Oracle® Banking Enterprise Limits and Collateral Management
Accessibility User Guide

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Oracle Banking Enterprise Limits and Collateral Management Accessibility User Guide, Release 14.7.5.0.0

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- Symbols and Icons
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- Prerequisite

1.1 Purpose

This guide is designed to help acquaint you with the Oracle Banking Enterprise Limits and Collateral Management (ELCM) application. This guide provides answers to specific features and procedures that the user need to be aware of the module to function successfully.

User can further obtain information specific to a particular field by placing the cursor on the relevant field and pressing <F1> on the keyboard.

1.2 Audience

This guide is intended for the following User/User Roles:

Table 1-1   Audience

Role	Function
Back office data entry clerk	Input functions for funds
Back office managers/officers	Authorization functions
Product Managers	Product definition and authorization
End of day operators	Processing during end of day / beginning of day

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.

Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

1.4 Critical Patches

Oracle advises customers to get all their security 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.

1.5 Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

1.6 Basic Actions

Table 1-2   Basic Actions

Action	Description
Approve	Used to approve the initiated report. This button is displayed, once the user click **Authorize**.
Audit	Used to view the maker details, checker details, and report status.
Authorize	Used to authorize the report created. A maker of the screen is not allowed to authorize the report. Only a checker can authorize a report, created by a maker.
Close	Used to close a record. This action is available only when a record is created.
Confirm	Used to confirm the performed action.
Cancel	Used to cancel the performed action.
Compare	Used to view the comparison through the field values of old record and the current record. This button is displayed in the widget, once the user click **Authorize**.
Collapse All	Used to hide the details in the sections. This button is displayed, once the user click **Compare**.
Expand All	Used to expand and view all the details in the sections. This button is displayed, once the user click **Compare**.
New	Used to add a new record. When the user click **New**, the system displays a new record enabling to specify the required data.

Table 1-2   (Cont.) Basic Actions

Action	Description
OK	Used to confirm the details in the screen.
Save	Used to save the details entered or selected in the screen.
View	Used to view the report details in a particular modification stage. This button is displayed in the widget, once the user click **Authorize**.
View Difference only	Used to view a comparison through the field element values of old record and the current record, which has undergone changes. This button is displayed, once the user click **Compare**.
Unlock	Used to update the details of an existing record. System displays an existing record in editable mode.

1.7 Related Documents

For more information refer to the Oracle Banking manuals on:

- Development of Launch Forms and Others Screens

- Enterprise Collaterals User Guide

- Enterprise Limits and Collaterals Common User Guide

1.8 Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1.9 Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

1.10 Acronyms and Abbreviations

The list of the acronyms and abbreviations used in this guide are as follows:

Table 1-3   Acronyms and Abbreviations

Acronyms	Abbreviations
CIF	Customer Information File

Table 1-3   (Cont.) Acronyms and Abbreviations

Acronyms	Abbreviations
CASA	Current Account and Savings Account
DDA	System that holds the CASA account and balances
ELCM	Enterprise Limits and Collateral Management
ECA	External Credit Approval
FCUBS	Oracle FLEXCUBE Universal Banking Solution
GW	Gateway
HTTP	Hyper Text Transfer Protocol
ID	Identification Number
Mark EOTI	Mark End of Transaction Input
Mark TI	Mark Transaction Input
OFSAA	Oracle Financial Services Analytical Applications
ORMD	Oracle Revenue and Billing Management
PK	Primary Key
RDBMS	Relational Data Base Management System
SMS	Security Services
UI	User Interface
VD	Value Date
XML	Extensible Mark-up Language
XSD	XML Schema Definition
XSLT	Extensible Stylesheet Language Transformations

1.11 Symbols and Icons

The lists of symbols, buttons and shortcut key that are used in the application to perform various tasks are covered in this topic.

Table 1-4   Symbols and Icons

Icons	Function
🔍	Perform search
⌐⌐	Minimize
▶	Navigate to the next record
◀	Navigate to the previous record
⬤	Toggle OFF
⬤	Toggle ON
✕	Delete
✛	Click this icon to add a new row.

Table 1-4   (Cont.) Symbols and Icons

Icons	Function
—	Click this icon to delete an existing row.
	List view
	Maximize
	Navigate to the first record
	Navigate to the last record
	Advance search
	Search record
	Save the record
	Reset the record
	Clear the record

Table 1-5   Symbols and Icons - Audit Details

Icons	Function
	A user
	Branch details
	Date and Time

1.12 Prerequisite

Specify the **User ID** and **Password**, and login to **Home** screen.

2

Accessibility

- Keyboard Navigation
  In Oracle Banking Enterprise Limits and Collateral Management, the following keys are used for navigation.

- Links to Detailed Information

2.1 Keyboard Navigation

In Oracle Banking Enterprise Limits and Collateral Management, the following keys are used for navigation.

Tab key

User 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 and top to bottom. Use Shift +Tab to move to the previous control.

Up and Down Arrow keys

User 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

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

Spacebar

User can use the spacebar to activate a control.

For example: In a check box, spacebar toggles the state, selecting or deselecting the check box. On a link, spacebar navigates to the target of the link.

Enter

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

The common tasks and the keyboard navigation used in Oracle Banking Enterprise Limits and Collateral Management are discussed under the following headings.

- Hot keys for Detail Screen Operations
  User can use the following navigation keys to perform the basic operations on the new or existing records in a details screen:

- 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.

- Hot Keys for Summary Screen Operations
  User can use the following navigation keys to perform the basic operations on the selected records in a summary screen:

- 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. User can navigate between the tabs and links on the landing page using the respective navigation key along with the browser modifier key.

- Calendar Navigation Keys
  The fields denoting dates have the adjoining calendar to select the date. User can navigate in the calendar using the following respective keys.

- Hot Keys for Close Operations
  The LOV, calendar, popup-edit, screens, or sub-screens open a different window. User can close such window using the following navigation keys.

- Other Operations
  User can perform some more screen level operations using the following navigation keys.

- Grid Operations Navigation Keys

- Summary Screen or LOV Grid Navigation Keys

- Layout Table Navigation Keys
  User can navigate in the layout table using the following navigation keys to shift the focus between rows, cells or pages.

2.1.1 Hot keys for Detail Screen Operations

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

Table 2-1   Hot keys for Detail Screen Operations

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	F8	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.

Table 2-2   Navigation Keys

Task	Navigation Keys	Description
Field Level Help	F1	To open the field level help window.
Open LOV/Calender/PopupEdit	F4	To open an LOV, Calender, or popupedit 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+T	To open a till content window.

2.1.3 Hot Keys for Summary Screen Operations

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

Table 2-3   Summary Screen Operations

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 a 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. User 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.

Table 2-4   Browser Modifier Keys

Browser	Modifier Keys	Description
Internet Explorer	Alt	Prefix 'Alt' key to the navigation key to execute the required task.

Table 2-4   (Cont.) Browser Modifier Keys

Browser	Modifier Keys	Description
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 user's browser, user need to prefix the browser modifier key to the navigation key. The navigation keys are listed in the following table.

Table 2-5   Landing Page Tab Navigation Keys

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, user can navigate the tabs using right or left arrows keys.

2.1.5 Calendar Navigation Keys

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

Table 2-6   Calendar Navigation 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.

2.1.6 Hot Keys for Close Operations

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

Table 2-7   Hot Keys for Close Operations

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.

2.1.7 Other Operations

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

Table 2-8   Other Operations

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.

2.1.8 Grid Operations Navigation Keys

A multiple entry table grid in Oracle Banking Enterprise Limits and Collateral Management refers to a set of fields in tabular format where user can add more rows or delete existing rows

as required to capture the details. In a multiple entry table grid on a given screen, user 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.

Table 2-9   Grid Operations Navigation Keys

Task	Navigation Keys	Description
Navigate Between Rows	Up and Down keys	To navigate between rows.
Navigate between cells	Tab and 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.

2.1.9 Summary Screen or LOV Grid Navigation Keys

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

Table 2-10   Summary Screen or LOV Grid 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.

2.1.10 Layout Table Navigation Keys

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

Table 2-11   Layout Table Navigation Keys

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.

Table 2-11   (Cont.) Layout Table Navigation Keys

Task	Navigation Keys	Description
Navigation to Cells on Right	Right Arrow	To navigate to cells on right.

2.2 Links to Detailed Information

The following sections provide customers with the relevant links for detailed information on Oracle Banking Enterprise Limits and Collateral Management Accessibility.

This section contains the following topics:

• Access to Oracle Support

2.2.1 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 https://www.oracle.com/corporate/accessibility/learning-support/#support-tab if customer is hearing impaired

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