



Lanteria is the world's leader in developing HR software for SharePoint. We deliver high-quality solutions that help our customers to improve the efficiency of their business.

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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.

The distinctive feature of Lanteria HR is establishing a collaborative environment between the HR department, line managers and employees in a company. This system offers unique features for all company members that help them to work as a solid team, increasing performance and efficiently achieving company goals.

Why Lanteria

- Comprehensive solution from Hire to Retire
- Collaborative environment for all employees
- Customizable HR processes and workflows
- Increases employee and business performance
- Built-in document management
- Analytical reporting, dashboards and visual charts
- Automatic reminders and email notifications
- Easy to use user interface
- Developed with the latest Microsoft technologies

Roles

■ HR Pro

The HR role allows for the management all HR processes in a company, accesses all the information company wide, has the full analytical reporting and coordinates all HR areas.

■ Manager

Manager accesses the information about his/her team, tracks employee objectives, KPIs and competencies, assesses employees, runs performance reviews, plans and tracks the learning and development.

■ Employee

Employee accesses personal information, absence records, objectives, KPIs, competency assessment results, development plan and public company information.

■ Custom

Lanteria HR allows creating custom user roles based on the customer's need. Those may be: training managers, recruiting managers, local HR managers and other.

Core HR

Core HR is a base solution for managing the company's structure, employees, HR processes, documents and more.

It offers comprehensive access to your staff and an unlimited number of departments and locations.

- 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

The screenshot shows the user profile for Ann Smith, CEO of Executive Management. The interface includes a navigation menu with tabs for VIEW, GENERAL, ENHANCED DETAILS, COMPENSATION, PERFORMANCE, LEARNING, APPLICATIONS, and PAGE. Below the navigation menu are two groups of icons: 'Actions' (Edit, Assign to Job Position, Terminate) and 'Manage' (Documents, Absences, HR Processes, Employment History, Change History). The user's name and title are displayed, along with a photo. Below this is a 'Current Assignments' table.

OrgUnit	Job Role	Job Position	Full Time Equivalent	Manager	Assignment Type
Executive Management	CEO	CEO-Executive Management (CEO)	1.00		Main Position

Time And Attendance

Time and Attendance is a solution that enables managing the global absence policies, employee time sheets, and absence records such as vacations, sicknesses, and business trips.

Employees can request time off and the managers approve them. HR can track all the absence statistics, record and modify the absences, and approve or reject them.

- 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 'Absence Plan: Standard Absence Plan' interface. It features a summary section with four colored boxes: blue for plan details, green for total allowance, red for booked amount, and orange for remaining amount. Below this is a search and filter section with date pickers and a dropdown menu. A 'View' button is present, followed by three action buttons: 'Add Vacation Request', 'Add Absence Request', and 'Add Sickness Registration'. A table below shows a list of absence requests with columns for Department, Location, Type, Sub Type, Start Date, Return to Work, Duration, Status, Acting Person, and Notes. Two requests are visible: a 'Vacation' request for 2 days and an 'Absence' request for 59 days, both in 'Pending' status.

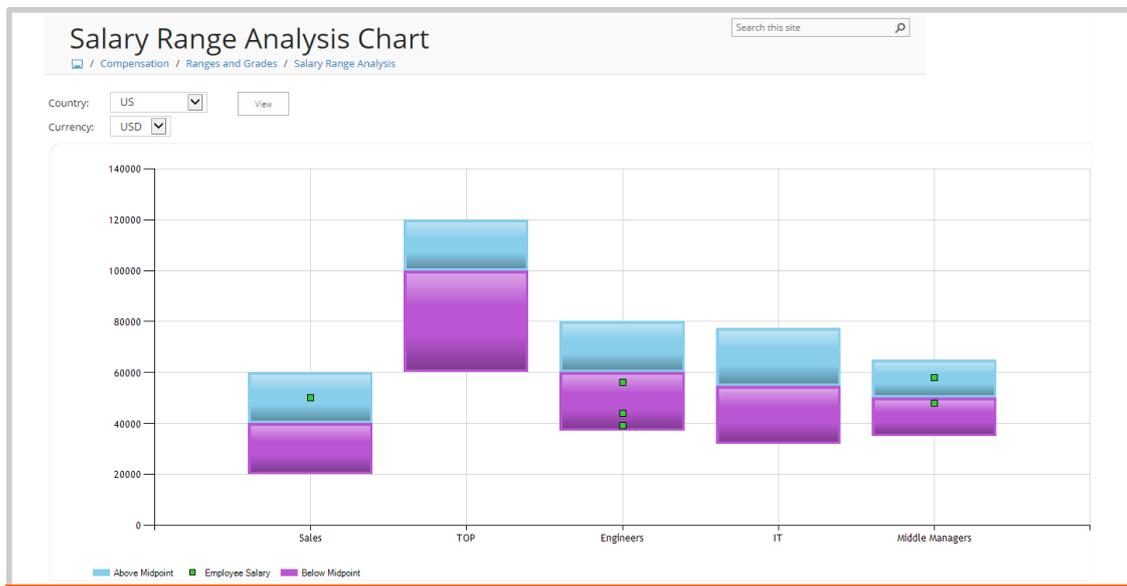
Department	Location	Type	Sub Type	Start Date	Return to Work	Duration	Status	Acting Person	Notes
Operations	London	Vacation		24 Nov 2014 AM	26 Nov 2014 AM	2 d / 16 hrs	Pending	John Doe (Pending)	Request Change Request Cancellation
Operations	London	Absence	Leave	31 Jan 2014 AM	25 Apr 2014 AM	59 d / 472 hrs	Pending		Request Cancellation

Compensation and Benefits

Compensation and Benefits is used to plan, track, and analyze the compensation and rewards company-wide. You can manage different components of the employee compensation packages such as base pays, bonuses, benefits, additional payments, and allowances.

Included is the ability to manage and track the compensation changes with collaborative salary reviews.

- Define and analyze the compensation components
- Launch salary reviews
- Easily analyze the salary budgets
- Stimulate productivity by connecting the compensation to performance



Recruiting

Recruiting is used to unify and automate the entire recruiting process and ensure you get the right people onboard.

The module can be connected to the company web-site and receive the new candidate applications directly, eliminating the need of double-entry.

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

The screenshot displays the 'All Open Vacancies' interface. It features a sidebar on the left with a list of applicant statuses: Applied (49), In Process (25), Offer Accepted (1), Rejected (11), Pending Offer (10), and Starter (14). The main area contains a table with columns for Applicant, Vacancy, Type, Summary Score, and Files. The table lists several applicants, some of whom are 'Shortlisted'. Each row includes an 'Actions' button.

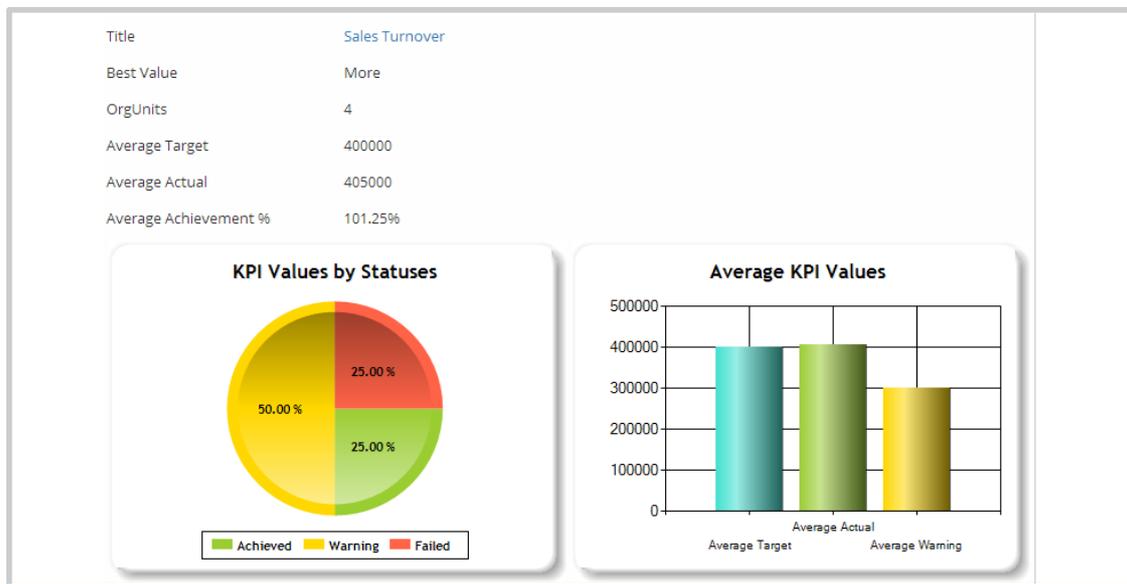
Applicant	Vacancy	Type	Summary Score	Files
<input type="checkbox"/> Linda Mason, #15 Shortlisted	Marketing Specialist Bristol	External	4.00	
<input type="checkbox"/> Brett Martineau Shortlisted	Sales Person London	Internal	9.00	
<input type="checkbox"/> Marina Museeva, #34 Shortlisted	Senior Technician, Stockholm	External	0.00	
<input type="checkbox"/> Candidate test, #90 Shortlisted	C # Developer	External	0.00	
<input type="checkbox"/> Michael Matthews	Sales Person London	Internal	0.00	
<input type="checkbox"/> Elma Parker	Marketing Specialist Bristol	Internal	3.00	
<input type="checkbox"/> Peter Kovalenko	Technician Australia	Internal	0.00	
<input type="checkbox"/> Ahmad Beirut, #36	Senior Technician, Stockholm	External	0.00	

Performance

Performance is a tool that automates and simplifies the process of employee performance evaluation.

The solution allows customizing the performance review forms, workflows and steps to fit the company needs.

- 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



Learning

Learning is a tool that helps to improve the employee knowledge and skills by planning and delivering targeted training programs.

The Learning Catalog allows for storing E-Learning courses, documents, classroom trainings, quizzes, videos and other materials. The Learning Catalog is structured, fully searchable and accessible by all employees in a company.

- 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 LMS interface for user Brett Martineau, Quality Engineer, Operations. It includes a profile card, navigation options (Assign from Catalog, Assign External Activity, Assign Curriculum), and a table of development activities.

Type	Activity	Status	Start Date	Due Date	Completion Date	Score (Achieved / Required)	Certificate	Launch	Cancel
	EffectiveStaff intro and config Quiz	1 - Not Started	08 Jul 2013	15 Jul 2013				Launch	Cancel
	Leadership Quiz	1 - Not Started	09 Sep 2013	15 Sep 2013				Launch	Cancel

Succession

Succession is a solution that supports the employees' succession, career planning and development, as well as defining the most talented employees and retaining them with the company.

The solution allows employees to set the career goals in collaboration with their managers and HR managers, and to monitor the goal achievement.

- Define the career paths and goals for employees
- Indicate and enhance the talents
- Plan the succession throughout the company

Middle Managers					
Members:	3				
PERFORMANCE / COMPETENCE	20.00%	40.00%	60.00%	80.00%	100.00%
5 - Excellent	0	0	1	0	0
4 - Good	0	0	0	0	0
3 - Meets Expectations	0	0	0	1	0
2 - Improvement Required	0	0	0	0	0
1 - Unsatisfactory	0	0	0	0	0

Lanteria is the world's leader in developing HR, Talent, Performance and Learning management software for SharePoint. We deliver high-quality software solutions that help our customers improve the efficiency of their business.

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.

Contact



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