28.12. How to access Temp folder

Introduction

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mSupply uses the operating system to store generated reports and printouts like excel and PDF documents. There may be instances where viewing the temp folder is required. There are various way to navigate to the temp folder.

Using mSupply

View any customer or supplier invoice. Pretend you want to print the invoice. As shown below choose to view the **PDF file on disk**.

	Printing	Printing options			
Form to use Pi	ck slip portrait	🗢 🗌 Remember this choice			
Message		Destination			
		Printer Preview			
		O PDF file on disk			
		Email PDF Export to Excel			
		Cancel OK			

Once the report or print out is generated you will be shown the option to view the file. Choose **Show me** as shown below. You will be shown the file inside the temp folder location.



The Smart Geek Way

If you are using Windows, then you can show off to your friends using this technique. On your computer keyboard, hold down the "Window Key" and click the "R" key. A window such as below will be displayed. This is known as the Run window.

🖅 Run		\times
۵	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.	
<u>O</u> pen:	%temp%	~
	OK Cancel <u>B</u> rowse	

We want to open the **Temp** folder, so type %temp% as shown and click OK to run.

The Temp folder will be displayed in an File Explorer window as shown below.

🗹 📑 🖛 I Temp				-		×
File Home Sha		- D. I I			C 1 7	~ (
← → * T _ «	Local Disk (C:) > Users > SUSSOL~1 > A	ppData > Local > lem	np >	~ Ö	Search Ter	mp 🔎
	Name	Date modified	Туре	Siz	e	
📌 Quick access	.ssh	03/08/2020 16:44	File folder			
 OneDrive 	_TS45C0.tmp	31/08/2020 12:23	File folder			
This PC	_TSD54.tmp	08/05/2020 11:23	File folder			
_	4D	13/08/2020 14:27	File folder			
3D Objects	4D Server	29/04/2020 14:24	File folder			
Desktop	8788_220132319	29/04/2020 14:47	File folder			
😤 Documents	8788_544714630	21/04/2020 15:20	File folder			
👆 Downloads	CDF139A0-0880-4AD6-A9AA-899DF8555	5 18/05/2020 14:33	File folder			
Music	chrome_BITS_5124_1757216918	29/05/2020 17:38	File folder			
Pictures	chrome_BITS_5124_1973947361	29/05/2020 17:38	File folder			
Videos	chrome_BITS_9636_1192695043	31/07/2020 18:25	File folder			
Local Disk (C:)	chrome_url_fetcher_8788_1342598865	29/04/2020 14:47	File folder			
_		03/06/2020 11:46	File folder			
🛫 Shared Folders	edge_BITS_10928_935730678	13/08/2020 14:32	File folder			
Network	Low	08/09/2020 11:19	File folder			
-	mSupply	28/08/2020 18:03	File folder			
	PhotoCache	22/04/2020 18:20	File folder			
	scoped_dir100_4780	03/08/2020 16:44	File folder			
	scoped_dir348_8790	03/08/2020 16:44	File folder			
	scoped dir5300 31848	03/08/2020 16:44	File folder			
36 items 1 item selecte	ed					

The folder **mSupply** should contain all the files that mSupply has generated.

Previous: 28.11. Benefits of a multi-store system || Return to: 28.13. Fixing incorrectly received stock

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Permanent link: https://docs.msupply.org.nz/faq:how_to_access_temp_folder



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