KNOWLEDGE BASE ARTICLE

How to Create a Custom Search Results Page with Smart Search

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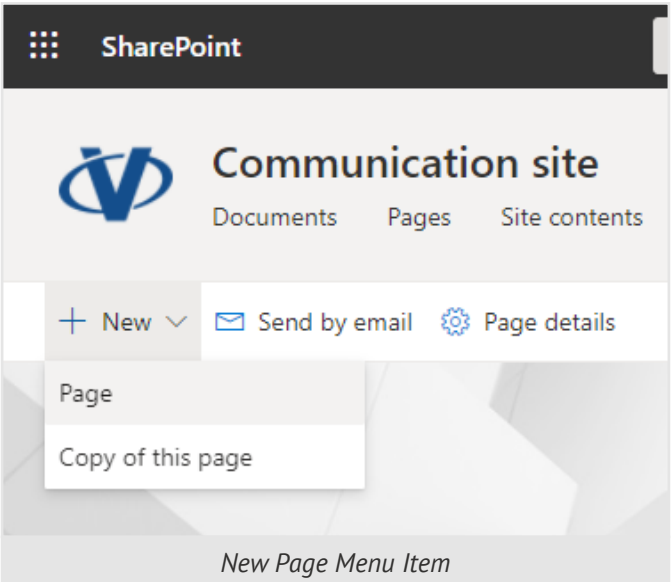
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Helping users quickly find what they need is key to productivity on any **SharePoint site**. The Smart Search **web part** makes this easier, with search functionality you can tailor to your organization's needs. Built on the **SharePoint Framework (SPFx)**, it works in both **SharePoint Online** and **Microsoft Teams** for a consistent search experience across platforms.

This article describes how to build a custom search results page for SharePoint Online from scratch and configure the Smart Search web part on it.

Create New Page

To add and configure the Smart Search web part on a new page, go to the SharePoint site where you want to create it. Click the gear icon in the top-right corner and select **Site contents**. Then click **New** and choose **Page** from the dropdown menu.



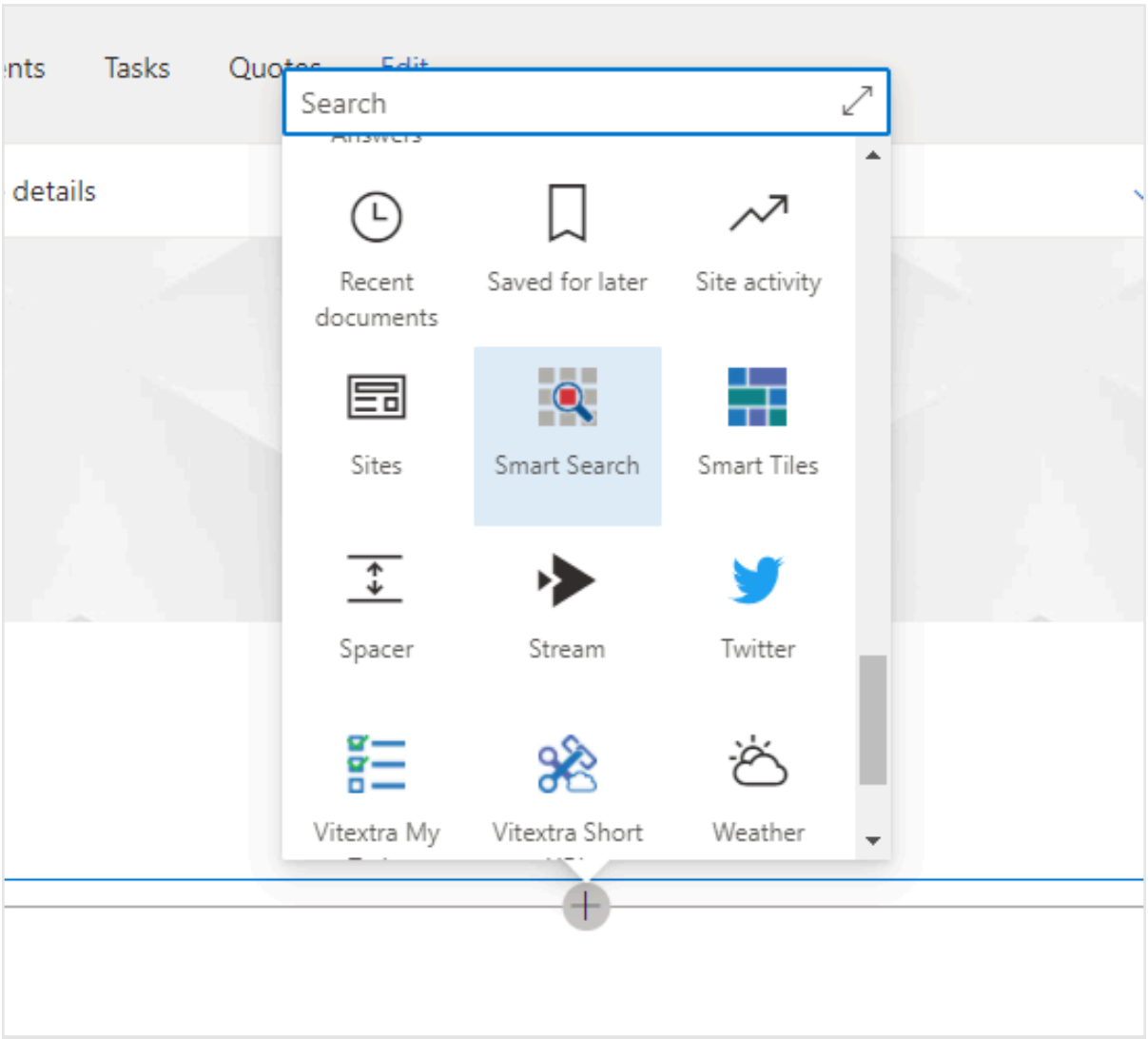
New Page Menu Item

Select a page template that suits your needs and click **Create**.

Tip

Smart Search supports a single **app page**. You can switch to the **App** tab and select Smart Search to create a new app page.

The new page opens automatically in edit mode. Hover above or below an existing section until a line with a circled plus sign appears, then click it to open the web part toolbox. Find the Smart Search web part by browsing or using the search box, and click it to add it to the page.



Web Part Gallery

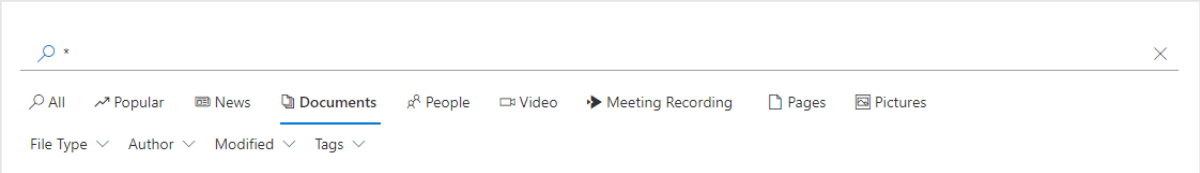
Web Part Configuration

After adding the web part, click the **Edit web part** button (the pencil icon) on its left side. A configuration pane opens on the right, where you can adjust the settings.

Data Source

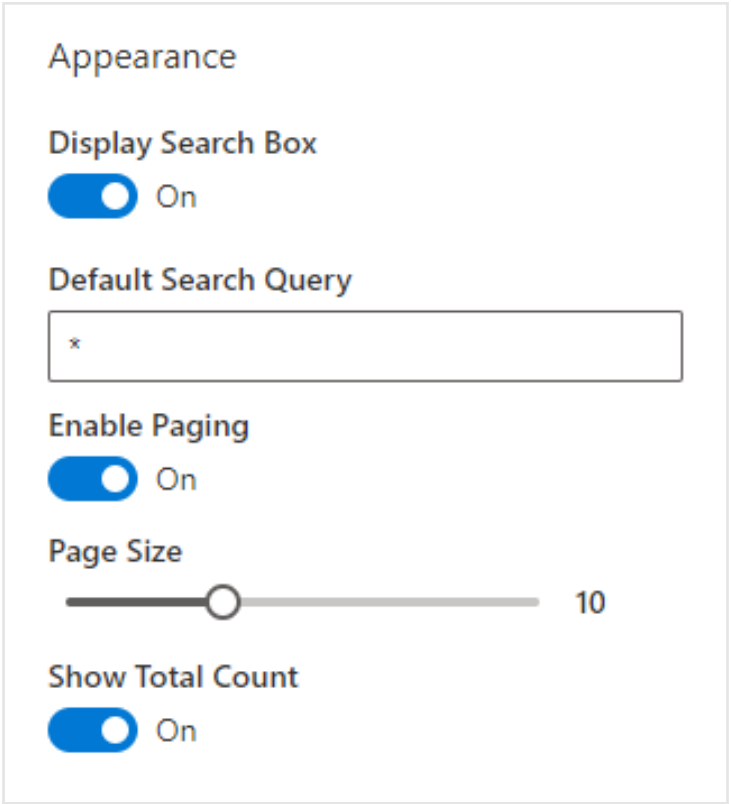
In the first section, you choose the search scope and the web part's operation mode. You can search the entire **tenant** - including OneDrive and team sites - or limit the search to the current **site collection** or site.

Smart Search has two operation modes: **Single Source** and **Multiple Sources (Tabs)**. In **Single Source** mode, you pick one built-in search source to limit the scope, and no tabs are shown. In **Multiple Sources** mode, users can switch between different sources using tabs.



Smart Search. Tabs (Search Sources)

Appearance



Smart Search. Appearance Settings

The following settings control the web part's appearance:

Display Search Box. Show or hide the search box.

Tip

If the search box is empty or hidden, the Smart Search web part uses the query from the top header search bar.

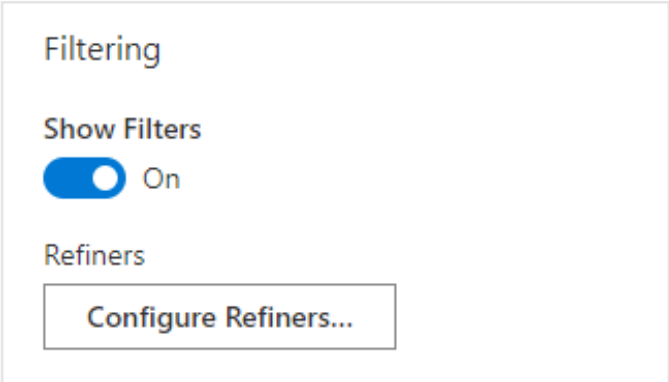
Default Search Query. Query to use when the search box is empty or hidden.

Enable Paging. Show or hide pagination.

Page Size. Number of items per page.

Show Total Count. Display the total number of search results.

Filtering



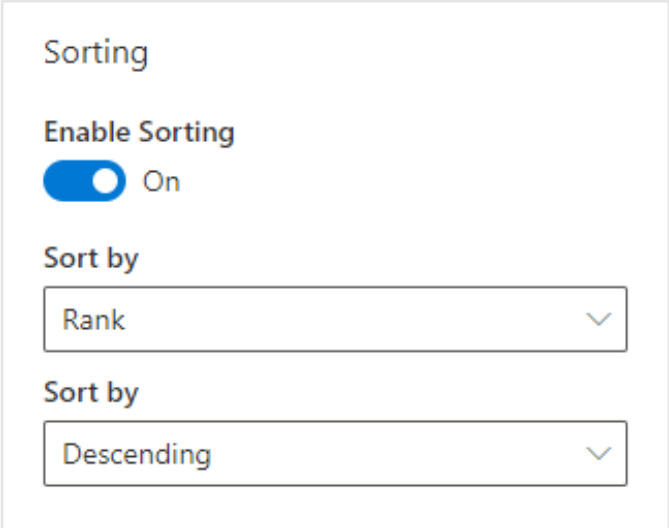
Smart Search. Filtering Settings

Click **Show Filters** to enable the refinement panel. To choose which fields are available for filtering and set their order, click **Configure Refiners**.

Tip

When the refinement panel is enabled, users can filter search results by a tag by clicking it in the **list**.

Sorting



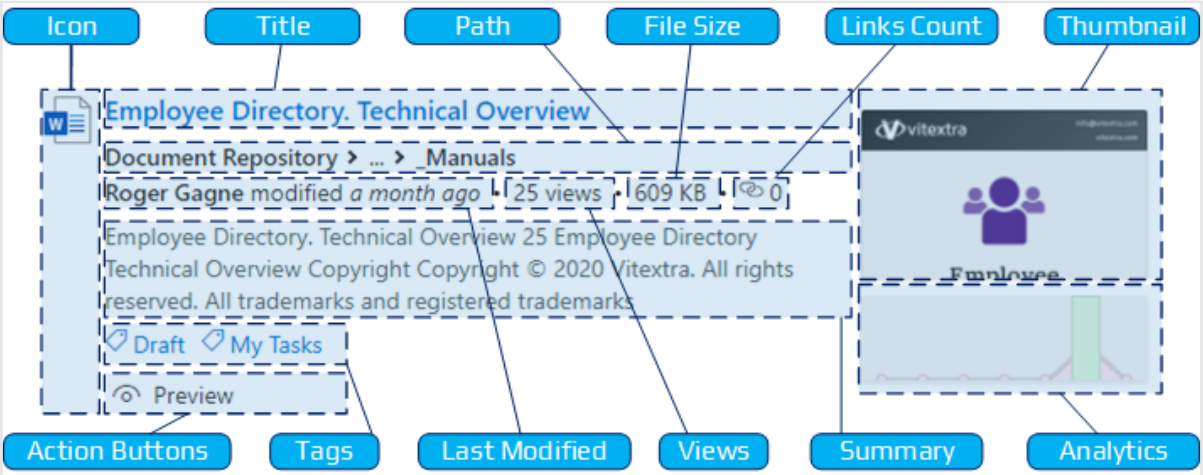
Smart Search. Sorting Settings

Click **Enable Sorting** to set the default sort order for the search results.

Note

Sorting does not apply to the **Popular** and **Recently Changed Items** data sources.

Item Layout



Smart Search. Item Layout Settings

Each search result has 12 fields for displaying information. You can show or hide every field except the title, and set the summary length (from 100 to 300 characters).

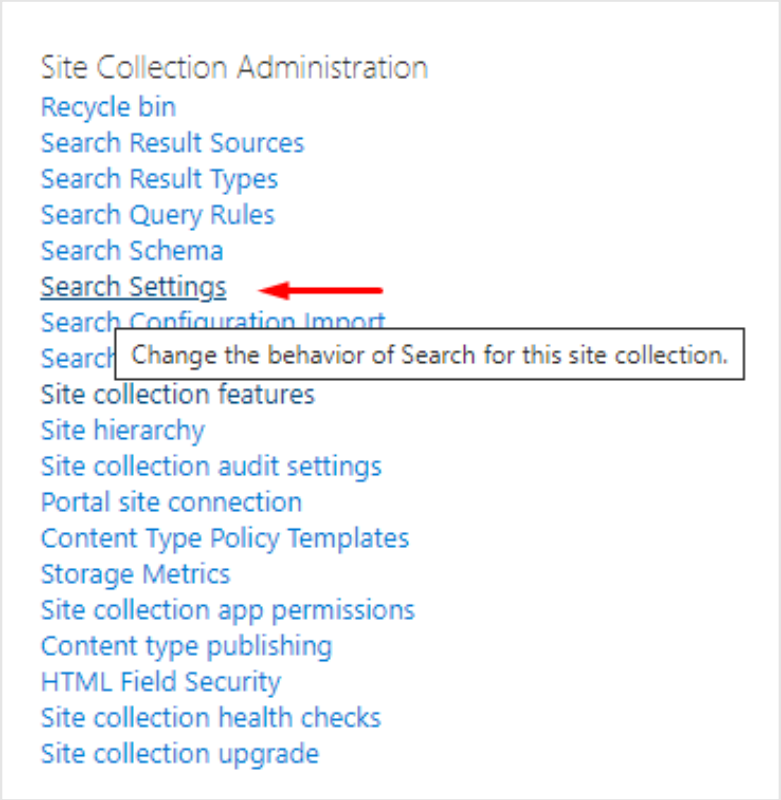
Item Actions

Smart Search provides three actions users can take without opening a new browser tab:

- **Download** - download the item.
- **Preview** - open a document in a dialog window.
- **Play** - play video content in a dialog.

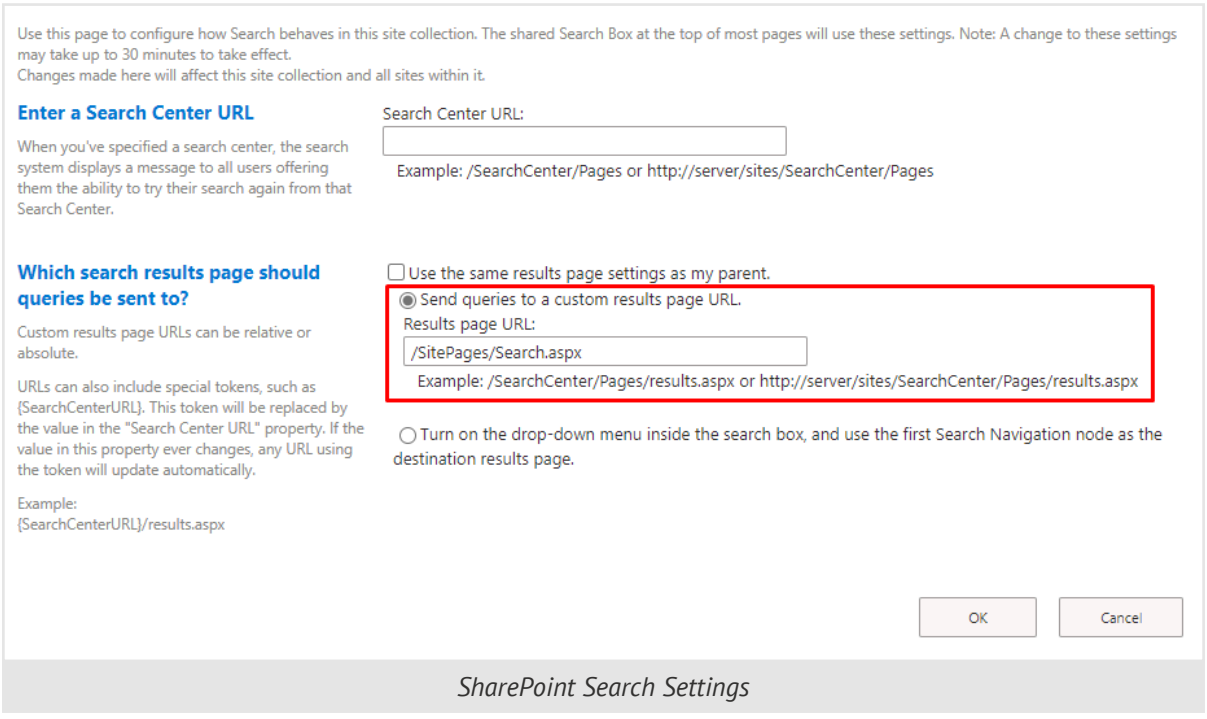
Search Settings

Go to site settings and select **Search Settings** under the **Site Collection Administration** heading:



SharePoint Site Settings

Enter the server-relative URL of the new search page in the **Results page URL** field:



SharePoint Search Settings

The change can take up to 5 minutes to apply. After that, SharePoint redirects all search requests to the new page.

Conclusion

The Vitextra Smart Search web part is a versatile tool for improving search in SharePoint Online and Microsoft Teams. A custom search results page gives users a tailored, efficient way to find and manage information, and features such as multiple search sources, a customizable layout, and advanced filtering and sorting make search in your SharePoint environment both more usable and more capable.

Terms

App Page
An app page in SharePoint Online is a specialized type of page designed to host a single web part or app. It provides a focused, full-page experience dedicated to a specific functionality, allowing the app to use the entire page space without other distractions. This layout is ideal for scenarios requiring a large amount of data display or complex interactions, such as dashboards, data entry forms, or detailed reports.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Framework (SPFx)
SharePoint Framework (SPFx) is a model for building client-side web parts, components, and extensions for SharePoint Online, SharePoint Server (on-premises), and Microsoft Teams. SPFx customizations are based on JavaScript and support the modern user interface natively.

SharePoint Online
The cloud version of SharePoint, a web-based collaboration platform within Microsoft 365 that provides an extensive range of capabilities to store, share, and manage the digital information, content, and knowledge of an organization.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites

typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Site Collection
A site collection is a group of one or more SharePoint sites, subsites, and related content. A site collection typically shares common settings, permissions, and configuration, providing a cohesive environment for users to work together on projects, departments, or specific areas of focus. Site collections are often used to separate content and control access rights based on organizational structure, security requirements, or project needs.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.