

HP Anywhere

Windows

Software Version: 10.02

User Guide

Document Release Date: June 2013

Software Release Date: June 2013



Legal Notices

Warranty

The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

The information contained herein is subject to change without notice.

Restricted Rights Legend

Confidential computer software. Valid license from HP required for possession, use or copying. Consistent with FAR 12.211 and 12.212, Commercial Computer Software, Computer Software Documentation, and Technical Data for Commercial Items are licensed to the U.S. Government under vendor's standard commercial license.

Copyright Notice

© Copyright 2012 - 2013 Hewlett-Packard Development Company, L.P.

Trademark Notices

Adobe® is a trademark of Adobe Systems Incorporated.

Microsoft® and Windows® are U.S. registered trademarks of Microsoft Corporation.

UNIX® is a registered trademark of The Open Group.

Documentation Updates

The title page of this document contains the following identifying information:

- Software Version number, which indicates the software version.
- Document Release Date, which changes each time the document is updated.
- Software Release Date, which indicates the release date of this version of the software.

To check for recent updates or to verify that you are using the most recent edition of a document, go to:

<http://h20230.www2.hp.com/selfsolve/manuals>

This site requires that you register for an HP Passport and sign in. To register for an HP Passport ID, go to:

<http://h20229.www2.hp.com/passport-registration.html>

Or click the **New users - please register** link on the HP Passport login page.

You will also receive updated or new editions if you subscribe to the appropriate product support service. Contact your HP sales representative for details.

Support

Visit the HP Software Support Online web site at:

<http://www.hp.com/go/hpsoftwaresupport>

This web site provides contact information and details about the products, services, and support that HP Software offers.

HP Software online support provides customer self-solve capabilities. It provides a fast and efficient way to access interactive technical support tools needed to manage your business. As a valued support customer, you can benefit by using the support web site to:

- Search for knowledge documents of interest
- Submit and track support cases and enhancement requests
- Download software patches
- Manage support contracts
- Look up HP support contacts
- Review information about available services
- Enter into discussions with other software customers
- Research and register for software training

Most of the support areas require that you register as an HP Passport user and sign in. Many also require a support contract. To register for an HP Passport ID, go to:

<http://h20229.www2.hp.com/passport-registration.html>

To find more information about access levels, go to:

http://h20230.www2.hp.com/new_access_levels.jsp

Contents

| | |
|--|----|
| User Guide | 1 |
| Contents | 5 |
| Overview | 9 |
| Concepts | 9 |
| What is HP Anywhere? | 9 |
| Apps | 9 |
| My Apps | 10 |
| Activity | 10 |
| Front Page | 10 |
| Search | 10 |
| Recent | 10 |
| Logging On | 11 |
| My Apps | 13 |
| Activities | 15 |
| What is an Activity? | 15 |
| Activity Actions | 15 |
| How is an Activity Created? | 16 |
| Setting the Activity Subject | 17 |
| What is Shown When Opening an Activity? | 17 |
| Activity Visibility | 17 |
| Activity Workspace | 18 |
| Adding Apps to an Activity Workspace | 18 |
| Closing Apps in an Activity Workspace | 18 |
| Navigating Between Open Apps in the Activity Workspace | 19 |
| Viewing the Apps List in the Activity Workspace (Desktop Only) | 19 |
| Activity Context | 19 |
| How a Context is Added to an Activity | 20 |
| Viewing an Activity's Context | 20 |
| Removing a Context from an Activity | 20 |

| | |
|--|-----------|
| Recommended/All Apps | 21 |
| Recommended Apps | 21 |
| All Apps | 21 |
| View Recommended/All Apps | 21 |
| Activity: What's Next (Desktop/Tablet) | 22 |
| Activity: Action Bar (Smartphone) | 23 |
| Collaboration | 25 |
| Participants | 25 |
| View the Current Participants | 25 |
| Add a Participant | 26 |
| Remove a Participant | 26 |
| Recommended Participants | 27 |
| Timeline | 28 |
| View the Timeline of an Activity | 28 |
| Create a New Post on a Timeline | 28 |
| Add a Snapshot of My App to the Timeline | 29 |
| Add a File Attachment to the Timeline | 29 |
| View All Timeline Attachments | 29 |
| Delete an Attachment | 29 |
| Front Page | 31 |
| What is an Activity Tile? | 31 |
| Searching for an Activity in the Front Page | 32 |
| Activity Tile Operations | 32 |
| Search | 33 |
| Recent | 35 |
| View Your Recent Activities | 35 |
| Set the Number of Activities to Display in the Recent Page | 35 |
| Settings | 37 |
| End-to-End Scenarios | 39 |
| Notify an Employee of a Specific Action | 39 |
| Collaborate Between Employees on a Report | 39 |

| | |
|--|-----------|
| My Apps Collaboration and Recommended Apps | 40 |
| Appendix A. About the HP Web Services App Catalog | 41 |
| Types of Apps in the App Catalog | 41 |
| Install or Uninstall Apps | 42 |
| Install an App | 42 |
| Uninstall an App | 43 |
| Reinstall an App | 43 |
| Obtain Support for an App and Update Apps | 43 |
| Obtain Support for an App | 43 |
| View the Updates and Notifications of an App | 44 |
| Update an App through the App Catalog | 44 |

Chapter 1

Overview

This guide presents a complete overview of the HP Anywhere features and flows on all the available form factors: Smartphone, Tablet, and Desktop.

It is intended for users of HP Anywhere who want to become familiar with the product, and want to understand how to use its basic flows.

It also provides important reading for people who are involved in defining and building business applications, such as functional architects, business analysts, user design teams. This guide should help them gain a rich understanding of the wide range of features provided. It is also recommended that you read the [HP_Anywhere_UX_Design_Guidelines.pdf](#) document also provided with the product.

Concepts

What is HP Anywhere?

HP Anywhere is a next generation mobility platform that introduces a new and innovative approach for developing, managing, and consuming enterprise applications. It is designed for developing applications (apps) that can be accessed on various types of media — desktop, tablet, and smartphone. This enables users to consume only the information they need, wherever they may be.

In addition, HP Anywhere places collaboration at the heart of any successful workflow by combining structured processes with unstructured discussions into organized, context-specific activity streams.

Apps

HP Anywhere facilitates breaking down applications in the enterprise that in some cases are very complex and cumbersome to granular pieces of functionality called apps, allowing users to consume specific pieces of information or perform a function relevant to where they are and what they are doing.

Apps also provide an abstraction layer between the backend system and the user. Therefore, if an organization replaces a backend system that serves existing use cases, end users are not affected.

HP Anywhere provides an open framework including a complete SDK and IDE for developing apps by customers and partners.

My Apps

My Apps contains all the apps that are available for your use. You can add more apps by downloading them from the enterprise catalog.

Each app is represented by an icon. You can open an app by tapping or clicking on its icon.

For more details, see ["My Apps" on page 13](#).

Activity

An activity is a centralized entity that enables multiple participants to collaborate, consume relevant information, and perform tasks relevant to their day-to-day job in the organization.

For more details, see ["What is an Activity?" on page 15](#).

Front Page

The Front Page serves as an inbox for all of your activities, chronologically displaying all of the activities in which you are a participant. From the Front Page, you open existing activities to collaborate with others and perform your daily tasks and also add new activities.

For more details, see ["Front Page" on page 31](#).

Search

The Search facility allows you to search for an activity using different types of information, such as subject, message, participant, and context object.

For more details, see ["Search" on page 33](#).

Recent

The Recent page provides quick access to your most recent activities. Activities are listed according to last viewed.

Snoozed and archived activities are also displayed.

For more details, see ["Recent" on page 35](#).

Logging On

To log in:

1. Enter your user name and password.
2. The default server address in the **Edit Server** field is `http://<web_address>:<port>`. For example: `http://www.your-server-address.com:80`.

The end user can change the address on the mobile device at a later stage.

3. Click/tap **Login**.



The login screen opens. The login screen for all form factors is similar.

Chapter 2


My Apps

My Apps contains all the apps that are available and installed for your use. My Apps acts as your app launcher, and it is displayed by default when you log into HP Anywhere (if it is selected as the **Landing Page** in **Settings**). From **My Apps**, you can install and remove applications (for Smartphone/Tablet).

To access My Apps:


- From the Front Page / Search / Recent tab, click/tap **My Apps**.
- From within an activity, click/tap the Home icon  or . This takes you to the place from which you opened the activity. From there, if you are not already in My Apps, click/tap My Apps.

The My Apps tab shows the following applications:

- **Smartphone/Tablet:** Applications that are installed on a user's device. You can add more apps by installing them from the catalog using the Catalog icon .
- **Desktop:** All applications that are supported for desktop.

Each app is represented by an icon. When you tap/click on an app, the application opens inside a new activity. Now you can start to use the app and additional features, such as collaborating in the activity's timeline.


To add an app to My Apps:

- **Smartphone/Tablet:** Tap on the Catalog icon , search for the app, tap on it, and then slide to **ON**.
- **Desktop:** N/A.


To remove an app from My Apps:

- **Smartphone/Tablet:** Tap on the catalog, search for the app, tap on it, and then slide to **OFF**.
- **Desktop:** N/A.

To search for an app from My Apps:

- **Tablet:** Tap the Search icon .
- **Smartphone/Desktop:** N/A.

To see other available apps that have not yet been installed on your device:

- **Smartphone/Tablet:** Tap on the Catalog icon  and check each app.
- **Desktop:** N/A.

Note: In the catalog, you cannot see apps that you are not authorized to use by the administrator. Therefore, other users may see different apps to yours.

Chapter 3

Activities

This section familiarizes you with the concept of an activity and what you can do on an activity. It contains the following topics:

- ["What is an Activity?" below](#)
- ["Activity Workspace" on page 18](#)
- ["Activity Context" on page 19](#)
- ["Activity: What's Next \(Desktop/Tablet\)" on page 22](#)
- ["Activity: Action Bar \(Smartphone\)" on page 23](#)
- ["Recommended/All Apps" on page 21](#)

What is an Activity?

An activity is a centralized entity that enables multiple participants to collaborate, consume relevant information, and perform tasks relevant to their day-to-day job in the organization.

An activity can contain:

- **Participants.** Users that are part of the activity. The Participants List is shared between all activity's participant. For details, see ["Participants" on page 25](#)
- **Timeline.** The audit trail of the activity. It displays user posts, application posts, snapshots, and file attachments. The timeline is shared between all participants in the activity—all participants see the same timeline. For details, see ["Timeline" on page 28](#)
- **Context.** Each activity can have a formal context (not just a textual subject) that comprises the objects that participants are working on as part of their day-to-day tasks in the organization. For details, see ["Activity Context" on page 19](#).
- **Activity workspace.** HP Anywhere enables you to choose the apps you need to work with. For each activity, you see a workspace containing only your own apps allowing you to utilize your expertise and handle your work tasks in the most productive way. For details, see ["Activity Workspace" on page 18](#).

Activity Actions

You can perform the following actions on an activity:

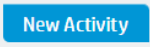
- **Archive.** Removes the activity from your Front Page until its next update. When an activity is updated (by another participant or by an app), it automatically reappears at the top of the Front Page.
- **Snooze.** Removes an activity from the Front Page until a certain date/time. When an activity is updated (by another participant or by an app), even before the snooze time has arrived, it automatically reappears at the top of the Front Page.
- **Remove me.** Lets you remove yourself from being a participant in this activity. You will not receive future updates for this activity.
- **View Recommended Participants.** See ["Participants" on page 25](#).
- **View Recommended Apps.** See ["Recommended/All Apps" on page 21](#).
- **Set the Visibility.** See ["Activity Visibility" on the facing page](#).

How is an Activity Created?

An activity can be created automatically by an app, or manually by the user. For example, when a new Expense Report is submitted for Manager approval, a new activity is created for the manager.

An activity is created in one of the following ways:

1. By the user: After opening an app in **My Apps**. In this case, you are not in an activity. HP Anywhere creates an activity and sets the subject when you write a post, add a participant, or set the subject.
2. By the user:

Desktop/Tablet: When you click/tap on  from the Front Page.
Smartphone: When you tap the + button.
3. By the user:
 - When working in an app, and choosing to add a context or create an activity for the context (when the app suggests)
 - When working in an app, and the app creates an activity for the user (without suggesting)
4. By an app: The app can create activities for specific users. These users will see the activities on their Front Page. For example, when a new flight request is created by a user, an activity is created automatically and the approver receives a relevant notification.

A user can also work on an app from within an activity.

When you open an activity from the Front Page, Recent tab, Search, Mail or Push notification, if the last post in the activity is a user post, the timeline is opened. If the last post is a system or any other type of post, the My Apps tab is opened.

Setting the Activity Subject

To set the activity subject:

| | |
|-----------------------|--|
| Desktop/Tablet | From within the activity, click/tap the subject. |
| Smartphone | Go to the timeline and tap in the subject. |

When a user creates a new activity using **My Apps** or **New Activity**, until a subject is defined, it will be the subject is set according to the following rules:

1. The user sets the subject manually.
2. When a user writes a post, the activity's subject becomes the text of the post.
3. When a user adds a participant, the activity's subject becomes **conversation with <user name>**.

The activity subject is shared between all participants, each participant can change the subject and all participants can see the change.

What is Shown When Opening an Activity?

When you open an activity from the Front Page, Recent, Search, Mail or Push notification, if the last post in the activity is a user post, the timeline opens. If the last post is not a user post, the workspace showing the apps open.

Activity Visibility

The visibility of an activity can be Private or Public:

- **Private.** The owner and participants can see the activity.
- **Public.** All users can see the activity.

Note: According to organization policy, the option to set an activity to public, or to change the visibility may be disabled. In addition, the default visibility might be private instead of public.

To set the activity visibility:

| | |
|-----------------------|--|
| Desktop/Tablet | <ol style="list-style-type: none">1. Pull down the What's Next tab.2. Select/slide the Visibility to Private/Public. |
| Smartphone | Not Available. |

Activity Workspace

The activity workspace is where you work with apps to view data and operations (functions). The activity workspace is not shared between users. Each user has their own set of apps in their workspace. Changes made by one user do not effect the apps displayed in other users workspaces.

When you work on an activity, the app list is saved for you automatically. The next time you go into this activity you see the same apps.

The activity workspace is empty when:

- You click/tap **New Activity** from the Front Page/Recent tabs.
- You drill down from the Front Page and the activity has no context object.

The first time you enter an activity from the Front Page, if a context object has been defined for the activity, the related app page opens.

Adding Apps to an Activity Workspace

To add an app to the activity workspace:

| | |
|-----------------------|---|
| Desktop/Tablet | <ol style="list-style-type: none">1. Open the activity.2. From within the activity, pull down the What's Next tab.3. In the Related Apps area, select Recommended/All.4. Click/tap the app. |
| Smartphone | <ol style="list-style-type: none">1. Open the activity.2. Tap ...3. From the More Options list, select Apps.4. Select the required app. |



Closing Apps in an Activity Workspace

To close an app in the activity workspace:

| | |
|-----------------------|--|
| Desktop/Tablet | Click/tap on the X in the upper right corner of the app page. |
| Smartphone | <ol style="list-style-type: none">1. Tap on the app counter in the right corner of the activity.2. Tap X in the app's right corner. |

Navigating Between Open Apps in the Activity Workspace

To navigate between different apps in the activity workspace:

| | |
|-------------------|---|
| Desktop | <ul style="list-style-type: none">• In thumbnail mode: Click on the app.• In normal mode: Click on the round arrows  or click on the page buttons at the bottom of the page . |
| Smartphone | <ul style="list-style-type: none">• Tap ... and swipe to the next app. or: <ul style="list-style-type: none">• Tap on the app counter in the right corner of the activity |
| Tablet | Swipe to the next app, or tap the square at the bottom of the page. |

Viewing the Apps List in the Activity Workspace (Desktop Only)

To view thumbnails of all the apps in the Activity Workspace:

- Move the slider to the squares icon .

Activity Context

Each activity can have a formal context (not just a textual subject) that comprises the business entities and applications that participants are working on as part of their day-to-day tasks in the organization.

These can be:

- Business entities, for example, projects, reports, defects, requirements, and incidents.
- Applications, for example, calendar, dashboard.

Both business entities and applications can be part of the activity's context. For example, for an activity that handles Expense Report approval, the context contains the Expense Report. Another example is in an activity in which participants are discussing the project status, the project dashboard application is the context.

In HP Anywhere, the activity context are shown under its Subject line.

All HP Anywhere participants in an activity share the context.

This context enables the system to understand what the participants are working on. This enables the system to suggest recommended people and additional ways to consume information and perform actions (in the form of apps) that are relevant for the specific activity context.

How a Context is Added to an Activity

An app can add context to an activity in the following situations:

- When a user adds a user post to the timeline of an activity.

For example, in an Expense Management application, when a user views the expense report page and writes a post in the timeline, the app adds the expense report to the activity context.

- When working in an app, the app can suggest to add a new context after specific actions to the current activity or creating a new activity with a context.

For example, when working in a Task Management app, and create a new task, the app may suggest to add the new task as a new context object.

- When a new activity is created automatically (not via a user operation), the context is set automatically. For example, when a new Expense Report is submitted for Manager approval, a new activity is created with the report as the context object.


- When working in an app, the app can add a new context to the current activity or create a new activity with a context.

For example: In a project management app, when a new project is created by the user, a new activity is created and the project is added as the context.

Viewing an Activity's Context

This section describes how to view a specific activity's context.

To view an activity's context:

| | |
|-----------------------|--|
| Desktop/Tablet | Open an activity, click/tap the arrow next to the activity's subject. |
| Smartphone | Open an activity, tap More  and then tap View Context . |

When you select a context object, the app that created the context object opens to the relevant screen. For example, when you click or tap an Expense Report context object, the Report Details screen of the Expense Management App opens.

Removing a Context from an Activity

To remove an activity's context:

- From the Context list, click/tap **x** next to the context object you want to remove.

Recommended/All Apps

Recommended Apps

Based on your open apps and on the current context of the activity, HP Anywhere can recommend additional apps that are relevant for your use. The recommendation list is created by the developer according to application logic. The recommendations are done at the page level.

What is an App Page?

Each app is made up of many pages. The App developer selects the pages to be used for direct access.

For example, the Notes App has a **My Notes** page that shows all your notes, an **Add Note** page that allows you to create a new note and a **View Note** page that shows a specific note.

Recommended App Example

For example, an activity as a note as a context object. The Notes application recommend the View Note page that provides the user with an easy way to view the note.

When a user taps on View Note, the relevant note is displayed.

In addition, the Notes application may also recommend the Add Note page that provides the user with an easy way to create a new note.

Another example is when a user works in a defect application, the Defect Application can recommend the Requirement Application in the specific Create Requirement from Defect page. This allows the user to easily create a requirement from a defect.

All Apps

This options shows all the app pages that are relevant for the current user. For example, for the Note app you may see the **My Notes** and **Add Note** pages.

This option provides fast access to all the app pages defined for each app thus allowing you to quickly reach your required information.

View Recommended/All Apps

In the **What's Next** tab, HP Anywhere presents additional apps that can help you to manage your activities.

To view the recommended apps:

1. Click the activity.
2. Proceed as follows:

| | |
|-----------------------|--|
| Desktop/Tablet | Tap/click the What's Next tab at the top of the page. |
| Smartphone | N/A. |

3. Select a recommended app from the list to open it on the page and add it to the activity.

Note: If an app is related to a specific context object, the context object is displayed. For example, when you have "View Report Details" in the Recommended Apps, it shows the Report Details page.

Note: On a smartphone, when you select Apps from the More menu, you see a combination of All and Recommended apps.

Activity: What's Next (Desktop/Tablet)


The What's Next panel shows the additional actions that you can perform within the activity to enhance your work productivity.

- **Activity Actions.** A list of actions that you can perform on the current activity: Archive, Snooze, Remove Me. For details, see ["Activity Actions" on page 15](#). You can also create a new activity by clicking/tapping on the **New Activity** button.
- **Recommended participants.** A list of users that are relevant to the context of the current app. You can add any or all users as participants. For details, see ["Participants" on page 25](#).
- **Related apps.** Select **Recommended** or **All**.
 - **Recommended.** Shows a list of recommended app pages that are relevant for the current activity. These pages provide additional information and functionality that can help you perform your tasks.
 - **All.** Shows a list of all the app pages available for you.

For details, see ["Recommended/All Apps" on the previous page](#).

- **Visibility.** The visibility level of an activity defines who can view the activity. The visibility may be set to private or public.

To show the What's Next panel:

1. Open the activity.
2. Pull down the What's Next tab .

Activity: Action Bar (Smartphone)

The Action Bar is shown in the bottom left corner of the page.



Typically, it includes the Timeline and More options, but it can be customized by the app.

More options (...)

The ... option on the Smartphone shows the additional actions that you can perform within the activity to enhance your work productivity. It typically includes the following options:

- **Apps.** Shows a combination of the Recommended and All apps options as available for the Desktop/Tablet. These apps provide additional information and functionality that can help you perform your tasks.
- **View Activity's Context.** Shows the context objects defined for this activity.
- **Archive.** Archive the current activity.
- **Snooze.** Snooze the current activity.
- **Remove me.** Remove me from the current activity.
- **Take Snapshot.** Add a snapshot to the current activity.

Note: Some of these options do not appear under all conditions.

Chapter 4

Collaboration

This section describes how you can use HP Anywhere to collaborate between different participants and tasks in an activity. It contains the following topics:

- ["Participants" below](#)
- ["Timeline" on page 28](#)

Participants

A participant is a person who is involved in an activity. As a participant, you receive notifications about updates to the activity on your Front Page.



If you are the activity owner—the user that created the activity—you can also change the visibility of the activity (if this feature is enabled by the HP Anywhere administrator) and remove any participant except for yourself from that activity.

For details on activities and context objects, see ["What is an Activity?" on page 15](#) and ["Activity Context" on page 19](#).

View the Current Participants

You can view the current participants of an activity.

To view the current participants of an activity:


| | |
|------------------------|---|
| Desktop/Tablet: | <ol style="list-style-type: none">1. Open the relevant activity.2. Click/tap the Participants icon  in the top-right corner. The Participants pane opens displaying the list of current participants on top, and the list of recommended participants (if any) on the bottom. |
| Smartphone: | <ol style="list-style-type: none">1. Open the relevant activity.2. Tap the Participants icon  in the bottom-left corner to open the Participants page. <p>Tip: You can view recommended participants by tapping Recommended.</p> |

Add a Participant

You can add a participant by entering a user name, an email address, or a job title in the Search box at the top of the Participants pane.

You must enter a minimum of three characters.

To add a participant:

1. Open the relevant activity.
2. Click/tap the **Participants** icon .
3. In the Search box, enter the user name, an email address, or a job title of the user you want to add. As you enter text, the pane displays the search results.
4. Click/tap **+** to the right of the relevant user to add that user as an activity participant.

To add a recommended participant from **What's Next**:

(Relevant only for desktop and smartphone)



1. Open the relevant activity.
2. Pull down the **What's Next** tab.
3. In the Recommended Participants area, click/tap a participant, or click/tap **More...** to search for and add other participants.





Remove a Participant

You can remove yourself or any participants that you added to an activity.

If you are the activity owner, you can remove all other participants from the activity, but you cannot remove yourself.

To remove a participant from an activity:

| | |
|----------------|---|
| Desktop | <ol style="list-style-type: none">1. Open the relevant activity.2. Click/tap the Participants icon .3. Position the mouse over the participant's name.4. Click  to remove the participant. |
|----------------|---|

| | |
|--------------------|--|
| Tablet: | <ol style="list-style-type: none"> 1. Open the relevant activity. 2. Click/tap the Participants icon . 3. Swipe the participant's name from right-to-left. 4. Tap  to remove the participant. |
| Smartphone: | <ol style="list-style-type: none"> 1. Open the relevant activity. 2. Tap the Timeline icon . 3. Click/tap the participants icon to open the Participants page. 4. Swipe the participant's name from right-to-left. 5. Tap  to remove the participant. |

To remove yourself from an activity:

1. Open the relevant activity.
2. Pull down the **What's Next** tab.
3. Click/tap **Remove me**.

Recommended Participants

To improve your day-to-day productivity, HP Anywhere can recommend participants for an activity. The recommended participants are determined according to the apps that you use in the activity and according to the activity's context.

To view the recommended participants for the current activity:

| | |
|-----------------------|---|
| Desktop/Tablet | <ol style="list-style-type: none"> 1. Click/tap the activity. 2. Click/tap the What's Next tab at the top of the page. 3. Select a Recommended Participant to add the user to the activity. |
| Smartphone | <ol style="list-style-type: none"> 1. Tap the activity. 2. Tap the timeline and then participants. 3. Tap Recommended. 4. Select a Recommended Participant to add the user to the activity. |

Timeline

The timeline displays user posts, application posts, snapshots, and file attachments—the audit trail of the activity.

The timeline is shared between all participants in the activity and all participants see the same timeline.

The timeline contains:

- **User posts.** Facilitate collaboration between people in the organization.
- **App posts.** Facilitate the messaging of important information from the app to the user. For example, in the Expense Management application, when a report is rejected a new app post is added to the timeline specifying that the report has been rejected.
- **Snapshots.** Facilitate the understanding of an issue by showing a snapshot. For example, a snapshot of the error message when it was issued. For example, a specific graph representing the current defect status.
- **File attachments.** Facilitate attaching files to your activity.


The posts are displayed in their order of creation with the latest at the top and the first one at the bottom of the timeline tile.

Each post includes the name of the user or application that created the post, the post string, the post snapshot if provided, the date, and the time when the post was created.


When a new entity or app page is added to the activity after a user post in the timeline, the following message appears:

```
<context_name> was just added to this activity.
```

View the Timeline of an Activity

To view the timeline of an activity, open the activity and click/tap . The timeline of the activity is displayed.

Create a New Post on a Timeline

To create a new post on a timeline, open the activity, click , and write your post. The post text appears in the activity tile for all participants.

Note: You can write a post even if you are the only participant.


Note: Depending on the business logic of the current app, a context may be added to the

activity when you create a post.

Add a Snapshot of My App to the Timeline

You can add a snapshot of the app screen from your activity, to the activity timeline, as a user post.

You can also add text to the app snapshot on the user post (optional).


| | |
|-------------------|--|
| Smartphone | Click ... and choose Take Snapshot . |
| Desktop | In the timeline, click  . |

If you do not add a post to the snapshot, the following post is automatically added: **Added a snapshot of <app screen name>**.

Add a File Attachment to the Timeline

You can attach a file to a timeline only in the desktop version.

To attach a file to the timeline:

1. Click , and select a file.
2. Add the text to the post.
3. Click **Add**.

Note: All attachments are shared, but only the user who loaded the attachment can delete it.

View All Timeline Attachments

You can view all attachments per activity only when in the desktop.

To view all the attachments in the timeline, click **AttachedFiles**. The list of attachments is displayed.


Delete an Attachment

You can delete an attachment only when in the desktop.

To delete an attachment in the timeline:

1. Click **AttachedFiles**.


The list of attachments is displayed.

2. Click  for the relevant attachment.

To delete an attachment:

1. In the timeline, click **AttachedFiles**.

The list of attachments is displayed.

2. Click  for the relevant attachment.

Chapter 5

Front Page

The Front Page serves as an inbox for all of your activities, chronologically displaying all of the activities in which you are a participant. From the Front Page, you can open existing activities to collaborate with others and perform your daily tasks. You can also add new activities.

The Front Page is displayed by default when you log into HP Anywhere (if it is selected as the **Landing Page** in **Settings**).

When an activity is updated by another participant or app, it moves to the top of your screen, so you always see the latest updates to your activities.

The activities that are shown on the Front Page are activities in which that you are a participant. Your archived or snoozed activities are not shown.

In the smartphone, you can see the number of unread and unsnoozed activities in the menu bar. For example:



What is an Activity Tile?

The activity tile represents the most important information related to the activity. You can use it to help you decide which activities need your attention. From the activity tile, you can open the activity and perform actions.

The activity tile shows the following information:

- Activity subject
- Last update date (by app/other user)
- User/app that performed the last update
- User/app post
- Read/unread icon

An activity tile appears on the Front Page when:


- An app or user creates a new activity
- The snooze time of a snoozed activity when that time is reached if you have been added as a participant in the activity
- If a new user or app post is created for a snoozed or archived activity if you have been added as a participant in the activity

An activity tile changes location on the Front Page when:


- When a new user post or app post is created for the activity, the activity tile is moved to the top of the list. In the case of a user post, on the post creator's Front Page, only the activity's subject/text is updated, not its location.

An activity tile is removed from the Front Page after a Snooze, Archive or Remove me (remove from participants) operation.

Searching for an Activity in the Front Page

You can search through the activities on the Front Page by clicking on the  icon to open the search field located above the activities. Type in the search text. The search looks for the text throughout the activities including subject, message (search by post message), participant, object, context_object_id, context_object_type, context_object_description. The results are displayed as tiles.

To search for a specific activity by subject, post, context, or participant in the Front Page:

| | |
|-----------------------|---|
| Desktop/Tablet | <ol style="list-style-type: none">1. Click/tap .2. Type the search text in the Search field. |
| Smartphone | <ol style="list-style-type: none">1. Tap in the Search field .2. Type the search text in the Search field. |

For more details, see ["Search" on page 33](#).

Activity Tile Operations

You can manage your activities using the following options:

- Archive
- Snooze
- Remove me

For details, see ["Activity Actions" on page 15](#).


Chapter 6

Search

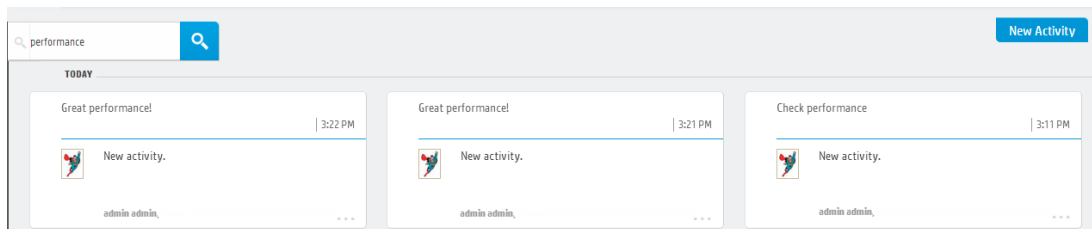
The Search facility allows you to search for an activity using different types of information, such as subject, message (search by post message), participant, and context object.

Desktop/Tablet

You can search in several ways:

- **Scroll:** You can scroll through the tiles of all the existing activities on the Front Page.
- **Front Page:** You can search through the activities on the Front Page by clicking/tapping the  icon to open the search field located above the activities. Type in the search text. The search looks for the text throughout the activities including subject, message (search by post message), participant, object and context object.. The results are displayed as tiles.

For example, when searching for the string "performance", the following results are shown:



Note: You do not need to type in an entire string in the **Search** field. As you type in the first letter(s) of your search, HP Anywhere automatically displays matching results.

- **Search Page:** You can also perform a free-text search through all publicly available activities using the **Search** tab from the HP Anywhere Main Page. For example, you can search for:
 - text in a subject line of an activity
 - text in posts
 - participant names
 - file names of attachments


This search looks through all the activities in the system (including those that have been archived or snoozed), and presents the results in a list in Web 2.0 format.

In the Search page, you can also use wildcards in the search string. Use ? to represent one

character, or * to represent any number of characters.

For example, to search for activities that contain the word "login" or "logout", you can type **log***.

Smartphone

You can search through the activities on the Front Page by tapping in the search field  located above the activities. Type in the search text. The search looks for the text throughout the activities including subject, message, participant and context object.

Chapter 7

Recent

This page provides quick access to your most recent activities. Activities are listed according to **last viewed**. The most recently viewed activity is always at the beginning of the list. The time shown for each activity indicates when the activity was last modified, which may be different from the time it was last viewed.

Recently snoozed and archived activities are also displayed.

View Your Recent Activities

You open an activity on the Recent page as you do on the Front Page.

To view recently accessed activities:

1. Navigate to the Recent page:

| | |
|-----------------------|---|
| Desktop/Tablet | Click/tap the Recent tab. |
| Smartphone | Scroll to the right in the navigation bar and tap Recent . |


The Recent page opens and displays your most recently accessed activities.


2. Click/tap an activity tile to open the activity.

Set the Number of Activities to Display in the Recent Page

By default, the Recent page displays up to nine activities. You can modify this number via the user settings.

To change the number of activities displayed in the Recent page:

| | |
|-----------------------|---|
| Desktop/Tablet | <ol style="list-style-type: none">1. Click/tap .2. In the left pane, click/tap General.3. Change the value of the Number of recent items setting (from 1-100). |
|-----------------------|---|

| | |
|-------------------|--|
| Smartphone | <ol style="list-style-type: none">1. In the navigation bar, scroll to the far right and tap .2. In the Settings page, tap General.3. Tap User Preferences.4. Tap the number to the right of Number of recent items and change the value (from 1-100). |
|-------------------|--|



Chapter 8

Settings

HP Anywhere provides three types of settings for each app in your system:

- **General system settings > User Preferences.** First day of the week, Number of recent items, Landing page, Let apps email me, Mobile notifications, and Send Log.
- **User profile settings.** Name, Email, Job Title, and Profile picture.
- **App-specific settings.** Specific settings for each app.

To change these settings:

| | |
|-----------------------|---|
| Desktop/Tablet | Click/tap the Settings button  in the right corner of the page and select the required category and field. |
| Smartphone | Scroll to the right and tap the Settings button  and select the required category and field. |

Chapter 9

End-to-End Scenarios

This section presents examples of typical HP Anywhere scenarios, and demonstrate how to utilize the different capabilities of the platform.

Notify an Employee of a Specific Action

In this scenario, you can see how to use Front Page and Activity functionality to notify an employee of a specific action that needs to be done, and provide them with quick access to relevant information and actions.

The App used in this example is Expense Management.

1. Jen, an employee, submits a new expense report that Jack, the manager, needs to approve.
2. An activity is automatically created by the App with the report as the current context. The App page View Report is assigned to the current context.
3. Jack receives a notification on his **Front Page: Report is waiting for your Approval**.
4. Jack enters the activity. The report details page is open with **Approve/Reject** options.
5. Jack taps **Approve**, returns to the **Front Page**, and archives the activity, as he has handled it.

Collaborate Between Employees on a Report

This scenario is based on the "[Notify an Employee of a Specific Action](#)" above scenario. In this scenario, you also add non-formal collaboration on the expense report between Jen, the submitter (employee) and Jack, the approver (manager).

1. Jack wants to ask Jen about a specific expense in report.
2. He taps participants. The App knows that Jen is related to this activity and therefore shows Jen as a recommended participant.
3. Jack writes to Jen "Hi Jen, can you give me more details about the hotel expense?"
4. Jen receives a **Front Page** notification with Jack's question as the subject.
5. She opens the activity and views the report in read-only mode.
6. She replies to Jack, explaining the expense.
7. Jack gets a notification about the reply, and see the reply in the tile.

8. Jack decides to approve. He opens the activity and clicks **Approve**.
9. Jen sees a **Report is approved** update to the activity on the Front Page tile, and archives the activity.

My Apps Collaboration and Recommended Apps

This scenario shows how you can use HP Anywhere to boost your team's productivity.

1. On her iPhone, Sheila, the QA team manager opens **My Apps > Defects on the Go**, and sees a new defect on the system. She wants to collaborate with the defect submitter who is recommended by the system, Tom.
2. Tom receives a Front Page notification: "Hi Tom, can you provide more details?"
3. When Tom opens the activity the **Defect Details** page is opened. Tom use the defect details page to upload more data about the defect.
4. Sheila receives a notification that the defect was updated and she enters the activity and views the updated defect.
5. Sheila decides to assign the defect to Frank the developer, using the Assign Defect app page, available from the **What's Next > Recommended App** area.
6. Frank, the developer receives a notification on his Front Page: "A new defect was assigned to you."
7. Frank opens the activity and sees the Defect Details page. He sees that the defect severity is Medium.
8. Sheila decides to assign the defect to Frank the developer, using the **Assign Defect** App page, available from the **What's Next > Recommended App** area.
9. Frank, the developer receives a notification on his **Front Page: A new defect was assigned to you**.
10. Frank opens the activity and sees the **Defect Details** page. He sees that the defect severity is Medium.

Appendix A. About the HP Web Services App Catalog

HP Anywhere lets enterprises make enterprise and public applications (apps) available for use on employees' mobile devices. Users download the apps from the App Catalog in HP Anywhere on their mobile devices.

The App Catalog in HP Anywhere allows enterprise users to browse and search for enterprise apps that are managed by the enterprise. The Apps are developed by the enterprise or acquired. Apps run on both Android and iOS devices.

It is also possible to make free public Android and iOS apps available in the App Catalog, if the apps reside in the Google Play Store or the Apple iTunes Store.

Types of Apps in the App Catalog

When you browse the App Catalog, you see the apps that your enterprise has made available to you to use on your mobile device. The available apps differ based on your job and possibly based on the kind of mobile device you use.

Following are the types of apps that can be published in the App Catalog, and that enterprise users can use on their mobile devices.

- **Enterprise Apps.** Enterprise apps are apps developed for the enterprise to allow enterprise users to perform specific job tasks on their mobile devices. For example, an enterprise user might use an expense reporting app. Applications in the App Catalog can include these types of enterprise apps:
 - **Android Apps.** These apps are installed on Android devices, and the apps and operating system can inform the user about updates. Updates can also be made available in the App Catalog.
 - **iOS Apps.** These apps are installed on iOS devices, and the apps and operating system can inform the user about updates. Updates can also be made available in the App Catalog.
 - **Apps.** These apps are installed on HP Anywhere servers and run in the context of HP Anywhere on both Android and iOS devices. Updates can be made available in the App Catalog.
- **Public Apps.** Enterprises can also make these types of public apps available through the App Catalog:
 - **Free apps in the Google Play Store.** These apps are installed on Android devices, and the apps and operating system can inform the user about updates. Updates can also be made available in the App Catalog.
 - **Free apps in the Apple iTunes Store.** These apps are installed on iOS devices, and the Apps and operating system can inform the user about updates. Updates can also be made available in the App Catalog.

Install or Uninstall Apps

On Android devices, you can install Android Apps and apps. On iOS devices, you can install iOS Apps and apps. For both Android and iOS Apps, you can install enterprise apps and, if they are made available by your enterprise, free public apps.

Install an App

To download and install an app:

1. Open the App Catalog.
2. Browse to an app or search for it.
3. Tap the app in the list of apps.
4. At the bottom of the screen, tap **Install**.

- **Apps. The icon for the App appears in the My Apps screen.**

- **Android.** Android downloads the app and asks if you want to install the application.

If the app is already installed, you are asked if you want to replace the application. Tap **Cancel** and skip the remainder of this procedure. You do not need to install the App.

If the app is not already installed, Android installs the app. Tap **Open** to open the application or **Done** to return to HP Anywhere.

- **iOS Enterprise App.** iOS displays a confirmation dialog box. Tap **Install**. iOS downloads and installs the App.

When you use this procedure, if the App is already installed, the app is reinstalled. This will delete all of the data that was associated with the App.

- **Public Android App.** A dialog box gives you the choice of completing the installation using the browser or the Play Store:

- To complete the action using the browser, tap **Browser**.
- To complete the action using the Google Play Store, tap **Play Store**.

Install the App as you would any App from the browser or Google Play Store. For more information, refer to the documentation for your device. Android installs the app. It is available on the screen that displays all installed Apps, and possibly on your home screen.

- **Public iOS App.** After tapping Install, the Apple iTunes Store opens. Install the App as you would any App from the Apple iTunes Store. For more information, refer to the documentation for your device. iOS installs the App. It is available on your home screen.

You can cancel the installation by clicking/tapping X while the app is downloading, or when the downloading is completed, clicking **Cancel** in the dialog box that asks you if you want to install the app.

Uninstall an App

To uninstall an App:

1. Open the App Catalog.
2. Browse to an App or search for it.
3. In the list of Apps, tap the App that you want to uninstall.
4. Tap **Uninstall**. HP Anywhere displays the My Apps page and removes the relevant App icon.

Reinstall an App

It might be necessary to reinstall an app.

1. To reinstall an app:
 - **Android App.** You can uninstall it first, but you do not have to.
 - **iOS App.** You can delete it first, but you do not have to.
 - **App.** You must delete it first. You can only reinstall an app that has been deleted.
2. Perform the install procedure. See "[Install an App](#)" on the previous page

Obtain Support for an App and Update Apps

You can obtain support for an app you have installed. If an app update notification is displayed you can then perform the update.

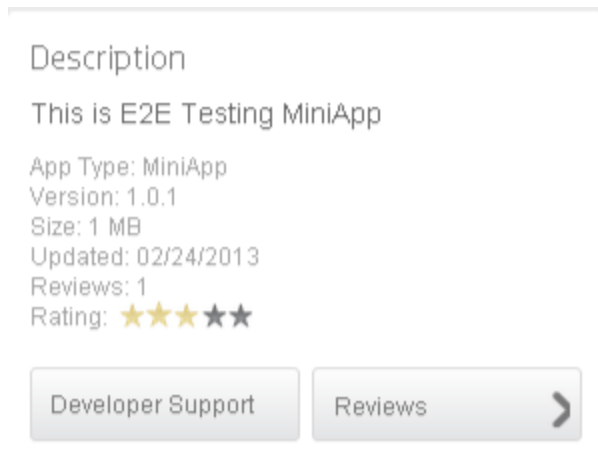
Obtain Support for an App

You can obtain support for an app that is in the App Catalog. The app does not have to be installed on your device.

To obtain support for an app:

1. Open the App Catalog.
2. Browse to an App or search for it.
3. In the list of Apps, tap the relevant App.

4. Tap **Developer Support**.





The support page provided for the App by the App Developer opens in a web browser.

View the Updates and Notifications of an App

You can use the App Catalog to update apps that were installed from the App Catalog. App updates are installed by HP Anywhere. Updates of enterprise apps (for both Android and iOS) are started in the App Catalog and completed by the operating system. Updates of public apps are started in the App catalog and finished in the Google Play Store and Apple iTunes Store.

1. To view available updates, you must open the App Catalog. If you are working in the App Catalog, updates do not appear in real time. The updates are retrieved when the App Catalog is opened.
2. Open the App Catalog.

If an update is available for one or more apps, the  button at the bottom of the screen indicates that there are updates.


3. Tap . Available updates are listed for the enterprise apps (Android or iOS) and Apps that you have installed with a red circular badge that contains the number of updates.

Update an App through the App Catalog

To update an app through the App Catalog:

1. Open the App Catalog.
2. If an update is available for one or more of the enterprise apps (Android or iOS) or apps that are installed, the Update button at the bottom of the screen indicates that updates are available. A red circular badge contains the number of updates.



3. Tap . Available updates are indicated with icons.
4. Tap the **Update** button for the relevant App in the list to install the update.
 - **App.** Apps are updated automatically. When you launch an app from My Apps, you get the latest version of the app.
 - **Android Enterprise App.** Android downloads the App and asks if you want to install it. Tap **Install**. Android installs the App. Tap **Open** to open the app or **Done** to return to HP Anywhere.
 - **iOS Enterprise App.** iOS displays a confirmation dialog box. Tap **Install**. iOS downloads the app and installs it.
 - **iOS Public App.** The Apple iTunes Store opens. Install the app as you would any app from the Apple iTunes Store. For more information, refer to the documentation for your device. iOS installs the app. It is available on your Home screen. You can also use a link icon in My Apps to open the app.

