



Microsoft



SharePoint



Office 365

SELF SERVICE PORTAL

EASY-TO-USE SOLUTION FOR EMPLOYEE
ENGAGEMENT

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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 Home dashboard for user Tanya Coleman. The dashboard is organized into several sections:

- Header:** Navigation links for My Details, My Time & Attendance, My Performance, My Learning, and My Company. Utility icons for search, notifications, and user profile are on the right.
- User Profile:** Tanya Coleman, Senior Manager, Middle Management.
- Tasks Requiring My Action:** A list of five performance review tasks with due dates ranging from 12/31/2021 to 12/31/2022. A "Load more" button is at the bottom.
- Announcements:** Three recent announcements from the System Account, including "New work schedule for the upcoming holidays season", "We are moving!", and "New positions in the Technical Support Division". Each announcement includes a date, author, and a "Request Feedback" button.
- Congratulations!:** A section for displaying congratulatory messages.
- My Feedback:** A section for receiving feedback, showing a recent message from Paul Bresbie dated 04/07/2021.

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.

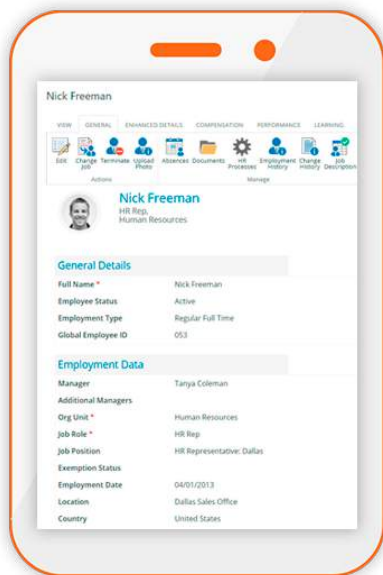
EMPLOYEE

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.

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

