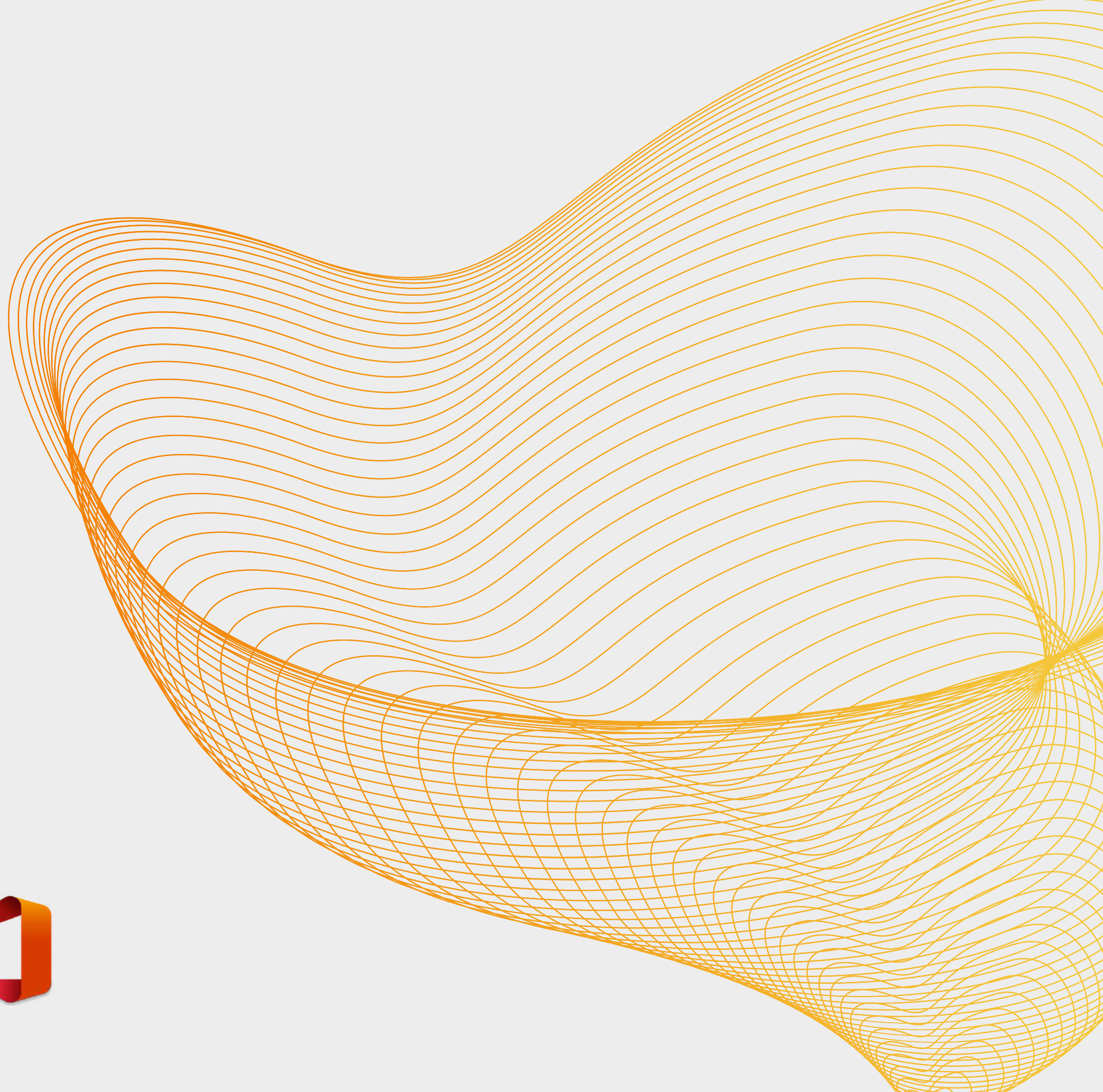




Lanteria HR Feature Catalog





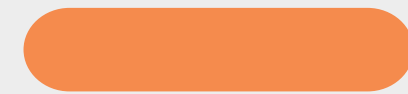
About Us

Lanteria HR is a Microsoft SharePoint-based Human Resource Management System (HRMS), which consists of several functional modules, covering the most frequently mentioned areas of HR. The system has an advanced reporting (both standard and custom), self-service for the managers and employees and a number of industry standard 3rd party integrations with such as Office 365, ADP, ZipRecruiter, Zapier, Power BI and many more!





Our Mission



Managing the entire HR lifecycle of a company, providing a consistent user interface, core functionality at all levels, comprehensive reporting making it a key integrated component of the Microsoft solutions ecosystem.

Total System Management for HR Teams



Lanteria HR provides full system access to create, configure, modify and report all from within one interface across all modules. This includes two permission levels of system administrators: **HR and Local HR**.

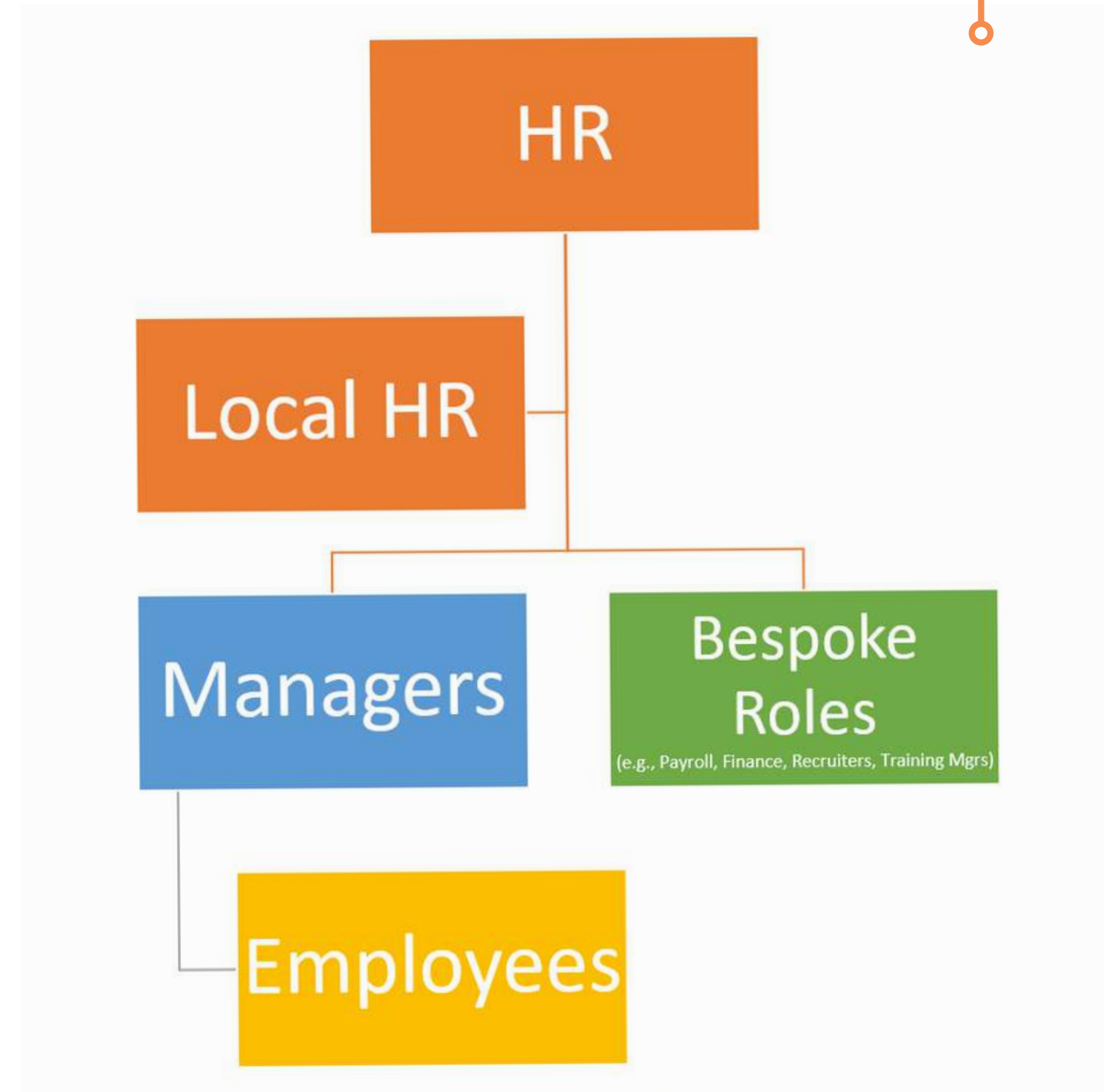


Every User is Supported



All levels within the organization are supported with varying permission levels. Pre-configured roles include: **HR, Local HR, Manager and Employee.**

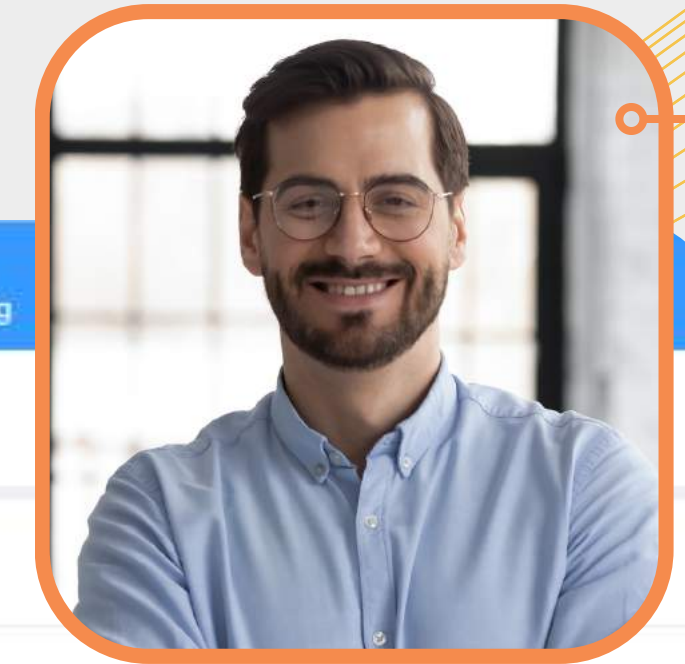
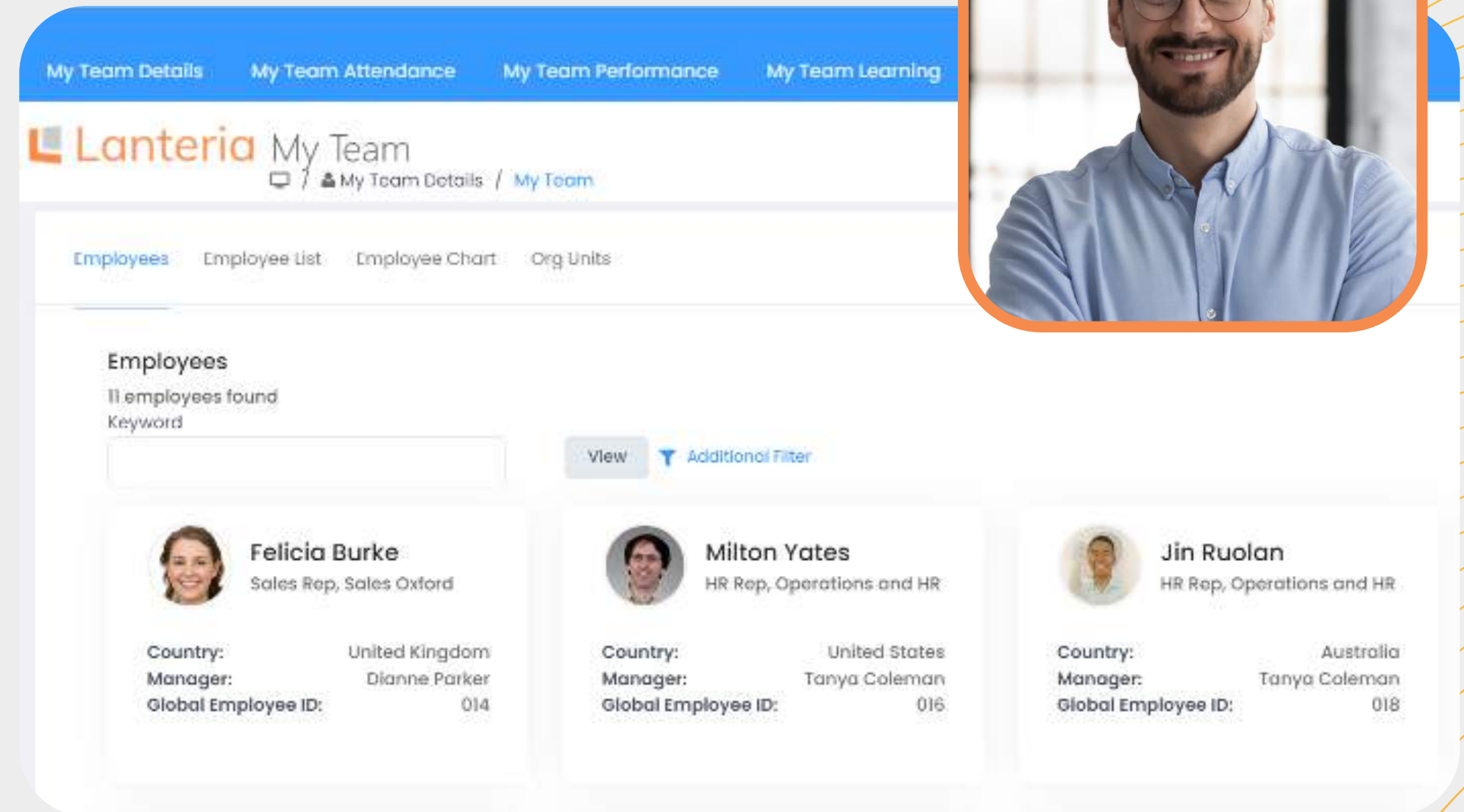
HR has full control over the entire system and can delegate HR activities to localized HR team members, managers & customized roles.



Manager Self-Service



Lanteria HR allows any manager to have quick access to their direct and hierarchical employee data. Managers can easily switch between all the MY TEAM modules to review employee data, absence requests, performance review feedback and development plans.



Quick Access to Employee Data



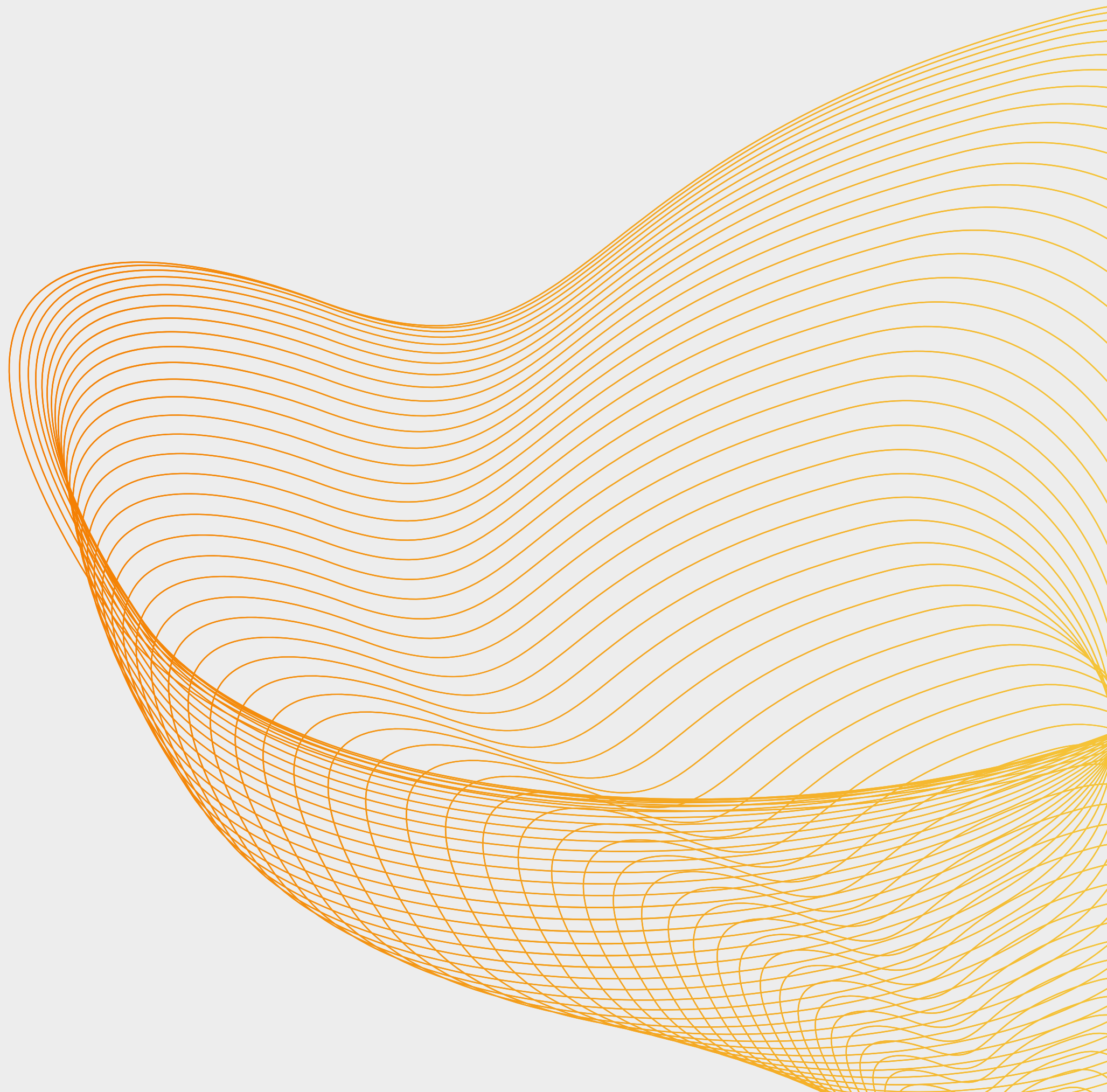
Lanteria HR allows every employee to have quick access to their data. The navigation is simple and intuitive, the fields, sections and folders are grouped into recognizable areas.

General Details	
Full Name *	Bridget Nichols
Employee Status	Active
Employment Type	Regular Full Time
Global Employee ID	017
Employment Data	
Manager	Oliver Gordon
Additional Managers	Leslie Pena; Randy Martin
Org Unit *	Operations and HR
Job Role *	HR Rep
Job Position	
Exemption Status	
Employment Date	23 Oct 2016
Location	Vancouver Office
Country	United States
On Probation	No





Lanteria HR: Features by Module





Core HR



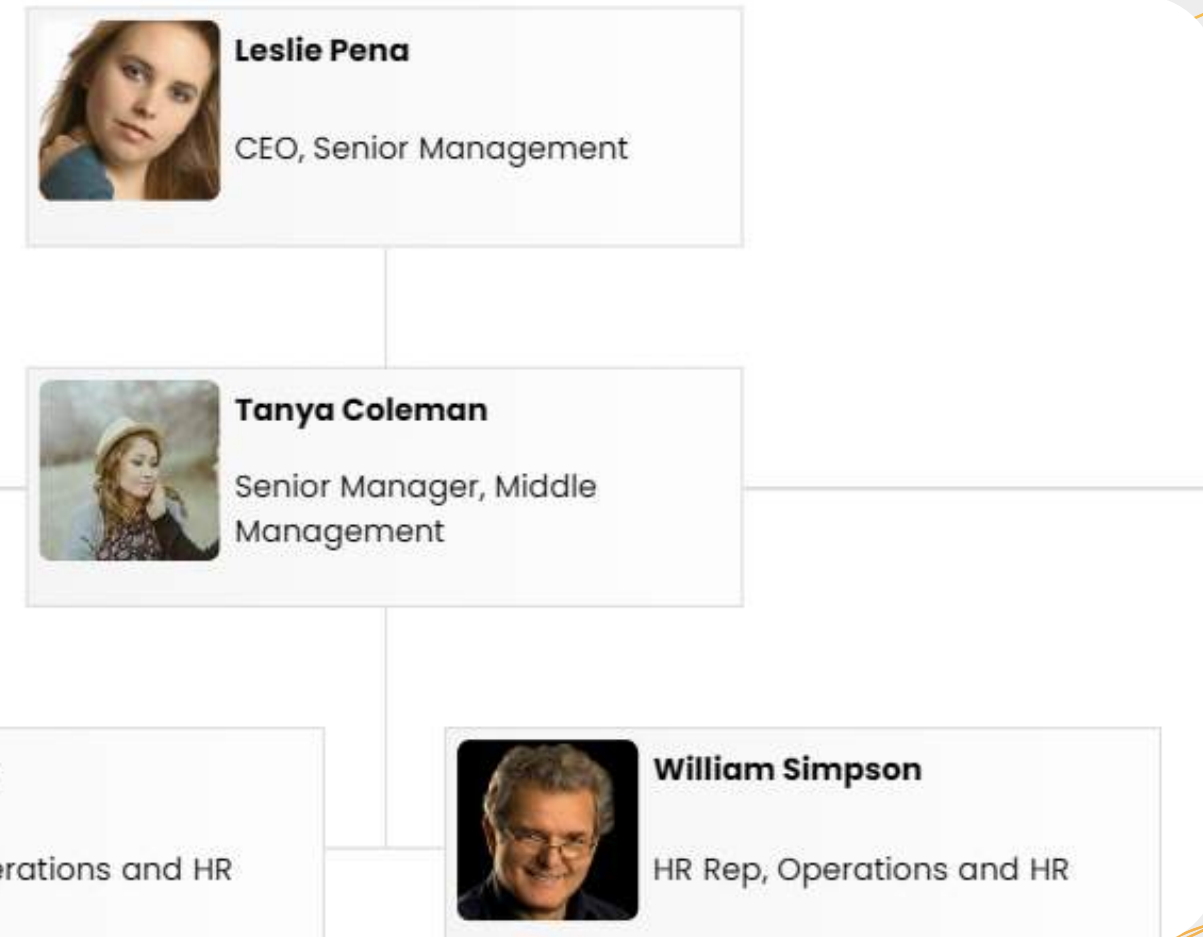
The Core HR module is a master-data, “default” module of Lanteria. This module stores the key data without which no other module is going to function properly. This data is:

- Employees
- Org units
- Positions
- Org Chart

Whichever process you may need to manage: performance review, learning, salary adjustment round, – a list of employees, org units, positions and how these are related to each other, – will be a must.

In addition, Core HR provides you with a document library, HR processes, approval requests and announcements.

Core HR: Employees & Org Chart



Store every employee's record inside of Lanteria and have a quick access to the list of people by country, location, department, team etc.

Have a clear vision of who is assigned to which entity and what are the relations between all the departments in your organization.









Core HR: Roles and Positions

Access all job roles and positions in your company quickly filtering by department. Easily upload more positions and make changes to those you have already added.

If you need to create a custom column, as an additional characteristic of your position – Lanteria HR allows you to do this in just a few clicks.

✓	📎	Job Position Name	Job Position Code	Organizational Unit	Job Role	Planned FTE	Currency	Annual Base Salary (12 months)	Annual Position Bonus	Budgeted Total Annual F
🔼 Organizational Unit : Manufacturing (4)										
		Production Line Foreman	...	FORE	Manufacturing	Foreman	1	AUD	70,000	1,500
		Logistics Coordinator	...	LOG	Manufacturing	Manager	1	AUD	60,000	900
		Production Line Worker	...	PRODLAB	Manufacturing	Line Worker	8	AUD	70,000	500
		Jr. Foreman	...	JRFORE	Manufacturing	Foreman	2	AUD	60,000	1,000

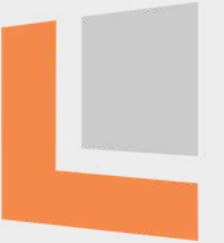


	Name		Document Type	Expiration Date	Employee Access	Manager Access	Employee
	Resume	...	Resume	7/1/2023	Yes	Yes	Bruce Willis
	Employee_Sample_Application	...	Application	7/1/2023	Yes	Yes	Emma Neil
	Employee_Sample_Reference	...	Application	7/1/2023	Yes	Yes	Helen Miller
	Employee_Sample_Resume	...	Resume	7/1/2023	Yes	Yes	Doug Stone
				7/1/2023	Yes	Yes	Amanda Spelton
				7/1/2023	Yes	Yes	Amanda Spelton
Document Type : Form (1)							
Document Type : Other (1)							
Document Type : Policy (1)							
	Company_Sample_Policy	...	December 24, 2015	<input type="checkbox"/>	System Account	Policy	
Document Type : Procedure (1)							
Document Type : Report (1)							

Have quick access to the library of employee and company documents with user friendly search and filtering. Each employee can store their document under a personal profile, and the HR & their direct manager can have access to these documents using a centralized view.

Core HR: Document Library

Core HR: HR Processes



Have the ability to create and launch any type of an HR process you may think of: onboarding, offboarding, employee suspension, etc.

Lanteria HR offers functionality for creating a 100% custom HR process flow and having an unlimited number of templates for any scenario.

Description



Provide New Hire Packet

In Process



Upload W-4 Form

In Process



Upload I-9 Form

In Process



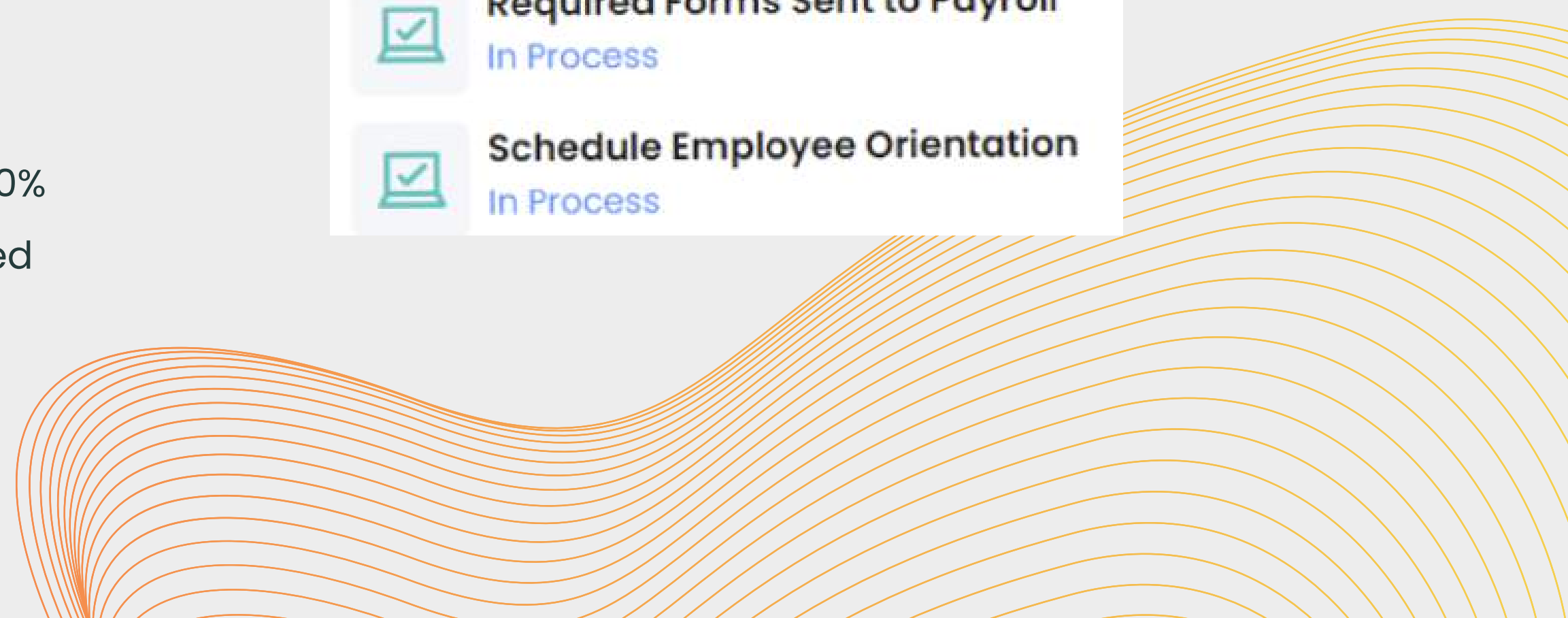
Required Forms Sent to Payroll

In Process



Schedule Employee Orientation

In Process



Core HR: Approval Requests

Approval requests are linear workflows used to gain sign-off from key users within the company for core processes such as, requesting for a new position, adjustment to a job description, vacation and timesheet approvals, etc. The system has a number of included approval workflows, but custom created approvals can also be added for items such as promotions, transfers, pay rate changes, etc.

The initiator typically completes a request form that when submitted, is sent to the various approvers. If an approver wants to clarify or change anything – it is always possible to make an adjustment and return or reject the form for attention from the initiators.

Approval Process: Vacations

Initiator	Tanya Coleman
Current Step	Vacations
Currently Responsible	Randy Martin
Comments	<div></div>

Approve

Reject

Request Change

Stop Process

Core HR: Announcements

07 Apr 2021 by System Account

New work schedule for the upcoming holidays season

We have now drafted the work schedule for the upcoming holidays season. Anyone who wishes to make a change in his or her schedule is responsible for finding a replacement and getting approval from a supervisor.

Keep your employees notified about all the important events/changes/plans within the company. Announcements are created and managed by the HR role and made available in each manager & employee's self-service dashboards.

Announcements - New Item

EDIT



Save



Cancel



Paste



Cut



Copy



Attach File

Commit

Clipboard

Actions

Title *

Annual Benefit Enrollment!

Body



Placeholder_Description

Expires

11/30/2023





Time & Attendance

Our Time and Attendance module provides configuration and management for a variety of corporate leave policies, including Vacation, Sick Leave and other absence types.

Another important component of the Time and Attendance module is Timesheet Management, which allows employees to register their day-to-day activities which allows their managers to track the employees' involvement on assigned projects and activities.

Time & Attendance: Absence plans

This module supports creating your corporate absence plans & rules that reflect the vision of the business and the local country/state requirements. You can manage multiple absence plans: for numerous locations, define plans based upon grandfathered subsidiaries, or new flex work patterns. Additionally, you can set time off accruals based upon seniority, age or hire date.

Lanteria

Absence Plan Details

Standard Absence Plan

This is the default accrual method of absences for all emp

Absence Accrual Rules for Seniority/Age Range Transition

1 - Prorate current and ne

Is Default

Yes

Edit

Annual Paid Leave

Annual Paid Sick Leave

Annual Other Absences

Section Settings

Units

Hours

Period Calculation Type

Working Days

Accrual Method

Yearly

Accrual From

Company Year Start Date

Spending Year Shift Months

0

Carried Over Max Units

40

Carried Over Expiration Months

6

Carried Over Auto Approval

Yes

Allow Overbooking

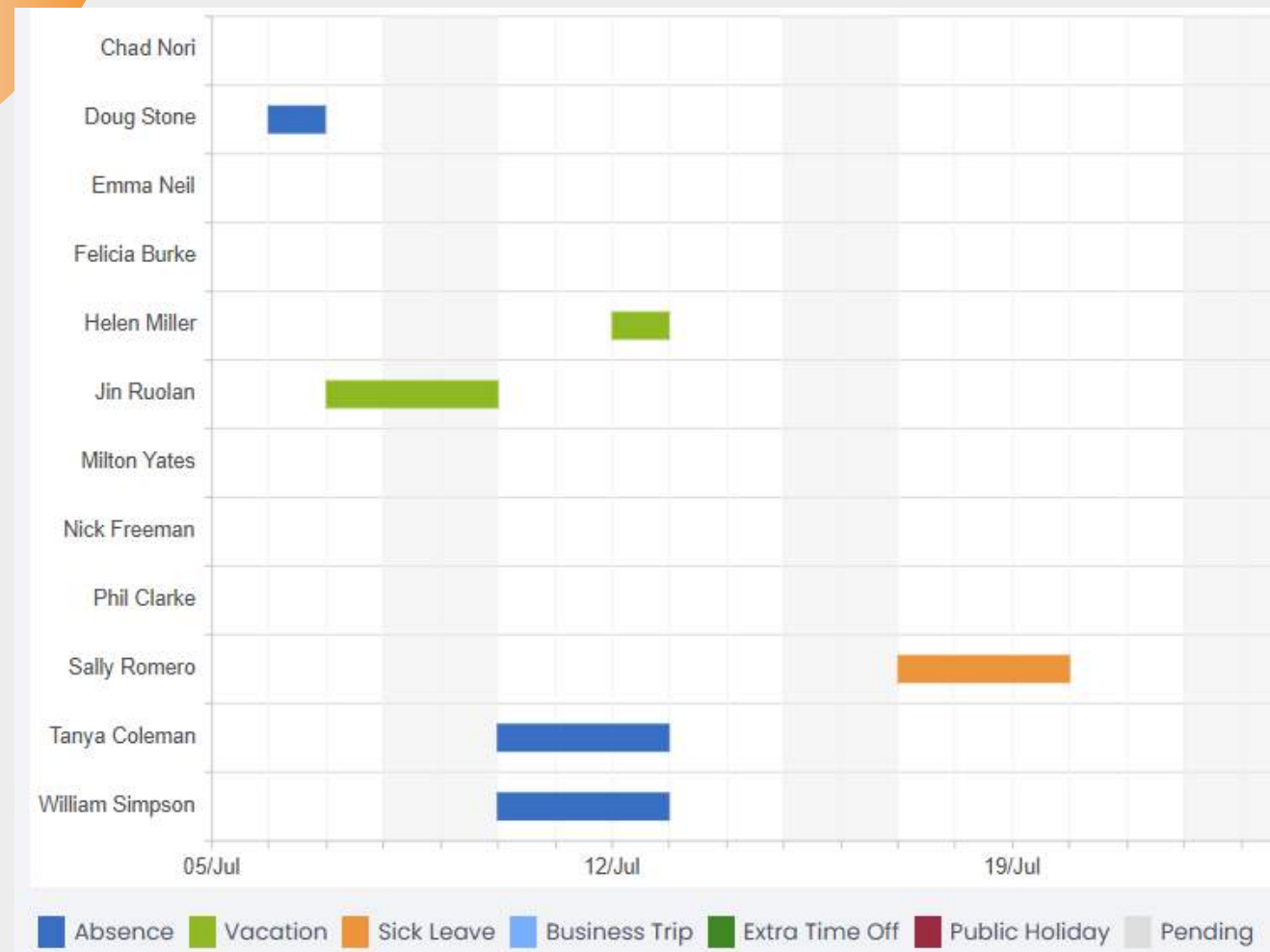
No

Edit Settings

Paid Leave Calculation Rules

+ Add Paid Leave Calculation Rule

Number of Hours



Managers can track employees' leave clearly seeing who is out of the office on any given day. Employees can use the Out of Office Calendar to determine if an associate is out of the office. Also, the view allows you to see the history of leaves in any period from the past.

Time & Attendance: Out of Office Calendar

Time & Attendance: Company Holidays



HR can register all public holidays offered by the company. Some of them will be actual for the entire company, some may be location-specific and not influencing the calendars of other locations.

If your vacation “covers” a public holiday – by default the system is set to be returning you this day to your vacation balance.

Add Company Holiday

EDIT

Save

Cancel

Paste

Cut

Copy

Attach File

CommitClipboardActions

Title *

Date *

Holiday date

Countries *

Australia

Canada

Germany

Jamaica

United Kingdom

Add >

< Remove

List of countries this holiday is relevant for

Only for Locations

Dallas Office

Kingston Office

Melbourne Office

Munich Office

New York Office

Add >

< Remove

List of locations this holiday is relevant for (leave blank for all)

Duration

Full Day ▾

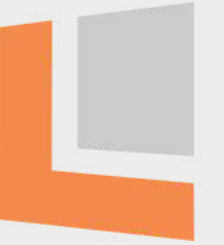
Time & Attendance: Timesheets

Use the manager's dashboard to keep an eye on your employees' involvement in their day-to-day work projects and activities.

If you want to make sure the timesheet is accurate and keeps a relevant data – you can turn on the timesheet approval workflow. In such a case once the employee submits their timesheet – this file first goes for the manager's consideration and approval and only after that is finally archived in the system.

Sunday 04 Jun 2023 0 hrs of 0 hrs	Monday 05 Jun 2023 0 hrs of 8 hrs	Tuesday 06 Jun 2023 0 hrs of 8 hrs	Wednesday 07 Jun 2023 0 hrs of 8 hrs	Thursday 08 Jun 2023 4 hrs of 8 hrs
Project	Activity	Time (hrs)		
Applicant Self-Service	Project Management	6	hrs	00 m.
O365 Integration	Configuration	1	hrs	00 m.
Project IV	Project IV Activities	1	hrs	00 m.
---	---	00	hrs	00 m.
Total		08 hrs 00 m.		

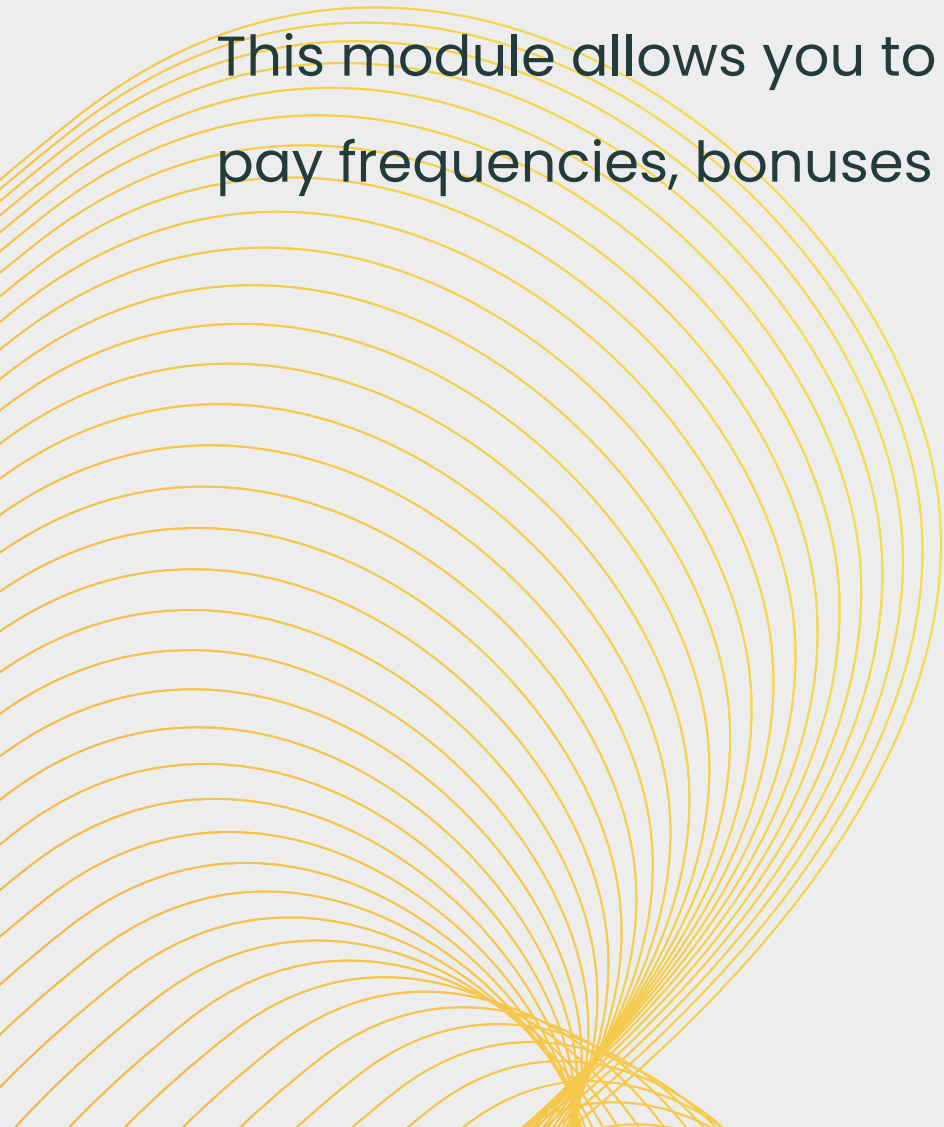




Compensation



This module allows you to manage many aspects of your employees' compensation tracking their salary rates, pay frequencies, bonuses & variables, local pension tax and many more.



Compensation: Salary Sheet

Keep all the compensation components organized. The system allows you to create custom columns, fields & sections for making sure your salary view reflects the accurate and comprehensive information and which are the regular payments that you make to your employees.

Job Position	Manager	Currency	Base Salary Rate	Pay Frequency	Annual Base Salary (12 months)	Variable Annual Salary	Annual Position Bonus	Annual Country Pension
Production Line Worker	Thomas Fender	AUD	2,500.00	Monthly	30,000.00	600.00	500.00	0.00
Production Line Worker	Thomas Fender	AUD	2,200.00	Monthly	26,400.00	550.00	500.00	0.00
Sales Rep I: Kingston	Donnie Sanchez	USD	60,000.00	Annually	60,000.00	0.00	0.00	0.00
QA Engineer II	Karl Fisher	EUR	1,000,000.00	Monthly	12,000,000.00	12,500,000.00	10,000,000.00	0.00
Production Line Worker	Thomas Fender	AUD	2,600.00	Monthly	31,200.00	450.00	500.00	0.00
Sales Rep I: Kingston	Donnie Sanchez	USD	60,000.00	Annually	60,000.00	0.00	0.00	0.00
QA Engineer I	Paul Bresbie	EUR	1,600,000.00	Monthly	19,200,000.00	0.00	3,000,000.00	0.00
HR Assistant	Tanya Coleman	USD	0.00	Monthly	0.00	0.00	533.33	0.00

Compensation: Salary Reviews

Manage the salary & bonus reviews having a clear vision of the employee's overall performance score. Make sure that you do not miss to reward those who bring the best result to the business.

You can also set the custom workflow for identifying who initiates the salary review, who provides the proposed changes and who finally approves the changes to the employees' compensation packages.

Performance Score	Recommended Performance-based Change %	Recommended Annual Base Salary	Requested Annual Base Salary	New Pension Contribution	Requested Annual Variable Salary	Total Requested Amount	Change %	New OTE Split Base	New OTE Split Variable
		100,000.00	<div>Copy Recommended Salary</div> <div>165000</div> USD	0.00	<div>15000</div> USD	180,000.00	80.00%	91.67%	8.33%
		100,000.00	<div>Copy Recommended Salary</div> <div>0</div> USD	0.00	<div>3000</div> USD	3,000.00	0.00%	100.00%	

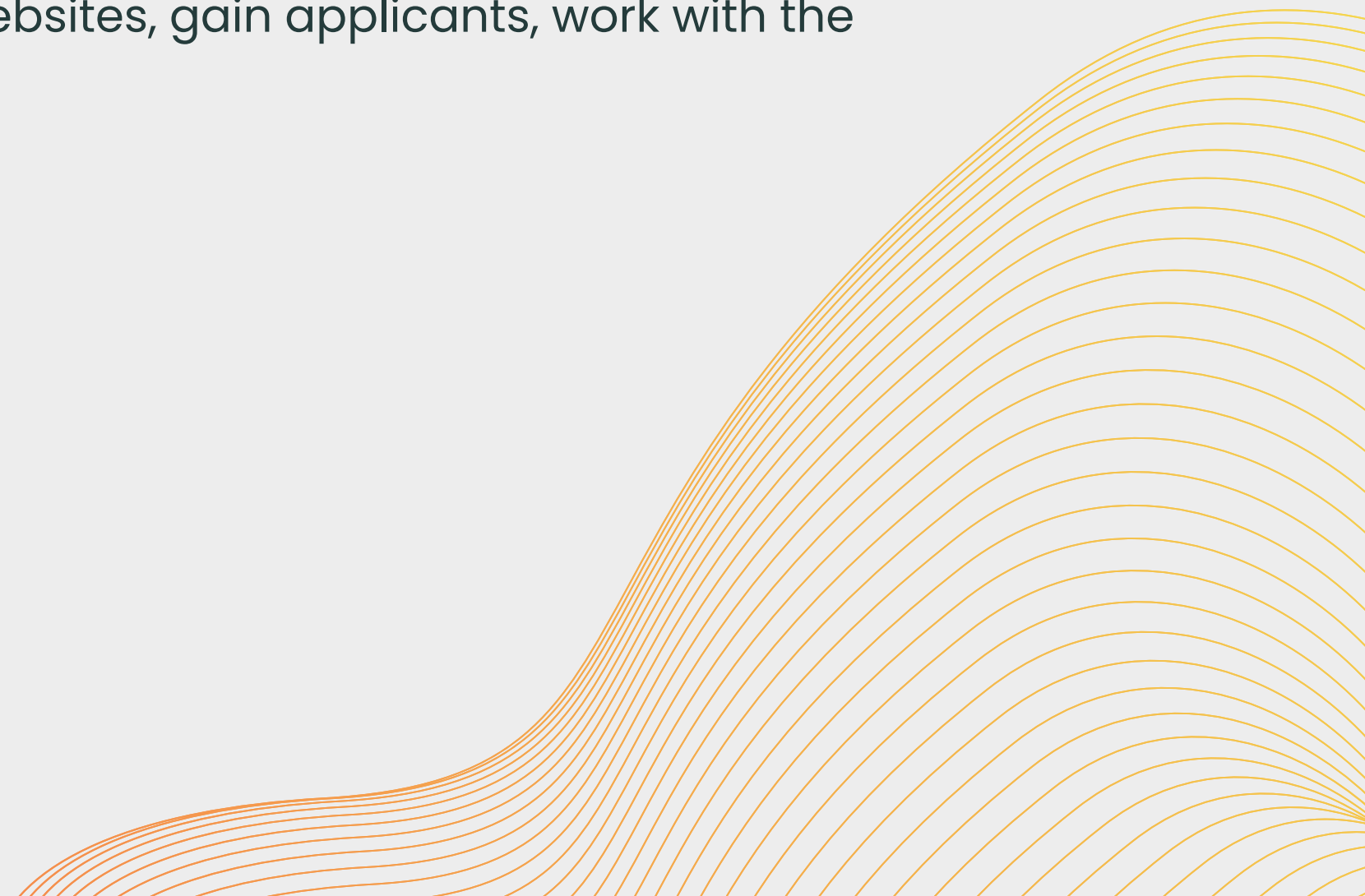




Recruiting



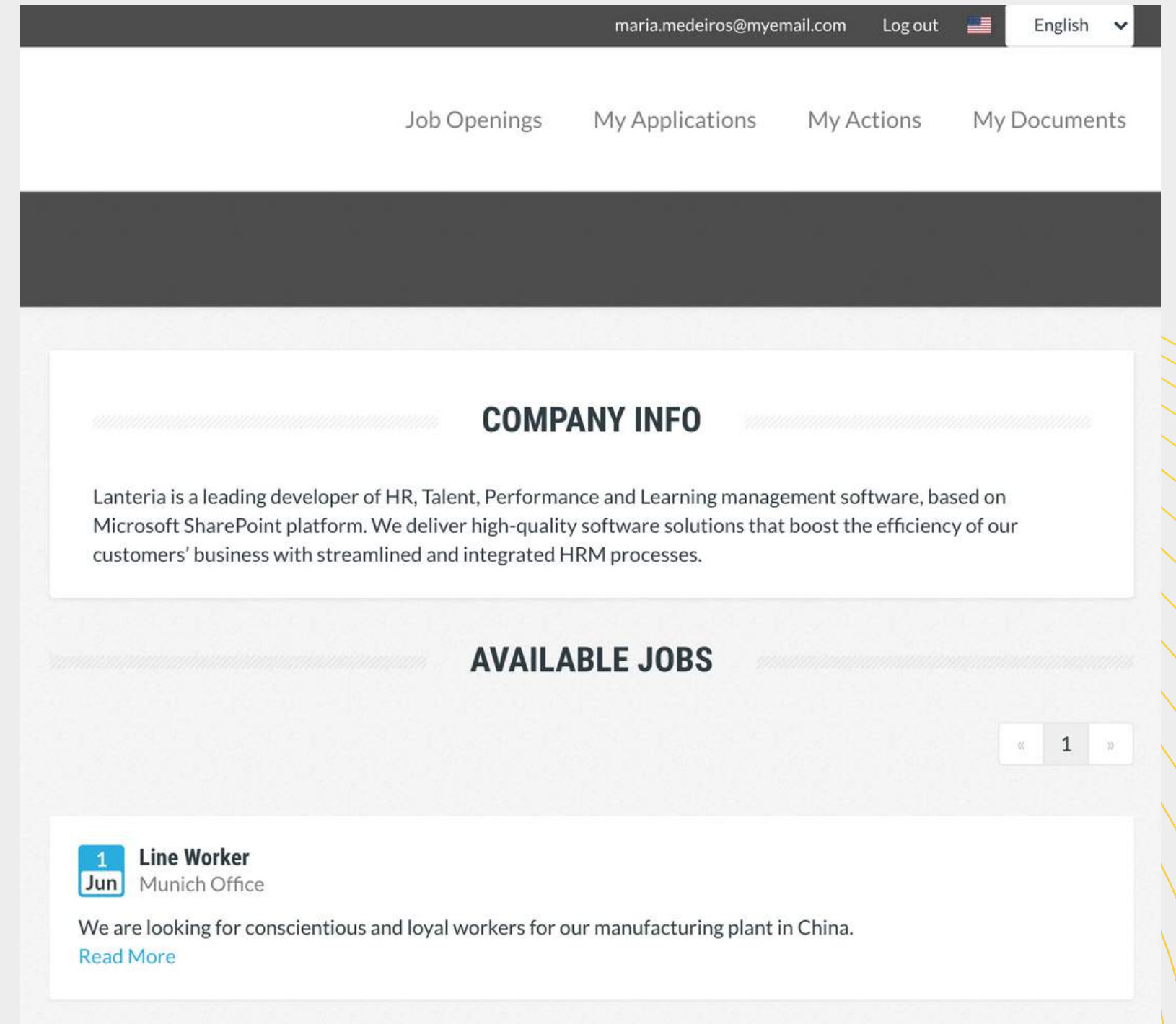
This module allows to create job openings, publish them to external websites, gain applicants, work with the candidate pipeline and much more.



Recruiting: Career Portal



Post your job openings directly into your own website, or benefit from Lanteria's integration with Job Target, which allows you to connect to over 25,000 talent seeking platforms and resources around the world!



Recruiting: Applicant's Self-Service

Applicants have access to their submitted details, documents, upcoming interviews, job offers and any pre-hire tasks to be completed.

MY APPLICATIONS

Active / Archived

31 Jan

Line Worker

In Process

JOB OFFERS

Eugenia Pachkovska_Line Worker_201825.docx Pending Accept/Reject

30 Jan

Line Worker

Applied

INTERVIEWS

1/29/2018 10:00:00 PM Scheduled
Interviewer: Alexi Shekho



Recruiting: Candidate Pipeline

Manage your candidate pipeline with customizable statuses. Each candidate has a profile that stores their contact details, work experience, documentation and everything else related to the candidate and their potential for employment.

+ CREATE CANDIDATE

Find Candidate

Applied 16

In Process 1

Offer Sent 1

Hired 3

Rejected 3

Change Status

Batch Action

Search...

<input type="checkbox"/>	Candidate	Job Opening	Application Date	Notes
<input type="checkbox"/>	Adam MILLER, #10	Personal Assistant Toronto	10/02/2022	Add Note
<input type="checkbox"/>	Kimberly LEE, #11	Sales Rep III	10/02/2022	Add Note
<input type="checkbox"/>	James WILLIAMS, #12	SharePoint Developer	10/02/2022	Add Note
<input type="checkbox"/>	Jordan ANDERSON, #13	Line Worker	10/02/2022	Add Note
<input type="checkbox"/>	Andrew THOMAS, #14	Sales Rep III	10/02/2022	Add Note
<input type="checkbox"/>	Joseph DAVIS, #15	Accountant - Entry Level		
<input type="checkbox"/>	Robert JOHNSON, #16	Sales Rep I		
<input type="checkbox"/>	Robert BROWN, #17	Web Developer		



Recruiting: Interviews



Schedule interviews, select the candidates, interviewers, create an interview form & scenario. Record the outcome of each interview.

Applicants can use the self-service interview schedule to select a time and date that works best for them. Configuring interview stages ensures that different candidates are interviewed at each organization level necessary to make a decision.

Schedule Interviews

Selected candidates: *

Adam KING;

Interviewers:

Alexandra Lara;

Start Date: *

3/31/2023

12 AM

00

End Date: *

3/31/2023

12 AM

00

Time Zone *

(UTC-04:00) Eastern Time (US and Canada)

Scheduling Assistant

Location:

Room: *

Select Meeting Room

or enter custom venue

Interview Type:

(None)

Default Interview Template:

(None)

☐ Online

Job Opening

Job Opening Questions

Interview Stages

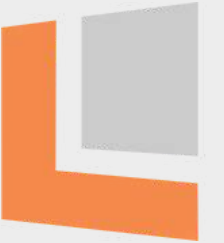
+ Add New Stage

Stage

Initial interview

Interview with a CTO

Interview with a potential manager



✓ Change Status ▾

⚡ Batch Action ▾

Search...

<input type="checkbox"/>	Candidate	Job Opening
<input checked="" type="checkbox"/>	Adam MILLER, #1	Personal Assistant: Toronto
<input checked="" type="checkbox"/>	James WILLIAMS,	SharePoint Developer
<input checked="" type="checkbox"/>	Andrew THOMAS	Sales Rep III
<input checked="" type="checkbox"/>	Joseph DAVIS, #	Accountant – Entry Level
<input type="checkbox"/>	Robert JOHNSON, ...	Sales Rep I
<input type="checkbox"/>	Robert BROWN, #17	Web Developer

Change Status

Mark / Unmark as Shortlisted

Generate Emails

Manage Interviews

Hire

Generate Job Offers

Link to Job Opening

Create job offer templates and share them with one or more candidates. The job offer can have a set of fixed fields plus a set of fields that will be updated automatically based on the data stored in the candidate's profile. Each job offer will be fully personalized and sent to the proper candidate.

Recruiting: Job Offers

Recruiting: Hire a Candidate



A successful candidate, who has been shortlisted, interviewed and accepted the job offer – can be now converted and added into an Onboarding process, which was described in the Core HR Section.

Candidate	Job Opening	Application Date... ↓	
Adam MILLER, #10	Personal Assistant: Toronto	02 Oct 2022	<div>Actions ▾</div> <div>Adam MILLER</div> <div>Change Status</div> <div>Mark / Unmark as Shortlisted</div> <div>Candidate Answers</div> <div>Manage Interviews</div> <div>Candidate Assessments</div> <div>View Documents</div> <div>Hire</div>
James MILLER, #12	SharePoint Developer	02 Oct 2022	
Andrew THOMAS, #14	Sales Rep B	02 Oct 2022	
Joseph GARCIA, #15	Accountant - Entry Level	02 Oct 2022	
Robert JORDAN, #16	Sales Rep C	02 Oct 2022	
Robert MILLER, #17	Web Developer	02 Oct 2022	
Daniel YOUNG, #18	SharePoint Developer	02 Oct 2022	
James KING, #19	Web Developer	02 Oct 2022	



Performance management

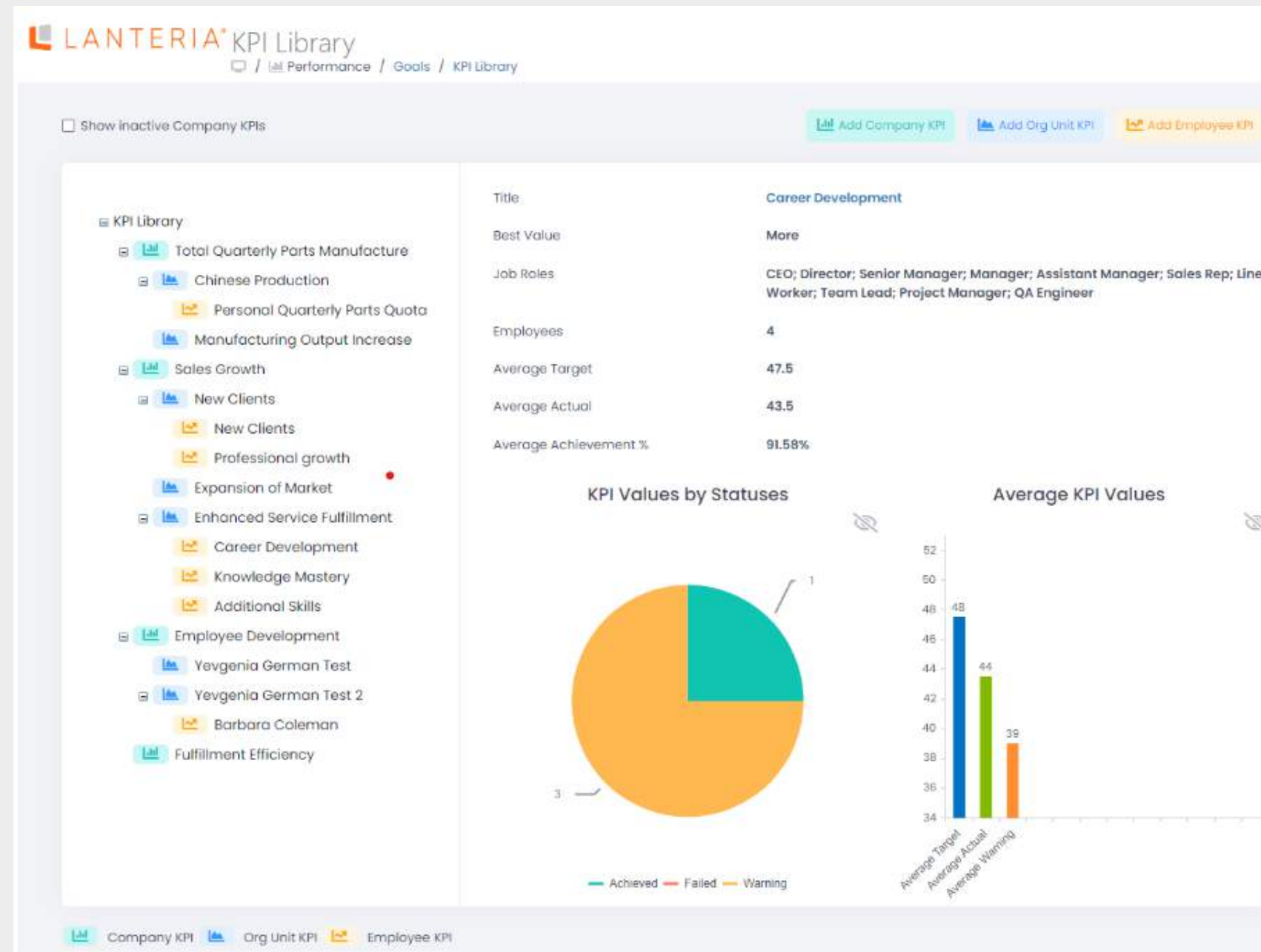
This module allows you to manage all components of an employee's overall performance (goals & objectives, KPIs, competencies, feedbacks etc) and conduct the review cycles with any regularity: annual review, project-based review, 360-degree assessment, ad-hoc review, etc.

Performance: Employee's Goals

The system allows you to create and manage both qualitative and quantitative goals for employees. Setting up goals lets employees define what the objective is, due date, importance, weight, how is it to be achieved and what the final results were. Assigning a weight (for identifying the importance of this particular goal compared to other goals of the employee) and, after the review – the goal will receive a score, showing the comparison of this goal's expected achievement VS this goal's actual achievement.

Personal Goals		OrgUnit Goals	Company Goals
Total Score: 87.50%		Total Weight: 100.00%	
		+ Assign Qualitative Goal	
		+ Assign Quantitative Goal	
Reduce employee turnover 10%		Score: 90.00%	
Weight: 50.00%		Max Result: 15	
Due Date: 12/30/2021		Target Result: 10	
		Threshold: 8	
		Actual Result: 9	
Increase the employee satisfaction 20%		Score: 85.00%	
Weight: 50.00%		Max Result: 0	
Due Date: 07/01/2022		Target Result: 20	
		Threshold: 10	





Lanteria HR offers KPIs (Key Performance Indicators) on the level of company, department and/or a single employee.

A KPI reflects a standard achievement of any target goal often set within the company.

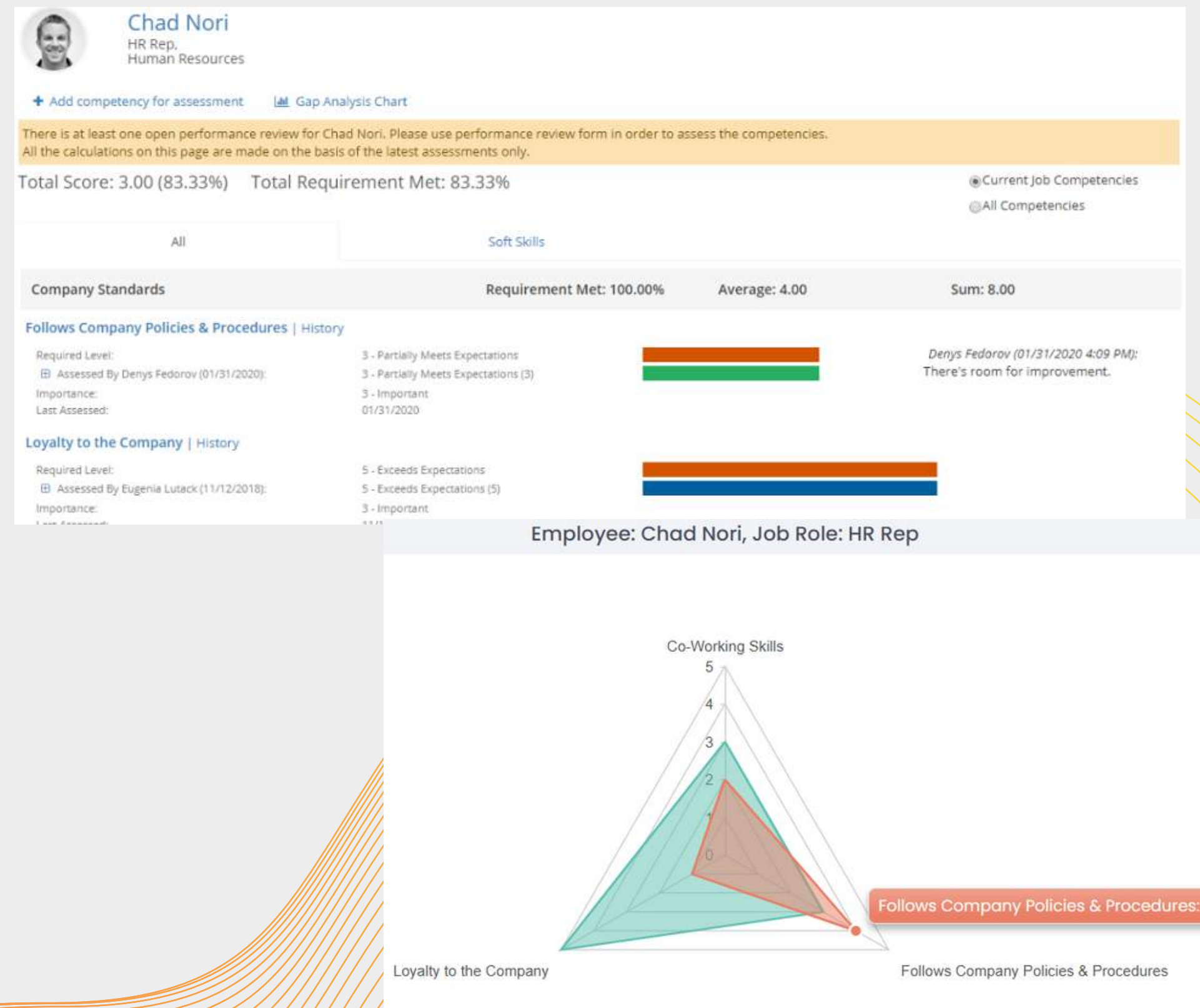
With the help of a KPI Library you can set and manage statistical goals of your employees.

Performance: KPIs

Performance: Competencies

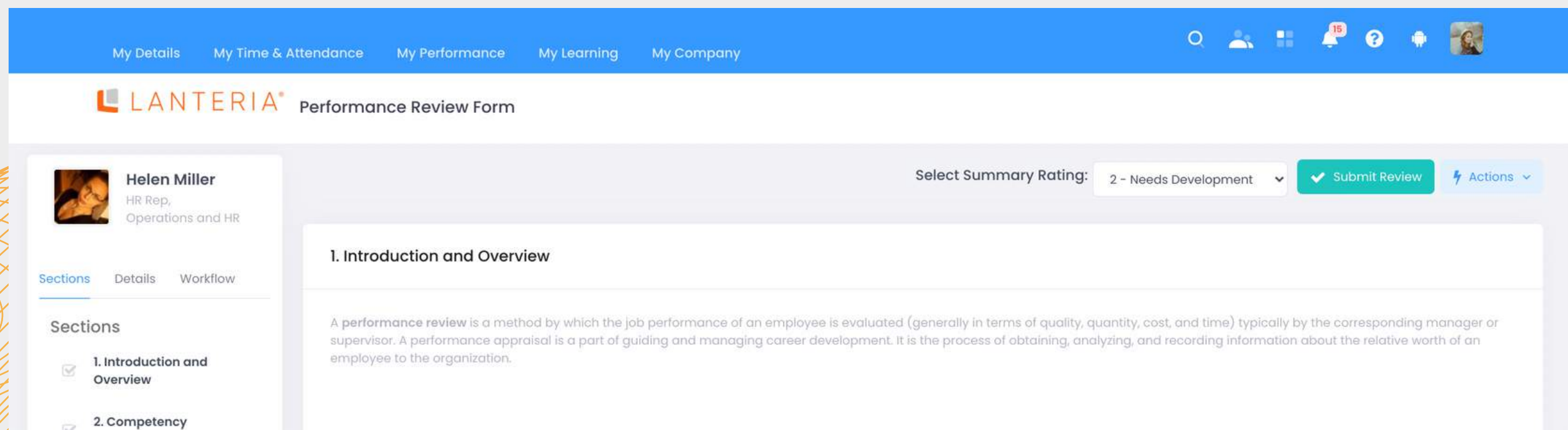
Competencies can be assigned to job roles and allow key measures to be scored. You can assign the required competencies, together with their expected developed level, to each job role. Then, after scoring a competency review, managers can view a Gap Analysis chart to see how close the employees came to meeting the job role's expectations.

If any gaps are identified, managers can use Lanterria's Learning module for assigning this employee to various trainings designed for improving a particular competency.



Performance: Review Forms

Customized review forms can be created for any type of a review: annual, mid-year, quarterly, probation, project-based, 360-degree etc. Your review form can be quickly built from our included sections, such as, employee's objectives, KPIs, competencies, overall feedback and more. You can define who has the authority to add a feedback into each of the sections: employee, manager, both, or any other combination of users. You can also hide certain sections from the final review form if necessary.



The screenshot displays the LANTERIA Performance Review Form interface. At the top, a blue navigation bar contains links for 'My Details', 'My Time & Attendance', 'My Performance', 'My Learning', and 'My Company'. To the right of these links are icons for search, user profile, settings, notifications (15), help, and a mobile app icon. Below the navigation bar, the LANTERIA logo is followed by the title 'Performance Review Form'. The main content area is divided into two columns. The left column features a sidebar with a user profile for 'Helen Miller' (HR Rep, Operations and HR) and a list of sections: '1. Introduction and Overview' (checked) and '2. Competency' (unchecked). The right column displays the '1. Introduction and Overview' section, which includes a text box with a definition of a performance review. At the top right of the main content area, there is a 'Select Summary Rating' dropdown menu set to '2 - Needs Development', a green 'Submit Review' button, and a blue 'Actions' button with a dropdown arrow.





2. Competency Assessment

Competence (or competency) is the ability of an individual to perform a job properly. A competency is a set of defined behaviors that provide a structured guide enabling the identification, evaluation and development of the behaviors in individual employees.

Competency Summary

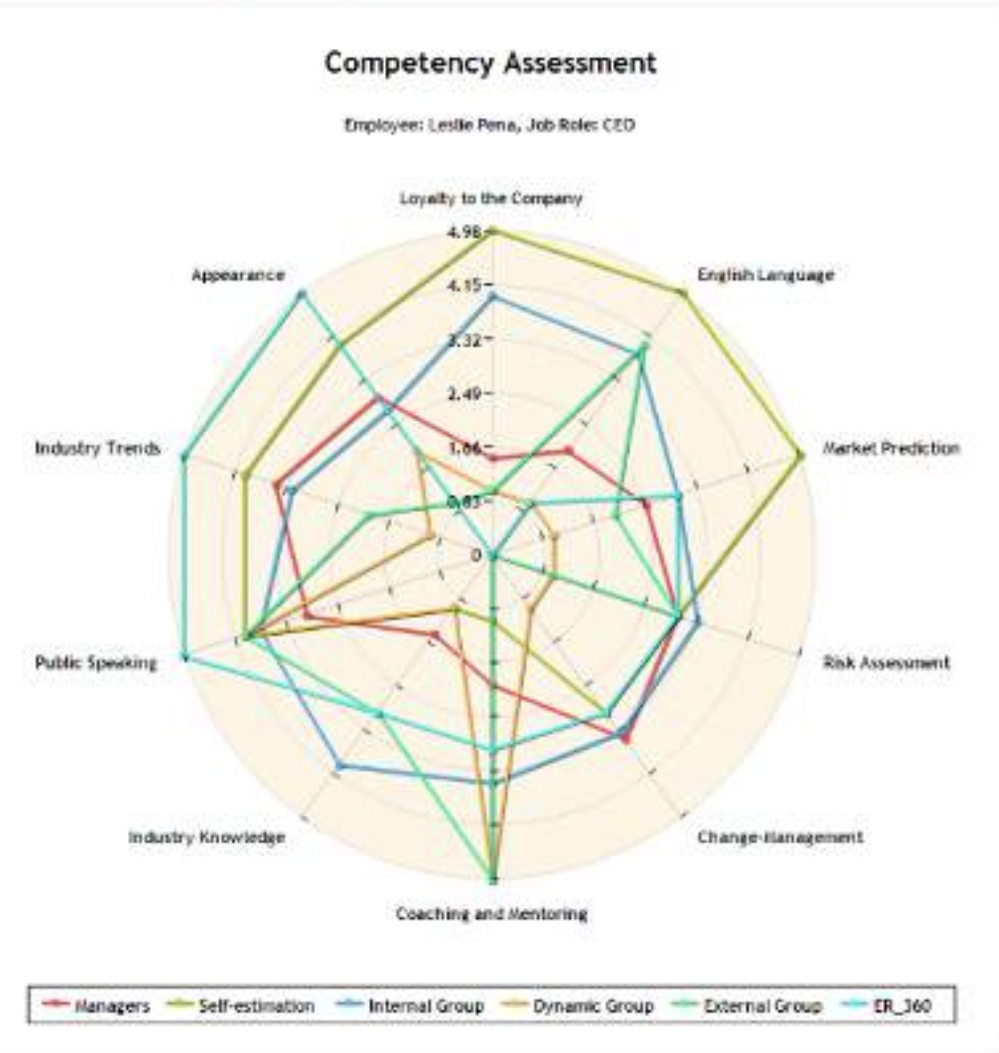
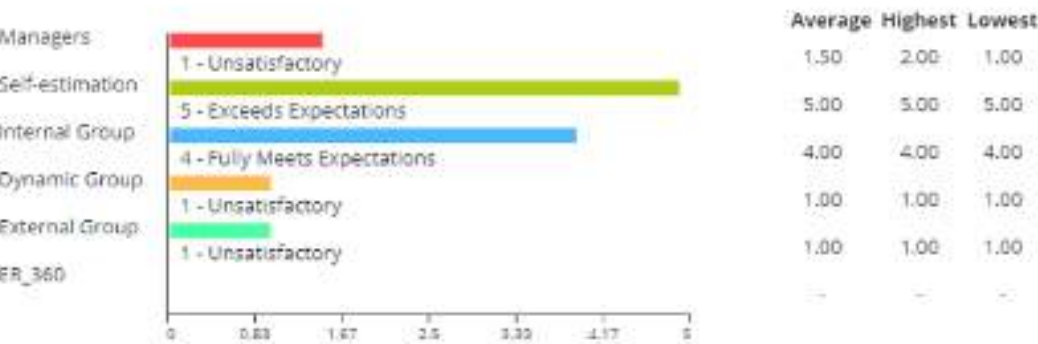
This section shows average ratings for each competency in the review segmented by rater group. The (HI) and (LO) columns present the highest and lowest ratings submitted by each rater group for a given competency.



Company Standards

Loyalty to the Company

Demonstrated loyalty to the company's best interests



The 360-degree round is separate functionality within the Performance module. These types of reviews allow for employees to be reviewed by multiple levels within the company: peers, managers, subordinates, as well as self-evaluation by the employee themselves. It also offers review by users external to the organization..

Performance: 360 Reviews


Performance: Check-ins

Check-in functionality lets managers initiate on the spot feedback meetings. This feature can be used in conjunction with annual reviews or in lieu of. Managers and employees add topics to the check-in agenda and then the manager initiates the check-in.

The two then meet to discuss the agenda items and update each one with progress made or training recommendations – or add another topic item; general comments can also be tracked here.

Once the check-in is finished, managers will close the event and the details are recorded in a document that both parties can refer back to.

Check-in Details



Ho Fang
Foreman,
Manufacturing

Check-in Details

⚡ Actions

Check-in with Jeng Dingxiang

09/10/2021

Completed Topics 2/2

Goals

Completed 100%

Goals

Goals for the next period

09/10/2021 by Jeng Dingxiang

Achievements for this fiscal year


Completed 75%

Achievements

Let's talk about your achievements

09/10/2021 by Jeng Dingxiang


Comments



Jeng Dingxiang

I think you did a great job on the B2B project!

09/10/2021 6:08 PM




Ho Fang

Doing my best :)

09/10/2021 6:10 PM

Overall check-in comments



Jeng Dingxiang

09/10/2021 6:13 PM

The next check-in session will be in two months.

Performance: Career Planning

Manage the promotional and rotational career paths for each job role in the company. Based on the employee's accomplishments, this employee may at a certain point in time become eligible for promotion or ask a company for rotation to a job requiring skills, similar to those required in a current job role.

LANTERIA® Job Roles ⓘ		
/ Performance / Succession / Career Paths		
+ new item		
All Items CareerPaths EditItems ...		
✓	📄 Job Role Name	Promotion Path
Rotation Path		
Job Category : Exec/Senior Offs & Mgrs. (5)		
	System Administrator	...
	CEO	... CFO; Director; Project Manager
	CMO	... CEO; CFO; CTO; Project Manager; Manager; Director; Senior Manager
	CTO	... CFO; CTO; Director; Manager
	CFO	... CEO; CMO; Director; Manager; Project Manager; Senior Manager
Job Category : First/Mid Offs & Mgrs. (4)		
	Director	... CEO; CFO; CMO; CTO; Director; Foreman
	Senior Manager	...
	Manager	...
	Director	... Director
Job Category : Laborers and Helpers (2)		
	Foreman	...
	Line Worker	...
Job Category : Professionals (1)		
	Assistant Manager	...
Job Category : Sales Workers (5)		
	Sales Rep	...

Performance: Succession Planning

Set a list of potential successors for every position in the company. View successors by their personal skills, competencies and training.

Lanteria Succession Details

Dariin Copeland
Director, Operations and HR
Location: New York Office

Manager: Randy Martin
Location: New York Office
Employment Date: 15 Sep 2016
Age: 43

Risk of Leaving: 1 - Very Low
Potential for Promotion: 4 - High
Relocation Readiness: 3 - Medium

Total Score: 3.67 (73.33%)
General Aptitude
Requirement Met: 100.00%
Average: 4.00

Time Management
Required Level: 4 - Fully Meets Expectations (4)
Assessed By System Account (24 Dec 2015 3:59 PM): 4 - Fully Meets Expectations (4)

Lynda Ball
Director, Middle Management
Location: New York Office

Manager: Randy Martin
Location: New York Office
Employment Date: 14 Jan 2016
Age: 39

Risk of Leaving: 1 - Very Low
Potential for Promotion: 4 - High
Relocation Readiness: 3 - Medium

Total Score: 3.00 (60.00%)
General Aptitude
Requirement Met: 75.00%
Average: 3.00

Time Management
Required Level: 4 - Fully Meets Expectations (4)
Assessed By System Account (24 Dec 2015 3:59 PM): 3 - Partially Meets Expectations (3)

Roy Logino
Web Developer, Tech
Location: Dallas Office

Manager: Karl Fisher
Location: Dallas Office
Employment Date: 31 May 2016
Age: 41

Risk of Leaving: 1 - Very Low
Potential for Promotion: 4 - High
Relocation Readiness: 3 - Medium

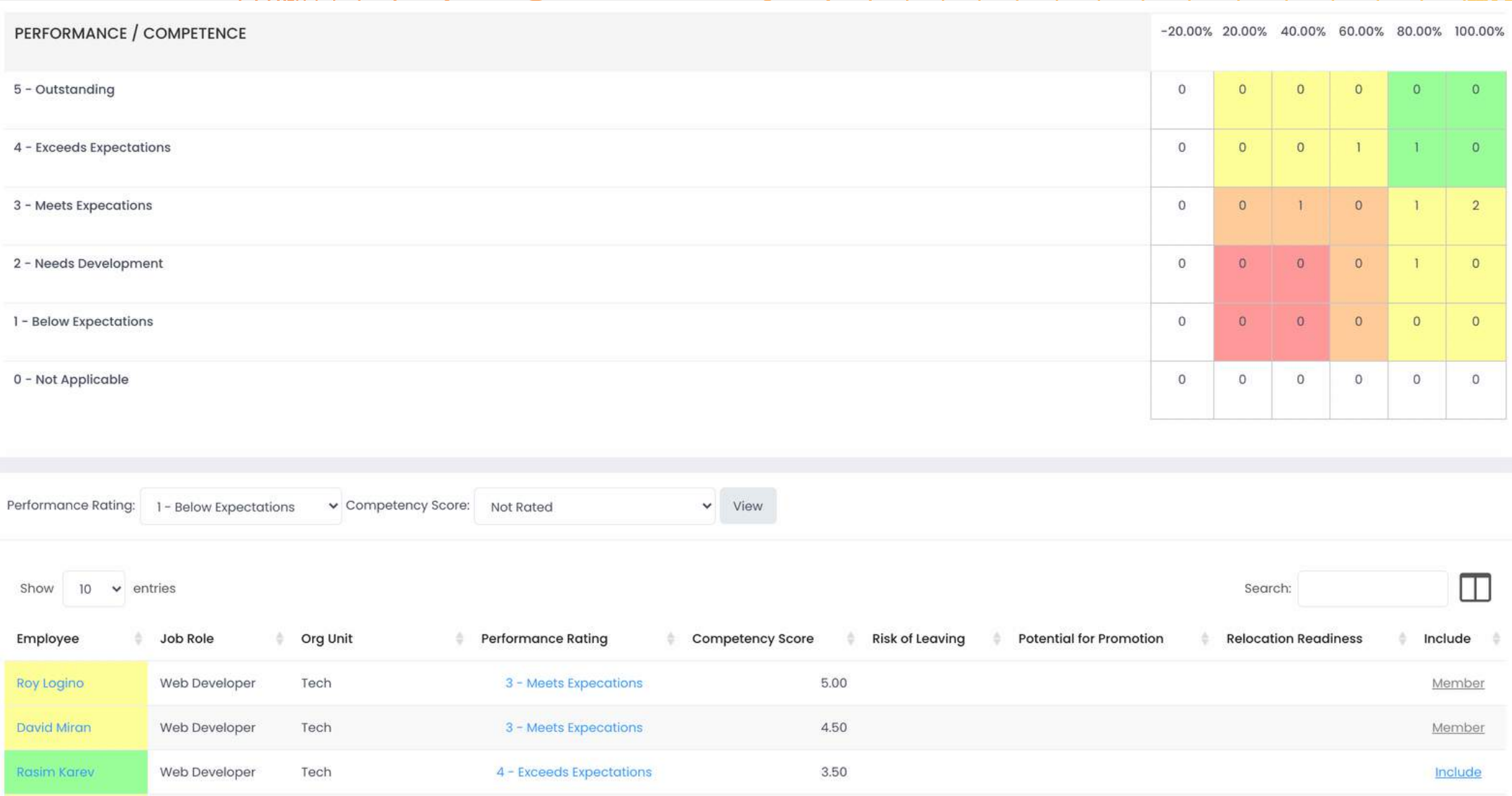
Total Score: 5.00 (100.00%)
Quality Assurance
Requirement Met: N/A
Average: 5.00

Automation Skills
Assessed By System Account (24 Dec 2015 3:59 PM): 5 - Exceeds Expectations (5)

Performance: Talent Pools

Analyzing employees' performance & career reviews, use Lanteria HR to identify the TOP talents in your organization and include them into the talent pools.

A talent pool will help you manage a list of the most talented, hard working and loyal to the company, employees, on whom your business can rely in the nearest future.





Learning management



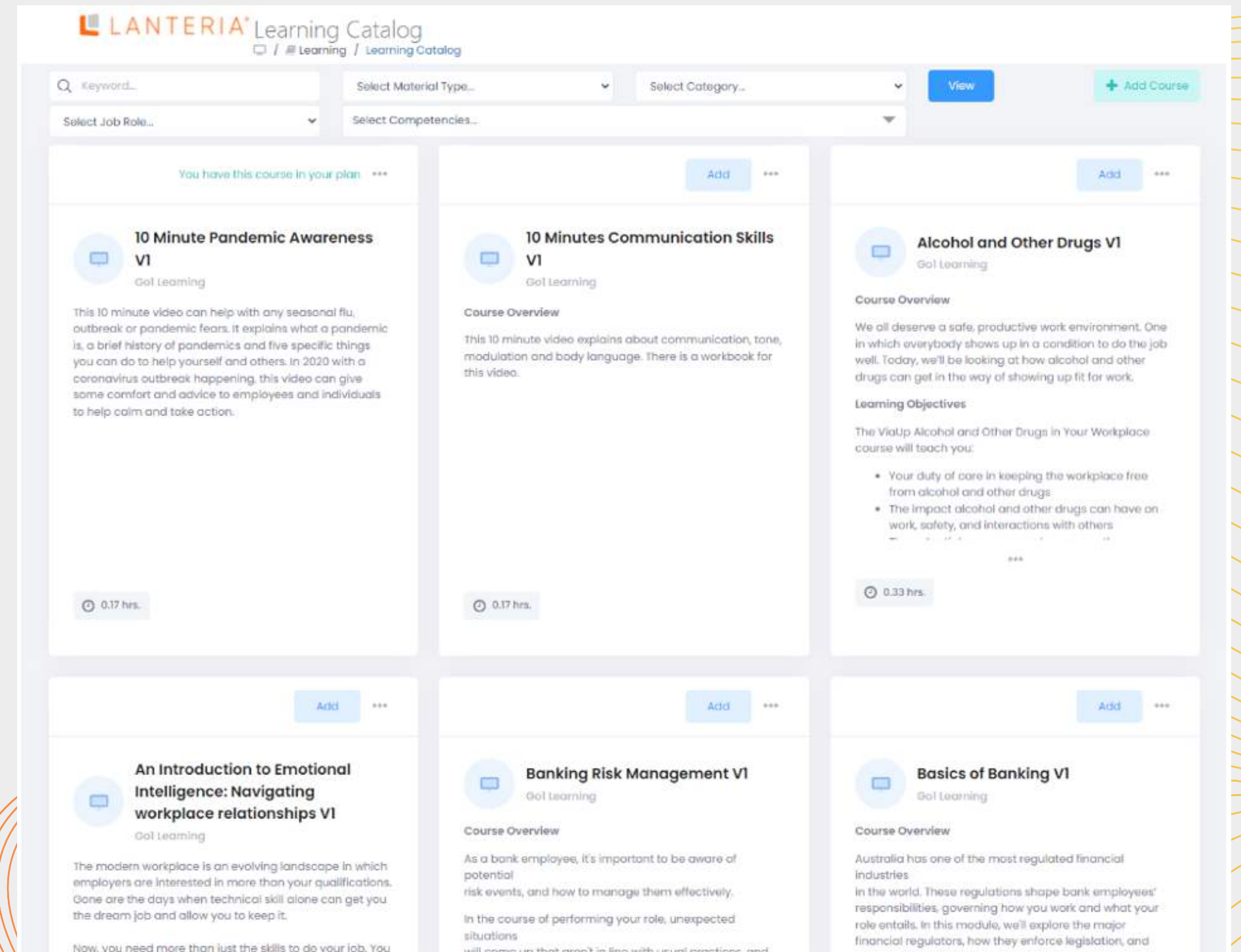
Using this module, you can build your online library of materials designed to help to improve the skills and knowledge of your employees. You can also schedule the group sessions: both online, or remote, in a certain location or a room.

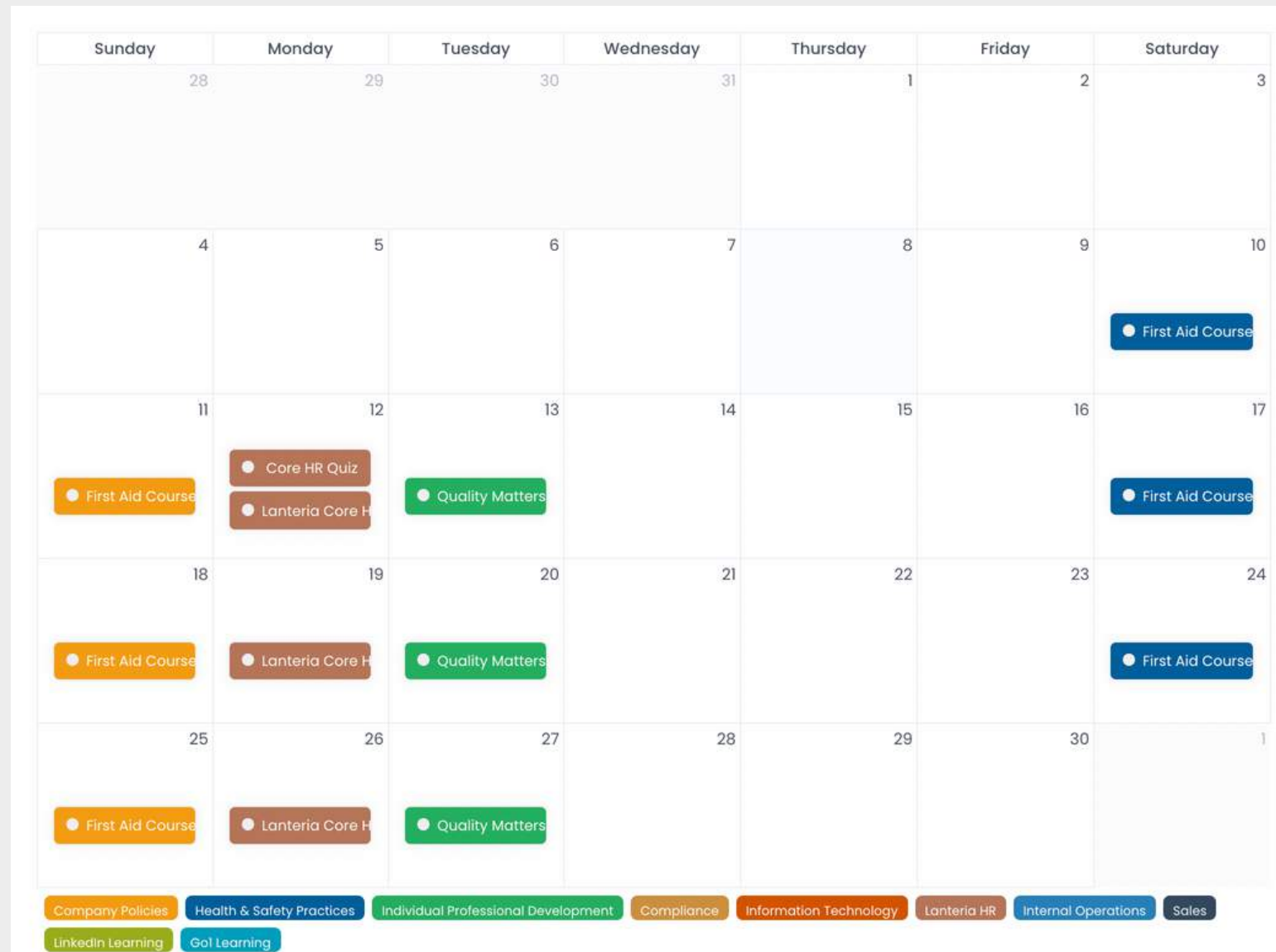
The system has a comprehensive knowledge testing tool, an automated certification feature and a report which shows the employees' training feedbacks: you can always clearly understand what your people think about each of the development activities, whether they find a certain activity encouraging and whether they would like to make any suggestion on improving the overall learning process.

Learning: Learning Catalog

With the learning catalog, you can store all the media materials which the company uses for developing the employees' skills and knowledge. These can be videos, audios, gamified e-learning courses and more.

As a benefit – Lanteria Learning has an out-of-the-box synchronization with the two comprehensive e-learning providers: LinkedIn Learning and Go1. You can set your account with either of these and run their courses directly inside of Lanteria HR.





Schedule the group session where multiple trainees need to attend together, at a scheduled, time. The group session can be online, or in a physical location (room, office etc.).

The organizer can easily track who attended and later mark attendance in the properties of the training session.

Learning: Group Sessions

Learning: Quiz Builder (Tests)



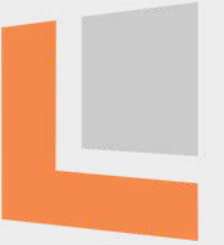
A quiz builder allows you to run tests to validate the level of employees' understanding of the learning materials. The system can automatically check whether each of the answers was right or wrong: the admin of the Quiz has to create a correct answer to each question. Of course, the employee will not see any suggestion and will have to rely on personal knowledge while replying to each question.

Lanteria Core Question 3 from 3 [Complete Quiz](#)

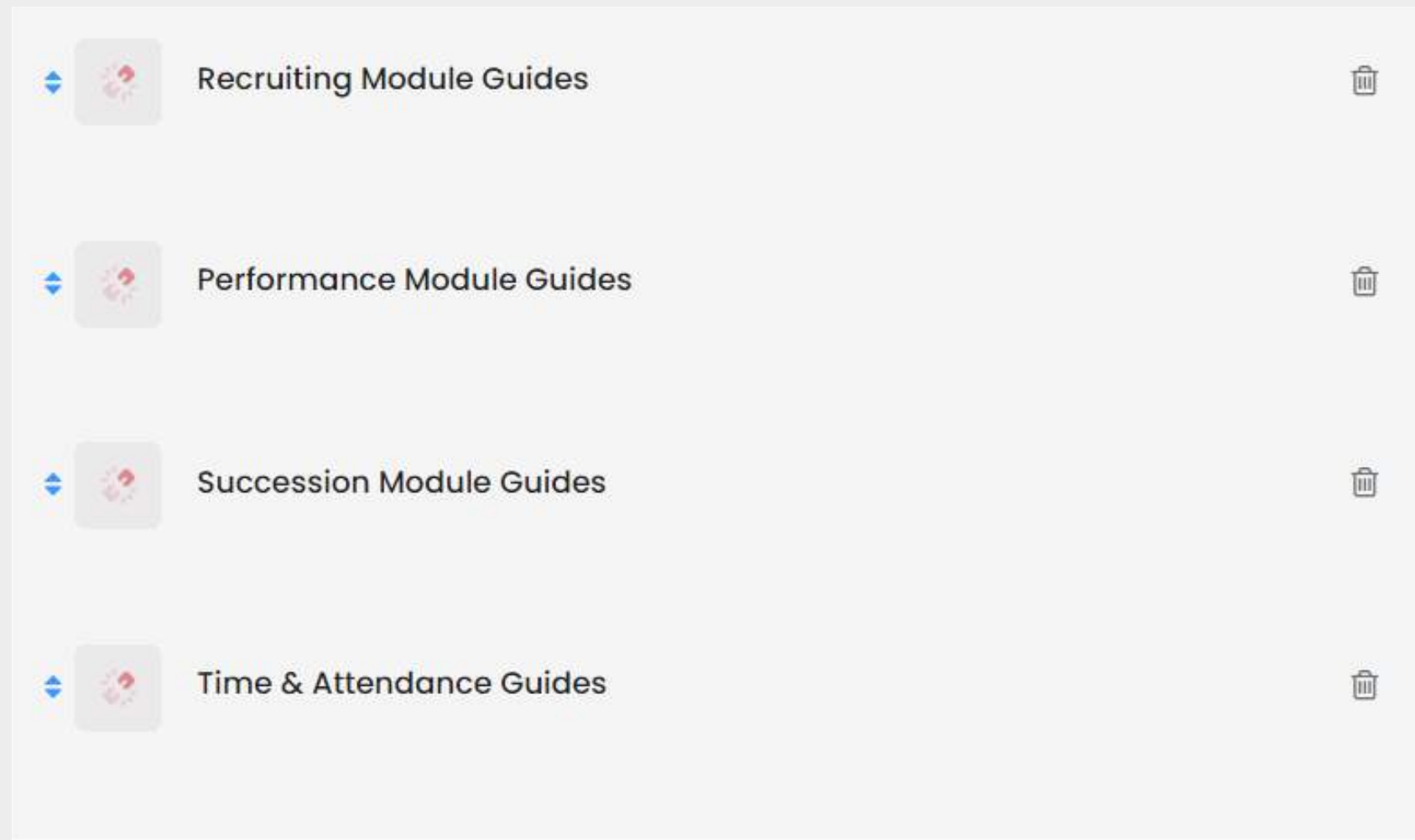
Which of the following can be done with Lanteria Core_HR? (Select all that apply).
Select one correct answer.

- ☐ 1. Hr can create employees
- ☐ 2. Set up job roles and positions.
- ☐ 3. Define vacation standards and rules.
- ☐ 4. Define salaries and job grades.

[Previous Question](#) [Answer This Question](#)

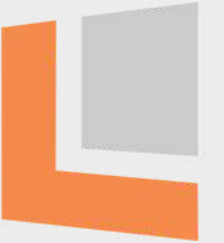


Learning: Curricula



The system allows you to combine any variety of learning materials into a curriculum. This can be a video, documents and in person training. Curriculas can be created for various purposes: for like groups of job roles (e.g., sales) or for particular events, such as onboarding materials.

Instead of assigning each course one after another – you can assign the whole curriculum to the employee and all courses that belong to this curriculum will be automatically assigned to their development plan.



Learning: Certificates



The system allows you to create certificate templates and then, optionally, assign them to certain courses. After the employee has completed the course – a certificate will be issued automatically, fully personalized.

The certification feature is optional, so the training admin can assign the certification to one course, and not assign to another course.

Edit Form

PAGE

Create new site content type

Add from existing site content types

Content Types	Visible on New Button	Default Content Type
Certificate	✓	
Document	✓	
External Certificate	✓	
Folder	✓	
Form	✓	

Create Column

Field Name	Type	Required
Certificate Type	Lookup	
Completion Date	DateTime	
Development Activity	Lookup	
Development Activity ID	Number	
Development Activity Title	Text	

Learning: Training Feedback

Get feedback from your employees on how they rate your courses and development activities. The employees can add scores and also leave their written feedbacks about each development activity they have passed.

Training Feedback Form

Learning Material: Performance Module Guides
Start Date: 12/04/2022

Trainer: Fitness Instructor
Completion Date:

Overall Rating

Good

What was your favorite part of the training?


What was your least favorite part of the training?

Any other suggestions or comments to help us improve future training classes?

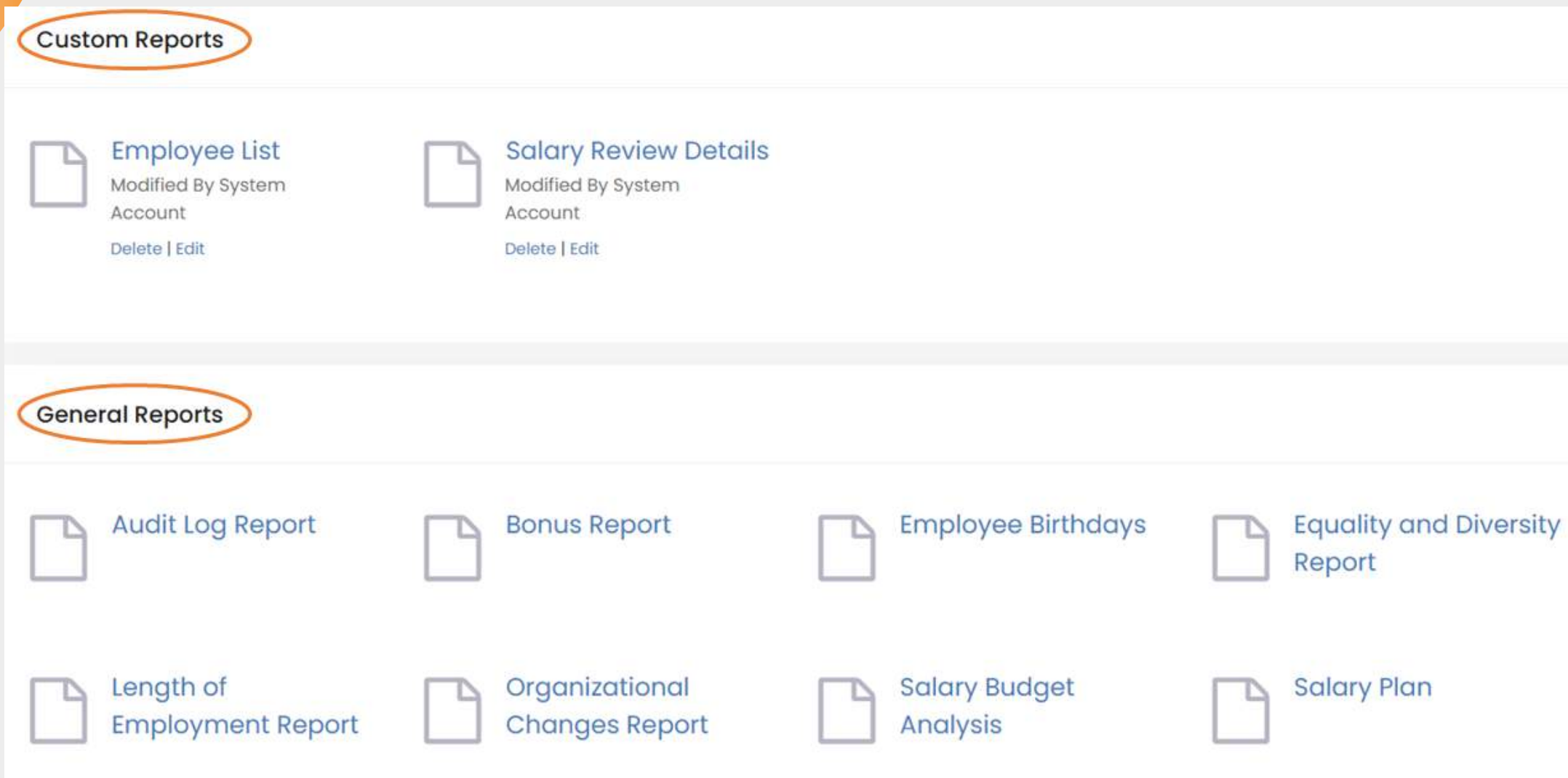
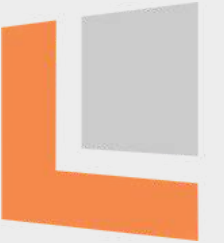
Close

Learning: Employee Gradebook

Each employee will have a clear gradebook, that stores a detailed report on all the trainings and courses passed by this employee together with the results and additional metrics: missing certificates, required certificates, Training hours passed etc.

 Tanya Coleman Senior Manager, Middle Management	
Location:	New York Office
Overview	
Certificates	1
Mandatory Certificates	2
Missing Certificates	2
Development Activities	7
Passed	7
Failed	0
Average Score	100.00%
Training Hours	46.25



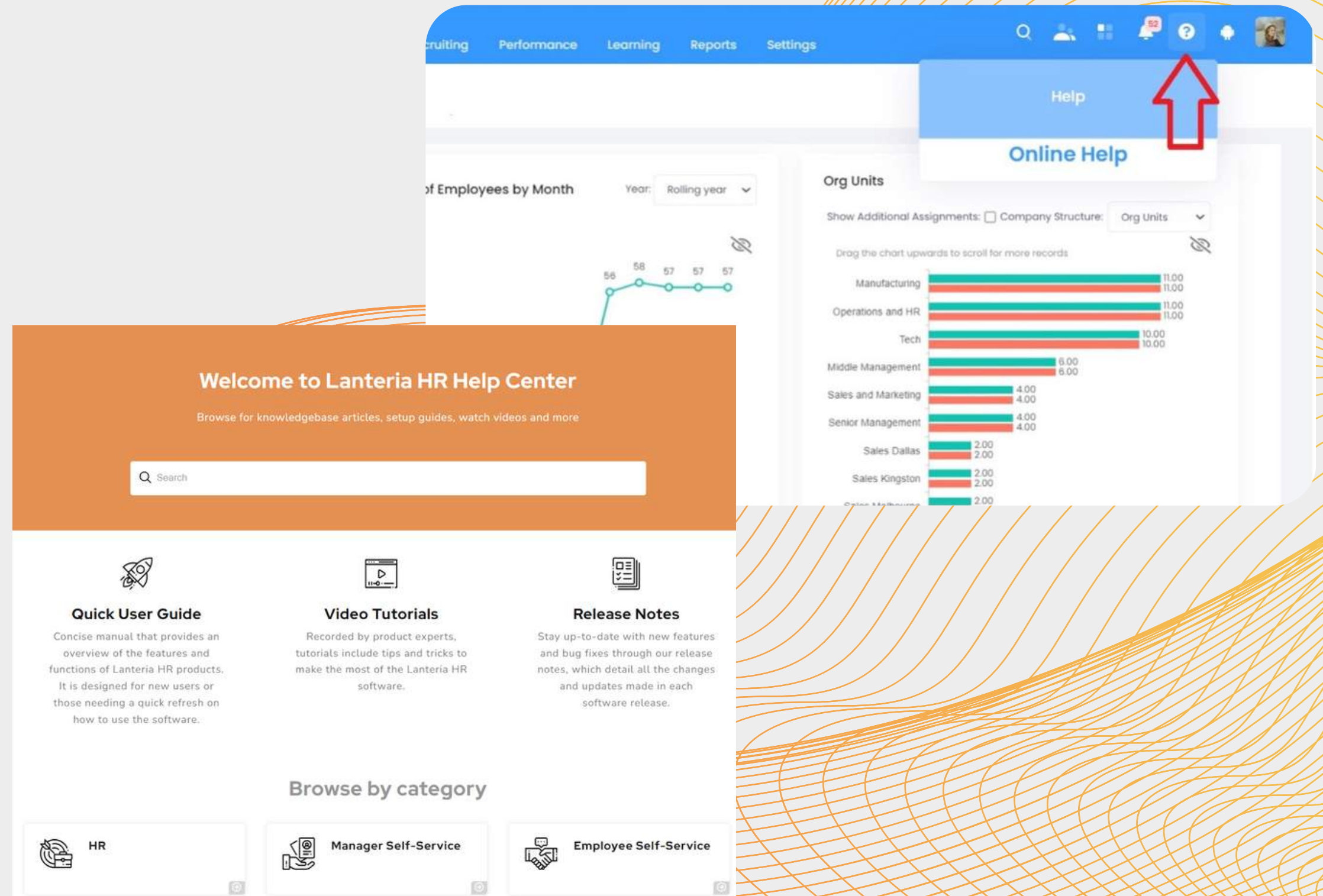


Lanteria HR allows you to analyze system data using the built-in reporting capabilities.

The system has a rich library of predefined reports, plus functionality for creating custom reports with a choice of fields, sections and filtering.

Report Center: Comprehensive Reporting

Product Information Portal

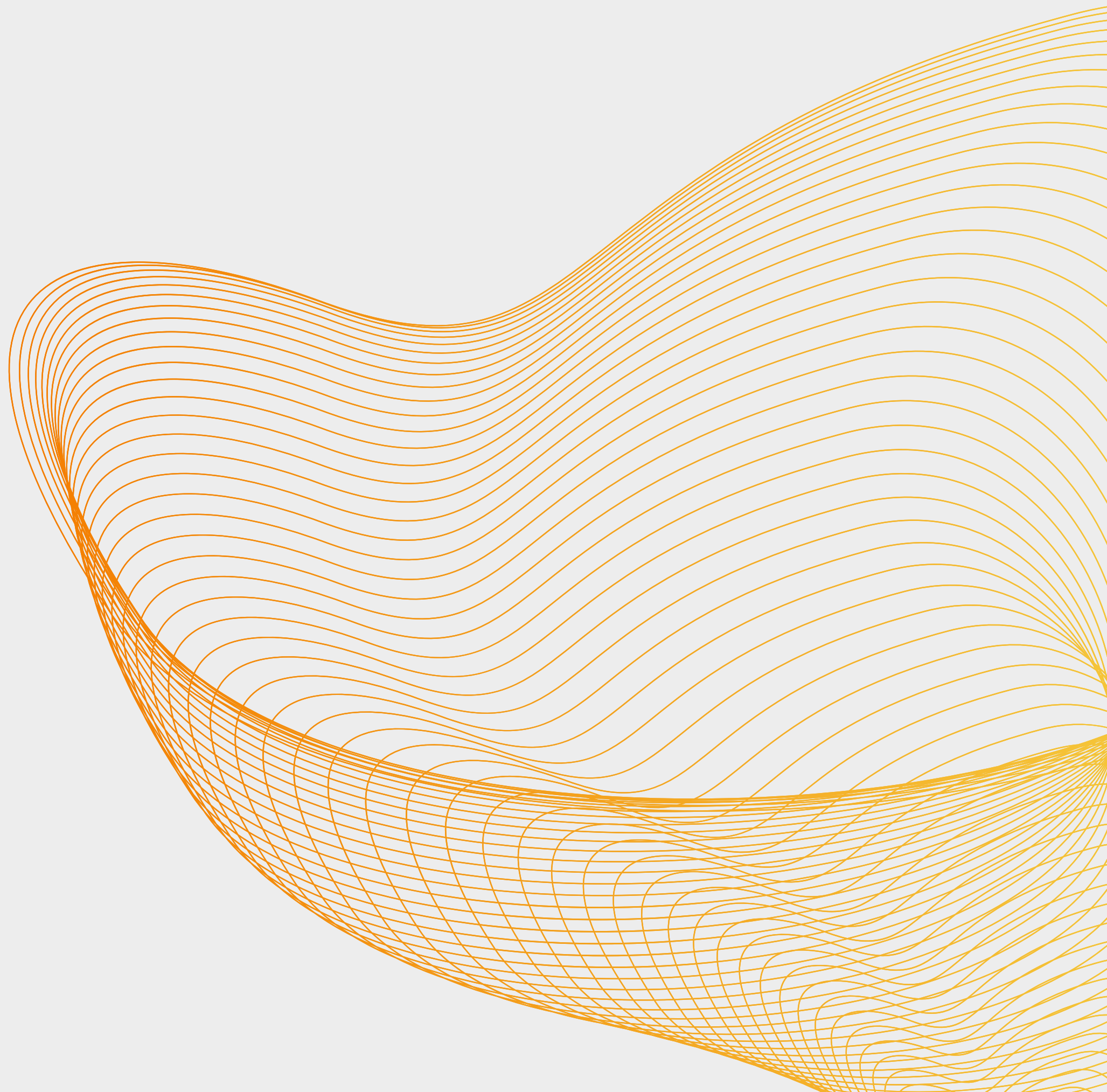


Our system offers direct access to our Product Information Portal that houses a fully indexed user guide. Clients are able to search for any suggestion based on a keyword or a phrase. Key information is arranged by topic and user role. Helpful feature videos are also available.





Lanteria HR: Technical Features





Cloud Solution

- 
- Faster installation and updates
 - Less initial investment
 - System is fully supported by Lanteria
 - No infrastructure costs
 - Accessible anywhere anytime





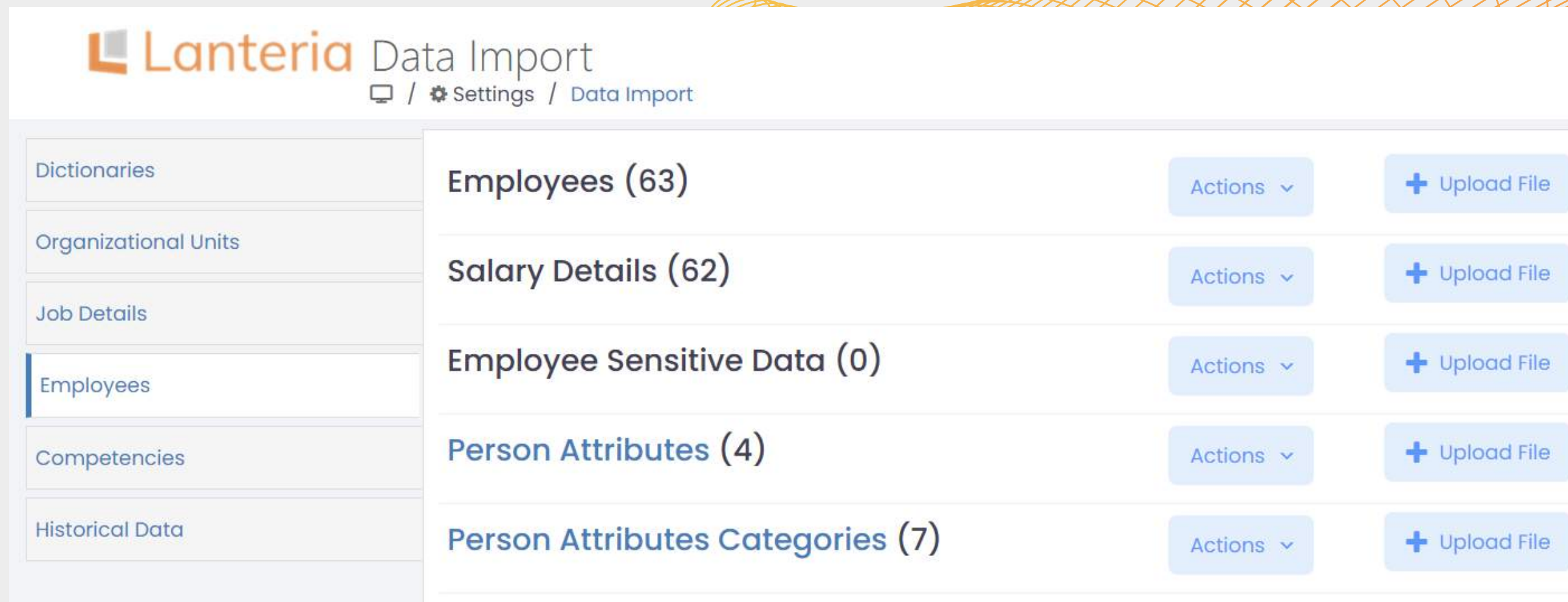
On-Premise Solution

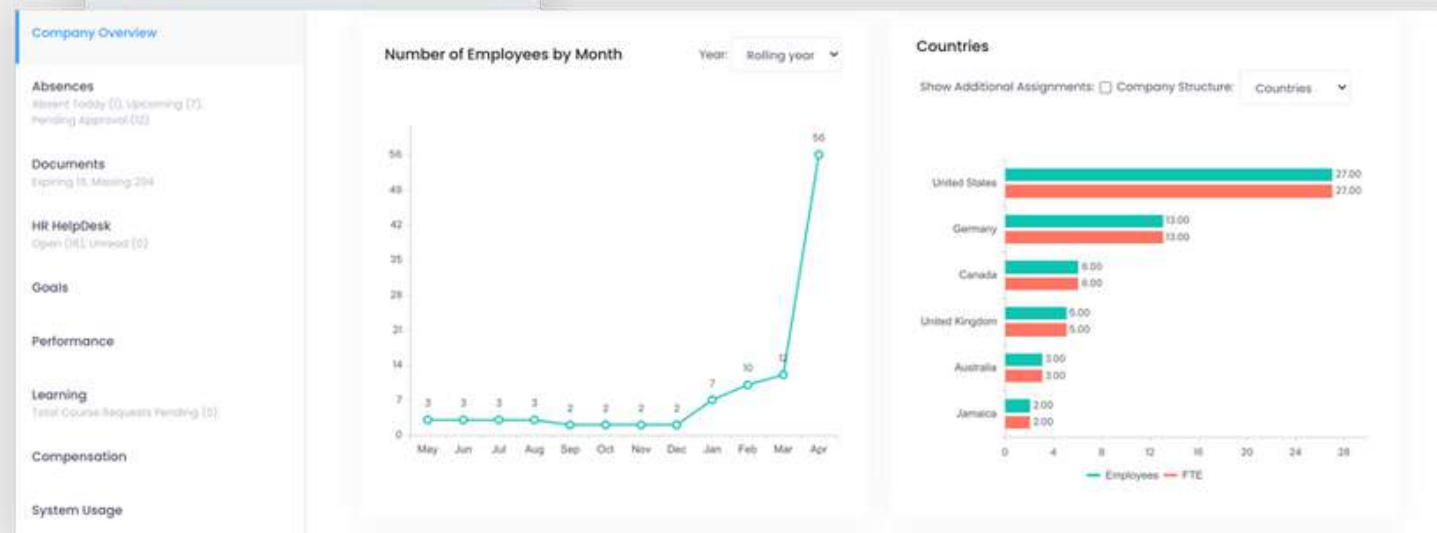
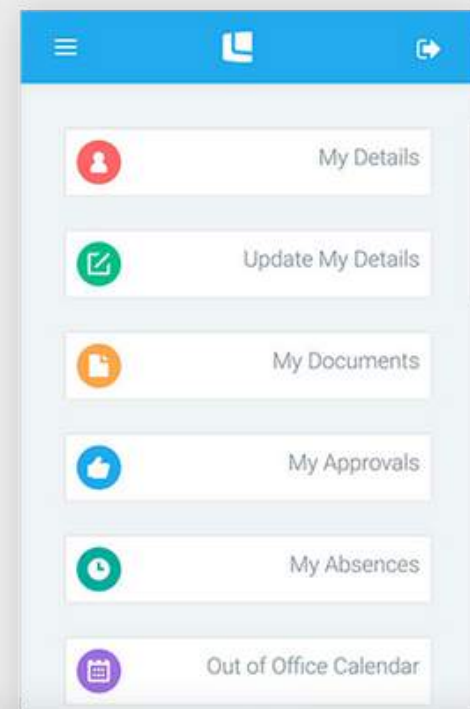


- All data is stored inside the organization
- Wide range of customizations available
- Easier to integrate with internal systems and infrastructure
- Using your existing hardware and software (SharePoint farm)

Simple Data Import & Export

Lanteria HR offers the ability to import large libraries of data related to any area of HR: employees, positions, org units, historical data or any custom created table. Import settings can be defined for custom tables too.





Integrations

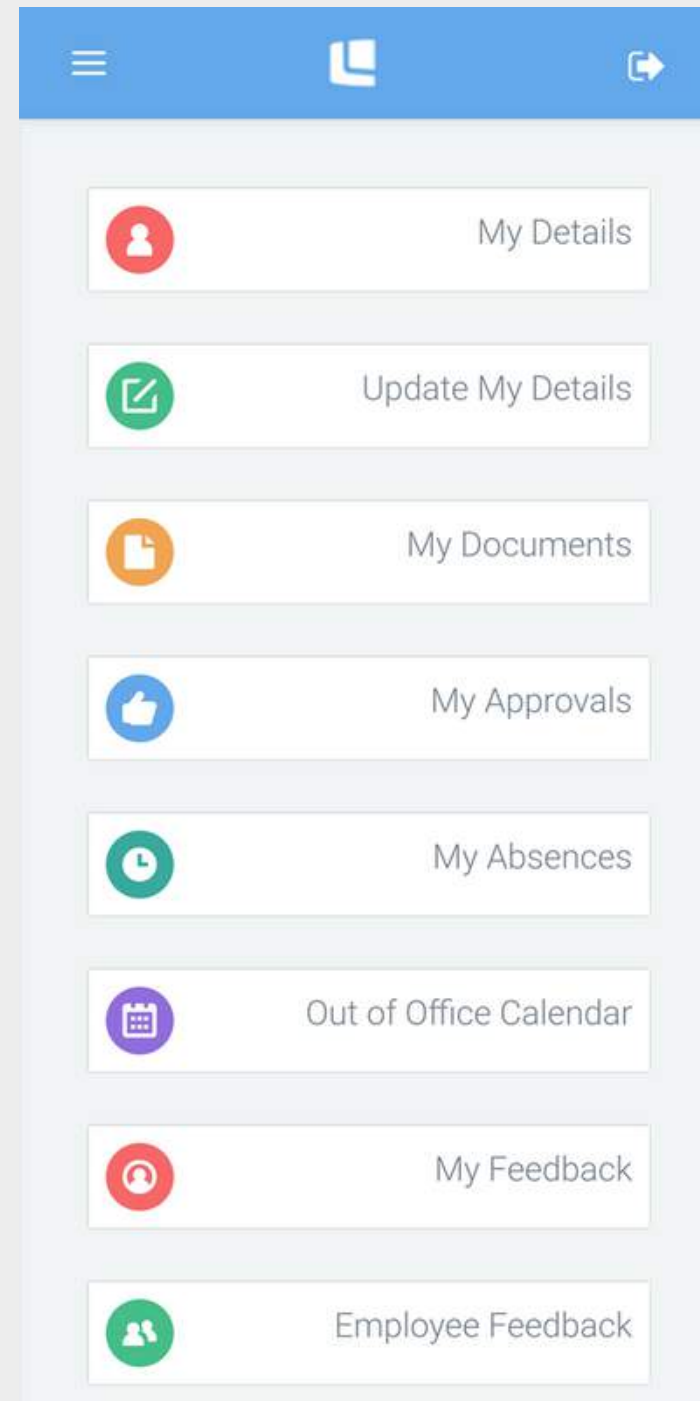
Lanteria connects with a variety of great software and provides an exclusive integration with Microsoft apps.



Mobile App

Employees can work with their personal data and documents, request and approve absences, and use many other functions through their mobile device.

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
Shen Bao						
Ye Zengguang						
+6 more	+6 more	+6 more	+8 more	+7 more	+4 more	+4 more
7	8	9	10	11	12	13
Shen Bao		Jung Yanmei				
Ye Zengguang		Nie Jiang				
+4 more	+2 more	+3 more	+4 more	+3 more	+6 more	+6 more
14	15	16	17	18	19	20
Lynda Ball				Alexi Shekho		
Jung Yanmei				+4 more	+3 more	+3 more
+6 more	+6 more	+4 more	+8 more			
21	22	23	24	25	26	27
John Garner		Chad	Amalia Umanova			
Stepan Uglitsky		Felicia Burke				
+2 more	+4 more	+3 more	+4 more	+5 more	+8 more	+8 more
28	29	30	31	1	2	3
Alexi Shekho		Molly Welch				
Joy Harmon				Doug Stone		
+8 more	+10 more	+9 more	+8 more	+9 more	+9 more	+9 more
4	5	6	7	8	9	10
Amalia		Lamar Davis		Deng Siyu		
Luo Ke		Jin Ruolan				
+9 more	+9 more	+8 more	+8 more	+11 more	+10 more	+10 more



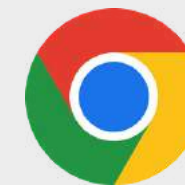
TOTAL PAID LEAVE	BOOKED
15	5
Days	Days
LEAVE BALANCE	
10	
Days	
+ Register Absence	



Supported Clients



Browsers



Current versions of Safari, Chrome,
Microsoft Edge and Firefox

Mobile Devices



android



Apple

Latest releases of Android and iOS



Supported Languages



English

Spanish

French

German

Slovenian

*Other languages can be added by request for additional cost



Contact Us

Email us with any questions or contact us to set up a product demonstration.

We look forward to helping you achieve your HRMS goals!



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