KNOWLEDGE BASE ARTICLE

Single Source vs. Multiple Sources (Tabs): Choosing the Search Mode in Smart Search

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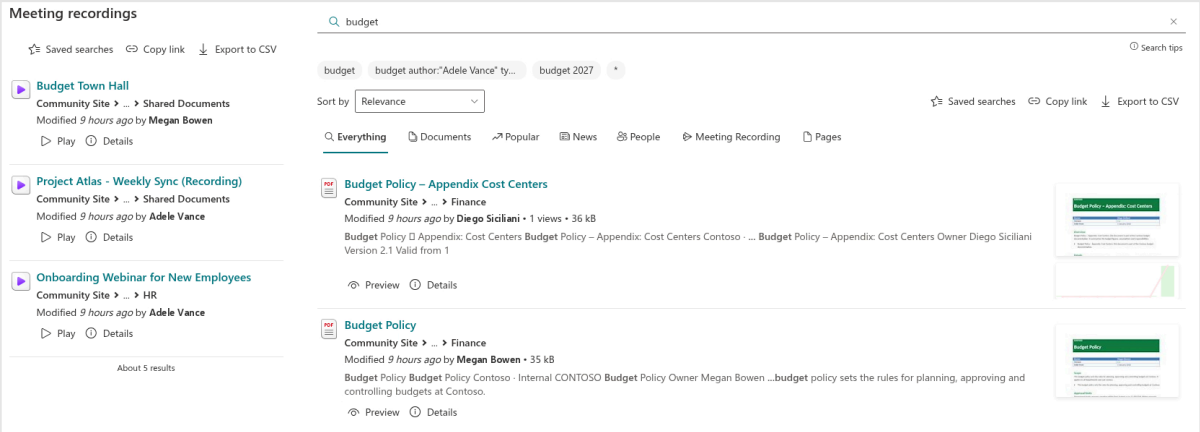
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Overview

Every **Vitextra Smart Search web part** works in one of two modes:

- **Single Source** - the web part searches one kind of content, and no tabs are shown.
- **Multiple Sources (Tabs)** - users switch between several kinds of content with tabs above the results.

The mode is set in the **Data Source** group of the web part property pane, next to the search scope. This article explains when to use each mode, what the built-in search sources find, and how to set up the tabs.



Single Source and Multiple Sources (Tabs) modes on one page

Which mode to choose

	Single Source	Multiple Sources (Tabs)
What users see	One result **list**, no tabs	A row of tabs above the results
How it's configured	One source from the **Source** drop-down	The **Select Sources** panel: visibility, names and order of tabs
Best for	Focused blocks: *Latest documents* on a department **site**, *Meeting recordings* on a project page, *Company news* on the home page	A search center or a dedicated search page where users look for any kind of content

A good rule of thumb: if the page answers one question (*where are our recordings?*), use **Single Source**. If it's the place people go to *find anything*, use **Multiple Sources (Tabs)**.

Tip

Several Smart Search web parts can live on the same page, each in its own mode and with its own source. For example, a project home page can show *Documents* and *Meeting recordings* as two separate single-source blocks.

Built-in search sources

Smart Search offers ten built-in sources. They are based on the standard **SharePoint** search result sources, so they return the same content as SharePoint search and respect the same permissions.

Source	What it finds	Shown as a tab by default
Everything	All content within the search scope	Yes
Documents	Documents in libraries	Yes
Popular	The most viewed items	Yes
News	News posts; with multilingual pages, in the user's language	Yes
People	Employee profiles	Yes
Video	Video files	No
Meeting Recording	Teams meeting recordings stored in OneDrive and SharePoint	Yes
Pages	Site pages	Yes
Recently Changed Items	Items that were changed recently	No
Pictures	Images	No

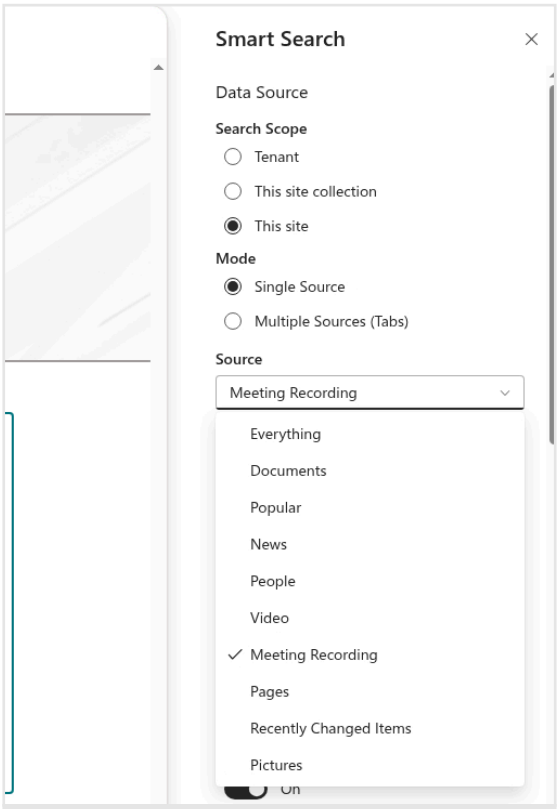
The **search scope** - **Tenant**, **site collection** or **This site** - applies to every source. For example, with the **This site** scope, the **Documents** tab shows documents from the current site only.

Note

The refinement panel isn't shown for the **Everything** source, because it mixes very different kinds of content. Sorting doesn't apply to the **Popular** and **Recently Changed Items** sources, which have their own order.

Setting up Single Source mode

1 Open the page in edit mode, select the Smart Search web part and click the **pencil (Edit web part)** icon.
2 In the **Data Source** group, under **Mode**, select **Single Source**.
3 In the **Source** drop-down, select the source to search.



Choosing the source in Single Source mode

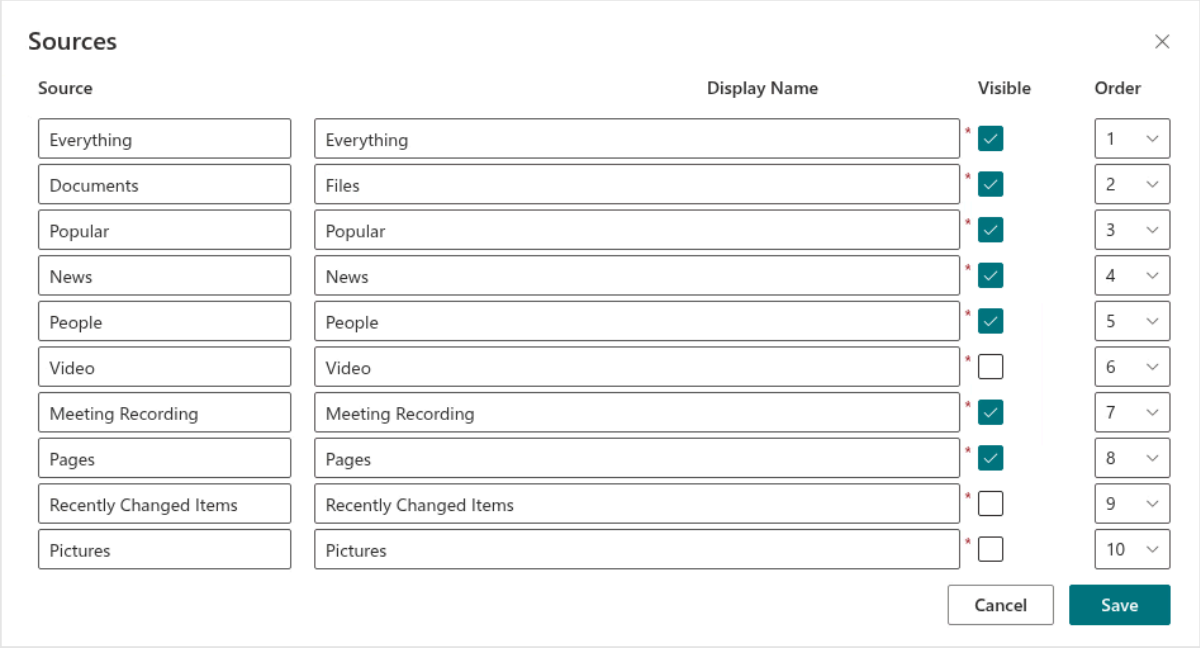
The web part reloads the results right away. All ten sources are available in the drop-down, including those hidden as tabs.

Tip

Give a single-source web part a clear title - click the title area above the results in edit mode and type, for example, *Meeting recordings*. Without tabs, the title is what tells users what the block shows. For a ready-made recordings setup, see KB10059. How to Search Recorded Teams Meetings with Vitextra Smart Search.

Setting up tabs in Multiple Sources mode

1 In the **Data Source** group, under **Mode**, select **Multiple Sources (Tabs)**.
2 Click **Select Sources**. A panel opens with one row per source.
3 For each source, set:
4 Click **Save** to apply the changes, or **Cancel** to discard them.



Configuring tabs in the Sources panel

The **Source** column shows the built-in name of the source and can't be changed, so you always know which source a renamed tab is based on. Each tab keeps its own icon.

When the page opens, the first visible tab is selected. Put the tab your users need most often - usually **Everything** or **Documents** - in the first position.

How tabs behave for users

- Switching tabs keeps the query and runs it against the new source, starting from the

first page of results.
- Filters selected on one tab are cleared when the user switches to another tab, because different sources have different refiners.
- The selected tab is saved in the page address in the `source` parameter. A link copied from the browser opens the same tab, and you can build links that open a specific tab - see KB10223. How to Create a Search App Page with Smart Search.

Warning

Hide tabs that your users don't need. Every visible tab is one more choice for the user, and a short row of clearly named tabs works better than a full set of ten.

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

Terms

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.

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.

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.