

Oracle FLEXCUBE Accessibility User Guide

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Accessibility User Guide
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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 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 | <i>Oracle FLEXCUBE Accessibility</i> 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 |

2. Oracle FLEXCUBE 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, 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 are discussed under the following headings.

For more information on the common operations in Oracle FLEXCUBE, 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"](#)
- [Section 2.1.12, "Navigation Keys for Customer Landing Page"](#)

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. |
| Rollover | Ctrl+Shift+V | To rollover the selected record. |
| Liquidate | Ctrl+Q | To liquidate the selected record. |
| Hold | Ctrl+H | To hold the selected record. |
| Generate | Ctrl+B | To generate 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/ Popup-Edit | F4 | To open an LOV, Calender or popup-edit window. |
| Customer Instructions | F6 | To open a customer instructions window. |
| Customer Image | F10 | To open a customer image window. |
| Customer Balance | F11 | To open a customer balance window. |

| | | |
|----------------------|--------------|--------------------------------------|
| Customer Signature | F12 | To open a customer signature window. |
| Display Till Content | Ctrl+Shift+T | To open a till content 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. |
| Branch | B | To change branch drop-down |
| Customer | C | To access the customer tab. |
| Field Level Help | E | To open a field level help. |
| Fast Path | F | To access this field to provide the function id. |
| Sign Off | G | To sign off from the application. |
| Home | H | To shift focus to the home page. |
| Interactions | I | To shift focus to the interactions tab. |
| Window | N | To access the window option. |
| Preferences | P | To shift focus to the preferences tab. |
| Tasks | T | To shift focus to the tasks tab. |
| Workflow | W | To shift focus to the workflow tab. |

Note

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

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 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+l | 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 summery 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. |

2.1.12 Navigation Keys for Customer Landing Page

You can navigate within the customer landing page using the following navigation keys:

| Task | Navigation Keys | Description |
|--|----------------------|---|
| Moving to next Account Tab or Customer Details Tab | Ctrl+Shift+Page-Down | To navigate to the next accounting tab within the customer landing page if account tabs are open. If last tab is reached, next navigation will be to the customer detail tab. |
| Moving to previous Account Tab or Customer Details Tab | Ctrl+Shift+PageUp | To navigate to the previous opened tab within the customer landing page if account tabs are open. If first tab is reached, next navigation will be to the last account tab. |

2.2 Links to Detailed Information

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