

# OBIEE 12.2 cheat sheet

## File menu

Ctrl + N	New
Ctrl + F	Open, then Offline
Ctrl + L	Open, then Online
Ctrl + S	Save
Ctrl + K	Check global consistency

## Edit menu

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Del	Delete

## View menu

F5	Refresh
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## Tools

Ctrl + E	Show consistency checker
Ctrl + Q	Query repository

## General menu hotkeys

Alt + F4	Quit the application
Alt + [A - Z]	(pressing underlined letter) Move cursor to the menu option
Alt + Space	Open application's control menu
Shift + F10	View the shortcut menu for the selected item
Left arrow / Right arrow	Move through the menu bar
Up arrow / Down arrow	Move through a menu list
Esc	Close the current menu
Space	Select or deselect items in a check box or list
Ctrl + Up arrow + Space	Make noncontiguous selections

## Dialog

Tab	Move forward through options
Shift + Tab	Move backward through options

Shift + Up arrow / Down arrow	Select or deselect an item in a list
Esc	Close the current dialog
Home	Go to the top of a list
End	Go to the bottom of a list
F5	Refresh
Alt + Up arrow	For dialogs with up arrow buttons: Move selected item up in the list
Alt + Down arrow	For dialogs with down arrow buttons: Move selected item down in the list
Alt + Insert	For dialogs with plus (add) buttons: Insert item from list
Alt + Del	For dialogs with x (delete) buttons: Delete item from list
Alt + Enter	For dialogs with pencil (edit) buttons: Edit item from list
F5 or F6 or Shift + Tab or Tab	Browse dialog: Move focus between trees located in left pane
Space	When a table row has a child row (grid): Expand the child row from the cell displaying the plus icon
!This	situation occurs in the Define Merge Strategy page of the Merge Repository Wizard.
Space	When a table row has a check box: Select or deselect the check box

This situation occurs in the Define Merge Strategy page of the Merge Repository Wizard.

## Physical Diagram and Business Model Diagram

Arrow keys	Pan around the diagram when no diagram objects are selected
Space + Arrow keys	Select a diagram object: use the arrow keys to move an object under the pointer, then press the spacebar to select the object
Enter	Open the property dialog for a selected diagram object

Esc	Cancel current operation
Esc	Resume default mode (Select) after using Pan or Marquee Zoom
Esc	Deselect an object
Space	(when mouse cursor is not over an object) Deselect an object
Press	the spacebar when the mouse cursor is not over an object
+	Zoom in
-	Zoom out
P	Select the pan tool
Note that you can also use the arrow keys to pan around the diagram.	
S	Revert to auto-layout
J	Create a new join
This shortcut selects the New Join option.	
N	Create a new table
This shortcut selects the New Table option. After using this shortcut, you can use the arrow keys and spacebar to pan around the diagram and open the Logical Table dialog for the new table.	
Z	Select the Marquee Zoom tool
F	Zoom to fit all objects in the current view
1	Show all tables in Expanded View, with columns visible
2	Show all tables in Collapsed View, with columns hidden and only the table name displayed

Source: Oracle documentation

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More information: [defkey.com/oracle-business-intelligence-enterprise-edition-12-shortcuts](https://defkey.com/oracle-business-intelligence-enterprise-edition-12-shortcuts)

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