KNOWLEDGE BASE ARTICLE

How to Install List Filter Online and Add It to a Page

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Introduction

List Filter Online is delivered as a single **SharePoint** Framework package. Installing it takes two steps that are usually done by two people: a SharePoint administrator uploads the package to the **app catalog** of the **tenant**, and a **site** owner adds the **web part** to a page and points it to a **list** or library. This article walks through both steps, from the downloaded ZIP file to a published page, and explains how to update the web part when a new version is released.

Prerequisites

Before you start, make sure that:

- the tenant has an app catalog. If it does not, a SharePoint administrator creates it in the **SharePoint admin center** under **More features** > **Apps**;
- you are a SharePoint administrator, or a member of the owners group of the app catalog, to upload the package;
- you are an owner of the site, or have edit permission on the page, to add and configure the web part;
- you have the downloaded package. It is a ZIP file named `Vitextra.ListFilterOnline.<year>Q<quarter>.zip`, for example `Vitextra.ListFilterOnline.2026Q4.zip`, and it contains the solution file `vitextra.list-filter.sppkg`. Extract the `.sppkg` file before uploading.

Note

List Filter Online reads data through the native SharePoint **REST API** and requests no additional API permissions. There is nothing to approve on the **API access** page of the SharePoint admin center.

Step 1. Upload the package to the app catalog

1 Open the app catalog site of the tenant and go to **Apps for SharePoint**.
2 Upload `vitextra.list-filter.sppkg` or drag it into the list.
3 In the dialog that opens, select **Enable this app and add it to all sites** and confirm with **Enable app**. The package is built for tenant-wide deployment, so after this step the web part is available on every site of the tenant and does not need to be added to a site through **Add an app**.

The generic procedure, with screenshots of the app catalog and the deployment dialog, is described in KB10035. How to Install a Vitextra Product in SharePoint Online.

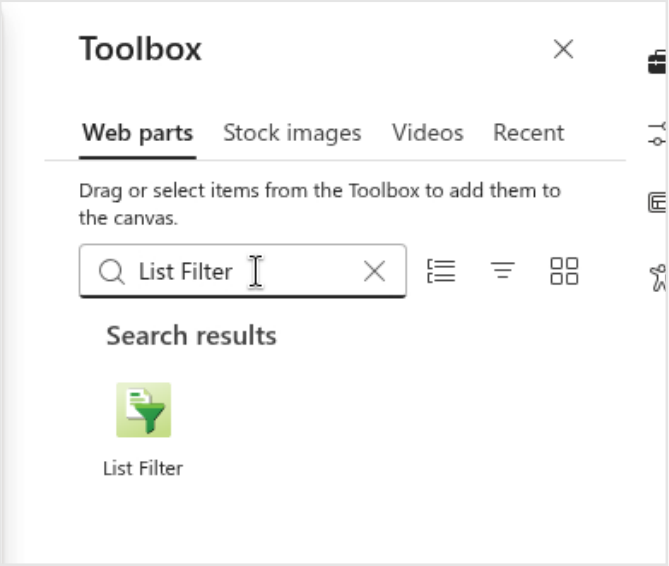
Note

The same package also registers the **Open in List Filter** command for the command bar of lists and libraries. The command stays hidden on every list until an administrator configures it in the tenant-wide extensions and sets the page it should open. If you do not configure it, nothing changes in your lists. The setup is described in KB10254. Opening Selected Items in List Filter Online from a Native SharePoint List.

Step 2. Add the web part to a page

1 Open the modern page that should show the list and click **Edit** in the top right corner. If you need a new page, create it from **New** > **Page** on the site.
2 Hover over the place in a section where the web part should go and click the **+** (plus) button.
3 In the toolbox, type *List Filter* in the search box, or scroll to the **Documents, lists, and libraries** group, and select **List Filter**.

The web part is added to the page and immediately shows the configuration checklist described in the next step.



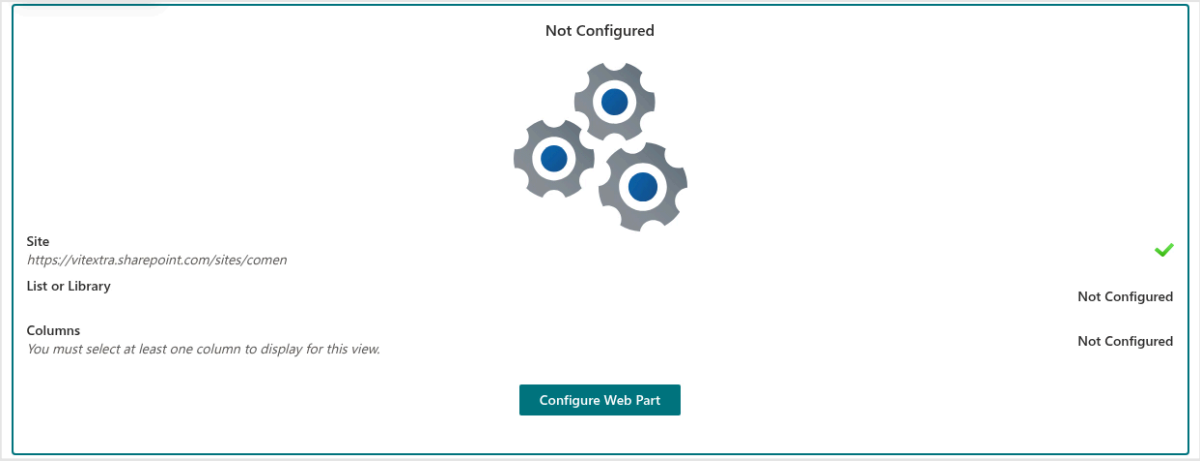
The List Filter web part in the toolbox of the page

The configuration checklist

Until the data source is complete, the web part shows a checklist with the header **Not Configured** and three rows, each marked either with a check mark or with **Not Configured**:

1 **Site** - the site that holds the list. By default the current site is already selected, so this row is usually complete at once.
2 **List or Library** - the list or **document library** to display.
3 **Columns** - the columns to show in the table. Until at least one column is selected, the row shows the message .

In edit mode the checklist ends with the **Configure Web Part** button, which opens the property pane of the web part. The same pane opens with the pencil icon of the web part.



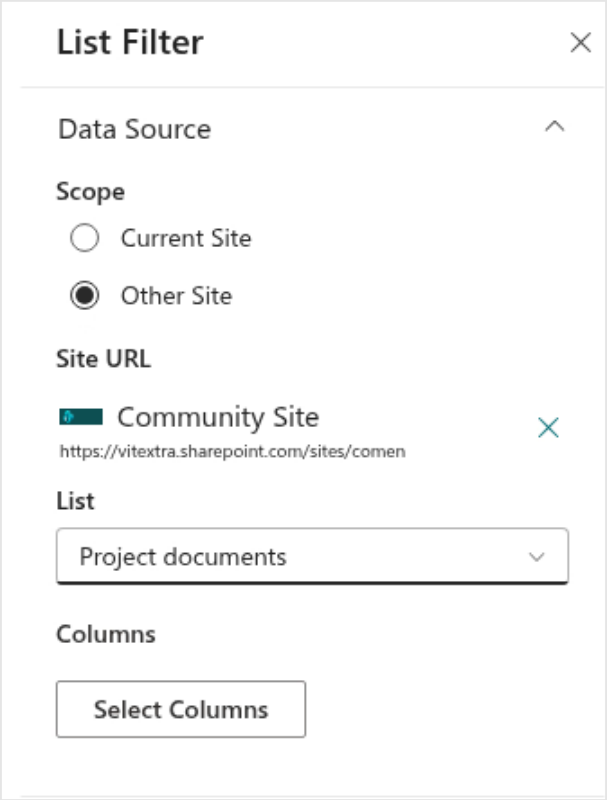
The configuration checklist of the web part

Minimal configuration

All three required parameters are in the **Data Source** group, the first group of the property pane.

1 **Scope.** Keep **Current Site** to show a list of the site the page belongs to. Select **Other Site** to show a list from another site of the tenant: the **Site URL** picker appears below; type the name or URL of the site and select it from the suggestions. The selected site is shown with its logo, title and URL.
2 **List.** Select the list or library from the drop-down. The drop-down lists the lists and libraries of the selected site.
3 **Columns.** Click **Select Columns**. In the **Columns** panel, check the columns to show, in the **Display** column of the table, and click **Save**. At this point you can also change the **Caption** and **Order** of a column; the remaining options are described in KB10258. Configuring Columns in List Filter Online: Captions, Formats and Display Options.

As soon as the third parameter is in place, the checklist disappears and the web part shows the first items of the list.



The Data Source group of the property pane

Warning

Changing the site or the list resets the dependent settings: the selected columns, the filter pane columns and the predefined filter are cleared, because they belong to the previous list. Choose the data source first and configure the rest afterwards.

Publish and verify

Click **Republish** (or **Publish** for a new page). Open the page as a user would and check that:

- the table shows the expected columns and items;
- the users see only the items they have access to - the web part reads the list on behalf of the current user, so permissions of the list apply unchanged;
- the filter pane and the command toolbar are shown, if you want them. Both are enabled by default and can be switched off in the **Filter pane** and **Command toolbar** groups.

Tip

The web part can also be the only content of a page: create the page from the **Apps** template (a single-part **app page**) and select **List Filter**.

Updating to a new version

A new release of List Filter Online is installed the same way as the first one: upload the new `vitextra.list-filter.sppkg` to **Apps for SharePoint**, confirm that you want to replace the existing file, and select **Enable this app and add it to all sites** again. Because the package is deployed tenant-wide, every page with the web part picks up the new version on the next load; nothing has to be reconfigured, and the settings of the existing web parts are preserved. When a newer version is available than the one running on a page, the web part shows the message *There is a new version of this app. Get it now.* to the page editor.

Summary

Installing List Filter Online means uploading one `.sppkg` file to the app catalog with tenant-wide deployment and then adding the **List Filter** web part to a page and completing the three required parameters - **Site**, **List or Library** and **Columns**. After that the web part works for every user of the page with their own permissions.

Tip

All settings of the property pane - folders, item limit, sorting, grouping, totals, the predefined filter and the filter pane - are described in KB10201. Configuring the List Filter Online Web Part. For the people who will use the page, see 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.

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.

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.

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 Admin Center
The SharePoint admin center is the web portal where SharePoint administrators manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

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.

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.

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.