

Procedure																																																																									
1.	Open your browser and navigate to: www.northwestern.edu/myhr . Click the “myHR REPORTING LOGIN” button to log in with your Northwestern-assigned NetID and Password.																																																																								
2.	Click  in the top right corner																																																																								
3.	Navigate to: NAVIGATOR > REPORTING TOOLS > QUERY > QUERY MANAGER Search for an existing query or create a new query																																																																								
4.	Have your list of ID numbers as a column (usually this will be a column in Excel) Only have one ID number in each line Only have the numbers, no spaces, commas, or quotation marks																																																																								
5.	Go to the ID formatting website: https://www.northwestern.edu/hr/essentials/hr-systems/myhr/administration/expression-filter.html																																																																								
6.	Under “Type of Output to Create” select “myHR Query Expression for Filtering” <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> Type of Output to Create: <input checked="" type="radio"/> myHR Query Expression for Filtering <input type="radio"/> Employee Search Report EmplID List <input type="radio"/> myHRPage Search </div>																																																																								
7.	Copy-paste your list of ID numbers into the box for “List of Values to Match”. Remember, no commas and you have to have one ID per line. <div style="border: 1px solid gray; padding: 10px; margin-top: 5px;"> <p>List of Values to Match: (1 per line; no quotes or apostrophes)</p> <div style="border: 1px solid gray; padding: 5px; min-height: 50px;"> 1234567 2345678 3456789 4567890 </div> </div>																																																																								
8.	Check your query to see what you want to filter on. The table letter and field name can be seen on the “Fields” tab if it’s a column you are displaying in the report. You can use the “Query” tab if it’s not a field you have in the query output. The table letter and field name need to be entered on the ID formatting website. Leave “Match” radio button selected. <div style="border: 1px solid gray; padding: 10px; margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Records</th> <th>Query</th> <th>Expressions</th> <th>Prompts</th> <th style="background-color: #e0e0e0;">Fields</th> <th>Criteria</th> <th>Having</th> <th>Dependency</th> <th>Transformations</th> </tr> </thead> <tbody> <tr> <td colspan="2">Query Name: New Unsaved Query</td> <td colspan="7">Description</td> </tr> <tr> <td colspan="9" style="text-align: center; font-size: small;">View field properties, or use field as criteria in query statement.</td> </tr> <tr> <th colspan="2" style="background-color: #e0e0e0;">Fields</th> <th colspan="7" style="text-align: right; font-size: x-small;">Personalize Find View All </th> </tr> <tr> <th style="font-size: x-small;">Col</th> <th style="font-size: x-small;">Record</th> <th style="font-size: x-small;">Field Name</th> <th style="font-size: x-small;">Format</th> <th style="font-size: x-small;">Ord</th> <th style="font-size: x-small;">XLAT</th> <th style="font-size: x-small;">Agg</th> <th style="font-size: x-small;">Heading Text</th> <th style="font-size: x-small;">Add Criter</th> </tr> <tr> <td></td> <td>1</td> <td>A.EMPLID - Empl ID</td> <td>Char11</td> <td></td> <td></td> <td></td> <td>ID</td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>A.EMPL_RCD - Empl Record</td> <td>Num3.0</td> <td></td> <td></td> <td></td> <td>Empl Record</td> <td></td> </tr> <tr> <td></td> <td>3</td> <td>A.NAME - Name</td> <td>Char50</td> <td></td> <td></td> <td></td> <td>Name</td> <td></td> </tr> </tbody> </table> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Table Letter and Field Name to Match: (see the “Query” tab in Query Manager)</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> A . EEMPLID </div> <p>Should your results <i>match</i> or <i>exclude</i> these values? <input checked="" type="radio"/> Match <input type="radio"/> Exclude </p> </div> </div>	Records	Query	Expressions	Prompts	Fields	Criteria	Having	Dependency	Transformations	Query Name: New Unsaved Query		Description							View field properties, or use field as criteria in query statement.									Fields		Personalize Find View All 							Col	Record	Field Name	Format	Ord	XLAT	Agg	Heading Text	Add Criter		1	A.EMPLID - Empl ID	Char11				ID			2	A.EMPL_RCD - Empl Record	Num3.0				Empl Record			3	A.NAME - Name	Char50				Name	
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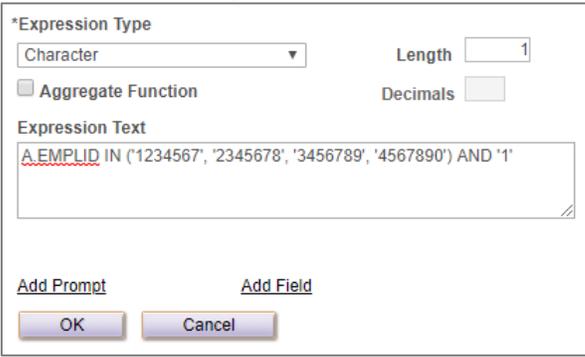
9. Click “Create Expression / List”

10. Copy the results from the box.

```
A.EMPLID IN ('1234567', '2345678', '3456789', '4567890') AND '1'
```

11. In Query Manager, click on the “Expressions” tab and click “Add Expression”

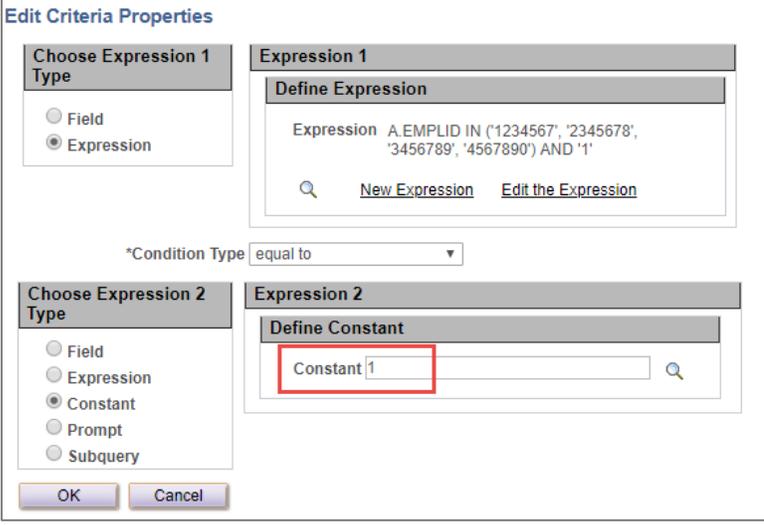
12. Paste the output from the ID formatting website into the “Expression Text” box. Leave “Expression Type” as “Character” and “Length” as 1. Click “OK”.



13. Still on the “Expressions” tab, click on the funnel icon under “Add Criteria”.



14. In the “Edit Criteria Properties” page, type 1 into the “Expression 2” “Define Constant” field. Click OK.



15. Run the query. You will now only see data for the employees on your ID number list.

16. Tip: You can use the same formatting website to filter for position numbrs, job codes, or department codes.