Northwestern | myHR

Users can add Display name (preferred name) to queries in myHR Query Manager.

Procedure for Adding Display Name 1. Display name (preferred name) is available in the PERSON_NAME table in the NAME field. The field is formatted as "First Name Last Name." Tip: In the NW_EMPOYEES table, the NAME field is the legal name, not the display name. In the PERSON_NAME table, the FIRST_NAME, MIDDLE_NAME, LAST_NAME, and NAME_PSFORMAT fields are also the legal name. 2. After opening your existing query in Query Manager or creating a new one, go to the **Record** tab. 3. In the Record Name begins with text box, enter PERSON_NAME. Click the Search button. Records Query Expressions Prompts Fields Criteria Having Dependency Transformations Query Name New Unsaved Query Description PERSON_NAME *Search By Record Name begins with Search Advanced Search 4. In Search Results area, find the row for PERSON_NAME and click the hyperlink Join Record. Records Query Expressions Prompts Fields Criteria Having Dependency Transformations Query Name New Unsaved Query Description *Search By Record Name PERSON_NAME begins with Search Advanced Search Search Results Personalize | Find | View All | 🔄 | 📑 First 🕢 1 of 1 🕑 Last Record Recname Join Record Show Fields PERSON NAME - Current Primary Name View Join Record Show Fields

In the exa	
	mple in the screen shot below, this is the NW_EMPLOYEES table.
Select join	type and then record to join with PERSON_NAME - Current Primary Name View.
Join Type	
Join	to filter and get additional fields (Standard Join)
O Join	to get additional fields only (Left outer join)
Join Reco	ord Personalize Find 🔄 🌉 First 🕢 1 of 1 🕟 Last
A = NW_EM	PLOYEES - Custom EMPLOYEES Table
Cancel	
. On the Au	to Join Citteria page, commini that the Join is on the EMPLID held. Click Add Citteria.
Auto Join	Criteria
Query has d	atacted the join conditions shown below
Use the cher	ckboxes to unselect the criteria that you do not want to add to the query and click add
criteria when	done. The criteria added can always be modified later using the criteria tab.
	A.EMPLID - Empl ID = B.EMPLID - Empl ID
	Add Oritoria
	Calcel
. On the Qu	Jery tab , the list of fields should be visible for the newly added PERSON_NAME table.
Click the c	check box next to the NAME field to add the field as a column to your query.
Records Qu	Jery Expressions Prompts Fields Criteria Having Dependency Transformations View SQL Run
Query	/ Name New Unsaved Query Description
Click folder net	xt to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add
Chosen Rec	ords
Alias	Record
🗈 A NW_	EMPLOYEES - Custom EMPLOYEES Table Hierarchy Join
🕞 B PER	SON_NAME - Current Primary Name View Hierarchy Join
	Check All Uncheck All
Field	IS Find View All First () 1-27 of 27 () Last

Records Ouerv Expressions	Prompts Fields Crite	ria Havi	ina	Depend	ency	Transformations Vi
Query Name New Unsav	ed Query criteria in query statement.		Desc	ription		Reord
Fields						Persona
Col Record.Fieldname		Format	Ord	XLAT	Agg	Heading Text
1 A.EMPLID - Empl ID		Char11				ID
2 A.EMPL_RCD - Empl Record		Num3.0				Empl Record
		Char50				Nama