



# List Advanced Filter 2.0

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## User Guide

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Our web site: <https://www.boostsolutions.com>

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## 1. Introduction

BoostSolutions List Advanced Filter provides users compatibility to filter any information in SharePoint list or document library using multiple columns.

This user guide will guide you to install and use List Advanced Filter on your SharePoint.

For latest version of this copy or other user guides, please visit our document center:

<https://www.boostsolutions.com/download-documentation.html>

## 2. Installation

### 2.1 Product Files

After you download and unzip the List Advanced Filter zip file from <https://www.boostsolutions.com/>, you will find the following files:

Path	Descriptions
Setup.exe	A program that installs and deploys the WSP solution packages to the SharePoint farm.
EULA.rtf	The product End-User-License-Agreement.
List Advanced Filter_V2_User Guide.pdf	User guide of List Advanced Filter in PDF format.
Library\4.0\Setup.exe	The product installer for .Net Framework 4.0.
Library\4.0\Setup.exe.config	A file containing the configuration information for the installer.
Library\4.6\Setup.exe	The product installer for .Net Framework 4.6.
Library\4.6\Setup.exe.config	A file containing the configuration information for the installer.
Solutions\Foundation\ BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\ BoostSolutions.FoundationSetup16.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2016/2019/Subscription Edition.
Solutions\Foundation\Install.config	A file containing the configuration information for the installer.
Solutions\Classifier.Basic\ BoostSolutions.SharePointClassifier.Platform15.2.wsp	A SharePoint solution package containing product fundamental files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Classifier.Basic\ BoostSolutions.SharePointClassifier.Platform16.2.wsp	A SharePoint solution package containing product fundamental files and resources for SharePoint 2016/2019/Subscription Edition.
Solutions\Classifier.Basic\Install.config	A file containing the configuration information for the installer.

Solutions\Classifier.ListAdvancedFilter\BoostSolutions.ListAdvancedFilter15.2.wsp	A SharePoint solution package containing List Advanced Filter files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Classifier.ListAdvancedFilter\BoostSolutions.ListAdvancedFilter16.2.wsp	A SharePoint solution package containing List Advanced Filter files and resources for SharePoint 2016/2019/Subscription Edition.
Solutions\Classifier.ListAdvancedFilter\Install.config	A file containing the configuration information for the installer.

## 2.2 Software Requirements

Before you install List Advanced Filter, ensure your system meets the following requirements:

### SharePoint Server Subscription Edition

Operating System	Windows Server 2019 Standard or Datacenter Windows Server 2022 Standard or Datacenter
Server	Microsoft SharePoint Server Subscription Edition
Browser	Microsoft Edge Mozilla Firefox Google Chrome

### SharePoint 2019

Operating System	Windows Server 2016 Standard or Datacenter Windows Server 2019 Standard or Datacenter
Server	Microsoft SharePoint Server 2019
Browser	Microsoft Internet Explorer 11 or above Microsoft Edge Mozilla Firefox Google Chrome

### SharePoint 2016

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2016 Standard or Datacenter
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Server	Microsoft SharePoint Server 2016 Microsoft .NET Framework 4.6
Browser	Microsoft Internet Explorer 10 or above Microsoft Edge Mozilla Firefox Google Chrome

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### SharePoint 2013

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2008 R2 SP1
Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013 Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8 or greater Microsoft Edge Mozilla Firefox Google Chrome

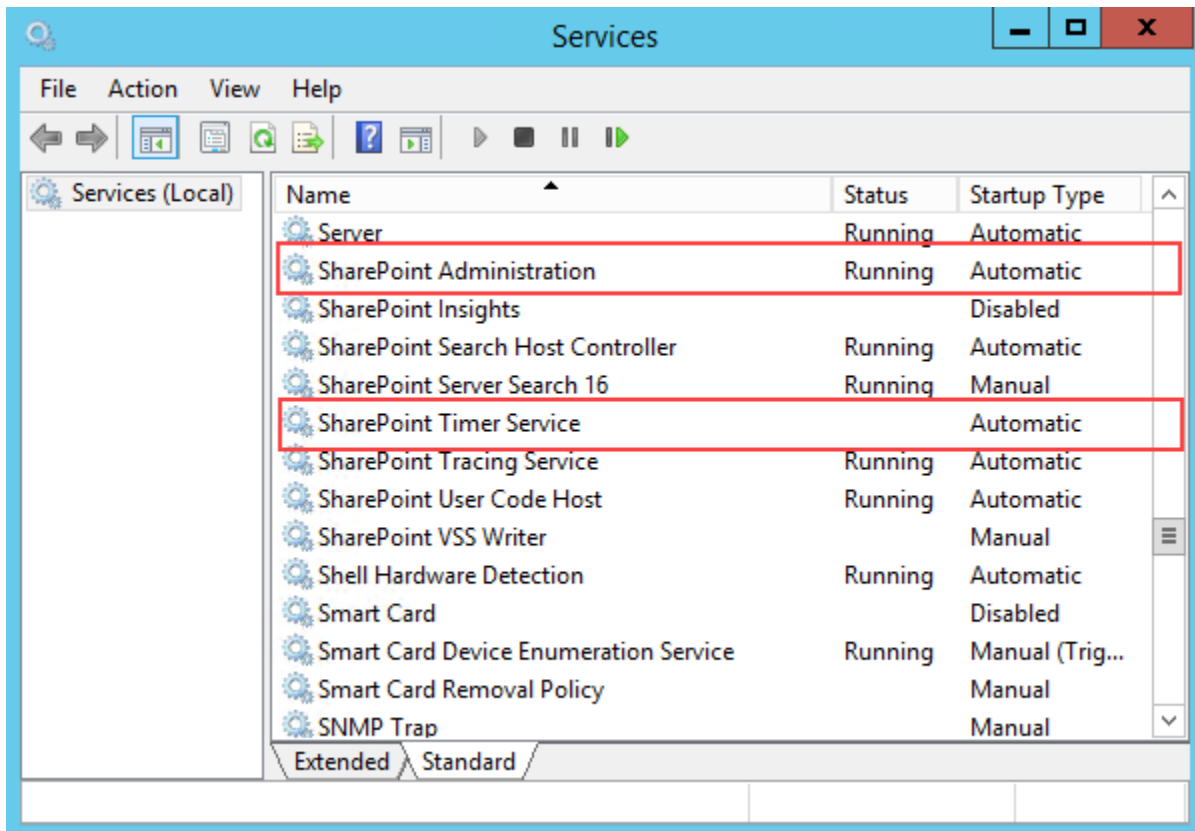
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## 2.3 Installation

Follow these steps to install List Advanced Filter on your SharePoint servers.

### **Installation Preconditions**

Before you start installing the product, please make sure these services are started on your SharePoint servers: **SharePoint Administration** and **SharePoint Timer**.



List Advanced Filter must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **Central Administration → System Settings** for a list of servers running this service.

### **Required Permissions**

To perform this procedure, you must have specific permissions and rights.

- Member of the local server's **Administrators** group.
- Member of the **Farm Administrators** group.

### **To install List Advanced Filter on SharePoint server.**

1. Download the zip file (\*.zip) of the product of your choice from the BoostSolutions website, then extract the file.
2. Open the created folder and run the **Setup.exe** file.

**Note** If you cannot run the setup file, please right click the **Setup.exe** file and choose Run as administrator.

3. A system check is performed to verify if your machine meets all the requirements for installing the product. After the system check is finished, click **Next**.



4. Review and accept the End-User License Agreement and click **Next**.
5. In the Web Application Deployment Targets, select the web applications you are going to install and click **Next**.

**Note** If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation process. If you want to manually activate the product feature later, uncheck this box.

6. Upon completion of the installation, details are displayed showing which web applications your product has been installed to.
7. Click **Close** to finish the installation.

## 2.4 Upgrade

Download the latest version of our product and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

## 2.5 Uninstallation

If you want to uninstall the product, double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.

## 2.6 Command\_Line Installation

The following instructions are for installing the solution files for List Advanced Filter in **SharePoint 2016** by using the SharePoint STSADM command line tool.

### Required permissions

To use STSADM, you must be a member of the local Administrators group on the server.

### To install List Advanced Filter to SharePoint servers

If you have installed BoostSolutions products before, please skip the steps of Foundation installation.

1. Extract the files from the product zip pack to a folder on one SharePoint server.
2. Open a command prompt and make sure your path is set with the SharePoint bin directory.  
C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\16\BIN\stsadm.exe

3. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename <full path>BoostSolutions.FoundationSetup16.1.wsp
stsadm -o addsolution -filename <full path>BoostSolutions.ListAdvancedFilter16.2.wsp
```

4. Deploy the added solution with the following command:

```
stsadm -o deploysolution -name BoostSolutions.FoundationSetup16.1.wsp -allowgacdeployment
-url [virtual server url] -immediate

stsadm -o deploysolution -name BoostSolutions.ListAdvancedFilter16.2.wsp -allowgacdeployment
-url [virtual server url] -immediate
```

5. Wait for the deployment to complete. Check the final status of the deployment with this command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp
stsadm -o displaysolution -name BoostSolutions.ListAdvancedFilter16.2.wsp
```

The result should contain a <Deployed> parameter for which the value is TRUE.

6. In the STSADM tool, activate the features.

```
stsadm -o activatefeature -name SharePointBoost.ListManagement.AdvancedFilter -url [site
collection url] -force
```

### **To remove List Advanced Filter from SharePoint servers**

1. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.ListAdvancedFilter16.2.wsp -immediate -url
[virtual server url]
```

2. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.ListAdvancedFilter16.2.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

3. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.ListAdvancedFilter16.2.wsp
```

## **To remove BoostSolutions Foundation from SharePoint servers**

The BoostSolutions Foundation is mainly designed to provide a centralized interface to manage licenses for all BoostSolutions software from within SharePoint Central Administration. If are still using BoostSolutions product on your SharePoint server, please do not remove Foundation from the servers.

1. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.FoundationSetup16.1.wsp -immediate -url  
[virtual server url]
```

2. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.


3. Remove the solution from the SharePoint solutions storage:

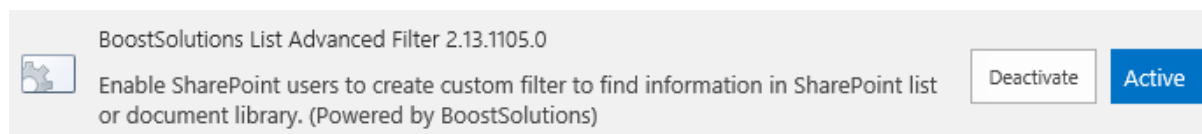
```
stsadm -o deletesolution -name BoostSolutions.FoundationSetup16.1.wsp
```

## **2.7 Feature Activation**

By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

To activate the product feature, you must be a site collection administrator.

1. Click **Settings**  and then click **Site Settings**.
2. Under **Site Collection Administration** click **Site collection features**.
3. Find the application feature and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.



BoostSolutions List Advanced Filter 2.13.1105.0

Enable SharePoint users to create custom filter to find information in SharePoint list or document library. (Powered by BoostSolutions)

Deactivate Active

## 3. How to use List Advanced Filter

### 3.1 Filter Panel Configuration

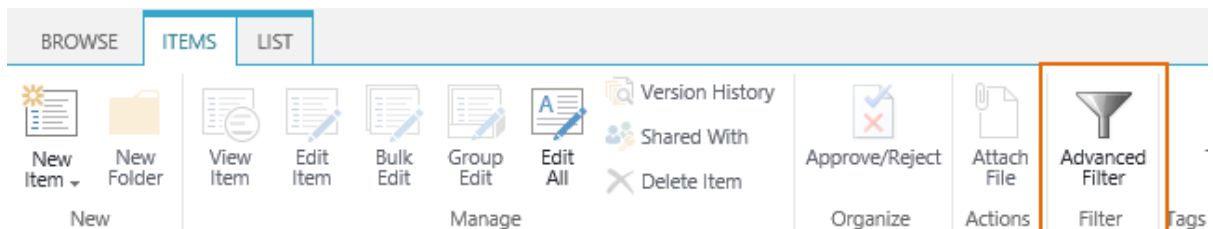
List Advanced Filter provides an entry for administrator to set up default filter settings for end users on the List Settings page, and for convenience, end users are also allowed to customize their own filter settings right on the list view page.

#### 3.1.1 Set up Filter Panel

List Advanced Filter allows each user to set up the filter panel in the list or document library, instead of adding the web part and connecting to the list or document library one by one.


The filter panel on the Advanced Filter Settings page and the list view page are same. Follow these steps to set up the filter panel.

1. Access the list or document library from which you want to filter information.
2. Click **Advanced Filter** under the Items or Documents tab.



For administrator, you can enter the **List Settings**, under the General Settings section, click **Advanced Filter Settings** to open the Configure Filter Panel page.

3. If you are using List Advanced Filter for the first time, then a **Configure Filter Panel** window will open.

If the administrator has already set up a default filter setting, end users can click  in the filter panel to open the **Configure Filter Panel** window.

**Criteria Settings:** Specify from which fields or columns you want to use to filter on the list or document library. You can specify the field position by selecting a number. And the fields are sorted alphabetically.

### Configure Filter Panel

Criteria Settings \*
□ ×

Specify which fields you want to use as criteria to filter data on this list. After configuration, you can customize the display name for fields at the same time.

Fields in List	Display Name	Position
<input checked="" type="checkbox"/> % Complete	<input type="text" value="% Complete"/>	1 <input type="button" value="v"/>
<input checked="" type="checkbox"/> Assigned To	<input type="text" value="Assigned To"/>	2 <input type="button" value="v"/>
<input type="checkbox"/> Attachments	<input type="text" value="Attachments"/>	3 <input type="button" value="v"/>
<input type="checkbox"/> Completed	<input type="text" value="Completed"/>	4 <input type="button" value="v"/>
<input type="checkbox"/> Compliance Asset Id	<input type="text" value="Compliance Asset Id"/>	5 <input type="button" value="v"/>
<input type="checkbox"/> Content Type	<input type="text" value="Content Type"/>	6 <input type="button" value="v"/>
<input type="checkbox"/> Cost	<input type="text" value="Cost"/>	7 <input type="button" value="v"/>
<input type="checkbox"/> Created	<input type="text" value="Created"/>	8 <input type="button" value="v"/>
<input type="checkbox"/> Created By	<input type="text" value="Created By"/>	9 <input type="button" value="v"/>
<input type="checkbox"/> Description	<input type="text" value="Description"/>	10 <input type="button" value="v"/>
<input checked="" type="checkbox"/> Due Date	<input type="text" value="Due Date"/>	11 <input type="button" value="v"/>
<input type="checkbox"/> Folder Child Count	<input type="text" value="Folder Child Count"/>	12 <input type="button" value="v"/>
<input type="checkbox"/> ID	<input type="text" value="ID"/>	13 <input type="button" value="v"/>
<input type="checkbox"/> Item Child Count	<input type="text" value="Item Child Count"/>	14 <input type="button" value="v"/>
<input type="checkbox"/> Modified	<input type="text" value="Modified"/>	15 <input type="button" value="v"/>

**Match Rules:** Specify the match rules for selected criteria.

#### Match Rules

Specify the match rule for selected criteria.

Match   rules

- **Any:** Filter information if any criteria scheme matches.
- **All:** Filter information only if all criteria schemes matches.

**Filter Panel Status:** Specify if the filter panel is always kept expanded when the user enters the list or document library.

#### Filter Panel Status

If checked, the filter panel will keep expanded when the page is load.

Always keep filter panel expanded

- After configuring the above settings, click the **Save** button.

### 3.1.2 Manage Filter Panel

Once the filter panel is successfully set up, the ribbon panel will appear as follows.

[new task](#) or [edit](#) this list

All Tasks **All** Calendar ...

✓	Task Name	Start Date	Due Date	Assigned To	% Complete		Priority	Task Status
	PT-1	... July 31	July 29	<input type="checkbox"/> Annie Walker	100 %		Normal	Completed
	PT-2	... August 10	August 1	<input type="checkbox"/> Nancy Lee <input type="checkbox"/> Danies Liu	100 %		High	Completed
	PT-3	... August 20	August 10	<input type="checkbox"/> Thmoas Lin	100 %		Low	Completed
	PT-4	... August 30	August 20	<input type="checkbox"/> Danies Liu	100 %		High	Completed
	PT-5	... September 20	August 30	<input type="checkbox"/> Nancy Lee	100 %		Low	Completed

To modify the filter panel, click the icon.

To close filter panel, click the icon.



To show the filter panel, click the icon on the ribbon.

## 3.2 Filter Information

After setting up the filter panel, users can find any information by assigning filters.

- Enter the list or document library and expand the Filter panel.
- Depending on how the filter is configured, select the comparison operator and type a value for each criterion.

**Advanced Filter** ✕

% Complete Assigned To Due Date

Greater than  =  =  D

Priority Start Date

=  D

For **Single line of text** column, List Advanced Filter provides you an **Auto Complete** feature, this feature allows you to see the relevant records as you type.

Task Name

✕ =

PT-1

PT-10

PT-11

- Click the **Filter** button or press the **Enter** key and the results will be shown in the list or document library.

**Advanced Filter** ✕

% Complete Assigned To Due Date

Greater than  =  =  D


Priority Start Date

=  D

[+ new task](#) or [edit this list](#)

All Tasks **All** Calendar ...  🔍

✓	Task Name	Start Date	Due Date	Assigned To	% Complete	📎 Priority	Task Status
	PT-2	... August 10	August 1	<input type="checkbox"/> Nancy Lee <input type="checkbox"/> Danies Liu	100 %	High	Completed
	PT-4	... August 30	August 20	<input type="checkbox"/> Danies Liu	100 %	High	Completed

4. To clear the filters, click the  button.


**Note:** List Advanced Filter can filter items contained in folders or subfolders, and display all results in a flat view.

### 3.3 Comparison Operators

The following chart describes the comparison operators and the columns it applies too.

Comparison Operator	Description
<b>= Equal to</b>	Column value equals to the specified value. <b>Columns:</b> Single line of text, Hyperlink or Picture, Person or Group, Number, Currency, Yes/No, Managed Metadata and Lookup
<b>≠ Not equal to</b>	Column value does not equal to the specified value. <b>Columns:</b> Single line of text, Hyperlink or Picture, Person or Group, Number, Currency, Yes/No, Managed Metadata and Lookup
<b>[ Begins with</b>	Begins with a specified character. <b>Columns:</b> Single line of text, Multiple lines of text, Hyperlink or Picture and Managed Metadata, Person or Group
<b>* Contains</b>	Contains specific characters anywhere in the text. <b>Columns:</b> Single line of text, Multiple lines of text, Hyperlink or Picture, Managed Metadata, Person or Group
<b>D Custom date</b>	Column value equals to a specified date. <b>Columns:</b> Date and Time
<b>D Custom date range</b>	Column value within a custom date or time range. <b>Columns:</b> Date and Time
<b>Before than</b>	Column value before a specified date. <b>Columns:</b> Date and Time
<b>Later than</b>	Column value after a specified date. <b>Columns:</b> Date and Time
<b>Last 7 days</b>	Column value within the last 7 days. <b>Columns:</b> Date and Time



<b>Last week (Sun-Sat)</b>	Column value within the last week (from Sunday to Saturday). <b>Columns:</b> Date and Time
<b>Last 14 days</b>	Column value within the last 14 days. <b>Columns:</b> Date and Time
<b>This month</b>	Column value within the current month. <b>Columns:</b> Date and Time
<b>Last 30 days</b>	Column value within the last 30 days. <b>Columns:</b> Date and Time
<b>Last month</b>	Column value within the last month. <b>Columns:</b> Date and Time
<b>N Custom number</b>	Column value equals the specified value. <b>Columns:</b> Number and Currency
<b> Custom number range</b>	Column value within a specified value range. <b>Columns:</b> Number, and Currency
<b>Less than</b>	Column value is less than a specified value. <b>Columns:</b> Number and Currency
<b>Greater than</b>	Column value is greater than a specified value. <b>Columns:</b> Number and Currency

### 3.4 Supported Columns

List Advanced Filter can filter data within the following columns:

Single line of text, Multiple lines of text, Choice, Number, Date and time, Currency, People or Group, Lookup, Managed Metadata, Hyperlink or Picture.

### 3.5 Supported Libraries and Lists

List Advanced Filter can work on the following libraries and lists:

**Document libraries:**

Asset Library, Document Library, Picture Library, Slide Library, Dashboard Library, Form Library, Report Library and Site Pages Library, Document Set Library

**Lists:**

Announcements, Tasks, Contacts, Calendar, Custom List, Issue Tracking, Links, Project Task and Agenda

## 4. Troubleshooting & Support

### Troubleshooting FAQ:

<http://www.boostsolutions.com/general-faq.html#Show=ChildTitle9>

### Contact Info:

Product & Licensing Inquires: [sales@boostsolutions.com](mailto:sales@boostsolutions.com)

Technical Support (Basic): [support@boostsolutions.com](mailto:support@boostsolutions.com)

Request a New Product or Feature: [feature\\_request@boostsolutions.com](mailto:feature_request@boostsolutions.com)

## Appendix A: License Management

You can use List Advanced Filter without entering any license code for a period of 30 days from when you first use it.

To use the product after expiration, you will need to purchase a license and register the product.

### Finding License Information

1. Navigate to the **BoostSolutions Software Management** section in Central Administration. Then, click **License Management Center** link.
2. Click Download License Information, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).

Download License Information

Download the license type information and send to sales@boostsolutions.com to get license.

**Choose a license type**

Server License  
Server Code: 8fa4fcbbeab9475d8b8f10d2c7b27e1e98226161275d49c683442a828de45bdd

Farm License  
Farm ID: {8fa4fcbb-eab9-475d-8b8f-10d2c7b27e1e}  
Number of Users: 43 user(s)

Site Collection License  
Site Collection ID: Select a site collection  
Site Collection:

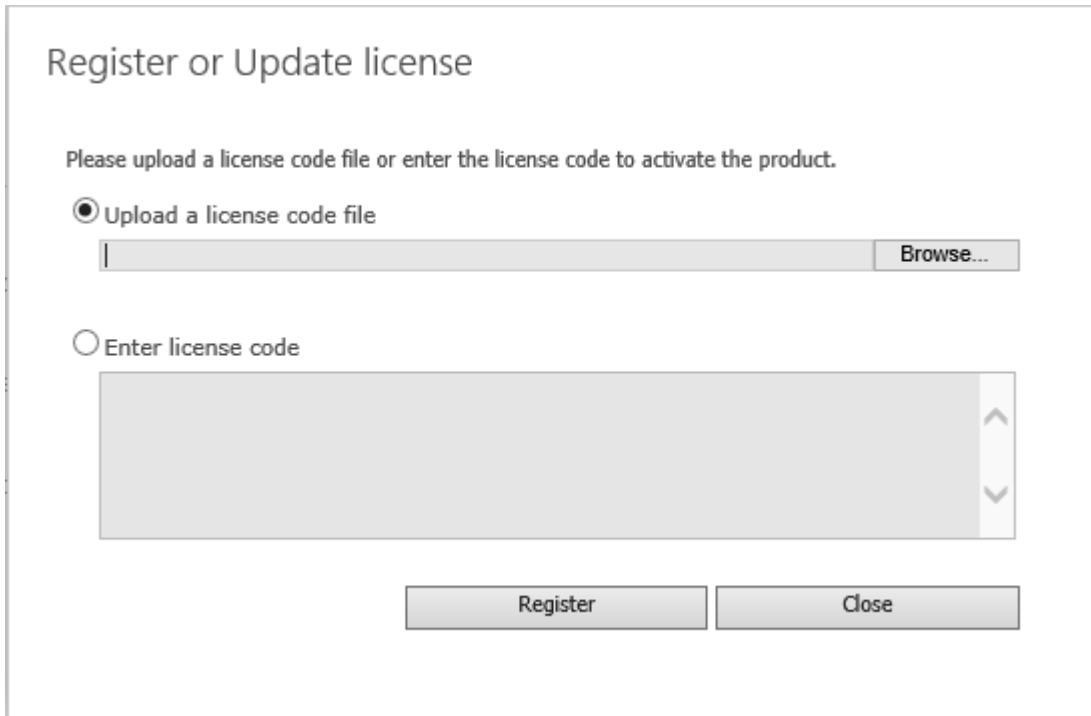
Download Close

In order for BoostSolutions to create a license for you, you need to send us your SharePoint environment identifier (Note: different license types need different information). A server license needs a server code; a Farm license needs a farm ID; and a site collection license needs a site collection ID.

3. Send the above information to us ([sales@boostsolutions.com](mailto:sales@boostsolutions.com)) to generate a license code.

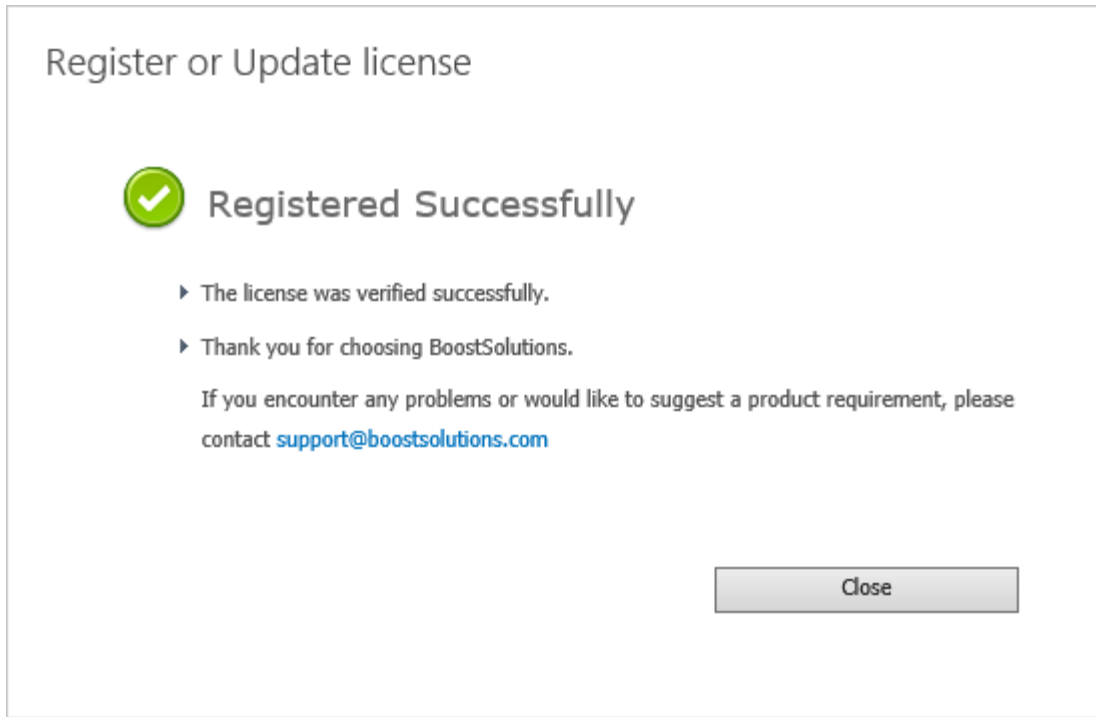
## License Registration

1. When you receive a product license code, enter the **License Management Center** page.
2. Click **Register** on the license page and a **Register or Update license** window will open.



The screenshot shows a dialog box titled "Register or Update license". Inside the dialog, there is a prompt: "Please upload a license code file or enter the license code to activate the product." Below this prompt are two radio button options. The first option, "Upload a license code file", is selected. It is followed by a text input field and a "Browse..." button. The second option, "Enter license code", is unselected and is followed by a large text area with a vertical scrollbar on the right side. At the bottom of the dialog, there are two buttons: "Register" and "Close".

3. Upload the license file or enter the license code and click **Register**. You will get confirmation that your license has been validated.



For more details on license management, see the [BoostSolutions Foundation](#).