



Lietuvos akademinė elektroninė biblioteka

## Thesis uploading to eLABa instructions

To upload your thesis to eLABa you have to go to this website: <https://www.elaba.lt/elaba-portal/en/naujienos>

The screenshot shows the eLABa website interface. At the top left is the eLABa logo and the text "Lithuanian Academic Electronic Library". A navigation bar contains "About eLABa", "News", "Repository", "Search", and "Consortium". A dropdown menu is open under "Repository", showing "Submit", "Generate reports", and "Institutional repositories". A callout bubble points to the "Submit" option with the text "Click **Repository** and **Submit**". Below the navigation bar, a news article titled "Version 1.22.1 of eLABa is installed" is visible, dated 2018-04-27, by Aurelija Striogienė, with 7 views. The article text states: "On April 26th, 2018 a new eLABa ETD / PDB version 1.22.1 was introduced into the production environment. Realized changes: User interface in English; Created interface of import of records from Scopus to eLABa."

The screenshot shows the submission form on the eLABa website. At the top right, there is a link for "Lietuviškai". The eLABa logo and name "Lietuvos akademinė elektroninė biblioteka" are displayed. Below this is a form with a label "Institution" and a dropdown menu currently showing "Lithuanian University of Health Science". A callout bubble points to the dropdown menu with the text "Choose university and click **Next**". At the bottom right of the form is a blue button labeled "Next".

**eLABa**  
Lietuvos akademinė elektroninė biblioteka

Institution: **Lithuanian University of Health Sciences**

Username:

Password:

**Login**

LUHS community members log in with LUHS information systems' username and password.

**eLABa**      **Lithuanian Academic Electronic Library Repository**      Laura Petrauskienė (LSMU)  
[Lietuvių](#)   [Log out](#)

Document management

Documents

- Document management
- Supervisor documents
- My documents

Classifiers

New document

Search

Title:

Author: First name:  Last name:  Select

To upload the thesis the first time click **New document**

Step 1

Step 2

Step 3

Step 4

Step 5

Here you will have to enter general data about the thesis that's going to be uploaded, and to add science field:

Form type: Wizard

Preview Import Import from file Export Help Back

Step 1 Step 2 Step 3 Step 4 Step 5

**Common data**

DB \* ETD **Choose ETD**

Type \* Master thesis **Choose the type of the document you're uploading**

Institution of metadata creator: Lithuanian University of Health Sciences

Department of metadata creator \* Biblioteka ir informacijos centras > Informacijos pasla

Date of creation of the metadata: 2018-04-27 09:40

Creator of metadata: Laura Petrauskienė

Document language: English **Change language of your thesis**

**Scientific fields**

\*Enter at least one field of science

Code	Title	Type	Actions
Empty			

+ Add field of science **Choose science field**

**Studies fields**

Enter at least one studies field

Code	Title	Actions
Empty		

+ Add studies field **Choose studies field**

Continue

Select classifier

Search

Title

Code

Valid  Yes  No

Search Clear

▼ Physical, biomedical and technological sciences FBT

▼ Biomedical sciences B000

Biophysics	02B				<input type="radio"/>
Biology	04B				<input type="radio"/>
Botany	05B				<input type="radio"/>
Ecology and environmental studies	06B				<input type="radio"/>
Pharmacy	08B				<input type="radio"/>
Medicine	06B				<input type="radio"/>
Odontology	07B				<input type="radio"/>

Click on the little triangle near the science field title

Mark the science field you need

Select classifier

Search

Title

Code

Valid  Yes  No

Search Clear

▼ Biomedical sciences B

▶ Life sciences BGM

▼ Medicine and health BMC

	Code	Valid from	Valid until	Actions
Professional oral hygiene				<input type="radio"/>
Pharmacy				<input type="radio"/>
Medicine	A300			<input type="radio"/>
Medicine and health	B900			<input type="radio"/>
Medical technology	B800			<input type="radio"/>
Nutrition	B400			<input type="radio"/>

Click on the little triangle on **Biomedical Science** then on **Medicine and Health**

Mark the study field you need

After that, click *Continue* on the bottom of the page.

Here you will have to enter the title, summary, keywords:

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	Actions
Empty			

+ Add

Click **Add**.

Write the same text in an alternative language. I.e. if the thesis was written in Lithuanian language, alternative language could be English language and vice versa.

Title, annotation, keywords

Language \* Lithuanian

Title \*

Annotation \*

Keywords \*

Confirm Close

Choose language

Write the title of the thesis  
**(Note. Do not write in caps lock!)**

Write the summary of the thesis  
(it will be enough few sentences about your thesis)

Write keywords. **(Note. There should be at least 3 keywords, separated by semicolons)**

When you're done, click *Continue* on the bottom of the page.

Step 1

Step 2

Step 3

Step 4

Step 5

Write the number of the pages

Physical data

Scope

ETD additional fields

Work done at the institution \* Lithuanian University of Health Sciences

Work defense

Work defended

Equivalency examination

Date of defence



Department \*

Not selected

Write the date of the thesis defence

Choose your faculty

Other responsible persons

*\*Enter a supervisor (consultant in the case of external) by choosing from users (not typing)*

First name, last name	E-mail	Responsibility	Actions
Empty			

Defense committee Not selected

Add the thesis supervisor, reviewer and thesis defense board member

Select classifier

Search

Last name \*

First name

Employee ID

Student ID

Type  Employee  Student

Write the responsible person's name, surname and perform a search.

Choose the responsible person. Take attention to university if there are more than one person

Last name	First name	Institution, department (e-mail)	Actions
Petrauskienė	Laura	Lithuanian University of Educational Sciences, Mokslo ir inovacijų direkcija (laura.petrauskiene@leu.lt)	<input type="button" value="o"/>
Petrauskienė	Laura	Lithuanian University of Health Sciences, Biblioteka ir informacijos centras (laura.petrauskiene@fc.lsmuni.lt) Lithuanian University of Health Sciences, MA Medicinos fakultetas (laura.petrauskiene@fc.lsmuni.lt)	<input type="button" value="o"/>
Petrauskienė	Laura	Klaipėda University, Tęstinųjų studijų institutas (L.PETRAUSKIENE@noemail.lt) (no longer works/studies)	<input type="button" value="o"/>
Petrauskienė	Laura	Vytautas Magnus University, Socialinių mokslų fakultetas (laura.petrauskiene@fc.vdu.lt)	<input type="button" value="o"/>

(1 of 1)

Responsible person

Person **Laura Petrauskienė**

First name \*

Last name \*

E-mail

Description \*

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

Choose description of responsible person and click on **Confirm**

When you're done, click Continue on the bottom of the page.

Step 1 Step 2 Step 3 **Step 4** Step 5

Upload thesis in a PDF format

Attached files

Main file \*

Attachments

Title
Empty

Access status

Set the access type for the thesis.

This thesis can have no public access only when its publication can result in disclosing commercial secrets or the university's interests can be breached in any other way. Max period is 5 years.

When you're done, click *Continue* on the bottom of the page.



Step 1 Step 2 Step 3 Step 4 **Step 5**

**License agreements with the author**

License type \*  Not needed  Electronic  Written

**Status**

Status **Staff entering**

Notes for the document

**Actions**

Possible actions

- Save data without changing the status of the document
- Send to author to correct
- Send to supervisor to confirm
- Delete

Save  Send notifications

*Choose Send supervisor to confirm*

*Click Save*

Your thesis supervisor will review your data. If everything is OK, your thesis will be send to defending.

You can check your thesis status:

Draft – you didn't finish your upload;


Supervisor confirming – supervisor didn't check your thesis yet;

Author correcting – you need to correct thesis, or add responsible persons;

Defending – supervisor have transferred your thesis to defending;

Confirmed – you thesis is in repository, this will happen after defending thesis.

If you need to correct the errors found by your supervisor or librarian, you will have to log in into the system the same way you did when you wanted to upload a new thesis. In the list of the uploaded documents' find the necessary document and click on the pencil symbol. After you're done editing your data, provide it to the supervisor again.

No.	Author	Title	Source	Type of publication	Year	Modified	Status	Actions
1		Kaimo ir miesto		Master thesis	2018	2018-04-27 10:41	Author correcting	 

*If you want to edit the uploaded thesis' data, you have to click on the pencil symbol*

When the data will be accepted and approved, your supervisor will transfer the data to the defence committee.

If you have any questions or technical problems uploading your thesis, please call tel. +37037396043 or write an email: [laura.petrauskiene@lsmuni.lt](mailto:laura.petrauskiene@lsmuni.lt),