



## Lists—Advanced

A list is a collection of data that you can share with team members and other site users. SharePoint makes several list templates available while also allowing users to customize and modify lists to their specific needs.

### Create an alert when content changes in a list

1. In the left navigation pane, select the appropriate list.
2. From the top link bar, click the Other Things You Can Do With The Selected Items icon.
3. Select Alert Me.
4. In the Send Alerts For These Changes area, select Anything Changes.
5. Click OK.

### Add a workflow to a list

1. From the Site page, select the Settings icon.
2. From the Settings dropdown, select Site Contents.
3. Locate the Contents area.
4. Next to the appropriate list name, select the More icon.
5. Select Settings.
6. Under Permissions And Management, select Workflow Settings.
7. Click Add A Workflow.
8. From the Run On Items Of This Type drop-down, select This List.
9. In the Select A Workflow Template list box, select the appropriate option.
10. In the Enter A Unique Name For This Workflow field, enter the appropriate name.
11. Note: A new task list will be created for the workflow.
12. In the Task List area, select the Select A Task List dropdown.
13. From the Select A Task List drop-down, select the appropriate option.
14. In the History List area, select the appropriate history list.
15. In the Start Options area, select the appropriate checkboxes.
16. Click OK.

### Change the view of a list

1. In the left navigation pane, select the appropriate list.
2. Click the View Options drop-down.
3. Select Edit Current View.
4. In the Columns area, select the appropriate options.
5. In the Sort area, select the appropriate options.
6. From the First Sort By The Column dropdown, select the appropriate type.
7. Select the appropriate order.

*If you need more help, please reach out to your division's FSSA Super User or send an email to [SharepointRequests@fssa.in.gov](mailto:SharepointRequests@fssa.in.gov) with a description of your issue.*



8. From the Then Sort By The Column dropdown, select the appropriate type.
9. Select the appropriate order.
10. To sort only by the specified criteria, select the Sort Only By Specified Criteria (Folders May Not Appear Before Items) checkbox.
11. In the Filter area, select the appropriate filter options.
12. Select and set the options for the remaining areas.
13. When finished, click OK.

#### Edit or delete an item in a list

1. In the left pane, select the appropriate list.
2. Next to the appropriate item, click the More Options icon.
3. To edit the item, click Edit.
4. To delete the item, click Delete.
5. Click Delete.

#### Delete one or more items from a list

1. In the left navigation pane, select the appropriate list.
2. Select the checkboxes of the items to delete.
3. Click Delete.
4. Click Delete.

#### Track versions in a list

1. In the left navigation pane, select the appropriate list.
2. In the Documents list, right-click the item you want to track.
3. From the shortcut menu, select Version History.
4. The Version History window shows all versions of the selected document, each version number, the date and time the document was modified, the person who applied the changes, the size of the version and any comments left.
5. To view, restore or delete a version, hover over the appropriate version.
6. Click the dropdown menu for the selected version.
7. Select the appropriate option.

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