

Accessibility User Guide

## **Oracle FLEXCUBE Investor Servicing**

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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.

## 1.2 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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# 1. Oracle FLEXCUBE Accessibility

To easily access the Oracle Flexcube Application the keys for navigation such as hot keys and other accessibility features are detailed in this chapter.

This chapter contains the following sections:

- [Section 1.1, "Keyboard Navigation"](#)
- [Section 1.2, "Links to Detailed Information"](#)
- [Section 1.3, "Documentation Accessibility"](#)
- [Section 1.4, "Access to Oracle Support"](#)

## 1.1 Keyboard Navigation

This section contains the following topics:

- [Section 1.1.1, "Keys for Navigation"](#)
- [Section 1.1.2, "Browser Modifier Keys for Invoking Access Key"](#)
- [Section 1.1.3, "Hot keys for Action"](#)
- [Section 1.1.4, "Application Hot Keys"](#)
- [Section 1.1.5, "Access Keys for Menu Tree"](#)
- [Section 1.1.6, "Access Keys for Navigation"](#)
- [Section 1.1.7, "Access Keys for Tabs in Landing Page"](#)
- [Section 1.1.8, "Shortcuts for Windows and Widgets"](#)
- [Section 1.1.9, "Access keys for Calendar"](#)

### 1.1.1 Keys for Navigation

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

#### **Tab key**

This key is used 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**

This key is used to move to the previous or next item in the navigation tree, menu, or table. Left and Right Arrow keys

This key is used to expand and collapse an item in the navigation tree.

#### **Spacebar**

This key is used 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**

This key is used to activate a button.

The following tables give you an idea about some common tasks and the keyboard navigation used.

### 1.1.2 Browser Modifier Keys for Invoking Access Key

Browser	Modifier Keys
Internet Explorer	Alt
Mozilla Firefox	Alt+Shift
Opera	Shift+Esc
Google Chrome	Alt or Alt+Shift
Safari	Alt or Alt+Shift

### 1.1.3 Hot keys for Action

Task	Navigation Keys
Template	Ctrl+Shift+A
Generate	Ctrl+B
Copy	Ctrl+Shift+C
Delete	Ctrl+D
Reverse	Ctrl+E
Hold	Ctrl+H
View	Ctrl+J
Ok	Ctrl+K
Cancel	Ctrl+L
Confirm	Ctrl+M
New	Ctrl+N
Operations	Ctrl+O
Print	Ctrl+P
Liquidate	Ctrl+Q
Reopen	Ctrl+R
Save	Ctrl+S
Display Till Content	Ctrl+T
Unlock	Ctrl+U
Rollover	Ctrl+Shift+V
Close	Ctrl+Shift+Y
Authorize	Ctrl+Shift+Z

Enter Query	F7
Execute Query	F8
Contextual Help	F1

#### 1.1.4 **Application Hot Keys**

Task	Navigation Keys
Customer Instructions	F6
Open Field LOV/Calendar/ Popup-Edit	F9

#### 1.1.5 **Access Keys for Menu Tree**

Task	Navigation Keys
Move to the above link	Up arrow
Move to the below link	Down arrow
Expand link	Right arrow
Collapse link	Left arrow

#### 1.1.6 **Access Keys for Navigation**

Task	Navigation Keys
Access Keys Information	0
Refresh Landing Page	1
Minimize or Maximize Menu	2
Drill down Main Navigation	3
Minimize	6
Close	7
Branch	B
Customer	C
Help	E
Fast Path	F
Sign Off	G

### 1.1.7 Access Keys for Tabs in Landing Page

Browser	Navigation Keys
Home	H
Interactions	I
Window	N
Options	O
Preferences	P
Tasks	T
Workflow	W

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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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### 1.1.8 Shortcuts for Windows and Widgets

Browser	Navigation Keys
Switch between Windows	F2
Contextual Popup	F4
Close window	Ctrl+W
Close Dialogs	Esc
Next Tab	Ctrl+Page Down
Previous Tab	Ctrl+Page Up
Data Table	Up & Down keys
Navigate Between Rows	Tab & Shift+Tab
Navigate between cells	Home
First Page	Home
Previous Page	Page Up
Next Page	Page Down
Last Page	End
Add Row	Ctrl+Insert
Delete Row	Ctrl+Delete

Single Record View	Ctrl+I
Exit Table	Ctrl+Tab
Go to the form field before table	Ctrl+Shift+Tab

### 1.1.9 **Access keys for Calendar**

Browser	Navigation Keys
Previous Year	Home
Previous Month	Page Up
Next Month	Page Down
Next Year	End

## 1.2 **Links to Detailed Information**

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

### 1.3 **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>.

### 1.4 **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.