

# cApStAn Plunet User Guide

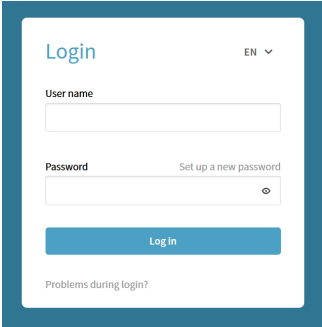
## Introduction

This description is aimed at all active cApStAn vendors. With Plunet you can prepare and deliver your jobs, create invoices and maintain your own data in the system. This description gives you a brief overview of the workflow in a typical job.

## Login

Go to <http://plunet.capstan.be>.

Log in by entering the user name and password that has been set up for you or that you have created.



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 visibility toggle. Below the fields is a blue "Log in" button. At the bottom, there is a link for "Problems during login?".

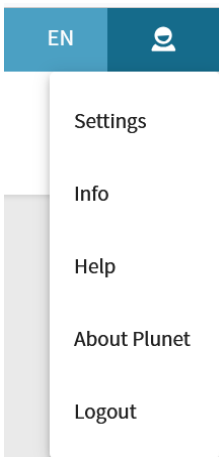
If you have forgotten your password, please click on the **Set up a new password** dialog to start the password reset procedure.

If you have forgotten your username, please click on the **Problems during login?** dialog to request your details.

### NOTE

If you enter the wrong password three times in a row, you will be automatically locked out of your account. To unlock your account, please follow the **Problems during login?** dialog.

## Navigation



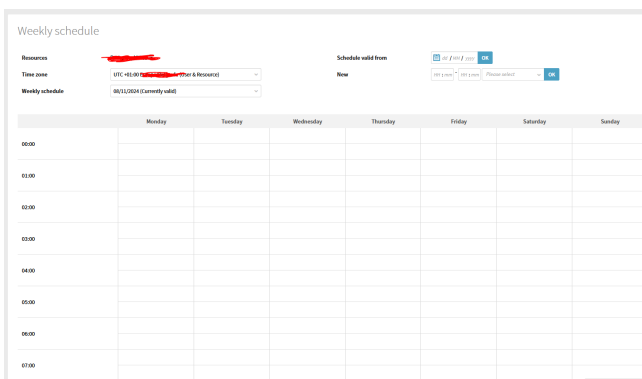
Click on the User icon in the top right of the screen to view the various menus about your user account.

## Settings

### Working hours

[Manage weekly schedule](#)

Here you can specify your working hours and your weekly working schedule. If you keep this up-to-date, we will know when the best time is to assign tasks to you. It will also help us calculate when you could be able to deliver a task. For example, if on some days you work only 2 hours, it helpful for PMs to know that when assigning tasks.



You can specify for which time period a schedule is valid for, or create a new one for a new period of time.

You can add or remove hours by clicking on the half-hour increments in the hourly breakdown below.

### Absence

[Add absence](#)

If you are going on holiday, or will not be available over a certain time period, please use the Absence menu to add this to our system. This is the only place where absences are logged and it helps our PMs when they assign

tasks.

### Create absence

Reason:

Memo:

Type of absence:  All-day  Hourly

Period:  -

## User account

It is advised that if you did not set your own password, that you use the change password function to set it up yourself.

Some further miscellaneous settings appear on the right of this screen, but those can be left as is.

## Info

The Info menu gives you helpful articles and guides about using Plunet and working with cApStAn. For example, here you can find our full guide to using OmegaT, as well as a link to our Odoo Knowledge Base.

## Help

The Help button will open the present guide.

## Logout

Click on this button to log out of Plunet.

## Dashboard

As soon as you log in, you will see the **Dashboard**. This page contains an overview of your jobs and invoices, organized by status. By clicking on a status (e.g. In progress or Delivered), you open a detailed list of all elements with that status.

Dashboard	
<b>Jobs</b>	<b>Invoices</b>
All (12)	All (12)
Requested (3) - Please reply	In preparation by resource (2)
Assigned - waiting	Created by resource (3)
In progress (1)	Outstanding (7) - Cleared for payment

The Dashboard can also be accessed at any time via **Home** → **Dashboard**.

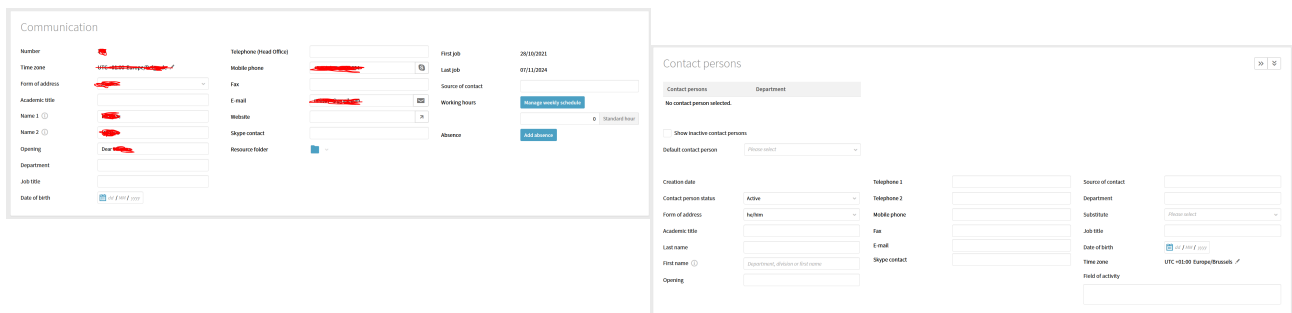
## My Data

The **My Data** screen shows you your vendor profile in the cApStAn database on Plunet.

Here, you can edit some of your details and view the rest of your details.

If some details in your profile are incorrect, incomplete or have changed, please contact our EHR at [external.resources@capstan.be](mailto:external.resources@capstan.be)

Some fields here are optional or unnecessary, so please only fill in what is necessary for cApStAn. We will need your **First Name, Last Name, Opening (how you wish to be addressed), telephone numbers and email addresses.**



The screenshot displays two sections of the 'My Data' form:

- Communication:** This section contains fields for 'Number', 'Title zone', 'Form of address', 'Academic title', 'Name 1', 'Name 2', 'Opening', 'Department', 'Job title', and 'Date of birth'. It also includes contact information fields: 'Telephone (head office)', 'Mobile phone', 'Fax', 'E-mail', 'Web site', 'Skype contact', and 'Resource holder'. There are also fields for 'First job', 'Last job', 'Source of contact', 'Working hours', and 'Absence', along with buttons for 'Merge events (weekly)', 'Unlinked hour', and 'Add absence'.
- Contact persons:** This section allows for managing multiple contact persons. It includes a 'Contact persons' table with columns for 'Contact person status', 'Form of address', 'Academic title', 'Last name', 'First name', and 'Opening'. It also has fields for 'Telephone 1', 'Telephone 2', 'Mobile phone', 'Fax', 'E-mail', and 'Skype contact'. There are also fields for 'Source of contact', 'Department', 'Substate', 'Job title', 'Date of birth', 'Time zone', and 'Field of activity'.

If there are more than one people working at your agency or business, please indicate them here. **If you work alone as a freelance linguist, you do not need to fill in anything here.**

Below the communication details, you will find other details relevant to your work for cApStAn. This includes your addresses, properties and price lists. You cannot edit these details, so please contact [external.resources@capstan.be](mailto:external.resources@capstan.be) for any changes.

## Job statuses

Your current and past jobs are listed under **Dashboard** → **Jobs**. The statuses are as follows:

- **Requested** → We have sent you a request about these jobs and are waiting for you to accept/decline the jobs.
- **Assigned - waiting** → You have been assigned to these jobs, but you cannot start working on them yet (for example, you will be proofreading a translation, but that translation is not complete yet).
- **In progress** → The jobs that you are currently working on or can start working on.
- **Delivered** → The jobs that you have delivered.
- **Approved** → The jobs that have been approved by us and can be invoiced. You will have received an automated message from us when the job was approved, letting you know that you can invoice it.

Generally, you'll find your new jobs in the **In progress** status. When you click on a job, the job view opens as an overlay with all of the relevant data for the selected job.

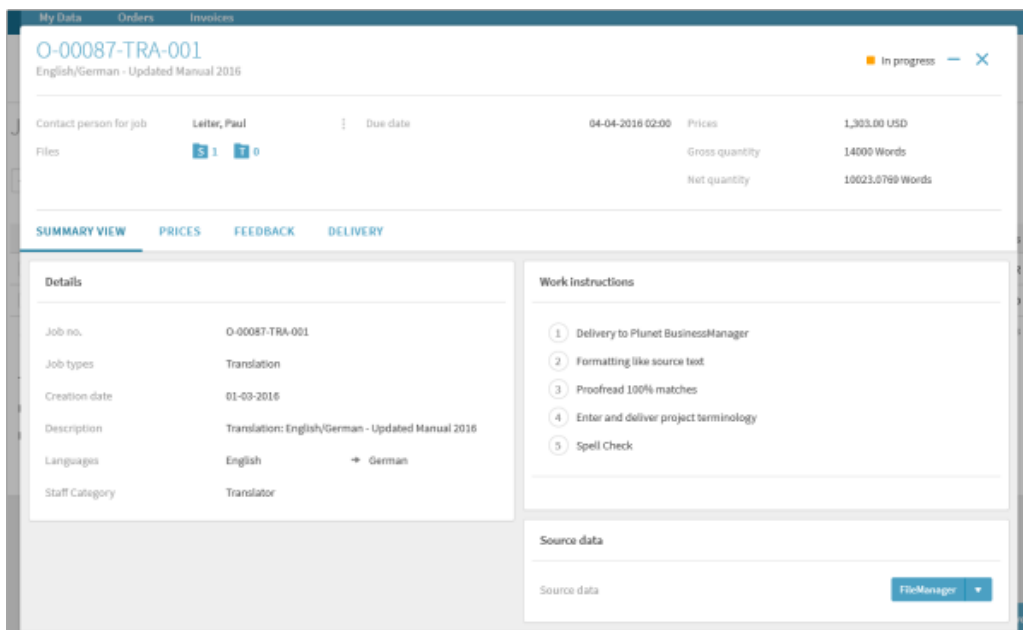
In case you see new jobs in the **Requested** status this means we're waiting for your confirmation. Please reply to view the list of jobs that have been requested by the project manager, and their details. You can then confirm your availability under **Job** → **Specification**.

## Job Assignment

You will receive an e-mail with all of the relevant details from a cApStAn PM. The subject line contains the job number and other relevant details, and the message body contains the further info about the job. The job e-mail is also a request to log into Plunet and download all of the documents required to complete the assigned job. The whole workflow is described in detail below.

## Working on a job

You can find your job in the **Dashboard** under **In progress**. Clicking on the job number opens the job view in an overlay.



The screenshot shows a job view for 'O-00087-TRA-001' (English/German - Updated Manual 2016) in an 'In progress' state. Key details include:

- Contact person for job: Leiter, Paul
- Due date: 04-04-2016 02:00
- Price: 1,303.00 USD
- Gross quantity: 14000 Words
- Net quantity: 10023.0769 Words

The interface includes tabs for SUMMARY VIEW, PRICES, FEEDBACK, and DELIVERY. The 'Details' section shows:

- Job no.: O-00087-TRA-001
- Job types: Translation
- Creation date: 01-03-2016
- Description: Translation: English/German - Updated Manual 2016
- Languages: English → German
- Staff Category: Translator

The 'Work Instructions' section lists five steps:

- 1 Delivery to Plunet BusinessManager
- 2 Formatting like source text
- 3 Proofread 100% matches
- 4 Enter and deliver project terminology
- 5 Spell Check

The 'Source data' section at the bottom features a 'FileManager' button.

## Download source data

Go to the Source data section and click on the **FileManager** button to pick up the source documents.

The **!\_out** folder contains all of the files you need to carry out the job, as well as a copy of the job e-mail you have already received.

## Deliver target data

### JOB → DELIVERY

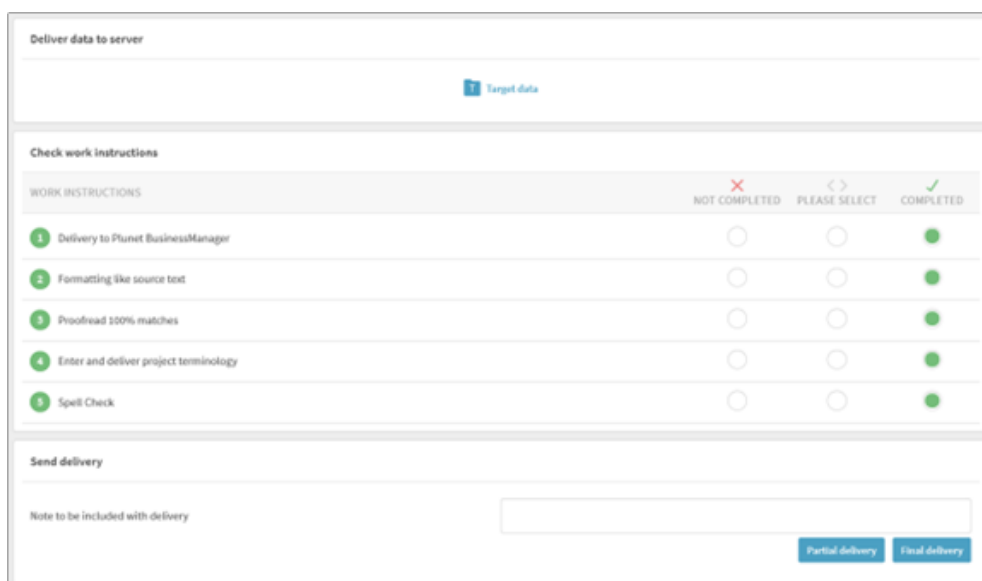
Once you have completed the job, you can deliver the documents in Plunet. Open the job and go to the **Delivery** tab.

1. Under **Deliver data to server**, click on **Target data**. Upload your completed documents by clicking on **Search...** and selecting the documents. Alternatively, you can simply Drag & Drop the files to the Plunet FileManager.



2. Click **Upload** and the data will be saved in the **!\_in** folder for your job. Once the upload is complete, you can close the window and return to the detailed view of the selected job.

3. If a checklist of work instructions needs to be completed for the job, you need to review the checklist under **Check work instructions** and save the changes before the job can be delivered. To do so, select all of the work instructions with **Not carried out** or **Carried out**.



4. Under **Send delivery** you have the option of leaving a delivery comment. Afterwards, click on either **Partial delivery** or **Final delivery**, depending on the process of the job. A message appears stating that this action will confirm the delivery of the job. The delivery date appears underneath your delivery comments. We will then receive a delivery e-mail containing the job data and your delivery comments.