## 26.12. 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**.

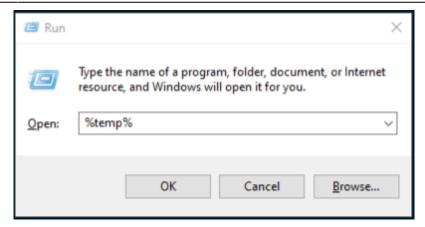
	Printing	Printing options				
Form to use Pic	k slip portrait	🗢 🗌 Remember this choice				
Message		Destination				
		Printer Preview				
		O PDF file on disk				
		Email PDF Export to Excel				
		Cancel OK				

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.



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.

<mark>፼</mark> <mark>-</mark> ╤   Temp ile Home Sha	are Vi	ew						<u>`</u>
→ × ↑ 📙 «	Local Dis	(C:) > Users > SUSSOL~1 > Appl	Data > Local > Tem	p >	ڻ ~	Sea	irch Tem	р <b>,</b> 0
	Name	^	Date modified	Туре		Size		
📌 Quick access	.ssh		03/08/2020 16:44	File folder				
OneDrive	_TS45	iC0.tmp	31/08/2020 12:23	File folder				
This PC	_TSD:	54.tmp	08/05/2020 11:23	File folder				
	4D		13/08/2020 14:27	File folder				
3D Objects	4D Se	rver	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	CDF1	39A0-0880-4AD6-A9AA-899DF8555	18/05/2020 14:33	File folder				
Music	chroi	me_BITS_5124_1757216918	29/05/2020 17:38	File folder				
Pictures	chron	me_BITS_5124_1973947361	29/05/2020 17:38	File folder				
Videos	chroi	me_BITS_9636_1192695043	31/07/2020 18:25	File folder				
	chroi	me_url_fetcher_8788_1342598865	29/04/2020 14:47	File folder				
Local Disk (C:)	🔤 Deple	byment	03/06/2020 11:46	File folder				
n Shared Folders	edge	BITS_10928_935730678	13/08/2020 14:32	File folder				
Network	Low		08/09/2020 11:19	File folder				
	📙 mSuj	oply	28/08/2020 18:03	File folder				
	Phot	oCache	22/04/2020 18:20	File folder				
	scop	ed_dir100_4780	03/08/2020 16:44	File folder				
	scop	ed_dir348_8790	03/08/2020 16:44	File folder				
	scop	ed dir5300 31848	03/08/2020 16:44	File folder				

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

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Permanent link: https://docs.msupply.org.nz/faq:how\_to\_access\_temp\_folder?rev=1599545200



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