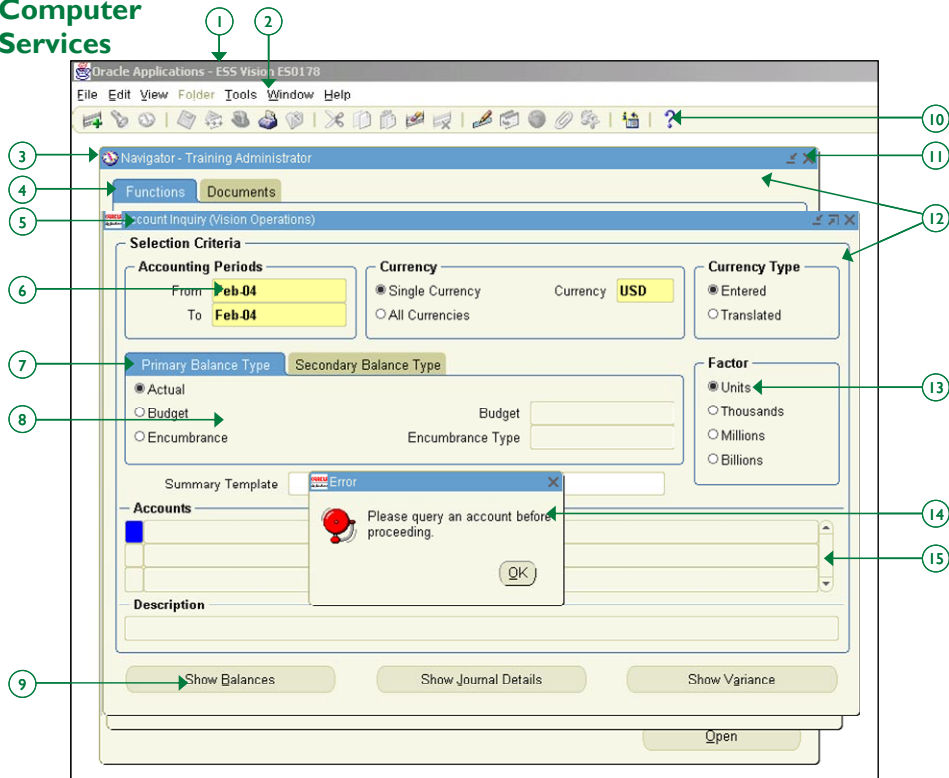




Training & Consultancy for Business People

Oracle Navigation

Computer Services



ORACLE APPLICATIONS

- Title Bar**—This shows you the name of the application and active instance. Double-click the Title bar to toggle between Maximise and Restore.
- Menu Bar**—Click on a name to see the menu, or use the ALT key together with the underlined letter from the menu name. The Tools menu changes depending on your active form within the application.
- Navigator Window**—The Navigator window is always present during your session of Oracle Applications and displays the name of your current responsibility in its window title. Use this window to navigate to a form (screen) so you can perform a specific business function.
- Navigator Region Tabs**—The **Functions** tab displays all of the applications functions that you can access for the responsibility that you selected. The **Documents** tab allows you to create links to individual documents such as purchase invoices or journals.
- Window Title**—Each window within the application has its own title bar. If your window is not maximised, you can use the Title Bar to drag the window to a new position.
- Field**—An area in a form that displays data or enables you to enter data.
- Region Tab**—A collection of regions that occupy the same space in a window where only one region can be displayed at a time

- Region**—A logical grouping of fields set apart from other fields by a box outline.
- Button**—An element on the screen that performs an action when you click it.
- Toolbar**—The toolbar contains shortcuts to many common functions. Hold your mouse above a toolbar icon to see its name.
- Close**—Click the [X] button to close a window. If you close the Navigator window you will exit the Oracle Application.
- Windows**—You can have many windows open within the Oracle Applications window. Use the Window menu to switch between your open windows.
- Option Buttons**—These allow you to make a single selection from a number of options within an option group.
- Modal Window**—A window that requires you to respond before you can continue using the application.
- Scrolling Region**—A region that contains a vertical scroll bar to allow you to view many records.

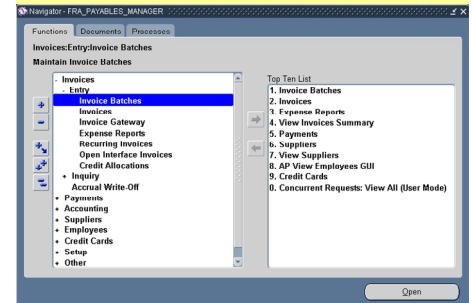
RESPONSIBILITIES

Each user has at least one responsibility. A responsibility grants access to a specific set of data, menus and forms, typically found in a single Oracle module such as General Ledger or Accounts Payable, and for a specific Set of Books or Business Unit.

Choose your initial responsibility from your Home Page. Within the Oracle Applications window, you can change your responsibility by clicking the Switch Responsibilities button, or by choosing File, Switch Responsibility... from the menus.

NAVIGATOR

The Navigator window provides access to all forms for your responsibility via the Navigator menu.



You can expand and collapse the Navigator menu:

- Where a plus sign appears, you can expand to show more menu choices
- Where a minus sign appears, you can collapse to hide menu choices

Double click on the menu selection or click the Open button to open the highlighted form.




















Use the plus and minus buttons on the left hand side to expand and collapse the menu:

- Opens first level of menu selection
- Closes first level of menu selection
- Opens all levels of current menu selection
- Opens all levels of all menu selections
- Closes all levels of all open menu selections

TOP TEN LIST

The top ten list provides a shortcut to your more frequently used menu items. You can change your top ten list as often as needed. It appears each time you select that responsibility.

TOOBAR ICONS

-  New record
-  Show Find window
-  Show Navigator window
-  Save record
-  Advance to next step in Workflow
-  Switch Responsibility
-  Print current screen
-  Close Form
-  Cut to clipboard
-  Copy to clipboard
-  Paste from clipboard
-  Clear record from screen
-  Delete record from database
-  Edit field
-  Zoom to custom drill down form
-  Open Translations window
-  Open Attachments window
-  Open Folder Tools window
-  Display Help for current form

KEYBOARD SHORTCUTS

- New record.....Ctrl-↓
- Save record.....Ctrl-S
- Print current screenCtrl-P
- Close FormF4
- Cut to clipboardCtrl-X
- Copy to clipboardCtrl-C
- Paste from clipboard.....Ctrl-V
- Clear record from screenF6
- Edit field.....Ctrl-E
- Enter query F11
- Run query.....Ctrl-F11
- Count query F12
- Duplicate recordShift-F6
- Duplicate fieldShift-F5
- Show keysCtrl-K
- List of valuesCtrl-L
- HelpCtrl-H

ENTERING DATA


Entering data into Oracle Applications is much like entering data into any database form. You may:

- Highlight data in any field to type over it
- Use your Tab key to move from field to field
- Use a list of values (LOV) to find valid values for certain fields
- Click the Save icon (or press Ctrl-S) to save your data once you've entered the required fields

Oracle uses different field colours to let you know about the type of field:

- Yellow fields - mandatory fields that must be filled in before the form can be saved
- White fields - optional fields that you may put data into. The system doesn't require these fields, but your business processes might
- Grey fields - display-only fields. You cannot edit information in grey fields

LIST OF VALUES

 In Oracle, many fields must be filled in with a value chosen from a List of Values (LOV). Whenever there is a LOV button, you can click that button (or use Ctrl-L) to do a search for values to enter in that field.


You can also enter the part of the value you're searching for directly into the field (using wildcards if necessary) and hit the Tab key on the keyboard. Oracle will automatically search for values that match the entered data. If only one match is found, Oracle will enter the details automatically and move the cursor to the correct field. If more than one match is found, Oracle will display the list of values window, listing all matching entries. This is called a Power List, and provides a very fast method of data entry.

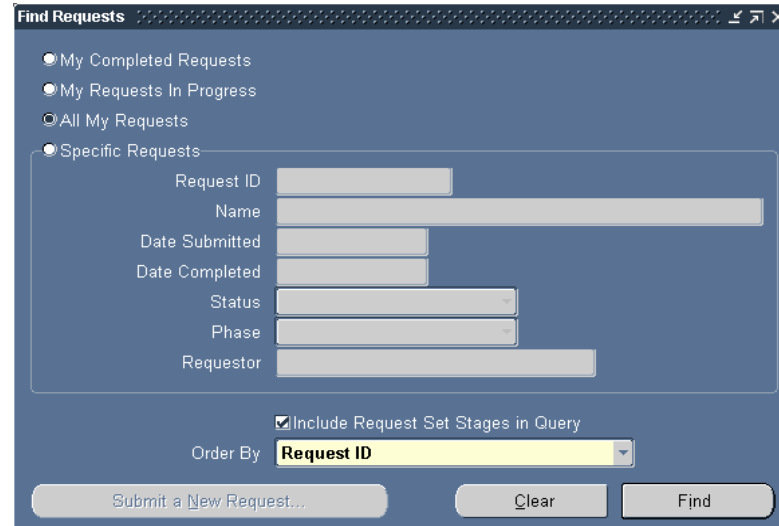
SELECTING MULTIPLE RECORDS

Some forms within Oracle allow you to carry out actions on many records at the same time. You can identify these forms by an Actions button showing the number of selected records (usually Actions...1). To select multiple records for the action:

Required Selection	Action
All records	Choose Edit, Select All from the menus
Block of adjacent records	Click to select the first record, then hold down your Shift key and click on the last record
Non-adjacent records	Click to select the first record, then hold down your Ctrl key and click on other required records

USING FIND

 If you want to search for records in your current block or window, the simplest way to proceed is to use Find. This will usually display a Find window, in which you can enter the criteria to match, then click the Find button. If any of the fields in the Find window have lists of values associated with them, you can use these to validate your search criteria. Find windows often provide ranges in addition to individual field values (e.g. date or value ranges). However, your search is limited to the fields that have been included in the Find window.



USING QUERY

If you want to retrieve a group of records based on more complex search criteria than Find allows, you can use query-by-example (F11). The fields you can use for your criteria are displayed with a blue background when you enter query mode. The search criteria can include specific values, phrases containing wildcard characters, and/or phrases containing query operators (e.g. < or >) to help access the records you need.

If you don't need to retrieve the records from a query-by-example search, but only want to know how many records match your search criteria, you can perform a query count (F12).

In query mode, some lists of values may not be available to you. Others are, although the list of values button is not shown. You can access the list of values using Ctrl-L.

You cannot exit a form while in query mode. You must first cancel the query (F4).