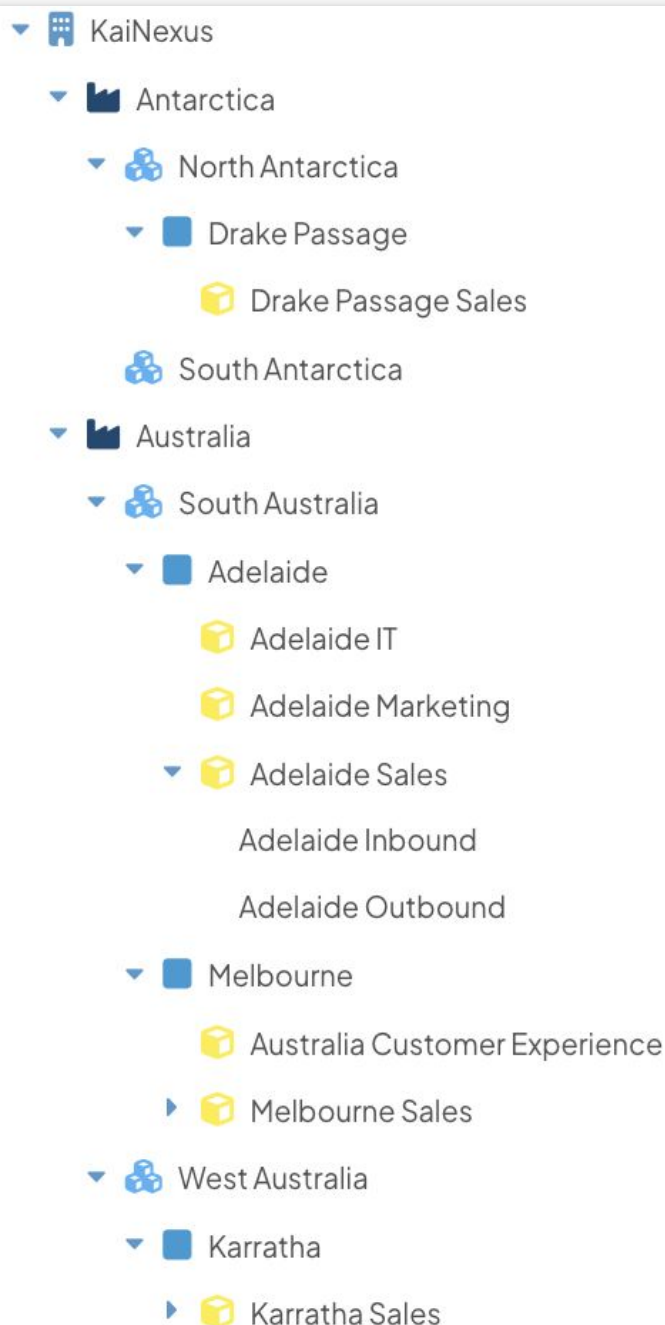# Understanding Your Network

A Beginner's Guide to the KN Network

What is a Network?

A **Network** is a hierarchical structure that represents the different divisions within your organization. It directs the flow of information and management of work in KaiNexus. The Network influences what permissions people have, what notifications they get, how work is categorized, and how data is displayed on Reports & Boards.
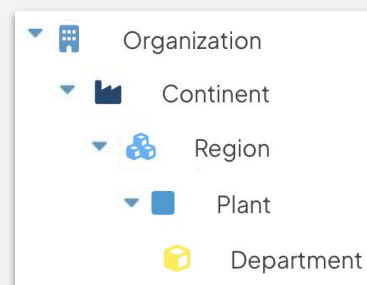

What is a Location?

A **Location** is one division within the Network. KaiNexus relies on Locations to group your organization's users.

Every user in KaiNexus is assigned at least one Network Location, which gives them access to ideas and projects within their Location.

What is a Level Type?

While Locations are groups of users, a **Level Type** is a means of categorizing those Locations. Locations with the same icon share the same Level Type.

Common examples of Level Types include departments, divisions, and factories.

Using the sample network on the left, Antarctica and Australia are both Continent Level Types while Adelaide IT and Karratha Sales are Departments.

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So how does the Network… work?

Networks are arranged in a hierarchy. At the top-level of the Network, you have one node that represents the entire organization. The rest of the organization structure is nested beneath it. Each node of the Network represents one Location.

As you move further down the Network, the Locations become more specified and representative of niche parts of the organization. This nesting structure allows data from lower-level Locations to roll up to the higher-level Locations in their branch of the Network.

Reports

The hierarchy of the Network is important because Impact data from nested Locations can be rolled-up to higher-level Locations.

Because Antarctica, Australia, and Chile are Locations nested beneath the KaiNexus organization, their Impacts can rollup to KaiNexus.

Location	Financial Impact ⓘ	Time Savings (Hours)
	Actual	Actual
KaiNexus	$77,000.00	1,695
Chile	$50,000.00	50
Antarctica	$25,000.00	550
Australia	$2,000.00	1,095

KaiNexus shows a financial Impact of $77,000 because it is calculating the cumulative financial Impact of Chile, Australia, and Antarctica.

Tips for Building Your Network

A Beginner's Guide to the KN Network

A Network is not an Org Chart.

You can use your organizational chart as a starting point for building a Network, but it shouldn't always be an exact copy. They often have key differences depending on how your workflows are structured in comparison to how your people are structured. Organizational structure is designed around the functions a business performs (e.g., sales, marketing, finance, engineering, etc.). An org chart is built around people and titles. Organizational structure defines the purpose, accountabilities, and key performance indicators (KPIs) for each business function and role.

Don't name Locations after people.

A key difference between a Network and an Org Chart is that individuals should not be their own Location. Naming Locations after individuals will disrupt Reporting if they leave or change roles.

Think about reporting.

The structure of your Network should facilitate reporting. Data from nested Locations will accumulate into its parent Location's data.

Locations affect permissions.

Each User will be assigned to a Location. A User's Location affects with which Items they can see and interact. Individuals located higher in the Network will have widespread access to work being done in multiple Locations while individuals lower in the Network will have a more limited view.

Ofie says: Notifications can also be dependent on Location. You can design notification preferences so that Users receive alerts about Items in specific Locations or just their Location.