

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

# TIMSS27 DC - Submission - Plunet Guide for IEA

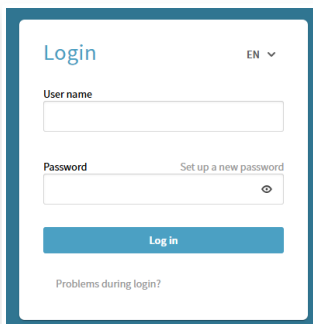
## Access

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

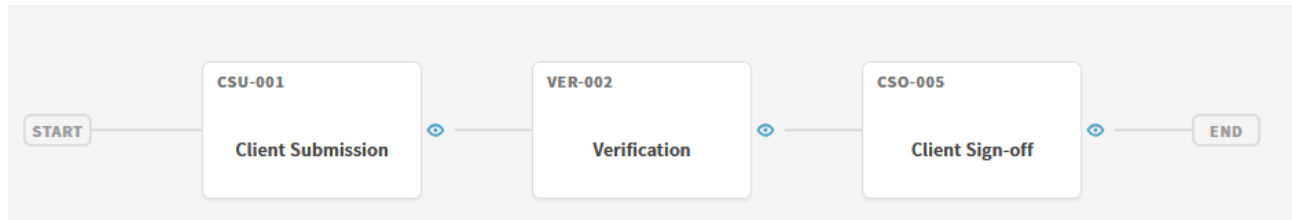
Log in with your credentials.

**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.

A screenshot of the Plunet login interface. It features a white login box with a blue border. At the top left is the word "Login" in blue, and at the top right is "EN" with a dropdown arrow. Below this are two input fields: "User name" and "Password". To the right of the "Password" field is a link that says "Set up a new password" with an eye icon. Below the input fields is a blue "Log in" button. At the bottom of the box is a link that says "Problems during login?".

## 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.

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

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)

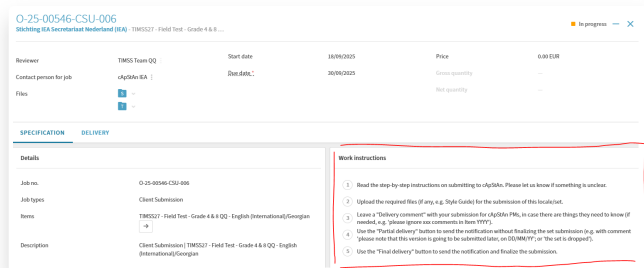
Output - Printer

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

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



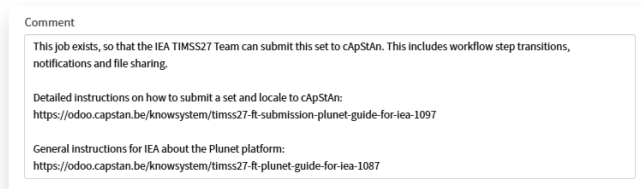
O-25-00546-CSU-006  
Stichting IEA Secretariaat Nederland (IEA) - TIMSS27 - Field Test - Grade 4 & 8 ...

|                        |               |            |            |                |         |
|------------------------|---------------|------------|------------|----------------|---------|
| Reviewer               | TIMSS Team QQ | Start date | 18/09/2025 | Price          | €30 EUR |
| Contact person for job | cApStAn IEA   | Due date   | 30/09/2025 | Order quantity | ...     |
| Files                  | ...           |            |            |                |         |

**Work Instructions**

- Read the step-by-step instructions on submitting to cApStAn. Please let us know if something is unclear.
- Upload the required files (if any, e.g. Style Guide) for the submission of this local set.
- Leave a 'Delivery comment' with your submission for cApStAn IEA, in case there are things they need to know (if needed, e.g. 'Please ignore our comments to item 1000').
- Use the 'Final 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 01/10/2025' or 'the set is dropped').
- 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).



Comment

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>

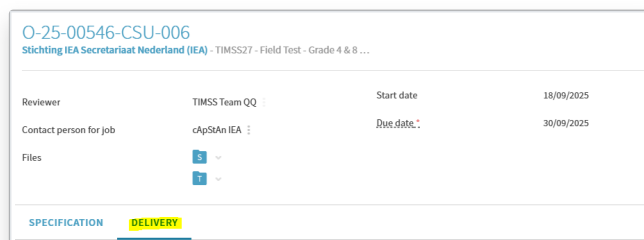
General instructions for IEA about the Plunet platform:  
<https://odoo.capstan.be/knowsystem/timss27-ft-plunet-guide-for-iea-1087>

7. Scenario-based instructions are provided below.

## Scenarios

### When materials are ready for submission

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



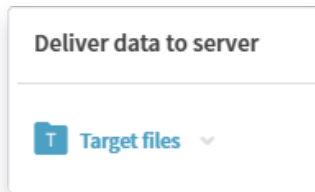
O-25-00546-CSU-006  
Stichting IEA Secretariaat Nederland (IEA) - TIMSS27 - Field Test - Grade 4 & 8 ...

|                        |               |            |            |
|------------------------|---------------|------------|------------|
| Reviewer               | TIMSS Team QQ | Start date | 18/09/2025 |
| Contact person for job | cApStAn IEA   | Due date   | 30/09/2025 |
| Files                  | ...           |            |            |

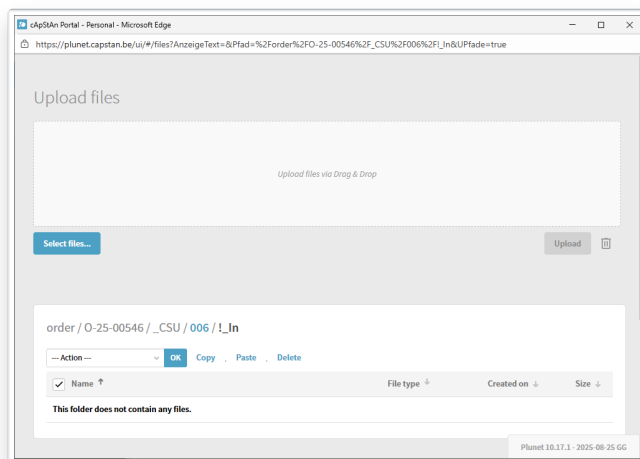
**DELIVERY**

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**.



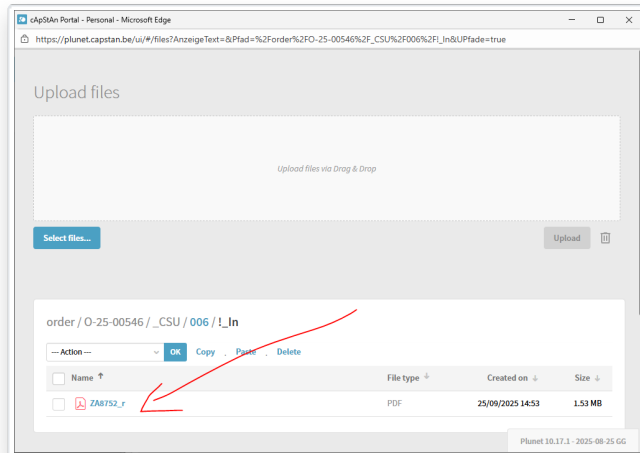
- b. A pop-up window will open.
- c. Drag and drop, or select the files to upload in the upload box.



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

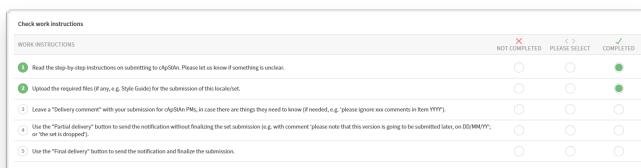


- e. Once your file is successfully uploaded, it will appear in the pane below.

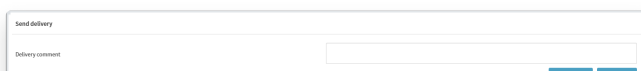


f. Close the window.

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



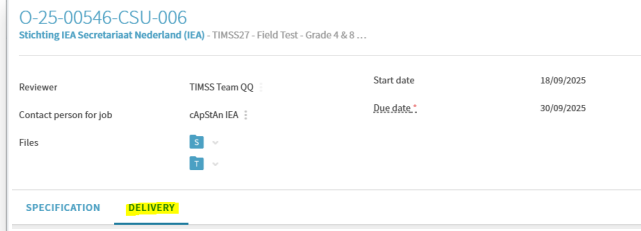
3. Add a comment to the Delivery comment field (if needed, e.g. 'please ignore xxx comments in Item YYYY').



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

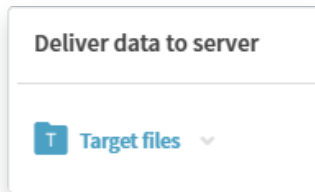
4. Click Final delivery  
1. Go to the DELIVERY tab of the job window.

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

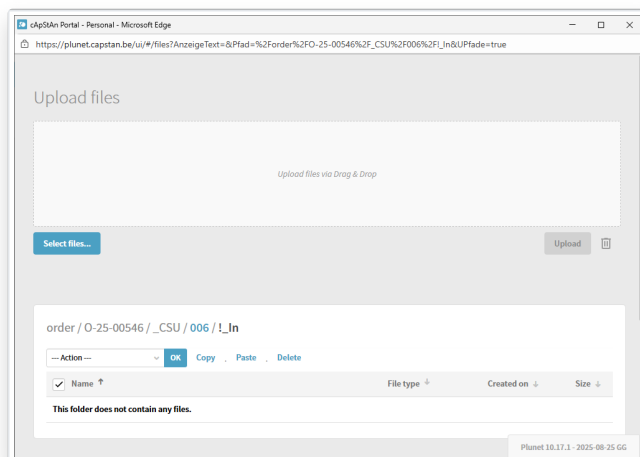


2. Upload your files before submitting (if needed, e.g. Style Guide, Scripts).

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



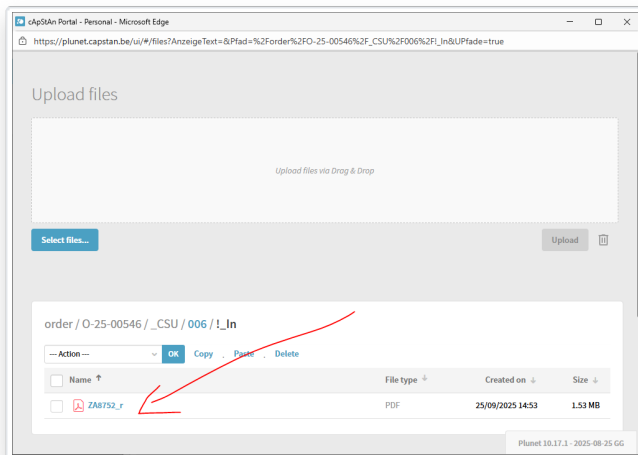
- b. A pop-up window will open.
- c. Drag and drop, or select the files to upload in the upload box.



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

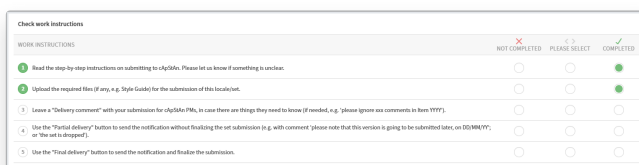


- e. Once your file is successfully uploaded, it will appear in the pane below.

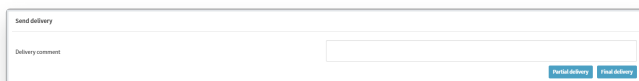


f. Close the window.

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.