

Oracle FLEXCUBE Accessibility User Guide

## **Oracle FLEXCUBE Investor Servicing**

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Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra 400 063  
India  
Worldwide Inquiries:  
Phone: +91 22 6718 3000  
Fax: +91 22 6718 3001  
[www.oracle.com/financialservices/](http://www.oracle.com/financialservices/)

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# 1. Preface

## 1.1 Introduction

This manual is designed to help you quickly get acquainted with the basic accessibility features in Oracle FLEXCUBE Investor Servicing.

## 1.2 Documentation Accessibility

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>.

## 1.3 Organization

This manual is organized into the following chapters:

| Chapter   | Description                                                                                                    |
|-----------|----------------------------------------------------------------------------------------------------------------|
| Chapter 1 | <i>About this Manual</i> lists the chapters covered in this User Manual with additional references.            |
| Chapter 2 | Oracle FLEXCUBE Investor Servicing Accessibility lists all the available keyboard shortcuts for accessibility. |

## 1.4 Related Documents

- The Procedures User Manual

## 1.5 Glossary of Icons

This User Manual may refer to all or some of the following icons:

| Icons                                                                               | Function    |
|-------------------------------------------------------------------------------------|-------------|
|  | Exit        |
|  | Add row     |
|  | Delete row  |
|  | Option List |

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## 2. Oracle FLEXCUBE Investor Servicing Accessibility

This chapter contains the following sections

- [Section 2.1, "Keyboard Navigation"](#)
- [Section 2.2, "Links to Detailed Information"](#)

### 2.1 Keyboard Navigation

In Oracle FLEXCUBE Investor Servicing, the following keys are used for navigation.

#### **Tab key**

You can use the tab key to move to the next control, such as, navigation tree, menu or tab in a page. Tab traverses the page left to right, top to bottom. Use Shift +Tab to move to the previous control.

#### **Up and Down Arrow keys**

You can use the up arrow and down arrow keys to move to the previous or next item in the navigation tree, menu or table.

#### **Left and Right Arrow keys**

You can use the left arrow and right arrow keys to expand and collapse an item in the navigation tree.

#### **Spacebar**

You can use the spacebar to activate a control.

For example, in a check box, spacebar toggles the state, checking or un-checking the box. On a link, spacebar navigates to the target of the link.

#### **Enter**

You can use the enter key to activate a button in selection.

The common tasks and the keyboard navigation used in Oracle FLEXCUBE Investor Servicing are discussed under the following headings.

*For more information on the common operations in Oracle FLEXCUBE Investor Servicing, refer to the 'Procedures' user manual.*

This section contains the following topics

- [Section 2.1.1, "Hot keys for Detail Screen Operations"](#)
- [Section 2.1.2, "Hot Keys to View/Enter More Information When a Field is in Focus"](#)
- [Section 2.1.3, "Hot Keys for Summary Screen Operations"](#)
- [Section 2.1.4, "Navigation Keys for Accessing Tabs in Landing Page"](#)
- [Section 2.1.5, "Hot Keys to Access Dashboards"](#)
- [Section 2.1.6, "Calendar Navigation Keys"](#)
- [Section 2.1.7, "Hot Keys for Close Operations"](#)
- [Section 2.1.8, "Other Operations"](#)
- [Section 2.1.9, "Grid Operations Navigation Keys"](#)
- [Section 2.1.10, "Summary Screen or LOV Grid Navigation Keys"](#)
- [Section 2.1.11, "Layout Table Navigation Keys"](#)

### 2.1.1 Hot keys for Detail Screen Operations

You can use the following navigation keys to perform the basic operations on the new or existing records in a details screen:

| Task          | Navigation Keys | Description                        |
|---------------|-----------------|------------------------------------|
| New           | Ctrl+N          | To create a new record.            |
| Save          | Ctrl+S          | To save a record.                  |
| Copy          | Ctrl+Shift+C    | To copy the selected record.       |
| Close         | Ctrl+Shift+Y    | To close a record.                 |
| Authorize     | Ctrl+Shift+Z    | To authorize the selected record.  |
| Delete        | Ctrl+D          | To delete the selected record.     |
| Unlock        | Ctrl+U          | To unlock the selected record.     |
| Reopen        | Ctrl+R          | To reopen the selected record.     |
| Reverse       | Ctrl+E          | To reverse the selected record.    |
| Print         | Ctrl+P          | To print the selected record.      |
| View          | Ctrl+J          | To view the selected record.       |
| Enter Query   | F7              | To enter query in a detail screen. |
| Execute Query | F8              | To execute an entered query.       |

### 2.1.2 Hot Keys to View/Enter More Information When a Field is in Focus

Use of the following navigation keys pop up separate windows that contain the respective details for a selected field on a detail screen.

| Task                             | Navigation Keys | Description                                    |
|----------------------------------|-----------------|------------------------------------------------|
| Field Level Help                 | F1              | To open the field level help window.           |
| Open LOV/Calender/<br>Popup-Edit | F4              | To open an LOV, Calender or popup-edit window. |

### 2.1.3 Hot Keys for Summary Screen Operations

You can use the following navigation keys to perform the basic operations on the selected records in a summary screen:

| Task           | Navigation Keys | Description                                  |
|----------------|-----------------|----------------------------------------------|
| Export         | Ctrl+E          | To export the data in an excel format.       |
| Reset          | Ctrl+R          | To reset the fields to enter a new criteria. |
| Advance Search | Ctrl+Q          | To open the advance search window.           |

|               |        |                                                    |
|---------------|--------|----------------------------------------------------|
| Clear All     | Ctrl+L | To clear all the data entered for search criteria. |
| Refresh       | Ctrl+H | To refresh the record with the same criteria.      |
| Saved Queries | F7     | To get the list of saved queries.                  |
| Execute Query | F8     | To execute query.                                  |

#### 2.1.4 Navigation Keys for Accessing Tabs in Landing Page

The navigation keys are used in different browsers in combination with a specific browser modifier key/key combination. You can navigate between the tabs and links on the landing page using the respective navigation key along with the browser modifier key.

##### **Browser Modifier Keys**

The following table lists out the modifier keys for different browsers. Depending on the browser, prefix the respective modifier key to the specific navigation keys.

| Browser           | Modifier Keys    | Description                                                                       |
|-------------------|------------------|-----------------------------------------------------------------------------------|
| Internet Explorer | Alt              | Prefix 'Alt' key to the navigation key to execute the required task.              |
| Mozilla Firefox   | Alt+Shift        | Prefix 'Alt+Shift' key to the navigation key to execute the required task.        |
| Opera             | Shift+Esc        | Prefix 'Shift+Esc' key to the navigation key to execute the required task.        |
| Google Chrome     | Alt or Alt+Shift | Prefix 'Alt or Alt+Shift' key to the navigation key to execute the required task. |
| Safari            | Alt or Alt+Shift | Prefix 'Alt or Alt+Shift' key to the navigation key to execute the required task. |

##### **Landing Page Tab Navigation Keys**

Depending on your browser, you need to prefix the browser modifier key to the navigation key. The navigation keys are listed in the following table.

| Task                       | Navigation Key | Description                                      |
|----------------------------|----------------|--------------------------------------------------|
| Access Keys Information    | 0              | To view access keys information.                 |
| Refresh Landing Page       | 1              | To refresh landing page.                         |
| Minimize or Maximize Menu  | 2              | To minimize or maximize the menu.                |
| Drill down Main Navigation | 3              | To drill down the main navigation.               |
| Minimize                   | 6              | To minimize the selected window.                 |
| Close                      | 7              | To close the selected window.                    |
| Fast Path                  | F              | To access this field to provide the function id. |

| Task     | Navigation Key | Description                         |
|----------|----------------|-------------------------------------|
| Sign Off | G              | To sign off from the application.   |
| Home     | H              | To shift focus to the home page.    |
| Window   | N              | To access the window option.        |
| Workflow | W              | To shift focus to the workflow tab. |

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#### Note

Once the focus is on the home tab, you can navigate the tabs using right or left arrows keys.

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### 2.1.5 Hot Keys to Access Dashboards

The dashboards are arranged in specific order. You can shift the focus by using the respective navigation keys.

| Task       | Navigation Keys | Description                            |
|------------|-----------------|----------------------------------------|
| Dashboard1 | Ctrl+Shift+1    | To shift the focus on the dashboard-1. |
| Dashboard2 | Ctrl+Shift+2    | To shift the focus on the dashboard-2. |
| Dashboard3 | Ctrl+Shift+3    | To shift the focus on the dashboard-3. |
| Dashboard4 | Ctrl+Shift+4    | To shift the focus on the dashboard-4. |
| Dashboard5 | Ctrl+Shift+5    | To shift the focus on the dashboard-5. |
| Dashboard6 | Ctrl+Shift+6    | To shift the focus on the dashboard-6. |

### 2.1.6 Calendar Navigation Keys

The fields denoting dates will have the adjoining calendar to select the date from. You can navigate in the calendar using the following respective keys.

| Task           | Navigation Keys | Description                                  |
|----------------|-----------------|----------------------------------------------|
| Previous Year  | Home            | To go to the previous year in the calendar.  |
| Previous Month | Page Up         | To go to the previous month in the calendar. |
| Next Month     | Page Down       | To go to the next month in the calendar.     |
| Next Year      | End             | To go to the next year in the calendar.      |

### 2.1.7 Hot Keys for Close Operations

The LOV, calendar, popup-edit, screens or sub-screens open a different window. You can close such window using the following navigation keys.

| Task                    | Navigation Keys | Description                                      |
|-------------------------|-----------------|--------------------------------------------------|
| LOV/Calendar/Popup-Edit | Esc             | To close the LOV, Calendar, or Popup-Edit window |
| Screen/Sub Screen       | Ctrl+W          | To close the open screen or sub screen.          |

### 2.1.8 Other Operations

You can perform some more screen level operations using the following navigation keys.

| Task                   | Navigation Keys | Description                                        |
|------------------------|-----------------|----------------------------------------------------|
| Switch between Windows | F2              | To switch between the open windows.                |
| Ok                     | Ctrl+K          | To focus on 'Ok' button on a selected window.      |
| Cancel                 | Ctrl+L          | To focus on 'cancel' button on a selected window.  |
| Confirm                | Ctrl+M          | To focus on 'Confirm' button on a selected window. |
| Next Tab               | Ctrl+Page Down  | To go to the next tab.                             |
| Previous Tab           | Ctrl+Page Up    | To go the previous tab.                            |

### 2.1.9 Grid Operations Navigation Keys

A multiple entry table grid in Oracle FLEXCUBE Investor Servicing refers to a set of fields in tabular format where you can add more rows or delete existing rows as required to capture the details. In a multiple entry table grid on a given screen, you can use the following hot-keys to navigate between rows and columns. These hot-keys can be used when the multiple entry table grid is in edit mode

| Task                   | Navigation Keys | Description                 |
|------------------------|-----------------|-----------------------------|
| Navigate Between Rows  | Up & Down keys  | To navigate between rows.   |
| Navigate between cells | Tab & Shift+Tab | To navigate between cells.  |
| First Page             | Home            | To go to the first page.    |
| Previous Page          | Page Up         | To go to the previous page. |
| Next Page              | Page Down       | To go to the next page.     |
| Last Page              | End             | To go to the last page.     |

|                                       |                |                                                                             |
|---------------------------------------|----------------|-----------------------------------------------------------------------------|
| Add Row                               | Ctrl+Insert    | To add a row.                                                               |
| Delete Row                            | Ctrl+Delete    | To delete a row.                                                            |
| Single Record View                    | Ctrl+I         | To view a single record.                                                    |
| Focus Shifted Outside the Table       | Ctrl+Tab       | To shift the focus outside the table.                                       |
| Navigate to the Frame above the Table | Ctrl+Shift+Tab | To navigate to the frame on the screen above the multiple entry table grid. |

### 2.1.10 Summary Screen or LOV Grid Navigation Keys

You can view the queried records in summary screen. You can navigate using the following navigation keys.

| Task          | Navigation Keys | Description                 |
|---------------|-----------------|-----------------------------|
| First Page    | Home            | To go to the first page.    |
| Previous Page | Page Up         | To go to the previous page. |
| Next Page     | Page Down       | To go to the next page.     |
| Last Page     | End             | To go to the last page.     |

### 2.1.11 Layout Table Navigation Keys

You can navigate in the layout table using the following navigation keys to shift the focus between rows, cells or pages.

| Task                         | Navigation Keys | Description                    |
|------------------------------|-----------------|--------------------------------|
| Navigate Between Rows        | Up & Down keys  | To navigate between rows.      |
| Navigate between cells       | Tab & Shift+Tab | To Navigate between cells.     |
| First Page                   | Home            | To go to the first page.       |
| Previous Page                | Page Up         | To go to the previous page.    |
| Next Page                    | Page Down       | To go to the next page.        |
| Last Page                    | End             | To go to the last page.        |
| Navigation to Cells on Left  | Left Arrow      | To navigate to cells on left.  |
| Navigation to Cells on Right | Right Arrow     | To navigate to cells on right. |

## 2.2 Links to Detailed Information

The following sections provide you with the relevant links for detailed information on Oracle FLEXCUBE Investor Servicing Accessibility.

This section contains the following topics

- [Section 2.2.1, "Documentation Accessibility"](#)
- [Section 2.2.2, "Access to Oracle Support"](#)

### **2.2.1 Documentation Accessibility**

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>.

### **2.2.2 Access to Oracle Support**

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.