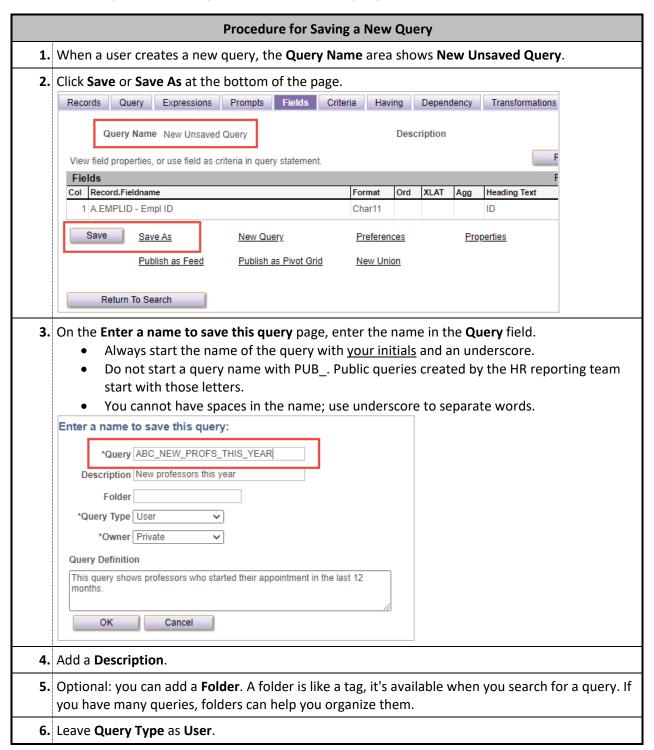
When writing and saving queries, only use the myHR Reporting database: <a href="https://myhrreports.northwestern.edu/">https://myhrreports.northwestern.edu/</a>. Do not write queries in production.

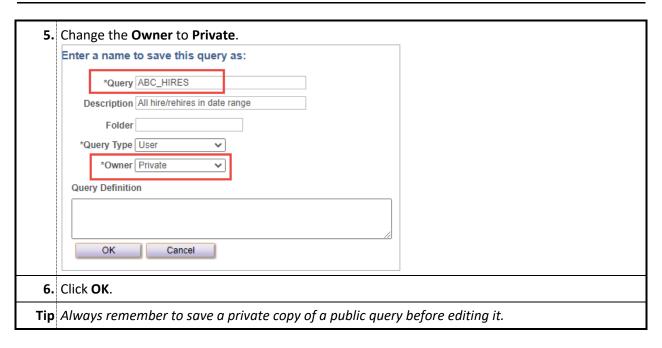
Generally, saved queries have names that start with the author's initials and are only visible to the author (Private queries). Public queries are visible to all query users.

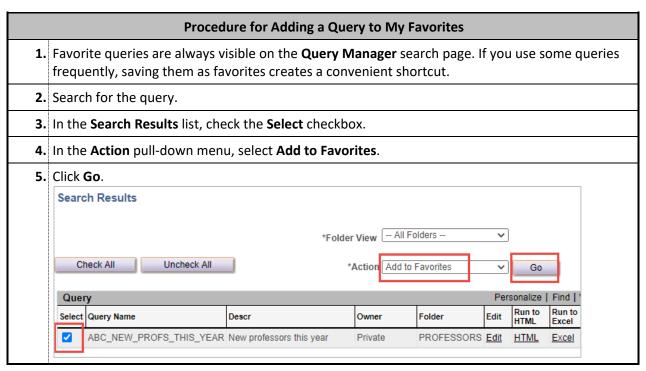


7. Generally, you want to leave Owner as Private. Only the author can see a Private query. If you want to share your query with others, you can set Owner to Public. However, if a query is public, all query authors have permission to view, edit, and delete that query. 8. Query Definition is an optional free text field where you can put notes about the query. This information is not visible when you search for queries. 9. Click OK. **10.** The new name will now appear in the **Query Name** area. Records Query Expressions Prompts Fields Criteria Having Dependency Trans Query Name ABC\_NEW\_PROFS\_THIS\_YEAR Description View field properties, or use field as criteria in query statement. Col Record.Fieldname Ord XLAT Agg Format Heading 1 A.EMPLID - Empl ID Char11 ID Save Save As New Query **Properties Preferences** Publish as Feed Publish as Pivot Grid **New Union Tip** The query name can be up to 30 characters! Give your query a descriptive name, especially if you have several queries that are similar. Don't call them ABC EMPLOYEE LIST1 and

## Procedure for Saving a Private Copy of a Public Query 1. Open the public query for editing. 2. Click Save As at the bottom of the page. 3. Change the query name in the Query field to start with your initials. 4. Optional: Delete the information in the Folder field, or change it to the folder name you want to use.

ABC EMPLOYEE LIST2; months from now you won't remember what these queries do.





**Tip** You can remove a query from the **My Favorite Queries** list by clicking the blue **Remove** button. To remove all queries from the favorites list, click **Clear Favorites List**. These actions remove the query from the favorites list, they do not delete the query.

Clear Favorites List

