

# HP2B

# Notifications

# Table of contents

Introduction	03
What are notifications?	05
How to access notifications	07
Glossary	10
FAQ	11

# Introduction



# Introduction

HP2B is your organization's own customized HP online store that frees you from the red tape and paperwork that is ordinarily part of IT procurement. Intuitive and easy to use, HP2B allows you to focus on the more value-producing aspects of your job.

This Quick Guide is designed to help you understand how notifications work. These centralized messages help you stay informed of what's happening with HP2B.





# What are notifications?



# What are notifications?

One of the key features of HP2B is that you can be notified about a wide range of events, activities, or requests for action from one centralized place. That way, you are always up to date.

There are six kinds of notifications:

- **Quotes:** When a quote is approaching its expiration date
- **Favorites:** If you create, delete, or modify a personal favorite
- **Addresses:** If you add, delete, or otherwise change any of your stored addresses
- **Users:** News and alerts regarding other HP2B users – for example, if a new user is added or an existing one removed
- **Orders:** When the status of an order changes
- **Purchase requests:** When you have purchase requests to approve pending

**Notifications must be activated by HP.  
Ask your HP Representative if you would like to receive notifications for any of these subjects.**





# How to access notifications

# How to access notifications

If **activated**, notifications can be **easily found** on your Home Page. Just one click and you can access all your notifications at a glance.

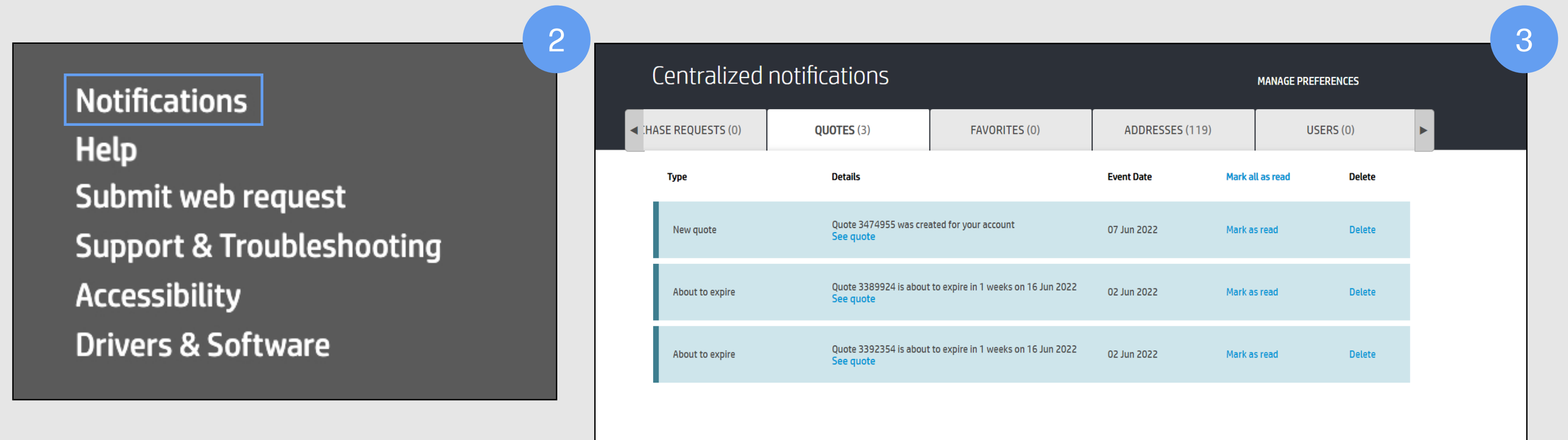
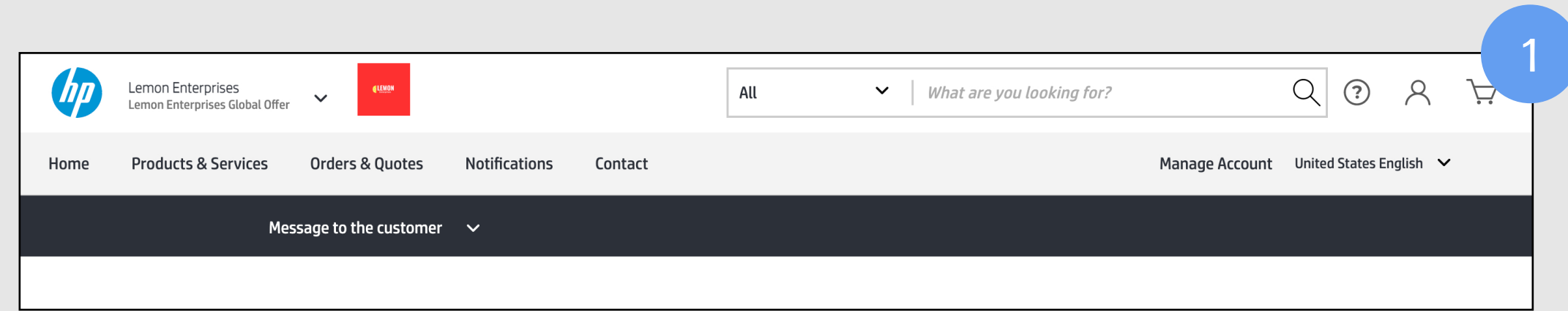
You can access the “Notifications” page in two ways:

(1) Click on the “Notifications” tab at the **top** of the Home Page.

(2) Or click on the “Notifications” link at the **bottom** of the Home Page.

(3) Each notification is tagged with the date it was sent. You can read any of the notifications by clicking on the respective link.

After you have read a notification, you can “Mark as read” or “Delete” it. Or you can delete or mark as read **all notifications at once**.





Notifications are displayed automatically for three of the six categories, depending on what role you have been assigned. There's also a "What's new" tab in which updates on platform upgrades and notices of new product announcements are displayed. Specifically, here are the changes in HP2B that are displayed in "What's new":

- **Quotes:** If a new one has been created or modified in the past seven days, or if any are expiring in the next seven days
- **Favorites:** If a new one has been created or modified in the past seven days
- **Addresses:** If a new bill-to or ship-to address was added in the last seven days, or if an existing bill-to or ship-to address was deleted in the last seven days

**Notifications can be displayed in one any of 13 languages**

The screenshot shows a 'Centralized notifications' interface. At the top, there is a dark header with the title 'Centralized notifications' and a 'MANAGE PREFERENCES' link. Below the header is a navigation bar with tabs for 'CHASE REQUESTS (0)', 'QUOTES (3)', 'FAVORITES (0)', 'ADDRESSES (119)', and 'USERS (0)'. The main content area displays a table of notifications. The table has columns for 'Type', 'Details', 'Event Date', 'Mark all as read', and 'Delete'. There are four rows of notifications, all of which are 'Updated shipping billing address' events from '07 Jun 2022'. Each row includes a 'See address book' link and a 'Delete' button.

Type	Details	Event Date	Mark all as read	Delete
Updated shipping billing address	Shipping billing address 0260323156 was updated for your account <a href="#">See address book</a>	07 Jun 2022	<a href="#">Mark as read</a>	<a href="#">Delete</a>
Updated shipping billing address	Shipping billing address 0-0900094778 was updated for your account <a href="#">See address book</a>	07 Jun 2022	<a href="#">Mark as read</a>	<a href="#">Delete</a>
Updated shipping billing address	Shipping billing address 198529246-0260018247 was updated for your account <a href="#">See address book</a>	07 Jun 2022	<a href="#">Mark as read</a>	<a href="#">Delete</a>
Updated shipping billing address	Shipping billing address 1009153785-0260017101 was updated for your account <a href="#">See address book</a>	07 Jun 2022	<a href="#">Mark as read</a>	<a href="#">Delete</a>



# Glossary

## Notifications

Centralized messages that help you stay informed of what's happening in HP2B that affects you or your organization

## Quotes

A collection of products and services you have saved with the intention to purchase

## Favorites

A collection of products and services that you intend to order again (or frequently) that are saved under a name of your choice

## Orders

When a quote or purchase request is turned into an order, the process begins to fulfill and ship it

## Purchase requests

A collection of products and services you have saved with the intention to purchase, and which you submit to a user with purchasing authority to turn into a PO



## 1 What are notifications?

Notifications are centralized messages that help you stay informed of what's happening in HP2B that affects you or your organization.

There are six kinds of notifications:

- **Quotes:** When a quote is approaching its expiration date
- **Favorites:** If you create, delete, or modify a personal favorite
- **Addresses:** If you add, delete, or otherwise change any of your stored addresses
- **Users:** News and alerts regarding other HP2B users – for example, if a new user is added or an existing one removed
- **Orders:** When the status of an order changes
- **Purchase requests:** When you have purchase requests pending to approve

## 2 How do you access notifications?

You access notifications either from the top of the Home Page, by clicking on the “Notifications” tab, or by clicking on the “Notifications” link at the bottom of the page.

## 3 Why don't I have all six types of notifications?

The types of notifications you get are based upon the user role you were assigned when you registered for HP2B. Some users get additional notifications because of additional responsibilities and access rights their role enables.

## 4 How do you mark notifications as read?

To save a notification, click on the “mark as read” link on the “Notifications” page. You can also choose to mark all the notifications as read at once.

## 5 How do you delete notifications?

To delete a notification, click on the “Delete” link on the “Notifications” page. You can also choose to delete all notifications at once.



