

# Filter a SharePoint list using Power Automate



- 1 Navigate to [https://stpiusxhs.sharepoint.com/sites/PowerAutomateListRepository/Lists/Tutorial\\_SignIns/AllItems.aspx](https://stpiusxhs.sharepoint.com/sites/PowerAutomateListRepository/Lists/Tutorial_SignIns/AllItems.aspx)

- 2 Click on the three dots.

The screenshot shows a SharePoint list view for 'Tutorial\_SignIns'. The list has columns: Status (dropdown), Time\_In (dropdown), Time\_Out (dropdown), and Course (dropdown). The list contains three items, all with a status of 'checked Out' and a course of 'College Algebra'. The 'Time\_In' and 'Time\_Out' values are 3:18 PM, 3:20 PM, and 3:08 PM respectively, all with a 'Time\_Out' of 4:00 PM. A context menu is open over the list, showing options like 'Edit', 'Not following', 'Site access', 'All Items', 'Filter', 'Info', and 'Share'. The 'Info' option is highlighted with an orange circle.

Status	Time_In	Time_Out	Course
checked Out	3:18 PM	4:00 PM	College Algebra
checked Out	3:20 PM	4:00 PM	College Algebra
checked Out	3:08 PM	3:30 PM	College Algebra

### 3 Click "Tutorial\_SignIns"

Student	Time_In	Time_Out	Course
Checked Out	3:18 PM	4:00 PM	College Alg
Checked Out	3:20 PM	4:00 PM	College Alg
Checked Out	3:08 PM	3:30 PM	College Algebra
Checked Out	3:09 PM	3:30 PM	College Algebra
Checked Out	3:21 PM	3:33 PM	College Algebra
Checked Out	3:21 PM	3:31 PM	College Algebra

- All\_Faculty
- Grade Changes 2022-2023
- Final\_Exam\_Exemption\_Master\_List
- Faculty\_Last\_Names\_Ex
- courselist2
- Grade Changes 2023-2024
- Tutorial\_SignIns**
- FacNames
- Site contents

### 4 Click "□"

Reason	Other	Teacher	Status	Time_In	Time_Out
Homework		McGee	Checked Out	3:18 PM	4:00 PM
Homework		McGee	Checked Out	3:20 PM	4:00 PM
Homework		McGee	Checked Out	3:08 PM	3:30 PM
Homework		McGee	Checked Out	3:09 PM	3:30 PM

## 5 Click "Filter by"

⚙ Automate ▾ 🗪 Integrate ▾ ...

	Reason ▾	Other ▾	Teacher ▾	Status ▾	Time_In ▾	Time_Out ▾
1	Homework		A to Z	Checked Out	3:18 PM	4:00 PM
			Z to A			
	Homework		Filter by	Checked Out	3:20 PM	4:00 PM
			Group by Teacher			
	Homework		Column settings >	Checked Out	3:08 PM	3:30 PM
	Homework		Totals >	Checked Out	3:09 PM	3:30 PM
1	Homework		McGee	Checked Out	3:21 PM	3:33 PM
	Homework		McGee	Checked Out	3:21 PM	3:31 PM

## 6 Click "X"

				Filter by 'Teacher'	
				Type text to find a filter	
				<input type="checkbox"/> McGee	
				<input checked="" type="checkbox"/> Wilhelm	
				<input type="checkbox"/> Wood, V.	
				Apply Clear all	
Status ▾	Time_In ▾	Time_Out ▾	Course ▾		
Checked Out	3:18 PM	4:00 PM	College Algebra		
Checked Out	3:20 PM	4:00 PM	College Algebra		
Checked Out	3:08 PM	3:30 PM	College Algebra		

7

Click "Apply"  
Click to apply filters to list and close panel."

CollegeCenter

LC\_Sign\_Ins

Library\_SignIns

CounselingOffice

...

atus ▾	Time_In ▾	Time_Out ▾	Course ▾
cked Out	3:18 PM	4:00 PM	College Algebra
cked Out	3:20 PM	4:00 PM	College Algebra
cked Out	3:08 PM	3:30 PM	College Algebra
cked Out	3:09 PM	3:30 PM	College Algebra

Type text to find a filter

☐ McGee

☒ Wilhelm

☐ Wood, V.

Apply

Clear all