

HP Anywhere

Windows

Software Version: 10.10

User Guide

Document Release Date: November 2013

Software Release Date: November 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.

Oracle and Java are registered trademarks of Oracle and/or its affiliates.

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	8
Concepts	8
What is HP Anywhere?	8
Apps	8
My Apps	9
Activity	9
Front Page	9
Search	9
Recent	9
Logging On	10
My Apps	11
Activities	14
What is an Activity?	14
Activity Actions	15
How is an Activity Created?	15
Setting the Activity Subject	16
What is Shown When Opening an Activity?	16
Activity Visibility	16
Activity Workspace	17
Adding Apps to an Activity Workspace	17
Closing Apps in an Activity Workspace	18
Navigating Between Open Apps in the Activity Workspace	18
Viewing the Apps List in the Activity Workspace (Desktop Only)	19
Activity Context	19
How a Context is Added to an Activity	19

Viewing an Activity's Context	20
Removing a Context from an Activity	20
Recommended/All Apps	20
Recommended Apps	20
All Apps	21
View Recommended/All Apps	21
Activity: What's Next (Desktop/Tablet)	22
Activity: Action Bar (Smartphone)	22
Collaboration	24
Participants	24
View the Current Participants	24
Add a Participant	25
Remove a Participant	25
Recommended Participants	26
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	30
Front Page	31
What is an Activity Tile?	31
Searching for an Activity in the Front Page	32
Activity Tile Operations	32
Search	34
Recent	36
View Your Recent Activities	36

Set the Number of Activities to Display in the Recent Page	36
Settings	38
Working Offline	42
End-to-End Scenarios	44
Notify an Employee of a Specific Action	44
Collaborate Between Employees on a Report	44
My Apps Collaboration and Recommended Apps	45

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 you 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 11](#).

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 14](#).

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 34](#).

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 36](#).

Logging On

To log on to HP Anywhere:

1. On your device, click/tap the icon to open HP Anywhere.
2. Enter your HP Anywhere server URL using the following syntax: *http://<your_HP_Anywhere_server.com>:<optional_port>*. For example, *http://myserver.hpanywhere.com:8080*.

Note: You can view details for your device and HP Anywhere via the **Device Info** link at the bottom of the login screen. For example, you can view the device ID and the HP Anywhere client and server versions.

You can also view login-related logs via the **Show Logs** link.

3. Click/tap **Next**. Enter your user name and password.

Note: In this screen, in addition to the **Device Info** and **Show Logs** links, you can also return to the previous screen to change the server, if needed, using the **Change Server** link.

4. Click/tap **Login**. The landing page opens. By default, the landing page is set to [My Apps](#), but after you log on, you can change this to Front Page from **Settings > Landing Page**.



Note: For details on logging on when your mobile device is not connected to the Internet, see ["Working Offline" on page 42](#).

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 introduces the concept of an activity and contains the following topics:

- ["What is an Activity?" below](#)
- ["Activity Workspace" on page 17](#)
- ["Activity Context" on page 19](#)
- ["Activity: What's Next \(Desktop/Tablet\)" on page 22](#)
- ["Activity: Action Bar \(Smartphone\)" on page 22](#)
- ["Recommended/All Apps" on page 20](#)

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 24](#)
- **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 17](#).

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 24.
- **View Recommended Apps.** See "[Recommended/All Apps](#)" on page 20.
- **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

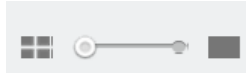
To navigate between different apps in the activity workspace:

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. <p>or:</p> <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 24](#).
- **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 page 20](#).

- **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 participants and share 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 14](#) 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 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 navigation 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 34](#).

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

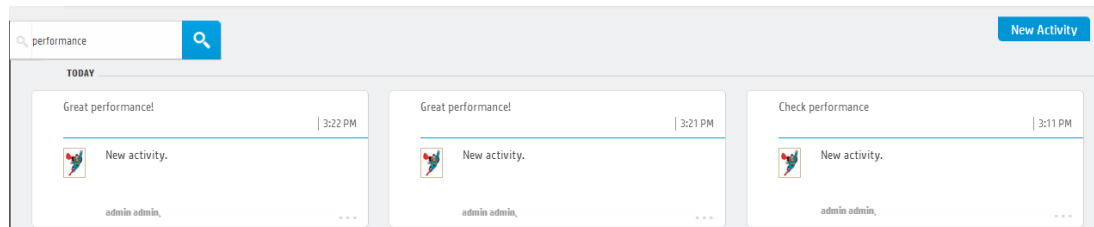
The Search facility allows you to search for an activity using different types of information, such as subject, message (search by post message), participant, and context object.

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 various types of user settings:

- **General > User Preferences.**



First day of the week	The first day of the week in the HP Anywhere calendar. This is used to group tiles on the Front Page.
Number of recent items	The number of activities to show in the Recent screen.
Landing page	<p>The first screen to show when you log on to HP Anywhere.</p> <p>You can select one of the following:</p> <ul style="list-style-type: none"> ■ My Apps ■ Front Page
Let apps email me	Provides permission for apps to send you email notifications. For example, an app that logs defects may send emails to users that are responsible for the stakeholders when a new defect is logged.
Mobile notifications	Provides permission for apps to send messages (push notifications) to your mobile device. These messages are displayed on your home screen, similar to notifications from commonly used apps, such as What's App and Facebook.
Enable offline login	<p>Opens a screen in which you can set or clear your 4-digit offline login PIN. You can set the PIN only when connected to the Internet. Setting the PIN enables you to log on to HP Anywhere when there is no Internet connection. You can reset the PIN when needed. For details on working with your apps while offline, see "Working Offline" on page 42.</p> <p>Available only if the system administrator enabled offline support for your organization.</p> <p>Available only for Smartphone or Tablet.</p>
Send Log	<p>Sends the login-related log to the HP Anywhere support team. Relevant only if you are currently in contact with the support team, and the support engineer asks you to send this log.</p> <p>Available only for Smartphone or Tablet.</p>

- **User Profile.** Displays your name, email addresses, job title, and profile picture. You can

modify the job title and profile picture via the Desktop.

- **App-specific settings.** Specific settings for each app.

To change these settings:

Desktop/Tablet	In the top-right corner of the page, click/tap the Settings button  , navigate to the required category and field, and set the required value. Note: Some settings can be modified only via the Desktop.
Smartphone	In the navigation bar, scroll to the right and tap the Settings button  . Navigate to the required category and field, and set the required value. Note: Some settings can be modified only via the Desktop.

Working Offline

If your organization supports working offline, you can log on to HP Anywhere from your mobile device (tablet or smartphone) and work with your apps even when there is no Internet connection.

What does it mean to work offline?

Under normal conditions, you connect to HP Anywhere and your apps only when your device is connected to the Internet. If your system administrator enables offline support, you can log on to HP Anywhere even when your device is not connected to the Internet.

While your device is offline:

HP Anywhere	Your apps
<ul style="list-style-type: none">• In My Apps, apps are available only if they are designed to work when offline. Apps that are not supported when offline are grayed out (not available). The available functionality for each app depends on the app settings, as defined by the app developer.• In Front Page, the activities are visible but you cannot open them.• All other screens are currently not available while offline.	Each of your apps is unique. Some apps may be designed to work without an Internet connection, whereas others may not. The available functionality for each app depends on how the developer implemented the app.

For details on logging on to HP Anywhere while offline, see [below](#).

What happens if the Internet connection is lost momentarily?

If you are already logged on to HP Anywhere and, for some reason, the Internet connection is lost, for example, the train you are riding on enters a tunnel, you can continue working normally with your apps, as long as they are designed to provide offline support.

While your device is offline, the background becomes dark gray and a popup message opens when you try to perform an action that requires an Internet connection.


HP Anywhere retains your content while the device is offline so that you do not lose your work (as long as you do not navigate away from the page). For example, if you are writing a message in the Timeline, and the Internet connection is lost, you can continue writing your message. Then, when the Internet connection is restored, you can submit your message.

How to set your offline PIN

When you first log on to HP Anywhere, a message pops up on your screen suggesting that you set your offline PIN. You enter this PIN instead of your password when you log on to HP Anywhere while the device is offline.

You can set your offline PIN only while connected to the Internet, so it is recommended that you set your PIN as soon as possible.

To set your offline PIN:

1. On your device, open HP Anywhere, scroll to the top-right corner of the screen and tap .
2. Select **Settings > General > User Preferences** and set **Enable offline login** to **On**. The Enable offline login screen opens.
3. Enter a 4-digit PIN. Your PIN is saved automatically.

To log on while offline:

1. Open HP Anywhere and log on to the relevant server.
2. In the screen that opens, enter your PIN. (Your user name is displayed automatically.)

Note: If you share your device with other users, a down arrow may be displayed next to the user name area. Tap the down arrow and select your user name. Then enter your PIN.

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.

