



ORACLE® HYPERION FINANCIAL REPORTING

Release 11.1.2.00

ACCESSIBILITY GUIDE

ORACLE®
ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM

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Introduction

This appendix describes the accessibility features of Oracle Hyperion Financial Reporting.

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 Financial Reporting

The Enable Screen Reader is displayed in Oracle Hyperion Enterprise Performance Management Workspace User Preferences, General tab when using Explorer 6 and 7.

Note: If the application is already open before enabling the screen reader support for EPM Workspace, you must close it and open it in a new browser window.

If you are using JAWS® Screen Reading Software, Oracle recommends using the Internet Explorer browser. For the JAWS screen reader to announce links and image shortcut keys, Virtual PC Cursor (VPC) mode must be enabled.

► 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**.

Financial Reporting 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 component order: toolbar, search control, view pane, content area, content area (bottom) tab bar. 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. The following elements are not included in the tab order:

- Navigate menu
- Main menu bar (use shortcut keys to access menu items)
- The “Welcome <username>” message and the accompanying logoff text link (use logoff or exit icon in toolbar or items from File menu instead)

Financial Reporting Keyboard Equivalents

Using Global Navigation Shortcuts

EPM Workspace provides keyboard shortcuts for general navigation:

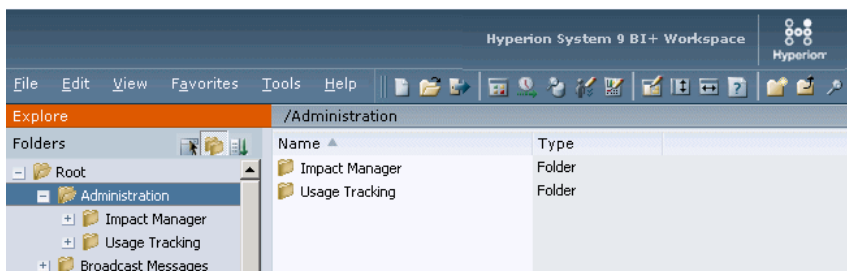
Table 1 Global Navigation Shortcuts

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..
Ctrl+G	Focus bottom 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.

Key	Action
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. You cannot immediately press Ctrl+F6 to return to the iframe, but you can tab to the other controls outside of iframe. To return to iframe after pressing Ctrl+Shift+F6, you can press Tab to move to another control, then Shift+Tab to bring focus back to the iframe and finally Ctrl+F6 to enter the iframe.
Arrow keys (left/right/bottom/top).	The built-in way to move around Explore module and access different cells and rows in a grid or tree view.
Ctrl+L	<p>Presents a list of selectable navigation targets in the Links List window:</p> <ul style="list-style-type: none"> ● Go to View Pane ● Go to Content Area ● Go to Annotations Area ● Go to Tab Bar ● Go to toolbar

EPM Workspace Graphic with Callouts

The graphic below shows how to navigate EPM Workspace's Explore mode using keyboard shortcuts; other 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 and 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.

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 will activate the button, causing the same action as a left click.
ComboBox	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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. <p>Note: If the list supports only a single selection, the Ctrl and Shift modifiers have no effect.</p>
Tab Bar	Left or right arrow key moves selection focus and selects the new tab immediately. Selection focus <i>wraps around</i> the ends of the tab bar.
Text Field	<ol style="list-style-type: none"> 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.
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 File Type Drop-down

The following keyboard shortcuts are supported in the File Type drop-down:

Table 4 File Type Drop-Down – Accessibility Keys

Keys	Action
Down arrow	Drop the menu.
Arrow up or down	Change selection.
Enter	Make selection.

Accessibility for Sidebar Icon List (File Preferences/Properties)

The following keyboard shortcuts are supported on the sidebar icon list:

Table 5 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 Show Columns dialog

The following keyboard shortcuts are supported in the Show Columns dialog:

Table 6 Show Columns dialog – Accessibility Keys

Keys	Action
Grid	
Arrow Up/Down	Change selection.
Space bar	Check/uncheck the check box. Uncheck to hide that column in the Explore list.
Move item/up/down arrow image to change the item's order in the list	

Keys	Action
Arrow Up/Down	Select the item to be moved.
Tab to Up/Down arrow image	Move item up or down.
Space bar	Activate to move item up/down.

Accessibility for Favorites Manager Dialog

The following keyboard shortcuts are supported in the Favorites Manager dialog:

Table 7 Favorites Manager Dialog – Accessibility Keys

Keys	Action
Grid	
Up/Down/Left/Right arrows	Change current cell selection.
Space bar	Check/uncheck cell.

Accessibility for Explore

The following keyboard shortcuts are supported for Explore/Subheadings:

Table 8 Explore – Accessibility Keys

Key	Action
Explore Tree	
Down arrow	When on any node, select next node below current. Selection will not wrap.
Up arrow	When on any node, select next node above current. Selection will not wrap.
Page up	When on any node, get to the last visible node on the previous page, or if there is no previous page, the first node on the current page.
Page down	When on any node, get to the first visible node on the next page, or, if there is no next page, the last node on the current page.
Right arrow	When on a folder node with plus icon, expand a node.
Left arrow	When on a folder node with plus icon, go up to next expanded folder
Right arrow	When on folder node with minus icon, go to next folder.
Left arrow	when on folder node with minus icon, collapse a node.
Explore List	
Down arrow	When on any node, select next node below current. Selection will not wrap.
Up arrow	When on any node, select next node above current. Selection will not wrap.

Key	Action
Page up	When on any node, get to the last visible node on the previous page, or, if there is no previous page, the first node on the current page.
Page down	When on any node, get to the first visible node on next page, or, if there is no next page, the last node on the current page.
Ctrl+Up/Down arrow	When on any node, allows navigation without losing selection.
Ctrl+Space	When on any node, select/deselect currently focused item.
Ctrl+A	When on any node, select all nodes.
Shift+Up/Down arrow	when on any node, select/deselect sequential list of items.
Enter key	When on a folder node, drill into the folder.
Enter key	when on any node except folder node, launch the item.

Accessibility for File Dialog

The following keyboard shortcuts are supported for the File dialog:

Table 9 File Dialog – Accessibility Keys

Key	Action
Down arrow	When on any node, select next node below current. Selection will not wrap.
Up arrow	When on any node, select next node above current. Selection will not wrap.
page up	When on any node, get to last visible node on previous page, or, if there is no previous page, the last node on the current page.
Page down	When on any node, get to the first visible node on next page, or, if there is no next page, the last node on the current page.
Left arrow	When on any node, drill up to folder node (parent of current node). If already at root node, nothing happens.
Right arrow	When on a folder node, drill down into folder and present contents.
Enter key	When on any node except folder node, select the item.

Accessibility for File Accumulator

The following keyboard shortcuts are supported for the File Accumulator:

Table 10 File Accumulator – Accessibility Keys

Key	Action
Left side with items to be added to selected list	
Down arrow	When on any node, select next node below current. Selection will not wrap.

Key	Action
Up arrow	When on any node, select next node above current. Selection will not wrap.
Page up	When on any node, move to last visible node on previous page, or, if there is no previous page, the first node on the current page.
Page down	When on any node, moves to first visible node on next page, or, if there is no next page, the last node on the current page.
Left arrow	When on any node, drill up to folder node (parent of current node). If already at root node, nothing happens.
Ctrl+Up/Down arrow	When on any node, allows navigation without losing selection.
Ctrl+Space	when on any node, select/deselect currently focused item.
Shift+Up/Down	When on any node, select/deselect sequential list of items.
Ctrl+A	When on any node, select all nodes.
Right arrow	When on a folder node, drill down into folder and present contents.
Right arrow	When on any node except folder node, add item to selected list.
Right List with items in the selected list	
Down arrow	When on any node, select next node below current. Selection will not wrap.
Up arrow	When on any node, select next node above current. Selection will not wrap.
Page up	When on any node, go to last visible node on previous page, or, if there is no previous page, the first node on the current page.
Page down	When on any node, go to first visible node on next page, or, if there is no next page, the last node on the current page.
Left arrow	When on any node, remove item from selected list.
Move Up/Down arrow image to change the item's order in the list	
Arrow Up/Down	Select the item to be moved.
Tab to Up/Down arrow image	Move item up or down.
Space bar	Activate to move item up/down.

Accessibility for EPM Workspace Pages

The following keyboard shortcuts are supported by the content area in EPM Workspace pages:

Table 11 Workspace Pages – Accessibility keys

Keys	Action
Arrow keys	Used to Navigate between layout areas on a Workspace page.
a	If focus is on a layout area, then pressing this key adds the selected content in the Content Browser to the layout area.
Ctrl+a	If focus is on the Content Browser, then pressing this key combination adds the selected content in the left pane as content to the page.
r	If focus is on a layout area, then pressing this key triggers the remove action on the layout area.
e	If focus is on a layout area, then pressing this key triggers the edit action on the layout area if the edit action is available for the layout area.
l	If focus is on a layout area, then pressing this key triggers the launch action on the layout area if the launch action is available for the layout area.
m	If focus is on a layout area, and the layout area is not maximized, then pressing this key triggers the maximize action on the layout area or else it triggers the restore action on the layout area. The maximize option must be enabled on the layout area.

Accessibility for Workspace Template Selector Dialog

The following table provides keyboard shortcuts for the Template Selector Dialog:

Table 12 Template Selector Dialog – Accessibility key

Key	Action
Up/Down/Left/Right	1. Up/Down/Left/Right arrow to navigate and select item in the group.

Accessibility for Financial Reporting

The following table provides keyboard shortcuts for Oracle Hyperion Financial Reporting.

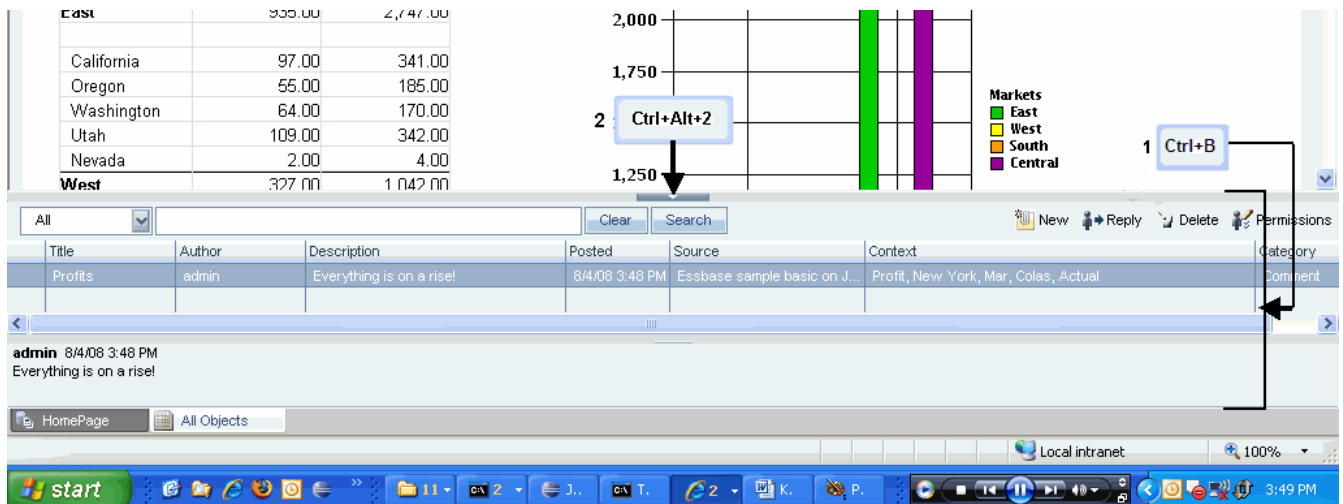
Table 13 Financial Reporting – Shortcut Keys

Keys	Action
Ctrl+F6, followed by Tab	To select report in books and batches, if focus is on the whole list.
Enter	To show report, if report is selected in the list.
Member Selection	
Arrow keys	Navigate through open members, if focus is on option.
Enter	To open or close tree node, if focus is on +/- sign or open/close folder image.
POV Bar	
Tab	Navigate through dimension buttons, if focus is on whole POV bar.

Keys	Action
Enter	Used to launch member selection dialog.
Import Financial Reporting Documents dialog	In the Import dialog, when the focus is on a frame, press Ctrl+F6 to enter a frame, then press Tab to select the first focusable item.

Financial Reporting Graphic with Callouts

The EPM Workspace displays a Financial Reporting report and the Annotation area.



1. Annotation area (Ctrl+B) — Area that displays annotation information associated with the report.
2. Annotation pane area and content adjuster (Ctrl+Alt+2) — Setting to adjust the size of the annotation pane and content area. Hiding the annotation pane provides a larger content frame in which to use EPM Workspace. Select View, then View Annotations to hide/display the Annotation pane.

Accessibility for Foundation Services

The following table provides keyboard shortcuts for Oracle Hyperion Foundation Services:

Table 14 Foundation Services – Shortcut Keys

Keys	Action
Tab	Apart from its standard function, this key is used to get to the right pane from folders' list.
Space	Apart from its standard function, this key can be used to switch between tabs in various Properties dialogs. It can also be used to sort items in Users, Groups, Roles' table of Properties dialog on Permissions tab.
Ctrl+<column_number>	This key combination can be used to sort items in Selected table of Properties dialog on Permissions tab.

Keys	Action
Enter	Apart from its standard function, this key can be used to switch between tabs in Import dialogs.
<column_number>	Press the corresponding table column number to sort the outputs in Jobs' Output Collection.
Keyboard context menu button	Show context menu for the item over which the mouse cursor is placed (but not for the one which is focused).

Accessibility for Interactive Reporting

The following table provides keyboard shortcuts for Oracle Hyperion Interactive Reporting.

Table 15 Interactive Reporting – Shortcut Keys

Keys	Action
Ctrl+F6 followed by Tab	If focus is on whole content pane of an Oracle Hyperion Interactive Reporting file opened in Oracle Hyperion Enterprise Performance Management Workspace, use these keys to navigate into the section and its elements.
Ctrl+Shift+Enter	Display tool tip and read the status bar.
Shift+F10	Open and close context menu.
Arrow keys	Navigate through context menu.
Results/Table Section	
Arrow keys or Tab	Navigate through the individual cells.
Shift+Arrow keys	Used to scroll, if the focus is on whole content pane of Results/Table sections.
Ctrl+Alt+Arrow keys	Select two or more columns.
Ctrl+Space	Add/remove current column to the selection.
Pivot Section	
Arrow keys or Tab	Navigate through the individual cells.
Chart Section	
Ctrl+Shift	Apart from its standard function, these keys can be used for working with Chart, where there is a two-layer navigation: all the elements are placed in groups (for example, one group includes axis labels, the other one includes pie slices). The user goes between the groups by pressing Tab, and may drill down into particular group and start tabbing in it by pressing Ctrl+Shift.
Report Section	
Ctrl+Shift	Visit individual elements of Embedded Objects.
Alt+I	Go through the tables within one Report page.

Keys	Action
Dashboard Section	
Ctrl+Shift	Visit individual elements of Embedded Objects.
Query/CubeQuery Section	
Ctrl+Shift+Arrow keys or Tab	Navigate through the individual cells of CubeQuery table.

Accessibility for Online Help

The table that follows lists the keyboard shortcuts for online help.

Table 16 Online Help – Keyboard Shortcuts

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.

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