SplashBI - Launching the UO SplashBI responsibility  
(Troubleshooting)

If SplashBI is not launching correctly (usually presented by the following error message in a new tab)  
  
**

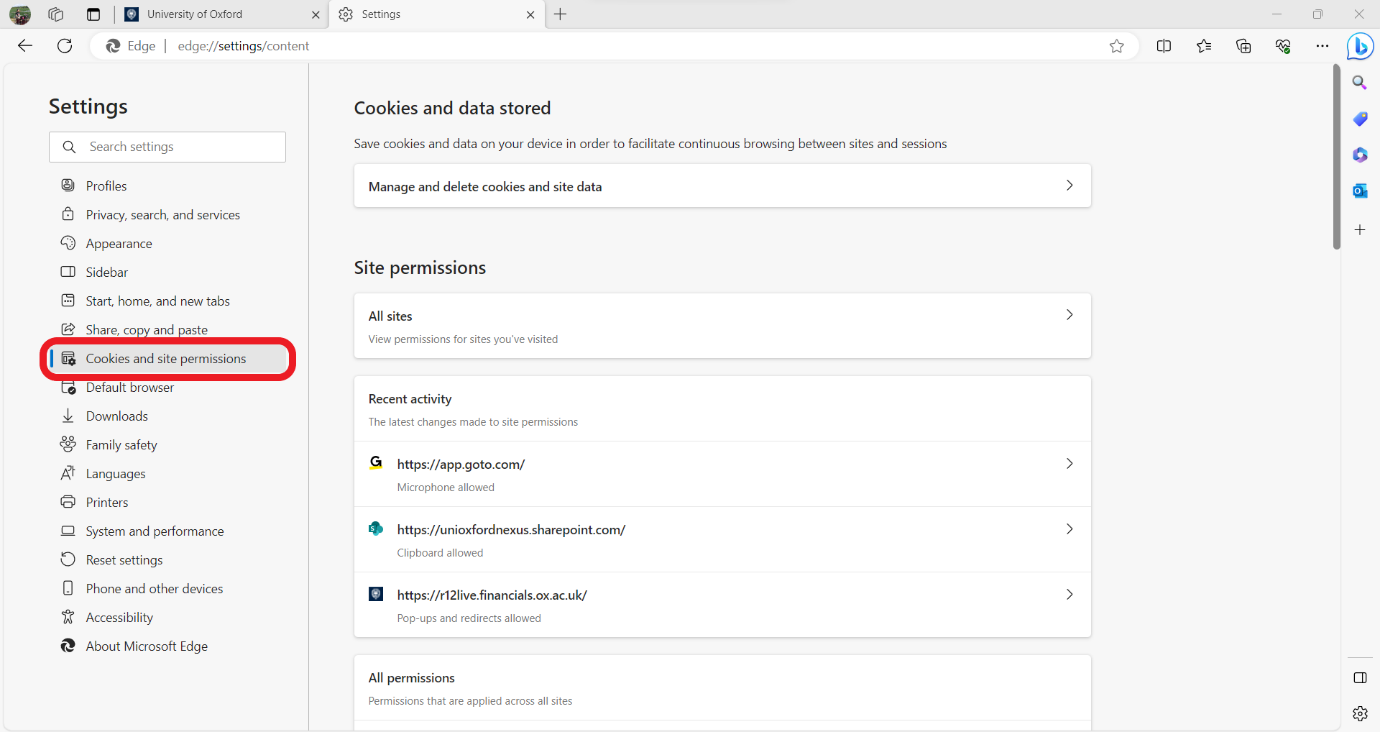
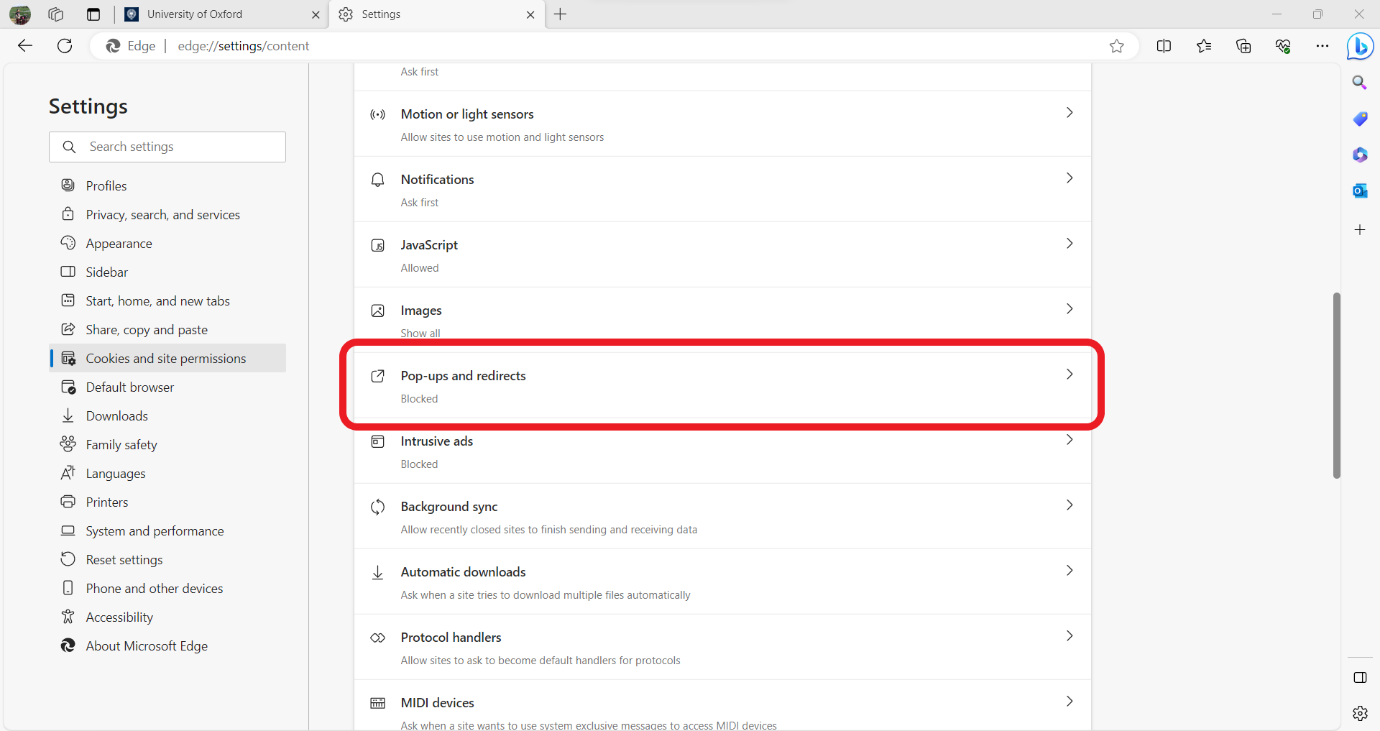
First go back to the main Oracle page and try to launch the UO SplashBI responsibility again  
  
(We recommend having SplashBI as a favourite, as shown in the blue ring below. This will allow you to access SplashBI with one click. If you’d like to add SplashBI as homepage icon, select Add Favourites -> Manage Favourites, then select UO SplashBI from the responsibility drop down)  
  
*A screenshot of a computer

Description automatically generated*  
  
**SplashBI should now open successfully in a new tab, however, if the issue persists, please follow the steps below to troubleshoot.**

## Amending Edge browser settings

1. Click the 3 dots to open the menu  
     
   A person handing a blue shirt to a person

   Description automatically generated
2. Select Settings  
     
   A person holding a blue shirt with a person smiling

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3. Select Cookies and site permissions  
     
   
4. Scroll down and select Pop-ups and redirects  
     
   
5. In the Allow section, click Add  
     
   A screenshot of a computer

   Description automatically generated
6. In the dialog box, enter <https://r12live.financials.ox.ac.uk>  
     
   Click Add  
     
   A screenshot of a computer screen

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7. The site will now be added to the list of allowed sites  
     
   A screenshot of a computer

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*Launching SplashBI from Oracle Forms (Java)*

1. Once logged into Oracle self-service, select the responsibility menu  
     
   A screenshot of a computer

   Description automatically generated
2. Select a responsibility that has options to launch Java  
     
   *In this example we will use a General Ledger responsibility, and launch an Account query*  
     
   A screenshot of a computer

   Description automatically generated
3. Select the Account option to launch Java  
     
   A screenshot of a computer

   Description automatically generated
4. Select the black hat to change your responsibility.  
     
   *If the black hat is greyed out, you may need to close any other window in Java so only the Navigator is visible as below*  
     
   A screenshot of a computer

   Description automatically generated
5. Select SplashBI from the menu is click OK  
     
   A screenshot of a computer

   Description automatically generated
6. The SplashBI page should launch as normal  
     
   A screenshot of a computer

   Description automatically generated