KNOWLEDGE BASE ARTICLE

Creating and Managing Announcements in Announcements Carousel



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

Introduction 4

Opening the Announcements List 4

Adding a New Announcement 4

How Announcement Fields Appear on the Card 6

- **Body Text** 6
- **Attachments** 7
- **Expiration Date** 7
- **Priority** 7

Editing and Removing Announcements 8

Conclusion 9

Terms 10

Introduction

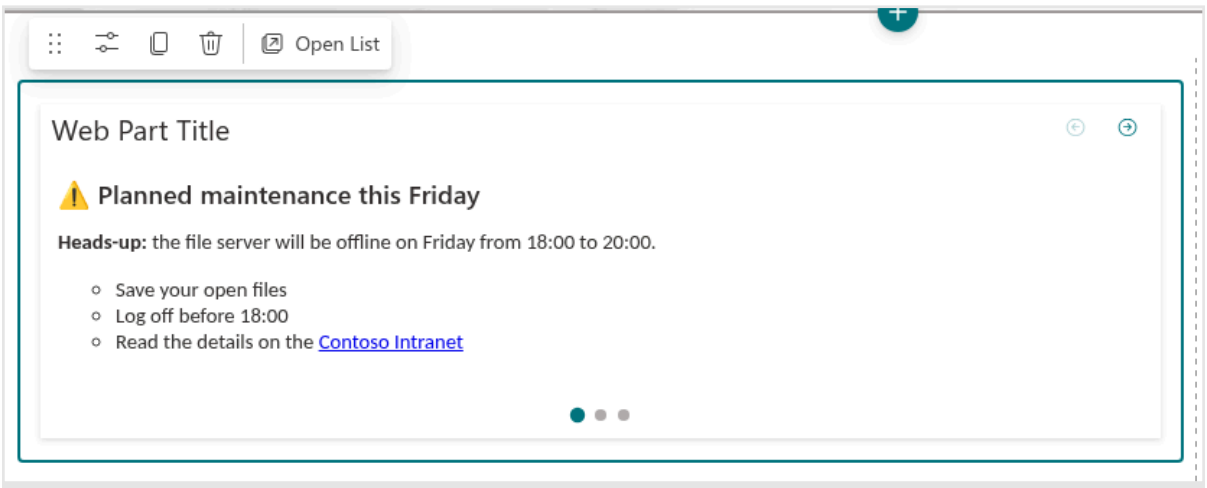
The Announcements Carousel **web part** does not have its own content storage. Every card it shows is an item in a standard **SharePoint** announcements **list**. To publish news on the page, editors work with this list in the familiar **Microsoft Lists** interface, and the web part picks up the changes automatically.

This article is for editors. It explains how to open the list, which fields of an announcement the web part uses, and how each field affects the card that readers see. If the web part has not been added to the page yet, start with KB10208. Announcements Carousel: Getting Started with the SharePoint Announcements Web Part.

Opening the Announcements List

There are three ways to open the list connected to the web part:

1 **The Open List button in the web part toolbar.** In Edit mode, select the web part and click **Open List** in the toolbar above it.
2 **The Open List link in the property pane.** Open the web part settings; the link is the first item in the **Data Source** group.
3 **contents.** Go to **Site contents** on your SharePoint site and open the list by name.



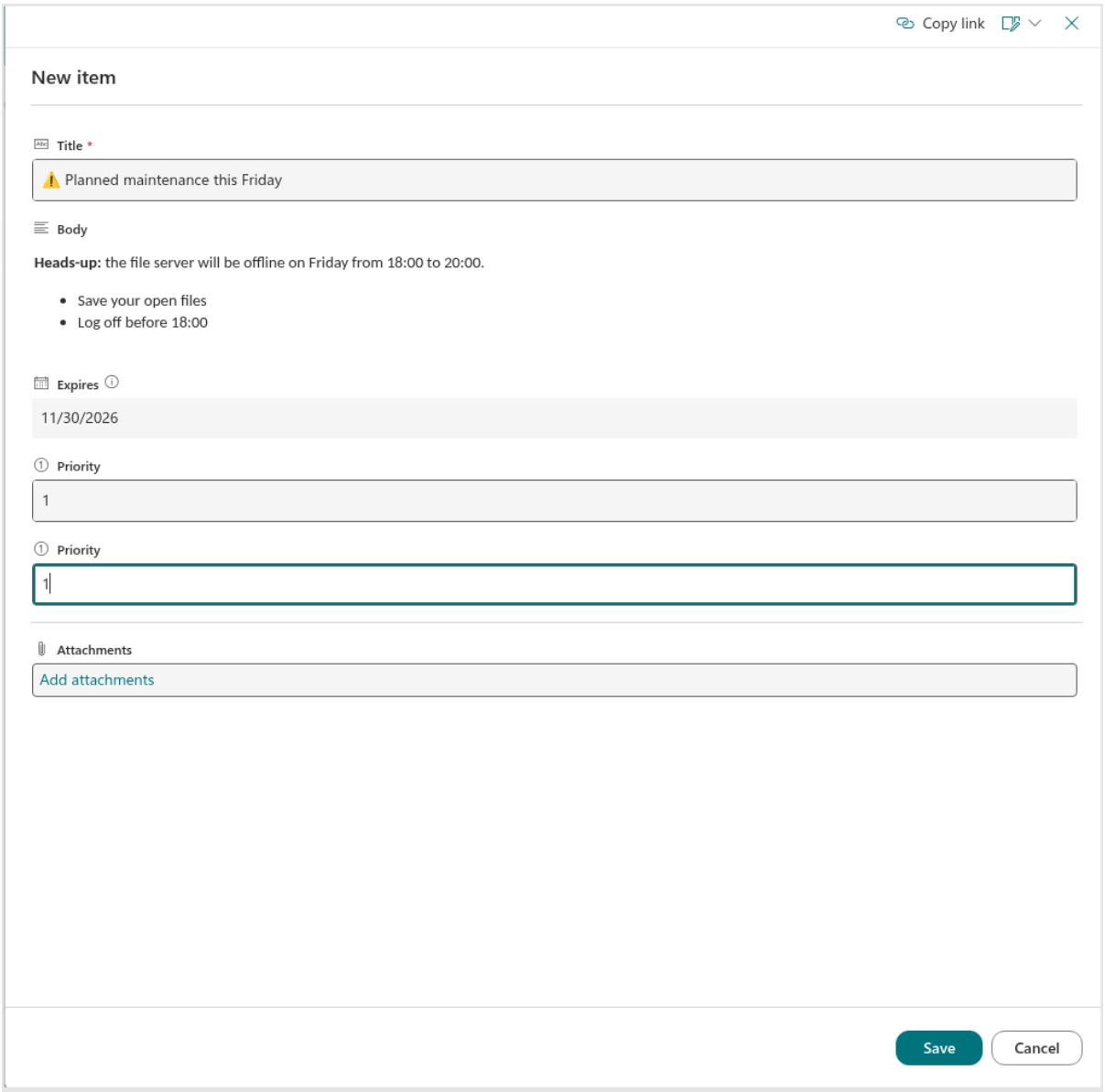
The Open List button in the web part toolbar

Note

To add and edit announcements, you need at least **Contribute** permissions for the list. Readers of the page only need read access.

Adding a New Announcement

1 Open the announcements list.
2 Click **New** on the command bar.
3 Fill in the **Title** - it is required and is displayed as the card heading.
4 Enter the announcement text in the **Body** field.
5 If necessary, set the **Expires** date and attach files (see below).
6 Click **Save**.



The new announcement form

The new announcement appears in the web part the next time the page is loaded.

Warning

If content approval is enabled for the list, a new announcement is created in the **Pending** status. Its visibility before approval depends on the list's Draft Item Security setting and the current user's permissions; the web part adds no approval-status filter. See KB10230. Publishing Announcements with Content Approval in Announcements Carousel.

How Announcement Fields Appear on the Card

The web part reads the following fields of a list item:

Field	Where it appears	Web part option
Title	Card heading	Always shown
Body	Main card text with formatting	Always shown
Attachments	List of file links under the text	**Attachments**
Expires	On the next data load, the SharePoint query excludes dates earlier than the start of the current day; the meta line shows "Expires …"	**Show author and date** (for the label)
Created By, Created	Meta line under the title	**Show author and date**
Priority (VtxPriority)	Card order	**Sort by: Priority**

Body Text

The **Body** field is a rich text field. Formatting is preserved on the card: bold and italic text, lists, links, and so on. Keep the text short: in the Carousel layout the card has limited space, and a long text forces readers to scroll.

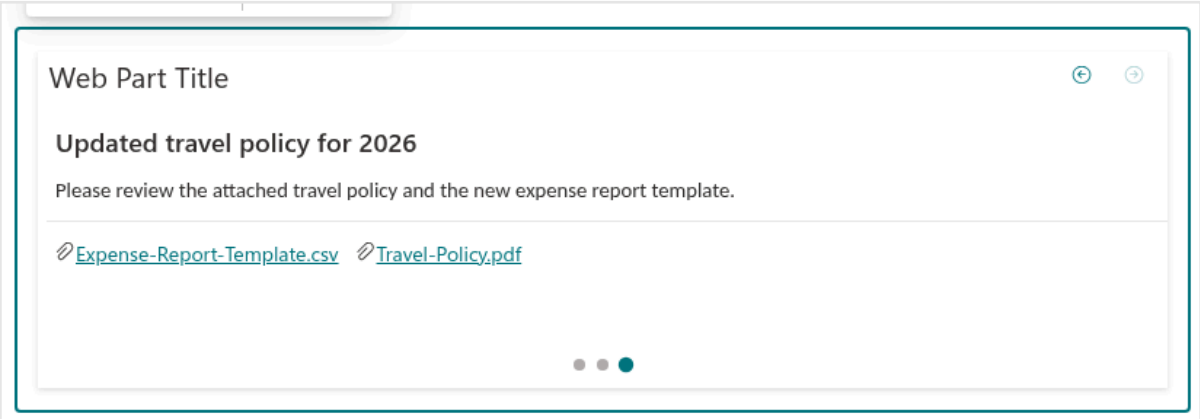
Tip

Put the main point in the first sentence and move details to an attached document or a link to a news page. This keeps cards easy to read at a glance.

Attachments

Files attached to an announcement are shown below the text as a list of links with a paper clip icon. Clicking a link opens the file in a new browser tab. Lists created from the web part have attachments enabled.

The attachments list is displayed when the **Attachments** option is turned on in the **Appearance** group of the property pane (on by default).



Attachments on an announcement card

Expiration Date

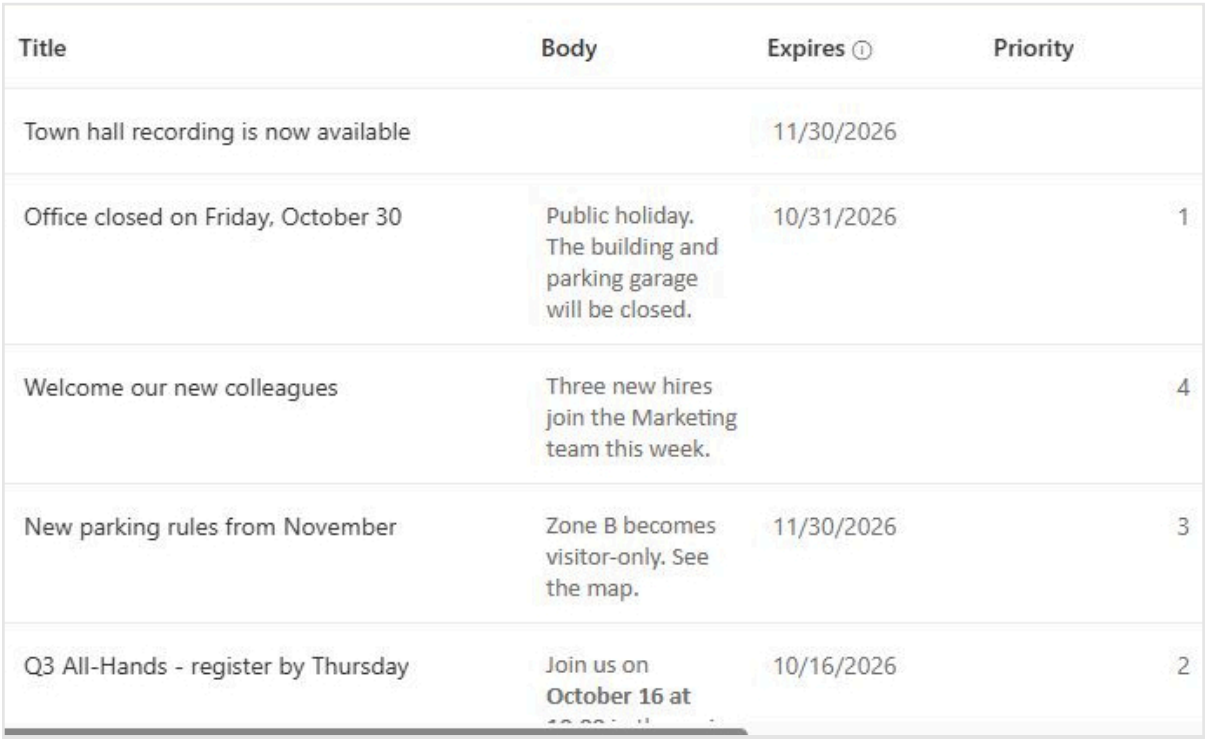
When data is loaded, the SharePoint query includes items with no expiration date or with Expires greater than or equal to `<Today />` (the start of the current day as interpreted by SharePoint). A date of today does not immediately hide an announcement. The web part performs no additional browser-side expiration check and does not reload data automatically at midnight; reload the page.

Tip

Set an expiration date for every time-limited announcement - an event, a maintenance window, an enrollment deadline. The page stays up to date without manual cleanup, and the history remains in the list.

Priority

The numeric VtxPriority column controls card order: lower values appear first, with newer announcements first for equal values. If the column is absent, Order is used. Missing or invalid values follow numeric values.



Title	Body	Expires	Priority
Town hall recording is now available		11/30/2026	
Office closed on Friday, October 30	Public holiday. The building and parking garage will be closed.	10/31/2026	1
Welcome our new colleagues	Three new hires join the Marketing team this week.		4
New parking rules from November	Zone B becomes visitor-only. See the map.	11/30/2026	3
Q3 All-Hands - register by Thursday	Join us on **October 16 at**	10/16/2026	2

Priority

Note

The current version does not display color tags or emoji.

Editing and Removing Announcements

To change an announcement, open it in the list, click **Edit**, make the changes and save. The web part shows the updated content the next time the page is loaded.

To remove an announcement from the page, you have three options:

- **Set an expiration date** in the past - the announcement disappears from the page but stays in the list.
- **Restrict access using SharePoint permissions and draft security** when content approval is used.
- **Delete the item** - it goes to the site recycle bin.

Warning

When the list has no announcements to show, the web part hides itself completely in Read mode. In Edit mode, it shows the message "There are no items to display" so you can see it is still on the page.

Conclusion

Announcements are managed with the standard Microsoft Lists tools, so editors do not need to learn anything new. A title, a concise body, attachments when needed and an expiration date for time-limited news are all it takes to keep the carousel current. To learn how the web part selects and orders announcements, continue with KB10229.

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.

Microsoft Lists
Microsoft Lists is a Microsoft 365 app for tracking information and organizing work. It is built on SharePoint lists and provides templates, views, formatting, and rules, and is available in the browser, in Teams, and on mobile devices.

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.

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.