1) Click on the log-in button.

2) Enter your ID (library account ID - student number) and password (library account password) to log in.

3) For the first-time use of the dCollection system, please click on the "Login procedure of submitter" icon on the login page to authenticate the submissions.

4) After log in, select the menu of dissertation submission menu.
1) If you have more than one subscribed collection, you will see a list of available collections.

2) After selecting the collection you want to submit, select the "Submit" button and you will be directed to the thesis submission screen.

3) If there is only one collection to submit, the submitter information screen is displayed immediately without a selection step.
1) In this stage, the basic information (ID, name, school, status) and contact information (phone, mobile phone, e-mail) of the submitter will be confirmed.

2) If the contact information has been changed, revise the information.  
   ※ This information will be used by the library administrator only for matters in regards to the dissertation you have submitted.

3) If you click the next stage button, meta information enter screen will appear.
1) In this stage, bibliography information about dissertation will be entered.

2) Entry with * in front of it is compulsory.

3) Add mark allows you to enter multiple items.

   Add mark is selected, then items will be added for additional entries.

   If you want to delete the additions, then select Delete mark.

4) When entering abstract/summary, be sure to select language.
Generally, you can copy and paste the abstract/summary of the dissertation.

5) Enter the table of contents of the dissertation.
   Generally, you can copy and paste the table of contents of the dissertation.

6) The year of Issued and Degree award year can be entered directly. (4 digits)
1) In this stage, select whether you agree to the license of the dissertation you have submitted in the license agreement stage.

1-1) If you agree, the dissertation will be converted into PDF file and provided to public users. You can specify the original-text service start date for reasons such as patent applications. The initial service start date can be selected at least one month later.

1-2) If you don’t agree, the dissertation will not be provided to public users. However, Enter your reasons for the disagreement.

2) Set up display of author, non-profit, prohibition of change and allowance of change on same condition in the scope of license (scope of use) set-up.
**Attribution**: This means the right of paternity (Article 12 Paragraph 1 of the License Law) is exercised. As one of author’s moral right, the right is to display the real name or nickname when publishing the copy of original or writings. Therefore, users must display the author to use the writings.

**Non-Commercial**: This means that you do not use the writings for commercial purpose. Of course, although the writer sets this non-profit condition, the writer may conduct profitable activities by using this writing. Therefore, if any user wants to use the writing for commercial purpose, it may be allowed with consideration by separate agreement.

**No derivative**: This means that simple change including substance and format of writings which are not considered as new writing as well as the 2nd writing based on this writing is prohibited.

**Share alike**: Although the 2nd writing by using this writing is allowed, the 2nd writing should be applied by same license like the original.
1) This is a file uploading screen.

2) First of all, select the type of File.
(※ The type of file may be different according to the value which the administrator selected.)

@ General document (hwp, doc, PDF, etc.) : If the document is made by general document editor such as Hangeul, MS Word, Excel, Powerpoint or PDF.
(in case of general document, multiple files can be registered)

@ Video : mp4 files can be uploaded

@ URL : If the file is submitted as URL.

@ Separate submission : In case the volume of file is too big to be submitted through online (more than 100MB), if you want to submit the original text file directly (CD or diskette), in the form of a booklet.

3) In case of general document, multiple files can be registered.
When registering multiple files, they have to be registered in the order of the documents.
4) **The start page should be actual physical page where the body begins** (page with the numerical number) Excluding cover and contents, etc.

In the figure on the left, the page numbered text from "1. Introduction" to Arabic numerals. So the bookmark start page is "3".

5) The contents (bookmark) are basically same as the contents of meta information entering stage.

*However, the dots between each item and the page number must be deleted.*

ex) 1.1 ‘Study background’ · · · 2 ⇒ 1.1 ‘Study background’ 2

And if it is hierarchical structure, it has to be indented one by one as it goes down to sub class.

6) If you want to upload only multimedia files, you can upload the file after selecting the original type as video. When uploading a file, you can register mp4 format video and sound files, and only one can be registered.

7) After completing the original registration, click the Next button to complete the submission.

Then you can see this message.
**Control Number : 0000000060454**

**Metadata**

<table>
<thead>
<tr>
<th>Item</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Study of International Standard Name Identifier</td>
</tr>
<tr>
<td>Author</td>
<td>Lee Junkee</td>
</tr>
<tr>
<td>Abstract</td>
<td>Due to the advance in multimedia technology and hardware, the production and use of the multimedia contents is rapidly increasing. Despite the vast growth of multimedia, the effectiveness of its usage is very limited due to the lack of a complete technology for the organization and retrieval of multimedia. The extensive use of multimedia content requires a uniform and standard methods for describing the various types of multimedia content. Content-based retrieval means that the search makes use of the contents of the multimedia themselves, rather than relying on human-inserted metadata such as captions or key words. The study analyzes several metadata among metadata initiatives and MPEG-7, which is “Multimedia Content Description Interface” for content-based retrieval.</td>
</tr>
</tbody>
</table>
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| Publisher  | 한국해양대학교                                                                                                                                   |
| Adviser    | 홍학통                                                                                                                                                                                                 |
| Issued     | 2019                                                                                                                                                                                                     |
| Awarded    | 2019.5                                                                                                                                                                                                   |
| Modified   | 20190012171502                                                                                                                                                                                        |
| Thesis degree | Master                                                                                                                                    |

**File information**

- **File format:** Document
- **Submit original:** [2019년매개서체.pdf](#) (1405813 bytes, 2019-01-12 17:15:09)

**Bookmark**

Start page of thesis: 1

Update Files
8) Click complete submit button, then you can see ①message or ②message

①message means that you can modify your thesis until administrator handle it after submission.
②message means that you cannot modify your thesis after submission.
1) The lookup submittal allows to check out the substances of the dissertation, revise detailed information in the submitted dissertation and check out the status made by the administrator.

2) Approval status

- Not approved: The dissertation is not approved by the administrator.
- Approved: The dissertation is approved by the administrator. In case the administrator approves, the approval notice mail will be sent to the submitter. The submitter can check out the approval notice mail at 'Private notice," and print the license agreement and confirmation of submittal from the detailed screen of the approval notice.

3) The status of dissertation

- Not completed: The submittal is not successfully completed. Move to detailed screen and select submittal is finished.
- **Before accept**: The dissertation is successfully submitted but before obtain administrator’s approval.

- **Accept complete**: processing submitted thesis by administrator.

- **Submit complete**: submitted dissertation is verified by administrator and before service.

- **In service**: submitted dissertation is in service. You can check the dissertation through search.

- **Re-submit**: returned dissertation is submitted again.

- **Return**: The dissertation is returned by administrator due to certain reason. Check out the reason of return in private notice move to the details of the returned dissertation screen from the submission list, update the content and re-submit.
1) **Complete submit notice**: Your thesis submission is complete. Administrators are checking the metadata and original text file of the submitted thesis.

2) **Approval notice**: If the submitted dissertation is approved by the administrator, the approval notice mail will be sent to the submitter. "License agreement" and "confirmation of submittal" can be printed on the approval notice details screen.

3) **Return notice**: If administrator returns the dissertation due to problems in the submitted dissertation, the return notice mail will be sent to the submitter. The submitter should check out the matters related to the return from "Lookup submittal" or "Private notice," and submit it again after solving the problem.