

KNOWLEDGE BASE ARTICLE

Configure List Filter

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Table of Contents

| Feature Activation | 4 |
|--------------------------|----|
| Add List Filter Web Part | 6 |
| Connect List Filter | 7 |
| Configure List Filter | 9 |
| Choose Fields | 9 |
| Additional Options | 10 |
| Terms | 12 |

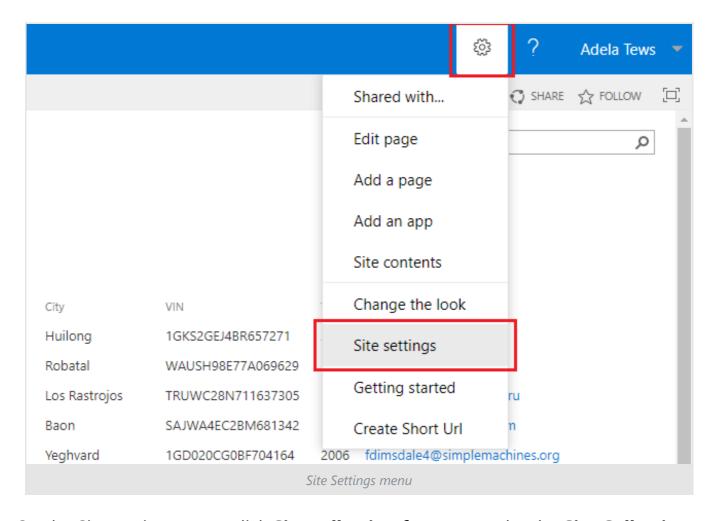
This article describes which filtering controls are available to use within <u>List Filter</u> Web Part.

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

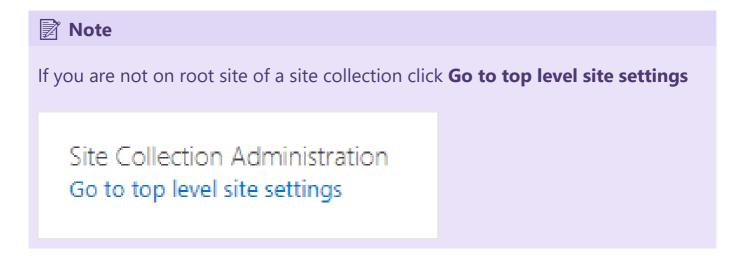
Click Settings, Site Settings



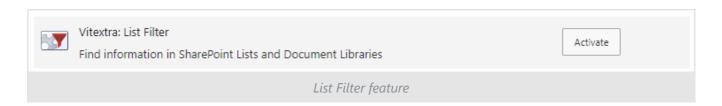
On the Site settings page, click **Site collection features** under the **Site Collection Administration** heading.

KB10010 Page 4 of 12

Site Collection Administration Recycle bin Search Result Sources Search Result Types Search Query Rules Search Schema Search Settings Search Configuration Import Search Configuration Export Site collection features Site hierarchy Site collection audit settings Audit log reports Portal site connection Content Type Policy Templates Site collection app permissions Storage Metrics Site Collection features

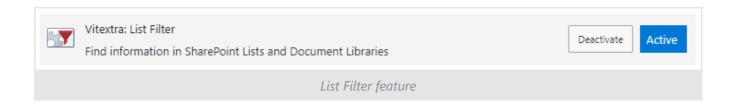


Scroll down to **Vitextra: List Filter** row and click **Activate** next to the **feature** to enable it



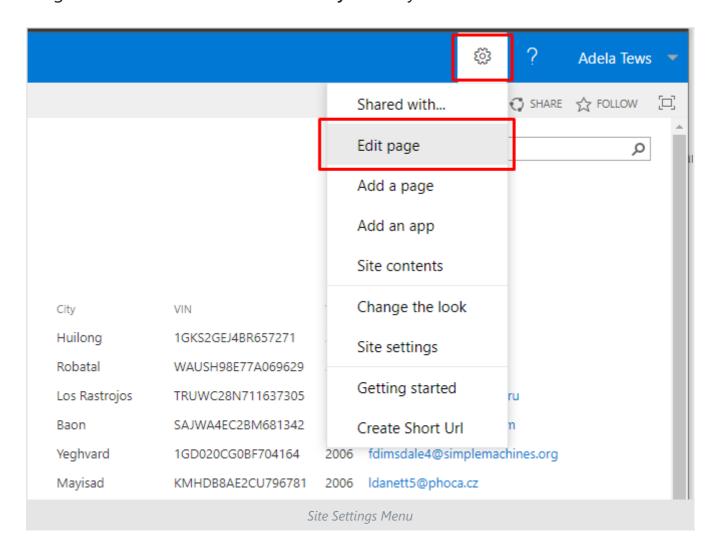
Once the feature is activated you see **Active** badge:

KB10010 Page 5 of 12



Add List Filter Web Part

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

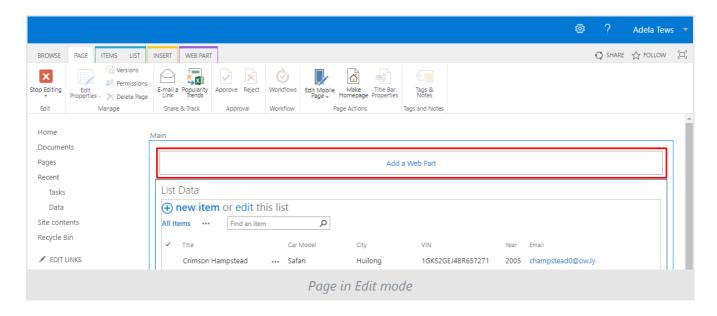




You can add List Filter Web Part to any SharePoint page as well as list or document library.

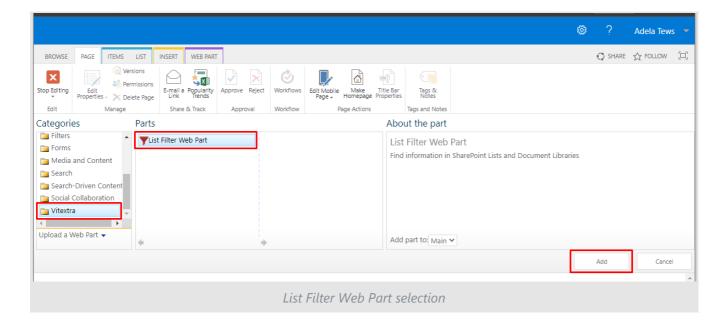
Click Add a Web Part button where you want to add List Filter:

KB10010 Page 6 of 12



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**.

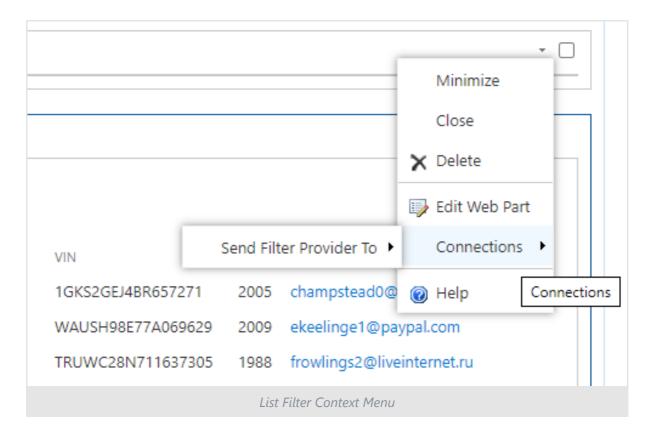
Under Categories, select Vitextra, select List Filter Web Part, and then click Add



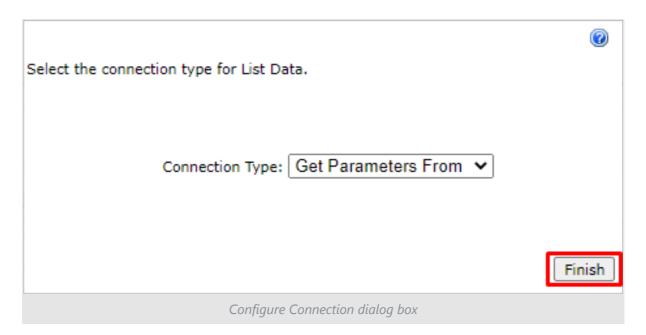
Connect List Filter

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.

KB10010 Page 7 of 12

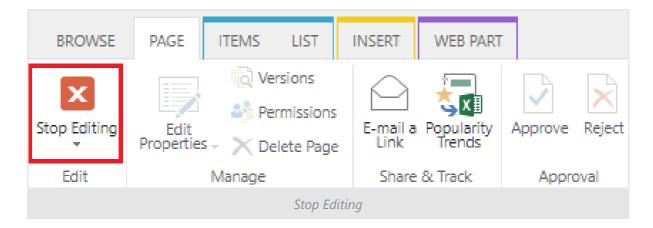


In the Configure Connection dialog box click **Finish**:

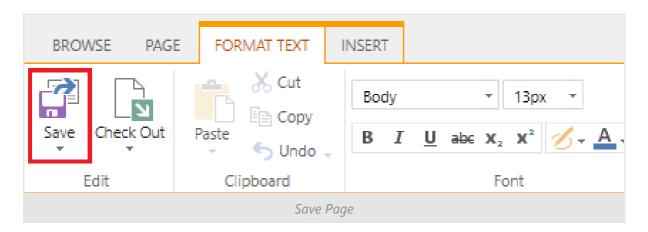


Once the List Filter Web Part is added to a page and connected to List View Web Part, on *Page* tab, click **Stop Editing**:

KB10010 Page 8 of 12



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

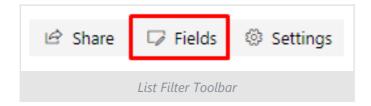


Configure List Filter

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

Choose Fields

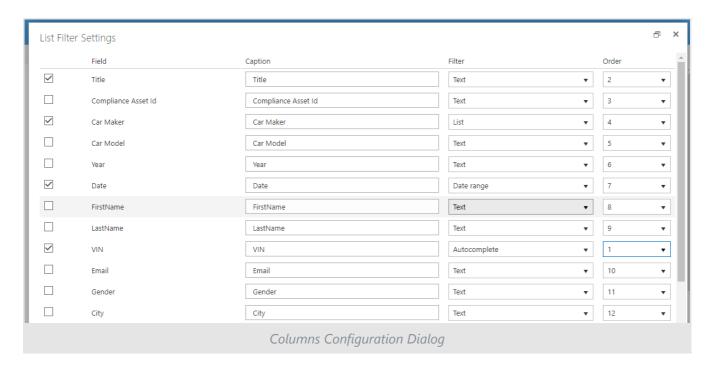
Click **Fields** on top right corner of the List Filter Web Part to open fields settings dialog box:



Mark fields by clicking checkboxes, choose filtering control, and update other

KB10010 Page 9 of 12

properties you need:



Scroll down and click Save.



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:

KB10010 Page 10 of 12

| 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 | |
| Export | Excel | |
| | Save | |
| List Filter Settings Dialog | | |

KB10010 Page 11 of 12

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.

KB10010 Page 12 of 12