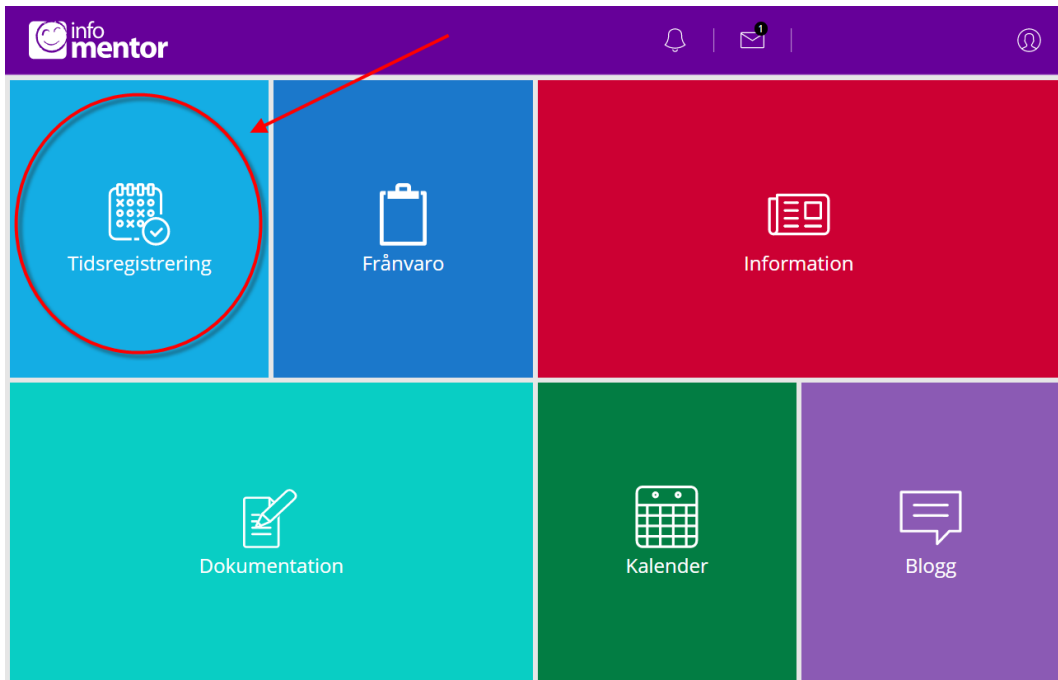


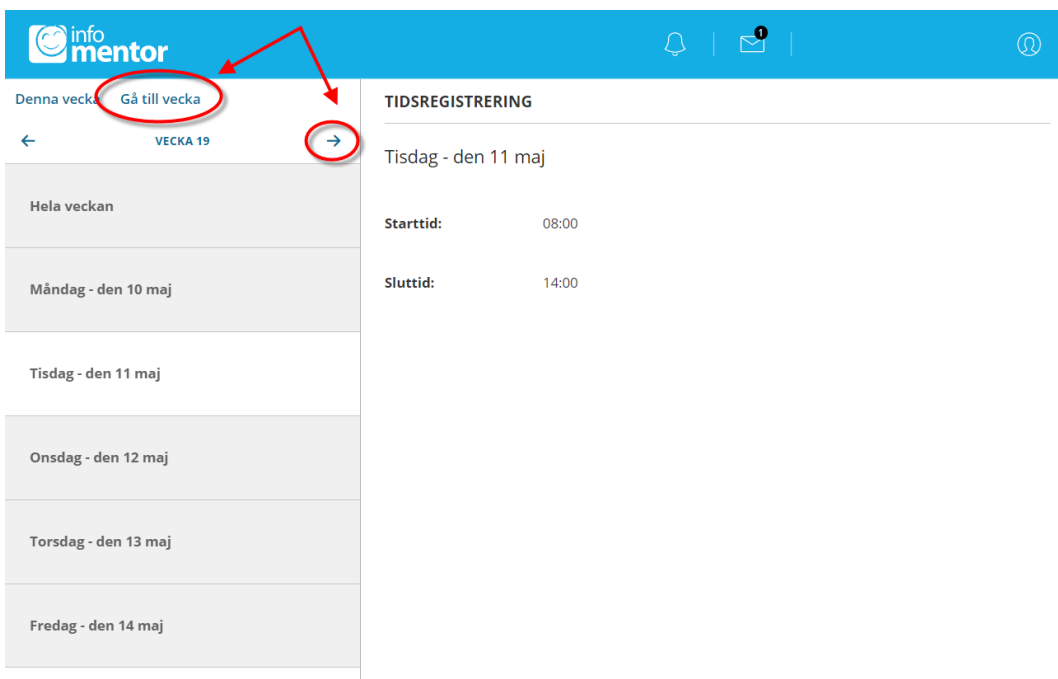
ነቲ ሰሌዳ ውጥን ኣብ InfoMentor መዝግቦ

ኣብዚ መምርሕ'ዚ ነቶም ኣብ ኣጻጻፊ ህጻናት/ገዛ ትርጉሙ ግዜ ዘለዉ ህጻናት ብዚምልከት ብመገዲ InfoMentor ከመይ ጌርካ ነቲ ናይ ውጥን ሰሌዳ ከም እትምዝግቦ የርእኡ። ብመገዲ www.infomentor.se ጌርካ ናብቲ InfoMentor ሎግ ትገብር ወይ ትኣቲ።

1. ኣብ InfoMentor ሎግ ግበር ወይ እቶ፡ ደሓር ኣብቲ **Tidsregistrering** ዚብል ሳጹን ጠውቕ።



2. ናብቲ ነቲ ውጥን ክትመልከሉ ዝደለኻ ሰሙን ንምእታው ነቲ **Gå till vecka** ዚብል ጠውቕ፡ ብድሕሪ'ዚ ነቲ ዘድሊ ሰሙን ምረጽ፡ ወይ ድማ ቦቲ የማናይ ቀስቲ ጌርካ ንቕድሚት ጠውቕ።



3. ናብቲ ናይ ግዜ ሰሌዳ ንምእታው ነቲ **Lägg till/ändra vecka** ጠውቆ፤

The screenshot shows the 'info mentor' interface. On the left, there's a sidebar with 'Denna vecka' and 'Gå till vecka' options, and a list of days from Monday to Friday. The main area is titled 'TIDSREGISTRERING' and shows the week 'Må 30 Augusti - Fr 3 September'. There are two buttons: 'Rensa vecka' and 'Lägg till/ändra vecka', with the latter being circled in red and pointed to by a red arrow. Below the buttons is a table with columns for 'Dag', 'Starttid', 'Sluttid', and 'Kommentar'. The table contains five rows, one for each day, with 'Ej schemalagd' in the 'Starttid' and 'Sluttid' columns.

Dag	Starttid	Sluttid	Kommentar
Måndag den 30 augusti	Ej schemalagd	Ej schemalagd	
Tisdag den 31 augusti	Ej schemalagd	Ej schemalagd	
Onsdag den 1 september	Ej schemalagd	Ej schemalagd	
Torsdag den 2 september	Ej schemalagd	Ej schemalagd	
Fredag den 3 september	Ej schemalagd	Ej schemalagd	

4. ነቶም እተፈላለዩ መዓልታት ብ **Starttid** (ዝጅመረሉ መዓልቲ) ከምኡውን ብ **Sluttid** (ዝውደኣሉ መዓልቲ) ምልካዮም፤

The screenshot shows the 'info mentor' interface. On the left, there's a sidebar with 'Denna vecka' and 'Gå till vecka' options, and a list of days from Monday to Friday. The main area is titled 'TIDSREGISTRERING' and shows the week 'Må 30 Augusti - Fr 3 September'. There are two buttons: 'Avbryt' and 'Spara'. Below the buttons is a table with columns for 'Dag', 'Starttid', 'Sluttid', and 'Ledig'. The table contains five rows, one for each day, with '08:00' in the 'Starttid' column and '16:00' in the 'Sluttid' column. There are checkboxes in the 'Ledig' column. Below the table, there's a section for 'Upprepning:' with a checkbox for 'Repetera ovanstående tider'.

Dag	Starttid	Sluttid	Ledig
Måndag den 30 augusti	08:00	16:00	<input type="checkbox"/>
Tisdag den 31 augusti	08:00	16:00	<input type="checkbox"/>
Onsdag den 1 september	08:00	16:00	<input type="checkbox"/>
Torsdag den 2 september	08:00	16:00	<input type="checkbox"/>
Fredag den 3 september	08:00	16:00	<input type="checkbox"/>

Upprepning: Repetera ovanstående tider

5. ውላድካ ኣብ ገለ መዓልቲ ናጻ እንተ ኾይኑ፡ ኣብቲ ናጻ ወይ **Ledig** ዚብል ሳጺን መዘግብ።

Dag	Starttid	Sluttid	Ledig
Måndag den 30 augusti	08:00	16:00	<input type="checkbox"/>
Tisdag den 31 augusti	08:00	16:00	<input type="checkbox"/>
Onsdag den 1 september	HH:mm	HH:mm	<input checked="" type="checkbox"/>
Torsdag den 2 september	06:00	12:00	<input type="checkbox"/>
Fredag den 3 september	06:00	12:00	<input type="checkbox"/>

6. ንብዙሓት ሰሙናት ዚምልከት ተመሳሳሊ ውጥናት ከተኣቱ ምስ እትደሊ ኣብቲ ነቲ ኣብ ላዕሊ ዘሎ ግዜ ድገም ወይ ድማ **Repetera ovanstående tider** ዚብል ሳጺን ጠውቑ።

ብቲ ድገም ወይ **Upprepa varje** ዚብል ምልክት ጌርካ እቲ ውጥን ከንደይ ግዜ ጸጸኒሑ ኪድገም ከም ዘለዎ ምላእ። ኣብ ሰሰሙን ኪድገም ምስ እትደሊ 1 ኢልካ ትጽሕፍ፡ ሰሙን ዘዘለሉ ኪድገም ምስ እትደሊ ድማ 2 ኢልካ ትጽሕፍ ወዘተ.

ብቲ ከሳዕ ወይ **Till** ዚብል ምልክት ጌርካ ድማ እቲ ውጥን ከሳዕ መኣስ ኪደገም ከም ዘለዎ ትጽሕፍ። ብዝሒ ኣጋጣሚታትን ከምኡውን ፍሉይ ዕለት።

Upprepa varje: vecka/veckor

Till:

- 1 tillfällen har passerat
- 21-12-31 datum har passerat

7. ብድህርዚ ነገ **Spara** (ዳቅብ) ዚብል ጠውቆ፤

The screenshot shows the 'TIDSREGISTRERING' (Time Registration) page. On the left, there is a sidebar with navigation options like 'Denna vecka', 'Gå till vecka', and a list of days from Monday to Friday. The main area is titled 'TIDSREGISTRERING' and shows a date range 'Må 30 Augusti - Fr 3 September'. At the top right, there are two buttons: 'Avbryt' and 'Spara'. The 'Spara' button is circled in red, and a red arrow points to it. Below the date range, there is a table with columns for 'Dag', 'Starttid', 'Sluttid', and 'Ledig'. The table contains five rows, one for each day from Monday to Friday, with start and end times set to 08:00 and 16:00 respectively. At the bottom, there is a section for 'Uppreppning' with a checkbox for 'Repetera ovanstående tider'.

8. እተን መዓልታት ምስ ተዓቀባ፡ እተመዘገባ መዓልታት ተዓቲብን ኣለዎ **Tidsregistreringarna sparades** ዚብል ጽሑፍ ዝሓዘ ሳጹን ይረክ ኢዩ፤

The screenshot shows the same 'TIDSREGISTRERING' page after the registration is saved. A green notification box with a checkmark and the text 'Tidsregistreringarna sparades' is displayed at the top, circled in red with an arrow pointing to it. The table below now has a fourth column, 'Kommentar', which is currently empty. The rest of the interface, including the sidebar and the main table with dates and times, remains the same as in the previous screenshot.