

# Managing SharePoint Online Search

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**Vlad Catrinescu**

OFFICE APPS AND SERVICES MVP

@vladcatrinescu <https://absolute-sharepoint.com>



# Overview



**Search options in Microsoft 365**

**Search configuration options**

**Monitoring SharePoint search**



# Search Options in Microsoft 365

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# Where Do We Search?



## **SharePoint is known for it's search capabilities**

- And extensibility!

## **Two user experiences for users**

- “Classic” SharePoint search
- “Modern” SharePoint search
- Same back-end

## **Microsoft Search is also now available**

- Search across Microsoft 365 from Windows, Bing or Office 365



# Classic Search

## Classic search templates

Basic Search Center

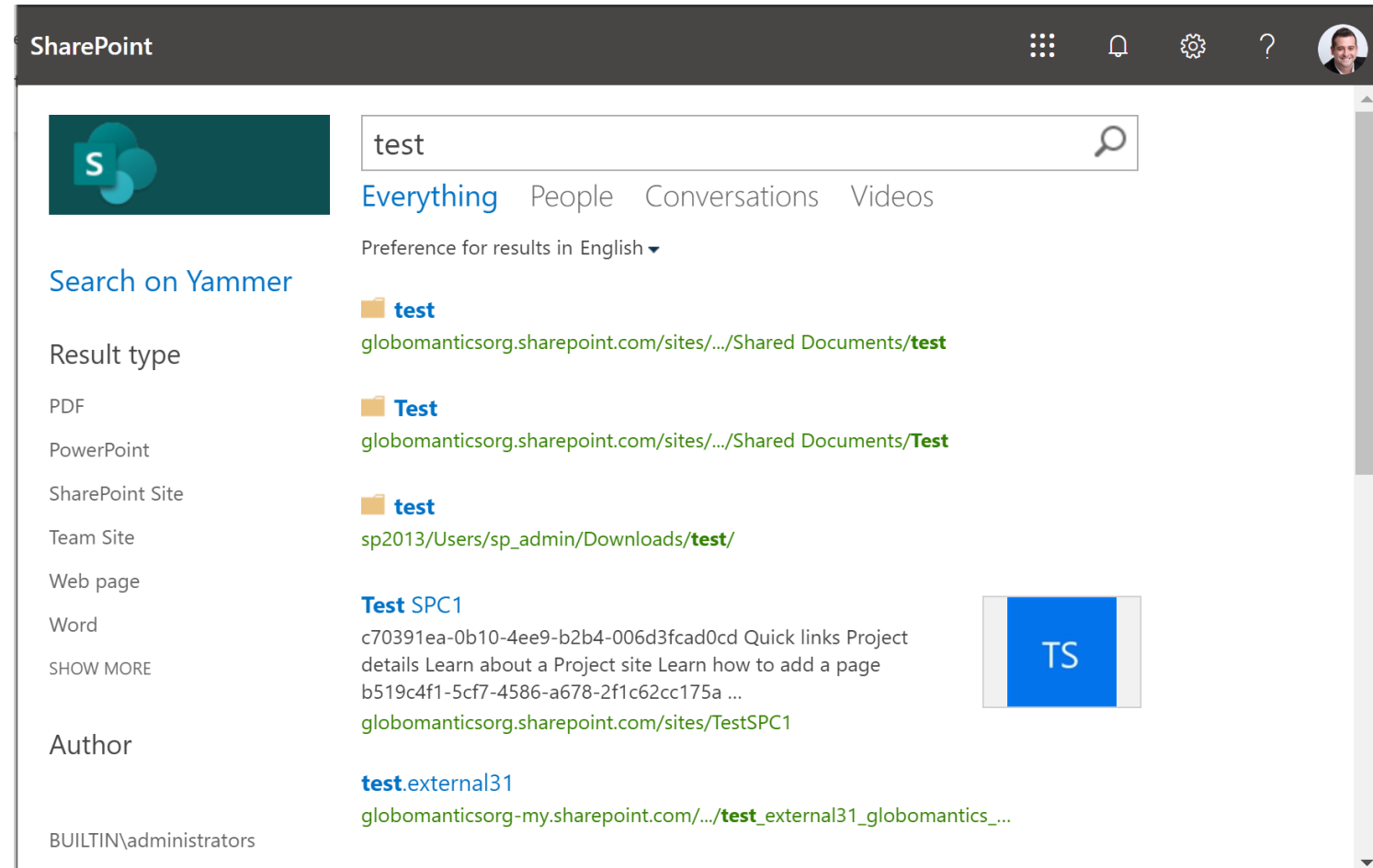
Enterprise Search  
Center

## Highly customizable

Refiners

Search Verticals

Microsoft is not investing  
much in classic search  
experiences

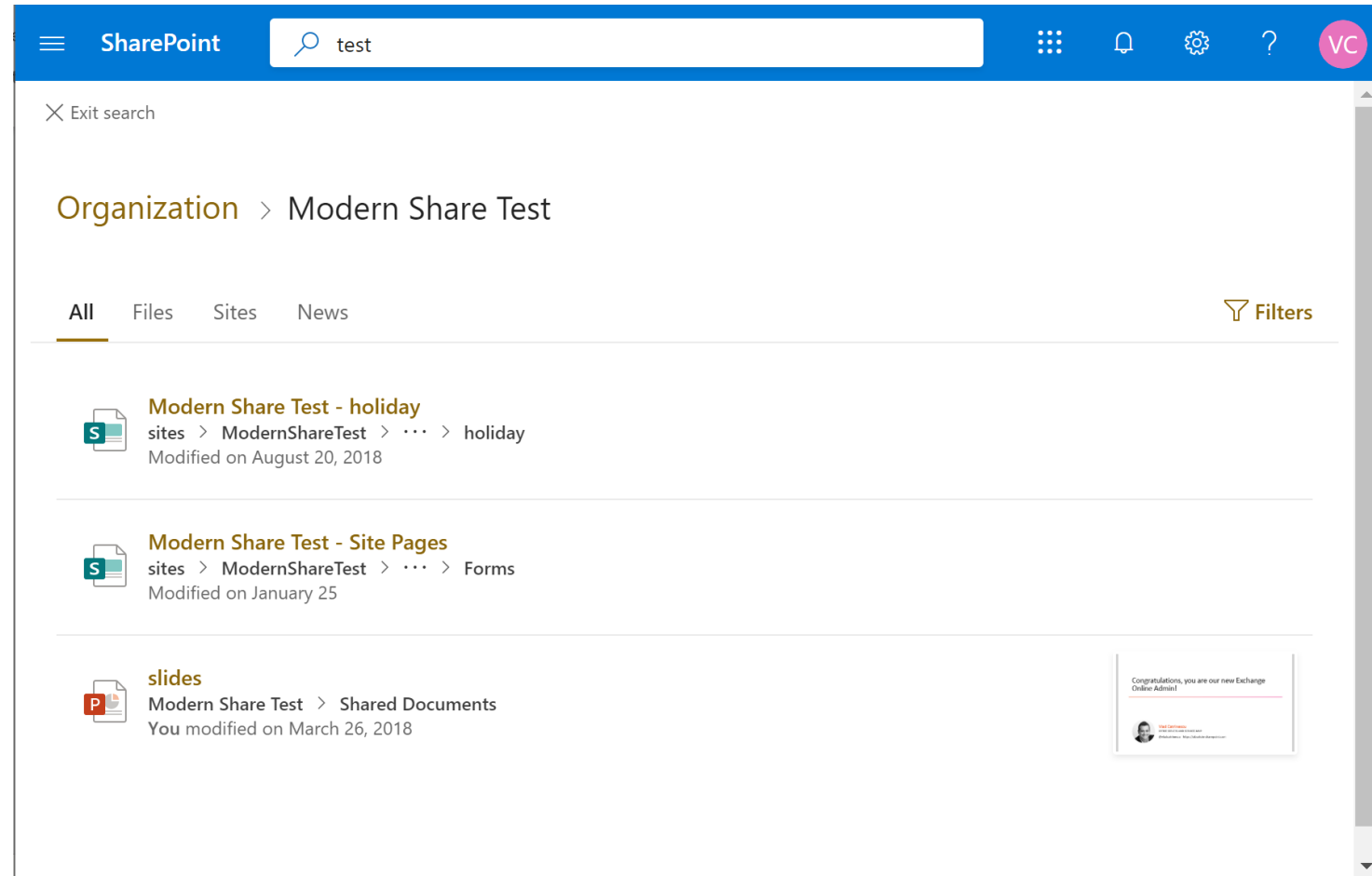


Search page in  
modern SharePoint  
sites

Zero Query  
Recommendation

Cannot customize  
refiners or display  
templates

# Modern Search



# Microsoft Search

## Announced in September 2018

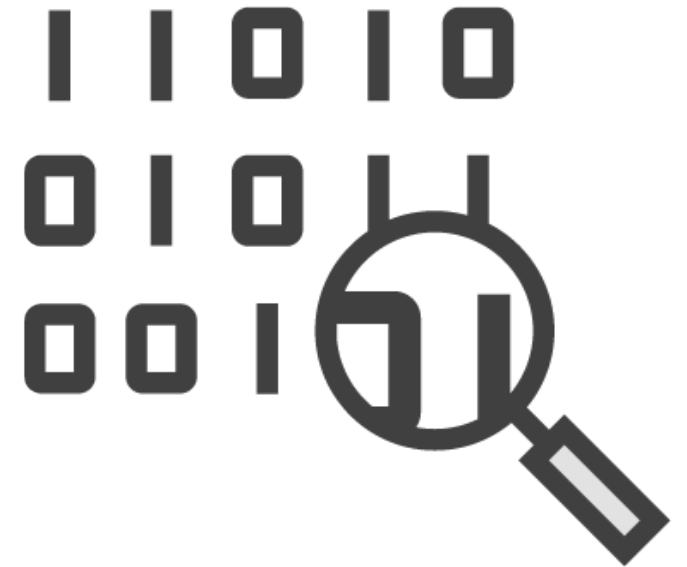
- Released May 2019

## Searches across Microsoft 365 apps

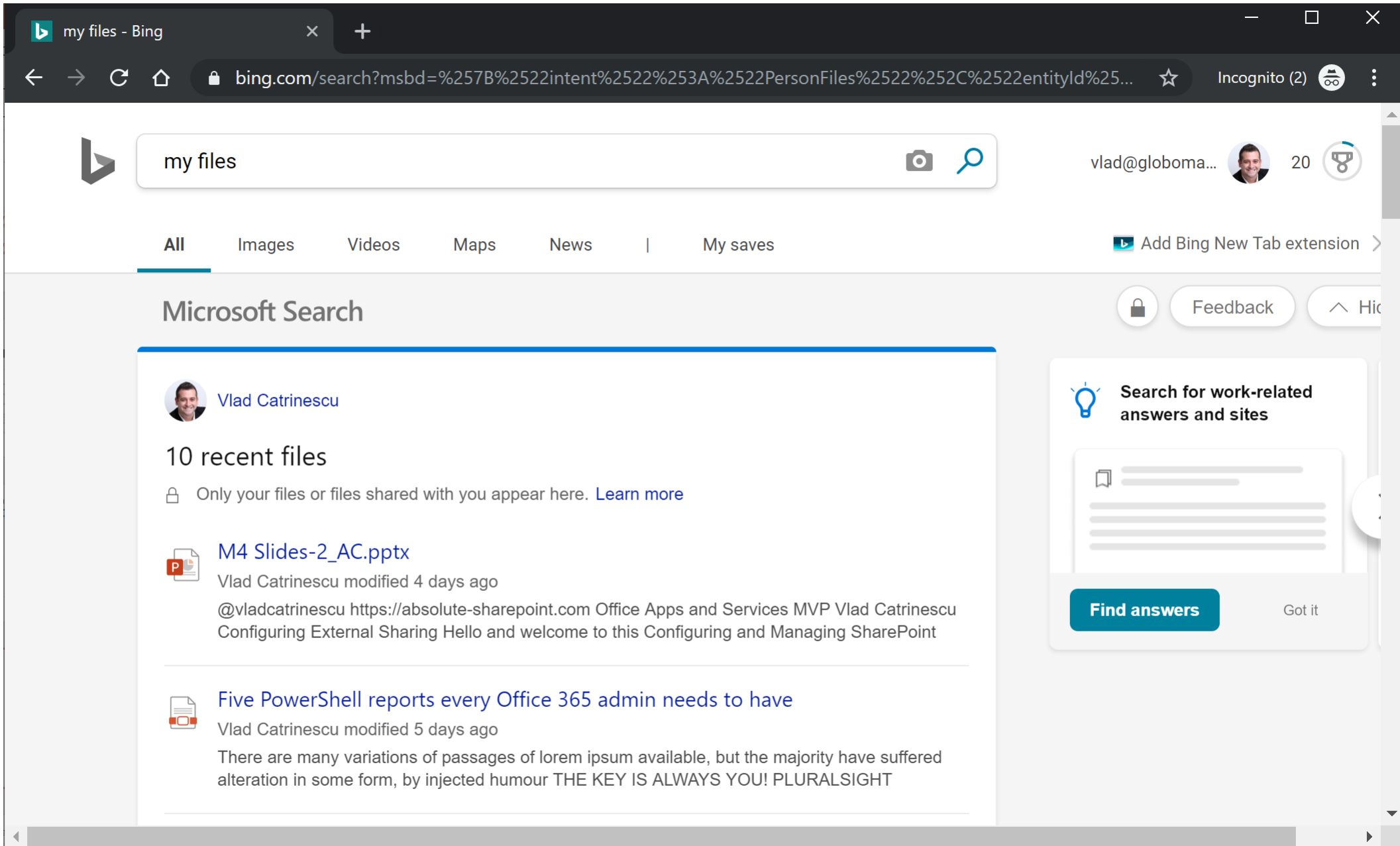
- Plans to add ability to integrate 3<sup>rd</sup> party applications

## Cohesive search experience

- SharePoint
- Office Apps
- Windows
- Bing



# Microsoft Search in Bing





# Microsoft Search Bookmarks

office install site - Bing

bing.com/search?q=office+install+site&qsn=&form=QBRE&sp=-1&pq=office+install+site&sc=7-18&sk=&cvid=...

Incognito (3)

office install site

vlad@globoma... 30

All

Images

Videos

Maps

News

My saves

Microsoft Search

Office Install Site

<http://aka.ms/getoffice>

Try or buy Office for Home or Business and view product information

Find the people in your organization

See my org

Got it

261,000,000 Results

Date

Language

Region

Microsoft® Office - Official Site – Subscribe Now

<https://products.office.com/microsoft/office>

Related searches

microsoft office install site

# Search Configuration Options

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# Search Configuration Options

**Search  
Dictionaries**

**Authoritative  
Pages**

**Query  
Suggestions**

**Result Sources**

**Query Rules**

**Search Center**





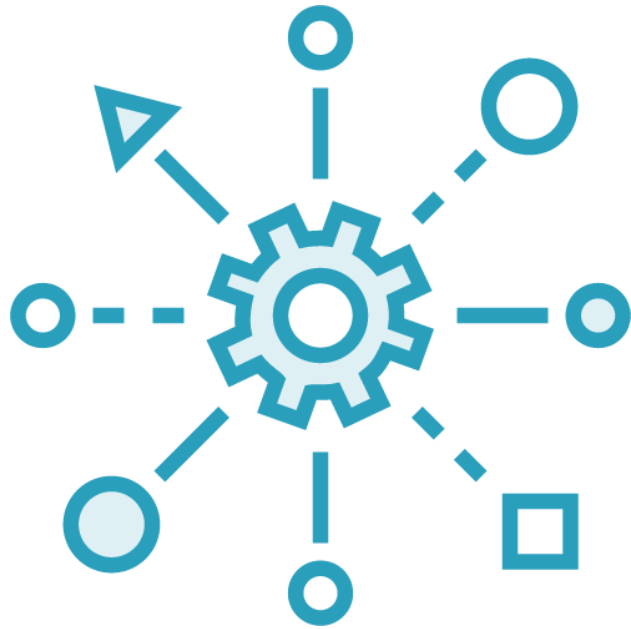
**Most search customizations only work for classic search at the time of recording this course**

- September 2019

**Microsoft plans to bring customization options in modern search**



# The Search Schema



## Mechanism in SharePoint search that controls

- Which properties are to be indexed
- How particular pieces of data are indexed
- Which aliases can be used when querying

# Main Schema Concepts

**Crawled Properties**

**Managed Properties**

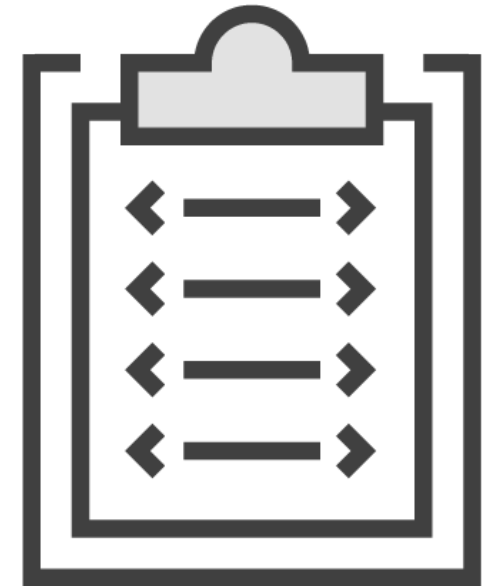


# Crawled Properties

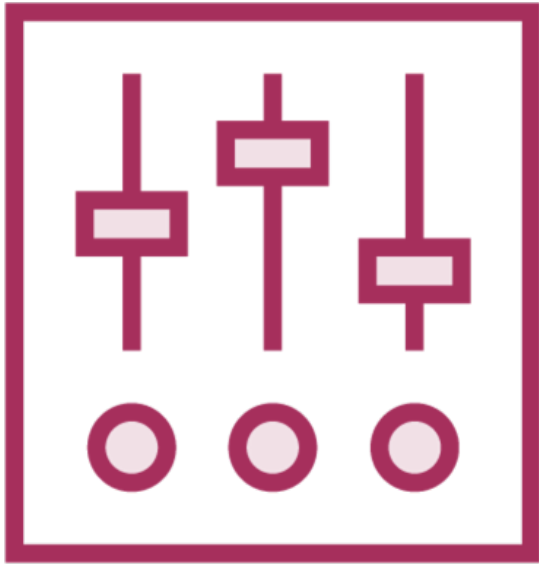
Once a column is indexed it's added in  
**Crawled Properties**

- Simply the list of columns crawled

**Cannot be used yet to customize search**



# Managed Properties



**Managed Properties are written to the search index**

**Map crawled properties to managed properties**

**Multiple settings**

Searchable

Queryable

Refinable



# Search Dictionaries



## **Include / exclude company names to be extracted**

- Mapped to the **companies** managed property
- You can then configure the managed property as you want

## **Include / exclude words for query spelling correction**

# Authoritative Pages

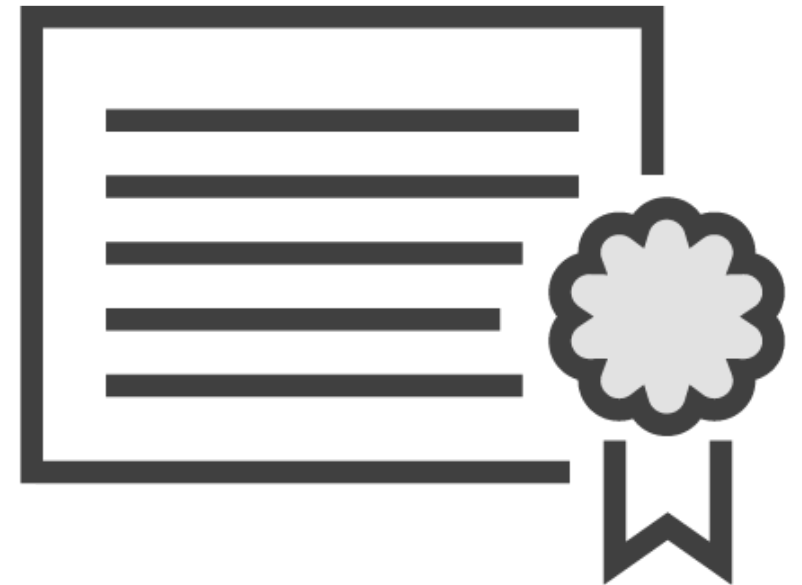
Influence pages or documents that should rank higher

Identify high quality pages

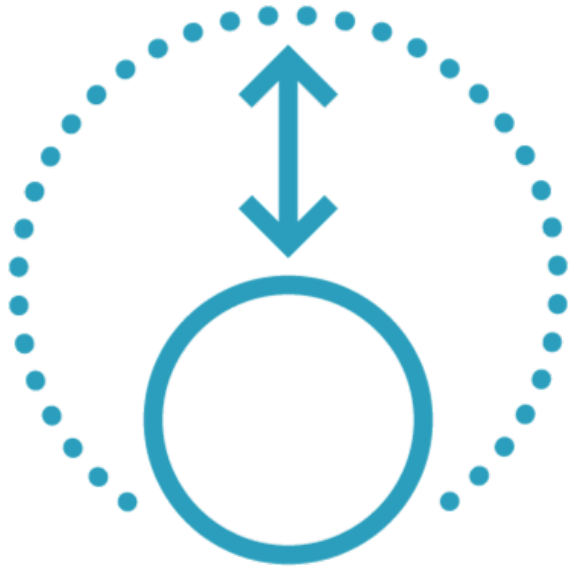
- Authoritative Pages
  - Ex: Intranet

You can also add non-authoritative pages

- Ex: archives



# Result Sources



**Limit searches to certain content or to a subset of search results**

- SharePoint Online
- SharePoint On-Premises (Hybrid)
- External (ex: Bing)

**Add rules**

- Ex: Content Type is equal to customer

# Query Suggestions

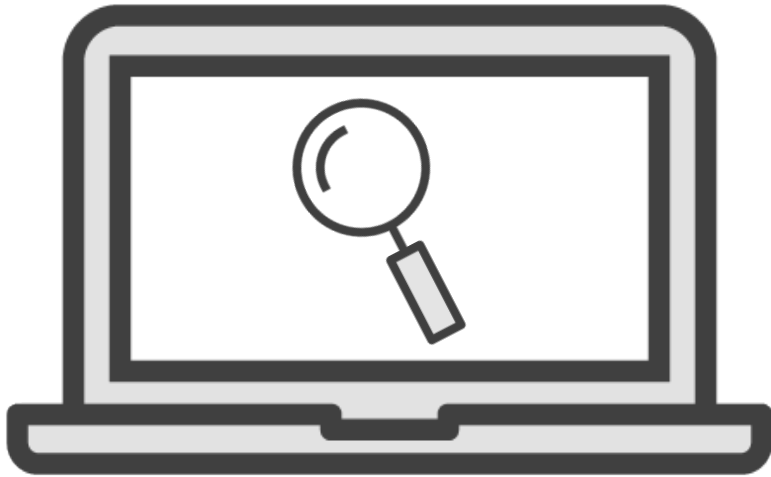
Words that appear below the search box as a user types a query

Some get automatically created

- After you have searched something 6 times and clicked a result
- Generated daily for each site collection / result source



# Search Center



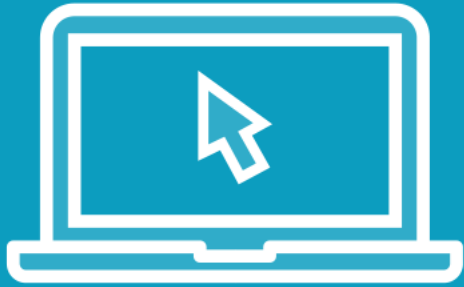
Site that has a starting page where users enter search queries

Allows you to search across all the tenant

Users get redirected here when clicking on “Search Everything”



# Demo



## Search Administration



# Monitoring SharePoint Search

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# Usage Reports



## Report export in Excel

- Number of Queries
- Top Queries by Day / Month
- Abandoned Queries by Day / Month
- No Result Queries by Day / Month



# Inspect the Crawl Log in SharePoint Online

```
Get-PnPSearchCrawlLog  
-Filter "https://globomanticsorg.sharepoint.com/sites/GLOBOMANTICSMigration"
```

```
Get-PnPSearchCrawlLog  
-ContentSource UserProfiles
```

```
Get-PnPSearchCrawlLog  
-ContentSource Sites  
-LogLevel Error  
-RowLimit 10
```



<https://docs.microsoft.com/en-us/powershell/module/sharepoint-pnp/get-pnpsearchcrawllog?view=sharepoint-ps>



# Demo



SharePoint Usage Reports

SharePoint Crawl log



# Conclusion



## **Search options in Microsoft 365**

SharePoint Search

Classic

Modern

Microsoft 365 Search

## **Search configuration options**

Most of them only work in classic search pages

## **Monitoring SharePoint search**

Usage reports

Crawl log

