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

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

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1. Enter your parameters as required, then select Distribution

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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.  
     
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   **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

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