



## Oracle E-Business Suite R11i System Navigation Training

< *Strictly for preview purpose only* >

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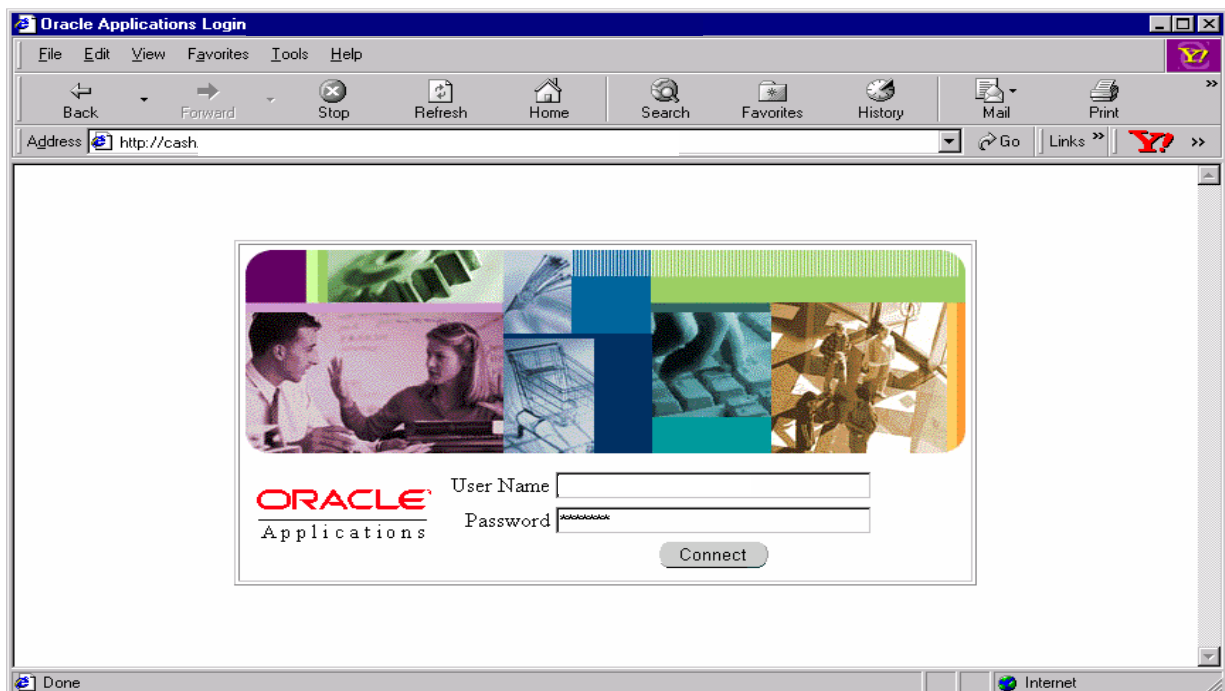
## 1. Introduction

The focus of this document is to give the new user who has no knowledge of Oracle E-Business Suite (EBS) R11i, or also called Oracle Financials ERP, an introduction to basic Oracle functionalities so that they will have minimum knowledge when conducting actual training.

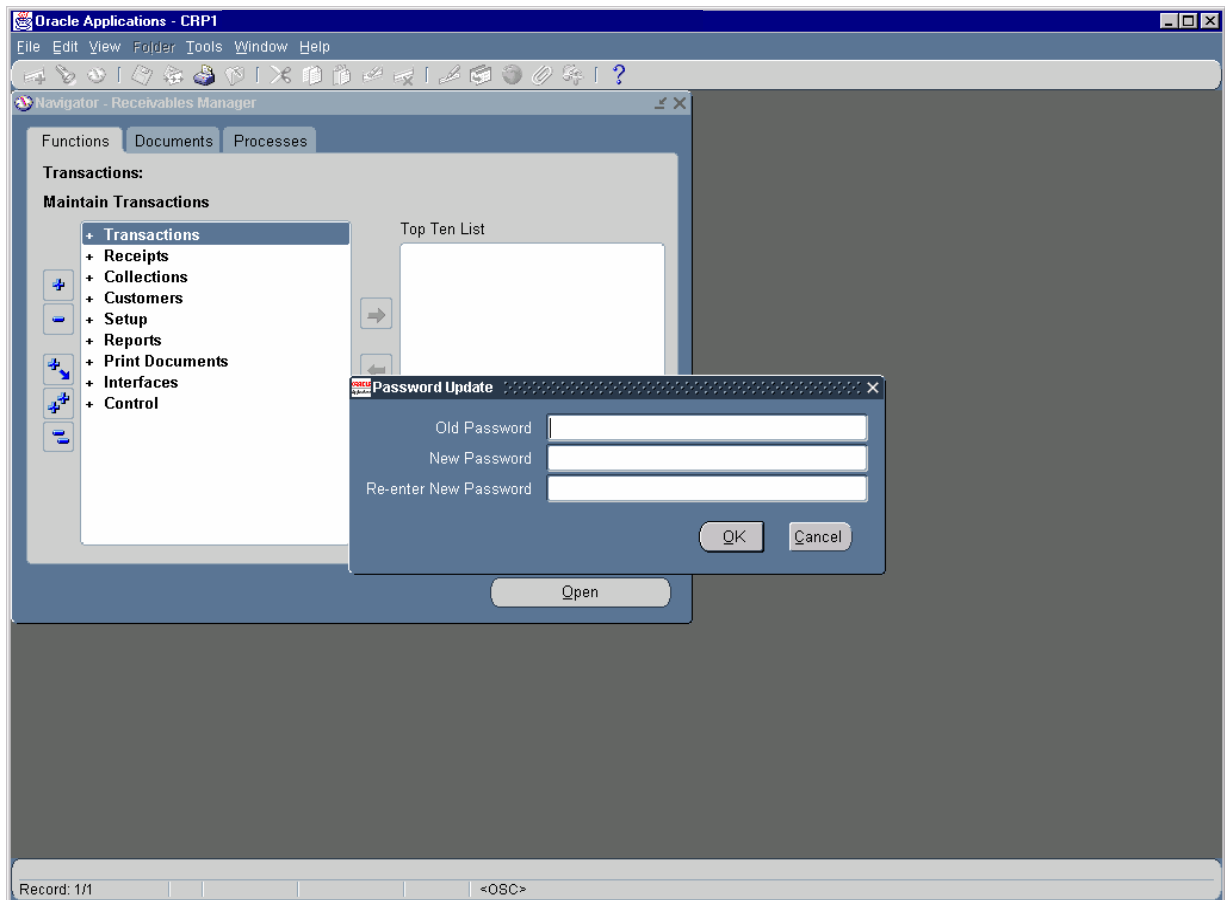
This document is not meant to be comprehensive. The user should be familiar with the following basic;

1. Login / Logout / Change Password
2. Concept of Oracle Responsibility
3. Basic Navigations
4. Understanding Oracle Form structure  
ie. fields, button, List of Values (LOV), region, scrolling etc.
5. Adding, Deleting, Saving records
6. Basic Oracle key strokes i.e. find data
7. Run and Print Oracle Report.

## 2. System Access and Login

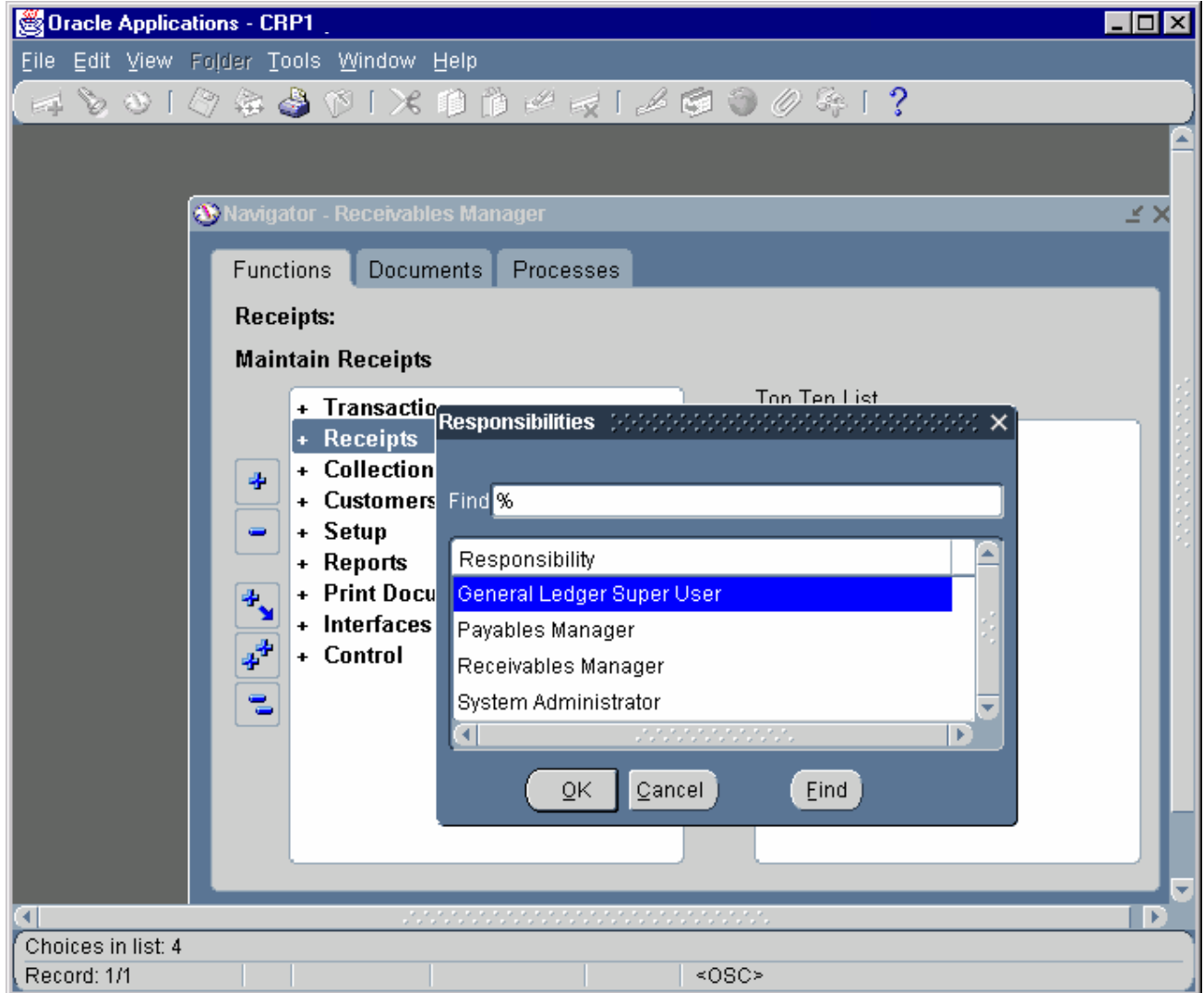


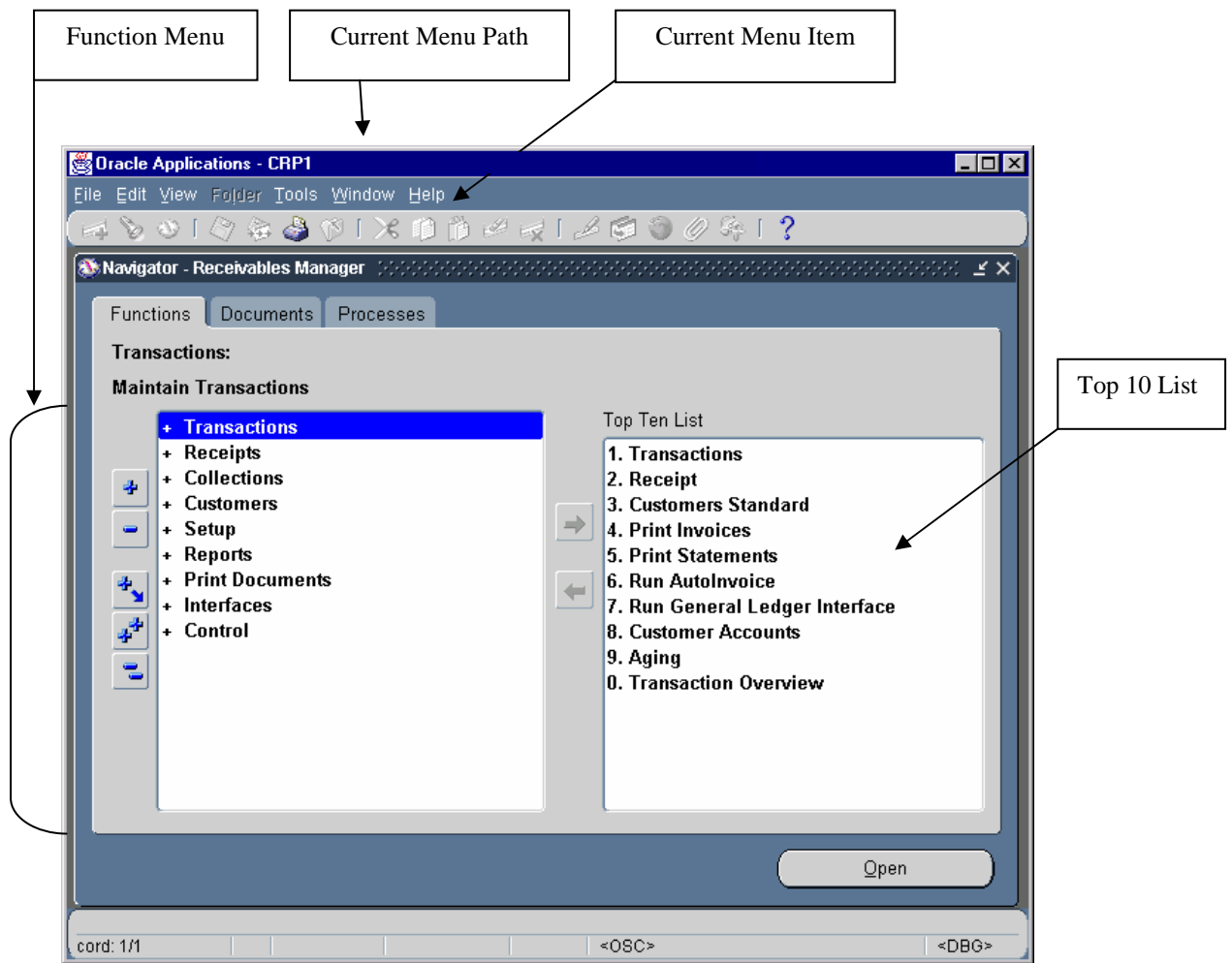
Oracle EBS will prompt users to change password for the first time log on:



### 3. System Navigations

Change user responsibilities to access different system functionalities.





\* Top 10 List - Short list of up to 10 items that you use most often from your Navigator

Below is an enlarged menu bar of Oracle EBS.



Standard key strokes or hotkeys or shortcut keys are tabulated below:

Function	Keyboard Shortcut
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Down	Down Arrow
Duplicate Field	Shift+F5
Duplicate Record	Shift+F6
Edit	Ctrl+E
Enter	Enter
Enter Query	F11
Execute Query	Ctrl+F11
Exit or Cancel	F4
Insert Record	Ctrl+Down
List of Values	Ctrl+L

Function	Keyboard Shortcut
Next Block	Shift+PageDown
Next Field	Tab
Next Primary Key	Shift+F7
Next Record	Down
Next Set of Records	Shift+F8
Previous Block	Shift+PageUp
Previous Field	Shift+Tab
Previous Record	Up Arrow
Print	Ctrl+P
Save	Ctrl+S
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+K
Up	Up Arrow
Update Record	Ctrl+U

## 4. System Reports Submissions

Submit Request

Run this Request...

Name **Tax Audit Trail** Copy...

Parameters **Operating Unit.PSP/CE\_OU.....Tax Code**

Language **American English** Languages...

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

Save all Output Files

Notify

Print to **noprint** Options...

Help (B) Submit Cancel

- Select the Report / Program Name
- Specify the report parameters.
- Click on Submit button.

**This document is solely for preview purpose.**

**For more details about our Oracle E-Business Suite project implementation, technical developments and training services, please logon to:**

[1] <http://www.wamp-it.com/>

[2] <http://www.wamp-it.com/oracle-erp-ebusiness-training.html>

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