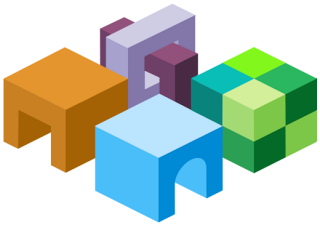

ORACLE® HYPERION ENTERPRISE PERFORMANCE MANAGEMENT WORKSPACE

Release 11.1.2.2

ACCESSIBILITY GUIDE

ORACLE
ENTERPRISE PERFORMANCE MANAGEMENT SYSTEM

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Introduction

This appendix describes the accessibility features of Oracle Hyperion Enterprise Performance Management Workspace. For information regarding supported assistive technologies, refer to the *Oracle Hyperion Enterprise Performance Management System Installation Start Here* guide.

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.

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.

Enabling Accessibility for EPM Workspace

The Enable Screen Reader is displayed in EPM Workspace User Preferences, General tab when using Internet Explorer.

Note: The Screen Reader Support preference for EPM Workspace enables screen readers and magnifiers to access and work with EPM Workspace. If you change the Screen Reader Support preference setting during a session, you must restart your browser to enable the changes.

If you are using JAWS® Screen Reading Software, Oracle recommends using the Internet Explorer browser.

➤ To enable accessibility:

1 From EPM Workspace, select **File**, and then **Preferences**.

2 Under Accessibility Mode, select **Enable Screen Reader Support**.

This option enables the screen reader that you have installed to read the information displayed on the screen.

3 Click **OK**.

EPM Workspace Accessibility Features

Setting High-Contrast Mode

A high-contrast color mode is available for accessibility. This option is supported only on the same platforms on which Screen Readers are supported.

➤ To set high-contrast mode:

1 Perform an action:

- Select **File**, then **Preferences**. From **Accessibility Mode**, from the **Select Theme** drop-down, select **High Contrast**.
- A shortcut key is also available to toggle between high-contrast and regular mode. Ctrl +Shift+H toggles the theme and prompts you to either restart EPM Workspace or continue working. You must restart EPM Workspace to see the theme changes. If you continue working, theme changes will take effect at your next logon.

2 Click **OK**.

Using the Tab Key in the EPM Workspace UI

Default tab order in the EPM Workspace UI flows from left to right, top to bottom. The tab order loops in both directions so that tabbing from the last item focuses the first item, and reverse-tabbing from the first item focuses the last item.

EPM Workspace Keyboard Equivalents

Using Global Navigation Shortcuts

EPM Workspace provides keyboard shortcuts for general navigation:

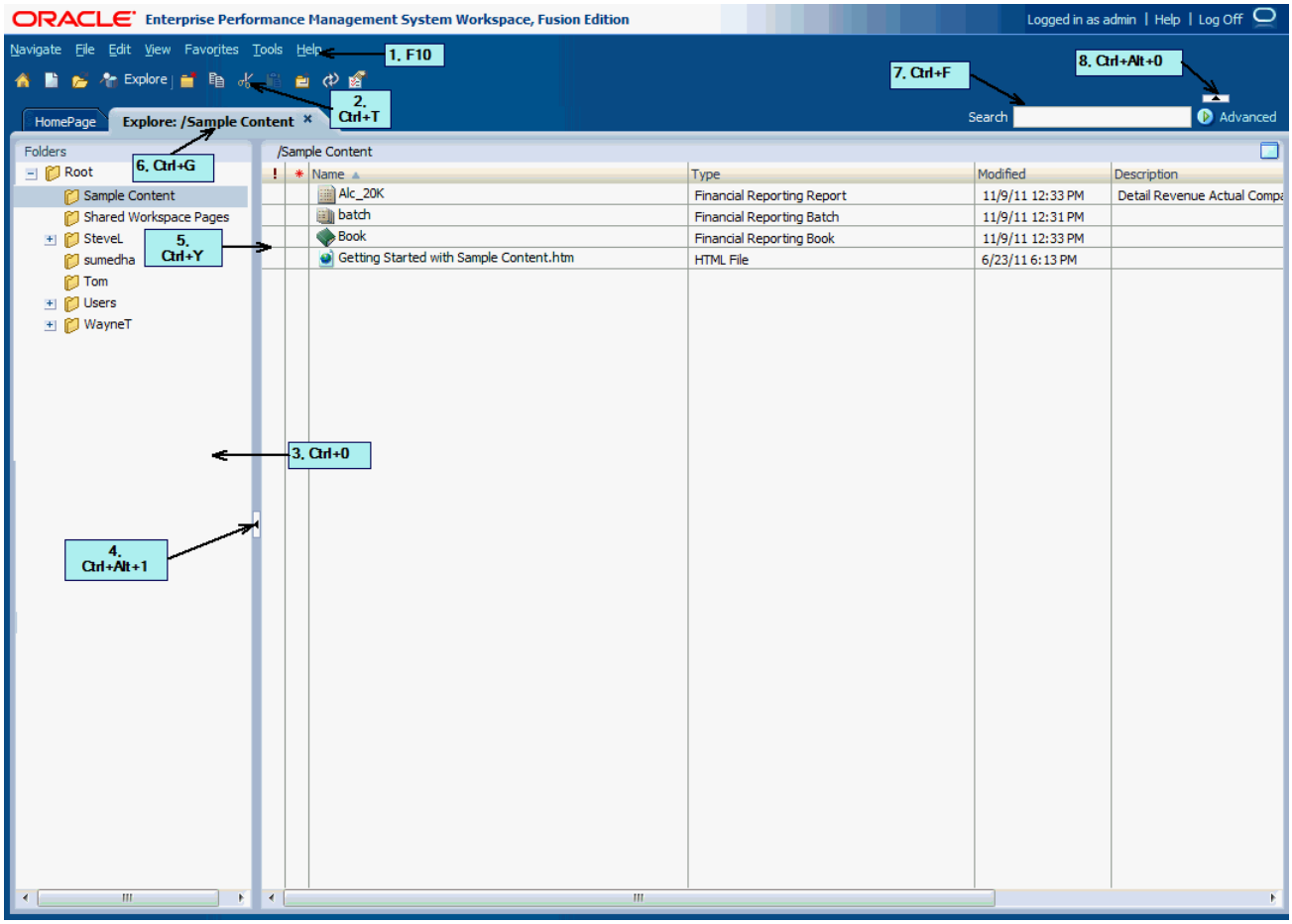
Table 1 Global Navigation Shortcuts

Key	Action
F10	Move the focus to the first menu in the menu bar.
Ctrl+0	Focus current view pane (because a view pane cannot have focus itself, this focuses the first valid child in the tab order). If there is no view pane, nothing happens.
Ctrl+1,2...9	As with Ctrl+0, but select the first, second, through ninth view pane and move focus to its first focusable child.
Ctrl+B	Focus Annotations Area control. (for Financial Reporting only. See *Oracle Hyperion Financial Reporting User's Guide*.
Ctrl+G	Focus Content tab bar of EPM Workspace (which lists open modules). Focus goes to current module tab. If multiple documents are open, the current module tab is highlighted. If no tabs are open, nothing happens.
Ctrl+F	Focus the Search field.
Ctrl+T	Focus the Standard toolbar. Use the Tab key to select individual buttons.
Ctrl+Y	Focus the Content area. This transfers focus to the first valid child in the tab order of the Content area of an active document.
Ctrl+F4	Close current active module - document, tasks, or files. If none are open, nothing happens.
Ctrl+Shift+H	Toggle the selected theme to change the color scheme of the user interface (UI).
Ctrl+F6	Enter a frame's content area and focus the first focusable element (if any).
Ctrl+Shift+F6	Exit the content area of a frame and return focus to the frame itself.

Key	Action
Ctrl+L	Presents a list of selectable navigation targets in the Links List window: ● Go to View Pane ● Go to Content Area ● Go to Annotations Area ● Go to Tab Bar ● Go to toolbar
Ctrl+Alt+0	Toggle the masthead to show or hide. **Note:** The masthead cannot be hidden using the navigation shortcut keys for the logon page.

EPM Workspace Graphic with Callouts

The graphic below shows how to navigate Explore mode using keyboard shortcuts; other EPM Workspace modes use the same shortcuts.



The EPM Workspace user interface includes these areas.

1. Menu bar (F10) — Commands and sub-commands that organize tasks and modules.
2. Standard toolbar (Ctrl+T) — Buttons for performing tasks.

3. View pane (Ctrl+0) — Area that provides buttons that enable jumps between zero or more panels, each panel having a specific use and corresponding controls.
4. View pane and content area adjuster (Ctrl+Alt+1) — Setting to adjust the size of the View pane and content area. Hiding the view pane provides a larger content frame in which to use EPM Workspace. Select **View**, then **View Pane** to hide or display the View pane.
5. Content area (Ctrl+Y) — Area in which you view active module documents, tasks, or files.
6. Content tab bar (Ctrl+G) — Information bar specific to the current module. If multiple documents are open, the current document tab is highlighted.
7. Search field (Ctrl+F) — A space where you enter text you want to search for within the Repository.
8. Menu and toolbar display (Ctrl+Alt+0) — Setting to show or hide the menu and toolbar area.

Accessibility Behaviors for General UI Elements

Listed below are specific keystrokes that are handled by individual User Interface (UI) elements, as well as expected behavior of screen readers when the UI element is focused:

Table 2 User Interface Element Types

UI Element	Key Event
Button	Either Enter or Space activates the button, causing the same action as a left click. **Note:** In Internet Explorer, button accelerator is triggered by Alt+<letter> and in Firefox, by Alt+Shift+<letter>.
ComboBox	1. Up or down arrow keys display the popup menu and allow selection of combobox values. 2. Space or Enter selects a combobox item from the popup. 3. If editable, alphanumeric keys cause an edit.
Dialog	1. If the dialog has an accept button defined, Enter key activates it. 2. The dialog is modal and blocks all other keyboard events.
Content Area (IFrame)	1. Press Ctrl+F6 to enter a frame, then you may need to press Tab to select the first focusable item. 2. Press Ctrl+Shift+F6 to exit the content area of a frame and return focus to the frame itself.
List	1. The up or down arrow keys move selection focus up or down through the list elements. The selection is continually updated. An arrow key press results in a selection event. 2. Ctrl+Up or Down key: item focus moves up or down without changing the current selection. Spacebar can be used to add the focused item to the selection. 3. Shift+Up or Down key: item focus moves up or down and the newly focused item is added to the selection. **Note:** If the list supports only a single selection, the Ctrl and Shift modifiers have no effect.
Tab Bar	Left or right arrow key moves selection focus and selects the new tab immediately. Selection focus *wraps around* the ends of the tab bar.
Text Field	1. If editable, alphanumeric keys cause an edit. 2. Tab proceeds in the tab order. Tab cannot be entered as a character in the text field.

UI Element	Key Event
Tree	The left and right arrow keys collapse or expand the current node if it has children. If it has no children, there is no effect. The expansion is non-recursive. However, if the tree is capable of remembering previous expansion state of any subnodes, it should do so.

Accessibility Behavior for Non-standard Controls

The following text describes the accessibility behaviors for non-standard controls:

Content Tab Bar

When the Content tab bar is focused, selection focus is on the current tab, if any.

Table 3 Content Tab Bar— Accessibility Keys

Key	Action
Content Tab Bar	
Right/Up arrows	When on any document content tab, to select next tab on right. The selection will wrap.
Left/Down arrows	When on any document content tab, to select next tab on left. The selection will wrap.

Accessibility for Sidebar Icon List

The following keyboard shortcuts are supported on the sidebar icon list for the File then Preferences and File then Properties menu options.

Table 4 Sidebar Icon List — Accessibility Keys

Keys	Action
Tab/Shift+Tab	Navigate up/down the items in the list.
Space bar	Select focused item in the list.

Accessibility for Online Help

When the Screen Reader Support preference is enabled, see "Enabling Accessibility for EPM Workspace" on page 2, the help window is visually rearranged so that the help topic is first in document order, displaying above the help toolbar. This is to ensure that a screen reader program reads the help topic first when online help is invoked. Table 5, "Online Help — Keyboard Shortcuts," on page 8 lists the keyboard shortcuts for online help.

The following is additional information you may need when using online help:

- To help screen reader users, when a page loads in the Help Topic frame, scripting shifts focus to the loaded document. For example, when help is opened, since the user most likely wants the context-sensitive help topic read, focus is set on the Help Topic frame document.
- You have to use the Virtual PC Cursor option in the screen reader in order to read the Help topic. Press Insert+Z to toggle the Virtual PC Cursor and use JAWS commands to read the text.
- HTML elements such as form controls typically function as would be expected for your browser (and screen reader, if applicable). Following are a few exceptions:
  - Contents page. In the tree used that displays the selected help system's table of contents, there are 2 types of links:
    - Links containing the titles of target topics. If you activate these links, the target topic opens in the Help topic frame, and focus moves to that topic.
    - Links that open subtopics of a topic. When focus is placed upon these links, a screen reader program says one of the following:
      - Collapse Node if the subtopic links are expanded; activating the link removes the subtopic links from the tab order.
      - Expand Node if the sub-topic links are collapsed; activating the link places the subtopic links in the tab order.

      After activating this type of link, the next link in the tab order is the topic, followed by any subtopics.

      These links are located before their corresponding topic links themselves in the tab order. You can determine whether a topic has subtopics by pressing the online help keyboard shortcut Shift+Tab; if the screen reader says Expand Node or Collapse Node, the topic has subtopics.
    - Index and Contents pages: When a selection is made from the **Select product** dropdown list, the values currently on the **Select help system** dropdown list change to reflect the help system types available for the product. This is because after changing the product, you must select the desired help system type.
- Search page:
  - If you are using screen reader, and are in the search form or the forms to select a different help system in the Index and Contents tabs, the screen reader may use the Enter key for some purpose other than submitting the form. For example, the screen reader may use Enter to toggle Forms Mode in some contexts. If that happens, you can submit the form by using the shortcut for moving focus to the next button.
  - If the **All** checkbox is selected in the **Search help for the following products** group of checkboxes, any selected checkboxes for products are cleared.
  - If the **All** checkbox is selected in the **Search help for the following products** group of checkboxes, and then a checkbox for a product is selected, the **All** checkbox is cleared.
  - If the **All** checkbox is selected in the **Search the following types of help systems** group of checkboxes, any selected checkboxes for help types are cleared.

- If the **All** checkbox is selected in the **Search the following types of help systems** group of checkboxes, and then a checkbox for a help type is selected, the **All** checkbox is cleared.

Table 5 Online Help — Keyboard Shortcuts

Shortcut	Description
Ctrl+Shift +1	Open and move focus to the table of contents page, in the Navigation frame. The displayed table of contents entries are for the help system that contains the currently displayed help topic. The table of contents consists of frames containing the following: ● A form to select a table of contents for a different help system. If you select a different help system, the help topic frame is also updated to display the help system's launch page. ● The table of contents links.
Ctrl+Shift +2	Open and move focus to the index, in the Navigation frame. The displayed index entries are for the help system that contains the currently displayed help topic. The index consists of frames containing the following: ● A form to select an index for a different help system. If you select a different help system, the help topic frame is also updated to display the help system's launch page. ● Shortcut links to index entries, which are grouped by letter. ● Index entry links
Ctr+Shift+3	Open and move focus to the Search frame, in the Navigation frame.
Ctrl+Shift +4	Move focus to the content frame, which is the frame that contains help topics and search results. **Note:** If you are finding that a page is not reading as expected, try toggling off Forms Mode.
Ctrl+Shift +5	Move focus to the toolbar frame, which contains links to various help features. **Note:** The toolbar includes a link to the help topic describing accessibility information for EPM Workspace.

Considerations

The following items are noteworthy for accessibility users of this release.

Note: Review the Oracle Hyperion Enterprise Performance Management System Certification Matrix for information on system requirements. You can find it at http://www.oracle.com/technology/software/products/ias/files/fusion_certification.html (under Business Intelligence).

- When Internet Explorer 9 is used, pressing the Enter key to activate some buttons that look like icons may cause confirmation dialogs to be ignored.
- Using Internet Explorer 9, pressing Ctrl-Alt-0 may not unhide the masthead in some cases. The workaround is to move the mouse to where the masthead should appear when unhidden; this will cause the masthead to appear.
- When accessibility mode is enabled, Personal Pages may appear blank. As a workaround, switch to the Home Page tab and return to the Personal Pages tab.

- In Internet Explorer 9, some toolbar buttons and links may be missing borders when they receive the focus.
- When the high-contrast theme is used, the buttons on layout areas do not have a red background when focused. As a result, it may be difficult to see the that these buttons have the focus.
- In high contrast mode with Mozilla Firefox, layout areas that don't have the focus are missing their left borders. Also, the content may appear in the middle of the layout area, not aligned with the top of layout area.
- In Mozilla Firefox, when the focus is on an IFRAME, there is no visible focus indicator.
- In Mozilla Firefox, navigating by pressing Tab can eventually cause the focus to be lost. To avoid this problem, use the Ctrl-X shortcuts to navigate to the different regions.
- In Workspace Pages, after pressing Ctrl-Shift-F6 to shift focus out of an iframe, you can tab to other controls outside the iframe, but you cannot immediately press Ctrl-F6 to return to the iframe. As a workaround, you can press Tab to move to another control, then Shift-Tab to bring the focus back to the iframe, and finally Ctrl-F6 to return focus to inside the iframe.
- When pressing Esc to exit the main menu, you must press Esc one more time after the menu closes to remove focus from the menu bar.
- When importing Oracle Hyperion Interactive Reporting (BQY) documents or jobs using the keyboard only, the Apply Option to All Queries dropdown should be operated as follows:
  - Use ALT+DOWN to open the dropdown
  - Use UP and DOWN to navigate among options
  - Use ENTER to select an option
- Keyboard navigation has been enabled by default in both the screen reader and non-screen reader modes for Oracle Hyperion Interactive Reporting documents in EPM Workspace. You can disable keyboard navigation when the screen reader setting is not active. To disable keyboard navigation, add the parameter: DISABLE_KEYBOARD_NAV_IN_NON_508_MODE=true to the Hyperion Interactive Reporting Service (BI) in Dynamic Service properties. For more information, see *Chapter 4, Using the Administer Module* of the *Oracle Enterprise Performance Management Workspace, Reporting and Analysis Framework User's Guide*.
- When the screen reader is used and the Virtual PC Cursor is disabled, a "blank" word is heard before the actual title or text. This occurs in Menu and Explore when using the Up and Down arrow keys. The buttons "Delete" and "Backspace" may also cause the “blank” word.
- Accelerators for Next or Cancel buttons in dialogs containing I-Frames may need to be issued twice. For example, from the EPM Workspace Import dialog when focus is inside the dialog I-Frame, the accelerators for Next and Cancel buttons, Alt+X or Alt+L need to be issued 2 times. Pressing these keys for the first time removes you from the I-Frame and then the second time is when the accelerator is enabled.
- The optional Workspace Messaging administrative feature for broadcast notification of users may not get focus in Web browsers. Administrators of systems with users requiring

accessibility should notify these users of other options for system messages such as using email.

- For systems which were upgraded from version 11.1.x, users who had selected the high-contrast theme in the previous version do not see the correct theme the first time they log on to the new version. The correct theme takes effect on their second log on.
- When using the F10 global navigation shortcut key to move focus to the first menu in the menu bar, in some Web browsers if the current focus is inside a combo box list, it may not work properly. Once the user moves focus out of the combo box, F10 works correctly.
- List of users, groups, or roles is unexpectedly scrolled up when selecting items using arrow keys. To avoid this, input more restrictive criterion in search field so that only one page of items is displayed.
- While using Home Page, global shortcut keys (for example, Ctrl+T to get to the toolbar) may not work until Ctrl+Shift+F6 is pressed.
- Top level EPM Workspace menus can be accessed using the Alt key and the letter associated with that menu. Once the menu is opened, the Alt key is not necessary and should not be used to access menu items included in the menu currently open. Only press the letter associated with the submenu item desired. For example, Alt+F opens the File menu, N is all that is needed to select the New menu item under File menu.
- Once the EPM Workspace menus are open, you can navigate through the menu items using the arrow keys. This is announced by accessibility tools when menus are opened. However, there may be instances when this navigation hint is read only after the user begins navigating inside the menu.
- Components that are in a disabled state are not focusable and not read.
- EPM Workspace uses the ARIA attribute `role=application`. This is done in one place when opening EPM Workspace. This may reduce the need to manually specify in accessibility tools settings that indicate EPM Workspace behaves more like an application rather than a Web document.
- After selecting an item from the Home Page Recently opened links area, the newly opened document may not get focus. In order for an accessibility tool to read this, it may also be necessary to set focus by using one of the EPM Workspace global navigation short cuts. For example, Ctrl+Y to focus the main content area.
- Screen readers may not read the EPM Workspace Favorites dialog title Favorites Manager Dialog when it is opened. However, focus is then available for the first favorite in the list which should be read.
- List box controls may have rendering problems when Oracle Hyperion Enterprise Performance Management Workspace is used in accessibility mode and the display is scrolled. Internet Explorer 7 and up generally does not have these scrolling issues, although in some circumstances older video cards/drivers may display them. In addition, some list boxes may render as drop-down controls when in accessibility mode.
- In some circumstances, the screen reader may read more information than required, such as the image URLs.

- Advanced element info (tooltips) for Dashboards, Charts, and Reports not recognized by Screen Reader when using Ctrl+Alt+Enter. (Note: Screen Reader recognizes Dashboards, Charts and Reports when simply Tabbing through them).

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