KNOWLEDGE BASE ARTICLE

List Filter Online: Solution Overview

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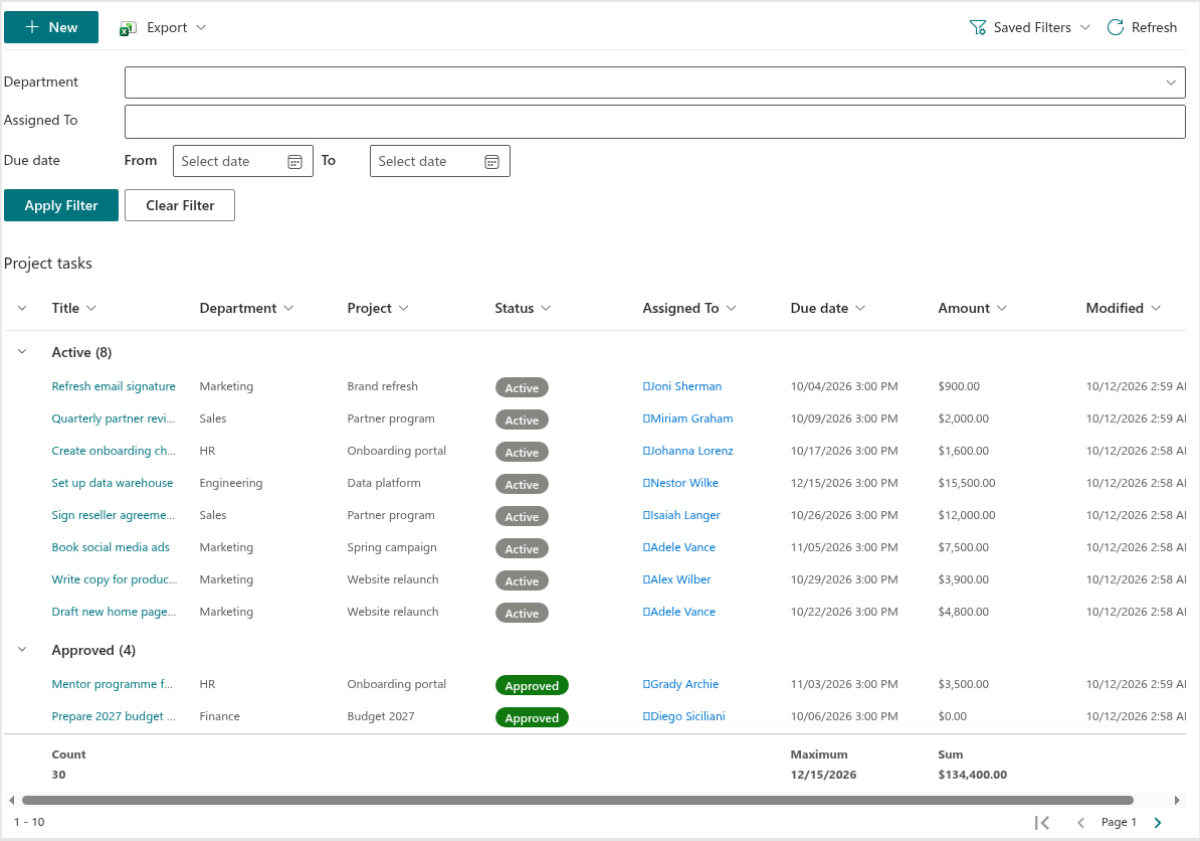
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Introduction

A **SharePoint list** grows until nobody can find anything in it. The built-in **view** offers a search box and a column header menu, but a user who needs "all contracts of this customer, signed last quarter, owned by my department" has to open several menus in a row, and the next user has to repeat the whole sequence. List Filter Online replaces that routine with a filter pane: an administrator picks the columns that matter and the control for each of them, and users filter the list with drop-downs, date ranges, people pickers and other familiar controls, save the result and share it as a link.

List Filter Online is a SharePoint Framework **web part** for modern **SharePoint Online** pages. It shows the items of a list or **document library** in a table with its own command toolbar, filter pane and item menus, and it can take the data from any **site** of the **tenant**. This article introduces the solution: where it works, what is in the package, what the user sees on the page and which capabilities the administrator can switch on.



The List Filter Online web part on a SharePoint Online page

Where List Filter Online works

List Filter Online is deployed to a **Microsoft 365** tenant from the **app catalog** as a single package and becomes available on every site of the tenant without further

activation. The web part can be placed:

- on any modern page - a **site page**, a **news post** or a home page, in a regular section or a section with columns;
- on a single-part **app page**, where the list view is the only content of the page.

The web part follows the theme of the site, including dark themes and the color variants of a page section. Its interface is available in more than 40 languages, selected automatically from the language of the user.

Note

List Filter Online supports modern pages only. It cannot be added to classic pages.

What is in the package

The solution package contains two components.

The List Filter web part. In the toolbox of the page editor it appears as **List Filter** in the **Documents, lists, and libraries** group. This is the component that shows the list and that this article is about.

The Open in List Filter list command. The same package adds the command **Open in List Filter** to the command bar of native lists and libraries. A user selects items in an ordinary list view and the command opens the page with the List Filter web part in a new tab, already filtered to the selected items. The command is hidden until a SharePoint administrator points it to the page that hosts the web part; the setup is described in KB10254. Opening Selected Items in List Filter Online from a Native SharePoint List.

Data from any site in the tenant

The web part is not tied to the site it is placed on. In the **Data Source** group of the property pane the administrator chooses the **Scope** - **Current Site** or **Other Site** - and, for another site, finds it by name or URL in the site picker. Then a list or library of that site is selected and the columns to display are chosen.

List Filter Online reads and writes data through the native SharePoint **REST API** on behalf of the current user. It needs no additional API permissions, nothing has to be approved by a Global Administrator, and users see exactly the items they are allowed to see in the list itself.

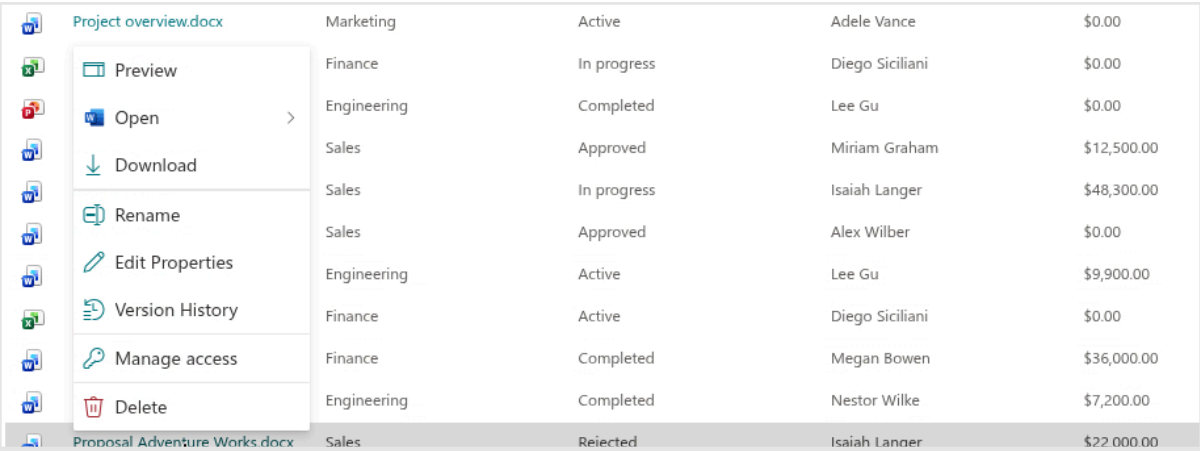
Warning

List Filter Online does not use the views of a list. Instead of selecting a view, you select the columns to display, and the sorting, grouping and filter are configured in the web part. The web part also cannot be connected to other web parts on the page; it works as a standalone tool.

What the user sees

The web part combines three areas. The **command toolbar** at the top holds the commands **New**, **Export**, **Saved Filters** and **Refresh**; the administrator decides which of them are shown, and commands that the user has no permission for are hidden automatically. The **filter pane** holds the filter controls, the **Apply** button and the filter chips that show the active filters, each with its own clear button and a **Clear all the filters** link. The **results table** is always visible; it shows the selected columns, groups and totals, and a paging control at the top or bottom.

When the **Navigation** option is on, a breadcrumb trail above the table shows the path inside the library, and the user moves between folders by clicking the folder name or a breadcrumb.



The context menu of a document in the results table

Two context menus complete the picture. The header of a column opens a menu with sorting, a list of values to filter by and **Clear Filter**. The menu of an item offers the actions that the user is used to from the native list: **Open** - in the browser or in the desktop app for Office files - **Preview**, **Rename**, **Edit Properties**, **Download**, **Manage access**, **Version History**, **Folder color** for folders and **Delete**. The actions that are offered depend on the permissions of the user.

Key capabilities

Filter pane. For each column the administrator chooses one of eleven filter controls that fit the column type: **Text**, **Text (with options)**, **Dropdown**, **Dropdown (Multiple Values)**, **Date picker**, **Date Range**, **Relative Date**, **Person or Group** with one or several people, **Term** with one or several terms, **Numeric range** and **Yes/No**. See KB10255. Filter Pane Controls and Supported Column Types in List Filter Online.

Query Builder. Independently of what the users can filter, the administrator can restrict the data with a predefined filter built in the **Filter** group: conditions are combined into AND/OR groups, groups can be nested, and the operands include static values and dynamic ones such as the current user or the last X months. The result is a **CAML** query. See KB50025. How to Build a Complex Query with the List Filter Online Query Builder.

Columns. Every column has its own caption, order and behavior - resizable, collapsible, filterable, sortable, linked to the item - and a display format: date only, date and time or relative date; lookup with or without a link; user name, with picture or with picture and details, where a click on the name opens the **profile card**; thumbnails and images in three sizes. See KB10258. Configuring Columns in List Filter Online: Captions, Formats and Display Options.

from the list. With **Use column formatting from the list** switched on, the web part renders the column formatting **JSON** that was defined on the list itself, so colored status labels, bars and icons look the same as in the native view. See KB10259. Using SharePoint Column Formatting JSON in List Filter Online.

Grouping, sorting and totals. Items can be sorted by two columns and grouped by two columns. Only the first grouping level has visible group headers; groups are expanded on load and users can collapse them manually. Totals - count, sum, average, minimum, maximum, standard deviation and variance - appear in one footer row under the table, not per group. See KB10260. Grouping, Sorting and Totals in List Filter Online.

Folders. A library can be shown with its folder structure, as a flat list of all documents without folders, or with folders and documents of all levels together. See KB10261. Working with Folders in List Filter Online: Folder Navigation, Flat View and Breadcrumbs.

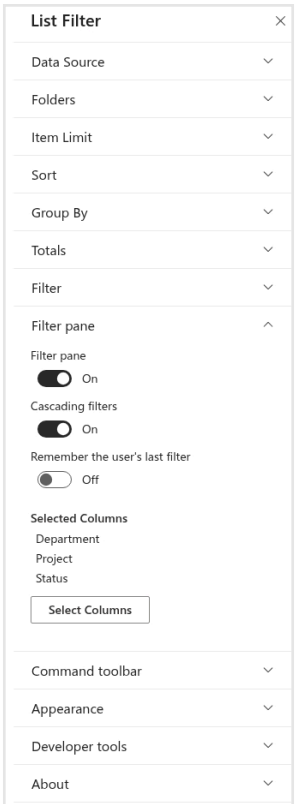
Saved filters and filter links. A user saves a combination of filters under a name and returns to it from the **Saved Filters** menu; **Copy Link to Filter** produces a link that opens the page with the same filter applied, and the web part can remember the last filter of the user. See KB10253. Saving Filters and Sharing a Link to a Filtered View in

List Filter Online.

Cascading filters. With **Cascading filters** on, the values offered in a drop-down are narrowed by the filters already selected in the other controls, reducing combinations that lead to an empty result. See KB10256. Cascading Filters: Narrowing Drop-Down Options by Other Selected Filters.

Export to Excel. The **Export** command saves the current page, all items or the selected items to an Excel workbook. Items follow the grouped order, but group headers are not exported as separate rows. The totals row is included only when exporting all items. See KB50022. How To Export a SharePoint List to Excel.

Item actions. From the context menu of an item a user opens the version history and restores a previous version, downloads or renames the document, manages access to it and colors a folder in one of sixteen colors - see KB50010. How To Color Folders in SharePoint Online.



The property pane of the web part with its setting groups

Licensing

List Filter Online is installed with a trial period. The **App details** group of the property pane shows the **Status** of the license, the **Version** of the web part, the **Start Date** of

the subscription and the **Tenant** it is assigned to. When the trial ends, the web part shows a notice in place of the list until a subscription is activated.

Next steps

Tip

To deploy the package and place the web part on a page, see KB10251. How to Install List Filter Online and Add It to a Page. All settings of the property pane are described in KB10201. Configuring the List Filter Online Web Part, and the day-to-day work with filters, in KB10252. List Filter Online: A Quick Guide for End Users.

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

App Page
An app page in SharePoint Online is a specialized type of page designed to host a single web part or app. It provides a focused, full-page experience dedicated to a specific functionality, allowing the app to use the entire page space without other distractions. This layout is ideal for scenarios requiring a large amount of data display or complex interactions, such as dashboards, data entry forms, or detailed reports.

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 that filters and retrieves data from lists or libraries.

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.

JSON
JSON (JavaScript Object Notation) is a lightweight, text-based data-interchange format that is easy for people to read and write and easy for software to parse and generate. It is widely used by REST APIs, configuration files, and web applications to exchange structured data.

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.

Terms

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

News Post
A news post is a site page of the News Post type that is used to share announcements, status updates, and stories with other people in an organization. News posts appear in the News web part and on the SharePoint start page.

Profile Card
A profile card in Microsoft 365 displays information related to a person, such as contact details, organizational chart view, recently used documents, emails, and others.
The profile card may look different depending on the application you use. Outlook, Teams, SharePoint, OneDrive, and other Microsoft 365 services support the profile card.

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 on a server using standard HTTP methods such as 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.

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.

SharePoint Online

Terms

The cloud version of SharePoint, a web-based collaboration platform within Microsoft 365 that provides an extensive range of capabilities to store, share, and manage the digital information, content, and knowledge of an organization.

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 Page
A site page is a modern SharePoint page that is built from sections, columns, and web parts, and is stored in the Site Pages library of a site. Site pages are used to share information, news, and other content.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

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.