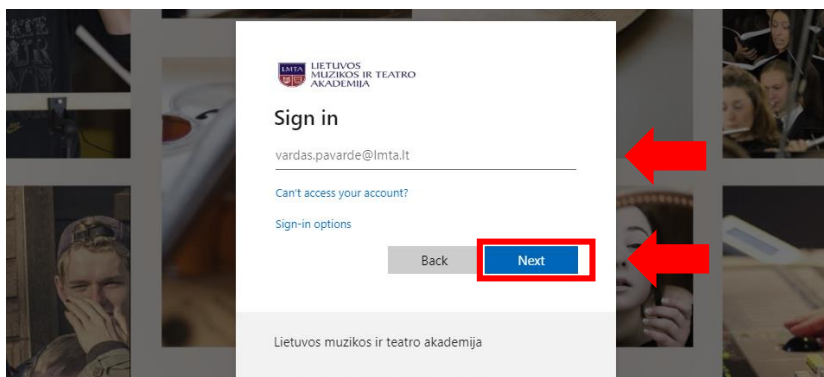
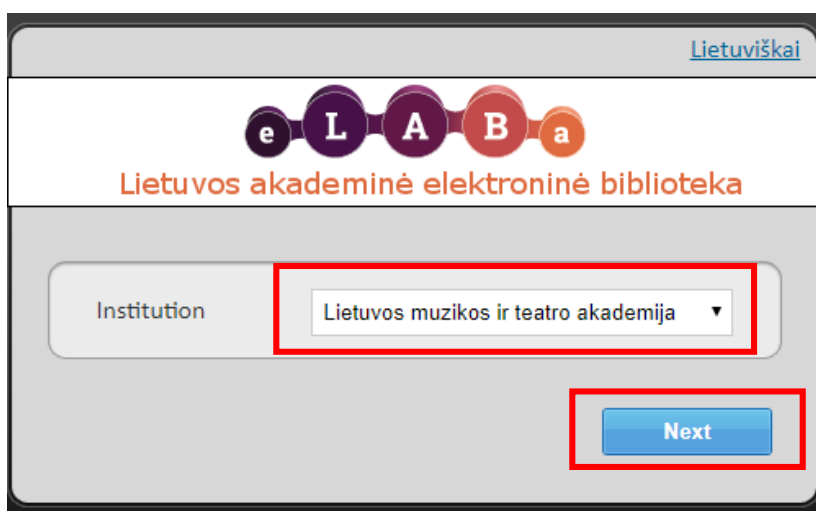
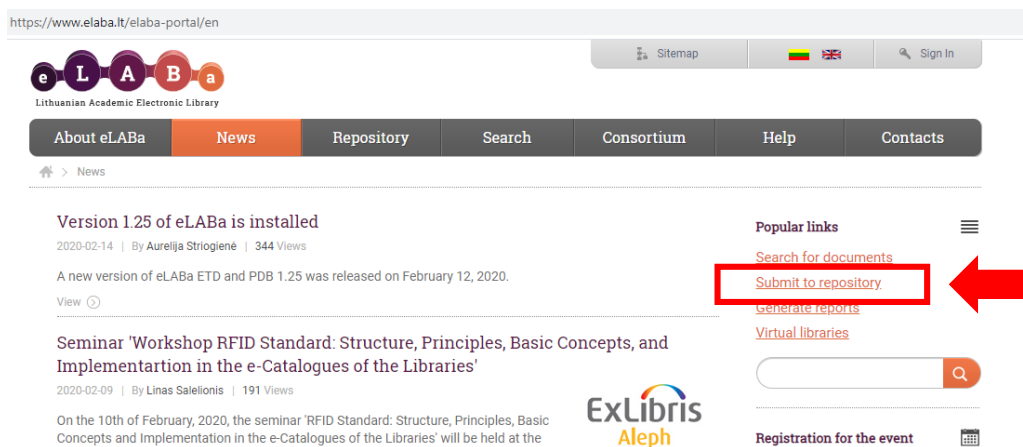


LMTA THESIS UPLOADING TO ELABA INSTRUCTIONS

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

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



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*

Documents

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New document

Search

Title	<input type="text"/>		
Author	First name <input type="text"/>	Last name <input type="text"/>	Select
Year	<input type="text"/>		
???page.document.filter.source???	Not selected		
Identifier	<input type="text"/>		
Date of creation of the metadata	From <input type="text"/>	To <input type="text"/>	
Date of modification of the metadata	From <input type="text"/>	To <input type="text"/>	
Source/series title	<input type="text"/>		
Publication type code	<input type="text"/> Select		

Step 1

<div>Documents</div> <div>Document management</div> <div>My documents</div> <div>Supervisor documents</div> <div>Last actions</div> <div>Previewed document records</div> <div>Edited document records</div> <div>Performed searches</div> <div>Generated reports</div> <div>Classifiers</div> <div>Institutional</div> <div>Alternative publication types</div>	Form type <input type="text" value="Wizard"/>	<div>Preview Import Export Help Back</div>			
	<div>Step 1 Step 2 Step 3 Step 4 Step 5</div>				
	Common data				
	DB *	<input type="text" value="ETD"/>	Choose ETD		
	Type *	<input type="text" value="Master thesis"/>	Choose the type of the document you're uploading		
	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	<input type="text" value="English"/>				



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Common data

DB *
ETD

Type *
Master thesis

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
Empty			
Add field of science / art			

Studies fields

Enter at least one studies field

Code	Title	Type	Actions
Empty			
Add studies field			

Save as a draftDelete

Continue

Choose science field

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Select classifier

Search

Title

Code

Valid

YesNo

SearchClear

Title	Code	Valid from	Valid until	Actions
Classification does not apply	000			
Classification does not apply	00			
Creative arts and design	CV			
Scenos ir ekrano menai	C 000			
Music	C 001			
Theater and film	C 002			
Fine arts	V 000			
Architecture	V 001			
Fine art	V 002			

Mark the science field you need

Click on the little triangle near the science field title

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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

Continue

Save as a draft

Delete

Choose studies field



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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			

Mark the study field you need



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Scientific domains

Institution of metadata creatorLithuanian Academy of Music and Theatre

Department of metadata creator *NežinomasSelect

Date of creation of the metadata2020-04-27 14:56

Date of confirmation

Creator of metadataJulija Vilniškaitytė

Document languageEnglish

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
W300	Creative arts and design > Arts > Music	Studies direction	

Add studies field

Save as a draft

Delete

Back

Activate Windows

Go to PC settings to activate Windows

Continue

Step 2

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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			

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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

Activate Windows
Go to PC settings to activate Windows

→ Continue

Title, annotation, keywords

Language English

Title *

Annotation

Keywords

✓ Confirm Close

- 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

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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

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Step 3

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Physical data

Scope56 p.

Related sources

Source type	URI	Check date	Actions
Empty			
Add related source			

Write the number of the pages

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Scientific names

Work done at the institution *Lithuanian Academy of Music and TheatreSelect

Work defense

Work defended

Equivalency examination

Date of defence2020-06-11

Department *Not selectedSelect

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 committeeNot selectedSelect

Back

Continue

Save as a draftDelete

Write the date of the thesis defense

Choose your faculty



Step 3

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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
<div>Empty</div> <div><div>+</div> Add responsible person</div>			
Defense committee Not selected <div>Select</div>			

← Back

→ Continue

✓ Save as a draft

✕ Delete

↶ Back

Add the thesis supervisor, reviewer and thesis defense board member

Document types

Databases

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).

Search and select a person

Search

Last name *

budzinauskienė

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
Budzinauskienė	Jolanta		Vytautas Magnus University, Socialinių mokslų fakultetas (jolanta.budzinauskiene@fc.vdu.lt)	<div><div>+</div></div>
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)	<div><div>+</div></div>
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)	<div><div>+</div></div> <div>Select</div>

Write the responsible person's name, surname

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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)	<div><div>+</div><div>✕</div></div>

+

 Add responsible person

Defense committee Not selected

Select

← Back

→ Continue

✓ Save as a draft

✕ Delete

↶ Back

Continue

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Attached files

Main file *2.pdfDownload

Publication versionAuthors manuscript

Title	Comment	Actions
Empty		

Add attachment

Access status *Limited to institution intranet

Valid until *2020-09-25

Back

Save as a draftDelete

Back

Upload thesis in a PDF format

Set the access type for the thesis

Continue

Step 5

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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

☒ 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.