KNOWLEDGE BASE ARTICLE

Exclude accounts from search results

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Table of Contents

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**.

> 💡 **Tip**
>
> **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.
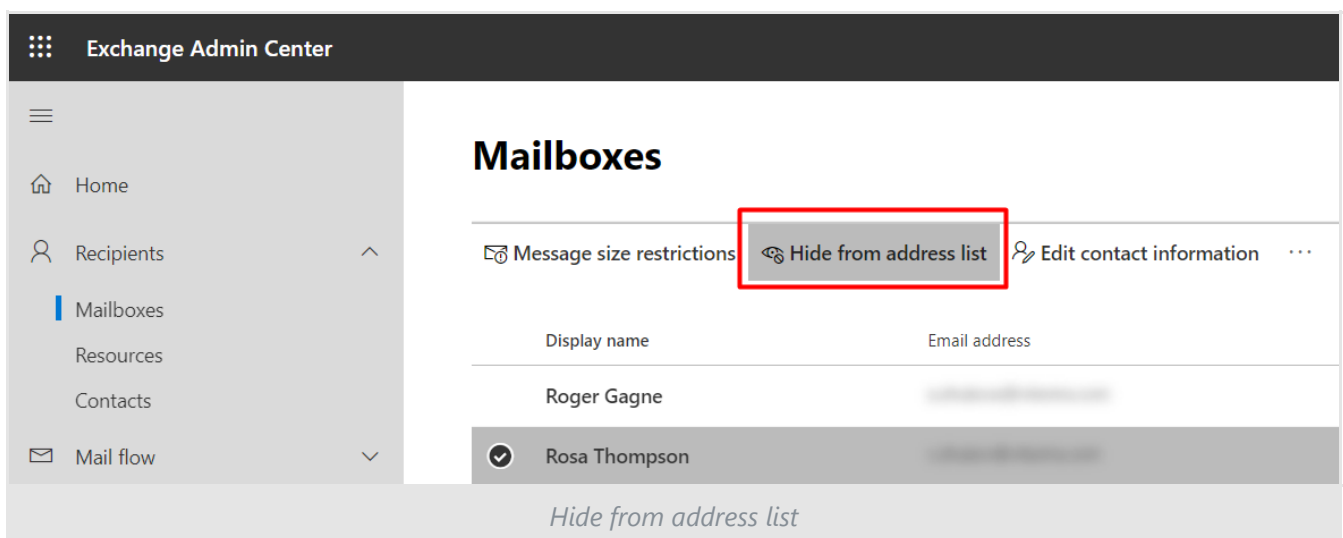
And confirm the action by clicking **Save** button:

Confirm hiding mailbox

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

> 📝 **Note**
>
> 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.

> 📝 **Note**
>
> 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.
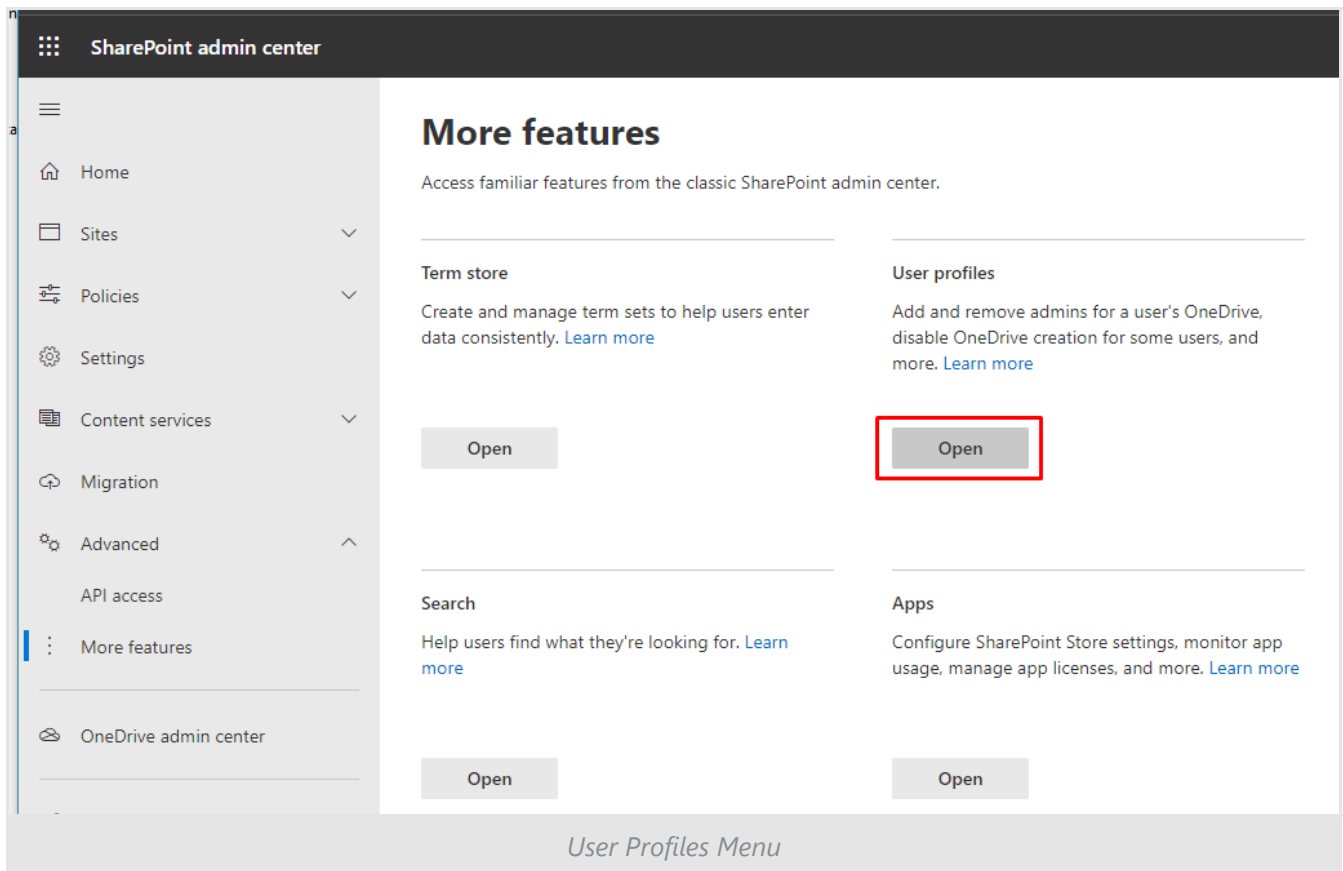
User Profiles Menu

Select **Manage User Properties**:
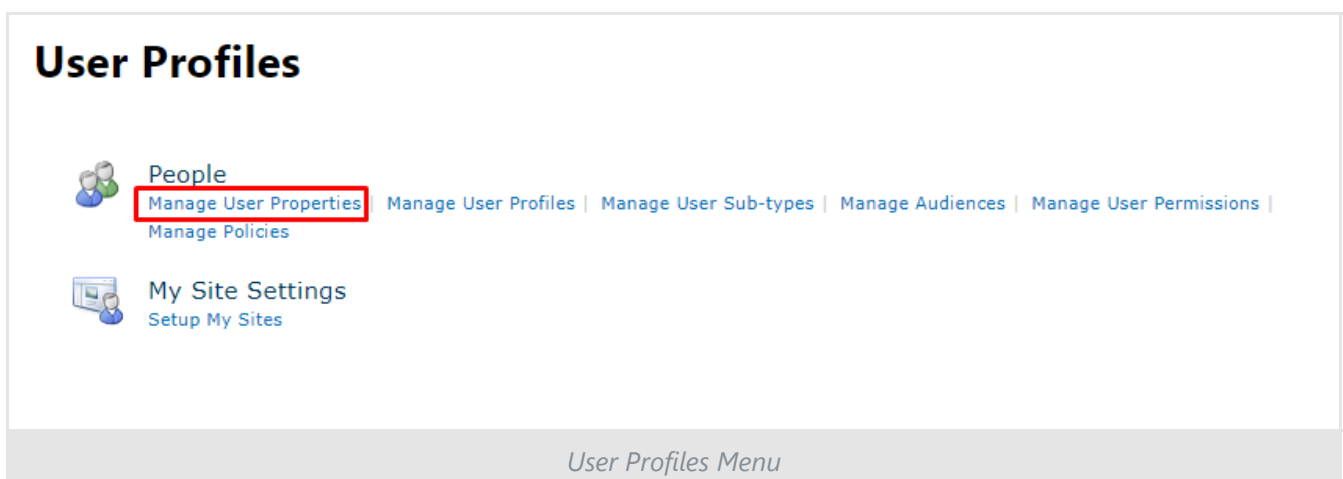
User Profiles Menu

Select **New Property**:

User Profiles

Use this page to add, edit, organize, delete or map user profile properties. Profile properties can be mapped to Active Directory or LDAP compliant directory Entity Fields exposed by Business Data Connectivity.

New Property | New Section | Manage Sub-types | Select a sub-type to filter the list of properties: Default User Profile Subtype ⌄

Property Name	Change Order	Property Type	Mapped Attribute
> **Basic Information**	⌄	Section	
Id	⌃⌄	unique identifier	
SID	⌃⌄	binary	
Active Directory Id	⌃⌄	binary	
Account name	⌃⌄	Person	<Specific to connection>
First name	⌃⌄	string (Single Value)	
Phonetic First Name	⌃⌄	string (Single Value)	

User Profiles Menu

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.

Update User Profile Property

> 📝 **Note**
>
> 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**

SharePoint Search Service Adminisration

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

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

New Crawled Property

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**

New Managed Property

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.

crawled property selection

Select crawled properties to map to New Property(Yes/No)

Filter on a category:

| All categories | ⌄ |

Search for a crawled property name:

| hidden | | **Find** |

Select a crawled property:

People:HiddenInEmployeeDirectory

⇐ ⇒

| **OK** | | **Cancel** |

User Profiles Menu

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

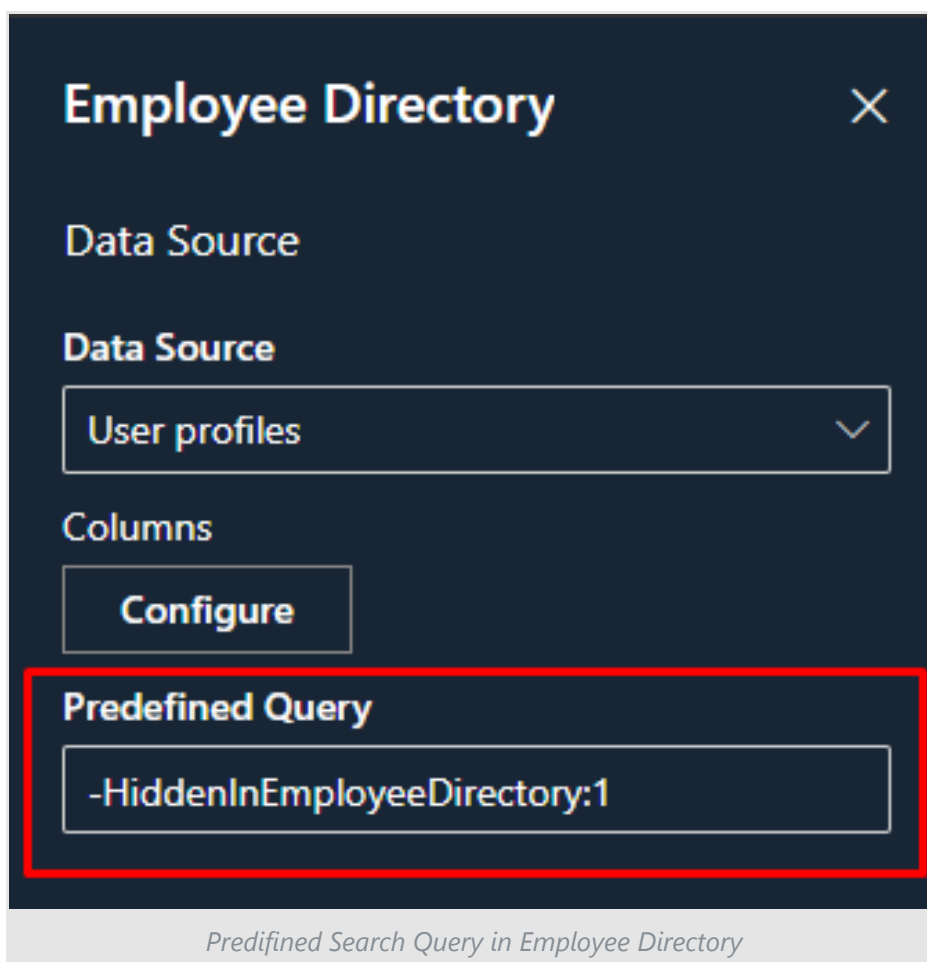# Step 5. Update the Profile Property for All Users

```
# 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
$counter = 0
$counterEnabled = 0
$counterDisabled = 0
ForEach($User in $AllUsers)
{
    # User account name
    $UserAccount =
"i:0#.f|membership|$($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:

Predifined Search Query in Employee Directory

> 📝 **Note**
>
> 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**.

1 To populate the **managed property** we create a **crawled property**.

1 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

1 Waiting for new crawled property created by SharePoint

1 Creating new managed property and map it to the crawled property

1 Set predefined query property to exclude users from the search results.

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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