

HP Asset Manager

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Accessibility Options

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Introduction

Who are the accessibility options intended for?

The accessibility options are intended for users who encounter difficulties viewing the standard Asset Manager user interface in Windows.

What are the accessibility options used for?

The accessibility options are used at different levels:

- [Modifying the visual aspect](#) [page 11]
- [Screen reader software](#) [page 13]
- [Mouseless navigation](#) [page 19]

How to use this guide

Modifying the visual aspect

This chapter explains how to configure the Asset Manager display options in order to improve visual comfort.

Screen reader software

This chapter includes information on the following points:

- Supported screen readers [page 13]
- Configuring Asset Manager to associate it with a screen reader [page 13]
- Configuring JAWS so that it translates visual information in Asset Manager into appropriate sound information [page 14]
- Customizing the behavior of JAWS [page 15]

Mouseless navigation

This chapter explains how to navigate in the Asset Manager Windows client without using a mouse.

Conventions used in this guide

What follows is a list of the conventions that we use in this guide

Convention	Description
Java Script Code	Example of the code or command
Fixed-width characters	DOS command, function parameter or data format
...	Portion of omitted code or command.
Note:	Informative note
Extra information	
Important:	Important information for the user
Be careful...	
Tip:	Tip
User tip	
Warning:	Extremely important information for the user
Exercise caution	
Object	Asset Manager interface object: menu, menu entry, tab or button.

The following conventions are also used:

- The steps that we ask you to follow are listed in a defined ordered (in a numbered list). For example
 - 1 First step
 - 2 Second step
 - 3 Third and last step

- All illustrations and tables are numbered according to the chapter in which they appear and the order in which they appear in that chapter. For example, the title of the fourth table of chapter two will be prefixed by **Table 2-4**.

1 Modifying the visual aspect

To improve your visual comfort, you can modify certain options in the Asset Manager Windows client:

- 1 Start the Asset Manager Windows client.
- 2 Connect to your database.
- 3 Display the options (**Edit/ Options** menu).
- 4 Modify the display options that can improve your visual comfort.

These options are located in the following branches:

- **Accessibility**
- **Display**
- **Edit/ Colors**
- **Lists**

- 5 Exit the Asset Manager Windows client to save these options.

2 Screen reader software

This chapter explains how to associate the Asset Manager Windows client with a screen reader.



Note:

The help on fields and links, as well as the on-line help are recognized by screen reader software.

Supported screen readers

Asset Manager uses the **MSAA** standard to act as a server.

Software using this standard can act as MSAA clients of Asset Manager.

In particular, this is the case of:

- Microsoft Narrator
- Freedom Scientific JAWS

Configuring Asset Manager to associate it with a screen reader

- 1 Start the Asset Manager Windows client.
- 2 Connect to your database.

- 3 Display the options (**Edit/ Options** menu).
- 4 Modify the following options if appropriate:
 - **Accessibility/ Modify the title of the application**
 - Options in the **Accessibility/ Screen reader tools/ MSAA** branch
- 5 Exit the Asset Manager Windows client to save these options.

Configuring Asset Manager to associate it with JAWS

- 1 Start the Asset Manager Windows client.
- 2 Connect to your database.
- 3 Display the options (**Edit/ Options** menu).
- 4 Set the **Accessibility/ Screen reader tools/ JAWS/ Publish the Windows classes of the application** option to **Yes**.
- 5 Exit the Asset Manager Windows client to save these options.

This configuration makes it possible to map the Asset Manager classes and the standard Windows classes.

JAWS is thus able to correctly identify the Asset Manager classes, thus enabling the scripts that we have provided.

You can modify these scripts.

Note:

In the standard Windows terminology, a **window class** is a set of attributes that are used as a template by Windows to display a **window**.

The term **window** designates all types of objects that can be displayed: Frame, label, edit zone, etc.

Each Windows **class** is associated with a procedure that processes all objects of the same class in the same way (behavior and display).

To avoid any confusion between the terms **window** and **screen**, we will use the term **class** to designate the objects displayed by Windows.

Configuring JAWS so that it translates visual information in Asset Manager into appropriate sound information

- 1 Install JAWS on the same computer as the Asset Manager windows client.
- 2 Start a Windows Explorer.

- 3 Go to the JAWS sub-folder of the Asset Manager installation folder.

Example:

```
C:\Program Files\HP\Asset Manager 9.30 xx\jaws
```

- 4 Copy the contents of the JAWS sub-folder (am.* files) to the Clipboard
- 5 Go to the settings sub-folder of the JAWS installation folder.
- 6 Go to one of the following sub-folders:

- If you are using JAWS in English (**Language/ JAWS Language/ English** menu in JAWS): ENU sub-folder

Example: C:\Program Files\JAWS451\SETTINGS\ENU.

- If you are using JAWS in French (**Language/ JAWS Language/ French** menu in JAWS): FRA sub-folder

Example: C:\Program Files\JAWS451\SETTINGS\FRA.

- 7 In this sub-folder, paste the files you have copied.

Using these files, JAWS is able to recognize the nature of the information coming from Asset Manager and translate it into appropriate sound information.

Customizing the behavior of JAWS

JAWS enables you to customize the way in which it translates visual information into sound information.

Refer to the JAWS documentation for instructions.

Advanced use: JAWS scripting and class mapping

To know the name of an Asset Manager class to be processed with JAWS:

- 1 Start the Asset Manager Windows client.
- 2 Connect to the database to be configured.
- 3 Display the options (**Edit/ Options** menu).
- 4 Activate the **Accessibility/ Screen reader tools/ JAWS/ Register the Windows application classes in a JCF file** and enter the full path of the file that will store the names of the classes displayed by Asset Manager.
- 5 Exit the Asset Manager Windows client to save these options.
- 6 Start the Asset Manager Windows client.
- 7 Connect to your database.
- 8 Display the objects whose class names you want to know.

The names and descriptions of the classes are saved in the file defined by the **Accessibility/ Screen reader tools/ JAWS/ Register the Windows application classes in a JCF file** option.

The saved file respects the JAWS JCF format.



Warning:

The classes are only registered once they are displayed during an Asset Manager session.

To re-register a class, exit then relaunch Asset Manager; The classes will register again.

Customizable files reference

- `am.jcf`: Mapping table (lookup table) of Asset Manager classes and standard Windows classes (as recognized by JAWS)
- `am.jsm`: Text of messages used in the form of variables in `am.js`
- `am.js`: JAWS customization script for Asset Manager
- `am.jsb`: Compiled version of `am.js`
- `am.jkm`: Mapping table (lookup table) of keyboard shortcuts and script functions in `am.js`

Using screen reader software

Refer to the documentation of your screen reader for details on how to use this.

Testing with Microsoft Narrator

- 1 Start the Asset Manager Windows client.
- 2 Connect to the demonstration database.
- 3 Display the options (**Edit/ Options** menu).
- 4 Set the **Accessibility/ Screen reader tools/ MSAA compliance/ Notify activation of an MDI window** option to **Yes**.
- 5 Populate the **Accessibility/ Modify the title of the application** option.
- 6 Exit the Asset Manager Windows client to save these options.

- 7 Start Microsoft Narrator (hold down both the **Windows** and **U** keys, then start Microsoft Narrator).
- 8 Start the Asset Manager Windows client.
- 9 Connect to the demonstration database.
- 10 Perform several test manipulations with Asset Manager.

3 Mouseless navigation

This chapter explains how to navigate without using a mouse in the Asset Manager Windows client.

Conventions:

- **Button:** Graphical element of a dialog box
- **Activate a button:** This consists of pressing **Enter** or **Return** to execute the action corresponding to the button
- **Key:** Keyboard element
- **Pressing a key:** Consists simply of depressing a keyboard key

For more information on navigating in Asset Manager: ► **Asset Manager - User Interface** guide, chapter **First steps with Asset Manager**.

The following is an example of reading tables taken from the table [Mouseless navigation - General functions](#) [page 20]:

Intended action (followed by the context)	Corresponding manipulations
Refresh caches (Application window)	Keyboard: Control + F5

Desired action: **Refresh the caches**.

To do this, you must first select an object in the **Application window**. Doing this defines the context of the action.

Once the focus is placed on the required context, you can perform the described manipulation: Press the **Ctrl + F5** key combination.

General functions

Table 3.1. Mouseless navigation - General functions

Intended action (followed by the context)	Corresponding manipulations
Start the Asset Manager Windows client	<div>1 The Windows key</div> <div>2 Start/ Programs/ HP/ Asset Manager 9.30 <language>/ Client menu</div>
Connect to an Asset Manager database	<div>1 Start the Asset Manager Windows client</div> <div>2 Populate the Connection, Login and Password fields</div> <div>3 Activate the Open button</div> <div>4 Asset Manager sometimes displays a dialog box just after connection. A sound signal warns you of this. If this signal is not accompanied by a sound, the dialog box might not be activated. Press the Alt + Tab key combination to enable the dialog box.</div>
Refresh caches (Application window)	Keyboard: Control + F5
Print (Application window)	Keyboard: Control + P
Display the online Help (Application window)	Keyboard: F1 General menu: Help/ Index
Exit the Asset Manager Windows client (Application window)	Keyboard: Alt + F4

Menus

Table 3.2. Mouseless navigation - Menus

Intended action (followed by the context)	Corresponding manipulations
Display the Resize and Move menu of the Asset Manager application window (Application window, no window within the application open)	Keyboard: Press and release the Alt, Down arrow and Up arrow keys successively

Intended action (followed by the context)	Corresponding manipulations
Display the Resize and Move menu of a window within the Asset Manager application window (Window)	Keyboard: Press and release the Alt , Down arrow and Up arrow keys successively
Select the menu bar (Application window)	Keyboard: Alt
Move from one option to another in the menu bar (Menu bar option or menu entry)	Keyboard: Left arrow or Right arrow
Display the drop-down menu of an option in the menu bar (Menu bar option)	Keyboard: Down arrow or Enter
Display a shortcut menu (Window component)	Keyboard: Shift + F10 or Menu
Move within a drop-down menu (Menu entry)	Keyboard: Up arrow or Down arrow
Display the shortcut menu enabling you to add, duplicate or delete a link appearing as a sub-tab	<p>Displaying the shortcut menu that enables you to add, duplicate, or delete a link is not practical when the links are displayed in the form of sub-tabs.</p> <p>We recommend displaying the links in list form:</p> <ol style="list-style-type: none"> 1 Select any component of the current tab (except for the name of the tab itself) 2 Shortcut menu: Display in list-form

Record list and detail windows

Table 3.3. Mouseless navigation - List/ Detail windows

Intended action (followed by the context)	Corresponding manipulations
Display the detail only (List/Detail window)	Keyboard: F7 General menu: Window/ Detail only Shortcut menu: Detail only
Display the list only (List/Detail window)	Keyboard: F6 General menu: Window/ List only Shortcut menu: List only
Display the list and the detail (List/Detail window)	Keyboard: F8 General menu: Window/ List and detail Shortcut menu: List and detail

Intended action (followed by the context)	Corresponding manipulations
Refresh the information in the list and detail (List/Detail window)	Keyboard: F5 General menu: Window/ Refresh
Move the separator between the list and the detail (List/Detail window)	Keyboard: <ol style="list-style-type: none"> 1 Enable moving the separator bar by pressing the F8 key 2 Press the Up arrow and Down arrow keys to move the separator bar up or down 3 Confirm the new position of the separator by pressing Enter

Record lists

Table 3.4. Mouseless navigation - Main record lists

Intended action (followed by the context)	Corresponding manipulations
Create a record (List zone)	Keyboard: Insert
Delete a record (List zone)	Keyboard: Del
Select the current record in the list zone (List/Detail window)	Keyboard: Alt + F6 Shortcut menu: Navigate to/ List
Displaying the records in the list without tree structure (List zone)	General menu: Window/ Table view Shortcut menu: Table view
Displaying the records in the list with tree structure (List zone)	General menu: Window/ Tree view Shortcut menu: Tree view
Select the record at the start of the list (taking all filters and sorts into account) (List/Detail window or list zone only)	Keyboard: <ul style="list-style-type: none"> ■ Control + F11 ■ Home General menu: Edit/ Start
Select the record at the end of the list (taking all filters and sorts into account) (List/Detail window or list zone only)	Keyboard: <ul style="list-style-type: none"> ■ Control + F12 ■ End General menu: Edit/ End
Select the next record in the list (List/Detail window)	General menu: Edit/ Next
Select the previous record in the list (List/Detail window)	General menu: Edit/ Previous

Intended action (followed by the context)	Corresponding manipulations
Display the previous list page (taking all filters and sorts into account) (List zone)	Keyboard: Page up
Display the next list page (taking all filters and sorts into account) (List zone)	Keyboard: Page down
Load the previous set of records (List zone)	Shortcut menu: Load next/ Downward
Load the next set of records (List zone)	Shortcut menu: Load next/ Upward
Add a field or a link in the form of a column in the list zone (Field or link edit zone)	Shortcut menu: Add this column to the list
Remove a field or link from the columns in a list zone (Column)	Shortcut menu: Utilities/ Remove this column
Modify the width of columns in order to fill the exact width of the window. The space taken up by each individual column remains in proportion with the other columns. (List zone)	Keyboard: F9
Adjust the width of columns according to the width of the largest item of text contained in the column (for those records loaded in memory). (List zone)	Keyboard: Control + F9
Search for a record (taking all filters and sorts into account) (List zone sorted on the columns to be explored)	Keyboard: Control + G Shortcut menu: Go to
Select all records in a list (List/Detail window)	Keyboard: Control + A General menu: Edit/ Select all
Select a group of records (First selected record in the list zone)	Keyboard: Hold down the Shift key and extend the selection using the Down arrow or the Up arrow
Configure a record list (List zone)	Shortcut menu: Utilities/ Configure list
Add a simple filter to a list (List or List/Detail window zone)	General menu: <Table name>/ Simple filter or <Table name>/ And/ Simple filter Shortcut menu: Simple filter or And/ Simple filter
Add a simple filter to a field or a list (Field edit zone)	Shortcut menu: Filter on this field

Intended action (followed by the context)	Corresponding manipulations
Add a simple filter to a link or a list (Link edit zone)	Shortcut menu: Filter on this link
Add a query filter to a list (Field or link edit zone)	General menu: <Table name>/ Query filter or <Table name>/ And/ Query filter Shortcut menu: Query filter or And/ Query filter
Group the records by a field (Field edit zone)	Shortcut menu: Group by this field
Group the records by a link (Link edit zone)	Shortcut menu: Group by this link
Refresh the status bar of the list (List zone)	Shortcut menu: Utilities/ Refresh status bar

Table 3.5. Mouseless navigation - Lists within tabs

Intended action (followed by the context)	Corresponding manipulations
Display the list in the form of tabs (not recommended when using the mouse) (List zone)	Shortcut menu: Display in tab-form
Display the list in table form (recommended for ease of use with the mouse) (List zone)	Shortcut menu: Display in list-form
Add a link (List zone)	Shortcut menu: Add a link
Duplicate a link (List zone)	Shortcut menu: Duplicate linked record
Delete a link (List zone)	Shortcut menu: Delete link
View detail of link (List zone)	Shortcut menu: Show detail of link
Copy links (List zone)	Control + C key combination Edit/ Copy menu
Cut links (List zone)	Keyboard: 1 Control + X key combination 2 Modify button General menu: 1 Edit/ Cut menu 2 Modify button

Intended action (followed by the context)	Corresponding manipulations
Paste links (List zone)	Keyboard: 1 Control + V key combination 2 Modify button
	General menu: 1 Edit/ Paste menu 2 Modify button
Delete links (List zone)	Keyboard: 1 Delete key 2 Modify button
	General menu: 1 Edit/ Delete menu 2 Modify button

Table 3.6. Mouseless navigation - Lists in table form

Intended action (followed by the context)	Corresponding manipulations
Display a list in table form (List/Detail window)	Keyboard: Control + L
Select the previous record (taking all filters and sorts into account) (List/Detail window or list zone only)	Keyboard: ■ F11 ■ Up arrow
Select the next record (taking all filters and sorts into account) (List/Detail window or list zone only)	Keyboard: ■ F12 ■ Down arrow

Table 3.7. Mouseless navigation - Lists in tree form

Intended action (followed by the context)	Corresponding manipulations
Display a list in tree form (List/Detail window)	Keyboard: Control + T
Unfold a whole list displayed in tree form (List displayed as tree structure zone)	Shortcut menu: Unfold/ Two levels (or Three levels or All)
Fold a whole list displayed in tree form (List displayed as tree structure zone)	Shortcut menu: Unfold/ One level

Intended action (followed by the context)	Corresponding manipulations
Activate or deactivate Left arrow and Right arrow keys to unfold or fold a node in a tree structure (Application window)	General menu: 1 Edit/ Options menu 2 Select the Lists/ Arrow keys used to open/close nodes in tree structures option 3 Set this option to Yes
Navigation when the Lists/ Arrow keys used to open/close nodes in tree structures option (Edit/ Options menu) is selected	
Unfold a tree node (Tree-structured list)	Keyboard: Right arrow
Fold a tree node (Tree-structured list)	Keyboard: Left arrow
Select the parent (Tree-structured list)	Keyboard: Left arrow
Select the next visible record (Tree-structured list)	Keyboard: Down arrow
Select the previous visible record (Tree-structured list)	Keyboard: Up arrow
Select the next column (Tree-structured list)	Keyboard: Shift + Right arrow
Select the previous column (Tree-structured list)	Keyboard: Shift + Down arrow
Navigation when the Lists/ Arrow keys used to open/close nodes in tree structures option (Edit/ Options menu) is cleared	
Select the next column (Tree-structured list)	Keyboard: Right arrow
Select the previous column (Tree-structured list)	Keyboard: Left arrow
Unfold a node in the list displayed in tree form (Node)	Keyboard: +
Fold a node in the list displayed in tree form (Node)	Keyboard: -
Fully unfold a node in the list displayed in tree form (Node)	Keyboard: *
Fully fold a node in the list displayed in tree form (Node)	Keyboard: /

Record details

Table 3.8. Mouseless navigation - Record detail

Intended action (followed by the context)	Corresponding manipulations
Select the first field or link of a detail zone (List/Detail window)	Keyboard: Alt + F7 Shortcut menu: Navigate to/ Detail
Select the next field or link (Field or link edit zone)	Keyboard: Tab
Select the previous field or link (Field or link edit zone)	Keyboard: Shift + Tab
Select the name of a tab or sub-tab (List/Detail window)	Keyboard: Hold down thhe Tab key until the name of the tab or the sub-tab is selected
Select the next tab (Any component of the current tab (tab, field, link or button name, for example) except the components of the sub-tabs of the current tab)	Keyboard: Control + Page down
Select the next tab (Name of the tab)	Shortcut menu: Next tab
Select the previous tab (Any component of the current tab (tab, field, link or button name, for example) except the components of the sub-tabs of the current tab)	Keyboard: Control + Page up
Select the previous tab (Name of the tab)	Shortcut menu: Previous tab
Configure the tab (Title of a tab or record zone)	General menu: Tools/ Configure tabs Shortcut menu: Configure tabs
Select the first button of the button zone (List/Detail window)	Keyboard: Alt + F8 Shortcut menu: Navigate to/ Buttons
Select the next button (Button)	Keyboard: Tab
Select the previous button (Button)	Keyboard: Shift + Tab
Activate a button (Button)	Keyboard: Enter

Table 3.9. Mouseless navigation - Fields and links of a detail

Intended action (followed by the context)	Corresponding manipulations
Select a value in a drop-down list (Drop-down list)	Keyboard: Enter

Intended action (followed by the context)	Corresponding manipulations
Configure the field or the link (Field or link edit zone)	Keyboard: Alt + Enter Shortcut menu: Configure object
Display help on the field or link (Field or link edit zone)	Keyboard: Shift + F1 General menu: Help/ Help on this field Shortcut menu: Help on this field
Copy the text from a field or link to the Clipboard (Field or link edit zone)	Keyboard: Control + C General menu: Edit/ Copy
Paste text in a field or link (Field or link edit zone)	Keyboard: Control + V General menu: Edit/ Paste
Cut text in a field or link (Field or link edit zone)	Keyboard: Control + X General menu: Edit/ Cut
Delete text in a field or link (Field or link edit zone)	Keyboard: Del Shortcut menu: Edit/ Delete
Edit a Basic script (Script edit zone)	Keyboard: F4 Shortcut menu: Zoom

Table 3.10. Mouseless navigation - Fields of a detail

Intended action (followed by the context)	Corresponding manipulations
Display the drop-down list used to populate a field (Field edit zone)	Keyboard: Down arrow
Check or clear a checkbox (Checkbox)	Keyboard: Spacebar
Increment by one unit the value of a numeric field (Number field edit zone)	Keyboard: Up arrow
Activate the calculator (Number field edit zone)	Keyboard: Alt + Down arrow
Decrease the value of a numeric field (Number field edit zone)	Keyboard: Down arrow
Edit the value of a currency (Money field edit zone)	Shortcut menu: Edit currency
Set an alarm for a field (Date field edit zone)	Shortcut menu: Edit alarm
Insert the current date and time (Date or date and time field edit zone)	Keyboard: Control + ;

Table 3.11. Mouseless navigation - Links in a detail

Intended action (followed by the context)	Corresponding manipulations
Display the drop-down list used to populate a link (Link edit zone)	Keyboard: Alt + Down arrow
Select a link in a choice window instead of a drop-down list (Link edit zone)	Shortcut menu: Select link
Display the detail of a link (Link edit zone)	Keyboard: F4 Shortcut menu: Show detail of link
Delete a link (Link edit zone)	Shortcut menu: Delete link

Wizards

Table 3.12. Mouseless navigation - Wizards

Intended action (followed by the context)	Corresponding manipulations
Launch the wizard debugger (Wizard being executed)	Keyboard: Shift + F9

Answer call

Table 3.13. Mouseless navigation - Answering calls

Intended action (followed by the context)	Corresponding manipulations
Answer call (Application window)	Keyboard: F2 General menu: Helpdesk/ Answer call
Refresh the information in the help zone straight away (Data-entry zone)	Keyboard: F5
Refresh the information in the data-entry zone straight away (Help zone)	Keyboard: F5

Intended action (followed by the context)	Corresponding manipulations
Moving from one field to another in the data-entry zone (Data-entry zone field)	Keyboard: Tab
Select the help zone (Data-entry zone)	Keyboard: Alt + Right arrow
Select the data entry zone (Help zone)	Keyboard: Alt + Left arrow
Select the Nth field of the data-entry zone (the fields are numbered 1 to 8 starting from the top) (Data-entry zone)	Keyboard: Alt + x or Alt + Shift + x (depending on whether the shift-lock is activated) where x is a number from 1 to 8. Note: Warning: You cannot use the numeric keypad.
Automatically populate the Type field (Data-entry zone)	Keyboard: Ctrl + x , where x is the shortcut character assigned to a problem type Note: Warning: You cannot use the numeric keypad.
Hide the data entry zone (Call-answer screen)	Keyboard: F6
Hide the help zone (Call-answer screen)	Keyboard: F7
Cycle between showing: The data entry zone only, the help zone only, both zones (Call-answer screen)	Keyboard: F8
Activate or deactivate the button to the right of the Ticket field (Open a new sub-ticket or complete an existing ticket) (Call-answer screen)	Shortcut menu: Sub-ticket creation mode

Modules



Note:

These are the same options as given in the **File/ Manage modules** menu.

Table 3.14. Mouseless navigation - Modules

Intended action (followed by the context)	Corresponding manipulations
Moving within the enable/disable modules window (Enable/Disable modules window)	Keyboard: Up arrow or Down arrow
Select or deselect a module (Module name)	Keyboard: Spacebar

Database options



Note:

These are the same options as given in the **Administration/ Database options** menu.

Table 3.15. Mouseless navigation - Database options

Intended action (followed by the context)	Corresponding manipulations
Moving within the option edit window (Option)	Keyboard: Left arrow or Right arrow

General options



Note:

These are the same options as given in the **Edit/ Options** menu.

Table 3.16. Mouseless navigation - General options

Intended action (followed by the context)	Corresponding manipulations
Edit the settings of an option (Option)	Keyboard: <ol style="list-style-type: none">1 Shift + Spacebar2 To replace the current value, enter the new value directly, or: To change the current value, press Up arrow or Down arrow.3 To cancel any changes being made to the current option, press the Escape key4 To validate the current entry, press Enter

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