

Xog kooban oo ku saabsan Tempus Home

Gal barta Tempus

1. Booqo tempushome.se ama ablikeeshinka Tempus Hemma (för föräldrar)
Abka waxaa laga heli karaa [Google Play](#) iyo [App Store](#)
2. Dooro **Location taada** iyo **Provider**
3. Ku gal **BankID** ama hanaan kale oo lagu galo barta
4. Geli ciwaankaaga iyo lambarka taleefanka haddii aysan ku jirin
5. Xaqiiji ciwaankaaga iimeelka

(La xariir xarunta xanaanada ama dugsiiga cunugaaga haddii cilado ku qabsadaan)

Samayso jadwalka/fasaxyada

Bogga

1. Guji **Schedule/on leave**
2. Ku qor saaxadaha sanduuqyada qoraalka, tusaale ahaan “6.35 - 16:45” ama “635 1645”
 - a. Guji **+** haddii cunugaagu adeegga helo saacado kala go’an maalinta oo dhan
 - b. Haddii cunugaagu fasax aadi doono, guji bokiska qoraalka kadibna dooro **On leave**
3. Buuxi xogta soo hartay haddii loo baahdo
4. Si aad u koobiyeyso jadka asbuuca, guji **Copy ...**

Si aad u hesho xog dheeraad ah oo ku saabsan sida jadwal loo sameeyo, waxaad gujin kartaa calaamada su’aasha ee buluuga ah ee ka muuqata geeska kore ee midig.

Abka

1. Taabo batoonka cagaaran ee buluuga ah ee salka hoose ee midig
2. Dooro **Schedule multiple** ama **New leave**
3. Dooro maalmaha
4. Dooro ilmaha, kadibna raaci jadwalka
5. Buuxi xogta soo hartay marka loo baahdo
6. Sidoo kale waxaa macquul ah inaad taabato maalin gaar ah oo ku jirta guudmarka si aad ugu darto jadwal ama waqti fasax
7. Si aad u koobiyayso jadwal horey u jiray, dooro **Copy weeks** badalka taas

Soo sheeg maqnaanshaha

Bogga

1. Dooro **Report absence** haddii aan cunugaagu imaan karin sidii la qorsheeyay
2. Dooro ilmaha warbixintu khusayso
3. Ka dooro taariikhda kalaandarka
4. Dooro qayb kamid ah maalinta ama maalinta oo dhan
5. Taabo “I agree that the above information is stored Tempus (Waan aqbalayaa xogta ku jirta Tempus)” haddii loo baahdo
6. Guji batoonka **Report absence**

Abka

1. Taabo batoonka cagaaran ee salka hoose ee midig
2. Dooro **New absence**
3. Dooro ilmaha warbixintu khusayso
4. Ka dooro taariikhda kalaandarka
5. Dooro qayb kamid ah maalinta ama maalinta oo dhan
6. Taabo “I agree that the above information is stored Tempus (Waan aqbalayaa xogta ku jirta Tempus)” haddii loo baahdo
7. Taabo batoonka **Report absence**

Farqiga u dhexeeya fasaxa iyo maqnaanshaha

On leave waa in la adeegsadaa marka ilmuhu uusan u baahnayn inuu tago xanaanada ama dugsiga, tusaale, sabab la xariirta in qof kale uu daryeelaayo ilmaha ama qoysku uu fasax u baxaayo.

Absence waxaa la adeegsadaa marka ilmaha loo mudeeyay inuu xaadiro xanaanada ama dugsiga laakiin uusan xaadiri karin, tusaale, inuu tagaayo dhakhtarka ama xanuunsan yahay.