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:

NITONSHIPS (2) SOURCES (3) HISTORY (3)	

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:

The Role of Standards in the Management of Open Access Research Publications: A Research Library Perspective	♡ ֎ :
JOURNAL ARTICLE & Movido M. Sharp C. breacht Information Standards Quarterly 26(2):15-21 2014 Reporting Date: 01 Jun-2014 - DOI -	< = = - <u></u>

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

Full text	
UCL Discovery	
	First deposited 27 Jan 2022.
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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/uclsresearch-publications-service-rps

Last updated: October 2022

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