



ORACLE® HYPERION PLANNING

Release 11.1.2.2

Predictive Planning Accessibility Guide

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MANAGEMENT SYSTEM

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Introduction

This guide describes the accessibility features of the Predictive Planning feature of Oracle Hyperion Planning.

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

Accessibility and Predictive Planning

You do not need to enable a minimum level of accessibility specifically for Predictive Planning; dialog controls are always accessible through tabbing and keyboard equivalents.

For maximum accessibility for users with visual impairments, Predictive Planning can be switched into Accessibility mode. For details, see “[Enabling Accessibility for Predictive Planning](#)” on page 2.

Enabling Accessibility for Predictive Planning

Accessibility is the extent to which products, systems, and so on can be used by people with a wide range of disabilities. Specifically, accessibility is the ability of products to support the needs of users with visual impairments—including blindness, partial sight (low vision), and color blindness—and motor impairments that prevent them from using a mouse or a standard keyboard.

Predictive Planning supports accessibility at all times through keyboard shortcuts and other means mentioned in “[Predictive Planning Accessibility Features](#)” on page 3 and “[Predictive Planning Keyboard Equivalents](#)” on page 3. Users who require additional support can activate Accessibility mode with the following features:

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

► To activate Accessibility mode:

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

- To deactivate Accessibility mode, clear the **Enable accessibility options** selection in the **Options** dialog.

Predictive Planning Accessibility Features

Subtopics

- [Using the Tab and Arrow Keys in the Predictive Planning User Interface](#)
- [Tab Order in Dialogs](#)

This section describes specific accessibility features in Predictive Planning that may differ from other Planning features.

Using the Tab and Arrow Keys in the Predictive Planning User Interface

The main Predictive Planning ribbon and menu options are accessed with keyboard equivalents (“[Predictive Planning Keyboard Equivalents](#)” on page 3). After a menu is open, the Tab key or Down Arrow key highlights commands in a circular sequence (tabbing from the last item moves focus to the first item). Using Shift+Tab or the Up Arrow highlights commands in the opposite direction.

Tab Order in Dialogs

Default tab order in the Predictive Planning dialogs flows from left to right, top to bottom. Tab can be used to access the first cell of a table or subwindow of a dialog, but then arrow keys are needed to move to additional cells or items in the subwindow.

Predictive Planning Keyboard Equivalents

Subtopics

- [Keyboard Equivalents for the Predict Menu in Microsoft Excel 2003](#)
- [Keyboard Equivalents for the Predict Ribbon in Microsoft Excel 2007 or Later](#)
- [Predictive Planning Keyboard Equivalents for Dialogs in All Supported Versions of Microsoft Excel](#)

This section describes how to perform tasks in Predictive Planning without using the mouse.

Note: Oracle tries to avoid keyboard equivalent conflicts; if a key combination is the same as one on a Microsoft Excel menu, you can use the Down Arrow key to access the command you want. Commands are listed in the same order in which they are displayed onscreen.

Keyboard Equivalents for the Predict Menu in Microsoft Excel 2003

In Oracle Hyperion Smart View for Office and Planning running on Microsoft Excel 2003, use **Alt+p** to display the Predict menu. Then, use the keys in [Table 1, “Keyboard Equivalents for Predictive Planning Menu Options, Microsoft Excel 2003,”](#) on page 4 to display menu contents.

Note: For keyboard equivalents for ribbon items in Microsoft Excel 2007 or later, see [“Keyboard Equivalents for the Predict Ribbon in Microsoft Excel 2007 or Later”](#) on page 4. For keyboard equivalents used by Predictive Planning in all supported versions of Microsoft Excel, see [“Predictive Planning Keyboard Equivalents for Dialogs in All Supported Versions of Microsoft Excel”](#) on page 5.

Table 1 Keyboard Equivalents for Predictive Planning Menu Options, Microsoft Excel 2003

Keys	Action
Alt+s	Set Up Data Form; opens the Set Up Data Form dialog for administrators and interactive users
Alt+p	Predict; runs a Predictive Planning prediction
Alt+c	Comparison Views; displays predefined comparison views; use the Up and Down Arrow keys to move through the list of views
Alt+e	Edit Current View; modifies the currently displayed comparison chart view
Alt+n	New View; creates a new comparison chart view
Alt+m	Manage Views; enables you to edit, rename, remove, or reorder any built-in or custom view
Alt+f	Filter Results; displays only results that meet certain criteria
Alt+t	Paste Results; enables you to manually copy prediction results into a scenario on the form
Alt+r	Create Report; provides several kinds of information about selected members
Alt+d	Extract Data; builds tables of prediction results
Alt+o	Options; enables you to select and clear general Predictive Planning option settings for the current session
Alt+h	Help; displays the online Predictive Planning user's guide

Keyboard Equivalents for the Predict Ribbon in Microsoft Excel 2007 or Later

In Oracle Hyperion Smart View for Office and Planning running on Microsoft Excel 2007 or later, use **Alt+y, p** to display the Predict ribbon. Then, use **Alt+y2** to select the ribbon. With the Predict ribbon selected, use the keys in [Table 2, “Keyboard Equivalents for Predictive Planning Ribbon Buttons, Microsoft Excel 2007 or Later,”](#) on page 5 to select ribbon icons.

Note: For keyboard equivalents for Predict menu items in Microsoft Excel 2003, see [“Keyboard Equivalents for the Predict Menu in Microsoft Excel 2003”](#) on page 4. For keyboard equivalents used by Predictive Planning in all supported versions of Microsoft Excel, see [“Predictive Planning Keyboard Equivalents for Dialogs in All Supported Versions of Microsoft Excel”](#) on page 5.

Table 2 Keyboard Equivalents for Predictive Planning Ribbon Buttons, Microsoft Excel 2007 or Later

Keys	Action
s	Set Up Data Form; opens the Set Up Data Form dialog for administrators and interactive users
p	Predict; runs a Predictive Planning prediction
c	Comparison Views; displays predefined comparison views; use the Up and Down Arrow keys to move through the list of views
e	Edit Current View; modifies the currently displayed comparison chart view
n	New View; creates a new comparison chart view
m	Manage Views; enables you to edit, rename, remove, or reorder any built-in or custom view
f	Filter Results; displays only results that meet certain criteria
t	Paste Results; enables you to manually copy prediction results into a scenario on the form
r	Create Report; provides several kinds of information about selected members
d	Extract Data; builds tables of prediction results
h	Help; displays the online Predictive Planning user's guide
o	Options; enables you to select and clear general Predictive Planning option settings for the current session

Predictive Planning Keyboard Equivalents for Dialogs in All Supported Versions of Microsoft Excel

Subtopics

- [Keyboard Equivalents for Labeled Dialog Controls, General Users](#)
- [Keyboard Equivalents for Dialog Controls Without Labels or Alt Activations, General Users](#)
- [Keyboard Equivalents for Set Up Data Form Dialog, Administrators and Interactive Users](#)

The tables in this topic list keyboard equivalents that apply to Predictive Planning dialogs used in all supported versions of Microsoft Excel. For keyboard equivalents used only in Microsoft Excel 2003, see [“Keyboard Equivalents for the Predict Menu in Microsoft Excel 2003”](#) on page 4. For keyboard equivalents used only in Microsoft Excel 2007 or later, see [“Keyboard Equivalents for the Predict Ribbon in Microsoft Excel 2007 or Later”](#) on page 4. See [“Keyboard Equivalents for Dialog Controls Without Labels or Alt Activations, General Users”](#) on page 11 for keyboard equivalents for dialog controls without labels. If you are an Administrator or Interactive User

and want to set up Oracle Hyperion Planning data form for use with Predictive Planning, see “Keyboard Equivalents for Set Up Data Form Dialog, Administrators and Interactive Users” on page 12.

Keyboard Equivalents for Labeled Dialog Controls, General Users

The tables in this section are for all users of Predictive Planning and include keys for the following:

- Table 3, “Keyboard Equivalents: All Dialogs for General Users,” on page 7
- Table 4, “Keyboard Equivalents: Run Confirmation Dialog Controls,” on page 7
- Table 5, “Keyboard Equivalents: Change Member Selection Dialog Controls,” on page 7
- Table 6, “Keyboard Equivalents: Change Historical Data and Change Prediction Range Dialog Controls,” on page 7
- Table 7, “Keyboard Equivalents: Edit View and New View Dialog Controls,” on page 7
- Table 8, “Keyboard Equivalents: Add Prediction Data Dialog Controls,” on page 8
- Table 9, “Keyboard Equivalents: Add Trend Line Dialog Controls,” on page 8
- Table 10, “Keyboard Equivalents: Manage Views Dialog Controls,” on page 8
- Table 11, “Keyboard Equivalents: Rename View Dialog Controls,” on page 8
- Table 12, “Keyboard Equivalents: Filter Results Dialog Controls,” on page 8
- Table 13, “Keyboard Equivalents: Paste Results Button, Lower Half (Microsoft Excel 2007 or Later),” on page 9
- Table 14, “Keyboard Equivalents: Paste Results Dialog Controls,” on page 9
- Table 15, “Keyboard Equivalents: Create Report Dialog Controls,” on page 9
- Table 16, “Keyboard Equivalents: Report Tab of the Report Preferences Dialog, Report Summary Details,” on page 9
- Table 17, “Keyboard Equivalents: Report Tab of the Report Preferences Dialog, Predictor Members Details,” on page 9
- Table 18, “Keyboard Equivalents: Options Tab of the Report Preferences Dialog,” on page 10
- Table 19, “Keyboard Equivalents: Extract Data Dialog Controls,” on page 10
- Table 20, “Keyboard Equivalents: Data Tab of the Extract Data Preferences Dialog, Results Table Details,” on page 10
- Table 21, “Keyboard Equivalents: Data Tab of the Extract Data Preferences Dialog, Methods Table Details,” on page 10
- Table 22, “Keyboard Equivalents: Options Tab of the Extract Data Preferences Dialog,” on page 11
- Table 23, “Keyboard Equivalents: Help Button, Right Half (Microsoft Excel 2007 or Later),” on page 11
- Table 24, “Keyboard Equivalents: Options Dialog,” on page 11

Table 3 Keyboard Equivalents: All Dialogs for General Users

Keys	Button
Alt+h	Help
Alt+r	Reset
Alt+o	OK
Alt+c	Cancel

Table 4 Keyboard Equivalents: Run Confirmation Dialog Controls

Keys	Button
Alt+a	Change member selection (Table 5 on page 7)
Alt+n	Change historical data (Table 6 on page 7)
Alt+g	Change prediction range (Table 6 on page 7)
Alt+r	Run prediction

Table 5 Keyboard Equivalents: Change Member Selection Dialog Controls

Keys	Control
Alt+p	Prediction type
Alt+k	Skip 'read only' members
Alt+a	Clear All
Alt+s	Select All
Alt+r	Reset

Table 6 Keyboard Equivalents: Change Historical Data and Change Prediction Range Dialog Controls

Keys	Control
Alt+s	Start year
Alt+t	Start period
Alt+e	End year
Alt+n	End period

Table 7 Keyboard Equivalents: Edit View and New View Dialog Controls

Keys	Control
Alt+v	View Name
Alt+a	Auto

Keys	Control
Alt+s	Add Scenario
Alt+p	Add Prediction
Alt+t	Add Trend Line
Alt+e	Remove

Table 8 Keyboard Equivalents: Add Prediction Data Dialog Controls

Keys	Control
Alt+p	Prediction (current)
Alt+r	Prediction worst case
Alt+e	Prediction best case
Alt+d	Prediction fit line

Table 9 Keyboard Equivalents: Add Trend Line Dialog Controls

Keys	Control
Alt+l	Linear trend line
Alt+r	Growth rate
Alt+p	_ % per _
Alt+u	Use compounding

Table 10 Keyboard Equivalents: Manage Views Dialog Controls

Keys	Button
Alt+e	Edit
Alt+r	Rename
Alt+v	Remove

Table 11 Keyboard Equivalents: Rename View Dialog Controls

Keys	Action
Alt+e	Enter a name for the view

Table 12 Keyboard Equivalents: Filter Results Dialog Controls

Keys	Control
Alt+a	Add row

Table 13 Keyboard Equivalents: Paste Results Button, Lower Half (Microsoft Excel 2007 or Later)

Keys	Action: Paste Results for
Alt+t	Current member
Alt+a	All members
Alt+f	Filtered members
Alt+s	Selected members

Table 14 Keyboard Equivalents: Paste Results Dialog Controls

Keys	Control
Alt+r	From
Alt+t	To: Scenario
Alt+e	Entire range
Alt+f	First _ periods on data form

Table 15 Keyboard Equivalents: Create Report Dialog Controls

Keys	Control
Alt+a	All members
Alt+f	Filtered members
Alt+m	Selected members
Alt+p	Preferences

Table 16 Keyboard Equivalents: Report Tab of the Report Preferences Dialog, Report Summary Details

Keys	Control
Alt+e	Report sections list; first selection is Report Summary with the following Details selections:
Alt+r	Report title
Alt+u	Run date/time
Alt+d	Data attributes
Alt+n	Run preferences
Alt+p	Prediction results

Table 17 Keyboard Equivalents: Report Tab of the Report Preferences Dialog, Predictor Members Details

Keys	Control
Alt+e	Report sections list; second selection is Predictor Members with the following Details selections:

Keys	Control
Alt+r	Chart
Alt+p	Predicted values
Alt+t	Statistics
Alt+m	Methods

Table 18 Keyboard Equivalents: Options Tab of the Report Preferences Dialog

Keys	Control
Alt+n	New workbook
Alt+u	Current workbook
Alt+t	Sheet name
Alt+l	Include cell locations
Alt+g	Image
Alt+e	Microsoft Excel chart

Table 19 Keyboard Equivalents: Extract Data Dialog Controls

Keys	Control
Alt+a	All members
Alt+f	Filtered members
Alt+m	Selected members
Alt+p	Preferences

Table 20 Keyboard Equivalents: Data Tab of the Extract Data Preferences Dialog, Results Table Details

Keys	Control
Alt+s	Data to extract list; first selection is Results Table with the following Details selections:
Alt+d	Past data
Alt+f	Future data

Table 21 Keyboard Equivalents: Data Tab of the Extract Data Preferences Dialog, Methods Table Details

Keys	Control
Alt+s	Data to extract list; second selection is Methods Table with the following Details selections:
Alt+u	Accuracy

Keys	Control
Alt+e	Errors
Alt+a	Parameters
Alt+n	Ranking

Table 22 Keyboard Equivalents: Options Tab of the Extract Data Preferences Dialog

Keys	Control
Alt+n	New workbook
Alt+u	Current workbook
Alt+t	Sheet name
Alt+a	AutoFormat

Table 23 Keyboard Equivalents: Help Button, Right Half (Microsoft Excel 2007 or Later)

Keys	Action: Displays
Alt+c	Contents
Alt+s	Technical Support
Alt+e	EPM Documentation
Alt+a	About

Table 24 Keyboard Equivalents: Options Dialog

Keys	Control
Alt+r	Show ribbon only for valid Planning data forms
Alt+s	Show prediction comments next to the data form
Alt+l	Collapse rows and columns on data form during filter operations
Alt+t	Reset; for “Do not showcheckboxes”
Alt+f	Format (for period and year)
Alt+p	Separator (date)
Alt+e	Enable accessibility options

Keyboard Equivalents for Dialog Controls Without Labels or Alt Activations, General Users

Table 25, “Keyboard Equivalents for Controls without Labels or Alt Key Activation, All Supported Versions of Microsoft Excel,” on page 12 lists keyboard equivalents for controls

that either have no labels or do not have a keyboard equivalent that is highlighted when you press Alt.

Table 25 Keyboard Equivalents for Controls without Labels or Alt Key Activation, All Supported Versions of Microsoft Excel

Keys	Action
Ctrl+Up Arrow	In the Predictive Planning panel, selects the previous member In the New View/Modify View dialog and the Manage Views dialog, moves a view up in order
Ctrl+Down Arrow	In the Predictive Planning panel, selects the next member In the New View/Modify View dialog and the Manage Views dialog, moves a view down in order
Ctrl+p	In the Predictive Planning panel, displays the Chart Preferences dialog
Ctrl+z	In the Predictive Planning panel, selects the Chart Scale slide control to display more or less detail in the chart
Ctrl+t	In the Predictive Planning panel, detaches the pane from the side of the window; same as the Pin Panel button
F1	In the Predictive Planning panel, displays online Help

Keyboard Equivalents for Set Up Data Form Dialog, Administrators and Interactive Users

The following tables in this section are for Administrators and Interactive Users and include keys for the Set Up Data Form dialog tabs:

- [Table 26, “Keyboard Equivalents: Set Up Data Form Dialog, All Tabs,” on page 12](#)
- [Table 27, “Keyboard Equivalents: Set Up Data Form Dialog, Data Source Tab,” on page 13](#)
- [Table 28, “Keyboard Equivalents: Set Up Data Form Dialog, Map Names Tab,” on page 13](#)
- [Table 29, “Keyboard Equivalents: Set Up Data Form Dialog, Member Selection Tab,” on page 13](#)
- [Table 30, “Keyboard Equivalents: Set Up Data Form Dialog, Options Tab,” on page 13](#)

Table 26 Keyboard Equivalents: Set Up Data Form Dialog, All Tabs

Keys	Button
Alt+h	Help
Alt+r	Reset
Alt+d	Set Default
Alt+o	OK
Alt+c	Cancel

Table 27 Keyboard Equivalents: Set Up Data Form Dialog, Data Source Tab

Keys	Control
Alt+p	Current Planning application
Alt+u	Use all historical data
Alt+s	Selected data range
Alt+t	Start year
Alt+a	Start period
Alt+e	End year
Alt+n	End period

Table 28 Keyboard Equivalents: Set Up Data Form Dialog, Map Names Tab

Keys	Control
Alt+s	Scenario
Alt+1	Scenario 1
Alt+2	Scenario 2
Alt+b	Base case scenario
Alt+w	Worst case scenario
Alt+e	Best case scenario
Alt+a	Automatically paste results to prediction scenarios

Table 29 Keyboard Equivalents: Set Up Data Form Dialog, Member Selection Tab

Keys	Control
Alt+b	Bottom-up
Alt+t	Top-down
Alt+f	Full
Alt+k	Skip 'read only' members

Table 30 Keyboard Equivalents: Set Up Data Form Dialog, Options Tab

Keys	Control
Alt+u	Automatic
Alt+m	Manual
Alt+f	Fill in missing values

Keys	Control
Alt+d	Adjust outliers
Alt+n	Nonseasonal methods
Alt+s	Seasonal methods
Alt+i	ARIMA
Alt+r	RMSE
Alt+a	MAD
Alt+p	MAPE
Alt+b	Select periods based on data form
Alt+l	Manual
Alt+t	Prediction interval

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