

# Oracle® FLEXCUBE Investor Servicing Accessibility User Guide



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ORACLE®

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# Contents

## 1 Oracle FLEXCUBE Investor Servicing Accessibility

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1.1	Keyboard Navigation	1-1
1.1.1	Hot keys for Detail Screen Operation	1-2
1.1.2	Hot Keys to View/Enter More Information When a Field is in Focus	1-2
1.1.3	Hot Keys for Summary Screen Operations	1-3
1.1.4	Navigation Keys for Accessing Tabs in Landing Page	1-3
1.1.5	Hot Keys to Access Dashboards	1-4
1.1.6	Calendar Navigation Keys	1-5
1.1.7	Hot Keys for Close Operations	1-5
1.1.8	Hot Keys for Other Operations	1-5
1.1.9	Grid Operations Navigation Keys	1-6
1.1.10	Summary Screen or LOV Grid Navigation Keys	1-6
1.1.11	Layout Table Navigation Keys	1-7
1.2	Documentation Accessibility	1-7

# Preface

**Oracle FLEXCUBE Investor Servicing** is a comprehensive mutual funds automation software from Oracle® Financial Servicing Software Ltd.©.

You can use the system to achieve optimum automation of all your mutual fund investor servicing processes, as it provides guidelines for specific tasks, descriptions of various features and processes, and general information.

This topic contains the following sub-topics:

- [Purpose](#)
- [Audience](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Conventions](#)
- [Screenshot Disclaimer](#)
- [Acronyms and Abbreviations](#)
- [Symbols and Icons](#)
- [Basic Actions](#)
- [Getting Help](#)
- [Prerequisite](#)

## Purpose

You are intended to become familiar with the **Oracle Flexcube Investor Servicing** application through this guide. This guide offers responses to particular features and procedures that are necessary for the module to operate effectively.

## Audience

This user guide is intended for the Fund Administrator users and System operators in the AMC.

## 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](#).

## 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.

## Conventions

The following text conventions are used in this document:

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

## 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.

## Acronyms and Abbreviations

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

**Table Acronyms and Abbreviations**

Abbreviation	Description
<b>CIF</b>	Customer Information File
<b>EOD</b>	End of Day
<b>EPU</b>	Earnings per unit
<b>FCIS</b>	Oracle FLEXCUBE Investor Servicing
<b>FMG</b>	The Fund Manager component of the system
<b>FPADMIN</b>	Oracle FLEXCUBE Administrator
<b>GTA</b>	Global Transfer Agency
<b>ID</b>	Identification
<b>IHPP</b>	Inflation Hedged Pension Plan
<b>IPO</b>	Initial Public Offering
<b>LEP</b>	Life and Endowment Products
<b>LOI</b>	Letter of Intent
<b>NAV</b>	Net Asset Value
<b>REG</b>	The Registrar component of the system
<b>ROA</b>	Rights of Accumulation
<b>ROI</b>	Return on Investment
<b>SI</b>	Standing Instructions

Table (Cont.) Acronyms and Abbreviations

Abbreviation	Description
SMS	Security Management System
URL	Uniform Resource Locator
VAT	Value Added Tax
WAUC	Weighted Average Unit Cost

## Symbols and Icons

This guide may refer to all or some of the following symbols and icons:

Table Symbols and Icons


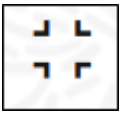
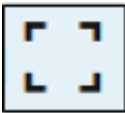




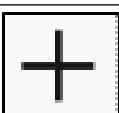

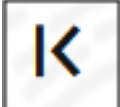
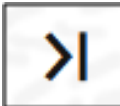


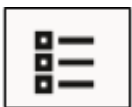



Symbol/Icon	Function
	Lists all records maintained
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Select a Date
	Add a new row to enter details in a record.

Table (Cont.) Symbols and Icons

Symbol/Icon	Function
	Delete a row, which is already added.
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	View a single record
	Sort the values in ascending or descending order
	Sort the values in ascending
	Sort the values in ascending

## Basic Actions

Following are the basic actions of the screens that an user may require to perform on new or existing records in a screen.

Table Basic Actions

Action	Description
<b>New</b>	Used to add a new record. When the user click <b>New</b> , the system displays a new record enabling to specify the required data. <b>Note:</b> The fields, which are marked with an asterisk, are mandatory.
<b>Copy</b>	Used to copy the details of a record.
<b>Close</b>	Used to close a record. This action is available only when a record is created.
<b>Unlock</b>	Used to update the details of an existing record. System displays an existing record in editable mode.
<b>Print</b>	Used to print a record. This action is available only when a record is created.
<b>Enter Query</b>	Used to give details of a saved record in a detail screen. When the user click <b>Enter Query</b> , the system displays a saved record enabling to specify only the required or primary data.
<b>Execute Query</b>	User need to perform this after entering query. Click <b>Execute Query</b> after specifying the details of the record to be fetched, the system retrieves all the information of that particular record.
<b>Audit</b>	Used to view the maker details, checker details and report status.
<b>Cancel</b>	Used to cancel the performed action.
<b>Save</b>	Used to save the details entered or selected in the screen.
<b>Refresh</b>	Used to refresh the details selected in the screen.
<b>Reset</b>	Used to reset the fields to enter a new criteria.
<b>Clear All</b>	Used to clear all the data entered for search criteria.
<b>Details</b>	Used to navigate to Detail screen.
<b>Search</b>	Used to search either the details of a particular record or a list of records by querying particular field.
<b>Advanced Search</b>	Used to search details more precisely.
<b>Approve</b>	Used to approve the initiated report. This button is displayed, once the user click <b>Authorize</b> .
<b>Authorize</b>	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.
<b>Confirm</b>	Used to confirm the performed action.
<b>OK</b>	Used to confirm the details in the screen.
<b>Reject</b>	Used to reject the report created. A maker of the screen is not allowed to authorize the report. Only a checker can reject a report, created by a maker.
<b>View</b>	Used to view the report details in a particular modification stage. This button is displayed, once the user click <b>Authorize</b> .



## Getting Help

Online help is available for all tasks. You can get help for any function or fields by clicking the help icon provided or by pressing **F1**.

## Prerequisite

Specify **User ID** and **Password**, and log in to **Home Screen**.

# 1

## Oracle FLEXCUBE Investor Servicing Accessibility

This topic provides an overview on **Oracle FLEXCUBE Investor Servicing** Accessibility.

This topic has the following sub-topic:

- [Keyboard Navigation](#)  
This topic describes navigation keys used in the **Oracle FLEXCUBE Investor Servicing**.
- [Documentation Accessibility](#)

### 1.1 Keyboard Navigation

This topic describes navigation keys used in the **Oracle FLEXCUBE Investor Servicing**.

The following keys are used for the navigation:

**Table 1-1 Navigation Keys**

Key	Description
<b>Tab</b>	Use the <b>Tab</b> key to move to the next control, such as the navigation tree, menu, or tab on a page. Tab traverses the page from left to right, top to bottom. Use <b>Shift + Tab</b> to move to the previous control.
<b>Up and Down Arrow</b>	Use the <b>Up and Down Arrow</b> keys to move to the previous or next item in the navigation tree, menu, or table.
<b>Left and Right Arrow</b>	Use the <b>Left and Right Arrow</b> keys to expand and collapse an item in the navigation tree.
<b>Spacebar</b>	Use the <b>Spacebar</b> to activate a control. For example, in a check box, the <b>Spacebar</b> toggles the state, checking or unchecking the box. On a link, the <b>Spacebar</b> navigates to the target of the link.
<b>Enter</b>	Use the <b>Enter</b> key to activate a button in the selection.

For more information on the common operations in **Oracle FLEXCUBE Investor Servicing**, refer *Procedures User Guide*.

The common tasks and the keyboard navigation used in **Oracle FLEXCUBE Investor Servicing** are discussed in following sub-topics:

- [Hot keys for Detail Screen Operation](#)  
This topic describes Hot keys used to perform different operations in the Detail Screen.
- [Hot Keys to View/Enter More Information When a Field is in Focus](#)  
This topic describes Hot keys used to view or enter more information when a field is in focus.
- [Hot Keys for Summary Screen Operations](#)  
This topic describes Hot keys used to perform different operations in the Summary Screen.

- [Navigation Keys for Accessing Tabs in Landing Page](#)  
This topic describes Navigation Keys for accessing tabs in Landing Page.
- [Hot Keys to Access Dashboards](#)  
This topic describes navigation keys on the Dashboards.
- [Calendar Navigation Keys](#)  
This topic describes navigation keys on the Calendar.
- [Hot Keys for Close Operations](#)  
This topic describes Navigation Keys for Close operations.
- [Hot Keys for Other Operations](#)  
This topic describes Hot Keys for other operations.
- [Grid Operations Navigation Keys](#)  
This topic describes Navigation Keys for Grid Operations.
- [Summary Screen or LOV Grid Navigation Keys](#)  
This topic describes Navigation Keys on the Summary Screen or LOV Grid.
- [Layout Table Navigation Keys](#)  
This topic describes Navigation Keys on the Layout Table.

### 1.1.1 Hot keys for Detail Screen Operation

This topic describes Hot keys used to perform different operations in the Detail Screen.

For more information on a list of navigation keys used to perform the basic operations on the new or existing records in a details screen, refer to the Navigation Keys - Detail Screen Operations table.

**Table 1-2 Navigation Keys - Detail Screen Operations**

Task	Navigation Keys	Description
New	<b>Ctrl+N</b>	To create a new record
Save	<b>Ctrl+S</b>	To save a record
Copy	<b>Ctrl+Shift+C</b>	To copy the selected record
Close	<b>Ctrl+Shift+Y</b>	To close a record
Authorize	<b>Ctrl+Shift+Z</b>	To authorize the selected record
Delete	<b>Ctrl+D</b>	To delete the selected record
Unlock	<b>Ctrl+U</b>	To unlock the selected record
Reopen	<b>Ctrl+R</b>	To reopen the selected record
Reverse	<b>Ctrl+E</b>	To reverse the selected record
Print	<b>Ctrl+P</b>	To print the selected record
View	<b>Ctrl+J</b>	To view the selected record
Enter Query	<b>F7</b>	To enter query in a detail screen
Execute Query	<b>F8</b>	To execute an entered query

### 1.1.2 Hot Keys to View/Enter More Information When a Field is in Focus

This topic describes Hot keys used to view or enter more information when a field is in focus.

For more information on a list of navigation keys used to pop up separate windows that contain the respective details for a selected field on a detailed screen, refer to the Navigation Keys table.

**Table 1-3 Navigation Keys**

Task	Navigation Keys	Description
Field Level Help	<b>F1</b>	To open the field level help window
Open LOV/Calender/ Popup Edit	<b>F4</b>	To open an LOV, Calender or popup edit window

### 1.1.3 Hot Keys for Summary Screen Operations

This topic describes Hot keys used to perform different operations in the Summary Screen.

For more information on a list of navigation keys used to perform the basic operations on the selected records in a summary screen, refer to the Navigation Keys - Summary Screen Operations table.

**Table 1-4 Navigation Keys - Summary Screen Operations**

Task	Navigation Keys	Description
Export	<b>Ctrl+E</b>	To export the data in an excel format
Reset	<b>Ctrl+R</b>	To reset the fields to enter a new criteria
Advance Search	<b>Ctrl+Q</b>	To open the advance search window
Clear All	<b>Ctrl+L</b>	To clear all the data entered for search criteria
Refresh	<b>Ctrl+H</b>	To refresh the record with the same criteria
Saved Queries	<b>F7</b>	To get the list of saved queries
Execute Query	<b>F8</b>	To execute query

### 1.1.4 Navigation Keys for Accessing Tabs in Landing Page

This topic describes 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. Navigate between the tabs and links on the landing page using the respective navigation key along with the browser modifier key.

#### Browser Modifier Keys

Depending on the browser, prefix the respective modifier key to the specific navigation keys.

Refer to the table for the lists of modifier keys for different browsers.

**Table 1-5 Browser Modifier Keys**

Browser	Modifier Keys	Description
Mozilla Firefox	<b>Alt+Shift</b>	Prefix the <b>Alt+Shift</b> key to the navigation key to execute the required task.
Opera	<b>Shift+Esc</b>	Prefix the <b>Shift+Esc</b> key to the navigation key to execute the required task.

**Table 1-5 (Cont.) Browser Modifier Keys**

Browser	Modifier Keys	Description
Google Chrome	<b>Alt or Alt+Shift</b>	Prefix the <b>Shift+Esc</b> key to the navigation key to execute the required task.
Safari	<b>Alt or Alt+Shift</b>	Prefix the <b>Alt or Alt+Shift</b> 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.

For more information on a list of navigation keys, refer to the Navigation Keys - Landing Page Tab table.

**Table 1-6 Landing Page Tab Navigation Keys**

Task	Navigation Key	Description
Access Keys Information	<b>0</b>	To view access keys information
Refresh Landing Page	<b>1</b>	To refresh landing page
Minimize or Maximize Menu	<b>2</b>	To minimize or maximize the menu
Drill down Main Navigation	<b>3</b>	To drill down the main navigation
Minimize	<b>6</b>	To minimize the selected window
Close	<b>7</b>	To close the selected window
Fast Path	<b>F</b>	To access this field to provide the function id
Sign Off	<b>G</b>	To sign off from the application.
Home	<b>H</b>	To shift focus to the home page
Window	<b>N</b>	To access the window option
Workflow	<b>W</b>	To shift focus to the workflow tab

**Note:**

Once the focus is on the **Home** tab, navigate the tabs using the right or left arrow keys.

## 1.1.5 Hot Keys to Access Dashboards

This topic describes navigation keys on the Dashboards.

The dashboards are arranged in a specific order. Shift the focus by using the respective navigation keys. For more information on a list of navigation keys, refer to the Navigation Keys - Dashboards table.

**Table 1-7 Navigation Keys - Dashboards**

Task	Navigation Keys	Description
Dashboard1	<b>Ctrl+Shift+1</b>	To shift the focus on the dashboard-1
Dashboard2	<b>Ctrl+Shift+2</b>	To shift the focus on the dashboard-2
Dashboard3	<b>Ctrl+Shift+3</b>	To shift the focus on the dashboard-3
Dashboard4	<b>Ctrl+Shift+4</b>	To shift the focus on the dashboard-4
Dashboard5	<b>Ctrl+Shift+5</b>	To shift the focus on the dashboard-5
Dashboard6	<b>Ctrl+Shift+6</b>	To shift the focus on the dashboard-6

## 1.1.6 Calendar Navigation Keys

This topic describes navigation keys on the Calendar.

The fields denoting dates will have an adjoining calendar to select the date. Navigate in the calendar using the following respective keys. For more information on a list of navigation keys to navigate the calendar, refer to the Navigation Keys - Calendar table.

**Table 1-8 Navigation Keys - Calendar**

Task	Navigation Keys	Description
Previous Year	<b>Home</b>	To go to the previous year in the calendar
Previous Month	<b>Page Up</b>	To go to the previous month in the calendar
Next Month	<b>Page Down</b>	To go to the next month in the calendar
Next Year	<b>End</b>	To go to the next year in the calendar

## 1.1.7 Hot Keys for Close Operations

This topic describes Navigation 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. For more information on a list of navigation keys used to close an operation, refer to the Navigation Keys - Close Operations table.

**Table 1-9 Navigation Keys - Close Operations**

Task	Navigation Keys	Description
LOV/Calendar/Pop-up Edit	<b>Esc</b>	To close the LOV, Calendar, or Pop-up Edit window
Screen/Sub Screen	<b>Ctrl+W</b>	To close the open screen or sub screen

## 1.1.8 Hot Keys for Other Operations

This topic describes Hot Keys for other operations.

For more information on a list of navigation keys used to perform some more screen level operations, refer to the Navigation Keys - Other Operations table.

**Table 1-10 Navigation Keys - Other Operations**

Task	Navigation Keys	Description
Switch between Windows	<b>F2</b>	To switch between the open windows
Ok	<b>Ctrl+K</b>	To focus on <b>Ok</b> on a selected window
Cancel	<b>Ctrl+L</b>	To focus on <b>Cancel</b> on a selected window
Confirm	<b>Ctrl+M</b>	To focus on <b>Confirm</b> on a selected window
Next Tab	<b>Ctrl+Page Down</b>	To go to the next tab
Previous Tab	<b>Ctrl+Page Up</b>	To go to the previous tab

## 1.1.9 Grid Operations Navigation Keys

This topic describes Navigation Keys for Grid Operations.

A multiple entry table grid in **Oracle FLEXCUBE Investor Servicing** refers to a set of fields in a tabular format where more rows can be added or existing rows can be deleted as required to capture the details.

In a multiple-entry table grid on a given screen, use the following hotkeys to navigate between rows and columns. These hotkeys can be used when the multiple-entry table grid is in edit mode. For more information on a list of navigation keys used through multiple table grids, refer to the Navigation Keys - Grid Operations table.

**Table 1-11 Navigation Keys - Grid Operations**

Task	Navigation Keys	Description
Navigate between Rows	<b>Up &amp; Down</b>	To navigate between rows
Navigate between cells	<b>Tab &amp; Shift+Tab</b>	To navigate between cells
First Page	<b>Home</b>	To go to the first page
Previous Page	<b>Page Up</b>	To go to the previous page
Next Page	<b>Page Down</b>	To go to the next page
Last Page	<b>End</b>	To go to the last page
Add Row	<b>Ctrl+Insert</b>	To add a row
Delete Row	<b>Ctrl+Delete</b>	To delete a row
Single Record View	<b>Ctrl+I</b>	To view a single record
Focus Shifted Outside the Table	<b>Ctrl+Tab</b>	To shift the focus outside the table
Navigate to the Frame above the Table	<b>Ctrl+Shift+Tab</b>	To navigate to the frame on the screen above the multiple-entry table grid

## 1.1.10 Summary Screen or LOV Grid Navigation Keys

This topic describes Navigation Keys on the Summary Screen or LOV Grid.

For more information on a list of navigation keys used to view the queried records on the summary screen, refer to the Navigation Keys - Summary Screen or LOV Grid table.

**Table 1-12 Navigation Keys - Summary Screen or LOV Grid**

Task	Navigation Keys	Description
First Page	<b>Home</b>	To go to the first page
Previous Page	<b>Page Up</b>	To go to the previous page
Next Page	<b>Page Down</b>	To go to the next page
Last Page	<b>End</b>	To go to the last page

### 1.1.11 Layout Table Navigation Keys

This topic describes Navigation Keys on the Layout Table.

You can navigate in the layout table using the following navigation keys to shift the focus between rows, cells or pages. For more information on this, refer to the Navigation Keys - Layout Table.

**Table 1-13 Navigation Keys - Layout Table**

Task	Navigation Keys	Description
Navigate between Rows	<b>Up &amp; Down</b>	To navigate between rows
Navigate between Cells	<b>Tab &amp; Shift+Tab</b>	To Navigate between cells
First Page	<b>Home</b>	To go to the first page
Previous Page	<b>Page Up</b>	To go to the previous page
Next Page	<b>Page Down</b>	To go to the next page
Last Page	<b>End</b>	To go to the last page
Navigation to Cells on Left	<b>Left Arrow</b>	To navigate to cells on left.
Navigation to Cells on Right	<b>Right Arrow</b>	To navigate to cells on right

## 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>.

### 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.