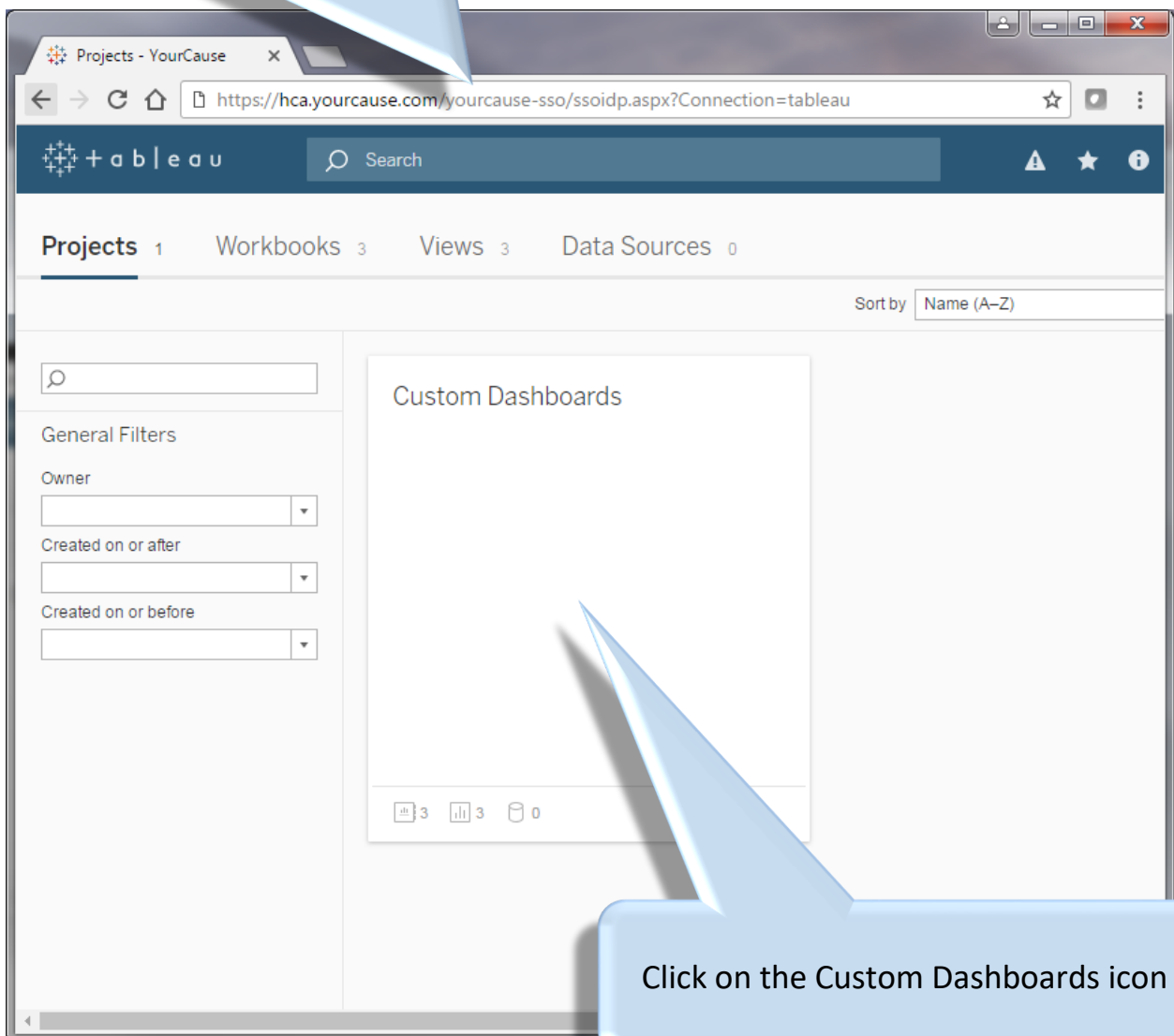# How to run Campaign Reports

Visit the Giving & Volunteering site. Access to the reporting site is based on your profile on the Giving & Volunteering site, so make sure you are logged in there first. Once you are logged into the site, you will be able to access the reporting page. Click this link, or copy and paste the web address into your internet browser:

https://hca.yourcause.com/yourcause-sso/ssoidp.aspx?Connection=tableau

Click on the Custom Dashboards icon

Click on the report you wish to run

Click on the report icon

To download the report, click the "Download" button, then choose the "Crosstab" option to download it to excel.

← Undo   → Redo   ← Revert   🔄 Refresh   ⏸ Pause   📊 Original view   Subscribe   ✖ Share   ⬇ Download

Image
Data
Crosstab
PDF
Tableau Workbook

Start Date | End
1/1/2017 | 12/31/2017

Empl...
☐ (...
☑ Active
☑ Inactive
☐ Terminated

Giving Summary by Facility

Location Code	Facility	Division	Group
06676	St David's Rehab	00016 CENTRAL AND WEST TEXAS DIVISIO	00010 AMERICAN GROUP
	St Davids Medical Center	00016 CENTRAL AND WEST TEXAS DIVISIO	00010 AMERICAN GROUP
07987	Occupational Health Srv- MSO	00016 CENTRAL AND WEST TEXAS DIVISIO	00010 AMERICAN GROUP

Click "Download."

Download Crosstab ✖

The crosstab has been generated

Cancel   **Download**

If you see this error message when you try to access the reporting site, it either means that you are not logged into the Giving & Volunteering site, or that you do not have the permissions needed to run the reports. First, make sure you are logged into the Giving & Volunteering site. If you are logged in and you still get this error message when you load the reporting site, contact DeanaCampbell@hcahealthcare.com to request report permissions.

+ableau

Unable to Sign In

User account not found.
For help, contact your Tableau Server administrator.

Try Again