



ENGLISH GUIDE

S.A.R.E

IT System aimed at companies for sending mandatory communications online

IT service included into Trentino Lavoro's platform

This document presents S.A.R.E, the IT system of the Autonomous Province of Trento included into [Trentino Lavoro's platform](#) aimed at companies for sending mandatory communications online.

The **S.A.R.E** is the IT system of the Autonomous Province of Trento aimed at companies for sending mandatory communications online.

It represents the access point available to companies, trade associations and employment agencies for sending communications regarding the hiring, transformation and termination of an employment relationship, according to the unified models defined by the Ministry of Labor and Social Policies.

S.A.R.E provides an optimized and intuitive environment for the transmission of mandatory communications, guaranteeing companies and other users constant support through a dedicated Help Desk. With the aim of making this service increasingly accessible and smart, the S.A.R.E application has been included within Trentino Lavoro, the platform that aims to be the main provider of employment services aimed at citizens , companies and operators.

After [authentication](#) at Trentino Lavoro with **SPID, CPS/CNS, CIE OR eIDAS digital identity**, it will be possible to access the S.A.R.E, in addition to the other services available.

HOW IT WORKS

S.A.R.E is one of the IT services offered within Trentino Lavoro's platform of the Autonomous Province of Trento.

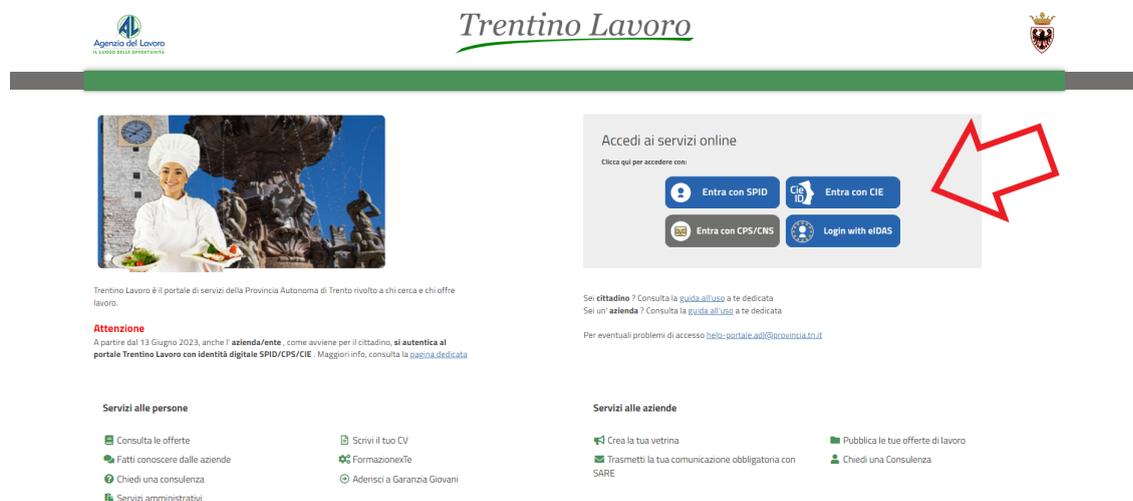
Once [authenticated](#) at Trentino Lavoro's platform with **SPID, CPS/CNS, CIE or eIDAS digital identity**, you will be able to carry out the following actions related to the transmission of mandatory communications:

- add or import company data and worker data;
- send and manage mandatory communications;
- view the statistical data of the mandatory communications sent, with graphic representations.

HOW TO USE THE SERVICE AND HOW TO LOG IN

1. The first step is to **log in** to Trentino Lavoro's platform with a SPID, CPS/CNS, CIE or eIDAS digital identity.

First of all, the company employee responsible for using S.A.R.E must register as a "citizen" through a first login with its personal digital identity SPID, CPS/CNS, CIE or. By logging in with personal user account, the company employee will enable, as new company, on the Trentino Lavoro's platform, filling the role of "Company users administrator". If this operation has already been carried out by another employee, he or she may be authorized as a company operator by the Company users administrator. In this way, based on the role assigned by the Company Users Administrator, they can be enabled to use/manage specific company services within Trentino Lavoro, including S.A.R.E, for sending mandatory communications.



Trentino Lavoro è il portale di servizi della Provincia Autonoma di Trento rivolto a chi cerca e chi offre lavoro.

Attenzione
A partire dal 13 Giugno 2023, anche l'azienda/ente, come avviene per il cittadino, si autentica al portale Trentino Lavoro con identità digitale SPID/CPS/CIE. Maggiori info, consulta la [pagina dedicata](#)

Sei cittadino? Consulta la [guida all'uso](#) a te dedicata
Sei un'azienda? Consulta la [guida all'uso](#) a te dedicata

Per eventuali problemi di accesso help-portal@adl@provincia.tn.it

Servizi alle persone

- Consulta le offerte
- Fatti conoscere dalle aziende
- Chiedi una consulenza
- Servizi amministrativi
- Scrivi il tuo CV
- FormazioneTe
- Adersci a Garanzia Giovani

Servizi alle aziende

- Crea la tua vetrina
- Trasmetti la tua comunicazione obbligatoria con SARE
- Pubblica le tue offerte di lavoro
- Chiedi una Consulenza

2. Inside Trentino Lavoro's platform, the Company Users Administrator, or the previously authorized collaborator, selects the MANDATORY COMMUNICATIONS role, entering to the SARE service.

If the company operator has multiple qualifications to operate with the MANDATORY COMMUNICATIONS role, after clicking on the "Log in" button located in the "Accesso SARE" portlet, he/she will have to select which role and for which type of company wants to log in to the new version of the S.A.R.E.



Trentino Lavoro Agenzia del lavoro

Scegli Ruolo

Seleziona

3. Once you have accessed the S.A.R.E service, it will be possible to create/manage a mandatory communication by clicking on "Compila comunicazione".

The screenshot shows the 'Trentino Lavoro' website interface. At the top, there is a header with the logo and the name 'Trentino Lavoro'. Below the header, a navigation bar contains several menu items: 'COMUNICAZIONI OBBLIGATORIE', 'CPI ORIENTAMENTO', 'OPERATORE GRANDI RECLUTAMENTI', 'GESTIONE IDO', 'GESTIONE IDO (SEMANTICO)', and 'AMMINISTR'. A red arrow points to the 'Accesso a SARE' button on the main content area. Below this, there is a section for 'Provincia autonoma di Trento' and 'Agenzia del lavoro'. A secondary navigation bar includes 'Anagrafica Lavoratori', 'Anagrafica Aziende', 'AZIENDA TEST', and 'MARIO ROSSI'. A sidebar on the left lists various services, with 'Comunicazioni Obbligatorie' highlighted. Below the sidebar, there is a 'NUOVO SARE Scrivania' section with 'LINK RAPIDI' and five buttons: 'Crea Lavoratore', 'Crea Azienda', 'Compila CO', 'Invio CO', and 'Movimenti Inviati'.

4. To send the mandatory communication, it will be necessary to choose the type of model UNILAV (if you are a public and private employer in any sector) or UNISOMM (if you are an employment agency), the type of communication (for example, hiring, extension, transformation, termination, etc.) and the movement.

FOR MORE INFORMATIONS

- If you need more informations and support, you can write an email to: help-portale.adl@provincia.tn.it
- click on the dedicated web pages:
 - www.agenzialavoro.tn.it/Schede-informative/Portale-Trentino-Lavoro
 - www.agenzialavoro.tn.it/Servizi-on-line/SARE-Sistema-Informatico-per-le-Comunicazioni-Obbligatorie