Instructions for Accessing Individual PAC Contributions by Organization

On the IHA website, IHA PAC resources are found under the <u>Advocacy tab</u> and scroll down the page to find the IHA PAC Dashboard.



1. In the bar graph section, click the blue tab on the upper right side to select "By Hospital".



2. Find your hospital in the list of the bar graph and click on the bar.

		-	•						•
).0%	50.0%	100.0%	150.0%	200.0%	250.0%	300.0%	350.0%	400.0%	450.0%
nation	is Categor	v		2001	JOBI MEL			5	elect a category
see more donation detail in each category,					Pu Diet	eiet Paul	Jocostal	by Pladge Lava	

3. As you keep your mouse hovering on that bar of the graph, a small box will show up. The top right corner has a table icon, which you will need to click.

Oonations Category				select a category
o see more donation detail in each category, nover over the item to see the + sign and click on it		By District		by Pledge Level
Iowa Hospital Association \$22,653	✓ Keep Only Ø	Exclude Q iIII		
UnityPoint Health-Iowa Methodist Medical Center	Iowa Hospital Ass Donors:	ociation: \$22,653 20		
Clarinda Regional Health Center				
Lakes Regional Healthcare				

4. A pop-up window will open, and in the top left corner menu, click on Full Data and you will find a list of each contribution attributed to the hospital selected.

Tabs <	Summary 1 row 6 fields			
Summary E Full Data	Recount Advanced Find View	=# Account Advanced Find Vi Goal Calc	=T F Account Advanced Find Vi Met Goal	=Abc Account Advanced Find Color (copy)
	Iowa Hospital Association	\$5,000	True	Platinum

5. Finally, click on the icon in the upper right corner of the pop-up window to download the information.

Full Data 21 rows	s 19 fields				
nced Find Vlew	Abc Account Advanced Find View Customer (Contribution	Abc Account Advanced Find View Customer1 (copy)	Abc Account Advanced Find View District	Abc Account Advanced Find View PAC Org (Customer) (C	## Account Advanced Find View Amount (Contribution A
9:58:00 AM	Susan Horras	Susan Horras	Null	Iowa Hospital Association	1,000.00
2 10:27:42 AM	John Richardson	John Richardson	Null	Iowa Hospital Association	100.00
? 7:11:06 AM	Joah Hogan	Joah Hogan	Null	Iowa Hospital Association	150.00
27:07:04 AM	Kara Staiert	Kara Staiert	Null	lowa Hospital Association	350.00
7:05:41 AM	Kathy Trytten	Kathy Trytten	Null	Iowa Hospital Association	1,000.00
9:20:28 AM	Sarah Coddington	Sarah Coddington	Null	Iowa Hospital Association	100.00
8:52:42 AM	Maureen Keehnle	Maureen Keehnle	Null	lowa Hospital Association	2,500.00
9:53:36 AM	Reagon Worthington	Reagon Worthington	Null	lowa Hospital Association	100.00
5:12:47 PM	Rebecca Anthony	Rebecca Anthony	Null	Iowa Hospital Association	2,500.00
8:11:21 AM	Michelle Ketelsen	Michelle Ketelsen	Null	Iowa Hospital Association	100.00
8:10:06 AM	Jennifer Nutt	Jennifer Nutt	Null	Iowa Hospital Association	600.00