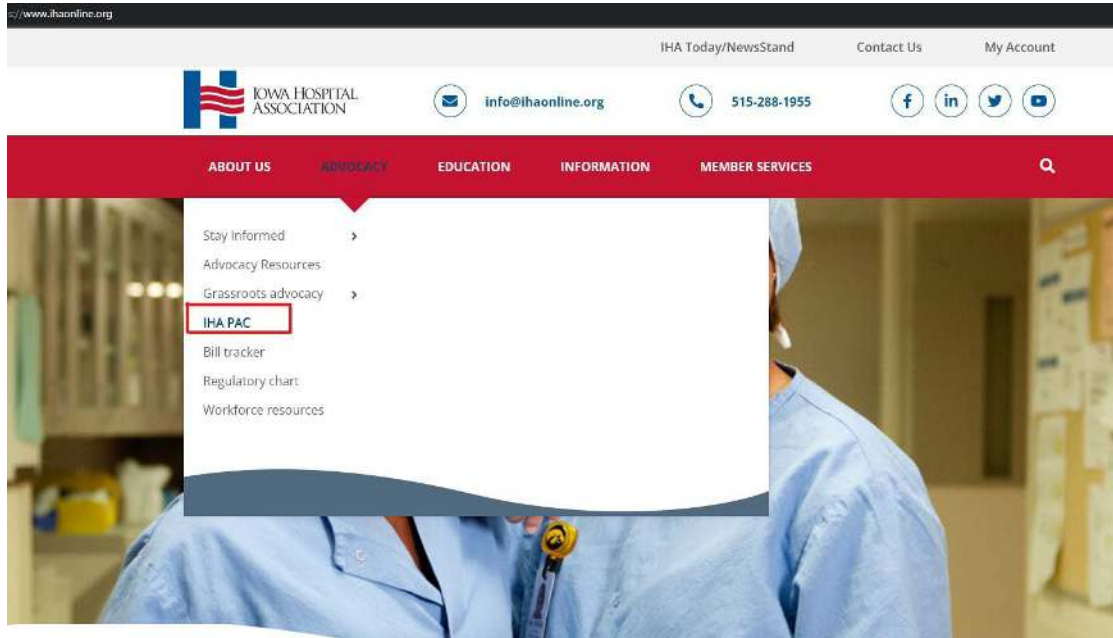
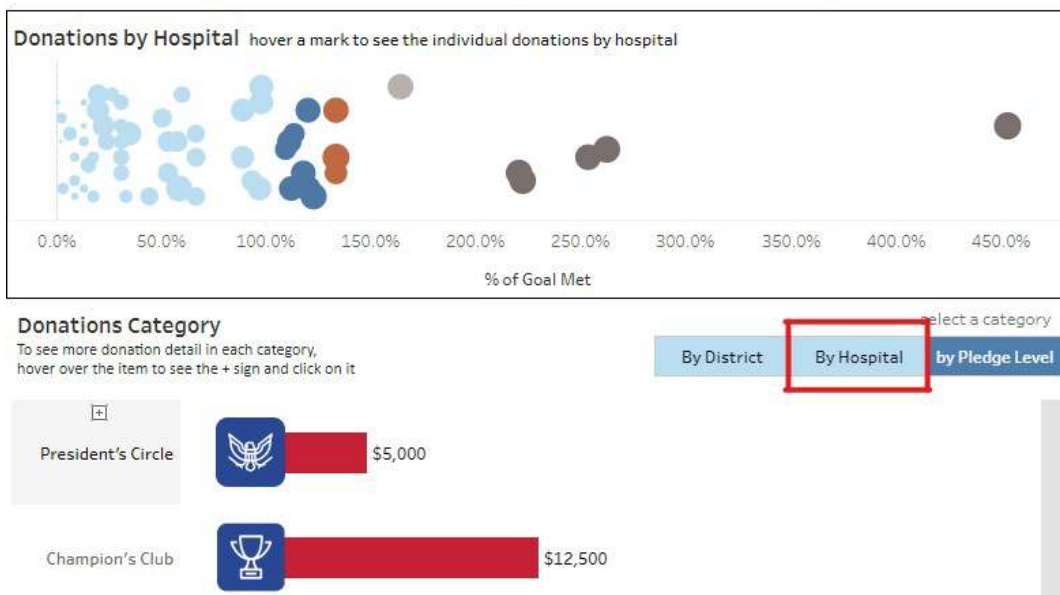


# Instructions for Accessing Individual PAC Contributions by Organization

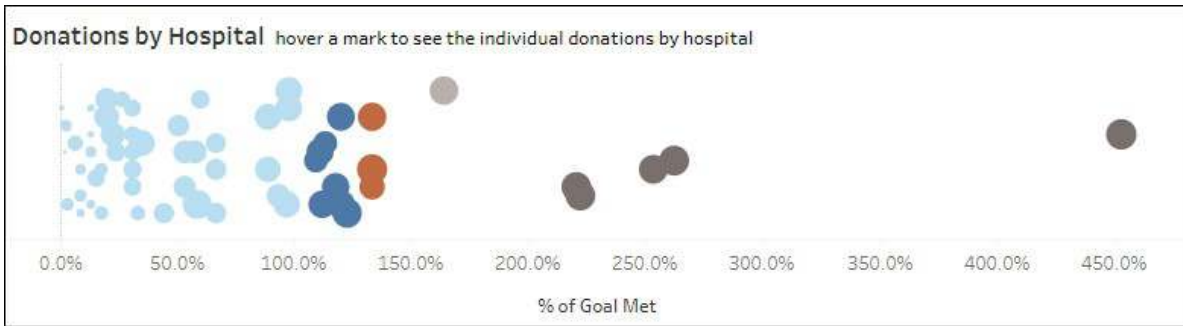
On the IHA website, IHA PAC resources are found under the [Advocacy tab](#) and scroll down the page to find the IHA PAC Dashboard.



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.



### Donations Category

To see more donation detail in each category, hover over the item to see the + sign and click on it

select a category

By District

By Hospital

by Pledge Level



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.

### Donations Category

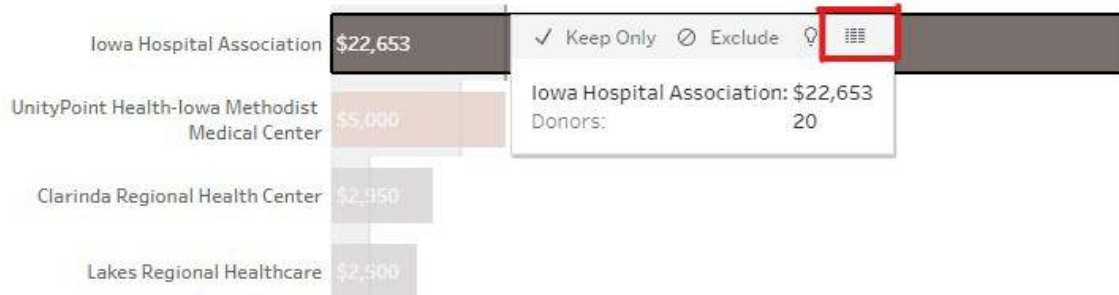
To see more donation detail in each category, hover over the item to see the + sign and click on it

select a category

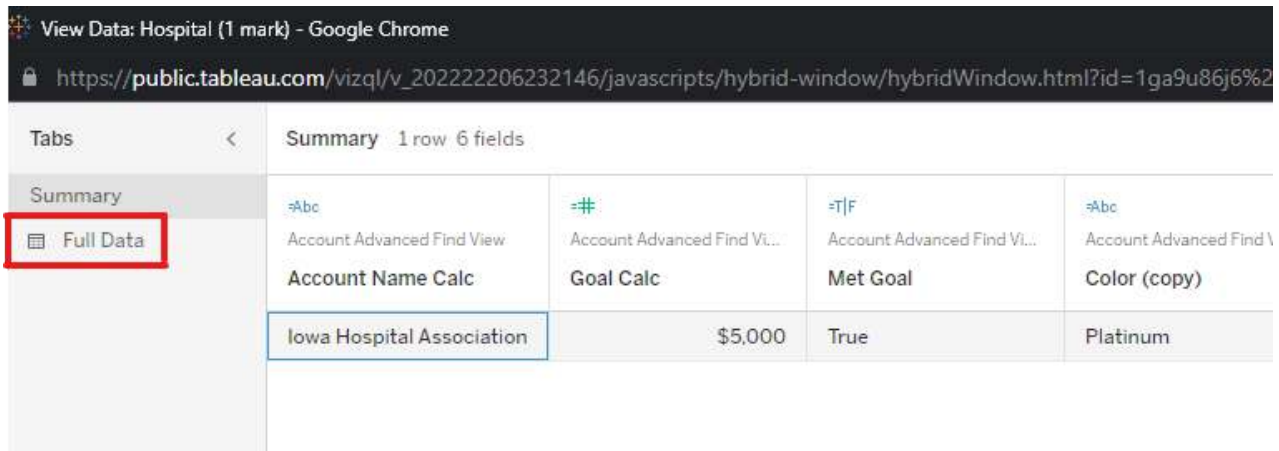
By District

By Hospital

by Pledge Level



- 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.



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

Full Data 21 rows 19 fields

Account Advanced Find View	Account Advanced Find View	Account Advanced Find View	Account Advanced Find View	Account Advanced Find View	Account Advanced Find View
Customer (Contribution...	Customer (Contribution...	Customer1 (copy)	District	PAC Org (Customer) (C...	Amount (Contribution A...
9:58:00 AM	Susan Horras	Susan Horras	Null	Iowa Hospital Association	1,000.00
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
7:07:04 AM	Kara Staiert	Kara Staiert	Null	Iowa 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	Iowa Hospital Association	2,500.00
9:53:36 AM	Reagon Worthington	Reagon Worthington	Null	Iowa 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