KNOWLEDGE BASE ARTICLE

How to Filter a SharePoint List or Library by Date Range with List Filter

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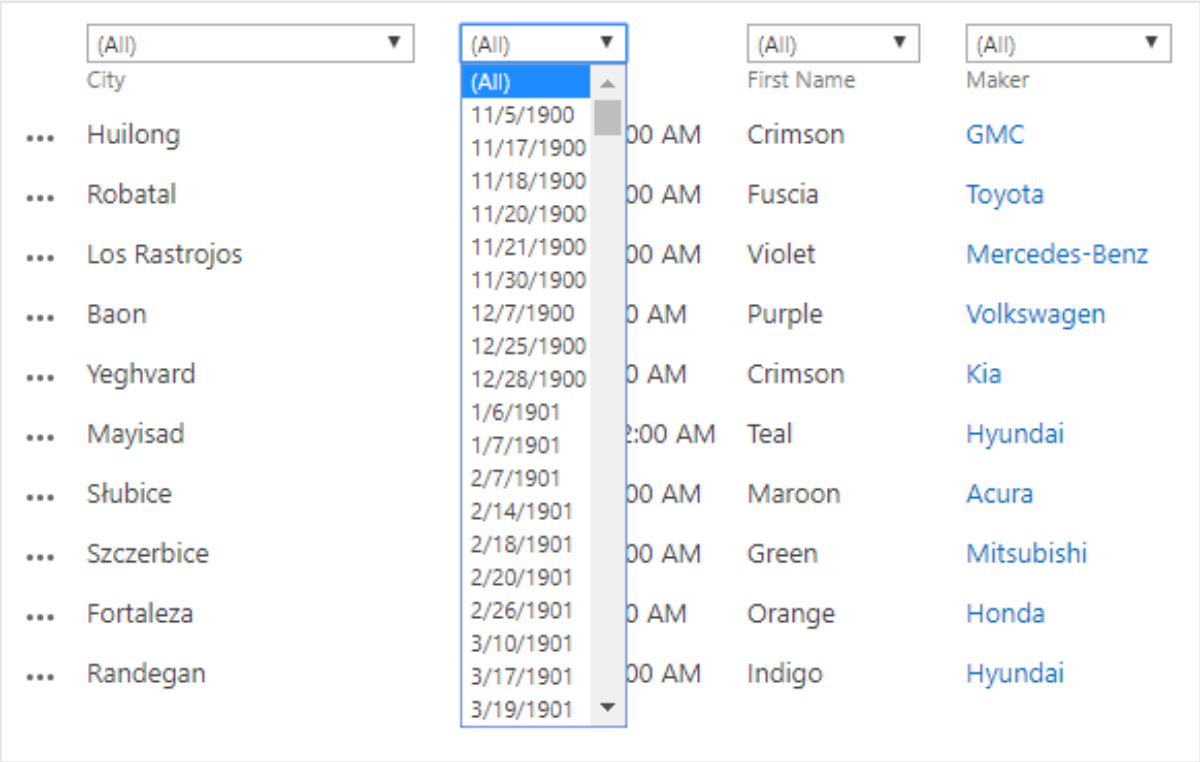
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This article describes how to filter data in a **SharePoint list** or **document library** by date range using the Vitextra List Filter web part.

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.

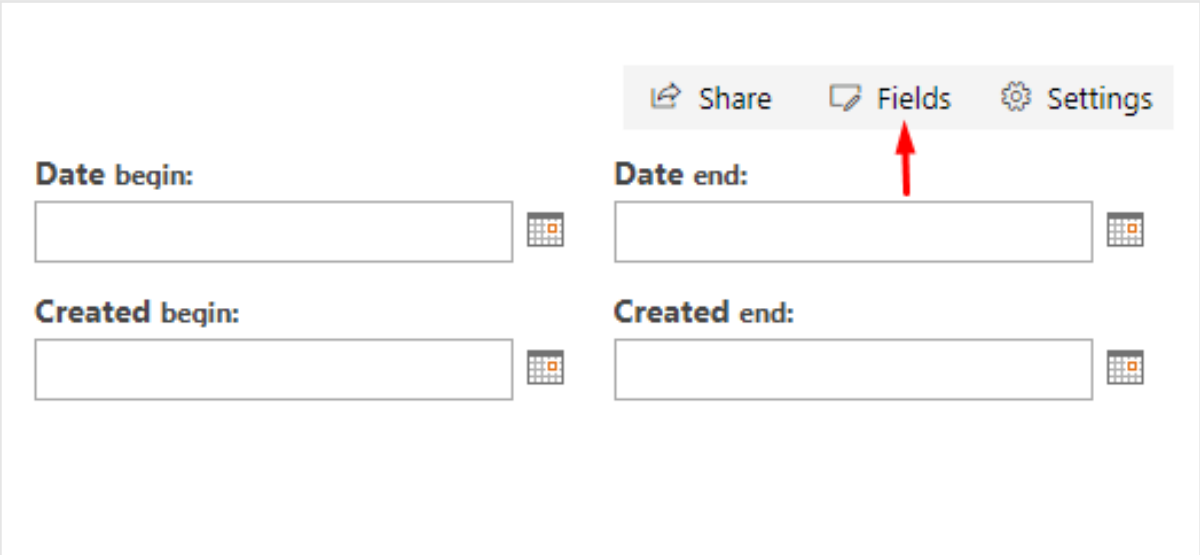
Prerequisites

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:

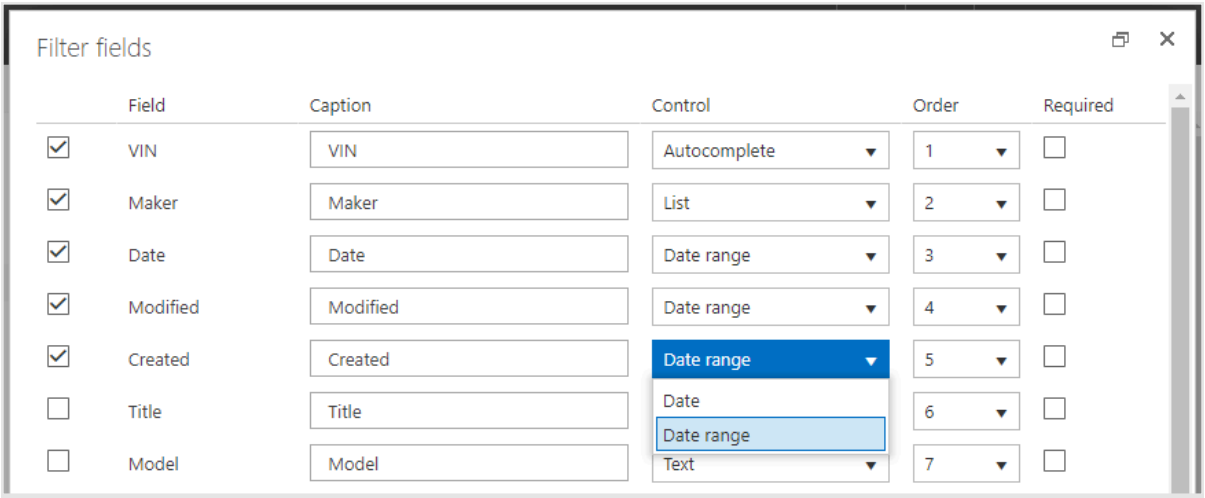


Filter panel settings

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:

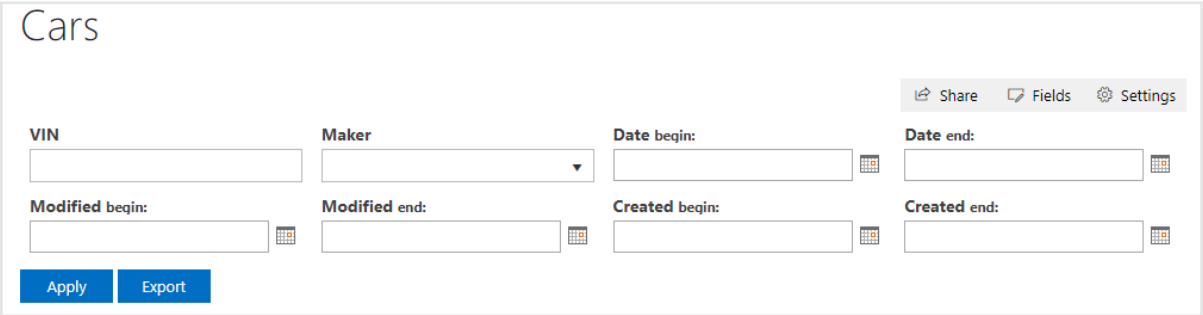


Columns Settings Dialog

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

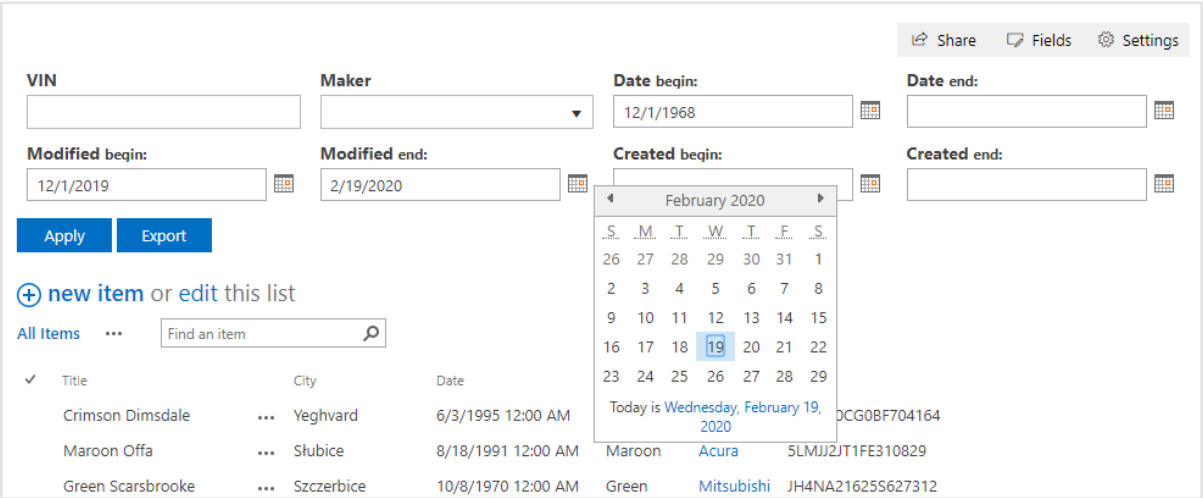
Filter by Date Range

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.

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 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.

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

Terms

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.