

KNOWLEDGE BASE ARTICLE

Exclude accounts from search results



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This article describes how to exclude users from search results in Employee Directory.

Introduction

Employee Directory support two types of data source:

- Azure AD
- User Profiles

In the case of using Azure AD blocked user accounts are not displayed by default. Otherwise, if you use **User Profiles** (actually the app uses SharePoint search index) in some cases disabled accounts may appear in search results.

This article describes how to fix this issue.

Filtering Search Results

There are two filter criteria that are applied to each search request:

- SPS-UserType equals 0
- SPS-HideFromAddressLists does not equal 1

The first filter criteria used to show only users and exclude groups (SharePoint or Security group). The second one is to hide users marked with **Hide from address lists**.



SPS-HideFromAddressLists is the only OOTB property to hide users from search results globally. The property is not editable and can be changed only by the system within the sync process.

Option 1. Manually Hide User

Manually hiding a user from search results based on updating the corresponding mailbox in Exchange Online.

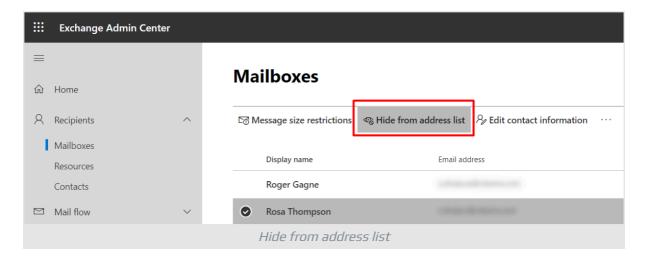
Step 1. Find the mailbox

To manually mark a user as hidden go to Exchange Online Admin Center and select **Mailboxes** under the **Recipients** heading.

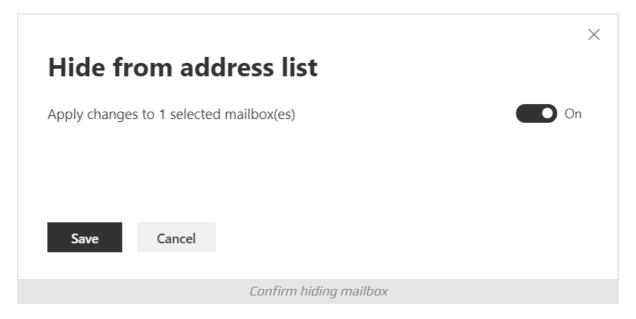
Step 2. Mark mailbox as hidden from address lists

To hide users from the address list select one or more mailboxes and click **Hide from the address list** button on the toolbar.

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And confirm the action by clicking **Save** button:



Once SharePoint crawler updates the property in search index the user will not appear in search results.



It may take up to 24 hours to update data in SharePoint search index.

Option 2. Custom User Property

The second option is to create new custom user profile property that is available for editing and make this property available for searching. This approach is time-consuming due to the fact that there is no sort of trigger to update the search schema in SharePoint Online.

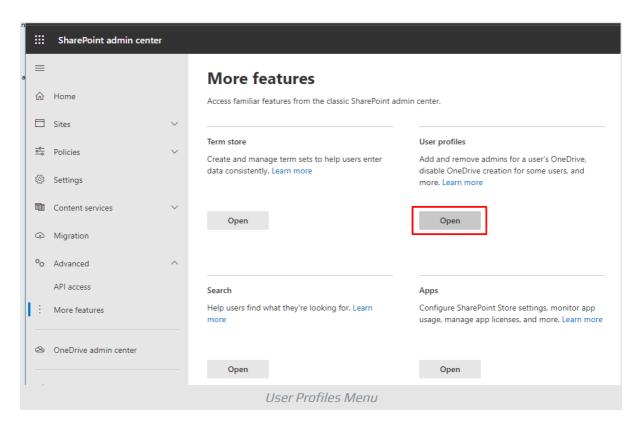
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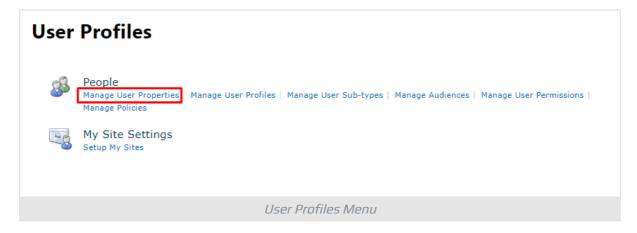
Modification of search schema in SharePoint Online may take a while and there is no functionality to apply changes immediately.

Step 1. Create new User Property

To create new user property go to **SharePoint Admin Center > More Features** and select **Open** under **User profiles** section.

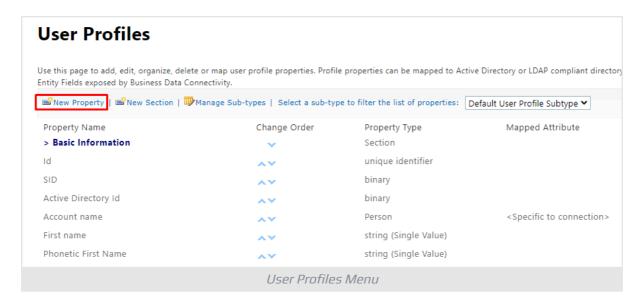


Select Manage User Properties:



Select New Property:

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Ensure the following options:

- Type: boolean
- Policy Settings: Optional
- **Default Privacy Settings**: Everyone
- Check Show in the profile properties section of the user's profile page
- Check Show on the Edit Details page
- Check Indexed

Other fields leave as is.

Click **OK** to create a new property.

Step 2. Update User Profile

To make the SharePoint crawler add a new property to index open one or more profiles and check the new field.



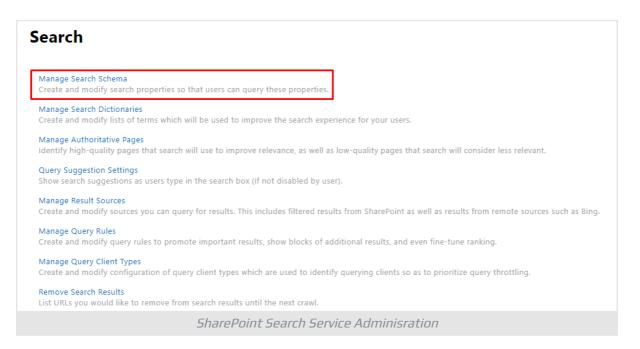
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The new user profile property does not appear in search schema until it will be updated in at least one user profile.

Step 3. Ensure Crawled Property Exists

Go to SharePoint Admin Center > **More Features** > **Search** and select **Manage Search Schema**

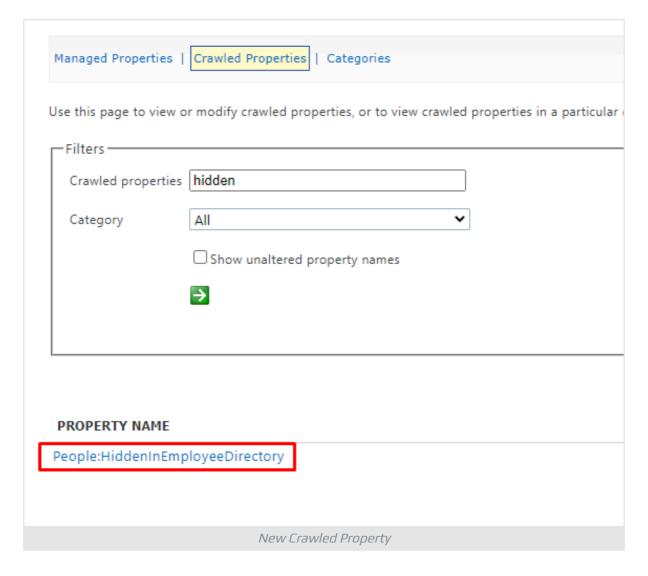


Wait until new crawled property shows up in the search schema.



Usually, it takes from 15 minutes to 4 hours for the new crawled property created by SharePoint search service.

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Step 4. Create Managed Property

To be able to filter search results you need to create a **managed property** and map the crawled property to it. Go to **Managed Properties** and select **New Managed Property**.

Ensure the following settings:

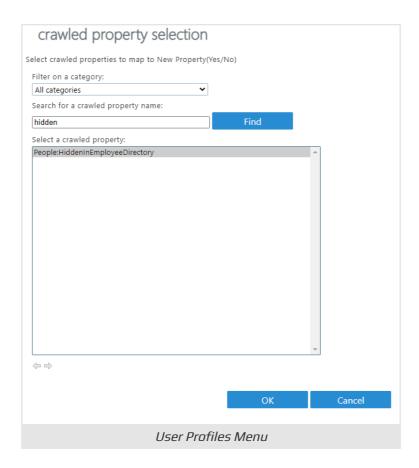
- **Property Name**: HiddenInEmployeeDirectory
- **Type**: Yes/No
- Check **Searchable**
- Check **Queryable**

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Name and description	Property name:	
Name and optional description for this property.	HiddenInEmployeeDirectory	
	Description:	
	d	
Туре		
Type of information that is stored in this property.	The type of information in this property:	
, , , , , , , , , , , , , , , , , , , ,	○ Text	
	○ Integer	
	Decimal	
	O Date and Time	
	® Yes/No	
	O Double precision float	
	Binary	
Main characteristics		
Searchable:	☑ Searchable	
Enables querying against the content of the managed property. The		
content of this managed property is included in the full-text index. For example, if the property is "author", a simple query for "Smith"		
returns items containing the word "Smith" and items whose author		
property contains "Smith".		
	☑ Queryable	
Queryable: Enables querying against the specific managed property. The	u quelyane	
managed property field name must be included in the query, either		
specified in the query itself or included in the query		
programmatically. If the managed property is "author", the query must contain "author:Smith".		
must contain author:smith .		
Mappings to crawled properties	O Include content from all crawled properties	
The list shows all the crawled properties that are mapped to this	Include content from the first crawled property that is not empty, based on the specified order	
managed property. A managed property can get its content from one	People:HiddenInEmployeeDirectory	
or more crawled properties.	Move Up	
	Move Down	
	Add a Mapping	
	Remove Mapping	
New Managed Property		
3		

Add Mapping to the new crawled properties created on **step 3**. Select Add a Mapping, type in **hidden** in search field, and select **People:HiddenInEmployeeDirectory** property.

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Click **OK** to create a new managed property.

Step 5. Update the Profile Property for All Users

```
# SharePoint Admin Center URL
$AdminSiteURL = "https://vitextra-admin.sharepoint.com"
# Getting credentials to connect to SharePoint Admin Center and
Azure AD
$Cred = Get-Credential
# Connect to Azure AD
Connect-AzureAD -Credential $Cred | Out-Null
#Getting all users from Azure AD
$AllUsers = Get-AzureADUser -All:$True -Filter "UserType eq
'Member'"
# Connect to SharePoint Admin Center
Connect-PnPOnline -Url $AdminSiteURL -Credentials $Cred
scounter = 0
$counterEnabled = 0
$counterDisabled = 0
ForEach($User in $AllUsers)
{
    # User account name
```

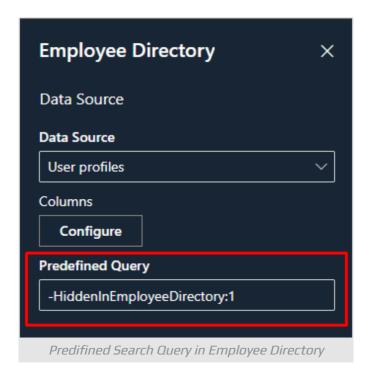
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```
$UserAccount = "i:0#.f|membership|$
($User.UserPrincipalName)"
   Write-host "Update user profile for $
($User.UserPrincipalName)" -ForegroundColor DarkGreen
    if($User.AccountEnabled -eq $True)
        Set-PnPUserProfileProperty -Account $UserAccount -
PropertyName "HiddenInEmployeeDirectory" -Value $False
        $counterEnabled++
    }
    else
        Set-PnPUserProfileProperty -Account $UserAccount -
PropertyName "HiddenInEmployeeDirectory" -Value $True
        $counterDisabled++
    $counter++
   Write-Progress -Activity "Updating HiddenInEmployeeDirectory
property..." -Status "Enabled: $($counterEnabled), Disabled: $
($counterDisabled), Total: $($AllUsers.Count)" -PercentComplete
(($counter / $AllUsers.Count) * 100)
```

Step 6. Set Predefined Query of the Web Part

In the Web Part settings set **Predefined Query** Property to exclude users which marked as hidden for Employee Directory:

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Search results will be empty until the new Managed Property is empty. It may take up to 24 hours to populate the new managed property.

Summary

Our needs:

- 1 To exclude users from search results we create a **managed property**.
- 2 To populate the managed property we create a crawled property.
- 3 To populate the **crawled property** and manage what data goes to the property we create a **user profile property**.

And steps produced according to the needs:

- 1 Creating new user property to manage which users presented in the search results
- 2 Waiting for new crawled property created by SharePoint
- 3 Creating new managed property and map it to the crawled property
- 4 Set predefined query property to exclude users from the search results.

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Terms

Crawled Property

A crawled property in SharePoint search stores content and metadata that is extracted from an item by the crawler, such as a text of a document, author, or title.

Crawled property is not retrievable but may be mapped to one or more managed property.

Managed Property

A Managed property in the SharePoint search schema defines what data from crawled properties are included in the search index.

Managed properties have a large number of settings to determine how the contents are shown in search results. Managed Properties may be referred to in search queries to specify which information you need to return.

User Profile

A user profile is a set of properties that describe a user.

The properties include basic information about the user, contact details, and other data. The user profile is used for such services as Delve, My Site, and others

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