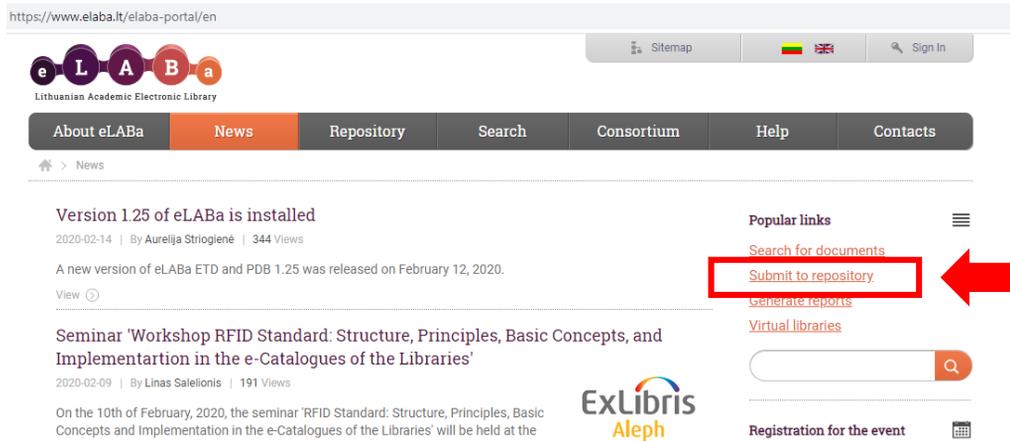


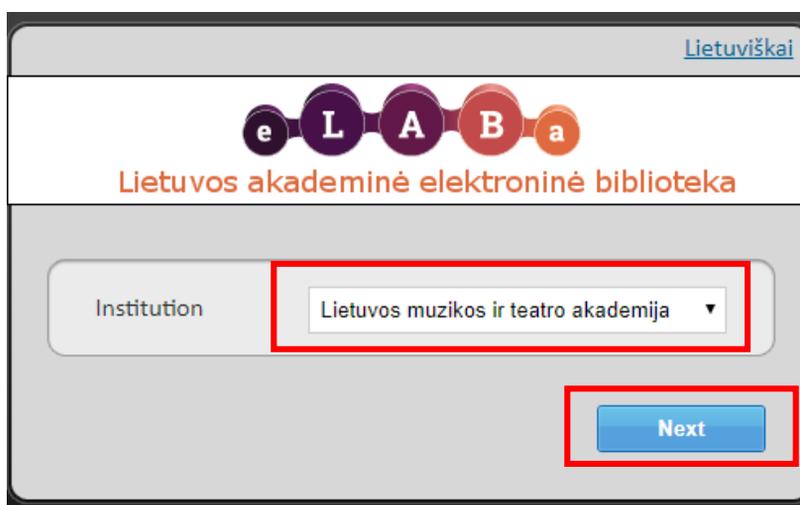
# LMTA THESIS UPLOADING TO ELABA INSTRUCTIONS

To upload your thesis to eLABa you have to go to this website:

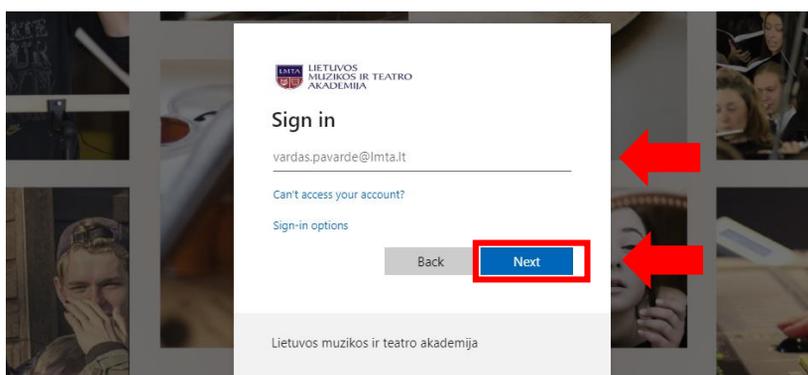
<https://www.elaba.lt/elaba-portal/en>



The screenshot shows the eLABa portal homepage. The URL is <https://www.elaba.lt/elaba-portal/en>. The page features a navigation menu with options: About eLABa, News, Repository, Search, Consortium, Help, and Contacts. A news article titled "Version 1.25 of eLABa is installed" is displayed. On the right side, there is a "Popular links" section with a red box around the "Submit to repository" link, and a red arrow pointing to it. Other links include "Search for documents", "Generate reports", and "Virtual libraries". There is also a search bar and a "Registration for the event" link.



The screenshot shows the eLABa upload form. The language is set to "Lietuviškai". The form title is "Lietuvos akademinė elektroninė biblioteka". There is a dropdown menu for "Institution" with "Lietuvos muzikos ir teatro akademija" selected, highlighted by a red box and a red arrow. A "Next" button is also highlighted by a red box and a red arrow.



The screenshot shows the eLABa sign-in page. The page title is "Sign in". The username field contains "vardas.pavarde@lmta.lt". There is a "Next" button highlighted by a red box and a red arrow. The footer of the page reads "Lietuvos muzikos ir teatro akademija".

LMTA community members log in with LMTA information systems username and password (*name.surname@stud.lmta.lt*)

**NOTE.** If you do not know the login password, please write to our IT administrator: [karolis.grunovas@lmta.lt](mailto:karolis.grunovas@lmta.lt)

Documents

- Document management
- My documents
- Supervisor documents

Last actions

- Previewed document records
- Edited document records
- Performed searches
- Generated reports

Classifiers

- Institutional
  - Alternative publication types
  - Departments
  - Job possitions

New document



Search

Title

Author First name  Last name

Year

???page.document.filter.source???

Identifier

Date of creation of the metadata From  To

Date of modification of the metadata From  To

Source/series title

Publication type code

# Step 1

Documents

Document management

My documents

Supervisor documents

Last actions

Previewed document records

Edited document records

Performed searches

Generated reports

Classifiers

Institutional

Alternative publication types

Form type

Step 1 Step 2 Step 3 Step 4 Step 5

Common data

DB \*

Type \*

Institution of metadata creator Lithuanian Academy of Music and Theatre

Department of metadata creator \*

Date of creation of the metadata 2020-04-27 14:56

Date of confirmation

Creator of metadata Julija Vilniškaitytė

Document language

Choose ETD

Choose the type of the document you're uploading



# Step 1

Supervisor documents

**Last actions**

- Previewed document records
- Edited document records
- Performed searches
- Generated reports

**Classifiers**

- Institutional
  - Alternative publication types
  - Departments
  - Job positions
  - Personnel groups
- General
  - Authority
  - Author types
  - Common user identifiers
  - Document types
  - Databases
  - Sources of identifiers
  - Institutions
  - Institutional user identifiers
  - Education

**Common data**

DB \*

Type \*

Institution of metadata creator

Department of metadata creator \*

Date of creation of the metadata

Date of confirmation

Creator of metadata

Document language

**Scientific fields**

*\*Enter at least one field of science / art*

Code	Title	Type	Actions
Empty			
<input type="button" value="+ Add field of science / art"/>			

**Studies fields**

*Enter at least one studies field*

Code	Title	Type	Actions
Empty			
<input type="button" value="+ Add studies field"/>			

Activate Windows  
Go to PC settings to activate Windows



Supervisor documents

**Last actions**

- Previewed document records
- Edited document records
- Performed searches
- Generated reports

**Classifiers**

- Institutional
  - Alternative publication types
  - Departments
  - Job positions
  - Personnel groups
- General
  - Authority
  - Author types
  - Common user identifiers
  - Document types
  - Databases
  - Sources of identifiers
  - Institutions
  - Institutional user identifiers
  - Education

**Select classifier**

Title

Code

Valid  Yes  No

Title	Code	Valid from	Valid until	Actions
Classification does not apply	000			
Classification does not apply	00			<input type="button" value="o"/>
▼ Creative arts and design	CV			
▼ Scenos ir ekranu menai	C 000			<input type="button" value="o"/>
Music	C 001			<input checked="" type="button" value="o"/>
Theater and film	C 002			<input type="button" value="o"/> select
▼ Fine arts	V 000			<input type="button" value="o"/>
Architecture	V 001			<input type="button" value="o"/>
Fine art	V 002			<input type="button" value="o"/>

Activate Windows  
Go to PC settings to activate Windows



# Step 1

Supervisor documents

▼ Last actions

Previewed document records

Edited document records

Performed searches

Generated reports

▼ Classifiers

▼ Institutional

Alternative publication types

Departments

Job positions

Personnel groups

▼ General

Authority

Author types

Common user identifiers

Document types

Databases

Sources of identifiers

Institutions

Institutional user identifiers

Education

Common data

DB \* ETD

Type \* Master thesis

Institution of metadata creator Lithuanian Academy of Music and Theatre

Department of metadata creator \* Nežinomas Select

Date of creation of the metadata 2020-04-27 14:56

Date of confirmation

Creator of metadata Julija Vilniškaitytė

Document language English

Scientific fields

\*Enter at least one field of science / art

Code	Title	Type	Actions
C 001	Creative arts and design > Scenos ir ekrano menai > Music	Scientific direction	

+ Add field of science / art

Studies fields

Enter at least one studies field

Code	Title	Type	Actions
Empty			

+ Add studies field

Save as a draft Delete Continue

Activate Windows  
Go to PC settings to activate Wi



Performed searches

Generated reports

▼ Classifiers

▼ Institutional

Alternative publication types

Departments

Job positions

Personnel groups

▼ General

Authority

Author types

Common user identifiers

Document types

Databases

Sources of identifiers

Institutions

Institutional user identifiers

Education

Language

Publishers

Research

Institution of metadata creator Lithuanian Academy of Music and Theatre

Department of metadata creator \* Nežinomas Select

Select classifier

Search

Title

Code

Valid  Yes  No

Search Clear

▼ Arts	MMS			
Crafts	W700			
Architecture	K100			
Fine art	W100			
Design studies	W200			
Photography and media studies	W600			
Art studies	W900			
Music	W300			
Imaginative writing	W800			

Click on the little triangle near the study field title

Mark the study field you need

Activate Windows  
Go to PC settings to activate Wi



# Step 1

Performed searches  
Generated reports  
**Classifiers**  
Institutional  
Alternative publication types  
Departments  
Job positions  
Personnel groups  
General  
Authority  
Author types  
Common user identifiers  
Document types  
Databases  
Sources of identifiers  
Institutions  
Institutional user identifiers  
Education  
Languages  
Publishers  
Research fields  
Scientific directions

Institution of metadata creator Lithuanian Academy of Music and Theatre  
Department of metadata creator \* Nežinomas   
Date of creation of the metadata 2020-04-27 14:56  
Date of confirmation  
Creator of metadata Julija Vilniškaitytė  
Document language English

**Scientific fields**  
*\*Enter at least one field of science / art*

Code	Title	Type	Actions
C 001	Creative arts and design > Scenos ir ekrano menai > Music	Scientific direction	<input type="button" value="🗑"/>

**Studies fields**  
*Enter at least one studies field*

Code	Title	Type	Actions
W300	Creative arts and design > Arts > Music	Studies direction	<input type="button" value="🗑"/>



Activate Windows  
Go to PC settings to activate Windows

# Step 2

Document management

My documents

Supervisor documents

Last actions

Previewed document records

Edited document records

Performed searches

Generated reports

Classifiers

Institutional

Alternative publication types

Departments

Job positions

Personnel groups

General

Authority

Author types

Common user identifiers

Document types

Databases

Sources of identifiers

Institutions

Institutional user identifiers

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

Authors

\* Add at least one record

Author	Institutions	Relationship Term	Actions
Empty			

+ 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

Continue



Document management

My documents

Supervisor documents

Last actions

Previewed document records

Edited document records

Performed searches

Generated reports

Classifiers

Institutional

Alternative publication types

Departments

Job positions

Personnel groups

General

Authority

Author types

Common user identifiers

Document types

Databases

Sources of identifiers

Institutions

Institutional user identifiers

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

Business collaboration

Company name	Country	Comment	Actions
Empty			

+ Add business collaboration

Back

Continue

- 1 Choose language
- 2 Write the title of the thesis (Note. Do not write in caps lock!)
- 3 Write the summary of the thesis
- 4 Write keywords. (Note. There should be at least 3 keywords, separated by semicolons)

# Step 2

▼ General

Authority

Author types

Common user identifiers

Document types

Databases

Sources of identifiers

Institutions

Institutional user identifiers

Education

Languages

Publishers

Research fields

Scientific degrees

Scientific names

Job position types

Studies

Empty

+ 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

→ Continue

✓ Save as a draft   ✕ Delete

↩ Back



# Step 3

Document management

- My documents
- Supervisor documents
- Last actions**
- Previewed document records
- Edited document records
- Performed searches
- Generated reports
- Classifiers**

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

**Physical data**

Scope  **Write the number of the pages**

**Related sources**

Source type	URI	Check date	Actions
Empty			

[+ Add related source](#)

- Alternative publication types
- Departments
- Job positions
- Personnel groups
- General**
- Authority
- Author types
- Common user identifiers
- Document types
- Databases
- Sources of identifiers
- Institutions
- Institutional user identifiers
- Education
- Languages
- Publishers
- Research fields
- Scientific degrees
- Scientific names

Work done at the institution \* Lithuanian Academy of Music and Theatre [Select](#)

**Work defense**

Work defended

Equivalency examination

Date of defence  **Write the date of the thesis defense**

Department \* [Not selected](#) [Select](#) **Choose your faculty**

**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](#)

Defense committee [Not selected](#) [Select](#)

[← Back](#) [→ Continue](#)

[✓ Save as a draft](#) [✕ Delete](#)

Activate Windows  
Go to PC settings to activate Windows



# Step 3

Common user identifiers

Document types

Databases

Sources of identifiers

Institutions

Institutional user identifiers

Education

Languages

Publishers

Research fields

Scientific degrees

Scientific names

Job position types

Studies

### 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**

Defense committee  Not selected

**Add the thesis supervisor, reviewer and thesis defense board member**



Document types

Databases

Search and select a person

Last name \*

First name

Employee ID

Student ID

Type  Employee  Student

(1 of 1)

Last name	First name	Scientific degree	Institution, department (e-mail)	Actions
Budzinauskienė	Jolanta		Vytautas Magnus University, Socialinių mokslų fakultetas (jolanta.budzinauskiene@fc.vdu.lt)	<input type="button" value="Select"/>
Budzinauskienė	Laima	PhD (2000-10-20)	Lithuanian Academy of Music and Theatre, Faculty of Music (laima.budzinauskiene@lmta.lt) Lithuanian Culture Research Institute, Muzikos ir teatro istorijos skyrius (L.Budzinauskiene@noemail.lt)	<input type="button" value="Select"/>
Budzinauskienė	Rasa		Kaunas University of Technology, Faculty of Mathematics and Natural Sciences (R.Budzinauskiene@noemail.lt) (no longer works/studies) Kaunas University of Technology, Faculty of Mathematics and Natural Sciences (R.Poškute@noemail.lt) (no longer works/studies)	<input type="button" value="Select"/>

Activate Windows  
Go to Settings to activate Windows

**Write the responsible person's name, surname**



Common user identifiers

Document types

Databases

Sources of identifiers

Institutions

Institutional user identifiers

Education

Languages

Publishers

Research fields

Scientific degrees

Scientific names

Job position types

Studies

Studies classification

### 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
Laima Budzinauskienė	laimab72@gmail.com	Thesis supervisor (thesis consultant in the case of extern)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**+ Add responsible person**

Defense committee  Not selected

**Continue**

# Step 4

The screenshot shows a document management interface with a sidebar on the left and a main content area. The sidebar includes sections for 'Document management', 'My documents', 'Supervisor documents', 'Last actions', 'Classifiers', and 'General'. The main content area is titled 'Step 4' and contains the following elements:

- Attached files:** A section with a 'Main file \*' field containing '2.pdf', a 'Download' button, and a trash icon. A red box highlights this area with the text 'Upload thesis in a PDF format' and an arrow pointing to it.
- Publication version:** A dropdown menu set to 'Authors manuscript'.
- Attachments:** A table with columns 'Title', 'Comment', and 'Actions'. The table is currently empty. Below it is an 'Add attachment' button.
- Access status \*:** A dropdown menu set to 'Limited to institution intranet'. A red box highlights this area with the text 'Set the access type for the thesis' and an arrow pointing to it.
- Valid until \*:** A date field set to '2020-09-25' with a calendar icon.
- Buttons:** A 'Back' button, a 'Continue' button (highlighted with a red box and arrow), 'Save as a draft', and 'Delete' buttons.

# 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 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

Activate Windows  
Go to PC settings to activate Windows

**Your thesis supervisor will review your data.**

**If everything is OK, you need mark “License agreements with the author” (step 5) (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.)**

**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.**