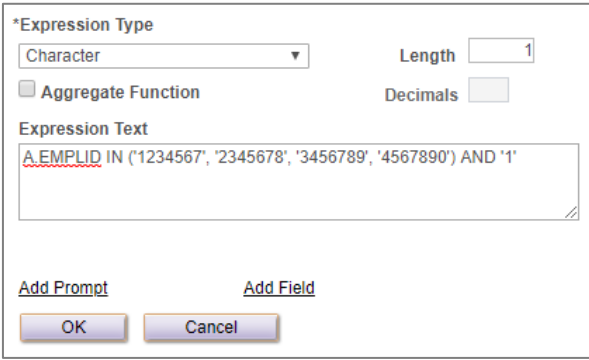| **Procedure** |
|---|
| **1.** Log into the myHR Reporting Database https://myhrreports.northwestern.edu/ with your NetID and Password. |
| **2.** Click the NavBar icon in the top right corner (looks like a compass) |
| **3.** Navigate to:

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 |
| **6.** Under "Type of Output to Create" select "myHR Query Expression for Filtering"

Type of Output to Create:
⦿ myHR Query Expression for Filtering   ○ Employee Search Report EmplID List   ○ myHRPage Search |
| **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.

List of Values to Match:
(1 per line; no quotes or apostrophes)

1234567
2345678
3456789
4567890 |
| **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.

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.   Reo

Fields   Personalize \| Find \| View All

Col \| Record.Fieldname \| 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 \|

Table Letter and Field Name to Match:
(see the "Query" tab in Query Manager)

A . EMPLID

Should your results *match* or *exclude* these values?
⦿ Match ○ Exclude |

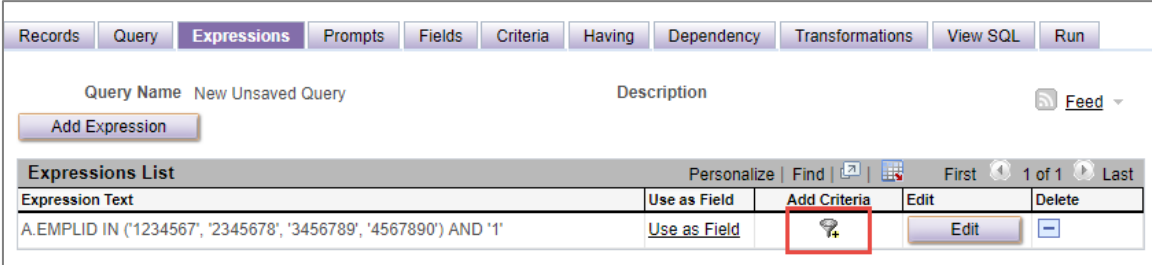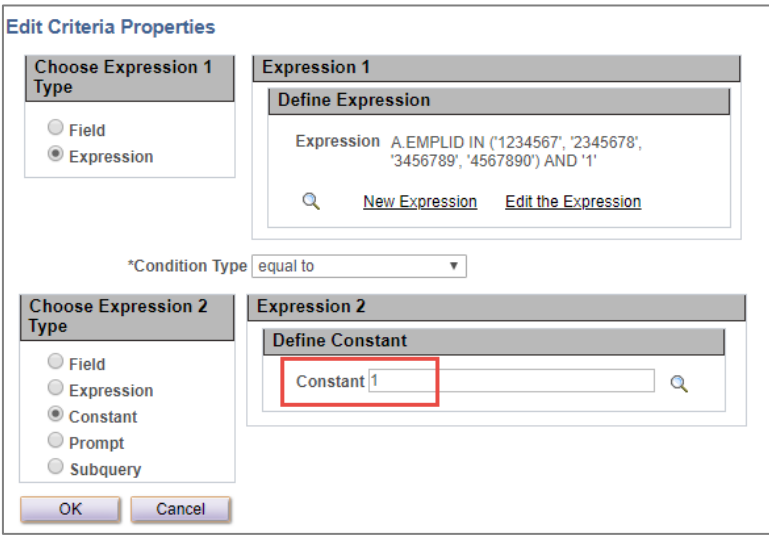| 9.	Click "Create Expression / List"
10.	Copy the results from the box. A.EMPLID IN ('1234567', '2345678', '3456789', '4567890') AND '1'
11.	In Query Manager, click on the "Expressions" tab and click "Add Expression"
12.	Paste the output from the ID formatting website into the "Expression Text" box. Leave "Expression Type" as "Character" and "Length" as 1. Click "OK". *Expression Type [Character ▼] Length [1] ☐ Aggregate Function Decimals [ ] Expression Text A.EMPLID IN ('1234567', '2345678', '3456789', '4567890') AND '1' Add Prompt Add Field [OK] [Cancel]
13.	Still on the "Expressions" tab, click on the funnel icon under "Add Criteria". Records | Query | **Expressions** | Prompts | Fields | Criteria | Having | Dependency | Transformations | View SQL | Run Query Name New Unsaved Query Description Feed ▾ [Add Expression] **Expressions List** Personalize | Find | ⬚ | ⊞ First ◀ 1 of 1 ▶ Last Expression Text | Use as Field | Add Criteria | Edit | Delete A.EMPLID IN ('1234567', '2345678', '3456789', '4567890') AND '1' | Use as Field | 🔎 | Edit | ⊟
14.	In the "Edit Criteria Properties" page, type 1 into the "Expression 2" "Define Constant" field. Click OK. **Edit Criteria Properties** Choose Expression 1 Type | **Expression 1** ◯ Field Define Expression ⦿ Expression Expression A.EMPLID IN ('1234567', '2345678', '3456789', '4567890') AND '1' 🔎 New Expression Edit the Expression *Condition Type [equal to ▼] Choose Expression 2 Type | **Expression 2** ◯ Field Define Constant ◯ Expression Constant [1] 🔎 ⦿ Constant ◯ Prompt ◯ Subquery [OK] [Cancel]
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 nubmers, job codes, or department codes.