**cApStAn SA**
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# TIMSS27 DC - Submission - Plunet Guide for IEA

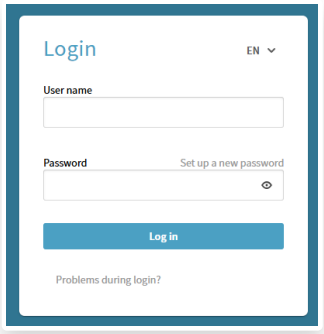
## Access

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

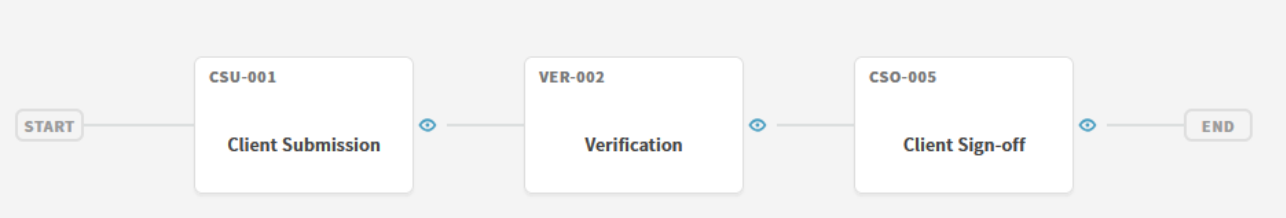
Log in with your credentials.

**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.



## Workflow




The workflow for TIMSS27 DC 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 Sign-off (CSO):** 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 and the deliverables can be considered signed-off, the client should deliver the task.

## Navigation

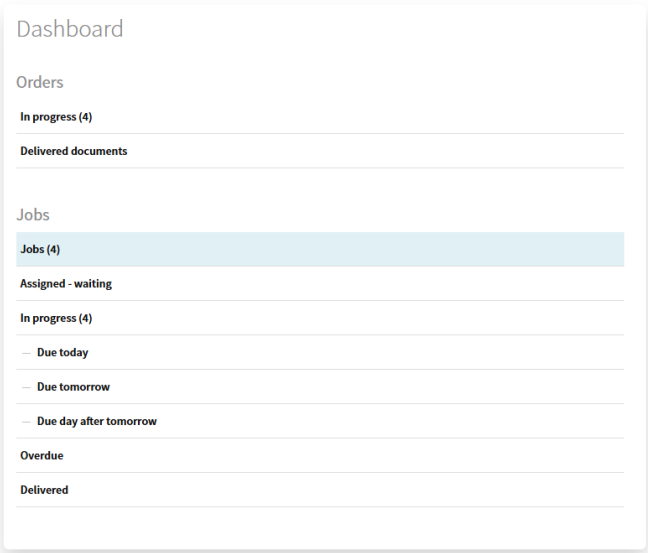
To submit a locale and set for verification, make sure you are logged in with the correct user account.



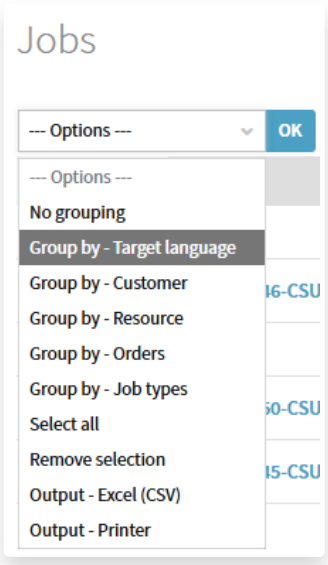
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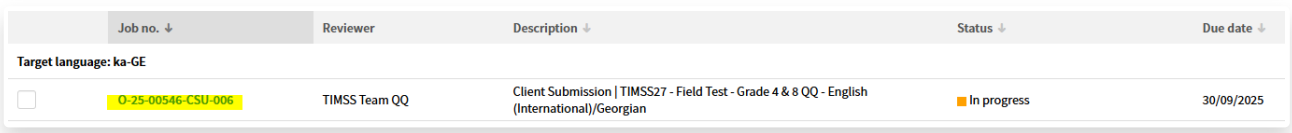
1. In your dashboard, click on **Jobs (###)** and get the list of all jobs below. Where ### is the total number of jobs currently with IEA.




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.

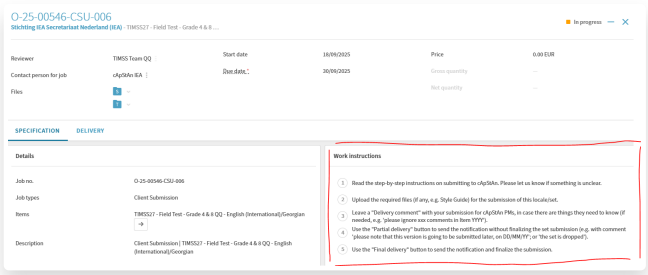



3. Find the locale and material type you wish to submit materials for.

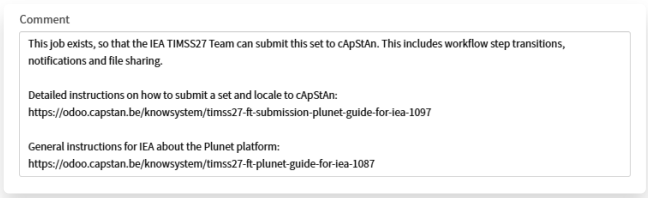


4. Click on the job number on the left to open the job window.

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).

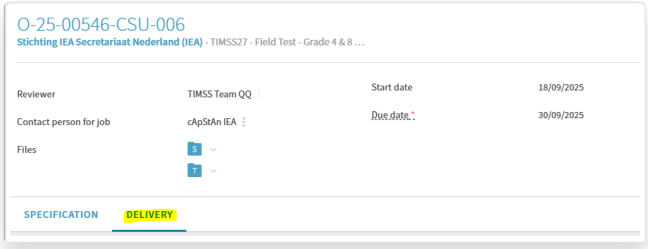



7. Scenario-based instructions are provided below.

## Scenarios

### When materials are ready for submission

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



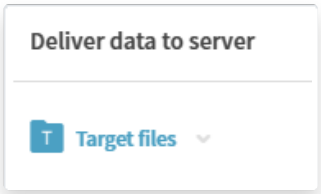

2. Upload your files before submitting (if needed, e.g. Style Guide, Scripts).

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

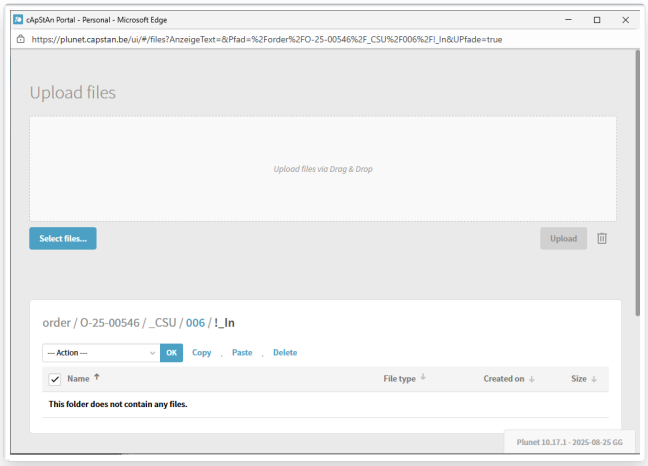


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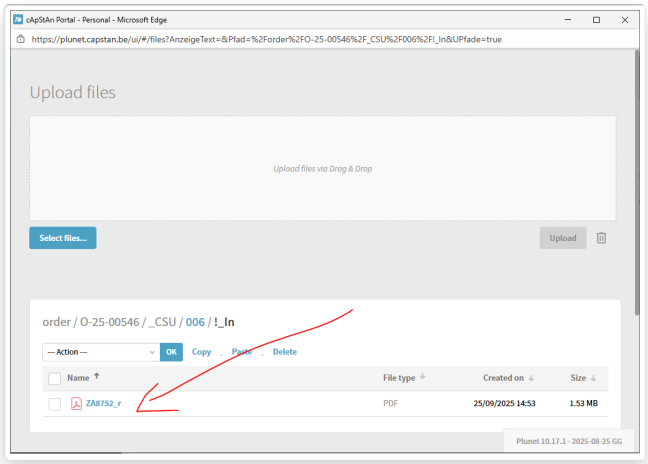

b. A pop-up window will open.
c. Drag and drop, or select the files to upload in the upload box.




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

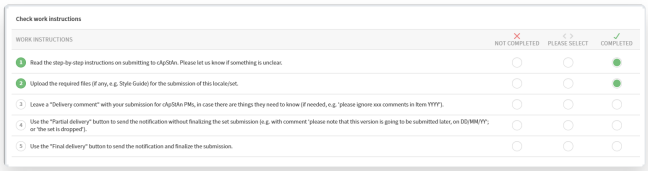



e. Once your file is successfully uploaded, it will appear in the pane below.

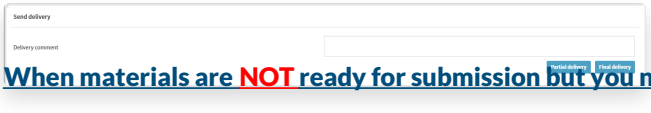



f. Close the window.

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



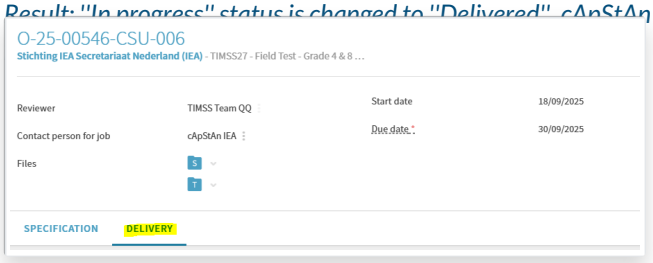

3. Add a comment to the Delivery comment field (if needed, e.g. 'please ignore xxx comments in Item YYYY').




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

4. Click Final delivery
1. Go to the DELIVERY tab of the job window.

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



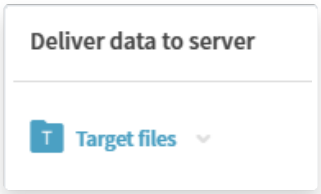

2. Upload your files before submitting (if needed, e.g. Style Guide, Scripts).

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

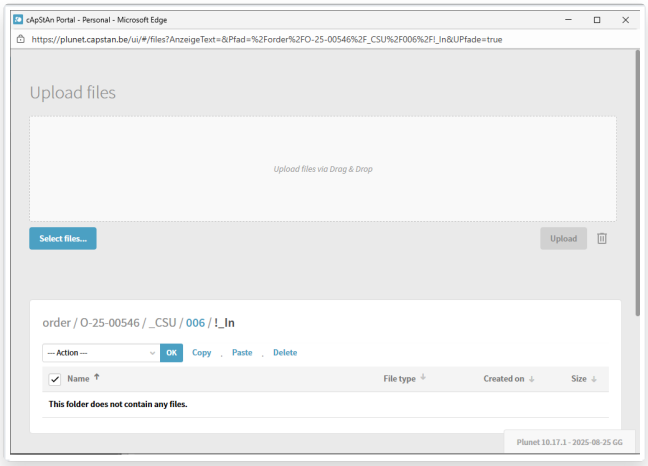


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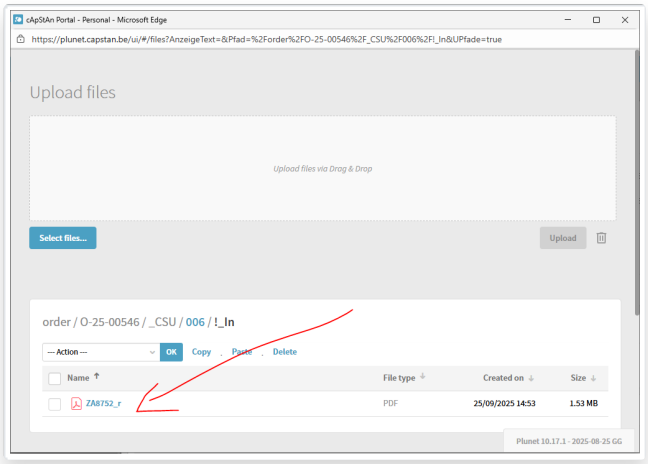

b. A pop-up window will open.
c. Drag and drop, or select the files to upload in the upload box.




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

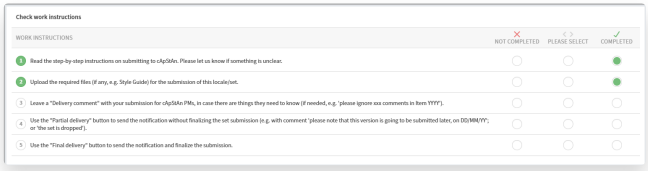



e. Once your file is successfully uploaded, it will appear in the pane below.

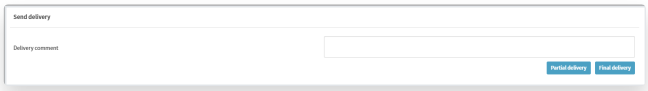



f. Close the window.

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.*