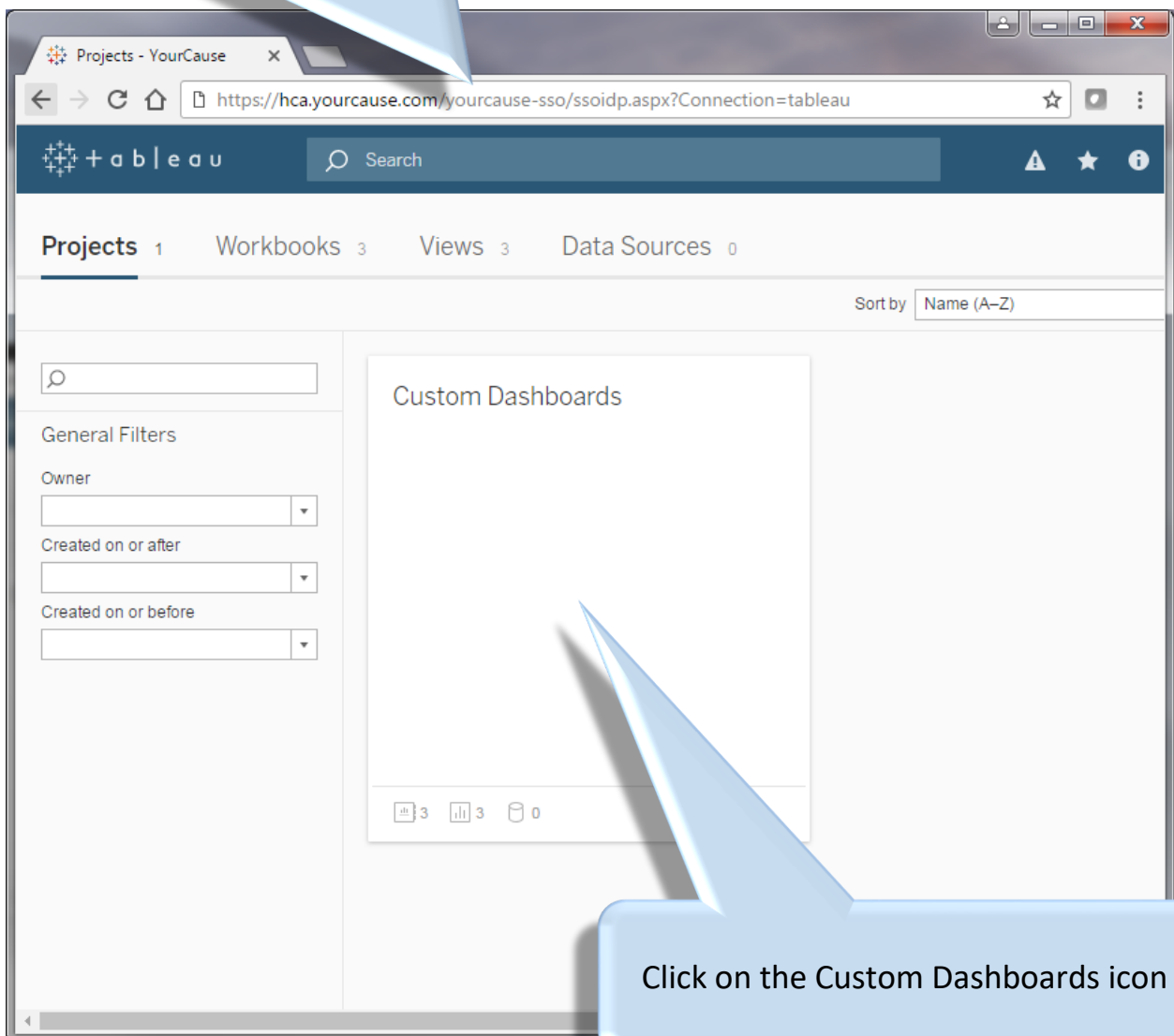


# How to run Campaign Reports

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-ssoidp.aspx?Connection=tableau>



The screenshot shows a web browser window with the URL <https://hca.yourcause.com/yourcause-ssoidp.aspx?Connection=tableau>. The browser displays the Tableau interface. At the top, there is a navigation bar with 'Projects 1', 'Workbooks 3', 'Views 3', and 'Data Sources 0'. Below this, there is a search bar and a 'Sort by' dropdown menu set to 'Name (A-Z)'. The main content area is titled 'Custom Dashboards' and is currently empty. On the left side, there is a 'General Filters' section with three dropdown menus for 'Owner', 'Created on or after', and 'Created on or before'. At the bottom of the 'Custom Dashboards' section, there are three icons: a grid icon with the number '3', a bar chart icon with the number '3', and a trash can icon with the number '0'. A blue callout bubble points to the 'Custom Dashboards' section with the text 'Click on the Custom Dashboards icon'.

tableau Search

Home > Custom Dashboards

### Custom Dashboards ...

PROJECT

Workbooks 3 Views 3 Data Sources 0 Details

0 selected


General Filters

Owner


Tag

Modified on or after


Modified on or before



Giving Summary by Facility  
40 views ☆ 0



Giving by Agency  
20 views ☆ 0



Employee Giving  
16 views ☆ 0

Sort by

Click on the report you wish to run

### Giving Summary by Facility ...

WORKBOOK • By YCAAdmin • 40 views • ☆ 0

Views 1 Data Sources 1 Subscriptions 0 Details

0 selected



Giving Summary by Facility  
40 views ☆ 0

Click on the report icon

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

The screenshot shows a Tableau dashboard interface. At the top, there is a breadcrumb trail: Home > Custom Dashboards > Giving Summary by Facility > Giving Summary. Below this is a toolbar with buttons for Undo, Redo, Revert, Refresh, and Pause. A 'Start Date' filter is set to 1/1/2017 and an 'End Date' filter is set to 12/31/2017. The main title of the dashboard is 'Giving Summary by Facility'. Below the title is a table with four columns: Location Code, Facility, Division, and Group. The table contains three rows of data. A 'Download' button is visible in the top right corner, and a dropdown menu is open, showing options: Image, Data, Crosstab, PDF, and Tableau Workbook. There are also checkboxes for 'Empl' (Employment) with sub-options: Active (checked), Inactive (checked), and Terminated (unchecked).

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."

The screenshot shows a dialog box titled 'Download Crosstab'. The text inside the dialog box reads 'The crosstab has been generated'. There are two buttons at the bottom: a grey 'Cancel' button and a green 'Download' button.

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](mailto:DeanaCampbell@hcahealthcare.com) to request report permissions.



### Unable to Sign In

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

Try Again