



How to Configure SharePoint Search for a Single List

(vs. an Entire site)

Peter Dorfman / May 2012

Scenario

You are building a tool within a SharePoint, such as a list of available training courses, and you want users to be able to find courses by searching for words and phrases in the profiles. In other words, you want to point SharePoint's search engine just at this one list, not the entire site.

Searchable Curriculum Tool - Windows Internet Explorer

hp

KILLER Services > Searchable Curriculum Tool

Curriculum Builder Tool

Use the filters on the left to search the curriculum database

Recommended Practice Areas

Recommended Job Functions

Recommended Geographies

Recommended Experience Level

Available On-Demand

CLE Eligible

Course Link	Date Created	Course Description/Objectives/Pre-requisites	Duration	Presenters	Rating	CLEP	On-Demand	PG	SME
ES: Key Liability Issues	7/19/2011	This session will cover key liability issues encountered in ES contract negotiations focusing in the areas of representations and warranties, indemnities (including the basics, general guidelines, and specific indemnities typically encountered in ES deals), and general liability, including liability limits, classes of damages, and variations and exceptions.	1 hr & 30 min	George Kimball, Andrew Cully, Sam Parr		Y	Y	Comm	George Kimball
ES: Contracts for Cloud Services - Introduction to Legal & Contractual Issues	8/16/2011	This session will provide an introduction to cloud computing, its service and deployment models, HP's cloud offering, and a review of required contract terms for cloud.	1 hr & 30 min	George Kimball, Steven Walker, Jason Nield		Y	Y	Comm	George Kimball
ES: Service & Delivery Issues in ES Contracts	4/7/2011	The course will cover key contract elements concerning performance of services, including customer disclosures, due diligence, "sweep" clauses, post-contract verification, statements of work, transition, and service delivery, as well as potential sources of operational issues and contractual disputes, with a particular emphasis on the practical effects of contract terms on service delivery and operations.	1 hr & 17 min	George Kimball, Greg Reman		Y	Y	Comm	George Kimball
Datasheet Drafting Best Practices for Software	2/8/2010	This course was developed by the HP Software Legal team and contains best practices related to drafting HP Software Services Datasheets....	52 min	Christine Kellogg		N	Y	Comm	
Legal Standards and HP Policies for Marketing Advertising Ad Promotional Communications for TSG Marketing	2/6/2010	This course explains key legal issues that marketing professionals need to manage	3 hrs & 15 min	Ed Rockwell, Mike McCormick		N	Y	Comm	
Trade Practices in Australia & New Zealand	n/d	This on-line, self-paced training module provides a detailed look at the laws regulating trade and competition in Australia and New Zealand. The course is taught in two modules, each taking approximately 45-60 minutes. The course provides a manual debating trade practices laws, tutorials and a test. This class is required of all HP South Pacific employees and contingent workers.	1 hr	Administered by SAFE-TRAC		N	Y	Comm	Jim Finnegan
Legal Considerations in Writing SOWs	4/8/2010	This course provides guidance on how to draft Statements of Work for fixed price or time-and-expense engagements. The presenters offer insights into scoping, structuring and executing SOWs across the various services sold by EB.	1 hr & 15 min	Suzanne Miller, Colleen Rosberry		N	Y	Comm	Ed Rockwell, Mike McCormick

Done

Local intranet | Protected Mode: Off

11:30 AM 5/25/2012



Searching a single list

There are three steps to this process

1. Create a new **Search Scope** – Configure SharePoint to search only the list you're interested in;
2. Create a new **Search Results Page** – Build a place to review the search results for your list; and
3. Add and configure a new **Search Box** on the page where you are interacting with your list.

Note: This needs to be done by someone with administrator (Full Control) permissions at the top level of the SharePoint site collection, even if the list you're interested in is in a sub-site. These instructions assume you know basic things like how to edit a web part.



I.

Create a New Search Scope



I. Create a new Search Scope

Search scope defines the area(s) of your site to be included in the search.

1. Click **Site Actions** > **Site Settings**. If you are in a sub-site (a site embedded in a larger site), then under [Site Collection Administration](#), click **Go** to top level site settings.
2. Under [Site Collection Administration](#), click **Search scopes**.
 - SharePoint search, by default, searches all of the content of a site; the “scope” of the search is all content. But you can define other scopes. Our courses are stored in one large list, so the scope for this search will be just that list. We have to create that scope.





I. Create a new Search Scope

Search scope defines the area(s) of your site to be included in the search.

3. In a new site, you will see two default scopes (“All Sites” and “People”), in two “Display Groups” (“Search Dropdown” and “Advanced Search”). You are going to define a new scope, and a new Display Group. To get started, click **New Scope**.

Use this page to view and manage search scopes. The order in which the search scopes appear in this list is the order in which they will appear in the search scope list next to the Search box.

 New Scope	Display Groups	 Refresh
Title	Update Status	Shared
Search Dropdown (2)		
All Sites	Ready	<input checked="" type="checkbox"/>
People	Ready	<input checked="" type="checkbox"/>
Advanced Search (1)		
All Sites	Ready	<input checked="" type="checkbox"/>



I. Create a new Search Scope

Search scope defines the area(s) of your site to be included in the search.

4. First you must name your new scope. We want to search a list called “Curriculum,” so we’ll call our scope “Curriculum.” Type that in the **Title** field. You may type a description as well. There are two other choices here: Display Groups and Target Results Page. For now, ignore these and click **OK**.

OGC Operations Pro Bono KILLER Services Practice Communities

Title and Description
Type a unique title and description for your scope. The title is displayed in the search dropdown, search results pages, advanced search, and elsewhere.

Title: *
Curriculum
Description:

Last modified by:
AMERICAS\dorfmanp

Display Groups
Select scope groups in which you would like to include this scope. Select as many scope groups as you want.

Search Dropdown
 Advanced Search
 OGC People

Target Results Page
Specify a specific search results page to send users to for results when they search in this scope, or choose to use the default.

Use the default Search Results Page
 Specify a different page for searching this scope
Target results page: *

OK Cancel



I. Create a new Search Scope

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5. Now that our scope has a name, we have to tell it how to behave. We have to create a Rule to tell it to include results from our one list. (A scope can have multiple rules, but let's not worry about that.) Notice that "Curriculum" is now one of the choices, in a new category called "Unused Scopes." Its "Update Status" is "Empty." Next to this, click the link to "**Add rules.**"



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- We are going to identify the list to search by its web address, so leave the first radio button (for “Scope Rule Type”) as the default “Web Address.”
 - In the Web Address section, paste the address of the list in the first field (“Folder”). The easiest way to do this is to open a new browser tab, go to the list we want to search, and copy the list’s URL. In our case, the list is at http://ent21.sharepoint.hp.com/teams/Pro_Bono/killer/Lists/Curriculum/AllItems.aspx. Copy your list’s URL, go back to the rule definition page, paste it into the **Folder** field, and then remove the last segment of the URL (“AllItems.aspx”).
 - Below this section, you have a series of choices for “Behavior.” The default choice (“Include”) is the one we want, so leave this as is. Click **OK**.

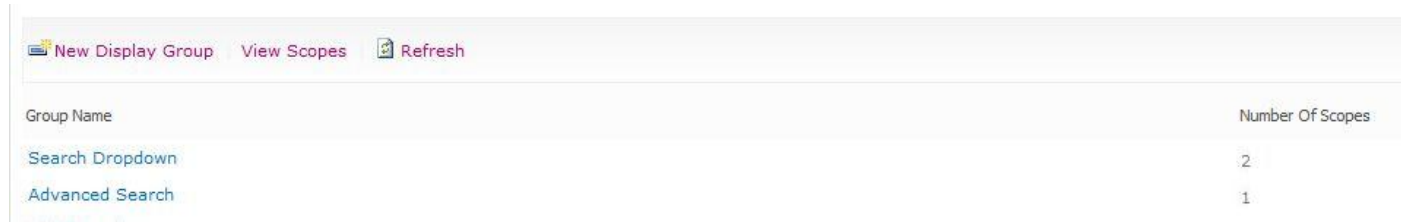
The screenshot shows the 'Scope Rule Type' configuration page. The 'Web Address' section is selected, and the 'Folder' radio button is chosen. The 'Folder' field contains the URL 'http://ent21.sharepoint.hp.com/teams/Pro_Bono/killer/Lists/Curriculum/AllItems.aspx', with a red circle highlighting the 'hostname' field. The 'Behavior' section is also visible, with the 'Include' radio button selected. The 'OK' and 'Cancel' buttons are at the bottom right.



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7. Once you create a rule, it will take about 15 minutes for SharePoint to update itself to activate it. That's fine – we have other things to do in the meantime.
8. We ignored the “Display Groups” choice, in Step 4, because we are not going to use either of the default choices (“Search Dropdown” and “Advanced Search”). What we want is a simple search box for our Curriculum tool that, by default, uses our new search scope and not the others. So we are going to create a new Display Group for this.
 - Click the **Display Groups** link. Then click **New Display Group**. Give your Display Group a plain English name (we used “Courses”). Then check the boxes next to the scopes you want included in this Display Group. We only want Curriculum to be included in this case, so that's the only box we check. Then type “Curriculum” in the box below for “Default Scope.” Click **OK**.



Group Name	Number Of Scopes
Search Dropdown	2
Advanced Search	1



I. Create a new Search Scope

Search scope defines the area(s) of your site to be included in the search.

9. Click the View Scopes link at the top of the page. Now click **Curriculum**, and then click **Change scope settings**. Check the box next to **Courses**, which now appears as a choice under Display Groups. Click **OK**.
10. Now you have a scope called “Curriculum,” under the Display Group “Courses.” You just have to wait until SharePoint makes it available to use before moving on to the next step.

The screenshot shows the 'Change scope settings' dialog box in SharePoint. It is divided into several sections:

- Title and Description:** A text box for the title (containing 'Courses') and a larger text area for the description.
- Scopes:** A table with columns for 'Display', 'Scope Name', and 'Position from Top'. It lists 'People', 'All Sites', and 'Curriculum', each with a checkbox and a dropdown menu.
- Default Scope:** A dropdown menu to select the default scope.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Display	Scope Name	Position from Top
<input type="checkbox"/>	People	▼
<input type="checkbox"/>	All Sites	▼
<input type="checkbox"/>	Curriculum	▼



II.

Create a New Search Results Page



II. Create a New Search Results Page

Create a new Web Part Page to house your search results.

1. Click **Site Actions**, then **More Options**. In the menu of things to create, scroll to the bottom and choose **Web Part Page**. Type in a name for this page. Choose a suitable page layout – you want one with a header section with at least two columns. Click **OK**.
 - Before you move on, copy the URL of this new page to your clipboard; you'll need it in a couple of minutes.
2. Click **Page > Edit Page**. You need the following four web parts on this page:
 - A **Content Editor** (in the library of Web Parts, under “Media and Content”) for a page header with a title.
 - **Search Box** (under “Search”)
 - **Search Core Results** (under “Search”)
 - **Search Paging** (under “Search”)



II. Create a New Search Results Page

Create a new Web Part Page to house your search results.

The screenshot displays a SharePoint web part page in edit mode. At the top is a ribbon with various actions: Stop Editing, Edit Properties, Versions, Permissions, E-mail a Link, Alert Me, Approve, Reject, Workflows, Edit Mobile Page, Make Homepage, and Title Bar Properties. Below the ribbon are sections for Header, Content Editor, Left Column, Middle Column, and Footer. The Content Editor contains the heading "Curriculum Search Results". The Left Column includes a search box with the placeholder text "Search this site...". The Middle Column contains a "Search Core Results" section with a message: "No results are available. Either no query is specified, or the query came from advanced search (federated Webparts do not support Advanced Search queries)." and a "Search Paging" section. Each section has an "Add a Web Part" button.

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II. Create a New Search Results Page

Create a new Web Part Page to house your search results.

3. Configure the Search Box web part. Click **Edit Web Part.**

- First, tell it to send its results to this new results page you are building. To do that, click the + sign next to “Miscellaneous,” and paste the page URL into both of the fields labeled “**Advanced Search page URL**” and “**Targeted search results page URL.**”
- Next, tell the Search Box to use the Display Group we set up earlier (Courses). Type this into the field called “**Scope Display Group.**”
- Finally, at the top of the Edit Web Part menu, under **Scopes Dropdown**, ensure that the **Dropdown mode** is set to “**Do not show scopes dropdown, and default to contextual scope.**” Click **OK.**

Search Box

- Scopes Dropdown
- Query Text Box
- Query Suggestions
- Miscellaneous

Search button image URL
/_layouts/images/gosearch15.i

Search button right-to-left image URL
/_layouts/images/gosearchrtl1.i

Active search button image URL
/_layouts/images/gosearchhov

Active search button right-to-left image URL
/_layouts/images/gosearchrtlh

Use site level defaults

Display advanced search link

Use site dropdown mode

Display user preferences link

Advanced Search page URL
ilityContext=WSSWebPartPage

Target search results page URL
ilityContext=WSSWebPartPage

Display submitted search

Scope display group
Courses

Appearance

Layout

Advanced

OK Cancel Apply

II. Create a New Search Results Page

Create a new Web Part Page to house your search results.

4. Configure the Search Core Results web part. Edit the web part. Under “Location Properties,” type the name of the search scope (“Curriculum”) in the field called **Scope**. Click **OK**.

The image shows a screenshot of the 'Search Core Results' configuration dialog box. The title bar reads 'Search Core Results' with a close button. Below the title bar, the text 'Core Results' is displayed. The dialog is organized into several sections: 'Location Properties' (with a checkbox), 'Location' (a dropdown menu set to 'None'), 'Type' (a dropdown menu), 'Description' (a text area containing 'None'), and 'Scope' (a text input field containing 'Curriculum'). Below these fields are several expandable sections: 'Display Properties', 'Results Query Options', 'More Results Link Options', 'Appearance', 'Layout', 'Advanced', 'AJAX Options', and 'Miscellaneous'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'. A red arrow points to the 'Scope' text input field.

III.

Add and Configure a New Search Box on Your Tool's Page



III. Add and Configure a New Search Box on Your Tool's Page

Your tool is a SharePoint page in which you interact with the list via a web part.

1. What we want to do now is put a search box on that page configured to search the list using the scope we just created. So: Edit the page, and add a Search Box web part.
2. Configure the Search Box web part exactly as you did on the Search Results page, in step 3 of the previous section.

Searches done on your tool's page will use your newly defined search scope, and the results will be displayed on the new Search Results page that you created.



Thank you and Good Luck.

