



User Manual

Electronic Theses Archive System (ETA)

for Student

Office of the Postgraduate Studies

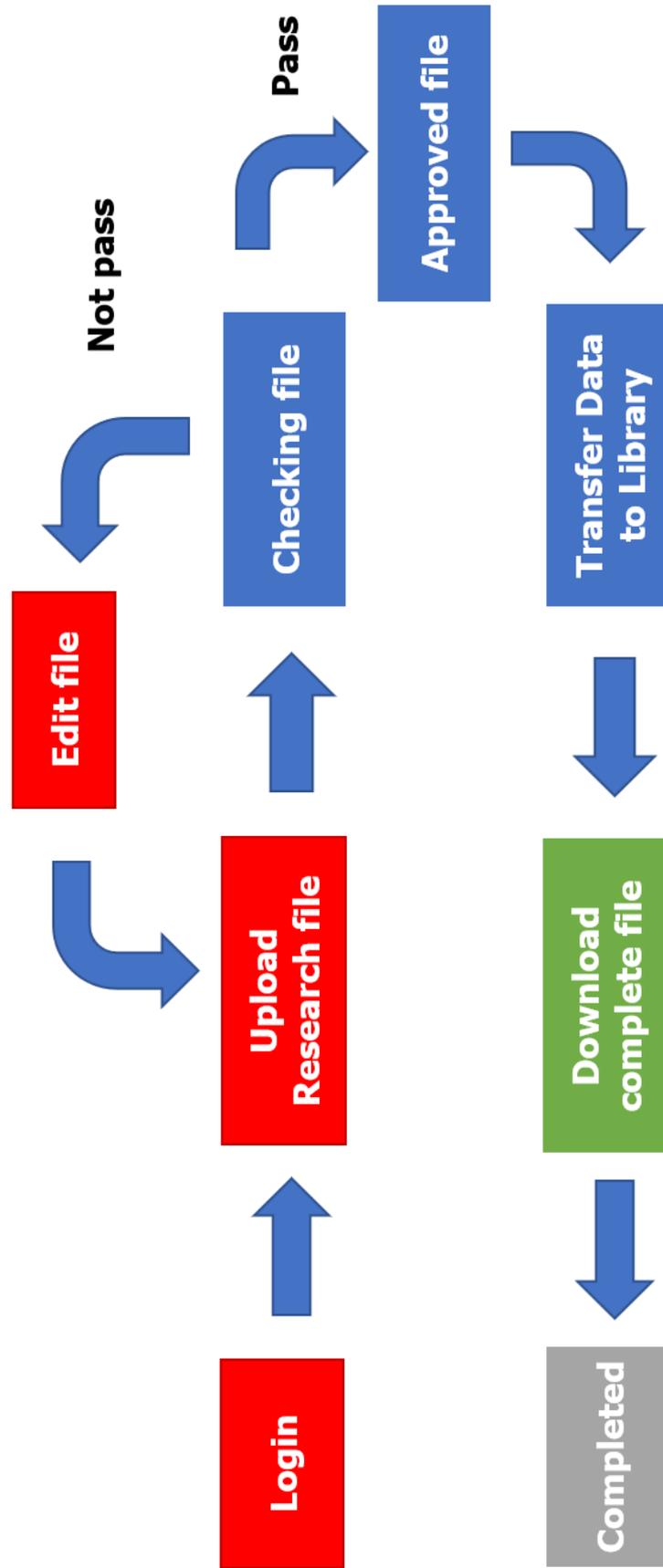
Mae Fah Luang University

Update: November 2021

Content

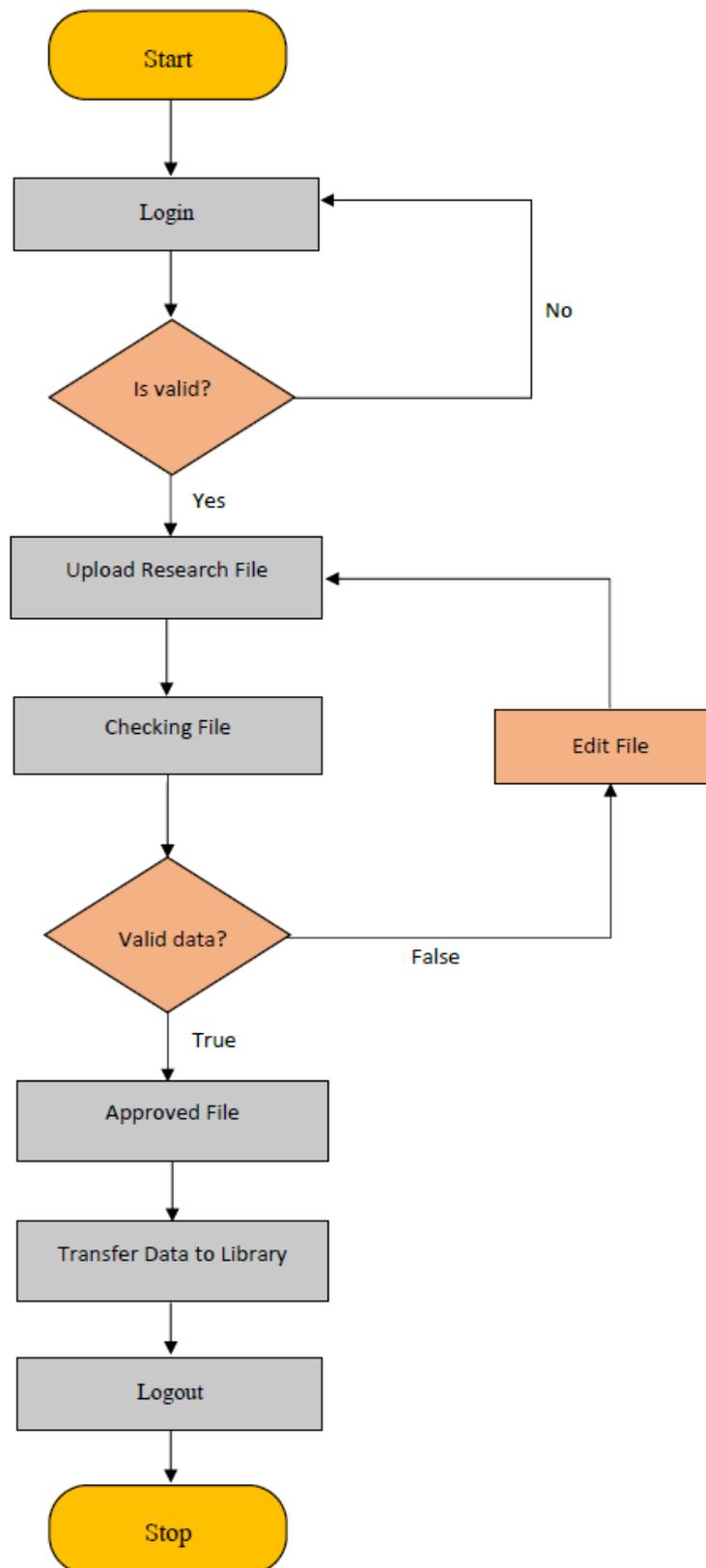
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Workflow



- = Action for Student = Login, Upload Research file, Edit file
- = Action for Staff = Checking file, Approve file, Transfer Data to Library
- = Action for Library = Download Completed file

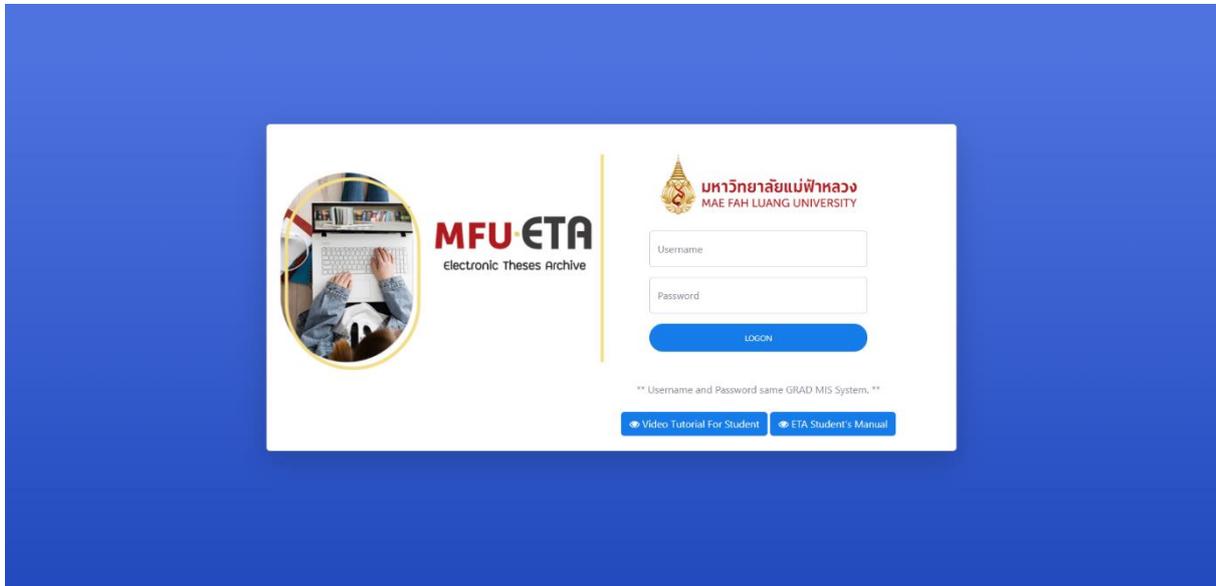
Flow Chart Diagram for Electronic Theses Archive System Process



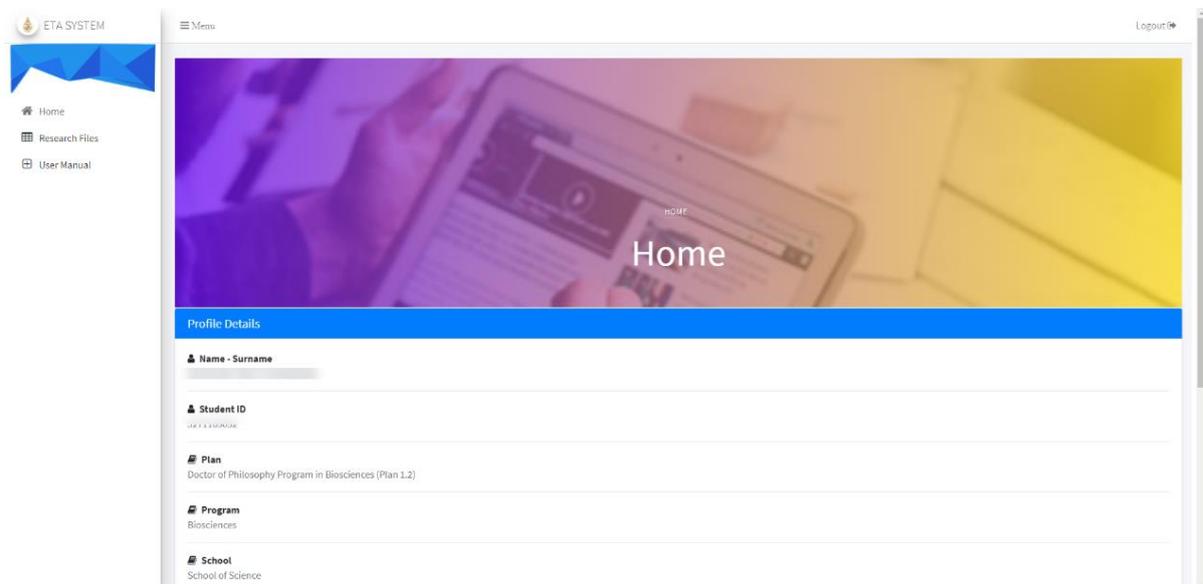
1. Login page

Students have to firstly login to the ETA System at <http://gradeta.mfu.ac.th/> go to the menu and enter your user name and password

** Username and Password same GRAD MIS System.

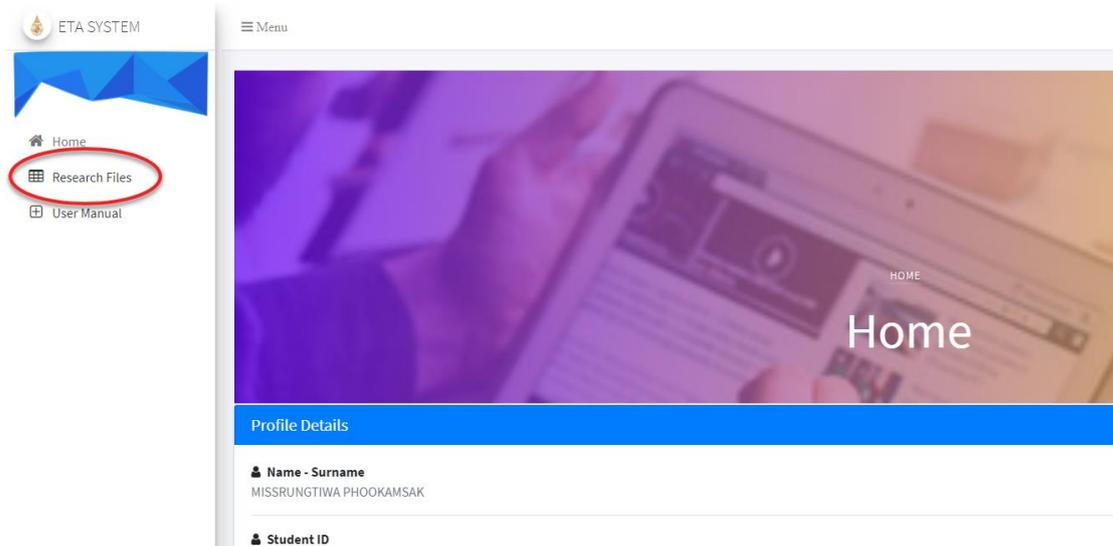


2. Home page

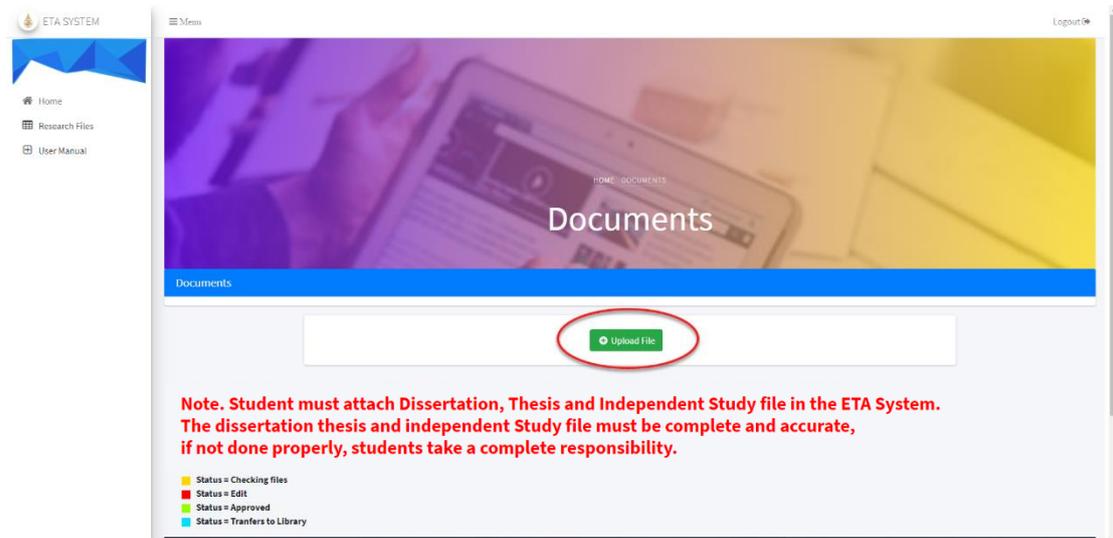


3. Upload research file

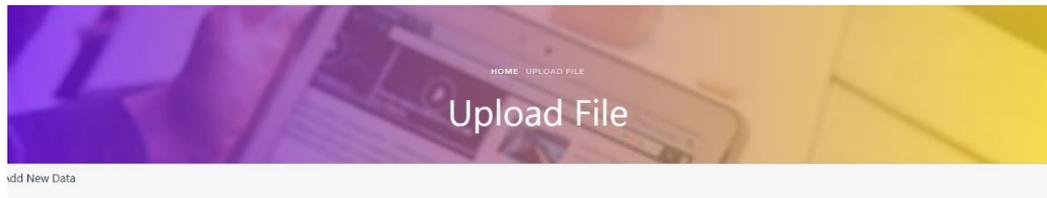
3.1 Choose the menu bar “Research Files” as shown.



3.2 Click the menu “Upload File”



3.3 Click “Choose file” and then attach your PDF file (Abstract request DOC file) and File specify follow Example.



Research Profile (MISSRUNGTIWA PHOOKAMSAK)

Research Title (Thai):

Research Title (English):

Research Type: Dissertation Plan 1,2, not less than 72 credits

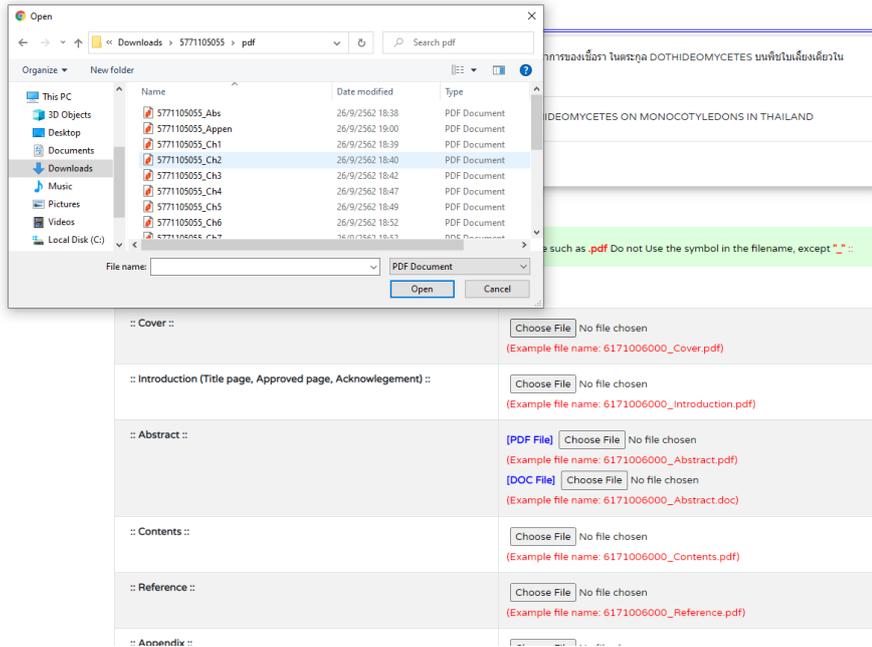
Upload File : File names must be in English and should not exceed 50 character, file type such as .pdf Do not Use the symbol in the filename, except "_" :

Cover :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Cover.pdf)
Introduction (Title page, Approved page, Acknowledgement) :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_introduction.pdf)
Abstract :	<input type="button" value="PDF File"/> <input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Abstract.pdf) <input type="button" value="DOC File"/> <input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Abstract.doc)
Contents :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Contents.pdf)
Reference :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Reference.pdf)
Appendix :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Appendix.pdf)
Vitae :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Vitae.pdf)
Chapter 1 :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Chapter_1.pdf)
Chapter 2 :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Chapter_2.pdf)
Chapter 3 :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Chapter_3.pdf)
Chapter 4 :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Chapter_4.pdf)
Chapter 5 :	<input type="button" value="Choose File"/> No file chosen (Example file name: 6171006000_Chapter_5.pdf)

Note. Student must attach Dissertation, Thesis and Independent Study file in the ETA System. The dissertation thesis and independent Study file must be complete and accurate, if not done properly, students take a complete responsibility.

- Status = Checking files
- Status = Edit
- Status = Approved
- Status = Transfers to Library

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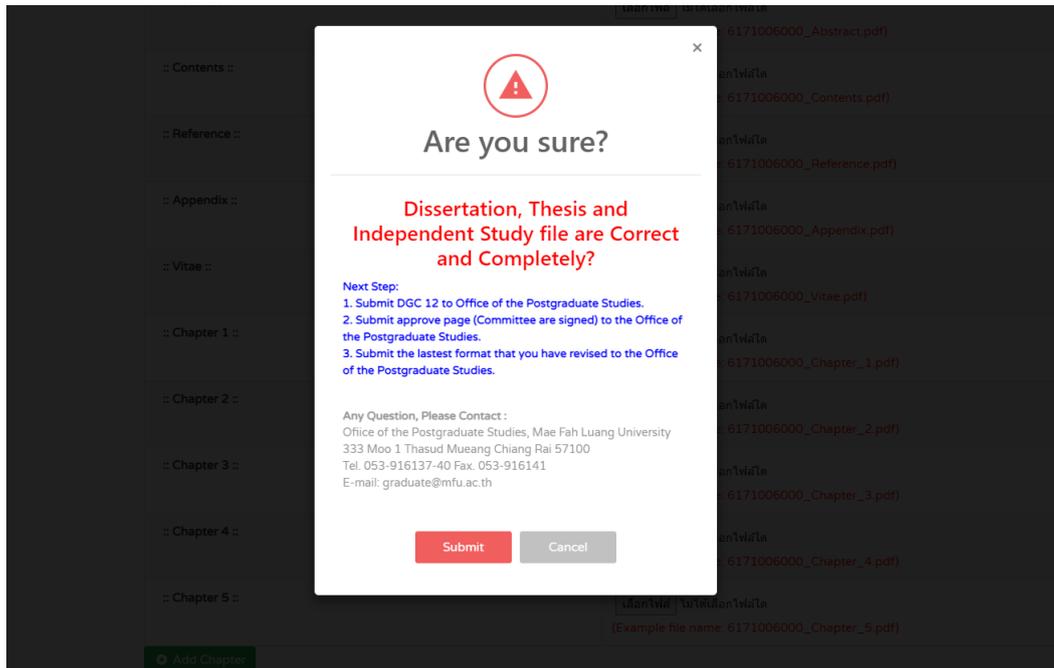
3.4 Click “Save” to record the data.



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3.5 The next step in guided reading and Click “Submit”

Note. If student submit file, student can't edit file so check file before submit.



3.6 Submit the document to Office of the Postgraduate Studies.

1. DGC 12.
2. Approve page (Committee are signed)
3. The latest format that you have reviewed

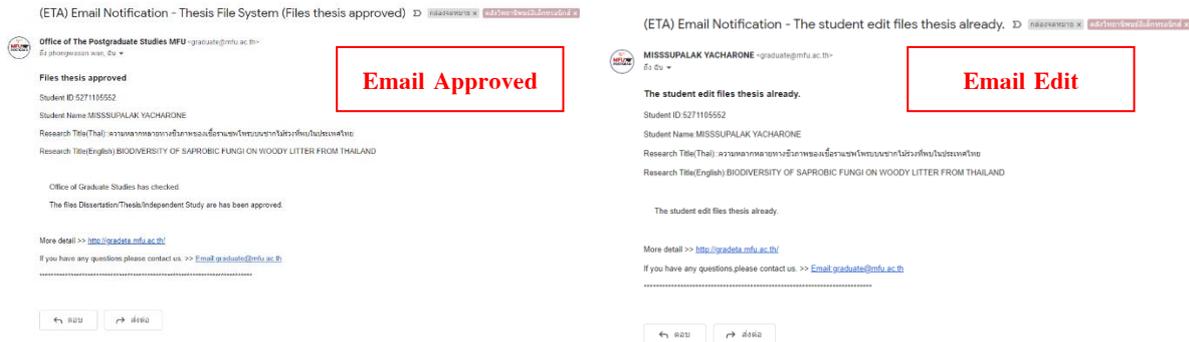
3.7 Wait for staff response.

Student ID	Student Name	Research Title	Type	Submitting Date	Status
S271105052			Dissertation Plan 1,2, not less than 72 credits	29/01/2021	Checking File

Note. Student must attach Dissertation, Thesis and Independent Study file in the ETA System. The dissertation thesis and independent Study file must be complete and accurate, if not done properly, students take a complete responsibility.

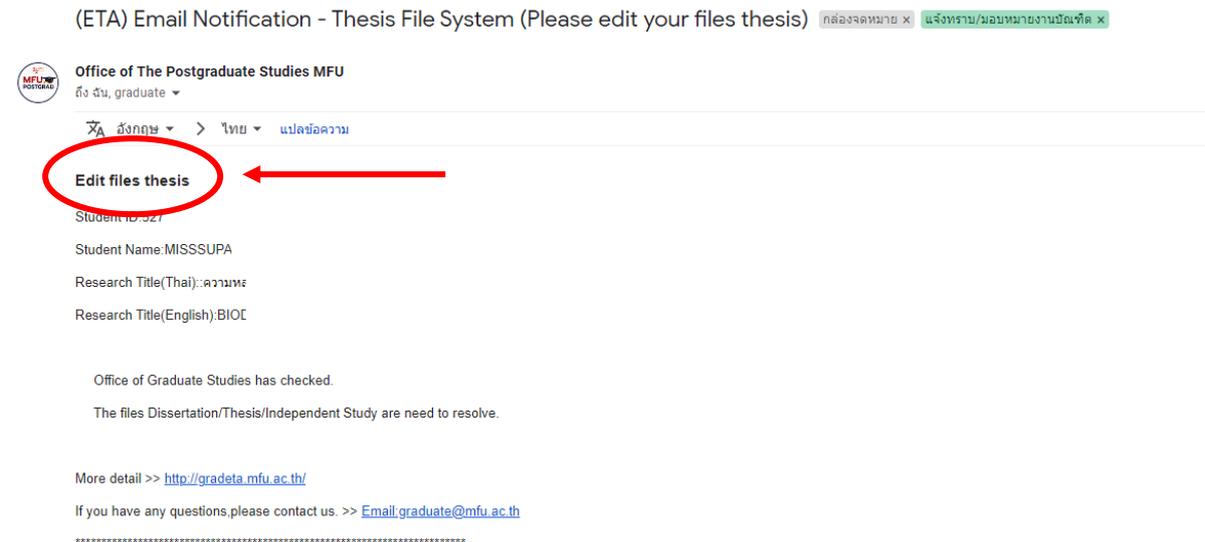
■ Status = Checking files
■ Status = Edit
■ Status = Approved
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3.8 Check your E-mail for Response from staff.



4. Edit research file

4.1 Check your E-mail and edit your files thesis.



4.2 ETA System will shown “status Edit” and Click “Edit” button

HOME DOCUMENTS

Documents

Documents

Student ID	Student Name	Research Title	Type	Submitting Date	Status	Action
5271105052	MOHAMMAD HANAN MOHAMMAD	اثر التغيرات المناخية على التنوع البيولوجي في منطقة البحر المتوسط	Dissertation Plan 1.2, not less than 72 credits	29/01/2021	Edit	Edit

Note. Student must attach Dissertation, Thesis and Independent Study file in the ETA System. The dissertation thesis and independent Study file must be complete and accurate, if not done properly, students take a complete responsibility.

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- Status = Edit
- Status = Approved
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HOME DOCUMENTS

Documents

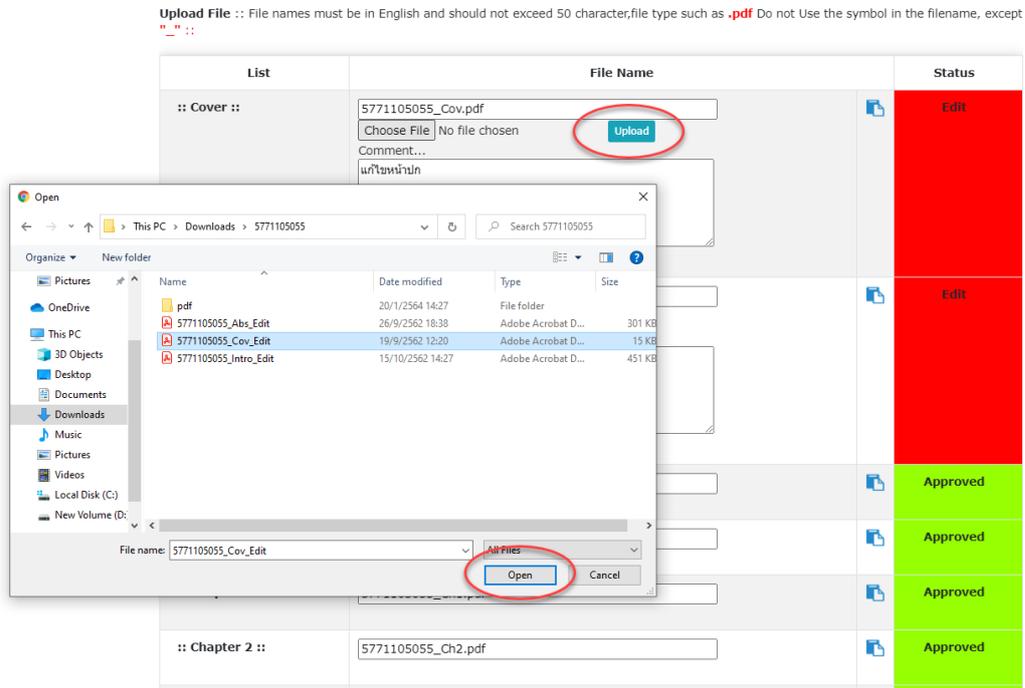
Documents

Student ID	Student Name	Research Title	Type	Submitting Date	Status	Action
5271105052	MOHAMMAD HANAN MOHAMMAD	اثر التغيرات المناخية على التنوع البيولوجي في منطقة البحر المتوسط	Dissertation Plan 1.2, not less than 72 credits	29/01/2021	Edit	Edit

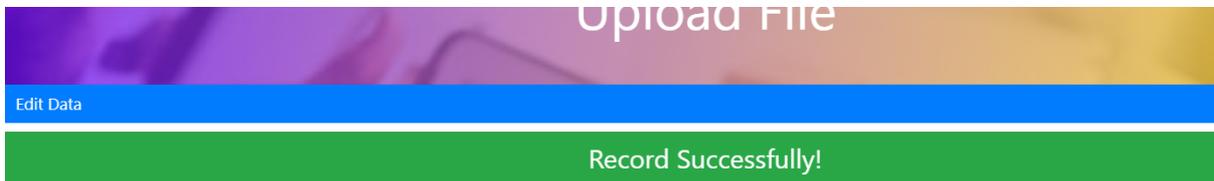
Note. Student must attach Dissertation, Thesis and Independent Study file in the ETA System. The dissertation thesis and independent Study file must be complete and accurate, if not done properly, students take a complete responsibility.

- Status = Checking files
- Status = Edit
- Status = Approved
- Status = Transfers to Library

4.3 Click “Choose file” and then attach your **new thesis file** from computer and Click “Upload” to record the file.



4.4 Upload new thesis file complete as shown.

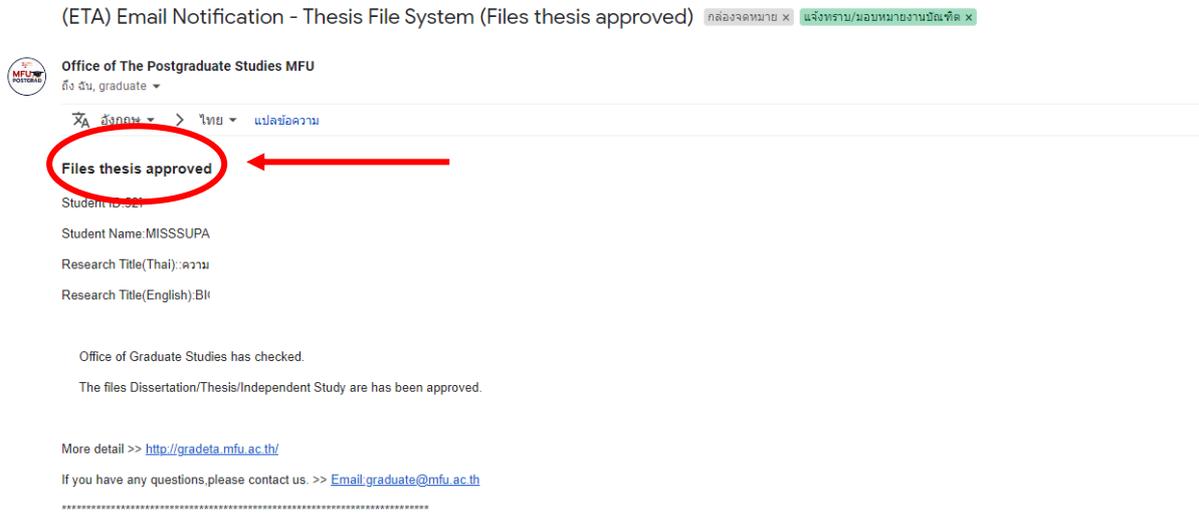


Upload File :: File names must be in English and should not exceed 50 character,file type such as .pdf Do not Use the symbol in the filename, except ".": ::

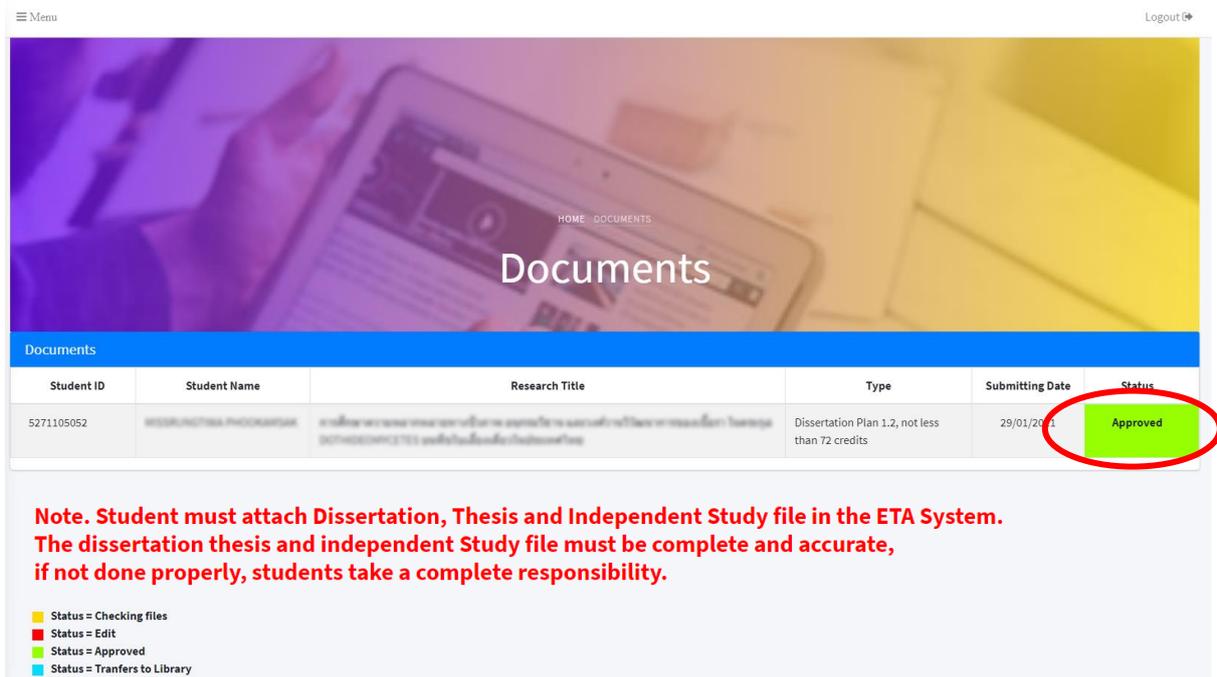
List	File Name	Status
:: Cover ::	5771105055_Cov_Edit1.pdf ✓	Checking Files
:: Introduction (Title page, Approved page, Acknowledgement) ::	5771105055_Intro_Edit1.pdf ✓	Checking Files
:: Abstract ::	5771105055_Abs.pdf	Approved
:: Contents ::	5771105055_Cont.pdf	Approved
:: Chapter 1 ::	5771105055_Ch1.pdf	Approved

5. Research file approved

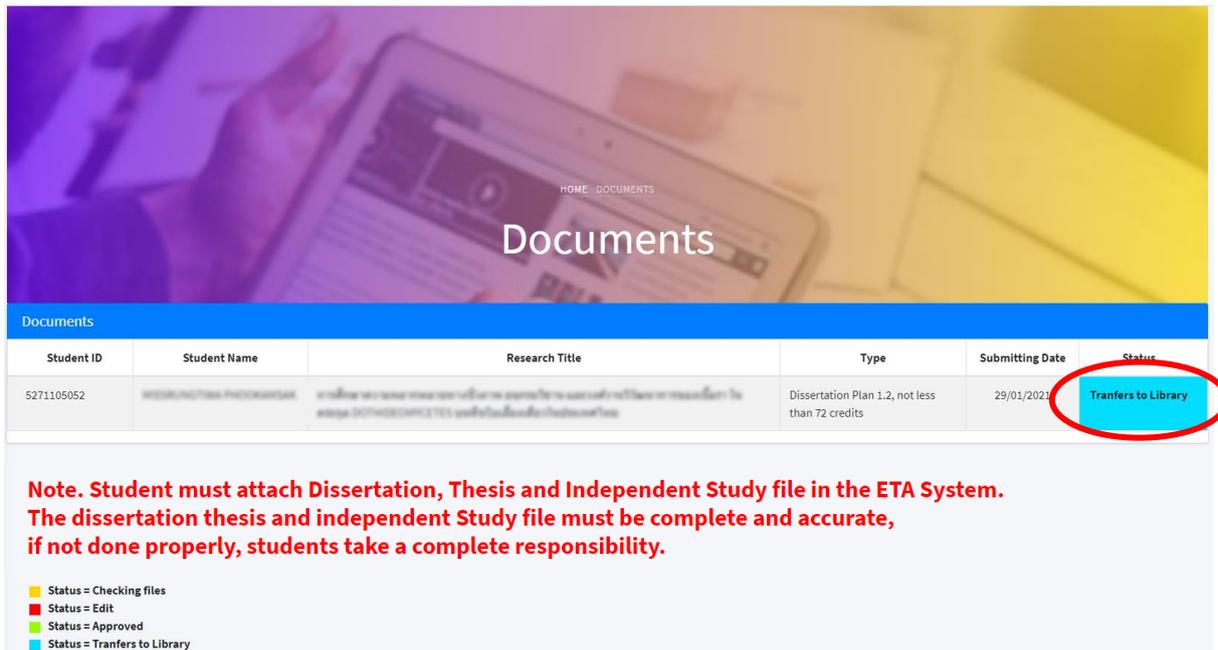
5.1 Student get the E-mail from staff as shown.



5.2 ETA system will show “Approved Status”



6. Research file transfer to Library



The screenshot displays the 'Documents' page of the ETA system. At the top, there is a navigation bar with 'HOME' and 'DOCUMENTS' links. Below this, the word 'Documents' is prominently displayed. A table lists document entries with columns for Student ID, Student Name, Research Title, Type, Submitting Date, and Status. The first entry has a status of 'Transfers to Library', which is highlighted with a red circle. Below the table, a red note states: 'Note. Student must attach Dissertation, Thesis and Independent Study file in the ETA System. The dissertation thesis and independent Study file must be complete and accurate, if not done properly, students take a complete responsibility.' A legend at the bottom left identifies the status colors: yellow for 'Checking files', red for 'Edit', green for 'Approved', and blue for 'Transfers to Library'.

Student ID	Student Name	Research Title	Type	Submitting Date	Status
5271105052			Dissertation Plan 1,2, not less than 72 credits	29/01/2021	Transfers to Library

Note. Student must attach Dissertation, Thesis and Independent Study file in the ETA System. The dissertation thesis and independent Study file must be complete and accurate, if not done properly, students take a complete responsibility.

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