KNOWLEDGE BASE ARTICLE

List Filter Online for SharePoint: Features and Configuration

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The Vitextra List Filter Online web part lets users filter and retrieve data from a SharePoint list or document library. This article describes the web part's main features and how to configure it.

Web Part Overview

The List Filter Online web part helps users quickly find the information they need in SharePoint **lists** and **document libraries**. It provides a flexible filtering system that narrows results by criteria such as date, author, or content, and its intuitive interface lets users adjust the view to suit their needs.

With it, you can work through large datasets and locate specific documents with ease, keeping the information most relevant to your workflow within easy reach.

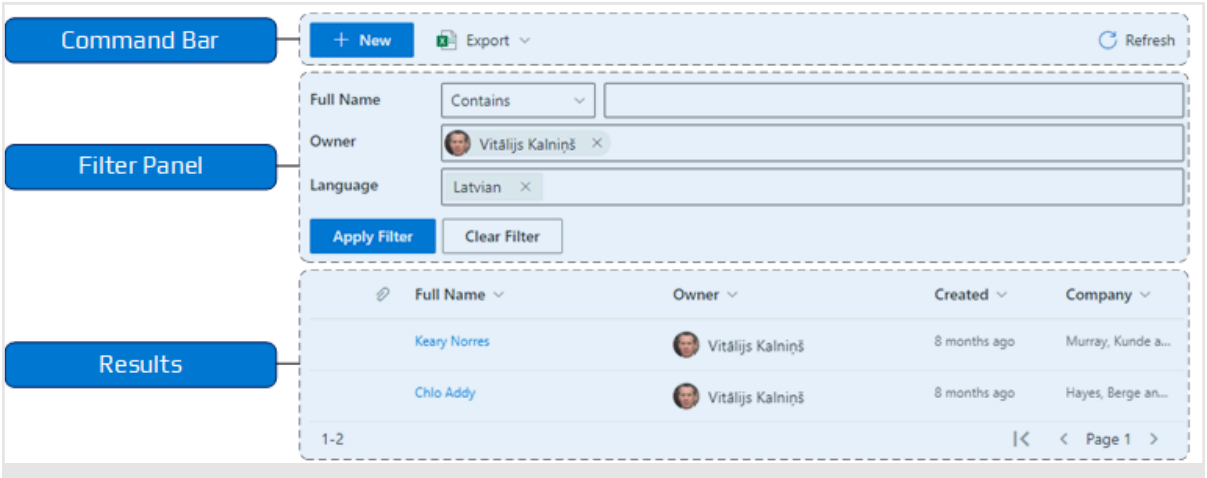
Key Features

- Display data from other sites
- Query Builder to create complex **CAML** queries
- Filter Panel to search relevant information
- Export to Excel

> ⚠ **Warning**
>
> The List Filter Web Part does not support selecting an existing view. Instead, you select the columns that you want to display in the web part.

Web Part Layout

The web part combines three main elements: a **command bar**, a **filter panel**, and a **results** table. The results table is always visible and cannot be hidden, unlike the other two elements.



List Filter Online Web Part

Note

List Filter Online cannot be connected to other web parts, but it can be used as a standalone tool to filter data.

API Permissions

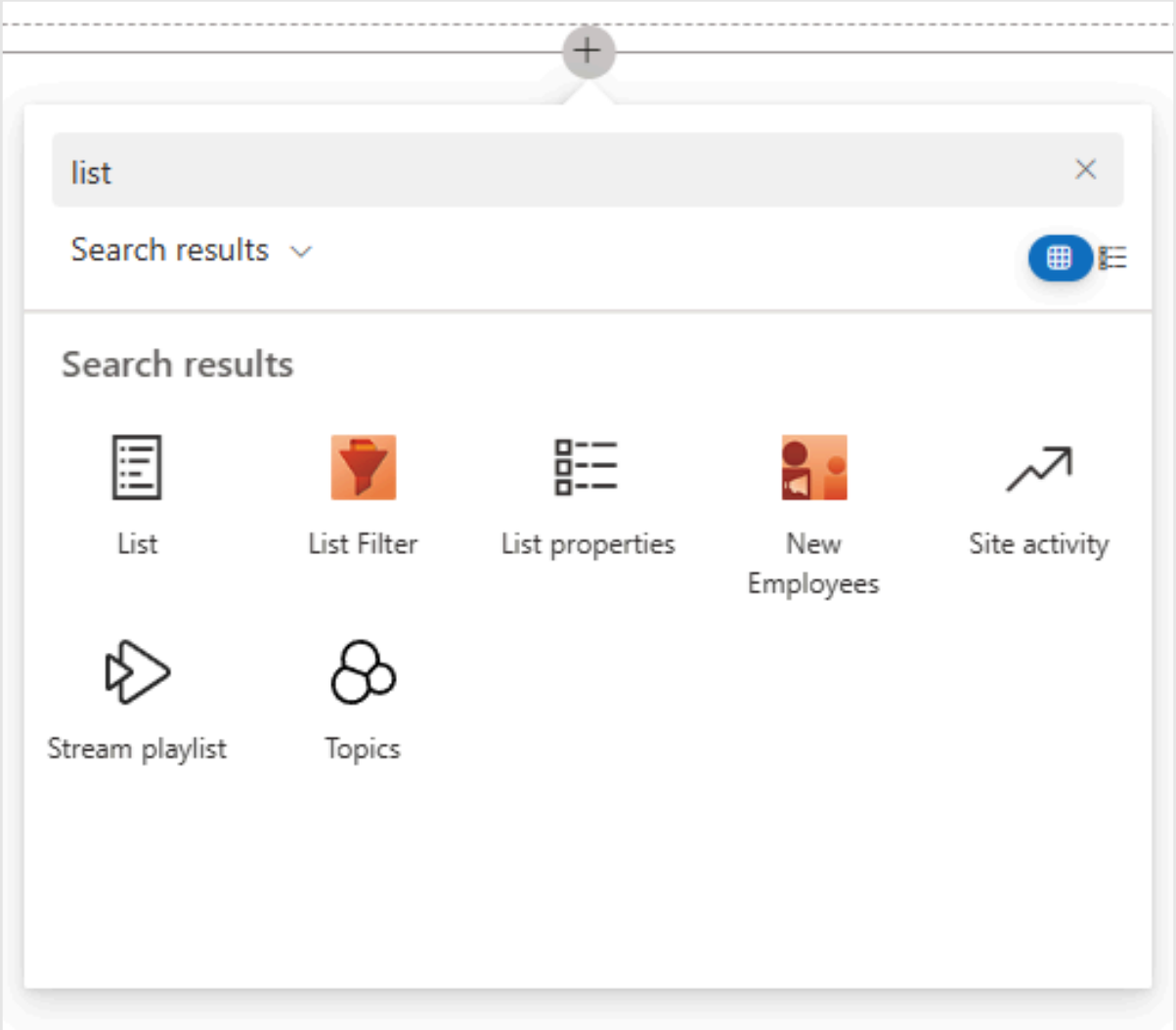
The List Filter Online web part uses the native SharePoint **REST API** to retrieve data from lists and document libraries. As a result, it needs no additional permissions and can be deployed and used immediately.

Note

The List Filter Online web part requires no API permissions and is ready to use immediately after deployment.

Web Part Configuration

After you deploy the package, the List Filter Online web part appears in the **web part gallery**.

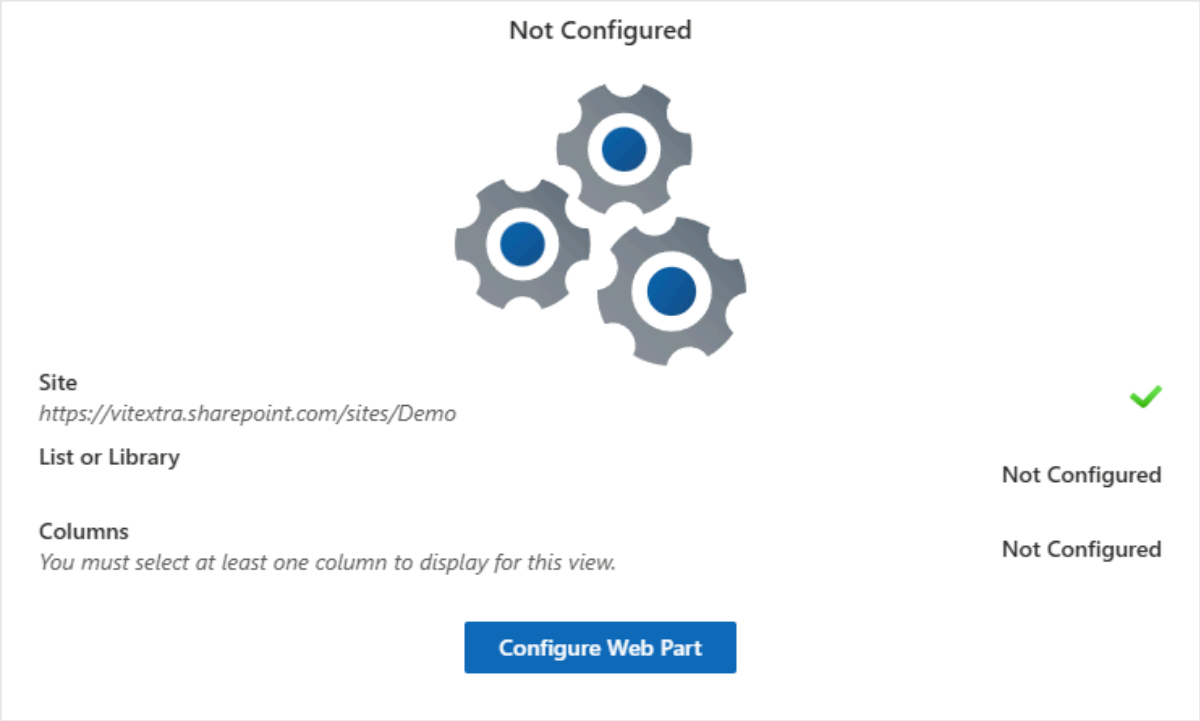


SharePoint Online Web Part Gallery

Tip

To deploy the web part in your environment, see the KB10035. Installing Cloud-based Product article.

After you add the List Filter web part to a page, you'll see the following alert:



Configuration Required Message

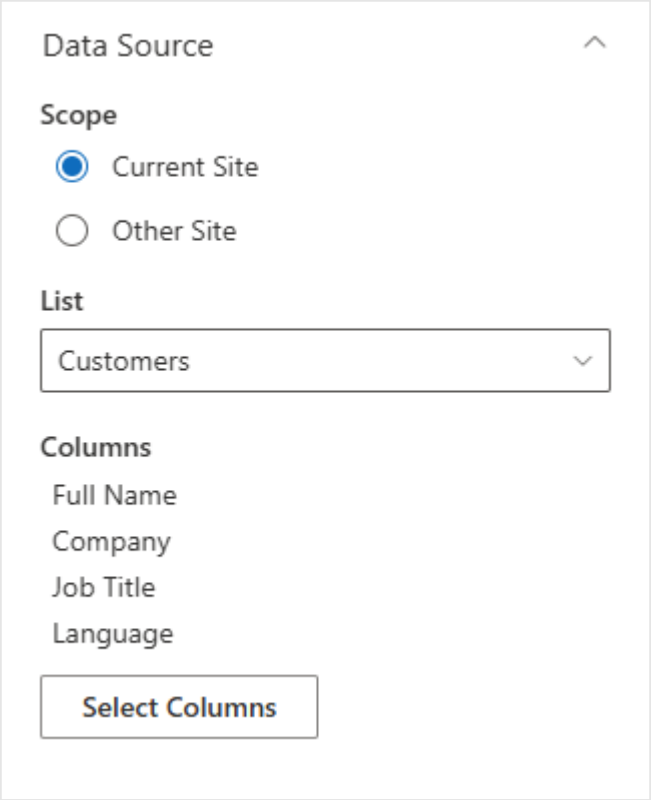
You need to provide three required parameters:

1 **Site**. The **SharePoint Site** in the current **Site Collection** that contains the list you want to display data from.
2 **List or Library**. The list or library that contains the data you want to retrieve and display.
3 **Columns**. The set of columns you want to include in the list view.

To configure the web part, click **Configure Web Part** to open the configuration panel.

Data Source

The first section is where you specify the parameters for displaying data. The web part can show information from any SharePoint site.

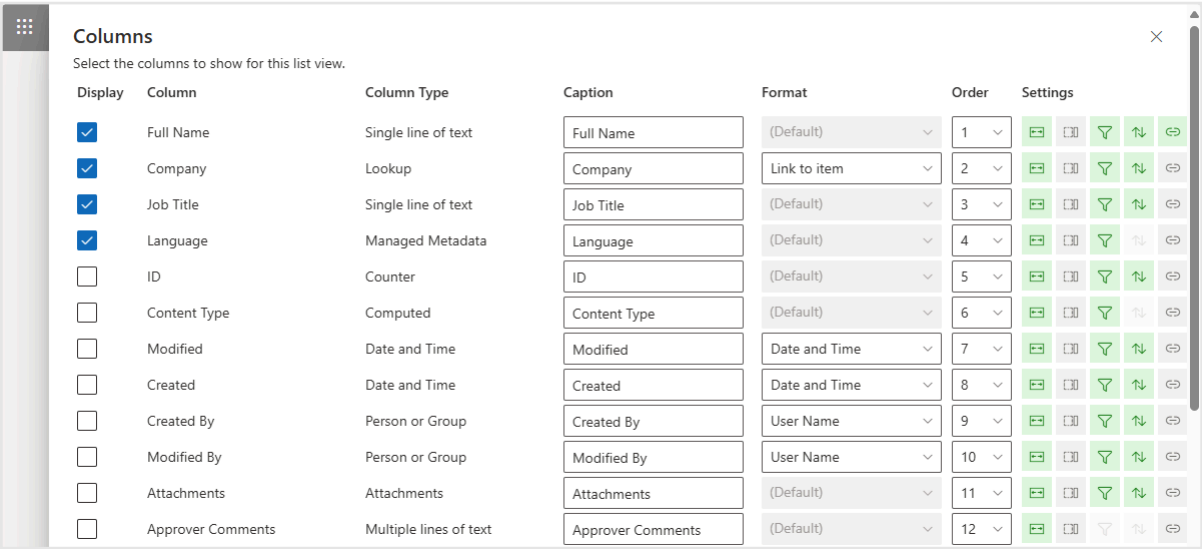


List Filter Data Source Settings

To choose a site, enter its URL or name in the search bar and select it from the suggestions. Then choose a specific list or document library within that site.

Columns

The last required parameter is the set of columns to display in the list view. Click the **Select Columns** button to open the column options panel.



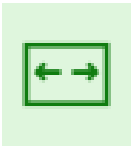
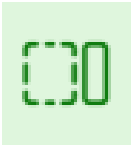
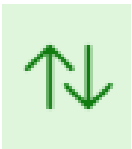
List Filter Data Source Settings

⚠ Warning

The List Filter Web Part does not support selecting an existing view. Instead, you select the columns that you want to display in the web part.

Columns Display Options

For each column in the list view, you can set a caption, order, and other options that control how the column behaves.

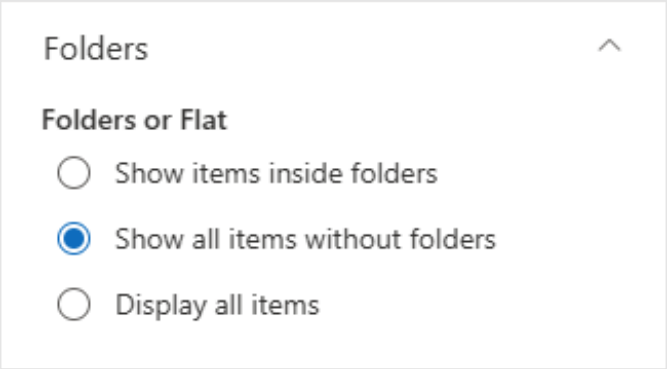
Icon	Name	Description
	**Resizable**	Allow users to resize column
	**Collapsible**	Allow the web part to collapse the column if there is not enough space for it
	Filterable	Allow users to filter the column values by selecting one or more options in the column context menu
	**Sortable**	Allow sorting the view by column
	Link to Item	Display column value as a link to item or document

Tip

The List Filter web part lets you customize columns, including the caption, format, display order, and appearance.

Folders

This section controls how data in your folders is displayed.



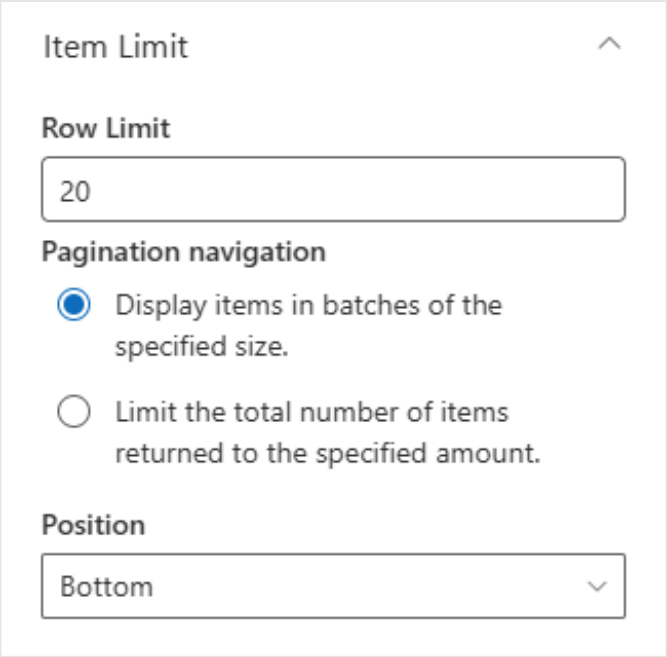
List Filter Folder Settings

You can choose from several options:

Show items inside folder (default). Displays the items inside each folder separately. **Show all items without folders**. Shows all items at the same level, with no folders — a "flat" view. **Display all items**. Shows all items and their folders at the same level.

Item Limit

This section controls how many items appear in the view. Use the slider to adjust the number.



List Filter Pagination Settings

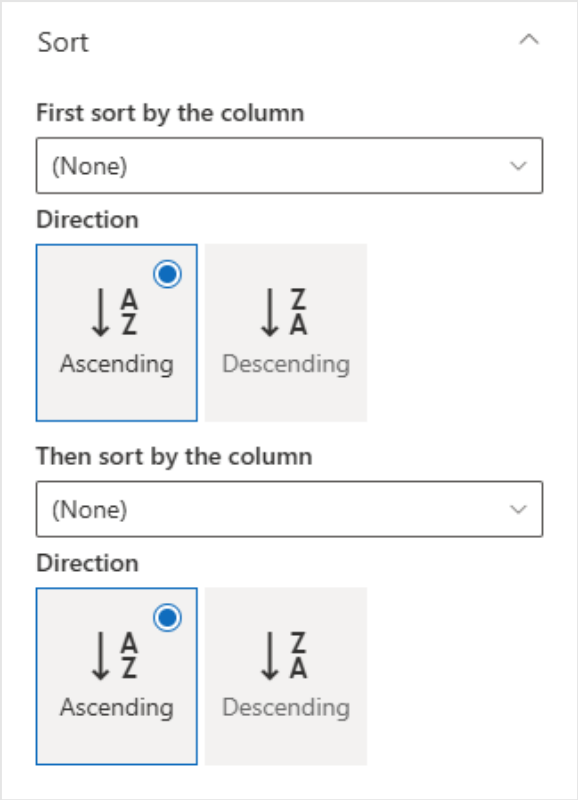
Pagination

To enable pagination, select **Display items in batches of the specified size** and choose where the pagination control appears (top, bottom, or both). To disable

pagination, select **Limit the total number of items returned to the specified amount** and enter the number you want.

Sorting

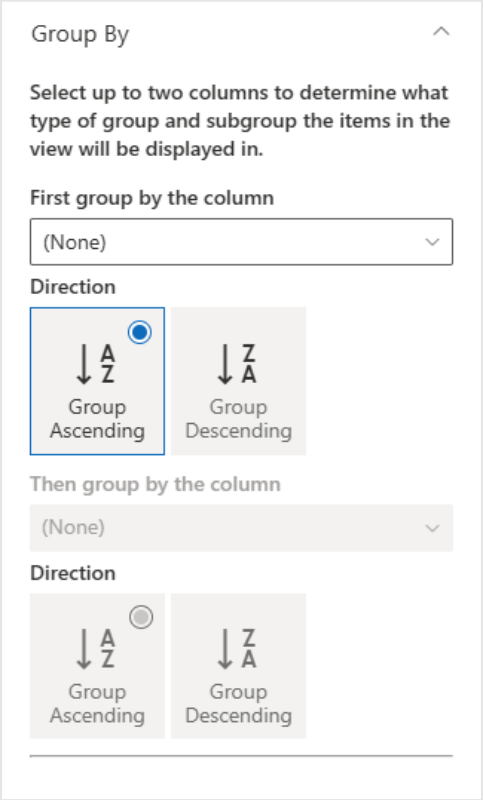
You can sort the view by up to two columns.



List Filter Sort Settings

Group By

Grouping items helps you navigate and understand the data more easily. To group items, select up to two columns in the Group By section of the web part settings:



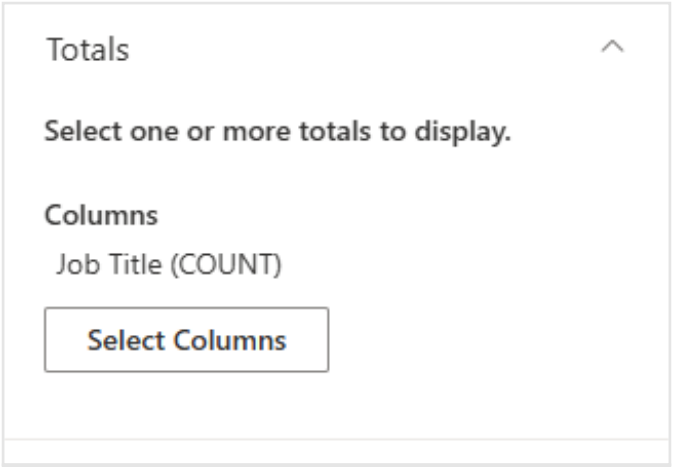
List Filter Group By Settings

⚠ Warning

The List Filter Online web part currently does not support collapsed grouping. We are working on this feature and plan to include it in a future update.

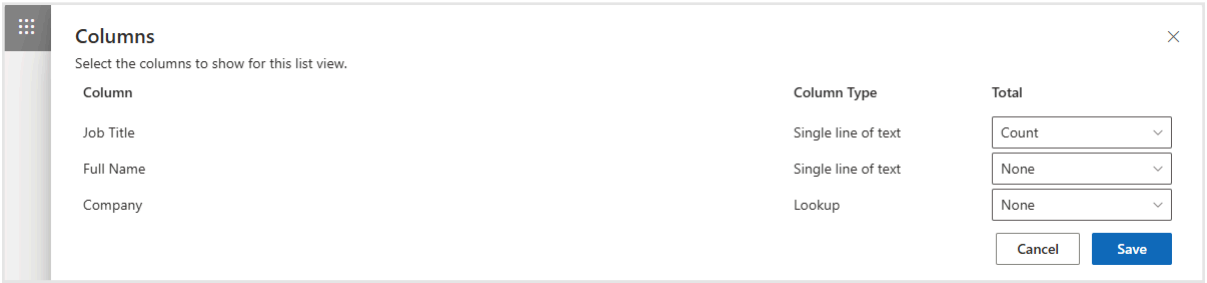
Totals

Totals let you perform simple calculations on specific columns in the list view.



List Filter Totals Settings

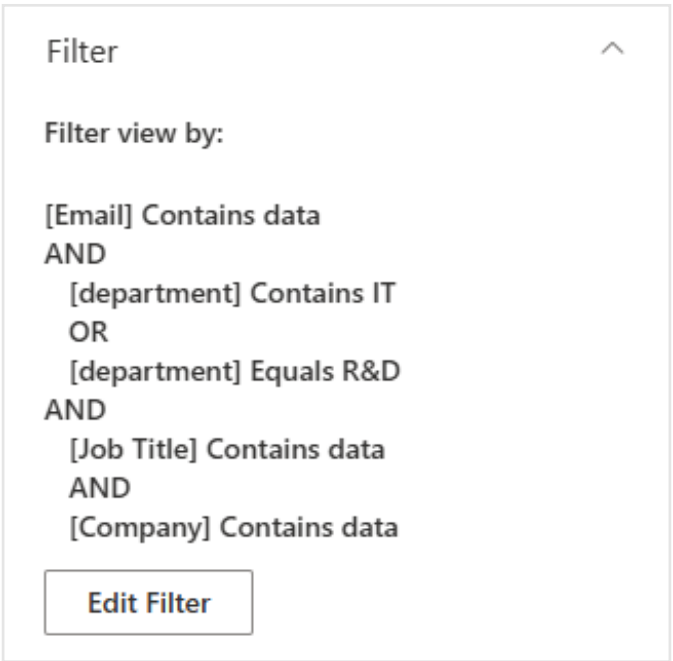
To configure totals, click the **Select Columns** button under the **Totals** heading in the configuration pane and choose the function to apply (Count, Average, Maximum, Minimum, Sum, Standard Deviation, or Variance).



List Filter Totals Columns Settings

Filter

The List Filter web part includes a Query Builder for creating complex queries that retrieve specific data from your SharePoint lists and libraries.



List Filter Query Settings

The Query Builder lets you group conditions, nest groups, and specify controls to build a filter query.

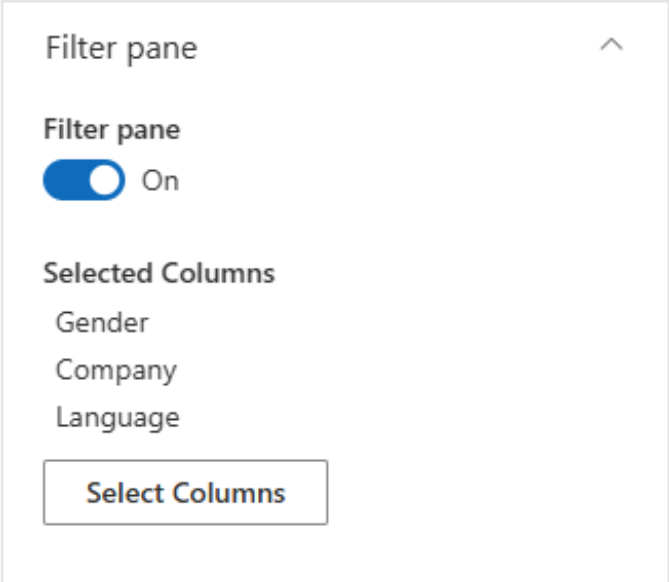
List Filter Query Builder

Note

The List Filter Query Builder creates a CAML query to retrieve data from a SharePoint list or library.

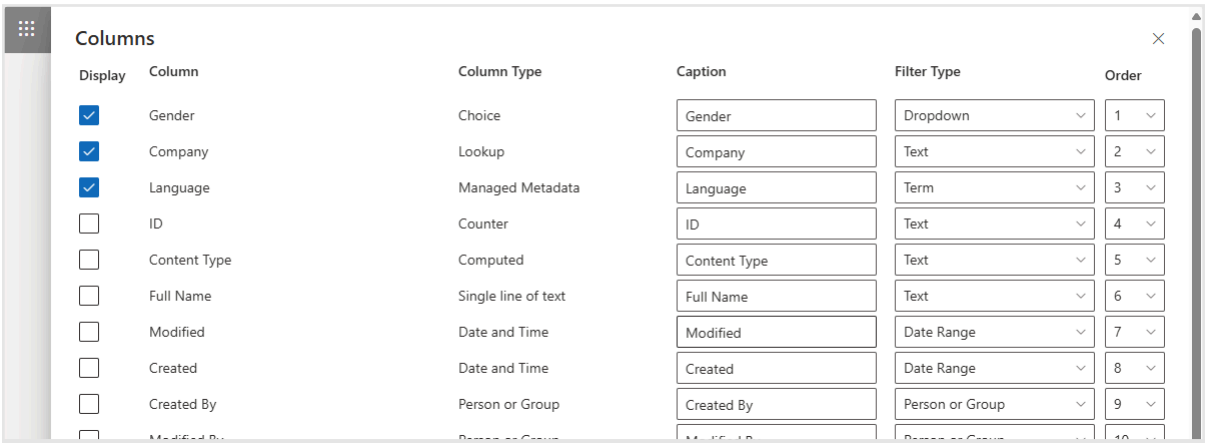
Filter Pane

The filter pane lets end users filter the list view using the columns and controls that an administrator has specified.



List Filter Filtering Pane Settings

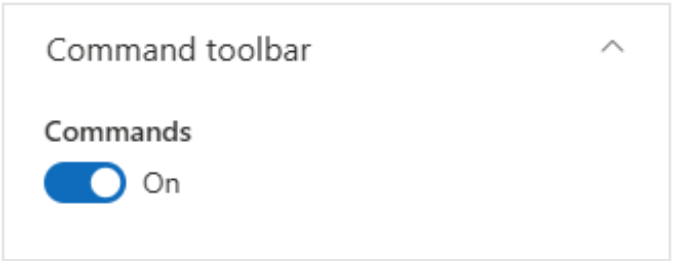
To choose the columns and filter types, click the **Select Columns** button and select the columns that will be available for filtering.



List Filter Filtering Pane Columns Settings

Command Toolbar

You can show or hide the command toolbar above the list view.

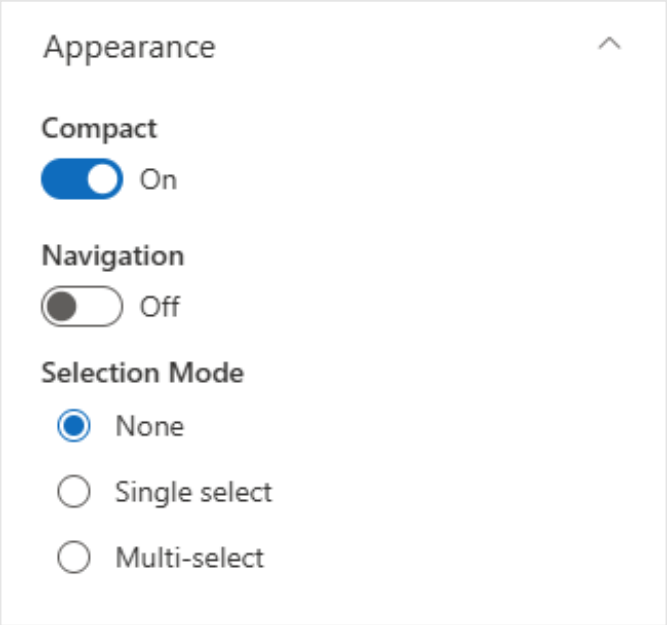


List Filter Command Toolbar Settings

Appearance

The last section of the configuration panel controls the web part's appearance. You can adjust the following settings:

- **Compact**. Display the list in a compact format to reduce the space between rows.
- **Navigation**. Show or hide the breadcrumb navigation bar above the results.
- **Selection Mode**. Choose from three options: none, single selection, or multiple selection.



List Filter Appearance Settings

Summary

The Vitextra List Filter Online web part is an essential tool for managing data in SharePoint Online. It lets users efficiently filter and retrieve data from lists and document libraries, improving both accuracy and productivity. With its extensive configuration options, the web part adapts to the specific needs of any organization — a valuable addition to your SharePoint toolkit.

Terms

CAML
Collaborative Application Markup Language (CAML) is a case-sensitive XML-based language used in SharePoint to define data definition objects such as lists, document libraries, views, content types, fields, and data rendering elements. For example, CAML can be used to build a query to filter and retrieve data from lists or libraries.

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.

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.

REST API
REST API (Representational State Transfer Application Programming Interface) is a standardized way for software applications to communicate over the internet. It enables clients to request and manipulate data from a server using standard HTTP methods like GET, POST, PUT, and DELETE. REST APIs are widely used for building web services that are scalable, flexible, and can be accessed by various client applications.

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

Site Collection
A SharePoint Site Collection is a grouping or container within the SharePoint platform that consists of one or more SharePoint sites, subsites, and related content. A SharePoint Site Collection typically shares common settings, permissions, and configurations, providing a cohesive environment for users to work together on projects, departments, or specific areas of focus. Site Collections are often used to segregate content and control access rights based

on organizational structure, security requirements, or project needs.

Web Part Gallery

The SharePoint Web Part Gallery is a centralized repository within SharePoint where users can discover, access, and manage various pre-built components, known as web parts, to enhance the functionality and customization of their SharePoint sites. It offers a diverse range of tools and widgets developed by Microsoft and third-party developers, empowering users to easily extend and tailor their SharePoint experience to meet specific business needs without extensive coding or development.