



ORACLE® HYPERION SHARED SERVICES

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 Shared Services Console.

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 Shared Services Console

Subtopics

- [Viewing Shared Services Console in Accessible Mode](#)
- [Using JAWS Screen Reading Software](#)

Viewing Shared Services Console in Accessible Mode

To view Shared Services Console in accessible mode, append `accessibilityMode=true` to the Oracle Hyperion Shared Services URL; for example, `http://
Web_server_name:port_number/interop/index.jsp?accessibilityMode=true`.

If launching Shared Services Console from Oracle Hyperion Enterprise Performance Management Workspace, enable the accessibility mode in the Oracle Hyperion Enterprise Performance Management Workspace user preferences.

To view Shared Services Console with high contrast, append `themeSelection=BpmTadpoleHc` to Shared Services URL, for example, `http://
Web_server_name:port_number/interop/index.jsp?
themeSelection=BpmTadpoleHc`.

Using JAWS Screen Reading Software

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

For JAWS to read the content of some editable text fields within Shared Services Console, enable the Virtual PC Cursor mode. The following procedures provide two methods for enabling the JAWS Virtual PC Cursor mode.

Note: These procedures apply if you are viewing Shared Services Console in an accessible mode (by appending `accessibilityMode=true` to the Oracle Hyperion Shared Services URL).

- To enable the Virtual PC Cursor in JAWS Configuration Manager:
 - 1 From the **JAWS Utilities** menu, select **Configuration Manager**.
 - 2 From the **Set Options** menu, select **Advanced Options**.
 - 3 Select **Use Virtual PC Cursor**.
 - 4 Click **OK**.

- To toggle between enabling or disabling the JAWS Virtual PC Cursor using a keyboard shortcut, press the plus (+) key on the numeric key pad.

Caution! The other Shared Services Console components will not work while in Virtual PC Cursor mode (for example, users will not be able to traverse the provisioning tree). To work with other components, you must disable the Virtual PC Cursor mode after reading the text field content. Therefore, Oracle recommends using the keyboard equivalents method to toggle between enabling and disabling the Virtual PC Cursor mode.

Shared Services Console Accessibility Features

- Screens used to create and modify the following artifacts do not support high contrast mode.
 - Users
 - Groups
 - Roles
 - Delegated Lists
- JAWS Screen Reading Software reads only the title and first paragraph of each help topic. All text that comes after the first paragraph is skipped.

Shared Services Console Keyboard Equivalents

Subtopics

- [Global Keyboard Equivalents](#)
- [Menus](#)
- [Administration Tasks](#)
- [Provisioning Tasks](#)
- [Application Management Tasks](#)

This section describes the keyboard equivalents for the following:

- Interface components
- Menu items
- Tasks completed in Shared Services Console

When you use keyboard equivalents, keep in mind the following:

- The underlined letter that typically appears in a menu title, menu item, or the text of a button or other component is called a mnemonic. Because Oracle considers mnemonics to be “self-documenting,” no additional documentation of these keys is provided. However, it is important to note that some mnemonics are repeated. For example, on the File menu, the underlined mnemonic D is used for both the Delete menu item and the Deactivate menu item. When this occurs, the first time you press D, highlights the item to be deleted. Press Enter to Delete or press D again to highlight the Deactivate button, and then press Enter to Deactivate.
- If you are using a version of the Firefox browser later than release 1.5, substitute Alt+Shift for Alt as the modifier.

Global Keyboard Equivalents

Use these global keyboard equivalents to navigate Shared Services Console.

Table 1 Global Keyboard Equivalents

Keys	Action
F10	Focus and activate the first menu on the menu bar.
Ctrl+O	Focus on the first object listed in the View pane.
Ctrl+G	Focus on the task tabs. Focus shifts to the current task tab.
Ctrl+T	Focus on the toolbar. Focus shifts to the toolbar itself, and then you can use Tab to select individual buttons.
Ctrl+Y	Focus on the current task tab in the content area.
Ctrl+F4	Close the current tab (except the Browse tab).
Space bar	Activate the selected object in the View pane.
F9	Display the shortcut menu for the selected object in the View pane.
Ctrl+F6	Focus away from a task tab to the page frame.

Menus

Use these keyboard equivalents when Shared Services Console is displayed.

Note: Keyboard equivalents for menus are context sensitive. In other words, different menu options are available for each type of task.

Table 2 File Menu

Keys	Menu Item
Ctrl+N	New
Ctrl+O	Open
Ctrl+Shift+R	Properties
Ctrl+D or DEL	Delete an object
Ctrl+E	Activate
Ctrl+D	Deactivate

Table 3 View Menu

Keys	Menu Item
Ctrl+Alt+O	View Masthead
Ctrl+F	Refresh Oracle Hyperion Shared Services Console
Ctrl+X	Explore

Table 4 Administration Menu

Keys	Menu Item
Ctrl+Shift+T	View Provisioning Report
Ctrl+Shift+B	Security Reports/Performed By
Ctrl+O	Security Reports/Performed On
Ctrl+Shift+P	Provision
Ctrl+Shift+D	Deprovision
Ctrl+L	Delete Applications
Ctrl+U	Audit Report
Ctrl+P	Config Report
Ctrl+R	Configure Auditing

Note: To access the Security Reports, Artifact Reports, and Config Reports submenu items under Audit Reports, use the down arrow key to highlight Audit Reports, and then press the right arrow key to display the sub-menu items. Press S (for Security Reports), F (for Artifact Reports), or P (for Config Reports) to launch the corresponding reports.

Administration Tasks

Use these keyboard equivalents when performing administration tasks.

Table 5 Migration Options Tab

Keys	Action
Alt+L	Close
Alt+V	Save

Table 6 Configure User Directories: Provider Configuration Tab

Keys	Action
Alt+N	New
Alt+I	Edit
Alt+E	Delete
Alt+P	Move Up
Alt+W	Move Down
Alt+U	Include
Alt+X	Exclude
Alt+T	Test

Table 7 Audit Configuration Window

Keys	Action
Alt+P	Purge

Table 8 Audit Reports

Keys	Action
Alt+E	View Report
Alt+X	Export

Table 9 Select User or Group Screen

Keys	Action
Alt+E	Select All
Alt+T	Select
Alt+L	Close

Keys	Action
Alt+R	Search

Provisioning Tasks

Use these keyboard equivalents when provisioning users, groups, tasks, or delegated lists.

Table 10 Provisioning Users

Keys	Action
Ctrl+N	New
Ctrl+Shift+R	Properties
Delete	Delete
Ctrl+E, Enter	Activate
Ctrl+D, Enter	Deactivate
Ctrl+Shift+T	View Provisioning Report
Ctrl+Shift+B	Security Reports/Performed By
Ctrl+O	Security Reports/Performed On
Ctrl+Shift+P	Provision
Ctrl+Shift+D	Deprovision

Table 11 Provisioning Groups

Keys	Action
Ctrl+N	New
Ctrl+Shift+R	Properties
DEL	Delete
Ctrl+O	Security Reports/Performed On
Ctrl+Shift+P	Provision
Ctrl+Shift+D	Deprovision

Table 12 Provisioning Roles

Keys	Action
Ctrl+N	New
Ctrl+Shift+R	Properties

Keys	Action
DEL	Delete
Ctrl+Shift+T	View Provisioning Report

Table 13 Provisioning Delegated Lists

Keys	Action
Ctrl+N	New
Ctrl+Shift+R	Properties
DEL	Delete
Ctrl+Shift+T	View Delegated Report

Table 14 Users, Groups, Roles, or Delegated Lists Properties: Member Of Tab

Keys	Action
Alt+R	Reset

Application Management Tasks

Use these keyboard equivalents when working with application groups.

Table 15 Application Management Tasks

Keys	Action
Ctrl+N	Create New Application
Ctrl+D	Delete Application
Ctrl+O	Open
Ctrl+D	Delete
Ctrl+U	Audit Report
Ctrl+P	Configure Report
Ctrl+R	Configure Auditing
Ctrl+M	Move To
Ctrl+I	Copy Provisioning
Ctrl+X	Explore

Table 16 Artifact List Tab

Keys	Action
Alt+T	Artifact List button
Alt+E	Selected Artifacts button
Alt+S	Search Artifacts button
Alt+C	Select All/Clear Selections button
Alt+U	View Audit Report button
Alt+R	Export button
Alt+L	Close

Table 17 New/Modify Application Group Screen

Keys	Action
Alt+I	Finish
Alt+L	Close
Alt+U	Update List
Alt+R	Reset

Table 18 Export Dialog Box

Keys	Action
Alt+E	Export
Alt+L	Close

Table 19 Import Dialog Box

Keys	Action
Alt+I	Import
Alt+L	Close

Table 20 Move To Tab

Keys	Action
Alt+R	Search
Alt+Y	Display All

Table 21 Copy Provisioning Tab

Keys	Action
Alt+R	Search
Alt+Y	Display All

Table 22 Purge Migration Status Report

Keys	Action
Alt+I	Finish

Table 23 Purge Screen

Keys	Action
Alt+E	Purge

Table 24 Migration Status Report

Keys	Action
Alt+R	Refresh

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Shared Services Accessibility Guide, 11.1.2.2

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