



ORACLE® HYPERION PLANNING

Release 11.1.2.2

Accessibility Guide

ORACLE®
ENTERPRISE PERFORMANCE
MANAGEMENT SYSTEM

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Introduction

This guide describes the accessibility features of Oracle Hyperion Planning.

Oracle customers have access to electronic support through My Oracle Support. For information, visit or visit 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 Planning

Accessibility features in are on by default, and are always available.

Accessibility Features

Planning provides these accessibility features. For information about the recommended software configuration, see the *Oracle Hyperion Enterprise Performance Management System Certification Matrix*. This matrix is posted on the Oracle Fusion Middleware Supported System Configurations page on OTN (listed in the Oracle Business Intelligence product area): http://www.oracle.com/technology/software/products/ias/files/fusion_certification.html

- Support for screen readers and magnifiers
- Keyboard navigation equivalents for all objects
- Alt+Z to skip navigation links and read the main content area. Note that Ctrl+F6 does not read this area
- Alt and Title attributes for all objects, images, and page titles
- Support for expanding and collapsing trees using the Enter key and keyboard equivalents
- Data form access using keyboard equivalents
- Tab indexing, implemented from left to right on all pages

Recommended JAWS Settings

- Turn PC Cursor Mode ON when tabbing through read-only fields in a table.
- Turn PC Cursor Mode OFF when entering data in editable fields.

What to Expect in Screen Reader Mode in the Current Release

- Use radio buttons and check boxes for selection.
- For information icons, click icons for additional information.

- No Popups; popups appear in a new page. When a popup such as a confirmation message appears on save or rule launch, use the Down Arrow keys to read the message after the screen reader announces the popup. Use the same process for informational popups.
- No graphs or charts; everything is rendered in table format.

Accessibility Information for Planning Release

11.1.2.1 User Interface

If you are using the Planning release 11.1.2.1 interface and features, refer to the Planning release 11.1.2.1 accessibility information in *Oracle Hyperion Planning Administrator's Guide* Release 11.1.2.1, Appendix D, "Accessibility Features."

Planning Keyboard Equivalents

These sections list the keyboard equivalents implemented for screen navigation, menus, and tasks completed on pages and dialog boxes.

- [“Access Keys for Left Pane Accordion Controls” on page 3](#) provides general access and left pane navigation.
- [“Accelerator Keys” on page 4](#) contains the keyboard equivalents used throughout Planning.
- [“Menus” on page 27](#) contains the keyboard equivalents for the Planning menus.
- [“Tool Bar” on page 32](#) lists keyboard equivalent for the tool bar.

Note: Some options and movements within do not need an assigned hot key. In these cases, use the Tab key for navigation.

Access Keys for Left Pane Accordion Controls

Table 1 General Access Keys

Keys	Action
Alt+M+Enter	Open the Forms accordion
Alt+L+Enter	Open the My Task Lists accordion
Alt+L+Enter	Open the Task Lists accordion
Alt+S+Enter	Open the Dimension accordion
Alt+B+Enter	Open the Business Rule Security accordion
Alt+R+Enter	Open the Preferences accordion

Table 2 Left Pane Navigation

Keys	Action
Alt + M	Focus on Forms Accordion
Alt + L	Focus on Task List Accordion or My Task List Accordion. For planners, Alt + L focuses on My Task List Accordion. For administrators and Interactive users: <ol style="list-style-type: none"> 1. First, focus moves to Task Lists Management. 2. Pressing Alt + L again moves focus to My Task List accordion.
Alt + S	Focus on Dimension Editor accordion
Alt + B	Focus on Business rules security accordion
Alt + R	Focus on Preferences accordion
Alt + D	Focus on Decision Package Types accordion
Alt + Z + Tab	Move focus to the first available field on the right content pane.
Alt + O	Focus on Form Folder sub accordion
Alt + M	Focus on Forms sub accordion
Alt + U	Focus on Business Rules sub accordion
Note: After the focus moves to the accordion, pressing Enter toggles between expand and collapse actions.	These hot keys are for page level actions for the Planning artifact management pages such as Form Management, Task List Management, Dimension Editor, and Menu Management.

Accelerator Keys

Table 3 Manage Artifacts - Page-Level Actions

Keys	Action
Ctrl + W	Create, add, add child
Ctrl + E	Edit
Ctrl + Shift + R	Rename
Ctrl + M	Move
Ctrl + Shift + G	Assign access
Ctrl + Shift + B	Add sibling
Ctrl + B	Show ancestors
Ctrl + U	Show usage

Keys	Action
Ctrl + Shift + U	Move up
Ctrl + Shift + D	Move down
Ctrl + H	Refresh, Sync
Ctrl + F	Search default action
Ctrl + Shift + F	Focus on the search input box
Ctrl + S	Save
Ctrl + Shift + L	Cancel operation
Ctrl + M	Add to selected list
Ctrl + Shift + W	Add all to selected list
Ctrl + R	Remove from selected list
Ctrl + Shift + R	Remove all from selected list
Ctrl + Up Arrow	Move up selected in the selected list
Ctrl + Down Arrow	Move down selected in the selected list
Ctrl + S	Save artifact
Ctrl + Shift + S	Save as artifact
Ctrl + Shift + P	Previous tab
Ctrl + Shift + N	Next tab
Esc	Cancel
Ctrl + Shift + F	Finish
Ctrl + W	Preview
<p>Note: These keys are used for page-level actions for artifact management pages such as form Management, Task List Management, Dimension Editor, and Menu Management.</p>	

Table 4 Simple Form, Composite Form, and Grid Management

Access Keys	Keyboard Equivalent	Action
	Alt + P	Focus on Properties Tab
	Alt + Y	Focus on Layout tab
Layout Tab	Alt + G	Focus on Grid Properties Section
	Alt + M	Focus on Dimensions Properties panel
	Alt + S	Focus on Section Properties panel

Access Keys	Keyboard Equivalent	Action
	Alt + S	Focus on Smart View Option Panel
	Alt+S	Segment View
	Alt + I	Focus on Display Properties Panel
	Alt + P,P	Focus on Printing Options Properties Panel
	Alt + V,V	Focus on Validation Rules properties Panel
	Ctrl + Shift + V	To drop selected dimension to POV section
	Ctrl + Shift + P	To drop selected dimension to Page section
	Ctrl + Shift + R	To drop selected dimension to Rows section
	Ctrl + Shift + C	To drop selected dimension to Columns section
	Enter	1. Tab through row/column header and press Enter to bring up the Context Menu 2. Tab through to the Dimension and press Enter to bring up the dimension context menu"
Validation Rules: Access Keys on Validation Panel For Validation Rules	Alt + P	Focus on Page Section
	Alt + P,V + Enter	Invoke Member Selector on "Point Of View" section
	Alt + P,P + Enter	Invoke Member Selector on "Page" section
Other Options Tab	Alt + O	Focus on "Other Options" tab
Other Options Tab : Access Keys		
	Alt + R	Focus on Precision Panel
Business Rules Tab	Alt + R	
Business Rules : Access Keys		
	Alt + R	Focus on Business Rules tab
	Alt + P	Focus on Plan type drop Down

Table 5 Form and Grid Management Hot Keys

Access Keys	Keyboard Equivalent	Action
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	
Composite Forms Access keys	Access keys	Show Menu for layout sections
	Alt + Y	Select Layout Panel

Access Keys	Keyboard Equivalent	Action
	Alt + O	Toggle selection between Custom Layout/2 Row Layout/2 Column Layout
	Alt + S	Select Section properties Panel
	Alt + G	Toggle focus and selection between Global Layout Dimension/Common Dimension properties Panel
Hot Keys	Ctrl + Shift + A	Display forms as Tabs
	Ctrl + Shift + N	Add form
	Ctrl + Delete	Delete selected form
	Ctrl + Shift + E	Edit Form Label
	Ctrl + Shift + T	Move to Top
	Ctrl + Shift + B	Move to Bottom
	Ctrl + Shift + U	Move Up
	Ctrl + Shift + D	Move Down

Table 6 Enter Data

Access Keys	Keyboard Equivalent	Action
	Ctrl+Shift+T	Focus is moved onto the next form. If the form is within a tabbed pane, the tab is disclosed.
	Ctrl+Shift+Q	Navigate between different form tabs in Decision Package interface.
	Alt + .	Go to the page Dimension
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 7 Menu Management

Access Keys	Keyboard Equivalent	Action
Add, Edit Menu, Menu Item	Alt + N	Toggle focus on Menu Name/ Menu Item Name input boxes
	Alt + S	Toggle focus on Select Form Folder/Form button
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 8 Smart Lists

Access Keys	Keyboard Equivalent	Action
Create, Edit Smart List	Alt + P	Focus on Properties Tab
	Alt + R	Focus on Entries Tab
	Alt+S	Save the Smart List edit
	Alt+L	Cancel the Smart List edit
	Alt + W	Focus on Preview Tab
Hot Keys (in all tabs)	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 9 Task Lists

Access Keys	Keyboard Equivalent	Action
	Alt + K	Focus on Task List Tab
	Alt + C	Toggle focus between Task List Name and Clear dropdown List
	Alt+K	Focus on the Task Name in the task Detail panel
	Alt + I	Focus on Instructions Tab
	See Rich Text Editor section for Access and Control Keys for Rich Text Editor	
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 10 User Variables

Access Keys	Keyboard Equivalent	Action
	Alt + U	Focus on User Variables tab
	Alt + S	Focus on Substitution Variables tab
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 11 Business Rules Security

Hot Keys	Keyboard Equivalent	Action
	Alt + M	Move the rule
	Alt + G	Assign Access to rule
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .

Table 12 Clear Cell Details

Access Keys	Keyboard Equivalent	Action
Hot Keys	Alt + P	Focus on Plan Type drop down list
	Alt + M	Toggle focus between Member Selector in static dimension Rows
	Alt + A	Toggle focus between Add All Dimensions button and Add Static Dimension icon in Static Dimension Panel
	Alt + C	Selects, Invokes Clear Action

Table 13 Copy Data

Access Keys	Keyboard Equivalent	Action
	Alt + P	Focus on Plan Type drop down list
	Alt + M	Toggle focus between Member Selector in static dimension Rows
	Alt + A	toggle Focus between Static Dimension, Dimension with Source and Destination Panel
	Alt + C	Selects, Invokes Copy Action

Table 14 Dimension Editor

Access Keys	Keyboard Equivalent	Action
	Alt + P	Focus on Performance Settings Tab
	Alt + O	Focus on Evaluation Order Tab
Dimensions Tab	Alt + R	Focus on Sort options drop down list
	Alt + R + Tab	Focus on Sort Up icon command button
	Alt + R + Tab + Tab	Focus on Sort Down icon Command button
	Alt + S	Focus on search drop down options list
	Alt + S + Tab	Focus on search input box
Add Dimension	Alt + W	Focus on Add Dimension
	Alt + G	Focus on Edit Dimension
	Alt + G	Focus on View Dimension
Add Child/Sibling	Alt + P	Focus on Member Properties tab
	Alt + U	Focus on UDA tab
	Alt + M	Focus on Member Formula Tab
Member Properties Tab	Alt + N	Focus on Name input box
	Alt + D	Focus on Description input box

Access Keys	Keyboard Equivalent	Action
	Alt + S	Toggle focus on Alias Table drop down list/Alias input box/Smart List drop down/Data Storage/Data Type
	Alt + Y	Toggle Focus on Account drop down list
	Alt + R	Focus on Variance reporting drop down
	Alt + B	Focus on Time balance drop down list
	Alt + P	Toggle Focus on Source Plan Type drop down list/Plan Type
UDA Tab		
Member Formula Tab	Alt + V	Execute Validate
Performance Settings Tab		
Access Keys	Alt + P	Focus on Plan Type drop down list
Evaluation Order Tab		
Access Keys	Alt + P	Focus on Plan Type drop down list
	Ctrl + 0 (zero)	Add Custom Attributes
	Ctrl + B	Show Ancestors
	Alt + P	Options
	Ctrl + J	Dynamic Time Series
	Ctrl + 6	Add Summary Time Period
	Ctrl + Q	Copy Scenario
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 15 Member Formula Script Editor

Script Component	Access Keys
Find	Ctrl + Alt + F
Replace	Ctrl + +Alt + R
Member Selector	Alt + Shift +B
Function Selector	Alt + Shift +U
Variable Selector	Alt + Shift +G
Smart List Selector	Alt + Shift + M

Script Component	Access Keys
Trigger auto suggest	Ctrl + Space
Comment	Ctrl + /
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Undo	Ctrl +Z
Format	Alt + Shift + O
Verify Syntax	Alt +Shift+S
Perform next search for text string instance in the editor (when Find dialog is open)	Alt+F
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .

Table 16 Assign Access Pop-Up

Access Keys	Keyboard Equivalent	Action
	Alt + U	Focus on Users tab
	Alt + G	Focus on Group tab
	Alt + R	Focus on "Remove Non Provisioned Users/Groups" button
Add/Edit Access Pop-up Access Keys	Alt + G	Toggle focus between Read, Write, None radio boxes
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 17 User Selector (Select and Assign Owner)

Access Keys	Keyboard Equivalent	Action
	Alt + U	Select Users tab
	Alt + G	Select Groups Tab
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	
Alias Table Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 18 Currency Conversion

Access Keys	Keyboard Equivalent	Action
Currency Conversion	Alt + M	Toggle focus on Member selection between currency, scenario, Version
	All other access and actions are completed with tab key traversal	
Exchange Rate Management	Alt + C	Set Focus on create rate table icon
	Alt + I	Set Focus on Edit rate table icon
	Alt + 9	Set Focus on delete rate table icon
Security Filters		
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 19 Broadcast Message

Access Keys	Keyboard Equivalent	Action
Broadcast Message	Alt + S	Selects/Invokes Send button

Table 20 Properties

Access Keys	Keyboard Equivalent	Action
Properties		
Access Keys	Alt + P	Toggle focus between Application/System Properties
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 21 Manage Application

Access Keys	Keys	Action
Create Application	ALT + M	Manage Applications
	ALT + O	Manage Data Source
	ALT + U	Upgrade Wizard
	ALT + B	Back Button (App Create)
	ALT + N	Next Button (App Create)
	ALT + L	Cancel Button (App Create)
	ALT + 7	Create/Finish Button (App Create)

Access Keys	Keys	Action
	ALT + C	Create (Manage Applications, Manage Data sources)
	ALT + 9	Delete (Manage Applications, Manage Data sources)
	ALT + I	Edit (Manage Data sources)
	ALT + I	Initialize Application (Manage Applications)
	ALT + R	Register Application (Manage Applications)
	ALT + V	Validate (Upgrade Wizard)
	ALT + A	Apply to selected (Upgrade Wizard - RDB Details)
	ALT + E	Apply to selected (Upgrade Wizard - Essbase Details)
	ALT + 1	Datasource Tab (Upgrade Wizard)
	ALT + 2	Applications Tab (Upgrade Wizard)
	ALT + 3	Report Mapping Servers Tab (Upgrade Wizard)
	ALT + B	Back Button (Upgrade Wizard)
	ALT + N	Next Button (Upgrade Wizard)
	Ctrl + R	Register Application
	Ctrl + I	Initialize Application
Upgrade Wizard	Ctrl + 1	Validate
	Ctrl + U	Upgrade
Hot keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 22 Reports

Access Keys	Keyboard Equivalent	Action
Access Keys	Alt + O	Selects Forms Tab
	Alt + P	Selects Planning Unit Annotations Tab
Planning Unit Tab	Alt + S	Toggle between select Scenario/ version/entity drop down
	Alt + M	Toggle between Member selector for scenario, Version Entity
Decision Packaging Tab	Alt + S	Toggle between scenario, Version, year, currency drop down lists

Access Keys	Keyboard Equivalent	Action
	Alt + D	Toggle Between Available/Selected Decision Packages
	Alt + U	Selects Auditing Tab
	Alt + D	Selects Decision Package Tab
	Alt + V	Toggle between Available/Selected forms List
	Alt + C	Selects Create Report button
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 23 Application Settings

Access Keys	Keyboard Equivalent	Action
	Alt + S	Save
	Alt + R	Reset

Table 24 Create or Refresh Database

Access Keys	Keyboard Equivalent	Action
Create/Refresh Database	Tab traversal only	
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 25 Map Reporting Application

Access Keys	Keyboard Equivalent	Action
	Alt + A	Select Application tab
	Alt + M	Select Map dimensions tab
	Alt + P	Select point of view tab
Application Tab		
Access Keys	Alt + N	Focus on Application Name input box
	Alt + P	Focus on Plan type drop down in Source application panel
Map Dimensions Tab/Point Of View Tab		Focus Select Member selector
Access Keys	Alt + M	

Access Keys	Keyboard Equivalent	Action
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 26 Data Load Administration

Access Keys	Keyboard Equivalent	Action
Access Keys	Alt + L	Toggle Focus on Data load Dimension, Driver Dimension drop down list
	Alt + M	Select Member Selector
Advanced Setting panel	Alt + A	Add Row
	Alt + U	Duplicate Row
	Alt + R	Delete selected row
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 27 Planning UnitHierarchy

Access Keys	Keyboard Equivalent	Action
Access Keys	Alt + O	Selects Approvals Dimension Entity Tab
	Alt + P	Selects Primary and SubHierarchy selection tab
	Alt + G	Select Assign Owners tab
	Alt + U	Selects Usage Tab
Approvals Dimension Entity Tab		
Access Keys	Alt + N	Focus onHierarchy Name input box
Primary and SubHierarchy selection, Assign Owners Tab		
Access Keys	Alt + Y	focus on Display radio button
	Alt + R	Selects "Reset to DefaultHierarchy" button
	Alt + M	Toggle Focus on Parent Member input field in Parent Member column and Selected Member input box in Selected Members column
	Alt + M	Toggle Focus on Member selector in "Parent Member" and "Selected Members" column

Access Keys	Keyboard Equivalent	Action
	Alt + J	Focus on Relative generation input box
	Alt + K	Focus on Auto Include checkbox in "Auto Include" Column
	Alt + W	Toggle Focus on Assign Owner input box and Assign owner selector command icon button
	Alt + R	Toggle Focus on Reviewer input box and Assign owner selector command icon button
	Alt + H	Selects Promotion path icon command button
	Alt + Y	Toggle Focus on "Notify These Users" input box and user selector command icon button
	Alt + S	Toggle focus on search drop down list/ Search input box
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 28 Scenario Version Assignment

Access Keys	Keyboard Equivalent	Action
	Alt + A	Focus on Actions icon in the table
File Based Export Import	Tab key traversal only	
Manage Approvals		
Access Keys	Alt + R	Toggle Focus between scenario, Version drop down list
	Alt + S	Focus on search drop down list
	Alt +S + Tab	focus on search input box
	Alt + O	Focus on "Out of Office Assistant" hyper link
	Alt + X	Focus on Exclude radio button on Plan Cycle column
	Alt + T	Focus on Start radio button on Plan Cycle column
	Alt + P	Focus on Promotional path icon command button

Access Keys	Keyboard Equivalent	Action
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 29 Copy Version

Access Keys	Keyboard Equivalent	Action
Access Keys	Alt + S	Select Scenario dropdown list
	Alt + C	Toggle focus between Copy from /Copy To drop down list
	Alt + G	Select Go Button
	Alt + M	Toggle focus between Available entities/selected Entities
	Alt + P	Selects Copy Data button
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 30 Business Rules

Access Keys	Keyboard Equivalent	Action
Business Rules	Alt + P	Toggle focus between Plan type/Rule type drop down list
	Alt + Y	Focus on "Display only launchable rules, rulesets, and calc Script" Checkbox

Table 31 Job Console

Access Keys	Keyboard Equivalent	Action
Job Status	Alt + S	Toggle focus between Start Time/End Time input boxes
	Alt + S + Tab	Toggle focus between start Time/End Time input date time selector
	Alt + J	Focus on Job type drop down list
	Alt + U	focus on status drop down list
	Alt + N	Toggle Focus on Job Name, Username input Box
	Alt + G	Selects Go button
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 32 Diagnostics (Grid)

Access Keys	Keyboard Equivalent	Action
	Alt + V	Toggle focus between Available forms/ Selected form
	Alt + R	Selects "Run Diagnostics" button
	Alt + D	Toggle focus between Tabular/Chart display radio buttons
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 33 Preferences

Access Keys	Keyboard Equivalent	Action
	Alt + E	Selects Application Setting tab
	Alt + I	Selects Display options Tab
	Alt + P	Selects Printing Options Tab
	Alt + B	Selects User Variables Tab
Application Settings Tab	Alt + M	Focus on Email Address input box
	Alt + B	Focus on Alias Table drop down list
	Alt + U	Toggle focus between "Planning Unit as Aliases" and "Planning Unit Not started" drop downs
	Alt + Y	"Select Next Owner" drop down list
	Alt + O	Toggle Focus on "I am currently out of office" checkbox and "Select Next Owner" drop down list
	Alt + Y	"Select Next Owner" drop down list
	Alt + X	Focus on Action drop down list
	Alt + K	Focus on "Enter Annotations" input box
	Alt + T	Toggles Focus on "Use Application Default" checkbox in all panels and all Preferences Tabs
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 34 Decision Package

Access Keys	Keyboard Equivalent	Action
Access Keys while the Decision Package accordion in active	Alt + D	Focus on Decision Package tab
	Alt + Q	focus on Manage Tab in Decision Package
	Alt + I	Focus on Tree View Tab in Decision Package
	Alt + K	Focus on Budget Request Tab in Decision Package
	Alt + P	Focus on Approval Status table in Decision Package
	Alt + J	Focus on Justification Tab in Decision Package
	Alt + U	Focus on Notes and Attachment Tab in Decision Package
Hot Keys while the Decision Package accordion is active	Ctrl + W	Create Decision Package
	Ctrl + E	Edit Decision Package
	Ctrl + del	Delete Decision Package
	Ctrl + S	Save Decision Package
	Ctrl + R	Share Decision Package
	Ctrl + B	Create Baseline Decision Package
	Ctrl + G	Add/Edit Budget Request
	Ctrl + Shift + N	Create Budget Request
	Ctrl + Shift + E	Edit Budget Request
	Ctrl + Shift + del	Delete Budget Request
	Ctrl + Shift + N	Create Note
	Ctrl + Shift + E	Edit Note
	Ctrl + Shift + N	Create Attachment
	Ctrl + Shift + E	Edit Attachment
	Budget Request Tab	Ctrl + W
Ctrl+ E		Edit Budget Request
Ctrl + R		Share Budget Request
Ctrl + Delete		Delete Budget Request

Access Keys	Keyboard Equivalent	Action
	Ctrl + S	Save Budget Request
	Ctrl + M	Move Budget Request
	Ctrl + D	Push Data to ASO
	Ctrl + H	Refresh Data
	Ctrl + Q	Associate Budget Request to Member
	Alt + J	Focus on Justification Tab in Budget Request
	Alt + U	Focus on Notes and Attachment Tab in Budget Request
	Alt + X	Focus on Data Collection Forms Tab in Budget Request
Decision Package Creation Wizard/Budget Request Creation Wizard	Alt + R	Focus on Properties tab
	Alt + C	Focus on Justification Tab
	Alt + S	Focus on Summary Tab
Decision Package Administration	Alt + X	Focus on data collection forms Tab
	Alt + P	Focus on Reporting Application Mappings Tab
	Alt + U	Focus on Roll up Members Tab
	Alt + J	Focus on Justification Questionnaire tab
	Alt + I	Focus on 'Select Forms' icon When Data Collections forms tab is active in Decision Package
Hot Keys	Ctrl + W	Create Decision Package Type
	Ctrl +Shift+ S	Copy Decision Package Type
	Ctrl +S	Save Decision Package Type
	Ctrl + Shift + N	Create Rollup
	Ctrl + Shift + Del (Delete Key)	Delete Rollup
	Ctrl + Shift + E	Edit Rollup
	Ctrl + Shift + N	Create Question
	Ctrl + Shift + Del (Delete Key)	Delete Question
	Ctrl + Shift + E	Edit Question

Access Keys	Keyboard Equivalent	Action
Member Selector	Alt + M	Focus on Members Tab
	Alt + R	Focus on Variables Tab
Members tab	Alt + +	Focus on Expand all
	Alt + -	Focus on Collapse all
	Alt + N	Focus on search input box
	Alt + P	Toggle Focus on search Options /Display properties
	Alt + F	Toggle Focus on filtered search icon
	Alt + U	Focus on search Up
	Alt + D	Focus on Search Down
	Alt + K	Toggle focus on Keep only functions/ Attributes/Generations icon
Variables Tab	Alt + V	Toggle focus on User Variables Panel/ Substitution Variables Panel
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 35 Comments - Pop Up

Access Keys	Keyboard Equivalent	Action
	Alt + C	Focus on Comments Panel
	Alt + A	Focus in Add button
	Alt + E	Focus on Existing Comments Panel
	Alt +X	Focus on Delete icon command button
	Alt + Y	Focus on "Apply to all selected cells" checkbox
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 36 Document Attachment

Access Keys	Keyboard Equivalent	Action
	Alt + X	Focus on Delete
	Alt + E	Focus on Edit Icon command button
	Alt + A	Focus on Add iCon Command button

Access Keys	Keyboard Equivalent	Action
	Alt + Y	Focus on "Apply to all selected cells" checkbox
Hot Keys	General hot keys are listed in Table 3, "Manage Artifacts - Page-Level Actions" .	

Table 37 Accelerator Keys Reserved for Page-Level Components

Accelerator Key	Used In	Function
Ctrl+Alt+W	Pop-up	Toggle focus between open popups.
Ctrl+Shift+W	Messaging, Secondary Windows	Toggle focus between open popups.
Ctrl+Alt+P	Splitter	Give focus to splitter bar.

Table 38 Access Keys For Various Browsers

Browser	Operating System	Key Combination	Action
Google Chrome	Linux	Alt + mnemonic	Click
Google Chrome	Mac OS X	Control + Option + mnemonic	Click
Google Chrome	Windows	Alt + mnemonic	Click
Mozilla Firefox	Linux	Alt + Shift + mnemonic	Click
Mozilla Firefox	Mac OS X	Control + mnemonic	Click
Mozilla Firefox	Windows	Alt + Shift + mnemonic	Click
Microsoft Internet Explorer 7	Windows	Alt + mnemonic	Set focus
Microsoft Internet Explorer 8	Windows	Alt + mnemonic	Click or set focus
Apple Safari	Windows	Alt + mnemonic	Click
Apple Safari	Mac OS X	Control + Option + mnemonic	Click

Table 39 Shortcut Keys Assigned to Common Components

Shortcut Key	Components	Action
Enter Spacebar	All components	Activate the component, or the component element that has the focus.
Tab Shift + Tab	All components Flash components like ThematicMap, Graph, and Gauge	Move focus to next or previous editable component.
Ctrl + A	All components	Select all.

Shortcut Key	Components	Action
Arrow Left	Menu Bar	Move focus to different menu on a menu bar.
Arrow Right	Splitter Input Number Slider Input Range Slider Input Number Spinbox	Move splitter left or right when it is in focus. Move slider left or right when input number slider or input range slider is in focus. Increment or decrement the value when input number spinbox is in focus.
Arrow Up	Menu	Move focus to different menu items in a menu.
Arrow Down	Splitter Input Number Slider Input Range Slider	Move splitter up or down when it is in focus. Move slider up or down when input number slider or input range slider is in focus.

Table 40 Shortcut Keys for Rich Text Editor

Shortcut Key	Action
Ctrl+B	Boldface
Ctrl+I	Italics
Ctrl+U	Underline
Ctrl+5	Strikethrough
Ctrl+E	Center alignment
Ctrl+J	Full-justified alignment
Ctrl+L	Left-justified alignment
Ctrl+R	Right alignment
Ctrl+H	Create hyperlink
Ctrl+M	Increase indentation
Ctrl+Shift+M	Decrease indentation
Ctrl+Shift+H	Remove hyperlink
Ctrl+Shift+S	Clear text styles
Ctrl+Alt+-	Subscript
Ctrl+Alt++	Superscript
Ctrl+Z	Undo

Table 41 Shortcut Keys Assigned to Table, Tree, and Tree Table

Shortcut Key	Components	Action
Tab Shift+Tab	Table Tree Table	Move focus to next or previous cell or editable component. In a table, navigate to the next or previous editable content in cells. 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 Tree Table	Select all components, including column headers, row headers, and data area.
Ctrl+Alt+M	Table Tree Tree Table	Launch context menu.
Enter Shift+Enter	Table Tree Tree Table	Navigate to the next editable cell or previous editable cell of the column. If focus is on the column header, sort table data in ascending order. Pressing Enter again sorts the column in descending order. If the focus is on the filter cell, perform table filtering. In a click-to-edit table, if the focus is on a cell, enable edit mode.
Arrow Left Arrow Right	Table Tree Table	Move focus.
Arrow Up Arrow Down	Table Tree Table	Move focus. If a row is selected, move focus to the previous row or next row. If no row is selected, scroll the table one row up or down. If the first row is selected, move focus to the column header.
Ctrl+Shift+Arrow Left Ctrl+Shift+Arrow Right	Table Tree Table	Move the selected column to the left or right.
Shift+Arrow Up Shift+Arrow Down	Table Tree Table Tree	Select multiple rows.
Page Up Page Down	Table Tree Table	If a row is selected, scroll and select the same row of the next or previous page. If no row is selected, scroll by one page.
Alt+Page Up Alt+Page Down	Table Tree Table	Horizontally scroll the table to the right or left.
Space Bar Ctrl+Space Bar	Table Tree Tree Table	Select the node. To select or remove multiple nodes, press Ctrl+Space Bar.
Shift+Space Bar	Table Tree Table	Select multiple rows.

Shortcut Key	Components	Action
Esc	Table	Remove selection.
	Tree Table	If the focus is on the cell, exit click-to-edit mode, revert the cell value to original value, and return focus to the cell. Press Esc key again to move focus to the row header.

Table 42 Shortcut Keys Assigned to Table, Tree, and Tree Table in Screen Reader Mode

Shortcut Key	Components	Action
Arrow Left	Table Tree Tree Table	Select the component. To select a node, press Tab and move focus to the component or its radio control. Press Spacebar when the component is in focus. You can also use the Spacebar for multiple selection. Pressing Spacebar on a selected component unselects it.
Enter	Table Tree	If the focus is on the column header, sort the column in ascending order. Pressing Enter again sorts the column in descending order. If the focus is on the disclosure icon of a tree, open or close that node. If the focus is on the filter cell, perform table filtering.
Tab Shift+Tab	Table	Move the focus to the next or previous cell or editable component.
Arrow Up Arrow Down Arrow Left Arrow Right	Table	Move focus.
Ctrl+Shift+Arrow Left Ctrl+Shift+Arrow Right	Table Tree Table	Move the selected column to the left or right.
Ctrl+Alt+M	Table Tree Table Tree	Launch body context menu.

Table 43 Shortcut Keys Assigned to Data Visualization Components

Shortcut Key	Components	Action
<p>Arrow Left Arrow Right</p>	<p>List region of all Gantt chart types and task list status page</p> <p>Hierarchy Viewer - nodes in Planning promotional path user interface in Planning planning unit hierarchies</p> <p>Planning form grid</p>	<p>Move focus</p> <p>If the focus is on the chart region of scheduling Gantt, the arrow key navigation selects the previous or next taskbar of the current row.</p> <p>If the focus is on the time bucket of resource utilization Gantt, the arrow key navigation selects the previous or next time bucket in the current row.</p> <p>If the focus is on the geographic map, the arrow key navigation pans left or right by a small increment. Press Home or End key to pan by a large increment.</p> <p>If the focus is on the node component of Hierarchy viewer, press Ctrl+Arrow keys to move the focus left or right without selecting the component.</p> <p>If you are using arrow keys to navigate cells of an editable pivot table, each focused cell is activated for editing before allowing you to navigate to the next cell, making the navigation slower. Press the Esc key to deactivate the edit mode of the focused cell, and navigate faster. To edit a cell, press the F2 or Enter key.</p> <p>If the focus is on the pivot table data cell, press Ctrl+Arrow Left to jump to the corresponding row header cell. If the locale is bidirectional (such as Arabic), press Ctrl+Arrow Right to jump to the corresponding row header cell.</p>
<p>Arrow Up Arrow Down</p>	<p>List region of all Gantt chart types and task list status page</p> <p>Chart region of project Gantt</p> <p>Hierarchy Viewer - nodes in Planning promotional path user interface in Planning planning unit hierarchies</p> <p>Planning form grid</p>	<p>Move focus.</p> <p>If the focus is on the chart region of project Gantt, the arrow key navigation selects previous or next row.</p> <p>If the focus is on the chart region taskbar of scheduling Gantt, the arrow key navigation selects the first taskbar of the previous row or the next row.</p> <p>If the focus is on the time bucket of resource utilization Gantt, the arrow key navigation selects the time bucket of the previous row or next row.</p> <p>If the focus is on the geographic map component, the arrow key navigation pans up or down by a small increment.</p> <p>If the focus is on the node component of Hierarchy viewer, press Ctrl+Arrow keys to move the focus up or down without selecting the component.</p> <p>If you are using arrow keys to navigate cells of an editable pivot table, each focused cell is activated for editing before allowing you to navigate to the next cell, making the navigation slower. Press the Esc key to deactivate the edit mode of the focused cell, and navigate faster. To edit a cell, press the F2 or Enter key.</p> <p>If the focus is on the pivot table data cell, press Ctrl+Arrow Up to jump to the corresponding column header cell.</p>
<p>Page Up</p>	<p>Hierarchy Viewer - nodes in Planning promotional path user interface in Planning planning unit hierarchies</p>	<p>If the focus is on the geographic map component, the page key navigation pans up or down by a large increment.</p> <p>If the focus is on the diagram of Hierarchy viewer, press and hold to Page Up or Page Down keys to pan up or down continuously. Press Ctrl+Page Up or Ctrl+Page Down to pan left or right continuously.</p>
<p>+</p>	<p>Hierarchy Viewer - nodes in Planning promotional path user interface in Planning planning unit hierarchies</p>	<p>Increase zoom level.</p> <p>If the focus is on the diagram of Hierarchy viewer, press number keys 1 through 5 to zoom from 10% through 100%. Press 0 to zoom the diagram to fit within available space.</p>

Shortcut Key	Components	Action
-	Hierarchy Viewer - nodes in Planning promotional path user interface in Planning planning unit hierarchies	Decrease zoom level. If the focus is on the diagram of Hierarchy viewer, press number keys 1 through 5 to zoom from 10% through 100%. Press 0 to zoom the diagram to fit within available space.
Ctrl+Alt+M	All Gantt chart types Planning form grid	Launch context menu.
Ctrl+Alt+O	Hierarchy Viewer - diagrams Planning form grid	Center the active node and zoom the diagram to 100%.
Tab	Hierarchy Viewer - nodes	Move focus through elements.
Esc	Hierarchy Viewer - nodes	Return focus to the containing node. If the focus is on search panel, close the panel. Close the Detail window, if it appears while hovering over a node.
Spacebar	Hierarchy Viewer - nodes Planning form grid	Select the active node. Press Ctrl+Spacebar to toggle selection of the active node, and for selecting multiple nodes.
Enter	Hierarchy Viewer - nodes Oracle Hyperion Planning form grid	Isolate and select active node. Press Shift+Enter to toggle the state of the node.
/	Hierarchy Viewer - nodes	Toggle control panel state.

Table 44 Alternate Components for Data Visualization Components in Screen Reader Mode

Data Visualization Component	Replacement
Chart region for each Gantt type	Hyperlinks Use the Tab key to move focus within the chart region. Use Enter or Esc keys to launch or dismiss the corresponding Properties dialog box.
Hierarchy Viewer	Tree Table Use standard keyboard shortcuts to navigate through the data

Menus

Main Menu

Use these keyboard equivalents to open the menus that are available from the menu bar.

Keys	Action
Alt+F	Opens the File menu

Keys	Action
Alt+E	Opens the Edit menu
Alt+V	Opens the View menu
Alt+A	Opens the Administration menu
Alt+T	Opens the Tools menu
Alt+H	Opens the Help menu

File Menu

These keyboard equivalents are used in the File menu.

Keys	Action
N, F	Selects New, then selects Data Form
N, R	Selects New, then selects Report
N, T	Selects New, then selects Task List
N, E	Selects New, then selects Variable
N, L	Selects New, then selects Smart List
N, M	Selects New, then selects Menu
O	Selects Open
O, U	Selects Open, then selects URL
O, P	Selects Open, then selects Application
V	Selects Open in Smart View
C	Selects Close
C, C	Selects Close, then selects Current
C, A	Selects Close, then selects All
C, O	Selects Close, then selects Others
F	Selects Preferences
G	Selects Logout
X	Selects Exit

Edit Menu

These keyboard equivalents are used in the Edit menu.

Keys	Action
J	Selects Adjust
G	Selects Grid Spread
L	Selects Mass Allocate
O	Selects Comment
K	Selects Lock/Unlock Cells
U	Selects Supporting Detail
E	Selects Add/Edit Document
T	Selects Annotate Planning Unit
D	Selects Drill Through

View Menu

These keyboard equivalents are used in the View menu in Basic mode.

Keys	Action
T, T	Selects Task List, then selects Task List
T, R	Selects Task List, then selects Report
T, S	Selects Task List, then selects Status
A	Selects Edit Account Annotations
C	Selects/toggle Show Dimension Label on Page
I	Selects Instructions
C	Selects Currency
H	Selects Refresh
Ctrl+Alt+0 (zero)	Selects View Masthead
Ctrl+Alt+1	Selects View Pane

Tools Menu

These keyboard equivalents are used in the Tools menu.

Keys	Action
L	Selects Manage Approvals

Keys	Action
V	Selects Copy Version
R	Selects Business Rules
S	Selects Job Console
O	Selects Custom Links
E	Selects Export as Spreadsheet
A, C	Selects Ad Hoc, then selects New Ad Hoc Grid
A, A	Selects Ad Hoc, then selects Analyze
A, S	Selects Ad Hoc, then selects Save Ad Hoc Grid
A, O	Selects Ad Hoc, then selects Ad Hoc Options
A, Z, N	Selects Ad Hoc, then selects Zoom In, and then selects Zoom in Next Level
A, Z, V	Selects Ad Hoc, then selects Zoom In, and then selects Zoom in All Levels
A, Z, B	Selects Ad Hoc, then selects Zoom In, and then selects Zoom in Bottom Level
A, M	Selects Ad Hoc, then selects Zoom Out
A, R	Selects Ad Hoc, then selects Remove Only
A, K	Selects Ad Hoc, then selects Keep Only

Administration Menu

These keyboard equivalents are used in the Administration menu.

Keys	Action
M, F	Selects Manage, then selects Data Forms and Ad Hoc Grids
M, M	Selects Manage, then selects Menus
M, T	Selects Manage, then selects Task Lists
M, L	Selects Manage, then selects Smart Lists
M, E	Selects Manage, then selects Variable
M, B	Selects Manage, then selects Business Rule Security
M, C	Selects Manage, then selects Clear Cell Details
M, Y	Selects Manage, then selects Copy Data
M, D	Selects Manage, then selects Dimensions

Keys	Action
M, A	Selects Manage, then selects Alias Tables
M, V	Selects Manage, then selects Currency Conversions
M, X	Selects Manage, then selects Exchange Rates
M, S	Selects Manage, then selects Security Filters
A, M	Selects Application, then selects Broadcast Messages
A, P	Selects Application, then selects Properties
A, R	Selects Application, then selects Reports
A, T	Selects Application, then selects Statistics
A, S	Selects Application, then selects Settings
A, E	Selects Application, then selects Create
A, D	Selects Application, then selects Delete
A, G	Selects Application, then selects Register
A, C	Selects Application, then selects Create Database
A, B	Selects Application, then selects Refresh Database
P, P	Selects Approvals, then selects Planning Unit Hierarchy
P, A	Selects Approvals, then selects Scenario and Version Assignment
P, I	Selects Approvals, then selects File Based Import/Export
R	Selects Map Reporting Application
D, C	Selects Data Source, then selects Create
D, E	Selects Data Source, then selects Edit
D, D	Selects Data Source, then selects Delete
L	Selects Data Load Settings
I, W	Selects Initialization, then selects Workforce
I, C	Selects Initialization, then selects Capital Asset

Help Menu

These keyboard equivalents are used in the Help menu.

Keys	Action
T	Selects Help on this Topic
C	Selects Contents
L	Selects Contents Capital Asset Planning
W	Selects Contents Workforce Planning
P	Selects Contents Public Sector Planning and Budgeting
F	Selects Contents Project Financial Planning
S	Selects Technical Support
E	Selects EPM Documentation
A	Selects About Oracle Enterprise Performance Management System Workspace, Fusion Edition

Tool Bar

These keyboard equivalents are used in the tool bar.

Keys	Action
Ctrl +S	Save
Ctrl + H	Refresh the Grid
Ctrl + P	Print
Ctrl + J	Adjust Data function on Grid
Ctrl + K	Lock/unlock cells on the Grid
Ctrl + Alt + G	Grid Spread
Ctrl + M	Mass Allocate
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Alt + T	Comments on Grid
Ctrl + E	Document Attachment
Ctrl + U	Supporting Details
Ctrl + I	Instructions
Ctrl + ALT + V	Open in Smart view

Keys	Action
Ctrl + Alt + N	New Ad Hoc grid
Ctrl + Alt + A	Analyze
Ctrl + Alt + S	Save Ad Hoc Grid
Ctrl + Alt + O	Ad Hoc Options
Ctrl + Alt +E	Zoom In Next Level
Ctrl + Alt +F	Zoom in All Levels
Ctrl + Alt + B	Zoom in Bottom Level
Ctrl +Alt +Y	Zoom out
Ctrl + Alt + E	Pie Chart View in Task List Status
Ctrl + Alt + G	Gantt Chart View in Task List Status
Alt + R	Previous Incomplete (In Task List Wizard)
Alt + E	Next Incomplete (In Task List Wizard)
Alt + P	Previous task (In Task List Wizard)
Alt + N	Next Task (In Task List Wizard)
Alt + H	Task List Status Home Page
Ctrl + Alt + C	Focus on Completed Checkbox (If enabled) in Task list Wizard

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