

Guide on using Search and Enquiry Tool



OSCAR

Online Safety,
Compliance Application
and Registration
System

IMPORTANT NOTES

- ❑ For companies accessing OSCAR for the first time, please refer to the User Account Creation Guide for instructions on how to access OSCAR and create accounts for new users.
- ❑ If you do not have an OSCAR account, please contact your company's OSCAR Administrator(s) for creation of your OSCAR user account.
- ❑ In the Search and Enquiry tool, users may search for FSCA cases submitted by other users under the same company UEN.

Guide on using Search and Enquiry Tool

Click on the Singpass icon as shown below.

Login to OSCAR?

————— LOG IN WITH —————

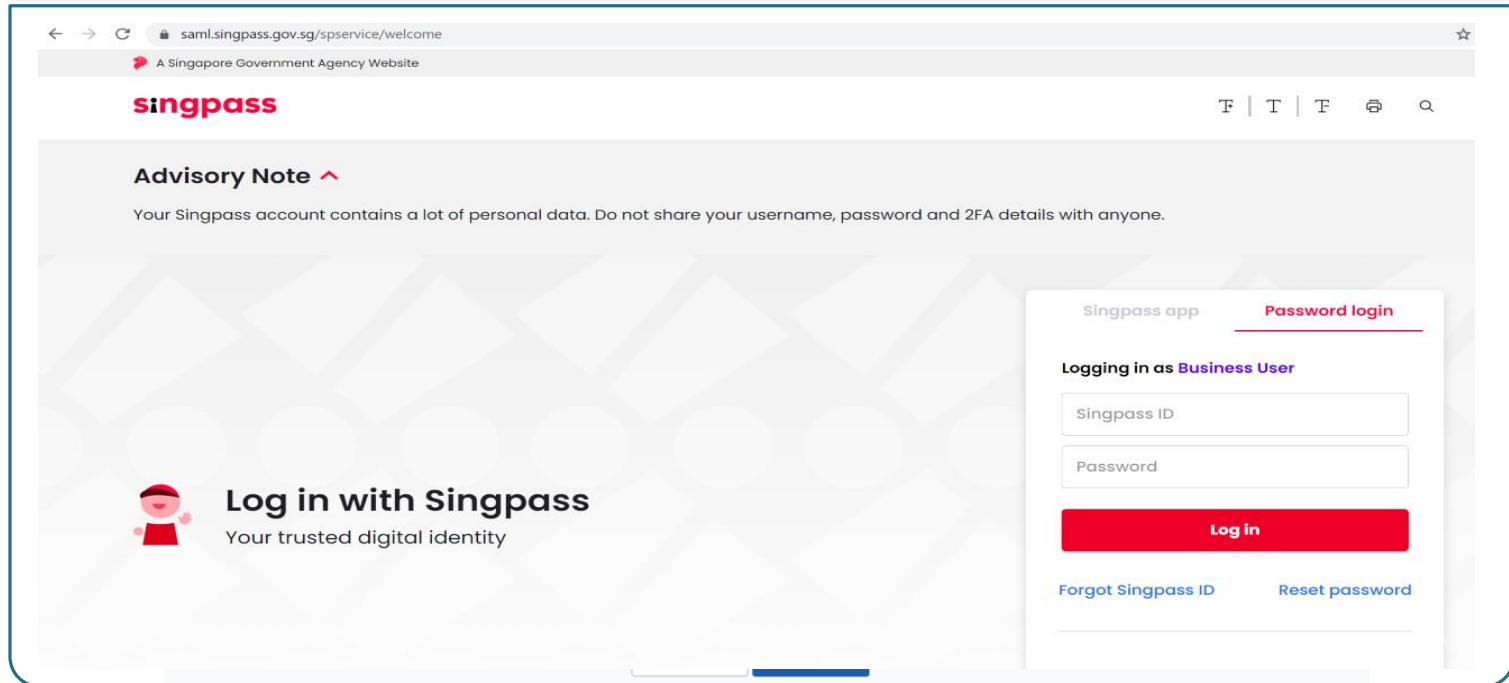


or




Guide on using Search and Enquiry Tool

Enter the details and click on log in.



The screenshot shows the Singpass login page in a web browser. The address bar displays 'saml.singpass.gov.sg/spservice/welcome'. The page features the Singpass logo and an advisory note: 'Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.' Below this, there is a 'Log in with Singpass' section with a cartoon character and the text 'Your trusted digital identity'. On the right side, there is a login form with two tabs: 'Singpass app' and 'Password login'. The 'Password login' tab is selected. The form includes fields for 'Singpass ID' and 'Password', a red 'Log in' button, and links for 'Forgot Singpass ID' and 'Reset password'.

Complete 2FA verification.

Log Out 



You have not completed your 2FA setup. 2FA is required to access e-Service.



Log in [SingPass](#) to register for a OneKey Token and set up your 2FA.

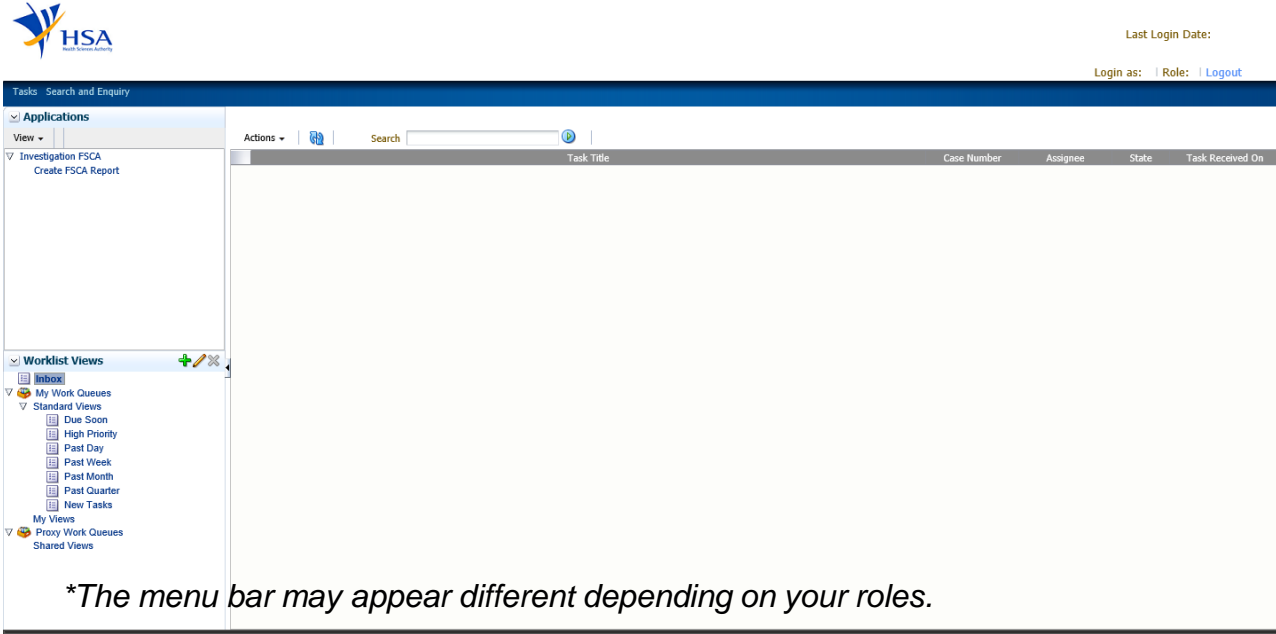
If you are residing overseas and have not updated your address with Immigration & Checkpoints Authority of Singapore (ICA), click [here](#) for more details.

You are given a 9999-day grace period to set up your 2FA. From 29/05/2044 onwards, you will **not be able** to access this e-service and others involving sensitive data, until you have set up your 2FA.

Continue

Guide on using Search and Enquiry Tool

Arrive on the OSCAR landing page.



The screenshot displays the OSCAR landing page. At the top left is the HSA logo. On the right, it shows 'Last Login Date:' and 'Login as: | Role: | Logout'. Below this is a navigation bar with 'Tasks Search and Enquiry'. The main content area is divided into a left sidebar and a main table. The sidebar has 'Applications' and 'Worklist Views' sections. The 'Applications' section shows 'Investigation FSCA' and 'Create FSCA Report'. The 'Worklist Views' section includes 'Inbox', 'My Work Queues', 'Standard Views' (with sub-items: Due Soon, High Priority, Past Day, Past Week, Past Month, Past Quarter, New Tasks), 'My Views', 'Proxy Work Queues', and 'Shared Views'. The main table has a header with columns: 'Task Title', 'Case Number', 'Assignee', 'State', and 'Task Received On'. The table body is currently empty.

**The menu bar may appear different depending on your roles.*

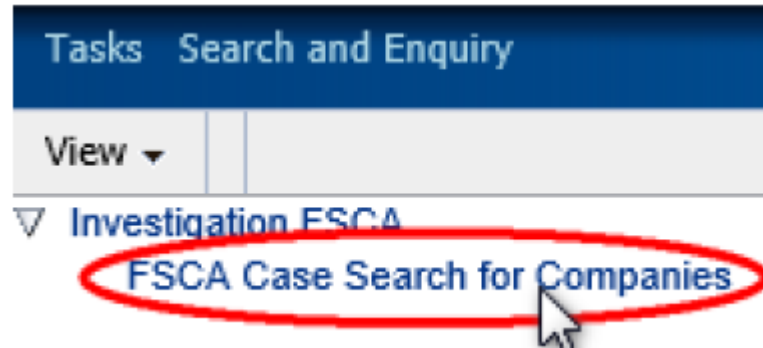
Guide on using Search and Enquiry Tool

Click on *Search and Enquiry* in the Menu bar.



Guide on using Search and Enquiry Tool

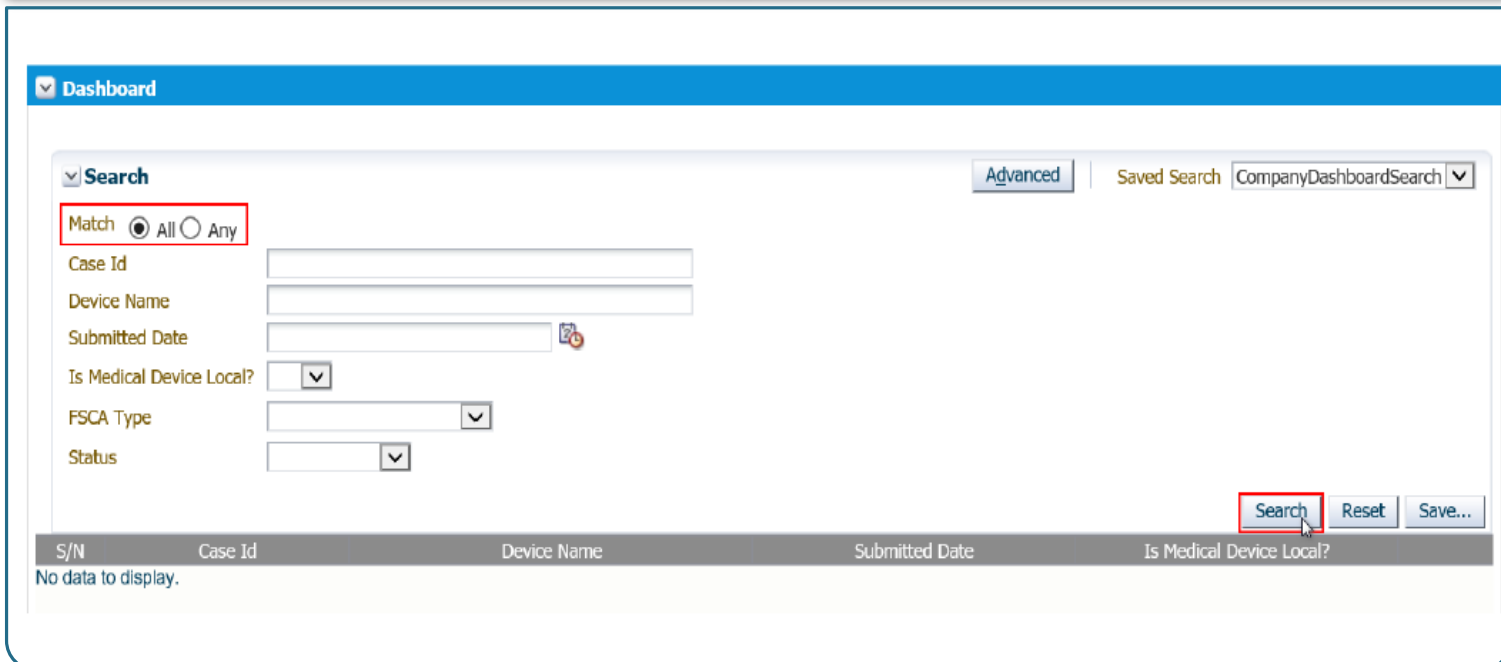
Click on *FSCA Case Search for Companies* in the sidebar.



Guide on using Search and Enquiry Tool

To perform a search, fill in the respective fields and click on the *Search* button.

If you have more than one search criteria, you may select Match to *All* to show all cases which match all the search criteria or Match to *Any* to show all cases which meet one or more of the search criteria.



The screenshot shows a web application interface for searching cases. At the top, there is a blue header with a 'Dashboard' menu. Below this is a search panel with a 'Search' dropdown menu. The search criteria are as follows:

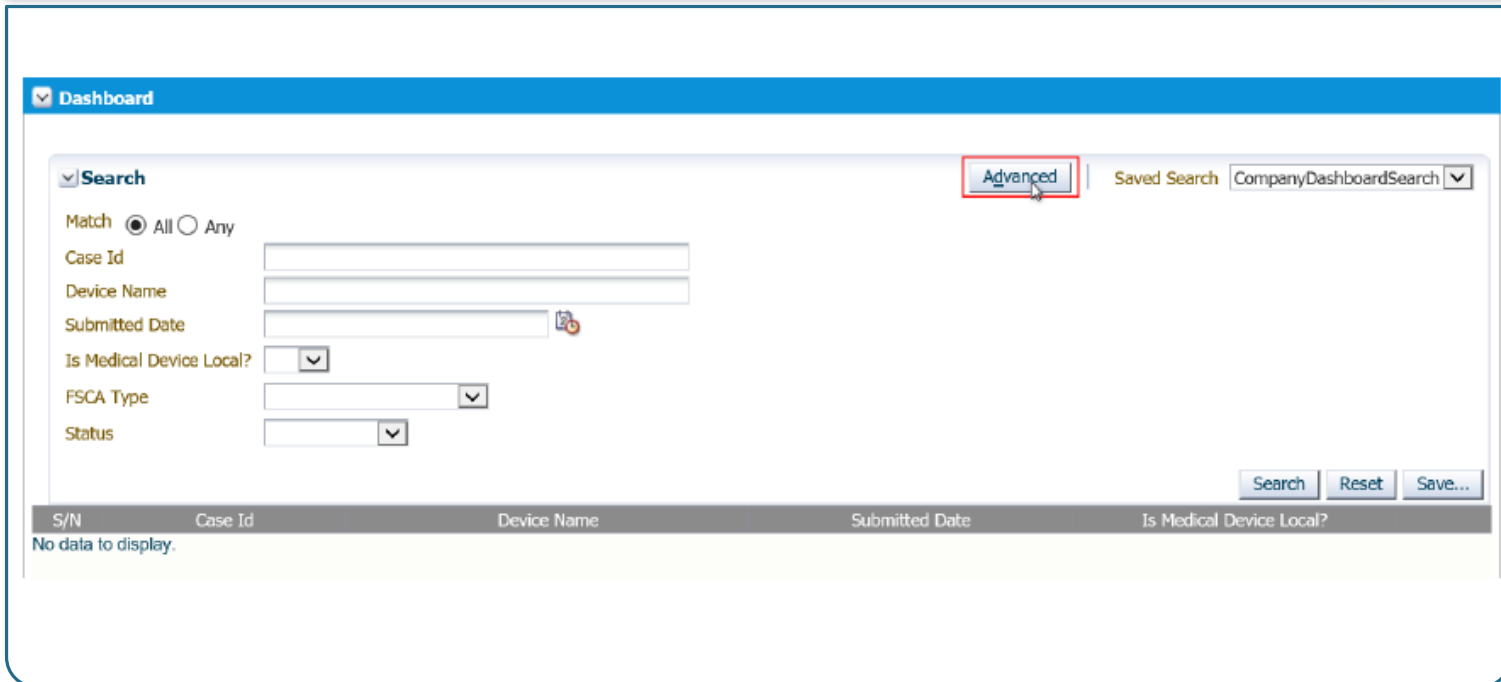
- Match:** Radio buttons for 'All' (selected) and 'Any'.
- Case Id:** Text input field.
- Device Name:** Text input field.
- Submitted Date:** Date input field with a calendar icon.
- Is Medical Device Local?:** Dropdown menu.
- FSCA Type:** Dropdown menu.
- Status:** Dropdown menu.

Buttons for 'Advanced', 'Saved Search', and 'CompanyDashboardSearch' are visible. A 'Search' button is highlighted with a red box, along with 'Reset' and 'Save...' buttons. Below the search panel is a table header with columns: S/N, Case Id, Device Name, Submitted Date, and Is Medical Device Local?. The table content shows 'No data to display.'

Guide on using Search and Enquiry Tool

You may also toggle between the search modes by clicking on the *Advanced* or *Basic* search button.

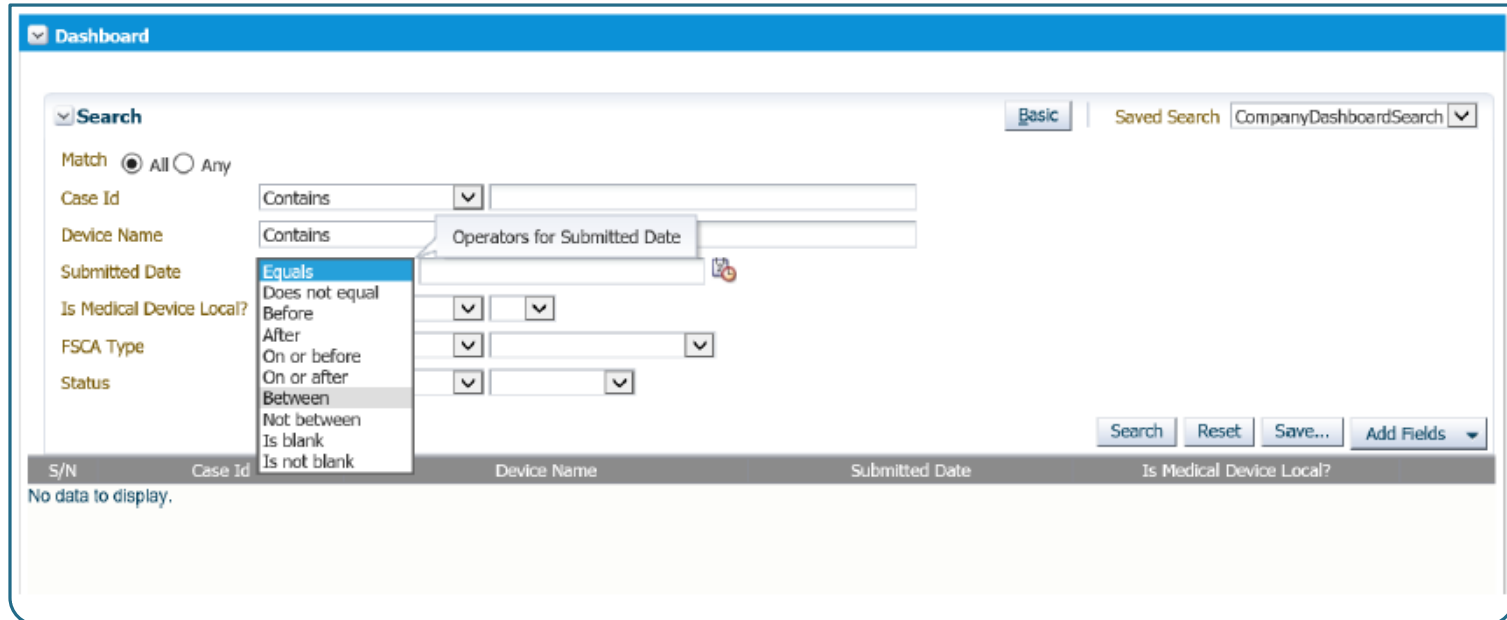
The Advanced search will allow you to refine the search operators.



The screenshot displays the 'Dashboard' section of the Search and Enquiry Tool. The 'Search' panel includes a 'Match' section with radio buttons for 'All' (selected) and 'Any'. Below this are input fields for 'Case Id', 'Device Name', and 'Submitted Date' (with a calendar icon). There are also dropdown menus for 'Is Medical Device Local?', 'FSCA Type', and 'Status'. The 'Advanced' button is highlighted with a red box. To its right is a 'Saved Search' dropdown menu showing 'CompanyDashboardSearch'. At the bottom right of the search panel are 'Search', 'Reset', and 'Save...' buttons. Below the search panel is a table header with columns: 'S/N', 'Case Id', 'Device Name', 'Submitted Date', and 'Is Medical Device Local?'. The table content shows 'No data to display.'

Guide on using Search and Enquiry Tool

You may change the search operator by clicking on the drop-down arrow.

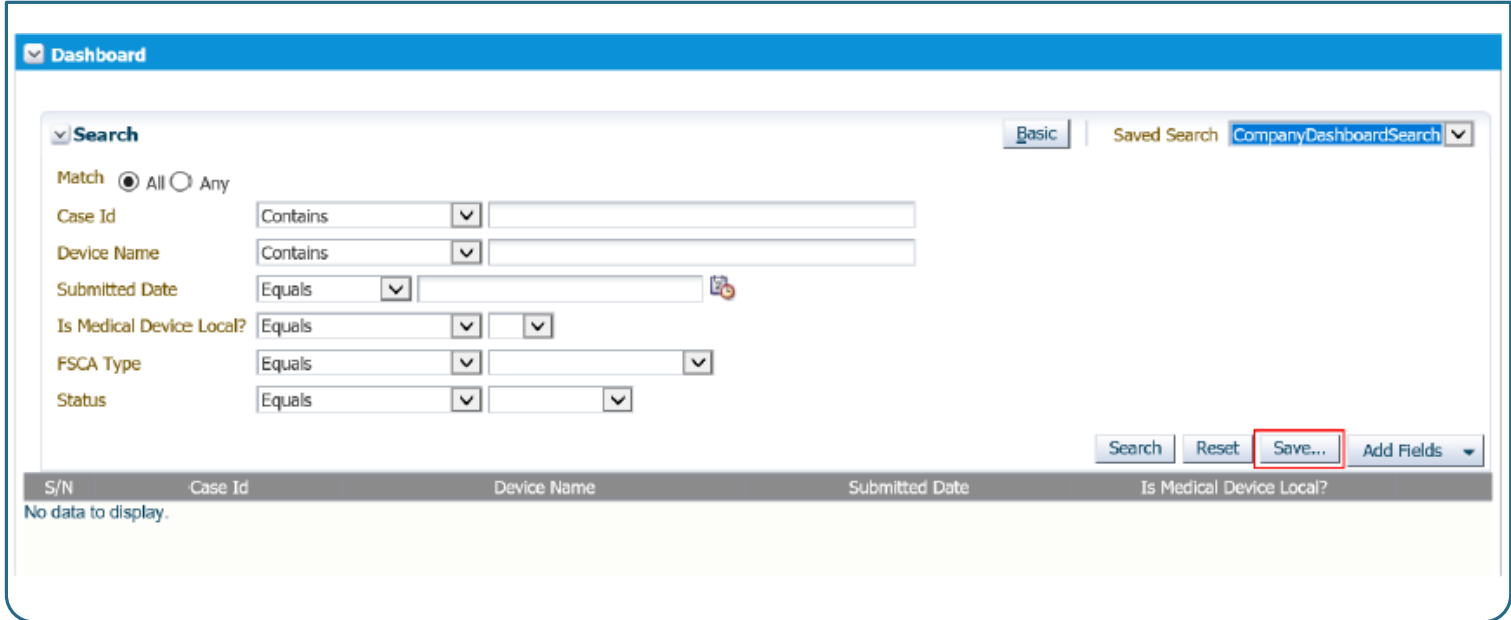


The screenshot displays the 'Search' section of a dashboard. It features a search criteria table with columns for field name, operator, and value. A dropdown menu is open for the 'Submitted Date' field, showing various operators. The 'Basic' search mode is selected, and a saved search named 'CompanyDashboardSearch' is active. The search results area is currently empty, displaying 'No data to display.'

S/N	Case Id	Device Name	Submitted Date	Is Medical Device Local?
No data to display.				

Guide on using Search and Enquiry Tool

In the Advanced Search mode, users may create a Saved Search. To do so, customize the Search criteria and click on *Search* to generate the results. Then, click on *Save*.



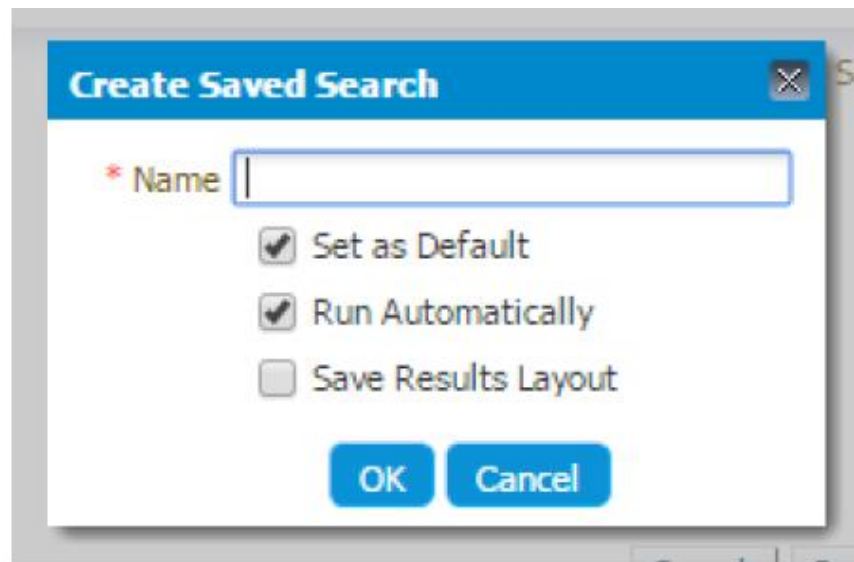
The screenshot shows the 'Search' section of the tool. It includes a 'Match' section with radio buttons for 'All' (selected) and 'Any'. Below this are several search criteria, each with a dropdown menu for the operator and a text input field for the value:

- Case Id: Contains []
- Device Name: Contains []
- Submitted Date: Equals []
- Is Medical Device Local?: Equals [] []
- FSCA Type: Equals [] []
- Status: Equals [] []

At the bottom right of the search criteria area, there are four buttons: 'Search', 'Reset', 'Save...' (highlighted with a red box), and 'Add Fields'. Below the search criteria is a table header with columns: 'S/N', 'Case Id', 'Device Name', 'Submitted Date', and 'Is Medical Device Local?'. The table content area below the header displays 'No data to display.'

Guide on using Search and Enquiry Tool

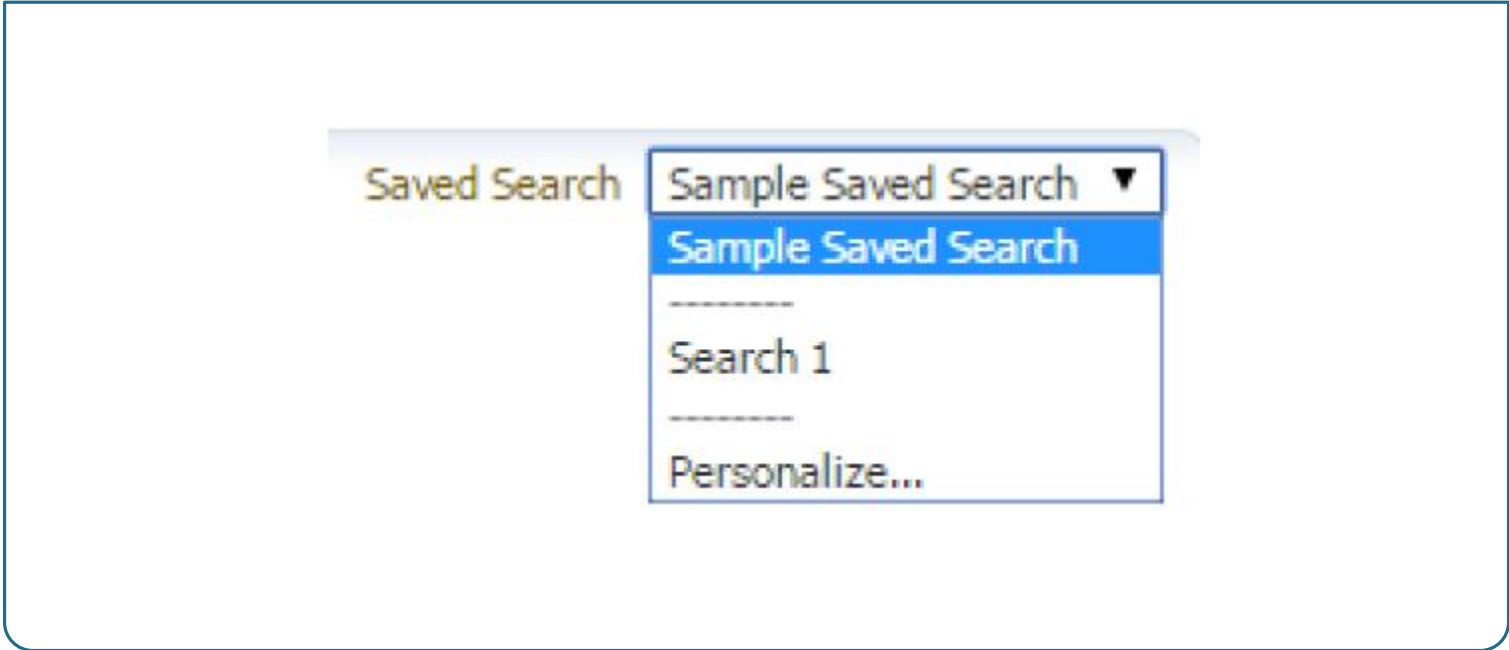
In the pop-up, please enter a name for the customized search and select the relevant criteria for the Saved Search. Click **OK**.



The screenshot shows a dialog box titled "Create Saved Search" with a close button (X) in the top right corner. The dialog contains a text input field labeled "* Name" which is currently empty. Below the input field are three checkboxes: "Set as Default" (checked), "Run Automatically" (checked), and "Save Results Layout" (unchecked). At the bottom of the dialog are two buttons: "OK" and "Cancel".

Guide on using Search and Enquiry Tool

To perform the same search criteria again, you may access the saved search in the Saved Search drop-down menu.



END



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