

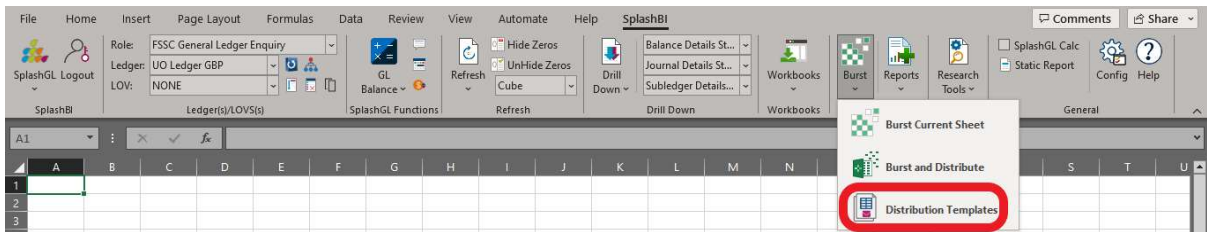
SplashGL - Exporting Distribution Templates for the SplashBI v5.4 upgrade

In preparation for the SplashBI upgrade to version 5.4, Distribution Templates used in SplashGL will need to be exported before June 15th 2023.

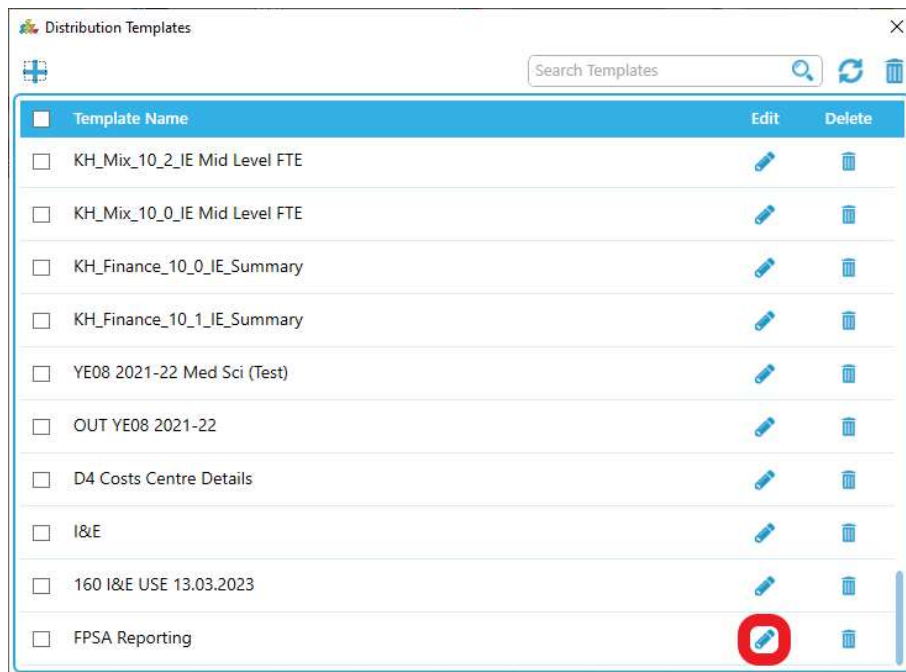
These exports will be saved locally by users and uploaded to SplashGL once the upgrade is completed.

How to export Distribution Templates

1. Log in to SplashGL, select **Burst** -> **Distribution Templates**



2. Find the template you wish to export and click the pencil icon to **Edit**



3. Select [Download Excel](#) to export the file

Template: FPSA Reporting

Field Name: Cost Centre

Subject: {REPORT_NAME}_{TIMESTAMP} for {DESCRIPTION}

Body:

File Name(optional):

Distribute by List of Values Distribute by Query

[Download Excel](#) [Upload Excel](#) [Add New](#)

Cost Centre	Description	Email	Output Type
KH		callum.winkler@admin.ox.ac.uk	

[Save](#) [Cancel](#)

4. Navigate to an appropriate folder and click [Save](#)
A message will appear to confirm the file has been exported successfully

