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TIMSS27 DC - Plunet Guide for IEA

About Plunet

Plunet is a Business Management software, tailored for Language Service Providers (LSP).

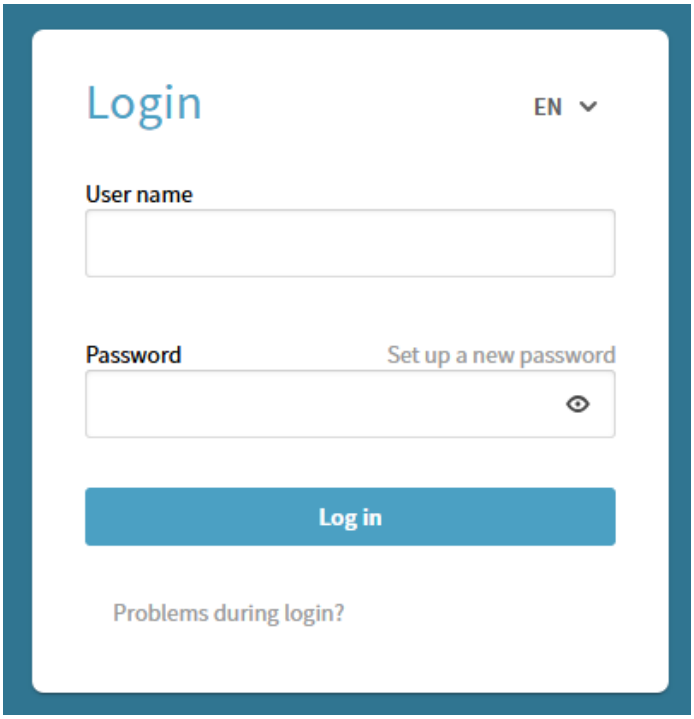
In TIMSS27 DC, it has been selected for use in project management, file sharing and communication between IEA and cApStAn.

This guide contains instructions, information and tips for IEA on how to use the platform in TIMSS27 DC.

Access

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

Log in with your credentials. The username is provided by cApStAn and 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.



Dashboard filters

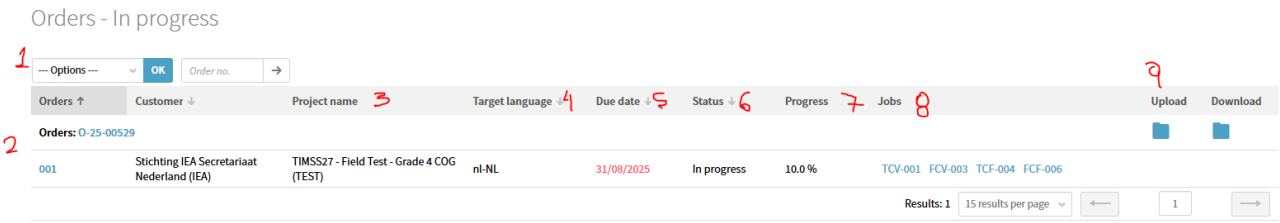
Crossed out things in the screenshot denote things that you will not be needing to access/use in TIMSS27 DC.

1. **Orders** is how Plunet calls projects. Here will be listed the projects that we have created to manage TIMSS27 DC, roughly corresponding to the various material types in scope for verification. This is where you can view the progress of a particular material type and locale.
2. **Jobs** are the entities in which you can send/receive files with cApStAn, notify or be notified about the readiness of a set and leave messages for us.
3. This filter shows only jobs that are in progress, with various sub-filters to display jobs due in the next few days.
4. Jobs that have passed the due date are shown as Overdue.
5. Delivered jobs are jobs completed, but for which you can still upload/download files.
6. This folder can be used to upload/download particular files that are needed throughout the process, but are not tied to any locale/material type.
7. Please ignore this text.

Dashboard results list

Orders (projects/material types)

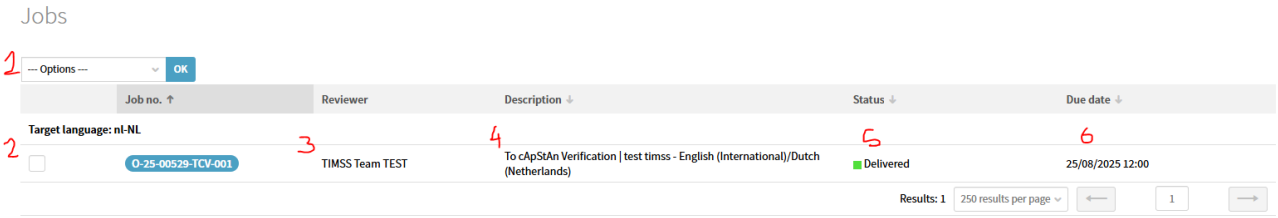
Selecting **Orders > In progress** will give a list of the locales per project/material type.



1. The dropdown menu here allows you to export an Excel or CSV of the list of results shown.
2. Each row of results will concern one locale for one material type. In the example shown above, the result shown is for Grade 4 COG for nl-NL.
3. The project name will reflect the material type for the particular project.
4. The target language column refers to the locale of the material type.
5. This refers to the final due date set for the locale and material type. If it shows red, it means that date has passed.
6. The status of the locale/material type can be In preparation, In progress or Delivered.
7. From the total number of jobs in the locale/material type and their status, a progress percentage is calculated.
8. The jobs column shows you the jobs that you can interact with. On cApStAn's side, there are various other jobs that go between the ones that you can see.
9. From the Upload folder, you can upload files that concern all locales for that material type. From the Download

folder, you can download files that concern all locales for that material type.

Jobs (notifications of sets ready/file upload/communication)



1. This dropdown menu allows for further grouping, selecting and exporting. It is recommended you use the setting **Group by - Target language**. This will group the results by locale, so you can see at a glance which step in the workflow is active for each of the material types.
2. Each row represents one job, which acts as the place for you to notify us of a set being ready, to upload files and to leave a message for the cApStAn project management team.
3. For each job, one user (either TIMSS Team COG or TIMSS TEAM QQ) will be selected.
4. The details of the job in question. <job type> | <material type> - <source language>/<target language>
5. The status will be either In progress, Delivered or Overdue.
6. The due date here shows the date by which the job in question needs to be completed.