

Oracle® Cloud

Accessibility Guide for Profitability and Cost Management



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Oracle Cloud Accessibility Guide for Profitability and Cost Management,

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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>.

Access to Oracle Support

Oracle customers that have purchased support 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.

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About Profitability and Cost Management Accessibility

This guide describes the use and administration of accessibility features in the Profitability and Cost Management.

Related Topics

- [Introduction](#)
- [Available Accessibility Features](#)
- [Activating Accessibility Features](#)

Introduction

This guide describes accessibility features for Profitability and Cost Management.

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.





For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#) website.

All videos for this cloud service have HTML equivalent topics.

Available Accessibility Features

The following topics describe how to activate and use the accessibility features of Profitability and Cost Management.

Table 1-1 Topics That Describe Available Accessibility Features

Feature	Selection Options	Topic
Core Profitability and Cost Management features	Log in to Profitability and Cost Management	Accessibility for Profitability and Cost Management Core Features
Data Management	Navigator  , Data Management	Data Management
Financial Reporting	Navigator  , Financial Reporting Studio	Financial Reporting
Explore Repository	Navigator  , Explore Repository	Explore Repository
Smart View	Navigator  , Smart View	Smart View


Activating Accessibility Features



Note:

Oracle recommends that you use the Internet Explorer browser if you are using screen reader software,

To activate visual accessibility features of Profitability and Cost Management:

1. Log in to Profitability and Cost Management.
2. Tab to the **Accessibility Settings** icon, , and click it.
3. In the **Accessibility Settings** window, select from the following:
 - **Screen Reader Mode**, to enable a screen reader to read the text on the screen
 - **High Contrast**, to sharpen screen contrast

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Accessibility for Profitability and Cost Management Core Features

Related Topics

- [Using the Tab Key](#)
- [Switching Between Tabs in the User Interface](#)
- [Making Multiple Selections](#)

Using the Tab Key

Use the Tab key to navigate through Profitability and Cost Management screens. The default tab order flows from left to right, top to bottom.

Switching Between Tabs in the User Interface

To switch from one tab to another tab, such as the Driver Rules and Exception tabs on the Driver Selections screen, use the arrow keyboard keys.

Making Multiple Selections

You can use the CTRL key and arrow keys to make multiple selections of items that are not adjacent to each other.

To select multiple random items:

1. Press down the CTRL key and hold it down until all selections have been made.
2. Use the up and down arrows keys to navigate to the item to be selected, and then press the Space Bar to select or deselect the item.
3. Repeat these steps for each item to be selected or deselected.
4. Release the CTRL key to finalize the selections.

3

Data Management

Related Topics

- [Accessibility Features](#)
- [Recommended Screen Reader Settings](#)
- [Using Screen Reader Mode](#)
- [Using the Tab Key](#)
- [Accessibility Details](#)

Accessibility Features

Tab Indexes are provided for group boxes, text boxes, and buttons.

Tip:

To have your screen reader announce the number of items in a group box, click Alt and the Up Arrow key.

Abbreviations such as "POV" for Point of View are used across screens. Screen readers will read them as "POV" instead of "pee-oh-vee". To add abbreviation equivalents to the screen reader dictionary, so that you can replace "POV" with "Point of View" , refer to your screen reader documentation.

Recommended Screen Reader Settings

- Turn PC Cursor Mode ON when tabbing through read-only fields in a table.
- Turn PC Cursor Mode OFF when entering data in editable fields.

Using Screen Reader Mode

Note the following:

- Use buttons, radio buttons, and check boxes for selection.
- Click icons for additional information.
- When a popup such as a confirmation of information message appears after you save or launch a rule, use the Down Arrow keys to read the message after the screen reader announces the popup.

Using the Tab Key

The default tab order is from left to right, and top to bottom.

Accessibility Details

The following topics contain detailed information about accessibility.

Activating Keyboard Shortcuts in Browsers

Table 3-1 Activating Keyboard Shortcuts in Various Browsers

Browser	Activation Keyboard Shortcuts
Internet Explorer	Alt+Mnemonic
Mozilla Firefox	Alt+Shift+Mnemonic
Google Chrome	Alt+Mnemonic

Setup and Configure-System Settings

Table 3-2 Setup and Configure-System Settings

Mnemonic	Action
S	Saves the edit.
C	Cancels the edit.

Setup and Configure-Application Settings

Table 3-3 Setup and Configure-Application Settings

Mnemonic	Action
S	Saves the edit.
C	Cancels the edit.

Setup and Configure-User Settings

Table 3-4 Setup and Configure-User Settings

Mnemonic	Action
S	Saves the edit.
C	Cancels the edit.

Setup: Register Source System

Table 3-5 Setup: Register Source System

Mnemonic	Action
S	Saves the edit.
C	Cancels the edit.
A	Adds a blank source system row so that you can add source system detail.
D	Deletes the selected source system row.

Setup: Register Target Application

Table 3-6 Setup: Register Target Application

Mnemonic	Action
S	Saves the edit.
C	Cancels the edit.
A	Two Add buttons are available in the user interface. They are located as follows: <ol style="list-style-type: none">1. Target Application Summary region—The first time the mnemonic A is typed on the keyboard, the control is placed in the Target Application Summary region. When you click Enter, a new target application can be selected from the Application window for registration.2. Application (Dimension) Details region—The second time the mnemonic A is typed on the keyboard, the control is placed in the Application (Dimension) Details region. When you click Enter, an additional dimension can be added for the target application.

Table 3-6 (Cont.) Setup: Register Target Application

Mnemonic	Action
D	<p>Two Delete buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Target Application Summary region—The first time the mnemonic D is typed on the keyboard, the control is placed in the Target Application Summary region. When you click Enter, the selected target application is deleted (after you reconfirm the deletion by clicking OK). 2. Application (Dimension) Details region—The second time the mnemonic D is typed on the keyboard, the control is placed in the Application (Dimension) Details region. When you click Enter, the selected dimension is deleted (after you reconfirm the deletion by clicking OK).
R	Refresh metadata from the selected target application.

Setup: Integration-Import Format

Table 3-7 Setup: Integration-Import Format

Mnemonic	Action
S	Saves the edit.
C	Cancel the edit.
A	Adds a blank Import Format row so that you can specify new import format detail.
D	<p>Two Delete buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Import Format Summary region—The first time the mnemonic D is typed on the keyboard, the control is placed in the Import Format region. When you click Enter, the selected import format is deleted (after you reconfirm the deletion by pressing OK). 2. Import Format Mapping region—The second time the mnemonic D is typed on the keyboard, the control is placed in the Import Format Mapping region. When you click Enter, the selected mapping is deleted.

Setup: Integration-Location

Table 3-8 Setup: Integration-Location

Mnemonic	Action
S	Saves the edit.
C	Cancel the edit.
A	Adds a blank Location row so that you can specify new location detail.
D	Deletes the selected Location row.

Setup: Integration-Period Mapping

Table 3-9 Setup: Integration-Period Mapping

Mnemonic	Action
S	Saves the edit.
C	Cancel the edit.
A	<p>The Add button is available on all the tabs of the user interface:</p> <ul style="list-style-type: none"> • Global Mapping • Application Mapping • Source Mapping <p>The Add button adds a blank Period Mapping row (on the tab in which the action was performed) so that you can specify new period mapping detail.</p>
D	<p>The Delete button is available on all the tabs of the user interface:</p> <ul style="list-style-type: none"> • Global Mapping • Application Mapping • Source Mapping <p>The Delete button deletes the selected Period Mapping row (on the tab in which the action was performed).</p>

Setup: Integration-Category Mapping

Table 3-10 Setup: Integration-Category Mapping

Mnemonic	Action
S	Saves the edit.
C	Cancel the edit.

Table 3-10 (Cont.) Setup: Integration-Category Mapping

Mnemonic	Action
A	<p>The Add button is available on all the tabs of the user interface:</p> <ul style="list-style-type: none"> • Global Mapping • Application Mapping <p>The Add button adds a blank Category Mapping row (on the tab in which the action was performed) so that you can specify new category mapping detail.</p>
D	<p>The Delete button is available on all the tabs of the user interface:</p> <ul style="list-style-type: none"> • Global Mapping • Application Mapping <p>The Delete button deletes the selected Category Mapping row (on the tab in which the action was performed).</p>

Setup: Data Load-Logic Group

Table 3-11 Setup: Data Load-Logic Group

Mnemonic	Action
S	Saves the edit.
C	Cancel the edit.
A	<p>Two Add buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Logic Group Summary region—The first time the mnemonic A is typed on the keyboard, the control is placed in the Logic Group Summary region. When you press Enter, a blank Logic Group row is created so that you can add logic group detail. 2. Logic Items region—The second time the mnemonic A is typed on the keyboard, the control is placed in the Logic Items region. When you press Enter, you can add a new logic item row.

Table 3-11 (Cont.) Setup: Data Load-Logic Group

Mnemonic	Action
D	<p>Two Delete buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Logic Group Summary region—The first time the mnemonic D is typed on the keyboard, the control is placed in the Logic Group Summary region. When you press Enter, the selected logic group is deleted (after you reconfirm the deletion by pressing OK). 2. Logic Items region—The second time the mnemonic D is typed on the keyboard, the control is placed in the Logic Items region. When you press Enter, you can delete a selected logic item (after you press OK to confirm the deletion).

Setup: Data Load-Check Rule Group

Table 3-12 Setup: Data Load-Check Rule Group

Component	Mnemonic	Action
Check Rule Group	S	Saves the edit.
Check Rule Group	C	Cancels the edit.
Check Rule Group	A	<p>Two Add buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Check Rule Group Summary region—The first time the mnemonic A is typed on the keyboard, the control is placed in the Check Rule Group Summary region. When you press Enter, a blank Check Rule Group Summary row is created so that you can add check rule group detail. 2. Rule Item Details region—The second time the mnemonic A is typed on the keyboard, the control is placed in the Rule Item Details region. When you press Enter, a blank rule item is created in which you can specify check rule item detail.

Table 3-12 (Cont.) Setup: Data Load-Check Rule Group

Component	Mnemonic	Action
Check Rule Group	D	<p>Two Delete buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none">1. Check Rule Group Summary region—The first time the mnemonic D is typed on the keyboard, the control is placed in the Check Rule Group Summary region. When you press Enter, the selected check rule group is deleted (after you press OK to confirm the deletion).2. Rule Item region—The second time the mnemonic D is typed on the keyboard, the control is placed in the Rule Item region. When you press Enter, you can delete a selected rule item row (after you reconfirm the deletion by pressing OK).
Rule Logic	A	<p>Two Add buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none">1. Rule Summary region—The first time the mnemonic A is typed on the keyboard, the control is placed in the Rule Summary region. When you press Enter, a blank Logic Rule row is created so that you can add logic rule detail.2. Display Summary region—The second time the mnemonic A is typed on the keyboard, the control is placed in the Display Summary region. When you press Enter, a blank Display Rule row is created in which you can specify display rule detail.

Table 3-12 (Cont.) Setup: Data Load-Check Rule Group

Component	Mnemonic	Action
Rule Logic	D	<p>Two Delete buttons are available in the popup. They are located as follows:</p> <ol style="list-style-type: none"> 1. Rule Summary region—The first time the mnemonic D is typed on the keyboard, the control is placed in the Rule Summary region. When you press Enter, the selected Logic Rule row is deleted (after you reconfirm the deletion by pressing OK). 2. Display Summary region—The second time the mnemonic D is typed on the keyboard, the control is placed in the Display Summary region. When you press Enter, you can delete a selected Display Rule row (after you reconfirm the deletion by pressing OK).

Setup: Data Load-Check Entity Group

Table 3-13 Setup: Data Load-Check Entity Group

Mnemonic	Action
S	Saves the edit.
C	Cancel the edit.
A	<p>Two Add buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Check Entity Group Summary region—The first time the mnemonic A is typed on the keyboard, the control is placed in the Check Entity Group Summary region. When you press Enter, a blank Check Entity Group row is created so that you can add check entity group detail. 2. Entity Details region—The second time the mnemonic A is typed on the keyboard, the control is placed in the Entity Details region. When you press Enter, a blank row is created so that you can specify entity detail information.

Table 3-13 (Cont.) Setup: Data Load-Check Entity Group

Mnemonic	Action
D	<p>Two Delete buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Check Entity Group Summary region—The first time the mnemonic D is typed on the keyboard, the control is placed in the Logic Group Summary region. When you press Enter, the selected Check Entity group is deleted (after you reconfirm the deletion by pressing OK). 2. Entity Details region—The second time the mnemonic D is typed on the keyboard, the control is placed in the Entity Details region. When you press Enter, you can delete a selected Entity row (after you reconfirm the deletion by pressing OK).

Setup: Reports-Report Definition

Table 3-14 Setup: Reports-Report Definition

Component	Mnemonic	Action
Reports	S	Saves the edit.
Reports	C	Cancels the edit.
Reports	A	<p>Two Add buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Report Header region—The first time the mnemonic A is typed on the keyboard, the control is placed in the Report Header region. When you click Enter, a blank Report Definition row is created so that you can add detail. 2. Report Parameter region—The second time the mnemonic A is typed on the keyboard, the control is placed in the Report Parameters region. When you click Enter, you can add report parameters.

Table 3-14 (Cont.) Setup: Reports-Report Definition

Component	Mnemonic	Action
Reports	D	<p>Two Delete buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Report Header region—The first time the mnemonic D is typed on the keyboard, the control is placed in the Report Header region. When you click Enter, the selected report definition is deleted. (System supplied reports cannot be deleted. Only custom reports created by a user can be deleted.) 2. Report Parameter region—The second time the mnemonic D is typed on the keyboard, the control is placed in the Report Parameters region. When you click Enter, you can delete report parameters.
Report Group	S	Saves the edits.
Report Group	C	Cancels the edits.
Report Group	A	Adds a blank report group row so that you can specify new report group detail.
Report Group	D	Deletes a selected report group row. (System supplied report groups cannot be deleted. Only custom report groups created by a user can be deleted.)

Setup: Batch-Batch Definition

Table 3-15 Setup: Batch-Batch Definition

Component	Mnemonic	Action
Batch	S	Saves the edit.
Batch	C	Cancels the edit.

Table 3-15 (Cont.) Setup: Batch-Batch Definition

Component	Mnemonic	Action
Batch	A	<p>Two Add buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Batch Definition Summary Header region—The first time the mnemonic A is typed on the keyboard, the control is placed in the Batch Definition Summary Header region. When you click Enter, a blank Batch Definition row is created so that you can add detail. 2. Batch Jobs region—The second time the mnemonic A is typed on the keyboard, the control is placed in the Batch Jobs region. When you click Enter, you can add rule details for the batch.
Batch	D	<p>Two Delete buttons are available in the user interface. They are located as follows:</p> <ol style="list-style-type: none"> 1. Batch Definition Summary region—The first time the mnemonic D is typed on the keyboard, the control is placed in the Batch Definition Summary region. When you click Enter, the selected batch definition is deleted. 2. Batch Jobs region—The second time the mnemonic D is typed on the keyboard, the control is placed in the Batch Jobs region. When you click Enter, you can delete a batch job.
Batch Group	S	Saves the edits.
Batch Group	C	Cancels the edits.
Batch Group	A	Adds a blank batch group row so that you can specify new batch group detail.
Batch Group	D	Deletes a selected batch group row.

Workflow: Data Load-Data Load Rule

Table 3-16 Workflow: Data Load-Data Load Rule

Mnemonic	Action
S	Saves the edit.
C	Cancel the edit.
A	Adds a blank Data Load Rule row so that you can specify new rule detail.
D	Deletes the selected Data Load Rule row (after you reconfirm the deletion by pressing OK).
R	Refreshes the status of the executed rule.
E	Launches a small window that shows the run-time parameters for the execution of a selected data load rule.

Workflow: Data Load-Data Load Mapping

Table 3-17 Workflow: Data Load-Data Load Mapping

Component	Mnemonic	Action
All Mappings tab	S	Saves the edit.
All Mappings tab	C	Cancel the edit.
Explicit / Between / In / Multi Dimension / Like Tabs	S	Saves the edit.
Explicit / Between / In / Multi Dimension / Like Tabs	C	Cancel the edit.
Explicit / Between / In / Multi Dimension / Like Tabs	A	Adds a blank Mapping row so that you can specify new mapping details.
Explicit / Between / In / Multi Dimension / Like Tabs	D	Deletes the selected mapping row (after you reconfirm the deletion by pressing OK).
Explicit / Between / In / Multi Dimension / Like Tabs	F	Refreshes values from the source system.

Workflow: Other-Report Execution

Table 3-18 Workflow: Other-Report Execution

Mnemonic	Action
E	Launches a small window that shows the run-time parameters for the execution of a selected report.

Workflow: Monitor-Process Details

Table 3-19 Workflow: Monitor-Process Details

Mnemonic	Action
R	Refreshes the status of the selected Process ID.

4

Financial Reporting

Related Topics

- [Accessibility for Financial Reporting](#)

Accessibility for Financial Reporting

Table 4-1 Accessibility for Financial Reporting

Key	Action
CTRL+F6, followed by Tab	To select a report in books and batches, if the focus is on the whole list.
Enter	To show a report, if the report is selected in the list.
Member Selection	
Arrow keys	Navigate through open members, if the focus is on option.
Enter	To open or close tree node, if the focus is on the +/- sign or an open/close folder image.
POV Bar	
Tab	Navigate through dimension buttons, if focus is on whole POV bar.
Enter	Used to launch member selection dialog.
Import Financial Reporting Documents Dialog Box	
In the Import dialog, when the focus is on a frame, press Ctrl+F6 to enter a frame, then press Tab to select the first focusable item.	
Annotations	
Ctrl+B	Access the area that displays annotation information associated with the report.
Ctrl+Shift+2	Setting to adjust the size of the annotation pane and content area. Hiding the annotation pane provides a larger content frame in which to use . Select View, then View Annotations to hide/display the Annotation pane.

5

Explore Repository

Related Topics

- [Using Global Navigation Shortcuts](#)
- [Accessibility Behaviors for General UI Elements](#)
- [Accessibility for Explore Tree and Explore List](#)
- [Accessibility For the Content Tab Bar](#)
- [Accessibility for the Properties Dialog Box](#)
- [Accessibility for the Show Columns Dialog Box](#)
- [Accessibility for the Favorites Manager Dialog Box](#)
- [Accessibility For the File Dialog Box](#)
- [Accessibility For Creating Books and Batches](#)

Using Global Navigation Shortcuts

The Explore Repository provides keyboard shortcuts for general navigation.

Table 5-1 Global Navigation Shortcuts

Keys	Action
F10	Move focus to the first menu in the menu bar.
Ctrl+0	Move focus to the first focusable child in the tab order in the current view pane. If there is no view pane, nothing happens.
Ctrl+1, Ctrl+2, Ctrl+3, Ctrl+4, Ctrl+5, Ctrl+6, Ctrl+7, Ctrl+8, Ctrl+9	Same as Ctrl+0, but the action applies to the specified view pane. For example, pressing Ctrl+3 moves focus to the first focusable child in the tab order in the third view pane.
Ctrl+Shift+1	Toggle to show or hide the masthead
Ctrl+Shift+2	Toggle to show or hide the view pane
Ctrl+Shift+3	Toggle to show or hide the annotations pane
Ctrl+Shift+4	Toggle to show or hide the related content pane
Ctrl+Shift+B	Move focus to Annotations Area control. This option is for Oracle Hyperion Financial Reporting only. See the Oracle Hyperion Financial Reporting User's Guide.
Ctrl+Shift+F	Move focus to the Search field.
Ctrl+Shift+F4	Close current active module: document, task, or file. If none are open, nothing happens.
Ctrl+F6	Enter a frame content area and move focus to the first focusable element, if any.
Ctrl+Shift+F6	Exit the frame content area and return focus to the frame.

Table 5-1 (Cont.) Global Navigation Shortcuts

Keys	Action
Ctrl+Shift+G	Move focus to the EPM Workspace Content tab bar, which lists open modules. Focus moves to the current module tab. If multiple documents are open, the current module tab is highlighted. If no tabs are open, nothing happens.
Ctrl+Shift+L	Presents a list of selectable navigation targets in the Links List window: <ul style="list-style-type: none"> • Go to View Pane • Go to Content Area • Go to Related Content Area • Go to Annotations Area • Go to Tab Bar • Go to Toolbar • Go to Menubar
Ctrl+Shift+R	Move focus to Related Content Area control. This option is for Oracle Hyperion Financial Reporting only. See the Oracle Hyperion Financial Reporting User's Guide.
Ctrl+Shift+T	Move focus to the Standard toolbar. Use the Tab key to select individual buttons.
Ctrl+Shift+Y	Move focus to the Content area. This transfers focus to the first focusable child in the tab order of the Content area of an active document.

Accessibility Behaviors for General UI Elements

Listed below are specific keystrokes for User Interface (UI) elements, as well as expected screen-reader behavior when a UI element has focus:

Table 5-2 User Interface Element Types

UI Element	Action
Button	Either Enter or Space activates the button, causing the same action as a left click. Note: In Microsoft Internet Explorer, the button accelerator is triggered by Alt+<letter>; in Mozilla Firefox, it is triggered by Alt+Shift+<letter>.
ComboBox	<ul style="list-style-type: none"> • Up or down arrow keys display the popup menu and enable value selection. • Space or Enter selects an item. • If editable, alphanumeric keys cause an edit.
Dialog	<ul style="list-style-type: none"> • If the dialog has an accept button defined, press Enter to activate it. • The dialog is modal and blocks all other keyboard events.
Content Area (IFrame)	<ul style="list-style-type: none"> • Press Ctrl+F6 to enter a frame. You may need to press Tab to select the first focusable item. • Press Ctrl+Shift+F6 to exit the frame content area and return focus to the frame.

Table 5-2 (Cont.) User Interface Element Types

UI Element	Action
List	<ul style="list-style-type: none"> The up or down arrow keys move selection focus up or down through the list elements. The selection is continually updated. Ctrl+Up or Ctrl+Down moves focus up or down without changing the current selection. Press Spacebar to add the item to the selection. Shift+Up or Shift+Down key moves focus up or down and adds the item with focus to the selection. <p>Note: If the list supports only a single selection, the Ctrl and Shift modifiers have no effect.</p>
Tab Bar	Left or right arrow key moves selection focus and selects the new tab immediately. Selection focus wraps around the ends of the tab bar.
Text Field	<ul style="list-style-type: none"> If editable, alphanumeric keys cause an edit. Pressing Tab moves focus to the next element in tab order. Tab cannot be entered as a character in the text field.
Tree	The left and right arrow keys collapse or expand the current node if it has children. If it has no children, there is no effect. The expansion is not recursive. However, if the tree is capable of remembering the previous expansion state of any subnodes, it should do so.

Accessibility for Explore Tree and Explore List

Table 5-3 Accessibility for the Explore Repository Tree and the Explore Repository List

Key	Action
Explore Tree	
Up Arrow	When on any node, select the node below the current one. Selection does not wrap.
Down Arrow	When on any node, select the node above the current one. Selection does not wrap.
Page Up	When on any node, move to the last visible node on the previous page; or, if there is no previous page, the first node on the current page.
Page Down	When on any node, move to the first visible node on the next page; or, if there is no next page, the last node on the current page.
Right Arrow	When on a folder node with a plus icon, expand the node. When on a folder node with a minus icon, move to the next node.
Left Arrow	When on a folder node with a plus icon, move up to the next expanded folder. When on a folder node with a minus icon, collapse the node.
Arrow Keys (left/right/top/bottom)	The built-in keys for moving around the Explore Repository and accessing different cells and rows in a grid or tree view.
Explore List	
Up Arrow	When on any node, select the node below the current one. Selection does not wrap.
Down Arrow	When on any node, select the node above the current one. Selection does not wrap.

Table 5-3 (Cont.) Accessibility for the Explore Repository Tree and the Explore Repository List

Key	Action
Page Up	When on any node, move to the last visible node on the previous page; or, if there is no previous page, the first node on the current page.
Page Down	When on any node, move to the first visible node on the next page; or, if there is no next page, the last node on the current page.
Ctrl+Up/Down Arrow	When on any node, enable navigation without changing the current selection.
Ctrl+Space	When on any node, select/clear the currently focused item.
Ctrl+A	When on any node, select all nodes.
Shift+Up/Down Arrow	When on any node, select/clear the sequential list of items.
Enter	When on a folder node, drill into the folder. When on any node except a folder node, launch the item.
Arrow Keys (left/right/top/bottom)	The built-in keys for moving around the Explore Repository and accessing different cells and rows in a grid or tree view.

The following rules are applied when using the context menu key to display context menus in the Explore Repository:

- If the left pane of the Explore Repository has focus, one of the following occurs:
 - If the mouse pointer is over the selected item, then the context menu is displayed for the selected item.
 - If the mouse pointer is not over the selected item, then no context menu is displayed.
- If the right pane of the Explore Repository has focus, one of the following occurs:
 - If the mouse pointer is over the selected item, then the context menu is displayed for the selected item.
 - If the mouse pointer is over a blank area, for example not pointing to any items, then the context menu of the selected item in the left pane is displayed.
 - If the mouse location is over any other area, then the context menu is not displayed.

Accessibility For the Content Tab Bar

When focus is on the Content tab bar, selection focus is on the current tab, if any.

Table 5-4 Content Tab Bar— Accessibility Keys

Keys	Action
Right/Up Arrows	When on any document content tab, the next tab to the right is selected. The selection wraps from the rightmost tab to the leftmost.
Left/Down Arrows	When on any document content tab, the next tab to the left is selected. The selection wraps from the leftmost tab to the rightmost.

Accessibility for the Properties Dialog Box

The following keyboard shortcuts are supported for the sidebar icon list for the File menu Preferences and Properties options.

Table 5-5 Sidebar Icon List — Accessibility Keys

Keys	Action
Tab/Shift+Tab	Navigate up/down the items in the list.
Space Bar	Select the item in the list that has focus.

Accessibility for the Show Columns Dialog Box

Table 5-6 Shortcut Keys in the Show Columns Dialog Box

Key	Action
Grid	
Up/Down Arrow	Change selection
Space Bar	Check/clear the check box. Uncheck to hide the selected column in the Explore Repository list.
Move item up/down image to change the item's order in the list	
Up/Down Arrow	Select the item to move
Tab to Up/Down Arrow Image	Move item up or down
Space Bar	Activate to move item up or down

Accessibility for the Favorites Manager Dialog Box

Table 5-7 Shortcut Keys in the Favorites Manager Dialog Box

Keys	Action
Grid	
Up/Down/Left/Right Arrows	Change current cell selection
Space Bar	Check/clear cell

Accessibility For the File Dialog Box

Table 5-8 Shortcut Keys in the File Dialog Box

Key	Action
Up Arrow	When on any node, select the node above the current one. Selection does not wrap from the first node in the list to the last.

Table 5-8 (Cont.) Shortcut Keys in the File Dialog Box

Key	Action
Down Arrow	When on any node, select the node below the current one. Selection does not wrap from the last node in the list to the first.
Page Up	When on any node, move to the last visible node on the previous page; or, if there is no previous page, the last node on the current page.
Page Down	When on any node, move to the first visible node on the next page; or, if there is no next page, the last node on the current page.
Left Arrow	When on any node, drill up to the folder node (parent of the current node). If already at the root node, nothing happens.
Right Arrow	When on a folder node, drill down into the folder and present contents.
Enter	When on any node except the folder node, select the item.

Accessibility For Creating Books and Batches

Table 5-9 Shortcut Keys for Creating Books and Batches

Key	Action
Left side with items to be added to the selected list	
Down Arrow	When on any node, select the next node below the current one. Selection does not wrap from the last node to the first.
Up Arrow	When on any node, select the next node above the current one. Selection does not wrap from the first node to the last.
Page Up	When on any node, move to the last visible node on the previous page; or, if there is no previous page, the first node on the current page.
Page Down	When on any node, move to the first visible node on the next page; or, if there is no next page, the last node on the current page.
Left Arrow	When on any node, drill up to the folder node (parent of the current node). When at the root node, nothing happens.
Ctrl+Up/Down Arrow	When on any node, enable navigation without changing the selection.
Ctrl+Space	When on any node, select/clear the currently focused item.
Shift+Up/Down	When on any node, select/clear a sequential list of items.
Ctrl+A	When on any node, select all nodes.
Right Arrow	When on a folder node, drill down into the folder and present contents.
Right Arrow	When on any node except the folder node, add item to the selected list.
Right side with items in the selected list	
Down Arrow	When on any node, select the next node below the current one. Selection does not wrap from the first node to the last.
Up Arrow	When on any node, select the node above the current one. Selection does no wrap from the last node to the first.
Page Up	When on any node, go to the last visible node on the previous page; or, if there is no previous page, the first node on the current page.

Table 5-9 (Cont.) Shortcut Keys for Creating Books and Batches

Key	Action
Page Down	When on any node, go to the first visible node on the next page; or, if there is no next page, the last node on the current page.
Left Arrow	When on any node, remove the item from the selected list.
Move Up/Down arrow image to change the item's order in the list	
Up/Down Arrow	Select the item to move.
Tab to Up/Down Arrow Image	Select an arrow to indicate whether to move the item up or down.
Space Bar	Activate moving the item up or down.

6

Smart View

Related Topics

- [Enabling Accessibility for Smart View](#)
After reviewing this chapter, you are familiar working with JAWS® for Oracle Smart View for Office .
- [Smart View Ribbon Keyboard Equivalents](#)
- [Essbase Ribbon Keyboard Equivalents for Profitability and Cost Management](#)
- [Smart View Panel Navigation](#)
The keys for navigating in the Oracle Smart View for Office Panel are displayed.

Enabling Accessibility for Smart View

After reviewing this chapter, you are familiar working with JAWS® for Oracle Smart View for Office .

Related Links:

[About Enabling Accessibility for Smart View](#)

[Working with JAWS](#)

[Enabling JAWS to Read ListView Headers](#)

About Enabling Accessibility for Smart View

You do not need to enable accessibility specifically for Smart View; it is always in accessible mode. Smart View output is in the form of Excel spreadsheets, Word documents, and PowerPoint slides, which are accessible through Microsoft Office. For information about Excel, Word, or PowerPoint accessibility, refer to Microsoft Office product documentation.

Working with JAWS

If you are using JAWS® Screen Reading Software:

- Oracle recommends using the Internet Explorer browser.
- You must enable JAWS to read ListView headers, as described in [Enabling JAWS to Read ListView Headers](#).

Enabling JAWS to Read ListView Headers

ListViews display information in a table format within the Smart View user interface. Examples of dialog boxes that display information in the ListView format are **Select Forms** or **Manage Journals**.

ListView headers are the column headings within a ListView. By default, JAWS does not read the ListView headers; however, you can enable JAWS to read them.

To enable JAWS to read ListView headers:

1. Ensure that JAWS is running.
2. Within a ListView, select a row containing data, then press **Insert+F2**.
3. In the **Run JAWS Manager** dialog box, select **Customize ListView** and press **Enter**.
The **Customize Headers** dialog box is displayed
4. In the **Column Headers** group, select the **Speak Custom Text AND Header** option.
5. Click **OK** to save the changes.

JAWS should begin speaking the column headers in the ListView element. If this doesn't happen, restart the Office application.

Smart View Ribbon Keyboard Equivalents

Related Topics

- [Smart View Ribbon Keyboard Equivalents for Excel 2007](#)
Displays the keyboard equivalents for items on the Smart View ribbon in Excel 2007.
- [Smart View Ribbon Keyboard Equivalents for Excel 2010](#)
Displays the keyboard equivalents for items on the Smart View ribbon in Excel 2010.
- [Smart View Ribbon Keyboard Equivalents for Excel 2013](#)
Displays the keyboard equivalents for items on the Oracle Smart View for Office ribbon in Excel 2013.
- [Smart View Ribbon Keyboard Equivalents for Excel 2016](#)
Displays the keyboard equivalents for items on the Oracle Smart View for Office ribbon in Excel 2016.

Smart View Ribbon Keyboard Equivalents for Excel 2007

Displays the keyboard equivalents for items on the Smart View ribbon in Excel 2007.

The tables in this chapter list Oracle Smart View for Office ribbon items.

Exceptions are noted in parentheses.

Table 6-1 Smart View Ribbon Keyboard Equivalents for Excel 2007 (assumes Smart View ribbon is Alt+S)

Keys	Action
Alt+S	Display Smart View ribbon
Alt+S+P	Panel
Alt+S+C+1	Connections
Alt+S+C+T	Connections, Active Connections
Alt+S+C+E	Connections, Reset to Default Connection
Alt+S+C+O	Connections, Reporting and Analysis Document
Alt+S+C+O+E	Connections, Reporting and Analysis Document, Edit

**Table 6-1 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2007
(assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+C+U	Connections, Recently Used
Alt+S+E+N	Undo
Alt+S+E+D	Redo
Alt+S+E+C	Copy
Alt+S+E+V	Paste
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function
Alt+S+U+F	Functions, Fix Links
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel
Alt+S+D+R+R	Refresh, Refresh
Alt+S+D+R+A	Refresh, Replace and Refresh
Alt+S+D+R+S	Refresh, Refresh All Worksheets
Alt+S+D+S+1	Submit Data
Alt+S+S	Options
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle User Productivity Kit
Alt+S+H+S	Help, Technical Support
Alt+S+H+E	Help, EPM Documentation
Alt+S+H+Z	Help, About
Alt+S+F	Sheet Info
Alt+S+R+M	More
Alt+S+R+M+G	More, Migrate Active Workbook (Financial Management)
Alt+S+R+M+B	More, Migrate Batch (Financial Management)
Alt+S+R+M+R	More, Migrate Active Workbook (Hyperion Enterprise)
Alt+S+R+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+R+M+I	More, Insert Connection List
Alt+S+R+M+P	More, Import Metadata
Alt+S+D+S+2	Start Diagnostics; Stop Diagnostics
Alt+S+D+C	Clear Diagnostics Folder
Alt+S+D+T	Take Screenshot
Alt+S+D+A	Create Archive
Alt+S+D+O	Diagnostics Options
Alt+S+D+1	Save Document

Smart View Ribbon Keyboard Equivalents for Excel 2010

Displays the keyboard equivalents for items on the Smart View ribbon in Excel 2010.

Table 6-2 Smart View Ribbon Keyboard Equivalents for Excel 2010 (assumes Smart View ribbon is Alt+S)

Keys	Action
Alt+S	Display Smart View ribbon
Alt+S+P	Panel
Alt+S+C	Connections
Alt+S+C+T	Connections, Active Connections
Alt+S+C+E	Connections, Reset to Default Connection
Alt+S+C+O	Connections, Reporting and Analysis Document
Alt+S+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+C+U	Connections, Recently Used
Alt+S+Y+E+N	Undo
Alt+S+Y+E+D	Redo
Alt+S+Y+E+C	Copy
Alt+S+Y+E+V	Paste
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function
Alt+S+U+F	Functions, Fix Links
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel
Alt+S+Y+2+R	Refresh, Refresh
Alt+S+Y+2+S	Refresh, Refresh All Worksheets
Alt+S+Y+3	Submit Data
Alt+S+S	Options
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle User Productivity Kit
Alt+S+H+S	Help, Technical Support
Alt+S+H+D	Help, Documentation
Alt+S+H+E	Help, Health Check
Alt+S+H+Z	Help, About
Alt+S+F	Sheet Info
Alt+S+R+M	More
Alt+S+R+M+G	More, Migrate Active Workbook (Financial Management)
Alt+S+R+M+B	More, Migrate Batch (Financial Management)
Alt+S+R+M+R	More, Migrate Active Workbook (Hyperion Enterprise)

Table 6-2 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2010 (assumes Smart View ribbon is Alt+S)

Keys	Action
Alt+S+R+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+R+M+I	More, Insert Connection List
Alt+S+R+M+P	More, Import Metadata
Alt+S+Y+3, if not connected to data source Alt+S+Y+4, when connected to data source	Start Diagnostics; Stop Diagnostics
Alt+S+Y+4, if not connected to data source Alt+S+Y+5, when connected to data source	Clear Diagnostics Folder
Alt+S+Y+5, if not connected to data source Alt+S+Y+6, when connected to data source	Take Screenshot
Alt+S+Y+6, if not connected to data source Alt+S+Y+7, when connected to data source	Create Archive
Alt+S+Y+7, if not connected to data source Alt+S+Y+8, when connected to data source	Diagnostics Options
Alt+S+Y+8, if not connected to data source Alt+S+Y+9, when connected to data source	Save Document

Smart View Ribbon Keyboard Equivalents for Excel 2013

Displays the keyboard equivalents for items on the Oracle Smart View for Office ribbon in Excel 2013.

Table 6-3 Smart View Ribbon Keyboard Equivalents for Excel 2013 (assumes Smart View ribbon is Alt+S)

Keys	Action
Alt+S	Display Smart View ribbon
Alt+S+P	Panel
Alt+S+C	Connections
Alt+S+C+T	Connections, Active Connections
Alt+S+C+E	Connections, Reset to Default Connection
Alt+S+C+O	Connections, Reporting and Analysis Document
Alt+S+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+C+U	Connections, Recently Used
Alt+S+E+N	Undo
Alt+S+E+D	Redo
Alt+S+E+C	Copy
Alt+S+E+V	Paste
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function

**Table 6-3 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2013
(assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S+U+F	Functions, Fix Links
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel
Alt+S+Y+2+R	Refresh, Refresh
Alt+S+Y+2+S	Refresh, Refresh All Worksheets
Alt+S+Y+3	Submit Data
Alt+S+S	Options
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle User Productivity Kit
Alt+S+H+S	Help, Technical Support
Alt+S+H+D	Help, Documentation
Alt+S+H+E	Help, Health Check
Alt+S+H+Z	Help, About
Alt+S+F	Sheet Info
Alt+S+R+M	More
Alt+S+R+M+G	More, Migrate Active Workbook (Financial Management)
Alt+S+R+M+B	More, Migrate Batch (Financial Management)
Alt+S+R+M+R	More, Migrate Active Workbook (Hyperion Enterprise)
Alt+S+R+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+R+M+I	More, Insert Connection List
Alt+S+R+M+P	More, Import Metadata
Alt+S+Y+3, if not connected to data source Alt+S+Y+4, when connected to data source	Start Diagnostics; Stop Diagnostics
Alt+S+Y+4, if not connected to data source Alt+S+Y+5, when connected to data source	Clear Diagnostics Folder
Alt+S+Y+5, if not connected to data source Alt+S+Y+6, when connected to data source	Take Screenshot
Alt+S+Y+6, if not connected to data source Alt+S+Y+7, when connected to data source	Create Archive
Alt+S+Y+7, if not connected to data source Alt+S+Y+8	Diagnostics Options
Alt+S+Y+8, if not connected to data source Alt+S+Y+9, when connected to data source	Save Document

Smart View Ribbon Keyboard Equivalents for Excel 2016

Displays the keyboard equivalents for items on the Oracle Smart View for Office ribbon in Excel 2016.

Table 6-4 Smart View Ribbon Keyboard Equivalents for Excel 2016 (assumes Smart View ribbon is Alt+S)

Keys	Action
Alt+S	Display Smart View ribbon
Alt+S+P	Panel
Alt+S+C	Connections
Alt+S+C+T	Connections, Active Connections
Alt+S+C+E	Connections, Reset to Default Connection
Alt+S+C+O	Connections, Reporting and Analysis Document
Alt+S+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+C+U	Connections, Recently Used
Alt+S+E+N	Undo
Alt+S+E+D	Redo
Alt+S+E+C	Copy
Alt+S+E+V	Paste
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function
Alt+S+U+F	Functions, Fix Links
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel
Alt+S+Y+3+R	Refresh, Refresh
Alt+S+Y+3+S	Refresh, Refresh All Worksheets
Alt+S+Y+4	Submit Data
Alt+S+S	Options
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle User Productivity Kit
Alt+S+H+S	Help, Technical Support
Alt+S+H+D	Help, Documentation
Alt+S+H+E	Help, Health Check
Alt+S+H+Z	Help, About
Alt+S+F	Sheet Info
Alt+S+R+M	More
Alt+S+R+M+G	More, Migrate Active Workbook (Financial Management)
Alt+S+R+M+B	More, Migrate Batch (Financial Management)

Table 6-4 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2016 (assumes Smart View ribbon is Alt+S)

Keys	Action
Alt+S+R+M+R	More, Migrate Active Workbook (Hyperion Enterprise)
Alt+S+R+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+R+M+I	More, Insert Connection List
Alt+S+R+M+P	More, Import Metadata
Alt+S+Y+4, if not connected to data source Alt+S+Y+5, when connected to data source	Start Diagnostics; Stop Diagnostics
Alt+S+Y+5, if not connected to data source Alt+S+Y+6, when connected to data source	Clear Diagnostics Folder
Alt+S+Y+6, if not connected to data source Alt+S+Y+7 when connected to data source	Take Screenshot
Alt+S+Y+7, if not connected to data source Alt+S+Y+8, when connected to data source	Create Archive
Alt+S+Y+8, if not connected to data source Alt+S+Y+9	Diagnostics Options
Alt+S+Y+9, if not connected to data source Alt+S+Y+Y+A, when connected to data source	Save Document

Essbase Ribbon Keyboard Equivalents for Profitability and Cost Management

Related Topics

- [Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2007](#)
- [Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2010](#)
Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2010.
- [Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2013](#)
Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2013.
- [Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2016](#)
Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2016.

Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2007

Table 6-5 Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2007 (assumes Essbase ribbon for Profitability and Cost Management is Alt+Y)

Keys	Action
Alt+Y+A+Z	Zoom In
Alt+Y+A+Z+N	Zoom In, Next Level
Alt+Y+A+Z+A	Zoom In, All Levels
Alt+Y+A+Z+B	Zoom In, Bottom Level
Alt+Y+A+Z+E	Zoom In, Same Level
Alt+Y+A+Z+L	Zoom In, Sibling Level
Alt+Y+A+Z+G	Zoom In, Same Generation
Alt+Y+A+Z+F	Zoom In, Formulas
Alt+Y+A+U	Zoom Out
Alt+Y+A+T	Pivot
Alt+Y+A+T+P	Pivot, Pivot
Alt+Y+A+T+T	Pivot, Pivot to POV
Alt+Y+A+K	Keep Only
Alt+Y+A+O	Remove Only
Alt+Y+A+I	Member Selection
Alt+Y+A+E	Member Information
Alt+Y+A+P	Preserve Format
Alt+Y+A+A	Change Alias
Alt+Y+A+D	Data Perspective
Alt+Y+A+S	Smart Slice
Alt+Y+A+C	Cascade
Alt+Y+A+C+S	Cascade, Same Workbook
Alt+Y+A+C+N	Cascade, New Workbook
Alt+Y+A+C+D	Cascade, Different Workbooks
Alt+Y+I	Insert Attributes
Alt+Y+D+R	Refresh
Alt+Y+D+R+R	Refresh, Refresh
Alt+Y+D+R+A	Refresh, Refresh All
Alt+Y+D+O	POV
Alt+Y+D+W	View Comments
Alt+Y+D+C	Calculate
Alt+Y+D+Z	Visualize
Alt+Y+D+Z+E	Visualize, Visualize in Excel
Alt+Y+D+D	Drill-through
Alt+Y+J	Linked Objects
Alt+Y+D+U	Adjust
Alt+Y+D+S	Submit Data
Alt+Y+D+S+B	Submit Data, Submit Data

Table 6-5 (Cont.) Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2007 (assumes Essbase ribbon for Profitability and Cost Management is Alt+Y)

Keys	Action
Alt+Y+D+S+W	Submit Data Without Refresh
Alt+Y+D+S+R	Submit Data Range
Alt+Y+Q+Q	Query
Alt+Y+Q+Q+Q	Query, Query Designer
Alt+Y+Q+Q+R	Query, Run Report
Alt+Y+Q+Q+D	Query, Data Filter
Alt+Y+Q+Q+S	Query, Smart Query
Alt+Y+Q+E	Query, Manage & Execute Queries

Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2010

Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2010.

Table 6-6 Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon for Profitability and Cost Management is Alt+Y+1)

Keys	Action
Alt+Y+1+A+Z	Zoom In
Alt+Y+1+A+Z+N	Zoom In, Next Level
Alt+Y+1+A+Z+A	Zoom In, All Levels
Alt+Y+1+A+Z+B	Zoom In, Bottom Level
Alt+Y+1+A+Z+E	Zoom In, Same Level
Alt+Y+1+A+Z+L	Zoom In, Sibling Level
Alt+Y+1+A+Z+G	Zoom In, Same Generation
Alt+Y+1+A+Z+F	Zoom In, Formulas
Alt+Y+1+A+U	Zoom Out
Alt+Y+1+A+T	Pivot
Alt+Y+1+A+T+P	Pivot, Pivot
Alt+Y+1+A+T+T	Pivot, Pivot to POV
Alt+Y+1+A+K	Keep Only
Alt+Y+1+Y+O	Remove Only
Alt+Y+1+A+I	Member Selection
Alt+Y+1+A+E	Member Information
Alt+Y+1+A+P	Preserve Format
Alt+Y+1+A+A	Change Alias
Alt+Y+1+A+D	Data Perspective
Alt+Y+1+A+S	Smart Slice
Alt+Y+1+A+C	Cascade

Table 6-6 (Cont.) Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon for Profitability and Cost Management is Alt+Y+1)

Keys	Action
Alt+Y+1+A+C+S	Cascade, Same Workbook
Alt+Y+1+A+C+N	Cascade, New Workbook
Alt+Y+1+A+C+D	Cascade, Different Workbooks
Alt+Y+1+I	Insert Attributes
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+S	Refresh, Refresh All
Alt+Y+1+D+O	POV
Alt+Y+1+D+W	View Comments
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+Z	Visualize
Alt+Y+1+D+Z+E	Visualize, Visualize in Excel
Alt+Y+1+D+D	Drill-through (not supported by Oracle Analytics Cloud - Essbase)
Alt+Y+1+J	Linked Objects
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+S	Submit Data
Alt+Y+1+D+S+B	Submit Data, Submit Data
Alt+Y+1+D+S+W	Submit Data Without Refresh
Alt+Y+1+D+S+R	Submit Data Range
Alt+Y+1+Q+Q	Query
Alt+Y+1+Q+Q+Q	Query, Query Designer
Alt+Y+1+Q+Q+R	Query, Run Report
Alt+Y+1+Q+Q+D	Query, Data Filter
Alt+Y+1+Q+Q+S	Query, Smart Query
Alt+Y+1+Q+E	Query, Manage & Execute Queries

Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2013

Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2013.

Table 6-7 Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2013 (assumes Essbase ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+A+Z	Zoom In
Alt+Y+1+A+Z+N	Zoom In, Next Level
Alt+Y+1+A+Z+A	Zoom In, All Levels
Alt+Y+1+A+Z+B	Zoom In, Bottom Level

**Table 6-7 (Cont.) Essbase Ribbon for Profitability and Cost Management
Keyboard Equivalents for Excel 2013 (assumes Essbase ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+A+Z+E	Zoom In, Same Level
Alt+Y+1+A+Z+L	Zoom In, Sibling Level
Alt+Y+1+A+Z+G	Zoom In, Same Generation
Alt+Y+1+A+Z+F	Zoom In, Formulas
Alt+Y+1+A+U	Zoom Out
Alt+Y+1+A+T	Pivot
Alt+Y+1+A+T+P	Pivot, Pivot
Alt+Y+1+A+T+T	Pivot, Pivot to POV
Alt+Y+1+A+K	Keep Only
Alt+Y+1+A+O	Remove Only
Alt+Y+1+A+I	Member Selection
Alt+Y+1+A+E	Member Information
Alt+Y+1+A+P	Preserve Format
Alt+Y+1+A+A	Change Alias
Alt+Y+1+A+D	Data Perspective
Alt+Y+1+A+S	Smart Slice
Alt+Y+1+A+C	Cascade
Alt+Y+1+A+C+S	Cascade, Same Workbook
Alt+Y+1+A+C+N	Cascade, New Workbook
Alt+Y+1+A+C+D	Cascade, Different Workbooks
Alt+Y+1+I	Insert Attributes
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+Y+D+O	POV
Alt+Y+1+D+W	View Comments
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+Z	Visualize
Alt+Y+1+D+Z+E	Visualize, Visualize in Excel
Alt+Y+1+D+D	Drill-through
Alt+Y+1+J	Linked Objects
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+S	Submit Data
Alt+Y+1+D+S+B	Submit Data, Submit Data
Alt+Y+1+D+S+W	Submit Data Without Refresh
Alt+Y+1+D+S+R	Submit Data Range
Alt+Y+1+Q+Q	Query
Alt+Y+1+Q+Q+Q	Query, Query Designer
Alt+Y+1+Q+Q+R	Query, Run Report
Alt+Y+1+Q+Q+D	Query, Data Filter
Alt+Y+1+Q+Q+S	Query, Smart Query
Alt+Y+1+Q+E	Query, Manage & Execute Queries

Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2016

Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2016.

Table 6-8 Essbase Ribbons for Profitability and Cost Management Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon for Profitability and Cost Management is Alt+Y+2)

Keys	Action
Alt+Y+2+A+Z	Zoom In
Alt+Y+2+A+Z+N	Zoom In, Next Level
Alt+Y+2+A+Z+A	Zoom In, All Levels
Alt+Y+2+A+Z+B	Zoom In, Bottom Level
Alt+Y+2+A+Z+E	Zoom In, Same Level
Alt+Y+2+A+Z+L	Zoom In, Sibling Level
Alt+Y+2+A+Z+G	Zoom In, Same Generation
Alt+Y+2+A+Z+F	Zoom In, Formulas
Alt+Y+2+A+U	Zoom Out
Alt+Y+2+A+T	Pivot
Alt+Y+2+A+T+P	Pivot, Pivot
Alt+Y+2+A+T+T	Pivot, Pivot to POV
Alt+Y+2+A+K	Keep Only
Alt+Y+2+A+O	Remove Only
Alt+Y+2+Y+I	Member Selection
Alt+Y+2+A+E	Member Information
Alt+Y+2+A+P	Preserve Format
Alt+Y+2+A+A	Change Alias
Alt+Y+2+A+D	Data Perspective
Alt+Y+2+A+S	Smart Slice
Alt+Y+2+A+C	Cascade
Alt+Y+2+A+C+S	Cascade, Same Workbook
Alt+Y+2+A+C+N	Cascade, New Workbook
Alt+Y+2+A+C+D	Cascade, Different Workbooks
Alt+Y+2+I	Insert Attributes
Alt+Y+2+D+R	Refresh
Alt+Y+2+D+R+R	Refresh, Refresh
Alt+Y+2+D+R+S	Refresh, Refresh All Worksheets
Alt+Y+2+D+O	POV
Alt+Y+2+D+W	View Comments
Alt+Y+2+D+C	Calculate
Alt+Y+2+D+Z	Visualize
Alt+Y+2+D+Z+E	Visualize, Visualize in Excel
Alt+Y+2+D+D	Drill-through
Alt+Y+2+J	Linked Objects

Table 6-8 (Cont.) Essbase Ribbons for Profitability and Cost Management Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon for Profitability and Cost Management is Alt+Y+2)

Keys	Action
Alt+Y+2+D+U	Adjust
Alt+Y+2+D+S	Submit Data
Alt+Y+2+D+S+B	Submit Data, Submit Data
Alt+Y+2+D+S+W	Submit Data Without Refresh
Alt+Y+2+D+S+R	Submit Data Range
Alt+Y+2+Q+Q	Query
Alt+Y+2+Q+Q+Q	Query, Query Designer
Alt+Y+2+Q+Q+R	Query, Run Report
Alt+Y+2+Q+Q+D	Query, Data Filter
Alt+Y+2+Q+Q+S	Query, Smart Query
Alt+Y+2+Q+E	Query, Execute MDX

Smart View Panel Navigation

The keys for navigating in the Oracle Smart View for Office Panel are displayed.

[Table 1](#) displays the keys for navigating in the Smart View Panel.

Table 6-9 Smart View Panel Navigation

Keys	Action
Alt+S+P	Launch the Smart View Panel
F6	Move between the Smart View Panel and Office components such as the active application window or ribbon
Tab	Move through Smart View Panel from top to bottom
Shift+Tab	Move through Smart View Panel from bottom to top
Up and down arrow keys	Scroll through items in tree view Activate the drop-down menu on the Home button and Go button
Left and right arrow keys	In toolbars, move through buttons In tree views, expand or collapse a node
Alt+down arrow	Open the drop-down menu
Up and down arrow keys	Scroll through drop-down list
Enter	Select an item in the drop-down menu
Escape	Cancel selection