

How to Manage the Announcements Block

Overview

The Announcements block displays across the top of the home page, highlighting a curated selection of timely news and events. It can display up to four items at a time. You can target all users or specific groups.

How to Update the Announcements Block

To update the Announcements block in Adobe Experience Manager:

1. Go to **Sites > Admin Tools > Homepage Announcements**.
2. Open the **Homepage Announcements** page.
3. Switch to **Edit** mode.
4. Select the **Homepage Announcements** component and click the **Configure** icon.
5. Populate these mandatory fields:
 - a. Title
 - b. Title Link
 - c. Description
 - d. Access Control

Access Control

We can use the Access Control field to target items to specific groups of users. We currently target items to:

- All Users
- Customers
- Trainers

Arrange the items on the **Homepage Announcements** component in the order you want users to see them. The system displays the first four Announcements that a user qualifies for based on their Access Control settings.

Example

1. Article 1 (All Users)
2. Article 2 (Customer)
3. Article 3 (Customers and Trainers)
4. Article 4 (Customers)
5. Article 5 (Trainers)
6. Article 6 (All Users)
7. Article 7 (All Users)
8. Article 8 (All Users)

Access Control	Items Displayed
All Users	<ul style="list-style-type: none">• Article 1• Article 6• Article 7• Article 8
Customers	<ul style="list-style-type: none">• Article 1• Article 2• Article 3• Article 4
Trainers	<ul style="list-style-type: none">• Article 1• Article 3• Article 5• Article 6