Item and List Commands

Navigate to the list, then follow these quick steps. If a command is grayed out on the ribbon, you may not have the permissions to use it, or you may need to select an item first to enable the command.

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| Add a Site Column | Add An App |
| 1. **LIST** tab > **List Settings** > **Add from existing site columns**. 2. Select site column > **Add** > **Add to default view** (optional) > **OK**. | 1. **Settings** gear > **Add an app** > Click list icon. 2. Enter a name > Click **Create**. |
| Approve/Reject Item | Attach File – Item |
| 1. Select file. 2. **ITEMS** tab > **Approve/Reject** > **Approved**. 3. Add comments > **OK**. | 1. Select item. 2. **ITEMS** tab > **Attach File**. 3. Select file > **OK** > **Save**. |
| Calendars Overlay | Content Approval |
| 1. **CALENDAR** tab > **Calendars Overlay** > **New Calendar**. 2. Define name, calendar type as **SharePoint**, description and color. 3. Enter URL of SharePoint site that contains calendar > **Resolve**. 4. Click **List** drop-down > Select calendar to overlay > Click **List View** drop-down > Select calendar view to overlay > **OK** > **OK**. | 1. **LIST** tab > **List Settings** > **Versioning settings**. 2. Click **Yes** for **Require content approval for submitted items?** 3. Define **Draft Item Security** > **OK**. |
| Create a Column | Create a View |
| 1. **LIST** tab > **Create Column**. 2. Define name, information type, and additional settings > **OK**. | 1. **LIST** tab > Create **View**. 2. Select view type > Enter view name. 3. Define default status and audience > 4. Choose columns > 5. Define column order, sorting, filtering, grouping criteria, and other view settings. 6. **OK**.   – or –   1. Sort and filter current view > **SAVE THIS VIEW** > Enter view name > Define audience > **Save**. |
| Create View – Personal | Current Page – Navigate through Pages |
| 1. **LIST** tab > **Create View**. 2. Select type of view. 3. Define properties of view > **OK**. | 1. **LIST** tab > Click previous (**<**) or next (**>**). |

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| Current View – Change | Delete Item |
| 1. Click view at top of list. | 1. Select one or more items. 2. **Delete** key > **OK**. |
| Delete List | Edit or Remove Column |
| 1. **LIST** tab > **List Settings** > **Delete this list** > **OK**. | 1. **LIST** tab > **List Settings** > Click column name. 2. Edit column properties or click **Delete**. 3. **OK**. |
| Edit Properties – Item | Email a Link |
| 1. Select item. 2. **ITEMS** tab > **Edit Item**. 3. **Save**. | 1. **LIST** tab > **E-mail a Link**. |
| List Name, Description, Navigation | Manage Alerts for Others |
| 1. **LIST** tab > **List Settings** > **List name, description and navigation**. 2. Change name or description > **Save**. | 1. Select item > **ITEMS** tab – or – **LIST** tab. 2. **Alert Me** > **Set an alert**. 3. Enter user names > Define alert details > **OK**.   – or –   1. **Settings** gear > **Site settings** > **User alerts**. 2. Select user > **Update**. 3. Select alert(s) > **Delete Selected Alerts** > **OK**. |
| Manage My Alerts | Modify or Delete a View |
| 1. Select item > **ITEMS** tab – or – **LIST** tab. 2. **Alert Me** > **Manage My Alerts**. 3. View, add, edit or delete alerts. | 1. **LIST** tab > **Modify View**. 2. Change view, delete view or make view the default. 3. **OK**. |
| Most Popular Items | New Event – Calendar |
| 1. **LIST** tab > **Most Popular Items**. | 1. Hover over day > **+Add**. 2. Enter properties of event. 3. **Save**. |
| New Item | Popularity Trends– Item |
| 1. **+** **new item** > Enter properties of item. 2. **Save**. | 1. Select item. 2. **ITEMS** tab > **Popularity Trends**. 3. Open or save spreadsheet. |
| Quick Edit | Rating Settings |
| 1. **Edit this list** > Make changes. 2. **Stop editing this list**. | 1. **LIST** tab > **List Settings** > **Rating Settings**. 2. **Yes** for **Allow items in this list to be rated** > Select **Likes** or **Star Ratings** > **OK**. |

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| Restore Selection from Recycle Bin | RSS Feed |
| 1. **Settings** gear > **Site contents** > **RECYCLE BIN**. 2. Select item > **Restore Selection** > **OK**. | 1. **LIST** tab > **RSS Feed** > **Subscribe to this RSS feed**. 2. Enter name for feed > **Subscribe**. |
| Set Alert – Item | Set Alert – List |
| 1. Select item > **ITEMS** tab > **Alert Me** > **Set alert on this item**. 2. Define details of alert > **OK**. | 1. **LIST** tab > **Alert Me** > **Set alert on this list**. 2. Define details of alert > **OK**. |
| Sort or Filter | Validation Settings |
| 1. Hover over column header > Click down arrow. 2. Select sort or filter option. | 1. **LIST** tab > **List Settings** > **Validation Settings**. 2. Define formula and message > **Save**. |
| Version History – Item | Versioning Settings |
| 1. Select item. 2. **ITEMS** tab > **Version History**. | 1. **LIST** tab > **List Settings** > **Versioning Settings**. 2. **Yes** for **Create a version each time you edit an item in this list?** 3. Depending upon Versioning and Content Approval, define number of versions, number of drafts, and **Draft Item Security**. 4. **OK**. |
| View Properties – Item |  |
| 1. Select item. 2. **ITEMS** tab > **View Properties**. |  |