



 Microsoft  SharePoint  Office 365

SELF SERVICE PORTAL

EASY-TO-USE SOLUTION FOR EMPLOYEE ENGAGEMENT

MODULE OVERVIEW

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 'ROLES'. A search bar contains the text 'Find Employee'. Below the navigation bar, the page title is 'LANTERIA My Team' with a breadcrumb trail 'My Team Details / My Team'. The main content area shows a grid of employee cards. Each card includes a profile picture, the employee's name, their role, manager information, email address, 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), and Ang Shi (Line Worker). A 'Sally Romero' card is partially visible at the bottom right.

Name	Role	Manager	Email	Employee ID
Milton Yates	HR Rep	Tanja Coleman	example@brickgroup.co	914
Jln Ruolan	HR Rep	Tanja Coleman	example@brickgroup.co	918
Eleonora Kozakova	HR Rep	Tanja Coleman	example@brickgroup.co	616
Phil Clarke	HR Rep	Tanja Coleman	example@brickgroup.co	931
Ilya Veselov	HR Rep	Tanja Coleman	example@brickgroup.co	921
Doug Stone	HR Rep	Tanja Coleman	example@brickgroup.co	932
Nick Freeman	HR Rep	Tanja Coleman	example@brickgroup.co	933
Chad Nori	HR Rep	Tanja Coleman	example@brickgroup.co	938
Felicia Burke	Sales Rep	Dianne Parker	example@brickgroup.co	914
Ang Shi	Line Worker	Alex Shikho	example@brickgroup.co	938
Sally Romero	Sales Rep	Devin Sanchez	example@brickgroup.co	938

FEATURES

ACCESS TO PERSONAL RECORDS

Provide your employees with access to personal data, documents and records and keep them up-to-date with minimal efforts.

LEAVE BALANCE AND TIME OFF REQUESTS

Inform employees about their leave balance and allow them registering time off requests, which can be approved by managers online.

COMPANY WIDE INFORMATION

Share with your employees the important company information, such as company policies, org charts, job descriptions and job openings.

PERFORMANCE AND LEARNING SPACE

Increase productivity by giving easy access to performance appraisal, personal goals, competency assessments and development plans.

COLLABORATION WITH MY TEAM

Empower your managers with all required tools, analytical reports and other information about their teams for better managerial decisions.



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.

LANTERIA HR SYSTEM



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 150 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.

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AWARDS

