KNOWLEDGE BASE ARTICLE

Configure the List Filter Web Part in SharePoint

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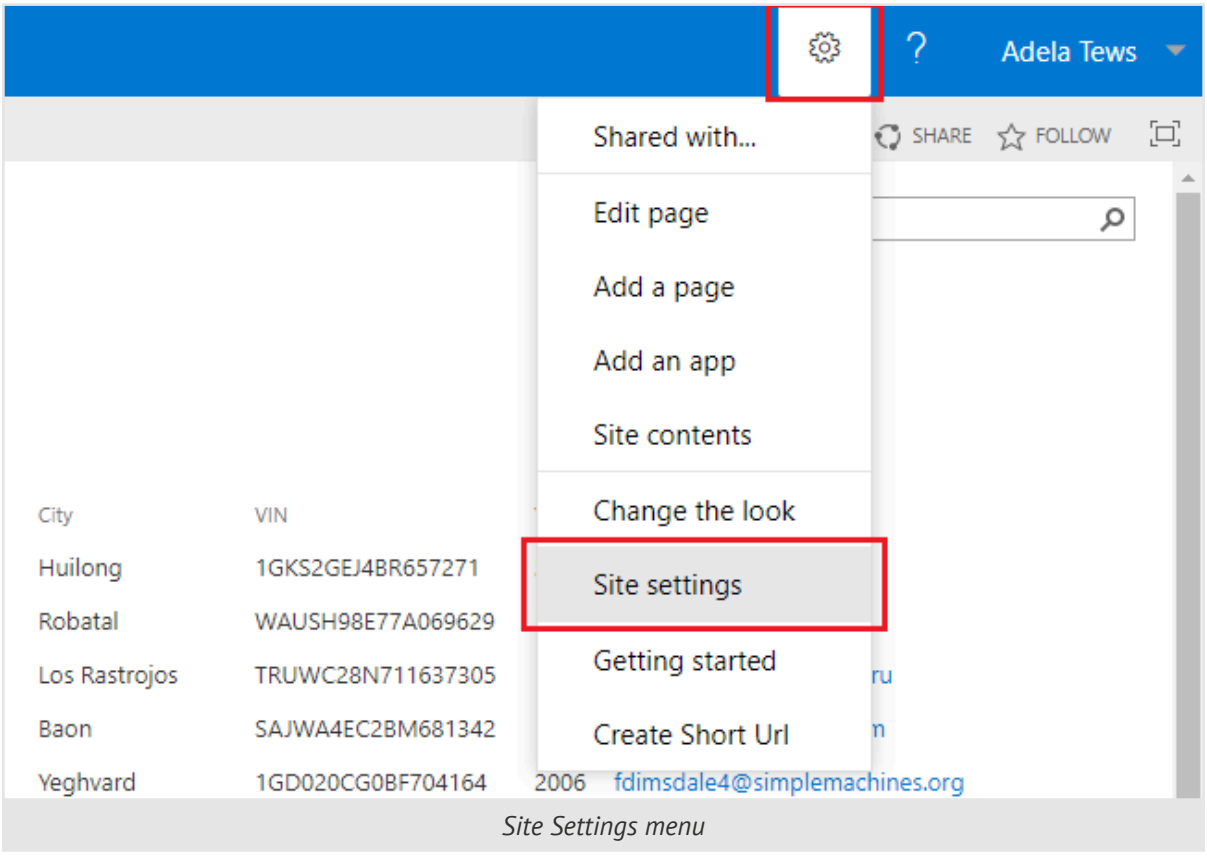
This article describes how to activate, add, connect, and configure the List Filter web part in SharePoint.

Feature Activation

Before using the List Filter **web part**, make sure the List Filter feature is enabled for the site collection.

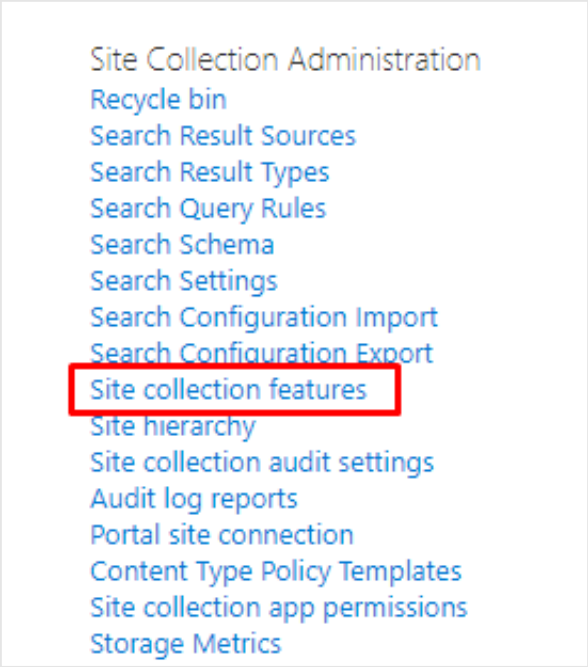
Go to the site where you want to use List Filter.

Click **Settings** → **Site Settings**.



Site Settings menu

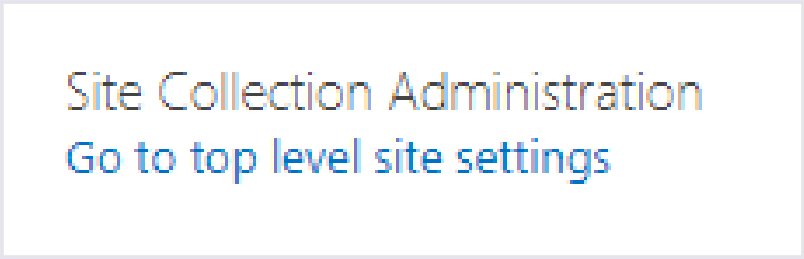
On the Site Settings page, click **Site collection features** under the **Site Collection Administration** heading.



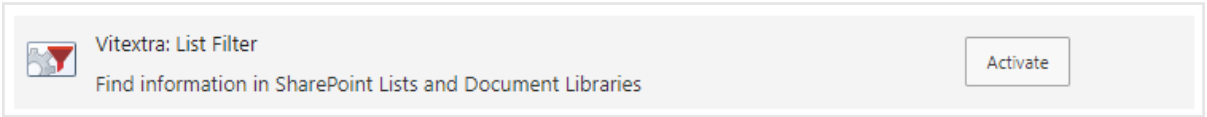
Site Collection features

Note

If you're not on the root site of the site collection, click **Go to top level site settings**.

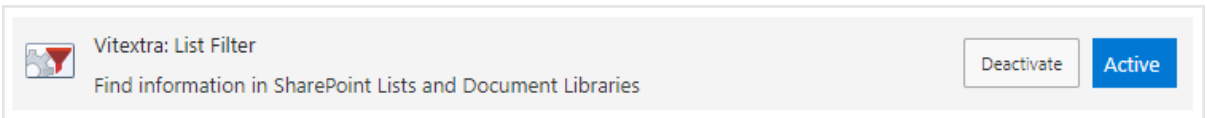


Scroll down to the **Vitextra: List Filter** row and click **Activate** next to the **feature**.



List Filter feature

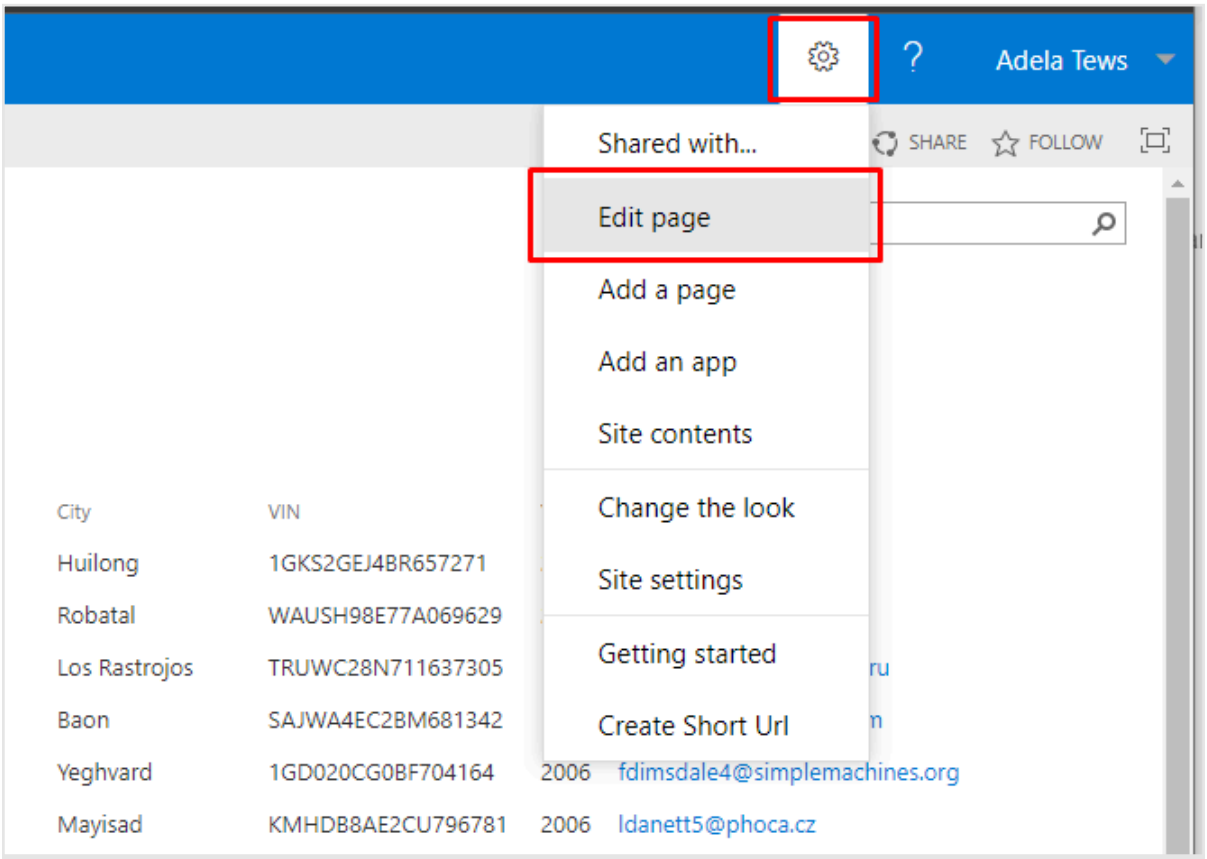
Once the feature is activated, you'll see an **Active** badge:



List Filter feature

Add List Filter Web Part

Go to the **list** or **document library** where you want to add List Filter.

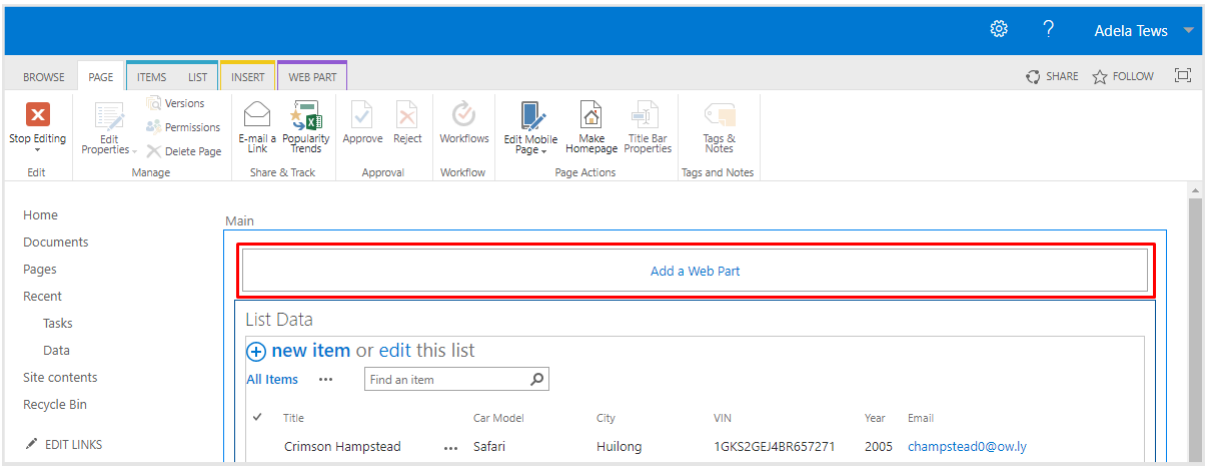


Edit Page Menu

Note

You can add the List Filter web part to any SharePoint page, as well as to a list or document library.

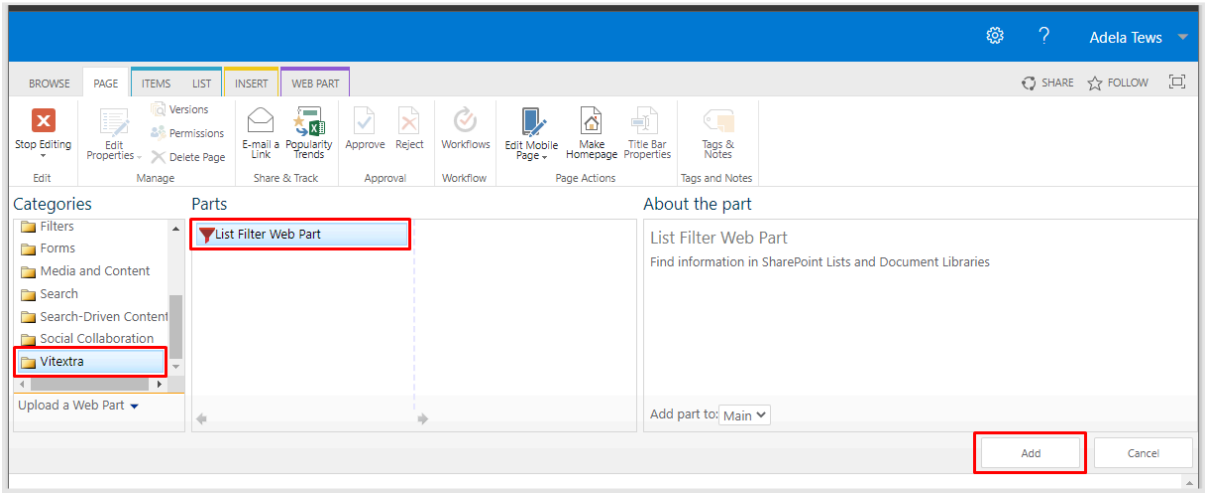
Click the **Add a Web Part** button where you want to place List Filter:



Page in Edit mode

If the **Add a Web Part** button isn't shown, click the spot on the page where you want List Filter, click the **Insert** tab on the ribbon, and then click **Web Part**.

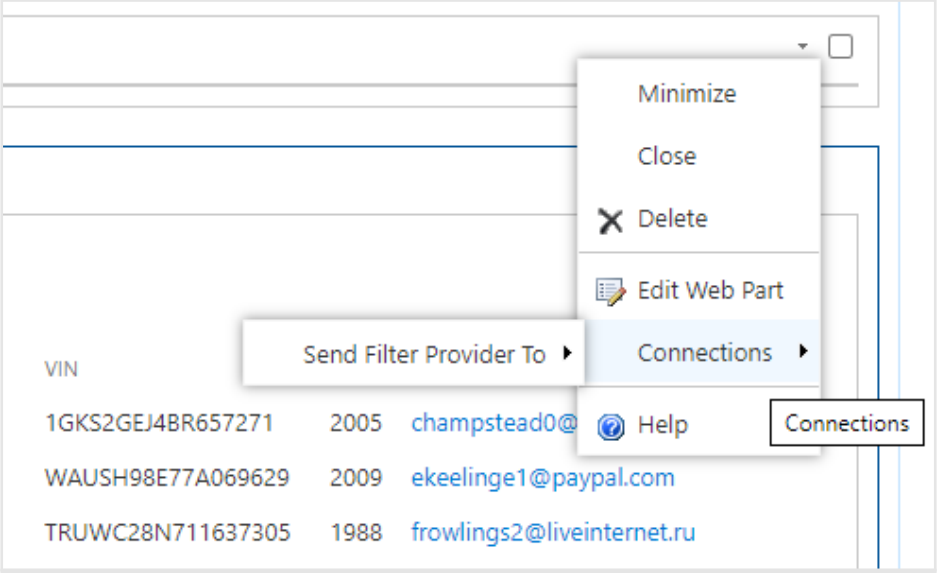
Under **Categories**, select **Vitextra**, select **List Filter Web Part**, and then click **Add**.



List Filter Web Part selection

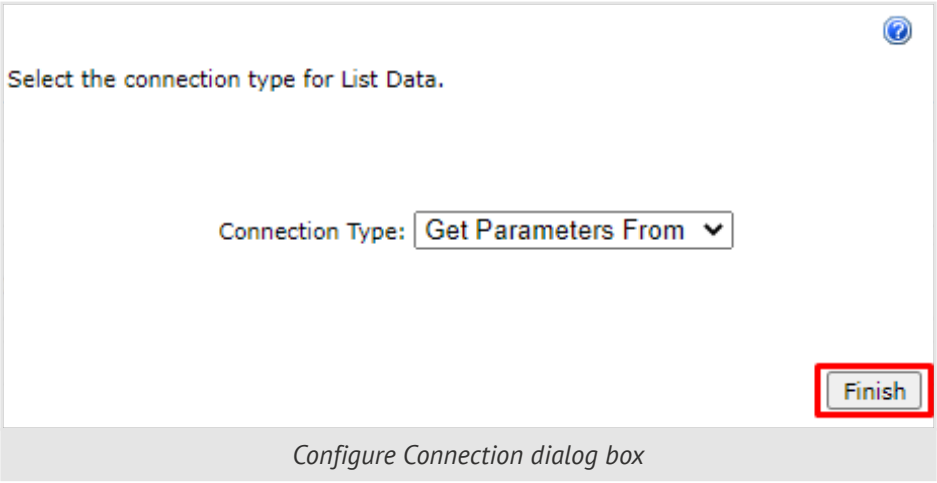
Connect List Filter

To connect List Filter, point to the List Filter web part, click the down arrow, point to **Connections**, point to **Send Filter Provider To**, and then click the name of the List View web part you want to filter.



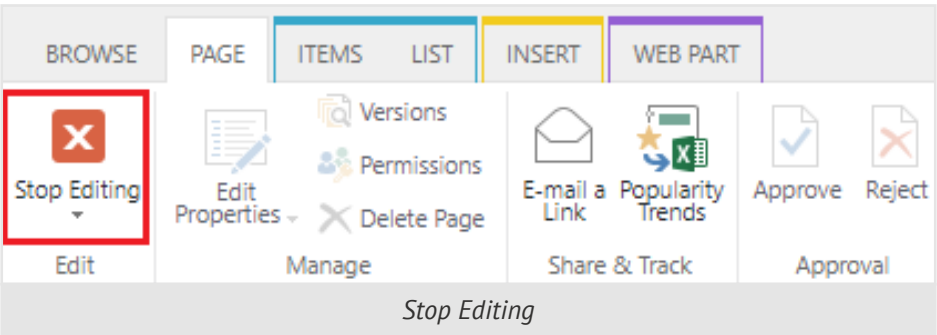
List Filter Context Menu

In the **Configure Connection** dialog box, click **Finish**:



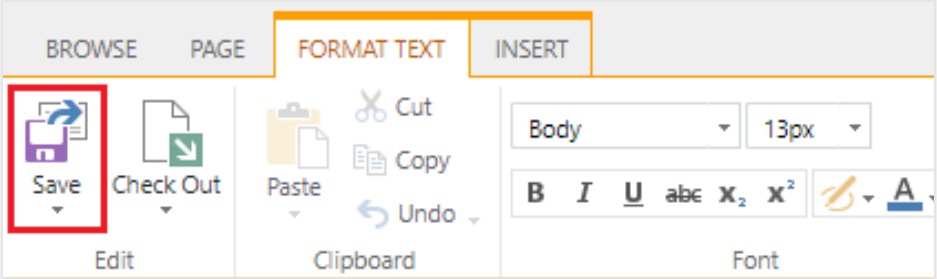
Configure Connection dialog box

Once the List Filter web part is added and connected to a List View web part, on the **Page** tab, click **Stop Editing**:



Stop Editing

Or, if you're editing a wiki page, click **Save** on the **Format Text** tab.



Save Page

Configure List Filter

Now you can configure List Filter for the list or document library it's connected to.

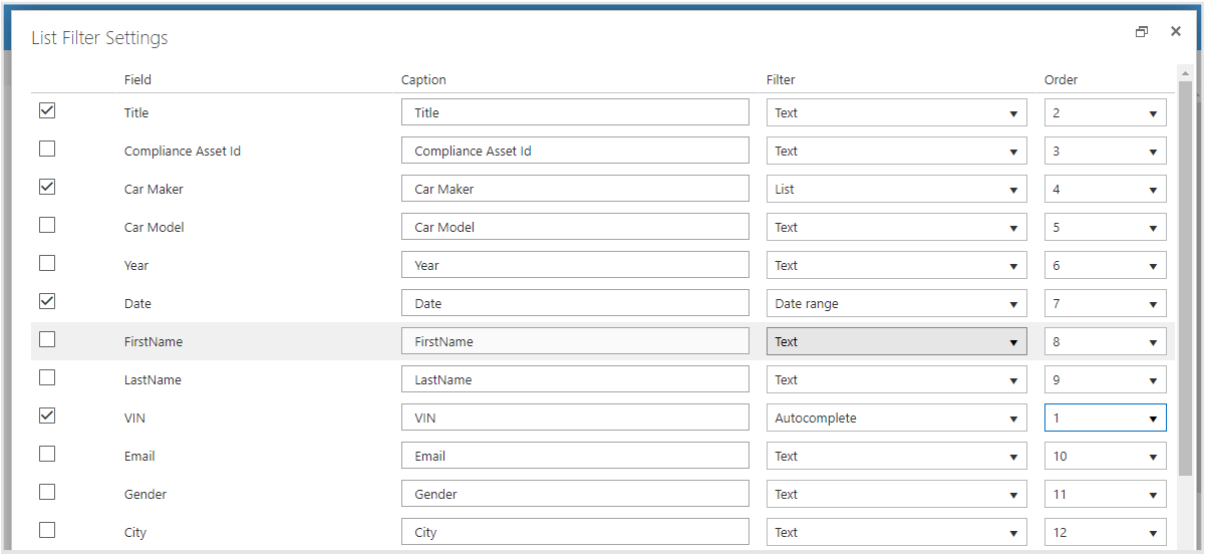
Choose Fields

Click **Fields** in the top-right corner of the List Filter web part to open the fields settings dialog box:



List Filter Toolbar

Select fields using the checkboxes, choose a filtering control for each, and update any other properties you need:



Columns Configuration Dialog

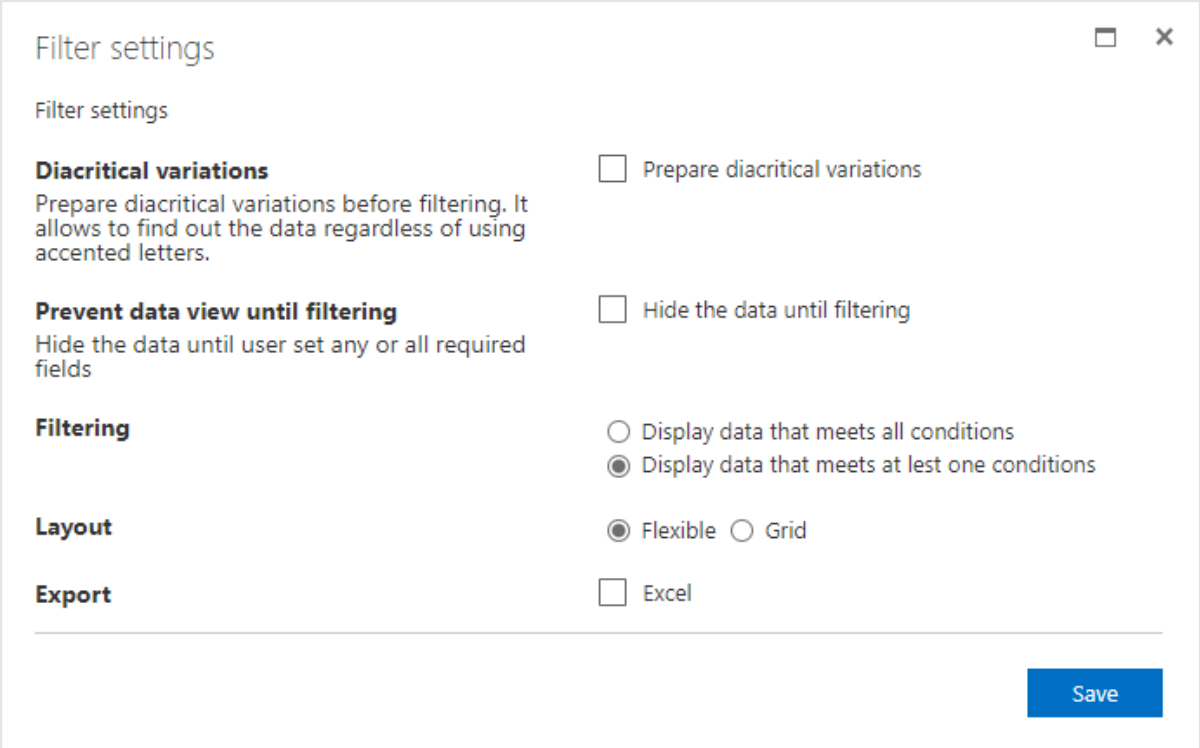
Scroll down and click **Save**.

Tip

You can add any field to the filter panel, even a field that isn't shown in the list view.

Additional Options

To change additional settings for List Filter, click the **Settings** button to open the settings dialog box:



List Filter Settings Dialog

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.

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.