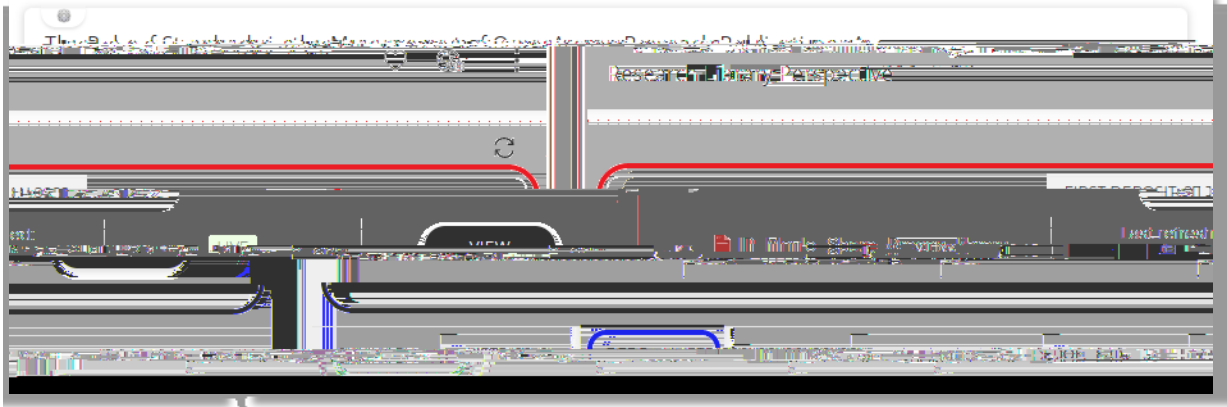


This will select the 'Deposits' tab for each publication in your list, showing details (filename, deposit date) in the display window under the publication's title, providing a file has been uploaded:



You will also see '(1)' in the Deposits tab, indicating that the record has a file attached to it.

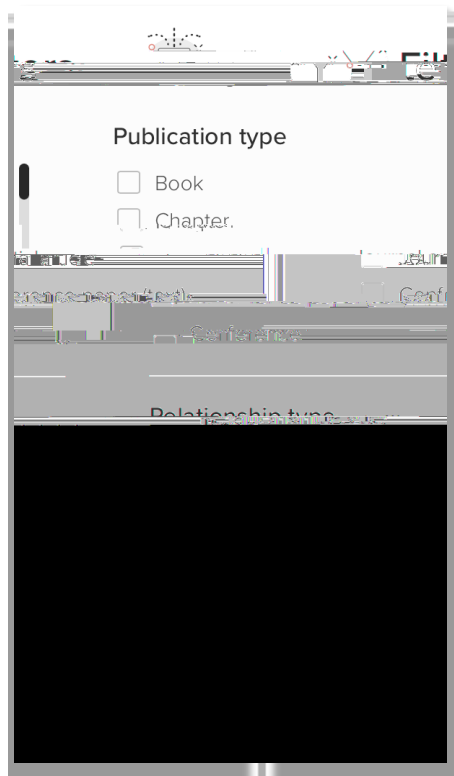
If a file has not been uploaded, you will see this message in the display window:



Note that the tab shows '(0)' indicating that a file has not been uploaded.

2. From the publication's RPS record

4. Navigate to your Publications list (see step 2 above).
5. Use the filters on the right to navigate to the publication (enter its title in the title box):



6. Click on the title of your publication to open its RPS record:



7. If the publication has been uploaded, you will see the file listed under the 'Full text' header in the record:

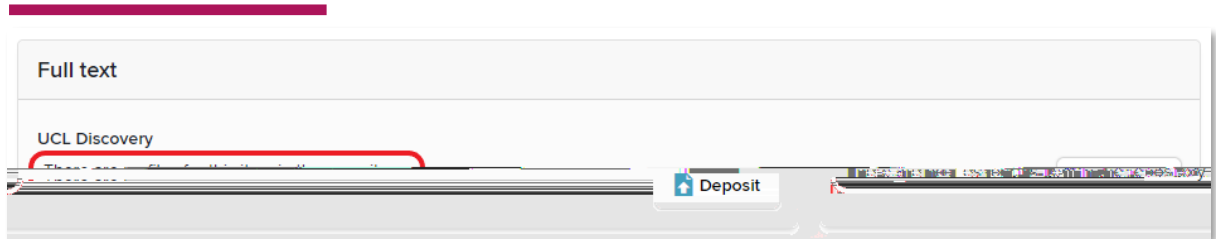


If a file has not been uploaded, you will see a message saying “There are no files for this item in the repository”:

More UCL RPS guides and videos are available at:

<https://www.ucl.ac.uk/library/open-science-research-support/open-access/ucl-research-publications-service-rps>

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