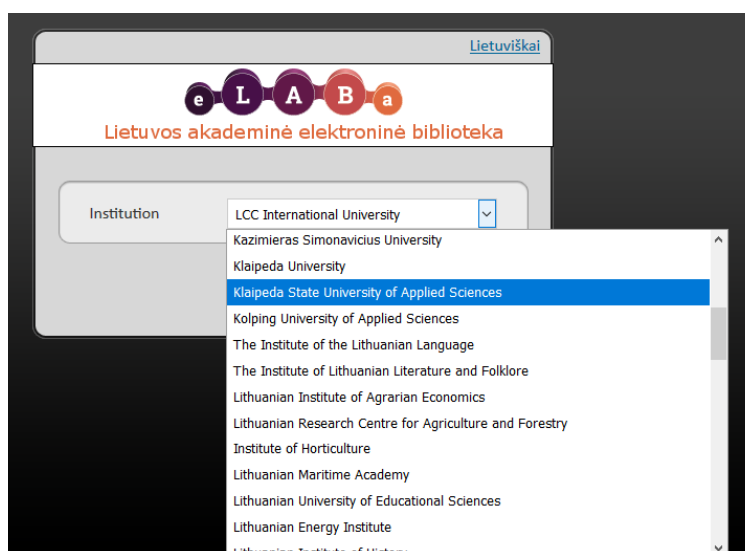# eLABa REPOSITORY USER GUIDE FOR A STUDENT

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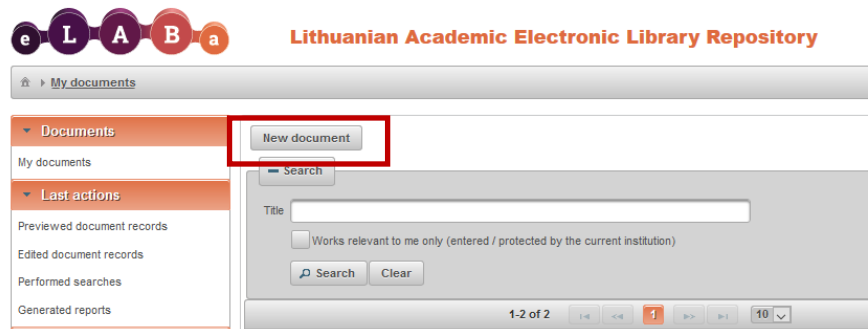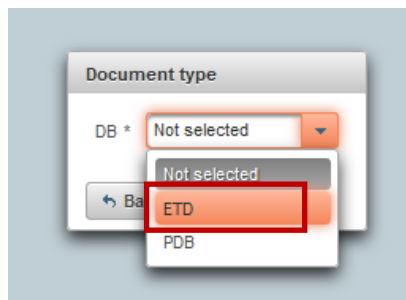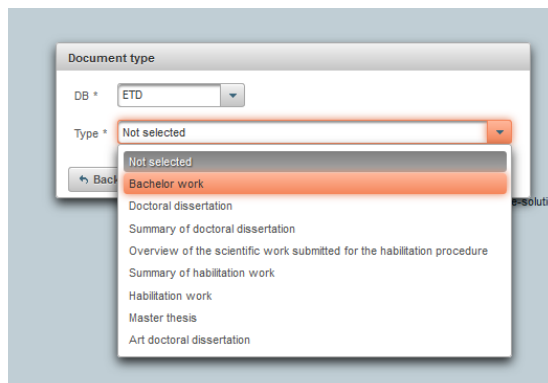
Once logged in, you can start uploading your thesis to the system. Select the button **New Document**.



Select **ETD**.



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



Select the button **Continue**.
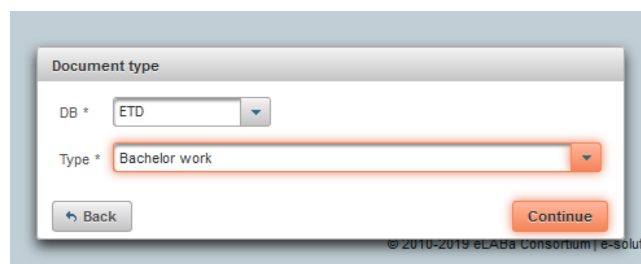
A 5-step thesis submission form opens and needs to be filled out.

**Step 1**



Choose the language in which the thesis is written.

**2** Select the appropriate study field from the list provided.

**3** Select the appropriate study area from the list provided.

**4** Go to the next step.



Select the appropriate study field from the list provided.

Select the appropriate study area from the list provided.

## Step 2

Add a Title, Annotation, Keywords in two languages.

| | Preview | Export | ? Help | Back |
|---|---|---|---|---|

| Step 1 | **Step 2** | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|

**Title, summary, keywords**

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

| Title | Language | Annotation | Keywords | Actions |
|---|---|---|---|---|
| Empty | | | | |

**+ Add**

**Title, annotation, keywords**

Language *   English

Title *

Annotation *

Keywords *

**✓ Confirm**   **Close**

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.

**Authors**

* Add at least one record

| Author | Institutions | Relationship Term | Actions |
|---|---|---|---|
| | | Author | 🔍  ✏ |

Confirm and complete the same in the second language.

**+ Add authors**

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

**Business collaboration**

| Company name | Country | Comment | Actions |
|---|---|---|---|
| Empty | | | |

**+ Add business collaboration**

**← Back**

Go to the next step.

**→ Continue**

**✓ Save as a draft**   **✗ Delete**

**↩ Back**

**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

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

✔ Save as a draft   ✖ Delete

## Add your thesis supervisor

**Search and select a person**  ✖

— Search

Last name *  [_____]

First name  [_____]

Employee ID  [_____]

Student ID  [_____]

Type  ☐ Employee  ☐ Student

🔍 Search   Clear

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

✎ Manual input

(1 of 1)  ◄  ◄◄  ►►  ►  10 ⌄

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

(1 of 1)  ◄  ◄◄  ►►  ►  10 ⌄

**Responsible person**  ✖

Person  Select  ⊘

First name *  [_____]

Last name *  [_____]

E-mail  [|_____]

Description *  Thesis supervisor (thesis consultant in the case of extern) ⌄  Indicate that this is a thesis supervisor.

✔ Confirm   Cancel

# Add your head of department

**Search and select a person** ✖

**Search**

| | |
|---|---|
| Last name * | _____ |
| First name | _____ |
| Employee ID | _____ |
| Student ID | _____ |
| Type | ☐ Employee  ☐ Student |

🔍 Search    Clear    ✎ Manual input

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

(1 of 1)  |◄  ◄◄  ►►  ►|  [10 ▾]

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

(1 of 1)  |◄  ◄◄  ►►  ►|  [10 ▾]

---

**Responsible person** ✖

| | |
|---|---|
| Person | Select  ⊘ |
| First name * | _____ |
| Last name * | _____ |
| E-mail | _____ |
| Description * | Thesis supervisor (thesis consultant in the case of extern) ▾ |

✔ Confirm

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

elect

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

## Step 4



Attach your final thesis file in pdf format.

Select thesis access status.

Specify the access expiration date.

Go to the next step.

## Step 5



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.

| New document |

— Search

| Title | |
| | ☐ Works relevant to me only (entered / protected by the current institution) |

🔍 Search    Clear

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   |◄  ◄◄  **1**  ►►  ►|   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 | | 🔍 ✏ |

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