



Formation of publication lists (reports) in eLABa IS

Users of the eLABa system can use the Statistics subsystem to generate reports/lists of publications/documents according to the roles and rights granted to them:

- ✓ The **author** has the right to form reports only from the data of the publications in which he is indicated as the author/co-author.
- ✓ **Institution's department registrars** and **librarians** have the right to generate reports from the data of their institution's documents (including ones which are shared with other institutions)

In order to generate a report, first it is necessary to **connect to eLABa IS**:

- on the right side of [eLABa](#) website, click Generate reports **Generate reports**
 - select **Vilnius Gediminas Technical University** from the list of institutions
 - enter your name and password **which you use to connect to the VILNIUS TECH computer systems**
- Or log-in to eLABa system as when [registering a publication](#), and click **Reports** at the bottom of the left-side panel:

On the opened window click Select to choose the type of report you want to form:

A list (**classifier**) of report forms opens. All reports are grouped hierarchically. You can search for an exact form or select it from the list.

In the report classifier find **VILNIUS TECH PDB institucinės ataskaitos**.

The screenshot shows a window titled "Select classifier" with a search bar and a list of report categories. The category "VILNIUS TECH PDB institucinės ataskaitos" is highlighted with a red box. Below it, several sub-categories are listed, including "II. Sąrašai konkursui", "III. Sąrašai atestavimui", "IV. Sąrašai katedrų, mokslo padalinių metinei ataskaitai", "V. Sąrašai su „Web of Science JCR“ ir/ar „Scopus JM“ citavimo rodikliais (testinė)", "VI. Kiti sąrašai", and "VII. Ataskaitos duomenų analizėms".

Classifier			
► MRU PDB institucinės ataskaitos			
▼ VILNIUS TECH PDB institucinės ataskaitos			
► II. Sąrašai konkursui			
► III. Sąrašai atestavimui			
► IV. Sąrašai katedrų, mokslo padalinių metinei ataskaitai			
► V. Sąrašai su „Web of Science JCR“ ir/ar „Scopus JM“ citavimo rodikliais (testinė)			
► VI. Kiti sąrašai			
► VII. Ataskaitos duomenų analizėms			
► VU PDB institutional reports			
► Kolegių, institutų ir mokslo centrų bendrosios PDB ataskaitos			
► LMAVB PDB institutional reports			
► FTMC PDB institucinės ataskaitos			

Expand the report groups to select a **specific report** form you need.

The screenshot shows the same "Select classifier" window, but with the "VILNIUS TECH PDB institucinės ataskaitos" group expanded. The "I. Sąrašai atestavimui" group is also expanded, showing three sub-options: "1. Publikacijų sąrašas atestavimui", "2. Publikacijų sąrašas pedagoginės veiklos atestavimui", and "3. Publikacijų sąrašas mokslinės veiklos atestavimui". The first option is selected, and a red box highlights the selection button in the right column.

Classifier			
► MRU PDB institucinės ataskaitos			
▼ VILNIUS TECH PDB institucinės ataskaitos			
► II. Sąrašai konkursui			
▼ I. Sąrašai atestavimui			
1. Publikacijų sąrašas atestavimui			<input checked="" type="radio"/>
2. Publikacijų sąrašas pedagoginės veiklos atestavimui			<input type="radio"/>
3. Publikacijų sąrašas mokslinės veiklos atestavimui			<input type="radio"/>
► IV. Sąrašai katedrų, mokslo padalinių metinei ataskaitai			
► V. Sąrašai su „Web of Science JCR“ ir/ar „Scopus JM“ citavimo rodikliais (testinė)			
► VI. Kiti sąrašai			

Before forming the selected list of publications, it is necessary to specify the criteria for the publication inclusion in the report (a detailed description of criteria and their selection is described in Table 1).

Report **1. Publikacijų sąrašas atestavimui** Select

Filtering criteria

Report date * 📅

☒ Use the classifier values valid for the report date
☐ Use the latest classifier values

Date from 📅

Data to 📅

Period type ▼

Institution **Vilnius Gediminas Technical University**

Departments + Add department

Author **Not selected** Select

Publication types + Add publication type

Research fields + Add field of science / art

Studies groups / directions + Add study group / direction

Document languages + Add document language

Countries + Add country

Additional inst. classifications + Add additional inst. classification

Format ▼

Document format type ▼

🖨️ Generate ✉️ Send by e-mail

Table 1. Data selection criteria for reports.

Criterion	Data format or an example	Selection options	Explanation
Report date	yyyy-mm-dd	Selectable from the calendar or entered manually.	The date of the report creation.
Choices which classifier values to use	Selection buttons	Selectable from the following options: 1. Use the classifier values valid for the report date; 2. Use the latest classifier values.	1. Use the classifier values valid for the report date – the report shall display the classifier values that are valid on the specified report date; 2. Use the latest classifier values – the report displays the latest classifier values regardless of the report date.
Date from	yyyy-mm-dd	Selectable from the calendar or entered manually.	Determines the time-frame of the data to be included into report. Both or one of the dates can be indicated. Document data are included into reports based on the specified time-frame and the selected period type.
Date to	yyyy-mm-dd	Selectable from the calendar or entered manually.	

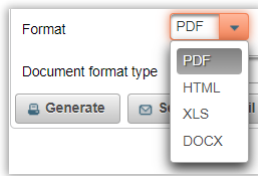
Period type		<p>Selectable from the list:</p> <ol style="list-style-type: none"> 1. by publication year; 2. by accounting year; 3. by exact publication date; 4. by metadata creation date; 5. by confirmation date. 	<ol style="list-style-type: none"> 1. <i>by publication year</i> – documents are selected by year in which they were published; 2. <i>by accounting year</i> – documents are selected by accounting year (including late publications); 3. <i>by exact publication date</i> – documents are selected by exact final publishing date; 4. <i>by metadata creation date</i> – documents are selected by the dates when their records were created in the system; 5. <i>by confirmation date</i> – documents are selected by dates when their records were approved in the system. <p>Depending on the selected option, the data is included into report according to the specified “from/to” dates.</p>
Institution	Vilniaus Gediminas Technical University	Selectable from institution classifier.	<ul style="list-style-type: none"> • If the report form “<i>Publikacijų sąrašas atestacijai</i>” is selected, a specific institution of which data the report will be generated can be selected. Clicking on the “Select” button opens an institution classifier, from which the particular institution can be selected by searching or browsing it. • If the report form “<i>Publikacijų sąrašas konkursui</i>” is selected, the report will be based on data from all institutions. • If the user has the right to generate institutional reports, the authority is automatically indicated without the possibility to change it.
Department	Faculty of Civil Engineering	Selectable from the hierarchical classification of the selected institution, department of any level can be selected.	It is possible to specify a specific department of the selected institution. If nothing is specified, the documents of all departments will be included into the report. Clicking the “Select” button provides a hierarchical classification of institution’s departments, where a specific department of any level can be searched and selected. Data are included into reports according to the author's affiliation to the institution and department as indicated in the document data.
Author (automatically identified when the author logs in)	Last name, first name	Selectable from the user list.	It is possible to indicate the specific author whose documents will be included in the report. Clicking the “Select” button brings up the author search window, where the particular author can be searched and selected from eLABa users according to the available search criteria. If the user has the right to form only author reports, the author field is automatically prefilled without the ability to make changes.

Publication types (list)	S1, S2, S3	Selectable from the classifier of publication types*.	Clicking the " <i>Add publication type</i> " button provides a classifier where the type of documents to be included into report can be selected. The selection step can be repeated to specify several document types.
Research fields (list)	N 003, T 005, S 004	Selectable from the research fields classifier.	Clicking the " <i>Add field of science/art</i> " button provides a classifier allowing to restrict that the report would only include documents assigned with the selected research field. The selection step can be repeated to specify several research fields.
Studies groups / directions (list)	D05, Biophysics	Selectable from the study groups/ directions classifier.	Clicking the " <i>Add study group/direction</i> " button provides a classifier allowing to restrict that the report would only include documents assigned with the selected study group/direction. The selection step can be repeated to include several studies groups/directions.
Document languages	LIT, ENG	Selectable from the language classifier.	Clicking the " <i>Add document language</i> " button provides a language classifier from which the desired language of documents to be included into report can be selected. The selection step can be repeated to specify several languages.
Countries	LT, US	Selectable from the country classifier.	Clicking the "Add country" button provides a country classifier allowing to restrict that the report would only include documents published in the selected country. The selection step can be repeated to specify several countries.
Additional inst. classifications	AE, SD, L101	Selectable from the VILNIUS TECH institutional classifiers.	Clicking the "Add additional inst. classification" button provides a classifier, where after a particular institutional classifier type is selected, the documents to be included into report can be restricted to only ones assigned with the selected institutional classifier's value. The selection step can be repeated to include several values of institutional classifiers of different types.

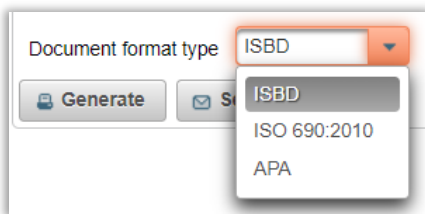
*documents are classified according to eLABa talpyklos [publikacijų rūšių klasifikatorius](#).

In addition to selecting the criteria according to which the documents will be included into report, the **format** and **presentation form** of the report itself can be selected:

Format of the report (PDF, HTML, XLS, DOCX) can be selected from the drop-down menu:



Document format type field allows to specify the standard by which the bibliographic entries of individual documents will be listed in the report. The standard (ISBD, ISO 690:2010, or APA) can be chosen from the drop-down menu:



When all preferable criteria and formats have been set, the report will be generated after pressing **Generate** or **Send by e-mail** buttons:

- If **Generate** is selected, the system will open the generated report in the new internet browser window/tab.
- If **Send by e-mail** is selected, the system opens a window where e-mail address, theme, and additional comment can be specified. By clicking Send on this window, the generated report will be sent to the indicated e-mail.