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 Critical Patches

Oracle advices customers to get all their security and vulnerability information from the Oracle Critical Patch Update Advisory, which is available at Critical Patches, Security Alerts and Bulletins. All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by Oracle Software Security Assurance.

1.4 Organization

This manual is organized into the following chapters:

Chapter	Description
Chapter 1	*About this Manual* lists the chapters covered in this User Manual with additional references.
Chapter 2	Oracle FLEXCUBE Accessibility lists all the available keyboard shortcuts for accessibility.

1.5 Related Documents

- The Procedures User Manual

1.6 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+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 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.