KNOWLEDGE BASE ARTICLE

Filter a SharePoint List by Date Range with List Filter

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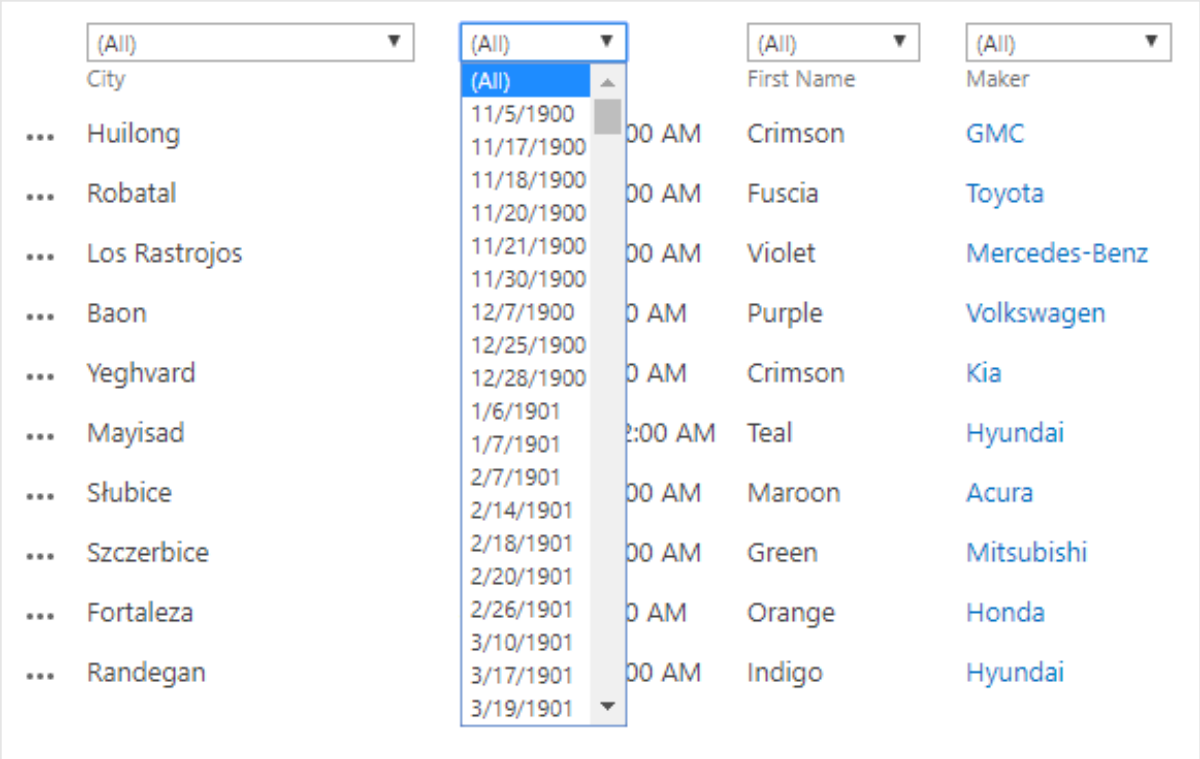
This article describes how to filter data in a SharePoint list or document library by date range using the Vitextra List Filter web part.

Introduction

The built-in SharePoint filter can't filter a list or document library by date range. Its native functionality is limited to choosing an exact date from the existing values:



Filter Date Time column

In everyday work, you often need to filter a list or document library by a date range. The usual workaround is to create a dedicated view — but the more cases you have, the more views you end up maintaining.

Vitextra List Filter lets you get rid of those extra views and work more efficiently.

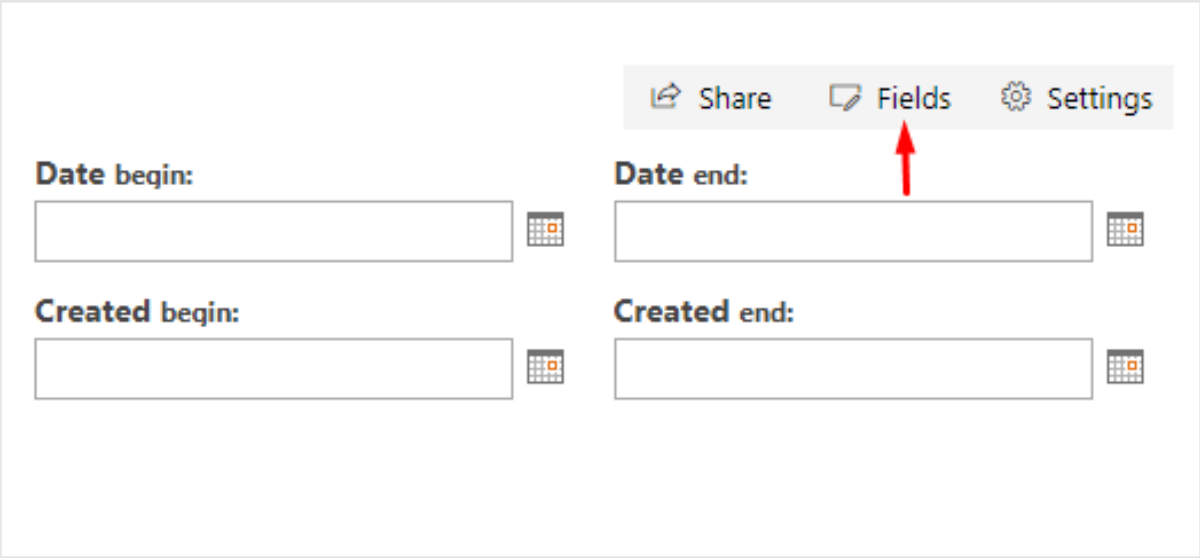
Prerequisites

Before you can use the date range filter, activate the **Vitextra: List Filter** site collection feature and add the List Filter web part to the list view or the page where the view is located.

For details, see the Configure List Filter article.

Add Column to the Filter Panel

Click **Fields** to open the column settings dialog:

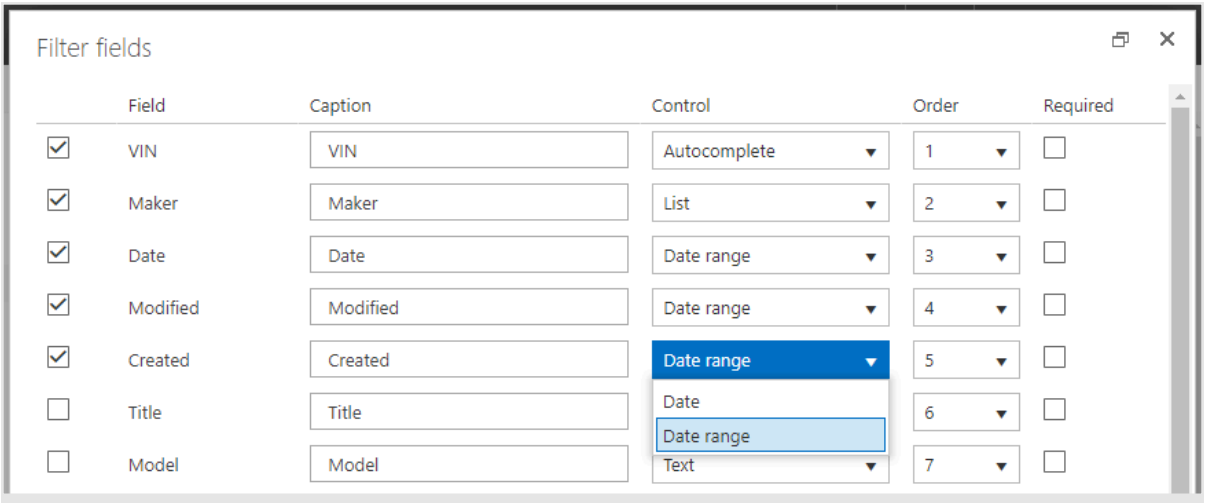


Filter panel settings

Note

If the settings buttons don't appear on the web part, check your permissions and try again.

In the settings dialog, select the DateTime columns you want to filter by and choose the **Date range** filtering control:

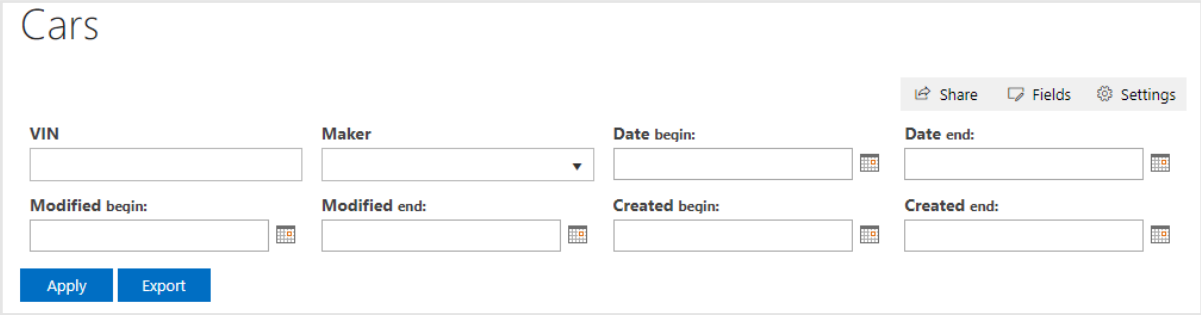


Columns Settings Dialog

Click **Save** and refresh the page to see the changes.

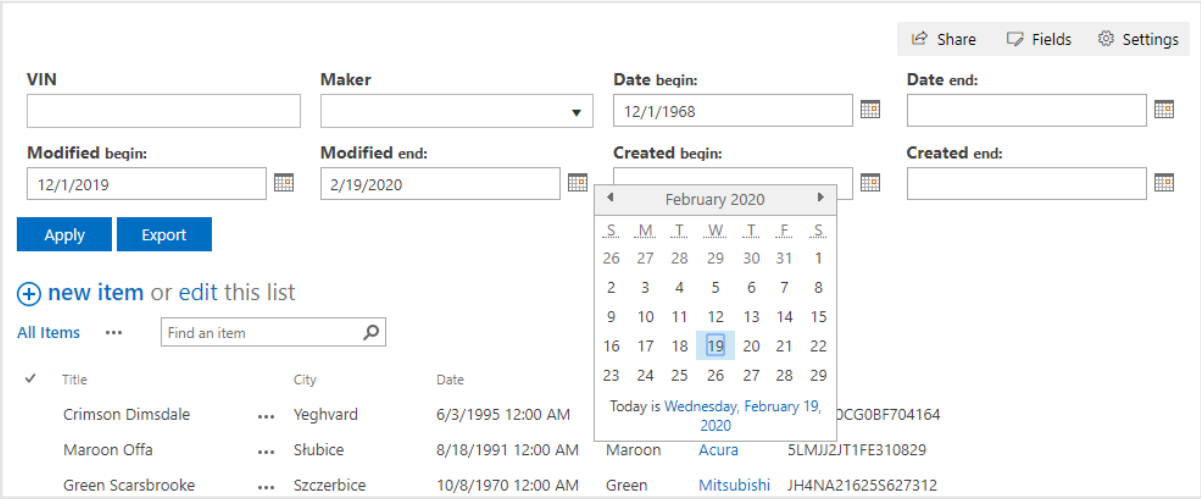
Filter by Date Range

Once you've configured the filter, the panel shows two date pickers for each DateTime column you selected:



Filtering Panel with date range controls

Enter a date or pick one with the SharePoint date picker, then click **Filter** to apply it.



Date Picker Control

Note

You can specify both the *begin* and *end* values, or just one of them, to filter the data.