

ArtfulBits List Search Web Part

For Microsoft® SharePoint®



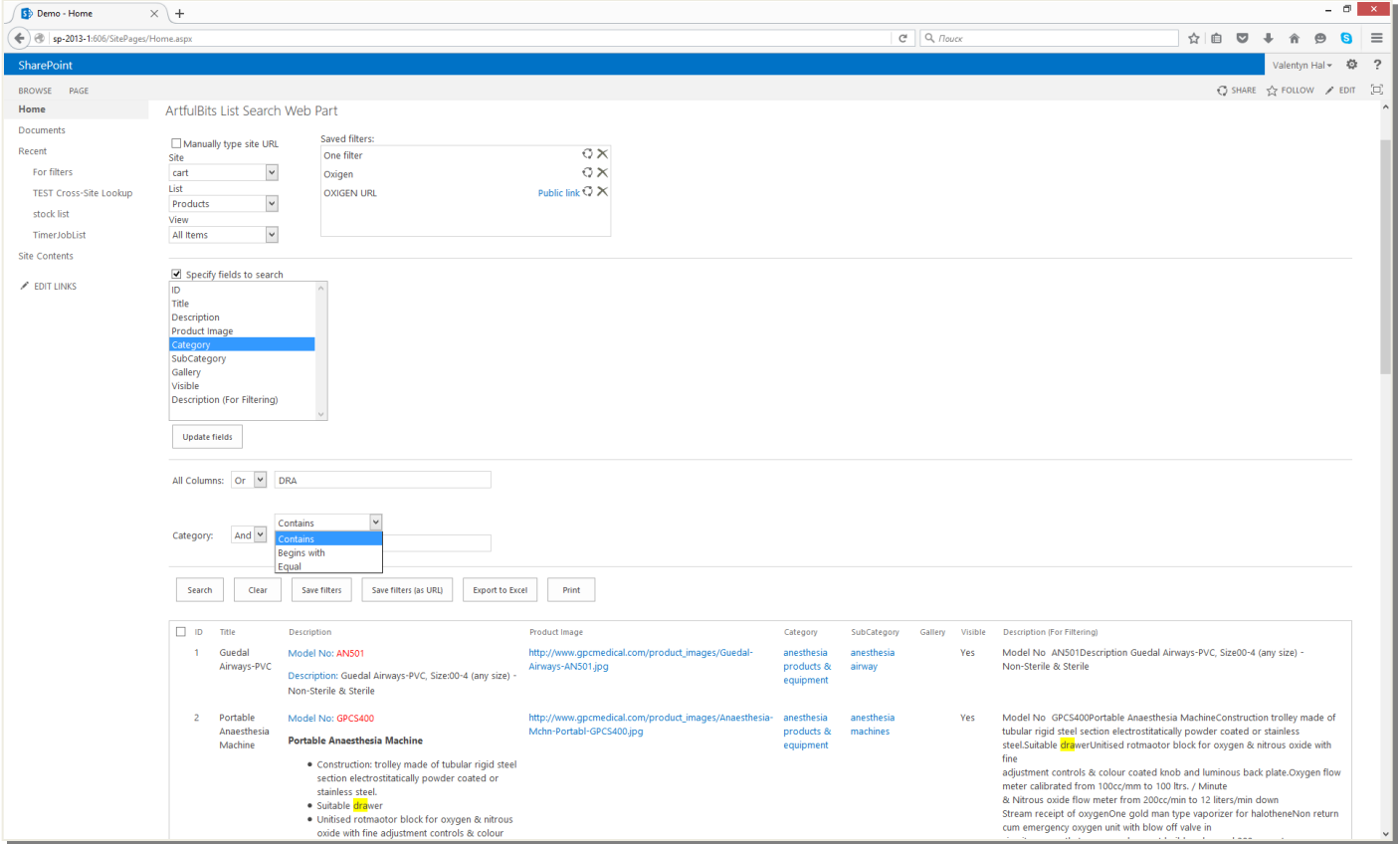
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Visit ArtfulBits [YouTube SharePoint channel](#) for
extended video instructions

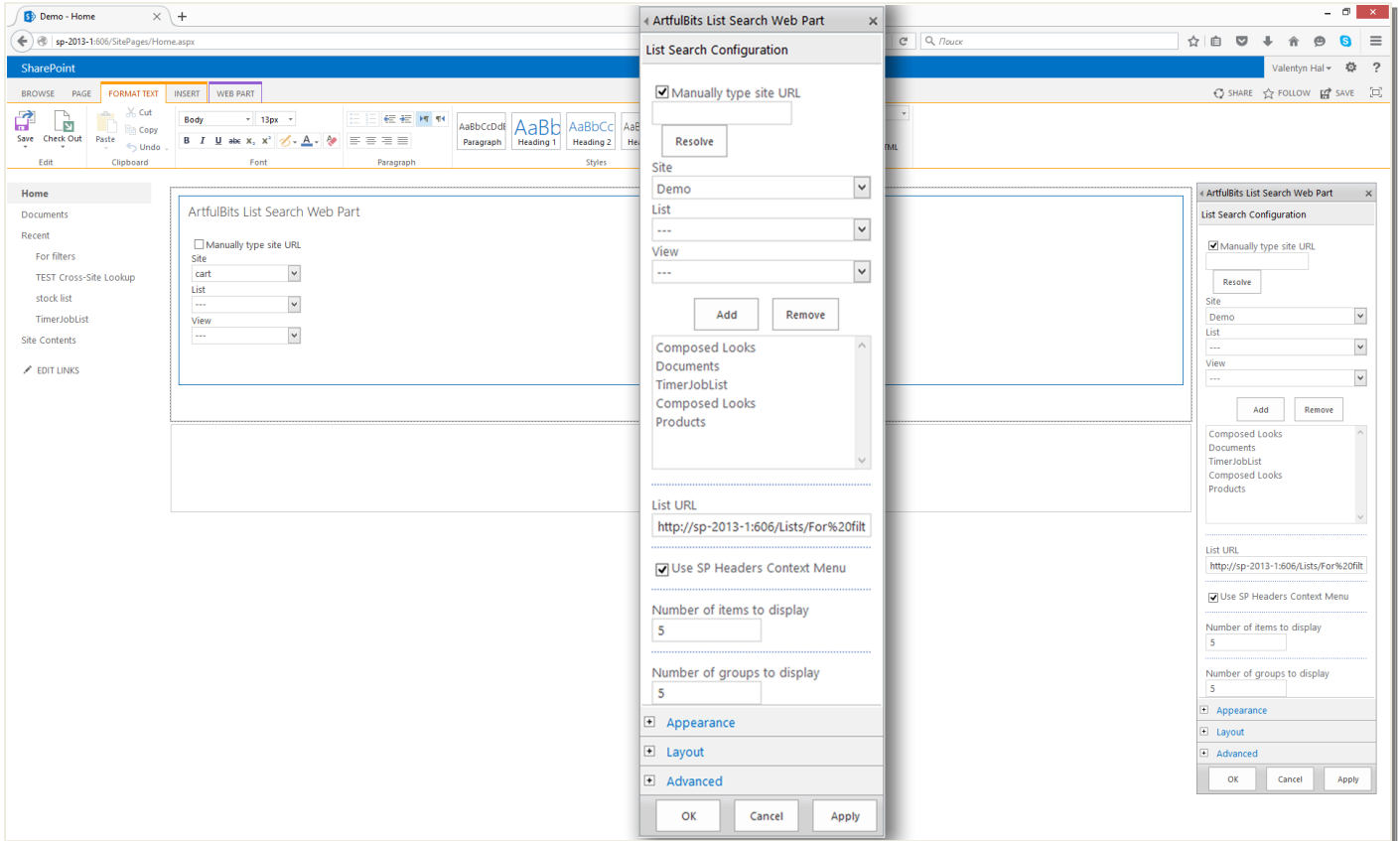
Overview

ArtfulBits List Search Web Part allows you to build search filters easily for any List or Library on your SharePoint site and quickly get search results in a grid with friendly interface. A wide variety of search options and useful features are waiting for you to make your filtering more simple and effective.



[Pic.1. Main view](#)

The functionality of *ArtfulBits List Search Web Part* depends on user permission levels. Site Collection Administrator can set search options, such as select default site collection, list/library, and view; select allowed lists for search; type in a number of items/groups to display per page and choose header type (default SharePoint or custom) for search results.



[Pic.2. Web Part Properties](#)

The user can select which columns to include into search (not displaying all of them at once). It is possible to search by any of standard SharePoint column types separately or by all columns at once.

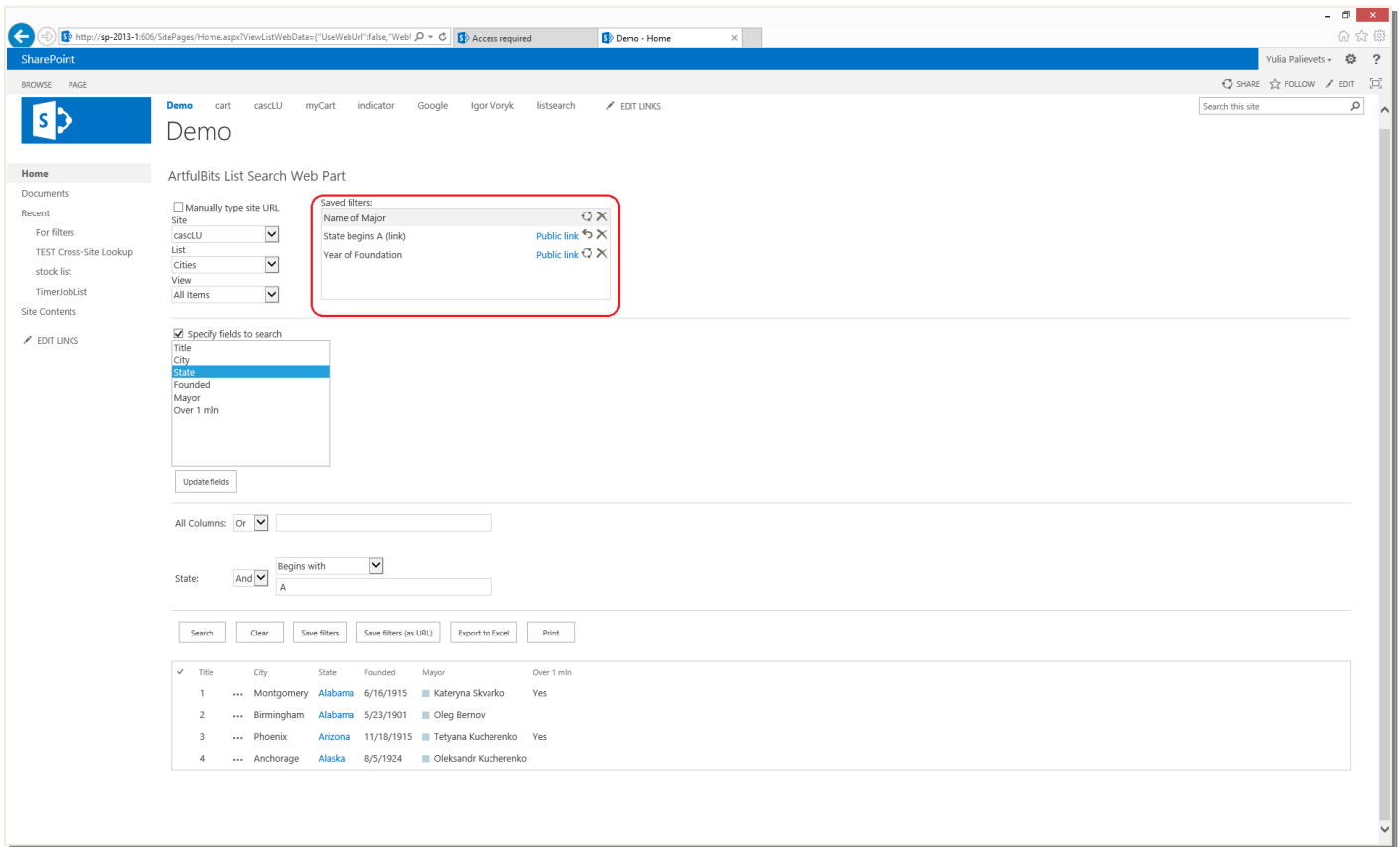
The screenshot shows a SharePoint search interface with the following components:

- Navigation:** Home, Documents, Recent, For filters, TEST Cross-Site Lookup, stock list, TimerJobList, Site Contents, EDIT LINKS.
- Search Parameters:**
 - Manually type site URL:
 - Site: casCLU
 - List: Cities
 - View: All Items
 - Specify fields to search: Title, City, State, Founded, Mayor, Over 1 min
 - All Columns: And One
 - Over 1 min: And Not specified No Yes
 - Mayor: And John
 - Founded: And Range Exact match Include time
 - City: And Contains Begins with Equal
- Calendar:** May 2016
- Buttons:** Search, Clear, Save filters, Save filters (as URL), Exp
- Results Table:**

	Title	City	State	Founded	Mayor	Over 1 min
1	...	Montgomery	Alabama	6/16/1915	Kateryna Skvarko	Yes
2	...	Birmingham	Alabama	5/23/1901	Oleg Bernov	
3	...	Phoenix	Arizona	11/18/1915	Tetyana Kucherenko	Yes
4	...	Anchorage	Alaska	8/5/1924	Oleksandr Kucherenko	

Pic.3. Search parameters

Another great feature is that you can save search filters and later repeat your search in one click. Also, you can share/unshare saved search filters with other users or create a public link.



[Pic.4. Filters](#)

You will be pleased with quite simple, friendly and understandable interface of *ArtfulBits Search Web Part*. Its' architecture allows you to search quickly with the opportunity to sort and group search results, print and export to Excel just in few clicks.

Feature List

Feature	SharePoint Server 2010	SharePoint Server 2013
Ability to choose default site collection, list/library and view (with opportunity to use site URL)	✓	✓
Ability to set allowed lists for search	✓	✓
Ability to type in number of items/groups to display per page	✓	✓
Ability to choose SharePoint List View column headers in results view or use custom column headers	✓	✓
Ability to select site collection, list/library and view from allowed	✓	✓
Possibility to search by any of standard SharePoint column types separately or by all columns at once	✓	✓
Supports "contains", "exact" and "begins with" filters	✓	✓
Allows users to define search criteria with AND/OR conditions	✓	✓
Allows users to sort and group search results	✓	✓
Allows users to select columns for search	✓	✓
Supports paging	✓	✓
AJAX-based user interface	✓	✓
Highlights search terms and keywords in the result view	✓	✓
Allows to save search filters and later repeat search in one click	✓	✓
Ability to share/unshare or delete search filters	✓	✓
Allows to save search filters as public link	✓	✓
Ability to print search results	✓	✓
Ability to export search results to Microsoft Excel	✓	✓
Cross browser – IE, Firefox and Google Chrome	✓	✓
Language pack support (desired localization can be added by request)	✓	✓

Why ArtfulBits Search Web Part?

An ability to search quickly and efficiently in the SharePoint lists is one of the core functionalities that leverages the strengths of SharePoint. Any enterprise that stores significant amount of data in SharePoint needs an effective tool for search in order to equip the staff to manipulate data effectively. *ArtfulBits List Search Web Part* is a wise solution that provides a combination of most powerful search capabilities that are needed for SharePoint users.

How to Use

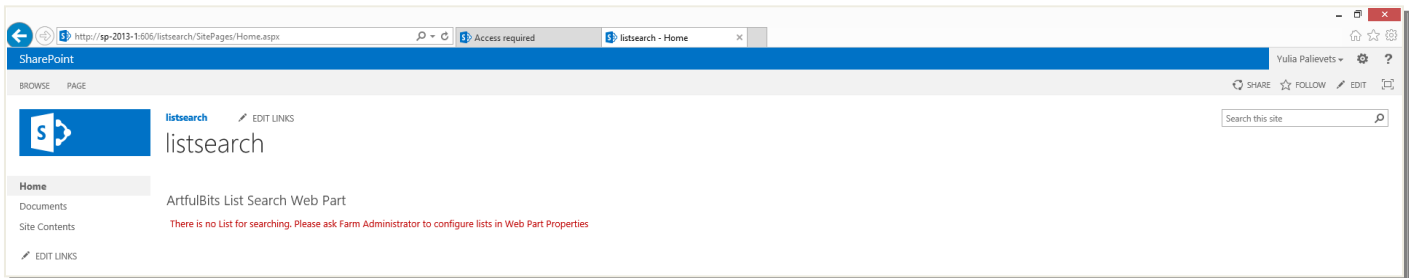
Configuration

- Go to Site Contents and select "add new app";
- Select "AB Search Web Part Filters List Template" from Apps you can add.
- Enter name for your List of filters and click "Create" (this list will store the data about the filters that will be created by the users).

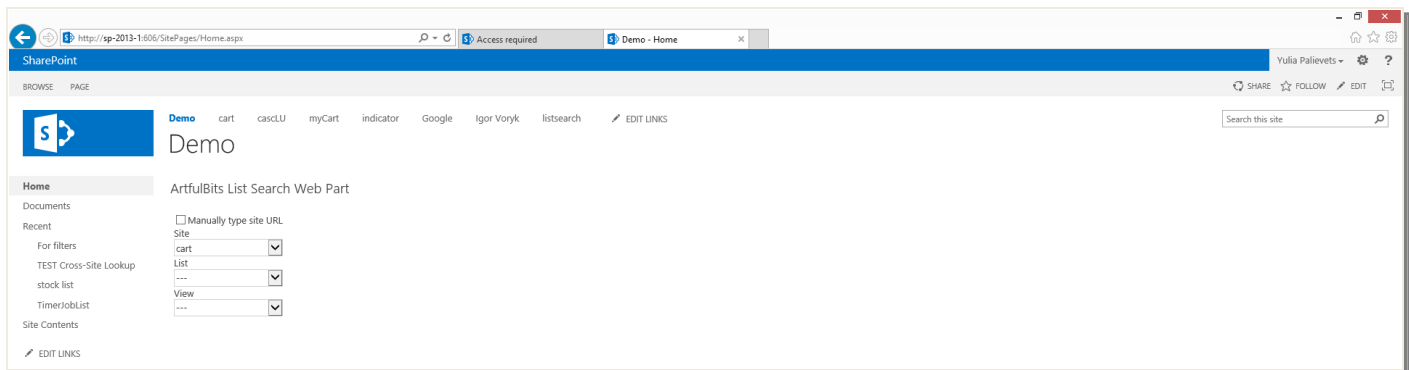
After that, you will be redirected to Site Contents and there you can see your new List.

Starting screen

The starting screen depends on user permission level. A user with standard permission level will see only a message, first, informing about the necessity to contact Site Collection Administrator to set allowed lists for searching in Web Part Properties. If you are a Site Collection Administrator, you will see drop-down lists for choosing Site, List, and View:



[Pic.5. Starting screen \(User with standard permissions\)](#)



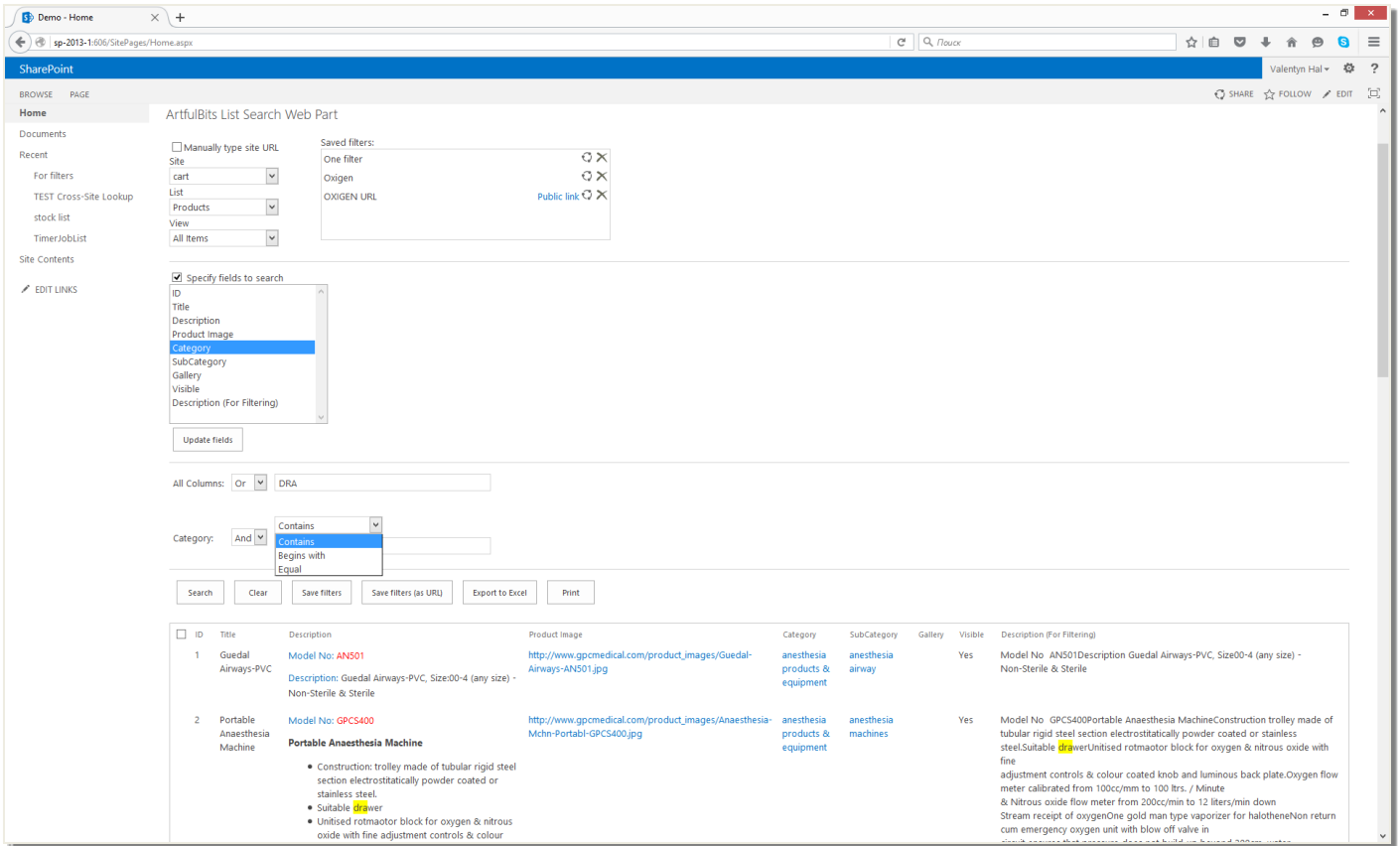
[Pic.5. Starting screen \(Admin user\)](#)

In order to provide users with standard permission level with the search interface, Site Collection Administrator has to do the following:

1. Open Web Part Properties;
2. Set default site collection, list/library and view (*or manually type in site URL*);
3. **“Add”** allowed lists for search;
4. Type in the number of items/groups to display per page (*default value is 5*);
5. Choose which column headers to use in result view - SharePoint List View column headers or custom column headers
6. Add URL of List for filters (see [Configuration](#) section for more information).

For illustration of web part properties see Pic.2. [Web Part Properties](#).

Now, your *ArtfulBits List Search Web Part* will look like this:



[Pic.7. List Search Web Part](#)

How to search

At the top of the Pic.7, you can see drop-down lists for Site, List, and View (*default values that were set by Site Collection Administrator in Web Part Properties*). User can choose Site, List or View values from available by opening these drop-down lists (*available data source are set by Site Collection Administrator in Web Part Properties*). For typing Site URL manually user have to check **“Manually type site URL”**, type in correct URL and click **“Resolve”** button.

Right under this section there is a checkbox for selecting the columns that have to be included into search. Check it, select desired column names and click **“Update fields”**.

IMPORTANT: use **ctrl** for selecting several columns for search!

After updating you will see corresponding fields for search requests that appeared below.

Now you are ready to search. Input search parameters and click **“Search”** button. Search results will appear in View under buttons.

Under search results, there are navigate buttons for reviewing search results.

Search parameters for columns

Standard SharePoint Column Type	Possible search parameter
Single line of text Multiple lines of text Lookup (<i>information already on this site</i>) Lookup (<i>information already on this site</i>) with multi values	<ul style="list-style-type: none"> - Select <i>matching parameter</i>: Contains/Begins with/Equal (<i>default parameter is Contains</i>); - According with the <i>matching parameter</i>, input any part of the text value (for “Contains@parameter”), beginning of the text value (for “Begins with” parameter) or strict text value (for “Equal” parameter) that you want to search in List <p>IMPORTANT: <u>For searching multiple text values</u> – input them separated by commas.</p>
Choice (<i>menu to choose from</i>)	<ul style="list-style-type: none"> - Select one of menu values from drop down list (default is “Not Specified”)
Number (1, 1.0, 100) Currency (\$, ¥, €)	<ul style="list-style-type: none"> - Select Range/Exact match; - Input valid number (if decimal – use dot as separator) in appropriate textbox (if this Exact match) or in both textboxes (if this Range)
Date and Time	<ul style="list-style-type: none"> - Check “Include Time” checkbox if you want to search including time; - Select Date by clicking on Calendar icon; - Select values for hours and minutes from appropriate drop-down lists (if “Include Time” is checked)
Yes/No (<i>check box</i>)	<ul style="list-style-type: none"> - Select Not specified/No/Yes checkboxes
Person or Group	<ul style="list-style-type: none"> - Input person/group using People Picker
Hyperlink or Picture	<ul style="list-style-type: none"> - Input link or any part of it to corresponding textbox
Calculated (calculation based on other columns)	<ul style="list-style-type: none"> - Depends on returned data type

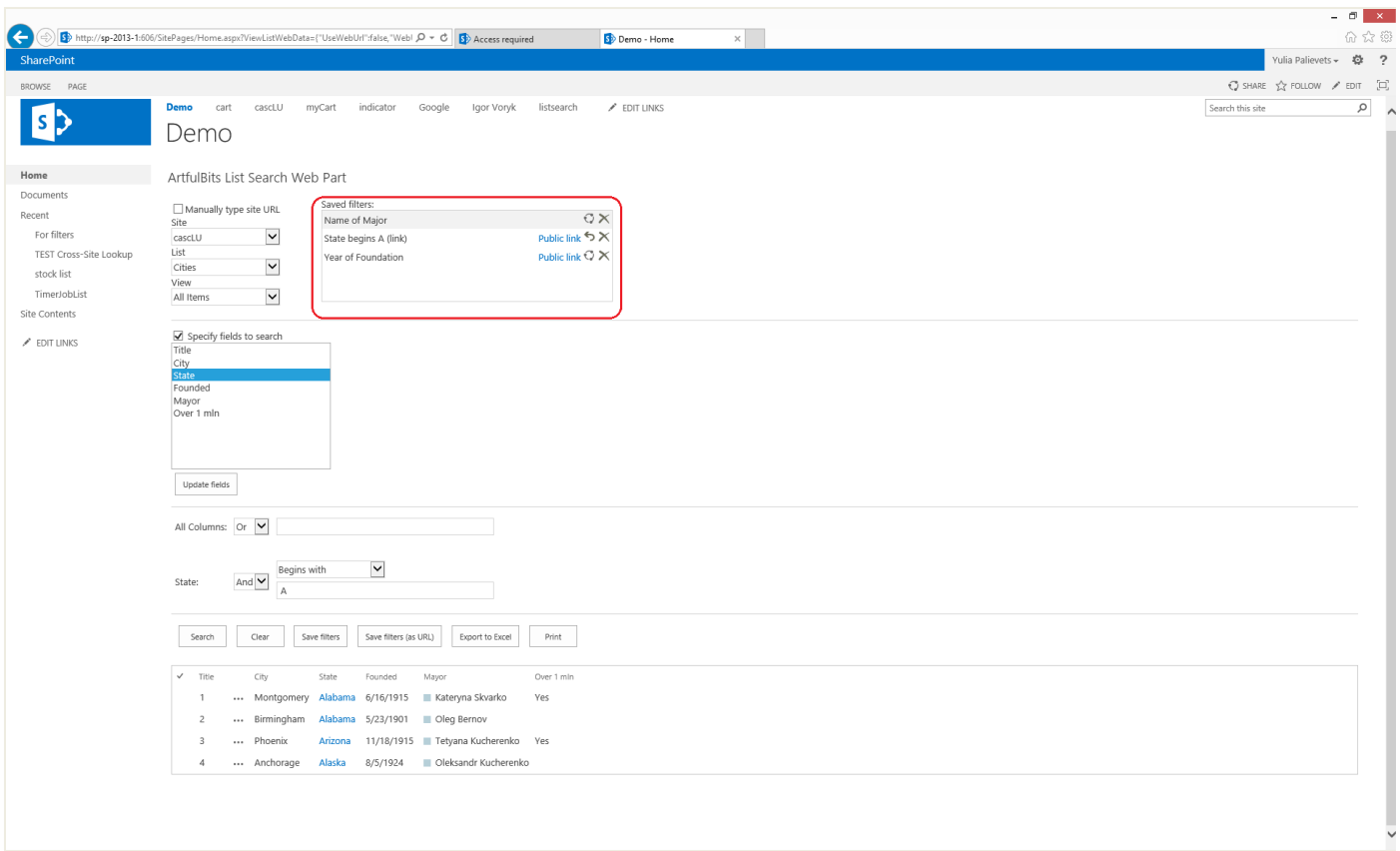
How to save filters/ save filters (as URL)

If there are search parameters that are used often, than its very comfortable to save search filters and later repeat search in one click.

To save filters do the following:

- Enter search parameters and click “Search”;
- Click “Save filters”;
- Enter filter’s name in popup window and click “OK”;
- Your filter name appears in Saved filters box.

Now you can share this filter with other users, unshare (*if you are Site Collection Administrator*) or delete it. To use saved filter just click on its name. Fields for search requests will be automatically filled with appropriate search parameters, and you will see search results in the bottom of the page.



[Pic.8. Filters](#)

If you want to share search filters by URL you can save them by clicking **“Save filters (as URL)”** button. The process of saving is the same. In **Saved filters** box, besides the filter name, you will see **“Public link”**. If you click it, you will be redirected to a new tab with your search results.

You can share the web link by copying it from the web address field of your browser. If, later, you'd like to unshare this filter, there is **unshare** button alongside **“Public link”** button for this purpose. You can share and unshare the filter multiple times.

How to Print Search results

- Click **“Print”** button. It opens menu for printing;
- Choose whether you want to print a complete file or only current page of search results and click it;
- You'll be forwarded to a new tab with standard print window.

How to Export to Excel search results

- Click **“Export to Excel”** button. It opens menu for exporting to Excel;
- Enter file's name and choose whether you want to export a complete file or only current page of search results and click corresponding button;
- Your file will be downloaded.

See Also



[ArtfulBits Blog](#)

ArtfulBits Blog web part is intended to enhance the standard SharePoint blog functionality. It complements and extends its features by the possibility to add a video or a zoomable image, and preview it.



[Bulk Check In](#)

ArtfulBits Bulk Check can check in multiple documents from any library location in one operation, and provides you with different edit options like overwriting existing column value, filling in if blank or ignoring.



[Cascaded Lookup Column](#)

Cascaded Lookup Column allows building relationship between parent and child columns, the data selected in one field will determine the options presented in another.



[Category Column](#)

Category Column allows tracking, organizing and grouping list items. Outlook 2007 approach for elements categorization, easy indicator color changing and using of advanced tooltip, provide a high professional component style.



[Column Data Adapter](#)

Column Data Adapter is an extension component providing ability to use ArtfulBits Columns in Microsoft Access forms, reports and Microsoft Excel.



[Column Permissions](#)

Column Permissions allows you to manage access to list content on column level. Permissions can be assigned for individual users and for SharePoint groups as well and are effective in forms and list views, as well as in the SharePoint Alerts, RSS, Datasheet and even during exporting to Excel and opening with Access.



[Cross-Site Lookup Column](#)

Use Cross-Site Lookup Column for getting data from any site within site collection. Component includes a powerful function of searching over lookup list. This function provides substring matching in selected column which is very useful for large lists (over 50-100 items).



[Discussion Column](#)

Need to organize well formatted conversation in the list item without enabling list versioning? Discussion Column is the right choice. Component allows entering rich text with formatting, images, tables, hyperlinks and other features.



[Email Web Part](#)

ArtfulBits Email Web Part allows sending e-mail messages directly from Microsoft SharePoint site. E-mail fields To, Subject and body can be auto populated with column item values.



[Email As Attachment](#)

ArtfulBits Email as Attachment allows sending one or more documents as attachments directly from SharePoint library. Multiple documents more convenient, they can be compressed into a single archive file before sending.



[Follow-Up Column](#)

Follow-Up Column enables due date flags similar to Outlook follow-up functionality. Applying of flags to the list item allows adding of visual reminder in a natural way.



[Image Upload Column](#)

Quick and simple way of uploading pictures. Image Upload Column provides with ability to select a picture using file browsing dialog, upload and display it in the list view.



[KPI Column](#)

KPI (Key Performance Indicator) Column is simple graphical scorecards that can be used to evaluate business data against business goals. With this column you reduce risk to overlook information about the status of value.



[Link to Document Column](#)

Link to Document Column allows referencing files and folders placed at Document Library and provides easy and intuitive way to download files directly from column. Use this column to provide a browsing interface that allows users to browse to an object to link to instead of typing a URL.



[Parent Selector Column](#)

Parent Selector Column is used for organizing hierarchical relations in SharePoint list. Picker dialog allows choosing data from large lists. Standard Lookup column can be easily converted to Parent Selector column and vice versa.



[Password Change Web Part](#)

Password Change Web Part allows users to change their own passwords from within the SharePoint environment using standard text box interface (current password, new password and confirm new password).



[Password Expiration Web Part](#)

Password Expiration Web Part enables Active Directory users to be notified via Web Part interface that their passwords are about to expire. It also automatically sends out email notifications to users before the password expiration date.



[Password Reset Web Part](#)

ArtfulBits Password Reset Web Part allows users to reset their forgotten passwords from within the SharePoint environment without administrator intervention.



[Professional Calendar Web Part](#)

Professional Calendar Web Part provides following key benefits: it allows combining events from different SharePoint Lists, from any SharePoint Site, in onjne Calendar view; allows specifying different color sets for different event sources; supports on -the-fly AJAX-enabled editing features in Outlook like style; and other enhanced functionalities.



[Progress Column](#)

Progress Column provides users with the ability to make SharePoint lists more visualized by displaying numerical data on the page sing percentage -based progress bar. Professional progress bar style will make your SharePoint list really modern and stylish.



Video

Video Column and VideoWeb Part are powerful controls made for uploading, managing, linking and playing video files. These controls support variety of video files that can be uploaded from computer, or linked from SharePoint library or streamed from direct URL.

Remarks

Information in this document may be outdated. Please, visit www.ArtfulBits.com for the latest product version.