IRIS

USER GUIDE

ETU v7 08/07/2024

Introduction

This guide is intended for the use of external contractors of the European Parliament working with the Iris portal. With Iris you can download jobs for translation and deliver (upload) finished jobs. This guide provides a brief description of the workflow for a typical job assigned by the European Parliament.

Disclaimer: The Iris portal is a modified version of the Plunet platform. Please refer to the guides provided by the EP as any information from the non-EP sources concerning the Plunet platform might not fully represent the version used by the European Parliament.

Access

In order to access the Iris portal, each user needs to obtain a user name, a PIN code and a password from the European Parliament. The request for the credentials is done either individually or on behalf of the user by their employer. Along with the user name, the PIN code and the password, each user will also receive a detailed step-by-step guide on how to connect to the portal.

You can access the portal [here](#).

You can also follow the link available in the Instructions for Iris portal section of the [DG TRAD External platform](#).

In order to log into Iris, you will have to use your username, PIN and the received SMS token at first, then you will authenticate again using your username and password.

If the users are not active in the application for more than 30 minutes, they will be automatically logged out. You can connect again by using the access link above. Depending on the status of the browser session and the cookies associated with it, you might need to authenticate yourself again.

Navigation

Iris uses browser-based web technologies. As a result, its use is similar to browsing a website.

The navigation in Iris is divided into the following levels:

Tabs

Menus

Sub-menus

The number of tabs and menus that you can access depends on your rights. Click on a tab to access additional items at the menu level. These items then lead to further 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.
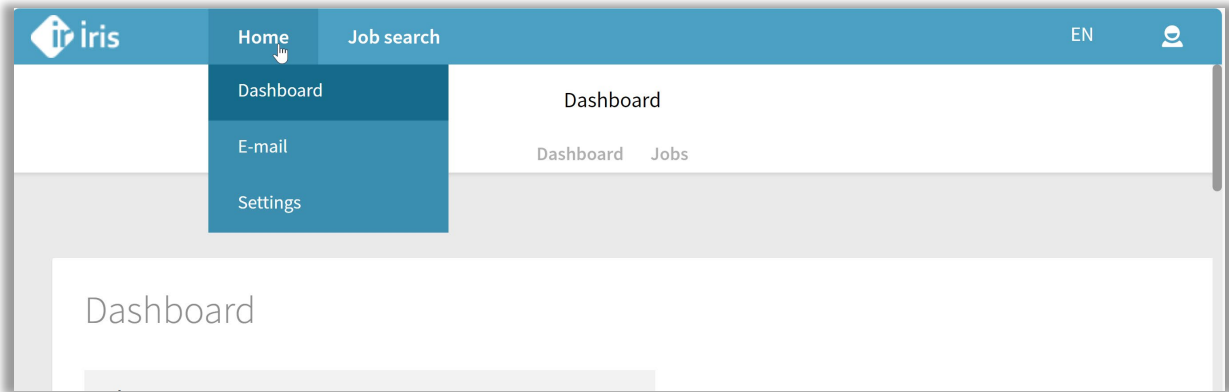
Under the User menu , the following options are accessible:
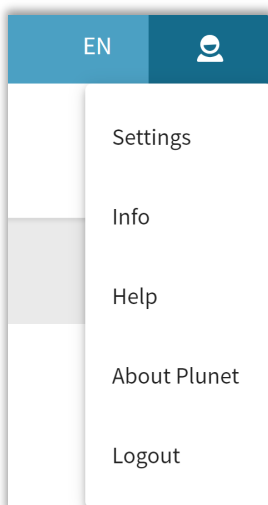
Settings (also accessible through the Home tab)

Change display settings, such as the date format or specifying the height/width of new windows

Change your password

Enter your e-mail settings

PLEASE NOTE: Apart from the e-mail settings, we advise you not to alter the other settings. Should you wish to do so, we ask you first to contact the European Parliament :

dgtrad.etucontractsexecution@europarl.europa.eu).

Info - useful documents and links.
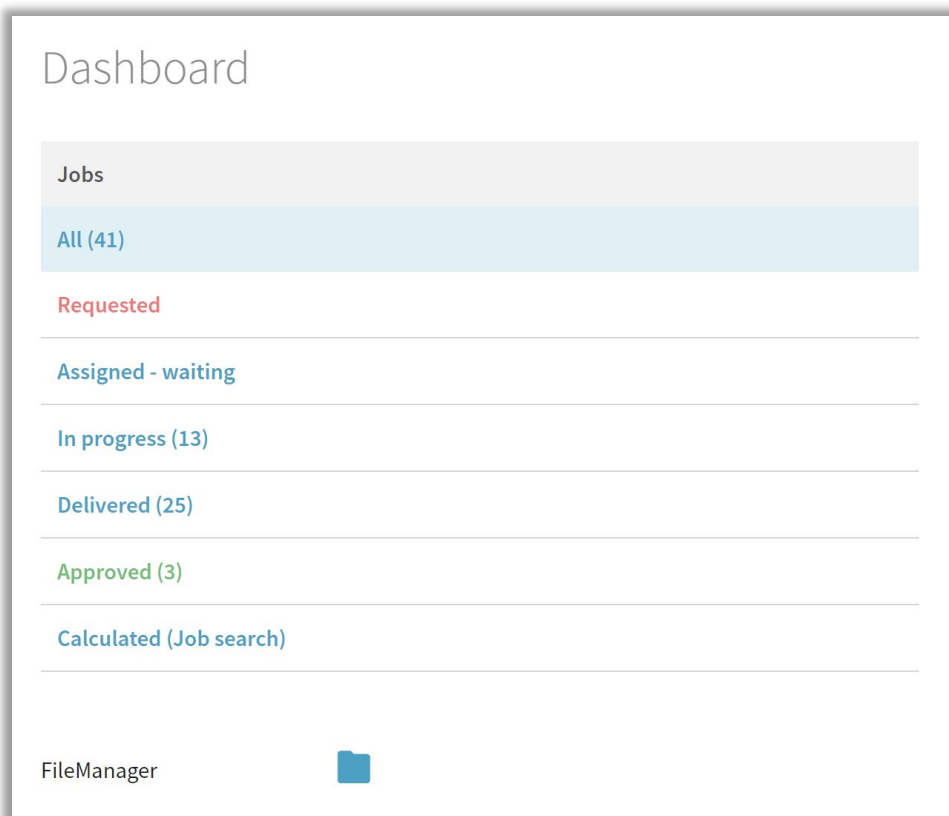
Help - further information about the portal.

About Plunet - information about the current version of the application

Logout - log out of IRIS.

Dashboard

After logging in, you reach the Dashboard. This page contains an overview of your jobs 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 *Home - Dashboard*

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 for translation and is waiting for you to accept the job. An automatic mail is sent in parallel informing about the waiting offer.

Assigned - waiting - This status is not applicable to jobs offered by the European Parliament. After acceptance, the status changes to "*In progress*"

In progress - These are the jobs that you are currently working on.

Delivered - These are the jobs that you have delivered back to the European Parliament.
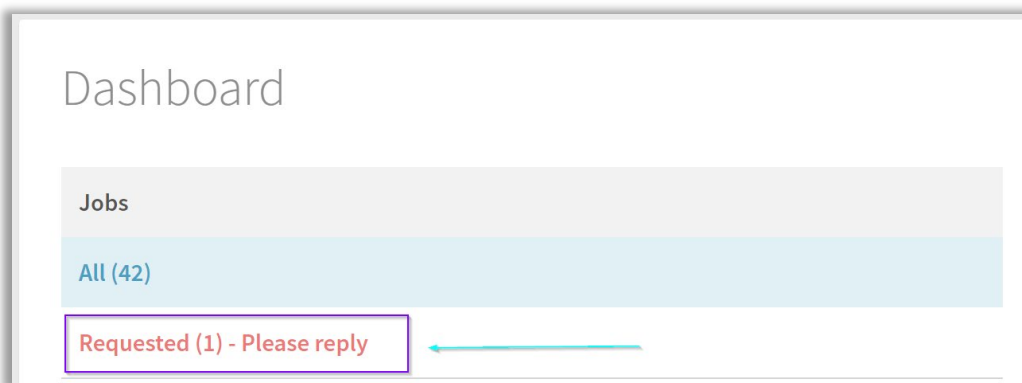
Approved – These are the jobs that have received a quality score and been approved by the European Parliament. Please check your quality score, as the status "*Approved*" does not exclude quality or late delivery penalties.

Approved – These are the jobs that have received a quality score and been approved by the European Parliament. Please check your quality score, as the status "*Approved*" does not exclude quality or late delivery penalties.

Calculated (Job search) – this option forwards you to the Job Search menu, containing different filters, also accessible through the Action bar

When a job offer is send to you and is waiting for acceptance, the *Requested* tab turns into *Requested-Please reply*. Click on it to view the list of jobs that have been requested.

When you click on a job, the job view opens as an overlay with all relevant data for the selected job. You can review the job details here before accepting it. You then confirm your availability under *Job - Specification*.

SPECIFICATION	**PRICES & TIME**	

Details

Job no.	O-02896-TRA-002
Job types	Translation
Creation date	06.06.2024
Company code (invoices)	Company
Description	Translation | 7017541/2 | EN - BG 7017541/2
FdR number	7017541
FdR version	2
Title	Rapport sur la proposition de directive du Parlement européen et du Conseil établissant les conditions d'entrée et de séjour des ressortissants de pays tiers aux fins d'un emploi nécessitant des compétences élevées
Confidential	No
PE number	804.003 /am.014-014
Procedure number	2016/0176(COD)
Document type	AM

Work instructions

1. Please send your delivery comment by email

Source files

S Source files   Download ZIP archive

Confirm availability

Status   ● Accept   ○ Reject

Message to project manager (Optional)   *Message to project manager (Optional)*

Send

Sometimes you may find that you are unable to accept (or reject) a job. This will most likely be due to the technical design of the application, which allows only one user at a time to modify data for a job. If you see a red 'lock' icon at the top left corner of the screen it means that another user has the right to modify the data. The lock should be in place only for a short period of time whilst that user is consulting or modifying the job. Please therefore check back later, or you can take over the editing privileges from the previous user by clicking on the red lock icon. Please note that the privileges that you have taken can be taken by someone else in the same manner. It is therefore prudent to make your changes quickly and exit the job.

🔒O-01307-TRA-002⌄ < >
TRAD-PLANNING - EN - GA 1197192/3

Under the framework contracts, the job will be assigned to you as soon as you confirm your availability, and you will receive an email confirming that assignment.

ETU v7 08/07/2024

Job assignment

Upon assignment you will receive an e-mail with all of the relevant details of the job. Attached to this e-mail you will find the EP purchase order document, one per job. The job e-mail is also a request to log in to IRIS and download all of the documents required to complete the assigned job. The 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 top part of the overlay screen displays the deadline, contact person, status and page count. Underneath you can find different tabs with detailed information about the assignment allowing you to view the price lines, any sanctions for jobs already delivered, or allow you to deliver (upload) the job.
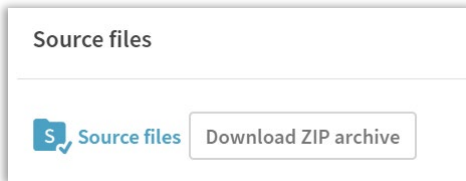
Download source files

Click on *Source files* section (lower right on the job details screen) in order to pick up the source documents and any relevant reference documents.

The "*!_out*" folder contains all of the files you need to carry out the job (original document and a zip containing the Studio project", the purchase order, as well as a copy of the job e-mail you have already received.

Name ↑		File type ↓	Created on ↓	Size ↓
☐	📄 1303793_Brochure_ethics_EN_082023 updated_566070123	DOCX	21/06/2024 09:04	63.60 kB
☐	🗜 1303793_V1_EN-IT	ZIP	21/06/2024 09:43	3.15 MB
☐	✉ Assignment of job O-36323-TRA-002 - IT	EMAIL	21/06/2024 12:25	593.74 kB
☐	📄 O-36323-TRA-002	RTF	21/06/2024 12:25	500.87 kB
☐	📄 O-36323-TRA-002	PDF	21/06/2024 12:25	432.65 kB

order / O-36323 / _TRA / 002 / !_Out

--- Action --- | OK | Copy | Paste | Cut | Rename | Delete

ETU v7 08/07/2024

Relay

As soon as the relay becomes available, the associated package appears automatically in the *Source files* folder and an automatic notification is sent to your mailbox. There is no specific assignment of the relay. This means you do not have to accept or reject the relay. The indicative time of the availability of the relay can be found under the *Specification* tab. Please be aware that relay packages must be generated after the book-out of the relay by the relevant unit. Book-out usually takes place before the indicated deadline, but in periods of high workload there might be a slight delay..

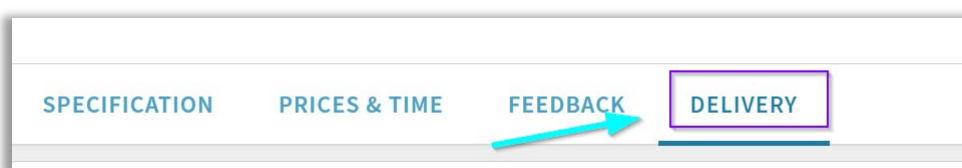| Procedure number	2023/0371(COD)
Document type	AM
Requester code	LIBE
Main committee	LIBE
Production tool	AT4AM
ETU notes for translation	-
Relay language	EN
Relay deadline	21/03/2024 12:00
Relay bookout date	20/03/2024 16:02
Source language(s)	EN,ES,PT

Delivery

Once you have completed the job, you deliver the documents in Iris. 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 document (s). Alternatively, you can upload the files via Drag & Drop by selecting the files in your File explorer and dragging them to *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.
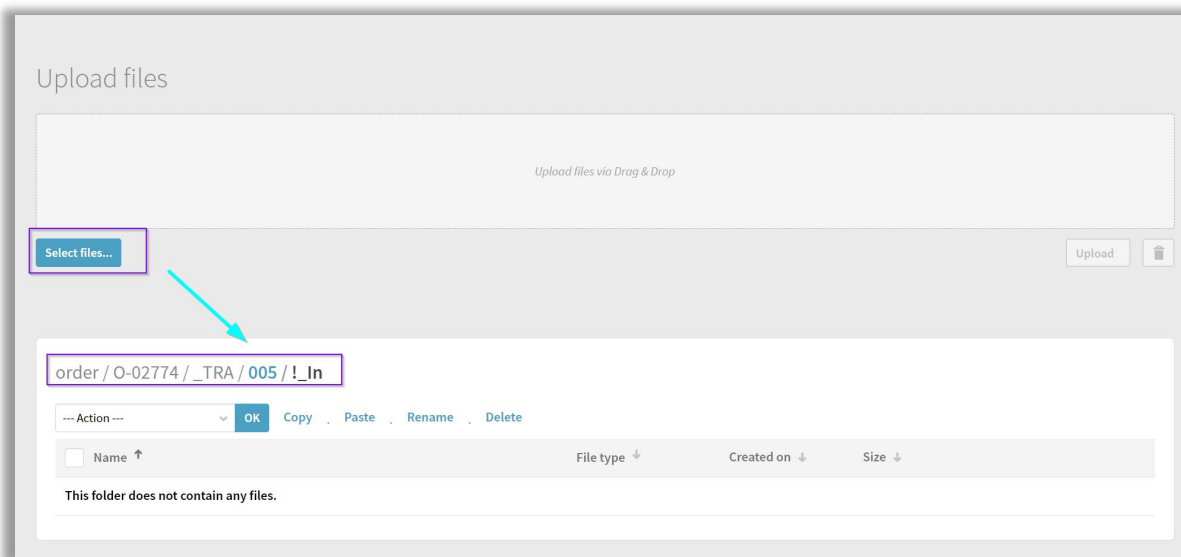

3. If you have any important comments relating to a translation, then put them in a separate file and add it to the zip. This ensures direct delivery to the language unit.

   NB! Please only use *Final delivery*. Upload only completed translations and never use Partial delivery.

   A message appears stating that this action will confirm the delivery of the job. The delivery date appears underneath your delivery comments.
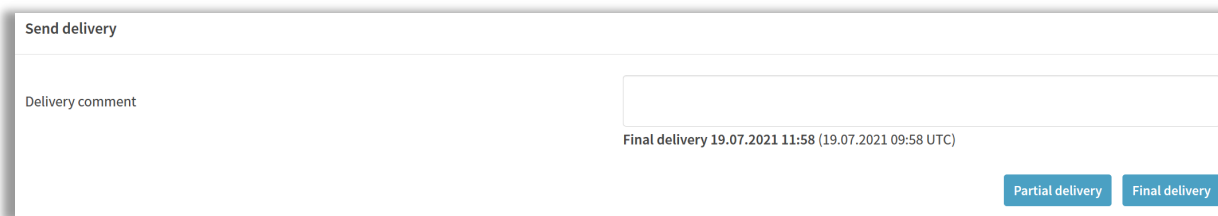
   The status of the job will automatically change to *Delivered*.
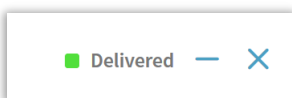
4. **Very important !** You can upload a finished translation only once. Please do not delete or replace the file that has been delivered with the *Final delivery* button. In case there is a problem with the delivered file, contact the designated Project Manager who will assist you.

5. Only the European Parliament can request a redelivery based on the quality of the delivered translation. There are two kinds of redelivery: the first is for <u>technical</u> reasons and the second for <u>quality</u> reasons. In both cases, you will find a new request assigned to you in your *Dashboard*. After correcting the translation in accordance with the instructions given by the European Parliament, please upload the updated file in the same way as the original upload.

Job no. ↑	Description ↓	Work volume	Due date ↓	Status ↓
☐ O-01710-RDT-008	Request for redelivery - Technical | 7011914/1 | XM - ES 7011914/1			■ Requested

Quality

Every translated job will be evaluated by the European Parliament's translation service. When the evaluation is finished, a quality mark and a quality report are produced. The quality mark will be available on the job details screen under the tab *Specifications* and the report will be saved in the folder **"!_out"**.

Invoicing

Iris does not provide the option of creating invoices directly in the application. You will need to issue your invoices outside the system in accordance with the terms of the contract and specifications.

An invoice can only be submitted when the status of the job changes from *Delivered* to *Approved*. The change of the status occurs once all the evaluation steps have been completed and this may take up to 30 days after delivery of the job.

The total amount that you can invoice for the job can be seen in the tab *Prices & Time*. The tab lists the initial price and any sanctions applicable for late delivery or quality issues.

Support

If you encounter any problem with the Iris application, please contact the following email address: dgtrad.etucontractsexecution@europarl.europa.eu

If you encounter any problem with an assignment, please contact the ETU functional mailbox corresponding to the assignment.

Queries will be dealt with during the following official working hours of the EP:

From Monday to Thursday, and on Fridays before a Strasbourg part-session ('long Fridays'):

8h30–17h45.

Other Fridays ('short Fridays'):

8h30 - 13h30.

All times are Luxembourg local time.

Please note: The Iris application is subject to ongoing development and screenshots used in this document may change in the future.