KNOWLEDGE BASE ARTICLE

Smart Search. Solution Overview

2026 © Vitextra SIA. All rights reserved.

Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from https://vitextra.com

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table of contents

What is Smart Search 4

Search sources and tabs 4

Refinement panel 5

A result layout that fits your page 6

Preview, play and download 7

Search that helps 8

Localization and platform support 9

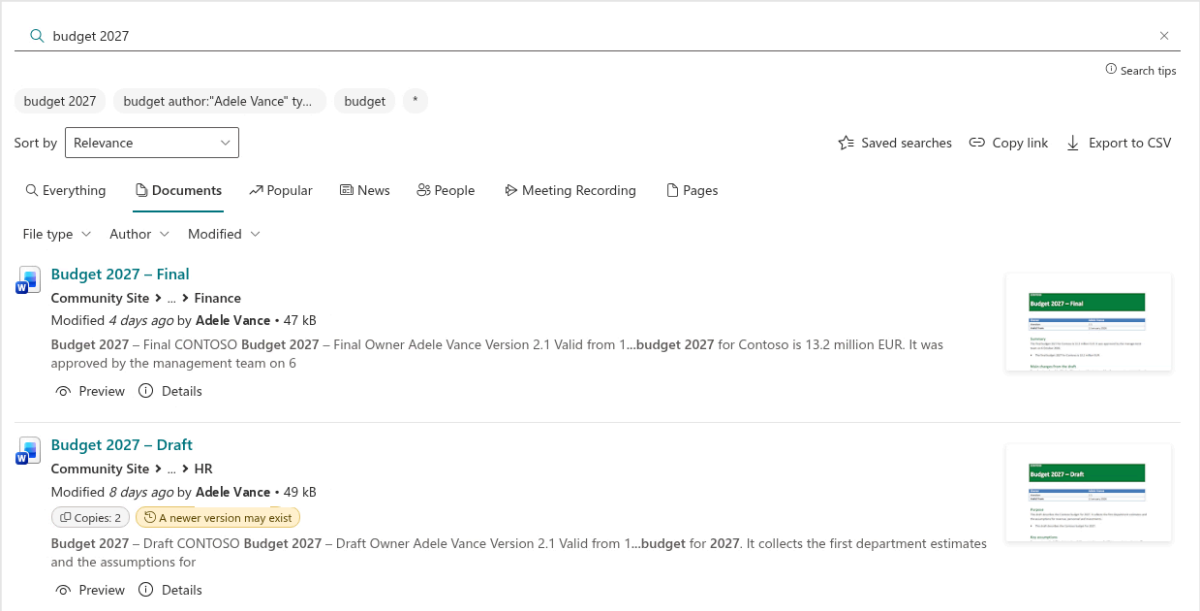
System requirements 9

Terms 11

What is Smart Search

Vitextra Smart Search is a configurable search **web part** for **SharePoint Online** and **Microsoft Teams**. It puts a complete search experience on any page: a search box, tabs to switch between kinds of content, a refinement panel to narrow the results, and rich result cards that let people preview a document or play a video without leaving the page.

The web part is built on the **SharePoint Framework (SPFx)** and works on top of the standard **SharePoint search index**. It sends queries on behalf of the current user, so every person sees only the content they already have access to - Smart Search doesn't copy, index or store your data anywhere else.



Smart Search web part on a SharePoint page

Smart Search is built around three ideas:

- **The right content in one place** - documents, pages, news, people and meeting recordings are available from a single search box, split into clear tabs.
- **Flexible without code** - more than 30 settings in the web part property pane control where to search, what to show and how results look.
- **Act without losing context** - preview, play or download a result right on the search page, then go back to the same result **list**.

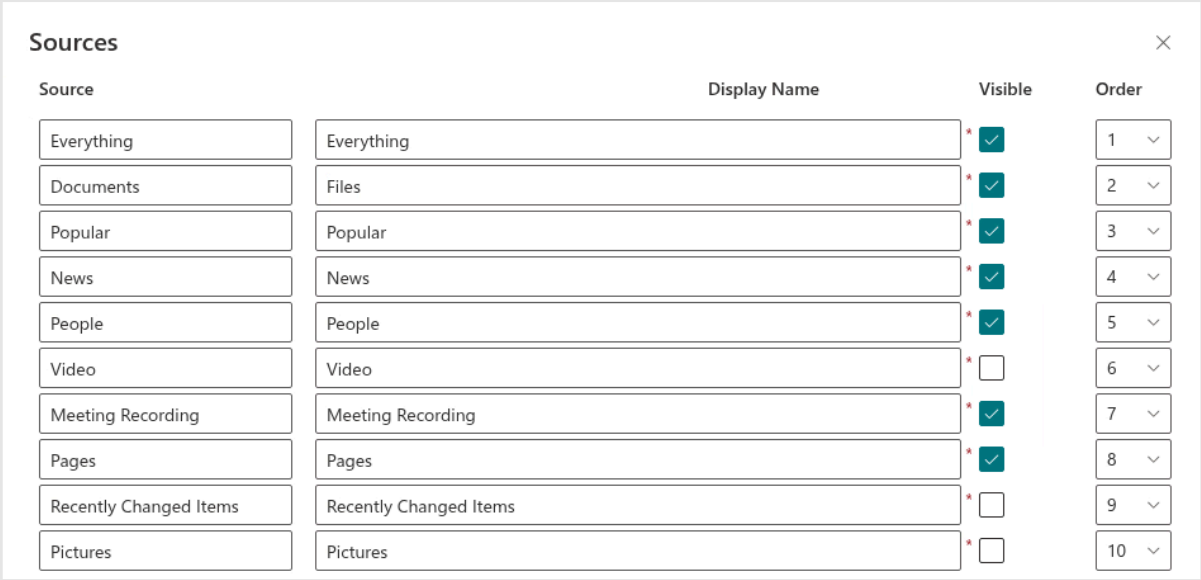
Search sources and tabs

Smart Search supports two modes:

- **Single Source** - the web part searches one kind of content only. It's handy for a

focused block, such as *Latest documents* on a department **site** or *Meeting recordings* on a project page.
- **Multiple Sources (Tabs)** - users switch between sources with tabs above the results. It's the natural choice for an intranet search center.

Ten built-in sources are available: **Everything**, **Documents**, **Popular**, **News**, **People**, **Video**, **Meeting Recording**, **Pages**, **Recently Changed Items** and **Pictures**. In Tabs mode, the administrator decides which tabs are shown, how they are named and in which order they appear.



Configuring search source tabs

The **News** tab shows news posts in the user's language when multilingual pages are used, and the **Meeting Recording** tab finds Teams meeting recordings stored in OneDrive and SharePoint.

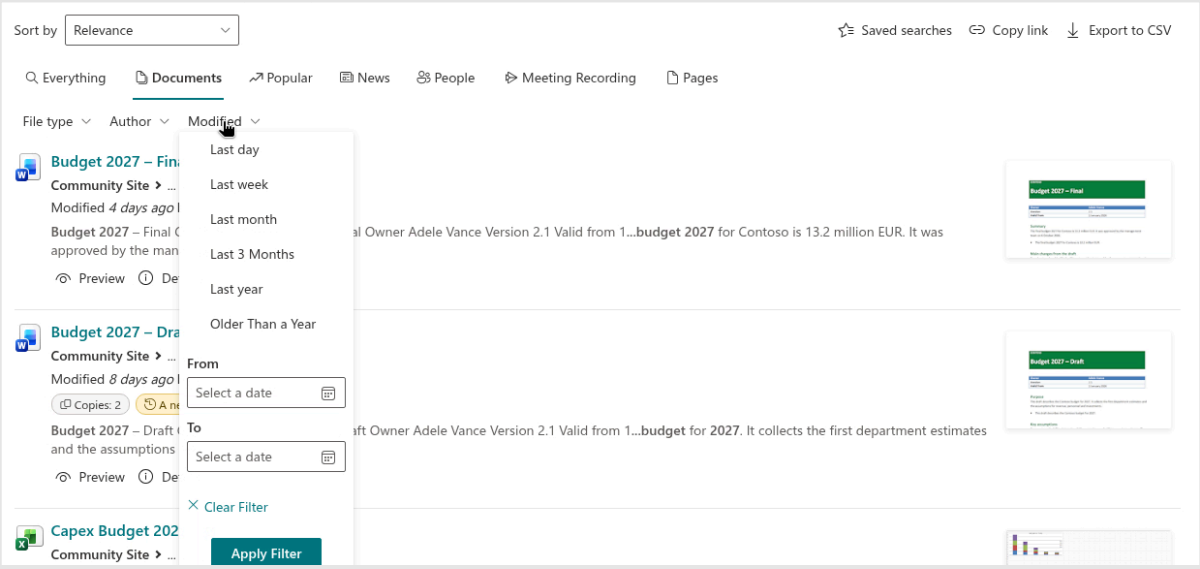
You also choose the **search scope**: the whole **tenant**, the **site collection** or the **current site** only. A scope limited to one site turns Smart Search into a site search that never mixes in content from elsewhere.

Refinement panel

Long result lists are narrowed with the refinement panel above the results. Each **refiner** is a drop-down list of values found in the current results, with the number of matching items next to each value, so users see at once how many results a filter will leave.

Out of the box, the panel offers **File type**, **Author**, **Modified** and **Tags**. **Created**, **Content Type**, **Department** and **Office Location** are ready to switch on. You can also add any

other refinable **managed property** from your **search schema**. For each refiner, the administrator sets the display name, sorting of values (by name or by count), the maximum number of values, whether counts are shown, and the position in the panel.



The Modified date refiner with quick periods and a custom range

Date refiners offer quick periods - **Last day**, **Last week**, **Last month**, **Last 3 Months**, **Last year** and **Older Than a Year** - as well as a custom range with **From** and **To** dates.

Note

The refinement panel isn't shown on the **Everything** tab. That tab mixes very different kinds of content, so filters become available after the user switches to a more specific tab such as Documents or Pages.

Results can also be **sorted** by relevance (**Rank**), **Last Modified** or **Size**, in ascending or descending order.

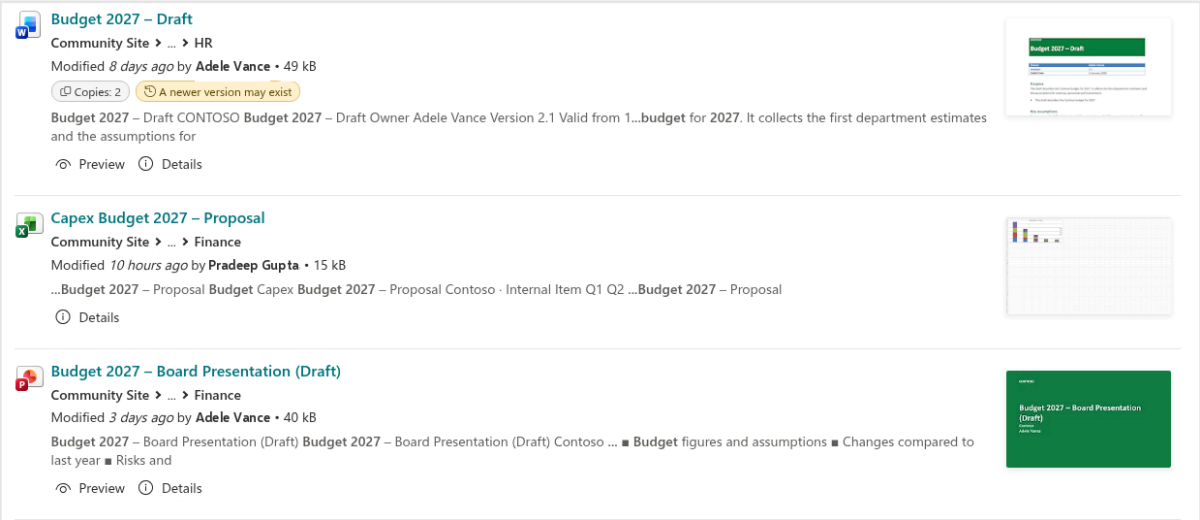
A result layout that fits your page

Each search result is shown as a card, and you decide what goes on it. The layout can be as simple as an icon and a title, or a rich card with:

- the file-type **icon** and the **title**, which opens the item in a new tab;
- the **path** to the item's location - site and library;
- the **date of the last change** and the editor, with a live **Microsoft 365 profile card**;
- the **file size**, **views count** and **incoming links count**;
- a **summary** with the search terms highlighted, from 100 to 300 characters long;

- **tags** from the **managed metadata**;
- a **thumbnail** of the document or picture.

With **Show Analytics** turned on, each card also gets a small chart of daily views and unique viewers over the last seven days. It shows at a glance which documents colleagues actually use.



Search results in the rich layout with view analytics

People results are shown as profile cards with the photo, name, job title and office location. Use them together with the **Department** and **Office Location** refiners to turn the People tab into a simple employee search.

Note

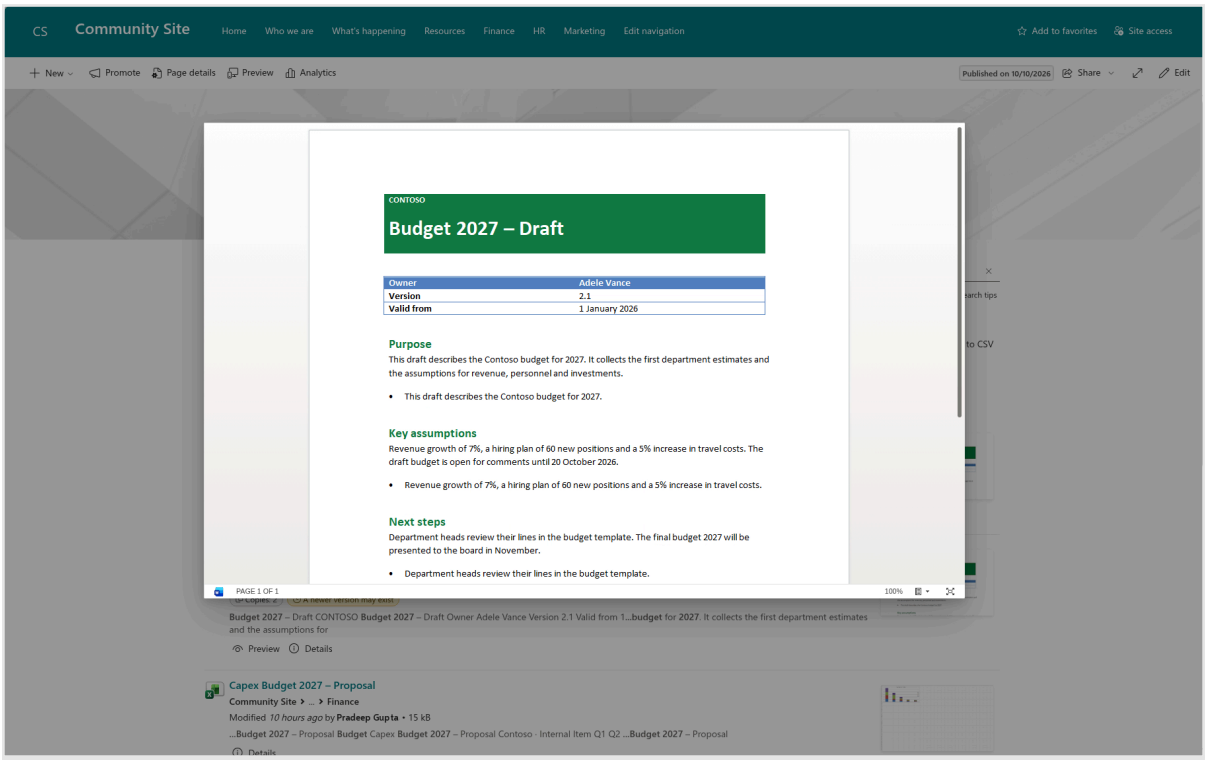
On narrow columns (less than 320 pixels wide), the thumbnail and the analytics chart are hidden automatically so that the text of the result stays readable.

Preview, play and download

Action buttons under a result let users work with it right on the search page:

- **Preview** opens a document that SharePoint can preview, such as a Word, Excel or PowerPoint file, in a dialog for reading.
- **Play** plays a video file (MP4, AVI, MOV or WMV), including a meeting recording, in a dialog.
- **Download** downloads the document directly.

When the dialog is closed, the user returns to the same result list with the same query, tab and filters - there's no need to open new browser tabs and search again.



Previewing a document from the search results

Note

Administrators can enable or disable each action independently, so you may not see all of the buttons above.

Search that helps

Smart Search includes small features that save time every day:

- **Did you mean** - if a query contains a typo, the web part offers the corrected spelling, which can be applied with one click.
- **Recent queries** - the last five queries are shown under the search box and can be repeated with one click.
- **The last query is remembered** - when a user leaves the page and comes back in the same browser session, the last query is restored.
- **Shareable links** - the query, the selected tab and the page number are kept in the page address (`?q=...&source=...&p=...`). Copy the link to send ready results to a colleague, or put a link to a ready-made query in a menu or a **news post**.
- **key** - press it anywhere on the page to jump straight to the search box.

For finer control over matching, the administrator can turn on **stemming** (finding other forms of a word), **nicknames** and **phonetic** matching for people names, and **trim**

duplicates to hide identical documents stored in several places. A **default query** sets what users see before they type anything - for example, the most recent documents.

Tip

To build a dedicated search results page step by step, see KB10058. How to Create a Custom Search Results Page with Smart Search. To set up a search for meeting recordings, see KB10059. How to Search Recorded Teams Meetings with Vitextra Smart Search.

Localization and platform support

Smart Search ships with **51 interface locales**, including English, German, French, Latvian, Russian, Arabic, Japanese and Chinese. The language is selected automatically from the SharePoint site or Teams client.

The web part runs on **SharePoint Online** modern pages, including full-width sections and as a full-page app. It supports site and section themes and fonts from the **SharePoint Brand Center**. In **Microsoft Teams**, it can be added as a channel tab or used as a personal app. The layout adapts to the column width and works on desktop, tablet and phone.

System requirements

Platform	SharePoint Online (Microsoft 365)
Clients	SharePoint modern pages and full-page apps, Microsoft Teams (channel tab and personal app)
Data source	The standard SharePoint search index; nothing is copied or stored separately
Installation	SPFx package (`.sppkg`) via the tenant **App Catalog**
Permissions	No additional API permissions required

Tip

To deploy the web part in your environment, see the KB10035. How to Install a Vitextra Product in SharePoint Online article.

Learn more about the product: *https://vitextra.com/en/products/smart-search*

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

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.

Managed Metadata
Managed metadata is a hierarchical collection of centrally managed terms that can be used as attributes of items in SharePoint. It is stored in the term store and is used for consistent tagging, navigation, and search refinement.

Managed Property
A managed property in the SharePoint search schema defines what data from crawled properties is included in the search index. Managed properties have a large number of settings that determine how the content is shown in search results. Managed properties can be used in search queries to specify which information to return.

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

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

News Post

Terms

A news post is a site page of the News Post type that is used to share announcements, status updates, and stories with other people in an organization. News posts appear in the News web part and on the SharePoint start page.

Profile Card
A profile card in Microsoft 365 displays information related to a person, such as contact details, organizational chart view, recently used documents, emails, and others.
The profile card may look different depending on the application you use. Outlook, Teams, SharePoint, OneDrive, and other Microsoft 365 services support the profile card.

Refiner
A refiner is a filter on a search results page that lets users narrow down the results by values of a managed property, such as file type, author, or modified date.

Search Index
The search index is the store of content and metadata that the crawler has processed and that search queries run against. Only properties that are mapped to managed properties are included in the index.

Search Schema
The search schema defines how crawled content is indexed and shown in results by mapping crawled properties to managed properties and by configuring their settings, such as searchable, queryable, retrievable, and refinable.

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.

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.