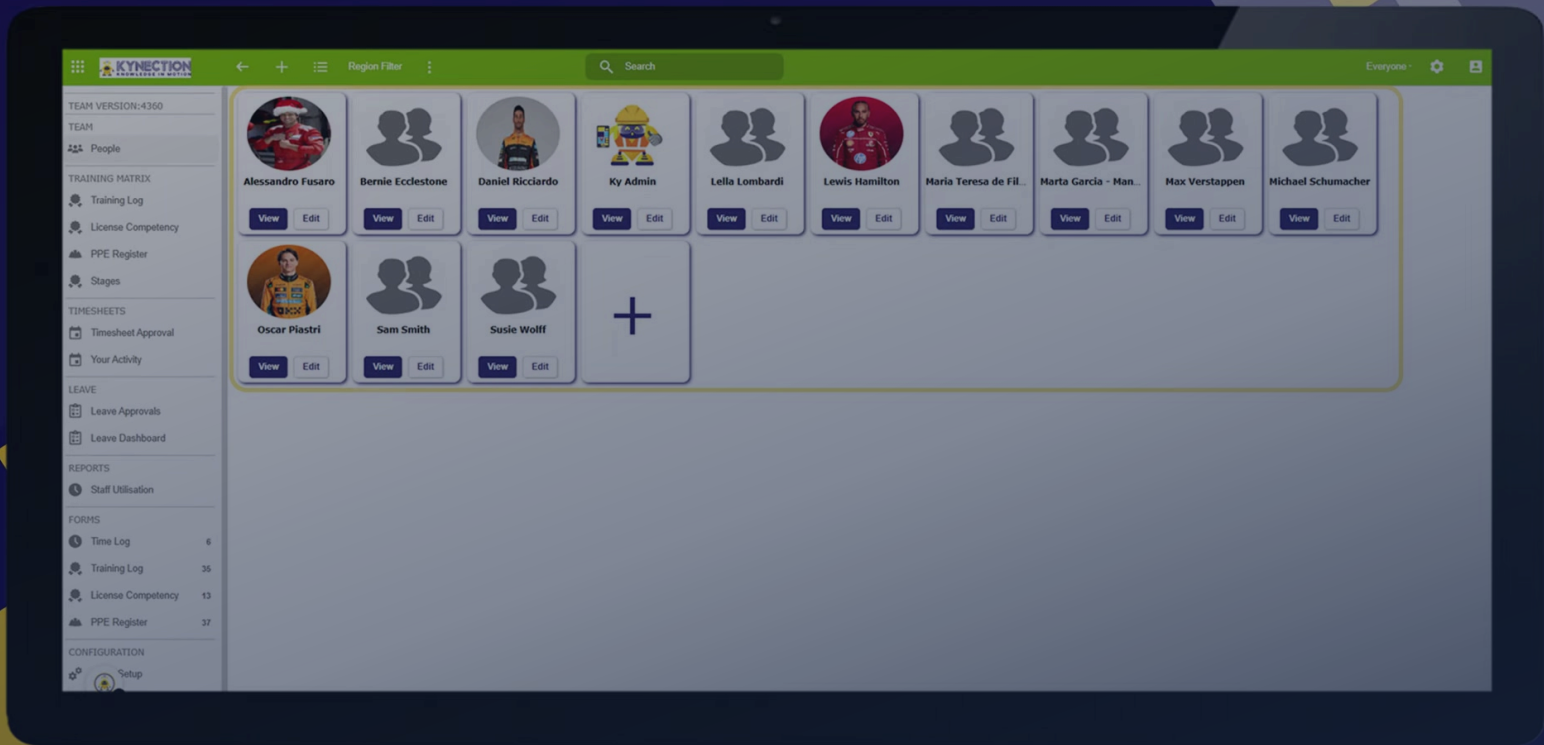




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • HUMAN RESOURCES • HR MODULE

Navigate the HR Module *and Filter Employees*

Getting into the HR module, reading the people list, and applying your first region filter so you are looking at the right group of employees.

3 CHAPTERS

1 MIN 4 SEC

HUMAN RESOURCES

WEB USERS • HR & TEAM LEADS

FEATURE GUIDE • 1 MIN 4 SEC

What this feature covers

Three stages, seven steps: opening the module, viewing employee profiles, and filtering the list.

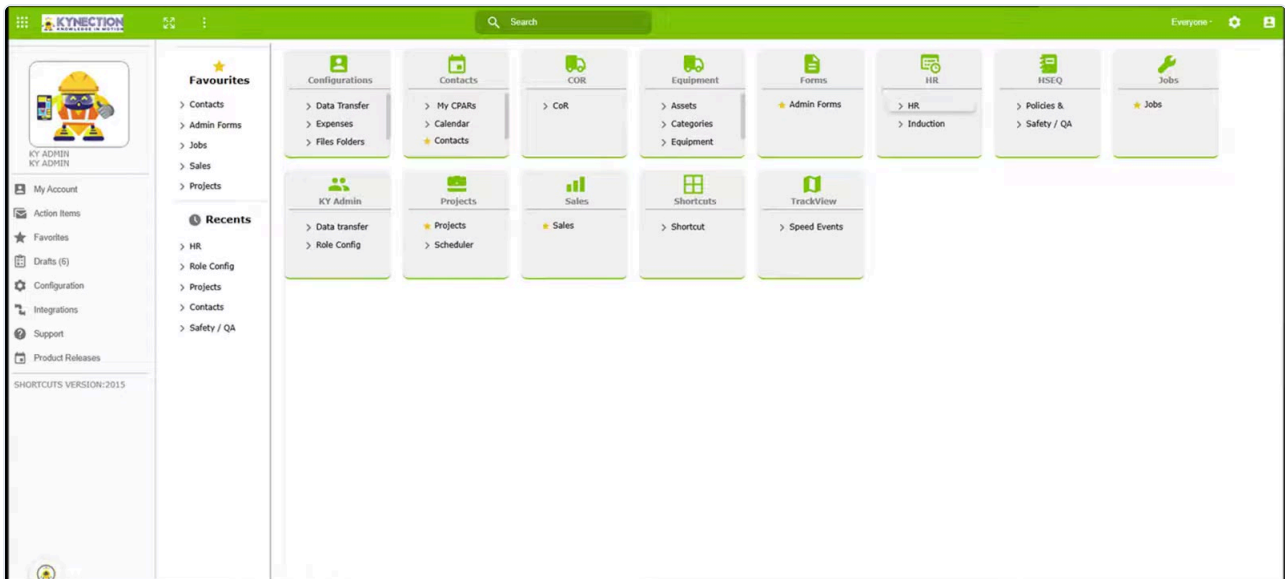
CH 01	Open the HR module HR is one of the modules on the home dashboard.	00:00–00:24
CH 02	View employee profiles People are shown as cards, each with a photo and quick actions.	00:24–00:45
CH 03	Filter by region The region filter is the quickest way to cut the list down to the people you are responsible for.	00:45–01:04

- **Who this is for.** Anyone new to the HR module who needs to find people quickly.
- **Filters are named in the toolbar.** Whatever filter is active is written across the top of the screen, so you always know the scope of what you are seeing.
- **Start here.** The next guide goes deeper on stacking several regions into one view.

READ AS Screens are captured from the walkthrough video at the timestamp shown on each step. Names, dates and rates are demonstration data.

Open the HR module

HR is one of the modules on the home dashboard.

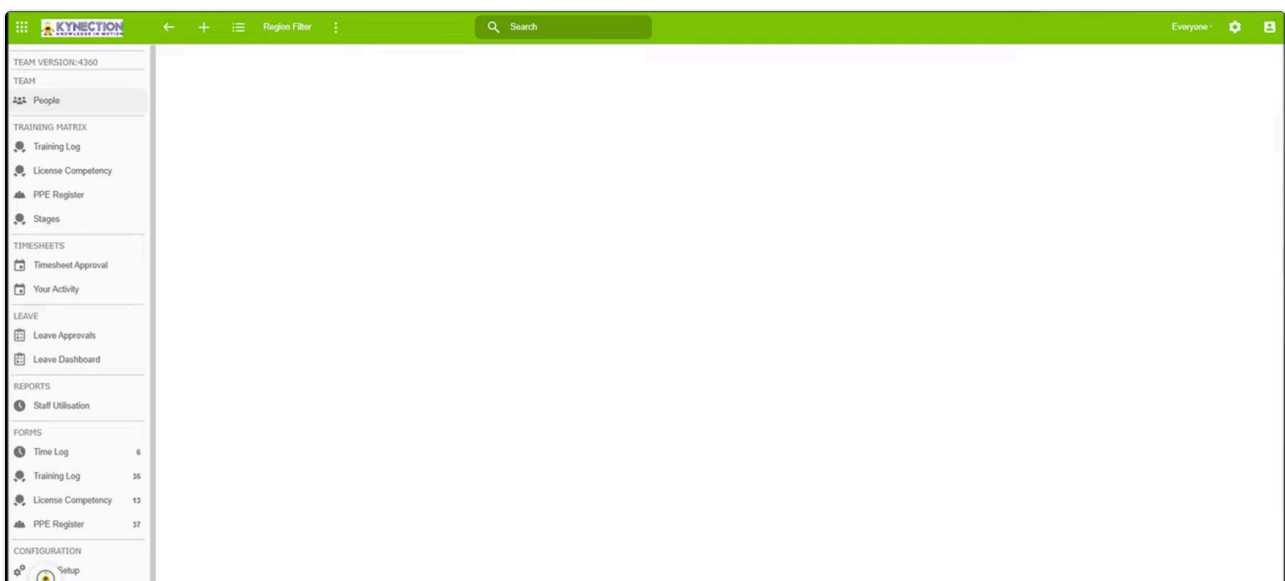


STEP 1 • 00:10 IN THE VIDEO

Start at the home dashboard

The dashboard lists your modules under **Favourites** and **Recents**. Select the **HR** tile to open the module.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:25 IN THE VIDEO

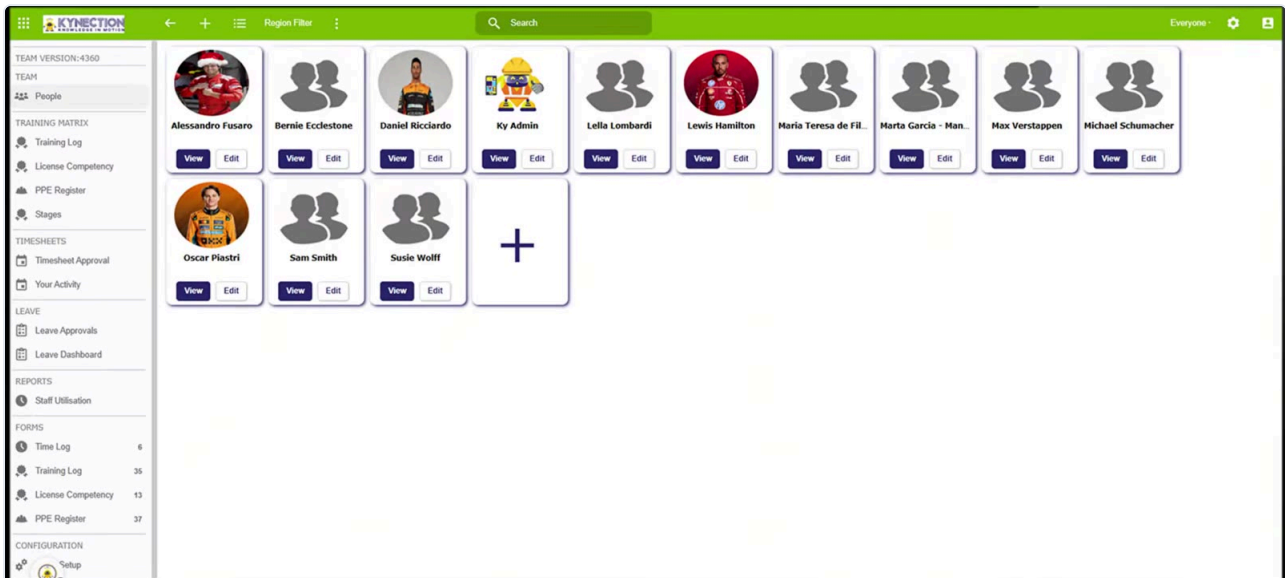
Read the left pane

The module is laid out as Team, Training Matrix, Timesheets, Leave, Reports, Forms and Configuration. Everything in this guide happens under **People**.

CHAPTER 01 • STEP 2 OF 2

View employee profiles

People are shown as cards, each with a photo and quick actions.

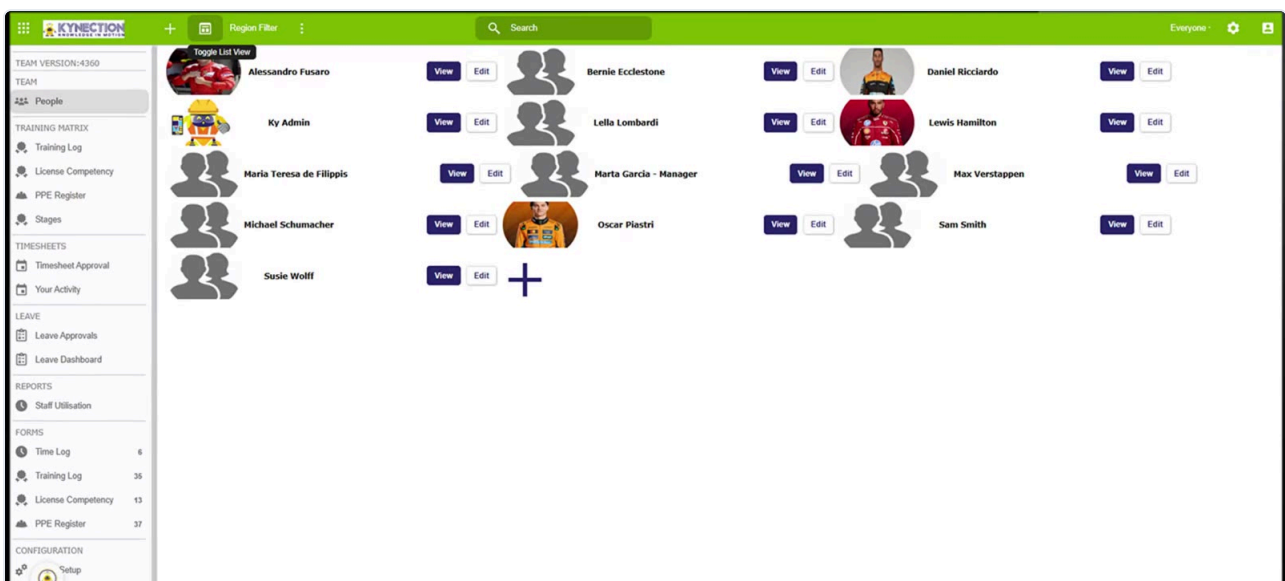


STEP 1 • 00:36 IN THE VIDEO

Open the people list

Select **People** to see every employee profile. Each card carries a photo with **View** and **Edit** buttons, and the plus tile adds a new person.

CHAPTER 02 • STEP 1 OF 2



STEP 2 • 00:43 IN THE VIDEO

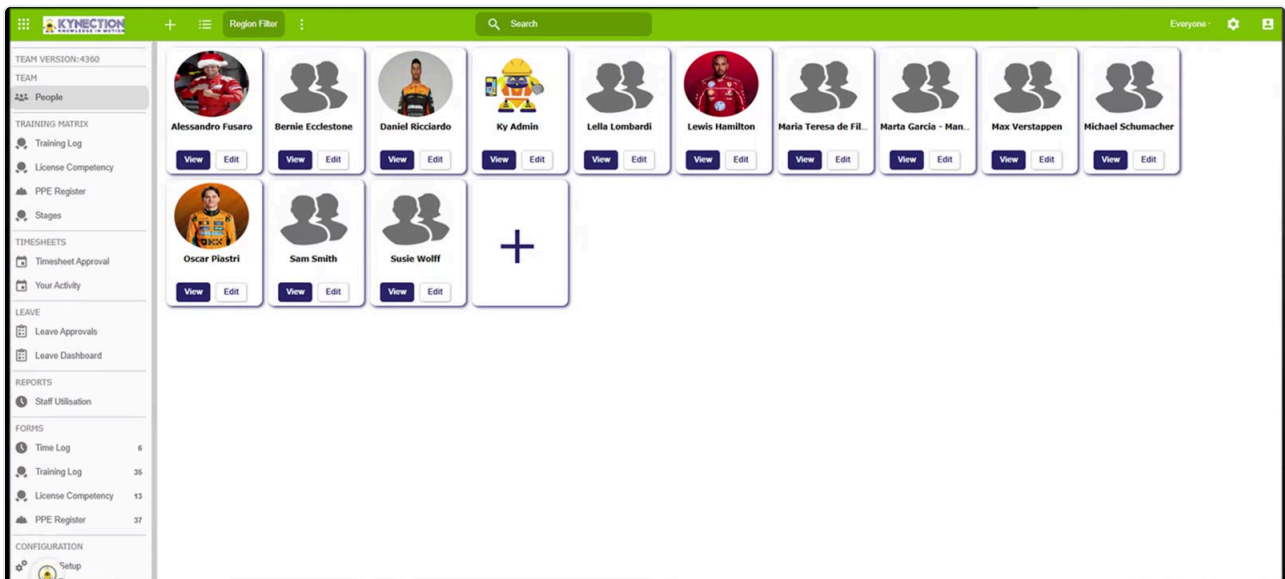
Scan the workforce

The unfiltered list is every employee you have visibility of. On a multi-site workforce this is usually more than you want, which is what the filters are for.

CHAPTER 02 • STEP 2 OF 2

Filter by region

The region filter is the quickest way to cut the list down to the people you are responsible for.

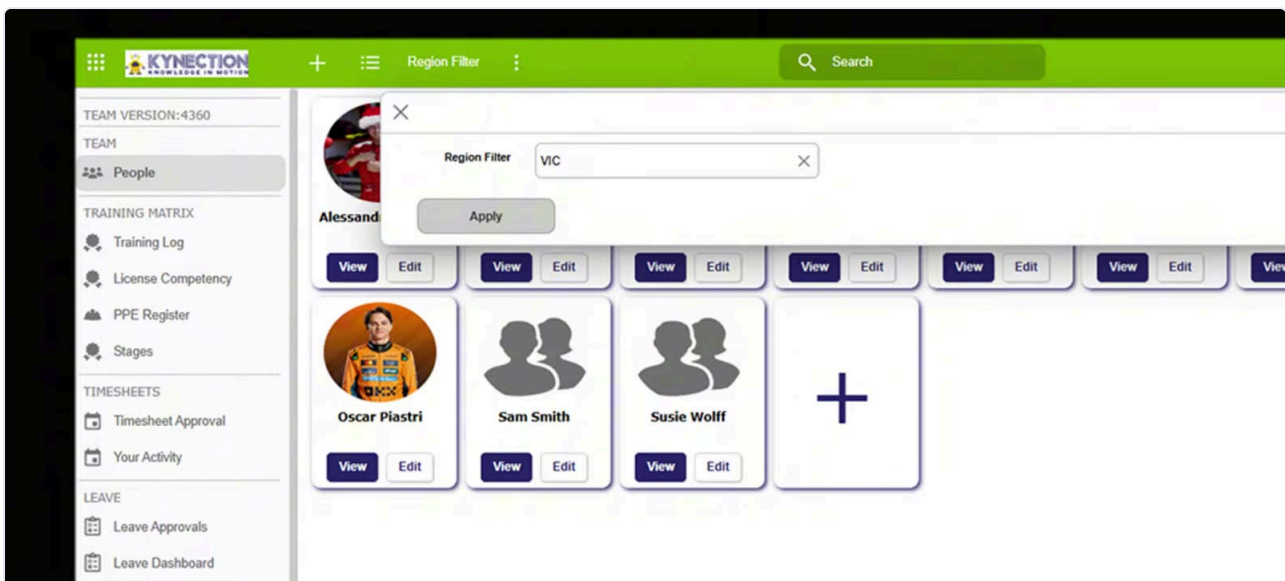


STEP 1 • 00:47 IN THE VIDEO

Open the filter

Open the region filter from the toolbar to start narrowing the list by geography.

CHAPTER 03 • STEP 1 OF 3



STEP 2 • 01:02 IN THE VIDEO

Select a region

Choose **VIC** and select **Apply**. The filter accepts one region or several.

CHAPTER 03 • STEP 2 OF 3

Filter by region



STEP 3 • 01:03 IN THE VIDEO

Read the filtered list

The list now shows only employees in the selected region, and the toolbar names the active filter.

CHAPTER 03 • STEP 3 OF 3

NEXT

Where to go next

This guide covers one part of the HR module. The rest of the series covers the module end to end.

NEXT UP - HR Web 03

Filter employees across multiple regions

BACK TO HR Web 01

Manage workforce payroll, compliance and regions (module overview)

THE REST OF THE HR MODULE

Ask your Kynnection account manager for the other guides in this series

MORE IN THIS MODULE

HR Web 01 Manage workforce payroll, compliance and regions (module overview)

HR Web 03 Filter employees across multiple regions

HR Web 04 Manage employee payroll and allowances

HR Web 05 Audit training data, compliance and time logs
