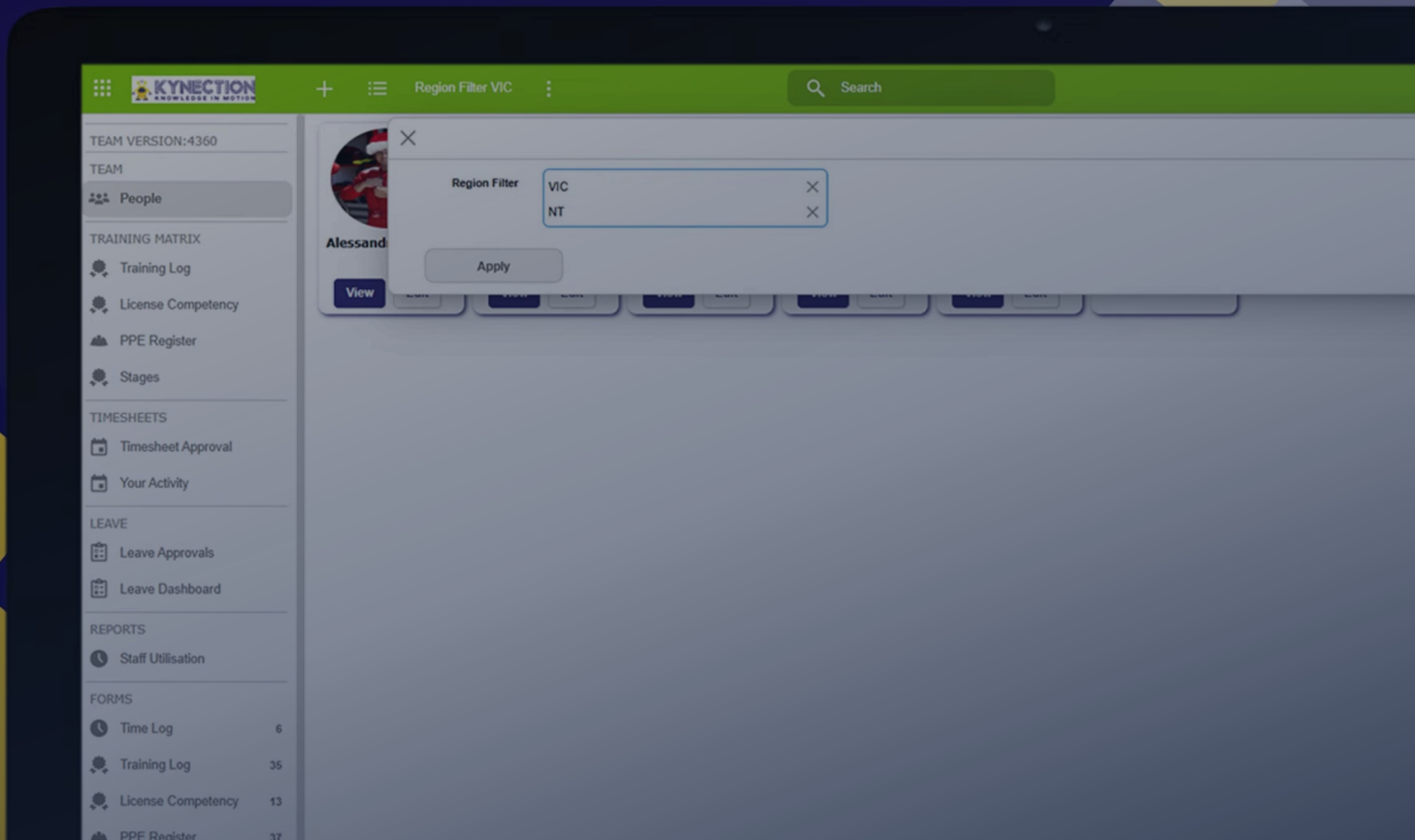




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • HUMAN RESOURCES • HR MODULE

Filter Employees Across *Multiple Regions*

Building a view that spans several states at once. Regions stack, so you can report on VIC and NT together, then add QLD and SA without starting again.

3 CHAPTERS

59 SEC

HUMAN RESOURCES

WEB USERS • HR & TEAM LEADS

FEATURE GUIDE • 59 SEC

What this feature covers

Three stages, eight steps: starting from one region, stacking more onto it, and reviewing the combined scope.

CH 01	Start with one region Begin from the people list with a single region applied.	00:00–00:17
CH 02	Stack more regions Adding a second region widens the list rather than replacing the first.	00:17–00:38
CH 03	Review the full scope Four regions in one view, and the filter panel is the record of what you selected.	00:38–00:59

- **Why it matters.** A team lead responsible for several states can see the whole group in one list rather than filtering four times.
- **Each region is removable.** Every selected region sits on its own row with a clear button, so you can drop one without rebuilding the filter.
- **The toolbar is your receipt.** The active filter is spelled out across the top, which matters when you are exporting or reporting from the view.

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

Start with one region

Begin from the people list with a single region applied.

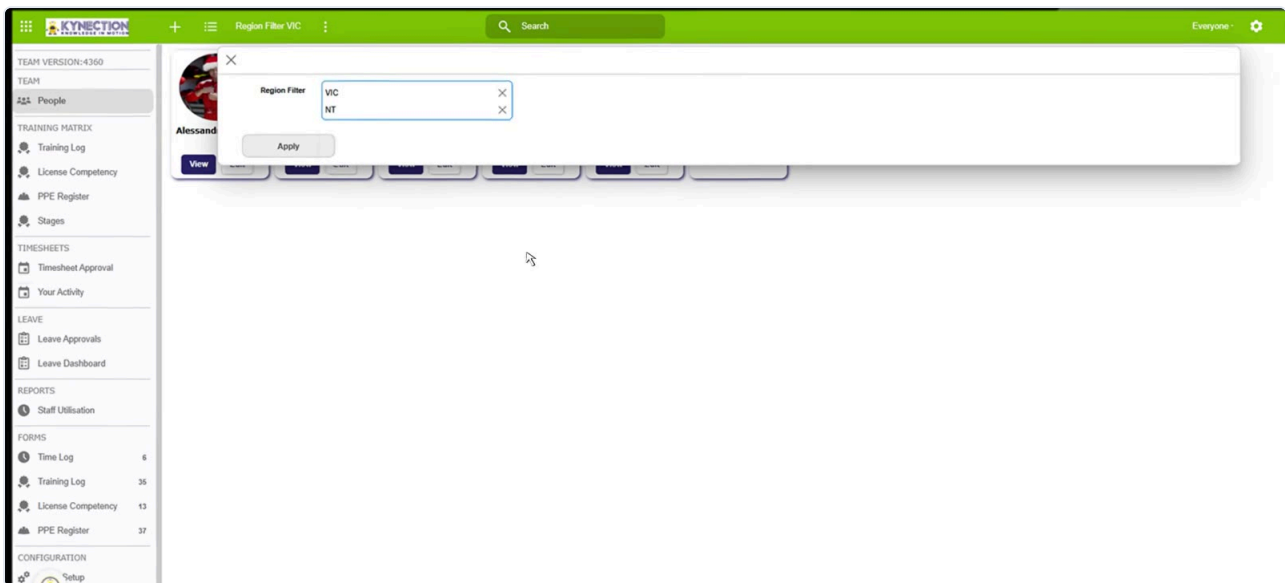


STEP 1 • 00:02 IN THE VIDEO

Open the people list

Start from **People** with the full workforce visible.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:17 IN THE VIDEO

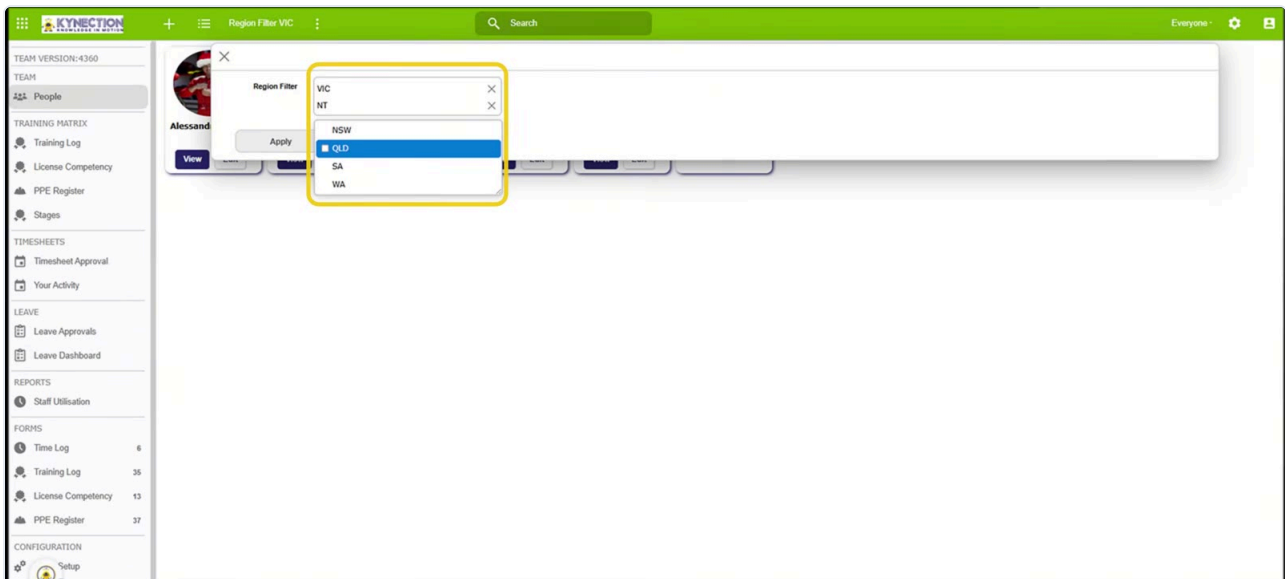
Apply Victoria

Open the region filter and select **VIC**. This is the starting point the rest of the filter builds on.

CHAPTER 01 • STEP 2 OF 2

Stack more regions

Adding a second region widens the list rather than replacing the first.

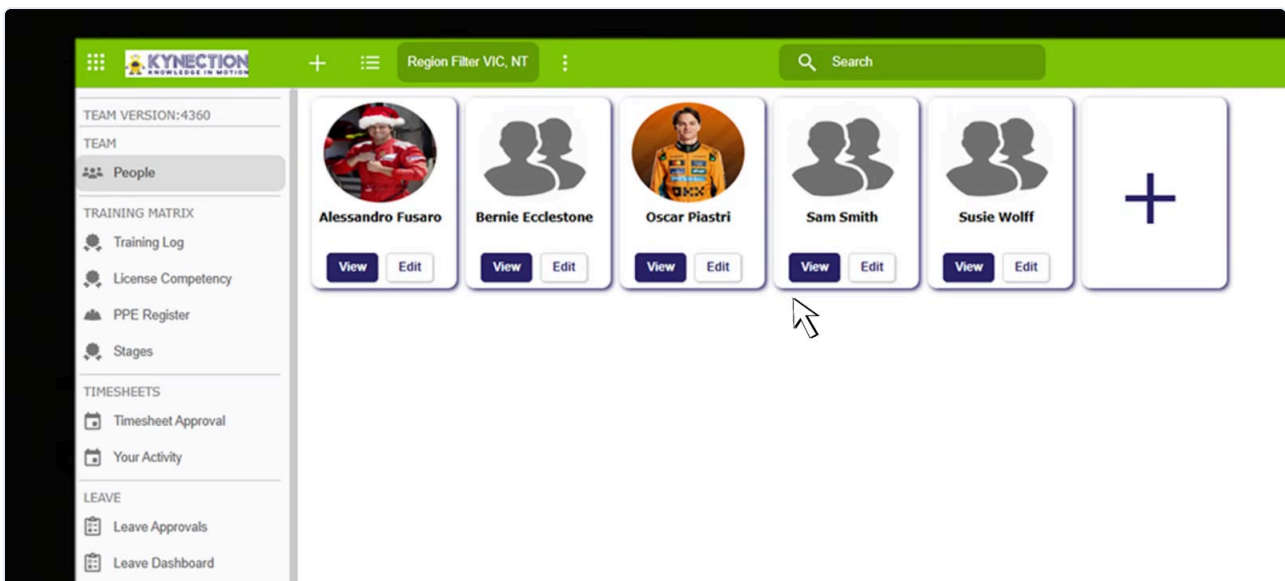


STEP 1 • 00:21 IN THE VIDEO

Open the drop-down

Reopen the filter and use the drop-down to pick the next region from the configured list.

CHAPTER 02 • STEP 1 OF 3



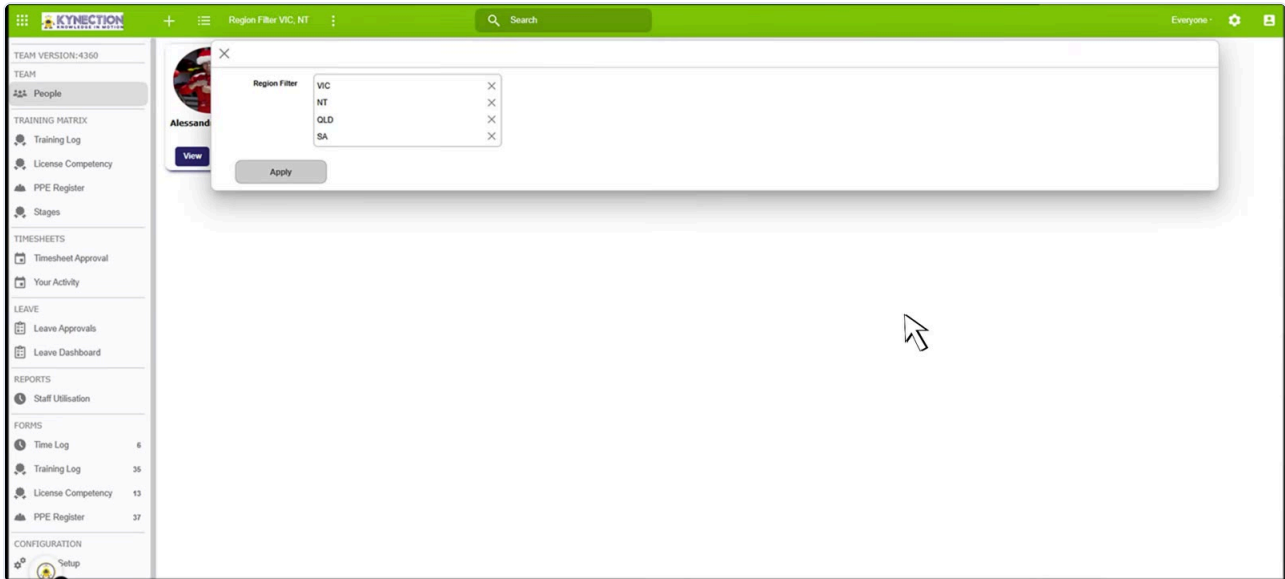
STEP 2 • 00:31 IN THE VIDEO

See the combined result

With VIC and NT applied, the list shows employees from both. The toolbar reads **Region Filter VIC, NT**.

CHAPTER 02 • STEP 2 OF 3

Stack more regions



STEP 3 • 00:43 IN THE VIDEO

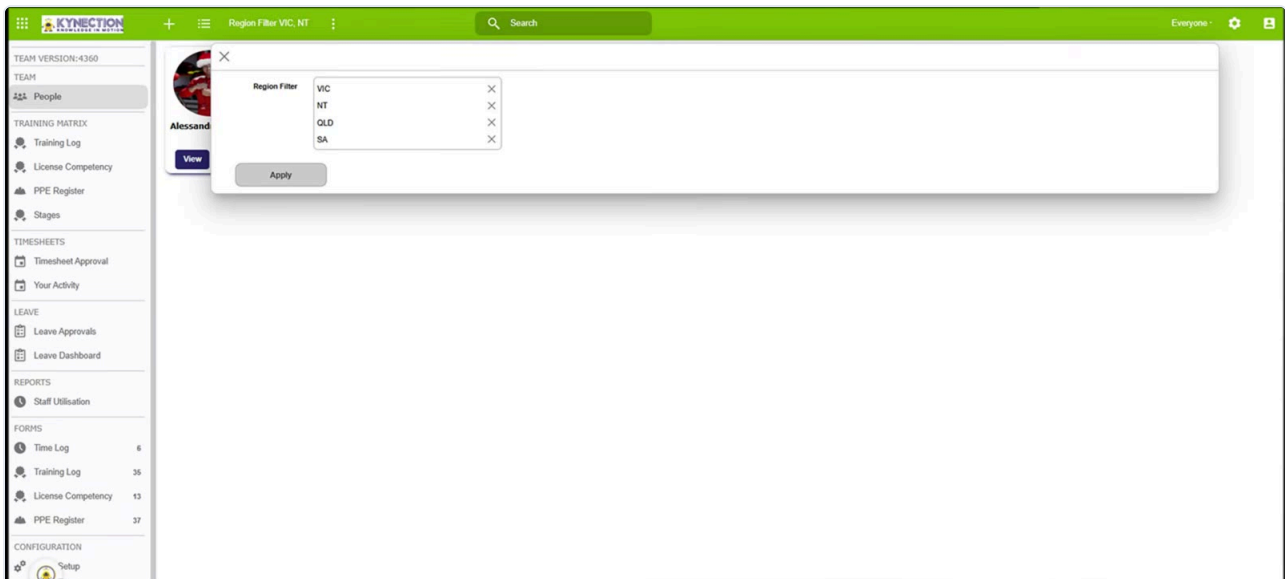
Keep adding

Add **QLD** the same way. Each region appears on its own row in the filter panel.

CHAPTER 02 • STEP 3 OF 3

Review the full scope

Four regions in one view, and the filter panel is the record of what you selected.

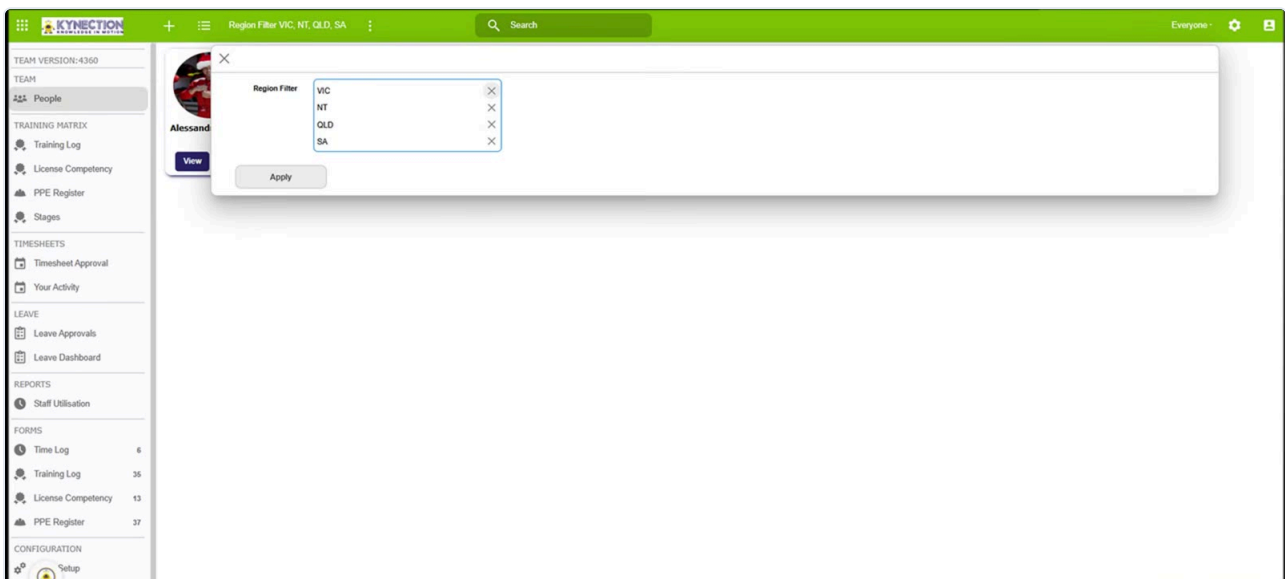


STEP 1 • 00:44 IN THE VIDEO

Add South Australia

Add **SA** to complete the scope. There is no limit that forces you to report state by state.

CHAPTER 03 • STEP 1 OF 3



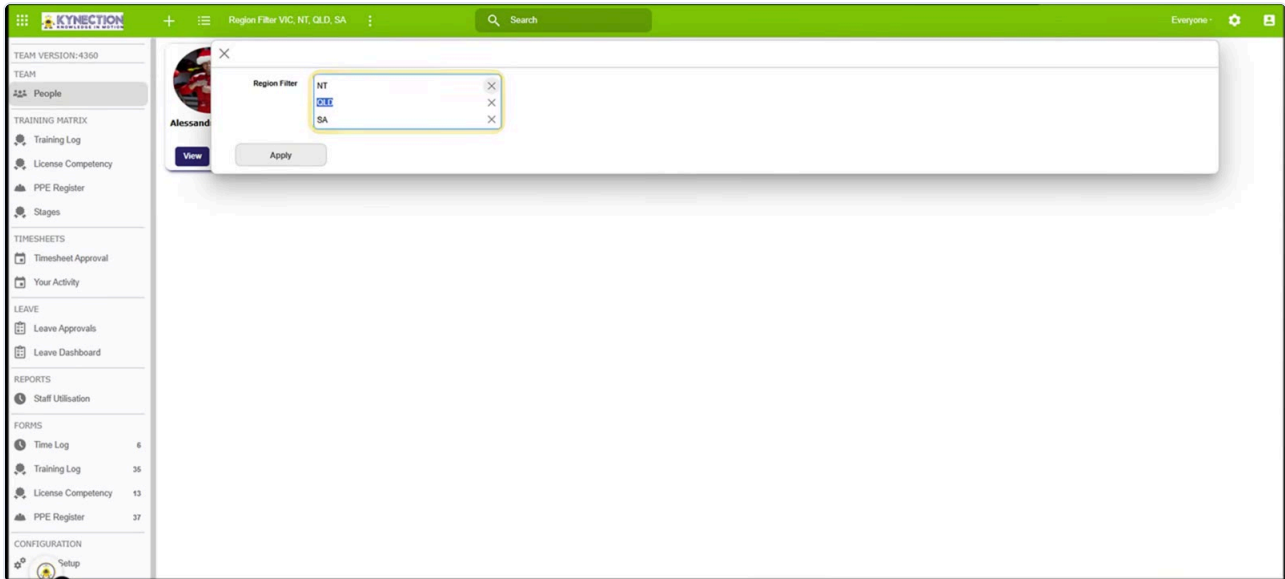
STEP 2 • 00:51 IN THE VIDEO

Check the selections

Each selected region is listed with its own clear button, so the filter can be trimmed without being rebuilt.

CHAPTER 03 • STEP 2 OF 3

Review the full scope



STEP 3 • 00:54 IN THE VIDEO

Apply and report

Select **Apply**. The people list now spans every selected region, ready to review or export.

CHAPTER 03 • STEP 3 OF 3

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 04

Manage employee payroll and allowances

BACK TO HR Web 02

Navigate the HR module and filter employees

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 02 Navigate the HR module and filter employees

HR Web 04 Manage employee payroll and allowances

HR Web 05 Audit training data, compliance and time logs
