



 Microsoft  SharePoint  Office 365

LANTERIA HR

COLLABORATIVE & CUSTOMIZABLE HR PLATFORM

WWW.LANTERIA.COM

SALES@LANTERIA.COM

+1 (866) 568-2002

WHY LANTERIA



- ✓ All HR data stored in one place
- ✓ Easily manageable leave policies
- ✓ Complete control over compensations
- ✓ Streamlined recruiting and onboarding
- ✓ Digital performance evaluation systems
- ✓ Collaborative learning management
- ✓ Efficient career and succession planning

OVERVIEW



Lanteria HR is a SharePoint based Human Resource Management (HRM) solution that facilitates and automates the entire Human Resource (HR) cycle in a company. The solution creates a central storage location for all HR information, while supporting HR processes and increasing the performance of each employee and organization as a whole.

Lanteria was founded in 2006 and, since that time, have successfully completed over 200 projects for local and international clients. The Lanteria team includes both experienced HR and IT professionals. This allows us to integrate our extensive HR experience with all the cutting-edge Microsoft technologies that you are already using.

LANTERIA HR MODULES

CORE HR

Manage the company's structure, automate your essential HR processes and create a central storage of employee records and documents.

TIME AND ATTENDANCE

Set up the absence policies, track and approve employee leave records, and register the time spent on various activities.

RECRUITMENT

Unify and automate the entire recruitment process to ensure you get the right people onboard.

PERFORMANCE

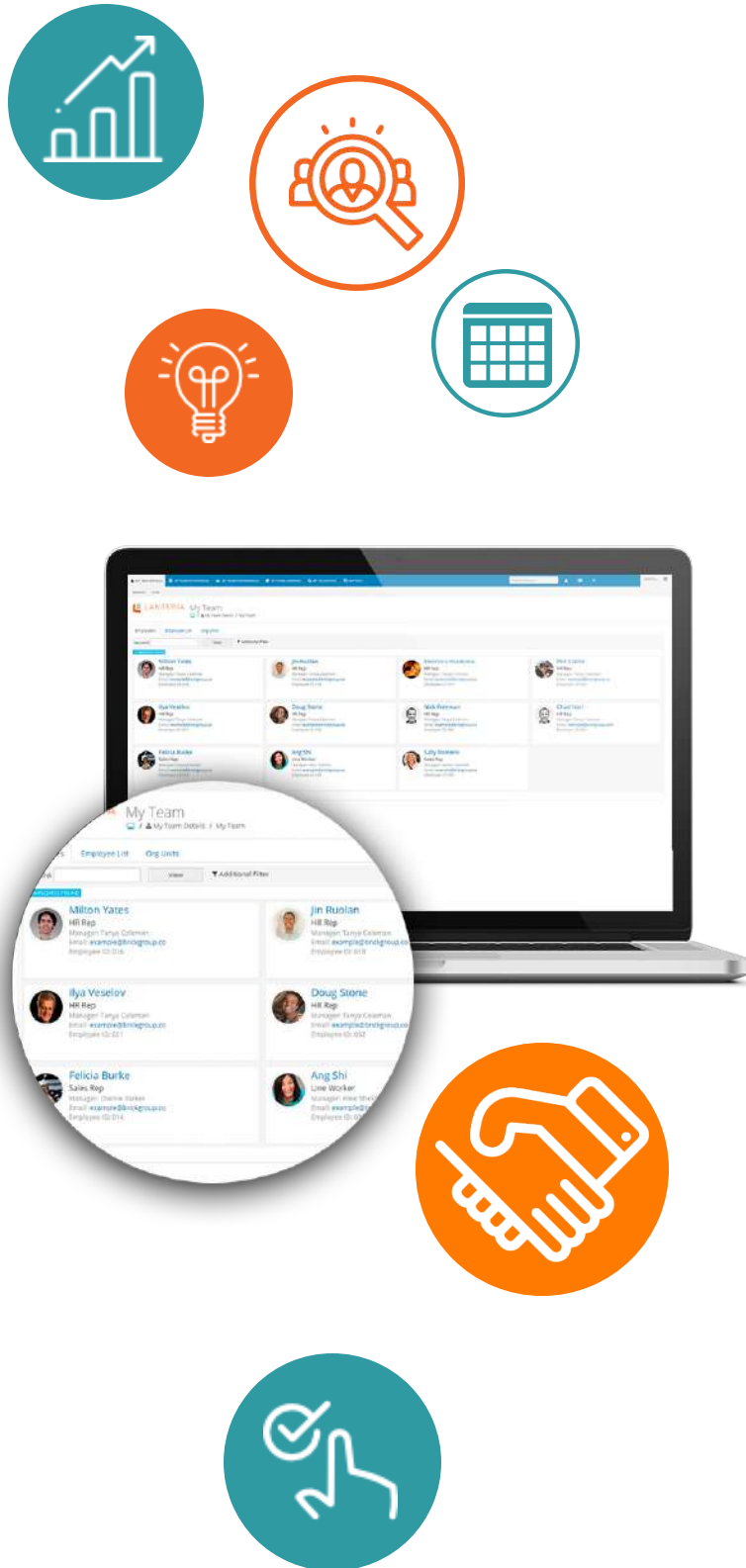
Empower high performance culture by setting the clear goals, streamlining the employee performance appraisal and increasing the productivity of each employee.

LEARNING

Develop employees' skills and competencies by planning and delivering targeted training programs, managing compliance and tracking certification with the Lanteria Learning module.

SELF SERVICE

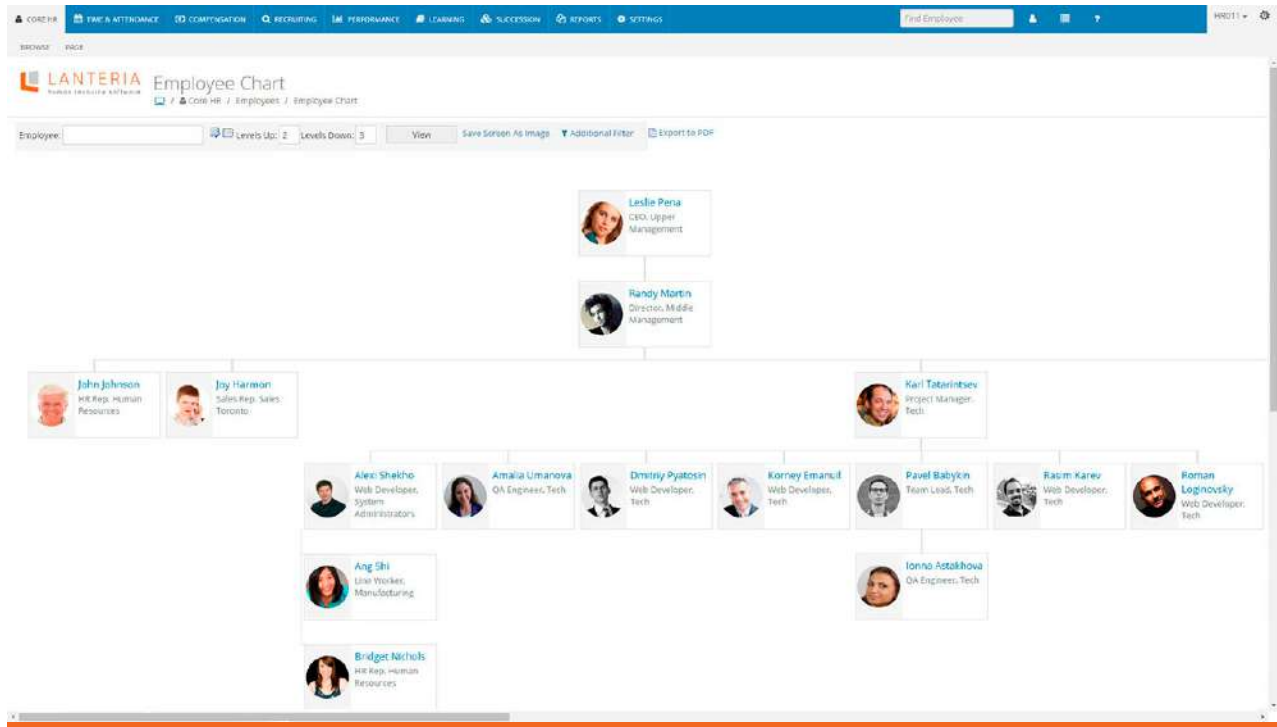
Increase employee engagement, save time / costs and improve collaboration with Employee Self Service (ESS) and Manager Self Service (MSS) portals.



CORE HR

Manage the company's structure, automate your essential HR processes and create a central storage of employee records and documents.

- Have a centralized storage of all employee data
- Design and track the HR processes and approval workflows
- Maintain all HR documents in one place
- Visualize the organizational chart
- Define and analyze the compensation components
- Launch salary reviews



TIME AND ATTENDANCE

Set up the absence policies, track and approve employee leave records, and register the time spent on various activities.

- Define the company-wide leave policies and rules
- Set up comprehensive approval workflows
- Have a global absences calendar
- Increase productivity with project-based time tracking

The screenshot displays the 'My Absences' page for Tanya Coleman, a Senior Manager in Middle Management. The interface includes a navigation bar with tabs for 'MY DETAILS', 'MY TIME & ATTENDANCE', 'MY PERFORMANCE', 'MY LEARNING', and 'MY COMPANY'. The main content area shows a summary of leave status: 18 Total Paid Leave days (Accrued: 18, Extra Time Off: 0, Carried Over: 0, Expired: 0), 11 Booked days (Taken: 4, Scheduled: 7, Pending: 0), and 7 Leave Balance days. Below this, there is a '+ Register Absence' button and a table of absence entries. The table columns are Type, Start Date, Return to Work, Duration, Status, and Notes. The entries list various types of absences such as SICKLEAVE, VACATION, and PTO with their respective dates and durations. At the bottom, it indicates 'Showing 1 to 10 of 17 Entries' and provides navigation options like 'First', 'Previous', '1', '2', 'Next', and 'Last'.

RECRUITING

Unify and automate the entire recruitment process to ensure you get the right people onboard.

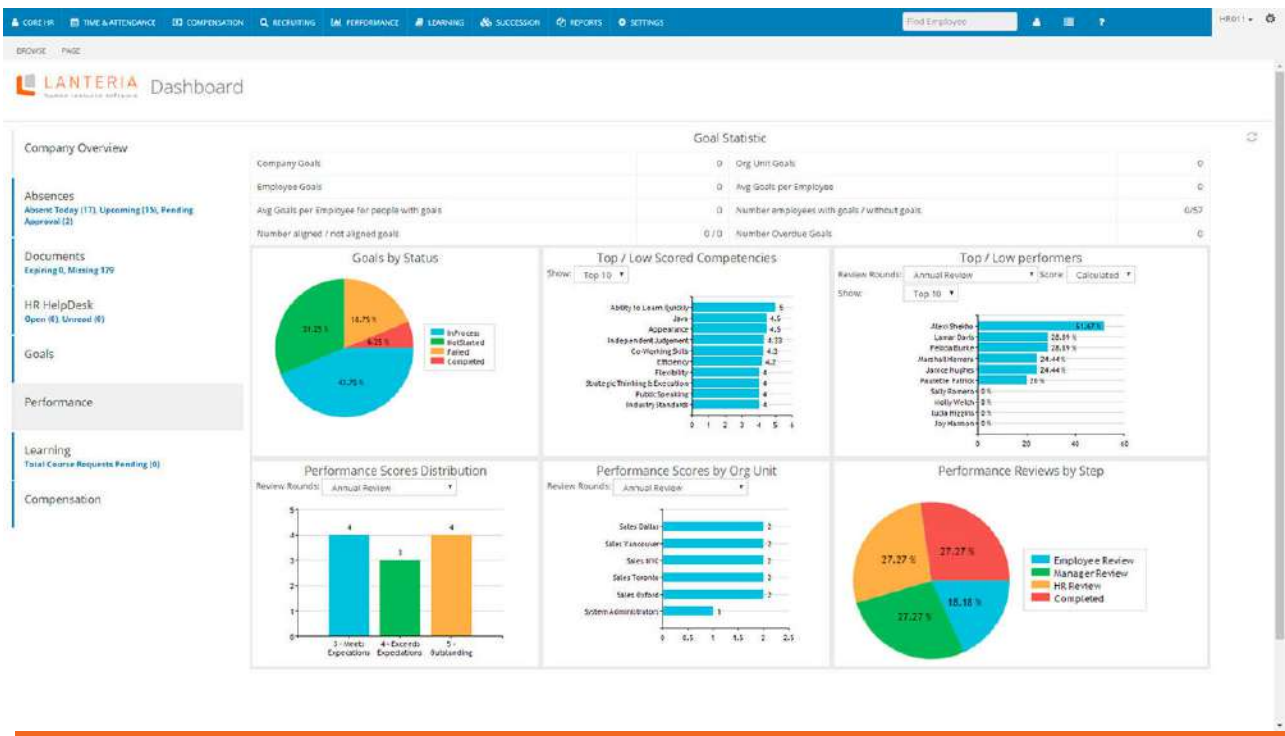
- Easily create and post new job openings with approval workflows
- Collaborate with the applicants
- Schedule the interviews
- Generate and store the candidate offers, contracts, and more

The screenshot displays the Lanteria HR system interface. At the top, a navigation bar includes tabs for CORE HR, TIME & ATTENDANCE, COMPENSATION, RECRUITING, PERFORMANCE, LEARNING, SUCCESSION, REPORTS, and SETTINGS. A search bar for 'Find Employee' and a user profile for 'Yevgenia German' are also visible. Below the navigation bar, the page title is 'Job Opening Details' for 'QA_Vacancy'. A summary section shows three key metrics: 3 Total Candidates (Applied Today: 0, Applied this Week: 3), 1 Candidates Required (Hired: 2, Left to Hire: 1), and 2 Interviews (Interviews Today: 0, Interviews this Week: 0). Below this, there are tabs for 'Add Candidate', 'Actions', and 'Candidates'. The main content area is divided into sections for 'Job Opening', 'Job Opening Questions', and 'Interview Stages'. The 'Job Opening' section shows a table with columns for Status, Requested By, Start Date, Due Date, and Recruiters. The 'Status' is 'Open' and 'Requested By' is 'And Shi'. The 'Interview Stages' section is currently empty.

PERFORMANCE

Empower high performance culture by setting the clear goals, streamlining the employee performance appraisal and increasing the productivity of each employee.

- Define the required competencies and skills
- Select goals and KPIs for each employee, org unit, and the company as a whole
- Generate performance reviews on a scheduled or ad-hoc basis
- Analyze each employee through 360 Feedbacks
- Be aware of the performance trends on every level of the company
- Define the career paths and goals for employees
- Plan the succession throughout the company



LEARNING

Develop employees' skills and competencies by planning and delivering targeted training programs, managing compliance and tracking certification with the Lanteria Learning module.

- Create a storage location for all learning materials
- Plan and track the training process
- Build quizzes and track certification
- Report on the learning results

The screenshot displays the Lanteria Learning Catalog interface. At the top, there is a navigation bar with tabs for MY DETAILS, MY TIME & ATTENDANCE, MY PERFORMANCE, MY LEARNING, and MY COMPANY. A search bar labeled 'Find Employee' and a user profile 'Sergey Timin' are also visible. Below the navigation bar, the page title is 'LANTERIA Learning Catalog'. The main content area features a search filter with 'Keyword', 'Select Category', 'Select Job Role', and 'Select Competency' dropdowns, and a 'View' button. A list of courses is displayed, each with a course icon, title, competency, and mandatory status. The courses listed are:

- Hardware Security V1** (Competency: Safety and Security, Mandatory: Yes). Description: In this course, we will study security and trust from the hardware perspective. Upon completing the course, students will understand the vulnerabilities in current digital system design flow and the physical attacks to these systems. They will learn that security starts from hardware design and be familiar with the tools and skills to build secure and trusted hardware.
- Improving Communication Skills V1** (Competency: Communication Skills, Mandatory: No). Description: Learn how to communicate more effectively at work and achieve your goals. Taught by award-winning Wharton professor and best-selling author, Maurice Schweitzer, Improving Communications Skills is an essential course designed to give you both the tools you need to improve your communication skills, and the most successful strategies for using them to your advantage. You'll learn how to discover if someone is lying (and how to react if they are), how to develop trust, the best method of communication for negotiation, and how to apologize. You'll also learn when to cooperate and when to compete, how to create persuasive messages, ask thoughtful questions, engage in active listening, and choose the right medium (face-to-face conversation, video conference, phone call, or email) for your message. By the end of the course, you'll be able to understand what others want, respond strategically to their wants and needs, craft convincing and clear messages, and develop the critical communication skills you need to get ahead in business and in life.
- Project Management Principles and Practices V1** (Competency: Project Management, Mandatory: Yes). Description: Project management has been proven to be the most effective method of delivering products within cost, schedule, and resource constraints. This intensive and hands-on series of courses gives you the skills to ensure your projects are completed on time and on budget while giving the user the product they expect. You will gain a strong working knowledge of the basics of project management and be able to immediately use that knowledge to effectively manage work projects. At the end of the series you will be able to identify and manage the product scope, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process.
- Quiz: Data Analysis with MS Excel V1** (Competency: Information Technology, Mandatory: No). Description: In this quiz, you'll learn to frame business challenges as data questions. You'll use powerful tools and methods such as Excel, Tableau, and MySQL to analyze data, create forecasts and models, design visualizations, and communicate your insights. In the final Capstone Project, you'll apply your skills to explore and justify improvements to a real-world business process.
- Successful Negotiation: Essential Strategies and Skills V1** (Competency: Sales, Mandatory: No). Description: We all negotiate on a daily basis. On a personal level, we negotiate with friends, family, landlords, car sellers and employers, among others. Negotiation is also the key to business success. No business can survive without profitable contracts. Within a company, negotiation skills can lead to your career advancement.

SELF SERVICE PORTAL

Increase employee engagement, save time / costs and improve collaboration with Employee Self Service (ESS) and Manager Self Service (MSS) portals.

- Access to personal records
- Leave balance and time off requests
- Company wide information
- Performance and learning space
- Collaboration with your team

The screenshot displays the LANTERIA My Team self-service portal interface. The top navigation bar includes tabs for MY TEAM DETAILS, MY TEAM ATTENDANCE, MY TEAM PERFORMANCE, MY TEAM LEARNING, MY RECRUITING, and JOBS. A search bar on the right contains the text "Find Employee". Below the navigation bar, the page title "LANTERIA My Team" is visible, along with a breadcrumb trail "My Team Details / My Team". The main content area is titled "Employees" and features a search bar with the keyword "1000012345678" and a "View" button. A grid of employee profiles is displayed, each with a profile picture, name, role, manager, email, and employee ID. The employees listed are: Milton Yates (HR Rep), Jln Ruolan (HR Rep), Eleonora Kozakova (HR Rep), Phil Clarke (HR Rep), Ilya Veselov (HR Rep), Doug Stone (HR Rep), Nick Freeman (HR Rep), Chad Nori (HR Rep), Felicia Burke (Sales Rep), Ang Shi (Line Worker), and Sally Romero (Sales Rep).

Name	Role	Manager	Email	Employee ID
Milton Yates	HR Rep	Tanya Coleman	example@brickgroup.co	014
Jln Ruolan	HR Rep	Tanya Coleman	example@brickgroup.co	018
Eleonora Kozakova	HR Rep	Tanya Coleman	example@brickgroup.co	016
Phil Clarke	HR Rep	Tanya Coleman	example@brickgroup.co	001
Ilya Veselov	HR Rep	Tanya Coleman	example@brickgroup.co	021
Doug Stone	HR Rep	Tanya Coleman	example@brickgroup.co	002
Nick Freeman	HR Rep	Tanya Coleman	example@brickgroup.co	053
Chad Nori	HR Rep	Tanya Coleman	example@brickgroup.co	003
Felicia Burke	Sales Rep	Dianne Parker	example@brickgroup.co	014
Ang Shi	Line Worker	Alex Shikho	example@brickgroup.co	009
Sally Romero	Sales Rep	Dianne Parker	example@brickgroup.co	006

USER ROLES IN LANTERIA HR

HR PRO

Complete automation of HR tasks and access to full analytical reporting.

MANAGER

Collaboration with teams and better management decisions supported by Manager Self Service.

EMPLOYEE

Employee engagement and access to personal data, records and documents with Employee Self Service.

CUSTOM ROLE

Custom user roles and permissions, such as: training managers, recruiting managers, local HR managers and other.

ANALYTICS AND REPORTS



Get the full analytical insights and make informed decisions. Use a library of out-of-the-box reports and dashboards available in the system or create your own custom reports using Lanteria Report Builder.

OUR CUSTOMERS



Lufthansa

SEGA®



Acronis



LOCKHEED MARTIN

National College
A Degree of Difference... Since 1886

- ✓ Customers in 40+ countries around the globe
- ✓ Exclusive focus on HR management and Microsoft technologies
- ✓ Professional implementation and support teams
- ✓ Microsoft Certified Partner
- ✓ 50+ partners worldwide
- ✓ Founded in 2006



CONTACTS



1601 5th Ave, Suite 1100
Seattle, WA 98101



+1 (866) 568-2002



sales@lanteria.com

AWARDS

