



Plunet Business Manager

Freelancer Login Manual

Introduction

This brief manual is aimed to help all Service Providers who work with Plunet Business Manager over the Freelancer Login. Business Manager helps you accept, track, deliver and invoice your jobs. This manual gives you a brief overview of the interface and the workflow of a typical job.

First, go to the website, enter your email address and click on “*forgot your password?*” in order to get and email with your log in access credentials.

To log in visit: <https://mcis.plunet.com>

A screenshot of the login page. It features a blue background with a white login form. The form includes a language dropdown menu set to "English", a "User name" input field, a "Password" input field, and a "Login" button. Below the form, there are links for "Forgot your password?" and "Problems during login?". At the bottom, there is a footer with the text "MCIS Language Solutions - Your Global Voice" and the website URL "http://www.mcislanguages.com".A screenshot of the "Forgot your password?" page. It has a blue background and white text. The heading is "Forgot your password?". Below it, the text reads: "Please enter your user name to reset the password. You will receive an e-mail from us shortly." There is a white input field with the placeholder text "Enter your email address here". Below the input field is a dark blue button labeled "Request password". At the bottom left, there is a link "Back to login".A screenshot of the "Forgot your password?" page, showing the next step. It has a blue background and white text. The heading is "Forgot your password?". Below it, the text reads: "You have received an e-mail with further instructions." At the bottom left, there is a link "Back to login".

Follow the instructions in the email you received to get your new password.

You can follow the same process if you forget your password in the future.



NOTE

If you use the wrong password for login three times in a row, your account will automatically be locked for 24 hours. To unlock the account earlier please contact luisa@mcis.on.ca

Personal settings Menu

Under **Home | Settings** you can:

- ✓ Specify availability periods
- ✓ Change the login password
- ✓ Miscellaneous: changes in this section are **optional**: you can change the color of the interface and the date format display.

The screenshot shows the MCIS user interface. At the top, there is a navigation bar with 'My Data', 'Orders', and 'Invoices'. Below this is a sidebar menu with 'Dashboard' and 'Settings' (circled in yellow). The main content area is titled 'Settings' and is divided into two columns: 'Availability' and 'Miscellaneous'. The 'Availability' section (circled in yellow) includes fields for 'Absent from', 'Absent until', 'All-day event', 'Reason', and 'Reason/Comment'. The 'Change the login password (*)' section (circled in yellow) includes fields for 'Current password', 'New password', and 'Confirm password'. The 'Miscellaneous' section includes options for 'Style sheet', 'CSV delimiter', 'Date format', '2-digit year number', 'Time in 12 hour format', 'Default calendar resolution', 'Multiple document upload', and 'Formatting (E-mail)'.

Under the **My Data** menu, you will find your contact information, address, calendar, and payment method.

We kindly ask you to inform us if your address needs to be changed and if your payment method is not properly set up in the system.

The Contact person section is only to be used to registered vendors (agencies) with more than one contact.

You can also create absence times from **My Data** tab.



My Data Orders Invoices

Z_Garcia (test), Luisa

Communication Calendar Contact persons Address Payment

Communication

Number	304	Telephone (Head Office)	416-418-3478	Create absence time	
Time zone	-05:00 UTC America/Toronto	Mobile phone		Standard hours per month	0 Hours
Forms of address	Ms	Fax			Weekly planner
Academic title		E-mail	plunet@mcis.on.ca	Last job	2016-08-23
Name 1	Z_Garcia (test)	Website			
Name 2	Luisa	Skype contact			
Opening					
Department					
Job title					
Date of birth	yyyy - MM - dd				

Calendar

[Expand Calendar](#)

Contact persons

You can also enter these sections from the action bar located on the top right corner

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 that MCIS may share when needed.

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 and view your weekly planner.

Dashboard

Home | Dashboard, 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
Requested (1) - Please reply	Not submitted
Assigned - waiting	Submitted for approval
In progress	Outstanding
Delivered (2)	
Approved (9) - Please create invoice	
Approved partial payments	
Calculated (Job search)	

Accepting a job

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

1. *Requested* → The project manager has sent you a request about these jobs and is waiting for you to accept/decline the jobs. There are 2 types of request that you can receive from the project coordinator: you can be requested to reply if you are available to work on the project and also to provide the rate that you would charge for the project. You can accept or reject the request.

You will receive an email with the details of the request, # of words, deadline, etc. You have to log in to your account to be able to check the source files and reply to your project manager.

Dashboard

Jobs	Invoices
All (12)	All
Requested (1) - Please reply	Not submitted
Assigned - waiting	Submitted for approval
In progress	Outstanding
Delivered (2)	
Approved (9) - Please create invoice	
Approved partial payments	
Calculated (Job search)	

obs - Requested

Options Order no. Job no. →

Customer	Job no.	Start date	Due date	Delivered on	Project name	Status	Service	Work volume	Prices	Source language	Target language
<input type="checkbox"/> Z_City of Toronto, Animal Services	0-30910-090163-TRA-001				TEST 30sept-4	<input type="checkbox"/> Requested	Translation	1099 Words TRA,	131.88 CAD	ENGLISH	CHINESE - SIMPLIFIED



When you click on a job, the job view opens as an overlay with all of the relevant data for the selected job.

O-0001-000002-TRA-001

ENGLISH/FRENCH - CANADIAN - - COPY

Requested - X

Contact person for job	Cano (PM), Luisa	Start date	2017-03-03 11:30AM	Prices	36.00 CAD
Files	<input type="text" value="S 1"/>	Due date *	2017-03-06 10:00AM	Gross quantity	300 Words
				Net quantity	300 Words

Find the source document(s) here

SUMMARY VIEW PRICES CAT WEB EDITOR

Details

Job no.	O-0001-000002-TRA-001
Job types	Translation
Creation date	2017-03-03
Company code (invoice)	Company
Description	Translation: ENGLISH/FRENCH - CANADIAN - - COPY
Languages	ENGLISH → FRENCH - CANADIAN

Work instructions

- 1 Review the project contract/purchase order and notify the Project Coordinator if something needs to be modified.
- 2 Make sure you have all materials and details needed in order to start your task, such as glossaries, reference materials or style guides.
- 3 Review the source files before accepting a translation project, in order to ensure you are comfortable with the material, ensure that the document is legible and that you can meet the deadline.
- 4 Review and follow all instructions sent by the Project Coordinator for the specific project including: instructions about formatting, the content, correct name spelling of a client and any other specification from the client.
- 5 Overwrite source text and follow the same formatting
- 6 Spell check
- 7 If you are working with different language scripts, please upload an embedded word file and a PDF.
- 8 We also expect you to review the reviser's feedback. Please plan to be available for this task in the period following the submission of the translation. If you will not be available, let us know before accepting the assignment.
- 9 Ask the Project Coordinator if you have any questions.
- 10 Inform the Project Coordinator immediately if you are experiencing any issues that can impact delivery on time.

Source data

FOLDER	<input type="text" value="S Source data"/>	1	Download ZIP archive
--------	--	---	----------------------

Find the source document(s) here

Confirm your availability for the job by selecting one of these options. Note that you can send a brief message to your project manager if needed

Confirm availability

Status Available Conditional acceptance Not available

Message to project manager (Optional)

Confirm your availability and send your response

Send



NOTE: Never start the project before you receive an email notification with the **job assignment notification** with the Purchase Order (PO) attached.

2. *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).
3. *In progress* → The jobs that you are currently working on.
4. *Delivered* → The jobs that have been delivered back to the project manager.
5. *Approved* → The jobs that have been approved by the project manager and **you can create a vendor invoice for these jobs**.

Job assignment

Once you accept, 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 order reference number and the message body contains the details of the job. The 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.

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.

O-2016-080057-TRA-001		ENGLISH/ARABIC - Version1 Eating well		In progress	
Contact person for job	Cano (PM), Luisa	Start date	2016-09-02 8:30AM	Prices	30.00 CAD
Files		Due date	2016-09-02 9:45A	Gross quantity	300 Words
				Net quantity	300 Words

SUMMARY VIEW | PRICES | DELIVERY

Details

Job no.	O-2016-080057-TRA-001
Job types	Translation
Creation date	2016-09-02
Company code (invoice)	Company
Description	Translation: ENGLISH/ARABIC - Version1 Eating well
Languages	ENGLISH → ARABIC

Work instructions

- 1 Review the project contract/purchase order and notify the Project Coordinator if something needs to be modified.
- 2 Make sure you have all materials and details needed in order to start your task, such as glossaries, reference materials or style guides.
- 3 Review the source files before accepting a translation project, in order to ensure you are comfortable with the material, ensure that the document is legible and that you can meet the deadline.
- 4 Review and follow all instructions sent by the Project Coordinator for the specific project including: instructions about formatting, the content, correct name spelling of a client and any other specification from the client.
- 5 Overwrite source text and follow the same formatting
- 6 Spell check
- 7 If you are working with different language scripts, please upload an embedded word file and a PDF.
- 8 We also expect you to review the reviewer's feedback. Please plan to be available for this task in the period following the submission of the translation. If you will not be available, let us know before accepting the assignment.
- 9 Ask the Project Coordinator if you have any questions.
- 10 Inform the Project Coordinator immediately if you are experiencing any issues that can impact delivery on time.

Click on the folder to download the source document (s)

Source data

FOLDER

Source data

1



- ✓ Check the job delivery date.
- ✓ Review the work instructions.
- ✓ Download source files from the file manager in the source data section. In the detailed view of the selected job, go to the *Source data* section and click on the “Source folder” button to pick up the source documents.

order / O-2016-090363 / _TRA / 001 / !_Out

--- Action --- Copy Paste Cut Rename Delete

<input type="checkbox"/>	Name ↑	File type ↓	Created on ↓	Size ↓
This folder does not contain any files.				

Released folder

--- Action for selection --- Copy

<input type="checkbox"/>	Name	File type	Created on	Size
<input type="checkbox"/>	source - ENGLISH			
<input type="checkbox"/>	hfile49b-F	DOCX	2016-09-30 3:28 PM	648.45 kB
<input type="checkbox"/>	ref - ENGLISH (This folder does not contain any files.)			
<input type="checkbox"/>	ref - CHINESE - SIMPLIFIED (This folder does not contain any files.)			

✓ **Deliver target document:**

1. Under *Delivery* → *Deliver data to server*, click on the “Target data” or on the “upload files” 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.



O-2016-080057-TRA-001
ENGLISH/ARABIC - Version1. Eating well

In progress

Contact person for job: Cano (PM), Luisa
Start date: 2016-09-02 8:30AM
Prices: 30.00 CAD
Files: S 1 T 1
Due date: 2016-09-02 9:45AM
Gross quantity: 300 Words
Net quantity: 300 Words

SUMMARY VIEW PRICES DELIVERY

Deliver data to server
Deliver data to server

FOLDER

Target data

Upload files

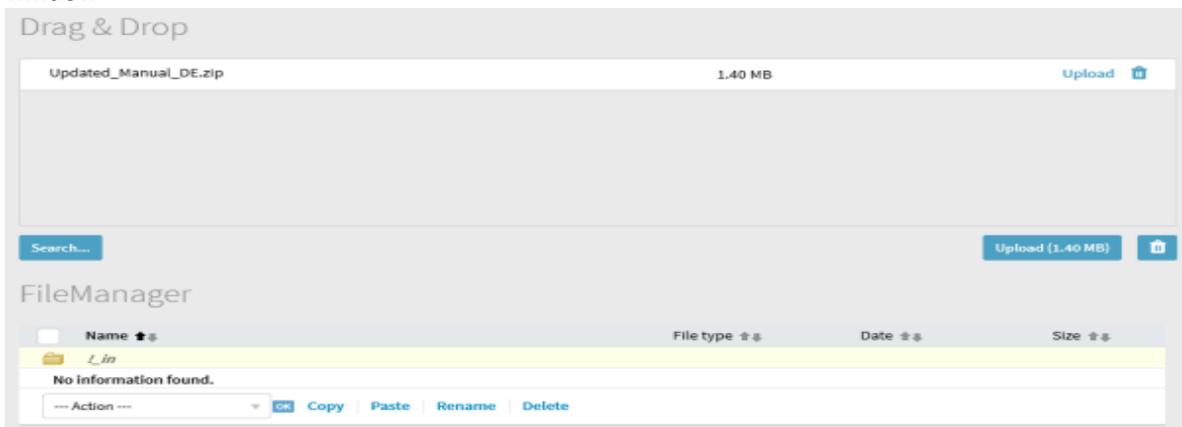
WORK INSTRUCTIONS	NOT CARRIED OUT	PLEASE SELECT	CARRIED OUT
1 Review the project contract/purchase order and notify the Project Coordinator if something needs to be modified.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2 Make sure you have all materials and details needed in order to start your task, such as glossaries, reference materials or style guides.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3 Review the source files before accepting a translation project. In order to ensure you are comfortable with the material, ensure that the document is legible and that you can meet the deadline.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4 Review and follow all instructions sent by the Project Coordinator for the specific project including: instructions about formatting, the content, correct name spelling of a client and any other specification from the client.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5 Overwrite source text and follow the same formatting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6 Spell check	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7 If you are working with different language scripts, please upload an embedded word file and a PDF.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 We also expect you to review the reviser's feedback. Please plan to be available for this task in the period following the submission of the translation. If you will not be available, let us know before accepting the assignment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 Ask the Project Coordinator if you have any questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 Inform the Project Coordinator immediately if you are experiencing any issues that can impact delivery on time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Send delivery

The Job cannot be delivered. Please complete the checklist and save the changes.

Save

Drag and drop your documents into the Target data folder, click on "upload" and close the window



- Click *Upload* and the data will be saved in the "Target" folder for your job. Once the upload is complete, you can close the window and return to the detailed view of the selected job. Check all of the work instructions with *Not carried out* or *Carried out* .



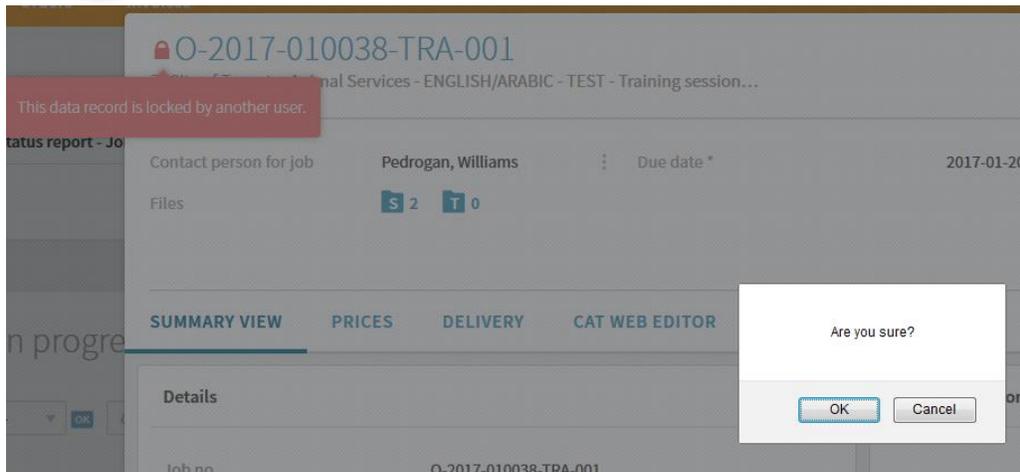
- Under *Delivery* → *Send delivery* you have the option of leaving a delivery comment. A message appears stating that this action will confirm the delivery of the job. Confirm with *OK*. The delivery date appears underneath your delivery comments. Your project manager will now receive a delivery e-mail containing the job data and your delivery comments.

Locked Projects

As MCIS often works with multilingual projects, where several translators are working on the same project, the system protects the integrity of the information by only allowing one user to make changes to the same project at the same time. So, on rare occasions, it may happen that you see the project locked by another user. This is indicated by the red lock next to the project number:

When the project is locked, you will not be able to save any changes or upload documents.

In order to unlock the project, all you need to do is click on the red lock. A confirmation message will pop up asking if you are sure you want to unlock.



Click yes, and you will be able to edit the project. You will also notice that the red lock has disappeared.

Creating invoices

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 in the "*Job – Approved*" section. After clicking on "*Create invoice for approved jobs*", the status of the invoice is initially "*In preparation*".

Click on the document button next to "*Invoices*" to create a copy of the invoice for your own records. When you have entered all of the data for the invoice, click on *OK* button next to "*Release invoice for checking*". The status of the invoice changes to "*Created by external user*" and the project manager will receive the invoice through the system.

NOTE: Always click on release invoice; otherwise MCIS will not receive it.



Dashboard

Jobs

- All (12)
- Requested
- Assigned - waiting
- In progress (1)
- Delivered (2)
- Approved (9) - Please create invoice
- Approved partial payments
- Calculated (Job search)

Jobs - Approved

Options: [x] Order no. Job no. [x]

Job no. #	Start date #	Due date #	Project name	Status #	Prices	Job types #	Source language	Target language
<input checked="" type="checkbox"/> O-2016-080024-REV-002	2016-08-23 4:00 PM	2016-08-25 8:00 AM	Gabriela - Internal Training 1	Approved	100.00 CAD	REV	ENGLISH	FRENCH - CAI
<input checked="" type="checkbox"/> O-2016-080057-TRA-001	2016-09-02 8:30 AM	2016-09-02 9:45 AM	Version1 Eating well	Approved	30.00 CAD	TRA	ENGLISH	ARABIC

1 / 1 pages results per page 15

Total price in CAD 130.00 CAD 2 Results

Create invoice for approved jobs

Invoices

- All
- Not submitted
- Submitted for approval
- Outstanding

Submit your invoice

Click on submit for approval: you can get a copy of the invoice by clicking on: "Print invoice statement"

Invoices - Invoices
Invoices 0003628 Invoiced jobs

Invoices 0003628

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

Submit for approval

General invoice data

Internal invoice number	0003628	Status	Not submitted
Own invoice number	<input type="text"/>	Invoicing date	2018-01-29
Sender	<input checked="" type="checkbox"/> Z_Garcia (test), Emma	Value date	2018-01-29
Invoicing statement	Print invoicing statement	Payment due	2018-02-28

Invoiced jobs

No.	Job no.	Job status	Job date	Description	Prices (Jobs)	Quantity	Prices (Invoices)	Tax
1.	O-2017-090019-TRA-001	Invoice created	2017-09-05	Translation: ENGLISH/TAMIL - SRI LANKA - customer profile	Σ 36.00		Σ 36.00	
				300 Words_Translation	0.12 = 36.00	300	36.00	Without tax
2.	O-2018-000062-TRA-001	Invoice created	2018-01-08	Translation: ENGLISH/TAMIL - SRI LANKA - Brochure into Tamil and French	Σ 36.00		Σ 36.00	
				300 Words Translation	0.12 = 36.00	...	36.00	Without tax