Oracle® Fusion Cloud EPM

Accessibility Guide

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Documentation Accessibility

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Accessibility in Cloud EPM

Oracle Fusion Cloud Enterprise Performance Management offers standard accessibility and assistive technology features that can be used across all pages. This guide provides additional non-standard accessibility options for navigating Cloud EPM, business processes, and common platform components. Oracle recommends that Accessibility customers use the default Oracle Redwood theme.

Reading through this guide

The chapter Accessibility in Cloud EPM provides information on available non-standard accessibility features, enabling settings for assistive support, access keys to navigate across Cloud EPM and platform tasks that span across multiple business processes.

If you are looking for accessibility features for a specific business process, go to the relevant chapter. For example, the chapter on Planning provides accessibility features when you are in the Planning application. See Accessibility in Cloud EPM Business Processes.

The Cloud EPM Platform provides common components for business processes. For example, you use the Reports component for reporting across Enterprise Profitability and Cost Management, Financial Consolidation and Close, FreeForm, Planning and Tax Reporting. For a list of these platform components and their accessibility options, see Accessibility in Cloud EPM Platform Components.

Accessibility Features

The following accessibility features are suppported in Oracle Fusion Cloud Enterprise Performance Management:

- Screen Reader Mode and High Contrast assistive support

> ⓘ **Note**
>
> Oracle Enterprise Data Management Cloud is accessible by default, therefore it does not require these settings for assistive support.

- Button mnemonics on supported web browsers

> ⓘ **Note**
>
> This document does not list standard mnemonics that are identified by assistive technologies.

- Navigation links to skip to Main Content area
- Keyboard-only navigation with logical tab-order defined from top-left to bottom-right of page objects
- Shortcut keystrokes to execute task-based functions and navigation

- Defined landmark regions that aid in jump-to navigation for assistive technology users, and reduces the dependency on hidden anchors and keyboard shortcuts. This includes:
  – EPM Global Header Banner
    * Global Menu Navigation
    * Settings and Actions Complementary information
  – Cards Navigation
  – Content Main
    * Announcements region
    * Clusters and Cards navigation
    * Press TAB to Filter Search
  – Sub-tab Navigation
- The browser or window title shows which page or tab the user is currently located.

> ⓘ **Note**
>
> The title of the dashboard (or other artifacts) is not displayed when the dashboard is present in a horizontal tab within the navigation flow. This design choice avoids duplication, as the horizontal tab title is intended to serve as the page title.

> ⓘ **Note**
>
> When navigating the Cloud EPM environment, consider using the Navigator popup, via link in the EPM Global Header.

Enabling Accessibility Settings

Oracle Fusion Cloud Enterprise Performance Management services provides **Screen Reader Mode** and **High Contrast** assistive support with the newest versions of assistive technologies such as JAWS. If you are using JAWS screen reader, Oracle recommends using the Microsoft Edge browser.

> ⓘ **Note**
>
> - Oracle Enterprise Data Management Cloud is accessible by default, therefore it does not require these settings for assistive support.
> - If you are using Oracle Smart View for Office (Mac and Browser) or Oracle Smart View for Google Workspace, use the Chrome browser.

To enable accessibility settings:

1. Sign into the Cloud EPM environment.

2. On the Home page, click the **Accessibility Settings** icon.
   The **Accessibility Settings** dialog box is displayed.

- To improve screen reader behavior by adding accessibility-specific structure, select **Screen Reader Mode**.
- To support the OS-level high contrast color scheme, select **High Contrast**.

3. Click **OK.**

Access Keys for Navigation Across Cloud EPM System

This section lists the non-standard access keys to navigate across all pages in the Oracle Fusion Cloud Enterprise Performance Management environment:

- [Button Mnemonics on Supported Web Browsers](#)
- [Access Keys for Navigator Page](#)
- [Common Access Keys](#)
- [Access Keys for Main Content Page](#)
- [Access Keys for Tables, Nested Tables, and Nested Lists](#)

Button Mnemonics on Supported Web Browsers

The underlined letter that typically appears in a menu title, menu item, or button text is called a mnemonic. Some mnemonics are repeated. For example, on the File menu, the underlined mnemonic D is used for both the Delete and the Deactivate menu items. When mnemonics are repeated, the first time you press D, the item to be deleted is highlighted. You can press Enter to Delete or press D again to highlight the Deactivate button, and then press Enter to Deactivate.

Browser	Operating System	Keys	Action
Google Chrome	Linux	Alt+mnemonic	Click
Google Chrome	Mac OS X	Ctrl+Option+mnemonic	Click
Google Chrome	Windows	Alt+mnemonic	Click
Mozilla Firefox	Linux	Alt+Shift+mnemonic	Click
Mozilla Firefox	Mac OS X	Ctrl+mnemonic	Click
Mozilla Firefox	Windows	Alt+Shift+mnemonic	Click
Microsoft Edge	Windows	Alt+mnemonic	Click or set focus
Apple Safari	Windows	Alt+mnemonic	Click
Apple Safari	Mac OS X	Ctrl+Option+mnemonic	Click

Access Keys for Navigator Page

If you have added **Connections** in between business processes, use the following access keys:

Keys	Components	Action
F2	My Connections	Places focus on the row
Tab	My Connections	Move focus to the desired connection
Enter	My Connections	Execute to open the business process Main Content page

Common Access Keys

Keys	Components	Action
Enter Space	All components	Activates the component, or the component element that has the focus
Ctrl+A	All components	Selects all
Left Arrow	Menu	Moves focus to different menu on a menu bar
Right Arrow	Input Number slider Input Range slider	Moves slider left or right when input number slider or input range slider is in focus
	Filter Bar	Moves focus to available filters
Up Arrow	Menu	Moves focus to different menu items in a menu
Down Arrow	Input Number Slider Input Range Slider	Moves slider up or down when input number slider or input range slider is in focus
Shift+F10	All components	Displays cell context menu

Access Keys for Main Content Page

Keys	Action
Alt+H	Reach the Home button
Alt+1	Left-most card
Alt+2	Second card from the left
Alt+3	Third card from the left
Alt+4	Fourth card from the left
Alt+5	Fifth card from the left
Alt+6	Sixth card from the left
Alt+7	Seventh card from the left
Alt+8	Eighth card from the left
Alt+9	Ninth card from the left
Alt+Q	Tenth card from the left
Alt+W	Eleventh card from the left
Shift+Alt+E	Twelfth card from the left
Alt+R	Thirteenth card from the left
Alt+T	Fourteenth card from the left
Alt+Y	Fifteenth card from the left
Alt+U	Sixteenth card from the left

Access Keys for Tables, Nested Tables, and Nested Lists

Keys	Components	Action
Tab Shift+Tab	Table Nested Table	Moves focus to next or previous cell or editable component
		If the focus is on the last cell of a row in the table, the Tab key moves focus to the first editable cell in the next row. Similarly, Shift+Tab moves focus to the previous row.
Ctrl+A	Table Nested Table	Selects all components, including column headers, row headers, and data area

Keys	Components	Action
Shift+F10	Table Nested List Nested Table	Launches context menu
Enter Shift+Enter	Table Nested List Nested Table	Navigates to the next editable cell or previous editable cell of the column
		If focus is on the column header, sorts table data in ascending order. Pressing Enter again sorts the column in descending order
		If the focus is on the filter cell, performs table filtering
		In a click-to-edit table, if the focus is on a cell, enables edit mode
Left Arrow Right Arrow	Table Nested Table	Moves focus
Up Arrow Down Arrow	Table Nested Table	Moves focus Scrolls the table one row up or down
Page Up Page Down	Table Nested Table	Scrolls by one page
Space Ctrl+Space	Table Nested List Nested Table	Selects the node Selects column
Shift+Space	Table Nested Table	Selects rows
Esc	Table Nested Table	Removes selection If the focus is on the cell, exits click-to-edit mode, then reverts the cell value to original value, and returns focus to the cell. Press Esc key again to move focus to the row header.

Access Keys for Cloud EPM Platform Tasks

Many tasks on Oracle Fusion Cloud Enterprise Performance Management Platform are relative to multiple business processes. For example, Forms 2.0 and Dashboards 2.0 are shared features between Planning, Enterprise Profitability and Cost Management, Financial Consolidation and Close, and Tax Reporting.

This section lists the non-standard access keys for the Cloud EPM Platform tasks.

Artifact Labels

Keys	Action
Ctrl+Shift+E	Move focus out of table
Tab	Move to the next cell
Shift+Tab	Move to the previous cell
Up Arrow	Move to the previous row
Down Arrow	Move to the next row

Keys	Action
Ctrl+Home	Move focus to the first cell in the grid
Ctrl+End	Move focus to the last cell in the grid
Ctrl+Right Arrow	Move focus to the last cell in the current row
Ctrl+Left Arrow	Move focus to the first cell in the current row
Shift+End	Move focus to the last cell of the first row of the grid
Ctrl+Space	Column selection
Shift+Space	Row selection

Designing Infolets

Keys	Action
Alt+I	Add a new infolet to the Infolets Designer
Alt+H	Hide and unhide the Properties panel
Alt+A	Open settings
Alt+T	Reset the Infolets Designer to a previously saved state
Alt+R	Refresh the data from Essbase and update the infolet definition from the database
Alt+N	Toggle infolet between design and run mode
Alt+S	Save
Alt+Z	Opens Navigation Flows selection popup
Ctrl+Shift+P	Opens the Property Pane
Alt+Shift+P	Opens the Show/Hide page link

Edit Member Properties

Keys	Action
Alt+S	Save
Alt+C	Cancel
Alt+A	Actions
Alt+I	Add Child
Alt+Y	Add Sibling
Alt+3	Duplicate
Ctrl+Delete	Delete Member
Ctrl+Shift+E	Select Columns
Alt+9	Assign Permission
Alt+2	Show Ancestors
Alt+U	Show Usage
Alt+X	Zoom In Next Level
Alt+Z	Zoom In All Levels
Alt+M	Zoom In Bottom Level
Alt+O	Zoom Out
Alt+K	Keep Selected
Alt+W	Remove Selected

Keys	Action
Ctrl+Shift+F	Freeze
Alt+4	Move Up
Alt+5	Move Down
Alt+G	Search
Alt+H	Search Up
Alt+N	Search Down
Shift+Alt+F	Filtered Search
Alt+J	Clear Filtered Search
Alt+R	Refresh
Synchronize Reference	
Alt+6	Attribute Members
Validate Metadata	
Alt+V	Definition
Alt+B	Refresh Database
Alt+Q	Sort
Alt+7	Sort Ascending
Alt+8	Sort Descending

Forms and Dashboards

This section discusses the access keys for the following features:

- [Forms 2.0](#)
- [Forms 1.0](#)
- [Dashboard 2.0](#)
- [Dashboard 1.0](#)

Forms 2.0

Keys	Action
Alt+G	Opens Actions button menu
Alt+Q	Moves focus from grid to Save button (does not execute, requires Enter keypress to execute)
Alt+R	Executes Refresh button (does not move focus)
Ctrl+F	Opens Find popup
Ctrl+O	Moves from grid to form toolbar and can tab to other toolbar buttons
Shift+F10	Displays context menu
Shift+Alt+F	Moves focus to top of main content area
Shift+Alt+G	Moves focus to dynamic tab
Shift+Ctrl+Z	Moves focus to column header
Ctrl+Alt+W	Opens the Sort and Filter popup for the column header
Alt+O	Removes column/row in Ad Hoc form
Alt+M	Moves focus to Prediction Planning panel (when open)
F2	Display Smartlist popup dialog
Alt+H	Moves focus to Home icon (does not execute it)

Keys	Action
Navigating within slick grid	
Shift+Tab/ Left arrow	Move to previous cell in row
Tab/ Right arrow	Move to next cell in row
Enter/ Down arrow	Move to next cell in column
Shift+Enter/ Up arrow	Move to previous cell in column
Tab	To first cell of next row when on the last cell of the row
Shift+Tab	To last cell of previous row when on the first cell of the row
Ctrl+Home	Moves focus to the first cell in grid
Shift+End	Moves focus to the last cell of first row of grid
Ctrl+End	Moves focus to the last cell of grid
Ctrl+A	Selects all cells in the grid
Ctrl+Right Arrow	Moves to last cell in current row
Ctrl+Left Arrow	Moves to first cell in current row
Shift+Space	Row selection
Ctrl+Space	Column selection
Ctrl+Up	Move to the top most row of column
Ctrl+Down	Mode to the bottom most row of column
Ctrl+Shift+Up	Selection of cells from current cell to the top most row
Ctrl+Shift+Down	Selection of cells from current cell to the bottom most row
Shift+Left	Select multiple cells to the left each time Left arrow clicked
Shift+Right	Select multiple cells to the right each time Right arrow clicked
Shift+Up	Select multiple cells to the top each time Up arrow clicked
Shift+Down	Select multiple cells to the bottom each time Down arrow clicked
Shift+Click	Multi selection of cells (key+mouse)
Quick data entry commands	
K	Enter the value in thousands, for example, 1K enters 1,000
M	Enter the value in millions, for example, 2M enters 2,000,000
+10	Add a number to the cell value, for example, +10 adds 10 to the value in the cell
Sub10	Subtract a number from the cell value, for example, 110Sub10 enters 100
Select Members dialog	
Up and down arrow	Navigate the members list
Space bar	Highlights the row of the selected member
Shift + S	Selects/deselects checkbox to select/deselect the member
Edit Form- Layout tab	
Alt+G	Moves focus to Grid Properties
Alt+M	Moves focus to Dimension Properties
Alt+J	Moves focus to Segment Properties
Alt+I	Moves focus to Display Properties
Alt+S	Move focus to Smart View Options
Alt+C	Moves focus to Prediction Options
Alt+T	Moves focus to Printing Options
Alt+V	Moves focus to Format/Validation Rules
Alt+K	Opens Page Member Selector popup
Shift+Ctrl+V	Move dimension under Point Of View
Shift+Ctrl+E	Move dimension under Page

Keys	Action
Shift+Ctrl+M	Move dimension under Columns
Shift+Ctrl+X	Move dimension under Rows

Navigating Line Items Details Grid

Keys	Action
Ctrl+Shift+O	Moves focus to Line Items Details toolbar Refresh button
Ctrl+Shift+E	Moves focus to the top row header
Alt+down arrow	Opens the Operator popup fousing on operator header cell

Forms 1.0

Keys	Action
Ctrl+F	Opens Find popup
Shift+F10	Displays Context menu
Shift+Alt+F	Moves focus to top of main content area
Shift+Alt+G	Moves focus to Dynamic tab
Alt+M	Moves focus to Prediction Planning panel (when open)
F2	Display Smartlist popup dialog
Alt+H	Moves focus to Home icon (does not execute it)
Ctrl+Alt+E	Moves focus out of grid to the Navigator link (only while in SRM)

Navigating within slick grid

Keys	Action
Shift+Tab/ Left arrow	Move to previous cell in row
Tab/ Right arrow	Move to next cell in row
Enter/ Down arrow	Move to next cell in column
Shift+Enter/ Up arrow	Move to previous cell in column
Tab	To first cell of next row when on the last cell of the row
Shift+Tab	To last cell of previous row when on the first cell of the row
Ctrl+Home	Moves focus to the first cell in grid
Shift+End	Moves focus to the last cell of first row of grid
Ctrl+End	Moves focus to the last cell of grid
Ctrl+A	Selects all cells in the grid
Ctrl+Right Arrow	Moves to last cell in current row
Ctrl+Left Arrow	Moves to first cell in current row
Shift+Space	Row selection
Ctrl+Space	Column selection
Ctrl+Shift+Left	Select multiple cells to the left each time Left arrow clicked
Ctrl+Shift+Right	Select multiple cells to the right each time Right arrow clicked
Ctrl+Shift+Up	Select multiple cells to the top each time Up arrow clicked
Ctrl+Shift+Down	Select multiple cells to the bottom each time Down arrow clicked
Drag	Flood-fill the copied cells

Quick data entry commands

Keys	Action
K	Enter the value in thousands, for example, 1K enters 1,000
M	Enter the value in millions, for example, 2M enters 2,000,000
+10	Add a number to the cell value, for example, +10 adds 10 to the value in the cell
Sub10	Subtract a number from the cell value, for example, 110Sub10 enters 100

Dashboard 2.0

Keys	Action
Alt+I	Adds an widget below the widget in focus
F6	Focus on popup window. Example, Chart type popup
Alt+C+< (Less than Symbol)	Create a new widget left side of current widget
Alt+C+Up Arrow	Create a new widget upper side of current widget
Alt+C+Right Arrow	Create a new widget right side of current widget
Alt+C+Down Arrow	Create a new widget bottom side of current widget
Alt+X	Cut the widget from layout (For dropping it in other place)
Alt+Z	Undo widget cut operation
Alt+W	Navigate through widgets
Alt+G	Go to General tab
Alt+O	Go to Chart tab
Alt+P	Go to Chart specific tab
Alt+S	Saves the dashboard
Select Members dialog	
Up and down arrow	Navigate the members list
Space bar	Highlights the row of the selected member
Shift + S	Selects/deselects checkbox to select/deselect the member

Dashboard 1.0

Keys	Action
Alt+S	Saves the dashboard
Ctrl+Shift+Alt+Y	Cycles focus through dashboard refresh icons

User Preferences

Across User Preference, press **Alt+O** to save changes.

Notifications

In the Task Manager Notifications table, once focus appears on column header, use the following access keys:

Keys	Action
Up Arrow	Move highlight to the previous row
Down Arrow	Move highlight to the next row
Enter, Tab	Press **Enter** to focus on row control object/fields. Then press **Tab** to move focus to each of the row control objects/fields
	And then **Enter** again to interact with the desired control.
Esc	Release focus on the row

User Variables

In the User Variables table, once focus appears on column header, use the following access keys:

Keys	Action
Up Arrow	Move to the previous row
Down Arrow	Move to the next row
Spacebar	Select a row
Enter, Tab	Press **Enter** to focus on row control object/fields. Then press **Tab** to move focus to each of the row control objects/fields And then **Enter** again to interact with the desired control.
Esc	Release focus on the row

Variables

Across Variables, press **Alt+S** to save changes.

Variables Table

Once focus appears on column header, use the following access keys:

Keys	Action
Up Arrow	Move highlight to the previous row
Down Arrow	Move highlight to the next row
Spacebar	Select the row
Enter, Tab	Press **Enter** to focus on row control object/fields. Then press **Tab** to move focus to each of the row control objects/fields. And then **Enter** again to interact with the desired control.
Esc	Release focus on the row

Creating User Variables

1. Using Tab key, navigate to the **+** button.

2. Once focus is on the button, press Enter to add a new row.
   A new row gets added at the bottom of the table with a blue background.

3. Press Tab key to navigate to the new row.

4. Once the focus is on the new row, press Enter to open the **Select Dimension** box.

5. Using Down Arrow key, select the dimension and press Enter.
   The dimension gets added in the row.

6. Press Enter to get back focus to the row, and then press Tab to move to the next column.

7. Using Tab, move focus to each column and type or select relevant information.

8. Press Shift+Alt+F to take focus to the Main Content area.

9. Using Tab key, navigate to **Save** button.

10. Press Enter to save changes.

Oracle Accessibility Support

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&ID=docacc.

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&ID=info, or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&ID=trs if you are hearing-impaired.

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Accessibility in Cloud EPM Business Processes

This section provides non-standard access keys and other assistive support for navigating the following Oracle Fusion Cloud Enterprise Performance Management business processes:

- [Account Reconciliation](#)
- [Oracle Enterprise Data Management Cloud](#)
- [Enterprise Profitability and Cost Management](#)
- [Financial Consolidation and Close](#)
- [Narrative Reporting](#)
- [Planning](#)
- [Profitability and Cost Management](#)
- [Tax Reporting](#)

Account Reconciliation

The chapter [Accessibility in Cloud EPM](#) provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages
- For Cloud EPM platform tasks

In the Account Reconciliation application, see [Access Keys in Account Reconciliation](#). Other accessibility options include its related Cloud EPM platform components. See [Data Integration](#).

Access Keys in Account Reconciliation

The access keys in this table works across all dialog boxes and pages in Account Reconciliation but does not work for Matching Dialog box.

Keys	Action
Enter	Selects an element (including a drawer), Actions, or hyperlink. Press Enter again to open the details of the selected element.

Matching Dialog Box

Keys	Action
Up Arrow	When focus is on a tab in the dialog box, moves focus to the previous tab. When focus is on a row in a table or grid, moves focus to the previous row in the table or grid.

Keys	Action
Down Arrow	When focus is on a tab in the dialog box, moves focus to the next tab.
	When focus is on a row in a table or grid, moves focus to the next row in the table or grid.

Transaction Matching Tab

This section describes the access keys for the **Transaction Matching** tab in **Audit**. To access this tab, from the Home page, select **Tools** and then **Audit**.

Transaction Matching Tab

Keys	Action
Right and Left arrow keys	Use the Tab key to move focus to the first filter (Match Type), then use the left arrow key or right arrow key to move between the various filters (Match Type, Modification, Modified On, Modified By, and Object).
Tab key	Move between Search bar, filter, and other elements on the page.
	After you select a filter, it appears in the Search bar. Then use the **Tab key** to move focus to the drop-down list containing the values that can be selected for the filter.
Up and Down arrow keys	When focus is on the drop-down in a filter, use the Up arrow key and Down arrow key to move through the items in the list.

Customize Columns Icon

Keys	Action
Tab key	Move between the Search bar, list of columns, and Close icon.
Up and Down arrow keys	After using the Tab key to move focus to a column, use the Up arrow key or Down arrow key to move through the list of displayed columns.
F2 + Space key	When focus is on a column, selects or deselects this column.
Ctrl + x followed by Ctrl + v	Changes the position of a column within the list.
	First move focus to the required column. Use Ctrl + x to copy the column, then use the Up or Down arrow keys to move to the required position within the list of columns, and then use Ctrl + v to paste the copied column.

Oracle Enterprise Data Management Cloud

The chapter Accessibility in Cloud EPM provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages

- For Cloud EPM platform tasks

This section provides accessibility options when you are in Oracle Enterprise Data Management Cloud application which include:

- Accessibility Features

- [Access Keys in Oracle Enterprise Data Management Cloud](#)

Accessibility Features

Oracle Enterprise Data Management Cloud is accessible without requiring settings such as **Screen Reader Mode** or **High Contrast** assistive support.

Pages that provide drag and drop operations also support alternative methods of operation. For example, when moving nodes in a viewpoint, navigate to the **Action** menu and then use **Move** and **Insert** menu items. See [Navigating Trees](#).

Access Keys in Oracle Enterprise Data Management Cloud

Use the following access keys to navigate tables and trees in the user interface using your keyboard.

> ⓘ **Note**
>
> These access keys describe functions that are specific to tables and trees in Oracle Enterprise Data Management Cloud. For standard navigation access keys, see [Access Keys for Navigation Across Cloud EPM System](#).

Navigating Tables

For screens with tables, such as worklist pages:

- Use Tab to navigate through the icons around the table, such as Search and Filter.

  > ⓘ **Note**
  >
  > By default, the initial focus on worklist pages (for example, the Applications list) is on the Search icon. Use Shift+Tab to navigate to any buttons above the Search icon (such as the **Register** button on the Applications list, or the **Create** button on the Node Types list).

- When the focus is on the header row of the table, use the Down Arrow to navigate to the first row. Use the Up and Down Arrows to move up and down the rows of the table.
- With a table row selected:
  - Press Enter to access the first interactive element within the row.
  - Press Enter again to interact with that element. For example, press Enter on an application name to inspect the application.
  - Use Tab to navigate to the next interactive element within the row.
- If a table row contains an icon, navigate to the icon using Tab, and then press Enter on the icon to display the popup for that icon. Press Esc to close the popup and return focus to the table.

Navigating Trees

For screens with trees, such as viewpoints:

- Use Tab to navigate to the tabs and icons around the tree.

- With the focus within the tree, use the Up and Down arrows to move up and down the tree.

- If the tree can be expanded, click Enter to expand the tree. Click Enter again to collapse it.

- If there is an interactive element on the tree node, click Tab to navigate to it, and click Enter to access it. For example, in a viewpoint, press Tab to navigate to the **Action** menu, and click Enter to open the menu. Use the Up and Down arrows to navigate the Action menu, and press Esc to close it.

Enterprise Profitability and Cost Management

The chapter Accessibility in Cloud EPM provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages

- For Cloud EPM platform tasks

This section provides accessibility options when you are in Enterprise Profitability and Cost Management application. It does not have any application-specific access keys. Other accessibility options include :

- Using Screen Reader Mode

- Related Cloud EPM Components

Using Screen Reader Mode

- If, after you perform validations, cells contain errors, you must tab through each cell to locate those with errors. Clicking error messages in the Data Validation Summary doesn't place focus on the corresponding cell with errors.

- Use the Ctrl+ and Alt+ arrow keys to read the contents of both read-only and editable tables, such as user variables, across all applications.

For more information, see Enabling Accessibility Settings.

Related Cloud EPM Components

For accessibility features in related Oracle Fusion Cloud Enterprise Performance Management components in Enterprise Profitability and Cost Management, see:

- Calculation Manager

- Data Integration

- Smart View for Office

- Smart View for Office (Mac and Browser)

Financial Consolidation and Close

The chapter Accessibility in Cloud EPM provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages

- For Cloud EPM platform tasks

This section provides accessibility options when you are in Financial Consolidation and Close application. It does not have any application-specific access keys. Other accessibility options include its related Cloud EPM platform components. See:

- Data Integration
- Financial Reporting
- Smart View for Office
- Smart View for Office (Mac and Browser)

FreeForm

The chapter Accessibility in Cloud EPM provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages
- For Cloud EPM platform tasks

Since FreeForm is also a Planning application type, the accessibility options when you are in FreeForm application are common to both. These are:

- Rich Text Editor
- Standard UI
- Related Cloud EPM Components

Narrative Reporting

Accessibility in Cloud EPM provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages
- For Cloud EPM platform tasks

For accessibility options related to Cloud EPM platform components, see the relevant section int his guide. For example, see Smart View for Office for Oracle Smart View for Office accessibility.

Navigating in Report Designer (Edit Mode)

To modify report content:

1. Press Tab to move focus to the report objects on the canvas.
2. Once the desired object is focused, press Enter to select it.
3. After selecting the object, press Tab again to move focus to the Layout tab in the right frame.
4. Press Enter to open the Layout tab, where you can adjust object settings.
5. Press Tab to navigate through options like object size, horizontal/vertical indent values, and other layout settings.
6. After making the desired changes, press Enter to apply the adjusted values to the object on the canvas.

Planning

The chapter [Accessibility in Cloud EPM](#) provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages
- For Cloud EPM platform tasks

This section provides accessibility options when you are in Planning application, and applies to all Planning application types including Custom, FreeForm, Planning Modules, Predictive Cash Forecasting, Strategic Workforce Planning, and Sales Planning.

The accessibility options for Planning application include:

- [Access Keys in Planning](#)
- [Related Cloud EPM Components](#)

Access Keys in Planning

This section covers the access keys in Planning. Certain access keys are specific to Planning only, while others are relative to other business processes as well. They are all listed here:

- [Forms and Dashboards](#)
- [Rich Text Editor](#)
- [Intelligent Performance Management (IPM)](#)
- [Predictive Planning](#)
- [Strategic Modeling](#)
- [Standard UI](#)

Rich Text Editor

Keys	Action
Ctrl+B	Boldface
Ctrl+I	Italics
Ctrl+U	Underline
Ctrl+5	Strikethrough
Ctrl+E	Center alignment
Ctrl+J	Justify
Ctrl+L	Align text left
Ctrl+R	Align text right
Ctrl+H	Create hyperlink
Ctrl+M	Increase indent
Ctrl+Shift+M	Decrease indent
Ctrl+Shift+H	Remove hyperlink
Ctrl+Shift+S	Clear text styles
Ctrl+Alt+-	Subscript
Ctrl+Alt++	Superscript
Ctrl+Z	Undo

Intelligent Performance Management (IPM)

When popups are displayed in Intelligent Performance Management (IPM), use F6 to move focus to interact with these popups.

Predictive Planning

Predictive Planning page

Keys	Action
Alt+M	Move focus from form cells in a grid to the member selector drop-down list
Tab	Move focus to the first toolbar button (Settings)
Up/Down Arrow	Move focus to other toolbar buttons (Paste and Close)

Predictive Planning Chart

- With focus on the left-most value in the chart, use the **Arrow** keys to navigate the chart data values both horizontally and vertically for different series.

- To enable navigation from the historical data series to future data series, use the Chart View options (click or tap **Settings** and then **Chart View**) to add both the past and future data for one of the chart series. (For example, you can use the Prediction or Trend series for this purpose.) When focus is on the series that includes both past and future data, you can use the **Arrow** keys to move from historical data to future data.

- To enable navigation to adjusted outliers and filled-in missing values, first traverse the historical series to a point immediately before or after the adjusted value, and then use up or down arrow keys to access the adjusted values.

The following access keys are defined for reaching the chart toolbar buttons:

Keys	Action
Alt+Y	Revert
Alt+Q	Lock
Alt+V	Zoom
Alt+W	Chart settings

Predictive Planning Info Boxes

- Use the arrow keys to scroll through each of the Info Boxes, or the Home and End keys to immediately reach the first and last of the Info Boxes directly.

- When JAWS is running, instead of using arrow keys to scroll through the Info Boxes, use Shift+Tab to go to the chart legend. From the chart legend, use the arrow keys to change the data series selection. The Info Box scrolls to match the data series selection.

Strategic Modeling

In this section, you can learn about Strategic Modeling access keys when you are working with:

- Adding Models to Scenario Rollups

- Navigating from the Grid to the Tabs

- [Navigating in Data Cells](#)

Adding Models to Scenario Rollups

With a Scenario Rollup in edit mode, you can add models to the rollup using these two methods.

- Select a model on the left side, and then press Ctrl+M to add the model to the rollup.

    - If a node is already selected in the rollup, the selected model is added as a child.

    - If the rollup is empty, the selected model is added as a root node.

    - If only a single model exists in the rollup, pressing Ctrl+M replaces the existing model.

- Select a model on the left side, and then press Ctrl+C. Then select a rollup and press Ctrl+V.

    The selected model is added as a child of the selected model.

> ⓘ **Note**
>
> - If a parent-child model structure is already present on the right, Ctrl+M adds the selected model as a child of which ever model in selected on the right.
>
> - If no model exists in the rollup, using Ctrl+C and Ctrl+V to copy and paste adds the model to the rollup.

Navigating from the Grid to the Tabs

With a model open, several tabs are open when the Actions menu options are selected. To navigate from the grid to the tabs, use the defined access keystrokes. These access keystrokes are available in and out of screen reader mode.

Navigating in Data Cells

> ⓘ **Note**
>
> When navigating the column headers, the whole column of the selected header is highlighted. On selecting the row header, the whole row is highlighted.

Keys	Action
Arrow Keys	Navigate the data (value) cells in all directions
Spacebar	When the focus is on a row label cell that has a collapse/expand icon, pressing the Spacebar collapses or expands
Tab and Shift+Tab	Navigates on the headers, going to the next or previous row of cells if at the end of a row

Simulations for Strategic Modeling

In this section, learn about access keys and their associated action for the following:

- [Forecast and Assumption Chart](#)

- [Forecast Metric Info Box Navigation](#)

- [Metric Info Box Editing](#)

- [Assumption Chart Parameters](#)

- [Distribution Select Parameters](#)

- [Select Simulation Object Dialog Box](#)

- [All Simulation Menus](#)

> ⓘ **Note**
>
> To move from cells in a grid to the first control in the Simulation tab, press Alt+P. Tab moves to the next control, Shift+Tab moves to previous control.

Forecast and Assumption Chart

A Forecast or Assumption chart is shown when a Forecast or Assumption object is selected in the Strategic Modeling Grid. The following keys are available for this chart control.

Keys	Action
Tab	Move focus to the next component
Shift+Tab	Move focus to the previous component
Up Arrow	Move focus and selection to the previous data item
Down Arrow	Move focus and selection to the next data item
Left Arrow	Move focus and selection to the previous data item on the left
Right Arrow	Move focus and selection to the previous data item on the right

Forecast Metric Info Box Navigation

The Forecast Metric Info Boxes are shown below the Forecast chart. The following keys are used to navigate the boxes.

Keys	Action
Up Arrow or Left Arrow (in RTL, Right Arrow)	Scroll up through the Info Boxes
Down Arrow or Right Arrow (in RTL, Left Arrow)	Scroll down through the Info Boxes
Home	Go to the top of the Info Boxes
End	Go to the end of the Info Boxes

Metric Info Box Editing

To edit a Metric box, press **Tab** to move to **…** Icon, and then press **Enter** to select an edit option. After the edit option is selected, the following keys apply.

Keys	Action
Enter	Commit Edits (OK) button
Escape	Cancel Edit Button

Assumption Chart Parameters

Input boxes for assumption parameters appear below the assumption chart. After entering values, press Enter to update the chart.

Keys	Action
Enter	Commit Edits (OK) button
Escape	Cancel Edit Button

Distribution Select Parameters

The distribution select panel appears after selecting the **Set Assumption** button. A list of possible distributions is shown.

Keys	Action
Tab and Shift+Tab	Select next or previous distribution
Enter	Select Distribution for use with Assumption

Select Simulation Object Dialog Box

Keys	Action
Enter, Enter	Pressing Enter two times with focus on an object list item selects the list item, moves focus to the simulation object in the grid, and closes the dialog box.
Escape	Cancel dialog box
Alt+X	Clear the search field
Down Arrow	With focus on the object list tree, moves focus to the tree item below
Up Arrow	Moves focus in the object list tree to the tree item above
Left Arrow	With focus on the object list tree, on an expanded folder (Assumptions, Forecasts), collapses the item. Otherwise, moves focus to the list item above. The action is swapped with Right Arrow in RTL locales.
Right Arrow	With focus on the object tree list, on an expanded folder (Assumptions, Forecasts), expands the item. Otherwise, moves focus to the item above. The action is swapped with Left Arrow in RTL locales.
Tab	Navigate to next focus-able element in the pop-up dialog box (Search edit field, object list, Close)
Shift+Tab	Navigate to previous focus-able element in the dialog box

All Simulation Menus

Keys	Action
Enter	Selects the menu item
Down Arrow	Moves focus to the menu item below
Up Arrow	Moves focus to the menu item above

Standard UI

In this section, you can learn about standard UI access keys when you are working with:

- [Business Rules Security](#)
- [Clear Cell Details](#)
- [Copy Data](#)
- [Dimension Editor](#)
- [Copy Versions](#)

Business Rules Security

Keys	Action
Alt+M	Move the rule
Alt+G	Assign Access to rule

Clear Cell Details

Keys	Action
Alt+P	Focus on the Cube drop-down list
Alt+M	Toggle focus between Member Selector in Static Dimension Rows
Alt+A	Selects Add Dimension icon
Alt+C	Selects, Invokes Clear Action

Copy Data

Keys	Action
Alt+P	Focus on the Cube drop-down list
Alt+M	Toggle between the Member Selector in static dimension rows
Alt+A	Performs an Add Dimension
Alt+C	Selects, Invokes Copy Action

Dimension Editor

Keys	Action
Alt+P	Focus on the Cube Selection dropdown
Alt+R+Tab	Focus on the Ascending icon command button
Alt+R+Tab+Tab	Focus on the Descending icon Command button
Alt+W	Focus on Add Dimension

Copy Versions

Keys	Action
Alt+G	Select Go Button
Alt+M	Toggle focus between Available entities and selected Entities

Related Cloud EPM Components

Other accessibility options include its related Oracle Fusion Cloud Enterprise Performance Management platform components:

- Calculation Manager

- Data Integration

- Financial Reporting

- Smart View for Office, Predictive Planning in Smart View, and Smart View for Office (Mac and Browser)

Profitability and Cost Management

The chapter [Accessibility in Cloud EPM](#) provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages
- For Cloud EPM platform tasks

This section provides accessibility options when you are in Profitability and Cost Management application. It does not have any application-specific access keys. Other accessibility options include its related Cloud EPM platform components:

- [Financial Reporting](#)
- [Smart View for Office](#)

Tax Reporting

The chapter [Accessibility in Cloud EPM](#) provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages
- For Cloud EPM platform tasks

This section provides accessibility options when you are in Tax Reporting application. It does not have any application-specific access keys. Other accessibility options include its related Cloud EPM platform components:

- [Data Integration](#)
- [Financial Reporting](#)
- [Smart View for Office](#)
- [Smart View for Office (Mac and Browser)](#)

3
Accessibility in Cloud EPM Platform Components

Oracle Fusion Cloud Enterprise Performance Management platform provides common components for business processes. For example, you use the Ad Hoc Grid component across Enterprise Profitability and Cost Management, Financial Consolidation and Close, FreeForm, Planning and Tax Reporting.

This section provides non-standard accessibility options for navigating the following Cloud EPM platform components:

- [Ad Hoc Grid](#)
- [Calculation Manager](#)
- [Data Integration](#)
- [Financial Reporting](#)
- [Smart View for Office](#)
- [Smart View for Office (Mac and Browser)](#)
- [Smart View for Google Workspace](#)
- [Predictive Planning in Smart View](#)

Ad Hoc Grid

Properties Panel, Layout Tab

Keys	Action
Shift+R	Moves focused dimension to the row
Shift+C	Moves focused dimension to the column
Shift+P	Moves focused dimension to the POV bar

Calculation Manager

The chapter [Accessibility in Cloud EPM](#) provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages
- For Cloud EPM platform tasks

This section provides accessibility options when you are in Calculation Manager which include:

- [Access Keys in Calculation Manager](#)
- [Navigating in the Script Editor](#)

Access Keys in Calculation Manager

This section covers these access keys in Calculation Manager:

- [Context Menu](#)
- [Custom View](#)

Context Menu

To invoke the context menu on nodes, press **Ctrl+Alt+M**.

Custom View

Keys	Location	Action
Ctrl+Shift+C	Existing Objects Pallete	Copies the selected objects
Ctrl+Shift+P	Main Content area	Pastes the selected objects in the new location
Ctrl+Shift+X	Main Content area	Selects objects in a folder
Ctrl+Shift+P	Main Content area	Moves selected object from the first folder to the second folder
Shift+Down Arrow/ Up Arrow	Main Content area	Selects or deselects multiple items

Navigating in the Script Editor

To exit the Script Editor and forward navigate, press Esc, and then press Tab.

To exit the Script Editor and reverse navigate to move among the tabs at the top of the editor, place the cursor in the left-most position of the first line, and then press Shift+Tab.

Data Integration

The chapter [Accessibility in Cloud EPM](#) provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages
- For Cloud EPM platform tasks

Pipeline Tab

Keys	Action
Alt+Shift+C	Enables the Container View
Alt+Shift+G	Enables the Grid View
Alt+Shift+T	Enables the Table View
Alt++	Opens the Create button menu for Stage/Job/ Pipeline when in the Table View

Financial Reporting

The chapter Accessibility in Cloud EPM provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages
- For Cloud EPM platform tasks

This section provides accessibility options when you are in Financial Reporting and includes:

- Access Keys in Financial Reporting Explore Repository
- Access Keys for Online Help in Financial Reporting Explore Repository

Access Keys in Financial Reporting Explore Repository

The Explore Repository provides access keys for general navigation.

Keys	Action
F10	Move focus to the first menu in the menu bar.
Ctrl+Alt+0	Move focus to the first focusable child in the tab order in the current view pane. If there is no view pane, nothing happens.
Ctrl+Alt+1, Ctrl+Alt+2, Ctrl+Alt+3, Ctrl+Alt+4, Ctrl+Alt+5, Ctrl+Alt+6, Ctrl+Alt+7, Ctrl+Alt+8, Ctrl+Alt+9	Same as Ctrl+Alt+0, but the action applies to the specified view pane. For example, pressing Ctrl+Alt+3 moves focus to the first focusable child in the tab order in the third view pane.
Ctrl+Shift+1	Toggle to show or hide the masthead
Ctrl+Shift+2	Toggle to show or hide the view pane
Ctrl+Shift+3	Toggle to show or hide the annotations pane
Ctrl+Shift+4	Toggle to show or hide the related content pane
Ctrl+Shift+A	Move focus to the Standard toolbar. Use the Tab key to select individual buttons.
Ctrl+Shift+B	Move focus to Annotations Area control. This option is for Financial Reporting only. See *Working with Financial Reporting*.
Ctrl+Shift+E	Launches the New Document wizard.
Ctrl+Shift+F	Move focus to the Search field.
Ctrl+Shift+F4	Close current active module: document, task, or file. If none are open, nothing happens.
Ctrl+F6	Enter a frame content area and move focus to the first focusable element, if any.
Ctrl+Shift+F6	Exit the frame content area and return focus to the frame.
Ctrl+Shift+G	Move focus to the EPM Workspace Content tab bar, which lists open modules. Focus moves to the current module tab. If multiple documents are open, the current module tab is highlighted. If no tabs are open, nothing happens.

Keys	Action
Ctrl+Shift+L	Presents a list of selectable navigation targets in the Links List window: • Go to View Pane • Go to Content Area • Go to Related Content Area • Go to Annotations Area • Go to Tab Bar • Go to Toolbar • Go to Menubar
Ctrl+Shift+R	Move focus to Related Content Area control. This option is for Financial Reporting only. See *Working with Financial Reporting*.
Ctrl+Shift+Y	Move focus to the Content area. This transfers focus to the first focusable child in the tab order of the Content area of an active document.

Access Keys for Online Help in Financial Reporting Explore Repository

Shortcut	Description
Ctrl+Shift+1	Open and move focus to the Contents tab.
Ctrl+Shift+2	Open and move focus to the Index tab.
Ctrl+Shift+3	Open and move focus to the Search tab.
Ctrl+Shift+4	Move focus to the content frame, which is the frame that contains help topics.

Smart View for Office

The chapter Accessibility in Cloud EPM provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

• To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages

• For Cloud EPM platform tasks

This section provides the accessibility options for Oracle Smart View for Office installed on Windows desktop. Using Smart View, you can view, import, manipulate, distribute, and share data from various Cloud EPM data sources using Microsoft Excel, Word, Outlook, and PowerPoint.

Accessibility for Smart View is explained in the following topics:

• Enabling Accessibility for Smart View for Office

• Access Keys in Smart View for Office

• Installing and Configuring Help Locally

For information on accessibility features of Oracle Smart View for Office (Mac and Browser) and Oracle Smart View for Google Workspace, see the following topics:

• Smart View for Office (Mac and Browser): Describes the accessibility features of the browser-based version of Smart View deployed in a web browser on either Windows or Mac systems for analyzing data in Microsoft Excel 365.

- [Smart View for Google Workspace](#): Describes the accessibility features of the browser-based version of Smart View deployed on a web browser for analyzing data in Google Sheets.

Enabling Accessibility for Smart View for Office

You do not need to enable accessibility specifically for Oracle Smart View for Office; it is always in accessible mode.

Smart View output is in the form of Excel spreadsheets, Word documents, and PowerPoint slides, which are accessible through Microsoft Office. For information about Excel, Word, or PowerPoint accessibility, refer to Microsoft Office product documentation.

Review the following topics to familiarize yourself with working with JAWS® and Microsoft Office themes in Smart View.

- [Working with Screen Readers in Smart View for Office](#)
- [Enabling JAWS to Read ListView Headers](#)
- [Using Microsoft Office Themes (Including Dark Theme)](#)

Working with Screen Readers in Smart View for Office

Review the guidelines and considerations noted in the following topics when working with screen readers in Oracle Smart View for Office:

- [JAWS](#)
- [Other Screen Readers](#)

JAWS

If you are using JAWS® Screen Reading Software, note the following for Smart View:

- You must enable JAWS to read ListView headers, as described in [Enabling JAWS to Read ListView Headers](#) .

- In Excel, when a dialog is launched directly from a button on an add-in ribbon (such as the Smart View ribbon or the Planning Ad Hoc ribbon), JAWS reads the location and content of the selected cell before reading the dialog content. An example of this is when launching the **Options** dialog box from the Smart View ribbon. The selected cell's location and content is read before the **Options** dialog content. When a dialog is launched using a drop-down menu on a ribbon button, the dialog content is read directly (and not the selected cell's location or content). An example of this is the **Build Function** command in **Functions** drop-down menu on the Smart View ribbon. After selecting the **Build Function** command, the content of the **Select Function** dialog is immediately read.

- To read all column headers in a dialog, use the **Insert + B** access key.

- When JAWS is active and focus is on the Smart View Panel, closing Excel may prevent Smart View from exiting, as JAWS retains the focus. Shifting focus away from the Smart View Panel (for example, by opening a dialog such as Sheet Info or by refreshing) allows Excel to close normally. This issue is inconsistent; for example, this issue does not occur on Windows Narrator.

Other Screen Readers

For screen readers other than JAWS, note the following for Smart View:

- In some cases, the first column header in a dialog is not read by the screen reader.

- When NVDA is active and focus is on the Smart View Panel, closing Excel may prevent Smart View from exiting, as NVDA retains the focus. Shifting focus away from the Smart View Panel (for example, by opening a dialog such as Sheet Info or by refreshing) allows Excel to close normally. This issue is inconsistent; for example, this issue does not occur on Windows Narrator.

Enabling JAWS to Read ListView Headers

ListViews display information in a table format within the Oracle Smart View for Office user interface. Examples of dialog boxes that display information in the ListView format are **Select Forms** or **Manage Journals**.

ListView headers are the column headings within a ListView. By default, JAWS does not read the ListView headers; however, you can enable JAWS to read them.

To enable JAWS to read ListView headers:

1. Ensure that JAWS is running.

2. Within a ListView, select a row containing data, then press **Insert**+**F2**.

3. In the **Run JAWS Manager** dialog box, select **Customize ListView** and press **Enter**.

   The **Customize Headers** dialog box is displayed

4. In the **Column Headers** group, select the **Speak Custom Text AND Header** option.

5. Click **OK** to save the changes.

JAWS should begin speaking the column headers in the ListView element. If this doesn't happen, restart the Office application.

Using Microsoft Office Themes (Including Dark Theme)

Starting in release 23.100, Oracle Smart View for Office supports the themes provided by Microsoft Office. In addition to the default Colorful theme, you can now apply the Dark Gray, Black, and White themes while working in Smart View.

> ⓘ **Note**
>
> - Black theme is available only with a Microsoft Office 365 subscription.
>
> - Office themes are supported in Smart View and in its extensions from Microsoft Office 2016 onwards. Office themes are not supported on Office 2013.

Once applied, the background color and font color changes are seen for interface elements such as ribbons, Smart View panels and its menus, POV toolbar, formula bar, sheet tabs, and dialog boxes such as Comments, Adjust, Business Rules, Smart View Options, and so on. Office themes are also supported for the following extensions in Smart View:

- Narrative Reporting extension

- EPM Books extension

- Oracle Journals for Financial Management

- Oracle BI EE extension

- Smart Query

To enable Office themes:

1. In your Office application, click **File** and then click **Options**.

2. In the **General** tab, under **Personalize your copy of Microsoft Office** section, select the required theme from the **Office Themes** list.

> ⓘ **Note**
>
> If you have enabled any system-level dark themes, then you can apply the same in your Office application by selecting the **Use system setting** option and use Smart View in a dark theme.

3. Click **OK**.

Note the following considerations while using themes:

• While switching between themes, the new theme gets applied immediately to all interface elements, except the Smart View panels and POV dialogs of active ad hoc and form sheets. You need to restart the Office application to apply the theme to the panels and POV dialogs on already opened Smart View files.

• List view and tree view always retain the white background, irrespective of the theme applied.

• Black theme cannot be fully applied to toolbars and menus in panels and dialog boxes. Instead, these appears with a gray background.

• If high contrast is enabled at system level, then the Office theme is ignored.

Access Keys in Smart View for Office

This topic covers the access keys used in Oracle Smart View for Office for the following components:

• [Ribbons](#)

• [Panels](#)

• [Right-Click Context Menu](#)

Ribbons

Describes the ribbon access keys used in Oracle Smart View for Office.

Smart View uses standard Microsoft Office navigation to view and access the Smart View and provider ribbons.

Access keys (also referred to as keyboard shortcuts or keyboard equivalents) allow you to select Office and Smart View ribbon menu items with the keyboard, instead of a mouse.

For example, to view ribbon access keys, you can:

• Press the **Alt** key

• Press and hold the **Function** key, then press **F6** repeatedly to navigate to the ribbon

Either method displays the keyboard shortcuts.

If JAWS is enabled, then JAWS is reading ribbon items aloud to you.

It is important to note that keyboard shortcuts for the Smart View ribbon and the provider ribbons may vary if other Office add-ins or Smart View extensions are installed, and enabled or disabled. For example, the keyboard shortcut **Y1** may become **Y2**, **Y3**, or even higher key

combinations if there are ribbon tabs created by add-ins and extensions in addition to Smart View.

To illustrate, in Figure 1, the Task Manager extension is enabled and assigned the **Y2** shortcut.

Figure 3-1   Ribbon Tabs in Excel with Task Manager Extension Enabled
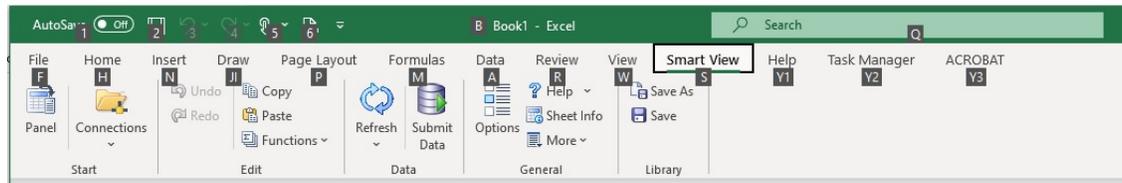
After you log in and begin working in Smart View, the shortcut sequence can change. In Figure 2, a Planning form is launched. The Planning ribbon is now displayed in order to work with the form. The Planning ribbon now uses the **Y2** shortcut, while the Task Manager extension is now using **Y3**.

Figure 3-2   Change in Task Manager Shortcut After Launching a Planning Form
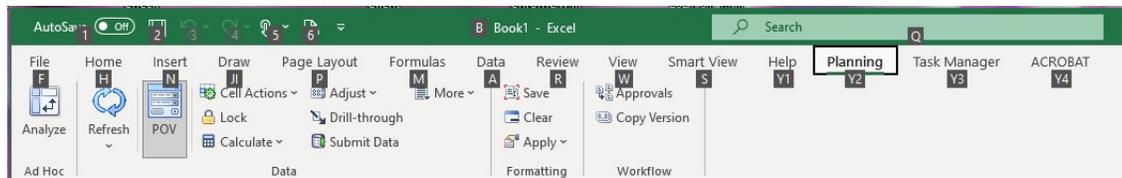
This type of shortcut numbering pattern also occurs when using other functionality, such as launching ad hoc grids or working with extensions where the tab is not persistently displayed; that is, it's displayed once the functionality is launched. For example, the EPM Books extension tab is not persistently displayed. When you work with EPM Books, then the EPM Books ribbon tab is displayed, and the resulting shortcut key order may differ.

You access ribbon items and any submenus using access keys. For example, **Y2** accesses the Planning ribbon and displays the access keys:

Figure 3-3   Planning Ribbon with Access Keys Displayed
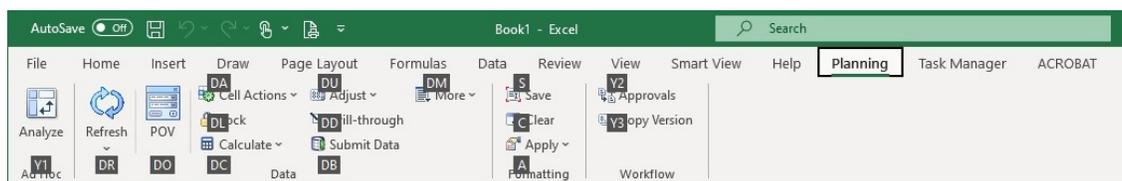
Ribbon items with a downward-pointing arrow next to them (⛭) contain submenus. In Figure 3, several ribbon items, such as **Calculate** and **Adjust**, contain submenus. Use the shortcut keys to access the submenu and make a selection. For example, to access the submenu on **Calculate** and then select **Business Rules** from the submenu, you enter the shortcut keys, **Alt+Y2+DC+B**.
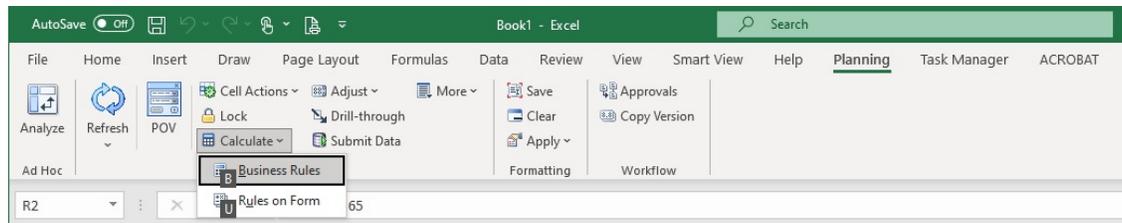
In all cases, the shortcut to access the provider or extension ribbon can vary depending on the add-in and extensions, Smart View or others, you have installed.

Some shortcuts remain consistent regardless of the extensions you have installed and enabled. For example, in the cases noted above, the shortcut to the Smart View ribbon is always the letter **S**.

> ⓘ **Note**
>
> Keyboard equivalents for languages other than English may be different from those noted in this guide.

Panels

This topic covers the access keys used for navigating the following panels in Oracle Smart View for Office:

- Smart View Panel
- Query Designer Panel
- Smart Query Panel
- Narrative Reporting Panels

Smart View Panel

Displays the access keys for navigating in the Smart View panel.

See Considerations for information on access keys for the Document Contents pane.

Keys	Action
Alt+S+P	Launch the Smart View Panel
F6	Cycle through the active Office ribbon tab; the active Office application area, such as a sheet, document, or slide; the task pane that displays the Smart View Panel; and the Office status bar
Tab	Move through Smart View Panel from top to bottom
Shift+Tab	Move through Smart View Panel from bottom to top
Up and down arrow keys	Scroll through items in tree view Activate the drop-down menu on the Home button and Go button
Left and right arrow keys	In toolbars, move through buttons
	In tree views, expand or collapse a node
Alt+down arrow	Open the drop-down menu

Keys	Action
Up and down arrow keys	Scroll through drop-down list
Enter	Select an item in the drop-down menu
Escape	Cancel selection

Considerations

- **Document Contents Pane**

  After launching an ad hoc grid or form, the Document Contents pane is displayed in the lower portion of the Smart View Panel. In the Document Contents pane, you use the keys noted above to navigate most user interface elements in the pane. You use the **Tab** key, arrow keys, and the space bar, to navigate to and select buttons that minimize and maximize the entire pane as follows:

  – To minimize the Document Contents pane:
    Press **Tab** to navigate to the **Minimize** button, ⌄, and then press the **Space** bar to activate the button and minimize the pane.

  – To maximize the Document Contents pane:
    Press **Tab** to navigate to the **Minimize** button, ⌄, then use the right arrow key to move to the **Maximize** button, ⌃, and then press the **Space** bar to activate the button and maximize the pane.

  – To restore the Document Contents pane when the pane has been maximized:

    Press **Tab** to navigate to the **Switch to** button, 🏠▾, then use the right arrow key to move to the **Minimize** button, ⌄, and then press the **Space** bar to activate the button.

    If the previous state of the pane was minimized, then the pane is again minimized.

    If the previous state of the pane was the initial split view (Smart View Panel on top, Document Contents pane at the bottom), then the pane is restored to the split view.

  – To restore the initial split view of the Smart View Panel and Document Contents pane when Document Contents is minimized:
    Press **Tab** to navigate to the **Split** button, ⌃, and then press the **Space** bar to split and restore the initial panel view with the Smart View Panel at the top and the Document Contents pane at the bottom.

- **Smart View Panel**

  Use the **Tab** key, arrow key, and space bar to minimize and expand the entire Smart View Panel, including the Document Contents pane:

  – To minimize the Smart View Panel:

    Press **Tab** to navigate to the **Switch to** button, 🏠▾, then press the right arrow key to move to the **Minimize the Smart View Panel** button, ⟫, and then press the **Space** bar to activate the button and minimize, or collapse, the Smart View Panel.

  – To maximize the Smart View Panel:

    Press **Tab** to navigate to the **Switch to** button, 🏠▾, then press the right arrow key to move to the **Maximize the Smart View Panel** button, ⟫, and then press the **Space** bar to activate the button and

Query Designer Panel

Displays the access keys for navigating in the Query Designer panel.

Keys	Action
F6	Cycle through the active Excel ribbon tab; the active Excel sheet, and the sheet name; the task pane that displays the Smart View Panel, if open; the Query Designer; and the Office status bar
Tab	When in focus, moves through the dimensions on the Query Designer
Ctrl+Enter, when selected on a row or column dimension	Launches the Member Selection dialog box and highlights the corresponding dimension on the query sheet
Ctrl+Enter, when selected on a POV dimension	Adds the selected dimension to the Row dimensions group in the Query Designer

Smart Query Panel

Displays the access keys for navigating in the Smart Query panel.

Keys	Action
F6	Cycle through the active Excel ribbon tab; the active Excel sheet, and the sheet name; the task pane that displays the Smart Query Panel; and the Office status bar
Ctrl+Enter	Set focus from a dimension down to its properties
Ctrl+X and Ctrl+V	Move dimensions between axes (select dimension, Ctl+X to cut dimension, Tab to target dimension, then Ctl+V to paste dimension)

Narrative Reporting Panels

Displays the access keys for navigating in the Narrative Reporting panels om Oracle Smart View for Office.

Keys	Action
F6	Cycle through the active Office ribbon tab; the active Office application area, such as a sheet, document, or slide; the task pane that displays the Narrative Reporting panel, such as the Report Center or Variables panel; and the Office status bar

Considerations

- The Narrative Reporting extension interface in Smart View consists of various panels, including the Report Center panel, the Variables panel, and the Review instance panels.

- On laptops, the Function+F6 key combination may not work correctly. To activate accessibility so that Function+F6 works and moves you through the Narrative Reporting panel and Office components, press the Alt key first.

On an external keyboard, the F6 key will work correctly without first using the Alt key.

Right-Click Context Menu

In Oracle Smart View for Office, you can right-click on a member or data cell in forms and ad hoc grids to access the right-click context menu. This menu provides a convenient way to access frequently used and context-specific operations.

To access the right-click menu, use the standard keyboard shortcut (Shift-F10), and then use the standard mnemonics, which are the underlined letters that typically appear in a menu item.

For menus in which the underlined mnemonic does not appear, the first letter acts as the mnemonic. If there are multiple menu items starting with the same letter, then use the same mnemonic to toggle between the menu items.

For example, in the absence of an underlined letter in the menu item **Clear Plan Targets**, the letter "C" acts as the mnemonic. Pressing **C** initiates the **Clear Plan Targets** operation.
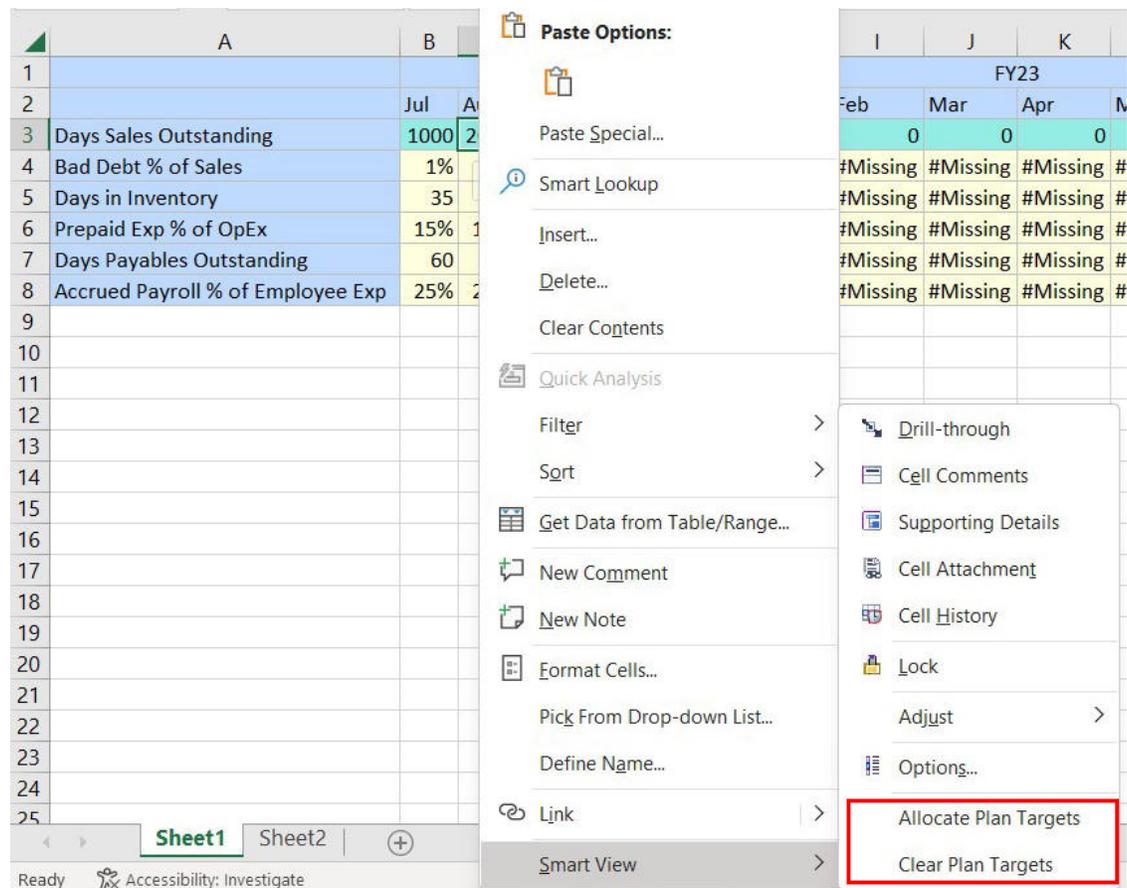
Installing and Configuring Help Locally

After installing Oracle Smart View for Office, the online help is retrieved from a URL hosted on the Oracle.com web site. This is the default behavior for Smart View, and no changes are required by users to launch help.

However, you may require that the help be installed locally for Section 508 accessibility purposes. To accommodate this, help must be downloaded from My Oracle Support and placed on a local drive, and the Smart View `properties.xml` file must be modified..

To install and configure Smart View help locally:

1. Obtain the help zip file for this release from My Oracle Support.

2. Extract the contents of the patch zip file to a local folder on the computer where Smart View is installed.

    For example, extract the contents locally to:

    ```
    C:\Oracle\SmartView\
    ```

    Under the `smartview_help` folder, there are 28 language folders; for example:

    ```
    C:\Oracle\SmartView
                    \smartview_help
                        \ar
                        \cs
                        \da
                        \de
                        \el
                        \en
                        \es
                        \fi
                        \fr
                        \fr_CA
                        \he
                        \hu
                        \it
                        \ja
                        \ko
                        \nl
                        \no
                        \pl
                        \pt
                        \pt_BR
                        \ro
                        \ru
                        \sk
                        \sv
                        \th
                        \tr
                        \zh_CN
                        \zh_TW
    ```

    The following language folders contain translated versions of the Smart View help:

    ```
                        \de
                        \es
                        \fr
                        \it
                        \ja
    ```

```
\ko
\nl
\pt_BR
\zh_CN
\zh_TW
```

The remaining language folders contain the English version of the help. When you run Smart View in one of those languages (for example, Swedish) and you click a button for Help, the English help is displayed.

Additionally, the English folder contains a copy of the help in PDF format, `smartview_user.pdf`.

3. Modify the `helpurlcontext` property in the Smart View `properties.xml` file:

    a. In your Smart View installation, navigate to the `SmartView\cfg` folder.

    b. Make a backup copy of the original `properties.xml` file.

    c. Open `properties.xml` for editing.

    d. Modify the `helpurlcontext` property, providing the path to the folder that is parent to the language folders, providing the path to the folder that is parent to the language folders using the following syntax:

    `<helpurlcontext>file:///`*`parent_language_folder_path`*`/</helpurlcontext>`

    > ✅ **Tip**
    >
    > Use forward slashes in the syntax and ensure that you enter a final forward slash (/) after the parent language folder path that you provide.

    Using the example from step 2, after extracting the zip contents to `C:\Oracle\SmartView`, the `smartview_help` folder is the parent folder of the language folders. Thus, you would modify the *parent_language_folder_path* placeholder as follows:

    `<helpurlcontext>file:///C:/Oracle/SmartView/smartview_help/</helpurlcontext>`

4. Restart your Microsoft Office applications and access the help from the Smart View ribbon.

5. Repeat this procedure for each computer that requires Smart View local help.

Smart View for Office (Mac and Browser)

The chapter Accessibility in Cloud EPM provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages

- For Cloud EPM platform tasks

This section describes the accessibility options for the browser-based version of Oracle Smart View for Office (Mac and Browser). Smart View (Mac and Browser) provides an interface between Cloud EPM solutions and Microsoft Office 365 deployed in a web browser on either

Windows or Mac systems. Using Smart View, you can view, import, manipulate, distribute and share data in Microsoft Excel 365.

Accessibility for Smart View is explained in the following topics:

- [Accessibility Settings for Smart View (Mac and Browser)](#)
- [Access Keys in Smart View (Mac and Browser)](#)
- [Controlling Focus on Coach Marks and Teaching Bubbles](#)

For information on accessibility features of Oracle Smart View for Office and Oracle Smart View for Google Workspace, see the following topics:

- [Smart View for Office](#): Describes the accessibility features of Smart View installed on Windows desktop for analyzing data in Microsoft Excel, Word, Outlook, and PowerPoint.
- [Smart View for Google Workspace](#): Describes the accessibility features of the browser-based version of Smart View deployed on a web browser for analyzing data in Google Sheets.

Accessibility Settings for Smart View (Mac and Browser)

You do not need to enable accessibility specifically for Oracle Smart View for Office (Mac and Browser); it is always in accessible mode.

Since Smart View (Mac and Browser) is used on Microsoft Office 365 in a web browser, refer the Microsoft Office 365 accessibility and the Chrome accessibility documentation for more information.

Working with JAWS in Smart View (Mac and Browser)

If you are using JAWS® Screen Reading Software, Oracle recommends using the Google Chrome browser for Oracle Smart View for Office (Mac and Browser) (Mac and Browser).

Note the following considerations while using JAWS:

- Sometimes, JAWS may not read button attributes when you navigate to them using the Tab key. A workaround is to tab to the next element and press Shift+Tab to navigate back to the button. This time, JAWS reads out the button's attributes properly.
- When reading a dialog box (for example, Mass Allocate or Grid Spread), JAWS repeats the title of the dialog box twice, if the dialog box is cancelled or closed and launched again.
- When scrolling through a list of items in a panel (for example, Business Rules panel), as you reach the last visible item before the scroll and JAWS continues to read the next item, the focus outline goes outside the panel without scrolling and displaying the next item being read by JAWS.
- JAWS provides arrow key navigation through which a virtual cursor moves without disturbing the actual keyboard focus. However, when using JAWS in Chrome, the virtual focus of JAWS conflicts with the actual keyboard focus. Due to this, members cannot be selected from search results or from a list. As a workaround, JAWS recommends disabling the virtual cursor on Chrome using INSERT+Z.

Working in High Contrast Mode

To use Smart View (Mac and Browser) in High Contrast mode, turn on high contrast in your system's settings.

> ⓘ **Note**
>
> In High Contrast mode, the in-cell POV drop-down options do not get highlighted as you navigate from one option to the next. This limitation is due to Microsoft Excel's inability to highlight options and is also observed while navigating through Excel's Data Validation drop-down options.

Access Keys in Smart View (Mac and Browser)

This topic covers the access keys used in Oracle Smart View for Office (Mac and Browser) for the following components:

- [Ribbons](#)
- [Panels](#)

Ribbons

Use the following access keys to access and navigate through various ribbons in Oracle Smart View for Office (Mac and Browser), such as the Smart View ribbon, provider and provider ad hoc ribbons, and extension ribbons.

Access Keys for Ribbons

Keys	Actions
Ctrl+F6	Move or switch focus between ribbons and other components such as panels, main worksheet, or sheet tabs.
Alt+Windows or Ctrl+F6	Display keyboard equivalents for available components
Tab	Move the focus forward to the next component, from left to right and top to bottom
Shift+Tab	Move the focus backward to the previous component
Left and Right arrow keys	In ribbons, move sideways to the next and previous menu
Up and Down arrow keys	In ribbons, move up and down in the options listed under a menu
Enter	Open a menu selected in a ribbon Select a button (for example, OK, Apply, or Close)
Space Bar	Select a check box, an option, or a toggle switch

Considerations

When you use access keys, note the following considerations:

- For Smart View, provider, and provider ad hoc ribbon menus, Microsoft currently assigns numbers only from 1 to 9 which can be used as access keys or keyboard shortcuts. Due to this limitation, access keys are not available for all menus. However, you can still access and navigate to all menus using the Tab key and the Arrow keys.

For example, in the below image of Smart View ribbon, when you press Ctrl+F6 or Alt+Windows, the shortcut keys are displayed for some menus only. To access the Sheet Info, More, and Help menus, you can use the Tab key or the Left and Right Arrow keys, and press Enter to select the menu item.
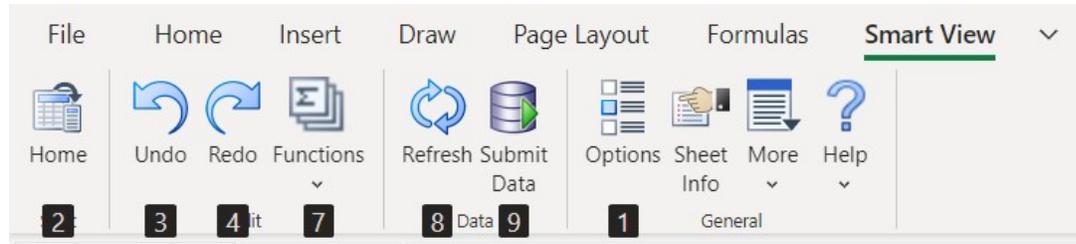
- Microsoft does not provide the ability to assign access keys or shortcuts for controls or buttons in pop-up dialog boxes (for example, Adjust dialog or Cell Actions dialog) and side panels (for example, Options panel or Business Rules panel). However, when you open a dialog or panel, the control is usually present in the dialog or panel itself. So you can navigate using the Tab key and Arrow keys, and press Enter to use any buttons.

- Using the keyboard, multiple member cells, either on the same level or on different levels, cannot be selected at the same time. Users can select only one member cell at a time using the keyboard.

- Access keys listed are standard for Chrome on PCs. Standard keys for Chrome on iOS may be different.

- Access keys for languages other than English may be different from those listed in this guide.

Panels

Use the following access keys to navigate through various panels in Oracle Smart View for Office (Mac and Browser), such as the Smart View Home panel, Options panel, Task List panel, EPM Books panel, and so on.

Access Keys for Panel Navigation

Keys	Action
Alt+Windows+1+2 or Ctrl+F6+1+2	Launch the Smart View Home panel from the Smart View ribbon
Ctrl+F6	Move or switch focus between panels and other components such as main worksheet, sheet tabs, or menu ribbons
Tab	Move through a panel from top to bottom
Shift+Tab	Move through a panel from bottom to top
Down arrow	Open a drop-down menu
Up and Down arrow keys	In drop-down lists, tree or node structures, and context menus, move up and down the list of items

Keys	Action
Enter	Select an item in a drop-down menu
	Expand a folder or node in a panel
	Open a form, report, task, and other items from panels
	Select a button (for example, OK, Apply, or Close)
Space Bar	Select a check box, an option, or a toggle switch
Escape	Cancel selection

Considerations

When you use access keys for various Smart View panels, note the following considerations:

Task List panel: The Task List panel can be resized in width, and its navigation varies slightly when opened at different widths:

- When the panel is wide, you can press the Down arrow key to navigate to the different task lists in the drop-down list.

- When the panel is narrow, the list of task lists opens as a secondary slide-out panel on top of the existing Task List panel, instead of opening as a drop-down list. Press Space Bar or Enter to open the secondary panel. As the focus is present on **All Task Lists** option, you need an extra key press of the Down arrow key to navigate to the first task list in the panel. Thereafter, you can continue to press the Down and the Up arrow keys to navigate to the rest of the task lists.

Controlling Focus on Coach Marks and Teaching Bubbles

Coach marks are temporary indicators overlaid on user interface elements. When clicked, they open teaching bubbles which provide useful information or help text to educate users about the interface element. In Oracle Smart View for Office (Mac and Browser), coach marks appear on various Smart View (Mac and Browser) components such as the Home panel, Task List panel, Mass Allocate dialog, and so on.

Opening Teaching Bubbles

In Smart View (Mac and Browser), the coach marks and teaching bubbles are enabled by default.

You can click a coach mark to open the teaching bubble and read its content. Alternatively, you can also use the following keyboard equivalents.

1. To open a teaching bubble, you can press either the Enter key or Alt+C when the focus is on the coach mark.

2. If you are using JAWS, the screen reader announces that the coach mark has appeared and you can press Alt+C to open the teaching bubble.

Disabling and Enabling Coach Marks and Teaching Bubbles

When a coach mark is present on the worksheet or in panels, the focus is automatically set on the coach mark first, instead of other interface elements. To avoid this behavior, you can disable the coach marks and teaching bubbles from Smart View Settings.

To access Smart View (Mac and Browser) settings:

1. Log in to your Oracle Fusion Cloud Enterprise Performance Management business process environment; for example, if you work in Planning, log in to your Planning environment.

2. Once logged in, go to the **Smart View Settings** page, `svsettings.html`, by manually changing the business process URL to the following:
   `https://< serviceURL >/HyperionPlanning/svsettings.html`

   The **Smart View Settings** page opens.

To disable teaching bubbles:

1. On the **Smart View Settings** page, select the **Disable Teaching Bubbles** check box.

2. Go to Office 365 and open your worksheet, if not already open. The coach marks and teaching bubbles no longer appear.

To enable teaching bubbles, if disabled earlier:

1. On the **Smart View Settings** page, clear the **Disable Teaching Bubbles** check box.

2. Close your business process web application and Office 365 browser application, if open.

3. Log in to your business process web application and Office 365 browser application and open your worksheet. The coach marks and teaching bubbles start appearing again.

Smart View for Google Workspace

The chapter [Accessibility in Cloud EPM](#) provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages

- For Cloud EPM platform tasks

This section describes the accessibility options for the browser-based version of Oracle Smart View for Google Workspace. Smart View provides an interface between Cloud EPM solutions and Google Workspace. Using Smart View, you can view, import, manipulate, distribute and share data in Google Sheets.

Accessibility for Smart View is explained in the following topics:

- [Accessibility Settings for Smart View for Google Workspace](#)

- [Access Keys in Smart View for Google Workspace](#)

- [Controlling Focus on Coach Marks and Teaching Bubbles](#)

For information on accessibility features of Oracle Smart View for Office and Oracle Smart View for Office (Mac and Browser), see the following topics:

- [Smart View for Office](#): Describes the accessibility features of Smart View installed on Windows desktop for analyzing data in Microsoft Excel, Word, Outlook, and PowerPoint.

- [Smart View for Office (Mac and Browser)](#): Describes the accessibility features of the browser-based version of Smart View deployed in a web browser on either Windows or Mac systems for analyzing data in Microsoft Excel 365.

Accessibility Settings for Smart View for Google Workspace

You do not need to enable accessibility specifically for Oracle Smart View for Google Workspace; it is always in accessible mode.

Since Smart View is used on a web browser, refer the Google Workspace accessibility and the Chrome accessibility documentation for more information.

Working with JAWS in Smart View for Google Workspace

If you are using JAWS® Screen Reading Software, Oracle recommends using the Google Chrome browser for Oracle Smart View for Google Workspace.

Working in High Contrast Mode

To use Oracle Smart View for Google Workspace in High Contrast mode, turn on the contrast settings in your system's settings.

> ⓘ **Note**
>
> When you apply a contrast theme, be sure to refresh the browser so that the contrast settings are applied to your active sheets.

Access Keys in Smart View for Google Workspace

This topic covers the access keys used in Oracle Smart View for Google Workspace for the following components:

- [Main Navigation](#)
- [Panels](#)
- [Dialogs](#)

Main Navigation

Oracle Smart View for Google Workspace contains different components such as the Extensions menu under which the main Smart View menu is located, the Smart View Home panel, and the main sheet area. This topic explains how to navigate and switch focus between these components.

Accessing the Smart View for Google Workspace Menu

The Smart View for Google Workspace menu is present in the Extensions menu of Google Sheets.

To access the Smart View for Google Workspace menu:

1. Press **Alt + Shift + N** to open the **Extensions** menu.

2. Press the **Down Arrow** to go to the **Smart View for Google Workspace** menu and press **Enter** to access its menu items.

3. Now, use the Arrow keys to navigate through the menu items and press **Enter** to open the menu item in focus.

Switching Focus from the Sheet to Smart View Home Panel

To switch focus from the sheet to the Smart View Home Panel, open the Smart View Home Panel from the menu, even if it is already open.

1. Press **Alt + Shift + N** to open the **Extensions** menu.

2. Press the **Down Arrow** to go to the **Smart View for Google Workspace** menu and press **Enter** to access its menu items.

3. Navigate to the **Home** menu item under **Start** using the Arrow keys and press **Enter** to open the Smart View Home Panel.

4. Press **Tab**. The focus is now in the Search bar in the Smart View Home Panel. Use the **Tab** key to move to other controls in the panel.

Switching Focus from Smart View Home Panel to the Sheet

To switch focus from the Smart View Home Panel to the sheet:

1. In the Smart View Home Panel, press **Tab** until the focus is on the whole panel.

2. Press **Esc** to shift focus to the sheet.

3. Press **Tab** to verify the focus is now on a cell within the sheet.

Panels

Use the following access keys to navigate through various panels in Oracle Smart View for Google Workspace, such as the Smart View Home panel, Favorites panel, Business Rules panel, and so on.

Access Keys for Panel Navigation

The following access keys are commonly used to navigate various panels in Smart View.

Keys	Action
Tab	Move through the various components in a panel such as tabs, search box, icons, and buttons.
Up and Down Arrow keys	Move up and down the list of items in a panel. For example, the list of rules in the Business Rules panel or the list of variables in the User Preferences panel.
Down Arrow	Open a drop-down menu
Enter	Select an item in a drop-down menu Expand a folder or node in a panel Open a form, report, task, and other items from panels Select a button (for example, OK, Apply, or Close)
Space Bar	Select a check box, an option, or a toggle switch

Access Keys for Favorites Panel

The following access keys are specifically used in the Favorites panel.

Keys	Action
Tab	Access the first group heading. For example, Favorites group or General group (if favorites are not yet added)
Enter	Expand a group to access its operations

Keys	Action
Down Arrow	Go to an operation under a group
	Go to the star icon next to an operation
Enter or Space Bar	Select an unselected star icon to add an operation to the Favorites group
	Deselect a selected star icon to remove an operation from the Favorites group

Dialogs

Use the following access keys to navigate through various panels in Oracle Smart View for Google Workspace, such as the Options dialog, Member Selector dialog, Job Console dialog, and so on.

Access Keys for Dialogs

The following access keys are commonly used to navigate various dialogs in Smart View.

Keys	Action
Tab	Move through a dialog from top to bottom
Shift+Tab	Move through a dialog from bottom to top
Left and Right Arrows	Move to the next tab and the previous tab.
	For example, the Data, Members, Formatting, and Advanced tabs in the Options dialog.
Enter	Select a button (for example, OK, Apply, or Close)
Space Bar	Select a check box, an option, or a toggle switch
Escape	Exit a dialog. With focus on the X (Close) icon, press Escape twice to close the dialog.

Member Selector Dialog

The following access keys are specifically used in the Member Selector dialog.

Keys	Action
Enter	Expand a group of members
Down Arrow	To select a member from the list of members:
	1. Press Down Arrow once to navigate to a member under a group.
	2. Press Down Arrow again to select the member, that is select the check box next to the member.
Ctrl + Space Bar	Deselect a selected member
Alt + Down Arrow	Expand the drop-down menu next to the Search icon to access the menu items of Find Next, Find Previous, and Check All Found

Cell Styles in Options Dialog

The following access keys are specifically used in the Cell Styles section of the Options dialog.

Keys	Action
Right Arrow	Expand a cell styles group such as Data Styles, Member Styles, and Miscellaneous Styles in the Cell Style section
Down Arrow	To navigate the list of cell styles: 1. Press Down Arrow once to navigate to a cell style within a group. 2. Press Down Arrow again to move focus to the Move Up button next to a cell style. 3. Press Down Arrow again for the third time to move focus to the Move Down button next to a cell style.
Up Arrow	Press Up Arrow to navigate to a previous cell style
Enter	Select a cell style Select the Move Up and Move Down buttons to move a cell style up or down the order of precedence

Considerations

Note the following considerations while using access keys in dialogs.

- In the **Job Console** dialog, you can select a job by pressing **Space Bar**. However, to deselect a selected job, you need to press **Ctrl + Space Bar**.

- In the **Copy Version** dialog, when you press **Enter** in the Scenario, Copy From, or Copy To fields, a drop-down list opens in a panel with an X (Close) icon. The Close icon cannot be navigated to using the keyboard. As a workaround:

  – Use the **Esc** key to exit the drop-down list panel and return back to the **Copy Version** dialog with focus on the same drop-down list field from where the panel was opened.

  – Use the **Tab** key to exit the drop-down list panel and return back to the **Copy Version** dialog with focus on the next field.

Controlling Focus on Coach Marks and Teaching Bubbles

Coach marks are temporary indicators overlaid on user interface elements. When clicked, they open teaching bubbles which provide useful information or help text to educate users about the interface element. In Oracle Smart View for Google Workspace, coach marks appear on various components such as the Home panel, Task List panel, Member Selection dialog, and so on.

Opening Teaching Bubbles

In Smart View, the coach marks and teaching bubbles are enabled by default.

You can click a coach mark to open the teaching bubble and read its content. Alternatively, you can also use the following keyboard equivalents.

1. To open a teaching bubble, you can press either the **Enter** key or **Alt+C** when the focus is on the coach mark.

2. If you are using JAWS, the screen reader announces that the coach mark has appeared and you can press **Alt+C** to open the teaching bubble.

Predictive Planning in Smart View

The chapter Accessibility in Cloud EPM provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys for the following:

- To navigate across all Oracle Fusion Cloud Enterprise Performance Management pages
- For Cloud EPM platform tasks

This section provides accessibility options when you are working in Predictive Planning in Oracle Smart View for Office and includes:

- Enabling Accessibility for Predictive Planning in Smart View
- Access Keys for the Predictive Planning Panel

Enabling Accessibility for Predictive Planning in Smart View

Predictive Planning supports accessibility at all times through keyboard shortcuts and other means. Users who require additional support can activate Accessibility mode with the following features:

- Series or other distinctions in charts have different patterns, not just different colors.
- Accessible text is provided in blank charts to indicate whether data is available or why it is not.
- Microsoft Excel charts are included in reports by default and values of the chart series are written out to the report spreadsheet.

To activate Accessibility mode in Predictive Planning in Oracle Smart View for Office:

1. Select **Options** in the Predictive Planning ribbon.
2. Select **Enable accessibility options**.
3. Click **OK**.

> ⓘ **Note**
>
> To deactivate Accessibility mode in Predictive Planning in Smart View, clear the **Enable accessibility options** selection in the **Options** dialog.

Access Keys for the Predictive Planning Panel

Keys	Action
F6	Move focus into the Prediction panel from any other panel.
Ctrl+Up Arrow	In the Predictive Planning panel, selects the previous member
	In the New View, Modify View, and Manage Views dialog box, moves a view up in order
Ctrl+Down Arrow	In the Predictive Planning panel, selects the next member
	In the New View, Modify View, and Manage Views dialog box, moves a view down in order

Keys	Action
Ctrl+P	In the Predictive Planning panel, displays the Chart Preferences dialog
Ctrl+Z	In the Predictive Planning panel, selects the Chart Scale slide control to display more or less detail in the chart
Ctrl+T	In the Predictive Planning panel, detaches the pane from the side of the window; same as the Pin Panel button
F1	In the Predictive Planning panel, displays online Help