Filtering on List of ID Numbers in Query Manager

**Procedure**

1. Log into the myHR Reporting Database [https://myhrreports.northwestern.edu/](https://myhrreports.northwestern.edu/) with your NetID and Password.

2. Click the NavBar icon in the top right corner (looks like a compass)

3. Navigate to:
   - **NAVBAR > MENU > 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](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”

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.

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.
9. Click “Create Expression / List”

10. Copy the results from the box.

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 numbers, job codes, or department codes.