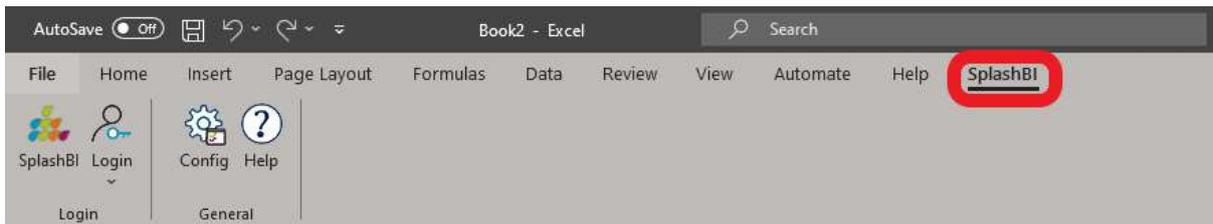


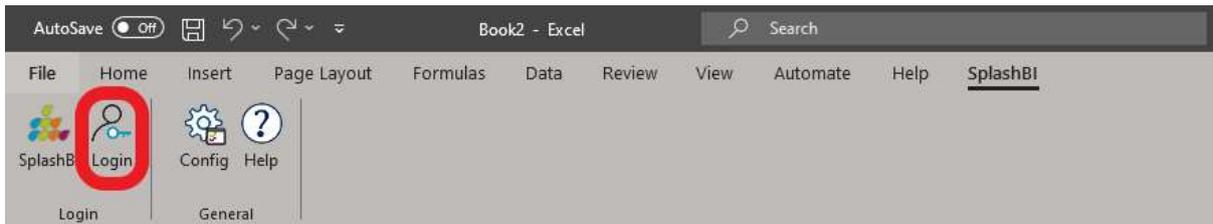
SplashXL/GL - How to create a new instance

Once you have installed the SplashBI Excel add-in, you must first create a new instance. This ensures that the add-in can retrieve data from the Splash server.

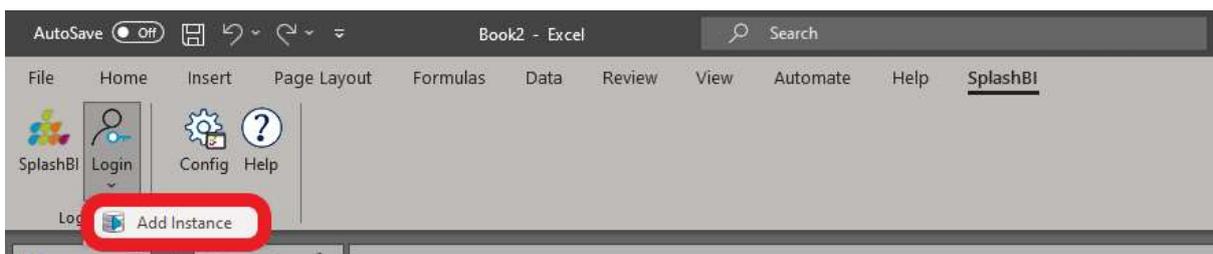
1. Open Excel and select the [SplashBI](#) ribbon



2. Click [Login](#)

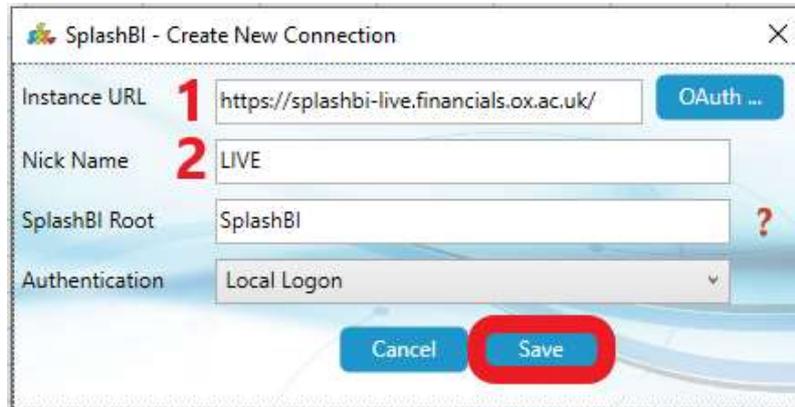


3. Click [Add Instance](#)



4. Enter the following Instance URL: <https://splashbi-live.financials.ox.ac.uk>
Enter LIVE as the Nick Name
The SplashBI Root should default as SplashBI
The Authentication should default as Local Logon

Click [Save](#) to create the Instance



SplashBI - Create New Connection

Instance URL **1** OAuth ...

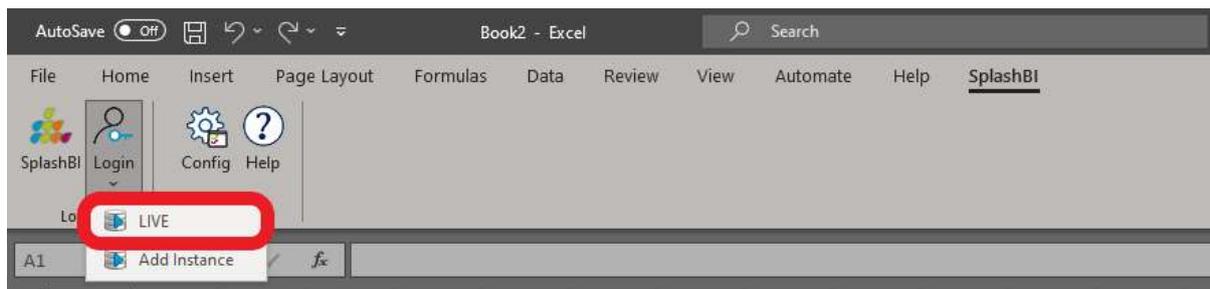
Nick Name **2**

SplashBI Root ?

Authentication

Cancel Save

5. Navigate to [Login](#) (as per step 2) and select LIVE



6. Enter your credentials as you would for Oracle and click [Login](#)



SplashBI - Login

 splashBI[®]
BUSINESS ANALYTICS PLATFORM



Remember Password

Config... Cancel **Login**

Version 5.4

7. If the login fails, first check your Instance information (as per step 4) by selecting [Config](#) from the SplashBI ribbon.

