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)

About eLABa	News	Repository	Search	Consortium	Help	Contacts	
> News							
Version 1.25 of eLABa is installed 2020-02-14 By Aurelija Striogienė 194 Views					Popular links Search for documents		
2020-02-14 By Aurelij	a Striogienė 194 Viev	WS			Search for doo	uments	
		^{ws} 5 was released on Februar	y 12, 2020.		Search for doo		

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



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

Klaipėdos valstybinė kolegija	Genglish	Ŧ
Enter your username and pass		
A service has requested you to admenticate yourself. Prease enter your u	Remember my username	
	Log in	

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

e-L-A-B-a	Lithuanian Academic Electronic Library Repository
Documents	New document
My documents	- Search
 Last actions 	Tite
Previewed document records	Works relevant to me only (entered / protected by the current institution)
Edited document records	
Performed searches	□ Search Clear
Generated reports	1-2 of 2 🖂 📢 🔛 🗐 🗸

Select ETD.

Docum	ent type
DB *	Not selected
	Not selected
🕈 Ba	ETD
_	PDB

Select the type of thesis you are entering — ${\bf Bachelor\ Thesis}.$



Select the button **Continue**.

Docume	ent type
DB *	ETD 💌
Type *	Bachelor work
Sac	
_	© 2010-2019 eLABa Consortium e-soli

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

Step 1

								OP	review	f Impor	rt 🦻 Expo		Help	
	Step 1 S	tep 2	Step	3 St	ep 4	Step	5							
	Common data													
	DB *			ETD 🔻										
	Type *		107.007.008	Bachelo				2015/55/252			-			
	Institution of m					niversity o			5					
	Department of						s Sele	ct						
	Date of creatio		netadata	2020-03-	17 07:28	5								
	Creator of met	adata						_	Choose	• the la	anguage	in wh	nich	
	Document lang	guage	1	English			*				written.			
	Scientific field	5												
	*Enter at leas	t one fiel	d of science	e / art										
		Code				Title	2			Туре	2		Action	15
	Empty			1										
	+ Add field	l of scien	ce / art	2 ⁹	elect	the ap	propri	iate s	tudy fie	eld fro	m the lis	st prov	vided.	
	Studies fields													
	Enter at least	0	lies field											
	Empty	Code	ä.			Title	2			Туре	2		Action	15
	+ Add stud	lies field		3	Selec	t the ar	nronr	iate s	tudv a	rea fro	om the lis	st nro	vided	
L				J .			spiopi						6	
												4	→ (Continue
	Save as a dr	aft	× Delete						Go to	o the r	next step).		
								×						* Back
ch	Sele		approp the list					×						* Back
								×						♠ Back
ch Ves No Ø Search Ch	lear	from	the lis					×						♣ Back
ch Ves No P Search Ch	lear		the lis					*						• Back
ch Ves No P Search Cl , technological, medical and hea aral sciences	lear	from	1 the lis					*						• Back
ch Ves No Ø Search Ch , technological, medical and hea rral sciences lical and health sciences	lear	from NTM N 00	1 the lis				•	*						Back
ch Ves No Dearch Ch , technological, medical and hea rral sciences fical and health sciences	lear	from NTM N 00 M 00	1 the lis				•	*						◆ Back
ch Ves No D Search Ch I, technological, medical and hea ural sciences fical and health sciences Pharmacy Medicine Odontology	lear	from NTM N 00 M 00 M 00 M 00	64 60 00 03 01 02				0 0 0							• Back
ch Ves No P Search Ch , technological, medical and hea ural sciences Sical and health sciences Pharmacy Aedicine Didontology Aursing	lear	from N77M N 00 M 00 M 00 M 00 M 00 M 00 M 00	the liss 64 00 03 01 02 05				•	*						* Back
ch Ves No Search Ch (, technological, medical and heau ural sciences sical and health sciences Pharmacy Aedicine Odontology Aursing Public health	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c	lassifier	0 0 0							◆ Back
ch Ves No Search Ch (, technological, medical and heau ural sciences sical and health sciences Pharmacy Aedicine Odontology Aursing Public health	lear	from N77M N 00 M 00 M 00 M 00 M 00 M 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c	lassifier Search	0 0 0							
ch Ves No P Search Ch , technological, medical and hear ral sciences harmacy teclicine teclicine dontology uursing uublic health	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c	lassifier Search	0 0 0			Se	lect the	appro	opriate	e study
ch Ves No P Search Ch , technological, medical and hear ral sciences harmacy teclicine teclicine dontology uursing uublic health	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c	lassifier Search e	0 0 0			Se		appro	opriate	e study
ch Ves No P Search Ch , technological, medical and hear ral sciences harmacy teclicine teclicine dontology uursing uublic health	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c	lassifier Search e	0 0 0 0			Se	lect the	appro	opriate	e study
ch Ves No P Search Ch , technological, medical and hear ral sciences harmacy teclicine teclicine dontology uursing uublic health	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c	lassifier Search e	о о о о о	No Clea	и	Se	lect the rea from	appro the li	opriate st pro	e study vided.
ch Ves No P Search Ch , technological, medical and hear and sciences tharmacy fecicine thore constructions tharmacy fecicine thore constructions tharmacy fecicine tharmacy fecicine	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select C Val	lassifier Search e	0 0 0 0 0	No	Y	Se	lect the	appro the li	opriate	e study
ch Ves No P Search Ch , technological, medical and hear and sciences tharmacy fecicine thore constructions tharmacy fecicine thore constructions tharmacy fecicine tharmacy fecicine	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c Titl Coc Val	lassifier Search ie id iomedical scient		No Clea	r	Se	lect the rea from	appro the li	opriate st pro	e study vided.
ch Ves No Search Ch (, technological, medical and heau ural sciences sical and health sciences Pharmacy Aedicine Odontology Aursing Public health	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c Titl Coc Val	Lassifier Search ie id id ideutical scient Life sciences Medicine and		No rch Clea		Se	lect the rea from B BGM EMS	appro the li	opriate st pro	e study vided.
ch Ves No P Search Ch , technological, medical and hear and sciences tharmacy fecicine thore constructions tharmacy fecicine thore constructions tharmacy fecicine tharmacy fecicine	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c Titl Coc Val	lassifier Search d id id id id id id id id id id id id i		No rch Clea	Y	Se	lect the state of	appro the li	opriate st pro	e study vided.
ch Ves No Ves No Ves Ch Search Ch Ch Jechnological, medical and hea ural sciences dical and health sciences Pharmacy Medicine Chornelogy Auraing Public health	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c Titl Coc Val	lassifier Search d d lid id id id id id id id id id id id id i		No rch Clea	и	Se	lect the rea from B BGM BMS A500 B200	appro the li	opriate st pro	e study vided.
	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c Titl Coc Val	lassifier Search de de Life sciences Medicine and Professiona Pharmacy Rehabilitat		No rch Clea	Y	Se	lect the ea from B BGM EMS A500 B200 B300	appro the li	opriate st pro	e study vided.
ch Ves No Search Ch (, technological, medical and heau ural sciences sical and health sciences Pharmacy Aedicine Odontology Aursing Public health	lear	from N77M N 00 M 00	the liss 64 50 00 03 01 02 03 04		Select c Titl Coc Val	lassifier Search d d lid id id id id id id id id id id id id i	ves	No rch Clea	NT	Se	lect the rea from B BGM BMS A500 B200	appro the li	opriate st pro	e study vided.

Add a Title, Annotation, Keywords in two languages.

			Preview	Export ? Help & Back
Step 1 Step	2 Step 3 Ste	o 4 Step 5		
Title, summary, key	words			
*The title, annotati	on and keywords must be in	Lithuanian and English (lower	case)	
Title	Language	Annotation	Keywords	Actions
<i>Empty</i>	Title, annotation, keywords Language * English Title *		e first language is the l which the thesis is wri	
7.44	Annotation *	5, they are sepa	be a minimum of 3 and rated by a semicolon,	
Authors	Keywords *	case, no full sto	p is put at the end.	
* Add at least one Author	record Confirm Close	Institutions	Relationship Term	Actions
	complete the same	in the second langua		<i>p</i> :
		department as detailed as pos	sible.	
Business collabora		1	Ť	T.
C	Company name	Country	Comme	ent Actions
Add busines	s collaboration			
Back Save as a draft	x Delete		Go to the r	next step.
				+ Bac

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 + Add related so	
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 D Specify the date of thesis defence.	
Department * 3 Specify your department from the list provided.	
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	
Add responsible person 4 Add the name of your thesis supervisor and department head.	
Defense committee Not selected Select	
 ← Back After adding the thesis supervisor and the head of the department, go to the next step 	iue
Add your thesis supervisor	
Search and select a person X	
Search Last name First name Employee ID Student ID Type Employee Student	
Search Clear Manual input	
(1 of 1) (1 of 1) (1 of 1)	
(1 of 1) 10 Last name First name Scientific degree Institution, department (e-mail) Actions	
Empty (1 of 1) (1 of 1) (1 of 1)	
Responsible person X	
Person Select Ø	
First name *	
Last name *	
E-mail	
Description * Thesis supervisor (thesis consultant in the case of extern) V Indicate that this is a thesis supervisor.	
Confirm Cancel	

Add your head of department

Search and select a persor	ı					3
- Search Last name * First name Employee ID Student ID Type	Employee Student		depar click tl	the name of the head of the ment in Lithuanian letters, ne button Search and select he list provided.	∕ Manual i	nput
Last name	First name	(1 of 1) (1 of 1) Scientific degree		Institution, department (e-ma	il)	Actions
Empty						
		(1 of 1) 🗔 🤜		F1 10 🗸		

Ĭ			
	Responsible p	erson	×
G	Person	Select	
ok	First name *		
	Last name *		ł
2	E-mail		ł
	Description *	Thesis supervisor (thesis consultant in the case of extern)	t
	✓ Confirm	Thesis supervisor (thesis consultant in the case of extern)	11
		Thesis defense board member	ы
	_	Thesis defense board chairman	
ele	ect	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								
Attached files								
Main file *	Select a file	ch your final thesis file in pdf format.						
	Title	Comment	Actions					
Attachments	Empty							
	+ Add attachment							
Access status	Limited to institution intranet	Select thesis access status.						
Valid until *	2050-01-01	Specify the access expiration date.						
+ Back		Go to the next step.	→ Continue					
✓ Save as a draft	× Delete							
			+ Back					

Step 5

Step 1	Step 2 Step 3 S	tep 4	Step 5						
License ag	License agreements with the author								
License typ	e * 🕖 Not needed 🖲 Electro	nic Writter	1						
Download t	he terms of the license agreeme	<u>ent</u>							
License h	istory								
Туре	Access term	Author	Employee	Effective Date	No.	File	Date of termination		
Electronic	Limited to institution intranet							R	
Status									
Status	Author entering								
Notes for t	the document								
Actions									
Possible act	tions					_			
Save d	ata without changing the status	of the docume	ant						
Send to	supervisor to confirm	Select Su	bmit to s	supervisor	for a	pprov	val.		
Delete		_							
🖌 Save		Save					_		
+ Back									
🗸 Save as a	i draft								
								• Back	

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 ini- tial 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.									
Title Works relevant to me only (entered / protected by the current institution)							If you want to edit the data of an already uploaded thesis, you will need to press the button with the pencil icon.		
			1-2 of	2 14 <4			10 🧹		
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		<i>»</i>

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: <u>biblioteka@kvk.lt</u>