



INSIGHTS



User Guide:

How To Set Up E-mail Alerts For Pipeline Notices in Insights

A step by step guide to help you create automated email alerts for upcoming pipeline notices based on your criteria



<https://insights.oxygen-finance.com/login>



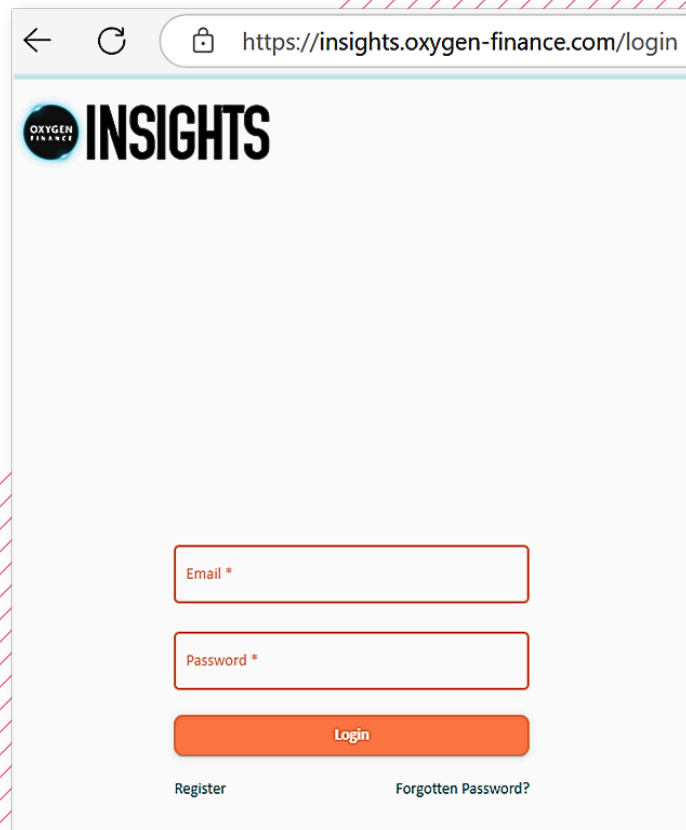
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ALERTS

How to set up E-mail Alerts for Pipeline Notices in Insights

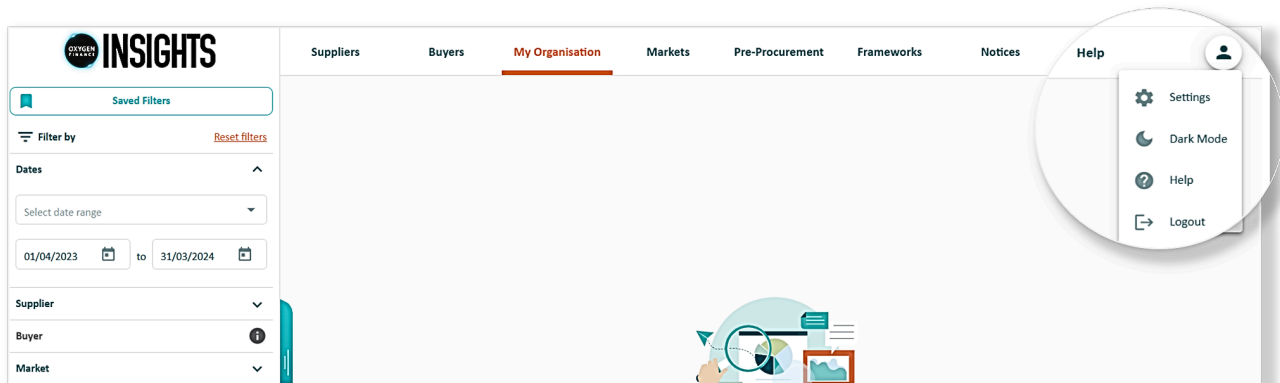
Step 1: Log in with your credentials

First things first, use your login details to sign in to your account. This ensures you can access all the amazing features we have for you.

A screenshot of a web browser showing the login page for Oxygen Finance Insights. The browser's address bar displays "https://insights.oxygen-finance.com/login". The page features the Oxygen Finance Insights logo at the top left. Below the logo, there are two input fields: "Email *" and "Password *", both with red borders. Below these fields is an orange "Login" button. At the bottom of the page, there are two links: "Register" and "Forgotten Password?". The entire screenshot is overlaid on a background of red diagonal lines.

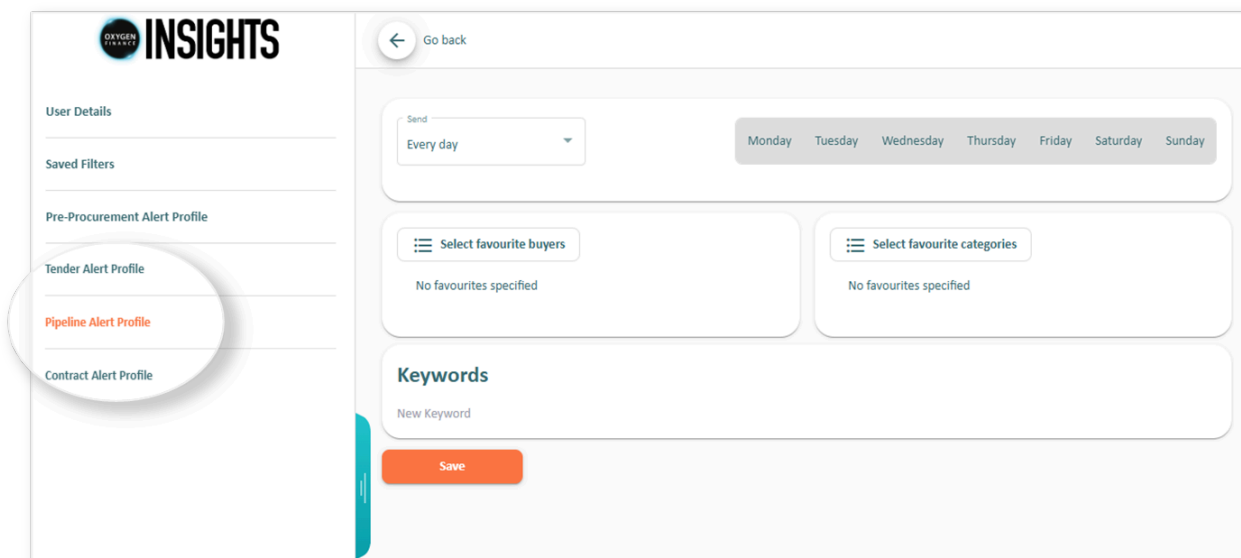
Step 2: Access the Profile Icon

Once logged in successfully, click on the **Profile icon** in the top-right corner of the page. From the dropdown menu, select **Settings** to open your preferences.



Step 3: Go to Pipeline Alert Profile

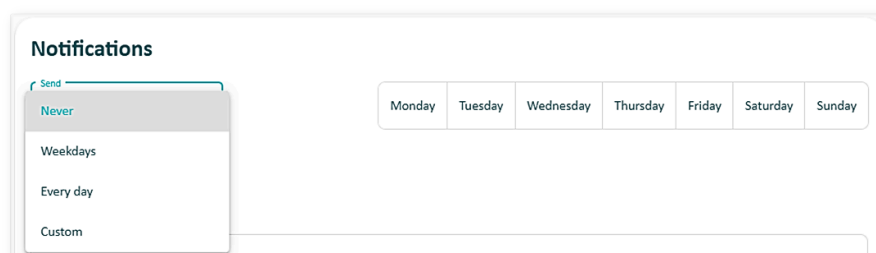
Within the **Settings** menu, navigate to the **Pipeline Alert Profile** section and a similar page will appear on your screen.



This is where you'll be able to configure your e-mail notifications for pipeline notices that match your preferences.

Step 4: Set Notification frequency

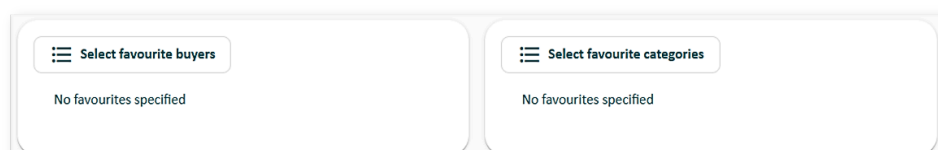
You can personalise your alert settings by choosing how often you'd like to receive notifications and selecting the expiration timeframe for pipeline deadlines.



Notification frequency: Decide if you'd prefer to receive alerts on **weekdays**, **every day** or set a **custom** frequency, giving you the ability to select the days that work best for you.

Step 5: Filter by Favourite Buyers and Categories

To further narrow down your alerts, you can select your favourite buyers and choose specific categories based on your needs and interests.



Favourite buyers

Group: Filter by specific groups like Local Government, NHS or Central Government to focus on particular buyer groups.

Types: Choose the type of buyer, such as London Borough, Ministerial Department or other relevant buyer types to refine your results.

Buyer: Select the specific name of buyer you're interested in. You can select multiple buyers, based on your areas of focus.



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Selection

Group	Type	Buyer
<input checked="" type="checkbox"/> Central Government <input type="checkbox"/> Education <input checked="" type="checkbox"/> Framework Providers <input type="checkbox"/> Housing Associations <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> National Parks <input checked="" type="checkbox"/> NHS <input type="checkbox"/> Other Local Gov	<input checked="" type="checkbox"/> City Region <input checked="" type="checkbox"/> London Borough <input checked="" type="checkbox"/> Metropolitan Council <input checked="" type="checkbox"/> Shire County <input checked="" type="checkbox"/> Shire District <input checked="" type="checkbox"/> Unitary Council <input type="checkbox"/> Unitary Council (Scotland) <input type="checkbox"/> Unitary Council (Wales)	<input checked="" type="checkbox"/> Greater London <input checked="" type="checkbox"/> Barking and Dagenham London Borough Council <input checked="" type="checkbox"/> Barnet London Borough Council <input checked="" type="checkbox"/> Bexley London Borough Council <input checked="" type="checkbox"/> Brent London Borough Council <input checked="" type="checkbox"/> Bromley London Borough Council <input checked="" type="checkbox"/> Camden London Borough Council <input checked="" type="checkbox"/> Croydon London Borough Council <input type="checkbox"/> Ealing London Borough Council <input type="checkbox"/> Enfield London Borough Council <input checked="" type="checkbox"/> Greenwich London Borough Council <input checked="" type="checkbox"/> Hackney London Borough Council <input checked="" type="checkbox"/> Hammersmith and Fulham London Borough Council <input checked="" type="checkbox"/> Haringey London Borough Council <input checked="" type="checkbox"/> Harrow London Borough Council <input type="checkbox"/> Havering London Borough Council <input checked="" type="checkbox"/> Hillingdon London Borough Council <input checked="" type="checkbox"/> Hounslow London Borough Council <input checked="" type="checkbox"/> Islington London Borough Council <input checked="" type="checkbox"/> Kensington and Chelsea Council <input checked="" type="checkbox"/> Kingston upon Thames Council
None	None	None

Cancel **Apply**

Important:
Once you've made your selections don't forget to click on **Apply** to save your choices.

Favourite categories

Market: Choose one or multiple markets that your subscription covers and is related to your area of expertise. For example, you can select Corporate and ICT & BPO together or focus on a single market like Waste & Environment.

Categories: Filter by specific categories within those markets for a more targeted overview of services.

Selection

Market	Category
<input type="checkbox"/> Buildings <input type="checkbox"/> Civil Defence <input checked="" type="checkbox"/> Corporate <input type="checkbox"/> Culture & Leisure <input type="checkbox"/> Health & Social Care <input type="checkbox"/> Highways & Transport <input checked="" type="checkbox"/> ICT & BPO <input type="checkbox"/> Legal & Financial <input type="checkbox"/> Waste & Environment	<input type="checkbox"/> Back Office Admin Services <input checked="" type="checkbox"/> Consultancy (ICT) <input type="checkbox"/> Document Management Service <input checked="" type="checkbox"/> ICT Infrastructure (inc cloud) <input checked="" type="checkbox"/> ICT Service Transformation <input checked="" type="checkbox"/> ICT Support Services & Systems Integration <input checked="" type="checkbox"/> Network & Comms Services <input checked="" type="checkbox"/> Software Applications, Development & Support
None	None

Cancel **Apply**

Important:
Once you've made your selections don't forget to click on **Apply** to save your choices.

You can always find detailed explanations of markets and categories in the **Help Hub** section, including how categories are defined and organised.

Step 6: Refine alerts using Keywords 🔍

Use the **Keywords** section to add specific terms you want to track in pipeline notifications (eg Cloud, WAN, Cyber Security). This will ensure you receive alerts about pipeline notifiers related to or containing these keywords.

Keywords

Cloud X

WAN X

Cyber Security X

New Keyword

Pro Tip: Add as many relevant keywords as possible to ensure you receive comprehensive alerts tailored to your interests.

For any abbreviations like “ERP” and “WAN”, make sure to include both the abbreviation and full term (“enterprise resource planning” & “wide area network”) to avoid missing any opportunities.

Keep in mind that keywords act as the final layer of filtering. If used, your alerts will only include pipeline notices that contain at least one of the keywords you've entered.

Step 7: Save your preferences 💾

Once you’ve customised all your alert settings, click **Save** to activate your e-mail alerts. You’ll now start receiving notifications directly in your e-mail inbox based on the criteria you’ve set, keeping you informed about the latest future procurement opportunities.

Send
Weekdays

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Select favourite buyers
929 Buyers selected

Select favourite categories
27 Categories selected

Keywords

Cloud X

WAN X

Cyber Security X

New Keyword

Save



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