

cApStAn SA
Chaussée de La Hulpe 268
1170 Brussels
Belgium
VAT: BE0890600946

TIMSS27 FT - Submission - Plunet Guide for IEA

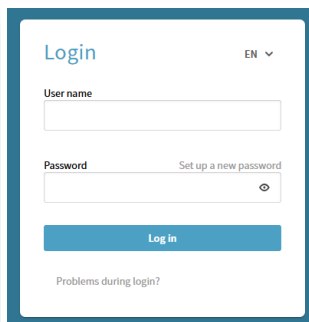
Access

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

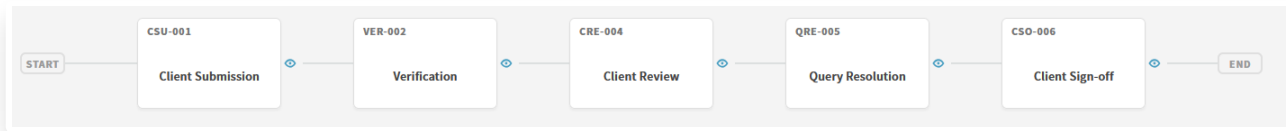
Log in with your credentials.

Usernames 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.

A screenshot of the Plunet login interface. The title is "Login" with a language dropdown set to "EN". There are two input fields: "User name" and "Password". The "Password" field has a "Set up a new password" link and an eye icon for toggling visibility. Below the fields is a blue "Log in" button. At the bottom, there is a link that says "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.

Dashboard

Orders

In progress (4)

Delivered documents

Jobs

Jobs (4)

Assigned - waiting

In progress (4)

Due today

Due tomorrow

Due day after tomorrow

Overdue

Delivered

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.

Jobs

Options

OK

Options

No grouping

Group by - Target language

Group by - Customer

Group by - Resource

Group by - Orders

Group by - Job types

Select all

Remove selection

Output - Excel (CSV)

Output - Printer

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

Job no. ↓	Reviewer	Description ↓	Status ↓	Due date ↓
Target language: ka-GE				
☐ 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.

The screenshot shows a job details page for 'O-25-00546-CSU-006'. The job is titled 'Submitting IEA Secretariat Nederland (IEA) - TIMSS27 - Field Test - Grade 4 & 8 ...'. It is in progress. The details table shows: Reviewer: TIMSS Team (Q), Start date: 18/09/2025, Price: 8.60 EUR, Contact person for job: cApStAn IEA, End date: 30/09/2025, and Files: 2. Below the details, there are two tabs: 'SPECIFICATION' and 'DELIVERY'. The 'DELIVERY' tab is active, showing 'Work Instructions'. The instructions are: 1. Read the step-by-step instructions on submitting to cApStAn. Please let us know if something is unclear. 2. Upload the required files (if any, e.g. Style Guide) for the submission of this locale/set. 3. Leave a 'Delivery comment' with your submission for cApStAn, in case there are things they need to know (if needed, e.g. please ignore any comments in Item 1000). 4. Use the 'Partial delivery' button to send the notification without finalizing the set submission (e.g. with comment please note that this version is going to be submitted later, on 10/09/2025 or 'the set is dropped'). 5. Use the 'Final delivery' button to send the notification and finalize the submission.

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).

The screenshot shows the 'Comment' field. The text in the comment is: 'This job exists, so that the IEA TIMSS27 Team can submit this set to cApStAn. This includes workflow step transitions, notifications and file sharing. Detailed instructions on how to submit a set and locale to cApStAn: <https://odoo.capstan.be/knowsystem/timss27-ft-submission-plunet-guide-for-iea-1097> General instructions for IEA about the Plunet platform: <https://odoo.capstan.be/knowsystem/timss27-ft-plunet-guide-for-iea-1087>

7. Scenario-based instructions are provided below.

Scenarios

When materials are ready for submission

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

O-25-00546-CSU-006
Stichting IEA Secretariaat Nederland (IEA) - TIMSS27 - Field Test - Grade 4 & 8 ...

Reviewer	TIMSS Team QQ	Start date	18/09/2025
Contact person for job	cApStAn IEA	Due date*	30/09/2025
Files	3 1		

SPECIFICATION **DELIVERY**

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**.

Deliver data to server

T Target files ▾

b. A pop-up window will open.

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

Upload files

Upload files via Drag & Drop

Select files... Upload

order / O-25-00546 / _CSU / 006 / 1_In

— Action — OK Copy Paste Delete

✓ Name ↑	File type ↕	Created on ↕	Size ↕
This folder does not contain any files.			

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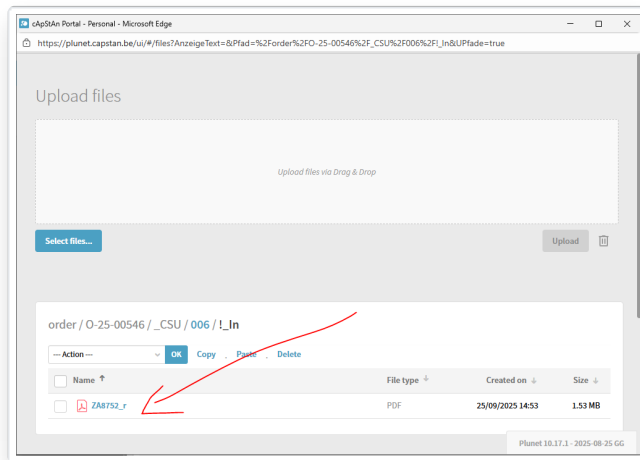
d. Click upload and confirm successful completion of the process.

Upload files

ZA8752_r.pdf	1.5 MB	🗑
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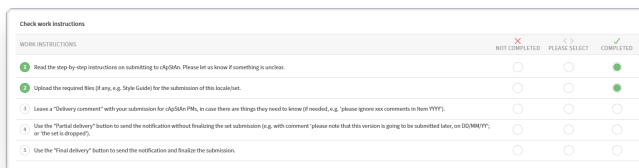
Select files... **Upload (1.5 MB)** 🗑

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

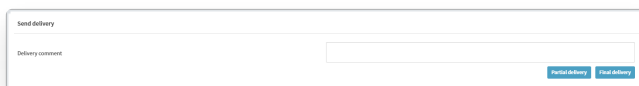


f. Close the window.

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.

O-25-00546-CSU-006
Stichting IEA Secretariaat Nederland (IEA) - TIMSS27 - Field Test - Grade 4 & 8 ...

Reviewer	TIMSS Team QQ	Start date	18/09/2025
Contact person for job	cApStAn IEA	Due date	30/09/2025
Files	5 1		

SPECIFICATION **DELIVERY**

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**.

Deliver data to server

Target files

b. A pop-up window will open.

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

cApStAn Portal - Personal - Microsoft Edge
https://planet.capstan.be/ui/#/files?AnzeigeText=&Pfad=%2Forder%2FO-25-00546%2F_CSU%2F006%2FI_In&UPfade=true

Upload files

Upload files via Drag & Drop

Select files...

Upload

order / O-25-00546 / _CSU / 006 / I_In

--- Action --- OK Copy Paste Delete

✓ Name ↑	File type ↓	Created on ↓	Size ↓
This folder does not contain any files.			

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

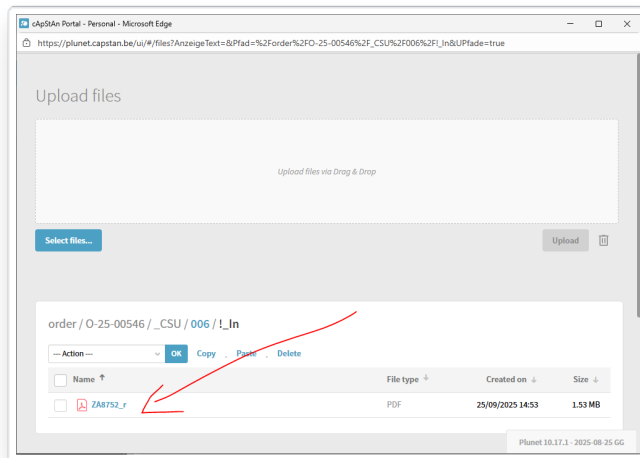
Upload files

ZA8752_r.pdf	1.5 MB	
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Select files...

Upload (1.5 MB)

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.

Check work instructions		
WORK INSTRUCTIONS	NOT COMPLETED	COMPLETED
1. Read the step-by-step instructions on submitting to cApStAn. Please let us know if something is unclear.	☐	☒
2. Upload the required files (if any, e.g. Style Guide) for the submission of this locale/set.	☐	☒
3. Leave a "Delivery comment" with your submission for cApStAn PMs, in case there are things they need to know (if needed, e.g. "please ignore xxx comments in Item YYYY").	☐	☐
4. Use the "Partial delivery" button to send the notification without finalizing the set submission (e.g. with comment "please note that this version is going to be submitted later, on DD/MM/YYYY, or "The set is dropped").	☐	☐
5. Use the "Final delivery" button to send the notification and finalize the submission.	☐	☐

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

Send delivery

Delivery comment

4. Click **Partial delivery**

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