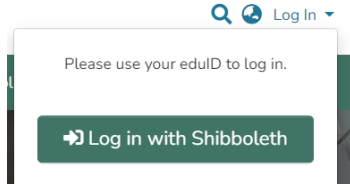


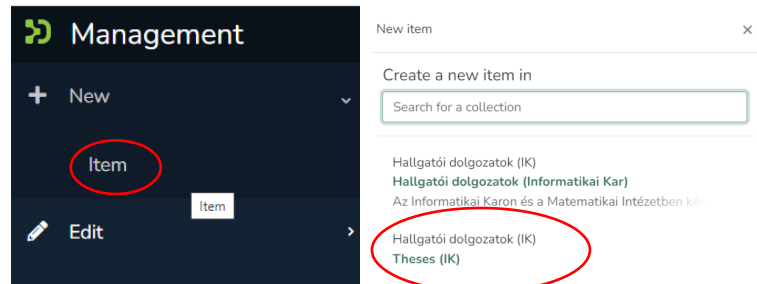
Upload guide

1. You can log in at <http://dea.lib.unideb.hu/dea/> site with a click on the ‘Log In’, ‘Log in with Shibboleth’ button. You can identify yourself with your **eduID** – same as your username and password for Neptun system.

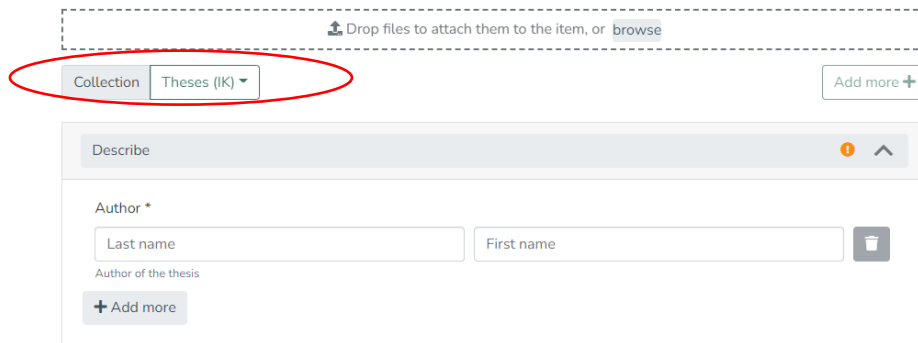


After the log in you will see a blue sidebar on the left side.

2. On the side bar, click on the ‘New → Item’ button. In the ‘New item’ window, choose the collection in which you need to upload your thesis. After that you will see the upload form that you should fill.



Next to the ‘Collection’ line you can still modify the collection in which you want to upload.



3. Fill in the form!

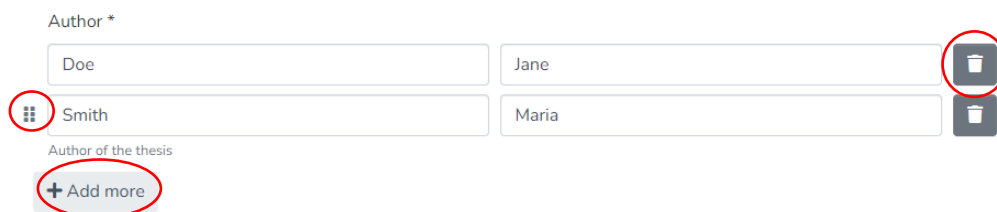
Important:

- Don't use only capital letters when you type in your title!
- Don't use titles (Dr, Prof.) in the name of your advisor!

You can add more data by clicking on the ‘Add more’ button.

You can reorder the lines by dragging them with the sign before the line.

You can delete any line by clicking on the  sign.



4. Give at least 2-3 keywords which best describe the content of your thesis. Please use new fields for each keyword!

Keywords *

Keywords

Please use new fields for each keyword!

+ Add more

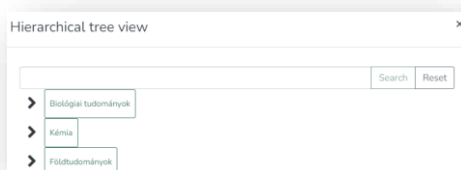
5. Choose a Subject-heading which best describe the subject of your thesis!

Subject-heading *

Subject-heading

Please choose from the list by clicking on the link below!

+ Add more



6. Write a short (5-6 sentence) review of your thesis!

Summary *

Summary

Short review of the thesis (5-6 sentences).

7. Fill in the year in which you wrote your thesis! Choose the Department where your thesis belongs to!

Date of issue *

↑ year month day ↓

The year is required.

Department *

UD--Faculty of Agricultural and Food Sciences and Environmental Management

UD--Faculty of Economics

UD--Faculty of Medicine

8. Fill in your major! Choose the level of your degree! Choose the language of your thesis!

Major *

The major of the student.

Level of your degree *

Choose the level of your degree!

Language(s) *

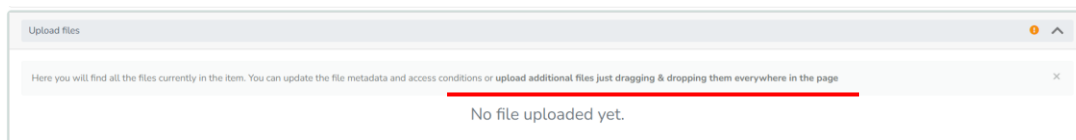
Hungarian
English
German


9. Fill in the length of your thesis

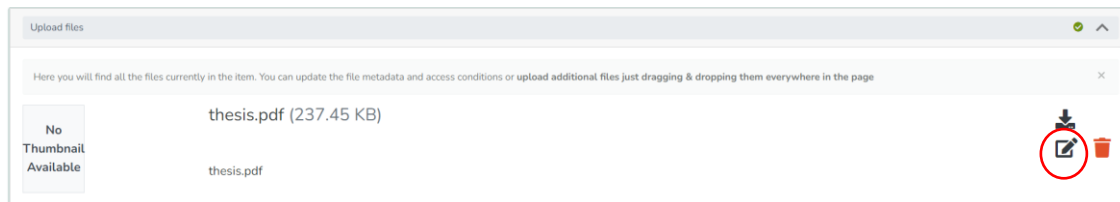
Length of your thesis *

The number of pages.

10. Attach your thesis in a secure (cannot copy and print) PDF format!



11. Click on the  icon



than enter the name of the file in the “Description” field (e.g. thesis, declaration, appendix, classification statement) Don’t modify the other fields! After you entered the description, click on the Save button!

Edit bitstream

Title *

Description

Enter a description for the file

+ Add more

Access condition type

Grant access from *

Grant access until *

From

Until

Select the date from which the related access condition is applied

Select the date until which the related access condition is applied

+ Add more

Cancel Save

12. Read the Copyright Declaration! Accept the license than click on the Deposit button!

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13. Log out