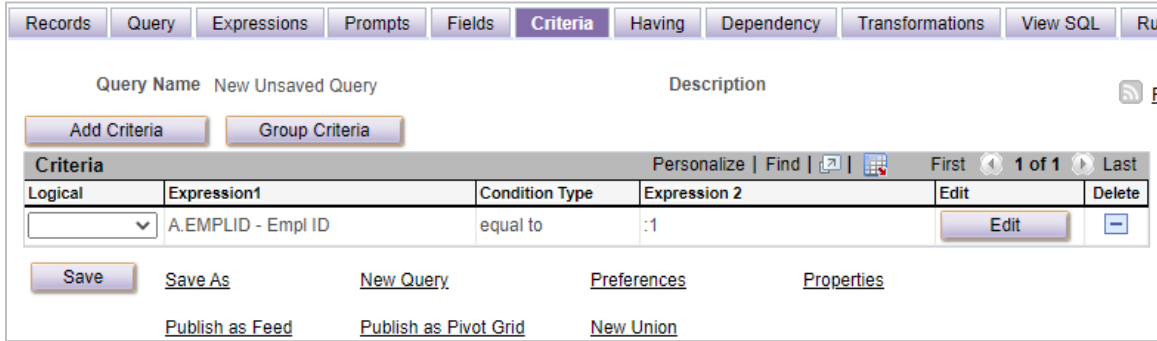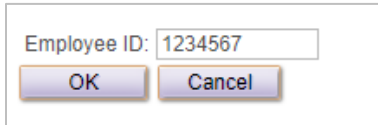In myHR Query Manager, prompts allow users to change criteria parameters each time the report runs without having to edit the query. For instance, a query author can set up a prompt for employee ID. Each time the report runs, the user has to enter an employee ID and the report only shows data for that employee.

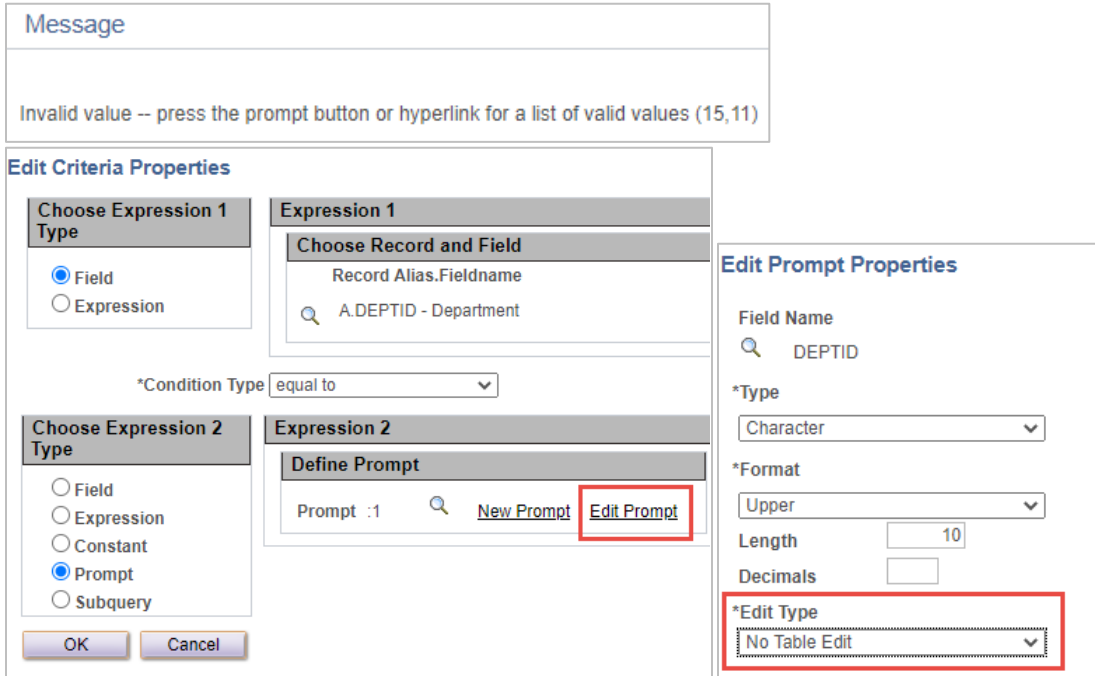| Procedure for Adding Prompt from Criteria Tab |
|---|
| **1.** Go to the **Criteria** tab. |
| **2.** Click **Add Criteria**. |
| **3.** Choose the field for **Expression 1**. |
| **4.** Under **Choose Expression 2 Type**, select the **Prompt** option. |
| **5.** In the **Expression 2** box, click the **New Prompt** hyperlink. |
| **6.** On the **Edit Prompt Properties** page, the values will be filled out with default values that match the **Expression 1** field from the **Edit Criteria Properties** page. You don't need to change the default values. |
| **7.** Optionally, you can edit the text that will be displayed on the prompt pop-up when a user runs the report. On the **Edit Prompt Properties** page, choose **Heading Type** of **Text** and type the desired wording into the **Heading Text** box. |
| **8.** Click **OK** at the bottom of the **Edit Prompt Properties** page. |
| **9.** Click **OK** at the bottom of the **Edit Criteria Properties** page. |

10. The new criterion is now visible on the **Criteria** tab. Prompts are identified as a colon and a number. For example, the first prompt added to a query will be :1.

11. Click **Run**, enter the prompt value into the pop-up prompt window, and click **OK**. Each time the report runs, the user will have to enter a value into the pop-up prompt window.

Tip For some fields, like department ID, you may get the following error message when you try to enter a prompt value: **Invalid value – press the prompt button or hyperlink for a list of valid values**. This error occurs because Query Manager is linking the prompt to a missing prompt table. If you see this error, navigate back to the **Edit Criteria Properties** page for the prompt criterion, click **Edit Prompt,** and then change the **Edit Type** pull-down menu to **No Table Edit**.

	Procedure for Adding Prompt from Prompts Tab
1.	Go to the **Prompts tab**.
2.	Click **Add Prompt**.
3.	On the **Edit Prompt Properties** page, select the **Prompt Type**: **Character**, **Date**, or **Number**. The selection should match the data type of the field to which the restriction will be applied. **Edit Prompt Properties** Field Name 🔍 *Heading Type [Text ▾] *Type [Character ▾] Heading Text [Please enter the department ID] *Format [Upper ▾] *Unique Prompt Name [BIND1] Length [6] Decimals [ ] *Edit Type [No Table Edit ▾] Prompt Table 🔍 ☐ Optional Default Value [ ] [OK] [Cancel]
4.	Select the **Format**: use **Upper** for text input that are codes (e.g. department ID, employee ID, pay group, position type). Select **None** if the **Prompt Type** is **Date** or **Number**.
5.	Enter the length of the input field into the **Length** and **Decimals** fields. Generally, these values should match the property of the field for which the prompt will be used.
6.	Enter the wording for the prompt into the **Heading Text** box.
7.	Click **OK** at the bottom of the **Edit Prompt Properties** page.
8.	The new prompt will be visible on the **Prompt List** in the **Prompts** tab. Prompts are designated by a colon and a number; the first prompt will be :1. Records | Query | Expressions | **Prompts** | Fields | Criteria | Having | Dependency | Transformation Query Name New Unsaved Query Description [Add Prompt] **Prompts List** Personalize | Find | 🗗 | 🔣 First ◀ 1 of 1 ▶ Last Prompt Edit Delete :1 = Please enter the department ID [Edit] [−] [Save] Save As New Query Preferences Properties Publish as Feed Publish as Pivot Grid New Union
9.	Go to the **Criteria** tab.
10.	Click **Add Criteria**.

11.	Select the appropriate field for **Expression 1**.
12.	In the **Choose Expression 2 Type box**, select **Prompt**.
13.	In the **Expression 2** box, click the magnifying glass (**Select Prompt**).

14.	Select the appropriate prompt value by clicking on the link.

15.	Click **OK** at the bottom of the **Edit Criteria Properties** page.
16.	The new prompt criterion is now visible on the **Criteria** tab.

Tip	Prompt values can be incorporated into **Expressions** for complex selection criteria or to display the prompt value as a field in the output.