

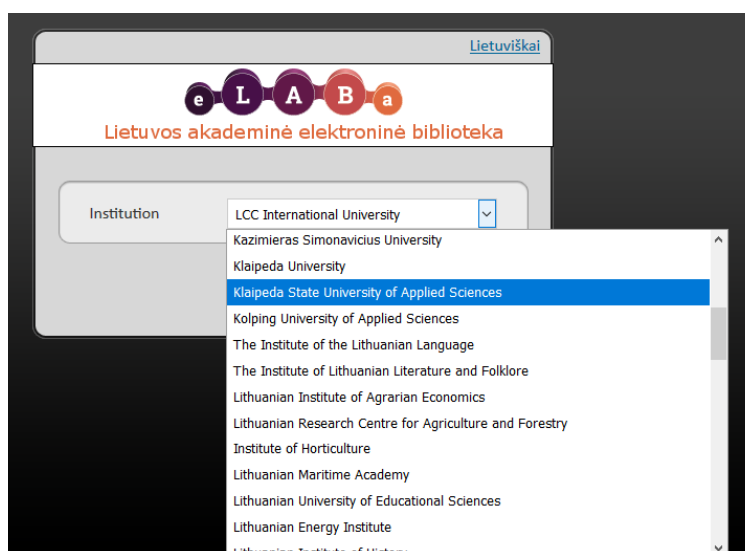
eLABa REPOSITORY USER GUIDE FOR A STUDENT

The process of uploading the final thesis to eLABa

To upload your final thesis to the eLABa repository you need to connect at: <http://www.elaba.lt/>
(Choose English for all steps)



In the window that opens, select *Klaipeda State University of Applied Sciences*.



KVK community members log in with an individual KVK username and password.



Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

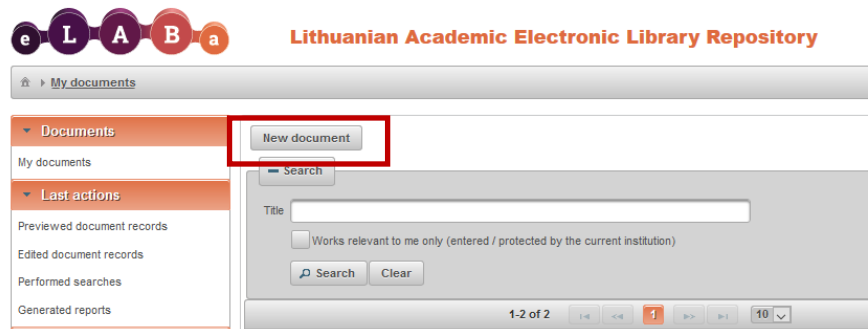
Username

☐ Remember my username

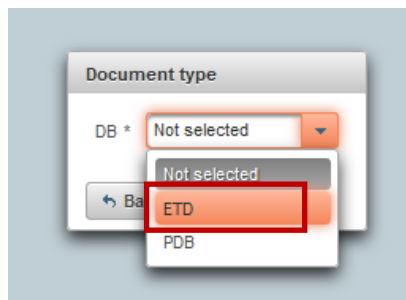
Password

Log in

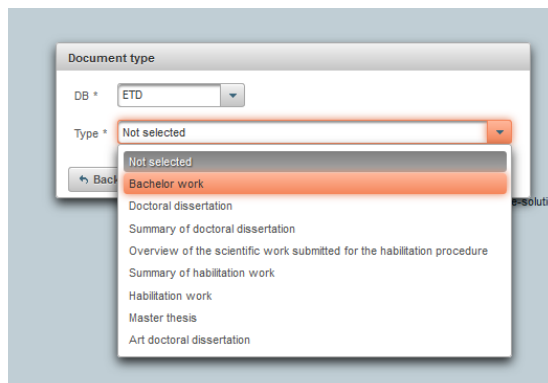
Once logged in, you can start uploading your thesis to the system. Select the button **New Document**.



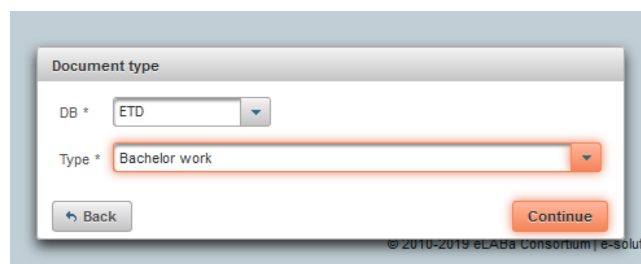
Select **ETD**.



Select the type of thesis you are entering — **Bachelor Thesis**.



Select the button **Continue**.



A 5-step thesis submission form opens and needs to be filled out.

Step 1

Preview Import Export Help Back

Step 1 Step 2 Step 3 Step 4 Step 5

Common data

DB * ETD

Type * Bachelor work

Institution of metadata creator Klaipeda State University of Applied Sciences

Department of metadata creator * Sveikatos mokslų fakultetas Select

Date of creation of the metadata 2020-03-17 07:28

Date of confirmation

Creator of metadata

Document language **1** English Choose the language in which the thesis is written.

Scientific fields

*Enter at least one field of science / art

Code	Title	Type	Actions
Empty			
2 Add field of science / art Select the appropriate study field from the list provided.			

Studies fields

Enter at least one studies field

Code	Title	Type	Actions
Empty			
3 Add studies field Select the appropriate study area from the list provided.			

4 Continue Go to the next step.

Save as a draft Delete Back

Select classifier

Search

Title

Code

Valid Yes No

Search Clear

Select the appropriate study field from the list provided.

▼ Natural, technological, medical and health, agricultura...	NTMA			
▶ Natural sciences	N 000			
▼ Medical and health sciences	M 000			
Pharmacy	M 003			
Medicine	M 001			
Odontology	M 002			
Nursing	M 005			
Public health	M 004			
▶ Technological sciences	T 000			

Select classifier

Search

Title

Code

Valid Yes No

Search Clear

Select the appropriate study area from the list provided.

Title	Code	Valid from	Valid until	Actions
▼ Biomedical sciences	B			
▶ Life sciences	BGM			
▼ Medicine and health	BMS			
Professional oral hygiene	A500			
Pharmacy	B200			
Rehabilitation	B300			
Nursing	B700			
Public health	A600			
Nutrition	B400			

Step 2

Add a Title, Annotation, Keywords in two languages.

PreviewExportHelpBack

Step 1Step 2Step 3Step 4Step 5

Title, summary, keywords

*The title, annotation and keywords must be in Lithuanian and English (lowercase)

Title	Language	Annotation	Keywords	Actions
Empty				
<div><div>+ Add</div><div><div>Title, annotation, keywords</div><div><div>Language *English</div><div>Title *</div><div>Annotation *</div><div>Keywords *</div><div><div>Confirm</div><div>Close</div></div></div></div></div>				

Authors

* Add at least one record

Author	Institutions	Relationship Term	Actions
		Author	<div><div></div><div></div></div>

+ Add authors

Recommendation: it is recommended to specify department as detailed as possible.

Business collaboration

Company name	Country	Comment	Actions
Empty			
<div><div>+ Add business collaboration</div></div>			

Back

Save as a draft

Delete

Continue

Back

The first language is the language in which the thesis is written.

Keywords must be a minimum of 3 and a maximum of 5, they are separated by a semicolon, written in lower case, no full stop is put at the end.

Confirm and complete the same in the second language.

Go to the next step.

Step 3

Step 1
Step 2
Step 3
Step 4
Step 5

Physical data
Scope
82 p.
1
Indicate how many pages the document contains to be uploaded (e.g., page 82).

Related sources

Source type	URI	Check date	Actions
Empty			

Add related source

ETD additional fields
Work done at the institution *
Klaipeda State University of Applied Sciences
Select

Work defense
Work defended
Equivalency examination
Date of defence
2020-12-14
2
Specify the date of thesis defence.
Department *
3
Specify your department from the list provided.
Select

Other responsible persons
* Enter a supervisor (a consultant in the case of external) and other responsible persons. Supervisor (consultant), reviewer must be entered by choosing from users (not typing).

First name, last name	E-mail	Responsibility	Actions
Empty			

Add responsible person
4
Add the name of your thesis supervisor and department head.
Defense committee
Not selected
Select

Back
Continue
Save as a draft
Delete

After adding the thesis supervisor and the head of the department, go to the next step

Add your thesis supervisor

Search and select a person

Search
Last name *
First name
Employee ID
Student ID
Type
Employee
Student
Search
Clear
Manual input

(1 of 1)

Last name	First name	Scientific degree	Institution, department (e-mail)	Actions
Empty				

(1 of 1)

Responsible person
Person
Select
First name *
Last name *
E-mail
Description *
Thesis supervisor (thesis consultant in the case of extern)
Confirm
Cancel

Enter the last name of the thesis supervisor in Lithuanian letters, click the button **Search** and select from the list provided.

Indicate that this is a thesis supervisor.

Add your head of department

Search and select a person

Search

Last name *

First name

Employee ID

Student ID

Type ☐ Employee ☐ Student

Enter the name of the head of the department in Lithuanian letters, click the button **Search** and select from the list provided.

Last name	First name	Scientific degree	Institution, department (e-mail)	Actions
Empty				

Responsible person

Person

First name *

Last name *

E-mail

Description *

☒ Confirm

- Thesis supervisor (thesis consultant in the case of extern)
- Thesis defense board member
- Thesis defense board chairman
- Consultant
- Reviewer, critic

Indicate that this is a member of an Evaluation Committee for the final thesis.

Step 4

Step 1

Step 2

Step 3

Step 4

Step 5

Attached files

Main file *

+ Select a file

Attachments

Title	Comment	Actions
Empty		

+ Add attachment

Access status

Limited to institution intranet

Valid until *

2050-01-01

+ Back

+ Continue

Save as a draft

Delete

Back

Attach your final thesis file in pdf format.

Select thesis access status.

Specify the access expiration date.

Go to the next step.

Step 5

Step 1

Step 2

Step 3

Step 4

Step 5

License agreements with the author

License type *

Not needed

Electronic

Written

[Download the terms of the license agreement](#)

License history

Type	Access term	Author	Employee	Effective Date	No.	File	Date of termination	
Electronic	Limited to institution intranet							

Status

Status

Author entering

Notes for the document

Actions

Possible actions

Save data without changing the status of the document

Send to supervisor to confirm

Delete

Save

+ Back

Save as a draft

Back

Select **Submit to supervisor for approval.**

Save


The thesis supervisor will check the data you have entered. If you need to make any adjustments, you will receive a notification via the email address provided. Then you will re-enter this system and adjust the data.

Log in to the system in order to correct any errors found by the supervisor. Find your thesis in the list of uploaded theses, then click the button with the pencil icon. After editing the data, resend it to the supervisor.

!

Click this box only once in order to upload the initial version of the final thesis. If you want to upload the thesis for a second time or edit the title, etc., press the button marked with a pencil icon.

If you want to edit the data of an already uploaded thesis, you will need to press the button with the pencil icon.

No.	Author	Title	Source	Type of publication	Institution	Year	Modified	Status	Actions
1		Bakalauro darbas		Bachelor work	Klaipeda State University of Applied Sciences	2020	2020-03-20 16:32		

Once the data has been recognized as properly entered, the supervisor will pass the data on for defence.

If you have any questions or technical problems during the submission of the final thesis, please call by phone: +370 602 79705 or write to: biblioteka@kvk.lt