

Resource Login

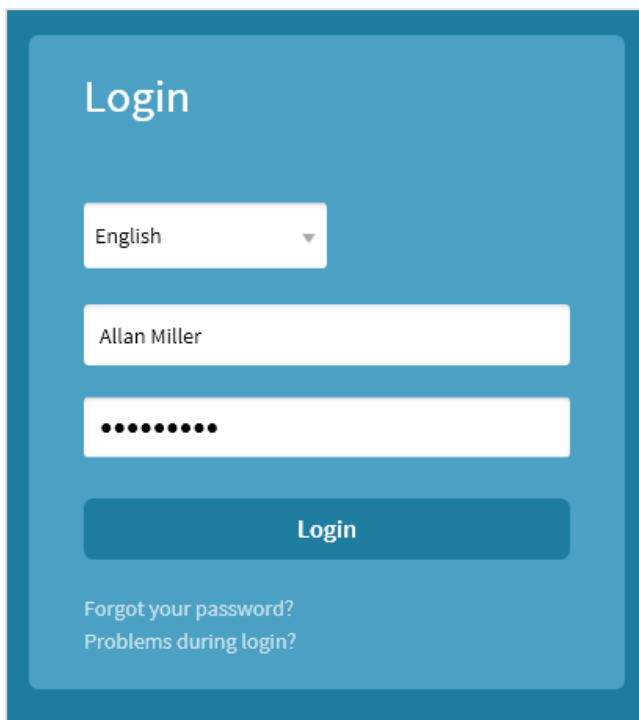
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1. Introduction

This description is aimed at all service providers who work with Plunet BusinessManager using the resource login. Plunet BusinessManager helps you prepare and deliver your jobs. This description gives you a brief overview of the workflow in a typical job.

2. Login

Enter the address of Plunet BusinessManager in the address bar of your web browser: <https://plunet.traductanet.com>. The Plunet BusinessManager login screen is displayed. You can now log in by entering the user name and password provided to you by our human resources manager.



Login

English

Allan Miller

.....

Login

[Forgot your password?](#)
[Problems during login?](#)

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 your administrator. 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 *Plunet BusinessManager*, please click on *Problems during login?* and fill in the form to send a message to the system administrator.

3. Navigation

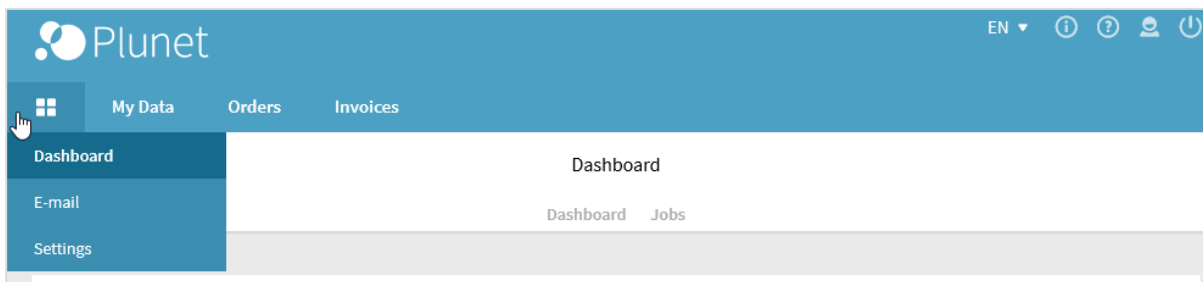
Plunet BusinessManager is based on web technologies and is designed in a completely browser-based manner. As a result, operation is generally similar to browsing through a website.

The navigation in Plunet BusinessManager is divided into the following levels:

- Tabs
- Menus
- Sub-menus


The number of tabs and menus that you can access depends on your rights and the modules that have been enabled for you. Click on a tab to access additional menu items at the menu level.

These items then lead to additional menu items at the sub-menu level. When you click on a menu item at the sub-menu level, the view automatically jumps down to the corresponding section.




Action bar


Info

When you click on  in the top right-hand corner, the *Info* window opens. Here, you can find useful documents and links.

Support

Clicking on  opens a window with a link to further information about the resource login.

User

Clicking on  opens the *User* window. Click on *My Profile* to open the *My Data* section, where you can edit your contact data, view your weekly planner and enter your working hours per month.

You can enter *Properties*, such as your areas of expertise, your source and target languages, which will be helpful to the project manager when he/she searches for resources for jobs.

In addition, the *User* window contains a link to the *Settings* page, where you can:

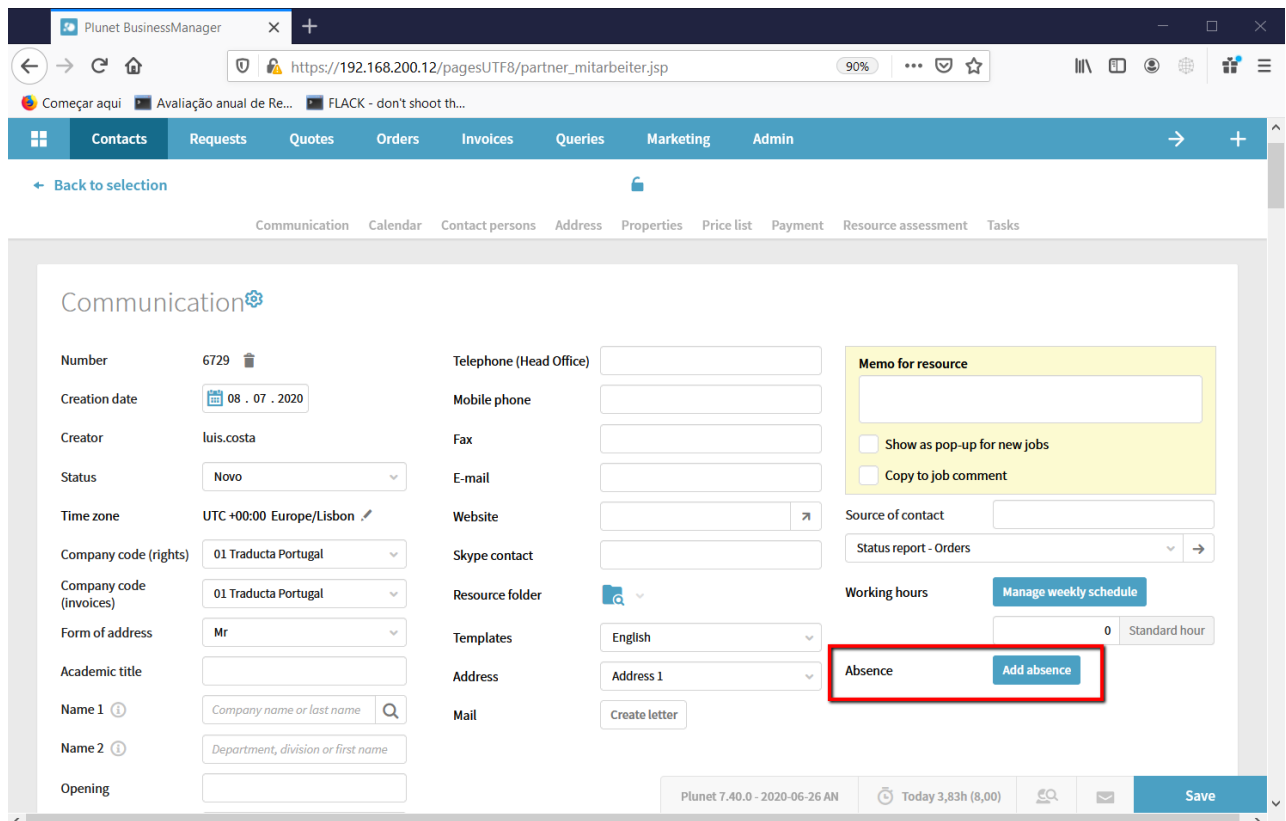
- Specify availability periods by setting up the weekly planner and entering your absences
- Change the language of the Plunet BusinessManager user interface
- Change your password

Logout

Click on  to log out of Plunet BusinessManager.

4. Entering absence periods

Select the *My Data* tab and then click on “Add absence”:

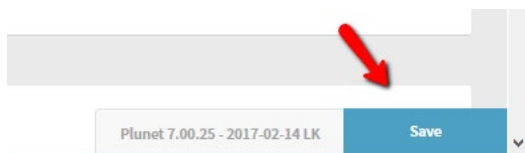
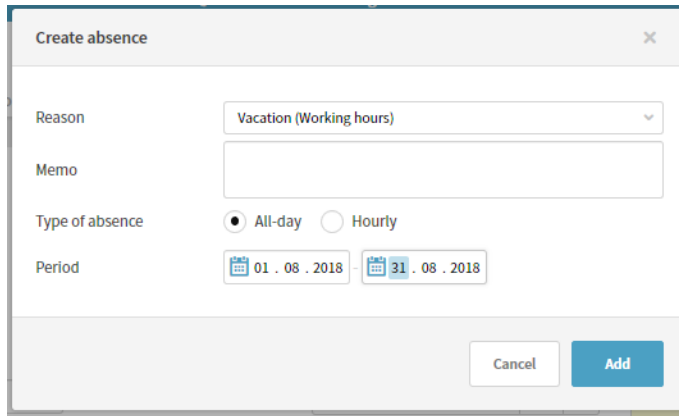


The screenshot shows the 'Communication' section of the user profile page. The page is divided into several columns of input fields. The 'Absence' button is highlighted with a red box. The 'Add absence' button is also visible next to it.

Number	6729	Telephone (Head Office)		Memo for resource	
Creation date	08 . 07 . 2020	Mobile phone		<input type="checkbox"/> Show as pop-up for new jobs	
Creator	luis.costa	Fax		<input type="checkbox"/> Copy to job comment	
Status	Novo	E-mail		Source of contact	
Time zone	UTC +00:00 Europe/Lisbon	Website		Status report - Orders	
Company code (rights)	01 Traducta Portugal	Skype contact		Working hours	0 Standard hour
Company code (invoices)	01 Traducta Portugal	Resource folder		Absence	Add absence
Form of address	Mr	Templates	English		
Academic title		Address	Address 1		
Name 1	Company name or last name	Mail	Create letter		
Name 2	Department, division or first name				
Opening					

Select the reason for the absence period, the “All-day” option, the start date and the end date

and then click on Plunet's save button:




If you want to add other absence periods just repeat this process.

5. Dashboard

[Watch our video tutorial on the Dashboard here!](#)

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 elements with that status.

Dashboard	
Jobs	Invoices
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  → *Dashboard*. You can also modify your personal *Settings* or your *E-mail* configuration via this menu.






6. Accepting a job

[Watch our video tutorial on responding to Job Requests here!](#)

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 job chain 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. If you have the corresponding right, 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 - Requested				
<input type="text" value="--- Options ---"/> <input type="button" value="OK"/> <input type="text" value="Order no., job no."/> <input type="button" value=""/>				
Job no. 	Description 	Due date 	Status 	Prices
<input type="checkbox"/> O-00087-TRA-001	Translation: English/German - Updated Manual 2016	Mon 04-04-2016	 Requested	1,303.00 USD

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 in *Job* → *Summary view*.

There are 3 possible scenarios:

- The project manager sent you an availability request: in this case you need to confirm your availability and click on the Send button. The PM will later decide which resource will get the job based on this information.

Confirm availability

Status Available Conditional acceptance
 Not available

Message to project manager (Optional)

[Send](#)

- The Project Manager sent you an automatic FCFS (*first come, first served*) request: in this case you just need to choose if you accept or reject the job. This is normally a multi-person job request (the PM sends the request to multiple resources at the same time), so the first one to accept will get the job.

Requested job

Status Accept Reject

Message to project manager (Optional)

Message to project manager (Optional)

[Send](#)

- The Project Manager sent you an availability and price request: in this case you need to confirm your availability and price before clicking on the Send button. The PM will later decide which resource will get the job based on this information.

Confirm availability

Status Available Conditional acceptance
 Not available

Message to project manager (Optional)

Your total price in EUR EUR

[Send](#)

A confirmation of your acceptance 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.

7. Job assignment

The project manager will then assign the job to you. You will receive an e-mail with all of the relevant details. The subject line contains the job number and the message body contains the details of the job. The job e-mail is also a request to log into Plunet BusinessManager and download all of the documents required to complete the assigned job. The whole workflow is described in detail below.

8. Working on a job

[Watch our video tutorial on receiving and delivering jobs here!](#)

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

My Data Orders Invoices

O-00087-TRA-001

English/German - Updated Manual 2016 In progress

Contact person for job	Leiter, Paul	Due date	04-04-2016 02:00	Prices	1,303.00 USD
Files	S 1 T 0	Gross quantity			14000 Words
		Net quantity			10023.0769 Words

SUMMARY VIEW PRICES FEEDBACK DELIVERY

Details

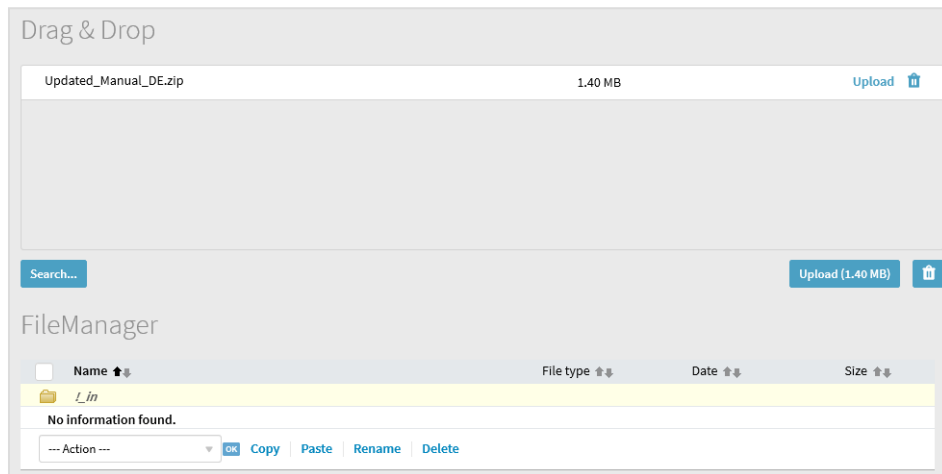
Job no.	O-00087-TRA-001
Job types	Translation
Creation date	01-03-2016
Description	Translation: English/German - Updated Manual 2016
Languages	English → German
Staff Category	Translator

Work instructions

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

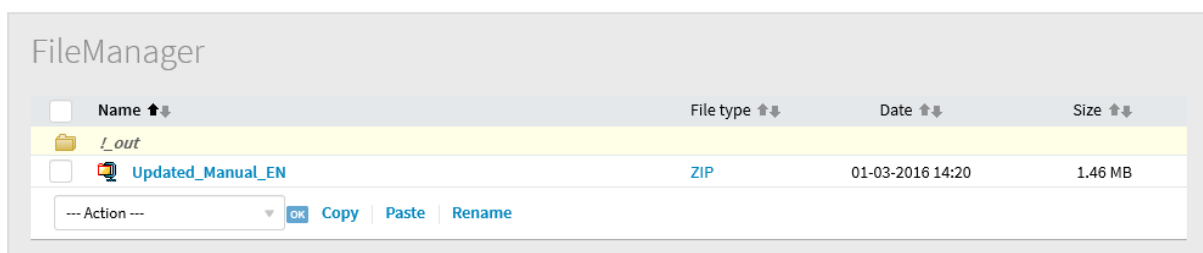
Source data

Source data FileManager



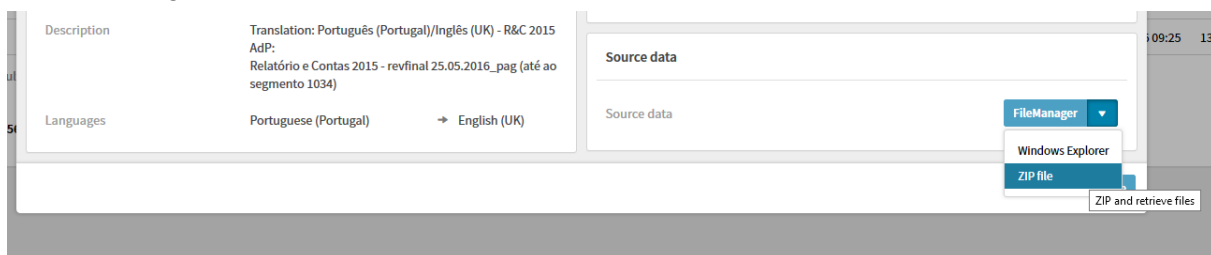
Download source data

In the detailed view of the selected job, you can 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 the job e- mail you have already received.









You can also download the whole package as a zip file by clicking on the arrow next to *FileManager* and choosing *Zip file*:



Deliver target data

1. Under *Delivery* → *Deliver data to server*, click on the *FileManager* button. Upload your completed documents by clicking on *Search...* and selecting the documents.
Alternatively, you can upload the files via *Drag & Drop* by selecting the files in your file explorer and dragging them into the dotted area in *FileManager*.

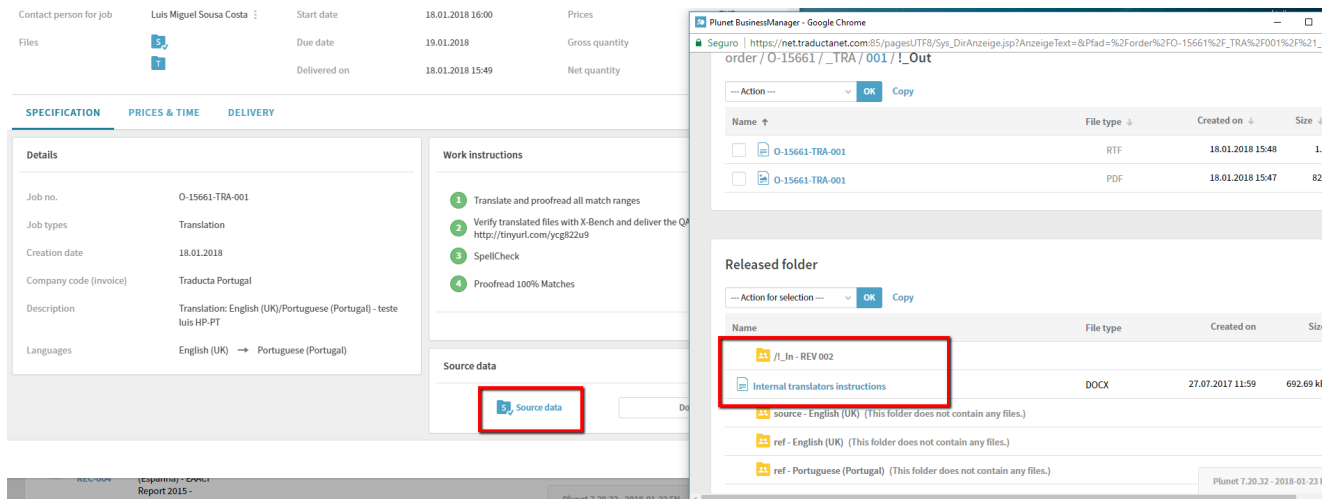
2. Click *Upload* and the data will be saved in the *!_in* folder for your job. Once the upload is complete, you can close the window and return to the detailed view of the selected job.
3. You need to review the checklist under *Delivery* → *Check work instructions* and save the changes before the job can be delivered. To do so, check all of the work instructions with *Not carried out*  or *Carried out* .

SUMMARY VIEW				PRICES	FEEDBACK	DELIVERY
Deliver data to server						
Please upload the target data to the server.						FileManager
Check work instructions						
WORK INSTRUCTIONS			 NOT CARRIED OUT	 PLEASE SELECT	 CARRIED OUT	
	Delivery to Plunet BusinessManager		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
	Formatting like source text		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
	Proofread 100% matches		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
	Enter and deliver project terminology		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
	Spell Check		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Send delivery						
Note to be included with delivery			<input type="text"/>			
						Partial delivery Final delivery

4. 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. A message appears stating that this action will confirm the delivery of the job. Confirm with *OK*. The delivery date appears underneath your delivery comments. Your project manager will now receive a delivery e-mail containing the job data and your delivery comments.

9. Accessing the review of your job (Translation jobs only):

Once the project has been finished, you can access the reviewed version of your job* by going back to your translation job page, clicking on Source data and then scrolling down to the Released folder, where you should see the “Rev” folder and the reviewed version of your file(s). If you don’t see the “Rev” folder in this area, please contact your PM so that she can add it to this list.



The screenshot displays the Plunet BusinessManager interface. On the left, a 'Details' section shows job information for job no. O-15661-TRA-001, including job types (Translation), creation date (18.01.2018), company code (Traducta Portugal), and languages (English (UK) → Portuguese (Portugal)). A 'Source data' button is highlighted with a red box. On the right, a 'Work instructions' section lists four steps: 1. Translate and proofread all match ranges, 2. Verify translated files with X-Bench and deliver the Q, 3. SpellCheck, and 4. Proofread 100% Matches. Below this, a 'Released folder' table is visible, with the folder '/_In - REV 002' and 'Internal translators instructions' highlighted with a red box.

Name	File type	Created on	Size
O-15661-TRA-001	RTF	18.01.2018 15:48	1.
O-15661-TRA-001	PDF	18.01.2018 15:47	82

Name	File type	Created on	Size
/_In - REV 002			
Internal translators instructions	DOCX	27.07.2017 11:59	692.69 Ki
source - English (UK)	(This folder does not contain any files.)		
ref - English (UK)	(This folder does not contain any files.)		
ref - Portuguese (Portugal)	(This folder does not contain any files.)		

* These instructions only apply to jobs where there are file exchanges, they do not apply to jobs that are done on online CAT tools such as MemoQ, Transit NXT (webtransit), Across, etc.

10. Creating your payable invoice (residents outside of Brazil)

[Watch our video tutorial on Invoicing here!](#)

To get your list of monthly jobs for invoicing, please follow this procedure:

- Click on the "Job search" menu
- In the "Description" column, chose "**Period (Due date of Job)**"
- In "Select", specify the range of dates corresponding to your billing period. In case of doubt, please confirm your billing period in the Work Conditions received
- In "Job status", select "**Approved**"
- Click "Update search"

TRADUCTANET | tworks | Home | My Data | Job search | Invoices

Job search – Jobs

Select | Result

Select

Description	Select
Period (Due date of job) <input type="text" value="13 . 07 . 2020"/> to <input type="text" value="21 . 03 . 2024"/> Day Month Year	<input type="button" value="+"/>
Job status	<input type="text" value="Please select"/>
Status (Installation)	<input type="text" value="Please select"/>
Display results in	EUR <input type="text"/>
	<input type="checkbox"/> Display quote jobs
	<input type="button" value="Update search"/> <input type="button" value="Delete search"/> <input type="button" value="Search templates"/>

Result

No results found.

- In the "Result" list below, confirm that it includes all the jobs carried out during the specified period– **if there are any jobs missing or any discrepancy in the amounts, please contact the Project Manager responsible to correct the situation before proceeding**
- If the list is correct, click on the Options box and choose "Select all", and then click on the Options box again and choose "Invoicing – Invoice in preparation"
- Plunet will create a payable invoice with the selected jobs. If you detect any error at this stage, you can delete the invoice by clicking on the Trash icon next to the invoice number
- If everything is correct, you should create your own invoice in your accounting system, with the following information:

Traducta – Soluções Linguísticas, Tradução e Interpretação, Unipessoal, Lda.
 Rua Rodrigues de Faria, n.º 91, 1º andar
 1300-501 Lisboa
 Portugal
 VAT number: PT506355225


- Please note that your invoice should have a number and a date, as well as your name, address VAT number and payment information.
- Back in Plunet, insert your invoice number on the "Own invoice number" field and upload your invoice pdf with the "Upload invoice" button:

My Data Orders **Invoices**



Invoices - Invoices
Invoices 0008798 Invoiced jobs

After checking all the details, please submit the invoice for approval. [Submit for approval](#)

General invoice data

Internal invoice number 0008798  Status **Not submitted**

Own invoice number Invoicing date

Sender  Tradutor Teste Value date 

Invoicing statement [Print invoicing statement](#) Payment due 29.05.2018

Upload invoice

Invoiced jobs

No.	Job no.	Job status	Job date	Description
<input type="checkbox"/>				

Plunet 7.20.32 - 2018-02-17 FN [Save](#)

- Check one last time if everything is correct and then click on Submit for Approval
- Our Financial Department will check the invoice and then release it for payment as per payment schedules agreed. The job will then have the status Invoice accepted and the status of the invoice changes to Outstanding/Invoice accepted

11. Invoicing for residents in Brazil

Due to specific legislation, the invoicing procedure for Brazilian residents should be done outside of Plunet. You are responsible for keeping track of your own jobs and issuing your invoice (“nota fiscal”).

Payment for work carried out on behalf of Traducta will be made 30 days after the work is completed on production of an invoice by the freelance contractor (without this payment cannot be processed). Work submitted before the 15th of the month will be paid between the 15th and the 20th of the following month. Work submitted after the 15th will be paid during the second month after submission.

The invoice must be sent to financ@traducta.com.br at least two (2) days prior to the scheduled payment date. Payment will be deposited in the freelance contractor’s bank account, which must be included on the invoice, and should preferably be with the Banco Itaú. Translators without a Banco Itaú account and whose invoices are for less than R\$100 will be paid the following month if the accumulated invoices amount to R\$100 or more.

Data required on the invoice:

Purpose: Traducta Brasil Trad. e Interpr. Ltda.

Company ID Number: 11.006.817/0001-93

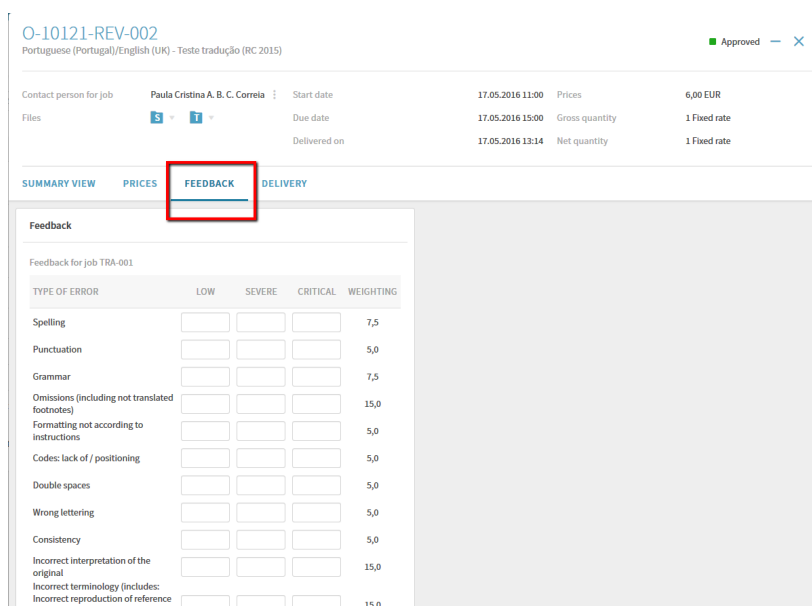
Address: Rua da Republica do Líbano, 314 - Apto 103

12216-590 Jardim Oswaldo Cruz
São José dos Campos – SP

12. Instructions for completing the quality assessment form

If you are a reviewer delivering a quality control job, you should also assess the translation you received.

To do so, click on the Feedback section in the detailed view of the job you are delivering:



O-10121-REV-002
Portuguese (Portugal)/English (UK) - Teste tradução (RC 2015) Approved - X

Contact person for job: Paula Cristina A. B. C. Correia | Start date: 17.05.2016 11:00 | Prices: 6,00 EUR
 Files: S + T | Due date: 17.05.2016 15:00 | Gross quantity: 1 Fixed rate
 Delivered on: 17.05.2016 13:14 | Net quantity: 1 Fixed rate

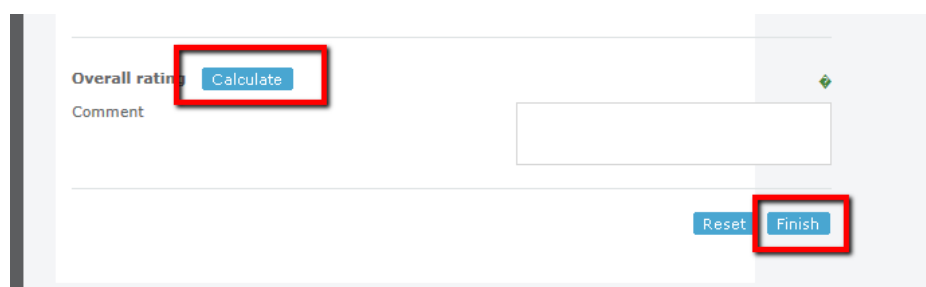
FEEDBACK | SUMMARY VIEW | PRICES | DELIVERY

Feedback

Feedback for job TRA-001

TYPE OF ERROR	LOW	SEVERE	CRITICAL	WEIGHTING
Spelling	<input type="text"/>	<input type="text"/>	<input type="text"/>	7,5
Punctuation	<input type="text"/>	<input type="text"/>	<input type="text"/>	5,0
Grammar	<input type="text"/>	<input type="text"/>	<input type="text"/>	7,5
Omissions (including not translated footnotes)	<input type="text"/>	<input type="text"/>	<input type="text"/>	15,0
Formatting not according to instructions	<input type="text"/>	<input type="text"/>	<input type="text"/>	5,0
Codes: lack of / positioning	<input type="text"/>	<input type="text"/>	<input type="text"/>	5,0
Double spaces	<input type="text"/>	<input type="text"/>	<input type="text"/>	5,0
Wrong lettering	<input type="text"/>	<input type="text"/>	<input type="text"/>	5,0
Consistency	<input type="text"/>	<input type="text"/>	<input type="text"/>	5,0
Incorrect interpretation of the original	<input type="text"/>	<input type="text"/>	<input type="text"/>	15,0
Incorrect terminology (includes: Incorrect reproduction of reference material (including terminology))	<input type="text"/>	<input type="text"/>	<input type="text"/>	15,0

- Fill the form according to the guidelines below, and once you're done click on "Calculate" and then "Finish":



Overall rating **Calculate**

Comment

Finish

Guidelines for completing the quality assessment form:

- You should complete each error category based on the errors detected. These fields must indicate the number of occurrences of the errors noted. When the same error is repeated in a long text, quality controllers must count and record it the first time it occurs, but not subsequently.
- When the number of occurrences is zero, quality controllers do not need to fill in any box.
- Several Form evaluation fields are available, as well as a quality controller's assessment field expressed in percentage, and a volume of text field expressed in the number of pages.

- The Form fields should be completed in the same way as the other error category fields.
- The quality controller's assessment field allows the quality controller to make a subjective assessment, i.e. to give the revised job a weighting mark.
- You can assign 3 severity levels to each mistake you detect: Minor, Major or Critical.

For example: a job may have a considerable number of errors, but the quality controller considers that the final automatic assessment does not do justice to the quality of the translation because the errors can be easily corrected (e.g. use of inappropriate but not totally incorrect terminology). In such a case, the percentage can be raised so that the errors have a lower weighting than the quality controller's subjective assessment.

- 50% means that the job is assessed (automatically) according to the preset formulae; <50 will mark down the job and mark up the errors; >50 will mark up the job and mark down the errors.
- Quality controllers can therefore "adjust" the final assessment if they think that the job should not be considered poor, even if this is how it is (automatically) graded.
- Lastly, the final grade field is completed automatically based on the completion of the above-mentioned fields.
- For any further clarification, please contact the project manager in question.