
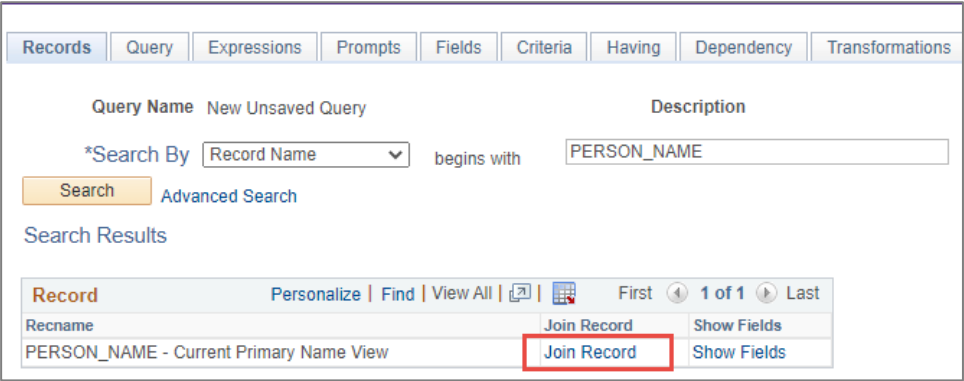
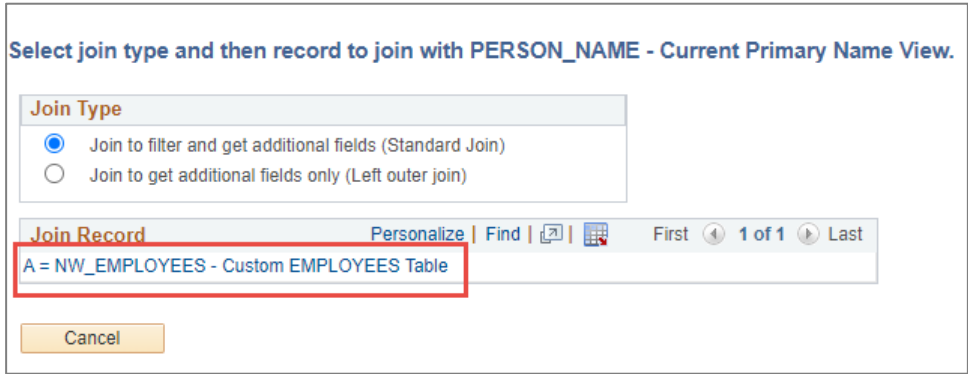


Users can add Display name (preferred name) to queries in myHR Query Manager.

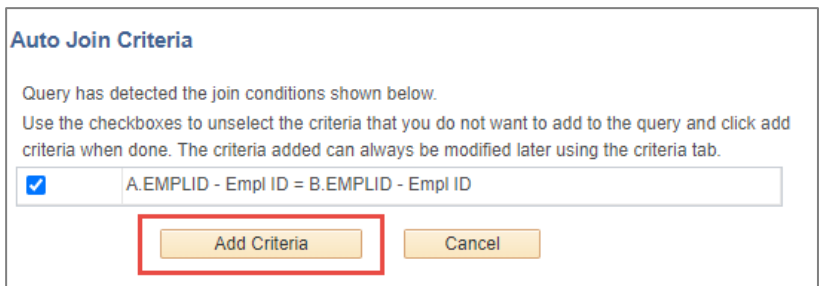
Procedure for Adding Display Name	
<p>1. Display name (preferred name) is available in the <b>PERSON_NAME</b> table in the <b>NAME</b> field. The field is formatted as "First Name Last Name."</p> <p><i>Tip:</i> In the NW_EMPLOYEES table, the NAME field is the legal name, not the display name. In the PERSON_NAME table, the FIRST_NAME, MIDDLE_NAME, LAST_NAME, and NAME_PSFORMAT fields are also the legal name.</p>	
<p>2. After opening your existing query in Query Manager or creating a new one, go to the <b>Record</b> tab.</p>	
<p>3. In the <b>Record Name begins with</b> text box, enter <b>PERSON_NAME</b>. Click the <b>Search</b> button.</p>	
<p>4. In <b>Search Results</b> area, find the row for <b>PERSON_NAME</b> and click the hyperlink <b>Join Record</b>.</p>	

- On the **Select join type** page, leave the **Join Type** as **Join to filter and get additional fields (Standard Join)**.

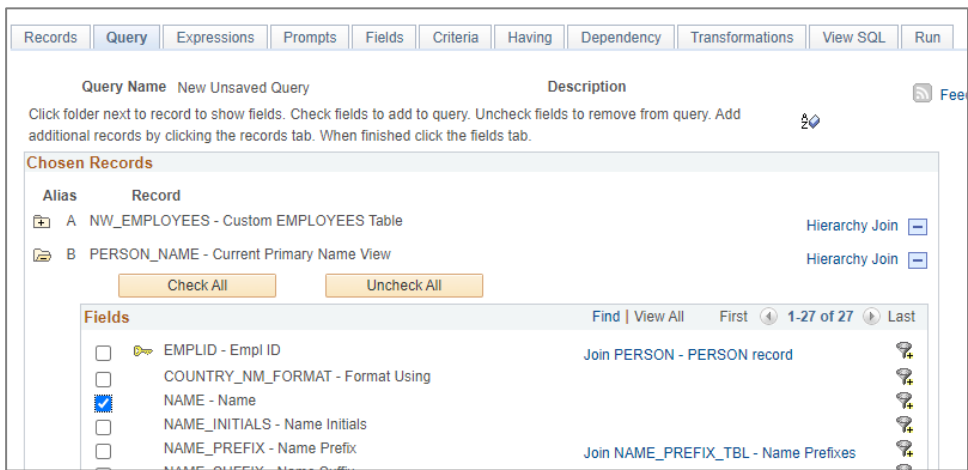
Click the hyperlink for the table you already have in the query that contains the employee ID number. In the example in the screen shot below, this is the NW\_EMPLOYEES table.



- On the **Auto Join Criteria** page, confirm that the join is on the **EMPLID** field. Click **Add Criteria**.



- On the **Query tab**, the list of fields should be visible for the newly added **PERSON\_NAME** table. Click the check box next to the **NAME** field to add the field as a column to your query.



8. Review the **Fields** tab to see the new column.

Records Query Expressions Prompts **Fields** Criteria Having Dependency Transformations Vi

Query Name New Unsaved Query Description

View field properties, or use field as criteria in query statement. 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
3	<b>B.NAME - Name</b>	Char50				Name

9. Save and run the query.