

Oracle® Banking Corporate Lending Accessibility User Guide



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1 Oracle Banking Corporate Lending Accessibility

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Preface

This topic contains the following sub-topics:

- [Introduction](#)
- [List Of Topics](#)
- [Conventions](#)
- [Symbols, Definitions and Abbreviations](#)
- [Related Resources](#)

Introduction

This manual is designed to help you quickly get acquainted with the basic accessibility features in Oracle Banking Corporate Lending.

List Of Topics

This guide is organized into the following topics.

Table 1 List of Topics

| Topics | Description |
|--|--|
| Preface | It lists the various chapters covered in this User Manual. |
| Oracle Banking Corporate Lending Accessibility | This topic provides an overview of keyboard navigation. |

Conventions

The following text conventions are used in this document:

Table 2 Conventions and Meaning

| Convention | Meaning |
|-----------------|--|
| boldface | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary. |
| <i>italic</i> | Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values. |





Table 2 (Cont.) Conventions and Meaning

| Convention | Meaning |
|------------|--|
| monospace | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter. |

Symbols, Definitions and Abbreviations

The following are some of the Symbols you are likely to find in the manual:

Table 3 Symbols

| Icons | Functions |
|---|-------------|
|  | Exit |
|  | Add row |
|  | Delete row |
|  | Option List |

The images used in the documentation are of illustration purpose and need to be used only for reference.

For more information, refer to *Accessibility User Manual*.

Related Resources

For more information, refer *Procedures User Manual*.

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Oracle Banking Corporate Lending Accessibility

This topic provides an overview of the Oracle Banking Corporate Lending Accessibility. This topic contains the following sections:

- [Keyboard Navigation](#)

1.1 Keyboard Navigation

This topic provides an overview of keyboard navigation. In Oracle Banking Corporate Lending, the following keys are used for navigation.

Table 1-1 Navigation Keys

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

The common tasks and the keyboard navigation used in Oracle Banking Corporate Lending are discussed under the following headings. For more information on the common operations in Oracle Banking Corporate Lending, refer to the *Procedures User Guide*.

Hot keys for Detail Screen Operations

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

Table 1-2 Navigation Keys

| Task | Navigation Keys | Description |
|-------|---------------------|-----------------------------|
| New | Ctrl+N | To create a new record |
| Save | Ctrl+S | To save a record |
| Copy | Ctrl+Shift+C | To copy the selected record |
| Close | Ctrl+Shift+Y | To close a record |

Table 1-2 (Cont.) Navigation Keys

| Task | Navigation Keys | Description |
|---------------|---------------------|-----------------------------------|
| Authorize | Ctrl+Shift+Z | To authorize the selected record |
| Delete | Ctrl+D | To delete the selected record |
| Unlock | Ctrl+U | To unlock the selected record |
| Reopen | Ctrl+R | To reopen the selected record |
| Reverse | Ctrl+E | To reverse the selected record |
| Rollover | Ctrl+Shift+V | To rollover the selected record |
| Liquidate | Ctrl+Q | To liquidate the selected record |
| Hold | Ctrl+H | To hold the selected record |
| Generate | Ctrl+B | To generate the selected record |
| Print | Ctrl+P | To print the selected record |
| View | Ctrl+J | To view the selected record |
| Enter Query | F7 | To enter query in a detail screen |
| Execute Query | F8 | To execute an entered query |

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

Use of the following navigation keys pop up separate windows that contain the respective details for a selected field on a detailed screen.

Table 1-3 Navigation Keys

| Task | Navigation Keys | Description |
|----------------------------------|---------------------|---|
| Field Level Help | F1 | To open the field level help window |
| Open LOV/Calender/ Popup-Edit | F4 | To open an LOV, Calender or popup-edit window |
| Customer Instructions | F6 | To open a customer instructions window |
| Customer Image | F10 | To open a customer image window |
| Customer Balance | F11 | To open a customer balance window |
| Customer Signature | F12 | To open a customer signature window |
| Display Till Content | Ctrl+Shift+T | To open a till content window |

Hot Keys for Summary Screen Operations

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

Table 1-4 Navigation Keys

| Task | Navigation Keys | Description |
|--------|-----------------|---------------------------------------|
| Export | Ctrl+E | To export the data in an excel format |

Table 1-4 (Cont.) Navigation Keys

| Task | Navigation Keys | Description |
|----------------|-----------------|---|
| Reset | Ctrl+R | To reset the fields to enter a new criteria |
| Advance Search | Ctrl+Q | To open the advance search window |
| Clear All | Ctrl+L | To clear all the data entered for search criteria |
| Refresh | Ctrl+H | To refresh the record with the same criteria |
| Saved Queries | F7 | To get the list of saved queries |
| Execute Query | F8 | To execute query |

Navigation Keys for Accessing Tabs in Landing Page

The navigation keys are used in different browsers in combination with a specific browser modifier key/key combination. You can navigate between the tabs and links on the landing page using the respective navigation key along with the browser modifier key.

Table 1-5 Browser Modifier Keys

| Browser | Modifier Keys | Description |
|-----------------|-------------------------|--|
| Mozilla Firefox | Alt+Shift | Prefix Alt+Shift key to the navigation key to execute the required task. |
| Google Chrome | Alt or Alt+Shift | Prefix Shift+Esc key to the navigation key to execute the required task. |
| Safari | Alt or Alt+Shift | Prefix Alt or Alt+Shift key to the navigation key to execute the required task. |

Table 1-6 Landing Page Tab Navigation Keys

| Task | Navigation Key | Description |
|----------------------------|----------------|-----------------------------------|
| Access Keys Information | 0 | To view access keys information |
| Refresh Landing Page | 1 | To refresh landing page |
| Minimize or Maximize Menu | 2 | To minimize or maximize the menu |
| Drill down Main Navigation | 3 | To drill down the main navigation |
| Minimize | 6 | To minimize the selected window |
| Close | 7 | To close the selected window |
| Branch | B | To change branch drop-down |
| Customer | C | To access the customer tab. |

Table 1-6 (Cont.) Landing Page Tab Navigation Keys

| Task | Navigation Key | Description |
|------------------|----------------|---|
| Field Level Help | E | To open a field level help |
| Fast Path | F | To access this field to provide the function id |
| Sign Off | G | To sign off from the application. |
| Home | H | To shift focus to the home page |
| Interactions | I | To shift focus to the interactions tab |
| Window | N | To access the window option |
| Preferences | P | To shift focus to the preferences tab |
| Tasks | T | To shift focus to the tasks tab |
| Workflow | W | To shift focus to the workflow tab |

 **Note:**

Once the focus is on the home tab, you can navigate the tabs using right or left arrows keys.

Hot Keys to Access Dashboards

The dashboards are arranged in a specific order. You can shift the focus by using the respective navigation keys.

Table 1-7 Navigation Keys

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

Calendar Navigation Keys

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

Table 1-8 Navigation Keys

| Task | Navigation Keys | Description |
|----------------|------------------|---|
| Previous Year | Home | To go to the previous year in the calendar |
| Previous Month | Page Up | To go to the previous month in the calendar |
| Next Month | Page Down | To go to the next month in the calendar |
| Next Year | End | To go to the next year in the calendar |

Hot Keys for Close Operations

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

Table 1-9 Navigation Keys

| Task | Navigation Keys | Description |
|-------------------------|-----------------|--|
| LOV/Calendar/Popup-Edit | Esc | To close the LOV, Calendar, or Popup-Edit window |
| Screen/Sub Screen | Ctrl+W | To close the open screen or sub screen |

Other Operations

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

Table 1-10 Navigation Keys

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

Grid Operations Navigation Keys

A multiple entry table grid in Oracle Banking Corporate Lending refers to a set of fields in a tabular format where you can add more rows or delete existing rows as required to capture the details. In a multiple-entry table grid on a given screen, you can use the following hot keys to navigate between rows and columns. These hot keys can be used when the multiple entry table grid is in edit mode.

Table 1-11 Navigation Keys

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

Summary Screen or LOV Grid Navigation Keys

You can view the queried records on the summary screen. You can navigate using the following navigation keys.

Table 1-12 Navigation Keys

| Task | Navigation Keys | Description |
|---------------|------------------|----------------------------|
| First Page | Home | To go to the first page |
| Previous Page | Page Up | To go to the previous page |
| Next Page | Page Down | To go to the next page |
| Last Page | End | To go to the last page |

Layout Table Navigation Keys

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

Table 1-13 Navigation Keys

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

Navigation Keys for Customer Landing Page

You can navigate within the customer landing page using the following navigation keys:

Table 1-14 Navigation Keys

| Task | Navigation Keys | Description |
|--|------------------------------|---|
| Moving to next Account Tab or Customer Details Tab | Ctrl+Shift+Page- Down | To navigate to the next accounting tab within the customer landing page if account tabs are open. If the last tab is reached, next navigation will be to the customer detail tab. |
| Moving to previous Account Tab or Customer Details Tab | Ctrl+Shift+PageUp | To navigate to the previous opened tab within the customer landing page if account tabs are open. If the first tab is reached, next navigation will be to the last account tab. |

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