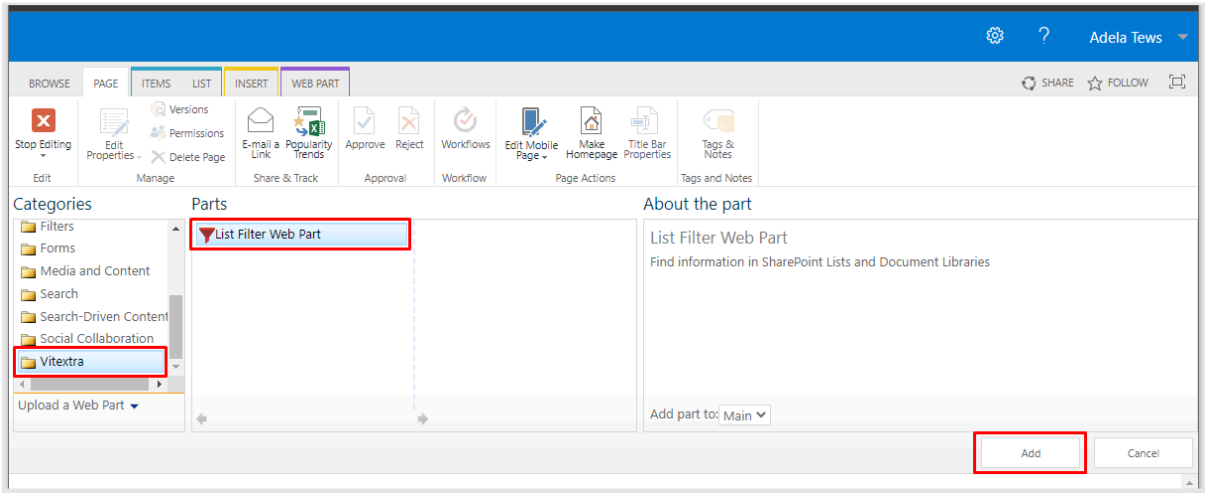
Click the **Add a Web Part** button where you want to place List Filter:



Page in Edit mode

If the **Add a Web Part** button isn't shown, click the spot on the page where you want List Filter, click the **Insert** tab on the ribbon, and then click **Web Part**.

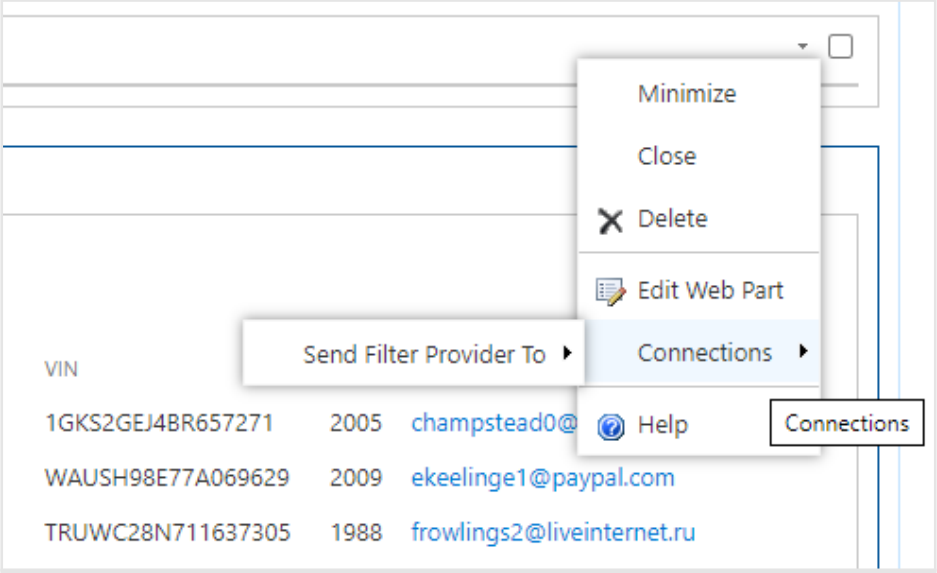
Under **Categories**, select **Vitextra**, select **List Filter Web Part**, and then click **Add**.



List Filter Web Part selection

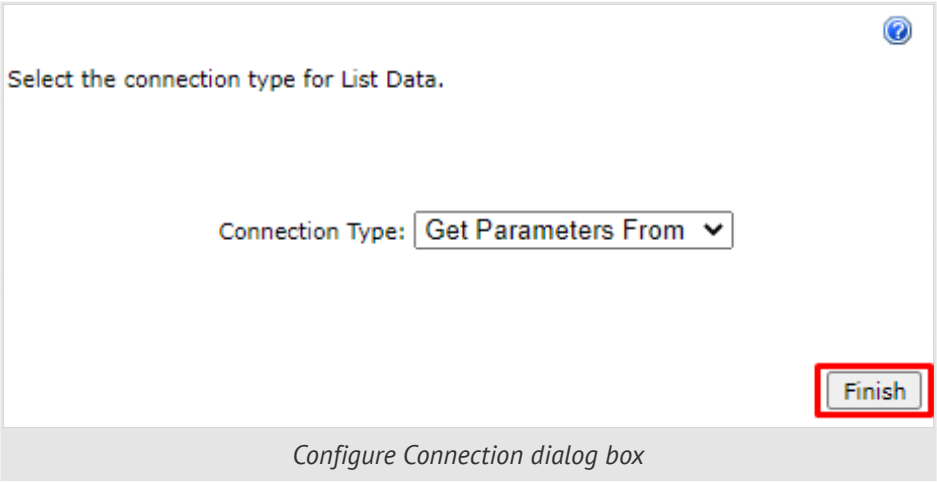
Connect List Filter

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



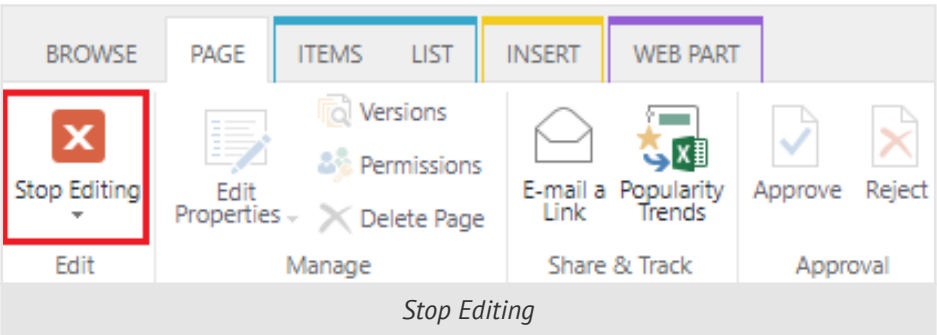
List Filter Context Menu

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



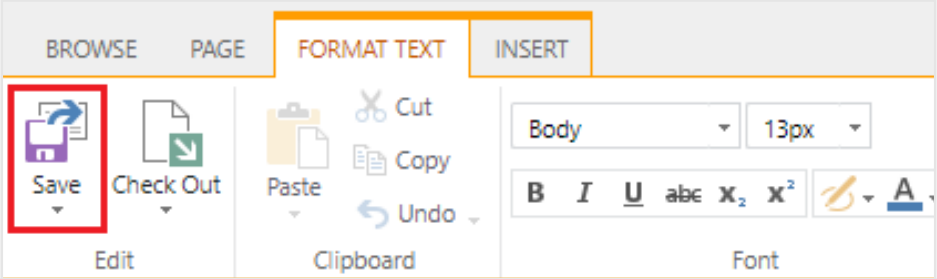
Configure Connection dialog box

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



Stop Editing

Or, if you're editing a wiki page, click **Save** on the **Format Text** tab.



Save Page

Configure List Filter

Now you can configure List Filter for the list or document library it's connected to.

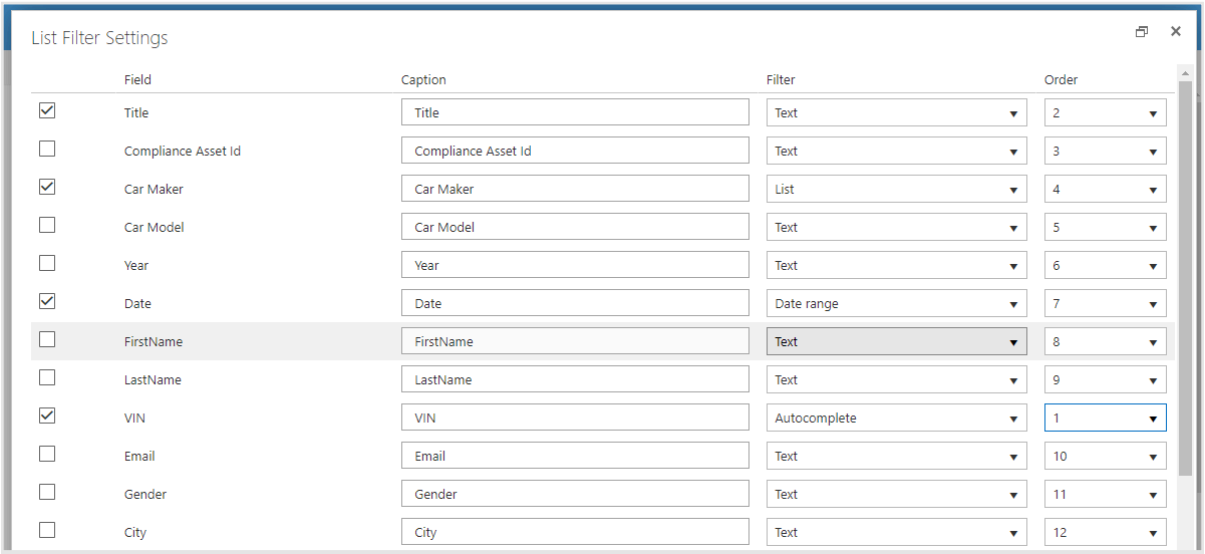
Choose Fields

Click **Fields** in the top-right corner of the List Filter web part to open the fields settings dialog box:



List Filter Toolbar

Select fields using the checkboxes, choose a filtering control for each, and update any other properties you need:



Columns Configuration Dialog

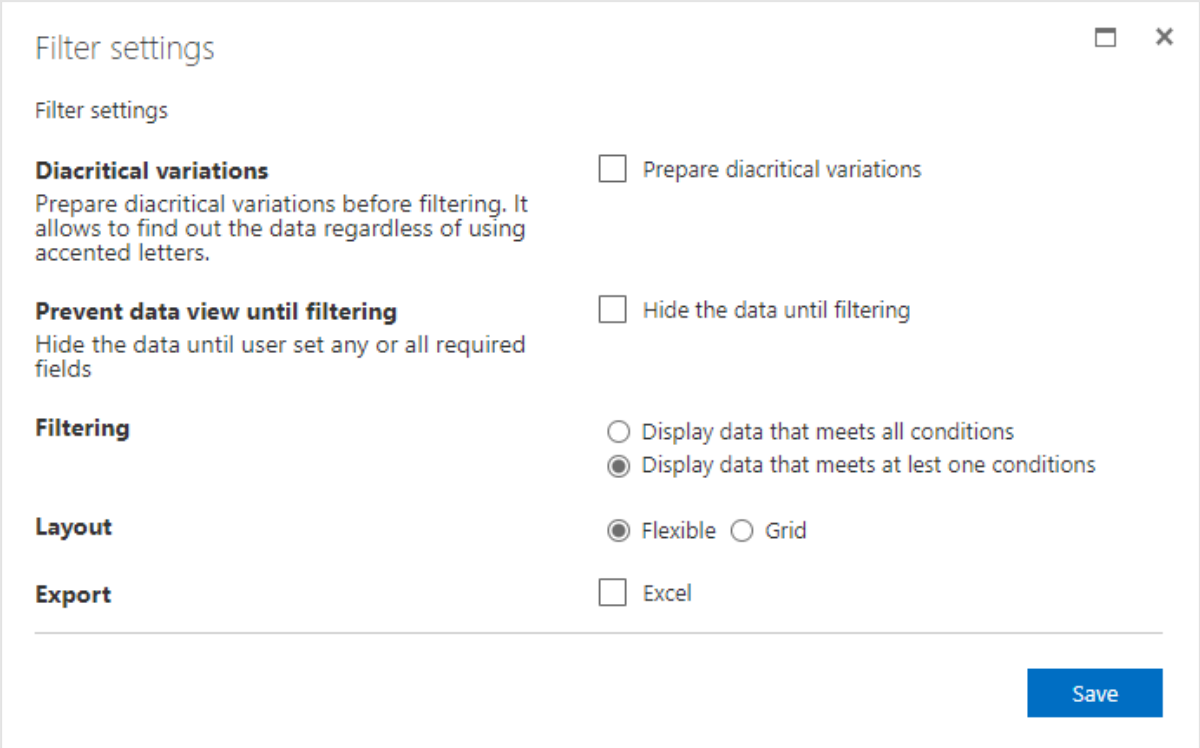
Scroll down and click **Save**.

Tip

You can add any field to the filter panel, even a field that isn't shown in the list view.

Additional Options

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



List Filter Settings Dialog

Terms

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

Feature
A feature is a set of SharePoint elements (artifacts), such as site columns, content types, web parts, application pages, custom actions, list templates, list instances, and others.

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

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Site Collection
A site collection is a group of one or more SharePoint sites, subsites, and related content. A site collection typically shares common settings, permissions, and configuration, providing a cohesive environment for users to work together on projects, departments, or specific areas of focus. Site collections are often used to separate content and control access rights based on organizational structure, security requirements, or project needs.

Terms

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.