

# **Plunet Instructions**

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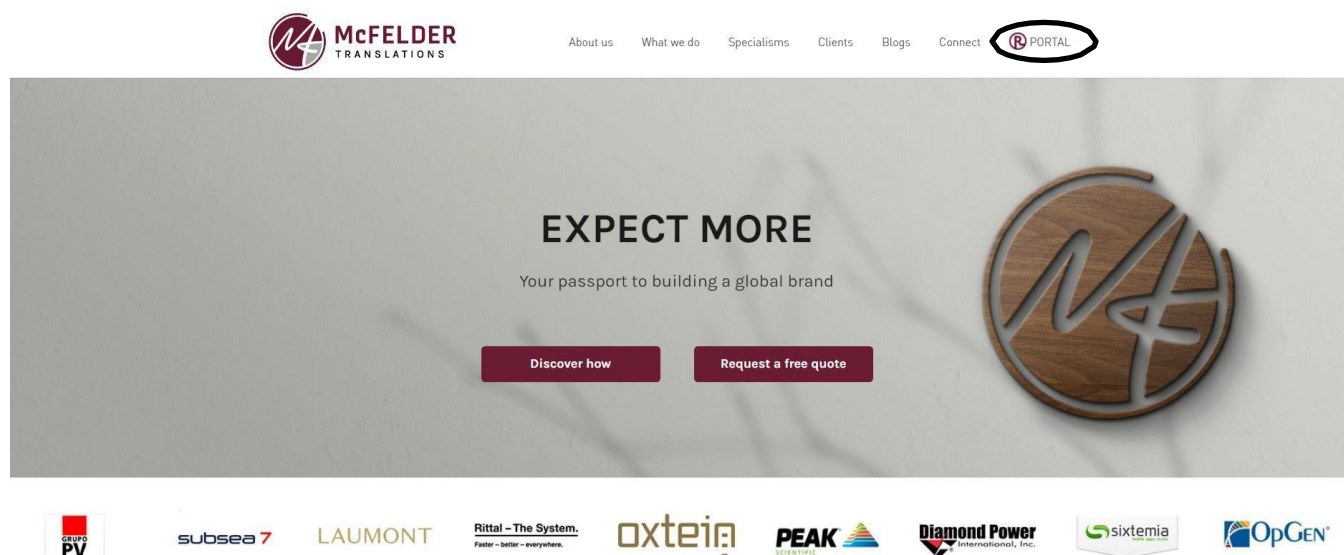
## Introduction

This description is aimed at all service providers who work with the McFelder vendor portal using. The McFelder vendor portal, otherwise known as Plunet, helps you prepare and deliver your jobs, complete your profile and create invoices.

## Login

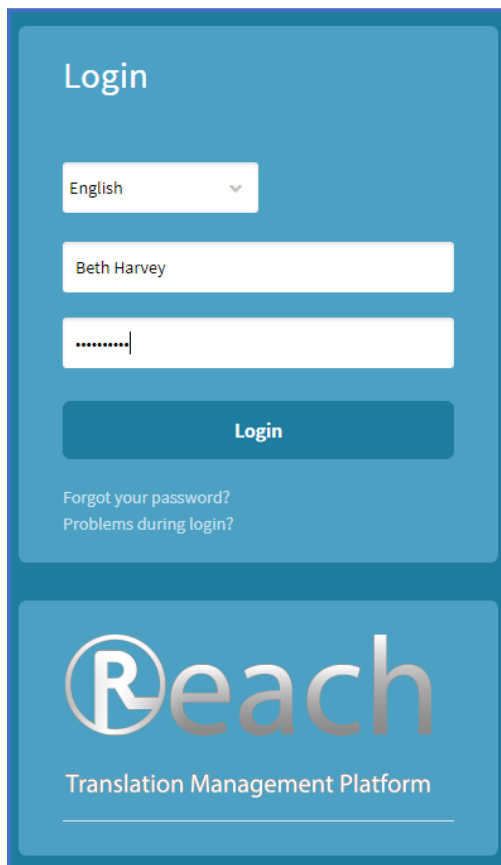
Go to the McFelder Translations website (<http://translations.mcfelder.com>).

Select the Reach Portal on the top right-hand corner of the homepage.



Log into the system with your username and password which you will have received from the vendor manager.

Please make sure to **disable your browser's pop-up blocker for this site** (please see the 'Pop-up Configuration' file included in the Welcome Pack).



The screenshot shows a login interface for the 'Reach' Translation Management Platform. The page has a blue header with the word 'Login' in white. Below the header, there is a language selection dropdown menu currently set to 'English'. Underneath is a text input field containing the username 'Beth Harvey'. Below that is a password input field with masked characters '.....'. A blue 'Login' button is positioned below the password field. At the bottom of the login section, there are two links: 'Forgot your password?' and 'Problems during login?'. The bottom half of the page features the 'Reach' logo, which consists of a stylized 'R' inside a circle followed by the word 'each', and the text 'Translation Management Platform' below it.

#### NOTE

If you enter the wrong password three times in a row, your account will be automatically locked for 24 hours. To unlock your account sooner, please contact [vendors@gmail.com](mailto:vendors@gmail.com). If you have forgotten your password, you can click on *Forgot your password?* and a new password will be sent to you by e-mail.

If you have problems logging into the McFelder Resource Portal, please contact [vendors@gmail.com](mailto:vendors@gmail.com).

## Navigation

The McFelder Resource Portal is based on web technologies and is designed in a completely browser-based manner. As a result, operation is generally similar to browsing through a website.

The navigation in the McFelder Resource Portal is divided into the following levels:

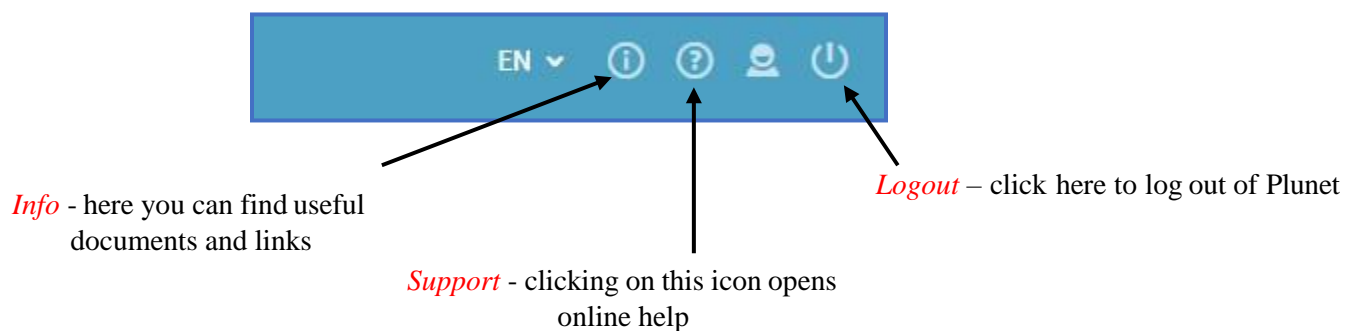
- Tabs
- Menus
- Sub-menus

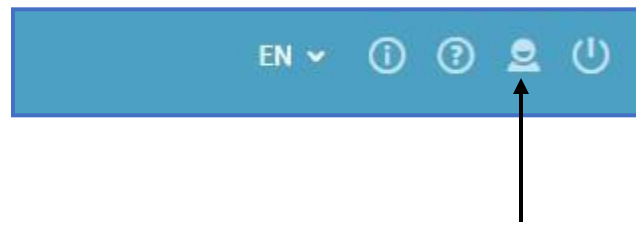
Tabs are visible on the left-hand side of the portal. Click on a tab to access additional menu items:



### Action bar

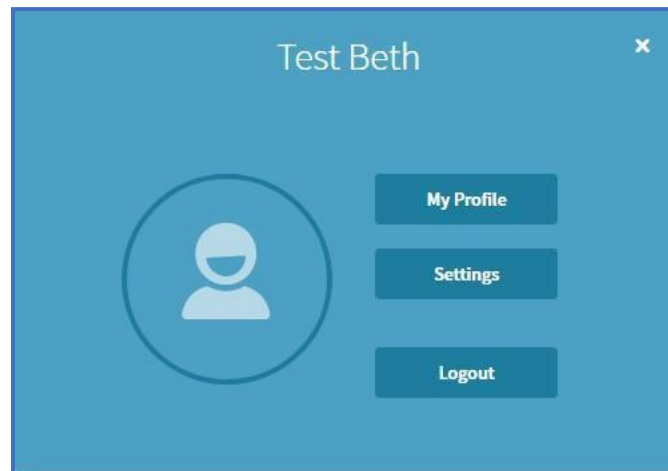
Located in the top right-hand corner:





*User* - clicking here opens the User window with a link to the *Settings* page, where you can:

- Make display settings, such as changing the date format or specifying the height/width of new windows
- Change your password

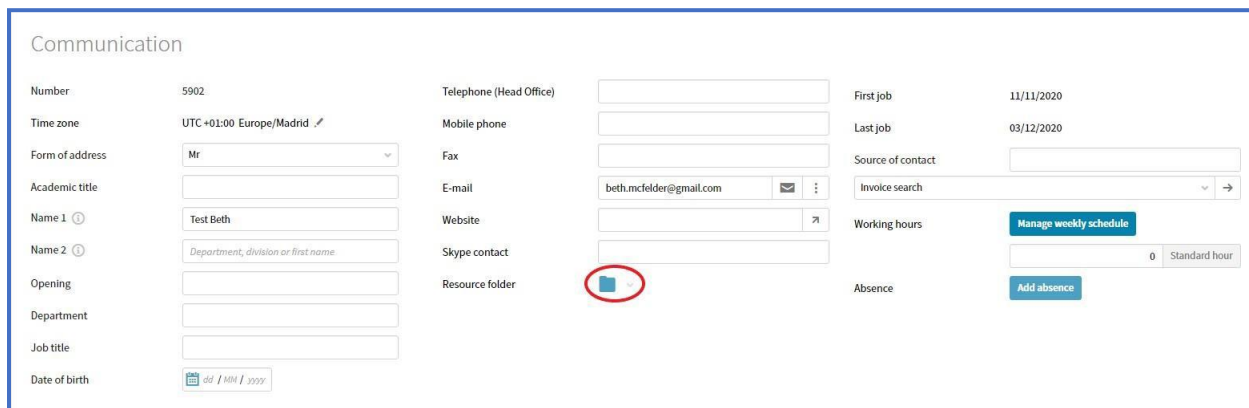


Click on *My Profile* in the *User* window to open the *My Data* section. You can edit your contact data here.

**NOTE**

Please check that your address and payment details have been entered correctly.

You can upload your CV and any certification directly under *My Data*. Click on the *Resource Folder* to bring up the FileManager.



Communication

Number: 5902 Telephone (Head Office): [ ] First job: 11/11/2020

Time zone: UTC +01:00 Europe/Madrid Mobile phone: [ ] Last job: 03/12/2020

Form of address: Mr Fax: [ ] Source of contact: [ ]

Academic title: [ ] E-mail: beth.mcfelder@gmail.com Invoice search: [ ]

Name 1: Test Beth Website: [ ] Working hours: [ ] Manage weekly schedule

Name 2: Department, division or first name Skype contact: [ ] Absence: [ ] Add absence

Opening: [ ] Resource folder: [ ]

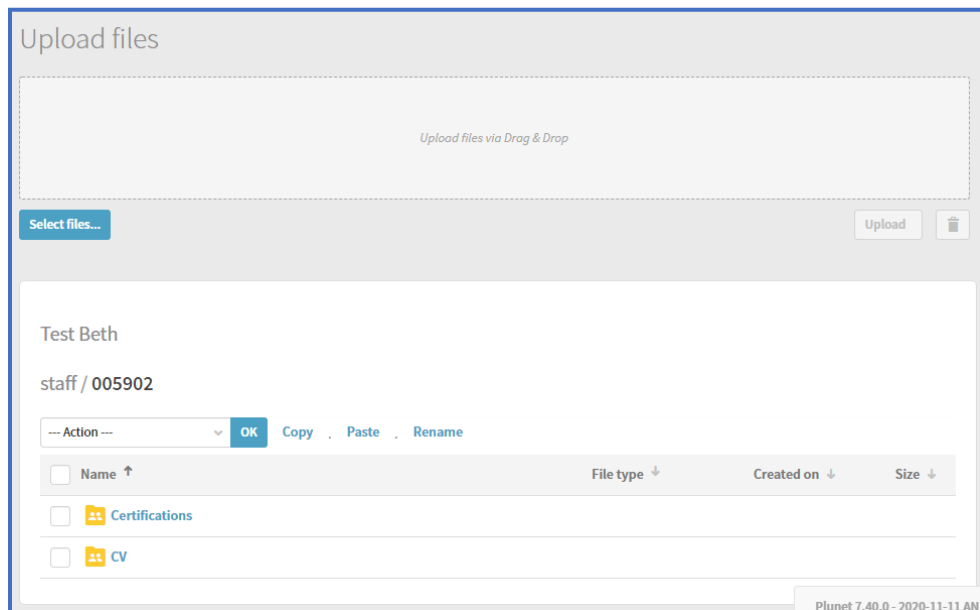
Department: [ ]

Job title: [ ]

Date of birth: dd / MM / yyyy

Upload your completed documents by clicking on the relevant folder, then clicking on *Browse...* and selecting the documents.

Alternatively, you can upload the files from your computer via Drag & Drop into the dotted area in FileManager.



Upload files

Upload files via Drag & Drop

Select files... Upload

Test Beth

staff / 005902

--- Action --- OK Copy Paste Rename

☐ Name ↑ File type ↓ Created on ↓ Size ↓

☐ Certifications

☐ CV

Planet 7.40.0 - 2020-11-11 AM

### NOTE

Please upload a new copy of your CV whenever it is updated, to keep your profile up to date.

Please also add any holiday or absence from work under the *Add absence* button. This means you will not be assigned jobs on your days off.

### Communication

Number

5902

Time zone

UTC +01:00 Europe/Madrid

Form of address

Mr

Academic title

Name 1

Test Beth

Name 2

Department, division or first name

Opening

Department

Job title

Date of birth

dd / MM / yyyy

Telephone (Head Office)

Mobile phone

Fax

E-mail

beth.mcfelder@gmail.com

Website

Skype contact

Resource folder

First job

11/11/2020

Last job

03/12/2020

Source of contact

Invoice search

Working hours

Manage weekly schedule

0 Standard hour

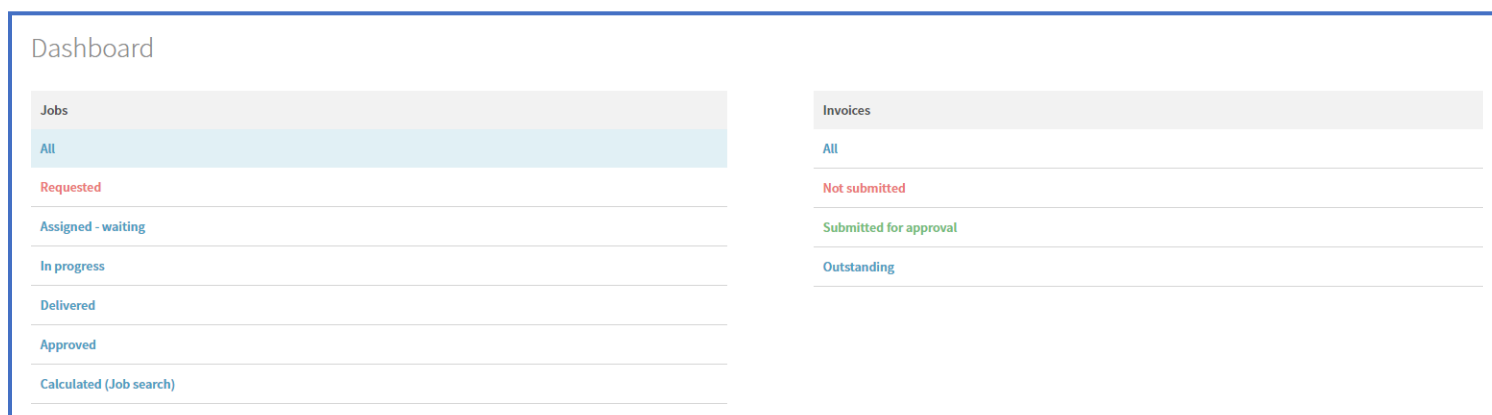
Absence

Add absence

## Dashboard

After logging in, you reach 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 jobs with that status.



The *Dashboard* can also be accessed at any time via the icon of four squares → *Dashboard*.

You can also modify your personal *Settings* via this menu.





## Accepting a job

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

- **Requested** → The project manager has sent you a request about these jobs and is waiting for you to accept/decline the jobs.
- **Assigned – waiting** → You have been assigned to these jobs, but have not started working on them yet (for example, when you have been assigned to the second job in the workflow and are waiting for the previous job to be completed).
- **In progress** → The jobs that you are currently working on.
- **Delivered** → The jobs that have been delivered back to the project manager.
- **Approved** → The jobs that have been approved by the project manager. You can create a vendor invoice for these jobs.

Click on *Requested - Please reply* to view a list of jobs that have been requested by the project manager.

Jobs
All (1)
<b>Requested (1) - Please reply</b>
Assigned - waiting
In progress
Delivered
Approved
Calculated (Job search)

When you click on a job, the job view opens as an overlay with all the relevant data for the selected job. You can review the job details here before accepting the job.

Job no. ↓	Description ↓	Due date ↓	Status ↑
<input type="checkbox"/> O-20-00904-TRA-007	Translation	09/12/2020 18:00	Requested

You can then confirm your availability under *Job → Specification* (scroll down), choose your status and include a message to the project manager, if necessary.

**Confirm availability**

---

Status

☒ Available ☐ Conditional acceptance  
☐ Not available

Message to project manager  
(Optional)

Message to project manager (Optional)

---

Send

A confirmation of your status appears along with the link *E-mail to contact person*, which you can use to get in touch with the relevant contact person for this job, if necessary.

## **Job assignment**

After accepting the request, the project manager will assign the job to you.

You will receive an e-mail with all the relevant details. The subject line contains the job number and the message body contains the details of the job.

### **NOTE**

**Please note that, unless otherwise stated, the translation/proofreading tasks are to be carried out via our Trados Live platform.**

**Please see Trados Live Instructions for further detail and then return to ‘Final delivery and feedback’ section of this document.**

In the exceptional case where the Project Manager has expressly indicated that the job will be carried out with file exchange through Plunet, please follow the steps below.

The job e-mail contains a request to log into Plunet and download all 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.

### Dashboard

**Jobs**

[All \(1\)](#)

[Requested](#)


[Assigned - waiting](#)

[In progress \(1\)](#)

[Delivered](#)

[Approved](#)

[Calculated \(Job search\)](#)

FileManager 

### Jobs - In progress

--- Options ---

OK

Order no.

Job no.

→

Job no. ↓	Description ↓
<input type="checkbox"/> <div>O-20-00904-TRA-007</div>	Translation

## Download source data

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

O-20-00904-TRA-007
In progress

Contact person for job	Emma Wills	Start date	02/12/2020 17:27	Price	0,00 EUR
Files	<div> <div>S</div> <div>I</div> <div>T</div> <div>O</div> </div>	Due date	09/12/2020 18:00	Gross quantity	—
				Net quantity	—

SPECIFICATION
PRICES & TIME
FEEDBACK
DELIVERY

**Details**

Job no. O-20-00904-TRA-007  
Job types Translation  
Creation date 02/12/2020  
Description Translation  
Languages All → All  
Area of Expertise


**Automation**

**Work instructions**

- 1 Read the instructions and use the customer's website or any reference materials provided.
- 2 Reread your translation and check the style. Make sure the translation is fit for purpose. Check for omissions and mistranslations. Remember that you are being paid for repetitions, so please check those as well.
- 3 Check terminology and use the Termbase and TM provided. If you find that specific words used in the TM can be improved, please tell us.
- 4 Check that all text/segments have been translated.
- 5 Check that no tags have been changed or removed.
- 6 Spell check your translation. Any spelling, grammar or punctuation errors will be penalised. Any use of machine translation tools will lead to immediate rejection of your translation. Check for double spaces.  
In the case that your translation is proofread, you will be assigned a proofreading validation job where you need to accept or reject the changes or suggestions made by the proofreader. Please make sure to rate the Proofreader using the job feedback form (Feedback tab). We reserve the right to set the job status to not approved until we receive the feedback. Please note that non-approved jobs cannot be invoiced. We recommend that you check the original document (e.g. Word file or PDF) while you carry out the translation in order to identify possible issues related to incorrect segmentation, missing text, etc.
- 7
- 8 Please inform us of any inaccuracies in the original text so that we can inform the client. Please also tell us if the text is difficult to understand or ambiguous because of the way it is written.
- 9

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

order / O-20-00904 / \_TRA / 007 / !\_Out

Name ↑	File type ↓	Created on ↓	Size ↓
 Configuring your web browser to allow pop ups	DOCX	02/12/2020 17:29	741.16 kB

### Deliver target data

Under *Delivery* → *Deliver data to server*, click on the FileManager button.

Upload your completed documents by clicking on *Browse...* and selecting the documents.  
Alternatively, you can upload the files from your computer via Drag & Drop into the dotted area in FileManager.

O-20-00904-TRA-007
In progress

Contact person for job	Emma Wills	Start date	02/12/2020 17:27	Price	0,00 EUR
Files	<div> <div>S</div> <div>I</div> </div> <div> <div>T</div> <div>O</div> </div>	Due date	09/12/2020 18:00	Gross quantity	—
				Net quantity	—

SPECIFICATION
PRICES & TIME
FEEDBACK
DELIVERY

Deliver data to server

T

Target data
0

Check work instructions

WORK INSTRUCTIONS	NOT COMPLETED	PLEASE SELECT	COMPLETED
1 Read the instructions and use the customer's website or any reference materials provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Reread your translation and check the style. Make sure the translation is fit for purpose. Check for omissions and mistranslations. Remember that you are being paid for repetitions, so please check those as well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Check terminology and use the Termbase and TM provided. If you find that specific words used in the TM can be improved, please tell us.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

## Final Delivery and Feedback

Go to the *Feedback & Complaint* tab and complete the feedback.

You must provide a rating for each category - 1 star is the lowest rating that can be given. You must also leave a comment justifying your ratings.

SPECIFICATION
PRICES & TIME
ASSIGNMENT
**FEEDBACK & COMPLAINT**
DELIVERY

**Feedback**

☒ Job feedback is mandatory for delivery

Grammar	★ ★ ★ ★ ★ ★	Not rated
Spelling/Punctuation	★ ★ ★ ★ ★ ★	Not rated
Terminology	★ ★ ★ ★ ★ ★	Not rated
Style	★ ★ ★ ★ ★ ★	Not rated
Research/Subject matter	★ ★ ★ ★ ★ ★	Not rated
Compliance with customer guidelines	★ ★ ★ ★ ★ ★	Not rated
General understanding	★ ★ ★ ★ ★ ★	Not rated

Overall rating in percent (weighted)
0.0%

Comment

**Complaint**

Open complaint (0)
There are no complaints available.

New complaint

+

Save

### NOTE

If you cannot view this menu, feedback is not required for this job.

Press 'Close' and then 'Save' to submit the feedback. You cannot deliver the job until you have done this.

O-21-00010-PFV-015
In progress

Contact person for job
McFelder Admin
Start date
11/02/2021 13:48
Price
0,00 EUR

Files

S 0
T 0

Gross quantity
0 Fixed rate
Net quantity
0 Fixed rate

SPECIFICATION
PRICES & TIME
**FEEDBACK**
DELIVERY

**Feedback**

Feedback for job PRF-014

Grammar	★★★★★★	100%
Spelling/Punctuation	★★★★★★	100%
Terminology	★★★★★	80%
Style	★★★★★★	100%
Research/Subject matter	★★★★★★	100%
Compliance with customer guidelines	★★★★★	80%
General understanding	★★★★★★	100%
<b>Overall rating in percent (weighted)</b>		<b>94.0%</b>

Comment

good translation

Reset
Close

Save



Go to the *Delivery* tab. If a checklist needs to be completed for the job, you need to review the checklist under *Check workinstructions* and save the changes before the job can be delivered.

To do so, tick all the work instructions with *Not Completed* or *Completed*.

SPECIFICATION
PRICES & TIME
FEEDBACK
DELIVERY

Deliver data to server

1 Target data 0

Check work instructions

WORK INSTRUCTIONS	NOT COMPLETED	PLEASE SELECT	COMPLETED
1 Read the instructions and use the customer's website or any reference materials provided.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2 Reread your translation and check the style. Make sure the translation is fit for purpose. Check for omissions and mistranslations. Remember that you are being paid for repetitions, so please check those as well.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3 Check terminology and use the Termbase and TM provided. If you find that specific words used in the TM can be improved, please tell us.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4 Check that all text/segments have been translated.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5 Check that no tags have been changed or removed.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6 Spell check your translation. Any spelling, grammar or punctuation errors will be penalised. Any use of machine translation tools will lead to immediate rejection of your translation. Check for double spaces.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7 In the case that your translation is proofread, you will be assigned a proofreading validation job where you need to accept or reject the changes or suggestions made by the proofreader. Please make sure to rate the Proofreader using the job feedback form (Feedback tab). We reserve the right to set the job status to not approved until we receive the feedback. Please note that non-approved jobs cannot be invoiced.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Under *Delivery* → *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. This will confirm the delivery of the job. The delivery date appears underneath your delivery comments.

Send delivery

Delivery comment

☒ Copy delivery comment to the next job

Partial delivery Final delivery

Your project manager will now receive a delivery e-mail containing the job data and your delivery comments.

## **Creating invoices**

You can create your own invoices in Plunet.

### **NOTE**

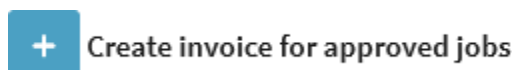
**The submission timeframe is from the 24<sup>th</sup> until the last day of each month at 15:00 (GMT/UTC +1). The system will not allow invoices to be created outside of this timeframe. You will need to wait until the following month.**

**Manual invoices will not be accepted.**

Once the project manager has set the status of your job to *Approved*, it will appear in your *Dashboard* under *Approved* - please create invoice.

An invoice can be created by selecting the relevant jobs and clicking on *Create invoice for approved jobs* underneath the list of jobs.

If there are any discrepancies between the data in the system and your personal records, you should contact the vendor manager.



### **NOTE**

If you have worked on jobs in different currencies, only the jobs in the same currency can be invoiced together.

After clicking on *Create invoice for approved jobs*, a new invoice opens and you can enter/modify the required information. The initial status of the invoice is *In preparation*.

In the *General invoice data* section, you can enter your invoice number and the invoice date.

Invoices 0000041

After checking all the details, please submit the invoice for approval.

Submit for approval

General invoice data

Internal invoice number	0000041	Status	Not submitted
Your invoice no.	P-1003	Invoicing date	01 - 01 - 2017
Sender	Miller, Allan	Value date	01 - 01 - 2017

When you have entered all the data for the invoice, click on *Submit for approval*. The status of the invoice changes to *Submitted for approval*.

