

INSTRUCTION FOR ETD AND THEIR METADATA MANAGEMENT AND APPROVAL (FOR LIBRARY STAFF)

Login

Open Lithuanian ETD IS management webpage <<http://submit.library.lt/admin.html>>. Click on item “Manage ETDs (in EN)”.

Manage ETDs	ETDs Management
Manage ETDs (in EN)	ETDs Management (in English)
Change language	Change Interface language

The authorization window will pop-up. Enter your username and password.



Jungtis prie submit.library.lt

Administrators only

Vartotojo vardas: admin

Slaptažodis:

Atsiminti slaptažodį

Gera Atšaukti

Management of ETDs and Their Metadata

After logging you will see the list of ETDs waiting to be approved.

There are 9 ETDs waiting to be approved							
Author	Department	Title	Type of Document	Degree	Date of Submission	Actions	
Zebus, Donatas [38001011111]	Kauno technologijos universitetas. Informatikos fakultetas. Programinės įrangos katedra	Oracle DBVS greitaveikos tyrimas	Dissertation [dissertation]	[DOC]	2004-02-26	View Modify Delete Approve	
Butkus, Arūnas [38001011111]	Kaunas University of Medicine. Informatikos fakultetas. Programų sistemų inžinerijos katedra	Kompiuterių panaudojimas medicinoje	Dissertation [dissertation]	[Doc]	2004-02-27	View Modify Delete Approve	NR
Gaidelis, Rolandas [36902050849]	Law University of Lithuania. N/A. Informacinis centras	Asmens duomenų apsauga pagal Europos Sąjungos teisę	Dissertation [dissertation]	[Doc]	2004-03-09	View Modify Delete Approve	
Aidutė, Aida [45505121212]	Lithuanian Academy of Music. Muzikologijos fakultetas. Muzikos pedagogikos katedra	Medicina ir muzika	Dissertation [dissertation]	[Doc]	2004-03-09	View Modify Delete Approve	
Jonaitis, Jonas [38808086666]	Kauno technologijos universitetas. Informatikos fakultetas. Informacijos sistemų katedra	Miesto kartografinių duomenų bazių sudarymo tobulinimas fotogrametrinių metodu pagrindu	Dissertation [dissertation]	Doctor [PHD]	2004-03-15	View Modify Delete Approve	

Operations with ETDs and their metadata you can perform by clicking menu items in the row of proper ETD.

[View](#) | [Modify](#)
[Delete](#) | [Approve](#)

You can see letters “N” and “R” next to some ETDs. “N” indicates that a message has been sent to the author of ETD. “R” indicates that a response has been received from the author.

NR

View of ETD metadata

In the window of submitted ETD click on menu item “View” of proper ETD. The window with ETD metadata will be opened. Red lettering indicates items which have not been completed or are incorrect. In this window you can view ETD metadata and go to another management pages through links in the upper part of windows (“modify”, “approve”, “delete”).

Viewing current information for ETD etd-LABT20040328-225410-32489	
Use this page to modify , approve , or delete the ETD with URN etd-LABT20040328-225410-32489.	
Red lettering indicates items which have not been completed or are incorrect.	
URN	etd-LABT20040328-225410-32489
Author	Jonaitis, Jonas 38808086666
Author's Email Address	Jonas.Jonaitis@ktu.lt

Correction of ETD metadata

In the window of submitted ETD click on menu item “Modify” of proper ETD. The window with ETD metadata will be opened. Perform corrections and save data by clicking <Update Information>.

Modifying current information for ETD etd-LABT20040328-225410-32489	
This page will allow you to modify the information currently associated with ETD etd-LABT20040328-225410-32489.	
All fields on this page are <i>required</i> , you can not modify any information unless all fields are properly filled in.	
<hr/>	
First Name	<input type="text" value="Jonas"/>
Middle Name (optional)	<input type="text"/>
Last Name	<input type="text" value="Jonaitis"/>
Personal ID	<input type="text" value="38808086666"/>
Author's Email Address	<input type="text" value="Jonas.Jonaitis@ktu.lt"/>

Approval of ETD

In the window of submitted ETD click on menu item “Approve” of proper ETD. The approval window will be opened. If you want to send messages about approval of ETD to someone else, fill additional e-mail addresses. Finish approval by clicking Perform corrections and save data by clicking <Approve This ETD>.

ETD-db: Approving ETD	
You are about to approve the ETD with URN etd-LABT20040328-225410-32489. This action cannot be undone.	
Author	Jonaitis, Jonas
Title	Information Systems in Banks
Department	Kaunas University of Technology. Informatikos fakultetas. Informacijos sistemų katedra
Advisory Committee	<ul style="list-style-type: none">• Petras, Petraitis - Advisor (Committee chair) - Petras.Petraitis@ktu.lt
Files	<ul style="list-style-type: none">• Disertacija.pdf• Disertacija.doc
Additional Email	If there are any additional addresses you would like to send the approval notice to, enter them below as a list separated by commas. (example: foo@bar.net, jsmith@nowhere.org). <input type="text"/>
<input type="button" value="Approve This ETD"/>	

Messages to authors

You can send a message to author from ETD view window by clicking item “Add a notice”. In the message window fill in message. If you want to inform an author about new message, check “Check email to the author”. You can send a message by clicking “Add Notice”.

Notice Information	
<input type="text" value="You must fill in information about advisory committee."/>	
<input type="checkbox"/> Send email to the author.	
<input type="checkbox"/> Send email to their Committee Chair.	
<input type="button" value="Add Notice"/>	