DB2 Web Query Accessibility Guide

Contents

Preface

This documentation describes how to configure and use the accessibility features in DB2 Web Query.

How This Manual Is Organized

This manual includes the following chapters:

	Chapter/Appendix	Contents
1	Introducing Accessibility Features	Provides an introduction to accessibility features and also describes how they can be implemented.
2	Getting Started With Accessibility	Describes how to log on and get started in accessibility mode.
3	Using Accessibility Features in Business Intelligence (BI) Portal	Describes how to interact with the Business Intelligence (BI) Portal using accessibility features.
4	Using Accessibility Features in InfoAssist	Describes how to interact with InfoAssist using accessibility features.
5	Using Accessibility Features in Report Broker	Describes how to interact with the accessibility features.

Documentation Conventions

The following table lists and describes the conventions that apply in this manual.

Convention	Description

`THIS TYPEFACE`
or
`this typeface`
	Denotes syntax that you must enter exactly as shown.

Convention	**Description**
this typeface	Represents a placeholder (or variable), a cross-reference, or an important term.
underscore	Indicates a default setting.
this typeface	Highlights a file name or command. It may also indicate a button, menu item, or dialog box option you can click or select.
Key + Key	Indicates keys that you must press simultaneously.
`{ }`	Indicates two or three choices; type one of them, not the braces.
`[ ]`	Indicates a group of optional parameters. None is required, but you may select one of them. Type only the parameter in the brackets, not the brackets.
`|`	Separates mutually exclusive choices in syntax. Type one of them, not the symbol.
`...`	Indicates that you can enter a parameter multiple times. Type only the parameter, not the ellipsis points (...).
. . .	Indicates that there are (or could be) intervening or additional commands.

1 Introducing Accessibility Features

This section provides an introduction to accessibility features and describes how they can be implemented.

Topics:

- Understanding Software Accessibility
- Additional Resources

Understanding Software Accessibility

Section 508 refers to a portion of the Rehabilitation Act (29 U.S.C. 794d) that requires Federal agencies to meet specific accessibility standards when buying, developing, maintaining, or using information technology. This law was enacted to eliminate barriers in the provision of electronic information for people with disabilities and to encourage development of technologies that will help achieve these goals.

The accessibility standards associated with Section 508 are designed to ensure that electronically delivered information is available to as many people as possible. The practical application of this goal most frequently applies to information that is presented to the general public and to Federal employees through the Internet, typically in the form of U.S. Government websites. These accessibility standards generally do not apply to software components provided strictly for background operation, back-end connectivity, system monitoring, and other behind-the-scenes usage.

Additional Resources

For your convenience, the following URL is the official government website for Section 508 information:

http://www.section508.gov

The World Wide Web Consortium (W3C) has developed accessibility guidelines through its Web Accessibility Initiative (WAI). Section 508 incorporated some WAI guidelines in its final standards. These standards can be referenced through the following URL:

http://www.w3.org/WAI/

2 Getting Started With Accessibility

This section describes how to get started in accessibility mode.

Topics:

- Navigating the Logon Screen and Welcome Page
- Navigating the Tree
- Using Right-Click Options
- Using the Search Function
- Using the Upload Function
- Creating Content
- Using Different Types of Content
- Using the Text Editor
- Adding to Favorites

Navigating the Logon Screen and Welcome Page

To activate accessibility mode on the logon screen, Welcome page, and inside the Portal, use the F9 key.

Navigating the Tree

To enable accessibility before signing into the Portal, press F9, and accessibility will be enabled. You can also use F9 to disable accessibility if the need arises.

The F9 - Enable Accessibility keyboard shortcut is available from the Welcome page, as well as from inside the end-user Portal.

To access the main toolbar on the Welcome page, your Virtual PC cursor must be enabled. You must use your up and down arrow keys to navigate to a given item on the toolbar. To activate an item, press the Enter key and that item will be activated.

To access the main toolbar from within a Portal, your Virtual PC cursor must be disabled.

To navigate to these items, you need to press the Tab key. To activate an item on the main toolbar in a Portal, press the Enter key and the item will be activated.

Use the following steps to navigate the tree.

1. Press Inset+Z to turn off your Virtual PC cursor.
2. Tab to the tree.
3. Use your Up and Down Arrow keys to navigate to items within the tree.
4. Use your Right and Left Arrow keys to either expand or collapse tree folders.

Using Right-Click Options

When navigating the tree, you have several options available in the right-click menu. You can access these options by pressing Shift+F10 or using your Application key. These options are as follows:

Option	Description
Duplicate	Press the Enter key on what you want to duplicate.
Cut	Press Ctrl+X.
Copy	Press Ctrl+C.
Change Title	Press F2 to change a title.

Option	Description
Delete	Press the Delete key.

Using the Search Function

The following guidelines apply when using the search function.

- You can search for various components while in the tree. Right-click on a folder and choose the Search option. The Search dialog box will open and you will be placed on the Search button.
- Use the Tab key or Shift+Tab to navigate through the dialog box. All options can be chosen by pressing the space bar on your selected check box or radio button.
- When you are on a radio button in this dialog box, you can use your arrow keys to make another selection.

Using the Upload Function

The Upload feature has three options. You can upload data, an image, or a document to a specified location.

To use the Upload feature, you need to have your Virtual PC cursor turned on in certain aspects and turned off in other aspects of the upload process.

When you are looking for the file to upload, your Virtual PC cursor must be turned on. However, when you are uploading the document, your Virtual PC cursor must be turned off in order to navigate to the upload button so the file can be uploaded to the desired folder.

After completing the upload process, you must navigate to the Close button with your Virtual PC cursor turned off. You need to navigate to the Close button because you can repeat the Upload process as many times as you need to.

Creating Content

In this section:

This section reviews the various ways in which you can create content.

Creating New Folders and Subfolders

Use the following steps to create a new folder or subfolder.

1. Right-click on a given folder by either pressing Shift+F10 or your Application key.
2. Navigate to New.
3. Press the Right Arrow key to open up the New submenu.
4. Navigate to the Folder option and press the Enter key. The New Folder dialog box will open.

Running Reports

In this section:

Use the following procedure to run an existing report.

Important: Your Virtual PC cursor must be enabled in order to navigate the report output.

1. Right-click on a report.
2. Choose *Run* and press the Enter key on it.

   The report will open in the output format the report was saved in.

   Important: Your Virtual PC cursor must be on in order to navigate the report output. To enable the Virtual PC cursor, press Insert+Z.

Open Existing Reports

Use the following procedure to open an existing report.

1. Right-click on a report tree.
2. Use the Down Arrow key to move to the Edit option or Edit with option.
3. Press the Enter key to open the Edit dialog box.

   Note: If you are using the Edit with option, use your Right Arrow key to open the associated submenu.
4. Choose the application you wish to use to edit the report.

Saving Reports

The following information applies to saving reports.

1. Press the Spacebar on the Save button or press Ctrl+S to open the Save dialog box.
2. In the Save dialog box, use the Tab key or Shift+Tab to move between the areas of the dialog box.
3. In order to complete the Save operation, you must tab to the Save button and press the Enter key.

Navigating Auto-Prompt Reports

When accessing an auto prompting report, ensure that:

- Your Virtual PC cursor is enabled.
- The *Open in a Separate Window* check box is selected.

You will have the opportunity to either Run or Save this report.

If you forget to check the *Run in Separate Window* check box when you run the report, use your frames command (Insert+F9) to navigate to the report. It will open in a frame below the report options.

Saving this report in the same Save As dialog box, as described, will open the report.

Creating Schedules

You can create a schedule using the following procedure:

1. To open the scheduler, right-click on a folder or file in the tree by pressing Shift+F10 or your Application key.
2. Navigate to *New*.
3. The End User Scheduler opens and you are placed in an edit field to name the schedule.

   There is a Title field and a Summary field. Title is required to save the schedule.
4. You can then use your Tab key to move through the Properties ribbon of the Scheduler.

Creating Distribution Lists

You can create a distribution list using the following procedure:

1. You can access the Distribution Lists option by right-clicking on a folder or file by pressing Shift+F10 or your Application key.
2. Navigate to *New* and then select *Distribution List*.

Note: You can also choose the Distributions ribbon by selecting the Distribution radio button from the Schedule interface. In order for the ribbon to change, you must select the various ribbons by pressing the Spacebar on a radio button. Simply using your arrow keys to select the radio button is not sufficient.

3. You will be placed in the Title field. This is where you will name your distribution list.
4. After naming your distribution list, either press Tab or Shift+Tab back to the *Add New* button and press the Spacebar to activate this option.

   You are automatically placed in the Email Address field where you list to whom you want to send this distribution.
5. Tab to the *OK* button and press the spacebar.

   Note: You can repeat this as many times as needed.

   After you are finished adding your email addresses, you will then tab to the select members list, which is a drop-down list, and select all of the email addresses you just added.
6. Tab to the *Save & Close* button and press the Spacebar to open the Save dialog box.
7. Use Tab or Shift+Tab to navigate this dialog box.
8. Tab to the Save button and press the Spacebar to save this newly created distribution list.

Using Different Types of Content

There are three types of content: private, public, and shared. When you are navigating the tree, you will be able to ascertain if a given file or folder is private, public, or shared. JAWS will announce the state of the given file or folder.

To change the state of a given file or folder, perform the following steps:

1. Right-click on the file or folder.
2. Use your arrow keys to navigate to Publish or Unpublished, based on the publish status of the file or folder. Press the Enter key and the opposite state will now be the present state of the folder.

To share a given file or folder, perform the following steps:

1. Go to a file and right-click by pressing either Shift+F10 or your Application key.
2. Navigate to either the Share or Share With option.
3. Press the Enter key on the Share option. The file is now shared.

Using the Text Editor

This section provides guidance on using the Text Editor.

- To open the Text Editor, right-click on a folder by pressing Shift+F10 or by pressing your Application key.
- Navigate to the Text Editor using the Up and Down Arrow keys.
- The Text Editor allows the user to edit files, as well as create new ones. This is a dialog box, so you must use the Tab key or Shift+Tab to navigate the dialog box.
- All controls are activated by pressing the Spacebar. When in a dialog box, use the tab key to navigate forward to a different button and use the Shift+Tab key combination to move backwards. The following buttons are in the main dialog box: Run, Save, Save As, Close, and Options.

  Note: When activating any of these buttons, be aware that another dialog box will open to provide access to more controls of the Text Editor.

Adding to Favorites

In this section:

Navigating to an Item in Favorites

To add a file to your favorites, do the following:

1. Right-click on the file by pressing Shift+F10 or by pressing your Application key.
2. Press the Down Arrow until you hear Add to Favorites, then press the Enter key.
3. You will hear a confirmation message that your file was added to Favorites. Press the spacebar to accept the OK button.

Navigating to an Item in Favorites

To navigate to an item in your favorites, do the following:

1. Locate the Favorites folder in the list of files and folders.
2. Press the Right Arrow to expand the Favorites folder.
3. Press the Down Arrow to find the file you are looking for.
4. Right-click on the file by either pressing Shift+F10 or by pressing your Application key.
5. Press the Enter key on Run, which is your first choice in this menu. The file will open. To get back to the Favorites area to open another file, press Alt+Tab until you hear Favorites.

3 Using Accessibility Features in Business Intelligence (BI) Portal

This section describes how to interact with the Business Intelligence (BI) Portal using accessibility features.

Topics:

Running a Portal

You can use the following information to run a given portal.

Note: To access the resources tree from within a portal, press F8. Press F8 again to hide the resources tree when you are in a portal.

1. Navigate through the tree to a given portal by using your Up and Down Arrow keys.
2. Once you find the desired portal that you wish to run, right-click on it by pressing either Shift+F10 or your Application key.
3. With your Virtual PC cursor off, use the Down Arrow key to move to the Run option. Press the Enter key and the portal will open.

Adding New Pages

Use the following information to add a new page within a portal.

1. With your Virtual PC cursor off, navigate to the page list, which will be a series of radio buttons. You may have to use your Up and Down Arrow keys to reach the page listing and New Page button.
2. Press the Tab key until you hear a radio button that states *New Page*.
3. Select the New Page radio button by pressing the Spacebar. A new page will be created within your portal.

   You can also right-click on any page by pressing your Application key. You will have an option that says *New Page*. A new page will be created with the name *Page* and it will be assigned the next number in the page numbering series.

Deleting Pages

To delete a page within a portal, perform the following steps:

1. Right-click on any page by pressing your Application key.

   Note: If you are in a folder, use the Right Arrow to open the page.
2. Use the Arrow key to go to the Delete Page option and press the Enter key.
3. A dialog box will appear that asks you to confirm if you want to delete the given page.
4. At this prompt, you can either press the Enter key on OK to delete the page or use the Tab key to cancel the deletion of the given portal page.

Renaming Pages

Use the following information to rename a page within the portal.

Important: If you are not the owner of a page in the portal, you may not be able to rename it.

1. Right-click on a page by pressing your Application key.
2. Press the Enter key on the rename option, which is usually the first choice in your right-click menu.
3. Give your page a new name and press the Enter key.

A confirmation message displays, indicating that your page was renamed successfully. Press the Enter key on the OK button.

Navigating HTML Output

To navigate the HTML output, press Insert+Z to turn on the Virtual PC cursor.

Without this cursor, you cannot navigate the report output.

All HTML outputs are tables, so it is advised that you use your table reading commands. For more information on JAWS table reading commands, refer to the following website:

http://www.freedomscientific.com/documentation/screen-readers.asp

4 Using Accessibility Features in InfoAssist

This section describes how to interact with InfoAssist using accessibility features.

Topics:

Opening InfoAssist

Use the following information to open InfoAssist.

1. Right-click on any folder in the tree by either pressing Shift+F10 or by pressing your Application key.
2. The first item in the menu will be the *New* option.
3. Press the Right Arrow key to open the submenu. Then press the Down Arrow key until you hear *Report*.
4. Press the Enter key to open the New Report area.
5. Press Shift+Tab to navigate to the OK button. Press Enter on it.

   Note: You will hear Welcome to the New Browser Window.
6. You need to press the Spacebar on OK again, acknowledging that accessibility is enabled in InfoAssist.
7. You will now be in the Master Data File dialog box.

Navigating a Master File List

You can use this information to navigate the Master File list.

1. Press Insert+Z to turn off your Virtual PC cursor.

   Note: When you enter this dialog box, the cursor will be turned on.
2. Use the Tab key or Shift+Tab to navigate this dialog box.
3. Once you hear the list of files, use your Up and Down Arrow keys the file you wish to work with.
4. Use the Tab key to navigate to the OK button and press the Enter key to open the file you will be working with.

Navigating Data, Filter, and Query Panes

You can use this information to navigate the Data, Filter, and Query panes.

To navigate the Data, Filter, or Query panes, you can use the Tab key or Shift+Tab. Remember to make sure that your Virtual PC cursor is turned off.

1. To navigate to the Data pane, press the Tab key until you hear *Metadata tree*.

   Use your Up and Down Arrow keys to navigate through dimensions and measures in this pane. To select a dimension or measure, press the Enter key on the desired option.
2. To navigate the Filter pane, use the Tab key.

Note: JAWS will not read this other than to say *Filter tree*.

3. To navigate the Query tree, press the Tab key until you hear *Query tree*. Then press the Tab key one more time until you hear *Sum*.

   Use your Up and Down Arrow keys to navigate this pane. After navigating past the first measure in this tree, JAWS will not read the tree promptly due to the Field tab reloading as you are navigating to different measures.

Navigating Menus and the Ribbon

To navigate the various ribbons in InfoAssist, do the following:

1. Tab until you hear *Home Tab*. To go to another tab, use your arrow keys. If you wish to enter this ribbon, press the Tab key. You will be able to navigate the Home ribbon.
2. If you want to go to another ribbon instead, use your Right Arrow key.
3. To go back through the ribbons, use your Left Arrow key. Also, you can use Control+ Tab or Control+Shift+Tab to navigate through the ribbons or menus.
4. To activate any controls in the ribbons, you must use the Spacebar instead of the enter key.

   Note: To exit any menu from within InfoAssist, use the Escape key. If you press the Tab key to exit a menu, you will leave the ribbon you are currently on and be returned to the main toolbar.

   To activate any controls in the ribbons, you must use the Spacebar instead of the Enter key.

Creating a PDF Report

To create an accessible PDF report, do the following:

1. Choose PDF as your report output format (click the Format menu and select the PDF menu option).
2. Go to the Layout ribbon and change the orientation from Portrait to Landscape.
3. Go to the Home ribbon and press the Spacebar on the Report button.
4. Go to the Style button and press the Spacebar on it.
5. The first drop-down list you should hear is the Font drop-down list.
6. Select Arial by pressing your Down Arrow.
7. Press the Enter key to accept this choice.
8. Go to the Run button to run your PDF report.

Supported Outputs

There are several supported formats that work with assistive technology, such as JAWS.

The supported formats are:

- HTML
- PDF
- Microsoft Excel 2000/2007
- Microsoft PowerPoint 2000/2007

Using InfoMini in InfoAssist

In this section:

You can use the following information when working with InfoMini.

1. Tab to the Format ribbon by starting at the Home ribbon or menu, and using the Right Arrow key, select the Format ribbon or menu.
2. Using the Tab key, move to the InfoMini button.
3. Press the Spacebar on the InfoMini button and make your selections accordingly.

   Note: Each option is a check box so you can use your Spacebar to select or clear an option. The Run Immediately check box must be checked.
4. Once you have completed making your selections in the InfoMini menu, press the Escape key to close the menu.
5. Use Shift+Tab to go back to the InfoMini toggle button which is cleared by default and select it by using the Spacebar. It is important to make your selections first and then check the InfoMini check box.
6. Shift+Tab to the Run button to launch your InfoMini report.

   Note: InfoAssist will act like a new report is launching, but the InfoMini report you ran will be launched after you accept the OK button to acknowledge that you are in accessibility mode.

7. To navigate the report, you must have your Virtual PC cursor turned on. The most efficient way to navigate to the report is by using your Frames command (Insert+F9) and then press the Enter key on the frame which will be "Doc Request." The following navigational information can be used:

   - Use Control+F6 to get back to the Parent window in an InfoMini report.
   - Use Shift+Control+F6 to navigate to any child windows in an InfoMini report.

   Note: These keystrokes are for navigating an InfoMini report, whether you are accessing it from within InfoAssist or running a saved report from the tree.

Accessing InfoMini from DB2 Web Query

In order to create an InfoMini report using DB2 Web Query, all functions must be chosen at design time, not run time. All slicers, and any other functionality you want in your InfoMini report, must be added before running the report.

When you are in an InfoMini report through DB2 Web Query, you can change your format, as well as change the slicer values. However, you cannot add any new slicer conditions.

Running an InfoMini Report from the Tree

To run an InfoMini report from the tree, do the following:

1. Right-click on the report you want to run by pressing either Shift+F10 or by pressing your Application key.
2. Press the Down Arrow key once to select Run.
3. Press the Enter key on Run.
4. Accept the OK button by pressing the Spacebar. The InfoMini report will run.

   Note: Jaws users must have their Virtual PC cursor turned on to navigate this report. The most efficient way to navigate to the report is by using your Frames command (Insert F9) and then pressing the Enter key on the Doc Request frame.

Using Slicers

In this section:

You can use this information to create a new slicer group.

1. You can right-click on a measure by pressing Shift+F10 or by pressing your Application key and going to the Slicers option in this menu.
2. Once you hear *Slicers*, use your Right Arrow key to expand the submenu and tab to the New Group and press the Enter key.
3. You will receive a message that New Slicer Group was successfully created, which you need to accept by pressing the Spacebar on the OK button.

   Note: You can also create a New Slicer group by going to the Slicers ribbon and pressing the Spacebar on New Group. You will receive the same confirmation message as described above.

Renaming Slicers

You can use this information to rename a slicer group.

1. Go to the Slicers ribbon.
2. Press the Tab key until you hear *Group 1*. This is the default name for the first slicer group created in a report.
3. Press the Spacebar on Group 1. You must tab to the edit field (named Group 1) to change the name of the group.
4. Press the Tab key to apply your edits and press the Enter key.
5. Press Shift+Tab to OK and press the Enter key or spacebar on OK to exit the Edit Slicers dialog box.

Adding Slicers to Groups

You can use this information to add a slicer to a group.

1. Right-click on a measure by pressing Shift+F10.

2. Use the Up or Down Arrow key to go to the Slicers menu.
3. Use the Right Arrow key to open the submenu.
4. Use the Down Arrow key to navigate to Existing group. Press the Enter key if you have already created a slicer group.

   Note: You can also perform this operation by creating a new slicer group with the first slicer condition you add.

   To create a new slicer group with a slicer condition, perform the same operations as described for adding a slicer condition to an existing group, but select New Group instead. You will receive the same confirmation message as described when creating a new group from either the right-click menu or from the Slicers ribbon.
5. A dialog box will open with the name of the existing group. Tab to the OK button to add this measure to the slicer group.

   Note: You can repeat this procedure as often as you need.

Choosing a Slicer Condition

You can use this information to choose a condition for a slicer group.

1. Tab to the Slicers tab.

   Note: Depending on the dimension you have selected, the fields may vary.
2. Press the Tab key until you hear the first condition you are looking for.

   Note: It will be a drop-down list and you will hear *to choose a slicer, use your arrow keys*.
3. Press the Spacebar to open the drop-down list.
4. Use your Down Arrow key to navigate to the desired variable for the slicer and then press the Enter key on it.

   Notes:

   - A dialog box will open and you must tab to the OK button to add the variable to the slicer.
   - If you have more than one condition in the group, you will have separate drop-down lists for each condition.
5. To choose a different operator in the Slicer dialog box, press the Spacebar first to select the operator.
6. To choose a different operator once inside a given operator, press the Tab key instead of using your arrow keys.

7. To run the report with the Slicers, Shift+Tab back to Run and press the Spacebar to run the report.

Hiding Groups in Slicers

To hide a given slicer group, perform the following:

1. Navigate to the Slicers ribbon.
2. Press the Tab key until you hear the name of the Group. The default name is Group1.
3. When you hear the name of the group, press the Spacebar.
4. A dialog box will open in the Slicers ribbon. Navigate to the General tab.

   Note: To activate this tab, you must press the Spacebar when you hear the word General.
5. Tab to this list of groups, and then use the Down Arrow key to select the group you wish to hide and exclude. After selecting the group, tab to the check boxes.

   Note: They will say Null, but the first check box is associated with the first group. The second check box is associated with the second group, and so on.
6. Tab to the Apply button and press the Spacebar.
7. Shift+Tab back to the OK button and press the Spacebar.

Making a Slicer Condition a Required Field

To make a slicer condition a required field, perform the following tasks:

1. Navigate to the Slicers ribbon.
2. Tab to the name of the group containing the slicer conditions.
3. Press the Spacebar on that group to open the dialog box for that group.
4. Press the Tab key or Shift+Tab until you hear the list of slicer conditions.
5. Select the condition or conditions you wish to make required.
6. After selecting a condition, tab to the check boxes and press the Spacebar to select the condition.
7. The first check box will be associated with the first slicer condition, and the second check box will be associated with the second condition and so on.
8. After selecting the check boxes, tab to Apply and press the Spacebar.
9. Then Shift+Tab back to the OK button and press the Spacebar.

5 Using Accessibility Features in Report Broker

This section describes how to interact with Report Broker using accessibility features.

Topics:

Scheduling Reports

You can use the following information to schedule reports.

When scheduling a report, there are two ribbons that need to be accessed, the Properties Ribbon and the Recurrences ribbon.

To schedule a report:

1. Right-click a folder on the tree by pressing Shift+F10 or your Application key.
2. Use your Right Arrow key to open the New submenu.
3. Use your Down Arrow key until you get to Schedule. Press the Enter key.
4. The Properties ribbon will open. Tab to the title field to enter a value.
5. You can then navigate this ribbon by pressing the Tab key to fill in the remaining fields.

   Note: Report Broker then notifies you that there are no recurrences associated with the schedule. Use the Spacebar to select OK, and begin by defining recurrences.

6. Once you have filled in the rest of the fields on the Properties ribbon, you need to either press the Tab key or Shift+Tab to get to the series of radio buttons so you can select the Recurrences ribbon. This is where you can set up multiple recurrences for this schedule.

   The recurrence options are as follows:

   - Run Immediately (Default Option)
   - Minutes
   - Daily
   - Weekly
   - Monthly
   - Yearly
   - Custom

   Note: Each one of these options is a radio button that needs to be selected by pressing the Spacebar on the specific radio button.

7. After making your selection, you can tab to the date picker for the start date, if you are not running this schedule immediately.

   Notes:

- In order to navigate the date picker drop-down lists, you must first use your Down Arrow key to open the drop-down list. Then, you need to use your Right and Left Arrow keys to navigate between different dates on a specific week. If you want to navigate to the weekly option, you can press your Down Arrow key.
- You must specify a day in your schedule (Mon - Sun) otherwise you will not be able to save the schedule.

8. Once you have finished your recurrence schedule, you need to tab to the OK button and press the Enter key to save this schedule with the specific recurrences you have just created.

To access the Schedule interface through the right-click menu in DB2 Web Query, you must be on a file. You cannot access the Report Broker interface from DB2 Web Query from the folder level. The only option you will have for Report Broker, if you try to access this tool from the folder level, is the Distribution list option.

If you access the Report Broker tool from the file level in DB2 Web Query, you will have the Schedule option available to you and all of its capabilities.

Distributing Reports

In this section:

You use the the Distributions ribbon to indicate how to send your reports to the people who need them. You can do this through email, the printer, or an FTP site.

Any scheduled report can also be bursted, which means that an entire report does not go to everyone in the distribution list. A section can be sent to the person who is responsible for that specific area.

To access the Distribution ribbon:

1. Right-click a specific file by pressing Shift+F10 or by pressing your Application key.
2. Open the New submenu by pressing your Right Arrow key.
3. Then use your Down Arrow until you hear *Distribution list*, or you can access this ribbon from the scheduler by selecting the radio button for the Distribution ribbon.
4. Once you are in the Distribution ribbon, you will have several radio buttons to select from: Save & Close, Delete, Members, and Summary.

You can use the Members radio button to select and add new members for a distribution list that was already created. Both Add Members and Select Members are buttons which you will activate by pressing your Spacebar.

5. Once you activate either button, you will use either the Tab key or Shift+Tab to navigate this area of the Distribution ribbon.

Adding New Members

You can use the following information to add new members.

1. Tab to the Add Members button.
2. Press the Spacebar on the Add Members tab.
3. You are automatically placed in the email address field. Enter the email of the desired recipient.
4. Tab to the OK button and press the Enter key. You will hear *Administrator*.

   Note: You can repeat this procedure as many times as you need.

Selecting Members

You can use this information to select members.

1. Tab to the Select Members button and press Spacebar to activate this area of the ribbon.
2. Tab to the address book selection drop-down list.

   Note: To open this drop-down list, press your Down Arrow key. Then press your Down Arrow key again to navigate the drop-down list. When you have made your selection, press the Enter key to accept your selection.

3. Tab again to continue navigating this area of the ribbon to get to the OK button.

Creating Notifications

You can use this information to create notifications.

1. Right-click a file or folder on the tree by pressing Shift+F10 or by pressing your Application key. This takes you to the New item in the menu.
2. Use your Right Arrow key to open the submenu and then use your Down Arrow key to navigate to Schedule. Press the Enter key on Schedule and the End User Scheduler will open.
3. Press the Tab key until you hear a series of radio buttons. When you hear *Notification*, press the Spacebar to select this ribbon.

   Note: Be sure that your Virtual PC cursor is off during this procedure.

4. You then need to tab to a drop-down list that states *Notification Type*. There are three choices in this drop-down list: Never, Always, and On Error.
5. To open this drop-down list, you need to press your Down Arrow key. Also, in order to accept your choice, you need to press the Enter key. You can now tab through the remainder of this dialog box and enter the required information for the remaining fields, which are: Reply Address, Subject, Brief Message To, and Full Message To. After filling out these fields, you will tab to the Save button and press the Spacebar to close the schedule.

   Note: If you have not already specified a title for the schedule, you will be prompted to do so. Press the Enter key on the dialog box that appears and enter a title for the Schedule. You also need to define recurrences before you save the schedule. If you have not done so, Report Brokerwill prompt you to define the recurrence of the schedule.

Viewing Logs

You can use this information to view logs.

To get to the View Logs ribbon, perform the following tasks:

1. Right-click a file on the tree by pressing either Shift+F10 or your Application key.
2. Open the New submenu by pressing your Right Arrow key.
3. Use your Down Arrow key to get to Schedule and press the Enter key on it.
4. Once the Scheduler opens, press Shift+Tab to get to the series of radio buttons. Once you find the Log Reports button, press the Spacebar to select this ribbon. This is where you can review a history of how often a scheduled report ran, as well as if the report successfully ran or if there were errors with the running of the schedule.

Configuring Tasks

You can use this information to create a task for a specific schedule.

1. Right-click a specific file or folder.
2. Open the New submenu by pressing your Right Arrow key.
3. Use your Down Arrow key until you hear *Schedule* and then press the Enter key.
4. Press the Tab key until you hear a series of radio buttons.
5. When you hear *Tasks*, select that radio button by pressing the Spacebar.

   Note: Press the Spacebar on the New button to open a new task dialog box.

   Now you must tab through the ribbon. There are three tabs in this ribbon:

   - General (Default)

- Parameters
- Pre/Post Procedures

The General tab is where you will name the task, set the format of the report output, and specify whether the attached report will be bursted or zipped.

The Parameters tab is where you can add different values to your task output.

Navigating Report Broker Explorer

Use this information to access Report Broker Explorer.

1. Right-click a file or folder.
2. Press the Down Arrow key until you hear Report Broker Explorer.
3. Press the Enter key to open Report Broker Explorer.

   Note: Report Broker Explorer will open in a separate browser window.

   To navigate Report Broker Explorer, ensure that your Virtual PC cursor is disabled. You can use either the Tab key or Shift+Tab to navigate the Explorer window.

   All buttons are labeled and can be accessed by pressing the Spacebar.