



LANTERIA HR: INSTALLATION GUIDE FOR SHAREPOINT 2016

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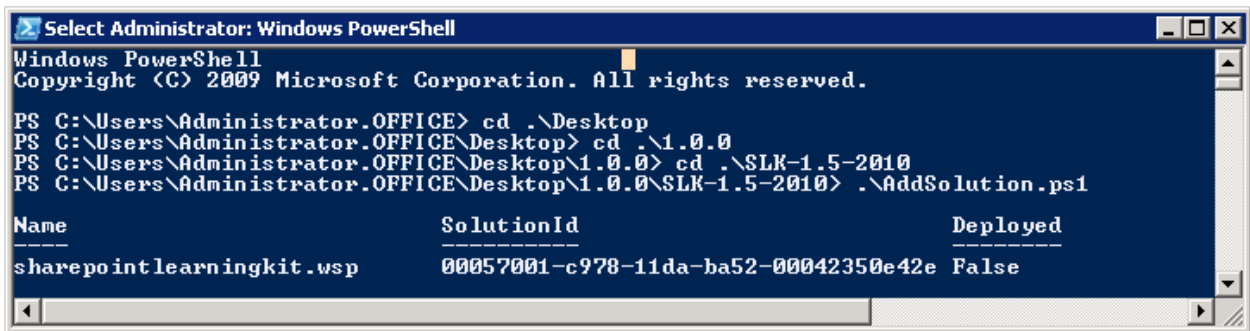
1 Prerequisites

Make sure that the following requirements are met before installing Lanteria HR:

- SharePoint 2016 is installed on the target server
- Web application with site collection is created (either new or existing)
- You have remote access to the server (RDP) as a user with the following permissions:
 - Included in the **Local Administrators** group
 - Included in the **Farm Administrators** group
 - **dbo** permissions for the site collection Content database
 - **dbo** permissions for the farm Configuration database
 - Added as a site collection administrator to the target site collection
- **SharePoint Designer 2013** is installed on a PC that has access to the target server

2 Install and deploy SharePoint Learning Kit to Site Collection

1. Unzip SLK-1.5-2010.zip.
2. Run Windows **PowerShell**.
3. Change your directory to SLK (cd to SLK-1.5-2010).
4. Run AddSolution.ps1.



```

Select Administrator: Windows PowerShell
Windows PowerShell
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PS C:\Users\Administrator.OFFICE> cd .\Desktop
PS C:\Users\Administrator.OFFICE\Desktop> cd .\1.0.0
PS C:\Users\Administrator.OFFICE\Desktop\1.0.0> cd .\SLK-1.5-2010
PS C:\Users\Administrator.OFFICE\Desktop\1.0.0\SLK-1.5-2010> .\AddSolution.ps1

```

Name	SolutionId	Deployed
sharepointlearningkit.wsp	00057001-c978-11da-ba52-00042350e42e	False

5. Open SharePoint 2013 Central Administration (**Start > All Programs > Microsoft SharePoint 2013 Products > SharePoint 2013 Central Administration**).
6. Go to **System Settings > Farm Management > Manage Farm Solutions**.
7. Click **sharepointlearningkit.wsp** to open **Solution Properties** dialog.
8. Click **Deploy Solution** to open the **Deploy Solution** dialog.



Solution Properties

Central Administration

Application Management

System Settings

Monitoring

Backup and Restore

Security

Upgrade and Migration

General Application Settings

Apps

Configuration Wizards

[Deploy Solution](#) | [Retract Solution](#) | [Back to Solutions](#)

Name:	sharepointlearningkit.wsp
Type:	Core Solution
Contains Web Application Resource:	Yes
Contains Global Assembly:	Yes
Contains Code Access Security Policy:	No
Deployment Server Type:	Front-end Web server
Deployment Status:	Deployed
Deployed To:	http://es2013_01:81/
Last Operation Result:	The solution was successfully deployed.
Last Operation Details:	ES2013_01 : http://es2013_01:81/ : The solution was successfully deployed.
Last Operation Time:	5/26/2014 5:33 PM

9. Select your Web application from the **Choose a Web application to deploy this solution** drop-down list.



Deploy Solution ⓘ

Central Administration

Application Management

System Settings

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Backup and Restore

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Apps

Configuration Wizards

Solution Information

Information on the solution you have chosen to deploy.

Name: sharepointlearningkit.wsp

Locale: 0

Deployed To: http://es2013_01:81/

Deployment Status: Deployed

Deploy When?

A timer job is created to deploy this solution. Please specify the time at which you want this solution to be deployed.

Choose when to deploy the solution:

Now

At a specified time:

6/13/2014 1 PM 00

Deploy To?

The solution contains Web application scoped resources and should be deployed to specific Web applications. Please choose the Web application where you want the solution to be deployed.

Choose a Web application to deploy this solution:

- http://es2013_01:7777/
- http://es2013_01/
- http://es2013_01:91/
- http://es2013_01:11111/

tion will place assemblies in the global assembly cache. This will grant the solution assemblies full trust. Do not proceed unless you trust the solution provider.

10. Click **OK**.

[sharepointlearningkit.wsp](#)

Deployed

[http://es2013_01:91/](#)

3 Configure SharePoint Learning Kit

1. In SharePoint 2013 Central Administration, go to **Application Management > Configure SharePoint Learning Kit**.
2. Select the site collection to which the site will be deployed from the **Site Collection** drop-down list.
3. Check the **Create a new database** checkbox. This database will be used to store E-Learning courses and user grades used in Lanteria HR **Learning Management** module.
4. Check the **Create permissions** checkbox.



Configure SharePoint Learning Kit

<p>Central Administration</p> <ul style="list-style-type: none"> Application Management System Settings Monitoring Backup and Restore Security Upgrade and Migration General Application Settings Apps Configuration Wizards Site Contents 	<p>Site Collection Select a Site Collection to configure.</p> <p>SLK Database Specify the SLK database that will contain e-learning assignments for the selected site collection.</p> <ul style="list-style-type: none"> • Multiple site collections can share the same SLK database. To use an existing SLK database, enter the server and database name. • To create a new database, enter an existing database server and a new database name, and select Create a new database. <p>SLK Permissions Specify the SharePoint permissions that will identify instructors and learners in SLK.</p> <ul style="list-style-type: none"> • To use existing SharePoint permissions to identify instructors and learners, enter the permission names; for example, "Contribute" and "Read". • To create new permissions, enter the permission names and select Create permissions. <p><small>Recommended Create "SLK Instructor" and "SLK Learner" permissions for new installations.</small></p>	<p>Site Collection: <input type="text" value="http://es2013_01:91"/></p> <p>Database server: <input type="text" value="SCORPION"/> <input type="text" value="SharePointLearningKit"/></p> <p><input checked="" type="checkbox"/> Create a new database</p> <p>Instructor permission: <input type="text" value="SLK Instructor"/></p> <p>Learner permission: <input type="text" value="SLK Learner"/></p> <p>Observer Permission: <input type="text" value="SLK Observer"/></p> <p><input checked="" type="checkbox"/> Create permissions</p>
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5. Click **OK**.

If this step produces an error, please check the **Database server** value in **Application Management > Specify the default database server**

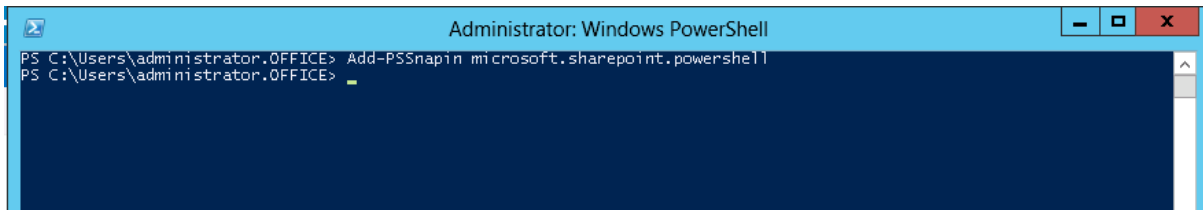


Configure SharePoint Learning Kit

<p>Central Administration</p> <ul style="list-style-type: none"> Application Management System Settings Monitoring Backup and Restore Security Upgrade and Migration General Application Settings Apps Configuration Wizards Site Contents 	<p> Configuration complete.</p> <p>Configure another Site Collection</p>
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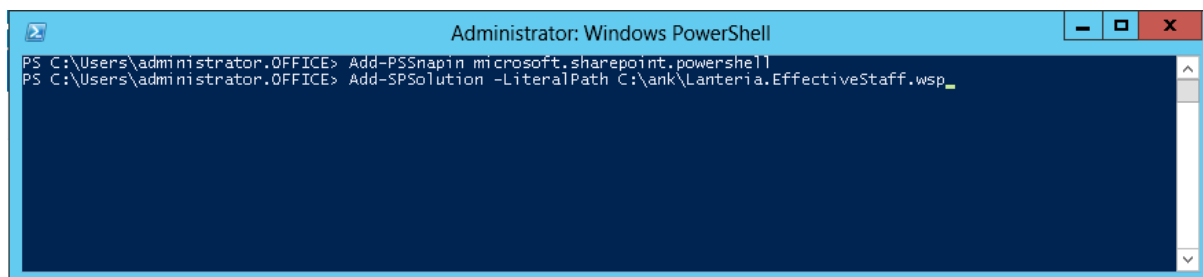
4 Deploy Lanteria HR

1. Run **PowerShell**.
2. Run *add-psnapin Microsoft.sharepoint.powershell*



```
Administrator: Windows PowerShell
PS C:\Users\administrator.OFFICE> Add-PSnapin microsoft.sharepoint.powershell
PS C:\Users\administrator.OFFICE> _
```

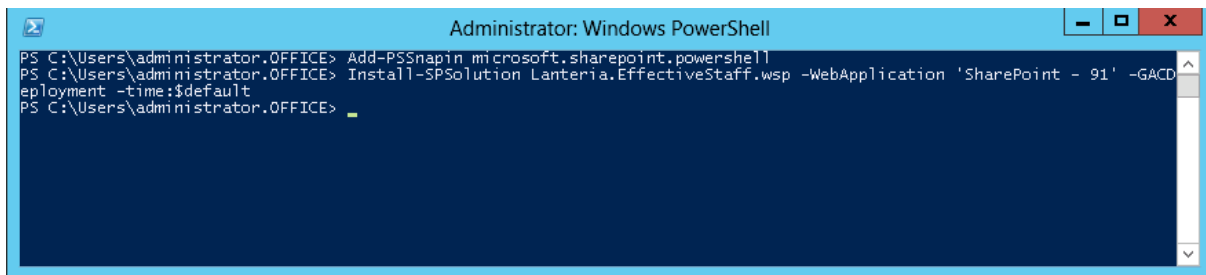
3. Run *add-spsolution -literalpath <path to file>\Lanteria.EffectiveStaff.wsp*



```
Administrator: Windows PowerShell
PS C:\Users\administrator.OFFICE> Add-PSnapin microsoft.sharepoint.powershell
PS C:\Users\administrator.OFFICE> Add-SPSolution -LiteralPath C:\ank\Lanteria.EffectiveStaff.wsp_
```

For example:

4. Run *install-spsolution -identity Lanteria.EffectiveStaff.wsp -webapplication <your web application name> -time:\$default -gacdeployment -FullTrustBinDeployment*

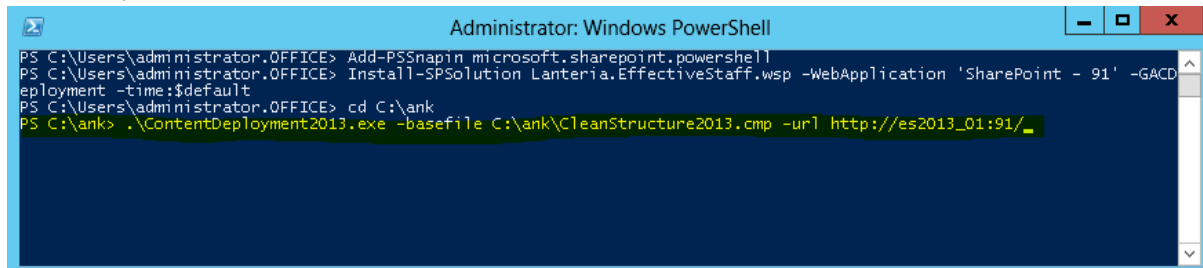


```
Administrator: Windows PowerShell
PS C:\Users\administrator.OFFICE> Add-PSnapin microsoft.sharepoint.powershell
PS C:\Users\administrator.OFFICE> Install-SPSolution Lanteria.EffectiveStaff.wsp -WebApplication 'SharePoint - 91' -GACDeployment -time:$default
PS C:\Users\administrator.OFFICE> _
```

For example:

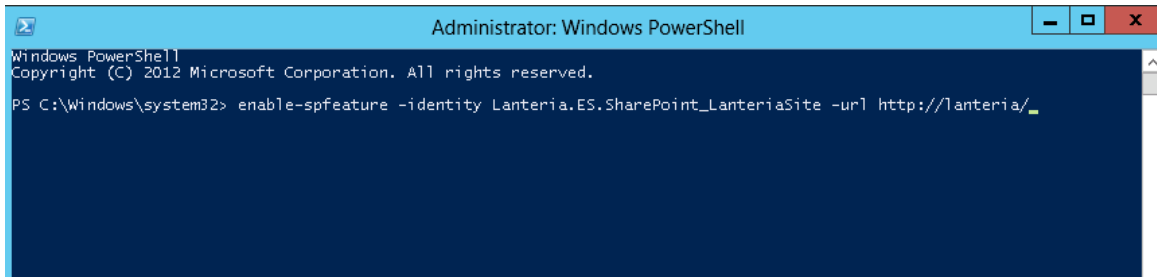
5. Run *<path to the file>\ContentDeployment2013.exe -basefile <path to the file>\CleanStructure2013.cmp -url <target site collection URL>*

For example:



```
Administrator: Windows PowerShell
PS C:\Users\administrator.OFFICE> Add-PSnapin microsoft.sharepoint.powershell
PS C:\Users\administrator.OFFICE> Install-SPSolution Lanteria.EffectiveStaff.wsp -WebApplication 'SharePoint - 91' -GACDeployment -time:$default
PS C:\Users\administrator.OFFICE> cd C:\ank
PS C:\ank> .\ContentDeployment2013.exe -basefile C:\ank\CleanStructure2013.cmp -url http://es2013_01:91/_
```

6. Run *enable-spfeature -identity Lanteria.ES.SharePoint_LanteriaSite -url <your site collection URL>*



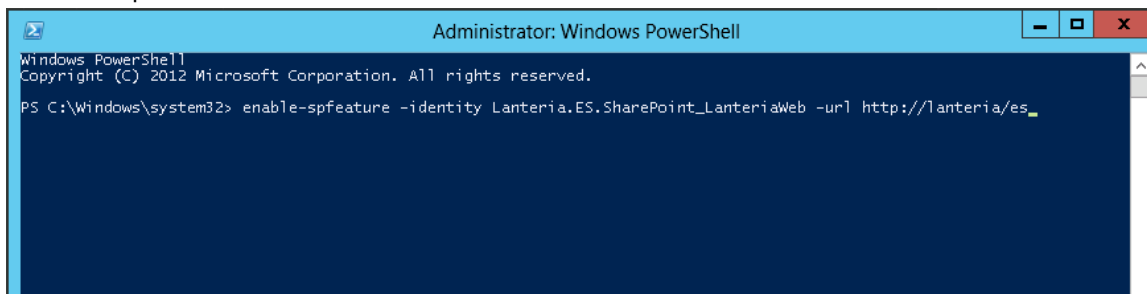
```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) 2012 Microsoft Corporation. All rights reserved.

PS C:\Windows\system32> enable-spfeature -identity Lanteria.ES.SharePoint_LanteriaSite -url http://lanteria/_
```

For example:

7. Run *enable-spfeature -identity Lanteria.ES.SharePoint_LanteriaWeb -url <your Lanteria site URL>*

For example:

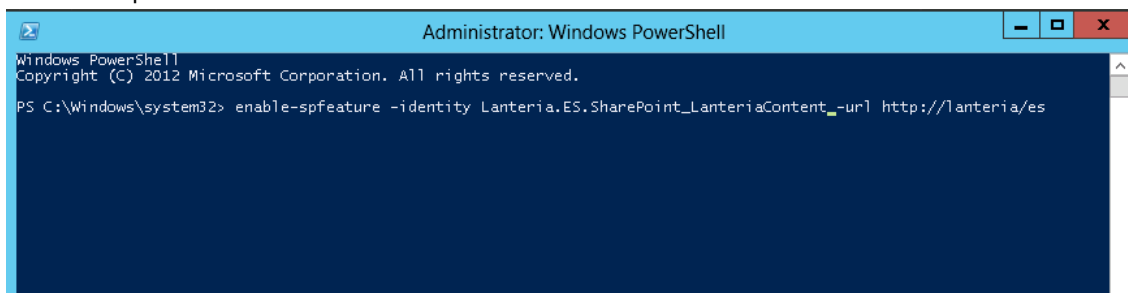


```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) 2012 Microsoft Corporation. All rights reserved.

PS C:\Windows\system32> enable-spfeature -identity Lanteria.ES.SharePoint_LanteriaWeb -url http://lanteria/es_
```

8. Run *enable-spfeature -identity Lanteria.ES.SharePoint_LanteriaContent -url <your Lanteria site URL>*

For example:



```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) 2012 Microsoft Corporation. All rights reserved.

PS C:\Windows\system32> enable-spfeature -identity Lanteria.ES.SharePoint_LanteriaContent -url http://lanteria/es
```


Set up User Permissions





Lanteria HR uses standard SharePoint security and its own built-in security. You can set up system-specific roles (HR, Manager, Employee, Local HR) and then use them for setting up permissions on the SharePoint group level. In addition to this, Lanteria HR has a web page protection mechanism based on specific rules located in the permission.xml file.

Thus, user permissions setup will consist of the following steps:

1. Set up roles in Lanteria HR
2. Create SharePoint groups and set up permissions for different roles
3. Add users to the groups

4.1 Users and Access Levels

Lanteria HR users are represented by the following roles.

	Role	Description
	Employee	Employee accesses personal information, absence records, objectives, KPIs, competency assessments, his/her development plan, and public company information.
	Manager	Manager accesses information about his/her team, tracks employee objectives, KPIs and competencies, assesses employees, runs performance reviews, plans and tracks learning and development.
	HR	HR specialist manages all HR processes in the company, accesses all the information company-wide, has access to full analytical reporting and coordinates all HR areas.
	Local HR	Local HR, the HR specialist responsible for specific departments only, can access employee information and documents in his or her department(s).

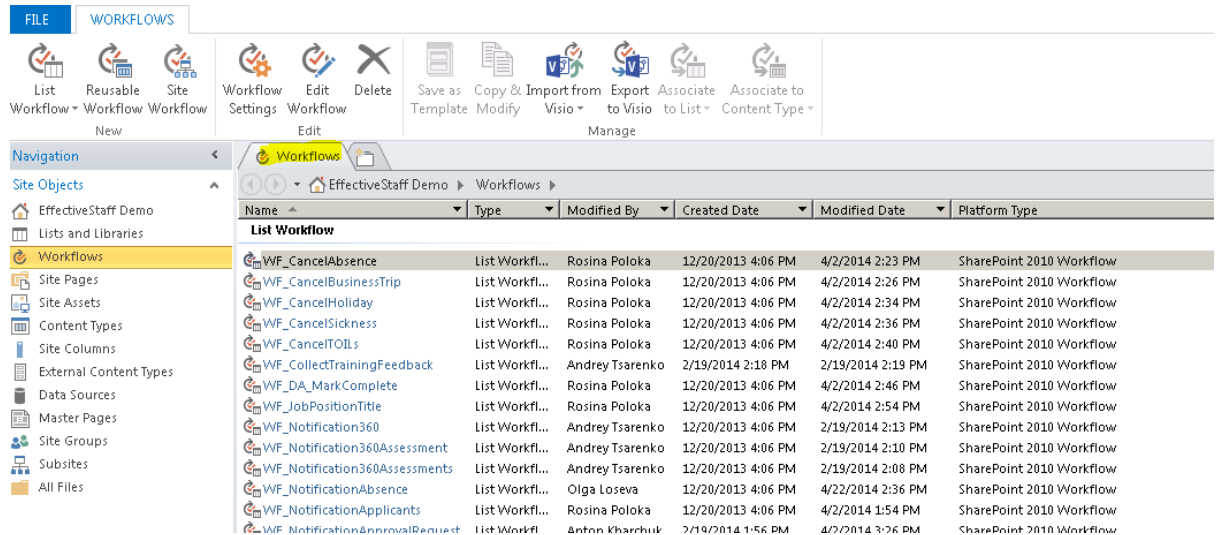
5 Miscellaneous Settings

1. Go to **Lanteria HR** site.
2. Add **Authenticated Users** as a new user into **ESM** group. Please note that this will not grant **Authenticated Users** access to the system, site access is provisioned by other groups, "ESM" group is used to assign custom permission levels required for Lanteria HR functionality.
3. Change the **Lanteria HR** website time zone under **Site Actions > Site Settings > Regional Settings**.
4. To change general settings like site URL, License Key, Groups, etc., go to **Settings > Settings and Configuration > General > Company Settings** in custom **Lanteria HR** menu.
5. Add SharePoint Timer service (SPTimerV4; SharePoint Timer Service) account to **ES HR Admin** SharePoint group.
6. Add **sharepoint\system** account to **ES HR Admin** SharePoint group
7. If the application pool account differs from **sharepoint\system**, add it to **ES HR Admin** SharePoint group as well.

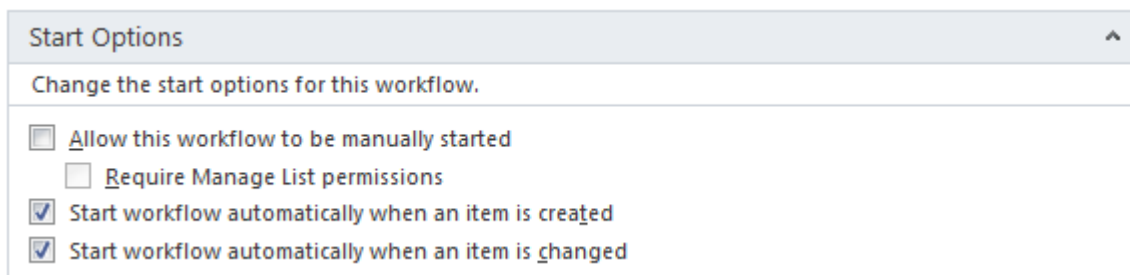
6 SharePoint Designer Workflows

Follow these steps to enable or disable notification messages:

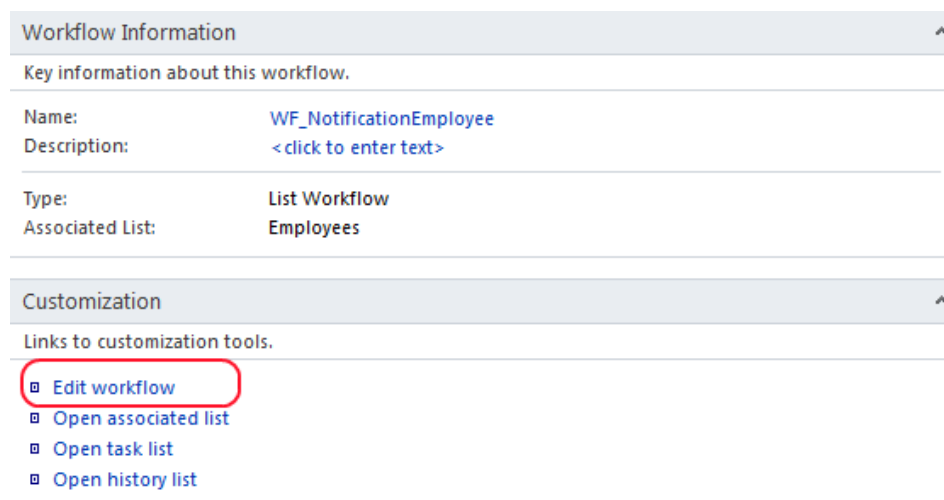
1. Open **SharePoint Designer**.
2. Open **Lanteria HR** website.
3. Select **Workflows** in the **Navigation** pane.



4. Select the workflow to work with.
5. Use the **Start Options** section to enable or disable the workflow.



6. Click **Edit workflow** to edit the notification message text, if needed. Otherwise, proceed



to the next step

7. Click the **Email action** to edit the letter template.

Set variables

If Current Item:Manager is not empty

- Set Variable: ManagerName to Current Item:Manager
- then Set Variable: ManagerEmail to Employees:Account

then Set Variable: EmailSignature to Company Settings:Value

then Set Variable: LinkURL to [%Company Settings:Value%]Lists/Emple...

then Set Variable: EmployeeEmail to Current Item:Account

then Set Variable: HRGroup to Company Settings:Value

Send Email

If Current Item:Created equals Current Item:Modified

Email Variable: ManagerEmail

Else

Email Variable: ManagerEmail; Variable: EmployeeEmail

8. Make changes to the template and click **OK**.

Define E-mail Message

To: |variable: ManagerEmail;Variable: EmployeeEmail

CC: Variable: HRGroup

Subject: Employee data was changed

Tahoma 10 B I U Automatic

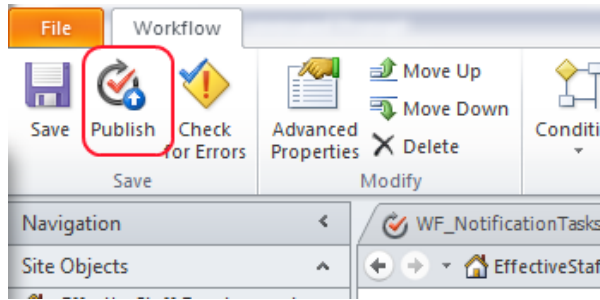
Employee data for "[%Current Item:Full Name%]" was recently changed.

Please, follow the link [%Variable: LinkURL%] for the further details.

[%Variable: EmailSignature%]

Add or Change Lookup OK Cancel

9. Click the **Publish** button on the ribbon to publish your changes to the server.



Most of the workflows are just for notification purposes; however there are mandatory ones that are needed for specific system functions and **must** be published:

WF_CancelAbsence (for **Time and Attendance** module only)

WF_CancelBusinessTrip (for **Time and Attendance** module only)

WF_CancelHoliday (for **Time and Attendance** module only)

WF_CancelSickness (for **Time and Attendance** module only)

WF_CancelTOILs (for **Time and Attendance** module only)

Publishing the rest of notification workflows is optional.