Oracle® Enterprise Performance Management System
Accessibility Guide

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ORACLE®

Oracle Enterprise Performance Management System Accessibility Guide, Release 11.2.x

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Primary Author: EPM Information Development Team

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Documentation Accessibility

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Access to Oracle Support

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Accessibility in EPM System

Oracle Enterprise Performance Management System offers standard accessibility and assistive technology features that can be used across all pages. This guide provides additional non-standard accessibility options for navigating EPM System

Reading through this guide

This chapter provides information on available non-standard accessibility features, enabling settings for assistive support, and access keys to navigate across EPM System tasks.

If you are looking for accessibility features for a specific application, go to the relevant chapter for that application. For example, the chapter on Planning provides accessibility features when you are in the Planning application.

Enabling Screen Reader Support

You must enable screen reader support in order to use screen readers, magnifiers, and other accessibility tools to work in Oracle Enterprise Performance Management System. Enabling screen reader support is a preference setting in Oracle Hyperion Enterprise Performance Management Workspace. When you enable screen reader support in EPM Workspace, you enable screen reader support for all integrated components (for example, Oracle Hyperion Shared Services Console, Oracle Hyperion Planning, Oracle Hyperion Calculation Manager, and so on). If you change the Accessibility Mode setting during a session, you must log off and restart the browser for this change to take effect.

EPM System supports the newest versions of Assistive Technologies such as JAWS and MAGic.

> ✎ **Note:**
>
> - If you are using JAWS screen reader, Oracle recommends using the Microsoft Edge browser.
> - Oracle does not recommend using JAWS and MAGic simultaneously or using MAGic as a screen reader.
> - When screen reader support is enabled, progress indicators are not available.

To enable screen reader support:

1. Access EPM Workspace.

2. Select **File**, and then **Preferences**.

3. In the **Preferences** dialog box, under **Accessibility Mode**, select **Enable Screen Reader Support**.

   This option optimizes EPM System to work with screen readers.

4. Click **OK**.

Access Keys for Navigation Across EPM System

This section lists the non-standard access keys to navigate across all pages in the Oracle Enterprise Performance Management System environment:

- Button Mnemonics on Supported Web Browsers
- Common Access Keys
- Access Keys for Tables, Nested Tables, and Nested Lists

Button Mnemonics on Supported Web Browsers

The underlined letter that typically appears in a menu title, menu item, or button text is called a mnemonic. The following tables describes access keys for various browsers.

Browser	Operating System	Keys	Action
Google Chrome	Linux	Alt+mnemonic	Click
Google Chrome	Mac OS X	Ctrl+Option+mnemonic	Click
Google Chrome	Windows	Alt+mnemonic	Click
Mozilla Firefox	Linux	Alt+Shift+mnemonic	Click
Mozilla Firefox	Mac OS X	Ctrl+mnemonic	Click
Mozilla Firefox	Windows	Alt+Shift+mnemonic	Click
Microsoft Edge	Windows	Alt+mnemonic	Click or set focus
Apple Safari	Windows	Alt+mnemonic	Click
Apple Safari	Mac OS X	Ctrl+Option+mnemonic	Click

Common Access Keys

Keys	Components	Action
Enter Space	All components	Activates the component, or the component element that has the focus
Ctrl+A	All components	Selects all
Left Arrow	Menu	Moves focus to different menu on a menu bar
Right Arrow	Input Number slider Input Range slider	Moves slider left or right when input number slider or input range slider is in focus
Up Arrow	Menu	Moves focus to different menu items in a menu
Down Arrow	Input Number Slider Input Range Slider	Moves slider up or down when input number slider or input range slider is in focus
Shift+F10	All components	Displays cell context menu

Access Keys for Tables, Nested Tables, and Nested Lists

Keys	Components	Action
Tab Shift+Tab	Table Nested Table	Moves focus to next or previous cell or editable component
		If the focus is on the last cell of a row in the table, the Tab key moves focus to the first editable cell in the next row. Similarly, Shift+Tab moves focus to the previous row.

Keys	Components	Action
Ctrl+A	Table Nested Table	Selects all components, including column headers, row headers, and data area
Shift+F10	Table Nested List Nested Table	Launches context menu
Enter Shift+Enter	Table Nested List Nested Table	Navigates to the next editable cell or previous editable cell of the column If focus is on the column header, sorts table data in ascending order. Pressing Enter again sorts the column in descending order If the focus is on the filter cell, performs table filtering In a click-to-edit table, if the focus is on a cell, enables edit mode
Left Arrow Right Arrow	Table Nested Table	Moves focus
Up Arrow Down Arrow	Table Nested Table	Moves focus Scrolls the table one row up or down
Page Up Page Down	Table Nested Table	Scrolls by one page
Space Ctrl+Space	Table Nested List Nested Table	Selects the node Selects column
Shift+Space	Table Nested Table	Selects rows
Esc	Table Nested Table	Removes selection If the focus is on the cell, exits click-to-edit mode, then reverts the cell value to original value, and returns focus to the cell. Press Esc key again to move focus to the row header.

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2
Accessibility in EPM Workspace

This chapter provides non-standard accessibility options for navigating EPM Workspace in the following areas:

- Using the Tab Key in EPM Workspace
- Using Global Navigation Shortcuts
- Accessibility Behaviors for General UI Elements
- Accessibility Behavior for Nonstandard Controls
- Using the Home Page

Using the Tab Key in EPM Workspace

The default tab order in Oracle Hyperion Enterprise Performance Management Workspace flows from left to right, top to bottom. The component order is: toolbar, search control, view pane, content area, content area (bottom) tab bar. The tab order loops in both directions so that tabbing from the last item focuses the first item, and reverse-tabbing from the first item focuses the last item. The main menu bar is not included in the tab order (use shortcut keys to access menu items).

Using Global Navigation Shortcuts

Table 2-1   Global Navigation Shortcuts

Keys	Action
F1	Opens help for the active UI area.
F10	Move focus to the first menu in the menu bar.
Ctrl+Alt+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+Alt+1, Ctrl+Alt+2, Ctrl+Alt+3, Ctrl+Alt+4, Ctrl+Alt+5, Ctrl+Alt+6, Ctrl+Alt+7, Ctrl+Alt+8, Ctrl+Alt+9	Same as Ctrl+Alt+0, but the action applies to the specified view pane. For example, pressing Ctrl+Alt+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+F	Move focus to the Search field.
Ctrl+Shift+F4	Close current active module: document, task, or file. If none are open, nothing happens.

Table 2-1   (Cont.) Global Navigation Shortcuts

Keys	Action
Ctrl+Shift+G	Move focus to the Oracle Hyperion Enterprise Performance Management 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: • 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+A	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.
Alt+*mnemonic*	Move focus to the menu in the menu bar that has the mnemonic you use.

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 2-2   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 Edge, the button accelerator is triggered by Alt+<letter>; in Mozilla Firefox, it is triggered by Alt+Shift+<letter>.
ComboBox	• 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	• 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)	• 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.
List	• 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. **Note:** If the list supports only a single selection, the Ctrl and Shift modifiers have no effect.

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

UI Element	Action
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	• 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 Behavior for Nonstandard Controls

Related Topics

• Content Tab Bar

• Accessibility for Sidebar Icon List

Content Tab Bar

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

Table 2-3   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 Sidebar Icon List

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

Table 2-4   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.

Using the Home Page

The following navigation keys are used to navigate within the Home page:

• **Tab**: Focuses the next item in the region if one exists, otherwise the next region if focused on the last item in the region.

- **Shift+Tab**: Focuses the previous item in the region if one exists, the region itself if focused on the first item in the region, otherwise the previous region if focused on the region itself.

Table 2-5   Navigation Keys for the Home Page

Key	Action
Up	Scrolls the region up, if possible.
Down	Scrolls the region down, if possible.
Left	Scrolls the region left, if possible.
Right	Scrolls the region right, if possible.
PgUp	Scrolls the region up a page, if possible.
PgDn	Scrolls the region down a page, if possible.
Home	Scrolls the region to the top, if possible.
End	Scrolls the region to the bottom, if possible.
Shift+Up	Focuses the region above, otherwise wrap around to the bottom region.
Shift+Down	Focuses the region below, otherwise wrap around to the top region.
Shift+Left	Focuses the region to the left, otherwise wrap around to the rightmost region.
Shift+Right	Focuses the region to the right, otherwise wrap around to the leftmost region.
Shift+PgUp	Focuses the previous region, otherwise wrap around to the last region.
Shift+PgDn	Focuses the next region, otherwise wrap around to the first region.
Shift+Home	Focuses the first region.
Shift+End	Focuses the last region.
Space bar or Enter	Executes the item action, or expands/collapses the item group.

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Accessibility in EPM System Applications

This chapter provides non-standard access keys and other assistive support for navigating the following Oracle Enterprise Performance Management System applications:

- Data Management
- Essbase
- Financial Performance Management
- Financial Reporting
- Foundation Services
- Planning
- Predictive Planning in Smart View
- Profitability and Cost Management

Data Management

Related Topics

- Data Relationship Management
- Financial Data Quality Management Enterprise Edition

Data Relationship Management

Related Topics

- About Data Relationship Management Suite
- Accessibility Features
- Keyboard Equivalents

About Data Relationship Management Suite

Oracle Data Relationship Management Suite consists of:

- Oracle Data Relationship Management
- Oracle Data Relationship Management Read Only Access
- Oracle Data Relationship Steward
- Oracle Data Relationship Governance
- Oracle Data Relationship Management Analytics
- Oracle Data Relationship Management for Oracle Hyperion Enterprise Planning Suite
- Oracle Data Relationship Management for Oracle Hyperion Financial Close Suite

Accessibility Features

Accessibility in Oracle Data Relationship Management is enabled by default with this functionality:

- Support for screen readers and magnifiers.

- Keyboard navigation equivalents for all objects.

- Tab indexing, implemented from left to right on all pages.

- Alt and title attributes for all objects, images, and page titles.

- Pages that provide drag and drop operations also support alternative methods of operation.

Keyboard Equivalents

The following sections describe keyboard equivalents.

Grid Keyboard Equivalents

The following keyboard equivalents are used in grids.

Keyboard Equivalent	Action
Up/Down Arrow	Focus on a row
Space	Select or deselect a row
Shift-Up/Down Arrow	Select multiple rows
Shift-Page Up	Go to previous page
Shift-Page Down	Go to next page

Tree Keyboard Equivalents

The following keyboard equivalents are used in trees.

Keyboard Equivalent	Action
Up/Down Arrow	Focus on a row
Space	Select or deselect a row
Right Arrow or Plus (+)	Expand a row
Left Arrow or Minus (-)	Collapse a row
Shift-Page Up	Go to previous page
Shift-Page Down	Go to next page

Financial Data Quality Management Enterprise Edition

Related Topics

- Accessibility Features

- Recommended Screen Reader Settings

- Using Screen Reader Mode

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.

Essbase

For information on accessibility in Oracle Essbase 21C, see Oracle Essbase Accessibility in *Getting Started with Oracle Essbase*.

Financial Performance Management

Related Topics

- Financial Management
- Tax Provision

Financial Management

Related Topics

- Financial Management Accessibility Features
- Financial Management Keyboard Equivalents

Financial Management Accessibility Features

Tab Indexes are provided for Groupboxes, TextBoxes, and Buttons.

> **Note:**
>
> The JAWS screen reader can announce the number of items in a group box if you click Alt and the Up arrow key.

Abbreviations such as "POV" for Point of View are used across screens. Screen readers read them as "POV." To add abbreviation equivalents in the Screen Reader dictionary, such as replacing "POV" with "Point of View," refer to your screen reader documentation.

All reports that use the HFM_format style can be accessed using JAWS table reading commands.

Financial Management Keyboard Equivalents

These sections describe the keyboard equivalents for Oracle Hyperion Financial Management applications by module.

To use shortcut keys, select Alt, then the keyboard shortcut, and then press Enter. For example, to view logged-in users, select Alt+i, then Enter.

For multiple selections, you can use Shift+F8. When this mode is enabled, you can move up or down the list of choices and press the spacebar to select multiple items, or press the spacebar again to deselect an item.

You can use Alt+Z as a shortcut key to go to the beginning of any page. You can also use Alt+Z to navigate to a floating frame when loading a page. In certain cases, when a page is refreshed as a result of an action, the focus goes to the top of the Financial Management content area. You can navigate using Tab or shortcut keys.

File Menu

Use these keyboard shortcuts from the File menu. Select File (Alt + f), then New (n), and then an option.

Table 3-1   File New Menu Keyboard Shortcuts

Keys	Action
g	Data grid
f	Data form
l	Link
r	Related Content
k	Tasklist

For new System Reports, use these keyboard shortcuts from the File menu. Select File (Alt + f), then New (n), then System Report (s), and then an option.

Table 3-2   System Report Menu Keyboard Shortcuts

Keys	Action
j	Journal
I	Intercompany
d	Data grid
t	Intercompany Matching template
n	Intercompany transactions
c	Intercompany Matching by Account
m	Intercompany Matching by Transaction ID

View Menu

Use these keyboard shortcuts from the View menu. Select View (Alt + v), and then an option.

Table 3-3   View Menu Keyboard Shortcuts

Keys	Action
m	Advanced Mode

Administration Menu

These keyboard shortcuts are used in the Administration menu. Select Administration (Alt + a), and then an option.

Table 3-4   Consolidation Application Administration

Keys	Action
d	Manage Documents
f	Manage Favorites
s	System Messages
u	Users on System
r	Manager Servers and Applications
k	Task Audit
t	Data Audit
i	Running Tasks
x	Extended Analytics
c	Copy Document Link
l	Manage Taskflows
v	View Taskflow Status
w	Manage Smart View Providers
n	Import Application
p	Profile Editor

Navigating to the Application

Table 3-5   Application Navigation Shortcuts

Keys	Action
Alt_z or Ctrl+F6 Tab	iFrame- Main content area
Alt+q	iFrame - Popups (when iFrame receives focus)
Alt+L	Close popups
Alt+y	Access contents of the selected tab page

Shortcut Keys by Module

Table 3-6   Users on System

Key	Action
l	Log out users
g	Enable connections
o	Disable connections
\	View disabled somponents
/	Enable (common for all rows)

Table 3-7   Manage Servers and Applications

Key	Action
g	Log out users
e	Enable connections
s	Disable Connections
l	View disabled components
n	Enable (common for all rows)

Table 3-8   System Messages

Key	Action
l	View system messages
[	Calendar start
]	Calendar end
s	Show Details
e	Delete system messages
l	Delete All system messages
+	Select All system messages
u	Anchor tag for error details. Same for each row
\	Previous page
/	Next page
p	Print Error Details page
l	Close

Table 3-9   Running Tasks and popup menu

Key	Action
l	View Running Tasks
x	Stop running task from popup menu
q	Stop running task from popup menu
q	From Running Task Log page, navigate to top
r	Refresh
l	Close

Table 3-10   Extended Analytics

Key	Action
s	Save template as
p	Delete template
o	Refresh template
c	Create Star Schema
e	Delete Star Schema
u	Update Star Schema
s	Save template
l	Cancel

Table 3-11   Data Audit

Key	Action
[	Start date
]	End date
\	Previous
/	Next
Same as POV bar	POV
l	View
l	Clear Log
x	Export

Table 3-12   Task Audit

Key	Actions
[	Start date
]	End date
\	Previous
/	Next
l	View
l	Clear log
x	Export
o	OK in Task Audit Export page

Table 3-13   Load Security

Key	Action
m	Security file
l	Load
k	Back to Load Security

Table 3-14   Load Metadata

Key	Action
m	Metadata file
l	Load
s	Scan
k	Back to Load Metadata
g	Select All
q	Delete All

Table 3-15   Load Member Lists

Key	Action
m	Member List file
l	Load
s	Scan
k	Back to Load member Lists

Table 3-16   Load Rules

Key	Action
m	Rules file
l	Load
s	Scan
k	Back to Load Rules

Table 3-17   Load Data

Key	Action
l	Load
s	Scan
k	Back to Load Data

Table 3-18   Load Journals

Key	Action
m	Journals file
l	Load
k	Back to Load Journals

Table 3-19   Load Intercompany Transactions

Key	Action
l	Load
s	Scan
k	Back to Load Intercompany Transactions

Table 3-20   Extract Security

Key	Action
m	Extract
k	Back to Extract Security

Table 3-21   Extract Metadata

Key	Action
m	Extract
k	Back to Extract Metadata
g	Select All
q	Deselect All

Table 3-22   Extract Member Lists

Key	Action
k	Extract

Table 3-23   Extract Rules

Key	Action
k	Extract

Table 3-24   Extract Data

Key	Action
m	Extract
k	Back to Extract Data

Table 3-25   Extract Journals

Key	Action
m	Extract
k	Back to Extract Journals

Table 3-26   Extract Intercompany Transactions

Key	Action
m	Extract
k	Back to Extract Intercompany Transactions

Table 3-27   Application Tasks

Key	Action
c	Create application
r	Register application
l	Close
n	Create Classic application: Navigate
a	Create Classic application: Administer
c	Classic Application Administration
c	Consolidation Administration
c	Create Classic application
d	Delete Application
r	Register Application
t	Consolidation System Messages
o	Consolidation users on system
v	Manage Consolidation Servers and Applications

Table 3-28   Navigation task shortcut keys

Key	Action
b	Browser View Tree
0 (zero)	Browser View List
j	Project View
TAB key	Views Navigate
Up and Down arrow keys	Navigate through the Tree and List
Right and left arrow keys	Expand and collapse the tree nodes
Spacebar	Views: Select nodes

Table 3-29   User Preferences

Key	Action
s	Save
r	Reset

Table 3-30   Member Selector

Key	Action
o	OK
l	Cancel
\	Previous

Table 3-30   (Cont.) Member Selector

Key	Action
/	Next
- (dash)	Textbox selected value
k	Textbox top name
g	Dropdown selector
' (apostrophe)	Description
=	Filter
i	Validate selected value
y	Clear selected value
u	Find previous value
v	Find next value
Shift + {	Move selected item up
Shift + }	Move selected item down
x + Tab	Tree
; + Tab	List
' (apostrophe)	f(x), Selects current POV member hierarchy
, (comma)	Cur, Selects current POV member
Shift + ?	Sort

Table 3-31   POV Bar

Key	Action
!	Scenario
@	Year
#	Period
$	View
%	Entity
^	Value
&	Account
*	ICP
(	Custom1
)	Custom2
-	Custom3
+	Custom4

Table 3-32   Calendar Tasks

Key	Action
r	Previous year
p	Previous month
n	Next month
x	Next year
l	Close calendar

Table 3-33   Data Grid and Data Forms Tasks

Key	Action
For data grid: Space. Data Forms are activated by default.	Activate
Right arrow. For Data Forms, right arrow and Tab.	Move to next cell in a row
Left arrow. For Data Forms: left arrow, Shift and Tab	Move to previous cell in a row
Down arrow	Move to next row
Up arrow	Move to previous row
Ctrl + Home - The Data grid works only on the displayed cells. Data forms work on all the data.	Move to top left cell
Ctrl + End - The Data grid works only on the displayed cells. Data forms work on all the data.	Move to right bottom cell
HOME	First cell in a row
END	Last cell in a row
PAGEUP	First cell in a column
PAGEDOWN	Last cell in a column
F2	Enter edit mode in a cell
Enter	Finish editing and move one cell down
Tab	Finish editing and move one cell right
Data Grids: F9	Access context menu
Data Forms: F9	Access context menu
Data Grids: unavailable	Row header context menu in Linked form and preview form
Data Forms: w	Row header context menu in Linked form and preview form
Data Grids: unavailable	Column header context menu in Linked form and preview form
Data Forms: n	Column header context menu in Linked form and preview form
Data Grids: unavailable	Lines context menu in Linked form and preview form
Data Forms: o	Lines context menu in Linked form and preview form

Table 3-34   Document Manager

Key	Action
1	All
2	Tasklists
3	Data Forms
4	Data Grids
5	Report
6	Link
7	Related Content
8	Custom documents
l	New folder
p	Print

Table 3-34   (Cont.) Document Manager

Key	Action
w	New task list
w	New data grid
w	New data form
w	New link
w	New web form
w	New report
i	Edit
p	Add to Favorites
e	Delete
o	Load
x	Extract
q	Show private documents
q	Hide private documents
s	Browse
m	Load local reports: Select report
o	Load local reports: Open
p	Load local reports: Print
o	New Folder: OK
l	New Folder: Cancel
o	Load Documents: OK
l	Load Documents: Cancel
y	Load Documents: Finished
x	Load Documents: Load More Files
o	Save Documents: OK
l	Save Documents: Cancel

Table 3-35   Create Intercompany Reports

Key	Action
w	Print/Preview
m	Save remote
s	Save local
l	Close
q	Entity Selector
+	Add Entity Account
-	Remove Entity Account
y	Add Partner Account
x	Remove Partner Account

Table 3-36   Create Explore Data Reports

Key	Action
w	Print/preview
m	Save remote

Table 3-36   (Cont.) Create Explore Data Reports

Key	Action
s	Save local
x	View as XML
para	View as RPT
l	Close

Table 3-37   Report Options

Key	Action
o	Print report options: OK
l	Print report options: Cancel
o	Overrides for Intercompany reports: OK
l	Overrides for Intercompany reports: Cancel
g	Overrides for Intercompany reports: Entity selector
q	Overrides for Intercompany reports: Partner selector
o	Overrides for Journal reports: OK

Table 3-38   Favorites

Key	Action
m	Remove
l	Clean

Table 3-39   Related Content

Key	Action
i	Resource document
v	Select resource document
u	Clear document
g	Open document
k	Select resource server
x	Tree
y	Client area
s	Save
l	Close

Table 3-40   Links

Key	Action
w	View
s	Save
l	Cancel

Table 3-41   Tasklists

Key	Action
k	Add to Tasklist
l	Return to Tasklist
Shift + '+' (plus sign)	Select All
s	Manage Tasklist: Save
l	Manage Tasklist: Close
u	Manage Tasklist: Move up
w	Manage Tasklist: Move down
k	Manage Tasklist: Select list of tasks
m	Manage Tasklist: This is my default tasklist
c, a	Actions Menu: Add
c, r	Actions Menu: Remove

Table 3-42   Data Grid Tasks

Key	Action
a	Cell Line Item Detail: Add
o	Cell Line Item Detail: OK
l	Cell Line Item Detail: Cancel
o	Cell Information: OK
a	Cell Text: Attach
t	Cell Text: Detach
o	Cell Text: OK
l	Cell Text: Cancel
x	Attach Documents: Attach
y	Attach Documents: Cancel
1	Grid Settings: Layout
2	Grid Settings: Display Options
o	Grid Settings: OK
l	Grid Settings: Cancel
a	Manage Process: Attach
t	Manage Process: Detach
o	Manage Process: OK
l	Manage Process: Cancel
l	Cell History: Close
l	Source or Destination Transaction: Close window
r	Entity Details: Refresh
l	Close Entity Details window

Table 3-43   Process Intercompany Transactions - Main Window

Key	Action
\	Previous
/	Next
g	Entity

Table 3-43　(Cont.) Process Intercompany Transactions - Main Window

Key	Action
q	Partner
u	Update
+	Select All

Table 3-44　Process Intercompany Transactions - Actions menu

Key	Action
c, a	Alert
c, n	New
c, e	Edit
c, e, t	Edit transaction
c, e, s	Set reason code
c, d	Delete
c, d, s	Delete selected
c, d, a	Delete All
c, m	Match
c, m, a	Auto match
c, m, m	Manual match
c, m, u	Unmatch selected
c, m, i	Unmatch all
c, p	Post
c, p, s	Post selected
c, p, l	Post all
c, u	Unpost
c, u, s	Unposted selected
c, u, l	Unpost all
c, f	Filter
c, f, c	Column
c, f, r	Row
c, r	Report
c, r, i	Report by ID
c, r, a	Report by Account
c, r, t	Report by Transaction

Table 3-45　Process Intercompany Transaction Tasks

Key	Action
[	New/Edit: Calendar
w	New/Edit: New
s	New/Edit: Save
k	New/Edit: Reset
l	New/Edit: Close
l	New/Edit: Pick members
s	Set reason code

Table 3-45   (Cont.) Process Intercompany Transaction Tasks

Key	Action
l	Cancel reason code

Table 3-46   Manual Match Intercompany Transactions

Key	Action
g	Entity
q	Partner
k	Add Accounts
x	Remove Accounts
e	Add Matching Accounts
u	Remove Matching Accounts
+	Select All Entity Accounts
-	Select All Partner Accounts
m	Match
s	Save as Template
l	Close

Table 3-47   Auto Match Intercompany Transactions

Key	Action
g	Entity
q	Partner
k	Add Accounts
x	Remove Accounts
d	Add Matching Accounts
u	Remove Matching Accounts
+	Select All Entity Accounts
-	Select All Partner Accounts
m	Match
s	Save as Template
l	Close

Table 3-48   Unmatch Intercompany Transactions

Key	Action
u	Unmatch
l	Close
k	Select all
c	Clear all

Table 3-49   Intercompany Transactions - Filter Columns

Key	Action
u	Restore defaults
l	Close
k	Display column list multiselect
e	Selected column list multiselect
\	Add selected
/	Remove selected
p	Move up
o	Move down
c, s	Actions menu: Sort options
c, s, n	Actions submenu: No sort
c, s, a	Actions submenu: Ascending
c, s, d	Actions submenu: Descending
c, d	Actions menu: Display options
c, d, l	Actions submenu: Label
c, d, d	Actions submenu: Description
c, d, b	Actions submenu: Both

Table 3-50   Intercompany Transactions - Filter Rows

Key	Action
4	Entity selector
5	Partner selector
6	Entity account selector
7	Partner account selector
8	Start Calendar
9	End Calendar
u	Restore Defaults
l	Close

Table 3-51   Intercompany Transactions - General Menu

Key	Action
w	Print/preview
m	Save remote
s	Transaction ID - General Save local
l	Close
g	Entity selector
q	Partner selector
No access keys	Display Options

Table 3-52   Intercompany Transaction Accounts

Key	Action
w	Account - General: Print/preview
m	Account - General: Save remote
s	Account - General: Save local
l	Account - General: Close
g	Account - General: Entity selector
q	Account - General: Partner selector
No access keys	Account - General: Display options
+	Add accounts
k	Add Accounts checkbox
-	Matching Accounts
x	Remove Accounts
e	Add Matching Accounts
u	Remove Matching Accounts

Table 3-53   Intercompany Transactions - Setting Columns

Kay	Action
u	Restore defaults
l	Close
k	Display column list multiselect
e	Selected column list multiselect
\	Add selected
/	Remove selected
p	Move up
o	Move down
c, s	Actions menu: Sort options
c, s. n	Actions menu: No sort
c, s, o	Actions menu: Ascending
c, s, d	Actions menu: Descending
c, d	Actions menu: Display options
c, d, l	Actions menu: Label
c, d, d	Actions menu: Description

Table 3-54   Intercompany Transactions - Setting Rows

Key	Action
4	Entity selector
5	Partner selector
6	Entity account selector
7	Partner account selector
8	Calendar 1
9	Cakebdar 2
u	Restore defaults
q	Close

Table 3-55   Intercompany Transactions Alert Options

Key	Action
s	Send Transaction Alerts
l	Cancel Transaction Alerts

Table 3-56   Monitor Intercompany Transactions

Key	Action
g	Entity Search
u	Update
1 (numeric)	Process Status column
2	Lock Status column
\	Previous
/	Next
Shift + '+' (plus sign)	Select All
c, t	Action menu: Alert
c, u	Action menu: Summary
l	Close Monitor Summary window
l	Close Monitor Detail window
p	Open Intercompany Transaction Period
l	Close Intercompany Transaction Period
s	Save Period Settings
l	Close Period Status
k	Lock Intercompany Entities
u	Unlock Intercompany Entities
Shift + '+' (plus sign)	Lock or Unlock Intercompany Entities: Select All
l	Lock or Unlock Intercompany Status: Close window

Table 3-57   Manage Ownership

Key	Action
k	Select All
l	Fill
p	Display Options
o	Calculate Ownership
s	Save
c	Reset
o	Display Options: OK
l	Display Options: Cancel
c	Calculate Ownership: Calculate
l	Calculate Ownership: Cancel

Table 3-58   Copy Data

Key	Action
c	Copy Data
k	Back to Copy Data
2	Clear Data
3	Delete Invalid Records
l	Copy Data
!	POV: Source Scenario
@	POV: Source Year
#	POV: Source Period
!	POV: Destination Scenario
@	POV: Destination Year
#	POV: Destination Period
%	POV: Copy Members Entity
&	POV: Copy Members Account

Table 3-59   Clear Data

Key	Action
1	Copy Data
2	Clear Data
3	Delete Invalid Records
c	Clear Data
k	Back to Clear Data
!	POV: Scenario
@	POV: Year
#	POV: Period
%	POV: Entity
&	POV: Account

Table 3-60   Delete Invalid Records

Key	Action
1	Copy Data
2	Clear Data
3	Delete Invalid Records
d	Delete Invalid Records
s	Scan Only
k	Back to Delete Invalid Records

Table 3-61   Process Control Tasks

Key	Task
Same as data grids	Process Control Window from Data Grid
a	Process Control Window: Attach

Table 3-61   (Cont.) Process Control Tasks

Key	Task
t	Process Control Window: Detach
x	Process Control Window: Start, Promote, Sub mit, Approve, Publish, Sign Off, Reject
l	Error condition popup: Close
s	Error condition popup: Show Details
o	Options: OK
l	Options: Cancel
l	Process Status Summary: Close window
u	Validation Detail: Update
l	Validation Detail: Close window
l	Process Flow History: Close window
l	Calculation Status Summary: Close window
o	Non-Phased Submissions: OK
l	Non-Phased Submissions: Cancel
o	Phased Submissions Rows: OK
l	Phased Submissions Rows: Cancel
2	Phased Submissions Rows: Columns
o	Phased Submissions Columns: OK
l	Phased Submissions Columns: Cancel
l	Phased Submissions Columns: Rows
2	Phased Submissions Columns: Columns
Accessibility not supported	Main Manage Submission Phases Page from Data Grids
o	Show Unassigned Groups: OK
o	Process Control Advanced Options: OK
l	Process Control Advanced Options: Cancel

Table 3-62   Equity Pickup Tasks

Key	Action
\	Previous
/	Next
1	Sort on Level column
2	Sort on Owner column
3	Sort on Owned column
4	Sort on %EPU column
5	Sort on Status column
c, f	Actions menu: Filter
c, r	Actions menu: Refresh
c, l	Actions menu: Calculate
c, l, r	Actions submenu: Run EPU
c, l, f	Actions submenu: Force EPU
c, p	Actions menu: Print Report
c, p, u	Actions submenu: Full Report

Table 3-62   (Cont.) Equity Pickup Tasks

Key	Action
c, p, i	Actions submenu: Filtered Report
g	Filter: Owner Search
q	Filter: Owned Search
o	Filter: OK
l	Filter: Cancel
Accessibility is not supported for reports.	Reports

Table 3-63   Data Forms - Main Form Page

Key	Action
~	Main form: Read current POV
F2	Enter edit mode in a cell to enter cell text
c, s	Actions: Submit
c, r	Actions: Refresh
c, c	Actions: Calculate
c, t	Actions: Force Calculate
c, x	Actions: Cell Text
c, i	Actions: Instructions
c, p	Actions: Print
c, m	Actions: Import from Excel
c, 3	Actions: Export to Excel 2003
c, 7	Actions: Export to Excel 2007
s	Linked form, Preview form: Submit
r	Linked form, Preview form: Refresh
c	Linked form, Preview form: Calculate
f	Linked form, Preview form: Force calculate
t	Linked form, Preview form: Cell text

Table 3-64   Data Form Suppression Options

Key	Action
c, w	Suppress Rows
c, w, n	Suppress rows: None
c, w, d	Suppress rows: Nodata
c, w, z	Suppress rows: Zero
c, w, o	Suppress rows: Nodata and Zero
c, w, i	Suppress rows: Invalid
c, w, a	Suppress rows: Invalid and Nodata
c, w, e	Suppress rows: Invalid and Zero
c, w, r	Suppress rows: Invalid and Nodata and Zero
c, n	Suppress columns
c, n, n	Suppress columns None
c, n, d	Suppress columns Nodata
c, n, z	Suppress columns Zero

Table 3-64   (Cont.) Data Form Suppression Options

Key	Action
c, n, o	Suppress columns Nodata and Zero
c, n, i	Suppress columns Invalid
c, n, a	Suppress columns Invalid and Nodata
c, n, e	Suppress columns Invalid and Zero
c, n, r	Suppress columns Invalid and Nodata and Zero
c, o	Suppress lines
c, o, n	Suppress lines None
c, o, d	Suppress lines Nodata
c, o, z	Suppress lines Zero
c, o, o	Suppress lines Nodata and Zero
c, o, i	Suppress lines Invalid
c, o, a	Suppress lines Invalid and Nodata
c, o, e	Suppress lines Invalid and Zero
c, o, r	Suppress lines Invalid and Nodata and Zero

Table 3-65   Data Forms - Line Item

Key	Action
s	Save
r	Refresh
l	Close
w	New entry
e	Delete row
c	Clear row
Shift + '+' (plus sign)	Select All
Up and Down arrows	Move focus to cell on which the context menu is to be displayed and click F9

Table 3-66   Data Form - Cell Text

Key	Action
a	Attach
t	Detach
o	OK
l	Cancel
l	Cell Adjustments: Close window
o	Cell Adjustments: OK

Table 3-67   Data Form Tasks

Key	Action
o	Properties: OK
o	Import from Excel: OK
l	Import from Excel: Cancel

Table 3-67   (Cont.) Data Form Tasks

Key	Action
u	Import from Excel: File Browse
l	Instructions: Close
l	View Definition: Close

Table 3-68   Data Forms - New

Key	Action
1	Properties
2	POV
3	Columns
4	Rows
5	Details
6	Header
7	Script

Table 3-69   Data Form Properties

Key	Action
s	Save
r	Reset
c	Scan
l	Preview
u	Update
l	Close
x	Next
k	Back
q	POV: Searcg
q	Columns or Rows: SearchCommon keys: see Properties module.
Common keys see Properties module.	Details and Headers
p	Script: Print
o	Script: More
e	Script: Less
p	Script Print page: Print
l	Script Close print page

Table 3-70   Process Journals Main Window

Key	Action
+	Check all
L	Anchor (common for all rows) Journal Label
w	New
o	Open
e	Delete

Table 3-70   (Cont.) Process Journals Main Window

Key	Action
l	Filter
p	Reports
c, s	Submit
c, u	Unsubmit
c, a	Approve
c, r	Reject
c, p	Post
c, n	Unpost
o	New Journal window: OK
l	New Journal window: Cancel
+	Open/Edit/New: Add row
y	Open/Edit/New: Copy row
l	Open/Edit/New: Paste row
m	Select member
Select a cell and click F9 (only if journal is editable)	Display context menu
w	New
e	Delete
s	Save
x	Reset
k	Scan
p	Print
l	Close

Table 3-71   Journal Filters - Columns and Rows

Key	Action
1	Column
2	Filter
o	OK
l	Cancel
3	Restore defaults
c	Filter Rows: Select All
q	Filter Rows: Entity search
p	Filter Rows: Deselect All

Table 3-72   Journal Report Properties

Key	Action
p	Print/preview
m	Save remote
s	Save local
l	Close
l	Properties
2	Columns

Table 3-72   (Cont.) Journal Report Properties

Key	Action
3	Filter

Table 3-73   Journal Reports - Setting Columns

Key	Action
p	Print/preview
m	Save remote
s	Save local
l	Close
l	Properties
2	Columns
3	Filter
+	Repeat
t	Totals

Table 3-74   Journal Reports - Setting Rows

Key	Action
e	Restore defaults
1	Properties
2	Columns
3	Filter
p	Print/preview
m	Save remote
s	Save local
l	Close

Table 3-75   Journal Templates

Key	Action
1	Standard
2	Recurring
w	New
o	Open
e	Delete
f	Filter
r	Reports
+	Check All
\	Anchor (common for all rows) - Link to journal labels
w	New or Open: New
e	New or Open: Delete
s	New or Open: Save
x	New or Open: Reset

Table 3-75   (Cont.) Journal Templates

Key	Action
g	New or Open: Generate
p	New or Open: Print
l	New or Open: Close
+	New or Open: Add rows
y	New or Open: Copy rows
i	New or Open: Paste rows
m	New or Open: Select members
Move the focus to any cell and click F9.	New or Open: Enable context menu on line items

Table 3-76   Journals - Filter Columns and Rows

Key	Action
e	Filter Columns: Restore defaults
1	Filter Columns: Columns
2	Filter Columns: Filter
o	Filter Columns: OK
l	Filter Columns: Cancel
e	Filter Rows: Restore defaults
1	Filter Rows: Columns
2	Filter Rows: Filter
o	Filter Rows: OK
l	Filter Rows: Cancel

Table 3-77   Journals - Manage Periods

Key	Action
p	Manage Periods: Open period
l	Manage Periods: Close period

Table 3-78   Journals - Manage Groups

Key	Action
g	Add groups
m	Remove groups
v	Remove all
+	Select all

Table 3-79   Journals - New

Key	Action
Up and Down arrows to select items	Move focus to a cell on the context menu to be displayed and click F9.

Table 3-79   (Cont.) Journals - New

Key	Action
Up and Down arrows to select items	New Template: Move focus to a cell on the context menu to be displayed and click F9.

Table 3-80   Security - Users and Groups

Key	Action
s	Select Users and Groups: Search
w	Show all
1	Select Users and Groups: Select
3	Select all
2	Select Users and Groups: Remove
3	Select Users and Groups: Remove all
g	Help
k	Back
x	Next

Table 3-81   Security - Select Classes

Key	Action
1	Select
3	Select all
2	Remove
4	Remove all
b	Add
o	Delete

Table 3-82   Security Assign Access

Key	Action
s	Save
l	Cancel
t	Set

Table 3-83   Security Alerts

Key	Action
p	Pivot
e	Add Alert
r	Remove alert

Table 3-84   Security Reports

Key	Action
n	Launch Security Reports
r	Export Security Reports

Tax Provision

Related Topics

- Tax Provision Accessibility Features
- Tax Provision Keyboard Equivalents

Tax Provision Accessibility Features

Tab Indexes are provided for Groupboxes, TextBoxes, and Buttons.

> **Note:**
>
> The JAWS screen reader can announce the number of items in a group box if you click Alt and the Up arrow key.

Abbreviations such as "POV" for Point of View are used across screens. Screen readers read them as "POV." To add abbreviation equivalents in the Screen Reader dictionary, such as replacing "POV" with "Point of View," refer to your screen reader documentation.

All reports that use the HFM_format style can be accessed using JAWS table reading commands.

Tax Provision Keyboard Equivalents

These sections describe the keyboard equivalents for Oracle Hyperion Tax Provision applications by module.

To use shortcut keys, select Alt, then the keyboard shortcut, and then press Enter. For example, to view logged-in users, select Alt+i, then Enter.

For multiple selections, you can use Shift+F8. When this mode is enabled, you can move up or down the list of choices and press the spacebar to select multiple items, or press the spacebar again to deselect an item.

You can use Alt+Z as a shortcut key to go to the beginning of any page. You can also use Alt+Z to navigate to a floating frame when loading a page. In certain cases, when a page is refreshed as a result of an action, the focus goes to the top of the Tax Provision content area. You can navigate using Tab or shortcut keys.

File Menu

Use these keyboard shortcuts from the File menu. Select File (Alt + f), then New (n), and then an option.

Table 3-85   File New Menu Keyboard Shortcuts

Keys	Action
g	Data grid
f	Data form
l	Link
r	Related Content
k	Tasklist

For new System Reports, use these keyboard shortcuts from the File menu. Select File (Alt + f), then New (n), then System Report (s), and then an option.

Table 3-86   System Report Menu Keyboard Shortcuts

Keys	Action
I	Intercompany
d	Data grid
t	Intercompany Matching template
n	Intercompany transactions
c	Intercompany Matching by Account
m	Intercompany Matching by Transaction ID

View Menu

Use these keyboard shortcuts from the View menu. Select View (Alt + v), and then an option.

Table 3-87   View Menu Keyboard Shortcuts

Keys	Action
m	Advanced Mode

Administration Menu

These keyboard shortcuts are used in the Administration menu. Select Administration (Alt + a), and then an option.

Table 3-88   Consolidation Application Administration

Keys	Action
d	Manage Documents
f	Manage Favorites
s	System Messages
u	Users on System
r	Manager Servers and Applications
k	Task Audit
t	Data Audit
i	Running Tasks
x	Extended Analytics
c	Copy Document Link

Table 3-88   (Cont.) Consolidation Application Administration

Keys	Action
l	Manage Taskflows
v	View Taskflow Status
w	Manage Smart View Providers

Navigating to the Application

Table 3-89   Application Navigation Shortcuts

Keys	Action
Alt_z or Ctrl+F6 Tab	iFrame- Main content area
Alt+q	iFrame - Popups (when iFrame receives focus)
Alt+L	Close popups
Alt+y	Access contents of the selected tab page

Shortcut Keys by Module

Table 3-90   Users on System

Key	Action
l	Log out users
g	Enable connections
o	Disable connections
\	View disabled somponents
/	Enable (common for all rows)

Table 3-91   Manage Servers and Applications

Key	Action
g	Log out users
e	Enable connections
s	Disable Connections
l	View disabled components
n	Enable (common for all rows)

Table 3-92   System Messages

Key	Action
l	View system messages
[	Calendar start
]	Calendar end
s	Show Details
e	Delete system messages
l	Delete All system messages
+	Select All system messages

Table 3-92 (Cont.) System Messages

Key	Action
u	Anchor tag for error details. Same for each row
\	Previous page
/	Next page
p	Print Error Details page
l	Close

Table 3-93 Running Tasks and popup menu

Key	Action
l	View Running Tasks
x	Stop running task from popup menu
q	Stop running task from popup menu
q	From Running Task Log page, navigate to top
r	Refresh
l	Close

Table 3-94 Extended Analytics

Key	Action
s	Save template as
p	Delete template
o	Refresh template
c	Create Star Schema
e	Delete Star Schema
u	Update Star Schema
s	Save template
l	Cancel

Table 3-95 Data Audit

Key	Action
[	Start date
]	End date
\	Previous
/	Next
Same as POV bar	POV
l	View
l	Clear Log
x	Export

Table 3-96   Task Audit

Key	Actions
[	Start date
]	End date
\	Previous
/	Next
l	View
l	Clear log
x	Export
o	OK in Task Audit Export page

Table 3-97   Load Security

Key	Action
m	Security file
l	Load
k	Back to Load Security

Table 3-98   Load Metadata

Key	Action
m	Metadata file
l	Load
s	Scan
k	Back to Load Metadata
g	Select All
q	Delete All

Table 3-99   Load Member Lists

Key	Action
m	Member List file
l	Load
s	Scan
k	Back to Load member Lists

Table 3-100   Load Rules

Key	Action
m	Rules file
l	Load
s	Scan
k	Back to Load Rules

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Table 3-101   Load Data

Key	Action
l	Load
s	Scan
k	Back to Load Data

Table 3-102   Load Intercompany Transactions

Key	Action
l	Load
s	Scan
k	Back to Load Intercompany Transactions

Table 3-103   Extract Security

Key	Action
m	Extract
k	Back to Extract Security

Table 3-104   Extract Metadata

Key	Action
m	Extract
k	Back to Extract Metadata
g	Select All
q	Deselect All

Table 3-105   Extract Member Lists

Key	Action
k	Extract

Table 3-106   Extract Rules

Key	Action
k	Extract

Table 3-107   Extract Data

Key	Action
m	Extract
k	Back to Extract Data

Table 3-108   Extract Intercompany Transactions

Key	Action
m	Extract
k	Back to Extract Intercompany Transactions

Table 3-109   Application Tasks

Key	Action
c	Create application
r	Register application
l	Close
n	Create Classic application: Navigate
a	Create Classic application: Administer
c	Classic Application Administration
c	Consolidation Administration
c	Create Classic application
d	Delete Application
r	Register Application
t	Consolidation System Messages
o	Consolidation users on system
v	Manage Consolidation Servers and Applications

Table 3-110   Navigation task shortcut keys

Key	Action
b	Browser View Tree
0 (zero)	Browser View List
j	Project View
TAB key	Views Navigate
Up and Down arrow keys	Navigate through the Tree and List
Right and left arrow keys	Expand and collapse the tree nodes
Spacebar	Views: Select nodes

Table 3-111   User Preferences

Key	Action
s	Save
r	Reset

Table 3-112   Member Selector

Key	Action
o	OK
l	Cancel
\	Previous

Table 3-112   (Cont.) Member Selector

Key	Action
/	Next
- (dash)	Textbox selected value
k	Textbox top name
g	Dropdown selector
' (apostrophe)	Description
=	Filter
i	Validate selected value
y	Clear selected value
u	Find previous value
v	Find next value
Shift + {	Move selected item up
Shift + }	Move selected item down
x + Tab	Tree
; + Tab	List
' (apostrophe)	f(x), Selects current POV member hierarchy
, (comma)	Cur, Selects current POV member
Shift + ?	Sort

Table 3-113   POV Bar

Key	Action
!	Scenario
@	Year
#	Period
$	View
%	Entity
^	Value
&	Account
*	ICP
(	Custom1
)	Custom2
-	Custom3
+	Custom4

Table 3-114   Calendar Tasks

Key	Action
r	Previous year
p	Previous month
n	Next month
x	Next year
l	Close calendar

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Table 3-115   Data Grid and Data Forms Tasks

Key	Action
For data grid: Space. Data Forms are activated by default.	Activate
Right arrow. For Data Forms, right arrow and Tab.	Move to next cell in a row
Left arrow. For Data Forms: left arrow, Shift and Tab	Move to previous cell in a row
Down arrow	Move to next row
Up arrow	Move to previous row
Ctrl + Home - The Data grid works only on the displayed cells. Data forms work on all the data.	Move to top left cell
Ctrl + End - The Data grid works only on the displayed cells. Data forms work on all the data.	Move to right bottom cell
HOME	First cell in a row
END	Last cell in a row
PAGEUP	First cell in a column
PAGEDOWN	Last cell in a column
F2	Enter edit mode in a cell
Enter	Finish editing and move one cell down
Tab	Finish editing and move one cell right
Data Grids: F9	Access context menu
Data Forms: F9	Access context menu
Data Grids: unavailable	Row header context menu in Linked form and preview form
Data Forms: w	Row header context menu in Linked form and preview form
Data Grids: unavailable	Column header context menu in Linked form and preview form
Data Forms: n	Column header context menu in Linked form and preview form
Data Grids: unavailable	Lines context menu in Linked form and preview form
Data Forms: o	Lines context menu in Linked form and preview form

Table 3-116   Document Manager

Key	Action
1	All
2	Tasklists
3	Data Forms
4	Data Grids
5	Report
6	Link
7	Related Content
8	Custom documents
l	New folder
p	Print

Table 3-116   (Cont.) Document Manager

Key	Action
w	New task list
w	New data grid
w	New data form
w	New link
w	New web form
w	New report
i	Edit
p	Add to Favorites
e	Delete
o	Load
x	Extract
q	Show private documents
q	Hide private documents
s	Browse
m	Load local reports: Select report
o	Load local reports: Open
p	Load local reports: Print
o	New Folder: OK
l	New Folder: Cancel
o	Load Documents: OK
l	Load Documents: Cancel
y	Load Documents: Finished
x	Load Documents: Load More Files
o	Save Documents: OK
l	Save Documents: Cancel

Table 3-117   Create Intercompany Reports

Key	Action
w	Print/Preview
m	Save remote
s	Save local
l	Close
q	Entity Selector
+	Add Entity Account
-	Remove Entity Account
y	Add Partner Account
x	Remove Partner Account

Table 3-118   Create Explore Data Reports

Key	Action
w	Print/preview
m	Save remote

Table 3-118   (Cont.) Create Explore Data Reports

Key	Action
s	Save local
x	View as XML
para	View as RPT
l	Close

Table 3-119   Report Options

Key	Action
o	Print report options: OK
l	Print report options: Cancel
o	Overrides for Intercompany reports: OK
l	Overrides for Intercompany reports: Cancel
g	Overrides for Intercompany reports: Entity selector
q	Overrides for Intercompany reports: Partner selector

Table 3-120   Favorites

Key	Action
m	Remove
l	Clean

Table 3-121   Related Content

Key	Action
i	Resource document
v	Select resource document
u	Clear document
g	Open document
k	Select resource server
x	Tree
y	Client area
s	Save
l	Close

Table 3-122   Links

Key	Action
w	View
s	Save
l	Cancel

Table 3-123   Tasklists

Key	Action
k	Add to Tasklist
l	Return to Tasklist
Shift + '+' (plus sign)	Select All
s	Manage Tasklist: Save
l	Manage Tasklist: Close
u	Manage Tasklist: Move up
w	Manage Tasklist: Move down
k	Manage Tasklist: Select list of tasks
m	Manage Tasklist: This is my default tasklist
c, a	Actions Menu: Add
c, r	Actions Menu: Remove

Table 3-124   Data Grid Tasks

Key	Action
a	Cell Line Item Detail: Add
o	Cell Line Item Detail: OK
l	Cell Line Item Detail: Cancel
o	Cell Information: OK
a	Cell Text: Attach
t	Cell Text: Detach
o	Cell Text: OK
l	Cell Text: Cancel
x	Attach Documents: Attach
y	Attach Documents: Cancel
1	Grid Settings: Layout
2	Grid Settings: Display Options
o	Grid Settings: OK
l	Grid Settings: Cancel
a	Manage Process: Attach
t	Manage Process: Detach
o	Manage Process: OK
l	Manage Process: Cancel
l	Cell History: Close
l	Source or Destination Transaction: Close window
r	Entity Details: Refresh
l	Close Entity Details window

Table 3-125   Process Intercompany Transactions - Main Window

Key	Action
\	Previous
/	Next
g	Entity

Table 3-125   (Cont.) Process Intercompany Transactions - Main Window

Key	Action
q	Partner
u	Update
+	Select All

Table 3-126   Process Intercompany Transactions - Actions menu

Key	Action
c, a	Alert
c, n	New
c, e	Edit
c, e, t	Edit transaction
c, e, s	Set reason code
c, d	Delete
c, d, s	Delete selected
c, d, a	Delete All
c, m	Match
c, m, a	Auto match
c, m, m	Manual match
c, m, u	Unmatch selected
c, m, i	Unmatch all
c, p	Post
c, p, s	Post selected
c, p, l	Post all
c, u	Unpost
c, u, s	Unposted selected
c, u, l	Unpost all
c, f	Filter
c, f, c	Column
c, f, r	Row
c, r	Report
c, r, i	Report by ID
c, r, a	Report by Account
c, r, t	Report by Transaction

Table 3-127   Process Intercompany Transaction Tasks

Key	Action
[	New/Edit: Calendar
w	New/Edit: New
s	New/Edit: Save
k	New/Edit: Reset
l	New/Edit: Close
l	New/Edit: Pick members
s	Set reason code

Table 3-127   (Cont.) Process Intercompany Transaction Tasks

Key	Action
l	Cancel reason code

Table 3-128   Manual Match Intercompany Transactions

Key	Action
g	Entity
q	Partner
k	Add Accounts
x	Remove Accounts
e	Add Matching Accounts
u	Remove Matching Accounts
+	Select All Entity Accounts
-	Select All Partner Accounts
m	Match
s	Save as Template
l	Close

Table 3-129   Auto Match Intercompany Transactions

Key	Action
g	Entity
q	Partner
k	Add Accounts
x	Remove Accounts
d	Add Matching Accounts
u	Remove Matching Accounts
+	Select All Entity Accounts
-	Select All Partner Accounts
m	Match
s	Save as Template
l	Close

Table 3-130   Unmatch Intercompany Transactions

Key	Action
u	Unmatch
l	Close
k	Select all
c	Clear all

Table 3-131   Intercompany Transactions - Filter Columns

Key	Action
u	Restore defaults
l	Close
k	Display column list multiselect
e	Selected column list multiselect
\	Add selected
/	Remove selected
p	Move up
o	Move down
c, s	Actions menu: Sort options
c, s, n	Actions submenu: No sort
c, s, a	Actions submenu: Ascending
c, s, d	Actions submenu: Descending
c, d	Actions menu: Display options
c, d, l	Actions submenu: Label
c, d, d	Actions submenu: Description
c, d, b	Actions submenu: Both

Table 3-132   Intercompany Transactions - Filter Rows

Key	Action
4	Entity selector
5	Partner selector
6	Entity account selector
7	Partner account selector
8	Start Calendar
9	End Calendar
u	Restore Defaults
l	Close

Table 3-133   Intercompany Transactions - General Menu

Key	Action
w	Print/preview
m	Save remote
s	Transaction ID - General Save local
l	Close
g	Entity selector
q	Partner selector
No access keys	Display Options

Table 3-134   Intercompany Transaction Accounts

Key	Action
w	Account - General: Print/preview
m	Account - General: Save remote
s	Account - General: Save local
l	Account - General: Close
g	Account - General: Entity selector
q	Account - General: Partner selector
No access keys	Account - General: Display options
+	Add accounts
k	Add Accounts checkbox
-	Matching Accounts
x	Remove Accounts
e	Add Matching Accounts
u	Remove Matching Accounts

Table 3-135   Intercompany Transactions - Setting Columns

Kay	Action
u	Restore defaults
l	Close
k	Display column list multiselect
e	Selected column list multiselect
\	Add selected
/	Remove selected
p	Move up
o	Move down
c, s	Actions menu: Sort options
c, s. n	Actions menu: No sort
c, s, o	Actions menu: Ascending
c, s, d	Actions menu: Descending
c, d	Actions menu: Display options
c, d, l	Actions menu: Label
c, d, d	Actions menu: Description

Table 3-136   Intercompany Transactions - Setting Rows

Key	Action
4	Entity selector
5	Partner selector
6	Entity account selector
7	Partner account selector
8	Calendar 1
9	Cakebdar 2
u	Restore defaults
q	Close

Table 3-137   Intercompany Transactions Alert Options

Key	Action
s	Send Transaction Alerts
l	Cancel Transaction Alerts

Table 3-138   Monitor Intercompany Transactions

Key	Action
g	Entity Search
u	Update
1 (numeric)	Process Status column
2	Lock Status column
\	Previous
/	Next
Shift + '+' (plus sign)	Select All
c, t	Action menu: Alert
c, u	Action menu: Summary
l	Close Monitor Summary window
l	Close Monitor Detail window
p	Open Intercompany Transaction Period
l	Close Intercompany Transaction Period
s	Save Period Settings
l	Close Period Status
k	Lock Intercompany Entities
u	Unlock Intercompany Entities
Shift + '+' (plus sign)	Lock or Unlock Intercompany Entities: Select All
l	Lock or Unlock Intercompany Status: Close window

Table 3-139   Manage Ownership

Key	Action
k	Select All
l	Fill
p	Display Options
o	Calculate Ownership
s	Save
c	Reset
o	Display Options: OK
l	Display Options: Cancel
c	Calculate Ownership: Calculate
l	Calculate Ownership: Cancel

Table 3-140   Copy Data

Key	Action
c	Copy Data
k	Back to Copy Data
2	Clear Data
3	Delete Invalid Records
l	Copy Data
!	POV: Source Scenario
@	POV: Source Year
#	POV: Source Period
!	POV: Destination Scenario
@	POV: Destination Year
#	POV: Destination Period
%	POV: Copy Members Entity
&	POV: Copy Members Account

Table 3-141   Clear Data

Key	Action
1	Copy Data
2	Clear Data
3	Delete Invalid Records
c	Clear Data
k	Back to Clear Data
!	POV: Scenario
@	POV: Year
#	POV: Period
%	POV: Entity
&	POV: Account

Table 3-142   Delete Invalid Records

Key	Action
1	Copy Data
2	Clear Data
3	Delete Invalid Records
d	Delete Invalid Records
s	Scan Only
k	Back to Delete Invalid Records

Table 3-143   Process Control Tasks

Key	Task
Same as data grids	Process Control Window from Data Grid
a	Process Control Window: Attach

Table 3-143   (Cont.) Process Control Tasks

Key	Task
t	Process Control Window: Detach
x	Process Control Window: Start, Promote, Sub mit, Approve, Publish, Sign Off, Reject
l	Error condition popup: Close
s	Error condition popup: Show Details
o	Options: OK
l	Options: Cancel
l	Process Status Summary: Close window
u	Validation Detail: Update
l	Validation Detail: Close window
l	Process Flow History: Close window
l	Calculation Status Summary: Close window
o	Non-Phased Submissions: OK
l	Non-Phased Submissions: Cancel
o	Phased Submissions Rows: OK
l	Phased Submissions Rows: Cancel
2	Phased Submissions Rows: Columns
o	Phased Submissions Columns: OK
l	Phased Submissions Columns: Cancel
l	Phased Submissions Columns: Rows
2	Phased Submissions Columns: Columns
Accessibility not supported	Main Manage Submission Phases Page from Data Grids
o	Show Unassigned Groups: OK
o	Process Control Advanced Options: OK
l	Process Control Advanced Options: Cancel

Table 3-144   Equity Pickup Tasks

Key	Action
\	Previous
/	Next
1	Sort on Level column
2	Sort on Owner column
3	Sort on Owned column
4	Sort on %EPU column
5	Sort on Status column
c, f	Actions menu: Filter
c, r	Actions menu: Refresh
c, l	Actions menu: Calculate
c, l, r	Actions submenu: Run EPU
c, l, f	Actions submenu: Force EPU
c, p	Actions menu: Print Report
c, p, u	Actions submenu: Full Report

Table 3-144   (Cont.) Equity Pickup Tasks

Key	Action
c, p, i	Actions submenu: Filtered Report
g	Filter: Owner Search
q	Filter: Owned Search
o	Filter: OK
l	Filter: Cancel
Accessibility is not supported for reports.	Reports

Table 3-145   Data Forms - Main Form Page

Key	Action
~	Main form: Read current POV
F2	Enter edit mode in a cell to enter cell text
c, s	Actions: Submit
c, r	Actions: Refresh
c, c	Actions: Calculate
c, t	Actions: Force Calculate
c, x	Actions: Cell Text
c, i	Actions: Instructions
c, p	Actions: Print
c, m	Actions: Import from Excel
c, 3	Actions: Export to Excel 2003
c, 7	Actions: Export to Excel 2007
s	Linked form, Preview form: Submit
r	Linked form, Preview form: Refresh
c	Linked form, Preview form: Calculate
f	Linked form, Preview form: Force calculate
t	Linked form, Preview form: Cell text

Table 3-146   Data Form Suppression Options

Key	Action
c, w	Suppress Rows
c, w, n	Suppress rows: None
c, w, d	Suppress rows: Nodata
c, w, z	Suppress rows: Zero
c, w, o	Suppress rows: Nodata and Zero
c, w, i	Suppress rows: Invalid
c, w, a	Suppress rows: Invalid and Nodata
c, w, e	Suppress rows: Invalid and Zero
c, w, r	Suppress rows: Invalid and Nodata and Zero
c, n	Suppress columns
c, n, n	Suppress columns None
c, n, d	Suppress columns Nodata
c, n, z	Suppress columns Zero

Table 3-146   (Cont.) Data Form Suppression Options

Key	Action
c, n, o	Suppress columns Nodata and Zero
c, n, i	Suppress columns Invalid
c, n, a	Suppress columns Invalid and Nodata
c, n, e	Suppress columns Invalid and Zero
c, n, r	Suppress columns Invalid and Nodata and Zero
c, o	Suppress lines
c, o, n	Suppress lines None
c, o, d	Suppress lines Nodata
c, o, z	Suppress lines Zero
c, o, o	Suppress lines Nodata and Zero
c, o, i	Suppress lines Invalid
c, o, a	Suppress lines Invalid and Nodata
c, o, e	Suppress lines Invalid and Zero
c, o, r	Suppress lines Invalid and Nodata and Zero

Table 3-147   Data Forms - Line Item

Key	Action
s	Save
r	Refresh
l	Close
w	New entry
e	Delete row
c	Clear row
Shift + '+' (plus sign)	Select All
Up and Down arrows	Move focus to cell on which the context menu is to be displayed and click F9

Table 3-148   Data Form - Cell Text

Key	Action
a	Attach
t	Detach
o	OK
l	Cancel
l	Cell Adjustments: Close window
o	Cell Adjustments: OK

Table 3-149   Data Form Tasks

Key	Action
o	Properties: OK
o	Import from Excel: OK
l	Import from Excel: Cancel

Table 3-149   (Cont.) Data Form Tasks

Key	Action
u	Import from Excel: File Browse
l	Instructions: Close
l	View Definition: Close

Table 3-150   Data Forms - New

Key	Action
1	Properties
2	POV
3	Columns
4	Rows
5	Details
6	Header
7	Script

Table 3-151   Data Form Properties

Key	Action
s	Save
r	Reset
c	Scan
l	Preview
u	Update
l	Close
x	Next
k	Back
q	POV: Searcg
q	Columns or Rows: SearchCommon keys: see Properties module.
Common keys see Properties module.	Details and Headers
p	Script: Print
o	Script: More
e	Script: Less
p	Script Print page: Print
l	Script Close print page

Table 3-152   Security - Users and Groups

Key	Action
s	Select Users and Groups: Search
w	Show all
1	Select Users and Groups: Select
3	Select all
2	Select Users and Groups: Remove

Table 3-152   (Cont.) Security - Users and Groups

Key	Action
3	Select Users and Groups: Remove all
g	Help
k	Back
x	Next

Table 3-153   Security - Select Classes

Key	Action
1	Select
3	Select all
2	Remove
4	Remove all
b	Add
o	Delete

Table 3-154   Security Assign Access

Key	Action
s	Save
l	Cancel
t	Set

Table 3-155   Security Alerts

Key	Action
p	Pivot
e	Add Alert
r	Remove alert

Table 3-156   Security Reports

Key	Action
n	Launch Security Reports
r	Export Security Reports

Financial Reporting

Related Topics

- Financial Reporting Accessibility
- Financial Reporting Explore Repository Accessibility

Financial Reporting Accessibility

Table 3-157   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.

Financial Reporting Explore Repository Accessibility

Related Topics

- Accessibility for Creating Books and Batches

- Accessibility for the Content Tab Bar

- Accessibility for the Favorites Manager Dialog Box

- Accessibility for Explore Tree and Explore List

- Accessibility for the File Dialog Box

- Accessibility for File Type Drop Down

- Accessibility Behaviors for General UI Elements

- Accessibility for Online Help

- Accessibility for the Properties Dialog Box

- Accessibility for the Show Columns Dialog Box

- Accessibility for Sidebar Icon List

Accessibility for Creating Books and Batches

Table 3-158   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.
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.

Accessibility for the Content Tab Bar

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

Table 3-159   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 Favorites Manager Dialog Box

Table 3-160   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 Explore Tree and Explore List

Table 3-161   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.
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.

Table 3-161   (Cont.) Accessibility for the Explore Repository Tree and the Explore Repository List

Key	Action
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 Favorites Manager Dialog Box

Table 3-162   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 3-163   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.
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.

Table 3-163   (Cont.) Shortcut Keys in the File Dialog Box

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 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 File Type Drop Down

The following keyboard shortcuts are supported in the File Type drop-down:

Table 3-164   Type Drop-Down — Accessibility Keys

Keys	Action
Down arrow	Drop the menu
Arrow up or down	Change selection
Enter	Make selection

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 3-165   User Interface Element Types

UI Element	Action
Button	Either Enter or Space activates the button, causing the same action as a left click.
ComboBox	• 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	• 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)	• 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.

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Table 3-165   (Cont.) User Interface Element Types

UI Element	Action
List	• 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. **Note:** If the list supports only a single selection, the Ctrl and Shift modifiers have no effect.
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	• 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 Online Help

Table 3-166   Online Help Keyboard Shortcuts

Shortcut	Description
Ctrl+Shift+1	Open and move focus to the Contents tab.
Ctrl+Shift+2	Open and move focus to the Index tab.
Ctr+Shift+3	Open and move focus to the Search tab.
Ctrl+Shift+4	Move focus to the content frame, which is the frame that contains help topics.

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 3-167   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 3-168   Shortcut Keys in the Show Columns Dialog Box

Key	Action
Grid	

Table 3-168   (Cont.) Shortcut Keys in the Show Columns Dialog Box

Key	Action
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 Sidebar Icon List

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

Table 3-169   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.

Foundation Services

Related Topics

- Calculation Manager
- Shared Services
- EPM System Installer and EPM System Configurator

Calculation Manager

Related Topics

- Using Accessibility with Calculation Manager
- Navigating in the Script Editor
- Keyboard Equivalents

Using Accessibility with Calculation Manager

Following is a list of suggestions for using accessibility with Oracle Hyperion Calculation Manager:

- In Oracle Hyperion Enterprise Performance Management Workspace, use these methods to enter (place cursor focus into) the Calculation Manager iFrame main content area:

  - Press Alt+Q to move focus to the System View tab

- – Use the Tab key; or alternately, use keystroke Ctrl+Y, and then press Ctrl+F6 followed by Tab

  – Press Alt+W to move focus to the Select View button menu

- In System View, to place focus in the View menu, move focus to the Select View button menu, and then press the Right Arrow key.

- To open the button menus, place focus on the button, then use the Down/Up Arrow keys to move to the selection, and then press Enter to make the selection.

- To select the toolbar icons, use the Tab key to move focus to the New Object icon, and then use the Right/Left Arrow keys to move focus to the desired toolbar icon. With focus placed, press Enter to make the selection.

- Use the Tab key to move focus to the Name column header of the tree node; then:

  – Use Down/Up Arrow keys to move focus

  – Use Ctrl+Right/Left Arrow keys to expand/collapse tree nodes

- To display the context menu for selections in the tree, use Ctrl+Alt+M.

- To select or deselect multiple items, press Shift+Ctrl+Down Arrow/Up Arrow

- To navigate in look ups, press Alt+Shift+H when the lookup loads. Then press the Tab key to move the focus to the tree table column header, and press the Down Arrow key to select the first row/member.

- In the New Object definition panel, when using the keyboard to select the Object Type, first press the spacebar to open the drop down list, and then use the down/up arrow keys to move focus to the desired type followed by the Enter key to make the selection.

Navigating in the Script Editor

To exit the Script Editor and forward navigate, press [ESC], and then press [Tab].

To exit the Script Editor and reverse navigate to move among the tabs at the top of the editor, place the cursor in the left-most position of the first line, and then press [Shift] + [Tab].

Keyboard Equivalents

Related Topics

- Context Menu Keys
- Custom View Keys
- Rule Designer Keys
- Ruleset Designer Keys
- Script Debugger Keys
- Script Designer Keys

Context Menu Keys

To invoke the context menu on nodes, press **Ctrl+Alt+M**.

Custom View Keys

From the Existing Objects palette, you can select objects and press CTRL+SHIFT+C to copy the objects. Then you can select the location into which you want to copy the objects in the

main content area, and press CTRL+SHIFT+P to copy the selected objects into the selected folder.

In the main content area of the Custom view, you can press CTRL+SHIFT+X to select objects in a folder. Then select another folder and press CTRL+SHIFT+P to move the selected objects from the first folder to the second folder.

Rule Designer Keys

Table 3-170   Rule Designer Keys

Task	Accelerator Key
Within the Rule Designer	
New object	Ctrl+Shift+N
Save	Ctrl+S
Save as	Ctrl+Shift+S
Export	Ctrl+Shift+X
Print	Ctrl+Shift+P
Member Range and Data Range grids	
Invoke Comment dialog for the selected dimension	Alt+Shift+M
Reset grid	Alt+G
Copy from palette and paste into the business rule flow chart	
Drag from Existing and New objects palette	Ctrl+C
Focus on the flow chart	Ctrl+M
Drop or paste by copy	T
Paste by reference	R
Paste in Else part of a condition component	W
Copy and paste within a business rule flow chart	
Move all of the selected nodes' focus to the top of each selected node's column. (The selection is not preserved.)	A
Move all of the selected nodes' focus to the bottom of each selected node's column. (The selection is not preserved.)	Shift+A
Go to any of the following items:	B

1. condition, if it's a node after End-if

2. member block, if it's an end-member block node

3. member range, if it's an end-member range node

4. data range if it's an end-data range node

Copy	C
Deselect all nodes that are part of the group selection, but keep the focus and highlight the last node.	D
Go to any of the following items:	E

1. node after end-if node, if it's a condition node

2. end-member block, if it's a member block

3. end-member range, if it's a member range

4. data range, if it's an end-data range node

Put focus on the begin node	F
Add selected node to the group selection	G

Table 3-170   (Cont.) Rule Designer Keys

Task	Accelerator Key
Invoke hot key list dialog	H
Copy existing component in the designer and drop it into the Else part of the condition	I
Put focus on the end node	L
Go to the Else-condition node only if it's a condition node	N
Move the last selected node's focus to the top of its column and preserve the selection	P
Move only the last node's focus to the top of its column	O
Drop or paste by copy	T
Remove a node from the group selection	U
Paste	V
Copy from the palette and drop into the Else part of the condition	W
Moves component within the business rule flow chart	X
Go to next If condition or move out of condition	Y
Undo	Z
Zoom out	1
Zoom in	2
Script component/editor	
Toggle line number display	Ctrl+L
Member selector	Ctrl+B
Member selector with range	Ctrl+J
Function selector	Ctrl+U
Variable selector	Ctrl+G
Smartlist selector	Ctrl+M
Edit template	Ctrl+H
Design time prompt selector	Ctrl+E
Trigger auto suggest	Ctrl+Space
Trigger auto complete	Shift+Space
Comment	Ctrl+/
Uncomment	Ctrl+Alt+/
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Undo	Ctrl+Z
Format	Ctrl+Alt+O
Verify syntax	Ctrl+Alt+S
Hide comments	Ctrl+Q
Display comments	Ctrl+W
Toggle wrap line	Ctrl+Alt+T
Toggle code complete	Ctrl+Alt+D
Focus on Go to Line text box	Ctrl+I
Focus on Find text box	Ctrl+Alt+F
Replace dialog	Ctrl+Alt+R
Find next	Ctrl+Alt+N

Table 3-170   (Cont.) Rule Designer Keys

Task	Accelerator Key
Find previous	Ctrl+Alt+P

Ruleset Designer Keys

Table 3-171   Ruleset Designer Keys

Task	Access Key	Accelerator Key
Existing objects context menu		
Refresh	R	Ctrl+H
Ruleset tree toolbar		
Save	S	Ctrl+S
Validate and save	I	Ctrl+Shift+I
Validate	V	Ctrl+Shift+A
Deploy	D	Ctrl+Shift+D
Validate and deploy	Y	Ctrl+Shift+Y
Save As	A	Ctrl+Shift+S
Export	X	Ctrl+Shift+X
Print	P	Ctrl+Shift+P
Ruleset tree toolbar icons		
Remove	R	None available
Move up	U	Crtl+Shift+U
Move down	W	Ctrl+Shift+D
Ruleset tree drag and drop		
Drag from Existing and New Objects palette	None available	Ctrl+C
Paste into flow chart	None available	Ctrl+V

Script Debugger Keys

Table 3-172   Script Debugger Keys

Task	Access Key	Accelerator Key
Action, Edit	Ctrl+Shift+U	None available
Script Debugger		
Navigate to script section	Alt+S	None available
Navigate to properties (current members and break point) section	Alt+P	None available
Navigate to current values section	Alt+U	None available
Start/resume Debug	Ctrl+Shift+R	None available
Cancel Debug	Ctrl+Shift+N	None available
Insert Break Point	Ctrl+B	None available
Remove Break Point	Ctrl+B	None available
Insert Condition	Ctrl+Shift+O	None available

Table 3-172   (Cont.) Script Debugger Keys

Task	Access Key	Accelerator Key
Remove Condition	Ctrl+O	None available
Edit Condition	Ctrl+Q	None available
Context Menu		
Start Debug	None available	T
Add Break Point	None available	B
Remove Break Point	None available	P
Add Condition	None available	A
Edit Condition	None available	E
Remove Condition	None available	R

Script Designer Keys

Table 3-173   Script Designer Keys

Task	Accelerator Key
Script Designer	
Action Menu, Save	Ctrl+S
Action Menu, Save As	Ctrl+Shift+S
Action Menu, Validate	Ctrl+Shift+V
Action Menu, Validate and Save	Ctrl+Shift+I
Action Menu, Export	Ctrl+Shift+P
Script Component/Editor	
Toggle line number display	Ctrl+L
Member selector	Ctrl+B
Member selector with range	Ctrl+J
Function selector	Ctrl+U
Variable selector	Ctrl+G
Smartlist selector	Ctrl+M
Edit template	Ctrl+H
Design time prompt selector	Ctrl+E
Trigger auto suggest	Ctrl+Space
Trigger auto complete	Shift+Space
Comment	Ctrl+/
Uncomment	Ctrl+Alt+/
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Undo	Ctrl+Z
Format	Ctrl+Alt+O
Verify syntax	Ctrl+Alt+S
Hide comments	Ctrl+Q
Display comments	Ctrl+W
Toggle wrap line	Ctrl+Alt+T
Toggle code complete	Ctrl+Alt+D

Table 3-173   (Cont.) Script Designer Keys

Task	Accelerator Key
Move the focus to the Go to Line text box	Ctrl+I
Move the focus to the Find text box	Ctrl+Alt+F
Replace dialog	Ctrl+Alt+R
Find next	Ctrl+Alt+N
Find previous	Ctrl+Alt+P

Shared Services

Related Topics

- Shared Services Console Accessibility Features
- Shared Services Console Keyboard Equivalents

Shared Services Console Accessibility Features

- Screens used to create and modify the following artifacts do not support high contrast mode.

  – Users

  – Groups

  – Roles

  – Delegated Lists

- JAWS Screen Reading Software reads only the title and first paragraph of each help topic. All text that comes after the first paragraph is skipped.

Shared Services Console Keyboard Equivalents

Related Topics

- Overview
- Global Keyboard Equivalents
- Menus
- Administration Tasks
- Provisioning Tasks
- Application Management Tasks

Overview

This section describes the keyboard equivalents for the following:

- Interface components
- Menu items
- Tasks completed in Shared Services Console

When you use keyboard equivalents, keep in mind the following:

- The underlined letter that typically appears in a menu title, menu item, or the text of a button or other component is called a mnemonic. Because Oracle considers mnemonics to be "self-documenting", no additional documentation of these keys is provided. However, it is important to note that some mnemonics are repeated. For example, on the File menu, the underlined mnemonic D is used for both the Delete menu item and the Deactivate menu item. When this occurs, the first time you press D, highlights the item to be deleted. Press Enter to Delete or press D again to highlight the Deactivate button, and then press Enter to Deactivate.

- If you are using a version of the Firefox browser later than release 1.5, substitute Alt+Shift for Alt as the modifier.

Global Keyboard Equivalents

Use these global keyboard equivalents to navigate Oracle Hyperion Shared Services Console.

Table 3-174   Global Keyboard Equivalents

Keys	Action
F10	Focus and activate the first menu on the menu bar.
Ctrl+0	Focus on the first object listed in the View pane.
Ctrl+G	Focus on the task tabs. Focus shifts to the current task tab.
Ctrl+T	Focus on the toolbar. Focus shifts to the toolbar itself, and then you can use Tab to select individual buttons.
Ctrl+Y	Focus on the current task tab in the content area.
Ctrl+F4	Close the current tab (except the Browse tab).
Space bar	Activate the selected object in the View pane.
F9	Display the shortcut menu for the selected object in the View pane.
Ctrl+F6	Focus away from a task tab to the page frame.

Menus

Use these keyboard equivalents when Oracle Hyperion Shared Services Console is displayed.

> **Note:**
>
> Keyboard equivalents for menus are context sensitive. In other words, different menu options are available for each type of task.

Table 3-175   Keyboard Equivalents for File Menu

Keys	Action
Ctrl+N	New
Ctrl+O	Open
Ctrl+Shift+R	Properties
Ctrl+D or DEL	Delete an object
Ctrl+E	Activate
Ctrl+D	Deactivate

Table 3-176   Keyboard Equivalents for View Menu

Keys	Action
Ctrl+Alt+0	View Masthead
Ctrl+F	Refresh Shared Services Console
Ctrl+X	Explore

Table 3-177   Keyboard Equivalents for Administration Menu

Keys	Action
Ctrl+Shift+T	View Provisioning Report
Ctrl+Shift+B	Security Reports/Performed By
Ctrl+Shift+O	Security Reports/Performed On
Ctrl+Shift+V	Provision
Ctrl+Shift+D	Deprovision
Ctrl+L	Delete Applications
Ctrl+U	Audit Report
Ctrl+P	Config Report
Ctrl+R	Configure Auditing

> **Note:**
>
> To access the Security Reports, Artifact Reports, and Config Reports sub menu items under Audit Reports, use the down arrow key to highlight Audit Reports, and then press the right arrow key to display the sub-menu items. Press S (for Security Reports), F (for Artifact Reports), or P (for Config Reports) to launch the corresponding reports.

Administration Tasks

Use these keyboard equivalents when performing administration tasks.

Table 3-178   Migration Options Tab

Keys	Action
Alt+L	Close
Alt+V	Save

Table 3-179   Configure User Directories: Provider Configuration Tab

Keys	Action
Alt+W	New
Alt+D	Edit
Alt+E	Delete
Alt+P	Move Up
Alt+M	Move Down

Table 3-179   (Cont.) Configure User Directories: Provider Configuration Tab

Keys	Action
Alt+U	Include
Alt+X	Exclude
Alt+T	Test

Table 3-180   Audit Configuration Window

Keys	Action
Alt+P	Purge

Table 3-181   Audit Reports

Keys	Action
Alt+E	View Report
Alt+X	Export

Table 3-182   Select User or Group Screen

Keys	Action
Alt+E	Select All
Alt+T	Select
Alt+L	Close
Alt+R	Search

Provisioning Tasks

Use these keyboard equivalents when provisioning users, groups, tasks, or delegated lists.

Table 3-183   Provisioning Users

Keys	Action
Ctrl+N	New
Ctrl+Shift+R	Properties
Delete	Delete
Ctrl+E, Enter	Activate
Ctrl+D, Enter	Deactivate
Ctrl+Shift+T	View Provisioning Report
Ctrl+Shift+B	Security Reports/Performed By
Ctrl+Shift+O	Security Reports/Performed On
Ctrl+Shift+V	Provision
Ctrl+Shift+D	Deprovision

Table 3-184   Provisioning Groups

Keys	Action
Ctrl+N	New
Ctrl+Shift+R	Properties
DEL	Delete
Ctrl+Shift+O	Security Reports/Performed On
Ctrl+Shift+V	Provision
Ctrl+Shift+D	Deprovision

Table 3-185   Provisioning Roles

Keys	Action
Ctrl+N	New
Ctrl+Shift+R	Properties
DEL	Delete
Ctrl+Shift+T	View Provisioning Report

Table 3-186   Provisioning Delegated Lists

Keys	Action
Ctrl+N	New
Ctrl+Shift+R	Properties
DEL	Delete
Ctrl+Shift+T	View Delegated Report

Application Management Tasks

Use these keyboard equivalents when working with application groups.

Table 3-187   Application Management Tasks

Keys	Action
Ctrl+N	Create New Application
Ctrl+D	Delete Application
Ctrl+O	Open
Ctrl+D	Delete
Ctrl+U	Audit Report
Ctrl+P	Configure Report
Ctrl+R	Configure Auditing
Ctrl+M	Move To
Ctrl+I	Copy Provisioning
Ctrl+X	Explore

Table 3-188   Artifact List Tab

Keys	Action
Alt+T	Artifact List button
Alt+E	Selected Artifacts button
Alt+S	Search Artifacts button
Alt+C	Select All/Clear Selections button
Alt+U	View Audit Report button
Alt+R	Export button
Alt+L	Close

Table 3-189   New/Modify Application Group Screen

Keys	Action
Alt+I	Finish
Alt+L	Close
Alt+U	Update List

Table 3-190   Export Dialog Box

Keys	Action
Alt+E	Export
Alt+L	Close

Table 3-191   Import Dialog Box

Keys	Action
Alt+I	Import
Alt+L	Close

Table 3-192   Move To Tab

Keys	Action
Alt+R	Search
Alt+Y	Display All

Table 3-193   Copy Provisioning Tab

Keys	Action
Alt+R	Search
Alt+Y	Display All

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Table 3-194   Purge Migration Status Report

Keys	Action
Alt+I	Finish

Table 3-195   Purge Screen

Keys	Action
Alt+E	Purge

Table 3-196   Migration Status Report

Keys	Action
Alt+R	Refresh

EPM System Installer and EPM System Configurator

Enabling Accessibility

You must launch EPM System Installer and EPM System Configurator in GUI mode to use their accessible versions.

To use an accessible version of EPM System Installer:

1. Launch EPM System Installer in GUI mode:

   a. (Windows) From a Windows console, change to the root directory to which you extracted the EPM System Installer files and type `installTool.cmd -gui`.

   b. (UNIX) Change to the root directory to which you extracted the EPM System Installer files and enter `./installTool.sh -gui`.

   > 💡 **Tip:**
   >
   > If you are using JAWS screen reader software and want to interrupt reading of large text blocks (for example, the list of assemblies or Welcome text in Oracle Hyperion Enterprise Performance Management System Installer), press **Ctrl**. To re-read a prompt line, press **Insert + Up Arrow** or **Down Arrow**. To re-read an entire dialog box, press **Ctrl + 5**.

2. You can press **Enter** to accept the default selection and move to the next page.

To use an accessible version of EPM System Configurator:

1. Launch EPM System Configurator in GUI mode:

   a. (Windows) From a Windows console, change to *EPM_ORACLE_HOME*/common/config/version_number, and then enter `configtool.bat -gui`.

   b. (UNIX) Change to *EPM_ORACLE_HOME*/common/config/version_number and then enter `./configtool.sh —gui`.

2. You can press **Enter** to accept the default selection and move to the next page.

Planning

Related Topics

- [Accessibility Features](#)
  Defines accessibility features for Oracle Hyperion Planning accessibility.
- [Using Screen Reader Mode](#)
  Defines using screen reader mode for Oracle Hyperion Planning accessibility.
- [Using Keyboard Equivalents](#)
  Defines using keyboard equivalents for Oracle Hyperion Planning accessibility.

Accessibility Features

Defines accessibility features for Oracle Hyperion Planning accessibility.

These features are provided:

- Alt+Z to skip navigation links and move focus to the main content area
- Support for screen readers and magnifiers
- Keyboard navigation equivalents for all objects
- Alt and Title attributes for all objects, images, and page titles
- Support for expanding and collapsing trees using the Alt + right/left arrow keys
- Data form access using keyboard equivalents
- Tab indexing, implemented from left to right on all pages

Using Screen Reader Mode

Defines using screen reader mode for Oracle Hyperion Planning accessibility.

- In rule launch windows, select the corresponding buttons to invoke the member selector for runtime prompts.
- If, after you perform validations, cells contain errors, you must tab through each cell to locate those with errors. Clicking error messages in the Data Validation Summary does not place focus on the corresponding cell with errors.
- If you launch a secondary dialog box such as the member selector while in screen reader mode, press Alt+Z to switch focus from the main dialog box to the secondary dialog box. You can then tab to navigate the dialog box.
- For information icons, click icons for additional information.
- Graphs and charts do not display; everything is rendered in table format. Use Ctrl+ and Alt+ arrow keys to read the content of such tables.
- Turn the PC Cursor Mode to ON when tabbing through read-only fields in a table. Turn the PC Cursor Mode to OFF when entering data in editable fields.
- To read the content of a text area, select all text inside the text area by pressing Ctrl+A.
- When the screen reader is on, to close any open dialog boxes, press Escape twice.
- When a popup such as a confirmation message appears on save or rule launch, use the Down Arrow keys to read the message after the screen reader announces the popup. Use the same process for informational popups.

- In Microsoft Edge, you can press Tab + N to read a confirmation message in the screen reader.

Using Keyboard Equivalents

Defines using keyboard equivalents for Oracle Hyperion Planning accessibility.

When you use keyboard equivalents, note that:

- The underlined letter that typically appears in a menu title, menu item, or button text is called a mnemonic. Because Oracle considers mnemonics to be "self-documenting," additional documentation for mnemonics is not necessarily provided. You can use mnemonics where they are implemented.

- Where the mnemonics are repeated using the same defined character, repeating the character selection will move focus through the menu items.

- Keystrokes listed are standard for PCs. iOS standard keys may be different.

- If you use Firefox, use Alt+Shift for Alt as the modifier.

Some options and movements do not need an assigned keyboard shortcut. In these cases, use the Tab key for navigation.

Access Keys for Left Pane Accordion Controls

Defines access keys for left pane accordion controls for Oracle Hyperion Planning accessibility.

Setting up Correct Navigation from Open Artifacts to Accordion Controls

An Administrator must add a new property named `TASKLIST_FOCUS_AT_BEGINNING` to the application to ensure correct navigation from open artifacts (such as forms and tasks) to the left accordion area for a new artifact selection.

To configure `TASKLIST_FOCUS_AT_BEGINNING` property:

1. Sign into Planning as a System Administrator.

2. From **Navigate**, select **Applications** , then **Planning**, and then select your Planning application.

3. In the Planning application, from **Administration**, select **Application** and then **Properties**.

4. In **Application Properties** on the Manage Properties pane, click the **Add** icon to create a new row.

5. In the new row, enter this information:

   - Property Name: TASKLIST_FOCUS_AT_BEGINNING

   - Property Value: true

6. Click **Save**.

Table 3-197   General Access Keys

Keys	Action
Alt+M+Enter	Open the Forms accordion.
Alt+L+Enter	Open the My Task Lists accordion.
Alt+L+Enter	Open the Task Lists accordion.
Alt+S+Enter	Open the Dimension accordion.

Table 3-197   (Cont.) General Access Keys

Keys	Action
Alt+B+Enter	Open the Business Rule Security accordion.
Alt+R+Enter	Open the Preferences accordion.

Table 3-198   Left Pane Navigation

Keys	Action
Alt+M	Focus on the Forms Accordion
Alt+L	Focus on the Task List Accordion or My Task List Accordion. For planners, Alt+L focuses on My Task List Accordion. For administrators and Interactive users: 1. First, focus moves to Task Lists Management. 2. Pressing Alt+L again moves focus to My Task List accordion.
Alt+S	Focus on the Dimension Editor accordion
Alt+B	Focus on the Business Rules Security accordion
Alt+R	Focus on the Preferences accordion
Alt+Z+Tab	Move focus to the first available field on the right content pane.
Alt+O	Focus on the Form Folder sub accordion
Alt+M	Focus on the Forms sub accordion
Alt+U	Focus on the Business Rules sub accordion
Note: After the focus moves to the accordion, pressing Enter toggles between expand and collapse actions.	These keyboard shortcuts are for page level actions for the Planning artifact management pages such as Form Management, Task List Management, Dimension Editor, and Menu Management.

Accelerator Keys

Defines accelerator keys for Oracle Hyperion Planning accessibility.

Table 3-199   Manage Artifacts - Page-Level Actions

Keys	Action
Ctrl+W	Create, add, or add child
Ctrl+E	Edit
Crtl+Shift+R	Rename
Ctrl+M	Move
Ctrl+Shift+G	Assign access
Crtl+Shift+B	Add sibling
Ctrl+B	Show ancestors
Ctrl+U	Show usage
Ctrl+Shift+U	Move up
Ctrl+Shift+D	Move down

Table 3-199   (Cont.) Manage Artifacts - Page-Level Actions

Keys	Action
Ctrl+H	Refresh, Sync
Ctrl+F	Search default action
Ctrl+Shift+F	Focus on the Search input box
Ctrl+S	Save
Ctrl+Shift+L	Cancel operation
Ctrl+M	Add to selected list
Ctrl+Shift+W	Add all to selected list
Ctrl+R	Remove from selected list
Ctrl+Shift+R	Remove all from selected list
Ctrl+Up Arrow	Move up selected in the selected list
Ctrl+Down Arrow	Move down selected in the selected list
Ctrl+S	Save artifact
Ctrl+Shift+S	Save as artifact
Ctrl+Shift+P	Previous tab
Ctrl+Shift+N	Next tab
Esc	Cancel
Ctrl+Shift+F	Finish
Ctrl+W	Preview
Note: These keys are used for page-level actions for artifact management pages such as form Management, Task List Management, Dimension Editor, and Menu Management.	

Table 3-200   Simple Form, Composite Form, and Grid Management

Access Keys	Keyboard Equivalent	Action
Focus on Properties tab	Alt+P	Focus on the Properties tab
Focus on Layout tab	Alt+Y	Focus on the Layout tab
Layout Tab	Alt+G	Focus on the Grid Properties Section
Focus on Section Properties panel	Alt+M	Focus on the Dimensions Properties panel
Focus on Section Properties panel	Alt+S	Focus on the Section Properties panel
Focus on Smart View Option panel	Alt+S	Focus on the Smart View Option Panel
Segment View	Alt+S	Segment View
Focus on Display Properties Panel	Alt+I	Focus on the Display Properties Panel
Focus on Printing Options Properties panel	Alt+P,P	Focus on the Printing Options Properties Panel
Focus on Validation Rules Properties panel	Alt+ V,V	Focus on the Validation Rules properties Panel
Drop selected dimension to POV section	Ctrl+Shift+V	Drop selected dimension to POV section
Drop selected dimension to Page section	Ctrl+Shift+P	Drop selected dimension to Page section
Drop selected dimension to Rows section	Ctrl+Shift+R	Drop selected dimension to Rows section
Drop selected dimension to Columns section	Ctrl+Shift+C	Drop selected dimension to Columns section

Table 3-200   (Cont.) Simple Form, Composite Form, and Grid Management

Access Keys	Keyboard Equivalent	Action
Dimension context menu	Enter	Tab through row/column header and press Enter to bring up the Context Menu. Tab through to the Dimension and press Enter to bring up the dimension context menu.
Validation Rules: Access Keys on Validation Panel For Validation Rules	Alt+P	Focus on Page Section
Member Selector on Point of View section	Alt+P,V+Enter	Invoke Member Selector on Point Of View section
Member Selector on Page section	Alt P,P+Enter	Invoke Member Selector on Page section
Other Options tab	Alt+O	Focus on the Other Options tab
Other Options tab : Access Keys		
Precision Panel	Alt+R	Focus on the Precision Panel
Business Rules tab	Alt+R	
Business Rules : Access Keys		
Business Rules tab	Alt+R	Focus on the Business Rules tab
Plan type drop-down list	Alt+P	Focus on the Plan type drop-down list

Table 3-201   Form and Grid Management Keyboard Shortcuts

Access Keys	Keyboard Equivalent	Action
Composite Forms Access keys	Access keys	Show Menu for layout sections
Composite Forms Access keys	Alt+Y	Select Layout Panel
Composite Forms Access keys	Alt+O	Toggle selection between Custom Layout/2 Row Layout/2 Column Layout
Composite Forms Access keys	Alt+S	Select Section properties Panel
Composite Forms Access keys	Alt+G	Toggle focus and selection between Global Layout Dimension/Common Dimension properties Panel
Keyboard Shortcuts	Crtl+Shift+A	Display forms as Tabs
Keyboard Shortcuts	Ctrl+Shift+N	Add form
Keyboard Shortcuts	Ctrl+Delete	Delete selected form
Keyboard Shortcuts	Ctrl+Shift+E	Edit Form Label
Keyboard Shortcuts	Ctrl+Shift+T	Move to Top
Keyboard Shortcuts	Ctrl+Shift+B	Move to Bottom
Keyboard Shortcuts	Ctrl+Shift+U	Move Up
Keyboard Shortcuts	Ctrl+Shift+D	Move Down

Table 3-202   Enter Data

Keyboard Equivalent	Action
Ctrl+Shift+T	Focus is moved onto the next form. If the form is within a tabbed pane, the tab is disclosed.

> **✎ Note:**
>
> If you are working in edit mode within a composite form, you must first press Esc.

Alt+ .	Go to the page dimension.

Table 3-203   Menu Management

Access Keys	Keyboard Equivalent	Action
Add, Edit Menu, Menu Item	Alt+N	Toggle focus on Menu Name or Menu Item Name input boxes.
Select Form Folder or Form button	Alt+S	Toggle focus on Select Form Folder or Form button.

Table 3-204   Smart Lists

Access Keys	Keyboard Equivalent	Action
Create, Edit Smart List	Alt+P	Focus on the Properties tab.
Entries tab	Alt+R	Focus on the Entries tab.
Save Smart List edit	Alt+S	Save the Smart List edit.
Cancel Smart List edit	Alt+L	Cancel the Smart List edit.
Focus on Preview tab	Alt+W	Focus on the Preview tab.

Table 3-205   Task Lists

Keyboard Equivalent	Action
Alt+K	Focus on the Task List tab.
Alt+C	Toggle focus between Task List Name and the Clear drop-down list.
Alt+K	Focus on the Task Name in the task Detail panel.
Alt+I	Focus on the Instructions tab.
See "Rich Text Editor" section for Access and Control Keys for Rich Text Editor	

Table 3-206   User Variables

Keyboard Equivalent	Action
Alt+U	Focus on the User Variables tab

Table 3-206   (Cont.) User Variables

Keyboard Equivalent	Action
Alt+S	Focus on the Substitution Variables tab
Alt+A	Focus on the Attribute Variables tab

Table 3-207   Business Rules Security

Keyboard Equivalent	Action
Alt+M	Move the rule
Alt+G	Assign Access to rule

Table 3-208   Clear Cell Details

Access Keys	Keyboard Equivalent	Action
Keyboard Shortcuts	Alt+P	Focus on the Plan Type drop-down list
Keyboard Shortcuts	Alt+M	Toggle focus between Member Selector in static dimension Rows
Keyboard Shortcuts	Alt+A	Toggle focus between Add All Dimensions button and Add Static Dimension icon in Static Dimension Panel
Keyboard Shortcuts	Alt+C	Selects, Invokes Clear Action

Table 3-209   Copy Data

Keyboard Equivalent	Action
Alt+P	Focus on the Plan Type drop-down list
Alt+M	Toggle between the Member Selector in static dimension rows
Alt+A	Toggle between Static Dimension, Dimension with Source, and Destination Panel
Alt+C	Selects, Invokes Copy Action

Table 3-210   Dimension Editor

Access Keys	Keyboard Equivalent	Action
Performance Settings	Alt+P	Focus on the Performance Settings tab
Evaluation Order	Alt+O	Focus on the Evaluation Order tab
Dimensions tab	Alt+R	Focus on the Sort options drop-down list
Sort Up	Alt+R+Tab	Focus on the Sort Up icon command button
Sort Down	Alt+R+Tab+Tab	Focus on the Sort Down icon Command button
Search list	Alt+S	Focus on the Search drop-down options list
Search input	Alt+S+Tab	Focus on the Search input box
Add Dimension	Alt+W	Focus on Add Dimension

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Table 3-210   (Cont.) Dimension Editor

Access Keys	Keyboard Equivalent	Action
Edit Dimension	Alt+G	Focus on Edit Dimension
View Dimension	Alt+G	Focus on View Dimension
Add Child/Sibling	Alt+P	Focus on the Member Properties tab
UDA tab	Alt+U	Focus on the UDA tab
Member Formula	Alt+M	Focus on the Member Formula tab
Member Properties Tab	Alt+N	Focus on the Name input box
Description input	Alt+D	Focus on the Description input box
Toggle Alias Table, Smart List	Alt+S	Toggle focus between: • The Alias Table drop-down list and the Alias input box • The Smart List drop down list and Data Storage/Data Type
Account	Alt+Y	Toggle focus on Account drop-down list
Variance Reporting	Alt+R	Focus on the Variance Reporting drop down list
Time Balance	Alt+B	Focus on the Time Balance drop-down list
Source Plan Type	Alt+P	Toggle focus between the Source Plan Type drop down and Plan Type
Hierarchy Type	Alt+H	Focus on the Hierarchy Type box
Member Formula tab	Alt+V	Execute Validate
Access Keys	Alt+P	Focus on the Plan Type drop-down list
Access Keys	Alt+P	Focus on the Plan Type drop-down list
Custom Attributes	Ctrl+0 (zero)	Add Custom Attributes
Show Ancestors	Ctrl+B	Show Ancestors
Options	Alt+P	Options
Dynamic Time Series	Ctrl+J	Dynamic Time Series
Summary Time Period	Alt+L	Add Summary Time Period
Copy Scenario	Ctrl+Q	Copy Scenario
Keyboard Shortcuts	Alt+P	Plan type

Table 3-211   Member Formula Script Editor

Script Component	Access Keys
Find	Ctrl+Alt+ F
Replace	Ctrl++Alt+R
Member Selector	Alt+Shift+
Function Selector	Alt+ Shift+
Variable Selector	Alt+Shift+G
Smart List Selector	Alt+Shift+M
Trigger auto suggest	Ctrl+Space
Comment	Ctrl+/
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X

Table 3-211   (Cont.) Member Formula Script Editor

Script Component	Access Keys
Undo	Ctrl+
Format	Alt+Shift+O
Verify Syntax	Alt +Shift+S
Perform next search for text string instance in the editor (when the Find dialog box is open)	Alt+F

Table 3-212   Assign Access Pop-Up

Access Keys	Keyboard Equivalent	Action
Users tab	Alt+U	Focus on the Users tab
Group tab	Alt+G	Focus on the Group tab
Remove Non Provisioned Users or Groups	Alt+R	Focus on the Remove Non Provisioned Users or Groups button
Add or Edit Access Pop-up Access Keys	Alt+G	Toggle focus between the Read, Write, and None boxes

Table 3-213   User Selector (Select and Assign Owner)

Keyboard Equivalent	Action
Alt+U	Select the Users tab
Alt+G	Select the Groups tab

Table 3-214   Currency Conversion

Access Keys	Keyboard Equivalent	Action
Currency Conversion	Alt+M	Toggle between version types
All other actions	All other access and actions are completed with tab key traversal	
Exchange Rate Management	Alt+C	Set Focus on the Create Rate Table icon
Edit Rate Table	Alt+I	Set Focus on the Edit Rate Table icon
Delete Rate Table	Alt+9	Set Focus on the Delete Rate Table icon

Table 3-215   Broadcast Message

Access Keys	Keyboard Equivalent	Action
Broadcast Message	Alt+S	Select or invoke the Send button

Table 3-216   Reports

Access Keys	Keyboard Equivalent	Action
Access Keys	Alt+O	Select the Forms tab
Planning Unit Annotations	Alt+P	Select the Planning Unit Annotations tab
Planning Unit Tab	Alt+S	Toggle between select Scenario and version and entity drop down
Planning Unit Tab	Alt+M	Toggle between Member selector for scenario, Version Entity

Table 3-217   Create or Refresh Database

Access Keys	Keyboard Equivalent
Create or Refresh Database	Tab traversal only

Table 3-218   Outline Load

Access Keys	Keyboard Equivalent	Action
Scroll	Ctrl+Shift+Left Arrow or Right Arrow	Scroll left or right
Access Keys	Alt+R	Run Outline Load
Reset Outline Load	Alt+S	Reset Outline Load inputs

Table 3-219   Data Load Administration

Access Keys	Keyboard Equivalent	Action
Access Keys	Alt+L	Toggle focus between the Data Load Dimension and the Driver Dimension drop-down lists
Member Selector	Alt+M	Select Member Selector
Advanced Setting panel	Alt+A	Add Row
Duplicate Row	Alt+U	Duplicate Row
Delete Row	Alt+R	Delete selected row

Table 3-220   Map Reporting Application

Access Keys	Keyboard Equivalent	Action
Select Application	Alt+A	Select Application tab
Select Map	Alt+M	Select Map dimensions tab
Select point of view	Alt+P	Select point of view tab
Application Tab		
Access Keys	Alt+N	Focus on the Application Name input box
Plan type	Alt+P	Focus on the Plan type drop down in Source application panel
Map Dimensions Tab or Point Of View Tab		Focus Select Member selector

Table 3-220   (Cont.) Map Reporting Application

Access Keys	Keyboard Equivalent	Action
Access Keys	Alt+M	

Table 3-221   Planning Unit Hierarchy

Access Keys	Keyboard Equivalent	Action
Access Keys	Alt+O	Selects Approvals Dimension Entity tab
Primary and SubHierarchy selection	Alt+P	Selects Primary and SubHierarchy selection tab
Assign Owners	Alt+G	Select Assign Owners tab
Usage	Alt+U	Selects Usage tab
Approvals Dimension Entity tab		
Access Keys	Alt+N	Focus on the Hierarchy Name input box
Primary and SubHierarchy selection, Assign Owners tab		
Access Keys	Alt+Y	Focus on Display button
Reset to DefaultHierarchy	Alt+R	Selects "Reset to DefaultHierarchy" button
Parent Member	Alt+M	Toggle focus on Parent Member input field in Parent Member column and Selected Member input box in Selected Members column
Member selector	Alt+M	Toggle focus on Member selector in "Parent Member" and "Selected Members" column
Relative generation	Alt+J	Focus on the Relative generation input box
Auto Include	Alt+K	Focus on the Auto Include checkbox in "Auto Include" Column
Assign Owner	Alt+W	Toggle focus on Assign Owner input box and Assign owner selector command icon button
Reviewer	Alt+R	Toggle focus on Reviewer input box and Assign owner selector command icon button
Promotion path	Alt+H	Selects Promotion path icon command button
Notify These Users	Alt+Y	Toggle focus on "Notify These Users" input box and user selector command icon button
Search	Alt+S	Toggle focus on search drop-down list/ Search input box

Table 3-222   Plan Type Editor

Access Keys	Keyboard Equivalent	Action
Keyboard Shortcuts	Ctrl+S	Save plan type
Add plan type	Ctrl+W	Add plan type
Delete plan type	Ctrl+Delete	Delete plan type

Table 3-223   Scenario Version Assignment

Access Keys	Keyboard Equivalent	Action
Actions	Alt+A	Focus on the Actions icon in the table
File Based Export Import Manage Approvals	Tab key traversal only	
Access Keys	Alt+R	Toggle focus between the Scenario, and Version drop-down lists
Search drop-down list	Alt+S	Focus on the Search drop-down list
Search box	Alt+S+Tab	Focus on Search box
Out of Office Assistant	Alt+O	Focus on the Out of Office Assistant link
Exclude button	Alt+X	Focus on the Exclude button on Plan Cycle column
Start button	Alt+T	Focus on the Start button on Plan Cycle column
Promotional path	Alt+P	Focus on the Promotional path icon command button

Table 3-224   Copy Version

Access Keys	Keyboard Equivalent	Action
Access Keys	Alt+S	Select Scenario drop-down list
Toggle focus from Copy From to Copy To	Alt+C	Toggle focus between Copy From to Copy To drop-down list
Go	Alt+G	Select Go Button
Toggle focus from available to selected entities	Alt+M	Toggle focus between Available entities and selected Entities
Copy Data	Alt+P	Selects Copy Data button

Table 3-225   Business Rules

Access Keys	Keyboard Equivalent	Action
Business Rules	Alt+P	Toggle focus between Plan type and Rule type drop-down list
Display only launchable rules, rulesets, and calc script	Alt+Y	Focus on the "Display only launchable rules, rulesets, and calc script" checkbox

Table 3-226   Job Console

Access Keys	Keyboard Equivalent	Action
Job Status	Alt+S	Toggle focus between Start Time and End Time input boxes
Toggle Start Time and End Time	Alt+S+Tab	Toggle focus between Start Time and End Time input date time selector

Table 3-226   (Cont.) Job Console

Access Keys	Keyboard Equivalent	Action
Job type	Alt+J	Focus on the Job type drop-down list
Status	Alt+U	focus on Status drop-down list
Toggle Job Name, Username	Alt+N	Toggle focus on Job Name, Username input Box
Go	Alt+G	Selects Go button

Table 3-227   Diagnostics (Grid)

Keyboard Equivalent	Action
Alt+V	Toggle focus between Available forms and Selected form
Alt+R	Selects "Run Diagnostics" button
Alt+D	Toggle focus between Tabular and Chart buttons

Table 3-228   Member Selector

Access Keys	Keyboard Equivalent	Action
Member Selector	Alt+M	Focus on the Members tab
Variables tab	Alt+R	Focus on the Variables tab
Members tab	Alt+N	Focus on the Search box
Display properties	Alt+P	Shift Focus to Display properties
Toggle filtered search	Alt+F	Toggle focus on filtered search icon
Search Up	Alt+U	Focus on Search Up
Search Down	Alt+S	Focus on Search Down
Toggle Keep only functions, Attributes, and Generations	Alt+K	Toggle focus on Keep only functions, Attributes, and Generations icon
Keyboard Shortcuts	Ctrl+Shift+F	Toggle focus on Function Selector
Variables Tab	Alt+V	Toggle focus on User Variables Panel and Substitution Variables Panel

Table 3-229   Comments - Pop Up

Keyboard Equivalent	Action
Alt+C	Focus on the Comments Panel
Alt+A	Focus in Add button
Alt+E	Focus on the Existing Comments Panel
Alt+Y	Focus on the "Apply to all selected cells" checkbox

Table 3-230   Document Attachment

Keyboard Equivalent	Action
Alt+X	Focus on Delete
Alt+E	Focus on the Edit Icon command button
Alt+A	Focus on the Add Icon Command button
Alt+Y	Focus on the "Apply to all selected cells" checkbox

Table 3-231   Accelerator Keys Reserved for Page-Level Components

Accelerator Key	Used In	Function
Ctrl+Alt+W	Pop-up	Toggle focus between open popups.
Ctrl+Shift+W	Messaging, Secondary Windows	Toggle focus between open popups.
Ctrl+Alt+P	Splitter	Give focus to splitter bar.

Table 3-232   Access Keys For Various Browsers

Browser	Operating System	Key Combination	Action
Mozilla Firefox	Linux	Alt+Shift+mnemonic	Click
Mozilla Firefox	Mac OS X	Ctrl+mnemonic	Click
Mozilla Firefox	Windows	Alt+Shift+mnemonic	Click
Microsoft Edge	Windows	Alt+mnemonic	Click or set focus

> **Note:**
>
> For Google Chrome, to move the cursor focus out of a grid, press Ctrl+Alt+E.

Table 3-233   Shortcut Keys Assigned to Common Components

Shortcut Key	Components	Action
Enter Space	All components	Activate the component, or the component element that has the focus.
Tab Shift+Tab	All components Flash components like ThematicMap, Graph, and Gauge	Move focus to next or previous editable component.
Ctrl+A	All components	Select all.
Left Arrow Right Arrow	Menu Bar	Move focus to different menu on a menu bar.
	Splitter	Move splitter left or right when it is in focus.
	Input Number Slider Input Range Slider	Move slider left or right when input number slider or input range slider is in focus.
	Input Number Spinbox	Increment or decrement the value when input number box is in focus.

Table 3-233   (Cont.) Shortcut Keys Assigned to Common Components

Shortcut Key	Components	Action
Up Arrow Down Arrow	Menu Splitter Input Number Slider Input Range Slider	Move focus to different menu items in a menu. Move splitter up or down when it is in focus. Move slider up or down when input number slider or input range slider is in focus.

Table 3-234   Shortcut Keys for Rich Text Editor

Shortcut Key	Action
Ctrl+B	Boldface
Ctrl+I	Italics
Ctrl+U	Underline
Ctrl+5	Strikethrough
Ctrl+E	Center alignment
Ctrl+J	Justify
Ctrl+L	Align text left
Ctrl+R	Align text right
Ctrl+H	Create hyperlink
Ctrl+M	Increase indent
Ctrl+Shift+M	Decrease indent
Ctrl+Shift+H	Remove hyperlink
Ctrl+Shift+S	Clear text styles
Ctrl+Alt+-	Subscript
Ctrl+Alt++	Superscript
Ctrl+Z	Undo

Table 3-235   Shortcut Keys Assigned to Table, Tree, and Tree Table

Shortcut Key	Components	Action
Tab Shift+Tab	Table Tree Table	Move focus to next or previous cell or editable component. In a table, navigate to the next or previous editable content in cells. If the focus is on the last cell of a row in the table, the Tab key moves focus to the first editable cell in the next row. Similarly, Shift+Tab moves focus to the previous row.
Ctrl+Alt+M	Table Tree Tree Table	Launch context menu.

Table 3-235   (Cont.) Shortcut Keys Assigned to Table, Tree, and Tree Table

Shortcut Key	Components	Action
Enter Shift+Enter	Table Tree Tree Table	Navigate to the next editable cell or previous editable cell of the column. Makes selection of focused node in tree. If the focus is on the filter cell, perform table filtering. Makes selection of focused node in tree.
Left Arrow Right Arrow	Table Tree Table	Move focus.
Up Arrow Down Arrow	Table Tree Table	Move focus. If a row is selected, then move focus to the previous row or next row. If no row is selected, scroll the table one row up or down. If the first row is selected, move focus to the column header.
Shift+Up Arrow Shift+Down Arrow	Table Tree Table Tree	Select multiple rows of column values.
Space	Table	On row/column headers, select entire row/column.
Shift+Space	Table	Select multiple rows.
Esc	Table	Remove selection.
	Tree Table	If the focus is on the cell, exit click-to-edit mode, revert the cell value to original value, and return focus to the cell. Press Esc key again to move focus to the row header.

Table 3-236   Shortcut Keys for My Task List

Shortcut Key	Action
Up Arrow	Move focus up in My Task List
Down Arrow	Move focus down in My Task List
Ctrl+Right Arrow	Expand element in My Task List
Ctrl+Left Arrow	Close element in My Task List

Menus

Related Topics

- Main Menu
  Defines keyboard equivalents to open the menus that are available from the menu bar for Oracle Hyperion Planning accessibility.

- File Menu
  Defines keyboard equivalents used in the File Menu for Oracle Hyperion Planning accessibility.

- **Edit Menu**
  Defines keyboard equivalents used in the Edit menu for Oracle Hyperion Planning accessibility.

- **View Menu**
  These keyboard equivalents are used in the View Menu in basic mode for Oracle Hyperion Planning accessibility.

- **Tools Menu**
  Defines keyboard equivalents used in the Tools Menu for Oracle Hyperion Planning accessibility.

- **Administration Menu**
  Defines keyboard equivalents used in the Administration Menu for Oracle Hyperion Planning accessibility.

- **Help Menu**
  Defines keyboard equivalents used in the Help Menu for Oracle Hyperion Planning accessibility.

Main Menu

Defines keyboard equivalents to open the menus that are available from the menu bar for Oracle Hyperion Planning accessibility.

Table 3-237   Keyboard Equivalents for the Main Menu

Keys	Action
Alt+F	Opens the File menu
Alt+E	Opens the Edit menu
Alt+V	Opens the View menu
Alt+A	Opens the Administration menu
Alt+T	Opens the Tools menu
Alt+H	Opens the Help menu

File Menu

Defines keyboard equivalents used in the File Menu for Oracle Hyperion Planning accessibility.

Keyboard equivalents used in the File menu.

Table 3-238   Keyboard Equivalents for the File Menu

Keys	Action
N, F	Selects New, and then selects Data Form
N, R	Selects New, and then selects Report
N, T	Selects New, and then selects Task List
N, E	Selects New, and then selects Variable
N, L	Selects New, and then selects Smart List
N, M	Selects New, then selects Menu
O	Selects Open
O, U	Selects Open, and then selects URL

Table 3-238   (Cont.) Keyboard Equivalents for the File Menu

Keys	Action
O, P	Selects Open, and then selects Application
V	Selects Open in Smart View
C	Selects Close
C, C	Selects Close, and then selects Current
C, A	Selects Close, and then selects All
C, O	Selects Close, and then selects Others
F	Selects Preferences
G	Selects Logout
X	Selects Exit

Edit Menu

Defines keyboard equivalents used in the Edit menu for Oracle Hyperion Planning accessibility.

Keyboard equivalents used in the Edit menu.

Table 3-239   Keyboard Equivalents for the Edit Menu

Keys	Action
J	Selects Adjust
G	Selects Grid Spread
L	Selects Mass Allocate
O	Selects Comment
K	Selects Lock and Unlock Cells
U	Selects Supporting Detail
E	Selects Add/Edit Document
T	Selects Annotate Planning Unit
D	Selects Drill Through

View Menu

These keyboard equivalents are used in the View Menu in basic mode for Oracle Hyperion Planning accessibility.

Table 3-240   Keyboard Equivalents for the View Menu

Keys	Action
T, T	Selects Task List, and then selects Task List
T, R	Selects Task List, and then selects Report
T, S	Selects Task List, and then selects Status
A	Selects Edit Account Annotations

Table 3-240   (Cont.) Keyboard Equivalents for the View Menu

Keys	Action
C	Selects and toggles Show Dimension Label on Page
I	Selects Instructions
C	Selects Currency
H	Selects Refresh
Ctrl+Alt+0 (zero)	Selects View Masthead
Ctrl+Alt+1	Selects View Pane

Tools Menu

Defines keyboard equivalents used in the Tools Menu for Oracle Hyperion Planning accessibility.

Table 3-241   Keyboard Equivalents for the Tools Menu

Keys	Action
L	Selects Manage Approvals
V	Selects Copy Version
R	Selects Business Rules
S	Selects Job Console
O	Selects Custom Links
E	Selects Export as Spreadsheet
A, C	Selects Ad Hoc, and then selects New Ad Hoc Grid
A, A	Selects Ad Hoc, and then selects Analyze
A, S	Selects Ad Hoc, and then selects Save Ad Hoc Grid
A, O	Selects Ad Hoc, and then selects Ad Hoc Options
A, Z, N	Selects Ad Hoc, then selects Zoom In, and then selects Zoom in Next Level
A, Z, V	Selects Ad Hoc, and then selects Zoom In, and then selects Zoom in All Levels
A, Z, B	Selects Ad Hoc, and then selects Zoom In, and then selects Zoom in Bottom Level
A, M	Selects Ad Hoc, and then selects Zoom Out
A, R	Selects Ad Hoc, and then selects Remove Only
A, K	Selects Ad Hoc, and then selects Keep Only

Administration Menu

Defines keyboard equivalents used in the Administration Menu for Oracle Hyperion Planning accessibility.

Table 3-242   Keyboard Equivalents for the Administration Menu

Keys	Action
M, S	Selects Manage, and then selects Tablet Access
M, F	Selects Manage, and then selects Data Forms and Ad Hoc Grids
M, M	Selects Manage, and then selects Menus
M, T	Selects Manage, and then selects Task Lists
M, L	Selects Manage, and then selects Smart Lists
M, E	Selects Manage, and then selects Variable
M, B	Selects Manage, and then selects Business Rule Security
M, C	Selects Manage, and then selects Clear Cell Details
M, Y	Selects Manage, and then selects Copy Data
M, D	Selects Manage, and then selects Dimensions
M, A	Selects Manage, and then selects Alias Tables
M, V	Selects Manage, and then selects Currency Conversions
M, X	Selects Manage, and then selects Exchange Rates
A, M	Selects Application, then selects Broadcast Messages
A, P	Selects Application, and then selects Properties
A, R	Selects Application, and then selects Reports
A, T	Selects Application, and then selects Statistics
A, S	Selects Application, and then selects Settings
A, E	Selects Application, and then selects Create
A, D	Selects Application, and then selects Delete
A, G	Selects Application, and then selects Register
A, C	Selects Application, and then selects Create Database
A, B	Selects Application, and then selects Refresh Database
P, P	Selects Approvals, and then selects Planning Unit Hierarchy
P, A	Selects Approvals, then selects Scenario and Version Assignment
P, I	Selects Approvals, and then selects File Based Import and Export
R	Selects Map Reporting Application
D, C	Selects Data Source, and then selects Create

Table 3-242   (Cont.) Keyboard Equivalents for the Administration Menu

Keys	Action
D, E	Selects Data Source, and then selects Edit
D, D	Selects Data Source, and then selects Delete
L	Selects Data Load Settings
O	Outline Load
O,I	Import from file
O,E	Export metadata to file
O,D	Export data to file

Help Menu

Defines keyboard equivalents used in the Help Menu for Oracle Hyperion Planning accessibility.

Keyboard equivalents used in the Help menu.

Table 3-243   Keyboard Equivalents for the Help Menu

Keys	Action
T	Selects Help on this Topic
C	Selects Contents
S	Selects Technical Support
E	Selects EPM Documentation
A	Selects About Oracle Enterprise Performance Management System

Tool Bar

Defines keyboard equivalents used in the Tool Bar for Oracle Hyperion Planning accessibility.

Table 3-244   Keyboard Equivalents for the Tool Bar

Keys	Action
Ctrl+S	Save
Ctrl+H	Refresh the Grid
Ctrl+P	Print
Ctrl+J	Adjust Data function on Grid
Ctrl+K	Lock and unlock cells on the Grid
Ctrl+M	Mass Allocate
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+X	Cut
Ctrl+E	Document Attachment
Ctrl+U	Supporting Details
Ctrl+I	Instructions

Table 3-244   (Cont.) Keyboard Equivalents for the Tool Bar

Keys	Action
Ctrl+Alt+E	Pie Chart View in Task List Status
Ctrl+Alt+G	Gantt Chart View in Task List Status
Alt+R	Previous Incomplete (In Task List Wizard)
Alt+I	Next Incomplete (In Task List Wizard)
Alt+P	Previous task (In Task List Wizard)
Alt+N	Next Task (In Task List Wizard)
Alt+H	Task List Status Home Page
Ctrl+Alt+C	Focus on the Completed checkbox (if enabled) in Task list Wizard

Task Manager Shortcuts

Defines keyboard equivalents used in Task Manager accessibility.

Taskflow Listing Summary

Buttons	Shortcut
New	Alt+W
Edit	Alt+I
Delete	Alt+Q
Save As	Alt+S
Run Now	Alt+U
Access Control	Alt+C
Schedule Taskflow	Alt+K

New/Save as/ Define Taskflow

Buttons	Shortcut
Submit	Alt+Q
Cancel	Alt+L

Run Now

Buttons	Shortcut
OK	Alt+O

Access Control / Schedule Taskflow

Buttons	Shortcut
Save	Alt+S
Cancel	Alt+L

TaskFlow Status Summary

Buttons	Shortcut
Search	Alt+R
Refresh	Alt+H
Stop	Alt+P
Delete	Alt+Q
Delete All	Alt+L
Cancel	Alt+L

Predictive Planning in Smart View

Enabling Accessibility for Predictive Planning in Smart View

Accessibility is the extent to which products, systems, and so on can be used by people with a wide range of disabilities. Specifically, accessibility is the ability of products to support the needs of users with visual impairments—including blindness, partial sight (low vision), and color blindness—and motor impairments that prevent them from using a mouse or a standard keyboard.

Predictive Planning supports accessibility at all times through keyboard shortcuts and other means. Users who require additional support can activate Accessibility mode with the following features:

- Series or other distinctions in charts have different patterns, not just different colors.

- Accessible text is provided in blank charts to indicate whether data is available or why it is not.

- Microsoft Excel charts are included in reports by default and values of the chart series are written out to the report spreadsheet.

To activate Accessibility mode in Predictive Planning in Oracle Smart View for Office:

1. Select **Options** in the Predictive Planning ribbon.

2. Select **Enable accessibility options**.

3. Click **OK**.

> **✎ Note:**
>
> To deactivate Accessibility mode in Predictive Planning in Smart View, clear the **Enable accessibility options** selection in the **Options** dialog.

Predictive Planning in Smart View Accessibility Features

Related Topics

- Using the Tab and Arrow Keys in the Predictive Planning User Interface

- Tab Order in Dialogs

Using the Tab and Arrow Keys in the Predictive Planning User Interface

The main Predictive Planning options are accessed with keyboard equivalents. After a menu is open, the Tab key or Down Arrow key highlights commands in a circular sequence (tabbing from the last item moves focus to the first item). Using Shift+Tab or the Up Arrow highlights commands in the opposite direction.

Tab Order in Dialogs

Default tab order in the Predictive Planning dialogs flows from left to right, top to bottom. Tab can be used to access the first cell of a table or subwindow of a dialog, but then arrow keys are needed to move to additional cells or items in the subwindow.

Keyboard Equivalents for the Predict Ribbon

In Oracle Smart View for Office and Oracle Hyperion Planning, use **Alt+y, p** to display the Predict ribbon. Then, use **Alt+b** to select the ribbon. With the Predict ribbon selected, use the keys in Table 1 to select ribbon icons.

> **Note:**
>
> For other keyboard equivalents used by Predictive Planning , see Predictive Planning in Smart View Keyboard Equivalents for Dialog Boxes.

> **Note:**
>
> Oracle tries to avoid keyboard equivalent conflicts; if a key combination is the same as one on a Microsoft Excel menu, you can use the Down Arrow key to access the command you want. Commands are listed in the same order in which they are displayed onscreen.

Table 3-245   Keyboard Equivalents for Predictive Planning Ribbon Buttons

Press Alt-b, Then These Keys	Action
s	Set Up Form; opens the Set Up Form dialog for administrators and users whose roles allow them to modify Planning forms
p, p	Predict; runs a Predictive Planning prediction
p, m	Quick Predict for selected members
p, q	Quick Predict to selected cells
c	Comparison Views; displays predefined comparison views; use the Up and Down Arrow keys to move through the list of views
e	Edit Current View; modifies the currently displayed comparison chart view
n	New View; creates a new comparison chart view

Table 3-245   (Cont.) Keyboard Equivalents for Predictive Planning Ribbon Buttons

Press Alt-b, Then These Keys	Action
m	Manage Views; enables you to edit, rename, remove, or reorder any built-in or custom view
f	Filter Results; displays results that meet certain criteria
t	Paste Results; enables you to copy prediction results into a scenario on the form
r	Create Report; provides information about selected members
d	Extract Data; builds tables of prediction results
h	Help; displays the online Predictive Planning User's Guide
h, l	Launch Crystal Ball; runs Oracle Crystal Ball if available
o	Options; enables you to select and clear general Predictive Planning option settings for the current session

Predictive Planning in Smart View Keyboard Equivalents for Dialog Boxes

The tables in this topic list keyboard equivalents that apply to Predictive Planning dialog boxes. For ribbon keyboard equivalents, see Keyboard Equivalents for the Predict Ribbon. See Keyboard Equivalents for Dialog Controls Without Labels or Alt Activations, General Users for keyboard equivalents for dialog controls without labels. If your security role enables you to set up a form for use with Predictive Planning, see Keyboard Equivalents for Set Up Form Dialog.

Related Topics

*   Keyboard Equivalents for Labeled Dialog Controls, General Users
*   Keyboard Equivalents for Dialog Controls Without Labels or Alt Activations, General Users
*   Keyboard Equivalents for Set Up Form Dialog

Keyboard Equivalents for Labeled Dialog Controls, General Users

The tables in this section are for all users of Predictive Planning and include keys for the following:

*   Table 1
*   Table 2
*   Table 3
*   Table 4
*   Table 5
*   Table 6
*   Table 7
*   Table 8
*   Table 9
*   Table 10
*   Table 11

Table 3-246   Keyboard Equivalents: All Dialog Boxes for General Users

Keys	Button
Alt+h, or F1	Help
Alt+r	Reset
Alt+o	OK
Alt+c, or Esc	Cancel

Table 3-247   Keyboard Equivalents: Run Confirmation Dialog Controls

Keys	Button
Alt+a	Change member selection (Table 3)
Alt+n	Change historical data (Table 4)
Alt+g	Change prediction range (Table 4)
Alt+r	Run prediction

Table 3-248   Keyboard Equivalents: Change Member Selection Dialog Controls

Keys	Control
Alt+p	Prediction type
Alt+k	Skip 'read only' members
Alt+a	Clear All
Alt+s	Select All
Alt+r	Reset

Table 3-249   Keyboard Equivalents: Change Historical Data and Change Prediction Range Dialog Controls

Keys	Control
Alt+s	Start year
Alt+t	Start period

Table 3-249   (Cont.) Keyboard Equivalents: Change Historical Data and Change Prediction Range Dialog Controls

Keys	Control
Alt+e	End year
Alt+n	End period

Table 3-250   Keyboard Equivalents: Edit View and New View Dialog Controls

Keys	Control
Alt+v	View Name
Alt+a	Auto
Alt+s	Add Scenario
Alt+p	Add Prediction
Alt+t	Add Trend Line
Alt+e	Remove

Table 3-251   Keyboard Equivalents: Add Prediction Data Dialog Controls

Keys	Control
Alt+p	Prediction (current)
Alt+r	Prediction worst case
Alt+e	Prediction best case
Alt+d	Prediction fit line

Table 3-252   Keyboard Equivalents: Add Trend Line Dialog Controls

Keys	Control
Alt+l	Linear trend line
Alt+r	Growth rate
Alt+p	_ % per _
Alt+u	Use compounding

Table 3-253   Keyboard Equivalents: Manage Views Dialog Controls

Keys	Button
Alt+e	Edit
Alt+r	Rename
Alt+v	Remove

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Table 3-254   Keyboard Equivalents: Rename View Dialog Controls

Keys	Action
Alt+e	Enter a name for the view

Table 3-255   Keyboard Equivalents: Filter Results Dialog Controls

Keys	Control
Alt+a	Add row

Table 3-256   Keyboard Equivalents: Paste Results Button, Lower Half

Keys	Action: Paste Results for
Alt+t	Current member
Alt+a	All members
Alt+f	Filtered members
Alt+s	Selected members

Table 3-257   Keyboard Equivalents: Paste Results Dialog Controls

Keys	Control
Alt+r	From
Alt+t	To: Scenario
Alt+e	Entire range
Alt+f	First _ periods on form

Table 3-258   Keyboard Equivalents: Create Report Dialog Controls

Keys	Control
Alt+a	All members
Alt+f	Filtered members
Alt+m	Selected members
Alt+p	Preferences

Table 3-259   Keyboard Equivalents: Report Tab of the Report Preferences Dialog, Report Summary Details

Keys	Control
Alt+e	Report sections list; first selection is Report Summary with the following Details selections:
Alt+r	Report title
Alt+u	Run date, time
Alt+d	Data attributes
Alt+n	Run preferences
Alt+p	Prediction results

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Table 3-260   Keyboard Equivalents: Report Tab of the Report Preferences Dialog, Predictor Members Details

Keys	Control
Alt+e	Report sections list; second selection is Predictor Members with the following Details selections:
Alt+r	Chart
Alt+p	Predicted values
Alt+t	Statistics
Alt+m	Methods

Table 3-261   Keyboard Equivalents: Options Tab of the Report Preferences Dialog

Keys	Control
Alt+n	New workbook
Alt+u	Current workbook
Alt+t	Sheet name
Alt+l	Include cell locations
Alt+g	Image
Alt+e	Microsoft Excel chart

Table 3-262   Keyboard Equivalents: Extract Data Dialog Controls

Keys	Control
Alt+a	All members
Alt+f	Filtered members
Alt+m	Selected members
Alt+p	Preferences

Table 3-263   Keyboard Equivalents: Data Tab of the Extract Data Preferences Dialog, Results Table Details

Keys	Control
Alt+s	Data to extract list; first selection is Results Table with the following Details selections:
Alt+d	Past data
Alt+f	Future data

Table 3-264   Keyboard Equivalents: Data Tab of the Extract Data Preferences Dialog, Methods Table Details

Keys	Control
Alt+s	Data to extract list; second selection is Methods Table with the following Details selections:
Alt+u	Accuracy
Alt+e	Errors
Alt+a	Parameters

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Table 3-264   (Cont.) Keyboard Equivalents: Data Tab of the Extract Data Preferences Dialog, Methods Table Details

Keys	Control
Alt+n	Ranking

Table 3-265   Keyboard Equivalents: Options Tab of the Extract Data Preferences Dialog

Keys	Control
Alt+n	New workbook
Alt+u	Current workbook
Alt+t	Sheet name
Alt+a	AutoFormat

Table 3-266   Keyboard Equivalents: Help Button, Right Half

Keys	Action: Displays
Alt+c	Contents
Alt+s	Technical Support
Alt+a	About
Alt+l	Launch Crystal Ball; runs Oracle Crystal Ball if available

Table 3-267   Keyboard Equivalents: Options Dialog

Keys	Control
Alt+r	Show ribbon only for valid Planning forms
Alt+l	Collapse rows and columns on form during filter operations
Alt+t	Reset; for "Do not showcheckboxes"
Alt+f	Format (for period and year)
Alt+p	Separator (date)
Alt+e	Enable accessibility options

Keyboard Equivalents for Dialog Controls Without Labels or Alt Activations, General Users

Table 1 lists keyboard equivalents for controls that either have no labels or do not have a keyboard equivalent that is highlighted when you press **Alt**.

Table 3-268   Keyboard Equivalents for Controls without Labels or Alt Key Activation

Keys	Action
Ctrl+Up Arrow	In the Predictive Planning panel, selects the previous member
	In the New View, Modify View, and Manage Views dialog box, moves a view up in order

Table 3-268   (Cont.) Keyboard Equivalents for Controls without Labels or Alt Key Activation

Keys	Action
Ctrl+Down Arrow	In the Predictive Planning panel, selects the next member
	In the New View, Modify View, and Manage Views dialog box, moves a view down in order
Ctrl+p	In the Predictive Planning panel, displays the Chart Preferences dialog
Ctrl+z	In the Predictive Planning panel, selects the Chart Scale slide control to display more or less detail in the chart
Ctrl+t	In the Predictive Planning panel, detaches the pane from the side of the window; same as the Pin Panel button
F1	In the Predictive Planning panel, displays online Help

Keyboard Equivalents for Set Up Form Dialog

The following tables in this section are for administrators and users whose roles allow them to modify Oracle Hyperion Planning forms. The tables include keys for the Set Up Form dialog tabs:

- Table 1
- Table 2
- Table 3
- Table 4
- Table 5

Table 3-269   Keyboard Equivalents: Set Up Form Dialog, All Tabs

Keys	Button
Alt+h	Help
Alt+r	Reset
Alt+d	Set Default
Alt+o	OK
Alt+c	Cancel

Table 3-270   Keyboard Equivalents: Set Up Form Dialog, Data Source Tab

Keys	Control
Alt+p	Current Planning application
Alt+u	Use all historical data
Alt+s	Selected data range
Alt+t	Start year
Alt+a	Start period

Table 3-270   (Cont.) Keyboard Equivalents: Set Up Form Dialog, Data Source Tab

Keys	Control
Alt+e	End year
Alt+n	End period

Table 3-271   Keyboard Equivalents: Set Up Form Dialog, Map Names Tab

Keys	Control
Alt+s	Scenario
Alt+1	Scenario 1
Alt+2	Scenario 2
Alt+b	Base case scenario
Alt+w	Worst case scenario
Alt+e	Best case scenario
Alt+a	Automatically paste results to prediction scenarios

Table 3-272   Keyboard Equivalents: Set Up Form Dialog, Member Selection Tab

Keys	Control
Alt+b	Bottom-up
Alt+t	Top-down
Alt+f	Full
Alt+k	Skip 'read only' members

Table 3-273   Keyboard Equivalents: Set Up Form Dialog, Options Tab

Keys	Control
Alt+u	Automatic
Alt+m	Manual
Alt+f	Fill in missing values
Alt+d	Adjust outliers
Alt+n	Nonseasonal methods
Alt+s	Seasonal methods
Alt+i	ARIMA
Alt+r	RMSE
Alt+a	MAD
Alt+p	MAPE
Alt+b	Select periods based on form
Alt+l	Manual
Alt+t	Prediction interval

Profitability and Cost Management

Related Topics

- Profitability and Cost Management Accessibility Features

- Profitability and Cost Management Keyboard Equivalents

Profitability and Cost Management Accessibility Features

Related Topics

- Switching Between Tabs in the User Interface
- Using the Tab Key for Import Configuration Wizard
- Using Context Menus
- Making Multiple Selections

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 keyboards keys.

Using the Tab Key for Import Configuration Wizard

When accessing the Import Configuration Wizard, the Help button is highlighted as the first default field, and the title bar of the wizard is not read by JAWS.

To access the first readable field, press the Tab key, and continue to move through the screen as usual.

To open tabs on the screen, for example, when you have selected Validate, then Model Validation, use the Tab key to navigate to the first tab (Unused Drivers). With the focus on the first tab, use the keyboard arrow keys to move to each tab. When a tab is selected, it expands to show the tab contents. Use the Tab key to navigate the fields on each screen tab.

Using Context Menus

Context menus enable you to select display options and filters for data, such as Grid or Tree View, Alias or Name, Filter and Sort.

To select a state from the Context menu:

1. Tab to the Context Menu icon.
2. Focus on the Context Menu icon, and then press **Enter** to display the options.
3. Use the up and down arrow keys to select the item from the menu, and then press **Enter**.

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.

Profitability and Cost Management Keyboard Equivalents

Related Topics

- About Profitability and Cost Management Keyboard Equivalents
- Navigation Shortcuts for Standard Profitability Applications
- Navigation Shortcuts for Detailed Profitability Applications

About Profitability and Cost Management Keyboard Equivalents

Oracle Hyperion Profitability and Cost Management provides navigation shortcuts to the main tasks in the application and to available action points (buttons, toolbars, icons, and so on).

To access a list of shortcut navigation keys for the current screen, select Alt+0 at any time. These navigation shortcuts provide access to all enabled actions for the page.

An Information pane lists available navigation shortcuts for the dialog box. If an option is available for action, the shortcut is "enabled." If an option is unavailable for the current situation, the shortcut is "disabled".

Profitability and Cost Management offers two different types of applications that have slight differences between the menu options. To simplify the access to the different navigation shortcuts for your application type, refer to the appropriate sections:

- Navigation Shortcuts for Standard Profitability Applications
- Navigation Shortcuts for Detailed Profitability Applications

Navigation Shortcuts for Standard Profitability Applications

Related Topics

- Standard Profitability and Cost Management Main Menu Options
- Standard Profitability Manage Models Task Area
- Standard Profitability Manage Allocations Task Area
- Standard Profitability Validate Task Area
- Standard Profitability Calculate Task Area
- Standard Profitability Job Process Task Area

Standard Profitability and Cost Management Main Menu Options

Table 3-274   Standard Profitability and Cost Management Main Menu Options

Keys	Action
M	Model: Open Models menu
Ctrl+Alt+S	Model, Model Summary: Opens Model Summary screen: • System Information • Model Level Preference Use arrow key to move focus to each tab.
Ctrl+Alt+G	Model, Stages: Open the Stages screen
Ctrl+Alt+P	Model, POV Manager: Open the POV Manager screen

Table 3-274   (Cont.) Standard Profitability and Cost Management Main Menu Options

Keys	Action
Ctrl+Alt+I	Model, Import Staging Tables: Open the Import Staging Tables screen
A	Allocations: Expand Allocations
Use arrow key to navigate to submenus for Driver Definitions and Driver Selection	Allocations, Drivers: Open the submenus for Driver Definitions and Driver Selection
Ctrl+Alt+H	Allocations, Drivers, Driver Definitions: Open the driver Definitions screen
Ctrl+Alt+J	Allocations, Drivers, Driver Selections: Open the Driver Selections
Ctrl+Alt+K	Allocations, Assignment Rule Definitions: Open Assignment Rule Definitions
Ctrl+Alt+A	Allocations, Assignments: Open Assignments screen
Ctrl+Alt+E	Allocations, Data Entry: Open Data Entry screen
Ctrl+Alt+T	Allocations, Trace Allocations: Open Trace Allocations
Ctrl+Shift+E	Allocations, Export Traceability: Open Export Traceability
V	Validate: Expand Validation
Ctrl+Alt+M	Validate, Model Validation: Open the Model Validation screen
Ctrl+Alt+B	Validate, Stage Balancing: Open Stage Balancing
Ctrl+Alt+R	Validate, Driver Data Report: Open Driver Data report
C	Calculate: Expand Calculation
Ctrl+Alt+D	Calculate, Manage Database: Open Manage Database screen
Ctrl+Alt+C	Calculate, Manage Calculation: Open Manage Calculation
J	Job Process: Expand Job Process
Ctrl+Alt+F	Job Process, Manage Task Flow: Open Manage Task Flow screen
Ctrl+Alt+U	Job Process, Search Process: Open Search Process
Ctrl+Alt+V	Job Process, Search Task: Open Search Task
H	Help: Expand Help options menu
T or F1	Help, Help on this Topic: Open the online help for the currently displayed page
C	Help, Contents: Open the online guide. You can use the Table of Contents, Index or enter a term in Search.
S	Technical Support: Open the Technical Support Link
E	EPM Documentation: Open the link to the Enterprise Performance Management System Documentation Library. From here, you select the release, and can access all published documents for the release.
A	About Oracle Enterprise Performance Management System Workspace, Fusion Edition: Open the About screen, that displays the Workspace version, and the versions for all associated components.

Standard Profitability Manage Models Task Area

Table 3-275   Standard Profitability Manage Models Task Area

Keys	Action
Alt+0 anytime to display options	Information Pane
Ctrl+Alt+S	Model Summary: Opens Model Summary screen: • System Information • Model Level Preference Use arrow key to move focus to each tab.
Alt+3	Model Summary, Save System Information Tab: Saves information on the System Information tab
Alt+3	Model Summary, Save Model Level Preference Tab: Saves information on the Model Level Preference tab
Ctrl+Alt+G	Stages: Opens the Stages tab
Alt+1	Stages, Add new stage: Opens the Stage dialog box to add details for a new stage (such as name, description, prefix, and so on.)
Alt+2	Stages, Edit stage: Opens the Stage dialog box to edit details for an existing stage (such as name, description, prefix, and so on.)
Alt+4	Stages, Delete stage: Opens the confirmation dialog box to confirm deletion of the stage.
Alt+7	Stages, Move stage up
Alt+8	Stages, Move stage down
Alt+1	Stage Dialog Box, Add new dimension: Opens new stage dialog box to select stage dimensions
Alt+4	Stage Dialog Box, Delete dimension: Opens stage dialog box to select stage dimension for deletion
Alt+7	Stages Dialog Box, Move dimension up
Alt+8	Stages Dialog Box, Move dimension down
Alt+H	Stage Dialog Box, Help
Alt+L	Stages Dialog Box, Cancel
Alt+O	Stages Dialog Box, OK
Ctrl+Alt+P	POV Manager
Alt+1	POV Manager, Status Tab, Add new POV
Alt+2	POV Manager, Status Tab, Edit POV
Alt+4	POV Manager, Status Tab, Delete POV
Alt+5	POV Manager, Copy Tab, Run Now
Alt+6	POV Manager, Copy Tab, Run Later
Alt+5	POV Manager, Delete Tab, Delete
Ctrl+Alt+I	Import Staging Tables
Alt+1	Import Staging Tables, Add new import configuration
Alt+2	Import Staging Tables, Edit import configuration
Alt+4	Import Staging Tables, Delete import configuration
Alt+5	Import Staging Tables, Run import configuration
Alt+N	Import Data Wizard, Step 1 of 3, Next
Alt+B	Import Data Wizard, Step 1 of 3, Back

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Standard Profitability Manage Allocations Task Area

Table 3-276   Standard Profitability Manage Allocations Task Area

Keys	Function
Alt+0 anytime to display options	Information Pane
Ctrl+Alt+H	Driver Definitions
Alt+1	Driver Definitions, Add driver: Opens the Drivers dialog box to add details for a new driver (such as name, description, basis or formula type, and so on.)
Alt+2	Driver Definitions, Edit driver: Opens the Drivers dialog box to edit details for an existing driver (such as name, description, basis or formula type, and so on.)
Alt+4	Driver Definitions, Delete driver: Opens the confirmation dialog box to confirm deletion of the driver.
Alt+8	Driver Definitions, Create duplicate driver: Select a driver, and then opens the Create Duplicate Driver dialog box. Enter the new driver name.
Ctrl+Alt+J	Driver Selections, Driver Rules Tab
Alt+1	Driver Selections, Driver Rules Tab, Add driver rule
Alt+4	Driver Selections, Driver Rules Tab, Delete driver rule
Ctrl+Alt+O	Driver Selections, Exceptions Tab,
Alt+1	Driver Selections, Exceptions Tab, Add driver exception
Alt+4	Driver Selections, Exceptions Tab, Delete driver exception
Ctrl+Alt+K	Assignment Rule Definitions
Alt+1	Assignment Rule Definitions, Add new assignment rule definition
Alt+2	Assignment Rule Definitions, Edit existing assignment rule definition
Alt+4	Assignment Rule Definitions, Delete existing assignment rule definition
Ctrl+Alt+A	Assignments
Alt+1	Assignments, Add new assignments
Alt+4	Assignments, Delete assignments
Alt+7	Assignments, Open assignment rules management dialog box
Alt+1	Assignment Rules Management dialog box, Add assignment rule
Alt+2	Assignment Rules Management dialog box, Edit assignment rule
Alt+4	Assignment Rules Management dialog box, Delete assignment rule
Ctrl+Alt+E	Data Entry, Stage Data
Alt+3	Data Entry, Stage Data, Save Data
Alt+7	Data Entry, Stage Data, Manage Views dialog box
Alt+1	Data Entry, Stage Data, Manage Views dialog box, Add view
Alt+2	Data Entry, Stage Data, Manage Views dialog box, Rename view
Alt+4	Data Entry, Stage Data, Manage Views dialog box, Delete view
Ctrl+Alt+E	Data Entry, Driver Data Use arrow keys to move focus to Driver Data tab.
Ctrl+Alt+T	Trace Allocations
Alt+5	Trace Allocations, Trace

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Standard Profitability Validate Task Area

Table 3-277   Standard Profitability Validate Task Area

Keys	Action
Alt+0 anytime to display options	Information Pane
Ctrl+Alt+M	Model Validation, Model Data Registration Use arrow keys to move to other tabs.
Alt+5	Model Validation, any tab, Validate
Ctrl+Alt+B	Stage Balancing Report
Alt+5	Stage Balancing Report, Run
Ctrl+Alt+R	Driver Data Report
Alt+5	Driver Data Report, Generate

Standard Profitability Calculate Task Area

Table 3-278   Standard Profitability Calculate Task Area

Keys	Action
Alt+0 anytime to display options	Information Pane
Ctrl+Alt+D	Manage Database, Calculation Database
Alt+5	Manage Database, Calculation Database, Deploy Now
Alt+6	Manage Database, Calculation Database, Deploy Later
Ctrl+Alt+D	Manage Database, Reporting Database: Use arrow key to move focus to Reporting Database tab.
Alt+5	Manage Database, Reporting Database, Deploy Now
Alt+6	Manage Database, Reporting Database, Deploy Later
Ctrl+Alt+C	Manage Calculation
Alt+1	Manage Calculation, Genealogy Tab, Add Genealogy Selection
Alt+2	Manage Calculation, Genealogy Tab, Edit Genealogy Selection
Alt+4	Manage Calculation, Genealogy Tab, Delete Genealogy Selection
Alt+5	Manage Calculation, Allocation Tab, Run Now
Alt+6	Manage Calculation, Allocation Tab, Run Later
Alt+5	Manage Calculation, Genealogy Tab, Run Now
Alt+6	Manage Calculation, Genealogy Tab, Run Later
Alt+5	Manage Calculation, Transfer Data Tab, Transfer Now
Alt+6	Manage Calculation, Transfer Data Tab, Transfer Later

Standard Profitability Job Process Task Area

Table 3-279   Standard Profitability Job Process Task Area

Keyboard Shortcut	Function
Alt+0 anytime to display options	Information Pane

Table 3-279   (Cont.) Standard Profitability Job Process Task Area

Keyboard Shortcut	Function
Ctrl+Alt+F	Manage Taskflow:
Ctrl+Alt+U	Task Status: Enter criteria for a taskflow and view its status.
Ctrl+Alt+V	Task Details: Select criteria from My Tasks to view details.

Navigation Shortcuts for Detailed Profitability Applications

Related Topics

Detailed Profitability and Cost Management Main Menu Options

Table 3-280   Detailed Profitability and Cost Management Main Menu Options

Keys	Action
M	Model: Open Models menu
Ctrl+Alt+S	Model, Model Summary: Opens Model Summary screen: • System Information • Model Level Preference Use arrow key to move focus to each tab.
Ctrl+Alt+T	Model, Model Data Registration: • Registration • Column Mapping • Table Joins • Summary Use arrow key to move focus to each tab.
Ctrl+Alt+G	Model, Stages: Open the Stages screen
Ctrl+Alt+P	Model, POV Manager: Open the POV Manager screen
Ctrl+Alt+I	Model, Import Staging Tables: Open the Import Staging Tables screen
A	Allocations: Expand Allocations
Use arrow key to navigate to submenus for Driver Definitions and Driver Selection	Allocations, Drivers: Open the submenus for Driver Definitions and Driver Selection
Ctrl+Alt+H	Allocations, Drivers, Driver Definitions: Open the driver Definitions screen
Ctrl+Alt+J	Allocations, Drivers, Driver Selections: Open the Driver Selections
Ctrl+Alt+K	Allocations, Assignment Rule Definitions: Open Assignment Rule Definitions

Table 3-280   (Cont.) Detailed Profitability and Cost Management Main Menu Options

Keys	Action
Ctrl+Alt+A	Allocations, Assignments: Open Assignments screen
Ctrl+Alt+O	Allocations, Stage Object Calculations: For Detailed Profitability, open Stage Object Calculations
V	Validate: Expand Validation
Ctrl+Alt+M	Validate, Model Validation: Open the Model Validation screen
Ctrl+Alt+B	Validate, Stage Balancing: Open Stage Balancing
C	Calculate: Expand Calculation
Ctrl+Alt+D	Calculate, Manage Database: Open Manage Database screen
Ctrl+Alt+C	Calculate, Manage Calculation: Open Manage Calculation
J	Job Process: Expand Job Process
Ctrl+Alt+L	Job Process, Job Library; Open Job Library
Ctrl+Alt+F	Job Process, Manage Task Flow: Open Manage Task Flow screen
Ctrl+Alt+U	Job Process, Search Process: Open Search Process
Ctrl+Alt+V	Job Process, Search Task: Open Search Task
H	Help: Expand Help options menu
T or F1	Help, Help on this Topic: Open the online help for the currently displayed page
C	Help, Contents: Open the online guide. You can use the Table of Contents, Index or enter a term in Search.
S	Technical Support: Open the Technical Support Link
E	EPM Documentation: Open the link to the Enterprise Performance Management System Documentation Library. From here, you select the release, and can access all published documents for the release.
A	About Oracle Enterprise Performance Management System Workspace, Fusion Edition: Open the About screen, that displays the Workspace version, and the versions for all associated components.

Detailed Profitability Manage Models Task Area

Table 3-281   Detailed Profitability Manage Models Task Area

Keys	Action
Alt+0 anytime to display options	Information Pane
Ctrl+Alt+S	Manage Model, Model Summary: Opens Model Summary screen: • System Information • Model Level Preference Use arrow key to move focus to each tab.
Alt+3	Manage Model, Model Summary, Save System Information Tab: Saves information on the System Information tab
Alt+3	Manage Model, Model Summary, Save Model Level Preference Tab: Saves information on the Model Level Preference tab
Ctrl+Alt+T	Manage Model, Model Data Registration: • Registration • Column Mapping • Table Joins • Summary Use arrow key to move focus to each tab.

Table 3-281   (Cont.) Detailed Profitability Manage Models Task Area

Keys	Action
Alt+1	Manage Model, Model Data Registration, Registration tab, Add new table
Alt+2	Manage Model, Model Data Registration, Registration tab, Edit table
Alt+4	Manage Model, Model Data Registration, Registration tab, Delete table
Alt+8	Manage Model, Model Data Registration, Registration tab, Duplicate table
Alt+2	Manage Model, Model Data Registration, Column Mapping tab, Edit mapping
Alt+4	Manage Model, Model Data Registration, Registration tab, Delete mapping
Alt+1	Manage Model, Model Data Registration, Table Joins tab, Add new table join
Alt+2	Manage Model, Model Data Registration, Table Joins tab, Edit table join
Alt+4	Manage Model, Model Data Registration, Table Joins tab, Delete table join
Alt+4	Manage Model, Stages, Table Joins tab, Delete table join
Ctrl+Alt+G	Manage Model, Stages: Opens the Stages screen
Alt+1	Manage Model, Stages, Add new stage: Opens the Stage dialog box to add details for a new stage (such as name, description, prefix, and so on.)
Alt+2	Manage Model, Stages, Edit stage: Opens the Stage dialog box to edit details for an existing stage (such as name, description, prefix, and so on.)
Alt+4	Manage Model, Stages, Delete stage: Opens the confirmation dialog box to confirm deletion of the stage.
Alt+7	Stages, Move stage up
Alt+8	Stages, Move stage down
Alt+1	Stage Dialog Box, Add new dimension: Opens new stage dialog box to select stage dimensions
Alt+4	Stage Dialog Box, Delete dimension: Opens stage dialog box to select stage dimension for deletion
Alt+7	Stages Dialog Box, Move dimension up
Alt+8	Stages Dialog Box, Move dimension down
Alt+H	Stage Dialog Box, Help
Alt+L	Stages Dialog Box, Cancel
Alt+O	Stages Dialog Box, OK
Ctrl+Alt+P	Manage Model, POV Manager
Alt+1	POV Manager, Status Tab, Add new POV
Alt+2	POV Manager, Status Tab, Edit POV
Alt+4	POV Manager, Status Tab, Delete POV
Alt+5	POV Manager, Copy Tab, Run Now
Alt+6	POV Manager, Copy Tab, Run Later
Alt+5	POV Manager, Delete Tab, Delete
Ctrl+Alt+I	Manage Model, Import Staging Tables
Alt+1	Import Staging Tables, Add new import configuration
Alt+2	Import Staging Tables, Edit import configuration
Alt+4	Import Staging Tables, Delete import configuration
Alt+5	Import Staging Tables, Run import configuration
Alt+N	Import Data Wizard, Step 1 of 3, Next
Alt+B	Import Data Wizard, Step 1 of 3, Back

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Detailed Profitability Manage Allocations Task Area

Table 3-282   Detailed Profitability Manage Allocations Task Area

Keys	Function
Alt+0 anytime to display options	Information Pane
Ctrl+Alt+H	Driver Definitions
Alt+1	Driver Definitions, Add driver: Opens the Drivers dialog box to add details for a new driver (such as name, description, basis or formula type, and so on.)
Alt+2	Driver Definitions, Edit driver: Opens the Drivers dialog box to edit details for an existing driver (such as name, description, basis or formula type, and so on.)
Alt+4	Driver Definitions, Delete driver: Opens the confirmation dialog box to confirm deletion of the driver.
Alt+8	Driver Definitions, Create duplicate driver: Select a driver, and then opens the Create Duplicate Driver dialog box. Enter the new driver name.
Ctrl+Alt+J	Driver Selections: Opens Driver Selections screen: • Driver Rules • Exceptions Use arrow key to move focus to each tab.
Alt+1	Driver Selections, Driver Rules Tab, Add driver rule
Alt+4	Driver Selections, Driver Rules Tab, Delete driver rule
Alt+1	Driver Selections, Exceptions Tab, Add driver exception
Alt+4	Driver Selections, Exceptions Tab, Delete driver exception
Ctrl+Alt+K	Assignment Rule Definitions
Alt+1	Assignment Rule Definitions, Add new assignment rule definition
Alt+2	Assignment Rule Definitions, Edit existing assignment rule definition
Alt+4	Assignment Rule Definitions, Delete existing assignment rule definition
Alt+8	Assignment Rule Definitions, Create duplicate assignment rule definition
Ctrl+Alt+A	Assignments
Alt+2	Assignments, Reorder dimensions
Alt+4	Assignments, Unassign assignment rule
Alt+7	Assignments, Open bulk editor
Alt+9	Display information about assignment rule
Alt+1	Assignment Rules Management dialog box, Add assignment rule
Alt+2	Assignment Rules Management dialog box, Edit assignment rule
Alt+4	Assignment Rules Management dialog box, Delete assignment rule
Alt+8	Assignment Rules Management dialog box, Create duplicate assignment rule
Ctrl+Alt+O	Stage Object Calculation
Alt+1	Stage Object Calculation, Add Stage Object Calculation dialog box
Alt+2	Stage Object Calculation, Edit Stage Object Calculation dialog box
Alt+4	Stage Object Calculation, Delete Stage Object Calculation
Alt+7	Display information about stage object calculation
Alt+9	Display information about assignment rule

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Detailed Profitability Validate Task Area

Table 3-283   Detailed Profitability Validate Task Area

Keys	Action
Alt+0 anytime to display options	Information Pane
Ctrl+Alt+M	Model Validation Use arrow keys to navigate to each tab
Alt+5	Model Validation, any tab, Validate
Ctrl+Alt+B	Stage Balancing Report
Alt+5	Stage Balancing Report, Run

Detailed Profitability Calculate Task Area

Table 3-284   Detailed Profitability Calculate Task Area

Keys	Action
Alt+0 anytime to display options	Information Pane
Ctrl+Alt+D	Manage Database
Alt+1	Manage Database, Deploy
Ctrl+Alt+C	Calculate: • Manage Calculation • Driver Operation Types • Other Process Types Use arrow key to move focus to each tab. ⚠ **Caution:** **CAUTION:** Oracle recommends that only experienced Database Administrators use the Driver Operations Types or Other Process Types options. Modifications to the Driver Operation Types or Other Process Types may have a profound impact on your applications, and may corrupt your model or data.
Alt+1	Calculate, Manage Calculation, Move Data POV Up
Alt+2	Calculate, Manage Calculation, Move Data POV Down
Alt+5	Calculate, Manage Calculation, Run Now
Alt+6	Calculate, Manage Calculation, Run Later
Driver Operation Types and Other Process Types	**CAUTION:** Oracle recommends that only experienced Database Administrators use the Driver Operations Types or Other Process Types options. Modifications to the Driver Operation Types or Other Process Types may have a profound impact your applications, and may corrupt your model or data.
Alt+1	Calculate, Driver Operation Types, Add driver operation type
Alt+2	Calculate, Driver Operation Types, Edit driver operation type

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Table 3-284   (Cont.) Detailed Profitability Calculate Task Area

Keys	Action
Alt+4	Calculate, Driver Operation Types, Delete driver operation type
Alt+7	Calculate, Driver Operation Types, Restore Deleted Defaults
Alt+8	Calculate, Driver Operation Types, Restore All Defaults
Alt+4	Calculate, Other Process Types, Edit Other Process Type
Alt+8	Calculate, Other Process Types, Restore All Defaults

Detailed Profitability Job Process Task Area

Table 3-285   Detailed Profitability Job Process Task Area

Keyboard Shortcut	Function
Alt+0 anytime to display options	Information Pane
Ctrl+Alt+L	Jobs Status: Job Library
Alt+4	Jobs Status, Job Library, Delete job
Alt+5	Jobs Status, Job Library, Stop job
Ctrl+Alt+F	Jobs Status: Manage Task Flow - Enter criteria to view taskflow summary
Ctrl+Alt+U	Jobs Status: Search Process: Enter criteria to view status for a selected taskflow
Ctrl+Alt+V	Jobs Status: Search Task - Select criteria from My Tasks to view details.