



## 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 system**
- Or log-in to eLABa system as when [registering a publication](#), and click **Reports** at the bottom of the left-side panel:

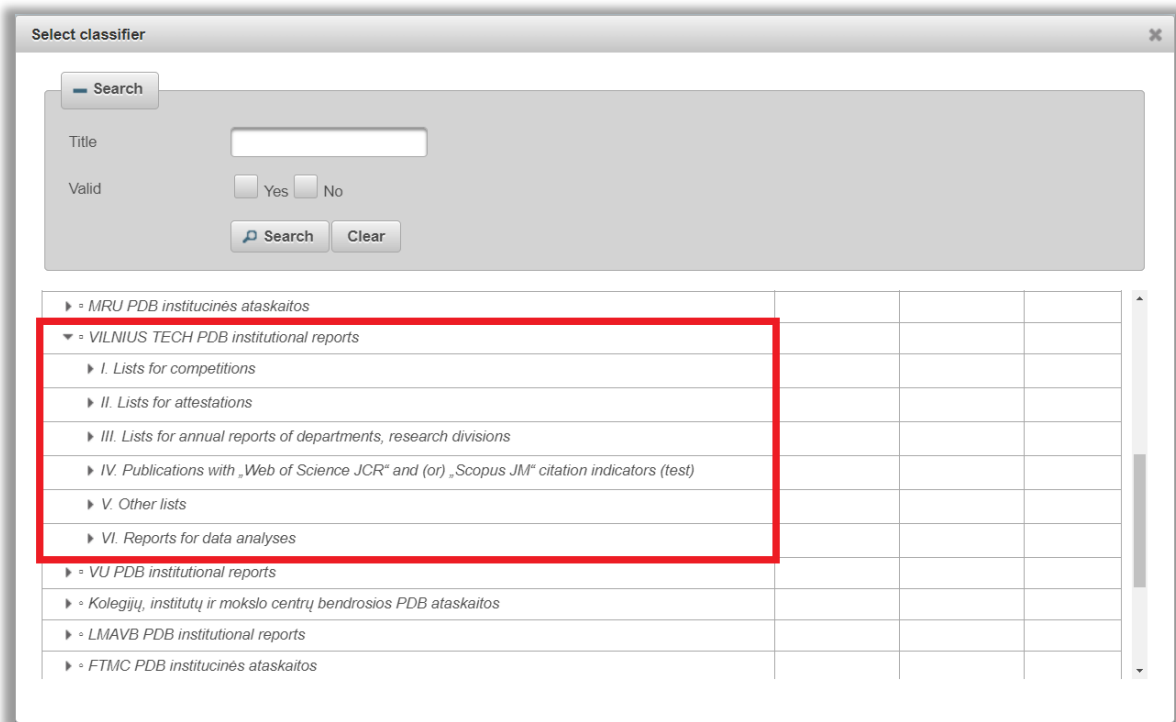
The screenshot shows the eLABa system interface. At the top, there is the eLABa logo and the text "Lithuanian Academic Electronic Library Repository". On the right, there are links for "Lietuvių" and "Log out". Below the header, there is a navigation bar with "My documents". The left sidebar contains a menu with "Documents", "Last actions", and "Others". Under "Others", the "Reports" option is highlighted with a red box. The main content area shows a "New document" button, a search bar, and a table with columns: No., Author, Title, Source, Publication type, Institution, Year, Modified, Status, and Actions. The table is currently empty.

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

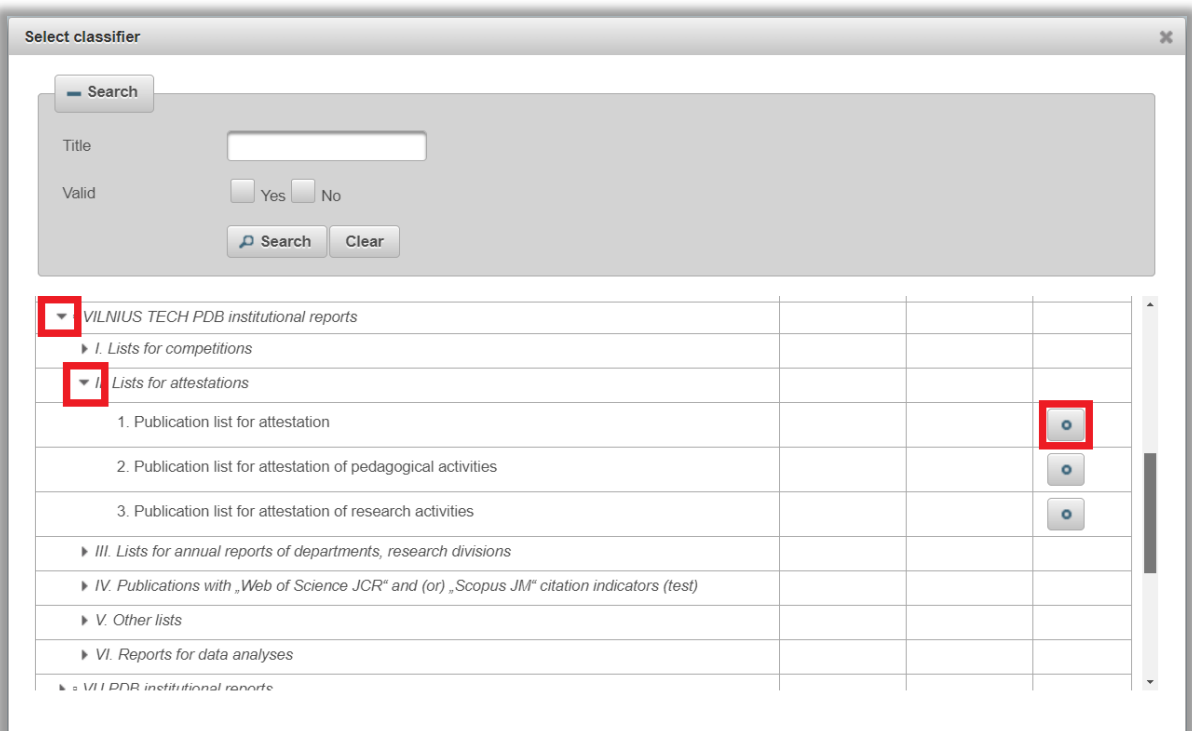
The screenshot shows a dialog box for selecting a report. It has a "Report" label, a "Select report" button, and a "Select" button. Below, there is a "Format" label and a dropdown menu currently set to "PDF".

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 institutional reports**.



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



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).

**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.	

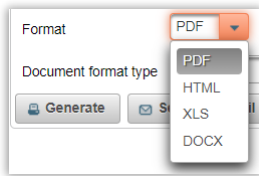
<b>Period type</b>		Selectable from the list: 1. by publication year; 2. by accounting year; 3. by exact publication date; 4. by metadata creation date; 5. by confirmation date.	1. <i>by publication year</i> – documents are selected by year in which they were published; 2. <i>by accounting year</i> – 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. Depending on the selected option, the data is included into report according to the specified “ <i>from/to</i> ” dates.
<b>Institution</b>	Vilniaus Gediminas Technical University	Selectable from institution classifier.	<ul style="list-style-type: none"> <li>• 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 “<i>Select</i>” button opens an institution classifier, from which the particular institution can be selected by searching or browsing it.</li> <li>• If the report form “<i>Publikacijų sąrašas konkursui</i>” is selected, the report will be based on data from all institutions.</li> <li>• If the user has the right to generate institutional reports, the authority is automatically indicated without the possibility to change it.</li> </ul>
<b>Department</b>	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 “ <i>Select</i> ” 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.
<b>Author</b> (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 “ <i>Select</i> ” 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.

<b>Publication types</b> (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.
<b>Research fields</b> (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.
<b>Studies groups / directions</b> (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.
<b>Document languages</b>	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.
<b>Countries</b>	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.
<b>Additional inst. classifications</b>	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.

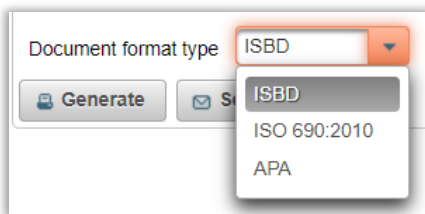
\*documents are classified according to eLABa talpyklos [publikacijų rūšių klasifikatorius](#).

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.