



 Microsoft  SharePoint  Office 365

LANTERIA HR

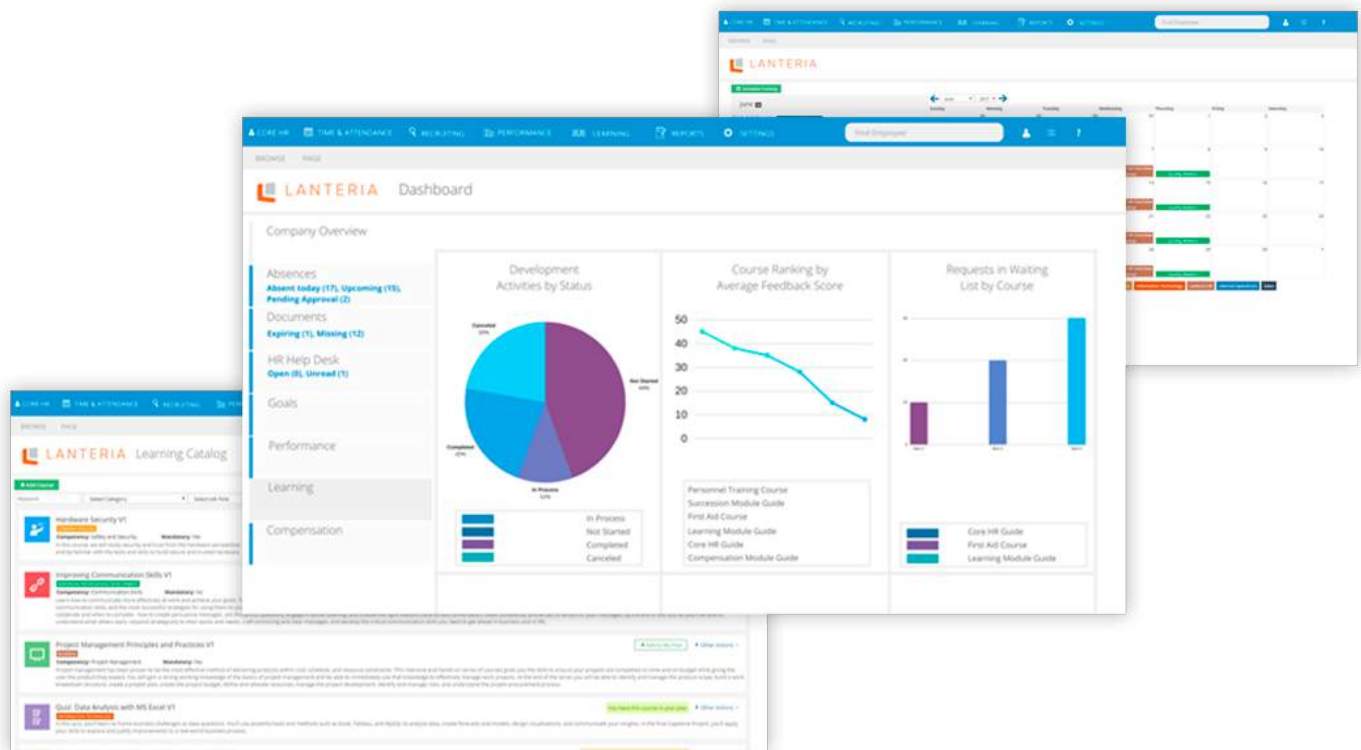
COLLABORATIVE & CUSTOMIZABLE HR PLATFORM

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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

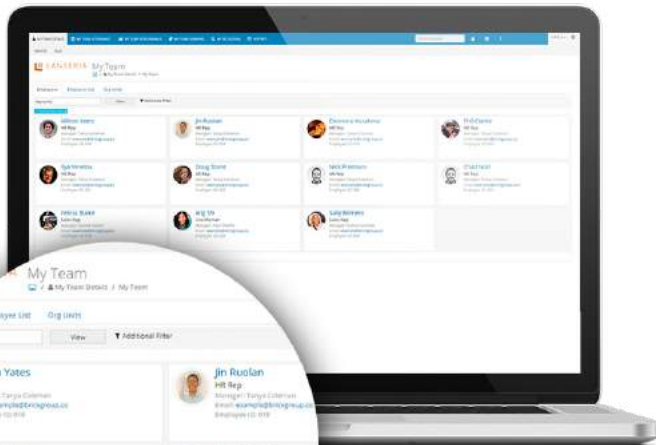
Empower high performance culture by setting the clear goals, streamlining the employee performance appraisal and increasing the productivity of each employee.

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

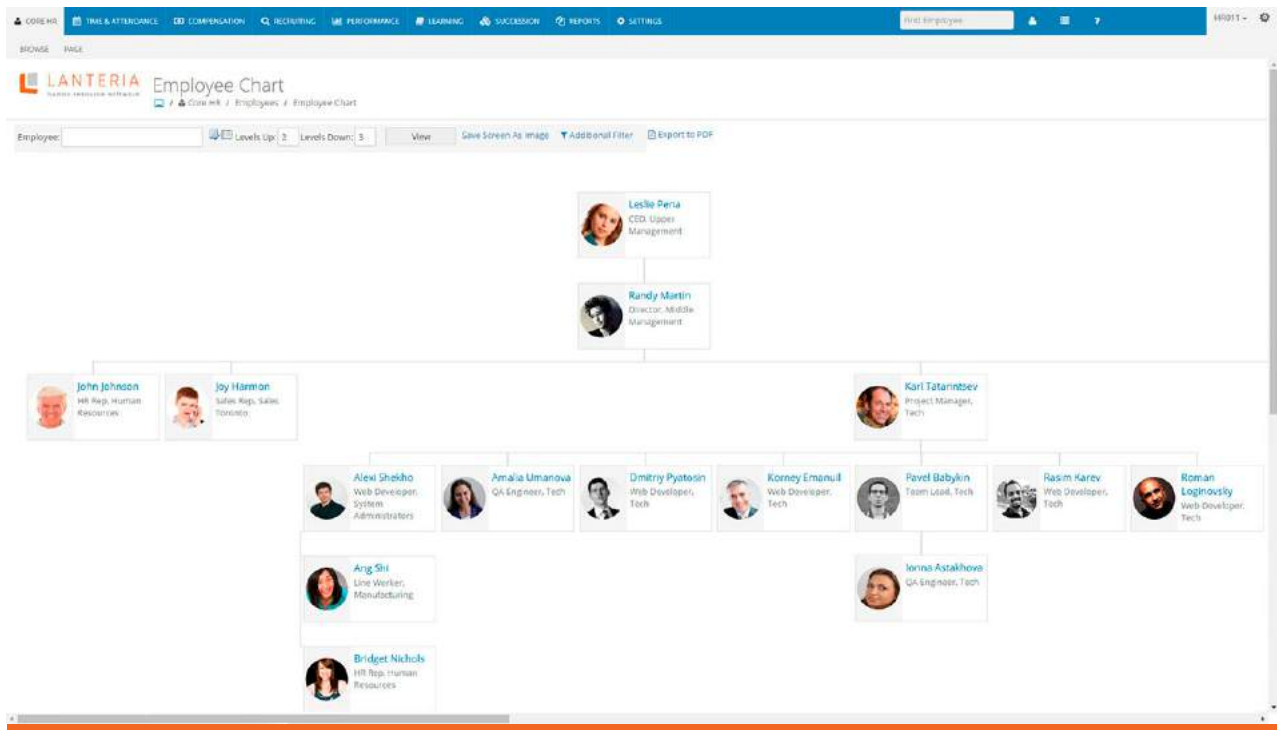
Increase employee engagement, save time / costs and improve collaboration with Employee Self Service (ESS) and Manager Self Service (MSS) portals.



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
- Accelerate leave requests approval with Mobile App

The screenshot displays the 'My Absences' section of the LANTERIA system. At the top, there is a navigation bar with tabs for 'MY DETAILS', 'MY TIME & ATTENDANCE', 'MY PERFORMANCE', 'MY LEARNING', and 'MY COMPANY'. The main header shows the user's name, 'Tanya Coleman', and her role, 'Senior Manager, Middle Management'. Below this, three summary cards are visible: '18 Total Paid Leave' (Accrued: 18, Extra Time Off: 0, Carried Over: 0, Expired: 0), '11 Booked' (Taken: 4, Scheduled: 7, Pending: 0), and '7 Leave Balance'. A 'Register Absence' button is located below the summary cards. The main content area features a table of absence requests with columns for Type, Start Date, Return to Work, Duration, Status, and Notes. The table lists several entries with dates ranging from 11/30/2017 to 07/13/2017. Each entry includes a 'Request Change' and 'Request Cancellation' link. The footer of the table indicates 'Showing 1 to 10 of 17 entries' and includes pagination controls for 'First', 'Previous', '1', '2', 'Next', and 'List'.

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
- Create company's Career Site and attract more candidates
- Generate and store the candidate offers, contracts, and more

The screenshot displays the LANTERIA My Absences web application. 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 for 'Find Employee' is also present. Below the navigation bar, the user's profile for Tanya Coleman, Senior Manager, Middle Management, is shown. Key metrics are displayed: 22 Days Total Paid Leave (Accrued: 18, Extra Time Off: 6, Carried Over: 4, Expired: 0), 9 Days Booked (Taken: 0, Scheduled: 9, Pending: 0), and 13 Days Leave Balance. A '+ Register Absence' button is visible. Below the metrics, there is a filter section for 'Report Date' (4/16/2018), 'Type' (Vacations), and 'View' options. A table of absence entries is shown with columns for Type, Start Date, Return to Work, Duration, Status, and Notes. The table lists various types of absences such as VACATION, SICKNESS, and LEAVE, with their respective dates and durations.

Type	Start Date	Return to Work	Duration	Status	Notes
VACATION	12/25/2018 AM	12/27/2018 AM	2 d / 0 hrs	APPROVED	Approval/Comments History Request Change Request Cancellation
VACATION	11/12/2018 AM	11/16/2018 AM	4 d / 0 hrs	APPROVED	Approval/Comments History Request Change Request Cancellation
SICKNESS	09/03/2018 AM	09/13/2018 AM	8 d / 0 hrs	APPROVED	Approval/Comments History Request Change Request Cancellation
SICKNESS	08/23/2018 AM	08/24/2018 AM	1 d / 0 hrs	APPROVED	Approval/Comments History Request Change Request Cancellation
SICKNESS	08/14/2018 AM	08/23/2018 AM	7 d / 0 hrs	APPROVED	Approval/Comments History Request Change Request Cancellation
SICKNESS	07/12/2018 AM	07/17/2018 AM	3 d / 0 hrs	APPROVED	Approval/Comments History Request Change Request Cancellation
SICKNESS	05/25/2018 AM	05/31/2018 AM	4 d / 0 hrs	APPROVED	Approval/Comments History Request Change Request Cancellation
SICKNESS	04/18/2018 AM	04/23/2018 AM	3 d / 0 hrs	APPROVED	Approval/Comments History Request Change Request Cancellation
SICKNESS	03/27/2018 AM	03/28/2018 AM	1 d / 0 hrs	APPROVED	Approval/Comments History Request Cancellation
SICKNESS	02/13/2018 AM	02/15/2018 AM	2 d / 0 hrs	APPROVED	Approval/Comments History Request Cancellation

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
- Track performance with regular employee check-ins
- 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

The screenshot displays the LANTERIA Performance Review Form for Molly Welch, a Sales Rep in Dallas. The interface includes a navigation bar with tabs for MY DETAILS, MY TIME & ATTENDANCE, MY PERFORMANCE, MY LEARNING, and MY COMPANY. A search bar for 'Find Employee' and a user profile icon are also present. The main content area is titled 'Performance Review Form' and features a 'Select Summary Rating' dropdown, a 'Submit Review' button, and an 'Actions' menu. The review is structured into sections: 1. Introduction and Overview, 2. Competency Assessment, and 3. Performance Objectives. The Competency Assessment section shows a total score of 0.00 (0.00%) and a requirement met of 0.00. It lists three competencies: Salesmanship, Efficiency, and Lead Generation, each with a required level and a beginning of review rating. The Performance Objectives section is partially visible, showing SMART Goals.

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
- Integrate LinkedIn Learning Courses with your Learning Catalog
- Track expenses with Learning Budget
- Report on the training results

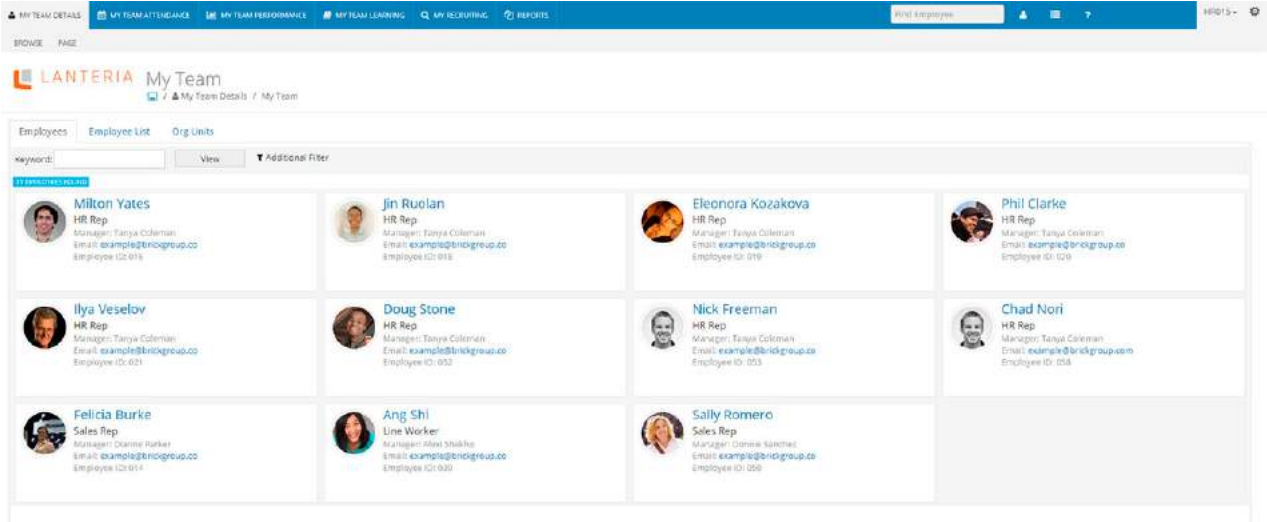
The screenshot displays the Lanteria Learning Catalog interface. At the top, there is a navigation bar with tabs for 'MY DETAILS', 'MY TIME & ATTENDANCE', 'MY PERFORMANCE', 'MY LEARNING', and 'MY COMPANY'. A search bar for 'Find Employee' and a user profile for 'Sergey Tutin' are also visible. Below the navigation bar, the 'Learning Catalog' is shown with a search filter for 'ADD Course'. The main content area lists several courses:

- Hardware Security V1** (Information Technology): 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** (Communication Skills): 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 Communication 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 messages. 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** (Project Management): 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** (Information Technology): 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** (Sales): 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 portal interface. At the top, there is a navigation bar with tabs for MY TEAM DETAILS, MY TEAM ATTENDANCE, MY TEAM PERFORMANCE, MY TEAM LEARNING, MY RECRUITING, and REPORTS. A search bar on the right contains the text "Find employees". 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 includes a search bar with the text "keyword:" and a "View" button. Below the search bar, there is a grid of employee cards. Each card displays a profile picture, the employee's name, role, manager, email, and employee ID. The employees listed are: Milton Yates (HR Rep), Jin 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).

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.

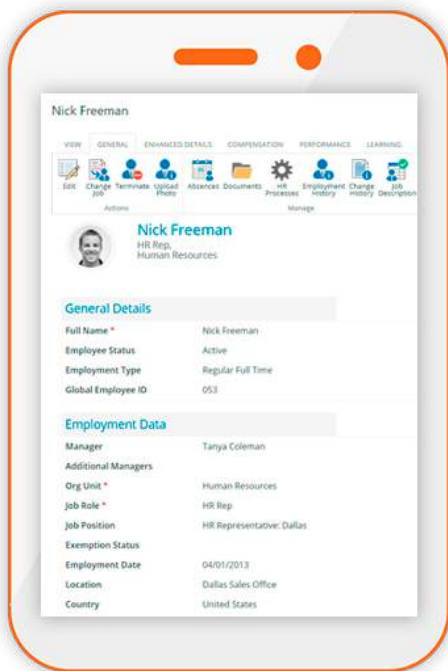
EMPLOYEE

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



- ✓ 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



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AWARDS

