SplashBI - Distribution key features

SplashBI has many useful features for distributing reports, including:

* Password protection
* Failure notifications
* Sending to multiple recipients
* Choice of output format

This functionality can also be combined with scheduling.

## Distribution in SplashBI

1. Once logged into Splash, navigate to Reports



1. Locate the report to be distributed, and click the run icon



1. Enter your parameters as required, then select Distribution



1. The Distribution screen provides many options for sending your report by email.

**Password Protection:** Enter a password to lock any selected outputs. Please note that CSV files cannot be password protected.

**Notification On:** Enter an email address to receive notification of failure to send, and/or whether the report errored or terminated.



**Email:** Enter an email address (or multiple addresses each separated by only a comma) of the report’s recipients. Do not use the Users or User Groups drop down menus.



**Outputs:** Select which output formats will be attached to the email. Note that not selecting at least one output will result in a simple notification email being delivered.


2. To confirm the distribution settings and submission of the report, click Save & Submit

