

**cApStAn SA**  
Chaussée de La Hulpe 268  
1170 Brussels  
Belgique  
TVA: BE0890600946

# TIMSS27 FT - Submission - Plunet Guide for IEA

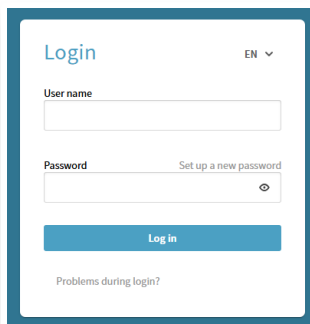
## Access

Access the platform with the following link: <https://plunet.capstan.be>

Log in with your credentials.

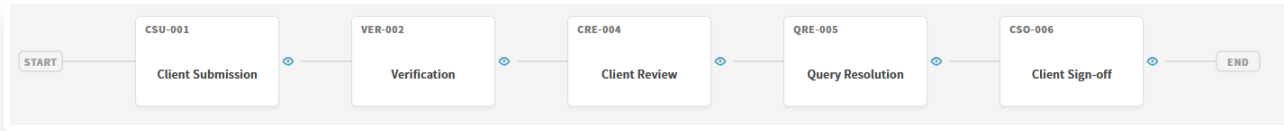
**Username**s are your email addresses.

The password is set up on your side. If you forget the password, please use the password reset sequence **Set up new password** from the login screen to set a new password.



The screenshot shows a login form titled "Login" with a language dropdown set to "EN". It contains two input fields: "User name" and "Password". The "Password" field has a "Set up a new password" link and a toggle for visibility. Below the fields is a blue "Log in" button. At the bottom, there is a link for "Problems during login?".

## Workflow



The workflow for TIMSS27 FT in Plunet is set up as shown above. The active step outlined in these instructions is shown in red and explained below.

**Client Submission (CSU):** This step is used to track which translation sets need to be submitted to cApStAn. Once the client submits the materials, the status changes so cApStAn knows they are ready for verification.

**Verification (VER):** At this step, cApStAn performs translation verification and review to ensure quality and consistency. When verification is complete, the task moves forward in the workflow.

**Client Review (CRE):** Here the client reviews the verified files to confirm they meet expectations. The client may approve the files, request revisions, or share comments with cApStAn. If there are no queries, the client deliver the task , and cApStAn will sign it off at the CSO step.

**Query Resolution (QRE):** This step is used if the client’s review raises questions or requires changes. cApStAn addresses the comments, makes the necessary updates, and resubmits the files for review.

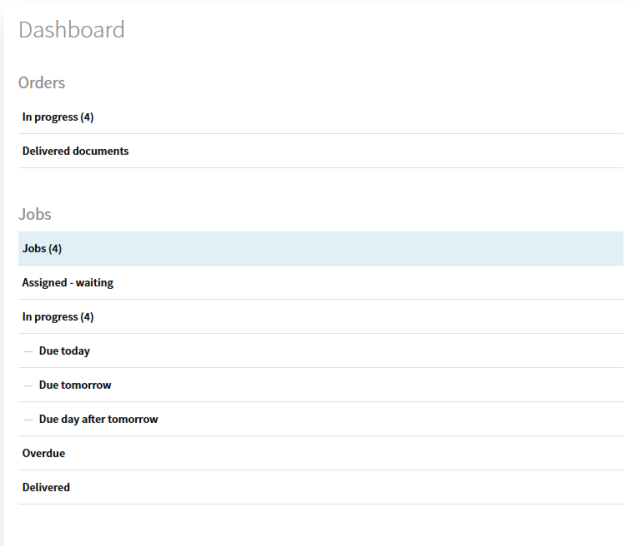
**Client Sign-off (CSO):** This is the final approval stage of the workflow. The client confirms that all verification and revisions are complete and no further action is needed. Once signed off, the files are finalized and remain with status Delivered till the end of the project.

## Navigation

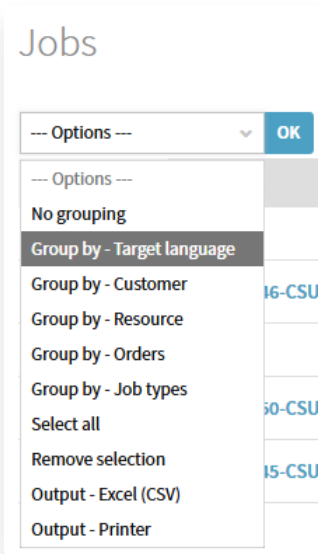
To submit a locale and set for verification, make sure you are logged in with the correct user account.

1. In your dashboard, click on **Jobs (###)** and get the list of all jobs below. Where **###** is the total number of jobs

currently with IEA.



2. Go to **--Options--**, and **Group by - Target language**. Now the list will show you the list of jobs separated by locale. You can use other "Group by" options if you prefer a different view.

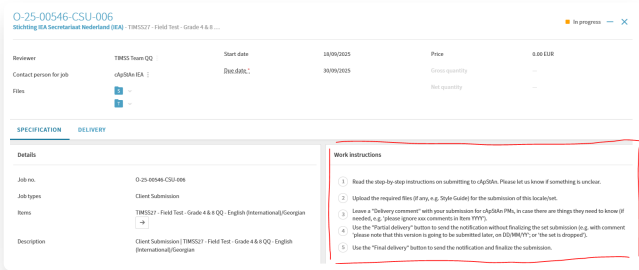


3. Find the locale and material type you wish to submit materials for.

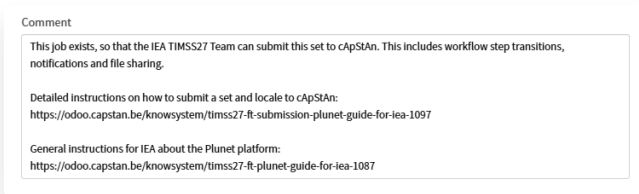
Job no. ↓	Reviewer	Description ↓	Status ↓	Due date ↓
Target language: ka-GE				
<input type="checkbox"/> 0-25-00546-CSU-006	TIMSS Team QQ	Client Submission   TIMSS27 - Field Test - Grade 4 & 8 QQ - English (International)/Georgian	In progress	30/09/2025

4. Click on the job number on the left to open the job window.

5. General steps for completion of the job are provided under Work Instructions.



6. In the Comment field, you will find links to the specific instructions created by cApStAn for IEA on the Plunet platform generally, and specifically about submission (these instructions included).

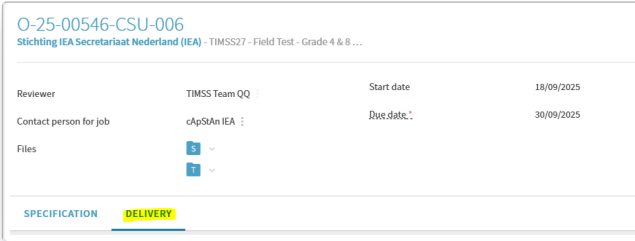


7. Scenario-based instructions are provided below.

## Scenarios

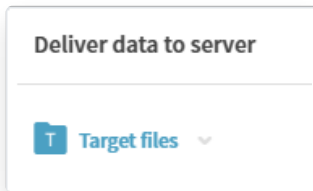
### When materials are ready for submission

1. Go to the DELIVERY tab of the job window.



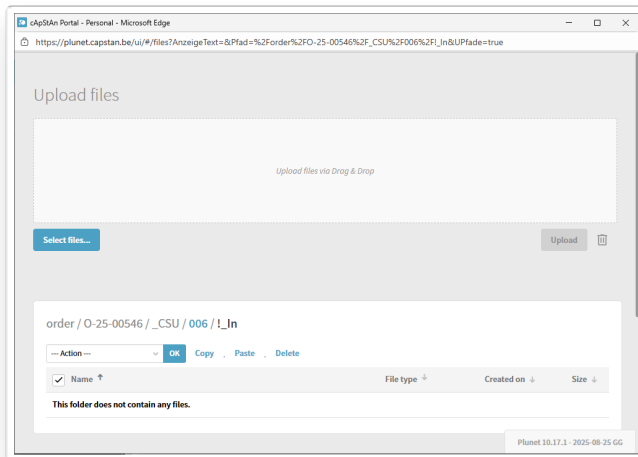
2. Upload your files before submitting (if needed, e.g. Style Guide).

a. Below the DELIVERY tab, find the **Deliver data to server** pane and click on **Target files**.



b. A pop-up window will open.

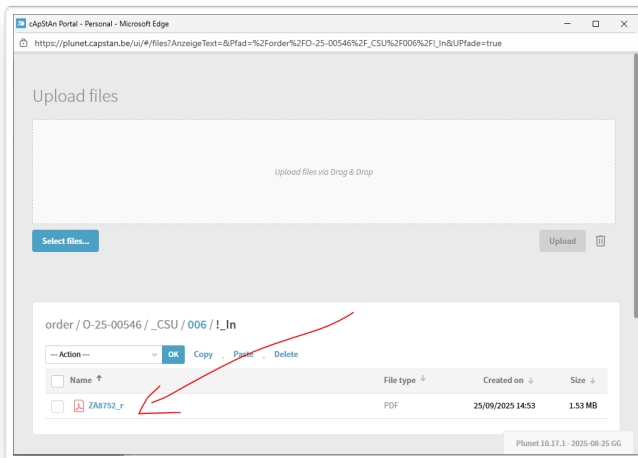
c. Drag and drop, or select the files to upload in the upload box.



d. Click upload and confirm successful completion of the process.

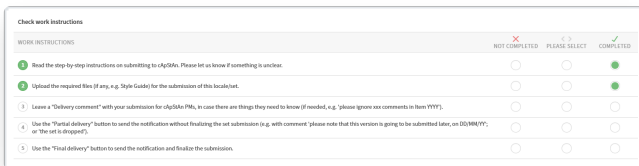


e. Once your file is successfully uploaded, it will appear in the pane below.

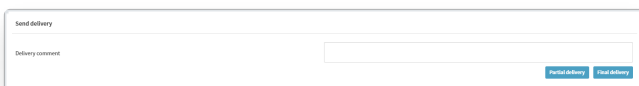


f. Close the window.

3. Click the Completed circle on the right, for each of the work instructions.



3. Add a comment to the Delivery comment field (if needed, e.g. 'please ignore xxx comments in Item YYYY').

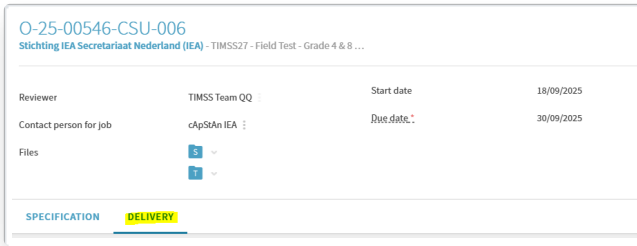


4. Click Final delivery

Result: "In progress" status is changed to "Delivered", cApStAn receives a notification with your delivery comment in their inbox.

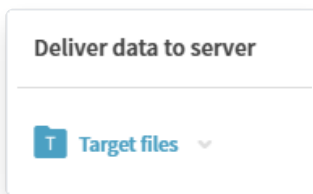
**When materials are NOT ready for submission but you need to inform cApStAn of something**

1. Go to the DELIVERY tab of the job window.



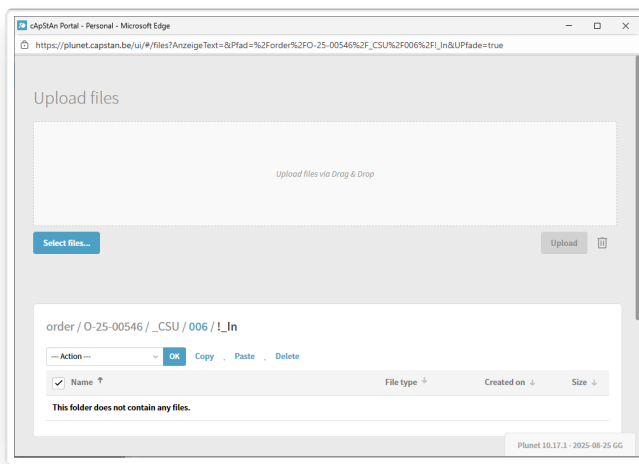
2. Upload your files before submitting (if needed, e.g. Style Guide).

a. Below the DELIVERY tab, find the **Deliver data to server** pane and click on **Target files**.



b. A pop-up window will open.

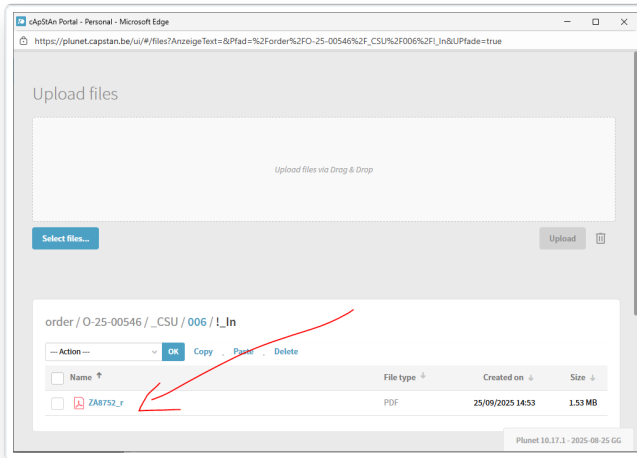
c. Drag and drop, or select the files to upload in the upload box.



d. Click upload and confirm successful completion of the process.

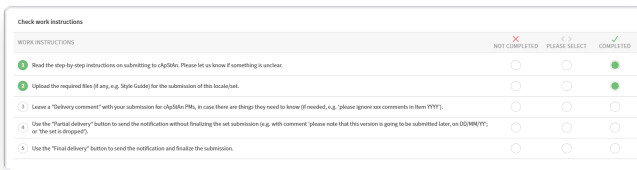


e. Once your file is successfully uploaded, it will appear in the pane below.

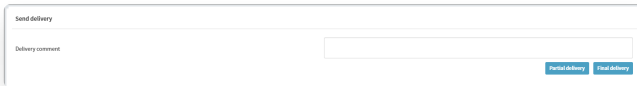


f. Close the window.

3. Click the Completed circle on the right, for each of the work instructions.



4. Add a comment to the Delivery comment field (if needed, e.g. 'please ignore xxx comments in Item YYYY').



4. Click **Partial delivery**

*Result: "In progress" status remains, cApStAn receives a notification with your delivery comment in their inbox.*