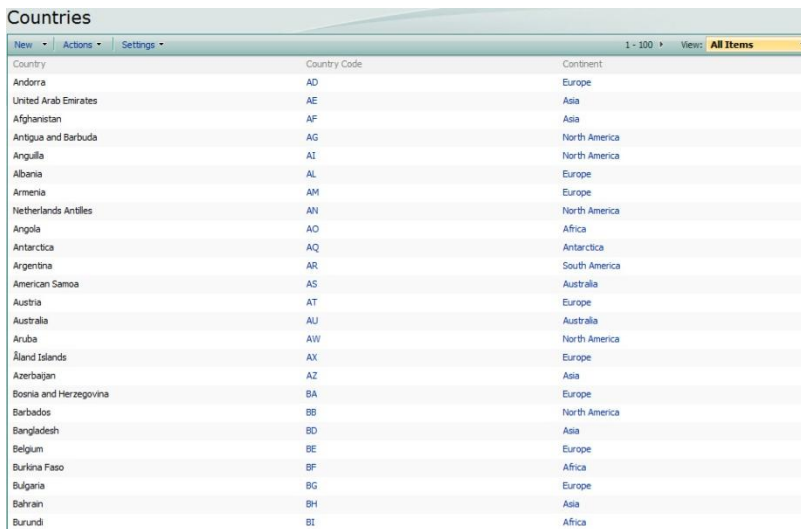# SharePoint List Item Ranking Tutorial

SharePoint List Item Ranking is a new and powerful tool to customize lists and libraries according to the users' preferences. Imagine users need to access an item every day, or to prioritize lists according to specific requirements that cannot be met by SharePoint default sorting patters. SharePoint List Item Ranking allows for rearranging the order of items or folders in the lists, so most important ones can be sent to top, items that are no longer important can be send to bottom, or to any position in list or library.

In a given list, the user usually just has few options on how to sort items.

There are two ways for changing the item ordering in default SharePoint environment, either by choosing to order from A to Z or Z to A:

The other option is to select according to which column the list items should be grouped by in the modify View window by Group By:

To enable List Item Ranking, or to change it settings, click the List Item Ranking Settings link on the List Settings page.

In the following page, select the list and library views where List Item Ranking should be applied. By setting up different views in the List Item Rankings settings, users can reorder the list for each separate view. Thus, each of them can rank the list items according to their preferences.

List Item Ranking Settings:Countries

Use this page to determine the order of items in this list.

Click here to manage license for List Item Ranking 1.0.1029.4

Reorder

Specify whether users can change the order of the list items in this list.

Enable reorder function for this list:

◉ Enabled

○ Disabled

Ranking Settings

Enable or disable ranking for each view in the list.

Enable or disable ranking:

Enable	View Name
☑	All Items
☑	Datasheet

Columns

Select the columns you want to display on the "change item order" page.

Show or hide on reorder page:

View: All Items

	Column Name
☑	Country
☐	Country Code
☑	Continent

View: 1 - 2 << Previous | Next >>

OK   Cancel

For each view, the columns to be displayed on the ranking page can be selected. To switch between view, click on the Previous and Next buttons. The name of the view will be displayed above the column selector.

List Item Ranking Settings:Countries

Use this page to determine the order of items in this list.

Click here to manage license for List Item Ranking 1.0.1029.4

Reorder
Specify whether users can change the order of the list items in this list.

Enable reorder function for this list:
- ⊙ Enabled
- ○ Disabled

Ranking Settings
Enable or disable ranking for each view in the list.

Enable or disable ranking:

Enable	View Name
☑	All Items
☑	Datasheet

Columns
Select the columns you want to display on the "change item order" page.

Show or hide on reorder page:
View: Datasheet

	Column Name
☑	Country
☑	Country Code
☐	Continent

View: 1 - 2   << Previous | Next >>

[OK]   [Cancel]

After enabling the product a button will appear in the Actions Menu. This button is available in the Standard View and the Datasheet View and Gantt view. To change the order of items in a list or a document library, click this button. A new page will be opened where the list items can be moved.
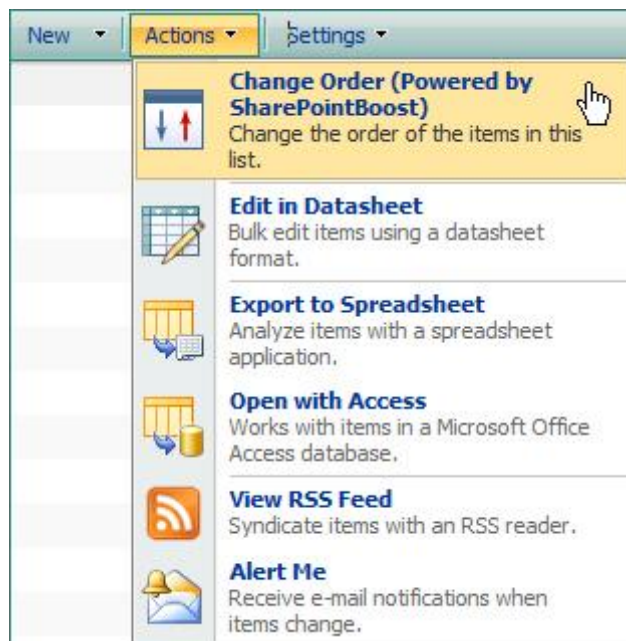
In this page the item to be moved in the list or library can be selected by checking the checkbox left of it. After this the item can be moved by either pressing the Up, Down, Top, or Bottom buttons, or by entering a value in the Reorder Field. Once the list is reordered, click OK to conform the changes.

Change Item Order: Countries

Use this page to change the order of items.

Item Order

Select an item, then use the buttonsa or enter numerical value in the field to move the item to a new position in the list.   Items (1 to 248)

[Move to Top]   [Move Up]   [Move Down]   [Move to Bottom]

Specify item position number: [_____]   [Move Item]

Select an item	Position number	Type	Country	Continent
☐	1		Russian Federation	Europe
☐	2		Australia	Australia
☐	3		Andorra	Europe
☐	4		United Arab Emirates	Asia
☐	5		Afghanistan	Asia
☐	6		Antigua and Barbuda	North America
☑	7		USA	North America
☐	8		Anguilla	North America
☐	9		Albania	Europe
☐	10		Armenia	Europe
☐	11		Netherlands Antilles	North America
☐	12		Angola	Africa
☐	13		Argentina	South America
☐	14		American Samoa	Australia
☐	15		Botswana	Africa
☐	16		Austria	Europe
☐	17		Aruba	North America
☐	18		Azerbaijan	Asia
☐	19		Bosnia and Herzegovina	Europe
☐	20		Barbados	North America
☐	21		Bangladesh	Asia
☐	22		Belgium	Europe
☐	23		Burkina Faso	Africa

[OK]   [Cancel]

After selecting an item, there are several ways to change the position of this item. Firstly, the user can move it up or down one position by clicking the Move Up or Move Down button.

Change Item Order: Countries

Use this page to change the order of items.

Item Order

Select an item, then use the buttonsa or enter numerical value in the field to move the item to a new position in the list.

Items (1 to 248)

| Move to Top | Move Up | Move Down | Move to Bottom |

Specify item position number: [_____] | Move Item |

Select an item	Position number	Type	Country	Continent
☐	1	📄	Russian Federation	Europe
☐	2	📄	Australia	Australia
☐	3	📄	Andorra	Europe
☐	4	📄	United Arab Emirates	Asia
☐	5	📄	Afghanistan	Asia
☑	6	📄	USA	North America
☐	7	📄	Antigua and Barbuda	North America
☐	8	📄	Anguilla	North America
☐	9	📄	Albania	Europe
☐	10	📄	Armenia	Europe
☐	11	📄	Netherlands Antilles	North America
☐	12	📄	Angola	Africa
☐	13	📄	Argentina	South America
☐	14	📄	American Samoa	Australia
☐	15	📄	Botswana	Africa
☐	16	📄	Austria	Europe
☐	17	📄	Aruba	North America
☐	18	📄	Azerbaijan	Asia
☐	19	📄	Bosnia and Herzegovina	Europe
☐	20	📄	Barbados	North America
☐	21	📄	Bangladesh	Asia
☐	22	📄	Belgium	Europe
☐	23	📄	Burkina Faso	Africa

| OK | Cancel |

To move the item to the top or bottom of the list, either press the Move to Top or Move to Bottom button. The view will change, so that the user will always see the item he is moving.

Change Item Order: Countries

Use this page to change the order of items.

Item Order

Select an item, then use the buttonsa or enter numerical value in the field to move the item to a new position in the list.   Items (1 to 248)

| Move to Top | Move Up | Move Down | Move to Bottom |

Specify item position number: [   ]   Move Item

☑	1	🗋	USA	North America
☐	2	🗋	Russian Federation	Europe
☐	3	🗋	Australia	Australia
☐	4	🗋	Andorra	Europe
☐	5	🗋	United Arab Emirates	Asia
☐	6	🗋	Afghanistan	Asia
☐	7	🗋	Antigua and Barbuda	North America
☐	8	🗋	Anguilla	North America
☐	9	🗋	Albania	Europe
☐	10	🗋	Armenia	Europe
☐	11	🗋	Netherlands Antilles	North America
☐	12	🗋	Angola	Africa
☐	13	🗋	Argentina	South America
☐	14	🗋	American Samoa	Australia
☐	15	🗋	Botswana	Africa
☐	16	🗋	Austria	Europe
☐	17	🗋	Aruba	North America
☐	18	🗋	Azerbaijan	Asia
☐	19	🗋	Bosnia and Herzegovina	Europe
☐	20	🗋	Barbados	North America
☐	21	🗋	Bangladesh	Asia
☐	22	🗋	Belgium	Europe
☐	23	🗋	Burkina Faso	Africa
☐	24	🗋	Bulgaria	Europe

OK   Cancel

The last option to move an item is to specify a position in the list by entering number in the list. So if the user wants to move Chile to the third position, just enter 3 in the "Specify item position number" field.

Change Item Order: Countries

Use this page to change the order of items.

Item Order

Select an item, then use the buttonsa or enter numerical value in the field to move the item to a new position in the list.

Items (1 to 248)

Move to Top	Move Up	Move Down	Move to Bottom

Specify item position number: 3   Move Item

☐	36	🗋	Belize	South America
☐	37	🗋	Canada	North America
☐	38	🗋	Cocos (Keeling) Islands	Asia
☐	39	🗋	Congo, Democratic Republic	Africa
☐	40	🗋	Central African Republic	Africa
☐	41	🗋	Congo	Africa
☐	42	🗋	Switzerland	Europe
☐	43	🗋	Cote D'Ivoire (Ivory Coast)	Africa
☐	44	🗋	Cook Islands	Asia
☑	45	🗋	Chile	South America
☐	46	🗋	Cameroon	Africa
☐	47	🗋	China	Asia
☐	48	🗋	Colombia	South America
☐	49	🗋	Costa Rica	South America
☐	50	🗋	Serbia and Montenegro	Europe
☐	51	🗋	Cuba	North America
☐	52	🗋	Cape Verde	Africa
☐	53	🗋	Christmas Island	Asia
☐	54	🗋	Cyprus	Europe
☐	55	🗋	Czech Republic	Europe
☐	56	🗋	Germany	Europe
☐	57	🗋	Djibouti	Africa
☐	58	🗋	Denmark	Europe
☐	59	🗋	Dominica	North America

OK	Cancel

After clicking the Move Item button, Chile will move to the third position in the list. Again, the window updates itself and the user will see Chile in the new position.

Change Item Order: Countries

Use this page to change the order of items.

Item Order

Select an item, then use the buttonsa or enter numerical value in the field to move the item to a new position in the list.

Items (1 to 248)

| Move to Top | Move Up | Move Down | Move to Bottom |

Specify item position number: [3] [Move Item]

☑	3	☐	Chile	South America
☐	4	☐	Australia	Australia
☐	5	☐	Andorra	Europe
☐	6	☐	United Arab Emirates	Asia
☐	7	☐	Afghanistan	Asia
☐	8	☐	Antigua and Barbuda	North America
☐	9	☐	Anguilla	North America
☐	10	☐	Albania	Europe
☐	11	☐	Armenia	Europe
☐	12	☐	Netherlands Antilles	North America
☐	13	☐	Angola	Africa
☐	14	☐	Argentina	South America
☐	15	☐	American Samoa	Australia
☐	16	☐	Botswana	Africa
☐	17	☐	Austria	Europe
☐	18	☐	Aruba	North America
☐	19	☐	Azerbaijan	Asia
☐	20	☐	Bosnia and Herzegovina	Europe
☐	21	☐	Barbados	North America
☐	22	☐	Bangladesh	Asia
☐	23	☐	Belgium	Europe
☐	24	☐	Burkina Faso	Africa
☐	25	☐	Bulgaria	Europe
☐	26	☐	Bahrain	Asia

[OK] [Cancel]

After finishing all the changes, click OK to confirm them. After that the list with the new item order will be displayed.

Countries

| New ▾ | Actions ▾ | Settings ▾ | | 1 - 100 ▸ | View: **All Items** ▾ |

Country	Country Code	Continent
USA	US	North America
Russian Federation	RU	Europe
Chile	CL	South America
Australia	AU	Australia
Andorra	AD	Europe
United Arab Emirates	AE	Asia
Afghanistan	AF	Asia
Antigua and Barbuda	AG	North America
Anguilla	AI	North America
Albania	AL	Europe
Armenia	AM	Europe
Netherlands Antilles	AN	North America
Angola	AO	Africa
Argentina	AR	South America
American Samoa	AS	Australia
Botswana	BW	Africa
Austria	AT	Europe
Aruba	AW	North America
Azerbaijan	AZ	Asia
Bosnia and Herzegovina	BA	Europe
Barbados	BB	North America
Bangladesh	BD	Asia
Belgium	BE	Europe
Burkina Faso	BF	Africa
Bulgaria	BG	Europe
Bahrain	BH	Asia
Burundi	BI	Africa
Benin	BJ	Africa
Bermuda	BM	North America
Brunei Darussalam	BN	Asia
Bolivia	BO	South America
Brazil	BR	South America
Bahamas	BS	North America