



Oscar Research

Customer Area and Product Guide



1. Introduction	Page 3
2. PSN Subscription	Page 4
3. Contact Database Subscriptions	Page 8
3.1 Selection Tool Guide	Page 10
4. Organisational Database Subscriptions	Page 13
5. Reports and Bespoke Files	Page 13
6. Bespoke Maps and Directories	Page 13
7. More From Oscar	Page 14



1. Introduction

Firstly, thank you for becoming a customer of Oscar Research. We have been striving to provide the best service and the highest quality information for over 20 years and we're always grateful to have new members, contributors and subscribers. We also appreciate all thoughts and feedback on how we can further improve our services.

As a customer you will have received a welcome message from your account manager with a username and password to gain access to your customer area. If you have forgotten your password, you can get a reminder via 'forgotten password' link on the customer login page -

<https://www.oscar-research.co.uk/login?from=/customer/>

Once logged in, depending on your active products, you will see a screen like this with active services and subscriptions shown with a tick:

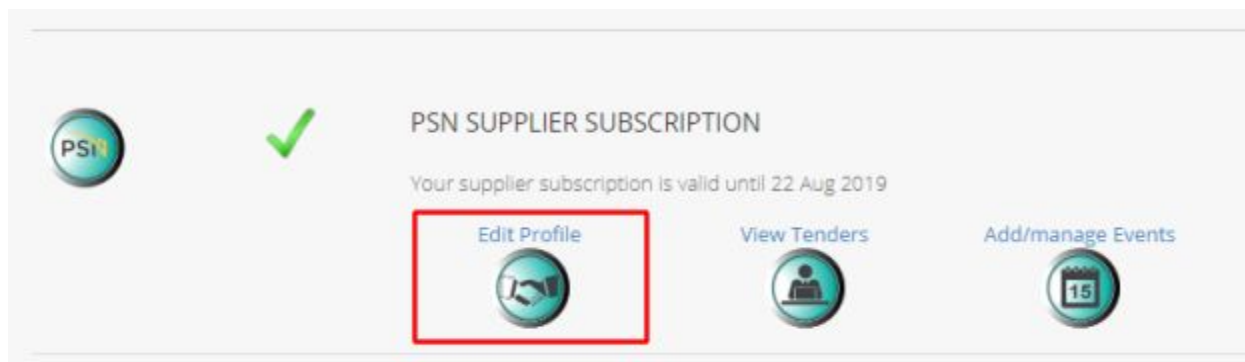
The screenshot displays the 'CUSTOMER AREA: OSCAR RESEARCH LTD' interface. A red box highlights a column of status indicators: green checkmarks for 'PSN SUPPLIER SUBSCRIPTION', 'CONTACT DATABASE SUBSCRIPTIONS', 'ORGANISATIONAL DATABASE SUBSCRIPTION', and 'DOCUMENTS, REPORTS AND BESPOKE FILES', and a red prohibition sign for 'BESPOKE MAPS AND DIRECTORIES'. The 'PSN SUPPLIER SUBSCRIPTION' section shows a valid subscription until 22 Aug 2019 with options to 'Edit Profile', 'View Tenders', and 'Add/Manage Events'. The 'CONTACT DATABASE SUBSCRIPTIONS' section includes a 'Selection tool' and lists 'Your Data Selections 1' (expiry 30 May 2020) and 'Your Data Selections 2' (expiry 24 Apr 2019), each with a 'Full download' button and a link to the data. The 'ORGANISATIONAL DATABASE SUBSCRIPTION' section lists 'Organisational Data List' (expiry 5 Sep 2019) and 'Organisational Data List 2' (expiry 1 Nov 2019), both with 'Full download' buttons. The 'DOCUMENTS, REPORTS AND BESPOKE FILES' section provides a 'PSN Guide' link. The 'BESPOKE MAPS AND DIRECTORIES' section is currently inactive. A 'Logout' button is visible in the top right corner.

Please contact us to discuss any aspect of our services: **0845 226 3044** | admin@oscar-research.co.uk



2. PSN Supplier Subscription Guide

Edit Profile



This activates your inclusion in the PSN Supplier Directory. The directory provides a means of buyers within the Public Sector finding your organisation. This is something we promote directly into Government and once you have completed your entry (apart from keeping the contact and product/service information current) there is nothing more you need to do).



Please ensure that the form is completed, especially focusing on the 'Sector' and 'Business Description' fields, as these are what are used by our supplier search engine for officers looking to find suppliers. It's also important to ensure that you have selected the right 'regions' to show the areas that you work in (regional searching is a significant part of supplier identification through the site). These areas are highlighted below for reference:



ADDITIONAL INFORMATION




Sector	Public Relations/Marketing Using custom tender alert selection
Regions	Please indicate which areas you are able to cover with your products/services. <input checked="" type="checkbox"/> West Midlands <input checked="" type="checkbox"/> East Midlands <input checked="" type="checkbox"/> Eastern <input checked="" type="checkbox"/> South East <input checked="" type="checkbox"/> South West <input checked="" type="checkbox"/> London <input checked="" type="checkbox"/> North East <input checked="" type="checkbox"/> North West <input checked="" type="checkbox"/> Yorkshire and the Humber <input checked="" type="checkbox"/> Wales <input checked="" type="checkbox"/> Scotland <input checked="" type="checkbox"/> Northern Ireland
Existing Gov supplier?	Do you already supply any Public Sector organisations? <input checked="" type="radio"/> Yes <input type="radio"/> No
Details of any Government Accreditations / Framework Agreements	<input type="text"/> eg Catalyst. Leave blank if not applicable
Business description	We maintain an extensive database of Government contacts and organisations that is used by a wide variety of Business and Public Sector clients for: Marketing products and events - As a source of information for directories - As the backbone to bespoke data and knowledge solutions.

View Tenders



PSN SUPPLIER SUBSCRIPTION

Your supplier subscription is valid until 22 Aug 2019

[Edit Profile](#)  [View Tenders](#)  [Add/manage Events](#) 



This section of the suppliers area enables you to add tender categories to your account. Use the 'Search Code or Text' box to identify the categories of interest. Add as many as you wish and then click the 'save codes' button to store the values.

Once selected the code(s) for your business you will be presented with a list of the latest tender requests from within the UK Public Sector on the left hand side of your screen and you will also start receiving a weekly round-up email with the latest opportunities listed. These emails are sent to the contact in your supplier profile that is flagged as responsible for 'Sales'.

The tender requests include the contact information of the interested parties, so when you receive a tender request for work you'd like to quote on, please contact them directly or follow the links provided in the description. The tender requests come from multiple sources, including official Government websites and directly from users of the site

MATCHED TENDERS

HUMA RESOURCES INFORMATION SYSTEM (HRIS) & ASSOCIATED BUREAU SERVICES

FSCS is seeking a partner for the provision of Human Resources Information System (HRIS) and Associated Bureau Services to deliver HRIS, Managed Payroll Bureau Service, Associated Modules, Software Licenses and Support and Maintenance of the System.

CONTACT:

Contract value:

Published: 2 Feb 2020, **Receipt by:** 2 Mar 2020

KMCIT-121 MCAFEE LICENCE RENEWAL 2020-21

Quotations are invited by the Council of the Borough of Kirklees (the "Council") from Suppliers with relevant experience and ability to demonstrate sufficient capacity for McAfee Endpoint, Storage and Server licencing and support. The contract is anticipated to commence on 1st April 2020 and will expire on 31st March 2021.

CONTACT:

CURRENT SELECTION

We are matching to these CPV codes:

- 48000000-Software package and information systems
- 72321000-Added-value database services
- 79342100-Direct marketing services
- 79342200-Promotional services
- 44115000-Building fittings

-

Search code or text:
building

Add code (select and click +):

- 39715000-Water heaters and heating for buildings:
- 44111000-Building materials
- 44112000-Miscellaneous building structures
- 44115000-Building fittings**
- 44115800-Building internal fittings
- 44211000-Prefabricated buildings

+

Save codes for future email alerts



Events

The image shows a status bar for a PSN Supplier Subscription. On the left is the PSN logo. To its right is a green checkmark. The text reads "PSN SUPPLIER SUBSCRIPTION" and "Your supplier subscription is valid until 22 Aug 2019". Below this are three buttons: "Edit Profile" with a person icon, "View Tenders" with a person at a computer icon, and "Add/manage Events" with a calendar icon. The "Add/manage Events" button is highlighted with a red rectangular border.

This area allows subscribers to add details to our live Events Calendar (see www.public-sector.co.uk/events) of any forthcoming conferences, exhibitions, lectures, training sessions or webinars that you may be running, exhibiting at or participating in. There is no limit to the number of events you can promote and all are easily managed through this section of the suppliers area.

The events calendar is available publicly on the website. Registered PSN members are also able to contribute event details to the calendar and we will select key or significant events to be included within our monthly email newsletters.

The image shows a "NEW EVENT" form with the following fields:

- Title:** A text input field with a character count of "255 characters (255 remaining)".
- Venue:** A text input field with a character count of "255 characters (255 remaining)".
- Event date:** A date input field showing "1 Nov 2018".
- Synopsis:** A text area.
- URL:** A text input field.
- Full description:** A rich text editor with a toolbar and a large text area.
- Contact details:** A text area.
- Categories:** A dropdown menu with the text "Select category" and a "Save" button below it.



3. Contact Database Subscriptions

There are 4 options for accessing the data you are subscribed to. The best method will depend on whether you are maintaining a copy of your selections within your own database, or if you wish to download and use the data 'on demand'. In all instances the data is returned as a CSV file and the standard field list can be seen at - <https://www.oscar-research.co.uk/databases/structure>

The screenshot shows a web interface titled "CONTACT DATABASE SUBSCRIPTIONS". It features a table with two rows representing subscriptions. Each row has columns for "Your Data Selections", an expiry date, and buttons for "Full download" and "Changes since [date]". A URL is provided for each subscription. Below the table, there is a section for uploading opt-outs and suppressions. Four callout boxes provide detailed explanations for each option:

- 1. Selection Tool** - download bespoke selections from any of your subscriptions with the selection tool. More detail on this below
- 2. Full Download** - one click to download your complete dataset from the live database.
- 3. Changes** - download just the changes that have been made to your data selections since your last full download.
- 4. API delivery** - the weblink shown for each of your subscriptions returns a complete copy of your data selections when loaded. Further details about the data returned and the benefits are below.

Additional callouts include: "Your can upload your own email opt-outs and suppressions here. The corresponding records will then be flagged in all future downloads" and "You may upload your own opt-outs here, either individual email address or a file".

1. Selection Tool - This takes you to the online Oscar selection tool, where you build a set of specific selections across your database subscription by type of organisation, job function and region and then download the live results.

2. Full Download - This returns a complete copy of your data in Excel from the live database.

3. Changes - Provides all records within your data subscription that have been changed since your last full download. Data is provided in Excel format and the changes are flagged in the last field of the download as being either:

'New' - they didn't exist in the last file

'Changed' - an aspect of the record has changed since the last download or

'Deleted' - the postholder is no longer listed at that organisation.



4. API Delivery - Every database subscription can also be accessed via our web service. This is a URL (endpoint) that contains a specific token to authorise access to your dataset. Each time the URL is loaded the latest live version of the data is returned in CSV format. The structure of the data can be seen here - <http://www.oscar-research.co.uk/databases/structure>

Users can either use the link to more easily download their data selections by loading the URL in their browser, or completely automate their data workflow by scripting automated 'calls' on the web service via their own database systems. These calls can be set at any frequency and rules can be added to control how data is added, changed and deleted. Two additional fields to help users efficiently manage the updating process within their systems:

'CreateDate' - this shows when the record was created on the Oscar database

'ChangeDate' - this shows the date the record was last edited or changed.

It should be noted that records that have been deleted will not be present in the feed. Therefore any records that are held in a client's system that are not in the live feed should be treated as a **Deletion**.

Separately, we have a guide for automating the loading and refreshing of Oscar Data within Google Sheets and Excel using the API delivery method. Please see - <https://www.oscar-research.co.uk/databases/OscarDatatoSpreadsheets.pdf>

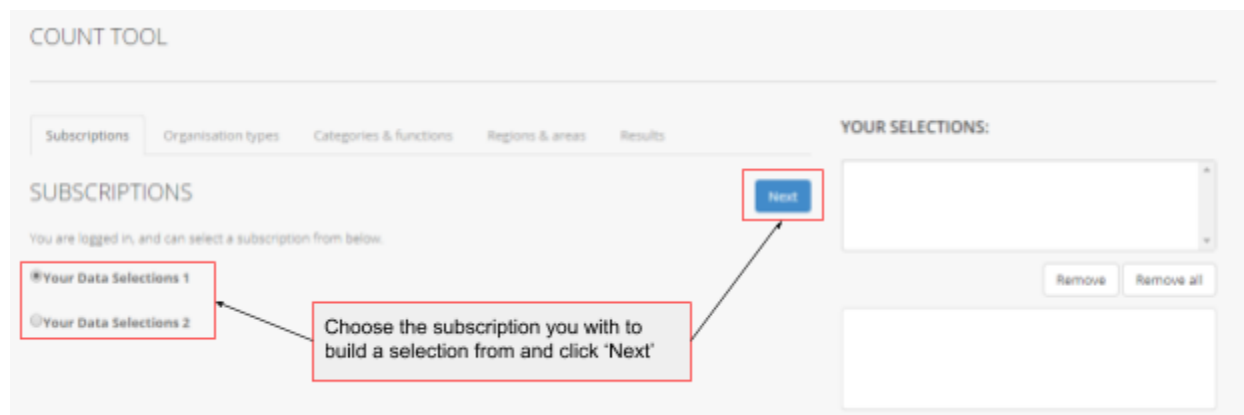
We can also provide a range of bespoke formats, feeds and data delivery solutions to suit your individual requirements. Please contact us if you'd like to discuss in more detail.



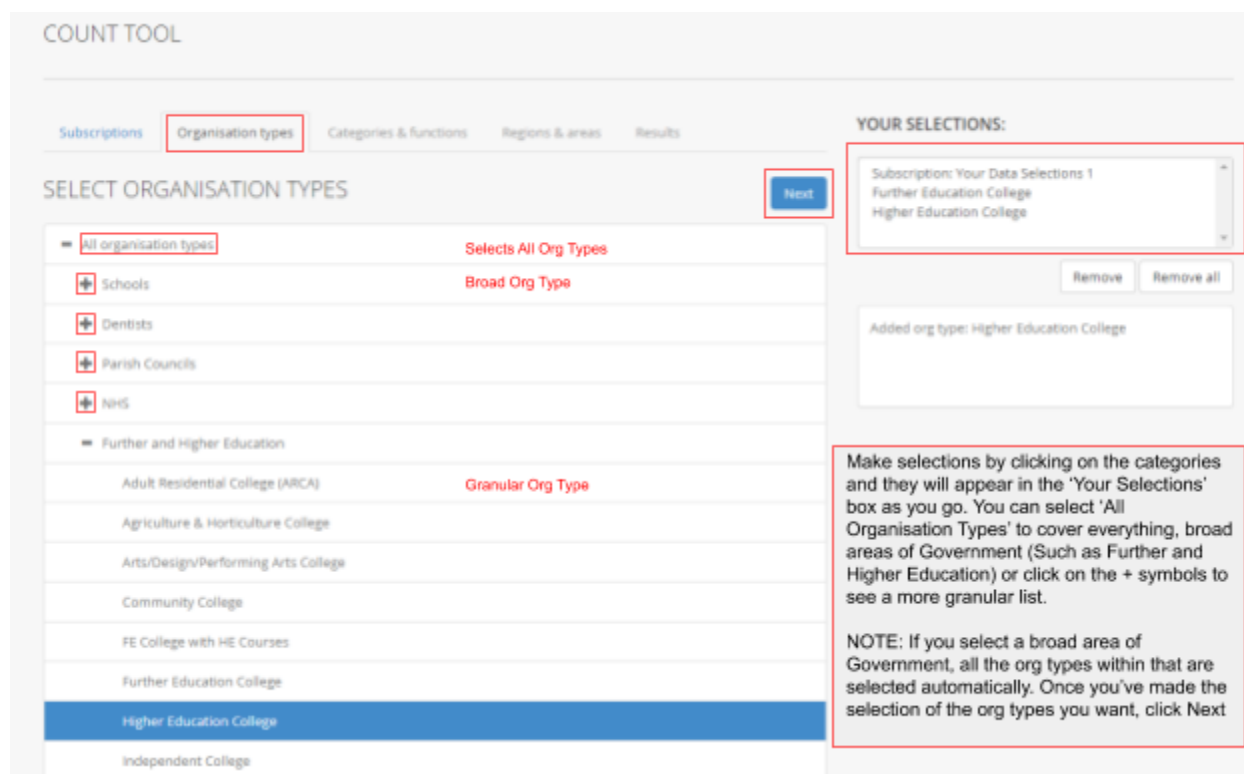
3.1 Selection Tool Guide



After clicking on **Selection tool** in the customer area, you will see the screen below. Choose the subscription you wish to make selections from and click next.



Now you choose the types of organisation you want within your download. Types of Org are grouped into broader areas of Government. Granular categories can be found and selected upon by clicking on the '+'. If you want all organisation types, just click on the top option and go straight to next. Otherwise, see below.





Having now selected the types of organisation you want, it's time to select the post holder responsibilities for those organisations. A helpful guide to the categories and their responsibilities can be seen at - <https://www.oscar-research.co.uk/databases/categorycodes>

COUNT TOOL

Subscriptions Organisation types **Categories & functions** Regions & areas Results

SELECT CATEGORIES & FUNCTIONS Next

- All categories/functions
- Seniority
- Administration/Planning
- Building & Engineering
- Communications
- Education
- Financial
 - Central Financial Services**
 - Central Financial Services - Accounting
 - Central Financial Services - Payroll
 - Central Financial Services - Pensions
- Food
- IT/Computing

YOUR SELECTIONS:

Subscription: Your Data Selections 1

- Further Education College
- Higher Education College
- Central Financial Services

Remove Remove all

Added: Central Financial Services

Overall responsibility for financial services in the organisation

As with the organisation types, you can select all functions via the top option on the list. Or select broad categories (in this case broad areas of responsibility) or click the '+' symbols to view and select a granular list (as in this example).

NOTE: That selections are made on an 'OR' basis - so when you download the data, you will receive post holders covering every functional category selected.

Once happy, click Next

So that's types of organisation and post holder functions selected, now for geographical areas

COUNT TOOL

Subscriptions Organisation types Categories & functions **Regions & areas** Results

SELECT REGIONS AND AREAS Next

- All regions/areas
- Channel Islands
- East Midlands
- Eastern
 - Bedfordshire
 - Cambridgeshire
 - Essex**
 - Hertfordshire
 - Norfolk
 - Suffolk
- London
- North East

YOUR SELECTIONS:

- Higher Education College
- Central Financial Services
- East Midlands
- Essex

Remove Remove all

Added: Essex

This section allows selection by all UK ('All'), by broad Political Region or by specific County.

Sample principles as before apply here. Select All, broad or, by clicking on the '+' symbols, granular category, or combine both (as in this example - East Midlands and Essex from the Eastern Region).

Once content, click Next

Please contact us to discuss any aspect of our services: **0845 226 3044** | admin@oscar-research.co.uk



So, now you have made your selections it's time to run some counts and download the data. If you just want records with a direct email address you can click the 'email only' box, as below.

COUNT TOOL

Subscriptions Organisation types Categories & functions Regions & areas **Results**

RESULTS: Run counts on your selections to check you have the expected volumes and to help plan for your postal, telephone or email activities.

Field coverage Organisation types Categories & functions Seniority Region

Organisation type	Contact count
Further and Higher Education	55
Further and Higher Education	1
De-duplicated total	55

YOUR SELECTIONS:

- Higher Education College
- Central Financial Services
- East Midlands
- Essex

Remove Remove all

Email only

DOWNLOADS:

or changes since date:

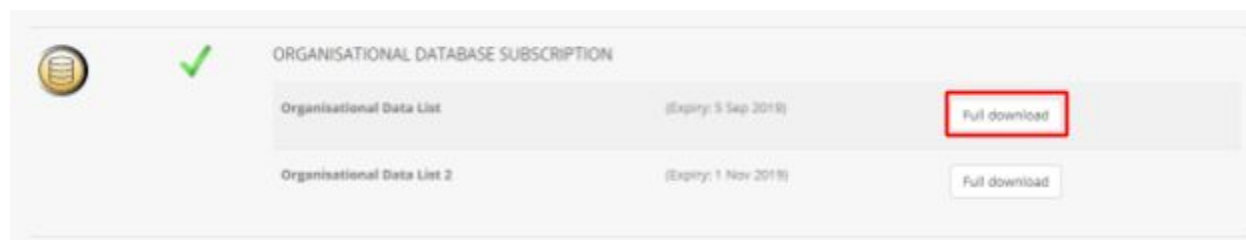
Download your data selections into an Excel file. Downloads are made from the live database.

Download just the changes made to these data selections back to any historical point. As with the main 'Changes' download, the data comes with an additional field to show the type of change.

Clicking the 'email only' box means the counts and downloads will only contain post holders with a direct email address.

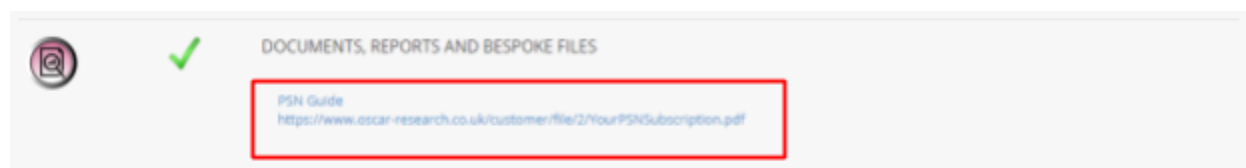


4. Organisational Database Subscriptions



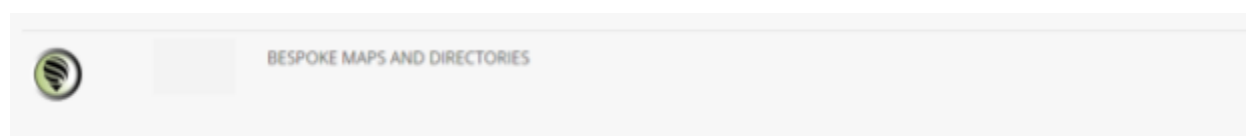
Customers with subscriptions to either bespoke organisational data or our full organisational database subscription can download live copies of their data via the button highlighted above. The data is provided in CSV format and the field structure and descriptions can be seen here - <https://www.oscar-research.co.uk/databases/structure2>

5. Reports and Bespoke Files



This section provides a home for any bespoke data files that we may have prepared for you, as well as data driven reports and data visualisations (such as our CAP, Political or other Public Service area reports). These are all accessed via the descriptions and links shown which either provide a file download or take you to a secure page to view your content.

6. Bespoke Maps and Directories



Access is provided here for our Surf Your Turf Premium Subscription (which can also be accessed directly at www.surfyourturf.co.uk). The majority of our other external feeds for directories, web services and database driven applications are provided directly to clients and coded to run from our system to theirs. This area includes any additional supporting documents and endpoints.

Please contact us to discuss any aspect of our services: **0845 226 3044** | admin@oscar-research.co.uk



7. More from Oscar

In addition to the services available via the customer area, we also offer bespoke data research, data reports and visualisations, data feeds and mapping data and map creation. For those wishing to promote their organisations and services, please see our media pack for a range of content syndication and sponsorship options on our PSN Media Pack.



Advertising options can be seen on our media pack here: <http://www.public-sector.co.uk/MediaPack.pdf>



Reports, Research and Intel services can be seen here <http://www.oscar-research.co.uk/data-intelligence/>