

Altamira



ALTAMIRA **LEAVE MANAGEMENT**

www.altamirahrm.com

ALTAMIRA LEAVE MANAGEMENT FUNCTIONS

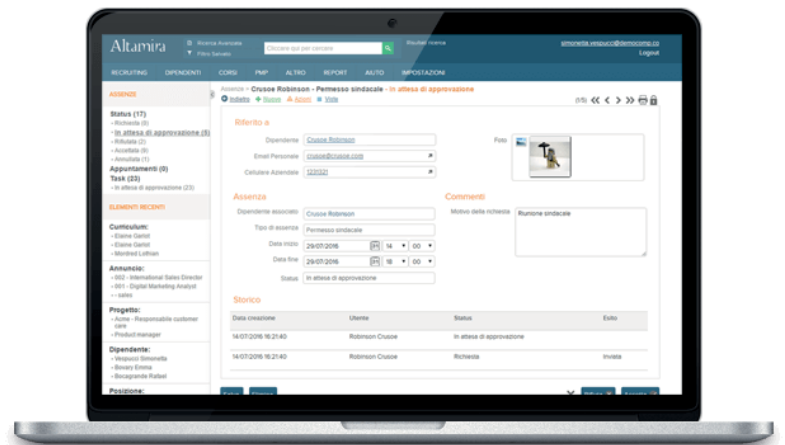
Altamira Leave Management is a cloud software that speeds up the process of requesting and approving leave and absences and facilitates the drawing up of the company's vacation plan.

SIMPLIFY ATTENDANCE MONITORING

Altamira Leave Management simplifies and speeds up the processes for requesting and approving of absences and facilitates the drawing up of the company vacation plan.

Easily integrated with your attendance monitoring software, it enables you to overcome the confusion generated by emails, phone calls, hard copy documents and improvised conversations.

The entire leave and absence request and approval process is operated within an intuitive and safe cloud system, accessible through a simple browser.



REQUESTS AND APPROVALS IN A FEW CLICKS

To submit a leave or absence request, just select the type of absence required, fill in the fields provided and, where applicable, attach a background document.

The new request is immediately notified by email to the responsible manager. To evaluate it, he/she doesn't need to access the platform, but just clicks on the link provided which opens a page showing all relevant information and the absence schedule of the team. Accept or decline with a single click!

All these operations can be conveniently carried out from a smartphone.

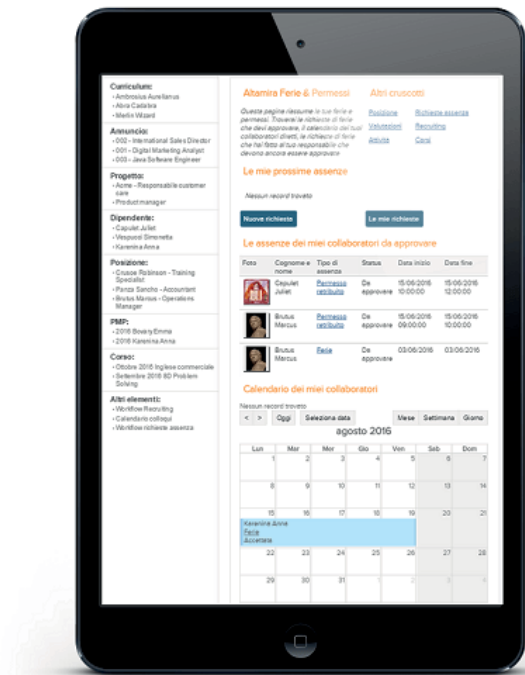


SHARE YOUR LEAVE PLAN

All absence requests are put into one shared calendar, providing a clear, graphical representation of the company's leave plan.

From here, it takes just one click to access the details of each request.

The calendar allows different views – by day, week, month – and can be filtered to show only absences of a particular type, those of an individual team, etc.



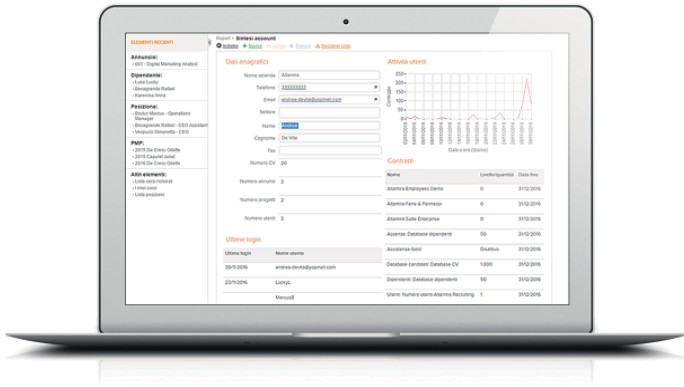
ORGANIZE DATA INTO CUSTOMIZABLE REPORTS

All information managed by the platform – including that imported from attendance monitoring software – can be extracted and organized through the reporting system.

These charts and tables process the information you need and present them in a clear and detailed way, providing you with a valuable basis for your decisions.

Altamira Leave Management offers a large number of predefined reports and allows you to create any others you wish.

WHY CHOOSE **OUR SOFTWARE**



HIGHLY CUSTOMIZABLE

Altamira software has the great advantage of being easily adapted to the processes and requirements of the client company.

Indeed, it offers complete freedom to make any changes required, such as creating and editing fields, adding lists and customizing the layout and workflow.

The Altamira HRM suite is a safe investment: when requirements and procedures change, the platform can be reconfigured accordingly!

EASY TO USE

Using Altamira software is simple and requires minimal training, which is provided at the beginning of the contract.

Access is by a simple browser - an environment familiar to everyone - using personal credentials (username and password).

The clear and user-friendly interface is designed to be quickly mastered, even by those who only occasionally use the platform.

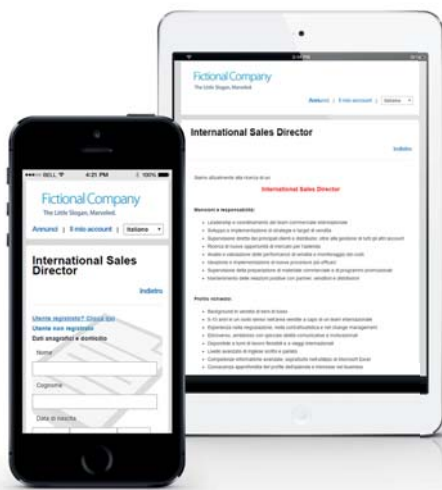


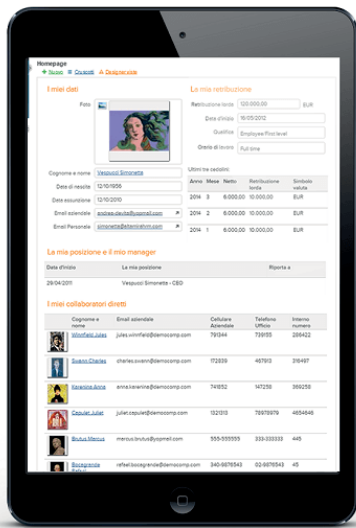
ACCESSIBLE FROM ANYWHERE

All products in the Altamira HRM suite are provided via Cloud and available in self-service mode.

This means that you can access them from anywhere and using any device with a browser!

The responsive design of our platform makes for easy use and excellent browsing experience with any smartphone or tablet.





EASILY INTEGRATED

Altamira HRM integrates easily with other business software, such as payroll systems, attendance tracking, CRM etc.

This way you can import and export data in commonly-used formats and take advantage of the powerful reporting features available.

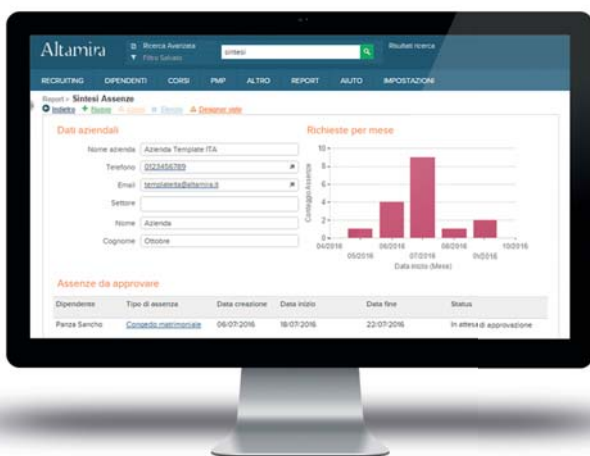
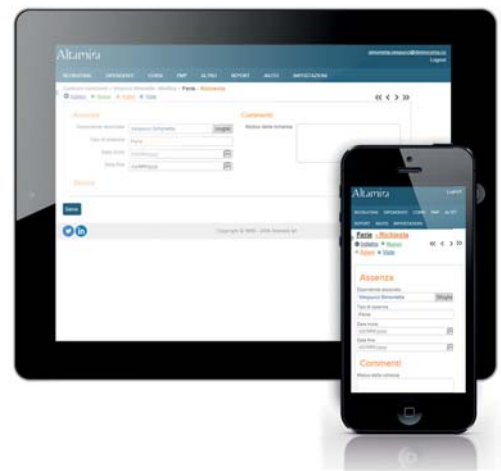
Any changes which arise in HR and IT strategy will be managed in a simple and painless way!

RELIABLE

Altamira has chosen one of the biggest cloud computing companies in the world to host its services, guaranteeing security, reliability and stability.

We work with attorneys and privacy consultants to ensure that our platform always complies fully with all regulations.

We also provide all customers with two focal points, one technical and one commercial, for quick and comprehensive assistance.



CONVENIENT

The Altamira HRM suite does not require the purchase of any licence, nor does it involve complicated installation, maintenance and upgrades or call for IT unit intervention.

Prices are based on company size and requirements: you only pay for what you actually need, through a monthly or annual fee.



ABOUT US

Altamira Srl is an Italian software company which produces recruiting and human resources software.

Founded in 1999 and based in Milan, it was among the first in Italy to offer its products via SaaS (Cloud).

All team members (marketing staff, consultants, programmers, and technical assistance) are highly qualified and have training and experience in human resources management processes.



OUR PRODUCTS

Altamira offers a suite of software for human resources management consisting of:

- **Altamira Recruiting** to manage the entire candidate selection process.
- **Altamira Employees** for managing employee data and documents.
- **Altamira Learning** to handle corporate training.
- **Altamira Performance** to digitize the performance evaluation process.
- **Altamira Leave Management** to request and approve absences and leave.

Altamira

The full HR Altamira software suite meets the needs of both small and large businesses, as well as those of complex multinational groups.

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